

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 September 17, 2013 at 7:00 p.m.

Posted: September 13, 2013 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 September 3, 2013.
2. Ratification of Disbursements for August 2013.

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. Replacement of Motor Control Center at Oak Creek Reservoir, Project E-931 – Consideration and motion to authorize the General Manager to request proposals to provide professional engineering services for the replacement of the motor control center at Oak Creek Reservoir at a cost estimate of \$75,000.
2. Crescenta Valley County Park Stormwater Recharge Facility Study, Project M-903 – Consideration and motion to authorize the General Manager to enter into an agreement with AMEC to provide professional consulting services for the Crescenta Valley County Park Stormwater Recharge Facility Study for a cost not-to-exceed \$139,960.
3. Well Rehabilitation of Wells 5, 8, 9, 11, & 12, Project E-934 – Consideration and motion to authorize the General Manager to
 - a. Advertise for bids for well rehabilitation for Wells 5, 8, 9, 11 & 12 with an engineering cost estimate of \$260,000,
 - b. To increase the FY 13/14 CIP Budget by \$254,00 to \$2,454,000,
 - c. To find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

4. **General Manager's Compensation** – Discussion and possible action regarding the General Manager's compensation.

Information Items

Written Communications to District

Staff Reports

Secretary-Treasurer

1. Cash and Investments –September 17, 2013.

General Manager

1. Administrative Report.

District Engineer

1. Water Production Report –September 1 – 15, 2013.
2. Report on Administrative and Field Operations.

Program Specialist

1. Report on Water Conservation issues.

Information Technology

1. Report of Information Technology issues.

Attorney

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

Reports of Committees

Engineering Committee

1. Report of Engineering Committee meeting held on September 13, 2013.

Finance Committee

1. Consideration of financial issues affecting the District.

Employee Relations Committee

1. Consideration of employee relations issues affecting the District.

Policy Committee

1. Report of Policy Committee meeting held on September 13, 2013.

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

- **Conference with Legal Counsel – Existing Litigation (§54956.9)(d)(1)**
 - Crescenta Valley Water District vs. Exxon Mobil et al.

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

September 3, 2013

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of August 13, 2013, a Regular Meeting was held on September 3, 2013, 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. Tejeda
Attorney:	Roland Trinh
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 Christy Scott, Program Specialist Larry Byers, Plant Superintendent

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote that the Agenda for the Regular Meeting of September 3, 2013 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Richard Atwater reported that at the last FMWD Board meeting MWD increased the funds for the turf rebate program, and are starting a rain barrel rebate program. He reported that FMWD was not ranked high enough for the Foundational Action Funding Grant, so no funding will be available. It was stated that criteria for the projects were not met. Concluding, he said that there is a Recycled Water Workshop tomorrow at 4:30 p.m.

CONSENT CALENDAR

It was moved by Director Ross, seconded by Director Tejada and carried by a 5-0 vote to approve the Consent Calendar which consisted of the following items:

Minutes of the Regular Board Meeting held on August 13, 2013.

ACTION CALENDAR

Eagle Scout Project Presentation - Mr. Brandon Loder from Troop 390 gave a presentation to the Board, in which he proposed to install a small outdoor classroom area at the Rosemont Preserve as his Eagle Scout project. He has requested a ¾ inch water service be installed by the District for use during construction and irrigation of plants. In addition, the water service will be used for a future seed nursery proposed by the Friends of the Rosemont Preserve. The estimated cost to the District for installing the meter is \$3,500. Also, the Arroyos & Foothill Conservancy will establish an account and pay for the water usage. During the budgeting process, the Board requested that staff include a new category for community outreach under the water conservation budget. It is staff's recommendation to assist the Eagle Scout project by installing the water service as part of the District's Community Outreach program to provide water for the Eagle Scout project and for future use by the Friends of the Rosemont Preserve.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 5-0 vote to authorize the General Manager to provide a water service for the Eagle Scout project at a cost of \$3,500.

Surplus Property – Mr. Mitchell discussed that as part of the FY 2012/13 budget, staff requested and received permission from the Board to replace Unit #20 with a new utility service truck (new unit #2). At the time staff reported that Unit #20 needed to be replaced so that the District would be in compliance with the California Air Resources Board Fleet Rule Regulation. It states that all heavy duty trucks 2006 or older and with a GVWR greater than 14,000 pounds that are part of a fleet of vehicles be retrofitted with a diesel emissions device or be sold out of state by the end of 2011. The original plan was to retrofit Unit #20 with the emissions device, but staff believed it would be wiser to purchase a new truck since Unit #20 was 10 years old and served as the main utility truck. The cost to retrofit Unit #20 is approximately \$17,000. Staff is requesting that the Board declare this vehicle as surplus property per Section 12.04 of the District's Rules and Regulations so we can begin the process of disposing of the truck. Staff has determined that the resale value of this truck is approximately \$10,000 based upon comparisons for similar trucks for sale. Staff is recommending that the Board authorize the General Manager to dispose of the truck in a manner most beneficial to the District.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 5-0 vote to authorize the General Manager to declare that Unit #20 as surplus and dispose in a manner most beneficial to the District.

ACWA Committee Appointment Nominations – Mr. Mitchell reported that ACWA has several committees that drive their activities and policy development. ACWA is requesting their members to submit nominations to be considered for appointments to the various committees for the 2014-15 terms. In the past, the District has supported nominations for Director Tejeda to the Energy Committee and Mr. Bunn and several of his colleagues to other committees. Director Tejeda and Mr. Bunn have asked for the Board to once again place their names, and those of Mr. Bunn's colleagues, in nomination for the various committees on which they now service.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 5-0 vote to nominate the members as listed on the memo.

ACWA Region 8 Board Elections – Mr. Mitchell reported that ACWA divides its members into geographic regions in order to recognize the opinions of all members throughout the state. The District is part of Region 8 which covers most of Los Angeles County and consists of a Chair, Vice Chair and Board Members. It is now time to elect the 2014-15 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. ACWA has sent a ballot that has a slate of candidates identified by the Region 8 Nominating Committee. The District could vote for the slate as presented or cast votes for individual candidates for the 2014-15 term.

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson and carried a 5-0 vote for the District to vote for the slate of candidates.

8-Inch Water Main Replacement on the 3000 & 3100 Blocks of Paraiso Way – Project E-921 – Mr. Gould reported that we are proceeding with the water main pipeline replacement program for FY 2013/14 with the replacement of old pipelines on the 3000 & 3100 Blocks of Paraiso Way, 4900 Block of Ramsdell and the upper portion of the 4900 Block of Cloud Avenue. The design is completed for the pipeline project and is ready for advertising for bids. The anticipated project schedule is to award a contract at the November 5, 2013 Board meeting and have construction begin in early January 2014. There are currently no fire hydrants on the 3000 or 3100 Blocks of Paraiso Way due to the undersized pipelines and staff has been working with the residents to place new fire hydrants at locations that will have the least impact on the street. Staff is also working on a public outreach program that will include sending letters within the next two weeks and holding a public meeting on the street to explain the project. Second letters will be sent two weeks before construction begins. The cost for this project is estimated at \$518,000 and is requesting that the Board find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA guidelines. It is staff's recommendation to authorize the General Manager to advertise for bids for this project and find it exempt from CEQA.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda and carried a 5-0 vote to authorize the General Manager to advertise for bids for the water main

replacement on Paraiso Way, Ramsdell and Cloud Avenues and find this project exempt from CEQA.

Well Rehabilitation of Well 1 - Project E-932 – Mr. Gould reported that the FY 2013/14 Capital Improvement Project (CIP) budget included the rehabilitation of Wells 1 & 8 as part of the District's on going well rehabilitation program. Over the past six (6) months, operations have seen a steady decline in well levels within the Verdugo Groundwater basin and in turn the well pumping production has also decreased. Well production has decreased from 3.5 MGD in January 2013 to 2.48 MGD, which is due to rainfall levels at 48% below average. With the continued decline in the basin, staff is also seeing other wells losing production and has begun a re-evaluation of rehabilitation priority which was discussed during the FY 2013/14 budget process. Staff has been discussing with the Engineering Committee that Well 1 should be the first well for rehabilitation in FY 2013/14 since it has lost 51% of its production. It is staff's recommendation to authorize the General Manager to advertise for bids for Well 1 rehabilitation with the goal of getting it back into service by the end of the year. In addition, staff is going to discuss the issue of re-prioritizing the well rehabilitation program with the Engineering Committee. This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

Following discussion:

It was moved by Director Ross, seconded by Director Tejeda and carried a 5-0 vote to authorize the General Manager to advertise for bids for Project E-932, rehabilitation of Well 1 with a cost estimate of \$75,000 and find this project exempt from CEQA.

Temporary Employee – Mr. Erdman asked for the Boards consideration in hiring a temporary employee. The District currently employs one full time meter reader who will require surgery causing him to be away from work for a minimum period of three months. The surgery is scheduled for September 19, 2013. In the past, the District has used existing staff to cover short term absences of the meter reader but this practice would cause disruption to the normal work process if it were to continue for several months. In order to avoid disruption of the District's regular work crews, it is recommended that a temporary employee be hired to learn and perform meter reading during our meter reader's absence.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 5-0 vote to authorize the General Manager to hire a temporary employee for a period not to exceed six months at an estimated cost of \$3,800 per month.

INFORMATION ITEMS – Glendale Newspress: Crescenta Valley Water District OKs rental to employee. E-mail from thebegroup.com: Twelve Oaks assisted living is closing effective November 1, 2013. FMWD News letter: Recycled Water Demonstration Project update.

WRITTEN COMMUNICATIONS TO DISTRICT – Letter from LAFCO saying that there will be a meeting held on October 7, 2013 to select a representative to complete the unexpired term of office for the position of Alternate Member representing independent special districts.

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 September 3, 2013:

Cash Accounts	\$472,291
Great Pacific Securities	\$39,772
Bond Debt Service Fund Acct	\$154,179
Local Agency Investment Fund	\$1,739,322
Federal Farm Credit (78)	\$481,460
Federal Farm Credit (81)	\$921,840
Federal Farm Credit (83)	\$490,505
Federal Farm Credit (86)	\$925,690
Federal Farm Credit (87)	\$488,705
US Treasury (92)	\$927,500
US Treasury (93)	\$927,500
Federal Farm Credit (94)	\$898,170
Federal Farm Credit (95)	\$553,332

Fund Balances at June 30, 2013

Water	\$5,677,245.28
Wastewater	\$3,944,953.78
MTBE Contingency Fund	\$2,818,567.00

Mr. Mitchell also reported that they are interviewing 11 candidates for the Maintenance Worker on September 10, 2013, and Alan Verdi was selected as the new Utility Worker I and will start on September 16, 2013.

GENERAL MANAGER – Mr. Erdman reported that he advertised the Sycamore house for rent for 10 days through a sign placed in the front yard. Larry Byers showed the house to several interested parties and we received 3 rental applications. The applicants were screened through a credit bureau and 2 final candidates were selected. At the end of the evaluation and screening process, 1 applicant withdrew. The house has been rented to a young couple. After inspecting the property, he found that portions of the roof are likely to need repair or replacement. Next, Mr. Erdman reported that over the last few weeks we have experienced a significant up-tick in water leaks. Most of the leaks are on service laterals or at the meter box. One leak was on an exposed water main at the Goss Canyon reservoir. Along with the CVWD crews, the District used an outside contractor this week to help repair the leaks. Employee anniversaries in September include Bryan Jones (18 years), Lynne Sovich (9 years), Brook Yared (6 years), Pete Hilke (1 year), and Cesar Avila (1 year). As of August 30th, the District has worked 100 days without a lost time accident.

DISTRICT ENGINEER

Water Production – For the period of August 1 through August 31, 2013, water production averaged 158.5 million gallons per day, which is **3.6% less** than the daily average production of

the same period in 2012. This is 1.7% less from the daily average production of the previous five years.

Rainfall: August 2013	0.00"
Season-to-date:	12.25"

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

Rainfall Update – 0.00" for August 2013. Rainfall total for 2012-13 is at 12.25".

Report on Engineering:

CIP Projects – Pipeline – 3000 & 3100 Block of Santa Carlotta – Complete. Paving – September 6, 2013. Pipeline – 3000 & 3100 Block Paraiso Way – Advertise for bids – Community meeting in October 2013 – Start in January 2014. Ocean View Chlorination Project – Out to bid, bids due September 11, 2013. SCADA Upgrades – Phase 1B – 80% complete.

Local Groundwater Assistance Grant Application – Verdugo Basin Task Force meeting – September 26, 2013 – 9:00 am. MWD – Foundational Actions Funding Program – Did not receive Grant.

Glendale – GWP & CVWD reviewing proposal from Grant Hoag on Cost Analysis Study.

FMWD Issues – No report.

ULARA – A/C Committee Meeting. Salt & Nutrient Management Plan – Meeting postponed. To meet with LACFC on updating rain gauges & runoff gauges.

AT&T – Oak Creek – New location – Southwest corner of Oak Creek property. Plans submitted to LA County for review.

Water Meter Replacement Program – Start FY 13/14 Water Meter Replacement Program in September 2013.

Report on Administrative and Field Operations:

Well Status – Current well capacity – Average 2.65MGD through August 31. Well 12 – back into service.

Booster Pumps – No Report.

Glenwood Nitrate Plant – No Report.

Water Quality – No Report.

Mills Plant – No Report.

Reservoirs/Booster Stations – No Report.

MTBE Update – MTBE levels in Wells below 1ppb.

Field Maintenance and Operations update for August 11 - 31, 2013

Water lateral leaks & repairs

- 3110 Montrose - leak
- 3306 Reta - leak

- 3141 Frances - leak
- 2846 Harmony - leak
- 3336 Encinal – leak
- 4918 Cecilville
- 2155 La Canada Crest
- 2525 Olive

Water Main Leaks – Transmission main from Goss Canyon to Edmund #1.

3200 Block Alabama

Fire Hydrant Replacement – FH abandoned at Rosemont & Orange.

Developer Projects – No Report.

Valve Replacement – Market Street, behind Montrose Shopping Park, Valve removed from Glendale project.

General Maintenance – Valve Exercising Program on hold since October 2012.

SCADA/Telemetry System – No Report.

Sewer Maintenance – Sewer Cleaning – Crescent, Rockland, Waltonia, Hilldale, Glenhaven, Parkdale and La Granada Way.

WATER CONSERVATION – Ms. Scott reported that the California Department of Public Health issued a new MCL at 10ppb for Chromium 6. This MCL is far above the levels detected by the District.

INFORMATION TECHNOLOGY – No Report.

ATTORNEY – No Report.

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee will meet on September 13, 2013 at 8:00 a.m.

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

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

Policy Committee – Director Bodnar reported that the Committee will meet on September 13, 2013 at 10:00 a.m.

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

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

DIRECTORS ORAL REPORTS

Director Ross reported that while she was traveling to Portland, OR, she drove past Lake Shasta and notice how low the water level was.

Director Erickson reported that he has noticed a number of brown lawns in our community. He also received an email from neighbors about Chromium 6.

Director Bodnar – No Report

Director Tejeda reported that she attended the ACWA Energy Committee meeting at MWD on energy related topics. Also she reported on an article about solar energy at Desert Water Agency.

Director Putnam reported that on September 4th he is going to MWD to hear a talk from Central Basin Caucus on what their water conservation program will be for the next year.

CLOSED SESSION

No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 9:50 p.m., it was moved by Director Ross, seconded by Director Tejeda that the meeting be adjourned to September 17, 2013 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

AUGUST 2013



Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
Fund: 01 Water					
0	8/23	Southern California Edison Co.	Power Purchased 08/2013	30,010.46	416.88
28352	8/1	Aflac	Employee Paid Insurance	1,074.53	
28353	8/1	Airgas USA, LLC	Monthly Cylinder Rental	152.83	152.82
28354	8/1	Kirk Anderson	Removal of bee's in meter box at 3146 Orange	100.00	
28355	8/1	AT&T	Main Office 07/2013	1,380.56	465.98
28356	8/1	AT&T Mobility	Cell Phone 07/2013	1,729.79	576.58
28357	8/1	Auto Hutch	Unit #23B repairs to fuel pump and heating/cooling system	1,134.37	378.12
28358	8/1	AW Direct, Inc	Quick Clamps	31.70	31.70
28359	8/1	BC Laboratories, Inc	Water Analysis	87.50	
28360	8/1	CA-NV Section AWWA	Water Education Seminar for Brook Yared	220.00	
28361	8/1	Cargill, Inc - Salt Division	24.68 tons bulk solar salt	2,867.81	
28362	8/1	Cash-Petty Cash	Reimburse Petty Cash	436.53	28.61
28363	8/1	Charter Communications	Fiber Optic, Internet, Cable at Office, Plant and Mills House	3,658.67	1,219.54
28364	8/1	Choice Pest Control	Monthly Billing Well 9	180.00	84.00
28365	8/1	Colonial Life & Accidents Ins.	Employee Paid Insurance	183.61	
28366	8/1	Direct Connection	Printing & Mailing Water Quality Reports	1,216.61	1,216.61
28367	8/1	Eurofins Eaton Analytical Inc.	Water Analysis	2,017.00	
28368	8/1	Fire Master	20 lb. fire extinguisher for Unit #2	90.95	30.31
28369	8/1	Grainger	3 Magnetic Hooks	10.91	10.90
28370	8/1	Haaker Equipment Company	12 Jets for pressure hose for sewer cleaning		112.05
28371	8/1	HD Supply Waterworks Ltd	2 new construction meters for contractor jobs	1,324.04	
28372	8/1	KR Nida Companies	Unit #2 - New 2-way radio	439.34	146.45
28373	8/1	LA Dept Water and Power	Power Purchased	44.61	
28374	8/1	Lock-Up Inc.	Repair bottom gate at Glenwood Plant	243.75	81.25
28375	8/1	Mibura, Inc.	C-928 - Upgrade to Array file server	3,240.00	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water</u>		<u>Wastewater</u>	
				<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
28376	8/1	Mimecast North America, Inc.	Software renewal	150.00		50.00	
28377	8/1	New Image Landscape & Design	Monthly Maintenance	1,002.50		177.50	
28378	8/1	Quinn Power Systems	Unit #18 repair ignition system	543.16		181.05	
28379	8/1	So Cal Water Utilities Assoc.	Membership Renewal 2013 Dennis-David-Ron-Christina-Brook-Pete	200.00			
28380	8/1	The Gas Company	Gas Purchased Office 07/2013	11.09		3.70	
28381	8/1	Univar USA Inc	1760 gal.bleach/Mills/Glenwood	2,973.09			
28382	8/1	Vision Service Plan Co-(CA)	Group Vision for 08/2013	268.41		89.47	
28383	8/1	Western Water Works	(36) 1" -90 Brass Elbows; (48) adapters; 2300 ft. of 1" plastic pipe	3,009.06			
28384	8/6	All American Landscape Co.	Monthly Maintenance Office	217.50		72.50	
28385	8/6	Anawalt Lumber & Materials Co.	Misc Hardware 07/2013	27.11			
28386	8/6	AT&T	PRI Line 07/2013	253.02		84.34	
28387	8/6	Priscilla Brandt	Turf Rebate	1,220.00			
28388	8/6	Coastline Equipment Co.	Unit #21/parts & labor for repairs to Komatsu	1,556.14		518.71	
28389	8/6	County of Los Angeles	Local Agency Formation Commission Charges FY13/14	2,900.01			
28390	8/6	Crescenta Valley Tow Service	Jump Start unit #6			40.00	
28391	8/6	Chris & Laura Cuevas	Turf Rebate	1,085.00			
28392	8/6	DataProse Inc.	Postage and Printing Controls 1-4	1,527.18		1,527.18	
28393	8/6	First Choice	Coffee Service Office	82.81		82.80	
28394	8/6	Holly Fischbach	Refund Check	15.68			
28395	8/6	Shannon Fong	Turf Rebate	1,600.00			
28396	8/6	Grainger	Task Light Cory's Office	31.16		31.14	
28397	8/6	Great America Leasing Corp.	Kyocera Copier Leases	434.91		434.91	
28398	8/6	Harriet Howe	Refund Check	4.27			
28399	8/6	Bryan Jowers	Refund Check	2.19			
28400	8/6	Just Tires, Inc.	Unit #16 - tires (6) on boom truck	1,294.82		431.60	
28401	8/6	Claire Knowlton	Refund Check	38.52			
28402	8/6	Stephen P. Korejwo	IT Support 07/2013	810.00		810.00	
28403	8/6	McCall's Meter Sales & Service	8" Meter for the Pressure Reducing Station	3,236.81			
28404	8/6	New Image Landscape & Design	Weed various sites (Well5, Mills Plant, Markridge, Oak Creek, Cresta Heights, and Pickens Canyon)	3,120.00			

Check#	Check Date	Payable To	Description	Water		Wastewater	
				Amount	Amount	Amount	Amount
28405	8/6	O'Reilly Auto Parts	Misc Supplies 07/2013		19.45		
28406	8/6	Office Depot - Credit Plan	Misc Supplies 07/2013	528.45		528.43	
28407	8/6	Orchard Supply Hardware	Misc Hardware 07/2013	384.30		200.70	
28408	8/6	Jeong Park	Refund Check	50.80			
28409	8/6	Amina Santa Ana	Refund Check	4.87			
28410	8/6	Serge's Automotive	Replace Cooling Hose Unit #23A	70.92		23.64	
28411	8/6	So Cal Tractor Sales, Inc	Misc. parts for Unit #15	206.06		68.69	
28412	8/6	Sully-Miller Contracting Co.	6.25 tons cold patch	655.60			
28413	8/6	Systemated Business Products	2,000 Laser Printer A/P Checks	111.12		111.11	
28414	8/6	Toro's Lawnmower & Garden	2" trash pump and 5 gallon diesel can	38.14		1,828.09	
28415	8/6	Trench Shoring Company	Plate rental and purchase of a new lifting eye	884.25			
28416	8/6	Waste Management - Sun Valley	Disposal Service for Office	581.83		193.95	
28417	8/8	David Gould	Health Reimbursement	1,099.39		732.92	
28418	8/13	ACWA/JPIA	Group Health for 09/2013	29,094.82		19,396.55	
28419	8/13	ARC	Plans & Specs for E733CS (Ocean View Chlorination Station)	2,385.97		268.66	
28420	8/13	Arc Construction, INC.	Flooding Meter Refund	946.21			
28421	8/13	Arrowhead Mountain Spring Water	Distilled Water	83.75			
28422	8/13	BC Laboratories, Inc	Water Analysis	277.70			
28423	8/13	BC Laboratories, Inc	Water Analysis	2,117.50			
28424	8/13	Bonnars Equipment Rentals	Misc Rentals 07/2013	232.83		24.80	
28425	8/13	Burke, Williams, & Sorensen, LLP	Legal Services	846.00		282.00	
28426	8/13	CalPers	Employee Contributions	21,539.69		14,359.79	
28427	8/13	Capital One Commercial	Misc Supplies	576.39		576.37	
28428	8/13	City of Los Angeles	Capital portion of Asssc			151,453.00	
28429	8/13	Do-it Center	Misc Hardware 07/2013	250.22			
28430	8/13	Downey Brand Attorneys LLP	ULARA Services through 06/30/13	5,035.75			
28431	8/13	Eurofins Eaton Analytical Inc.	Water Analysis	308.00			
28432	8/13	Foothill Car Wash, Lube & Oil	Oil Change Unit #34, Unit #5, and Unit #8	161.09		53.69	
28433	8/13	GMR Fire Protection	Eddy valves for construction meters	540.25			
28434	8/13	Chris Hales	Refund of rental security deposi - 2857 Sycamore	1,500.00			
28435	8/13	Pete Hilke	Mileage Remibusement 07/2013	200.53		57.42	

Check#	Check Date	Payable To	Description	Water		Wastewater	
				Amount		Amount	
28436	8/13	Joseph G. Pollard Co., Inc	(2) meter wrenches, jaw screws, (6) lid wrenches, and red, yellow and green dye tablets	325.28		385.75	
28437	8/13	Just Tires, Inc.	Unit #36 - 4 new tires	769.12		256.38	
28438	8/13	KR Nida Companies	New Base Radio	722.70		631.43	
28439	8/13	Manhole Adjusting, Inc.	S-924 Manhole Ring and Cover Replacements (5)			9,595.00	
28440	8/13	Mibura, Inc.	(12) monitors, (7) workstations, (6) stands, (6) soundbars, and cables	11,712.49			
28441	8/13	Newegg, Inc.	(2) UPS batteries for SCADA	595.12			
28442	8/13	Pacific Production Services, Inc	Flooding Meter Refund	947.28			
28443	8/13	Paper Cuts, Inc	Paper Shredding	40.31		13.44	
28444	8/13	Ki Sun Park	Turf Rebate	1,355.00			
28445	8/13	Paveco Construction Inc	List 74E Paving Various Locations	27,997.42			
28446	8/13	Pump Check	Pump efficiency testing	7,360.00			
28447	8/13	Ramco	Crushed misc base	1,797.57			
28448	8/13	David Rawlings	Reimbursement for Water Treatment Operaions course	114.68			
28449	8/13	Red Wing Shoe Store	Safety Boots for Cesar Avila & Ricardo Sandoval	252.55		84.18	
28450	8/13	Royal Wholesale Electric	(5) Safety hats for crew	49.05		16.35	
28451	8/13	Sawyer Petroleum	500 gal.clear diesel fuel	1,556.17		518.72	
28452	8/13	So Cal Tractor Sales, Inc	Parts for Unit #21	156.86		52.29	
28453	8/13	Star Brite Bldg. Maintenance Inc	Janitorial Service 08/2013	618.75		206.25	
28454	8/13	Sunset Tow, Inc	Unit #36 tow	187.50		62.50	
28455	8/13	The Gas Company	Gas Purchased 07/2013 Mills House	23.96		7.98	
28456	8/13	Toro's Lawnmower & Garden	Oil Change of Brigs and Honda Engine	35.99		35.99	
28457	8/13	Underground Service Alert/SC	Underground Notifications 07/2013	130.50		43.50	
28458	8/13	Univar USA Inc	1554 gal.bleach/Mills/Glenwood	2,574.11			
28459	8/13	Western Water Works	(2) 6"std. bolted couplings	265.31			
28460	8/26	Jenkins Property Mgmt Company	Credit checks for 2857 Sycamore	93.75		31.25	
28461	8/26	Shell	Gas purchased 07/2013	1,860.22		620.08	
28462	8/27	Abe's Security Systems, Inc	Misc Keys	76.69		76.67	
28463	8/27	Ron Mitchell	Health Reimbursement	105.15		70.10	
28464	8/27	Lynne Sovich	Health Reimbursement	594.70		396.46	
28465	8/27	Acme Wiping Materials	4 boxes rags	254.40			

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water</u>		<u>Wastewater</u>	
				<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
28466	8/27	Aflac	Employee paid insurance	1,074.53			
28467	8/27	Airgas USA, LLC	Monthly cylinder rental	157.77		157.76	
28468	8/27	Ameripride Uniform Services, Inc	Uniform Rentals 07/2013	759.79		253.26	
28469	8/27	Associated Soils Engineering	E-911 3000 & 3100 Blk Santa Carlotta main replacement	380.00			
28470	8/27	AT&T	PRI Line 08/2013	2,282.61		768.80	
28471	8/27	AT&T Mobility	Cell Phone Charges 08/2013	1,668.45		552.80	
28472	8/27	AVAYA Financial Services	Lease payment on phone system	380.14		127.44	
28473	8/27	BC Laboratories, Inc	Water Analysis	171.50			
28474	8/27	Cargill, Inc - Salt Division	24.69 tons of salt	2,869.18			
28475	8/27	City of Glendale Water & Power	Power purchased - August 2013	30,329.80		24.35	
28476	8/27	Coastline Equipment Co.	Unit #15 - repack boom lift cylinder and perform maintenance on John Deere	3,268.47		1,089.49	
28477	8/27	Crescenta Valley Weekly	Utility Worker Ad	24.00			
28478	8/27	DataProse Inc.	Postage & printing for Controls 1-4	1,478.66		1,478.65	
28479	8/27	Employee Relations Network	Pre-employment back ground check	20.62		6.88	
28480	8/27	Eurofins Eaton Analytical Inc.	Water Analysis	830.00			
28481	8/27	First Choice	Coffee Service Plant	124.63		124.60	
28482	8/27	Foothill Municipal Water	Water Delivery	276,135.12			
28483	8/27	Grainger	Line Strainer	106.70		14.99	
28484	8/27	Chris Hales	Refund Check	32.25			
28485	8/27	Harrington Ind Plastics LLC	(2) 1-1/4 air release valves	590.30			
28486	8/27	HD Supply Waterworks Ltd	(40) 3/4" ball valves and (20) handles for ball valves	2,181.97			
28487	8/27	Hercules Industries, Inc	60 padlocks to lock off meters, etc.	405.85			
28488	8/27	Hutchinson & Bloodgood	Compcn consulting 07/2013	127.50		42.50	
28489	8/27	Eun Kim	Turf Rebate	1,600.00			
28490	8/27	LA Dept Water and Power	Power Purchased 08/2013	46.69			
28491	8/27	Lagerlof, Senecal, Gosney & Kr	Legal services 07/2013	1,275.00		1,075.00	
28492	8/27	Lincoln Financial Group	Life and Disability insurance	586.48		390.98	
28493	8/27	Lock-Up Inc.	Install gate at Mills Plant	1,406.25		468.75	
28494	8/27	Logan Supply Co. Inc	Blue and White Marking Chalk	235.33		235.35	
28495	8/27	McCall's Meter Sales & Service	Well 7 meter upgrade	1,029.96			
28496	8/27	Helen McDewitt	Refund Check	58.77			

Check#	Check Date	Payable To	Description	Water		Wastewater	
				Amount		Amount	
28497	8/27	Albert Melkonian	Refund Check	11.97			
28498	8/27	Wayne Menard	Refund Check	34.82			
28499	8/27	National Notary Association	Training and exam for Ron Mitchell #583654	329.37		109.79	
28500	8/27	New Image Landscape & Design	One day tree service at Rosemont Reservoir	2,252.50		177.50	
28501	8/27	Northern Safety Co., Inc	Mesh safety vest (Dennis Erdman)	183.51		52.20	
28502	8/27	Soo Oh	Refund Check	26.12			
28503	8/27	Plumbers Depot Inc	Unit #31 - fabricate plate			285.00	
28504	8/27	Rassac Air Systems	Maintenance at Mills House	356.25		118.75	
28505	8/27	Rose Robles	Refund Check	35.94			
28506	8/27	Star Ford	Tire repair for unit #36	38.48		12.82	
28507	8/27	Tesco Controls, Inc	SCADA Maintenance	966.75		322.25	
28508	8/27	Toro's Lawnmower & Garden	4 cycle oil & brass reduing ring	27.87		9.28	
28509	8/27	Tri-Xecutex Corp	Smoke Detectors Office	420.00		140.00	
28510	8/27	Univar USA Inc	1611 Gal.bleach/Mills/Glenwood	3,448.33			
28511	8/27	Wells Fargo Card Services	Erdman: CUWCC registration for Dir. Tejeda; cellphone adapter; LA Times subscription; lunch with consultant	166.07		55.35	
28512	8/27	Wells Fargo Card Services	Gould: Water Operators certification guide; Tri-State seminar reg. and hotel (DuRose, Alvarez,Avila); AWWA Fall Conf. reg.; review course for Avila	1,394.94		255.73	
28513	8/27	Wells Fargo Card Services	Hass: Monthly recurring chgs for remote access and website; projector; SCADA software; hardware	2,354.12		441.52	
28514	8/27	Wells Fargo Card Services	Mitchell: CUEMA Summit registration; membership dues	562.60		125.00	
28515	8/27	Wells Fargo Card Services	Scott: Advertisements for Utility Worker and Maintenance Worker job openings; raffle gift for National Night Out	558.59		200.00	
Subtotals for Water and Wastewater				\$ 557,581.62		\$ 221,887.07	
Total Disbursements for August 2013						\$ 779,468.69	

PAYROLL REPORT
August-13

Directors	\$	540
Office Regular Payroll	\$	114,226
Office OT	\$	1,249
Plant Regular Payroll	\$	92,979
Plant OT and Standby	\$	12,643
Vacation Pay Out	\$	1,667
Employer Payroll Taxes	\$	16,564
Payroll Service Charges	\$	431
Total	\$	<u>240,298</u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1

September 17, 2013

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Discussion Request for Proposal for professional consulting service for the Motor Control Center at Oak Creek Reservoir, Project E-931

ACTION ITEM:

1. **Replacement of Motor Control Center at Oak Creek Reservoir, Project E-931** – Consideration and motion to authorize the General Manager to request proposals to provide professional engineering services for the replacement of the motor control center at Oak Creek Reservoir at a cost estimate of \$75,000.

BACKGROUND:

Crescenta Valley Water District (CVWD) will be replacing the existing electrical motor control center (MCC) located at CVWD's Oak Creek Reservoir site at the north end of the intersection of Cloud Avenue and Brookhill Street as part of the FY 13/14 CIP Program. The MCC was originally constructed in 1980 and the District is going to replace the MCC unit with updated electrical equipment for the booster pump system at Oak Creek Reservoir (See Attachment A – Site Map).

The existing MCC which was constructed in 1980 is outdated and is showing several operational problems including:

1. Electrical bus bar which brings electrical power from SCE into the MCC is not in safety compliance.
2. Existing motor starters are direct contact relays that create a water surge in the water distribution system on pump start-up and shut-down.
3. The Arc Flash rating for a portion of the MCC is rated at a Category 4 and needs to be reduced for workers' safety.
4. The existing wiring and equipment is over 30 years old and needs to be replaced.

DISCUSSION:

Staff has put together a program to upgrade at least one (1) existing MCC each year with updated equipment which will provide better electrical and operational efficiency for the next five (5) years. The majority of the District's MCCs are over 30 years old and technology has advanced such that most of the MCCs are outdated. OSHA, National Electrical Code, & National Fire Protection Associations require that an Arc Flash study be conducted, which has been completed over the last few years by CVWD. The Arc Flash studies have shown that CVWD needs to upgrade the MCCs to ensure worker safety. In addition, the upgraded MCCs can provide data, which can be collected and analyzed to increase the life expectancy of pumps and motors such as wire to water efficiency, motor efficiency, and voltage fluctuation.

It has been staff's experience from previous projects that the design process including coordination with SCE takes about 6 – 7 months before contract drawings are ready for bidding. The bidding process takes about 2 months to complete. The shop drawing review, ordering, and receiving of the MCC equipment could be between 5 – 7 months before the equipment is on site. Therefore, staff's plan is to design and bid a MCC project in one fiscal year and construct the project in the following fiscal year.

The following is a priority list for replacement of MCCs for the next five (5) years:

Location	Design	Construction
1. Oak Creek	FY 13/14	FY 14/15
2. Paschall	FY 14/15	FY 15/16
3. Mills Plant	FY 15/16	FY 15/16
4. Ocean View	FY 16/17	FY 16/17
5. Goss Canyon	FY 17/18	FY 17/18

Staff is in need of a qualified electrical engineering consulting firm to prepare the construction drawings and technical specifications for the MCC replacement at Oak Creek Reservoir. Attached is the request for proposal (RFP) that will be sent to the consultants (See attachment B). The major tasks for the Oak Creek project are:

1. Topographic Survey of the Site Location
2. Preliminary Design Technical Memorandum
3. Motor Control Center Design
4. Project Meetings & Submittals

Staff is planning to send the RFP to a number of pre-qualified firms for their review and submittal.

PROJECT COSTS:

Staff has estimated the consultant cost to be about \$75,000 and this was included in the FY 13/14 CIP budget. The consultant cost for the design of the MCC at Eagle Canyon, which has already been completed was \$43,000 and did not include any survey costs.

RECOMMENDATION:

It is staff's recommendation to approve advertising the request for proposal for the design of the MCC at Oak Creek Reservoir

This item was reviewed by the Engineering Committee and the Committee recommended that this item be placed on the September 17, 2013 Board Agenda for approval.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

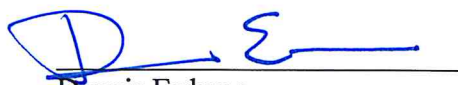
There are sufficient funds available in the following accounts for the project:

Account Description	Account Number	Amount
Water CIP– Water Distribution – MCC Replacement		\$75,000
Estimate for Design Services		<\$75,000>
Amount Remaining	Total	\$0

Prepared by:

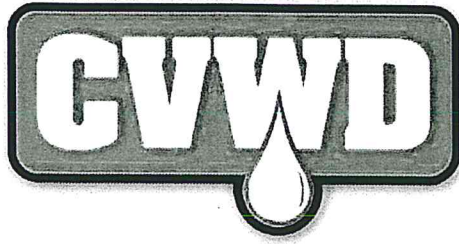

David S. Gould, P.E.
District Engineer

Submitted by:


Dennis Erdman
General Manager

Attachment:

- Attachment A – Site Map
- Attachment B – Request for Proposal



REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES FOR REPLACEMENT OF THE ELECTRICAL MOTOR CONTROL CENTER AND RELATED FACILITIES AT OAK CREEK RESERVOIR, PROJECT E-931

PROPOSAL DUE DATE: October 29, 2013

INTRODUCTION

Crescenta Valley Water District (CVWD) wants to replace the existing motor control center (MCC) located at CVWD's Oak Creek Reservoir site at the north end of the intersection of Cloud Avenue and Brookhill Street. The MCC was originally constructed in 1980 and the District wants to replace the MCC unit with updated electrical equipment for the booster pump system at Oak Creek Reservoir (See Attachment A - Site Plan).

BACKGROUND

Oak Creek Reservoir: The site contains two (2) 1.5 million gallon steel tanks which are partially buried, four (4) vertical turbine booster pumps, a chlorination station, above ground and underground piping, and other appurtenances. This site provides water to CVWD's pressure zone 4 and provides water to pressure zone 5 (See Attachment B - Hydraulic Schematic). It is located in a residential neighborhood.

Power: Power is supplied by Southern California Edison (SCE).

Motor Control Center: The existing MCC, located near the entrance to the Oak Creek Reservoir, is outdated and is showing several operational problems including:

1. Electrical bus bar is not in safety compliance.
2. Existing motor starters are direct contact relays that create a water surge in the system on start-up and shut-down.
3. The Arc Flash rating of the panel is 4 and needs to be reduced for safety.
4. The SCADA cabinet needs to be integrated inside the MCC.

Booster Station Pumps: There are four (4) vertical turbine booster pumps that work in parallel or as separate pumps based on water demands in the upper pressure zones. CVWD performed a hydraulic analysis of the pumps and piping (See Attachment C – Hydraulic Report).

Chlorine Station: There is an existing chlorination station with a 100 gallon sodium hypochlorite tank, chemical metering pump, and safety equipment. In addition, there is a chlorine analyzer equipment cabinet that provides chlorine level data.

Telephone/Communication System: In 2010, CVWD changed its communication system from a leased land line to a RF frequency radio system. The existing land lines are still in place and the radio equipment is located next the Oak Creek Reservoirs.

AT&T Cell Tower: CVWD is working with AT&T on the installation of a new cell tower in the southwest corner of the Oak Creek Reservoir site (See Attachment D – AT&T Site Plan).

PROJECT TASKS

The District requests the services of an engineering firm in connection with the following:

- Topographic survey of the site location
- Removal of AT&T leased land lines
- Design of a new Motor Control Center
- Coordination of change over from existing MCC to new MCC
- Relocating the existing PLC/RTU to the new MCC
- Relocation of the Chlorine Analyzer equipment next to the Chlorine Station
- Relocating the existing SCE service panel to the new MCC
- Obtain permits from Los Angeles County and SCE

The following is a list of tasks for the project:

1. Topographic Survey of the Site Location

- A. Provide topographic survey of the site location on the easterly side of the reservoir site as shown on the (See Attachment A - Site Plan).
 - 1. One (1) foot contours and spot elevations
 - 2. Locating all above ground appurtenances
 - 3. Locate property lines and show all easements within the area
 - 4. CVWD will provide a preliminary title report

2. Preliminary Design Technical Memorandum

- A. Review data provided on flow and pressure testing of existing booster pumps.
- B. Review existing base maps provided by District.
- C. Perform a field visit to confirm location of reservoir, pumps, piping, and electrical infrastructure.
- D. Review existing electrical as-builts to verify power requirements.
- E. Review available documentation of existing MCC unit.
- F. Review available documentation of existing remote terminal unit (RTU) unit.
- G. Review available documentation of existing SCE service panel.
- H. Meet with District Operations regarding operations of booster pumps A, B, C & D.
- I. Provide technical assistance in reviewing data and general information compiled by CVWD with respect to the proposed design of new MCC unit.
- J. Provide a technical memorandum on the MCC upgrade including relocation of MCC, removal of telephone lines, relocation of PLC/RTU, relocation of chlorine analyzer equipment with alternatives (if necessary), and a cost analysis of each alternative.

3. Motor Control Center Design

- A. Prepare construction drawings of new MCC cabinet and components, PLC/RTU relocation, SCE service panel, and appurtenances for booster pumps A, B, C & D, and Oak Creek Reservoir.
- B. Prepare technical specifications based on the proposed MCC design including the following: manufacturer's specifications of new MCC equipment, method of installation of the new MCC, relocation of the existing RTU unit to the new MCC cabinet, the electrical system required for the new MCC unit and existing RTU, availability of temporary power, final as-built drawings, and report from contractor.
- C. Prepare construction cost estimates with cost estimate back-up detail.
- D. Consultant to provide the technical specifications and bid proposal to CVWD, which will be incorporated into the District's "boiler plate" bidding documents.
- E. Obtain all necessary permits (if required) from the County of Los Angeles.
- F. Prepare construction cost estimates with cost estimate back-up detail.
- G. Coordinate with Southern California Edison (SCE) for any electrical transformer upgrade necessary for the project.

4. Construction Services

- A. Prepare for and attend a pre-bid conference and job-site walk for potential contractors.
- B. Provide pre-bid clarifications to bidding contractors and/or supply addenda, as necessary.
- C. Review bid proposals and provide recommendations to CVWD.
- D. Provide construction administration services including shop drawing review and consultation during construction for MCC upgrade installation and implementation, and RTU relocation. If further construction administration or inspection is necessary, the District will request this work under a separate contract.

5. Project Meetings & Submittals

- A. Attendance at at least six (6) project meetings to review the progress of the project
 - 1. Kickoff Meeting
 - 2. Preliminary Technical Memorandum
 - 3. 50% Submittal
 - 4. 100% Submittal
 - 5. Final Submittal
 - 6. Pre-Bid Meeting
- B. CVWD is requesting the following submittals
 - 1. Preliminary Technical Memorandum
 - 2. 50% Submittal
 - 3. 100% Submittal
 - 4. Final Submittal

PROPOSAL REQUIREMENTS:

Scope of Work

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

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 project task as specified above. The proposal shall also include a "not-to exceed" total fee, which shall include all work necessary to complete the project objective.

Schedule

The proposal shall also include a proposed project schedule depicting the time of completion for design and permitting. The schedule shall include the number of calendar days required to perform each task and the total number of calendar days required completing the entire project. CVWD's goal is to advertise for bids to contractors by April 2014 and to have the upgraded MCC operational and in service by December 2014.

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 responsible and in charge of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. The District must approve any other changes in responsible representative, in advance. The District will have the right to reject other proposed changes in personnel, and may consider any other changes in responsible personnel a breach of contract.

Professional Service Agreement

The chosen 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.

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, the District requires 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.

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.

The chosen consultant shall not be compensated for use of computers, office equipment, hardware, or software materials. Said costs are non-compensable. Time expended by consultant's personnel on such equipment included within the hourly rate as shown on the consultant's fee schedule.

District's Responsibilities

The District will provide the following to assist the selected consultant with the project and its completion:

- A. Reports, plans, and drawings, as available and pertinent to the proposed project.
- B. Design criteria, preferred manufacturer's information, and other technical information, as available and pertinent to the project.
- C. Current operational condition and performance of existing infrastructure pertinent to the proposed project.

Proposal Due Date

Please submit the proposal via e-mail by 12:00 pm on October 29, 2013 to dgould@cvwd.com. Send three (3) copies of the proposal to the attention of Mr. David S. Gould, District Engineer at Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta CA 91214. If you have any questions or comments, contact Mr. Gould at (818) 236-4119.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
September 17, 2013

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Discussion award on contract for professional consulting service for the Crescenta Valley County Park Stormwater Recharge Facility Study, Project M-903

ACTION ITEM:

1. **Crescenta Valley County Park Stormwater Recharge Facility Study, Project M-903** – Consideration and motion to authorize the General Manager to enter into an agreement with AMEC to provide professional consulting services for the CVWD's Crescenta Valley County Park Stormwater Recharge Facility Study for a cost not-to-exceed \$139,960.

BACKGROUND:

CVWD has received a Local Groundwater Assistance grant (LGA) from the Department of Water Resources (DWR) of \$158,450 for the Crescenta Valley County Park Stormwater Recharge Facility Study (Study).

Staff received approval from the Board of Directors at the August 13, 2013 board meeting to proceed with sending out a request for proposal for consulting services for the Study.

DISCUSSION:

On August 14, 2013, CVWD sent a Request for Proposal (RFP) for professional consulting services to seven (7) engineering firms:

AMEC - Geomatrix Consultants	Hazen and Sawyer
Dudek	RMC Water and Environment
Cannon	Tetra Tech
Civiltec Engineering	

A pre-proposal meeting was held on September 4, 2013 and that was attended by AMEC - Geomatrix Consultants, Dudek, Cannon and Civiltec Engineering. The scope of work and project limits was discussed at the meeting.

Staff was contacted by Tetra Tech and Hazen and Sawyer, who said that due to their current workload and time frame, they will not be providing a proposal.

On September 11, 2013, the District received proposals from the following firms

<u>Consultant</u>	<u>Proposal Cost</u>
Civiltec Engineering	\$122,465
AMEC - Geomatrix Consultants	\$139,960
Dudek	\$209,356
Cannon	\$219,242

RECOMMENDATION

Staff reviewed each proposal and rated them based on understanding the project, scope of work, consultant fee, project experience, project team qualifications, and project schedule.

As shown on the attached ranking chart, it is staff's recommendation to award a professional consulting service contract to AMEC for the Crescenta Valley County Park Stormwater Recharge Facility Study.

Staff felt that AMEC provided the best project team for the study, they have a clear understanding of the project, and their past experience with CVWD and previous studies makes them stand out from the other proposals. While their costs are more than another proposal, staff felt that AMEC will provide the best product for CVWD.

This item was review with the Engineering Committee and the Committee recommendation was to award the professional services contract to AMEC.

ENVIRONMENTAL REVIEW:

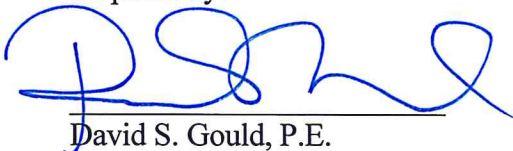
N/A

FUNDING AVAILABILITY:

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

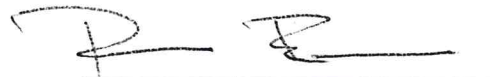
Account Description	Amount
Water CIP– Water Supply - CVC Park Stormwater Recharge Facility Study	\$92,000
LGA Grant Amount	\$158,450
Administrative Consultants	\$22,050
Total Amount for Study	\$272,500
Design Services	<\$139,960>
Amount Remaining in Water CIP – – Water Supply - CVC Park Stormwater Recharge Facility Study	\$132,540

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:



Dennis Erdman
General Manager

Attachments:

1. Attachment A – Ranking Chart

Ranking Chart

Ranking	Weighted Percent	AMEC		Civiltec Engineering		Dudek		Cannon	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Project Concept/ Understanding	25%	5.0	1.25	4.5	1.13	4.0	1.00	4.5	1.13
Scope of Work	35%	5.0	1.75	4.5	1.58	4.5	1.58	4.0	1.40
Consultant's Fee	15%	4.0	0.60	4.5	0.68	3.5	0.53	3.0	0.45
Project Experience	10%	4.5	0.45	4.0	0.40	4.0	0.40	4.0	0.40
Project Team Qualifications	10%	4.0	0.40	4.0	0.40	4.0	0.40	3.5	0.35
Project Schedule	5%	4.0	0.20	3.0	0.15	3.0	0.15	3.0	0.15
Final Weighted Score	100%	1 st	4.65	2 nd	4.33	3 rd	4.05	4 th	3.88
Proposal Cost			\$139,960		\$122,465		\$209,356		\$219,242
Each consultant's proposal rated 1 - 5 (5 outstanding - 3 average - 1 unsatisfactory) on each category above. Each rating is multiplied by the weighted average for each category and totaled for the final weighted score.									
Categories:									
Project Concept/ Understanding - How well the consultant's proposal addressed the needs of the District as outlined in the request for proposal									
Scope of Work - How well the consultant showed how its firm would complete the requested tasks									
Consultants Fee - How well the consultant's proposal utilized their staff and the costs associated with the proposal									
Project Experience - How much previous experience has the consultant on projects similar to this project									
Project Team Qualifications - How did the consultant's proposal use its staff and the experience of the individual people involved									
Project Schedule - How well did the consultant's proposal address the schedule and completion of the project									

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3

September 17, 2013

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Advertise for Bids - Well Rehabilitation for Wells 5, 8, 9, 11 & 12

AGENDA ITEM

Well Rehabilitation of Wells 5, 8, 9, 11, & 12, Project E-934 – Consideration and motion to authorize the General Manager to:

- a. Advertise for bids for well rehabilitation for Wells 5, 8, 9, 11, & 12 with an engineering cost estimate of \$260,000.
- b. To increase the FY 13/14 CIP Budget by \$254,000 to \$2,454,000.
- c. To find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

BACKGROUND:

The FY 13/14 Capital Improvement Project (CIP) budget included the rehabilitation of Wells 1 & 8 as part of the District's on-going well rehabilitation program. Over the past six (6) months, Operations has seen a steady decline in well levels within the Verdugo Groundwater basin and in turn, the well pumping production has also decreased.

Well production has decreased from 3.5 MGD in January 2013 to 2.48 MGD in early September, which is due to rainfall levels at 48% below average, well pumps needing to be replaced, and Well 12 & Well 14 being out of service due to bacteriological problems and issues with sand intrusion. The attached charts for 2012 and 2013 daily well production show the decrease over the last two years.

With the continued decline in the basin, staff is also seeing other wells losing production and has begun a re-evaluation of rehabilitation priority, which was discussed during the FY 13/14 budget process as shown below.

Assessment of the CVWD's Groundwater Wells			
Well	Lost Production	Priority	Comment
1	51%	High	Last Rehab - 2003
12	9%	High	Bacteriological Problems
9	38%	High	Lost Prod
11	19%	High	OK
5	24%	High	Pump Wear
8	9%	High	Noise
6	9%	Low	OK
14	30%	Medium	Pump Wear
7	11%	Low	OK
10	32%	Low	Lost Prod due to well interference
15	-	Low	Out of Service - Low Prod.

DISCUSSION:

This issue was discussed further at the Engineering Committee held on Friday, September 13, 2013.

Well 12 has been in and out of service since January 2013, since the well casing was cleaned and a new pump was installed, due to bacteriological sampling showing high "heterotrophic plate count". After repeated water quality failures, the California Department of Public Health (CDPH) is now requiring that the District shut down the well and take more permanent steps to address this issue.

Well 8 rehabilitation was planned as part of the FY 13/14 CIP Budget. The well was last rehabilitated in 2004 with a design flow rate of 350 gpm. Since January 1, 2013, the production in Well 8 has declined by 9%. Staff has met with the property owner at Well 8 and the property owner discussed his displeasure with the noise of the motor, the wooden fence, and the fiberglass enclosure. Staff was planning to replace the existing pump with a new submersible pump thereby satisfying a majority of the homeowner's issues.

Well 5 has experienced a 25% drop in production since January 1, 2013. Well 5 is the District's highest producing well and has not been rehabilitated since 2004. Aside from the lessened efficiency that is a result of the low static water level, staff believes that Well 5 has the ability to regain much of its loss in production with a proper rehabilitation and a new pump installation. If production rates were to increase to an estimated 400 gpm, CVWD would realize an increase in production of approximately 170 AF/year.

Well 9 was last rehabilitated in 2009 after the pump failed. Pumping rates have steadily declined since January 1, 2013, and currently, based on average production of the well over the last several years, the pump is working at a rate of 90 gpm below historic levels. This correlates to a loss in production of 140 AF/year.

Staff has also seen a large drop in production in Well 11 which began in early July. The production rate has dropped significantly, but more importantly, in the past, this sharp rate of decline in Well 11 has preceded total pump failure. Considering only the decline since January 1, 2013, the well is under producing by approximately 73 AF/year.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for the rehabilitation of Wells 5, 8, 9, 11, & 12 with the goal of increasing groundwater production. If no work is performed, except for Well 1 & Well 8, CVWD is projected to be able to only produce approximately 2,730 AF/year of groundwater during the coming water year. The projected shortfall of 560 AF/year below our adjudication amounts to an increase of \$300,000 annually due to imported water from FMWD.

Project Sequence & Schedule: Staff is looking at taking down two (2) wells at a time for rehabilitation work. The schedule would be Wells 1 & 12, Wells 5 & 9, and then Wells 8 & 11. Work would begin in October 2013 and be completed by the end of April 2014 as shown on attachment A.

Project Costs:

The preliminary cost estimate for five (5) well rehabilitation projects is \$260,000. There was \$150,000 budgeted for well rehabilitation in the FY 13/14 CIP budget and this leaves \$160,000 needed to complete the projects. Staff discussed the options of reducing the FY 13/14 CIP budget to accommodate the well rehabilitation project or to request additional funding from the District's reserves which are shown in Attachment B. It was the recommendation of the Engineering Committee to request the additional funding and increase the FY 13/14 CIP budget.

ENVIRONMENTAL REVIEW:

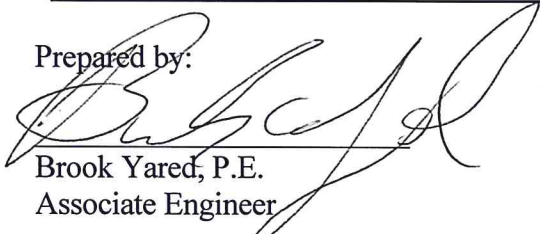
This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

FUNDING AVAILABILITY:

This project was included in the FY 2013/14 Water CIP - Water Supply for groundwater wells budget.

Account Description	Amount
FY 13/14 Water CIP– Water Supply – Budget	\$800,000
Requested Increase to the FY 13/14 Water CIP Budget	\$254,000
Revised FY Water CIP – Water Supply Budget	\$1,054,000
Engineer's Cost Estimate for Wells 5, 8, 9, 11 & 12	<\$260,000>
Engineer's Cost Estimate for Well 1 (previously approved)	<\$52,000>
Amount Remaining in Water CIP – Water Supply	\$742,000

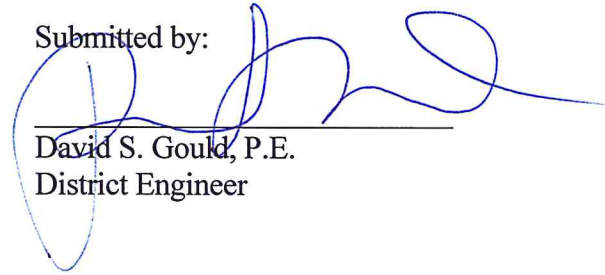
Prepared by:



Brook Yared, P.E.
Associate Engineer

Attachments: Attachment A - Project Schedule
Attachment B – Revised CIP Budget

Submitted by:



David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

PROJECT SCHEDULE

Project	Cost Estimate	September			October			November			December			January			February			March			April			May			June																					
		2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30					
Well 1	\$51,800	X					X	X	X	X	X	X	X	X																																				
Well 12	\$35,000			X				X																																										
Well 9	\$55,000																																																	
Well 5	\$55,000																																																	
Well 11	\$55,000																																																	
Well 8	\$55,000																																																	

CIP BUDGET REVISIONS

Option 1 - Preliminary CIP Budget - 9/17/13		
Crescenta Valley Water District FY 13/14 Capital Improvement Project		Cost Estimate
1. Water Supply		
Well 1 Rehabilitation		\$52,000
Well 8 Rehabilitation		\$60,000
Well 5 Rehabilitation		\$55,000
Well 9 Rehabilitation		\$55,000
Well 11 Rehabilitation		\$55,000
Well 12 Rehabilitation		\$35,000
CVWD/LADWP Interconnection (Phase 1)		\$250,000
Ocean View Pipeline & Chlorination Station (Phase 2)		\$300,000
Upgrade Emergency Pump at P1 (Phase 3)		\$100,000
Verdugo Basin Stormwater Recharge Facility Study		\$92,000
Total Water Supply		\$1,054,000
2. Water Storage		
Edmund #1 - Roof/Air Vents		\$125,000
Oak Creek #1 - Roof/Air Vents		\$25,000
Total Water Storage		\$150,000
3. Water Distribution		
3000 & 3100 Block - Paraiso Way - 1,400 LF		\$380,000
4950 Block - Cloud - 300 LF		\$85,000
4900 Block - Ramsdell - 600 LF		\$160,000
2800 Block - Prospect - 600 LF		\$75,000
Eagle Canyon - Booster B		\$50,000
Encinal - Booster A & Oak Creek - Booster "C"		\$25,000
Mills Plant - Aeration Tower Rehabilitation		\$75,000
MCC upgrade at Oak Creek		\$75,000
Repairs to Ramsdell Mixing Station		\$35,000
Total Water Distribution		\$960,000
4. Water Treatment		
New Chlorination Station at Markridge Reservoir		\$75,000
5. Technology		
SCADA RTU Replacement (35 sites) - Design		\$30,000
SCADA RTU Replacement (35 sites) - Equipment & Integration		\$80,000
Update GIS System		\$28,000
Total Technology		\$138,000
7. Facilities & Planning		
Roof Replacement at Old Encinal		\$73,000
Capital Improvement Projects - Total		\$2,200,000

Option 2Preliminary CIP Budget - 9/17/13		
Crescenta Valley Water District FY 13/14 Capital Improvement Project		Cost Estimate
1. Water Supply		
Well 1 Rehabilitation		\$52,000
Well 8 Rehabilitation		\$60,000
Well 5 Rehabilitation		\$55,000
Well 9 Rehabilitation		\$55,000
Well 11 Rehabilitation		\$55,000
Well 12 Rehabilitation		\$35,000
CVWD/LADWP Interconnection (Phase 1)		\$250,000
Ocean View Pipeline & Chlorination Station (Phase 2)		\$300,000
Upgrade Emergency Pump at P1 (Phase 3)		\$100,000
Verdugo Basin Stormwater Recharge Facility Study		\$92,000
Total Water Supply		\$1,054,000
2. Water Storage		
Edmund #1 - Roof/Air Vents		\$0
Oak Creek #1 - Roof/Air Vents		\$0
Total Water Storage		\$0
3. Water Distribution		
3000 & 3100 Block - Paraiso Way - 1,400 LF		\$380,000
4950 Block - Cloud - 300 LF		\$85,000
4900 Block - Ramsdell - 600 LF		\$160,000
2800 Block - Prospect - 600 LF		\$75,000
Eagle Canyon - Booster B		\$50,000
Encinal - Booster A & Oak Creek - Booster "C"		\$0
Mills Plant - Aeration Tower Rehabilitation		\$0
MCC upgrade at Oak Creek		\$75,000
Repairs to Ramsdell Mixing Station		\$35,000
Total Water Distribution		\$860,000
4. Water Treatment		
New Chlorination Station at Markridge Reservoir		\$75,000
5. Technology		
SCADA RTU Replacement (35 sites) - Design		\$30,000
SCADA RTU Replacement (35 sites) - Equipment & Integration		\$80,000
Update GIS System		\$28,000
Total Technology		\$138,000
7. Facilities & Planning		
Roof Replacement at Old Encinal		\$73,000
Capital Improvement Projects - Total		\$2,200,000

Option 2Preliminary CIP Budget - 9/17/13		
Crescenta Valley Water District FY 13/14 Capital Improvement Project		Cost Estimate
1. Water Supply		
Well 1 Rehabilitation		\$52,000
Well 8 Rehabilitation		\$60,000
Well 5 Rehabilitation		\$55,000
Well 9 Rehabilitation		\$55,000
Well 11 Rehabilitation		\$55,000
Well 12 Rehabilitation		\$35,000
CVWD/LADWP Interconnection (Phase 1)		\$250,000
Ocean View Pipeline & Chlorination Station (Phase 2)		\$300,000
Upgrade Emergency Pump at P1 (Phase 3)		\$100,000
Verdugo Basin Stormwater Recharge Facility Study		\$92,000
Total Water Supply		\$1,054,000
2. Water Storage		
Edmund #1 - Roof/Air Vents		\$125,000
Oak Creek #1 - Roof/Air Vents		\$25,000
Total Water Storage		\$150,000
3. Water Distribution		
3000 & 3100 Block - Paraiso Way - 1,400 LF		\$380,000
4950 Block - Cloud - 300 LF		\$85,000
4900 Block - Ramsdell - 600 LF		\$160,000
2800 Block - Prospect - 600 LF		\$75,000
Eagle Canyon - Booster B		\$50,000
Encinal - Booster A & Oak Creek - Booster "C"		\$25,000
Mills Plant - Aeration Tower Rehabilitation		\$75,000
MCC upgrade at Oak Creek		\$75,000
Repairs to Ramsdell Mixing Station		\$35,000
Total Water Distribution		\$960,000
4. Water Treatment		
New Chlorination Station at Markridge Reservoir		\$75,000
5. Technology		
SCADA RTU Replacement (35 sites) - Design		\$30,000
SCADA RTU Replacement (35 sites) - Equipment & Integration		\$80,000
Update GIS System		\$28,000
Total Technology		\$138,000
7. Facilities & Planning		
Roof Replacement at Old Encinal		\$77,000
Capital Improvement Projects - Total		\$2,454,000

Christy Scott

From: McDonnell, Bill [bmcdonnell@mwdh2o.com]
Sent: Friday, September 06, 2013 3:39 PM
To: McDonnell, Bill
Cc: Gavina, Carlo (CGavina@semprautilities.com)
Subject: FW: water loss control program announcement

Good afternoon,

Below is an announcement from SoCal Gas about an upcoming "Water Loss Control" RFP they will be issuing. If you know of any contractors or companies interested please forward on to them this information. If you have question please contact Carlo Gavina who is cc'd on this email.

Thanks
Bill

*William P. McDonnell
Metropolitan Water District of Southern California
Senior Resource Specialist
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Los Angeles, CA 90012
(213) 217-7693
bmcdonnell@mwdh2o.com
bewaterwise.com*

Announcement from Southern California Gas Company:

SoCalGas will be issuing an RFP within approximately the next 2 weeks to identify a contractor to implement Water Loss Control Program offerings, such as leak detection and pressure management. SoCalGas supports improving the efficiency of water systems as a critical strategy in capturing water-energy nexus benefits through its energy efficiency programs. SoCalGas will focus its efforts in areas that use gas engines as the energy source for pumps and other equipment that deliver and treat water.

Contractors will need to register on the Proposal Evaluation & Proposal Management Application (PEPMA) <https://www.pepma-ca.com/Public/ViewBid.aspx> an RFP database jointly managed by SCE, SCG, PG&E, and SDG&E. If you are not registered through this website, you will not receive any information about the upcoming solicitation.

Please forward to anyone who you believe would be interested in this solicitation.

- **Full Bid Name:**
Water Loss Control RFP
- **Procurement No.**
TBD
- **Type:**
Proposal

- **Status:**
Upcoming
- **Lead IOU:**
SCG
- **Manager:**
Parker Portillo
- **Budget:**
TBD
- **IOU Service Areas:**
SCG
- **Program Description:**
SoCalGas supports improving the efficiency of water systems as a critical strategy in capturing water-energy nexus benefits through its energy efficiency programs. SoCalGas will focus its efforts in areas that use gas engines as the energy source for pumps and other equipment that deliver and treat water. SoCalGas will therefore issue a RFP to identify a contractor to implement Water Loss Control Program offerings, such as leak detection and pressure management. This RFP will focus on the water losses occurring on the water utilities' supply distribution side. For purposes of this RFP, water-energy nexus is defined as finding ways to save cold water that, in turn, translates into saving energy (therms/acre ft.). SoCalGas has identified the City of Cerritos's water system as one of the prime candidates for this effort. The Water Loss Program shall be a non-resource program designed to implement program offerings, quantify direct and embedded energy savings, evaluate cost-effectiveness, and support CPUC findings and Evaluation, Measurement and Verification (EM&V) studies. Although the proposed RFP will be non-resource, Contractor is expected to identify water and energy savings as a part of the work process. The potential direct energy savings will be claimed through SoCalGas's Commercial Calculated program. At this time, embedded water energy savings will not be claimed. Once the CPUC adopts the methodology that enables IOUs to claim embedded savings, SoCalGas may have the opportunity to retroactively claim the embedded savings from this program.

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September 2013 Board Letter

Information
Item

Date: 09/16/13

To: Board of Directors

From: General Manager

RE: FMWD Recycled Water Demonstration Project

Action Item: 7.1

Recommendation: It is recommended that the Board direct the General Manager to continue with suspension of work on the FMWD Recycled Water Demonstration Project and bring the item back to the Board once the status of the IRWM grant funding is known.

Background

As part of the District's plan for recycled water development, FMWD has been pursuing the construction of a 0.25 million gallons per day (MGD) membrane bioreactor (MBR) treatment plant near the intersection of Oak Grove Drive and Berkshire Place located in the City of La Cañada Flintridge.

To offset costs of the estimated \$3,000,000 budget for this Demonstration Project, FMWD staff has applied for various grants. One of these grants was submitted as part of a highly vetted Greater Los Angeles County (GLAC) application containing a bevy of projects for consideration in the California Department of Water Resources (DWR) Integrated Regional Water Management (IRWM) Proposition 84 grant program. The Demonstration Project was ranked first in the Upper Los Angeles River Area (ULARA) and third overall in the GLAC. The requested grant amount was \$1,467,650 and a decision is expected in Fall 2013. The two other grant applications, one from the Bureau of Reclamation for \$300,000 and one from Metropolitan Water District of Southern California for \$407,500 were denied.

Due to the requirements of anticipated IRWM Proposition 84 grant funding, the Demonstration Project should be "shovel ready" to proceed with construction no later than May 2015. To prepare and have the project "shovel ready", the Board approved, between November 2012 and August 2013, proceeding with the following:

1. CEQA-Plus documentation,
2. A hydrogeological study that assesses the impact of infiltrating recycled water via La Cañada High School Infiltration Galleries to support the CEQA-Plus documentation,
3. Hiring a consultant to assist with project development,
4. Providing payment to West Basin MWD for consultants to submit the IRWM application,
5. Hiring a consultant to assist with the conceptual portion of Title 22,
6. Amending the scope of the hydrogeological study to assess the impact of infiltrating recycled water via Devil's Gate Dam Spreading (Alternative Site #1a) and by discharge to Flint Canyon Creek Live Stream (Alternative Site #1b),
7. Amending the scope of the CEQA Plus documentation to include an alternative site to construct the MBR plant on La Cañada High School property.

An initial Board workshop was held on May 20, 2013. At that workshop, Lincoln Avenue Water Company raised concerns about the Project and later provided a letter to the District

reiterating those concerns. At the June 17, 2013 Board meeting, Rubio Cañon Land & Water Association provided a letter of opposition to the Project.

Another workshop was held on September 4, 2013. Based on feedback received from the workshop and provided to me at the retail manager's meeting, the majority of agencies that can take recycled water from the Project, do not wish to participate and I have suspended work on the project.

The work remaining at this time is the remaining CEQA-Plus work. The work provided by the consultant assisting with project management services has also been suspended. I recommend that the suspension of the work continue until such time as the IRWM grant status is known. At such time, the Board can make a final decision on whether or not to proceed with the Project.

Prior Board Action:

March 2010 – Authorized the General Manager to enter into agreements with Stetson Engineers, Inc., GEOSCIENCE Support Services, Inc., and MORRIS Water Resources Consultants to complete a Water Recycling Facilities Planning Report.

March 2010 – Authorized the General Manager to enter into an agreement with Integrated Performance Consultants, Inc. to evaluate the feasibility of installing small satellite water recycling plants in the service area.

April 2011 – Authorized the General Manager to amend the agreement with MORRIS Water Resources Consultants for completion of the Facilities Planning Study.

December 2011 – Reviewed and commented on final draft of the Facilities Planning Study.

November 2012 – Authorized entering into agreements with:

- A.) Tom Dodson and Associates for \$28,000;
- B.) GEOSCIENCE Support Services, Inc. for \$21,845;
- C.) Phoenix Civil Engineering, Inc. for \$50,000; and
- D.) West Basin MWD for grant writing services for the Integrated Regional Water Management Plan Proposition 84 funding for \$20,000.

March 2013 – Authorized entering into an agreement with DDB Engineering, Inc. for Title 22 - Phase I, Development of a Concept Report for \$20,000.

April 2013 – Authorized the General Manager to amend the agreement with GEOSCIENCE Support Services, Inc. to assess the impact of infiltrating recycled water via two additional discharge alternatives (Alternative Site #1a and Alternative Site #1b) for \$7,600.

August 2013 – Authorized amending the agreement with Tom Dodson & Associates for an additional \$6,500

Impact on Budget:

Total Estimated Budget¹	Amount Previously Committed²	Fee Estimate	Remaining Budget
\$3,000,000	\$328,950	\$0	\$2,671,050

1. Long-term CIP figure updated based on current findings.
2. Total Exposure including feasibility study. Note that \$75,000 SWRCB grant for Recycled Water Feasibility Study is not included in this figure.

Attachment (s):

None

Memorandum

DATE: September 12, 2013
TO: Board of Directors
FROM: Dennis A. Erdman 
RE: General Manager's Report
CC: Management Staff

Several times during the past several months, I have included information in various reports, memorandums and in the budget summary about my concern over CVWD's wells. Last spring we had several months that were listed as the driest in the local weather recording history. As you are aware, the past several weeks have been hot for day after day. CVWD wells are struggling. One (Well 12) is out of service and others are falling in gallons per minute of production. We have seen signs that water quality issues may force shut downs in other wells. I reported at the last Foothill Agency Manager's Meeting that CVWD may be drawing harder on FMWD in light of decreasing local production.

Recently, with cooler nights, customer demand has shown some signs of easing. The second half of September and the month of October could still stress our system. CVWD's system operators are doing the best job possible in utilizing our local groundwater resources and will continue to work to get us through the end of our high use period. I want to strongly encourage the Board to support staff's programs to rehabilitate our existing wells and consider the possibility of adding new wells to our system. However, production capacity is only half of the answer, we need groundwater levels to rise and that will only happen when we get rain. As much as it hurts the District financially when we go into "conservation mode", we need to keep that option ready to employ if local groundwater production falls any farther.

On September 5 and 6, Ron Mitchell and I attended a meeting of the California Utility Executives Managers Association. Sessions covered a wide range of topics of interest to water and wastewater utility managers with interactive question and discussion periods following the presentations. John Mura from East Valley Water District gave a good presentation on his experience in moving that agency from a process/policy driven organization to a performance based organization. He said they used a small unit based leadership model. Another session that looked at future options in health care insurance was delivered by Andy Sells from ACWA JPIA who spoke about high deductible plans coupled with health savings accounts. This approach is gaining traction and will be discussed in more detail at the December ACWA meeting. On the technical front, Westin Engineering COO, Doug Harp spoke about approaches to keeping utility data safe from disaster. Thank you for the opportunity to participate in these annual meetings. The information that is shared and the networking that takes place is very helpful.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors September 17, 2013
From: Christy J. Scott
Subject: Discussion of the Water Conservation Alert System

BACKGROUND:

In 2009, the CVWD Board of Directors adopted Resolution 681, a Water Conservation Alert System and Resolution 682, a Phase 1 Water Conservation Program. These resolutions also referenced Appendix G adopted during the same time period. A part of Resolution 681 is the water conservation alert system that the District currently utilizes to communicate with the community the level of conservation required. These documents are attached for your review.

DISCUSSION:

The District is currently operating in Color Code "Blue", which is the normal conservation alert. This indicates that the District's standard water conservation rules apply as listed in the first two pages of Appendix G.

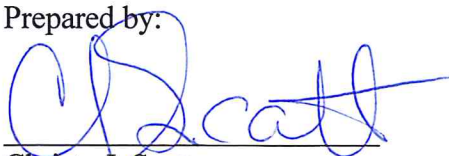
As stated in Resolution 681 and Appendix G, the General Manager has the authority to change the level of the Water Conservation Alert to reduce water consumption as deemed necessary.

Given the status of the District's wells, coupled with decreased well production rates, and current demands, Staff discussed with the Policy Committee a change in the District's current alert status from Blue to Green.

Color Code "Green" is defined as an Increased Voluntary Conservation Alert, where some supplies have been impacted and customers should increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use to odd or even days, based on the ending number of the customer's address.

It was concluded that as we are moving into the winter months with historically less demands, that this item should be reviewed again in January. In the mean time, staff will communicate to residents to reduce their outdoor water usage and adjust the irrigation controllers for the cooler and hopefully wetter winter weather.

Prepared by:


Christy J. Scott,
Program Specialist

Submitted by:


Dennis Erdman
General Manager

RESOLUTION NO. 681

**RESOLUTION OF THE BOARD OF DIRECTORS OF
CRESCENTA VALLEY WATER DISTRICT
ADOPTING A WATER CONSERVATION ALERT SYSTEM**

WHEREAS, the Crescenta Valley Water District was established for the purpose of providing adequate and reliable potable water to its inhabitants at a reasonable cost; and

WHEREAS, the groundwater supply in the Verdugo Basin is utilized as the primary source of water for District customers; and

WHEREAS, consecutive years of below normal precipitation in the watersheds of the Verdugo Basin have severely reduced the groundwater production capacity and individual well reliability in the Verdugo Basin and hence the water supply available to the District; and

WHEREAS, the District's imported water supply connections with the Foothill Municipal Water District and the emergency water supply interconnection with the City of Glendale, both which provide a supplemental source of water for District customers, are limited in size and capacity, may be subjected to random mechanical failures, and are being subjected to increased demands; and

WHEREAS, the District's imported water supply may be subject to a reduced water allotment from the Foothill Municipal Water District should the Metropolitan Water District of Southern California put into effect their approved allocation plan; and

WHEREAS, the above limitations have created the possibility that the District may be unable to meet customer demand during periods of high water use such as hot weather; and

WHEREAS, the District's Phase I Voluntary Water Conservation Program has been only minimally successful in reducing water demand; and

WHEREAS, conservation of water by District customers will help the District supply water for customers and keep water in storage for fire protection during peak periods; and

WHEREAS, peak summer water demands are generally considered to be caused by outdoor water use and the District should place special emphasis on outdoor water conservation; and

WHEREAS, the District, through its public information program, should advise and alert its customers to the serious nature of the situation and the need for a reduction in demand by customers through the use of a conservation alert system; and

WHEREAS, the District has the power and authority, under Section 375 of the California Water Code, to adopt water conservation measures for activities within its service area; and

WHEREAS, given the current conditions, the District finds it necessary and beneficial to undertake the second phase of its water conservation program; and

NOW, THEREFORE, BE IT RESOLVED, that the General Manager is authorized to implement a color-coded water conservation alert system, as Phase II of the goal to reduce the risk and severity of water shortage; and

BE IT FURTHER RESOLVED, that the Crescenta Valley Water District requires its customers to follow the alert system described below:

- a. Color Code "Blue" is defined as the Normal Water Conservation Alert, Foothill Municipal Water District can meet all Member Agency demands. Standard water conservation applies as defined in Appendix G of the Rules and Regulations.
- b. Color Code "Green" is defined as an Increased Voluntary Conservation Alert, some supplies have been impacted and customers should increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use to odd or even days, based on ending number of customer address.
- c. Color Code "Yellow" is defined as an Extraordinary Conservation Alert, when Metropolitan Water District of Southern California is pulling water from most of its storage programs to meet demands. Extraordinary conservation is called for from customers. Customers are requested to minimize indoor water use and water outdoors only on assigned odd or even days as further detailed in Appendix G of the District Rules and Regulations.
- d. Color Code "Orange" is defined as a Rationing Conservation Alert, when Metropolitan Water District of Southern California has implemented its allocation plan to its member agencies. Customers are requested to minimize indoor water use and severely limit outdoor water use as further detailed in Appendix G of the District Rules and Regulations.
- e. Color Code "Red" is defined as a Critical Water Conservation Alert, when water supplies are only available for health and safety needs. Customers are requested to minimize indoor water use and curtail all outdoor water use as further detailed in Appendix G of the District's Rules and Regulations.

BE IT FURTHER RESOLVED, that the Board of Directors of the Crescenta Valley Water District authorize that Appendix G of the District's Rules and Regulations is amended to read as attached; and

BE IT FURTHER RESOLVED, that if critical water shortages continue to exist and if a water conservation alert system proves insufficient to accomplish the necessary conservation, the Crescenta Valley Water District will consider additional and more restrictive phases of water conservation to curtail water use. Likewise, should water supply conditions return to normal, the Crescenta Valley Water District will also consider ending this program at such time.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on January 7, 2009, Resolution No. 681 was adopted by the following vote:

APPENDIX G

CRESCENTA VALLEY WATER DISTRICT

WATER CONSERVATION PROGRAM

CRESCENTA VALLEY WATER DISTRICT

APPENDIX G

WATER CONSERVATION PROGRAM

GENERAL STATEMENT

1. Due to the water supply conditions prevailing in the Crescenta Valley Water District (CVWD) and/or in the area from which CVWD obtains a portion of its water supply, the general welfare requires that:
 - The water resources available to the CVWD be put to the maximum beneficial use;
 - The waste or unreasonable use, or unreasonable method of use of water be prevented;
 - The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of CVWD and for the public health and safety.
2. The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of CVWD during various critical stages of a water shortage.

PHASE I –NORMAL WATER CONSERVATION

Phase I standard water conservation practices will be in effect at all times. The CVWD Board of Directors has adopted the following measures to reduce consumption and prohibit water waste for all water users within CVWD in order to sustain water supply reliability.

Prohibited Use Applicable to ALL Customers

1. **Water hose usage:** Hose washing of sidewalks, walkways, driveways, or parking areas, tennis courts, patios, porches or other paved areas shall not be permitted. Exception: Flammable or other dangerous substances may be disposed of by direct hose flushing by public safety officers for the benefit of public health and safety. Businesses or schools required to hose down public eating areas will be provided with access to a water broom.
2. **Overspray and runoff:** Use of water for any purpose which results in overspray, excessive runoff onto hardscapes, driveways, streets, adjacent lands or into gutters shall not be permitted.
3. **Fountains, similar structures and swimming pools:** Water used to clean, fill or maintain levels in decorative fountains or similar structures must be part of a recirculation system.
4. **Leaks:** Leaks from any facility both inside and outside of a customer's premises must be repaired within seventy-two hours after the customer is notified of, or discovers the leak. Failure to affect the repair of any leak shall subject said customer to all penalties provided herein for waste of water.
5. **Irrigating times:** No watering, sprinkling or irrigating shall take place between the hours of nine a.m. (9:00AM) and five p.m. (5:00PM) in any landscaped or vegetated areas, including, but not limited to, golf courses, parks, cemeteries and school areas landscaped with, but not limited to, grass, lawn, groundcover, shrubbery, annual and perennial plants, crops, trees, and

California-friendly plantings. With the exception of drip irrigation systems or weather based irrigation controllers, residential timers shall not run for more than a total of 10 minutes per station.

6. **Hand Watering:** Hand watering of non-turf areas is allowed using a hose with a positive shut-off nozzle or watering can within the allowable times as specified above.
7. **Windy and rainy days:** No watering, sprinkling or irrigating shall take place in any landscaped or vegetated areas on days when the wind is blowing causing overspray, and on days when it is raining.
8. **Vehicle washing:** The washing of commercial and non-commercial privately owned automobiles, trucks, trailers, motor-homes, boats, buses, airplanes and other types of vehicles is restricted to use of a hand-held bucket and quick rinses using a hose with a positive shut-off nozzle. Exceptions: the use of wash water which is on the immediate premises of a commercial car wash or commercial service station; where health, safety and welfare of the public is contingent upon frequent vehicle cleaning, such as garbage trucks and vehicles which transport food and perishables.
9. **Construction water restrictions:** Water for construction purposes including but not limited to de-brushing of vacant land, compaction of fills and pads, trench backfill and other construction uses, shall be used in an efficient manner which will not result in runoff.
10. **Fire hydrants:** The use of potable water from fire hydrants shall be limited to firefighting related activities or other activities immediately necessary to maintain the health, safety, and welfare of the residents of the city.
11. **Drinking water upon request:** No restaurant, hotel, café, cafeteria or other public place where food is sold, served or offered for sale, shall serve drinking water to any customer unless expressly requested by a customer.
12. **Hotels/Motels:** Hotels, motels, and other commercial lodging establishments are requested to post notices informing their guests about the city's water conservation policy and urging guests to conserve water. Water conservation notices will be provided by CVWD.
13. **Hotels/Motels:** Hotels, motels and other commercial lodgings are requested to post notices giving their guests the option of not laundering towels and linens daily.
14. **Reporting waste of water:** The District shall maintain a program for residents to report waste of water throughout the District boundaries. This will include an online submittal form, a dedicated phone number, and follow-up by District staff on all waste of water reports. Residents are requested to report any observed waste of water from surrounding properties or in the community and report to the District for follow-up.
15. **Pre-rinse spray valve:** Where applicable, restaurants must utilize water conserving nozzles.

BE IT FURTHER RESOLVED, Crescenta Valley Water District urges the following water usage to all of its customers:

1. To reduce the amount of turf and install new drought tolerant landscaping, low-water using trees and plants, and efficient irrigation systems including but not limited to ET controllers, drip irrigation, and “high efficiency sprinkler heads”.
2. To wash only full loads of dishes or clothes in automatic washers, and do not allow indoor faucets to run continuously.
3. To turn water system off when leaving property unoccupied for an extended period of time.
4. To use covers to minimize the evaporation of water from outdoor swimming pools, wading pools or spas when they are not in use.

WATER CONSERVATION ALERT SYSTEM

When a water conservation alert system is implemented by direction of the General Manager, the following measures to reduce water consumption will be requested for all water users within CVWD.

- a. Color Code “Blue” is defined as the Normal Water Conservation Alert, Foothill Municipal Water District can meet all Member Agency demands. Standard water conservation applies as defined in Appendix G of the Rules and Regulations.
- b. Color Code “Green” is defined as an Increased Voluntary Conservation Alert, some supplies have been impacted and customers should increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use to odd or even days, based on ending number of customer address.
- c. Color Code “Yellow” is defined as an Extraordinary Conservation Alert, when Metropolitan Water District of Southern California is pulling water from most of its storage programs to meet demands. Extraordinary conservation is called for from customers. Customers are requested to minimize indoor water use and water outdoors only on assigned odd or even days.
- d. Color Code “Orange” is defined as a Rationing Conservation Alert, when Metropolitan Water District of Southern California has implemented its allocation plan to its member agencies. Customers are requested to minimize indoor water use and severely limit outdoor water use as follows:
 1. Residential and commercial landscape irrigation is limited to no more than three (3) days per week on Tuesday, Thursday and Saturday. Watering limits are seven (7) minutes per watering station.

Exemption: Public use areas owned and/or operated by School Districts are exempt from watering days. Public use areas greater than 4,000 square feet are exempt from watering days so long as best management practices are applied.

2. The filling, refilling or adding of water to indoor and outdoor pools, wading pools, or spas is prohibited. Exemptions: Commercial Repairs mandated by the Federal Virginia Graeme Baker Act, or adding water for the prevention of equipment failure is

permissible, however, the District strongly urges that a cover be used to prevent evaporation and thereby reducing the frequency of refilling.

3. The use of water to clean, maintain, fill, or refill decorative fountains or similar structures is prohibited. Exemptions: Adding water for the prevention of equipment failure is permissible.
 4. Vehicle washing is restricted to the use of a hand-held bucket and quick rinses using a hose with a positive shut-off nozzle.
 5. Fix leaks within 48 hours.
- e. Color Code Red is defined as a Critical Water Conservation Alert, when water supplies are only available for health and safety needs. Customers are requested to minimize indoor water use and curtail all outdoor water use. Fix any leaks within 24 hours.

Notification of the Water Conservation Alert System status on any given day shall be visibly posted at the exterior of the District's Administration Office (2700 Foothill Blvd., La Crescenta) and other accessible locations throughout the District service area where allowed. At least one direct mailing shall be made to all water customer accounts, with notification and explanation of the alert system. Newspaper coverage will also be used to disseminate alert system status and water conservation updates.

RESOLUTION NO. 682

**RESOLUTION OF THE BOARD OF DIRECTORS OF
CRESCENTA VALLEY WATER DISTRICT
ADOPTING A WATER CONSERVATION PROGRAM (PHASE I)**

WHEREAS, the Crescenta Valley Water District was established for the purpose of providing adequate and reliable potable water to its inhabitants at a reasonable cost; and

WHEREAS, the groundwater supply in the Verdugo Basin is utilized as the primary source of water for District customers; and

WHEREAS, consecutive years of below normal precipitation in the watersheds of the Verdugo Basin have severely reduced the groundwater production capacity in the Verdugo Basin and hence the water supply available to the District; and

WHEREAS, the District's imported water supply connections with the Foothill Municipal Water District, which provide a supplemental source of water for District customers, are limited in size and capacity and are being subjected to increased demands; and

WHEREAS, the District's imported water supply may be subject to a reduced water allotment from the Foothill Municipal Water District should the Metropolitan Water District of Southern California put into effect their approved allocation plan; and

WHEREAS, California has experienced an energy crisis which has resulted in extremely high energy costs; and

WHEREAS, the District is a user of significant quantities of energy to meet its system demands for the production, transmission, and distribution of water; and

WHEREAS, conservation of water by District customers will help relieve the problems caused by the shortage in supply and the increase in energy costs; and

WHEREAS, the District, through its public information program, should advise and alert its customers to the serious nature of the situation and the need for a reduction in demand by customers; and

WHEREAS, the District has the power and authority, under Section 375 of the California Water Code, to adopt water conservation measures for activities within its service area; and

WHEREAS, given the current conditions, the District finds it necessary and beneficial to undertake a phased water conservation program; and

NOW, THEREFORE, BE IT RESOLVED, that the General Manager is authorized to implement a water conservation program, as Phase I of the goal to reduce water use below pre-drought water usage, to reduce the risk and severity of water shortage; and

BE IT FURTHER RESOLVED, that the Crescenta Valley Water District prohibits the following water usage to all of its customers:

Prohibited Use Applicable to ALL Customers

1. **Water hose usage:** Hose washing of sidewalks, walkways, driveways, or parking areas, tennis courts, patios, porches or other paved areas shall not be permitted. Exception: Flammable or other dangerous substances may be disposed of by direct hose flushing by public safety officers for the benefit of public health and safety. Businesses or schools required to hose down public eating areas will be provided with access to a water broom.
2. **Overspray and runoff:** Use of water for any purpose which results in overspray, excessive runoff onto hardscapes, driveways, street, adjacent lands or into gutters shall not be permitted.
3. **Fountains, similar structures:** Water used to clean, fill or maintain levels in decorative fountains or similar structures must be part of a recirculation system.
4. **Leaks:** Leaks from any facility both inside and outside of a customer's premises must be repaired within seventy-two hours after the customer is notified of, or discovers the leak. Failure to affect the repair of any leak shall subject said customer to all penalties provided herein for waste of water.
5. **Irrigating times:** No watering, sprinkling or irrigating shall take place between the hours of nine a.m. (9:00AM) and five p.m. (5:00PM) in any landscaped or vegetated areas, including, but not limited to, golf courses, parks, cemeteries and school areas landscaped with, but not limited to, grass, lawn, groundcover, shrubbery, annual and perennial plants, crops, trees, and California-friendly plantings. With the exception of drip irrigation systems or weather based irrigation controllers, residential timers shall not run for more than a 10 minutes per station.
6. **Hand Watering:** Hand watering of non-turf areas is allowed using a hose with a positive shut-off nozzle or watering can within the allowable times as specified above.
7. **Windy and rainy days:** No watering, sprinkling or irrigating shall take place in any landscaped or vegetated areas on days when the wind is blowing causing overspray, and on days when it is raining.
8. **Vehicle washing:** The washing of commercial and non-commercial privately owned automobiles, trucks, trailers, motor-homes, boats, buses, airplanes and other types of vehicles is restricted to use of a hand-held bucket and quick rinses using a hose with a positive shut-off nozzle. Exceptions: the use of wash water which is on the immediate premises of a commercial car wash or commercial service station; where health, safety and welfare of the public is contingent upon frequent vehicle cleaning, such as garbage trucks and vehicles which transport food and perishables.
9. **Swimming pools:** Owners of outdoor swimming pools, wading pools or spas, when these are not in use, are requested to use covers to minimize the evaporation of water.

- 10. Construction water restrictions:** Water for construction purposes including but not limited to de-brushing of vacant land, compaction of fills and pads, trench backfill and other construction uses, shall be used in an efficient manner which will not result in runoff.
- 11. Fire hydrants:** The use of potable water from fire hydrants shall be limited to firefighting, related activities or other activities immediately necessary to maintain the health, safety, and welfare of the residents of the city.
- 12. Drinking water upon request:** No restaurant, hotel, café, cafeteria or other public place where food is sold, served or offered for sale, shall serve drinking water to any customer unless expressly requested by a customer.
- 13. Hotels/Motels:** Hotels, motels, and other commercial lodging establishments are requested to post notices informing their guests about the city's water conservation policy and urging guests to conserve water. Water conservation notices will be provided by CVWD.
- 14. Hotels/Motels:** Hotels, motels and other commercial lodgings are requested to post notices giving their guests the option of not laundering towels and linens daily.
- 15. Reporting waste of water:** The District shall maintain a program for residents to report waste of water throughout the District boundaries. This will include an online submittal form, a dedicated phone number, and follow-up by District staff on all waste of water reports. Residents are requested to report any observed waste of water from surrounding properties or in the community and report to the District for follow-up.
- 16. Pre-rinse spray valve:** Where applicable, restaurants must utilize water conserving nozzles.

BE IT FURTHER RESOLVED, that the Crescenta Valley Water District urges the following water conservation practices to all of its customers:

1. Reduce the amount of turf and install new drought tolerant landscaping, low-water using trees and plants, and efficient irrigation systems including but not limited to evapotranspiration (ET) controllers, drip irrigation, and “high efficiency sprinkler heads”.
2. Wash only full loads of dishes or clothes in automatic washers, and do not allow indoor faucets to run continuously.
3. Turn off water system when leaving property unoccupied for an extended period of time.

VIOLATIONS

For any customer of the District in violation of the provisions listed in the Waste of Water Ordinance:

First Violation: The District shall issue a written notice of the fact of such violation to the customer.

Second Violation: The District shall issue a written warning to the customer of the fact of such second violation with a statement of the possible penalties for the present violation for which the notice was written, the possible penalties for each subsequent violation should they occur, and a written copy of this resolution.

Third Violation: The District shall install a flow-restricting device of one gallon per minute (1gpm) capacity for services up to one and one-half inch size, and comparatively sized restrictors for larger service, on the service of the customer at the premises at which the violation occurred for a period of not less than forty-eight hours.

The charge for installing a flow-restricting device shall be based upon the size of the meter and shall not exceed \$150.00.

The charge for removal of the flow-restricting device and restoration of normal service shall not exceed \$100.00. Restoration of normal service will be performed during regular working hours on regular working days.

For any subsequent violation or any willful violation: The District shall either install a flow-restricting device, for a period of time not less than one week or discontinue water service to that customer at the premises at which the violation occurred.

The charge for installing a flow-restricting device shall be based upon the size of the meter and shall not exceed \$200.00.

The charge for removal of the flow-restricting device and restoration of normal service shall not exceed \$150.00. Restoration of normal service will be performed during regular working hours on regular working days.

Notice: The District shall give notice of each violation to the customer committing such violation as follows:

For the first violation: The District shall give written notice of the fact of such violation to the customer personally or by United States regular mail.

For the second violation: The District shall give written notice of the fact of such violation to the customer by United States certified mail, return receipt requested.

For any subsequent violations: If the penalty assessed is, or includes the installation of a flow-restrictor or the discontinuance of water service to the customer for any period of time whatsoever, notice of the fact of the violation shall be delivered fifteen (15) working days before the penalty is to be enacted, in the following manner:

- ⬇ Personal delivery of written notice to the customer at their residence or place of business and obtain their signature of delivery.
- ⬇ Return receipt delivery to customer at their residence or place of business.

All notices shall contain, in addition to the facts of the violation, a statement of the possible penalties for the present violation for which the notice was written and each subsequent violation, a statement of the anticipated date of the penalty, if any, will be enacted for the present violation, and a statement informing the customer of the customer's right to a hearing on the violation.

Hearing: Any customer against whom a restriction or limitation is levied has the right to a hearing and a right to appeal to the Board of Directors. Written request from customer to the District must be received within fifteen (15) working days of the date of notification of the violation. Before the hearing can be scheduled all existing plumbing fixtures in the structure must be retrofitted exclusively with water-conserving plumbing fixtures including low flush or high efficiency toilets, low flow showerheads, and aerators. A water audit will be used to verify installation.

Enactments of the appropriate penalty shall be deferred until the appeal is resolved.

If the appeal decision is NOT in favor of the customer, the determined penalty shall be enacted within ten (10) days after the customer is advised of the decision in writing through certified mail, return receipt requested.

Reservation of Rights: The rights of the District hereunder shall be cumulative to any other right of the District to discontinue service. All monies collected by the District pursuant to any of the penalty provisions of the chapter shall be deposited in the water revenue fund as reimbursement for the District's costs and expenses of administering and enforcing this ordinance.

BE IT FURTHER RESOLVED, that the Crescenta Valley Water District finds that a program of voluntary measures to reduce consumption will assist in achieving the goal of conserving the water supply without causing unnecessary adverse economic consequences; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Crescenta Valley Water District authorize that Section 8.07(c) and Appendix G of the District's Rules and Regulations are amended to read as attached; and

BE IT FURTHER RESOLVED, that if critical water shortages continue to exist and if current measures prove insufficient to accomplish the necessary conservation, the Crescenta Valley Water District will consider additional and more restrictive phases of water conservation to curtail water use. Likewise, should water supply conditions return to normal, the Crescenta Valley Water District will also consider ending this program.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on July 7, 2009, amendments to Resolution No. 682 were adopted by the following vote:

AYES:

NOES: None

ABSENT: **None**

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

Secretary of the Board of Directors

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors September 17, 2013
From: Christy J. Scott
Subject: Discussion of the MWD/FMWD Water Conservation Rebates

BACKGROUND:

Since the early 1990's, Metropolitan Water District of Southern California (MWD) has provided rebates for conservation devices purchased by consumers. These Regional Rebates are not allocated to agencies and rebates are provided on a first-come, first-served basis, currently through a third party vendor. Customers are responsible for obtaining a "reservation" through an online system and then following all applicable steps and mailing off final documents to receive their rebate.

In May 2010, MWD, while keeping the Regional Rebate program, revised its conservation program to include an "MWD Funded/Member Agency Administered Program". With this Program, MWD allocates funds to member agencies for use towards water conservation. This funding allows flexibility for agencies to implement projects specific to their service area and to explore innovative new projects. Funding was allocated based on the amount of total municipal and industrial demands from calendar year 2004 to 2006.

For fiscal year 2013-2014, the funding allocation to Foothill Municipal Water District (FMWD) stayed the same as previous years at \$33,000 and is currently being used for the Turf rebate program at \$1.00 per square foot and High Efficiency Toilets (HET's) at \$50.00 each. These funds are separate from the budgeted funds the District uses to rebate turf removal and supplement the HET and washing machine rebates.

Since the beginning of the fiscal year, \$10,900.00 has been used from the available MWD funds. The District has also received 17 pre-applications for turf rebates which are pending final approval upon completion of the projects. If all of these approved pre-applications are completed and funded at the \$1.00 per square foot amount, the estimated total rebate amount would be \$ 12,615.00

In addition to the devices funded by MWD, FMWD has allocated \$10,000 for rain barrels through its Water Resource and Conservation Fund. No applications for rain barrel rebates have been received this fiscal year to date.

A New MWD Conservation Program

At its September 10, 2013 meeting, MWD's Board modified its conservation program (Board letter attached.) Modifications to the program mean that the turf rebate, rain barrels and high efficiency toilets will all be a part of the regional program. As of this Staff report, MWD is in the process of deciding how to transition from the older program to the revised program and whether any pending rebates should be funded from the Regional Rebate fund or the MWD Funded/Member Agency Administered fund.

DISCUSSION:

What does that mean for the District? At some point, most likely October 1st, the District will no longer process the rebates for rain barrels and HET's. These items will be moved to MWD's regional program. Again, regional rebates are not allocated to agencies and rebates are provided on a first-come, first-served basis, currently through a third party vendor. Customers are responsible for obtaining a "reservation" through an online system BEFORE the purchase any qualifying item and then following all applicable steps and mailing off final documents to receive their rebate. This is currently how customers receive rebates on High Efficiency Clothes Washers (HECW).

The District will continue to operate its own Turf Rebate Program separate from the regional program. District customers are still eligible to receive a rebate from MWD through the regional program should their project qualify.

There will be funds left over from the amount allocated to FMWD through the member agency administered programs. Depending on how the pending applications for turf removal are handled, that amount will range between \$10,000.00 and \$23,000.00.

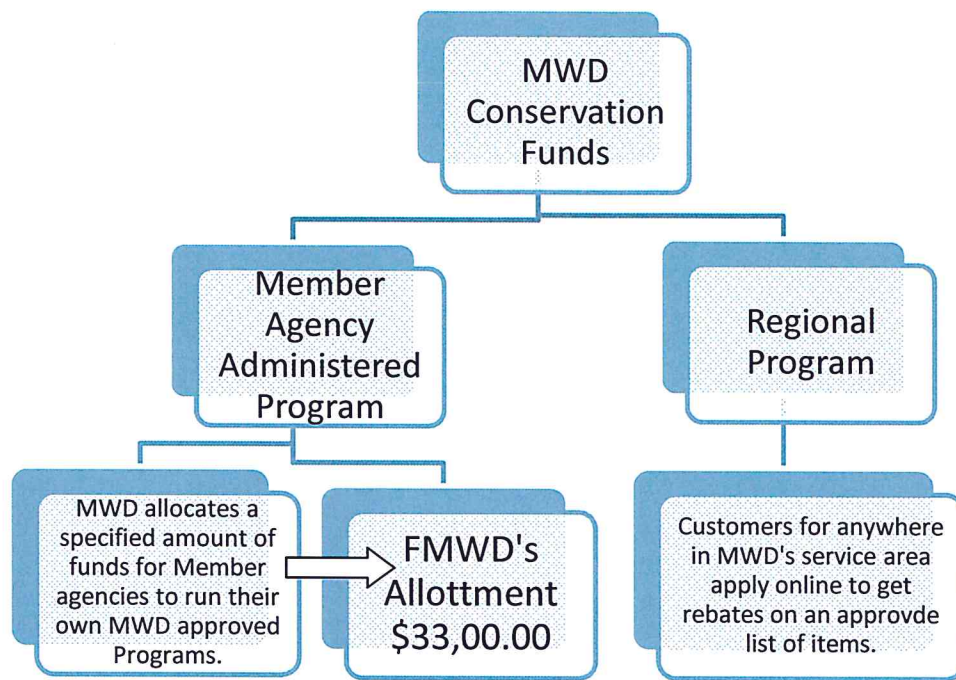
At the time of this staff report, FMWD was awaiting Board approval to submit to MWD to use the remaining funds in the member agency administered program for "customized projects" which could include a flow-sensing shutoff device and hot water recirculation systems each at \$100.00 per device.

Prepared by:


Christy J. Scott,
Program Specialist

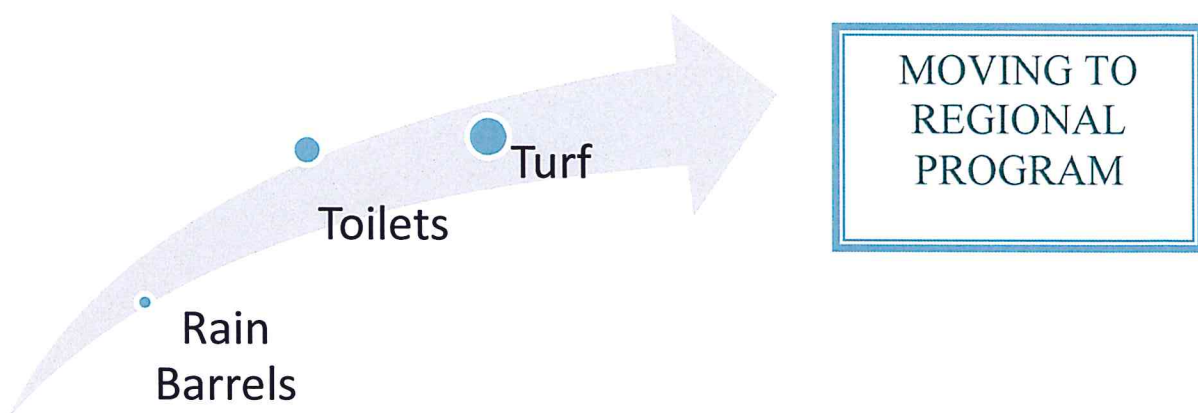
Submitted by:


Dennis Erdman
General Manager



FMWD was using their allotment to fund Turf and Toilets, and was funding rain barrels out of their own budget. CVWD was supplementing the turf and toilet rebates and processing rebates and preparing invoices to MWD for FMWD. So, cutomers would apply for these rebates at their local water District.

After October 1st :



Customers will now apply online for these items and they will be funded out of MWD's Regional Program conservation budget.



● **Board of Directors**
Water Planning and Stewardship Committee

9/10/2013 Board Meeting

8-3

Subject

Authorization to implement New Conservation Program Initiatives

Executive Summary

Staff regularly reviews Metropolitan's water conservation programs in cooperation with the member agencies with the goal of increasing the efficiency and effectiveness of the programs. As a result of the most recent review, staff proposes new conservation and water recycling initiatives to help increase and enhance conservation program activity. In addition, staff recommends a new policy for the interaction between recycled water and conservation.

Details

Metropolitan's 2010 Integrated Water Resources Plan Update (IRP Update) sets water use efficiency targets which call for urban per capita water use reductions by the year 2020. The Long-Term Conservation Plan (LTCP), adopted by the Board in August 2011, identifies goals, strategies, and implementation approaches to help achieve the IRP Update target through market transformation. The focus of the LTCP is to create lasting and accelerated water savings through outreach, education, training, collaboration, incentives, and regulations, while managing within Metropolitan's conservation budget.

Staff is recommending changes and updates to Metropolitan's water conservation program. These changes are the work product of a Program Advisory Committee comprised of member and retail agencies.

Key changes include updates to the following areas:

- Public Agency Landscape Program;
- Targeted Fitness Center Incentive Program;
- Turf Removal Program;
- New device incentives; and
- Conservation incentive eligibility for sites using recycled water.

Public Agency Landscape Program

Based on staff experience in working with public agencies, there is a high potential for water savings, particularly with respect to landscape irrigation. Because of cash flow and budget limitations, it is not uncommon for public agencies to defer water efficiency improvements. The public's perception of water efficiency by public agencies impacts the general public's willingness to conserve. Staff recommends a short-term program offering up-front enhanced incentives up to \$300 per acre-foot for public agencies to install water-efficient landscape devices, as shown in [Attachment 1](#). Public agencies would also be offered no-cost landscape irrigation audits. The program would run through June 30, 2016.

Targeted Fitness Center Incentive Program

In partnership with the United States Bureau of Reclamation (USBR), staff conducted a study in 2011 to analyze the commercial market. The market study found that replacing toilets and urinals in fitness centers has great potential to increase water savings due to the high volume usage of these devices in these facilities. The study indicated that there are approximately 1,500 fitness centers within Metropolitan's service area. Staff recommends implementing a new program targeting fitness centers with higher incentives, as shown in [Attachment 1](#). The higher incentive is based on the higher water savings achievable in these facilities. Only WaterSense labeled models, where available, of toilets and urinals would be included in this program. The program would run through June 30, 2016.

Turf Removal Program

Metropolitan is presently implementing a turf removal program with an incentive of \$1 per square foot using grant funds from USBR and the Department of Water Resources (DWR). The USBR grant ends on September 30, 2013, and the DWR grant ends on January 31, 2014. Funding for both grants is fully allocated among 19 member agencies that are implementing turf removal programs. Some member agencies have exhausted their respective allocation and are presently receiving only Metropolitan's base incentive of 30 cents per square foot. Staff recommends that Metropolitan continue to pay for turf removal at \$1 per square foot, even for member agencies that have exhausted their allocated funding.

Staff continues to pursue additional grant funding for turf removal. In the meantime, Metropolitan's \$1 per square foot incentive would serve as a bridge to any future grant funding award. Practical experience from a wide variety of member and retail agencies as well as efforts in other states has shown that this incentive level is essential to motivate public participation.

Some member agencies have requested that turf removal be added to Metropolitan's regional rebate program. Other member agencies prefer to run turf removal programs at a local level. Staff now plans to offer turf removal through both Metropolitan's regional rebate program and the MWD-Funded/Member Agency Implemented Program. This would allow maximum flexibility for agencies to participate in the turf removal program.

New Device Incentives

The following new devices are recommended for inclusion in Metropolitan's conservation program:

- Soil moisture sensor system
- Plumbing flow control valves
- Rain barrels

A complete schedule of incentives that would become effective October 1, 2013, is listed in [Attachment 1](#).

Rain barrels would be offered as a pilot for up to a total of \$500,000 or through June 30, 2016, whichever comes first. The LTCP includes a strategic focus within the conservation program to emphasize increased water use efficiency and encourage market transformation. The current strategic focus is on "proper irrigation control." The LTCP supports funding for the strategic focus through methods that may differ from traditional incentive approaches including outreach, education, increased incentives and research. To that end, staff would offer incentives for rain barrels as a pilot and then assess the viability of a longer-term incentive to encourage market transformation for residential customers.

Commercial and Multi-Family High-Efficiency Toilets

In May 2011, the Board approved eliminating incentives for high efficiency toilets effective June 30, 2014, due to existing legislation which requires that all toilets sold in California meet water efficient criteria. However, there is still an untapped market in commercial and multi-family sectors, where the replacement to more efficient toilets has not been as accelerated as in the single-family residential sector. Staff recommends continuing incentives for high-efficiency toilets aimed at the commercial and multi-family sectors.

Conservation Incentive Eligibility for Sites Using Recycled Water

The current policy for funding conservation projects on sites using recycled requires a review of each incentive on a case-by-case basis. This policy is difficult to administer. Staff recommends that sites using recycled water be eligible for conservation program funding. Member agencies may choose to disallow conservation of recycled water in their service area and sites would be excluded as requested by the member agency.

Program Flexibility

The Long-Term Conservation Plan established a framework that includes flexibility to adjust programs based on levels of success, cost, and opportunities. Staff recommends having the administrative authority to make these types of adjustments to the conservation program as long as the changes stay within the existing policy of incentives based on \$195 per acre-foot of water conserved. This would allow staff to make program adjustments that take into account market forces, new catalysts, and motivational factors to increase program participation, and position staff to take advantage of opportunities that arise.

Next Steps

Staff will work with member and retail agencies to implement these new conservation program initiatives, consistent with the approved Conservation Credits Program budget, beginning October 1, 2013. The conservation incentives administered directly by Metropolitan through the regional program are available to applicants throughout Metropolitan's service area. Metropolitan will continue to work with member and retail agencies to identify new conservation opportunities and to refine existing programs.

Policy

By Minute Item 49068, dated May 8, 2012, the Board authorized changes to Metropolitan's Water Conservation Program.

By Minute Item 48772, dated August 16, 2011, the Board adopted the Long-Term Conservation Plan and revisions to the water conservation policy principles.

By Minute Item 42785, dated December 5, 1997, the Board approved expanding Conservation Credits Program funding to projects that conserve recycled water.

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is categorically exempt under the provisions of CEQA and the State CEQA Guidelines. The proposed action involves implementing new conservation program initiatives (including Public Agency Landscape Program, Targeted Fitness Center Incentive Program, Turf Removal Program, New device incentives, and Conservation incentive eligibility for sites using recycled water) at existing public or private facilities involving negligible or no expansion of use and no possibility of significantly impacting the physical environment, within the context of the existing conservation incentive program. Accordingly, the proposed actions qualify under a Class 1 Categorical Exemption (Section 15301 of the State CEQA Guidelines).

In addition, the fiscal aspects of the conservation program initiatives themselves are not subject to CEQA because they involve other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

The CEQA determination is: Determine that pursuant to CEQA, the proposed actions qualify under a Categorical Exemption (Class 1, Section 15301 of the State CEQA Guidelines). In addition, the fiscal aspect of the rebates is not subject to CEQA (Section 15378(b)(4) of the State CEQA Guidelines).

CEQA determination for Option #2:

None required

Board Options

Option #1

Adopt the CEQA determination that the project is categorically exempt from CEQA and authorize implementation of

- a. New conservation program initiatives effective October 1, 2013; and
- b. New policy on providing Conservation Credits Program funding to projects conserving recycled water.

Fiscal Impact: \$5,000,000; Conservation incentive expenditures would be managed within the board-approved budget for each fiscal year. The board-approved conservation program budget is \$20 million in fiscal year 2013/14.

Business Analysis: The proposed changes would help achieve the IRP water savings goal.

Option #2

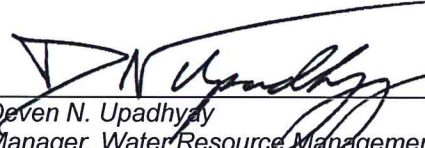
Take no action.

Fiscal Impact: None

Business Analysis: Staff would consider other initiatives to help achieve the IRP water savings goal.

Staff Recommendation

Option #1


Deven N. Upadhyay
Manager, Water Resource Management
8/20/2013
Date


Jeffrey Kightlinger
General Manager
8/22/2013
Date

Attachment 1 – Conservation Incentives

Ref# wrm12626054

Conservation Incentives

The following incentive schedule is complete and supersedes all previously approved incentives. For regional commercial rebates, incentives are based on incentive amounts in effect when the reservation is made. All device incentives are limited to cost of the device, unless otherwise noted.

Device	Proposed Incentive (Effective 10/01/2013)
Regional Residential Program	
Weather-Based Irrigation Controller – under 1 acre	\$80
Weather-Based Irrigation Controller – 1 acre or larger	\$25 per station
Rotating Nozzles for pop-up spray head retrofits	\$4 ¹ Minimum 15 per application
High Efficiency Clothes Washer – (Water Factor ≤ 4.0)	\$85
High Efficiency Toilet – 1.28 gallon or less (single family)	\$50
Turf Removal	\$1 per square foot*
Rain Barrel	\$75 per barrel*
Soil Moisture Sensor System	\$80*
Regional Commercial Program	
Weather-Based or Central Computer Irrigation Controller	\$25 per station
Large Rotary Nozzles	\$13 per set Minimum 8 sets per application
Rotating Nozzles for pop-up spray head retrofits	\$4 ¹ Minimum 15 per application
High Efficiency Toilet (Tank-Type)	\$100
High Efficiency Toilet (Flushometer)	\$100
Multi-Family High Efficiency Toilet	\$50
Urinals – Zero Water Use and Ultra Low Water Use (0 – 0.125 gal/flush)	\$200
Dry Vacuum Pump	\$125 per 0.5 hp
Connectionless Food Steamer	\$485 per compartment
Cooling Tower pH Controller	\$1,750
Cooling Tower Conductivity Controller	\$625
Ice Machine	\$1,000
In-Stem Flow Regulator	\$1 Minimum 25 per application
Laminar flow restrictor	\$10 per restrictor
Turf Removal	\$1 per square foot*
Plumbing Flow Control Valve	\$10 per pair*
Soil Moisture Sensor System	\$25 per station*

¹ Increase may be funded through grants

Device	Proposed Incentive (Effective 10/01/2013)
Other Incentives Eligible in MWD-Funded/Member Agency Administered Program	
Residential Irrigation Evaluation (without irrigation timer)	\$8
Residential Irrigation Evaluation (with irrigation timer)	\$18
Single-Family Indoor Survey	\$12.50
Commercial Landscape Survey ²	\$200 per acre
Water Use Accountability ³	\$3.50 per acre per month
Rotating Nozzles for pop-up spray head retrofits	\$4 ¹ Up to cost of device plus project administrative costs ⁴
Commercial, Industrial, Institutional, Large Landscape, and Agricultural Projects ⁵	\$150 per AF of Estimated water savings or \$195 per AF of Measured water savings
Customized Projects ⁵	\$195 per AF
Incentives Eligible in Pay for Performance Contracts	
Commercial, Industrial, Institutional, Large Landscape, and Agricultural Projects ⁵	\$150 per AF of Estimated water savings or \$195 per AF of Measured water savings
Grant Funding Program	
Turf Removal	\$1.00 per square foot
Rotating Nozzles for pop-up spray head retrofits	\$4
Residential High Efficiency Clothes Washer – (Water Factor ≤ 4.0)	\$110
Public Agency Landscape Program	
Weather-Based or Central Computer Irrigation Controller	\$40 per station*
Large Rotary Nozzles	\$13 per set Minimum 8 sets per application*
Rotating Nozzles for pop-up spray head retrofits	\$6 ¹ Minimum 15 per application*
Fitness Center Incentive Program⁶	
High Efficiency Toilet	\$300*
Urinals – WaterSense labeled	\$500*

* These items were changed or added in this board letter.

² Limited to the full cost of the survey

³ Limited to one-half of eligible project costs and a maximum of five years per project

⁴ Eligible project administrative costs include third party costs billed to the agency

⁵ Limited to one-half of eligible project costs and a maximum of ten years per project

⁶ Limited to cost of device plus installation