

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, October 18, 2016 at 7:00 p.m.**

Posted: October 14, 2016 at 3:00 p.m.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

At this time the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable and speakers are limited to one three (3) minute comment.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of Minutes of the Regular Meeting on October 4, 2016.
2. Ratification of Disbursements for September 2016.

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. **Seismic Sensors and Valve Actuators at Dunsmore & Pickens Canyon Reservoirs, Project E-976**- Consideration and motion to authorize the General Manager to award a contract to the AES Water, Inc, to provide equipment for the installation of new seismic sensors and valve controllers at Dunsmore & Pickens Canyon Reservoirs at a cost of \$62,868 and establish a contingency amount of \$6,287 (10% of contract) to cover the cost of unforeseen or additional work.
2. **Lower Pickens Canyon Pipeline Crossing Repair, Project E-957** – Status report and discussion of Lower Pickens Canyon pipeline crossing repair project.
3. **First Quarter Budget Variance Report** – Report of revenues and expenditures for the first quarter of Fiscal Year 2016/2017.
4. **Strategic Planning** – Discussion regarding the Strategic Plan of the District.

Information Items

Written Communications to District

Staff Reports

- Secretary-Treasurer
- General Manager
- District Engineer
- Program Specialist
- Information Technology

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee

Director's Oral Reports

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

Closed Session

- **Conference with Legal Counsel**
 - Existing litigation pursuant to paragraph (1) of subdivision (d) of Section 54956.9: Crescenta Valley Water District vs. City of Glendale, et al., Los Angeles Superior Court case no. BC595199.

Board Members' Request for Future Agenda Items

Adjournment

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CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

October 4, 2016

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of September 20, 2016, a Regular Meeting was held on October 4, 2016, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President Kerry D. Erickson presiding.

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

Directors:	James D. Bodnar Michael L. Claessens Kerry D. Erickson Kenneth R. Putnam Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	Thomas A. Love
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Wendy Holloway, Customer Accounts Supervisor Dennis Maxwell, Superintendent

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote that the Agenda for the Regular Meeting of October 4, 2016 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Love reported that the next Board Meeting will be on October 17, 2016, and that all the member agencies are on the Yellow Conservation Alert.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on September 20, 2016 as modified.

It was moved by Director Bodnar, seconded by Director Claessens and carried by a 5-0 vote to approve attendance at the ACWA Fall Conference to be held on November 29 –

December 2, 2016 in Anaheim, CA. Director Tejeda attending the JPIA portion of the conference staying overnight and Director Putnam is to attend the conference.

ACTION CALENDAR

Water Meter Replacement Program – Mr. Gould reported that the Water Meter Replacement (WMR) program began in 2012, and the focus was to replace old meters that were installed from 1976 to 1999. Staff and the field crews did an excellent job in completing this task within four (4) years which helped to reduce the amount of unaccounted water. Staff re-assessed the locations of the meter changes relative to a pressure zone and found that a majority of the meters are within pressure zones 6 through 11. Staff is now in the process of replacing the remaining meters for pressure zones 6 through 11. Concurrently, staff is also looking into the feasibility of installing the radio communication connection and new water meter box covers. In addition a radio survey is being performed within the District's service areas to determine location for the repeaters to maximize coverage and to get the information to a single source.

Lower Pickens Canyon Pipeline Crossing Repair, Project E-957 – Mr. Gould reported staff met with DMc Engineering and AMEC Foster Wheeler in July and August 2016 regarding alternatives for the replacement of the pipeline and final repair of the existing slope with geologists from AMEC Foster Wheeler visiting the site to observe the slope after the interim plan was completed. Staff met with Mr. Jack Tasso, property owner at 5481 Ocean View who is allowing CVWD to access his property to make the repairs, and he has expressed his concerns about the construction schedule and how it will affect his property. The Engineering Committee met on September 29, 2016, where staff discussed three (3) options for the slope repair and pipeline replacement project, and reviewed the discussion with legal counsel about CVWD's liability. Staff was also asked to investigate trenchless technology, such as pipe bursting and slip-lining, to replace the pipeline. After discussing the options, staff and legal counsel thinks that the best option would be to repair the slope and install a new 8-inch pipeline from the bottom of the slope and reconnect at the angle point near the top of the slope where the pipeline goes underground and through the easement. Staff presented a preliminary project schedule that showed project design in October – December 2016, and construction to start in February 2017.

Following discussion:

It was moved by Director Bodnar, seconded by Director Claessens and carried by a 5-0 vote for the General Manager to enter into agreements for professional design services with AMEC Foster Wheeler & DMc Engineering for the Lower Pickens Canyon pipeline crossing repair at a cost of up to \$75,000.

Strategic Planning – Mr. Love reported that the first Board workshop is scheduled for November 4, 2014 from 9:00 a.m. to 2:00 p.m.; the seconded Board workshop is scheduled for December 2, 2016 from 9:00 a.m. to 2:00 p.m. On October 7, 2014 Mr. Love will be hosting the 2nd staff workshop from 8:00 a.m. to 2:00 p.m. At the next Board Meeting he will give a report on the staff workshop.

INFORMATION ITEMS – Memo from Lagerlof, Senecal, Gosney & Kruse regarding the Senate Bill 814.

WRITTEN COMMUNICATIONS TO DISTRICT – None.

REPORTS OF PERSONNEL

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

Investment Portfolio Summary – as of September 30, 2016:

Cash Accounts	\$55,354
Great Pacific Securities	
Bond Debt Service Fund Acct	\$264,987
Local Agency Investment Fund	\$2,131,273
Transfer from MTBE Reserve	\$2,000,000
Federal Farm Credit (83)	\$499,945
Federal Farm Credit (87)	\$500,005
Federal Farm Credit (101)	\$1,197,460
US Treasury (103)	\$1,273,280

MTBE Contingency Funds

Local Agency Investment Fund	\$4,000,000
Great Pacific Securities	\$ 94,278
Transfer to Water Reserve	(\$2,000,000)
Federal Farm Credit (M-48)	\$516,075
Federal Farm Credit (M-49)	\$1,256,125
US Treasury (M-53)	\$1,003,790
US Treasury (M-54)	\$996,720
US Treasury (M-55)	\$1,003,790

Fund Balances

Water	\$11,266,866.22
Wastewater	\$4,453,290.40

Mr. Mitchell also stated that he will not be at the next Board Meeting on October 18, 2016.

GENERAL MANAGER – Mr. Love reported on the status of water sales, the potential to refinance the revenue bonds and the General Manager's Objectives and Projects. This month there are three employee anniversaries: Jaysen Ortega – 3 years, Natalie Bellissimo - 10 years, and Jim Halaszynski – 19 years. As of September 30th, the District has worked 843 days without a lost time accident.

DISTRICT ENGINEER

Water Production – For the period of September 1 through September 30, 2016, water production averaged 118.7 million gallons per day, which is **20.2% more** than the daily average production of the same period in 2015. This is **16.7% less** from the daily average production of the previous five years.

Rainfall: September 2016	0.15"
Season-to-date:	13.49"

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

Rainfall Update – 0.15” for September 2016. Final rainfall total for Rainfall Year 2015/16 is 13.49”, 6% less than Rainfall Year 14/15 (14.28”).

Report on Engineering

CIP Projects – Ocean View Chlorination Project – Testing – Preliminary set for end of October. Pipeline Projects – 4200 - 4300 Blocks of Pennsylvania (Mills Pumphouse) – under design. Pickens Canyon Pipeline Replacement and Slope repair – See staff report. Paschall Booster Station Upgrades – Staff is working on Request for Proposal. Seismic Sensors & Valve Actuators at Dunsmore & Pickens Reservoir – Construction to start in December 2015. Wall at Ordunio Reservoir – Completed.

Nitrate Removal Treatment Facility at Well 2 Project – Finalizing 50% technical memorandum. Setting up meeting with Glendale on permit requirements.

Crescent Valley County Park Stormwater Recharge Facility Study – Task Force Meeting – Tentatively set for October 14, 2016.

ULARA – Administration Committee meeting on November 3, 2016.

Water Meter Replacement Program – See Staff Report.

Report on Administrative and Field Operations:

Well Status – Well production capacity is down - averaging 1.73 MGD for September 2016. Well 10 out of service due to well production less than 15 gpm.

Field Maintenance and Operations update for September 17 – September 30, 2016.

Water lateral leaks & repairs

- 2810 Community
- 5144 La Crescenta
- 4810 Javier Way

Water Main Leaks – No Report

Reservoir Maintenance – No Report

Fire Hydrant Repair – No Report

Developer Job – 2222 – 2224 Montrose, 14 Units

Booster Pump Maintenance – Oak Creek Booster “B” – waiting on new motor – late October 2016.

Sewer Maintenance – 2200 Block of Barton Lane. 2200 Block of Luana Lane. 4200 – 4300 Blocks of Ocean View. 2100 Block of La Canada Crest. 2100 – 2200 Blocks of Waltonia. 4400 Block of Rockland.

PROGRAM SPECIALIST – No Report

INFORMATION TECHNOLOGY – Mr. Hass reported on third party bill payment issues. Customers have called and inquired about why the District charges a non-disclosure fee and/or late fee. We have instructed staff to explain that the District does not charge fees for these payments. He reported on the status of the District’s website and the migration was completed without event. Also the District is currently deploying modern surveillance cameras at the

Glenwood facility. AMI studies from multi vendors will be available for review in the month of October. He discussed the Network/Systems Upgrades and new data and voice options are being vetted as less expensive and more flexible choices are available.

ATTORNEY – Mr. Bunn reported on the SB 814 and the bill requires retail water agencies to identify and discourage excessive water usage. The District has the tiered rate structure and he suggested that the billing statement for tier 3 should be labeled as “Excessive Usage” to be in sync with bills intent. In conclusion, CVWD does comply with SB814. Mr. Bunn also reported on legislation that was passed by the Governor.

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee met on September 29, 2016 and discussed Ground Water and Well Capacity, Chlorine to Chloramines Feasibility Study, Pickens Canyon Slope Repair & Pipeline Replacement Project, Stormwater Recharge Project at Crescenta Valley Park, the 10 year CIP Financing, and the FY 16/17 CIP Project Schedule.

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

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

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

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

Emergency Planning Committee – Director Claessens reported that the Committee will meet on October 14, 2016 at 7:30 a.m.

DIRECTORS ORAL REPORTS

Director Bodnar reported that he attended the Engineer Committee Meeting ,and also on October 2, 2016 he attended the FMWD Rain barrel event.

Director Tejeda – No Report

Director Putnam – No report

Director Claessens – No report

Director Erickson reported that he attended the Octoberfest and that it was good.

CLOSED SESSION – No Reportable Action

ADJOURNMENT

There being no other business to come before the Board at 9:22 p.m., it was moved by Director Bodnar and seconded by Director Tejeda that the meeting be adjourned to October 18, 2016 at 7:00 p.m.

APPROVED

Kerry D. Erickson
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

SEPTEMBER 2016



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	9/22	Southern California Edison Co.	Power purchased 09/2016	26,109.57	437.64
34388	9/1	Robert Archer	Refund of security deposit for rental at 3935 Pennsylvania	1,000.00	
34389	9/2	All Around Painting Co.	Painting interior of the Pennsylvania rental house	525.00	175.00
34390	9/2	Garth Tuma	Settlement for damage claim at 2633 Altura	325.84	
34391	9/6	Accela, Inc. #774375	Annual Springbrook software maintenance 7/1/16 to 6/30/17	10,628.93	3,542.98
34392	9/6	ACV Systems, LLC	Booster maintenance #8 and #11	2,189.71	
34393	9/6	All American Landscape Co.	Monthly maintenance 09/2016	217.50	72.50
34395	9/6	AVAYA Financial Services	Land line lease 08/2016	399.69	133.23
34396	9/6	AW Direct, Inc	Under seat tool kit storage for unit #9	117.87	117.86
34397	9/6	BC Laboratories, Inc	Water analysis	8.75	
34398	9/6	CalPERS	Employee contributions 09/2016	19,490.89	12,167.07
34399	9/6	CDW Government, Inc	C-959 Encoder rack for security system upgrades	438.81	
34400	9/6	Choice Pest Control	Monthly service 08/2016 - various sites	53.00	
34401	9/6	City of Glendale Water & Power	Power purchased 08/2016	37,803.03	88.98
34402	9/6	Colonial Life & Accidents Ins.	Employee paid insurance for 09/2016	183.61	
34403	9/6	Community Directory Co	Annual Crescenta/Canada listing	191.25	63.75
34404	9/6	Dell Financial Services	Monthly lease 08/2016	1,143.05	381.01
34405	9/6	Education & Training Services	Advance Mgmt & Supervisory Leadership Training - D. Maxwell	823.50	274.50
34406	9/6	Eurofins Eaton Analytical Inc.	Water Analysis	892.00	
34407	9/6	First Choice	Coffee service office	85.41	85.40
34408	9/6	Foothill Car Wash, Lube & Oil	Oil change unit #34	91.77	85.52
34409	9/6	General Pump Company, Inc	E-971 Repairs to Oak Creek Booster	3,501.00	
34410	9/6	Grainger	Spray nozzle 3/4"	22.50	73.62
34411	9/6	Hach Company	Test kits and supplies for water quality lab	1,588.44	
34412	9/6	HD Supply Waterworks Ltd	Ball valves (3/4" and 1") and handles	1,713.74	
34413	9/6	J&R Concrete Products, Inc	Polymer reading lids and covers	3,469.91	
34414	9/6	Hovsep Kiramittchian	Refund for D-15-41	4,009.81	
34415	9/6	KR Nida Companies	Unit #9 - Remove and install new light bar	327.63	109.21

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34416	9/6	L.A. County Dept. Public Works	Excavation permits	3,006.00	
34417	9/6	Lincoln Financial Group	Dental & Disability insurance 09/2016	3,231.43	2,154.27
34418	9/6	Logan Supply Co. Inc	Rebuild two large pipe vises on Unit #2	282.64	282.63
34419	9/6	Mimecast North America, Inc.	Email security for 08/2016	150.00	50.00
34420	9/6	O'Reilly Auto Parts	Misc parts 08/2016		48.44
34421	9/6	Office Depot - Credit Plan	Misc supplies 08/2016	127.08	88.37
34422	9/6	Paper Cuts, Inc	Paper shredding 09/2016	2.50	2.50
34423	9/6	PMC Engineering LLC	Level transducer for the lift station		646.17
34424	9/6	Rassac Air Systems	A/C repairs at Glenwood	512.73	170.91
34425	9/6	Red Wing Shoe Store	Safety Boots Alan, Alex, Jake, Raymond, Siaki	766.73	255.58
34426	9/6	Sawyer Petroleum	670 gallons of clear diesel fuel	1,631.58	543.86
34427	9/6	Serge's Automotive	Unit #23A- New tire, headlight, and front brakes	256.73	85.58
34428	9/6	Spectrum Business	Data Communication 08/2016 Glenwood	2,322.66	774.21
34429	9/6	Spectrum Business	Data Communication 08/2016 Office	1,731.52	577.17
34430	9/6	St Water Resource Control Brd.	T2 renewal for Jake Whittaker	60.00	
34431	9/6	St Water Resource Control Brd.	D2 renewal for Cesar Avila	130.00	
34432	9/6	Sully-Miller Contracting Co.	Load charge for cold mix	1,648.80	
34433	9/6	Systemated Business Products	Printing charge for new Applications for Service forms	263.26	263.26
34434	9/6	The Gas Company	Gas purchased 08/2016 mills	38.43	12.81
34435	9/6	Trench Shoring Company	Steel plates 2647 Foothill	1,414.13	231.62
34436	9/6	Underground Service Alert/SC	Underground notifications for 08/2016	190.12	63.38
34437	9/6	Waste Management - Sun Valley	Disposal service Office & Glenwood 09/2016	781.70	260.56
34438	9/6	Western Water Works	M-969 - Electronic control valve for new discharge piping at Well 12	5,691.98	
34439	9/6	Western Water Works	Adapters, weld reducers, valve sleeves, risers, bushings, and couplings	2,330.75	
34440	9/6	Western Water Works	6" and 8" valves for Well 12	4,681.64	
34441	9/8	City of Glendale - Permits	Permit to remove Oak tree at Glenwood Plant	72.00	24.00
34442	9/8	EmbroidMe	Shirts with logo for Roy Spaulding and David Inman	192.12	64.03
34443	9/15	AW Direct, Inc	Unit #9- New light bar with frame and mounting brackets	1,121.77	373.89
34444	9/15	Kellen Boyce	Reimburse meal/mileage for chorination & sampling training class	60.38	
34445	9/15	Complete Mobile Detailing	Wash/clean trucks 07/2016	300.00	100.00
34446	9/15	Bryan Jones	Reimbursement for safety boots	92.79	30.93
34447	9/15	Napa Auto Parts	Miscellaneous parts	19.35	6.45
34448	9/15	So Cal Water Utilities Assoc.	Vendors fair attendance fee for 6 employees	112.50	37.50
34449	9/15	Cory Whitman	Reimburse mileage for chorination & sampling training class	44.28	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34450	9/20	Abe's Security Systems, Inc	Replace entry lock to welding shop	206.14	68.71
34451	9/20	Aflac	Employee paid insurance for 10/2016	1,337.53	
34452	9/20	Airgas USA, LLC	Cylinder rental 08/2016	202.54	202.54
34453	9/20	All Around Painting Co.	Painting doors, bars, benches at main office	1,537.50	512.50
34454	9/20	Ambient Environmental, Inc.	Sampling 33 EPA wells	4,536.00	
34455	9/20	Ameripride Uniform Services, Inc	Uniform rentals 08/2016	506.01	168.67
34456	9/20	APTwater, LLC	E-956- Well 2 progress billing for Nitrate Plant	93,750.00	
34457	9/20	ARC	Monthly MPS billing 08/2016	611.64	203.88
34458	9/20	Associated Soils Engineering	E-960 services rendered 08/2016	620.00	
34459	9/20	AT&T	PRI Usage for 09/2016	3,410.40	1,099.51
34460	9/20	AT&T Mobility	Cell phone service 08/08 to 09/07/2016	1,088.93	362.97
34461	9/20	Rachel Austin-Reinhart	Refund Check	61.04	
34462	9/20	Regino Avalos	Prune 10 Oak trees, 1 Pine tree, cut down oak tree and remove debris at Glenwood, trim trees at Office and install root barrier	2,700.00	900.00
34463	9/20	BC Laboratories, Inc	Water analysis	2,435.00	
34464	9/20	BC Laboratories, Inc	Water analysis	4,158.00	
34465	9/20	BC Laboratories, Inc	Water analysis	1,547.75	
34466	9/20	Bear State Pump & Equipment Corp.	Pump for construction crews to pump out water of trenches	1,403.38	1,403.37
34467	9/20	James Bodnar	Reimbursement for AWWA seminar and mileage	127.05	42.35
34468	9/20	Bonnars Equipment Rentals	Tables, chairs, and table cloths for National Night Out	264.60	
34469	9/20	Brithinee Electric	E-971 - Repairs and parts for Markridge Booster 12	4,946.40	
34470	9/20	City of Glendale	Glenale utility tax collected for July & August 2016	32,578.75	
34471	9/20	City of Glendale Water & Power	Power purchased 09/2016	42,530.49	84.31
34472	9/20	City of Los Angeles	Capital and O&M portion of ASSSC 09/2016		160,800.00
34473	9/20	Civiltec Engineering Inc	E-733-CS Services through 07/31/2016	215.00	
34474	9/20	Coastline Equipment Co.	Unit #15 repairs to starter	861.88	287.29
34475	9/20	Contractor Compliance & Mont Inc.	Labor compliance 07/2016	297.50	
34476	9/20	Cornerstone Land Surveying, Inc.	Survey land for new wall & fence at Ordunio	8,910.00	
34477	9/20	Cortech Engineering	E-733-CS Final progress payment through 08/26/16	37,593.88	
34478	9/20	Dataprose LLC	Printing & postage control 1-4 08/2016	2,072.62	2,072.61
34479	9/20	Diesel Alley, Inc.	Install automated tarp system on dump truck	1,460.37	486.78
34480	9/20	Do-it Center	Misc hardware 08/2016	37.65	23.35
34481	9/20	Dominguez General Engineering, Inc	Refund deposit for flooding meter	925.00	
34482	9/20	Employee Relations Network	Pre employment background check - D. Inman	22.95	7.65

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34483	9/20	Eurofins Eaton Analytical Inc.	Water analysis	554.00	
34484	9/20	Foothill Municipal Water	Water delivery 08/2016	298,078.11	
34485	9/20	GardenSoft	Waterwise gardening website license 09/16 to 09/17	1,500.00	
34486	9/20	GEI Consultants, Inc.	M-951C - Services through 07/30/2016	1,012.00	1,012.00
34487	9/20	Great America Leasing Corp.	Kyocera copier lease	280.44	280.43
34488	9/20	Gsolutionz Professional Services	Land line support 09/2016	164.19	54.73
34489	9/20	Hach Company	Annual maintenance service for chlorine analyzers	14,079.60	
34490	9/20	Hamilton Tool & Engineering	Miscellaneous supplies	63.76	21.26
34491	9/20	Harrington Ind Plastics LLC	E-733CS - Union compressed tubes	91.17	
34492	9/20	Maria Icheva	Refund Check	10.88	
34493	9/20	John Robinson Consulting, Inc.	M-965 Grant assistance 08/2016	900.00	
34494	9/20	Just Tires, Inc.	Unit #6 - 4 new tires	553.35	184.45
34495	9/20	L.A. County Dept. Public Works	E-961 Excavation permit	1,796.45	
34496	9/20	LA Dept Water and Power	Power purchased 09/2016	46.38	
34497	9/20	Lagerlof, Senecal, Gosney & Kr	Legal services 08/2016	5,031.00	1,250.00
34498	9/20	Leonard's Discount Carpets, Inc	Install new flooring at Pennsylvania House	675.00	225.00
34499	9/20	Lincoln Financial Group	Dental, Life & Disability insurance for 10/2016	3,244.46	2,162.97
34500	9/20	McCall's Meter Sales & Service	M-969 - 4" mag meter for Well 12	2,549.99	
34501	9/20	Microflex Corporation	Safety supplies	597.68	199.22
34502	9/20	Miron Electric Construction Corp.	E-733CS electrical system for chlorination station	12,875.35	
34503	9/20	Northern Safety Co., Inc	First Aid Kits	292.19	97.40
34504	9/20	Orchard Supply Hardware	Misc hardware 08/2016	766.37	170.85
34505	9/20	Plumbers Depot Inc	Quick couplers and tiger tail rope with eye bolts for Vactor truck		425.82
34506	9/20	Raftelis Financial Consultants, Inc	M-958 Cost of service study - services through 07/31/2016	2,572.50	2,572.50
34507	9/20	Ramco	Crushed misc base 08/2016	4,206.29	
34508	9/20	Rassac Air Systems	Repairs to A/C at Glenwood Plant	1,467.95	489.32
34509	9/20	SCAP	2016-17 Membership renewal		538.00
34510	9/20	Shell	Gas purchased 08/2016	1,251.14	417.05
34511	9/20	Star Brite Bldg. Maintenance Inc	Janitorial service 09/2016	618.75	206.25
34512	9/20	Sully-Miller Contracting Co.	8 tons cold mix	1,644.69	
34513	9/20	Tesco Controls, Inc	E-940 start up and test Well #16	3,695.00	
34514	9/20	Toro's Lawnmower & Garden	Digital tach hour meter and oil for ditch pump	80.22	66.20
34515	9/20	Tri-Xecutex Corp	Repairs to security alarm at Glenwood Plant	191.12	63.71
34516	9/20	Univar USA Inc	1,000 gals each of liquid bleach for for Glenwood & Mills Plant	2,574.90	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34517	9/20	Wells Fargo Card Services	Gould 08/2016: AWWA review course reg. for D. Rawlings; AWWA Chloramines & Sampling reg. for C. Whitman; lunch for Strategic Planning kickoff meeting	680.01	127.81
34518	9/20	Wells Fargo Card Services	Hass 08/2016: Monthly recurring charges; transmitter and warning signs for gates at Glenwood	1,087.22	377.39
34519	9/20	Wells Fargo Card Services	Love 08/2016: Board meeting dinner; lunch for Superintendent interview	104.99	35.38
34520	9/20	Wells Fargo Card Services	Mitchell 08/2016: Snacks for Superintendent interview panel; AWWA Chloramines & Sampling reg. for J. Whittaker; storage cabinet with removeable bins for Plant	758.66	554.30
34521	9/20	Wells Fargo Card Services	Scott 08/2016: Board meeting dinner	24.37	10.96
34522	9/20	Western Water Works	Pipe, tape, valves, plugs, adapters and pins for stock	3,085.60	79.46
34523	9/20	Jacob Whittaker	Reimbursement for T2 test	65.00	
34524	9/21	Jenkins Property Mgmt Company	Credit check on Pennsylvania house tenant	26.25	8.75
34525	9/22	California Water Environment	Collection System Grade 1 renewal for Cesar Avila	212.00	43.00
34526	9/29	ACWA Joint Powers Ins Authority	Group Health for August 2016	30,868.41	19,946.83
34527	9/29	Lynne Sovich	Health Reimbursement	799.68	533.12
34528	9/29	ACWA Joint Powers Ins Authority	Group Health for Sept 2016	30,868.41	19,946.83
34529	9/29	CCS Interactive, Inc.	Website development payment 3	1,046.25	1,046.25
Subtotals for Water & Wastewater				\$ 836,667.59	\$ 246,830.12
Total Disbursements for September 2016				\$ 1,083,497.71	

Payroll Report for September 2016

Directors	\$ 1,260.00
Office Regular Payroll	\$ 133,402.00
Office OT	\$ 1,799.00
Plant Regular Payroll	\$ 101,866.00
Plant OT & Standby	\$ 8,208.00
Employer Payroll Taxes	\$ 17,089.00
Payroll Service Charges	\$ 422.00
Total Payroll	\$ 264,046.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
October 18, 2016

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Award of Contract – Seismic Sensors and Valve Actuators at Dunsmore & Pickens Canyon Reservoirs, Project E-976

ACTION ITEM:

1. **Seismic Sensors and Valve Actuators at Dunsmore & Pickens Canyon Reservoirs, Project E-976-** Consideration and motion to authorize the General Manager to award a contract to AES Water, Inc., to provide equipment for the installation of a new seismic sensor and valve controller at Dunsmore & Pickens Canyon Reservoirs at a cost of \$62,868 and establish a contingency amount of \$6,287 (10% of contract) to cover the cost of unforeseen or additional work.

PROJECT DESCRIPTION:



CVWD' staff has been working on a program to install seismic sensors and valve controllers on the inlet and outlet valves at all of the District reservoirs to prevent loss of water during an earthquake event. The seismic sensor and valve controller system consists of two (2) components, the first being a seismic instrument which reacts to an earthquake event and sends a signal to the second component, a valve actuator with a motor over the reservoir inlet or outlet valve which will close the valve, thereby saving the water inside the reservoir, which could be lost if there was a downstream water main break..



CVWD has installed the seismic sensor system at eight (8) of the fourteen (14) reservoir sites as shown below:

No.	Site	Year Installed	No.	Site	FY to be Installed
1	Edmund #1	2001	1	Dunsmore	FY 16/17
2	Rosemont	2001	2	Pickens	FY 16/17
3	Eagle Canyon	2001	3	Ordunio	FY 17/18
4	Markridge	2001	4	Oak Creek	FY 17/18
5	Goss Canyon	2001	5	Ocean view	FY 18/19
6	Edmund #2	2010	6	Encinal	FY 18/19
7	Shields	2010			
8	Cresta Heights*	2016			

*The seismic sensor systems were purchased for the Cresta Heights Reservoirs and are ready for installation. They will be installed after the inlet/outlets valves are replaced, which will require the reservoirs to be drained before installing the new valves.

DISCUSSION:

Staff requested a quote from AES Water, Inc (AES) for the purchase of the equipment. AES is one of the only companies in Southern California which provides a complete seismic valve controller system that meets the District's needs. The majority of AES's system is made with off the shelf components which could be replaced within 48 hours and with AES is located in Mission Viejo, they can provide a quick response time to the District.

CVWD will do the on-site installation of the seismic valve controller system which includes the concrete pad, conduits from the cabinet seismic sensor cabinet to the inlet/outlet valve, and the motor and valve actuator at both reservoir sites. AES will provide the equipment and technical assistance during the installation. Also, the equipment provided by AES will include a direct logic PLC which will be connected to the on-site PLC, and will show a status of the valve (open or closed) at the main SCADA computer at the Glenwood plant.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to award a contract to AES Water, Inc. to provide equipment for the installation of a new seismic sensor and valve controller at Dunsmore & Pickens Canyon Reservoirs. Raymond Dodge will be the project manager and David Gould will provide contract administration. The project should begin around the beginning of December 2016 and is estimated that the installation of equipment will take about two (2) weeks to complete.

ENVIRONMENTAL REVIEW:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the CEQA Guidelines. This exemption covers construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 16/17 Water CIP - Public Safety/Emergency Response	\$75,000
Equipment Cost	<\$62,868>
Unforeseen or additional work (10% Contingency)	<\$6,287>
Estimate for CVWD Labor, concrete work, conduits, SCADA programing, and other appurtenances	<\$5,500>
Total Cost Estimate	<\$74,655>
Amount Remaining in Reservoir Maintenance Account	\$345

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:

Thomas A. Love
General Manager

Attachment:

1. Quotation from AES dated 8/24/16



AES Water, Inc.

P.O. Box 2231
Mission Viejo, CA 92690

949-230-6653
dwalton@aeswater.org

Quotation

Date	Quotation #
8/24/2016	1425

Quotation valid through
3/14/17

Name / Address
Crescenta Valley Water District 2700 Foothill Blvd. La Crescenta, CA 91214 , Attn: Raymond Dodge

		Project		
		Pickens and Dunesmore seismic controller upgrades		
Item	Description	Qty	Rate	Total
VL80	Valve Controller for a single valve (includes controller, power pack and motor actuator) Dunsmore Res.	1	15,900.00	15,900.00T
VL80-2	Dual Valve Controller (controls 2 valves on one site - includes controller, power pack and 2 motor actuators)	1	23,995.00	23,995.00T
T6	Three Axis Seismic Instrument	2	4,600.00	9,200.00T
Cont Stan	3 post controller and power enclosure stanchion	2	1,425.00	2,850.00T
MM-C	Custom motor mount to fit existing site conditions	3	845.00	2,535.00T
Startup	Startup and commissioning of equipment	2	995.00	1,990.00
Delivery	Delivery of equipment (gross weight approx. 1,025 lbs.)	1	1,495.00	1,495.00
This equipment is to be used on the Picken's (2 valve controllers) and Dunsmore (1 valve controller) sites.				
AES Water is not a contractor, but will be available to work with CVWD personnel or their designated contractor, during the installation. We will also provide suggestible installation drawings at your request.				
This equipment comes with a 2 year parts and labor on site warranty.				
Thank you for the opportunity to quote on your emergency preparedness needs.		Subtotal \$57,965.00		
		Sales Tax (9.0%) \$4,903.20		
		Total \$62,868.20		

VL80 VALVE CONTROLLER



VL80 SERIES SPECIFICATIONS

- Valve Controller VL80 shall not be mounted on the valve or any part thereof.
- Angular dynamic misalignment between the VL80 and the valve shall accept 0-22 degree offset.
- Vertical dynamic separation between VL80 and the valve shall be not less than 6".
- Vaults may not be required for above or below ground valves.
- All components except the T6 shall be off the shelf and available from two or more suppliers.
- The driveline shall provide normal operation from 12 inches to 30 feet in length.
- The output RPM of the gear motor shall be customer requirements.
- The VL80 PLC shall be programmed to exercise the valve as required.
- The number of turns for the exercise cycle shall be from 1 to 999.
- Start, stop and reverse relays shall be rated at not less than 30 A and 1 1/2 hp.
- The VL80 shall be protected with a vandal guard .
- The PLC shall accept inputs from altitude, flow rate, pressure, etc., transducers when required.
- The PLC shall have RS232, 5, 10 24VDC and 20ma input/output.
- The PLC program shall be PC programmed and downloaded to the PLC.
- All standards, nuts, bolts, etc. shall be stainless steel.
- The VL80 shall be enclosed in a NEMA 12 or JIC watertight enclosure.
- The VL80 shall be removable to allow manual operation of the valve in less than one minute.

POWER SOURCE:

- Primary power source shall be 24V @ 33 amp/hr. batteries.
- Secondary power source shall be 110/220 VAC and/or solar cells.
- Battery charger and/or solar cell shall be automatic and cyclically controlled.

VL80 VALVE CONTROLLER



Benefits

AES Water, Inc. (AES) valve controllers give fluid management companies more flexibility, allowing them to perform their jobs more effectively in the field or from the central office. When coupled with the AES T6 Seismic Instrument, emergency preparedness is taken to the next level. With an AES valve controller system providing reliable and repeatable valve control, especially after a terrorist attack or an earthquake, everyone is more secure.

Product Benefits

- Seamless integration with any butterfly or gate valve
- Personnel training is done in a matter of minutes
- Replacement parts available in less than 24 hours
- Consistent, high quality valve control
- Specifically for fluid management companies
- Safe, 24 vdc operation eliminates electrical danger
- Maintenance agreements available



Emergency Benefits

Pursuant to HR 3448 the "Public Health Security and Bioterrorism Preparedness and Response Act of 2002", installing a complete AES valve controller and seismic instrument is synonymous to having a worker on site 24/7 in the event of a terrorist attack or damaging earthquake. After an attack or damaging earthquake, emergency procedures can immediately be implemented. Water quality and quantity will be maintained and cleanup will be held to an absolute minimum, thus saving valuable time, money, water and public trust.

Site Benefits

The VL80 valve controller allows field crews the ability to exercise a valve without using their physical strength. With the push of a button a valve can be run from full open to close and back open again in a matter of minutes or the valve exercising can be done automatically through the controller. AES provides the most feature-rich and cost effective valve controllers allowing fluid management companies' the ability to operate on their terms and within their standards, not that of a specific manufacturer's. Our objective when opening our doors in 1994 was to assist fluid managers in providing better site control while improving emergency preparedness system wide.

Productivity Benefits

AES controllers are useful in all valve control situations however the main usage has been at reservoirs with or without commercial power. The 24vdc operation provides needed power to control the valve when on site or from a remote location. This ability to have site control from a remote location is especially useful when sites are in outlying areas with limited accessibility or during inclement weather. Management may require fewer site visits and thus allow valuable personnel time to be spent on more pressing day to day concerns.

VL80 VALVE CONTROLLER



Water Conservation

- Water conservation begins at the reservoir
- Preparing for an earthquake should not be a back burner issue
- Natural disasters are inevitable
- Fires have recently scorched very dry Southern California
- Preserving potable water after a damaging earthquake provides piece of mind to all

As recent fires in Southern California have shown, when nature erupts, those who haven't adequately prepared pay the heaviest price. Several times over the last decade fire engines have connected to fire hydrants that were dry, able only to watch as structures burned.

There are many reasons why a water utility may have one or more zones that no longer have water pressure, but one main reason could be that the delivery pipeline has ruptured due to severe ground motion.

15 major earthquakes have occurred on the San Andreas fault over the last 1600 years. The longest the San Andreas Fault has gone without a major earthquake was 165 yrs – the last major earthquake was in 1856 – we are overdue.

Over the last 15 years, AES has become an industry standard in automating valve control. Although most of our customers have installed competing products before installing an AES system, **once an AES system is installed every utility has standardized on it.**

AES provides 24vdc valve controllers and seismic instruments to mitigate property loss and human suffering after a damaging earthquake. Don't let the immediate trump the important, please contact AES Water today to help evaluate your water system's emergency preparedness.



Standard VL80 Dual Valve Controller with a T6 Seismic



VL80 Motor Box on a 36" BFV

VL80 VALVE CONTROLLER



Water Quality

- Water quality is improved by valve control
- Valve controllers are cost effective with today's technologies
- Valve positions are constantly available to the central office
- Valve controllers allow for immediate mitigation if necessary

With ever increasing standards coming from the Department of Health Services and other governmental agencies, the tighter a water utility can control its inventory the greater their ability to comply.

There are several products on the market that help to mix the old and new water together to meet DHS specifications. While that is helpful if not mandatory in single tank zones, in multiple tank zones valve control and pumping times have accomplished the task of mixing old and new water.

While hydraulic control valves (with isolation valves) have and will continue to provide flow control, for the utilities that have a mechanical valve on the reservoir the VL80 may be the perfect valve controller. AES Water provides 24vdc valve controllers to be used on a daily basis by the water operator on duty, as well as to allow for preprogrammed automation of one or more reservoir valves. Most reservoirs with gate or butterfly valves are left open at all times, the VL80 allows emergency procedures to immediately be invoked, and yet have the valve close anywhere from 0% - 100%. Pressure is maintained while flow is reduced until the situation can be evaluated and the valve reopened.

Starting in 1994, AES has become an industry standard in automating valve control. Although most of our customers have installed competing products before installing an AES system, **once an AES system is installed every utility has standardized on it.**



VL80 Valve Controller / Power Pack
with an Allen Bradley PLC



Standard VL80 Motor Box

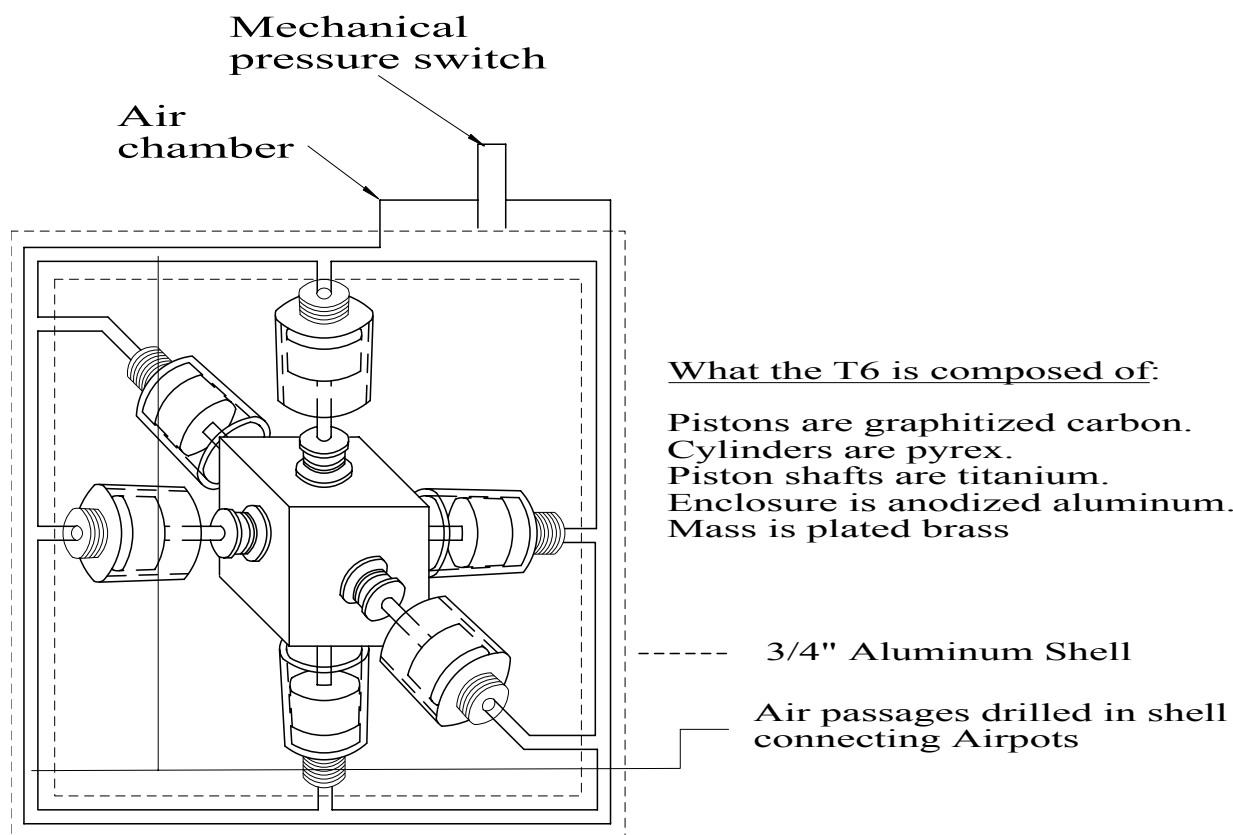
T6 SEISMIC INSTRUMENT



Features/Specifications

- Dimensions 6" W x 6" D x 9" H
- Weight 12 pounds
- Design Aluminum $\frac{3}{4}$ " 6061 custom cut
- Triggering 0.3 g-force in a time span of 1.0 second or as Specified by the purchaser
- Field verification of operation
- Automatically resets
- Self cleaning internal components
- Life cycle 1,000,000 cycle life duration
- Power 24v DC
- Housing/Containment NEMA 4 or JIC 12 enclosure mounted on platform or tank
- Meets AWWA standards and Seismic Protection for Water System as specified by the Ad Hoc committee for Southern California water districts.

Configuration



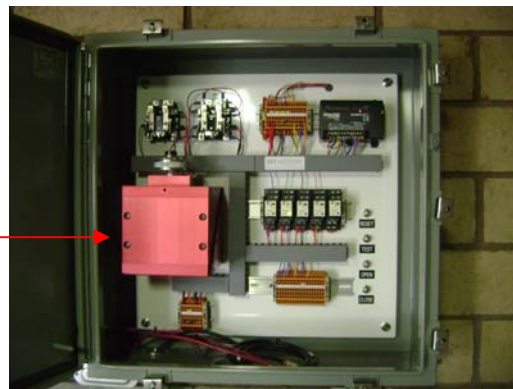
T6 SEISMIC INSTRUMENT



Benefits

- Provides valve shut down at remote liquid tanks when seismic activity occurs either from earthquake or man made activity when combined with the VL80 controller system.
- Is adjustable to customer requirements
- Minimum training required
- Easily installed
- Durable and can be mounted at any angle

T6 Seismic Instrument



Operation

The T6 is an instrument utilizing a three axis platform designed to measure the amount of force (G force) a particular structure is exposed to. By utilizing axis X Y and Z, the device can monitor remote activities as they pertain to the structures on site. If an activity reaches the threshold needed it will activate the VL80 and perform shut down there by saving the contained liquid.

The total energy a structure absorbs is broken down in two categories:

1. Acceleration energy transferred to the structure as a result of acceleration
2. Kinetic energy transferred to the structure as it is abruptly stopped and then is reversed in direction.

The T6 is designed to measure motion and performs well as a seismic instrument to measure both forces as a sum.

The objective of an appropriate earth quake-sensing instrument is to measure the amount of force (energy) a particular structure is exposed to. When the force reaches a predetermined level the instrument sets in motion specific emergency procedures. It is imperative that the accuracy and repeatability are maintained regardless of the magnitude or direction of force.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
October 18, 2016

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: **Lower Pickens Canyon Pipeline Crossing Repair, Project E-957**

ACTION ITEM:

Lower Pickens Canyon Pipeline Crossing Repair, Project E-957 – Status report and discussion of Lower Pickens Canyon pipeline crossing repair project

BACKGROUND:

On May 30, 2015, a water main break occurred on the Lower Pickens Canyon pipeline crossing located on the slope near 5481 Ocean View Blvd. This pipeline is one of three (3) pipelines which cross Pickens Canyon. This pipeline was installed in 1956 and a portion of the pipeline was replaced in 1972. The leak has been repaired with a stainless steel clamp and water has been restored to the area. The pressure in the pipeline is approximately 150 psi and the natural slope above and below the pipeline was severely eroded by the water.

Staff determined that the pipeline will have to be either repaired or replaced to prevent any future leaks. The slope will have to be repaired to prevent any future erosion.

Staff worked with DMC Engineering and AMEC Foster Wheeler on the design of an interim pipe & slope stabilization and erosion control plan. This interim plan included installing sand bags with slurry to support the exposed pipeline and to prevent further erosion of the slope during the rainy season. The installation of the interim plan was completed by West End Engineering in February, 2016.

October 4, 2016 Report:

- Staff reviewed slope & pipeline replacement options with the Engineering Committee. The Committee recommended Option 2 to repair the slope and install a new 8-inch pipeline from the bottom of the slope, reconnect at the angle point near the top of the slope where the pipeline goes underground and through the easement. Board concurred with the Engineering Committee's recommendation.
- Staff met with the City of La Canada Flintridge (LCF) to discuss the Ocean View Blvd pavement replacement project from Foothill Blvd to the top of Ocean View, and the restoration of the existing slope on a portion of Ocean View Blvd, just north of the project site.
- Staff met with Mr. Jack Tasso, property owner at 5481 Ocean View Blvd regarding his concerns about the construction schedule and how it will affect his property.
- Board authorized the General Manager to enter into agreements for professional design services with AMEC Foster Wheeler & DMC Engineering for a maximum cost of \$75,000

STATUS REPORT:

1. Staff contacted Mr. Tasso and provided an update from the last Board meeting.
2. Staff discussed with AMEC Foster Wheeler & DMC Engineering the scope of work for the design of the project and is awaiting proposals from each firm.

STATUS REPORT (Continue):

3. Staff contacted U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and California Regional Water Quality Control Board to get permit requirements and is setting up meetings.
4. Staff is investigating trenchless technology such as pipe bursting and slip-lining to replace the pipeline using the same alignment between the properties at 5474 & 5481 Ocean View.
5. Staff is setting up site visits with pipeline product vendors that provides fusible PVC pipe and HDPE fusion pipe for preliminary costs
6. Staff and consultants are preparing preliminary construction cost estimates.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

Staff will update after meeting with consultants and pipeline vendors

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:

Thomas A. Love
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

October 18, 2016
Staff Report

To: Honorable President and Members of the Board of Directors
From: Thomas A. Love, General Manager
Subject: Fiscal Year 2016/17 First Quarter Budget Review

Water Fund

The water fund financial performance over the first quarter of the fiscal year is summarized in the following table. Water sales revenue has exceeded budget expectations but purchased water expense is higher than budgeted. Water sales revenue and purchased water expense variances are explained in greater detail in the next section.

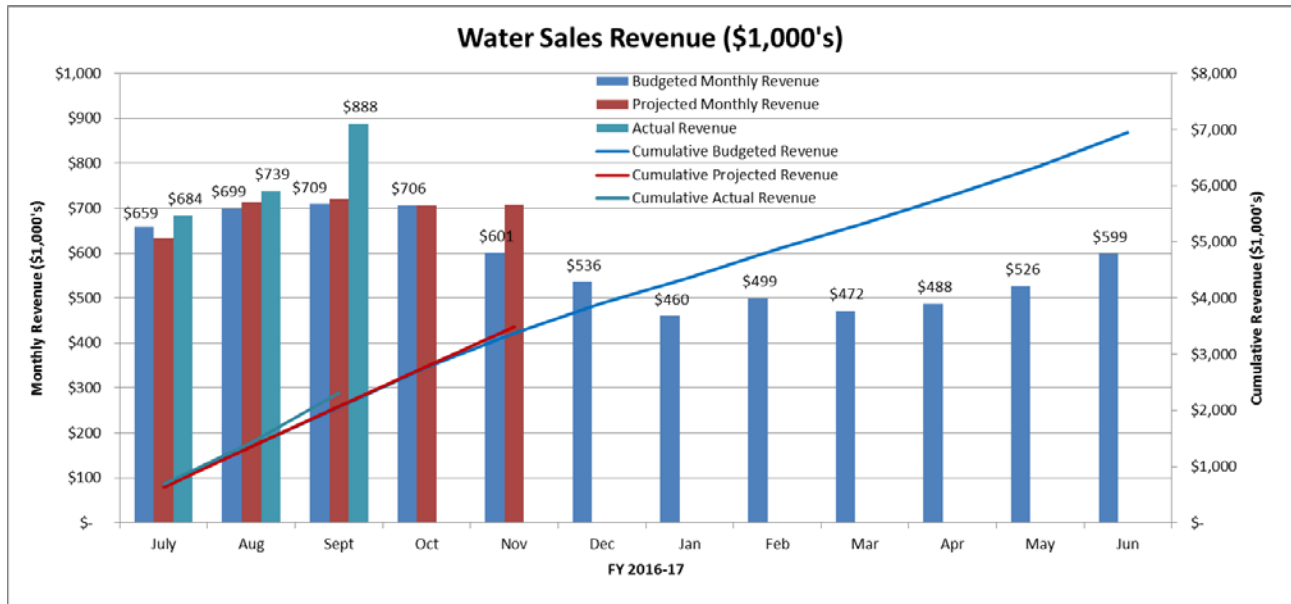
Non-operating revenue is significantly below budget due to \$300,000 in grant revenue which was expected during the quarter but was actually received and recorded in the prior fiscal year. Capital project expense also shows below budget which is typical since construction of capital improvements typically occurs in the third and fourth quarters. Non-operating expense is slightly over budget due to additional rental property expense which occurred during a transition of tenants. All other expense categories are under budget for the first quarter.

The net impact to reserves over the first quarter shows an addition of \$415,600 to reserves compared to \$8,600 budgeted in the quarter. Note that the budgeted year end use of reserves is \$857,000 which is offset by the \$1,000,000 MTBE Fund loan. The budget projections for all quarters are shown in the attached table.

	First Quarter	First Quarter	First Quarter
	Ending 9/30/16	Ending 9/30/16	Ending 9/30/16
Description	25% of Budget ¹	Actual	Variance
<u>Water Operations</u>			
Operating Revenues	2,697,150	2,940,249	243,099
Non-Operating Revenue	353,363	74,656	(278,707)
Revenues	3,050,513	3,014,905	(35,608)
Compensation and Benefits	739,250	639,275	99,975
Gen'l and Admin Expenses	172,375	145,948	26,427
Non-Operating Expense	90,375	92,243	(1,868)
Water Plant Operation Expense	98,450	93,933	4,517
Water System Expense	881,090	1,096,188	(215,098)
Distribution System Expense	253,075	196,763	56,312
Expenses	2,234,615	2,264,350	(29,735)
Revenue minus Expenses	815,898	750,555	(65,343)
W Capital Outlay & Equipment	27,500	-	27,500
W Capital Improvements	700,000	255,163	444,837
Principal Payment on Debt	54,750	54,750	0
OPEB Fund	25,000	25,000	0
Addition/(Reduction) to Working Cash	8,648	415,642	406,995

Water sales and imported water purchases

The Fiscal Year 2016/17 Budget assumptions for water sales revenue were based on a 6% increase in water demands over the prior fiscal year. During the first three months of this fiscal year water demands are slightly higher than budgeted and water sales revenue is \$244,000 more than budgeted due to increased Tier 2 and 3 demands during the summer months. The following chart shows the budgeted, projected and actual water sales revenue for the fiscal year to date.



In addition to the higher water demands groundwater production has been about 18% below budget expectations resulting in increased imported water purchase expense at \$198,000 over budget. Purchased power expense is also \$17,000 over budget, again due to higher water demands.

Wastewater Fund

The wastewater fund financial performance during the first quarter of the fiscal year is summarized in the following table. Operating revenues are less than budgeted primarily due to variations in wastewater service billings resulting from the new variable sewer rate structure. Wastewater system expense which includes payments to the City of Los Angeles for treatment and disposal is 3.5% over budget. Most other expense categories are under budget resulting in a net revenue of \$58,000 higher than budgeted.

The budget for capital outlay and equipment includes the \$375,000 budgeted purchase of a vector truck. Procurement of the new vector truck is in process and should be completed before the end of the third quarter.

	First Quarter	First Quarter	First Quarter
Description	Ending 9/30/16	Ending 9/30/16	Ending 9/30/16
	25% of Budget ¹	Actual	Variance
<u>Wastewater Operations</u>			
Operating Revenues	849,250	804,143	(45,107)
Non-Operating Revenue	2,000	1,478	(522)
Revenues	851,250	805,621	(45,629)
Compensation and Benefits	395,000	335,216	59,784
Gen'l and Admin Expenses	70,888	66,736	4,152
Non-Operating Expense	213	828	(616)
Wastewater Operation Expense	16,381	15,067	1,314
Collection System Expense	14,725	7,906	6,819
Wastewater System Expense	310,855	321,599	(10,744)
Expenses	808,061	747,352	60,709
Revenue minus Expenses	43,189	58,269	15,080
WW Capital Outlay & Equipment	93,750	-	93,750
WW Capital Improvements	36,750	-	36,750
Addition/(Reduction) to Working Cash	(87,311)	58,269	145,580

Summary

Given the explanations and reasons for the budget variances in the water and wastewater funds over the first quarter of the fiscal year the net addition to working case in both funds are favorably exceeding budget expectations. However, these trends may not continue and financial performance will continue to be monitored closely. In particular water sales revenue over the lower demand winter months and groundwater production can have a significant impact on the water fund performance.

Prepared & Submitted by:



Thomas A. Love, P.E.
General Manager

CRESCENTA VALLEY WATER DISTRICT
FISCAL YEAR 2016-17
BUDGET VERSUS ACTUAL
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

Description	First Quarter Ending 9/30/16 25% of Budget ¹	First Quarter Ending 9/30/16 Actual	First Quarter Ending 9/30/16 Variance	Second Quarter Ending 12/31/16 50% of Budget ¹	Second Quarter Ending 12/31/16	Third Quarter Ending 3/31/17 75% of Budget ¹	Third Quarter Ending 3/31/17	Fourth Quarter Ending 6/30/17 100% of Budget	Fourth Quarter Ending 6/30/17
<u>Water Operations</u>									
Operating Revenues	2,697,150	2,940,249	243,099	5,116,180		7,187,560		9,398,000	
Non-Operating Revenue	353,363	74,656	(278,707)	706,725		1,060,088		1,413,450	
Revenues	3,050,513	3,014,905	(35,608)	5,822,905	-	8,247,648	-	10,811,450	-
Compensation and Benefits	739,250	639,275	99,975	1,478,500		2,217,750		2,957,000	
Gen'l and Admin Expenses	172,375	145,948	26,427	344,750		517,125		689,500	
Non-Operating Expense	90,375	92,243	(1,868)	180,750		271,125		361,500	
Water Plant Operation Expense	98,450	93,933	4,517	196,900		295,350		393,800	
Water System Expense	881,090	1,096,188	(215,098)	1,539,605		2,229,100		3,025,000	
Distribution System Expense	253,075	196,763	56,312	506,150		759,225		1,012,300	
Expenses	2,234,615	2,264,350	(29,735)	4,246,655	-	6,289,675	-	8,439,100	-
Revenue minus Expenses	815,898	750,555	(65,343)	1,576,250	-	1,957,973	-	2,372,350	-
W Capital Outlay & Equipment	27,500	-	27,500	55,000		82,500		110,000	
W Capital Improvements	700,000	255,163	444,837	1,400,000		2,100,000		2,800,000	
Principal Payment on Debt	54,750	54,750	0	109,500		164,250		219,000	
OPEB Fund	25,000	25,000	0	50,000		75,000		100,000	
Addition/(Reduction) to Working Cash	8,648	415,642	406,995	(38,250)	-	(463,778)	-	(856,650)	-
<u>Wastewater Operations</u>									
Operating Revenues	849,250	804,143	(45,107)	1,698,500		2,547,750		3,397,000	
Non-Operating Revenue	2,000	1,478	(522)	4,000		6,000		8,000	
Revenues	851,250	805,621	(45,629)	1,702,500	-	2,553,750	-	3,405,000	-
Compensation and Benefits	395,000	335,216	59,784	790,000		1,185,000		1,580,000	
Gen'l and Admin Expenses	70,888	66,736	4,152	141,775		212,663		283,550	
Non-Operating Expense	213	828	(616)	425		638		850	
Wastewater Operation Expense	16,381	15,067	1,314	32,763		49,144		65,525	
Collection System Expense	14,725	7,906	6,819	29,450		44,175		58,900	
Wastewater System Expense	310,855	321,599	(10,744)	621,710		932,565		1,243,420	
Expenses	808,061	747,352	60,709	1,616,123	-	2,424,184	-	3,232,245	-
Revenue minus Expenses	43,189	58,269	15,080	86,378	-	129,566	-	172,755	-
WW Capital Outlay & Equipment	93,750	-	93,750	187,500		281,250		375,000	
WW Capital Improvements	36,750	-	36,750	73,500		110,250		147,000	
Addition/(Reduction) to Working Cash	(87,311)	58,269	145,580	(174,623)	-	(261,934)	-	(349,245)	-

1) Quarterly Budgets for Operating Revenues and Water System Expense adjusted for seasonal variations

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Item No. 4
October 18, 2016

To: Honorable President and Members of the Board of Directors
From: Thomas A. Love, General Manager
Subject: Discussion on Strategic Planning Process Schedule and Status

ACTION ITEM:

1. **Strategic Planning Work Plan** – Discussion of approach, schedule, and status of the strategic planning process.

BACKGROUND:

In 2005 the Board and staff initiated a strategic planning process resulting in a “2005-2010 Strategic Plan”. In 2011 the Board and staff again initiated a strategic planning process which resulted in a facilitated public workshop with the Board to define the District's issues relative to preparing the FY 2011/12 budget.

On October 20th, 2015 the Board and General Manager identified development of an updated strategic plan as an objective to be completed in 2016.

The Board discussed the strategic planning process on June 7, 2016 and provided direction to initiate the strategic planning process through a series of management staff workshops and focused Board workshops to be facilitated by Legal Counsel. On August 9, 2016 staff presented a strategic planning approach and schedule to complete the strategic planning process through a series of workshops with leadership staff and the Board.

DISCUSSION:

Two workshops with the District's leadership staff have been conducted on August 30th and October 7th. An additional workshop is scheduled on October 19th. Staff participation in these workshops has been productive and significant progress has been made in preparation for the first board workshop on November 4th.

Schedule:

Attached is an updated strategic planning schedule with an anticipated final draft review at the January 17th 2017 Board meeting.

Prepared & Submitted by:



Thomas A. Love, P.E.
General Manager

Crescenta Valley Water District

Strategic Planning Schedule

Task	Status	Person Responsible	Start Date	End Date	Participants	Comments
Strategic Planning Process Outline	Complete	TL	7/29/2016	8/5/2016		
Board review - Strategic Planning Process	Complete	TL/TB		8/9/2016	Board/Management	
Kick-off Workshop	Complete	TL	8/10/16	8/30/16	Leadership Staff	Strategic Plan overview, schedule. Discuss mission/vision/values. Develop Work Plan.
Management Workshop - Situational Analysis	Complete	TL		10/7/16	Leadership Staff	SWOT Analysis, Key Trends/Drivers, Implications
Management Workshop - Follow-up		TL	10/7/16	10/19/16	Leadership Staff	Review of Focus Areas, Identify Objectives
Summary Memorandum		TL	10/7/16	10/21/16		Summary of situational analysis. Primer for Board workshop on Direction.
Board Workshop - Direction		TB/TL		11/4/16	Board/Management	2-4 Hrs. Review SWOT workshop. Review mission, vision, values.
Management Workshop - Planning		TL	10/21/16	11/11/16	Leadership Staff	Priorities, Goals and Strategies
Board Workshop - Planning		TB/TL		12/2/16	Board/Management	2 Hrs. Priorities, Goals and Strategies
Alignment		TL	8/30/16	1/17/17	Leadership Staff	Identify and Engage Stakeholders
Implementation Plan		TL	11/11/16	12/16/16	Leadership Staff	What/Who/When
Board Workshop - Final Draft Strategic Plan		TL		1/17/17	Board/Management	

Crescenta Valley Weekly

October 13, 2016

CVWD Customers Continue to Conserve

On Oct. 5, the State Water Resources Control Board (SWRCB) announced that urban Californians' water conservation declined to 17.7% in August, compared to 27% savings in August 2015, raising concerns that some Californians are abandoning their focus on conservation as the state enters a possible sixth drought year. However, this is not the case in the Crescenta Valley community where customers conserved over 20% during the summer 2016.

Calling on all Californians and water agencies "to do everything humanly possible to conserve water," on April 1, 2015 Gov. Jerry Brown issued the first ever executive order with mandatory 25% reductions in water use. Following the driest year on record (2013), the hottest year on record (2014), and the lowest Sierra snowpack ever recorded (2015), Crescenta Valley Water District (District) faced a state mandated water conservation target of 20% (reduced to 18% in March 2016). In April 2015 CVWD moved to "Orange Water Conservation Alert," rationing outdoor water use to two days per week in order to meet the state mandated water conservation target. The Crescenta Valley community's response to the call for water conservation was remarkable, achieving a 26% reduction in water use over the June 2015 to May 2016 period.

In May 2016, in response to modest improvements in statewide water supply conditions, the SWRCB modified the mandated water conservation targets resulting in the elimination of the mandatory conservation target for the District. This allowed relaxation of local conservation alert level from Orange Conservation Alert to Yellow Conservation Alert allowing three days per week watering. While water use in the District's service area has increased since 2015, the community continues to exceed the previously mandated conservation target

The regional water supply situation is also showing signs of improvement. On Oct. 10, the Metropolitan Water District of Southern California (MWD) general manager Jeffrey Kightlinger stated, "The increased state supplies and local water-saving is allowing us to start rebuilding our storage by up to 500,000 acre-feet by the end of the year. That's the first increase to regional reserves in four years."

Like MWD, Crescenta Valley Water District is also investing in local water supply improvements to reduce our dependence on imported water delivered by MWD through the Foothill Municipal Water District. On March 3, the District, in partnership with Glendale Water and Power (Glendale), activated Well No. 16 located at the former Rockhaven Sanitarium site. Well 16 will increase the District's groundwater production, which has been declining since 2012, by 20%.

“In addition to increasing our well pumping capacity we are also evaluating projects to capture stormwater runoff to recharge the underground aquifer,” said David Gould, District engineer. A feasibility study which evaluated stormwater capture at Crescenta Valley County Park, funded by the California Dept. of Water Resources, was completed earlier this year. The District continues to evaluate this project and is preparing grant applications to fund construction of the project.

As the District continues to invest in our local water supply, water conservation remains a high priority. Every gallon conserved reduces dependence on expensive imported water.

“Kudos to the Crescenta Valley for your outstanding water conservation performance. Keep up the good work,” said District board president Kerry Erickson.

Information regarding permitted and prohibited water use under the “Yellow Water Conservation Alert” and helpful water saving tips are available on CVWD’s website www.cvwd.com.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

October 18, 2016
Staff Report

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

1. Water Production Report

- October 1 – 14 – Water production – 41%/ 59% split – 55.5 MG for the time period.
Average use – 20.5% more than 2015 and 1.9% less than 5-yr average

2. Rainfall Update

- 0.00" for October 2016
- Rainfall total for Rainfall Year 2016/17 – 0.00"

3. Report on Engineering

- **CIP Projects**

- o Ocean View Chloramination Project
 - Inspection – Meeting with DDW on inspection of project
- o Pipeline Projects
 - 4200 - 4300 Blocks of Pennsylvania (Mills Pumphouse)
 - Under design
 - Working with Glendale, Public Works Department on Pennsylvania Ave. paving project to start in Summer 2016
- o Pickens Canyon Pipeline Replacement and Slope Repair
 - See Staff Report
- o Paschall Booster Station Upgrades
 - Staff working on Request for Proposal
- o Oak Creek Reservoir Rehabilitation
 - Staff working with Harper & Associates to finalize plans and specification within the next 2 weeks.
- o Seismic Sensors & Valve Actuators at Dunsmore & Pickens Reservoir
 - See Staff Report

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

- Finalizing 50% technical memorandum
- Setting up meeting with Glendale on permit requirements

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

- Task Force Meeting – Tentatively set for October 19, 2016

- **ULARA**

- Administrative Committee meeting on November 3, 2016

- **Water Meter Replacement Program**

- Field crews started to replacement water meters in Zones 10 & 11

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

- **Wells - Status**

- Well production capacity down - averaging 1.75 MGD for October 2016. Well 10 still out of services due to low water production.
- Well 16 – performed a dynamic video inspection and found out two pipe joints are leaking. The Well 16 pump is schedule to be pulled out the week of October 24 for warrantee repairs.

5. **Field Maintenance & Operations –October 1 – October 14, 2016**

- **Water Lateral Leaks & Repairs**

2523 Mayfield 2617 El Caminito 2967 Stevens

- **Fire Hydrant Repair**

- No Report

- **Developer Job**

- No Report

- **Water Main Leaks**

- No Report

- **Booster Pump Maintenance**

- Oak Creek Booster “B - Waiting on New Motor – Late October 2016

- **Reservoir Maintenance**

- No Report

- **Sewer Maintenance**

1900 Block of Glenhaven	1900 & 2000 Blocks of Glenada	1900 - 2100 Blocks of Waltonia	2000 - 2100 - Blocks of Montrose
2200 Block of Florencita	3800 Block of Park Pl	3600 - 3700 Blocks of Verdugo Rd	2400 Block of Honolulu
1900 Block of Las Palmas	1700 & 1800 Blocks of Broadview	2900 – 3000 Blocks of Ocean View	

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

October 1 - October 14, 2016

Well Production:	16,618,773	Gals		
GWP Production:	5,376,593	Gals		
Gravity Production:	574,000	Gals	% GW	41%
Purchased Water:				
FMWD:	32,924,563	Gals		
City of Glendale:	0	Gals	% Import	59%
TOTAL:	55,493,929	Gals		
	170.30	ac-ft		
Glenwood Nitrate Water Reclamation Plant:*	0		*Included in Well Production	

WATER DEMAND COMPARISON

			Average Daily Usage (gals)		Current Period Change			
October 1, 2016 - October 14, 2016			3,963,852					
October 1, 2015 - October 14, 2015			3,290,481		20.5%			
5-yr Average - October 2011 - 2015			4,041,987		-1.9%			
RAINFALL: October 1 - October 14, 2016					0.00"			
Season-To-Date:					0.00"			
2016/17 Fiscal Year Water Production			Groundwater Production Water Rights		GWP (Well 16) Water Production		Purchased Water Production Tier 2 Allocation	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	379	315	October	119	January	0	January	109
August	383	345	November		February	0	February	100
September	376	325	December		March	30	March	78
October	383	315	January		April	50	April	84
November		290	February		May	47	May	134
December		250	March		June	42	June	153
January		260	April		July	13	July	218
February		285	May		August	39	August	211
March		330	June		September	38	September	203
April		325	July		October	37	October	227
May		325	August		November		November	
June		335	September		December		December	
Total to Date	1,521	1,300	Total to Date	119	Total to Date	297	Total to Date	1,518
Projected	3,921	3,700	Water Rights	3,294			Tier 2	2,154
% of Projected	41.1%	35.1%	% of Rights	4%			% of Allocation	70%
Remaining	2,179	2,400	Remaining	3,175			Remaining	636

NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Rainfall - 1970/71 - 2016/17 (Oct.- Oct.)

