

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, November 15, 2016 at 7:00 p.m.**

Posted: November 10, 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 November 1, 2016.
2. Ratification of Disbursements for October 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. **Facilities Access and Use Agreement at Ocean View Reservoir** – Consideration and motion to authorize the General Manager to enter into a Facilities Access and Use Agreement with Foothill Municipal Water District for installation and maintenance of telemetry equipment at Ocean View Reservoir.
2. **Accountant/Controller Job Description** - Consideration and motion to approve the updated job description and salary range for the Accountant/Controller position.
3. **Lower Pickens Canyon Pipeline Crossing Repair, Project E-957** – Status report and discussion of Lower Pickens Canyon pipeline crossing repair project.
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.

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

November 1, 2016

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of October 18, 2016, a Regular Meeting was held on November 1, 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 (Absent) Kerry D. Erickson Kenneth R. Putnam Judy L. Tejeda
Attorney:	Andrew Turner
General Manager:	Thomas A. Love
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Christy Scott, Program Specialist Wendy Holloway, Customer Accounts Supervisor Dennis Maxwell, Superintendent

PLEDGE OF ALLEGIANCE

President Erickson opened the meeting by leading 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 4-0 vote that the Agenda for the Regular Meeting of November 1, 2016 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No Report

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 4-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on October 18, 2016 as modified.

ACTION CALENDAR

Resolution No. 733 – Ms. Scott requested the Board adopt Resolution No. 733 regarding designating tier 3 water consumption as excessive water use in conformity with SB814. The cost of service study defined single family rates such that tier 1 is indoor water use and tier 2 is average summer use. Adopting this resolution establishes that excessive water use is defined by water usage in tier 3, and this inclining tiered rate structure is being used to discourage excessive water use through pricing.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 3-1 (Putnam) vote to adopt Resolution No. 733 by the following roll call:

AYES:	Director Bodnar
AYES:	Director Erickson
AYES:	Director Tejeda
ABSENT:	Director Claessens
NOES:	Director Putnam

Purchase New Sewer Cleaning Truck, Project S-975 – Mr. Gould reported that staff prepared a list of needs and requirements for a new sewer cleaning truck and sent this request to three (3) sewer cleaning truck equipment companies in Southern California and Texas. Haaker Equipment Company was the only local truck company who could meet the District's requirements. Staff has met with Haaker the last few weeks to go over the list for a new truck and discussed the trade in value of the existing truck. Staff was informed that there will be a \$29,000 credit for the trade-in. The new sewer cleaning truck will be delivered within 6 – 7 months after the order is placed.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 4-0 vote to authorize the General Manager to purchase a new sewer cleaning truck from Haaker Equipment Company for a total cost of \$275,337.47.

Oak Creek Reservoir Rehabilitation, Project E-970 – Mr. Gould reported in July 2016 Harper & Associates (Harper) was awarded a consultant contract to provide engineering services for the rehabilitation design of Oak Creek Reservoir. Staff discussed with Harper the Board's request that the project include a bid for both of the Reservoirs. Staff discussed this with Harper and the preliminary cost estimate for Oak Creek #1 was \$299,100 and Oak Creek #2 was \$307,600 for re-coating and structural repairs. This does not include the mobilization and demobilization cost of approximately \$30,000. The second reservoir is not in the FY 16/17 budget, the mobilization costs are about 10% of the project, and the schedule would have the second reservoir out of service in April and May 2017. Staff made the decision not to include an alternative bid item in this bid package. The second reservoir will still be included in the FY 17/18 budget. The project schedule is to advertise for bids in October and November 2016, award the contract in December and start construction in January 2017. The construction should last about 2 to 3 months. Also staff is requesting that the FY 16/17 CIP budget for water storage be increased by \$90,000 to \$410,000 to cover the additional cost.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 4-0 vote to increase the 2016/17 CIP Budget by \$90,000 to \$410,000 and to authorize the General Manager to advertise for bids for the steel reservoir rehabilitation at Oak Creek Reservoir with an Engineer's construction estimate of \$337,600. Also, to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

Lower Pickens Canyon Pipeline Crossing Repair, Project E-957 – Mr. Gould provided a status update and said the consultants are on board and are getting ready to meet with US Army Corps of Engineers, California Department of Fish and Wildlife, and California Regional Water Quality Control Board regarding permits. Meetings have been set up to go over the PVC pipe to be put back and the ecologist went out and looked at the property to assess the restoration and replanting possibilities to the slope erosion. TT Technologies has been contacted regarding the pipe bursting and slip-lining methods. They told us that the pipe bursting will not be able to be done due to destroying the pipes. Staff and consultants are continuing to work on preliminary construction cost estimates.

Strategic Planning – Mr. Love reported on three workshops that the leadership teams have conducted saying that these workshops have been productive and progress has been made. He gave the Board a summary of what has been discussed, the mission statement, strengths and weaknesses, threats/opportunities, trends, values, and visions. He asked that the Board review the AWWA Effective Utility Management Primer, and Integrated Resource Planning and Strategic Planning for Utilities previously provided before the Board Workshop on either November 16, 2016 at 5:00 p.m. or on November 18, 2016 at 9:00 a.m.

INFORMATION ITEMS – Article on State considers new drought rules as conservation ebbs. Mr. Putnam presented an article regarding Justices may weigh public pension cuts.

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 October 28, 2016:

Cash Accounts	\$70,451
Great Pacific Securities	
Bond Debt Service Fund Acct	\$316,999
Local Agency Investment Fund	\$2,090,181
Transfer from MTBE Reserve	\$2,000,000
Federal Farm Credit (83)	\$500,265
Federal Farm Credit (87)	\$500,005
Federal Farm Credit (101)	\$1,196,280
US Treasury (103)	\$1,268,240

MTBE Contingency Funds

Local Agency Investment Fund	\$1,450,000
Great Pacific Securities	\$ 94,278

Transfer to Water Reserve	(\$2,000,000)
Federal Farm Credit (M-48)	\$515,440
Federal Farm Credit (M-49)	\$1,257,612
US Treasury (M-53)	\$1,001,330
US Treasury (M-54)	\$998,560
US Treasury (M-55)	\$1,001,330
US Treasury (M-56) NEW	\$997,540
Federal Farm Credit (M-57) NEW	\$987,148

Fund Balances

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

GENERAL MANAGER – Mr. Love reported on the water sales revenue and water sale projective, and also on the General Manager Objectives. He also reported that there are three employee anniversaries this month. Stephen Korejwo – 3 years, Alex Sandoval – 11 years, Ron Mitchell – 23 years. As of October 28th the District has worked 872 days without a lost time accident.

DISTRICT ENGINEER

Water Production – For the period of October 1 through October 31, 2016, water production averaged 113.6 million gallons per day, which is **13.1% more** than the daily average production of the same period in 2015. This is **11.8% less** from the daily average production of the previous five years.

Rainfall: October	2016	0.48”
Season-to-date:		0.48”

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

Rainfall Update – 0.48” for October 2016. Final rainfall total for Rainfall Year 2016/17 is 0.48”.

Report on Engineering

CIP Projects – Ocean View Chlorination Project – Inspection – Met with DDW on inspection and finalizing project. Pipeline Projects – 4200 - 4300 Blocks of Pennsylvania (Mills Pumpline) – Design 90% complete: potholing utility crossings. Working with Glendale, Public Works Department on Pennsylvania Ave. paving project to start in summer 2016. Pickens Canyon Pipeline Replacement and Slope repair – See staff report. Paschall Booster Station Upgrades – Staff is working on Request for Proposal. Oak Creek Reservoir Rehabilitation – see staff report. Seismic Sensors & Valve Actuators at Dunsmore & Pickens Reservoir – Pre-Construction meeting on November 2, 2016.

Nitrate Removal Treatment Facility at Well 2 Project – CVWD reviewing 50% technical memorandum. Working on permit requirements from Glendale.

Crescent Valley County Park Stormwater Recharge Facility Study – Final report submitted to DWR. Task Force Meeting – Tentatively set for November 9, 2016.

ULARA – Administration Committee meeting on November 3, 2016.

Water Meter Replacement Program – Field crews replacing water meters in Zone 10 & 11. Replaced 30 meters to date.

Report on Administrative and Field Operations:

Well Status – Well production capacity is down - averaging 1.6 MGD for October 2016. Well 10 still out of service due to low water production.

Field Maintenance and Operations update for October 17 – October 31, 2016.

Water lateral leaks & repairs

- 5144 La Crescenta
- 3916 Pennsylvania
- 5368 Freeman
- 2310 Del Mar

Water Main Leaks – 10” water main on the north side of the 3100 Block of Montrose Avenue. 10/26/16 at 3:30 a.m.

Reservoir Maintenance – No Report

Fire Hydrant Repair – No Report

Developer Job – No Report

Booster Pump Maintenance – Oak Creek Booster “B” – waiting on new motor –early November 2016.

Sewer Maintenance – 2200 Block of Barton Lane. 2200 Block of Luana Lane. 2100 – 2300 Blocks of Crescent. 2100 Block of La Canada Plaza. 4400 Block of Rockland. 4100 Block of Walton Oaks. 1900 Block of Las Palmas. 1700 & 1800 Blocks of Broadview. 4300 – 3600 Blocks of Ocean View. 2400 Block Honolulu.

PROGRAM SPECIALIST – Ms. Scott reported on the required Monitoring Report submitted to the State, and on upcoming events

INFORMATION TECHNOLOGY – No Report

ATTORNEY – Mr. Turner – No Report

REPORTS OF COMMITTEES

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

Finance Committee – Director Erickson reported that the Committee will meet on November 15, 2015 at 9:00 a.m.

Employee Relations Committee – Director Tejeda reported that the Committee will meet on November 7, 2016 at 8:00 a.m.

Policy Committee – Mr. Love reported that the Committee met on October 27, 2016 and discussed consideration of rate structure adjustments for large lots.

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 Bodnar reported that the Committee met on October 27, 2016 and discussed the current status of the Emergency Response Plan.

DIRECTORS ORAL REPORTS

Director Bodnar reported that he attended the Crescenta Valley Town Council meeting on October 20th, where Mr. Love gave a presentation, and he also attended the Emergency Planning Committee Meeting on October 27th.

Director Tejeda reported that she attended the Energy Water Green Summit in Palm Desert and that she watched an ACWA webinar on new water allotments and regulations. She is also concerned at how conservation changes have delivered a mixed message.

Director Putnam – No report

Director Claessens – No report

Director Erickson – No Report

CLOSED SESSION – No Closed Session

ADJOURNMENT

There being no other business to come before the Board at 8:50 p.m., it was moved by Director Tejeda and seconded by Director Erickson that the meeting be adjourned to November 15, 2016 at 7:00 p.m.

APPROVED

Kerry D. Erickson
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

OCTOBER 2016



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	10/24	Southern California Edison Co.	Power purchased 9/12/16 to 10/14/16	25,790.91	383.06
34530	10/4	A-1 Ocean Breeze, Inc.	Service ice machine at Glenwood	565.50	188.50
34531	10/4	ACWA Joint Powers Ins Authority	Group Health for Oct 2016	30,868.41	19,946.83
34532	10/4	Allen Pipeline, Inc.	Welding performed on well 12 and D-16-45 Prospect	1,355.40	
34533	10/4	Anawalt Lumber & Materials Co.	Misc. hardware for 09/2016	331.86	22.76
34534	10/4	ARC	Plans & Specs for M-958	608.75	202.91
34535	10/4	Regino Avalos	Trim trees/clear brush & dispose of debris Edmund 2 Reservoir	1,275.00	
34536	10/4	AVAYA Financial Services	Land line lease 09/2016	380.68	126.90
34537	10/4	BC Laboratories, Inc	Water analysis	3,172.25	
34538	10/4	John Beedy	Refund Check	159.61	
34539	10/4	Kellen Boyce	Reimbursement for meals & mileage for Tri-State seminar	147.51	49.17
34540	10/4	California Water Environment	Collection System Maint Grade 1 renewal- DuRose		81.00
34541	10/4	CCS Interactive, Inc.	Website development payment 4	1,046.25	1,046.25
34542	10/4	Choice Pest Control	Monthly service at Well 9	53.00	
34543	10/4	Coastline Equipment Co.	Unit #21 - New breaker point for Komatsu	613.48	
34544	10/4	Coastline Supplies	Water hose and adapter for hose-to-hose connections	2,119.42	
34545	10/4	Colonial Life & Accidents Ins.	Employee paid insurance 09/2016	183.61	
34546	10/4	Dell Financial Services	Lease contract for 10/17/16 to 11/16/16	1,143.05	381.01
34547	10/4	Downey Brand Attorneys LLP	ULARA services through 08/2016	6,224.07	
34548	10/4	Dunn-Edwards Corporation	Paint for main office	655.09	218.36
34549	10/4	Eurofins Eaton Analytical Inc.	Water analysis	176.00	
34550	10/4	Fedak & Brown LLP	Services through 09/30/16	2,764.00	2,764.00
34551	10/4	First Choice	Coffee service Plant & Office	150.82	150.81
34552	10/4	Foothill Municipal Water	Glendale/CVWD/FMWD agreement - July & Aug. 2016	100.00	
34553	10/4	General Pump Company, Inc	E-971 -Parts & labor for Markridge Booster 12	23,122.79	
34554	10/4	General Pump Company, Inc	M-968 - Services for Oak Creek Booster B	22,596.27	
34555	10/4	Grainger	Security signs for various sites and pleated filters	354.91	96.09
34556	10/4	James T. Halaszynski	Special comp license award for wastewater collection & exam	555.00	
34557	10/4	Hamilton Tool & Engineering	Pipe fitting and stainless steel root reamer	109.00	817.50

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34558	10/4	Harper & Associates Eng., Inc	Clean & inspect Rosemont & Oak Creek I & II Reservoirs-07/2016	13,000.00	
34559	10/4	HD Supply Waterworks Ltd	1" angle stops; meter adapters; plastic pipe	12,865.28	
34560	10/4	Arthur Hovespian	Refund Check	17.64	
34561	10/4	J's Maid Service	Cleaning Pennsylvania rental house	206.25	68.75
34562	10/4	Yong Kim	Refund Check	34.92	
34563	10/4	KR Nida Companies	New light bar for Unit #23B	71.25	23.75
34564	10/4	L.A. County Dept. Public Works	Excavation permits	3,160.00	
34565	10/4	Lance Allen Company, Inc	Copier maintenance agreement - 6/15/16 to 9/14/16	910.19	910.18
34566	10/4	Hae Lee	Refund Check	67.85	
34567	10/4	Hyeon Jeong Lee	Refund Check	63.15	
34568	10/4	Logan Supply Co. Inc	Miscellaneous shop supplies	123.20	123.19
34569	10/4	Mad Science of Los Angeles	Event - H2O class Holy Redeemer church	465.00	
34570	10/4	Dennis A. Maxwell, Jr	Reimbursement dental services	37.92	25.28
34571	10/4	John McClelland	Refund Check	8.66	
34572	10/4	Mimecast North America, Inc.	e-mail security 09/2016	150.00	50.00
34573	10/4	New Image Landscaping	Monthly landscaping 09/2016	927.50	152.50
34574	10/4	Northern Safety Co., Inc	Safety goggles and misc. safety supplies	279.65	93.21
34575	10/4	Office Depot - Credit Plan	Misc. supplies 09/2016	355.78	355.76
34576	10/4	Jaysen Ortega	Reimbursement for meals at Tri State seminar	99.18	33.06
34577	10/4	Paveco Construction Inc	List 2015-16-17 - various paving locations	9,252.22	
34578	10/4	David Rawlings	Reimbursement for meals at Tri State seminar	130.49	43.50
34579	10/4	Royal Roofing Company	Repair of main office roof	375.00	125.00
34580	10/4	Scotty's Industrial Products	Repair ratchet & grinder; new ratchet set	141.60	141.58
34581	10/4	Serge's Automotive	Unit #23 - Drain gas tank, tune up and new ignition coil	570.28	190.09
34582	10/4	Simpler Systems	Monthly maintenance 09/2016	375.00	125.00
34583	10/4	Southwestern Bag Co.	4 cases extra large trash bags for Glenwood	210.00	210.00
34584	10/4	Lynne Sovich	Reimbursement mileage	91.84	30.61
34585	10/4	Spectrum Business	Data communication 09/2016 Office	1,731.52	577.17
34586	10/4	Spectrum Business	Data communication 09/2016 Plant	2,322.65	774.22
34587	10/4	Sully-Miller Contracting Co.	8 tons cold patch	800.10	
34588	10/4	The Gas Company	Gas purchased 09/2016 Office	46.97	15.66
34589	10/4	Toro's Lawnmower & Garden	Trailer repair for hydro excavator	48.75	16.25
34590	10/4	Trench Shoring Company	Steel plates at 2640 Prospect	690.00	
34591	10/4	Tri-Xecutex Corp	Security alarm monitoring for Oct, Nov, Dec 2016	243.00	81.00
34592	10/4	Underground Service Alert/SC	Underground notifications for 09/2016	121.50	40.50

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34593	10/4	Univar USA Inc	Liquid bleach for Glenwood and Mills Plant	2,771.86	
34594	10/4	Vision Service Plan Co-(CA)	Group Vision for 10/2016	290.64	193.76
34595	10/4	Waste Management - Sun Valley	Disposal service for Office & Plant -10/2016	951.22	317.07
34596	10/4	Western Water Works	2 - 6" Mueller gate valves	1,587.91	31.39
34597	10/4	Robert Wood	Reimbursement for meals at Tri State seminar	91.36	30.45
34598	10/4	Yale Chase Materials Inc	Unit #17 - Fork lift oil change	113.26	37.75
34599	10/4	Teresa & Cameron Yarker	Refund Check	12.46	
34600	10/12	Accela, Inc. #774375	Update Springbrook software new 3 tier structure	162.07	54.02
34601	10/12	All American Landscape Co.	Repaired leaks and bubblers at main office	433.50	144.50
34602	10/12	Allstar Fire Equipment Inc	6 - Hydrant adapters	183.32	
34603	10/12	Ameripride Uniform Services, Inc	Uniform rentals 09/2016	746.45	248.81
34604	10/12	Backflow Apparatus & Valve Co.	Calibration test kit	90.67	
34605	10/12	BC Laboratories, Inc	Water analysis	1,315.50	
34606	10/12	Capital One Commercial	Misc. supplies	313.96	313.96
34607	10/12	City of Glendale Water & Power	Pennsylvania house electric closing bill	33.76	
34608	10/12	Crescenta Valley Weekly	Display ad for Rain Barrel event	300.00	
34609	10/12	Dataprose LLC	Printing and postage controls 1-4	1,456.86	1,456.85
34610	10/12	Direct Connection	Business cards, Jones, Maxwell, Gould	114.11	38.04
34611	10/12	Do-it Center	Misc. hardware for 09/2016	383.80	92.04
34612	10/12	Dunn-Edwards Corporation	Paint for main office	46.91	15.64
34613	10/12	Eurofins Eaton Analytical Inc.	Water analysis	284.00	
34614	10/12	Foothill Car Wash, Lube & Oil	Oil change units #48, #47, #43, and #6	269.13	89.70
34615	10/12	Foothill Municipal Water	Venue cost & water conservation split for Descanso Gardens event	708.95	
34616	10/12	Grainger	Polyester US flag; pressure gauges; safety glasses & gloves	362.25	54.40
34617	10/12	Great America Leasing Corp.	Kyocera copier lease	217.46	217.46
34618	10/12	Gsolutionz Professional Services	Support for land lines	164.19	54.73
34619	10/12	Harrington Ind Plastics LLC	E-733-CS - Miscellaneous electrical parts & couplings	392.29	
34620	10/12	HD Supply Waterworks Ltd	Brass nipples; elbows; corp stops; couplings	1,320.50	
34621	10/12	Home Depot Credit Services	Misc. hardware for 09/2016	1,063.48	539.09
34622	10/12	Joseph A. Huerta	Mileage reimbursement July-Sept 2016	14.57	1.20
34623	10/12	J.G. Tucker & Son, Inc.	Calibration of sewer gas detector		60.34
34624	10/12	Dong Suk Kim	Refund Check	62.85	
34625	10/12	L.A. County Dept. Public Works	Excavation permits	4,955.00	
34626	10/12	Matt-Chlor Inc	1" chlorine injectors w/corps	695.35	
34627	10/12	McMaster-Carr Supply Co	Miscellaneous safety supplies	37.00	37.00

Check		Payable To	Description	Water	Wastewater
Check#	Date			Amount	Amount
34628	10/12	N.E.C. Electric Inc.	Labor & materials to add an MTB Reactor to Well 16 pump	2,675.00	
34629	10/12	Northern Safety Co., Inc	Safety rain boots	85.07	28.36
34630	10/12	O'Reilly Auto Parts	Misc. parts for 09/2016	35.21	11.73
34631	10/12	Orchard Supply Hardware	Misc. hardware for 09/2016	1,068.69	430.31
34632	10/12	Paper Cuts, Inc	Paper shredding for 09/2016	26.88	26.87
34633	10/12	Ramco	Crushed misc. base for 09/2016	3,718.01	
34634	10/12	Ready Refresh by Nestle	Distilled water for 09/2016	21.93	
34635	10/12	Sawyer Petroleum	618.8 gallons of clear diesel fuel at Glenwood Plant	1,308.04	436.01
34636	10/12	Simpler Systems	Monthly maintenance 10/2016	375.00	125.00
34637	10/12	St Water Resource Control Brd.	Certification renewal for Grade D3 - Halaszynski	90.00	
34638	10/12	Star Brite Bldg. Maintenance Inc	Janitorial service 10/2016	618.75	206.25
34639	10/12	Sully-Miller Contracting Co.	8.06 tons of cold patch	827.80	
34640	10/12	UPS	Shipping charges	7.17	7.17
34641	10/12	Tonia Usher	Refund Check	100.00	
34642	10/12	Water Wise Consulting, Inc	Water audits for 2502 Prospect-2039 Montrose-2324 Panorama	525.00	
34643	10/12	Yale Chase Materials Inc	Unit #17 - Repairs on radiator hose, lamp bulb, horn switch	1,137.60	
34644	10/18	ACV Systems, LLC	Repair pressure relief valve well 12	1,414.79	
34645	10/18	ACWA Joint Powers Ins Authority	Group Health for 11/2016	30,647.56	19,799.61
34646	10/18	ACWA/JPIA	Workers comp 7/1/16 to 9/30/16	24,609.00	16,406.00
34647	10/18	ACWA/JPIA	Auto & General Liability Program 10/1/16 to 9/30/17	44,936.47	44,936.46
34648	10/18	Adventist Health	Physical for new employee - David Inman	96.00	32.00
34649	10/18	Airgas USA, LLC	Monthly cylinder rental 09/2016	196.20	196.20
34650	10/18	Allen Pipeline, Inc.	Welding for D-16-18 2222 Montrose	734.18	
34651	10/18	AMEC Foster Wheeler Environment	M-903A - services through 08/26/2016	48,446.87	
34652	10/18	ARC	Monthly MPS billing for 09/2016	553.07	184.36
34653	10/18	AT&T	PRI Usage 09/2016	3,476.40	1,121.52
34654	10/18	AT&T Mobility	Cell phone service 10/2016	1,209.05	403.01
34655	10/18	Backflow Apparatus & Valve Co.	Misc. backflow parts	75.43	
34656	10/18	Bonnors Equipment Rentals	Monthly rentals for 09/2016	68.34	
34657	10/18	CalPERS	Employee paid contributions 09/2016	20,228.19	12,749.09
34658	10/18	Cannon	Well 16 maintenance - September 2016	344.10	
34659	10/18	Capital One Commercial	Misc. supplies	280.86	280.85
34660	10/18	CCS Interactive, Inc.	Monthly website hosting	78.75	26.25
34661	10/18	City of Glendale	ULARA water systems fees for May & June 2016	4,222.70	
34662	10/18	Coastline Equipment Co.	Tractor rental 9/14 to 9/20/16	1,366.62	455.54

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34663	10/18	Contractor Compliance & Mont Inc.	Labor compliance for Well 16	3,036.25	
34664	10/18	Morgen Durose	Reimbursement for water distribution class	149.99	
34665	10/18	Eurofins Eaton Analytical Inc.	Water analysis	162.00	
34666	10/18	Foothill Municipal Water	Water delivery for 09/2016	282,496.91	
34667	10/18	GEI Consultants, Inc.	M-951C - Services through 8/26/16	4,923.13	4,923.12
34668	10/18	Grainger	Miscellaneous electrical parts	176.04	
34669	10/18	GTR Realty	Refund Check		69.95
34670	10/18	Hach Company	Service ph. chlorine analyzer	1,198.75	
34671	10/18	Harrington Ind Plastics LLC	E-733-CS- 3-way pneumatic actuator; adapters, tanks, schedule 80 pvc, & miscellaneous parts	3,805.39	
34672	10/18	Hercules Industries, Inc	Padlocks with keys for locking off meters	797.17	
34673	10/18	John Robinson Consulting, Inc.	M-965 grant assistance - September 2016	1,500.00	
34674	10/18	L.A. County Dept. Public Works	Excavation permits	6,513.00	
34675	10/18	LA Dept Water and Power	Power purchased 10/2016	50.99	
34676	10/18	Lagerlof, Senecal, Gosney & Kr	Legal services 09/2016	4,419.00	1,250.00
34677	10/18	Lagerlof, Senecal, Gosney & Kr	PWAG Website cost	242.20	80.74
34678	10/18	Jesse Lee	Refund Check	10.75	
34679	10/18	Matt-Chlor Inc	3/4" bronze corps for Oak Creek Reservoir	695.35	
34680	10/18	Moine Brothers	Diesel Tank Inspection/Glenwood	187.50	62.50
34681	10/18	Newegg, Inc.	C 959 Communications plates	422.85	
34682	10/18	Pacific Surveys, LLC	Video/survey Well 10	1,215.00	
34683	10/18	Pacific Tek, Inc.	New 100 gallon tank & labor to mount on hydro excavator	654.71	218.22
34684	10/18	Paveco Construction Inc	Paving pump line after leak repair	12,946.83	
34685	10/18	Penhall Company	E-733-CS - Core drill 10" diameter plus travel time	232.50	
34686	10/18	Raftelis Financial Consultants, Inc	M-958 - Services through 8/1/16 - 8/31/16	1,475.00	1,475.00
34687	10/18	Freddy Ramirez-Troya	Refund Check	2.15	
34688	10/18	Robertson's	11 yds. 2 sack slurry at 2810 Community	866.55	
34689	10/18	SA Associates	E-956 Well 2 services from 12/10/15 to 8/31/16	30,708.30	
34690	10/18	Shell	Gas purchased 09/2016	1,454.71	484.90
34691	10/18	So Cal Water Utilities Assoc.	Water treatment review class for Cory, Brook, and Christina	90.00	
34692	10/18	Sully-Miller Contracting Co.	6.10 tons of cold patch	650.60	
34693	10/18	Systemated Business Products	Laser printer checks for Accounts Payable	110.82	110.82
34694	10/18	The Gas Company	Gas purchased for Pennsylvania house & security deposit	60.32	20.11
34695	10/18	Univar USA Inc	1425 gallons of bleach for Mills & Glenwood	2,300.46	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
34696	10/18	Wells Fargo Card Services	Gould: Hotel for 4 employees at Tri-State seminar; stocking bins for Plant; water treatment class for M. DuRose; lunch with water master; board meeting dinner	1,335.88	460.31
34697	10/18	Wells Fargo Card Services	Hass: Monthly recurring charges; Windows cellphone and case; computer cables; transmitter for gates at Plant	666.46	222.12
34698	10/18	Wells Fargo Card Services	Love: Board meeting dinner; parking at rate workshop	56.51	18.83
34699	10/18	Wells Fargo Card Services	Mitchell: Strategic Planning lunch; conservation class refreshments; towing charges for Unit #25; board meeting dinner; chlorine tablets; CUEMA Summit (hotel, meals, gas)	2,145.70	304.59
34700	10/18	Wells Fargo Card Services	Scott: Water conservation ad	850.45	
34701	10/25	Regino Avalos	Clear brush at Cresta Heights Reservoir	4,050.00	
34702	10/27	L.A. County Dept. Public Works	Well 16 - Extension for permit #PCFL 201600604	83.00	
Subtotals				\$ 766,911.57	\$ 142,273.41
Total Disbursements for October 2016					\$ 909,184.98

Payroll Report for October 2016

Directors	\$ 1,170.00
Office Regular Payroll	\$ 127,239.00
Office OT	\$ 1,248.00
Plant Regular Payroll	\$ 105,014.00
Plant OT and Standby	\$ 10,191.00
Employer Payroll Taxes	\$ 16,263.00
Payroll Service Charges	\$ 375.00
Total Payroll	\$ 261,500.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
November 15, 2016

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: **Facilities Access and Use Agreement with Foothill Municipal Water District at Ocean View Reservoir**

ACTION ITEM:

Facilities Access and Use Agreement at Ocean View Reservoir – Consideration and motion to authorize the General Manager to enter into a Facilities Access and Use Agreement with Foothill Municipal Water District for installation and maintenance of telemetry equipment at Ocean View Reservoir.

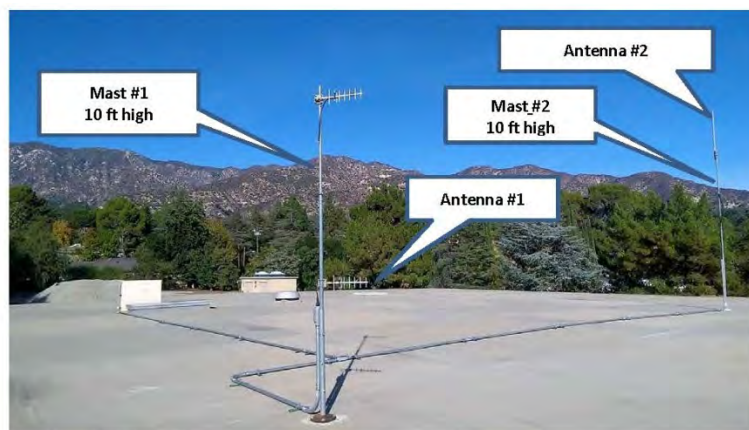
BACKGROUND:

A new water supply interconnection between CVWD and Foothill Municipal Water District (FMWD) has been constructed as part of the Proposition 50 Grant from the State of California. The project included installation of a SCADA (or telemetry) system to monitor and control the flow of water to and from both agencies. The new SCADA equipment for CVWD's project will be mounted inside the existing SCADA cabinet at Ocean View Reservoir.

DISCUSSION:

FMWD requested, at their cost, that additional SCADA equipment be installed at the Ocean View Reservoir including electrical conduit/wiring, PLC & radio enclosure, and antenna on reservoir roof which will allow FMWD to also monitor the flow of water to and from both agencies. In addition, FMWD indicated that the equipment can also be used as an additional repeater location for FMWD's planned SCADA system upgrade.

Staff met with FMWD personnel to review the location of the equipment and antenna on reservoir roof and determined that it will not interfere with CVWD's communication system or SCADA equipment. FMWD antenna could be installed on the existing mast with CVWD's antennas as shown in the picture.



Antennas and Masts on Top of Ocean View Reservoir

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to enter into a Facilities Access and Use Agreement with Foothill Municipal Water District for installation and maintenance of telemetry equipment at CVWD's Ocean View Reservoir. As stated in the agreement, FMWD will pay for the new equipment and will be responsible for the maintenance of its equipment. Staff has reviewed the agreement with legal counsel and they concur with the language of the agreement.

Staff is also recommending that this agreement be a no fee agreement with FMWD. While there are electrical costs associated with the equipment, it is staff's assessment that the additional electrical cost will be about \$50 or less per year.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

N/A

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:

Thomas A. Love
General Manager

Attachment:

Facilities Access and Use Agreement between CVWD and FMWD

g:\management\board meeting staff reports\2016\11-15-16 board memo cvwd-fmwd facilities agreement.docx

CRESCENTA VALLEY WATER DISTRICT

FACILITIES ACCESS AND USE AGREEMENT

1. Applicant: Foothill Municipal Water District (FMWD)
2. Address: 4536 Hampton Road, La Cañada-Flintridge, CA 91011
3. Project Site Ocean View Reservoir, 4715 Ocean View Blvd, La Canada-Flintridge, CA 91010
4. Purpose: Access to install and maintain telemetry equipment (electrical conduit/wiring, PLC & radio enclosure, and antenna on reservoir roof) as an additional repeater location for FMWD's planned SCADA system upgrade
5. Date of Use: For a term of 10 years from execution of this agreement, renewable thereafter in 10-year increments upon execution of a new agreement(s).
6. Fee: No Fee.
7. **Installation and Maintenance of Equipment:** FMWD and Crescenta Valley Water District (CVWD) shall make good faith efforts to determine an appropriate location of enclosure and antenna prior to installation. FMWD equipment shall not interfere with operations and communication of CVWD equipment. FMWD shall be responsible for the maintenance and repair of any FMWD equipment at CVWD's Ocean View Reservoir site. FMWD shall give adequate notice to CVWD before installation or maintenance of equipment.
8. To the fullest extent permitted by law, Applicant agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of Crescenta Valley Water District's facilities, except for any such claims arising out of the sole negligence or willful misconduct of Crescenta Valley Water District or its directors, officers, employees, or authorized volunteers. Applicant agrees to immediately defend, hold harmless, and indemnify Crescenta Valley Water District, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds.
9. Applicant shall provide and maintain general liability insurance (as broad as ISO Occurrence Form CG 0001) with limits of at least one million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate, if used) for bodily injury, personal injury and property damage arising out of the activities and properties as described herein.
 - Coverage shall include contractual liability covering the Applicant's obligations in provision 7. The general liability coverage shall give Crescenta Valley Water District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement as broad as CG 2011 85 or CG 20 26 0413.
 - Applicant shall provide Crescenta Valley Water District with a certificate of insurance and additional insured endorsement before scheduled use. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by Crescenta Valley Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it.

- Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-VII, or through the ACWA – Joint Powers Insurance Authority, or as otherwise approved by Crescenta Valley Water District.
- **Sub-Applicants:** In the event that the Applicant employs other applicants (sub-applicants) as part of the work covered by this agreement, it shall be the Applicant's responsibility to require and confirm that each sub-applicant meets the minimum insurance requirements specified above. The Applicant shall, upon demand of Crescenta Valley Water District, deliver to Crescenta Valley Water District, copies of such policy or policies of insurance and the receipts for payment of premiums thereon.
- The Applicant hereby grants to Crescenta Valley Water District a waiver of any right to subrogation which any insurer of said Applicant may acquire against Crescenta Valley Water District by virtue of the payment of any loss under such insurance. Applicant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Crescenta Valley Water District received a waiver of subrogation endorsement from the insurer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year written below.

By: _____
Crescenta Valley Water District – General Manager

Print Name

APPLICANT:

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Item No. 2

November 15, 2016

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: Accountant/Controller Job Description

ACTION ITEM:

1. **Accountant/Controller Job Description** – Consideration and motion to approve the updated job description and salary range for the Accountant/Controller position.

BACKGROUND:

The District's Accountant, Lynne Sovich, has informed management that she intends to retire effective February 25, 2017 after 12.5 years of service to the District. This is a vital position for the District and prepares all monthly and quarterly financial reports, prepares/inputs all payroll reports, prepares all PERS reports and payments for employees, tracks inventory receipts/issues, maintains the asset schedules and corresponding depreciation, reviews payables for accuracy of general ledger account numbers, and maintains cost ledgers for the capital improvement and capital outlay projects.

The Accountant is also heavily involved with the budget process and prepares estimates for payroll and benefits calculations, updates figures in the cash flow model, and inputs the new budget figures into the model. The Accountant is very instrumental in our annual audit working with the auditors to answer questions and provide necessary schedules and information as requested. The Accountant also prepares various schedules for the management teams as it relates to negotiations with the bargaining unit, and like all others in the north building, backs up the Customer Service staff members by answering telephone calls, taking payments at the counter or by phone, and signs on new accounts for service.

COMMITTEE DISCUSSIONS

The Committee met on September 20, 2016 and concurred with staff's assessment that this position should be filled before the current employee retires and talked about possibly upgrading the position so that the replacement might be able to succeed the Secretary-Treasurer when he was ready to retire.

The Committee met again on November 7th and staff provided the Committee with the current job description and an updated job description which are included in this packet. Staff used the current ACWA/JPIA template for the Accountant position and also took elements from the ACWA/JPIA Director of Finance/Business Manager job description.

Staff is recommending that this position be re-named to Accountant/Controller and upgrade the salary scale for the position to \$6,823-\$9,026. This is the same salary range that the vacant Capital Improvement Manager is currently assigned. This range would allow management to hire a qualified candidate at about the same salary level as the current Accountant and provide flexibility for salary adjustments in the future. Staff shared with the Committee that if things progressed the way that it is envisioned, this new position could take over as first-line supervisor for the Customer Service department when Ms. Holloway retires.

Staff is aware that this would have an impact on the budget to have an overlapping salary for approximately two months, but feels that this additional cost has already been offset by savings of not having a Utility Worker II for the last 5 months due to a medical leave, not replacing the Wastewater Supervisor after his elevation to Superintendent, and not having a Superintendent for the first 3 months of the fiscal year.

The Committee is in full support to bring the new job description and salary range to the full Board for approval on the November 15th agenda. If adopted, the job can then be posted immediately with hopes of conducting interviews in mid-December and bringing in the new employee in early-to-mid January 2017.

Per Appendix P of the District's Rules and Regulations, the General Manager shall prepare job descriptions for all employees and then the Board shall review, comment, and adopt the final job description.

RECOMMENDATION:

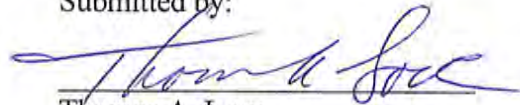
It is the Employee Relations Committee and staff's recommendation that the Board approve the job description and new salary scale for the Accountant/Controller position.

Prepared by:



Ron L. Mitchell
Secretary-Treasurer

Submitted by:



Thomas A. Love
General Manager

Attachments:

g:\management\board meeting staff reports\2016\11-15-16 board memo - Accountant/Controller job descrip..docx

ACCOUNTANT/CONTROLLER

REVISED NOVEMBER 2016

Definition/Summary

Under general direction, the Accountant/Controller assists the General Manager and Secretary-Treasurer with the protection of District assets and the maintenance of budget controls; performs a variety of difficult and complex professional accounting duties in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and is responsible for payroll preparation/processing and all related activities.

Essential Functions

- Serves as the Accountant/Controller for the District and provides advice and consultation on the development of District financial resources, programs and policies.
- Assists the General Manager and Secretary-Treasurer with long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Plans, organizes, and coordinates daily accounting functions and assignments.
- Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger posting.
- Reconciles revenue and expenditure data with the general ledger.
- Prepares and submits monthly reports and contributions to Cal PERS.
- Prepares month-end journals.
- Prepares periodic financial reports and statements.
- Closes and adjusts journals and ledgers each fiscal year.
- Responsible for payroll preparation/processing, tax reporting, benefits/records administration, preparing accounting transactions and payroll reports for management.
- Performs periodic audits of internal accounting records to insure accurate controls.
- Assists with quarterly reviews and annual audits conducted by outside auditing agencies.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Gathers and distributes financial data and projections for the preparation of the District budget and labor negotiations.
- Performs other personnel related duties.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Serves as a liaison with vendors, contractors, and debtors.
- Assists with proper investment of District funds.
- Performs special analytical studies as directed by the General Manager and Secretary-Treasurer.

- Assists with development and maintenance of the District Management Information System.
- Assists with audits of District operations, services, and activities.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Principles and practices of personnel administration.

Ability to:

- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems.
- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Assist with performance audits of District services and functions.
- Effectively prepare and present technical financial information.
- Provide advice and consultation on the development of District financial and management information systems.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.

2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience - Five years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.

Education – A Bachelor's degree in Business Administration, Accounting, Finance, or closely related field from an accredited college or university.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License shall be required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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

Employee Signature

Date

Supervisor Signature

Date

CRESCENTA VALLEY WATER DISTRICT

ACCOUNTANT

DEFINITION

Under general direction, performs a variety of difficult and complex professional accounting work in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; provides work coordination and training for fiscal recordkeeping support staff; and performs other duties as assigned.

EXAMPLE OF DUTIES

Plans, organizes and coordinates daily accounting functions and assignments; reviews and ensures the accuracy of ledger posting; reconciles revenue and expenditure data with the general ledger; prepares month-end journals, payroll and retirement reports, periodic financial reports and statements. Closes and adjusts journals and ledgers each fiscal year; performs periodic audits of internal accounting records to insure accurate controls; assists with monthly reviews and annual audits conducted by outside auditing agencies. Provides work direction, coordination, and training for general office staff; serves as a liaison with vendors, contractors, and customers. Performs special analytical studies as directed by the Secretary-Treasurer or General Manager.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Business or Accounting with a minimum of 3 years of related experience or any combination of education and experience, which would likely provide the necessary knowledge and abilities.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of budgeting, accounting, finance investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Public Employees Retirement System procedures.
- Payroll accounting procedures.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Principles of work coordination and training.

Ability to:

- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems.
- Provide training and work coordination for fiscal recordkeeping support staff.

ACCOUNTANT (cont.)

- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Assist with performance audits of District services and functions.
- Communicate well during presentations of financial data.
- Provide advice and consultation on the development of District financial and management information systems.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships.

Revised 7/93

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
November 15, 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 (DMc) and AMEC Foster Wheeler (AMEC) 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

October 18, 2016 Report:

- Provided Mr. Tasso an update of the project.
- Received proposals from AMEC Foster Wheeler for \$20,500 and DMc Engineering for \$36,520 for a total of \$57,020.
- 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.

November 18, 2016 Report:

- AMEC's Restoration Ecologist, Clayton Kraft, visited the site and prepared a report about the restoration and replanting of the slope.
- DMc started the design of the preliminary alignments and created base sheets.
- Staff met with TT Technologies, Inc about pipe bursting and slip-lining equipment and methods to replace the pipeline.

STATUS REPORT:

- Staff, AMEC, and DMc met via conference call to discuss pipeline connections at the top and bottom of the slope, moving pipeline alignment within the existing easement, limits of work for the slurry and soil replacement, and installation of soil matting over the top of the new slope to prevent erosion.
- The conference call also discussed permitting issues. AMEC will delineate the top of the existing Pickens Canyon channel area near the bottom of the slope. This information will be used as part of the permitting process with U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and California Regional Water Quality Control Board.
- Staff provided information to pipeline product vendors who provide fusible PVC pipe and HDPE fusion pipe for preliminary costs.
- Staff has begun contacting contractors who have performed similar work in Southern California.
- Staff and consultants are continuing to work on 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

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	Complete	TL	10/7/16	10/19/16	Leadership Staff	Review of Focus Areas, Identify Objectives
Summary Memorandum	Complete	TL	10/7/16	11/1/16		Summary of situational analysis. Primer for Board workshop on Direction.
Board Workshop - Direction		TB/TL		11/18/16	Board/Management	2-4 Hrs. Review SWOT workshop. Review mission, vision, values.
Management Workshop - Planning		TL	10/21/16	11/22/16	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	10/19/16	12/16/16	Leadership Staff	What/Who/When
Board Workshop - Final Draft Strategic Plan		TL		1/17/17	Board/Management	

Revised 11/10/16

**Crescenta Valley Water District
Recap of Investments
Fiscal Year 2016-17**

As of
September

[illegible]

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

November 15, 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

- November 1 – 10 – Water production – 44%/56% split – 113.6 MG for the time period.
Average use – 13.1% more than 2015 and 11.8% less than 5-yr average

2. Rainfall Update

- 0.00" for November 2016
- Rainfall total for Rainfall Year 2016/17 – 0.66"

3. Report on Engineering

- **CIP Projects**

- o Ocean View Chloramination Project
 - Agreements – Working with FMWD & LADWP
 - Meet with DDW to finalize project
- o Pipeline Projects
 - 4200 - 4300 Blocks of Pennsylvania (Mills Pumphouse)
 - Design 90% complete; potholing utility crossings
- o Pickens Canyon Pipeline Replacement and Slope Repair
 - See Staff Report
- o Paschall Booster Station MCC and Piping Upgrades
 - Staff working on Request for Proposal
- o Oak Creek Reservoir Rehabilitation
 - Advertising for Bids
- o Seismic Sensors & Valve Actuators at Dunsmore & Pickens Reservoir
 - Installation at Dunsmore Reservoir starting in December 2016

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

- CVWD reviewing 50% technical memorandum
- Working on permit requirements from Glendale

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

- Final Report – Submitted to DWR
- Task Force Meeting – Held on November 9, 2016

- **ULARA**

- Administrative Committee meeting held on November 3, 2016

- **Water Meter Replacement Program**

- Field crews replacing water meters in Zones 10 & 11. Replaced 56 meters to date

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

- **Wells - Status**

- Well production capacity - averaging 1.7 MGD for November 2016.
- Well 16 - back in service on November 7, 2016.

5. **Field Maintenance & Operations –November 1 – November 10, 2016**

- **Water Lateral Leaks & Repairs**

2911 Mountain Pine 5104 Ocean View 2711 Fairmount

- **Fire Hydrant Repair**

- No Report

- **Developer Job**

- No Report

- **Water Main Leaks**

- No Report

- **Booster Pump Maintenance**

- Oak Creek Booster B – Pump & Motor re-installed on November 4, 2016

- **Reservoir Maintenance**

- No Report

- **Sewer Maintenance**

2300 & 2800 Blocks of
Verdugo

3100 Blocks of
Harmony & Frances

5200 Block of
Pennsylvania

5100 Blocks of
Parham & Daver

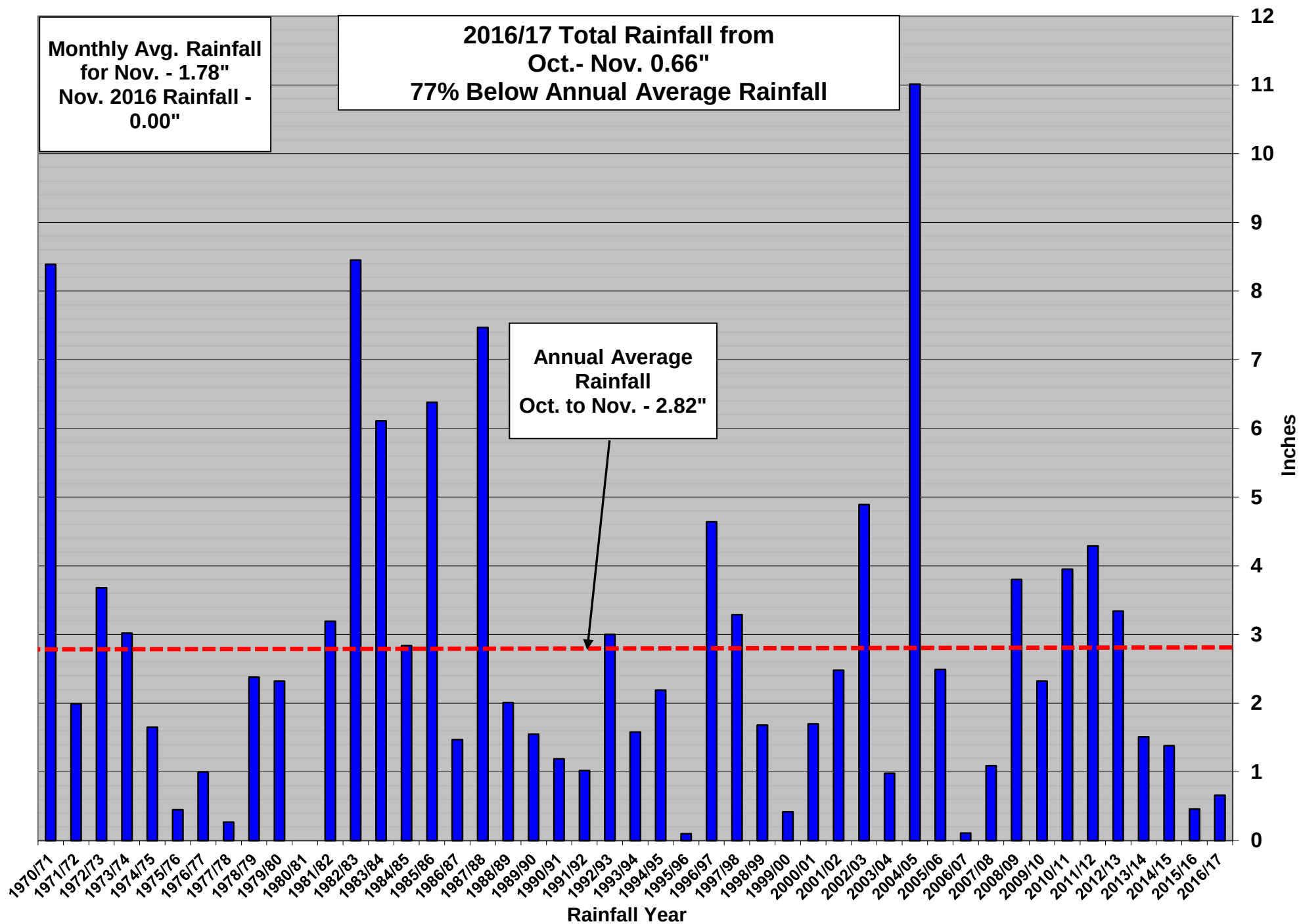
3100 Blocks of
Henrietta, Brookhill &
Orange

3000 Blocks of
Gertrude, Henrietta &
Frances

2100 Block of
Rockridge

4100 Block of Walton
Oaks

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



CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 10, 2016

Well Production:	12,039,150	Gals		
GWP Production:	1,220,570	Gals		
Gravity Production:	398,000	Gals	% GW	41%
Purchased Water:				
FMWD:	19,719,750	Gals		
City of Glendale:	0	Gals	% Import	59%
TOTAL:	33,377,470	Gals		
	102.43	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	2,541,000		*Included in Well Production	

WATER DEMAND COMPARISON

	Average Daily Usage (gals)	Current Period Change
November 1, 2016 - November 10, 2016	3,337,747	
November 1, 2015 - November 10, 2015	3,024,816	10.3%
5-yr Average - November 2011 - 2015	3,554,355	-6.1%

RAINFALL: November 1, 2016 - November 10, 2016

0.00"

Season-To-Date:

0.66"

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	123	February	0	February	100
September	364	325	December		March	30	March	78
October	348	315	January		April	50	April	84
November	360	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	36	September	205
April		325	July		October	36	October	193
May		325	August		November	26	November	211
June		335	September		December		December	
Total to Date	1,834	1,590	Total to Date	242	Total to Date	320	Total to Date	1,697
Projected	3,944	3,700	Water Rights	3,294			Tier 2	2,154
% of Projected	49.6%	43.0%	% of Rights	7%			% of Allocation	79%
Remaining	1,866	2,110	Remaining	3,052			Remaining	457

NOTE:

1) Blue Numbers = Estimated Water Production