

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on December 5, 2017 at 7:30 p.m.**

Posted: December 1, 2017 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 the Minutes of the Regular Meeting on November 14, 2017.

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. **Board Reorganization** – Election of President and Vice President of the Board of Directors and Committee appointments for 2018.
2. **Discussion Regarding Board Meeting Schedule** – Discussion regarding the possibility of revising the current Board meeting schedule.
3. **Approval of Revised Job Description** – Consideration and motion to approve an updated job description for the Plant Coordinator position.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

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

- **Public Employee Discipline/Dismissal/Release – (§54957)**

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

November 14, 2017

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of October 17, 2017, a Regular Meeting was held on November 14, 2017, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Michael L. Claessens Kerry D. Erickson (Absent) 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 James Lee, Accountant Dennis Maxwell, Superintendent Kathy Ross, FMWD Director

PLEDGE OF ALLEGIANCE

President Bodnar 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 Tejeda, seconded by Director Claessens and carried by a 4-0 vote that the Agenda for the Regular Meeting of November 14, 2017 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Kathy Ross reported that their Board has not met since the last meeting, however a meeting is scheduled for November 20, 2017. There will be a Water Resources Committee meeting tomorrow, November 15, 2017 and they will be discussing a mutual aid agreement with the FMWD member agencies. They will be looking at the 2016/17 management report which shows a 19.4% increase of imported water sales compared to 2015/16. Water purchases from FMWD are at the same point this year as last

year in October due to relaxed water conservation. FMWD has chosen two student entries to represent them in the MWD Water Life Calendar competition.

CONSENT CALENDAR

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-0 vote to approve the Minutes of the Regular Board Meeting held on October 17, 2017 as amended.

It was moved by Director Claessens, seconded by Director Putnam and carried by a 4-0 vote to ratify the disbursements for October 2017;

Payments of demands against the Crescenta Valley Water District on or before October 31, 2017 the same having been approved by the General Manager. Thomas A. Love, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Nine Hundred Fifty Two Thousand, Seven Hundred Twenty Seven dollars and Seventy Three cents (952,727.73), which is composed of the individual items set forth herein.

ACTION CALENDAR

Appeal of a High Water Bill – Mr. Mitchell reported that Mr. Alfred Aghajanian is the owner of the property at 2839 Paraiso Way. While reading the meter for the August 31, 2017 billing, staff discovered that he had a high usage of 203,000 gallons. On September 11, 2017, staff had the meter re-read and checked for leaks. They found there were no leaks and the meter read was correct. On September 24, 2017 Mr. Aghajanian brought in a leak letter explaining they had their existing landscaped replaced with hardscape and succulent landscaping. They had left town and when they returned they noticed some of the plants were dying from too much watering. The contractor came and changed the timer and the number of days for watering, and also repaired a broken valve. Staff has granted a \$300.00 adjustment, and Mr. Aghajanian is requesting an additional credit adjustment.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-0 vote to adopt staff's recommendation and credit the account for \$310.88.

Appeal of a High Water Bill – Mr. Mitchell reported that Ms. Michelle Lavender is the owner of the property at 2763 Orange Avenue. She has experienced several significant leaks over the May-June and July-August billing cycles. Staff sent a letter on June 26, 2017 informing her of the high usage of 201,000 gallons and that she may have a leak. Ms. Lavender found a she had a faulty toilet flapper and replaced it. However, it was discovered that she still had a leak and hired a plumber who found her main water line was leaking and repaired it. She sent a letter requesting a leak adjustment and it was granted in the amount of \$300.00. While reading the meter for the August 15, 2017 billing, staff again discovered she had a high usage of 176,000 gallons. Staff spoke with Ms. Lavender informing her of the high consumption. She found she had a leaky sprinkler valve and had it replaced. Ms. Lavender requested another \$300.00 adjustment, but staff informed her that she would need to appeal to the Board for any additional credit adjustment. A letter was submitted on November 8, 2017 asking to be placed on the agenda to make an appeal.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-0 vote to adopt staff's recommendation and credit the account for \$845.68 for the excess water on both billing cycles, and to prepare an amortization for the balance.

Well 10 Rehabilitation, Project E-987 – Mr. Gould reported Well 10 has been operating on a 24/7 basis with flows averaging 45 gpm, which is significantly below the design point of 300 gpm. On October 18, 2017 staff sent out a Request for Quote to five pump and well contractors for the rehabilitation of Well 10. On November 1, 2017 a mandatory pre-bid meeting was held and on November 8, 2017 they had the bid opening for the project. Best Drilling and Pump of Rialto was the apparent low bidder, and meets the requirements of SD 854 and prevailing wage compliance. The engineers estimate was \$63,900 and the low bid was \$59,850 which is 6.3% lower.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-0 vote to authorize the General Manager to award a contract to Best Drilling and Pump Company for well rehabilitation at Well 10 at a cost of \$59,850 and to establish a contingency amount of \$5,985 (10% of contract) to cover the cost of unforeseen or additional work.

Cost Sharing Agreement for Allocation of cost for Watermaster and Watermaster's Legal Services for ULARA – Mr. Gould reported that in 2008 a cost sharing agreement was agreed to by CVWD, City of Glendale, City of Burbank, City of San Fernando, and Los Angeles Department of Water and Power which allocates responsibility among the agencies for Watermaster service costs based on the proportion to their three-year annual average extractions of groundwater from each basin. Richard C. Slade & Associates was approved by the ULARA Administrative Committee (AC) to be the independent Watermaster. LADWP stated that in accordance with their policy, a contract cannot be renewed after 3 consecutive terms. The AC prepared a RFP and it was sent out to consultants specializing in Watermaster consulting service in March 2017. Two firms submitted proposals (Richard C. Slade & Associates and Wildermuth Environmental, Inc.) and were interviewed in July 2017. Richard C. Slade & Associates was selected. The AC completed a revised cost sharing agreement for the next three year period from January 1, 2018 to December 31, 2020. Downey Brand has provided legal counsel for the Watermaster since 2011, and has decided not to seek an extension to their contract. They will however, continue to assist the Watermaster until new legal counsel is in place.

Following discussion:

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 4-0 vote to authorize the General Manager to enter into a three year cost sharing agreement between CVWD, the City of Glendale, the city of Burbank, the City of San Fernando, and the Los Angeles Department of Water and Power regarding the allocation of costs for Watermaster and Watermaster's Legal Services for the ULARA Groundwater Basins.

District Banking – Mr. Love reported that CVWD has been banking with Wells Fargo for approximately 20 years. He also stated that the District has not been impacted by any of the highly publicized banking practices attributed to Wells Fargo Bank. Following discussion, the

Board has asked staff to consider shopping around with other banks to compare the costs with Wells Fargo.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Love reported on staffing, GM Activities, Finance, Engineering and Operations. He discussed the First Quarter Budget Variance Report, Cost Containment, Groundwater Production, and the progress on Oak Creek and Well 2 projects that are under construction. Three employees have work anniversaries in November. Stephen Korejwo – 4 years, Alex Sandoval – 18 years, Ron Mitchell – 24 years. As of November 9th, the District has gone 1,248 days without a lost time accident.

ATTORNEY – Mr. Bunn reported on Governor Brown's proclamation to make water conservation a way of life and the bills to accomplish this have become two years bills. However there is a parallel effort at the State Water Board to define the permanent water waste regulation, like no washing vehicles unless there is a shut off valve, no run off from landscape, only serving water at restaurants by request, and allowing hotels guest the options of not having the linens washed. The CVWD conservation ordinance mirrors the proposed regulations.

REPORTS OF COMMITTEES

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

Finance Committee – Director Tejeda reported that the Committee met on November 3, 2017 and reviewed the first quarter budget variance, cost containment items for FY 2017/18, and the MTBE fund policy.

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

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

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

Emergency Planning Committee – Director Bodnar reported that the Committee will meet on November 17, 2017 at 9:00 a.m.

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

DIRECTORS ORAL REPORTS

Director Bodnar reported he took a webinar on the art of reducing OPEB liabilities. He found some positives regarding setting up the trusts, and suggested we do more. We should look at trying to fund more annually. He attended the Finance Committee meeting on November 3,

2017. He renewed his AB1234, ethics education training and reminded the Board that they need to take this training every two years.

Director Claessens – No Report

Director Tejada reported she attended the Women’s Club Ribbon Cutting & Opening and saw Director Claessens and his wife.

Director Putnam – No Report

Director Erickson – Absent

CLOSED SESSION – No reportable items.

ADJOURNMENT

There being no other business to come before the Board at 8:45 p.m., it was moved by Director Bodnar, seconded by Director Claessens and carried by a 4-0 vote that the meeting be adjourned in honor of Veteran’s to December 5, 2017 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

Action Item #2



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Established 1908

To: Board of Directors, Crescenta Valley Water District

From: Thomas S. Bunn III

Date: December 5, 2017

Re: Board meeting schedule

As you know, the legislation combining my client Newhall County Water District with Castaic Lake Water Agency will go into effect January 1, creating the Santa Clarita Valley Water Agency (SCV Water). The initial board of directors of SCV Water will include all the directors from both agencies.

The SCV Water board of directors has decided to keep both me and Castaic's general counsel for an interim period of three to six months, after which they may choose a single general counsel.

The board also determined that their board meetings will be held the first and third Tuesdays of the month. I told them I had a conflict with Crescenta Valley meetings, but that was the only time that worked for all 15 of their directors.

One possible solution is for Crescenta Valley to move its regular board meetings to different days of the month. I would request that the board consider whether a different schedule would work. While there may be other solutions, I would prefer being able to attend the board meetings of both entities.

Thank you for your consideration.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3
December 5, 2017

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: Revised Job Description for Plant Coordinator

ACTION ITEM:

Approval of Revised Job Description – Consideration and motion to approve an updated job description and compensation range for the Plant Coordinator position.

Recently staff reported to the Board that our Plant Coordinator, Roy Spaulding, will be retiring on January 30, 2018 after 27 years of service to the District.

Staff took this opportunity to review this position and held internal discussions with employees who interact with the Plant Coordinator position on a daily basis, including Dennis Maxwell and his supervisors, to see if the current job description is still accurate and also to see if this position could be amended to add new duties to help them perform their jobs more efficiently. It was the consensus of the group that this position would be more valuable to the District if we could hire someone with a skill set that would allow him/her to continue to do the duties performed by Mr. Spaulding, but also allow this person to provide more support in performing statistical analysis, maintaining databases and spreadsheets, monitoring performance against budgets for the various departments at Glenwood, preparing bid solicitations for purchases, and maintain daily water production data prepare reports.

Staff has met and conferred with the Union (AFSCME) regarding the new job duties outlined in the attached job description and if the title of Plant Coordinator should be amended. Staff did consider changing the title of the position to Buyer/Storekeeper or Operations & Maintenance Assistant. Following discussions with the Union, it was agreed that the original title of Plant Coordinator was appropriate for the duties of the position. We also have agreed upon a new compensation range for this position in recognition of the enhanced skill set that we will be seeking. The new range is equivalent to the Maintenance Worker II position in the current MOU (\$4,414 - \$5,915) compared to the old scale of (\$4,142 - \$5,551).

Staff has included both the old job description titled Buyer/Storekeeper – Operations & Maintenance Assistant that was modified with the track changes to show the changes and the new Plant Coordinator job description for your review. Staff would like to begin recruiting for Mr. Spaulding's replacement as soon as possible with the hopes of having someone in place before his retirement. In order to accomplish this goal, we need to begin advertising immediately so we can conduct interviews in late December or early January and make a selection and job offer quickly.

RECOMMENDATION:

It is staff's recommendation that the Board approve the revised job description for the Plant Coordinator as presented and the corresponding change in the salary scale to \$4,414 - \$5,915.

Prepared by:

Submitted by:

Ron L. Mitchell
Secretary-Treasurer

Thomas A. Love
General Manager

PLANT COORDINATOR

(REVISED NOVEMBER 2017)

Definition/Summary

Under the supervision of the District's Superintendent of Operations and Maintenance, the Plant Coordinator performs responsible administrative and technical support to the Operations and Construction departments; orders, receives, stores, and distributes materials and equipment at a central warehouse; operate warehouse equipment; and operate a vehicle in the pick-up and delivery of materials; compiles and inputs data and generates a variety of statistical and analytical reports. Also reports attendance information to the Accounting Department and performs related duties as assigned.

Essential Functions

- Orders, receives, inspects, counts, and stores materials and supplies.
- Verifies the accuracy of shipments, resolving problems and discrepancies.
- Operates warehouse equipment (including a forklift) in connection with the receipt, storage, and issue of materials.
- Review requisitions and issue purchase orders for materials and services on computer.
- Research product information, availability and pricing with various vendors on the internet and/or on the phone.
- Operates computerized inventory systems to identify items for reordering and controlling stock levels.
- Conducts periodic inventories of warehouse stock.
- Makes arithmetic or statistical calculations and creates and maintains data files in spreadsheets and databases.
- Assist Superintendent and Supervisors in monitoring performance against budgets and generate periodic reports and regular reports and documents.
- Assist Superintendent and Supervisors in preparing informal bid solicitations for purchases.
- Obtains and inputs daily water production data and compiles regular production reports.
- Operates a vehicle to pick-up items purchased and deliver materials and equipment.
- Maintains logs and records including vehicle maintenance records, fuel storage consumption, MSDS records and monthly safety meetings.
- Cleans the warehouse facility, keeping it in a clean, neat, and orderly condition.
- 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.
- Prepares and maintains various personnel records and type memos and reports for Field Supervisors.

Other Duties

- Answer phones, receive and respond to field crews on two-way radio, and control entry into the Glenwood Plant through security gates.

- Maintains Glenwood facility, opens/locks warehouse during business hours, issue new tools and personal protective equipment to field employees.
- Maintains proper work safety standards.
- Performs data entry and upkeep of various Excel spreadsheets and reports.
- Scans and electronically files all material requisition sheets and job orders.
- Monitor the storage and disposal of scrap metal and hazardous materials.
- Set-up room break room for functions and gather all equipment and materials needed.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Basic budgetary, accounting, and purchasing practices and procedures.
- Methods used in receiving, inspecting, and storing materials and equipment.
- Microsoft Office applications, Outlook and knowledge of databases.
- Delivery and distribution systems.
- Inventory control methods.
- Operation of computerized inventory systems.
- Principles of work safety.

Ability to:

- Perform a variety of ordering, receiving, storage, and material distribution assignments at a centralized warehouse.
- Operate motor vehicles and warehouse equipment.
- Use computer systems and software applicable to updating and maintaining inventory records.
- Follow oral and written directions.

Typical Physical Activities

- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: Some work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. Temperature: Some work time in temperatures above 80 and below 60 degrees.
4. Humidity: Work in areas with potential to have high humidity.
5. Wetness: Occasionally works in the rain getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of responsible experience in performing receiving, storage, and inventory work at a warehouse facility.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License will be required at the time of appointment. Failure to obtain or 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.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for the last two (2) years.

General Certifications: **Possess** and **maintain** Distribution 1 (D-1) certification as required (D-2 preferred) by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within eighteen (18) months. Failure to obtain this certification will result in disciplinary action up to and including termination.

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

Employee Signature

Date

Supervisor Signature

Date

BUYER/STOREKEEPER OPERATIONS & MAINTENANCE ASSISTANT

(FORMERLY PLANT COORDINATOR: REVISED AUGUST 2014 OCTOBER 2017)

Definition/Summary

Under the supervision of the District's Superintendent of Operations and Maintenance, the ~~Buyer/Storekeeper~~ Operations & Maintenance Assistant performs responsible administrative and technical support to the Operations and Construction departments; orders, receives, stores, and distributes materials and equipment at a central warehouse; operate warehouse equipment; and operate a vehicle in the pick-up and delivery of materials; compiles and inputs data and generates a variety of statistical and analytical reports. Also reports attendance information to the Accounting Department and performs other duties as required.

Essential Functions

- Orders, receives, inspects, counts, and stores materials and supplies.
- Verifies the accuracy of shipments, resolving problems and discrepancies.
- Operates warehouse equipment (including a forklift) in connection with the receipt, storage, and issue of materials.
- Review requisitions and issue purchase orders for materials and services on computer.
- Research product information, availability and pricing with various vendors on the internet and/or on the phone.
- Operates computerized inventory systems to identify items for reordering and controlling stock levels.
- Conducts periodic inventories of warehouse stock.
- Makes arithmetic or statistical calculations and creates and maintains data files in spreadsheets and databases.
- Assist Superintendent and Supervisors in monitoring performance against budgets and generate periodic reports and regular reports and documents.
- Assist Superintendent and Supervisors in preparing informal bid solicitations for purchases.
- Obtains and inputs daily water production data and compiles regular production reports.
- Operates a vehicle to pick-up items purchased and deliver materials and equipment.
- Maintains logs and records including vehicle maintenance records, fuel storage consumption, MSDS records and monthly safety meetings.
- Cleans the warehouse facility, keeping it in a clean, neat, and orderly condition.
- 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.
- Prepares and maintains various personnel records and type memos and reports for Field Supervisors.

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Other Duties

- Answer phones, receive and respond to field crews on two-way radio, and control entry into the Glenwood Plant through security gates.
- Maintains Glenwood facility, opens/locks warehouse during business hours, issue new tools and personal protective equipment to field employees.
- Maintains proper work safety standards.
- Performs data entry and upkeep of various Excel spreadsheets and reports.
- Scans and electronically files all material requisition sheets and job orders.
- Monitor the storage and disposal of scrap metal and hazardous materials.
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- Performs related duties as assigned.

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- Microsoft Office applications, Outlook and knowledge of databases.
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- Principles of work safety.

Ability to:

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- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust and significant temperature changes between cold and heat.
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4. Humidity: Work in areas with potential to have high humidity.
5. Wetness: Occasionally works in the rain getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of responsible experience in performing receiving, storage, and inventory work at a warehouse facility.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License will be required at the time of appointment. Failure to obtain or 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.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for the last two (2) years.

General Certifications: **Possess** and **maintain** Distribution 1 (D-1) certification as required (D-2 preferred) by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within eighteen (18) months. Failure to obtain this certification will result in disciplinary action up to and including termination.

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

~~Revised: August 2014~~

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CRESCENTA VALLEY WATER DISTRICT FINANCING CORPORATION

2700 Foothill Boulevard
La Crescenta, California 91214

Agenda for the Annual Meeting

**To be held: December 5, 2017 after the completion of the Crescenta Valley
Water District Regular Agenda**

Posted: December 1, 2017 at 3:00 p.m.

Call to Order

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.

Consent Calendar

1. Consideration and Approval of the Minutes of the Meeting, December 6, 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 any action being taken. This opportunity is non-transferable and speakers are limited to one two (2) minute comment.

1. **Election of Board Officers**– Election of President, Vice President and other officers of the Board of Directors of the Crescenta Valley Water District Finance Corporation for 2018.
2. **Report of Financial Compliance**

Board Member Request for Future Agenda Items

Adjournment

**CRESCENTA VALLEY WATER DISTRICT
FINANCE CORPORATION
REGULAR MEETING, BOARD OF DIRECTORS**

December 6, 2016

The Meeting of the Board of Directors of Crescenta Valley Water District Finance Corporation was held on December 8, 2015, at 8:35 p.m., in the office of the District, at 2700 Foothill Boulevard, La Crescenta, California, with President Kerry D. Erickson presiding.

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

Directors:	James D. Bodnar
	Michael L. Claessens
	Kerry D. Erickson
	Kenneth R. Putnam
	Judy L. Tejada
Attorney:	Thomas S. Bunn III
Executive Director:	Thomas A. Love
Secretary-Treasurer	Ron L. Mitchell
District Engineer:	David S. Gould

Public Comments – There were no public comments.

Consent Calendar

It was moved by Director Bodnar, seconded by Director Claessens, and carried by a 5-0 vote to approve the Minutes of the Regular Meeting held on December 8, 2015.

ACTION CALENDAR

Election of Officers – After discussion, the following officers of the Finance Corporation were elected unanimously:

President:	James D. Bodnar
Vice President:	Michael L. Claessens
Secretary-Treasurer:	Ron L. Mitchell
Executive Director:	Thomas A. Love

Report of Financial Compliance– Mr. Mitchell informed the Board that all funds were spent on projects in previous years and that the District was in compliance with all reporting requirements.

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 vote to accept the financial report.

ADJOURNMENT

There being no other business to come before the Board, at 8:38 p.m., the meeting was adjourned.

APPROVED:

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

**CRESCENTA VALLEY WATER DISTRICT
FINANCE CORPORATION
BOARD OF DIRECTORS - STAFF REPORT**

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: **Report of Financial Compliance**

Action Item No.2
December 5, 2017

ACTION ITEM:

2 Report of Financial Compliance

The District issued Certificates of Participation in 2007 through the CVWD Finance Corporation with net proceeds of \$8,780,218. The proceeds were used to pay for various capital improvement projects and the funds were expended in full by the end of the 2013-14 fiscal year. The District is in compliance with all bond reporting requirements.

In 2017 the District refinanced the 2007 Certificates of Participation issuance with a private placement loan with Pacific Western Bank and this transaction was completed in October 2017. Because the refinance was with a private institution, the District is no longer required to report continuing disclosure to the SEC.

Prepared by:

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