

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, December 12, 2017 at 7:00 p.m.

Posted: December 8, 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

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 December 5, 2017.
2. Ratification of Disbursements for November 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. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Michelle Glavan & Joseph Nagy at 4749 Ramsdell Ave.
2. **Procurement of SCADA Equipment for CVWD's Well 2 and Related Facilities, Project E-956** – Consideration and motion to authorize the General Manager to award a contract for the procurement of SCADA equipment and programming to Tesco Controls, Inc. for the Well 2 and related facilities project at a cost of \$32,920.
3. **8-inch Water Main Replacement on the 2700, 3000 & 3100 Blocks of Brookhill Ave., Project E-982** – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Robert Brkich Construction for the construction of 2,700 lineal feet of pipeline replacement on the 2700, 3000 & 3100 blocks of Brookhill Ave. at a cost of \$742,800 and establish a contingency amount of \$74,280 (10% of contract) to cover the cost of unforeseen or additional work.
4. **Investment Policy for 2018** – Consideration and motion to adopt Resolution No. 739 setting forth the District's Investment Policy for 2018.
5. **Organizational Assessment** – Discussion on assessment of organizational structure, status and completion plan.
6. **Emergency Response Preparedness** – Discussion of emergency response during December 5-9, 2017 and future actions for emergency response preparedness.

Information Items

Written Communications to District/Board

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.

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

December 5, 2017

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of November 14, 2017, a Regular Meeting was held on December 5, 2017, at 7:30 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 Kenneth R. Putnam Judy L. Tejada
Attorney:	Thomas S. Bunn
General Manager:	Thomas A. Love
Secretary-Treasurer:	Ron L. Mitchell (Absent)
District Engineer:	David S. Gould (Absent)
Others Present:	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 Erickson to lead the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Putnam, seconded by Director Claessens and carried by a 5-0 vote to amend the agenda to add Emergency Response Plan as action item #4, and to find that the item came up after posting of the agenda and required immediate action.

It was moved by Director Putnam, seconded by Director Claessens and carried by a 5-0 vote that the Agenda for the Regular Meeting of December 5, 2017 be adopted as amended.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Kathy Ross said she had no formal report from FMWD. She is here to observe the Board Reorganization.

CONSENT CALENDAR

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on November 14, 2017.

ACTION CALENDAR

Board Reorganization – Director Bodnar asked for nominations for the office of President of the Board of Directors for calendar year 2018.

Director Claessens placed the name of James Bodnar for nomination for the office of President of the Board of Directors for 2018. Hearing no other nominations, Director Bodnar declared the nomination closed. Director James Bodnar was elected unanimously as President of the Board for 2018 by a 5-0 vote.

Director Bodnar asked for nomination for the office of Vice President of the Board of Directors for calendar year 2018.

Director Tejeda placed the name of Michael Claessens for nomination for the office of Vice President of the Board of Directors for 2018. Hearing no other nominations, Director Bodnar declared the nomination closed. Director Michael Claessens was elected unanimously as Vice President of the Board for 2018 by a 5-0 vote.

Discussion Regarding Board Meeting Schedule – Mr. Bunn reported the legislation combining Newhall County Water District with Castaic Lake Water Agency will go into effect January 1, 2018, creating Santa Clarita Valley Water Agency will include all the directors from both agencies. The SCV Board decided to keep counsel from both agencies for an interim period of three to six months. The board also determined that their Board meetings will be held on the first and third Tuesdays each month. Mr. Bunn has requested the Crescenta Valley Board consider changing the date and time of Board meetings. Following discussion the Board has decided to table this until the January 9, 2018 meeting.

Approval of Revised Job Description – Mr. Love reported that the Plant Coordinator, Roy Spaulding will be retiring on January 30, 2018. Staff reviewed the job description, and spoke with employees, and the Superintendent who interact with the Plant Coordinator to see if the current job description is accurate and to see if this position could be amended to add new duties to help them perform their jobs more efficiently. Staff also met and conferred with the Union (AFSCME) regarding the new job duties and new compensation.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-1 (Erickson) vote to approve an updated job description and compensation range for the Plant Coordinator position.

Emergency Response Plan – Mr. Love reported that due to the Red Flag alert and nearby Creek Fire, an Emergency Response Plan - Stage 1 alert was activated. Dennis Maxwell reported intermittent power failures and recommended deployment of the portable generators. Staff was on alert and inspected the Districts facilities, and Mark Hass reported the radio antennas were fine and have withstood the winds. Director Claessens had been updating on Nextdoor.com. Raymond Dodge reported all emergency generators were in place and set up. Mr. Love also

reported that he released six employees from work to secure their homes. Dennis Maxwell also reported that they are maintaining 13.1 million gallons of water in the reservoirs.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – No Report

ATTORNEY – No Report.

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 had not met; however a meeting will be scheduled as needed.

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 met on November 17, 2017 at 9:00 a.m. and discussed the FMWD Mutual Aid Agreement, the Great Shakeout mini drill, CERT presentation, and CVWD Emergency Response Plan Status.

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 on December 2nd he attended the Christmas Parade. He also would like to have the Board discuss future participation in the parade.

Director Claessens – No Report

Director Tejeda reported that she attended the JPIA conference last week and will share more at the next meeting.

Director Putnam – No Report

Director Erickson – No Report

CLOSED SESSION – No closed session.

ADJOURNMENT

There being no other business to come before the Board at 8:43 p.m., it was moved by Director Tejada, seconded by Director Claessens and carried by a 5-0 vote that the meeting be adjourned to December 12, 2017 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

NOVEMBER 2017



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	11/7	Los Angeles County Public Works	Excavation permits	8,622.00	
0	11/14	Los Angeles County Public Works	Excavation permits	1,566.01	
0	11/14	CalPERS	10/2017 Contributions	19,724.08	11,902.30
0	11/22	Los Angeles County Public Works	Excavation permits	3,556.80	
0	11/27	Southern California Edison Co.	Power purchased 11/2017	24,058.19	288.14
36557	11/3	Ron Mitchell	Health Reimbursement - INS-148RM	224.47	149.65
36558	11/7	Acme Wiping Materials	4 boxes of rags	144.25	144.25
36559	11/7	Affordable Generator Services, Inc.	Remove and replace tires on 4 portable generators	2,283.01	
36560	11/7	Airgas USA, LLC	Monthly cylinder rental for 10/2017	178.81	178.80
36561	11/7	AMEC Foster Wheeler Environment	M-980 - Service through 09/29/17	1,372.50	
36562	11/7	Ameripride Uniform Services, Inc	Uniform rentals 10/2017	728.67	242.89
36563	11/7	Anawalt Lumber & Materials Co.	Misc hardware 10/2017	82.73	98.56
36564	11/7	Allyson Anderson	Refund Check	357.03	
36565	11/7	Aqua - Metric Sales, Co.	1" Iperl meters for stock	44,277.43	
36566	11/7	ARC	Monthly MSP supply paper	2,115.50	705.15
36568	11/7	Regino Avalos	Clear brush Cresta Heights and cut oleanders at Encinal Reservoir	1,925.00	
36569	11/7	AVAYA Financial Services	Land line support for 10/2017	380.72	126.90
36570	11/7	Cannon	E-956 services thorough 09/30/17	9,149.87	
36571	11/7	Capital One Commercial	Misc supplies 10/2017	249.00	248.98
36572	11/7	Caroline Cardino	Refund Check	45.06	
36573	11/7	CCS Interactive, Inc.	Web hosting for 11/2017	78.75	26.25
36574	11/7	Cerdant, Inc.	Network security for 11/2017	206.25	68.75
36575	11/7	Jin Cho	Refund Check	55.83	
36576	11/7	Choice Pest Control	Monthly service at Mills House & Well 9 10/2017	90.50	12.50
36577	11/7	City of LA Bureau Sanitation	Sewerage facilities charge Jan/Feb 2017		45,772.70
36578	11/7	Colonial Life & Accidents Ins.	Employee paid insurance for 11/2017	183.61	
36579	11/7	Dataprose LLC	Postage & printing Control 1-4 10/2017	1,509.91	1,509.91
36580	11/7	Dell Financial Services	Contract lease 10/2017	727.71	242.57

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
36581	11/7	Direct Connection	Business cards for Judy Tejada & Pete Hilke	75.92	75.92
36582	11/7	Do-it Center	Misc hardware 10/2017	555.01	10.00
36583	11/7	First Choice	Coffee service plant & office	99.52	99.52
36584	11/7	Foothill Car Wash, Lube & Oil	Oil changes for Units #44 & #46	131.14	43.71
36585	11/7	Graybar Electric Co., Inc.	E-956 Well - pole mounting kits; UPS; replacement batteries; remote cards	1,950.29	
36586	11/7	Gsolutionz Professional Services	Land line support 11/2017	275.54	91.84
36587	11/7	Harper & Associates Eng, Inc	E-970 -Services for Oak Creek Reservoir rehabilitaion	5,400.00	
36588	11/7	Laura Brewer & Emily Havey	Refund Check	77.86	
36589	11/7	Home Depot Credit Services	Misc supplies for E-956 - Well 2	1,171.99	
36590	11/7	John Robinson Consulting, Inc.	Services for 08/2017 M-965	1,800.00	
36591	11/7	L.A. County Dept. Public Works	Excavation permit E-972	246.21	
36592	11/7	James Lee	Special Comp license D1 - reimbursement class & exam, certificate	619.99	
36593	11/7	Jensen Lee	Refund Check	467.71	
36594	11/7	Adam Lid	Refund Check	82.44	
36595	11/7	Lincoln Financial Group	Dental, Life & Disability Insurane for 11/2017	3,430.69	2,396.49
36596	11/7	McCall's Meter Sales & Service	Replacement of flow meters at Oak Creek & Cresta Heights	924.94	
36597	11/7	Northern Safety Co., Inc	Safety glasses clear lens	128.52	42.84
36598	11/7	O'Reilly Auto Parts	Misc parts & supplies 10/2017	136.72	45.57
36599	11/7	Office Depot - Credit Plan	Misc supplies 10/2017	29.27	29.27
36600	11/7	Ohlund Management & Technical	CVWD organizational assessment	5,250.00	5,250.00
36601	11/7	Paper Cuts, Inc	Paper shredding 10/2017	2.50	2.50
36602	11/7	Paveco Construction Inc	List 18-05 at various sites	12,136.07	
36603	11/7	Plumbers Depot Inc	Leader hose, sewer hose, fittings for Vactor truck		4,174.45
36604	11/7	Plumbers Depot Inc	Electric Jetter with hose and cart		2,628.00
36605	11/7	Ramco	Dumping fees 10/2017	2,400.00	
36606	11/7	Ready Refresh by Nestle	Distilled water	39.91	
36607	11/7	Red Wing Shoe Store	Safety boots for Jim Halaszynski	401.35	133.78
36608	11/7	Registrar- Recorder County Clerk	Voter notification post cards	2,272.73	2,272.73
36609	11/7	Robert Brkich Const. Corp	E-972 Pennsylvania main repalcement progress payment #2	180,637.61	
36610	11/7	Royal Industrial Solutions	Stainless steel adjustable swing arm	343.25	
36611	11/7	SA Associates	E-956 services through 09/2017	52,874.00	
36612	11/7	Sawyer Petroleum	55 gallon drum of turbo oil for boosters	2,581.88	721.69
36613	11/7	Arthur Schaefer	Refund Check	54.67	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
36614	11/7	Phil Shackel	Refund Check	499.14	
36615	11/7	Barbara Shows	Refund Check	81.01	
36616	11/7	Spectrum Business	Data communications 10/2017 Office	2,133.63	711.21
36617	11/7	Spectrum Business	Data communications 10/2017 Glenwood	2,138.39	712.80
36618	11/7	St Water Resource Control Brd.	Renewal for Grade D4 Morgen Durose	105.00	
36619	11/7	St Water Resource Control Brd.	Renewal for Grade D3 Cory Whitman	90.00	
36620	11/7	St Water Resource Control Brd.	Renewal for Grade D2 Brook Yared	60.00	
36621	11/7	Staples Business Advantage	Misc supplies 10/2017	176.56	176.56
36622	11/7	Star Brite Bldg. Maintenance Inc	Janitorial services 11/2017	618.75	206.25
36623	11/7	Adrian Stark	Refund Check	50.00	
36624	11/7	Sully-Miller Contracting Co.	9.19 tons cold mix	919.08	
36625	11/7	Systemated Business Products	Laser printed A/P checks	111.07	111.06
36626	11/7	The Gas Company	Gas purchased 10/2017 Mills house & Glenwood Plant	33.01	11.01
36627	11/7	Toro's Lawnmower & Garden	Spark plug, air cleaner, oil	36.44	12.15
36628	11/7	Underground Service Alert/SC	Underground notification 10/2017	235.20	78.40
36629	11/7	Univar USA Inc	1,472 gallons of liquid bleach for Glenwood and Mills Plant	2,616.98	
36630	11/7	Vision Service Plan Co-(CA)	Group Vision for 11/2017	289.17	192.78
36631	11/7	Waste Management - Sun Valley	Disposal service 11/2017 office	781.70	260.56
36632	11/7	Yale Chase Materials Inc	Parts for forklift - Unit #17	31.29	10.43
36633	11/14	ACV Systems, LLC	Electric repairs at Ordunio Res.	1,201.41	
36634	11/14	ACWA Joint Powers Ins Authority	Group Health for 12/2017	33,622.54	21,853.91
36635	11/14	ARC	E-982 Plans & specs	937.76	165.24
36636	11/14	Astra Industrial Services, Inc	Rubber kit for back flow	29.93	
36637	11/14	AT&T	Voice communication 11/2017	169.01	56.34
36638	11/14	AT&T Mobility	Cell phone service 10/08/17 to 11/07/17	963.70	321.23
36639	11/14	BC Laboratories, Inc	Water analysis	4,638.25	
36640	11/14	BC Laboratories, Inc	Water analysis	2,896.40	
36641	11/14	BC Laboratories, Inc	Water analysis	12,432.15	
36642	11/14	BC Laboratories, Inc	Water analysis	4,756.50	
36643	11/14	BC Laboratories, Inc	Water analysis	4,486.50	
36644	11/14	BC Laboratories, Inc	Water analysis	3,227.50	
36645	11/14	Bonnars Equipment Rentals	Concrete & trailer for E-956	287.62	
36646	11/14	Campbell's Automotive Service	Unit #49 - Replace battery and change oil		308.80
36647	11/14	City of Glendale	Glendale Utility tax for July-October 2017	29,392.40	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
36648	11/14	City of Glendale - Permits	Excavation permits	4,918.00	
36649	11/14	City of Los Angeles	Capital and O & M installment of ASSSC		170,826.00
36650	11/14	Dodge Data & Analytics	E-982 advertise in green sheets	936.25	
36651	11/14	Eurofins Eaton Analytical Inc.	Water analysis	618.00	
36652	11/14	Eurofins Eaton Analytical Inc.	Water analysis	288.00	
36653	11/14	Foothill Municipal Water	Purchase water delivery 10/2017	292,451.52	
36654	11/14	Grainger	E-956 Galvanized caps & disposable respirators	178.19	46.35
36655	11/14	Graybar Electric Co., Inc.	Wall mounted enclosures, padlocking door and vinle tape	342.55	342.55
36656	11/14	LA County Tax Collector	Annual Property tax for FY 07/2017 to 06/2018 - 1st installment	6,625.24	2,208.40
36657	11/14	Mail Finance	Postage machine rental 12/8/17 to 03/07/18	184.96	184.95
36658	11/14	New Image Landscaping	Landscape maintenance 11/2017	902.50	177.50
36659	11/14	New Pig Corp.	Absorbent mat pads for lift station		419.21
36660	11/14	Newegg, Inc.	Replacement workstations and wireless mice	3,267.60	
36661	11/14	Orchard Supply Hardware	Misc hardware 10/2017	503.60	138.46
36662	11/14	Paveco Construction Inc	List 2017-18-04 - various paving locations	11,120.58	
36663	11/14	Plumbers Depot Inc	Parts to repair large plumbing snake		932.46
36664	11/14	Pres Tech Equipment Company	Repairs, parts, new equipment for Unit #3	448.31	149.44
36665	11/14	Reliable Road Service, Inc.	Replace brake pads on unit #2	229.50	76.50
36666	11/14	Robert Brkich Const. Corp	E-972 retention payment	14,337.24	
36667	11/14	Royal Industrial Solutions	Replacement of cellular phone modems for Glendale sewer diverter		1,448.80
36668	11/14	Serge's Automotive	Unit #23 - Replace tire and adjust brakes	219.73	73.24
36669	11/14	Shell	Gas purchased 10/2017	1,489.48	496.50
36670	11/14	SmartSign LLC	LED stop-slow sign and mounting pole	405.29	135.09
36671	11/14	South Coast Air Quality	Emissions fees & permit for generator @ Glenwood Plant	505.74	
36672	11/14	Spectrum Business	Internet Office 11/2017	134.96	45.00
36673	11/14	St Water Resource Control Brd.	Grade D4 renewal Dave Spain	105.00	
36674	11/14	Sully-Miller Contracting Co.	Minimum load charge	42.45	
36675	11/14	Sunbelt Rentals, Inc.	Manlift rental for Ordunio Mixer station	1,024.91	
36676	11/14	Univar USA Inc	1650 gallons of bleach at Mills/Glenwood	4,266.81	
36677	11/14	Western Water Works	10 x 12 repair clamps & parts for 8" gate valve	1,176.91	
36678	11/16	Ron Mitchell	Health Reimbursement - Ron Mitchell	92.73	61.82
36679	11/16	Mark Hass	Health Reimbursement - Mark Hass	67.68	45.12
36680	11/22	Aflac	Employee paid insurance for 11/2017	1,406.69	
36681	11/22	All American Landscape Co.	Landscape maintenance 11/2017	217.50	72.50

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
36682	11/22	AVAYA Financial Services	Land line lease 11/2017	380.72	126.90
36683	11/22	BC Laboratories, Inc	Water Analysis	2,979.40	
36684	11/22	California Water Environment	Collection System Maint. Grade 1 renewal - R. Dodge	85.00	
36685	11/22	Choice Pest Control	Monthly service at Mills House & Well 9 11/2017	90.50	12.50
36686	11/22	Direct Connection	Graphic design website ad - water sprinklers	91.97	30.66
36687	11/22	Eurofins Eaton Analytical Inc.	Water analysis	2,278.00	
36688	11/22	Global Equipment Company	Nano dry lubricant (case)		194.84
36689	11/22	Grainger	Miscellaneous safety supplies	64.13	64.12
36690	11/22	Great America Leasing Corp.	Kyocera copier lease	218.46	218.45
36691	11/22	James T. Halaszynski	Tri State Seminar reimbursement - meals	239.24	79.74
36692	11/22	LA Dept Water and Power	Power purchased 11/2017	47.04	
36693	11/22	Lagerlof, Senecal, Gosney & Kr	Emergency Preparedness coordinator	1,116.19	50.81
36694	11/22	Kimberly Lund	Refund Check	60.52	
36695	11/22	Microflex Corporation	Sewer latex gloves	400.27	133.42
36696	11/22	Mimecast North America, Inc.	Email security	262.50	87.50
36697	11/22	Newegg, Inc.	Replacement workstations, memory, licenses, and wireless mice	4,217.74	
36698	11/22	Newegg, Inc.	Wireless keyboards and mice	356.94	
36699	11/22	Northern Safety Co., Inc	Rubber coated gloves	182.25	60.75
36700	11/22	Reliance Safety Consultants	Competent Person/Trenching & Shoring training	937.50	312.50
36701	11/22	Sawyer Petroleum	357.1 gallons of clear diesel fuel at Glenwood	1,046.11	348.70
36702	11/22	Simpler Systems	Monthly maintenance for 11/2017	375.00	125.00
36703	11/22	Spectrum Business	Data Communication - 11/2017 Glenwood	74.98	25.00
36704	11/22	Stemar Equipment & Supply Co.	Pipe laying bars & burlap bags	139.80	139.79
36705	11/22	Sully-Miller Contracting Co.	8.09 tons cold patch	809.47	
36706	11/22	Wells Fargo Card Services	Gould: Tri State Seminar - hotel (Boyce, Halaszynski); board dinner	2,449.21	374.86
36707	11/22	Wells Fargo Card Services	Hass: Monthly recurring charges; computer hardware & software; test equipment; repairs rolling gates at Glenwood Plant	2,888.08	442.18
36708	11/22	Wells Fargo Card Services	Love: Board meeting dinner	154.98	51.66
36709	11/22	Wells Fargo Card Services	Maxwell: Lunch with ACWA/JPIA risk manager; food and supplies for safety lunch; sewer valve; tires for Unit #51	386.00	79.79
36710	11/22	Wells Fargo Card Services	Mitchell: CUEMA Summit (hotel, gas); repair ice maker at Glenwood Plant; parking for notary training class & exam	358.15	95.11

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
36711	11/22	Wells Fargo Card Services	Scott: Water Smart Innovations Conference - (hotel, air, transportation, meals); cell phone charger; parking at water meeting; lunch with DPH inspector and operators	384.31	33.32
36712	11/22	Western Water Works	1"air/vaccum relief valve and 20 utility pumps	1,316.30	389.92
Subtotals				\$ 883,438.19	\$ 286,282.75
Total Disbursements for November 2017				\$ 1,169,720.94	

Payroll Report for November 2017

Directors	\$ 1,080.00
Office Regular Payroll	\$ 117,343.00
Office OT	\$ 954.00
Plant Regular Payroll	\$ 111,007.00
Plant OT & Standby	\$ 9,897.00
Employer Payroll Taxes	\$ 15,185.00
Payroll Service Charges	\$ 432.00
Total Payroll	\$ 255,898.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1

December 12, 2017

To: Honorable President and Members of the Board of Directors

From: Ron L. Mitchell – Secretary-Treasurer

Subject: Appeal of a High Water Bill

ACTION ITEM:

Appeal of a High Water Bill – Consideration and possible action to grant a request for relief from a high water bill by Michelle Glavan & Joseph Nagy at 4947 Ramsdell Ave.

BACKGROUND:

Michelle Glavan & Joseph Nagy are tenants at the property located at 4749 Ramsdell Ave, since July 1, 2016 and they have experienced high water use during the May-June 2017 and July-August 2017 billing cycles.

While reading the meter for the June 30, 2017 billing period, staff discovered that the property had a high usage of 59,000 gallons (59 units). The property's average water usage for the May-June billing period over the last few years was within Tier 2, with a high of 14 units.

- July 10, 2017, staff went back out to re-read the water meter and check for any leaks. The results showed there were no leaks and the water usage reading was correct.
- July 11, 2017, staff requested a download of the water meter usage. The results showed that the irrigation system was in use and was watering every day for a 30-day period.
- On July 11, 2017, staff called and left a message regarding the download.

While reading the meter for the August 30, 2017 billing period, staff again discovered that there was high water usage of 70,000 gallons (70 units). The property's average water usage for the July-August billing period over the last few years was within Tier 2, with a high of 9 units.

- September 8, 2017, staff went back out to re-read the water meter and check for any leak. The results again showed no leaks and the water usage reading was correct.
- September 13, 2017, staff sent a letter to the resident about the increase during the May-June 2017 and July-August 2017 billing cycles.
- September 15, 2017, staff again requested a download of the water meter usage. The results again showed that the irrigation system was in use and was watering every day for a 30-day period.
- On September 15, 2017, staff emailed customer regarding the download, and severely over watering.
- September 25, 2017, Mr. Love requested another water meter usage download as he was planning to meet with the customers. The most recent water meter usage download showed that customers had changed or fixed the irrigation system as of September 16, 2017, which the download showed the consumption dropping.

November 1, 2017, staff received a letter from the residents requesting a leak adjustment which showed that they had repaired the irrigation system in their yard. Staff processed a leak adjustment in the amount of \$300.00, which is the maximum amount staff is allowed to adjust a bill.

Staff received another letter from Ms. Glavan and Mr. Nagy on November 30, 2017 requesting an additional adjustment to their May-June 2017 and July-August 2017 bills to be reviewed by the Board of Directors.

There have been similar situations requesting bill adjustments that have been brought to the Board's attention. In the past, the Board has directed staff to recalculate the customer's bill in question by charging only the Tier 2 rate for all usage over the average consumption for that period.

May-June 2017 Bill:

If staff uses that same methodology, the average consumption for the May-June billing period for this account is 14 units. Total consumption was 59 units for the 2017 bill and that the extra 33 units would be billed at the Tier 2 rate.

Staff has prepared a "re-calculated billing" which shows the billing for the period would be \$484.38 instead of \$600.54, which will result in a difference of **\$116.16.**

July-August 2017 Bill:

The average consumption for the August billing period for this account is 9 units. Total consumption was 70 units for the 2017 bill and that the extra 44 units would be billed at Tier 2 rate.

Staff has also prepared a "re-calculated billing" which shows the billing for the period would be \$583.43 instead of \$745.35, which will result in a difference of **\$161.92.**

RECOMMENDATION:

The total credit based on the "re-calculated bills" May-June 2017 and July-August 2017 bills would be **\$278.08.** Staff had previously applied a \$300.00 credit adjustment, which was greater than the "re-calculated bills" credit, therefore staff is recommending no additional credit adjustment to the bills.

If the Board so chooses, the remaining balance can be placed on an amortization schedule for Ms. Michelle Glavan and Mr. Joseph Nagy.

Prepared by:

Submitted by:

Ron L. Mitchell
Secretary-Treasurer



Thomas A. Love
General Manager

Attachments:

g:\management\board meeting staff reports\2017\11-14-17 board memo - relief request 4947 Ramsdell.docx



**CRESCENTA VALLEY
WATER DISTRICT**
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590

ACCOUNT NUMBER

031758-000

SERVICE ADDRESS

4749 RAMSDELL

DUE DATE

08/03/17

BILLING PERIOD

05/01/17 to 06/30/17

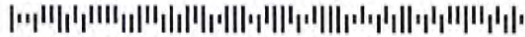
TOTAL CHARGES

\$600.54

AMOUNT ENCLOSED

\$

AUTOSCH 5-DIGIT 91214 7 PS5 102235RA11-A-1
1633 1 AV 0.370



JOE NAGY & MICHELLE GLAVAN
4749 RAMSDELL AVE
LA CRESCENTA CA 91214-2843

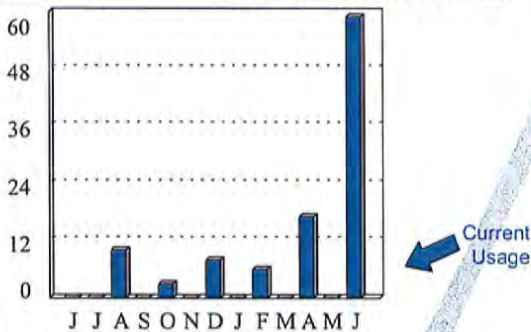
CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590



DETACH AND RETURN THIS REMITTANCE PORTION OF THE BILL WITH YOUR PAYMENT
KEEP THIS PORTION FOR YOUR RECORDS

STATEMENT OF ACCOUNT

ACCOUNT NUMBER	SERVICE ADDRESS	BILL DATE	DUE DATE	BILLING PERIOD	
031758-000	4749 RAMSDELL	06/30/17	08/03/17	05/01/17 to 06/30/17	
METER NUMBER	COMMENTS	PRIOR READ	CURRENT READ	USAGE (IN 1,000 GAL)	USAGE LAST YEAR
79751159		64	123	59	0

WATER USAGE in THOUSAND GALLONS**SUMMARY OF CHARGES**

Previous Balance	\$194.16
Payment on 06/09/2017	\$(194.16)
Water Usage Charges	
Tier 1 - 10 x \$4.39 (Basic Usage 0-10 Units)	\$43.90
Tier 2 - 16 x \$6.91 (Average Usage 11-26 Units)	\$110.56
Tier 3 - 33 x \$10.43 (High Usage 27 + Units)	\$344.19
Water Service Charge	\$41.06
Sewer Service Charge	\$45.95
Sewer Flow Charge (Winter Water Use)	\$14.88

TOTAL DUE**\$600.54**

Thank you to the community for the significant efforts to conserve water. The District is now in "Blue Alert". Outdoor watering before 9:00 a.m. and after 5:00 p.m. is allowed any day of the week with a recommendation of no more than 3 days per week. Local groundwater levels are at historic lows, but this year's rainfall should replenish local wells over the next 18 months. This combined with the improved State water supply situation allows the District to relax the conservation alert.



If you have questions regarding this bill or dispute the amount charged, the District's Rules and Regulations (Article 8.05G) permit you to submit a complaint or request an investigation. This process must be commenced by you delivering the complaint or request to the District in writing at least five (5) calendar days of receipt of this bill.

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA 91214

FOR MORE INFORMATION
VISIT OUR WEB SITE AT
www.cvwd.com

BILLING INQUIRIES: (818) 248-3925
OFFICE HOURS MON-FRI 8:00 AM - 4:30 pm
24 HR. EMERGENCY #: (818) 249-2185

CRESCENTA VALLEY
WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA, CA 91214-3590

ACCOUNT NUMBER	SERVICE ADDRESS
031758-000	4749 Ramsdell
DUE DATE	
8/3/2017	05/01/17 to 06/30/17
TOTAL CHARGES	AMOUNT ENCLOSED
\$484.38	\$

Joe Nagy & Michelle Glavan
4749 Ramsdell Ave.
La Crescenta, CA 91224-5476

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD.
LA CRESCENTA CA 91214-3590

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

CORRECTED STATEMENT

ACCOUNT NUMBER	SERVICE ADDRESS	DUE DATE	BILLING PERIOD
031758-000	4749 Ramsdell	8/3/2017	05/01/17 to 06/30/17
METER NUMBER	CURRENT READ	PRIOR READ	USAGE
79751159	123	64	59

SUMMARY OF CHARGES

Previous Balance	\$194.16
Payment on 06/09/2017	(\$194.16)
Tier 1 - 10 x \$4.39 (Basic Usage 0-10 Units)	\$43.90
Tier 2 - 16 x \$6.91 (Average Usage 11-26 Units)	\$110.56
Tier 3 - 11 x \$10.43 (High Usage 27 + Units)	\$0.00
Tier 2 - 33 X \$6.91	\$228.03
Water Service Charge	\$41.06
Sewer Service Charge	\$45.95
Sewer Flow Charge (Winter Water Use)	\$14.88

TOTAL DUE **\$484.38**



**CRESCENTA VALLEY
WATER DISTRICT**
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590

ACCOUNT NUMBER

031758-000

SERVICE ADDRESS

4749 RAMSDELL

DUE DATE

10/05/17

BILLING PERIOD

07/01/17 to 08/31/17

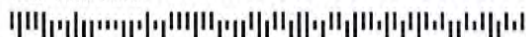
TOTAL CHARGES

\$745.35

AMOUNT ENCLOSED

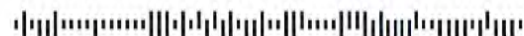
\$

AUTOSCH 5-DIGIT 91214 7 PS5 103541RA11-A-1
1620 1 AV 0.370



JOE NAGY & MICHELLE GLAVAN
4749 RAMSDELL AVE
LA CRESCENTA CA 91214-2843

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590

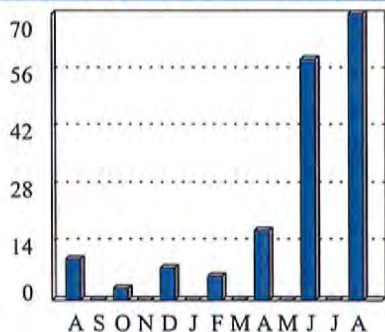


DETACH AND RETURN THIS REMITTANCE PORTION OF THE BILL WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

STATEMENT OF ACCOUNT

ACCOUNT NUMBER	SERVICE ADDRESS	BILL DATE	DUE DATE	BILLING PERIOD	
031758-000	4749 RAMSDELL	08/31/17	10/05/17	07/01/17 to 08/31/17	
METER NUMBER	COMMENTS	PRIOR READ	CURRENT READ	USAGE (IN 1,000 GAL)	USAGE LAST YEAR
79751159		123	193	70	10

WATER USAGE in THOUSAND GALLONS**SUMMARY OF CHARGES**

Previous Balance	\$600.54
Payment on 08/02/2017	\$(600.54)
Water Usage Charges	
Tier 1 - 10 x \$4.58 (Basic Usage 0-10 Units)	\$45.80
Tier 2 - 16 x \$7.21 (Average Usage 11-26 Units)	\$115.36
Tier 3 - 44 x \$10.89 (High Usage 27 + Units)	\$479.16
Water Service Charge	\$47.92
Sewer Service Charge	\$45.95
Sewer Flow Charge (Winter Water Use)	\$11.16

TOTAL DUE**\$745.35**

Thank you to the community for the significant efforts to conserve water. The District is now in "Blue Alert". Outdoor watering before 9:00 a.m. and after 5:00 p.m. is allowed any day of the week with a recommendation of no more than 3 days per week. Local groundwater levels are at historic lows, but this year's rainfall should replenish local wells over the next 18 months. This combined with the improved State water supply situation allows the District to relax the conservation alert.



If you have questions regarding this bill or dispute the amount charged, the District's Rules and Regulations (Article 8.05G) permit you to submit a complaint or request an investigation. This process must be commenced by you delivering the complaint or request to the District in writing at least five (5) calendar days of receipt of this bill.

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA 91214

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CRESCENTA VALLEY
WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA, CA 91214-3590

ACCOUNT NUMBER	SERVICE ADDRESS
031758-000	4749 Ramsdell
DUE DATE	
10/5/2017	07/01/17 to 08/31/17
TOTAL CHARGES	AMOUNT ENCLOSED
\$583.43	\$

Joe Nagy & Michelle Glavan
4749 Ramsdell Ave.
La Crescenta, CA 91224-5476

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD.
LA CRESCENTA CA 91214-3590

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

CORRECTED STATEMENT

ACCOUNT NUMBER	SERVICE ADDRESS	DUE DATE	BILLING PERIOD
031758-000	4749 Ramsdell	10/5/2017	07/01/17 to 08/31/17
METER NUMBER	CURRENT READ	PRIOR READ	USAGE
79751159	193	123	70

SUMMARY OF CHARGES

Previous Balance	\$600.54
Payment on 08/02/2017	(\$600.54)
Tier 1 - 10 x \$4.58 (Basic Usage 0-10 Units)	\$45.80
Tier 2 - 16 x \$7.21 (Average Usage 11-26 Units)	\$115.36
Tier 3 - 11 x \$10.89 (High Usage 27 + Units)	\$0.00
Tier 2 - 44 X \$7.21	\$317.24
Water Service Charge	\$47.92
Sewer Service Charge	\$45.95
Sewer Flow Charge (Winter Water Use)	\$11.16

TOTAL DUE **\$583.43**

Entry Date	Close Date	Account No	Comment
07/10/2017	07/10/2017	015393-000	rr 7/10/17 no leak rd 028470352
07/10/2017	07/10/2017	015500-000	rr 7/10/17 no leak rd 1315490
07/10/2017	07/10/2017	015608-000	rr 7/10/17 no leak rd 4018960
07/10/2017	07/10/2017	015678-000	rr 7/10/17 no b/o rd 020065551
07/10/2017	07/10/2017	015841-000	rr 7/10/17 no leak rd 017709996
07/10/2017	07/10/2017	015918-000	rr 7/10/17 0807910 .2 gpm, letter sent
07/10/2017	07/10/2017	016001-000	rr 7/10/17 .6 gpm rd 2288890, letter sent
07/10/2017	07/10/2017	016080-000	rr 7/10/17 no leak rd 1209260
07/10/2017	07/10/2017	016155-000	rr 7/10/17 no leak rd 019129273
07/10/2017	07/10/2017	016194-000	rr 7/10/17 no b/o rd 037818545
07/10/2017	07/10/2017	016205-000	rr 7/10/17 no b/o rd 0416210
07/10/2017	07/10/2017	016256-000	rr 7/10/17 no leak rd 023277266
07/10/2017	07/10/2017	016295-000	rr 7/17/17 .2 gpm rd 024923409, letter sent
07/10/2017	07/10/2017	016314-000	rr 7/10/17 no leak rd 0551850
07/10/2017	07/10/2017	016396-000	rr 7/10/17 no leak rd 037913343
07/10/2017	07/10/2017	025492-000	ee 7/7/17 no leak rd 0041650
07/10/2017	07/10/2017	025571-000	rr 6/7/17 no leak rd 0833894
07/10/2017	07/10/2017	025879-000	rr 7/10/17 no leak rd 2123000
07/10/2017	07/10/2017	025950-000	rr 7/7/17 .05 gpm rd 0246751-75, letter sent
07/10/2017	07/10/2017	027401-000	rr 6/7/17 no leak rd 0059613
07/10/2017	07/10/2017	027724-000	rr 7/10/17 no leak rd 046548052
07/10/2017	07/10/2017	028210-000	rr 7/7/17 no leak rd 1075177
07/10/2017	07/10/2017	028529-000	rr 7/7/17 .04 on 60 seconds rd 090282242, letter sent
07/10/2017	07/10/2017	028586-000	rr 7/10/17 no leak rd 017735685
07/10/2017	07/10/2017	028696-000	rr 7/10/17 no leak rd 046611483
07/10/2017	07/10/2017	028783-000	rr 7/7/17 no leak rd 0185649
07/10/2017	07/10/2017	029314-000	rr 7/10/17 no leak rd 042107919
07/10/2017	07/10/2017	029597-000	rr 7/7/17 very small leak rd 0241867.31, letter sent
07/10/2017	07/10/2017	029789-000	rr 7/10/17 no leak rd 3962220
07/10/2017	07/10/2017	030050-000	rr 7/10/17 no leak rd 052194732
07/10/2017	07/10/2017	030395-000	no leak check customer doing laundry rd 2290080
07/10/2017	07/10/2017	030471-000	rr 7/7/17 no leak rd 0811519
07/10/2017	07/10/2017	030496-000	rr 7/10/17 no leak rd 0811050
07/10/2017	07/10/2017	030757-000	rr 7/7/17 no leak rd 1224.760
07/10/2017	07/10/2017	030857-000	rr 7/10/17 no leak rd 011370229
07/10/2017	07/10/2017	030864-000	rr 7/10/17 no leak check customer was using water rd 1245620
07/10/2017	07/10/2017	030972-000	rr 7/7/17 no leak rd 0149850
07/10/2017	07/10/2017	031084-000	rr 7/10/17 no leaks rd 033078489
07/10/2017	07/10/2017	031132-000	rr 7/10/17 no leak rd 030588396
07/10/2017	07/10/2017	031148-000	rr 7/7/17 .20 gpm rd 0241330, letter sent
07/10/2017	07/10/2017	031185-000	rr 7/7/17 no leak rd 0070428
07/10/2017	07/10/2017	031268-000	rr 7/10/17 no leak rd 035480267
07/10/2017	07/10/2017	031307-000	rr 7/7/17 no leak rd 0071029
07/10/2017	07/10/2017	031331-000	rr 7/7/17 no leak rd 0263299
07/10/2017	07/10/2017	031444-000	rr 7/7/17 no leak rd 004142621
07/10/2017	07/10/2017	031529-000	rr 7/7/17 .05 gpm rd 1041515, letter sent
07/10/2017	07/10/2017	031741-000	rr 7/10/17 no leak rd 1222220
07/10/2017	07/10/2017	031755-000	rr 7/7/17 no leak rd 0784346
07/10/2017	07/10/2017	031758-000	rr 7/10/17 no leak rd 013765267
07/10/2017	07/10/2017	031766-000	rr 7/7/17 no leak rd 0385805
07/10/2017	07/10/2017	031825-000	rr 7/10/17 no leak rd 0045749.92
07/10/2017	07/10/2017	031839-000	rr 7/7/17 no leak rd 0131949
07/10/2017	07/10/2017	031862-000	rr 7/7/17 possible leak rd 0123989, letter sent
07/10/2017	07/10/2017	031881-000	rr 7/10/17 no b/o rd 037712342
07/10/2017	07/10/2017	031887-000	rr 7/10/17 1402240, water was in use
07/10/2017	07/10/2017	032080-000	rr 6/7/17 no leak rd 0145733

CVWD
hollw

Utility Billing
Service Request Form

12/1/2017 - 7:48 AM

Request Number: 000132-07-2017
Account Number: 031758-000

Last Updated By: telld
On: 7/21/2017

Account Status: Active

Name: JOE NAGY & MICHELLE GLAVAN
Billing Address: 4749 RAMSDELL
LA CRESCENTA, CA 91214

Home Phone: 3109686452
Business Phone:
Service Address: 4749 RAMSDELL

Request Date: 7/11/2017

Request Description: Down load meter info for 6/30/17 billing

Service Date: 7/11/2017

Service Description: 07/11 - Jake - DL - read: 013905662 - watering every day and using a lot of water - DT LVM

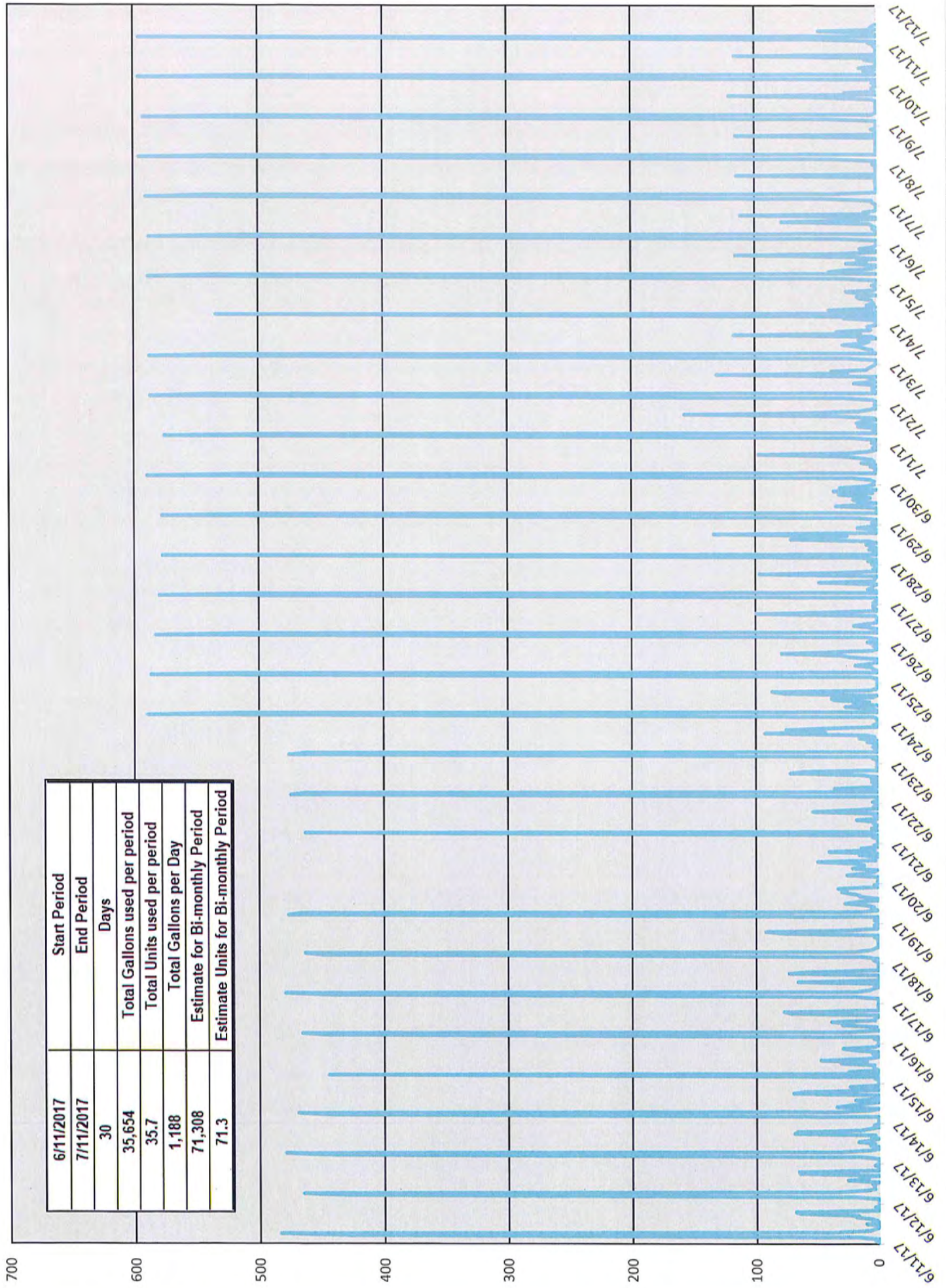
Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	37-0130	79751159			Ipearl	Ipearl.754	207
	10/31/2017	14	4				

Location: (WLK UP) - 15'N OF DR - 8'FROM BT

Comments:

Follow up needed? yes no Serviced By: _____ Date: _____ Time: _____

Water Use 4749 Ramsdell from 06/11/17 to 07/11/17



Entry Date	Close Date	Account No	Comment
09/11/2017	09/11/2017	031268-000	rr 9/8/17 no leak rd 036787848
09/11/2017	09/11/2017	031444-000	rr 9/8/17 no leak rd 007591410
09/11/2017	09/11/2017	031468-000	rr 9/8/17 no leak rd 002528601, increase letter sent
09/11/2017	09/11/2017	031481-000	rr 9/8/17 .15 gpm rd 5216310, letter sent
09/11/2017	09/11/2017	031504-000	rr 9/11/17 .24 gpm rd 0858343, letter sent
09/11/2017	09/11/2017	031758-000	rr 9/8/17 no leak rd 019555801, increase letter sent
09/11/2017	09/11/2017	031867-000	rr 9/8/17 .2 gpm rd 006695588, letter sent
09/11/2017	09/11/2017	031887-000	rr 9/8/17 no leak rd 1428390
09/11/2017	09/11/2017	031964-000	rr 9/8/17 no leak rd 0562110, increase letter sent
09/11/2017	09/11/2017	031991-000	rr 9/8/17 .1 gpm rd 1267970, increase letter sent
09/11/2017	09/11/2017	032133-000	rr 9/8/17 no leak rd 035745614
09/11/2017	09/11/2017	032207-000	rr 9/8/17 .2 gpm rd 3705810, letter sent
09/11/2017	09/11/2017	032338-000	rr 9/8/17 .02 gpm rd 0638665, letter sent
09/11/2017	09/11/2017	032360-000	rr 9/8/17 no leak rd 049559391
09/11/2017	09/11/2017	032401-000	rr 9/8/17 no b/o rd 054559460
09/11/2017	09/11/2017	032410-000	RR 9/8/17 no leak rd 081998994
09/11/2017	09/11/2017	032471-000	rr 9/8/17 no leak rd 1649260
09/11/2017	09/12/2017	013470-000	rr 9/8/17 no leak rd 014806158
09/11/2017	09/12/2017	014652-000	rr 9/8/17 no leak rd 009319081, increase letter sent
09/11/2017	09/12/2017	027848-000	rr 9/8/17 no leak rd 0863490, increase letter sent
09/11/2017	10/20/2017	006090-000	9/11/17 will pay on 09/25/17
09/11/2017	10/20/2017	007727-000	09/11 - cust lives alone and is having a handyman come to see if there are any leaks.

Records Printed:

124

CVWD
hollw

Utility Billing
Service Request Form

12/1/2017 - 7:49 AM

Request Number: 000148-09-2017
Account Number: 031758-000

Last Updated By: telld
On: 9/26/2017

Account Status: Active

Name: JOE NAGY & MICHELLE GLAVAN
Billing Address: 4749 RAMSDELL
LA CRESCENTA, CA 91214

Home Phone: 3109686452
Business Phone:
Service Address: 4749 RAMSDELL

Request Date: 9/15/2017
Request Description: Down load meter info

Service Date: 9/15/2017
Service Description: 09/15 - David - DL - cust is severly over watering - DT emailed DL

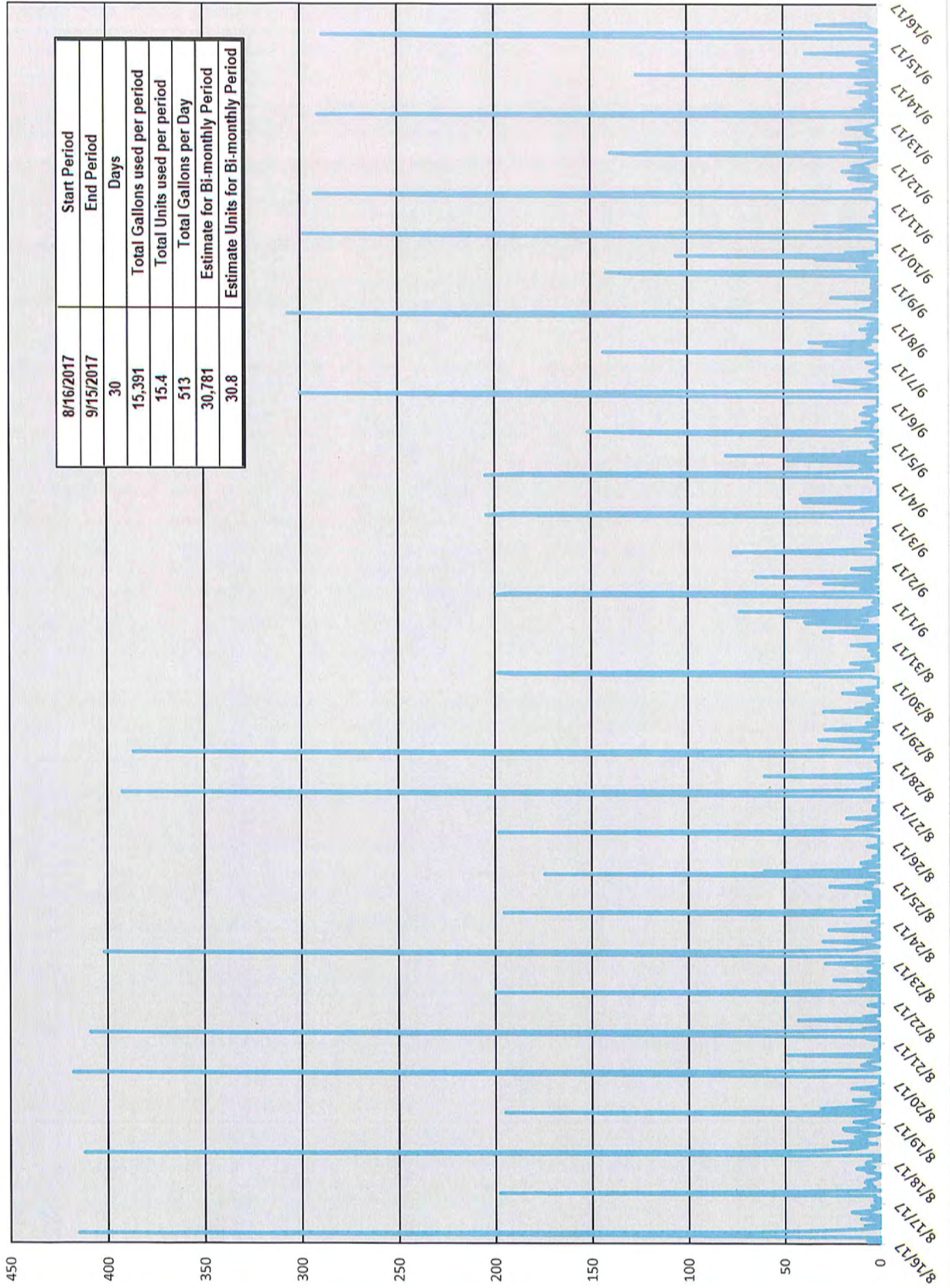
Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	37-0130	79751159			Ipearl	Ipearl.754	207
	10/31/2017	14	4				

Location: (WLK UP) - 15'N OF DR - 8'FROM BT

Comments:

Follow up needed? yes no Serviced By: _____ Date: _____ Time: _____

4749 Ramsdell #3 from 08/16/17 to 09/15/17





Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejada
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Michael L. Claessens

Officers

Thomas A. Love, P.E.
General Manager
Ron L. Mitchell
Secretary-Treasurer

Sept 13, 2017

Joe Nagy & Michelle Glavan
4749 Ramsdell
La Crescenta, CA 91214

RE: A/C #031758-000

Dear Customer:

The most recent reading of your water meter on August 31, 2017 indicates a substantially higher usage than your average consumption in a bi-monthly billing period. I have enclosed a copy of your five year consumption history for comparison. Each unit equals 1,000 gallons of water.

If you cannot account for this rise in usage, it is likely due to a leak in your plumbing system that you may not have discovered. We recommend that you check your plumbing system, such as stuck or mis-fitted toilet flapper plugs, dripping faucets, missing sprinkler heads, etc., and correct any leaks to avoid unnecessary loss of water and higher water bills.

This notice is provided as a service to help you avoid unnecessary costs and waste of a precious commodity in this time of water shortages. Because we are not responsible for the location or repair of leaks on your private property, we want to provide you with this information to help you to determine if there are actual leaks. If you have any questions regarding this notice, please contact our Customer Service Department at (818) 248-3925.

Sincerely,

CRESCENTA VALLEY WATER DISTRICT

A handwritten signature in cursive script, reading "Pam Leddy", is written over a horizontal line.

Pam Leddy
Administrative Assistant

CVWD
hollw

Utility Billing
Service Request Form

12/1/2017 - 7:49 AM

Request Number: 000254-09-2017
Account Number: 031758-000

Last Updated By: telld
On: 9/26/2017

Account Status: Active

Name: JOE NAGY & MICHELLE GLAVAN
Billing Address: 4749 RAMSDELL
LA CRESCENTA, CA 91214

Home Phone: 3109686452
Business Phone:
Service Address: 4749 RAMSDELL

Request Date: 9/25/2017
Request Description: Down load meter info

Service Date: 9/25/2017
Service Description: 09/25 - David & Steve - DL - customer finally turned sprinklers down - Tom met w cust

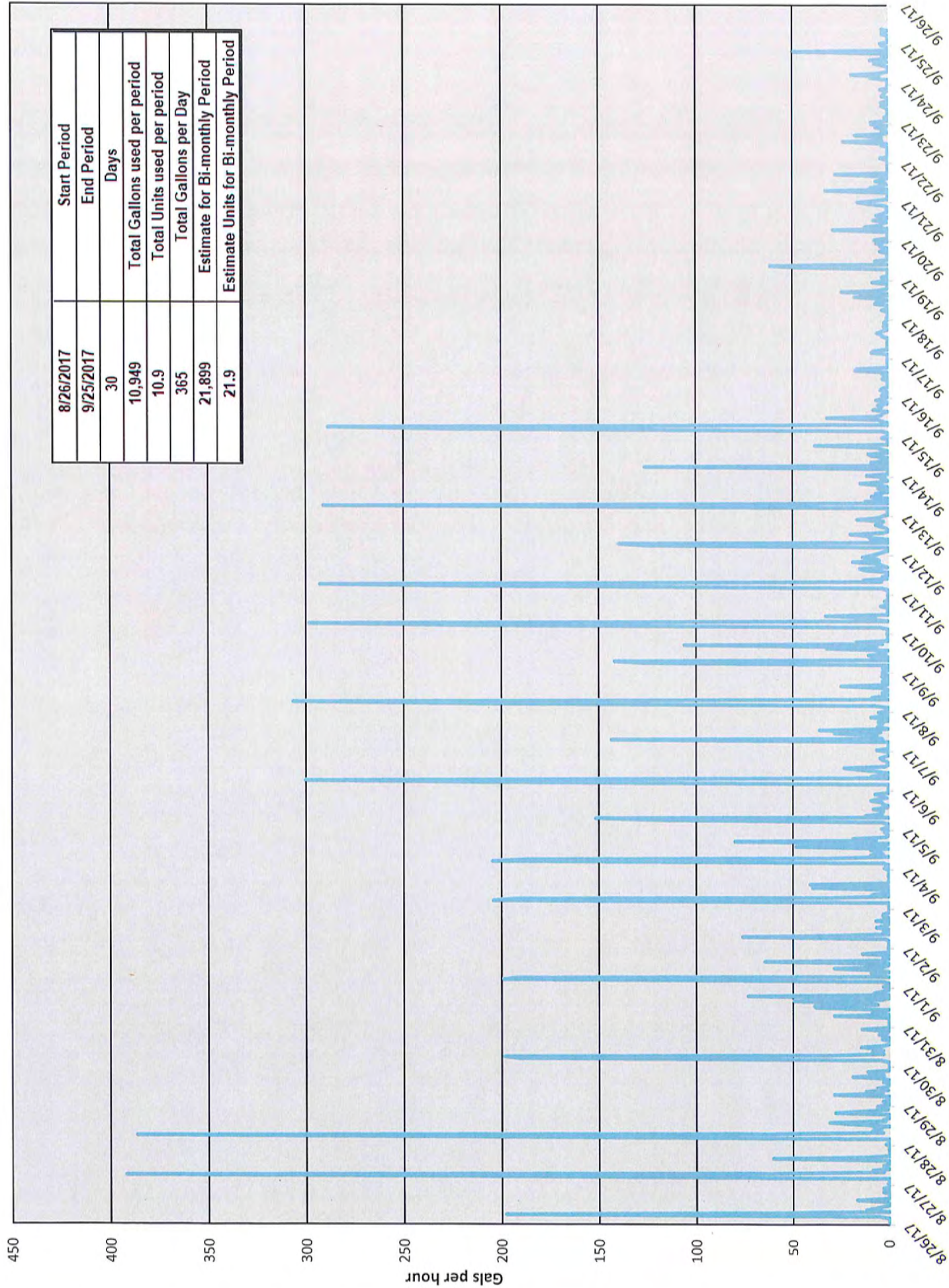
Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	37-0130	79751159			Ipearl	Ipearl.754	207
	10/31/2017	14	4				

Location: (WLK UP) - 15'N OF DR - 8'FROM BT

Comments:

Follow up needed? yes no Serviced By: _____ Date: _____ Time: _____

Water Use 4749 Ramsdell #4 from 08/26/17 to 09/25/17



Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214-3590
(818)248-3925

Nov. 1st, 2017

For the residential account:
#031758-000
Michelle Glavan & Joseph Nagy
4749 Ramsdell Ave.
La Crescenta, CA 91214
(310)968-6452

To Whom It May Concern:

Thank you for working with us during this process of figuring out where the leak is in our yard that caused two large bills of \$600 and \$745. You have been very helpful via phone calls and with sending reports—and it was especially helpful getting Thomas Love's input after meeting him during the Town Council Meeting—so, thank you for that and for your patience as we solve this leak problem. We've had to involve our landlord, since this house is a rental property, and we've also had to spend some time digging in the yard, so our apologies for it taking a few weeks to start this process of paying the large bill.

That being said, we've fixed the issue! Included here are photos and copies of receipts for the fixes.

We have been made aware of your (one-time only) forgiveness policy for leaks of this magnitude, so I wanted to begin that process and see if CVWD is able to provide some relief in the form of a discount to our bill.

Also included are copies of the past 2 bills (\$600 PAID and \$745 UNPAID), and a copy of our High Usage Notification Letter dated 9/13/17—almost 4 months after the high usage leak began. I was hoping both bills could be examined regarding your forgiveness policy since we were completely unaware for such a long time. As vegans, grey-water advocates, and conservationists, we are just as disgusted by the water waste as much as (if not more) than the cost incurred. We look forward to the day when our water meter can provide daily/weekly notifications on excess water usage, like other utilities do, but I know Thomas said this won't happen for some time.

Please let us know what else we can do to resolve this matter, and if need be we'd love to go in front of the board to plead our case and discuss some sort of additional financial relief, since the cost from the leak was tremendous.

Thank you for your time and cooperation! Looking forward to hearing from you.

Sincerely,

Michelle & Joe



USAGE HISTORY

11/06/2017 - 4:00 PM

Current Customer: 031758-000 Established On: 7/1/2016 Route # 37

Name: JOE NAGY & MICHELLE GLAVAN Address: 4749 RAMSDELL

Meter #: 79751159 Meter Size: .75 Status: A U/M: Gallons Meter Install Date: 2/1/2016

2017		2016		2015		2014		2013	
Jan	0	Jan	0	Jan	0	Jan	0	Jan	0
Feb	6	Feb	7	Feb	2	Feb	19	Feb	15
Mar	0	Mar	0	Mar	0	Mar	0	Mar	0
Apr	17	Apr	8	Apr	12	Apr	13	Apr	13
May	0	May	0	May	0	May	0	May	0
Jun	59	Jun	9	Jun	14	Jun	18	Jun	20
Jul	0	Jul	0	Jul	0	Jul	0	Jul	0
Aug	70	Aug	10	Aug	10	Aug	19	Aug	31
Sep	0	Sep	0	Sep	0	Sep	0	Sep	0
Oct	14	Oct	3	Oct	10	Oct	15	Oct	19
Nov	0	Nov	0	Nov	0	Nov	0	Nov	0
Dec	0	Dec	8	Dec	15	Dec	6	Dec	19

3 yr average = 13,000

$70 - 13 = 57,000$

$57 \div 2 = 28,500$

$28.5 \times 10.89 = 310.37$

*\$200. max
of - Rom*

CVWD
teld

Utility Billing
Service Request Form

11/6/2017 - 3:55 PM

Request Number: 000067-11-2017
Account Number: 031758-000

Last Updated By: teld
On: 11/6/2017

Account Status: Active

Name: JOE NAGY & MICHELLE GLAVAN
Billing Address: 4749 RAMSDELL
LA CRESCENTA, CA 91214

Home Phone: 3109686452
Business Phone:
Service Address: 4749 RAMSDELL

Request Date: 11/6/2017
Request Description: Check for leak, repairs made
Service Date: 11/6/2017

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	37-0130 10/31/2017	79751159 14	 4		Ipearl	Ipearl.754	207

Location: (WLK UP) - 15'N OF DR - 8'FROM BT

Comments:

No leak

MR= 0208328

Follow up needed? yes ☒

Serviced By: D. Pauling

Date: 11-7-17

Time: 8:25^{am}



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214

Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejeda
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Michael L. Claessens

Officers

Thomas A. Love, P.E.
General Manager
Ron L. Mitchell
Secretary-Treasurer

November 16, 2017

Michelle Glavan & Joe Nagy
4749 Ramsdell
La Crescenta, CA 91214

RE: Account No. 031758-000

Dear Ms. Glavan & Mr. Nagy:

Mr. Love has reviewed your account and problem with excessive water consumption causing a high billing for water service for your residence. He has asked me to personally reply to your request for assistance in the form of an adjustment.

While payment for all water consumption provided through your meter is your responsibility, the District recognizes your efforts to correct the cause of the water loss and is agreeable to a one-time adjustment. This adjustment normally consists of a 50% reduction of all water in excess of normal usage for the periods involved. However, the credit is limited to an amount not to exceed \$300.00. Therefore, we have credited your account for \$300.00. Your new balance is \$625.02. If you would like to make payment arrangements, please contact our Customer Service Department.

Please remember that the District has provided a one time adjustment only and future billings for water, even though they may be large, will be your responsibility.

Sincerely,

CRESCENTA VALLEY
WATER DISTRICT

Ron L. Mitchell
Secretary-Treasurer

RLM/wh
cc: Thomas Love

Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214-3590
(818)248-3925

Nov. 30th, 2017

RECEIVED

DEC 01 2017

CRESCENTA VALLEY
WATER DISTRICT

For the residential account:
#031758-000
Michelle Glavan & Joseph Nagy
4749 Ramsdell Ave.
La Crescenta, CA 91214
(310)968-6452

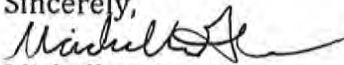
Dear Ron L. Mitchell, Thomas Love, and Directors of the board:

Thank you for the letter addressing the review of our account, as well as the credit of \$300. We are grateful for your time and cooperation in this matter, however we'd like to schedule a meeting to address the board in the hopes of granting additional financial support.

We recognize \$300 is significant in covering half of the \$600 bill (from May to June), but we'd like to ask for another credit to cover half of the \$745 bill (from July to August). We believe it is unfair and negligent on the part of CVWD to provide a High Usage Notification Letter (and finally providing usage reports) dated 9/13/17, when it should have been provided 2 months prior in July, after that initial \$600 bill. That prior bill alone showed water usage that more than tripled, which should have been a trigger for the notification immediately. The two month delay not only wasted water, but also now puts a heavy weight on our shoulders to pay an extremely highly-tiered water bill. More than half of the \$745 bill alone was from tier 3 water usage. To have a customer's water usage jump from 17,000 gallons in April, then more than triple to 60,000 gallons in June clearly shows a water leak, and because we are not given a daily, weekly or even monthly water report from CVWD, we as customers have a hard time noticing the problem without your help. Especially when the leak doesn't manifest visibly atop our yard.

Simply put, we'd like to talk to the board about this issue in the hopes we can have the \$300 credit to the first bill and an additional credit (to be discussed) to the second bill of \$745. After this one-time credit allowance, we understand there will be no more credits given regarding this water leak, and any future water problems will be solely our responsibility. But, we implore you to take into account that the delay and lack of reporting of our water usage has severely impacted our finances, and we kindly ask for more help in this matter.

Thank you for your time and consideration. The best days for us to schedule a meeting with the board in December are Monday through Friday in the mornings, or Monday through Wednesday in the afternoons. If you can provide some scheduling options, we'd greatly appreciate it.

Sincerely,

Michelle & Joe

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2

December 12, 2017

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Award of Contract - Procurement of SCADA Equipment for CVWD's Well 2 and Related Facilities, Project E-956

ACTION ITEM:

Award of Contract for the Procurement of SCADA Equipment for CVWD's Well 2 and Related Facilities, Project E-956 – Consideration and motion to authorize the General Manager to award a contract for the procurement of SCADA equipment and programming to Tesco Controls, Inc. for the Well 2 and related facilities project at a cost of \$32,920.

BACKGROUND:

CVWD received a grant from the Department of Water Resources (DWR) to reactivate Well 2 and construct a new nitrate removal treatment facility. The project will utilize a local water resource, increase CVWD's ability to use its adjudicated rights within the Verdugo Basin, reduce CVWD's dependence on imported water from MWD and reduce nitrate levels within the Verdugo Basin.

The project includes installation of a new 150 gpm submersible pump and motor, onsite piping, a pre-fabricated operations building, electrical and telemetry system, on-site storm drain line, on-site sewer line drain to waste, and on-site improvements. The project also includes the installation of a nitrate removal treatment facility (by APTwater) within a pre-fabricated "carport-type" structure, which will treat the groundwater below the MCL and remove nitrates from the Verdugo Basin.

APTwater was awarded a contract on December 8, 2015 for the design and installation of the ARoNite Nitrate Removal Treatment System for a total cost of \$625,000.

Royal Wholesale Electric was awarded a contract on May 16, 2017 at a cost of \$98,547 to provide the electrical motor control center (MCC), which has a long lead-time and will assist with the project schedule.

California Building Evaluation & Construction was awarded a contract on September 19, 2017 for the construction of Well 2 and related facilities at a cost of \$1,245,501.

DISCUSSION:

A key element of the project is for staff is to have the ability to remotely monitor and control the existing booster pumps, the new pump and motor for Well 2, the chlorination system and the new ARoNite Nitrate Removal Treatment System. This can be accomplished by upgrading the existing SCADA equipment and PLC/RTU programming at the site. Currently, the District's SCADA equipment and PLC/RTU programming is provided by Tesco Controls, Inc. (Tesco). Staff met with Tesco to discuss the scope of work for the project. Tesco provided a quote on December 6, 2017 (see attached), which includes programming the existing RTU to transmit water quality and flow data, update all SCADA alarms and graphics, and field service for any additional wiring or calibration for a total cost of \$32,920. Staff anticipates all changes and updates to be completed by late March 2018. The engineer's cost estimate for this portion of the project was \$50,000.

RECOMMENDATION:

It is staff's recommendation to award a contract to Tesco Controls, Inc. for the quote attached. Staff will contact Tesco to coordinate an agreement, insurance documents, and to start the shop drawing process, so as not to delay the project.

ENVIRONMENTAL REVIEW:

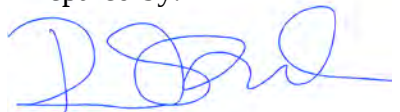
A California Environmental Quality Act (CEQA) Negative Declaration was approved on October 6, 2015.

FUNDING AVAILABILITY:

The following table shows that there are sufficient funds available for the project:

Account Description	Grant Cost Breakdown
Greater Los Angeles County IRWM 2015 Solicitation Implementation Grant	\$1,825,000
<i>Amount reimbursed from Grant (39%)</i>	<i>\$705,775</i>
<i>CVWD Costs (61%)</i>	<i>\$1,119,225</i>
Breakdown of Project Costs	
Approved Contract – SA Associated - Engineering Services	(\$197,000)
Approved Contract – APTwater for ARoNite Nitrate Treatment System	(\$625,000)
Approved Contract – Royal Wholesale Electric for MCC & Switch Board	(\$98,547)
Contractor's Bid Proposal – Well 2 Facilities	(\$1,245,501)
10% Contingency	(\$124,550)
Quality Control Inspection Services	(\$141,475)
SCADA Programing and equipment:	(\$32,920)
Estimate Cost – Soil Inspection, Permitting Fees, construction staking, and Misc work	(\$57,007)
Total Estimated Cost for Design & Construction	(\$2,522,000)
Amount Remaining for Well 2 Project	(\$697,000)
Transfer of funds from Pipeline Replacement (Move the replacement of the pipeline on 3200 & 3300 Blocks of Brookhill to FY 18/19)	\$235,000
Transfer of Funds from CVWD's MTBE Reserves	\$500,000
Remaining Funds	\$38,000

Prepared by:



David S. Gould, P.E.
District Engineer

Attachments:

Submitted by:



Thomas A. Love
General Manager

1. Tesco Control, Inc. quote dated 12/6/17

g:\management\board meeting staff reports\2017\12-12-17 board memo - e-956 scada ac.docx

To: Crescenta Valley Water District
Attn: David Gould
Re: Well 2 PLC Relocation and Program Additions

Quote Date: Dec. 6, 2017
Quote No.: 17L009Q01

Thank you for your interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. The scope of work includes Programming and Field Engineering Services for relocation of RTU-2 LIQ5 PLC into the new MCC Control Section. The scope also includes program additions requested by the Water District. Prior to project commencement, TESCO will coordinate a site meeting with the District Staff for clarification of required statuses of new nitrate treatment package and new well site equipment. All wire from the new MCC and Filter Package which will terminate into the relocated PLC shall be terminated and labeled onto termination blocks in the PLC section of the MCC.

The following shall be included:

- Modify PLC program to include new treatment package status and alarms per District supplied Project Plans and Specifications.
- Supply all program tags and points to District for integration into SCADA.
- Perform field termination from labeled terminal blocks to relocated LIQ 5 terminal blocks.
- Perform on site startup, calibration, and operational verification of PLC.
- Perform RTU operational and communication verification with District SCADA Operator.
- Supply revised PLC program O&M's including revised PLC I/O schematics.

Item	Qty	Description
1	Lot	TESCO Controls, Inc. Professional Services to Include: ▪ Engineering & Project Management (coordination, submittals, revised O&M's) ▪ PLC Programming (revisions to program, setpoint additions, testing and O&M's) ▪ Field Service – installation/relocation of LIQ5, wire terminations, calibrations, field testing, and startup
TOTAL FOR ITEM 1:		\$32,920.00

Project Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
 - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
 - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
 - Local control stations and/or field mounted disconnects.
 - Instrumentation, devices, components, or equipment not defined by the above quotation.
 - Fiber optic patch panels, cable, splicing or terminations.
 - Networking infrastructure or architecture modifications to existing facilities.
 - Any 3rd party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
 - Interconnection or loop diagrams for equipment not furnished by TESCO.
 - SCADA Configuration Services

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals: a Submittal Schedule will be provided approximately 3-5 weeks after receipt of purchase order, written notice of intent, or notice to proceed.
- Delivery: to be scheduled approximately 8-10 weeks minimum after submittal approval.
- Price does not include any sales tax, use tax, or applicable fees.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,



Richard Martinez

Technical Sales

TESCO Controls, Inc.

(916) 395-8800

(916) 730-9936 – Mobile

rmartinez@tescocontrols.com

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

December 12, 2017

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Award of Contract - Water Main Replacement on the 2700, 3000 & 3100 Blocks of Brookhill Ave., Project E-982

ACTION ITEM:

8-inch Water Main Replacement on the 2700, 3000 & 3100 Blocks of Brookhill Ave., Project E-982 – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Robert Brkich Construction, for the construction of 2,700 lineal feet of pipeline replacement on the 2700, 3000 & 3100 blocks of Brookhill Ave at a cost of \$742,800 and establish a contingency amount of \$74,280 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND:

The District's goal is to replace a minimum of 2,000 linear feet of pipeline which is 50 years or older, per year which was included as part of the FY 17/18 CIP budget. The pipelines planned to be replaced are on the 2700, 3000, & 3100 Blocks of Brookhill Ave and the 5000 Block of La Crescenta Ave. These pipelines are undersized (4-inch pipe), located within the parkway, have had numerous leaks over the last 5 years, and were installed in 1946 and 1947. The total amount of pipeline to be replaced will be 2,700 linear feet.

In addition, the pipeline will have to be relocated outside an LA County Flood Control Channel (Quail Creek Channel) since there is only 4 inches of pavement above the top of the concrete channel. Finally, a small portion of the project is at the intersection of Pennsylvania and Brookhill that will need to be coordinated with the City of Glendale. Glendale has been planning to re-surface Pennsylvania Ave from the 210 Freeway to Markridge for the past 2–3 years. They released a new project schedule with the work starting in March 2018. It is staff's goal to get this portion of the work completed before Glendale's project.

DISCUSSION:

On October 17, 2017, the Board authorized the General Manager to advertise for bids, for a second time, for the subject project. A mandatory pre-bid meeting was held on November 15, 2017 that was notified a minimum of five (5) days before the pre-bid meeting and was attended by six (6) contractors. CVWD specifications indicate that only contractors who attend this meeting are allowed to bid on the project.

On December 6, 2017, at 2:00 PM, the District opened and read the following bid proposals for this project:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	Brkich Construction	\$742,800
2	Toro Enterprises, Inc.	\$853,950
3	GRFCO	\$860,000
4	JA Salazar Construction	\$952,000
5	Dominguez General Engineering	\$1,063,200
6	E & R Construction	Declined to Bid

Staff has reviewed the bids received and determined that Robert Brkich Construction of Monrovia, CA was the lowest responsible bidder for the project. The engineer's estimate was \$686,400 and the low bid was \$742,800 or 8.2% more than the engineer's estimate.

Staff has worked with Robert Brkich Construction on previous pipeline projects for the District including 1,450 feet of pipe on the 4300 and 4400 Blocks of Pennsylvania Ave in 2017 and 2,650 feet of pipe on the 3000 & 3100 blocks of Paraiso Way in 2013.

RECOMMENDATION:

It is staff's recommendation to award the contract for the subject project to the lowest responsible bidder, Robert Brkich Construction at a cost of \$742,800 and establish a 10% contingency fund of \$74,280. Staff is also requesting transfer of \$175,000 from the Water Reserves Fund to make up for the budget shortfall.

A pre-construction meeting will be set as soon as the contract is awarded, the agreement is signed, and insurance documents have been delivered. Ms. Christina Olmedo will be the project manager and Mr. Cory Whitman will provide field inspection. In addition, staff will hold two (2) community meetings on the 3000/3100 Blocks of Brookhill and the 2700 Block of Brookhill prior to construction.

ENVIRONMENTAL REVIEW:

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

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 17/18 Water CIP– Water Distribution	\$760,000
Contractor Cost	<\$742,800>
Unforeseen or additional work (10% contingency)	<\$ 74,280>
Additional costs such as material purchase by CVWD, soils engineer, engineering & inspection labor costs	<\$ 95,000>
Total Construction Cost	<\$912,080>
Transfer funds from Water Fund Reserves	\$175,000
Amount Remaining in Water CIP – Distribution System	\$ 27,080

Prepared by:



Christina Olmedo
Assistant Engineer

Submitted by:



David S. Gould, P.E.
District Engineer

Attachments:

1. Bid Summary
2. Project Location Map

CRESCENTA VALLEY WATER DISTRICT

Title: 8-inch Water Main on the 2700, 3000, 3100 blocks of Brookhill Avenue

BID LOCATION:

CVWD's Office

E-Job No: E-982

TIME: 2:00 PM

Engineer's Estimate: \$624,000

DATE: 10/11/17

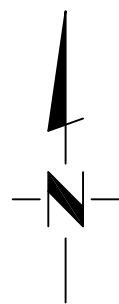
Project Manager: Christina Olmedo

BY: CO

CHECKED: DSG

DATE: 10/11/17

			Engineers Estimate		Toro Enterprises		JA Salazar Construction		Dominguez General Engineering		TE Roberts	
ITEM	DESCRIPTION	QUANTITY	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	Excavation and Backfill	4,000 LF	\$55.00	\$220,220.00	\$55.00	\$220,000.00	\$70.00	\$280,000.00	\$90.00	\$360,000.00	\$103.00	\$412,000.00
2	Resurfacing Trench	12,000 SF	\$8.00	\$96,240.00	\$9.50	\$114,000.00	\$9.00	\$108,000.00	\$15.00	\$180,000.00	\$12.00	\$144,000.00
3	8" CML & CMC Steel Pipe	2,700 LF	\$55.00	\$148,500.00	\$57.00	\$153,900.00	\$90.00	\$243,000.00	\$70.00	\$189,000.00	\$60.00	\$162,000.00
4	6" Fire Hydrant Assembly	7 EA	\$5,000.00	\$35,000.00	\$4,000.00	\$28,000.00	\$12,000.00	\$84,000.00	\$10,000.00	\$70,000.00	\$3,700.00	\$25,900.00
5	1-inch Water Services	73 EA	\$1,000.00	\$73,000.00	\$1,710.00	\$124,830.00	\$1,200.00	\$87,600.00	\$1,300.00	\$94,900.00	\$3,100.00	\$226,300.00
6	2-inch Blow-off	1 EA	\$4,500.00	\$4,500.00	\$2,900.00	\$2,900.00	\$7,200.00	\$7,200.00	\$5,000.00	\$5,000.00	\$5,300.00	\$5,300.00
7	Channel Crossing	1 EA	\$25,000.00	\$25,000.00	\$16,700.00	\$16,700.00	\$40,000.00	\$40,000.00	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00
8	Zone Valve Connection	1 EA	\$10,000.00	\$10,000.00	\$35,800.00	\$35,800.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00
9	Air Release	1 EA	\$5,500.00	\$5,500.00	\$4,000.00	\$4,000.00	\$6,500.00	\$6,500.00	\$4,000.00	\$4,000.00	\$6,000.00	\$6,000.00
10	Sample Station	1 EA	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$6,500.00	\$6,500.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00
11	Traffic Control	1 LS	\$4,540.00	\$4,540.00	\$26,600.00	\$26,600.00	\$12,000.00	\$12,000.00	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00
12	Replace Valve	2 EA	\$2,000.00	\$0.00	\$7,000.00	\$14,000.00	\$15,000.00	\$30,000.00	\$1,500.00	\$3,000.00	\$6,200.00	\$12,400.00
			EE	\$624,000.00	LOW	\$729,730.00	2ND	\$889,800.00	3RD	\$954,900.00	4TH	\$1,016,500.00



NOT TO SCALE

PROJECT LOCATION



COMMUNITY MEETING LOCATIONS



CRESCENTA VALLEY WATER DISTRICT PROJECT LOCATION MAP

8-INCH WATER MAIN INSTALLATION ON THE 2700, 3000, 3100 BLOCKS OF BROOKHILL AVE.,
AND 5000 BLOCK OF LA CRESCENTA, CA 91214. PROJECT E-982

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Item No. 4
December 12, 2017

To: Board of Directors
From: Ron L. Mitchell, Secretary-Treasurer
Subject: Resolution No. 739 – District Investment Policy

ACTION ITEM:

1. Resolution No. 739 District Investment Policy – Consideration and motion to adopt Resolution No. 739 outlining the District's Investment Policy for 2018.

BACKGROUND:

Annually the Secretary-Treasurer shall prepare and submit a statement of investment policy for monies not required for the immediate necessities of the local agency in accordance with provisions of California Government Code Sections 5922 and 53601 et seq. to the Board of Directors. This Investment Policy and any changes thereto, shall be considered at a public meeting.

The current Investment Policy is modeled after the state and Staff has consulted with legal counsel regarding any changes made by the legislature in the last year. Mr. Bunn informed me that there were some changes to Section 8.0 which are shown in strike-out form in the resolution. Other than those in Section 8.0, Mr. Bunn was not aware of any other changes by the Legislature during the year, including issues such as what percentage of moneys and types of permissible investment types, which have changed from the current policy. This policy also incorporates the amendment to previous policy that allows up to 50% of the total portfolio to be invested in securities with up to a 10-year maturity.

Even though several investment options are outlined and permissible by the state for the District to use for our funds, staff continues to follow the request of the Board to only place such funds in U. S. Treasuries, Federal Farm Credit Bank securities and the Local Agency Investment Fund (LAIF). It is still staff's request to keep all available options open for consideration.

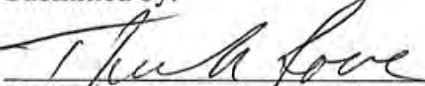
Recommendation

It is staff recommendation that the Board adopt Resolution No. 739 to approve the District's Investment Policy for the year 2018 as presented.

Prepared by:


Ron L. Mitchell, Secretary-Treasurer

Submitted by:


Thomas A. Love, General Manager

RESOLUTION NO. 739

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENTA VALLEY WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY

1. POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the Treasurer of the Crescenta Valley Water District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall be responsible for all transactions undertaken and shall make a monthly report of those transactions to the Board of Directors. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.
- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall either be:
 - (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally recognized statistical-rating organization; or
 - (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy. The Board of Port Commissioners and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Port Commissioners, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).
- k. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy.
- l. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments

under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund.

- m. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- n. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- o. Any mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "AA" or its equivalent or better ~~higher rating~~ for the issuer's debt as provided by a nationally recognized rating service and the securities shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.
- p. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000.00).
- q. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization and cannot exceed 30% of the District's moneys that may be invested pursuant to Section 53601.

9.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised by the Finance Committee periodically if determined necessary to meet District goals. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 REPORTING

The Treasurer shall submit to the Board of Directors an investment report at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third-party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months. The Treasurer shall maintain a complete and timely record of all investment transactions.

13.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the District. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on December 12, 2017. Resolution No. 739 was adopted by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
December 12, 2017

To: Honorable President and Members of the Board of Directors
From: Thomas Love – General Manager
Subject: **Organizational Structure**

ACTION ITEM:

Organizational Assessment – Discussion on assessment of organizational structure, status and completion plan.

BACKGROUND:

The District currently has 33 full time employees and 5 unfilled (vacant) positions as shown on the attached organization chart. Filling of any vacant position will be evaluated on a case by case basis. The employee's average tenure at the District is 16 years and average age is 50 years. Five to seven retirements are expected over the next three years.

In recognition of the importance to plan for future staffing needs and maintain an effective and efficient workforce the Board and management staff has identified Organizational Effectiveness as a strategic planning goal with the objectives of:

- Conduct staffing needs assessment
- Evaluate organizational structure
- Retain institutional knowledge
- Retain employees
- Implement cross training
- Maintain risk management and safety practices

In April 2017, the District retained Ohlund Management & Technical Services (OMTS) to conduct an organizational assessment. OMTS reviewed the current organizational structure, interviewed 30 of 33 employees and prepared a draft report. Given the impacts and implications of organizational structure changes on employees, the General Manager is giving appropriate consideration to the preliminary findings and recommendations in the draft report. A target date for finalization of the report will be determined following additional discussion with the Employee Relations Committee and Board.

DISCUSSION:

Management staff has been evaluating several alternative organizational structures in the near term (6 months to 1 year) and long term (3 to 5 years). As part of this evaluation, staff has reviewed the core responsibilities of each position which has been listed on the organization chart. Tasks and duties that are currently being performed have been identified as well as those which are not currently being completed. This information will be used to evaluate the workforce needs requirements. The current core responsibilities for each position are listed in the attached organization chart.

Near Term:

As previously mentioned, the District has five (5) vacant positions: Capital Projects Manager; Water Conservation Specialist; Accounting Clerk; Sewer Supervisor and; Crew Leader. The following modifications are being considered over the next 3 to 6 months:

1. Eliminate (leave vacant) Sewer Supervisor position and merge the sewer operations and maintenance with water maintenance under the supervision of the Construction Supervisor. Open two Crew Leader positions, one for water and one for sewer. *Net change 0 (internal fill).*

2. Fill the vacant Accounting Clerk position to offload general bookkeeping duties from the Accountant and also provide additional customer service support. This will allow the Accountant additional time for financial management including budget preparation and budget management and long term financial analysis and planning. This will also reduce the Program Specialist's time spent supporting customer service. *Net change +1 (use recently vacated Water Conservation Specialist position).*
3. Change the Capital Projects Manager position to Senior Engineer. Currently the District Engineer has six (6) direct reports resulting in more time spent supervising. This change would provide an additional level of supervision, enhancing staff development and allowing the District Engineer to focus on higher level planning, evaluation, and analysis. *Net change 0 (internal fill).*
4. Evaluate the Superintendent and Accountant positions compensation. A preliminary review of comparable compensation for these positions indicates that the current compensation is below average for comparable agencies. The expectations and level of performance in these positions has recently increased in the last year, which has benefited the District. A review of compensation for these positions is warranted at this time.

The Employee Relations committee has requested additional cost and financial evaluation of these near term organizational changes.

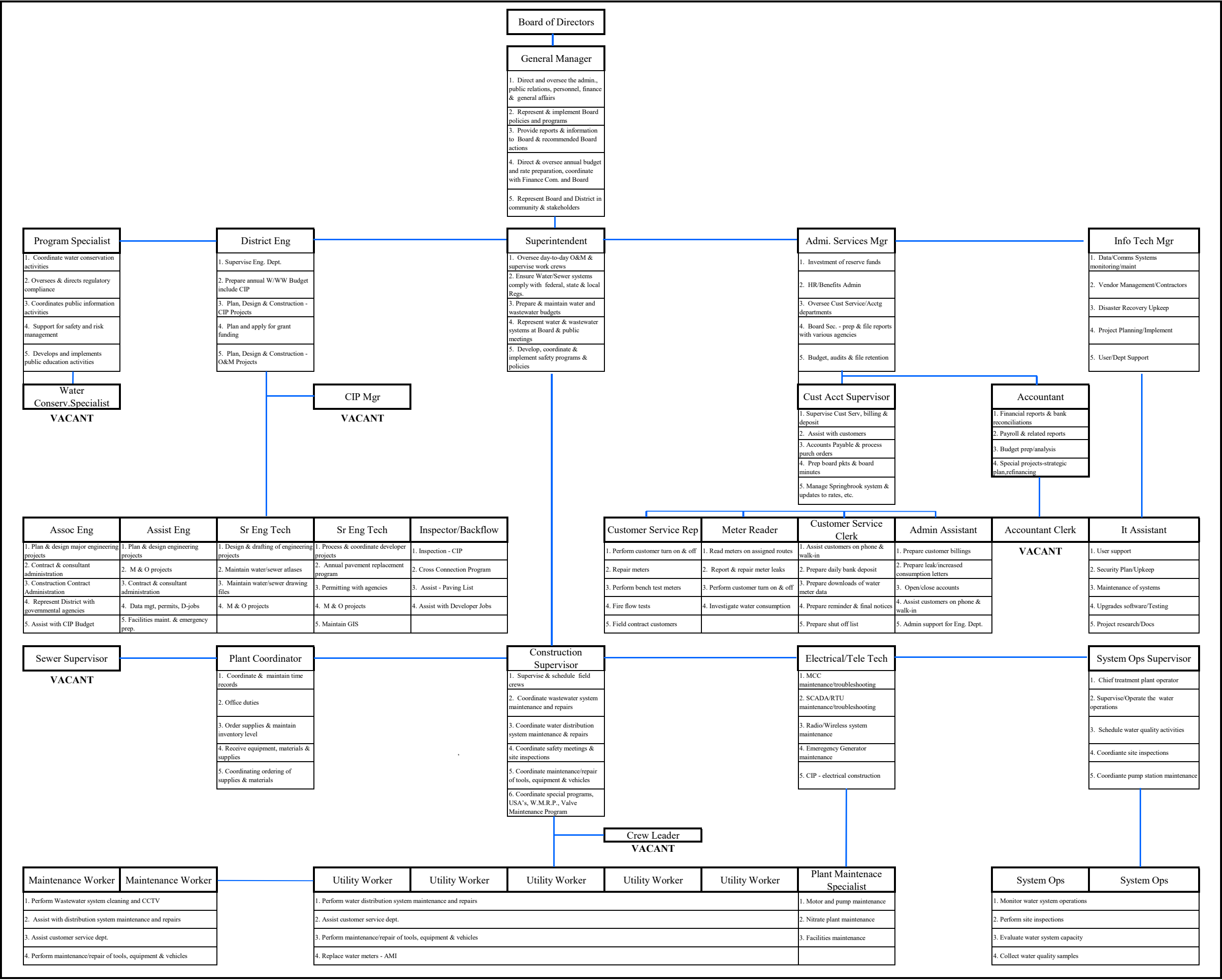
Status and Next Steps:

Preliminary assessment	Complete
Essential functions	December 2017
Workforce requirements	January 2018
Resource allocation	January 2018
Evaluate organizational structure/hierarchy	February 2018

Submitted by:



Thomas A. Love
General Manager



CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

December 12, 2017

To: Honorable President and Members of the Board of Directors

From: Thomas A. Love, General Manager

Subject: General Manager Report

STAFFING

The District currently has 33 full time employees and 5 unfilled (vacant) positions. Filling of any vacant position will be evaluated on a case by case basis. The employee's average tenure at the District is 16 years and average age is 50 years. Five to seven retirements are expected over the next three years.

Two employees have work anniversaries in December. Dennis Maxwell and Robert Wood have been with the District 12 years.

As of December 8th the District has gone 1,278 Days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Management staff meetings	- November 13 th , 20 th and 27 th
FMWD Managers meeting	- November 15 th
Crescenta Valley Town Council	- November 16 th
ACWA Conference	- November 28 th – 30 th

Submitted by:



Thomas A. Love
General Manager

Engineering and Operations

December 12, 2017
Staff Report

To: Thomas A. Love – General Manager
From: David S. Gould, P.E. – District Engineer
Subject: Engineering & Operations –November\December 2017

1. **Water Production Report**
 - November 1 – 30 – Water production – 45%/55% split – 100.5 MG for the time period
 - Average use – 0.6% greater than 2016 and 6.8% less than 5-yr average
 - December 1 – 8 - Water production – 42%/58% split – 30.7 MG for the time period
 - Average use – 27.9% greater than 2016 and 20.4% greater than 5-yr average
2. **Rainfall Update**
 - 0.00" for December 2017
 - Rainfall Total for Rainfall Year 2017/18 – 0.16"
3. **Report on Engineering**
 - **CIP Projects**
 - Ocean View Chloramination Project
 - Finalizing FMWD & LADWP operational testing procedures & agreements
 - Pipeline Project - 2700, 3000 & 3100 Blocks of Brookhill
 - See Staff Report
 - Well 10 Rehabilitation
 - Construction to start in January 2018
 - Oak Creek #1 & #2 Reservoir Rehabilitation
 - Under Construction - Oak Creek #1
 - Sewer Lift Station – Emergency Electrical Generator
 - Under design
 - **Nitrate Removal Treatment Facility at Well 2 Project**
 - Under Construction
 - **Crescenta Valley County Park Stormwater Recharge Facility Study**
 - Updated Report on January 22, 2018
 - **ULARA**
 - No Report
 - **Grant Program**
 - No Report
 - **Water Meter Replacement Program**
 - Replaced 142 meters to date
4. **Report on Administrative and Field Operations**
 - **Wells - Status**
 - Well production capacity – averaged 1.9 MGD for November 2017

5. **Field Maintenance & Operations – November 10 – December 8, 2017**

▪ **Water Lateral Leaks & Repairs**

5161 La Crescenta	5438 Pinecone	2350 Foothill
5918 Canyonside	2405 Frances	4001 La Crescenta
4726 New York	2922 Adams	

▪ **Water Main Leaks**

- 4700 Block of New York Ave
- 3300 Block of Thelma Ave
- 2400 Block of Janet Lee

▪ **Fire Hydrant Repair**

- FH on 2600 Block of El Caminito
- FH on 3200 Block of Community
- FH on 2800 Block of Honolulu

▪ **Developer Job**

- 4201 Pennsylvania – New Water Main

▪ **Booster Pump Maintenance**

- No Report

▪ **Reservoir Maintenance**

- No Report

▪ **Sewer Maintenance – October/November 2017**

2700 Block of Starfall	2600 - 2900 Blocks of Ridge Pine	2600 Block of Seapine,
5400 - 5700 Blocks of Pineglen	2600 & 2700 Blocks of Timberlake	2700 Block of Rockpine
2600 & 2700 Blocks of Willowhaven	5400 of La Crescenta	5400 Block of Pineridge

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 30, 2017

Well Production:	34,942,500	Gals		
GWP Production:	9,103,000	Gals		
Gravity Production:	1,370,000	Gals	% GW	45%
Purchased Water:				
FMWD:	55,068,750	Gals		
City of Glendale:	0	Gals	% Import	55%
TOTAL:	100,484,250	Gals		
	308.37	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	4,260,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
November 1, 2017 - November 30, 2017	3,361,777	
November 1, 2016 - November 30, 2016	3,341,142	0.6%
5-yr Average - November 2012 - 2016	3,605,140	-6.8%

RAINFALL: November 1 - November 30, 2017

0.02"

Season-To-Date:

0.16"

2017/18 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	394	390	October	129	January	31	January	102
August	382	395	November	111	February	27	February	82
September	361	385	December		March	29	March	141
October	362	365	January		April	28	April	195
November	308	330	February		May	29	May	218
December		290	March		June	28	June	217
January		260	April		July	29	July	235
February		260	May		August	31	August	239
March		295	June		September	29	September	226
April		325	July		October	29	October	203
May		365	August		November	28	November	169
June		390	September		December		December	
Total to Date	1,807	1,865	Total to Date	241	Total to Date	319	Total to Date	2,028
Projected	3,992	4,050	Water Rights	3,294			Tier 2	2,154
% of Projected	44.6%	46.0%	% of Rights	7%			% of Allocation	94%
Remaining	2,243	2,185	Remaining	3,053			Remaining	126

NOTE:

1) Blue Numbers = Estimated Water Production

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

December 1 - December 8, 2017

Well Production:	10,237,659	Gals		
GWP Production:	2,374,518	Gals		
Gravity Production:	281,004	Gals	% GW	42%
Purchased Water:				
FMWD:	17,782,480	Gals		
City of Glendale:	0	Gals	% Import	58%
TOTAL:	30,675,661	Gals		
	94.14	ac-ft		
Glenwood Nitrate Water Reclamation Plant:*	0		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
December 1, 2017 - December 8, 2017	3,834,458	
December 1, 2016 - December 8, 2016	2,997,859	27.9%
5-yr Average - December 2012 - 2016	3,186,084	20.4%

RAINFALL: December 1 - December 8, 2017

0.00"

Season-To-Date:

0.16"

2017/18 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)
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September	361	385	December	126	March	29	March	141
October	362	365	January		April	28	April	195
November	308	330	February		May	29	May	218
December	320	290	March		June	28	June	217
January		260	April		July	29	July	235
February		260	May		August	30	August	247
March		295	June		September	29	September	226
April		325	July		October	29	October	203
May		365	August		November	28	November	169
June		390	September		December	27	December	167
Total to Date	2,126	2,155	Total to Date	366	Total to Date	345	Total to Date	2,203
Projected	4,021	4,050	Water Rights	3,294			Tier 2	2,154
% of Projected	52.5%	53.2%	% of Rights	11%			% of Allocation	102%
Remaining	1,924	1,895	Remaining	2,928			Remaining	(49)

NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Rainfall - 1970/71 - 2017/18 (Oct.- Nov.)

