

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on June 12, 2018 at 6:00 p.m.**

Posted: June 8, 2018 at 3:00 p.m.

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Hearing – Proposed Water Rate Increase.

Public Comments

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Meeting on May 15, 2018.
2. Consideration and approval of the Minutes of the Special Meeting on May 21, 2018.

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 Steve & Anne Moser at 5445 La Crescenta Ave.
2. **General Manager Goals** – Goals and objectives for the new General Manager.
3. **FY 2018-19 Water and Wastewater Budgets** – Discussion of Preliminary FY 2018/19 Water and Wastewater Budgets.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Public Employee Discipline/Dismissal/Release

Board Members' Request for Future Agenda Items

Adjournment

2018
PROPOSITION 218

**PROTEST LETTERS FOR
PROPOSED WATER RATE
INCREASE**

April 24, 2018

John D. Abercrombie

To CVWD Board of Directors:

We are protesting this rate increase. We are both seniors who conserve the use of our water consumption. We are both retired and on a fixed income.

Why do we have to be penalized for conserving our water?

The rates were raised just last year.

RECEIVED

APR 24 2018

CRESCENTA VALLEY
WATER DISTRICT



John D. Abercrombie

JOHN & DOROTHY ABERCROMBIE
2554 MAYFIELD AVE.
MONTROSE, CA 91020

Chong Han Lee
2514 Los Amigos Street
La Crescenta, CA 91214
April 21, 2018

RECEIVED

APR 26 2018

CRESCENTA VALLEY
WATER DISTRICT

Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

To Whom It May Concern:

Hello,

I live at 2514 Los Amigos St., La Crescenta, CA 91214.
My account number is 009039-000.

Every year, it seems like I get a letter asking for increase in water bill rate. It looks like it is the easiest solution for the CVWD people. In the real world, it is much more difficult to get rate increase in things. Most people learn and figure a way out by what you have. I strongly believe CVWD people should be the same as other people. Please figure a way out by what you have.

Therefore, I strongly oppose any water rate INCREASE.
I strongly support any water rate DECREASE.
I am so sure most of public will share my view.

Thank you so much in advance.


Chong Lee

@VWD



Michael L. Tierney
2814 Fairmount Ave
La Crescenta, CA 91214-2801

4-28-18

RECEIVED

APR 30 2018

CRESCENTA VALLEY
WATER DISTRICT

Please

No rate increase in
water rates.

Mike + Brenda Tierney

RECEIVED

APR 30 2018

CRESCENTA VALLEY
WATER DISTRICT

April 28, 2018

Crescenta Valley Water District

2700 Foothill Blvd

La Crescenta CA 91214

TO: Board of Directors

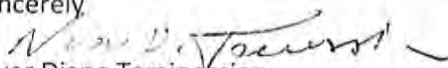
I know we have water shortage and by increasing the rates will not increase the water level, but will cover different expenses that you encounter. I also know that by complaining or writing a letter is not going to make any difference.

I suggest that those who abuse water usage and pass their limit should pay a penalty. There should be a difference between a family of three versus family of five or six. Some people don't care and let the water run down the street, those should be fined and take responsibility.

We are senior citizens and we have not had a raise in our SSI checks. If you consider leaving the current rate as is for seniors that will be very much appreciated.

Thanks for your time and consideration,

Sincerely,


Nver Diane Taminossian

2256 Barton Lane

Montrose CA 91020

May 3, 2018

Crescent Valley Water District
2700 Foothill Blvd.
La Crescenta, CA. 91214

RECEIVED

MAY 04 2018

CRESCENTA VALLEY
WATER DISTRICT

Attn: CVWD Water District and Board of Directors

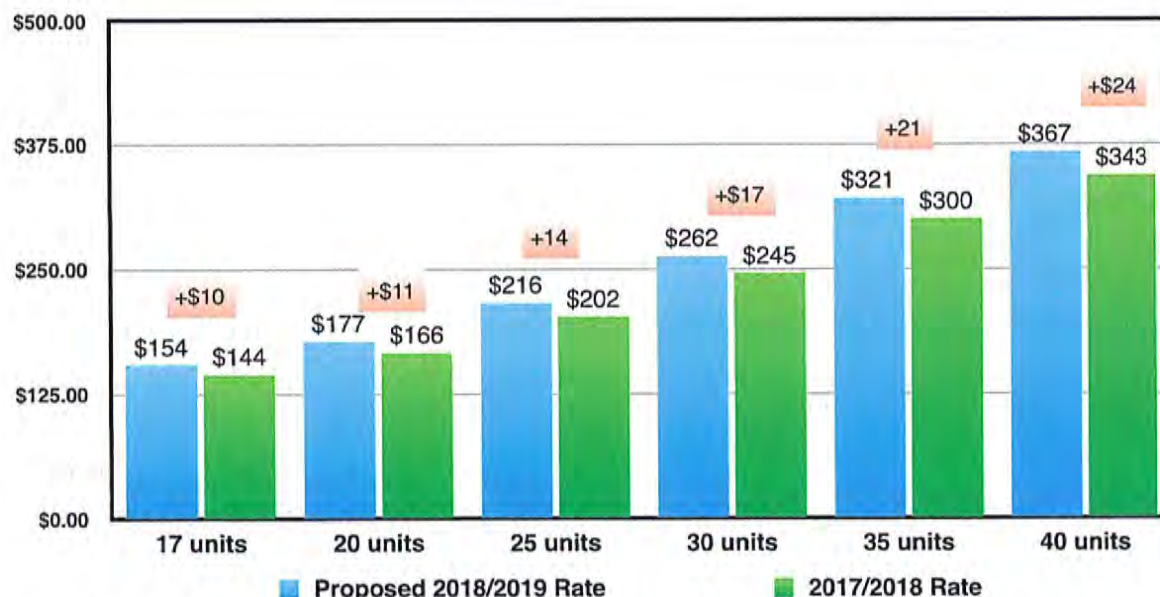
Subject: **Letter of Protest**

Ref: Crescenta Valley Water District 2018 / 2019 Proposed Rate Change

Dear District and Board Members,

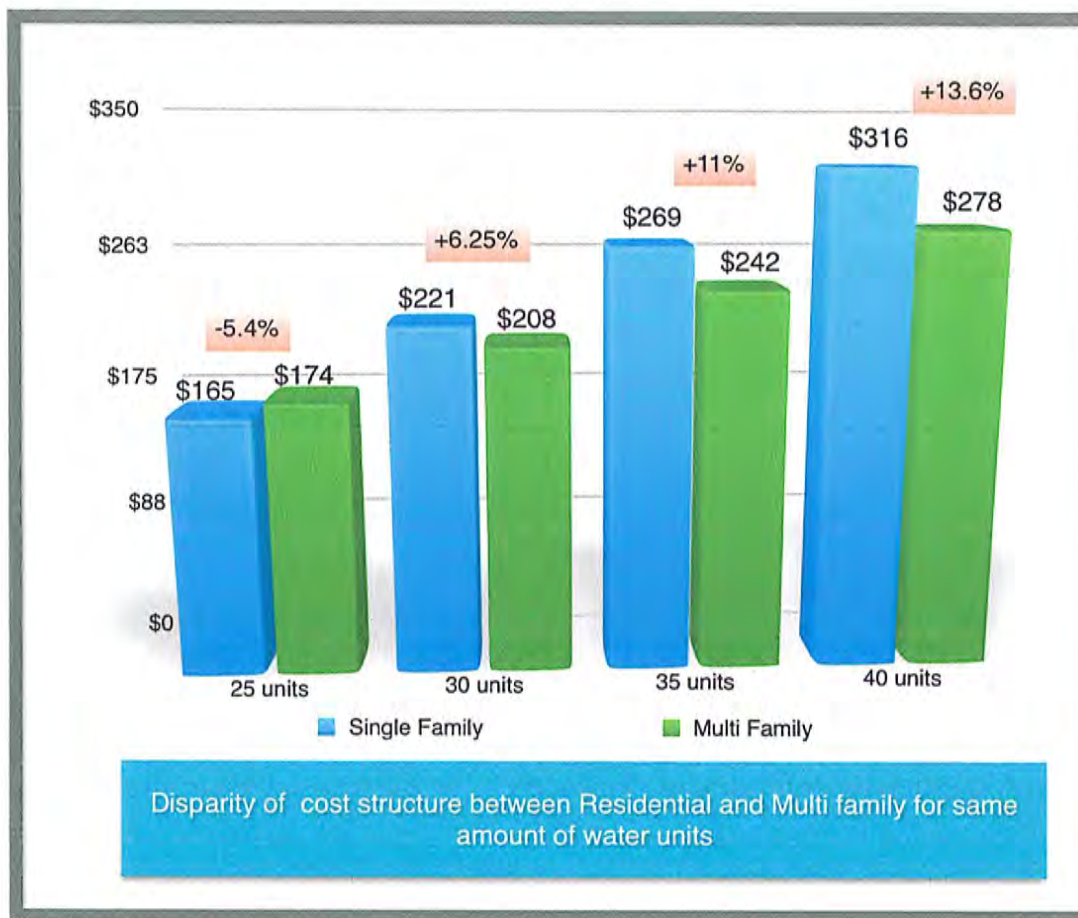
Again, for the 15 consecutive year the CVWD plans to pass along another water rate increase to its customer base. Please accept and include this protest letter as part of the agenda package distributed to the Board of Directors.

- Every year for the last 15 years we have seen an increase in our water rates. The average equates to a 6.4% increase per year.
- Every year for the last 15 years we have seen an increase in our Meter Service Charge. The average equates to a 6.3% increase per year.
- I have requested in past correspondence and publicly to the District and Board that the Public Notice of Proposed Rate Increase does not fairly represent the increase many customers will incur. Your Rate Change Notice only illustrates the increase on the use of 17 units, which I believe is not a true representation of the amounts of water many single family residents use. To show an accurate and true representation of the rate increase a simple table should be provided outlining the rate increase at several different usage points.



Note: Includes water usage charge and meter Bi monthly service charge
Amounts rounded for clarity

- I take exception to the disparity of the water unit cost between Single Family Residents and Multi Family, Commercial, Institutional and Schools. The chart below clearly illustrates this disparity. There are no incentives for Multi Family / Commercial users to conserve water with a fixed rate. You have told your residential customers the reason for tiered rates was to promote conversation and it appears to me this is a double standard. Other districts have a tiered rate for multi family users, and I would like to have the district explain on what legal grounds can you charge different rates for the same units of water.



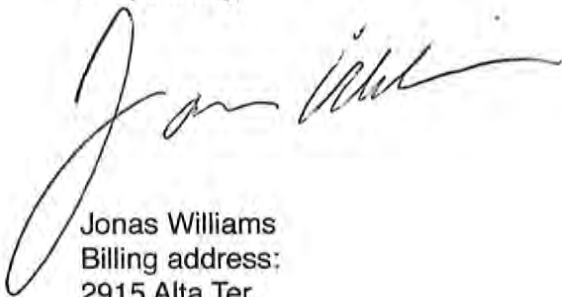
- I will not address the Wastewater rates that have averaged a 3% per year over the last 7 years. Oh yes, I almost forgot that CVWD tied a water usage charge to the wastewater rates.
- I reviewed the proposed 2017/2018 budget package and do not see any **quantifiable** cost cutting goals. I have asked that the district take cost cutting efforts seriously and make a commitment to the district customers that can be qualified, measured and tracked. Another

year, another rate increase and the same words without any quantifiable commitment to reduce or control costs.

I would like to request our publicly elected Board of Directors who should be our watchdogs to challenge the District to identify some **quantifiable** objectives to control and cut costs. Over the last three years of reviewing the budgets, I have not seen any quantifiable objectives that the District can be measured on.

I believe its time for the CVWD and the Board of Directors to make some hard decisions on cost containment and cutting efforts. NO other utility has seen these types of increases year over year and many in our district are on fixed incomes and cannot continue to see annual rate increases.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jon Williams', with a large, stylized initial 'J'.

Jonas Williams
Billing address:
2915 Alta Ter.
La Crescenta,
ca.91214

5/7/2018

Dear Sirs,

I am definitely against the
proposed rate changes.

My house is located at:

2840 Altura Ave.

La Crescenta, Calif.

91214

Sincerely
Mrs. Lillian Modica

RECEIVED

MAY 09 2018

CRESCENTA VALLEY
WATER DISTRICT

5-2-18

Letter of protest to the Proposed Rate Increase Raising the Cost of Water

Sirs,

I protest the proposed rate increase raising the cost of my water.

You need to invest in water desalinization Plants.

Our earth is three quarters water, yet water is like gasoline, constantly going up every year with no end in sight.

Worst yet is you have **NO PLAN** to lower the water rates. Your PLAN is to raise the rates year after year.

That is no plan.

Carmel Labate
Owner
2259 Montrose Avenue
Montrose , Ca. 91020
818 640 4771



PS:

If required I can put together a plan for your board members, for a consulting fee.

RECEIVED

MAY 10 2018

CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

Letter of protest to the Proposed Rate Increase Raising the Cost of Water

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That is no plan.

Landlords in turn raise our rents to cover your rate increases.

Please look for a way to hold rates or even better lower our rates.

Sarah Dias
2259 #B Montrose Avenue
Montrose , Ca. 91020

Sarah Dias
5/2/18

RECEIVED
MAY 10 2018
CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

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Jordan Dias
2259 #B Montrose Avenue
Montrose , Ca. 91020

Jordan Dias

05/02/2018

RECEIVED

MAY 10 2018

CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

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Peter Amato
2259 #A Montrose Avenue
Montrose , Ca. 91020



RECEIVED

MAY 10 2018

CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

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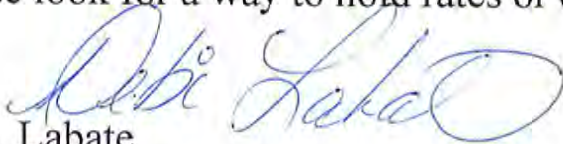
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Debi Labate
2259 #C Montrose Avenue
Montrose , Ca. 91020

RECEIVED

MAY 10 2018

CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

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Please look for a way to hold rates or even better lower our rates.

Cheyenne Labate
2259 #C Montrose Avenue
Montrose , Ca. 91020

RECEIVED

MAY 10 2018

CRESCENTA VALLEY
WATER DISTRICT



May 2, 2018

Letter of protest to the Proposed Rate Increase Raising the Cost of Water

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Please look for a way to hold rates or even better lower our rates.

Shirley Lowell
3425 Montrose Avenue
La Crescenta, Ca. 91214

RECEIVED
MAY 10 2018
CRESCENTA VALLEY
WATER DISTRICT

May 2, 2018

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Please look for a way to hold rates or even better lower our rates.

Kevin Labate
3425 Montrose Avenue
La Crescenta, Ca. 91214

RECEIVED
MAY 10 2018
CRESCENTA VALLEY
WATER DISTRICT

RECEIVED

MAY 11 2018

CRESCENTA VALLEY
WATER DISTRICT

May 3, 2018

Dear CVWD -

I think we have had
enough increases for awhile !!!

No increases now !!!

Sincerely

Mary D. Garden



Lower rates for lower income!
Single Mom

RECEIVED

MAY 21 2018

CRESCENTA VALLEY
WATER DISTRICT

May 17 / 2018

Mary Haddad
3049 Highridge Rd.
La Crescenta, CA 91214

I protest the proposed rate change.
or any increase of the monthly water bill.
The rate is already too high for a normal
household usage.

Thank you,

Mary Haddad, House owner

Mary Haddad

CWD,

RECEIVED
MAY 29 2018
CRESCENTA VALLEY
WATER DISTRICT

5/24/18

THIS IS A LETTER OF PROTEST OF THE
PROPOSED RATE CHANGE. ARE RATES ARE ALREADY
TO HIGH THEY ARE THE HIGHEST OF MANY FRIEND
IN OTHER AREAS WE HAVE SPOKEN TO. TO INCREASE
THEM HIGHER THAN WE ARE PAYING NOW WOULD BE A
CRIME.

PLEASE LEAVE OUR RATE ALONE OR REDUCE THEM
TO A LOWER RATE. (ONE WE COULD AFFORD)
WE LOVE THIS COMMUNITY (LA CRESCENTA) AND WOULD
HATE TO BE FORCED TO MOVE BECAUSE WE CAN'T
AFFORD IT ANYMORE.

THANK YOU,

Richard & Margaret Lyons

Mr. & Mrs. Richard Lyons
3151 Brookhill St.
La Crescenta Ca. 91214

SORRY WE WILL BE OUT OF TOWN 6/12/18 AND WILL HAVE
TO MISS THE MEETING ...

DO YOU REALLY EVEN LISTEN TO THE PEOPLE ?

RECEIVED

JUN 05 2018

CRESCENTA VALLEY
WATER DISTRICT

Chester P. Zalewski
2723 Stevens St.
LaCrescenta, Ca. 91214
Czjr1@yahoo.com

Phone: 818- 248- 1147

DATE: 6/5/18

TO COMPANY:CVWD

2700 Foothill Blvd.
LaCrescenta, Ca. 91214

RE: Proposed Rate Increase effective 7/1/18
Public Hearing 6/12/18

Gentle People:

For each of the past 3 years, we were asked to participate in the public hearings for the "annual" rate increase.

And the same result happens every year, another rate increase, based on the same old excuses:

Drought causing less revenue;

We cut expenses;

Our expenses have already been reduced.

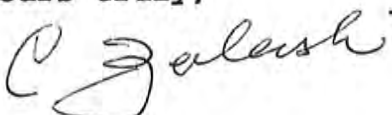
Other companies offer a slight discount for people on fixed incomes, like senior citizens or handicapped people. Your firm does not.

Most reputable CPA firms might have suggested the water district build in a factor for infrastructure breakdowns years ago. Instead, the District spends money to almost do a Power Point show, to demonstrate present and future revenues to the community were and will be.

Maybe it is time to consider some legal action against the CPA firm for not recommending some infrastructure replacement factor. However, if the CPA firm did suggest a reserve factor be used years ago, and the Board did nothing except make excuses, then the Board might be considered for a Directors and Officers Liability claim action.

I cannot consider any rate increase at this time, until such time we can determine who may be negligent for such short sightedness over the past years. We don't need more innovated excuses any more.

Yours truly,



CRESCENTA VALLEY WATER DISTRICT

REGULAR MEETING, BOARD OF DIRECTORS

May 15, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of April 24, 2018, a Regular Meeting was held on May 15, 2018, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Michael L. Claessens Kerry D. Erickson Kenneth R. Putnam Judy L. Tejada (arrived at 7:13 p.m.)
Attorney:	Roland Trinh
General Manager:	
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Christy Scott, Program Specialist Wendy Holloway, Customer Service Supervisor Dennis Maxwell, Operation & Maintenance Mgr. James Lee, Finance & Accounting Manager

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 Claessens, seconded by Director Putnam and carried by a 4-0 vote that the Agenda for the Regular Meeting of May 15, 2018 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Gould reported that there will be a managers meeting tomorrow, May 16, 2018 at 10:00 a.m., a Finance Committee meeting will be scheduled soon, and the Board meeting will be held on May 21, 2018 at City of La Canada Flintridge Chambers at 3:00 PM.

CONSENT CALENDAR

It was moved by Director Claessens, seconded by Director Erickson and carried by a 4-0 vote to approve the Minutes of the Adjourned Regular Board meeting held on April 24, 2018.

It was moved by Director Erickson, seconded by Director Claessens and carried by a 4-0 vote to ratify the disbursements for April 2018.

Payment of demands against the Crescenta Valley Water District on or before April 30, 2018 the same having been approved by the General Manager, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Nine Hundred Fifty-Eight Thousand, Three Hundred Sixty-Six Dollars and Thirteen cents (958,366.13), which is composed of the individual items set forth herein.

ACTION CALENDAR

Water Quality Update – Ms. Scott reported that during April 2018, the District had two (2) routine samples and one (1) repeat sample that were positive for Total Coliform. (E. Coli and HPC results were within established Federal and State standards). All repeat and follow-up samples were compliant and no further action was required. Based on the sample results, and staff investigation, the water collected was not representative to the water supplied to customers in the distribution system. The District submitted a request to the state for sample invalidation for the two Coliform positive results. Approval for the request was received May 10, 2018. Staff is working on an updated site-sampling plan that includes increase sample station maintenance and a review of sample station locations to ensure that the samples collected are representative of the water served throughout the distribution system.

General Manager Contract – President Bodnar presented a copy of the proposed contract for the General Manager to each Director for review and discussion.

Following discussion:

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote to approved employment contract for the General Manager position.

FY 2018-19 Water and Wastewater Budget – Director Bodnar requested that staff focus on the OPEB Liability to see if we have the flexibility to reallocate money from the MTBE Fund or to increase the amount.

INFORMATION ITEMS – News Deeply – article on California Considers Charge on Utility Bills to create Safe Water Fund.

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Gould reported water production was 98.6 MG last month which is 6.6% less than last year and 7.2% less than the 5-year average. We have had a total of 10.39” of rain and we are 52% below average. Regarding construction projects, we have completed the pipeline on the 3000 block of Brookhill and the contractors are now working on the 3200 block of Brookhill. Encinal B Booster pump will be ready to go next month, we’re finishing up the work on Oak Creek #1 reservoir, and work is progressing on the Well 2 project and should have power by the end of the month.

Mr. Mitchell reported that we have one anniversary in May and Kellen Boyce has been with the District for 16 years. We have gone 1,431 days without a lost time accident. Christina Olmedo, our Assistant Engineer, had a baby boy yesterday and is doing fine. He discussed the Director Compensation Expense report and let the Directors know that they all need to do the ethics training except for Director Tejeda who did hers at the ACWA Conference.

ATTORNEY – Mr. Trinh reported that ACWA has launched their educational website strongly opposing the Water Tax. If any Director is interested in listening to both sides, you can go to www.watertaxfacts.org.

REPORTS OF COMMITTEES

Engineering Committee – Mr. Gould reported that the Committee will meet on May 24, 2018 at 9:00 AM.

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

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

Policy Committee – Director Bodnar reported that the Committee 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 Claessens reported that the Committee will meet on June 5, 2018 at 9:00 AM.

Executive Committee – Director Bodnar reported that the Committee will meet on May 18, 2018 at 9:00 AM.

DIRECTORS ORAL REPORT

Director Bodnar reported that his family has been conserving water using 6 units which amounted to 25 gppd over the most recent two month period. Conservation requires constant work. Director Bodnar recently discovered a faulty toilet float valve. He estimated that the leak if undetected could have wasted over 170 units in a billing period. Fortunately, the leak was detected early.

Director Claessens – No Report

Director Tejeda reported that she attended the ACWA/ JPIA Conference May 8 – 11th in Sacramento and heard discussions regarding homeless encampments on water district properties, one in Fresno, and the other in Orange County. She also said they discussed the remedies in regards to respecting the homeless and offering them transportation to other areas. She also said that we should make sure we have no trespassing signs at our facilities.

Director Putnam reported on two news articles regarding testing for lead at schools.

Director Erickson reported that he went to the Rosemont Preserve Arbor Day and he attended the ACWA Conference May 8 – 11th in Sacramento and found it very interesting. He attended

sessions with vendors regarding AMI and pipeline relining products. He listened to talks on passing of funding for the tunnels and a town hall meeting regarding Oroville. He also attended discussion regarding Proposition 1 and that they are changing the criteria to reflect what they want done.

CLOSED SESSION – No reportable action

ADJOURNMENT

There being no other business to come before the Board at 8:35 p.m., it was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote that the meeting be adjourned to June 12, 2018 at 6:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

**CRESCENTA VALLEY WATER DISTRICT
SPECIAL MEETING, BOARD OF DIRECTORS**

May 21, 2018

Pursuant to the order of the Board of Directors, a Special Meeting was held on May 21, 2018 at 4:00p.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. Tejeda**

Attorney:

Roland Trinh

Others Present:

Daphne Anneet, Burke Williams

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Tejeda to lead the Board in reciting the Pledge of Allegiance

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote that the Agenda for the Special Meeting of April 4, 2018 be adopted as presented.

CLOSED SESSION – No reportable action.

BOARD MEMBER’S REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 5:15 p.m. it was moved by Director Claessens, seconded by Director Tejeda, and carried by a 5-0 vote that the meeting be adjourned.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
June 12, 2018

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:

1. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Steve and Anne Moser at 5445 La Crescenta.

BACKGROUND:

Steve and Anne Moser are the owners of the property located at 5445 La Crescenta since 1996. This is a rental property in which they are responsible for the water. Their average usage for this period is 37 units with a high of 47 units which would place it in tier 3. While reading the meter for the April 30, 2018 billing, staff discovered usage of 166,000 gallons. On May 3, 2018, Mr. Moser called and told staff that his gardener had discovered a broken sprinkler and wanted to see how much water was used so staff sent out a service request to download the meter. On May 9, 2018 staff sent it back out for re-read and check for leaks and the results showed that there was 0.12 gpm usage which could indicate a leak and the reading was correct.

The download of the meter showed that on April 24, 2018 the usage for this property had escalated to approximately 15.8 gallons per minute. It also showed on May 4, 2018 that the usage dropped back down which coincides with when Mr. Moser's gardener turned off the irrigation system pending repairs. Staff spoke with Mr. Moser and explained what the download showed and the high usage. Mr. Moser told staff he had the leak repaired on May 15, 2018 and he was also concerned that he wasn't notified sooner. Staff explained that we still read manually and that he discovered the leak while we were in the process of reading in that area. Mr. Moser said since we have the smart meters, why are we not on the AMI? He believes that if the District was on an AMI program, he would have been notified sooner and not charged for so much lost water.

On May 30, 2018 Mr. Moser brought in a letter requesting the Board's consideration for a price adjustment as staff had granted a previous leak adjustment for the August 31, 2017 billing period with the maximum \$300.00. Staff sent out a service request to verify the leak had been fixed.

In similar situations, the Board has directed staff to recalculate the bill in question charging only tier 2 rates for all usage over the average consumption for that period. If staff uses that same methodology the average consumption for the April billing period for this account is 37. Total consumption was 166 units that means the extra 129 units would be billed at tier 2. Staff has prepared a "Recalculated Statement" which shows the billing for the period would be \$1,312.35 instead of \$1,787.04 that was billed, or a difference of \$474.72 if the Board were to choose this solution.

RECOMMENDATION:

Staff recommends granting the request to recalculate the excess water usage at tier 2 rates for this account to be consistent with recent Board actions and is ready to place the remaining balance on an amortization schedule for Steve & Anne Moser if they so choose.

Prepared and submitted by:



Ron L. Mitchell
Secretary-Treasurer

Attachments:

CRESCENTA VALLEY
WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA, CA 91214-3

ACCOUNT NUMBER	SERVICE ADDRESS
014172-000	5445 La Crescenta Ave
DUE DATE	BILLING PERIOD
5/31/2018	03/01/18 to 04/30/18
TOTAL CHARGES	AMOUNT ENCLOSED
\$1,312.35	\$

Steve and Anne Moser
536 Whiting Woods Rd
Glendale, CA 91208-1049

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

RECALCULATED STATEMENT

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

RECALCULATED STATEMENT

ACCOUNT NUMBER	SERVICE ADDRESS	DUE DATE	BILLING PERIOD
014172-000	5445 La Crescenta Ave	5/31/2018	03/01/18 to 04/30/18
METER NUMBER	CURRENT READ	PRIOR READ	USAGE
77929944	1110	944	166

SUMMARY OF CHARGES

Previous Balance	\$371.37
Payments	(\$371.37)
Tier 1 - 10 x \$4.58 (Basic Usage)	\$45.80
Tier 2 - 16 x \$7.21 (Average Usage)	\$115.36
Tier 3 - 11 x \$10.89 (High Usage)	\$119.79
Excess Usage at Tier 2- 129 x \$7.21	\$930.09
Water Service Charge	\$47.92
Sewer Service Charge	\$45.95
Sewer Flow Charge (Winter Water Use)	\$7.44
TOTAL DUE	\$1,312.35

RECEIVED

MAY 30 2018

CRESCENTA VALLEY
WATER DISTRICT

Steve and Anne Moser
536 Whiting Woods Road
Glendale, CA 91208

May 30, 2018

To: Crescenta Valley Water District

Re: Account #014172-000 – 5445 La Crescenta Ave., La Crescenta CA 91214

To the Board of Directors:

My name is Steve Moser, and my wife and I own the property on La Crescenta Ave referenced above. We received a letter dated May 14th from the CV Water District regarding a leak at our rental property. We had been made aware of this leak at the same time by our gardeners, as it was a sprinkler valve that had malfunctioned and had run for a number of days. My tenant was out of town for most of this time, so it went unnoticed.

I know that we have a smart meter connected to our main water valve, and had it been operative, we would have heard from you sooner and could have fixed this problem immediately, instead of the valve running for a number of days. This is a concern of ours, as we are acutely aware of the water shortages in California, and also very aware of the high cost of water supplied by CV Water.

We had another sprinkler leak last year, and CV Water gave us a price consideration; this letter stands as a request for another consideration this year. Attached is the receipt for the repaired valve per your request.

I would appreciate a quick response, as the bill for \$1787.07 is due by May 31st. We were out of town the past 10 days, so this is the quickest I could respond to the bill.

Thanks in advance for your help, and I can be reached at 818-248-3750 or on my cell at 818-425-1788.

Best,

A handwritten signature in black ink, appearing to read "Steve Moser". The signature is stylized with a large, sweeping "S" and "M".

Steve and Anne Moser

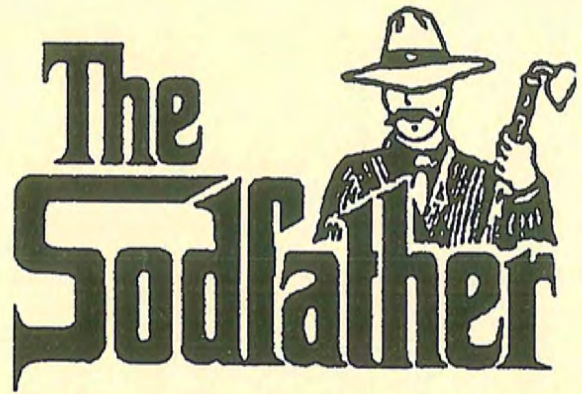
ED'S GARDENING SERVICES,
"THE SODFATHER", INC.

4617 Lowell Avenue
La Crescenta, CA 91214

818-248-7200

818-957-3746 (FAX)

Contractors License Number C27-877124



Bill To:
Mr. and Mrs. Steve Moser 536 Whiting Woods Road Glendale, CA 91208

Date	Invoice #
5/15/2018	8267
Terms	Project
Net 10	La Crescenta Ave.

INVOICE

Description	Amount
Provide one new 3/4" brass valve	85.00
Labor to install	50.00
Thank You!	
Total	\$135.00
Payments/Credits	\$0.00
Balance Due	\$135.00



USAGE HISTORY

06/05/2018 - 11:13 AM

Current Customer: 014172-000 **Established On:** 1/11/1996 **Route #** 35

Name: STEVE and ANNE MOSER **Address:** 5445 LA CRESCENTA

Meter #: 77929944 **Meter Size:** .75 **Status:** A **U/M:** Gallons **Meter Install Date:** 9/10/2014

2018		2017		2016		2015		2014	
Jan	0	Jan	0	Jan	0	Jan	0	Jan	0
Feb	36	Feb	4	Feb	22	Feb	65	Feb	50
Mar	0	Mar	0	Mar	0	Mar	0	Mar	0
Apr	166	Apr	30	Apr	36	Apr	47	Apr	30
May	0	May	0	May	0	May	0	May	0
Jun	0	Jun	44	Jun	48	Jun	40	Jun	36
Jul	0	Jul	0	Jul	0	Jul	0	Jul	0
Aug	0	Aug	123	Aug	48	Aug	37	Aug	49
Sep	0	Sep	0	Sep	0	Sep	0	Sep	0
Oct	0	Oct	59	Oct	42	Oct	38	Oct	63
Nov	0	Nov	0	Nov	0	Nov	0	Nov	0
Dec	0	Dec	30	Dec	39	Dec	41	Dec	54

CVWD
leddp

Utility Billing
Service Request Form

5/3/2018 - 12:42 PM

Request Number: 000018-05-2018
Account Number: 014172-000

Last Updated By: leddp
On: 5/3/2018

Account Status: Active

Name: STEVE and ANNE MOSER
Billing Address: 536 WHITING WOODS RD
GLENDALE, CA 91208

Home Phone: 8182483750
Business Phone: 8182484288
Service Address: 5445 LA CRESCENTA

Request Date: 5/3/2018

Request Description: Down load meter info, broken sprinkler wants to see how much water was used

Service Date: 5/3/2018

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	35-0010 2/28/2018	77929944 36	 4		Ipearl	Ipearl.754	944

Location: GO ACROSS CHANNEL - 17'L OF Rt DR - 6' FROM CURB

Comments:

I downloaded meter.

MR=1150574

Follow up needed?

yes

no

Serviced By:

D. R. R. R.

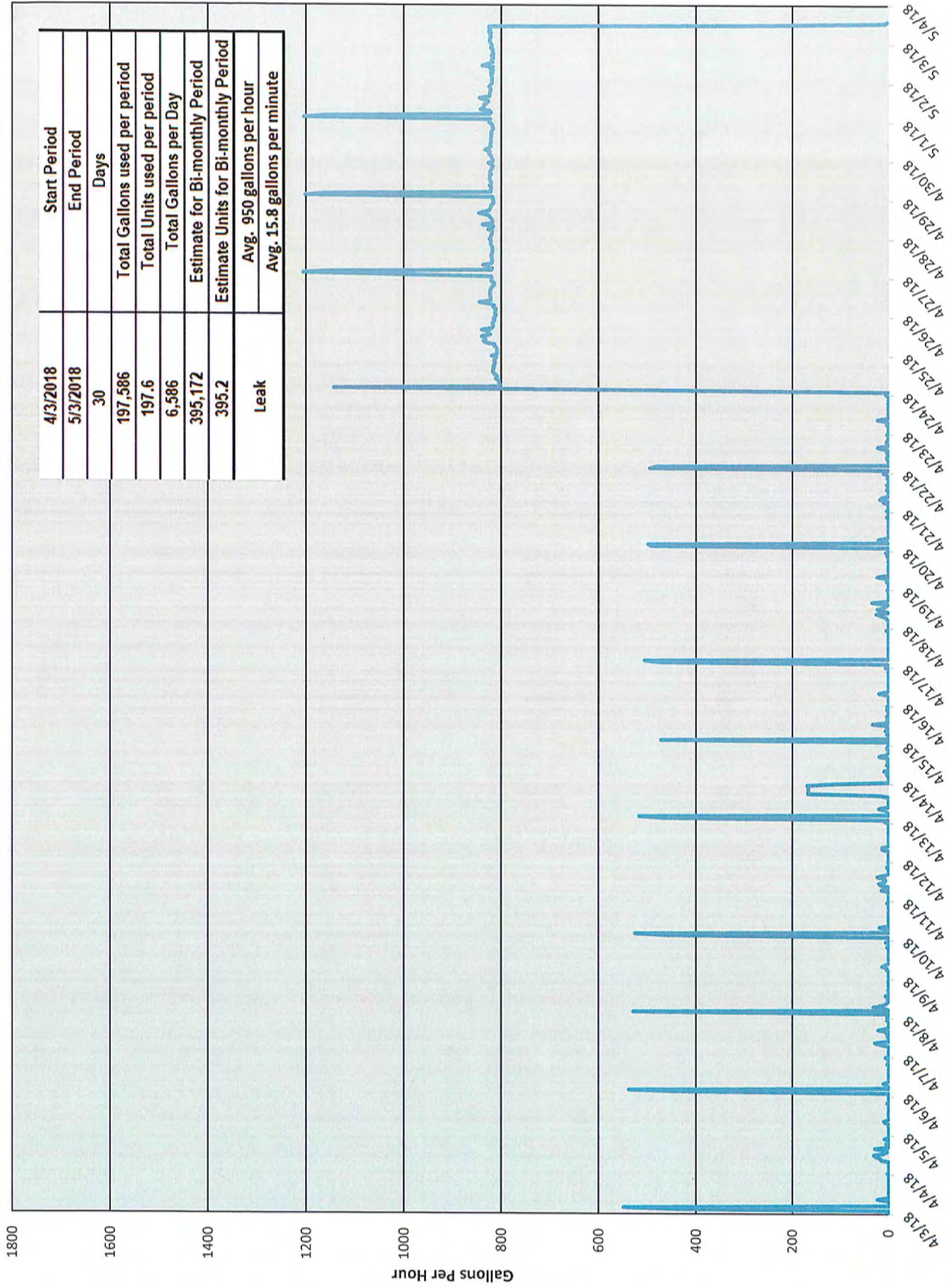
Date:

5-3-18

Time:

4:00 PM

Water Use 5445 La Crescenta from 04/03/18 to 05/04/18



Utility Billing

Comments by Status



User: hollw
 Printed: 06/05/2018 - 10:02 AM
 Comment Status: Closed
 Entry Dates: From: 05/09/2018 To: 05/09/2018

Entry Date	Close Date	Account No	Comment
05/09/2018	05/09/2018	008797-000	4/13/18 did a hose to hose with 2541 Orange - begin read 0070,607 - end read 0070,946 - cons. - 339 gals. credit account for \$7.21
05/09/2018	05/09/2018	011818-000	rr 5/9/18 0.07 gpm rd 0269294, letter sent
05/09/2018	05/09/2018	011892-000	rr 5/9/18 no b/o rd 0369866
05/09/2018	05/09/2018	011948-000	rr 5/9/18 no b/o rd 0104573
05/09/2018	05/09/2018	012354-000	rr 5/9/18 no leak rd 0012098
05/09/2018	05/09/2018	012502-000	rr 5/9/18 no leak rd 0824949
05/09/2018	05/09/2018	012764-000	rr 5/9/18 no leak rd 0357904
05/09/2018	05/09/2018	013189-000	rr 5/9/18 0.38 gpm rd 0542159, letter sent
05/09/2018	05/09/2018	013726-000	rr 5/9/18 no leak rd 0902048, filled pool.
05/09/2018	05/09/2018	013754-000	rr 5/9/18 no b/o rd 0335312
05/09/2018	05/09/2018	013982-000	rr 5/9/18 no leak rd 0201438
05/09/2018	05/09/2018	014102-000	rr 5/9/18 no leak rd 0129032, recent yard cleanup
05/09/2018	05/09/2018	014172-000	rr 5/9/18 0.12 gpm rd 1156050, letter sent
05/09/2018	05/09/2018	014306-000	rr 5/9/18 no leak rd 0170723
05/09/2018	05/09/2018	014365-000	rr 5/9/18 no b/o rd 0089225
05/09/2018	05/09/2018	014417-000	rr 5/9/18 no leak rd 0139385
05/09/2018	05/09/2018	014495-000	rr 5/9/18 no b/o rd 0473927
05/09/2018	05/09/2018	028799-000	rr 5/9/18 no leak rd 0363382
05/09/2018	05/09/2018	029225-000	rr 5/9/18 no leak rd 0677796, newly landscaped
05/09/2018	05/09/2018	029232-000	5/9 - Steve stated read 0096. Small leak somewhere. Left a DH and c/s is aware.
05/09/2018	05/09/2018	029628-000	rr 5/9/18 no b/o rd 0300166
05/09/2018	05/09/2018	030147-000	rr 5/9/18 no b/o rd 0432698
05/09/2018	05/09/2018	030471-000	rr 5/9/18 no b/o rd 0953279
05/09/2018	05/09/2018	030879-000	rr 5/9/18 no b/o rd 0257065
05/09/2018	05/09/2018	031117-000	4/30/18 billed at '0' rd 0091460, misread previously per SD
05/09/2018	05/09/2018	031159-000	rr 5/9/18 no leak rd 0222704
05/09/2018	05/09/2018	031872-000	rr 5/9/18 no leak rd 0065155
05/09/2018	05/09/2018	031927-000	rr 5/9/18 0.06 gpm intermitytent flow rd 0178273, letter sent
05/09/2018	05/09/2018	032464-000	rr 5/9/18 no leak rd 0167210
05/09/2018	05/09/2018	032533-000	rr 5/9/18 0.14 gpm rd 0311742, letter sent
05/09/2018	05/09/2018	032695-000	rr 5/9/18 no leak rd 0240828, realtor is watering
05/09/2018	05/09/2018	032757-000	rr 5/9/18 no b/o rd 0128390, remodel
05/09/2018	05/10/2018	013716-000	rr 5/9/18 no b/o rd 0167066
05/09/2018	05/24/2018	005484-000	c/s will pay by 5/31/18
05/09/2018	05/24/2018	010446-000	c/s will pay by 5/24/18

Records Printed: 35



Crescenta Valley Water District

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

5445 La Crescenta

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

May 14, 2018

Steve & Anne Moser
536 Whiting Woods Rd.
Glendale, CA 91208

RE: A/C #014172-000 – Possible Leak

Dear Customer:

The most recent reading of your water meter April 30, 2018 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

Pam Leddy
Administrative Assistant

CVWD
allmm

Utility Billing
Service Request Form

5/15/2018 - 3:27 PM

Request Number: 000118-05-2018
Account Number: 014172-000

Last Updated By: allmm
On: 5/15/2018

Account Status: Active

Name: STEVE and ANNE MOSER
Billing Address: 536 WHITING WOODS RD
GLENDALE, CA 91208

Home Phone: 8182483750
Business Phone: 8182484288
Service Address: 5445 LA CRESCENTA

cell (818) 425-1788

Request Date: 5/15/2018

Request Description: Check for leak - Customer had a leak fixed and wants to verify the meter is reading correctly.

Service Date: 5/16/2018

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	35-0010 4/30/2018	77929944 166	 4		Ipearl	Ipearl.754	1110

Location: GO ACROSS CHANNEL - 17'L OF Rt DR - 6' FROM CURB

5/17/18

Please check again!

5/17/18
1160489.44
No leak

1160288.98

Comments:

Meter still registering .12 gals
a min

Follow up needed? yes no

Serviced By:

J Carter

Date:

5/16/18

Time:

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

June 12, 2018

To: Honorable President and Members of the Board of Directors
From: Ron Mitchell and David Gould
Subject: General Manager Report

May 2018 General Managers Report Topics:

- Staffing
- GM Activities
- Engineering and Operations Report

The following are some highlights in this Month's Report:

- Water Demand in May 2018 is down 11.5% from May 2017
- Rainfall for May – 11.02”; 50% below average rainfall
- Oak Creek Reservoir #1 – back in service
- Oak Creek #2 construction moved to November 2018 to avoid reservoir being out of service during high summer demand period
- Brookhill Pipeline – Finished work on 3000 Block of Brookhill
- Well 2 Project – Power turned on by GWP & meeting with DDW next week

Staffing:

- The 2018 fiscal year budget includes 33 full time employees, current staffing is 32 including one temporary employee.
- The following employees have work anniversaries in June: David Gould – 21 years and Jake Whittaker – 3 years.
- The District has gone 1,459 Days without a lost time accident, as of June 8th.

ACWA/JPIA

- Received a risk assessment evaluation from Lee Patton for site visit on May 18, 2018.

FMWD

- Rain Barrel Class – Descanso Gardens – September 22, 2018

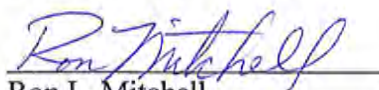
General Manager Activities:

Meetings:

Management staff meetings
Operations meetings
CUEMA Mini Summit
Emergency Planning Committee
Executive Committee

May 21st, May 29th, June 4th and June 11th
May 1st, May 8th, and May 15th
May 30th
June 5th
June 6th

Submitted by:



Ron L. Mitchell
Secretary-Treasurer



David S. Gould, P.E.
District Engineer

Engineering and Operations

June 12, 2018
Staff Report

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Engineering & Operations – May 2018

1. **Water Production Report**

- May 1 – 31 - Water production – 46/54% split – 100.0 MG for the time period
- Average use – 11.5% less than 2017 and 13.6% less than 5-yr average

2. **Rainfall Update**

- 0.70” for May 2018
- Rainfall Total for Rainfall Year 2017/18 – 11.02”

3. **Report on Engineering**

- **CIP Projects**

- Pipeline Project - 2700, 3000 & 3100 Blocks of Brookhill
 - Completed work on the 3000 Block of Brookhill
 - Working on the 3200 Block of Brookhill
 - Starting the 2700 Block of Brookhill on June 18, 2018
- Encinal B
 - Shop drawings in review
- Oak Creek #1 & #2 Reservoir Rehabilitation
 - Oak Creek #1 back in service
 - Oak Creek #2 construction moved to November 2018 to avoid reservoir being out of service during high summer demand period.

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

- Under Construction
 - Completing Operations Building
 - New electrical services completed by GWP
 - Starting on-site grading and AC pavement
- APTwater preparing for startup of nitrate removal system
- Meeting with DDW on June 13 to reviewing testing procedures
- Tentative date for grand opening – July 11, 2018

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

- No Report

- **ULARA**

- No Report

- **Grant Program**

- No Report

- **Water Meter Replacement Program**

- FY 17/18 - Total Meters Replaced – 761
- Total Meters replaced since starting program – 5,889

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

• **Wells - Status**

- Well production capacity – averaged up to 1.82 MGD for May 2018

5. **Field Maintenance & Operations – May 16, 2018 – June 8, 2018**

▪ **Water Lateral Leaks & Repairs**

2722 Frances	4550 Raymond	2407 Rockdell
2907 Mountain Pine	2538 Whittier	

▪ **Water Main Leaks**

- No Report

▪ **Valve Replacement**

- No Report

▪ **Fire Hydrant Repair**

- No Report

▪ **Developer Job**

- No Report

▪ **Booster Pump Maintenance**

- No Report

▪ **Reservoir Maintenance**

- No Report

▪ **Sewer Maintenance – May 16, 2018 – June 8, 2018**

4400 Block of Young Dr.	4400 Block of Ocean View	2200 Block of Barton Ln
2100 Block of La Canada Crest	4400 Block of Rockland Pl.	1900 - 2200 Blocks of Waltonia Ave
2100 & 2200 Blocks of Crescent Dr.	4100 Block of Walton Oaks	4400 Vista Pl
1800 -2000 Blocks of La Granada,	1900 Blocks of Glenhaven & Parkdale	2000 Block of Hilldale
2200 – 2300 Blocks of Mira Vista	2200 – 2300 Blocks of Florencita	2200 Block of Montrose

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

May 1 - May 31, 2018

Well Production:	36,567,500	Gals		
GWP Production:	8,161,000	Gals		
Gravity Production:	1,382,660	Gals	% GW	46%
Purchased Water:				
FMWD:	53,915,660	Gals		
City of Glendale:	0	Gals	% Import	54%
TOTAL:	100,026,820	Gals		
	306.97	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	4,542,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
May 1, 2018 - May 31, 2018	3,244,432	
May 1, 2017 - May 31, 2017	3,665,811	-11.5%
5-yr Average - May 2013 - 2017	3,757,057	-13.6%

RAINFALL: May 1 - May 31, 2018

0.70"

Season-To-Date:

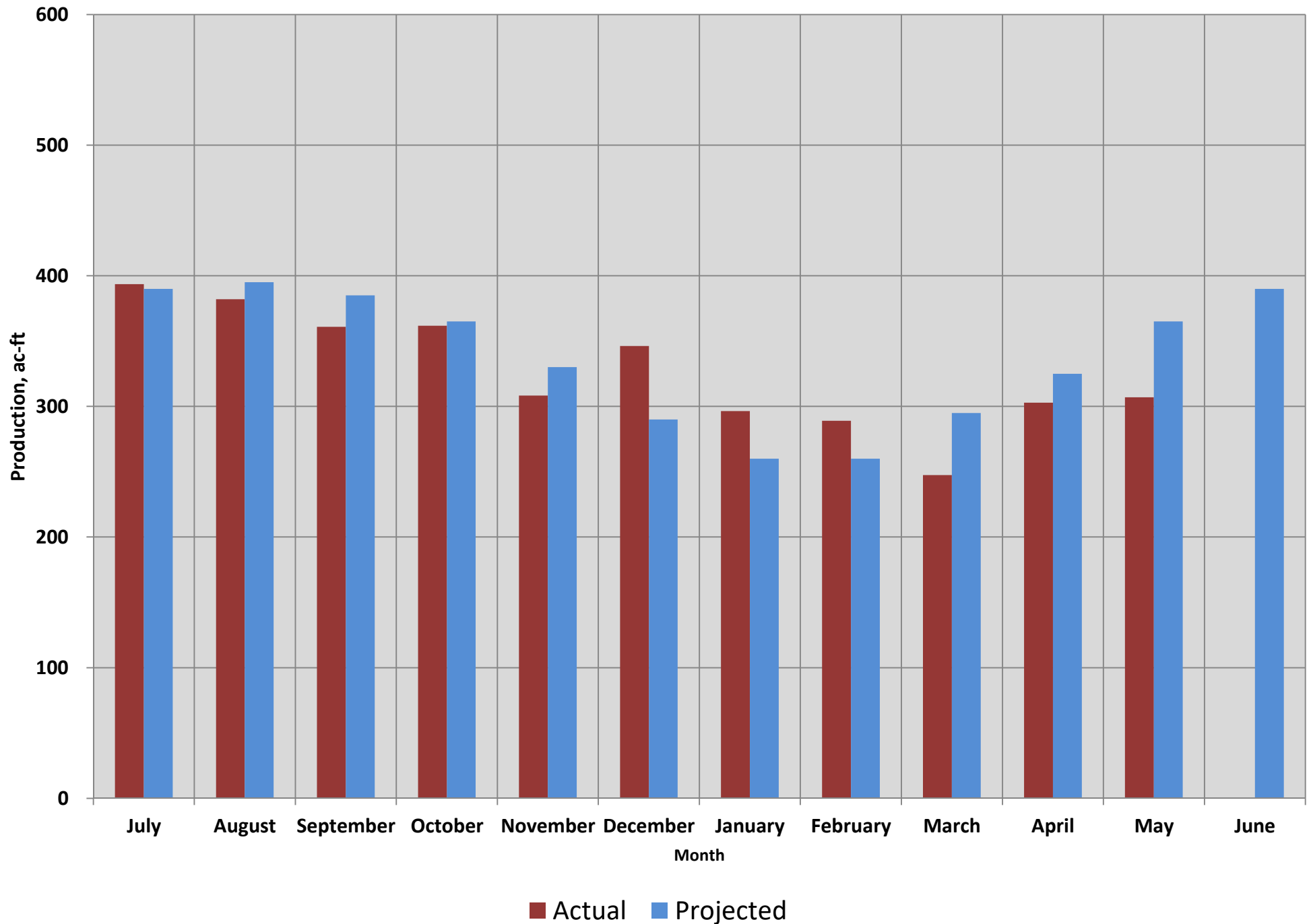
11.02"

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	28	January	137
August	382	395	November	111	February	24	February	163
September	361	385	December	129	March	27	March	113
October	362	365	January	132	April	25	April	162
November	308	330	February	102	May	25	May	165
December	346	290	March	107	June		June	
January	296	260	April	116	July		July	
February	289	260	May	116	August		August	
March	247	295	June		September		September	
April	303	325	July		October		October	
May	307	365	August		November		November	
June		390	September		December		December	
Total to Date	3,595	3,660	Total to Date	943	Total to Date	129	Total to Date	740
Projected	3,985	4,050	Water Rights	3,294			Tier 2	2,154
% of Projected	88.8%	90.4%	% of Rights	29%			% of Allocation	34%
Remaining	455	390	Remaining	2,351			Remaining	1,414

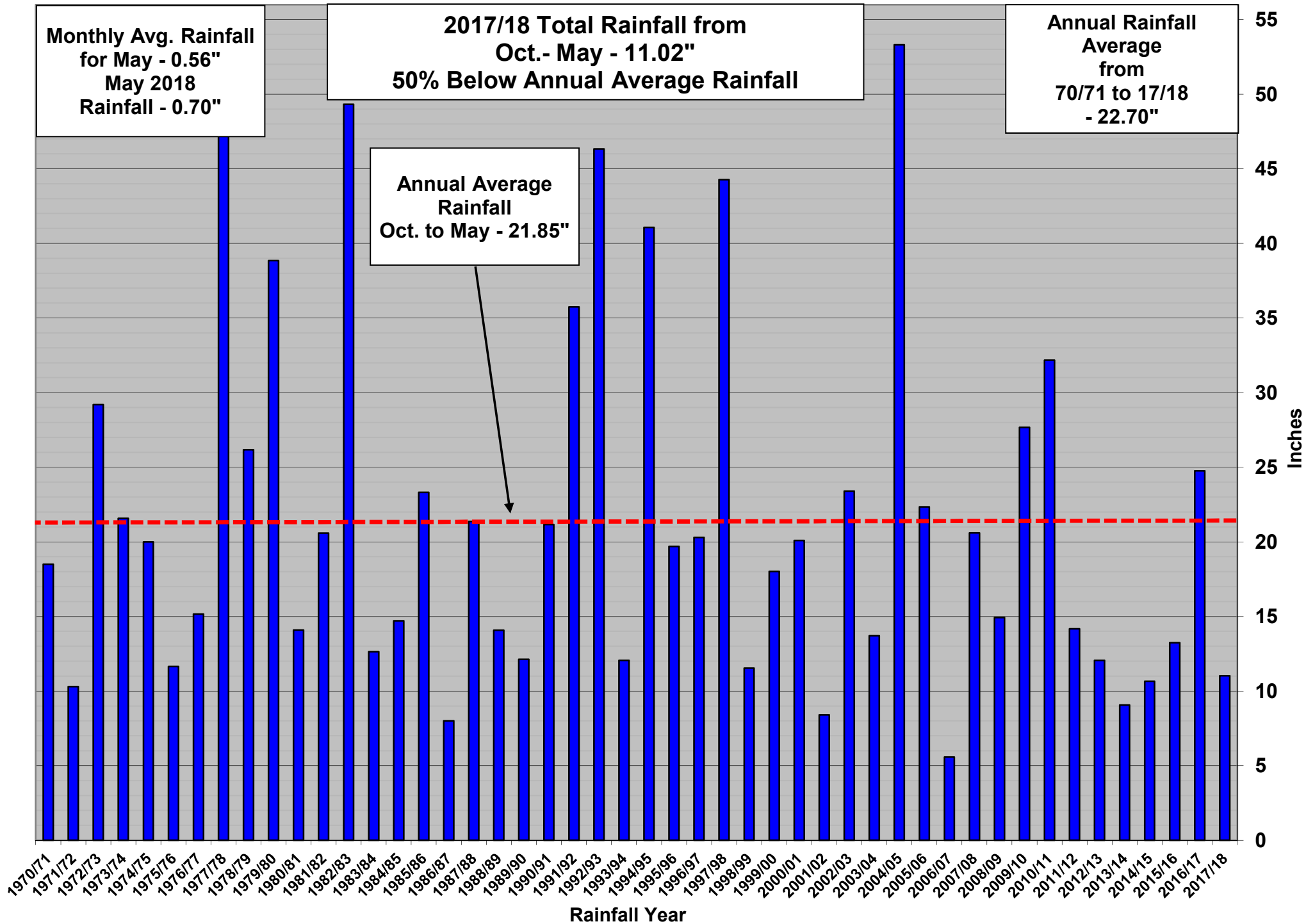
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: Projected Vs. Actual, FY 17/18



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





May 30, 2018

Mr. Dennis Maxwell, Superintendent
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, California 91241-3516
dmaxwell@cvwd.com

Re: Risk Assessment Visit

Dear Mr. Maxwell:

Thank you for meeting with me on May 15, 2018 for a risk assessment. You provided the good news that the new general manager will be starting soon. For this visit, we discussed the company's loss experience; and also visited a jobsite, tank site, and the old Encinal Reservoir site.

LOSS EXPERIENCE

Workers' Compensation

As discussed, we are projecting that the e-mod will drop to 0.86 as of July 1, 2018. This is very exciting, since it is going to result in a huge drop in premium.

Policy Year	Number of Claims	Dollars Incurred	E-Mod
2014-2015	1	\$32,350	1.69
2015-2016	1	\$958	2.43
2016-2017	1	\$33	2.76
2017-2018	0	\$0	2.20

Mr. Dennis Maxwell
Crescenta Valley Water District
May 30, 2018
Page 2

We discussed that you have been tracking the number of days without an accident on a digital board in the break room. Tracking this number could lead to complacency on the part of your supervisors, leads, and employees, making safety a lower priority. It also can lead to under reporting of near misses or accidents if an employee did not want to break the cycle.

It would be better to focus on “leading indicators” as these indicators are rooted in prevention such as number of:

- Trainings completed
- Worksite observations conducted
- Near-miss investigations completed
- Tailgate meetings conducted
- Ergonomic opportunities identified

You can couple your review with lagging indicators, such as number of incidents, injuries, days away from work, etc., but lagging indicator statistics would be after incidents occur. These statistics can be used to measure the effectiveness of your safety program.

Here are links to articles I referred to that you may find useful as you build the “safety culture” at the District:

[Grainger Safety Record](#)

[Guide to Leading and Lagging Indicators](#)

[EHS Today](#) (Paste in browser)

[enablon Insights](#)

SITE OBSERVATIONS

Jobsite

We visited a jobsite where a water service was being replaced from the main, including the meter. We found a very clean jobsite where equipment was being used to handle the heavy work, eliminating a lot of the manual physical work that would be typical for these type jobs. A Vactor was used to remove dirt down to the corporation stop; the new Cat backhoe was used to remove dirt and rock with bucket and thumb attachment, placing all directly in the dump truck; shovels were laying with spade down and out of the walkway; and a hammer was used to break the concrete meter box into smaller pieces before removing with the backhoe bucket.



You did stop an employee from trying to manually lift the concrete meter box out of the hole, which could have resulted in an injury. Let's turn this into an SOP, which can be used to encourage the supervisor, lead, and co-workers to start making these observations. I was happy to hear that the meter box would be replaced with a lighter composite box.

I also observed the chop saw being used to cut the old service line. One employee had entered the hole, but then he switched off with another employee. This employee held the saw with one hand and an extended arm. We discussed that the first employee was not strong enough to handle this task so a second stronger employee stepped in. This saw is designed to be held with two hands that would assure control of the saw. You advised that the hole should be larger, so the employee would have room to use two hands, instead of just one. This also would be a good SOP.

Overall, I was very impressed with this jobsite. Please congratulate Bryan, Alex, and the rest of the crew!

Oak Creek Tank Site

Here the District has a contractor rehabbing one of the tanks along with installing a stairway to replace the ladder.



The districts I work with that have stairs, typically have a cage made of expanded metal part way up the stairway to prevent someone from climbing the fence, and then having easy access to the top of the tank. This tank is lower than most, so it may need a cage for the entire stairway. This should be discussed with the engineer.

Once the rehab work has been completed on this tank and the other tank, confined space signage will need to be installed on all entry points. This is also true for the vault.



The signage can also be spray painted on.

Mr. Dennis Maxwell
Crescenta Valley Water District
May 30, 2018
Page 5

Encinal Reservoir Site

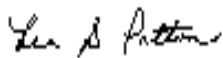
I like the improvements you have made by adding a forklift at the site and shelving for storage.

Emergency Response Plan

I was happy to hear that the District is participating with the Public Water Agency Group (PWAG). We discussed that Michael Holmes, former General Manager at Walnut Valley Water District, has been hired as the Emergency Preparedness person for the group.

Let me know if you have any questions regarding the "Leading or Lagging Indicators for Safety." My next risk assessment is scheduled for May 2019. If you need to contact me, I can be reached at (818) 414-7382 or via email at lpatton@acwajpia.com.

Sincerely,



Lee S. Patton, CSP, CPDM
Senior Risk Management Advisor

530:tl

c: Ronald Mitchell, Chief Financial Officer/Co-General Manager
David Gould, District Engineer/Co-General Manager
JPIA Risk Management Committee
Judy Tejada, JPIA Board Member



Rain Barrel

CLASS AND DISTRIBUTION EVENT AT

Descanso Gardens

1418 Descanso Dr. La Cañada, CA 91011

**Saturday, September 22nd
9 AM to 11 AM**

Preorder discounted rain barrels for only **\$65 + tax** in advance for pick up at Descanso Gardens! Go to rainbarrelsintl.com – click on **EVENTS** tab and select “Descanso Gardens”.

****Pick up will be located in the parking lot of Descanso Gardens****

RAINWATER HARVESTING CLASS FREE WITH REGULAR PAID ADMISSION TO THE GARDENS (IN BIRCH ROOM).

Rain barrel rebates start at \$35 per barrel (2 maximum) at socalwatersmart.com. For more information on rebates and rain barrels, please email: info@rainbarrelsintl.com or call (919) 602-6316.



CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: June 8, 2018
TO: Emergency Planning Committee
FROM: David S. Gould, District Engineer
SUBJECT: CVWD Emergency Planning Committee Meeting Notes

Following is a summary of the Emergency Planning Committee Meeting held at 9:00 AM on June 5, 2018, at the CVWD main office, and was attended by the following:

Director Mike Claessens - Committee Chairperson	CVWD
Director Judy Tejada - Committee Member	CVWD
David Gould	CVWD
Ron Mitchell	CVWD
Brook Yared	CVWD

1. CVWD Emergency Operations Protocol Handbook:

Mr. Gould discussed that staff is developing an Emergency Operations Protocol Handbook (EOP), which will provide information and CVWD's emergency response procedures that may be used by staff and Board members during a disaster event. The EOP handbook will include purpose of the handbook, goals & objectives, when and where to mobilize for a disaster event, personal emergency planning at home, information on the emergency operations center and coordination with local agencies.

Action Items:

1. *Staff to prepare a draft EOP Handbook for review at the next meeting.*
 - a. *Develop specific action plans for disaster such as fire, earthquake or power outage.*
2. *Staff to see if a portal can be set up on the website to store information for employees & Board.*

Coordination with Local Emergency Agencies: Mr. Gould discussed coordination with Law Enforcement, Fire Departments and Community Emergency Response groups including setting up open communications with these agencies to make sure CVWD is included in the planning and implementation of local emergency response program.

Action Items:

1. *Staff to meet with the LA County Sheriff's Department and LA County Fire Department about emergency response planning.*
2. *Staff to meet with MWD about Emergency Operation Center in Eagle Rock regarding emergency response planning.*
3. *Staff to meet with Local CERT Program and CV Ready personnel about setting up specific duties or tasks they can assist CVWD during an emergency.*
4. *Staff to meet with representatives from GUSD about setting up specific duties or tasks they can assist CVWD during an emergency.*

2. Public Works Agency Group – Emergency Management and Assistance Network

Staff met with Mr. Holmes, the Emergency Preparedness Coordinator for Public Water Agencies Group (PWAG), to discussed CVWD's emergency response plan, any mitigation efforts underway, how is CVWD preparing for an unplanned event, its communication capabilities, what training CVWD has done, and what training / additional expertise CVWD would like to see implemented.

We also discussed how PWAG's Emergency Preparedness Coordinator can best serve the District's needs; and, what, if any, ideas we may have to make this collaboration even better. In addition, staff provided information on classes for Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training

Action Items:

1. *Committee requested to meet with Mr. Holmes to discuss Emergency Preparedness and the role of PWAG.*
2. *Committee requested a write up of Mr. Holmes' duties and responsibilities as the Emergency Preparedness coordinator.*
3. **Emergency Planning Committee Schedule:** Mr. Gould discussed meeting dates for the Emergency Planning Committee regarding planning and discussion towards the District's emergency preparedness.

The Emergency Planning Committee agreed on the following schedule:

- **July 19, 2018** – Emergency Planning Committee – Review draft EOP Handbook for staff and Board Members.
- **August 16, 2018** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **September 20, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **October 18, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

Adjournment - The Emergency Planning Committee meeting was adjourned at 9:50AM on June 5, 2018

**See CVWD Website www.cvwd.com
for the Emergency Planning Committee Packet**

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Emergency Planning Committee
of the Crescenta Valley Water District

To be held on

June 5, 2018 at 9:00 AM

Posted: June 4, 2018 at 9:00 AM

Call to Order

Adoption of Agenda

Public Comments

At this time, members of the public shall have an opportunity to address the committee on items of interest that are within the subject matter jurisdiction of the Committee. This opportunity is non-transferable and speakers are limited to three (3) minutes each.

Information Items

1. CVWD Emergency Operations Protocol Handbook
2. Public Works Agency Group – Emergency Management and Assistance Network
3. Status of Emergency Response Plan

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – July 17, 2018

Adjournment

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 1
June 5, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: CVWD Emergency Operations Protocol Handbook

INFORMATION ITEM:

CVWD Emergency Operations Protocol Handbook – Discussion regarding the District's Emergency Operations Protocol Handbook for staff and Board Members.

BACKGROUND:

Staff is developing an Emergency Operations Protocol Handbook (EOP), which will provide information and CVWD's emergency response procedures that may be used by staff and Board members during a disaster event.

DISCUSSION:

The following is an outline for EOP Handbook, which is being developed by staff, which will be distributed to each employee and Board Member.

1. Introduction
 - a. Purpose
 - b. Disaster Service Worker
 - c. Goals
 - d. Requirements
 - e. Plan Overview
2. When to Mobilize
 - a. Time and Day of Event
 - i. Working Hours
 - ii. After Work – Evenings
 - iii. Before Work - Mornings
 - b. Where to Report
 - i. CVWD
 - ii. Other Agency
 - c. Who to Report to
 - i. Contact numbers for all employees
 - ii. Shift Assignments
3. Personnel Emergency Planning - Home
4. Emergency Operations Center
5. Coordination with Agencies during an emergency event
 - a. Law Enforcement
 - b. Fire Departments
 - c. Local Water Agencies
 - d. Community Emergency Response groups

EMERGENCY PLANNING COMMITTEE SCHEDULE:

- **July 19, 2018** – Emergency Planning Committee – Review draft EOP Handbook for staff and Board Members.
- **August 16, 2018** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **September 20, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **October 18, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in this pamphlet will help you understand your role and obligation.

California Public Employee **DISASTER SERVICE WORKERS**

*California Government Code
Section 3100-3109*

For more information, please visit the following websites:

California Emergency Services Act

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov
&group=08001-09000&file=8550-8551](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551)

California Government Code 3100-3109

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov
&group=03001-04000&file=3100-3109](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109)

The California Constitution Oath or Affirmation

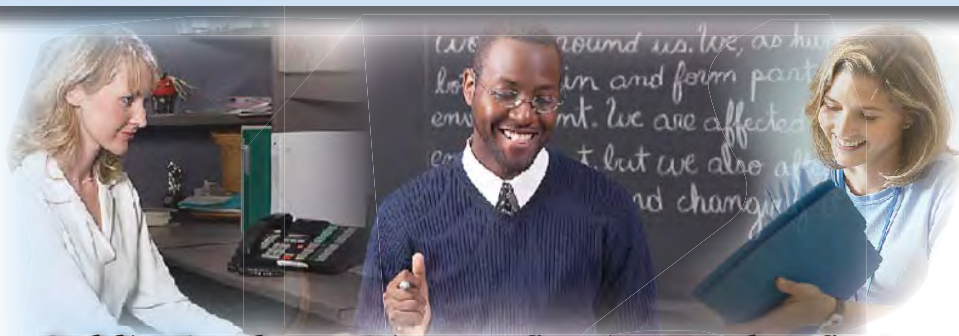
http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/
Laws&RegsCalCodePDFs/\\$file/Ch2.3_%20
DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20DSW.pdf)



Did you know?



Public Employee Disaster Service Worker Status

California Government Code Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

What does disaster service mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act*.

Who is included in the disaster service worker status?

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

What are the scope of duties of employee disaster service workers?

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.

How are public employees assigned disaster service activities?

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation referred to in the government code?

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

When do public employees take the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

Do public employees acting as disaster service workers get paid?

Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

Can disaster service workers be sued for actions taken while performing duties?

Public employee disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if public employees are injured while acting as disaster service workers?

Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.



As a public employee, you may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

*California Emergency Services Act

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

For further information, please visit the websites listed on the back.



Cal OES Divisions

! 2017 Wildfires Resources & Information

Emergency Management Training Program

14

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The California Specialized Training Institute (CSTI) provides training in all phases of emergency management: preparedness, response, recovery, and mitigation. Additionally, CSTI offers specialized training in crisis communications, exercise design, and emergency planning for schools and populations with access and functional needs. Our emergency management curriculum covers the full spectrum of hazards, including: earthquakes, floods, fires, severe weather, tsunamis, hazardous materials, and terrorism.

Emergency management professional development is also a key component in CSTI's training programs. Our course choices include: Basic and Advanced Training for Emergency Services Coordinators, EOC Position Specific Training, EOC Action Planning Training, and all levels of the California's Standardized Emergency Management System (SEMS) and Incident Command System (ICS) approved courses.

All CSTI's Emergency Management courses can be applied to Cal OES's Emergency Management Specialist Certificate Program as either a core or elective course.

EMERGENCY MANAGEMENT SPECIALIST CERTIFICATE

Required Courses (4):

- Introduction to Emergency Management: Earthquake
- Disaster Mitigation
- Disaster Planning
- Disaster Recovery

Elective Courses (3):

Must equal 72 elective hours of instruction.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) was developed from legislation introduced in 1992 and signed into law in 1993. Its policies and procedures are set forth in the California Government Code, Section 8607, Emergency Services Act (Chapter 7, Division 1, Title 2). All state agencies are required by law to use the Standardized Emergency Management System. Local agencies eligible for funding of response-related costs under disaster assistance programs are also encouraged to use SEMS when responding to disasters or major events involving multiple agencies.

CSTI was principally involved in the development of the Standardized Emergency Management System in 1992. SEMS has been incorporated into all of Cal OES/CSTI's programs. Our SEMS training programs are individually tailored to fit specific agency needs and may address a wide range of emergency management topics and issues. Our staff considers a jurisdiction's facilities, plans, and personnel in the design of each program. Programs designed for your jurisdiction or agency could include components from any of the SEMS Courses.





! 2017 Wildfires Resources & Information

For Governments & Tribal

Building Partnerships with Tribal Governments is essential in emergency management planning, response and recovery. Effective relationships with tribes are a necessary step in working together to build more resilient and better prepared communities.



Plan & Prepare



In California, we prepare for floods, wild land fires, earthquakes and tsunamis, storms, droughts, terrorism, pandemics, landslides, hazardous material spills, protecting nuclear power plants, and any other emergency that might occur or all types of hazards.

- [Access & Functional Needs](#)
- [California Animal Response Emergency System](#)
- [Catastrophic Planning](#)
- [Continuity Planning](#)
- [Cybersecurity Task Force](#)
- [Disaster Council Accreditation](#)
- [Administrative Orders](#)
- [Disaster Service Worker Volunteer Program](#)
- [Earthquake Preparedness](#)
- [Hazard Mitigation Planning](#)
- [Hazardous Materials](#)
- [Tribal Coordination](#)
- [National Incident Management System](#)
- [Pre-Disaster & Flood Mitigation](#)
- [Spill Release Reporting](#)
- [Standardized Emergency Management System](#)
- [State of California Emergency Plan & Emergency Support Functions](#)
- [State Emergency Response Commission](#)
- [Statewide Emergency Planning Committee](#)
- [Tsunami Preparedness](#)
- [Volcano Preparedness](#)
- [Waste Isolation Pilot Plant Program](#)

Response

The California Governor's Office of Emergency Services (Cal OES) Response consists of Regional Operations, Local Emergency Agencies, Mutual Aid, Fire and Rescue, Hazardous Materials, Law Enforcement, Volunteer, Threat Response and Reporting Suspicious Activity. In partnership, Cal OES works with, coordinates and responds to multiple types of emergency response situations.

- [California Accidental Release Prevention](#)
- [Warning Center](#)
- [Earthquake Early Warning System](#)
- [Fire & Rescue](#)
- [Law Enforcement](#)
- [Nuclear Power Plant Program](#)

- [HazMat By Rail](#)
- [Regional Operations](#)



Recovery

Within Cal OES, the Recovery Section is responsible for managing disaster recovery and providing assistance to local governments and individuals impacted by disasters.



- [After Action-Corrective Action Reporting](#)
- [Fire & Rescue](#)
- [Public Assistance](#)
- [Tsunami Recovery](#)
- [Volcano Recovery](#)
- [Earthquake Recovery](#)
- [Individual Assistance](#)



Grants & Funding

Cal OES' Grants Management Section is responsible for administering more than \$2 billion in funds for homeland security, emergency management, justice programs and victim services, a majority of which are distributed to local and regional entities to enable the most effective prevention, detection, response and recovery efforts.



- Criminal Justice, Emergency Management & Victim Services Grant Programs
- Forms
- Grants Monitoring
- Grants Processing Programs
- Homeland Security & Prop 1B Grant Programs
- Pre-Disaster & Flood Mitigation

Search for Grants



Training

Cal OES provides training support to the First Responder community within California. The Training Division, while working closely with the California State Training Institute (CSTI) ensures the most comprehensive access to training courses which enhance the capability to accomplish the critical mission areas of Prevent, Protect, Respond, Mitigate and Recover in support of the California statewide training strategy.



- [CSTI Exercises](#)
- [CSTI Training Delivery](#)
- [CSTI Training Support & Compliance](#)
- [Recovery Training](#)

Public Safety

Public Safety Communications (PSC) serves the State of California by providing public safety communications to the State's first responders and oversight of the 9-1-1 system to the People of California. The PSC is dedicated to the preservation and protection of human life and public safety by delivering reliable and dependable communication services keeping the public connected during times of crisis.

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 2

June 5, 2018

To: Emergency Planning Committee

From: David S. Gould, P.E. – District Engineer

Subject: **Public Works Agency Group – Emergency Management and Assistance Network**

INFORMATION ITEM:

Public Works Agency Group – Emergency Management and Assistance Network – Discussion regarding the Public Works Agency Group (PWAG) – Emergency Management and Assistance Network.

BACKGROUND:

The Public Water Agencies Group (PWAG), which consists of 17 public water agencies in the Los Angeles County, has hired Mr. Mike Holmes as the Emergency Preparedness Coordinator. Mr. Holmes will be responsible for documenting standard emergency response operating guidelines and operational checklists and related training, coordinate overall emergency planning activities, conduct regular review and editing of participating agencies' emergency response plans and many other services.

DISCUSSION:

Staff met with Mr. Holmes on May 23, 2018 and we discussed CVWD's emergency response plan, any mitigation efforts underway, how is CVWD preparing for an unplanned event, its communication capabilities, what training CVWD has done, and what training / additional expertise CVWD would like to see implemented. We also discussed how PWAG's Emergency Preparedness Coordinator can best serve the District's needs; and, what, if any, ideas we may have to make this collaboration even better. See attachment for additional information.

Staff provided additional input including requesting scheduling classes for Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training that would be implemented during a disaster event.

Mr. Holmes will be meeting with the 16 other public water agencies to get their input and will provide a summary of his finding to PWAG. When completed, he will have a better understanding of each agencies level of preparedness, which will result in better mutual coordination and shared training and how the PWAG Emergency Preparedness Coordinator can better assist its local agencies.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

Site Visits Background & Discussion Outline

Revised: May 2018



Communicate • Cooperate • Coordinate

Emergency Response Plan: Purpose

The overall purpose of an Emergency Response Plan (ERP) is to provide safe and proper operations of your water system during emergency events. The ERP is a means to provide a standardized response and recovery procedure to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.



One of the operational requirements for a public water system in California is to “provide a reliable and adequate supply of pure, wholesome, healthful and potable water” (CA Health & Safety Code, Section 11655). Emergency Response Planning for both terrorist activities and natural disasters is an essential part of ensuring customers receive a reliable and adequate supply of potable water.”¹

Developing an ERP may be a legal requirement, but until you train key personnel and exercise your plan that document is just another notebook on the shelf.

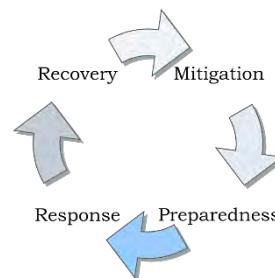
Emergency Response Plans: Goals

- Respond quickly to save lives, protect property and the environment.
- Provide emergency public information concerning customer service.
- Provide water system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.
- Prevent, avoid or stop threatened or an actual attack to the infrastructure integrity.
- Mitigate the loss of life, property and environmental impacts
- Provide design, maintenance and reporting protocols using standards consistent with California’s (SEMS) and national emergency response standards (NIMS).

Planning Cycle for Emergency Responses

Being ready to respond to an emergency incident requires engaging in a continuous cycle of activities that focuses on pre-incident planning, preparedness, prevention, response, recovery, mitigation and return to operations. The objectives of a typical Emergency Response Plan are to:

1. Provide hazard and risk information using appropriate methods to enable proper decisions.
2. Implement mitigation strategies to minimize potential future losses.
3. Build capacity to respond quickly and effectively to disasters.
4. Enable competent Emergency Operations Management
5. Coordinate effective management of post-disaster activities
6. Improve community understanding of risks in order to enhance their resilience in the face of disasters.



Standardized Emergency Management System (SEMS)



In California, public emergency response agencies are required to utilize SEMS to mitigate disasters or emergency incidents. A component of SEMS is the Incident Command System (ICS), which is implemented to manage resources in the field during an event. It is important for water systems to understand the use and terminology associated with the Incident Command System to adapt and integrate into the

¹www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/security/ddw_emergency_guidelines_0215.pdf

incident management structure when public response agencies are requested by the water utility for a disaster event.² PWAG will coordinate training on these concepts.

*State Guidelines: Checklist for Emergency Management*³ [to be reviewed during the site visit]

	Item	Notes
1	Vulnerability Assessment results and analysis of recommendations for improvements (see page 3)	
2	Development of a field incident management structure (Water Utility Staff) for both prior to the arrival of public response agencies and after the arrival of response agencies (Water Utility Staff and Public agency personnel).	
3	Development of a Water Utility Emergency Operations Center (EOC) management structure. Development or update of existing Emergency Response Plan.	
4	Develop guidelines that identify various levels of plan activation and appropriate personnel to respond.	
5	Identify internal resources and capabilities.	
6	Development of Mutual Assistance agreements.	
7	Development of a communication strategy with the local Emergency Services agency (OES) to request resources during a disaster.	
8	Development of 24-hour interagency contact lists.	
9	Identify or develop alternate water sources, such as interties with other water agencies. Include contingencies for temporary emergency water supplies, such as water trucks or buffaloes, and bottled water.	
10	Conduct and maintain comprehensive mapping of all customer areas, facilities and pipelines.	
11	Prearranged contracts for water, food, and supplies for response staff.	
12	Development of resource lists for items expected to be needed during a response.	
13	Development of cost accounting and recovery systems that meets Federal Emergency Management Agency (FEMA) and state Office of Emergency Services (CalOES) reimbursement requirements, including how information will be collected during all phases of the emergency and how expenditures will be tracked.	
14	Development of plans to assist employees and their families during an event (home and work). Development of a plan to provide information to the local Joint Information Center, the media, the primacy agency and customers.	
15	Provide a schedule to regularly test emergency equipment (i.e. generators, radios, light, etc.).	
16	Training and exercising of the Emergency Response Plan with planning partners.	
17	Business recovery plan.	

² *ibid.*

³ *Op. cit.* (see page 8)

Vulnerability Assessment

A four-step approach to assessing vulnerability could be developed as each water system is different but can be described and analyzed in terms of its components and expected levels of service. This analysis which is intended to estimate the degree to which your system would be adversely affected by each type of emergency situation which could reasonably be expected to occur, including but not limited to: natural disaster, civil unrest, sabotage, faulty maintenance, negligent operation, cyber-attack, or accident.

Action 1: Identify and describe the separate components of the water supply for a system service area.

Action 2: Estimate the potential effects of probable hazard on each component of the system.

Action 3: Establish performance goals and acceptable levels of service for the system service area.

Action 4: Should the system fail to meet the performance goals due to the conditions produced by the hazard, identify the key or critical components of the system that are primarily responsible for the failure.

What are the major components of your system's service area that should be listed and described under the following general headings: source water, transmission system, storage, treatment facilities, distribution system, administration, electric power, transportation and communications.

The Goal is to Seek Continuous Improvement

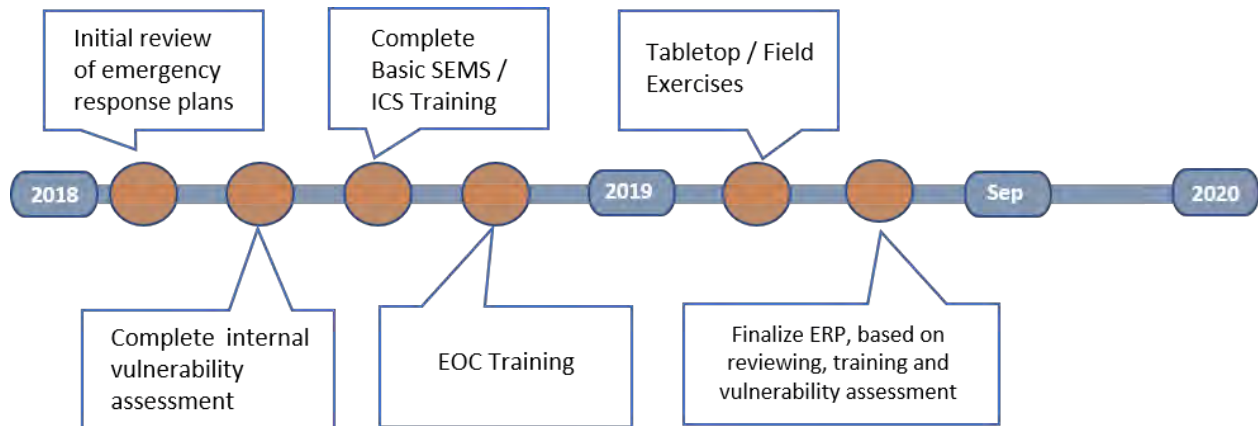
Continuous capability improvement, including incremental and transformational change, is undertaken systemically as an integral part of emergency response functions and practices at all levels, as appropriate, to minimize the recurrence of problems. As well, conducting an evaluation of the entire ERP once every two years or as appropriate should be considered.

- The primary purpose of an ERP is to save lives; therefore, every plan should contain evacuation procedures, incorporating secondary routes in case initial routes are blocked.
- Other important aspects of a good ERP are supply and contact lists. Having this information will help make any response more efficient.
- An essential early step in the development of the ERP is carrying out a vulnerability assessment (see below)
- How can all levels of management be engaged in evaluating and updating the ERP?
- Does the ERP reflect lessons learned and best practices from exercises and actual events?
- Do members engaged in the ERP process understand their respective responsibilities?
- Are new members being trained?
- Is the agency attaining its training objectives?
- Have the hazards affecting you changed?
- Are the names, titles and telephone numbers in the contact list current?
- Have partner agencies and other government units been briefed on the plan? Are they involved in evaluating your ERP?
- Is your ERP updated in response to any significant change in the organization, and reviewed on a regular basis, either annually or biennially, to ensure they remain valid?

Summary

Response plans are likely to be successful when an individual or small group has strong ownership of the planning process and the confidence to take the lead. This self-confidence will only be effective if the plan is accepted and supported by senior management.

PWAG DRAFT Training Schedule



Conclusion

Developing an effective ERP that fits the needs of your utility is a very effective use of your resources. However, it is important not to get bogged down looking for the ideal plan; *no plan is perfect*. It is also important to remember that it is unlikely that anyone will have time to read an emergency plan during the actual event. The success of a plan will come from the staff already knowing exactly what to do or having someone who can tell them what to do, in the event of an emergency. Remember, during an emergency:

"You don't rise to the occasion...you sink to the level of your preparation"

In order for any plan to prevent an emergency from turning into a disaster, it must be tested, evaluated, and updated frequently to ensure its relevance and impact. Always, there is more to come...

CRESCENTA VALLEY WATER DISTRICT

EXECUTIVE COMMITTEE MINUTES

DATE: May 18, 2018
TO: Executive Committee Meeting Minutes
FROM: Ron Mitchell, Secretary-Treasurer

Following is a summary of the Executive Committee Meeting held at 9:00 a.m. on May 18, 2018, at the CVWD main office and was attended by the following:

Director James Bodnar - Committee Chairperson	CVWD Board of Director
Director Michael Claessens - Committee Member	CVWD Board of Director
Ron Mitchell	CVWD
David Gould	CVWD

General Manager Goals – Director Bodnar opened the meeting and said that the purpose of this meeting was to identify goals and objectives for the new General Manager that could be used as a basis for performance evaluations.

The Committee identified several areas including review and update the Strategic Plan, the water and wastewater budgets, getting familiar with our water supply issues, learning the various systems that are used in the District, and developing/mentoring staff.

The Committee also discussed the importance of the new General Manager meeting with the CV Town Council, Supervisor Kathleen Barger, our local and state representatives, FMWD, City of Glendale water officials, and the Watermaster. The Committee recommends that staff provide a tour of our facilities so the new General Manager can survey the District and report back to the Board his thoughts.

The Committee asked that staff place an item on the next agenda so the entire Board can discuss the goals and objectives for the new General Manager.

The meeting adjourned at 9:35 a.m.

CRESCENTA VALLEY WATER DISTRICT

EXECUTIVE COMMITTEE MINUTES

DATE: June 6, 2018
TO: Executive Committee Meeting Minutes
FROM: Ron Mitchell, Secretary-Treasurer

Following is a summary of the Executive Committee Meeting held at 3:50 p.m. on June 6, 2018, at the CVWD main office and was attended by the following:

Director James Bodnar - Committee Chairperson	CVWD Board of Director
Director Michael Claessens - Committee Member	CVWD Board of Director
Ron Mitchell	CVWD
David Gould	CVWD
James Lee	CVWD

Public Hearing Presentation – The Committee and staff reviewed the presentation for the upcoming Public Hearing related to the proposed water rate increase. The Committee suggested that staff reduce the number of slides and offered advice to clarify what information is to be presented.

The Committee asked that staff make the recommended changes and email them for a final review before the hearing.

The meeting adjourned at 5:10 p.m.