

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on December 12, 2018 at 7:00 p.m.

Posted: December 7, 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

Oath of Office

James D. Bodnar, Kerry D. Erickson, and Kenneth R. Putnam

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 Adjourned Regular Meeting on November 20, 2018.
2. Ratification of Disbursements for November 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. **Board Reorganization** – Election of President and Vice President of the Board of Directors and Committee Appointments for 2019.
2. **Request to Remodel District Rental Property** – Consideration and possible motion to authorize the tenant at 2857 Sycamore Ave. to remodel the existing structure at no cost to the District.
3. **Theft of Water Policy** – Consideration and motion to adopt a Theft of Water Policy.
4. **Investment Policy for 2019** – Consideration and motion to adopt Resolution No. 742 outlining the District's Investment Policy for 2019.
5. **Well Rehabilitation of Wells 1 & 7, Project E-999** – Consideration and motion to authorize the General Manager to advertise for bids for well rehabilitation for Wells 1 & 7 with an engineer's cost estimate of \$153,000 and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).
6. **TTHM Study and Disinfection Process Upgrades, Project E-995** - Discussion and update of CVWD's TTHM study and disinfection process upgrades.

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

Conference with Legal Counsel - Existing Litigation (Gov. Code Section 54956.9(d)(1))

- Carlos Alvarez v. Crescenta Valley Water District (Case No. 18STCV04335)

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS

November 20, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting on November 6, 2018, an Adjourned Regular Meeting was held on November 20, 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
Attorney:	Dominic Nunneri
General Manager:	Nem Ochoa
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 Manager Brook Yared, Senior Engineer Kathy Ross, FMWD Director

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Claessens to lead the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejada, seconded by Director Claessens and carried by a 5-0 vote that the Agenda for the Adjourned Regular Meeting of November 20, 2018 be adopted as presented.

PUBLIC COMMENTS - None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Kathy Ross reported this will be her last report to the District and Frank Colcord will be the new Director reporting. At the last Water Resources Committee meeting, they agenzized the CVWD Tier 2 concerns and no action has been taken yet. The Board meeting was held on November 19, 2018 where they approved the Management report for 2017/18. There is a landscape training class December 1, 2018 at the La Canada Presbyterian Church. The FMWD family are still at a 10% cumulative conservation and we are still waiting to see what MWD's shortages are going to be. A

student from Rosemont Jr. High won a place on MWD's calendar for 2019. The January meeting will be held on a Tuesday, January 22, 2019.

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 6, 2018 and to ratify the disbursement for October 2018.

Payment of demands against the Crescenta Valley Water District on or before October 31, 2018 the same having been approved by the General Manager, Nem Ochoa and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of One Million Three Hundred Thirty-Four Thousand, Six Hundred Fifty-Four Dollars and Twenty-Five cents (\$1,334,654.25), which is composed of the individual items set forth herein.

ACTION CALENDAR

TTHM Mitigation and Disinfection Process Upgrades, Project E-995 – Mr. Gould reported on the past actions taken and discussed the operational changes, the construction for the chloramine conversion, operations & maintenance, and the project schedule. He also discussed the quarterly compliance charts for the running annual average from 2012 to 2018. He discussed the costs for upgrading existing chlorine analyzers, cost for six new analyzers, cost for new SCADA equipment, and to hire Valvetek Utilities Services for flushing the entire water distribution systems to remove any biofilm that may react with the ammonia. To perform this flushing process, the company will have a truck that will connect to a fire hydrant and draw the water out, run it through a filtration system, and then puts it back into the system so there is no discharge to the storm drain. Staff is recommending to transfer \$500,000 from the MTBE reserve fund for the operation and maintenance costs necessary for the conversion to chloramines. In addition, staff is recommending that the Board authorize the General Manager to select and negotiate with consultants and contractors for the operation and maintenance of \$500,000.

Following discussion:

It was moved by Director Claessens, seconded by Director Putnam and carried by a 5-0 vote to authorize the General Manager to transfer \$500,000 from the MTBE reserve fund for the operation and maintenance costs necessary for the conversion to chloramines, and to waive the Bid Procurement and Purchasing Policy per Article 18.01 of CVWD's Rules and Regulations and allow the General Manager to select and negotiate with consultants and contractors for the operations and maintenance for the new Chloramination systems at a cost not to exceed \$500,000. Also, the General Manager is to notify the Board members by email if the costs will go beyond the estimated costs.

Advanced Metering Infrastructure (AMI) Consulting Services, Project E-998 – Mr. Gould reported there has been discussion at previous Board meetings about the status of the AMI program. Staff met with Kody Salem from UtiliWorks, Inc. about assisting the District with moving forward with the AMI program. UtiliWorks is a consulting firm that provided a proposal outlining their understanding of the scope of work and their approach at a cost of \$39,660. In the proposal, UtiliWorks indicates that the business case portion of the project's scope will be completed by March 2019, and that staff can fit this into the FY 2019/20 water budget. Staff and John Robinson Consulting said the work performed by UtiliWorks can be leveraged to pursue grant funding related to AMI. Information generated could be submitted as part of a grant funding application to the U.S. Bureau of Reclamation and its Water SMART grant program.

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson and carried by a 4-1 (Bodnar) vote to authorize the General Manager to enter into an agreement with UtiliWorks Consulting, LLC to provide consulting services for implementation of the District's AMI program at a cost of \$39,660 and establish a contingency amount of \$3,966 (10% of contract) to cover the cost of additional work.

Resolution 741, Acceptance of Water Facilities at 1941 Waltonia Ave, Project D-12-10 – Mr. Yared reported that the owner entered into a developer's agreement with CVWD for the design, construction and dedication of facilities to CVWD. The District worked with the developer and entered into a contract where we would provide the materials and the developer would select a contractor that the District approved to install the twelve new meters and fire service in the public right of way. The agreement stipulates that the developer transfer ownership of all newly constructed infrastructure to CVWD. Then CVWD assumes responsibility for maintaining these facilities into the future. The contractor will submit a cost estimate to CVWD establishing a base value for the donated facilities for depreciation purposes. The construction was completed in October 2018 and the water facilities were completed to the satisfaction of the District.

Following discussion:

It was moved by Director Putnam, seconded by Director Tejeda and carried to adopt Resolution No. 741, to authorize the General Manager to accept the water facilities within the public right-of-way for Lot 100 of Tract 1701 located at 1941 Waltonia Avenue by the following roll call:

AYES:

**Director Bodnar
Director Claessens
Director Erickson
Director Putnam
Director Tejeda**

NOES:

None

INFORMATION ITEMS – CV Weekly: CVWD Staff trains for Emergency Response.

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Ochoa reported that he met with the Assistant General Manager and the Chief Operating Officer at MWD today, and discussed the Storm Water Project.

Mr. Mitchell reported on the Directors Stipend Report. Also, there is a customer disputing their water bill and has requested Board contact information.

Mr. Gould reported that testing was done at Well 2 and the water quality data will be submitted to DDW by the end of the month. Also, CVWD received an accommodation award from the American Council of Engineering Companies for the new nitrate facility. There will be a banquet held next February in San Francisco if anyone would like to attend to accept the award.

ATTORNEY – No Report

REPORTS OF COMMITTEES

Engineering Committee – Mr. Putnam reported that the Committee had not met; however, a meeting will be scheduled as needed.

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 will meet on December 14, 2018 at 9:30 a.m.

Policy Committee – Director Tejeda reported that the Committee met on November 20, 2018 and reviewed the theft of water policy, alternative work schedule policy, uniforms and clothing policy, and discussed water usage by the street sweeper.

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 Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

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

DIRECTORS ORAL REPORTS

Director Bodnar – No Report

Director Claessens reported that he has been re-elected to another three-year term with Crescenta Valley Town Council.

Director Tejeda reported that she will be attending the JPIA Conference in San Diego on November 26 & 27, 2018 at no cost to the District

Director Putnam requested again to have a written report of all committee meetings.

Director Erickson reported that he attended a CV Chamber event and was asked about stormwater collection. He was also questioned about the Pennsylvania re-paving project and the potential costs.

ADJOURNMENT

There being no other business to come before the Board, at 9:00 p.m. it was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote that the meeting be adjourned to December 12, 2018, at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

NOVEMBER 2018



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	11/1	Los Angeles County Public Works	Excavation permit for 4 locations	2,140.00	
0	11/6	Los Angeles County Public Works	Excavation permit for 7 locations	3,745.00	
0	11/20	CalPERS	PERS contributions for 11/2018	24,544.68	14,683.46
0	11/20	Southern California Edison Co.	Power purchased 11/2018	21,328.80	285.43
38356	11/1	BC Laboratories, Inc	Water Analysis	1,200.00	
38357	11/1	Cash-Petty Cash	Reimbursement of petty cash	358.37	81.37
38358	11/1	Alicia Closepal	Refund Check	43.19	
38359	11/1	Colonial Life & Accidents Ins.	Employee paid insurance	228.67	
38360	11/1	Core & Main	E-982 - 1" double union pressure regulators	140.54	
38361	11/1	Crescenta Valley Tow Service	Cost to move Honda Civic @ Briggs and Cross main leak repair	137.00	
38362	11/1	Eurofins Eaton Analytical Inc.	Water Analysis 9/1/18 to 9/30/18	1,696.00	
38363	11/1	Ick Pyo Hong	Refund Check	100.00	
38364	11/1	David Inman	Reimbursement for meals at TriState Seminar	22.70	7.56
38365	11/1	James Lee	Reimbursment for expenses at CalPers 2018 Conference	254.98	84.99
38366	11/1	Dennis A. Maxwell, Jr	Reimbursment District shirts	393.66	160.41
38367	11/1	Ron Mitchell	Longevity award - 25 years of service	187.50	62.50
38368	11/1	Neofunds by Neopost	Postage for postal machine main office	350.00	350.00
38369	11/1	Powers Electric Products, Co.	Repair and parts for Well sounder #2	226.06	
38370	11/1	Reliable Road Service, Inc.	Unit #46 - Change oil, replace fuel filter & fuel water separator, air filter	1,075.96	358.65
38371	11/1	Simpler Systems	Monthly maintenance for 10/2018	375.00	125.00
38372	11/1	Spectrum Business	Data Communication for 09/2018 Glenwood	2,163.32	721.10
38373	11/1	St Water Resource Control Brd.	Grade T2 renewal - C. Whitman	60.00	
38374	11/1	Star Ford	Parts for Unit #6	12.16	4.05
38375	11/1	Sterling Water Technologies, LLC	Phosphoric acid for Well 2 - 10/2018	207.65	
38376	11/1	Sully-Miller Contracting Co.	8 tons of cold patch	881.28	
38377	11/1	Darlene Telles	Mileage reimbursement	9.98	9.97
38378	11/1	The Gas Company	Gas purchased 10/2018 Glenwood	34.55	11.52

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38379	11/1	Wells Fargo Card Services	Gould: TriState Seminar hotel (Jones & Inman); AWWA Conf reg. (Yared); books; board meeting dinners; training class lunch	1,170.83	610.27
38380	11/1	Wells Fargo Card Services	Hass: Monthly recurring charges; GPS software; wireless headset; cellphone & supplies; hardware/software	2,734.28	343.85
38381	11/1	Wells Fargo Card Services	Maxwell: Wash Unit #51; TTHM lunch; quarterly safety lunch for plant; latch for Unit #46; office supplies	265.57	101.28
38382	11/1	Wells Fargo Card Services	Mitchell: GFOA training class (Lee & Montes); CUEMA Summit (hotel, meals)	1,344.56	448.18
38383	11/1	Wells Fargo Card Services	Ochoa: Various lunches with FMWD, MWD, WQTS, WVMWD, staff; training materials	329.56	109.84
38384	11/1	Wells Fargo Card Services	Scott: Snacks/lunch for chloramine training; coffe/donuts for TTHM public meeting; CVHS sponsorship All-stars	1,071.42	73.65
38385	11/5	Ron Mitchell	Health reimbursement	87.65	58.44
38386	11/5	Dennis A. Maxwell, Jr	Health reimbursement	415.92	277.29
38387	11/6	ADS, LLC	Monthly sewer monitoring 10/2018		1,100.00
38388	11/6	Airgas National Carbonation	Carbon Dioxide for Well 2	202.47	
38389	11/6	Agavni Akopyan	Refund Check	34.02	
38390	11/6	Anawalt Lumber & Materials Co.	Misc hardware 10/2018	54.53	26.27
38391	11/6	Apex Manufacturing Solutions	SCADA upgrade & RTU configuration	6,521.25	2,173.75
38392	11/6	Aqua - Metric Sales, Co.	Unipro communicator for meter reading	405.76	
38393	11/6	ARC	Monthly MPS billing 10/2018	837.70	279.23
38394	11/6	Cynthia Baranian	Refund Check	31.35	
38395	11/6	BC Laboratories, Inc	Water analysis	4,807.50	
38396	11/6	BC Laboratories, Inc	Water analysis	4,217.50	
38397	11/6	Best Best & Krieger	Watermaster legal services through 09/30/18	4,025.00	
38398	11/6	Bonnors Equipment Rentals	Propane for 10/2018	16.63	16.62
38399	11/6	Burke, Williams, & Sorensen, LLP	Legal services through 09/2018	641.62	213.88
38400	11/6	Cargill, Inc - Salt Division	25 tons of solar salt	5,273.49	
38401	11/6	CCS Interactive, Inc.	Monthly website hosting 11/2018	78.75	26.25
38402	11/6	Cerdant, Inc.	Network security service 11/2018	206.25	68.75
38403	11/6	Core & Main	Temporary brass meters for misaligned plastic meters	421.80	
38404	11/6	Crescenta Valley Weekly	1/4 page display ad for rain barrell event	410.00	
38405	11/6	Dataprose LLC	Printing and postage for Control 1-4 10/2018	1,423.84	1,423.83
38406	11/6	Dell Financial Services	Lease contract 10/2018	727.71	242.57

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38407	11/6	Do-it Center	Misc hardware 10/2018	496.34	157.44
38408	11/6	E.H. Wachs	Controller for Valve truck Unit #46	3,567.75	
38409	11/6	Emedco	2 - "Out of order" poly signs	63.25	63.24
38410	11/6	Empire Fleetwash, LLC	Monthly Fleet Wash 10/2018	200.25	66.75
38411	11/6	Foothill Car Wash, Lube & Oil	Oil changes for Units #49 - #38 - #45	156.69	52.23
38412	11/6	Full Source, LLC	4 fire retardent safety shirts for Raymond	207.64	69.21
38413	11/6	Grainger	Standard cap pleated filter & misc items for Well 2	115.03	4.63
38414	11/6	Gsolutionz Professional Services	Land line support 11/2018	282.12	94.04
38415	11/6	Hach Company	Portable turbidmeter and supplies for lab	1,909.74	
38416	11/6	Harrington Ind Plastics LLC	2 replacement sample pumps for Williams Reservoir	1,280.19	
38417	11/6	Home Depot Credit Services	Misc Hardware 10/2018	575.75	136.26
38418	11/6	J's Maintenance	Janitorial services 10/2018	732.00	244.00
38419	11/6	L.A. County Dept. Public Works	E-982 Excation fees	1,887.11	
38420	11/6	Lagerlof, Senecal, Gosney & Kr	PWAG legal services & ERC 09/2018	741.28	247.09
38421	11/6	Dennis A. Maxwell, Jr	Reimbursement for purchase of hose-to-hose fittings	63.04	
38422	11/6	Arlene Monnar	Refund Check	76.37	
38423	11/6	O'Reilly Auto Parts	Misc parts 10/2018	342.71	114.24
38424	11/6	Office Depot - Credit Plan	Misc supplies 10/2018	184.48	159.30
38425	11/6	Paper Cuts, Inc	Paper shredding for 10/2018	2.50	2.50
38426	11/6	Quinn Power Systems	Unit #18 - trouble shoot and install drive shaft	1,179.07	393.02
38427	11/6	Ramco	Bobtail for 10/2018	1,575.00	
38428	11/6	Rassac Air Systems	Repair A/C at main office	709.95	236.64
38429	11/6	Royal Industrial Solutions	Blue locating wire for stock	142.35	
38430	11/6	Simpler Systems	Monthly Maintenance 11/2018	375.00	125.00
38431	11/6	South Coast Air Quality	Fee for fiscal year emmissions for units #28,29,30,35,41	538.58	
38432	11/6	Spectrum Business	Data Communication for 10/2018 Mills Plant	2,163.30	720.59
38433	11/6	Spectrum Business	Data Communication for 10/2018 Office	2,138.42	712.80
38434	11/6	Springbrook National User Group	Springbrook National User Group renewal for 2019	75.00	25.00
38435	11/6	Sterling Water Technologies, LLC	Phosphuric acid for Well 2 11/2018	204.47	
38436	11/6	Maria Torres	Refund check	51.16	
38437	11/6	Trench Shoring Company	8x20 trench plate rental for 2340 Montrose Ave. D-18-34	2,609.50	
38438	11/6	Ultra Welding, Inc.	Welding for D-18-34	2,175.00	
38439	11/6	Underground Service Alert/SC	Underground notifications for 10/2018	188.18	62.72
38440	11/6	Univar USA Inc	1,350 gallons of sodium hypochloride for Glenwood & Mills	2,662.17	

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38441	11/6	UPS	Shipping charges	7.42	7.41
38442	11/6	USA Blue Book	Turbidity calibration kit	669.76	
38443	11/6	Vulcan Materials Company	346 tons Class A base	9,808.10	
38444	11/6	Waste Management - Sun Valley	Disposal service 11/2018 plant & office	865.96	288.65
38445	11/6	Western Water Works	Meter boxes & lids (metal & poly), angle stops, corp stops, adapters, couplings, pipe, elbows for stock	19,453.01	
38447	11/9	Brook Yared	Health reimbursment	840.00	560.00
38448	11/20	ACV Systems, LLC	Repairs for pressure sustaining & flow control valves for Glendale Intertie #1 and boosters	2,131.20	
38449	11/20	ACWA Joint Powers Ins Authority	Group Health for 12/2018	37,007.26	23,989.43
38450	11/20	Affordable Generator Services, Inc.	Emergency generator rental for main office 10/2018	614.95	614.95
38451	11/20	Aflac	Employee paid insurance 11/2018	1,790.23	
38452	11/20	Airgas National Carbonation	Tank rental for carbon dioxide Well 2 - 10/2018	55.00	
38453	11/20	Airgas USA, LLC	Monthly cylinder rental 10/2018	207.05	207.05
38454	11/20	All American Landscape Co.	Monthly landscape maintenance at office 11/2018	217.50	72.50
38455	11/20	American Innotek, Inc	Safety equipment		249.05
38456	11/20	Ansell Health Care Products, LLC	6 boxes of safety gloves, 3L & 3 XL		786.43
38457	11/20	AT&T	Voice communication 10/2018	251.18	83.73
38458	11/20	AT&T Mobility	Cell phone service 10/08 to 11/07/18	908.62	302.87
38459	11/20	Regino Avalos	Landscape maintenance 10/2018	1,819.37	125.63
38460	11/20	BC Laboratories, Inc	Water analysis	3,960.25	
38461	11/20	BC Laboratories, Inc	Water analysis	2,841.05	
38462	11/20	BC Laboratories, Inc	Water analysis	2,898.70	
38463	11/20	Belzona California Inc.	Misc supplies 10/2018	22.89	22.89
38464	11/20	Best Best & Krieger	Watermaster legal services through 10/31/2018	910.00	
38465	11/20	Choice Pest Control	Monthly service Mills & Well 9 - 10/2018	90.50	12.50
38466	11/20	City of Glendale - Permits	Excavation permits	3,800.00	
38467	11/20	City of Glendale Water & Power	Power purchased 11/2018	37,471.70	33.70
38468	11/20	City of Los Angeles	Capital and O & M portion of Asssc		183,590.00
38469	11/20	CV Strategies	Consulting services for strategic communication for chloramination	4,935.00	
38470	11/20	Cypress Ancillary Benefits	Group dental for 12/2018	2,252.04	1,501.36
38471	11/20	Dunn-Edwards Corporation	Misc paint supplies	39.05	39.05
38472	11/20	Ferguson Enterprises, A Wolsley Co.	E-982 Brookhill - 3/4" pressure regulators	1,272.55	
38473	11/20	First Choice	Coffee service office and plant 11/2018	195.10	195.08

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38474	11/20	Foothill Municipal Water	Purchased water delivery 10/2018	313,252.34	
38475	11/20	General Pump Company, Inc	E-992 Replacement of pump and motor at Encinal Booster B	24,112.90	
38476	11/20	Golden Bell Products, Inc	12 - 5 gallon buckets of degreaser for sewer lift station		1,734.48
38477	11/20	Grainger	Handtools, hose-to-hose fittings, cutting wheel, batteries, marking paint	277.02	230.32
38478	11/20	Graybar Electric Co., Inc.	E-995 -Wall mounted enclosures for chloramination station at Glenwood	1,369.77	
38479	11/20	Great America Leasing Corp.	Kyocera copier rentals	218.46	218.45
38480	11/20	Harrington Ind Plastics LLC	Mounting kit for 4" valve for Nitrate plant	134.64	
38481	11/20	Hercules Industries, Inc	Hercules locks for stock	371.52	371.51
38482	11/20	HR Dynamics & Performance	Consulting services 11/07/18	3,780.00	2,520.00
38483	11/20	Industrial Metal Supply Co	Metal for meter and reservoir maintenance	462.73	
38484	11/20	Jensen Instrument Company	2 - Digital pressure gauges for well maintenance	1,439.36	
38485	11/20	Jensen Precast	E-995 - 20% deposit for chloramination vault	7,355.00	
38486	11/20	Joseph G. Pollard Co., Inc	Fire hydrant static pressure gauges	336.07	
38487	11/20	Just Tires, Inc.	Tire for unit #21	174.95	58.32
38488	11/20	LA County Tax Collector	Property taxes 2018 - first installment	6,728.69	2,242.90
38489	11/20	LA Dept Water and Power	Power purchased 11/2018	50.04	
38490	11/20	Lagerlof, Senecal, Gosney & Kr	Legal services 10/2018	2,421.56	807.19
38491	11/20	Lincoln Financial Group	Life & disability insurance 12/2018	952.98	635.32
38492	11/20	Mail Finance	Postage machine rental	184.96	184.95
38493	11/20	Matt-Chlor Inc	Labor to dechlorinate 2340 Montrose D-18-34	2,000.00	
38494	11/20	McMaster-Carr Supply Co	Parts to build overhead cover at Well 2	1,173.36	
38495	11/20	Mimecast North America, Inc.	Email security 11/2018	531.26	177.08
38496	11/20	Newegg, Inc.	Network management gear and parts	1,292.78	119.77
38497	11/20	Northern Safety Co., Inc	NS premier plus	111.75	37.25
38498	11/20	Orchard Supply Hardware	Misc Hardware 10/2018	201.89	201.89
38499	11/20	Paveco Construction Inc	Paving at Glenwood to replace concrete curb	1,886.25	628.75
38500	11/20	Pres Tech Equipment Company	Safety belt guard for hydro excavator Unit #3		318.45
38501	11/20	Quinn Power Systems	Switch for Unit #54	42.68	14.22
38502	11/20	Robert Brkich Const. Corp	Refund for construction meter use	925.00	
38503	11/20	Shell	Gas purchased 10/2018	1,893.22	631.08
38504	11/20	Spectrum Business	Data Communications Glenwood 11/2018	269.96	89.98
38505	11/20	Staples Business Advantage	Misc supplies 11/2018	251.77	251.77
38506	11/20	Stemar Equipment & Supply Co.	Burlap bags, rope and assembly with hook, prospecting pick for stock	238.04	238.04
38507	11/20	Sully-Miller Contracting Co.	8.07 tons of cold patch	807.48	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
38508	11/20	Toro's Lawnmower & Garden	Gas cans for stock	50.30	50.30
38509	11/20	Ultra Welding, Inc.	Welding vault lid @ Glenwood Plant	1,860.00	60.00
38510	11/20	Univar USA Inc	1,490 gallons of sodium hypochloride at Glenwood & Mills	2,938.25	
38511	11/20	UPS	Shipping charges	7.82	7.81
38512	11/20	Ver Sales, Inc	Eye hoist hook with latch		44.12
38513	11/20	Vulcan Materials Company	Mixed Bobtail	310.00	
38514	11/20	Western Water Works	Meter boxes & lids, angle stops, corp stops, adapters, couplings, pipe, elbows for stock	4,826.34	
38515	11/20	Yale Chase Materials Inc	Unit #17 - Oil Change, filter and lube chain on Yale forklift	152.67	50.89
38516	11/20	Yardley Orgill Company, Inc.	E-982 - 2" blow-off valve and ball valves for stock	2,763.64	
38517	11/28	Ameripride Uniform Services	Uniform rentals 10/2018	674.91	224.96
38518	11/28	Citibank (Costco)	Misc supplies 11/2018	564.20	564.20
38519	11/28	Eurofins Eaton Analytical Inc.	Water analysis	1,676.00	
38520	11/28	Harrington Ind Plastics LLC	Flexflo pump for nitrate plant	2,050.99	
38521	11/28	John Lisee Pumps, Inc	Various parts to rebuild a pump at the Nitrate plant	1,038.28	
38522	11/28	Sawyer Petroleum	456 gallons of clear diesel fuel	1,471.66	490.56
38523	11/28	Darlene Telles	Mileage reimbursement	5.72	1.91
38524	11/28	Vision Service Plan Co-(CA)	Group vision for 12/2018	278.46	185.64
38525	11/28	Wells Fargo Card Services	Gould: AWWA Conference (car rental, gas, meals); board meeting dinner	1,160.74	386.90
38526	11/28	Wells Fargo Card Services	Hass: Monthly recurring charges; cell supplies; software ; networking lunch for E-995; license fees	1,760.55	263.65
38527	11/28	Wells Fargo Card Services	Maxwell: Well 2 key pad and gate openers; safety lunch food; halloween lunch items; E-995 network lunch; door, window & misc. hardware for GM office remodel; tools	1,197.96	541.89
38528	11/28	Wells Fargo Card Services	Mitchell: Board meeting dinner; training lunch; HR consulting lunch; community directory ad	488.01	162.68
38529	11/28	Wells Fargo Card Services	Ochoa: ACWA Fall Conf (reg); renewal of PE license; lunch with Mr. Bunn; lunch with consultant	519.51	115.33
38530	11/28	Wells Fargo Card Services	Scott: Board meeting dinner; wide mouth bottles for water quality; CVHS sponsorship; WET Group meetin lunch	1,447.03	41.97
38531	11/28	David Gould	Health reimbursement	269.64	179.76
Subtotals				\$ 669,441.95	\$ 255,993.23
Total Disbursements for November 2018					\$ 925,435.18

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
<u>Payroll Report</u>					
		Directors		\$	1,620.00
		Office Regular Payroll		\$	133,144.00
		Office OT		\$	562.00
		Plant Regular Payroll		\$	115,670.00
		Plant OT & Standby		\$	9,769.00
		Employer Payroll Taxes		\$	17,929.00
		Payroll Service Charges		\$	378.00
		Total Payroll for November 2018			\$ 279,072.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
December 12, 2018

To: Board of Directors
From: Ron L. Mitchell, Secretary-Treasurer
Subject: Request to Remodel District Rental Property

ACTION ITEM:

1. **Request to Remodel District Rental Property** – Consideration and possible motion to authorize the tenant at 2857 Sycamore Ave. to remodel the existing structure at no cost to the District.

BACKGROUND:

The District purchased an 850 sq. ft. single family residence on a 6,000 sq. ft. lot located at 2857 Sycamore Ave., La Crescenta for a cost of \$317,500 in September 2011. The property is located adjacent to the Glenwood Plant to fulfill the purpose of drilling a new production well to replace Well #10 when necessary. Before that, the District had purchased a smaller residence at 3935 Pennsylvania Ave. due to its proximity to Well #5 and with the same intention of using the property to drill a new production well when necessary. In 2012 the Board authorized staff to utilize these properties as rental properties until such time as they are needed for their intended purpose.

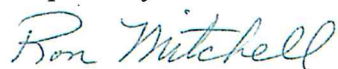
The current tenant at 2857 Sycamore Ave., Ben McCreary, has approached staff asking for permission to utilize all or part of the garage to add a bedroom and bath in order to accommodate his ailing mother. A copy of his request is attached to this staff report. Mr. McCreary is a licensed contractor with the State of California and his proposal is to do this work adhering to 2018 building codes at no cost to the District. In return, he is requesting a new 5-year lease on the home or until the District needs to utilize the property to build a new production well, whichever comes first. The tenant currently pays \$2,000/month rent and we can work on an annual escalator clause as part of the new lease.

District legal counsel has reviewed this request and provided his thoughts for consideration. He suggests that if the District is amenable, it should enter into a construction contract with the tenant with a contract price of zero; which will insure that all protection provisions are in place. The contract will not be a public works contract because it does not involve payment from public funds. District staff would be involved in the review and approval of the plans and permits.

Recommendation

It is staff recommendation that the Board grant permission to Mr. McCreary to proceed with the remodel project provided that all plan checking, permitting, and inspection requirements are met by Mr. McCreary at no cost to the District.

Prepared by:



Ron L. Mitchell, Secretary-Treasurer

Submitted by:



Nemesciano Ochoa, General Manager

From the desk of:
Ben McCreary
2857 Sycamore Ave.
La Crescenta, CA 91214

RECEIVED

NOV -5 2018

CRESCENTA VALLEY
WATER DISTRICT

To:
Ron L. Mitchell
2700 Foothill Blvd.
La Crescenta, CA 91214

*RE: Formal Request to remodel the rental property at 2857 Sycamore Ave.
11-5-2018*

To Ron:

As we briefly discussed over the phone last week, please accept this letter as my formal written request to modify the rental property located at 2857 Sycamore Ave.

With the addition of my mother Nancy McCreary, who will be living here full time, I will need to make some modifications to the home, both in consideration of her disability as well as for the needed extra living space.

I propose to construct a second full bathroom off of the garage, as well as convert all or part of the garage into a living space. All of the existing plumbing and electrical connections are in this area and accessible for ease of construction. Any additional structure that I build onto the garage area will be built to 2018 California Building Codes, as I am well versed and familiar with the requirements of such, being that I have been a licensed general contractor in the state of CA for over 12 years. I personally have built many homes from the ground up as well as additions and bathrooms of this size and scope. I will be the only person doing any and all of the work, and I anticipate the construction process will take 3-4 weeks, during which time all necessary protocols to protect any exposed portion of the garage will be utilized.

I would not ask for any compensation for the work I am performing, and I understand that I am performing this work with your express permission at my sole risk both financially and physically. All precautions will be taken to ensure the maximum safety and efficiency in the construction process. I have a general liability insurance policy which is in the amount of \$2,000,000 which covers all of my business operations. I would name CVWD as additional insured during the time that this remodel is going on. I would also supply a hold harmless agreement to CVWD for any future claims of defect against my work. However, I would like a modification to my lease agreement updating the terms to the maximum allowable time. I know you had discussed demolishing the house as part of the Water District's Master Plan sometime in the next 5 years or more. I would request that after performing the remodel, that I be allowed to re-sign my rental lease agreement for a period of 5 years, to ensure that I am the only and last tenant that will be here before the demolition occurs.

Thank you for your consideration in this matter, and I look forward to beautifying the property, and enjoying it for many years to come. If you need any further information from me before you make your decision, I look forward to providing it.

Sincerely,
Ben McCreary
818.355.9254

License # 894545

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
December 12, 2018

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell, Secretary-Treasurer
Subject: **Adopt Theft of Water Policy**

ACTION ITEM:

Adopt Theft of Water Policy – Consideration and motion to adopt a Theft of Water Policy related to the unauthorized use of water services or fire hydrants.

BACKGROUND:

A recent water theft incident initiated discussion and subsequent actions on how the District should deal with water theft, including fines and potential criminal charges that may be warranted by the offense. District staff requested that legal counsel draft a Theft of Water Policy for District use. The draft was presented and discussed at the Policy Committee meeting held on November 20th, 2018. The attached policy incorporates changes recommended by the committee.

DISCUSSION:

The proposed Theft of Water Policy establishes a consistent and fair process to address water theft. The proposed policy includes both monetary and legal deterrents, including financial recover of loss water. The policy outlines steps to follow throughout the process including assessment of a fine of \$2,000 for each violation (first and all subsequent violations).

RECOMMENDATION:

Staff recommends that the Board adopt the proposed Theft of Water Policy and add it to the District's Rules and Regulations.

Prepared by:



Ron L. Mitchell
Secretary-Treasurer

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT WATER THEFT POLICY

UNAUTHORIZED USE OF WATER SERVICES OR FIRE HYDRANTS

Tampering with any water service or fire hydrant for the unauthorized use of water, or any other reason, is a misdemeanor as provided by California Penal Code Sections 148.4 and 498. Such actions are punishable by imprisonment, a fine, or both. The District reserves the right to prosecute any such actions to the fullest extent of the law.

POLICY

1. Upon complaint or discovery of possible water theft, District staff shall investigate and submit a report of findings to the District's Board of Directors. Any devices used to illegally remove water from the distribution system shall be confiscated and kept by the District.
2. District staff shall begin a formal investigation to determine if damages have resulted based on the water theft and/or the tampering of the water service or fire hydrant.
3. Fines for tampering with and/or damaging a water service or fire hydrant will be assessed as follows:
 - a. First Violation and all Subsequent Violations: \$2,000.00
4. In addition to the fines for tampering, the offender will be billed for all water estimated by District staff to have been withdrawn from the distribution system to be billed at the applicable rate. Staff time and equipment utilized in investigating and performing repairs shall also be included in the billing. The fines and billings must be paid within 15 days of the date of the invoice.
5. In the event of a failure to pay by the offender the District shall use any means necessary to collect, including but not limited to: filing a lien against real property.
6. The District reserves the right to pursue criminal charges where warranted in addition to fines and billed costs associated with the theft.
7. In addition to the initial report to the Board of Directors under Paragraph 1, above, District staff shall continue to update the Board of Directors of the District's actions in handling any incident of water theft.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
December 12, 2018

To: Board of Directors
From: Ron L. Mitchell, Secretary-Treasurer
Subject: **Resolution No. 742 – District Investment Policy**

ACTION ITEM:

1. **Resolution No. 742 District Investment Policy** – Consideration and motion to adopt Resolution No. 742 outlining the District's Investment Policy for 2019.

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. Nunneri informed me that there were no changes to the policy from last year.

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. 742 to approve the District's Investment Policy for the year 2019 as presented.

Prepared by:



Ron L. Mitchell, Secretary-Treasurer

Submitted by:



Nemesciano Ochoa, General Manager

RESOLUTION NO. 742

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 "A" or its equivalent or better 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, 2018. Resolution No. 742 was adopted by the following vote:

AYES:	Director Bodnar
	Director Claessens
	Director Erickson
	Director Putnam
	Director Tejada

NOES:	None
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ATTEST:

President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) ss.

I, Ron Mitchell, Secretary of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 742 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on December 12, 2018 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: December 12, 2018

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.5

December 12, 2018

To: Honorable President and Members of the Board of Directors

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

Subject: Advertise for Bids - Well Rehabilitation for Wells 1 & 7

AGENDA ITEM

Well Rehabilitation of Wells 1 & 7, Project E-999 – Consideration and motion to authorize the General Manager to Advertise for bids for well rehabilitation for Wells 1 & 7 with an engineering cost estimate of \$153,000 and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

BACKGROUND:

Overall, groundwater well production has decreased from 111 ac-ft in November 2017 to 108 ac-ft in November 2018. With the continued decline of water levels in the Verdugo Basin, well rehabilitation remains a top priority for staff to ensure we are utilizing as much of our local resources as efficiently as possible.

The FY 18/19 Capital Improvement Project (CIP) budget included the rehabilitation of Wells 1, 7 and 14 as part of the District's on-going well rehabilitation program. Since establishing that budget, District resources have been redirected towards the conversion of CVWD's disinfection method from free chlorine to chloramines. With the remaining available budget, Staff is confident we can still accomplish the rehabilitation of two of the three planned rehabilitation before the high demand summer months arrive.

DISCUSSION:

Well 7's rehabilitation was planned as part of the FY 18/19 CIP Budget. Well 7 was last rehabilitated in 2005 with a design flow rate of 350 gpm. In 2018, Well 7 produced, on average, 175 gpm of groundwater. Staff is planning to replace the existing vertical turbine pump with a smaller submersible pump, which should operate more efficiently at the production levels we've been experiencing. This will also provide for more room in the well for column piping and water level measurement devices. Considering its long time in service, staff believes that Well 7 has the ability to regain some of its loss in production with a proper rehabilitation and a new pump installation.

Well 1 was rehabilitated and redesigned in 2013. At the time, water levels had not declined as significantly as we are seeing now. The pump and motor assembly was designed for a flow rate of 350 gpm at a time when staff believed water production rates would return to historic norms. Currently, in 24 hour service, Well 1 is able to produce between 45-50 gpm. This is a significant change in operation and a smaller pump and motor assembly would work much more efficiently. A smaller pump would also help to avoid throttling measures staff has been taking to prevent cavitation.

Staff hopes to begin work at Well 7 in early February 2019 and then proceeding to the rehabilitation work at Well 1 beginning in early April 2019. Staff estimates that the Project would be completed by the end of May 2019.

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:

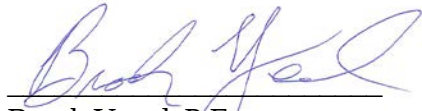
This project was included in the FY 2018/19 Water CIP - Water Supply for Groundwater Wells Budget.

Staff anticipates that Well 1 will achieve a production rate of 90 gpm and Well 7 will achieve a production rate of 220 gpm. Well 1 is projected to produce an additional 6.63 ac-ft per month, and Well 7 is projected to produce an additional 5.97 ac-ft/month. There is an approximate cost difference of \$700/ac-ft between import and local water production. CVWD would see a monthly cost savings of \$8,815, not including efficiency gains of the pump and motor assembly. The payback period for this work is estimated to be about 18 months.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for the rehabilitation of Wells 1 & 7 with the goal of increasing groundwater production and improving efficiency.

Prepared by:



Brook Yared, P.E.
Senior Engineer

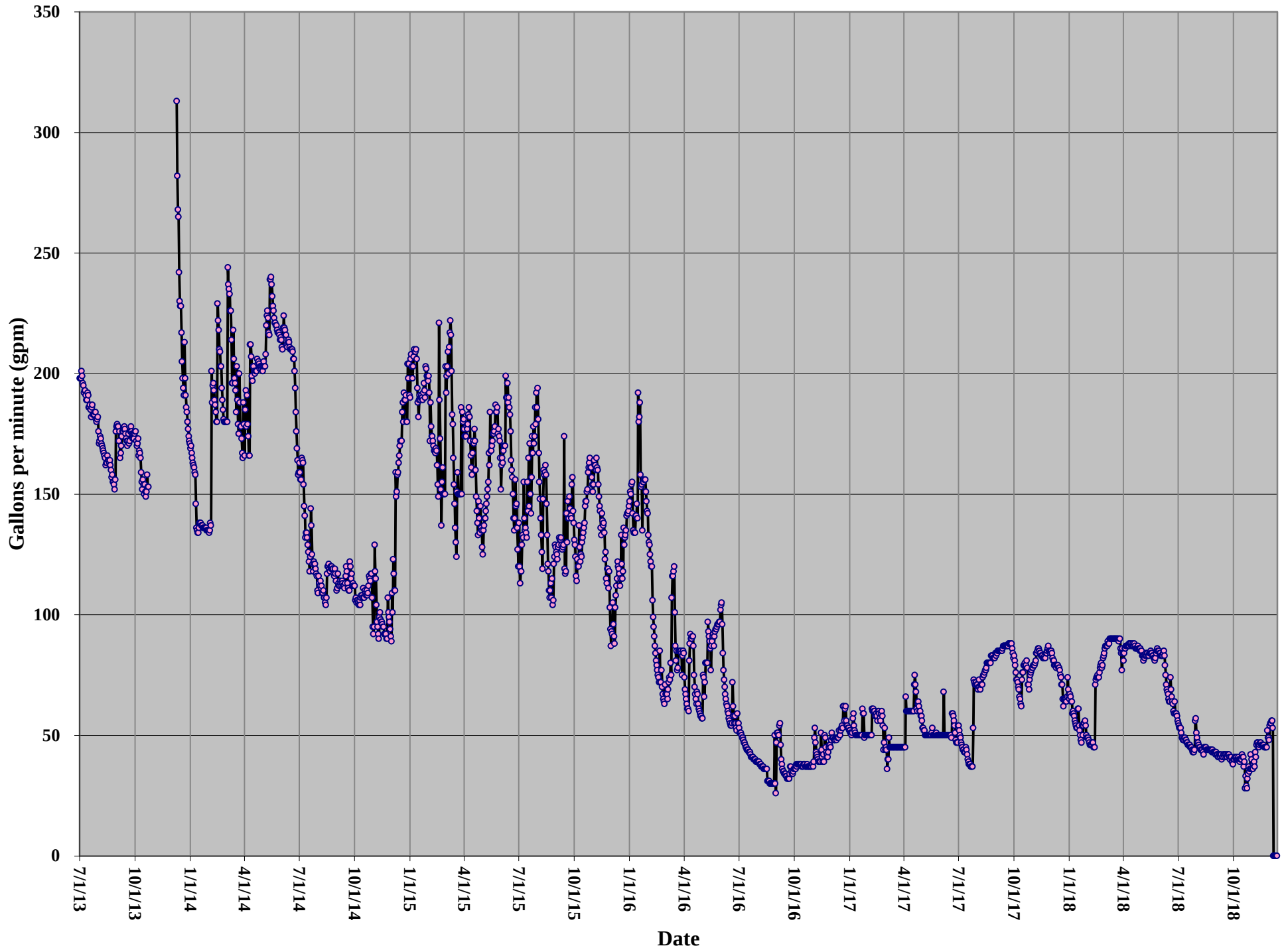
Submitted by:



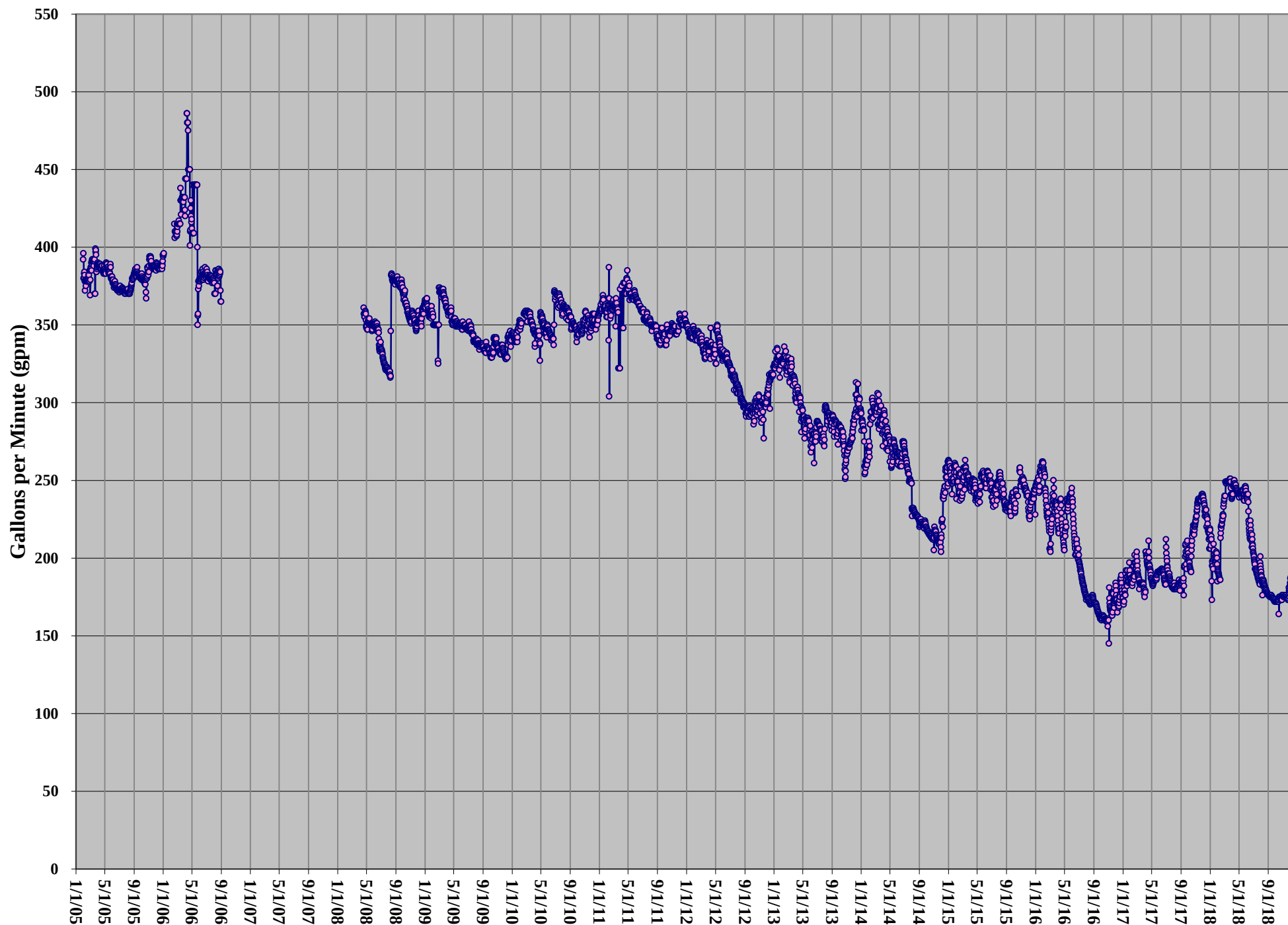
David S. Gould, P.E.
District Engineer

Attachments: Well 1: Production 2013-2018
 Well 7: Production 2005-2018

2013 - 2018 Well 1 - Pump Flowrate (gpm)



Well 7 - Flow Rate, 2005 to 2018



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 6

December 12, 2018

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: TTHM Mitigation and Disinfection Process Upgrades, Project E-995

ACTION ITEM:

TTHM Mitigation and Disinfection Process Upgrades, Project E-995 - Discussion and update of CVWD's TTHM study and disinfection process upgrades

BACKGROUND:

The District uses chlorine as a disinfectant to treat drinking water. Chlorine can create disinfection by-products during treatment, known as total Trihalomethanes or TTHMs, as chlorine reacts with naturally occurring organic matter in imported water supplied by FMWD/MWD from either the Colorado River (CRW) or the State Water Project (SWP). Typically, the water supply blend for CVWD is 60% groundwater and 40% imported water. With the on-going localized drought, CVWD's water supply blend has shifted to 37% groundwater and 63% imported water. CVWD has seen a rise in the concentration of TTHMs because CVWD is using more imported water as groundwater levels have not yet recovered from the latest drought. This, coupled with additional chlorine needed for breakpoint chlorination in the system, has led to an increase in TTHMs in the distribution system.

Past Actions:

- o August 14, 2018
 - Discussion by Dr. Issam Najm of WQTS on TTHMs and Chloramines.
 - Awarded \$10,000 consulting services contract to WQTS for initial study and evaluation.
- o August 28, 2018
 - Awarded contract to WQTS for \$99,800 for chloramine conversion, public outreach, staff and operator training, Department of Drinking Water (DDW) permitting support, development of necessary mitigation plans, and preparation of 30% design plans.
 - Awarded contract to Hazen and Sawyer for \$9,971 to perform bench testing of CVWD's source water to determine proper breakpoint chlorination and formation of TTHMs.
- o September 11, 2018
 - Staff, working with WQTS and CV Strategies, mailed out public information brochures with a list of frequently asked questions.
 - Staff posted information on website and articles in the CV Weekly and Glendale Newspress.
- o September 15, 2018 – Public Workshop at the Glenwood Plant
- o September 25, 2018
 - Authorized General Manager to select and negotiate with consultants and contractors for the installation of chloramination systems at the Glenwood and Mills Plants for \$410,000.
 - Award contract to John Robinson Consulting (JRC) for \$45,225 for contract and construction administration for the new ammonia injection system.
 - Amended contract to WQTS for \$44,240 for additional design work by Carollo Engineers.
- o October 9, 2018
 - Office & field staff trained on the nitrification and chloramines processes
 - Carollo Engineers submitted preliminary 30% design plans for review
- o October 23, 2018
 - Site walk at Glenwood and Mills Plants to determine location of ammonia injection skids, ammonia injection conduits, SCADA and electrical conduits.
 - JRC prepared and sent out a request for quote for purchase of two (2) ammonia injection pump skids.

- Grace Environmental Services (Grace) provided a proposal for a system operator to assist staff during the chloramine conversion process in the distribution system.
- Site visit from Apex Manufacturing Solution (APEX), on the design and installation of SCADA equipment and integration at Glenwood and Mill Plants.
- Met with Hazen and Sawyer on design and installation of new chlorine analyzers at six (6) locations to provide additional monitoring after conversion to chloramines.
- o November 6, 2018
 - Field crews potholed the 14-inch water main at the Glenwood Plant for depth and location for the ammonia injection concrete vault.
 - Awarded contract and ordered the concrete vault from Jensen Precast for \$36,775 at the Glenwood Plant and estimated delivery is 8 – 10 weeks.
 - Awarded contract and ordered the ammonia injection pump skids from Cortech Engineering for \$29,850 and estimated delivery 8 – 10 weeks.
 - 30% design plans were reviewed and sent back to Carollo Engineers for final edits.
 - Awarded contract to BrikArt Construction for \$7,011 to install the concrete pad at the Mills Plant.
 - Awarded contract to APEX for \$47,725 for the design and installation of SCADA equipment and integration at Glenwood and Mill Plants.
- o November 20, 2018
 - Authorized General Manager to select and negotiate with consultants and contractors for to select and negotiate with consultants and contractors for the operations and maintenance for the new chloramination systems at a cost not to exceed \$500,000
 - BrikArt Construction completed the concrete pad at the Mills Plant
 - Awarded contract to Hazen and Sawyer for \$53,255 for design services for the installation of six (6) new chlorine analyzers.
 - Awarded contract to Core-Rosion and ordered the 405-gal tank with level indicator sensor at Mills Plant for \$7,153.
 - Awarded contract to ValveTek Utility Services to perform dead-end water main flushing for \$131,000.
 - Awarded contract to Hopkins Technical Products to upgrade seven (7) existing ProMinent chlorine analyzers for \$32,870.
 - Awarded a contract to Hach, Inc for new seven (7) new chlorine analyzers and upgrade five (5) existing chlorine analyzers for \$91,560.

DISCUSSION:

Operational Changes:

Staff continued with water system operational changes to lower the TTHM levels to the target level 64 ug/L and below the MCL limit of 80 ug/L as shown on the attached charts. The TTHM levels shown have lowered over the last two weeks as water demand has decreased and lower Fall/Winter temperatures.

Construction – Chloramine Conversion:

Installation of Ammonia Injection System for Chloramine Conversion:

The following are tasks planned for the next few weeks by staff and its consultants:

- o Field crews installing conduit and piping at Glenwood and Mills Plants.
- o JRC finalizing costs with Univar to supplying liquid ammonia sulfate.
- o JRC to meet with Glendale Fire Department on December 16, 2018 to obtain permits
- o Staff and APEX to meet to discuss SCADA programing and to finalize the list of SCADA equipment that CVWD would purchase through Royal Industrial Solutions.

- o Staff received shop drawings from Cortech for the ammonia skids, which being reviewed by JRC.
- o Staff and consultants reviewing the preliminary Nitrification Monitoring & Control Plan submitted by WQTS.
- o Staff and WQTS to meet to finalizing water distribution sampling plan for DDW.

Operations & Maintenance:

Water Distribution Flushing:

Staff met again with Valvetek Utilities Services (Valvetek) about costs for water main flushing of CVWD's pipelines and water main dead-ends. Staff and Valvetek reviewed the overall proposed costs and realized it was higher than originally discussed. This was primarily due the time estimate to complete flushing of the system and the daily costs for Valvetek's crews. Staff and Valvetek agreed, at a minimum, to flush the District's 135 dead-end pipelines before converting to chloramines. It is anticipated that this work effort could be completed within 7 to 8 weeks at a cost of \$131,000. If the dead-end flushing takes less time, then Valvetek will work on flushing system water mains. This work should start in February 2019.

PROJECT SCHEDULE:

Project Schedule - Installation of Ammonia Injection System:

Staff has updated the project schedule based on the lead-time for the ammonia skids and the precast concrete vault provided by the vendors. It is anticipated that delivery will be around the week of January 21, 2019. CVWD's crews will install the ammonia equipment after arrival, and it is anticipated that it will be completed in towards the end of February 2019. Staff is also working with State Water Resources Control Board, Division of Drinking Water (DDW), and it is anticipated to be completed by early March 2019.

Project Schedule – Conversion to Chloramines:

Staff has reviewed the TTHMs Mitigation Option Decision Tree that was provided by WQTS, which set specific dates for converting to chloramines based on TTHM levels in the reservoirs.

The next compliance sampling will be in February 2019 for the 2019 1st quarter sampling. Staff believes that the TTHM levels will remain below the MCL limit of 80 ug/L during this period as a result of the low winter demands and lower temperatures,

Staff still has concerns that TTHM levels will rise during the spring and summer of 2019 due to high demands, temperature and reduced groundwater. Staff is still looking at spring 2019 to start the disinfection conversion to chloramines and the ammonia injection systems.

Preliminary Cost Estimate:

The table below shows updated estimated and final costs for planning, design, construction and operations & maintenance for the conversion to chloramines.

Account Description	Amount 11/20/18	Amount 12/12/18	Cost Difference
Transfer from MTBE Reserve Fund (9/25/18)	\$500,000	\$500,000	\$0
Transfer from MTBE Reserve Fund - (11/20/18)	\$500,000	\$500,000	\$0
Total Estimated Cost for Project	\$1,000,000	\$1,000,000	\$0
Consultants - Planning, Design & Construction Admin			
WQTS - Planning	\$10,000	\$10,000	\$0
WQTS - Design	\$144,040	\$144,040	\$0
Hazen & Sawyer - Water Quality	\$9,970	\$11,970	\$2,000
John Robinson Consulting - Project Management	\$45,225	\$45,225	\$0
Grace Environmental Services (Estimate)	\$15,000	\$5,000	(\$10,000)
Apex - SCADA programing & integration	\$47,525	\$47,525	\$0
Design - Chlorine Analyzers - Hazen and Sawyer	\$53,255	\$53,255	\$0
Public Notification - CV Strategies , Printing & Mailing	\$11,168	\$11,168	\$0
WQ Sampling - 7/1/18 to 10/30/18	\$50,124	\$50,124	\$0
WQ Sampling - 11/1/18 to 12/31/18 (Estimate)	\$21,948	\$21,948	\$0
Subtotal	\$408,255	\$400,255	(\$8,000)
Construction			
Ammonia Injection Skids (2)	\$29,850	\$29,850	\$0
SCADA - Equipment (Estimate)	\$15,200	\$15,200	\$0
Concrete Pad & Grading at Mills	\$7,011	\$7,011	\$0
Ammonia Inject Vault at Glenwood	\$34,690	\$36,775	\$2,085
Ammonia Tank at Mills	\$4,532	\$7,153	\$2,621
Static Mixer & Ammonia Injection System (Estimate)	\$0	\$11,000	\$11,000
Conduits/Wiring/Electrical Materials (Estimate)	\$7,000	\$6,500	(\$500)
Upgrade Chlorine Analyzers (Mills & Glenwood)	\$64,500	\$14,165	(\$50,335)
Safety - Eye Wash, Containment, etc. (Estimate)	\$3,200	\$3,200	\$0
On-site Welding (Estimate)	\$9,000	\$9,000	\$0
Misc (Estimate)	\$5,017	\$5,146	\$129
Subtotal	\$180,000	\$145,000	(\$35,000)
Operations & Maintenance			
Upgrade Chlorine Analyzers - 4 locations (Hach)	\$53,420	\$23,020	(\$30,400)
Upgrade Chlorine Analyzers - 7 locations (ProMinent)	\$0	\$32,870	\$32,870
New Chlorine Analyzers - SCADA Programing (Estimate)	\$102,000	\$95,000	(\$7,000)
New Chlorine Analyzers - 6 locations - (Hach)	\$52,080	\$54,375	\$2,295
Dead-ends Water Main Flushing - Valvetek	\$94,000	\$131,000	\$37,000
Misc (Estimate)	\$5,245	\$5,245	\$0
Subtotal	\$306,745	\$341,510	\$34,765
Total Cost	\$895,000	\$886,765	(\$8,235)
Amount Remaining	\$105,000	\$113,235	

RECOMMENDATION:

It is staff's recommendation to continue with the planning, design and installation of the ammonia injection system, chlorine analyzers and site improvements in anticipation of a spring 2019 conversion to chloramines.

Prepared by:



David S. Gould, P.E.
District Engineer

Attachments:

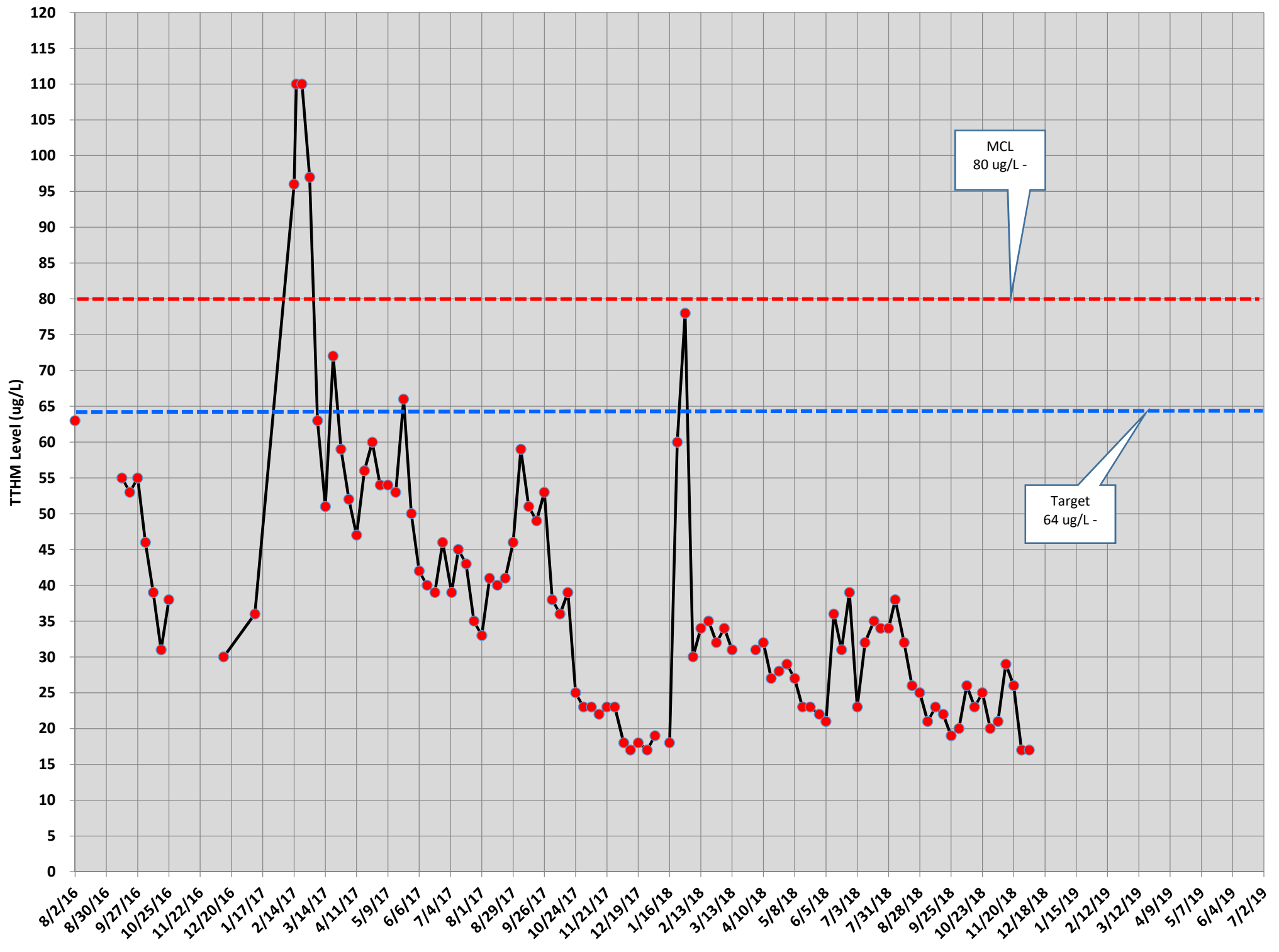
1. TTHM Charts dated 12-04-18

Submitted by:

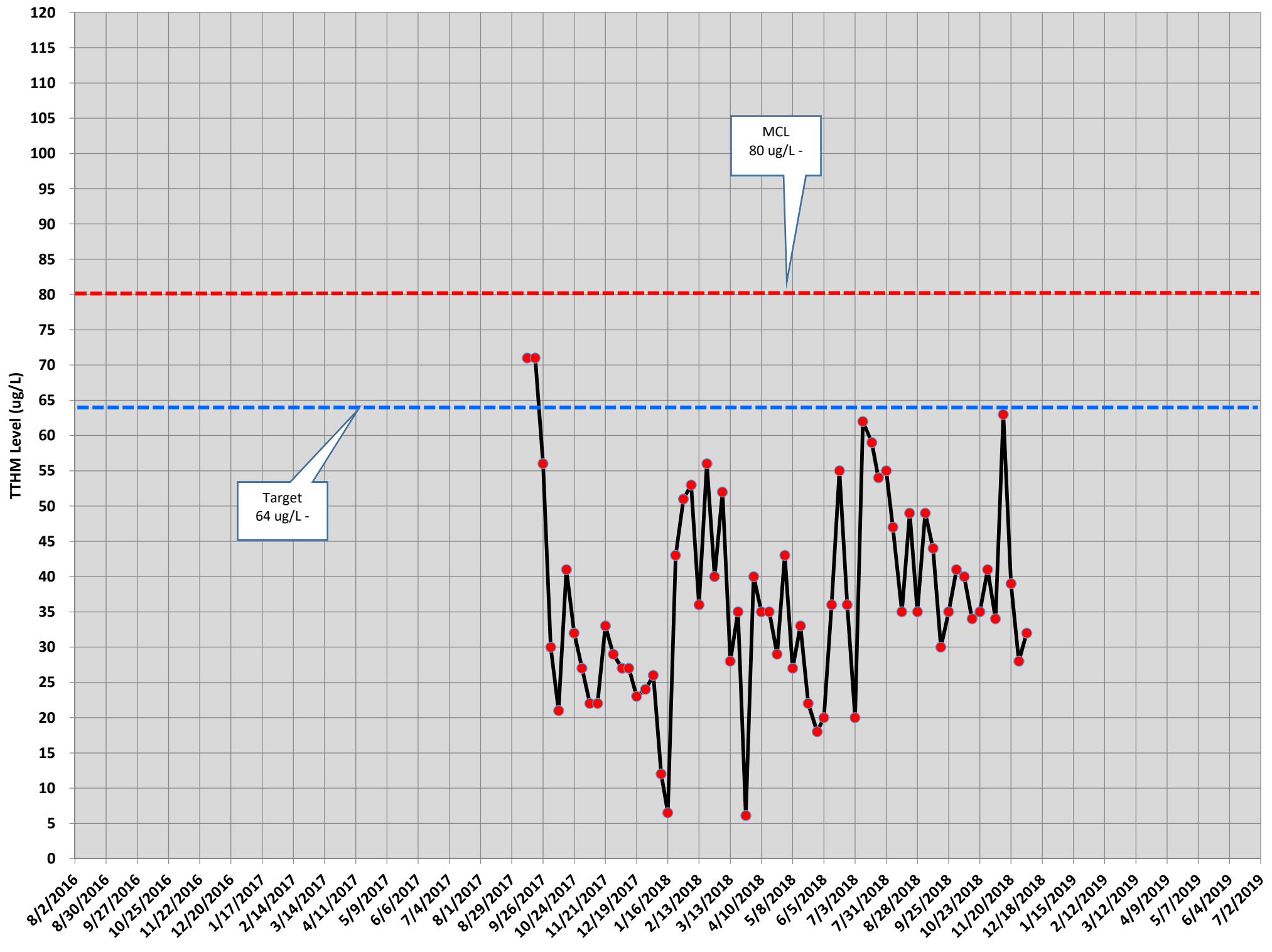


Nem Ochoa
General Manager

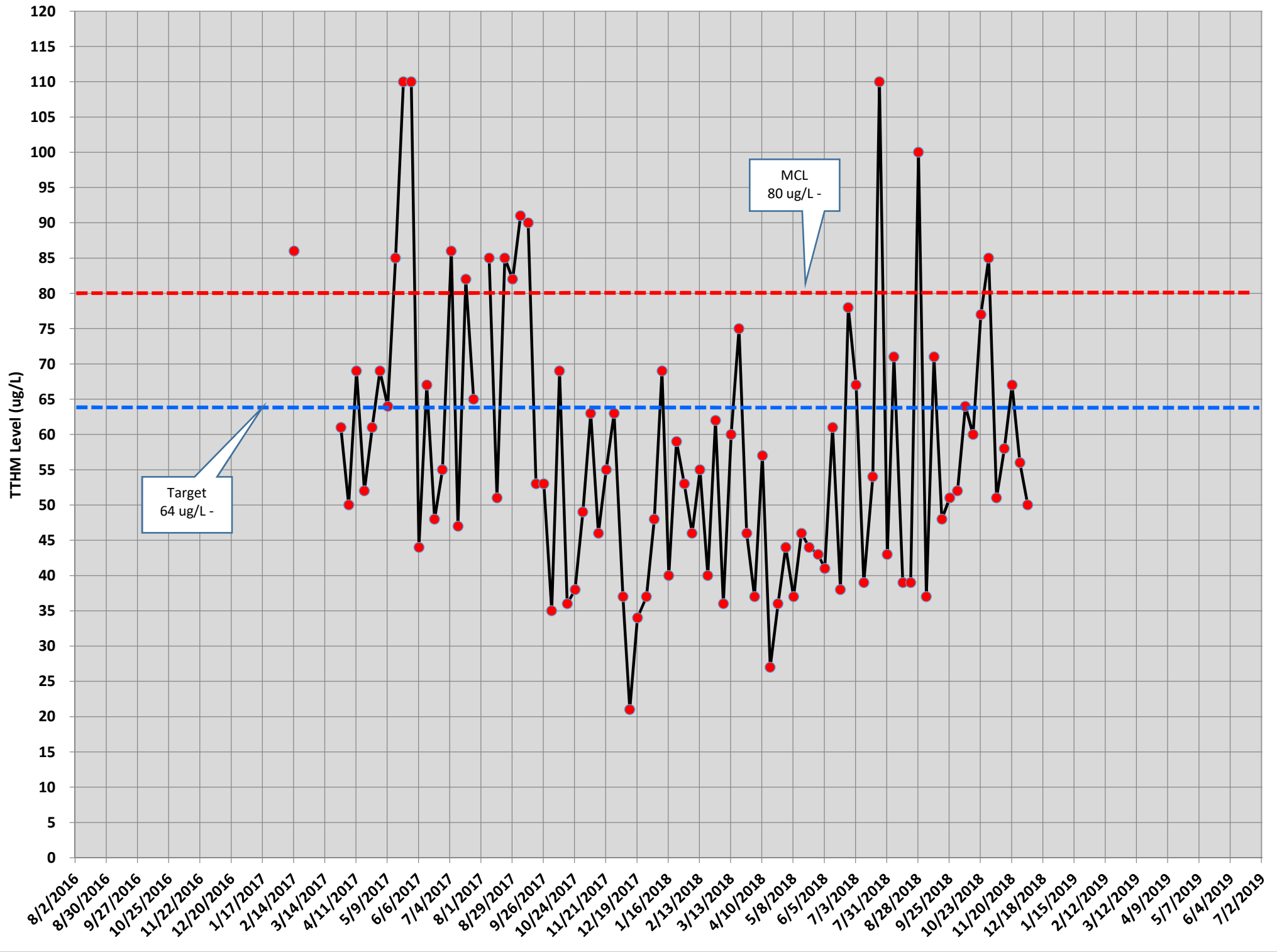
FMWD at Paschall Booster - TTHM's Levels



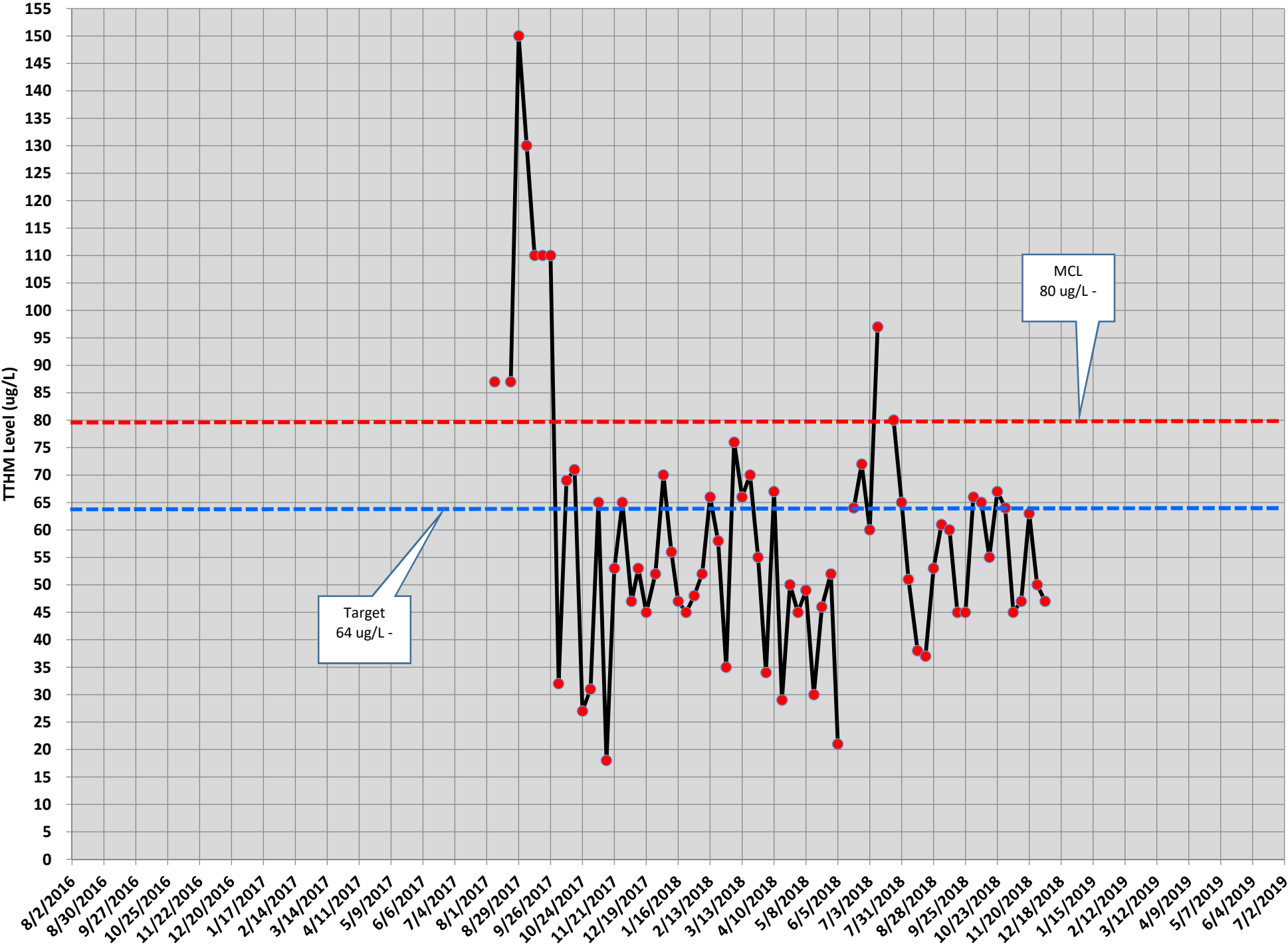
Encinal Reservoir (Zone 1) - TTHMs Levels



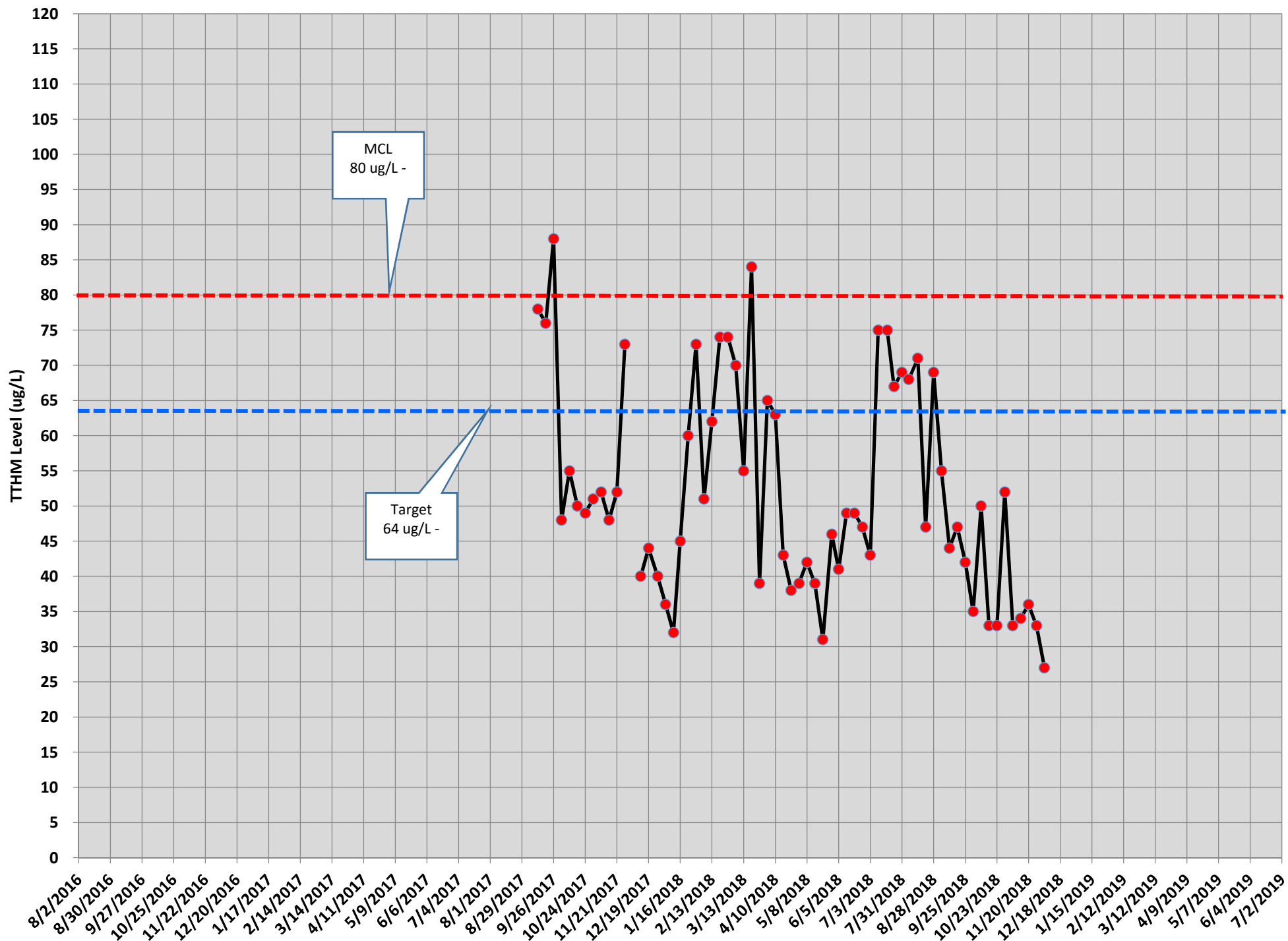
Williams Reservoir (Zone 2) - TTHMs Levels



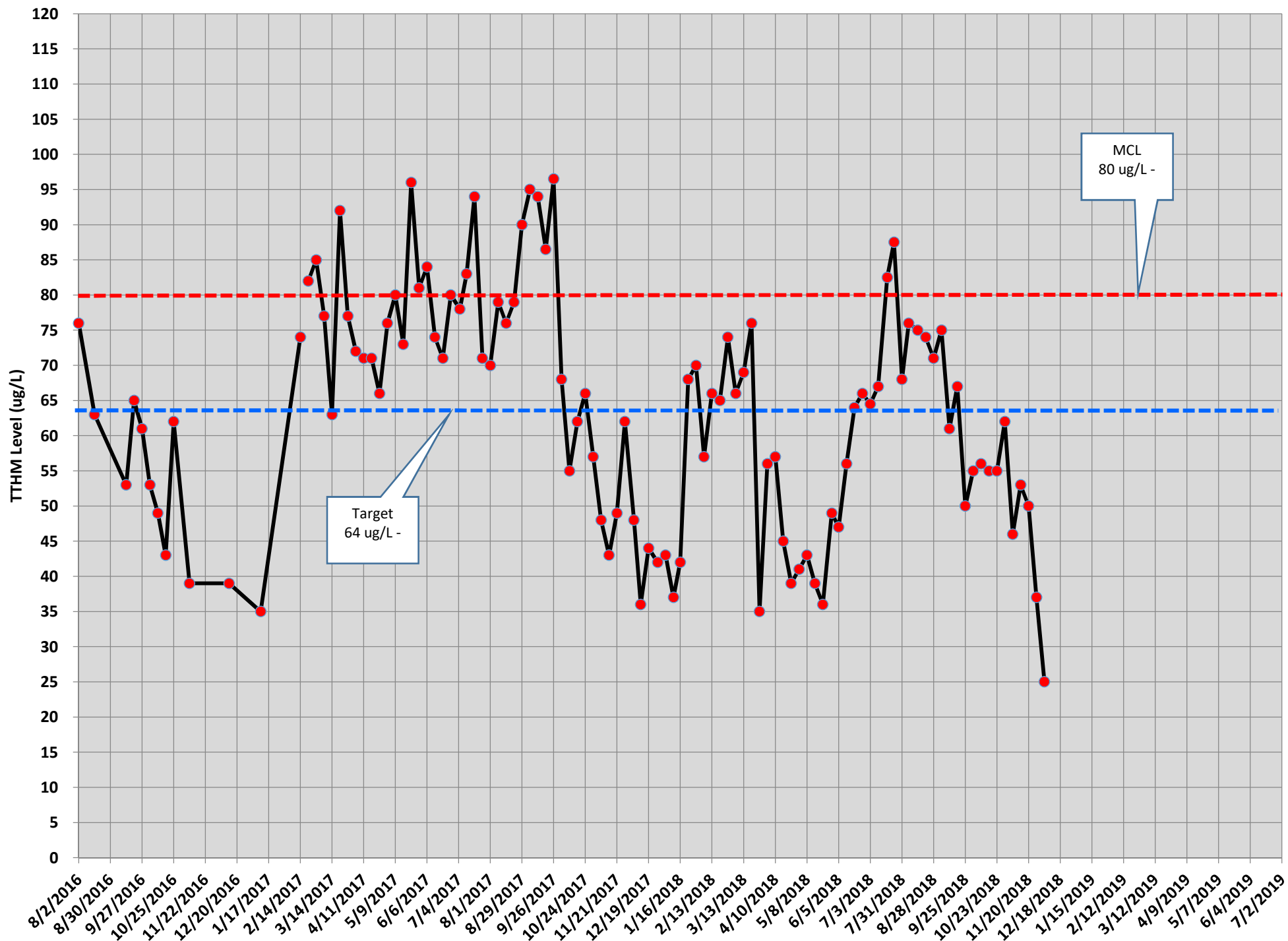
Ordunio Reservoir (Zone 2) - TTHMs Levels



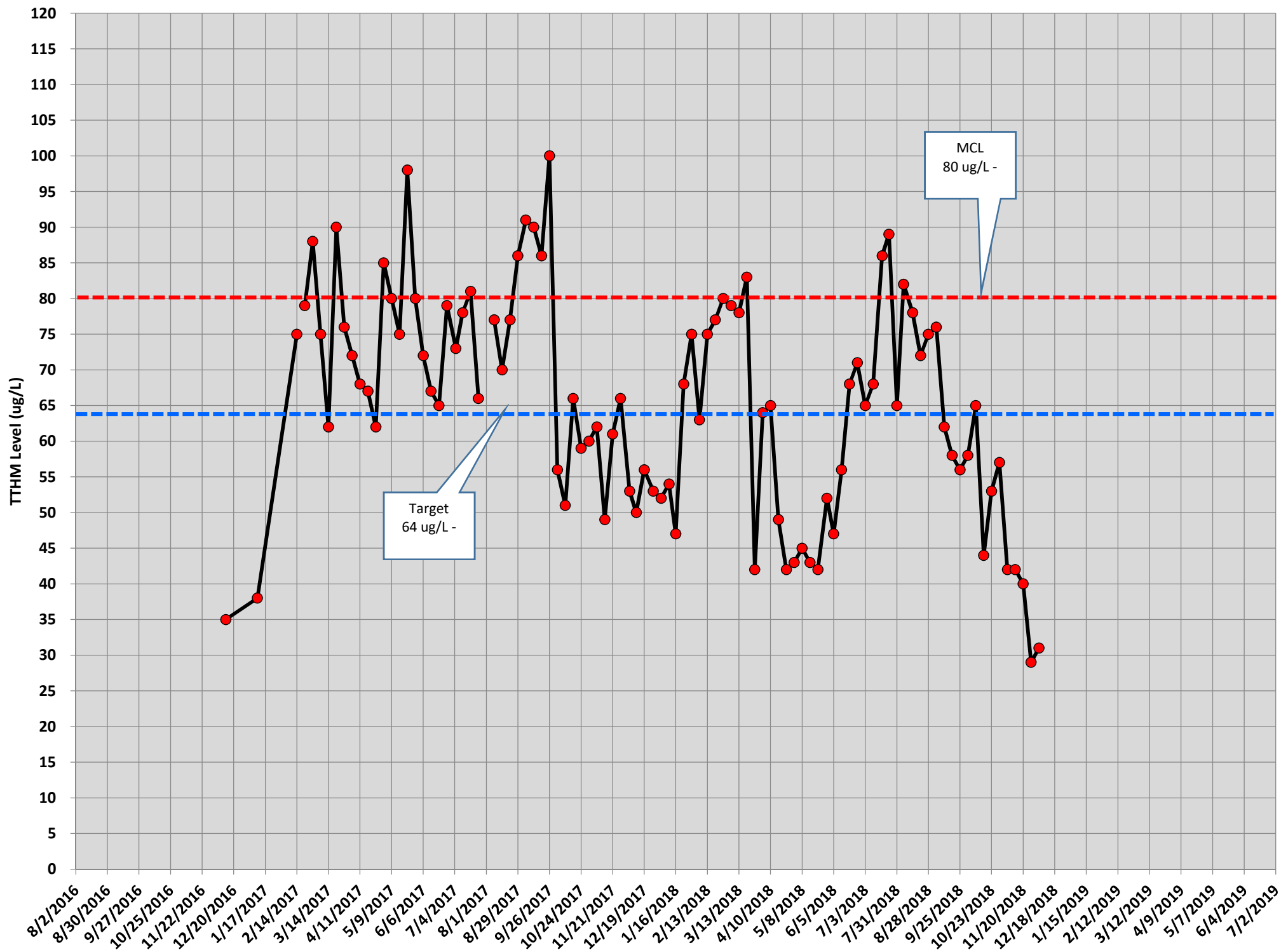
Rosemont Reservoir (Zone 3) - TTHMs Levels



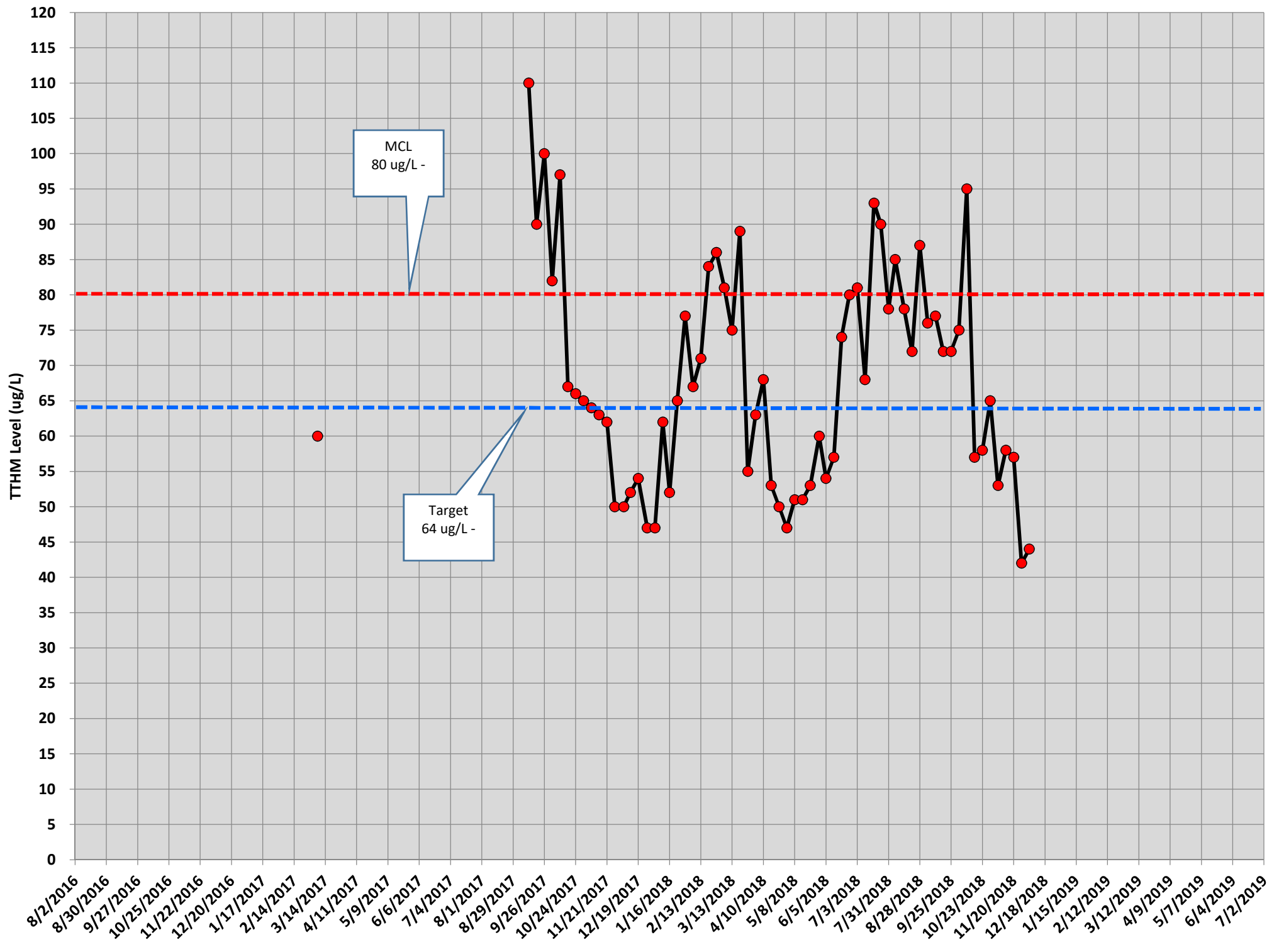
Oak Creek Reservoir (Zone 4) - TTHMs Levels



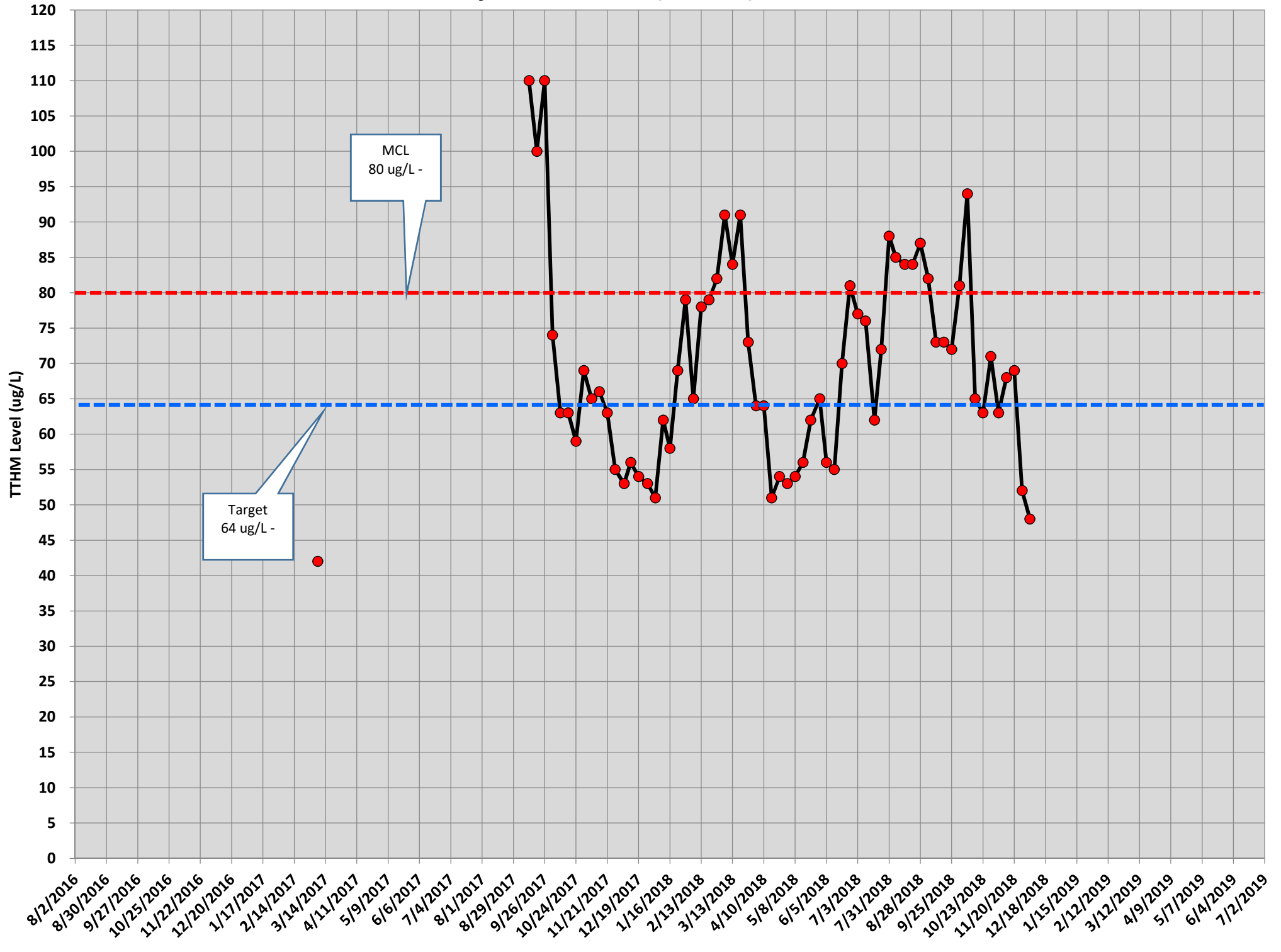
Markridge Reservoir (Zone 5) - TTHMs Levels



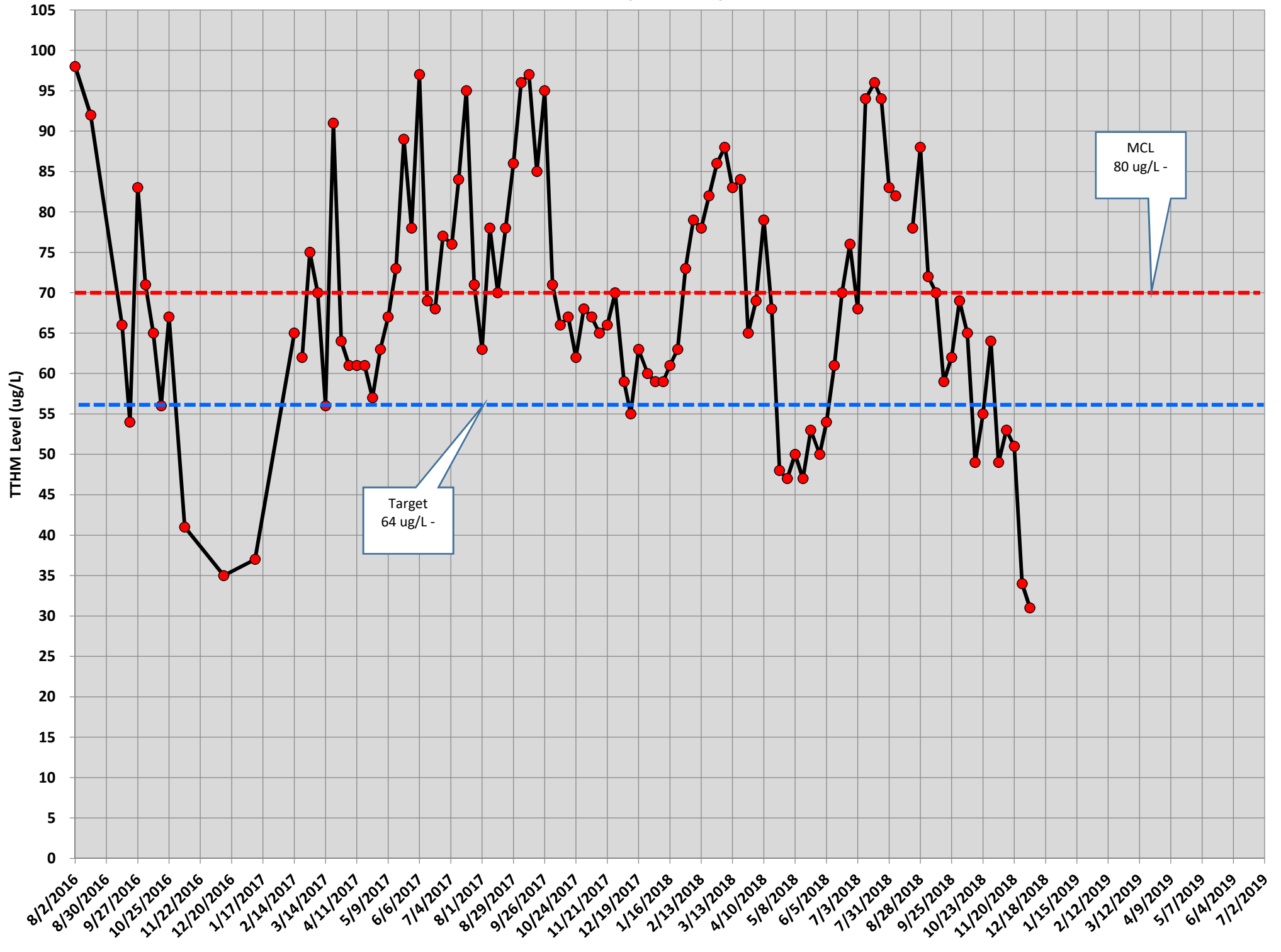
Eagle Canyon Reservoir (Zone 5) - TTHMs Levels



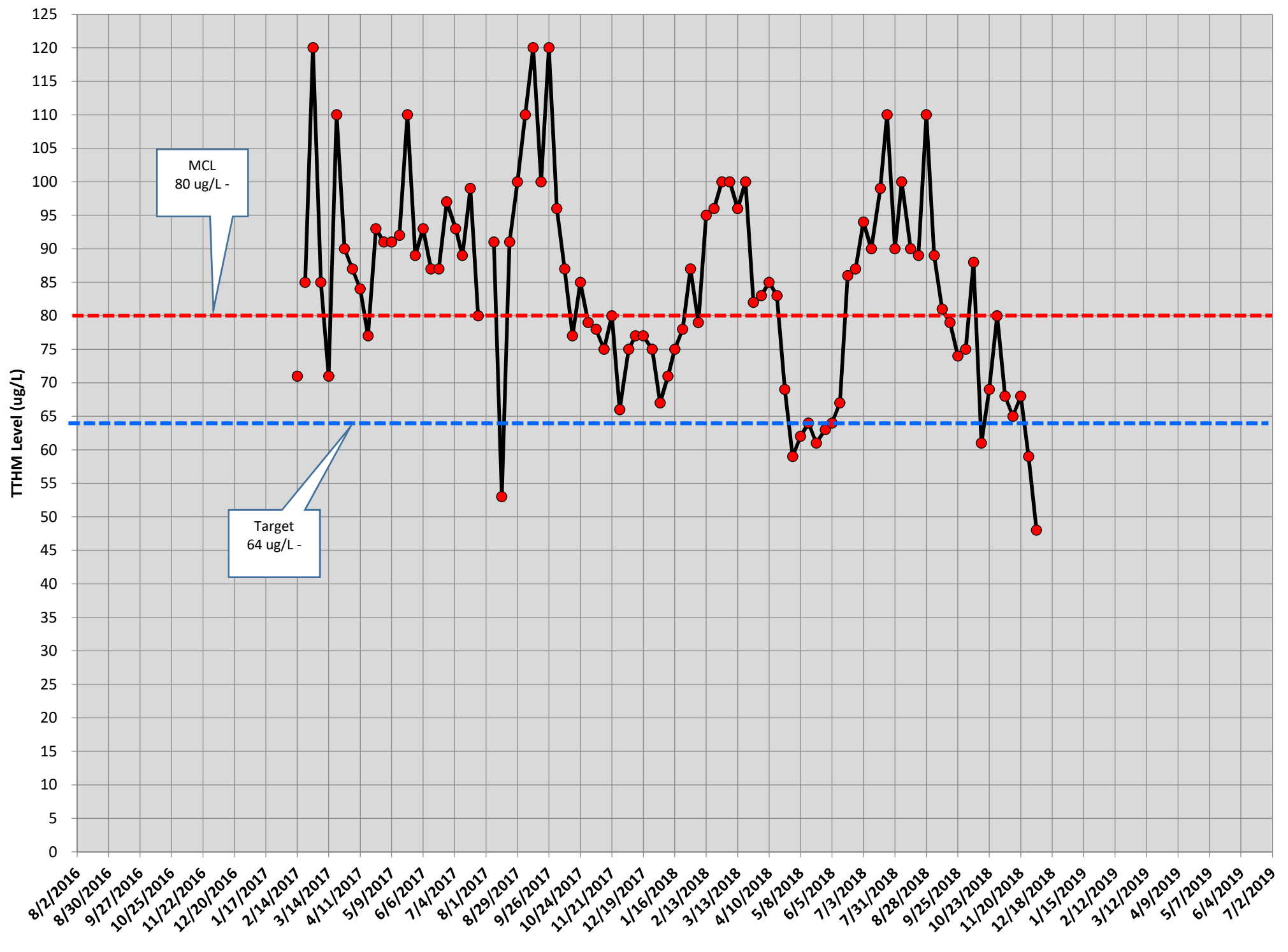
Goss Canyon Reservoir (Zone 6) - TTHMs Levels



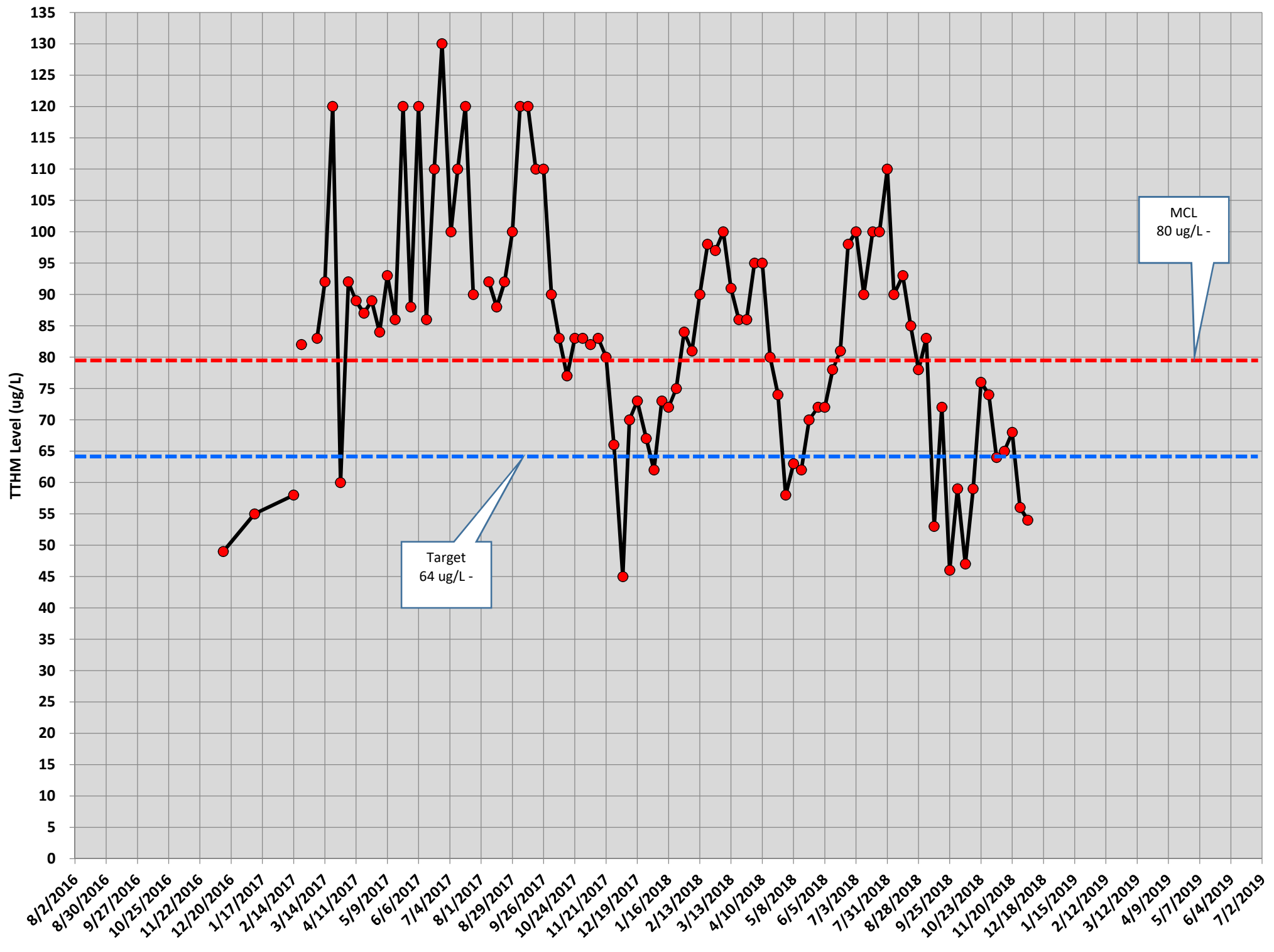
Dunsmore Reservoir (Zone 7) - TTHMs Levels



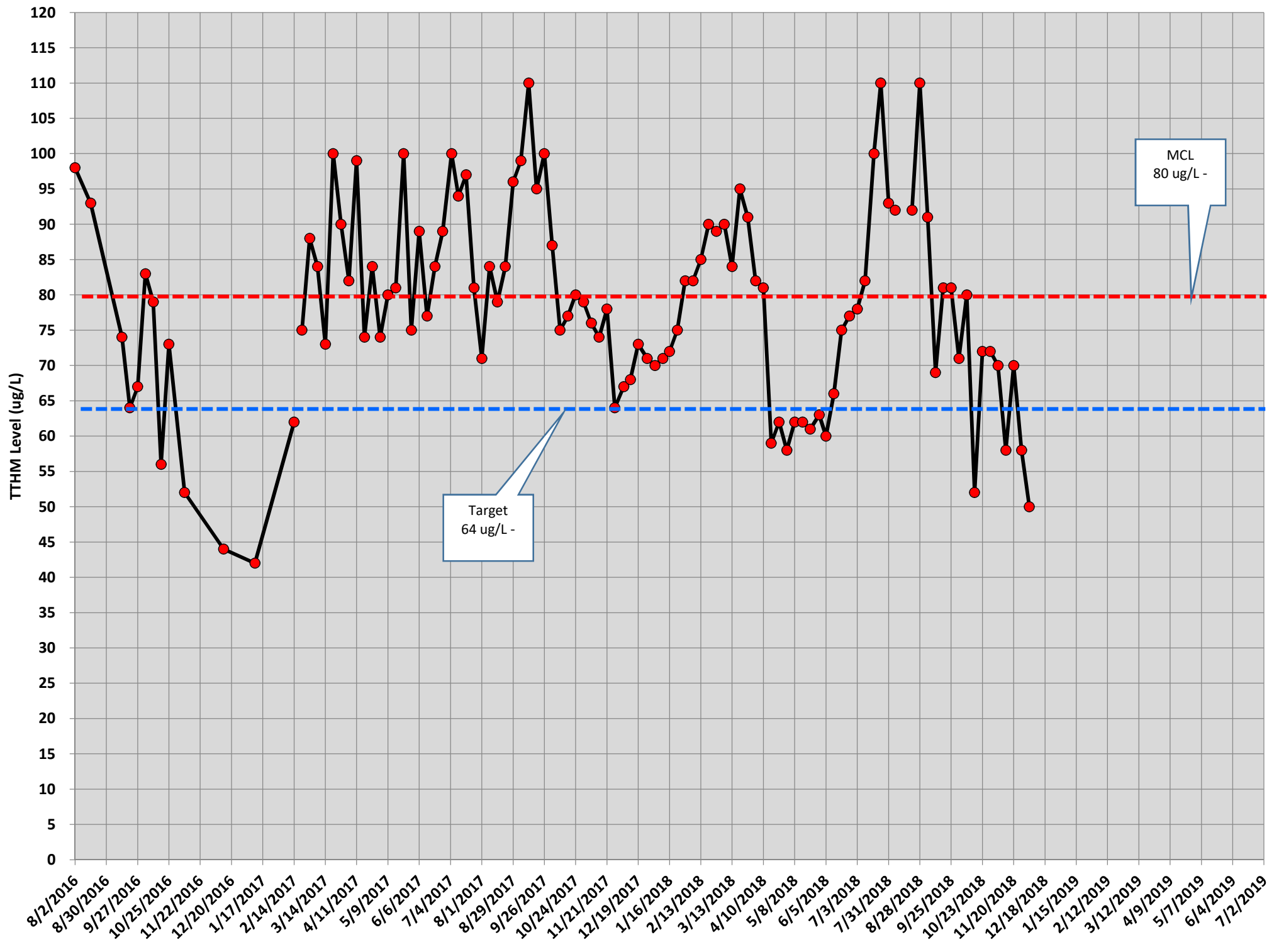
Cresta Heights Reservoir (Zone 8) - TTHMs Levels



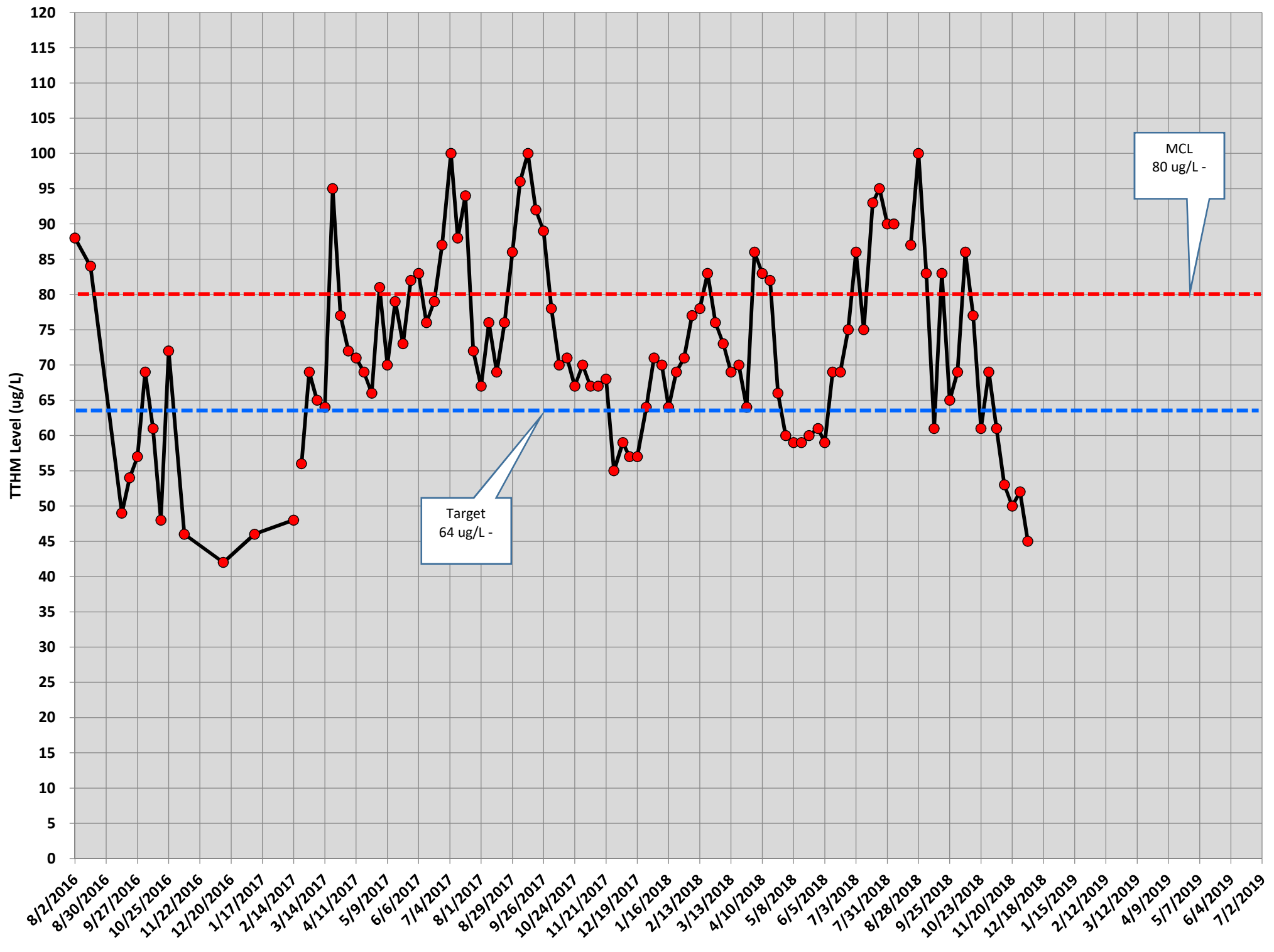
Edmund No. 1 Reservoir (Zone 9) - TTHMs Level



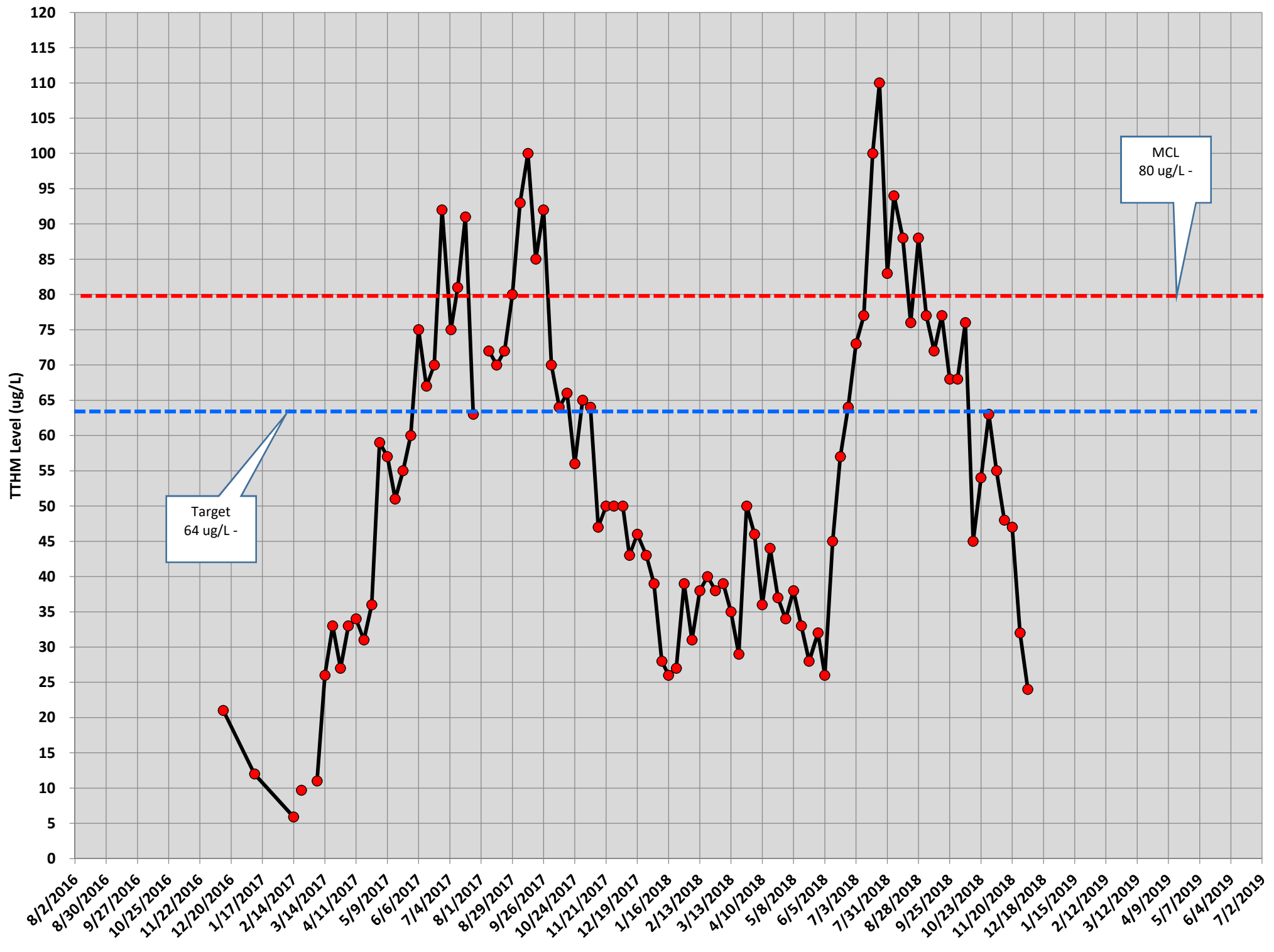
Edmund No. 2 (Zone 9) - TTHMs Levels



Shields Reservoir (Zone 10) - TTHMs Levels



Pickens Reservoir (Zone 11) - TTHMs Levels



Information
Item



By CV Weekly on November 29, 2018

Saving Cents ... and Making Sense ... of Your Monthly Water Bill

All right, so you've just received your most recent water bill from CVWD and it's a bit higher than what you normally pay. This may indicate that there is a water-related issue, either inside or outside your property.

The good news is that there are some easy steps you can take to potentially reduce your next bill and the ones that follow while also conserving plenty of water in the long run. In fact, you can work together with CVWD to give you a better bottom line:

- Make an appointment with one of our reliable technicians to conduct a meter reading and a meter leak check.
- If you have an iPerl smart meter, ask us to download the last 30 days of water usage. This will allow you to review all of the data that was registered through the meter during that time period.

You can also:

- Request a free indoor/outdoor water audit by an independent contractor. That person will inspect your home and outdoor irrigated areas and offer suggestions for more efficient water usage.
- If you have automatic sprinklers, check the timer. Power surges or failures can cause problems (i.e., resetting to factory defaults).
- You know your property better than most. Take a brief walk around to look for leaks. Locate your water meter and check the leak indicator, which will be the last number on the far right (Sensus, iPerl), or a small triangular shaped dial that rotates when water is flowing through the meter. If either the last number or the dial is moving, you may have a leak.
- You can also take a meter reading and then a follow up reading two hours later (make sure no water is used during this time). If the reading has changed, you may have a leak.

If you do have a leak, the next step is to determine if it is inside or outside of your house (you may possibly have an underground leak).

- Locate your home's main shut off valve and turn off the water. Typically, the valve is near the garage or directly behind an outdoor faucet. (Never turn off the water at the District's meter.)
- Again, check the leak indicator for movement or use the meter reading method, making sure not to use any water during this period. If the leak indicator stops moving or there is no change in the meter readings, the leak is inside. If the indicator continues to move or there is a change in the meter readings, the leak is outside.
- If you don't know where your meter is located or would like to speak to one of our helpful technicians, call our Customer Service Dept. at (818) 248-3925.

Leaks aside, customers can take advantage of money-saving rebates on:

- High Efficiency Clothes Washers
- Weather-Based Irrigation Controllers
- Rotating Sprinkler Nozzles
- Rain Barrels
- High Efficiency Toilets

For more details on rebates and additional information on how you can save time, water, and money, visit us online at www.cvwd.com. We take pride in delivering high-quality water through a reliable system at the most reasonable cost to our customers.

We're here to help, and we appreciate the opportunity to serve you!

CVWD

2700 Foothill Blvd., La Crescenta

(818) 248-3925

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

December 12, 2018

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa, General Manager

Subject: **General Manager Report**

General Managers Report Topics:

- GM Activities

The following are some highlights in this month's report:

- ACWA Conference
- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

2 employees have work anniversaries in December. Dennis Maxwell – 13 years, Robert Wood – 13 years

As of December 7th the District has gone 1,641 Days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Management staff meetings	- November 26 th , December 3 rd , December 10 th
CA NEV Drought and Climate Outlook Webinar	- November 26 th
ACWA	- November 27 th - November 29 th
El Nino and the Southwest Drought Webinar	- November 29 th

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

December 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 – November 2018

1. **Water Production Report**
 - November 1 – 30- Water production – 40%/60% split – 105.1 MG for the time period
 - Average use – 3.8% greater than 2017 and 3.2% less than 5-yr average
2. **Rainfall Update**
 - 2.53” for November 2018
 - Rainfall Total for Rainfall Year 2018/19 – 2.98”
3. **Report on Engineering**
 - **CIP Projects**
 - Pipeline Project - 2700, 3000 & 3100 Blocks of Brookhill
 - o Completed
 - Oak Creek #1 & #2 Reservoir Rehabilitation
 - o Oak Creek #2 – Removing bottom coating & structural upgrades
 - Well 1 & 7 Rehabilitation – See Staff Report
 - **Nitrate Removal Treatment Facility at Well 2 Project**
 - APTwater completed testing and staff reviewing report for DDW approval
 - DDW approval – January 2019
 - **Crescenta Valley County Park Stormwater Recharge Facility Study**
 - Staff met with consultants on Conceptual Plan
 - **ULARA**
 - No Report
 - **Grant Program**
 - No Report
 - **Water Meter Replacement Program**
 - On hold until April 2019
 - Working on agreement with UtiliWorks, Inc.
4. **Report on Administrative and Field Operations**
 - **Wells - Status**
 - Well production capacity – remained steady at 1.40 MGD
5. **Developer Jobs**
 - No Report
6. **Street Projects**
 - New Foothill Blvd Medians – Los Angeles County
 - Complete
 - Pennsylvania Paving Project – City of Glendale
 - 210 Freeway to Markridge Road – Under Construction

7. **Field Maintenance & Operations – November 1, 2018 – November 30, 2018**

▪ **Water Lateral Leaks & Repairs**

2857 Adams	2919 Frances	3017 Markridge
2325 Caracas	3047 Paraiso	2809 Alabama
2763 Alabama	4952 Cecilville	2520 & 2521 Harmony

▪ **Water Main Leaks**

- No Report

▪ **Valve Replacement**

- No Report

▪ **Fire Hydrant Repair**

- No Report

▪ **Booster Pump Maintenance**

- No Report

▪ **Reservoir Maintenance**

- No Report

▪ **Sewer Maintenance – November 1, 2018 – November 30, 2018**

4900 - 5100 Blocks of Cloud,	5000 - 5200 Blocks of Pennsylvania Ave	3100 Block of Frances
3100 Block of Brookhill	3100 Block of Orange	3000 & 3100 Blocks of Santa Carlotta
3000 - 3100 blocks of El Caminito	4800 Block of Ramsdell	3000 - 3100 blocks of Stevens

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 30, 2018

Well Production:	33,886,940	Gals		
GWP Production:	6,373,000	Gals		
Gravity Production:	1,363,000	Gals	% GW	40%
Purchased Water:				
FMWD:	63,524,500	Gals		
City of Glendale:	0	Gals	% Import	60%
TOTAL:	105,147,440	Gals		
	322.69	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	0		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
November 1, 2018 - November 30, 2018	3,488,425	
November 1, 2017 - November 30, 2017	3,361,777	3.8%
5-yr Average - November 2013 - 2017	3,605,140	-3.2%

RAINFALL: November 1 - November 30, 2018

2.53"

Season-To-Date:

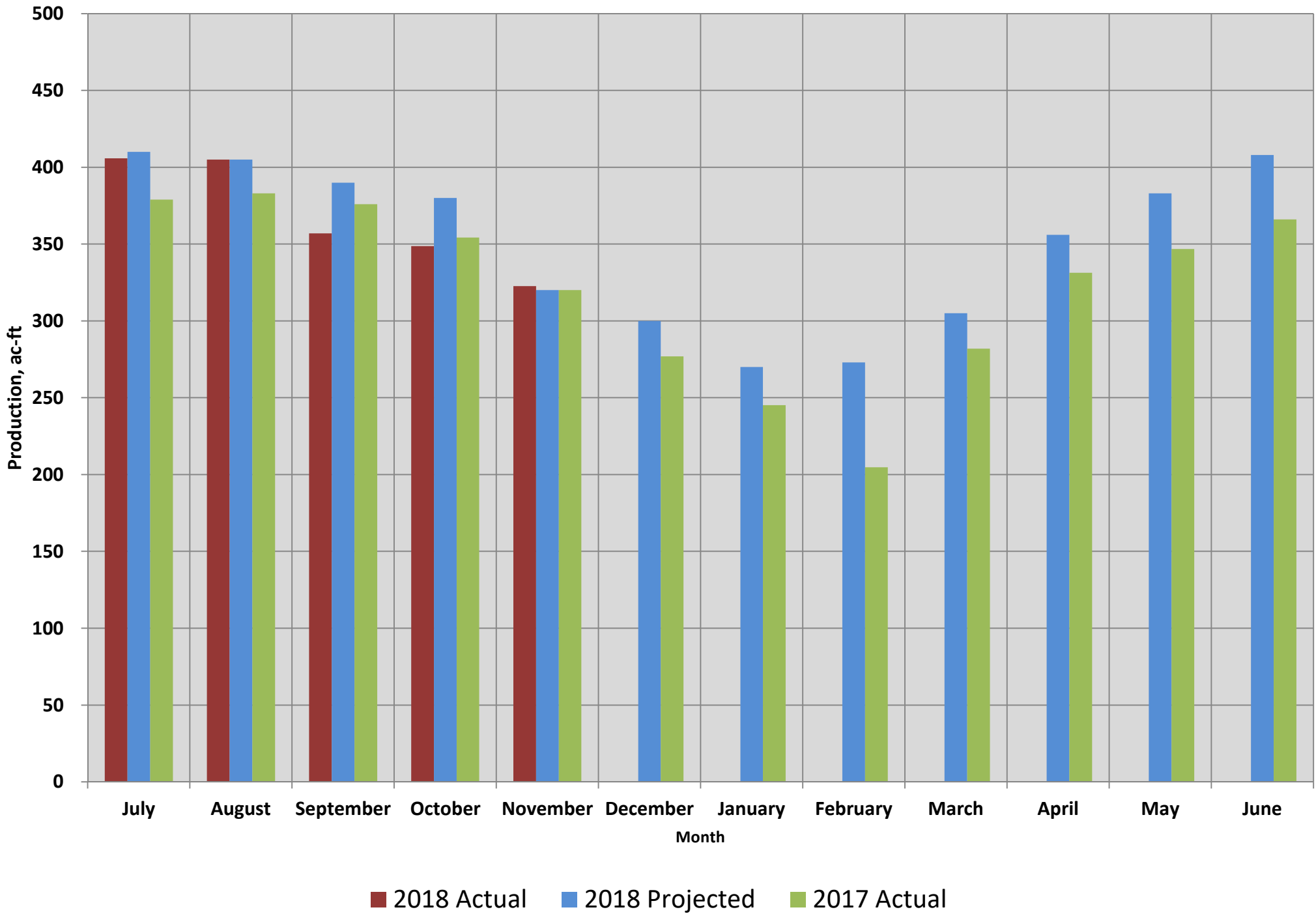
2.98"

2018/19 Fiscal Year Water Production			WY 18/19 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2018		Purchased Water Production Tier 2 Allocation - 2018	
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	406	410	October	115	January	28	January	134
August	405	405	November	108	February	24	February	163
September	357	390	December		March	27	March	113
October	349	380	January		April	25	April	162
November	323	320	February		May	25	May	165
December		300	March		June	23	June	189
January		270	April		July	23	July	256
February		273	May		August	22	August	259
March		305	June		September	21	September	235
April		356	July		October	21	October	212
May		383	August		November	20	November	195
June		408	September		December		December	
Total to Date	1,839	1,905	Total to Date	223	Total to Date	260	Total to Date	2,083
Projected	4,132	4,200	Water Rights	3,294			Tier 2	2,154
% of Projected	43.8%	45.4%	% of Rights	7%			% of Allocation	97%
Remaining	2,361	2,295	Remaining	3,071			Remaining	71

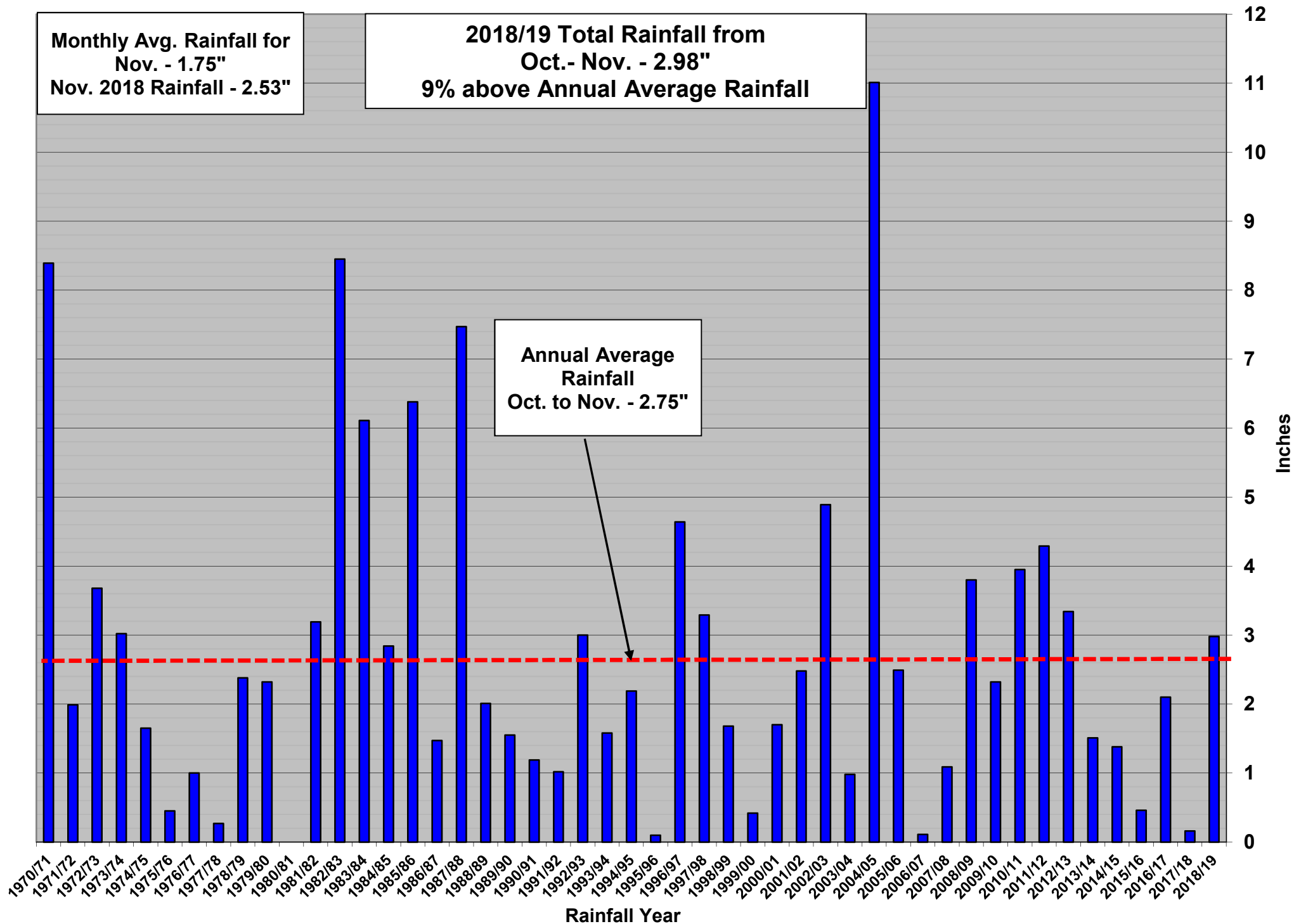
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: 2018 Actual, 2018 Projected & 2017 Actual



Monthly Rainfall - 1970/71 - 2018/19 (Oct.- Nov.)



CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: November 20, 2018
TO: Policy Committee Meeting File
FROM: Ron L. Mitchell

Following is a summary of the Policy Committee Meeting held at 2:00 p.m. on November 20, 2018, at the CVWD main office, and was attended by the following:

Director Judy Tejeda - Committee Chairperson	CVWD
Director Michael Claessens - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
Ron L. Mitchell – Secretary-Treasurer	CVWD

1. Review of draft Theft of Water Policy

Mr. Ochoa provided the Committee a draft Water Theft Policy that was written by Mr. Bunn in response to the recent theft of water by a customer who had removed the meter and set-up a bypass to avoid being charged for water used at a property. The Committee recommended that instead of having fines start at \$1,000.00 for the first offense and increasing fines for a second and subsequent violations, just to have one fine of \$2,000.00 per offense. It was the Committee's recommendation to bring this item back to the full Board for adoption with this change.

2. Review of Alternative Work Schedule Policy

Mr. Ochoa informed the Committee that he was attempting to eliminate non-standard work schedules by January 1, 2019 unless there was a compelling reason to keep someone on an alternative work schedule. The draft Alternative Work Schedule Policy outlined the criteria that would be necessary to be placed on an alternative schedule and that the employee and his/her supervisor must demonstrate how this schedule might enhance the District's ability to deliver services to its customers and that the request will not result in additional overtime or provide hardship to the department. The Committee was not in support of the policy and suggested other ways to accomplish the goal of having the office open 1-hour before the posted operating time to accommodate customers who need to conduct business before 8:00 a.m. as we are currently operating.

3. Review of Uniforms & Clothing Policy

Staff provided the Committee a draft Uniforms & Clothing Policy that shows current language in the MOU related to uniforms and safety equipment and provisions for discipline related to activities while wearing a District uniform. The proposed policy would supplement the existing provisions in the MOU and allow for an increase in the jean allowance, currently at \$150/fiscal year for employees who wish to purchase and clean their own jeans instead of using jeans provided by the uniform service, to \$200 each fiscal year. This policy would also provide a clothing allowance of \$100/employee/fiscal year to purchase clothing with the District's logo that can be worn at local events, conferences, public workshops, community service opportunities, etc. The Committee didn't show strong support for this item and said that employees could be issued ID cards/CVWD lanyards to distinguish themselves at events. The Committee asked staff to do more work on this item and bring back to the Committee at a later date.

4. Discussion of water usage by street sweeper

Staff informed the Committee that they have had difficulty in reaching LA County personnel involved with the street sweeping operations in the District about the amount of water used for this operation and which hydrants they are using to fill the truck. Mr. Mitchell said that he has the name of the driver who lives in the District and that he will attempt to make contact with him to obtain that information. Staff will try to determine how much water is used monthly and work out a reimbursement plan with the County.

The Committee asked about the cash safety awards that were given to employees and if they have paid the appropriate taxes per IRS guidelines for such awards. Mr. Mitchell informed the Committee that this will be done on the end-of-month payroll.

Director Claessens showed a video on a device with a cellphone app that can be installed on a residential home that can provide usage information and shut off the flow of water through the app. He suggested we look into the possibility of providing a rebate to customers who install such a device to their homes in the District.

The meeting adjourned at 3:35 p.m.