

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, February 27, 2018 at 7:00 p.m.**

Posted: February 23, 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

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of Minutes of the Regular Meeting on February 13, 2018.
2. Ratification of Disbursements for January 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. **Improve Board Transparency** – Discussion regarding how to improve the reporting of Board Committee and outside meetings.
2. **Automated Meter Infrastructure (AMI) Program** – Presentation and discussion regarding the implementation of CVWD's Automated Meter Infrastructure (AMI) program.
3. **Draft FY 2018/19 Water & Wastewater Budgets** – Discussion on the draft FY 2018/19 Water and Wastewater Budgets.
4. **District Staffing** – Discussion and possible action regarding the District's short term staffing goals.
5. **Temporary Pay Increase for Secretary-Treasurer and District Engineer** – Consideration and motion to provide temporary pay increases to the Secretary-Treasurer and District Engineer.

Information Items

Written Communications to District/Board

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case.

Public Employee Discipline/Dismissal/Release

Public Employee Appointment

Title: General Manager

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

February 13, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of January 23, 2018, a Regular Meeting was held on February 13, 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. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Wendy Holloway, Customer Accounts Supervisor Dennis Maxwell, Superintendent James Lee, Accountant Brook Yared, Associate Engineer

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote that the Agenda for the Regular Meeting of February 13, 2018 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No Report

CONSENT CALENDAR

It was moved by Director Claessens, seconded by Director Putnam and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on January 23, 2018, and the Attendance at the 2018 ACWA Spring Conference to be held May 8-11, 2018 in Sacramento, CA.

ACTION CALENDAR

FY 2018-19 Capital Improvement Project Program – Mr. Gould discussed the Capital Improvement Projects (CIP) for FY 18/19. He said last year at this time, staff put together a priority list for FY 17/18. The list was for projects, priority level and budget level. The next step staff did was update the priority list with preliminary engineer's cost estimates to determine a preliminary funding level relative to the CIP budget in FY 17/18 of \$2.625M. Mr. Gould discussed the FY 18/19 CIP priority list which shows 14 projects that are needed to maintain the water system reliability, and also additional projects that are needed to maintain or improve the water system reliability if additional funding is available.

District Staffing – Mr. Mitchell reported that as part of the strategic planning process, staff identified certain areas to concentrate on and part of that is the staffing and organizational effectiveness. This has been looked at as the near term (6 months to 1 year) and long term (3-5 years) to use as the basis for talking about the near term. The District has 33 full time employees and 5 unfilled (vacant) positions. Staff would like to eliminate (leave vacant) the Sewer Supervisor, merge the sewer maintenance with the water maintenance under the Construction Supervisor, open two Crew Leader positions, one for water and one for sewer, fill the vacant Accounting Clerk position to off load the general bookkeeping duties from the Accountant, and also provide customer service support. Mr. Mitchell provided an organizational chart for discussion and updated job descriptions for the Crew Leader and the Accounting Clerk.

Following discussion:

It was moved by Director Claessens, seconded by Director Erickson and carried by a 5-0 vote to create two Crew Leader positions that will only be filled with internal candidates, and once the internal positions are vacated those positions will be eliminated from the organizational chart and to approve the job description.

The Board and staff proceeded to discuss the Accounting Clerk position.

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote to add the Accounting Clerk position and to eliminate the Water Conservation position, contingent on agreement of the union, and to approve the job description.

FY 2018—19 Water and Wastewater Budgets – Mr. Mitchell discussed with the Board the second quarter Budget vs. Actual Variance report. Staff also provided a preliminary budget schedule that shows meetings dates, expected Committee dates, and when the Board will need to approve the Proposition 218 Notice for mailing.

Ballot for LAFCO Special District Representative and Alternate Representative Election – Mr. Mitchell reported that LAFCO has an election coming up for the Special District Representative and the Alternate Representative and is requesting the Directors to cast the District's ballot for these representatives.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote to cast the District's ballot for Mr. E. G. "Jerry" Gladbach for the LAFCO Special District Representative.

It was moved by Director Erickson, seconded by Director Tejeda and carried by a 5-0 vote to cast the District's ballot for Mr. Joseph Ruzicka for the LAFCO Special District Alternate Representative.

Discussion of Committee Assignments – President Bodnar presented the committee assignments for the last five (5) years and opened the discussion with the Directors regarding the Committee assignments. After discussion, the Committee assignments will remain the same as assigned for this year.

INFORMATION ITEMS – Two articles from the LA Times: Health cost for retired state workers rise sharply, and Cities sound alarm on pensions.

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Mitchell presented to the Directors the Financial report and a Conferences and Seminar report for 2017 as requested by Director Tejeda. Mr. Gould reported that he has a new graph in his report that shows the monthly water production Projected vs Actual for FY 2017/18.

ATTORNEY – Mr. Bunn reminded the Directors regarding AB1234 that any Committee that meets at the District's expense has to furnish a brief report, oral or written, at the next Board meeting. Mr. Bunn also reported on water conservation and that the State Water Resources Control Board at the request of the Governor, has proposed new regulations in water waste and has made revisions in areas of runoff, drinking water at restaurants, median turf irrigation, unless the turf serves a community or neighborhood function or is irrigating tree, or recycled waters. The comment period closes February 14, 2018 and will have a decision made by February 20, 2018. ACWA is opposed to basing the regulations on waste and unreasonable water use.

REPORTS OF COMMITTEES

Engineering Committee – Mr. Gould reported that the Committee will meet on February 22, 2018 at 9:00 am.

Finance Committee – Director Bodnar reported that the Committee will meet on February 23, 2018 at 10:00 am.

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 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 REPORT

Director Bodnar – No Report

Director Claessens – No Report

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson commented on proposed fines for water waste.

CLOSED SESSION – No reportable action

ADJOURNMENT

There being no other business to come before the Board at 9:40 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 February 27, 2018 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

JANUARY 2018



Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
0	1/9	Los Angeles County Public Works	Permit for 2337 Del Mar	5,292.10	
0	1/10	Los Angeles County Public Works	Excavation permit 4850 Pennsylvania	2,328.00	
0	1/15	Los Angeles County Public Works	Excavation permit 2910 Mountain Pine	2,039.00	
0	1/22	Los Angeles County Public Works	Excavation permit for 2535 Whittier	776.00	
0	1/23	Los Angeles County Public Works	Excavation permit for 2441-2443-2445 Upper Terrace	958.00	
0	1/23	CalPERS	Contributions for 12/2017	20,005.16	12,089.68
0	1/24	Southern California Edison Co.	Power purchased 01/2018	21,603.91	256.34
36826	1/9	ACV Systems, LLC	Repairs for Edmund #1 booster station	3,348.17	
36827	1/9	ACWA Joint Powers Ins Authority	Group Health Insurance 01/2018	36,153.38	23,580.11
36828	1/9	ACWA Joint Powers Ins Authority	Group Health 02/2018	36,153.35	23,580.11
36829	1/9	ADS, LLC	Monthly sewer monitoring 10/2017		1,670.00
36830	1/9	Aflac	Employee paid insurance 12/2017	1,406.69	
36831	1/9	Vachik Aghakianest	Refund Check	52.70	
36832	1/9	Allen Pipeline, Inc.	Welding services - Emergency leak repair at 3345 Thelma	765.00	
36833	1/9	AMEC Foster Wheeler Environment	M-980 Services through 12/01/17 Drinking Water Assessment Study	20,008.97	
36834	1/9	ARC	Monthly MPS Billing 12/2017	1,329.71	443.23
36835	1/9	AT&T	Voice communication 12/2017	169.12	56.38
36836	1/9	AT&T Mobility	Wireless charges	40.78	13.59
36837	1/9	Regino Avalos	Remove Ash tree at main office	2,865.00	
36838	1/9	AVAYA Financial Services	Land line lease 12/2017	380.72	126.90
36839	1/9	BC Laboratories, Inc	Water analysis	5,052.40	
36840	1/9	BC Laboratories, Inc	Water analysis	5,399.90	
36841	1/9	Burke, Williams, & Sorensen, LLP	Legal services through 11/2017	12,574.74	4,191.57
36842	1/9	CA Utility Executive Mgmt Association	Leadership class Tom - Ron - Dennis - James	75.00	25.00
36843	1/9	California Building Evaluations & Const	E-956 Well 2 - Construction of Well 2 & related facilities	105,925.00	
36844	1/9	California Water Environment	Membership renewal for Jaysen Ortega	180.00	

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
36845	1/9	Cannon	E-956 Construction management services through 11/2017	25,899.20	
36846	1/9	Capital One Commercial	Misc supplies	469.74	469.73
36847	1/9	Cargill, Inc - Salt Division	24.32 tons cold patch	5,115.89	
36848	1/9	CCS Interactive, Inc.	Monthly website hosting 01/2018	78.75	26.25
36849	1/9	Cerdant, Inc.	Network security services 01/2018	206.25	68.75
36850	1/9	Cha Construction	Flood meter refund	871.16	
36851	1/9	Choice Pest Control	Monthly service 12/2017 Well 9 & Mills house	90.50	12.50
36852	1/9	City of Glendale	Utility Tax for 12/2017	32,845.20	
36853	1/9	City of Glendale Water & Power	Power purchased 12/2017	29,963.03	23.96
36854	1/9	Clifton Larson Allen	Progress billing for 6/30/17 audit	2,650.00	2,650.00
36855	1/9	Colonial Life & Accidents Ins.	Employee paid insurance 12/2017	183.61	
36856	1/9	Contractor Compliance & Mont Inc.	E-956 - Labor compliance for 11/2017	277.50	
36857	1/9	Louise Crane	Refund Check	13.98	
36858	1/9	Dell Financial Services	Contract lease for 12/2017	727.71	242.57
36859	1/9	Do-it Center	Misc hardware 12/2017	164.11	63.21
36860	1/9	Dunn-Edwards Corporation	Misc paint for Plant	98.87	32.95
36861	1/9	Eurofins Eaton Analytical Inc.	Water analysis	628.00	
36862	1/9	First Choice	Coffee service office & plant	140.88	140.86
36863	1/9	Foothill Car Wash, Lube & Oil	Oil changes for Units #38 & #45	112.71	37.57
36864	1/9	Grainger	Industrial flashlights	141.00	46.98
36865	1/9	Gsolutionz Professional Services	Land line support 01/2018	598.67	199.55
36866	1/9	Hach Company	Chlorine sensors, chlorine & ph testing equip & supplies	5,062.20	
36867	1/9	Harper & Associates Eng, Inc	E-970 Services through 11/2017	1,240.00	
36868	1/9	Harrington Ind Plastics LLC	2 - Horizontal centrifical pumps and various couplings	3,313.75	
36869	1/9	Mark Hass	Reimbursement for Dell Power Edge 860 for SCADA	163.50	54.50
36870	1/9	Lady Hoerner	Rent and Deposit refund 2857 Sycamore	2,412.50	137.50
36871	1/9	Wendy Holloway	Mileage reimbursement 09-12/2017	24.08	24.07
36872	1/9	Home Depot Credit Services	Misc hardware 12/2017	177.75	134.80
36873	1/9	Impact LA LLC	Cost for copies 9/2017 to12/2017	577.53	577.53
36874	1/9	J's Maids	Cleaning Sycamore house	110.25	36.75
36875	1/9	John Robinson Consulting, Inc.	M-965 Consulting service through 9/30/17	4,800.00	
36876	1/9	Just Tires, Inc.	Oil change & repair tire Unit #44	44.80	14.93
36877	1/9	Jeremy Keller	Refund Check	5.04	

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
36878	1/9	Sang Hee Kim	Refund Check	8.56	
36879	1/9	LA Dept Water and Power	Power purchased 12/2017	48.78	
36880	1/9	Lagerlof, Senecal, Gosney & Kr	Legal services 11/2017	4,398.63	1,250.00
36881	1/9	Lincoln Financial Group	Group Dental - Life - Disability insurance 01/2018	3,533.40	2,431.76
36882	1/9	Los Angeles Times	LA Times subcription renewal	44.98	44.98
36883	1/9	McCall's Meter Sales & Service	3 - Isolation boards	325.02	
36884	1/9	McMaster-Carr Supply Co	Inspection mirrors	22.59	22.59
36885	1/9	Mimecast North America, Inc.	Email security 12/2017	262.50	87.50
36886	1/9	National Business Furniture	New desk for Dennis Maxwell	648.06	648.05
36887	1/9	Neofunds by Neopost	Funds for postage machine	350.00	350.00
36888	1/9	New Image Landscaping	Landscape maintenance 12/2017	902.50	177.50
36889	1/9	Newegg, Inc.	2 - G5s Plus cell phones	574.86	191.62
36890	1/9	Northern Safety Co., Inc	First aid supplies	119.10	26.61
36891	1/9	O'Reilly Auto Parts	Misc supplies 12/2017	49.30	16.43
36892	1/9	Office Depot - Credit Plan	Misc supplies 12/2017	80.45	80.45
36893	1/9	Gina Papa	Refund Check	10.54	
36894	1/9	Paper Cuts, Inc	Monthly paper shredding 01/2018	2.50	2.50
36895	1/9	Paveco Construction Inc	Paving list 18-06	8,156.18	
36896	1/9	Ramco	Bobtail loads for 12/2017	3,000.00	
36897	1/9	Rassac Air Systems	A/C & heater maintenance at office	120.00	40.00
36898	1/9	Red Wing Shoe Store	Safety boots for Morgen DuRose & David Rawlings	226.86	75.61
36899	1/9	Reliable Road Service, Inc.	Replace fuel line for unit #18	646.79	45.00
36900	1/9	Royal Industrial Solutions	Modems for Nitrate plant & Glendale diverter valve; enclosures; power supplies; connectors; lights & misc. electrical supplies	6,041.62	782.72
36901	1/9	Sawyer Petroleum	690 gals diesel fuel	1,773.68	591.23
36902	1/9	Simpler Systems	Monthly maintenane 01/2018	375.00	125.00
36903	1/9	SmartSign LLC	No littering signs for reservoirs	226.36	
36904	1/9	Spectrum Business	Data Communications 12/2017 Glenwood	2,138.40	712.79
36905	1/9	Spectrum Business	Data Communications 12/2017 Office	2,133.38	711.13
36906	1/9	St Water Resource Control Brd.	Annual permit fees for Glenwood & Mills plants	2,588.00	
36907	1/9	Staples Business Advantage	Misc supplies	83.53	83.53
36908	1/9	Star Brite Bldg. Maintenance Inc	Janitorial service 01/2018	618.75	206.25
36909	1/9	Still Mor Automotive Inc.	Repair oil leak and change oil Unit #9	151.40	50.46

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
36910	1/9	Shin Suh	Refund Check	44.51	
36911	1/9	Sully-Miller Contracting Co.	Minimum load charge	43.45	
36912	1/9	Sunbelt Rentals, Inc.	Emergency generator at main office rental - 11/24/17-12/21/17	2,878.41	
36913	1/9	Systemated Business Products	Office letterhead	346.85	346.85
36914	1/9	Tesco Controls, Inc	PLC repair @ Oak Creek Res	375.00	
36915	1/9	The Gas Company	Gas purchased 12/2017 Mills house, Glenwood & Office	214.29	71.43
36916	1/9	The Gas Company	E-956 - Cost to install gas line for Well 2	9,541.23	
36917	1/9	Toro's Lawnmower & Garden	Small chainsaw repair	269.58	117.64
36918	1/9	Traffic Management, Inc.	Safety vests and delineators	1,006.85	335.62
36919	1/9	Trench Shoring Company	Trench plate tool and hydraulic oil	346.16	346.16
36920	1/9	Tri-Xecutex Corp	Security alarm monitoring Jan-Feb-Mar 2018	243.00	81.00
36921	1/9	Underground Service Alert/SC	Underground notifications for 12/2017	206.74	68.91
36922	1/9	Vision Service Plan Co-(CA)	Group vision 01/2018	289.17	192.78
36923	1/9	Vulcan Materials Company	Temporary asphalt	2,061.04	
36924	1/9	Waste Management	Disposal service at Plant & Office 01/2018	865.96	288.65
36925	1/9	Weck Laboratories, Inc.	Water analysis M-981	3,000.00	
36926	1/9	Weck Laboratories, Inc.	Water analysis M-981	2,900.00	
36927	1/9	Western Water Works	4" - 8" gate valves; weld tees, elbows, flanges, fire hydrants, bolts, nozzles, nipples, adapters, bushings, and repair clamps for E-982 and stock	47,019.80	332.08
36928	1/9	Whittier Fertilizer Co	Top soil	371.45	
36929	1/23	ADS, LLC	Monthly Sewer monitoring 12/2017		1,060.00
36930	1/23	Aflac	Employee paid insurance for 01/2018	1,406.69	
36931	1/23	Airgas USA, LLC	Monthly cylinder rental 12/2017	196.51	196.50
36932	1/23	All American Landscape Co.	Monthly landscape maintenance 01/2018	217.50	72.50
36933	1/23	Allen Pipeline, Inc.	Welding pipeline at Rosemont & Altura-water main repair	2,007.00	
36934	1/23	Ameripride Uniform Services, Inc	Uniform rentals for 12/2017	735.83	245.28
36935	1/23	Association of CA Water Agenci	2018 Annual Agency Dues	13,903.92	4,677.50
36936	1/23	AT&T Mobility	Cell service 12/08/17 to 01/07/18	885.52	295.18
36937	1/23	Regino Avalos	Trim tree from neighbors home by Ocean View Reservoir	1,375.00	
36938	1/23	BC Laboratories, Inc	Water analysis	2,159.00	
36939	1/23	California Paving & Grading Co	Flush Grind road plates for 12" pipeline replacement Rosemont/Alt	1,175.00	
36940	1/23	Campbell's Automotive Service	Unit #6 - Oil change, replace belts, and repair front bearing hub	553.65	184.55

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
36941	1/23	Cargill, Inc - Salt Division	24.50 tons of bulk solar salt	5,132.39	
36942	1/23	CDW Government, Inc	ESET renwal for 1 year	535.06	178.36
36943	1/23	Choice Pest Control	Monthly service at Well 9 & Mills house	90.50	12.50
36944	1/23	City of Glendale Water & Power	Purchase power 01/2018	31,716.75	46.69
36945	1/23	City of LA Bureau Sanitation	Sewerage facilities charge Nov/Dec 2017		715.74
36946	1/23	City of Los Angeles	Capital & O&M portion of Asssc		170,826.00
36947	1/23	Collector's World	Refund Check	304.35	
36948	1/23	Goli Compoginis	Refund Check		20.90
36949	1/23	County Sanitation District #2	Inert loads for 12/2017	598.05	
36950	1/23	Dataprose LLC	Printing, postage for 12/2017 Controls 1-4	1,491.43	1,491.43
36951	1/23	Dunn-Edwards Corporation	Paint for revservoirs	453.66	
36952	1/23	Empire Fleetwash, LLC	Wash & Clean service trucks 12/2017	438.00	146.00
36953	1/23	Eurofins Eaton Analytical Inc.	Water analysis	328.00	
36954	1/23	Fleet Crew Emissions Service	Cost to diagnose and repair emissions unit on Unit #25	459.38	153.12
36955	1/23	Foothill Municipal Water	Purchased water - 11/2017	276,763.36	
36956	1/23	Grainger	6 - Asco rebuild kits for nitrate plant	1,632.71	
36957	1/23	Graybar Electric Co., Inc.	Smart UPS's and Smartslot remote cards	1,741.70	
36958	1/23	Great America Leasing Corp.	Kyocera Copiers lease 01/2018	218.46	218.45
36959	1/23	Harrington Ind Plastics LLC	Transport tanks and parts for chlorine	1,443.62	
36960	1/23	Joseph A. Huerta	Mileage reimbursement July to December 2017	29.22	7.94
36961	1/23	Grace Kim	Refund Check	44.70	
36962	1/23	Ji Young Kim	Refund Check	65.22	
36963	1/23	LA County Tax Collector	Property tax 2nd payment	6,625.20	2,208.40
36964	1/23	LA Dept Water and Power	Power purchased 01/2018	48.21	
36965	1/23	Lagerlof, Senecal, Gosney & Kr	Legal services 12/2017	4,692.50	1,250.00
36966	1/23	Lincoln Financial Group	Dental - Life - Disability insurance for 02/2018	3,533.40	2,431.76
36967	1/23	A TE Connectivity LTD Co.	Spare pressure transducers for reservoirs	2,342.16	
36968	1/23	Mercury Disposal System, Inc.	Boxes for used light bulbs	27.50	27.50
36969	1/23	Mimecast North America, Inc.	Email security 01/2018	262.50	87.50
36970	1/23	Northern Safety Co., Inc	Safety supplies	128.52	42.84
36971	1/23	Orchard Supply Hardware	Misc hardware 12/2017	773.24	256.20
36972	1/23	Paveco Construction Inc	List #2017-18-08 - paving in various locations	8,991.09	
36973	1/23	Rassac Air Systems	Remove/replace A/C unit at main office for tree removal	882.69	294.23

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
36974	1/23	Reliable Road Service, Inc.	Unit 2-Service & repairs hydraulic lines; Unit 16 - Repair coolant leak	1,400.37	466.79
36975	1/23	Robertson's	Concrete for pipeline job at El Caminito& La Crescenta	1,593.23	
36976	1/23	Royal Industrial Solutions	120W power supply and minature fuses	316.56	
36977	1/23	Lady Hoerner	Refund Check	53.36	
36978	1/23	Shell	Gas purchased 12/2017	1,332.08	444.03
36979	1/23	Jonathan Silberman	Refund Check	55.74	
36980	1/23	Spectrum Business	Data Communications Glenwood	209.94	70.00
36981	1/23	Sully-Miller Contracting Co.	8.07 tons of cold patch	1,856.38	
36982	1/23	Sunbelt Rentals, Inc.	Emergency generator rental at main office - 12/22/17-1/18/18	2,254.47	
36983	1/23	Tesco Controls, Inc	Repairs to Liq5 at Ordunio Reservoir and PLC at Well 2	575.00	
36984	1/23	Univar USA Inc	1,410 gals bleach for Glenwood/Mills Plant	2,506.75	
36985	1/23	Vulcan Materials Company	Aggragate & asphalt	8,688.96	
36986	1/23	Janet Wells	Refund Check	218.77	
36987	1/23	Wells Fargo Card Services	Gould: National Groundwater Conf (air, hotel), traffic sign for E-956, board meeting dinner	957.71	186.00
36988	1/23	Wells Fargo Card Services	Hass: Monthly recurring charges; computer hardware; cell supplies; tools	1,985.62	280.39
36989	1/23	Wells Fargo Card Services	Maxwell: Rechargable flashlight for Meter Reader; floor jacks; Christmas party supplies	494.47	288.81
36990	1/23	Wells Fargo Card Services	Mitchell: Calpelra Conf (hotel, car rental, gas, meals); SCO training class (meals, lyft); ad for Plant Coordinator position	925.58	308.52
36991	1/23	Wells Fargo Card Services	Scott: Community All Stars advertisement; safety lunch expenses	1,086.97	
36992	1/23	Western Water Works	Pipe wrapping tape; meter sticks; repair clamps; nipples; adapters	3,414.34	
36993	1/23	Cory Whitman	Reimbursement for work jeans	67.42	22.48
36994	1/23	Cypress Ancillary Benefits	Dental Premiums - 02/2018	2,281.20	1,520.80
36995	1/29	Christy Joana Scott	Health Reimbursement	128.35	85.57
Subtotals				\$ 924,588.63	\$ 272,783.16
Total Disbursements for January 208				\$ 1,197,371.79	

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
<u>Payroll Report for January 2018</u>					
			Directors		\$ 1,620.00
			Office Regular Payroll		\$ 120,862.00
			Office OT		\$ 843.00
			Plant Regular Payroll		\$ 106,372.00
			Plant OT & Standby		\$ 12,869.00
			Employer Payroll Taxes		\$ 19,554.00
			Payroll Service Charges		\$ 388.00
			Total Payroll		\$ 262,508.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
February 27, 2018

To: Honorable Members of the Board of Directors
From: James Bodnar – Board President
Subject: **Improve Board Transparency**

ACTION ITEM:

Improve Board Transparency – Discussion regarding how to improve the reporting of Board Committee and outside meetings.

BACKGROUND:

In an effort to improve transparency on how Board members report meetings attended that earn a stipend, and comply with the law, I have worked with staff to developed a new form that can be used for all Directors. I would like to discuss this with the Board and receive their input in an effort to develop this form that would be submitted by staff each month.

Prepared by:

James Bodnar
Board President

CVWD Director Expense Report

Director Bodnar

Meeting Date	Meeting/Description	Meeting Compensation
2/13/2018	Board Meeting	\$90
2/15/2018	CV Town Council Meeting: Los Angeles County Public Works Presentation on debri basins, stockpiling, stormwater, and groundwater recharge	\$90
2/23/2018	Finance Committee: Budget Review	\$90
2/23/2018	Employee Relations Committee: District Staffing, Temporary Pay Increase for Treasurer/Secretary and District Engineer and GM recruitment	\$0

Expense Date	Purpose and Expense Description	Expenses Paid

Director Claessens

Meeting Date	Meeting/Description	Meeting Compensation
2/13/2018	Board Meeting	\$90

Expense Date	Purpose and Expense Description	Expenses Paid

Director Erickson

Meeting Date	Meeting/Description	Meeting Compensation
2/13/2018	Board Meeting	\$90
2/26/2018	Engineering Committee	\$90

Expense Date	Purpose and Expense Description	Expenses Paid

Director Putnam

Meeting Date	Meeting/Description	Meeting Compensation
2/13/2018	Board Meeting	\$90
2/26/2018	Engineering Committee	\$90
2/15/2018	CV Town Council Meeting: Los Angeles County Public Works Presentation on debris basins, stockpiling, stormwater, and groundwater recharge	\$90

Expense Date	Purpose and Expense Description	Expenses Paid

Director Tejeda

Meeting Date	Meeting/Description	Meeting Compensation
2/13/2018	Board Meeting	\$90

Expense Date	Purpose and Expense Description	Expenses Paid

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
February 27, 2018

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Status update of the District's Advanced Metering Infrastructure (AMI) Program

Discussion Item:

Automated Meter Infrastructure (AMI) Program – Presentation and discussion regarding the implementation of CVWD's Automated Meter Infrastructure (AMI) program

BACKGROUND:

The District began working on the Water Meter Replacement Program in 2012 to replace 3/4" & 1" water meters that were beyond their useful life with new "Smart Meters". The plan was to replace 4,000 meters from FY 12/13 to FY 15/16. CVWD's field crews completed this task and continue to replace meters. To date, 5,212 meters have been exchanged.

The "Smart Meter" that the District chose to replace the older meters with was the Sensus iPERL meter. The iPERL meter offers low flow accuracy with high flow durability. The innovative magnetic technology allows for the capture of previously unmeasured low flow and drives additional revenue for the utility. The meter is 100% lead-free with no moving parts and maintains its accuracy over a 20-year lifetime. The iPERL has AMI connectivity and 14 conditions. Diagnostic and lifetime alarms allow for quick resolution to issues experienced in the field.



DISCUSSION:

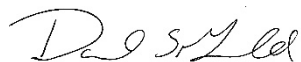
The Board has requested staff to review the status of the AMI program and to provide preliminary costs to accelerate the water meter replacement program, installation of the communication system and the data management system.

Staff gave a PowerPoint presentation to the Engineering Committee on February 22, 2018 and discussed the AMI program with the Finance Committee on February 23, 2018.

Both Committees had comments on the presentation. Staff will provide an updated presentation at the February 27, 2018 Board meeting.

The presentation will include the status of water meters replaced in the system, discussion on installation of the radio transceivers, the communication and data collection system and the data management system with a customer interface.

Prepared by:



David S. Gould, P.E.
District Engineer

Reviewed by:

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: February 23, 2018
TO: Finance Committee Meeting File
FROM: Ron L. Mitchell

The purpose of this report is: 1) to provide a summary of items discussed between the Finance Committee and staff; and 2) to record the Committee's direction given to staff.

The meeting was held at 10:00 a.m. on February 23, 2018, at the CVWD main office, and it was attended by the following:

Director James Bodnar – Committee Chairperson	CVWD
Director Ken Putnam – Committee Member	CVWD
Ron Mitchell – Secretary-Treasurer	CVWD
David Gould – District Engineer	CVWD
James Lee – Accountant	CVWD

REPORT:

1. First draft of the FY 2018-19 Water Budget

The group took a “top-down” approach to the budget, beginning with a look at the larger picture in the form of preliminary cash flows showing overall revenues, operating expenditures, and capital expenditures. Next, a line-by-line listing of operating expenditures were reviewed, with staff pointing out several larger variances from the prior budget.

2. Ongoing Tracking of Cost Savings

Since the beginning of the fiscal year, staff has provided the Committee with periodic updates of cost savings ideas that have been identified and implemented. Since July 1, 2017, staff has identified \$285,682 of cost savings during the current fiscal year with an estimated cumulative impact (5 or 20-year horizon, depending on the type of savings) of \$2,345,570. Staff will continue to identify opportunities and provide these updates.

3. Review of Non-Rate Revenues

Non-rate revenues include revenues from activities such as opening new accounts or turning meters back on after a shutoff from a delinquent bill. It has been over 10 years since these fees have been updated, and staff presented a summary of fees charged by neighboring or comparable agencies.

COMMITTEE DIRECTION:

The following represents the Committee's direction given to staff:

1. Draft of the FY 2018-19 Water Budget – Present the results discussed in committee to the Board.
2. Non-rate revenues – At a future meeting, provide the Committee with an analysis of an update to non-rate revenues based on the District's actual cost associated with each type of fee – e.g. quantify staff time and District materials that go into a delinquent turn-on. Also, add LADWP to the list of comparable agencies.
3. OPEB analysis – At a future meeting, provide the Committee with an analysis of current and potential rate of return for varying levels of the District's investment into the OPEB fund.

The meeting adjourned at 11:50 a.m.

A tentative time of 10:00 a.m. on March 9, 2018 has been set for the next Finance Committee meeting.

Cash Flows - Water Fund		Recorded	Recorded	Budgeted	Projected	Budget	Projected	Projected	Projected	Projected
		FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Revenue										
Water Sales - Service, Fixed ¹		1,985,993	2,305,004	2,690,000	2,730,075	2,804,175	2,832,217	2,860,539	2,889,145	2,918,036
Water Sales - Metered, Variable ²		5,952,066	6,632,864	7,878,000	8,005,362	8,021,321	8,021,321	8,021,321	8,021,321	8,021,321
Interest Income - Water Reserve ³		272,474	180,134	241,000	156,369	165,000	165,000	165,000	165,000	165,000
Interest Income - MTBE Reserve		103,498	115,000	-	6,575	76,000	76,000	76,000	76,000	76,000
Other Income - Water ⁴		138,183	132,964	96,374	83,100	96,374	96,374	96,374	96,374	96,374
Construction Revenues ⁵		872,193	807,081	1,102,241	1,086,930	1,102,281	1,102,281	1,102,281	1,102,281	1,102,281
Total Revenue:		9,324,407	10,173,047	12,007,615	12,068,411	12,265,151	12,293,193	12,321,515	12,350,121	12,379,012
O&M Expense										
Labor & Benefits		2,706,328	2,970,119	3,048,300	2,746,521	3,233,186	3,237,985	3,242,907	3,247,956	3,253,135
Purchased Water (FMWD)		2,454,524	3,045,346	3,084,000	3,287,009	3,701,250	3,849,300	4,003,272	4,163,403	4,329,939
Purchased Water (GWP)		49,036	150,944	207,000	226,107	212,175	217,479	222,916	228,489	234,202
Power Purchases		673,699	694,548	697,000	757,182	714,425	732,286	750,593	769,358	788,592
Operating Expenses		1,930,258	1,766,416	2,174,011	2,075,062	2,480,800	2,545,301	2,611,479	2,679,377	2,749,041
Total O&M Expense:		7,813,844	8,627,373	9,210,311	9,091,881	10,341,836	10,582,351	10,831,167	11,088,583	11,354,908
Debt Service		615,000	615,000	615,000	576,000	550,000	550,000	550,000	550,000	550,000
Cash Available for Capital		895,563	930,674	2,182,304	2,400,530	1,373,316	1,160,843	940,348	711,538	474,105
Capital, OPEB & Other Commitments										
CIP - PayGo		2,941,096	2,335,400	3,842,650	3,842,650	3,105,000	3,213,675	3,326,154	3,442,569	3,563,059
Capital Outlays & Equipment		26,180	45,177	120,000	120,000	212,175	145,687	155,221	149,178	136,584
OPEB Commitment		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Capital, OPEB & Other Commitments:		3,067,276	2,480,577	4,062,650	4,062,650	3,417,175	3,459,362	3,581,374	3,691,747	3,799,643
Increase (Decrease) to Cash		(2,171,713)	(1,549,903)	(1,880,346)	(1,662,120)	(2,043,859)	(2,298,519)	(2,641,026)	(2,980,209)	(3,325,538)
Effective date of water rates		7/1/15	7/1/16	7/1/17	7/1/17	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22
Historical/projected rate increase		5.7%	5.2%	7.2%	7.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Service rates (\$/month for 3/4" meter)		\$19.10	\$20.53	\$23.96	\$23.96	\$23.96	\$23.96	\$23.96	\$23.96	\$23.96
Quantity Charge: (\$/kgal for 1st 10,000 gallons)		\$4.61	\$4.39	\$4.58	\$4.58	\$4.58	\$4.58	\$4.58	\$4.58	\$4.58

1 - Includes Fire Service Meter Charges

2 - Water sales for all customer classes

3 - Includes Gain/Loss on Sale of Investments

4 - Late fees / fire hydrant flows, backflow test, rental property income, and other income

5 - Connections fees, meter and hydrant installations, GWP contribution, interest earned on debt, grant revenue, and gain/loss on sale of assets

Preliminary Review of Operational Budget Lines for FY 2018-19

Fiscal Year	FY 2017	FY 2018	FY 2019	< ----- NOTES ----- >
Water Supply & Power	<i>Past FY</i>	<i>Current FY</i>	<i>Next FY</i>	
Purchased Water - FMWD	3,045,346	3,084,000	3,207,360	
Purchased Water - GWP	150,944	207,000	212,175	
Power	694,548	697,000	714,425	
Subtotal: Water Supply & Power	3,890,838	3,988,000	4,133,960	
Compensation & Benefits	<i>Past FY</i>	<i>Current FY</i>	<i>Next FY</i>	
Director Fees	8,000	9,000	9,000	
Officer Salaries	178,114	175,000	181,115	
Administrative Services Labor	354,040	365,000	389,732	
Administrative Services Labor - OT	4,271	3,000	4,000	
Engineering Department Labor	331,450	330,000	349,888	
Engineering - OT	4,000	4,000	3,000	
Plant - Office Labor	198,546	203,600	234,999	
Plant - Office Labor-OT	705	-	400	
System Operators Labor	310,418	315,000	325,852	
System Operators Labor-OT	11,607	15,000	15,000	
Utility Workers Labor	357,081	368,000	373,959	
Utility Workers Labor-OT	40,129	52,000	45,000	
Standby Pay	44,729	46,000	46,458	
Auto Allowance	10,200	10,200	10,200	
Sick and Vacation - Office	129,353	112,500	116,069	
Sick and Vacation - Plant	86,236	75,000	77,379	
Taxes - Payroll (Total Employees)	134,020	138,000	143,402	
PERS Retirement (Total Employees)	300,157	342,000	389,195	
Workers' Compensation - Office	21,170	18,000	18,490	
Workers' Compensation - Plant	84,224	73,000	74,910	
Health and Dental and Vision - Office	134,600	140,000	152,487	
Life & Disability Insurance - Office & Plant	9,972	10,000	9,856	
Health and Dental and Vision - Plant	132,098	147,000	165,687	
Self Insurance	10,000	13,000	12,600	
Retiree - Health Care Expense	75,000	84,000	84,507	
Subtotal: Compensation & Benefits	2,970,119	3,048,300	3,233,186	
General & Administrative		<i>Current FY</i>	<i>Next FY</i>	
General Liability Insurance	52,849	53,000	52,000	
Accounting - Audit	13,000	11,000	7,500	
Legal Consulting Fees	52,516	49,000	60,000	
Administrative Consultants	53,256	161,500	115,000	
Election Expense	-	-	40,000	
Office Maintenance	11,874	12,000	65,000	
Landscape Maintenance - Office	5,156	7,500	12,500	
Office Supplies & Misc Expenses - Office	4,097	5,500	5,500	
Computers & Network (previously Computer Hardware)	25,000	25,000	25,000	
Computer Software, Maintenance, Licenses	50,000	53,000	53,000	
Utilities - Office	18,220	21,000	21,000	
Enterprise Voice Communications	42,916	40,000	40,000	
Data Communications - Fiber Lines/Internet	50,358	49,000	49,000	
Wireless Voice & Data Communications-cell	15,252	14,000	14,000	
Printing, Postage, Stationery, Copier Maint.	35,168	36,000	35,000	
Uncollectible Accounts-Water	2,749	4,000	4,000	
Water System Fees (DHS, RWQCB, LAFCO, Misc)	68,036	50,000	50,000	
Engineering Department	10,129	11,000	10,000	
Water Conservation	20,992	30,000	30,000	
Pipeline/Advertising - Water Conservation	3,528	2,500	2,500	
Device Rebates - Water Conservation	354	5,000	5,000	
Community Outreach	2,964	12,000	5,000	
Training - Office	2,477	4,000	7,500	
Conferences and Seminars - Office	8,405	8,500	8,500	
Board of Directors - Conferences and Seminars	2,144	5,000	5,000	
Misc Administration - Office	5,514	5,000	5,000	
Board of Directors - Misc Administration	2,123	2,000	2,000	

Fiscal Year	FY 2017	FY 2018	FY 2019	< ----- NOTES ----- >
Membership Renewals/Subscriptions	22,883	23,000	25,000	
Bank Charges	22,249	23,000	25,000	
Rental Property	10,000	3,500	2,500	
Subtotal: General & Administrative	614,209	726,000	781,500	

Water Plant Operations	<i>Current FY</i>	<i>Next FY</i>
Taxes - Property	12,767	13,300
Glenwood - Plant Maintenance	22,433	23,000
Glenwood - Landscape	6,832	7,500
Office Supplies & Misc Expenses - Plant	13,728	7,000
Glenwood - Utilities	12,360	16,000
Training - Plant	4,848	7,000
Education Reimbursement/Certifications	2,911	4,000
Glenwood - Safety and Security System	28,002	20,000
Glenwood - Uniforms	10,594	9,500
Permit & Assessment Fees	2,006	1,500
Tools and Equipment Maintenance	13,963	16,000
Nitrate Plant Maintenance	68,818	70,000
Inventory Disposal	185	-
SCADA - Telemetry & Signal	2,892	10,000
SCADA Hardware	1,732	6,000
SCADA Software	-	13,000
SCADA - Communications	1,324	2,500
Lab & Sampling	76,998	90,000
Lab & Sampling - MTBE	-	-
Chlorine & Treatment	55,415	65,000
Subtotal: Water Plant Operations	337,806	381,300

Water System	<i>Current FY</i>	<i>Next FY</i>
Backflow Expense	635	500
Pipelines - Maintenance	23,164	52,000
Pipelines - Paving	17,638	20,000
Pipelines - Fire Hydrant & Fire Service Repair/Replace	11,290	14,000
Pipelines - Leak Detection/Leak Repair	1,310	25,000
Pipelines - Trench Plate Rentals	492	2,500
Pipelines - Water Sampling Stations	38	500
Pipelines - Valves	-	5,000
Reservoir - Maintenance	71,669	83,000
Reservoir - Landscape	9,780	30,000
Meters - Maintenance	169,691	250,000
Meters - Paving	158,605	230,000
Meters - Repair/Replacement/Upgrade	596	10,000
Meters - Lateral Leaks	36,952	65,000
Meters - Trench Plate Rentals	8,476	10,000
Meters - D-jobs	29,881	8,000
Wells - Maintenance	65,198	45,000
Wells - Landscape	2,760	5,000
Wells - Rent	300	300
GWP - Land Lease	15,000	15,726
Booster Pump - Maintenance	85,139	62,000
Emergency Generators	12,537	22,500
Auto/Truck - Maintenance	64,716	70,000
Auto/Truck - Gas	15,154	20,000
Auto/Truck - Diesel	13,381	18,500
Subtotal: Water System	814,401	1,064,526

Emergency Operations	<i>Current FY</i>	<i>Next FY</i>
Emergency Operations	-	2,000
Subtotal: Emergency Operations	-	2,000

CVWD

New Service	\$0.00	<i>Notes:</i>
Same-Day Turn-On	\$0.00	- On average, CVWD turns meters for new accounts on within the hour
		- On average, CVWD completes delinquent turn-ons within the hour
Late Payment	\$15.00	- Customer service provides two reminder notices in the mail, a reminder call, and a final call
Reconnection	\$0.00	

Glendale Water & Power

New Service	\$15.00
Same-Day Turn-On (addtl. \$36)	\$51.00
Late Payment	\$25.00
Reconnection, 24 hrs	\$25.00
Reconnection, Same-Day (addtl. \$50)	\$75.00

Pasadena Water & Power

New Service	\$20.29
Same-Day Turn-On (addtl. \$40.58)	\$60.87
Late Payment	3% of balance
Reconnection, 24 hrs	\$40.58
Reconnection, Same-Day (addtl. \$40.58)	\$81.16

Burbank Water & Power

New Service	\$0.00
Same-Day Turn-On	\$50.00
Late Payment	1.5% of balance
Reconnection, 24 hrs	\$30.00
Reconnection, Same-Day (addtl. \$40.58)	\$60.00

Rowland Water District

New Service	\$45.00
Same-Day Turn-On	same
Late Payment	\$10 or 1.5%
Doorhanger Fee	\$45.00
Reconnection before 3:30pm (addtl. \$90)	\$135.00
Reconnection after 3:30pm (addtl. \$115)	\$160.00

La Canada Irrigation

New Service	\$10.00
Same-Day Turn-On	same
Late Payment	\$0.00
Reconnection	\$100.00

Azusa Light & Water

New Service	\$45.00
Same-Day Turn-On	\$85.00
Late Payment	\$7.50 or 5%
Reconnection before 4:00 pm (addtl. \$45)	\$52.50
Reconnection after 4:00pm (addtl. \$85)	\$92.50

Savings Realized	FY 2017-18 Impact	Cumulative Impact
1. Bond Refinancing ¹		
\$63,000 annually	\$63,000	\$1,260,000
Placement Agent fee: \$25,000 as opposed to \$30,000		\$5,000
Bond Counsel fee: \$30,000 as opposed to \$45,000		\$15,000
Municipal Advisor fee: \$0 as opposed to \$35,000		\$35,000
Avoidance of post-issuance compliance: \$1,200	\$1,200	\$24,000
2. CalPERS catchup - lump sum payoff of \$154,000	\$5,500	\$5,500
3. Cancel SCWC association membership ²	\$850	\$4,250
4. Revise CWEA membership - remove three members ²	\$545	\$2,725
5. Boring machine usage for lateral service installations ³	\$26,197	\$130,983
6. Leak detection program ⁴	\$154,633	\$427,894
7. Renegotiation of telecommunications contracts ⁵	\$23,500	\$117,500
8. Dental insurance provider ¹	\$5,185	\$254,065
9. Overtime pay for Customer Service Rep ⁵	\$2,781	\$36,153
10. Removal of knuckle boom from Unit #16 ⁵	\$2,292	\$27,500
TOTAL SAVINGS:	\$285,682	\$2,345,570

- Savings presented at August 10, 2017 Finance Committee meeting
- Savings presented at November 14, 2017 Finance Committee meeting
- Savings opportunities identified and pursued since November 14, 2017

Footnotes:

- 1) 20-year savings horizon
- 2) Assumed 5 years of future membership
- 3) Assumed 5 years of continued savings
- 4) 5-year savings horizon. 25% discount rate used for diminishing returns on savings for subsequent years
- 5) 5-year savings horizon

The savings in the table above are as of July 1, 2017, the beginning of the current fiscal year.

Staff will continue to identify and pursue savings opportunities and update the Finance Committee on an ongoing basis.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.4
February 27, 2018

To: Honorable Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer

ACTION ITEM:

District Staffing – Discussion and possible motion regarding the District’s short term staffing goals.

BACKGROUND:

Additional information and job descriptions will be provided before the meeting.

Prepared by:

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. ⁴
February 27, 2018

To: Honorable Members of the Board of Directors
From: James Bodnar – Board President
Subject: Temporary Pay Increase for Secretary-Treasurer and District Engineer Positions

ACTION ITEM:

Temporary Pay Increase for Secretary-Treasurer and District Engineer – Consideration and motion to provide temporary pay increase to the Secretary-Treasurer and District Engineer.

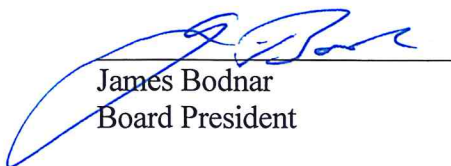
BACKGROUND:

The General Manager, Tom Love, separated from the district on February 10, 2018. He accepted a General Manager position at the Upper San Gabriel Valley Municipal Water District. The Board of Directors has decided that in the absence of a General Manager, the General Manager responsibilities will be divided between the Secretary-Treasurer and District Engineer.

	Current Compensation	5% Temporary Pay Increase
Secretary-Treasurer	\$12,485/month \$149,820/annual	\$624.25/month \$157,311/annual
District Engineer	\$13,422/month \$161,064/annual	\$671.10/month \$169,117/annual

The estimated financial impact, for each month is calculated at \$1,295/month. However, this cost is substantially lower than the cost of hiring a temporary General Manager at an estimated cost of \$14,500/month to \$17,000/month. The Board President recommends in consideration of the increased responsibilities that the Secretary-Treasurer and District Engineer that the Board consider a temporary pay increase equivalent to 5% of their current compensation to commence immediately and terminate upon the hiring of a new General Manager.

Prepared by:



James Bodnar
Board President

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

February 27, 2018

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

February General Managers Report Topics:

- Staffing
- GM Activities
- Finance (to be included in March 27th agenda package)
- Engineering and Operations (to be included in March 27th agenda package)
- **FMWD imported water shutdown scheduled for March 18-27, 2018 – See attached report**

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

- Water Demand up by 18% from February 2017
- Rainfall to date – 3.06"
- Brookhill Pipeline Construction to resume after March 19, 2018
- Booster 17 at Paschall – Motor failed; new pump & motor to be installed by March 16, 2018
- Well 10 rehabilitation started and should be complete by March 9, 2018

Staffing:

- The 2018 fiscal year budget includes 33 full time employees, current staffing is 32 including one temporary employee.
- No employees have work anniversaries in February.
- As of February 23rd, the District has gone 1,354 Days without a lost time accident.
- Staff has promoted Alex Sandoval to the position of Crew Leader effective February 26, 2018. Alex has been employed by the District as a Utility Worker for more than 18 years.
- Staff has completed interviews for the Customer Service Clerk position and currently has extended an offer which has been accepted. We are scheduling pre-employment physical and conducting the background check.
- Staff has begun the recruitment process for the Accounting Clerk position.

General Manager Activities:

Meetings:

Management staff meetings	- February 20 th and 26 th
Operations meetings	- February 21 st and 27 th
FMWD Board Meeting	- February 20 th
Engineering Committee	- February 22 nd
Finance Committee	- February 23 rd
Employee Relations Committee	- February 23 rd

Submitted by:

Ron L. Mitchell
Secretary-Treasurer

David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable Members of the Board of Directors
From: Christy Joana Scott
Subject: FMWD Imported Water Shutdown

February 27, 2018

DISCUSSION ITEM: Foothill Municipal Water District, Water Shutdown

FMWD/ Shutdown – Discussion regarding the upcoming Foothill Municipal Water District (FMWD) shutdown scheduled for March 18, 2018 – March 27, 2018.

BACKGROUND:

From March 18, 2018 – March 27, 2018, FMWD will conduct pipeline inspections and valve rehabilitation project that will require a shutdown of the pipeline and all water deliveries to the west-side FMWD member agencies.

DISCUSSION:

Water Supply & Demand:

Within the last year, CVWD's water supply has averaged around a 45% local groundwater and 55% imported water. March, which is usually a low demand month, has reported demands below 300 AF for the last two years. With the low demand in March, an average local ground water production of 150 AF per month, storage and the emergency supply interconnection with the City of Glendale, the District does not anticipate any water supply difficulties during the FMWD shutdown. This is the second FMWD shutdown this year, the first was for 8 days during the second week in January.

Public Outreach:

The impact of the FMWD shutdown varies from agency to agency; however, the Westside Foothill water agencies have agreed upon a unified message to the community during this shutdown period.

The Westside Foothill Agencies will move to the **Red or Critical Water Alert Condition** to ensure that reservoirs and local supplies will not be drawn down and available for emergencies.

The **Red or Critical Water Alert Condition** means that no outdoor irrigation will be permitted. In addition to no outdoor watering, critical alert restrictions include no hand-washing vehicles, or filling swimming pools or spas.

Steps that FMWD will be taking towards Public Outreach are:

1. Press release (Draft copy enclosed) Week of March 5th and 12th
2. Meet with local papers (not scheduled)
3. Nextdoor (Social Media)
4. Notice on FMWD Website
5. Traffic signs noting “NO OUTDOOR IRRIGATION”
 - a. Oceanview near 210 freeway (location undetermined)
 - b. Pennsylvania and 210 (District property)
 - c. Additional location in the La Canada area

Steps that CVWD will be taking towards Public Outreach are:

1. Communications with Caltrans, Parks, and Schools to turn off irrigation during the scheduled shutdown
2. Display red flags and signs throughout the District’s service area
3. Notice on District website
4. Nixle alerts (Text messages)

Staff will notify the community at the conclusion of the FMWD shutdown about resuming outdoor water and lifting of restrictions by changing the alert signs back to blue, updating the website, and issuing a Nixle alert.

Operations Procedures:

Staff plans to meet with the system operators a week prior to the FMWD shutdown to discuss operational scenarios, personnel staffing during the shutdown and review emergency operations. In addition, staff will perform testing on the Glendale/CVWD interconnection and the CVWD/LCID interconnection to ensure their operation.

Starting on Friday, March 16, 2018, CVWD move to red alert and will fill the reservoirs to maximum water storage prior to the shutdown. In addition to maximizing groundwater production, System Operators will close the FMWD valve connections and begin taking water from the City of Glendale on Sunday March 18, 2018. Operations Staff will monitor the water system through SCADA on a daily basis to make sure reservoir levels remain high and water supply can meet water demand.

Staff has put into place operational procedures for emergencies such as sharp increases in water demand from customers or loss of reservoir storage that can be implemented in case of an emergency event.

Submitted by:

Christy J. Scott
Program Specialist

Attachment A: FMWD Draft Press Release

Attachment B: FMWD Draft Graphic

News Release



**Foothill Municipal Water District
4536 Hampton Road
La Cañada Flintridge, CA
(818) 790-4036**

Contact: Nina Jazmadarian
General Manager

FOR IMMEDIATE RELEASE

March 6, 2018

No Irrigation Requested During Pipeline Inspection

Beginning March 18th, all consumers and businesses in La Cañada Flintridge and La Crescenta are asked to refrain from all outdoor water use, including irrigating lawns and landscaping, for up to 10-days as an imported water pipeline inspection occurs.

The inspection requires a full shutdown of the pipeline and curtailment of imported water deliveries. The shutdown is scheduled to be up to 10-days ending on March 27th.

The agencies request that all customers conserve water to ensure adequate supplies for the duration of the shutdown. During this period, retail water agencies will rely on local water and other stored supplies to meet demands.

Water agencies will alert customers by changing the Conservation Alert Status to **(Red) Critical Conservation**. Under this alert, watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited. As soon as normal imported water service is restored, signage will be changed back to **(Blue) Normal Conservation**.

If you have any questions, please contact your local water provider or FMWD at (818) 790-4036,

Foothill Municipal Water District provides imported water to Crescenta Valley Water District, La Cañada Irrigation District, Mesa Crest Water Company, Valley Water Company, Lincoln Avenue Water Company, Las Flores Water Company and Rubio Cañon Land & Water Association. Kinneloa Irrigation District, another retail agency, takes no water from Foothill.

--END--

NO OUTDOOR WATERING



March 18 - March 27

LIMITED WATER AVAILABILITY

DUE TO INSPECTION OF IMPORTED WATER PIPELINE