

# **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, July 24, 2018 at 7:00 p.m.**

**Posted: July 20, 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 July 10, 2018.
2. Ratification of Disbursements for June 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. **FY 2018/19 Grant Assistance Consulting Services, Project M-965** - Consideration and motion to authorize the General Manager to enter into an agreement with John Robinson Consulting to provide services for coordination and preparation of applications for State and Federal Grants at a cost of \$30,000 and establish a contingency amount of \$3,000 (10% of contract) to cover the cost of additional work.
2. **CVWD's Well 2 and Related Facilities, Project E-956** – Consideration and motion to authorize the General Manager to amend the following agreements and/or contracts:
  - a) Amend agreement with Cannon Corporation for quality control inspection services at an additional cost of \$59,476.
  - b) Amend agreement with SA Associates, Inc. for additional engineering and construction support services at a cost of \$57,000.
  - c) Amend contract with APTwater for additional services related to the installation of the new nitrate removal treatment system at a cost of \$48,292.
  - d) Amend contract with Tesco Controls Inc. for additional services related to the installation and programming for the SCADA upgrades at a cost of \$10,680.
  - e) Amend contract with California Building Evaluation & Construction, Inc. for the construction of Well 2 and related facilities at a cost of \$115,817.

3. **Water Conservation and Efficiency Statutes** – Discussion of SB 606 and AB 1668 signed by Governor Brown on May 31, 2018.
4. **Water Quality Sampling Protocols** – Status report on microbiological sampling procedures and results.

### **Information Items**

### **Written Communications to District/Board**

### **General Manager's Report**

### **Attorney Report**

### **Reports of Committees**

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

### **Director's Oral Reports**

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

### **Board Members' Request for Future Agenda Items**

### **Adjournment**

# **CRESCENTA VALLEY WATER DISTRICT**

## **REGULAR MEETING, BOARD OF DIRECTORS**

**July 10, 2018**

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of June 26, 2018, a Regular Meeting was held on July 10, 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:

|                             |                                                                                                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Directors:</b>           | <b>James D. Bodnar</b><br><b>Michael L. Claessens</b><br><b>Kerry D. Erickson</b><br><b>Kenneth R. Putnam</b><br><b>Judy L. Tejeda</b>                                                                                                     |
| <b>Attorney:</b>            | <b>Dominic Nunneri</b>                                                                                                                                                                                                                     |
| <b>General Manager:</b>     | <b>Nem Ochoa</b>                                                                                                                                                                                                                           |
| <b>Secretary-Treasurer:</b> | <b>Ron L. Mitchell</b>                                                                                                                                                                                                                     |
| <b>District Engineer:</b>   | <b>David S. Gould</b>                                                                                                                                                                                                                      |
| <b>Others Present:</b>      | <b>Mark Hass, IT Manager</b><br><b>Wendy Holloway, Customer Service Supervisor</b><br><b>Dennis Maxwell, Operation &amp; Maintenance Mgr.</b><br><b>James Lee, Finance &amp; Accounting Manager</b><br><b>Brook Yared, Senior Engineer</b> |

### **PLEDGE OF ALLEGIANCE**

President Bodnar opened the meeting by leading the Board and staff in reciting the Pledge of Allegiance.

### **ADOPTION OF AGENDA**

**It was moved by Director Tejeda, seconded by Director Putnam and carried by a 5-0 vote that the Agenda for the Regular Meeting of July 10, 2018, be adopted as presented.**

### **PUBLIC COMMENT** – None

**FOOTHILL MUNICIPAL WATER DISTRICT REPORT** – An email was received from Director Kathy Ross announcing she will not seek re-election to the FMWD board.

### **CONSENT CALENDAR**

**It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote to approved the Minutes of the Adjourn Regular Board meeting held on June 26, 2018 as amended.**

### **ACTION CALENDAR**

**Purchase New District Vehicle** – Mr. Ochoa reported that Unit #23A is a task-specific utility vehicle designed for meter reading. Unit #23A is a model called GO-4 that was purchased in 2012 and is used by the CVWD's meter reader. The District also has a second GO-4, Unit #23B which is available when

#23A is undergoing repairs. Unit #23B is ten (10) years older, and runs rough and vibrates excessively while in use. Unit #23A was purchased used in 2012 for \$20,620. To date, the District has spent \$8,500 on repairs and the vehicle is quickly approaching the point of its lifespan where the average cost of maintaining the vehicle is greater than its depreciated value. Staff recommends the Ford Transit Connect as a replacement and has received three (3) quotes from Ford dealerships. Also staff is estimated an additional \$3,000 to outfit the new vehicle with build-outs such as safety lights, toolkits, etc., and the total cost is expected to not exceed \$27,500. It is staff's recommendation to purchase the new Ford Transit Connect from Star Ford for a total buildout cost of approximately \$27,500. Based on safety concerns, staff also recommends that both Unit #23A and Unit #23B be retired and disposed of immediately.

Following discussion:

**It was moved by Director Claessens, seconded by Director Putnam and carried by a 4-0-1 (Director Tejeda abstained) vote to authorize the General Manager to purchase a new Ford Transit Connect vehicle, Unit #55, for a total cost of \$27,500 to replace Unit #23A and direct the General Manager to salvage Unit #23A & #23B.**

**INFORMATION ITEMS** – CV Weekly: Roads closed, Residents evacuated following Gas Leak, CV Weekly: CVWD Rate increase tempered at Meeting, Glendale-News Press: Crescenta Valley Water District implements lower rate increase than proposed.

**WRITTEN COMMUNICATIONS TO DISTRICT** – Email from County of Los Angeles Registrar-Recorder/County Clerk regarding CVWD Board Elections. Candidacy forms are available starting July 16, 2018 and ends August 10, 2018.

### **REPORTS OF PERSONNEL**

**GENERAL MANAGER**- Mr. Ochoa reported that the District had its first all hands meeting where staff from the office and field got together and was informed of the different activities going on in the District. Also, Mr. Ochoa said that we have picked up the strategic planning process again with the main focus on values and what we would hold each other accountable to from an organizational stand point. This should be completed in six (6) months.

Mr. Gould reported that we finished the FY 17/18 year for the water production with 3,930 ac-ft which is 120 ac-ft. (or 3%) less than projected and 65 ac-ft. (or 1.7%) greater than FY 16/17. Also, we are planning for the Well 2 dedication ceremony on July 26, 2018. Mr. Gould reported on a leak on Teasley Street where the crew was working over the weekend.

Mr. Mitchell reported as of July 6, 2018 the District has gone 1,487 days without a lost time accident. The following employees have work anniversaries in July: Christina Olmedo – 12 years, Steve Dulay – 12 years, and Morgen DuRose – 17 years.

**ATTORNEY**- Mr. Nunneri reported on the Federal Supreme Court decision called the Janus case which has to do with public sector unions. The ruling is basically that non-union workers can opt out of paying union dues. The decision will not affect the District right now, but in the future this could change.

**REPORTS OF COMMITTEES**

**Engineering Committee** – Mr. Gould reported that the Committee will meet on July 19, 2018 at 9:00 a.m.

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

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

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

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

**Emergency Planning Committee** – Director Claessens reported that the Committee will meet on July 28, 2018 at 9:00 a.m.

**Executive Committee** – Director Bodnar reported that the Committee will meet on July 13, 2018 at 2:00 p.m.

**DIRECTORS ORAL REPORT**

Director Bodnar reported he watched the MWD vote again on the California Water Fix. There were accusations that MWD had violated the Brown Act with Directors communicating behind the scenes before the April vote. This reminds our Board to not communicate among a majority of directors outside of public noticed meetings. Also our Board can improve by changing how we handle emails and move to district email to communicate on district business so those records can be recovered more readily during public record requests. MWD rescinded the April 2018 vote and revoted on the California Water Fix which passed again at a little less than 60%.

Director Claessens – No Report

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson reported he attended the Montrose Vietnam War memorial and ran into Senator Portantino, and he is promoting SB1422 which is for testing for micro plastics. He attended the CVTC where they talked about putting the medians on Foothill Blvd. going over to Pennsylvania and not running into problems there. What caught his attention was that Glendale said they are not going to start work on Pennsylvania until October. The District went through a rush to get the main lines in on Brookhill by February so we would be out of the way for Glendale, and now they have postponed the work. He attended the July 4<sup>th</sup> activities and spoke with Adam Schiff and Mike Antonovich. He talked about the email addresses for the Directors, the cost for business cards if the emails are changed, and questioned staff regarding sewer cleanout procedures.

**CLOSED SESSION** – No reportable action

**ADJOURNMENT**

There being no other business to come before the Board, at 8:27 p.m. it was moved by Director Claessens, seconded by Director Tejeda, and carried by a 5-0 vote that the meeting be adjourned to July 24, 2018 at 7:00 p.m.

**APPROVED:**

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James D. Bodnar  
President

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Ron L. Mitchell  
Secretary-Treasurer

# CASH DISBURSEMENTS LIST

## JUNE 2018



| <u>Check#</u> | <u>Check<br/>Date</u> | <u>Payable To</u>                   | <u>Description</u>                                                      | <u>Water<br/>Amount</u> | <u>Wastewater<br/>Amount</u> |
|---------------|-----------------------|-------------------------------------|-------------------------------------------------------------------------|-------------------------|------------------------------|
| 0             | 6/8                   | Los Angeles County Public Works     | Excavation permit for 2407 Rockdell                                     | 515.00                  |                              |
| 0             | 6/21                  | Los Angeles County Public Works     | Excavation permits for 5041 Rosemont, 3044 Alabama, 2340 Montrose       | 1,545.00                |                              |
| 0             | 6/25                  | CalPERS                             | Contributions for 06/2018                                               | 21,243.16               | 12,559.82                    |
| 0             | 6/26                  | Southern California Edison Co.      | Power purchased 06/2018                                                 | 23,557.01               | 343.42                       |
| 37575         | 6/6                   | City of Glendale Water & Power      | Power purchased 05/2018                                                 | 30,256.87               | 21.23                        |
| 37576         | 6/8                   | ADS, LLC                            | Monthly sewer monitoring 05/2018                                        |                         | 1,060.00                     |
| 37577         | 6/8                   | Affordable Generator Services, Inc. | Generator rental for Main office 4/19/18 to 5/17/18                     | 1,229.90                |                              |
| 37578         | 6/8                   | Apex Manufacturing Solutions        | Project management & offsite system platform for SCADA                  | 1,001.25                | 333.75                       |
| 37579         | 6/8                   | June Ashburn                        | Refund Check                                                            | 19.76                   |                              |
| 37580         | 6/8                   | Associated Soils Engineering        | E-956 Well 2 field/lab testing                                          | 1,110.00                |                              |
| 37581         | 6/8                   | Regino Avalos                       | Landscape maintenance on corner of Pennsylvania and Encinal             | 600.00                  |                              |
| 37582         | 6/8                   | Diana Avetisyan                     | Refund Check                                                            | 14.86                   |                              |
| 37583         | 6/8                   | Bonnors Equipment Rentals           | Propane                                                                 | 26.61                   | 8.87                         |
| 37584         | 6/8                   | Building Block Entertainment Inc    | Water conservation classes at schools - April 2018                      | 2,585.00                |                              |
| 37585         | 6/8                   | Burke, Williams, & Sorensen, LLP    | Legal services 04/2018                                                  | 1,150.50                | 383.50                       |
| 37586         | 6/8                   | Cannon                              | E-956 Well 2 services through 04/30/18                                  | 1,470.00                |                              |
| 37587         | 6/8                   | CCS Interactive, Inc.               | Monthly website hosting                                                 | 78.75                   | 26.25                        |
| 37588         | 6/8                   | Cerdant, Inc.                       | Network security 06/2018                                                | 206.25                  | 68.75                        |
| 37589         | 6/8                   | City of Glendale                    | Water system fees - ULARA                                               | 729.81                  |                              |
| 37590         | 6/8                   | Colonial Life & Accidents Ins.      | Employee paid insurance 05/2018                                         | 183.61                  |                              |
| 37591         | 6/8                   | Contractor Compliance & Mont Inc.   | E-956 Well 2 Labor compliance service for 04/2018                       | 725.00                  |                              |
| 37592         | 6/8                   | Core & Main                         | Meter adapters for stock                                                | 497.35                  |                              |
| 37593         | 6/8                   | David Cortes                        | Refund Check                                                            | 21.16                   |                              |
| 37594         | 6/8                   | Cues, Inc                           | Annual software support for camera van Unit #33                         |                         | 1,800.00                     |
| 37595         | 6/8                   | Dangelo Company                     | Stock order of meter gaskets, adapters, ball valves, and meter bushings | 4,454.14                |                              |
| 37596         | 6/8                   | Dataprose LLC                       | Printing and postage for controls 1-4 05/2018                           | 1,772.63                | 1,772.62                     |
| 37597         | 6/8                   | Dell Financial Services             | Contract lease 05/2018                                                  | 727.71                  | 242.57                       |
| 37598         | 6/8                   | Do-it Center                        | Misc hardware 05/2018                                                   | 407.17                  | 24.63                        |

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|---------------|-----------------------|---------------------------------------|---------------------------------------------------------------------------------------|-------------------------|------------------------------|
| 37599         | 6/8                   | Eurofins Eaton Analytical Inc.        | Water analysis                                                                        | 488.00                  |                              |
| 37600         | 6/8                   | Foothill Car Wash, Lube & Oil         | Oil change unit #34                                                                   | 92.06                   | 30.69                        |
| 37601         | 6/8                   | Sung Ha                               | Refund Check                                                                          | 56.60                   |                              |
| 37602         | 6/8                   | Diane Hovsepien                       | Refund Check                                                                          | 100.00                  |                              |
| 37603         | 6/8                   | Alexander Jin                         | Refund Check                                                                          | 26.66                   |                              |
| 37604         | 6/8                   | John Robinson Consulting, Inc.        | M-965 - Grant assistance for 04/2018                                                  | 3,000.00                |                              |
| 37605         | 6/8                   | Just Tires, Inc.                      | Unit #22 - Tires for compressor; Unit #27 - 4 tires and alignment; Unit #33 - 4 tires | 1,042.40                | 1,066.83                     |
| 37606         | 6/8                   | Kristina Lee                          | Refund Check                                                                          | 15.80                   |                              |
| 37607         | 6/8                   | Ardoush Mahmoudi                      | Refund Check                                                                          | 15.13                   |                              |
| 37608         | 6/8                   | Newegg, Inc.                          | 2 New laptop computers for meter downloads and warehouse                              | 879.51                  | 293.17                       |
| 37609         | 6/8                   | O'Reilly Auto Parts                   | Misc supplies 05/2018                                                                 | 5.95                    | 1.98                         |
| 37610         | 6/8                   | Office Depot - Credit Plan            | Misc supplies 05/2018                                                                 | 418.48                  | 139.50                       |
| 37611         | 6/8                   | Orchard Supply Hardware               | Misc hardware 05/2018                                                                 | 1,428.83                | 581.32                       |
| 37612         | 6/8                   | Paper Cuts, Inc                       | Paper shredding 05/2018                                                               | 26.88                   | 26.87                        |
| 37613         | 6/8                   | Pres Tech Equipment Company           | Unit #3 - 4" x 50' standard duty vacuum hose                                          | 716.81                  | 238.94                       |
| 37614         | 6/8                   | Ramco                                 | Bobtail loads 05/2018                                                                 | 2,025.00                |                              |
| 37615         | 6/8                   | Royal Industrial Solutions-Chatsworth | E733-CS - 500' 18/2 Shielded cable                                                    | 618.68                  |                              |
| 37616         | 6/8                   | S.C. Yamamoto, Inc.                   | Cost to repair backflow device                                                        | 175.00                  |                              |
| 37617         | 6/8                   | Sawyer Petroleum                      | Red diesel fuel @ Glenwood                                                            | 2,736.27                | 912.09                       |
| 37618         | 6/8                   | Simpler Systems                       | Monthly maintenance 06/2018                                                           | 375.00                  | 125.00                       |
| 37619         | 6/8                   | Spectrum Business                     | Data communication 05/2018 office                                                     | 2,142.56                | 714.19                       |
| 37620         | 6/8                   | Spectrum Business                     | Data communication 05/2018 Mills plant                                                | 2,172.11                | 724.03                       |
| 37621         | 6/8                   | Sully-Miller Contracting Co.          | 8 tons of cold patch                                                                  | 812.45                  |                              |
| 37622         | 6/8                   | The Gas Company                       | Gas purchased 05/2018 Glenwood                                                        | 52.12                   | 17.37                        |
| 37623         | 6/8                   | Underground Service Alert/SC          | Underground notifications 05/2018                                                     | 184.46                  | 61.49                        |
| 37624         | 6/8                   | Univar USA Inc                        | 1,000 gallons of liquid bleach to Glenwood & 900 gallons to Mills                     | 3,218.56                |                              |
| 37625         | 6/8                   | Vision Service Plan Co-(CA)           | Group vision for 06/2018                                                              | 278.46                  | 185.64                       |
| 37626         | 6/8                   | Waste Management - Sun Valley         | Disposal service for Plant and Office 06/2018                                         | 865.96                  | 288.65                       |
| 37627         | 6/8                   | Wood Environment & Infrastructure     | E-957 - services through 03/2018                                                      | 918.50                  |                              |
| 37628         | 6/12                  | Airgas USA, LLC                       | Monthly cylinder rental                                                               | 405.08                  | 135.03                       |
| 37629         | 6/12                  | Airgas USA, LLC                       | Monthly cylinder rental of carbon dioxide liquidator for Well 2                       | 55.00                   |                              |
| 37630         | 6/12                  | All Valley Material Handling          | Unit #54 (forklift) - Change thermostat on fuel line                                  | 221.13                  | 73.71                        |
| 37631         | 6/12                  | APTwater, LLC                         | E-956 Well 2 - Services from 03/19 to 04/27/18                                        | 31,821.26               |                              |
| 37632         | 6/12                  | ARC                                   | Monthly MPS billing 05/2018                                                           | 842.05                  | 280.68                       |



| <u>Check#</u> | <u>Check<br/>Date</u> | <u>Payable To</u>                        | <u>Description</u>                                                                                              | <u>Water<br/>Amount</u> | <u>Wastewater<br/>Amount</u> |
|---------------|-----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| 37633         | 6/12                  | AT&T                                     | Voice communication 05/2018                                                                                     | 183.53                  | 61.18                        |
| 37634         | 6/12                  | Regino Avalos                            | Monthly landscape maintenance; plant 5 trees at Ocean View Res.;<br>landscape maintenance at Well 9 and Well 11 | 3,089.37                | 125.63                       |
| 37635         | 6/12                  | BC Laboratories, Inc                     | Water analysis 02/2018                                                                                          | 4,440.40                |                              |
| 37636         | 6/12                  | BC Laboratories, Inc                     | Water analysis 02/2018                                                                                          | 5,287.40                |                              |
| 37637         | 6/12                  | BC Laboratories, Inc                     | Water analysis 03/2018                                                                                          | 5,505.15                |                              |
| 37638         | 6/12                  | BC Laboratories, Inc                     | Water analysis 03/2018                                                                                          | 8,175.90                |                              |
| 37639         | 6/12                  | BC Laboratories, Inc                     | Water analysis 04/2018                                                                                          | 4,200.65                |                              |
| 37640         | 6/12                  | BC Laboratories, Inc                     | Water analysis 04/2018                                                                                          | 4,751.25                |                              |
| 37641         | 6/12                  | BC Laboratories, Inc                     | Water analysis 05/2018                                                                                          | 3,731.75                |                              |
| 37642         | 6/12                  | BC Laboratories, Inc                     | Water analysis 05/2018                                                                                          | 4,791.65                |                              |
| 37643         | 6/12                  | BC Laboratories, Inc                     | Water analysis 05/2018                                                                                          | 1,856.70                |                              |
| 37644         | 6/12                  | California Building Evaluations & Const. | E-956 - Well 2 - progress payment #7                                                                            | 177,576.77              |                              |
| 37645         | 6/12                  | Cannon                                   | E-956 Well 2 inspection services through 04/2018                                                                | 27,097.11               |                              |
| 37646         | 6/12                  | Nam Chun                                 | Refund Check                                                                                                    | 34.76                   |                              |
| 37647         | 6/12                  | City of Glendale                         | Utility taxes for 05/2018                                                                                       | 3,870.03                |                              |
| 37648         | 6/12                  | City of Glendale Water & Power           | Power purchased 05/208                                                                                          | 271.10                  |                              |
| 37649         | 6/12                  | City of LA Bureau Sanitation             | Sewerage Facilities Charge Mar/Apr 2018                                                                         |                         | 10,388.28                    |
| 37650         | 6/12                  | Clifton Larson Allen                     | Final billing for 06/30/17 audit                                                                                | 650.00                  | 650.00                       |
| 37651         | 6/12                  | Coastline Equipment Co.                  | Unit #19, two trips, labor & parts to replace transmission switch & filter                                      | 1,262.21                | 420.74                       |
| 37652         | 6/12                  | Dangelo Company                          | Stock order: 300 Meter adapters                                                                                 | 3,059.32                |                              |
| 37653         | 6/12                  | Duke's Root Control, Inc.                | Root foaming sewer easements                                                                                    |                         | 17,806.41                    |
| 37654         | 6/12                  | E&M Electric & Machinery, Inc.           | 3 year license for Top View SCADA software                                                                      | 4,627.50                | 1,542.50                     |
| 37655         | 6/12                  | Gemini Group, LLC                        | Voice communication 05/2018                                                                                     | 3,806.00                |                              |
| 37656         | 6/12                  | Goodyear Commercial Tire                 | 2 tires for Unit #18                                                                                            | 895.35                  | 298.45                       |
| 37657         | 6/12                  | Grainger                                 | Miscellaneous shop supplies                                                                                     | 179.21                  | 179.18                       |
| 37658         | 6/12                  | Gsolutionz Professional Services         | Land line lease 07/2018                                                                                         | 282.12                  | 94.04                        |
| 37659         | 6/12                  | Haaker Equipment Company                 | Unit #53, 1/2 reel without hose for Vactor truck                                                                |                         | 663.63                       |
| 37660         | 6/12                  | Harper & Associates Eng, Inc             | E-970 - Construction management/inspection services through 04/30/18                                            | 18,553.00               |                              |
| 37661         | 6/12                  | J's Maintenance Service, Inc.            | Janitorial service 05/2018                                                                                      | 732.00                  | 244.00                       |
| 37662         | 6/12                  | Just Tires, Inc.                         | Unit #38, 2 tires                                                                                               | 230.00                  | 76.67                        |
| 37663         | 6/12                  | Eduard Kirakosyan                        | Refund for fire flow test                                                                                       | 300.00                  |                              |
| 37664         | 6/12                  | KR Nida Companies                        | LED lightbar for Unit #2                                                                                        | 742.63                  | 247.54                       |
| 37665         | 6/12                  | Lagerlof, Senecal, Gosney & Kr           | PWAG legal services 04/2018                                                                                     | 681.00                  | 227.00                       |
| 37666         | 6/12                  | Lagerlof, Senecal, Gosney & Kr           | Legal services 05/2018                                                                                          | 3,566.25                | 1,188.75                     |

| <u>Check#</u> | <u>Check<br/>Date</u> | <u>Payable To</u>                     | <u>Description</u>                                               | <u>Water<br/>Amount</u> | <u>Wastewater<br/>Amount</u> |
|---------------|-----------------------|---------------------------------------|------------------------------------------------------------------|-------------------------|------------------------------|
| 37667         | 6/12                  | Sung & Rebecca Lee                    | Refund Check                                                     | 37.05                   |                              |
| 37668         | 6/12                  | McCall's Meter Sales & Service        | Spare 3.6V lithium batteries for booster & well sites            | 99.65                   |                              |
| 37669         | 6/12                  | Microflex Corporation                 | Latex gloves for sewer crews                                     |                         | 393.21                       |
| 37670         | 6/12                  | Wan Sik Min                           | Refund Check                                                     | 28.51                   |                              |
| 37671         | 6/12                  | Royal Industrial Solutions-Chatsworth | Stock order: 500 foot roll #14 blue stranded copper wire         | 144.12                  |                              |
| 37672         | 6/12                  | Charlson Soo                          | Reimbursement for claims for damages at 2373 Utley Rd.           | 107.31                  |                              |
| 37673         | 6/12                  | Staples Business Advantage            | Misc supplies 05/2018                                            | 32.35                   | 32.35                        |
| 37674         | 6/12                  | Systemated Business Products          | Print 1,000 tenant deposit cards                                 | 54.86                   | 54.86                        |
| 37675         | 6/12                  | West Coast Pipe                       | 8" CMC&CML pipe for E-982                                        | 33,147.84               |                              |
| 37676         | 6/12                  | Western Water Works                   | Parts for the tapping machine                                    | 34.54                   | 34.53                        |
| 37677         | 6/15                  | Ron Mitchell                          | Health Reimbursement                                             | 452.67                  | 301.78                       |
| 37678         | 6/19                  | Cash-Petty Cash                       | Safety awards                                                    |                         | 3,200.00                     |
| 37679         | 6/20                  | Affordable Generator Services, Inc.   | 2 hour load bank test on Unit #35                                | 1,750.00                |                              |
| 37680         | 6/20                  | Aflac                                 | Employee paid insurance 06/2018                                  | 1,854.23                |                              |
| 37681         | 6/20                  | All American Landscape Co.            | Monthly landscape maintenance                                    | 217.50                  | 72.50                        |
| 37682         | 6/20                  | Ameripride Uniform Services, Inc      | Uniform rentals 05/2018                                          | 892.04                  | 297.34                       |
| 37683         | 6/20                  | Kirk Anderson                         | Bees removed from meter boxes at 3252 Heniretta & 2720 Fairmount | 250.00                  |                              |
| 37684         | 6/20                  | AT&T Mobility                         | Cell phones charges 06/2018                                      | 839.66                  | 279.88                       |
| 37685         | 6/20                  | Choice Pest Control                   | Monthly billing Well 9 & Mills 06/2018                           | 90.50                   | 12.50                        |
| 37686         | 6/20                  | D&H Water Systems                     | E-956 - Flexflo pump with Neoprene tube for Well 2               | 1,201.08                |                              |
| 37687         | 6/20                  | Dangelo Company                       | Stock order: 1,500' of 1" PE pipe                                | 913.23                  |                              |
| 37688         | 6/20                  | Direct Connection                     | Postage for water quality reports                                | 2,188.02                |                              |
| 37689         | 6/20                  | Grainger                              | Pressure gauges, gloves, and trash cans                          | 211.69                  | 192.01                       |
| 37690         | 6/20                  | Innovyze Incorporated                 | H2ONET Suite - annual maintenance and support renewal            | 750.00                  | 250.00                       |
| 37691         | 6/20                  | Shell                                 | Gas purchased 05/2018                                            | 1,392.62                | 464.21                       |
| 37692         | 6/20                  | Spectrum Business                     | Data Communication 06/2018 Glenwood                              | 269.96                  | 89.98                        |
| 37693         | 6/26                  | ACWA Joint Powers Ins Authority       | Group Health insurance 07/2018                                   | 37,622.95               | 24,399.89                    |
| 37694         | 6/26                  | Advanced Industrial Serv. Inc         | E-970 - progress payment 3                                       | 123,120.00              |                              |
| 37695         | 6/26                  | Allen Pipeline, Inc.                  | Welding for 2" lateral replacement at 4550 Raymond               | 997.50                  |                              |
| 37696         | 6/26                  | Aqua - Metric Sales, Co.              | Stock order: 250 - 3/4", 200 - 1", and 2 - 1.5" water meters     | 88,096.13               |                              |
| 37697         | 6/26                  | Armenian Sisters Academy              | Refund for D-15-34                                               | 9,472.64                | 7,422.99                     |
| 37698         | 6/26                  | BC Laboratories, Inc                  | Water analysis                                                   | 2,957.75                |                              |
| 37699         | 6/26                  | BC Laboratories, Inc                  | Water analysis                                                   | 3,554.50                |                              |
| 37700         | 6/26                  | BC Laboratories, Inc                  | Water analysis                                                   | 1,620.00                |                              |
| 37701         | 6/26                  | Best Drilling & Pump, Inc.            | Well 10 Rehabilitation retention payment                         | 3,045.00                |                              |

| <u>Check#</u> | <u>Check<br/>Date</u> | <u>Payable To</u>                       | <u>Description</u>                                               | <u>Water<br/>Amount</u> | <u>Wastewater<br/>Amount</u> |
|---------------|-----------------------|-----------------------------------------|------------------------------------------------------------------|-------------------------|------------------------------|
| 37702         | 6/26                  | Melba Boyer                             | Refund Check                                                     | 232.46                  |                              |
| 37703         | 6/26                  | California Building Evaluations & Const | E-956 - Well 2 progress payment #8                               | 275,745.76              |                              |
| 37704         | 6/26                  | California Surveying & Drafting Supply  | GS Pathfinder trimble and software for GIS locating              | 8,985.63                |                              |
| 37705         | 6/26                  | Cannon                                  | E-956 - Inspection services through 05/2018                      | 30,292.60               |                              |
| 37706         | 6/26                  | Cargill, Inc - Salt Division            | 25 tons of solar salt from newark, delivered on a transfer truck | 5,127.34                |                              |
| 37707         | 6/26                  | Citibank                                | Misc supplies                                                    | 187.32                  | 187.31                       |
| 37708         | 6/26                  | City of Glendale Water & Power          | Power purchased 06/2018                                          | 30,416.13               | 29.18                        |
| 37709         | 6/26                  | Contractor Compliance & Mont Inc.       | E-956 Well 2 labor compliance 05/2018                            | 1,176.25                |                              |
| 37710         | 6/26                  | Core & Main                             | 2" Octave meter for stock                                        | 1,628.70                |                              |
| 37711         | 6/26                  | Cypress Ancillary Benefits              | Group Dental for 07/2018                                         | 2,138.44                | 1,425.62                     |
| 37712         | 6/26                  | Dangelo Company                         | Brass nipples, adapters, elbows, and couplings for stock         | 1,939.05                |                              |
| 37713         | 6/26                  | Eurofins Eaton Analytical Inc.          | Water analysis                                                   | 178.00                  |                              |
| 37714         | 6/26                  | First Choice                            | Coffee service for Plant & Office 06/2018                        | 181.70                  | 181.69                       |
| 37715         | 6/26                  | Foothill Municipal Water                | Purchased water 05/2018                                          | 257,068.30              |                              |
| 37716         | 6/26                  | Great America Leasing Corp.             | Kyocera copier lease 06/2018                                     | 218.46                  | 218.45                       |
| 37717         | 6/26                  | Harper & Associates Eng, Inc            | E-970 Oak Creek construction mgmt/inspection services 05/2018    | 9,633.00                |                              |
| 37718         | 6/26                  | Impact LA LLC                           | Cost for copies at Plant & Office 3/15/18 - 6/14/18              | 701.12                  | 701.11                       |
| 37719         | 6/26                  | John Robinson Consulting, Inc.          | M-965 Grant Assistance 05/2018                                   | 3,000.00                |                              |
| 37720         | 6/26                  | Gry King                                | Refund Check                                                     | 21.59                   |                              |
| 37721         | 6/26                  | L.A. County Dept. Public Works          | E-982 excavation permit                                          | 9,016.74                |                              |
| 37722         | 6/26                  | LA Dept Water and Power                 | Power purchased 06/2018                                          | 49.41                   |                              |
| 37723         | 6/26                  | Lincoln Financial Group                 | Disability insurance 07/2018                                     | 807.92                  | 538.62                       |
| 37724         | 6/26                  | Dro Mahmoudi                            | Refund Check                                                     | 83.89                   |                              |
| 37725         | 6/26                  | Donna McLaughlin                        | Refund Check                                                     |                         | 56.35                        |
| 37726         | 6/26                  | Mimecast North America, Inc.            | Email security 06/2018                                           | 262.50                  | 87.50                        |
| 37727         | 6/26                  | Neofunds by Neopost                     | Postage machine funds                                            | 350.00                  | 350.00                       |
| 37728         | 6/26                  | Northern Tool & Equip Co.               | Miscellaneous shop supplies                                      | 29.99                   | 10.00                        |
| 37729         | 6/26                  | Rassac Air Systems                      | A/C repaired at main office                                      | 257.21                  | 85.74                        |
| 37730         | 6/26                  | Robert Brkich Const. Corp               | E-982 progress payment 2                                         | 240,069.75              |                              |
| 37731         | 6/26                  | So Cal Turf & Tractor                   | Unit #22- Oil change and replace air and fuel filters            | 435.61                  | 145.20                       |
| 37732         | 6/26                  | Sully-Miller Contracting Co.            | Minimum load charge                                              | 833.80                  |                              |
| 37733         | 6/26                  | T.T. Technologies, Inc                  | Repaired whip hose on boring machine                             | 140.04                  | 140.03                       |
| 37734         | 6/26                  | Tesco Controls, Inc                     | E-976 - Program seismic sensors/valve actuators at 2 reservoirs  | 11,720.00               |                              |
| 37735         | 6/26                  | The Gas Company                         | Gas purchased 06/2018 Office                                     | 46.86                   | 15.61                        |
| 37736         | 6/26                  | Toro's Lawnmower & Garden               | Safety equipment                                                 | 21.34                   | 15.86                        |

| <u>Check#</u>                            | <u>Check Date</u> | <u>Payable To</u>         | <u>Description</u>                                                                                                               | <u>Water Amount</u>    | <u>Wastewater Amount</u> |
|------------------------------------------|-------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|
| 37737                                    | 6/26              | Tri-Xecutex Corp          | Security alarm July, August, September 2018                                                                                      | 243.00                 | 81.00                    |
| 37738                                    | 6/26              | Wells Fargo Card Services | Gould: Backflow prevention class for C. Whitman, board meeting dinner                                                            | 33.51                  | 11.17                    |
| 37739                                    | 6/26              | Wells Fargo Card Services | Hass: Monthly recurring charges; GPS software; cellphones and supplies; computer hardware; SCADA hardware; sewer SCADA equipment | 3,575.46               | 460.53                   |
| 37740                                    | 6/26              | Wells Fargo Card Services | Maxwell: Plants for Well 2 site; HDMI cables for training center; cargo ring for Unit #47; filter; lunch with JPIA Risk Manager  | 1,576.18               | 122.42                   |
| 37741                                    | 6/26              | Wells Fargo Card Services | Mitchell: ACWA Spring Conf (hotel, meals, parking); certified mail; deposit for safety lunch; CUEMA class for Ron & James Lee    | 997.75                 | 335.12                   |
| 37742                                    | 6/26              | Wells Fargo Card Services | Scott: Lunch for CR training class; board meeting dinner; plastic bags for sampling                                              | 427.64                 | 140.72                   |
| 37743                                    | 6/26              | West Coast Pipe           | 6" and 8" CMC&CML pipe for E-982                                                                                                 | 27,324.63              |                          |
| 37744                                    | 6/26              | Cory Whitman              | Mileage reimbursement for Backflow class                                                                                         | 16.35                  |                          |
| 37745                                    | 6/27              | Eric Yao                  | Refund Fire Flow fee                                                                                                             | 300.00                 |                          |
| 37746                                    | 6/27              | Eric Yao                  | Refund of Water connection fees                                                                                                  | 3,870.00               |                          |
| 37747                                    | 6/28              | David Gould               | Health reimbursement                                                                                                             | 452.88                 | 301.92                   |
| 37748                                    | 6/29              | Ron Mitchell              | Health reimbursement                                                                                                             | 102.60                 | 68.39                    |
| 37749                                    | 6/29              | Christy Joana Scott       | Health reimbursement                                                                                                             | 384.56                 | 256.37                   |
| Subtotals                                |                   |                           |                                                                                                                                  | \$ 1,698,538.74        | \$ 102,220.53            |
| <b>Total Disbursements for June 2018</b> |                   |                           |                                                                                                                                  | <b>\$ 1,800,759.27</b> |                          |

#### Payroll Report

|                             |                      |
|-----------------------------|----------------------|
| Directors                   | \$ 1,710.00          |
| Office Regular Payroll      | \$ 114,946.00        |
| Office OT                   | \$ 611.00            |
| Plant Regular Payroll       | \$ 109,445.00        |
| Plant OT & Standby          | \$ 7,760.00          |
| Employer Payroll Taxes      | \$ 17,955.00         |
| Payroll Service Charges     | \$ 378.00            |
| Total Payroll for June 2018 | <u>\$ 252,805.00</u> |

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1  
July 24, 2018

**To:** Honorable President and Members of the Board of Directors  
**From:** David S. Gould, P.E. – District Engineer  
**Subject:** Award of Contract – FY 2018/19 Grant Assistance Consulting Services, Project M-965

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### **ACTION ITEM:**

**FY 2018/19 Grant Assistance Consulting Services, Project M-965** - Consideration and motion to authorize the General Manager to enter into an agreement with John Robinson Consulting to provide services for coordination and preparation of applications for State and Federal Grants at a cost of \$30,000 and establish a contingency amount of \$3,000 (10% of contract) to cover the cost of additional work.

### **BACKGROUND:**

In FY 17/18, staff utilized the services of John Robinson Consulting, Inc. (JRC) to provide assistance on a number of projects and with research and information gathering on obtaining various Federal, State and Local grant funding for CVWD project's as shown below:

- Attended the Greater Los Angeles County Region Integrated Regional Water Management Plan (IRWMP) and the Upper Los Angeles River (ULAR) Sub-region steering committee meetings and reporting on the current status of the Prop 84 and Prop 1 grant programs.
- Investigated United States Bureau of Reclamation (USBR) grant funding for CVWD's Advanced Metering Infrastructure (AMI) program
- Investigated Federal Emergency Management Agency (FEMA) for Hazard Mitigation Grant Program (HMGP). Hazard Mitigation Grant Program funds may be used to fund projects that will reduce or eliminate the losses from future disasters.
- Coordinating stakeholder meetings for CVWD's Crescenta Valley County Park (CVC Park) Stormwater capture project with City of Glendale, Los Angeles County Department of Parks & Recreation and Los Angeles County Department of Public Works.
- Provide project management coordination for final permits as part of the Well 2 project.

JRC's consulting contract was for \$30,000, which was included in the FY 17/18 Administrative Consultants budget.

### **DISCUSSION:**

Staff requested JRC to provide a new proposal for grant assistance and project management services during FY 18/19 that includes the following:

1. Attendance at Greater Los Angeles County Region Integrated Regional Water Management Plan (IRWMP) and the Upper Los Angeles River (ULAR) Sub-region steering committee meetings and reporting on the current status of the Prop 1 grant program
2. Assist CVWD with grant application and submittal for a WaterSMART – Water and Energy Grant from USBR for CVWD's AMI program.
3. Coordinate and assist CVWD with FEMA for Hazard Mitigation Grant Program for possible grant funding for repair of roadways at Edmund #2 & Pickens Reservoirs and other mitigation projects.
4. Assist CVWD with financing opportunities such as State Water Resource Control Board, Division of Financial Assistance Drinking Water State Revolving Funding for future CIP projects.
5. Coordinate and assist CVWD for the CVC Park Stormwater Recharge Project including:
  - a. Coordination with stakeholders such as City of Glendale, Glendale Water & Power, County of Los Angeles Department Parks & Recreation and Los Angeles County Department of Public Works
  - b. Assist CVWD regarding requirements and submittal to the State Water Resources Control Board, Division of Water Rights and Los Angeles Department of Water & Power regarding diverting stormwater flow and surface water rights
  - c. Assist CVWD with the development of a preliminary engineer's cost estimate, potential funding, cost/benefit analysis.

JRC provided a proposal dated July 20, 2018 (see attached) for \$30,000 to provide grant assistance services for FY 18/19.

**RECOMMENDATION:**

Staff reviewed this item with the Engineering Committee and the Committee recommended approving the General Manager to enter into an agreement with John Robinson Consulting, Inc. for \$30,000 for grant assistance services for FY 18/19.

**ENVIRONMENTAL REVIEW:**

N/A

**FUNDING AVAILABILITY:**

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

| Account Description                                     | Amount     |
|---------------------------------------------------------|------------|
| FY 18/19 Administrative Consultants                     | \$105,000  |
| Grant Assistance and Project Management Services        | <\$30,000> |
| Contingency amount to cover the cost of additional work | <\$3,000>  |
| Total Cost                                              | <\$33,000> |
| Amount Remaining in FY 17/18 Administrative Consultants | \$72,000   |

Prepared by:



David S. Gould, P.E.  
District Engineer

Submitted by:



Nem Ochoa  
General Manager

Attachments:

1. John Robinson Consulting, Inc. proposal dated July 20, 2018



July 20, 2018

Mr. David Gould, District Engineer  
Crescenta Valley Water District  
2700 Foothill Boulevard  
La Crescenta CA 91214

Subject: Letter Proposal to Provide On-Call Consulting

Dear Mr. Gould:

John Robinson Consulting, Inc. (JR Consulting) is pleased to offer is letter proposal to Crescenta Valley Water District (CVWD) based on our discussion on July 3<sup>rd</sup> which reviewed the progress with the 2017-2018 on-call consulting contract and brainstormed scope of services for the 2018-2019 on-call contract. Our firm is a California S Corporation, is certified as Small Business Enterprise (SBE) by Metropolitan Water District and is located locally in Pasadena. This letter proposal outlines our recommended scope of service, schedule and compensation.

## **SCOPE OF SERVICES**

### **Task 1 – DWR Proposition 1 IRWMP Funding**

JR Consulting will assist CVWD with obtaining grant funds for the Crescenta Valley County Park Stormwater Recharge Project. CVWD wants to install a stormwater recharge facility at the Crescenta Valley County (CVC) Park to capture and infiltrate stormwater and dry-weather flow within the Verdugo Wash to recharge the Verdugo Basin. CVC Park which is owned by the LACDPR, located within the County of Los Angeles and surrounded by the City of Glendale provides a rich partnership project opportunity to implement the goal for the stormwater recharge facility to increase groundwater supplies, improve local water supply reliability particularly during times of drought, improve groundwater quality and reduce surface water runoff within CVC Park. The potential grant being investigated would be the 2017 Integrated Regional Water Management Grant Program, Chapter 7 under Department of Water Resources.

**Deliverable:** JR Consulting in coordination with CVWD staff would pursue Prop 1 IRWM Grant Program, Chapter 7 funding. JR Consulting will coordinate with ULAR as well as GLAC to submit the project for consideration. JR Consulting will attend key ULARA monthly meetings.

**Schedule:** Prop 1 IRWM Grant applications are expected to begin in Spring 2019.

### **Task 2 – USBR WaterSMART Water and Energy Grant Funding**

JR Consulting will investigate United States Bureau of Reclamation (USBR) funding to help offset CVWD's investments into AMI installation in the service area. CVWD current installation is estimated at approximately 4,000 AMI installation on meters installed in the late 1970's to

mid-1980 with measurable improvements in losses of approximately 4.0%. The potential funding would help accelerate the remaining installation as well as the development of a fixed area network to have the AMI meters to be read automatically versus manually.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential USBOR funding AMI installations as well as fixed area network.*

**Schedule:** *USBR issues Proposed Solicitation Packages (PSPs) in October to mid-November. After the PSPs are approved grants can be submitted typically from November 2018 to February 2019.*

### **Task 3 – FEMA Hazard Mitigation Grant Program**

JR Consulting will investigate Federal Emergency Management Agency (FEMA) grant funding to potentially assist with the design and/or construction for potential at risk facility such as repair of roadways at Edmund #2 & Pickens Reservoirs and other mitigation projects.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential FEMA funding for design and/or construction for potential at risk facility such as repair of roadways at Edmund #2 & Pickens Reservoirs.*

**Schedule:** *FEMA grants can be submitted anytime but typically new applications occur from November 2018 to February 2019.*

### **Task 4 – SWRCB DFA Drinking Water SRF**

JR Consulting will investigate the potential to obtain a State Water Resource Control Board Division of Financial Assistance Drinking Water State Revolving Funding for capital improvement projects (CIP) which could be provided at a low interest loan (2.875%). JR Consulting is currently developing a DWSRF application package for another water retailer and will take that knowledge of the process and make recommendations to CVWD based upon CVWD 5-year CIP.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential SWRCB DFA DWSRF future CVWD CIP projects.*

**Schedule:** *DWSRF can be submitted anytime and currently SWRCB Division of Financial Assistance are looking for projects to fund and the process typically takes 12 to 18 months so would not impact the current 2018-2019 CIP budget.*

### **Task 5: Crescenta Valley County Park Stormwater Recharge Project:**

JR Consulting will assist CVWD and their consultant (Wood Environment & Infrastructure Solutions, Inc. aka Amec Foster Wheeler) with the next steps of implementation including the followings:



- A. Coordination with potential project partners (City of Glendale, Glendale Water & Power, County of Los Angeles Department Parks & Recreation (LACDPR) and Los Angeles County Department of Public Works.
- B. Assist CVWD with conversations with SWRCB Division of Water Rights and Los Angeles Department of Water & Power regarding Pueblo surface water rights discussions.
- C. Assist CVWD with the development of a preliminary engineer's cost estimate, potential funding and cost/benefit analysis.

**Task 6: Well #2 and Related Facilities:**

JR Consulting will assist CVWD with Well #2 and Related Facilities project wrapping of the project. Those tasks include:

- A. Any wrap up permitting coordination with City of Glendale and Glendale Water & Power.
- B. Review of the draft and final record drawings from SA Associates and APT for the project.
- C. Assist in the coordination of the testing protocol and reporting required by SWRCB Division of Drinking Water.

**MEETINGS**

JR Consulting will be available for up to three (3) meetings including Executive management, Engineering Committee and Board of Directors to discuss the deliverables from the tasks.

**TIME SCHEDULE**

JR Consulting will commence with the proposed scope of services after the Professional Services Agreement (PSA) has fully been executed. JRC will provide a copy of our Certificate of Insurance per the PSA requirements and will keep the insurance valid throughout the project. JR Consulting will have a meeting with CVWD staff to determine the time schedule for Tasks 1 through 6.

The scope of work will be starting on July 1, 2018 through June 30, 2019 (12 months).

**COMPENSATION**

JR Consulting will provide the scope of services with the proposed schedule as set forth in this proposal to CVWD on a time and material basis. Based on JR Consulting's present knowledge of the services described above, it is recommended that \$30,000 and is based on 200 hours at \$150 per hour which is \$3,000 per month but hours will only be charged for those hours worked as this is a not a lump sum proposal. JR Consulting for the 3<sup>rd</sup> year will maintain our hourly rate at \$150 per hour.

JR Consulting commits to timely, responsive services, and to deliver excellence in the offered services. We are eager and enthusiastic to begin this technical memorandum for CVWD.

If there are any questions, please feel free to contact me at (626) 375-9389 or [jrobinson@johnrobinsonconsulting.com](mailto:jrobinson@johnrobinsonconsulting.com)

Very truly yours,

John Robinson Consulting, Inc.

A handwritten signature in blue ink, appearing to read "John Robinson", is positioned above the printed name.

John Robinson, Principal

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2  
July 24, 2018

**To:** Honorable President and Members of the Board of Directors  
**From:** David S. Gould, P.E. – District Engineer  
**Subject:** **Amendment to Agreements/Contracts for Well 2 and Related Facilities  
Project E-956**

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### **ACTION ITEM:**

**CVWD's Well 2 and Related Facilities, Project E-956** – Consideration and motion to authorize the General Manager to amend the following agreements and/or contracts:

- a) Amend agreement with Cannon Corporation for quality control inspection services related to the construction of Well 2 and related facilities at an additional cost of \$59,476.
- b) Amend agreement with SA Associates, Inc. for additional engineering and construction support services for Well 2 and related facilities at a cost of \$57,000.
- c) Amend contract with APTwater for additional services related to the installation of the new nitrate removal treatment system at a cost of \$48,292.
- d) Amend contract with Tesco Controls Inc. for additional services related to the installation and programing for the SCADA upgrades at a cost of \$10,680.
- e) Amend contract with California Building Evaluation & Construction, Inc. for the construction of Well 2 and related facilities at a cost of \$115,817.

### **BACKGROUND:**

The District issued the "Notice to Proceed" for construction of the Well 2 and related facilities on October 11, 2017 and the contractor California Building Evaluation & Construction, Inc (CBEC) had 210 calendar days to complete the project by May 9, 2018. CBEC mobilized on the site on November 13, 2017 and will be completed by July 20, 2018.

The contract time was extended due to a number of change orders such as finding a building foundation from past construction, relocation of the sewer lateral, revising the building construction from a pre-fabricated building to a concrete masonry building and relocating the new electrical service. The extension of construction time also related to extra time for inspection and construction support services. In addition, staff requested extra work from APTwater for the installation of the Nitrate Treatment Plant and additional work from Tesco Controls for SCADA integration and programing.

### **DISCUSSION:**

Staff requested an additional \$410,000 to complete the project as discussed during the FY 18/19 CIP budget process. The additional costs are related to the time extension, construction change orders, relocation of new electrical service per GWP and staff requested work to complete the project. The following is a discussion of additional fees and construction change orders requested by the consultants and contractors.

#### **A. Cannon Corporation - Quality Control Inspection Services**

Cannon's agreement was approved in August 2017 to provide quality control inspection services for \$128,614, which covered the period from September 2017 to March 2018 and included a 10% contingency of \$12,861. An amendment to the agreement with Cannon for \$82,000 was approved in March 2018 for the period from March 2018 to May 2018. Staff requested a proposal for additional services to cover the period from June, 2018 to August, 2018 for on-site work and final project closeout. Cannon is requesting an additional \$59,476 to complete these services. This includes a credit from CBEC for the cost of overtime inspection.

#### **B. SA Associates, Inc. - Engineering and Construction Support Services**

SA Associates' agreement was approved in October 2015 to provide engineering design services for \$114,000 and included a 10% contingency of \$11,400. An amendment to the agreement for additional construction support services of \$71,600 was approved in September 2017 and covered services until May 2018. Staff requested a proposal for additional construction support services to cover the period from May, 2018 to July, 2018. SA Associates is requesting an additional \$57,000 to complete these services, which includes a deduct for design changes due to consultant.

**C. APTwater – ARoNite Nitrate Removal Treatment System**

APTwater was awarded a contract in December 2015 for the design and installation of the ARoNite Nitrate Removal Treatment System for a total cost of \$625,000. Staff has requested additional on-site services related to the installation of the treatment system for a cost of \$48,292.

**D. Tesco Controls, Inc - SCADA upgrades**

Tesco Controls was awarded a contract in December 2017 for the procurement of SCADA equipment and programming for a total cost of \$32,920. Staff has requested for additional services related to additional programing needed for the system at a cost of \$10,680.

**E. California Building Evaluation & Construction – Contractor**

California Building Evaluation & Construction, Inc (CBEC) contract was approved in September 2017 for the construction of Well 2 and related facilities for \$1,246,089 and included a 10% contingency of \$124,609 for unforeseen costs. Change Order No. 1 to No. 22 (See attached list) were approved by staff and were within the 10% contingency approved by the Board. Change Order Nos. 23 – 41 were reviewed and conditionally approved by staff to complete the project.

**Cost/Benefit Analysis:**

The original cost-benefit analysis prepared by staff with respect to annual savings for purchasing less imported water showed a payback period of 10.8 years in September 2017. Staff adjusted the cost-benefit analysis with the revised total budget (as shown below) and it shows a payback period of 12.6 years.

**FUNDING AVAILABILITY:**

The following table below is a summary of the original cost breakdown, updated cost breakdown and amount over/under budget. The FY 18/19 CIP budget requested an additional \$410,000 to complete the project:

| Account Description                                                                                  | Original Grant & Cost Breakdown | Updated Project Cost Breakdown | Amount Over/Under Budget |
|------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|--------------------------|
| Greater Los Angeles County IRWM 2015                                                                 | \$1,825,000                     | \$1,825,000                    |                          |
| Amount reimbursed from Grant (39%)                                                                   | \$705,775                       | \$705,775                      |                          |
| CVWD Costs (61%)                                                                                     | \$1,119,225                     | \$1,119,225                    |                          |
| <b>Breakdown of Project Costs</b>                                                                    |                                 |                                |                          |
| Contract – Engineering Services - SA Associates                                                      | \$197,000                       | \$254,000                      | (\$57,000)               |
| Contract – APTwater for ARoNite Nitrate Treatment                                                    | \$625,000                       | \$673,292                      | (\$48,292)               |
| Contract – Royal Wholesale Electric for MCC                                                          | \$98,547                        | \$102,737                      | (\$4,190)                |
| Contract - Construction - CBEC                                                                       | \$1,245,501                     | \$1,245,501                    | \$0                      |
| Construction - 10% Contingency                                                                       | \$124,550                       | \$240,427                      | (\$115,817)              |
| Contract - Quality Control Inspection Services - Cannon                                              | \$223,475                       | \$282,951                      | (\$59,476)               |
| Contract - SCADA system upgrades - Tesco Controls                                                    | \$32,920                        | \$43,600                       | (\$10,680)               |
| Misc. Costs - Soil inspection, permitting fees, construction staking, labor compliance & misc. costs | \$10,007                        | \$120,000                      | (\$109,993)              |
| <b>Total Estimated Cost for Design &amp; Construction</b>                                            | <b>\$2,557,000</b>              | <b>\$2,962,508</b>             | <b>(\$405,508)</b>       |
| <b>Amount Remaining for Well 2 Project</b>                                                           | <b>(\$732,000)</b>              | <b>(\$1,137,508)</b>           |                          |
| Transfer of funds - FY 17/18 CIP                                                                     | \$235,000                       | \$235,000                      |                          |
| Transfer of Funds from CVWD's MTBE Reserves                                                          | \$500,000                       | \$500,000                      |                          |
| FY 18/19 CIP Budget for Well 2 Project                                                               |                                 | \$410,000                      |                          |
| <b>Remaining Funds</b>                                                                               | <b>\$3,000</b>                  | <b>\$7,492</b>                 |                          |

**RECOMMENDATION:**

It is staff's recommendation to authorize the General Manager to amend agreements with Cannon for quality control inspection services and SA Associates for construction support services. Also, authorize the General Manager to amend contracts with APTwater, Tesco Controls and CBEC. Funding for these amendments to agreements/contracts was made available as part of the FY 18/19 CIP budget. This item was reviewed with the Engineering Committee and it was recommended to approve staff's request.

Prepared by:



David S. Gould, P.E.  
District Engineer

Submitted by:



Nem Ochoa  
General Manager

Attachments:

1. Cannon – Request for Additional Fees
2. SA Associates - Request for Additional Fees
3. APTwater – Summary of T & M Costs
4. Tesco Controls – Request for Change Order
5. California Building Evaluation & Construction – Summary of Change Orders



July 7, 2018

David S. Gould, PE  
District Engineer  
Crescenta Valley Water District  
2700 Foothill Boulevard  
La Crescenta, CA 91214

**Subject: ADDITIONAL PROFESSIONAL ENGINEERING SERVICES FOR QUALITY CONTROL INSPECTION SERVICES FOR CVWD'S WELL NO. 2 AND RELATED FACILITIES, PROJECT E-956, AMENDED SERVICE AGREEMENT (ASA) 2 ADDITIONAL CM SERVICES**

Dear Mr. Gould:

This letter is a request for an Additional Service Agreement (ASA) No. 2 for the extension of our services for the completion of the Construction Management (CM) and Public Works Observation for Well 2. The original completion date of construction was scheduled for May 2018. Based on the contractor's actual progress to date, and forecasted scheduling of the remaining work, it is anticipated the project will not be completed until the end of July 2018.

Cannon's current costs through the end of May 2018 are:

|                                     |                     |
|-------------------------------------|---------------------|
| CM/Admin                            | \$93,069.59         |
| Public Works Observation/Inspection | <u>\$125,499.25</u> |
| Total                               | \$218,568.84        |

Cannon's current budget through the end of May 2018 is: \$223,475.40

Cannon's remaining Budget to complete the project as  
of the end of May is: \$4,906.56

The cost to administer the Construction Management tasks of this project has exceeded our original fee. The reasons for the extra hours and cost have included additional Change Orders (38 to date and more anticipated), Request for information's (73 to date), 62 punch list items, plus additional weekly progress meetings. To date 58 calendar days have been added to the contract by change order and rain days

11900 Olympic Blvd., Suite 530  
Los Angeles, CA 90064  
T 310.664.1166  
F 310.664.8877

CannonCorp.us



*Proposal: Additional CM/PW Observation Services for  
CVWD's Well No. 2 and Related Facilities, Project  
E-956, Amended Service Agreement (ASA) 2*

ASA No. 2 Cost Summary for additional CM and PW Observation of the project for an estimated completion date of the end of July as follows:

|                                                  |                     |
|--------------------------------------------------|---------------------|
| CM                                               | \$26,887.00         |
| PW Observation                                   | \$37,496.00         |
| <u>Available Budget End of May</u>               | <u>(\$4,906.56)</u> |
| Total ASA 2 for additional CM and PW Observation | \$59,476            |

If this ASA meets with your approval, please execute an amendment to our contract. The fees quoted in this proposal are valid from 60 days from this date and are based upon current California Prevailing Wages.

Sincerely,

A handwritten signature in blue ink, reading "Gary O. Roepke", is written over a light blue rectangular background.

Gary Roepke, PE No. 48693  
Senior Principal Engineer



July 12, 2018

David S. Gould, P.E.  
District Engineer  
Crescenta Valley Water District  
2700 Foothill Blvd.  
La Crescenta, CA 91214

Project: CVWD Well No. 2 and Related Facilities – Construction Support Services

Subject: Request for Additional Fee (Revised)

Dear David:

This letter is to request an adjustment to our fee to provide Construction Support Services for Well No. 2 and related facilities. The original completion date for the project, based on a schedule of 210 calendar days, had a starting date of November 6, 2017, and a completion date of May 22, 2018. Based on conversations at Progress Meeting No. 15 on March 15, 2018, the Contractor is now estimating the completion date to be July 20, 2018.

The reasons for the additional fee are as follows:

1. Shop Drawings: Our proposal of August 22, 2017, included 25 submittals and resubmittals. At present, we have reviewed 61 submittals and resubmittals. This does not include shop drawings reviewed for the change of the operations building from prefabricated to masonry, discussed below.
2. Operations Building: The Contractor had agreed to pay \$4,500 for the change of the Operations Building from prefabricated to masonry. The structural costs will exceed this number; however, we will absorb the difference.
3. Requests for Information (RFIs) and Requests for Clarification (RFCs): The original proposal included 10 RFIs and RFCs. At present, we have responded to more than 41 RFIs assigned to SA Associates. This does not include RFIs for the electrical work. We anticipate a few more RFIs until the end of construction. We have absorbed some of the costs in this item as well, which will help defray costs to CVWD.
4. Change Orders: In our original proposal, it was anticipated that the change orders would be handled by the Construction Manager and that SA Associates would provide support services on a time and materials basis. We will absorb these costs also.
5. Progress Meetings: Our original proposal included 3 meetings with the District and Contractor. At present, we have attended 27 meetings and anticipate 1 more for a total of 28 meetings to completion of the project. We will absorb some of the costs for the Project Manager.
6. Grading: We spent an exorbitant amount of time to resolve the grading issue. Several alternatives were prepared, presented, and reviewed. We also sent a couple of staff members to survey the earthwork to arrive at accurate calculations. We estimate the project cost to be about \$9,000. However, due to CVWD's budget constraints, we are requesting only \$4,000.
7. Miscellaneous: There were miscellaneous other items such as the eye wash station, door louvers in the Operations Building, electrical, etc. We will absorb these costs.





Crescenta Valley Water District  
Well No. 2 and Related Services  
Request for Additional Fee for Construction Support Services  
July 12, 2018

We anticipate the fee for the above work is as follows:

| <u>No.</u>   | <u>Task</u>         | <u>Amount</u>    |
|--------------|---------------------|------------------|
| 1            | Shop Drawings       | \$ 12,000        |
| 2            | Operations Building | \$ -----         |
| 3            | RFIs                | \$ 27,000        |
| 4            | Change Orders       | \$ -----         |
| 5            | Progress Meetings   | \$14,000         |
| 6            | Grading             | \$ 4,000         |
| 7            | Miscellaneous       | \$ -----         |
| <b>Total</b> |                     | <b>\$ 57,000</b> |

A breakdown of the hours is also attached.

Thank you for your consideration. Please call me if you have any questions.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Shahnawaz Ahmad', is written over a faint, rectangular background.

Shahnawaz Ahmad, P.E.  
President



**CRESCENTA VALLEY WATER DISTRICT**

**WELL NO. 2 - CONSTRUCTION SUPPORT SERVICES**

**Additional Fee Estimate (7-12-18)**

| Task         | Item                | PM        | Engr       | CAD      | Elec.    | Str,     | Sec.      | Direct<br>Costs | Total      |                 |
|--------------|---------------------|-----------|------------|----------|----------|----------|-----------|-----------------|------------|-----------------|
|              |                     |           |            |          |          |          |           |                 | Hours      | \$              |
| 1            | Shop Drawings       | 10        | 66         |          |          |          | 8         | \$136           | 84         | \$12,000        |
| 2            | Operations Building |           |            |          |          |          |           |                 | 0          | \$0             |
| 3            | RFI's/RFC's         | 8         | 172        |          |          |          | 8         | \$928           | 188        | \$27,000        |
| 4            | Change Orders       |           |            |          |          |          |           |                 | 0          | \$0             |
| 5            | Progress Meetings   | 26        | 56         |          |          |          | 8         | \$156           | 90         | \$14,000        |
| 6            | Grading             | 2         | 20         | 8        |          |          |           | \$36            | 30         | \$4,000         |
| 7            | Misc.               |           |            |          |          |          |           |                 | 0          | \$0             |
| <b>TOTAL</b> |                     | <b>46</b> | <b>314</b> | <b>8</b> | <b>0</b> | <b>0</b> | <b>24</b> | <b>\$1,256</b>  | <b>392</b> | <b>\$57,000</b> |

**APTwater**  
**Revised Payment Schedule - Updated 07-18-18**

| <b>Payment Schedule</b>                                                                               | <b>Payment Amount</b> | <b>Due Date</b> | <b>Fiscal Year</b> | <b>Percentage</b> | <b>Date Paid</b> |
|-------------------------------------------------------------------------------------------------------|-----------------------|-----------------|--------------------|-------------------|------------------|
| 20% -Invoiced and due immediately with the signed and executed purchase contract.                     | \$125,000             | Jan-16          | FY 15/16           | 20%               | 1/11/2016        |
| Invoiced upon CVWD's approval of drawings.                                                            |                       |                 |                    | 30%               |                  |
| 50% Submittal - 15%                                                                                   | \$93,750              | Jul-16          | FY 16/17           |                   | 8/31/2016        |
| 100% Submittal - 10%                                                                                  | \$62,500              | Sep-16          | FY 16/17           |                   | 12/8/2016        |
| Final Submittal - 5%                                                                                  | \$31,250              | Dec-16          | FY 16/17           |                   | 12/31/2016       |
| 25% - Invoiced prior to shipment of the ARoNite system to the project site                            | \$156,250             | Dec-17          | FY 17/18           | 25%               | 11/30/2017       |
| 15% - Invoiced upon shipment of the ARoNite system to the project site                                | \$93,750              | Mar-18          | FY 17/18           | 15%               | 2/18/2018        |
| 10% - Invoiced within thirty (30) days of completion of equipment installation and successful startup | \$62,500              | May-18          | FY 17/18           | 10%               |                  |
| Total                                                                                                 | \$625,000             |                 |                    | 100%              |                  |
| Extra Work                                                                                            |                       |                 |                    |                   |                  |
| Extra Work - March & April 2018                                                                       | \$31,821              |                 |                    |                   | 5/25/2018        |
| Extra Work - Frieght                                                                                  | \$9,083               |                 |                    |                   | 6/29/2018        |
| Extra Work - May & June 2018                                                                          | \$7,388               |                 |                    |                   | 7/18/2018        |
| <b>Revised Total</b>                                                                                  | <b>\$673,292</b>      |                 |                    |                   |                  |

To: Crescenta Valley Water District  
Attn: David S. Gould, PE  
Re: Crescenta Valley Water District  
Well 2 PLC Relocation Program Additions

Quote Date: 6/25/2018  
Quote No.: COQ1  
Project No.: T-17184XM

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following request for change order pertaining to the above-referenced project.

CVWD has an emergency interconnection with DWP at the Ordunio Reservoir location. The two water systems are connected via a flow control valve and flow meter. CVWD would use this connection in the event of a major outage with The Metropolitan Water District (MWD) to augment or maintain CVWD's storage capacity as well as giving CVWD the ability to provide water to Foothill Municipal Water District (FMWD) through a second interconnection located at the Williams Reservoir location.

I/O changes and associated program modifications will include the following:

- Digital Output 3=DWP valve OPEN
- Digital Output 4=DWP valve CLOSE
- DO's 3 and 4 to be controlled by a PID loop for a desired flow rate in GPM (0-1000 gpm). PID to look at Flow meter on Analog Input Channel 9
- Analog Input Channel 9=DWP flow meter (0-1000 gpm)
- Analog Input Channel 10=Flow to sewer/waste 0-1000 gpm)

The scope also includes LIQV RTU program and network modifications to maintain a desired APT Water Feed Tank Level using the Well 2 VFD speed command. TESCO will also include the addition of APT package digital outputs onto the LIQV display for local monitoring.

| Item                     | Qty | Description                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                        | Lot | <b>Professional Services:</b> <ul style="list-style-type: none"> <li>▪ Engineering</li> <li>▪ PLC Programming – program modifications, on site startup assistance</li> <li>▪ Networking/Telemetry</li> <li>▪ Field Service – installation verification, calibrations, field testing, and startup</li> <li>▪ Unmanaged Ethernet switch with mounting bracket</li> </ul> |
| <b>TOTAL FOR ITEM 1:</b> |     | <b>\$10,680.00</b>                                                                                                                                                                                                                                                                                                                                                     |

## Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.

- Instrumentation, devices, components, or equipment not defined by the above quotation.
- Fiber optic patch panels, cable, splicing or terminations.
- Any 3<sup>rd</sup> party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
- Interconnection or loop diagrams for equipment not furnished by TESCO.

## Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Price does include applicable sales tax, use tax, and applicable fees.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

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

Sincerely,

TESCO CONTROLS, INC.



Richard Martinez  
Technical Sales  
rmartinez@tescocontrols.com

| <b>Change Order</b> | <b>10% Contract - Approved by CVWD</b>                                                           |                        | <b>\$124,550.10</b>  |                                   |
|---------------------|--------------------------------------------------------------------------------------------------|------------------------|----------------------|-----------------------------------|
| <b>CO #</b>         | <b>Description</b>                                                                               | <b>Approved Amount</b> | <b>Running Total</b> | <b>Comment</b>                    |
| 1                   | Additional Permits & Fees to City of Glendale                                                    | \$8,675.86             | \$115,874.24         | Approved by Cannon & CBEC         |
| 2                   | Extra Tree Removal around Ordunio Reservoir                                                      | \$7,000.00             | \$108,874.24         | Approved by CVWD & CBEC           |
| 3                   | Misc Concrete                                                                                    | \$0.00                 | \$108,874.24         | Included in CO #4                 |
| 4                   | Removal of Unforeseen & Buried Concrete under Building Pad                                       | \$20,000.00            | \$88,874.24          | Approved by Cannon & CBEC         |
| 5                   | Credit - Change Building from Pre-Fabricated Building to a Concrete Masonry Building - Credit    | (\$4,500.00)           | \$93,374.24          | Approved by Cannon & CBEC         |
| 6                   | Relocation of Water line - Credit due to no construction needed                                  | (\$69,750.00)          | \$163,124.24         | Approved by CVWD & CBEC           |
| 7                   | Installing a new 3/4" PVC Chlorine Sample Line from inlet/outlet piping to operations building   | \$14,000.00            | \$149,124.24         | Approved by CVWD & CBEC           |
| 8                   | Install Erosion Control for site as required by City of Glendale                                 | \$7,338.90             | \$141,785.34         | Approved by Cannon & CBEC         |
| 9                   | Additional Perforated Sub drain for Retaining Wall                                               | \$2,057.54             | \$139,727.80         | Approved by Cannon & CBEC         |
| 10                  | Relocation of onsite Storm Drain outside of tree root system                                     | \$17,449.60            | \$122,278.20         | Approved by Cannon & CBEC         |
| 11                  | Relocation of Sewer Lateral from location provided by City of Glendale                           | \$42,000.00            | \$80,278.20          | Approved by Cannon & CBEC         |
| 12                  | Installation of 3/4" Gas Line to Operations Building                                             | \$7,000.00             | \$73,278.20          | Approved by CVWD & CBEC           |
| 13                  | Assist APTwater with installing equipment                                                        | \$0.00                 | \$73,278.20          | Approved by CVWD & CBEC           |
| 14                  | Additional Slurry Backfill for shallow water line                                                | \$3,236.31             | \$70,041.89          | Approved by Cannon & CBEC         |
| 15                  | Relocation of 4" ABS drain line inside Operations Building                                       | \$6,000.00             | \$64,041.89          | Approved by CVWD & CBEC           |
| 16                  | Removal and replacement of sidewalk on Lowell Ave for the new GWP Electrical Service             | \$20,500.00            | \$43,541.89          | Approved by CVWD & CBEC           |
| 17                  | Relocation of Antenna Mast and Conduit                                                           | \$2,500.00             | \$41,041.89          | Approved by CVWD & CBEC           |
| 18                  | Replacement of 1" conduit with larger 2" Conduit for electrical service from Nitrate Bldg to MCC | \$1,800.00             | \$39,241.89          | Approved by CVWD & CBEC           |
| 19                  | Credit for connection to existing sewer lateral                                                  | (\$10,000.00)          | \$49,241.89          | Approved by CVWD & CBEC           |
| 20                  | Request for Time Extension                                                                       | \$0.00                 | \$49,241.89          | Extend - 26 Days to June 29, 2018 |
| 21                  | Credit to remove a 4" Mag Meter for the waste line                                               | (\$2,100.00)           | \$51,341.89          | Approved by CVWD & CBEC           |
| 22                  | Re-installation of 3" sewer meter & vault                                                        | \$34,000.00            | \$17,341.89          | Approved by CVWD & CBEC           |
| 23                  | Remove & replace existing booster pumps                                                          | \$25,000.00            | (\$7,658.11)         | Approved by CVWD & CBEC           |
| 24                  | Install 4" Gate Valve on discharge piping                                                        | \$0.00                 | (\$7,658.11)         | Approved by CVWD & CBEC           |
| 25                  | Installing wiring from MCC to SCADA RTU                                                          | \$5,000.00             | (\$12,658.11)        | Approved by CVWD & CBEC           |
| 26                  | Revised site grading and adding curb & gutter                                                    | \$48,500.00            | (\$61,158.11)        | Approved by CVWD & CBEC           |
| 27                  | Additional door hardware for Operations Building                                                 | \$7,200.00             | (\$68,358.11)        | Approved by CVWD & CBEC           |

| <b>Change Order</b> | <b>10% Contract - Approved by CVWD</b>                                                          |                        | <b>\$124,550.10</b>   |                         |
|---------------------|-------------------------------------------------------------------------------------------------|------------------------|-----------------------|-------------------------|
| <b>CO #</b>         | <b>Description</b>                                                                              | <b>Approved Amount</b> | <b>Running Total</b>  | <b>Comment</b>          |
| 28                  | Credit to delete cabinet and tables inside the Operations Building                              | (\$6,000.00)           | (\$62,358.11)         | Approved by CVWD & CBEC |
| 29                  | Install a 10' high chain link fence in lieu of 6' high chain link fence around Nitrate Building | \$3,150.00             | (\$65,508.11)         | Approved by CVWD & CBEC |
| 30                  | Additional Keypad Access to Entrance Gate                                                       | \$2,250.63             | (\$67,758.74)         | Approved by CVWD & CBEC |
| 31                  | Unforeseen Concrete - 2                                                                         | \$15,000.00            | (\$82,758.74)         | Approved by CVWD & CBEC |
| 32                  | Additional Wires for the Flowmeter                                                              | \$9,000.00             | (\$91,758.74)         | Approved by CVWD & CBEC |
| 33                  | Relocate flowmeter & 4" valve                                                                   | \$7,000.00             | (\$98,758.74)         | Approved by CVWD & CBEC |
| 34                  | Concrete Pads for pipe supports & Furnish & Install (3) 4" Bollards for Gas Meter               | \$6,000.00             | (\$104,758.74)        | Approved by CVWD & CBEC |
| 35                  | Repair fence along existing retaining wall                                                      | \$2,340.00             | (\$107,098.74)        | Approved by CVWD & CBEC |
| 36                  | Form & Pour 10' long curb at the west end                                                       | \$2,055.77             | (\$109,154.51)        | Approved by CVWD & CBEC |
| 37                  | Additional Grading & Hauling out of Excess Dirt                                                 | \$14,000.00            | (\$123,154.51)        | Approved by CVWD & CBEC |
| 38                  | Construction Water Bills from GWP                                                               | \$1,892.09             | (\$125,046.60)        | Approved by CVWD & CBEC |
| 39                  | Credit for APTwater installing equipment                                                        | (\$1,600.00)           | (\$123,446.60)        | Approved by CVWD & CBEC |
| 40                  | Credit for deleting air vac assembly n Discharge Piping                                         | (\$750.00)             | (\$122,696.60)        | Approved by CVWD & CBEC |
| 41                  | Overtime back charge - Cannon                                                                   | (\$6,820.00)           | (\$115,876.60)        | Approved by CVWD & CBEC |
|                     |                                                                                                 |                        |                       |                         |
|                     |                                                                                                 |                        |                       |                         |
| <b>Total</b>        |                                                                                                 | <b>\$240,426.70</b>    | <b>(\$115,876.60)</b> |                         |

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

July 24, 2018

**To:** Honorable President and Members of the Board of Directors  
**From:** Christy J. Scott  
**Subject:** Water conservation and efficiency statutes

---

### **ACTION ITEM:**

**Discussion of water conservation and efficiency statutes** – Discussion of SB 606 and AB 1668 signed by Governor Brown on May 31, 2018.

“In preparation for the next drought and our changing environment, we must use our precious resources wisely. We have efficiency goals for energy and cars – and now we have them for water,” said Governor Brown.

### **BACKGROUND:**

Governor Brown’s April 2017 Executive Order lifted his January 2014 drought declaration for most of the state and replaced it with a long-term plan to better prepare the state for future droughts. The order included establishing a framework for efficient water use that reflects the state’s diverse climate, landscape and population growth

On May 31, 2018, Governor Brown signed two bills which build on the ongoing efforts to “make water conservation a California way of life.”

SB 606 (Hertzberg) and AB 1668 (Friedman) together emphasize efficiency and “stretching existing water supplies in our cities and on farms.” Efficient water use is the most cost-effective way to achieve long term conservation goals, as well as provide the water supply reliability needed to adapt to the longer and more intense droughts that climate change is causing in California.

These bills call for the implementation of new urban efficiency standards for indoor and outdoor use for each water supplier, factoring local conditions and demographics to establish the amount of water needed in its service area for efficient indoor residential water use, outdoor residential water use, commercial, industrial and institutional (CII) irrigation with dedicated meters, and reasonable amounts of system water loss, along with consideration for variances and credit for potable water reuse.

The State Water Board will adopt these standards by regulation no later than June 30, 2022, establishing an indoor, per person water use goal of 55 gallons per day until 2025, 52.5 gallons from 2025 to 2030 and 50 gallons beginning in 2030.

### **TIMELINE:**

The State Water Resources Control Board has established a timeline for implementation of these two statutes ranging from monthly monitoring reports on current water use in 2019 through fine and penalties in 2027. Attached is the fact sheet provided by the California Water Board detailing their timeline for the development and implementation of these statutes. (Fact Sheet)



**Key Dates:**

**June 30, 2022**

The State Water Board will adopt these standards by regulation no later than June 30, 2022

**November 2023**

Each urban retail water agency will annually, beginning November 2023, calculate its own objective, based on the water needed in its service area for efficient indoor residential water use, outdoor residential water use, commercial, industrial and institutional (CII) irrigation with dedicated meters, and reasonable amounts of system water loss, along with consideration of other unique local uses (i.e., variances) and “bonus incentive,” or credit, for potable water reuse, using the standards adopted by the State Water Board.

**UPDATE:**

**Water Use, Where are we now?**

Currently the District reports water use numbers along with other items monthly to the State Water Board. Water use is calculated to report “residential water use” as residential gallons per capita per day (R-GPCD). Numbers are compared to water use in 2013. Currently there are no conservation mandates in place.

Please note that residential water use calculations, as defined by the State Board, currently do not distinguish between indoor and outdoor water use. So the R-GPCD you see in the table below is not comparable to the new standard for indoor water use of 50 gallons per person per day.

| <b>Crescenta Valley Water District<br/>Urban Water Supplier Monitoring Report</b> |                                                    |                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------|--------------------------|
| <b>Reporting Month</b>                                                            | <b>Water use reduction as<br/>compared to 2013</b> | <b>Calculated R-GPCD</b> |
| Jun-18                                                                            | 24%                                                | 97.2                     |
| May-18                                                                            | 23%                                                | 86.4                     |
| Apr-18                                                                            | 22%                                                | 83.6                     |
| Mar-18                                                                            | 30%                                                | 69.6                     |
| Feb-18                                                                            | -5%                                                | 90.0                     |
| Jan-18                                                                            | 1%                                                 | 83.4                     |
| Dec-17                                                                            | 3%                                                 | 97.9                     |
| Nov-17                                                                            | 16%                                                | 89.8                     |
| Oct-17                                                                            | 14%                                                | 102.3                    |
| Sep-17                                                                            | 21%                                                | 105.5                    |
| Aug-17                                                                            | 21%                                                | 108.0                    |
| Jul-17                                                                            | 16%                                                | 111.3                    |
| Jun-17                                                                            | 17%                                                | 107.0                    |

The District is currently exceeding its 20% by 2020 target. The table below summarizes the District's annual Gallons per capita per Day (GPCD). 20% by 2020 legislation was part of Governor Schwarzenegger's plan in 2008 to reduce statewide per capita urban water use.

| <b>Crescenta Valley Water District</b>                                     |                                            |                                                  |             |                               |
|----------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------|-------------------------------|
| <b>Reduction in Water Production based on 20% by 2020 Governor's Order</b> |                                            |                                                  |             |                               |
| <b>Year</b>                                                                | <b>Population (as Defined by the UWMP)</b> | <b>DWR GOAL - Gals per Capita per Day (GPCD)</b> | <b>GPCD</b> | <b>Total Water Production</b> |
|                                                                            |                                            |                                                  |             | <b>(AF/YR)</b>                |
| 2010                                                                       | 31612                                      |                                                  | 121.4       | 4299                          |
| 2011                                                                       | 31701                                      |                                                  | 124.6       | 4426                          |
| 2012                                                                       | 31790                                      |                                                  | 130.7       | 4654                          |
| 2013                                                                       | 31879                                      |                                                  | 131.4       | 4693                          |
| 2014                                                                       | 31968                                      |                                                  | 123.4       | 4418                          |
| 2015                                                                       | 32058                                      | 151.2                                            | 101.3       | 3638                          |
| 2016                                                                       | 32385                                      |                                                  | 104.1       | 3775                          |
| 2017                                                                       | 32710                                      |                                                  | 107.2       | 3928                          |
| 2018                                                                       |                                            |                                                  |             |                               |
| 2019                                                                       |                                            |                                                  |             |                               |
| 2020                                                                       |                                            | 141.6                                            |             |                               |

**RECOMMENDATION:**

Currently there is no staff recommendation in regards to SB 606 and AB 1668. Staff will participate in the implementation and development of these statutes as provided by the State Water Boards stakeholder process and will update the Board as information becomes available.

Prepared by:



Christy J. Scott

Submitted by:



Nem Ochoa  
General Manager

Attachments:

1. Fact Sheet

## Water Efficiency Legislation will Make California More Resilient to Impacts of Future Droughts

On May 31, 2018, [Governor Brown signed two bills](#) which build on the ongoing efforts to “make water conservation a California way of life.” SB 606 (Hertzberg) and AB 1668 (Friedman) reflect the dedicated work of many water suppliers, environmental organizations, and members of the Legislature.

SB 606 and AB 1668 emphasize *efficiency and stretching existing water supplies* in our cities and on farms. Efficient water use is the most cost-effective way to achieve long term conservation goals, as well provide the water supply reliability needed to adapt to the longer and more intense droughts climate change is causing in California.

Some have misinterpreted the immediate impact of this law. It **does not** impose individual mandates for homeowners or businesses. The mandates will fall on urban water suppliers – not customers.



### What Are the Specific Requirements for Urban and Agricultural Water Suppliers?

- Specifically, the bills call for creation of new urban efficiency standards for indoor use, outdoor use, and water lost to leaks, as well as any appropriate variances for unique local conditions. The State Water Board will adopt these standards by regulation no later than June 30, 2022, after full and robust public and stakeholder processes.
- Each urban retail water agency will annually, beginning November 2023, calculate its own **objective**, based on the water needed in its service area for efficient indoor residential water use, outdoor residential water use, commercial, industrial and institutional (CII) irrigation with dedicated meters, and reasonable amounts of system

water loss, along with consideration of other unique local uses (i.e., variances) and “bonus incentive,” or credit, for potable water reuse, using the standards adopted by the Board.

$$\begin{aligned}
 &\text{Urban Water Use Objective} = \\
 &\quad \text{Aggregate Residential Indoor Use} \\
 &\quad + \\
 &\quad \text{Aggregate Residential Outdoor Use} \\
 &\quad + \\
 &\quad \text{Aggregate CII outdoor use} \\
 &\quad \text{CII landscape areas with dedicated irrigation meters} \\
 &\quad + \\
 &\quad \text{Aggregate Water Loss} \\
 &\quad + \\
 &\quad \text{Aggregate Variances} \\
 &\quad + \\
 &\quad \text{Bonus Incentive} \\
 &\quad \text{Up to 15\% of objective}
 \end{aligned}$$

- Urban water agencies must meet their water use objective. Those that don't may be subject to enforcement by the Board. Starting in 2023, the State Water Board may issue informational orders to urban water suppliers that do not meet their water use objective, and may issue conservation orders beginning in 2025.
- The indoor water use standard will be 55 gallons per capita daily (GPCD) until January 2025; the standard will become stronger over time, decreasing to 50 GPCD in January 2030.
- The outdoor water use standard will be based on land cover, climate, and other factors determined by the Department of Water Resources and the State Water Resources Control Board. The State Water Resources Control Board will adopt the outdoor standard by June 2022.
- The water leaks standard will be set by the State Water Resources Control Board pursuant to prior legislation (SB 555, 2015) by July 2020.
- In addition, the Department of Water Resources and the State Water Resources Control Board will work collaboratively to define performance measures for Commercial, Institutional, and Industrial (CII) water use by October 2021. The State Water Board will adopt the CII performance measures by June 2022.
- To enhance drought planning and preparedness, urban water agencies also will be required to update urban water management plans that specify reliability of water supply, define the agency's strategy for meeting its water needs, including conducting annual “stress tests” of supply versus demand to ensure water service continuity assuming the five worst or driest years in the supplier's historical record.
- Agricultural water users will be required to expand existing agricultural water management plans to include an annual water budget that specifies water supply

versus use, and creates water efficiency objectives to improve both delivery and historical water loss.

- In addition, agricultural water users must provide specifics on how they will stretch their water supplies during long term, or multi-year droughts while meeting water allocation needs to grow crops and support livestock.

## **Background:**

Governor Brown's April 2017 [Executive Order](#) lifted his [January 2014](#) drought declaration for most of the state and replaced it with a long-term plan to better prepare the state for future droughts. The order included [establishing a framework](#) for efficient water use that reflects the state's diverse climate, landscape and population growth.

In April 2017, five state agencies (State Water Board, Department of Water Resources, Energy Commission, Public Utilities Commission, Department of Food and Agriculture) published a framework document that was used to formulate the water conservation legislation.

For more information, please visit our [webpage](#) on water conservation and efficiency statutes on the [State Water Resources Conservation Portal](#).

*(This fact sheet was last updated June 7, 2018)*

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4

July 24, 2018

**To:** Honorable President and Members of the Board of Directors  
**From:** Christy J. Scott  
**Subject:** Water Quality Update

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### **ACTION ITEM:**

**Water Quality Update** - Status report on Microbiological Sampling Procedures and Results

### **BACKGROUND:**

The District routinely monitors its distribution system by collecting weekly microbiological samples. As part of the State required sampling, one sample from each of the District's pressure zones is collected at a dedicated sample station every week and analyzed for Total and E. coli. Coliform as well as Heterotrophic Plate Count (HPC).

During the Month of April, The District had two (2) routine samples and one (1) repeat sample that were positive for Total Coliform. (E. coli and HPC results were within established Federal and State standards)

Staff investigation and review of the results and surrounding environmental factors indicated that the sample positives are most likely a contamination at the sample station sample port, and not representative of the water supplied to customers in the distribution system.

Therefore, the District submitted a request to the State for sample invalidation for the two total Coliform positive results at Sample Station #53, 4614 Rosemont under Title 22 Section 64425 (a) (1). All repeat sample(s) collected at the same tap as the original total coliform-positive sample also are total coliform-positive and all repeat samples collected within five service connections of the original tap are not total coliform-positive. The State Water Board approved the sample invalidation request and no further action is required by the State in regards to this event.

### **INITIAL INVESTIGATION:**

Following the positive coliform results, management staff met with the operations staff to discuss the conditions and procedures that were utilized during the pre-collection, sample collection, and transportation stages. The District completed a coliform sampling procedures and protocol review in the last year. All sample procedures were up to date and in good order. Both Samplers appeared to have followed all established procures, including precheck of the sample station as established in the last sampling procedure update.

**FOLLOW-UP INVESTIGATION:**

After the completion of this event, Staff met to discuss the initial findings of this event. From that meeting, staff developed a list of corrective actions and conducted further due diligence to address the potential for sample port contamination:

1. Revised Bacteriological Site Sampling Plan BSSP
  - a. Eliminate Sample Stations in unsafe locations
  - b. Eliminate Sample Stations that are not representative of water in the District's Distribution System
  - c. Combine and eliminate Sample Stations that are redundant and therefore are not utilized often.
2. Add a check list on the COC to verify that all established procedures from the SOP were acknowledged by the sampler
3. Research improved sample station configurations for possible replacements of existing sample stations as appropriate.

**SUMMARY:**

Staff is currently working on items identified in the follow-up investigation and implementing additional preventative measures as they are identified. Staff will continue to look for opportunities through training classes and seminars to keep the staff apprised of updated technologies and procedures in sample collection and testing as well as keeping the significance of microbiological testing in the forefront.

Prepared by:



Christy J. Scott

Submitted by:



Nem Ochoa  
General Manager



# CalPERS Reports Preliminary 8.6 Percent Investment Return for Fiscal Year 2017-18

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July 12, 2018

**Communications & Stakeholder Relations**

**Contact: Megan White, Information Officer**

**(916) 795-3991 - [newsroom@calpers.ca.gov](mailto:newsroom@calpers.ca.gov)**

**SACRAMENTO, Calif.** – CalPERS today reported a preliminary 8.6 percent net return on investments for the 12-month period that ended June 30, 2018. CalPERS assets at the end of the fiscal year stood at more than \$351 billion.

Strong returns came from the private equity program, which generated a 16.1 percent return, followed by public equity preliminary net returns of 11.5 percent. Real assets returned 8.0 percent, which included a 20.6 percent return from the infrastructure program.

Based on these preliminary fiscal year returns, the funded status of the overall CalPERS fund is an estimated 71 percent, an increase of 3 percentage points from the previous fiscal year. This estimate is based on a 7 percent discount rate.

"I am pleased we were able to exceed our expected rate of return based on our strong performance in the private and public equity portfolios," said Ted Eliopoulos, CalPERS chief investment officer.

"While it's important to note the portfolio's performance at the 12-month mark, I can't emphasize enough that we are long-term investors. We will pay pensions for decades, so we invest for a performance that will sustain the Fund for decades."

View Eliopoulos discussing the preliminary returns [here](#).



Additional returns include fixed income, which earned 0.4 percent, while inflation assets returned 9.3 percent for the fiscal year.

This brings total fund performance to 8.1 percent for the five-year time period, 5.6 percent for the 10-year time period, and 6.1 percent for the 20 -year time period. Over the past 30 years, the CalPERS fund has returned an average of 8.4 percent annually.

"While we are pleased with the positive returns, we're focused on improving our funded status," said Marcie Frost, CalPERS chief executive officer. "This will take time and will require us to explore new, forward-thinking approaches to our investments, particularly in private equity. Our primary goal is to ensure that our fund is strong for years to come."

Today's announcement includes asset class performance as follows:

|                  | Net Rate of Return | Performance Relative to Policy Benchmarks |
|------------------|--------------------|-------------------------------------------|
| Total Fund       | 8.6%               | (6) bps                                   |
| Public Equity    | 11.5%              | (42) bps                                  |
| Private Equity   | 16.1%              | (250) bps                                 |
| Fixed Income     | 0.4%               | 38 bps                                    |
| Real Assets      | 8.0%               | 119 bps                                   |
| Real Estate      | 6.8%               | (26) bps                                  |
| Infrastructure   | 20.6%              | 1416 bps                                  |
| Forestland       | 1.9%               | (187) bps                                 |
| Inflation Assets | 9.3%               | 37 bps                                    |
| Liquidity        | 1.7%               | 37 bps                                    |

Returns for real estate and private equity reflect market values through March 31, 2018.

CalPERS' 2017-18 final fiscal year investment performance will be calculated based on audited figures and will be reflected in contribution levels for the State of California and school districts in Fiscal Year 2019-20, and for contracting cities, counties and special districts in Fiscal Year 2020-21.

The ending value of the CalPERS fund is based on several factors and not investment performance alone. Contributions made to CalPERS from employers and employees, monthly payments made to retirees, and the performance of its investments, among other factors, all influence the ending total value of the Fund.

## About CalPERS

For more than eight decades, CalPERS has built retirement and health security for state, school, and public agency members who invest their lifework in public service. Our pension fund serves more than 1.9 million members in the CalPERS retirement system and administers benefits for more than 1.4 million members and their families in our health program, making us the largest defined-benefit public pension in the U.S. CalPERS' total fund market value currently stands at approximately \$356.82 billion. For more information, visit [www.calpers.ca.gov](http://www.calpers.ca.gov).

## Video



CalPERS Announces Preliminary  
8.6% Return for FY 2017-18

Video Length: 01:43

Crescenta Valley Water District  
2700 Foothill Boulevard  
La Crescenta, CA 91214

James and Carol Lewis  
2303 Teasley Street  
La Crescenta, CA 91214

6 July, 2018

Re: Repairs 6/23-7/2 (2018)

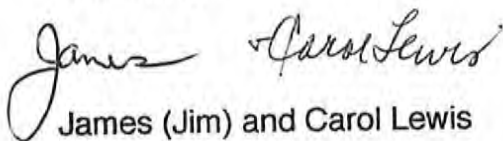
Dear Mr. Maxwell,

We are writing to ensure that you know about a few of your employees, to give our high commendation for a recent job that was well done. It was efficiently completed, with courtesy, consideration, and kindness on the part of the team supervised by Bryan Jones at and around our street and residence on the above dates. Alex in particular was noteworthy; there were 3-4 others - all of whom we think deserve thanks and praise.

We believe that they went above their "duty" and performed at their best every day. The leak was fixed and the area returned to it's former appearance - perhaps even better! Despite the inconvenience it caused, it was a pleasure to have them here at work.

Please convey our sincere appreciation to them again,

Yours truly,

  
James (Jim) and Carol Lewis

# CRESCENTA VALLEY WATER DISTRICT

## General Manager Report

**To:** Honorable President and Members of the Board of Directors  
**From:** Nem Ochoa, General Manager  
**Subject:** **General Manager Report**

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GM Report  
July 24, 2018

General Managers Report Topics:

- GM Activities

## STAFFING

Three employees have work anniversaries in July. Christina Olmedo – 12 years, Steve Dulay – 12 years and Morgen DuRose – 17 years.

As of July 20th the District has gone 1,501 Days without a lost time accident.

## GENERAL MANAGER ACTIVITIES

### Meetings:

|                                       |                                                |
|---------------------------------------|------------------------------------------------|
| Strategic Planning meeting            | - July 9 <sup>th</sup>                         |
| ULARA Watermaster meeting             | - July 12 <sup>th</sup>                        |
| Management staff meetings             | - July 9 <sup>th</sup> , July 16 <sup>th</sup> |
| Crescenta Valley Town Council meeting | - July 19 <sup>th</sup>                        |

Submitted by:



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Nem Ochoa  
General Manager

# Director Compensation Expense Report

## July 2018

| Name               | Meeting Date | Meeting/ Event         | Items Discussed                              | Meeting Compensation | Expense Reimbursement |
|--------------------|--------------|------------------------|----------------------------------------------|----------------------|-----------------------|
| Director Bodnar    | 07/10/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    | 07/13/18     | Executive Committee    | GM goals; Well 2 dedication, tours, schedule | \$ 90.00             |                       |
|                    | 07/24/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
| Director Claessens | 07/10/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    | 07/13/18     | Executive Committee    | GM goals; Well 2 dedication, tours, schedule | \$ 90.00             |                       |
|                    | 07/18/18     | Emergency Planning Com | Discussion with PWAG Emerg. Response Coord   | \$ 90.00             |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
| Director Erickson  | 07/10/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    | 07/19/18     | Engineering Com.       | Well 2 amendments; Grant Assist Consultant   | \$ 90.00             |                       |
|                    | 07/24/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
| Director Putnam    | 07/10/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    | 07/19/18     | Engineering Com.       | Well 2 amendments; Grant Assist Consultant   | \$ 90.00             |                       |
|                    | 07/24/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
| Director Tejeda    | 07/10/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    | 07/18/18     | Emergency Planning Com | Discussion with PWAG Emerg. Response Coord   | \$ 90.00             |                       |
|                    | 07/24/18     | Board Meeting          |                                              | \$ 90.00             |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |
|                    |              |                        |                                              |                      |                       |

# CRESCENTA VALLEY WATER DISTRICT

## MEMORANDUM

DATE: July 20, 2018  
TO: Engineering Committee  
FROM: David S. Gould, District Engineer  
SUBJECT: CVWD Engineering Committee Meeting No. 312

Following is a summary of Engineering Committee Meeting No. 312, held at 9:30 AM on July 19, 2018, at the CVWD main office, and was attended by the following:

---

|                                             |      |
|---------------------------------------------|------|
| Director Ken Putnam - Committee Chairperson | CVWD |
| Director Kerry Erickson                     | CVWD |
| Nem Ochoa – General Manager                 | CVWD |
| David Gould – District Engineer             | CVWD |
| Brook Yared – Senior Engineer               | CVWD |

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### **1. Status of Groundwater Wells and Well Capacity**

Mr. Gould presented an updated Water Production Chart showing the status of the daily water production and the breakdown between groundwater and FMWD production for 2016 – 2018 which showed groundwater production remaining fairly steady over the last few months. Director Putnam indicated his concern for the amount of imported water from FMWD and was the costs included in the budget. Mr. Gould responded that the increase in imported water production was included in the FY 18/19 budget including extra costs for purchasing Tier 2 water from FMWD.

### **2. Amendment to Contracts as part of Well 2 and Related Facilities for additional services**

Mr. Gould discussed staff's request to amend agreements and contracts for additional fees/costs for the completion of the Well 2 project. Mr. Gould presented a detailed summary of additional fees for quality control inspection and construction support services for Cannon and SA Associates. Mr. Gould also presented detail summary of additional contract services for construction from California Building Evaluation & Construction, Inc (CBEC), the installation of the AroNite Nitrate Removal Treatment System from APTwater and SCADA upgrades from Tesco Controls. Mr. Gould indicated that the additional funds were included in the FY 18/19 CIP Budget. Director Putnam expressed his concern about provide this information to the Engineering Committee at the end of the project instead of during construction. His concern was keeping the Board informed of the project costs. Director Erickson echoed Mr. Putnam's comments and suggested that staff provide up-to-date costs and project schedule as part of the monthly engineering and operations report. The Engineering Committee recommended approval of the various amendments to agreements/contracts. Director Putnam & Erickson asked staff to investigate additional grant funding to assist in offsetting the costs.

### **3. FY 2018/19 Grant Assistance Consulting Services**

Mr. Gould discussed using the services of John Robinson Consulting, Inc. (JRC) to provide assistance with research, information gathering, coordination and preparing grant applications for Federal, State and Local grant funding for CVWD projects such as Crescenta Valley County Park Stormwater Recharge Project and the Advanced Metering Infrastructure (AMI) program. Mr. Gould discussed the tasks completed by JRC for grant assistance and what is to be expected for FY 18/19. The Engineering Committee recommended approving the agreement with JRC for consulting services.

The next Engineering Committee meeting was scheduled for August 9, 2018 at 9:00AM

**Adjournment** - The Engineering Committee meeting was adjourned at 10:22 am on July 19, 2018.

**See CVWD Website [www.cvwd.com](http://www.cvwd.com)  
for the Engineering Committee Packet**

# **CRESCENTA VALLEY WATER DISTRICT**

2700 FOOTHILL BOULEVARD  
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Engineering Committee  
of the Crescenta Valley Water District

To be held on

July 19, 2018 at 9:30 AM

Posted July 18, 2018 at 9:00 AM

## Call to Order

## Adoption of Agenda

## Information Items

1. Status of Groundwater Wells and Well Capacity
2. Well #2 Re-activation and Nitrate Treatment Plant Project – Additional Services
  - a) Amendment to Contract for Quality Control Inspection Services - Cannon
  - b) Amendment to Contract for Construction Support Services – SA Associates
  - c) Amendment to Contract for Nitrate Removal Treatment System - APTwater
  - d) Amendment to Contract for SCADA Equipment – Tesco Controls
  - e) Amendment to Contract for Construction - California Building Evaluation & Construction
3. FY 2018/19 Grant Assistance Consulting Services

## Public Comments

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

## Committee Member's Request for Future Agenda Items

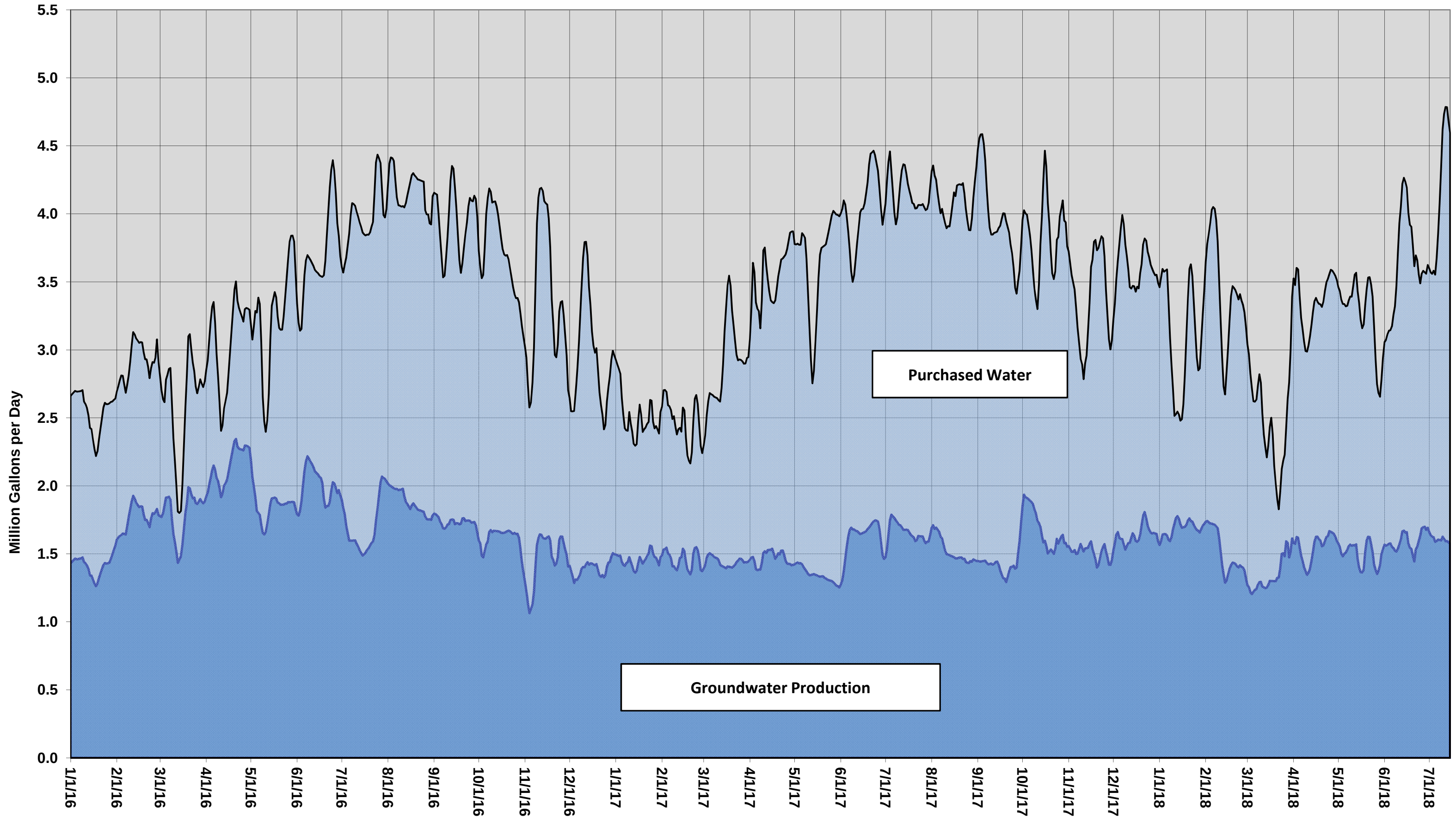
## Next Engineering Committee Meeting – August 16, 2018

## Adjournment



# Water Production Chart 2016 - 2018

■ Groundwater Production (MGD)    ■ Total Water (MGD)





# CRESCENTA VALLEY WATER DISTRICT

## STAFF REPORT

Information Item No. 2  
July 19, 2018

**To:** Engineering Committee  
**From:** David S. Gould, P.E. – District Engineer  
**Subject:** **Amendment to Contracts as part of Well 2 and Related Facilities, Project E-956**

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### **INFORMATION ITEM:**

**CVWD's Well 2 and Related Facilities, Project E-956** – Consideration and motion to authorize the General Manager to amend the following agreements and/or contracts:

- a) Amend agreement with Cannon Corporation for quality control inspection services related to the construction of Well 2 and related facilities at an additional cost of \$59,476.
- b) Amend agreement with SA Associates, Inc. for additional engineering and construction support services for Well 2 and related facilities at a cost of \$57,000.
- c) Amend contract with APTwater for additional services related to the installation of the new nitrate removal treatment system at a cost of \$48,292.
- d) Amend contract with Tesco Controls Inc. for additional services related to the installation and programming for the SCADA upgrades at a cost of \$10,680.
- e) Amend contract with California Building Evaluation & Construction, Inc. for the construction of Well 2 and related facilities at a cost of \$115,817.

### **DISCUSSION:**

The District issued the "Notice to Proceed" for construction of the Well 2 and related facilities on October 11, 2017 and the contractor California Building Evaluation & Construction, Inc (CBEC) had 210 calendar days to complete the project by May 9, 2018. CBEC mobilized on the site on November 13, 2017 and will be completed by July 20, 2018. The contract time was extended due to a number of change orders such as finding a building foundation from past construction, relocation of the sewer lateral, revising the building construction from a pre-fabricated building to a concrete masonry building and relocating the new electrical service. The extension of construction time also related to extra time for inspection and construction support services, which is discussed below.

Also, during construction, staff requested extra work from APTwater for the installation of the Nitrate Treatment Plant and additional work from Tesco Controls for SCADA integration and programming.

The following is a discussion of additional fees and construction change orders requested by the contractor and consultants.

#### **1. Cannon Corporation - Quality Control Inspection Services**

Cannon's agreement was approved in August 2017 to provide quality control inspection services for \$128,614, which covered the period from September 2017 to March 2018 and included a 10% contingency of \$12,861. An amendment to the agreement with Cannon for \$82,000 was approved in March 2018 for the period from March 2018 to May 2018. Staff requested a proposal for additional services to cover the period from June, 2018 to August 1, 2018 for on-site work and final project closeout. Cannon is requesting an additional \$59,476 to complete these services. The table below shows a summary of costs for Cannon services:

| <b>Cannon – Quality Control Inspection Services</b> | <b>Amount</b>    |
|-----------------------------------------------------|------------------|
| Original Agreement - 8/15/17                        | \$128,614        |
| 10% Contingency                                     | \$12,861         |
| Amendment No. 1 - 3/27/18                           | \$82,000         |
| Amendment No. 2 - 7/11/18                           | \$59,476         |
| <b>Revised Total as of 7/19/18</b>                  | <b>\$282,951</b> |

## **2. SA Associates, Inc. - Engineering and Construction Support Services**

SA Associates' agreement was approved in October 2015 to provide engineering design services for \$114,000 and included a 10% contingency of \$11,400. An amendment to the agreement with SA Associates for additional construction support services for \$71,600 was approved in September 2017 and covered services until May 2018. Staff requested a proposal for additional construction support services to cover the period from May, 2018 to July, 2018 for construction support services. SA Associates is requesting an additional \$57,000 to complete these services. The table below shows a summary of costs for SA Associates services:

| <b>SA Associates, Inc. - Engineering and Construction Support Services</b> | <b>Amount</b>    |
|----------------------------------------------------------------------------|------------------|
| Original Agreement – 10/6/15                                               | \$114,000        |
| 10% Contingency                                                            | \$11,400         |
| Amendment No. 1 – 9/5/17                                                   | \$71,600         |
| Amendment No. 2 - 7/11/18                                                  | \$57,000         |
| <b>Revised Total as of 7/19/18</b>                                         | <b>\$254,000</b> |

## **3. APTwater – ARoNite Nitrate Removal Treatment System**

APTwater was awarded a contract in December 2015 for the design and installation of the ARoNite Nitrate Removal Treatment System for a total cost of \$625,000. Staff has requested additional on-site services related to the installation of the treatment system for a cost of \$48,292 and the total is shown in the table below:

| <b>APTwater – ARoNite Nitrate Removal Treatment System</b> | <b>Amount</b>    |
|------------------------------------------------------------|------------------|
| Original Contract – 12/8/15                                | \$625,000        |
| Change Order No. 1                                         | \$48,292         |
| <b>Revised Total as of 7/19/18</b>                         | <b>\$673,292</b> |

## **4. Tesco Controls, Inc - SCADA upgrades**

Tesco Controls was awarded a contract in December 2017 for the procurement of SCADA equipment and programming for a total cost of \$32,920. Staff has requested for additional services related to additional programing needed for the system at a cost of \$10,680 and the total is shown in the table below:

| <b>Tesco Controls – SCADA Upgrades</b> | <b>Amount</b>   |
|----------------------------------------|-----------------|
| Original Contract – 12/8/15            | \$32,920        |
| Change Order No. 1                     | \$10,680        |
| <b>Revised Total as of 7/19/18</b>     | <b>\$43,600</b> |

## **5. California Building Evaluation & Construction – Contractor**

California Building Evaluation & Construction, Inc (CBEC) contract was approved in September 2017 for the construction of Well 2 and related facilities for \$1,246,089 and included a 10% contingency of \$124,609 for unforeseen costs. Change Order No. 1 to No. 22 (See attached list) were approved by staff and were within the 10% contingency approved by the Board. Change Order Nos. 23 – 41 were reviewed and conditionally approved by staff for an additional \$133,218 to complete the project. The table below shows the final costs for CBEC.

| <b>California Building Evaluation &amp; Construction - Construction</b> | <b>Amount</b>      |
|-------------------------------------------------------------------------|--------------------|
| Original Contract – 9/19/18                                             | \$1,246,089        |
| Change Order No. 1 – No. 23 (10% Contingency)                           | \$124,609          |
| Additional Change Order No. 23 – No. 41                                 | \$115,817          |
| <b>Revised Total as of 7/19/18</b>                                      | <b>\$1,486,515</b> |

**FUNDING AVAILABILITY:**

The following table is a summary of the original cost breakdown and the updated cost breakdown based on the requests as shown about. The FY 18/19 CIP budget requested an additional \$410,000 to complete the project which is shown in the table below:

| Account Description                                                                                  | Original Grant and Cost Breakdown | Updated Project Cost Breakdown | Amount Over/Under Budget |
|------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|--------------------------|
| Greater Los Angeles County IRWM 2015                                                                 | <b>\$1,825,000</b>                | <b>\$1,825,000</b>             |                          |
| <i>Amount reimbursed from Grant (39%)</i>                                                            | <i>\$705,775</i>                  | <i>\$705,775</i>               |                          |
| <i>CVWD Costs (61%)</i>                                                                              | <i>\$1,119,225</i>                | <i>\$1,119,225</i>             |                          |
| <b>Breakdown of Project Costs</b>                                                                    |                                   |                                |                          |
| Contract – Engineering Services - SA Associates                                                      | \$197,000                         | \$254,000                      | (\$57,000)               |
| Contract – APTwater for ARoNite Nitrate Treatment System                                             | \$625,000                         | \$673,292                      | (\$48,292)               |
| Contract – Royal Wholesale Electric for MCC & Switch Board                                           | \$98,547                          | \$102,737                      | (\$4,190)                |
| Contract - Construction - CBEC                                                                       | \$1,245,501                       | \$1,246,089                    | \$0                      |
| Construction - 10% Contingency                                                                       | \$124,550                         | \$240,427                      | (\$115,817)              |
| Contract - Quality Control Inspection Services - Cannon                                              | \$141,475                         | \$141,475                      | \$0                      |
| Additional Services - Quality Control Inspection Services - Cannon                                   | \$82,000                          | \$141,476                      | (\$59,476)               |
| Contract - SCADA system upgrades - Tesco Controls                                                    | \$32,920                          | \$43,600                       | (\$10,680)               |
| Misc. Costs - Soil inspection, permitting fees, construction staking, labor compliance & misc. costs | \$10,007                          | \$120,000                      | (\$109,993)              |
| <b>Total Estimated Cost for Design &amp; Construction</b>                                            | <b>\$2,557,000</b>                | <b>\$2,962,508</b>             | <b>(\$405,508)</b>       |
| <b>Amount Remaining for Well 2 Project</b>                                                           | <b>(\$732,000)</b>                | <b>(\$1,137,508)</b>           |                          |
| Transfer of funds - FY 17/18 CIP                                                                     | <b>\$235,000</b>                  | <b>\$235,000</b>               |                          |
| Transfer of Funds from CVWD's MTBE Reserves                                                          | <b>\$500,000</b>                  | <b>\$500,000</b>               |                          |
| FY 18/19 - Well 2 Project Funding                                                                    |                                   | <b>\$410,000</b>               |                          |
| <b>Remaining Funds</b>                                                                               | <b>\$3,000</b>                    | <b>\$7,492</b>                 |                          |

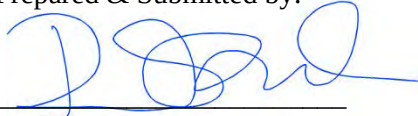
**Cost/Benefit Analysis:**

The original cost-benefit analysis prepared by staff with respect to annual savings for purchasing less imported water showed a payback period of 10.8 years for CVWD's capital investment in September 2017. Staff adjusted the cost-benefit analysis with the revised total budget (as shown above) and it shows a payback period of 12.6 years.

**RECOMMENDATION:**

It is staff's recommendation to authorize the General Manager to amend agreements with Cannon for quality control inspection services and SA Associates for construction support services. Also, authorize the General Manager to amend contracts with APTwater, Tesco Controls and CBEC. Funding for these amendments to agreements/contracts was made available as part of the FY 18/19 CIP budget.

Prepared & Submitted by:

A handwritten signature in blue ink, appearing to read 'D. Gould', is written over a horizontal line.

David S. Gould, P.E.  
District Engineer

Attachments: -

1. Cannon – Request for Additional Fees
2. SA Associates - Request for Additional Fees
3. APTwater – Summary of T & M Costs
4. Tesco Controls – Request for Change Order
5. California Building Evaluation & Construction – Summary of Change Orders





*Proposal: Additional CM/PW Observation Services for  
CVWD's Well No. 2 and Related Facilities, Project  
E-956, Amended Service Agreement (ASA) 2*

ASA No. 2 Cost Summary for additional CM and PW Observation of the project for an estimated completion date of the end of July as follows:

|                                                  |                     |
|--------------------------------------------------|---------------------|
| CM                                               | \$26,887.00         |
| PW Observation                                   | \$37,496.00         |
| <u>Available Budget End of May</u>               | <u>(\$4,906.56)</u> |
| Total ASA 2 for additional CM and PW Observation | \$59,476            |

If this ASA meets with your approval, please execute an amendment to our contract. The fees quoted in this proposal are valid from 60 days from this date and are based upon current California Prevailing Wages.

Sincerely,

A handwritten signature in blue ink, reading "Gary O. Roepke", is written over a light blue rectangular background.

Gary Roepke, PE No. 48693  
Senior Principal Engineer



July 12, 2018

David S. Gould, P.E.  
District Engineer  
Crescenta Valley Water District  
2700 Foothill Blvd.  
La Crescenta, CA 91214

Project: CVWD Well No. 2 and Related Facilities – Construction Support Services

Subject: Request for Additional Fee (Revised)

Dear David:

This letter is to request an adjustment to our fee to provide Construction Support Services for Well No. 2 and related facilities. The original completion date for the project, based on a schedule of 210 calendar days, had a starting date of November 6, 2017, and a completion date of May 22, 2018. Based on conversations at Progress Meeting No. 15 on March 15, 2018, the Contractor is now estimating the completion date to be July 20, 2018.

The reasons for the additional fee are as follows:

1. Shop Drawings: Our proposal of August 22, 2017, included 25 submittals and resubmittals. At present, we have reviewed 61 submittals and resubmittals. This does not include shop drawings reviewed for the change of the operations building from prefabricated to masonry, discussed below.
2. Operations Building: The Contractor had agreed to pay \$4,500 for the change of the Operations Building from prefabricated to masonry. The structural costs will exceed this number; however, we will absorb the difference.
3. Requests for Information (RFIs) and Requests for Clarification (RFCs): The original proposal included 10 RFIs and RFCs. At present, we have responded to more than 41 RFIs assigned to SA Associates. This does not include RFIs for the electrical work. We anticipate a few more RFIs until the end of construction. We have absorbed some of the costs in this item as well, which will help defray costs to CVWD.
4. Change Orders: In our original proposal, it was anticipated that the change orders would be handled by the Construction Manager and that SA Associates would provide support services on a time and materials basis. We will absorb these costs also.
5. Progress Meetings: Our original proposal included 3 meetings with the District and Contractor. At present, we have attended 27 meetings and anticipate 1 more for a total of 28 meetings to completion of the project. We will absorb some of the costs for the Project Manager.
6. Grading: We spent an exorbitant amount of time to resolve the grading issue. Several alternatives were prepared, presented, and reviewed. We also sent a couple of staff members to survey the earthwork to arrive at accurate calculations. We estimate the project cost to be about \$9,000. However, due to CVWD's budget constraints, we are requesting only \$4,000.
7. Miscellaneous: There were miscellaneous other items such as the eye wash station, door louvers in the Operations Building, electrical, etc. We will absorb these costs.



Crescenta Valley Water District  
Well No. 2 and Related Services  
Request for Additional Fee for Construction Support Services  
July 12, 2018

We anticipate the fee for the above work is as follows:

| <u>No.</u>   | <u>Task</u>         | <u>Amount</u>    |
|--------------|---------------------|------------------|
| 1            | Shop Drawings       | \$ 12,000        |
| 2            | Operations Building | \$ -----         |
| 3            | RFIs                | \$ 27,000        |
| 4            | Change Orders       | \$ -----         |
| 5            | Progress Meetings   | \$14,000         |
| 6            | Grading             | \$ 4,000         |
| 7            | Miscellaneous       | \$ -----         |
| <b>Total</b> |                     | <b>\$ 57,000</b> |

A breakdown of the hours is also attached.

Thank you for your consideration. Please call me if you have any questions.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Shahnawaz Ahmad', is written over a faint, rectangular background.

Shahnawaz Ahmad, P.E.  
President





**CRESCENTA VALLEY WATER DISTRICT**

**WELL NO. 2 - CONSTRUCTION SUPPORT SERVICES**

**Additional Fee Estimate (7-12-18)**

| Task         | Item                | PM        | Engr       | CAD      | Elec.    | Str,     | Sec.      | Direct<br>Costs | Total      |                 |
|--------------|---------------------|-----------|------------|----------|----------|----------|-----------|-----------------|------------|-----------------|
|              |                     |           |            |          |          |          |           |                 | Hours      | \$              |
| 1            | Shop Drawings       | 10        | 66         |          |          |          | 8         | \$136           | 84         | \$12,000        |
| 2            | Operations Building |           |            |          |          |          |           |                 | 0          | \$0             |
| 3            | RFI's/RFC's         | 8         | 172        |          |          |          | 8         | \$928           | 188        | \$27,000        |
| 4            | Change Orders       |           |            |          |          |          |           |                 | 0          | \$0             |
| 5            | Progress Meetings   | 26        | 56         |          |          |          | 8         | \$156           | 90         | \$14,000        |
| 6            | Grading             | 2         | 20         | 8        |          |          |           | \$36            | 30         | \$4,000         |
| 7            | Misc.               |           |            |          |          |          |           |                 | 0          | \$0             |
| <b>TOTAL</b> |                     | <b>46</b> | <b>314</b> | <b>8</b> | <b>0</b> | <b>0</b> | <b>24</b> | <b>\$1,256</b>  | <b>392</b> | <b>\$57,000</b> |

**APTwater**  
**Revised Payment Schedule - Updated 07-18-18**

| <b>Payment Schedule</b>                                                                               | <b>Payment Amount</b> | <b>Due Date</b> | <b>Fiscal Year</b> | <b>Percentage</b> | <b>Date Paid</b> |
|-------------------------------------------------------------------------------------------------------|-----------------------|-----------------|--------------------|-------------------|------------------|
| 20% -Invoiced and due immediately with the signed and executed purchase contract.                     | \$125,000             | Jan-16          | FY 15/16           | 20%               | 1/11/2016        |
| Invoiced upon CVWD's approval of drawings.                                                            |                       |                 |                    | 30%               |                  |
| 50% Submittal - 15%                                                                                   | \$93,750              | Jul-16          | FY 16/17           |                   | 8/31/2016        |
| 100% Submittal - 10%                                                                                  | \$62,500              | Sep-16          | FY 16/17           |                   | 12/8/2016        |
| Final Submittal - 5%                                                                                  | \$31,250              | Dec-16          | FY 16/17           |                   | 12/31/2016       |
| 25% - Invoiced prior to shipment of the ARoNite system to the project site                            | \$156,250             | Dec-17          | FY 17/18           | 25%               | 11/30/2017       |
| 15% - Invoiced upon shipment of the ARoNite system to the project site                                | \$93,750              | Mar-18          | FY 17/18           | 15%               | 2/18/2018        |
| 10% - Invoiced within thirty (30) days of completion of equipment installation and successful startup | \$62,500              | May-18          | FY 17/18           | 10%               |                  |
| Total                                                                                                 | \$625,000             |                 |                    | 100%              |                  |
| Extra Work                                                                                            |                       |                 |                    |                   |                  |
| Extra Work - March & April 2018                                                                       | \$31,821              |                 |                    |                   | 5/25/2018        |
| Extra Work - Frieght                                                                                  | \$9,083               |                 |                    |                   | 6/29/2018        |
| Extra Work - May & June 2018                                                                          | \$7,388               |                 |                    |                   | 7/18/2018        |
| <b>Revised Total</b>                                                                                  | <b>\$673,292</b>      |                 |                    |                   |                  |

To: Crescenta Valley Water District  
Attn: David S. Gould, PE  
Re: Crescenta Valley Water District  
Well 2 PLC Relocation Program Additions

Quote Date: 6/25/2018  
Quote No.: COQ1  
Project No.: T-17184XM

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following request for change order pertaining to the above-referenced project.

CVWD has an emergency interconnection with DWP at the Ordunio Reservoir location. The two water systems are connected via a flow control valve and flow meter. CVWD would use this connection in the event of a major outage with The Metropolitan Water District (MWD) to augment or maintain CVWD's storage capacity as well as giving CVWD the ability to provide water to Foothill Municipal Water District (FMWD) through a second interconnection located at the Williams Reservoir location.

I/O changes and associated program modifications will include the following:

- Digital Output 3=DWP valve OPEN
- Digital Output 4=DWP valve CLOSE
- DO's 3 and 4 to be controlled by a PID loop for a desired flow rate in GPM (0-1000 gpm). PID to look at Flow meter on Analog Input Channel 9
- Analog Input Channel 9=DWP flow meter (0-1000 gpm)
- Analog Input Channel 10=Flow to sewer/waste 0-1000 gpm)

The scope also includes LIQV RTU program and network modifications to maintain a desired APT Water Feed Tank Level using the Well 2 VFD speed command. TESCO will also include the addition of APT package digital outputs onto the LIQV display for local monitoring.

| Item                     | Qty | Description                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                        | Lot | <b>Professional Services:</b> <ul style="list-style-type: none"> <li>▪ Engineering</li> <li>▪ PLC Programming – program modifications, on site startup assistance</li> <li>▪ Networking/Telemetry</li> <li>▪ Field Service – installation verification, calibrations, field testing, and startup</li> <li>▪ Unmanaged Ethernet switch with mounting bracket</li> </ul> |
| <b>TOTAL FOR ITEM 1:</b> |     | <b>\$10,680.00</b>                                                                                                                                                                                                                                                                                                                                                     |

## Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.

- Instrumentation, devices, components, or equipment not defined by the above quotation.
- Fiber optic patch panels, cable, splicing or terminations.
- Any 3<sup>rd</sup> party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
- Interconnection or loop diagrams for equipment not furnished by TESCO.

## Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Price does include applicable sales tax, use tax, and applicable fees.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

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

Sincerely,

TESCO CONTROLS, INC.



Richard Martinez  
Technical Sales  
rmartinez@tescocontrols.com

|                     |                                                                                                  |                        |                      |                                   |
|---------------------|--------------------------------------------------------------------------------------------------|------------------------|----------------------|-----------------------------------|
| <b>Change Order</b> | <b>10% Contract - Approved by CVWD</b>                                                           |                        | <b>\$124,550.10</b>  |                                   |
| <b>CO #</b>         | <b>Description</b>                                                                               | <b>Approved Amount</b> | <b>Running Total</b> | <b>Comment</b>                    |
| 1                   | Additional Permits & Fees to City of Glendale                                                    | \$8,675.86             | \$115,874.24         | Approved by Cannon & CBEC         |
| 2                   | Extra Tree Removal around Ordunio Reservoir                                                      | \$7,000.00             | \$108,874.24         | Approved by CVWD & CBEC           |
| 3                   | Misc Concrete                                                                                    | \$0.00                 | \$108,874.24         | Included in CO #4                 |
| 4                   | Removal of Unforeseen & Buried Concrete under Building Pad                                       | \$20,000.00            | \$88,874.24          | Approved by Cannon & CBEC         |
| 5                   | Credit - Change Building from Pre-Fabricated Building to a Concrete Masonry Building - Credit    | (\$4,500.00)           | \$93,374.24          | Approved by Cannon & CBEC         |
| 6                   | Relocation of Water line - Credit due to no construction needed                                  | (\$69,750.00)          | \$163,124.24         | Approved by CVWD & CBEC           |
| 7                   | Installing a new 3/4" PVC Chlorine Sample Line from inlet/outlet piping to operations building   | \$14,000.00            | \$149,124.24         | Approved by CVWD & CBEC           |
| 8                   | Install Erosion Control for site as required by City of Glendale                                 | \$7,338.90             | \$141,785.34         | Approved by Cannon & CBEC         |
| 9                   | Additional Perforated Sub drain for Retaining Wall                                               | \$2,057.54             | \$139,727.80         | Approved by Cannon & CBEC         |
| 10                  | Relocation of onsite Storm Drain outside of tree root system                                     | \$17,449.60            | \$122,278.20         | Approved by Cannon & CBEC         |
| 11                  | Relocation of Sewer Lateral from location provided by City of Glendale                           | \$42,000.00            | \$80,278.20          | Approved by Cannon & CBEC         |
| 12                  | Installation of 3/4" Gas Line to Operations Building                                             | \$7,000.00             | \$73,278.20          | Approved by CVWD & CBEC           |
| 13                  | Assist APTwater with installing equipment                                                        | \$0.00                 | \$73,278.20          | Approved by CVWD & CBEC           |
| 14                  | Additional Slurry Backfill for shallow water line                                                | \$3,236.31             | \$70,041.89          | Approved by Cannon & CBEC         |
| 15                  | Relocation of 4" ABS drain line inside Operations Building                                       | \$6,000.00             | \$64,041.89          | Approved by CVWD & CBEC           |
| 16                  | Removal and replacement of sidewalk on Lowell Ave for the new GWP Electrical Service             | \$20,500.00            | \$43,541.89          | Approved by CVWD & CBEC           |
| 17                  | Relocation of Antenna Mast and Conduit                                                           | \$2,500.00             | \$41,041.89          | Approved by CVWD & CBEC           |
| 18                  | Replacement of 1" conduit with larger 2" Conduit for electrical service from Nitrate Bldg to MCC | \$1,800.00             | \$39,241.89          | Approved by CVWD & CBEC           |
| 19                  | Credit for connection to existing sewer lateral                                                  | (\$10,000.00)          | \$49,241.89          | Approved by CVWD & CBEC           |
| 20                  | Request for Time Extension                                                                       | \$0.00                 | \$49,241.89          | Extend - 26 Days to June 29, 2018 |
| 21                  | Credit to remove a 4" Mag Meter for the waste line                                               | (\$2,100.00)           | \$51,341.89          | Approved by CVWD & CBEC           |
| 22                  | Re-installation of 3" sewer meter & vault                                                        | \$34,000.00            | \$17,341.89          | Approved by CVWD & CBEC           |
| 23                  | Remove & replace existing booster pumps                                                          | \$25,000.00            | (\$7,658.11)         | Approved by CVWD & CBEC           |
| 24                  | Install 4" Gate Valve on discharge piping                                                        | \$0.00                 | (\$7,658.11)         | Approved by CVWD & CBEC           |
| 25                  | Installing wiring from MCC to SCADA RTU                                                          | \$5,000.00             | (\$12,658.11)        | Approved by CVWD & CBEC           |
| 26                  | Revised site grading and adding curb & gutter                                                    | \$48,500.00            | (\$61,158.11)        | Approved by CVWD & CBEC           |
| 27                  | Additional door hardware for Operations Building                                                 | \$7,200.00             | (\$68,358.11)        | Approved by CVWD & CBEC           |

| <b>Change Order</b> | <b>10% Contract - Approved by CVWD</b>                                                          |                        | <b>\$124,550.10</b>   |                         |
|---------------------|-------------------------------------------------------------------------------------------------|------------------------|-----------------------|-------------------------|
| <b>CO #</b>         | <b>Description</b>                                                                              | <b>Approved Amount</b> | <b>Running Total</b>  | <b>Comment</b>          |
| 28                  | Credit to delete cabinet and tables inside the Operations Building                              | (\$6,000.00)           | (\$62,358.11)         | Approved by CVWD & CBEC |
| 29                  | Install a 10' high chain link fence in lieu of 6' high chain link fence around Nitrate Building | \$3,150.00             | (\$65,508.11)         | Approved by CVWD & CBEC |
| 30                  | Additional Keypad Access to Entrance Gate                                                       | \$2,250.63             | (\$67,758.74)         | Approved by CVWD & CBEC |
| 31                  | Unforeseen Concrete - 2                                                                         | \$15,000.00            | (\$82,758.74)         | Approved by CVWD & CBEC |
| 32                  | Additional Wires for the Flowmeter                                                              | \$9,000.00             | (\$91,758.74)         | Approved by CVWD & CBEC |
| 33                  | Relocate flowmeter & 4" valve                                                                   | \$7,000.00             | (\$98,758.74)         | Approved by CVWD & CBEC |
| 34                  | Concrete Pads for pipe supports & Furnish & Install (3) 4" Bollards for Gas Meter               | \$6,000.00             | (\$104,758.74)        | Approved by CVWD & CBEC |
| 35                  | Repair fence along existing retaining wall                                                      | \$2,340.00             | (\$107,098.74)        | Approved by CVWD & CBEC |
| 36                  | Form & Pour 10' long curb at the west end                                                       | \$2,055.77             | (\$109,154.51)        | Approved by CVWD & CBEC |
| 37                  | Additional Grading & Hauling out of Excess Dirt                                                 | \$14,000.00            | (\$123,154.51)        | Approved by CVWD & CBEC |
| 38                  | Construction Water Bills from GWP                                                               | \$1,892.09             | (\$125,046.60)        | Approved by CVWD & CBEC |
| 39                  | Credit for APTwater installing equipment                                                        | (\$1,600.00)           | (\$123,446.60)        | Approved by CVWD & CBEC |
| 40                  | Credit for deleting air vac assembly n Discharge Piping                                         | (\$750.00)             | (\$122,696.60)        | Approved by CVWD & CBEC |
| 41                  | Overtime back charge - Cannon                                                                   | (\$6,820.00)           | (\$115,876.60)        | Approved by CVWD & CBEC |
|                     |                                                                                                 |                        |                       |                         |
|                     |                                                                                                 |                        |                       |                         |
| <b>Total</b>        |                                                                                                 | <b>\$240,426.70</b>    | <b>(\$115,876.60)</b> |                         |

# CRESCENTA VALLEY WATER DISTRICT

## STAFF REPORT

Information Item No. 3  
July 19, 2018

**To:** Engineering Committee  
**From:** David S. Gould, P.E. – District Engineer  
**Subject:** Award of Contract – FY 2018/19 Grant Assistance Consulting Services, Project M-965

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### **INFORMATION ITEM:**

**FY 2018/19 Grant Assistance Consulting Services, Project M-965** - Consideration and motion to authorize the General Manager to enter into an agreement with John Robinson Consulting to provide services for coordination and preparation of applications for State and Federal Grants at a cost of \$30,000 and establish a contingency amount of \$3,000 (10% of contract) to cover the cost of additional work

### **BACKGROUND:**

In FY 17/18, staff utilized the services of John Robinson Consulting, Inc. (JRC) to provide assistance on a number of projects and with research and information gathering on obtaining various Federal, State and Local grant funding for CVWD project's as shown below:

- Attended the Greater Los Angeles County Region Integrated Regional Water Management Plan (IRWMP) and the Upper Los Angeles River (ULAR) Sub-region steering committee meetings and reporting on the current status of the Prop 84 grant program
- Coordinating stakeholder meetings for CVWD's Crescenta Valley County Park (CVC Park) Stormwater capture project with City of Glendale, Los Angeles County Department of Parks & Recreation and Los Angeles County Department of Public Works
- Investigate Federal Emergency Management Agency (FEMA) grant funding to potentially assist with the design and/or construction for the repairs to the Lower Pickens Canyon water pipeline crossing
- Investigate United States Bureau of Reclamation (USBR) grant funding for CVWD's Advanced Meter Infrastructure (AMI) program
- Project management services for CVWD's Well 2 and related facilities project including coordinating with City of Glendale on permitting issues

JRC's consulting contract was for \$30,000, which was included in the FY 17/18 Administrative Consultants budget.

### **DISCUSSION:**

Staff requested JRC to provide a new proposal for grant assistance and project management services during FY 18/19 that includes the following:

1. Crescenta Valley County Park Storm Water Project:
  - a. Coordination with potential project partners - City of Glendale, Glendale Water & Power, County of Los Angeles Department Parks & Recreation and Los Angeles County Department of Public Works
  - b. Assist CVWD with conversations with SWRCB Division of Water Rights and Los Angeles Department of Water & Power regarding diverting stormwater flow and surface water rights discussions
  - c. Assist CVWD with the development of a Conceptual Stormwater Capture and Improvement Plan for CVC Park
  - d. Assist CVWD with the development of the overall project development costs for the project
  - e. Assist CVWD with determining and developing CEQA documentation
  - f. Assist CVWD with obtaining grant funding through the Prop 1 IRWMP process
2. Coordinate with CVWD to research other grant opportunities to support CIP projects including grants through USBR, FEMA and DWR
3. Assist CVWD with financing opportunities such as State Water Resource Control Board Division of Financial Assistance Drinking Water State Revolving Funding for future CIP projects

JRC provided a proposal dated July 11, 2018 (see attached) for \$30,000 to provide grant assistance and project management services for FY 18/19.

**RECOMMENDATION:**

Staff recommends that the Engineering Committee approves the General Manager to enter into an agreement with John Robinson Consulting, Inc. for \$30,000 for grant assistance and project management services for FY 18/19 at the July 24, 2018 Board meeting.

**ENVIRONMENTAL REVIEW:**

N/A

**FUNDING AVAILABILITY:**

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

| Account Description                                     | Amount     |
|---------------------------------------------------------|------------|
| FY 18/19 Administrative Consultants                     | \$105,000  |
| Grant Assistance and Project Management Services        | <\$30,000> |
| Contingency amount to cover the cost of additional work | <\$3,000>  |
| Total Cost                                              | <\$33,000> |
| Amount Remaining in FY 17/18 Administrative Consultants | \$72,000   |

Prepared & Submitted by:



David S. Gould, P.E.  
District Engineer

Attachments:

1. John Robinson Consulting, Inc. proposal dated July 11, 2018





July 11, 2018

Mr. David Gould, District Engineer  
Crescenta Valley Water District  
2700 Foothill Boulevard  
La Crescenta CA 91214

Subject: Letter Proposal to Provide On-Call Consulting

Dear Mr. Gould:

John Robinson Consulting, Inc. (JR Consulting) is pleased to offer is letter proposal to Crescenta Valley Water District (CVWD) based on our discussion on July 3<sup>rd</sup> which reviewed the progress with the 2017-2018 on-call consulting contract and brainstormed scope of services for the 2018-2019 on-call contract. Our firm is a California S Corporation, is certified as Small Business Enterprise (SBE) by Metropolitan Water District and is located locally in Pasadena. This letter proposal outlines our recommended scope of service, schedule and compensation.

## **SCOPE OF SERVICES**

### **Task 1: Crescenta Valley County Park Storm Water Project:**

JR Consulting will assist CVWD and their consultant (Wood Environment & Infrastructure Solutions, Inc. aka Amec Foster Wheeler) with the next steps of implementation including the followings:

- A. Coordination with potential project partners (City of Glendale, Glendale Water & Power, County of Los Angeles Department Parks & Recreation (LACDPR) and Los Angeles County Department of Public Works.
- B. Assist CVWD with conversations with SWRCB Division of Water Rights and Los Angeles Department of Water & Power regarding Pueblo surface water rights discussions.
- C. Assist CVWD with the development of a Conceptual Plan being led by Wood, Inc.
- D. Assist CVWD with the development of the overall project development costs for the project being led by Wood, Inc.
- E. Assist CVWD with the development of an environmental documentation for the project (mitigated negative declaration or potentially environmental impact report)
- F. JR Consulting will assist CVWD with obtaining grant funds for the Crescenta Valley County Park Stormwater Recharge Facility (See deliverable and schedule below). CVWD wants to install a stormwater recharge facility at the Crescenta Valley County (CVC) Park to capture and infiltrate stormwater and dry-weather flow within the Verdugo Wash to recharge the Verdugo Basin. CVC Park which is owned by the LACDPR, located within the County of Los Angeles and surrounded by the City of Glendale provides a rich partnership project opportunity to implement the goal for the

stormwater recharge facility to increase groundwater supplies, improve local water supply reliability particularly during times of drought, improve groundwater quality and reduce surface water runoff within CVC Park. The potential grant being investigated would be the 2017 Integrated Regional Water Management Grant Program, Chapter 7 under Department of Water Resources.

**Deliverable:** *JR Consulting in coordination with CVWD staff would pursue Prop 1 IRWM Grant Program, Chapter 7 funding. JR Consulting will coordinate with ULAR as well as GLAC to submit the project for consideration. JR Consulting will attend key ULARA monthly meetings.*

**Schedule:** *Prop 1 IRWM Grant applications are expected to begin in Spring 2019.*

## **Task 2 – Grant Opportunities:**

JR Consulting will coordinate with CVWD to research other grant opportunities to support CIP projects including those grants listed below

**Task 2-1:** JR Consulting will investigate Federal Emergency Management Agency (FEMA) grant funding to potentially assist with the design and/or construction for potential at risk facility such as seismic upgrade studies for CVWD's reservoirs.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential FEMA funding for design and/or construction for potential at risk facility such as seismic upgrade studies for CVWD's reservoirs.*

**Schedule:** *FEMA grants can be submitted anytime but typically new applications occur from November 2018 to February 2019.*

**Task 2-2:** JR Consulting will investigate United States Bureau of Reclamation (USBOR) funding to help offset CVWD's investments into AMI installation in the service area. CVWD current installation is estimated at approximately 4,000 AMI installation on meters installed in the late 1970's to mid-1980 with measurable improvements in losses of approximately 4.0%. The potential funding would help accelerate the remaining installation as well as the development of a fixed area network to have the AMI meters to be read automatically versus manually.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential USBOR funding AMI installations as well as fixed area network.*

**Schedule:** *USBOR issues Proposed Solicitation Packages (PSPs) in October to mid-November. After the PSPs are approved grants can be submitted typically from November 2018 to February 2019.*

**Task 2-3:** JR Consulting will investigate the potential to obtain a State Water Resource Control Board Division of Financial Assistance Drinking Water State Revolving Funding for capital improvement projects (CIP) which could be provided at a low interest loan (2.875%). JR

Consulting is currently developing a DWSRF application package for another water retailer and will take that knowledge of the process and make recommendations to CVWD based upon CVWD 5-year CIP.

**Deliverable:** *JR Consulting will investigate and provide the findings to CVWD regarding potential SWRCB DFA DWSRF future CVWD CIP projects.*

**Schedule:** *Drinking Water State Revolving Funds (DWSRF) can be submitted anytime and currently SWRCB Division of Final Assistance are looking for projects to fund and the process typically takes 12 to 18 months so would not impact the current 2018-2019 CIP budget.*

### **Task 3: Well #2 and Related Facilities:**

JR Consulting will assist CVWD with Well #2 and Related Facilities project wrapping of the project. Those tasks include:

- A. Any wrap up permitting coordination with City of Glendale and Glendale Water & Power.
- B. Review of the draft and final record drawings from SA Associates and APT for the project.
- C. Assist in the coordination of the testing protocol and reporting required by SWRCB Division of Drinking Water.

### **Task 4: CVWD Long Team Planning**

JR Consulting will assist CVWD with the development of long team planning documents that could included but not limited to:

- A. Emergency Response Plan
- B. Sewer Master Plan
- C. Water Master Plan

### **MEETINGS**

JR Consulting will be available for up to three (3) meetings including Executive management, Engineering Committee and Board of Directors to discuss the deliverables from the tasks.

### **TIME SCHEDULE**

JR Consulting will commence with the proposed scope of services after the Professional Services Agreement (PSA) has fully been executed. JRC will provided a copy of our Certificate of Insurance per the PSA requirements and will keep the insurance valid throughout the project. JR Consulting will have a meeting with CVWD staff to determine the time schedule for Tasks 1 through 4.

The scope of work will be starting on July 1, 2018 through June 30, 2019 (12 months).

**COMPENSATION**

JR Consulting will provide the scope of services with the proposed schedule as set forth in this proposal to CVWD on a time and material basis. Based on JR Consulting's present knowledge of the services described above, it is recommended that \$30,000 and is based on 200 hours at \$150 per hour which is \$3,000 per month but hours will only be charged for those hours worked as this is a not a lump sum proposal. JR Consulting for the 3<sup>rd</sup> year will maintain our hourly rate at \$150 per hour.

JR Consulting commits to timely, responsive services, and to deliver excellence in the offered services. We are eager and enthusiastic to begin this technical memorandum for CVWD.

If there are any questions, please feel free to contact me at (626) 375-9389 or [jrobinson@johnrobinsonconsulting.com](mailto:jrobinson@johnrobinsonconsulting.com)

Very truly yours,

John Robinson Consulting, Inc.

A handwritten signature in blue ink, appearing to read "John Robinson", with a stylized, cursive script.

John Robinson, Principal

# CRESCENTA VALLEY WATER DISTRICT

## MEMORANDUM

DATE: July 20, 2018  
TO: Emergency Planning Committee  
FROM: David S. Gould, District Engineer  
SUBJECT: CVWD Emergency Planning Committee Meeting Notes

Following is a summary of the Emergency Planning Committee Meeting held at 9:00 AM on July 18, 2018, at the CVWD main office, and was attended by the following:

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|                                                  |      |
|--------------------------------------------------|------|
| Director Mike Claessens - Committee Chairperson  | CVWD |
| Director Judy Tejada - Committee Member          | CVWD |
| Nem Ochoa – General Manager                      | CVWD |
| David Gould – District Engineer                  | CVWD |
| Ron Mitchell – Secretary/Treasurer               | CVWD |
| Christy Scott – Program Specialist               | CVWD |
| Mike Holmes - Emergency Preparedness Coordinator | PWAG |

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### **1. Public Works Agency Group – Emergency Management and Assistance Network**

Mr. Gould introduced Mr. Mike Holmes, Emergency Preparedness Coordinator for the Public Water Agencies Group (PWAG) to discuss his role in providing emergency planning assistance. Mr. Holmes gave an overview of his background, the role of PWAG and his role as the emergency preparedness coordinator. Also discussed was how Mr. Holmes can best serve the District's needs.

Director Claessens discussed his concerns and areas that Mr. Holmes can help out including 1) Community response after an event; 2) preparedness of the water/wastewater system and employees; 3) Planning for emergency event including communications with employees, gas/fuel availability and coordination with local law enforcement.

Also discussed were suggestions for Mr. Holmes work tasks including preparing memorandum of understanding with Los Angeles County, working with MWD on providing an adequate water supply and setting up protocol with local law enforcement.

#### **Action Items:**

1. *Meet with Mr. Holmes in September 2018 to discuss the status of his work efforts as it relates to CVWD*
2. *Set up emergency response training for CVWD*

### **2. CVWD Emergency Operations Protocol Handbook:**

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

The EOP handbook will include purpose of the handbook, goals & objectives, when and where to mobilize for a disaster event, personal emergency planning at home, information on the emergency operations center and coordination with local agencies.

#### **Action Items:**

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

### **3. Coordination with Local Emergency Agencies**

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

#### **Action Items:**

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

3. **Emergency Planning Committee Schedule:** Mr. Gould discussed meeting dates for the Emergency Planning Committee regarding planning and discussion towards the District's emergency preparedness.

The Emergency Planning Committee agreed on the following schedule:

- **August 15, 2018** – Emergency Planning Committee – Review draft EOP Handbook for staff and Board Members
- **September 13, 2018** – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **October 18, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **November 15, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

**Adjournment** - The Emergency Planning Committee meeting was adjourned at 10:25 AM on July 18, 2018