

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on January 8, 2019 at 7:00 p.m.**

Posted: January 4, 2019 at 3:00 p.m.

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Meeting on December 12, 2018.

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board prior to action being taken. This opportunity is non-transferable and speakers are limited to one two (2) minute comment.

1. **Board Committee Assignments** – Discussion of the Board committee assignments for calendar year 2019.
2. **Administrative Leave for Managers** – Consideration and motion to amend Administrative Leave structure for Management Unit employees.
3. **TTHM Study and Disinfection Process Upgrades, Project E-995** - Discussion and update of CVWD's TTHM study and disinfection process upgrades.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

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

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

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

REGULAR MEETING, BOARD OF DIRECTORS

December 12, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of November 20, 2018, a Regular Meeting was held on December 12, 2018 at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:

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

Attorney:

Dominic Nunneri

General Manager:

Nem Ochoa

Secretary-Treasurer:

Ron L. Mitchell

District Engineer:

David S. Gould

Others Present:

Mark Hass, IT Manager
Wendy Holloway, Customer Service Supervisor
Dennis Maxwell, Operation & Maintenance Mgr.
James Lee, Finance & Accounting Manager
Brook Yared, Senior Engineer
Frank Colcord, FMWD Director

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 December 12, 2018, be adopted as presented.

OATH OF OFFICE – Mr. Mitchell administered the Oath of Office to Director James D. Bodnar, Director Kerry D. Erickson, and Director Kenneth R. Putnam for their new 4-year term of office.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that he is now officially a Director for FMWD. He reported on the Water Resource Committee, saying they met today and discussed the CVWD tier 2 rates, and that the Raymond Basin is struggling with low levels and talk has been started to reduce pumping. Also, MWD has passed the drought contingency plan for the Colorado River water supply.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board meeting held on November 20, 2018 and to ratify the disbursements for November 2018.

Payment of demands against the Crescenta Valley Water District on or before November 30, 2018 the same having been approved by the General Manager, Nem Ochoa and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Nine Hundred Twenty-Five Thousand, Four Hundred Thirty-Five Dollars and Eighteen cents (\$925, 435.18), which is composed of the individual items set forth herein.

ACTION CALENDAR

Board Reorganization – Director Bodnar asked for nomination for the office of President of the Board of Director's for the calendar year 2019.

Director Claessens placed the name of James Bodnar for nomination for the office of President of the Board of Directors for 2019. Hearing no other nominations, Director Bodnar declared the nomination closed. Director James Bodnar was elected unanimously as President of the Board for 2019 by a 5-0 vote.

Director Bodnar asked for nomination for the office of Vice President of the Board of Director's for the calendar year 2019.

Director Tejeda placed the name of Kerry Erickson for nomination for the office of Vice President of the Board of Director's for 2019. Hearing no other nominations, Director Bodnar declared the nomination closed. Director Kerry Erickson was elected unanimously as Vice President of the Board for 2019 by a 5-0 vote.

Request to Remodel District Rental Property – Mr. Mitchell reported that the tenant at 2857 Sycamore Avenue, Mr. Ben McCreary, approached staff asking for permission to add a bedroom and bathroom (approximately 250 sq. ft) behind that garage. Mr. McCreary is a licensed contractor with the State of California and his proposal is to do this work adhering to the 2018 building codes at no cost to the District. He has asked in return a new 5-year lease on the home or until the District needs to utilize the property to build a new production well. Whichever comes first.

Following the Boards discussion, they have requested more information be brought back to the Board meeting on January 8, 2019 concerning the construction and the cost of rental properties in the area.

Theft of Water Policy – Mr. Ochoa reported that a recent water theft incident initiated discussion and subsequent actions on how the District should deal with water theft. Staff requested that legal counsel draft a Theft of Water Policy and then the draft was presented to the Policy Committee. The first violation and subsequent violations will be \$2,000.00. This will be for theft, tampering with and/or damaging water service or fire hydrant. Also, the offender will be billed for all water estimated by District staff at the applicable rate and the District reserves the right to pursue criminal charges where warranted in addition to the fines.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote to adopt a Theft of Water Policy related to the unauthorized use of water services or fire hydrants.

Investment Policy for 2019 – Mr. Mitchell reported that annually the District is required to adopt an investment policy, and its time to do so for the 2019 calendar year. Staff has consulted with legal counsel regarding any changes made by the legislature in the last year. Mr. Nunneri informed staff that there were no changes to the policy from last year. Even though several investment options are outlined and permissible by the state for the District to use for our funds, staff continues to follow the request of the Board to only place such funds in U.S. Treasuries, Federal Farm Credit Bank securities and the Local Agency Investment Fund (LAIF). It is still staff's request to keep all available options open for consideration.

Following discussion:

It was moved by Director Claessens, seconded by Director Erickson and passed to adopt Resolution No. 742, outlining the District Investment Policy for 2019 by the following roll call vote:

AYES:
Director Bodnar
Director Claessens
Director Erickson

NOES:
Director Putnam
Director Tejeda

Well Rehabilitation of Wells 1 & 7, Project E-999 – Mr. Gould reported that the well rehabilitation was planned as part of the FY 2018/19 CIP Budget. Well 7 has a design flow rate of 350 gpm, but on average produces 175 gpm of groundwater. The plan is to replace the existing vertical turbine pump with a smaller submersible pump which should operate more efficiently. Well 1 was last rehabilitated and redesigned in 2013, but due to the decline in the water levels, Well 1 is now producing between 45-50 gpm. Staff would like to replace the pump and motor assembly with a smaller version which will work much more efficiently. Staff hopes to start the work at Well 7 in early February 2019 and then proceed to Well 1 beginning in early April 2019. Staff estimates that the project would be completed by the end of May 2019. Staff anticipates that Well 1 will achieve a production rate of 90 gpm, and Well 7 will achieve a production rate of 220 gpm. Staff also requested that the Board find this project exempt from the California Environmental Quality Act (CEQA).

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote to authorize the General Manager to Advertise for bids for well rehabilitation for Wells 1 & 7 with an engineering cost estimate of \$153,000 and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

TTHM Study and Disinfection Process Upgrades, Project E-995 – Mr. Gould updated the Board on what staff has been doing regarding operational changes. BrikArt Construction has completed the concrete pad at the Mills Plant and staff has been working with Hazen and Sawyer on the design for the

installation of the new chlorine analyzers. The tank for the Mills Plant has been ordered and we have worked with ValveTek Utility Services for flushing the mains.

INFORMATION ITEMS – Crescenta Valley Weekly article on Saving Cents, and making sense of your monthly water bill.

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER- Mr. Ochoa reported he attended the ACWA Conference along with Director Tejeda. One of the highlights was listening to the Director of Water Resources regarding climate changes, wild fires, and snow pack. He also reported on the State Water Project and Colorado River resources.

Employee Anniversaries are Dennis Maxwell – 13 years, and Robert Wood – 13 years. As of December 7th, the District has gone 1,641 days without a lost time accident.

Mr. Gould reported on the water production of 105.1 MG for the time period of November 1 to November 30th. The average use is 3.8% greater than 2017, and 3.2% less than the 5-year average. The rainfall for November 2018 is 2.53". Total rainfall for 2018/19 is 2.98", which is 90% above normal. The pipeline replacement project on Brookhill has been completed. APTwater has completed the testing at Well 2 and staff is reviewing the report for DDW approval in January 2019. Staff is working on the agreement with UtiliWorks, Inc., and the City of Glendale has started their paving project on Pennsylvania Avenue.

ATTORNEY- No Report

REPORTS OF COMMITTEES

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

Finance Committee – Director Bodnar reported that the Committee will meet on December 14, 2018 at 11:00 a.m.

Employee Relations Committee – Director Erickson reported that the Committee will meet on December 14, 2018 at 9:30 a.m.

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

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

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

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

DIRECTORS ORAL REPORT

Director Bodnar reported that the State Water Allocation is at 10% and will be going up in January. He attended the Montrose Christmas Parade on December 1st, and on December 4th he attended the tree lighting ceremony at the library. Also, on December 8th he and his family went to the Breakfast with Santa at the Women's Club.

Director Claessens – No Report

Director Tejeda reported she attended the JPIA Conference and had good presenters for the sessions.

Director Putnam reported on a LA Times article regarding MWD decision to support a multi-state conservation agreement.

Director Erickson reported that he went on a goodwill tour of Vietnam and Cambodia. They visited orphanages and reviewed the water and sewer systems.

CLOSED SESSION – No reportable action

ADJOURNMENT

There being no other business to come before the Board, at 8:40 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 January 8, 2019 at 7:00 p.m.

APPROVED:

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

**CRESCENTA VALLEY WATER DISTRICT
ORGANIZATION OF BOARD OF DIRECTORS
FOR THE YEAR 2019**

PRESIDENT

James Bodnar

VICE PRESIDENT

Kerry Erickson

EXECUTIVE COMMITTEE

James Bodnar (Chair)

Kerry Erickson

ENGINEERING COMMITTEE

Kerry Erickson (Chair)

James Bodnar

EMPLOYEE RELATIONS COMMITTEE

James Bodnar (Chair)

Michael Claessens

FINANCE COMMITTEE

Ken Putnam (Chair)

Judy Tejeda

POLICY COMMITTEE

Michael Claessens (Chair)

Ken Putnam

COMMUNITY RELATIONS/WATER CONS. COMMITTEE

Judy Tejeda (Chair)

Kerry Erickson

EMERGENCY PLANNING COMMITTEE

Judy Tejeda (Chair)

Ken Putnam

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
January 8, 2019

To: Board of Directors
From: Nem Ochoa, General Manager
Subject: **Administrative Leave for Managers**

ACTION ITEM:

Administrative Leave for Managers– Consideration and motion to amend Administrative Leave structure for Management Unit employees.

DISCUSSION:

The new General Manager has set expectations that all managers attend board meetings, community events (as applicable), and respond to district-related emergencies, beyond normal business hours.

Currently, two levels of administrative leave accrual exist in the Management Unit Terms and Conditions of Employment. The General Manager, Secretary-Treasurer, and District Engineer receive seven (7) days of Administrative Leave (AL) while all other members of the Management Unit receive four (4) days of AL. The lower level of accrual was applied based on the assumption that certain managers were not required to (or needed to) attend those events beyond normal business hours. Because expectations for these managers have changed, the level of administrative leave accrual should change accordingly so all managers receive the same number of days.

This change in the number of AL days was discussed with the Employee Relations Committee on December 14, 2018 and they supported this change and recommended it be brought to the full Board for approval.

RECOMMENDATION:

It recommended that the Board approve changes to the Management Unit Terms and Conditions of Employment, which would assign all managers a standard administrative leave accrual consistent with work commitments beyond normal business hours.

Prepared and Submitted by:



Nemesciano Ochoa, General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

January 8, 2019

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

ACTION ITEM:

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

BACKGROUND:

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

Past Actions:

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

- Grace Environmental Services (Grace) provided a proposal for a system operator to assist staff during the chloramine conversion process in the distribution system.
- Site visit from Apex Manufacturing Solution (APEX), on the design and installation of SCADA equipment and integration at Glenwood and Mill Plants.
- Met with Hazen and Sawyer on design and installation of new chlorine analyzers at six (6) locations to provide additional monitoring after conversion to chloramines.
- o November 6, 2018
 - Field crews potholed the 14-inch water main at the Glenwood Plant for depth and location for the ammonia injection concrete vault.
 - Awarded contract and ordered the concrete vault from Jensen Precast for \$36,775 at the Glenwood Plant and estimated delivery is 8 – 10 weeks after approval of shop drawings.
 - Awarded contract and ordered ammonia injection pump skids from Cortech Engineering for \$29,850 and estimated delivery in 8 – 10 weeks after approval of shop drawings.
 - 30% design plans were reviewed and sent back to Carollo Engineers for final edits.
 - Awarded contract to BrikArt Construction for \$7,011 to install concrete pad at Mills Plant.
 - Awarded contract to APEX for \$47,725 for the design and integration of SCADA equipment at Glenwood and Mill Plants.
- o November 20, 2018
 - Authorized General Manager to select and negotiate with consultants and contractors for to select and negotiate with consultants and contractors for the operations and maintenance for the new chloramination systems at a cost not to exceed \$500,000.
 - BrikArt Construction completed the concrete pad at the Mills Plant.
 - Awarded contract to Hazen and Sawyer for \$53,255 for design services for the installation of six (6) new chlorine analyzers.
 - Awarded contract to Core-Rosion and ordered a 405-gal tank with level indicator sensor at Mills Plant for \$7,153.
 - Awarded contract to ValveTek Utility Services to perform dead-end water main flushing for \$131,000.
 - Awarded contract to Hopkins Technical Products to upgrade seven (7) existing ProMinent chlorine analyzers for \$32,870.
 - Awarded a contract to Hach, Inc for new seven (7) new chlorine analyzers and upgrade five (5) existing chlorine analyzers for \$91,560.
- o December 12, 2018
 - Shop drawings from Cortech Engineering for the two (2) ammonia skids and from Core-Rosion for the 405-gal ammonia tank were reviewed by JRC and sent back with comments.
 - Staff provided comments on the Nitrification Monitoring & Control Plan to WQTS.
 - JRC submitted plans to Glendale Fire Department for permits for Glenwood and Mills Plants.
 - Staff met with Medora Corp to discuss installing new mixers in reservoirs to maintain chloramine residual and portable chlorine injection systems.
 - Field crews started working on upgrading/repairing blow-offs for dead-end water main flushing

DISCUSSION:

Operational Changes:

Staff continued with water system operational changes to lower the TTHM levels as shown on the attached charts. The TTHM levels shown have remained under or near the target level of 64 ug/L due to water demands decreasing and lower winter temperatures.

Construction – Chloramine Conversion:

Installation of Ammonia Injection System for Chloramine Conversion:

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

- o Finalize shop drawings for precast concrete vault with Jensen Products and ammonia skids with Cortech Engineering.
- o Staff and WQTS to discuss updating CVWD's water quality distribution sampling plan for submittal to DDW for approval.
- o Staff to meet with Hazen and Sawyer regarding design of six (6) new chlorine analyzers.
- o Field crews to begin installing conduit and piping at Mills Plant.
- o JRC finalize costs with Univar for supplying liquid ammonia sulfate in both mini-bulk deliveries for Mills Plant and Glenwood Plant.
- o Staff and APEX to finalize list of SCADA equipment to purchase through Royal Industrial Solutions.
- o Staff and APEX continue working on SCADA integration for the new disinfection process including integrating the existing chlorine injection system.

Operations & Maintenance:

Water Distribution Flushing:

Valvetek Utilities Services (Valvetek) is scheduled to start February 4, 2019 on flushing of the dead-end water mains.

PROJECT SCHEDULE:

Project Schedule - Installation of Ammonia Injection System:

Staff has updated the project schedule based on the lead-time for the ammonia skids and the precast concrete vault provided by the vendors. The tanks for Mills Plant should be delivered around the end of January 2019, the ammonia skids should be delivered around the week of February 4, 2019 and the precast concrete vault should be delivered around the week of March 4, 2019. CVWD's crews will first work on installing the ammonia equipment at the Mills Plant, which should be completed towards the end of February 2019. The work at the Glenwood Plant will start in early March 2019 and completed by early April 2019.

Staff and its consultants are working with the Division of Drinking Water (DDW) to amend the District's permit to operate. Staff is planning to submit permit request with supporting data to DDW in late February 2019 and amendment to the permit should be completed by the end of March 2019.

Project Schedule – Conversion to Chloramines:

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

The next compliance sampling for the 2019 1st quarter is set for February 2019 and the current TTHM levels are near or below the target level of 64 ug/L. Staff believes that the TTHM levels will remain below the MCL limit of 80 ug/L during this period. However, staff still has concerns that TTHM levels will rise during the summer of 2019 due to high demands, temperature and reduced groundwater. Staff is still looking at late spring 2019 to start the disinfection conversion to chloramines and the ammonia injection systems.

Preliminary Cost Estimate:

Account Description	Amount - 12/12/18	Amount - 01/08/19	Difference
Transfer from MTBE Reserve Fund (9/25/18)	\$500,000	\$500,000	\$0
Transfer from MTBE Reserve Fund - (11/20/18)	\$500,000	\$500,000	\$0
Total Estimated Cost for Project	\$1,000,000	\$1,000,000	\$0
Consultants - Planning, Design & Construction Admin			
WQTS - Planning	\$10,000	\$10,000	\$0
WQTS - Design	\$144,040	\$144,040	\$0
Hazen & Sawyer - Water Quality	\$11,970	\$11,970	\$0
John Robinson Consulting - Project Management	\$45,225	\$45,225	\$0
Grace Environmental Services (3 months part-time service) (Estimate)	\$5,000	\$5,000	\$0
Apex Manufacturing Solution - SCADA programing and integration	\$47,525	\$54,165	\$6,640
New Chlorine Analyzers - 6 locations - Hazen and Sawyer - Design	\$53,255	\$53,255	\$0
Public Notification - CV Strategies , Printing & Mailing	\$11,168	\$11,168	\$0
WQ Sampling - 7/1/18 to 10/30/18	\$50,124	\$50,124	\$0
WQ Sampling - 11/1/18 to 12/31/18	\$21,948	\$20,717	(\$1,231)
WQ Sampling - 1/1/19 to 5/1/19 (Estimate)	\$0	\$34,560	\$34,560
Subtotal	\$400,255	\$440,224	\$39,969
Construction			
Ammonia Injection Skids (2)	\$29,850	\$29,850	\$0
SCADA - Equipment (RTU's, Communication, cabinets, etc..) (Estimate)	\$15,200	\$16,900	\$1,700
Concrete Pad & Grading at Mills	\$7,011	\$7,011	\$0
Ammonia Inject Vault at Glenwood	\$36,775	\$36,775	\$0
Ammonia Tank at Mills	\$7,153	\$7,153	\$0
Static Mixer & Ammonia Injection System (Estimate)	\$11,000	\$11,000	\$0
Conduits/Wiring/Electrical Materials (Estimate)	\$6,500	\$6,500	\$0
Upgrade Chlorine Analyzers (Mills & Glenwood)	\$14,165	\$14,165	\$0
Safety - Eye Wash, Containment, etc.. (materials only) (Estimate)	\$3,200	\$3,200	\$0
On-site Welding (Estimate)	\$9,000	\$9,000	\$0
Misc (Estimate)	\$5,146	\$5,146	\$0
Subtotal	\$145,000	\$146,700	\$1,700
Operations & Maintenance			
Upgrade Chlorine Analyzers - 4 locations Equipment (Hach)	\$23,020	\$23,020	\$0
Upgrade Chlorine Analyzers - 7 locations Equipment (ProMinent)	\$32,870	\$32,870	\$0
New Chlorine Analyzers - 6 locations - SCADA Programing & Equipment (Estimate)	\$95,000	\$95,000	\$0
New Chlorine Analyzers - 6 locations - Equipment (HACH)	\$54,375	\$54,375	\$0
Dead-ends Water Main Flushing - Valvetek	\$131,000	\$131,000	\$0
Misc (Estimate)	\$5,245	\$5,245	\$0
Subtotal	\$341,510	\$341,510	\$0
Total Cost	\$886,765	\$928,434	\$41,669
Amount Remaining	\$113,235	\$71,566	

RECOMMENDATION:

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

Prepared by:



David S. Gould, P.E.
District Engineer

Attachments:

1. TTHM Charts dated 01-02-19

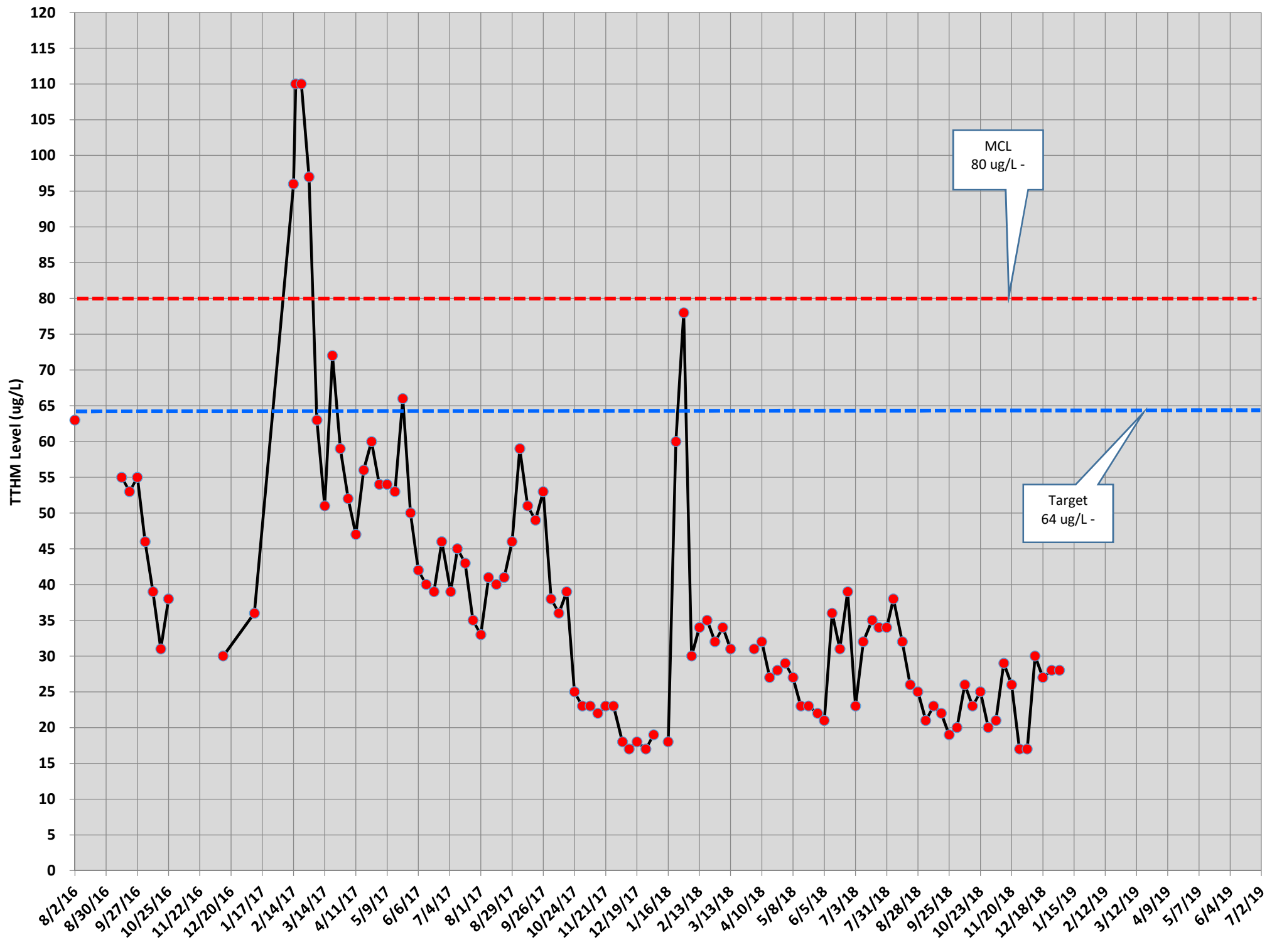
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Submitted by:

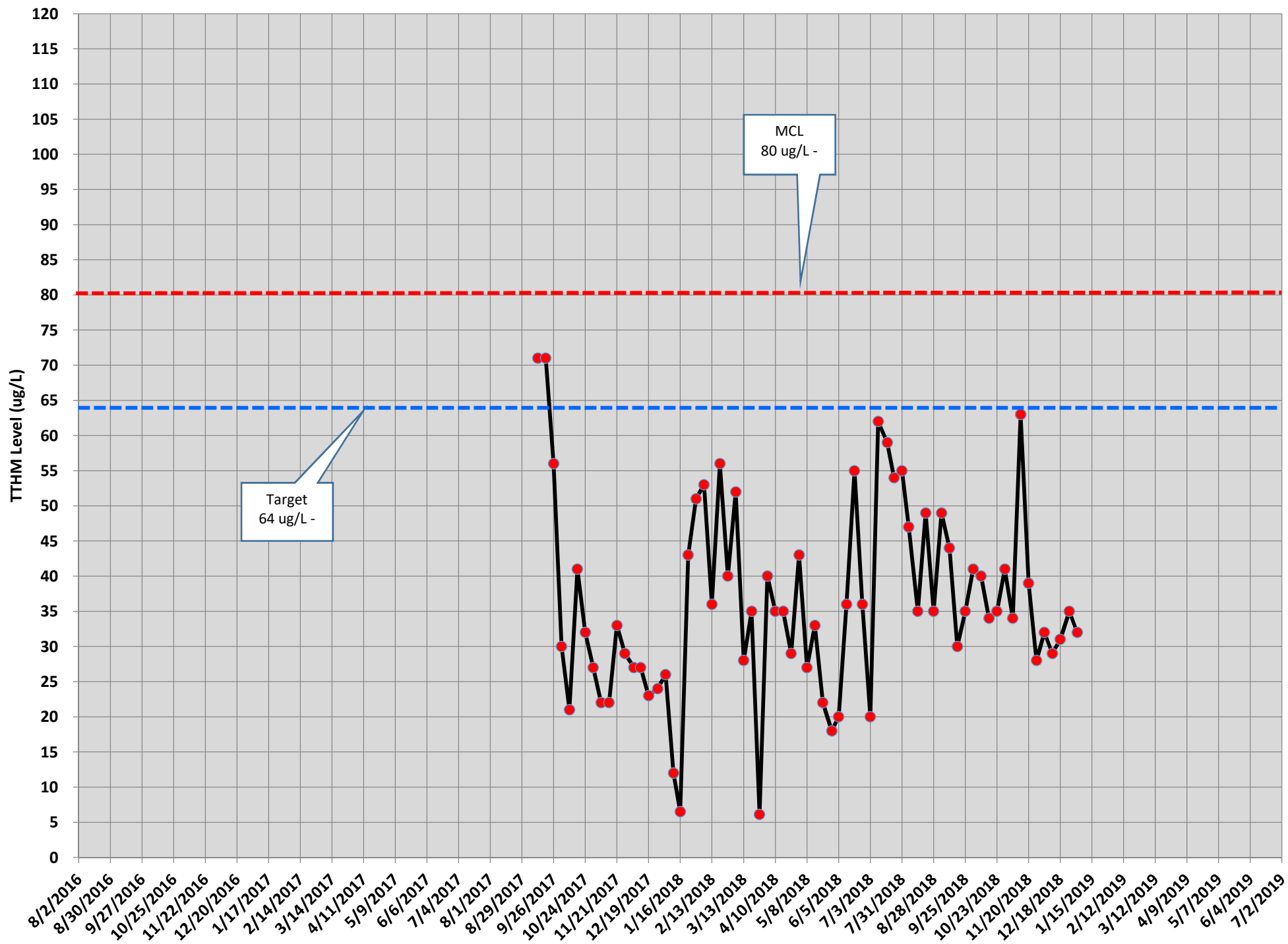


Nem Ochoa
General Manager

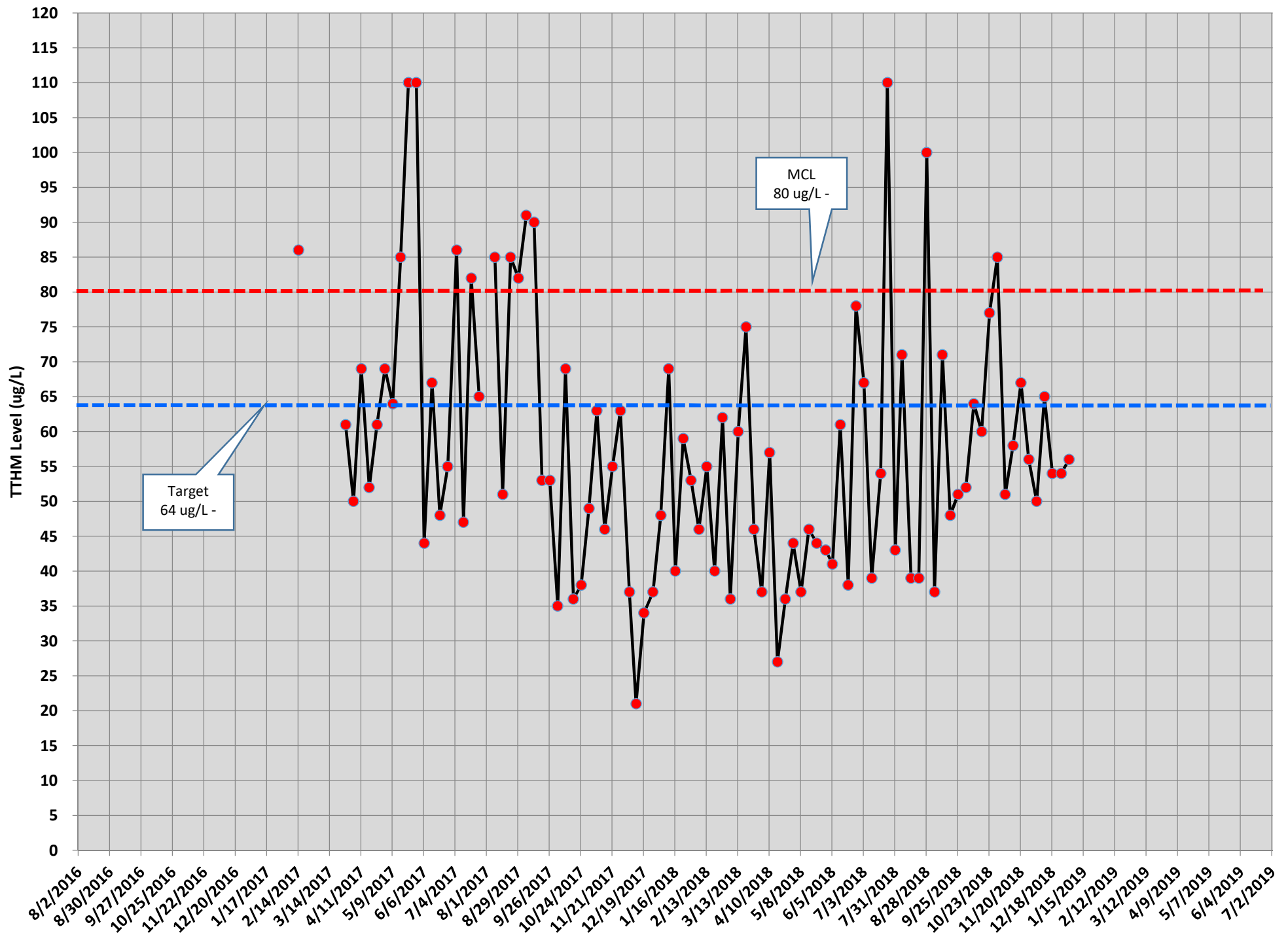
FMWD at Paschall Booster - TTHM's Levels



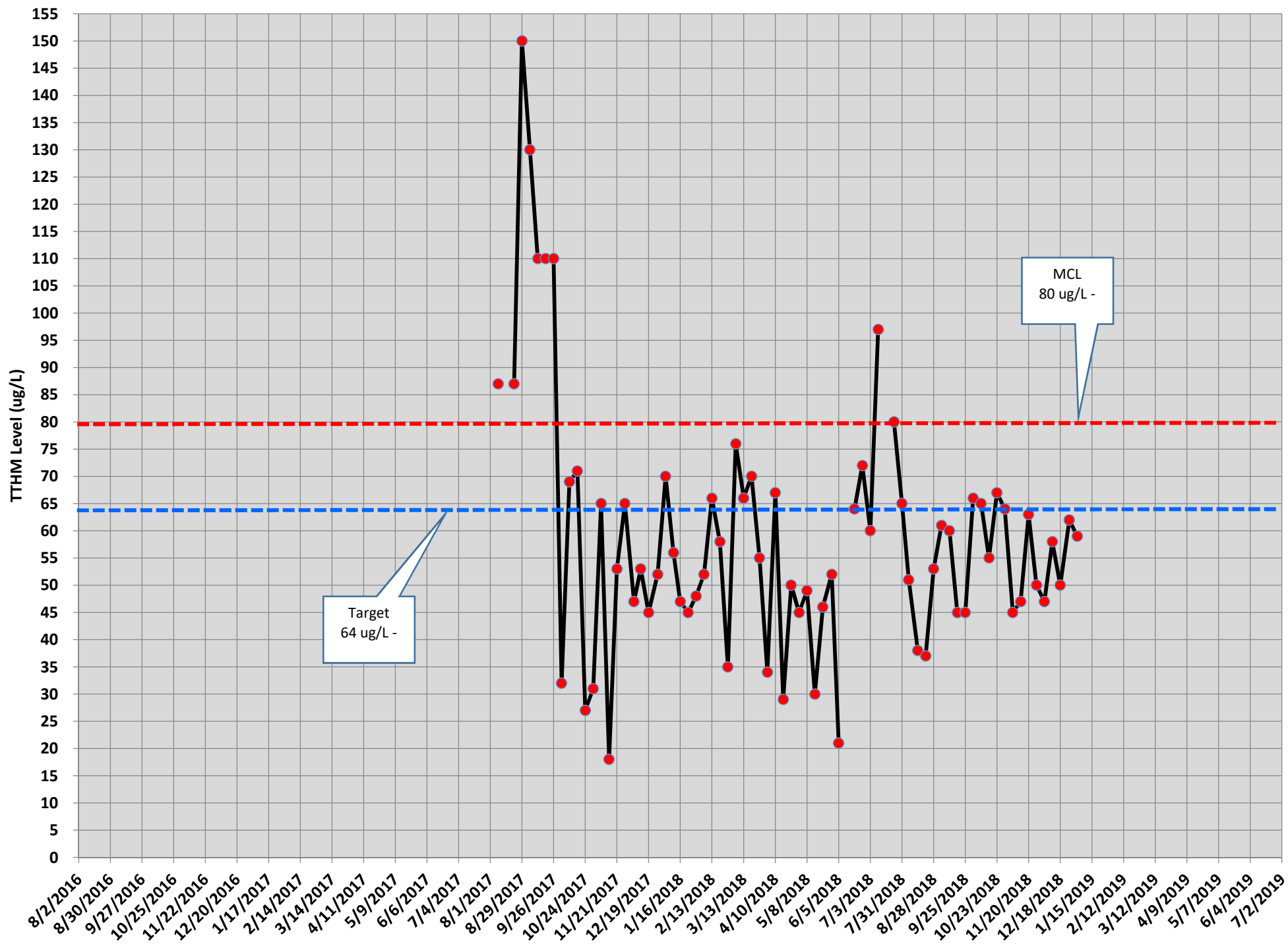
Encinal Reservoir (Zone 1) - TTHMs Levels



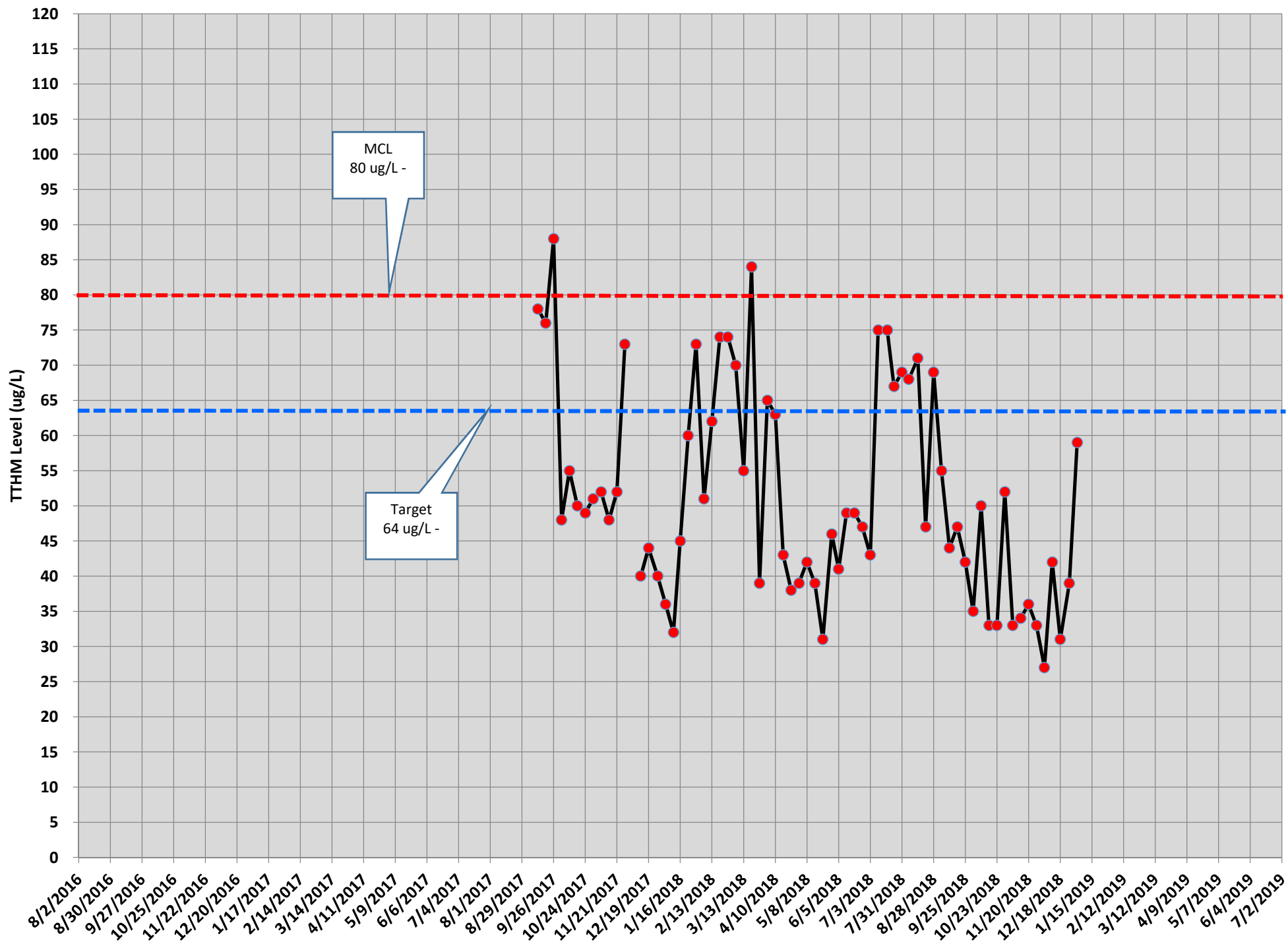
Williams Reservoir (Zone 2) - TTHMs Levels



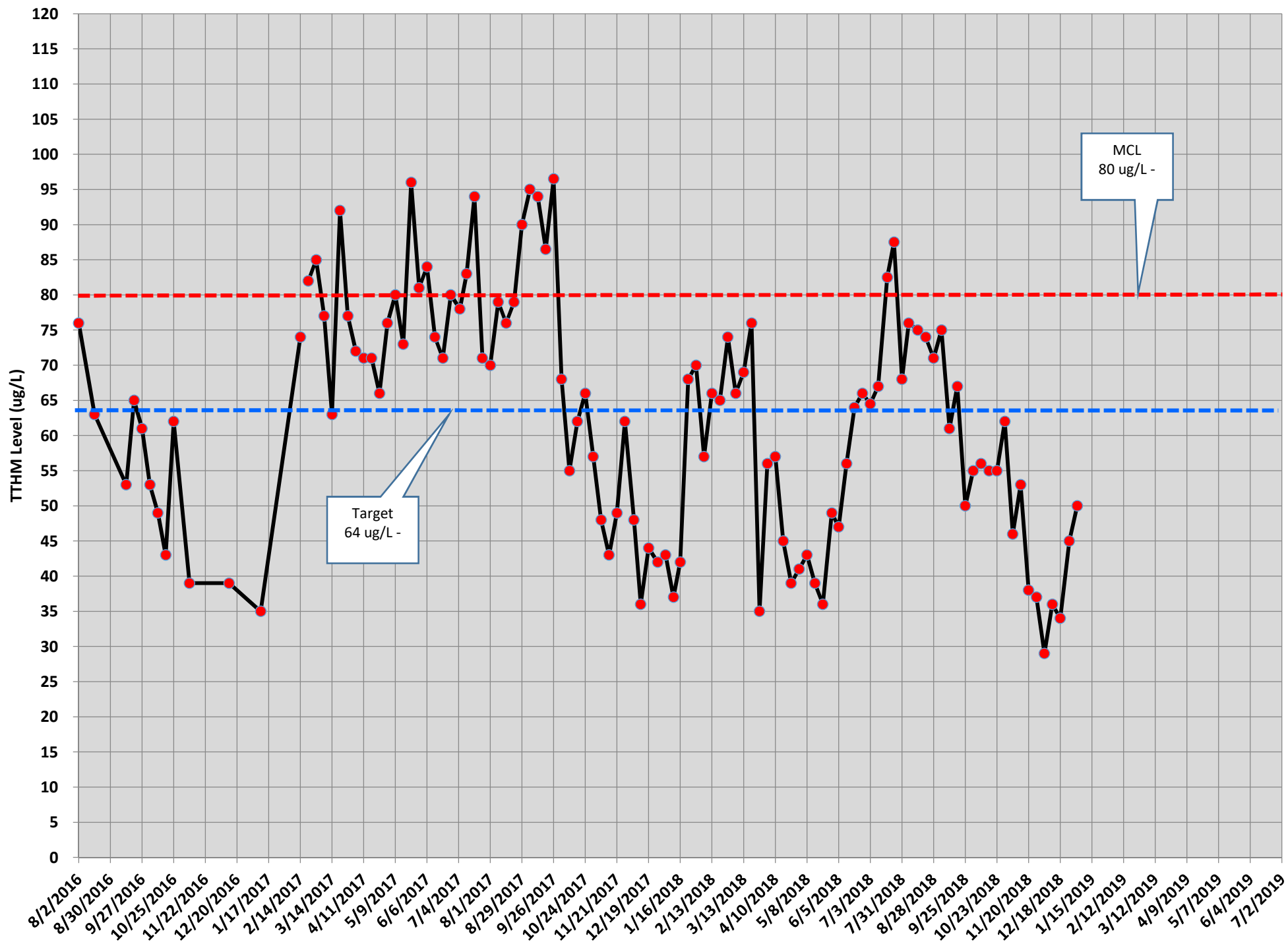
Ordunio Reservoir (Zone 2) - TTHMs Levels



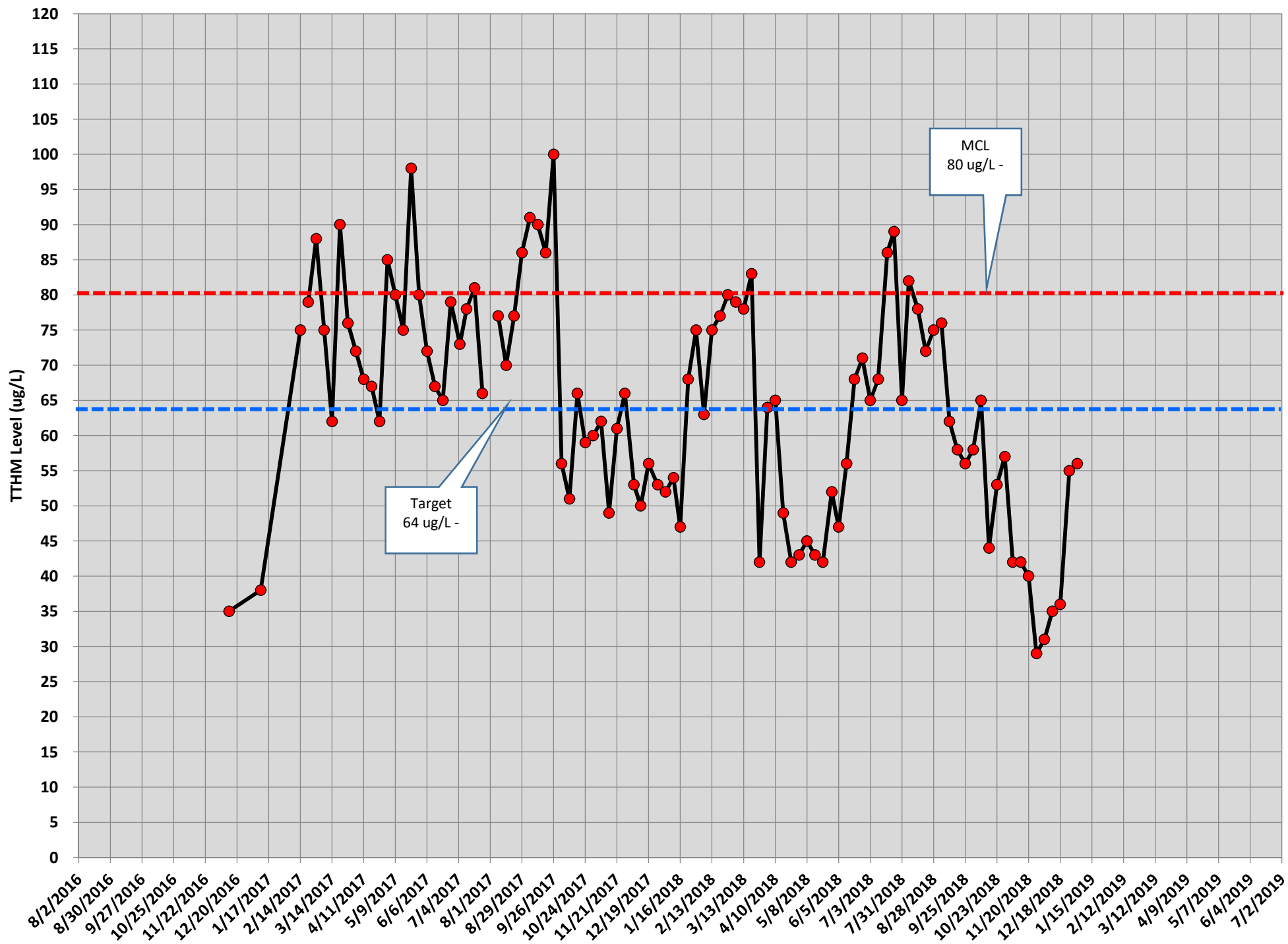
Rosemont Reservoir (Zone 3) - TTHMs Levels



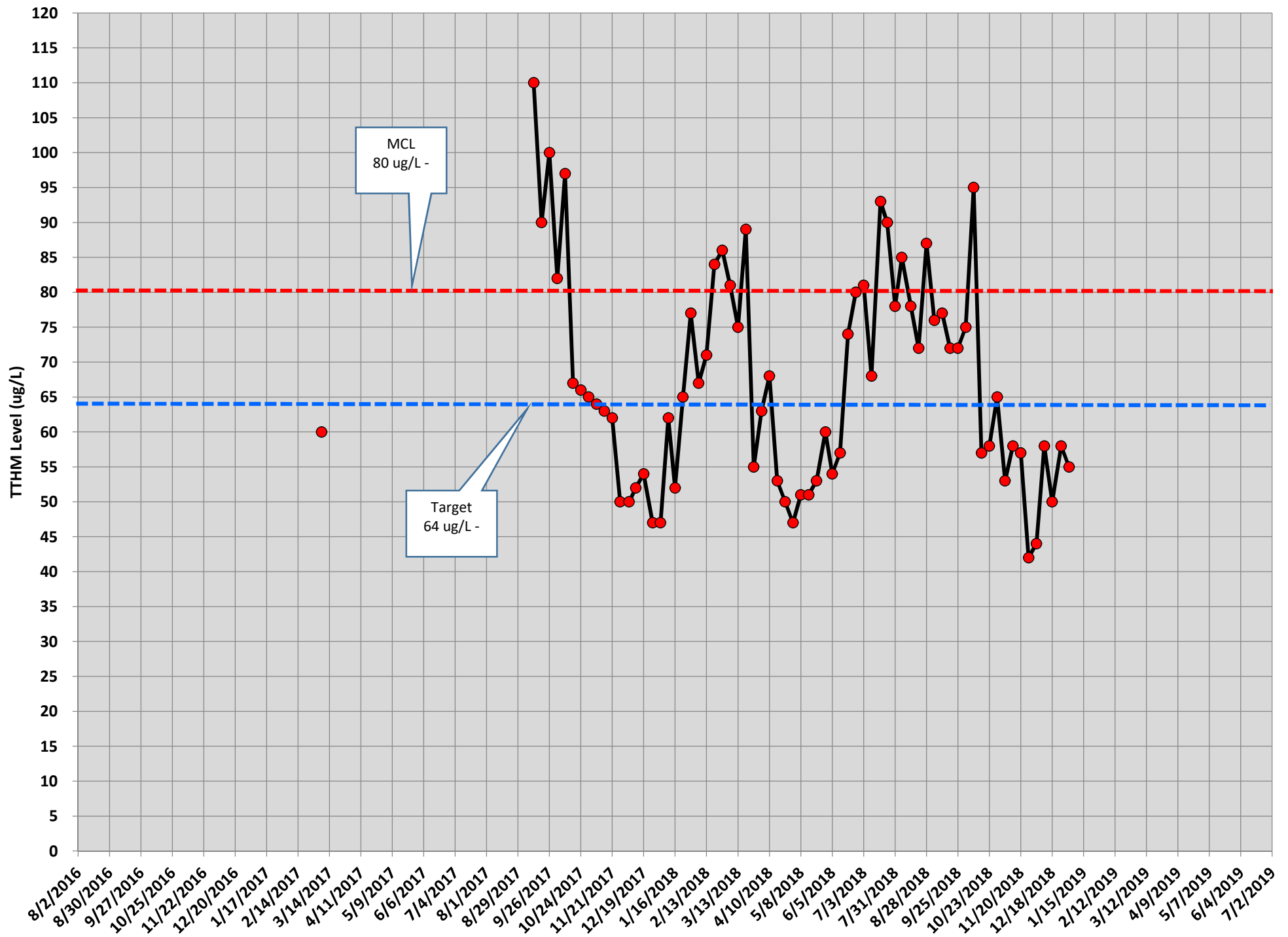
Oak Creek Reservoir (Zone 4) - TTHMs Levels



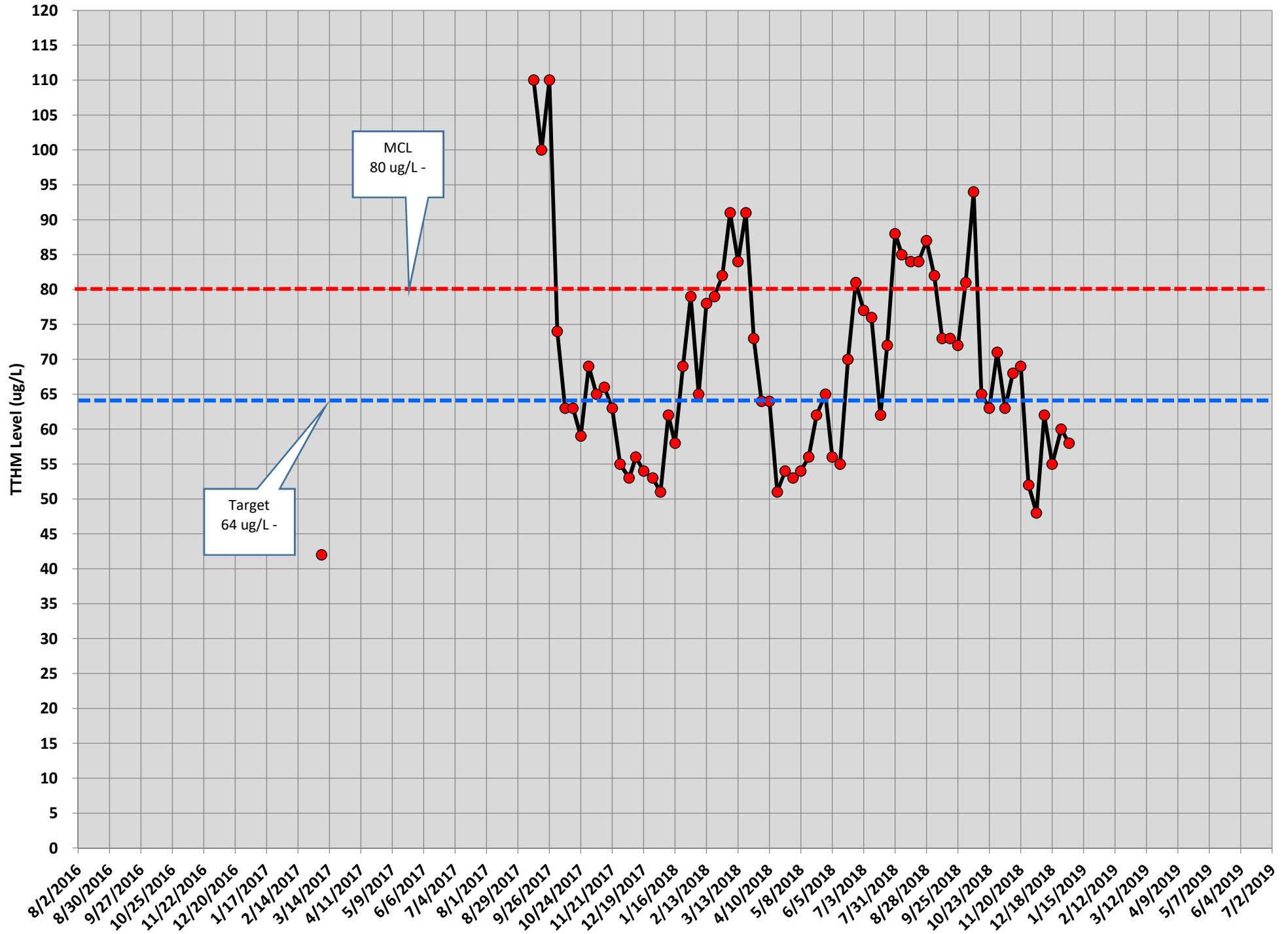
Markridge Reservoir (Zone 5) - TTHMs Levels



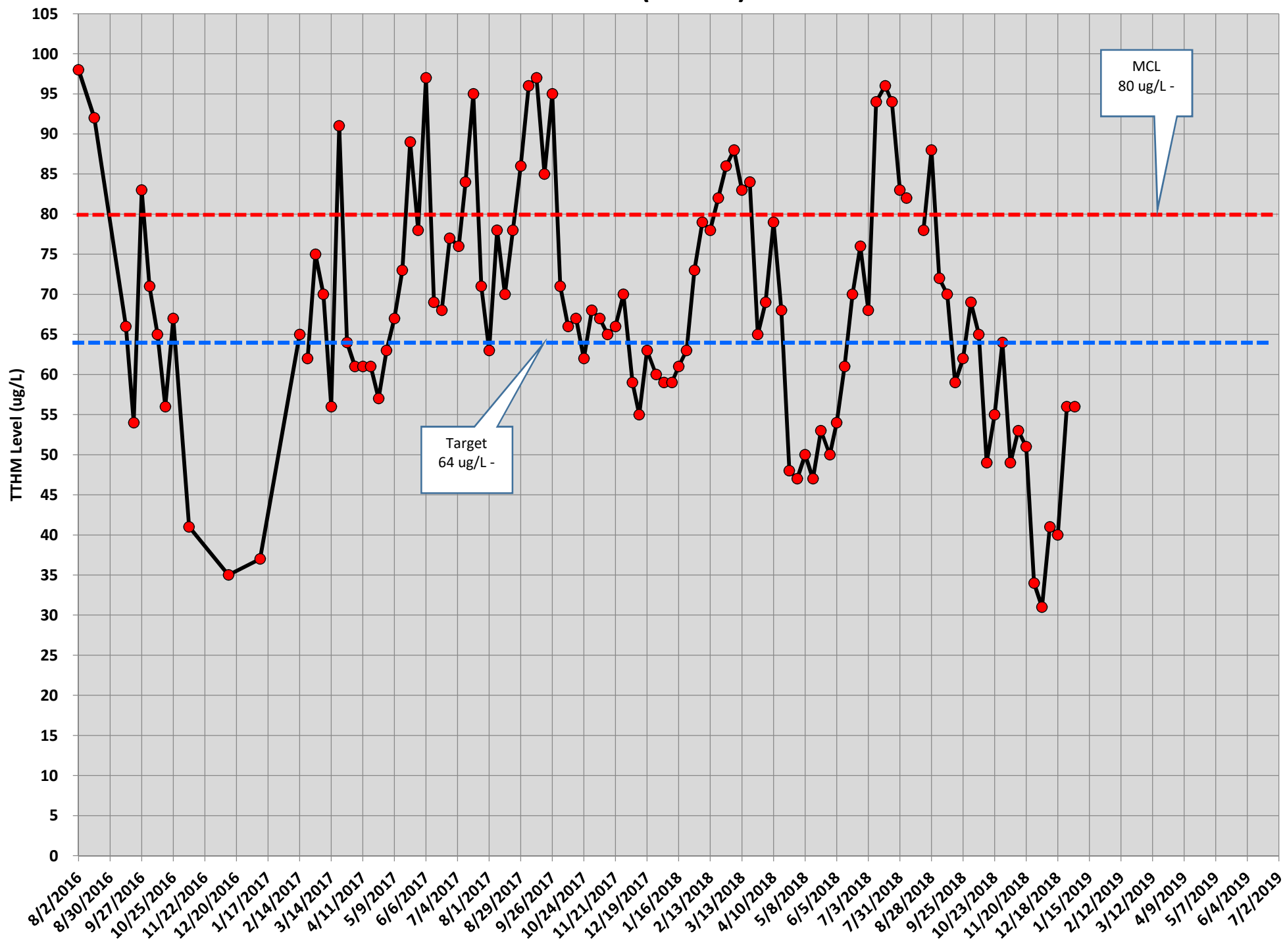
Eagle Canyon Reservoir (Zone 5) - TTHMs Levels



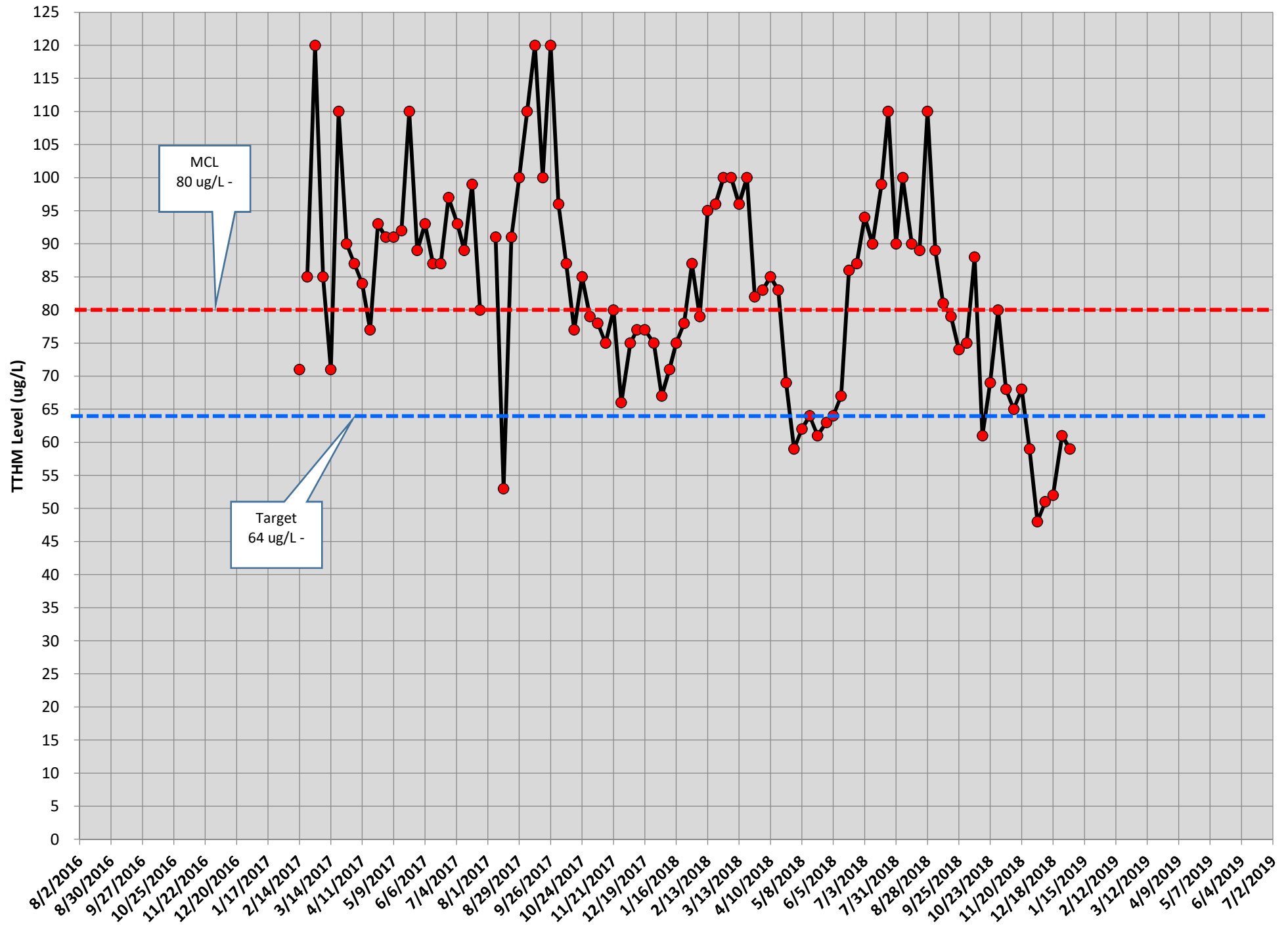
Goss Canyon Reservoir (Zone 6) - TTHMs Levels



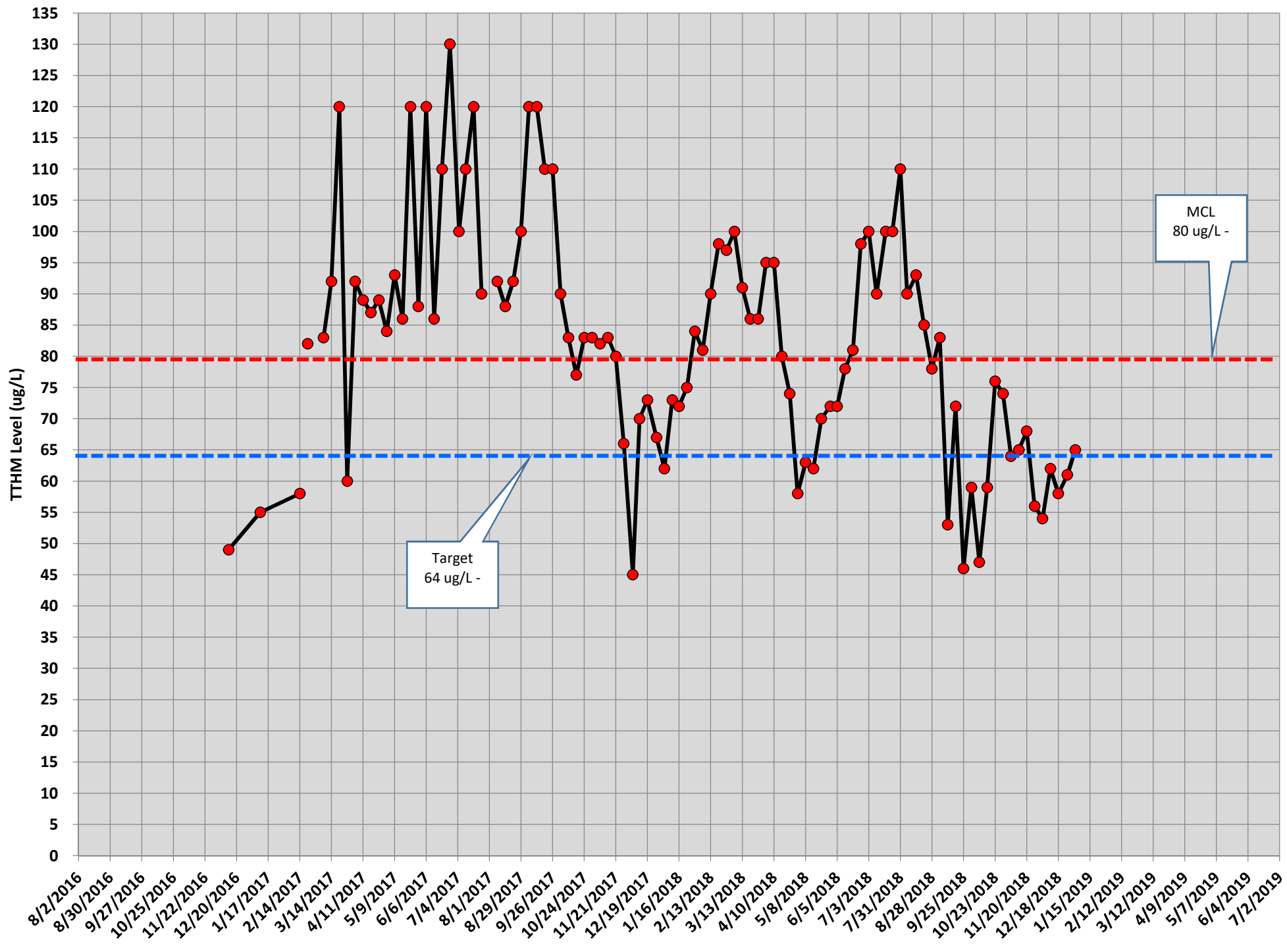
Dunsmore Reservoir (Zone 7) - TTHMs Levels



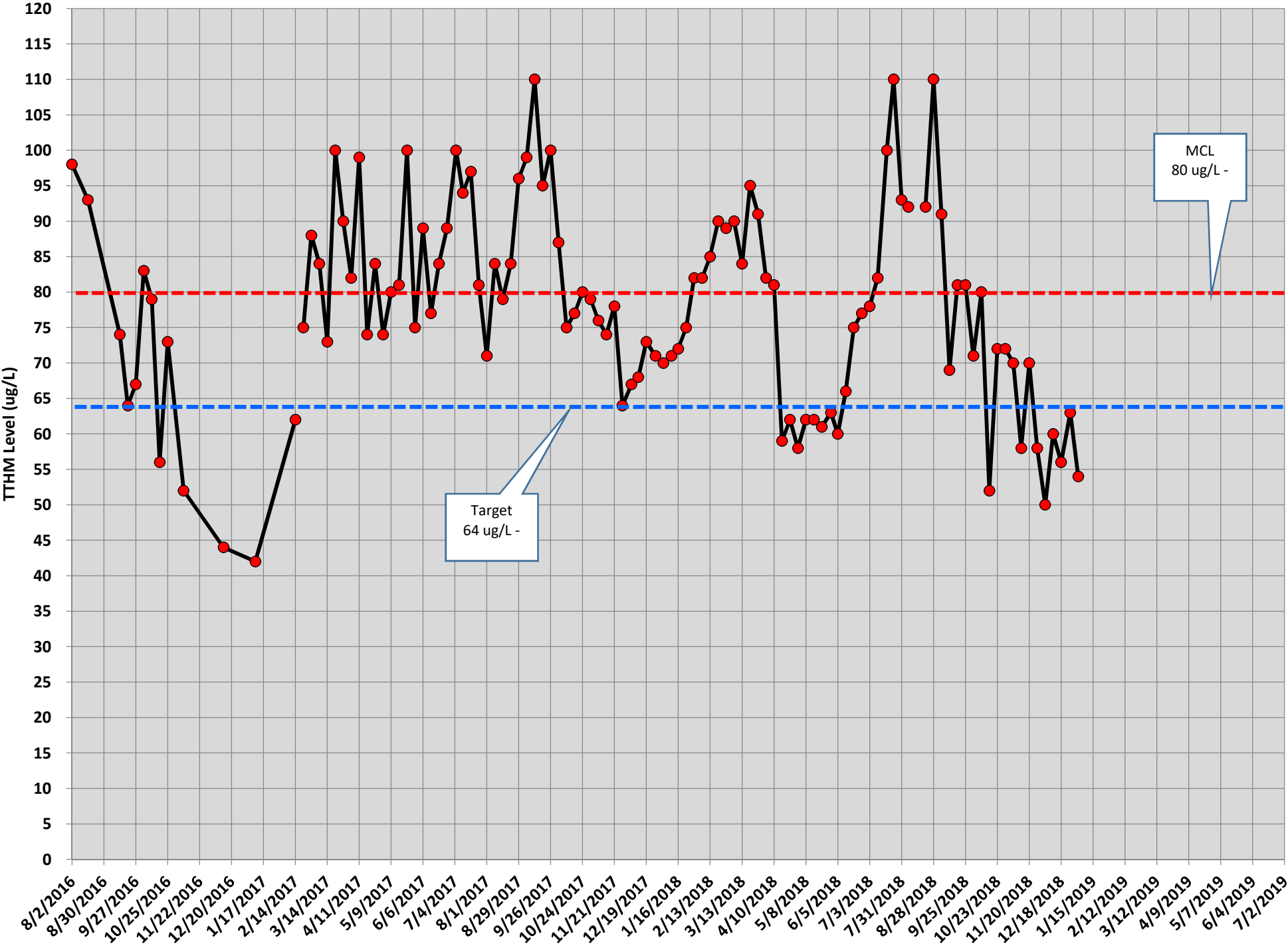
Cresta Heights Reservoir (Zone 8) - TTHMs Levels



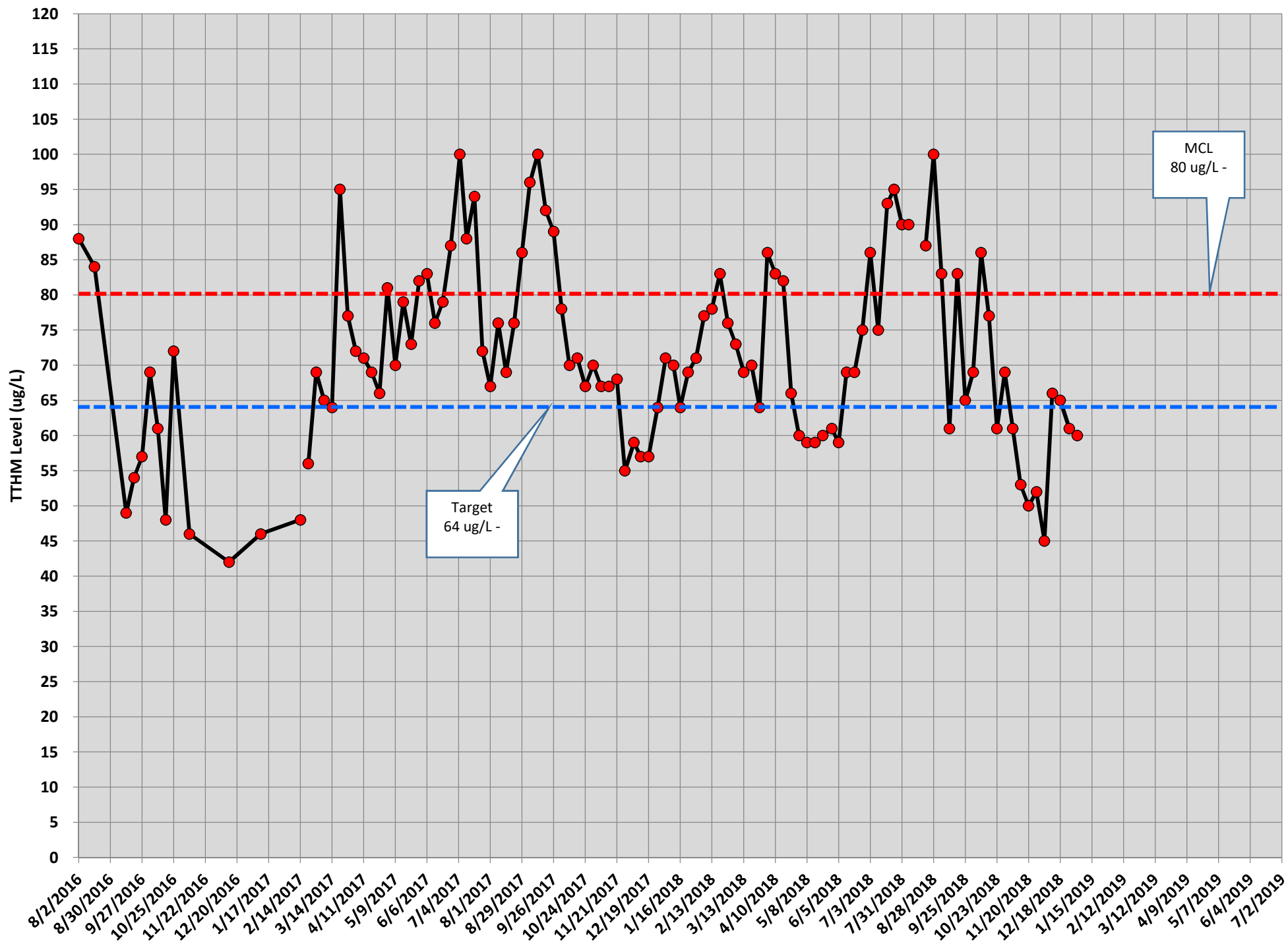
Edmund No. 1 Reservoir (Zone 9) - TTHMs Level



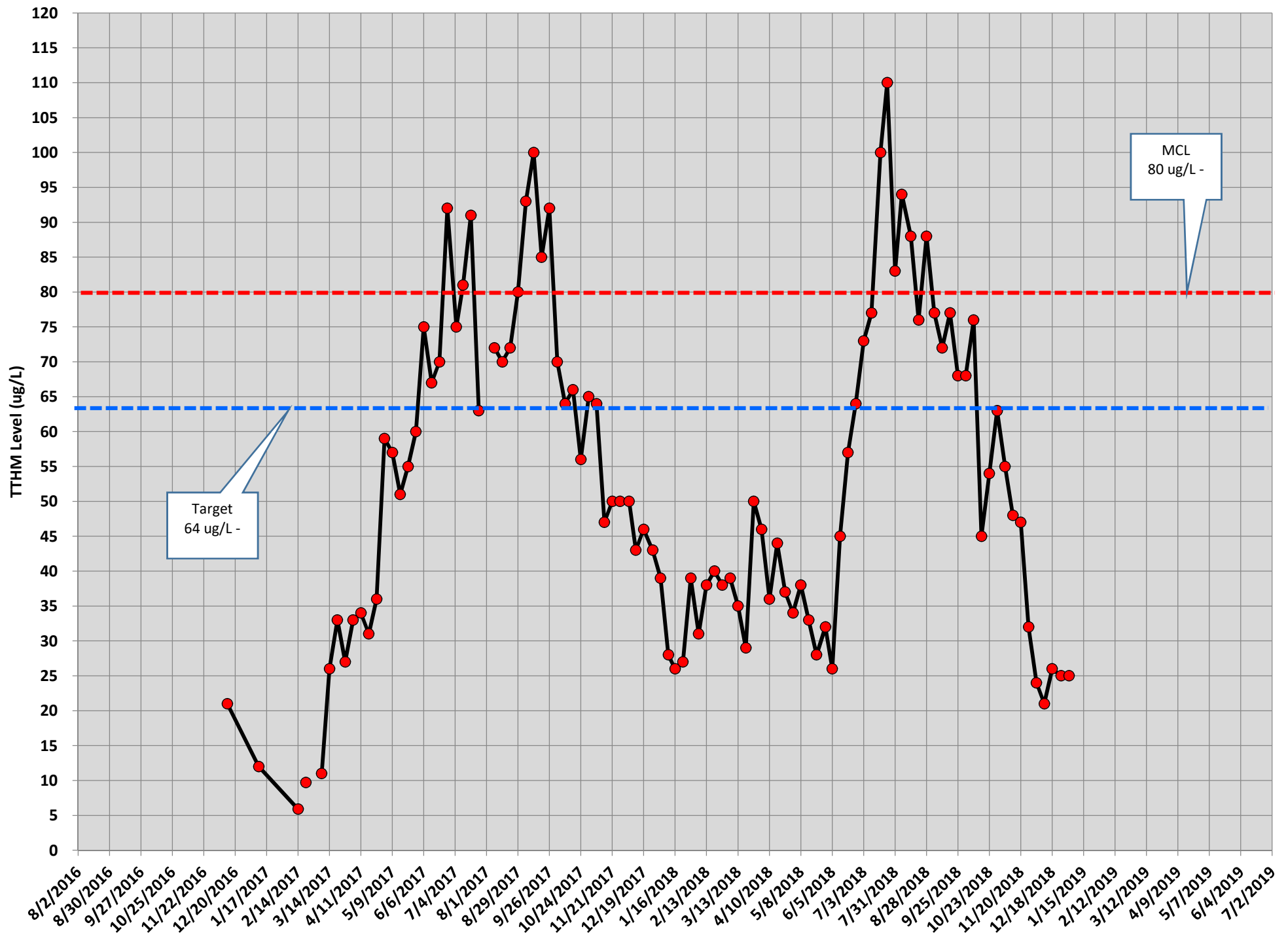
Edmund No. 2 (Zone 9) - TTHMs Levels



Shields Reservoir (Zone 10) - TTHMs Levels



Pickens Reservoir (Zone 11) - TTHMs Levels



CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

January 8, 2019

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

General Managers Report Topics:

- GM Activities

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

- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities
- Cash & Investment Report

STAFFING

Four (4) employees have work anniversaries in January. Joe Huerta – 33 years, Dave Spain – 32 years, David Rawlings – 7 years, James Lee – 2 years.

As of January 4th the District has gone 1,669 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Employee Relations Committee Meeting	- December 14 th
Finance Committee Meeting	- December 14 th
Management staff meetings	- December 17 th , January 7 th
CV Town Council Meeting	- December 20 th

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

January 8, 2019
Staff Report

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

1. **Water Production Report**

- December 1 – 31 - Water production – 46%/56% split – 86.3 MG for the time period
- Average use – 23.0% less than 2017 and 13.2% less than 5-yr average
- Water production for Calendar Year 2018 – 3,881 ac-ft; Calendar Year 2017 – 3,929 ac-ft; 1.2% less than 2017
- FMWD – Over Tier 1 by 72 ac-ft = \$6,192

2. **Rainfall Update**

- 3.03” for December 2018
- Rainfall Total for Rainfall Year 2018/19 – 6.01”

3. **Report on Engineering**

• **CIP Projects**

- Oak Creek #1 & #2 Reservoir Rehabilitation
 - Oak Creek #2 – completed removal of bottom coating & structural upgrades
 - Restart work on January 7, 2019 with interior re-coating
- Well 1 & 7 Rehabilitation – Pre-Bid meeting – January 9, 2019

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

- APTwater submitted testing report to DDW for approval
- DDW approval – March 2019

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

- Staff to meet with consultants to finalize Conceptual Plan

• **ULARA**

- Administrative Committee Meeting – January 16, 2019

• **Grant Program**

- No Report

• **Water Meter Replacement Program**

- On hold until April 2019
- Kickoff meeting with UtiliWorks on January 15, 2019

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

• **Wells - Status**

- Well production capacity – remained steady at 1.40 MGD

5. **Developer Jobs**

- No Report

6. **Street Projects**

- Pennsylvania Paving Project – City of Glendale
 - 210 Freeway to Markridge Road – Under Construction

7. **Field Maintenance & Operations – December 1, 2018 – December 31, 2018**

▪ **Water Lateral Leaks & Repairs**

2434 Frances	2338 Florencita	5869 Freeman
2812 Hermosa	3226 Brookhill	2642 Pickens
2410 Laughlin		

▪ **Water Main Leaks**

- No Report

▪ **Valve Replacement**

- No Report

▪ **Fire Hydrant Repair**

- No Report

▪ **Booster Pump Maintenance**

- No Report

▪ **Reservoir Maintenance**

- No Report

▪ **Sewer Maintenance - December 1, 2018 – December 31, 2018**

3100 Block of Pontiac	4600 Block of Cloud	4600 Blocks of Hume, and Orin
3000 Block of Fairesta	4400 Block of Ramsdell	2900 Block of Mary
2900 Block of Community	4500 - 4900 Blocks of Pennsylvania	3100 Block of Fairmount

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

December 1 - December 31, 2018

Well Production:	31,996,800	Gals		
GWP Production:	6,212,000	Gals		
Gravity Production:	1,416,200	Gals	% GW	46%
Purchased Water:				
FMWD:	46,688,500	Gals		
City of Glendale:	0	Gals	% Import	54%
TOTAL:	86,313,500	Gals		
	264.89	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	39,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
December 1, 2018 - December 31, 2018	2,792,786	
December 1, 2017 - December 31, 2017	3,626,195	-23.0%
5-yr Average - December 2013 - 2017	3,216,959	-13.2%

RAINFALL: December 1 - December 31, 2018

3.03"

Season-To-Date:

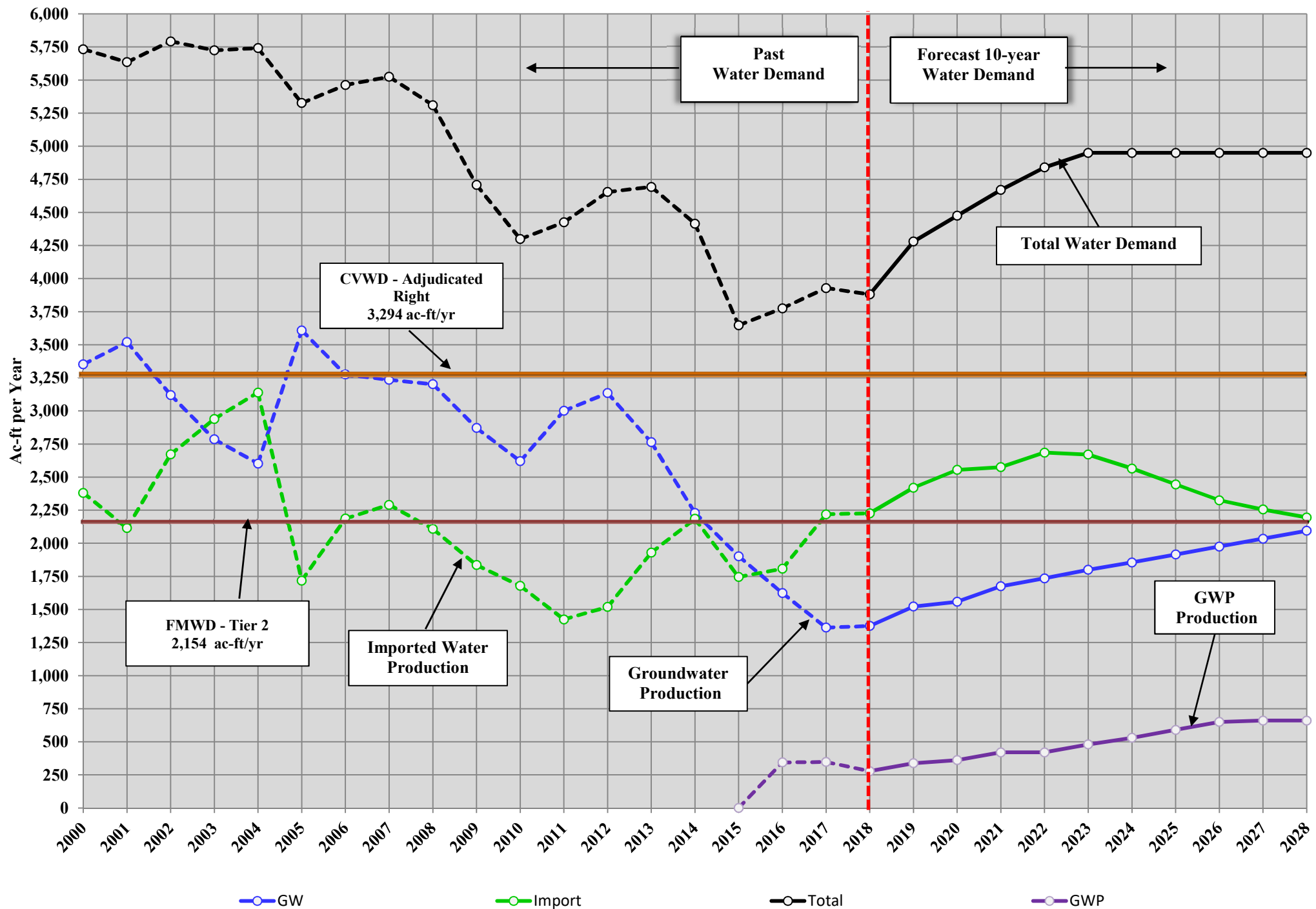
6.01"

2018/19 Fiscal Year Water Production			WY 18/19 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2018		Purchased Water Production Tier 2 Allocation - 2018	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	406	410	October	115	January	28	January	134
August	405	405	November	108	February	24	February	163
September	357	390	December	103	March	27	March	113
October	349	380	January		April	25	April	162
November	323	320	February		May	25	May	165
December	265	300	March		June	23	June	189
January		270	April		July	23	July	256
February		273	May		August	22	August	259
March		305	June		September	21	September	235
April		356	July		October	21	October	212
May		383	August		November	20	November	195
June		408	September		December	20	December	143
Total to Date	2,104	2,205	Total to Date	326	Total to Date	279	Total to Date	2,226
Projected	4,099	4,200	Water Rights	3,294			Tier 2	2,154
% of Projected	50.1%	52.5%	% of Rights	10%			% of Allocation	103%
Remaining	2,096	1,995	Remaining	2,968			Remaining	(72)

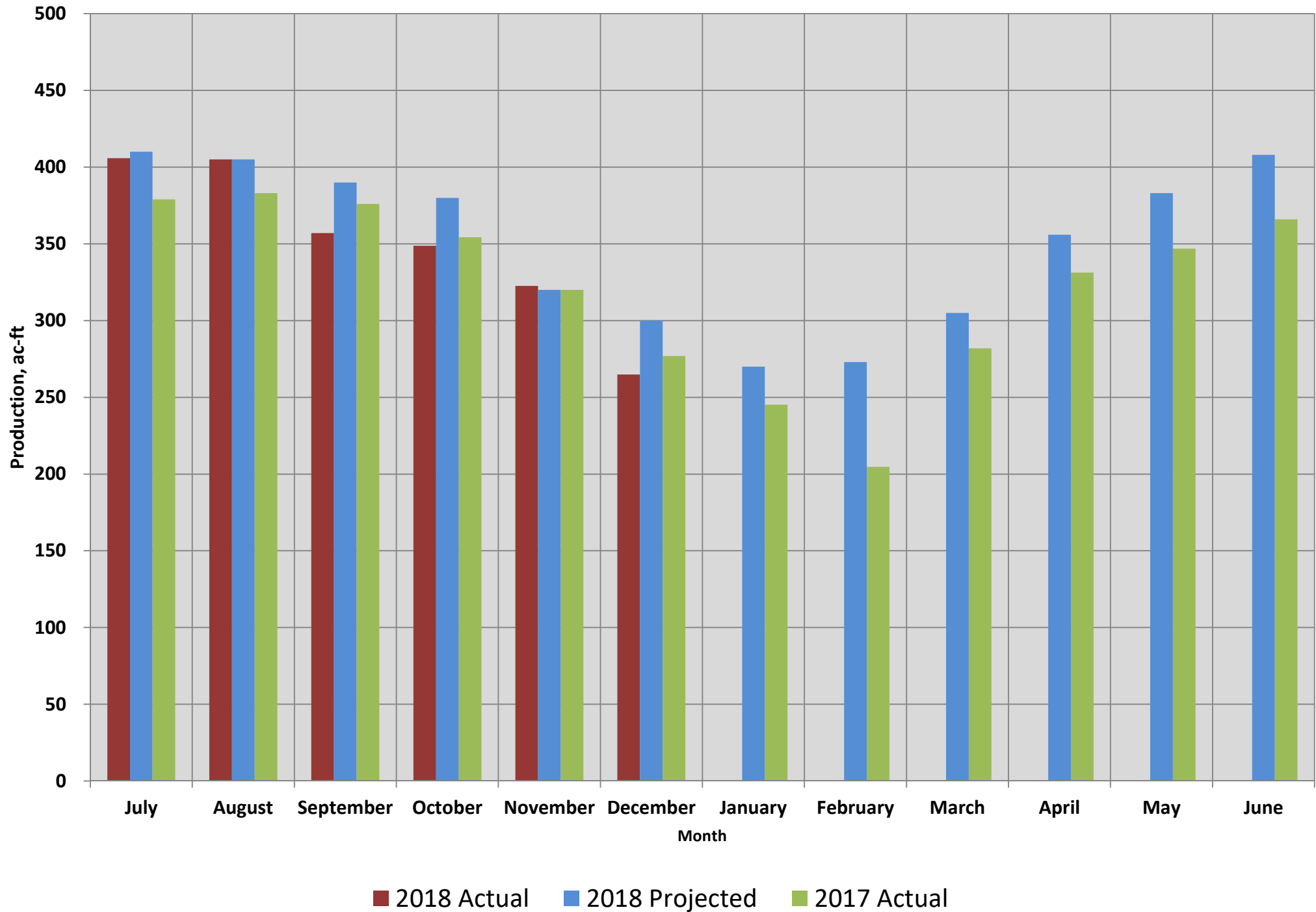
NOTE:

1) Blue Numbers = Estimated Water Production

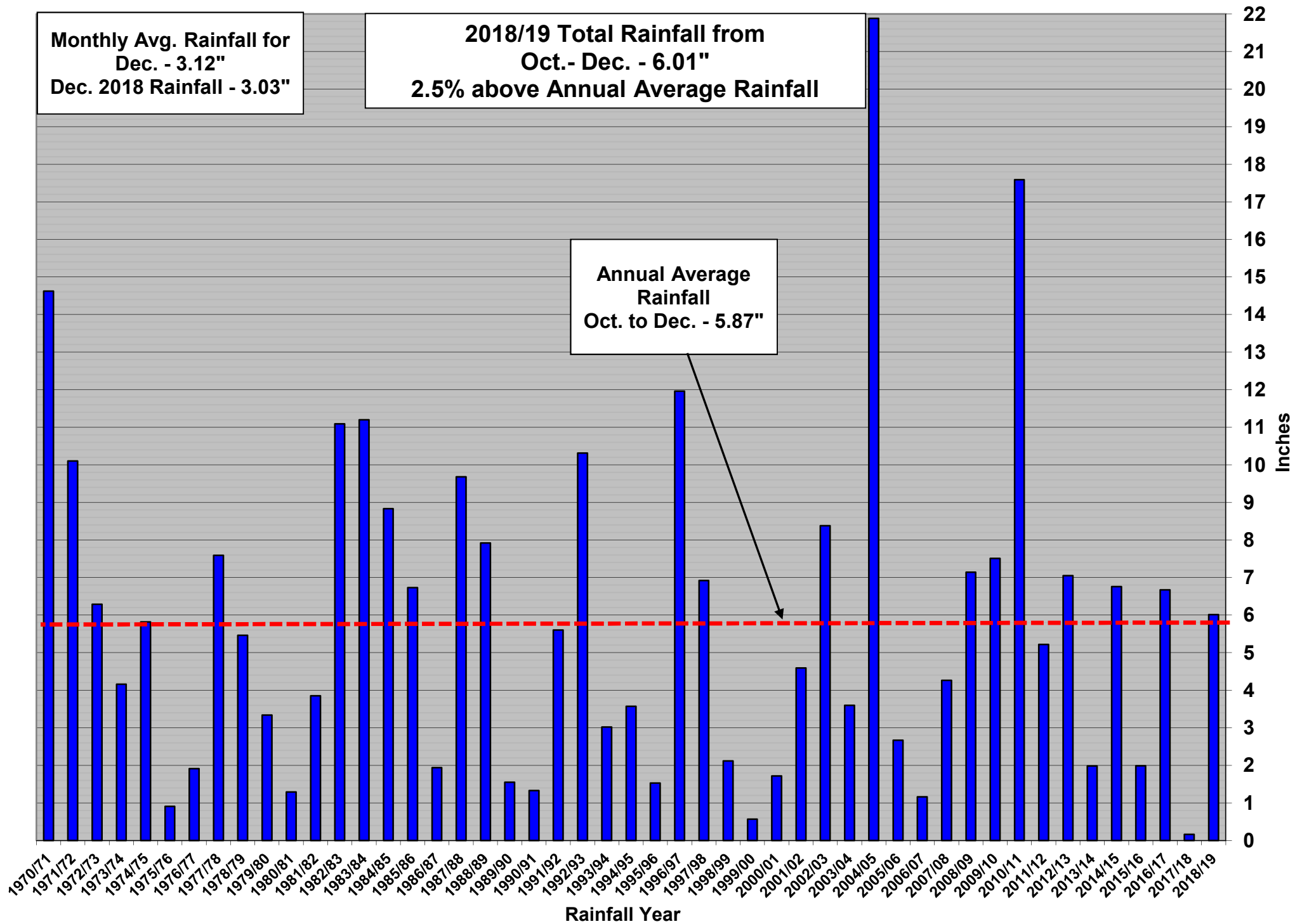
Water Demand - CY 2000 - CY 2028



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



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



**CRESCENTA VALLEY WATER DISTRICT
INVESTMENT PORTFOLIO SUMMARY
January 4, 2019**

INVESTMENT TYPE	ACCT/CUSIP I.D. NO.	PURCHASE DATE	*FACE VALUE	INVESTMENT COST	% OF TOTAL	**MARKET VALUE	MATURITY DATE	DATE CALLABLE	EARNED TO DATE	YIELD TO MATURITY
GENERAL FUNDS										
GENERAL FUND-SWEEP ACCOUNT	0631-525246		\$ 737,914	\$ 737,914	5.48%	\$ 737,914	none	n/a	\$ 452	0.18%
GREAT PACIFIC SECURITIES	GPC-804452		\$ 147,547	\$ 147,547	1.10%	\$ 147,547	none	n/a	\$ 446	1.64%
BOND DEBT SERVICE FUND	6948-331525		\$ 74,893	\$ 74,893	0.56%	\$ 74,893	none	n/a	\$ 100	0.18%
LOCAL AGENCY INVESTMENT FUND	90-19-007		\$ 429,981	\$ 429,981	3.19%	\$ 429,981	none	n/a	\$ 4,262	2.16%
FEDERAL FARM CREDIT (101)	31331VY26	6/14/2016	\$ 1,000,000	\$ 1,211,530	9.00%	\$ 1,066,130	8/16/2021	n/a	\$ 23,055	1.26%
FEDERAL FARM CREDIT (103)	31331VQG4	8/2/2016	\$ 1,000,000	\$ 1,287,830	9.57%	\$ 1,124,510	2/6/2026	n/a	\$ 21,797	1.88%
US TREASURY (107)	912828W9	9/29/2017	\$ 1,000,000	\$ 995,742	7.40%	\$ 964,690	9/30/2022	n/a	\$ 7,713	1.84%
US TREASURY (108)	9128283C2	10/27/2017	\$ 500,000	\$ 500,000	3.71%	\$ 484,260	10/31/2022	n/a	\$ 4,192	2.00%
			\$ 4,890,335	\$ 5,385,437		\$ 5,029,925			\$ 62,017	
MTBE CONTINGENCY FUNDS										
FEDERAL FARM CREDIT (M-48)	3133ED4U3	5/11/2016	\$ 500,000	\$ 518,915	3.85%	\$ 497,440	10/11/2019	n/a	\$ 4,454	0.99%
FEDERAL FARM CREDIT (M-49)	3133EA5N4	5/11/2016	\$ 1,250,000	\$ 1,260,763	9.38%	\$ 1,233,725	10/22/2019	n/a	\$ 6,550	0.99%
US TREASURY (M-53)	912828R36	7/12/2016	\$ 1,000,000	\$ 1,013,212	7.54%	\$ 911,910	5/15/2026	n/a	\$ 6,812	1.48%
US TREASURY (M-54)	912828S76	8/5/2016	\$ 1,000,000	\$ 1,002,175	7.44%	\$ 956,410	7/31/2021	n/a	\$ 4,716	1.08%
US TREASURY (M-55)	912828R36	8/25/2016	\$ 1,000,000	\$ 1,004,930	7.46%	\$ 911,910	5/15/2026	n/a	\$ 6,812	1.57%
US TREASURY (M-56)	912828R36	10/4/2016	\$ 1,000,000	\$ 997,540	7.41%	\$ 911,910	5/15/2026	n/a	\$ 6,916	1.65%
FEDERAL FARM CREDIT (M-57)	3133EGWX9	10/5/2016	\$ 1,000,000	\$ 987,148	7.33%	\$ 907,070	4/6/2026	n/a	\$ 7,629	1.96%
FEDERAL FARM CREDIT (M-58)	31331VWN2	11/9/2016	\$ 1,000,000	\$ 1,266,700	9.41%	\$ 1,139,400	4/13/2026	n/a	\$ 22,636	2.24%
			\$ 7,750,000	\$ 8,051,382		\$ 7,469,775			\$ 66,524	
TOTAL INVESTMENTS			\$ 12,640,335	\$ 13,436,819		\$ 12,499,700			\$ 128,541	
CASH- PAYROLL ACCOUNT	0948-024724		\$ 26,045	\$ 26,045	0.19%	\$ 26,045				
TOTAL CASH AND INVESTMENTS			\$ 12,666,380	\$ 13,462,864	100%	\$ 12,525,745			\$ 128,541	1.44%
						\$ (937,120)	***Unrealized Gain/(Loss) on Investments			

Yield on investments including LAIF but not cash accounts	1.62%
Yield on investments not including LAIF or cash accounts	1.58%

I certify that this report accurately reflects all pooled investments and is in compliance with California Government Code Sections 5922 & 53601 as amended on 1/1/97; are currently in conformity with the investment policy as stated in Resolution No. 739 adopted on December 12, 2017.
As Treasurer of the Crescenta Valley Water District, I, Ron L. Mitchell hereby certify that sufficient investment liquidity and anticipated revenues are available to meet one year of estimated expenditures for the operations of Crescenta Valley Water District.

*Value at investment maturity date.

***Reported in compliance with GASB Standard No. 31, effective July 1, 1997, the "fair value" adjustment necessary between cost and market value.

	June 30, 2018	May 31, 2018	April 30, 2018
Water	7,043,248	8,073,094	8,223,928
Wastewater	5,878,278	5,892,201	5,911,559
	<u>12,921,527</u>	<u>13,965,296</u>	<u>14,135,487</u>



Ron L. Mitchell, Secretary-Treasurer, CVWD

January 4, 2019
Date

Crescenta Valley Water District
Director Stipend/Reimbursement Report
December 2018

Name	Meeting Date	Meeting/ Event	Items Discussed	Meeting Compensation	Expense Reimbursement
Director Bodnar	12/12/18	Board Meeting		\$ 90.00	
	12/14/18	Emp. Relations Com	Organizational structure; administrative leave	\$ 90.00	
	12/14/18	Finance Committee	Review FY 2017-18 Financial Statements		
Director Claessens	12/12/18	Board Meeting		\$ 90.00	
Director Erickson	12/12/18	Board Meeting		\$ 90.00	
	12/14/18	Emp. Relations Com	Organizational structure; administrative leave	\$ 90.00	
Director Putnam	12/12/18	Board Meeting		\$ 90.00	
	12/14/18	Finance Committee	Review FY 2017-18 Financial Statements	\$ 90.00	
Director Tejada	12/12/18	Board Meeting		\$ 90.00	

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: December 14, 2018
TO: Finance Committee Meeting File
FROM: Ron L. Mitchell

Following is a summary of the Finance Committee Meeting held at 11:00 a.m. on December 14, 2018, at the CVWD main office, and was attended by the following:

Director James Bodnar - Committee Chairperson	CVWD
Director Ken Putnam - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
Ron L. Mitchell – Secretary-Treasurer	CVWD
James Lee – Accounting & Finance Manager	CVWD
Arturo Montes – Accountant	CVWD
Leslie Ward	Clifton Larson Allen

1. Review of draft FY 2017/18 Audit

The Committee and staff met with Ms. Leslie Ward of Clifton Larson Allen (CLA) and she discussed the first draft of the financial statements for FY 2017-18. She informed the Committee of the process that was used to perform the audit and that no major weaknesses were found in the District's internal controls. Ms. Ward said that in their opinion, the financial statements present fairly, in all material respects, the financial position of the District.

Ms. Ward discussed three adjusting entries related to the final removal of the 2007 COPS, moving items related to inventory to a capital asset account, and the fair value of investments at June 30, 2018. The only other item of significance was the new reporting requirements of GASB 75 related to accounting and reporting of postemployment benefits other than pensions. As a result of this implementation, the beginning net position has been decreased by \$1,139,076. The results to this new requirement did not result in a modification of the audit opinion which remains unqualified.

The Committee recommended that staff prepare a 1 or 2-page fact sheet that would highlight the changes in assets, liabilities, and other items of interest to make the statements more user friendly. They also asked staff to explore using a new photograph on the cover that would show the new Well 2 project or employees at work.

Staff informed the Committee that the final draft is scheduled to be brought to the full Board on the January 22, 2019 agenda for acceptance.

The meeting adjourned at 11:50 a.m.

CRESCENTA VALLEY WATER DISTRICT

EMPLOYEE RELATIONS COMMITTEE MINUTES

DATE: December 14, 2018

Following is a summary of the Employee Relations Committee Meeting held at 9:30 a.m. on December 14, 2018 at the CVWD main office, and was attended by the following:

Director Kerry Erickson - Committee Chairperson	CVWD Board of Director
Director James Bodnar - Committee Member	CVWD Board of Director
Nem Ochoa	CVWD
Ron Mitchell	CVWD

Mr. Ochoa welcomed the Committee and said the purpose of the meeting was to discuss the District's proposed organizational structure and provided the Committee a memo that reviewed the current organizational structure and steps that he has undertaken related to reorganizing the District to create opportunities for succession and establish a dedicated resource to support the employee's human resources needs.

Mr. Ochoa informed the Committee that he has engaged the services of a human resources consultant, HR Dynamics to review the current HR practices and offer recommendations that may be necessary for regulatory compliance as well as best practices recommendations. He provided a copy of the final draft report and said that there are several areas that need attention and divided them into high, medium, and low priorities. He said that staff has developed a plan and are working to get these recommendations accomplished.

Mr. Ochoa informed the Committee that as part of his goals set by the Board, he hired Deloach & Associates to perform an organizational restructure review to see how the current organizational chart can be revised to provide for a better organization going forward. He reviewed the proposed organizational chart that changed titles to reflect what is now common in the industry, combined or revised departments to provide more efficient operations, and added some new positions not currently in our organizational chart.

Mr. Ochoa said that some of the positions would be filled by current employees and others could be accomplished by the use of consultants or contractors. Mr. Ochoa said that he may be coming back to the Committee and Board recommending that we expand by one new position that would be more dedicated to human resource needs as outlined in the report provided by HR Dynamics. The Committee asked staff to provide the fiscal impacts of adding the new position as well as the other changes that were recommended in the reports for the Board to consider.

Next, the Committee discussed the topic of Administrative Leave (AL) for Management Unit employees. Mr. Ochoa said that he has set the expectation with all managers that they should attend all Board meetings, attend community events as applicable, and respond to district-related emergencies outside of normal business hours. Currently there are two levels of AL that were based upon a different level of expected participation in the activities mentioned above. Mr. Ochoa said that since the expectations have changed, the level of AL should be uniform. The Committee discussed this issue and has recommended that it be brought back to the full Board for adoption in January 2019.

The meeting adjourned at 10:50 a.m.