

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, March 26, 2019 at 7:00 p.m.**

Posted: March 22, 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

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 March 12, 2019.
2. Ratification of disbursements for February 2019.

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 2019/20 Water and Wastewater Budgets** – Review of Draft FY 2019/20 Water and Wastewater Budgets.
2. **Approval of the District's Social Media Policy and Protocols** – Discussion of preliminary Social Media survey results and approval of the District's Social Media policy and protocols.

Information Items

Written Communications to District/Board

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Conference with Labor Negotiators - \$54957.6

- District negotiators: Nem Ochoa, Ron Mitchell
- Unrepresented employees: Management Unit

Conference with Labor Negotiators - \$54957.6

- District negotiators: Nem Ochoa, Ron Mitchell, and James Lee
- Employee organization: AFSCME

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

REGULAR MEETING, BOARD OF DIRECTORS

March 12, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of February 26, 2019, a Regular Meeting was held on March 12, 2019 at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Michael L. Claessens Kerry D. Erickson Kenneth R. Putnam Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	Nem Ochoa
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Christy Scott, Program Manager Wendy Holloway, Customer Service Supervisor Dennis Maxwell, Operation & Maintenance Mgr. James Lee, Finance & Accounting Manager Arturo Montes, Accountant Brook Yared, Senior Engineer John Robinson, JR Consulting

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 March 12, 2019, be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – None

CONSENT CALENDAR

It was moved by Director Erickson, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board meeting held on February 26, 2019.

ACTION CALENDAR

Resolution No. 743 – Mr. Gould reported that the U.S. Bureau of Reclamation (USBR) is making funding available through its WaterSMART Program for projects such as AMI. Staff and John Robinson

Consulting are working to prepare the USBR grant application for CVWD's AMI system. As part of the process, USBR is requesting that a resolution be approved by the Board of Directors to appoint a person with legal authority. The applications are due March 19, 2019. There are two funding groups under the USBR. Funding group number one is up to a \$300,000 grant that needs to be completed within a two-year period, and funding group number two is up to \$1.5 million and needs to be completed within three years.

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson to adopt Resolution 743, an application for grant funding from the U.S. Bureau of Reclamation, Water and Energy Efficiency Grant for an Advanced Metering Infrastructure Project by the following roll call:

AYES:

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

NOES:

None

Succession Plan Implementation – Mr. Ochoa reported this item was presented to the Employee Relations Committee and asked to be brought to the full Board. Mr. Ron Mitchell has announced his retirement after 25 years of dedicated service. His last working day at CVWD will be September 27, 2019. He said it is an ideal situation when an organization can fill a vacancy with a competent successor within the ranks. The District hired a highly qualified candidate into the Accountant position and he has since been promoted to the Finance and Accounting Manager position. Now with two years' experience, and with an official retirement date in site, staff recommends implementing the final phase of a succession plan. The Finance and Accounting Manager will begin an assignment as interim Administrative Services Manager as of July 1, 2019. The succession training and interim assignment will be from July 1, 2019 to September 27, 2019. At the end of the interim assignment, the General Manager will evaluate the performance and determine the permanency of the assignment; otherwise recruitment will commence immediately to fill the full-time position. Because of the expanding role and responsibilities, staff recommends a 10% increase of current base salary while serving in the interim position.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote to approve the succession plan and grant a 10% increase in pay during the interim period. Also, the increase will include the pay period that includes July 1st through the end of the pay period that includes September 27, 2019.

TTHM Study and Disinfection Process Upgrades, Project E-995 – Mr. Gould updated the Board on the TTHM study. He said that the TTHM levels at the reservoirs have remained under or near the 64 ug/L due to decreasing demands and lower winter temperatures. He also reported that on March 5th there was a demonstration put on by ValveTek for the water distribution flushing near the Glenwood Plant facility.

Staff has sent letters to residents about the upcoming water flushing project, updated the phone system to include a message for customer's complaints during the flushing operation, updated the website and has coordinated with office and field staff to handle any water quality complaints.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER- Mr. Ochoa reported staff has met with Los Angeles County Public Works regarding the street sweeper use of water from District fire hydrants. Previously, the District would invoice the county at the end of the year for the estimated amount of water used by the capacity of the sweeper and how many times a day they would fill up. Staff met with the superintendent, and figured out that they use approximately 120,000 gallons of water a year, which amounts to about \$822.00.

Ms. Scott gave an update on a survey to poll the residents of the District on how to engage them on social media. We have sent a survey out via email with three questions and have received 472 responses so far.

Mr. Maxwell reported on emergency repairs around the District. On February 14, 2019 at the corner of Montrose and Pennsylvania Avenue, a fire hydrant blew. There as approximately 15,000 to 20,000 gallons of water loss. On March 9, 2019 there was a large main break at Rosemont and Prospect Avenue. This leak was lifting the street and there was approximately 150,000 gallons of water loss. On March 8, 2019, the City of Glendale had a line stop leak on their 20" main and they requested assistance from CVWD.

Mr. Gould reported on the water production of 68.0 MG for the time period of February 1 to February 28th. The average use is 28.7% less than 2018 and 21.9% less than the 5-year average. The rainfall for February 2019 is 11.23". In March we have had 3.09" of rain so far and the total rainfall for the 2018/19 rainfall year is 28.62". The rehabilitation is moving along for Oak Creek Reservoir. Also on March 15, 2019, UtiliWorks will be coming in to give a presentation to the Engineering Committee on the business case for AMI and then they will be at the April 9, 2019 Board meeting. Well production capacity has increase to 1.90 MGD. The paving project by the City of Glendale on Pennsylvania Avenue includes an area where we will have to relocate a fire hydrant and raising valve cans from the 210 freeway to Markridge.

ATTORNEY- Mr. Bunn reported on a Supreme Court case involving CalPERS regarding vested rights of employees. Six years ago PEPPRA reduced pension benefits at a state wide level for only new employees and eliminated the provision of purchasing airtime. The courts ruled this is not a vested right and upheld the law as currently stated.

REPORTS OF COMMITTEES

Engineering Committee – Director Erickson reported that a meeting will be held on March 15, 2019 at 9:00 a.m.

Finance Committee – Director Putnam reported that the Committee will meet on March 21, 2019 at 9:00 a.m.

Employee Relations Committee – Director Bodnar reported that the Committee met on March 8, 2019 at 9:30 a.m., and discussed the District’s proposed Organizational Structure and reviewed Section 2.11(B) Longevity Pay. They also discussed the preparation for the upcoming MOU negotiations in a closed session.

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

Community Relations/Water Conservation Committee – Director Tejeda reported that the committee will meet on March 20, 2019 at 9:30 a.m.

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

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

DIRECTORS ORAL REPORT

Director Bodnar feels our focus needs to be on pipeline replacement projects. If we have additional money in the budget, we need to focus on the capital side.

Director Claessens reported on last year’s fires and the President’s emergency declaration that allocated \$660 million dollars to the state. For many reasons a lot of the money will not be spent. The State and Feds have rules that allow the money to be disbursed to other agencies in California to be used for mitigation projects that are not related to the fires. He said that he is in day 2 of training put on by Cal Office of Emergency Management. This is a program that teaches how to write grant requests to receive some of the money. FEMA is very strict on how they allocate funds now.

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson – No Report

CLOSED SESSION – No reportable action

ADJOURNMENT

There being no other business to come before the Board, at 8:50 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 March 26, 2019 at 7:00 p.m.

APPROVED:

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

FEBRUARY 2019



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	2/12	Los Angeles County Public Works	Excavation permits for various locations	4,624.00	
0	2/26	Southern California Edison Co.	Power purchased 02/2019	18,505.26	211.78
0	2/26	CalPERS	Contributions for 02/2019	24,544.57	14,688.36
38777	2/12	ACV Systems, LLC	Repair pressure sustaining valves at Well 14 & Ordunio Res	1,792.65	
38778	2/12	ACWA Joint Powers Ins Authority	Group Health for 03/2019	38,444.10	24,979.58
38779	2/12	ADS, LLC	Monthly sewer monitoring 01/2019		1,100.00
38780	2/12	Affordable Generator Services, Inc.	Emergency generator rental at main office 01/2019	922.42	307.48
38781	2/12	Affordable Generator Services, Inc.	Service emergency generators: Unit #28, 29, 30, 35	8,340.01	
38782	2/12	Airgas National Carbonation	Well 2 - Carbon dioxide	282.42	
38783	2/12	Airgas USA, LLC	Monthly cylinder rental 01/2019	225.38	225.37
38784	2/12	Ajemco, Inc	Install cabinet in Board Room	1,485.00	495.00
38785	2/12	All American Landscape Co.	Landscape maintenance at office 02/2019	262.50	87.50
38786	2/12	Allen Pipeline, Inc.	Welding services at Well #5	1,144.00	
38787	2/12	Ameripride Uniform Services, Inc	Uniform rentals 01/2019	880.42	293.48
38788	2/12	Anawalt Lumber & Materials Co.	Misc hardware 01/2019	39.20	19.23
38789	2/12	Apex Manufacturing Solutions	E-995 - Configuration of SCADA for chloramine project	675.00	225.00
38790	2/12	APTwater, LLC	E-956 sales tax on ARoNite system at Well #2	59,375.00	
38791	2/12	Aramark	Safety jackets with CVWD logo for crews	1,361.59	
38792	2/12	ARC	Monthly MPS billing 01/2019	650.84	216.94
38793	2/12	AT&T	Voice communications 01/2019	271.64	90.55
38794	2/12	Brik-Art	Replace asphalt patch with brick at 2455 Upper Terrace	3,025.00	
38795	2/12	Burke, Williams, & Sorensen, LLP	Legal services through 12/2018	575.25	191.75
38796	2/12	California Water Environment	Membership renewal Jaysen Ortega	282.00	94.00
38797	2/12	CalPERS	Contributions for prefunding OPEB liability	60,000.00	40,000.00
38798	2/12	Campbell's Automotive Service	Unit #27 - Repair battery connections & replace coolant tank/flush system	786.95	262.31
38799	2/12	CCS Interactive, Inc.	Monthly website hosting 02/2019	78.75	26.25
38800	2/12	Centro Print Solutions	Year end 1099 forms	31.40	31.39

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38801	2/12	Cerdant, Inc.	Network security service for 02/2019	206.25	68.75
38802	2/12	Choice Pest Control	Monthly service Well 9 & Mills house 01/2019	96.75	13.25
38803	2/12	Citibank (COSTCO)	Misc office supplies 01/2018	612.18	612.17
38804	2/12	City of Glendale - Permits	Excavation permits	2,850.00	
38805	2/12	City of Glendale Water & Power	Power purchased 01/2019	28,360.41	39.55
38806	2/12	City of LA Bureau Sanitation	Sewerage facilities Nov/Dec 2018		24,998.43
38807	2/12	Core & Main	2" octave meter for stock	1,628.70	
38808	2/12	Core-Rosion Products	E-995 - Outdoor seismic restraint system @ Mills	4,183.54	
38809	2/12	Dataprose LLC	Printing - postage control 1-4 01/2019	1,459.27	1,459.26
38810	2/12	David's Crew Inc.	Refund for Flooding meter	940.00	
38811	2/12	Dell Financial Services	Contract lease for 01/2019	727.71	242.57
38812	2/12	Deloach & Associates, Inc.	Consulting services regarding organizational assessment	320.00	320.00
38813	2/12	Do-it Center	Misc hardware 01/2019	1,475.13	343.62
38814	2/12	Eurofins Eaton Analytical Inc.	Water analysis	2,116.00	
38815	2/12	First Choice	Coffee service Plant & Office	202.73	202.72
38816	2/12	Fleet Crew Emissions Service	Unit #25 - Service emissions system	401.21	133.74
38817	2/12	Foothill Car Wash, Lube & Oil	Oil change unit #6 - transmission oil add unit #34	61.46	20.49
38818	2/12	Full Source, LLC	Safety equipment	194.96	64.99
38819	2/12	Dina Gharehbagloo	Refund Check	49.65	
38820	2/12	Grainger	Miscellaneous shop supplies	49.21	49.21
38821	2/12	Great America Leasing Corp.	Kyocera copiers lease - 01/2019	767.60	767.59
38822	2/12	Gsolutionz Professional Services	Land line support 01/2019	282.12	94.04
38823	2/12	Hach Company	E-995 - New chlorine analyzers at 6 sites	50,051.06	
38824	2/12	Home Depot Credit Services	Misc hardware 01/2019	1,012.15	816.33
38825	2/12	J's Maintenance	Janitorial service 01-2019	793.50	264.50
38826	2/12	Joe Service Inc.	Tow Unit #38 and Unit #22	112.50	37.50
38827	2/12	Just Tires, Inc.	Unit #3 - 2 rear tires	1,582.70	527.57
38828	2/12	L.A. County Dept. Public Works	Excavation permits	4,462.27	
38829	2/12	Lincoln Financial Group	Life & disability insurance 02/2019	892.75	595.17
38830	2/12	Mail Finance	Postage machine rental	184.96	184.95
38831	2/12	Morales Exterminating Co., Inc.	Termite treatment @ Glenwood Plant	640.50	640.50
38832	2/12	New Pig Corp.	Miscellaneous shop supplies	176.67	176.67
38833	2/12	Newegg, Inc.	Conference phone, tablet computers, receiver, HDMI cables	1,659.12	545.43

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38834	2/12	Northern Safety Co., Inc	5 first aid kits for vehicles	109.23	186.10
38835	2/12	O'Reilly Auto Parts	Misc parts 01/2019	504.32	175.40
38836	2/12	Office Depot - Credit Plan	Misc supplies 01/2019	403.49	403.49
38837	2/12	Paper Cuts, Inc	Paper shredding for 01/2019	26.88	26.87
38838	2/12	Pump Check	Pump efficiency testing and calibration at all Well sites.	13,164.00	
38839	2/12	Quinn Power Systems	Unit #54 - 500-hour service and new cover rod	1,606.42	535.48
38840	2/12	Ramco	Mixed bobtail load 01/2019	2,700.00	
38841	2/12	Red Wing Shoe Store	Safety boots for 9 employees	1,378.61	459.51
38842	2/12	Reliable Road Service, Inc.	Unit #25 - R & R drive shaft lines	397.88	132.62
38843	2/12	Royal Industrial Solutions	Enclosure & panels for Ordunio Res	2,595.53	
38844	2/12	S.C. Signs and Supplies LLC	White thermo plastic signs - No Parking	96.01	
38845	2/12	Saf-T-Flo Water Services Corp.	E-995 - 14" static mixer and tubing	9,658.48	
38846	2/12	Sawyer Petroleum	359 gallons of red diesel	1,194.91	
38847	2/12	Sems Technologies Corp.	Yearly renewal SEMS Pro software	3,367.50	1,122.50
38848	2/12	Shell	Gas purchased 01/2019	1,403.22	467.74
38849	2/12	Simpler Systems	Monthly maintenance 02/2019	375.00	125.00
38852	2/12	Staples Business Advantage	New date stamp main office	60.64	60.63
38853	2/12	Sterling Water Technologies, LLC	Well 2 - 2 -50 lb pails of phosphoric acid	402.43	
38854	2/12	Steven Engineering Inc.	E-995 - 2 radio antenaes	228.85	
38855	2/12	Sully-Miller Contracting Co.	Minimum load charge	1,302.98	
38856	2/12	Judy Tejada	Reimbursement for Glendale Chamber of Commerce lunch meeting	37.50	12.50
38857	2/12	The Gas Company	Gas purchased Glenwood plant, Office, and Mills house 01/2019	525.68	175.23
38858	2/12	Toro's Lawnmower & Garden	Maintenance for Unit #3 trailer	484.45	438.68
38859	2/12	Traffic Management, Inc.	Safety cones for Unit #55	71.47	23.82
38860	2/12	Underground Service Alert/SC	Underground notifications for 01/2019	207.97	69.33
38861	2/12	Univar USA Inc	920 gallons liquid bleach for Mills & Glenwood	1,814.22	
38862	2/12	UPS	Shipping charges	14.19	14.19
38863	2/12	Vision Service Plan Co-(CA)	Group Vision for 02/2019	278.46	185.64
38864	2/12	Waste Management - Sun Valley	Disposal service for Plant & Office 02/2019	865.96	288.65
38865	2/12	Western Water Works	PVC pipe, wrapping tape and nipples for stock	79.42	57.13
38866	2/13	Spectrum Business	Data Communication 01/2019 Office	2,138.78	712.92
38867	2/13	Spectrum Business	Data Communication 01/2019 Glenwood	2,201.75	733.91
38868	2/15	Ron Mitchell	Health reimbursment	119.70	79.80

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
38869	2/26	Affordable Generator Services, Inc.	Service emergency generators #41 #35	1,411.64	
38870	2/26	Aflac	Employee paid insurance for 02/2019	1,790.23	
38871	2/26	Airgas National Carbonation	Well 2 - Carbon dioxide and liquid microbulk	148.68	
38872	2/26	Apex Manufacturing Solutions	E-995 - Onsite chlorine analyzer assessment	15,225.00	
38873	2/26	AT&T Mobility	Cell phone service 01/08 to 02/07/19	1,914.63	638.21
38874	2/26	Regino Avalos	Remove dead pine tree & remove debris at Dunsmore Res	3,889.37	220.63
38875	2/26	California Water Environment	Collection Sys Maint Grade 1 renewal Jaysen Ortega	87.00	
38876	2/26	Campbell's Automotive Service	Unit #44 - Replace brakes & strut assembly; Unit #45 replace ventilation sensor & oil separator; Unit #38 replace exhaust valve spring	1,476.04	492.01
38877	2/26	Cargill, Inc - Salt Division	25 tons of solar salt for the nitrate plant	5,364.80	
38878	2/26	Choice Pest Control	Monthly service at Well 9 & Mills house 02/2019	96.75	13.25
38879	2/26	City of Glendale	Utility tax for 01/2019	31,663.86	
38880	2/26	City of Glendale	Watermaster cost share agreement	2,688.31	
38881	2/26	City of Glendale Alarm Program	Alarm permit renewal charges 2019	123.75	41.25
38882	2/26	City of Los Angeles	Capital and O & M installment #4		183,590.00
38883	2/26	Clifton Larson Allen	Final billing for services 06/30/18 financial audit	665.00	665.00
38884	2/26	Colonial Life & Accidents Ins.	Employee paid insurance 01/2019	228.67	
38885	2/26	Contractor Compliance & Mont	E-956 - Labor compliance for 01/2019	166.25	
38886	2/26	CV Strategies	Services for 01/2019	931.88	310.62
38887	2/26	Cypress Ancillary Benefits	Group Dental for 03/2019	2,252.04	1,501.36
38888	2/26	Empire Fleetwash, LLC	Monthly fleet washing 02/2019	226.50	75.50
38889	2/26	Eurofins Eaton Analytical Inc.	Water analysis	2,216.00	
38890	2/26	Fire Master, Dept. 1019	5 fire extinguishers for trucks	237.10	79.03
38891	2/26	Foothill Municipal Water	Water delivery 01/2019	222,470.50	
38892	2/26	Gsolutionz Professional Services	Modifications to phone system	112.50	37.50
38893	2/26	Hach Company	E-995 - New chlorine analyzers at Mills & Glenwood	50,208.40	
38894	2/26	Hamilton Tool & Engineering	Core drill bits	287.44	95.81
38895	2/26	John Lisee Pumps, Inc	Pump repair kits @ nitrate plant	303.32	454.25
38896	2/26	John Robinson Consulting, Inc.	E-995 - Services through 01/31/19	7,184.00	
38897	2/26	KR Nida Companies	Install flashing lights on front of unit #55	145.17	48.38
38898	2/26	LA Dept Water and Power	Power purchased 02/2019	50.50	
38899	2/26	Lagerlof, Senecal, Gosney & Kr	Legal services for 01/2019	2,936.25	978.75
38900	2/26	Lincoln Financial Group	Life and disability insurance for 03/2019	950.91	633.94

Check		Payable To	Description	Water	Wastewater
Check#	Date			Amount	Amount
38901	2/26	LJ's Access Systems, Inc.	Service call for security gates at various sites	506.25	168.75
38902	2/26	McCall's Meter Sales & Service	Well #9 -Repair 4" digital meter head assembly	1,619.30	
38903	2/26	Mimecast North America, Inc.	Email security 02/2019	531.26	177.08
38904	2/26	Arturo Montes	Mileage reimbursement for CSMFO training	34.92	11.63
38905	2/26	Montrose Chamber of Commerce	2019 membership renewal	60.00	20.00
38906	2/26	Neofunds by Neopost	Postage for machine 01/2019	350.00	350.00
38907	2/26	Newegg, Inc.	Laptops and tablet computers with software	2,341.20	780.39
38908	2/26	Northern Safety Co., Inc	Safety vests	77.20	25.73
38909	2/26	Paveco Construction Inc	Repave asphalt at Encinal Reservoir and paving list 19-07	20,160.77	
38910	2/26	Plumbers Depot Inc	Nozzles for Vactor truck and repairs to sewer camera van & equipment		2,927.77
38911	2/26	Rassac Air Systems	Heater - A/C maintenance plant	266.25	88.75
38912	2/26	Royal Industrial Solutions	E-995 - Wire for chloramine stations	2,291.25	
38913	2/26	Saf-T-Flo Water Services Corp.	E-995 3/4" PVC solution tube with check valve and QS coupling	1,314.75	
38914	2/26	Sawyer Petroleum	555 gallons of clear diesel	1,643.19	547.73
38915	2/26	Scotty's Industrial Products	Miscellaneous shop supplies	43.80	43.79
38916	2/26	Spectrum Business	Data communication - Glenwood 02/2019	269.97	89.97
38917	2/26	Star Ford	Running boards for Unit #45	234.65	78.21
38918	2/26	Sully-Miller Contracting Co.	5.04 tons of cold patch	505.53	
38919	2/26	The Gas Company	Gas purchased at Office 02/2019	232.10	77.37
38920	2/26	Toro's Lawnmower & Garden	Miscellaneous shop supplies	87.07	29.02
38921	2/26	Underground Service Alert/SC	Underground notification 12/2018	125.06	41.69
38922	2/26	Univar USA Inc	1,330 gallons of liquid bleach for Mills & Glenwood	3,111.94	
38923	2/26	UtiliWorks Consulting, LLC	E-998 Services from 1/1/19 to 1/31/19	21,705.26	
38924	2/26	Vision Service Plan Co-(CA)	Group vision for 03/2019	278.46	185.64
38925	2/26	Waste Management - Sun Valley	Disposal service Office & Plant 03/2019	865.96	288.65
38926	2/26	Water Quality & Treatment Solutions	E-995 - Consulting services 11/18 to 12/18	9,055.18	
38927	2/26	Wells Fargo Card Services	Gould: AWWA Spring Conf (reg, air); American Council of Engineers award (hotel, air); AWWA training class (W. Boyce); AMI lunch	1,272.98	399.91
38928	2/26	Wells Fargo Card Services	Hass: Monthly recurring charges; software/hardware; boardroom remodel; postage to RMA handhelds	3,456.03	648.36
38929	2/26	Wells Fargo Card Services	Maxwell: Wash Unit #51; tools for shop; quarterly safety lunch; smog check for 5 trucks	664.94	267.96

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
38930	2/26	Wells Fargo Card Services	Mitchell: Office quarterly safety lunch; dry erase board for office; board meeting dinner	394.68	153.58
38931	2/26	Wells Fargo Card Services	Ochoa: Lunches with FMWD, Director Tejeda, & AMI consultants; Calpelra labor academy (reg, hotel)	595.24	198.41
38932	2/26	Western Water Works	Flex couplings, check valve, adapters, tees, gaskets, nipples, corp stops for stock	5,553.59	
38933	2/26	Yardley Orgill Company, Inc.	E-995 - 2 - 2" blow-off assemblies	1,014.53	
Subtotals				\$ 825,090.14	\$ 320,727.99
Total Disbursements for February 2018				\$ 1,145,818.13	
<u>Payroll Report</u>					
Directors				\$	1,530.00
Office Regular Payroll				\$	128,306.00
Office OT				\$	891.00
Plant Regular Payroll				\$	114,243.00
Plant OT & Standby				\$	8,348.00
Employer Payroll Taxes				\$	20,079.00
Payroll Service Charges				\$	382.00
Total Payroll for February 2019				\$ 273,779.00	

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
Tuesday, March 26, 2019

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell, Secretary-Treasurer
Subject: **FY 2019-20 Preliminary Budget Discussion**

ACTION ITEM

1. Discuss the District's FY 2019-20 preliminary budget and financial status going forward.

DISCUSSION

OPERATING BUDGET

The primary components of the water and sewer budgets are: 1) large expenses such as purchased water, power, sewage treatment, and labor compensation; 2) capital improvement projects ("CIP"), and 3) operations and maintenance expenses ("O&M"). Although total O&M expenses are significantly less than the other two components of the budget, they are critical to fulfilling the District's mission of providing quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

The overwhelming standard in the water industry for measuring a water agency's effectiveness in meeting their chartered mission is the "Ten Attributes of Effective Utility Management", developed jointly by the US Environmental Protection Agency and the Water Research Foundation in 2007.

As a response to past requests for more transparency, accountability, and duty of care with respect to the budget; each manager identified their respective departmental resource needs to meet the District's mission and maintain the current level of service to ratepayers. Each line item is tied to one or more of the Ten Attributes. The Ten Attributes are attached for reference, and staff is ready to discuss individual line items. Also attached are the individually developed department budgets followed by a summary of those budgets with notes for each line item regarding changes from the current budget year.

FINANCIAL STATUS

The Water Fund reserves have experienced a steady decline over the last five years, even with the infusion of \$3.6 million from the MTBE Fund over the last four years. With the emergency funding for the TTHM issue currently underway, the MTBE Fund is projected to be at \$3.7 million by fiscal year-end. Under status quo – no scheduled rate increases – if all MTBE monies were to be joined with the Water Fund, the combined funds will be expended in 1-3 years. The attached exhibit is based on the rate increase that has been approved for the current year and the five-year capital improvement plan presented and discussed during the Engineering Committee on March 15, 2019. Staff will be prepared to discuss options.

The Sewer Fund has seen 0% rate adjustments for the last three years. The Sewer Fund is projected to

be \$4.9 million by fiscal year-end. Under status quo – no rate increases – the Sewer Fund will decline by approximately \$500K each year. This is due mostly to flat-line revenues and a future increase in treatment costs assessed by City of Los Angeles. The attached exhibit is based on the level of adjustments projected to maintain the fund. Staff will be prepared to discuss options.

RECOMMENDATION

Review and discuss the District's preliminary water and sewer budgets and discuss options going forward.

Prepared by:



Ron L. Mitchell, Secretary-Treasurer

Submitted by:



Nemesciano Ochoa, General Manager

10 Attributes of Effective Utility Management

1. Product Quality

- Comply with regulatory and reliability requirements
- Address customer needs
- Address public health and ecological needs

2. Customer Satisfaction

- Minimize customer complaint
- Achieve target level of customer service delivery
- Receive positive customer perceptions
- Efficiently deliver customer service

3. Employee and Leadership Development

- Recruit appropriate talent
- Retain existing talent
- Address succession planning needs
- Strengthen core competencies

4. Operational Optimization

- Provide for ongoing operational improvements
- Minimize resource use and losses from day-to-day operations

5. Financial Viability

- Develop sound financial plan
- Provide financial integrity
- Achieve budget management effectiveness

6. Infrastructure Strategy and Performance

- Develop and implement an Asset Management Program
- Maintain knowledge of assets and costs
- Incorporate risk-based analysis into decisions

7. Enterprise Resiliency

- Incorporate risk assessments into decision-making
- Implement risk mitigation
- Sustain employee resiliency

8. Community Sustainability

- Utility organization
- Infrastructure project sustainability
- Natural environment
- Economic strength
- Social equity

9. Water Resource Sustainability

- Achieve water supply adequacy
- Optimize reduction of non-revenue water
- Implement water conservation
- Achieve water supply reliability

10. Stakeholder Understanding and Support

- Stakeholder identification
- Stakeholder engagement plan
- Oversight body engagement strategy
- Media interaction program
- Stakeholder support performance measurement system

10 Attributes of
EUM

TECHNOLOGY						
		General & Administrative		<i>water</i>	<i>sewer</i>	<i>total</i>
01-01-5130-000	02-01-5130-000	Administrative Consultants	<i>All</i>	10,303	3,689	13,992
01-01-5180-000	02-01-5180-000	Office Supplies & Misc Expense	<i>OO</i>	286	286	573
01-01-5190-000	02-01-5190-000	Computers and Network	<i>OO</i>	27,000	9,000	36,000
01-01-5195-000	02-01-5195-000	Computer Software	<i>OO</i>	50,400	16,800	67,200
01-01-5225-000	02-01-5225-000	Enterprise Voice Communications	<i>OO</i>	17,234	5,782	23,016
01-01-5226-000	02-01-5226-000	Wireless Voice & Data Communications	<i>OO</i>	15,724	5,276	21,000
01-01-5227-000	01-01-5227-000	Data Communications	<i>OO</i>	47,340	15,780	63,120
01-01-5300-000	02-01-5300-000	Training-Office	<i>PQ, ELD, ISP, ER</i>	4,838	1,613	6,450
01-01-5320-000	02-01-5320-000	Conferences & Seminars	<i>ELD</i>	2,185	715	2,900
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	<i>PQ, ER</i>	360	120	480
		General & Administrative		175,671	59,060	234,731
		Plant Operations		<i>water</i>	<i>sewer</i>	<i>total</i>
01-02-5445-000	02-02-5445-000	Telemetry & Signal System	<i>OO, ER</i>	21,791	7,209	29,000
01-02-5445-001	02-02-5445-001	SCADA Hardware	<i>OO, ER</i>	9,000	3,000	12,000
01-02-5445-002	02-02-5445-002	SCADA Software	<i>OO, ER</i>	23,550	7,850	31,400
01-02-5445-003	02-02-5445-003	SCADA Phone Lines	<i>OO, ER</i>	1,355	445	1,800
		Plant Operations		55,697	18,503	74,200

10 Attributes of
EUM

ENGINEERING						
		General & Administrative		<i>water</i>	<i>sewer</i>	<i>total</i>
01-01-5130-000	02-01-5130-000	Administrative Consultants	<i>All</i>	187,768	67,232	255,000
01-01-5180-000	02-01-5180-000	Office Supplies & Misc Expense	<i>CS</i>	2,004	2,004	4,008
01-01-5260-000	02-01-5260-000	Engineering Expense	<i>OO</i>	9,769	3,231	13,000
01-01-5270-006		Interns	<i>ISP</i>	2,000	-	2,000
01-01-5300-000	02-01-5300-000	Training-Office	<i>PQ, ELD, ISP, ER</i>	1,500	500	2,000
01-01-5320-000	02-01-5320-000	Conferences & Seminars	<i>ELD</i>	3,767	1,233	5,000
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	<i>PQ, ER</i>	2,250	750	3,000
		General & Administrative		209,058	74,950	284,008
		Plant Operations		<i>water</i>	<i>sewer</i>	<i>total</i>
01-02-5370-000		Permit & Assessment Fees	<i>OO</i>	3,000	-	3,000
01-02-5390-000		Nitrate Plant - Engineering	<i>OO</i>	-	-	-
		Plant Operations		3,000	-	3,000
		Distribution System		<i>water</i>	<i>sewer</i>	<i>total</i>
01-02-5410-000		Backflow Expense	<i>OO</i>	700	-	700
01-02-5423-007		Pipelines-Paving	<i>OO</i>	24,000	-	24,000
01-02-5423-009		Pipelines-Leak Detect/Repair	<i>OO, ISP, WRS</i>	28,000	-	28,000
01-02-5424-000		Reservoir Maintenance	<i>OO, ISP, WRS</i>	7,167	-	7,167
01-02-5425-000		Meter Maintenance	<i>CS, OO</i>	20,250	-	20,250
01-02-5425-007		Meters - Paving	<i>OO</i>	205,000	-	205,000
01-02-5425-011		Meters - D-Jobs	<i>CS, OO</i>	60,000	-	60,000
01-02-5432-000		Well Site - Maintenance	<i>OO</i>	-	-	-
01-02-5433-000		Maintenance - Booster Pumps	<i>OO, ISP, WRS</i>	36,000	-	36,000
	02-02-5621-000	Sewer Flow Monitoring Expense	<i>OO, ISP</i>	-	18,000	18,000
01-02-5431-000		Land Lease Cost Expense Well 16	<i>OO, ISP, WRS</i>	16,000	-	16,000
01-02-5432-007		Well Site - Lease Payment	<i>OO, ISP, WRS</i>	300	-	300
		Distribution System		397,417	18,000	415,417

10 Attributes of
EUM

REGULATORY						
		General & Administrative		water	sewer	total
01-01-5130-000	02-01-5130-000	Administrative Consultants	All	25,772	9,228	35,000
01-01-5180-000	02-01-5180-000	Office Supplies & Misc Expense	CS	573	573	1,145
01-01-5270-001		Water Conservation Expense	CS, CSY, WRS, SUS	33,504	-	33,504
01-01-5270-002		Water Conservation - Outreach	CS, CSY, WRS, SUS	-	-	-
01-01-5270-003		Water Conservation Turf Rebate	CS, CSY, WRS, SUS	20,005	-	20,005
01-01-5270-005		Water Conservation Rebates	CS, CSY, WRS, SUS	10,000	-	10,000
01-01-5270-006		Interns	ISP	15,000	-	15,000
01-01-5270-007		Community Outreach	CS, CSY, WRS, SUS	40,500	-	40,500
01-01-5300-000	02-01-5300-000	Training-Office	PQ, ELD, ISP, ER	-	-	-
01-01-5320-000	02-01-5320-000	Conferences & Seminars	ELD	-	-	-
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	PQ, ER	-	-	-
		General & Administrative		145,354	9,800	155,154
		Plant Operations		water	sewer	total
01-02-5450-000		Lab & Sampling Expense	PQ, ER	150,000	-	150,000
01-02-5450-013		Lab & Sampling Expense - MTBE	PQ, ER	25,000	-	25,000
NEW		Water Quality - Non-Lab & Sampling	PQ, ER	89,004	-	89,004
		Plant Operations		264,004	-	264,004

10 Attributes of
EUM

OPERATIONS						
		General & Administrative		<i>water</i>	<i>sewer</i>	<i>total</i>
01-01-5130-000	02-01-5130-000	Administrative Consultants	<i>All</i>	-	-	-
01-01-5320-000	02-01-5320-000	Conferences & Seminars	<i>ELD</i>	2,637	863	3,500
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	<i>PQ, ER</i>	525	175	700
		General & Administrative		3,162	1,038	4,200
		Plant Operations		<i>water</i>	<i>sewer</i>	<i>total</i>
01-02-5150-000	02-02-5150-000	Building Maintenance-Plant	<i>OO, ISP</i>	26,119	8,881	35,000
01-02-5170-000	02-02-5170-000	Landscaping Expenses-Plant	<i>OO</i>	5,029	2,971	8,000
01-02-5180-000	02-02-5180-000	Office Supplies & Misc Expense	<i>CS</i>	10,024	11,276	21,300
01-02-5200-000	02-02-5200-000	Utilities-Plant	<i>OO</i>	15,750	5,250	21,000
01-02-5300-000	02-02-5300-000	Training-Plant	<i>PQ, ELD, ISP, ER</i>	9,014	2,986	12,000
01-02-5310-000	02-02-5310-000	Operator Certifications-Educ	<i>PQ, ELD, ISP, ER</i>	3,600	900	4,500
01-02-5330-000	02-02-5330-000	Safety & Security	<i>FV, ER</i>	20,553	7,447	28,000
01-02-5340-000	02-02-5340-000	Uniforms	<i>OO</i>	11,836	4,164	16,000
01-02-5360-000	01-02-5360-000	Emergency Operations/Repairs	<i>FV, ISP, ER</i>	12,000	-	12,000
01-02-5380-000	02-02-5380-000	Tools and Equipment Maintenance	<i>OO</i>	15,484	16,516	32,000
01-02-5390-100	01-02-5390-100	Nitrate Plant - Maintenance	<i>OO</i>	82,500	-	82,500
	02-02-5402-000	Power Purchased - Lift Station	<i>OO</i>	-	800	800
01-02-5441-000	01-02-5441-000	Inventory Shrinkage/Disposal	<i>OO</i>	-	-	-
01-02-5460-000	01-02-5460-000	Water Treatment Expense	<i>PQ, OO, ER</i>	85,000	-	85,000
		Plant Operations		296,910	61,190	358,100

10 Attributes of
EUM

		Distribution / Collection System		water	sewer	total
01-02-5423-000	01-02-5423-000	Pipelines - Maintenance	OO, ISP, WRS	43,569	16,431	60,000
01-02-5423-008	01-02-5423-008	Fire Hydrant Repair/Replace	OO, ISP	12,000	-	12,000
01-02-5423-010	01-02-5423-010	Pipelines-Trench Plate Rentals	OO, ISP, WRS	2,000	-	2,000
01-02-5423-011	01-02-5423-011	Water Sampling Stations	PQ, WRS	500	-	500
01-02-5423-012	01-02-5423-012	Pipelines - Valves	OO, ISP, WRS	6,000	-	6,000
01-02-5424-000	01-02-5424-000	Reservoir Maintenance	OO, ISP, WRS	75,000	-	75,000
01-02-5424-006	01-02-5424-006	Reservoir Landscape	OO, ISP, WRS	20,800	-	20,800
01-02-5425-000	01-02-5425-000	Meter Maintenance	OO, ISP, WRS	250,000	-	250,000
01-02-5425-008	01-02-5425-008	Meter Repair/Replace/Upgrade	OO, ISP, WRS	10,000	-	10,000
01-02-5425-009	01-02-5425-009	Lateral Leaks and Repairs	OO, ISP, WRS	85,000	-	85,000
01-02-5425-010	01-02-5425-010	Meters - Trench Plate Rentals	OO, ISP, WRS	5,000	-	5,000
01-02-5432-000	01-02-5432-000	Well Site - Maintenance	OO, ISP, WRS	50,000	-	50,000
01-02-5432-006	01-02-5432-006	Well Site - Landscape	OO, ISP, WRS	7,000	-	7,000
01-02-5433-000	01-02-5433-000	Maintenance - Booster Pumps	OO, ISP, WRS	36,000	-	36,000
01-02-5434-000	01-02-5434-000	Emergency Power Generators	ER	22,500	-	22,500
01-02-5440-000	02-02-5440-000	Auto/Truck Maintenance	OO	60,914	31,586	92,500
01-02-5440-015	02-02-5440-015	Auto/Truck Maintenance-Gas	OO	21,332	6,668	28,000
01-02-5440-016	02-02-5440-016	Auto/Truck Maintenance-Diesel	OO	21,537	7,463	29,000
	02-02-5624-000	Sewer Camera Van Inspection	OO	-	3,000	3,000
	02-02-5625-000	Sewer Interceptor Maintenance	OO	-	10,000	10,000
	02-02-5628-000	Sewer Lift Station Maintenance	OO	-	6,000	6,000
		Distribution / Collection System		729,152	81,148	810,300

10 Attributes of
EUM

ADMINISTRATION						
		General & Administrative		water	sewer	total
01-01-5090-000	02-01-5090-000	GL, Property, Fidelity Ins	FV, ER	61,200	61,200	122,400
01-01-5100-000	02-01-5100-000	Accounting	FV	6,750	6,750	13,500
01-01-5125-000	02-01-5125-000	Legal	PQ, ER	90,000	30,000	120,000
01-01-5130-000	02-01-5130-000	Administrative Consultants	All	20,250	7,250	27,500
01-01-5140-000		Election Expense	SUS	-	-	-
01-01-5150-000	02-01-5150-000	Building Maintenance-Office	OO, ISP	18,035	5,965	24,000
01-01-5170-000	02-01-5170-000	Landscaping Expense	OO, ISP	11,168	3,832	15,000
01-01-5180-000	02-01-5180-000	Office Supplies & Misc Expense	CS	3,000	3,000	6,000
01-01-5200-000	02-01-5200-000	Utilities	OO	22,526	7,474	30,000
01-01-5230-000	02-01-5230-000	Printing Postage Stationery	OO	36,000	36,000	72,000
01-01-5240-000	02-01-5240-000	Uncollectible Accounts	FS	4,302	1,398	5,700
01-01-5250-000		Water System Fees	OO	60,000	-	60,000
01-01-5300-000	02-01-5300-000	Training-Office	PQ, ELD, ISP, ER	4,500	1,500	6,000
01-01-5320-000	02-01-5320-000	Conferences & Seminars	ELD	3,315	1,085	4,400
01-01-5320-005	02-01-5320-005	Conferences & Seminars-Board	ELD, SUS	2,712	888	3,600
01-01-5350-000	02-01-5350-000	Misc Administration	OO	3,495	1,485	4,980
01-01-5350-005	02-01-5350-005	Misc Administration-Board	OO, SUS	2,264	736	3,000
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	PQ, ER	22,275	7,425	29,700
01-01-5365-000	02-01-5365-000	Bank Charges	FV, OO	33,000	33,000	66,000
01-01-5920-001	02-01-5920-001	Rental Expense - PA House	OO	857	343	1,200
01-01-5920-002	02-01-5920-002	Rental Expense - Sycamore House	OO	1,385	415	1,800
		General & Administrative		407,033	209,747	616,780
		Plant Operations		water	sewer	total
01-02-5145-000	02-02-5145-000	Taxes-Property	OO	13,476	4,524	18,000
		Plant Operations		13,476	4,524	18,000

**COLLATED DEPARTMENT BUDGETS
INCLUDING NOTES ON CHANGES
FROM CURRENT YEAR**

EXPENSES

			Total					Current Year	Proposed	+/- Changes From Current Year
			Technology	Engineering	Regulatory	Operations	Administration	Budget	Budget	
General & Administrative										
01-01-5090-000	02-01-5090-000	GL, Property, Fidelity Ins					122,400	104,000	122,400	Increased insurance premiums
01-01-5100-000	02-01-5100-000	Accounting					13,500	15,000	13,500	Fewer addl audit procedures expected, and a multi-year contract has been secured
01-01-5125-000	02-01-5125-000	Legal					120,000	80,000	120,000	Expected increase due to personnel issues
01-01-5130-000	02-01-5130-000	Administrative Consultants	13,992	255,000	35,000	-	27,500	142,596	331,500	5-year Cost-of-Service Study, Asset Management Study
01-01-5140-000		Election Expense					-	40,000	-	Off-election year
01-01-5150-000	02-01-5150-000	Building Maintenance-Office					24,000	15,969	24,000	Long-deferred maintenance on carpets and support beams
01-01-5170-000	02-01-5170-000	Landscaping Expense					15,000	16,118	15,000	Decreasing landscaping in less visible areas
01-01-5180-000	02-01-5180-000	Office Supplies & Misc Expense	573	4,008	1,145		6,000	11,000	11,700	Inflation outpacing savings from re-negotiated printer/paper contracts
01-01-5190-000	02-01-5190-000	Computers and Network	36,000					33,333	36,000	Static expectations, standard inflation
01-01-5195-000	02-01-5195-000	Computer Software	67,200					70,667	67,200	Identified fewer software licensing needs
01-01-5200-000	02-01-5200-000	Utilities					30,000	27,968	30,000	Rate increases
01-01-5225-000	02-01-5225-000	Enterprise Voice Communications	23,016					53,419	23,000	Captured this year's expenses in last year's contract
01-01-5226-000	02-01-5226-000	Wireless Voice & Data Communications	21,000					18,697	21,000	Estimated growth of device use
01-01-5227-000	01-01-5227-000	Data Communications	63,120					65,333	63,100	Re-negotiated contracts
01-01-5230-000	02-01-5230-000	Printing Postage Stationery					72,000	70,000	72,000	Increase in Federal rate
01-01-5240-000	02-01-5240-000	Uncollectible Accounts					5,700	5,300	5,700	Based on historicals
01-01-5250-000		Water System Fees					60,000	50,000	60,000	New fees with respect to Well 2 coming online & increased DDW fees
01-01-5260-000	02-01-5260-000	Engineering Expense		13,000				13,308	13,000	Cost reduced despite inflation factor
01-01-5270-001		Water Conservation Expense			33,504			25,500	33,500	Renewed attention on gardening programs and school assemblies
01-01-5270-002		Water Conservation - Outreach			-			2,500	-	Monies rolled into Community Outreach
01-01-5270-003		Water Conservation - Turf Rebates			20,005			0	20,000	Customers will expect level of matching with MWD parent program
01-01-5270-005		Water Conservation - Device Rebates			10,000			5,000	10,000	Expected increase in demand for toilet leak indicators and other supp programs
01-01-5270-006		Interns		2,000	15,000			0	17,000	Additional non-FTE personnel needed for medium-term outreach programs
01-01-5270-007		Community Outreach			40,500			5,000	40,500	New focus on community education through outreach consultant
01-01-5300-000	02-01-5300-000	Training-Office	6,450	2,000	-		6,000	10,000	14,500	Invest in operational resiliency & risk management through increased staff training
01-01-5320-000	02-01-5320-000	Conferences & Seminars	2,900	5,000	-	3,500	4,400	11,282	15,800	Invest in staff growing in the operation through succession planning
01-01-5320-005	02-01-5320-005	Conferences & Seminars-Board					3,600	6,636	3,600	Attendance has decreased over the last several years
01-01-5350-000	02-01-5350-000	Misc Administration					4,980	5,700	5,000	Cost reduced despite inflation factor
01-01-5350-005	02-01-5350-005	Misc Administration-Board					3,000	2,650	3,000	Ensure requirements such as AB 1234 and Form 700 are met
01-01-5355-000	02-01-5355-000	Memberships/Subscriptions	480	3,000	-	700	29,700	33,333	33,900	Inflation outpacing membership cancellations such as LA Times
01-01-5365-000	02-01-5365-000	Bank Charges					66,000	50,000	66,000	Continue to increase with continued customer migration from cash to ACH
General & Administrative			234,731	284,008	155,154	4,200	613,780	990,309	1,291,900	
Plant Operations										
01-02-5145-000	02-02-5145-000	Taxes-Property					18,000	17,364	18,000	Annual tax increment
01-02-5150-000	02-02-5150-000	Building Maintenance-Plant				35,000		33,500	35,000	Held constant
01-02-5170-000	02-02-5170-000	Landscaping Expenses-Plant				8,000		11,135	8,000	Decreasing landscaping in less visible areas
01-02-5180-000	02-02-5180-000	Office Supplies & Misc Expense				21,300		17,000	21,300	Inflation outpacing savings from re-negotiated printer/paper contracts
01-02-5200-000	02-02-5200-000	Utilities-Plant				21,000		20,000	21,000	Rate increases
01-02-5300-000	02-02-5300-000	Training-Plant				12,000		10,650	12,000	Invest in operational resiliency & risk management through increased staff training
01-02-5310-000	02-02-5310-000	Operator Certifications-Educ				4,500		5,000	4,500	Estimated decrease in staff who will need certifications
01-02-5330-000	02-02-5330-000	Safety & Security				28,000		31,333	28,000	Already put camera security system in
01-02-5340-000	02-02-5340-000	Uniforms				16,000		13,518	16,000	Grow culture of presentation and District representation in service areas
01-02-5360-000		Emergency Operations/Repairs				12,000		12,000	12,000	Continued contribution to PWAG regional group
01-02-5370-000		Permit & Assessment Fees		3,000				2,000	3,000	Expected increase in number and price of LA County permits
01-02-5380-000	02-02-5380-000	Tools and Equipment Maintenance				32,000		31,000	32,000	Inflation, also addition of a leak correlator which will realize savings
01-02-5390-000		Nitrate Plant		-		82,500		75,000	82,500	Deferred maintenance
	02-02-5204-000	Power Purchased - Lift Station				800		750	800	Rate increases
01-02-5441-000		Inventory Shrinkage/Disposal				-		0	-	No change until/unless booked by auditors at year end
01-02-5445-000	02-02-5445-000	Telemetering & Signal System	29,000					13,308	29,000	PLC upkeep from APEX may not be used fully, but a placeholder is needed
01-02-5445-001	02-02-5445-001	SCADA Hardware	12,000					10,000	12,000	Inflation & placeholder
01-02-5445-002	02-02-5445-002	SCADA Software	31,400					17,333	31,400	Addition of SEMS (risk management) and Wonderware capabilities (productivity)
01-02-5445-003	02-02-5445-003	SCADA Phone Lines	1,800					3,321	1,800	Re-negotiated contracts
01-02-5450-000		Lab & Sampling Expense			150,000			148,000	150,000	Continued higher frequency of sampling than two years prior due to recent events
01-02-5450-013		Lab & Sampling Expense - MTBE			25,000			63,000	25,000	Decreased frequency of monitoring
NEW		Water Quality - Non-Lab & Sampling			89,004			0	89,000	TTHM mitigation and SEMs integration (both expected to be 1-year cycles)

FROM CURRENT YEAR

01-02-5460-000		Water Treatment Expense			85,000		75,000	85,000	Addition of ammonia as a treatment vehicle		
		Plant Operations			74,200	3,000	264,004	358,100	18,000	610,212	717,300
		Distribution / Collection System									
01-02-5410-000		Backflow Expense		700				20,864	700	Already fulfilled the major backhoe expense in prior year	
01-02-5423-000	02-02-5423-000	Pipelines - Maintenance			60,000			54,000	60,000	Inflation and placeholder for WMRP program	
01-02-5423-007		Pipelines - Paving		24,000				15,500	24,000	Increased feet of maintained pipe	
01-02-5423-008		Fire Hydrant Repair/Replace			12,000			5,000	12,000	E-995 replaced many fire hydrants (2" blowoffs)	
01-02-5423-009		Pipelines - Leak Detect/Repair		28,000				30,000	28,000	Held constant	
01-02-5423-010		Pipelines - Trench Plate Rentals			2,000			4,000	2,000	Decreased rentals based on purchasing a few	
01-02-5423-011		Water Sampling Stations			500			3,500	500	Placeholder in case of an emergency but based on low historic use, decreased	
01-02-5423-012		Pipelines - Valves			6,000			5,000	6,000	Have been too conservative in the past	
01-02-5424-000		Reservoir Maintenance		7,167	75,000			86,000	82,200	A portion of this year's maintenance is expected to be capitalized	
01-02-5424-006		Reservoir Landscape			20,800			24,000	20,800	Decreasing landscaping in less visible areas	
01-02-5425-000		Meter Maintenance		20,250	250,000			243,000	270,300	Increased focus on meter replacement to counter aging battery life	
01-02-5425-007		Meters - Paving		205,000				226,000	205,000	Recalibration based on history	
01-02-5425-008		Meter Repair/Replace/Upgrade			10,000			9,000	10,000	Recalibration based on history	
01-02-5425-009		Lateral Leaks and Repairs			85,000			90,500	85,000	Leak correlator	
01-02-5425-010		Meters - Trench Plate Rentals			5,000			10,000	5,000	Investment in trench plate purchase will reduce rental cost over time	
01-02-5425-011		Meters - D-Jobs		60,000				8,000	60,000	Revising developer activity based on continued increases during current year	
01-02-5431-000		Land Lease Cost Expense Well 16		16,000				16,000	16,000	Constant, based on lease contract	
01-02-5432-000		Well Site - Maintenance		-	50,000			45,000	50,000	\$20K yearly testing that we have to do	
01-02-5432-006		Well Site - Landscape			7,000			5,000	7,000	Some deferred maintenance put off for too long	
01-02-5432-007		Well Site - Lease Payment		300				300	300	Constant, based on lease contract	
01-02-5433-000		Maintenance - Booster Pumps		36,000	36,000			72,000	72,000	Held constant less inflation	
01-02-5434-000		Emergency Power Generators			22,500			23,000	22,500	Held constant less inflation	
01-02-5440-000	02-02-5440-000	Auto/Truck Maintenance			92,500			110,094	92,500	Based on the new SEMs Fleet Management module	
01-02-5440-015	02-02-5440-015	Auto/Truck Maintenance-Gas			28,000			26,252	28,000	Based on the new SEMs Fleet Management module	
01-02-5440-016	02-02-5440-016	Auto/Truck Maintenance-Diesel			29,000			22,891	29,000	Based on the new SEMs Fleet Management module	
	02-02-5621-000	Sewer Flow Monitoring Expense		18,000				15,273	18,000	Inflation	
	02-02-5624-000	Sewer Camera Van Inspection			3,000			2,618	3,000	Inflation	
	02-02-5625-000	Sewer Interceptor Maintenance			10,000			2,727	10,000	Root treatment and insect spray necessary	
	02-02-5628-000	Sewer Lift Station Maintenance			6,000			3,055	6,000	Periodic pump truck for cleaning and degreaser necessary	
		Distribution / Collection System		-	415,417	-	810,300	-	1,178,574	1,225,700	
		Non-Operating Expenses									
01-01-5910-000		Interest Expense - Notes							-	Same	
01-01-5920-001	02-01-5920-001	Rental Expense - PA House				1,200		1,400	1,200	Deferred maintenance addressed during current year	
01-01-5920-002	02-01-5920-002	Rental Expense - Sycamore House				1,800		1,950	1,800	Deferred maintenance addressed during current year	
		Non-Operating Expenses			552,500	552,500	552,500	552,500	552,500	3,350	2,762,500

Discussion Scenario for Water Fund – Current Rate Adjustment & Currently-Discussed CIP

- Water Fund lasts until 2021

Cash Flows - Water Fund				Recorded	Recorded	Recorded	Budgeted	Projected	Budget	Projected	Projected	Projected	Projected	Projected
				FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Revenue														
Water Sales - Service, Fixed ¹	1,985,993	2,305,004	2,707,497	2,886,775	2,857,982	3,014,408	3,212,002	3,422,549	3,646,897	3,885,951	4,140,675			
Water Sales - Metered, Variable ²	5,952,066	6,632,864	8,024,289	8,603,923	8,045,839	9,323,998	9,836,818	10,377,843	10,948,624	11,550,799	12,186,093			
Interest Income - Water Reserve ³	272,474	180,134	311,694	165,000	275,000	125,000	125,000	125,000	125,000	125,000	125,000			
Interest Income - MTBE Reserve	103,498	115,000	10,485	76,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000			
Other Income - Water ⁴	138,183	132,964	145,117	96,374	149,490	160,000	160,000	160,000	160,000	160,000	160,000			
Construction Revenues ⁵	872,193	807,081	1,066,196	669,389	882,662	452,500	452,500	452,500	452,500	452,500	452,500			
Total Revenue:	9,324,407	10,173,047	12,265,278	12,497,461	12,285,973	13,150,906	13,861,320	14,612,892	15,408,022	16,249,250	17,139,268			
Emergency Funding from MTBE for TTHMs:					1,000,000									
O&M Expense														
Labor & Benefits	2,706,328	2,970,119	2,959,433	3,234,186	3,255,605	3,332,964	3,419,621	3,508,531	3,599,753	3,693,346	3,789,373			
Purchased Water (FMWD)	2,454,524	3,045,346	3,087,280	3,767,540	3,568,601	3,799,290	3,951,262	4,109,312	4,273,685	4,444,632	4,622,417			
Purchased Water (GWP)	49,036	150,944	155,200	154,000	96,000	157,850	161,796	165,841	169,987	174,237	178,593			
Power Purchases	673,699	694,548	697,000	714,425	678,704	732,286	746,931	761,870	777,107	792,650	808,503			
Operating Expenses	1,930,258	1,766,416	1,924,851	2,265,300	1,908,599	2,674,147	2,743,674	2,815,010	2,888,200	2,963,293	3,040,339			
Total O&M Expense:	7,813,844	8,627,373	8,823,764	10,135,451	9,507,509	10,696,536	11,023,285	11,360,564	11,708,732	12,068,158	12,439,225			
Debt Service	615,000	615,000	615,000	550,000	576,000	550,000	550,000	550,000	550,000	550,000	550,000			
Cash Available for Capital	895,563	930,674	2,826,514	1,812,010	3,202,464	1,904,370	2,288,036	2,702,328	3,149,289	3,631,092	4,150,043			
Capital, OPEB & Other Commitments														
CIP - PayGo	2,941,096	2,335,400	3,931,700	1,476,500	2,775,130	3,180,000	5,110,000	4,415,000	4,505,000	4,135,000	3,875,000			
Capital Outlays & Equipment	26,180	45,177	120,000	173,775	173,775	220,000	220,000	220,000	220,000	220,000	220,000			
OPEB Commitment	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000			
Total Capital, OPEB & Other Commitments:	3,067,276	2,480,577	4,151,700	1,750,275	3,048,905	3,500,000	5,430,000	4,735,000	4,825,000	4,455,000	4,195,000			
Increase (Decrease) to Cash	(2,171,713)	(1,549,903)	(1,325,186)	61,735	153,559	(1,595,630)	(3,141,964)	(2,032,672)	(1,675,711)	(823,908)	(44,957)			
Effective date of water rates	7/1/15	7/1/16	7/1/17	7/1/18	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23	7/1/24			
Historical/projected rate increase	5.7%	5.2%	7.2%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%			
Service rates (\$/month for 3/4" meter)	\$19.10	\$20.53	\$23.96	\$25.28	\$25.28	\$26.67	\$28.14	\$29.68	\$31.32	\$33.04	\$34.86			
Quantity Charge: (\$/kgal for 1st 10,000 gallons)	\$4.61	\$4.39	\$4.58	\$4.83	\$4.83	\$5.10	\$5.38	\$5.67	\$5.98	\$6.31	\$6.66			
Reserve Fund Balances														
Beginning Balance	4,048,384	3,719,947	3,170,820	2,345,634	2,345,634	2,649,193	1,053,563	(2,088,401)	(4,121,074)	(5,796,784)	(6,620,692)			
From MTBE Fund (Transfer In)	2,000,000	1,000,000	500,000		150,000	0	0	0	0	0	0			
Re-Payment of MTBE Fund (Transfer Out)				0	0	0	0	0	0	0	0			
Ending Balance	3,719,947	3,170,820	2,345,634	2,407,369	2,649,193	1,053,563	(2,088,401)	(4,121,074)	(5,796,784)	(6,620,692)	(6,665,649)			
Target	3,130,000	3,313,000	3,707,000	3,948,000	3,707,000	4,204,000	4,361,000	4,525,000	4,698,000	4,880,000	5,070,000			
Above (Below) Target	589,947	(142,180)	(1,361,366)	(1,540,631)	(1,057,807)	(3,150,437)	(6,449,401)	(8,646,074)	(10,494,784)	(11,500,692)	(11,735,649)			

Discussion Scenario for Sewer Fund – 4% Annually

- Fund almost fully recovers by 2024
- Increases ability to respond to emergency repairs

Budget	Recorded FY 2014-15	Recorded FY 2015-16	Recorded FY 2016-17	Recorded FY 2017-18	Budget FY 2018-19	Projected FY 2018-19	Budget FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Forecast FY 2022-23	Forecast FY 2023-24
REVENUE											
Projected user charges	\$ 3,341,597	\$ 3,275,859	\$ 2,988,079	\$ 3,033,860	\$ 3,206,921	\$ 3,332,310	\$ 3,327,000	\$ 3,461,899	\$ 3,602,623	\$ 3,749,016	\$ 3,901,308
Total permit/connection fee	\$ 72,500	\$ 48,956	\$ 34,000	\$ 77,863	\$ 36,500	\$ 112,200	\$ 36,500	\$ 36,500	\$ 35,500	\$ 29,500	\$ 29,000
Interest earnings	\$ 103	\$ 196	\$ 196	\$ 283	\$ 500	\$ 413	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
TOTAL REVENUE	\$ 3,414,000	\$ 3,325,000	\$ 3,022,000	\$ 3,112,000	\$ 3,244,000	\$ 3,445,000	\$ 3,364,000	\$ 3,499,000	\$ 3,639,000	\$ 3,779,000	\$ 3,931,000
EXPENSE											
City of LA Sewer Service Charges	\$ 675,013	\$ 1,362,190	\$ 950,537	\$ 1,097,781	\$ 1,253,340	\$ 1,101,540	\$ 1,426,000	\$ 1,426,000	\$ 1,426,000	\$ 1,426,000	\$ 1,426,000
Sewer Labor & Benefits	\$ 1,428,649	\$ 1,423,107	\$ 1,470,286	\$ 1,416,617	\$ 1,677,443	\$ 1,576,500	\$ 1,685,781	\$ 1,562,650	\$ 1,590,700	\$ 1,615,400	\$ 1,646,800
Sewer O & M Expense	\$ 372,639	\$ 442,611	\$ 370,245	\$ 408,702	\$ 449,144	\$ 427,071	\$ 449,000	\$ 482,000	\$ 452,000	\$ 516,000	\$ 471,000
Sewer CIP & CO Expense	\$ 42,022	\$ 42,022	\$ 362,388	\$ 62,000	\$ 255,000	\$ 129,750	\$ 255,000	\$ 164,500	\$ 160,250	\$ 157,000	\$ 152,000
Transfer to Fund OPEB	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000		\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSE	\$ 2,518,323	\$ 3,269,930	\$ 3,153,456	\$ 2,985,100	\$ 3,834,927	\$ 3,434,861	\$ 3,815,781	\$ 3,635,150	\$ 3,628,950	\$ 3,714,400	\$ 3,695,800
Additions (reductions) to cash	\$ 895,677	\$ 55,070	\$ (131,456)	\$ 126,900	\$ (590,927)	\$ 10,139	\$ (451,781)	\$ (136,150)	\$ 10,050	\$ 64,600	\$ 235,200
Effective date of Wastewater rates	7/1/14	7/1/15	7/1/16	7/1/17	7/1/18	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23
Rate increase	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%	4.0%	4.0%	4.0%	4.0%	4.0%
FY beginning Wastewater Reserves	\$ 4,504,530	\$ 4,823,229	\$ 4,301,320	\$ 3,592,886	\$ 4,878,298	\$ 4,878,298	\$ 4,888,437	\$ 4,436,656	\$ 4,300,506	\$ 4,310,556	\$ 4,375,156
Additions (reductions)	\$ 895,677	\$ 55,070	\$ (131,456)	\$ 126,900	\$ (590,927)	\$ 10,139	\$ (451,781)	\$ (136,150)	\$ 10,050	\$ 64,600	\$ 235,200
FY ending Wastewater Reserves	\$ 5,400,207	\$ 4,878,298	\$ 4,169,864	\$ 3,719,786	\$ 4,287,371	\$ 4,888,437	\$ 4,436,656	\$ 4,300,506	\$ 4,310,556	\$ 4,375,156	\$ 4,610,356
Reconciliation	\$ (576,978)	\$ (576,978)	\$ (576,978)	\$ (576,978)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY ending Wastewater Reserves	\$ 4,823,229	\$ 4,301,320	\$ 3,592,886	\$ 3,142,808	\$ 4,482,896	\$ 4,888,437	\$ 4,436,656	\$ 4,300,506	\$ 4,310,556	\$ 4,375,156	\$ 4,610,356
TOTAL TARGET WASTERWATER CASH RESERVES	\$ 2,152,251	\$ 2,272,087	\$ 2,342,000	\$ 2,412,100	\$ 2,456,350	\$ 2,496,750	\$ 2,564,600	\$ 2,614,850	\$ 2,685,850	\$ 2,776,850	\$ 2,839,650
Above (below) target	\$ 3,247,956	\$ 2,606,211	\$ 1,827,864	\$ 1,307,686	\$ 1,831,021	\$ 2,391,687	\$ 1,872,056	\$ 1,685,656	\$ 1,624,706	\$ 1,598,306	\$ 1,770,706

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2

March 26, 2019

To: Honorable President and Members of the Board of Directors
From: Christy Scott – Program Specialist
Subject: Approval of the District's Social Media Policy and Protocols

ACTION ITEM:

Approval of the District's Social Media Policy and Protocols

BACKGROUND:

As part of the District's goals and objectives, Staff was directed to develop a customer communications plan. The District retained the services of CV Strategies to assist with customer communications and a customer communications plan. Part of the communication needs assessment was the evaluation of the District's utilization of social media as a communications tool. A survey was conducted through Constant Contact to gauge customer's interest in receiving information from the District through Social Media. District Staff also requested customers, who walk-in or call-in to the District for assistance participate in the survey. Survey results are included for your reference.

DISCUSSION:

It is likely that part of the communications plan will involve the use of Social Media as a method of communication between the District and the District's customers.

Prior to the integration of Social Media in the District's communication tools, Staff, with CV Strategies developed a one-page policy regarding Social Media. The Community Relations Committee has reviewed the Social Media Policy and Protocols and recommends the Board approve the policy. This document is meant to serve as a guideline to Social Media postings and is not an indication that the creation of social media accounts will commence without further discussion.

RECOMMENDATION:

It is staff's recommendation the Board approve the Social Media Policy and Protocols.

Prepared by:



Christy J. Scott

Submitted by:



Nem Ochoa
General Manager

Attachments:

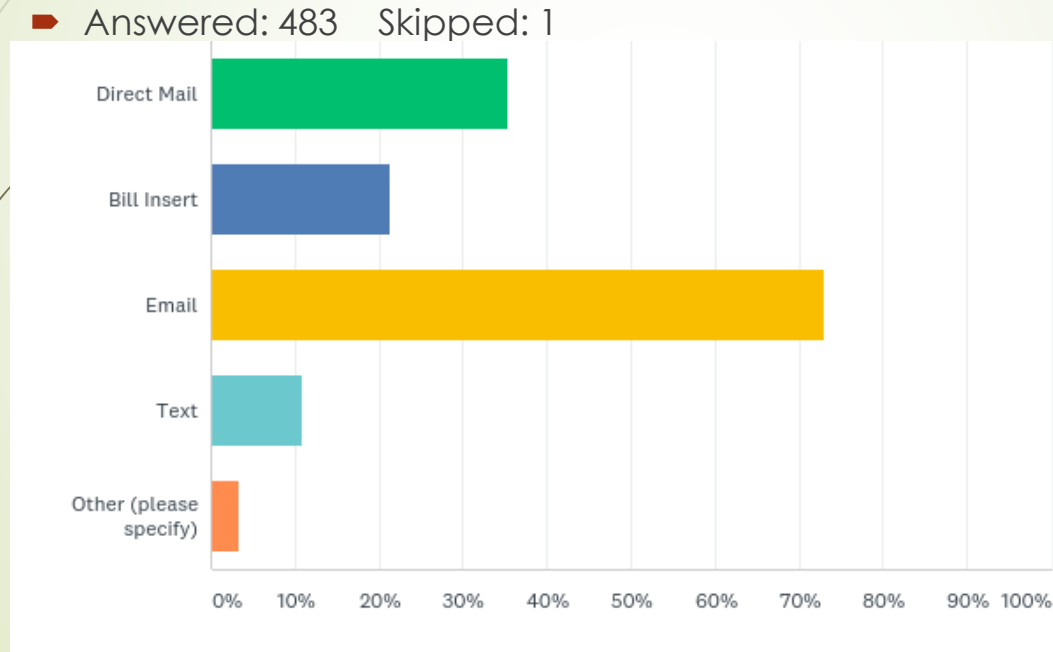
1. Survey Results
2. Social Media Policy and Protocols

CVWD Survey Results

484

- Total Responses as of March 18, 2019
- Complete Responses: 484

Q1: How do you prefer Crescenta Valley Water District (CVWD) to communicate information about the District to customers? (Select all that apply)



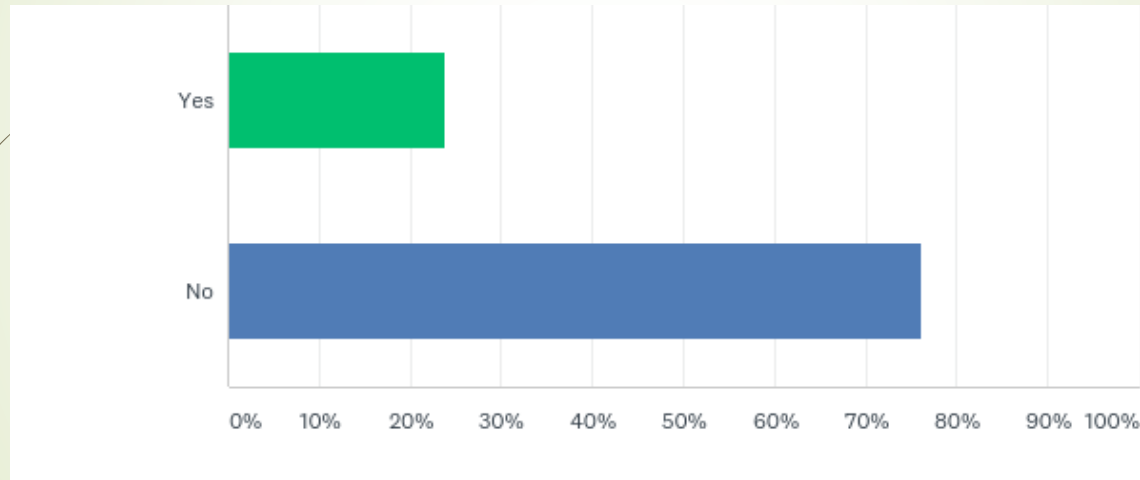
Q1: How do you prefer Crescenta Valley Water District (CVWD) to communicate information about the District to customers? (Select all that apply)

Answered: 483 Skipped: 1

ANSWER CHOICES	RESPONSES	
Direct Mail	35.40%	171
Bill Insert	21.33%	103
Email	73.08%	353
Text	10.97%	53
Other (please specify)	3.31%	16
Total Respondents: 483		

Q2: Would you read notifications (and/or news) from CVWD if it was posted on Social Media?

Answered: 484 Skipped: 0



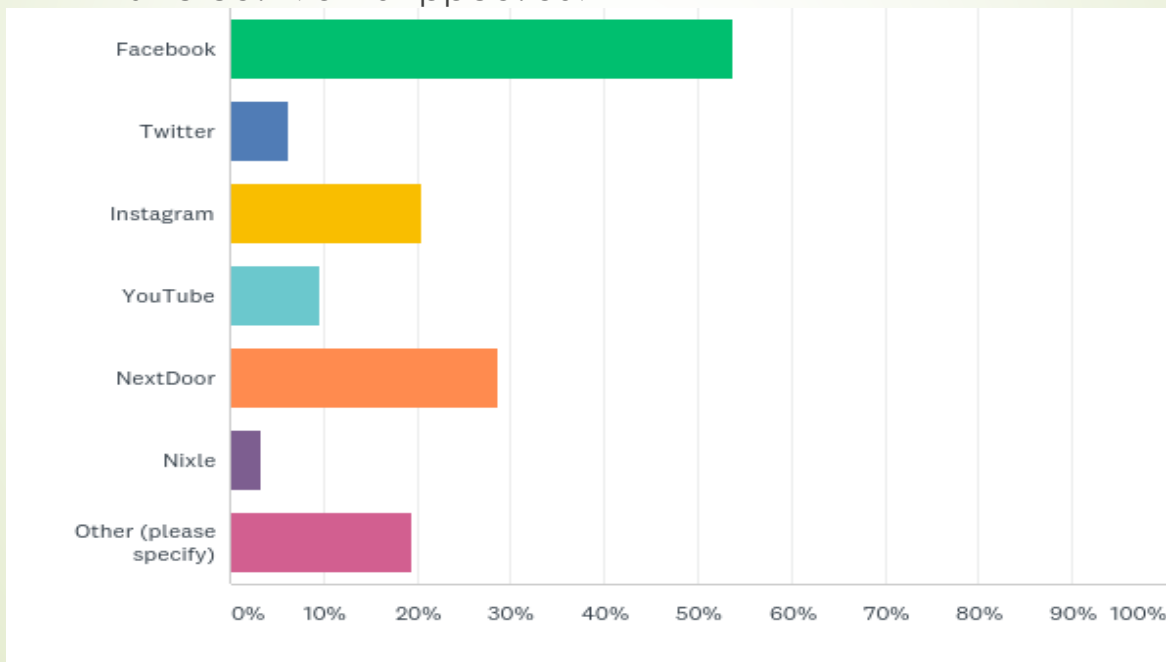
Q2: Would you read notifications (and/or news) from CVWD if it was posted on Social Media?

▀ Answered: 484 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	23.76%	115
No	76.24%	369
TOTAL		484

Q3: If you answered “Yes” to Question 2, on which Social Media sites would you prefer to receive notifications from CVWD? (Check all that apply)

Answered: 175 Skipped: 309



Q3: If you answered “Yes” to Question 2, on which Social Media sites would you prefer to receive notifications from CVWD? (Check all that apply)

► Answered: 175 Skipped: 309

ANSWER CHOICES	RESPONSES	
Facebook	53.71%	94
Twitter	6.29%	11
Instagram	20.57%	36
YouTube	9.71%	17
NextDoor	28.57%	50
Nixle	3.43%	6
Other (please specify)	19.43%	34
Total Respondents: 175		

Discussion...

- The majority of customers prefer to be contacted by email
 1. CVWD has created information categories for customers to sign-up for on the website including, billing, general interest, emergency alerts, upcoming projects, water conservation, and meeting alerts
 2. Staff will work to streamline email lists
 1. Incorporate email changes from survey blast (opt outs etc.)
 2. Continue to work to obtain updated, vetted email address for all accounts
 3. Direct customer to website to sign up on mailing lists by category.
- Facebook and Nextdoor far outweigh other social media platforms.
 1. The District will continue to pursue a Nextdoor Account
 2. The District will be a layout of a CVWD Facebook page with the assistance of CV Strategies

Crescenta Valley Water District Social Media Policy and Protocols – March 2019

The District may use social media to share timely information, to engage and educate customers, and to share information about events, projects and programs, meetings, or other informal notices.

Social media is not intended to replace the District's other communication regarding District affairs. Any Crescenta Valley Water District social media accounts on Facebook, Twitter, Nextdoor and YouTube, or any other social media platform will be managed by the District's Public Relations and Water Conservation Manager and are intended as tools for the District to communicate with its customers and other stakeholders.

Examples of what Posts will include information on:

- News and updates on District activities, projects, programs and events
- News and updates on State, regional, or local water related issues
- Invitations to provide feedback on specific issues related to the District
- Announcements of Board meetings and available documents
- Emergency updates

Social Media Accounts will not be used to engage in public debate and where possible will limit interaction to one way communication.

Site Management – The District's social media accounts are managed by the District's Public Relations and Conservation Manager.

Site Monitoring and Updating – The District will update and monitor its social media accounts during regular business hours. The District may update and monitor its social media accounts during non-regular hours during emergencies or other special circumstances, at its discretion.

Third-party social media platforms such as Facebook, YouTube, Twitter, and other social media accounts may occasionally be unavailable. Customers will be advised not to rely on any of District's social media platforms as a means of direct communication with the District during emergency situations.

Emergencies – Emergency information may be distributed through the District's social media sites in addition to other communication methods. Social media users will be advised to not rely solely on any of the District's social media channels for communication during emergencies.

The District may change, modify, or amend all or part of this policy at any time.

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

March 26, 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:

- Board Member Stipend Report
- Clean Power Alliance (presentation to CVWD Board on April 9th)
- Operations Leak Report
- Well 2 Status

STAFFING

Eight (8) employees have work anniversaries in March. Wendy Holloway – 37 years, Raymond Dodge – 26 years, Cory Whitman – 26 years, Pam Leddy – 17 years, Christy Scott – 16 years, Mark Hass – 13 years, Siaki Mortenson – 3 years, Tessa Allmon – 1 year

As of March 22nd the District has gone 1,746 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

FMWD Retail Managers Meeting	- March 13 th
Engineering Committee Meeting	- March 15 th
Management Staff Meetings	- March 18 th
Employee All-Hands Meeting	- March 20 th
Community Relations Committee Meeting	- March 20 th
Finance Committee Meeting	- March 21 th

Submitted by:



Nem Ochoa
General Manager

Crescenta Valley Water District
Director Stipend/Expense Reimbursement Report
March 2019

Name	Meeting Date	Meeting/ Event	Items Discussed	Meeting Compensation	Expense Reimbursement
Director Bodnar	03/08/19	Employee Relations Com	Succession planning; MOU prep	\$ 90.00	
	03/12/19	Board Meeting		\$ 90.00	
	03/15/19	Engineering Com	AMI presentation; CIP; Well levels	\$ 90.00	
	03/26/19	Board Meeting		\$ 90.00	
Director Claessens	03/08/19	Employee Relations Com	Succession planning; MOU prep	\$ 90.00	
	03/12/19	Board Meeting		\$ 90.00	
	3/11-13/19	CSTI Disaster Mitigation	How to apply for grants/write mitigation plan	\$ 180.00	
	03/26/19	Board Meeting		\$ 90.00	
Director Erickson	03/12/19	Board Meeting		\$ 90.00	
	03/15/19	Engineering Com	AMI presentation; CIP; Well levels	\$ 90.00	
	03/19/19	Community Relations Com	Social Media	\$ 90.00	
	03/26/19	Board Meeting		\$ 90.00	
Director Putnam	03/12/19	Board Meeting		\$ 90.00	
	03/21/19	Finance Committee	FY 2019/20 budgets & rates	\$ 90.00	
	03/26/19	Board Meeting		\$ 90.00	
Director Tejeda	03/12/19	Board Meeting		\$ 90.00	
	03/19/19	Community Rel Com	Social Media	\$ 90.00	
	03/21/19	Finance Committee	FY 2019/20 budgets & rates	\$ 90.00	
	03/26/19	Board Meeting		\$ 90.00	

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: March 20, 2019
TO: Community Relations and Water Conservation Committee
FROM: Christy Scott

Following is a summary of the Community Relations and Water Conservation Committee meeting held at 9:30 a.m. on March 20, 2019, at the CVWD main office, and was attended by the following:

Director Judy Tejeda - Committee Chairperson	CVWD
Director Kerry Erickson - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
Christy J. Scott – Program Specialist	CVWD

1. Review Draft Social Media Policy and Protocols

Staff reviewed the one page Social Media and Policy Protocol with the committee. This document is meant to serve as a guideline to Social Media postings and is not an indication that the creation of social media accounts will commence without further discussion. The Committee approved this item to be sent to the full Board.

2. Survey Results

Staff reviewed the results of the survey to date. The survey will run until April 1, 2019. Current survey results indicate a majority of survey responders would like to receive information from the District by email and that most would not read posts from CVWD on social media. Staff will be focusing on a plan to communicate information to customers, by category, via email.

3. Board Meeting Signs

Staff reviewed LA County's sign ordinance. Staff confirmed with the County of Los Angeles, that a sign announcing District Board Meetings may be placed on District Property so long as certain sign restrictions are adhered to. Staff will present various signs to the Committee for approval.

As part of the above discussion items, the Committee asked for further information or made the following suggestions:

1. Update the message area on the bill to something positive about the District
2. Updates on website
3. Note deadline for response on all future surveys
4. Research CVWD demographics (age) to determine the usage and platform on the various types of social media.
5. Provide examples of other Districts utilization of social media, more specifically Facebook.

The meeting adjourned at 10:45 a.m.