

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

Posted: November 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

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-minute (3) 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 November 12, 2019.
2. Ratification of Disbursements for October 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. **Well Pump Replacement and Casing Rehabilitation of Well 16, Project E-1011** – Consideration and motion to authorize the General Manager to award a contract to General Pump Company for the rehabilitation of Well 16 at a cost of \$109,749, establish a contingency amount of \$10,975 (10% of contract) to cover the cost of unforeseen or additional work and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).
2. **Nomination of Candidate - LAFCO Special District Representative** – Consideration and motion to support Director Putnam's nomination as a Local Agency Formation Commission (LAFCO) Special District Representative for Los Angeles County.

Information Items

Written Communications to District/Board

General Manager's Report

Attorney's 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

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

November 12, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting on October 22, 2019 a Regular Meeting was held on November 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 Kerry D. Erickson Kenneth R. Putnam Sharon S. Raghavachary (absent) Judy L. Tejeda
Attorney:	Thomas Bunn
General Manager:	Nem Ochoa
Director of Finance & Administration:	James Lee
Director of Engineering:	David Gould
Others Present:	Mark Hass, Information Technology Manager Christy Scott, Regulatory & Public Affairs Manager Dennis Maxwell, Director of Operations Brook Yared, Senior Engineer Arturo Montes, Accountant Pam Leddy, Administrative Assistant

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Putnam, seconded by Director Tejeda and carried by a 4-0 vote that the Agenda for the Adjourned Regular Meeting of November 12, 2019 be adopted as presented.

PUBLIC COMMENTS – Marilyn Tyler expressed concern regarding the increase in the service charge for Fiscal Year 2017, as it had rained in the last months before the increase was adopted.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No Report

CONSENT CALENDAR

It was moved by Director Putnam, seconded by Director Tejeda, and carried by a 4-0 vote to approve the Minutes of the Adjourned Board Meeting held on October 22, 2019, as amended. A modification was made to the Board Meeting Minutes on the above date to state that Director Bodnar had stated that the Engineering Committee had not met (as opposed to Director Erickson, who was absent).

ACTION CALENDAR

TTHM Study Update and Implementation Plan, Project E-995 – Mr. Gould provided an update on the status of the conversion from chlorine to chloramines over the past year. Training of employees and testing of equipment will begin in January of 2020. Conversion is scheduled to begin in February 2020, with completion in March 2020. Customers will be notified at the beginning of the conversion process in late January 2020 by mail, publications in local newspapers, and on CVWD's website. Cost savings of approximately \$50,000 are in place from the original projected expenses for the project. Mr. Ochoa discussed the advantages, benefits and importance of converting to chloramines.

Wastewater Cost-of-Service Study – Mr. Lee requested the Board to authorize the General Manager to award a wastewater cost-of-service study to Raftelis Financial Consultants, Inc. at a cost of \$19,500 and establish a contingency amount of \$1,950 (10% of contract) to cover cost of unforeseen or additional work. This contract would require an approved budget amendment of \$19,500 to Administrative Consultants.

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson and carried by a 4-0 vote to authorize the General Manager to enter into an agreement for wastewater cost-of-service study and related analyses to Raftelis Financial Consultants, Inc. at a cost of \$19,500 and establish a contingency amount of \$1,950 (10% of contract) to cover the cost of unforeseen or additional work. A budget transfer of \$19,500 will be made from the Operations Department budget to the Administration Department budget to cover the cost-of-service study at a net-zero impact to the budget.

Resolution No. 751 - Consideration and motion was made to adopt Resolution No. 751 appointing James Lee, Director of Finance and Administration, as Board Secretary.

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 4-0 roll call vote to adopt Resolution No. 751 appointing James Lee, Director of Finance and Administration, as Board Secretary.

AYES:	Director Bodnar
	Director Putnam
	Director Tejeda
	Director Erickson

NOES:	None
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ABSENT:	Director Raghavachary
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Resolution No. 752 – Consideration and motion to adopt Resolution No. 752 to authorize the General Manager and the Director of Finance and Administration to deposit or withdraw monies from and execute associated activities with the California Local Agency Investment Fund.

It was moved by Director Bodnar, seconded by Director Putnam and carried by a 4-0 roll call vote to adopt Resolution No. 752 authorizing Nem Ochoa, General Manager and James Lee, Director of Finance and Administration, to deposit or withdraw monies from and execute associated activities with the California Local Agency Investment Fund.

AYES:	Director Bodnar Director Putnam Director Tejeda Director Erickson
NOES:	None
ABSENT:	Director Raghavachary

Terms and Conditions of Employment – Mr. Ochoa requested the Board to ratify the terms and conditions of employment for the management group. The recommended changes have been reviewed in closed session with the Board of Directors.

Following discussion:

It was moved by Director Tejeda, and seconded by Director Erickson and carried by a vote of 4-0 to ratify the terms and conditions of employment for the management group.

Board Meeting Schedule (Calendar Year 2019) – At the beginning of the current year, the Board meetings were shifted from the first and third Tuesdays of each month to the second and fourth Tuesdays. With the shift in schedule and the upcoming holiday season, the Board may need to revisit the schedule for the remaining calendar year 2019. The remaining Board meetings are currently scheduled for November 26, 2019 and December 10, 2019

Following discussion:

The next meeting will be held on Tuesday, November 26, 2019, at which time a decision will be made whether the Board will meet during the month of December 2019.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – The Board received a memorandum from William F. Kruse of Lagerlof Senecal, Gosney & Kruse LLP announcing that LAFCO is accepting nominations for a representative from our area. The deadline for applications is December 27, 2019. This item will be added to the November 26, 2019 Board Meeting Agenda. Two letters were received from Marilyn Tyler. The first was dated October 21, 2019, pertaining to Action Item No. 1 at the October 22, 2019 Board Meeting. The second letter from Ms. Tyler was dated November 8, 2019 in regards to the increase in water service charges.

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa announced a plan to partner with The American Red Cross to hold a Community Blood Drive at CVWD's Glenwood Plant in the Spring of 2020. Ms. Scott was acknowledged for updating the CVWD website in regards to the adoption of the 2020 Strategic Plan.

Mr. Lee informed the Board of Directors effective December 2019 an annual 3.5% increase in rent will be made to two rental properties owned by Crescenta Valley Water District. Mr. Gould stated the claim made to JPIA for the cost of repairs due to a main break on Pennsylvania Avenue, August 4, 2019, was paid in full on November 6, 2019 in the amount of \$315,350.90. Mr. Gould stated the purchase of imported water has increased by 10% in preparation for the power outages and wind events recently experienced. CVWD a 56/44 split between groundwater and imported water. Mr. Gould gave updates on the Brookhill main replacement project and the Markridge Reservoir rehabilitation project. An award luncheon will be given by The American Public Works Association (APWA) on December 10, 2019 in Lakewood to present CVWD with the 2019 B.E.S.T. award for the New Biological Nitrate Removal Treatment Facility & Reactivation of Well No. 2. A scheduled shutdown at Foothill Municipal Water District is scheduled for December 8-12, 2019.

ATTORNEY – Mr. Bunn reported on the litigation between La Canada Irrigation and Foothill Municipal Water District. An update of new legislation for sewer service connection fees and capacity fees was given.

REPORTS OF COMMITTEES

Engineering Committee – Director Erickson reported that the Committee had not met; however, Mr. Gould stated a meeting will be scheduled in early January 2020.

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

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

Policy Committee – Director Putnam 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 had not met; however, a meeting will be scheduled as needed.

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

Executive Committee – Director Bodnar reported that the Committee had not met; however, a meeting is scheduled for Friday, November 15, 2019 at 9:30 a.m.

DIRECTORS ORAL REPORTS

Director Bodnar – No Report

Director Raghavachary – Absent

Director Tejeda – Attended the Women in Water meeting in Highland last month.

Director Putnam – No Report

Director Erickson – Attended the Veteran’s Day Service at Two Strike Park on November 11, 2019.

CLOSED SESSION – No reportable items.

ADJOURNMENT

There being no other business to come before the Board, at 8:40 p.m., it was moved by Director Tejeda, seconded by Director Putnam and carried by a 4-0 vote that the meeting be adjourned to November 26, 2019 at 7:00 p.m.

APPROVED

James D. Bodnar
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENTS LIST

OCTOBER 2019



Check		Payable To	Description	Water	Wastewater
Check#	Date			Amount	Amount
0		Southern California Edison	Purchased power October 2019	\$ 33,808.88	\$ 445.33
0		Los Angeles County Public Works	Excavation permits	1,650.00	
0		CalPERS	Contributions October 2019	26,867.88	15,962.26
40000	10/8	Raymond Dodge	Wellness program reimbursement	29.62	9.88
40001	10/8	Ron Mitchell	Health reimbursement	131.95	87.97
40002	10/8	ADS, LLC	Monthly sewer monitoring September 2019		1,100.00
40003	10/8	Allen Pipeline, Inc.	D-19-52 (2528 Manhattan) - welding of 3 - 1" couplings	612.80	
40004	10/8	American Innotek, Inc.	Disposable urine bags		249.30
40005	10/8	Ameripride Uniform Services, Inc	Uniform rentals September 2019	789.25	235.75
40006	10/8	Anawalt Lumber & Materials Co.	Misc hardware September 2019	23.37	2.45
40007	10/8	Regino Avalos	E-1009 - install 2 box crepe myrtle trees, repair sprinklers etc	3,120.00	
40008	10/8	BC Laboratories, Inc	Water analysis (E-995 \$1,275.00)	3,484.50	
40009	10/8	BC Laboratories, Inc	Water analysis (E-995 \$3,240.00)	4,603.00	
40010	10/8	Best Best & Krieger	Watermaster counsel fee	51.00	
40011	10/8	James Bodnar	Reimbursement for 135th Anniversary CV ticket	45.00	15.00
40012	10/8	Bonnors Equipment Rentals	Rental for table and chairs - retirement luncheon	60.40	
40013	10/8	Nancy Campbell	Refund check	100.00	
40014	10/8	Nancy Campbell	Refund check	647.39	
40015	10/8	Armida N. Castro	Well #8 site lease July 1, 2018 to June 30, 2019	75.00	
40016	10/8	CCS Interactive, Inc.	Create & format email signature	78.75	26.25
40017	10/8	Cerdant, Inc.	Network security October 2019	209.00	66.00
40018	10/8	Eugene Chang	4551 1/2 Briggs - sewer inspection refund		740.00
40019	10/8	Citibank	Misc supplies October 2019 - Costco credit card	274.25	274.24
40020	10/8	City of Glendale	Well #16 - well lease and water purchases May 2019	10,475.05	
40021	10/8	City of Glendale Water & Power	Markridge Reservoir - power purchased September 2019	329.47	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
40022	10/8	City of LA Bureau Sanitation	Sewer facilities charge Jul/Aug 2019		4,503.71
40023	10/8	Colonial Life & Accidents Ins.	Employee paid insurance September 2019	228.67	
40024	10/8	Esther Coronado	Well #8 site lease July 1, 2018 to June 30, 2019	75.00	
40025	10/8	Cortech Engineering	Four function valve for chlorine treatment	1,371.51	
40026	10/8	Costco Wholesale Membership	Membership renewal	135.00	45.00
40027	10/8	Direct Connection	Business cards for Director Raghavachary	69.06	69.06
40028	10/8	Do-it Center	Misc hardware September 2019	647.84	32.55
40029	10/8	Kellie Escobar	Refund check	100.00	
40030	10/8	Foothill Car Wash, Lube & Oil	Unit #44/#48 - oil changes	80.33	49.23
40031	10/8	Foothill Municipal Water	Sponsorship of Theodore Payne Foundation Garden Tour	88.88	
40032	10/8	Foothill Trophy & Engraving	New name badges for employees	97.21	47.33
40033	10/8	Grainger	Dayton pump - chlorine treatment	465.63	137.24
40034	10/8	Gsolutionz Professional Services	Voice communication September 2019	247.03	194.08
40035	10/8	Harper & Associates Eng, Inc	Reservoir #2 - annual reservoir cleaning and maintenance	18,500.00	
40036	10/8	Harper & Associates Eng, Inc	Engineering services for Markridge Reservoir through August 2019	8,900.00	
40037	10/8	Harrington Ind Plastics LLC	Outside labor for nitrate parts	24.33	
40038	10/8	HD Supply Construction & Industrial	Unit #36 - vise	148.93	91.28
40039	10/8	Impact LA LLC	Quarterly cost for copies-June 30, 2019 - September 29, 2019	17.92	17.92
40040	10/8	J's Maintenance	Janitorial service September 2019	984.08	313.92
40041	10/8	Brianne Keith-Urquidez	Well #8 site lease July 1, 2018 to June 30, 2019	75.00	
40042	10/8	KR Nida Companies	Unit #44 - install back up camera	213.75	71.25
40043	10/8	Lincoln Financial Group	Life & disability insurance October 2019	946.55	631.04
40044	10/8	Logan Supply Co. Inc	Misc. supplies	11.14	11.14
40045	10/8	Newegg, Inc.	Diaster recovery storage, p.c.'s	2,637.77	879.21
40046	10/8	O'Reilly Auto Parts	Misc parts September 2019	138.56	84.91
40047	10/8	Office Depot - Credit Plan	Misc supplies September 2019	349.14	322.29
40048	10/8	Paper Cuts, Inc	Paper shredding September 2019	2.60	2.40
40049	10/8	Paveco Construction Inc	Refund for flood meter	925.00	
40050	10/8	Pryor Learning Solutions	Kellen Boyce - Excel Beyond Basics class	98.56	29.44
40051	10/8	Ramco	Bobtail concrete & crushed misc base - September 2019	1,432.68	
40052	10/8	Sawyer Petroleum	473.80 gallons clear diesel - August 2019	2,662.23	783.98
40053	10/8	Scotty's Industrial Products	Misc. supplies	164.48	164.46

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
40054	10/8	Simpler Systems	Monthly maintenance fee October 2019	500.00	
40055	10/8	Mrs. Jo Ann Smith	Well #8 site lease July 1, 2018 - June 30, 2019	75.00	
40056	10/8	Southwest Hydrotech	Edmund #2 - Booster #27 - misc. parts	846.38	
40057	10/8	Spectrum Business	Ordunio - data communication October 2019	156.72	53.23
40058	10/8	St Water Resource Control Brd.	Morgen DuRose - certification renewal T3	90.00	
40059	10/8	Systemated Business Products	1,000 tenant deposit cards	63.99	63.99
40060	10/8	The Gas Company	Mills house - gas purchased September 2019	30.56	10.18
40061	10/8	Toro Enterprises, Inc.	Refund for Flood Meter	626.09	
40062	10/8	Total Graphics	Unit #55 - safety reflector stickers	412.50	137.50
40063	10/8	Traffic Management, Inc.	E-1009 barricades, signs and safety cones	3,437.05	
40064	10/8	Trench Shoring Company	D-19-47 - 2861 Altura	1,605.00	
40065	10/8	Underground Service Alert/SC	California State Fee for September 2019	246.10	115.80
40066	10/8	Univar USA Inc	6 pails of 3" hyochlorite and tabs 1,195 gal. sodium hypo	3,872.61	
40067	10/8	UPS	Shipping charges	14.66	14.07
40068	10/8	Vision Service Plan Co-(CA)	Group Vision for October 2019	278.46	185.64
40069	10/8	Vulcan Materials Company	Crushed aggregate base - September 2019	9,885.31	
40070	10/8	Waste Management - Sun Valley	Office - disposal service October 2019	1,010.75	319.17
40071	10/8	Water Environment Federation	Brook Yared - membership renewal	328.00	
40072	10/8	Western Water Works	1 Corp Mueller	26,975.20	
40073	10/8	Chong Yi	Refund check	21.58	
40074	10/17	Nemesciano Ochoa	Health Reimbursement	136.78	91.19
40075	10/17	Christy Joana Scott	Health Reimbursement	130.56	87.04
40076	10/22	Abe's Lock and Key	Service call for locked door and copies of keys	73.15	21.85
40077	10/22	ACWA Joint Powers Ins Authority	Group health November 2019	37,128.31	24,102.41
40078	10/22	Affordable Generator Services, Inc.	Emergency generator rental main office September 2019	922.43	307.47
40079	10/22	Aflac	Employee paid insurance for October 2019	1,707.21	
40080	10/22	Airgas National Carbonation	Well #2 -Tank rental carbon dioxide	55.00	
40081	10/22	Airgas USA, LLC	Misc tool supplies	248.12	258.23
40082	10/22	All American Landscape Co.	Office - landscape maintenance main October 2019	255.50	94.50
40083	10/22	Allen Pipeline, Inc.	D-19-50 - 2700 Los Olivos	1,486.80	
40084	10/22	Aqua - Metric Sales, Co.	1 1/2 meter for stock	1,603.54	
40085	10/22	ARC	Monthly MPS Billing for September 2019	811.23	270.40

Check		Payable To	Description	Water	Wastewater
Check#	Date			Amount	Amount
40086	10/22	Associated Soils Engineering	E-1009 - Services rendered September 2019	6,276.25	
40087	10/22	Astra Industrial Services, Inc	Backflow test equipment calibration fee	110.81	
40088	10/22	AT&T	Voice communications September 2019	243.86	191.59
40089	10/22	AT&T Mobility	Cell phone service September 2019	1,627.19	486.04
40090	10/22	Regino Avalos	Monthly landscaping September 2019	859.03	195.97
40091	10/22	BC Laboratories, Inc.	Water analysis (E-995 \$1,350.00)	2,600.65	
40092	10/22	BC Laboratories, Inc.	Water analysis (E-995 \$1,620.00)	2,375.75	
40093	10/22	California Water Environment	Collection Grade 1 Exam-Bryan,Alex,Jake,David I,Siaki,Wayne		1,152.00
40094	10/22	Cash-Petty Cash	Reimburse petty cash	301.67	138.54
40095	10/22	CCS Interactive, Inc.	E-mail signature creation	115.00	
40096	10/22	Choice Pest Control	Mills house - monthly pest control	97.81	12.19
40097	10/22	Citibank	Costco - October 2019	595.46	572.13
40098	10/22	City of Glendale	City of Glendale tax - billing thru September 30, 2019	62,733.64	
40099	10/22	City of Glendale	Well #16 - well lease and water purchase for June 2019	10,262.19	
40100	10/22	City of Glendale Water & Power	Power purchased October 2019	39,444.73	95.89
40101	10/22	Contractor Compliance & Mont Inc.	E-956 - Labor compliance for September 2019	720.00	
40102	10/22	Core & Main	2" water meter for stock	1,628.70	
40103	10/22	Cortech Engineering	Replacement of chlorine chemical metering pumps	7,684.43	
40104	10/22	Dataprose LLC	Printing & postage for billing - September 2019	1,728.50	1,660.71
40105	10/22	EmbroidMe	T-shirts embroidered with CVWD for crew	1,335.18	398.81
40106	10/22	Eurofins Eaton Analytical Inc.	Water analysis - September 2019	848.00	
40107	10/22	Fleet Crew Emissions Service	Unit #25 - diagnose & repair check engine light	269.70	165.30
40108	10/22	Foothill Municipal Water	Water delivery for September 2019	321,065.50	
40109	10/22	GardenSoft	Annual Waterwise Gardening website license 9/24/19 to 9/24/20	1,500.00	
40110	10/22	Armenui & Albert Gasparyan	Refund check	100.00	
40111	10/22	Gilmore Heating & Air Conditioning	Office - repair A/C and add new register in bathroom	1,116.50	333.50
40112	10/22	Glendale Adventist Occ Med	Hepp B vaccination - Wayne,David I, Siaki, David R	369.20	150.80
40113	10/22	Golden Bell Products, Inc.	stock - d'chlor tablets	700.80	
40114	10/22	Grace Environmental Services	Monitoring assistance Well 2 August 2019	3,224.00	
40115	10/22	Grace Environmental Services	Monitoring assistance Well 2 September 2019	2,216.50	
40116	10/22	Grainger	Misc. supplies	252.97	142.54
40117	10/22	Graybar Electric Co., Inc.	Spare keypad for Glenwood security gates	377.91	154.35

Check		Payable To	Description	Water	Wastewater
Check#	Date			<u>Amount</u>	<u>Amount</u>
40118	10/22	Great America Leasing Corp.	Kyocera copier leases	782.95	752.24
40119	10/22	Home Depot Credit Services	Misc. hardware September 2019	1,195.74	285.94
40120	10/22	Hopkins Technical Products, Inc.	PH Sensor for various sites	1,199.15	
40121	10/22	John Robinson Consulting, Inc.	E-995 Grant Assistance September 2019	2,580.00	
40122	10/22	KR Nida Companies	Unit #46 - 2 custom cables	142.57	87.38
40123	10/22	LA Dept. Water and Power	Power purchased October 2019	55.71	
40124	10/22	Lagerlof, Senecal, Gosney & Kr	Legal Services September 2019	4,760.00	1,250.00
40125	10/22	Lagerlof, Senecal, Gosney & Kr	Public Water Agencies Group-General matters	839.77	184.33
40126	10/22	Lincoln Financial Group	Life & Disability Insurance for November 2019	946.55	631.04
40127	10/22	Logan Supply Co. Inc.	Misc. supplies	157.03	163.41
40128	10/22	Matt-Chlor Inc.	D-19-47 disinfect water main, hydrostatic pressure testing	1,280.00	
40129	10/22	Dennis A. Maxwell, Jr	Reimbursement for main break at La Crescenta/Montrose	100.87	
40130	10/22	Miller Spatial Services LLC	M-1001 - GIS Support services	8,509.00	
40131	10/22	Napa Auto Parts	Unit #37 alternator arrow board	118.78	72.79
40132	10/22	Newegg, Inc.	Security monitor, scada work stations	1,395.47	460.71
40133	10/22	Peerless Materials Company	Misc. supplies	244.10	225.33
40134	10/22	Pep Boys, Manny, Moe & Jack	Unit #49 - Oil change and brakes - mileage 41505	153.44	94.04
40135	10/22	Heather Pieters	Refund check	64.03	
40136	10/22	Plumbers Depot, Inc.	Replacement coupling for Vactor		2,559.41
40137	10/22	Pump Check	Well #1 & #7 - Pump efficiency testing	500.00	
40138	10/22	Rassac Air Systems	Mills house-maintenance for A/C and heating	361.85	113.15
40139	10/22	Reliable Road Service, Inc.	Unit #25 - Diagnose issue, replace batteries	704.37	431.70
40140	10/22	Rowland Water District	PWAG training David Gould	76.95	18.05
40141	10/22	Royal Industrial Solutions-Chatsworth	Contact block for chlorine treatment	137.85	
40142	10/22	Sawyer Petroleum	398.40 gallons clear Diesel - October 2019	1,294.23	344.03
40143	10/22	Shell	Fuel purchased September 2019	1,610.50	481.05
40144	10/22	Spectrum Business	Office - data communications September 2019	2,111.16	741.76
40145	10/22	Spectrum Business	Mills - data communications September 2019	2,261.33	794.51
40146	10/22	Spectrum Business	Mills (plant) - data communications September 2019	181.28	63.68
40147	10/22	Springbrook National User Group	Membership renewal 2019/2020	75.00	25.00
40148	10/22	The Gas Company	Office - Gas purchased October 2019	11.65	3.68
40149	10/22	Toro's Lawnmower & Garden	Honda generator oil change	62.08	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
40150	10/22	Univar USA Inc.	Mills - 1,000 gallons sodium hypochlorite	3,287.43	
40151	10/22	Water Education Group	Class for The Surprising Story of Stormwater	2,905.01	
40152	10/22	Western Water Works	Misc. supplies	732.55	
40153	10/29	Wells Fargo Card Services	Gould-USC cross connection course, Emergency planning books	1,441.50	403.92
40154	10/29	Wells Fargo Card Services	Hass-monthly recurring software/hardware	3,663.66	114.37
40155	10/29	Wells Fargo Card Services	Maxwell-Well #2 protective barrier, hose to hose ramps, tarps for Encinal	2,304.49	334.25
40156	10/29	Wells Fargo Card Services	Mitchell-Safety luncheon, team building dinner	449.33	120.40
40157	10/29	Wells Fargo Card Services	Ochoa-Employment advisory membership, ACWA Fall Conference	4,203.34	951.35
40158	10/29	Wells Fargo Card Services	Scott-Smart Gardening class, Director Raghavachary portrait	266.43	36.13
40159	10/29	Wells Fargo Card Services	Putnam-ACWA Fall Conference, Calpers conference-A. Montes	1,231.83	484.13
40160	10/29	Wells Fargo Card Services	Tejeda-ACWA Fall Conference	359.60	220.40
Subtotals				<u>\$ 716,421.66</u>	<u>\$ 71,681.75</u>
Total disbursements for October 2019					<u><u>\$ 788,103.41</u></u>

Payroll Report

Directors	\$ 900.00
Office Regular payroll	151,085.00
Office OT	1,841.00
Plant Regular payroll	100,489.00
Plant OT & Standby	10,783.00
Employer Payroll Taxes	8,253.00
Payroll Service Charges	447.00
Total Payroll Charges for October 2019	<u><u>\$ 273,798.00</u></u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1

November 26, 2019

To: Honorable President and Members of the Board of Directors

From: David S. Gould, P.E. – Director of Engineering

Subject: Recommendation to Award Contract for the Rehabilitation of Well 16

ACTION ITEM:

Well Pump Replacement and Casing Rehabilitation of Well 16, Project E-1011 – Consideration and motion to authorize the General Manager to award a contract to General Pump Company for the rehabilitation of Well 16 at a cost of \$109,749, establish a contingency amount of \$10,975 (10% of contract) to cover the cost of unforeseen or additional work and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA)

BACKGROUND:

Well 16's rehabilitation was the result of an unplanned motor failure due to low water levels. A submersible pump and bowl assembly for Well 16 was installed in 2016 with a design flow rate of 470 gpm. In 2018, Well 16 was producing, on average about 170 gpm and in 2019, the well production dropped to an average of 110 gpm. Staff is planning to replace the existing submersible pump and motor with a smaller capacity submersible pump and motor, which should operate more efficiently at the production levels we've been recently experiencing. Staff plans for the selected contractor to perform step drawdown and constant rate pumping tests to better determine the proper design of the new pump to be installed. Well 16 has performed consistently between the 175 – 250 gpm, and staff believes that Well 16 has the ability to perform at that capacity after rehabilitation.

The tentative project schedule will be that the contractor begins work in early December 2019, perform the pumping tests in January 2020 and complete the project by the end of February 2020 with Well 16 back in service.

DISCUSSION:

On November 6, 2019, staff sent out plans and specifications to six (6) pump and well contractors for the rehabilitation of Well 16. A mandatory pre-bid meeting was held on November 14, 2019. Contractors were provided project details and allowed access to the site. The bid opening for the project was held on November 20, 2019 and the results are as follows:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	General Pump Company	\$109,749.00
2 nd	Weber Water Services	\$118,183.53
3 rd	Legend Pump and Well Services	\$123,130.00
4 th	Best Drilling and Pump	\$123,700.00
5 th	Tri-County Pump	Declined to Bid

General Pump Company of San Dimas was the apparent low bidder for the project and has met the requirements of SB 854 and prevailing wage compliance. Staff has reviewed General Pump's submitted references. All responding references have been pleased with their work on previous related projects.

Staff has also worked with General Pump Company in the past on various well and booster pump rehabilitation projects, and the experience working with General Pump has been positive.

The engineer's estimate was \$108,600 and the low bid was \$109,749, which is 1.06% higher than the engineer's estimate.

RECOMMENDATION:

It is staff's recommendation to award the project to the lowest responsible bidder, General Pump Company for the Well Pump Replacement and Casing Rehabilitation of Well 16, Project E-1011 at the price of \$109,749. In addition, establish a contingency amount of \$10,975 (10% of contract) to cover the cost of unforeseen or additional work. If approved, the work should be completed by the end of February 2020.

ENVIRONMENTAL REVIEW:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

STRATEGIC PLAN GOAL:

The project meets the District's Strategic Plan Goal 1 – Reliable Water and Wastewater Service to ensure infrastructure reliability and performance through maximum water production from the Verdugo Basin. Staff also assessed the cost and benefits to the District for the rehabilitation of Well 16. Staff anticipates that after the rehabilitation of Well 16, the water production rate will increase to 200 gpm. That represents a projected production of 26 ac-ft monthly. There is an approximate cost difference of \$650/ac-ft between import from FMWD and local water production. CVWD would see a monthly cost savings of \$16,980, not including efficiency gains of the new pump and motor assembly. The payback period for the rehabilitation of Well 16 is estimated to be about 7 months.

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 19/20 Water Supply – Well Rehabilitation	\$190,000
Cost Estimate for Contractor	<\$109,749>
Unforeseen or additional work	<\$10,975>
Total Engineer's Cost Estimate	<\$120,724>
Amount Remaining in Water Supply – Well Rehabilitation	\$69,276

Prepared by:



Brook Yared, P.E.
Associate Engineer

Submitted by:



David S. Gould, P.E.
Director of Engineering

Attachments: Bid Summary

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.2
November 26, 2019

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Nomination for LAFCO Special District Representative

ACTION ITEM:

Nomination for LAFCO Special District Representative – Consideration and motion to authorize a member of the Board to submit their name for nomination for the office of LAFCO Special District Representative.

BACKGROUND:

In October 2019, the District was informed that the LAFCO Special District Representative Donald Dear's term expires in May 2020. At the November 12, 2019 Board meeting, Director Kenneth R. Putnam informed the Board that he was considering placing his name in nomination for this position, and he seeks the Board's support for his nomination.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of presiding officers of each independent special district in Los Angeles County.

LAFCO has retained Mr. William Kruse of Lagerlof, Senecal, Gosney & Kruse LLP to conduct the nominations for the Representative position. Included in this package is the form, inclusive of a one-page resume for Director Putnam, to be used to nominate candidates for consideration for the position. After the nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the Board. Voting will be conducted by mailed ballot.

To be eligible, the nominee must be an elected official or appointed by the Board for a fixed term. Nominations must be received at the offices of Lagerlof, Senecal, Gosney & Kruse LLP no later than 5:00 p.m. on December 27, 2019.

Prepared by:

Submitted by:

Prepared by:

Submitted by:



James Lee
Director of Finance & Administration



Nem Ochoa
General Manager

Attachment(s):

1. LAFCO Nomination Form and Director Putnam one-page resume



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214

Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejada
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon Raghavachary

Officers

Nemesciano Ochoa, P.E.
General Manager
James Lee
Director of Finance & Administration

Director Kenneth R. Putnam has been a resident of the Foothills for over 40 years, first in Tujunga and now in La Crescenta. He is a Professional Civil Engineer licensed by the State of California. He is retired from the County of Los Angeles Department of Public Works, having served as a Division Head for more than 20 years over several Divisions including the Waterworks Division, which directed 16 Waterworks Districts. He subsequently has served as City Engineer and Director of Public Works for several cities. Currently, he provides civil engineering services to municipalities specializing in the operation of water and sewer systems.

Kenneth Putnam gained experience working with LAFCO during his tenure, processing through LAFCO a number of District Formations and Annexations.

While raising his family of three daughters, he served as the Parents Chairman of the Crescenta-Canada YMCA Swim Team for over 10 years and as a coach of girls softball in the Crescenta Sports Association for over 8 years.

Director Putnam is a graduate of the University of Arizona with a Bachelor of Science Degree in Civil Engineering. He brings an extensive background and experience in the operation of water and sewer systems to his position as a Director on the Board of Directors of the Crescenta Valley Water District and to his candidacy for the LAFCO Special District Representative.

Director Putnam's present term on the Board of Directors of the Crescenta Valley Water District expires December 2022.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **REPRESENTATIVE**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: President James P. Bodnar and Member of the Board of Directors

Date: November 22, 2019

Name of Candidate: Kenneth R. Putnam, P.E.

The Board of Directors of the Crescenta Valley Water District is pleased to nominate
Kenneth R. Putnam, P.E. as a candidate for appointment as special

district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2022

Residence Address: 2359 El Moreno Street

La Crescenta, CA 91214

Telephone: 818 808-5442

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District
(Name of Agency)

By: _____
Its: Chairman of the Board of Directors

Written Communication -

Received: Novemer 12, 2019

From: Marilyn Tyler

Re: 16.7% Water Service Charge Increase

Written
communication

November 11, 2019 - Public Comment - Bait And Switch? (2 pages)

To: CVWD Board of Directors
CC: Tom Bunn, Attorney for CVWD
From: Marilyn Tyler (address and signature below)
Subject: Public Comment - Bait And Switch? (2 pages)

I am deeply concerned because I believe that in April 2017 the CVWD Board may have been "played" into approving the Prop. 218 Notice proposing a 16.7% water fixed service charge rate increase (Scenario B) which was presented to them at the last moment. I believe this based on the following sequence of events:

EVENT 1: April 11, 2017 - CVWD Board is invited to attend a "Water and Wastewater Budget Workshop" to understand "budget and rate setting principles." Note that the workshop handouts present and discuss only the Scenario A. Prop. 218 Notice proposing a 7.2% across the board water rate increase---no mention is made of the possibility of a Scenario B.

EVENT 2: April 18, 2017 - CVWD Board meeting where approval of the Prop. 218 notice is on the agenda. A staff report is presented to the Board claiming there is suddenly a need for a Scenario B Prop. 218 notice, which proposes a 16.7% rate increase to water fixed service charge "due to higher than expected water sales in the current year."

This claim of a "higher than expected water sales in the current year" proves to be false less than two months later when the water sales recorded as of April 30, 2017 are reported, showing that there was a significant DEFICIT in water sales due to an unusually wet winter and spring.

But you didn't have to wait until June to discover this: If you just stepped out the door in April 2017 you would see that you were in the middle of an unusually rainy winter and spring (with local rainfall in excess of this year's).

So what new revelation happened between April 11 and April 18 which compelled the need for a second Prop. 218 notice (Scenario B) --- did someone suddenly think it was going to stop raining and turn into a drought?

I believe the need for the Scenario B Prop. 218 notice was completely manufactured---not based on reality. I believe that the CVWD Board may have experienced a "bait and switch."

POSSIBLE BAIT AND SWITCH STEP 1: I believe that the purpose of the April 11 Water and Wastewater Budget Workshop may have been to develop the Board's confidence in the rate-setting process and, by association, in the Scenario A Prop. 218 notice proposing an across-the-board 7.2% rate increase.

POSSIBLE BAIT AND SWITCH STEP 2: Having developed the CVWD Board's confidence in the soundness of the rate-setting process and the Scenario A Prop. 218 notice, I believe it may have been easy on April 18 to convince the CVWD Board on the sudden need for a Scenario B Prop. 218 Notice --- "based on compelling new information." Especially since this was sprung on the Board at the last minute and they had to make a quick decision.

POSSIBLE BAIT AND SWITCH STEP 3: And in June, when it became obvious that the need for a 16.7% rate increase to water fixed service charge was no longer necessary because there was a significant water sales DEFICIT rather than surplus---did someone point this fact out to the CVWD Board before they voted to approve water and sewer rate increases, so they could reduce the water rate increase accordingly? Or was this fact swept under the carpet?

DISTURBING CONCLUSION: I believe much effort may have been invested in getting the Scenario B Prop. 218 notice approved by the CVWD Board. Why? One clue might be that Scenario B GUARANTEES that CVWD will have a 16.7% increase in water fixed revenue, because CVWD customers must pay the fixed water service charge whether they use a drop of water or not. Is it possible for someone at CVWD to take unethical advantage of this unnecessarily large but guaranteed revenue stream?

Director Bodnar and other members of the Board, I'm expressing my concerns to you because I want you to see how the above events look to those of us outside of CVWD. I want CVWD to have a reasonable flow of revenue so it can continue to perform at its current high level, but I also want to make sure that the hard-earned money that CVWD customers pay to CVWD is fair and being used for its intended purpose.

M. Tyler *M. Tyler*
3139 Brookhill St., La Crescenta

written
communication



OFFICERS

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HNTB

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City of Irvine

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City of Stanton

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Temo Glavez
City of Fountain Valley

Victor Chavez
City of South Gate

November 8, 2019

President James Bodnar
Board of Directors
Crescenta Valley Water District (CVWD)
2700 Foothill Blvd.
La Crescenta, CA 91214

Dear President James Bodnar:

Congratulations! The Crescenta Valley Water District (CVWD) has been chosen to receive a **2019 Project of the Year** award from the Southern California Chapter of the American Public Works Association (APWA). This award is for the following project(s):

New Biological Nitrate Removal Treatment Facility & Reactivation of Well No. 2

APWA is the professional association of Public Works leaders throughout the United States and Canada. The Southern California Chapter covers Los Angeles, Orange, Riverside and San Bernardino Counties and there are over 1,400 members in the Chapter. The purposes of the Chapter's awards program are to recognize public agencies for their outstanding projects and programs, and to share the wealth of good ideas.

The awards ceremony and presentation will be held at the APWA Southern California Chapter's Annual Awards Luncheon on:

Tuesday, December 10, 2019

11:00 a.m. – 1:30 p.m.

The Centre at Sycamore Plaza, Lakewood Civic Center

We hope that you and your staff, including any consultants or contractors, will attend this important event to receive your plaque personally. You may register for the event online at our APWA Chapter Website at southernca.apwa.net.

Congratulations again and we look forward to recognizing you at our Awards Luncheon.

Sincerely,

A handwritten signature in blue ink that reads "Patrick Somerville".

Patrick Somerville, P.E.
APWA President

cc: Nemesciano Ochoa, General Manager
David S. Gould, Director of Engineering

1600 Rosecrans Avenue, Media Center, 4th Floor,
Manhattan Beach CA 90266 • 310-995-9800

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

November 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:

- First Rain and Hydrology update
- ACWA Conference

STAFFING

2 employees have work anniversaries in November. Alex Sandoval – 20 years, Stephen Korejwo – 6 years.

As of November 22nd the District has gone 3 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Strategic Goal Setting Meeting

- November 13th

CVWD and GWP Meeting

- November 13th

Executive Committee

- November 15th

Management staff meetings

- November 18th, November 25th

Submitted by:



Nem Ochoa
General Manager