

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, October 22, 2019 at 7:00 p.m.**

Posted: October 18, 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-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 October 8, 2019.
2. Ratification of Disbursements for September 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. **Written Communications to the Board of Directors** – Review and discuss procedures for documenting written communications to the Board of Directors.
2. **Strategic Plan** – Consideration and motion to approve the Strategic Plan as presented by the General Manager.
3. **Cost of Service Study** – Consideration and motion to authorize the General Manager to award a cost-of-service study to Raftelis Financial Consultants, Inc. at a cost of \$30,798 and establish a contingency amount of \$3,080 (10% of contract) to cover the cost of unforeseen or additional work.
4. **Resolution No. 749** – Consideration and motion to adopt Resolution No. 749 appointing James Lee, Director of Finance and Administration, as board secretary.
5. **Resolution No. 750** – Consideration and motion to adopt Resolution No. 750 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.

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

Conference with Labor Negotiators - \$54957.6

- **Management Unit Terms and Conditions**

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

REGULAR MEETING, BOARD OF DIRECTORS

October 8, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of September 24, 2019, a Regular Meeting was held on October 8, 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 Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	Nem Ochoa
Director of Finance & Administration:	James Lee
Director of Engineering:	David S. Gould
Others Present:	Mark Hass, IT Manager Wendy Holloway, Customer Service Manager Dennis Maxwell, Director of Operation & Maintenance Arturo Montes, Accountant Pam Leddy, Administrative Assistant

PLEDGE OF ALLEGIANCE

Director Erickson opened the meeting by leading the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 5-0 vote that the Agenda for the Regular Meeting of October 8, 2019, be adopted as presented.

PUBLIC COMMENT – Discussion was held regarding the posting of correspondence directed to the Board of Directors. Director Bodnar requested that this item be added as an agenda item for Board discussion at a future Board Meeting.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR

It was moved by Director Erickson, seconded by Director Raghavachary, and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board meeting held on September 24, 2019, as presented.

ACTION CALENDAR

Steel Reservoir Rehabilitation at Markridge Reservoir, Project E-1006 – Mr. Gould requested the Board to authorize the General Manager to award a contract to the lowest bidder, J. Colon Coatings, Inc. for the rehabilitation of Markridge Reservoir at a cost of \$387,550 including alternative bid items. Mr. Gould also

requested the Board to authorize the General Manager to enter into an agreement with Harper & Associates Engineers, Inc. for Quality Control Inspections Services for the rehabilitation of Markridge Reservoir at a cost not to exceed \$36,020.

Following discussion:

It was moved by Director Putnam, seconded by Director Raghavachary, and carried by a 5-0 vote to authorize the General Manager to award a contract to J. Colon Coatings, Inc. for the rehabilitation of Markridge Reservoir at a cost of \$387,550.

It was moved by Director Putnam, seconded by Director Raghavachary, and carried by a 5-0 vote to authorize the General Manager to enter into an agreement with Harper and Associates Engineers, Inc. as a sole bidder for Quality Control Services for the rehabilitation of Markridge Reservoir at a cost not to exceed \$36,020.

TTHM Study and Disinfection Process Upgrades, Project E-995 – Mr. Gould requested the Board to waive the Bid Procurement and Purchasing Policy per Article 18.01 of CVWD's Rules and Regulations to authorize the General Manager to select and negotiate with consultants and contractors for the installation of chloramination systems at Pickens Canyon Reservoir and Well 2 at a cost not to exceed \$225,000.

Following discussion:

It was moved by Director Bodnar, seconded by Director Putnam, and carried by a 5-0 vote to waive the Bid Procurement Policy per Article 18.01 of CVWD's Rules and Regulations and allow the General Manager to select and negotiate with consultants and contractors for the installation of chloramination systems at Pickens Canyon Reservoir and Well 2 at a cost not to exceed \$225,000. Staff will provide a recap and summary of the action plan for TTHM mitigation and chloramine conversion (including next steps and tentative schedule) at a future board meeting.

INFORMATION ITEMS –

WRITTEN COMMUNICATIONS TO DISTRICT –

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Ochoa reported the recruitment of a Temporary Meter Reader as of October 22 to fill a vacancy due to medical leave of a current employee. Emotional Intelligence training will be on October 9 and available for all employees, and the District's 2nd Annual Chili Cook Off will be held on October 31.

David Gould presented the ASCE award for the Outstanding Water Treatment Project for Los Angeles Section in Long Beach on October 5. The annual year-end rainfall for the season ending September 2019 was 32.06 inches. CVWD produced 1,721 acre feet of water, an increase of 20% from last year.

ATTORNEY- No report

REPORTS OF COMMITTEES

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

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 Raghavachary 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 will be scheduled as needed.

DIRECTORS ORAL REPORT

Director Bodnar – Reported on his solo backpacking trip to Chicken Spring Lake for an inspection of the first snow pack.

Director Raghavachary – No report

Director Tejeda – Reported on receiving compliments from the public regarding the crew working on Pennsylvania Avenue.

Director Putnam – No report

Director Erickson – Reported on attending Montrose Oktoberfest and seeing the community represented.

CLOSED SESSION – No reportable items. The Board requested that evaluation and compensation for the General Manager be added as an agenda item for Board discussion at a future Board Meeting.

ADJOURNMENT

There being no other business to come before the Board, at 8:46 p.m., it was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 5-0 vote that the meeting be adjourned to October 22, 2019 at 7:00 p.m.

APPROVED:

James D. Bodnar
President

James Lee
Director of Finance and Administration

CASH DISBURSEMENTS LIST

SEPTEMBER 2019



Check		<u>Payable To</u>	<u>Description</u>	Water	Wastewater
<u>Check#</u>	<u>Date</u>			<u>Amount</u>	<u>Amount</u>
0	9/10	Southern California Edison	Purchased power September 2019	\$ 42,764.85	\$ 431.97
0	9/10	Los Angeles County Public Works	Excavations permits	7,150.00	
0	9/10	CalPERS	Contributions September 2019	27,018.33	16,121.27
39857	9/10	Abe's Lock and Key	Well #2/#16 - 12 keys, 10 locks keyed to District keys	1,546.17	77.68
39858	9/10	ACWA Joint Powers Ins Authority	Group health October 2019	38,444.10	24,979.58
39859	9/10	ADS, LLC	Monthly sewer monitoring August 2019		1,850.00
39860	9/10	Airgas National Carbonation	Well #2 - carbon dioxide tank rental September 2019	55.00	
39861	9/10	Airgas USA, LLC	Monthly cylinder rental August 2019	248.27	248.27
39862	9/10	All American Landscape Co.	Office - monthly landscaping September 2019	262.50	87.50
39863	9/10	Ameripride Uniform Services, Inc	Uniform rentals August 2019	1,155.85	385.28
39864	9/10	ARC	Monthly MSP billing August 2019	1,304.83	208.90
39865	9/10	Regino Avalos	Weed abatement, various well and reservoir sites	2,534.37	125.63
39866	9/10	James Bodnar	Mileage reimbursement for Water Education Seminar	49.05	16.35
39867	9/10	Bonnors Equipment Rentals	Public hearing - rentals for tables and chairs	769.81	51.44
39868	9/10	CCS Interactive, Inc.	Monthly web hosting September 2019	435.00	145.00
39869	9/10	Cerdant, Inc.	Network security September 2019	206.25	68.75
39870	9/10	Applied Spectrometry Assoc. Inc	Glenwood - biannual service for nitrate analyzer	4,421.69	
39871	9/10	Kevin Choo	Refund check		109.86
39872	9/10	City of Glendale	E-1002 - permits for Brookhill pipeline project	3,950.00	
39873	9/10	Core & Main	Ratcheting wrench	126.37	126.37
39874	9/10	Dataprose LLC	Printing and postage for 4 billing cycles	1,560.63	1,560.63
39875	9/10	Do-it Center	Misc hardware August 2019	425.10	87.86
39876	9/10	Dodge Data & Analytics	E-1002 - advertisement for bids	1,123.50	
39877	9/10	Dunn-Edwards Corporation	Paint for well sites	182.19	60.72
39878	9/10	Empire Fleetwash, LLC	Wash all fleet vehicles September 2019	215.25	71.75
39879	9/10	Fisher Scientific Company LLC	Well #2 - furniture for operations building	4,115.22	
39880	9/10	Foothill Car Wash, Lube & Oil	Unit #9 - oil change	66.62	22.20
39881	9/10	Glendale Adventist Occup Med	Hepatitis B shots - Boyce, Inman, Jones, Mort, Rawlings, Whittaker	532.50	177.50
39882	9/10	Bryan Goldsworthy	Reimbursement for paving costs	4,000.00	
39883	9/10	Grainger	Pressure gauges, motor caps, misc supplies September 2019	419.51	256.16

Check		Payable To	Description	Water	Wastewater
<u>Check#</u>	<u>Date</u>			<u>Amount</u>	<u>Amount</u>
39884	9/10	Graybar Electric Co., Inc.	Wall mount enclosures, smart connects for SCADA	1,657.19	396.25
39885	9/10	Gsolutionz Professional Services	Landline support September 2019	330.83	110.28
39886	9/10	Kendall Hales	D-19-21 - reimbursement to developer from deposit	5,008.11	
39887	9/10	Harrington Ind Plastics LLC	Nitrate plant - replacement level transducer	688.20	
39888	9/10	Industrial Metal Supply Co	Aluminum tread plate	42.64	14.21
39889	9/10	J's Maintenance	Janitorial service August 2019	793.50	264.50
39890	9/10	Lynn Knox	D-19-41 - reimbursement to developer from deposit	497.28	258.11
39891	9/10	KR Nida Companies	Unit #49 - reduce overhead clearance on light bar	71.25	23.75
39892	9/10	Lagerlof, Senecal, Gosney & Kr	PWAG legal services & ERC June 2019	1,524.30	508.10
39893	9/10	James Lee	Reimbursement for CUEMA conference lodging	178.44	59.48
39894	9/10	McMaster-Carr Supply Co	3/8" chemical tubing for stock	33.51	
39895	9/10	Newegg, Inc.	5-terabyte mobile storage USB-C model	386.42	128.79
39896	9/10	O'Reilly Auto Parts	Misc supplies August 2019	45.08	23.78
39897	9/10	Office Depot	Misc supplies August 2019	340.69	340.68
39898	9/10	Christina Olmedo	Mileage reimbursement for AWWA Water Education	51.13	
39899	9/10	Paper Cuts, Inc	Paper shredding August 2019	26.88	26.87
39900	9/10	Plumbers Depot Inc	Camlock adapters		90.44
39901	9/10	PumpMan, Inc	Sewer lift station repairs - install 4" check valves for 2 pumps		10,457.00
39902	9/10	Ramco	Misc base and tipping fees	2,206.25	
39903	9/10	Gilmore Heat & Air	Office - repairs to A/C condenser and underground lines	877.38	292.46
39904	9/10	Reliable Road Service, Inc.	Unit #18 - replace two starting batteries	407.84	135.94
39905	9/10	Simpler Systems	Monthly maintenance September 2019	375.00	125.00
39906	9/10	So Cal Compton Pipe Supply Co., Inc.	60 1" ball valves for stock	8,021.02	
39907	9/10	Southwest Hydrotech	3 pressure-reducing valves and assembly for stock	4,282.23	
39908	9/10	Spectrum Business	Ordunio - data communication September 2019	157.47	52.48
39909	9/10	Spectrum Business	Glenwood - data communications September 2019	2,280.03	760.01
39910	9/10	Spectrum Business	Office - data communications September 2019	2,139.59	713.20
39911	9/10	Sully-Miller Contracting Co.	9 tons of cold mix for paving	896.55	
39912	9/10	Judy Tejada	Reimbursement for ACWA Region 8 Meeting	37.50	12.50
39913	9/10	The Gas Company	Glenwood - gas purchased August 2019	27.58	9.19
39914	9/10	Underground Service Alert/SC	Regulatory cost - CA State fee August 2019	254.10	84.70
39915	9/10	Univar USA Inc	640 gallons liquid bleach	3,556.51	
39916	9/10	Univar USA Inc	500 gallons liquid bleach	2,854.57	
39917	9/10	Western Water Works	4 - 6" gate valves for stock	2,589.13	
39918	9/10	Judi Woo-Sato	2425/2510 Teasley, 4644 Rosemont - bee removal	450.00	
39919	9/12	Apex Manufacturing Solutions	E-995 - commisioning and testing chlorine analyzers	3,850.00	

Check		Payable To	Description	Water	Wastewater
<u>Check#</u>	<u>Date</u>			<u>Amount</u>	<u>Amount</u>
39920	9/12	James Bodnar	Reimbursement for Water Education Seminar classes	82.50	27.50
39921	9/12	Siaki Mortenson	Mileage reimbursement for distribution license classes	95.92	
39922	9/12	Christina Olmedo	Mileage reimbursement for AWWA Women in Leadership class	45.57	
39923	9/17	Nana's Kitchen	Safety lunch September 19, 2019	426.01	142.00
39924	9/20	Dennis A. Maxwell, Jr	Health Reimbursment	624.95	416.63
39925	9/20	Christy Joana Scott	Health Reimbursment	1,057.13	704.75
39926	9/20	Christina Olmedo	Wellness program reimbursement	66.59	22.20
39927	9/20	Dave Spain	Wellness program reimbursement	225.00	75.00
39928	9/24	525 W Elk ST, LLC	Refund check	189.51	
39929	9/24	Affordable Generator Services, Inc.	C-993 - emergency generator installation main office	37,049.69	
39930	9/24	Affordable Generator Services, Inc.	Office - emergency generator rental August 2019	922.42	307.48
39931	9/24	Aflac	Employee-paid insurance September 2019	1,707.21	
39932	9/24	Airgas National Carbonation	Well # 2 - carbon dioxide and liquid microbulk	140.29	
39933	9/24	Richard Amen	Refund check	266.40	
39934	9/24	Anawalt Lumber & Materials Co.	Misc supplies August 2019	344.87	32.83
39935	9/24	Apex Manufacturing Solutions	E-995 - SCADA programming for ammonia injection skid	2,445.87	
39936	9/24	ARC	E-1006 - plans and specifications	435.57	
39937	9/24	AT&T	Voice communication September 2019	324.67	108.22
39938	9/24	AT&T Mobility	Cell phone service September 2019	1,548.71	516.23
39939	9/24	Russell Bartoletti	Refund check	47.62	
39940	9/24	BC Laboratories, Inc	Water analysis (\$3,240 for E-995)	3,708.25	
39941	9/24	BC Laboratories, Inc	Water analysis (\$1,620 for E-995)	4,474.50	
39942	9/24	California Water Environment	Jim Halaszynski - Collection System Grade 1 renewal	281.00	
39943	9/24	Choice Pest Control	Mills - monthly service September 2019	96.75	13.25
39944	9/24	City of Glendale	Well # 16 - well site lease and water purchases April 2019	9,902.99	
39945	9/24	City of Glendale	ULARA Watermater cost-sharing agreement	2,351.28	
39946	9/24	City of Glendale Water & Power	Power purchased September 2019	39,274.41	109.44
39947	9/24	City of Los Angeles	LA City Wastewater Treatment Aug/Sept 2019		197,310.00
39948	9/24	Coastline Equipment Co.	Unit #19 - hose assembly	69.49	23.16
39949	9/24	Contractor Compliance & Mont Inc.	E-956 - labor compliance August 2019	1,140.00	
39950	9/24	Core & Main	Small meter retune	84.37	
39951	9/24	Darren Curtis II	Refund check	100.00	
39952	9/24	Cypress Ancillary Benefits	Group dental November 2019	2,200.41	1,466.95
39953	9/24	Dell Financial Services	3 data storage units totaling 44 terabytes of storage	10,261.19	3,420.39
39954	9/24	Dunn-Edwards Corporation	Paint for well sites	70.52	23.51
39955	9/24	Amber Emerson	Refund check	61.40	

Check				Water	Wastewater
<u>Check#</u>	<u>Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
39956	9/24	Eurofins Eaton Analytical Inc.	D-19-47 - water analysis	990.00	
39957	9/24	First Baptist Church	Refund check	205.35	
39958	9/24	Foothill Municipal Water	Water delivery August 2019	340,543.50	
39959	9/24	General Pump Company, Inc	E-999 - well pump replacement and casing rehab (final payment)	9,926.25	
39960	9/24	Grace Environmental Services	E-956 - monitoring assistance	2,921.75	
39961	9/24	Grainger	Misc supplies September 2019	127.45	127.44
39962	9/24	Great America Leasing Corp.	Copiers lease September 2019	956.62	956.61
39963	9/24	Home Depot	Glenwood - rubber shed, misc hardware August 2019	1,006.32	380.01
39964	9/24	Mary Jane Jianu	Refund check	146.29	
39965	9/24	John Robinson Consulting, Inc.	M-965 - grant assistance consulting	1,234.00	
39967	9/24	LA Dept Water and Power	Power purchased September 2019	56.10	903.33
39968	9/24	Lagerlof, Senecal, Gosney & Kr	Legal services August 2019	4,837.50	1,382.50
39969	9/24	Mimecast North America, Inc.	Email security September 2019	531.26	177.08
39970	9/24	Neofunds by Neopost	Postage September 2019	350.00	350.00
39971	9/24	Newegg, Inc.	3 laptops/tablets, outlets	3,005.08	1,001.64
39972	9/24	Red Wing Shoe Store	Joe Huerta - safety boots	112.45	37.48
39973	9/24	Reliable Road Service, Inc.	Unit #8 - check A/C, replace high/low pressure switches and harness	373.12	124.37
39974	9/24	Sawyer Petroleum	55 gallon drum of diesel exhaust fluid (1-year supply)	168.90	56.30
39975	9/24	Shell	Gas purchased August 2019	2,247.32	749.11
39976	9/24	Matthew Sikorski	Refund check	22.69	
39977	9/24	Spectrum Business	Office - data communication September 2019	183.72	61.24
39978	9/24	Stemar Equipment & Supply Co.	E-1009 - Traffic control rental	2,582.70	
39979	9/24	Sully-Miller Contracting Co.	6 tons of cold mix	658.56	
39980	9/24	The Gas Company	Office - gas purchased September 2019	11.84	3.94
39981	9/24	Thomas Treanor	Refund check	116.58	
39982	9/24	Trench Shoring Company	D-19-47 - trench plate, 4 weeks	1,933.75	
39983	9/24	Tri-Xecutex Corp	Security alarm monitoring Oct/Nov/Dec 2019	243.00	81.00
39984	9/24	United Water Works, Inc.	14 wastewater fittings, 4"-8" for stock		708.04
39985	9/24	Univar USA Inc	900 gallons liquid bleach	3,904.45	
39986	9/24	UPS	Plant - shipping charges	13.04	13.04
39988	9/24	UtiliWorks Consulting, LLC	E-998 - AMI services July 2019 (final payment)	4,800.00	
39989	9/24	Vulcan Materials Company	D-19-47 - mixed bobtail, tipping fees	1,360.00	
39990	9/24	Water Quality & Treatment Solutions, Inc.	E-995 - consulting fees, meeting reimbursements	2,500.00	
39991	9/24	Wells Fargo Card Services	Gould: AWWA Women in Leadership, Tri-State, ACWA	694.74	231.59
39992	9/24	Wells Fargo Card Services	Hass: working meals, monthly recurring software/hardware	1,351.51	450.50
39993	9/24	Wells Fargo Card Services	Maxwell:3 used desks/chairsfor crew leaders offices, 2 tables	2,130.23	669.94

Check		<u>Payable To</u>	<u>Description</u>	Water	Wastewater
<u>Check#</u>	<u>Date</u>			<u>Amount</u>	<u>Amount</u>
39994	9/24	Wells Fargo Card Services	Mitchell: working meal	67.29	22.43
39995	9/24	Wells Fargo Card Services	Ochoa: working meal	29.10	9.70
39996	9/24	Wells Fargo Card Services	Scott: Public Hearing rentals, advertisements, working meals	995.37	48.30
39997	9/24	Wells Fargo Card Services	Lee: American Water College, CUEMA registration, PERS forum	1,251.29	400.43
39998	9/24	Western Water Works	D-19-47 - misc supplies	301.11	
39999	9/24	USA Blue Book	Well #2 - chemical supplies	216.87	
Subtotals				<u>\$ 659,336.47</u>	<u>\$ 275,391.98</u>
Total disbursements for September 2019				<u><u>\$ 934,728.45</u></u>	

Payroll Report

Directors	\$ 1,170.00
Office Regular payroll	140,489.00
Office OT	1,702.00
Plant Regular payroll	110,745.00
Plant OT & Standby	8,321.00
Employer Payroll Taxes	19,043.00
Payroll Service Charges	447.00
Total Payroll Charges for September 2019	<u><u>\$ 281,917.00</u></u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, P.E. – General Manager
Subject: Written Communications to the Board of Directors

Action Item No. 1
October 22, 2019

ACTION ITEM:

Review and discuss procedures for documenting written communications to the Board of Directors.

BACKGROUND:

Per the Brown Act § 54957.5, the public has the right to review agendas and other writings distributed by any person to a majority of the board in connection with a matter subject to discussion or consideration at a meeting. Except for privileged documents, those materials are public records and must be made available upon request without delay. A non-privileged writing distributed to a majority of the board less than 72 hours before the meeting must be made available for inspection at the time of distribution at a public office or location designated for that purpose; and the agendas must include the address of this office or location. The district also may post the writing on its website “in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.” A writing distributed during a meeting must be made public:

- At the meeting if prepared by the local agency or a member of its legislative body; or
- After the meeting if prepared by some other person

DISCUSSION:

The CVWD Board of Directors occasionally receives written communication from District customers. The standard agenda for a regularly scheduled board meeting includes a standing agenda item called “*Written Communication*”, which serves two purposes: 1) satisfies the requirements of the Brown Act and 2) provides a physical copy of the written communication. If the written communication is received before the board packet is sent out (afternoon of the Friday prior to an upcoming Tuesday board meeting), it is included in the board packet.

Sometimes, written communication is received after the board packet is sent out. In this case, the written communication is sent to the board via email and/or provided as a handout at the upcoming board meeting. The written communication can then be included in the upcoming board packet. In addition to written communication, all informational items presented to the board, not previously included in the board packet, can be included in a subsequent board packet under “*Information Items*”, also a standing agenda item.

Discussion of this subject matter was initiated at the October 8th board meeting during public comment. This current agenda item provides an opportunity for the board to follow up on that initial discussion. One of the options that was discussed is posting the written communication on the CVWD website under the pull-down menu for board-related items. Once a written communication is received, it can be uploaded onto the website (with appropriate description).

RECOMMENDATION:

Review and discuss procedures for documenting written communications to the Board of Directors.
Consider posting written communication and information items onto the CVWD website.

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Submitted by:

A handwritten signature in blue ink, appearing to read "Nem Ochoa", written over a horizontal line.

Nem Ochoa, P.E.
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, P.E. – General Manager
Subject: CVWD Strategic Plan

Action Item No. 2
October 22, 2019

ACTION ITEM:

Approve the 2020 CVWD Strategic Plan

BACKGROUND:

Crescenta Valley Water District has a long history of providing reliable water and wastewater service to the Crescenta Valley community. While a lot has changed since the District was founded in 1950, its commitment to the community remains the same. To better serve current and future generations of customers, the District's Board of Directors and staff engaged in a year-long process to complete the strategic plan. The plan identifies current needs and future challenges of the District and community and develops a strategic approach to address those challenges.

A strategic plan serves several objectives for a water district, including:

- Reviews and reestablishes the District's mission and vision;
- Clarifies the District's strategic focus and direction;
- Identifies specific goals to accomplish the mission and vision;
- Aligns District staff's performance with specific goals;
- Establishes District identity and branding;
- Establishes District accountability and consumer confidence; and
- Serves as a key communication piece to all stakeholders.

These objectives were met in the strategic plan and discussed in detail throughout the report.

Effective Utility Management (or EUM) was identified as the preferred planning tool to determine strategy and goals. EUM was created by utility/regulatory-leading agencies including the United States Environmental Protection Agency and the American Water Works Association during a collaborative research effort that spanned over a decade. The District used EUM to benchmark performance in key areas for water and wastewater utilities. The plan concludes with strategic goals that focus on establishing lasting excellence in the following areas:

- Reliable Water and Wastewater Service;
- Exceptional Customer and Community Service;
- Efficiency through Technology;
- Fiscal Responsibility;
- Protection of Public and Environmental Health;
- Regional Collaboration and Synergy; and
- Employer and Workforce Excellence.

DISCUSSION:

The draft plan was presented to the Board on September 10th, 2019 at the regularly scheduled board meeting. The draft plan was provided to the Board several weeks prior to provide ample time for their review. The draft plan was thoroughly discussed at the board meeting. All verbal and written comments on the draft plan (received before and after the board meeting) were considered and used to finalize the plan. The final version of the plan has since been completed and is attached for reference.

RECOMMENDATION:

Approve the 2020 CVWD Strategic Plan

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Submitted by:

A handwritten signature in blue ink, appearing to read "Nem Ochoa", is written over a horizontal line.

Nem Ochoa, P.E.
General Manager

Attachment(s):

1. Crescenta Valley Water District 2020 Strategic Plan



CRESCENTA VALLEY
WATER DISTRICT

2020 STRATEGIC PLAN

2700 Foothill Boulevard
La Crescenta, CA 91214
T: 818.248.3925 | F: 818.248.1659
customerservice@cvwd.com

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Final Version Completed October 2019

Letter from the Board of Directors and the General Manager

Crescenta Valley Water District has a long history of providing reliable water and wastewater service to the Crescenta Valley community. While a lot has changed since the District was founded in 1950, our commitment to the community remains the same. To better serve current and future generations of customers, the Board of Directors has developed this Strategic Plan. The plan is designed to identify current needs and future challenges of the District and community, and contains a strategic approach to address those challenges.

The five elected members of the Board of Directors are invested in the success of the Strategic Plan. Every Board member is a customer of the District and lives in the community. All decisions and actions taken by the Board impact them as they would any other customer.

The guiding principles of the Strategic Plan are transparency, partnership, and commitment. These areas of focus define the relationships and priorities shared between the District's customers, Board, and employees.

The planning process identified the following objectives for the District: reliable water and wastewater service, exceptional customer and community service, fiscal responsibility, and protection of public health.

Under the leadership of the General Manager, CVWD's highly-committed and capable workforce is prepared to implement the Strategic Plan, accomplish the District's mission, and strive towards its vision. Successful implementation of the Strategic Plan will also require community support, along with regional stakeholder collaboration and strategic partnerships.

This document signifies the District's commitment to transparency and accountability to the Crescenta Valley community.

Sincerely,

James Bodnar, Board President

Nemesciano Ochoa, General Manager

BOARD MEMBERS

GM



**James
Bodnar**



**Kerry D.
Erickson**



**Kenneth
R. Putnam**



**Sharon S.
Raghavachary**



**Judy L.
Tejada**



**Nem
Ochoa**



Crescenta Valley Water District and other water providers throughout California face a growing number of issues that directly impact the cost of providing reliable service. These issues include: escalating energy costs, expanding regulatory costs, rising imported water costs, growing cumulative costs of deferred facility maintenance, increasing construction costs, a changing climate, and declining revenues due to conservation measures mandated by the state.

All water utilities must find an effective approach to deal with these issues. The economic pressures related to these conditions create concerns, especially in communities that have experienced multiple rate increases in recent years. Fiscal responsibility and effective public outreach are needed to manage this new reality.

While facing these issues, CVWD will continue to focus on accomplishing its mission statement:

To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

CVWD's Board and staff realize that status quo is no longer sustainable. This new reality requires better planning and execution. A vision statement expands upon our mission to define what CVWD strives toward. During the planning process, the Board and staff established the following vision statement for the District:

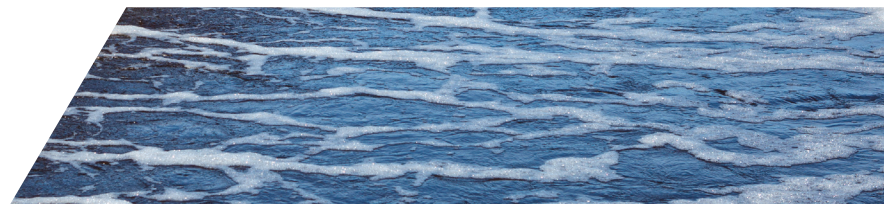
Secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency and cost-effectiveness.



CVWD developed this 2020 Strategic Plan to serve as a blueprint for future success.

Transparency, partnership, and commitment are the guiding principles that define the connections between the District's customers, Board, and employees. This dynamic is best represented by the inverted pyramid shown to the left.

In order to develop a comprehensive plan capable of meeting the District's mission and vision, Effective Utility Management (EUM) was identified as the preferred planning tool to determine strategy, goals, and objectives.

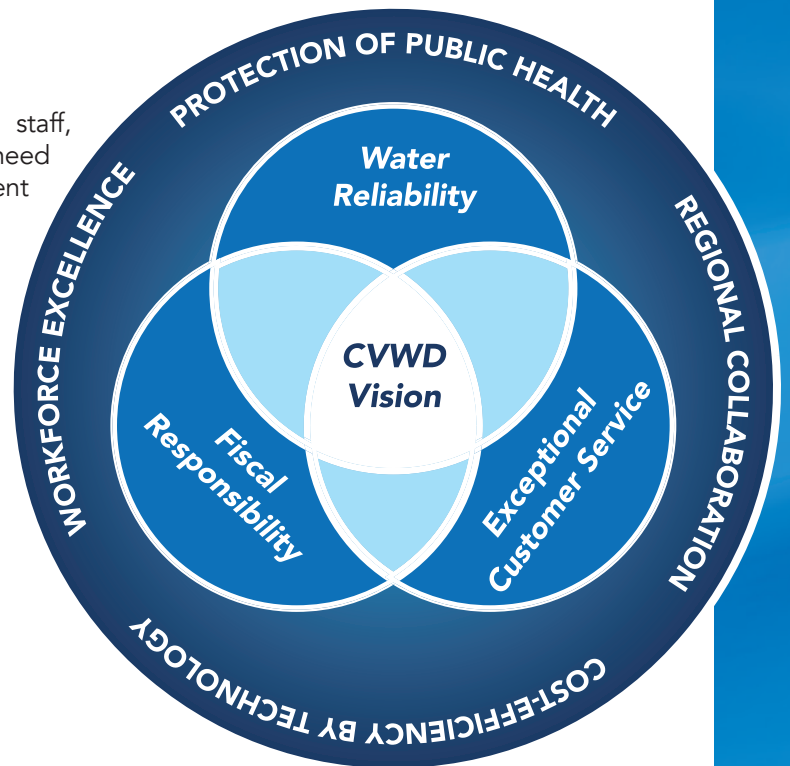


The planning group, consisting of CVWD's Board and staff, conducted an EUM utility "self-assessment" to gauge need and performance in key areas. Based on the EUM assessment results, the areas of concern were prioritized as follows:

1. WS - Water Resource Sustainability
2. IS - Infrastructure Strategy & Performance
3. WQ - Water Quality
4. FV - Financial Viability
5. CS - Customer Satisfaction
6. SU - Stakeholder Understanding
7. ED - Employee Leadership & Development
8. ER - Enterprise Resiliency
9. OO - Operational Optimization
10. SS - Community Sustainability

Through open and honest dialogue, the planning group was able to deliberate and rank these critical issues. The group then established strategic goals and initiatives to address them. The roadmap for "moving from mission to vision" is illustrated in the strategy map on page 9. Specific details of each strategic goal begin on page 10.

As part of the Effective Utility Management process, CVWD will continue to measure success and adapt to fully execute the Strategic Plan. A Strategic Plan Update is scheduled in 2023 as part of our dedication to make this a living document.



HISTORY

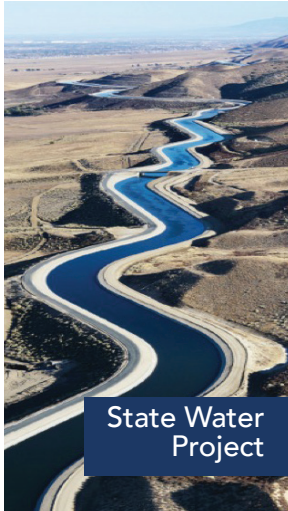


The Crescenta Valley Water District (District or CWWD) was formed as the Crescenta Valley County Water District on December 14, 1950 by vote of local residents. Organized under the provisions of Division 12 of the State of California Water Code, the District operates as a subdivision of the state. The term "County" was officially deleted from the District's name in 1996.

In the early 1950's, the newly-formed District purchased the assets and consolidated the infrastructure of several small private water companies then in existence. This was made possible by voter approval of two capital improvement bonds. By 1953, with rapid growth in the Crescenta Valley and surrounding foothill communities, it became apparent that local groundwater supply was not going to be sufficient to meet the increasing water demand. Residents ranging from La Crescenta to Altadena voted to form the Foothill Municipal Water District (FMWD) to purchase and distribute imported water from the Metropolitan Water District of Southern California (MWD).

By 1955, the District was augmenting its groundwater supply with MWD water from the Colorado River. In the 1970's, MWD began importing Northern California water following completion of the

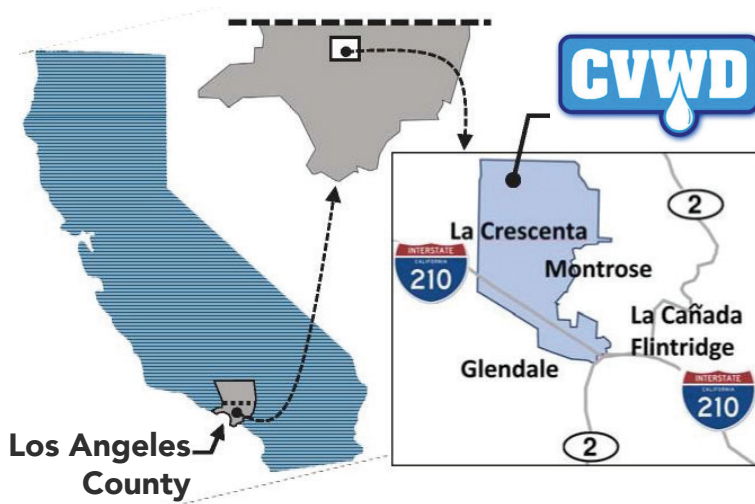
State Water Project. This blend of imported water and groundwater, which ranges from 40% to 60% imported water, continues today as the water supply source for District customers.



The District is located in the Crescenta Valley area of Los Angeles County in the foothills of the San Gabriel Mountains, between the San Fernando and San Gabriel valleys. The District provides water distribution and sewage collection within its boundaries to the unincorporated communities of La Crescenta, Montrose and Verdugo City, as well as small areas within the City of La Cañada Flintridge and the City of Glendale.

The District serves an area of approximately four square miles in relatively steep terrain ranging from 1,200 feet to almost 3,000 feet above sea level. The customer base is primarily residential with some light commercial along Foothill Boulevard in La Crescenta and Honolulu Avenue in Montrose. The District currently provides water to more than 8,000 accounts representing a population of approximately 33,000.

DISTRICT at a Glance



33,000 customers



95 miles of water pipelines



12 wells



17 reservoirs



34 booster pumps



651 fire hydrants



92 miles of sewer pipelines

FINANCIALS

Current Water Facilities
Asset Value

\$23.1 million

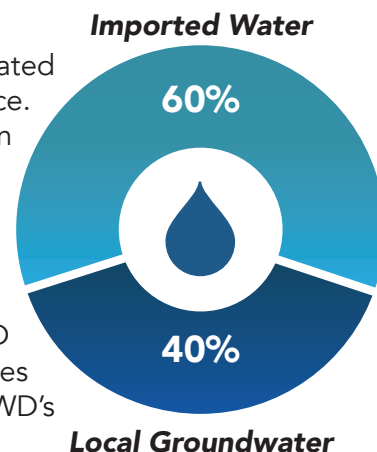
Current Wastewater
Facilities Asset Value

\$16.8 million

WATER SUPPLY

CVWD pumps **groundwater** from the Verdugo Basin. The basin is located beneath CVWD's service area, about 200 feet below the ground's surface. Water production out of the Verdugo basin is highly dependent on replenishment from precipitation, which may take up to three years to fully infiltrate into the basin.

CVWD's procurement of **imported water** is contracted through Foothill Municipal Water District (FMWD), which purchases water from Metropolitan Water District of Southern California (MWD). MWD obtains imported water from Northern California, nearly 400 miles away, and from the Colorado River, about 300 miles away from CVWD's service area.



Note: The ratio between imported water and local groundwater can vary based on groundwater availability. The 60-40 split can change to 40-60 when there is ample groundwater supply.

Mission, Vision, and Guiding Principles

OUR MISSION

To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

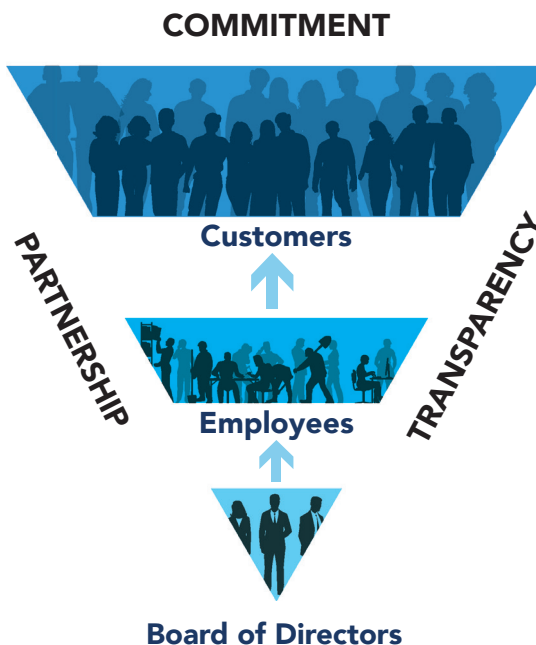
OUR VISION

Secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency and cost-effectiveness.

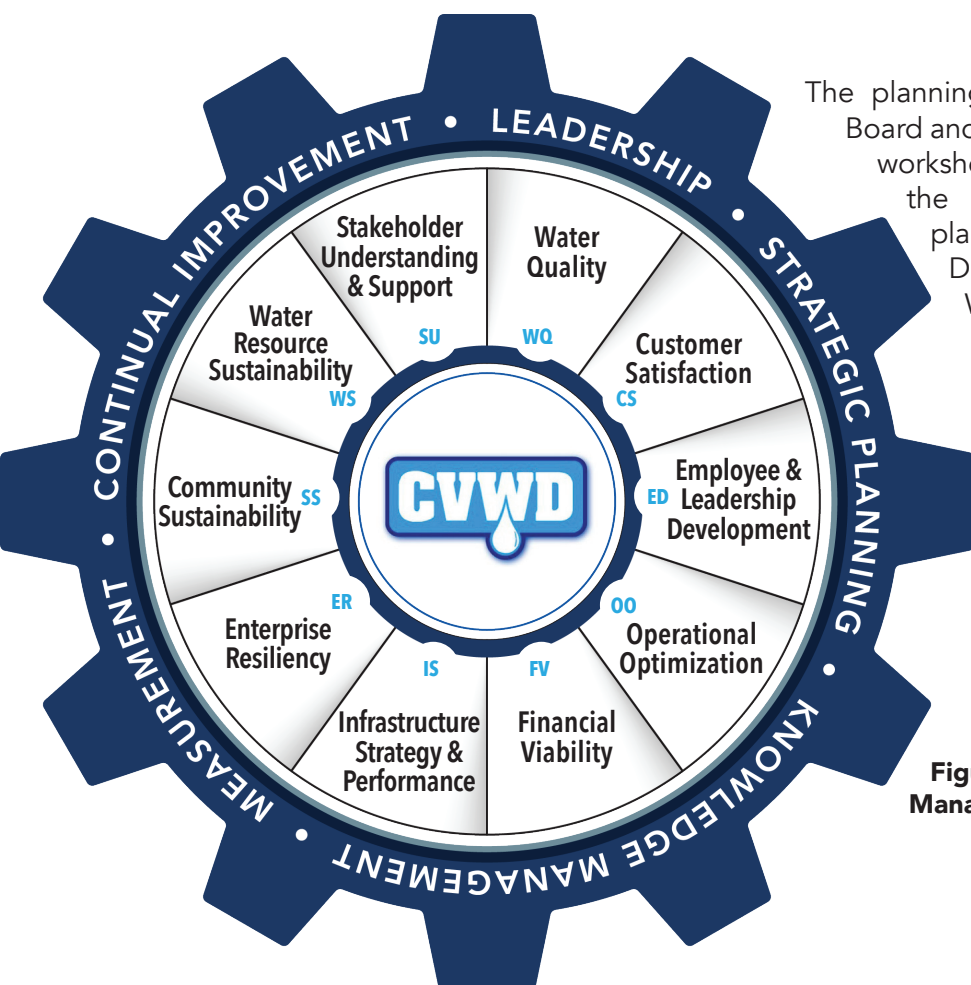
OUR VALUES



OUR GUIDING PRINCIPLES



PLANNING Process



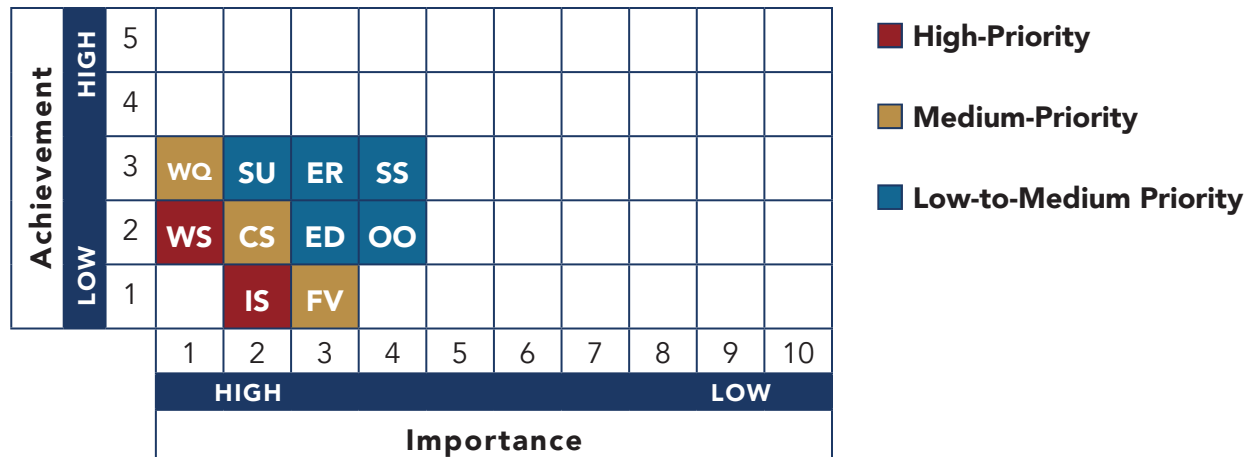
The planning group, consisting of District Board and staff, participated in structured workshops and surveys throughout the planning process. The first planning exercise explored the District's perceived Strengths, Weaknesses, Opportunities, and Threats (SWOT). The planning group used the SWOT analysis to examine how the District is performing overall. In order to identify specific goals and objectives, the planning group took part in a comprehensive planning effort derived from Effective Utility Management principles.

Figure 1. Effective Utility Management Attributes

Effective Utility Management (EUM) provides performance benchmarking in key areas for water and wastewater utilities. EUM was created by utility/regulatory-leading agencies including the United States Environmental Protection Agency and the American Water Works Association during a collaborative research effort that spanned over a decade. The research established that the efficacy of a water utility can be measured by its collective performance in 10 key areas: Water Quality, Customer Satisfaction, Employee and Leadership Development, Operational Optimization, Financial Viability, Infrastructure Strategy and Performance, Enterprise Resiliency, Community Sustainability, Water Resource Sustainability, and Stakeholder Understanding and Support. These 10 areas became known as the EUM attributes and the industry-accepted metric to gauge overall utility performance (see Figure 1).

The planning group was able to prioritize the EUM attributes by conducting an EUM self-assessment. The assessment ranked the level of achievement and the level of importance for each attribute. Those attributes that showed low-achievement coupled with high-importance were ranked highest in priority, as shown in Figure 2.

FIGURE 2. CVWD'S EUM ASSESSMENT RESULTS

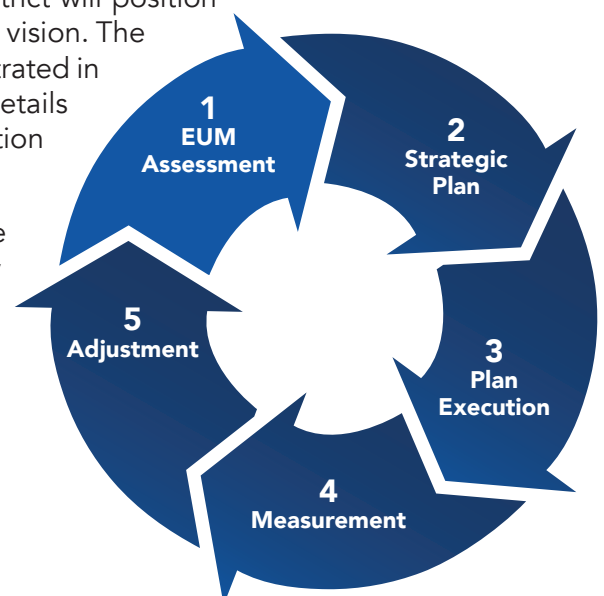


CVWD's EUM Prioritized Action-List

- | | |
|---|---|
| 1. WS - Water Resource Sustainability | 6. SU - Stakeholder Understanding & Support |
| 2. IS - Infrastructure Strategy & Performance | 7. ED - Employee Leadership & Development |
| 3. WQ - Water Quality | 8. ER - Enterprise Resiliency |
| 4. FV - Financial Viability | 9. OO - Operational Optimization |
| 5. CS - Customer Satisfaction | 10. SS - Community Sustainability |

CVWD's prioritized list of the EUM attributes is shown above. Once this list was developed, the planning group was able to explore why certain categories rose to the top — in other words, why certain attributes were critically important AND why those same attributes were perceived as low in achievement. Through open and honest dialogue, the planning group was able to deliberate on the critical issues that contributed to each ranking and then establish strategic goals and objectives to address them. By achieving these goals, the District will position itself to accomplish its mission and move towards its vision. The roadmap for "moving from mission to vision" is illustrated in the strategy map on the following page. Specific details of each strategic goal are provided in the last section of this plan.

As part of the EUM process, CVWD will continue to measure and adjust (or adapt) in order to fully execute the Strategic Plan. The EUM Cycle shown to the right best illustrates this continuous effort toward improvement.



STRATEGY Map

CVWD created the strategy map shown below to illustrate how it will progress from accomplishing its mission to actualizing its vision. The map visualizes how each strategic goal and objective moves the District from mission to vision (from left to right on the map).



STRATEGIC GOALS and Objectives

GOAL 1 Reliable Water & Wastewater Service



DEVELOP LONG-TERM WATER SUPPLY RELIABILITY

- Evaluate and restructure current water contracts and agreements to maximize reliability, cost-efficiency, and equity.
- Maintain current level of water efficiency and conservation which exceeds current regulatory requirements.
- Evaluate alternative water supply options including storm water recharge, conjunctive use, and indirect potable reuse (to maximize groundwater storage and production).



ENSURE INFRASTRUCTURE RELIABILITY AND PERFORMANCE

- Develop and implement a comprehensive infrastructure reliability plan (e.g. development of a 75-year pipeline replacement program with resulting funding requirement and finance options).
- Develop and implement preventative/predictive maintenance schedules for all major assets.
- Perform condition assessments on critical infrastructure.
- Procure on-call emergency construction services contract.

GOAL 2 Exceptional Customer & Community Service



INCREASE CUSTOMER AWARENESS

- Develop and implement outreach plan to increase awareness.
- Develop and deploy customer survey to optimize communication strategy.
- Establish Community Advisory Committee to educate and solicit feedback from community on key issues.
- Deploy technology upgrades to leverage automated communication to increase efficiency and enhance customer outreach.
- Assess and upgrade usability and functionality of CVWD website.



GOAL 2

Exceptional Customer & Community Service



IMPROVE CUSTOMER SERVICE OFFERING

- Develop and implement various online customer service features (e.g. payment, notifications, new accounts).
- Develop webpage to improve consultant, contractor, and developer experience related to engineering and construction projects.
- Assess efficacy of third-party billing provider and rotate the provider as appropriate, targeting 10% reduction in cost.



IMPROVE EMERGENCY PREPAREDNESS

- Develop proficiency in National Incident Management System and Incident Command System.
- Develop and participate in regional emergency preparedness stakeholder group, such as CERT (Community Emergency Response Team).

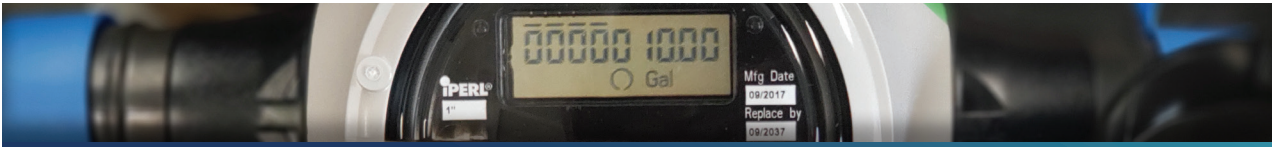


IMPROVE COMMUNITY STEWARDSHIP

- Develop Community Stewardship Volunteer Program (matching employee volunteer interests with in-kind community needs, outside of working hours).

GOAL 3

Efficiency Through Technology



DEVELOP AUTOMATED METERING INFRASTRUCTURE (AMI)

- Develop business case and next steps for AMI.
- Leverage AMI to provide timely information to customers (e.g., high water use, leak detection, operations updates, customer messaging).



DEVELOP ENERGY EFFICIENCY MEASURES

- Evaluate energy provider options (e.g. Southern California Edison and Clean Power Alliance).
- Perform energy audit to identify potential cost-savings.
- Evaluate renewable energy options (e.g. solar).



LEVERAGE BUSINESS SOFTWARE TO MAXIMIZE FUNCTIONALITY

- Implement modules to facilitate asset management and operational efficiency (fleet management, Dig-alerts, LIMS).
- Implement appropriate updates to the customer-service and accounting information system (Springbrook).

GOAL 3

Efficiency Through Technology



EFFECTIVE MANAGEMENT OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROGRAM

- Improve efficiency and long-term management of SCADA hardware, programing, and integration by migrating from a sole-source to open-source standardized platform, targeting greater than 5% cost savings.



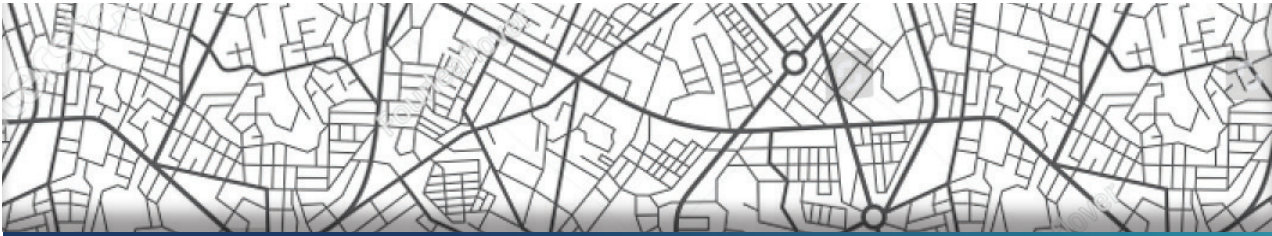
IMPROVE COMMUNICATION RELIABILITY

- Upgrade connectivity and reliability of District communication devices and network.



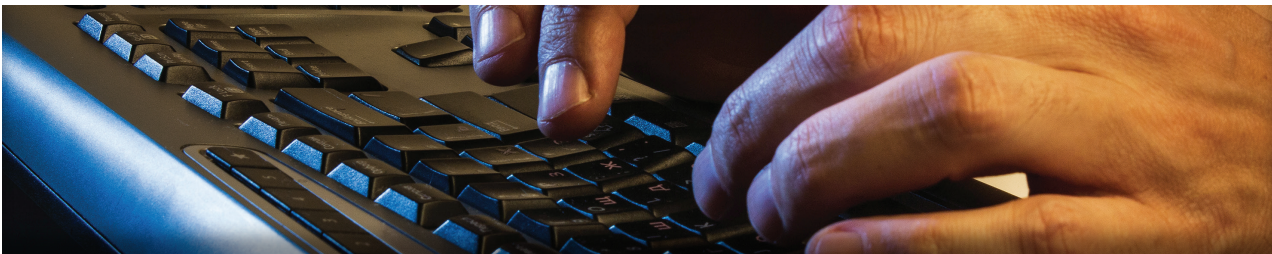
IMPROVE DATABASE MANAGEMENT

- Streamline data input, access and reporting across all departments. Deploy use of handheld devices to increase efficiency and accuracy.



DEVELOP GRAPHICAL INFORMATION SYSTEM (GIS)

- Deploy GIS system to improve data integration (e.g. mapping, assets, geographic location, data-management) and analytics.



DEVELOP DECISION-SUPPORT MODELING TOOLS

- Update water system hydraulic model.
- Update groundwater model.
- Develop system optimization tool.

GOAL 4

Fiscal Responsibility



IMPROVE FINANCIAL STABILITY

- Review reserve target levels. If needed, revise and re-establish reserve target levels to support financial stability, operational resiliency, and infrastructure reliability.



ENSURE EQUITABLE COST OF SERVICE

- Ensure fees, rates, and charges provide adequate revenue to cover the District's cost of service, including infrastructure.
- Ensure fees, rates, and charges are distributed equitably among all customers (conduct cost-of-service study).



IMPLEMENT ASSET MANAGEMENT

- Develop and implement an effective strategy to optimize real estate assets.
- Develop tools to maximize the useful life and benefit of all District assets.
- Develop and implement preventive/predictive maintenance and replacement programs for all major assets (e.g. wells, pipelines, reservoirs, pump stations).



ENHANCE FINANCIAL REPORTING

- Improve job costing, tracking, and analytics.
- Increase transparency, frequency, and accessibility of reporting to all stakeholders (e.g. department-level budgets, updated chart of accounts for accounts payable, etc.).



IDENTIFY COST-RECOVERY OR COST-SAVING MEASURES

- Evaluate lease option for District fleet (vehicles).
- Evaluate and renegotiate contracts with suppliers, vendors, and service providers (including financial institutions).
- Evaluate current Engineering Design Standards and Approved Materials to identify potential cost-savings (e.g. pipeline material, project delivery methods).
- Pursue grants and other funding programs to support District projects and programs.
- Ensure appropriate level of risk transfer with contractors and consultants by centralizing and updating professional services contracts.
- Reduce total uncollected revenue from delinquent accounts by 10%, by restructuring deposit requirement and collection process.

GOAL 5

Protection of Public & Environmental Health



ENSURE WATER QUALITY COMPLIANCE

- Improve efficiency of samples required by DDW
- Develop facilities to convert system to Chloramination.
- Develop facilities to treat nitrates with bio-remediation (zero waste flow).
- Comply with new regulations (e.g. School Lead Testing Program).
- Improve water mixing in key reservoirs.
- Implement zero-waste hydrant flushing program.





ENSURE DISTRICT-WIDE REGULATORY COMPLIANCE

- Establish clearinghouse of all permits.
- Create and implement master-schedule for all permits.



EVALUATE GREEN POWER ALTERNATIVES

- Determine appropriate level of sourcing environmentally-friendly electrical power.



GOAL 6

Regional Collaboration & Synergy



DEVELOP AND PARTICIPATE IN PROGRAMS TO MAXIMIZE REGIONAL COLLABORATION

- Create partnerships to optimize regional assets (supply, conveyance, and storage) and develop equitable contracts for cost recovery.
- Actively participate in regional, local, and multi-agency stakeholder meetings.
- Establish mutual aid agreements with regional stakeholders.



GOAL 7

Employer & Workforce Excellence



DEVELOP BEST-IN-CLASS CULTURE

- Develop, adopt, and integrate core values.
- Establish cohesion through organized team-building events.
- Revamp performance evaluation process to facilitate transparency, accountability, and professional development.



DEVELOP SAFETY-ORIENTED WORKFORCE

- Perform on-going safety basics training.
- Develop messaging and programming to instill safety mindset.

GOAL 7

Employer & Workforce Excellence



PRODUCTIVITY AND MISSION EFFICACY

- Conduct organizational structure assessment and reallocate human and financial resources to execute the current strategic plan and attain long-term vision for the District.
- Update Human Resources Department processes and procedures in accordance with best management practices.
- Develop succession plan in key areas.
- Cross-train staff to accelerate individual development and improve staffing flexibility and coverage.
- Develop standard operating procedures across all departments.



CVWD SLOGAN CONTEST

CVWD employees participated in a contest to create a slogan that reflects the District's mission and values. The slogans below were selected as the winners:

"CVWD...working hard, working smart, working together!"

"Dedicated to Purpose, Driven by Passion, Unified in Service. We are CVWD."



CVWD's 2020 Strategic Plan provides a roadmap to accomplish the District's mission and actualize its vision. Through an open-minded and transparent process, the District's Board and staff established clear strategic goals and objectives to be accomplished within the next three years.

The strategic goals and objectives are in alignment with both the District's mission and vision. Strategic alignment will be infused within the organization by assigning each goal (and objective) to a specific employee or team of employees within CVWD.

Annual goal-setting and quarterly progress-update meetings between managers and their team members provide assurance that goals (e.g. objectives and initiatives) are completed in a timely manner.

The 2020 Strategic Plan is a living document. It will be used to create other planning and/or policy documents, inform stakeholders, welcome and train new employees, and be revised as necessary in response to changing conditions. The strategic plan will be fully updated in 2023 to address new challenges and consider new planning strategies to tackle them.

Successful implementation of the strategic plan requires an ongoing process of planning, execution, measurement and adjustment. Through this cycle of continuous improvement, CVWD can reach its vision of securing sustainable water supplies and ensuring infrastructure reliability, while furthering its commitment to accountability, transparency and cost-effectiveness. – now and well into the future.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

October 22, 2019

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa – General Manager

Subject: Award of Contract for Consulting Services for the 2020 Cost-of-Service Study

ACTION ITEM:

Consideration and motion to authorize the General Manager to enter into an agreement for a water and wastewater cost-of-service study to Raftelis Financial Consultants, Inc. at a cost of \$30,798 and establish a contingency amount of \$3,080 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND / DISCUSSION:

Article XIII D of the California Constitution, more commonly referred to as Proposition 218, requires that the District collect rates and fees that do not exceed the cost of providing water and wastewater services to its customers. Public agencies periodically conduct cost-of-service studies to ensure that the current and forecasted costs to provide such services are aligned with rates and fees.

The industry standard best practice is to conduct a cost-of-service study every five (5) years. The District is approaching the fourth year of its last study, completed in 2016. Although the District could utilize the results of the 2016 study for an additional year, staff is considering conducting a study now for several reasons:

1. Operations – There have been larger-scale changes to water operations over the last several years such as groundwater availability and the cost of imported water;
2. Infrastructure – The District is placing an additional emphasis on increasing the pipeline replacement program; and
3. Timing – The District is considering a multi-year Proposition 218 notice to reflect longer-term planning with asset management such as the costs associated with the long-term pipeline replacement program.

In determining equitable water and wastewater rates for all of CVWD's customer, the cost-of-service study will balance the legal requirements of Article XIII D with several other mandates including Article X of the State Constitution, which institutes the need to preserve the State's water supplies and discourage wasteful use by encouraging conservation through rates, and California Water Code Section 106, which declares that the highest of use for water is domestic and irrigation is secondary.

The study will be accompanied by a report which details the methodology, results, and rationale. The study will also include an analysis of land parcel data and other data to see whether some customers with significantly larger lots could be deemed a separate customer class.

Raftelis Financial Consultants, Inc. is a leading national firm that conducts cost-of-service and related studies. The firm conducted the District's last study in 2016. Raftelis understands the District's operations, and staff is prepared to provide a long-range financial plan that Raftelis can use. Based on these two factors, the firm can save significant time on the engagement, which means that Raftelis can also be the lowest cost provider.

RECOMMENDATION:

It is staff's recommendation that the Board authorize the General Manager to award a cost-of-service study to Raftelis Financial Consultants, Inc. at a cost of \$30,798 and establish a contingency amount of \$3,080 (10% of contract) to cover the cost of unforeseen or additional work.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

This contract is funded by the Administrative Consultants budget, of which \$27,500 was budgeted for the study. The District's recent work with GIS (discussed during the July 23, 2019 meeting) means that the District now has quality land parcel data. This allows Raftelis to provide an analysis for larger lots at an economical cost. The cost of the additional analysis is \$3,298, and it would represent the amount greater than the originally budgeted amount for this project.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4

October 22, 2019

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Appointment of Secretary to the Board of Directors

ACTION ITEM:

Consideration and motion to adopt Resolution No. 749 appointing James Lee, Director of Finance and Administration, as board secretary.

BACKGROUND / DISCUSSION:

California Water Code section 30540 applies to county water districts and requires the Board of Directors to appoint a Secretary to the Board. The Secretary to the Board's duties include, but are not limited to, drafting Board agendas and reviewing Board minutes, preparing resolutions and attesting to them, preparing Board, committee, and other meetings, and posting public hearings, legal publications, and other notices. Additionally, the Secretary to the Board supports the General Manager by coordinating other matters between department heads and managers.

With the retirement of Ron Mitchell, Secretary-Treasurer, the Board is required to appoint a succeeding Secretary to the Board. The Board is aware that as a part of the District's succession planning efforts, James Lee, Director of Finance and Administration, has been prepared to serve the Board in this capacity.

RECOMMENDATION:

It is staff's recommendation that the Board appoint James Lee as Secretary to the Board through the adoption of Resolution No. 749.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

N/A

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

1. Resolution No. 749

RESOLUTION NO. 749

RESOLUTION OF THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT APPOINTING A SECRETARY TO THE BOARD OF DIRECTORS

WHEREAS, Water Code section 30540 requires the Board of Directors to appoint a secretary and define the duties for such secretary; and

WHEREAS, the Board Policies and Procedures define the duties of the secretary; and

WHEREAS, the Board determines that James Lee, Director of Finance and Administration, is well qualified to hold the office of secretary,

NOW THEREFORE, BE IT RESOLVED, James Lee is appointed to the office of secretary to serve at the pleasure of the Board. This appointment does not alter James Lee's status as a District employee.

PASSED, APPROVED AND ADOPTED, at a Regular Meeting of Board of Directors of Crescenta Valley Water District held on October 22, 2019, Resolution No. 749 was adopted by the following vote:

YES:

NOES:

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

**Secretary of the Board of Directors
Crescenta Valley Water District**

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF LOS ANGELES)

I, JAMES LEE, Secretary to the Board of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 749 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on October 22, 2019, and that the same has not been amended or repealed.

**Secretary of the Board of Directors of
Crescenta Valley Water District**

DATED: October 22, 2019

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5

October 22, 2019

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Authorizations for the California Local Agency Investment Fund

ACTION ITEM:

Consideration and motion to adopt Resolution No. 750 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.

BACKGROUND / DISCUSSION:

The California Local Agency Investment Fund (LAIF) is established in the State Treasury. The District uses LAIF to deposit money for the purposes of investment. Access to depositing and withdrawing monies from this account is important for the District's financial operations. This function is specified in the Director of Finance and Administration's job description, and it is in the District's best interest for the General Manager to be able to access this account as well.

RECOMMENDATION:

It is staff's recommendation that the Board authorize Nem Ochoa, General Manager and James Lee, Director of Finance and Administration to deposit and withdraw monies from LAIF through the adoption of Resolution No. 750.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

N/A

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

1. Resolution N. 750

RESOLUTION NO. 750

RESOLUTION OF THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Crescenta Valley Water District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Crescenta Valley Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: **Section 1.** The following Crescenta Valley Water District officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Nemesciano Ochoa
(Name)

James Lee
(Name)

General Manager
(Title)

Director of Finance & Administration
(Title)


(Signature)


(Signature)

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED, APPROVED AND ADOPTED, at a Regular Meeting of Board of Directors of Crescenta Valley Water District held on October 22, 2019, Resolution No. 750 was adopted by the following vote:

YES:

NOES:

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

**Secretary of the Board of Directors
Crescenta Valley Water District**

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I, JAMES LEE, Secretary to the Board of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 750 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on October 22, 2019, and that the same has not been amended or repealed.

**Secretary of the Board of Directors of
Crescenta Valley Water District**

DATED: October 22, 2019

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

October 22, 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:

- Chili Cook-off and Halloween Luncheon
- Strategic Plan Goal-Setting Session
- Great Shake-out
- Leak Repair

STAFFING

2 employees have work anniversaries in October. Jim Halaszynski – 22 years, Jaysen Ortega – 6 years

As of October 18th the District has gone 22 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Employee Training - *Managing Responses*
During Challenging Customer Situations

- October 9th

Board Secretary Training
Management staff meetings
FMWD Managers Meeting

- October 11th
- October 14th, October 21st
- October 17th

Submitted by:



Nem Ochoa
General Manager

**Crescenta Valley Water District
Directors' Stipend/Reimbursement Report
September 2019**

Name	Meeting Date	Meeting/ Event	Items Discussed	Meeting Compensation	Expense Reimbursement
Director Bodnar	09/24/19	Board Meeting		\$ 90.00	
	10/08/19	Board Meeting		\$ 90.00	
	10/22/19	Board Meeting		\$ 90.00	
Director Erickson	09/24/19	Board Meeting		\$ 90.00	
	10/08/19	Board Meeting		\$ 90.00	
	10/22/19	Board Meeting		\$ 90.00	
Director Putnam	09/24/19	Board Meeting		\$ 90.00	
	10/08/19	Board Meeting		\$ 90.00	
	10/22/19	Board Meeting		\$ 90.00	
Director Raghavachary	09/24/19	Board Meeting		\$ 90.00	
	10/08/19	Board Meeting		\$ 90.00	
	10/22/19	Board Meeting		\$ 90.00	
Director Tejeda	09/24/19	Board Meeting		\$ 90.00	
	10/08/19	Board Meeting		\$ 90.00	
	10/22/19	Board Meeting		\$ 90.00	