CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on September 10, 2019 at 7:00 p.m.

Posted: September 6, 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.

<u>Call to Order and Determination of Quorum</u>

<u>Pledge of Allegiance</u>

<u>Adoption of Agenda</u>

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

<u>Foothill Municipal Water District Report</u>

1. Report on activities at Foothill Municipal Water District.

<u>Consent Calendar</u>

1. Consideration and approval of the Minutes of the Adjourned Regular Meeting on August 27, 2019.

<u>Action Calendar</u>
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. **<u>Strategic Plan</u>** – Discussion of the final draft of the District's Strategic Plan.
2. **<u>Water, Wastewater, & CIP Budgets</u>** – Consideration and motion to adopt revised Water, Wastewater, and CIP Budgets for fiscal year 2019-20.
3. **<u>ACWA Region 8 Election</u>** – Consideration and motion to cast the District's ballot for ACWA Region 8 Chair, Vice Chair, and Board Members for the 2020-21 term.
4. **<u>FY 2019/20 Grant Assistance Consulting Services, Project M-965</u>** - Consideration and motion to authorize the General Manager to enter into an agreement with John Robinson Consulting to provide consulting services for coordination and preparation of applications for State and Federal Grants at a not-to-exceed cost of $30,000 and establish a contingency amount of $3,000 (10% of contract) to cover the cost of additional work.
5. **<u>Utility Billing Services</u>** – Consideration and motion to authorize the General Manager to enter into an agreement with InfoSend to produce and mail the District's utility bills, reminder notices, and other communications.
6. **<u>TTHM Study and Disinfection Process Upgrades, Project E-995</u>** – Discussion and update of CVWD's TTHM study and disinfection process upgrades.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Conference with Labor Negotiators - §54957.6

- District negotiators: Nem Ochoa
- Management Unit Terms and Conditions

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
August 27, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting on August 13, 2019 an Adjourned Regular Meeting was held on August 27, 2019, at 6:00 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 (arrived at 6:28 p.m.)** **Kenneth R. Putnam** **Sharon S. Raghavachary** **Judy L. Tejeda**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Secretary-Treasurer:	**Ron L. Mitchell**
Director of Engineering:	**David S. Gould**
Others Present:	**Mark Hass, Information Technology Manager** **Christy Scott, Regulatory & Public Affairs Manager** **Wendy Holloway, Customer Service Manager** **Dennis Maxwell, Director of Operations & Maintenance** **James Lee, Director of Finance & Administration** **Brook Yared, Senior Engineer** **Arturo Montes, Accountant** **Pam Leddy, Administrative Assistant**

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Raghavachary to lead the Directors 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 4-0 vote that the Agenda for the Adjourned Regular Meeting of August 27, 2019 be adopted as presented.

PUBLIC HEARING

Proposed Water and Wastewater Rate Increase – President Bodnar opened the Public Hearing for the proposed water and wastewater rate increase, and reported that a total of 409 protest letters were received between the two Proposition 218 notice periods. He gave a brief introduction, including the purpose of the hearing, and how the meeting would be conducted.

President Bodnar opened the floor for public comments at 6:07 p.m. The Board heard questions and concerns from customers, including the aging infrastructure, costs, delays to the AMI project, previous water rate increases, hardness of the water and comments supporting a rate increase and the need for larger increase in the future. David Gould gave a brief update on the Pennsylvania Avenue main break. President Bodnar closed the public hearing for the proposed water and wastewater rate increases at 6:45 p.m.

Recessed until 7:09 p.m.

PUBLIC COMMENTS - None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported water use in July was 14% lower than average for the same time last year, and that the state allocation of water is at 75%. The following events will be hosted by FMWD: A Water Conservation & Education Booth at the Foothills Community Business Expo located at the Verdugo Hills Hospital on September 18, 2019, a California Native Landscaping class will be held at the La Canada Presbyterian Church on September 21, 2019, and a rain barrel distribution event will be held at FMWD on September 29, 2019.

CONSENT CALENDAR
It was moved by Director Putnam, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on August 13, 2019 and to ratify the disbursements for July 2019.

Payment of demands against the Crescenta Valley Water District on or before July 31, 2019 the same having been approved by the General Manager, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Nine Hundred Seventy Three Thousand, Seventy Eight Dollars and Eighty Four cents (973,078.84), which is composed of the individual items set forth herein.

ACTION CALENDAR

Resolution No. 746 – Consideration and motion was made to adopt Resolution No. 746 amending Appendix H of the District's Rules & Regulations pertaining to Rates and Charges for Wastewater service. An increase of 4% will be effective for all bills rendered after September 1, 2019.

Following discussion:

It was moved by Director Erickson, seconded by Director Raghavachary and carried to adopt Resolution No. 746 amending Appendix H of the District's Rules & Regulations pertaining to Rates and Charges for Wastewater Service by the following roll call:

AYES:	**Director Bodnar** **Director Erickson** **Director Putnam** **Director Raghavachary**
NOES:	**Director Tejeda**

Resolution No., 745 – Consideration and motion to adopt Resolution 745 amending Appendix E of the District's Rules & Regulations pertaining to Rates and Charges for Water Service with an increase of 7% to be effective for all bills rendered after September 1, 2019.

Following discussion:

It was moved by Director Bodnar, seconded by Director Putnam and carried to adopt Resolution No. 745 amending Appendix E of the District's Rules & Regulations pertaining to Rates and Charges for Water Service by the following roll call:

AYES:	**Director Bodnar** **Director Erickson** **Director Putnam** **Director Raghavachary**
NOES:	**Director Tejeda**

Steel Reservoir Rehabilitation at Markridge Reservoir, Project E-1006 – Mr. Gould requested the Board to authorize the General Manager to advertise for bids for steel reservoir rehabilitation at Markridge Reservoir. In early 2019, Harper & Associates Engineering, Inc. observed a large accumulation of sediment and corroded material on the bottom. Specifications for the rehabilitation would include sandblasting & removal of the existing interior and floor coating, recoating the interior with an epoxy coating paint, installation of additional roof ventilation and removal, replacement of seismic structural steel to the roof and new sampling ports. Also, to find said project exempt from the provision of the California Environmental Quality Act (CEQA).

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson and carried by a 5-0 vote to authorize the General Manager to advertise for bids for steel reservoir rehabilitation at Markridge Reservoir with an engineer's construction estimate of $338,600 and to find said project exempt from the provision of the California Environmental Quality Act (CEQA).

Emergency Pavement Repairs – 4600 to 4900 Blocks of Pennsylvania Ave, Project E-1009A – Mr. Gould reported damage to Pennsylvania Avenue from El Caminito Street to Fairesta Street due to a main break on August 4, 2019. Paveco was selected as the lowest responsible bidder at a cost of $274,982.50 which was higher than the amount approved by the Board on August 13, 2019 in the amount of $225,000. A request was made to again waive the Bid Procurement and Purchasing Policy per Article 18.01 of the District's Rules and Regulations and for the additional funding of $125,000 to complete the project. Staff has met with ACWA-JPIA to provide additional information to begin the claim process.

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson and carried by a 5-0 vote to waive the Bid Procurement and Purchasing Policy per Article 18.01 of CVWD's Rules and Regulations and allow the General Manager to select and negotiate with a contractor for the emergency pavement repairs on the 4600 to 4900 Blocks of Pennsylvania Ave at an additional cost of $125,000.

8-inch Water Main Replacement on the 4700 & 4800 Blocks of Pennsylvania Ave, Project E-1009 – Mr. Gould asked for the Board's consideration and motion to award a contract to Brkich Construction for the construction of 850 lineal feet of 8-inch water main replacement on the 4700 & 4800 blocks of Pennsylvania Ave. where we experienced the recent main break. Staff contacted several contractors to see if they could perform this work in early September and only Brkich and Allen Pipeline could meet this schedule. Allen Pipeline declined to bid due to timing issues to prepare the bid proposal and obtain the required bond documentation. Brkich submitted a bid of $222,700 to perform this work and staff Is recommending that the Board award this contract so the project can begin on September 9th with an expected completion date of October 18, 2019.

Following discussion:

It was moved by Director Putnam, seconded by Director Tejeda and carried by a 5-0 vote to authorize the General Manager to award a contract to the lowest responsible bidder Brkich Construction for the construction of 850 lineal feet of pipeline replacement on the 4700 & 4800 Blocks of Pennsylvania Ave. at a cost of $222,700 and establish a contingency amount of $22,270 (10% of contract) to cover the cost of unforeseen or additional work.

TTHM Study and Disinfection Process Upgrades, Project E-995 – Staff provided the Board a report that updated the status of the project and said that the running annual average at the four compliance locations have decreased below CVWD's target level of 64 ug/l and we have been in compliance with DDW over the past year. The report outlined the milestones reached in the conversion process and tasks that still need to be completed. It has been determined that additional ammonia injection systems will be needed at Pickens Canyon Reservoir and at Well 2 and Mr. Gould provided a timeline for completion of this work. This matter was discussed with the Engineering Committee and they have recommended that staff make a presentation to the full Board on updated construction and consulting costs at the next meeting.

Discussion Regarding the District's Public Outreach Programs – Mr. Ochoa requested an extension of this discussion to the September 10, 2019 regular Board Meeting.

INFORMATION ITEMS – American Society of Civil Engineers (ACE) has selected CVWD Water Treatment Project of the Year award for the New Biological Nitrate Removal Treatment Facility & Reactivation of Well No. 2. An award will be presented at the Annual Meeting and Awards Brunch in Long Beach on October 5, 2019.

WRITTEN COMMUNICATIONS TO DISTRICT – Letter from Marilyn Imura Tyler on August 20, 2019 regarding upcoming Public Hearing and the Pennsylvania water main break. A second letter from Marilyn Imura Tyler on August 27, 2019 regarding the replacement of aging infrastructure and the 2019-20 budget.

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Ochoa reported that CVWD has provided information to Los County regarding sewer connections and requested permission to remove the bill message regarding this issue from all future bills. CVWD now has a Facebook page. Mr. Ochoa said he would like to review the Draft Strategic Plan at the September 10, 2019 meeting with Board of Directors, and also reported the Crescenta Valley Historical Society will be hosting an anniversary event at St. Luke's on September 21, 2019.

Mr. Lee gave an update on the August 2019 stipend report.

ATTORNEY – Mr. Bunn had no report.

REPORTS OF COMMITTEES

Engineering Committee – Director Erickson reported that the Committee met on August 23, 2019 at 9:00 a.m. and discussed Status of Groundwater Wells and Well Capacity, FY 19/20 Grant Assistance Consulting Service, Status – 8 inch main on 4700 & 4800 Blocks of Pennsylvania, Project E-1009, Status of Conversion to Chloramines, Project E-995, FY 19/20 Capital Improvement Project (CIP) Program. The Committee will meet on September 20, 2019.

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 REPORTS

Director Bodnar reported he had attended the Educational Extravaganza at Santiago College on August 21, 2019, and was impressed by the number of CVWD employees who attended. He said that over 72 classes were offered on a variety of topics.

Director Raghavachary thanked staff for the tour of District facilities and she was very appreciative of the time spent to show her areas of concern. She also talked about public tours to educate our customers on the need for infrastructure improvements.

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson – No Report

CLOSED SESSION – No reportable items.

ADJOURNMENT

There being no other business to come before the Board, at 8:30 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 September 10, 2019, at 7:00 p.m.

APPROVED

______________________________	______________________________
James D. Bodnar	Ron L. Mitchell
President	Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
September 10, 2019

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa, P.E. – General Manager

Subject: **CVWD Strategic Plan**

ACTION ITEM:

Review and provide comments to Strategic Plan Draft

Review and provide comments to the strategic plan draft with the intent to finalize and adopt the final draft at a future board meeting.

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 draft. The plan identifies current needs and future challenges of the District and community, and contains a strategic approach to address those challenges.

DISCUSSION:

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 within the plan
- Establishes District identity and branding
- Establishes District accountability and consumer confidence
- Serves as a communication piece to all stakeholders

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

In order to develop a comprehensive plan capable of meeting the District's mission and vision, 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
- Employer and Workforce Excellence

RECOMMENDATION:

Review and provide comments to the strategic plan draft with the intent to finalize and adopt the final draft at a future board meeting.

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Submitted by:

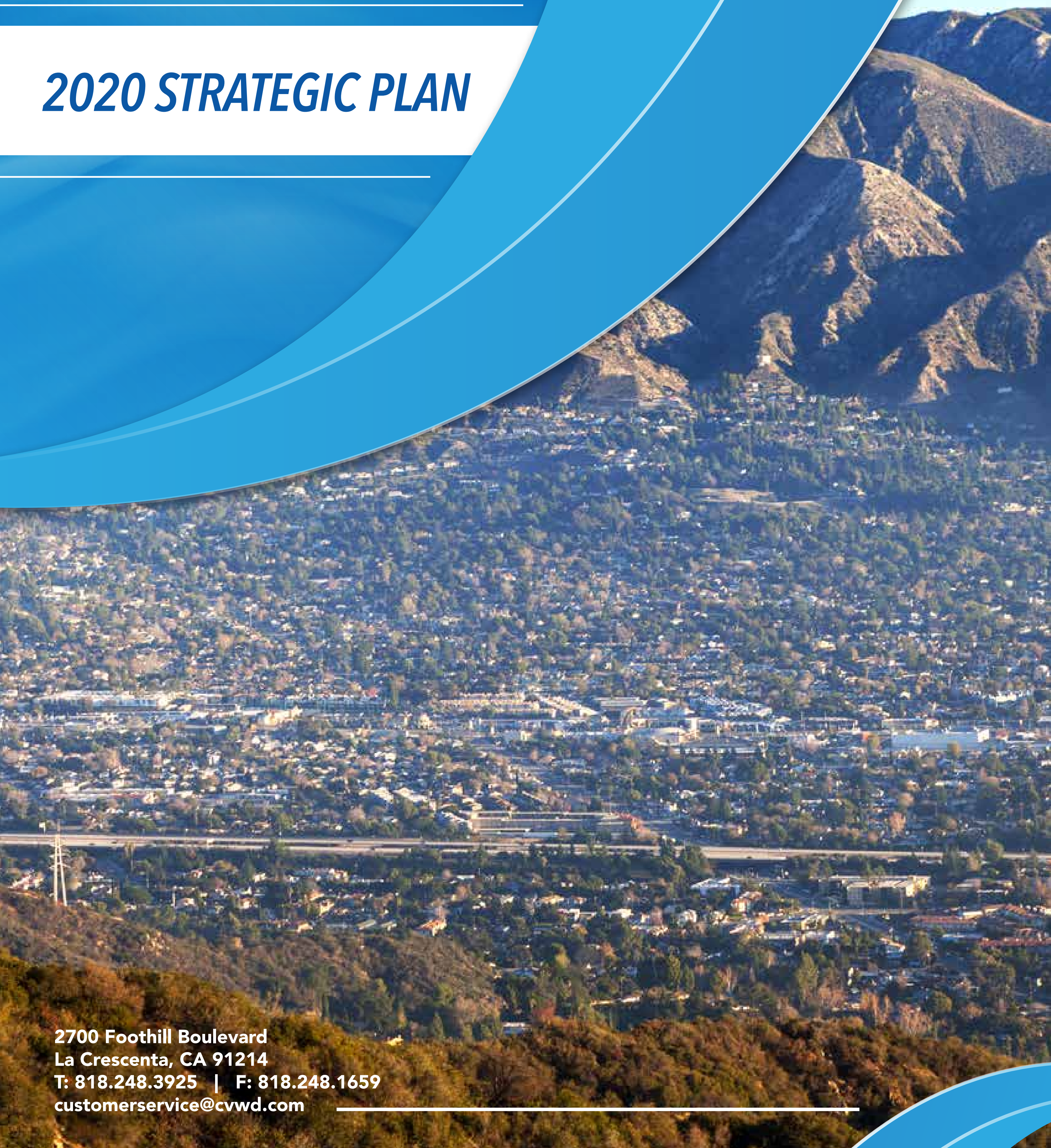
Nem Ochoa, P.E.
General Manager

Attachments:

1. Crescenta Valley Water District 2020 Strategic Plan Draft

CVWD CRESCENTA VALLEY WATER DISTRICT

2020 STRATEGIC PLAN



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HISTORY OF SERVICE Focus on the Future

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

INSERT PHOTO

Sharon S. Raghavachary

Judy L. Tejeda

Nem Ochoa

EXECUTIVE Summary

Crescenta Valley Water District and other water providers throughout California face a growing number of challenges that directly impact the cost of providing reliable service. These issues include: swelling 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 challenges, 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.

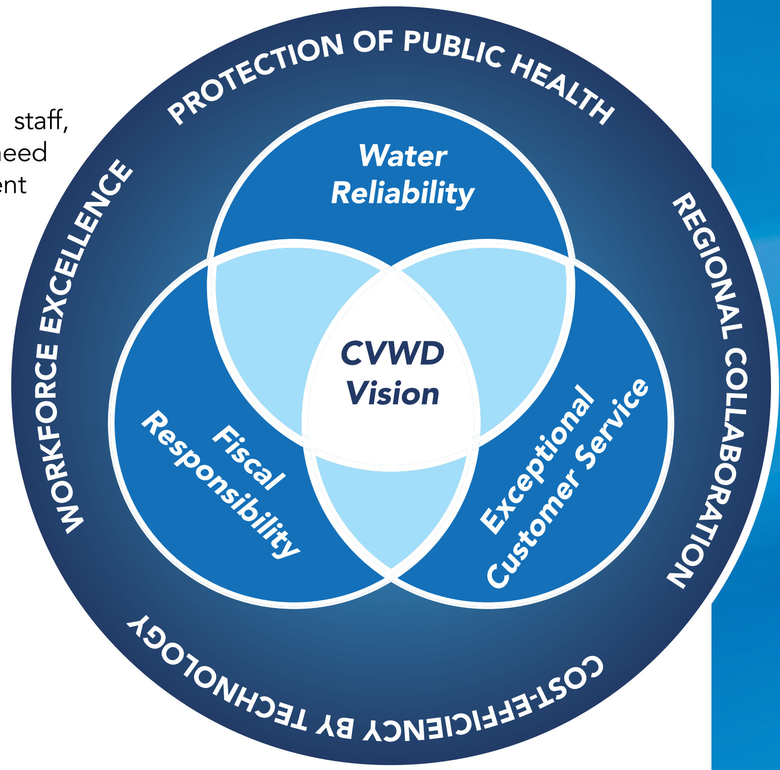
CVWD's Board and staff realize that status quo is no longer sustainable. This new reality requires better planning and execution. A vision statement expands upon our mission to define what CVWD strives toward. During the planning process, the Board and staff established the following vision statement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

Secure a sustainable water supply and diversify our water portfolio, 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 are provided 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.

In an effort to garner community support and foster strategic partnerships, CVWD shared this plan with key stakeholders. In response, they committed to mutual partnership and collaboration via support letters, which are included at the end of this document.

ABOUT Crescenta Valley Water District

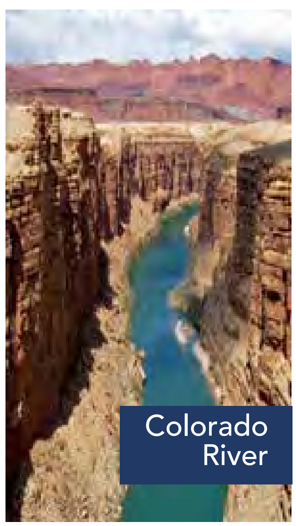
HISTORY

The Crescenta Valley Water District (District or CVWD) 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 1960'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.

State Water Project



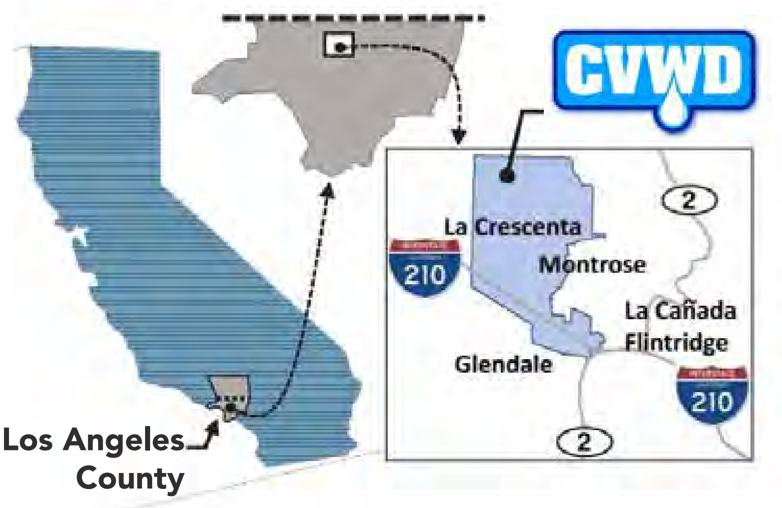
Colorado River

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 a small portion of the City of La Cañada Flintridge.

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.

Customer growth is steady, although the Crescenta Valley area is nearly built out. Residential growth is occurring through increased housing density in the multiple-unit zoned areas (primarily within Montrose) as well as limited in-fill housing development on various parcels within La Crescenta.

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

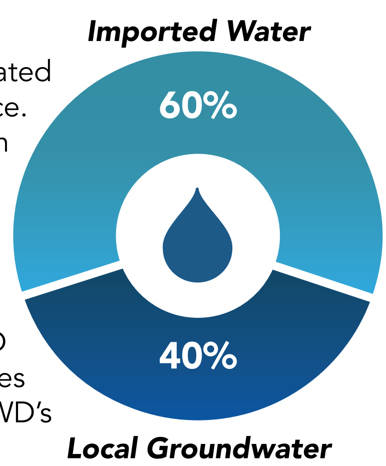
FINANCIALS

Current Water Facilities Asset Value	*Current Wastewater Facilities Asset Value*
$23.1 million	**$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

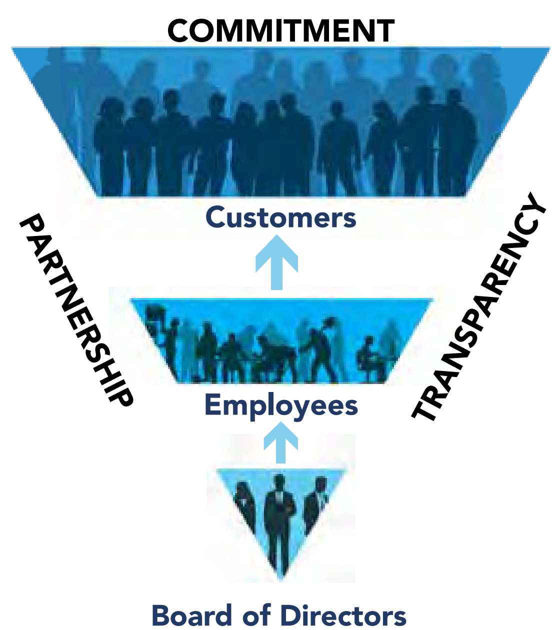
To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

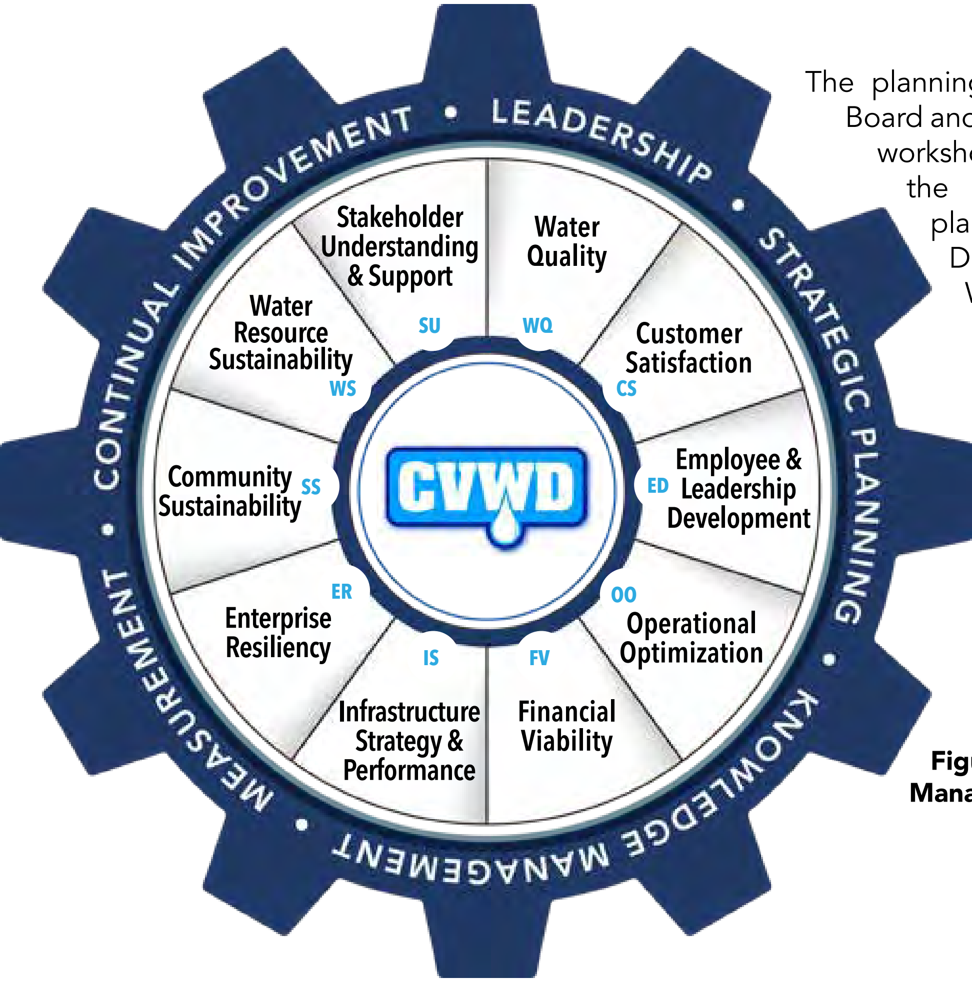
OUR VISION

Secure a sustainable water supply and diversify our water portfolio, while futhering our commitment to accountability, transparency and cost-effectiveness.

OUR VALUES

OUR GUIDING PRINCIPLES





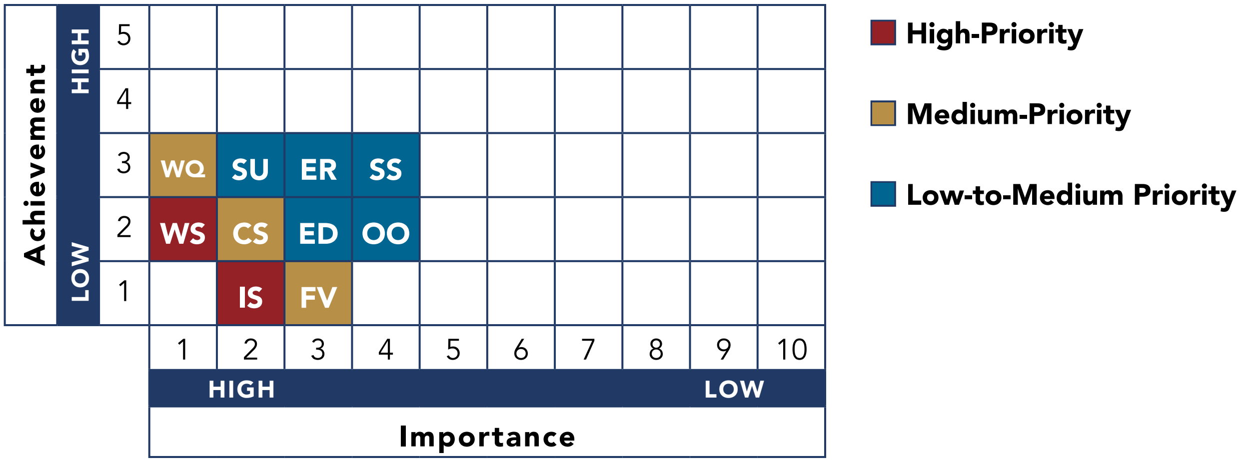
The planning group, consisting of District Board and staff, participated in structured workshops and surveys throughout the planning process. The first planning exercise explored the District's perceived Strengths, Weaknesses, Opportunities, and Threats (SWOT). The planning group used the SWOT analysis 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

2. IS - Infrastructure Strategy & Performance

3. WQ - Water Quality

4. FV - Financial Viability

5. CS - Customer Satisfaction

6. SU - Stakeholder Understanding & Support

7. ED - Employee Leadership & Development

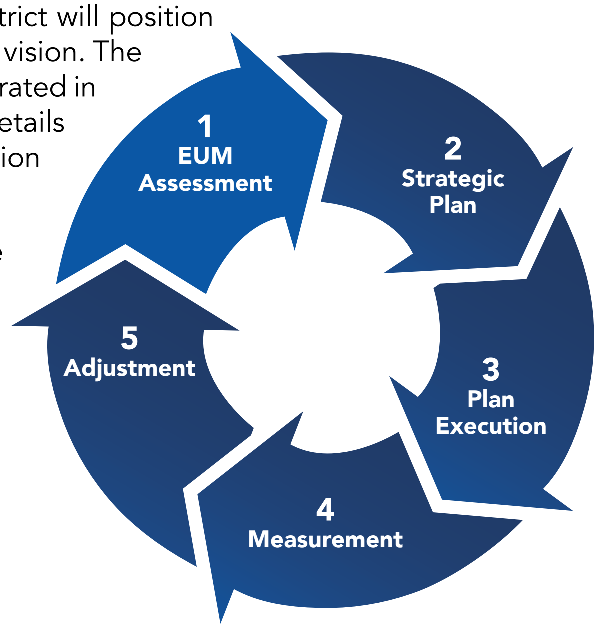
8. ER - Enterprise Resiliency

9. OO - Operational Optimization

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).

Mission

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

Strategic Goal & Supporting EUM Attribute(s)	Strategic Objective
Reliable Water & Wastewater Service *EUM: WS, IS*	Long-term Water Reliability Infrastructure Reliability & Performance
Exceptional Customer & Community Service *EUM: CS, SU*	Customer Awareness Improve Service Offering Emergency Preparedness
Use of Technology for Cost-Efficiency *EUM: OO, ER*	Automated Metering Decision Support Software SCADA Management
Fiscal Responsibility *EUM: FV*	Financial Stability Equitable Cost of Service Asset Management
Protection of Public & Environmental Health *EUM: WQ*	Water Quality Compliance Comprehensive Regulatory Compliance (all programs)
Regional Collaboration & Synergy *EUM: SS*	Regional Partnerships Optimize Regional Assets Mutual-benefit Agreements
Employer & Workforce Excellence *EUM: ED*	Best-in-class Culture Mission Efficacy Safety-focused

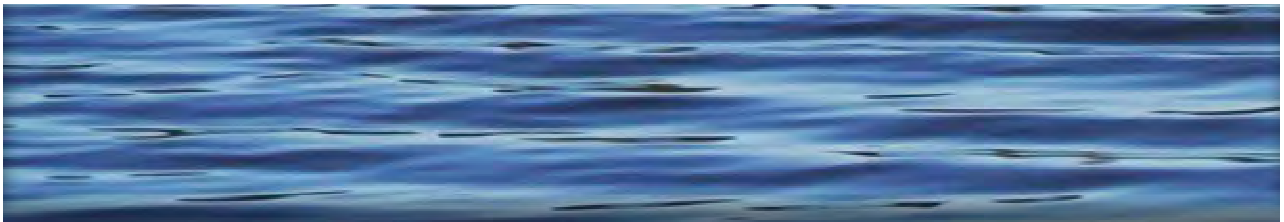
Vision

"Secure a sustainable water supply and diversify our water portfolio, while furthering our commitment to accountability, transparency and cost-effectiveness."

Mission | **Strategic Goal & Supporting EUM Attribute(s)** | **Strategic Objective** | **Vision**

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.

— Develop 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

— Procure on-call emergency construction services contract.

— Develop and implement asset management plan, including preventative/predictive maintenance and replacement schedule.

— Perform condition assessments on critical infrastructure.

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.
- Assess and upgrade usability and functionality of CVWD website.

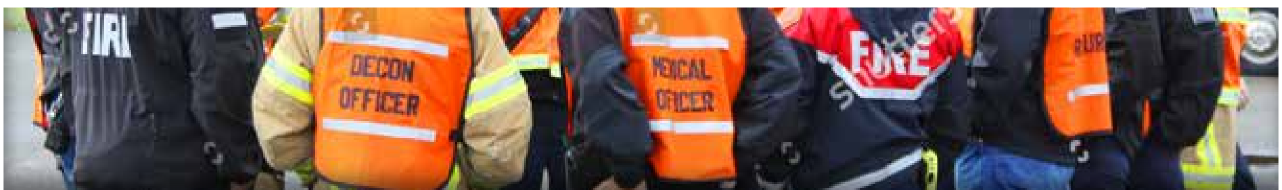
GOAL 2 Exceptional Customer & Community Service

IMPROVE CUSTOMER SERVICE OFFERING

— Develop and implement online customer service features (e.g. payment, notifications).

— 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.



IMPROVE EMERGENCY PREPAREDNESS

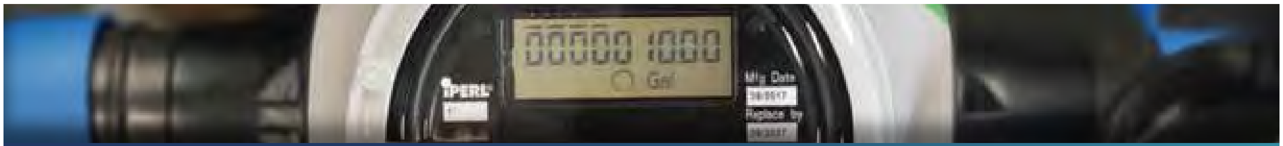
— Develop proficiency in National Incident Management System and Incident Command System.

— Develop and participate in regional emergency preparedness stakeholder group.

IMPROVE COMMUNITY STEWARDSHIP

— Develop Community Stewardship Volunteer Program.

GOAL 3 Efficiency Through Technology

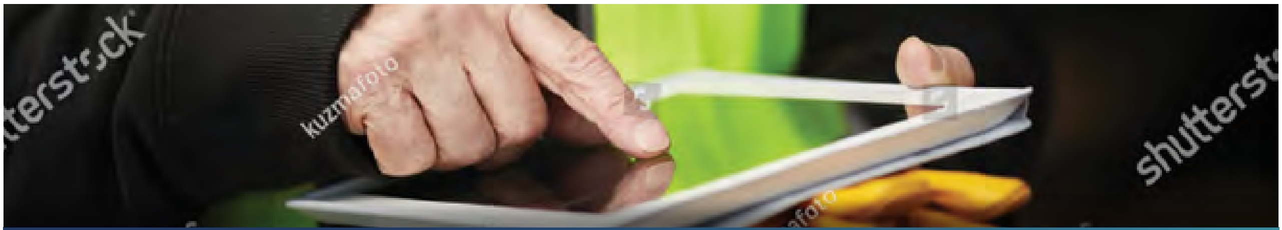


DEVELOP AUTOMATED METERING INFRASTRUCTURE (AMI)

- 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, hydropower).



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.

IMPROVE COMMUNICATION RELIABILITY

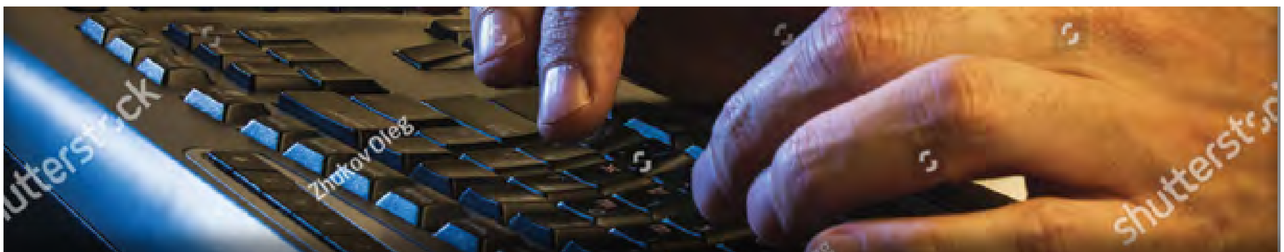
— Upgrade connectivity and reliability of District communication devices and network.

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 and amend policy on reserve target levels.

— Re-establish reserves based on new reserve policy.

ENSURE EQUITABLE COST OF SERVICE

— Ensure fees, rates, and charges are distributed equitably among all customers (conduct cost-of-service study).

— Ensure fees, rates, and charges provide adequate revenue to cover the District's cost of service, including infrastructure.

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.
- 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.

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.

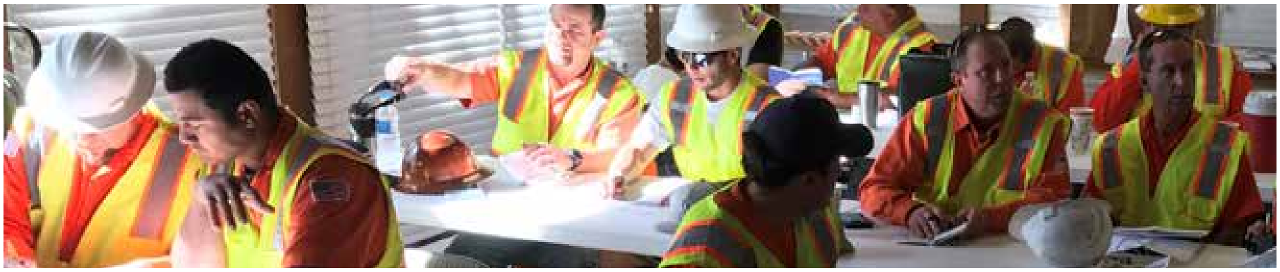
— Establish cohesion through organized team-building events.

— 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.

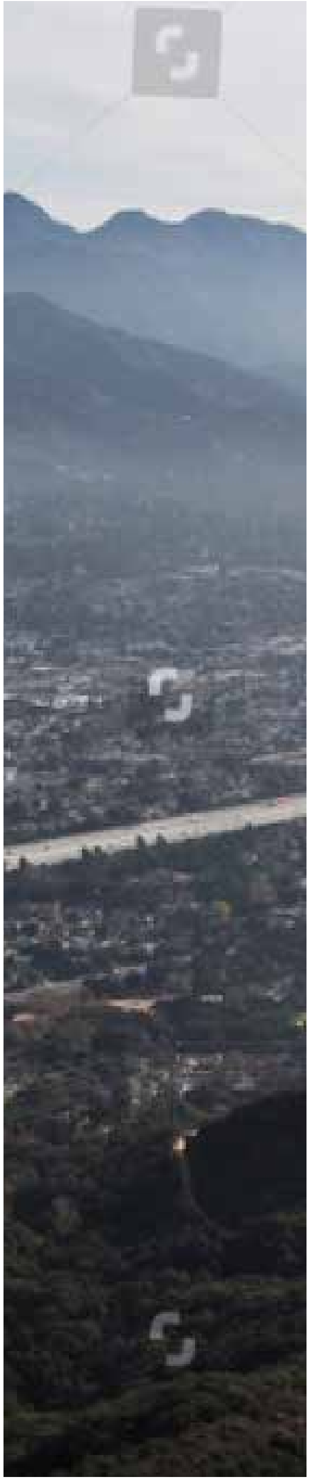
— Update Human Resources Department processes and procedures in accordance with best management practices.

— 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.

Conclusion



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 a sustainable water supply and diversifying its water portfolio, 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. 2

To: Honorable President and Members of the Board of Directors September 10, 2019

From: Nem Ochoa – General Manager

Subject: **Fiscal Year 2019/20 – Water, Wastewater, and CIP Budgets**

ACTION ITEM:

Fiscal Year 2019/20 Budgets - Consideration and motion to adopt the Fiscal Year 2019/20 Water, Wastewater, and CIP Budgets

BACKGROUND:

The FY 2019/20 Water, Wastewater & CIP budgets had previously been prepared by staff and presented to the Finance Committee, Engineering Committee and Board of Directors for review and discussion in the months leading up to June 25, 2019. On June 25, the Board authorized a temporary budget with a 0% rate increase and a reduction to CIP of $1,000,000, while a revised Proposition 218 notice was sent to customers.

Subsequently, a public hearing for the revised Proposition 218 notice was held on August 27, 2019, and the Board adopted Resolutions No. 745 and 746, authorizing a 7.0% and a 4.0% rate increase for the water and wastewater funds, respectively. The updated rates were implemented as of September 1, as opposed to the originally scheduled implementation date of July 1.

DISCUSSION:

While delaying implementation of the water and wastewater rates has caused lost revenue to the District, it has also provided staff the opportunity to present more precise water and wastewater budgets that are based on additional operational information over the last two (2) months.

FY 19/20 – Water and Wastewater Budget:

The following points summarize staff's adjustments to the revised budgets based on recent information and events. Each of these points is highlighted in the budget schedules included as Attachment 1 & 2 –

- Lost Water Revenue – Water revenue is estimated to be approximately $349K lower than originally forecast in June:
    - *Fewer months of effective rate increase* – Collecting revenue at the proposed increased water rates for 10 months instead of a full 12 months translates to lost revenue to the District, particularly since the majority of water sales is during the summer months when customers usually have more outdoor water use.
    - *Lower water demand than projected* – Staff has analyzed the most recently available water consumption data through August 15, 2019. Based on the data, staff forecasts a 100AF (2.4%) reduction in water demand than originally projected. This is likely due to lower levels of irrigation during a mild summer.
- Lost Wastewater Revenue – Wastewater revenue is estimated to be approximately $22K lower than originally forecast in June due to collecting revenue at the proposed increased wastewater rates for 10 months instead of a full 12 months.
- Less Imported Water Purchases – With the increase in groundwater production, staff projects that the cost of imported water purchases from FMWD will be reduced from $3.78M to $3.32M or approximately $467K lower:

  - *Lower demand* – A 2.4% reduction in demand results in less purchases of imported water from FMWD.
  - *Increased groundwater pumping* – Staff has seen an increase in groundwater capacity and believes that current groundwater capacity will be sustained for the remainder of the fiscal year. The upturn in groundwater pumping means an overall decrease imported water purchases from FMWD.
- <u>Updated Memorandum of Understanding (MOU) with CVWD's Employee Association</u> – CVWD renegotiated its MOU with the Employee Association for the next three years (2019–2021). Expenses related to compensation and benefits are projected to increase the water budget by $43K and the wastewater budget by $25.
- <u>Increased Water Treatment Costs</u> – While more groundwater pumping means significantly less water purchases, it also means an increase in water treatment costs such as chlorine and other water treatment agents by approximately $17K.
- <u>Decreased Power Costs</u> – Lower water demand projected will result in a decrease in overall power costs throughout the District's water distribution system. Power costs are estimated to decrease by $36K.

The proposed FY 19/20 Water and Wastewater budgets support the District's strategic objectives of maintaining and/or upgrading critical infrastructure such as pipelines, wells, and reservoirs while preserving a stable financial position to meet target water and wastewater reserve fund levels.

The originally proposed budgets scheduled an $825K draw from water reserves and $652K from wastewater reserves. Based on the updates detailed above, the currently budgets are scheduled to draw $730K from the water reserve fund and $699 from the wastewater reserve fund.

<u>FY 19/20 –Capital Improvement Project (CIP) Budget</u>

A key factor in CVWD's annual budget is the ability to fund the water and wastewater CIP programs to meet the goals of upgrading or maintaining the water/wastewater infrastructure for today and into the future.

The original water budget presented in June laid out a program for well rehabilitation, pipeline replacement, steel reservoir rehabilitation and other projects for the water system that totaled $2.88M.

Staff re-evaluated the proposed CIP based on recent activities, the adjusted water budget (discussed above) and suggestions to revise the estimated project costs with respect to the current construction climate. The table below shows the original water CIP budget and the revised water CIP budget with explanation of each proposed project.

Table 1: FY 19/20 – Water Capital Improvement Project Budget

Capital Improvement Project Program Project Name	Original Budget FY 19/20	Revised Budget FY 19/20	Difference	Project Description
Well Rehabilitation	$190,000	$190,000	$0	**Well Rehabilitation -** Well 11 & 14, No Change
Reservoir Rehabilitation	$410,000	$435,000	$25,000	**Reservoir Rehabilitation** - Markridge Reservoir; increase budget due to additional safety equipment
Annual Pipeline Replacement	$565,000	$624,000	$59,000	**Pipeline Replacement** - 3200 & 3300 Blocks of Brookhill; Revised Budget based on recent quotes
	$491,000	$0	($491,000)	**Pipeline Replacement & Paving** - 2400 & 2500 Block of Janet Lee; Deferred to FY 20/21
	$0	$515,000	$515,000	**Pipeline Replacement & Paving** - 4700 & 4800 Blocks of Pennsylvania Ave including estimate of non-reimbursed pavement costs
Annual Booster Pump Replacement	$75,000	$85,000	$10,000	**Replace vertical turbine pumps** - Glenwood Plant; increased by $10K
Rehabilitation of Ramsdell/Mayfield Blending Station	$165,000	$300,000	$135,000	**Install new Pressure Reducing Station** - Zone 2 to Zone 1 including new electrical & SCADA equipment
Conversion to Chloramines	$0	$125,000	$125,000	**Additional work** - Installation of Ammonia Stations at Pickens & Well 2
SCADA Replacement - Equipment & Integration	$315,000	$315,000	$0	**Replacement of SCADA System** - Replacement, programing, integration and testing of RTU/PLC equipment
Advanced Metering Infrastructure (AMI) Program	$378,500	$0	($378,500)	**Install AMI communication network** - programming, integration and testing of selected areas; Deferred to FY 20/21
	$178,500	$178,500	$0	**Installation of Water Meters** - Zones 1, 2 & 3
District Facility Improvements	$110,000	$110,000	$0	**Williams Reservoir site improvements** - Planning and design
Revised Budget Total	$2,878,000	$2,877,500	($501)	

Staff also review the FY 19/20 Wastewater CIP budget and made some adjustments that included installation of a new emergency electrical generator at the La Granada lift station, which is shown in the table below:

Table 2: FY 19/20 – Wastewater Capital Improvement Project Budget

Wastewater Capital Improvement Project Project Name	Original Budget FY 19/20	Revised Budget FY 19/20	Difference	Project Description
Collections Systems	$75,000	$35,000	($40,000)	Sewer re-lining in areas with root interustion; manhole ring & cover adjustments
Interceptor System	$5,000	$5,000	$0	Annual cleaning & inspection
Lift Station	$75,000	$130,000	$55,000	New emergency electrical generator at the La Granada Lift Station
Technology (Sewer Projects Only)	$5,000	$5,000	$0	SCADA improvements at the La Granada Lift Station and Diverter Valve
Public Safety/Emergency Response	$0	$0	$0	
Facilities & Planning	$10,000	$0	($10,000)	
Misc. Sewer Projects	$5,000	$0	($5,000)	
Revised Budget Total	$175,000	$175,000	$0	

RECOMMENDATION:

It is staff's recommendation that the Board adopt the FY 2019/20 Water and Wastewater Budget as presented herein.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

See attached FY 19/20 Water and Wastewater Budgets

Prepared by:

James Lee
Director of Finance & Administration

Submitted by:

Nem Ochoa
General Manager

Attachment(s):

1. FY 19/20 Water Budget
2. FY 19/20 Wastewater Budget

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Crescenta Valley Water FY19-20 Budget
Revenues - Wastewater Fund

Summary of Revenues & Expenses - Sewer Fund	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
REVENUE			
Projected user charges	$ 3,332,310	$ 3,327,000	$ 3,305,000
Total permit/connection fee	$ 112,200	$ 36,500	$ 36,500
Interest earnings	$ 413	$ 500	$ 500
TOTAL REVENUE	$ 3,445,000	$ 3,364,000	$ 3,342,000
EXPENSE			
City of LA Sewer Service Charges	$ 1,303,126	$ 1,426,000	$ 1,426,000
Sewer Labor & Benefits	$ 1,589,015	$ 1,685,781	$ 1,710,942
Sewer O & M Expense	$ 449,623	$ 449,000	$ 449,000
Sewer CIP & CO Expense	$ 129,750	$ 255,000	$ 255,000
Transfer to Fund OPEB	$ 200,000	$ 200,000	$ 200,000
TOTAL EXPENSE	$ 3,671,514	$ 4,015,781	$ 4,040,942
Additions (reductions) to cash	$ (226,514)	$ (651,781)	$ (698,942)
Effective date of Wastewater rates	7/1/18	7/1/19	7/1/19
Rate increase	0.0%	4.0%	4.0%
FY beginning Wastewater Reserves	$ 4,873,742	$ 4,647,228	$ 4,647,228
Additions (reductions)	$ (226,514)	$ (651,781)	$ (698,942)
FY ending Wastewater Reserves	$ 4,647,228	$ 3,995,447	$ 3,948,286
Reconciliation	$ -	$ -	$ -
FY ending Wastewater Reserves	$ 4,647,228	$ 3,995,447	$ 3,948,286
TOTAL TARGET WASTERWATER CASH RESERVES	$ 2,506,750	$ 2,564,600	$ 2,561,300
Above (below) target	$ 2,140,478	$ 1,430,847	$ 1,386,986

Key
- Adjustment Increases Fund Balance
- Adjustment Decreases Fund Balance

Crescenta Valley Water FY19-20 Budget
Revenues - Wastewater Fund

Sources of Wastewater Funds

	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
Wastewater User and Standby Charge Revenues			
Single family dwelling unit	$ 2,361,380	$ 2,357,613	$ 2,342,553
Multiple family dwelling	$ 797,470	$ 799,506	$ 794,407
Total School charges	$ 123,924	$ 119,462	$ 119,462
Total Commercial user charges	$ 199,536	$ 200,045	$ 198,764
Sewer Service Discount	$ (150,000)	$ (150,000)	$ (150,000)
Total user charge revenues	$ 3,332,310	$ 3,326,626	$ 3,305,187
Permit/Connection Fees/Misc.			
Sewer Permits	$ -	$ 4,000	$ 4,000
Late Fees	$ -	$ -	$ -
Sewer Connection Fee (CVWD)	$ 105,000	$ 20,000	$ 20,000
Misc. Revenue	$ -	$ 5,000	$ 5,000
Rental Properties Income	$ 7,200	$ 7,500	$ 7,500
Total Permit/Connection Fees/Misc.	$ 112,200	$ 36,500	$ 36,500
Interest Earned	$ 413	$ 500	$ 500
Total Revenue	$ 3,444,923	$ 3,363,626	$ 3,342,187

Crescenta Valley Water FY19-20 Budget
Revenues - Wastewater Fund

Wastewater O&M Expense Detail

Description	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
TREATMENT AND DISPOSAL CHARGES			
Los Angeles ASSSC	$ 1,303,126	$ 1,426,000	$ 1,426,000
TOTAL TREATMENT AND DISPOSAL CHARGES	$ 1,303,126	$ 1,426,000	$ 1,426,000

COMPENSATION AND BENEFITS			
Director Fees	$ 9,082	$ 9,000	$ 9,000
Compensation			
Officer Salaries	$ 180,992	$ 181,115	$ 175,515
Administrative Services Labor	$ 290,898	$ 310,382	$ 310,382
Administrative Services Labor - OT	$ 5,239	$ 4,000	$ 4,000
Engineering Department Labor	$ 104,951	$ 157,441	$ 157,441
Engineering Department Labor-OT	$ 2,183	$ 1,400	$ 1,400
Auto Allowance	$ 11,564	$ 10,200	$ 10,200
Plant - Office Labor	$ 67,074	$ 78,333	$ 78,333
Plant - Office Labor-OT	$ 231	$ -	$ -
Maintenance Workers Labor	$ 125,028	$ 133,177	$ 133,177
Maintenance Workers Labor-OT	$ 10,913	$ 21,000	$ 21,000
Standby Pay	$ 15,377	$ 14,494	$ 14,494
Labor Transfer to Capital			
Compensation Total	$ 823,532	$ 920,542	$ 914,942
PERS Retirement (Total Employees)	$ 254,827	$ 259,463	$ 290,800
Taxes - Payroll (Total Employees)	$ 96,754	$ 95,601	$ 97,779
Sick and Vacation - Office	$ 44,347	$ 38,690	$ 38,690
Health and Dental and Vision - Office	$ 106,693	$ 101,658	$ 108,079
Retiree - Health Care Expense	$ 62,209	$ 56,338	$ 72,000
Life & Disability Insurance - Office and Plant	$ 7,624	$ 6,571	$ 7,877
Self Insurance	$ 8,848	$ 8,400	$ 9,900
Workers' Compensation - Office	$ 13,362	$ 12,327	$ 5,987
Sick and Vacation - Plant	$ 29,564	$ 25,793	$ 25,713
Health and Dental and Vision - Plant	$ 88,461	$ 110,458	$ 113,578
Workers' Compensation - Plant	$ 52,794	$ 49,940	$ 25,597
Benefits Total	$ 765,483	$ 765,239	$ 796,000
TOTAL COMPENSATION AND BENEFITS	$ 1,589,015	$ 1,685,781	$ 1,710,942

Wastewater O&M Expense Detail

Description	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
PLANT OPERATING EXPENSES			
Taxes - Property	$ 4,486	$ 4,364	$ 4,364
Glenwood - Plant Maintenance	$ 4,858	$ 8,500	$ 8,500
Landscaping Expense	$ 1,307	$ 4,135	$ 4,135
Office Supplies & Misc Expenses - Plant	$ 11,864	$ 9,000	$ 9,000
Glenwood - Utilities	$ 3,344	$ 5,000	$ 5,000
Training - Plant	$ 3,187	$ 2,650	$ 2,650
Education Reimbursement/Cert. - WW	$ -	$ 1,000	$ 1,000
Glenwood - Safety and Security System	$ 8,733	$ 8,333	$ 8,333
Glenwood - Uniforms	$ 3,518	$ 3,518	$ 3,518
Tools and Equipment Maintenance	$ 14,619	$ 16,000	$ 16,000
Power - Lift Station	$ 605	$ 750	$ 750
Telemetering & Signal System	$ 14,264	$ 3,308	$ 3,308
SCADA Hardware	$ 4,000	$ 2,500	$ 2,500
SCADA Software	$ 4,333	$ 4,333	$ 4,333
SCADA Phone Lines & Radio	$ 821	$ 821	$ 821
TOTAL PLANT OPERATING EXPENSES	$ 79,939	$ 74,212	$ 74,212

COLLECTION SYSTEM EXPENSE			
Pipelines - Maintenance	$ 844	$ 20,364	$ 20,364
Auto/Truck - Maintenance	$ 29,066	$ 37,594	$ 37,594
Auto/Truck - Gas	$ 7,070	$ 6,252	$ 6,252
Auto/Truck - Diesel	$ 7,277	$ 5,891	$ 5,891
Sewer Flow Monitoring Expense	$ 15,327	$ 15,273	$ 15,273
Sewer Camera Van Inspection	$ 2,618	$ 2,618	$ 2,618
Sewer Interceptor - Maintenance	$ 2,727	$ 2,727	$ 2,727
Sewer Lift Station - Maintenance	$ 3,055	$ 3,055	$ 3,055
TOTAL COLLECTION SYSTEM EXPENSE	$ 67,984	$ 93,773	$ 93,773

Crescenta Valley Water FY19-20 Budget
Revenues - Wastewater Fund

Wastewater O&M Expense Detail

Description	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
GENERAL AND ADMINISTRATIVE EXPENSES			
General Insurance (General Liability, Property, Fidelity)	$ 50,041	$ 52,000	$ 52,000
Accounting - Audit	$ 6,800	$ 7,500	$ 7,500
Legal Consulting Fees	$ 16,038	$ 20,000	$ 20,000
Administrative Consultants	$ 37,596	$ 37,596	$ 37,596
Election Expense	$ -		
Office Maintenance	$ 7,197	$ 3,969	$ 3,969
Landscape Maintenance - Office	$ 1,438	$ 4,118	$ 4,118
Office Supplies & Misc Expenses	$ 4,955	$ 5,500	$ 5,500
Computers Hardware	$ 7,445	$ 8,333	$ 8,333
Computer Software	$ -	$ -	$ -
Computer Software, Maintenance, License	$ 12,988	$ 17,667	$ 17,667
Utilities - Office	$ 6,052	$ 6,968	$ 6,968
Enterprise Voice Communications - land line phones	$ 2,812	$ 13,419	$ 13,419
Data Communications: Fiber Lines/Internet	$ 52,617	$ 16,333	$ 16,333
Wireless Voice & Data Communications - cell	$ 8,297	$ 4,697	$ 4,697
Printing, Postage, Stationery, Copier Maintenance	$ 35,976	$ 35,000	$ 35,000
Uncollectible Accounts	$ -	$ 1,300	$ 1,300
Engineering Department	$ 2,989	$ 3,308	$ 3,308
Training - Office	$ 2,299	$ 2,500	$ 2,500
Conferences and Seminars - Office	$ 3,697	$ 2,782	$ 2,782
Board of Directors - Conferences and Seminars	$ 1,636	$ 1,636	$ 1,636
Misc Administration - Office	$ 1,861	$ 1,700	$ 1,700
Board of Directors - Misc Administration	$ 741	$ 650	$ 650
Membership Renewals/Subscriptions	$ 6,615	$ 8,333	$ 8,333
Bank Charges	$ 31,408	$ 25,000	$ 25,000
Rental Properties Expense	$ 202	$ 850	$ 850
GENERAL AND ADMINISTRATIVE EXPENSES	$ 301,700	$ 281,159	$ 281,159

TOTAL WASTEWATER SYSTEM EXPENSE (w/o LA Treatment Costs)	$ 2,038,638	$ 2,134,925	$ 2,160,086
TOTAL WASTEWATER SYSTEM EXPENSE (w/o LA Treatment & Labor Costs)	$ 449,623	$ 449,144	$ 449,144

Crescenta Valley Water FY19-20 Budget
Summary of Revenues Expenses - Water Fund

Summary of Revenues & Expenses - Water Fund	*Projected* FY 2018-19	*Proposed Budget 6/25/19* FY 2019-20	*Proposed Budget 9/10/19* FY 2019-20
Revenue			
Water Sales - Service, Fixed	2,854,433	3,057,267	3,023,931
Water Sales - Metered, Variable	7,870,427	9,456,567	9,141,201
Interest Income - Water Reserve	195,000	200,000	200,000
Interest Income - MTBE Reserve	75,552	-	-
Other Income - Water	138,866	160,000	160,000
Construction Revenues	786,156	452,500	452,500
Total Revenue:	**11,920,434**	**13,326,334**	**12,977,632**
Emergency Funding from MTBE for TTHMs:	**1,000,000**		
O&M Expense			
Labor & Benefits	3,211,127	3,332,964	3,376,264
Imported Water Cost (Foothill Municipal WD)	3,294,094	3,799,290	3,332,018
Imported Water Cost (Glendale Water and Power)	80,000	157,850	157,850
Power Cost	671,560	732,286	695,671
Operating Cost	1,922,088	2,293,038	2,310,038
Total O&M Expense:	**9,178,869**	**10,315,428**	**9,871,842**
Debt Service	**539,645**	**550,000**	**550,000**
Cash Available for Capital	**3,201,920**	**2,460,906**	**2,555,790**
Capital, OPEB & Other Commitments			
Infrastructure	2,863,798	2,878,000	2,877,500
Capital Outlays & Equipment	173,775	308,370	308,370
OPEB Commitment	100,000	100,000	100,000
Total Capital, OPEB & Other Commitments:	**3,137,573**	**3,286,370**	**3,285,870**
Increase (Decrease) to Cash	**64,347**	**(825,464)**	**(730,080)**
Reserve Fund Balances			
Beginning Balance	**2,345,634**	**6,304,981**	**6,304,981**
From MTBE Fund (Transfer In)	3,895,000	0	0
Re-Payment of MTBE Fund (Transfer Out)	0	0	0
Ending Balance	**6,304,981**	**5,479,517**	**5,574,901**
Target	3,948,000	4,174,000	4,099,000
Above (Below) Target	**2,356,981**	**1,305,517**	**1,475,901**

Key	
Adjustment Increases Fund Balance	(green)
Adjustment Decreases Fund Balance	(blue)

Crescenta Valley Water FY19-20 Budget
Revenues - Water Fund

Sources of Water Funds	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
Stable Sources of Funds			
Water Sales - Service Charge	2,780,224	2,978,245	2,945,771
Fire Service Meter Charge	74,209	79,022	78,160
Late Fees/Fire Hydrant Flow/Backflow Tests	71,920	90,000	90,000
Other Income - Water	16,764	10,000	10,000
Other Income - New Accounts	22,364	35,000	35,000
Rental Property Income	27,818	25,000	25,000
Subtotal Stable Sources:	**2,993,299**	**3,217,267**	**3,183,931**
Variable Sources of Funds			
Water Sales - Consumers	7,352,021	9,054,624	8,752,663
Water Sales - Irrigation	518,406	401,942	388,538
Interest Earned - Water	195,000	175,000	175,000
Interest Earned - MTBE Fund	75,552	-	-
Gain/Loss on Sale of Investments	-	25,000	25,000
Subtotal Variable Sources:	**8,140,979**	**9,656,566**	**9,341,201**
CIP Sources of Funds			
Water Systems Connect Fee	154,795	100,000	100,000
Meter Installation/Hydrant Charges	49,473	50,000	50,000
Grant Revenue	580,142	300,000	300,000
Glendale Capital Contribution (GWP)	-	-	-
Gain/Loss on Sale of Assets	1,745	2,500	2,500
Interest Earned - COP Bonds	1	-	-
Subtotal CIP Sources:	**786,156**	**452,500**	**452,500**
TOTAL SOURCES OF FUNDS	**11,920,434**	**13,326,333**	**12,977,632**

Crescenta Valley Water FY19-20 Budget
Expenses - Water Fund

Water O&M Expenses Summary	*Projected*	*Proposed Budget 6/25/19*	*Proposed Budget 9/10/19*
	FY 2018-19	FY 2019-20	FY 2019-20
Compensation	1,947,100	2,037,317	2,086,022
Benefits	1,264,027	1,295,647	1,290,243
Purchased Water - FMWD	3,294,094	3,799,290	3,332,018
Purchased Water - GWP	80,000	157,850	157,850
Power	671,560	732,286	695,671
Plant Water Operations	476,123	560,610	577,610
Distribution System	772,888	907,765	907,765
General & Administrative	661,077	812,663	812,663
Emergency Operations	12,000	12,000	12,000
TOTAL WATER SYSTEM EXPENSES	**9,178,869**	**10,315,428**	**9,871,842**

Crescenta Valley Water FY19-20 Budget
Expenses - Water Fund

Water O&M Expenses Detail	Projected FY 2018-19	Proposed Budget 6/25/19 FY 2019-20	Proposed Budget 9/10/19 FY 2019-20
Compensation			
Director Fees	9,082	9,000	9,000
Officer Salaries	180,992	178,222	175,515
Administrative Services Labor	354,893	363,978	347,981
Administrative Services Labor - OT	5,239	4,500	4,500
Engineering Department Labor	314,852	352,170	352,170
Engineering Department Labor - OT	6,550	3,300	3,300
Plant - Office Labor	233,700	269,609	269,609
Plant - Office Labor-OT	692	500	500
System Operators Labor	290,206	333,765	347,661
System Operators Labor-OT	19,195	16,000	16,000
Utility Workers Labor	422,332	399,471	452,983
Utility Workers Labor-OT	45,865	47,250	47,250
Standby Pay	51,938	47,852	47,852
Auto Allowance	11,564	11,700	11,700
Subtotal Compensation:	**1,947,100**	**2,037,317**	**2,086,022**

Benefits			
Sick and Vacation - Office	123,666	118,298	115,708
Sick and Vacation - Plant	82,444	78,865	77,139
Taxes - Payroll (Total Employees)	145,205	146,513	146,669
PERS Retirement (Total Employees)	381,597	442,275	436,200
Workers' Compensation - Office	20,043	9,199	8,980
Workers' Compensation - Plant	79,191	37,993	38,396
Health and Dental and Vision - Office	159,790	160,828	162,118
Life & Disability Insurance - Office & Plant	11,436	11,940	11,816
Health and Dental and Vision - Plant	132,612	165,535	170,367
Self Insurance	13,071	16,200	14,850
Retiree - Health Care Expense	114,972	108,000	108,000
Subtotal Benefits:	**1,264,027**	**1,295,646**	**1,290,243**

Crescenta Valley Water FY19-20 Budget
Expenses - Water Fund

	Projected	*Proposed Budget 6/25/19*	*Proposed Budget 9/10/19*
	FY 2018-19	**FY 2019-20**	**FY 2019-20**
Plant Operations			
Taxes - Property	13,457	18,000	18,000
Glenwood - Plant Maintenance	15,996	26,119	26,119
Glenwood - Landscape	3,923	5,029	5,029
Office Supplies & Misc Expenses - Plant	11,902	10,024	10,024
Glenwood - Utilities	15,712	15,750	15,750
Training - Plant	10,074	9,014	9,014
Education Reimbursement/Certifications	2,633	3,600	3,600
Glenwood - Safety and Security System	17,507	20,553	20,553
Glenwood - Uniforms	12,040	11,836	11,836
Permit & Assessment Fees	3,014	3,000	3,000
Tools and Equipment Maintenance	11,809	15,484	15,484
Nitrate Plant Maintenance	46,891	82,500	82,500
Inventory Disposal	-	-	-
SCADA - Telemetering & Signal	42,791	21,791	21,791
SCADA Hardware	5,700	9,000	9,000
SCADA Software	22,000	23,550	23,550
SCADA - Communications	2,500	1,355	1,355
Lab & Sampling	154,724	125,000	125,000
Lab & Sampling - MTBE	13,418	-	-
Water Quality - Non-Lab & Sampling	-	74,004	74,004
Chlorine & Treatment	70,032	85,000	102,000
Subtotal Plant Operations:	**476,123**	**560,609**	**577,610**

Crescenta Valley Water FY19-20 Budget
Expenses - Water Fund

	Projected	Proposed Budget 6/25/19	Proposed Budget 9/10/19
	FY 2018-19	FY 2019-20	FY 2019-20
Distribution			
Backflow Expense	694	700	700
Pipelines - Maintenance	37,946	43,569	43,569
Pipelines - Paving	14,657	15,500	15,500
Pipelines - Fire Hydrant & Fire Service Repair/Re	5,971	12,000	12,000
Pipelines - Leak Detection/Leak Repair	6,199	28,000	28,000
Pipelines - Trench Plate Rentals	-	2,000	2,000
Pipelines - Water Sampling Stations	3,500	-	-
Pipelines - Valves	-	6,000	6,000
Reservoir - Maintenance	50,184	76,967	76,967
Reservoir - Landscape	17,123	20,000	20,000
Meters - Maintenance	85,093	86,451	86,451
Meters - Paving	100,700	205,000	205,000
Meters - Repair/Replacement/Upgrade	8,902	10,000	10,000
Meters - Lateral Leaks	76,346	85,000	85,000
Meters - Trench Plate Rentals	461	5,000	5,000
Meters - D-jobs	129,278	39,996	39,996
Wells - Maintenance	16,178	50,000	50,000
Wells - Landscape	57,511	7,000	7,000
Wells - Rent	8,412	300	300
GWP - Land Lease	327	16,000	16,000
Booster Pump - Maintenance	18,405	72,000	72,000
Emergency Generators	25,831	22,500	22,500
Auto/Truck - Maintenance	64,823	60,914	60,914
Auto/Truck - Gas	21,211	21,332	21,332
Auto/Truck - Diesel	23,135	21,537	21,537
Subtotal Distribution:	**772,888**	**907,766**	**907,765**

Crescenta Valley Water FY19-20 Budget
Expenses - Water Fund

	Projected	Proposed Budget 6/25/19	Proposed Budget 9/10/19
	FY 2018-19	FY 2019-20	FY 2019-20
General & Administrative			
General Liability Insurance	50,041	61,200	61,200
Accounting - Audit	6,800	6,750	6,750
Legal Consulting Fees	61,896	90,000	90,000
Administrative Consultants	105,000	186,658	186,658
Office Maintenance	21,603	13,526	13,526
Landscape Maintenance - Office	4,314	11,168	11,168
Office Supplies & Misc Expenses - Office	5,067	5,863	5,863
Computers & Network (previously Computer Har	22,339	27,000	27,000
Computer Software, Maintenance, Licenses	38,965	50,400	50,400
Utilities - Office	17,360	22,526	22,526
Enterprise Voice Communications	8,560	17,073	17,073
Data Communications - Fiber Lines/Internet	24,892	47,340	47,340
Wireless Voice & Data Communications-cell	52,617	15,724	15,724
Printing, Postage, Stationery, Copier Maint.	43,002	36,000	36,000
Uncollectible Accounts-Water	-	4,302	4,302
Water System Fees (DHS, RWQCB, LAFCO, Misc)	72,211	60,000	60,000
Engineering Department	10,480	9,769	9,769
Water Conservation	11,698	25,500	25,500
Water Conservation - Advertising (Pipeline)	4,717	-	-
Water Conservation - Turf Rebates	-	-	-
Water Conservation - Device Rebates	-	5,000	5,000
Community Outreach	6,373	20,000	20,000
Interns	8,861	5,000	5,000
Training - Office	6,610	10,838	10,838
Conferences and Seminars - Office	11,091	11,904	11,904
Board of Directors - Conferences and Seminars	6,065	2,712	2,712
Misc Administration - Office	5,530	3,495	3,495
Board of Directors - Misc Administration	2,224	2,264	2,264
Membership Renewals/Subscriptions	20,506	25,410	25,410
Bank Charges	31,593	33,000	33,000
Election Expense	58	-	-
Rental Property	605	2,242	2,242
Subtotal General & Administrative:	**661,077**	**812,664**	**812,663**

Emergency Operations			
Emergency Operations	12,000	12,000	12,000
Subtotal Emergency Operations:	**12,000**	**12,000**	**12,000**

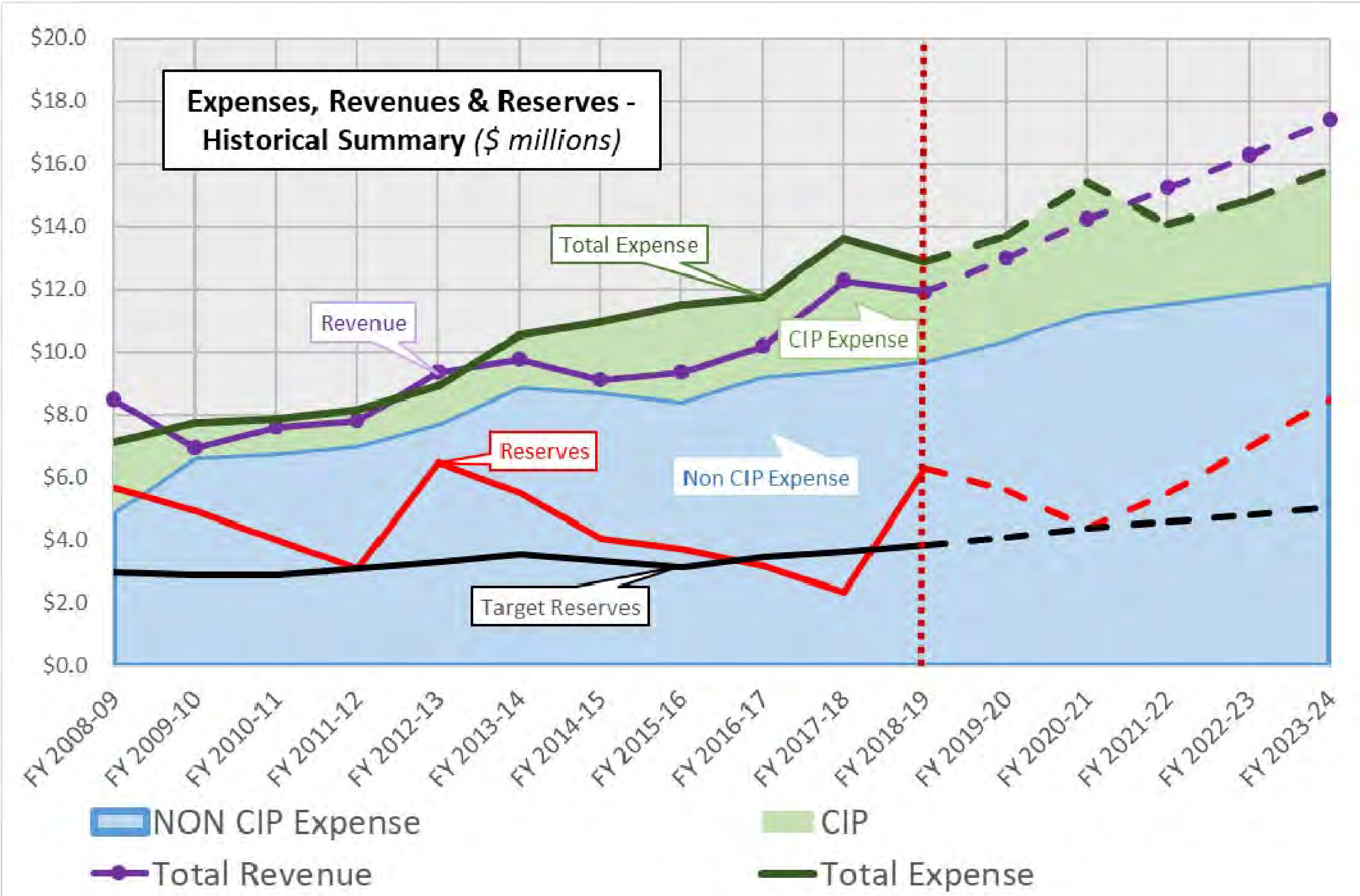
TOTAL O&M EXPENSES	**5,133,215**	**5,626,002**	**5,686,303**

Crescenta Valley Water FY19-20 Budget
CIP - Water Fund

Proposed CIP	*Projected* FY 2018-19	*Proposed Budget 6/25/19* FY 2019-20	*Proposed Budget 9/10/19* FY 2019-20
Well Rehabilitation	146,054	190,000	190,000
Well 2 Construction	554,961	-	-
Ocean View Study	2,819	-	-
Reservoir Rehabilitation	521,593	410,000	435,000
Annual Pipeline Replacement 200Yr	565,936	1,056,000	1,139,000
Annual Booster Pump Replacement	28,773	75,000	85,000
Rehab of Ramsdell/Mayfield Blending Stn	2,869	165,000	300,000
Rehab of Pennsylvania Ave	88,000	-	-
Chloramination Conversion	952,792	-	125,000
AMI Program	-	557,000	178,500
SCADA Replacement - Equip & Integration	-	315,000	315,000
Other	-	110,000	110,000
TOTAL CIP EXPENSES	**2,863,797**	**2,878,000**	**2,877,500**

Water Reserves with 7% Rate Increases Over Time

Figure 1



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
September 10, 2019

To: Honorable President and Members of the Board of Directors

From: Ron L. Mitchell, Secretary-Treasurer

Subject: **ACWA Region 8 Election**

ACTION ITEM:

ACWA Region 8 Election – Consideration and motion to cast the District's ballot for ACWA Region 8 Chair, Vice Chair, and Board members for the 2020-21 term.

DISCUSSION:

ACWA is divided into 10 geographical regions throughout the state to help them get feedback from their member agencies are various topics related to the water industry. Crescenta Valley Water District is part of Region 8 that primarily encompasses Los Angeles and Ventura Counties.

Regional elections are held every two years to elect new officers/directors to represent the issues, concerns and needs of each region. The region Chair and Vice Chair will serve on ACWA's board of directors for the two-year term beginning on January 1, 2020. In addition, the Chair and Vice Chair will make the Region 8 committee appointment recommendations to the ACWA President for the term and one of the officers will hold a seat on the ACWA Finance Committee.

RECOMMENDATION:

It is Staff's recommendation that the District approve the Nominating Committee's recommended slate for Region 8 for the 2020-21 term.

Prepared by:

Ron Mitchell

Ron L. Mitchell
Secretary-Treasurer

Submitted by:

Nemesciano Ochoa

Nemesciano Ochoa
General Manager

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OFFICIAL

REGION 8 **Board Ballot**

2020-2021
TERM

CLEAR FORM

ACWA
Association of California Water Agencies

Please return completed ballot by September 30, 2019

E-mail: regionelections@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

1. You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.

2. Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 8 Rules & Regulations:

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

1

Nominating Committee's Recommended Slate

○ I concur with the Region 8 Nominating Committee's recommended slate below.

CHAIR:

- **Steve Blois**, Board Member, Calleguas Municipal Water District

VICE CHAIR:

- **Gloria Gray**, Vice President, West Basin Municipal Water District

BOARD MEMBERS:

- **Brian Bowcock**, Director, Three Valleys Municipal Water District
- **Anselmo Collins**, Director of Water Operations, City of Los Angeles Dept. of Water & Power
- **William Cooper**, Board President, Santa Clarita Valley Water Agency
- **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
- **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

OR

Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

○ I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

○ **Steve Blois**, Board Member, Calleguas Municipal Water District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

○ **William Cooper**, Board President, Santa Clarita Valley Water Agency
○ **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
○ **Gloria Gray**, Board Director, West Basin Municipal Water District
○ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

○ **Brian Bowcock**, Director, Three Valleys Municipal Water District
○ **Anselmo Collins**, Director of Water Operations, City of Los Angeles Dept. of Water & Power
○ **William Cooper**, Board President, Santa Clarita Valley Water Agency
○ **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
○ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE DATE

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4

To: Honorable President and Members of the Board of Directors — September 10, 2019

From: David S. Gould. P.E. – District Engineer

Subject: **Award of Contract – FY 2019/20 Grant Assistance Consulting Services, Project M-965**

INFORMATION ITEM:

FY 2019/20 Grant Assistance Consulting Services, Project M-965 - Consideration and motion to authorize the General Manager to enter into an agreement with John Robinson Consulting to provide services for coordination and preparation of applications for State and Federal Grants at a cost of $30,000 and establish a contingency amount of $3,000 (10% of contract) to cover the cost of additional work

BACKGROUND:

In FY 18/19, staff utilized the services of John Robinson Consulting, Inc. (JRC) to provide assistance on a number of projects and with research and information gathering to obtain various Federal, State and Local grant funding for CVWD project's as shown below:

- Submittal of two (2) grant application to U.S. Bureau of Reclamation (USBR) WaterSMART Program for Water and Energy Efficiency Grant for CVWD's AMI program.
- Submittal of a grant application to Office of Emergency Services (OES) to prepare a Local Hazard Mitigation Plan (LHMP) that outlined potential high priority hazards and created projects that could be implemented to reduce overall risk to the District during a natural or man-made event.
- Attendance at the Greater Los Angeles County Region Integrated Regional Water Management Plan (IRWMP) and the Upper Los Angeles River (ULAR) Sub-region steering committee meetings and reporting on the current status of the Prop 84 grant program.
- CVWD's Crescenta Valley County Park (CVC Park) Stormwater capture project – Meeting with ULRA Steering committee, coordinating stakeholders and consultants
- Attendance at California Financing Coordinating Committee funding fair to acquire information about currently available infrastructure grants, loans, bond financing programs and options.
- Project management services for CVWD's Well 2 and related facilities project including coordinating with City of Glendale on permitting issues

JRC's consulting contract was for $30,000, which was included in the FY 18/19 Administrative Consultants budget.

DISCUSSION:

Staff requested JRC to provide a new proposal for grant assistance and project management services during FY 19/20 which includes the following:

1. Crescenta Valley County Park Storm Water Project:
    a. Metropolitan Water District Local Resource Program: working with MWD on a potential grant under the local resource program
    b. Los Angeles County Department of Public Works - Measure W: Assist CVWD to obtain either regional or municipal funding from Measure W for the Crescenta Valley County Park Stormwater Recharge Project.
    c. Coordination with potential project partners: City of Glendale, Glendale Water & Power, County of Los Angeles Department Parks & Recreation & Los Angeles County Department of Public Works.
    d. Assist CVWD with conversations to the SWRCB Division of Water Rights and Los Angeles Department of Water & Power regarding diverting stormwater flow and surface water rights discussions.
    e. Assist CVWD with the development of a Conceptual Stormwater Capture and Improvement Plan for CVC Park.
    f. Assist CVWD with the development of the overall project development costs for stormwater capture project.
    g. Assist CVWD with obtaining grant funding through the Prop 1 IRWMP process.

2. USBR WaterSMART Water and Energy Grant Funding - investigate with (USBR) Fiscal Year 2020 funding for CVWD's investments into AMI installation in the service area
3. FEMA Hazard Mitigation Grant Program – investigate Federal Emergency Management Agency (FEMA) grant funding to potentially assist with the design and/or construction for potential at risk facility such as repair of roadways at Edmund #2 & Pickens Reservoirs and other mitigation projects.
4. Local Hazard Mitigation Plan (LHMP) – Follow up with grant application and coordination of consultants if CVWD awarded $125,000 grant.
5. Coordinate with CVWD to research other grant opportunities to support CIP projects including grants through USBR, FEMA and DWR
6. Assist CVWD with financing opportunities such as State Water Resource Control Board Division of Financial Assistance Drinking Water State Revolving Funding for future CIP projects

JRC provided a proposal dated August 12, 2019 (see attached) for $30,000 to provide grant assistance and project management services for FY 19/20.

RECOMMENDATION:
Staff recommends that the Engineering Committee approves the General Manager to enter into an agreement with John Robinson Consulting, Inc. for $30,000 for grant assistance and project management services for FY 19/20. This item was reviewed with the Engineering Committee and the Committee recommended approving the award of contract.

ENVIRONMENTAL REVIEW:
N/A

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

Account Description	Amount
FY 19/20 Administrative Consultants Budget *(Note: Funding availability based on budget dated 6/25/19; budget amount will be adjusted after approval of final budget)*	$132,000
Hydraulic Modeling – Akel Engineering (Approved 7/23/19)	<$60,793>
Amount Remaining in Administrative Consultants	$71,707
Grant Assistance Consulting Services	<$30,000>
Contingency amount (10% of contract) to cover the cost of additional work	<$3,000>
Total Cost	**<$33,000>**
Amount Remaining in FY 19/20 Administrative Consultants	**$37,707**

Prepared by:

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

Submitted by:

Nem Ochoa
General Manager

Attachments:
1. John Robinson Consulting, Inc. proposal dated August 12, 2019

August 12, 2019

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

Subject: Letter Proposal to Provide On-Call Consulting

Dear Mr. Gould:

John Robinson Consulting, Inc. (JR Consulting) is pleased to offer is letter proposal to Crescenta Valley Water District (CVWD) based on our discussion on July 30th which reviewed the progress with the 2018-2019 on-call consulting contract and brainstormed scope of services for the 2019-2020 on-call contract. Our firm is a California S Corporation, is certified as Small Business Enterprise (SBE) by Metropolitan Water District and is located locally in Pasadena. This letter proposal outlines our recommended scope of service, schedule and compensation.

SCOPE OF SERVICES

Task 1 – Metropolitan Water District Local Resource Program

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

Deliverable: *JR Consulting in coordination with CVWD staff would purse Metropolitan Water District Local Resource Program funding. JR Consulting will coordinate with CVWD and MWD on this new grant opportunity.*

Schedule: *Metropolitan Water District Grant applications are expected to begin in Fall 2019.*

Task 2 – Los Angeles County Department of Public Works - Measure W

In November 2018, Measure W was approved by the voters. Measure W creates a special tax for parcels located in the Los Angeles County Flood Control District, which covers the majority of

Los Angeles County. Revenue generated from Measure W will be used to pay for 1. Regional and 2. Municipal projects that improve water quality and may also increase water supply and provide community benefits such as parks or wetlands. Ten percent of the revenue will go to the L.A. County Flood Control District for administration. The Safe, Clean Water Act is a parcel tax of 2.5 cents a square foot of "impermeable space" such paved or built-on surfaces that that prevent "stormwater and urban runoff from entering the earth," like concrete patios and driveways). JR Consulting will assist CVWD will look to obtain either regional or municipal monies from Measure W for the Crescenta Valley County Park Stormwater Recharge Project. CVWD wants to install a stormwater recharge facility at the Crescenta Valley County (CVC) Park to capture and infiltrate stormwater and dry-weather flow within the Verdugo Wash to recharge the Verdugo Basin.

Deliverable: *JR Consulting in coordination with CVWD staff would purse Measure W funding. JR Consulting will coordinate with CVWD and LACDPW on this new grant opportunity. Unknown schedule but research would be developed during 2019-2020.*

Task 3 – USBR WaterSMART Water and Energy Grant Funding

JR Consulting will investigate United States Bureau of Reclamation (USBR) Fiscal Year 2020 funding to help offset CVWD's investments into AMI installation in the service area. CVWD current installation is estimated at approximately 5,000 AMI installation on meters installed in the late 1970's to mid-1980 with measurable improvements in losses of approximately 4.0%. The potential funding would help accelerate the remaining installation as well as the development of a fixed area network to have the AMI meters to be read automatically versus manually.

Deliverable: *JR Consulting will investigate and if requested resubmit for USBOR funding for AMI installations and fixed area network via two submittals. One submittal for $300,000 to be completed in 2 years and another submittal for $1,000,000 to be completed in 3 years.*

Schedule: *USBR issues Proposed Solicitation Packages (PSPs) in October to mid-November. After the PSPs are approved grants can be submitted typically from November 2019 to June 2020.*

Task 4 – FEMA Hazard Mitigation Grant Program

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

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

Schedule: *FEMA grants can be submitted anytime but typically new applications occur from November 2019 to June 2020.*

Task 5 – SWRCB DFA Drinking Water SRF

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

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

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

Task 6 - Crescenta Valley County Park Stormwater Recharge Project:

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

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

Task 7 - Well #2 and Related Facilities:

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

A. Any wrap up permitting coordination with City of Glendale Public Works, City of Glendale Fire Department and Glendale Water & Power.
B. Assist in the coordination of the testing protocol and reporting required by SWRCB Division of Drinking Water.

MEETINGS

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

TIME SCHEDULE

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

The scope of work will be starting on September 1, 2019 through June 30, 2020 (10 months).

COMPENSATION

JR Consulting will provide the scope of services with the proposed schedule as set forth in this proposal to CVWD on a time and material basis. Based on JR Consulting's present knowledge of the services described above, it is recommended that $30,000 and is based on 200 hours at $150 per hour which is $3,000 per month but hours will only be charged for those hours worked as this is a not a lump sum proposal. JR Consulting for the 4th year will maintain our hourly rate at $150 per hour.

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

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

Very truly yours,

John Robinson Consulting, Inc.

John Robinson, Principal

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 3

To: Honorable President and Members of the Board of Directors August 23, 2019

From: David S. Gould. P.E. – District Engineer

Subject: **Emergency Pavement Repairs & Pipeline Replacement the 4600 to 4900 Blocks of Pennsylvania Ave, Project E-1009A**

ACTION ITEM:

Emergency Pavement Repairs & Pipeline Replacement on the 4600 to 4900 Blocks of Pennsylvania Ave, Project E-1009 – Status report on the progress of the project.

BACKGROUND:

On August 4, 2019, there was a major water main break on the existing 8-inch pipeline in front of 4811 Pennsylvania that did significant damage to the existing AC pavement on Pennsylvania Ave. from El Caminito Street to Fairesta Street. There were a number of areas where the pavement sank and other areas where the pavement was uplifted as shown in the attached incident report.

Staff met in the field with City of Glendale Public Works Department (GPWD) and County of Los Angeles, Department of Public Works (LADPW) to assess the damage and determine the best course of action. Currently, Pennsylvania Ave is closed to thru traffic between El Caminito and Stevens Street with traffic being diverted around the damaged pavement. Residents in the area do have access to their driveways and water service has been restored to the area in a reduced capacity.

Attached are the staff reports from the Board meeting on 8/13/19 about the emergency pavement repair and pipeline replacement for reference.

DISCUSSION:

Emergency Pavement Repair:

Staff prepared plans and specifications for the "temporary" pavement repairs on Pennsylvania Ave to bring the roadway back into service for the community. The plans were sent to two (2) paving contractors, GM Sager Construction and Paveco Construction. Paveco Construction was the lowest responsible bidder at $274,982.50 (see attached bid summary). The bid amount was higher than the amount approved by the Board of $225,000. Since time is of the essence to get the paving started, staff awarded the contract to Paveco with the intent to go back to the Board to get approval for the additional funding.

A pre-construction meeting was held on August 20, 2019 with Paveco, Associated Soils, Glendale Public Works and County of Los Angeles Department of Public Works. The agreed upon schedule is for Paveco to start work on August 23, 2019 and to be completed by September 6, 2019. Glendale requested that CVWD post signs at the site about the project schedule. In addition, staff has sent out letters to the residents and posted an update on CVWD's website.

Staff has also received numerous phone calls from residents and Valley View Elementary School's principal Brook Reynolds on the impact to traffic with the street being closed. We provided a detour route map to the principal at Valley View for distribution to parents.

Staff has also met with representatives from ACWA-JPIA regarding the claim and has provided information on the contract, permits, traffic control and costs to date.

Pipeline Replacement:

Staff has prepared 80% design plans and specifications to replace about 770 feet of pipeline from El Caminito St. to Alabama Street. With all the existing utilities in Pennsylvania Ave, the best alignment was to remove a portion of the existing pipeline and use that alignment. This will require a line-stop being installed, north of the project such that the pipeline can be removed without any residents being out of water.

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
September 10, 2019

To: Board of Directors

From: Nem Ochoa, General Manager

Subject: **Utility Billing Services**

ACTION ITEM:

Consideration and motion to authorize the General Manager to enter into an agreement with InfoSend to produce and mail the District's utility bills, reminder notices, and other communications.

BACKGROUND/DISCUSSION:

CVWD has retained the services of Dataprose since 2005. Dataprose produces and mails the District's bimonthly utility bills and reminder and final notices. While Dataprose provided timely and accurate service in the past, their responsiveness has diminished over recent years following a move of their production facility out of state.

InfoSend is a competitor to Dataprose, and has been trusted by numerous utility agencies for many years to fulfill their utility billing and mailing needs. Customer service staff met with InfoSend to determine whether they could provide more timely and accurate billing service. Based on that meeting and corroboration through client reference checks, InfoSend will be able to provide the following benefits beyond what Dataprose currently offers:

1. Faster delivery of bills – InfoSend is based locally, and this is expected to minimize the delivery delays periodically associated with Dataprose. This will streamline customer service and minimize customers receiving their bills later than they should be.
2. Flexible messaging – InfoSend enables relatively quick message changes on bills, whether the bill layout/information itself, customer-specific information on the back of the bill, or bill inserts, areas that staff has faced challenges with in Dataprose. This would allow, for example, updating the bill to be easier to understand or designing a bill insert for public outreach purposes.
3. Paperless billing – InfoSend offers customer paperless billing. This serves customers, many of whom have requested this capability in the past based on reducing paper usage and clutter. This also saves the District on postage cost.
4. Cost savings – InfoSend is a vertically integrated company that produces its own paper stock and is housed next to a US Postal Service mail hub. Based on these and other efficiencies, InfoSend is able to offer a lower cost per mailing. The combined savings from paperless billing and a lower overall rate is estimated to total approximately $11,000 annually.

CVWD can opt out of its service agreement with Dataprose on December 31, 2019. The service agreement with InfoSend would commence January 1, 2020, and renew annually until terminated.

The average lead time for implementing a transition is 10-12 weeks, so it is advisable that the District proceed soon should CVWD move forward with InfoSend.

RECOMMENDATION:

Staff recommends that the Board approve the service agreement with InfoSend.

ENVIRONMENTAL REVIEW:
N/A

FUNDING AVAILABILITY:
N/A

Prepared by:

James Lee
Dir. of Finance & Admin.

Submitted by:

Nem Ochoa
General Manager

Attachment:

1. InfoSend Master Service Agreement

InfoSend Master Service Agreement

This Master Service Agreement ("**Agreement**") is entered into as of _______ ("Effective Date") by and between Crescenta Valley Water District, having its main office at 2700 Foothill Boulevard, La Crescenta CA 91214 ("**Client**") and **InfoSend, Inc.**, a California Corporation, having its main office at 4240 E. La Palma Avenue, Anaheim, California 92807 ("**InfoSend**"). Client and InfoSend are collectively referred to herein as the "Parties" and individually as a "Party."

In consideration of the mutual promises and upon the terms and conditions set forth below, the Parties agree as follows:

1 Definitions

For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them, unless the context clearly indicates otherwise.

1.1 "Agreement" shall refer to this Agreement, as amended from time to time, which shall constitute an authorization for the term of this contract for InfoSend to provide the Services, described herein, to the Client.

1.2 "User(s)" shall mean a customer or employee of Client accessing InfoSend hosted applications via the Internet. Users of the System will agree to accept all the terms and conditions herein, and may be issued a unique User ID and/or password by InfoSend or Client.

1.3 "Effective Date" shall be the last date upon which the parties signed this Agreement. The Agreement will not be effective against any party until the said date.

1.4 "Services" shall include the performance of the Services outlined in Section 2 and detailed in Exhibits A and C of this Agreement.

1.5 "System" shall include all InfoSend hosted data and software applications.

2 Services Provided by InfoSend

2.1 Scope of Services

Subject to the terms and conditions of this Agreement, InfoSend shall provide to Client, and Client shall purchase from InfoSend, the services listed in Exhibit A ("Scope of Primary Services") to this Agreement at the price set forth in Exhibit B ("InfoSend Fees"). In the event Client requires other consulting, installation, development and/or customization services, InfoSend shall perform and Client shall purchase such services in accordance with the provisions of Exhibit C ("Professional Services") of this Agreement.

2.2 Professionalism

InfoSend and Client shall operate in a professional manner under this Agreement: in providing and receiving Services under this Agreement, the parties will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession under similar circumstances.

2.3 Time of the Essence

InfoSend and Client acknowledge and agree that time is of the essence for the completion of the Services to be performed and each party's respective obligations under this Agreement.

3 License Grant and Restrictions

3.1 Grant of License

InfoSend agrees to provide to Users the right to use software and the provision of Services, but in all cases only in full and complete compliance with all of the terms and conditions of this Agreement. Subject to the terms of this Agreement, InfoSend hereby grants, and Client hereby accepts, for the Term (as defined herein) of this Agreement, a non-exclusive, non-transferable license to access and use and to permits its Users to access and use the System via the Internet ("the License").

3.2 License Restrictions

Client hereby agrees not to: (i) reproduce, download, modify, create derivative works from, distribute, or attempt to reverse engineer, decompile, disassemble, or access the source or object code for, the System; (ii) use the System, or any component thereof, in any manner contrary to applicable laws or government regulations; or (iii) otherwise affect, attempt to enable the authorized use (with or without User ID and/or password) of the System.

4 Privacy and Security

4.1 Regulatory Compliance

InfoSend will maintain compliance with required Payment Card Industry (PCI) Data Security Standards and Cardholder Information Security Standards, applicable rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA), and applicable sections of the Gramm-Leach-Bliley Act of 1999.

4.2 Data and Human Resources Security

InfoSend takes great care in both data and human resources security. InfoSend company policy requires all new employees to pass a background check and a drug-screening test, both performed by outside companies. These practices will remain in place for the duration of the Agreement.

5 Term & Termination

5.1 Term

The initial term of this Agreement shall commence on the effective date of this Agreement and continue for a period of ~~three~~one (~~3~~1) year~~s~~ **("Initial Term")** from the effective date. This Agreement will automatically renew for each year~~successive two (2) year periods~~ **("Renewal Terms")** unless either Client or InfoSend provides the other party with at least sixty (60) days' written notice prior to the end of the current term indicating that such party elects not to automatically renew the term of this Agreement. The party giving non-renewal notice may indicate if it prefers for the contract to be terminated at the end of the current term or to continue on a month-to-month basis, if mutually agreeable to both parties.

5.2 Termination for Cause

This Agreement may be terminated for cause as follows:

(i) Material Breach

A material breach of this Agreement by either party shall be cured within thirty (30) days ("Cure Period") after a party notifies the other of such breach. For those breaches which cannot reasonably be cured within thirty (30) days, the breaching party shall promptly commence curing such breach and thereafter proceed with all due diligence to substantially cure such breach. In the event that such material breach has not been cured within the Cure Period, the non-breaching party may terminate this Agreement in its entirety, or as it pertains to a particular Product, Deliverable, Service or Professional Service, by providing the other party with thirty (30) days' written notice as of a date specified in such notice.

(ii) Failure to Pay

After sixty (60) days of nonpayment on undisputed invoices, InfoSend may, at InfoSend's option, terminate this Agreement in its entirety or as it pertains to a particular Product, Deliverable, Service or Professional Service, by giving written notice to Client, as of a date specified in such termination notice, pursuant to Section 6.3.

(iii) Insolvency or Bankruptcy

In the event that either party becomes or is declared insolvent or bankrupt, is the subject of any proceedings related to its liquidation, insolvency or for the appointment of a receiver or similar officer for it, makes an assignment for the benefit of all or substantially all of its creditors, or enters into an agreement for the composition, extension or readjustment of all or substantially all of its obligations, then the other party hereto may, by giving written notice thereof to such party, terminate this Agreement as of the date specified in such notice of termination.

(iv) Representations

This Agreement is predicated on Client representations of Client and Client User transactional usage. Should Client's actual continuous volume and/or recurring frequency deviate from representations provided by Client to InfoSend, as defined in Exhibit B, Section 2, InfoSend reserves the right to invalidate the Fees listed in this Agreement. Should this rare situation arise then InfoSend will notify Client immediately and negotiate with Client in good faith to pass on any increased costs to Client, in line with actual Client and Client User transactional usage. Should InfoSend and Client be unable to agree upon updated Fees, InfoSend reserves the right to terminate this Agreement with one hundred eighty (180) days' notice.

5.3 Upon Termination

Upon termination of this Agreement, the parties agree to cooperate with one another to ensure that all accounts receivable are accounted for. Upon termination, InfoSend shall cease all Services being provided hereunder unless otherwise directed by the Client in writing. Client will promptly pay to InfoSend any and all charges due, including but not limited to payables that are due pursuant to this Agreement, accrued finance charges, and the Discontinuance Fee set forth below, where applicable.

5.4 Discontinuance Fee

The parties have mutually agreed upon the Fees for the Services to be provided hereunder based upon volumes Client has represented in Exhibit B, Section 2 and the Term of this Agreement. Because of the difficulty in ascertaining the actual damages to InfoSend that would result from a premature termination of the Agreement, Client agrees to pay a discontinuance fee to InfoSend in the event that (i) Client terminates the Agreement without cause prior to the expiration of the then-current term; or (ii) the Agreement is terminated due to a breach by Client prior to the expiration of the then-current term.

The discontinuance fee will be equal to two (2) months of the Client's average monthly billing for the previous six (6) months of Service (excluding any postage charges and professional services fees that were invoiced in that time period). Client agrees to pay the discontinuance fee prior to the effective date of such termination and in addition to all other payables then due and owing to InfoSend.

5.5 Force Majeure

Neither party shall be liable, or deemed to be in default, to the other for any failure or delay in performing an obligation under this Agreement to the extent that its performance is delayed, impaired or rendered impossible by an event beyond its control ("Force Majeure Event") such as natural disasters, war, terrorist acts, riots, labor strikes, civil disturbances, extra-ordinary losses of utilities (including telecommunications services), computer "hacker" attacks on internet infrastructure, regulatory restrictions, change in law or regulation or other acts of government authority, including civil and military authorities and courts, fuel or energy shortages, transportation stoppages or slowdowns, the inability to procure parts or raw materials, and/or acts or omissions of common carrier. These causes will not excuse Client from paying accrued payables due to InfoSend through any available lawful means acceptable to InfoSend.

6 Invoicing and Payments

6.1 Invoicing

InfoSend will invoice Client monthly and Client will pay InfoSend the fees described in and/or computed in accordance with **Exhibit B (InfoSend Fees).** Client payment of these invoices is due upon receipt in U.S. dollars and shall be paid NET 30 unless expressly agreed to by InfoSend.

6.2 Dispute of Invoice

Should Client dispute any invoices, it must do so within ninety (90) days of the invoice date.

6.3 Late Payments

The recurring nature of InfoSend's Services result in a rapid rise in financial loss to InfoSend if a Client's accounts payable process is delayed, particularly when InfoSend is invoicing Client for postage charges. Therefore, in the event that invoices remain unpaid for over sixty (60) days from due date, unless otherwise expressly agreed to by InfoSend in writing, InfoSend reserves the right to suspend Services until payments are brought current. InfoSend's Accounting staff monitors Client debt regularly, and will notify Client in writing before Services are suspended. Should a hold be instated, it will immediately be removed once payment is received.

InfoSend may elect to charge Client interest on all undisputed invoices that remain unpaid for over sixty (60) days from due date at a rate of 1.5% per month, and any collection costs incurred by InfoSend (including attorneys' fees).

After ninety (90) days of nonpayment on undisputed invoices, InfoSend may terminate Services under this Agreement.

7 Communications

7.1 Notices

Any notice hereunder must be in writing and sent by overnight courier service (such as FedEx or UPS), or USPS certified mail, all with delivery signature requested, to the other party hereto at the respective address set forth below:

To Client:
C/O (Department): _________________________
Address: _________________________________
____

To InfoSend:
C/O: President
Address: 4240 E. La Palma Avenue
Anaheim, CA 92807

Notice shall be deemed to have been given and received one (1) business day after being sent via overnight courier service, or three (3) business days after being mailed by USPS certified mail. Each party may update its address or email address by providing written notice to the other party of such change in accordance with this section.

8 Confidentiality & Intellectual Property

8.1 Confidentiality

All information and data relating to Client's business, as well as all User information, submitted by Client to InfoSend under this Agreement shall be treated as confidential by InfoSend and shall not, except as required to perform the Services under this Agreement or otherwise required by law, be disclosed to any third party by InfoSend without Client's written consent. InfoSend shall promptly notify Client should InfoSend be served with a summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admission, or other discovery request or court order from any third party regarding this Agreement and/or the Services performed under this Agreement.

Client will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential or proprietary non-public information it obtains during the term of this Agreement about InfoSend's business, operations, financial condition, technology, systems, products, services, suppliers, clients or prospective clients, marketing data, plans, pricing, and models, or personnel, unless required by applicable law. Client will ensure that its employees and agents similarly abide by the requirements hereof.

InfoSend, and its licensors, where applicable, owns all rights, title and interest, including all related Intellectual Property Rights, in and to InfoSend technology, the content and the Services. The InfoSend name, the InfoSend logo, and the product names associated with the Service are trademarks of InfoSend or third parties, and no right or license is granted to use them.

9 Representations & Warranties

9.1 InfoSend Representations and Warranties

InfoSend represents and warrants that it has the legal power and authority to enter into this Agreement and that Services will be provided in a professional and workmanlike manner.

InfoSend warrants that the Services will materially perform the functions that the Client has selected under normal use and circumstances and that InfoSend shall use commercially reasonable measures to protect Client Data to the extent that it retains such data in the operation of the Services. Provided that Client gives InfoSend written notice of failure to meet the foregoing warranty within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), InfoSend warrants that it will use commercially reasonable efforts to correct any Services that fail to comply with the foregoing warranty. If there is no notice by Client within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), it shall be deemed Client has accepted the Services.

9.2 Client Representations and Warranties

Client represents and warrants that it has the legal power and authority to enter into this Agreement. Client further warrants that it will comply with all laws, regulations, and compliance requirements applicable to Client's and User's activities covered by this Agreement.

9.3 Warranty Disclaimer

Except as expressly set forth in Section 9.1 above, InfoSend disclaims all other representations or warranties, express or implied, made to Client or any other party, including without limitation, any warranties regarding quality, suitability, merchantability, fitness, for a particular purpose or otherwise of any services or any good provided incidental to the Services provided under this Agreement, to the extent permitted by applicable law.

InfoSend and its licensors and payment processors do not represent or warrant that (i) the use of the Services will be uninterrupted or error-free, or operate in combination with any other hardware, software, system or data; or (ii) the Services will not delay in processing or paying. Service may be subject to the limitations, delays, and other problems inherent in the use of the Internet and electronic communications. InfoSend is not responsible for any delays, delivery failures, or other damage resulting from such problems.

9.4 Outbound Services Disclaimer

InfoSend Outbound services are intended to create additional methods of communication for Clients in support of existing processes. These services are not intended to replace all interaction with Client's end users or employees. While the outbound services have been created with the best available tools and practices, they are dependent on infrastructure that is inherently not fail-proof, including but not limited to infrastructure such as United States Postal Service (“USPS”) delivery standards, software, computer hardware, network services, telephone and SMS services, and e-mail. Examples of situations that could cause failure include but are not limited to: USPS failure to deliver, down phone lines, all lines busy, equipment failure, email address changes, and Internet service disruptions. For this reason, while outbound services are valuable in providing enhanced communication, they are specifically not designed to be used as the sole method to deliver critical messages. Client acknowledges that it is aware of the potential hazards associated with relying on an automated outbound service feature, when using InfoSend services, and Client acknowledges and agrees that it is giving up in advance any right to sue or make any claim against InfoSend, and that Client forever releases InfoSend from any and all liability caused by (a) any failed USPS delivery; (b) any failed email delivery; (c) any failed SMS or call attempts (including excess of calls over and above network or system capacity), incomplete calls, or any busy-outs; (d) any failure to transmit, obtain or collect data from callers or for human and machine errors, faulty or erroneous input, inarticulate caller communication, caller delays or call lengths exceeding estimated call lengths or omissions, delays and losses in connection with the Services provided hereunder; or (e) if Client, Client’s employees, or Client’s end user suffer injury or damage due to the failure of outbound services to operate, even though InfoSend does not know what or how extensive those injuries or damages might be, unless such losses were directly attributable to InfoSend’s gross negligence or willful misconduct.

10 Insurance

10.1 InfoSend’s Insurance Provisions

InfoSend will maintain the following minimum insurance levels during the Initial Term of this Agreement and any Renewal Terms:

- Commercial General Liability coverage in the amount of $1,000,000.00 per occurrence and $2,000.000.00 in aggregate.
- Automobile Liability Insurance coverage in the amount $1,000,000.00 per occurrence.
- Umbrella Liability Insurance in the amount of $5,000,000.00 per occurrence and in aggregate.
- Worker’s Compensation Insurance with at least the minimum coverage amounts required by law.
- Errors & Omissions Insurance with a $5,000,000.00 coverage limit.

11 Indemnification & Limitation of Liability

11.1 Indemnification & Limitation of Liability

InfoSend is a service provider; as such, Client acknowledges that data processing involves the risk of human and machine errors and that InfoSend shall not be liable for any errors, omissions, delays or losses, except those caused by InfoSend’s negligence.

InfoSend will not be responsible for actions, omissions or delays to Services resulting from incomplete, late or faulty data and/or instructions transmitted by Client. No damages shall be assessed against InfoSend when any delay or breach on InfoSend’s part is caused by failure of Client to perform Clients’ responsibilities or any other reason beyond the control of InfoSend, including, without limitation, (a) failures or limitations on the availability of third-party telecommunications or other transmission facilities; (b) Client failure to maintain security or confidentiality of data or access credentials; (c) violation of the applicable terms of this agreement or any applicable laws, regulations or industry standards.

In no event shall InfoSend be liable for indirect, special or consequential damages even if InfoSend has been advised of the possibility of such potential claim, loss or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

12 General

12.1 Independent Contractor

Client and InfoSend agree and understand that the relationship between both parties is that of an independent contractor. No joint venture, partnership, employment or agency relationship exists between Client and InfoSend as a result of this Agreement or use of the Service.

12.2 Governing Law

This Agreement shall be governed by the substantive laws of the state of California without regard to the choice or conflicts of law provisions of any jurisdiction.

12.3 Amendment of Agreement

Modifications or changes to this Agreement must be in writing and executed by the parties bound to this Agreement.

12.4 Severability

If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.

12.5 Assignment

This Agreement may not be assigned by either party without the prior written approval of the other party, unless it is being assigned to (i) a parent or subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

12.6 Immigration Laws

For Services performed within the United States, InfoSend will assign only personnel who are legally authorized to work in the United States. InfoSend represents and warrants that it complies with all applicable immigration laws with respect to the personnel assigned to Client.

12.7 Survival

All of the terms of this Agreement which by their nature extend beyond the expiration or termination of the Agreement, including but not limited to indemnification obligations, confidentiality obligations and limitations of liability, shall survive expiration or termination of the Agreement and remain in full force and effect.

12.8 Attachments

The following documents are attached hereto as Exhibits, and are incorporated by reference in their entirety:
Exhibit A: Scope of Primary Services
Exhibit B: InfoSend Fees
Exhibit C: Professional Services

12.9 Cooperative Agreement ("Piggybacking")

The parties agree that InfoSend may offer the prices, terms and conditions offered herein to other government agencies that wish to participate in a cooperative purchase program with Client. InfoSend will review these requests from other government agencies on a case-by-case basis to decide whether this Agreement can be extended to the new agency. At minimum, the following requirements must be met for the prices in this Agreement to be extended to the new agency:

- The new agency must require similar types of service for similar document types (i.e. statements, late notices);
- The monthly document volume that InfoSend will produce must be similar, or at a minimum, acceptable; and,
- The new agency must agree to use InfoSend's standard materials.

If the above conditions are not met then InfoSend will provide the new agency with revised pricing that it can elect to accept if it moves forward with the cooperative purchase program. Other agencies will be responsible for entering into separate agreements with the contract and for all payments thereunder made directly to InfoSend.

The parties below hereby execute this Agreement as of the Effective Date:

AGREED TO BY:

Client:

By: ____________________________________
Name: _________________________________
Title: __________________________________
Date: __________________________________

InfoSend:

By: ____________________________________
Name: _________________________________
Title: __________________________________
Date: __________________________________

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 6
September 10, 2019

To: Honorable President and Members of the Board of Directors

From: David S. Gould. P.E. – District Engineer

Subject: **TTHM Mitigation and Disinfection Process Upgrades, Project E-995**

ACTION ITEM:

TTHM Mitigation and Disinfection Process Upgrades, Project E-995

Discussion and update of CVWD's TTHM study and disinfection process upgrades

BACKGROUND:

The District uses chlorine as a disinfectant to treat drinking water. Chlorine can create disinfection by-products during treatment, also known as Total Trihalomethanes or TTHMs as chlorine reacts with naturally occurring organic matter in imported water. CVWD's imported water supplied by FMWD/MWD is from either the Colorado River (CRW) or the State Water Project (SWP). Typically, CVWD's water supply blend is 60% groundwater and 40% imported water. In August 2018, with groundwater production not fully recovered from the past 5-year drought, CVWD's water supply blend had shifted to 40% groundwater and 60% imported water. This coupled with additional chlorine needed to achieve breakpoint chlorination in the system; it has caused an increase in TTHMs levels at the four (4) regulatory compliance points within the distribution system.

Since August 2018, the system operators have made operational changings such as reducing the amount of water storage, the length of time that water is stored and adjusting chlorine residual levels, which has resulted in significant reduction in the TTHM levels over the last year.

DISCUSSION:

Operational Changes:

Staff is watching the TTHM levels in August & September as water demands are increasing and the higher temperatures we have seen over the last few weeks. As shown on the charts, TTHM levels are at or near the CVWD's target level of 64 ug/L.

Conversion to Chloramines:

Staff and its consultants have been working on the additional chloramine stations at Pickens Canyon Reservoir and at Well 2 that include the following tasks.

- Staff reviewing the 30% design plans from Carollo at Pickens Canyon Reservoir & Well 2.
- Addition SCADA programming and integration for Pickens Canyon Reservoir, Well 2 and operational scenarios.
- Working with consultant and staff on preparing and implementing standard operating procedures for converting to chloramines.
- Coordination with DDW for approval of amended permit.

Staff is continuing working on a detailed analysis of each reservoir site to determine if there is any additional design or improvements that need to be completed prior to conversion to chloramines.

Project Schedule – Conversion to Chloramines:

ID No.	Task	Person Responsible	Start Date	End Date
1	Design and Review of Ammonia Injection System at Pickens Canyon Reservoir & Well 2	CVWD, WQTS & Carollo	8/7/2019	9/20/2019
2	DDW Submittal Packet for Amending Permit	CVWD & WQTS	8/28/2019	9/20/2019
3	**DDW review and approval**	**DDW**	**9/20/2019**	**10/21/2019**
4	Water main flushing - 21 locations	CVWD	9/16/2019	9/30/2019
5	Pickens Canyon Reservoir & Well 2 - materials/equipment & construction	CVWD & Contractor	9/20/2019	10/31/2019
6	Standard Operating Procedures & Water System Adjustments	CVWD & WQTS	10/7/2019	11/14/2019
7	**Conversion to Chloramines**	**CVWD & WQTS**	**11/4/2019**	**11/15/2019**

As shown in the project schedule above, staff will be working with its consultants to finalize the design and installation of the ammonia systems. Staff plans to submit permit request with supporting data to DDW by the middle of September and amendment to the permit completed by the end of October 2019.

Updated Cost Estimate (Preliminary):

The table below is a preliminary update of the construction and consultant costs for the project that shows additional cost for the installation of ammonia systems at Pickens Canyon Reservoir and Well 2. Staff is still assessing the construction and consultant costs.

Account Description	Amount - 8/23/19	Amount - 9/10/19	Difference
Transfer from MTBE Reserve Fund (9/25/18)	$410,000	$410,000	$0
Transfer from MTBE Reserve Fund - (11/20/18)	$500,000	$500,000	$0
Transfer from MTBE Reserve Fund - (5/28/19)	$90,000	$90,000	$0
FY 19/20 - Additional Funding (Estimate)	$0	$125,000	$0
Total Estimated Cost for Project	**$1,000,000**	**$1,125,000**	$0
Consultants - Planning, Design & Construction Admin			
WQTS - Planning & Design	$144,240	$144,240	$0
Hazen & Sawyer - Water Quality	$11,971	$11,971	$0
John Robinson Consulting - Project Management	$45,225	$45,225	$0
Grace Environmental Services (3 months part-time service) (Estimate)	$0	$0	$0
Apex Manufacturing Solution - SCADA programing and integration	$54,165	$54,165	$0
Apex Manufacturing Solution - SCADA programing and integration for 2 new sites	$0	$25,000	$30,000
New Chlorine Analyzers - 6 locations - Hazen and Sawyer - Design	$44,505	$44,505	$0
Public Notification - CV Strategies	$4,935	$4,935	$0
WQ Sampling - 9/1/18 to 6/30/19 (FY 18/19)	$55,125	$55,125	$0
WQ Sampling - 7/1/19 to 9/1/19 (FY 19/20)	$8,370	$8,370	$0
WQ Sampling - 9/1/19 to 12/31/19 (Estimate)	$37,000	$37,000	$0
Subtotal	**$405,536**	**$430,536**	**$30,000**
Construction			
Ammonia Injection Skids (2)	$41,166	$41,166	$0
SCADA - Equipment (RTU's, Communication, cabinets, etc..)	$14,642	$14,642	$0
Concrete Pad & Grading at Mills	$7,011	$7,011	$0
Ammonia Inject Vault at Glenwood	$74,588	$74,588	$0
Ammonia Tank at Mills	$6,922	$6,922	$0
Static Mixer & Ammonia Injection System	$11,236	$11,236	$0
Conduits/Wiring/Electrical Materials	$11,542	$11,542	$0
Upgrade Chlorine Analyzers (Mills & Glenwood)	$18,647	$18,647	$0
Safety - Eye Wash, Containment, etc.. (materials only)	$10,230	$10,230	$0
On-site Welding	$4,249	$4,249	$0
Misc	$75	$75	$0
Pickens Canyon Reservoir - Ammonia/Chlorine System (Estimate)	$0	$45,000	$45,000
Well 2 - Ammonia System (Estimate)	$0	$25,000	$25,000
Subtotal	**$200,307**	**$270,307**	**$70,000**
Operations & Maintenance			
Upgrade Chlorine Analyzers - 4 locations Equipment (Hach)	$27,555	$27,555	$0
Upgrade Chlorine Analyzers - 7 locations Equipment (ProMinent)	$36,372	$36,372	$0
New Chlorine Analyzers - 6 locations - APEX SCADA Programing	$36,405	$36,405	$0
New Chlorine Analyzers - 6 locations - SCADA Equipment	$70,681	$70,681	$0
New Chlorine Analyzers - 6 locations - Equipment (Hach)	$63,792	$63,792	$0
Dead-ends Water Main Flushing - Valvetek	$154,624	$154,624	$0
Misc	$1,078	$1,078	$0
Subtotal	**$390,508**	**$390,508**	**$0**
Total Cost	**$996,351**	**$1,091,351**	**$100,000**
Amount Remaining	**$3,649**	**$33,649**	

RECOMMENDATION:

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

Prepared by:

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

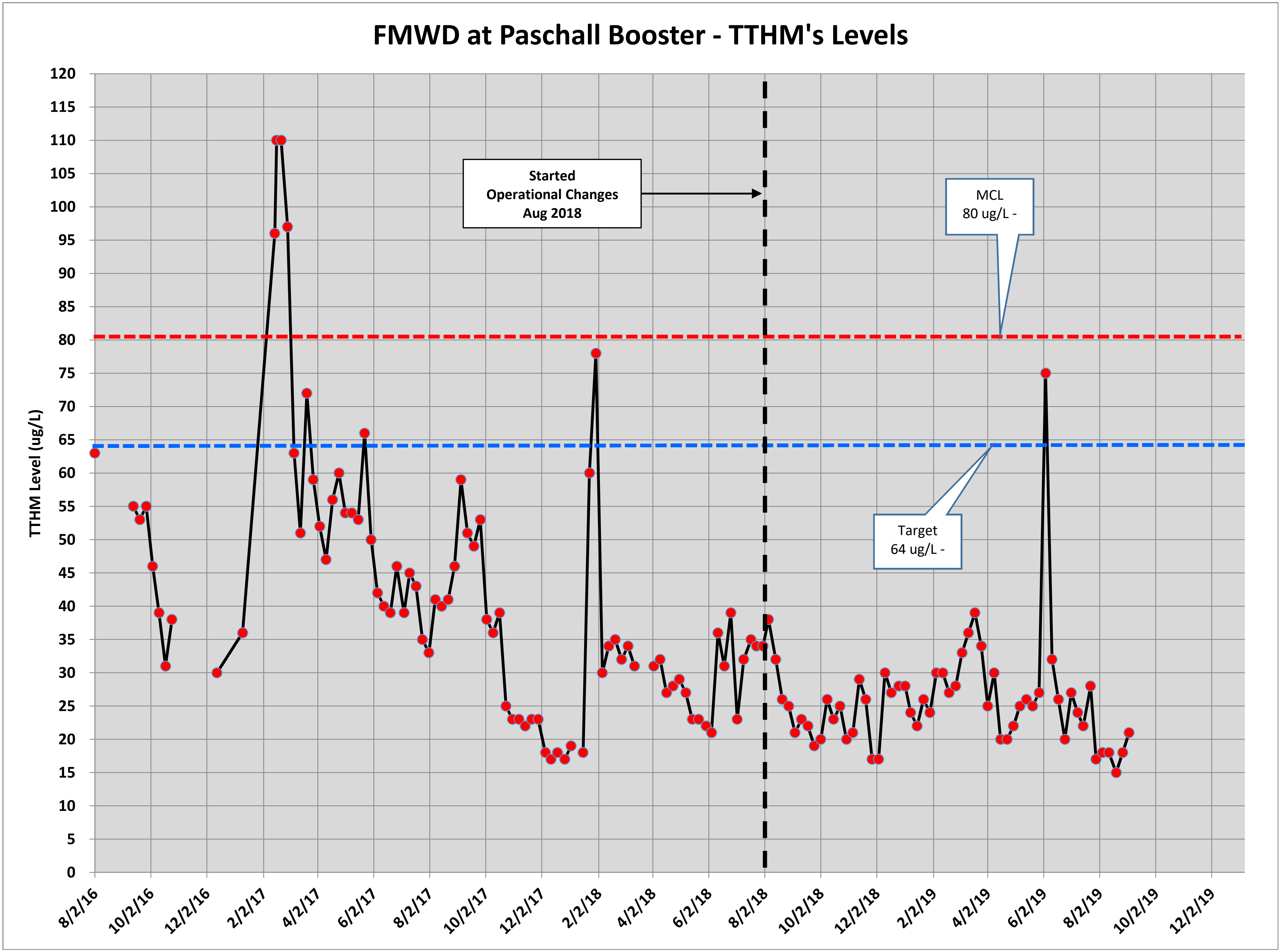
Submitted by:

Nem Ochoa
General Manager

Attachments:

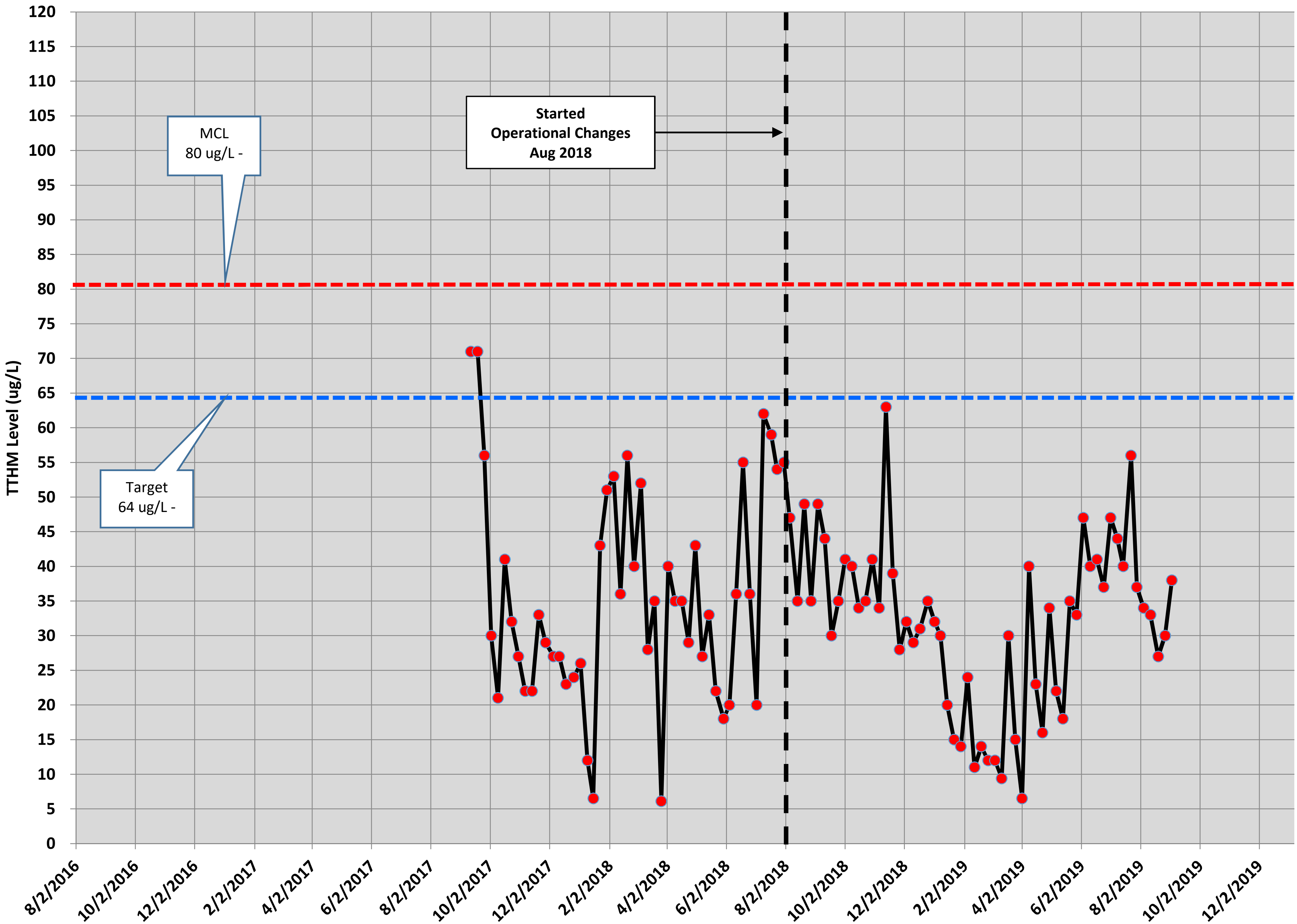
1. TTHM Charts dated 09-03-19

g:\management\board meeting staff reports\2019\09-10-19 board memo - e-995 disinfection process upgrades - update 18.docx


FMWD at Paschall Booster - TTHM's Levels
TTHM Level (ug/L)
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
0
5
10
15
20
25
30
35
40
45
50
55
60
65
70
75
80
85
90
95
100
105
110
115
120
8/2/16
10/2/16
12/2/16
2/2/17
4/2/17
6/2/17
8/2/17
10/2/17
12/2/17
2/2/18
4/2/18
6/2/18
8/2/18
10/2/18
12/2/18
2/2/19
4/2/19
6/2/19
8/2/19
10/2/19
12/2/19

Date: 9/6/2019

Encinal Reservoir (Zone 1) - TTHMs Levels



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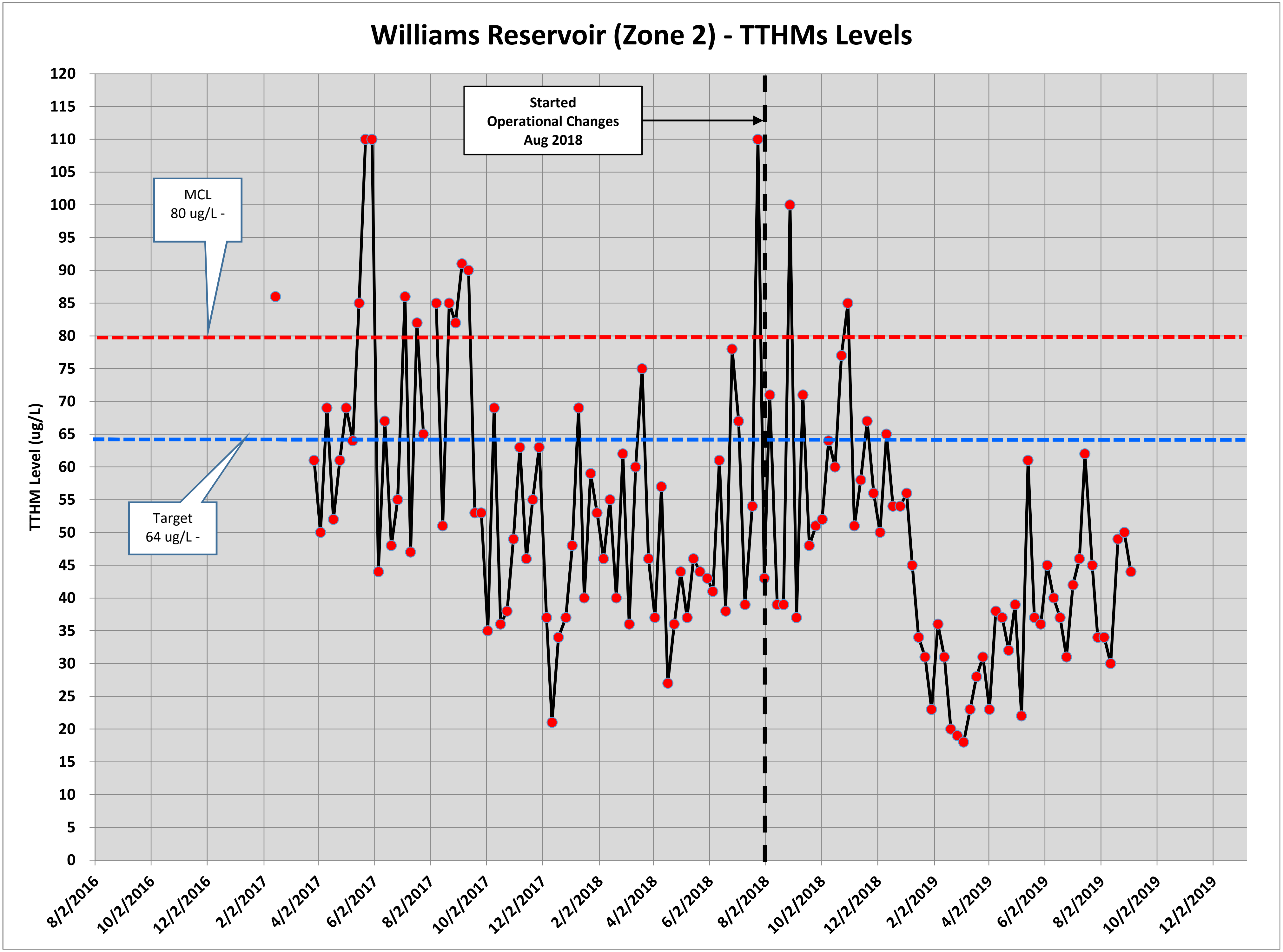
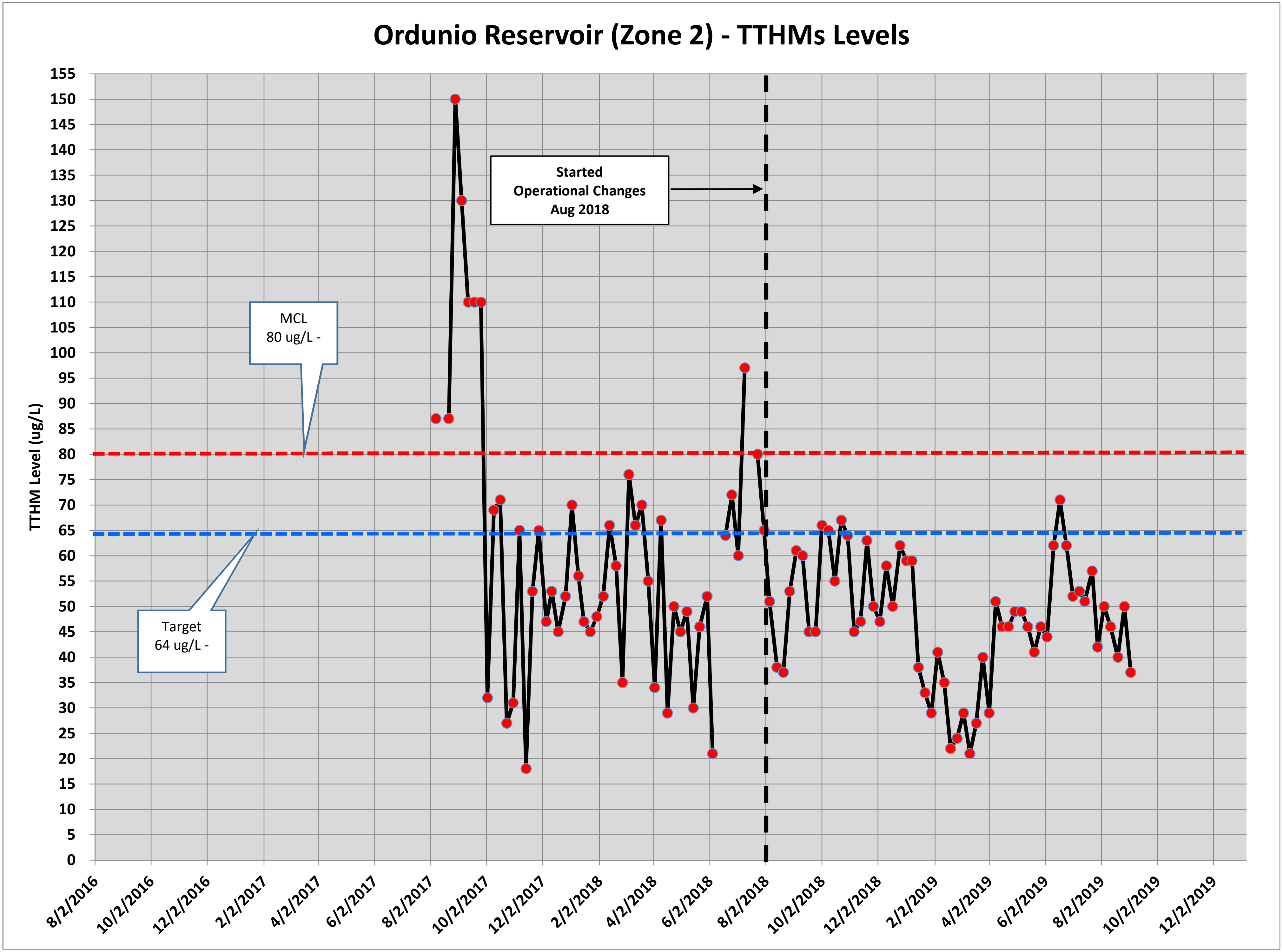


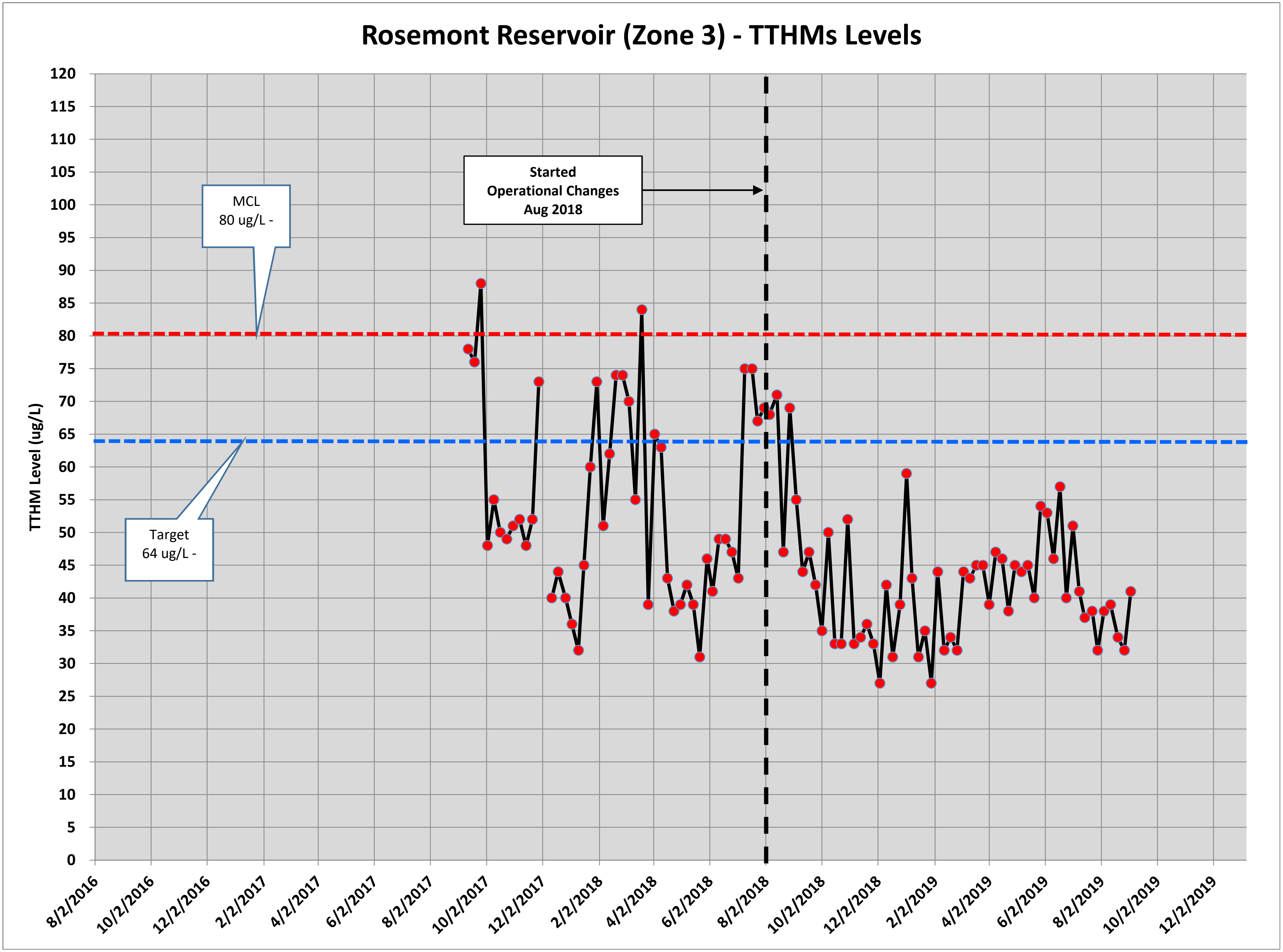
Williams Reservoir (Zone 2) - TTHMs Levels
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
0
5
10
15
20
25
30
35
40
45
50
55
60
65
70
75
80
85
90
95
100
105
110
115
120
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019



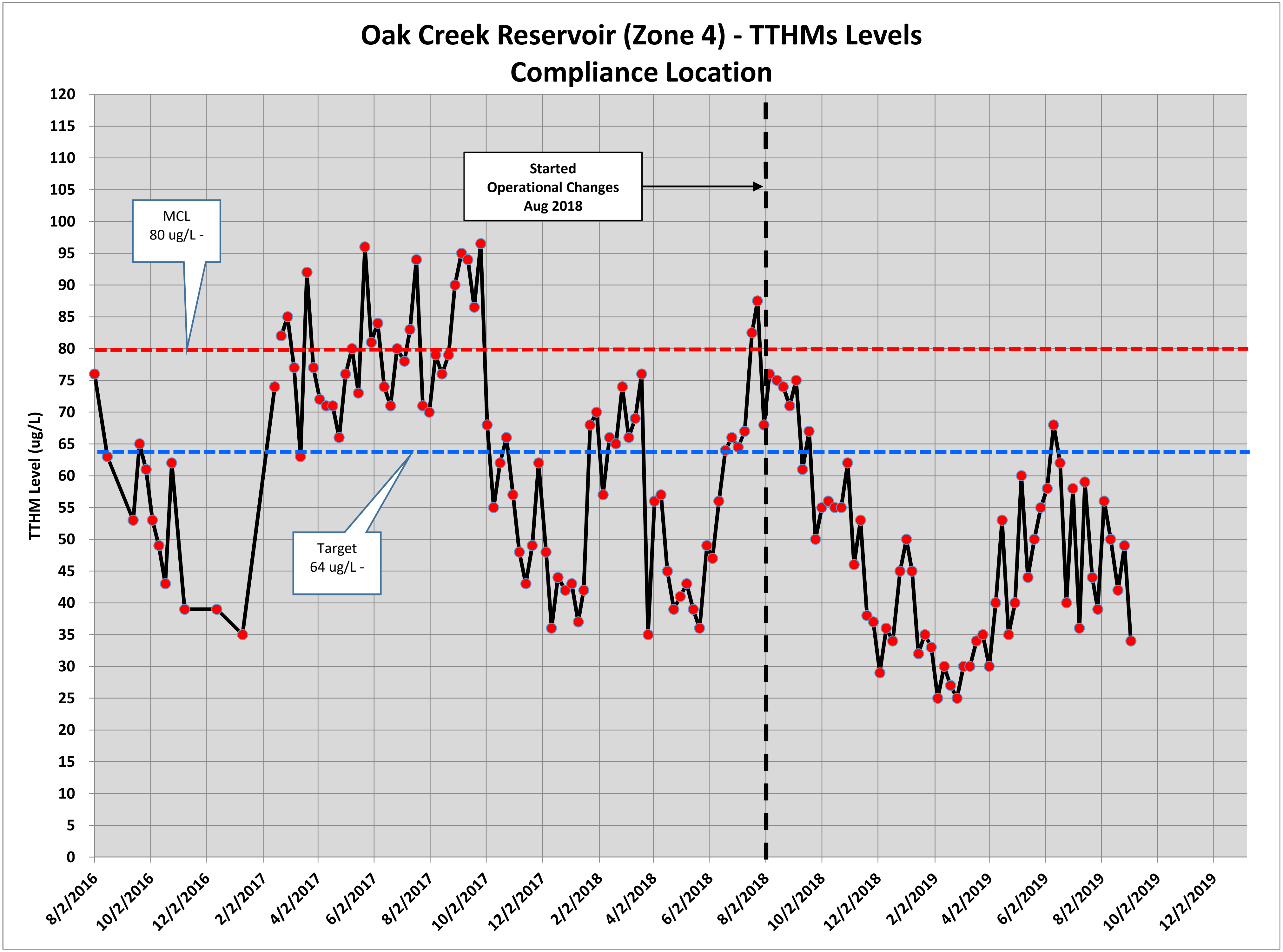
Ordunio Reservoir (Zone 2) - TTHMs Levels
TTHM Level (ug/L)
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
155
150
145
140
135
130
125
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019



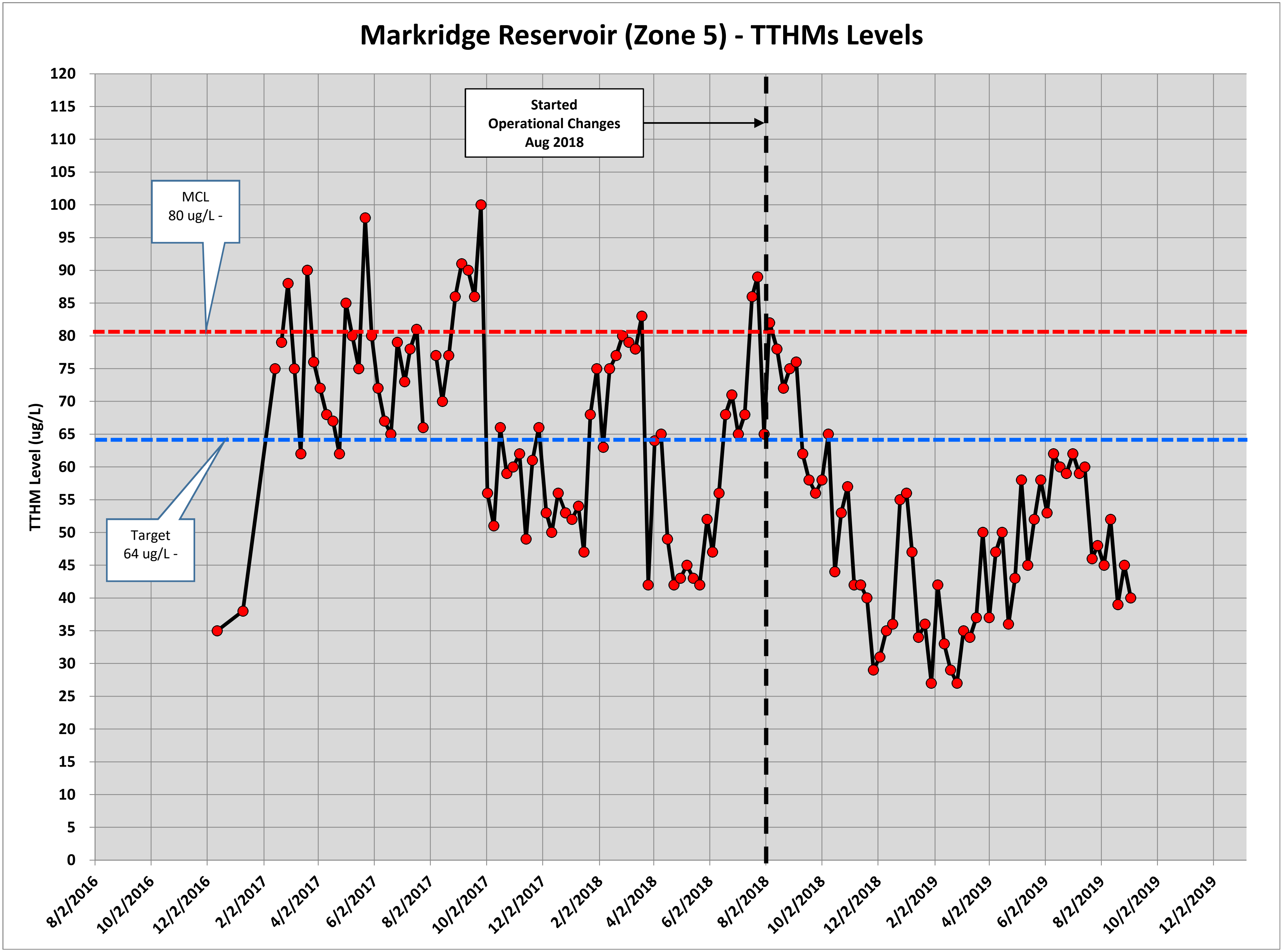
Rosemont Reservoir (Zone 3) - TTHMs Levels
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
MCL
80 ug/L -
Target
64 ug/L -
Started
Operational Changes
Aug 2018
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019

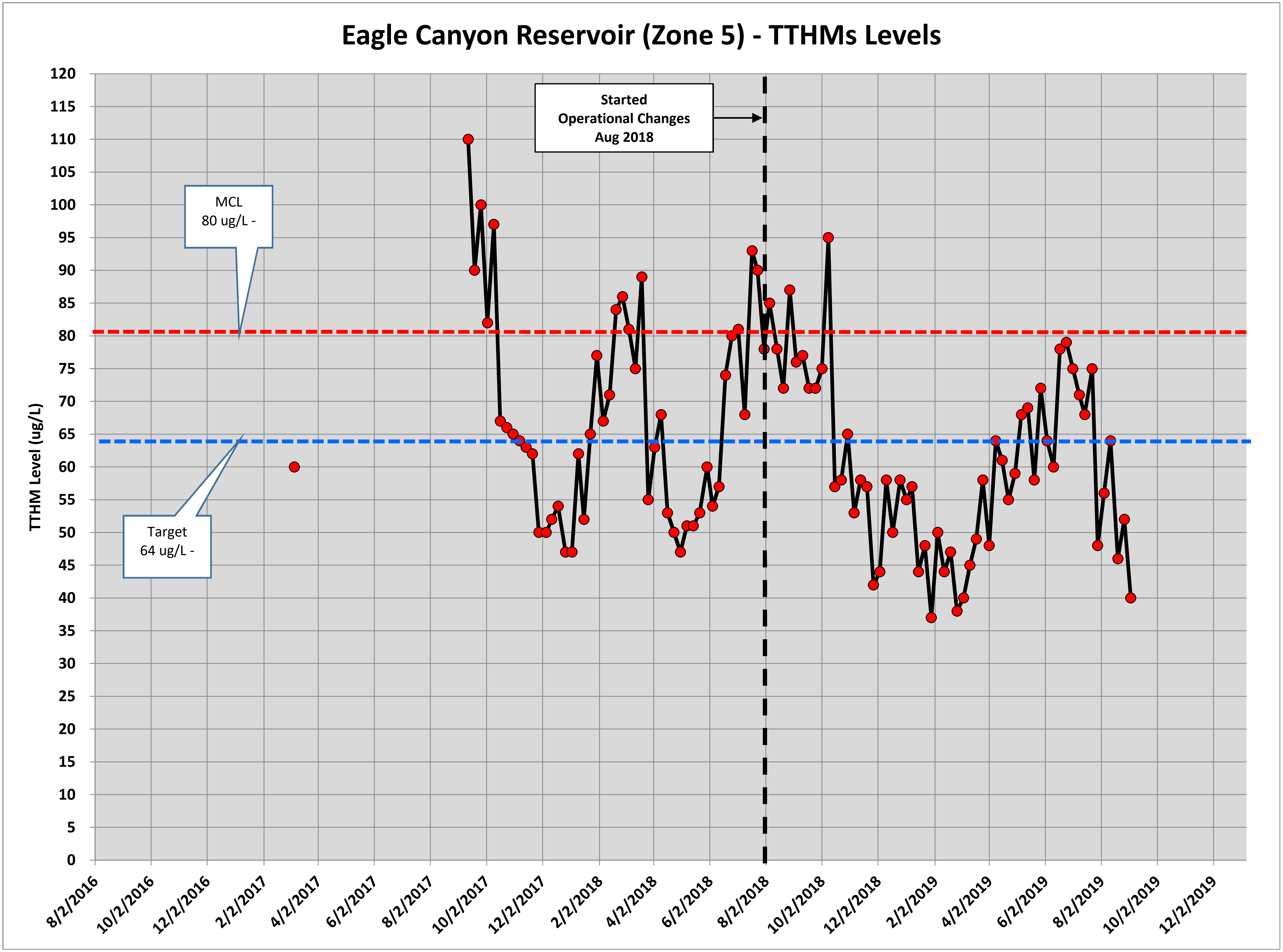


Oak Creek Reservoir (Zone 4) - TTHMs Levels
Compliance Location
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019


Markridge Reservoir (Zone 5) - TTHMs Levels
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019



Eagle Canyon Reservoir (Zone 5) - TTHMs Levels
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
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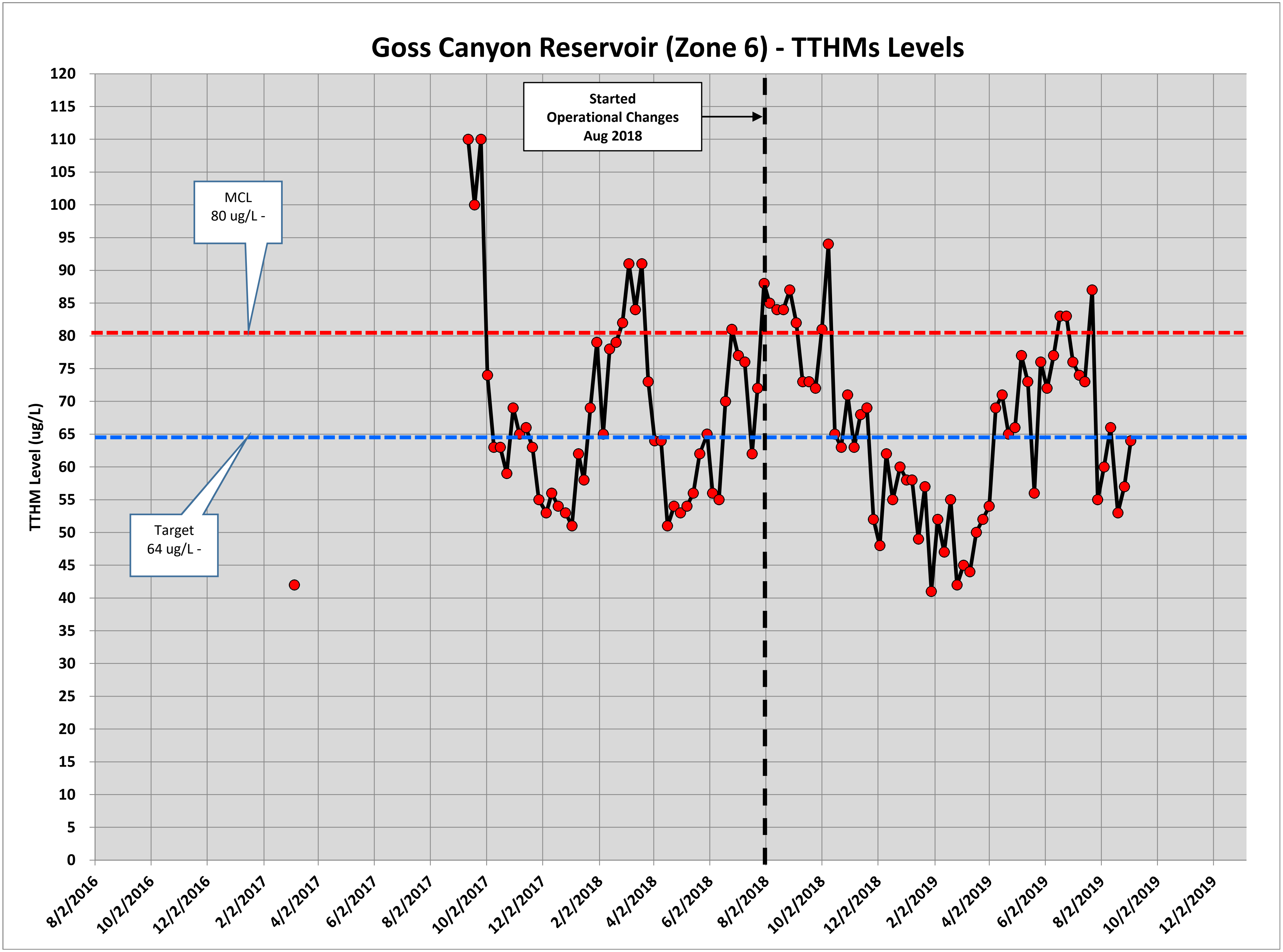
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019


Goss Canyon Reservoir (Zone 6) - TTHMs Levels
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
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8/2/2019
10/2/2019
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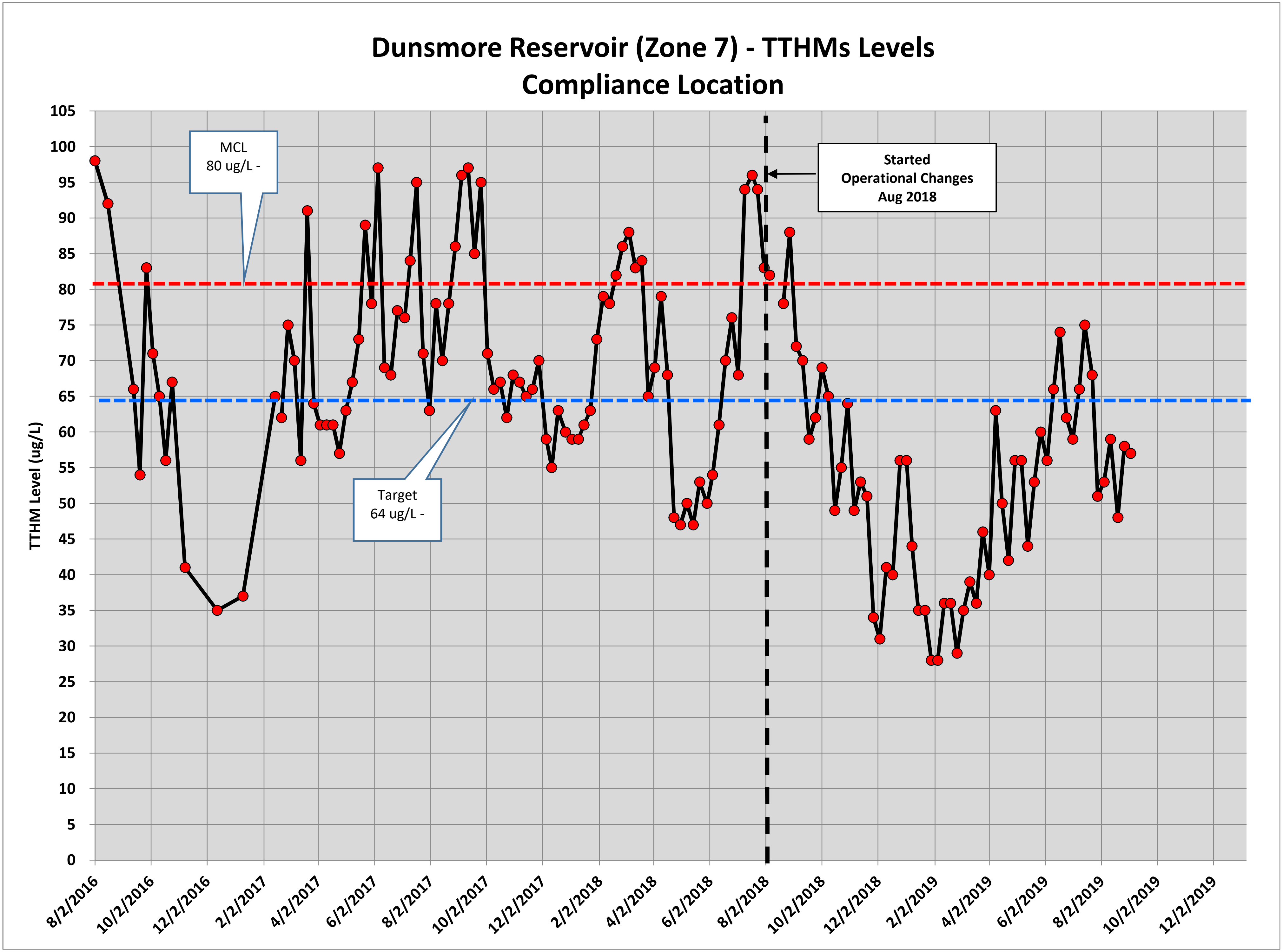
Date: 9/6/2019


Dunsmore Reservoir (Zone 7) - TTHMs Levels
Compliance Location
TTHM Level (ug/L)
MCL
80 ug/L -
Target
64 ug/L -
Started
Operational Changes
Aug 2018
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
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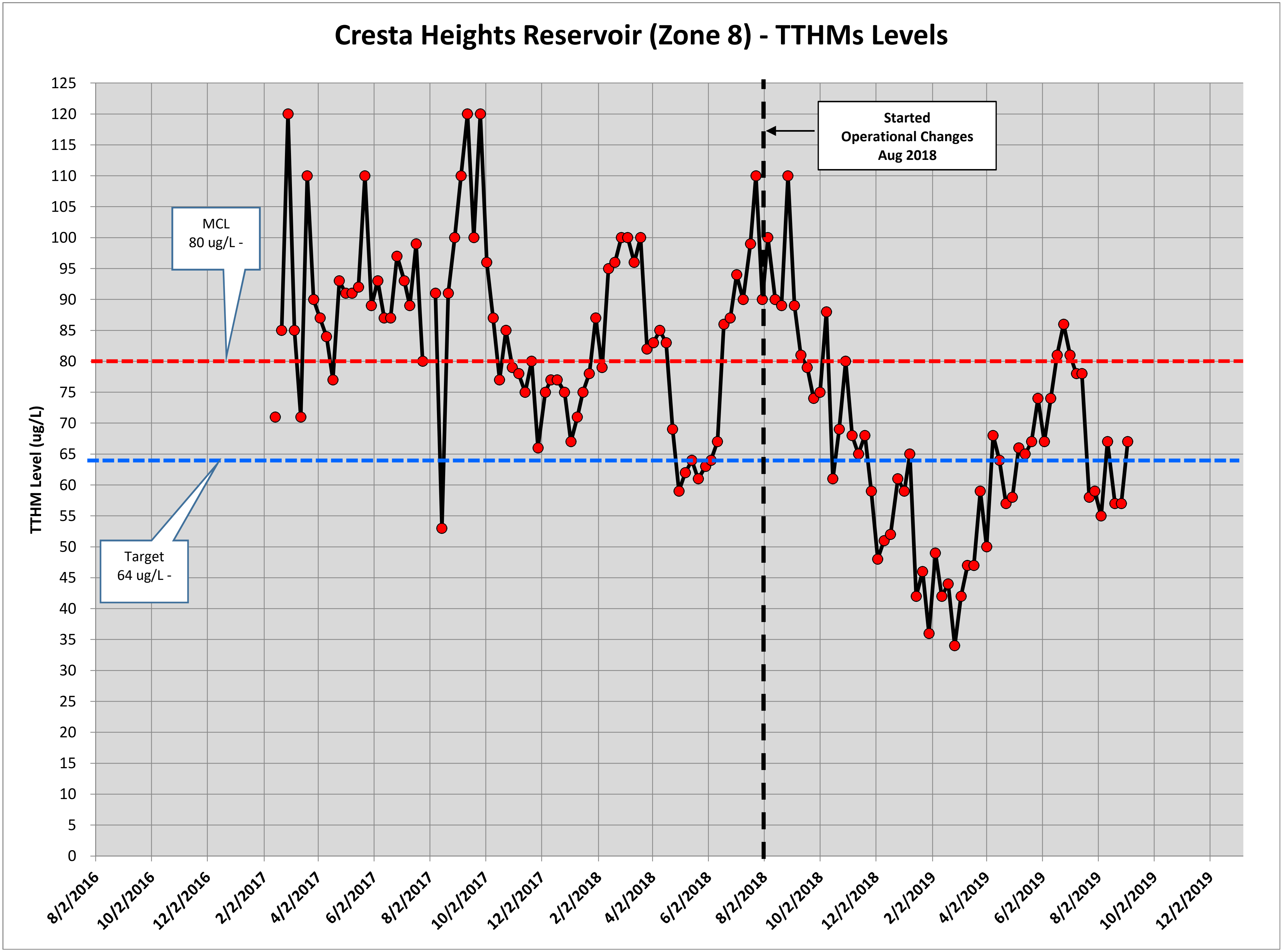
12/2/2019

Date: 9/6/2019


Cresta Heights Reservoir (Zone 8) - TTHMs Levels
TTHM Level (ug/L)
125
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
MCL
80 ug/L -
Target
64 ug/L -
Started
Operational Changes
Aug 2018
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
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4/2/2019
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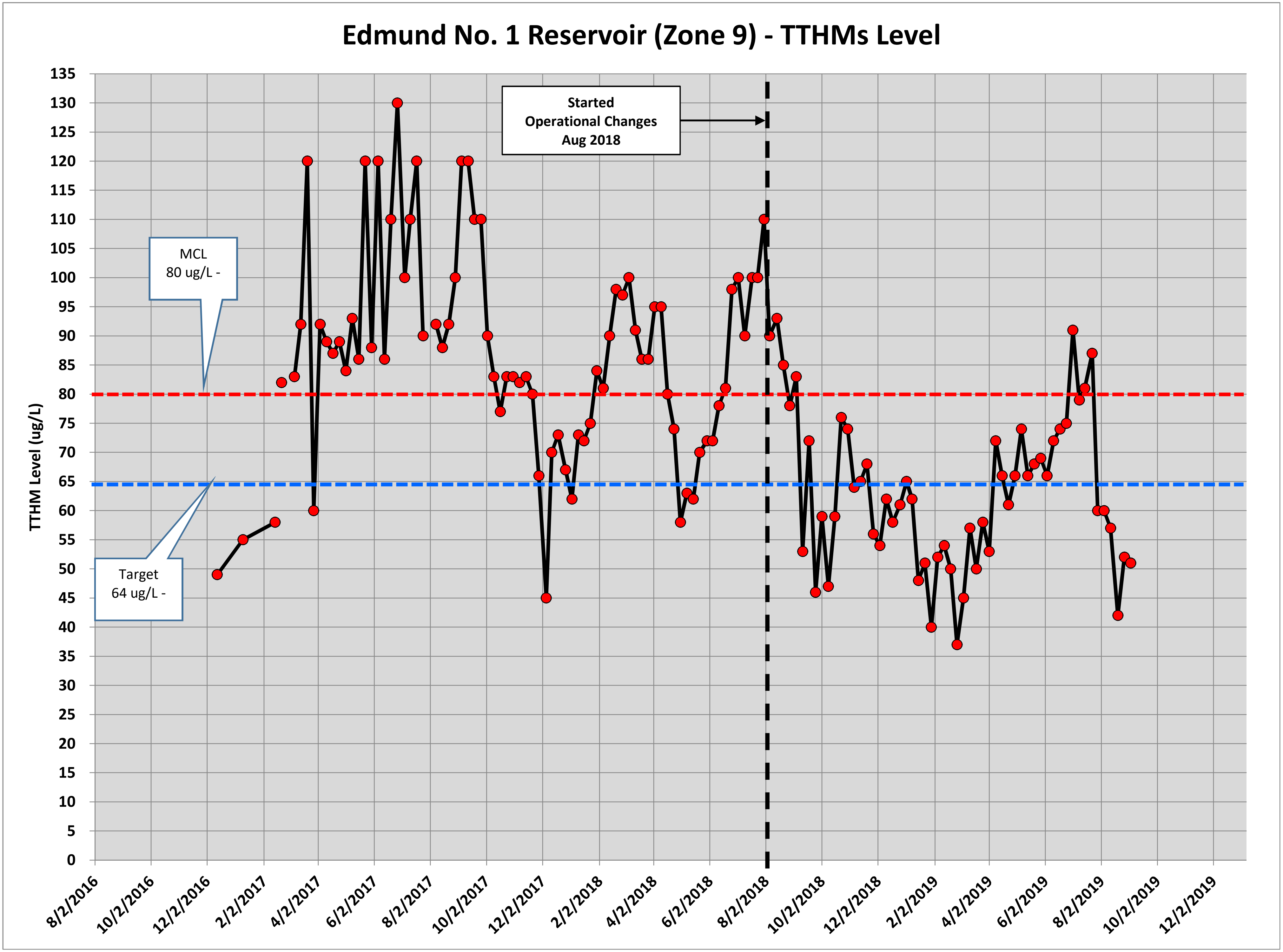
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019



Edmund No. 1 Reservoir (Zone 9) - TTHMs Level
TTHM Level (ug/L)
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
0
5
10
15
20
25
30
35
40
45
50
55
60
65
70
75
80
85
90
95
100
105
110
115
120
125
130
135
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
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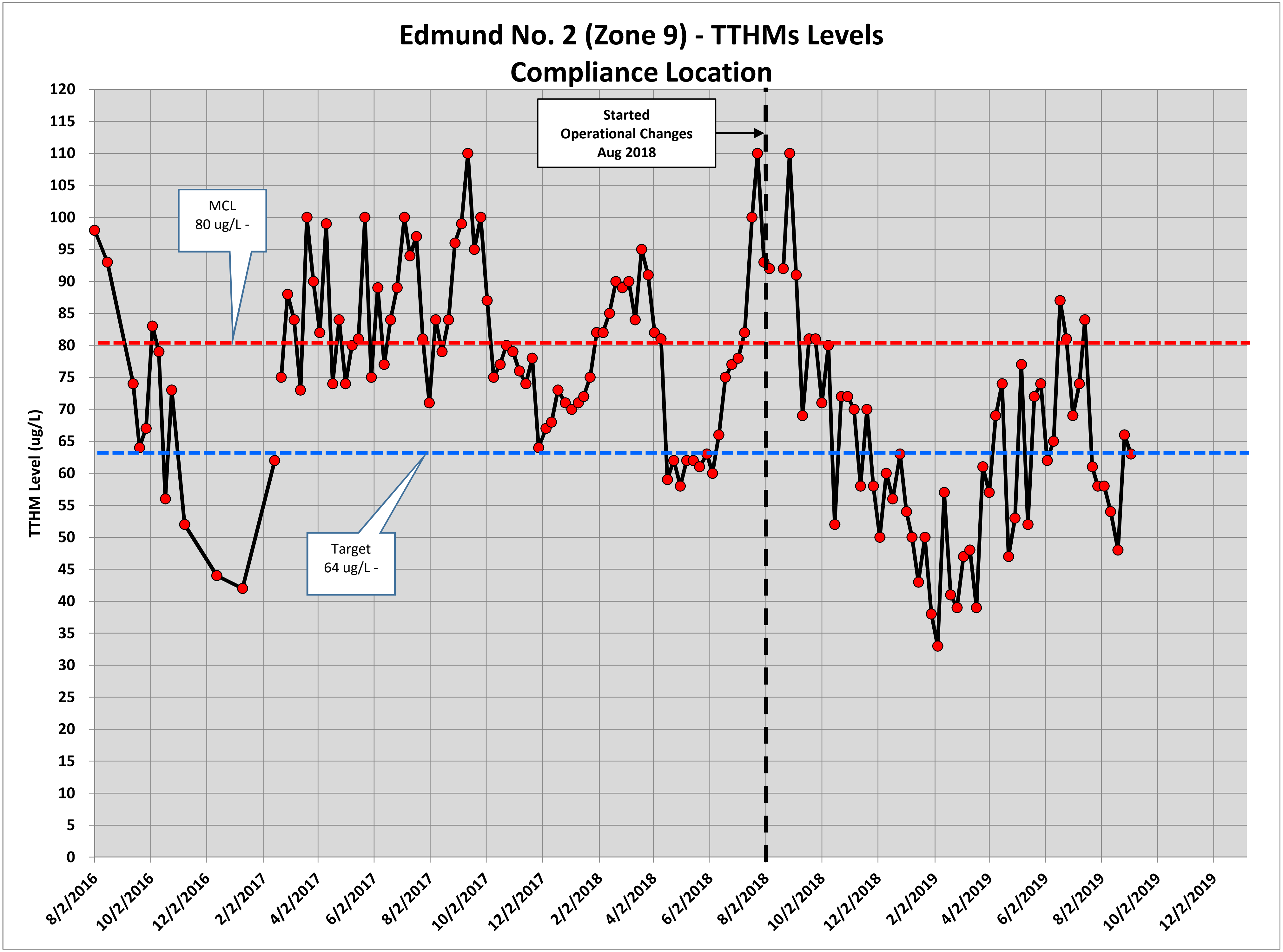
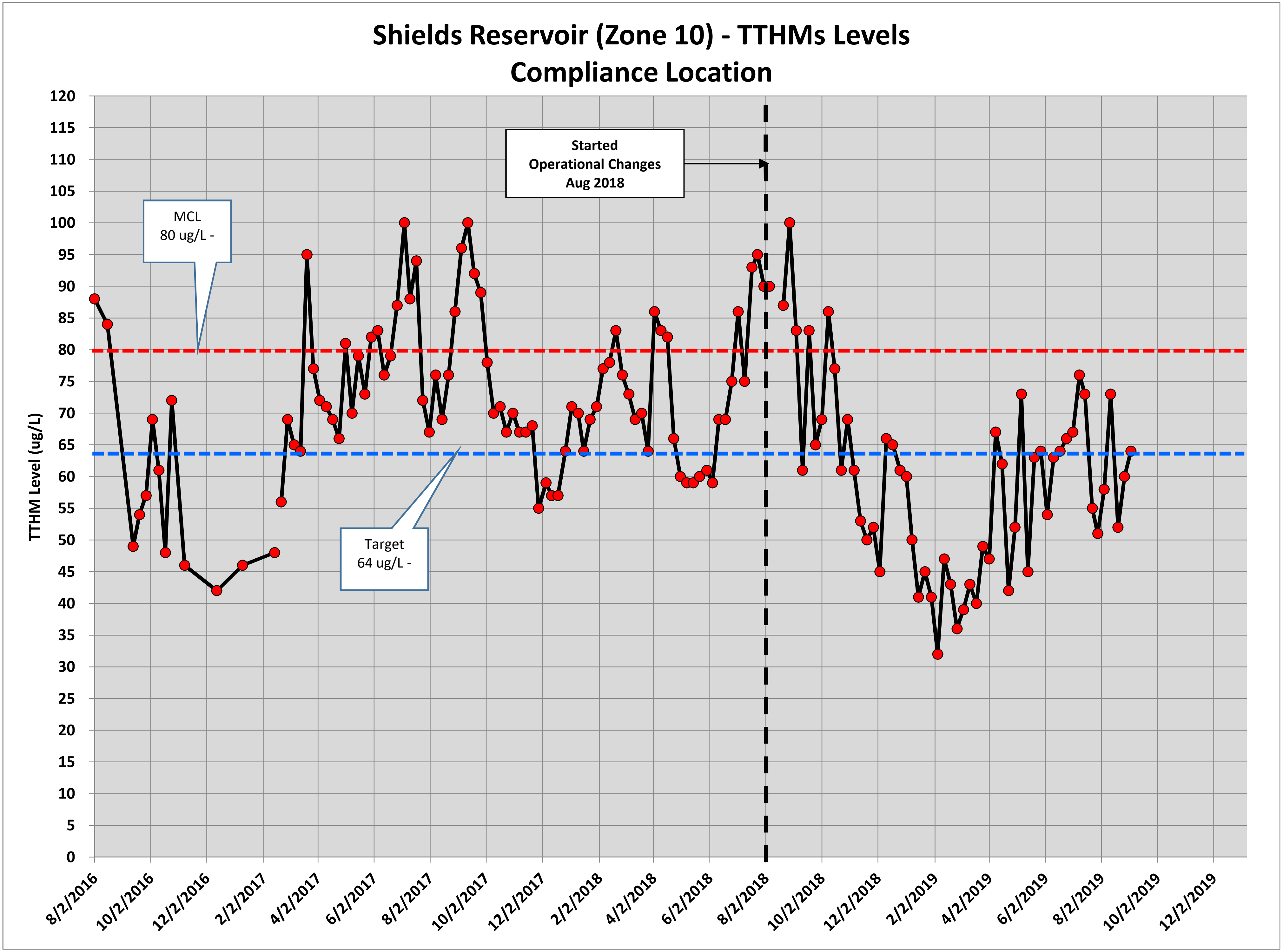
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019



Edmund No. 2 (Zone 9) - TTHMs Levels
Compliance Location
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
2/2/2019
4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019


Shields Reservoir (Zone 10) - TTHMs Levels
Compliance Location
Started
Operational Changes
Aug 2018
MCL
80 ug/L -
Target
64 ug/L -
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
10/2/2018
12/2/2018
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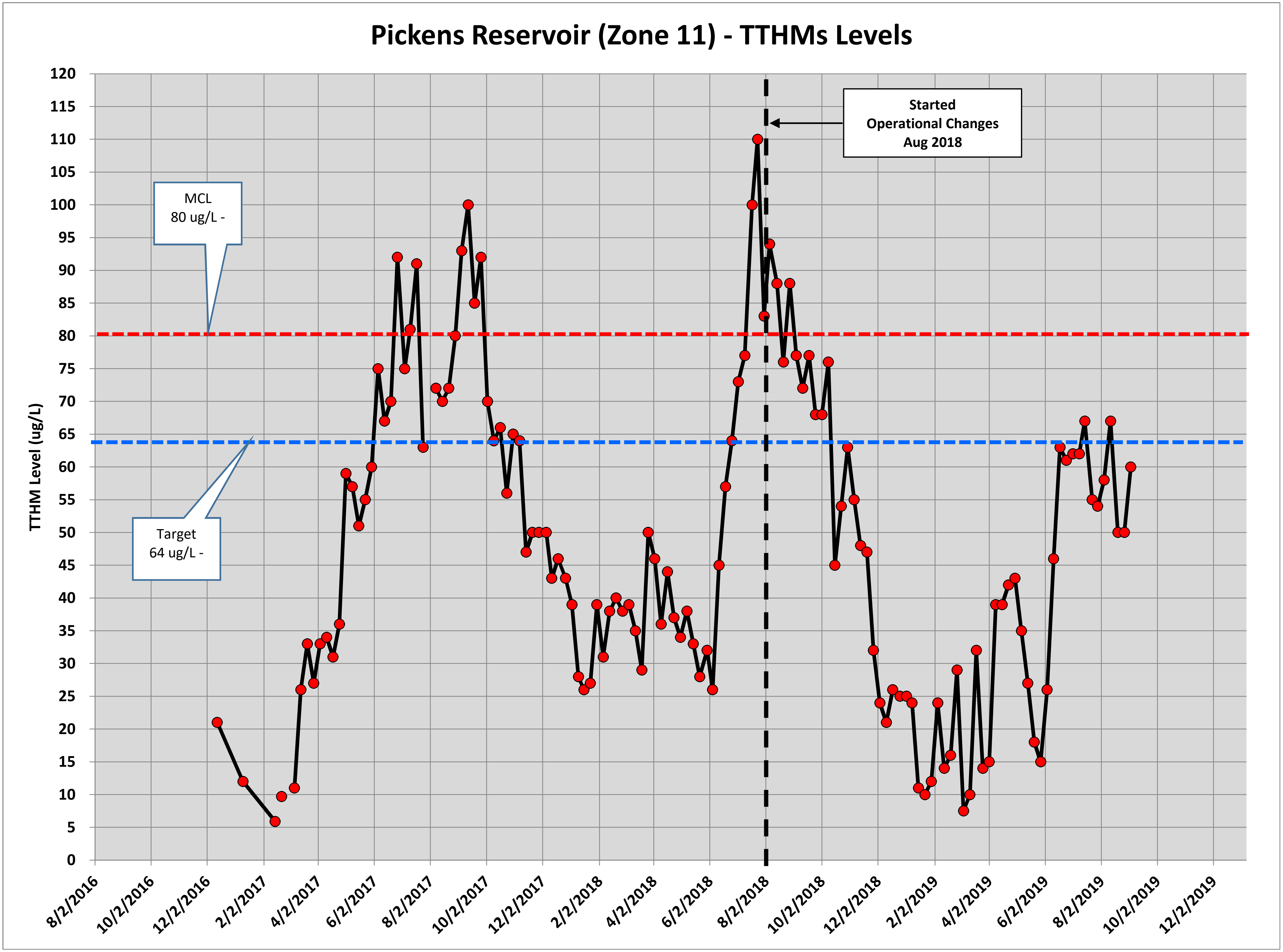
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019


Pickens Reservoir (Zone 11) - TTHMs Levels
TTHM Level (ug/L)
120
115
110
105
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
25
20
15
10
5
0
MCL
80 ug/L -
Target
64 ug/L -
Started
Operational Changes
Aug 2018
8/2/2016
10/2/2016
12/2/2016
2/2/2017
4/2/2017
6/2/2017
8/2/2017
10/2/2017
12/2/2017
2/2/2018
4/2/2018
6/2/2018
8/2/2018
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12/2/2018
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4/2/2019
6/2/2019
8/2/2019
10/2/2019
12/2/2019

Date: 9/6/2019

Water Rates on the Rise for CVWD Customers

By CV Weekly on August 29, 20190 Comments

Photo by Mary O'KEEFE CVWD board members take their seats in front of district customers at the Tuesday night meeting.

By Mary O'KEEFE

On Tuesday the Crescenta Valley Water District board of directors voted to approve Resolutions 746 and 745 with a 4-to-1 vote. This means CVWD customers will be seeing a rate hike starting Sept. 1.

According to CVWD, a water bill for a typical resident with a 3/4-inch meter using 17 units of water during a two-month billing period will see an increase of $10.65, from $152.13 to $162.78. A wastewater bill for the same typical residence would increase by $3.03, from $77.57 to $80.60 in a two-month billing period.

The board meeting on Tuesday started with a public comment period that saw both those who supported the rate hike and those who did not.

Resident Marilyn Tyler said she had done her research and, although she understood the reason for the rate hike, she had some suggestions on how the board could save money and therefore avoid a raise in rates. Her suggestions included prioritizing the infrastructure repair and by canceling its AMI [Advanced Metering Infrastructure]. AMI meter technology has been placed in many other water districts including Glendale. The meters have the capability of detecting water leaks long before residents discover them, according to David Gould, CVWD director of engineering.

The topic of AMI will be discussed at a future meeting; however, board president James Bodnar said he would look into her suggestions.

"There will always be reasons to raise rates," Tyler added.

Others asked for a break of at least a year before raising rates. There were a total of 409 protest letters that CVWD received regarding the rate hikes; this number included the first and second time protests letters were received. CVWD customers received notices in June and in August of the possibility of rates being increased.

Board member Sharon Raghavachary said she did not want to raise rates.

"I don't like increases either," she said, adding, "I have been on a very sharp learning curve" regarding the information she became aware of since going onto the board of directors.

Raghavachary is the newest member of the board and she told the residents at the meeting that she had been where they were on several occasions – protesting a rate hike. Then she went on a tour of the water district facilities and learned more about CVWD.

"I know this district is run well," she said.

Four members voted to raise the rates with Judy Tejeda the only "no" vote.

The rate increase will be used for "continued replacement of the aging infrastructure such as water pipelines, steel reservoir rehabilitation and groundwater rehabilitation with new pumps," David Gould said in an interview with CVW.

One of the examples of CVWD's aging infrastructure is the recent water main break on Pennsylvania Avenue.

The estimated costs of replacing the 73-year-old pipe are about $600,000. If the pipe had been replaced on an infrastructure repair schedule rather than waiting for it to first break, the costs would have been about $200,000.

Mary Okeefe

Written Communication

RECEIVED

AUG 12 2019

CRESCENTA VALLEY
WATER DISTRICT

August 2019

Dear ACWA member ~~and~~ Board President, James

I have included an introduction/information letter and resumé, a sample Resolution of Support which I hope your Board can pass, and a personal endorsement form for you or any other of your Board members who may want to endorse me. (I would love that!)

If I am successful in becoming ACWA Vice President, I look forward to visiting your agency some time in the next couple of years, and providing leadership and a sounding board for your region's issues and concerns. Each region is unique and requires serious consideration of the perspectives of the people who know it best.

Please feel free to contact me with any questions or concerns.

Thank you, and I look forward to working together!

Sarah

Sarah Palmer
Director, Zone 7 Water Agency
Vice Chair ACWA Region 5

spalmer@zone7water.com
palmer.sarahL@gmail.com
925-784-1727 cell

July 30, 2019

Fellow ACWA Member;

Let me introduce myself! I am Sarah Palmer and I would like your support in becoming the next Association of California Water Agencies (ACWA) Vice President. As a Director for Zone 7 Water Agency since 2006, a teacher of Environmental Science in the college and high school levels, as well as a guest contractor at Lawrence Livermore National Labs with the UC Davis Groundwater Ambient Monitoring and Assessment (GAMA) project, I have been involved in many of the complexities of water in our state. My membership in ACWA has given me the opportunity to hear and understand the diverse viewpoints and challenges faced by the different regions of California, as well as be enriched by the people involved.

With ACWA, I have served as Vice Chair of Region 5 and attended several regional activities and events. These have been instrumental in giving me an appreciation of the issues and people of each region. I am an active member of the Agriculture, Water Management, and Water Quality Committees and have helped wrestle with emerging concerns in notification and response levels in the PFOA/PFAS Subcommittee. PFOA/PFAS is only one set of the troubling issues in which we are so fortunate to have the advocacy of ACWA involved. My participation in the ACWA Steering Committee has given me a deeper understanding of the inner workings of our agency and a heightened appreciation of the ACWA staff. The cooperative efforts of ACWA officers, staff and committee members and their work with legislators has averted a water tax, and helped formulate statewide programs. I have had the opportunity to attend three Washington, DC Legislative Conferences and am grateful for the work our DC ACWA staff does to prepare us for these important meetings. The ACWA Bi-annual Conferences present extraordinary opportunities for education and connection. I have attended nine of them. The keynote speakers have been consistently good and often inspiring. With all the various regional differences and diversity of political opinions, it is always heartening to see that ACWA members really do work toward seeing ourselves as "one water", striving to set aside individual and regional biases for the common good.

My 13 years as a Director for Zone 7 Water Agency has seen both drought and flood, litigation and contentious rate changes, three General Managers and some organizational restructuring. I have served as President for three terms, and have been active on Finance, Administrative, Tri-Valley Liaison, and Water Quality standing committees and served on three *ad hoc* committees. Again, work by our wonderful staff has brought us several Finance awards and approval of our SGMA Groundwater Sustainability Plan. Both staff and Board actively interact with our community locally and county-wide.

I have a Ph.D. in Cell Physiology and Biochemistry from the University of Toronto and a B.A. in Biology and Political Science (double major) from New York University. This background in science, with my subsequent research and teaching careers, have led me to wonderful opportunities for communicating complex concepts to both professional and lay groups. My experience has been beneficial in my role as communicator for environmental and other water education issues for both children and adults. I was named Alameda County District Teacher of the Year in 2006. I have been a speaker for Lawrence Livermore National Labs presentations and for Zone 7 Water Agency. My experience as a docent for the Elkhorn Slough National Estuarine Research Reserve has provided valuable insight into the functions of an estuary.

Although I am not a native Californian, (I am from Buffalo, NY... yes the winters are horrendous!) I have lived in Livermore for most of my adult life and have the great good fortune of having raised a true California girl who has become a fabulous and productive young woman. My sports are water related. I have been a SCUBA divemaster, and am an active kayaker and paddle boarder. I also paint abstract and impressionist works and train my wonderful dog.

California is my home, and California water is my passion. Water is THE big issue for all of us; our livelihoods, health and welfare, politics and environment. It touches almost every aspect of our lives in some way. It is inextricably involved in issues of climate change. We in the water industry and every related field are on the front lines and our resolve to ensure safe and sustainable water for us and our environment is paramount. Please support me in becoming Vice President of ACWA to provide leadership and vision to help us continue to work together to provide a healthy future for all Californians.

Thank you for your consideration!
Sincerely,

Sarah Palmer
925-784-1727
palmer.sarahL @gmail.com
spalmer@zone7water.com

***Resumé* attached**

Resumé

Sarah Palmer, Ph.D.
546 Lagrange Lane
Livermore, CA 94550
palmer.sarahL @gmail.com
spalmer@zone7water.com
(925) 784-1727 (c)

My goal is to become the next Vice President of the Association of California Water Agencies. Why? Water impacts all life, public health, politics, and environment. Water brings in almost all areas of science and culture. My background in community engagement, public speaking, and science, especially in science communication, make me eminently qualified to fill this role.

Leadership in Water

Director of Alameda County Zone 7 Flood Control and Water Agency (Zone 7 Water Agency) Board of Directors since 2006

Board President for 3 terms

Committees:

Finance, Administrative, Water Resources, Tri-Valley Liaison (this addresses topics of interest between Zone 7, cities and retail water agencies, including rate change issues and land use). I have also served on 3 ad hoc committees.

ACWA Region 5 Vice-Chair

ACWA Board of Directors

ACWA Committees:

Steering Committee

Water Quality Committee

PFOA/PFAS subcommittee

Water Management Committee

Agriculture Committee

Director of Delta Conveyance Design and Construction Joint Powers Authority

Leadership in Education

- Women Chemist Committee of the American Chemical Society Northern California Division - Chair
- Coordinator for US National Chemistry Olympiad – American Chemical Society, Northern California Section
- K-12 Alliance Staff Developer
- Las Positas College Academic Senate, Part Time Faculty Representative
- Chabot/ Las Positas Faculty Association Board, Adjunct Faculty Representative
- CTE online curriculum developer (www.cteonline.org)
- Alameda County District Teacher of the Year (2006)
- Lead Teacher for Environmental Research Academy, STEP/ETEC at Lawrence Livermore National Laboratory
- Team Leader in SUPER! (Science Understanding Promotes Environmental Responsibility) at Sandia National Labs, Livermore
- Science Fair Coordinator for Livermore Valley Joint Unified School District, Livermore High School
- Environmental Career Pathway Coordinator , Foothill High School, Pleasanton

- Student Success Committee, Las Positas College: explores methods and programs for assuring the success of students of various cultural, ethnic, educational, and generational backgrounds, addressing the needs presented by different learning styles and multicultural perspectives.
- Mentor for Biomedical Pathway at Dublin High School
- Girl Scout leader
- Reader for California State funded educational grants

Outreach:

- Groundwater Monitoring and Assessment Program (GAMA), Contractor with UC Davis
- Science on Saturday: Teacher Coordinator / Co-Presenter for 4 years
- Edward Teller Science and Technology Symposia Workshop Presenter for three years
- ,U.S. Forest Service public education outreach for Kokanee Salmon Festival for over 10 years
- "Expanding Your Horizons" and Career Days presentations for high school groups.
- Public Information Presentations for community groups, homeowners associations, American Association of University Women
- Presenter for Science Technology Engineering and Math (STEM) projects for middle school girls

Research and Industry

Lawrence Livermore National Labs: Guest Participant
International Immunoassay Labs: Technical Support Scientist
UC Berkeley Cancer Research Lab: Post-Doctoral Research Scientist
NASA Goddard Space Flight Center: Data Technician contract

Teaching in Biological Sciences and Biochemistry

Subjects from Environmental Science, Marine Biology, and Botany to Genetics, Evolution, and Cell and Molecular Biology to name just a few, at the following:

Tri-Valley Regional Occupational Programs
Las Positas College
Holy Names College
Mills College
California State University , Hayward
University of California Berkeley
Saint Mary's College
University of Toronto

Volunteer

Docent for Elkhorn Slough National Estuarine Research Reserve
Animal Rescue Foundation Therapy Dog Partner
Pacific Chamber Orchestra Fundraising

Education:

Ph.D. Cell Biology / Biochemistry	University of Toronto, Dept. of Zoology Toronto, Ontario, M5S-1A1, Canada
B.A. Biology / Political Science	New York University, New York, N Y

Resolution of the Board of Directors of

____

In Support of the Nomination of Sarah Palmer As a Candidate for the position of ACWA Vice President

WHEREAS, ACWA has announced that a nominating committee has been formed to develop a slate for the Association's statewide position of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Sarah Palmer has served in a leadership role as a member of the Zone 7 Water Agency Board of Directors since 2006, 3 terms as President; and

WHEREAS, Sarah Palmer has served on the Administrative, Finance, Tri-Valley Liaison, and Water Resources Committees of Zone 7 Water Agency; and

WHEREAS, Sarah Palmer serves as the Vice-Chair of ACWA Region 5 Board of Directors and as a Board member of ACWA

WHEREAS, Sarah Palmer serves as a member of the ACWA Agriculture, Water Management, and Water Quality Committees and as a member of the Water Quality Committee PFOS/PFAS subcommittee; and

WHEREAS, Sarah Palmer serves on the ACWA Board Steering Committee; and

WHEREAS, Sarah Palmer has demonstrated outstanding effort and support of local and regional water issues, including public information workshops and presentations; and

WHEREAS, it is the opinion of the Zone 7 Water Agency Board of Directors that Sarah Palmer possesses all the qualities needed to fulfill the duties of the office of ACWA Vice President.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF ____________________________ does hereby nominate and support Sarah Palmer as candidate for the office of ACWA Vice President.

PASSED AND ADOPTED by the ____________________________ Board of Directors at a regular meeting held on ____________________.

AYES:

NOES:

ABSENT:

I ________________________________ endorse Sarah Palmer from Zone 7 Water Agency as Vice President of the Association of California Water Agencies for the term starting in 2020. I give my permission to use my name as an endorsement. My personal endorsement does not necessarily reflect the position of my board, agency, or business.

____

Signature /Date

Letter # 2
(of 2)

September 4, 2019 - FY19-20 Water Budget - Cancel AMI Project (2 pages)

To: CVWD Board of Directors
CC: Tom Bunn, Attorney for CVWD
From: Marilyn Imura Tyler (address and signature below)
Subject: FY19-20 Water Budget - Cancel AMI Project (2 pages)

I am requesting that CVWD cancel the AMI Project for the following reasons:

REASON #1: As a small water district with a small budget, CVWD is already unable to pay to replace aging water pipelines 50 years and older at the engineering-recommended rate of 5 miles a year. Instead CVWD has been replacing pipelines at the rate of half-mile per year, which means it will take 94 years! to replace all 46.9 miles of aging water pipeline. If aging pipelines are not replaced proactively, catastrophic breaks as occurred on Pennsylvania Avenue can triple? pipeline replacement costs. Yet for FY19-20 it appears that CVWD is planning to DEFER replacing the aging pipeline on the 2400 and 2500 blocks of Janet Lee so that CVWD can spend at least $178,500-$528,000 on the AMI Project!

REASON #2: CVWD has chosen to take on the AMI project, estimated to cost $3.5 million AT THE MINIMUM, without explaining to the community how CVWD plans to pay for it. CVWD has been unable so far to secure outside funding: CVWD's grant request for $300,000 was rejected; CVWD's grant request for $1.5 million is even more unlikely to be granted, but if it is, the $1.5 million grant would require CVWD to complete the AMI project in 3 years and CVWD would be required to cover the remaining cost of $2 million spread over only 3 years. Even if CVWD looks into outside funding via bond measure or low-interest loan for the remaining $2 million, that amount would still have to be paid back with interest by the customers of CVWD in the form of significantly increased water rates.

REASON #3: Adding insult to injury, in the future any CVWD customer who would want to opt-out of the resulting AMI system would be required to pay an additional monthly fee which could be on the order of $25/month or more---that's a significant amount to add to an already high water bill.

REQUEST: Please cancel the AMI project. CVWD is currently writing the RFP (request for proposal) via contractor, so now would be a perfect time to cancel the AMI Project since it has not yet been awarded.

REALITY CHECK: Note that CVWD has NOT been able to make the case that the AMI project is essential to CVWD operations (and therefore must be funded). Without the AMI project, CVWD will continue to be able to detect leaks and resolve customer queries, albeit in a more labor-intensive and time-delayed way.

Letter # 2
(of 2)

I agree that the AMI system would be nice to have (but not essential), especially not if it means delaying the replacement of aging water pipelines and other aging infrastructure to pay for it, and not if it means a future of significantly increased water rates imposed on the CVWD community to pay for it and to pay for future catastrophic breaks which occur because replacement of aging water infrastructure was deferred.

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

Letter # 1
(of 2)

September 5, 2019 - Resolution 745/Amended Appendix E - Potential Legal Challenge
(2 pages)

To: CVWD Board of Directors
CC: Tom Bunn, Attorney for CVWD
From: Marilyn Imura Tyler (address and signature below)
La Crescenta
Subject: Resolution 745/Amended Appendix E Water Rates - Potential Legal Challenge
(2 pages)

On August 27, 2019, the CVWD Board approved Resolution No. 745 which amended Appendix E of CVWD's Rules and Regulations. After comparing the amended Appendix E with the Proposition 218 notice which was sent out in mid-July, I believe CVWD is in violation of Proposition 218 for the following reasons:

Violation #1: The Proposition 218 notice which CVWD mailed to customers in mid-July contains the statement: "Service addresses located within the Glendale annex area pay a $0.40 tax per 2-month bill, collected by CVWD and paid to the City of Glendale." I believe this statement is factually untrue and misleads customers of CVWD with false information. The $0.40 per 2-month bill paid by some CVWD customers is I believe not a tax but an administrative fee imposed by CVWD and retained by CVWD (the fee is NOT "paid to the City of Glendale").

In addition, what is not stated in the mid-July Proposition 218 notice (but is my understanding) is that CVWD customers who reside in the City of Glendale have an additional 7% utility tax added to their CVWD bill (which is imposed by the City of Glendale and passed through by CVWD to the City of Glendale), so the amount which is paid by some CVWD customers and passed through to the City of Glendale is not just "$0.40 per 2 month bill" but a substantially larger amount (7% of their entire CVWD utility bill).

Violation #2: There are numerous inconsistencies between the mid-July Proposition 218 notice and the amended Appendix E approved by the CVWD Board on August 27, 2019. The amended Appendix E uses the terms "Within District" and "Outside District" to categorize CVWD customers and apply different rate structures for "Service Charge" and Private Fire Protection Charge"---these customer categories and resulting differing rate structures are not mentioned in the mid-July Proposition 218 notice.

Also, the amended Appendix E describes a "Glendale Utility Tax Administration Fee" which is not mentioned in the mid-July Proposition 218 notice. Finally, the tax mentioned in the mid-July Proposition 218 notice, "Service addresses located within the Glendale annex area pay a $0.40 tax per 2-month bill," this tax is not mentioned in the amended

Letter #1
(of 2)

Appendix E and the term "within the Glendale annex area" is not used in the amended Appendix E.

For the above reasons I believe that if CVWD proceeds to raise water rates on September 1, 2019, then CVWD will be vulnerable to another legal challenge.

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

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report
September 10, 2019

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

General Managers Report Topics:

- GM Activities

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

- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

4 employees have work anniversaries in September. David Inman – 3 years, Peter Hilke – 7 years, Brook Yared – 12 years, Bryan Jones – 24 years

As of September 6th the District has gone 2 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

<u>Meetings:</u>

Management staff meetings	- September 3rd, September 9th
Management Unit negotiation	- August 27th
Events planning meeting	- August 29th

Submitted by:

Nem Ochoa
General Manager

Engineering and Operations

September 10, 2019
Staff Report

To: Honorable President and Members of the Board of Directors

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

Subject: **Engineering & Operations – August 2019**

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1. Water Production Report

- August 1 – 31 – Water production – 45%/55% split – 133.6 MG for the time period
- Average use – 0.2% greater than 2018 and 4.1% greater than 5-yr average

2. Rainfall Update

- 0.00" for August 2019
- Rainfall Total for Rainfall Year 2018/19 – 32.03"

3. Report on Engineering

- **CIP Projects**
  - Well 1 & 7 Rehabilitation – Complete & Well 7 returned to service
  - Pipeline Replacement – 3200 & 3300 Blocks of Brookhill – Bid Opening – 9/18/19
  - Pipeline Replacement – 4700 & 4800 Blocks of Pennsylvania
    - Interim pavement repair complete from El Caminito to Pontiac (see photos)
    - Staff finalizing quantities
    - Pre-Construction meeting held for pipeline – 9/5/19
    - Work to begin on 9/12/19 with potholing
    - Pipeline construction to start 9/16/19
    - Complete by 10/18/19
  - Markridge Reservoir Rehabilitation – Bid Opening – 9/24/19
- **Nitrate Removal Treatment Facility at Well 2 Project**
  - Staff and APTwater continuing training and transfer to CVWD by the end of the year
- **Grant Program**
  - WaterSmart Grant (USBR) – Re-submittal – 10/3/19
- **Water Meter Replacement Program**
  - Program to re-start in November 2019

4. Report on Administrative and Field Operations

- **Wells Status** – Well production capacity increased to 2.1 mgd as Well 7 is back in service

5. Developer Projects

- 2225 Mira Vista – New 9-unit multifamily dwelling – Sampling and Pressure Testing
- 2218 Montrose – New 8-unit multifamily dwelling – Pending Transfer of Ownership
- 4520 Montrose – New 6-unit multifamily dwelling – Waiting on developer
- 2341 Mira Vista – New 6-unit multifamily dwelling – Waiting on developer
- 2345 Mira Vista – New 4-unit multifamily dwelling – Waiting on developer
- 2314 Montrose – New 5 unit multifamily dwelling – Waiting on developer
- 4521 Briggs – New 27 unit multifamily dwelling – Will Serve Assessment

6. Street Projects

- Pennsylvania Paving Project – City of Glendale – Final Punch List
- Verdugo Paving Project – City of Glendale – Design Phase
- Sports Medicine Building at CVHS – to be completed by 9/9/19
- Cloud Pre-school – GUSD – Under design; 8" main upgrade

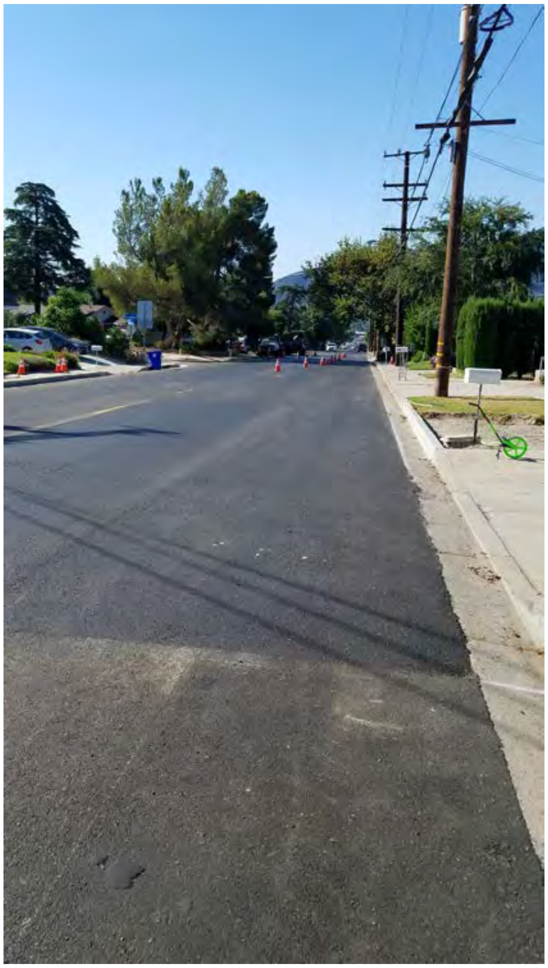
7. Field Maintenance & Operations – August 1, 2019 – August 31, 2019

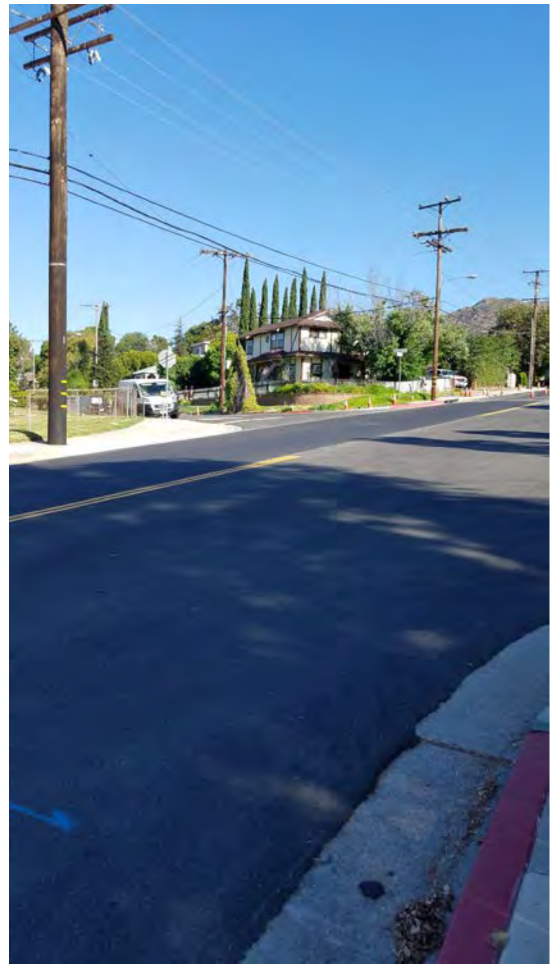
- **Water Lateral Leaks & Repairs**

3459 Montrose	2271 Honolulu	2550 Kemper
2819 Orange	2910 Fairmount	2409 Harmony
2531 Kemper	2870 Community	4400 Cloud

- **Water Main Leaks**
  - No Report
- **Valve Replacement**
  - No Report
- **Fire Hydrant Repair**
  - Replaced damaged FH at Rosemont & Foothill
- **Booster Pump Maintenance**
  - No Report
- **Reservoir Maintenance**
  - No Report
- **Sewer Maintenance – August 1, 2019 – August 31, 2019**

2700 Block of Starfall Dr.	2600 & 2700 Blocks of Ridgepine Dr.	2600 – 2800 Blocks of Pinelawn Dr.
2700 Block of Rockpine ln	2600 – 2800 Blocks of Willowhaven	





Interim Pavement – Pennsylvania Completed

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

August 1 - August 31, 2019

Well Production:	54,177,100	Gals		
GWP Production:	4,936,000	Gals		
Gravity Production:	1,545,000	Gals	% GW	45%
Purchased Water:				
FMWD:	72,992,500	Gals		
City of Glendale:	0	Gals	% Import	55%
TOTAL:	133,650,600	Gals		
	410.16	ac-ft		
Glenwood Nitrate Water Reclamation Plant:*	1,285,000	*Included in Well Production		

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
August 1 - August 31, 2019	4,308,826	
August 1 - August 31, 2018	4,300,958	0.2%
5-yr Average - August 2014 - 2018	4,113,768	4.7%

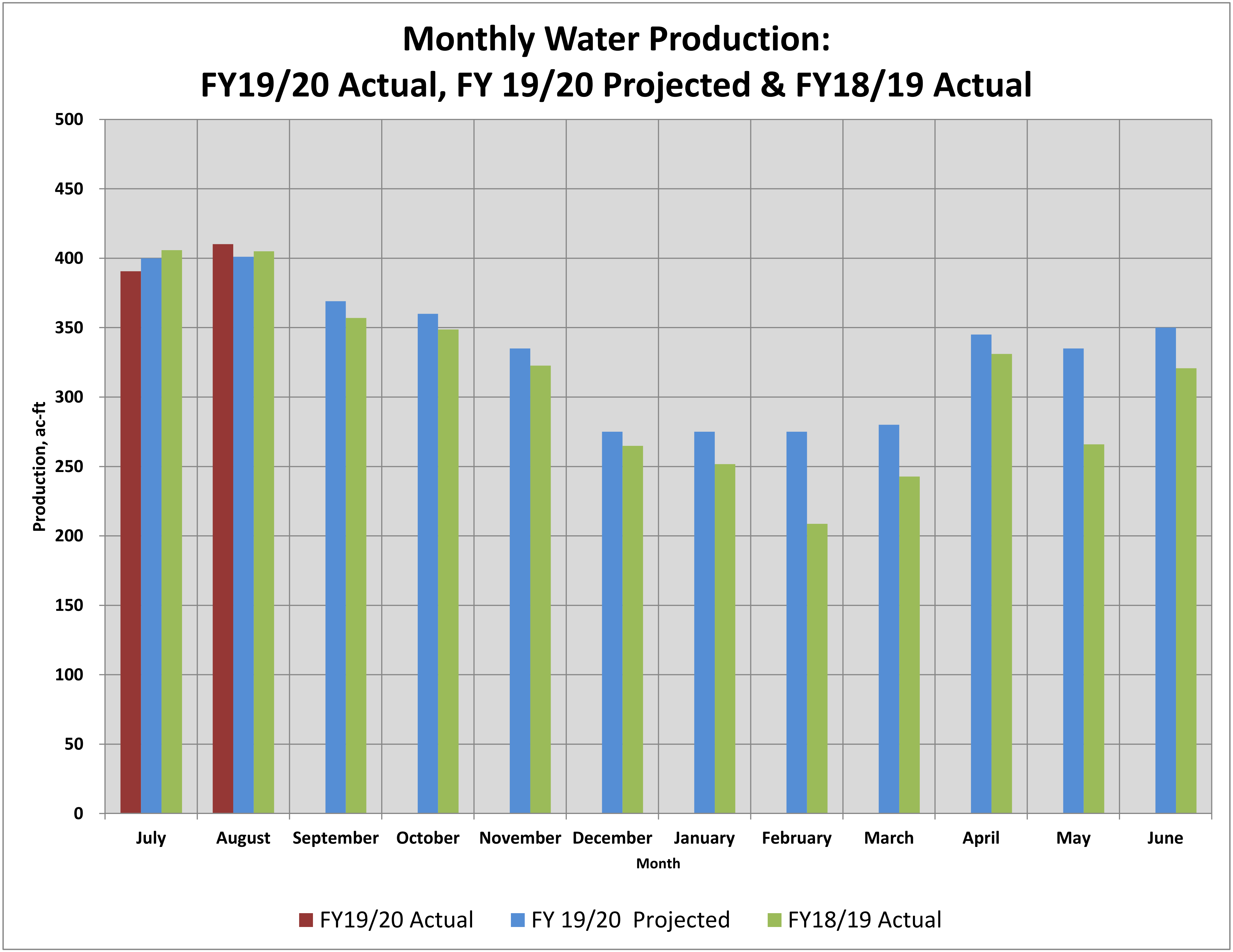
RAINFALL: August 1 - August 31, 2019 0.00"

Season-To-Date: 32.03"

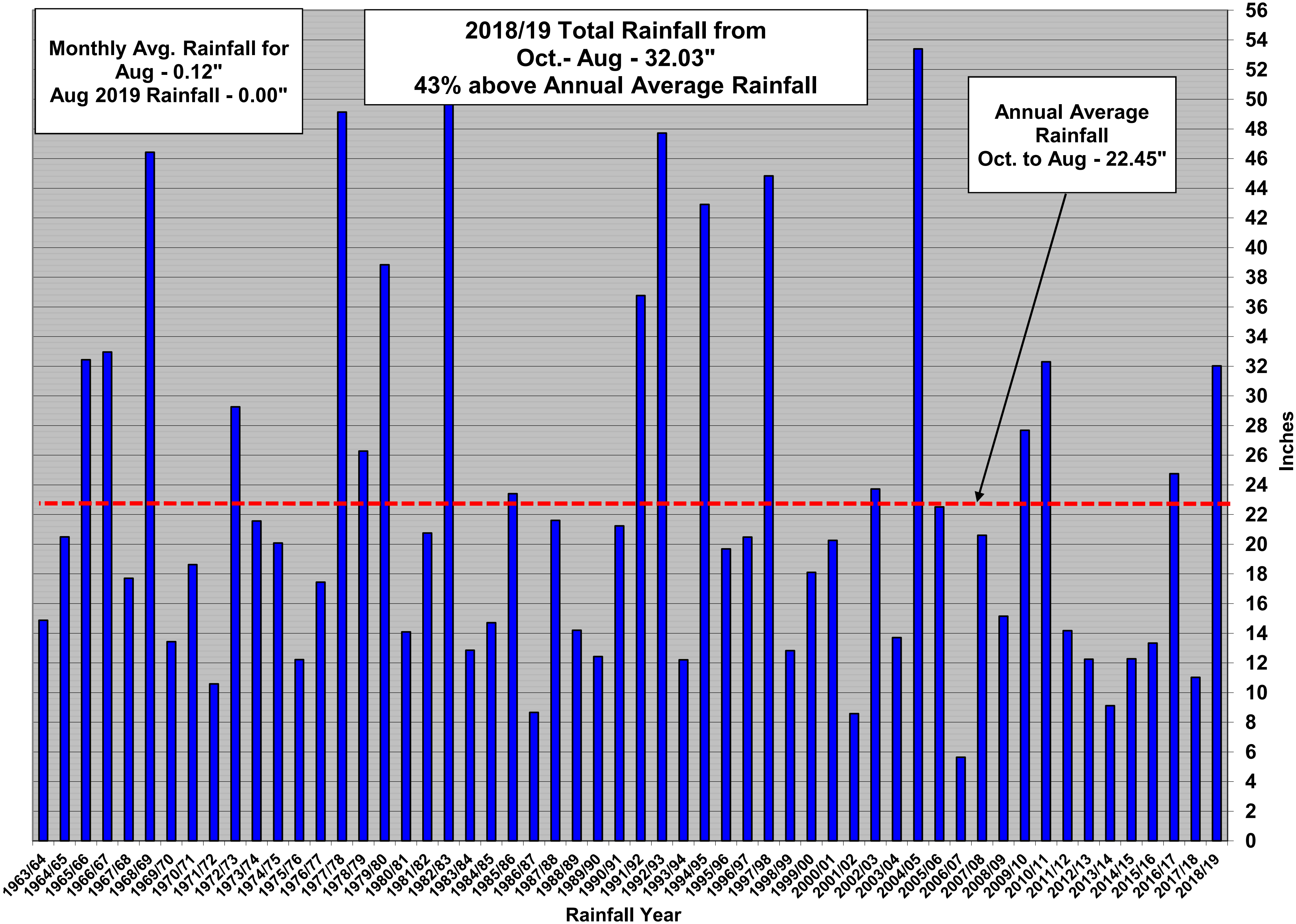
2019/20 Fiscal Year Water Production			WY 18/19 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2019		Purchased Water Production Tier 2 Allocation - 2019	
Month	**Actual Total Water Production (ac-ft)**	**Projected Total Water Production (ac-ft)**	**Month**	**Month**	**Month**	**Well Production (ac-ft)**	**Month**	**Imported Water Production (ac-ft)**
July	**391**	**400**	**October**	**129**	**January**	**18**	**January**	**123**
August	**410**	**401**	**November**	**113**	**February**	**16**	**February**	**77**
September		**369**	**December**	**114**	**March**	**16**	**March**	**77**
October		**360**	**January**	**118**	**April**	**15**	**April**	**155**
November		**335**	**February**	**120**	**May**	**17**	**May**	**105**
December		**275**	**March**	**157**	**June**	**16**	**June**	**162**
January		**275**	**April**	**168**	**July**	**16**	**July**	**219**
February		**275**	**May**	**151**	**August**	**15**	**August**	**224**
March		**280**	**June**	**148**	**September**		**September**	
April		**345**	**July**	**156**	**October**		**October**	
May		**335**	**August**	**171**	**November**		**November**	
June		**350**	**September**		**December**		**December**	
Total to Date	801	801	Total to Date	1,544	Total to Date	129	Total to Date	1,142
Projected	4,000	4,000	Water Rights	3,294			Tier 2	2,154
% of Projected	20.0%	20.0%	% of Rights	47%			% of Allocation	53%
Remaining	3,199	3,199	Remaining	1,750			Remaining	1,012

NOTE:

1) Blue Numbers = Estimated Water Production


Monthly Water Production:
FY19/20 Actual, FY 19/20 Projected & FY18/19 Actual
500
450
400
350
300
250
200
150
100
50
0
Production, ac-ft
July
August
September
October
November
December
January
February
March
April
May
June
Month
FY19/20 Actual
FY 19/20 Projected
FY18/19 Actual

Monthly Rainfall - 1963/64 - 2018/19 (Oct.- Aug)



Revised Date: 9/6/2019