

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, September 24, 2019 at 7:00 p.m.**

Posted: September 20, 2019 at 3:00 p.m.

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of Minutes of the Regular Meeting on September 10, 2019.
2. Ratification of Disbursements for August 2019.
3. Consideration of attendance at the 2019 ACWA Fall Conference to be held December 3-6, 2019 in San Diego, CA.

Action Calendar

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

1. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Rhonda Suhrie at 2851 Frances Ave.
2. **Adoption of Salary Scale** – Consideration and motion to retroactively adopt salary scales for Fiscal Years 2012/13 through 2018/19 and adopt the new salary scale for current fiscal year 2019/20.
3. **8-inch Water Main Replacement on the on the 3200& 3300 Blocks of Brookhill St., Project E-1002** – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, J. De Sigio Construction, Inc for the construction of 1,500 lineal feet of pipeline replacement on the 3200 & 3300 Blocks of Brookhill St.at a cost of \$372,645 and establish a contingency amount of \$37,265 (10% of contract) to cover the cost of unforeseen or additional work.
4. **Discussion Regarding the District's Public Outreach Programs** – Discussion regarding the District's public outreach programs.

Information Items

Written Communications to District/Board

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Conference with Labor Negotiators - \$54957.6

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

Employee Performance Evaluation

Title: General Manager

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

REGULAR MEETING, BOARD OF DIRECTORS

September 10, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of August 27, 2019, a Regular Meeting was held on September 10, 2019 at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Kerry D. Erickson Kenneth R. Putnam Sharon S. Raghavachary Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	Nem Ochoa
Secretary-Treasurer:	Ron L. Mitchell
Director of Engineering:	David S. Gould
Others Present:	Mark Hass, IT Manager Christy Scott, Regulatory & Public Affairs Manager Wendy Holloway, Customer Service Supervisor Dennis Maxwell, Director of Operation & Maintenance James Lee, Director of Finance & Administration Arturo Montes, Accountant Pam Leddy, Administrative Assistance Frank Colcord, FMWD Director

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Raghavachary, seconded by Director Tejeda and carried by a 5-0 vote that the Agenda for the Regular Meeting of September 10, 2019, be adopted as presented.

PUBLIC COMMENT – Roger Schulke expressed his concerns in regards to the Water & Wastewater rate increases. Ms. Marilyn Tyler agreed that CVWD should consider new solutions to increase revenue and discourage waste.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No Report

CONSENT CALENDAR

It was moved by Director Raghavachary, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Adjourn Regular Board meeting held on August 27, 2019 as presented.

ACTION CALENDAR

Strategic Plan – Mr. Ochoa presented the 2020 Strategic Plan with the intent to finalize and adopt the final draft in October. After discussion, including members of the public, Mr. Ochoa requested that each of the Board members submit any changes, comments or additions to the document to him in writing, no later than September 24, 2019.

Water, Wastewater, & CIP Budget – Mr. Lee proposed that the Water, Wastewater and CIP budgets be approved with the recently approved increases of 7% for water and 4% for wastewater. Due to a delay in the approval of the implementation of the new rates, Mr. Lee summarized revised budget adjustments to reflect the loss of revenue during the two-month period. Mr. Gould answered questions from the Board on the meter replacement program and work involved.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 vote to adopt the Fiscal Year 2019/20 Wastewater Budget.

It was moved by Director Raghavachary, seconded by Director Erickson and carried by a 4-1 (Putnam) vote to adopt the Fiscal Year 2019/20 Water, and CIP Budgets.

ACWA Region 8 Election – Mr. Ochoa presented documentation for consideration and motion to cast the District's ballot for the ACWA Region 8 Chair, Vice Chair, and Board members for the 2020-21 term. The Nominating Committee's Recommended Slate was discussed by the Board.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 vote to cast the District's ballot for ACWA Region 8 Chair, Vice Chair, and Board members for the 2020-21 term.

FY 2019/20 Grant Assistance Consulting Services, Project M-965 – Mr. Gould requested the Board to authorize the General Manager to enter into an agreement with John Robinson Consulting (JRC) 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. Mr. Gould described several projects that JRC had assisted CVWD with in the past. Mr. Gould also mentioned several projects during the FY 2019/20 that would benefit from the assistance that JRC could provide in preparing grant funding and project management. The Board of Directors discussed issues of concern with the Crescenta Valley County Park Stormwater Recharge project.

Following discussion:

It was moved by Director Bodnar, seconded by Director Putnam and carried by a 5-0 vote 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.

Utility Billing Services – Mr. Lee requested the Board 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. InfoSend will allow the District to expedite the delivery of mailings, provide paperless billings with a projected annual cost saving of \$11,000. CVWD is able to opt out of the current service agreement with Dataprose on December 31, 2019. The agreement with InfoSend would commence January 1,

2020 and be renewed annually. Mr. Lee pointed out that CVWD will run pilot billings in tandem with Dataprose before the end of 2019 to insure accuracy. Director Bodnar added that any future changes to the agreement would be approved by legal counsel.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda and carried by a 5-0 vote 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.

TTHM Study and Disinfection Process Upgrades, Project E-995 – Mr. Gould provided an update on the TTHM levels which are at, near or below the target level of 64 ug/l at our reservoir sites. Staff is reviewing 30% design plans recently received to determine if any additional cost may be needed and is working toward the submittal for approval to DDW for conversion to chloramines by mid-November 2019.

INFORMATION ITEMS – CV Weekly: Water Rates on the rise for CVWD Customers.

WRITTEN COMMUNICATIONS TO DISTRICT – Letter to Board President from Sarah Palmer introducing herself and providing information and her resume for support in the election for ACWA Vice President. Two letters from Marilyn Tyler regarding Resolution 745 and to oppose the upcoming AMI Project.

REPORTS OF PERSONNEL

GENERAL MANAGER- Mr. Ochoa reported that the safety record has been changed to two days without a loss due to an employee evaluation at a clinic, stating that he is unable to report to work at this time. A pancake breakfast will be held at the Glenwood Plant on Wednesday, September 11 at 7:00 am to show appreciation by the Managers to their staff for all their hard work. Mr. Ochoa requested permission to fill a temporary meter reader position as an employee has requested time off for medical leave.

Mr. Gould reported that for the month of August 2019 water production is at 133.6 MG. We received 0.00" of rain for August 2019. The Pennsylvania Avenue paving has been completed, the installation of pipe will begin next week. Updates on the project will be added to our website and Facebook page. CVWD will be resubmitting the Water Smart Grant for review.

ATTORNEY- No report

REPORTS OF COMMITTEES

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

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

Employee Relations Committee – Director Bodnar reported that the Committee had not met. A meeting will be held on Friday, September 20, 2019 at 9:00 a.m.

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

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

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

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

DIRECTORS ORAL REPORT

Director Bodnar – Reported the Metropolitan Water District has approved a pilot program on storm water capture projects for direct use of storm water. Another program was discussed by the Conservation and Local Resources Committee at Metropolitan Water of a new pilot program for direct recharge storm water projects.

Director Raghavachary – No Report

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson – No Report

CLOSED SESSION – No closed session was held this evening.

ADJOURNMENT

There being no other business to come before the Board, at 9:00 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 24, 2019 at 7:00 p.m.

APPROVED:

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

AUGUST 2019



Check		Payable To	Description	Water	Wastewater
Check#	Date			Amount	Amount
0	8/27	CalPERS	Contributions July 2019	27,635.84	16,520.28
0	8/13	Los Angeles County Public Works	Excavation permits	3,985.00	
0	8/27	Southern California Edison	Purchased power July 2019	41,749.68	536.06
39692	8/8	Debra Adcook	Refund Check	286.08	
39693	8/8	Anawalt Lumber & Materials Co.	Misc hardware July 2019	36.21	
39694	8/8	Aqua Solutions, Inc.	Well #2 - carbon filter for purification kit	596.92	
39695	8/8	Chris Bowns	Refund check		64.77
39696	8/8	CCS Interactive, Inc.	Monthly web hosting August 2019	78.75	26.25
39697	8/8	Cerdant, Inc.	Network security August 2019	206.25	68.75
39698	8/8	Glendale Water & Power	Power purchased June/July 2019	293.18	
39699	8/8	Colonial Life & Accidents Ins.	Employee paid insurance July 2019	228.67	
39700	8/8	Do-it Center	Razor saw, brackets, knife, misc	435.27	276.69
39701	8/8	Foothill Car Wash, Lube & Oil	Unit #38/#44 - oil changes	150.83	50.28
39702	8/8	Glendale Adventist Occ Med	Jaysen Ortega - physical exam for class B license	45.00	15.00
39703	8/8	Goodyear Commercial Tire & Service	Unit #25 - tire fee	21.93	7.30
39704	8/8	Grainger	Miscellaneous tools	43.32	43.31
39705	8/8	Hercules Industries, Inc	Padlocks		166.82
39706	8/8	Hannah Huh	Refund check	26.51	
39707	8/8	Industrial Metal Supply Co	Encinal Reservoir - gate repairs	14.25	4.74
39708	8/8	Eric Landen	Refund check	63.34	
39709	8/8	Logan Supply Co. Inc	Misc supplies July 2019	251.37	251.32
39710	8/8	Los Angeles County Assessor	List of addresses for data analysis	36.96	12.32
39711	8/8	O'Reilly Auto Parts	Misc supplies July 2019	94.03	80.60
39712	8/8	Kyong Pae	Refund check	5.17	
39713	8/8	Paper Cuts, Inc	Paper shredding July 2019	2.50	2.50
39714	8/8	Nicholas Pulido	Refund check	35.13	
39715	8/8	Reliable Road Service, Inc.	Unit #18 - check/bed lights replacement	189.94	63.30
39716	8/8	Royal Industrial Solutions	Mills - Industrial fan	290.00	

Check				Water	Wastewater
<u>Check#</u>	<u>Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
39717	8/8	Simpler Systems	Monthly maintenance fee August 2019	375.00	125.00
39718	8/8	William Song	Refund check	11.20	
39719	8/8	Spectrum Business	Well #2 - data communications June 2019	157.47	52.48
39720	8/8	Staples Business Advantage	Custom stamp and name plates	82.62	82.61
39721	8/8	Darlene Telles	Reimbursement for work jeans	97.74	32.57
39722	8/8	The Gas Company	Glenwood Plant - gas purchased July 2019	47.69	15.90
39723	8/8	The Gas Company	E-956 - gas line connected and service started for Well #2	847.92	
39724	8/8	Traffic Management, Inc.	Safety equipment for traffic management, various trucks	292.70	292.70
39725	8/8	UPS	Shipping charges	6.51	6.50
39726	8/8	Vision Service Plan Co-(CA)	Group vision insurance August 2019	278.46	185.64
39727	8/8	Vulcan Materials Company	Mixed bobtail concrete, dump fees	340.00	
39728	8/8	Judi Woo-Sato	2512 Prospect Ave - bee removal	75.00	
39729	8/13	Airgas National Carbonation	Well #2 - carbon dioxide tank rental July 2019	55.00	
39730	8/13	Airgas USA, LLC	Monthly cylinder rental July 2019	248.27	248.27
39731	8/13	All American Landscape Co.	Office - monthly landscaping August 2019	262.50	87.50
39732	8/13	Allen Pipeline, Inc.	Welding services for fire hydrant repairs	1,161.60	
39733	8/13	Ameripride Uniform Services, Inc	Uniform rentals July 2019	1,178.73	392.91
39734	8/13	Apex Manufacturing Solutions	E-995 - program and install 6 chlorine analyzers into SCADA	12,179.25	318.75
39735	8/13	ARC	Monthly MSP billing July 2019	804.11	268.04
39736	8/13	AT&T	Voice communications July 2019	309.57	103.19
39737	8/13	Regino Avalos	Monthly landscape maintenance June 2019	929.37	125.63
39738	8/13	BC Laboratories, Inc	Water analysis July 2019	4,858.00	
39739	8/13	BC Laboratories, Inc	Water analysis July 2019	234.00	
39740	8/13	Cash-Petty Cash	Reimburse petty cash	292.42	64.68
39741	8/13	Glendale Water & Power	Power purchased July/August 2019	37,183.82	111.31
39742	8/13	Contractor Compliance & Mont Inc.	E-956 - Labor compliance services June 2019	1,451.25	
39743	8/13	Dataprose LLC	Printing & postage -for Controls 1-4 July 2019	1,481.08	1,481.07
39744	8/13	Golden Bell Products, Inc	Lift station degreaser, semi-annual purchase		1,445.40
39745	8/13	Government Finance Officers Assoc.	Annual membership renewal	120.00	40.00
39746	8/13	Grainger	Compressor, 75ft hose reel, adapters, springs for stock	684.53	223.09
39747	8/13	Gsolutionz Professional Services	Land line support August 2019	330.84	110.27
39748	8/13	Hach Company	E-995 - chlorine station kits	2,431.37	
39749	8/13	Harrington Ind Plastics LLC	Well #2 - chlorine analyzer	1,328.35	
39750	8/13	Home Depot Credit Services	Misc shop supplies July 2019	295.81	237.85
39751	8/13	J's Maintenance Service, Inc.	Janitorial service July 2019	793.50	264.50

Check				Water	Wastewater
<u>Check#</u>	<u>Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
39752	8/13	Lagerlof, Senecal, Gosney & Kr	PWAG legal services & ERC - Mar/Apr 2019	1,546.71	515.57
39753	8/13	Mail Finance	Postal machine rental Sept-Dec 2019	184.96	184.95
39754	8/13	Dennis A. Maxwell, Jr	Reimbursement for Tri-State conference expenses	177.75	59.25
39755	8/13	McMaster-Carr Supply Co	Well #2 - regulator for compressed air filter	445.44	
39756	8/13	Nicolay Consulting Group	Annual actuarial/compliance consulting service	3,350.00	3,350.00
39757	8/13	Office Depot - Credit Plan	Misc shop supplies July 2019	354.59	354.59
39758	8/13	Paveco Construction Inc	E-995 - asphalt paving at Mills Plant	19,084.90	
39759	8/13	Paveco Construction Inc	Glenwood and Mills - asphalt paving	9,862.83	
39760	8/13	Pep Boys	Unit #44 - 4 tires and alignment	847.67	
39761	8/13	Pres Tech Equipment Company	Unit #3 - water hose repair and misc maintenance items	876.17	292.02
39762	8/13	Ramco	Mixed bobtail concrete/crushed base and dump fees July 2019	2,929.44	
39763	8/13	Royal Industrial Solutions	9,000 ft of locating wires for all poly water lines	721.75	
39764	8/13	Sems Technologies Corp.	Programming for underground service alerts	2,850.00	
39765	8/13	So Cal Compton Pipe Supply Co.	25 corporation stops for stock	2,517.50	
39766	8/13	Southland Pipe Corp.	360ft of 4" pipe for stock	7,686.90	
39767	8/13	Spectrum Business	Office - data communications July 2019	2,138.69	712.90
39768	8/13	Spectrum Business	Glenwood - data communications July 2019	2,181.62	727.20
39769	8/13	Stemar Equipment & Supply Co.	Pipe cutter chains, battery kit, rope assembly for stock	300.57	300.56
39770	8/13	Sterling Water Technologies, LLC	Well #2 - phosphoric acid, coagulant	670.45	
39771	8/13	Steven Engineering Inc.	E-995 - power supplies & back up batteries	1,066.11	
39772	8/13	Sully-Miller Contracting Co.	Cold mix, 8 tons	818.44	
39773	8/13	Toro's Lawnmower & Garden	Air filter chop saw	11.85	11.85
39774	8/13	Underground Service Alert/SC	Underground service alert notifications July 2019	272.67	90.88
39775	8/13	Univar USA Inc	Mills and Glenwood - 900 gallons of liquid bleach	3,170.43	
39776	8/13	UPS	Shipping charges	15.76	15.76
39777	8/13	UtiliWorks Consulting, LLC	E-998 - AMI communication RFW June 2019	15,302.41	
39778	8/13	Walts Transmissions	Unit #9 - repair transmission	2,024.24	674.74
39779	8/13	Waste Management - Sun Valley	Glenwood and Office - disposal service August 2019	998.69	332.88
39780	8/13	Water Wise Consulting, Inc	2450 Janet Lee Dr - water audit for customer	175.00	
39781	8/13	WCT Products Compnay	Underground leak locator, replacement for outdated locator		4,564.87
39782	8/13	Western Water Works	4 gate valves, weld bells, gaskets for stock	3,775.56	
39783	8/13	Wood Environment & Infrastructure	E-985 - services through May 2019	4,732.50	
39784	8/13	Yale Chase Materials Inc	Unit #17 - master cylinder replacement for brakes	624.52	208.17
39785	8/26	Arturo Montes	Health reimbursement	154.83	103.22
39786	8/27	ACWA/JPIA	Group health August 2019	38,444.10	24,979.58

Check				Water	Wastewater
<u>Check#</u>	<u>Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
39787	8/27	ACWA/JPIA	Group health September 2019	38,444.10	24,979.58
39788	8/27	Affordable Generator Services, Inc.	Office - emergency generator rental July 2019	922.43	307.47
39789	8/27	Aflac	Employee-paid insurance August 2019	1,707.21	
39790	8/27	Airgas Safety Inc.	Safety glasses and gloves	116.75	38.92
39791	8/27	Mustansar Akhtar	2720 Fairmount - payment for claims for damage	2,400.00	
39792	8/27	Allen Pipeline, Inc.	E-1009 - 8" main break welding repair services at Penn Ave	2,295.30	
39793	8/27	American Water Works Assoc.	Annual membership renewal	2,079.00	
39794	8/27	AT&T Mobility	Cell phone service August 2019	1,440.09	480.03
39795	8/27	Regino Avalos	Well #9 / Mills - brush clearing	2,375.00	
39796	8/27	BC Laboratories, Inc	Water analysis	3,117.00	
39797	8/27	Best Best & Krieger	Watermaster counsel - services through 07/31/19	105.00	
39798	8/27	California Water Environment	Rob Wood - collection system certification Grade 3 renewal	99.00	
39799	8/27	Cargill, Inc - Salt Division	24 tons of Solar salt	5,385.25	
39800	8/27	CCS Interactive, Inc.	Setup for social media webpage	262.50	87.50
39801	8/27	Chemsearch	Misc shop supplies	329.53	329.52
39802	8/27	Choice Pest Control	Mills - monthly service July 2019	96.75	13.25
39803	8/27	City of Glendale	Glendale utility tax July 2019	36,376.69	
39804	8/27	Colonial Life & Accidents Ins.	Employee-paid insurance	228.67	
39805	8/27	County of Los Angeles	District's portion within LA County of annual LAFCO fees	4,678.52	
39806	8/27	Crescenta Mt. Family LLC	Refund check	29.60	
39807	8/27	Cypress Ancillary Benefits	Group dental September 2019	2,200.41	1,466.95
39808	8/27	DMV Renewal	Unit #43 - trailer renewal	7.50	2.50
39809	8/27	Foothill Municipal Water	Water delivery July 2019	329,089.50	
39810	8/27	General Pump Company, Inc	E-999 - progress payment	90,449.50	
39811	8/27	Grainger	Safety equipment	200.65	200.63
39812	8/27	Great America Leasing Corp.	Copiers lease August 2019	767.60	767.59
39813	8/27	Hach Company	E-995 - electronics card	329.46	
39814	8/27	HD Supply Construction & Industrial	E-1009 - hay waddles to protect storm drains	251.20	
39815	8/27	Wendy Holloway	Mileage reimbursment Jan-Aug 2019	44.23	14.74
39816	8/27	Edward Kim	Refund check	100.00	
39817	8/27	Koppl Pipeline Services, INC.	D-19-47 - test & tap service	480.00	
39818	8/27	LA Dept Water and Power	Power purchased August 2019	53.53	
39819	8/27	Lagerlof, Senecal, Gosney & Kr	Legal services July 2019	8,532.50	1,382.50
39820	8/27	Lagerlof, Senecal, Gosney & Kr	PWAG legal services June-July 2019	49.06	16.35
39821	8/27	Lincoln Financial Group	Life & disability insurance September 2019	946.55	631.04

Check				Water	Wastewater
<u>Check#</u>	<u>Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
39822	8/27	Mimecast North America, Inc.	Email security August 2019	531.26	177.08
39823	8/27	Newegg, Inc.	2 emergency spare cell phones, adapters	770.20	256.74
39824	8/27	Northern Safety Co., Inc	Safety supplies	56.81	18.93
39825	8/27	Paveco Construction Inc	Paving, various locations	9,023.38	
39826	8/27	Pep Boys	Unit #43/#51 - 4 tires, oil change, air filter and balance wheels	760.01	253.32
39827	8/27	Lisa Perez	Refund check	23.89	
39828	8/27	Pryor Learning Solutions	Rob Wood - supervisor training class	149.25	49.75
39829	8/27	Quinn Power Systems	Unit #54 - hoses, couplers, seals	275.30	91.76
39830	8/27	Rassac Air Systems	Glenwood - AC repair	112.50	37.50
39831	8/27	Red Wing Shoe Store	Siaki Mortenson - safety boots	186.26	62.08
39832	8/27	Reliable Road Service, Inc.	Unit #50 - replace damaged engine fan and radiator	606.28	202.09
39833	8/27	Sawyer Petroleum	Clear diesel, 357 gallons	1,125.83	375.28
39834	8/27	Scotty's Industrial Products	Misc tools	66.87	66.85
39835	8/27	Serge's Automotive	Unit #38 - AC motor fan	286.19	95.39
39836	8/27	Shell	Gas purchased August 2019	1,964.62	654.87
39837	8/27	So Cal Compton Pipe Supply Co.	Couplings, elbows for stock	692.07	
39838	8/27	So Cal Water Utilities Assoc.	Registration for SCWUA Vendors Fair	240.00	
39839	8/27	Spectrum Business	Office - data communications August 2019	183.72	61.24
39840	8/27	Sully-Miller Contracting Co.	Minimum load charge	42.76	
39841	8/27	The Gas Company	Office - gas purchased August 2019	10.73	3.57
39842	8/27	Dimitri Timohovich	Refund check		24.39
39843	8/27	Toro's Lawnmower & Garden	Chop saw air filters for stock	119.02	119.01
39844	8/27	Vision Service Plan Co-(CA)	Group vision September 2019	278.46	185.64
39845	8/27	Waste Management - Sun Valley	Glenwood and Office - disposal services September 2019	997.45	332.47
39846	8/27	Water Well Redevelopers Inc	E-999 - Video service for Well 7	795.00	
39847	8/27	Wells Fargo Card Services	Gould: Tri-State conf. W.Boyce, Maxwell, Telles, Halaszynski	1,543.14	396.39
39848	8/27	Wells Fargo Card Services	Hass: Microsoft, Adobe	69.74	23.25
39849	8/27	Wells Fargo Card Services	Maxwell: working meals, gate openers, safety camera (Unit #44)	1,758.22	583.68
39850	8/27	Wells Fargo Card Services	Mitchell: working meals, office supplies	276.51	66.44
39851	8/27	Wells Fargo Card Services	Ochoa: working meals	37.57	12.52
39852	8/27	Wells Fargo Card Services	Scott: workshop supplies, office supplies	889.14	39.22
39853	8/27	Wells Fargo Card Services	Lee: Calpelra & JPIA training J.Lee	825.00	275.00
39854	8/27	Western Water Works	30ft of 2" pipe, flanges, bushings for stock	3,981.42	256.24
39855	8/27	Western Water Works	6x6 full-circle clamp for stock	1,465.51	
39856	8/27	Cory Whitman	Mileage reimbursementfor AWWA Water Education Seminar	132.33	44.10

Check		<u>Payable To</u>	<u>Description</u>	<u>Water</u>	<u>Wastewater</u>
<u>Check#</u>	<u>Date</u>			<u>Amount</u>	<u>Amount</u>
			Subtotals	\$ 844,609.38	\$ 97,468.51
			Total disbursements for August 2019		\$ 942,077.89

Payroll Report

Directors	\$ 990.00
Office Regular payroll	\$ 148,555.00
Office OT	\$ 1,563.00
Plant Regular payroll	\$ 124,398.00
Plant OT & Standby	\$ 16,650.00
Employer Payroll Taxes	\$ 20,522.00
Payroll Service Charges	\$ 559.00
Total Payroll Charges for August 2019	\$ 313,237.00



ACWA 2019 Fall Conference & Exhibition

PRELIMINARY AGENDA

December 3 - 6, 2019 • San Diego

ACWA JPIA - MONDAY, DEC. 2

- 8:30 - 10:00 AM**
 - ACWA JPIA Program Committee
- 10:15 - 11:15 AM**
 - ACWA JPIA Executive Committee
- 1:30 - 4:00 PM**
 - ACWA JPIA Board of Directors
- 4:00 - 5:00 PM**
 - ACWA JPIA Town Hall
- 5:00 - 6:00 PM**
 - ACWA JPIA Reception

TUESDAY, DEC. 3

- 8:00 AM - 9:45 AM**
 - Agriculture Committee
- 8:00 AM - 6:00 PM**
 - Registration
- 8:30 AM - Noon**
 - ACWA JPIA Seminars
- 9:00 AM - 5:00 PM**
 - ACWA Legal Briefing & CLE Workshop
- 10:00 - 11:45 AM**
 - Groundwater Committee
 - Local Government Committee
- 11:00 AM - Noon**
 - Outreach Task Force
- Noon - 2:00 PM**
 - ACWA 101 & Luncheon
 - Committee Lunch Break
- 1:00 - 2:45 PM**
 - Energy Committee
 - Finance Committee
 - Scholarship & Awards Subcommittee
 - Water Management Committee
- 1:00 - 3:00 PM**
 - ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)
- 3:00 - 4:45 PM**
 - Communications Committee
 - Federal Affairs Committee
 - Membership Committee
 - Water Quality Committee
- 5:00 - 6:30 PM**
 - Welcome Reception in the Exhibit Hall

WEDNESDAY, DEC. 4

- 7:30 AM - 5 PM**
 - Registration
- 8:00 - 9:45 AM**
 - Opening Breakfast *(Ticket Required)*
- 8:30 AM - Noon & 1:30 - 6:00 PM**
 - Exhibit Hall
- 10:00 - 11:30 AM**
 - Attorneys Program
 - Energy Committee Program
 - Exhibitor Demos
 - Finance Program
 - Region Issue Forum
 - Statewide Issue Forum
 - Water Industry Trends Program
- 11:30 - 11:45 AM**
 - Networking in the Exhibit Hall
- 11:45 AM - 2:00 PM**
 - General Session Luncheon *(Ticket Required)*
- 2:15 - 3:30 PM**
 - Attorney Program
 - Communications Committee Program
 - Energy Committee Program
 - Exhibitor Case Study
 - Region Program
 - Statewide Issue Forum
 - Water Industry Trends Program
- 3:45 - 5:00 PM**
 - Ag/Water Quality Committee
 - Aquatic Resources Subcommittee
 - Exhibitor Case Study
 - Finance Program
 - Local Government Committee
 - Statewide Issue Forums
 - Water Industry Trends Program
- 3:30 - 5:30 PM**
 - Legal Affairs Committee
- 5:00 - 6:00 PM**
 - Prize Drawing Fiesta Night in the Exhibit Hall
- 5:30 - 7:00 PM**
 - CalDesal Hosted Mixer
 - Jacobs Hosted Reception

THURSDAY, DEC. 5

- 7:30 AM - 4 PM**
 - Registration
- 7:45 - 9:15 AM**
 - Regions 1-5 Membership Meetings

8:00 AM - Noon

- Exhibit Hall
- 8:00 - 9:15 AM**
 - Networking Continental Breakfast, Exhibit Hall *(Ticket Required)*
- 8:30 - 10:45 AM**
 - Ethics Training (AB 1234) - *Limited Seating*
- 9:30 - 11:00 AM**
 - Attorneys Program
 - Exhibitor Demos
 - Finance Program
 - Region Issue Forum
 - Statewide Issue Forum
 - Water Industry Trends Program
- 11:00 - 11:30 AM**
 - Prize Drawings in the Exhibit Hall
- 11:45 AM - 2:00 PM**
 - General Session Luncheon *(Ticket Required)*
- 2:15 - 3:15 PM**
 - Attorneys Program
 - Exhibitor Case Studies
 - Federal Issues Forum
 - Statewide Issue Forum
 - Water Industry Trends Program
- 3:30 - 5 PM**
 - Regions 6-10 Membership Meetings
- 6:00 - 7:00 PM**
 - Outreach Reception
- 7:00 - 10:00 PM**
 - Dinner & Entertainment *(Ticket Required)*

FRIDAY, DEC. 6

- 8:00 - 9:30 AM**
 - Registration
- 8:30 - 10:00 AM**
 - ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA JPIA *(Ticket Required)*

OTHER EVENTS

THURSDAY, DEC. 5

- 6:45 - 8:30 AM**
 - San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

REGISTRATION, MEALS AND HOTEL PRICING SHEET



REGISTER ONLINE

Register online by **November 8, 2019** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant before registering.

REGISTRATION OPTIONS

*Advantage pricing applies to ACWA public agency members, associates & affiliates.
Standard pricing applies to non-members of ACWA.*

	ADVANCE DEADLINE: 11/8/19		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package	\$725	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately)	\$580	\$870	\$600	\$890
One-Day Conference Registration (meals sold separately) Wednesday: Registration includes Welcome Reception on Tuesday evening -OR- Thursday: Registration includes ability to purchase a ticket for Friday breakfast	\$345	\$520	\$365	\$540
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75

MEAL FUNCTIONS

	ADVANCE	ONSITE
Wednesday Opening Breakfast - December 4	\$50	\$55
Wednesday Luncheon - December 4	\$55	\$60
Thursday Networking Continental Breakfast - December 5	\$40	\$45
Thursday Luncheon - December 5	\$55	\$60
Thursday Dinner - December 5	\$70	\$75
Friday Breakfast - December 6	\$50	\$55

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available August 19 - November 8**, based on availability.

HOTEL

Manchester Grand Hyatt San Diego
1 Market Place, San Diego, CA 92101

ROOM RATES

Single/Double \$209 per night*
Triple \$234 per night*

* Subject to the following taxes & fees:
10.5% occupancy tax, 2% SD Assessment and \$0.65 CA tourism assessment

Deadline for group rate is November 8, 2019

IMPORTANT DATES

For those **registering for conference prior to August 19**, hotel information will be provided via e-mail on August 19.

For those registering for conference from **August 19 to November 8**, your confirmation e-mail will include hotel reservation information and an opportunity to receive a conference special hotel rate.

QUESTIONS?

Contact us at (888) 666-2292

Cancellation deadline: November 8, 2019 4:30 p.m. (PST)

Conference terms and conditions available at acwa.com in the event section.

CRESCENTA VALLEY WATER DISTRICT BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
September 27, 2019

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: Appeal of a High Water Bill

ACTION ITEM:

1. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Rhonda Suhrie at 2851 Frances Avenue.

BACKGROUND:

Rhonda Suhrie is the owner of the property located at 2851 Frances Avenue. Their average usage for the July-August billing period is 52 units, with a high of 68 units. While reading the meter for the August 31, 2019 billing, staff discovered that she had a high usage of 132,000 gallons (132 units). On September 4, 2019 staff sent this issue back out for re-read and check for leaks, and the results showed that there was 2.24 gpm going through the meter. Staff knocked on the door and got no answer so they left a door hanger and notified the office. Customer service called the home phone number and left a message regarding a possible leak, and sent out a request to have the meter downloaded. The download showed 140 gallons per hour was constantly going through the meter and the consumption dropped down to zero on September 5, 2019, at 9:00 a.m.

On September 5, 2019 staff called Ms. Suhrie to give her the results of the download, and she said that she is upset with us and that we are unreasonable because we could not tell her exactly when the leak began and inform her sooner of the problem. On September 6, 2019, Ms. Suhrie sent an email requesting to speak to all of the Board members. Mr. Ron Mitchell replied to her email that she needed to write a letter to be placed on the agenda for a meeting in order for the Board to discuss and take any action on her situation. On September 15, 2019, Ms. Suhrie sent in an email requesting to speak to the head of Crescenta Valley Water District and wants the names, phone numbers, and email addresses of all people in charge to dispute the bill.

Staff sent out a service request to verify the leak had been fixed. It showed no leak, however on September 16, 2019 Ms. Suhrie called the office to make sure we received her email and told up that she has not fixed the problem because the she plumber could not find where the leak is. She said that she has turned off her irrigation valve and only turns it on when she needs to water.

In August 2018, Ms. Suhrie had a leak on her property and staff processed a maximum leak adjustment in the amount of \$300.00. Per our Rules and Regulations this can only be done once for a customer in the life of the account and staff is not able to process another leak adjustment.

In similar situations, the Board has directed staff to recalculate the bill in question charging only tier 2 rates for all usage over the average consumption for that period. If staff uses that same methodology the average consumption for the August billing period for this account is 52 units. Total consumption in tier 3 was 106 units which means the extra 54 units would be billed at tier 2. Staff has prepared a “re-calculated billing” which shows the billing for the period would be \$1,295.45 instead of \$1,504.97 which was billed or a difference of \$209.52.

RECOMMENDATION:

Staff recommends granting the request to recalculate the excess water usage at tier 2 rates for this account to be consistent with recent Board actions and is ready to place the remaining balance on an amortization schedule for Ms. Rhonda Suhrie if she so chooses.

Prepared by:



Ron L. Mitchell
Secretary-Treasurer

Submitted by:



Nem Ochoa
General Manager

Attachments:

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
September 24, 2019

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Retroactive Adoption of Pay Schedules

ACTION ITEM:

Consideration and motion to adopt the current pay schedule and past pay schedules retroactively for the last 7 years.

BACKGROUND / DISCUSSION:

The District's current and past pay scales are out of compliance with respect to two provisions: 1) pay schedules are to be approved annually by the Board and available for public view (per California Code of Regulations Section 570.5); and 2) longevity pay be available to all employees without qualification (Section 571).

Staff has been advised on this matter by CalPERS, the State's pension system that also implements these sections of California Code. PERS advises that the above-mentioned issues can most expediently be resolved by retroactively approving pay schedules for the past 7 years and approving pay schedules annually going forward.

The current and past pay schedules with the information required per California Code are attached for review.

RECOMMENDATION:

It is staff's recommendation that the Board adopt the attached pay scales in order to effect immediate compliance.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

N/A

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

1. Past pay scales for 7 years (FY 2012-13 to FY 2018-19)
2. Current pay scale (FY 2019-20)

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2019**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>	<u>STEP 11</u>	<u>STEP 12</u>
ACCOUNTING CLERK	4,149	4,253	4,359	4,468	4,580	4,694	4,811	4,932	5,055	5,181	5,311	5,576
ADMIN ASSISTANT	4,206	4,311	4,419	4,530	4,643	4,759	4,878	5,000	5,125	5,253	5,384	5,653
ASSISTANT ENGINEER	5,589	5,729	5,872	6,019	6,169	6,323	6,481	6,643	6,809	6,980	7,154	7,512
ASSOCIATE ENGINEER	6,824	6,995	7,169	7,349	7,532	7,721	7,914	8,112	8,314	8,522	8,735	9,172
CREW LEADER	4,900	5,023	5,148	5,277	5,409	5,544	5,683	5,825	5,970	6,119	6,272	6,586
CUST SERVICE SUPERVISOR	5,277	5,409	5,544	5,682	5,824	5,970	6,119	6,272	6,429	6,590	6,755	7,092
CUST SERV/BACKFLOW IN	4,657	4,774	4,893	5,016	5,141	5,270	5,401	5,536	5,675	5,817	5,962	6,260
CUST SERVICE CLERK	3,528	3,616	3,706	3,799	3,894	3,991	4,091	4,193	4,298	4,406	4,516	4,741
ELECTRICAL/TELEMETRY INSPECTOR	6,588	6,752	6,921	7,094	7,272	7,453	7,640	7,831	8,026	8,227	8,433	8,854
IT TECHNICIAN I	6,725	6,893	7,065	7,242	7,423	7,608	7,799	7,994	8,193	8,398	8,608	9,039
MAINTENANCE WORKER I	4,463	4,575	4,689	4,806	4,926	5,050	5,176	5,305	5,438	5,574	5,713	5,999
MAINTENANCE WORKER II	4,193	4,298	4,405	4,515	4,628	4,744	4,862	4,984	5,109	5,236	5,367	5,636
METER READER	4,668	4,784	4,904	5,027	5,152	5,281	5,413	5,548	5,687	5,829	5,975	6,274
PLANT COORDINATOR	3,895	3,992	4,092	4,195	4,299	4,407	4,517	4,630	4,746	4,864	4,986	5,235
PLANT MAINTENANCE SPEC	4,668	4,784	4,904	5,027	5,152	5,281	5,413	5,548	5,687	5,829	5,975	6,274
SENIOR ENG TECHNICIAN	5,404	5,539	5,677	5,819	5,965	6,114	6,266	6,423	6,584	6,748	6,917	7,263
SUPERVISOR	6,020	6,170	6,324	6,482	6,645	6,811	6,981	7,155	7,334	7,518	7,706	8,091
SYSTEM OPERATOR	5,973	6,122	6,275	6,432	6,593	6,757	6,926	7,099	7,277	7,459	7,645	8,028
UTILITY WORKER I	5,247	5,378	5,513	5,650	5,792	5,936	6,085	6,237	6,393	6,553	6,717	7,052
UTILITY WORKER II	3,994	4,094	4,197	4,301	4,409	4,519	4,632	4,748	4,867	4,988	5,113	5,369
UTILITY WORKER II	4,443	4,554	4,667	4,784	4,904	5,026	5,152	5,281	5,413	5,548	5,687	5,971
WATER CONSER. SPECIALIST	4,206	4,311	4,419	4,530	4,643	4,759	4,878	5,000	5,125	5,253	5,384	5,653

** 2.34% CPI across the board increase

	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>MAX. PLUS</u>
ACCOUNTANT	6,060	7,998	8,398
ACCOUNTING & FINANCE MANA	6,968	9,197	9,657
DISTRICT ENGINEER	10,296	13,518	14,194
IT MANAGER	7,851	9,814	10,305
OPERATIONS AND MAINT MANA	8,098	10,242	10,754
PROGRAM SPECIALIST	7,851	9,814	10,305
SECRETARY-TREASURER	9,672	12,575	13,203
SENIOR ENGINEER	7,378	9,759	10,247

** 2.34% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2018**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTING CLERK	4,054	4,256	4,469	4,693	4,927	5,174	5,432
ADMIN ASSISTANT	4,110	4,316	4,532	4,758	4,996	5,246	5,508
ASSISTANT ENGINEER	5,461	5,734	6,021	6,322	6,638	6,970	7,318
ASSOCIATE ENGINEER	6,668	7,001	7,351	7,719	8,105	8,510	8,936
CREW LEADER	4,788	5,028	5,279	5,543	5,820	6,111	6,417
CUST SERVICE SUPERVISOR	5,156	5,414	5,685	5,969	6,267	6,581	6,910
CUST SERV/BACKFLOW IN	4,551	4,778	5,017	5,268	5,531	5,808	6,098
CUST SERVICE CLERK	3,447	3,619	3,800	3,990	4,190	4,399	4,619
ELECTRICAL/TELEMETRY	6,437	6,759	7,097	7,452	7,825	8,216	8,627
INSPECTOR	6,571	6,899	7,244	7,606	7,987	8,386	8,805
IT TECHNICIAN I	4,361	4,579	4,807	5,048	5,300	5,565	5,844
MAINTENANCE WORKER I	4,097	4,302	4,517	4,743	4,980	5,229	5,490
MAINTENANCE WORKER II	4,561	4,789	5,028	5,280	5,544	5,821	6,112
METER READER	3,806	3,996	4,196	4,406	4,626	4,857	5,100
PLANT COORDINATOR	4,561	4,789	5,028	5,280	5,544	5,821	6,112
PLANT MAINTENANCE SPEC	5,280	5,544	5,821	6,112	6,418	6,739	7,076
SENIOR ENG TECHNICIAN	5,882	6,176	6,484	6,809	7,149	7,507	7,882
SUPERVISOR	5,836	6,128	6,434	6,756	7,094	7,448	7,821
SYSTEM OPERATOR	4,661	4,894	5,139	5,396	5,666	5,949	6,246
UTILITY WORKER I	3,903	4,098	4,303	4,518	4,744	4,981	5,230
UTILITY WORKER II	4,341	4,558	4,786	5,025	5,276	5,540	5,817
WATER CONSER. SPECIALIST	4,110	4,316	4,532	4,758	4,996	5,246	5,508

** 3.33% CPI across the board increase

	<u>MINIMUM</u>	<u>MAXIMUM</u>
ACCOUNTANT	5,921	8,206
ACCOUNTING & FINANCE MANA	6,809	9,436
DISTRICT ENGINEER	10,061	13,869
IT ADMINISTRATOR	7,671	10,070
OPERATIONS AND MAINT MANA	7,913	10,508
PROGRAM SPECIALIST	7,671	10,070
SECRETARY-TREASURER	9,451	12,901
SENIOR ENGINEER	7,209	10,013

** 3.33% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2017**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTING CLERK	3,923	4,119	4,325	4,542	4,769	5,007	5,258
ADMIN ASSISTANT	3,978	4,176	4,385	4,604	4,835	5,076	5,330
ASSISTANT ENGINEER	5,285	5,550	5,827	6,118	6,424	6,746	7,083
ASSOCIATE ENGINEER	6,453	6,776	7,114	7,470	7,844	8,236	8,648
CREW LEADER	4,634	4,866	5,109	5,364	5,633	5,914	6,210
CUST ACCT SUPERVISOR	4,339	4,556	4,784	5,024	5,275	5,538	5,815
CUST SERVICE SUPERVISOR	4,990	5,239	5,501	5,776	6,065	6,368	6,687
CUST SERV/BACKFLOW IN	4,404	4,624	4,855	5,098	5,353	5,621	5,902
CUST SERVICE CLERK	3,336	3,503	3,678	3,862	4,055	4,258	4,471
ELECTRICAL/TELEMETRY	6,230	6,542	6,869	7,212	7,573	7,951	8,349
INSPECTOR	6,359	6,677	7,011	7,361	7,729	8,116	8,522
IT TECHNICIAN I	4,220	4,431	4,652	4,885	5,129	5,386	5,655
MAINTENANCE WORKER I	3,965	4,164	4,372	4,590	4,820	5,061	5,314
MAINTENANCE WORKER II	4,414	4,635	4,867	5,110	5,365	5,634	5,915
METER READER	3,683	3,867	4,061	4,264	4,477	4,701	4,936
PLANT COORDINATOR	4,142	4,349	4,567	4,795	5,035	5,287	5,551
PLANT MAINTENANCE SPEC	5,110	5,366	5,634	5,916	6,212	6,522	6,848
SENIOR ENG TECHNICIAN	5,692	5,977	6,276	6,589	6,919	7,265	7,628
SUPERVISOR	5,648	5,931	6,227	6,539	6,866	7,209	7,569
SYSTEM OPERATOR	4,511	4,737	4,974	5,222	5,483	5,758	6,046
UTILITY WORKER I	3,777	3,966	4,164	4,372	4,591	4,821	5,062
UTILITY WORKER II	4,201	4,412	4,632	4,864	5,107	5,362	5,630
WATER CONSER. SPECIALIST	3,978	4,176	4,385	4,604	4,835	5,076	5,330

** 2.25% CPI across the board increase

	<u>MINIMUM</u>	<u>MAXIMUM</u>
SECRETARY-TREASURER	9,146	12,485
DISTRICT ENGINEER	9,737	13,422
OPERATIONS AND MAINT MANA	7,658	-
SUPERINTENDENT	7,124	9,460
I T ADMINISTRATOR	7,424	9,745
PROGRAM SPECIALIST	7,424	9,745
CAPITAL PROJECTS MGR	6,977	9,691
SENIOR ENGINEER	6,977	9,691
ACCOUNTANT	5,730	7,942
ACCOUNTING & FINANCE MANA	6,590	-

** 2.25% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2016**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTING CLERK	3,837	4,029	4,230	4,442	4,664	4,897	5,142
ADMIN ASSISTANT	3,890	4,084	4,289	4,503	4,728	4,965	5,213
ASSISTANT ENGINEER	5,169	5,427	5,699	5,984	6,283	6,597	6,927
ASSOCIATE ENGINEER	6,311	6,627	6,958	7,306	7,671	8,055	8,457
CREW LEADER	4,532	4,759	4,996	5,246	5,509	5,784	6,073
CUST ACCT SUPERVISOR	4,244	4,456	4,679	4,913	5,159	5,417	5,687
CUST SERV/BACKFLOW IN	4,307	4,523	4,749	4,986	5,236	5,497	5,772
CUST SERVICE CLERK	3,263	3,426	3,598	3,778	3,966	4,165	4,373
ELECTRICAL/TELEMETRY	6,093	6,397	6,717	7,053	7,406	7,776	8,165
INSPECTOR	6,219	6,530	6,857	7,199	7,559	7,937	8,334
IT TECHNICIAN I	4,127	4,333	4,550	4,777	5,016	5,267	5,530
MAINTENANCE WORKER I	3,878	4,072	4,275	4,489	4,713	4,949	5,196
MAINTENANCE WORKER II	4,317	4,532	4,759	4,997	5,247	5,509	5,785
METER READER	3,602	3,782	3,971	4,170	4,378	4,597	4,827
PLANT COORDINATOR	4,051	4,254	4,466	4,690	4,924	5,170	5,429
PLANT MAINTENANCE SPEC	4,998	5,248	5,511	5,786	6,076	6,379	6,698
SENIOR ENG TECHNICIAN	5,567	5,845	6,138	6,444	6,767	7,105	7,460
SUPERVISOR	5,524	5,800	6,090	6,395	6,714	7,050	7,403
SYSTEM OPERATOR	4,412	4,633	4,865	5,108	5,363	5,632	5,913
UTILITY WORKER I	3,694	3,879	4,073	4,276	4,490	4,714	4,950
UTILITY WORKER II	4,109	4,315	4,531	4,757	4,995	5,245	5,507
WATER CONSER. SPECIALIST	3,890	4,084	4,289	4,503	4,728	4,965	5,213

MINIMUMMAXIMUM

SECRETARY-TREASURER	8,945	12,210
DISTRICT ENGINEER	9,523	13,127
SUPERINTENDENT	6,967	9,251
IT ADMINISTRATOR	7,261	9,531
PROGRAM SPECIALIST	7,261	9,531
CAPITAL PROJECTS MGR	6,823	9,477
ACCOUNTANT	5,604	7,767

** 2.07% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2015**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTING CLERK	3,759	3,947	4,145	4,352	4,570	4,798	5,038
ADMIN ASSISTANT	3,811	4,001	4,201	4,411	4,632	4,863	5,107
ASSISTANT ENGINEER	5,064	5,317	5,583	5,862	6,156	6,463	6,786
ASSOCIATE ENGINEER	6,183	6,492	6,817	7,158	7,516	7,891	8,286
CREW LEADER	4,440	4,662	4,895	5,140	5,397	5,667	5,950
CUST ACCT SUPERVISOR	4,158	4,366	4,584	4,813	5,054	5,307	5,572
CUST SERV/BACKFLOW IN	4,220	4,431	4,653	4,885	5,130	5,386	5,655
CUST SERVICE CLERK	3,197	3,357	3,525	3,701	3,887	4,081	4,285
ELECTRICAL/TELEMETRY	5,969	6,268	6,581	6,910	7,256	7,619	8,000
INSPECTOR	6,093	6,397	6,717	7,053	7,406	7,776	8,165
IT TECHNICIAN I	4,043	4,245	4,457	4,680	4,914	5,159	5,417
MAINTENANCE WORKER I	3,799	3,989	4,188	4,397	4,617	4,848	5,091
MAINTENANCE WORKER II	4,229	4,441	4,663	4,896	5,141	5,398	5,667
METER READER	3,529	3,705	3,890	4,085	4,289	4,504	4,729
PLANT COORDINATOR	3,969	4,168	4,376	4,595	4,825	5,066	5,319
PLANT MAINTENANCE SPEC	4,897	5,141	5,398	5,668	5,952	6,249	6,562
SENIOR ENG TECHNICIAN	5,454	5,726	6,013	6,313	6,629	6,960	7,308
SUPERVISOR	5,154	5,412	5,683	5,967	6,265	6,579	6,908
SYSTEM OPERATOR	4,323	4,539	4,766	5,004	5,254	5,517	5,793
UTILITY WORKER I	3,619	3,800	3,990	4,189	4,399	4,619	4,850
UTILITY WORKER II	4,026	4,228	4,439	4,661	4,894	5,139	5,396
WATER CONSER. SPECIALIST	3,811	4,001	4,201	4,411	4,632	4,863	5,107

MINIMUMMAXIMUM

SECRETARY-TREASURER	7,811	10,700
DISTRICT ENGINEER	8,521	11,787
SUPERINTENDENT	6,826	9,064
I T ADMINISTRATOR	7,114	9,338
PROGRAM SPECIALIST	6,569	8,373
CAPITAL PROJECTS MANANGER	6,833	8,953
ACCOUNTANT	5,490	7,609

** 0.00% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2014**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7 Pay</u>
ACCOUNTING CLERK	3,759	3,947	4,145	4,352	4,570	4,798	5,038
ADMIN ASSISTANT	3,811	4,001	4,201	4,411	4,632	4,863	5,107
ASSISTANT ENGINEER	5,064	5,317	5,583	5,862	6,156	6,463	6,786
ASSOCIATE ENGINEER	6,183	6,492	6,817	7,158	7,516	7,891	8,286
CREW LEADER	4,440	4,662	4,895	5,140	5,397	5,667	5,950
CUST ACCT SUPERVISOR	4,158	4,366	4,584	4,813	5,054	5,307	5,572
CUST SERV/BACKFLOW IN	4,220	4,431	4,653	4,885	5,130	5,386	5,655
CUST SERVICE CLERK	3,197	3,357	3,525	3,701	3,887	4,081	4,285
ELECTRICAL/TELEMETRY	5,969	6,268	6,581	6,910	7,256	7,619	8,000
INSPECTOR	6,093	6,397	6,717	7,053	7,406	7,776	8,165
IT TECHNICIAN I	4,043	4,245	4,457	4,680	4,914	5,159	5,417
MAINTENANCE WORKER I	3,799	3,989	4,188	4,397	4,617	4,848	5,091
MAINTENANCE WORKER II	4,229	4,441	4,663	4,896	5,141	5,398	5,667
METER READER	3,529	3,705	3,890	4,085	4,289	4,504	4,729
PLANT COORDINATOR	3,969	4,168	4,376	4,595	4,825	5,066	5,319
PLANT MAINTENANCE SPEC	4,897	5,141	5,398	5,668	5,952	6,249	6,562
SENIOR ENG TECHNICIAN	5,454	5,726	6,013	6,313	6,629	6,960	7,308
SUPERVISOR	5,154	5,412	5,683	5,967	6,265	6,579	6,908
SYSTEM OPERATOR	4,323	4,539	4,766	5,004	5,254	5,517	5,793
UTILITY WORKER I	3,619	3,800	3,990	4,189	4,399	4,619	4,850
UTILITY WORKER II	4,026	4,228	4,439	4,661	4,894	5,139	5,396
WATER CONSER. SPECIALIST	3,811	4,001	4,201	4,411	4,632	4,863	5,107

MINIMUMMAXIMUM

SECRETARY-TREASURER	7,811	10,700
DISTRICT ENGINEER	8,521	11,787
SUPERINTENDENT	6,826	9,064
I T ADMINISTRATOR	7,114	9,338
PROGRAM SPECIALIST	6,569	8,373
CAPITAL PROJECTS MANANGER	6,833	8,953
ACCOUNTANT	5,490	7,609

** 0.36% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2013**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTING CLERK	3,746	3,933	4,130	4,336	4,553	4,780	5,020
ADMIN ASSISTANT	3,797	3,987	4,186	4,395	4,615	4,846	5,088
ASSISTANT ENGINEER	5,046	5,298	5,563	5,841	6,133	6,440	6,762
ASSOCIATE ENGINEER	6,161	6,469	6,792	7,132	7,488	7,863	8,256
CREW LEADER	4,424	4,645	4,878	5,122	5,378	5,647	5,929
CUST ACCT SUPERVISOR	4,143	4,350	4,568	4,796	5,036	5,288	5,552
CUST SERV/BACKFLOW IN	4,205	4,415	4,635	4,867	5,111	5,366	5,634
CUST SERVICE CLERK	3,186	3,345	3,512	3,688	3,872	4,066	4,269
ELECTRICAL/TELEMETRY	5,948	6,245	6,558	6,886	7,230	7,591	7,971
INSPECTOR	6,071	6,374	6,693	7,028	7,379	7,748	8,135
IT TECHNICIAN I	4,028	4,229	4,441	4,663	4,896	5,140	5,398
MAINTENANCE WORKER I	3,785	3,975	4,174	4,382	4,601	4,831	5,073
MAINTENANCE WORKER II	4,214	4,424	4,646	4,878	5,122	5,378	5,647
METER READER	3,516	3,691	3,876	4,070	4,273	4,487	4,711
PLANT COORDINATOR	3,955	4,153	4,361	4,579	4,807	5,048	5,300
PLANT MAINTENANCE SPEC	4,879	5,123	5,379	5,648	5,930	6,227	6,538
SENIOR ENG TECHNICIAN	5,434	5,706	5,991	6,291	6,605	6,935	7,282
SUPERVISOR	5,136	5,392	5,662	5,945	6,242	6,554	6,882
SYSTEM OPERATOR	4,307	4,522	4,748	4,986	5,235	5,497	5,771
UTILITY WORKER I	3,606	3,786	3,975	4,174	4,383	4,602	4,832
UTILITY WORKER II	4,012	4,213	4,424	4,645	4,877	5,121	5,377
WATER CONSER. SPECIALIST	3,797	3,987	4,186	4,395	4,615	4,846	5,088

	<u>MINIMUM</u>	<u>MAXIMUM</u>
SECRETARY-TREASURER	7,783	10,661
DISTRICT ENGINEER	8,490	11,744
SUPERINTENDENT	6,802	9,031
I T ADMINISTRATOR	7,088	9,304
PROGRAM SPECIALIST	6,545	8,343
CAPITAL PROJECT MANAGER	6,808	8,921
ACCOUNTANT	5,470	7,583

** 2.2% CPI across the board increase

**CRESCENTA VALLEY
WATER DISTRICT
SALARY RANGE ASSIGNMENT BY POSITION
Effective July 1, 2012**

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
ACCOUNTANT	4,948	5,196	5,455	5,728	6,015	6,315	6,631
ACCOUNTING CLERK	3,665	3,849	4,041	4,243	4,455	4,678	4,912
ADMIN ASSISTANT	3,715	3,901	4,096	4,301	4,516	4,742	4,979
ASSISTANT ENGINEER	4,937	5,184	5,443	5,715	6,001	6,301	6,616
ASSOCIATE ENGINEER	6,028	6,330	6,646	6,979	7,328	7,694	8,079
CREW LEADER	4,329	4,545	4,772	5,011	5,262	5,525	5,801
CUST ACCT SUPERVISOR	4,054	4,256	4,469	4,693	4,927	5,174	5,432
CUST SERV/BACKFLOW IN	4,114	4,319	4,535	4,762	5,000	5,250	5,513
CUST SERVICE CLERK	3,117	3,273	3,437	3,608	3,789	3,978	4,177
ELECTRICAL/TELEMETRY	5,820	6,110	6,416	6,737	7,074	7,427	7,799
INSPECTOR	6,229	6,541	6,868	7,211	7,572	7,950	8,348
IT TECHNICIAN I	3,941	4,139	4,345	4,563	4,791	5,030	5,282
MAINTENANCE WORKER I	3,704	3,889	4,084	4,288	4,502	4,727	4,964
MAINTENANCE WORKER II	4,123	4,329	4,545	4,773	5,011	5,262	5,525
METER READER	3,440	3,612	3,793	3,982	4,182	4,391	4,610
PLANT COORDINATOR	3,870	4,064	4,267	4,480	4,704	4,939	5,186
PLANT MAINTENANCE SPEC	4,774	5,013	5,263	5,527	5,803	6,093	6,398
SENIOR ENG TECHNICIAN	5,317	5,583	5,862	6,155	6,463	6,786	7,125
SUPERVISOR	5,025	5,276	5,540	5,817	6,108	6,413	6,734
SYSTEM OPERATOR	4,214	4,424	4,645	4,878	5,122	5,378	5,647
UTILITY WORKER I	3,528	3,704	3,889	4,084	4,288	4,502	4,728
UTILITY WORKER II	3,926	4,123	4,329	4,545	4,772	5,011	5,261
WATER CONSER. SPECIALIST	3,715	3,901	4,096	4,301	4,516	4,742	4,979

MINIMUMMAXIMUM

SECRETARY-TREASURER	7,615	10,432
DISTRICT ENGINEER	8,307	11,491
SUPERINTENDENT	6,656	8,837
I T ADMINISTRATOR	6,935	9,103
PROGRAM SPECIALIST	6,404	8,164
CAPITAL PROJECTS MANAGER	6,661	8,729
ACCOUNTANT	5,352	7,419

** 1.9% CPI across the board increase

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

September 24, 2019

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Award of Contract - Water Main Replacement on the 3200& 3300 Blocks of Brookhill St., Project E-1002

ACTION ITEM:

8-inch Water Main Replacement on the on the 3200& 3300 Blocks of Brookhill St., Project E-1002 – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, J. De Sigio Construction, Inc for the construction of 1,500 lineal feet of pipeline replacement on the 3200 & 3300 Blocks of Brookhill St. at a cost of \$372,645 and establish a contingency amount of \$37,265 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND:

The District's goal is to replace a minimum of 2,000 linear feet of pipeline which is 50 years or older, per year, which was included as part of the FY 19/20 CIP budget. One of the pipeline projects planned to be replaced this year is the 3200 & 3300 Blocks of Brookhill St. These pipelines are undersized (4-inch pipe), located within the parkway, have had numerous leaks over the last 5 years, and were installed in 1946. The total amount of pipeline to be replaced will be 1,500 linear feet and it is the continuation of the overall pipeline replacement on Brookhill St.

DISCUSSION:

On August 13, 2019, the Board authorized the General Manager to advertise for bids for the subject project. A mandatory pre-bid meeting was held on September 4, 2019 and was attended by ten (10) contractors. CVWD specifications indicate that only contractors who attend this meeting are allowed to bid on the project.

On September 18, 2019, at 2:00 PM, the District opened and read the following bid proposals:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	J. De Sigio Construction	\$372,645
2	Dominguez General Engineering	\$455,000
3	JA Salazar Construction	\$492,700
4	Ferreira Construction	\$562,456
5	Brkich Construction	\$589,500
6	E & R Construction	\$599,840

Staff has reviewed the bids received and determined that J. De Sigio Construction of Arcadia, CA was the lowest responsible bidder for the project. The engineer's estimate was \$560,000 and the low bid was \$372,645 or 33% less than the engineer's estimate.

Staff has worked with J. De Sigio Construction on four (4) previous pipeline projects for the District including the 2900 Block of Paraiso Way in 2015 and the 2900, 3000 & 3100 Blocks of Santa Carlotta St. in 2013.

RECOMMENDATION:

It is staff's recommendation to award the contract for the subject project to the lowest responsible bidder, J. De Sigio Construction at a cost of \$372,645 and establish a 10% contingency fund of \$37,265.

A pre-construction meeting will be set as soon as the contract is awarded, the agreement is signed, and insurance documents have been delivered. Ms. Christina Olmedo will be the project manager and Mr. Cory Whitman will provide field inspection. In addition, staff will hold a community meeting on the 3200/3300 Blocks of Brookhill prior to construction.

ENVIRONMENTAL REVIEW:

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

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 19/20 Water CIP– Water Distribution	\$624,000
Contractor Cost	<\$372,645>
Unforeseen or additional work (10% contingency)	<\$ 37,265>
Additional costs such as material purchase by CVWD, soils engineer, engineering & inspection labor costs	<\$124,500>
Total Construction Cost	<\$534,410>
Amount Remaining in Water CIP – Distribution System	\$89,590

Prepared by:



Christina Olmedo
Assistant Engineer

Submitted by:



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

Attachments:

1. Bid Summary
2. Project Location Map

CRESCENTA VALLEY WATER DISTRICT

Title: Construction of 8-inch Water Main on the 3200-3300 Blks of Brookhill Street

BID LOCATION:

CVWD's Office

E-Job No: E-1002

TIME: 2:00 PM

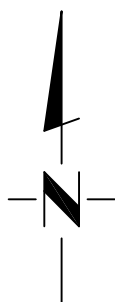
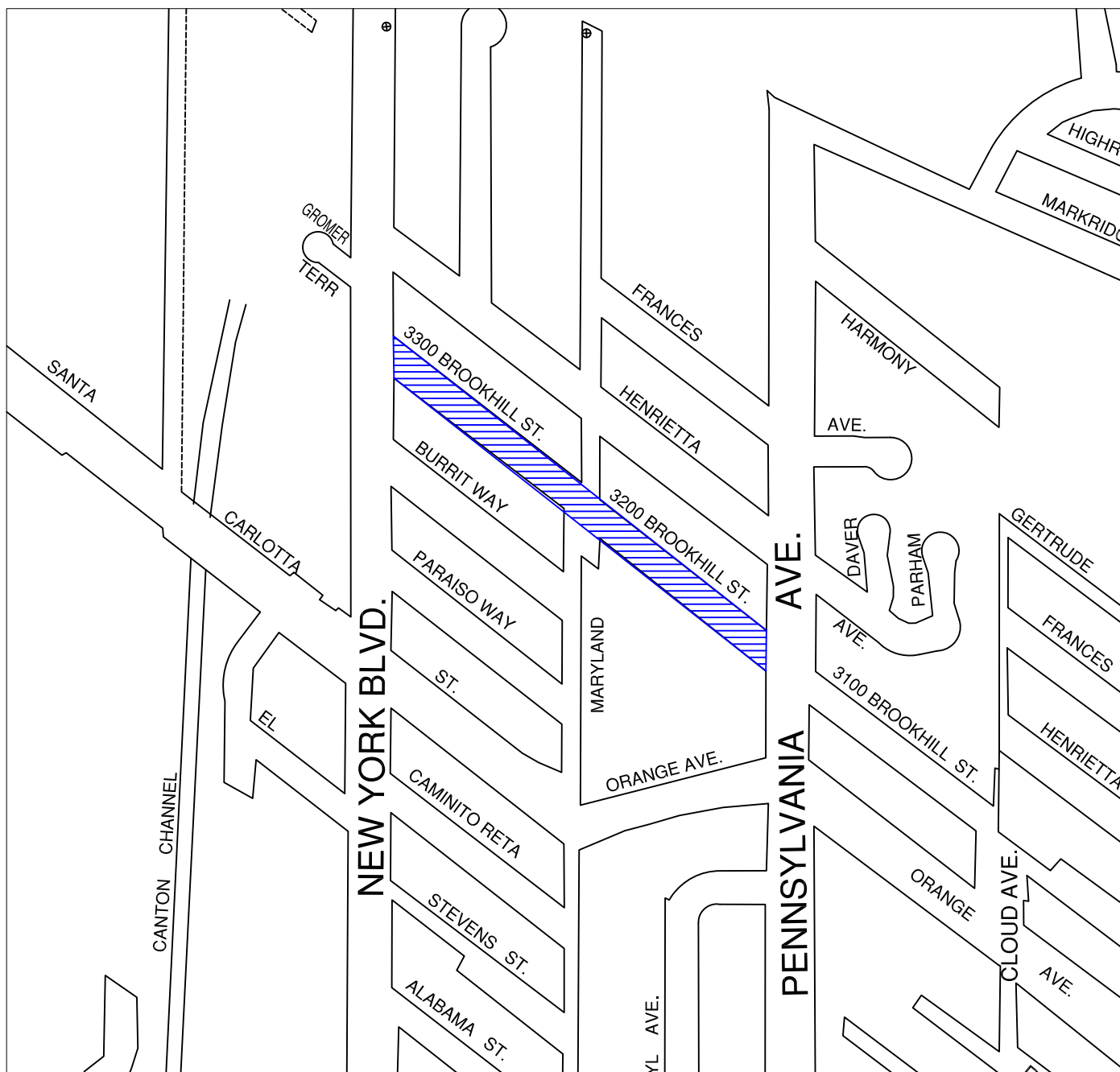
Engineer's Estimate: \$560,000

DATE: 9/18/19

Project Manager: Christina Olmedo

BY: CO CHECKED: DSG

			Engineers Estimate		J. DeSigio Cons.		Dominguez		J.A. Salazar		Ferriera		Brkich		E&R Construction	
ITEM	DESCRIPTION	QUANTITY	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	Excavation and Backfill (pipeline, laterals & appurtenances)	2,130 LF	\$110.00	\$234,300.00	\$77.00	\$164,010.00	\$80.00	\$170,400.00	\$40.00	\$85,200.00	\$69.00	\$146,970.00	\$180.00	\$383,400.00	\$118.00	\$251,340.00
2	Resurfacing Trench	6,400 SF	\$17.00	\$108,800.00	\$10.00	\$64,000.00	\$14.00	\$89,600.00	\$16.00	\$102,400.00	\$9.86	\$63,104.00	\$15.00	\$96,000.00	\$14.00	\$89,600.00
3	Install 8" CML & CMC Steel Water Pipeline and appurtenant Construction	1,500 LF	\$70.00	\$105,000.00	\$57.00	\$85,500.00	\$80.00	\$120,000.00	\$90.00	\$135,000.00	\$145.00	\$217,500.00	\$45.00	\$67,500.00	\$88.00	\$132,000.00
4	Install 6" Fire Hydrant Assemblies	4 EA	\$3,200.00	\$12,800.00	\$2,800.00	\$11,200.00	\$7,000.00	\$28,000.00	\$15,000.00	\$60,000.00	\$6,223.00	\$24,892.00	\$1,200.00	\$4,800.00	\$9,200.00	\$36,800.00
5	New 1" Services	41 LS	\$2,200.00	\$90,200.00	\$960.00	\$39,360.00	\$1,000.00	\$41,000.00	\$2,200.00	\$90,200.00	\$2,510.00	\$102,910.00	\$800.00	\$32,800.00	\$1,900.00	\$77,900.00
6	Sample Station	1 EA	\$4,250.00	\$4,250.00	\$4,375.00	\$4,375.00	\$1,000.00	\$1,000.00	\$4,900.00	\$4,900.00	\$3,730.00	\$3,730.00	\$2,500.00	\$2,500.00	\$3,200.00	\$3,200.00
7	Traffic Control	1 LS	\$4,650.00	\$4,650.00	\$4,200.00	\$4,200.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$3,350.00	\$3,350.00	\$2,500.00	\$2,500.00	\$9,000.00	\$9,000.00
8	Replace Valve	2 EA	\$2,500.00		\$2,800.00		\$1,000.00		\$7,500.00		\$11,042.00		\$3,800.00		\$8,800.00	
			EE	\$560,000.00	LOW	\$372,645.00	2ND	\$455,000.00	3RD	\$492,700.00	4TH	\$562,456.00	5TH	\$589,500.00	6TH	\$599,840.00



NOT TO SCALE

PROJECT LOCATION 3200-3300 BLOCKS OF
BROOKHILL ST.



CRESCENTA VALLEY WATER DISTRICT PROJECT LOCATION MAP

8-INCH WATER MAIN INSTALLATION ON THE 3200 & 3300 BLOCKS OF BROOKHILL ST,
OF LA CRESCENTA AVE., CA 91214. PROJECT E-1002

**CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT**

Action Item No. 4
September 24, 2019

To: Honorable President and Members of the Board of Directors
From: Christy J. Scott – Regulatory and Public Affairs Manager
Subject: Review of the Districts Participation in Community Events

ACTION ITEM:

1. Review of the Districts Participation in Community Events

BACKGROUND:

The District includes costs associated with the participation in several community events in the Water Conservation budget. These events range from hosting, such as the Water Smart Classes and National Night out, to attendance at events such as the Hometown Fair, to the donation of water, chairs and use of District property. The list of typical events during a fiscal year are attached. The amount of labor is estimated on the high end as the District attempts to minimize labor costs by coordinating activities inside of office hours.

During a July Community Relations and Water Conservation Committee Meeting, the committee requested a review of the District's community outreach events for a typical calendar year. Staff recommended that this item be brought to the full Board for discussion.

DISCUSSION:

Following a 2004 event with the construction of the demonstration garden, the Board requested that staff foster, develop and engage the community to develop communication, collaboration and a heightened perception of the District. Over the past 15 years, Staff has developed and fostered a presence around the community by hosting and participating in certain events. The level of participation has varied over the years, from the high point of hosting a large scale water awareness day, numerous classes, and speaking events at local clubs, to today and the list that is included with this staff report. All events are done at no cost to the event's sponsor.

The District's strategic plan, while still under development, clearly lists exceptional customer and community service as a goal of the District.

Participating in Community events furthers connections with those who are active in the community. This created familiarity assists the District in communication with the customer base at large. If those vocal and active in the community are more aware of the District and its staff on a personal level, the easier it is to disburse information to the community, and in a broader context facilitate the District's mission.

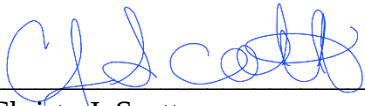
Events that the District sponsors, including relay for life, the golf tournament, and Movie night display either CVWD's banner or logo on the program or CV Chambers backdrop. (See attached)

Staff is open to suggestions to further its community engagement and increase participation at events in a less costly or efficient manner.

RECOMMENDATION:

It is staff's recommendation that the District continue to participate in community events at no cost to the community or organization sponsoring the event.

Prepared by:



Christy J. Scott
Regulatory and Public Affairs Manger

Submitted by:



Nem Ochoa
General Manager

Attachments:

- a. List of Events\
- b. Pictures from Events

g:\management\board meeting staff reports\2019\09-24-19 board memo - community outreach.docx

**Community Events
2019**

	Event	Comments	Approximate Supply Costs	Approximate Labor Costs
Events the District Hosts or Participates				
2/year April August September	Smart Gardening Class	Glenwood Plant	\$ 150.00	\$ 150.00
	Hometown Country Fair	CV Park	\$ 5,000.00	\$ 1,000.00
	National Night Out	Glenwood Plant	\$ 2,000.00	\$ 500.00
	Water Efficiency Event	Descanso Gardens	\$ 2,000.00	\$ 400.00
Community Events the District Donates Supplies or District Assets				
April	Hometown Country Fair	Generator	\$ 60.00	\$ 150.00
April	Special Olympics	Generator / Water	\$ 50.00	\$ 150.00
May	Memorial Day	Chairs		\$ 150.00
May	Prom Plus	Water/Tumblers	\$ 300.00	
May	Prom Plus	Generator	\$ 20.00	\$ 150.00
June	Golf Tournament	Water		\$ 150.00
May	Relay for Live	Generator / Water	\$ 300.00	\$ 150.00
July	CV Fireworks	Generator	\$ 60.00	\$ 150.00
September	Movie Night	Generator	\$ 60.00	\$ 150.00
November	Veteran's Day	Chairs		\$ 150.00
Subtotal			\$ 10,000.00	\$ 3,400.00
Additional District events		School Assemblies	\$ 3,600.00	
		Scouts/Nursery School, plant tours, Science Fairs	\$ 1,575.00	
		Grand Totals	\$ 15,175.00	\$ 3,400.00



RAIN BARREL & DROUGHT-TOLERANT LANDSCAPE EVENT

Descanso Gardens

1418 Descanso Dr. La Canada, CA 91011

Sunday, September 14th
10:00 a.m. to 2:00 p.m.

FREE admission. RSVPs are required.
 (please bring ID)

Contact your local water agency to reserve today!
 Seating for classes is limited and will be on a first-come first-serve basis.







Purchase Information

Rain Barrel \$85.00. Purchases must be in advance by September 10th from: www.RainBarrel.com.

Under the EVENTS tab, select "Descanso Gardens". Pick up your pre-ordered rain barrel at this event. Attendance to event not required to purchase or pick up your rain barrel.

Rebate Information

Rebate \$75. Offered by the Metropolitan Water District www.socalmetwaterdist.com. Limit one rebate per household with a four barrel maximum.

Hosted By:








(626) 403-7311 (310) 545-4543 (818) 226-3700 (626) 744-7311 (818) 245-3035 (818) 739-4206

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

September 24, 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:

- Ron Mitchell Retirement
- Age of District Pipelines
- Pennsylvania Pipeline Replacement

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 20th the District has gone 16 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

FMWD Managers meeting	- September 11 th
CVWD Annual Pancake Breakfast	- September 11 th
Management staff meetings	- September 16 th , September 23 rd
New Evaluation Process Workshop	- September 17 th
Employee Relations Committee meeting	- September 20 th

Submitted by:



Nem Ochoa
General Manager

**CRESCENTA VALLEY WATER DISTRICT
DIRECTOR STIPEND/REIMBURSEMENT REPORT
SEPTEMBER 2019**

Name	Meeting Date	Meeting/ Event	Items Discussed	Meeting Compensation	Expense Reimbursement
Director Bodnar	09/10/19	Board Meeting		\$ 90.00	
	09/20/19	Employee Relations Com	Mgmt MOU, GM performance evaluation	\$ 90.00	
	08/24/19	Board Meeting		\$ 90.00	
Director Erickson	09/10/19	Board Meeting		\$ 90.00	
	09/20/19	Employee Relations Com	Mgmt MOU, GM performance evaluation	\$ 90.00	
	08/24/19	Board Meeting		\$ 90.00	
Director Putnam	09/10/19	Board Meeting		\$ 90.00	
	09/24/19	Board Meeting		\$ 90.00	
Director Raghavachary	09/10/19	Board Meeting		\$ 90.00	
	09/24/19	Board Meeting		\$ 90.00	
Director Tejeda	09/10/19	Board Meeting		\$ 90.00	
	09/20/19	ACWA Region 8 Meeting	Legislative Forum	\$ 90.00	
	09/24/19	Board Meeting		\$ 90.00	