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 Tuesday January 14, 2020 at 7:00 p.m.

Posted: January 10 at 3:00 p.m.

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Meeting on December 10, 2019
2. Ratification of Disbursements for November 2019.

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

1. **Board Officer Designations** – Election of President and Vice President of the Board of Directors and committee appointments for 2020.
2. **Ballot for LAFCO Special District Representative**– District's ballot for the Local Agency Formation Commission (LAFCO) Special District Representative election.
3. **Investment Policy for 2020** – Consideration and motion to adopt Resolution No. 753 outlining the District's Investment Policy for 2020.
4. **Acceptance of Water Facilities at 2218 Montrose Ave** – Consideration and motion to adopt Resolution No. 754 to authorize the General Manager to accept the water facilities located at 2218 Montrose Ave.
5. **First Quarter Budget Variance Report** – Report of revenues and expenditures for the first quarter of Fiscal Year 2020.

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.

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
December 10, 2019

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting on November 12, 2019 a Regular Meeting was held on December 10, 2019, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with Vice President Kerry D. Erickson presiding.

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

Directors:	**James D. Bodnar (absent)** **Kerry D. Erickson** **Kenneth R. Putnam** **Sharon S. Raghavachary** **Judy L. Tejeda**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Director of Finance & Administration:	**James Lee**
Director of Engineering:	**David Gould**
Others Present:	**Mark Hass, Information Technology Manager** **Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Accountant** **Pam Leddy, Administrative Assistant** **Frank Colcord, Foothill Municipal Water District**

PLEDGE OF ALLEGIANCE
Director Erickson opened the meeting by leading 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 Regular Meeting of December 10, 2019 be adopted as presented.

PUBLIC COMMENTS – Ms. Tyler expressed concern regarding the increase in the water service charge for Fiscal Year 2018. Ms. Tyler also initiated discussion regarding the measures CVWD takes to avoid the misuse of public funds seen by other water districts.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord gave a progress report on the shutdown to CVWD and La Canada Irrigation District due to work being done by Foothill Municipal Water District (FMWD) to the water main on Foothill Boulevard. FMWD would like to express their thanks to CVWD for the help they received with the manhole in front of the Sheriff's Station on Briggs and for the SCADA work.

CONSENT CALENDAR

It was moved by Director Putnam, seconded by Director Raghavachary, and carried by a 4-0 vote to approve the Minutes of the Regular Board Meeting held on November 12, 2019, as revised.

Payment of demands against the Crescenta Valley Water District on or before October 30, 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 Seven Hundred Eighty-Eight Thousand, One Hundred Three Dollars and Forty-One Cents (788,103.41), which is composed of the individual items set forth herein.

ACTION CALENDAR

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

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 4-0 vote to authorize the General Manager to enter into an agreement with General Pump Company for the rehabilitation of Well 16 at a cost of $109,749 and to establish a contingency amount of $10,975 (10% of contract) to cover the cost of unforeseen or additional work and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

Nomination of Candidate(s) – LAFCO Special District Representative – Consideration and motion to support Director Putnam and Director Raghavachary for nomination as the Local Agency Formation Commission (LAFCO) Special District Agency Representative for Los Angeles County.

Following discussion:

It was moved by the Board of Directors and carried by a 4-0 vote to support Director Raghavachary for nomination as the Local Formation Commission (LAFCO) Special District Representative for Los Angeles County.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – A letter from Marilyn Tyler, dated December 9, 2019 regarding in an increase in the water service charge for Fiscal Year 2018.

REPORTS OF PERSONNEL – None

<u>GENERAL MANAGER</u> – Mr. Ochoa announced that a Christmas luncheon will be held at the Glenwood plant on December 11, 2019 for the employees of CVWD. Mr. Ochoa also presented highlights of the Association of California Water Agencies (ACWA) conference he attended December 4-6, 2019 in San Diego. Mr. Gould presented an update on water production, rainfall amounts for the current season, and progress on capital improvement projects.

<u>ATTORNEY</u> – No report

<u>REPORTS OF COMMITTEES</u>

<u>Engineering Committee</u> – Director Erickson reported that the Committee had not met; however, a tentative meeting may be scheduled in January 2020.

<u>Finance Committee</u> – Director Putnam reported that the Committee had not met; however, Mr. Lee requested a meeting to be scheduled on Tuesday, December 17, 2019 at 9:30 a.m.

<u>Employee Relations Committee</u> – Director Erickson reported that the Committee had not met; however, a meeting will be scheduled as needed.

<u>Policy Committee</u> – Director Putnam reported that the Committee had not met; however, a meeting will be scheduled as needed.

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

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

<u>Executive Committee</u> – Director Erickson reported that the Committee had not met; however, a meeting will be scheduled as needed.

Director Bodnar – Absent

Director Raghavachary – Announced that the Verdugo Golf Course was denied a zone change for the addition of 215 homes to the property.

Director Tejeda – Attended the Association of California Water Agencies (ACWA) Conference in San Diego, December 4-6, 2019.

Director Putnam – No Report

Director Erickson – Attended the Armenian Western District open house in La Crescenta.

<u>CLOSED SESSION</u> – No reportable items.

<u>ADJOURNMENT</u>

There being no other business to come before the Board, at 7:50 p.m., it was moved by Director Tejeda, seconded by Director Raghavachary and carried by a 4-0 vote that the meeting be adjourned to January 14, 2020 at 7:00 p.m.

APPROVED

James D. Bodnar	James Lee
President	Director of Finance & Administration

CASH DISBURSEMENTS LIST
NOVEMBER 2019

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
0	11/22/2019	Los Angeles County Public Works	Excavation permits - November 2019	6,050.00	
0	11/25/2019	Southern California Edison Co.	Purchased power - November 2019	29,775.95	384.50
0	11/25/2019	CalPERS	Contributions - November 2019	25,533.77	15,072.84
40161	11/04/2019	Arturo Montes	Wellness program reimbursement	225.00	75.00
40162	11/04/2019	Christina Olmedo	Wellness program reimbursement	59.99	20.00
40163	11/04/2019	Jacob Whittaker	Wellness program reimbursement	148.21	49.40
40164	11/05/2019	Eurofins Eaton Analytical Inc.	Water analysis - July 2019	616.00	
40165	11/05/2019	Dennis A. Maxwell, Jr	Unit #48 - new backup camera	319.59	168.55
40166	11/05/2019	Siaki Mortenson	Special compensation for Distribution Grade 1 license	400.00	
40167	11/05/2019	Spectrum Business	4103 Lowell - data communication	155.37	54.58
40168	11/05/2019	St. Water Resource Control Brd.	Siaki Mortenson - Grade D-1 Certification fee	70.00	
40169	11/05/2019	Sully-Miller Contracting Co.	8.32 tons cold mix for temporary repairs	874.28	
40170	11/05/2019	The Gas Company	Mills house - natural gas purchased - October 2019	33.89	10.69
40171	11/05/2019	Toro's Lawnmower & Garden	Saw supplies - diamond blade and carborundum blade	102.04	106.19
40172	11/05/2019	UPS	Shipping charges	6.57	6.31
40173	11/05/2019	Vision Service Plan	Group vision - November 2019	278.46	185.64
40174	11/07/2019	Foothill Municipal Water	Additional energy charges - August 2019	249.00	
40175	11/07/2019	Morgen Durose	Wellness program reimbursement	149.38	49.80
40176	11/07/2019	Ron Mitchell	Health reimbursement	142.54	95.02
40177	11/12/2019	ACWA Joint Powers Ins. Authority	Group health - December 2019	38,115.15	24,760.29
40178	11/12/2019	ACWA/JPIA	Workers' comp - July 2019 to September 2019	8,712.04	5,808.02
40179	11/12/2019	ADS, LLC	Monthly sewer monitoring - October 2019		1,850.00
40180	11/12/2019	Affordable Generator Services, Inc.	Main office - emergency generator rental - October 2019	922.43	307.47
40181	11/12/2019	Airgas National Carbonation	Well 2 - carbon dioxide rental tank - October 2019	55.00	
40182	11/12/2019	Airgas USA, LLC	Monthly cylinder rental - November 2019	264.20	244.58
40183	11/12/2019	Akel Engineering Group Inc.	E-1007 - GIS and hydraulic model update	2,467.00	
40184	11/12/2019	All American Landscape Co.	Office - landscape maintenance November 2019	255.50	94.50
40185	11/12/2019	Allen Pipeline, Inc.	Nitrate plant - 4" flange for vessel 100	966.00	
40186	11/12/2019	Ameripride Uniform Services, Inc.	Uniform rentals - October 2019	1,098.15	328.02

40187	11/12/2019	Associated Soils Engineering	E-1002 - professional services	1,745.00	
40188	11/12/2019	Regino Avalos	Rosemont, Oak Creek, Edmund 2 & Goss Canyon - clear brush	2,765.00	
40189	11/12/2019	BC Laboratories, Inc.	Water analysis (E-995 portion: $1620.00)	2,952.90	
40190	11/12/2019	CCS Interactive, Inc.	Waterwaster form, website hosting & analytical report - Nov 2019	340.00	
40191	11/12/2019	Cerdant, Inc.	Network security services - November 2019	209.00	66.00
40192	11/12/2019	Clifton Larson Allen	Progress billing - June 2019 audit	3,196.00	3,604.00
40193	11/12/2019	Colonial Life & Accidents Ins.	Employee paid insurance - October 2019	228.67	
40194	11/12/2019	CV Strategies	Communication services - April 2019	3,179.94	651.31
40195	11/12/2019	Do-it Center	Misc. hardware - October 2019	484.67	100.73
40196	11/12/2019	EmbroidMe	Johnathan Russo - uniform shirts	78.80	23.53
40197	11/12/2019	Foothill Car Wash, Lube & Oil	Unit #34 & #38 - oil changes	113.10	69.31
40198	11/12/2019	Foothill Municipal Water	Glendale/CVWD/FMWD agreement - September 2019	50.00	
40199	11/12/2019	Glendale Adventist Occ Med	Jonthan Russo - pre employment exam	213.00	87.00
40200	11/12/2019	Grainger	E-995 - eyewash with shower & misc. supplies	970.69	194.61
40201	11/12/2019	Gsolutionz Professional Services	Voice communication - November 2019	247.03	194.08
40202	11/12/2019	Hach Company	Annual service contract - chlorine analyzers at 14 sites	20,590.11	
40203	11/12/2019	Darren & Victoria Hayton	Refund check	100.00	
40204	11/12/2019	HD Supply Construction & Industrial	Misc. supplies - October 2019	33.68	35.05
40205	11/12/2019	Cynde Herman	Refund check	78.87	
40206	11/12/2019	Home Depot Credit Services	Misc. hardware - October 2019	379.43	60.76
40207	11/12/2019	J's Maintenance Service, Inc.	Janitorial service - October 2019	804.08	253.92
40208	11/12/2019	Zaruhi Karapetyan	Refund check	59.10	
40209	11/12/2019	KR Nida Companies	Unit #46 - install back up camera	235.60	144.40
40210	11/12/2019	Krost CPA's	Professional services - September 2019	1,175.00	1,325.00
40211	11/12/2019	LA County Tax Collector	Property tax bill payment #1	6,828.91	2,276.29
40212	11/12/2019	Lagerlof, Senecal, Gosney & Kruse	PWAG cost for incorporation	97.20	21.33
40213	11/12/2019	LJ's Access Systems, Inc.	Well #1, #2 & #16 - maintenance contract	679.65	39.15
40214	11/12/2019	Majestic Fire Protection	Annual fire door testing	371.25	123.75
40215	11/12/2019	Mimecast North America, Inc.	Email security - October 2019	708.34	
40216	11/12/2019	Northern Tool & Equip Co.	Unit #18 & #25 - Truck tire service steps	40.98	42.64
40217	11/12/2019	O'Reilly Auto Parts	Misc. parts - October 2019	66.80	40.94
40218	11/12/2019	Paper Cuts, Inc.	Paper shredding - October 2019	27.93	25.82
40219	11/12/2019	Paveco Construction Inc.	E-1009 - emergency pavement repairs 4800 Blk Pennsylvania	285,367.76	
40220	11/12/2019	Alison Penelle	Refund check	20.77	
40221	11/12/2019	Pep Boys Fleet Services	Unit #45 - front brakes and tire rotation	131.17	80.38
40222	11/12/2019	PIP Printing	Strategic plan - 50 booklets	208.26	200.09
40223	11/12/2019	Ramco	Bobtail concrete & crushed misc. base - October 2019	380.66	
40224	11/12/2019	Reliable Road Service, Inc.	Unit #18 - Check brakes & A/C, add freon	420.27	257.58

40225	11/12/2019	Royal Industrial Solutions	E-939 - Network switches for SCADA	1,553.63	
40226	11/12/2019	Sems Technologies Corp.	Customer programing work order grid screen - February 2019	1,500.00	
40227	11/12/2019	Simpler Systems	Monthly maintenance - November 2019	500.00	
40228	11/12/2019	South Coast Air Quality	C-993 - main office emergency generator permit evaluation fee	1,222.06	
40229	11/12/2019	South Coast Air Quality	Emergency electrical generators (diesel) - renewal fee	557.42	
40230	11/12/2019	Southland Pipe Corp.	E-1002 - steel pipe for 3200 & 3300 blk. of Pennsylvania	53,573.95	
40231	11/12/2019	Spectrum Business	Office - data communications - November 2019	2,111.16	741.76
40232	11/12/2019	Spectrum Business	Glenwood - data communications - November 2019	2,261.33	794.51
40233	11/12/2019	Steven Engineering, Inc.	Replacement communication radios for SCADA	5,282.37	
40234	11/12/2019	T.T. Technologies, Inc.	Annual lateral boring machine service	421.57	438.76
40235	11/12/2019	Underground Service Alert/SC	Underground notifications - October 2019	267.42	125.83
40236	11/12/2019	Univar USA Inc.	Sodium hypochloride - Glenwood-575 gallons, Mills-600 gallons	2,749.27	
40237	11/12/2019	Vulcan Materials Company	D-19-50 - mixed bobtail disposal fee	350.00	
40238	11/12/2019	Waste Management - Sun Valley	Glenwood - disposal service November 2019	1,010.75	319.17
40239	11/12/2019	Water Wise Consulting, Inc.	5246 Briggs - water audit	175.00	
40240	11/12/2019	WCT Products Company	Hardcase for new sound locator		1,275.68
40241	11/12/2019	Western Water Works	Misc. supplies for stock	3,348.46	
40242	11/21/2019	Raymond Dodge	Wellness program reimbursement	26.25	8.75
40243	11/21/2019	Wendy Holloway	Health reimbursement	79.19	52.79
40244	11/21/2019	Nemesciano Ochoa	Health reimbursement	396.00	264.00
40245	11/21/2019	Jaysen Ortega	Wellness program reimbursement	225.00	75.00
40246	11/25/2019	Aflac	Employee paid insurance - November 2019	1,620.37	
40247	11/25/2019	Allen Pipeline, Inc.	E-995 - Pickens Canyon piping	4,423.60	
40248	11/25/2019	Allen Pipeline, Inc.	D-19-57 - welding at 3142 Harmony	588.80	
40249	11/25/2019	Apex Manufacturing Solutions	Support services for SCADA - October 2019	4,698.00	702.00
40250	11/25/2019	APTwater, LLC	Nitrate plant professional services - September 2019	3,230.00	
40251	11/25/2019	ARC	Monthly MSP billing - October 2019	893.32	297.77
40252	11/25/2019	AT&T	Voice communication - October 2019	244.52	192.11
40253	11/25/2019	AT&T Mobility	Cell phone service - October 2019	1,537.33	459.20
40254	11/25/2019	Regino Avalos	E-1006 - Markridge reservoir brush clearing	3,212.78	342.22
40255	11/25/2019	Margarita Bautista	Refund check	144.49	
40256	11/25/2019	BC Laboratories, Inc.	Water analysis (E-995 portion: $3780.00) - November 2019	4,551.65	
40257	11/25/2019	BC Laboratories, Inc.	Water analysis - November 2019	4,107.00	
40258	11/25/2019	California Water Environment	Raymond Dodge - renewal for Grade 1 Collection System	89.00	
40259	11/25/2019	City of Glendale	Utility tax - October 2019	31.59	
40260	11/25/2019	City of Glendale	Well lease & water purchase - July 2019	10,260.42	
40261	11/25/2019	City of Glendale Water & Power	Power purchased - November 2019	35,380.12	54.54
40262	11/25/2019	City of LA Bureau Sanitation	Sewerage facilities charge - Sept/Oct 2019		7,660.16

40263 #	11/25/2019	City of Los Angeles	O&M & capital portion of Assoc. - November 2019		197,311.00
40264	11/25/2019	County Sanitation District #2	E-995 - Pickens Canyon reservoir green waste/debris	158.95	
40265	11/25/2019	Dana Dabsys	Reimb. for pressure relief valve due to Pennsylvania main break	530.00	
40266	11/25/2019	Dataprose LLC	Printing and postage for billing - October 2019	1,615.50	1,552.14
40267	11/25/2019	Nozar Daylami	D-19-50 - construction refund	10,814.23	
40268	11/25/2019	Dunn-Edwards Corporation	Mills house & Glenwood - paint purchased	1,536.62	484.27
40269	11/25/2019	Eurofins Eaton Analytical Inc.	Water analysis - November 2019	606.00	
40270	11/25/2019	Foothill Municipal Water	Water delivery - October 2019	321,677.32	
40271	11/25/2019	Foothill Painting Company	Mills house - painting	5,297.60	1,582.40
40272	11/25/2019	Full Source, LLC	3 uniform shirts, fleece pullover & jacket	415.78	169.81
40273	11/25/2019	G.M. Sager Construction Co., Inc.	Paving - various locations - list 2019-20-01	18,270.00	
40274	11/25/2019	Graybar Electric Co., Inc.	E-995 - electrical equipment for Pickens Canyon Reservoir	1,246.41	
40275	11/25/2019	Great America Leasing Corp.	Kyocera copier lease - November 2019	782.95	752.24
40276	11/25/2019	Harper & Associates Eng., Inc.	E-1006 Markridge Reservoir inspection services - September 2019	2,375.00	
40277	11/25/2019	John Robinson Consulting, Inc.	E-995 - support services - October 2019	1,890.00	
40278	11/25/2019	LA Dept. Water and Power	Power purchased - November 2019	53.15	
40279	11/25/2019	Lagerlof, Senecal, Gosney & Kruse	Legal services - October 2019	3,821.20	838.80
40280	11/25/2019	Lincoln Financial Group	Life & disability insurance - December 2019	946.55	631.04
40281	11/25/2019	Mail Finance	Postal machine lease payment	188.66	181.25
40282	11/25/2019	Mc Fence Co.	Well #2 & Mills - chain link fence and gates	3,425.00	
40283	11/25/2019	Mimecast North America, Inc.	Email security - October 2019	708.34	
40284	11/25/2019	Needle in a Haystack	Refund check	53.22	
40285	11/25/2019	Neofunds by Neopost	Postage purchase - postage machine	357.00	343.00
40286	11/25/2019	Northern Safety Co., Inc.	Misc. supplies - November 2019	40.88	37.73
40287	11/25/2019	Office Depot - Credit Plan	Misc. supplies - October 2019	635.13	531.20
40288	11/25/2019	Paveco Construction Inc.	Refund for flooding meter use	925.00	
40289	11/25/2019	Pep Boys Fleet Services	Unit #8 - front & rear brakes and rotors, oil change and tires	947.90	580.97
40290	11/25/2019	Rassac Air Systems	Mills house - A/C & heating maintenance	361.85	113.15
40291	11/25/2019	David Rawlings	Special compension for Cross Connections Specialist license	535.00	
40292	11/25/2019	Red Wing Shoe Store	Whitman, Russo, Rawlings - safety boots	479.04	195.65
40293	11/25/2019	Reliable Road Service, Inc.	Unit #47 - check engine light, turbo hose off, charge air condition	159.06	97.48
40294	11/25/2019	Robert Brkich Const. Corp	E-1009 - Pennsylvania pipeline replacement - PPE #1	206,426.75	
40295	11/25/2019	Royal Industrial Solutions	Oak Creek - replacement handles for MCC	2,575.86	
40296	11/25/2019	Sawyer Petroleum	587.8 gallons clear diesel - November 2019	1,963.14	521.84
40297	11/25/2019	Scotty's Industrial Products	Misc. tools - November 2019	49.56	51.56
40298	11/25/2019	Shell	Fuel purchased - October 2019	2,436.62	727.81
40299	11/25/2019	Southwest Hydrotech	Well #9 - parts for pressure sustaining valve	819.00	
40300	11/25/2019	Spectrum Business	Mills plant - data communications	181.28	63.68

40301	11/25/2019	State Water Resource Control Board	Annual DDW permit fee	3,249.00	
40302	11/25/2019	Staples Business Advantage	Misc. supplies - October 2019	92.08	84.99
40303	11/25/2019	Stemar Equipment & Supply Co.	Misc. supplies - November 2019	592.76	207.97
40304	11/25/2019	Steven Engineering Inc.	Replacement communication radio for SCADA, batteries, UPS units	10,786.00	1,611.67
40305	11/25/2019	Systemated Business Products	Letterhead with changes	341.39	327.99
40306	11/25/2019	The Gas Company	Main office - gas purchased	22.32	7.04
40307	11/25/2019	The Inquiry Academy	Refund check	28.40	44.00
40308	11/25/2019	Tri-Xecutex Corp.	Mills house - check and replace smoke detector battery	107.73	
40309	11/25/2019	Univar USA Inc.	Sodium hypochlorine - Glenwood-720 gallons, Mills-800 gallons	3,556.51	
40310	11/25/2019	Vulcan Materials Company	E-995 - mixed bobtail for Pickens Canyon	2,100.00	
40311	11/25/2019	Wells Fargo Card Services	Gould - training lunch, AWWA conference, BEST awards luncheon	998.02	245.88
40312	11/25/2019	Wells Fargo Card Services	Hass - monthly reoccuring software/hardware, cell phone supplies	1,418.63	49.44
40313	11/25/2019	Wells Fargo Card Services	Maxwell - training, chili cook-off, flag pole for Glenwood plant	278.15	99.66
40314	11/25/2019	Wells Fargo Card Services	Mitchell - chili cook off awards, background check, BC ad for intern	247.11	74.84
40315	11/25/2019	Wells Fargo Card Services	Ochoa - working meals, interviews	334.18	80.80
40316	11/25/2019	Wells Fargo Card Services	Scott - working lunch	42.94	21.14
40317	11/25/2019	Western Water Works	Misc. supplies for stock - November 2019	1,797.36	1,541.29
40318	11/26/2019	David Gould	Health reimbursement	269.44	179.62
40319	11/26/2019	James Lee	Health reimbursement	1,800.00	1,200.00
40320	11/26/2019	Darlene Telles	Wellness program reimbursement	225.00	75.00
				$ 1,229,841.52	$ 286,011.67
			Total Disbursements for November 2019		$ 1,515,853.19

Payroll Report

Directors	$ 540.00
Office Regular Payroll	$ 156,072.00
Office OT	$ 988.00
Plant Regular Payroll	$ 98,666.00
Plant OT & Standby	$ 14,667.00
Employer Payroll Taxes	$ 17,304.00
Payroll Service Charges	$ 468.00
Total Payroll for November 2019	$ 288,705.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.2
January 14, 2020

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa – General Manager

Subject: **Ballot for LAFCO Special District Representative**

ACTION ITEM:

Nomination for LAFCO Special District Representative – Consideration and motion to cast the District's ballot for the LAFCO Special District Representative.

BACKGROUND:

At the December 10, 2019 Board meeting, the Board supported Director Sharon Raghavachary's nomination as a candidate for the Local Area Formation Commission (LAFCO) Special District Representative.

LAFCO has retained Mr. William Kruse of Lagerlof, Senecal, Gosney & Kruse LLP to conduct the election for the representative position. Mr. Kruse has informed the District that the two nominees are Director Sharon Raghavachary of the Crescenta Valley Water District and Director Donald Dear of the West Basin Municipal Water District, the incumbent representative whose term expires in May 2020.

Included in this package are the ballot form and the resumes for each nominee. Ballots must be received at the offices of Lagerlof, Senecal, Gosney & Kruse LLP no later than 5:00 pm on April 16, 2020.

Prepared by:

James Lee
Director of Finance & Administration

Submitted by:

Nem Ochoa
General Manager

Attachment(s):

1. Ballot, Instructions, and Candidacies for LAFCO Special District Representative

g:\management\board meeting staff reports\2020\01-14-29 board memo - Ballot for LAFCO Special District Representative.docx

Lagerlof Senecal
Gosney & Kruse, LLP

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 ! FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE

DATE : JANUARY 3, 2020

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO REPRESENTATIVE for the term expiring in May 2020. Nominations closed as of 5:00 p.m. on December 27, 2019.

Please vote for ONE candidate. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

William F. Kruse, Esq.
Lagerlof, Senecal, Gosney & Kruse, LLP
301 N. Lake Avenue, 10th Floor
Pasadena, CA 91101-5123.

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the special district representative to LAFCO.

Ballots must be returned by 5:00 p.m. on April 16, 2020.

WFK/jlb
Enclosures

cc: Paul Novak, w/enc.

BALLOT

SPECIAL DISTRICT LAFCO **REPRESENTATIVE**

Please vote for no more than one candidate.

☐ **DONALD L. DEAR**

Occupation: Water District Director
Sponsor: West Basin Municipal Water District

☐ **SHARON RAGHAVACHARY**

Occupation: Water District Director
Sponsor: Crescenta Valley Water District

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

To: Independent Special District Selection Committee

From: West Basin Municipal Water District

Date: October 28, 2019

Name of Candidate: Donald L. Dear

West Basin Municipal Water District is pleased to nominate Donald L. Dear as a candidate for appointment as special district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 5 Director

Agency: West Basin Municipal Water District

Type of Agency: Water Wholesaler

Term Expires: December 2020

Residence Address: 15433 Catalina Ave, Gardena, CA 90247

Telephone: (310) 704-0881

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

West Basin Municipal Water District
(Name of Agency)

By: Patrick Sheilds Patrick Sheilds 10/31/19
Its: General Manager

Donald L. Dear

Immediate Past President, West Basin Municipal Water District Board of Directors
Division V

Donald L. Dear was elected to the West Basin Municipal Water District (West Basin) Board of Directors in November 2000. He is currently serving his fifth term after being re-elected in November 2016. He represents the Division V cities of Gardena, Hawthorne, Lawndale and the unincorporated Los Angeles County area of El Camino Village.

Director Dear came to the Board with a vast array of experience in public service, serving on the Gardena City Council from 1970 to 1974 and again from 1978 to 1982, as well as serving as the Gardena mayor for nine consecutive terms from 1982 to 2001. He retired with 27 years of total service to the City of Gardena. Director Dear is currently serving as Immediate Past President of the Board and Chair of the Ethics Committee. He previously served as one of two West Basin representatives on the board of directors of the Metropolitan Water District of Southern California from 2013 to 2018.

In 2004, 2008, 2012 and again in 2016, he was elected as one of the representatives for the Los Angeles County Independent Special Districts on the Local Agency Formation Commission, of which he currently serves as First Vice President. In October 2011, the West Basin Board paid tribute to Dear's distinguished public service by naming their Carson Headquarters the Donald L. Dear Building.

Director Dear's years of experience have given him a deep first-hand understanding of the roles, responsibilities and challenges facing local governmental institutions. He served for 24 years as a Trustee of the Greater Los Angeles Vector Control District, and for 19 years on the Board of Directors for the Los Angeles County Sanitation District No. 5. He also served as President of the South Bay Cities Association (now known as South Bay Cities Council of Governments), on the Board of Directors of the Southern California Cities Joint Powers Consortium and is a member of the Sierra Club.

As a former teacher at Stephen White Middle School in Carson for 38 years, he is well known and widely respected by his former students, colleagues and members of the community. In 1983 he was "Teacher of the Year" for Region A of the Los Angeles Unified School District. Dear's professional affiliations include his service as a member of the National Council for Social Studies, board member of the Political Action Council of Educators, and six terms of service as a member of the House of Representatives of the United Teachers of Los Angeles (UTLA). His civic affiliations include the Association for Retarded Citizens – South Bay, El Nido Services, Gardena Elks, Gardena High School Booster Club, Gardena Jaycees, Gardena Valley Cultural Arts Corporation, Gardena Valley Friends of the Library, Gardena Valley Music Association, Gardena Valley Red Cross, Gardena-Carson Family YMCA, Hollypark and Gardena Valley Lions Club, Kiwanis Club of Gardena Valley, Serra High School Advisory Board, and the University of Southern California San Pedro Peninsula Trojan Club.

Director Dear has also distinguished himself through his outstanding work with youth, not only as a noteworthy educator, but also for his 30 years of unselfish dedication as a coach for more than 70 teams in three sports through the Gardena Recreation Department Youth Sports Leagues.

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

To: Independent Special District Selection Committee

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

Date: December 3, 2019

Name of Candidate: Sharon Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate Sharon Raghavachary as a candidate for appointment as special district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2020

Residence Address: 2209 Maurice Ave.
La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District
(Name of Agency)

By: [signature]
Its: Chairman of the Board of Directors

Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee, that wrote design standards for Foothill Boulevard, and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years, and for over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3
January 14, 2020

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa – General Manager

Subject: **Resolution No. 753 – District Investment Policy**

ACTION ITEM:

Resolution No. 753 District Investment Policy – Consideration and motion to adopt Resolution No. 753, outlining the District's Investment Policy for 2020.

BACKGROUND:

California Government Code Sections 5922 and 53601 et seq. directs the District to prepare and submit a statement of investment policy in accordance with the Government Code to the Board of Directors. This Investment Policy and any changes thereto are to be considered at a public meeting.

The current Investment Policy is modeled after the State's policy, and staff has consulted with legal counsel regarding any changes made by the legislature in the last year. Legal counsel has advised that the State made no substantive changes to the policy from last year, and the changes are redlined in the attached resolution for reference.

The District's objectives in maintaining reserve funds are fiscal responsibility and fiscal sustainability. Monies that are not required for immediate needs are invested. At minimum, the realized return on investment is intended to reduce the impact of inflation.

The primary considerations for investment are: 1) safety; 2) liquidity; and 3) return on investment. The District's positions in the Local Agency Investment Fund (LAIF), U.S. Treasuries, and Federal Farm Credit Bank securities reflects a conservative approach that prioritizes safety and liquidity over return on investment.

RECOMMENDATION:

It is staff's recommendation that the Board adopt Resolution No. 753 to approve the District's Investment Policy for the year 2020 as presented.

Prepared by:

James Lee
Director of Finance & Administration

Submitted by:

Nem Ochoa
General Manager

Attachment(s):

1. Resolution No. 753 – Investment Policy for 2020

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RESOLUTION NO. 753

A RESOLUTION OF THE BOARD OF DIRECTORS OF

THE CRESCENTA VALLEY WATER DISTRICT

ESTABLISHING ITS INVESTMENT POLICY

1. POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the Treasurer of the Crescenta Valley Water District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall be responsible for all transactions undertaken and shall make a monthly report of those transactions to the Board of Directors. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

a. Bonds issued by the District.

b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.

c. Registered state warrants or treasury notes or bonds issued by the State of California.

d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.

h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall either be:

(1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars ($500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally recognized statistical-rating organization; or

(2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.

i. Negotiable certificates of deposit issued by a nationally or state chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy. The Board of ~~Port Commissioners~~Directors and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of ~~Port Commissioners~~Directors, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).

k. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy.

l. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund.

m. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

n. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

o. Any mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by a nationally recognized rating service and the securities shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.

p. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars ($500,000,000.00).

q. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization and cannot exceed 30% of the District's moneys that may be invested pursuant to Section 53601.

r. Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the District's money which may be invested pursuant to this policy.

9.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised by the Finance Committee periodically if determined necessary to meet District goals. In establishing specific diversification strategies, the following general policies and constraints shall apply:

a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.

b. Maturities selected shall provide for stability of income and liquidity.

c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 REPORTING

The Treasurer shall submit to the Board of Directors an investment report at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third-party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months. The Treasurer shall maintain a complete and timely record of all investment transactions.

13.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the District. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on December 12, 2018. Resolution No. 742 was adopted by the following vote:

AYES:

NOES:

ATTEST:

President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 753 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on January 14, 2020 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: January 20, 2020 **(S E A L)**

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
January 14, 2020

To: Honorable President and Members of the Board of Directors

From: Brook Yared. P.E. – Senior Engineer

Subject: **Acceptance of Water Facilities for Tract No. 1701, Lot 474, located at 2218 Montrose Ave and Adoption of Resolution No. 754**

ACTION ITEM:

Resolution 754, Acceptance of Water Facilities at 2218 Montrose Ave, Project D-17-61 – Consideration and motion to adopt Resolution No. 754 to authorize the General Manager to accept the water facilities at 2218 Montrose Avenue.

BACKGROUND:

On December 27, 2017, Staff was approached by the developer, Mr. Allen Chachi (Owner), for the construction of a new nine (9) unit apartment building at 2218 Montrose Ave. The proposed construction would also require new irrigation and fire services. California State Law and CVWD's Rules and Regulations state that each new residential unit requires a separate water meter. Hence, a new multi-meter manifold, consisting of ten (10) new water meters, was required for the development, and the costs for design and installation of the new facilities would be the responsibility of the owner.

DISCUSSION:

The owner entered into a developer's agreement with CVWD for the design, construction and dedication of the multi-meter manifold. The developer agreement stipulates that the developer shall transfer ownership of all newly constructed facilities to CVWD after satisfactory completion of construction. CVWD then assumes responsibility for maintaining these facilities into the future. The Contractor also was required to submit a "Bill of Sale" to CVWD establishing a base value for the donated facilities for depreciation purposes.

Staff worked with the owner on the design of the multi-meter manifold, and the developer hired a private contractor that was approved by CVWD to perform the work. CVWD provided the materials such as steel pipe, fittings, service line and meters, as well as inspection services for the project. The construction was completed on October 8, 2019, and the water facilities constructed for the subject project were completed to the satisfaction of the District.

RECOMMENDATION:

In accordance with CVWD's Rules and Regulations and the developer's agreement, it is the owner's responsibility to dedicate the new water facilities to CVWD. The developer has completed the project, and it is staff's recommendation to adopt Resolution No. 754 to authorize the General Manager to accept the water facilities within the public right-of-way for Lot 262 of Tract 4104 located at 2218 Montrose Avenue.

ENVIRONMENTAL REVIEW:

N/A

Prepared by:

Brook Yared, P.E.
Senior Engineer

Submitted by:

David S. Gould, P.E.
District Engineer

Attachments:
1. Project Location Map
2. Resolution 754
3. Bill of Sale

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RESOLUTION NO. 754

RESOLUTION OF THE BOARD OF DIRECTORS

OF CRESCENTA VALLEY WATER DISTRICT

ACCEPTING THE DONATION OF FACILITIES

WHEREAS, Crescenta Valley Water District (the "District") entered into an Agreement with Allen Chachi, ("Developer"), which provided for the construction by the Developer of certain water improvements ("Facilities") for connection to the District's system as part of the development for 2218 Montrose Ave., ("Development") within the District's service area;

WHEREAS, the District, in order to accommodate the Developer's construction of ten (10) new water meters for a new multi-family dwelling which required the construction of said water facilities;

WHEREAS, the water facilities have been completed in substantial conformance with the plans, specifications and Crescenta Valley Water District standards.

WHEREAS, the developer is required to donate these water facilities to the District;

WHEREAS, Developer has provided District with a deed, bill of sale, or other instrument of conveyance, conveying the Facilities from Developer to the District, as required by the agreement;

BE IT RESOLVED that, the Board of Directors of Crescenta Valley Water District hereby accepts the donation of the Facilities for operation, maintenance, and repair by the District, subject to all rights of the District.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on January 14, 2020, Resolution No. 754 was adopted by the following vote:

AYES:

NOES:

ATTEST:

President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors
Crescenta Valley Water District

STATE OF CALIFORNIA)

) ss.

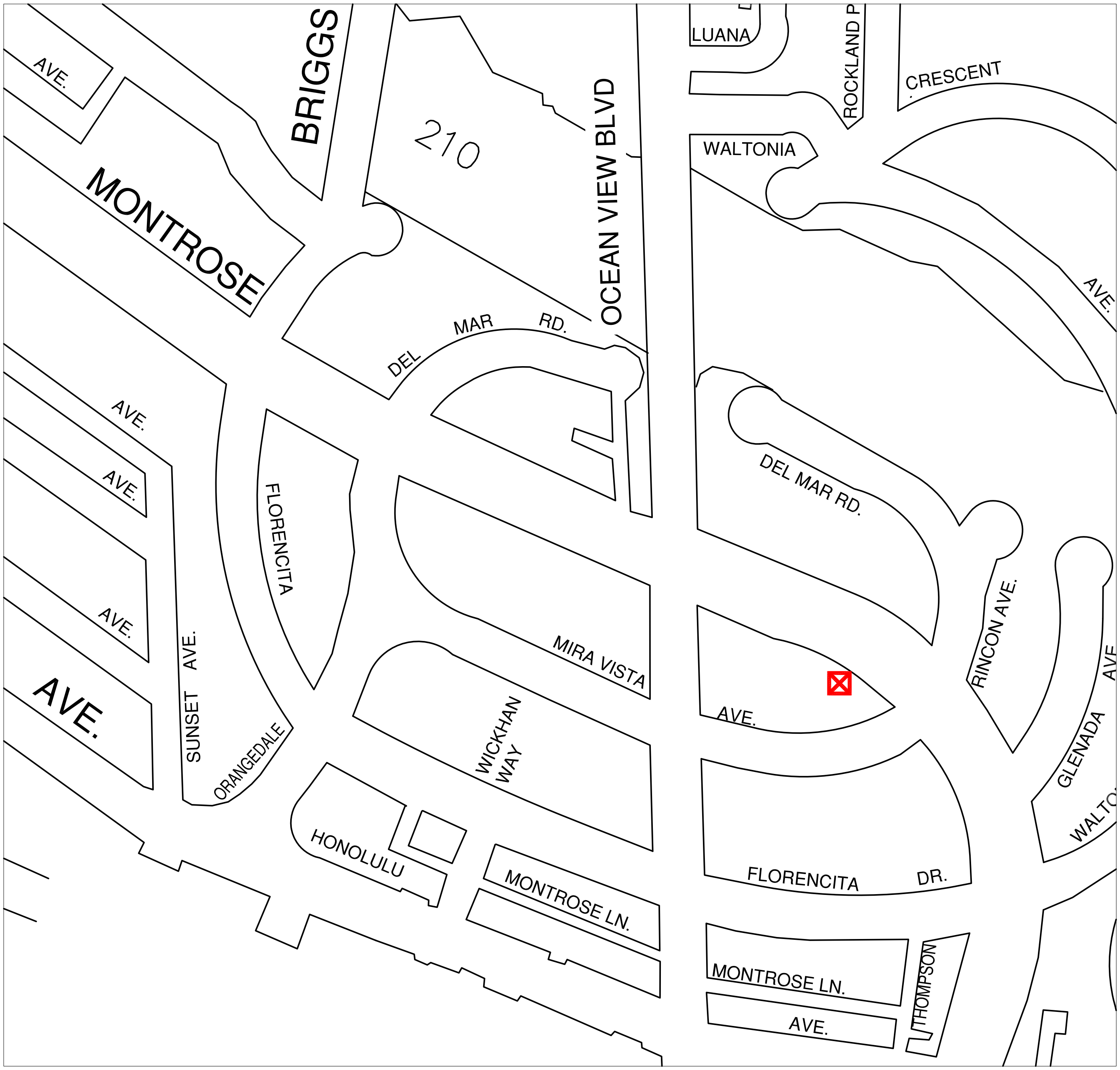
COUNTY OF LOS ANGELES)

I, JAMES K. LEE, Secretary of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 754 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on January 14, 2020, and that the same has not been amended or repealed.

____

Secretary of the Board of Directors of
Crescenta Valley Water District

DATED: January 14, 2020 **(S E A L)**



PROJECT LOCATION: D-17-61 - TEN (10) NEW WATER METERS

NOT TO SCALE

CRESCENTA VALLEY WATER DISTRICT

PROJECT LOCATION MAP

INSTALLATION OF A 10 METER MANIFOLD AT 2218 MONTROSE AVE, PROJECT D-17-61

CRESCENTA VALLEY WATER DISTRICT

COST OF CONSTRUCTION STATEMENT

WATER SYSTEM FACILITIES

Developer's Name Allen Chachi

Address: 2218 Montrose Ave.

Tract No. 1701 (Lot 263)

Date Prepared 8/12/2019

Item	Quantity	Units	Unit Cost	Total Cost
1. Excavation and backfill (pipeline and appurtenances)	100	LF	31505.80	31505.80
2. Trench Resurfacing		SF	5520.00	5520.00
3. Install 4" CMC x CML steel water main and appurtenances	100	LF	22378.20	22378.20
4. Install Meters and Appurtenances	9	EA	3783.8	3783.80
5. Pressure and BACT Testing	1	LS	4233.40	4233.40

Grand Total Installation Cost* $ 67,421.20

*Excludes fees paid directly to Crescenta Valley Water District.

Prepared by________________

My signature as witnessed here below atests that the above statement is true and correct to the best of my knowledge.

Date:________

Authorized Representative

Official Title

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.5
January 14, 2020

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa – General Manager

Subject: **First Quarter Report on Revenues and Expenditures**

ACTION ITEM:

Discuss the District's First Quarter Report on revenues and expenditures for the fiscal year ended June 30, 2020.

DISCUSSION:

For the current fiscal year, staff undertook a significant change in terms of how the budget is reported. Whereas in the past the budget was presented agency-wide, it is now being presented on a departmental level. This takes more effort and produces longer reports, but there are several factors that make this practice beneficial. First, it increases transparency and accountability to the Board by more clearly showing how each department uses their respective budgets. Second, it increases communication across departments.

WATER FUND

With a mild summer in Qtr1, water sales for the first several months of the year were significantly lower than budgeted. At this time, staff's conservative projection is for water sales to miss targets by 5% or $427K. Lower sales meant lower water production in terms of groundwater and imported sources.

The loss in revenue is projected, in part, to be recovered by lower FMWD purchases by about $264K. The loss of Well 16 in Qtr1 meant that the lower-cost source of Glendale water was not available, and staff is working to get that well back online. Loss in revenue is also projected to be offset by lower labor expense for several personnel who are out on leave for medical or other reasons.

CIP was budgeted for $2.88 million. Engineering projects that CIP for water distribution and water supply will run over budget due to change orders. Engineering expects that CIP for technology will come in under budget, for a net CIP impact of $98K over budget. Staff is discussing how to absorb this variance, and the current thought is to rearrange plans for fleet maintenance.

The water budget as approved draws $730K from reserve funds over the year. The budget is currently projected to run over by $109K, making the net impact an $839K total draw on the water reserve fund by fiscal year-end. Any increase in water sales could improve that forecast significantly.

The following are notable over/under variances for each department's budget:

- Dept 1 – Board
  - Director expenses are in line with expectations

- Dept 2 – Operations
  - Water treatment expense is higher than budgeted this year due to significantly higher chlorine, ammonia, and other chemical purchases related to testing during the transition to chloramination.

- Operations-related assets are scheduled to depreciate by $1.3 million over the fiscal year. This does not capture assets that have already been fully depreciated.

➢ Dept 3 – Engineering
- Labor overtime is projected to be higher based on a large number of inspection hours during and following the recent main breakage on Pennsylvania Ave.
- The Assistant Engineer will be out on medical leave for a number of months. Although the intern budget was decreased during the budget-setting process, interns are needed to supplement the Assistant Engineer during her absence. These interns are allocated to Engineering and also Regulatory & Public Affairs, and their combined cost is less than the compensation that is not paid out during the Assistant Engineer's absence.
- Reservoir maintenance was miss-budgeted, and the $18,500 projected overage reflects a reservoir condition assessment that should have been budgeted. This issue highlights the value of budgeting and reporting by department, as staff discovered a process issue in terms of defining roles and responsibilities between departments.
- The Meter maintenance and D-Job meters/hydrants budgets are related to development. Development activity is difficult to predict, and it has been higher this year than anticipated. Developer-related expenses are considered pass-throughs. Staff has recently identified and an opportunity to capture these pass-through in a more efficient manner and has implemented those process changes.

➢ Dept 4 – Regulatory & Public Affairs
- Staff identified a need for increased assistance with water quality reporting and other related projects and has allocated intern time to this area. Please refer to 'Engineering' for discussion regarding interns.
- Community outreach budget is projected higher based on staff anticipating an increased need for developing publications and other media.

➢ Dept 5 – Technology
- The Computers and networks budget is projected higher based on staff identifying a need for a service that better covers network security and regulatory compliance issues that are evolving more quickly than staff can sufficiently cover.
- The expenses for Training and Conferences/Seminars are lower than budgeted based on staff not having availability to attend.

➢ Dept 6 – Administration
- The Labor expense is higher than budgeted because the Customer Service Representative position was reclassified from the Operations department. The increase also reflects the out-of-class pay for the Interim Administrative Services Manager's 3-month assignment.
- Labor overtime is higher than budgeted based on the additional training hours needed for the Administrative Analyst to transition into an updated role per the recently updated organizational chart.
- The budget for the employer portion of PERS is significantly higher because staff determined that for the purposes of accounting, a prepaid amount made to PERS at the beginning of the year was better suited being allocated from all other departments to Administration.
- Liability insurance expense is expected to increase based on the recent JPIA claim reimbursement to the District related to the Pennsylvania main break.

- Legal expense is expected to increase based on personnel matters that had not been budgeted for.
- The wellness program is a benefit that was included as part of the labor negotiations that concluded in September 2019. This benefit had not been budgeted for, and staff will propose an area of the budget from which to fund this program.
- Administration-related assets are scheduled to depreciate by $34K over the fiscal year.

WASTEWATER FUND

The revenues and expenses for the wastewater fund are on track with the budget.

The wastewater budget as approved draws $699K from reserve funds over the year. The budget is currently projected to run over by $24K, making the net impact a $723K total draw on the wastewater reserve fund by fiscal year-end.

Prepared by:

James Lee
Director of Finance & Administration

Submitted by:

Nem Ochoa
General Manager

Attachment(s):
1. First Quarter Budget Report

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Crescenta Valley Water District
Water Budget Variance Report
Summary - As of September 30, 2019 (Qtr 1)

Description	Annual Budget	Projected	Difference	% of Total Budget
Revenue				
Water Sales - Fixed	$ 3,023,931	$ 2,952,282	$ (71,649)	98%
Water Sales - Metered	9,141,201	8,714,317	(426,884)	95%
Interest Income Water	200,000	180,000	(20,000)	90%
Other Income Water	160,000	137,186	(22,814)	86%
Construction Revenue	452,500	480,000	27,500	106%
Revenue	**$ 12,977,632**	**$ 12,463,785**	**$ (513,847)**	**96%**
Expenses				
Labor & Benefits	3,376,264	3,152,564	223,700	93%
Imported Water Cost (Foothill)	3,332,018	3,068,105	263,913	92%
Imported Water Cost (Glendale)	157,850	69,556	88,294	44%
Power Cost	695,671	884,784	(189,113)	127%
Operating Cost	2,310,039	2,362,504	(52,465)	102%
Expenses	**$ 9,871,842**	**$ 9,537,514**	**$ 334,328**	**97%**
Debt Service	**$ 550,000**	**$ 550,000**	**$ -**	**100%**
CIP	2,877,500	2,975,000	(97,500)	**103%**
Capital Outlays	308,370	140,000	168,370	**45%**
OPEB	100,000	100,000	-	**100%**
Total CIP, Infastructure, OPEB	**3,285,870**	**3,215,000**	**70,870**	**98%**
Net Revenue minus Expenses	**(730,080)**	**(838,729)**	**(108,649)**	

Crescenta Valley Water District
Water Budget Variance Report
Revenue - As of September 30, 2019 (Qtr 1)

	Description	Annual Budget	Projected	Difference	% of Total Budget
Revenue					
4010-000	Water Sales - Consumers	$ 8,752,663	$ 8,300,212	$ (452,451)	95%
4010-007	Irrigation	388,538	414,106	$ 25,568	107%
4010-008	Water Sales- Service Charge	2,945,771	2,875,726	$ (70,045)	98%
4010-009	Water Sales - Fire Service	78,160	76,555	$ (1,605)	98%
4020-000	Water Sales - Others	90,000	78,307	$ (11,693)	87%
4110-000	Meter Installation/Hydrant	50,000	60,000	$ 10,000	120%
4220-000	Water Systems Connect Fee	100,000	60,000	$ (40,000)	60%
4230-000	Other Income - Misc	10,000	4,439	$ (5,561)	44%
4230-010	Other Income - Flood Meters	-	-	$ -	0%
4230-020	Other Income - Applications	35,000	25,640	$ (9,360)	73%
4240-000	Interest Earned - Water	175,000	180,000	$ 5,000	103%
4245-000	Interest Earned-2007 COPS	-	-	$ -	0%
4260-000	Unrealized Gain/Loss on Invest	-	-	$ -	0%
4265-000	Fair Value Adjustment	-	-	$ -	0%
4270-000	Gain/Loss on Sale of Assets	2,500	-	$ (2,500)	0%
4271-000	Gain/Loss Sale of Investments	25,000	-	$ (25,000)	0%
4275-001	Rental Income - PA House	11,000	10,800	$ (200)	98%
4275-002	Rental Income - Sycamore House	14,000	18,000	$ 4,000	129%
4280-000	MTBE Settlement	-	-	$ -	0%
4285-000	Grant Revenue - State	300,000	360,000	$ 60,000	120%
4287-000	Capital Contributions - Local	-	-	$ -	0%
Revenue		**$ 12,977,632**	**$ 12,463,785**	**$ (513,847)**	**96%**

Crescenta Valley Water District
Water Budget Variance Report
Expense - As of September 30, 2019 (Qtr 1)

Description		Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
5000-100	Director Fees	$ 9,000	$ 7,560	$ 1,440	84%
5000-200	Officer Salaries	175,515	164,793	10,722	94%
5000-300	Administrative Service - Labor	617,590	622,743	(5,153)	101%
5000-310	Administrative Service - OT	5,000	12,169	(7,169)	243%
5000-350	Engineering Labor	352,170	259,232	92,938	74%
5000-360	Engineering Labor OT	3,300	5,442	(2,142)	165%
5000-400	Maintenance Labor	452,983	392,109	60,874	87%
5000-410	Maintenance Labor OT	47,250	43,085	4,165	91%
5000-500	System Operations	347,661	325,347	22,314	94%
5000-510	System Operations OT	16,000	9,490	6,510	59%
5000-800	Standby Pay	47,852	49,509	(1,657)	103%
5045-000	Automobile Allowance	11,700	14,600	(2,900)	125%
5047-000	Phone Allowance	-	252	(252)	0%
5050-000	Employer Portion of PERS	436,200	440,306	(4,106)	101%
5052-000	GASB 68 Adjustment - Water	-	-	-	0%
5052-001	GASB 75 Adjustment	-	-	-	0%
5060-000	Taxes-Payroll	146,669	163,153	(16,484)	111%
5070-000	Sick Leave/Vacation-Office	192,847	175,007	17,840	91%
5080-000	Health Dental Vision	332,486	311,055	21,431	94%
5080-055	Retiree Health Care Expense	-	-	-	0%
5080-100	Retiree Health Care Expense	108,000	94,158	13,842	87%
5082-000	Life and Disability Insurance	11,816	11,359	457	96%
5083-000	Self Insurance	14,850	15,178	(328)	102%
5084-000	Wellness Program	-	1,166	(1,166)	0%
5085-000	Workers' Compensation Ins	47,375	34,848	12,527	74%
Compensation and Benefits		**$ 3,376,264**	**$ 3,152,564**	**$ 223,700**	**93%**

Crescenta Valley Water District
Water Budget Variance Report
Expense - As of September 30, 2019 (Qtr 1)

Description		Annual Budget	Projected	Difference	% of Total Budget
Gen'l and Admin Expenses					
5090-000	GL, Property, Fidelity Ins	$ 61,200	$ 96,882	$ (35,682)	158%
5100-000	Accounting	6,750	9,000	(2,250)	133%
5125-000	Legal	90,000	133,237	(43,237)	148%
5130-000	Administrative Consultants	186,658	178,438	8,220	96%
5140-000	Election Expense	-	-	-	0%
5150-000	Building Maintenance-Office	39,645	28,200	11,445	71%
5160-000	Furniture & Fixtures Expense	-	-	-	0%
5170-000	Landscaping Expense	16,197	14,659	1,538	91%
5180-000	Office Supplies & Misc Expense	15,887	18,442	(2,555)	116%
5190-000	Computers and Network	27,000	33,964	(6,964)	126%
5195-000	Computer Software	50,400	46,678	3,722	93%
5200-000	Utilities	38,276	38,266	10	100%
5225-000	Enterprise Voice Com	17,073	15,952	1,121	93%
5226-000	Wireless Voice & Data	15,724	13,461	2,263	86%
5227-000	Data Communications - Fiber	47,340	46,944	396	99%
5230-000	Printing Postage Stationery	36,000	42,392	(6,392)	118%
5240-000	Uncollectible Accounts	4,302	-	4,302	0%
5250-000	Water System Fees	60,000	49,072	10,928	82%
5260-000	Engineering Expense	9,769	8,968	801	92%
5300-000	Training-Office	19,852	14,421	5,431	73%
5320-000	Conferences & Seminars	14,616	10,813	3,803	74%
5320-005	Conferences & Seminars-Board	-	-	-	0%
5350-000	Misc Administration	5,759	6,880	(1,121)	119%
5350-005	Misc Administration-Board	-	-	-	0%
5355-000	Memberships/Subscriptions	25,410	25,468	(58)	100%
5365-000	Bank Charges	33,000	32,293	707	98%
5135-000	Interns	5,000	10,000	(5,000)	200%
5270-000	Water Conservation Expense	25,500	24,097	1,403	94%
5270-400	Water Conservation Rebates	5,000	5,000	-	100%
5270-600	Community Outreach	20,000	31,305	(11,305)	157%
Gen'l and Admin Expenses		**$ 876,358**	**$ 934,829**	**$ (58,471)**	**107%**
Depreciation					
5800-000	Depreciation - Office	$ -	$ 33,522	$ (33,522)	0%
5805-000	Depreciation-Pumping	-	498,783	(498,783)	0%
5810-000	Depreciation-Distribution	-	736,667	(736,667)	0%
5815-000	Depreciation-Nitrate Plant	-	20,187	(20,187)	0%
5820-000	Depreciation-Collection System	-	-	-	0%
Depreciation		**$ -**	**$ 1,289,160**	**$ (1,289,160)**	**0%**

Crescenta Valley Water District
Water Budget Variance Report
Expense - As of September 30, 2019 (Qtr 1)

Description		Annual Budget	Projected	Difference	% of Total Budget
Non-Operating Expense					
5900-000	Amortization of Intangibles	-	-	-	0%
5900-001	Amortization of Inv Premium	-	-	-	0%
5900-002	Loan Costs	-	-	-	0%
5910-000	Interest Expense - Notes	-	-	-	0%
5920-100	Rental Expenses - PA House	857	-	857	0%
5920-200	Rental Expenses - Sycamore	1,385	-	1,385	0%
Non-Operating Expense		**$ 2,242**	**$ -**	**$ 2,242**	**0%**
Operations Expense					
5145-000	Taxes-Property	$ 18,000	$ -	$ 18,000	0%
5310-000	Operator Certifications-Educ	3,600	2,120	1,480	59%
5330-000	Safety & Security	20,553	17,136	3,417	83%
5340-000	Uniforms	11,836	14,102	(2,266)	119%
5360-000	Emergency Operations/Repairs	12,000	12,000	-	100%
5370-000	Permit & Assessment Fees	3,000	-	3,000	0%
5380-000	Tools and Eq Maintenance	15,484	13,321	2,163	86%
5390-000	Nitrate Plant	82,500	55,495	27,005	67%
5441-000	Inventory Shrinkage/Overage	-	22,471	(22,471)	0%
5442-000	Inventory Disposal	-	-	-	0%
5445-000	Telemetering & Signal System	-	(0)	0	0%
5460-000	Water Treatment Expense	102,000	138,972	(36,972)	136%
5450-100	Lab & Sampling Expense	125,000	81,030	43,970	65%
5450-200	Non-Lab & Sampling	74,004	76,800	(2,796)	104%
5445-100	Telemetering & Signal System	21,791	21,450	341	98%
5445-200	SCADA Hardware	9,000	10,000	(1,000)	111%
5445-300	SCADA Software	23,550	25,479	(1,929)	108%
5445-400	SCADA Phone Lines	1,355	1,600	(245)	118%
5402-000	Power Purchased - Pumping	695,671	884,784	(189,113)	127%
Operations Expense		**$ 1,219,344**	**$ 1,376,759**	**$ (157,415)**	**113%**
Water System Expense					
5400-000	Water Usage Cost Exp Well 16	$ 157,850	$ 69,556	$ 88,294	44%
5401-000	Purchased Water FMWD	3,332,018	3,068,105	263,913	92%
5401-002	Purchased Water Glend Welll 16	-	-	-	0%
Water System Expense		**$ 3,489,868**	**$ 3,137,662**	**$ 352,206**	**90%**

Crescenta Valley Water District
Water Budget Variance Report
Expense - As of September 30, 2019 (Qtr 1)

Description		Annual Budget	Projected	Difference	% of Total Budget
Distribution System Expense					
5410-000	Backflow Expense	$ 700	$ -	$ 700	0%
5423-100	Pipelines - Maintenance	43,569	32,502	11,067	75%
5423-300	Fire Hydrant Repair/Replace	12,000	8,013	3,987	67%
5423-500	Pipelines-Trench Plate Rentals	2,000	2,000	-	100%
5423-700	Pipelines - Valves	6,000	4,812	1,188	80%
5424-100	Reservoir Maintenance	76,967	89,251	(12,284)	116%
5424-200	Reservoir Landscape	20,000	24,140	(4,140)	121%
5425-100	Meter Maintenance	86,451	94,471	(8,020)	109%
5425-300	Meter Repair/Replace/Upgrade	10,000	9,604	396	96%
5425-400	Lateral Leaks and Repairs	85,000	69,089	15,911	81%
5425-500	Meters - Trench Plate Rentals	5,000	2,500	2,500	50%
5431-000	Land Lease Cost Expense Well1(	16,000	16,440	(440)	103%
5432-100	Well Site - Maintenance	50,000	80,485	(30,485)	161%
5432-200	Well Site - Landscape	7,000	9,370	(2,370)	134%
5433-000	Booster Pumps - Maintenance	72,000	65,646	6,354	91%
5434-000	Emergency Power Generators	22,500	27,673	(5,173)	123%
5440-100	Auto/Truck Maintenance	60,914	56,738	4,176	93%
5440-200	Auto/Truck Maintenance-Gas	21,332	24,956	(3,624)	117%
5440-300	Auto/Truck Maintenance-Diesel	21,537	21,957	(420)	102%
5423-200	Pipelines - Paving	15,500	12,082	3,418	78%
5423-400	Pipelines - Leak Detect/Repair	28,000	9,933	18,067	35%
5425-200	Meters - Paving	205,000	196,335	8,665	96%
5425-700	D-Job Meters/Hydrants	39,996	77,404	(37,408)	194%
5432-300	Well Site - Lease Payment	300	300	-	100%
Distribution System Expense		**$ 907,766**	**$ 935,700**	**$ (27,934)**	**103%**

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-01-5000-100	Director Fees	9,000.00	7,560.00	1,440.00	84%
01-01-5060-000	Taxes-Payroll	-	613.24	(613.24)	0%
01-01-5085-000	Workers' Compensation Ins	-	56.04	(56.04)	0%
Compensation and Benefits		**9,000.00**	**8,229.28**	**770.72**	**91%**
Gen'l and Admin Expenses					
01-01-5320-000	Conferences & Seminars	2,712.00	1,690.50	1,021.50	62%
01-01-5350-000	Misc Administration	2,264.00	2,811.36	(547.36)	124%
Gen'l and Admin Expenses		**4,976.00**	**4,501.86**	**474.14**	**90%**

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Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-02-5000-300	Administrative Service - Labor	269,609.00	198,995.80	70,613.20	74%
01-02-5000-310	Administrative Service - OT	500	1,210	(710)	242%
01-02-5000-400	Maintenance Labor	452,983	392,109	60,874	87%
01-02-5000-410	Maintenance Labor OT	47,250	43,085	4,165	91%
01-02-5000-500	System Operations	347,661	325,347	22,314	94%
01-02-5000-510	System Operations OT	16,000	9,490	6,510	59%
01-02-5000-800	Standby Pay	47,852	49,509	(1,657)	103%
01-02-5050-000	Employer Portion of PERS	186,553	118,621	67,932	64%
01-02-5060-000	Taxes-Payroll	69,455	75,076	(5,621)	108%
01-02-5070-000	Sick Leave/Vacation	85,759	83,356	2,403	97%
01-02-5080-000	Health Dental Vision	170,368	162,539	7,829	95%
01-02-5082-000	Life and Disability Insurance	5,215	4,927	288	94%
01-02-5083-000	Self Insurance	1,800	2,500	(700)	139%
01-02-5084-000	Wellness Program	-	900	(900)	0%
01-02-5085-000	Workers' Compensation Ins	35,847	26,117	9,730	73%
Compensation and Benefits		**$ 1,736,852**	**$ 1,493,783**	**$ 243,069**	**86%**
Gen'l and Admin Expenses					
01-02-5180-000	Office Supplies & Misc Exp	$ 10,024	$ 11,349	$ (1,325)	113%
01-02-5320-000	Conferences & Seminars	2,637	$ 2,636	1	100%
01-02-5355-000	Memberships/Subscriptions	525	$ 524	1	100%
Gen'l and Admin Expenses		**$ 13,186**	**$ 14,509**	**$ (1,323)**	**0%**
Depreciation Expense					
01-02-5805-000	Depreciation-Pumping	$ -	$ 498,783	$ (498,783)	0%
01-02-5810-000	Depreciation-Distribution	-	$ 736,667	(736,667)	0%
01-02-5815-000	Depreciation-Nitrate Plant	-	$ 20,187	(20,187)	0%
Depreciation Expense		**$ -**	**$ 1,255,638**	**$(1,255,638)**	0%
Operation Expense					
01-02-5145-000	Taxes-Property	$ -	$ -	$ -	0%
01-02-5150-000	Building Maintenance-Plant	26,119	$ 15,574	10,545	60%
01-02-5170-000	Landscaping Expenses-Plant	5,029	$ 3,015	2,014	60%
01-02-5200-000	Utilities-Plant	15,750	$ 14,971	779	95%
01-02-5300-000	Training-Plant	9,014	$ 7,916	1,098	88%
01-02-5310-000	Operator Certifications-Educ	3,600	$ 2,120	1,480	59%
01-02-5330-000	Safety & Security	20,553	$ 17,136	3,417	83%
01-02-5340-000	Uniforms	11,836	$ 14,102	(2,266)	119%
01-02-5360-000	Emergency Operations/Repairs	12,000	$ 12,000	-	100%
01-02-5370-000	Permit & Assessment Fees	-	$ -	-	0%
01-02-5380-000	Tools and Eq Maintenance	15,484	$ 13,321	2,163	86%
01-02-5390-000	Nitrate Plant	82,500	$ 55,495	27,005	67%
01-02-5441-000	Inventory Shrinkage/Overage	-	$ 22,471	(22,471)	0%
01-02-5442-000	Inventory Disposal	-	$ -	-	0%

OPS

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
01-02-5445-000	Telemetering & Signal System	-	$ (0)	0	0%
01-02-5460-000	Water Treatment Expense	102,000	$ 138,972	(36,972)	136%
Operation Expense		**$ 303,885**	**$ 317,093**	**$ (13,208)**	**104%**
Water System Expense					
01-02-5400-000	Water Usage Cost Exp Well 16	$ 157,850	$ 69,556	$ 88,294	44%
01-02-5401-000	Purchased Water FMWD	3,332,018	$ 3,068,105	263,913	92%
01-02-5402-000	Power Purchased - Pumping	695,671	$ 884,784	(189,113)	127%
Water System Expense		**$ 4,185,539**	**$ 4,022,446**	**$ 163,093**	**96%**
Distribution System Expense					
01-02-5410-000	Backflow Expense	$ -	$ -	$ -	0%
01-02-5423-000	Pipelines - Maintenance	-	$ -	-	0%
01-02-5423-100	Pipelines - Maintenance	43,569	$ 32,502	11,067	75%
01-02-5423-300	Fire Hydrant Repair/Replace	12,000	$ 8,013	3,987	67%
01-02-5423-500	Pipelines-Trench Plate Rentals	2,000	$ 2,000	-	100%
01-02-5423-700	Pipelines - Valves	6,000	$ 4,812	1,188	80%
01-02-5424-100	Reservoir Maintenance	75,000	$ 70,751	4,249	94%
01-02-5424-200	Reservoir Landscape	20,000	$ 24,140	(4,140)	121%
01-02-5425-100	Meter Maintenance	71,500	$ 72,623	(1,123)	102%
01-02-5425-300	Meter Repair/Replace/Upgrade	10,000	$ 9,604	396	96%
01-02-5425-400	Lateral Leaks and Repairs	85,000	$ 69,089	15,911	81%
01-02-5425-500	Meters - Trench Plate Rentals	5,000	$ 2,500	2,500	50%
01-02-5431-000	Land Lease Cost Expense Well1(	-	$ -	-	0%
01-02-5432-100	Well Site - Maintenance	50,000	$ 80,485	(30,485)	161%
01-02-5432-200	Well Site - Landscape	7,000	$ 9,370	(2,370)	134%
01-02-5433-000	Booster Pumps - Maintenance	36,000	$ 29,646	6,354	82%
01-02-5434-000	Emergency Power Generators	22,500	$ 27,673	(5,173)	123%
01-02-5440-100	Auto/Truck Maintenance	60,914	$ 56,738	4,176	93%
01-02-5440-200	Auto/Truck Maintenance-Gas	21,332	$ 24,956	(3,624)	117%
01-02-5440-300	Auto/Truck Maintenance-Diesel	21,537	$ 21,957	(420)	102%
Distribution System Expense		**$ 549,352**	**$ 546,858**	**$ 2,494**	**100%**

ENG

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-03-5000-350	Engineering Labor	352,170.00	259,232.36	92,937.64	74%
01-03-5000-360	Engineering Labor OT	3,300	$ 5,442	(2,142)	165%
01-03-5045-000	Automobile Allowance	3,300	$ 4,200	(900)	127%
01-03-5050-000	Employer Portion of PERS	104,124	$ 70,010	34,114	67%
01-03-5060-000	Taxes-Payroll	30,644	$ 34,800	(4,156)	114%
01-03-5070-000	Sick Leave/Vacation	45,586	$ 36,138	9,448	79%
01-03-5080-000	Health Dental Vision	63,309	$ 58,967	4,342	93%
01-03-5082-000	Life and Disability Insurance	2,647	$ 2,534	113	96%
01-03-5083-000	Self Insurance	3,600	$ 3,526	74	98%
01-03-5084-000	Wellness Program	-	$ 266	(266)	0%
01-03-5085-000	Workers' Compensation Ins	5,998	$ 4,358	1,640	73%
Compensation and Benefits		**$ 614,678**	**$ 479,473**	**$ 135,205**	**78%**
Gen'l and Admin Expenses					
01-03-5130-000	Administrative Consultants	$ 130,333	$ 120,579	$ 9,754	93%
01-03-5135-000	Interns	2,000	$ 4,000	(2,000)	200%
01-03-5180-000	Office Supplies & Misc Exp	2,004	$ 2,483	(479)	124%
01-03-5260-000	Engineering Expense	9,769	$ 8,968	801	92%
01-03-5300-000	Training	1,500	$ 1,775	(275)	118%
01-03-5320-000	Conferences & Seminars	3,767	$ 3,178	589	84%
01-03-5355-000	Memberships/Subscriptions	2,250	$ 2,243	7	100%
Gen'l and Admin Expenses		**$ 151,623**	**$ 143,226**	**$ 8,397**	**94%**
Operation Expense					
01-03-5370-000	Permit & Assessment Fees	$ 3,000	$ -	$ 3,000	0%
Operation Expense		**$ 3,000**	**$ -**	**$ 3,000**	**0%**
Distribution System Expense					
01-03-5410-000	Backflow Expense	$ 700	$ -	$ 700	0%
01-03-5423-200	Pipelines - Paving	15,500	$ 12,082	3,418	78%
01-03-5423-600	Pipelines - Leak Detect/Repair	28,000	$ 9,933	18,067	35%
01-03-5424-100	Reservoir Maintenance	1,967	$ 18,500	(16,533)	941%
01-03-5425-100	Meter Maintenance	14,951	$ 21,848	(6,897)	146%
01-03-5425-200	Meters - Paving	205,000	$ 196,335	8,665	96%
01-03-5425-700	D-Job Meters/Hydrants	39,996	$ 77,404	(37,408)	194%
01-03-5431-000	Land Lease Well 16	16,000	$ 16,440	(440)	103%
01-03-5432-300	Well Site - Lease Payment	300	$ 300	-	100%
01-03-5433-000	Booster Pumps - Maintenance	36,000	$ 36,000	-	100%
Distribution System Expense		**$ 358,414**	**$ 388,841**	**$ (30,427)**	**108%**

REG

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-04-5000-300	Administrative Service - Labor	87,694.00	89,920.80	(2,226.80)	103%
01-04-5045-000	Automobile Allowance	1,500	$ 2,250	(750)	150%
01-04-5050-000	Employer Portion of PERS	19,100	$ 12,710	6,390	67%
01-04-5060-000	Taxes-Payroll	5,879	$ 6,680	(801)	114%
01-04-5070-000	Sick Leave/Vacation	8,078	$ 9,066	(988)	112%
01-04-5080-000	Health Dental Vision	11,549	$ 9,801	1,748	85%
01-04-5082-000	Life and Disability Insurance	568	$ 549	19	97%
01-04-5083-000	Self Insurance	1,800	$ 1,700	100	94%
01-04-5085-000	Workers' Compensation Ins	642	$ 458	184	71%
Compensation and Benefits		**$ 136,810**	**$ 133,135**	**$ 3,675**	**97%**
Gen'l and Admin Expenses					
01-04-5130-000	Administrative Consultants	$ 25,772	$ 32,000	$ (6,228)	124%
01-04-5135-000	Interns	3,000	$ 6,000	(3,000)	200%
01-04-5180-000	Office Supplies & Misc Expense	573	$ 709	(136)	124%
01-04-5270-000	Water Conservation Expense	25,500	$ 24,097	1,403	94%
01-04-5270-400	Water Conservation Rebates	5,000	$ 5,000	-	100%
01-04-5270-600	Community Outreach	20,000	$ 31,305	(11,305)	157%
01-04-5355-000	Memberships/Subscriptions	-	$ 656	(656)	0%
Gen'l and Admin Expenses		**$ 79,845**	**$ 99,767**	**$ (19,922)**	**125%**
Operation Expense					
01-04-5450-100	Lab & Sampling Expense	$ 125,000	$ 81,030	$ 43,970	65%
01-04-5450-200	Non-Lab & Sampling	74,004	76,800	(2,796)	104%
Operation Expense		**$ 199,004**	**$ 157,830**	**$ 41,174**	**79%**

TECH

Crescenta Valley Water District
Water Budget Variance Report
Technology - As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-05-5000-300	Administrative Service - Labor	$ 90,789	$ 96,205	$ (5,416)	106%
01-05-5000-310	Administrative Service - OT	250	$ -	250	0%
01-05-5045-000	Automobile Allowance	1,500	$ 2,250	(750)	150%
01-05-5050-000	Employer Portion of PERS	25,468	$ 15,583	9,885	61%
01-05-5060-000	Taxes-Payroll	9,180	$ 10,500	(1,320)	114%
01-05-5070-000	Sick Leave/Vacation	12,505	$ 8,642	3,863	69%
01-05-5080-000	Health Dental Vision	17,243	$ 16,448	795	95%
01-05-5082-000	Life and Disability Insurance	870	$ 833	37	96%
01-05-5083-000	Self Insurance	1,800	$ 1,600	200	89%
01-05-5085-000	Workers' Compensation Ins	1,003	$ 750	253	75%
Compensation and Benefits		**$ 160,608**	**$ 152,811**	**$ 7,797**	**95%**
Gen'l and Admin Expenses					
01-05-5130-000	Administrative Consultants	$ 10,303	$ -	$ 10,303	0%
01-05-5180-000	Office Supplies & Misc Expense	286	$ 355	(69)	124%
01-05-5190-000	Computers and Network	27,000	$ 33,964	(6,964)	126%
01-05-5195-000	Computer Software	50,400	$ 46,678	3,722	93%
01-05-5225-000	Enterprise Voice Com	17,073	$ 15,952	1,121	93%
01-05-5226-000	Wireless Voice & Data	15,724	$ 13,461	2,263	86%
01-05-5227-000	Data Communications - Fiber	47,340	$ 46,944	396	99%
01-05-5300-000	Training	4,838	$ 225	4,613	5%
01-05-5320-000	Conferences & Seminars	2,185	$ -	2,185	0%
01-05-5355-000	Memberships/Subscriptions	360	$ -	360	0%
Gen'l and Admin Expenses		**$ 175,509**	**$ 157,578**	**$ 17,931**	**90%**
Operation Expense					
01-05-5445-100	Telemetering & Signal System	$ 21,791	$ 21,450	$ 341	98%
01-05-5445-200	SCADA Hardware	9,000	$ 10,000	(1,000)	111%
01-05-5445-300	SCADA Software	23,550	$ 25,479	(1,929)	108%
01-05-5445-400	SCADA Phone Lines	1,355	$ 1,600	(245)	118%
Operation Expense		**$ 55,696**	**$ 58,529**	**$ (2,833)**	**105%**

ADMIN

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

GL#	Description	Annual Budget	Projected	Difference	% of Total Budget
Compensation and Benefits					
01-06-5000-200	Officer Salaries	$ 175,515	$ 164,793	$ 10,722	94%
01-06-5000-300	Administrative Service - Labor	169,498	$ 237,622	(68,124)	140%
01-06-5000-310	Administrative Service - OT	4,250	$ 10,959	(6,709)	258%
01-06-5045-000	Automobile Allowance	5,400	$ 5,900	(500)	109%
01-06-5047-000	Phone Allowance	-	$ 252	(252)	0%
01-06-5050-000	Employer Portion of PERS	100,955	$ 223,381	(122,426)	221%
01-06-5060-000	Taxes-Payroll	31,511	$ 35,484	(3,973)	113%
01-06-5070-000	Sick Leave/Vacation	40,919	$ 37,805	3,114	92%
01-06-5080-000	Health Dental Vision	70,017	$ 63,301	6,716	90%
01-06-5080-100	Retiree Health Care Expense	108,000	$ 94,158	13,842	87%
01-06-5082-000	Life and Disability Insurance	2,516	$ 2,515	1	100%
01-06-5083-000	Self Insurance	5,850	$ 5,852	(2)	100%
01-06-5084-000	Wellness Program	-	$ -	-	0%
01-06-5085-000	Workers' Compensation Ins	3,885	$ 3,110	775	80%
Compensation and Benefits		**$ 718,316**	**$ 885,132**	**$ (166,816)**	**123%**
Gen'l and Admin Expenses					
01-06-5090-000	GL, Property, Fidelity Ins	$ 61,200	$ 96,882	$ (35,682)	158%
01-06-5100-000	Accounting	6,750	$ 9,000	(2,250)	133%
01-06-5125-000	Legal	90,000	$ 133,237	(43,237)	148%
01-06-5130-000	Administrative Consultants	20,250	$ 25,859	(5,609)	128%
01-06-5150-000	Building Maintenance	13,526	$ 12,626	900	93%
01-06-5170-000	Landscaping Expense	11,168	$ 11,644	(476)	104%
01-06-5180-000	Office Supplies & Misc Expense	3,000	$ 3,546	(546)	118%
01-06-5200-000	Utilities	22,526	$ 23,295	(769)	103%
01-06-5230-000	Printing Postage Stationery	36,000	$ 42,392	(6,392)	118%
01-06-5250-000	Water System Fees	60,000	$ 49,072	10,928	82%
01-06-5300-000	Training	4,500	$ 4,505	(5)	100%
01-06-5320-000	Conferences & Seminars	3,315	$ 3,308	7	100%
01-06-5350-000	Misc Administration	3,495	$ 4,068	(573)	116%
01-06-5355-000	Memberships/Subscriptions	22,275	$ 22,045	230	99%
01-06-5365-000	Bank Charges	33,000	$ 32,293	707	98%
Gen'l and Admin Expenses		**$ 391,005**	**$ 473,772**	**$ (82,767)**	**121%**
Depreciation Expense					
01-06-5800-000	Depreciation - Office	$ -	$ 33,522	$ (33,522)	0%
Depreciation Expense		**$ -**	**$ 33,522**	**$ (33,522)**	**0%**

Crescenta Valley Water District
Water Budget Variance Report
As of September 30, 2019 (Qtr 1)

Non-Operating Expense					
01-06-5920-100	Rental Expenses - PA House	$ 857	$ -	$ 857	0%
01-06-5920-200	Rental Expenses - Sycamore	1,385	-	1,385	0%
Non-Operating Expense		**$ 2,242**	**$ -**	**$ 2,242**	**0%**
Operation Expense					
01-06-5145-000	Taxes-Property	$ 18,000	$ -	$ 18,000	0%
Operation Expense		**$ 18,000**	**$ -**	**$ 18,000**	**0%**

Crescenta Valley Water District
Wastewater Budget Variance Report
Summary - As of September 30, 2019 (Qtr 1)

Description	Annual Budget	Projected	Difference	% of Total Budget
Revenue				
Wastewater - User Charges	$ 3,305,000	$ 3,245,900	$ (59,100)	98%
Interest Income Wastewater	500	500	-	100%
Other Income Wastewater	7,500	9,600	2,100	128%
Construction Revenue	29,000	23,691	(5,309)	82%
Revenue	**$ 3,342,000**	**$ 3,279,691**	**$ (62,309)**	**98%**
Expenses				
Labor & Benefits	1,710,943	1,662,263	48,680	97%
City of LA Sewer Services	1,426,000	1,426,000	-	100%
Operating Cost	449,145	459,720	(10,575)	102%
Expenses	**$ 3,586,088**	**$ 3,547,984**	**$ 38,104**	**99%**
CIP	175,000	175,000	-	**100%**
Capital Outlays	80,000	80,000	-	**100%**
OPEB	200,000	200,000	-	**100%**
Total CIP, Infastructure, OPEB	**455,000**	**455,000**	**-**	**100%**
Net Revenue minus Expenses	**(699,088)**	**(723,293)**	**(24,205)**	

Written Communication
Received: December 9, 2019
From: Marilyn Tyler
Re: Increasing/Decreasing Trust

December 9, 2019 - Public Comment - Increasing/Decreasing Trust (2 pages)

To: CVWD Board of Directors
CC: Tom Bunn, Attorney for CVWD
From: Marilyn Tyler (address and signature below)
Subject: Public Comment - Increasing/Decreasing Trust Between CVWD and Community (2 pages)

CVWD and the community are engaged in an ongoing trust-building exercise. Some of the actions by CVWD increase trust, and some recent actions decrease trust.

ACTIONS WHICH INCREASE TRUST BETWEEN CVWD AND COMMUNITY (based on my experience)

INCREASE TRUST #1: I appreciate that the CVWD board honors the community's right to speak at public meetings, and that the CVWD board listens, gives feedback and sometimes takes action.

INCREASE TRUST #2: I appreciate the time spent by CVWD staff to explain CVWD operations and the need behind certain policy decisions (e.g. AMI project), especially Nem Ochoa, David Gould, James Lee, Mark Hass and Christy Scott.

ACTIONS WHICH DECREASE TRUST BETWEEN CVWD AND COMMUNITY (based on my experience)

DECREASE TRUST #1: I found the unusual circumstances which led the last-moment introduction and adoption of a 16.7% rate increase to water fixed service charge in 2017 reduced my trust in CVWD. (I documented my reasons in a letter to the board dated November 8, 2019 and entitled "Bait and Switch?")

No explanation was ever provided by CVWD staff as to why the second Prop. 218 noticed was introduced at the last moment with the flawed claim of of a "higher than expected water sales in the current year"---a flawed claim which was disproven only 2 months later when water sales for March/April showed there was a significant DEFICIT in water sales due to an unusually wet winter and spring, and which could have been disproven immediately if someone just stepped out the door.

Tom Bunn argued that the 16.7% fixed water rate increase worked out in the long run because a year later the higher fixed water rate resulted in a 25.2%? fixed revenue contribution---but this backward argument makes no sense. To me it is as if CVWD is saying, "CVWD needs to impose a 16.7% fixed rate increase for no good reason because---who knows---we might need it in the future." Such backward reasoning causes the community to mistrust CVWD.

DECREASE TRUST #2: The minutes of the November 12, 2019 CVWD board meeting summarizes my above concerns by saying: "PUBLIC COMMENTS---Marilyn Tyler expressed concern regarding the increase in the service charge for Fiscal Year 2017, as it had rained in the last months before the increase was adopted." I believe this statement in the CVWD Board minutes belittles and misrepresents my concerns, and thus decreases my trust in CVWD.

Right before the CVWD board meeting on November 12, 2019, I met with Nem Ochoa and James Lee. James Lee showed us a worksheet and said that the 16.7% rate increase was proposed in April 2017 because it was not until June 2017, when they saw the actual water sales for March and April, that they realized that water sales would decrease rather than increase due to the very rainy winter and spring. My rebuttal was how could they NOT know in April that it had been a very rainy winter and spring---all they had to do was step out the door. So why was the 16.7% fixed water rate increase suddenly proposed at all in the middle of a very rainy winter and spring, and why was it not rescinded when a mere two months later in June the stated reason for the rate increase was shown to be invalid?

The individual who writes the meeting minutes has great power and responsibility because he controls the event narrative. That person must be careful in how he uses that power; he must be scrupulous in representing all opinions fairly, even those he disagrees with. Otherwise he causes others to distrust CVWD because they believe they will not get a fair hearing.

FINAL TRUST CONCERN: My trust concerns are heightened toward water districts in general when I read about mismanagement of funds by other water districts, such as the West Basin Water District and most recently Panoche Water District in central California. In February 22, 2018 the California Attorney General announced embezzlement charges against former Panoche Water District employees, whose misuse of water district funds was called egregious. I'm not saying this is happening at CVWD, but it is one reason for my concern.

REQUEST: To increase trust between CVWD and the community, could CVWD publish on its website or provide in some other written form specifically what financial checks/ spending oversight CVWD has put in place to prevent similar misuse of funds? A system of checks and balances is not sufficient to prevent misuse of power and opportunity, but it's a start.

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

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report
January 14, 2020

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:

- New CVWD Bill Layout
- Website Update
- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

Four (4) employees have work anniversaries in January: Joe Huerta – 34 years, Dave Spain – 33 years, David Rawlings – 8 years, James Lee – 3 years.

As of January 10th the District has gone 52 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Budget Meeting	- January 8th
Strategic Goal Setting Meeting	- January 13th
Management staff meeting	- January 13th

Submitted by:

Nemeciano Ochoa

Nem Ochoa
General Manager

Engineering and Operations

January 14, 2020
Staff Report

To: Honorable President and Members of the Board of Directors

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

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

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1. **Water Production Report**
   - December 1 – 31 – Water production – 65%/35% split – 78.6 MG for the time period
   - Average use – 11.7% less than 2018 and 18.2% less than 5-yr average
   - End of Calendar Year – 3,774 ac-ft; 2.7% less than 2018 – 3,881 ac-ft

2. **Rainfall Update**
   - 5.97” for December 2019
   - Rainfall Total for Rainfall Year 2019/20 – 7.92”

3. **Report on Engineering**
   - **CIP Projects**
     - Pipeline Replacement – 3200 & 3300 Blocks of Brookhill
       - Project to be completed by 1/13/20
     - Pipeline Replacement – 4600 - 4800 Blocks of Pennsylvania
       - Met with Glendale on final AC capping of street
       - Engineer’s estimate - $115,000
       - Requesting quotes from paving contractors
     - Markridge Reservoir Rehabilitation
       - Resume project – Re-coating interior
     - Well 16 – Well Rehabilitation
       - General Pump Co. to start 1/13/20
       - Estimated completion date March 1, 2020
     - Booster Pump Replacement
       - Began design for replacement of booster pumps at Glenwood Plant
   - **Nitrate Removal Treatment Facility at Well 2 Project**
     - No Report
   - **Grant Program**
     - Hazard Mitigation Grant Program (HMGP) – Re-submitted to CalOES

4. **Report on Administrative and Field Operations**
   - Wells Status – Well production capacity remained at 1.9 mgd
   - Well 16 project to start on 1/13/20

5. **Developer Projects**
   - 2218 Montrose – New 8 Unit Multifamily Dwelling – See Staff Report
   - 2225 Mira Vista – New 9 Unit Multifamily Dwelling – Pending Transfer of Ownership
   - 4521 Briggs/2413 Foothill – New 70 Unit Multifamily Dwelling – Waiting on developer
   - 3900 Park Place – New 28 Unit Multifamily Dwelling – Waiting on developer
   - 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

6. **FMWD –** Completed, FMWD back in service

7. **Street Projects**

- Pennsylvania Paving Project – City of Glendale – Final Punch List
- Verdugo Paving Project – City of Glendale – Pre-construction mtg
- Cloud Pre-school – GUSD – 8-inch main upgrade on Cloud Ave

8. **Field Maintenance & Operations – December 1, 2019 – December 31, 2019**

- **Water Lateral Leaks & Repairs**
  3344 Encinal 5125 Daver 4749 Ramsdell
  4131 Briggs
- **Water Main Leaks**
  - No Report
- **Valve Replacement**
  - No Report
- **Fire Hydrant Repair**
  - 4125 Ramsdell
  - 4456 Rockland
  - 2304 Foothill
- **Booster Pump Maintenance**
  - No Report
- **Reservoir Maintenance**
  - No Report
- **Sewer Maintenance – December 1, 2019 – December 31, 2019**
  5800 Block of Edmund 5800 Block of Irving 2200 Block of Phyllis
  5700 Block of Canyonside 2300 Block of Jayma Ln
- **Sewer Manhole Repair**
  - Repaired 14 manhole ring and covers & Replaced 6 manhole ring and covers
  - Replaced 5 manhole frames
  - Replaced 2 manhole ring and covers on the sewer interceptor