

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, February 25, 2020 at 7:00 p.m.**

Posted: February 21, 2020 at 3:00 p.m.

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of Minutes of the Regular Meeting on February 11, 2020.
2. Ratification of Disbursements for January 2020.

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. **Acceptance of Audited Financial Statements for Fiscal Year 2018-19** – Consideration and motion to accept the audited Financial Statements for Fiscal Year 2018-19.
2. **Second Quarter Budget Report** – Report of revenues and expenditures for the second quarter of Fiscal Year 2020.
3. **2020 Water & Wastewater Cost of Service Study Update** – Update on the study objectives and methodology and information for customer engagement and understanding.
4. **New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962** – Consideration and motion to authorize the General Manager to amend the professional service agreement with Cannon Corporation for additional professional services related to the installation of a new emergency electrical generator at the La Granada wastewater lift station at a cost not to exceed \$51,966 and to find said project exempt from the provisions of the California Environmental Quality act (CEQA).

Information Items

Written Communications to District/Board

General Manager's Report

Attorney's Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Conference with Labor Negotiators – District-designated representative: Nem Ochoa

Employee Organization: Employees' Association/AFSCME

Unrepresented employees: Management Unit

Action Item

5. **Discussion and possible action on employee positions and management unit compensation**

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

February 11, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Adjourned Meeting on January 28, 2020 a Regular Meeting was held on February 11, 2020, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President Kerry Erickson presiding.

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

Directors:

**James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon S. Raghavachary
Judy L. Tejeda**

Attorney:

Thomas 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, Finance & Administration Manager
Pam Leddy, Administrative Assistant
Wendy Holloway, Customer Service Manager
Christy Colby, Regulatory & Public Affairs Manager**

PLEDGE OF ALLEGIANCE

Director Erickson opened the meeting by requesting Director Putnam to lead the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Raghavachary and carried by a 5-0 vote that the Agenda for the Regular Adjourned Meeting of January 28, 2020 be adopted as presented.

PUBLIC COMMENTS – Ms. Marilyn Tyler opened discussion regarding the potential issuance of bonds.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR

It was moved by Director Putnam, seconded by Director Tejeda , and carried by a 5-0 vote to approve the Minutes of the Special Board meeting held on January 24, 2020.

It was moved by Director Putnam, seconded by Director Tejeda , and carried by a 5-0 vote to approve the Minutes of the Regular Adjourned Board Meeting held on January 28, 2020.

ACTION CALENDAR

Notice to Proceed for Financial Advisory Services – Mr. Lee introduced Mr. John Phan of Urban Futures, Inc. and gave a brief overview of his background. Mr. Phan gave a presentation on the market update and bonding capacity for the District and the benefits of refinancing debt and bond financing for new capital improvement projects.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Bodnar, and carried by a 5-0 vote to provide John Phan a notice to proceed to perform due diligence and assemble a financing team for potential bond financing services.

Resolution No. 757 – Water Reserve Funding Policy– Mr. Ochoa presented a matrix of water agency reserve policy comparisons. Mr. Lee provided proposed amendments to Article 21 of the District's Rules and Regulations pertaining to the District's Water Reserve Funding Policy. The proposed reserve policy outlined includes an Operating Reserve Fund, a Pipeline Reserve Fund, and a Capital Improvement Project (CIP) Reserve Fund to replace the MTBE-related language in Article 21.

Following discussion:

The Board directed staff to have further discussion through committee before adopting Resolution No. 757.

Outreach Plan for the Long-Term Infrastructure Reliability and Funding Roadmap – Ms. Colby outlined a list of opportunities to increase customer awareness, solicit customer feedback on the upcoming 2020/2021 fiscal year budget, and discuss the District's Long Term Infrastructure Reliability and Funding Roadmap. An invitation was given to the Board to add comments to or make suggestions on several handouts the District intends to distribute to the public at the notated events and through the website and other media platforms.

Final Paving on the 4600-4900 Blocks of Pennsylvania Ave., Project E-1009B – Mr. Gould requested the Board to authorize the General Manager to award a contract to the lowest responsible bidder, All American Asphalt, for the final grind and AC overlay on the 4600 & 4900 Blocks of Pennsylvania Ave. at a cost of \$82,620 and establish a contingency amount of \$8,260 (10 % of contract) to cover the cost of unforeseen or additional work.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote to authorize the General Manager to award a contract to the lowest responsible bidder, All American Asphalt, for final grind and AC pavement replacement between the 4600 to 4900 Blocks of Pennsylvania Ave. at

a cost of \$82,620 and establish a contingency amount of \$8262 (10% of contract) to cover the cost of unforeseen or additional work.

INFORMATION ITEMS – An article from the January 30, 2020 edition of Crescenta Valley Weekly regarding CVWD's water infrastructure.

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Gould reported that water production for the month of January 2020 was 87.9 million gallons, a 62/38 split between imported and produced water. The total rainfall for the month of January 2020 was 0.26", down from 8.9" in January 2019. He presented updated information on current CIP and developer and street projects. The water meter replacement program will resume next week, and a number of fire hydrants have been repaired by the CVWD crew.

ATTORNEY – No report

REPORTS OF COMMITTEES

Engineering Committee – David Gould reported that the Committee had met on January 30, 2020 at the CVWD Main Office. A meeting is scheduled on February 21, 2020 at 9:30 a.m.

Finance Committee – Mr. Lee reported that the Committee had met on January 30, 2020, at the CVWD Main Office. A meeting is scheduled on February 21, 2020 at 11:00 a.m.

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

Policy Committee – Director Erickson reported that the Committee had not met; however, a meeting is scheduled on February 21, 2020 at 1:00 p.m.

Community Relations/Water Conservation Committee – Director Tejeda reported that the Committee had met on January 30, 2020 at the CVWD Main Office.

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

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

DIRECTORS' ORAL REPORTS

Director Bodnar – Director Bodnar thanked the Staff for their help in providing materials for his presentation to the 6th grade class at Mountain Avenue Elementary School on Friday, February 7, 2020.

Director Raghavachary – No report

Director Tejeda – No report

Director Putnam – No report

Director Erickson – No report

CLOSED SESSION – It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 vote to approve the settlement with C&T Electrical Communications and California Building Evaluation and Construction.

ADJOURNMENT

There being no other business to come before the Board, at 8:56 p.m., it was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 5-0 vote that the meeting be adjourned to February 25, 2020 at 7:00 p.m.

APPROVED

Kerry D. Erickson
President

James Lee
Director of Finance & Administration

