CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
April 28, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on April 14, 2020, an Adjourned Regular Meeting was held on April 28, 2020, at 7:00 p.m. through teleconference due to the COVID-19 pandemic, with President Kerry D. Erickson presiding.

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

Directors:	**Kerry D. Erickson** **James D. Bodnar** **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:	**Christy Colby, Regulatory & Public Affairs Manager** **Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Finance & Administration Manager** **Wendy Holloway, Customer Service Manager** **Pam Leddy, Administrative Assistant** **Frank Colcord, FMWD Director**

PLEDGE OF ALLEGIANCE

President Erickson opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

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

AYES:	**Director Tejeda** **Director Bodnar** **Director Putnam** **Director Raghavachary** **Director Erickson**
NOES:	**None**

PUBLIC COMMENTS – Ms. Marilyn Tyler requested information regarding the possibility of increased costs due to the postponement of the cost of service study. Ms. Tyler inquired about a FEMA grant for Hazard Mitigation as granted to Crescenta Valley Water District (CVWD).

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Frank Colcord reported that Metropolitan Water District has approved a rate increase for the delivery of imported water in the amounts of 3% for year 2020 and 4% for year 2021. Foothill Municipal Water District (FMWD) will continue to take all measures to protect staff and provide safe drinking water during the COVID-19 crisis and will be considering all new updates as needed.

CONSENT CALENDAR

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on April 14, 2020 through teleconference and to ratify the disbursements for March 2020 as presented.

Payment of demands against the Crescenta Valley Water District on or before March 2020, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Four Hundred Sixty-Eight Thousand, Five Hundred Seventy-Five Dollars and Eighty-Four Cents (1,468,575.84), which is composed of the individual items set forth herein.

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

NOES: **None**

ACTION CALENDAR

Temporary Measures for Mitigating Customer Impacts During COVID-19 – Mr. Ochoa reported that the CVWD Board has postponed rate increase discussions that had been scheduled for June 2020. Action has been taken to halt all water shutoffs and late fees to Crescenta Valley Water District customers ahead of the Governor's Executive Order to do so. A discussion was held regarding the possibility of further temporary measures to assist members of the community experiencing financial hardship during the COVID-19 pandemic. A Finance Committee meeting will be held on May 5, 2020, to discuss.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 roll call vote to halt all water shutoffs and late fees for a period of three (3) months or until Executive Order N- 42-20 order is rescinded, whichever is later.

AYES:	**Director Tejeda**
	Director Bodnar
	Director Putnam
	Director Raghavachary
	Director Erickson
NOES:	**None**

Long-Term Infrastructure Reliability and Funding Roadmap – Mr. Lee presented an updated bond analysis as prepared by the District's financial advisor, John Phan. The analysis included scenarios with a baseline refinancing component along with range of a potential new money bond issuances to fund deferred CIP projects.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda, and carried by a 5-0 roll call vote to refinance the 2007 Bonds outstanding in the amount of $6.7 million and to raise additional bond proceeds in a total amount not to exceed $5 million to be used for CIP projects.

AYES:	**Director Tejeda**
	Director Bodnar
	Director Putnam
	Director Raghavachary
	Director Erickson
NOES:	**None**

FY 2020-21 Water and Wastewater Budgets – Mr. Ochoa provided a proposed timeline for the FY 2020-21 Budget for discussion. The Board directed staff to hold a Finance Committee meeting and bring the budget back at the May 26, 2020 Board meeting.

Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 – Mr. Gould requested consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Best Drilling and Pump, Inc. for the Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 at a cost of $49,700 and establish a contingency amount of $4,970 (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 roll call vote to authorize the General Manager to award the project to the lowest responsible bidder, Best Drilling and Pump, Inc., for the Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 at the price of $49,700. In addition, establish a contingency amount of $4,970 (10% of contract) to cover the cost of unforeseen or additional work.

AYES:	**Director Tejeda**
	Director Bodnar
	Director Putnam
	Director Raghavachary
	Director Erickson
NOES:	**None**

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa reported the approval of subaward for Hazard Mitigation Plan by Cal OES and FEMA. CVWD letters have been sent to our County Supervisor, Senator and Assembly Member regarding COVID-19.

ATTORNEY – Mr. Bunn attended an ACWA webinar regarding the Brown Act during COVID-19.

REPORTS OF COMMITTEES

Engineering Committee – Mr. Gould reported that the Committee had not met; however, a teleconferenced meeting is scheduled on Friday, May 8, 2020 at 9:00 a.m.

Finance Committee – Mr. Lee reported that the Committee had met via teleconference, on Friday, April 17, 2020 at 3:00 p.m. A teleconferenced meeting will be held on Tuesday, May 5 at 2:00 p.m.

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

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

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

Emergency Planning Committee – Director Bodnar reported that the Committee had met via teleconference on Friday, April 17, 2020 at 1:30 p.m. A teleconferenced meeting will be held on Thursday, May 15, 2020 at 2:00 p.m.

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

DIRECTORS' ORAL REPORTS

Director Erickson – Congratulations to staff for making a smooth transition to working with a new schedule to make provisions for COVID-19.

Director Bodnar – Appreciation to staff during the pandemic situation. The work being done shows the whole team effort to provide great service to the community.

Director Tejeda – No Report

Director Putnam – No Report

Director Raghavachary – Requested an update on water consumption changes due to COVID-19.

CLOSED SESSION – No reportable items.

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

ADJOURNMENT

There being no other business to come before the Board, at 9:28 p.m., it was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 roll call vote that the meeting be adjourned to May 12, 2020, at 7:00 p.m.

AYES:	**Director Tejeda**
	Director Bodnar
	Director Putnam
	Director Raghavachary
	Director Erickson
NOES:	**None**

APPROVED

Kerry D. Erickson	James Lee
President	Director of Finance & Administration