CRESCENTA VALLEY WATER DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
August 11, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting on July 28, 2020, a Regular Meeting was held on August 11, 2020, at 7:00 p.m. through teleconference due to the COVID-19 pandemic, with Vice President James D. Bodnar 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** **Wendy Holloway, Customer Service Manager** **Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Finance & Administration Manager** **Pam Leddy, Administrative Assistant**

PLEDGE OF ALLEGIANCE

Vice President Bodnar opened the meeting with Girl Scouts Suzy and Lori Bodnar leading the Directors and staff in reciting the Pledge of Allegiance. Director Bodnar announced that the Regular Board meeting would be recessed after Action Item #1 for the CVWD Finance Corporation Meeting.

ADOPTION OF AGENDA

It was moved by Director Erickson, seconded by Director Raghavachary, and carried by a 4-0 roll call vote that the Agenda for the Regular Meeting of August 11, 2020 be adopted as presented.

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

NOES: None

PUBLIC COMMENTS – Ms. Marilyn Tyler stated her concerns regarding the ability of the Board to carefully deliberate each of the action items due to the large number of action items in the agenda for the August 11, 2020 Regular Board Meeting. Ms. Tyler asked about the maximum principal amount stated in Resolution No. 762 being $12.5 million rather than the $5 million approved by the Board.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Frank Colcord reported that 427-acre feet of water was consumed by Crescenta Valley Water District during the month of July 2020, 57% of which was purchased from Foothill Municipal Water District. This amount of water reflects a 14% increase from July 2019, which still represents 5% below the State's 2013 conservation benchmark. Mr. Colcord reported Diamond Valley Lake is at 87% of its capacity.

CONSENT CALENDAR

Director Bodnar requested the addition of the following after the Adoption of Agenda heading: "Director Bodnar informed the Board that his personal residence is located over 500 feet, but less than 1,000 feet, from the Rosemont Reservoir site. Director Bodnar informed the Board that he will recuse himself when Action Item No. 4, Advertise for Bids for the Steel Reservoir Rehabilitation at Rosemont Reservoir, Project E-1018 is discussed and voted upon.". Director Bodnar requested the addition of the following under Action Item No. 4: "Director Bodnar did not participate in any discussion and recused himself from Action Item No. 4".

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 roll call vote to approve the Minutes of the Adjourned Regular Board Meeting held on July 28, 2020, which include the changes notated above.

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

NOES: None

ACTION CALENDAR

Long-Term Infrastructure Reliability and Funding Roadmap – Resolution 762 – Authorization of Bond Financing Documents – Mr. Ochoa emphasized the hard work and planning by staff over the last 8 months in regards to the Long-Term Roadmap Infrastructure Reliability and Funding Roadmap which was introduced to the Board and members of the public during a Board Workshop on January 28, 2020. Issuing 30-year bonds to refinance the 2017 Bonds and fund the $5 million of capital improvements is projected to increase the District's annual debt payments by $93,000, from $540,000 to $633,000.

Following discussion:

It was moved by Director Erickson, seconded by Director Raghavachary and carried by a 5-0 roll call vote to adopt Resolution No. 762 of the Crescenta Valley Water District authorizing the execution and delivery of Revenue Certificates of Participation and approving the execution and delivery of certain documents in connection therewith and certain other matters.

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

NOES: None

At 7:29 p.m., the Regular Board Meeting was recessed and moved to the Crescenta Valley Water District Financing Corporation Meeting. At 7:37 p.m., the Regular Board Meeting was resumed.

<u>Professional Consulting Services to Prepare a Local Hazard Mitigation Plan, Project M-1004</u> – Mr. Gould announced that the Federal Emergency Management Agency (FEMA) had approved CVWD's application to prepare a Local Hazard Mitigation Program (LHMP) under the Hazard Mitigation Grant Program in the amount of $124,990. The LHMP must be completed within 35 months or by February 20, 2023. Crescenta Valley Water District had sent out a request for proposal (RFP) to prepare a LHMP to eleven (11) consulting firms that have previously provided professional services and have completed a local hazard mitigation plan, in accordance with the FEMA/Cal OES guidelines. Staff has reviewed each proposal and has selected Tetra Tech, Inc. as their recommendation to complete the project.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 roll call vote to authorize the General Manager to enter into an agreement with Tetra Tech, Inc. to provide professional consulting services to prepare a local hazard mitigation plan, Project M-1004 for a cost of $122,709 and establish a contingency amount of $12,271 (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

<u>Professional Consulting Services for Procurement and Installation of AMI Communications Network, Project E-1020</u> – Mr. Gould requested consideration and motion to enter into an agreement with UtiliWorks Consulting, Inc. In April 2019, the Board requested that the overall project be phased in over the next 5 years. Based on the intent to pursue bond financing, the Board had directed staff to streamline the project delivery by outsourcing programs and management to meet project schedule expectations set by bond requirements. Mr. Gould stated that CVWD staff requested a proposal from UtiliWorks to perform these tasks to meet the goal of installation of the AMI Communication Network by June 2021. The proposal received from UtiliWorks, Inc. was $104,600, which was higher than anticipated. Staff is investigating a way to reduce the proposal by having UtiliWorks train CVWD's staff on field inspection and testing to reduce the amount of time spent by UtiliWorks' staff in the field. On August 5, 2020, staff presented three (3) options to the Engineering Committee to be able to meet the goal of the installation of the AMI Communication Network in FY 20/21. The options along with an evaluation matrix were presented to the Board for discussion.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda and carried by a 5-0 roll call vote to authorize the General Manager to enter into an agreement with UtiliWorks Consulting, Inc. to provide professional consulting services for the Procurement and Installation of AMI Communications Network, Project E-1020 for a cost of $104,600 and establish a contingency amount of $10,460 (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**

Professional Engineering Services for Design of FY 20/21 Pipeline Replacement Projects, Project E-1021 & E-1022 – Mr. Gould reported that in order to meet the accelerated pipeline replacement schedule as planned for in the FY 2021 CIP, the District would require the assistance of a consulting engineering firm to prepare design plans and specifications. Staff has prepared a request for proposal (RFP) which has been sent to five (5) consulting engineering firms to prepare and design plans and specifications for Project E-1021 & E-1022. Staff held a pre-proposal teleconference meeting with the four (4) consulting firms which responded to the RFP. Following staff's review, Civiltec Engineering received the highest rating per an evaluation matrix. This item has been reviewed by the Engineering Committee. The Engineering Committee concurred with staff's recommendation.

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 enter into an agreement with Civiltec Engineering, Inc. to provide professional engineering services for the FY 20/21 Pipeline Replacement Projects, Project E-1021 & E-1022 for a cost of $106,320 and establish a contingency amount of $10,632 (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**

Director Erickson excused himself from the Board meeting at 8:21 p.m.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – A letter was received from Ms. Marilyn Tyler.

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa congratulated Director Tejeda and Director Raghavachary on their successful respective bids for the Board of Director seats. Mr. Ochoa announced that staff will be conducting a credit review with Standard & Poor's on Wednesday, August 12, 2020. Dennis Maxwell reported on the repairs made for a leak which occurred August 7, 2020 in the 4300 block of Pennsylvania. Mr. Gould reported that the water production for the month of July 2020 was 39.2 million gallons, which reflects a 8.8% increase from July 2019 and 12.9% greater than the five (5) year average. Mr. Gould reported on projects and provided a graph to indicate the amount of rainfall received verses the amount of groundwater production over the last year.

ATTORNEY – No report

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee had met on Friday, August 5, 2020. A teleconference meeting is scheduled on September 4, 2020.

Finance Committee – Director Tejeda reported that the Committee had not met, however; a teleconference meeting is scheduled on August 13, 2020.

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

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

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

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

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

DIRECTORS' ORAL REPORTS

Director Erickson – Absent

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No Report

Director Raghavachary – No report

BOARD MEMBERS' REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – No reportable items

ADJOURNMENT

There being no other business to come before the Board, at 9:12 p.m., it was moved by Director Tejeda, seconded by Director Raghavachary and carried by a 3-0 roll-call vote that the meeting be adjourned to August 25, 2020, at 7:00 p.m.

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

APPROVED

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