

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, December 8, 2020 at 7:00 p.m.

Posted: Thursday, December 3, 2020 at 3:00 p.m.

AUDIO & VIDEO CONFERENCING NOTICE

[This meeting will be held by audio & video conference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 862-0578-7722

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom audio & video conferencing tool available at the following link –

<https://us02web.zoom.us/j/86205787722>

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on December 8, 2020.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

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 and posted on the District's website.

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 Board Meeting on November 10, 2020.
2. Ratification of Disbursements for October 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. **Board Organization** – Election of the President and Vice President of the Board of Directors and appointments to Committee for 2021.
2. **Hazard Pay for CVWD Essential Workers During the Pandemic** – Consideration and motion to approve a one-time Hazard Pay for CVWD Essential Workers during the COVID-19 Pandemic.
3. **Investment Policy for 2021** – Consideration and motion to adopt Resolution No. 764 outlining the District's Investment Policy for 2021.
4. **New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962:**
 - a) Consideration and motion to authorize the General Manager to advertise for bids for the installation of a new emergency electrical generator at the La Granada wastewater lift station with an engineer's estimate of \$136,000.
 - b) Consideration and motion to authorize the General Manager to amend the professional services agreement with Cannon for design and construction services related to said project at a cost of \$35,000.
 - c) Request to transfer \$160,000 from the Wastewater reserve fund to the Wastewater Capital Improvement Project (CIP) program to complete Project S-962.
5. **8-inch Water Main Replacement – Project 4, Project E-1022** – Consideration and motion to authorize the General Manager to advertise for bids for the construction of approximately 2,140 lineal feet of pipeline replacement on the 4800 Block of Dyer Ave, 2800 Block of El Caminito St, 4800 Block of Glenwood Ave, 2800 Block of Stevens St, and the 2700 Block of Paraiso Way with an engineer's estimate of \$542,900 and to find said project exempt from the provisions of CEQA.

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

Directors' Oral Reports – Reports on issues, meetings, or activities attended by Directors.

Board Members' Request for Future Agenda Items

Closed Session – None

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

November 10, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting on October 27, 2020, a Regular Meeting was held on November 10, 2020, at 7:00 p.m. through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, 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:	Wendy Holloway, Customer Service Manager Dennis Maxwell, Director of Operations Brook Yared, Senior Engineer Pam Leddy, Administrative Assistant Tessa Allmon, Customer Service Representative Darlene Telles, Plant Coordinator

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 Tejeda, seconded by Director Raghavachary, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of November 10, 2020 be adopted as presented.

AYES:	Director Bodnar Director Erickson Director Putnam Director Raghavachary Director Tejeda
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NOES:	None
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PUBLIC COMMENTS – Ms. Marilyn Tyler congratulated staff for their accomplishments throughout the difficulties experienced over the past year. Ms. Tyler requested that the CVWD website be updated to reflect the revised FY 2021 budget, which incorporates changes due to the \$5M bond.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve the Minutes of the Adjourned Regular Board Meeting held on October 27, 2020 through audio and video conference.

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

NOES: None

ACTION CALENDAR

General Manager's Compensation – Director Erickson lead a discussion regarding the General Manager's compensation.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve a five percent increase in compensation for the General Manager.

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

NOES: None

Resolution 763, Acceptance of Water Facilities at 4201 Pennsylvania Ave., Project D-16-39 – Mr. Yared requested consideration and motion to adopt Resolution No. 763 to authorize the General Manager to accept the water facilities within an utility easement for Lot 1 of Tract 73651 located at 4201 Pennsylvania Avenue.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda , and carried by a 5-0 roll call vote to adopt Resolution No. 763 to authorize the General Manager to accept the water facilities within CVWD's easement for Lot 1 of Tract 73651 located at 4201 Pennsylvania Avenue.

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

NOES: None

Water Main Replacement on the 3400-3500 Blocks of Encinal Ave., Project E-1021 – Mr. Yared reported that the existing 10-inch diameter pipeline on the 3400-3500 blocks of Encinal, which was constructed in the 1930s, is beyond its expected life. This pipeline operates at a very high pressure making the risk associated with a main break much higher. In addition, the water service laterals have experienced a series of costly leaks due to poor workmanship and materials as well as the elevated pressure in the area. Mr. Yared requested authorization for the General Manager to advertise for bids for the construction of approximately 1,600 lineal feet of pipeline replacement, with an engineer's estimate of \$564,300.

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 advertise for bids for the construction of approximately 1,600 lineal feet of pipeline on the 3400-3500 Blocks of Encinal Ave. with an engineer's estimate of \$564,300 and to find said project exempt from the provisions of CEQA.

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

NOES: None

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa announced a blood drive, being hosted by CVWD and Lifestream Blood Bank, that will take place on November 17, 2020 at the Glenwood Plant. CVWD will be conducting a canned food drive to donate this holiday season beginning November 16th. Mr. Ochoa announced that the

3rd Annual Chili cook-off and 1st Pumpkin Race took place on November 10 in a COVID-friendly environment at the Glenwood Plant. Mr. Yared provided updates on the recently completed repairs made by the CVWD crew at the Oak Creek Reservoir. A video presentation of pictures taken during the cost-saving repair project was provided by him and Mr. Maxwell. Mr. Gould reported that water production for the month of October was 128 MG, up 2% from last year. Ground water production was 1,972-acre feet for the water year 2019-20, a 14% increase from last year. Mr. Gould provided updates on Engineering and Operations projects. Mr. Gould provided the presentation “Steel Tanks – Chlorine Corrosion and Air Circulation Systems” given by CVWD and Harper & Associates Engineering, Inc. at the 2020 AWWA Fall Virtual Conference.

ATTORNEY – Mr. Bunn reported on a Proposition 218 case in the courts in which a rate increase was challenged by an owner within the District who was not present at the Proposition 218 hearing. The owner challenged the rate increase in court and brought in an outside expert to challenge the methodology used in the rate case. The court ruling in favor of the Summerland Sanitary District was appealed, but the court of appeal held the other way. A letter has been authorized by ACWA, CSDA, The League of Cities, State Association of Counties and other agencies to request the California Supreme Court to de-publish the case in order that no precedent would be set for future cases.

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee had not met; however, an audio and video conference meeting is scheduled on Monday, November 16, 2020.

Finance Committee – Director Tejeda reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Employee Relations Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Policy Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

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

Emergency Planning Committee – Director Raghavachary reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Executive Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

DIRECTORS’ ORAL REPORTS

Director Erickson – Requested availability for each Director to attend the next Adjourned Regular Board meeting scheduled on Tuesday, November 24th. Director Erickson announced that the Adjourned Regular Board Meeting scheduled on December 22, 2020 has been cancelled

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – No report

BOARD MEMBERS' REQUESTS FOR FUTURE AGENDA ITEMS –

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:16 p.m., it was moved by Director Tejada, seconded by Director Bodnar, and carried by a 4-0 roll-call vote that the meeting be adjourned to November 24, 2020, at 7:00 pm.

AYES:	Director Bodnar
	Director Erickson
	Director Raghavachary
	Director Tejada

ABSENT:	Director Putnam
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NOES:	None
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APPROVED

Kerry D. Erickson
President

James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
December 8, 2020

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Board Organization for 2021**

ACTION ITEM:

Board Organization – Election of the President and Vice President of the Board of Directors and appointments to Committees for 2021.

BACKGROUND/DISCUSSION:

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Submitted by:



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2

December 8, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, P.E. – General Manager
Subject: Hazard Pay for CVWD Essential Workers During Pandemic

ACTION ITEM:

Consideration and motion to approve a one-time Hazard Pay for CVWD Essential Workers during the COVID-19 Pandemic.

BACKGROUND:

All of CVWD's employees have adapted to various schedules aimed at increasing social distancing to mitigate the spread of COVID-19. With safety protocols and pandemic policies in place, CVWD was able to transition to an "all-reporting" workforce, meaning that all employees report to work every day. By strictly following and enforcing safety protocols, staff is able to continue accomplishing the District's mission, while preventing internal transmission of COVID-19.

At full strength, the District is able to complete critical projects such as the Oak Creek Emergency Repairs (while maintaining safety protocols), which resulted in significant cost-savings to the District. Equally important, with "all-hands on-deck", the District can handle routine leak-repairs, attend to daily system maintenance & operations, and conduct all facets of District business to ensure water and sewer service reliability.

As essential workers, CVWD employees are expected to perform under all conditions including hazards caused by a pandemic. Potential exposure to COVID-19 not only puts employees at risk, it also puts their families at risk. Many companies such as Walmart, Kroger, and Amazon have recognized this risk and have appropriately implemented hazard pay for their employees. Other companies have followed suit, calling it "hero pay" or "appreciation pay".

DISCUSSION:

The United States has entered a third peak of the pandemic, with cases spiking across the country. Many experts anticipate that the winter months will be the worst yet, and a new study projects that the U.S. could surpass 500,000 COVID-19 deaths by the end of February 2021. As we begin this next critical phase of the pandemic, the country's 50 million frontline essential workers, including CVWD employees, are among the most vulnerable.

On December 1, 2020, Los Angeles County Public Health confirmed 46 new deaths and 7,593 new cases of COVID-19. The number of new COVID-19 cases significantly surpassed the previous high of 6,124 new cases seen the previous week signaling that the virus is infecting more people at a faster rate than ever seen in Los Angeles County before.

Acknowledging that this is an unprecedented time in our history and that the risks imposed by the pandemic are substantial and real for CVWD essential workers and their families, this action item considers a one-time disbursement of hazard pay in recognition of these factors. As exemplified by the Oak Creek Emergency Repairs, having an all-reporting workforce provides the capacity to leverage internal resources. In this particular example, the District realized a cost-savings of greater than

\$200,000. It is proposed that the Board set aside a portion of these savings for a one-time disbursement of hazard pay for CVWD essential workers.

RECOMMENDATION:

It is recommended that the Board determine and approve a one-time disbursement of hazard pay for CVWD essential workers utilizing the cost-savings from the Oak Creek Repairs.

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Prepared and Submitted by:

A handwritten signature in blue ink, appearing to read "Nem Ochoa", is written over a horizontal line.

Nem Ochoa, P.E.
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3
December 8, 2020

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Resolution No. 764 – District Investment Policy for 2021**

ACTION ITEM:

Resolution No. 764 District Investment Policy – Consideration and motion to adopt Resolution No. 764, outlining the District's Investment Policy for 2021.

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 on the State's 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 reflect a conservative approach that prioritizes safety and liquidity over return on investment.

RECOMMENDATION:

It is staff's recommendation that the Board adopt Resolution No. 764 to approve the District's Investment Policy for the year 2021 as presented.

Submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. Resolution No. 764 – Investment Policy for 2021

RESOLUTION NO. 764

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 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 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. The District may invest no more than ten percent (10%) of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- 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 8, 2020. Resolution No. 764 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)
)
COUNTY OF LOS ANGELES) ss.

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. 764 of
the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on
December 8, 2020 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: December 8, 2020

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
December 8, 2020

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering
Subject: Advertise for Bids - New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962

ACTION ITEM:

New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962:

- a) Consideration and motion to authorize the General Manager to advertise for bids for the installation of a new emergency electrical generator at the La Granada wastewater lift station with an engineer's estimate of \$136,000.
- b) Consideration and motion to authorize the General Manager to amend the professional services agreement with Cannon for design and construction services related to said project at a cost of \$35,000.
- c) Request to transfer \$160,000 from the Wastewater reserve fund to the Wastewater Capital Improvement Project (CIP) program to complete Project S-962.

BACKGROUND:

CVWD has an existing wastewater lift station located at 1901 La Granada Way, next to Glenhaven Park, that collects sewage from about 35 homes. The wastewater lift station has a capacity of about 3,000 gallons and typically operates for about an hour a day to pump wastewater into the collection system. In case of an emergency, such as loss of electrical power, the lift station can hold wastewater for about 2 – 5 hours, depending on the time of day or night, before it will overflow into the street. To reduce the risk of a sewer overflow, alarms have been set to alert the stand-by duty personnel and the Director of Operations, via text and phone, of a potential overflow. However, there could be a time lag between when personnel are first alerted to a power outage to the time a portable emergency electrical generator can be deployed to the site, which could result in a sewer overflow. Therefore, staff recommended adding a new emergency electrical generator at the lift station as part of the FY 20/21 Wastewater CIP program.

DISCUSSION:

Staff has been working with Cannon Corporation (Cannon) on the design of a permanent emergency electrical generator at this site over the last year. The design of the project is complete and ready to be advertised for bids.

Community Outreach & Input:

Staff held a community meeting on October 8, 2020 with the residents in the area. The residents voiced their concerns about the aesthetics of the lift station, and the area surrounding the new generator. Cannon had prepared sketches that showed how the area will look after the installation of the new generator. The residents requested that the rolling gate be relocated to the southside of the project, additional landscaping be put in to hide the fencing, and to add more plants around the existing building.

Staff and Cannon revised the design and landscaping plans to incorporate these comments. As shown on the attached brochure, the rolling gate was eliminated, a 4-foot wide gate was added on the southside, plants were added to provide better screening of the fence and building, and the fence on the northside was raised to ten-feet high to reduce the view of the building for the residents to the north.

Staff and Cannon sent out the new brochure on November 13, 2020, and the residents had until December 2, 2020 to respond. We received comments from one resident about the landscaping, and it was incorporated into the final design.

Maintenance Agreement:

The City of La Canada Flintridge (LCF) had concerns about the location and operations of the lift station, since it is located within Glenhaven Park, which is owned by LCF. The lift station was installed in 1985 and no records were found regarding any previous easement or agreement for the lift station between CVWD and LCF.

LCF prepared a draft agreement between CVWD and LCF for the maintenance and operations of the lift station that has been reviewed by CVWD's legal counsel and returned to LCF's City Attorney to finalize.

Staff is planning to bring the agreement to the 1/12/21 Board meeting for approval. LCF also stated that construction cannot begin until the agreement is approved by CVWD's Board and LCF's City Council.

Additional Design and Construction Services:

Cannon has requested additional design service fees with respect to revising the sketches and brochure per public comments, coordination with LCF on plan review, providing legal description for the agreement, and revising the project design per public comments. Staff also requested that Cannon provide additional services during the bidding process, review and approval of shop drawings, and providing final As-Built drawings for an additional \$35,000 for these services. (See attached request for additional services)

Project Schedule: Staff anticipates the following project schedule:

- December 8, 2020 – Advertise for Bids
- January 7, 2021 – Pre-Bid Meeting
- January 12, 2021 – Request Approval of Maintenance Agreement
- January 20, 2021 – Bid Opening
- January 26, 2021 – Award Contract
- February 2021 to April 2021 – Shop drawing approval and order and delivery of emergency generator
- April 2021 to June 2021 – Construction

Ms. Christina Olmedo will be the project manager, and staff will be requesting a proposal from Cannon to provide construction management and inspection services. This request for services and associated costs will also be included in the award of contract staff report.

The construction cost estimate for the project is \$136,000, and the entire project costs including materials, soils engineering, construction administration, inspection services, and contingencies are estimated at \$331,600. Staff is also requesting a budget adjustment to transfer funds from the wastewater reserves for this project.

RECOMMENDATION:

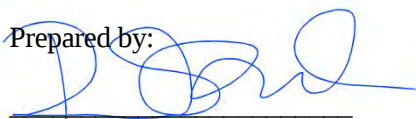
It is staff's recommendation to authorize the General Manager to advertise for bid for the project, to amend the agreement with Cannon and transfer funds from the Wastewater reserves for this project. Staff will advertise the project on the CVWD website and send out plans to selected contractors.

FUNDING AVAILABILITY:

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

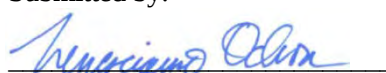
Account Description	Preliminary Costs
FY 20/21 Wastewater CIP Budget	\$175,000
Construction Estimate	(\$136,000)
10% contingency	(\$13,600)
Cannon - Design Services	(\$52,000)
Cannon - Additional Design Services	(\$35,000)
Estimate - Construction Management Services	(\$80,000)
Contact Administration & Misc. Costs	(\$17,000)
Construction /Design Cost - Total Cost Estimate	(\$333,600)
Request to Transfer funds from Wastewater Reserves	(\$160,000)
Amount Remaining in FY 20/21 Wastewater CIP	\$1,400

Prepared by:



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

Submitted by:



Nem Ochoa
General Manager

Attachments:

1. Updated Project Brochure
2. Cannon's request for additional services dated 11/2/20



Project Description:

Crescenta Valley Water District (CVWD) places the greatest importance on the safety and well-being of residents and businesses being served by CVWD's sewer collection system in the City of La Canada Flintridge.

To maintain sewer service during a power outage, CVWD is installing an emergency electrical generator at the Wastewater Lift Station.

Currently, when power is lost, an emergency generator must be brought on-site by CVWD crews to keep the lift station in operation. In the time that it takes to get the portable emergency generator on-site, the wet well at the lift station could reach capacity, causing the sewer to overflow onto the street and into the storm drain system.

Installation of a new permanent electrical generator will keep the lift station operational during power outages so that the wastewater pumps remain in service.

About the Crescenta Valley Water District:

The mission of the Crescenta Valley Water District is to provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

In carrying out this mission, the District places special emphasis on delivering a high quality water supply and system reliability at the most reasonable cost to its ratepayers.

The District endeavors to promote conservation of its resources and to perform all operations in the most efficient manner to meet the needs of the community.

Construction Time Frame:

The project is scheduled to start in March 2021 and is estimated to be completed in May 2021. Schedule and dates are subject to change.



Contact:

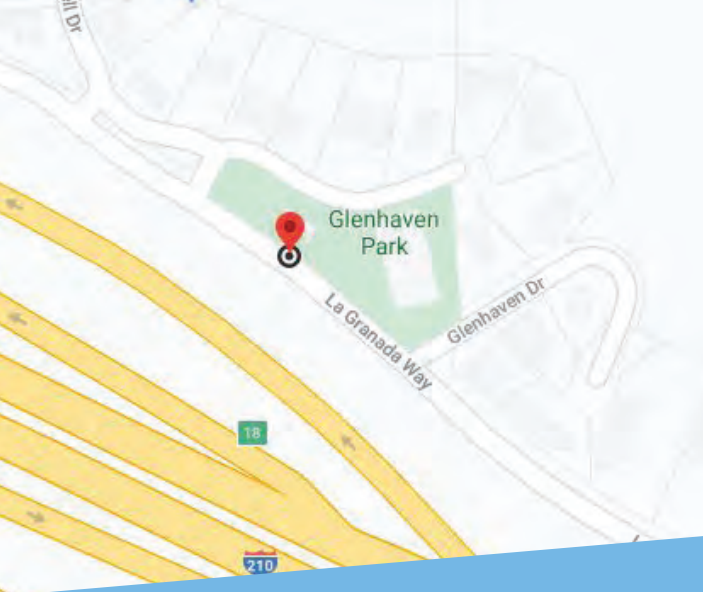
2700 Foothill Blvd
La Crescenta, CA 91214
818-248-3925
customerservice@cvwd.com

FOLLOW-UP TO OCTOBER 8, 2020

COMMUNITY MEETING



La Granada Sewer Lift Station Installation of a New Emergency Electrical Generator



Community Meeting Outcome:

CVWD took your input from the October 8th Community Meeting and revised the plans for the installation of the Emergency Generator. The perspectives shown in this brochure reflect the revised plans.

Another Community Meeting will not be held. If you have additional comments please send them to the District office or email them to David Gould at DGould@CVWD.COM before December 2nd, 2020.





November 2, 2020

Mr. David S. Gould, P.E.
Director of Engineering
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

**PROJECT: LA GRANADA LIFT STATION – EMERGENCY ELECTRICAL GENERATOR, PROJECT S-962
ADDITIONAL SERVICE AGREEMENT NO. 2**

Dear Mr. Gould:

This Additional Service Agreement No. 2 (ASA 2) is for additional work required to meet the requirements of the City of La Canada Flintridge (City) and the property owners that are adjacent to the La Granada Lift Station. The additional requirement from the City included a legal description of the parcel of land where the La Granada Lift Station (Lift Station) is located and landscaping of the area around the Lift Station to screen the generator. A community meeting was held with the property owners on October 8, 2020 and they reviewed the perspectives for the screening of the generator. Their requirements included relocating the rolling access gate and replace with a fence as tall as the adjoining enclosure for the Lift Station.

This ASA includes Design Construction Support Services.

The scope of work is as follows:

1. Complete a legal description of the Parcel
 - a. The legal description will be based on existing legal documents and ground survey.
2. Plan Check Management
 - a. Incorporating requirements into the plan and specifications.
 - b. Submit to the City.
3. Public Outreach
 - a. One public outreach meeting has been held and we do not anticipate an additional outreach meeting. Cannon will prepare an updated brochure with new perspectives reflecting the requested changes. The revised brochure will be sent to the residences requested by Crescenta Valley Water District (CVWD). This area of the proposed mailing is a smaller area than the original mailing.
4. Design Changes due to City comments, adjoining residents, and CVWD
 - a. Provide a 10' 6" high fence on the north side of the site and 6' high fence on the remaining sides of the site. The fence will be an aluminum perforated metal.
 - b. Provide perspective drawings showing the site side views as previously completed and adding additional view on the southside.
 - c. Considering the review comments, Cannon will proceed to the Final Plans, Specifications, and Opinion of Probable Construction Cost.

1190 W. Olympic Blvd., Suite 530
Los Angeles, CA 90064
P: 310.664.1166

CannonCorp.us

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5. Bidding Period Services
 - a. Provide complete bid package for advertising in electronic form to interested contractors.
 - b. Respond to Request for Information (RFIs) during the bidding process. Issue addendums if required.
 - c. Review final bids and make recommendations to CVWD for award of the construction contract.
6. Design Construction Support Services
 - a. Participate in job walk with construction team(s) and attend meetings and site visits as requested by CVWD.
 - i. Attend a pre-construction meeting and job walk with the selected contractor, CVWD staff, and other appropriate utility agency representatives. This meeting will be an opportunity for thorough review of the project plans, compliance requirements, and construction schedule prior to the start of work. Cannon will also attend meetings as requested by CVWD, and prepare meeting minutes for an estimated construction period of four (4) months. At critical points of design, Cannon shall make site visits and attend the startup and testing phases.
 - b. Process RFIs and RFCs
 - i. The processing of five (5) total requests for information (RFIs) and requests for clarification (RFCs) are vital for keeping the project on schedule and to minimize Contractor claims for additional monies based on project delays.
 - ii. RFIs and RFCs received from the Contractor will be reviewed, and responses will be returned to the Contractor within seven working days, unless required otherwise.
 - c. Process Project Submittals and Operations and Maintenance Manuals
 - i. Cannon shall review a total of 10 Contractor submittals for completeness and approve them in compliance with project construction documents. Submittals will be distributed to each involved party. The final approved submittal will be identified, and one copy each of these submittals will be kept available at the project site.
 - d. Record Drawings
 - i. Utilizing as-built information and project revision documentation provided by the Contractor/CVWD, Cannon will prepare and submit project Record Drawings on permanent drawing medium (Mylar film). These plans will be based on the finalized construction documents and will incorporate the as-constructed survey data with changes made during the construction of the project for CVWD archiving and future reference purposes. Digital computer drawing files of the completed Record Drawings will be submitted to CVWD in AutoCAD format for CVWD's internal use.

The estimated schedule to complete the Scope of Work is within the next few weeks. The schedule is dependent on the responsiveness of the City.

Cannon will complete the above scope of work for items 1 through 5 on a time and material basis for an estimated fee of \$25,000 per the attached fee schedule. Cannon will complete the above scope of work for item 6 on a time and material basis for an estimated fee of \$10,000 per the attached fee schedule. The total request for this ASA 2 is \$35,000.

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2



The fees quoted in this proposal are valid for 60 days from this date and are based upon the current agreed upon fee schedule and California prevailing wages.
If you have any questions or comments, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Gary D. Roepke". The signature is fluid and cursive, with the first name "Gary" and last name "Roepke" clearly legible.

Gary D. Roepke, PE
Senior Principal Engineer, Public Infrastructure Division
C 48693

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Senior Engineer
Subject: Advertise for Bids - 8-inch Water Main Replacement – Project 4, Project E-1022

Action Item No. 4
December 8, 2020

ACTION ITEM:

8-inch Water Main Replacement – Project 4, Project E-1022- Consideration and motion to authorize the General Manager to advertise for bids for the construction of approximately 2,140 lineal feet of pipeline replacement on the 4800 Block of Dyer Ave, 2800 Block of El Caminito St, 4800 Block of Glenwood Ave, 2800 Block of Stevens St, and 2700 Block of Paraiso Way with an engineer's estimate of \$542,900 and to find said project exempt from the provisions of CEQA.

BACKGROUND:

The District's FY 20/21 goal is to replace at least one (1) mile of pipeline, that is 50 years or older, annually as part of CVWD's bond financing. This project is the third and final, bond funded pipeline project to take place this year. This brings the total amount of pipeline to be replaced at 6,100 lineal feet which will complete staff's goal for the year.

Currently, the existing pipeline within the project area (see project location map) are between 2-inch and 4-inch diameter steel pipe and were constructed in 1946. These pipelines have been in use well beyond their expected life and there have been several leaks in the area within the last five years. The total amount of pipeline to be replaced will be 2,140 linear feet, representing about 35% of the pipeline planned to be replaced this year.

DISCUSSION:

Staff and Civiltec Engineering have completed the design of the project, and plans have been submitted to the City of Glendale for permit approval. Staff anticipates receiving permit approval prior to the bid opening date.

The anticipated project schedule is as follows:

- 12/08/20 – Advertise for Bids
- 1/06/20 – Pre-Bid Meeting
- 1/20/20 – Bid Opening
- 1/26/20 – Award Contract
- February 2021 to May 2021 – Construction

Ms. Christina Olmedo will be the project manager, and construction management services will be selected at a later date to provide field coordination and inspection. The construction cost estimate for the project is \$542,900, the entire project costs including materials, soils engineering, proposal advertising, staff engineering, inspection services, and contingencies are estimated at \$801,900.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for the project. Staff will advertise the project in the McGraw-Hill Dodge Construction News and will send out plans to selected contractors.

ENVIRONMENTAL REVIEW:

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

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 20/21 Water CIP– Water Distribution – Annual Pipeline Replacement	\$2,300,000
E-1008/1019 – 2400-2500 Blocks of Janet Lee and 4300 Block of Rosemont (Project 1 & 2)	<\$872,600>
E-1021 – 3400-3500 Blocks of Encinal Ave. (Project 3)	<\$564,300>
E-1021 - Additional costs such as material purchase by CVWD, soils engineer, inspection services costs & contingency	<\$222,200>
E-1022 – 4800 Block of Dyer Ave, 2800 Block of El Caminito St, 4800 Block of Glenwood Ave, 2800 Block of Stevens St, and 2700 Block of Paraiso Way. (Project 4)	<542,900>
E-1022 - Additional costs such as material purchase by CVWD, soils engineer, inspection services costs & contingency	<259,000>
Total Cost Estimate for Projects 1 - 4	< <u>\$2,461,400</u> >
Amount Remaining in Water CIP – Distribution System – Annual Pipeline Replacement	<\$161,000>

Prepared by:



Christina Olmedo
Assistant Engineer

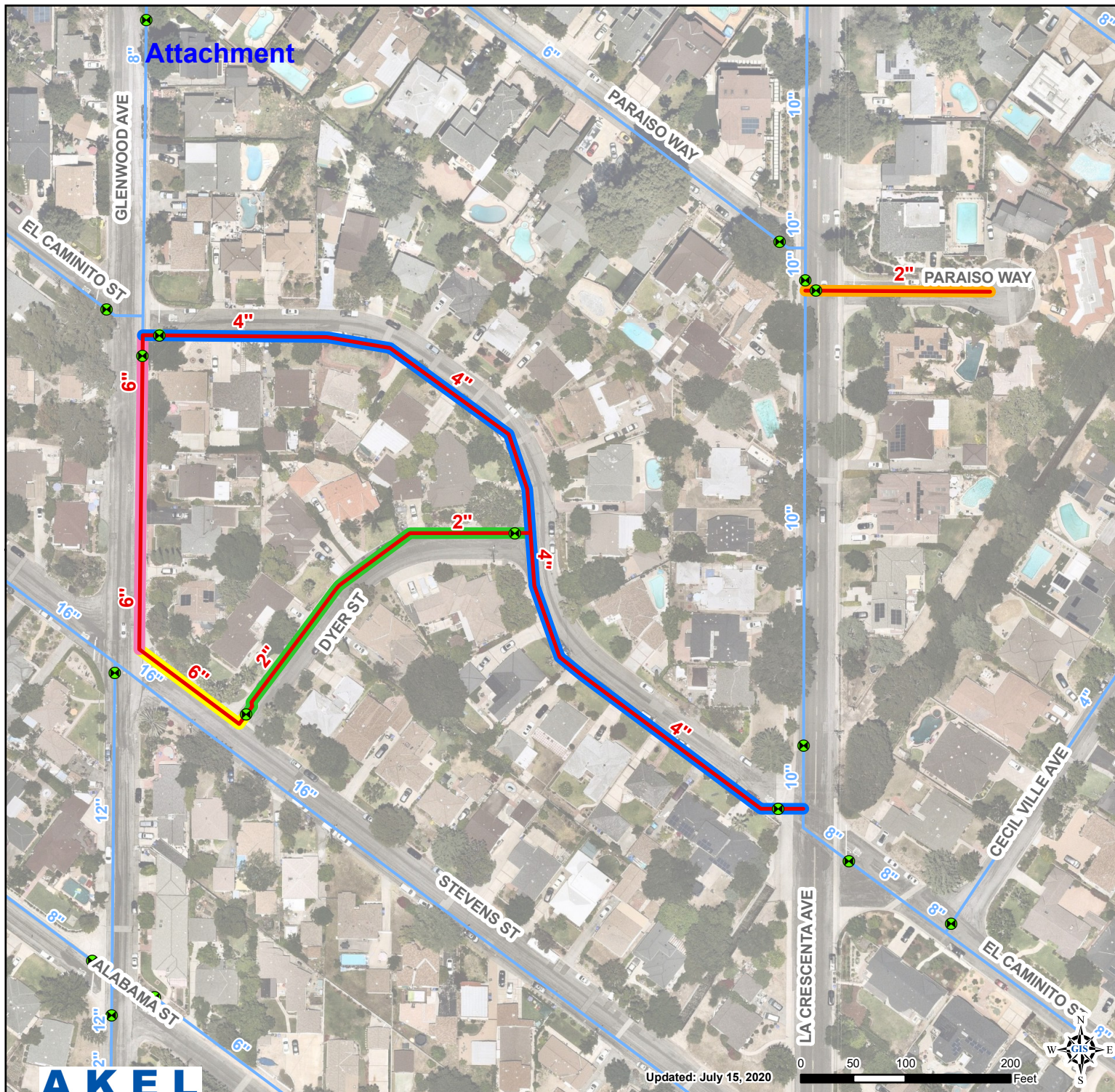
Submitted by:



Brook Yared, M.S., P.E.
Senior Engineer

Attachments:

1. Project Location Map



Legend

— Pipeline to Replace

Replacement Segment ID

ID: Length, Year Inst., Material

135: 360ft, 1946, STD

142: 880ft, 1946, STD

240: 300ft, 1960, CL&W

521: 180ft, 1946, STD

729: 130ft, 1958, CL&W

Existing System

Tanks

Pump Stations

Wells

Valves

Active Mains

Project 4 Replacement

Total Length: 1,840 ft

PRELIMINARY

Year 1 - FY 20/21

Project 4

Pipeline Replacement
Schedule

Crescenta Valley Water District



CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

December 8, 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:

- Canned Food Drive Update
- Blood Drive Update
- COVID-19 Update
- JPIA Risk Assessment Meeting
- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

2 employees have work anniversaries in November. Dennis Maxwell – 15 years, Robert Wood – 15 years. As of December 3rd, the District has gone 380 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

General Manager 1-on-1 meetings with all staff	- November 2 nd - November 23 rd
Town Council Meeting	- November 19 th
Management staff meetings	- November 30 th , December 7 th
JPIA Risk Assessment Meeting	- December 2 nd
LHMP Core Planning Meeting	- December 3 rd

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

December 8, 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 – November 2020

1. **Water Production Report**

- November 1 – 30 – Water production – 47%/53% split – 113.7 MG for the month
- Average use – 5.7% greater than 2019 and 11.1% greater than 5-yr average

2. **Rainfall Update**

- 0.17” for November 2020
- Rainfall Total for Rainfall Year 2020/21 – 0.17”

3. **Report on Engineering**

- **CIP Projects**

- Pipeline Replacement – 4300 Block of Rosemont – Construction started 12/2/20
- Pipeline Replacement – Project 3 – Advertising for Bid
- Pipeline Replacement – Project 4 – See Staff Report
- Ramsdell Mixing Station/Pressure Reducing Station – Under Design
- Rosemont Reservoir Rehabilitation – Construction started 11/23/20
- Emergency Generator at Sewer Lift Station – See Staff Report
- Rehabilitation of Well 9 – Monitoring well efficiency
- SCADA Radio Communications Network – Continue field testing of radios
- Paschall – Booster B – Working with FMWD on testing of isolation valve

- **Grant Program**

- Local Hazard Mitigation Plan
 - Hazard Mitigation Planning Steering Committee
 - 2nd Meeting – 11/18/20
 - 3rd Meeting – 12/16/20

- **Water Meter Replacement Program**

- Replaced 307 meters through November 2020
- AMI Communications Network - Integration with Customer Service Software

4. **Report on Administrative and Field Operations**

- Wells Status – Well production capacity steady at 2.1 mgd

5. **Developer Projects**

- 4520 Rosemont – New 6 Units– construction complete, working on reconciliation of costs
- 2314 Montrose – New 5 Units – Staff to work with contractor on installing new meters
- Waiting on Developer
 - 4521 Briggs/2413 Foothill – New 70 Units
 - 3900 Park Place – New 28 Units
 - 2341 Mira Vista – New 6 Units
 - 2345 Mira Vista – New 4 Units
 - 1961 Waltonia – New 6 Units

6. **FMWD** – No Report

7. **Street Projects** – No Report

8. **Field Maintenance & Operations – November 1, 2020 – November 30, 2020**

- **Water Lateral Leaks & Repairs**

2976 Hawkridge	2236 Honolulu	3352 Mary
2539 Cross	5004 Ramsdell	2411 Montrose
2712 Sanborn	4954 Vicwood	2701 Franklin
2545 Community	2524 Mayfield	

- **Large Water Meter Replacement**

- No Report

- **Developer Jobs**

- No Report

- **Water Main Leaks**

- 2200 Block of Honolulu, near 2256 Honolulu (in alley)

- **Valve Replacement**

- No Report

- **Fire Hydrant Replacement**

- No Report

- **Booster Pump Maintenance**

- No Report

- **Reservoir Maintenance**

- No Report

- **Sewer Maintenance – November 1, 2020 – November 30, 2020**

- No Report

- **Sewer Lift Station**

- Continued maintenance

- **Training**

- Cross Training on the Vactor Truck, Valve Turning Equipment, Backhoe & Front-end Loader

- **Meter Box Replacement**

- No Report

- **Valve Exercising Program**

- Continued working on Valve Book Page 14

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 30, 2020

Well Production:	46,686,500	Gals		
GWP Production:	5,539,000	Gals		
Gravity Production:	1,262,034	Gals	% GW	47%
Purchased Water:				
FMWD:	60,201,188	Gals		
City of Glendale:	0	Gals	% Import	53%
TOTAL:	113,688,722	Gals		
	348.90	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	4,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
November 1 - November 30, 2020	3,761,823	
November 1 - November 30, 2019	3,559,964	5.7%
5-yr Average - November 2015 - 2019	3,384,649	11.1%

RAINFALL: Nov 1 - Nov 30, 2020 0.17

Season-To-Date: 0.17

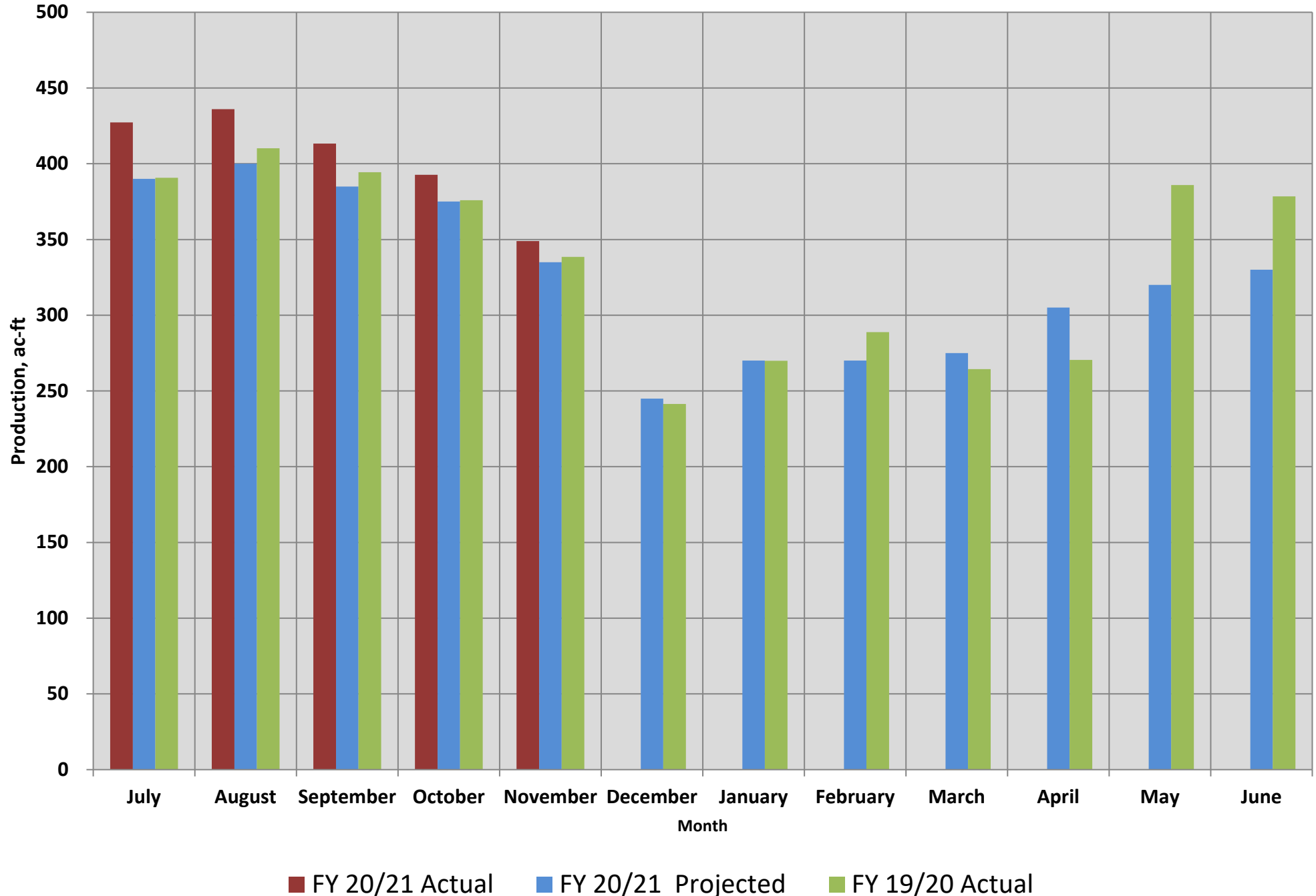
2020/21 Fiscal Year Water Production			WY 20/21 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2020		Purchased Water Production Tier 2 Allocation - 2020	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	427	390	October	160	January	0	January	102
August	436	400	November	147	February	1	February	130
September	413	385	December		March	0	March	102
October	393	375	January		April	7	April	111
November	349	335	February		May	17	May	205
December		245	March		June	14	June	204
January		270	April		July	16	July	243
February		270	May		August	18	August	243
March		275	June		September	17	September	232
April		305	July		October	18	October	215
May		320	August		November	17	November	185
June		330	September		December		December	
Total to Date	2,018	1,885	Total to Date	307	Total to Date	125	Total to Date	1,970
Projected	4,033	3,900	Water Rights	3,294			Tier 2	2,154
% of Projected	51.7%	48.3%	% of Rights	9%			% of Allocation	91%
Remaining	1,882	2,015	Remaining	2,987			Remaining	184

NOTE:

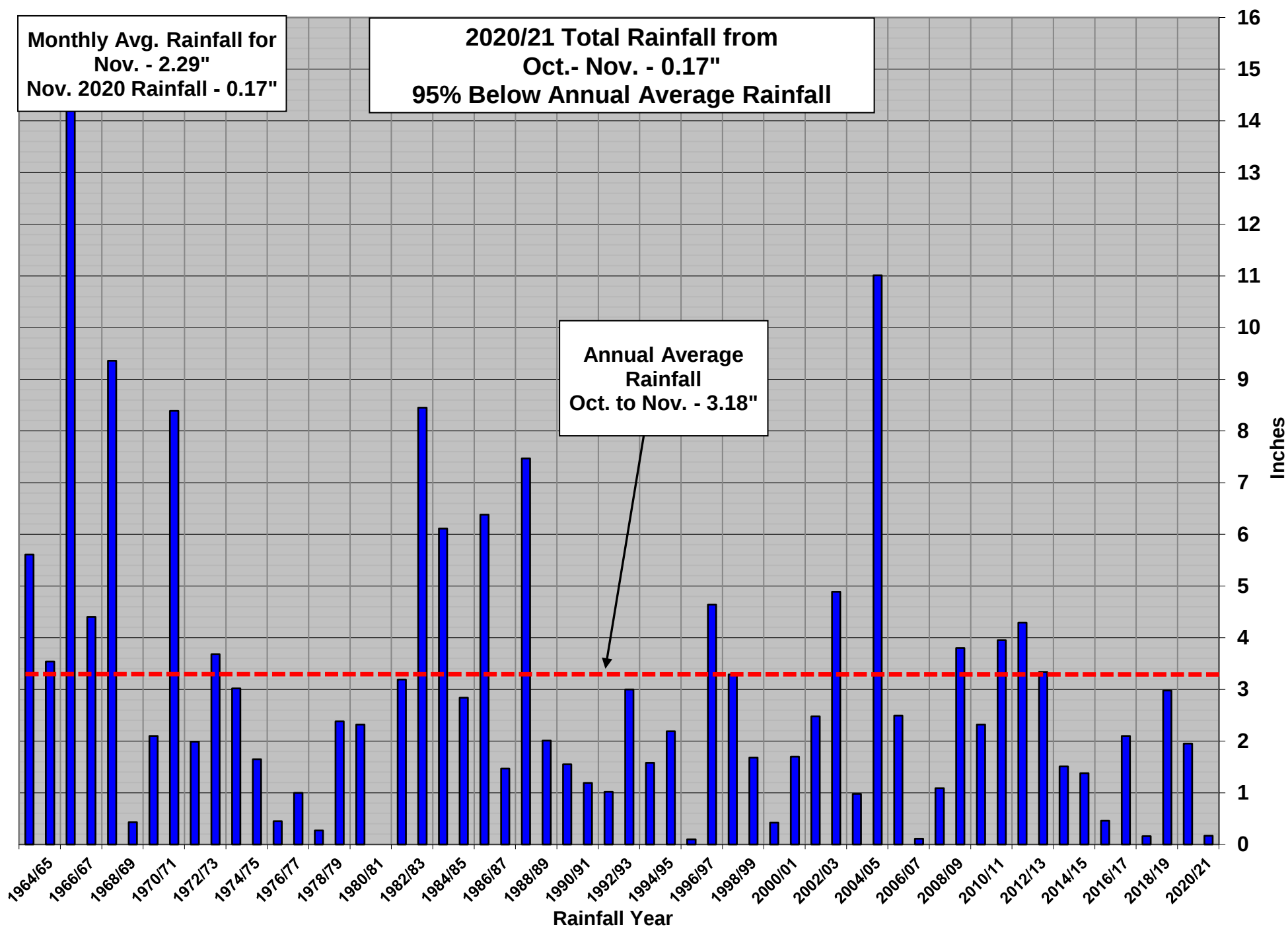
1) Blue Numbers = Estimated Water Production

Monthly Water Production:

FY 20/21 Actual, FY 20/21 Projected & FY 19/20 Actual



Monthly Rainfall - 1963/64 - 2020/21 (Oct- Nov.)





Crescenta Valley Water District – Finance, Administration & Public Outreach Report

for October 2020

Customer Service Activity

**Service
Requests**
318

**Meter
Downloads**
96

**New
Sign-Ons**
47

**Closed
Accounts**
24

**Meter
Re-Reads**
659

- Re-opened Main Office doors to the public
- Staff cross-training for utility billings

Public Outreach Corner

- **Website Traffic** –
 - 2,908 visits
 - ‘Pay My Bill’ was the top page
- **Blood Drive** –
 - 38 total participants;
 - 20 community members including friends and family of employees;
 - 18 employees
- **Canned Food Drive** – 7 scheduled community pickups with many drop offs



Crescenta Valley Water District – Finance, Administration & Public Outreach Report

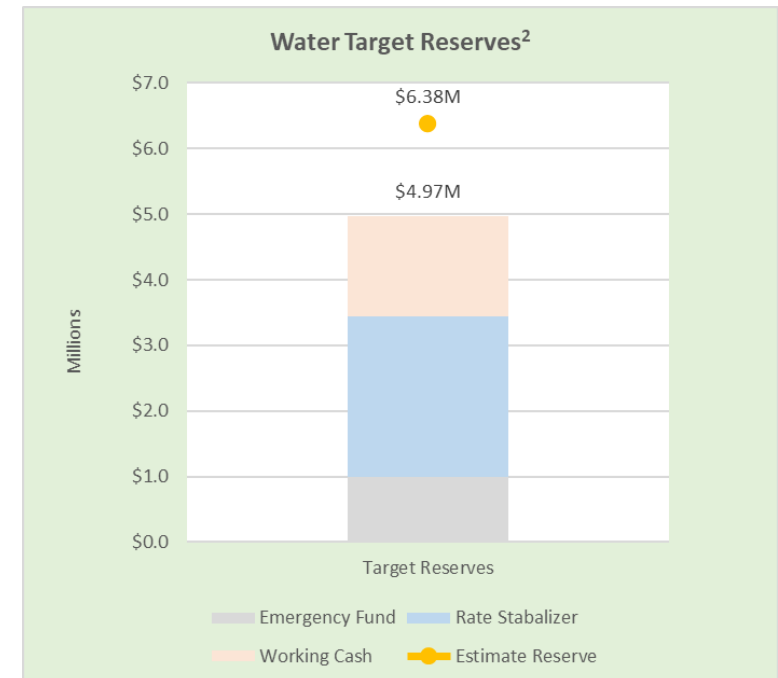
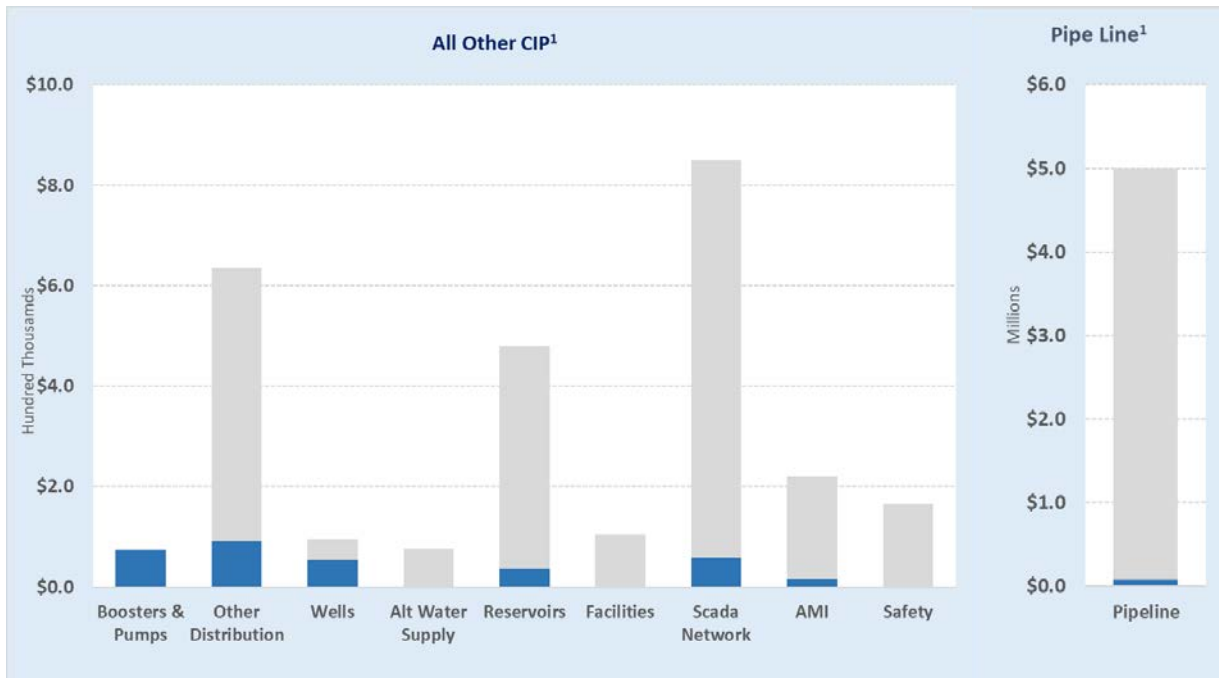
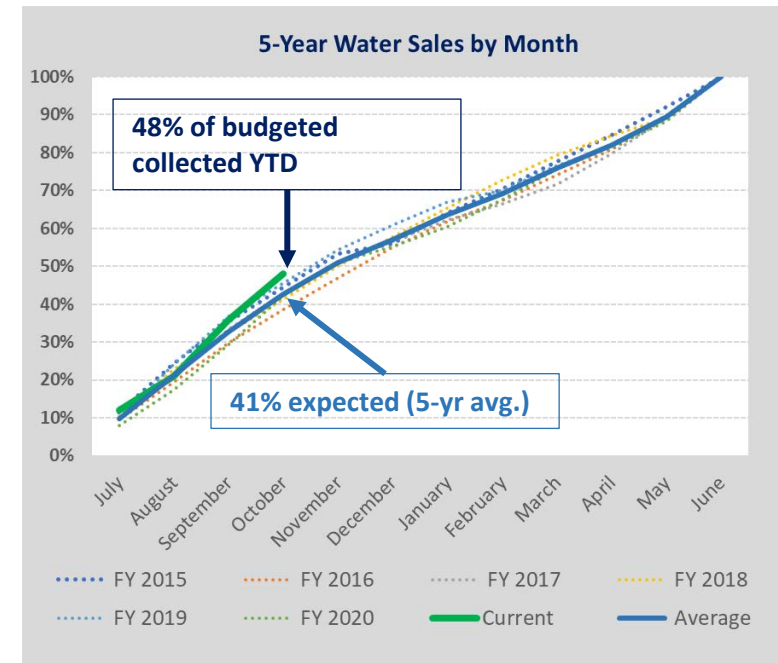
For October 2020

Water Fund - revenues & operating expenses

Proj. Revenue	\$13,409,302		Proj. Expense	\$9,707,617	
Budgeted Rev.	\$12,621,363	106%	Budgeted Exp.	\$9,513,892	102%

Wastewater Fund - revenues & operating expenses

Proj. Revenue	\$3,531,312		Proj. Expense	\$3,924,203	
Budgeted Rev.	\$3,364,575	105%	Budgeted Exp.	\$4,049,989	97%





Crescenta Valley Water District

Steering Committee Meeting No. 1 Summary

Local Hazard Mitigation Plan, Project M-1004

October 28, 2020 – 2:30 pm

Attendance:

Steering Committee (SC):

James Bodnar	CVWD, Board of Director
Sharon Raghavachary	CVWD, Board of Director
Brian Hodge	Crescenta Valley Fire Safe Council, President
Dan Hargrove	City of Glendale Public Works, Assistant Deputy Director
Dave Weeshoff	San Fernando Valley Audubon Society
Doug Caister	La Cañada Irrigation District, General Manager
Harry Leon	Crescenta Valley Town Council, President
Ken Herman	FMWD, District Engineer
Michael De Ghetto	Glendale Water and Power, Assistant General Manager
Paul Dutton	Crescenta Valley Community Emergencies Response Team
Shahan Atmajian	City of La Cañada Flintridge, Emergency Services Coordinator

Core Planning Team (CPT):

David Gould	CVWD, Director of Engineering
Brook Yared	CVWD, Senior Engineer
Nemesiano Ochoa	CVWD, General Manager
James Lee	CVWD, Director of Finance and Administration
Christy Colby	CVWD, Regulatory and Public Affairs Manager
Dennis Maxwell	CVWD, Director of Operations
Jennifer Bautista	CVWD, Intern
John Robinson	John Robinson Consulting, Inc.
Bart Spencer	Tetra Tech, Inc., Lead Project Planner
Rob Flaner	Tetra Tech, Inc., Project Manager
Des Alexander	Tetra Tech, Inc., Profiling Lead and Junior Planner

-
1. Welcome and Introduction
 - i. Local Hazard Mitigation Plan (LHMP) Background - A Hazard Mitigation Plan prevents natural hazards from becoming natural disasters. The goal of CVWD's LHMP is to create a plan to reduce or mitigate future disaster losses in the areas of La Crescenta-Montrose, La Cañada Flintridge, and portions of Glendale in Los Angeles County and the ability to apply for pre-disaster mitigation funding from FEMA's Hazard Mitigation Grant Program.
 - ii. Introduction of Steering Committee Members and Core Planning Team
 - iii. Tetra Tech has been contracted by CVWD to facilitate the LHMP. Mr. Spencer will be the Lead Project Planner and has extensive experience in emergency management.
 2. Project Overview
 - i. Work Plan
 - a. Identify and describe local natural and man-made hazards in the La Crescenta-Montrose area and the cities of La Cañada Flintridge, and Glendale which are part of the Crescenta Valley within Los Angeles County.

- b. Natural hazards, such as earthquakes and wildfires, have a trackable history and fall under the FEMA and Cal OES requirements.
 - c. The Core Team's Capability Assessment will focus on the District's capabilities for legal, planning, technical, financial, public education and outreach, and the District's ability to maintain continuity of operations of the water and sewer system.
 - ii. Timeline - A timeline has been laid out by the Core Planning Team. The Steering Committee and Core Planning Team will adhere to the timeline to make sure the process of the LHMP continues.
 - iii. Important milestones for today – Elect a Steering Committee Chair and Vice-Chair.
3. Steering Committee Role
- i. Steering Committee Purpose - The purpose of the Steering Committee is to guide the Core Planning Team through the LHMP process. The Steering Committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups within the Crescenta Valley area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.
 - ii. Steering Committee Expectations - As a Steering Committee member, you are expected to adhere to the Steering Committee Ground Rules, such as attend all meetings and complete the assigned homework on time.
 - iii. Steering Committee Organization – The Chair and Vice-Chair for the Steering Committee will be elected in today's meeting. The role of the Chair is to lead all meetings, allow members of the Steering Committee and public to be heard, and to be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan task. The role of a Vice-Chair is to serve as Chair in the absence of the chairperson. See Steering Committee Ground Rules.

Request for Motion

Mr. Spencer requested a motion from the SC to nominate a member as the Chairperson and Vice-Chairperson

- Ms. Raghavachary was nominated for the Chairperson & Mr. Leon was nominated for the Vice-Chairperson
 - Mr. Gould made a motion for Ms. Raghavachary as the Chair and Mr. Leon as the Vice-Chair
 - Mr. De Ghetto has second the motion
 - Steering Committee - All in favor
- iv. Confirm Steering Committee Ground Rules
 - a. Steering Committee members will designate an alternate and email the alternate contact information to Mr. Gould.
 - 1. If a SC member cannot attend the SC meeting, the designated alternate will act as a proxy for the SC member he or she represents.
 - 2. It is the SC member's responsibility to inform the alternate on how he or she is expected to vote.
 - b. CVWD will post the Steering Committee Ground Rules to its LHMP web page.
 - c. A quorum of eight (8) was established.
 - d. If a member misses two consecutive meetings without explanation, Ms. Raghavachary will contact the member to determine their interest in continued support of this process. Replacing any member of the committee due to lack of attendance will be the discretion of the Chair.
 - e. Decision making will be based on consensus.
 - f. Work cordially and cooperatively with all Steering Committee members.

- v. Designate Spokesperson (Public Information Officer) – Public and media outreach is part of the process in CVWD's LHMP.
 - a. Ms. Colby is familiar with CVWD's Rules & Regulations as well as the LHMP, therefore, Ms. Colby has been designated as the Spokesperson.

4. Public Involvement Strategy

- i. CVWD will advertise a draft plan for public comment and conduct a press release for its first round of public outreach. The Spokesperson, Ms. Colby, shall be the point of contact for the press.
- ii. Meetings will be open to the public and recorded. Meeting details will be updated and available to the public through CVWD's LHMP web page. Public attendance and comment will be recorded.
- iii. Additional Outreach Capabilities – Feedback from the community can be beneficial to the planning process.
 - a. LHMP updates will be posted on CVWD's LHMP web page throughout the planning process. At the end of the plan, public commenting will be available for two weeks.
 - b. Survey: Tetra Tech provided CVWD a sample survey as a guide. A QR (Quick Response) code can be added to the survey for quick feedback. Mr. Gould will review the Grant for funding on survey mailers. Surveys will be sent to the public before the holidays in December.
 - c. The Public Information Officer (PIO) will utilize social media, such as Facebook, to reach a wide range of residents inside and outside the service area.
 - d. CVWD will also utilize Crescenta Valley Weekly for advertisement.
 - e. CVWD is currently working on creating a Nextdoor account for the District.
 - f. CVWD has hired Everbridge for guidance with public communications.
 - g. CVWD uses InfoSend for utility billing statements and has a bi-monthly billing cycle.
- iv. Define the "public" for CVWD
 - a. Mr. Gould defines the public as the Crescenta Valley, which includes residents of La Crescenta-Montrose, La Cañada Flintridge, and Glendale. These residents include customers within the District. CVWD has a map of boundaries of the District's area and will expand the map to include the entire Crescenta Valley.
 - b. In the event of an emergency, CVWD would like to help residents outside of the District boundaries and be able to provide potable water to those in need.

5. Action Items and Next Steps

- i. Steering Committee Homework - Read chapters 3, 6, 7, 8, and 9 of the State Hazard Mitigation Plan. Ms. Bautista will email a link to the State Hazard Mitigation Plan. Steering Committee members should focus on the following:
 - a. Goals
 - b. Identifying local hazards with a trackable history.
- ii. Ms. Bautista will email those in attendance the agenda, Steering Committee and Core Planning Team Contact List, and the Steering Committee Ground Rules.

6. Public Comment

- i. Public commenting will be time limited at the discretion of the Chair.

Request for Motion

Mr. Flaner requested a motion to approve items discussed in the Steering Committee Ground Rules.

- Mr. Hodge made the motion regarding the Steering Committee Ground Rules as discussed.
- Mr. Leon seconded the motion.
- Steering Committee - All in favor

7. Next Steering Committee Meeting – Wednesday, November 18, 2020 at 3:00pm
 - i. Items to be discussed at the next Steering Committee meeting:
 - a. Goals
 - b. Identify and finalize local hazards
 - c. A vulnerability assessment will be made to identify “lifelines” or “critical facilities” that exist for the Water District. Sensitive information of “lifelines” will not be available to the public.
 - ii. Mr. Atmajian cannot attend the meeting in November and will be responsible for informing his alternate about his responsibilities as a proxy.
 - iii. The third Steering Committee meeting will be held Wednesday, December 16, 2020 at 3:00 pm
8. Adjournment

Request for Motion

- Ms. Raghavachary requested a motion to adjourn the meeting.
- Mr. Leon made motioned to adjourn.
- Mr. Hodge seconded the motion.
- Steering Committee - All in favor.

-End 4:03 pm-

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
November 16, 2020 at 10:00 AM

Agenda for the Meeting of the Engineering Committee
of the Crescenta Valley Water District

Posted November 13, 2020 at 10:00 AM

TELECONFERENCING NOTICE

[This meeting will be held by teleconference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 875 4879 4353

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Call to Order

Adoption of Agenda

Public Comment:

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of this Committee. This opportunity is non-transferable, and speakers are limited to three (3) minutes each.

Action Items

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

1. Project Cost and Schedule Update - FY 20/21 Capital Improvement Project Program
2. Advertisement for Bids - New Emergency Electrical Generator at the LA Granada Wastewater Lift Station, Project S-962

Committee Member's Request for Future Agenda Items

Next Engineering Committee Meeting – December 11, 2020

Adjournment

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 1
November 16, 2020

To: Engineering Committee
From: David S. Gould, P.E. – Director of Engineering
Subject: Project Update – October 2020 - FY 20/21 Water Capital Improvement Program

BACKGROUND:

The Board approved the FY 20/21 Water Budget at the June 9, 2020 meeting with \$2.3M available for CIP projects. The Board also agreed to pursue refinancing CVWD's existing bond debt and requesting additional funding, totaling \$5M available for FY 20/21 CIP. The \$5M Bond process was completed on September 15, 2020.

DISCUSSION:

The following is the **October 2020** update of the progress and schedule for the FY 20/21 CIP projects. Project costs are shown on the attached Updated Project Cost summary:

1. **Steel Reservoir Rehabilitation – Rosemont Reservoir** – This project is for the structural repairs and re-coating of the reservoir interior to maintain the District's water storage capacity and to increase the life expectancy of the steel tank.

Progress: Harper and Associates Engineering (Harper) and staff completed the design and project was awarded to Crosno Construction.

Project Schedule: On Schedule

- November 9 – 13, 2020 – Preparation for construction and drain the reservoir
- November 16, 2020 – Structural work to begin
- January 2021 – Re-coating work to begin
- March 2021 – Anticipate work to be completed.

2. **Annual Pipeline Replacement** – This project is for the replacement of steel pipelines that are at least 50-years old or older in a timely manner.

A. **Project 1 & 2:** Replacement of 4-inch & 6-inch pipelines on the 2400 & 2500 Blocks of Janet Lee (Project 1), and the 4300 Block of Rosemont (Project 2).

Progress: Staff completed design, and project awarded to Brkich Construction.

Project Schedule: On Schedule

- November 11, 2020 – Pre-Construction Meeting
- November 19, 2020 – Community Meeting
- November 30, 2020 – Begin construction on the 2400 & 2500 Blocks of Janet Lee
- February 2021 – Anticipate work to be completed

B. **Projects 3:** Replacement of 10-inch pipeline on the 3400 & 3500 Blocks of Encinal (Project 3)

Progress: Civiltec and staff complete the design and project being advertised for bids.

Project Schedule: On Schedule

- December 5, 2020 – Pre-bid meeting
- December 16, 2020 – Bid Opening
- January 12, 2021 – Award of Contract
- February 2021 – Begin construction
- May 2021 – Anticipate work to be completed

- C. **Projects 4:** Replacement of 4-inch, 6-inch & 8-inch pipelines on the 4800 Block of Dyer, 2800 Block of El Caminito, 4800 Block of Glenwood, 2800 Block of Stevens and 2700 Block of Paraiso Way (Project 4).

Progress: Civiltec and staff are finalizing the plans and specifications for the project.

Project Schedule: On Schedule

- December 8, 2020 – Advertise for Bids
- January 6, 2021 – Pre-Bid meeting
- January 20, 2021 – Bid Opening
- January 26, 2021 – Award Contract
- February 2021 – Begin Construction
- May 2021 – Anticipate work to be completed

3. **Local Hazard Mitigation Plan** - CVWD awarded a grant from Cal OES and FEMA to prepare a Local Hazard Mitigation Plan (LHMP) to address high priority hazards related to its water and sewer systems during a drought, energy shortage/outage, wildfire, earthquake, terrorism or cyber-attack. The total grant amount to prepare a local hazard mitigation plan is \$165,000, with \$125,000 grant funding from FEMA and \$40,000 funding from CVWD.

Progress: Steering Committee Meeting #1 convened on 10/28/20, LHMP Core Team meets bi-weekly to coordinate the plan, and information is updated regularly on CVWD's website

Project Schedule: On Schedule

- November 18 and December 16, 2020 – Steering Committee Meetings
- LHMP to be completed by October 2021

4. **New Emergency Generator at La Granada Sewer Lift Station** – Installation of a new emergency electrical generator at the sewer lift station.

Progress: Cannon and staff have completed the design of a new emergency electrical generator at the lift station. Staff has met with the residents in the area and incorporated comments into the plan. Staff working with LCF on a maintenance agreement for the lift station.

Project Schedule: Behind Schedule

- November 24, 2020 – Advertise for Bids
- December 9, 2020 – Pre-Bid Meeting
- January 20, 2021 – Bid Opening
- January 26, 2021 – Award Contract
- February 2021 to April 2021 – Shop drawing approval, order, and delivery emergency generator
- April 2021 to June 2021 – Construction

5. **Advanced Metering Infrastructure (AMI) Program** – This project has two (2) components: 1) replacement of ¾" & 1" meters with new Sensus iPERL "Smart Meters" in Pressure Zones 1 & 2, and 2) installation of the AMI network communication system.

Progress: Field crews have replaced around 340 ¾-inch & 1-inch meters water meters for FY 20/21. UtiliWorks completed request for quote (RFQ) and contract awarded to Aqua Metric for the AMI network communication system.

Project Schedule: On Schedule

- November – December 2020 – Field coordination, Shop drawing review and ordering equipment
- January 2021 to May 2021 – Installation and verification of AMI network communication system & installation of 100 meters for proof of concept.

6. **Replacement of SCADA Communication Radio Network** – CVWD has an existing radio communication network that operates on the 900 MHz radio frequency. In the past year, the radio system has seen interference with other communication devices and the equipment, which was installed 6 years ago, is nearing the end of its useful life, and has been malfunctioning.

Progress: Staff completed the RFP and awarded the contract to Systems Integrated to prepare a SCADA radio feasibility study (Study). Systems Integrated has started performing a radio frequency survey.

Project Schedule: On Schedule

- November 2020 to December 2020 - Systems Integrated working on assessment of the current equipment and developing options.
- January 2021 - Study to be completed.

7. **16-inch Manifold and Valve Replacement at Oak Creek Reservoir** – CVWD's operations staff observed a leak on the underside of the existing inlet/outlet pipeline manifold that joins Oak Creek #1 and #2 reservoirs. The inlet/outlet manifold was installed 1961 and is a critical junction point as it allows influent water to fill each reservoir.

Progress: Engineering and operations worked together to establish a bypass to supply water to Zone 4 while replacement the inlet/outlet manifold, and two (2) 16-inch valves. Project was completed on November 4, 2020.

8. **Groundwater Well Rehabilitation** – This project is for the rehabilitation of Well 9, which was last rehabilitated in 2014.

Progress: The project is currently under design by Mr. Yared

Project Schedule: On Schedule

- November 2020 – Prepare plans and specification
- December 8, 2020 – Advertise for bids
- December 15, 2020 – Pre-Bid meeting
- January 6, 2020 – Bid opening
- January 12, 2021 – Award of Contract
- February 2021 – April 2021 - Construction

9. **Annual Booster Pump Replacement** – This project was originally planned to replace Markridge Booster 25. However, Booster B at Paschall was shut down due to what appears to be mechanical failure. Staff is working with the pump contractor that replaced the pump in 2018 to remove and inspect the pump.

Progress: November/December 2020 – FMWD will be replacing a critical isolation valve that will allow for Booster B to be safely removed from service on November 17, 2020. The pump contractor, later next week, will pull and inspect the pump to determine if it needs to be repaired or replaced.

10. **Facility Improvement Program** – This project is for the installation of a new roof on the existing 70 ft diameter concrete reservoir at Encinal for material and equipment storage. Staff will be preparing an RFP for a consulting firm to perform the structural design of the new roof.

Progress: Staff is working on the Request for Proposal.

Project Schedule: Behind Schedule

- December 9, 2020 – Send out RFP
- January 6, 2021 – RFP Due
- January 12, 2021 – Award of Consulting Contract

11. **New Pressure Reducing Valve (PRV) Station & Upgrade Ramsdell/Mayfield Mixing Station** – This project includes the installation of a new PRV station near the intersection of Mayfield Ave and Ramsdell Ave. and upgrading the Ramsdell/Mayfield Mixing Station. The new PRV Station is needed to provide water from Zone 2 to Zone 1 when Encinal Reservoir and the Ramsdell/Mayfield Mixing Station are out of service.

Staff was working on the design with assistance from DMC Engineering for topographic and right-of-way surveying, Cannon for electrical design, and APEX for SCADA programming and integration. However, to meet the current FY 20/21 CIP schedule, staff will need assistance from a consulting firm to complete the specifications and advertise for bids.

Progress: Staff is working on the request for proposal.

Project Schedule: Behind Schedule

- December 10, 2020 – Send out RFP
- January 7, 2020 – RFP Due
- January 12, 2021 – Award of Consulting Contract
- March 2021 – Advertise for Bids
- April 2021 – Award of Contract
- May 2021 – Sept 2021 – Construction including shop drawing approval and ordering new vaults

12. **Replacement of Supervisory Control and Data Acquisition (SCADA) System Upgrade** – CVWD has an existing SCADA system with RTU/PLCs that were installed at each of the District's facilities in 1996 that provides information on the status of the water system, controls for booster pump operation, and relays alarms to the System Operators. The upgraded SCADA system will include upgrading equipment, programming, and integration based on industry standards, which can be repaired, and/or replaced by various consultants.

Progress: Staff is currently working on an assessment of the current equipment and programming to prepare a request for proposal with a scope of work for a consulting firm.

Project Schedule: On Schedule

- January 2021 - Staff will make a presentation to review the existing SCADA system, discuss possible options and provide a preliminary estimated construction cost.
- February 2021 – Send out Request for Proposal (RFP)
- March 2021 – Award of Consulting Contract
- April 2021 – May 2021 – Design of new SCADA system
- May 2021 – June 2021 – Installation and testing of new SCADA system

13. **Stormwater Recharge Program** - Stormwater Recharge Project at Crescenta Valley County Park (CVC Park) includes the design and installation of a stormwater infiltration system within CVC Park that will direct stormwater from the Verdugo Wash into infiltration galleries for groundwater recharge. The focus will be to coordinate with the City of Los Angeles on stormwater rights.

Progress: Staff met with LADWP and are preparing a proposal outlining the project and water rights to discuss further with LADWP.

Project Schedule: On Schedule

- December 2020 – Presentation to Engineering Committee regarding a draft proposal to LADWP and possible options.
- January 2021 – Meet with LADWP and prepare draft agreement
- March 2021 – Finalize agreement with LADWP
- April 2021 – Present preliminary plans to Engineering Committee for review

14. **Rehabilitation Surge Tank at Glenwood** – This project is the rehabilitation of the surge tank at the Glenwood plant. A preliminary design was completed in 2017.

Progress: The preliminary design is under review by staff

Project Schedule: On Schedule

- December 2020 – Review preliminary design
- January 2021 – Finalize design and prepare plans and specifications
- February 2021 – Award Contract
- March 2021 – May 2021 - Construction including shop drawing review and ordering material.

SUMMARY:

In summary, many of the FY 20/21 CIP projects are either under design or starting construction. Attached for review is a summary of project costs including costs spent to date, cost committed to for the remainder of the year and the project total cost for each project. Staff plans to review this with the Engineering Committee and provide updated costs for future discussion.

Prepared & Submitted by:

A handwritten signature in blue ink, appearing to read 'D. Gould', is written over a horizontal line.

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

Attachment: FY 20/21 Capital Improvement Project Program - Cost Update: 11/16/20

FY 20/21 Capital Improvement Project Program Cost Update: 11/16/20	E-Job	Recorded FY 19/20		Budget FY 20/21	<u>FY 20/21</u> Cost to date from 7/1/20 to 10/31/20	<u>FY 20/21</u> Cost Committed from 10/31/20 to 6/30/21	Projected FY 20/21
Capital Improvement Project Summary							
1. Water Supply		\$ 300,375		\$ 170,000	\$ 61,450	\$ 169,656	\$ 231,106
2. Water Storage		\$ 498,530		\$ 480,000	\$ 55,743	\$ 589,624	\$ 645,367
3A. Water Distribution - Pipeline		\$ 1,126,030		\$ 2,300,000	\$ 67,812	\$ 2,232,189	\$ 2,300,000
3B. Water Distribution - Other		\$ 10,892		\$ 710,000	\$ 94,626	\$ 694,904	\$ 789,530
4. Water Treatment		\$ 469,205		\$ -	\$ 34,581	\$ 10,419	\$ 45,000
5. Technology		\$ 152,597		\$ 1,070,000	\$ 158,925	\$ 901,075	\$ 1,060,000
6. Public Safety/Emergency Response		\$ 5,810		\$ 165,000	\$ 27,950	\$ 137,050	\$ 165,000
7. Facilities & Planning		\$ -		\$ 105,000	\$ -	\$ 105,000	\$ 105,000
Capital Improvement Projects - Total		\$ 2,563,438		\$ 5,000,000	\$ 501,087	\$ 4,839,917	\$ 5,341,004
Bond Financing - CIP		\$ -		\$ 2,695,174	\$ 234,930	\$ 2,460,244	\$ 2,695,174
Water Fund Financing - CIP		\$ 2,563,438		\$ 2,304,826	\$ 266,158	\$ 2,379,672	\$ 2,645,830
Total Financing - CIP		\$ 2,563,438		\$ 5,000,000	\$ 501,087	\$ 4,839,917	\$ 5,341,004

FY 20/21 Capital Improvement Project Program Cost Update: 11/16/20			E-Job	Recorded FY 19/20	Budget FY 20/21	<u>FY 20/21</u> Cost to date from 7/1/20 to 10/31/20	<u>FY 20/21</u> Cost Committed from 10/31/20 to 6/30/21	Projected FY 20/21
1. Water Supply								
A. Groundwater Water Supply								
i. Well Rehabilitation								
	Well 7 Rehabilitation	E-999	\$	102,696				
	Well 16 Rehabilitation	E-1011	\$	103,713				
	Well 11 Rehabilitation	E-1015	\$	14,694				
	Well 9 Rehabilitation	E-1028						
ii. New Wells								
	Re-Activate Well 2 - Construction	E-956	\$	79,272				
iii. Groundwater Basin Recharge								
	Stormwater Recharge Project at CVC Park - Planning	E-985						
D. Water Supply Studies								
WS Total				\$ 300,375	\$ 170,000	\$ 61,450	\$ 169,656	\$ 231,106
2. Water Storage								
A. Reservoir Rehabilitation								
i. Steel Reservoir Re-Coating/Roof/Vents Rehabilitation								
	Markridge	E-1006	\$	498,530	\$ -	\$ 367	\$ -	\$ 367
	Rosemont	E-1018			\$ 480,000	\$ 32,734	\$ 547,266	\$ 580,000
	Oak Creek - 16" Manifold Repair	E-1026			\$ -	\$ 22,642	\$ 42,358	\$ 65,000
WS Total				\$ 498,530	\$ 480,000	\$ 55,743	\$ 589,624	\$ 645,367
3. Water Distribution								
A. Pipeline Replacement								
	3200 & 3300 Blocks of Brookhill	E-1002	\$	623,009				
	4700 & 4800 Block of Pennsylvania	E-1009	\$	503,021				
	Project 1	E-1008			\$ 538,000	\$ 11,687	\$ 526,313	\$ 538,000
	Project 2	E-1019			\$ 280,000	\$ 11,656	\$ 268,344	\$ 280,000
	Project 3	E-1021			\$ 707,000	\$ 25,731	\$ 681,269	\$ 707,000
	Project 4	E-1022			\$ 775,000	\$ 18,737	\$ 756,263	\$ 775,000
	Annual Pipeline Replacement				\$ 2,300,000	\$ 67,812	\$ 2,232,189	\$ 2,300,000
C. Booster Pump System								
	Boosters - Glenwood 32 & 33	E-1013	\$	4,384	\$ -	\$ 72,799	\$ 6,731	\$ 79,530
	Booster Replace - Booster B at Paschall	E-1028			\$ 75,000	\$ -	\$ 75,000	\$ 75,000

FY 20/21 Capital Improvement Project Program Cost Update: 11/16/20			E-Job	Recorded FY 19/20	Budget FY 20/21	<u>FY 20/21</u> Cost to date from 7/1/20 to 10/31/20	<u>FY 20/21</u> Cost Committed from 10/31/20 to 6/30/21	Projected FY 20/21
D. Pressure Reducing Stations								
PRS - Zone 2 to Zone 1			E-977	\$ 6,508	\$ 150,000	\$ 21,827	\$ 128,173	\$ 150,000
E. Miscellaneous Projects								
i. Water Surge Control								
Rehabilitation Surge Tank at Glenwood					\$ 35,000	\$ -	\$ 35,000	\$ 35,000
iii. Misc.								
Upgrade - Ramsdell Mixing Station			E-977	\$ -	\$ 450,000	\$ -	\$ 450,000	\$ 450,000
WD Total				\$ 1,136,922	\$ 3,010,000	\$ 162,438	\$ 2,927,093	\$ 3,089,530
4. Water Treatment								
C. Disinfection - Convert to Chloramines								
Conversion to Chloramination			E-995	\$ 469,205	\$ -	\$ 34,581	\$ 10,419	\$ 45,000
WT Total				\$ 469,205	\$ -	\$ 34,581	\$ 10,419	\$ 45,000
5. Technology								
A. Automated Meter Information (AMI) System								
AMI - 3/4" to 1" - Smart Meters				\$ 83,590	\$ 50,000	\$ 86,500	\$ -	\$ 86,500
AMI - Communication			E-1020		\$ 150,000	\$ 24,875	\$ 318,625	\$ 343,500
B. Supervisory Control and Data Acquisition (SCADA)								
Communication Radio Network			E-1025		\$ 260,000	\$ -	\$ 130,000	\$ 130,000
SCADA Replacement - Design			E-939	\$ 69,007				
SCADA Replacement - Installation			E-939		\$ 610,000	\$ 47,550	\$ 452,450	\$ 500,000
TECH Total				\$ 152,597	\$ 1,070,000	\$ 158,925	\$ 901,075	\$ 1,060,000
6. Public Safety/Emergency Response								
B. Water Storage								
Dunsmore/Pickens - Seismic Sensors			E-976	\$ 5,810				
D. Miscellaneous								
FEMA Local Hazard Mitigation Plan			M-1004		\$ 165,000	\$ 27,950	\$ 137,050	\$ 165,000
SF/ER Total				\$ 5,810	\$ 165,000	\$ 27,950	\$ 137,050	\$ 165,000
7. Facilities & Planning								
D. Reservoir Site Improvements								
Roof for Old Encinal - Storage Bldg					\$ 105,000	\$ -	\$ 105,000	\$ 105,000
F & P Total				\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 105,000
Capital Improvement Projects - Total				\$ 2,563,438	\$ 5,000,000	\$ 501,087	\$ 4,839,917	\$ 5,341,004

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 2
November 16, 2020

To: Engineering Committee
From: David S. Gould, P.E. – Director of Engineering
Subject: Advertise for Bids - New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962

INFORMATION ITEM:

New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962 – Consideration and motion to authorize the General Manager to advertise for bids for the installation of a new emergency electrical generator at the La Granada wastewater lift station with an engineer's estimate of \$136,000.

BACKGROUND:

CVWD has an existing wastewater lift station located at 1901 La Granada Way, next to Glenhaven Park and collects sewage for about 35 homes and pumps the sewage to CVWD's wastewater collection system. The wastewater lift station has a capacity of about 3,000 gallons and it typically runs about an hour a day to pump wastewater into the collection system.

In case of an emergency, such as loss of electrical power, the lift station can hold wastewater for about 2 – 5 hours, depending on the time of day or night, before it will overflow into the street. To reduce the risk of a sewer overflow, alarms have been set to alert the stand-by person and the Director of Operations, via text and phone of a potential overflow. However, there could be a time lag between when personnel are first alerted of the power outage to the time the portable emergency electrical generator is brought to the site, which could result in a sewer overflow.

Staff has been working on a project to install a permanent emergency electrical generator at this site with Cannon Corporation (Cannon). The design of the project is complete and ready to be advertised for bids.

DISCUSSION:

Staff held a community meeting on October 8, 2020 with the residents in the area. The residents voiced their concerns about the aesthetics of the lift station and the area surrounding the new generator. Cannon had prepared sketches that showed how the area will look after the installation of generator.

The residents requested that the rolling gate be relocated to the southside of the project, additional landscaping be put in to hide the fencing, and to add more plants around the existing building. Staff and Cannon revised the design and landscaping plans to incorporate these comments. As shown on the attached brochure, the rolling gate was eliminated, a 4-foot wide gate was added on the southside, plants were added to provide better screening of the fence and building and the fence on the northside was raised to ten-feet high to reduce the view of the building for the residents to the north.

Staff and Cannon sent out the new brochure, (see attached) and the residents have until December 2, 2020 to respond. If we receive any comments, they will be incorporated into the final design.

Maintenance Agreement:

As previously discussed, the City of La Canada Flintridge (LCF) has concerns about the lift station, since it is not located within the public right-of-way, but within Glenhaven Park, which is owned by LCF. The lift station was installed in 1985 and no records were found regarding any previous easement or agreement for the lift station with LCF. LCF prepared a draft agreement between CVWD and LCF for the maintenance and operations of the lift station that is being reviewed by CVWD's legal counsel. LCF also stated that construction cannot begin until the agreement is approved by CVWD's Board and LCF's City Council. Staff is planning to bring the agreement to either the 12/8/20 or 1/12/21 Board meeting for approval.

Project Schedule: Staff anticipates the following project schedule:

- November 24, 2020 – Advertise for Bids
- December 9, 2020 – Pre-Bid Meeting
- January 20, 2021 – Bid Opening

- January 26, 2021 – Award Contract
- February 2021 to April 2021 – Shop drawing approval and order and delivery emergency generator
- April 2021 to June 2021 – Construction

Project Costs:

Cannon has requested additional design service fees with respect to revising the sketches and brochure per public comments, coordination with LCF on plan review, providing legal description for the agreement, and revising the project design per public comments. Staff also requested that Cannon provide additional services during the bidding process, review and approval of shop drawings and providing final As-Built drawings as the design firm. As shown on the attached memo from Cannon, the request is for an additional \$35,000 for these services. Staff is planning to incorporate this request with the award of contract staff report at the 1/12/20 Board meeting.

Ms. Christina Olmedo will be the project manager, and staff will be requesting a proposal from Cannon to provide construction management and inspection services for field coordination and inspection. This request for services and associated costs will also be included in the award of contract staff report.

The construction cost estimate for the project is \$136,000, and the entire project costs including materials, soils engineering, construction administration, inspection services, and contingencies are estimated at \$331,600. Staff will be requesting a budget adjustment to transfer funds from the wastewater reserves for this project.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bid for the project. Staff will advertise the project on the CVWD website, in the McGraw-Hill Dodge Construction News and send out plans to selected contractors.

FUNDING AVAILABILITY:

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

Account Description	Preliminary Costs
FY 20/21 Wastewater CIP Budget	\$175,000
Construction Estimate	(\$136,000)
10% contingency	(\$13,600)
Cannon - Design Services	(\$52,000)
Cannon - Additional Design Services	(\$35,000)
Estimate - Construction Management Services	(\$80,000)
Contact Administration & Misc. Costs	(\$15,000)
Construction /Design Cost - Total Cost Estimate	(\$331,600)
Request to Transfer funds from Wastewater Reserves	(\$158,000)
Amount Remaining in FY 20/21 Wastewater CIP	\$1,400

Prepared & Submitted by:

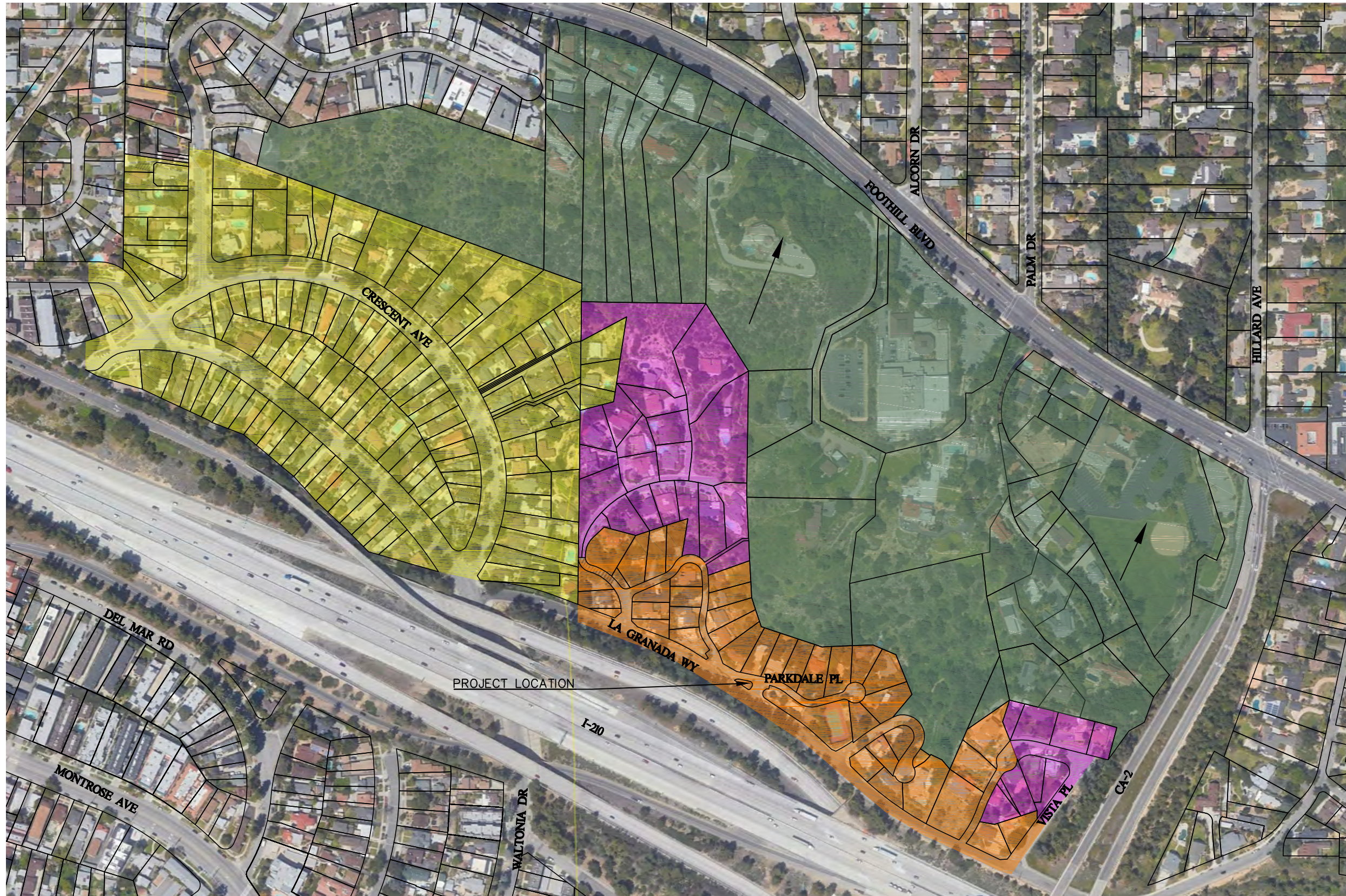


David S. Gould, P.E.
Director of Engineering

Attachments:

1. Updated Project Brochure
2. Cannon's request for additional services dated 11/2/20

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- LCF - NO SEWER
- CVWD TO LIFT STATION
- LCF - SEWER FLOW TO FOOTHILL
- CVWD

LA GRANADA SEWER LIFT STATION
INSTALLATION OF NEW EMERGENCY ELECTRICAL GENERATOR
SEWER SERVICE AREA





Project Description:

Crescenta Valley Water District (CVWD) places the greatest importance on the safety and well-being of residents and businesses being served by CVWD's sewer collection system in the City of La Canada Flintridge.

To maintain sewer service during a power outage, CVWD is installing an emergency electrical generator at the Wastewater Lift Station.

Currently, when power is lost, an emergency generator must be brought on-site by CVWD crews to keep the lift station in operation. In the time that it takes to get the portable emergency generator on-site, the wet well at the lift station could reach capacity, causing the sewer to overflow onto the street and into the storm drain system.

Installation of a new permanent electrical generator will keep the lift station operational during power outages so that the wastewater pumps remain in service.

About the Crescenta Valley Water District:

The mission of the Crescenta Valley Water District is to provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.

In carrying out this mission, the District places special emphasis on delivering a high quality water supply and system reliability at the most reasonable cost to its ratepayers.

The District endeavors to promote conservation of its resources and to perform all operations in the most efficient manner to meet the needs of the community.

Construction Time Frame:

The project is scheduled to start in March 2021 and is estimated to be completed in May 2021. Schedule and dates are subject to change.



Contact:

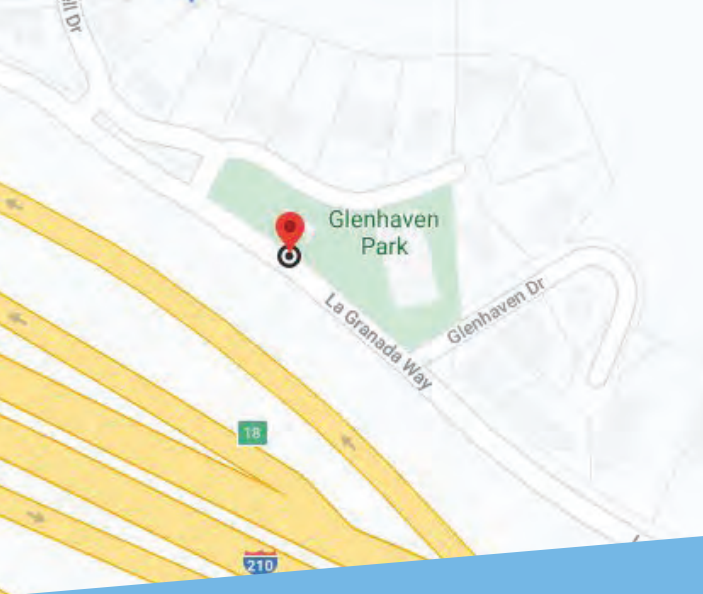
2700 Foothill Blvd
La Crescenta, CA 91214
818-248-3925
customerservice@cvwd.com

FOLLOW-UP TO OCTOBER 8, 2020

COMMUNITY MEETING



**La Granada Sewer Lift Station
Installation of a New Emergency
Electrical Generator**



Community Meeting Outcome:

CVWD took your input from the October 8th Community Meeting and revised the plans for the installation of the Emergency Generator. The perspectives shown in this brochure reflect the revised plans.

Another Community Meeting will not be held. If you have additional comments please send them to the District office or email them to David Gould at DGould@CVWD.COM before December 2nd, 2020.



November 2, 2020

Mr. David S. Gould, P.E.
Director of Engineering
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

**PROJECT: LA GRANADA LIFT STATION – EMERGENCY ELECTRICAL GENERATOR, PROJECT S-962
ADDITIONAL SERVICE AGREEMENT NO. 2**

Dear Mr. Gould:

This Additional Service Agreement No. 2 (ASA 2) is for additional work required to meet the requirements of the City of La Canada Flintridge (City) and the property owners that are adjacent to the La Granada Lift Station. The additional requirement from the City included a legal description of the parcel of land where the La Granada Lift Station (Lift Station) is located and landscaping of the area around the Lift Station to screen the generator. A community meeting was held with the property owners on October 8, 2020 and they reviewed the perspectives for the screening of the generator. Their requirements included relocating the rolling access gate and replace with a fence as tall as the adjoining enclosure for the Lift Station.

This ASA includes Design Construction Support Services.

The scope of work is as follows:

1. Complete a legal description of the Parcel
 - a. The legal description will be based on existing legal documents and ground survey.
2. Plan Check Management
 - a. Incorporating requirements into the plan and specifications.
 - b. Submit to the City.
3. Public Outreach
 - a. One public outreach meeting has been held and we do not anticipate an additional outreach meeting. Cannon will prepare an updated brochure with new perspectives reflecting the requested changes. The revised brochure will be sent to the residences requested by Crescenta Valley Water District (CVWD). This area of the proposed mailing is a smaller area than the original mailing.
4. Design Changes due to City comments, adjoining residents, and CVWD
 - a. Provide a 10' 6" high fence on the north side of the site and 6' high fence on the remaining sides of the site. The fence will be an aluminum perforated metal.
 - b. Provide perspective drawings showing the site side views as previously completed and adding additional view on the southside.
 - c. Considering the review comments, Cannon will proceed to the Final Plans, Specifications, and Opinion of Probable Construction Cost.

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5. Bidding Period Services
 - a. Provide complete bid package for advertising in electronic form to interested contractors.
 - b. Respond to Request for Information (RFIs) during the bidding process. Issue addendums if required.
 - c. Review final bids and make recommendations to CVWD for award of the construction contract.
6. Design Construction Support Services
 - a. Participate in job walk with construction team(s) and attend meetings and site visits as requested by CVWD.
 - i. Attend a pre-construction meeting and job walk with the selected contractor, CVWD staff, and other appropriate utility agency representatives. This meeting will be an opportunity for thorough review of the project plans, compliance requirements, and construction schedule prior to the start of work. Cannon will also attend meetings as requested by CVWD, and prepare meeting minutes for an estimated construction period of four (4) months. At critical points of design, Cannon shall make site visits and attend the startup and testing phases.
 - b. Process RFIs and RFCs
 - i. The processing of five (5) total requests for information (RFIs) and requests for clarification (RFCs) are vital for keeping the project on schedule and to minimize Contractor claims for additional monies based on project delays.
 - ii. RFIs and RFCs received from the Contractor will be reviewed, and responses will be returned to the Contractor within seven working days, unless required otherwise.
 - c. Process Project Submittals and Operations and Maintenance Manuals
 - i. Cannon shall review a total of 10 Contractor submittals for completeness and approve them in compliance with project construction documents. Submittals will be distributed to each involved party. The final approved submittal will be identified, and one copy each of these submittals will be kept available at the project site.
 - d. Record Drawings
 - i. Utilizing as-built information and project revision documentation provided by the Contractor/CVWD, Cannon will prepare and submit project Record Drawings on permanent drawing medium (Mylar film). These plans will be based on the finalized construction documents and will incorporate the as-constructed survey data with changes made during the construction of the project for CVWD archiving and future reference purposes. Digital computer drawing files of the completed Record Drawings will be submitted to CVWD in AutoCAD format for CVWD's internal use.

The estimated schedule to complete the Scope of Work is within the next few weeks. The schedule is dependent on the responsiveness of the City.

Cannon will complete the above scope of work for items 1 through 5 on a time and material basis for an estimated fee of \$25,000 per the attached fee schedule. Cannon will complete the above scope of work for item 6 on a time and material basis for an estimated fee of \$10,000 per the attached fee schedule. The total request for this ASA 2 is \$35,000.

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The fees quoted in this proposal are valid for 60 days from this date and are based upon the current agreed upon fee schedule and California prevailing wages.
If you have any questions or comments, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Gary D. Roepke". The signature is fluid and cursive, with the first name "Gary" and last name "Roepke" clearly legible.

Gary D. Roepke, PE
Senior Principal Engineer, Public Infrastructure Division
C 48693