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 14, 2021, at 7:00 p.m.

Posted: Friday, December 10, 2021, at 3:30 p.m.

AUDIO & VIDEO CONFERENCING NOTICE

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

Under AB 361 and District Resolution No. 772, the District will continue to hold Board and Committee meetings by teleconference, due to the continuing State of Emergency for COVID-19 and the ongoing imminent risks to the health or safety of the attendees from COVID-19.

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: 851 8296 5237

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/85182965237

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 14, 2021.

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. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

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 9, 2021.
2. Ratification of Disbursements for October 2021.
3. Consideration and approval for continuing to hold meetings by teleconference.

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board. 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 for 2022.
2. **Investment Policy for 2022** – Consideration and motion to adopt Resolution No. 775 outlining the District's Investment Policy for 2022.

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**
- **Technology 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 9, 2021

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on September 28, 2021, a Regular Meeting was held on November 9, 2021, 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 Sharon S. Raghavachary presiding.

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

Directors:	**Sharon S. Raghavachary** **James D. Bodnar** **Kerry D. Erickson** **Ken R. Putnam** **Judy L. Tejeda**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Director of Finance & Administration:	**James Lee**
Director of Engineering & Operations:	**David Gould**
Staff Members:	**Christy Colby, Regulatory & Public Affairs Manager** **Brook Yared, Engineering Manager** **Arturo Montes, Finance & Administration Manager** **Wendy Holloway, Customer Service Manager** **Darlene Telles, Operations & Maintenance Manager** **Kellen Boyce, System Operations Manager** **Tessa Allmon, Customer Service Representative** **Adam Sutphin, Analyst** **Pam Leddy, Administrative Assistant**
Public Participation:	**Frank Colcord**

PLEDGE OF ALLEGIANCE
Director Tejeda 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 Erickson, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of November 9, 2021, be adopted as presented.

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

Director Tejeda

NOES: None

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that the Metropolitan Water District's Board of Directors has declared a drought emergency. Mr. Colcord stated that the State Water Project allocation percentage for next year would be 0%, and that this would provide only enough water for health and safety. Mr. Colcord indicated that the Foothill Municipal Water District Board of Directors will meet next week in order to plan the move to Water Conservation level 3.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Bodnar, and carried by a 5-0 roll call vote to approve the Minutes of the Adjourned Regular Board Meeting held on October 26, 2021, through audio and video conference, and to reaffirm Resolution No. 772 to find that (1) Los Angeles County officials have imposed or recommended measures to promote social distancing; and (2) meeting in person would present imminent risks to the health and safety of attendees.

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

NOES: None

ACTION CALENDAR

Steel Reservoir Rehabilitation at Edmund No. 2 Reservoir, Project E-1036 – Mr. Yared announced that J. Colon Coatings, Inc. was the lowest bidder for the Steel Reservoir Rehabilitation Project at Edmund No. 2 Reservoir, with a total cost of $623,100. Mr. Yared requested that the Board authorize the General Manager to enter into an agreement with Harper & Associates, Engineers, Inc. for Quality Control Inspection Services at a cost not-to-exceed $54,000 for Project E-1036.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to award a contract to the lowest responsible bidder, J. Colon Coatings, Inc. for the rehabilitation of Edmund N. 2 Reservoir at a base cost of $536,800, and alternative bid items totaling $86,300, for a total cost of $623,100 and to authorize the General Manager to enter into an agreement with Harper & Associates Engineers, Inc. for Quality Control Inspection Services for the rehabilitation of Edmund No. 2 Reservoir at a cost not-to-exceed $54,000.

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

NOES: None

<u>8-inch Water Main Replacement on the 3200 block of Alabama St., 4700 & 4800 Blocks of Cheryl Ave., and 3300 block of Thelma St., Project E-1034</u> – Mr. Yared stated that staff and Tetra Tech, Inc. have completed the design for the replacement of 2,500 lineal feet of pipeline on the 3200 block of Alabama St., 4700 & 4800 blocks of Cheryl Ave., and the 3300 block of Thelma. The plans have been submitted to the City of Glendale for excavation permit review and approval, and staff anticipates receiving the approvals prior to the December 16, 2021 bid opening date. Mr. Yared requested authorization to advertise for bids for the project, with the entire project's costs including materials, soils engineering, proposal advertising, staff engineering, inspection services, and contingencies estimated at $1,063,140.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 5-0 roll call vote to authorize the General Manager to advertise for bids for the construction of 2,500 lineal feet of pipeline replacement on the 3200 block of Alabama St., 4700 & 4800 blocks of Cheryl Ave., and the 3300 block of Thelma St., with an engineer's estimate of $713,650 and to find said project exempt from the provisions of CEQA.

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

<u>Professional Engineering Service for the Design of a new Zone 7 to Zone 5 Pressure Reducing Station, Project D-21-G2</u> – Mr. Yared stated that Crescenta Valley Water District has been assisting Glendale Unified School District (GUSD) on the construction of a new building at Anderson W. Clark Magnet School (Clark) and the installation of a new fire service line. Mr. Yared indicated that a critical portion of the existing water distribution system in the area could not provide adequate water pressure and flow for fire protection. Mr. Yared stated that GUSD is required to cover the costs of the improvements involved, and provided a Reimbursement Agreement for the installation of a pressure reducing station and appurtenances for Clark Magnet School.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to authorize the General Manager to enter into a Reimbursement Agreement with Glendale Unified School District (GUSD) for the reimbursement of costs for the installation of a new pressure reducing station and fire service for Clark Magnet High School and to enter into an agreement with MKN Engineering to provide professional engineering service for said project at a cost of $69,589 and

establish a contingency amount of $6,960 (10% of contract) to cover any unforeseen or additional work.

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

<u>JPIA Commitment to Excellence Program Application</u> – Mr. Montes indicated that the Joint Powers Insurance Authority (JPIA) offers a grant program to promote the implementation of best practices that will prevent or mitigate losses to the district. Mr. Montes stated that the District would submit a grant application by December 1, 2021 for up to $10,000 to fund risk management and safety projects. Mr. Montes requested the support of the Board for the District's participation in JPIA's Commitment to Excellence program.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to support the District's participation in JPIA's Commitment to Excellence program.

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

<u>Consideration and Motion to move the current Water Conservation Alert from Phase 2 "Green" to Phase 3 "Yellow"</u> – Ms. Colby announced that on October 19, 202,1 Governor Newsom issued a revised emergency proclamation that expands the California drought emergency from 50 counties to statewide. Ms. Colby stated that this proclamation does not order mandatory water conservation and authorizes water regulators to ban wasteful water use. Ms. Colby requested that the Board approve a move to Phase 3 "Yellow" consistent with statewide and regional conservation efforts.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve a move from Phase 2 "Green" to Phase 3 "Yellow" Water Supply Shortage consistent with statewide and regional conservation efforts.

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

<u>INFORMATION ITEMS</u> – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced the winners of the 4th Annual Chili cook-off and pumpkin cart race held on October 28th. Mr. Ochoa stated that the Annual Food Drive will begin November 15, 2021 and continue through the holiday season. Mr. Ochoa requested that items be submitted for the Time Capsule Event on December 14, 2021 . Mr. Ochoa honored the names of CVWD family members who have served in the U.S. Military in remembrance of Veterans Day. Mr. Gould stated that 108.4MG of water was produced during the month of October, representing at 54%/46% split, and shared highlights of the Capital Improvement Projects. Mr. Gould provided information regarding the current grant applications and grant programs which are available to the District. Ms. Telles highlighted the Maintenance & Operations report. Ms. Colby provided the water productions numbers which were sent to the State of California and public outreach items for the month of October 2021.

ATTORNEY – No report

REPORTS OF PERSONNEL – None

REPORTS OF COMMITTEES - None

Engineering Committee – Director Raghavachary reported that the Committee had not met; however, an audio/video conference meeting will be scheduled in December.

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

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

Policy Committee – Mr. Ochoa reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

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

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

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

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

DIRECTORS' ORAL REPORTS

Director Erickson – announced the birth of his granddaughter on October 27, 2021

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:23 p.m., the meeting was adjourned to December 14, 2021, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary	James Lee
President	Director of Finance & Administration

CASH DISBURSEMENT LIST
October 2021

Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
0	10/12/2021	Southern California Edison	Power purchased - August 2021	25,091.14	316.97
0	10/26/2021	Southern California Edison	Power purchased - September 2021	22,016.10	519.60
0	10/27/2021	CalPERS	PERS Contributions - September 2021	22,837.51	12,685.74
0	10/14/2021	Los Angeles County Public Works	E-1022 - final inspection payment	2,700.00	
0	10/20/2021	Los Angeles County Public Works	E-1033 - inspection deposit, permits & fees	17,740.00	
0	10/20/2021	Los Angeles County Public Works	Excavation permits - September 2021	2,870.00	
0	10/28/2021	U. S. Bank	Bond payment	46,520.00	
43328	10/12/2021	A to Z Home Repair, Inc.	3307 Paraiso Way - bees removed from meter box	125.00	
43329	10/12/2021	ACWA Joint Powers Ins. Authority	Group Health - October 2021	41,664.97	27,104.94
43330	10/12/2021	ACWA/JPIA	2022 Annual Agency dues	17,778.75	5,926.25
43331	10/12/2021	ADS, LLC	Monthly sewer monitoring - September 2021		1,130.00
43332	10/12/2021	Apex Manufacturing Solutions	E-939 - consulting services for SCADA pilot program	750.00	
43333	10/12/2021	ARC	Monthly MPS Billing - September 2021	134.69	44.89
43334	10/12/2021	AT&T	Voice communication - September 2021	519.89	408.48
43335	10/12/2021	Regino Avalos	Landscape maintenance at 8 sites - September 2021	1,120.28	409.72
43336	10/12/2021	B.L. Wallace Distributor, Inc.	E-1035 - Meter box lids for AMI	1,660.02	
43337	10/12/2021	Best Best & Krieger	Watermaster legal counsel services - June 2021	1,970.30	
43338	10/12/2021	Bridgemore Solutions, Inc.	Consulting services for employee training/development - September 2021	7,345.50	1,504.50
43339	10/12/2021	California Water Environment	Wood - Collections System Maintenance Grade 3 renewal	101.00	
43340	10/12/2021	CCS Interactive, Inc.	Website, blood drive banner, email blast, logo redesign, employee portal	974.07	324.68
43341	10/12/2021	Costco	Costco - August 2021	233.44	212.73
43342	10/12/2021	City of Glendale	Rockhaven lease & water purchased - January 2021	10,672.72	
43343	10/12/2021	City of L.A. Bureau of Sanitation	Sewerage facilities charges - July/August 2021		22,032.69
43344	10/12/2021	CJC Maintenance Services	Janitorial service - October 2021	274.46	86.65
43345	10/12/2021	Coastline Equipment Co.	Unit #19 - Replace alternator	1,420.52	870.64
43346	10/12/2021	Consolidated Electrical Distributors, Inc.	Misc. electrical supplies - September 2021	798.48	
43347	10/12/2021	Crescenta Valley Publishing, LLC	Ads for conservation, rates outreach, blood drive, High School Program	1,522.00	528.00
43348	10/12/2021	Cypress Ancillary Benefits	Group Dental - October 2021	2,359.50	1,362.01
43349	10/12/2021	ESRI, Inc.	Small Utility Enterprise Agreement (SUEA) - annual renewal	7,500.00	2,500.00
43350	10/12/2021	Eurofins Eaton Analytical, Inc.	Water analysis - September 2021	654.00	
43351	10/12/2021	Foothill Municipal Water	Consulting services for RRA & Urban Water Mgmnt. Plan - Sept. 2021	21,675.45	4,439.55
43352	10/12/2021	Great America Leasing Corp.	Kyocera copier leases - October 2021	1,031.95	991.47
43353	10/12/2021	Gsolutionz Professional Services	Voice communication - October 2021	185.62	145.83
43354	10/12/2021	Highroad Information Technology	Managed services. agreement renewals - October 2021	6,922.20	1,417.80
43355	10/12/2021	Home Depot Credit Services	Misc. hardware - September 2021	490.31	163.43
43356	10/12/2021	Liebert Cassidy Whitmore	Annual membership renewal, legal services - August 2021	5,379.90	1,237.60

43357	10/12/2021	Carmen Lopez	Refund check - 2454 Montrose #5	100.00	
43358	10/12/2021	New Motion Wellness, LLC	Quarterly wellness strategy and consult - Aug./Oct. 2021	240.00	160.00
43359	10/12/2021	Office Depot - Credit Plan	Misc. supplies - September 2021	329.86	177.83
43360	10/12/2021	One Ring Networks, Inc.	Office/Glenwood - data communication - October 2021	1,012.50	337.50
43361	10/12/2021	Pace Analytical Services, LLC	Water analysis - September 2021	4,033.75	
43362	10/12/2021	Pace Analytical Services, LLC	Water analysis - September 2021	3,078.00	
43363	10/12/2021	Paper Cuts, Inc.	Paper shredding - September 2021	27.95	25.80
43364	10/12/2021	Plumbers Depot, Inc.	Unit #33 - new pan head cameras		1,985.95
43365	10/12/2021	Public Water Agencies Group	Emergency Preparedness Prgm. - Sept. 2021 & Quarterly PWAG assess.	919.38	919.37
43366	10/12/2021	Quinn Power Systems	Unit #54 - Annual maintenance service, new oil & air filters	1,027.24	629.59
43367	10/12/2021	Raftelis Financial Consultants, Inc.	Cost of service study - September 2021	10,787.51	2,209.49
43368	10/12/2021	Ramco	Concrete & crushed misc. base - September 2021	62.94	
43369	10/12/2021	Red Wing Business Advantage	Herrera, Inman - safety boots (-$304.54 credit for over charge)	63.19	25.81
43370	10/12/2021	Robert Brkich Const. Corp.	Refund for return flood meter	925.00	
43371	10/12/2021	So Cal Compton Pipe Supply Co., Inc.	Stock - 6 new hydrants, 1" angle stops & misc. - October 2021	13,421.62	
43372	10/12/2021	Spectrum Business	Office/Glenwood - data communication - October 2021	1,632.82	573.67
43373	10/12/2021	Spectrum Business	Office/Glenwood - Wireless communication - October 2021	1,048.50	349.50
43374	10/12/2021	Sully-Miller Contracting Co.	Cold mix for temp. repairs - 6 tons	658.33	
43375	10/12/2021	The Gas Company	Plant - gas purchased - September 2021	16.34	5.15
43376	10/12/2021	Ultra Welding, Inc.	D-21-35 - 4927 El Sereno - weld 1" coupling	625.00	
43377	10/12/2021	Underground Service Alert	Underground notifications - September 2021	268.16	126.18
43378	10/12/2021	UniFirst Corporation	Uniform rentals - September 2021	334.47	99.90
43379	10/12/2021	Univar Solutions USA, Inc.	Sodium Hypochloride - Mills - 918 gals, Glenwood - 757 gals.	4,987.30	
43380	10/12/2021	Vulcan Materials Company	Mixed crushed base - September 2021	760.00	
43381	10/12/2021	Watersmart Software, Inc.	E-1035 - AMI set-up fee, platform, cust. letters, remote training	36,786.00	
43382	10/19/2021	Wil-Power Battery & DC Special	Telemetry hardware - September 2021	239.12	7.74
43383	10/25/2021	Reliance Safety Consultants	Annual Confined Space training	1,058.00	442.00
43384	10/26/2021	Airgas USA, LLC	Misc. supplies - September 2021	63.46	
43385	10/26/2021	All American Landscape Co.	Office - monthly landscape - October 2021	255.50	
43386	10/26/2021	American Water Works, Inc.	Unit #53 - 50' hose		229.03
43387	10/26/2021	Ansell Health Care Products, LLC	Sewer gloves (8 cases)		1,249.79
43388	10/26/2021	Aqua - Metric Sales, Co.	Stock - 1.5 meters & supplies	7,725.40	
43389	10/26/2021	ARC	E-1036 - Edmund #2 Rehab plans & specs	681.22	
43390	10/26/2021	AT&T Mobility	Cell phone service - September 2021	1,346.47	402.19
43391	10/26/2021	Best Best & Krieger	Water Master legal counsel services - September 2021	1,211.29	
43392	10/26/2021	Bona Fide Plumbing, Inc.	Pennsylvania house - misc. plumbing repairs	164.15	80.85
43393	10/26/2021	CCS Interactive, Inc.	Career Development Program email blast	78.75	26.25
43394	10/26/2021	Inseung Choi	Refund check - 3220 Foothill	649.71	
43395	10/26/2021	City of Glendale	Utility taxes - August/September 2021	45,330.37	
43396	10/26/2021	City of Glendale Water & Power	Power purchased - August/September 2021	37,408.55	
43397	10/26/2021	Clark Pest Control, Inc.	Monthly pest control @ 5 sites - September 2021	369.50	61.50
43398	10/26/2021	Consolidated Electrical Distributors, Inc.	Misc. electrical supplies - October 2021	114.70	
43399	10/26/2021	Joshua Coronado	Refund check - 3116 Evelyn	51.14	
43400	10/26/2021	Dudek	E-1022 - Construction, mgmnt. & inspection services - June/July 2021	36,295.00	
43401	10/26/2021	Fleet Crew Emissions Service	Unit #25 - clean filter & service to meet emissions requirements	331.67	203.28

43402	10/26/2021	Foothill Municipal Water	Water delivery - September 2021	318,408.73	
43403	10/26/2021	Golden Bell Products	Stock - lift station degreaser - October 2021		1,226.40
43404	10/26/2021	Grainger	Misc. supplies - September 2021	108.17	95.91
43405	10/26/2021	Highroad Information Technology	Operations & Engineering - Adobe Pro upgrades, monitor replacement	977.71	313.82
43406	10/26/2021	InfoSend, Inc.	Printing & postage for billing - September 2021	1,399.44	1,344.56
43407	10/26/2021	J. De Sigio Construction, Inc.	E-1033 - 2800-3100 Los Olivos - potholing	36,600.00	
43408	10/26/2021	KR Nida Companies	Unit #34 from Unit #9 - Install back bar & lightbar	232.50	142.50
43409	10/26/2021	LA Dept Water and Power	Power purchased - October 2021	57.36	
43410	10/26/2021	Lagerlof, LLP	Legal services - September 2021	6,560.00	1,440.00
43411	10/26/2021	LMS Electric	Williams & Encinal Res. - install conduit, & amp boxes for new WQ mixer	7,925.00	
43412	10/26/2021	Logan Supply Co., Inc.	Misc. supplies - September 2021	524.32	
43413	10/26/2021	Matt-Chlor, Inc.	Chlorine Equipment Maintenance	3,296.62	
43414	10/26/2021	Pace Analytical Services, LLC	Water analysis - September 2021	4,361.60	
43415	10/26/2021	Pace Analytical Services, LLC	Water analysis - September 2021	3,626.50	
43416	10/26/2021	Procore Technologies, Inc.	E-1034 - Annual pipeline service - Oct. 2021 to Oct. 2022	8,005.00	
43417	10/26/2021	Raftelis Financial Consultants, Inc.	Rockhaven Well Cost Study - September 2021	525.00	
43418	10/26/2021	Shell	Gas purchased - September 2021	1,788.91	534.34
43419	10/26/2021	So Cal Compton Pipe Supply Co., Inc.	Stock - misc. pipe supplies - October 2021	364.13	
43420	10/26/2021	Spectrum Business	Office - Data communications - October 2021	110.99	38.99
43421	10/26/2021	Springbrook Finance Holdings, Inc.	E-1035 - AMI services rendered	21,265.70	7,060.40
43422	10/26/2021	Systemated Business Products	Letterhead stationary	496.18	476.71
43423	10/26/2021	The Gas Company	Office - gas purchased - September 2021	42.96	13.56
43424	10/26/2021	TruckPro, LLC	Unit #46 - rebuild PTO	800.38	490.55
43425	10/26/2021	Ultra Welding, Inc.	E-1022 - 2800 block of Paraiso - welding for valve extraction	875.00	
43426	10/26/2021	Univar Solutions USA, Inc.	Sodium Hypochloride - Mills - 550 gals. Glenwood 500 gals.	3,124.21	
43427	10/26/2021	UPS	Misc. shipping charges - September 2021	5.53	5.31
43428	10/26/2021	Wells Fargo Card Services	Colby - monthly email charges, Orange Ave. pipeline supplies	123.05	31.50
43429	10/26/2021	Wells Fargo Card Services	Gould - AWWA conference, working lunch, inspection camera	1,693.51	712.26
43430	10/26/2021	Wells Fargo Card Services	Holloway - misc. office supplies, flags, maintenance equipment	818.89	267.86
43431	10/26/2021	Wells Fargo Card Services	Lee - working meals, monthly Zoom and teleconferencing charges	271.44	133.66
43432	10/26/2021	Wells Fargo Card Services	Ochoa - working meals	318.43	142.51
43433	10/26/2021	Wells Fargo Card Services	Telles - training classes, working lunches	1,404.16	498.50
43434	10/26/2021	Western Water Works	Stock - 1" pipe, brass nipples, couplings - October 2021	1,980.20	
43435	10/26/2021	Westlake Ace Hardware	Misc. hardware - Sept/Oct 2021	185.80	105.52
43436	10/27/2021	ACWA Joint Powers Ins. Authority	Group health - November 2021	41,165.42	26,771.91
43437	10/27/2021	Aflac	Employee paid insurance - September/October 2021	2,641.24	
43438	10/27/2021	Colonial Life & Accidents Ins.	Employee paid insurance - July/Oct./Nov. 2021	671.01	
43439	10/27/2021	Connected Leadership Inc.	Issue resolution workshop	616.00	184.00
43440	10/27/2021	Cypress Ancillary Benefits	Group dental - November 2021	2,225.44	1,272.63
43441	10/27/2021	Liebert Cassidy Whitmore	Legal services - September 2021	1,476.00	324.00
43442	10/27/2021	Lincoln Financial Group	Life & disability insurance - October 2021	1,590.40	1,060.26
43443	10/27/2021	Vision Service Plan	Group vision - October/November 2021	471.24	314.16
43444	10/27/2021	Waste Management	Glenwood - disposal service - November 2021	1,157.86	365.63
43445	10/27/2021	Brook Yared	Reimbursement for safety boots	168.28	68.73

Subtotals	$ 972,019.94	142,128.72
Total Disbursements for October 2021		**$ 1,114,148.66**

Payroll Report

Directors	1,080.00
Office Regular payroll	146,828.00
Office OT	2,135.00
Plant Regular Payroll	86,638.00
Plant OT & Standby	9,802.00
Employer Payroll Taxes	15,200.00
Payroll Service Charge	468.00
Total Payroll Charges for October 2021	**262,151.00**

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS – STAFF REPORT

To: Honorable President and Members of the Board of Directors

From: Thomas Bunn – General Counsel

Subject: **Approve continuation of remote meetings as described in AB 361 and make required findings**

DISCUSSION :

At the September 28, 2021 Board meeting, pursuant to AB 361, the Board of Directors adopted Resolution No. 772, which authorized the Board to continue to have remote meetings based upon the continued state of emergency for COVID-19, and made findings that (1) Los Angeles County officials have imposed or recommended measures to promote social distancing; and (2) meeting in person would present imminent risks to the health and safety of attendees. In order to continue to have remote meetings, AB 361 requires that the Board reaffirm one or both of those findings within 30 days after the first remote meeting, and every 30 days thereafter, provided that a state of emergency continues to be in place.

At the time this report was prepared, there is a continued state of emergency for COVID-19. This item is on the agenda for the Board to consider whether to reaffirm the resolution and make the required findings to continue to have remote meetings for an additional 30 days. The resolution authorizes the Board to extend the resolution by motion.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

The Board of Directors reaffirm Resolution No. 772 and find that (1) Los Angeles County officials have imposed or recommended measures to promote social distancing; and (2) meeting in person would present imminent risks to the health and safety of attendees.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
December 14, 2020

To: Honorable President and Members of the Board of Directors

From: James Lee – Director of Finance & Administration

Subject: **Board Organization for 2022**

ACTION ITEM:

Board Organization – Election of the President and Vice President of the Board of Directors and appointments to Committees for 2022.

BACKGROUND/DISCUSSION:

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Submitted by:

James Lee
Director of Finance & Administration

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.2
December 14, 2021

To: Honorable President and Members of the Board of Directors

From: James Lee – Director of Finance & Administration

Subject: **Resolution No. 775 – District Investment Policy for 2022**

ACTION ITEM:

Resolution No. 775 District Investment Policy – Consideration and motion to adopt Resolution No. 775, outlining the District's Investment Policy for 2022.

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.

In July 2021, staff informed the Board that the District had moved from Great Pacific Securities, the District's long-time broker-dealer, to Chandler Asset Management, a firm with a practice that specializes in serving public utilities.

The current Investment Policy is provided by Chandler, and staff has consulted with legal counsel regarding compliance with government code. Changes from the policy from last year are redlined in the attached resolution for reference.

The primary considerations for investment are: 1) safety; 2) liquidity; and 3) return on investment. The District's positions reflect a conservative approach that prioritizes safety and liquidity over return on investment.

Mr. Chris McCarry from Chandler will be available during the meeting as a resource to the Board.

RECOMMENDATION:

It is staff's recommendation that the Board adopt Resolution No. 775 to approve the District's Investment Policy for the year 2022 as presented.

Submitted by:

James Lee
Director of Finance & Administration

Attachment(s):
1. Resolution No. 775 – Investment Policy for 2022

g:\management\board meeting staff reports\2021\12-14-21 board memo - Investment Policy 2022.docx

RESOLUTION NO. 775

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.

The District may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives.

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.

Selection of broker/dealers used by an external investment adviser retained by the District will be at the sole discretion of the adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

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. A~~ny~~ 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 t~~The securities shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service and have a maximum remaining maturity of five years or less.. 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 PROHIBITED INVESTMENTS

Any investments not specifically described ~~herein~~ in Section 8.0 are prohibited. In addition, as a matter of state law and policy, the District has chosen not to invest in the following:

~~, including, but not limited to futures and options and the following:~~

a. Investment in futures and options is prohibited.

b. In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.

c. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited. Under a provision sunsetting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.

d. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.

e. Purchasing or selling securities on margin is prohibited.

~~a.~~f. The use of reverse repurchase agreements as a form of leverage, securities lending or any other form of borrowing or leverage is prohibited.

g. The purchase of foreign currency denominated securities is prohibited.

10.0 COLLATERALIZATION

The District shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security. ~~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).~~

Bank Deposits: This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The ~~Agency~~District shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

Repurchase Agreements: The District requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:

a. The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.

b. Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.

c. The District shall receive monthly statements of collateral.

~~10.0~~ 11.0 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~~12.0 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.

d. No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless except treasuries, agencies, Supranationals, and money market funds and otherwise specified in this policy.

e. If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:

   a. Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.

   b. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board of Directors.

f. Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The District will mitigate credit risk by adopting diversification requirements, issuer limitations and downgrade language. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.

~~b.~~g. The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.

~~12~~13.0 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.

Monthly transaction reports will be submitted by the Treasurer to the Board of Directors within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

14.0 INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Periodically, as deemed appropriate by the District and/or the Board of Directors, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

15.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Board of Directors.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

~~13~~16.0 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 14, 2021. Resolution No. 775 was adopted by the following vote:

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

NOES: **None**

ATTEST:

____
President, Board of Directors

Crescenta Valley Water District

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 775 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on December 14, 2021 and that the same has not been amended or repealed.

Secretary of the Board of Directors
Crescenta Valley Water District

DATED: December 14, 2021 **(S E A L)**

U.S. Department of Homeland Security
FEMA Region 9
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

FEMA

November 12, 2021

David Gould
Director of Engineering
Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

Dear Mr. Gould:

The *Crescenta Valley Water District Hazard Mitigation Plan* was officially adopted by the Crescenta Valley Water District on October 26, 2021 and submitted for review and approval to the Federal Emergency Management Agency (FEMA). The review is complete, and FEMA finds the plan to be in conformance with the Code of Federal Regulations, Title 44, Part 201, Section 6 (44 C.F.R. 201.6).

This plan approval ensures the Crescenta Valley Water District's continued eligibility for funding under FEMA's Hazard Mitigation Assistance programs, including the Hazard Mitigation Grant Program (HMGP) and the Building Resilient Infrastructure and Communities program (BRIC). All requests for funding are evaluated individually according to eligibility and other program requirements.

FEMA's approval is for a period of five years, effective starting the date of this letter. Prior to **November 12, 2026**, the Crescenta Valley Water District must review, revise, and submit their plan to FEMA for approval to maintain eligibility for grant funding. The enclosed plan review tool provides additional recommendations to incorporate into future plan updates.

If you have any questions regarding the planning or review processes, please contact the FEMA Region 9 Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,

KATHRYN J LIPIECKI

Digitally signed by KATHRYN J LIPIECKI
Date: 2021.11.12 15:08:00 -08'00'

Kathryn Lipiecki
Director, Mitigation Division
FEMA Region 9

Enclosure (1)
Crescenta Valley Water District Plan Review Tool, dated November 4, 2021

cc: Jennifer Hogan, State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of Emergency Services
Alison Kearns, Risk Analysis Branch Chief, FEMA Region 9

From:	alexandra mirzakhanian
To:	customerservice; Tessa Allmon
Subject:	*URGENT RESPONSE REQUIRED IMMEDIATELY
Date:	Wednesday, December 8, 2021 3:43:54 PM

ADDRESSED TO CVWD BOARD
I am a resident and have repeatedly inquired about relief programs offered during Covid 19 .Such as programs similar to the ones adapted by all entities and financial institutions especially utility companies under the Cares Act.

I was never offered a plan neither a discount neither was told that I could be qualified for anything to ease the high billing and constant unexpected raises of our water bill.
I do not have a lawn and not a large family but, this is something you have heard though from other constituents, yet the bills get higher.

When I recently at the end of July came across a document that was published indicating that if under the care credit program with any other utility company we could get a discount. I was able to apply after being in Covid for 2 years struggling like many others with the high bills.
My application was submitted on August 9, 2021 and fully executed on November 30. When I received the agreement a paragraph was indicating :"The District reserves the right, in its discretion, to record a lien against property for the unpaid balance or to request other security for payment."
I asked Tessa(Allamo)to clarify what exactly this threatening statement meant and informed me that this agreement was drafted prior to Covid 19.
So, why is I that I never heard of if such an agreement was in place prior to Covid 19?

Since when CVWD threatens the customers through Covid with liens on their property?
I believe it is not appropriate, malicious and an apology needs to be offered.
Also, if the agreement is pre Covid please draft one that applies to our times.
Water is a necessity not a bargaining tool for the ones that have the authority to open and shut it.
Please be honest and transparent to your customers. This is a very small community.

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report
December 14, 2021

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
- Time Capsule and Christmas Luncheon
- High School Student Career Development Program
- Water Conservation and Public Outreach
- Finance and Administration Report
- Engineering Report
- Maintenance and Operations Report

STAFFING

2 employees have work anniversary in December. Robert Wood – 16 years and Jennifer Bautista – 2 years. As of December 9th the District has gone 751 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

<u>Meetings:</u>

Descanso Gardens MBR Plant Tour	- November 18th
ACWA Conference	- November 30th – December 2nd
Management staff meetings	- December 6th, December 13th
Christmas Luncheon and Time Capsule	- December 14th

Submitted by:

Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

December 14, 2021
Staff Report

To: Honorable President and Members of the Board of Directors

From: Christy J. Colby

Subject: **Water Conservation and Public Outreach Update**

Monitoring Report Submitted to State for November 2021:

Production Numbers

Total Water Production November 2021:	328.3 AF
Total Water Production November 2013:	367.8 AF
Total Water Production November 2020:	348.1 AF

Compliance Reporting

Days of outdoor Irrigation Allowed:	3
Number of Water Waste Complaints:	0
Number of Follow-ups:	0
Number of Warnings:	0
Number of Penalties:	0

Voluntary Water Reduction Goal, 25% from 2020 Usage

Percent Reduction from 2013	10.7%
Percent Reduction from 2020	5.7%

Public Outreach for November

- Face Book Posts, 4
  - Most popular post, Veteran's Day Post (Picture Collage) 176 views
- CV Weekly
  - Yellow Alert
  - Canned Food Drive
- Website
  - 2,877 website Visits, Board Agenda Page, 29 visits
- Constant Contact
  - Yellow Alert (50% open Rate)
  - Canned Food Drive (33% open rate)
- Everbridge
  - Community Meeting – Edmund#2, 11/17/2021

Crescenta Valley Water District – Finance, Administration & Public Outreach Report for
< October 2021 >

Customer Service & Administration Activity

Service Requests
294

Meter Downloads
136

New Sign-Ons
50

Closed Accounts
34

Meter Re-Reads
261

Fire Flows
6

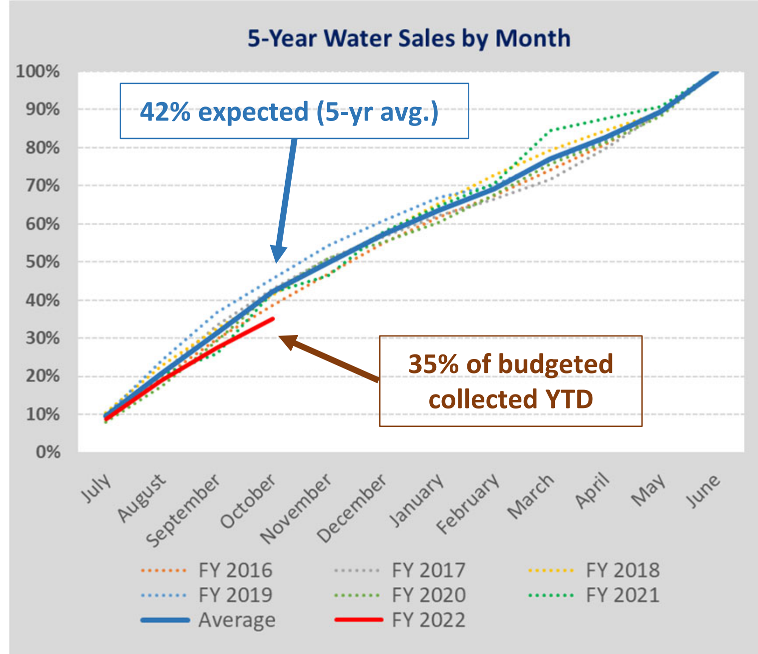
Backflow Connection Tests
29

- *Submitted application to the State Water Board for Water Arrearage Payment Program (delinquent water bill payments associated with Covid-19)*
- *Submitted grant application to JPIA for the Risk Control Grant Program*
- *Developed cost-of-service analysis of fees for customer meter downloads to be proposed*

Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < October 2021 >

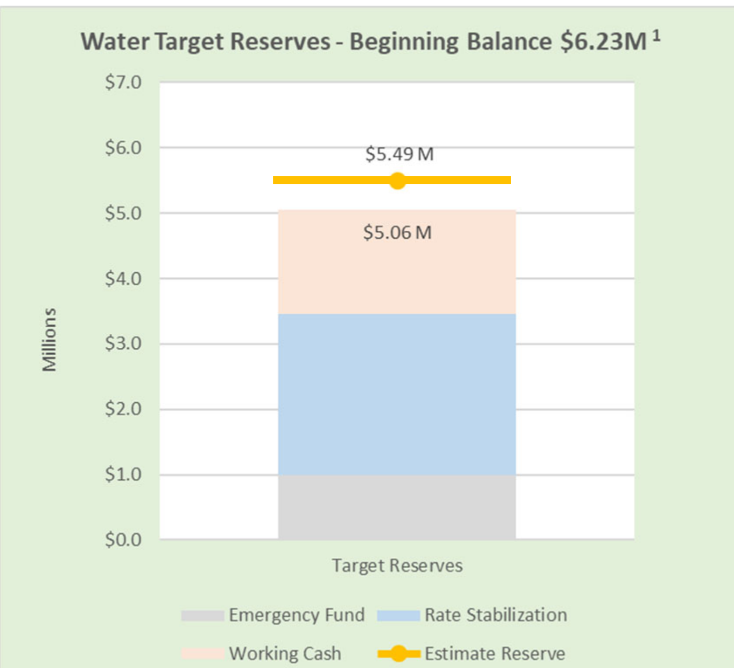
Water Fund - revenues & operating expenses

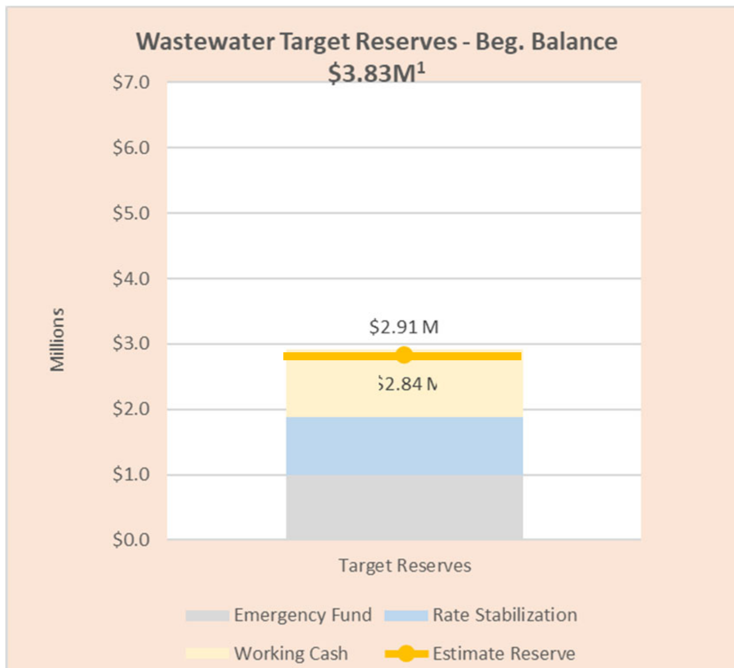
Proj. Revenue	$13,436,762	**94%**	**Proj. Expense**	$9,863,039	**99%**
Budget	$14,298,014		**Budget**	$9,983,578	

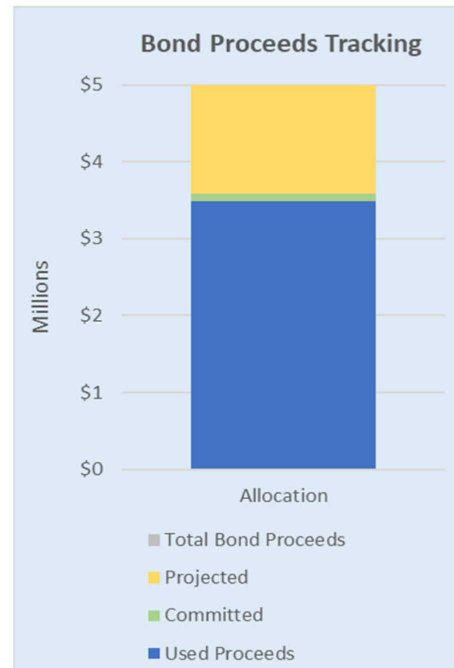


Wastewater Fund - revenues & operating expenses

Proj. Revenue	$3,596,350	**101%**	**Proj. Expense**	$4,145,805	**100%**
Budget	$3,556,467		**Budget**	$4,133,647	

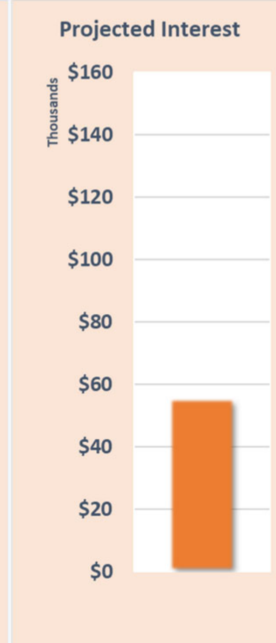




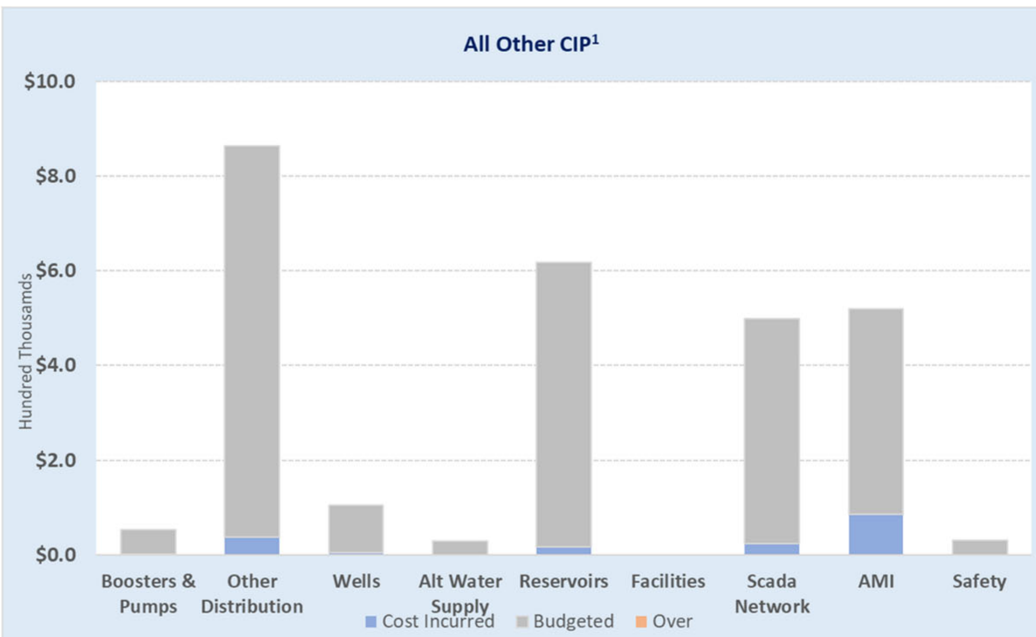


1. CVWD Reserve Policy adopted on 7/28/20

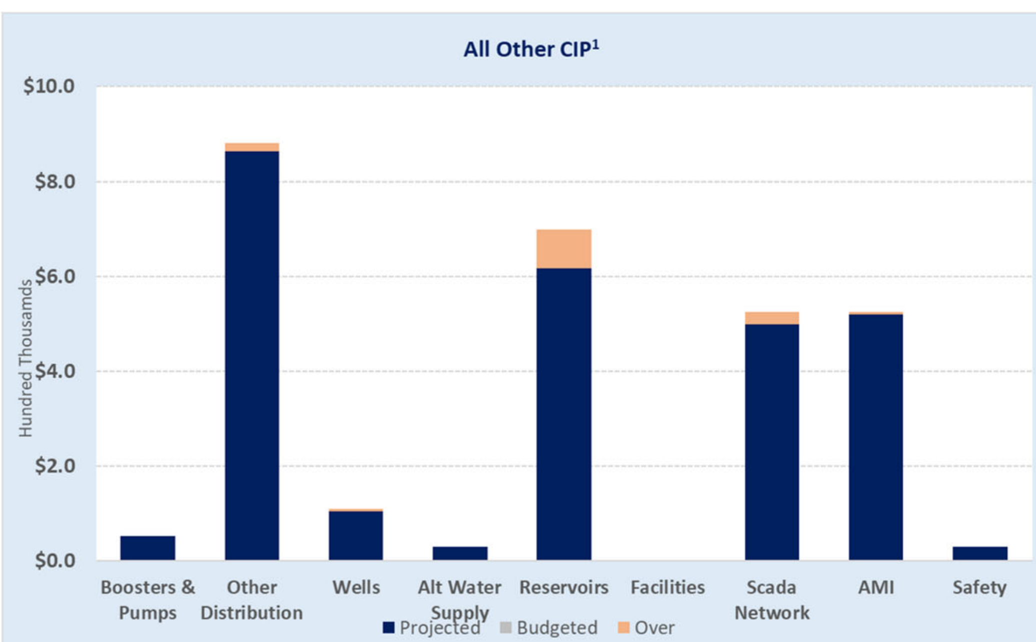
CVWD Investments



CIP Costs Incurred to Date



CIP Projected vs. Budgeted



1. Pipelines CIP reported separately to preserve scale of the graph

Engineering Report

December 14, 2021
Staff Report

To: Honorable President and Members of the Board of Directors

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

Subject: **Engineering Report – November 2021**

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1. **Water Production Report**
   - November 1 – 30 – Water production – 53%/47% split – 107.9 MG for the month
   - Average use – 5.4% less than 2020 and 1.6% greater than 5-yr average

2. **Rainfall Update**
   - 0.00" for November 2021
   - Rainfall Total for Rainfall Year 2021/22 – 2.58"

3. **Report on Engineering**
   - **FY 21/22 Capital Improvement Projects**
     - Ramsdell Mixing Station/Pressure Reducing Station - 90% Design Submittal Review
     - FY 21/20 – Pipeline Replacement Program
       - Project 1 – 2800 to 3100 Blocks of Los Olivos – Bid Opening – 12/15/21
       - Project 2 – 4700 & 4800 Blocks of Cheryl – Pre-Bid Meeting – 01/11/22
     - Edmund #2 Reservoir Rehabilitation – Under Construction
     - Well 9 Rehabilitation – Under Design
     - Booster Pump 26 at Cresta Heights Rehabilitation – Under Design
     - SCADA Radio Communications Network – Working on Request for Quote
     - SCADA System Upgrades – APEX on-site to complete Pilot Program for Wells 8 & 14
     - Conversion to Chloramination – Working on Scope of Work
     - Wastewater Master Plan – Sent RFP out on 11/10/12; Due on 12/16/21
   - **FY 20/21 Capital Improvement Projects**
     - FY 20/21 - Pipeline Replacement Program
       - Project 4 – El Caminito, Dryer, etc. – Finalizing Project Costs
     - Emergency Generator at Sewer Lift Station
       - LA County working on transferring ownership to LCF
       - Project On Hold
       - Contractor requested change order for material cost increases since award of contract in February 2021.
   - **Grant Program**
     - Local Hazard Mitigation Plan – Approved by FEMA
       - Submitted Notice of Intent for three (3) Grants
         - NOI #1 – Seven (7) Stationary Emergency Electrical Generators at Mills Plant & Well Sites – Estimate $1.6M
         - NOI #2 – Two (2) Stationary Emergency Electrical Generators at Oak Creek & Markridge – Estimate $475,000
         - NOI#3 – Seismic vulnerability assessment of District buildings – Estimate $150,000
     - USBR WaterSmart Grant 2021 – 3" & 4" Meters– Waiting on USBR for agreement
     - USBR WaterSmart Grant 2022 – Installation of Meters & SmartPoints - Submitted 11/3/21
     - Stormwater Capture Project at Crescenta Valley County Park – No Report

- **AMI Customer Engagement Portal**
  - Kickoff Meeting – November 10, 2021
  - Working with Springbrook, Highroad IT & Sensus on software integration

4. Developer Projects

- 2341 Mira Vista – New 4 Units – Scheduling Pre-Construction Meeting
- 3037/3043 Foothill – New 38 Units and mixed commercial – Final Plan Review
- 1961 Waltonia – New 6 units – Meter Installation Estimate Requested
- Waiting on Developer
  - 4360 Ocean View – 3 Units upgraded to 7 units
  - 4521 Briggs/2413 Foothill – New 70 units
  - 3900 Park Place – New 28 units
  - 2345 Mira Vista – New 4 units

5. FMWD – No Report

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 30, 2021

Well Production:	50,708,945	Gals		
GWP Production:	5,045,000	Gals		
Gravity Production:	1,235,763	Gals	% GW	53%
FMWD:	50,915,739	Gals		
City of Glendale:	0	Gals	% Import	47%
TOTAL:	107,905,447	Gals		
	331.15	ac-ft		
Glenwood Nitrate Water Reclamation Plant:*	0	*Included in Well Production		

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
November 1 - November 30, 2021	3,560,217	
November 1 - November 30, 2020	3,761,823	-5.4%
5-yr Average - November 2016 - 2020	3,502,626	1.6%

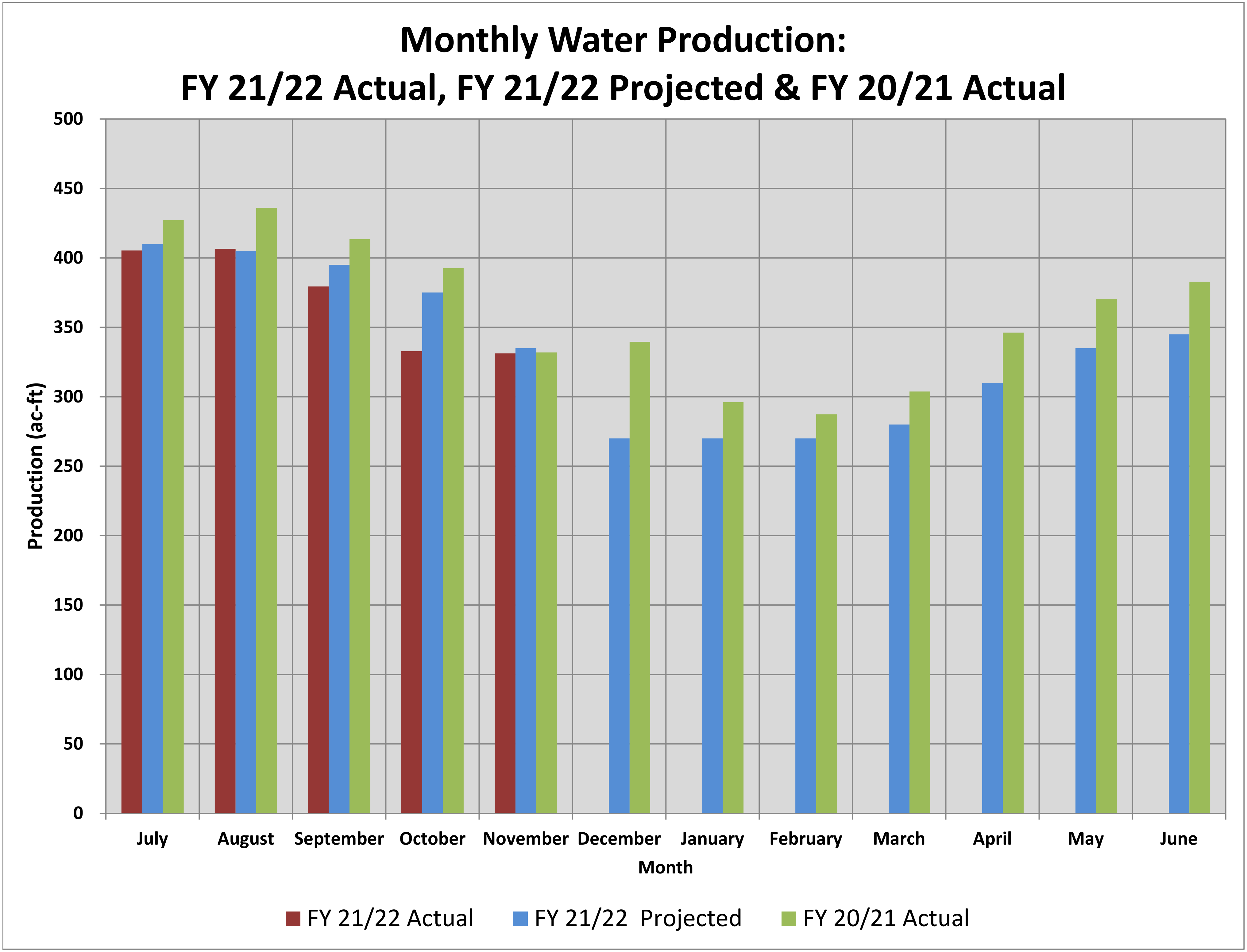
RAINFALL: Nov 1 - Nov 30, 2021 0"

Season-To-Date: 2.58"

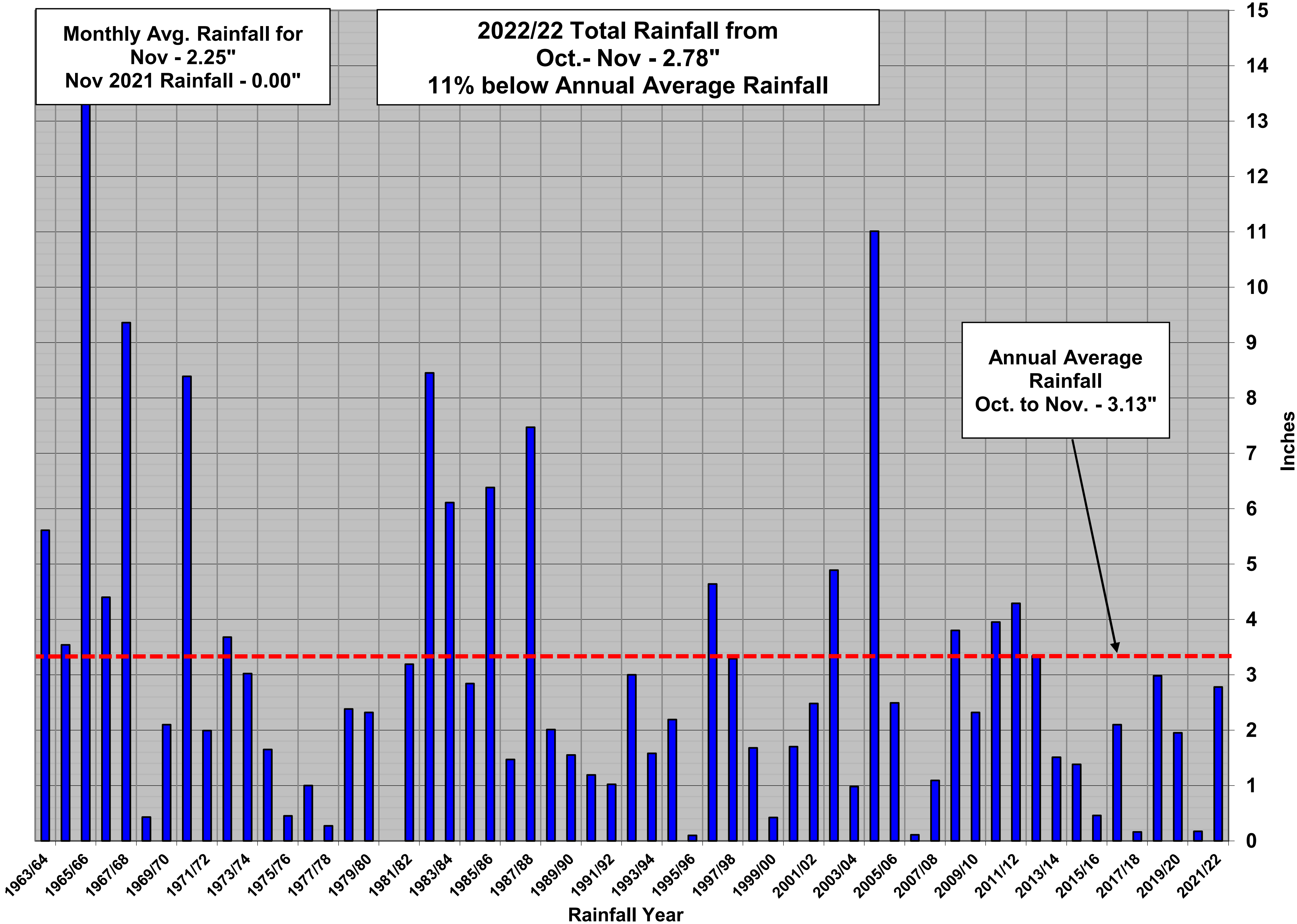
2021/22 Fiscal Year Water Production			**WY 21/22 - Groundwater Production Water Rights**		**GWP (Well 16) Water Production - 2021**		**Purchased Water Production Tier 2 Allocation - 2021**	
Month	**Actual Total Water Production (ac-ft)**	**Projected Total Water Production (ac-ft)**	**Month**	**Month**	**Month**	**Well Production (ac-ft)**	**Month**	**Imported Water Production (ac-ft)**
July	**405**	**410**	**October**	**162**	**January**	**17**	**January**	**143**
August	**406**	**405**	**November**	**159**	**February**	**15**	**February**	**120**
September	**379**	**395**	**December**		**March**	**17**	**March**	**116**
October	**333**	**375**	**January**		**April**	**16**	**April**	**163**
November	**331**	**335**	**February**		**May**	**17**	**May**	**189**
December		**270**	**March**		**June**	**16**	**June**	**206**
January		**270**	**April**		**July**	**16**	**July**	**228**
February		**270**	**May**		**August**	**16**	**August**	**214**
March		**280**	**June**		**September**	**15**	**September**	**194**
April		**310**	**July**		**October**	**16**	**October**	**155**
May		**335**	**August**		**November**	**15**	**November**	**156**
June		**345**	**September**		**December**		**December**	
Total to Date	1,855	1,920	Total to Date	322	Total to Date	178	Total to Date	1,885
Projected	3,935	4,000	Water Rights	3,294			Tier 2	2,154
% of Projected	46.4%	48.0%	% of Rights	10%			% of Allocation	88%
Remaining	2,145	2,080	Remaining	2,972			Remaining	269

NOTE:

1) Blue Numbers = Estimated Water Production


Monthly Water Production:
FY 21/22 Actual, FY 21/22 Projected & FY 20/21 Actual
Production (ac-ft)
500
450
400
350
300
250
200
150
100
50
0
July
August
September
October
November
December
January
February
March
April
May
June
Month
FY 21/22 Actual
FY 21/22 Projected
FY 20/21 Actual

Monthly Rainfall - 1963/64 - 2021/22 (Oct.- Nov.)



Revised Date: 12/7/2021

Field Maintenance and Operations Report
November 2021

- **1** Water Main Repairs
- **12** Water Service Repairs/Replacements
- **41** ¾” & 1” Meters Replaced
- **164** Meter Boxes Cleaned
- **7,475** Sewer Pipe Cleaned (ft)-0’ inspected

- **Field Maintenance Projects**

  * 2” meters replaced: 5 * 1.5” meters replaced: 0

- **Operations Report**

  - Well #2 – Rehab project
  - Markridge – Isolation, inspection & repairs
  - Dunsmore – DDW inspection list & weed abatement

  * Booster Pump Maintenance

  - Oceanview

- **Electrical/Telemetry**

  * Well #8 & 14 – Back Panels (E-939)

  * Well #15 – Level Transducer

  * Markridge & Well #11 – Replaced hour meter

  * Edmund #1 - Install DIN rail in RTU enclosure in preparation for Ed #2 shutdown

- **Wastewater**

  * Lift Station visits: 4 (De-rag pumps, check valves & add degreaser)

  * Sewer Odor complaints: 2

Field Maintenance and Operations Report
November 2021

Days without a lost-time incident: 751

- **4** After Hours Leaks/Repairs
- **1** Fire Hydrant Maintenance Program: 1 Rebuild, 0 Replaced, 0 painted
- **206** Water Quality Samples
- **45** Valves Exercised
- **1** Valve Replacements

- **Training/Cross Training**

  * Professional Development:

    - On-site welding – Jonathan R.

  * Operator:

    - Advanced Water Treatment– Morgen D.

  * Glenwood Plant:

    - SSO field training

- **New Certification**

  * None to report

- **Safety**

  * COVID protocols: Continued cleaning

CRESCENTA VALLEY WATER DISTRICT FINANCING CORPORATION

2700 Foothill Boulevard
La Crescenta, California

Agenda for the Annual Meeting
of the Crescenta Valley Water District Financing Corporation
to be held on Tuesday, December 14, 2021

Following the Regular Board Meeting

Posted: Friday, December 10, 2021 at 4:30 p.m.

TELECONFERENCING NOTICE

Under AB 361 and District Resolution No. 772, the District will continue to hold Board and Committee meetings by teleconference, due to the continuing State of Emergency for COVID-19 and the ongoing imminent risks to the health or safety of the attendees from COVID-19.

[This meeting will be held by teleconference only.]

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: 851 8296 5237

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

https://us02web.zoom.us/j/85182965237

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 14, 2021.

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

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 (3) minute comment.

Consent Calendar

1. Consideration and Approval of the Minutes of the Meeting, December 8, 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 any action being taken. This opportunity is non-transferable and speakers are limited to one two (2) minute comment.

1. **Election of Officers** – Election of President, Vice President and other officers of the of the Crescenta Valley Water District Financing Corporation for 2022.
2. **Report of Financial Compliance**

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

FINANCING CORPORATION

REGULAR MEETING, BOARD OF DIRECTORS

December 8, 2020

The Meeting of the Board of Directors of Crescenta Valley Water District Financing Corporation was held on December 8, 2020, at 8:10 p.m., via teleconference, with Vice President Kerry D. Erickson presiding.

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

Directors:	**Kerry D. Erickson** **James D. Bodnar** **Kenneth R. Putnam** **Sharon S. Raghavachary** **Judy L. Tejeda**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Director of Finance & Administration:	**James Lee**
Director of Engineering:	**David Gould**
Others Present:	**Christy Colby, Regulatory & Public Affairs Manager** **Wendy Holloway, Customer Service Manager** **Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Finance & Administration Manager** **Pam Leddy, Administrative Assistant** **Tessa Allmon, Customer Service Representative**

PUBLIC COMMENTS – There were no public comments.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Meeting held on August 11, 2020.

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

ACTION CALENDAR

Election of Officers – Consideration and motion to elect the following nominations as the officers of the Crescenta Valley Water Financing Corporation.

President:	Sharon Raghavachary
Vice President:	James D. Bodnar
Executive Director:	Nemesciano Ochoa

Secretary-Treasurer: James Lee

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to elect the officers as named above.

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

NOES: **None**

Report of Financial Compliance – Mr. Lee informed the Board that all funds were spent on projects in previous years and that the District was in compliance with all reporting requirements.

It was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to accept the financial report.

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

NOES: **None**

BOARD MEMBERS' REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 8:15 p.m., the meeting was adjourned.

APPROVED:

Sharon Raghavachary
President

James Lee
Director of Finance & Administration