

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, January 11, 2022, at 7:00 p.m.
Posted: Thursday, January 6, 2022, at 5:00 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: 886 3774 1656

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/88637741656>

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 January 11, 2022.

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 December 14, 2021.
2. Ratification of Disbursements for November 2022.
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. **8-inch Water Main Replacement on the 2800-3100 Blocks of Los Olivos Ln., Project E-1033** –
 - a) Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Bkrich Construction, Inc. for the construction of approximately 3,400 lineal feet of pipeline replacement on the 2800-3100 Blocks of Los Olivos Lane, at a cost of \$945,600, waive irregularities of the bid proposal, and establish a contingency amount of \$94,560 (10% of contract) to cover the cost of unforeseen or additional work.
 - b) Consideration and motion to authorize the General Manager to enter into an agreement with Dudek, Inc for construction management and inspection services for the pipeline replacement project at a cost no-to-exceed \$142,230.
2. **Board Compensation** – Consideration and possible motion to issue a public notice to adjust Board compensation and the number of compensated meetings.
3. **Reinstatement of Late Fees** – Consideration and possible motion to reinstate late fees for customer bills.
4. **Establishment of Fees for Meter Downloads** – Consideration and possible motion to adopt Resolution No. 776 to establish fees for data downloads from customer meters.
5. **Board Committee Assignments** – Discussion of the Board committee assignments for calendar year 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

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CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

December 14, 2021

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on November 9, 2021, a Regular Meeting was held on December 14, 2021, at 7:15 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
Arturo Montes, Finance & Administration Manager
Wendy Holloway, Customer Service Manager
Kellen Boyce, System Operations Manager
Tessa Allmon, Customer Service Representative
Adam Sutphin, Analyst
Pam Leddy, Administrative Assistant

Guest(s): **Christopher McCarry**

PLEDGE OF ALLEGIANCE

Mr. Ochoa 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 Bodnar, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of December 14, 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 – No report

CONSENT CALENDAR

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on November 9, 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

Board Organization – Director Tejeda nominated Director Erickson as Board President for 2022. Director Erickson declined the nomination and nominated Director Bodnar. There were no further nominations.

Following discussion:

A 5-0 roll call vote was taken to elect Director Bodnar as Board President for 2022.

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

NOES: None

President Bodnar began presiding over the Board meeting.

Director Raghavachary nominated Director Erickson for nomination for Board Vice President for 2022. There were no further nominations.

Following discussion:

A 5-0 roll call vote was taken to elect Director Erickson as Board Vice President for 2022.

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

NOES: **None**

Investment Policy for 2022 – Mr. Lee requested consideration and motion to adopt Resolution No. 775 – the Districts Investment Policy for 2022. The current Investment Policy is modeled after the State’s policy. Mr. Lee notated that in June 2021, a move was made from Great Pacific Securities to Chandler Asset Management. Mr. Lee presented the redlined changes to the policy from last year as recommended by Chandler and approved by legal counsel.

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson, and carried by a 5-0 roll call vote to adopt Resolution No. 775 to approve the District’s Investment Policy for the year 2022 as presented.

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

INFORMATION ITEMS – Mr. Gould presented an official letter received from the Federal Emergency Management Agency (FEMA) stating that, the Crescenta Valley Hazard Mitigation Plan has been reviewed, and that 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).

WRITTEN COMMUNICATIONS TO DISTRICT – Mr. Lee presented a letter from a resident regarding relief programs offered during COVID 19.

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa thanked the Board of Directors for their continued support and guidance to complete many of the goals set forth in the strategic plan. Mr. Ochoa stated that over 590 food donations from the Crescenta Valley residents have been delivered to the Valley Food Bank. Mr. Ochoa announced that the Time Capsule Event would take place at the Glenwood Plant on Thursday, December 16th. Mr. Ochoa shared details of the ongoing Career Development Program for high school students. Ms. Colby provided highlights of the Water Conservation and Public Outreach report. Mr. Gould stated that 107 MG of water were produced during the month of November 2021, representing a 53/47 split and shared

highlights of the November Engineering report. Mr. Lee provide highlights of the Finance and Administration Report for October 2021.

ATTORNEY – Mr. Bunn reported on two Proposition 218 cases, the first of which was a court of appeal ruling that a utility user tax is a property related fee and must correspond to the cost of service. Mr. Bunn stated that a utility user tax is collected by Glendale Water and Power for their residents in the annexed portion of CVWD. The second case is a class action suit, originally filed two years ago by 110 plaintiffs suing their individual water suppliers, stating that Proposition 218 had been violated by charging for fire flow services as a class action lawsuit. Mr. Bunn stated that the judge ruled in a pretrial case, that each case must be filed separately due to variances in rate structures for each water agency involved.

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 on January 18, 2022.

Finance Committee – Director Raghavachary reported that the Committee had met on December 8, 2021. 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 – Shared a recent weather-related experience with his automated sprinkler controller.

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 7:58 p.m., the meeting was adjourned to January 11, 2022, at 7:00 p.m.

APPROVED

James D. Bodnar
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENT LIST

November 2021



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	11/30/2021	CalPERS	PERS Contributions - October 2021	22,633.61	12,623.48
0	11/8/2021	Los Angeles County Public Works	E-1021 - Excavation Permit	3,185.00	
0		Los Angeles County Public Works	Excavation permits - November 2021	4,018.00	
0	11/29/2021	U.S. Bank	Bond payment - October 2021	46,520.00	
43446	11/3/2021	Morgen Durose	Wellness reimbursement	97.50	32.50
43447	11/3/2021	David Gould	Health reimbursement	1,091.76	727.84
43448	11/3/2021	Wendy Holloway	Health reimbursement	125.18	83.46
43449	11/3/2021	Nemesciano Ochoa	Health reimbursement	299.52	199.68
43450	11/9/2021	ACWA/JPIA	Workers Compensation - July/Sept. 2021	11,045.41	7,363.60
43451	11/9/2021	ACWA/JPIA	Auto & General Liability Program - October 2021 to September 2022	63,485.40	63,485.40
43452	11/9/2021	ADS, LLC	Sewer flow monitoring & wastewater sampling - October 2021		1,130.00
43453	11/9/2021	Airgas USA, LLC	Misc. safety supplies - October 2021	67.05	27.38
43454	11/9/2021	Akel Engineering Group, Inc.	Hydraulic analysis for fire flows	1,481.25	
43455	11/9/2021	Anawalt Lumber & Materials Co.	Misc. hardware - October 2021	11.21	9.93
43456	11/9/2021	Apex Manufacturing Solutions	E-939 - SCADA support services - 4th Quarter 2021	15,160.00	
43457	11/9/2021	ARC	Monthly MPS Billing - October 2021	183.96	61.32
43458	11/9/2021	AT&T	Voice communication - October 2021	519.84	408.44
43459	11/9/2021	Regino Avalos	Oak Creek Reservoir- brush clearing	1,250.00	
43460	11/9/2021	Kellen Boyce	Special compensation for Collection System Grade 1		1,000.00
43461	11/9/2021	Bridgmore Solutions, Inc.	Consulting services for employee training/development & SOP's - October 20	8,434.88	1,727.62
43462	11/9/2021	Cannon	E-977 - design services - September 2021	4,225.65	
43463	11/9/2021	CCS Interactive, Inc.	Monthly website hosting - November 2021	127.50	42.50
43464	11/9/2021	City of Glendale	Work reimbursement - Verdugo Blvd. water valves/manhole covers	1,678.00	
43465	11/9/2021	City of Glendale	Cost sharing for Verdugo Blvd. Project - raise water valves/manhole covers	10,091.83	
43466	11/9/2021	City of Glendale Water & Power	Power purchased - October 2021	36,294.44	
43467	11/9/2021	City of L.A. Bureau of Sanitation	Sewerage facilities charge - Sept./Oct. 2021		9,731.26
43468	11/9/2021	City of Los Angeles	Reconciled billing for capital portion - FY 19-20		713,997.00
43469	11/9/2021	CJC Maintenance Services	Janitorial services - November 2021	494.00	156.00
43470	11/9/2021	Costco Wholesale Membership	Misc. supplies - October 2021	160.28	145.91
43471	11/9/2021	Firat Demir	Refund check - 2649 Pickens	55.55	
43472	11/9/2021	Dudek	E-1022 - Construction Maintenance & Inspection services - Aug/Sept. 2021	14,485.00	
43473	11/9/2021	DYI Home Center	Misc. hardware - October 2021	391.11	56.10
43474	11/9/2021	Emedco	Misc. supplies - October 2021	190.81	

43475	11/9/2021	Donald Empey	Refund check - 5334 Ramsdell	666.55	
43476	11/9/2021	Eurofins Eaton Analytical, Inc.	Water analysis - October 2021	607.00	
43477	11/9/2021	Foothill Car Wash, Lube & Oil	Unit #2 - oil change	65.49	40.14
43478	11/9/2021	Foothill Municipal Water	GWP/CVWD/FMWD interconnection agreement - May/June/July 2021	250.00	
43479	11/9/2021	Great America Leasing Corp.	Kyocera copier leases - November 2021	1,031.95	991.47
43480	11/9/2021	Green Media Creations, Inc.	Voided - will be replaced in December 2021		
43481	11/9/2021	Gsolutionz Professional Services	Voice communication - November 2021	185.62	145.83
43482	11/9/2021	Hach Company	Bi-Annual Analyzer Service Agreement	32,954.00	
43483	11/9/2021	Harper & Associates Eng., Inc.	E-1036 - Edmund #2 - consulting services - September 2021	1,840.00	
43484	11/9/2021	Highroad Information Technology	Agreement Managed services & support - November 2021	11,527.87	2,361.13
43485	11/9/2021	Christina Kopelman	Reimbursement - Project Mgmt. Certificate Course	599.40	399.60
43486	11/9/2021	LA County Tax Collector	Annual property taxes - July 2021 to June 2022	7,665.95	2,555.30
43487	11/9/2021	Lagerlof, LLP	Legal services - October 2021	3,083.20	676.80
43488	11/9/2021	Pam Leddy	Reimbursement for blood drive, pumpkins/Halloween/gumbo events	160.46	79.03
43489	11/9/2021	Rebecca Jane Messler	Refund check - 4423 Young Drive		60.65
43490	11/9/2021	New Motion Wellness, LLC	Quarterly wellbeing strategy and consult - Nov. 2021/Jan. 2022	240.00	160.00
43491	11/9/2021	Office Depot	Misc. supplies - October 2021	1,294.77	1,181.83
43492	11/9/2021	One Ring Networks, Inc.	Office/Glenwood - data communication - November 2021	1,012.50	337.50
43493	11/9/2021	O'Reilly Auto Parts	Misc. parts - October 2021	161.22	98.80
43494	11/9/2021	Paper Cuts, Inc.	Paper shredding - October 2021	2.60	2.40
43495	11/9/2021	Plumbers Depot, Inc.	Unit #53 - install new hydraulic hose and fittings		1,289.94
43496	11/9/2021	Portable Pipelines Systems	200' potable water hose (hose to hose connections)	1,179.02	
43497	11/9/2021	Prohealth Glendale Medical Group	Covid 19 tests & Hepatitis vaccinations - October 2021	864.00	771.00
43498	11/9/2021	Public Water Agencies Group	Emergency Preparedness Program - October 2021	481.88	481.87
43499	11/9/2021	PumpMan	Glenwood - pump repairs		823.00
43500	11/9/2021	Ramco	Concrete & crushed base - October 2021	631.36	
43501	11/9/2021	Jonathan Russo	Tuition reimbursement for welding classes	449.06	149.68
43502	11/9/2021	Sawyer Petroleum	Diesel fuel - 596.9 gallons - October 2021	2,468.22	656.11
43503	11/9/2021	So Cal Compton Pipe Supply Co., Inc.	Stock - ball valves, angle stops & adapters	10,112.57	
43504	11/9/2021	South Coast Air Quality	Annual Renewal Emissions Fee for generators	582.74	
43505	11/9/2021	Southwest Hydrotech	Maintenance - pressure valves - October 2021	2,093.52	
43506	11/9/2021	Spectrum Business	Office/Glenwood/Lowell/Mills - data Communication - October 2021	2,047.37	719.32
43507	11/9/2021	Spectrum Business	Office/Glenwood - wireless connections - November 2021	1,048.50	349.50
43508	11/9/2021	Tetra Tech, Inc.	E-1033 & E-1034 - design services - September 2021	12,690.00	
43509	11/9/2021	The Gas Company	Plant - gas purchased - October 2021	36.84	11.63
43510	11/9/2021	The Hitch Depot	Unit #21 - installed new hitch on CAT trailer	325.65	199.59
43511	11/9/2021	Underground Service Alert	Underground notifications - October 2021	212.06	99.78
43512	11/9/2021	UniFirst Corporation	Uniform rentals - October 2021	506.59	151.31
43513	11/9/2021	Univar Solutions USA, Inc.	Well #2 - caustic soda for cleaning process	475.86	
43514	11/9/2021	Jacob Whittaker	Reimbursement for Certification renewal	90.00	
43515	11/18/2021	4520 Rosemont, LLC	Refund for D-20-17 - 4520 Rosemont	12,423.41	
43516	11/18/2021	A to Z Home Repair, Inc.	Bee removal at various meter locations - October 2021	375.00	

43517	11/18/2021	Affordable Generator Services, Inc.	Unit # 28 - Service maintenance	1,556.07	
43518	11/18/2021	Airgas USA, LLC	Misc. tools - October 2021	41.78	43.48
43519	11/18/2021	All American Landscape Co.	Office - monthly landscape - November 2021	255.50	94.50
43520	11/18/2021	Aqua - Metric Sales Co.	Misc. tools - October 2021	45.45	47.30
43521	11/18/2021	AT&T Mobility	Cell phone charges - October 2021	2,323.64	694.07
43522	11/18/2021	Regino Avalos	Monthly landscaping at 7 sites- October 2021	859.03	195.97
43523	11/18/2021	Best Best & Krieger	Watermaster legal counsel - October 2021	546.00	
43524	11/18/2021	Cannon	E-977 - Design services - October 2021	13,904.84	185.00
43525	11/18/2021	CCS Interactive, Inc.	Email blast for Phase 3 yellow	78.75	26.25
43526	11/18/2021	City of Glendale - Permits	Excavation permits - October 2021	3,948.00	
43527	11/18/2021	City of Los Angeles	Capital & O & M portion of Asssc. - September 2021		220,998.00
43528	11/18/2021	Civiltec Engineering, Inc.	E-1022 - Design services - October 2021	335.00	
43529	11/18/2021	Contractor Compliance & Mont, Inc.	Labor compliance services - October 2021	200.00	
43530	11/18/2021	Crescenta Valley Publishing, LLC	1/4 page display ad for Blood Drive	167.50	82.50
43531	11/18/2021	Dudek	E-1022 - Construction, Maintenance & Inspection services - October 2021	3,250.00	
43532	11/18/2021	E Source Companies, LLC	E-1035 - AMI Design services - October 2021	220.00	
43533	11/18/2021	Odessa Esquivel	Refund check - 3404 Altura	15.46	
43534	11/18/2021	Foothill Municipal Water	Water delivery - October 2021	275,167.93	
43535	11/18/2021	Grace Environmental Services	Well #2 - monitoring assistance - September 2021	4,306.13	
43536	11/18/2021	Grainger	UPS backups for Tesco PLC's	1,965.36	580.89
43537	11/18/2021	Harrington Ind Plastics, LLC	Chlorine Maint - 3/8" x 1/2" conn push FIT x MPT	949.87	
43538	11/18/2021	InfoSend, Inc.	Printing & postage for billing - October 2021	1,489.07	1,430.67
43539	11/18/2021	John Robinson Consulting, Inc.	M-965 - Grant assistance - October 2021	2,100.00	
43540	11/18/2021	Yurik Khodjasarian	Refund check - 4334 Pennsylvania	164.91	
43541	11/18/2021	LA Dept Water and Power	Power purchased - November 2021	54.61	
43542	11/18/2021	Quadient Leasing USA, Inc.	Postage machine lease - Dec 2021 to March 2022	215.55	207.08
43543	11/18/2021	Raftelis Financial Consultants, Inc.	M-1012 - Cost of Service Study	1,195.20	244.80
43544	11/18/2021	Shell	Gas purchased - October 2021	1,892.86	565.40
43545	11/18/2021	So Cal Compton Pipe Supply Co., Inc.	Stock - angle & corp. stops, Well #2 - butterfly valve	2,972.38	
43546	11/18/2021	Springbrook National User Group	2022 Annual Membership renewal	75.00	25.00
43547	11/18/2021	Tetra Tech, Inc.	E-1033 & E-1034 - Design services - October 2021	25,830.00	
43548	11/18/2021	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - 640 gals. Mills - 780 gals	4,228.18	
43549	11/18/2021	UPS	Misc. shipping charges - October 2021	21.20	20.37
43550	11/18/2021	USA Blue Book	Replacement of power hour meter for boosters & wells	223.61	
43551	11/18/2021	Vulcan Materials Company	Mixed crushed base - October 2021	7,415.67	
43552	11/18/2021	Western Water Works	Stock - Misc., meter coupling 1" long	3,712.59	
43553	11/18/2021	Westlake Ace Hardware	Misc. hardware - October 2021	188.08	106.82
43554	11/30/2021	CCS Interactive, Inc.	Calendar Integration, Yellow Conservation Alert, Canned food drive	1,691.55	355.95
43555	11/30/2021	City of Glendale Water & Power	Markridge - power purchased - October 2021	439.25	
43556	11/30/2021	Clark Pest Control, Inc.	Monthly pest control service at 5 sites - November 2021	369.50	61.50
43557	11/30/2021	CV Strategies	Wastewater outreach - October 2021	1,468.75	
43558	11/30/2021	Grace Environmental Services	Well #2 - monitoring assistance - October 2021	4,129.63	

43559	11/30/2021	McCall's Meter Sales & Service	Well #1 - repair 4" meter assembly	1,137.27	
43560	11/30/2021	Quadient Finance USA, Inc.	Postage machine funding - November 2021	357.00	343.00
43561	11/30/2021	Raftelis Financial Consultants, Inc	Professional services - Cost of service study - final payment	3,412.50	
43562	11/30/2021	Wells Fargo Card Services	Colby - safety boots, monthly email, career development supplies	4,076.68	165.63
43563	11/30/2021	Wells Fargo Card Services	Gould -ENR subscription, working lunches, uniform shirts	458.33	209.43
43564	11/30/2021	Wells Fargo Card Services	Holloway - water conservation sign, working lunches, filing cabinets	1,476.65	230.18
43565	11/30/2021	Wells Fargo Card Services	Lee - zoom charges, working lunches, CalPERA conference	1,554.56	403.02
43566	11/30/2021	Wells Fargo Card Services	Ochoa - ACWA conference, working lunches	1,132.71	392.09
43567	11/30/2021	Wells Fargo Card Services	Telles - working meals	159.25	108.05

Subtotals	\$ 744,024.82	\$ 1,055,619.58
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Total Disbursements for November 2021	\$ 1,799,644.40
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Payroll Report

Directors	450.00
Office Regular payroll	146,312.00
Office OT	10,406.00
Plant Regular Payroll	85,922.00
Plant OT & Standby	7,124.00
Employer Payroll Taxes	14,847.00
Payroll Service Charge	<u>415.00</u>

Total Payroll Charges for November 2021	<u>\$ 265,476.00</u>
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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

January 11, 2022

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. –Director of Engineering & Operations
Subject: Award of Contract - Water Main Replacement on the 2800-3100 Blocks of Los Olivos Ln., Project E-1033

ACTION ITEM:

8-inch Water Main Replacement on the 2800-3100 Blocks of Los Olivos Ln., Project E-1033 –

- a. Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Brkich Construction, Inc. for the construction of approximately 3,400 lineal feet of pipeline replacement on the 2800-3100 Blocks of Los Olivos Ln., at a cost of \$945,600, waive irregularities of the bid proposal and establish a contingency amount of \$94,560 (10% of contract) to cover the cost of unforeseen or additional work.
- b. Consideration and motion to authorize the General Manager to enter into an agreement with Dudek for construction management and inspection services for the pipeline replacement project at a cost of \$142,230.

BACKGROUND:

The District committed to a long-term plan to fund and replace critical infrastructure, and pipeline replacement is a significant component of that. This year is the first in the District's "Ramp-Up" plan, which increases to a peak of 15,500 lineal feet in 2032 and ramps back down to 8,105 lineal feet by 2042. For FY 21/22, the goal is 5,450 lineal feet and one of the pipeline projects planned this year is on the 2800-3100 Blocks of Los Olivos Ln. These pipelines, installed in the 1950s, have exceeded their useful life. The total amount of pipeline to be replaced will be 3,400 lineal feet.

DISCUSSION:

On October 26, 2021, the Board authorized the General Manager to advertise for bids for the subject project. A mandatory pre-bid meeting was held on December 15, 2021 and was attended by nine (9) contractors. CVWD specifications indicate that only contractors who attend this meeting are allowed to bid on the project.

On January 5, 2022, at 2:00 PM, the District opened and read the following bid proposals:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	Brkich Construction	\$945,600
2	E. J. Meyer Construction	\$1,054,555
3	T.E. Roberts, Inc.	\$1,084,689
4	Carney Engineering Construction	\$1,085,500
5	Mladen Buntich Construction Company	\$1,243,300
6	Dominguez General Engineering	\$1,421,300
7	Cedro Construction	\$1,516,555
8	E&R Construction	--
9	J.A. Salazar	--

Staff reviewed the bids received and Brkich Construction, Inc. from Monrovia, CA was the apparent lowest responsible bidder for the project. The engineer's estimate was \$1,138,300, and the low bid was \$945,600 or 17% less than the engineer's estimate.

However, the apparent lowest responsible bidder, Brkich has an irregularity with their bid documents that could render the bid non-responsive. A bid addendum was sent to all the contractors on December 22, 2021. The bid addendum (see attached) included the pre-bid meetings notes and an update of the materials list to be provided by CVWD. The updated materials list included the quantity changed for the installation of a 1" air vacuum release assembly from 1 air-vac to 2 air-vac.

The bid addendum also states that, "Bids submitted without these pages signed, dated, and attached may be rejected", and Brkich did not submit the signed bid addendum as required.

After reviewing this issue with the District's legal counsel, the Board of Directors has the following options:

- Waive this irregularity and award the contract to Brkich Construction.
- Declining to waive the irregularity and awarding the contract to the second-lowest bidder, E.J. Meyer Construction.
- Rejecting all bids and re-bid the project at a later date.

It is staff's opinion that the irregularity of not submitting the bid addendum did not give Brkich a competitive advantage over the other contractors bidding on the project.

Staff has worked with Brkich Construction on four previous pipeline projects including the pipeline projects on the 2400-2500 blocks of Janet Lee Dr, 4300 block of Rosemont Ave and 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

Construction Management & Inspection Services:

Staff requested a proposal from Dudek to provide construction management and inspection support (CM&I) services for this project. The proposal was based on the proposed construction schedule and CVWD's need for full-time inspection services. Dudek's proposed fee for the project is \$142,230, which covers the construction period from February 2022 to July 2022.

RECOMMENDATION:

It is staff's recommendation to waive this irregularity and award the contract for the subject project to the lowest responsible bidder, Brkich Construction, at a cost of \$945,600 and establish a 10% contingency fund of \$94,560. Staff also recommends awarding a contract to Dudek at a cost of \$142,230 for CM&I services.

A pre-construction meeting will be set as soon as the contract is awarded, the agreement is signed, permits have been established, and insurance documents have been delivered. Ms. Christina Olmedo will be the project manager, and Dudek will provide field inspection and construction management.

Staff will also hold a community meeting for the residents on the 2800-3100 blocks of Los Olivos Ln. prior to construction. The Community Meeting announcement with the dates and times will be sent to the residents and posted on CVWD's website, www.cvwd.com.

ENVIRONMENTAL REVIEW:

This project was previously approved to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

FUNDING AVAILABILITY:

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

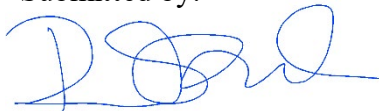
Account Description	Amount
FY 21/22 Water CIP– Water Distribution Pipeline Replacement	\$2,600,000
E-1033 - 2800-3100 Los Olivos Ln., - Contract Bid	(\$945,600)
E-1033 - 10% Contingency for cost of unforeseen or additional work	(\$94,560)
E-1033 - Dudek - Construction Management & Inspection Services	(\$142,230)
E-1033 - Additional costs such as material purchased by CVWD, soils engineer, and CVWD labor costs	(\$321,286)
Total Cost Estimate	(\$1,503,676)
Amount Remaining in Water CIP – Distribution System – Annual Pipeline Replacement	<u>\$1,096,324</u>

Prepared by:



Christina Olmedo
Assistant Engineer

Submitted by:



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

Attachments:

1. Bid Summary
2. Bid Addendum
3. Project Location Map

G:\Management\Board Meeting Staff Reports\2022\01-11-22 Board Memo - E-1033 2800-3100 blocks of Los Olivos Ln - AC. V2.docx

CRESCENTA VALLEY WATER DISTRICT

Title: Construction of 8-inch Water Main on the 2800-3100 blks of Los Olivos Ln

BID LOCATION: CVWD's Office

E-Job No: E-1033

TIME: 2:00 PM

Engineer's Estimate: \$1,138,300

DATE: 1/5/22

Project Manager: Christina Olmedo

BY: CO CHECKED: DSG

			Engineers Estimate		Brkich Construction		EJ Meyer		TE Roberts		Carney Engineering		Mladen Buntich		Dominguez Engineering		Cedro Construction	
ITEM	DESCRIPTION	QUANTITY	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	Excavation and Backfill (pipeline, laterals & appurtenances)	5,700 LF	\$65.00	\$370,500.00	\$42.00	\$239,400.00	\$13.00	\$74,100.00	\$36.00	\$205,200.00	\$66.50	\$379,050.00	\$90.00	\$513,000.00	\$77.00	\$438,900.00	\$104.00	\$592,800.00
2	Trench Resurfacing	17,150 SF	\$15.00	\$257,250.00	\$16.00	\$274,400.00	\$5.00	\$85,750.00	\$10.00	\$171,500.00	\$15.50	\$265,825.00	\$12.00	\$205,800.00	\$14.00	\$240,100.00	\$15.80	\$270,970.00
3	Install 8" CML & CMC Steel Water Pipeline and appurtenant Construction	3,400 LF	\$55.00	\$187,000.00	\$39.00	\$132,600.00	\$200.00	\$680,000.00	\$97.00	\$329,800.00	\$55.00	\$187,000.00	\$70.00	\$238,000.00	\$117.00	\$397,800.00	\$93.13	\$316,642.00
4	Install 6" Fire Hydrant Assemblies	8 EA	\$6,000.00	\$48,000.00	\$3,400.00	\$27,200.00	\$5,000.00	\$40,000.00	\$6,530.00	\$52,240.00	\$4,500.00	\$36,000.00	\$6,500.00	\$52,000.00	\$8,400.00	\$67,200.00	\$10,207.00	\$81,656.00
5	New 1" Water Services	87 LS	\$2,900.00	\$252,300.00	\$2,800.00	\$243,600.00	\$1,700.00	\$147,900.00	\$3,060.00	\$266,220.00	\$2,250.00	\$195,750.00	\$2,500.00	\$217,500.00	\$2,900.00	\$252,300.00	\$2,343.00	\$203,841.00
6	Air Release Assembly	2 EA	\$3,800.00	\$7,600.00	\$4,200.00	\$8,400.00	\$7,000.00	\$14,000.00	\$9,646.00	\$19,292.00	\$4,500.00	\$9,000.00	\$6,000.00	\$12,000.00	\$5,000.00	\$10,000.00	\$6,261.00	\$12,522.00
7	Traffic Control	1 LS	\$15,650.00	\$15,650.00	\$20,000.00	\$20,000.00	\$12,805.00	\$12,805.00	\$40,437.00	\$40,437.00	\$12,875.00	\$12,875.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$38,124.00	\$38,124.00
8	Valve Replacement	2 LS	\$3,500.00	\$7,000.00	\$2,500.00	\$5,000.00	\$4,000.00	\$8,000.00	\$6,011.00	\$12,022.00	\$4,600.00	\$9,200.00	\$5,000.00	\$10,000.00	\$3,000.00	\$6,000.00	\$10,102.00	\$20,204.00
			EE	\$1,138,300.00	LOW	\$945,600.00	2ND	\$1,054,555.00	3RD	\$1,084,689.00	4TH	\$1,085,500.00	5TH	\$1,243,300.00	6TH	\$1,421,300.00	7TH	\$1,516,555.00

CRESCENTA VALLEY WATER DISTRICT

8-inch Water Main Installation on the 2800-3100 blocks of Los Olivos Lane

Project E-1033.

A D D E N D U M N O . 1

Date: December 22, 2022

The following are additions, and substitutions to the Contract Documents for the above project.

***Addition** – Add the attached Pre-Bid meeting notes and Pre-Bid meeting sign-in sheet dated December 15, 2021. They shall be incorporated into contract documents.*

***Addition** – Add the attached RFI questions and answers dated December 22, 2021. They shall be incorporated into contract documents.*

***Substitution** – LIST OF MATERIALS TO BE SUPPLIED BY CVWD SHEET, Appendix B – Substitute the List of Materials to be Supplied by CVWD sheet in Appendix B with the attached "List of Materials to be Supplied by CVWD" Sheet.*

Bids are due no later than 2:00 pm on Wednesday, January 05, 2022, at the Crescenta Valley Water District's office located at 2700 Foothill Boulevard, La Crescenta, California 91214. **Warning! Bids submitted without these pages signed, dated, and attached may be rejected.** Due to COVID-19 our office is closed to the public. You may drop off bid packages in our mailbox. Please follow link below to join the virtual meeting at 2PM on Wednesday, 01/05/22.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

If you have any questions or comments, contact me at (818) 248-3925 ext. 4115.

Very truly yours,

CRESCENTA VALLEY WATER DISTRICT



Christina Kopelman
Assistant Engineer

Received by:

Contractor: _____ Date: _____

Signature: _____

CRESCENTA VALLEY WATER DISTRICT

Pre-Bid Meeting Notes

CONSTRUCTION OF 8-INCH WATER MAIN ON THE 2800-3100 BLOCKS OF LOS OLIVOS LN., PROJECT E-1033

December 15, 2021, at 10:00 AM

A Pre-bid Meeting was held in front of 3100 Los Olivos Lane, La Crescenta, CA 91214, December 15, 2021, at 10:08 A.M. for the construction of the subject project. The following people attended:

Jesus Carvajal	Dominguez General Engineering, Inc.
Salai Ashton	E.J. Meyer Company
Johnny Lima	Robert Brkich Construction
Anthony Christensen	Mladen Buntich Construction
Chris Bartleman	Tetra Tech, Inc.
Steve Miller	T.E. Roberts, Inc.
Michael Verner	Cedro Construction, Inc.
Bill Carney Jr.	E&R Construction, Inc.
Bill Carney III	E&R Construction, Inc.
Jose Salazar	J.A. Salazar Construction
Christina Kopelman	CVWD
Jennifer Bautista	CVWD

The following items were discussed:

1. Ms. Christina Kopelman started the meeting by announcing the title of the mandatory pre-bid meeting, followed by introductions of herself and people in attendance. She handed out the pre-bid meeting agendas to the contractors. She also, announced a sign-in sheet was circulating for proof of attendance.
2. The limits of work were reviewed for the project. Ms. Kopelman discussed the scope of work on the 2800-3100 blocks of Los Olivos Ln. including water services for Project No. E-1033. The work consists of installing 3,400 linear feet of 8-inch cement lined and coated steel pipe, including eight (8) fire hydrant locations, eighty-seven (87) new services and 1-inch air release assembly.
3. Ms. Kopelman continued with meeting and reviewed the construction schedule. She stated the work should be completed within one hundred twenty (120) calendar days from the notice to proceed. She anticipates the work to begin on February 7, 2021. In addition, CVWD will assess \$1,000 per day liquidated damages for each calendar day past the time of completion. She indicated that days in the contract documents mean calendar days.
4. Ms. Kopelman suggested the Contractor begin at the intersection of Pennsylvania Avenue and Los Olivos Ln. She explained the construction of the water main on the 2800-3100 blocks of Los Olivos Ln, may be impacted by residential zone traffic rules and the Los Angeles County Permit conditions. It is the contractor's responsibility to setup a traffic control and make the proper accommodations.

Received by:

Contractor: _____ Date: _____

Signature: _____

5. Construction hours will be from 7:30 am to 4:00 pm Monday – Friday according to the Los Angeles County construction permit. They will be strictly enforced due to the residential nature of the neighborhood. The Los Angeles County inspector will be at the job site on a daily basis.
6. Ms. Kopelman pointed out the district will not conduct construction activities on Monday, February 21, 2022, due to a holiday.
7. Ms. Kopelman announced the project schedule will be as follows: January 5, 2022, bid opening; January 11, 2022, award of contract; and construction start date is February 7, 2022. Ms. Kopelman requests that all contractors submit a bid. An email will be sent out with an option to attend Bid opening via video conference call. All contractors will be notified when results are available.
8. Ms. Kopelman discussed that application for the permit from Los Angeles County is still under review. When approved, a copy will be given to the selected contractor.
9. CVWD will notify all residents affected by the installation of fire hydration locations. In addition, CVWD will be hosting a community meeting Thursday, January 27, 2022, to answer any questions or concerns the residents might have. CVWD will notify residences of any water shutdowns. Contractors shall notify CVWD seven (7) days in advance for adequate shutdown notification.
10. Contractors will be required to provide insurance certificates to Los Angeles County and shall be named as an additional insured.
11. CVWD will inspect the pipeline and connections. The Contractor will be responsible for overtime pay of the inspector for workdays over eight hours, and CVWD holidays. The County of Los Angeles will inspect traffic control and trench resurfacing. Traffic control must be per the MUTCD and WATCH Manuals or if required, the approved Los Angeles County Traffic Control Plan. The Eagle Canyon Channel is located on the 3100 block of Los Olivos Ln.
12. CVWD requires that the backfill material be Crushed Miscellaneous Base (CMB). Ms. Kopelman pointed out that slurry backfill will be required underneath the cross gutter by Los Angeles County. The contractor must try to preserve the concrete cross gutter as much as possible and tunnel under cross gutters to avoid removing and replacing the gutters.
13. CVWD will be responsible for the soils compaction tests. Compaction tests shall be performed every 300 linear feet of pipe and at every other lateral. Compaction testing will be done by Associated Soils.
14. Ms. Kopelman suggested that each contractor read the Bond, Insurance and Agreement section of the contract documents. Ms. Kopelman pointed out that the contractor's insurance must name Los Angeles County as additional insured.
15. Ms. Kopelman suggested that contractors read and understand the change in work, extra work, and time extension sections of the General Provisions. All change orders must be approved by district staff and put in writing in the field. CVWD will provide the selected Contractor access to CVWD's construction project management software, Procore where approved Change Orders will be stored.

Received by:
Contractor: _____ Date: _____
Signature: _____

16. CVWD indicated that the contractor is responsible to locate utilities through Underground Service Alert. Ms. Christina said, it is the contractor's responsibility to obtain a USA ticket before digging.
17. Contractor is required to have a supervisor on-site at all times, which can represent the company.
18. CVWD pointed out that the contractor shall be responsible for site safety.
19. CVWD stated that the contractor would be required to submit a shoring plan for any excavation greater than 5 feet deep and will be required to adhere to OSHA requirements.
20. Ms. Kopelman discussed that the failure to submit proper contractor's prior experience with the bid documents may result in rejection by the District. Christina said, a minimum of six (6) references is sufficient.
21. CVWD indicated that the contractors may use the Encinal- Pennsylvania Lot for storage (<https://goo.gl/maps/i4WtjcsADQGUEpqZ7>). CVWD has several linear feet of pipe stored at Oceanview Reservoir that the contractor must use for this project. The contractor is responsible for storage of all material and remove trash daily. The contractor must contact Christina Kopelman in regard to using CVWD's property.
22. CVWD indicated that the contractor is required to provide sanitation facilities on site and must be kept clean.
23. Driveway access must be maintained at all times, except when construction is directly in front of driveway. Ms. Christina Kopelman stated, the contractor must use extra care when operating heavy equipment on the jobsite. Careless scrapes and gauges along the streets will not be permitted. Steel plates must be available at all times in the event of a resident entering or existing the driveway.
24. The Contractor is responsible for providing as-built drawings at the end of the project. Our inspector is not responsible for the contractors as-built drawings. CVWD and the Contractor will have weekly progress meetings.
25. Contractor is responsible for site clean-up at the end of each day, the end of the week and before any holidays.
26. Contractor shall provide a one-year warranty for the project.
27. Any AC pavement, curbs, sidewalks, or any other appurtenance in the right-of-way damaged by the Contractor will be replaced at no additional cost to the District. Christina Kopelman suggested the Contractor take video recording of the job site before starting construction. Once the project is completed, a walkthrough will be performed by Los Angeles County, CVWD, and the contractor.
28. AC pavement removed due to rocks in the trench will be paid per the unit cost in the proposal.
29. Ms. Kopelman stated that this pre-bid meeting was mandatory. The contractors attending this meeting will be the only contractors allowed bidding on the project. Any proposal submitted from a contractor not in attendance at this meeting will be rejected.

Received by:
Contractor: _____ Date: _____
Signature: _____

**CONSTRUCTION OF 8-INCH WATER MAIN
ON THE 2800-3100 BLOCKS OF LOS OLIVOS LN., PROJECT E-1033
DECEMBER 15, 2021 AT 10:00 AM**

NAME: Jesus Carrajal COMPANY NAME: Dominguez Gen. Engineering ADDRESS: 11096 Pipeline Ave Pomona, CA	OFFICE PHONE: (323) 400-8225 CELL: (626) 652-2622 FAX: E-Mail:
NAME: Salai Ashton COMPANY NAME: EJ Meyer Co. ADDRESS: Po Box 277 Highland, CA 92344	OFFICE PHONE: 909-425-4025 CELL: FAX: 909-425-4020 E-Mail: KCarona@ejmeyer.com
NAME: JOHNNY LIMA COMPANY NAME: BRKICH CONST. ADDRESS: 1508 S. MAYFLOWER AVE MONROVIA, CA 91016	OFFICE PHONE: 626 945-0607 CELL: 626-305-7426 FAX: 626-305-7428 E-Mail: JOHNNY@BRKICHCONSTRUCTION.COM
NAME: ANTHONY CHRISTENSEN COMPANY NAME: MILDEN BUNTICH CONSTRUCTION ADDRESS: 1500 W. 9TH ST. URLAND, CA 91786	OFFICE PHONE: 909.920.9977 CELL: 909.920.544.2946 FAX: E-Mail: ESTIMATING@BUNTICH.WM
NAME: Chris Bartleman COMPANY NAME: Tetra Tech ADDRESS: 305 E. Vanderbilt San Bernardino 92508	OFFICE PHONE: CELL: 951-318-1294 FAX: E-Mail: Chris.bartleman@tetratech.com

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Received by: _____
Contractor: _____ Date: _____
Signature: _____

CONSTRUCTION OF 8-INCH WATER MAIN
ON THE 2800-3100 BLOCKS OF LOS OLIVOS LN., PROJECT E-1033
DECEMBER 15, 2021 AT 10:00 AM

NAME: <u>Steve Miller</u> COMPANY NAME: <u>T.E. ROBERTS</u> ADDRESS: <u>17771 MITCHELL N.</u> <u>IRVINE, CA 92614</u>	OFFICE PHONE: <u>714 669-0072</u> CELL: <u>714 401-1264</u> FAX: E-Mail: <u>ESTIMATING@TEROBERTS.COM</u>
NAME: <u>Michael Verner</u> COMPANY NAME: <u>Cedro Construction</u> ADDRESS: <u>120 E. Santa Maria</u> <u>Santa Paula, Ca</u>	OFFICE PHONE: <u>805-525-0599</u> CELL: <u>805-627-0977</u> FAX: <u>805-525-0509</u> E-Mail: <u>Cedro Construction@outlook.com</u>
NAME: <u>BILL CARNEY JR</u> COMPANY NAME: <u>ECR CONST</u> ADDRESS: <u>5141 CALMVIEW AVE</u> <u>BARDWIN PARK 91706</u>	OFFICE PHONE: <u>626-338-8405</u> CELL: FAX: <u>626-960-7206</u> E-Mail: <u>bill@ecrconstruction.net</u>
NAME: <u>BILL CARNEY III</u> COMPANY NAME: <u>CARNEY EXH</u> <u>CONST INC</u> ADDRESS: <u>3437W 229TH PL</u> <u>TORRANCE 90505</u>	OFFICE PHONE: CELL: <u>310-387-0378</u> FAX: <u>NONE</u> E-Mail: <u>Bill.CARNEY@CEC-CA.COM</u>
NAME: <u>Joe Glazer Const Co</u> COMPANY NAME: <u>Joe Glazer</u> ADDRESS: <u>613 N Harbor Ave</u> <u>La Habra Ca 90631</u>	OFFICE PHONE: CELL: FAX: E-Mail:

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Received by: _____
Contractor: _____ Date: _____
Signature: _____

CRESCENTA VALLEY WATER DISTRICT

Construction of 8-inch Water Main on the 2800, 2900, 3000, 3100 Block of Los Olivos Ln

Revised Date: 12/16/21

List of materials to be supplied by the District. It is the Contractor's responsibility for coordination of delivery of all materials with pipe supplier and District.

Item No.	Item	Quantity	
1	8.625" O.D. CMC&CML - Weld Bell Pipe, 10 Ga per AWWA C200 & C205 170 - 20-foot sections	3400	LF
2	6" CMC&CML Weld Bell Steel Pipe, 10 Ga. per AWWA Std. C-200 <i>11 - 20-foot sections</i>	220	LF
3	8-inch Gate Valve (FE x FE) per AWWA Std. C-509	9	EA
4	6-inch Gate Valve (FE x FE) per AWWA Std. C-509	8	EA
5	6-inch Fire Hydrant Assemblies including 6"-6 hole 150 lbs. slip-on flange, 6"-8 hole 150 lbs. slip on flange, 6"CML&CMC 90° elbow, 8"x8"x6" FE Reducing Tee and 6"x4"x2-1/2" hydrant head	8	EA
6	Meter Boxes - (W5-1/4 Polymer Meter Boxes by J & R Concrete)	87	EA
7	3/4-inch Meters	35	EA
8	1" Air Vac	2	EA

Received by:

Contractor: _____ Date: _____

Signature: _____

Addendum No. 1 Questions and Answers

Date: December 22, 2021

To: All Bidders

From: Christina Kopelman, Assistant Engineer

Engineering Department

RE: Addendum for Request for Information, Construction of 8-inch Water Main on the 2800-3100 blocks of Los Olivos Lane, Project E-1033

The following are the questions submitted and answers provided for the above-mentioned Request for Information. The questions and answers are to be considered as part of the bid documents. Please sign at the bottom to confirm that you have reviewed the addendum in full and submit with your bid package.

RFI Number	Question	Response
1	Sheets C-450 & C-452 call for welded joint on 8" CML&CMC pipe, but on sheet C-451 the plans do not call for welded joints (no asterisk where pipe is called out) Please advise- we are assuming that the asterisk was just forgotten on these call outs. Correct?	Correct. All joints must be fully welded joints. We will provide an updated set of construction drawings to the selected contractor.
2	It appears that the Eastern tie-in is within 1,000' of Rosemont Middle School with Los Olivos Ln is connected to the back of the school. I would assume many residents/parents utilize this street as a place to park for school pickup. It also is assumed there will be heavy school foot traffic in this same area since the crosswalks are striped accordingly. The specifications do not appear to have any special considerations for the work that is inside the School Zone. Is there to be any special working hours or any other considerations for schools on this project? If so, can you please outline the details of the restrictions including times, radius distances and/or any other considerations that need to be made.	No. Working hours will be the same in accordance with the Los Angeles County Road Construction Permit.

Received by: _____ Date: _____
Contractor: _____

Signature: _____

Page 9 of 9

Addendum No. 1 for Project E-1022 (Sent 12/22/2021)

Received by: _____ Date: _____
Contractor: _____

Signature: _____

Page 8 of 9

Addendum No. 1 for Project E-1022 (Sent 12/22/2021)



Legend **Attachment 3**

Existing System:

- wwell
- wsvalve
- wnetstr
- whyd
- wfitting
- wcvalve
- wmain
- wlatline
- StreetCenterline

Existing Pipe Material: Bare Steel

Proposed Construction:

- 4-inch Pipeline to be Replaced
- 6-inch Pipeline to be Replaced

Total Length: 3,400 ft
Diameter: 8"
Material: CML X CMC 10 ga. Steel

Year 2 - FY 21/22
Project 1
Pipeline Replacement



Crescenta Valley Water District

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
January 11, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: Board Compensation

ACTION ITEM:

Consideration and possible motion to issue a public notice to adjust Board compensation and the number of compensated meetings.

BACKGROUND:

The District's directors are compensated for up to 6 meetings monthly and 48 meetings annually at a rate of \$90 per meeting. These levels have been maintained since November 2010, when compensation was decreased from \$100 per meeting.

Since then, there have been substantial changes that provide a rationale for increasing both thresholds. Additional Board member commitments have included long-term financial and capital planning, implementation of a strategic plan, a greater emphasis on governance through committees, and increased director presence at public events related to District business. This past calendar year, a quorum of the Board was near or exceeded the 48-meeting threshold.

There has been consistent annual inflation since the last change in 2010. Although elected officials serve as a matter of public service, the \$90 rate per meeting is lower than many comparable agencies, and it likely does not represent the opportunity cost for directors to prepare for and attend meetings and represent at events.

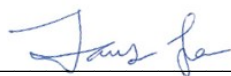
Agency	Max Monthly Meetings	Compensation/Benefits
Kinneloa Water District	10	\$150 per meeting
Rowland Water District	10	\$185 per meeting
Citrus Heights Water District	10	\$145 per meeting
El Dorado Irrigation District	10	\$1,250 monthly / full healthcare coverage, \$5,000 medical reimb., \$20,000 life insurance
Rio Linda Water District	6	\$100 per meeting
Sacramento Suburban Water District	10	\$100 per meeting
Placer County Water Agency	10	\$950 monthly / full dental and vision coverage, \$24,000 life insurance
Quartz Hill Water District	10	\$100 per meeting / full dental and vision coverage

Per California Water Code Sections 20202 and 20203, compensation is limited to 10 days per month and a 5 percent increase annually since the last adjustment. Board compensation can be adopted with a published notice of hearing and a subsequent resolution to amend the Rules and Regulations.

RECOMMENDATION

NA

Submitted by:

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

James Lee
Director of Finance & Administration

g:\management\board meeting staff reports\2022\01-11-22 Board Memo - Board Compensation.docx

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
January 11, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance and Administration
Subject: Reinstatement of Late Fees

ACTION ITEM:

Consideration and possible motion to reinstate late fees for customer bills.

BACKGROUND:

In April 2020, the Governor issued Executive Order N-42-40, which prohibited water service providers from shutting off water service. The Board had independently determined the same course of action before the order was issued. The moratorium on shutoffs removed the industry's ability to enforce payment of bills, including late fees, and most agencies including the District subsequently placed a hold on late fees. In October 2021, SB 155 extended the moratorium, and on December 31, 2021, the moratorium ended.

Agency	Late Fees Y/N	Comments
Pasadena	N	Expecting to reinstate late fees in a few months
Glendale	N	No date for expected reinstatement
Valley Water	N	No date for expected reinstatement
Lincoln Avenue	Y	Resumed late fees in August 2020
La Canada Irrigation	n/a	No response
Las Flores	Y	Never stopped charging late fees
Kinneloa	Y	Never stopped charging late fees

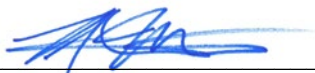
Some agencies have reinstated their late fees. Although they cannot enforce bill collection, a reinstatement of late fees means the fees can be added to customers' balances owed. The District's estimated revenue loss from no late fees is approximately \$60K to \$80K annually.

Staff presented the above information at the December 8, 2021 Finance Committee and seeks the Board's direction with respect to the reinstatement of late fees.

RECOMMENDATION

NA

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
January 11, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance and Administration
Subject: Establishment of Fees for Meter Downloads

ACTION ITEM:

Consideration and possible motion to adopt Resolution No. 776 to establish fees for data downloads from customer meters.

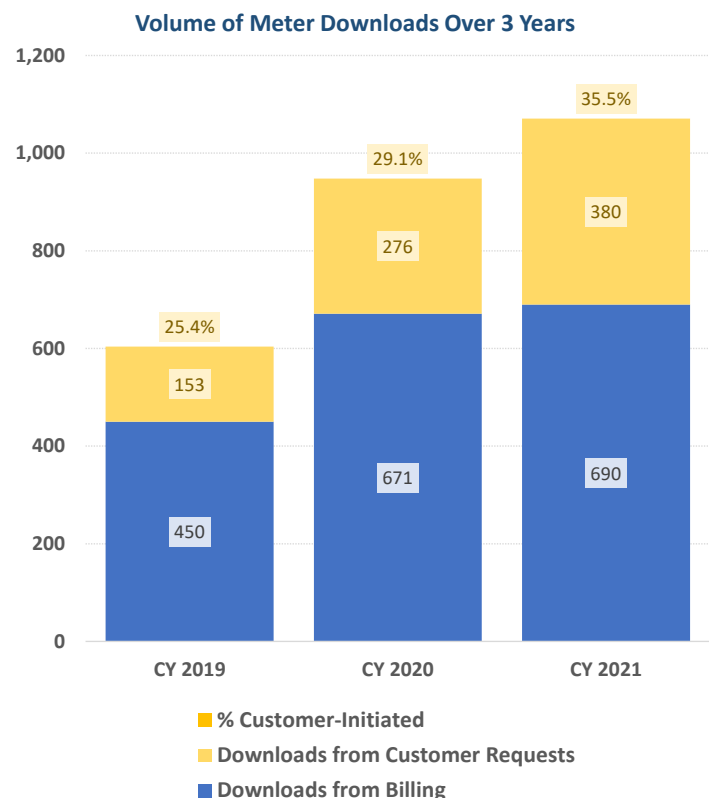
BACKGROUND:

The iPerl meters that constitute most of the District's meters are AMI-ready. Although AMI is being implemented over a number of years, the meters still provide the ability to download up to 35 days of customer usage data to help identify and troubleshoot leaks. In the absence of AMI, this is a manual process that, on average, takes at least 1 hour each of staff time – e.g. initiate service request, download meter, transfer data, analyze data, call customer and resolve issue, close service request.

Offering meter download analyses is consistent with maintaining a proactive stance with respect to customer service and providing “best-in-class” service. Providing such a service is not required, and a survey of other agencies with iPerl or similarly equipped meters indicates that other agencies do not regularly provide downloads. In the last several years, the frequency of meter downloads has increased significantly in two ways: 1) the total number of downloads; and 2) the share of downloads requested by customers. The frequency of downloads is approaching the threshold where staff's ability to maintain operational resiliency and provide the desired level of service is being impacted. This is particularly the case as the District streamlines its staff to be more efficient and leverage various technologies.

If the District were to implement a new fee, it would be on a cost-of-service basis. An analysis was completed to determine the cost of providing downloads based on an average of personnel time at their “burdened” rates. Based on a “sensitivity” analysis – an analysis that accounts for variability in assumptions – the low-to-high range of fees required to recover staff time on a cost-of-service basis is \$43.59 to \$58.59 per download.

Staff presented the above information at the December 8, 2021 Finance Committee and recommends that the fees be adopted.



RECOMMENDATION

It is staff's recommendation that the Board adopt Resolution No. 776 to establish fees for data downloads from customer meters.

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. Resolution No. 776
2. Appendix C

RESOLUTION NO. 776
RESOLUTION OF THE BOARD OF DIRECTORS OF
CRESCENTA VALLEY WATER DISTRICT
ADOPTING MISCELLANEOUS CHARGE FOR METER DOWNLOADS

WHEREAS, the Crescenta Valley Water District is a county water district empowered under the Water Code to fix rates and charges for its water service;

WHEREAS, the District has recently installed Automated Meter Infrastructure (AMI) capable meters for a number of its customers;

WHEREAS, AMI-capable meters allow for downloads from the meter of recent water usage;

WHEREAS, customers have requested meter downloads, but they collectively involve significant staff time;

WHEREAS, the District has prepared a cost-of-service-based analysis for meter downloads;

WHEREAS, based on the cost-of-service analysis, a proposed establishment of a charge for meter downloads has been presented to the Board of Directors for meter downloads that are ordered by customers;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crescenta Valley Water District that section 8.03(F)(8) is added to the District's Rules and Regulations as follows:

- 8. Charge for Meter Download:** If the District provides a download from the Customer's meter using the District's Automated Meter Infrastructure system at the Customer's request, the Customer will pay a charge for the download as set forth in Appendix C.

FURTHER RESOLVED, that Appendix C of the District's Rules and Regulations, Rates and Charges for Water Service, is amended to read as attached.

PASSED, APPROVED, AND ADOPTED at an Adjourned Meeting of the Board of Directors of Crescenta Valley Water District held on January 11, 2022. Resolution No. 776 was adopted by the following vote:

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

NOES:

President, Board of Directors
Crescenta Valley Water District

ATTEST:

Secretary of the Board of Directors of
Crescenta Valley Water District

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

I, JAMES LEE, Secretary of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 776 of the Board of Directors of Crescenta Valley Water District adopted at an Adjourned Meeting held on January 11, 2022, and that the same has not been amended or repealed.

**Secretary of the Board of Directors of
Crescenta Valley Water District**

DATED: January 11, 2022

(S E A L)

APPENDIX C
CRESCENTA VALLEY WATER
DISTRICT
MISCELLANEOUS CHARGES AND
DISTRICT FORMS

CRESCENTA VALLEY WATER DISTRICT

APPENDIX C

MISCELLANEOUS CHARGES AND DISTRICT FORMS

New Account Fee	\$40.00 – during office hours \$60.00 – after office hours or weekends
Deposit Fee [Per Article 7.02.C]	\$100.00
Late Charge [Per Article 8.04.D]	\$25.00
Reconnection Charge [Per Article 8.03.F(1)]	\$50.00 - during office hours \$125.00 - after office hours or weekends \$50.00 - plus cost of new lock and District labor and materials to repair damage for unauthorized turn-on.

Meter Download Charge [\$]

Returned Check Charge [Per Article 8.03.F(2)]	
1 st occurrence	\$25.00
Each additional occurrence	\$35.00
Meter Test Charge [Per Article 8.03.F(3)]	\$50.00
Pulled Meter Charge [Per article 8.03.F(4)]	\$50.00
Unauthorized Water Use [Per Article 8.03.F(5)]	\$1,000.00
Turn off at Main [Per Article 8.03.F(6)]	Actual cost to District
Plan Check Fees [Per Article 11.01.D]	Parcel Maps \$100.00
	Subdivisions of 1 to 9 \$200.00
	Parcels or dwelling units
	10 - 19 units \$300.00
	20 or more units \$400.00
Fire Hydrant Test Fee [Per Article 11.13.C]	\$300.00

Installation of Water Services [Per Article 7.05A]:

The applicant will be charged an amount estimated to be the actual costs to the District of the installation and material for a service connection. An initial deposit will be required with a final payment or credit due upon completion.

Damaged Water Service Lateral Replacement [Per Article 8.02 I]

Prorated to remaining 50-year service life

Minimum Charge: \$500.00

Copies of District Records [Per Article 11.01] \$0.15/page after first ten pages*

*Members of the public are entitled to a maximum of ten (10) pages copied within any 60-day period at no charge.

Other Charges:

Where the District determines that a charge is appropriate for a particular service provided, which charge is not specified herein, the General Manager shall determine the amount to be charged the Customer.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
January 11, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Board Committee Assignments for 2022**

ACTION ITEM:

Review Board Committee assignments for 2022.

Community Relations & Water Conservation:

Judy Tejada (Chairperson)
Ken Putnam

Finance:

James Bodnar (Chairperson)
Judy Tejada

Emergency Planning:

Ken Putnam (Chairperson)
Sharon Raghavachary

Policy:

James Bodnar (Chairperson)
Kerry Erickson

Employee Relations:

Kerry Erickson (Chairperson)
Sharon Raghavachary

Technology:

Sharon Raghavachary (Chairperson)
Judy Tejada

Engineering:

Kerry Erickson (Chairperson)
Ken Putnam

BACKGROUND/DISCUSSION:

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Submitted by:



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

January 11, 2022

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:

- High School Student Career Development and Leadership Program
- Department Strategic Planning Meetings
- Employee Spotlight of the Month
- Water Production, Hydrology Report, Engineering Projects

STAFFING

Two (2) employees have work anniversaries in January: David Rawlings – 10 years, James Lee – 5 years.

As of January 6th the District has gone 780 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

FMWD Agency Managers Meeting	- December 15 th
Time Capsule Event and Christmas Luncheon	- December 16 th
Managers Meetings	- January 5 th , January 10 th
GM 1-on-1 Staff Meetings	- December 20 th - January 10 th

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

January 11, 2022
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 December 2021:

Production Numbers

➤ Total Water Production December 2021:	259.9 AF
➤ Total Water Production December 2013:	356.1 AF
➤ Total Water Production December 2020:	338.8 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	27.0%
➤ Percent Reduction from 2020	23.3%

Public Outreach for December

- Face Book Posts, 3
 - Most popular post, So, how much rain....
- CV Weekly
 - Canned Food Drive
- Website
 - 2,801 website Visits, Most popular day, Dec. 10th
- Constant Contact
 - Canned Food Drive (41% open rate)
- Everbridge
 - Emergency Water Shutoff – Dec. 15th
Pipeline repair on Cheryl

Engineering Report

January 11, 2022
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 – December 2021

1. Water Production Report

- December 1 – 31 – Water production – 62%/38% split – 87.0 MG for the month
- Average use – 22.5% less than 2020 and 10.9% less than 5-yr average

2. Rainfall Update

- 11.46” for December 2021
- Rainfall Total for Rainfall Year 2021/22 – 14.24”

3. Report on Engineering

• **FY 21/22 Capital Improvement Projects**

- Ramsdell Mixing Station/Pressure Reducing Station - Under Review
- FY 21/20 – Pipeline Replacement Program
 - Project 1 – 2800 to 3100 Blocks of Los Olivos – See Staff Report
 - Project 2 – 4700 & 4800 Blocks of Cheryl – Pre-Bid Meeting – 01/19/22
- Edmund #2 Reservoir Rehabilitation – Under Construction - Structural work
- Well 9 Rehabilitation – No Report
- Booster Pump 26 at Cresta Heights Rehabilitation – No Report
- SCADA Radio Communications Network – Working on Request for Quote
- SCADA System Upgrades – Complete Pilot Program for Wells 8 & 14
- Conversion to Chloramination – No Report
- Wastewater Master Plan – Project on hold, need to review scope of work

• **FY 20/21 Capital Improvement Projects**

- 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
- USBR WaterSmart Grant 2021 – 3” & 4” Meters– Waiting on USBR for agreement
- USBR WaterSmart Grant 2022 – USBR to award in March 2022
- Stormwater Capture Project at Crescenta Valley County Park – No Report

• **AMI Customer Engagement Portal**

- Working with Springbrook, Highroad IT & Sensus on software integration
- Ordering 1,000 SmartPoints and meter lids to install in Zone 1

4. **Developer Projects**

- 2341 Mira Vista – New 4 Units – Waiting on Contractor
- 3037/3043 Foothill – New 38 Units and mixed commercial – In Plan Review
- Waiting on Developer
 - 1961 Waltonia – New 6 units
 - 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

December 1 - December 31, 2021

Well Production:	47,240,087	Gals		
GWP Production:	5,114,000	Gals		
Gravity Production:	1,263,425	Gals	% GW	62%
FMWD:	33,375,154	Gals		
City of Glendale:	0	Gals	% Import	38%
TOTAL:	86,992,666	Gals		
	266.97	ac-ft		

Glenwood Nitrate Water

Reclamation Plant:* 0

*Included in Well Production

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
December 1 - December 31, 2021	2,746,955	
December 1 - December 31, 2020	3,545,711	-22.5%
5-yr Average - December 2016 - 2020	3,084,411	-10.9%

RAINFALL: Dec 1 - Dec 31, 2021

11.46"

Season-To-Date:

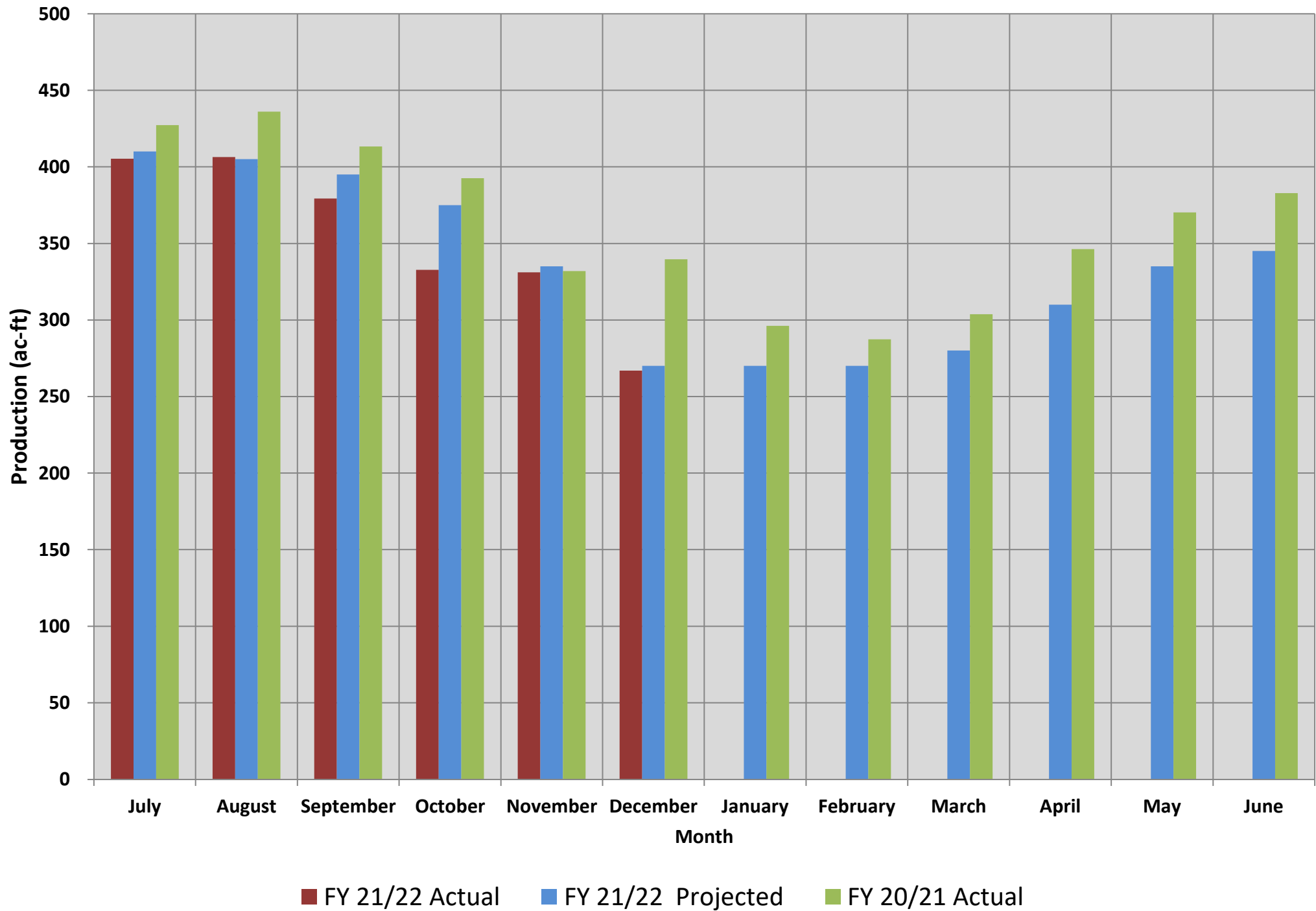
14.24"

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	149	March	17	March	116
October	333	375	January		April	16	April	163
November	331	335	February		May	17	May	189
December	267	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	16	December	102
Total to Date	2,122	2,190	Total to Date	471	Total to Date	193	Total to Date	1,987
Projected	3,932	4,000	Water Rights	3,294			Tier 2	2,154
% of Projected	53.1%	54.8%	% of Rights	14%			% of Allocation	92%
Remaining	1,878	1,810	Remaining	2,823			Remaining	167

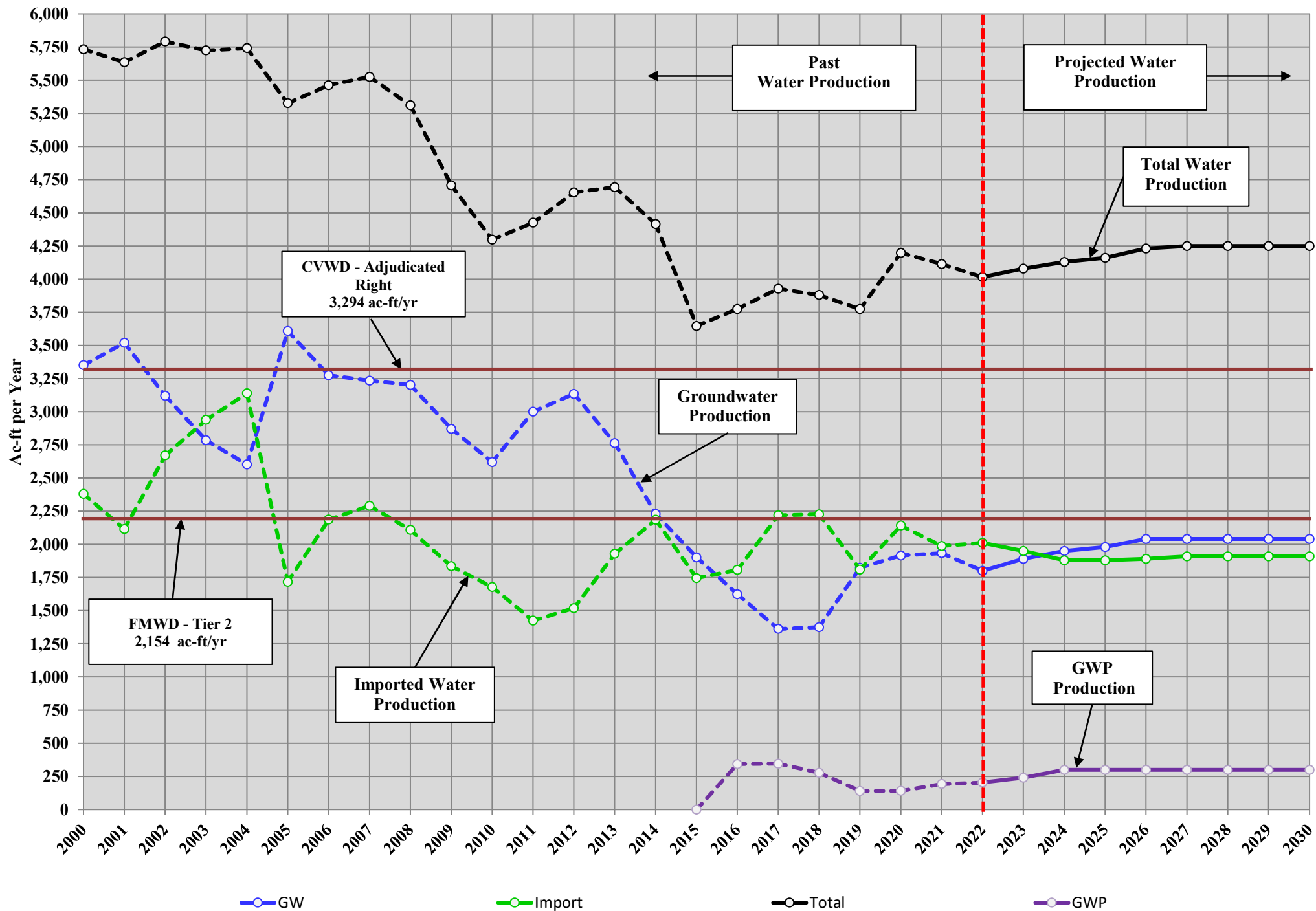
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY 21/22 Actual, FY 21/22 Projected & FY 20/21 Actual



Water Production - CY 2000 - CY 2030



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

