

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, January 25, 2022, at 7:00 p.m.

Posted: Friday, January 21, 2022, at 3:00 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: 825 7599 2366

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/82575992366>

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 25, 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 January 11, 2022.
2. Ratification of Disbursements for December 2021.
3. Consideration and approval for the continuation of remote meetings.

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. **Presentation of High School Student Career Development and Leadership Program Scholarships**
2. **Nomination for LAFCO Special District Voting Member** – Consideration and motion to nominate Director Raghavachary as Local Agency Formation Commission (LAFCO) Special District Voting Member for Los Angeles County.

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

January 11, 2022

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on December 14, 2021, a Regular Meeting was held on January 11, 2022, 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 James D. Bodnar presiding.

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

Directors:
James D. Bodnar
Kerry D. Erickson
Ken R. Putnam
Sharon S. Raghavachary
Judy L. Tejeda

Attorney: **Thomas Bunn**

General Manager: **Nem Ochoa**

Director of Finance & Administration: **James Lee**

Director of Engineering & Operations: **David Gould**

Staff Members:
Arturo Montes, Finance & Administration Manager
Kellen Boyce, System Operations Manager
Tessa Allmon, Customer Service Representative
Adam Sutphin, Analyst
Darlene Telles, Operations and Maintenance Manager
Pam Leddy, Administrative Assistant

Public Participation: **Frank Colcord**

PLEDGE OF ALLEGIANCE

Director Bodnar opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of January 11, 2022, be adopted as presented.

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

NOES: **None**

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord stated that over 15 inches of rainfall have been received locally during the month of December. This amount of rainfall has greatly improved the status of the hydrology report for the State. Mr. Colcord shared that the watersheds that supply the State Water Project and Colorado River are well above average for this time of year. Mr. Colcord emphasized the importance of continuing the mindful use of water.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Erickson, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on December 14, 2021, through audio and video conference as amended, to ratify the disbursements for November 2021 as presented, 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 Bodnar
 Director Erickson
 Director Putnam
 Director Raghavachary
 Director Tejeda

NOES: None

ACTION CALENDAR

8- inch Water Main Replacement on the 2800-3100 Blocks of Los Olivos Ln., Project E-1033 – Mr. Gould stated that nine (9) contactors attended a mandatory pre-bid meeting on December 15, 2021 for the replacement of approximately 3,400 lineal feet of pipeline on the 2800-3100 Blocks of Los Olivos. Mr. Gould confirmed that staff reviewed the bids received on January 5, 2021, and Brkich Construction, Inc. was the apparent lowest bidder for this project. Mr. Gould stated that the proposal received from Brkich Construction, Inc. did not include the required signed bid addendum which was provided to each of the contractors. Mr. Gould shared that a protest letter has been received from E. J. Meyer Construction stating irregularities that they have perceived within the bid proposal as provided by Brkich Construction, Inc. Mr. Bunn verified that he has reviewed the protest letter and determined that the irregularities are minor and would not cause an unfair advantage over any of the other contractors bidding on the project.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 4-1 roll call vote to waive the bid document irregularity and award the contract to the lowest responsible bidder, Brkich Construction, Inc., at a cost of \$945,600 and establish a 10% contingency fund of \$94,560, to award a contract to Dudek at a cost of \$142,230 for construction management and inspection services,

and to find said project to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

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

NOES: **Director Erickson**

Board Compensation – Mr. Lee stated that the current compensation of up to six (6) meetings per month at a rate of \$90 per meeting for Directors have been maintained since November 2010, when compensation was decreased from \$100 per meeting. Mr. Lee presented a chart with the compensation and benefits received by Directors from comparable agencies, which showed that the \$90 rate per meeting represents a level lower than the standard.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Erickson, and carried by a 5-0 roll call vote to publish a notice of hearing to consider an adjustment of the Director’s compensation and to approve a subsequent resolution to amend the Rules and Regulations.

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

NOES: **None**

Reinstatement of Late Fees – Mr. Lee explained that in April 2020, the Governor issued Executive Order N-42-40, which prohibited water service providers from shutting off water service. Mr. Lee stated that the District had elected to withhold late fees before the executive order as a show of good faith to the community during a time of widespread economic hardship. Mr. Lee presented a chart of several local agencies showing that some have reinstated their late fees, which will be added to customers’ balances owed.

Following discussion:

It was moved by Director Erickson, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to reinstate late fees for past due water accounts.

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

NOES: None

Establishment of Fees for Meter Downloads – Mr. Lee stated that the iPerl meters that have been installed are AMI-ready, even though AMI is being implemented over a number of years. In the interim, the meters still provide the ability to download information for up to 35 days of consumption. Mr. Lee stated that this process is a manual process that, when ordered by customers outside of staff's recommendation, impacts the District's ability to equitably serve all of its customers. Mr. Lee requested consideration to adopt a Resolution to establish fees for data download requests that are initiated by a customer request, thereby recovering costs on a cost-of-service basis.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejada, and carried by a 5-0 roll call vote to adopt Resolution No. 776 to establish fees for data downloads from customers meters at \$50 per instance as set forth in Appendix C of the District's Rules and Regulations.

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

NOES: None

Board Committee Assignments for 2022 – Director Bodnar named the following Board Committee assignments effective February 1, 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

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced that a luncheon will be held on Monday, January 17th at the Glenwood Plant to conclude the High School Career Development and Leadership Program. Mr. Ochoa shared that staff has updated the goals which will be incorporated into the 2022 Strategic Plan. Mr. Gould reported that 87M gallons of water was produced in the month of December 2021, representing a 62% groundwater, 38% imported water split. Mr. Gould announced that 11.46” of rainfall was received during the month of December, and that the rainfall total for the 2021/22 rainfall year is 14.24”. Mr. Gould provided updates on the CIP projects, AMI project, grant funding and developer projects for the month of December.

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 is scheduled on January 18, 2022.

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 – Voiced his concern regarding additional food waste being disposed of in garbage disposal systems due to the organic waste recycling mandate in the state.

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 8:38 p.m., the meeting was adjourned to January 25, 2022, at 7:00 p.m.

APPROVED

James D. Bodnar
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENTS LIST

DECEMBER 2021



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	12/29/2021	CalPERS	PERS Contributions - December 2021	22,633.61	12,623.47
0	12/17/2021	Los Angeles County Public Works	Excavation permits - December 2021	1,148.00	
43568	12/8/2021	Green Media Creations, Inc.	This check has been voided		
43569	12/10/2021	Morgen Durose	Wellness reimbursement	57.87	19.29
43570	12/10/2021	David Gould	Health reimbursement	425.52	283.68
43571	12/10/2021	Jaysen Ortega	Wellness reimbursement	222.01	74.00
43572	12/10/2021	Darlene Telles	Wellness reimbursement	225.00	75.00
43573	12/14/2021	ACWA Joint Powers Ins. Authority	Group Health - December 2021	42,334.24	27,551.11
43574	12/14/2021	ADS, LLC	Sewer flow monitoring & wastewater sampling - November 2021		1,130.00
43575	12/14/2021	Aflac	Employee paid insurance - November 2021	1,320.62	
43576	12/14/2021	All American Landscape Co.	Office - monthly landscape - December 2021	255.50	94.50
43577	12/14/2021	Alliance Outreach, LLC	Public outreach - new CVWD logo	1,850.00	
43578	12/14/2021	Anawalt Lumber & Materials Co.	Misc. hardware - November 2021		19.82
43579	12/14/2021	Apex Manufacturing Solutions	E-939 - SCADA support services - November 2021	2,400.00	
43580	12/14/2021	APTwater, LLC	Nitrate Plant maintenance & supplies - July-September 2021	5,274.60	
43581	12/14/2021	Aqua - Metric Sales, Co.	Annual Service Plan for AMI support	3,538.00	
43582	12/14/2021	ARC	Monthly MPS Billing - November 2021	116.95	38.98
43583	12/14/2021	AT&T	Voice communication - November 2021	520.02	408.58
43584	12/14/2021	AT&T Mobility	Cell phone charges - November 2021	1,181.68	352.96
43585	12/14/2021	Atlas Copco USA Holdings, Inc.	Well #2 air compressor - annual maintenance service	451.36	
43586	12/14/2021	Regino Avalos	Monthly landscaping at 7 sites - November 2021	859.03	195.97
43587	12/14/2021	Bridgemore Solutions, Inc.	Staff coaching & development - November 2021	1,743.00	357.00
43588	12/14/2021	Bryan's Prompt Plumbing	Main office - repairs to bathroom	100.10	29.90
43589	12/14/2021	Building Block Entertainment, Inc.	Public outreach - water education video for high School Program	1,000.00	
43590	12/14/2021	California Water Environment	Annual membership renewal - 10 employees	1,296.00	523.00
43591	12/14/2021	CCS Interactive, Inc.	Monthly website hosting - December 2021	127.50	42.50
43592	12/14/2021	Costco	Misc. supplies - November 2021	396.00	356.17
43593	12/14/2021	City of Glendale	Utility tax pass through - October/November 2021	43,034.11	
43594	12/14/2021	City of Glendale	Rockhaven lease & water purchased -March/April/May/June 2021	41,656.26	
43595	12/14/2021	City of Glendale	Watermaster cost share - July/Aug/Sept 2021	2,583.85	

43596	12/14/2021	City of Glendale - Permits	Excavation permits - December 2021	987.00	
43597	12/14/2021	City of Glendale Fire Dept.	Annual Hazard Material permit	2,902.00	
43598	12/14/2021	City of Glendale Water & Power	Power purchased - November 2021	32,447.15	
43599	12/14/2021	City of Los Angeles	Annual O & M and Capital portion of Assc. - November 2021		220,998.00
43600	12/14/2021	CJC Maintenance Services	Janitorial services - December 2021	494.00	156.00
43601	12/14/2021	Clark Pest Control, Inc.	Monthly pest control service at 5 sites - November 2021	369.50	61.50
43602	12/14/2021	Colonial Life & Accidents Ins.	Employee paid insurance - December 2021	223.67	
43603	12/14/2021	Community Directory Co.	Annual Crescenta-Canada Directory advertisement	180.90	89.10
43604	12/14/2021	Consolidated Electrical Distributors, Inc.	E-939 - SCADA PLC Equipment	11,959.13	317.24
43605	12/14/2021	Crescenta Valley Publishing, LLC	Water Conservation & Food Drive - display ads	950.00	
43606	12/14/2021	Crosno Construction, Inc.	E-1018 - Rosemont Rehabilitation - final retention payment	25,677.10	
43607	12/14/2021	Cypress Ancillary Benefits	Group Dental - December 2021	2,295.81	1,319.54
43608	12/14/2021	Direct Connection	Boyce, Gould, Telles - Business cards	109.74	105.43
43609	12/14/2021	Dodge Data & Analytics	E-1033 - pipeline replacement - advertisement for bids	966.00	
43610	12/14/2021	DYI Home Center	Misc. hardware - November 2021	90.24	13.27
43611	12/14/2021	Eurofins Eaton Analytical, Inc.	Water analysis - November 2021	734.00	
43612	12/14/2021	Extreme Safety, Inc.	Misc. safety supplies - November 2021	439.45	179.47
43613	12/14/2021	Foothill Car Wash, Lube & Oil	Unit #'s 48 & 34 - Oil change	121.23	74.30
43614	12/14/2021	Foothill Municipal Water	Water delivery - November 2021	268,598.91	
43615	12/14/2021	Grainger	Misc. supplies - November 2021	657.24	259.29
43616	12/14/2021	Great America Leasing Corp.	Kyocera copier leases - December 2021	1,185.10	1,138.61
43617	12/14/2021	Gsolutionz Professional Services	Voice communication - December 2021	185.62	145.83
43618	12/14/2021	Harrington Ind Plastics, LLC	Misc. supplies - November 2021	31.04	
43619	12/14/2021	Highroad Information Technology	Managed services, renewals & support - November 2021	9,365.40	1,934.60
43620	12/14/2021	Industrial Metal Supply Co.	Misc. supplies - November 2021	51.66	
43621	12/14/2021	InfoSend, Inc.	Printing and postage for billing - November 2021	1,401.12	1,346.17
43622	12/14/2021	John Robinson Consulting, Inc.	M-965 - Grant Assistance - November 2021	825.00	
43623	12/14/2021	Lagerlof, LLP	Legal services - November 2021	2,448.50	501.50
43624	12/14/2021	Pam Leddy	Reimbursement for Christmas supplies	148.21	73.00
43625	12/14/2021	Liebert Cassidy Whitmore	Legal services - October 2021	6,104.29	1,339.96
43626	12/14/2021	Lincoln Financial Group	Life & Disability Insurance - December 2021	795.20	530.13
43627	12/14/2021	Logan Supply Co., Inc.	Misc. supplies - November 2021	350.88	365.15
43628	12/14/2021	Michael K. Nunley & Associates, Inc.	D-21-G2 - PRV Station for GUSD - design services - November 2021	4,487.97	
43629	12/14/2021	Monterey Tow Service	Unit #45 - towing to Star Ford	99.20	60.80
43630	12/14/2021	Northern Safety Co., Inc.	Safety vests, hard hats, and first aid supplies - November 2021	722.82	295.22
43631	12/14/2021	Office Depot	Misc. supplies - November 2021	167.99	148.96
43632	12/14/2021	One Ring Networks, Inc.	Office/Glenwood - data communication - December 2021	1,012.50	337.50
43633	12/14/2021	Pace Analytical Services, LLC	Water analysis - November 2021	2,987.70	
43634	12/14/2021	Pace Analytical Services, LLC	Water analysis - November 2021	4,051.40	
43635	12/14/2021	Pace Analytical Services, LLC	Water analysis - November 2021	2,790.35	

43636	12/14/2021	Paper Cuts, Inc.	Paper shredding - November 2021	33.15	30.60
43537	12/14/2021	Plumbers Depot, Inc.	Unit #33 - new 6' transmission cable for tv van		263.17
43638	12/14/2021	PMC Engineering, LLC	Well #1 - replacement well level transducer	1,873.58	
43639	12/14/2021	Powers Electric Products, Co.	Well #16 - replacement of well level transducer	708.17	
43640	12/14/2021	Prohealth Glendale Medical Group	Covid testing and DMV physical	385.00	115.00
43641	12/14/2021	Proton Energy Systems, Inc.	Well #2 - 3-year maintenance agreement, sensor, etc.	5,862.95	
43642	12/14/2021	Public Water Agencies Group	Emergency Preparedness Program - December 2021	481.88	481.87
43643	12/14/2021	Quinn Power Systems	Unit #54 - replace hydraulic pump pressure senor	538.51	330.04
43644	12/14/2021	Ramco	Concrete & crushed base - November 2021	628.16	
43645	12/14/2021	Robert Brkich Const. Corp.	E-1022 - pipeline replacement - progress payment #2	254,516.14	
43646	12/14/2021	Robotic Sewer Solutions, Inc.	2700 block of Starfall - payment for sewer main lining		4,200.00
43647	12/14/2021	So. Cal Compton Pipe Supply Co., Inc.	E-1034 - materials - new fire hydrants	11,808.79	
43648	12/14/2021	SOLV Business Solutions Connected	1099 Forms	78.12	75.05
43649	12/14/2021	Spectrum Business	Glenwood, Lowell, Mills, Office - data communication - December 2021	420.27	147.64
43650	12/14/2021	Spectrum Business	Office/Glenwood - wireless connections - December 2021	1,048.50	349.50
43651	12/14/2021	Spectrum Business	Office - voice communication - December 2021	226.52	177.97
43652	12/14/2021	State Water Resource Control Brd.	Kopelman - Grade D2 renewal	60.00	
43653	12/14/2021	State Water Resource Control Brd.	Annual permit fee	3,326.00	
43654	12/14/2021	Sully-Miller Contracting Co.	Cold mix for temp. repairs - November 2021	1,309.29	
43655	12/14/2021	Tetra Tech, Inc.	M-1004 - Local Hazard Mitigation Plan services - November 2021	18,145.00	
43656	12/14/2021	The Gas Company	Glenwood - gas purchased - November 2021	192.30	60.72
43657	12/14/2021	Ultra Welding, Inc.	Well #2 - welding to install isolation valve	1,000.00	
43658	12/14/2021	Underground Service Alert	CA State Fee for regulatory cost	179.52	84.47
43659	12/14/2021	UniFirst Corporation	Uniform rentals - November 2021	943.38	281.79
43660	12/14/2021	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood (440 gals) & Mills (650 gallons)	3,395.56	
43661	12/14/2021	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood (545 gallons) & Mills (800 gallons)	4,189.77	
43662	12/14/2021	Vision Service Plan Co.	Group Vision - December 2021	257.04	171.36
43663	12/14/2021	Vulcan Materials Company	Mixed crushed base - November 2021	1,520.00	
43664	12/14/2021	Waste Management	Glenwood - disposal service - December 2021	1,070.50	338.04
43665	12/20/2021	American Water Works Assoc.	Dodge - annual membership renewal	81.00	27.00
43666	12/20/2021	ARC	E-1033 - Plans & Specs. printing	571.01	
43667	12/20/2021	Cash-Petty Cash	Reimbursement for petty cash	236.49	55.55
43668	12/20/2021	Raymond Dodge	E-939 - lunch meeting reimbursement	82.81	
43669	12/20/2021	Dudek	E-1022 - Construction Management & Inspection services - October 2021	930.00	
43670	12/20/2021	Foothill Municipal Water	Glendale/CVWD/FMWD Interconnection Agreement - Oct/Nov 21	100.00	
43671	12/20/2021	LA Dept Water and Power	Power purchased - November 2021	62.86	
43672	12/20/2021	Randel Lindemann	Refund check - 2321 Conle Way		39.00
43673	12/20/2021	New Resources Group, Inc.	Water conservation supplies	580.00	
43674	12/20/2021	Northern Safety Co., Inc.	Misc. first aid supplies - November 2021	17.73	7.23
43675	12/20/2021	Michael Paneno	Refund check - 4110-12 Ocean View	100.00	

43676	12/20/2021	Shell	Gas purchased - November 2021	1,814.92	542.12
43677	12/20/2021	Springbrook Finance Holdings, Inc.	E-1035 - AMI services rendered - November 2021	1,014.00	
43678	12/20/2021	Steven Engineering, Inc.	Misc. supplies - November 2021	38.04	
43679	12/20/2021	Tri-Xecutex Corp.	Security Alarm Monitoring - Jan/Feb/March 2022	153.36	62.64
43680	12/20/2021	Camila Villanueva	Refund check - 2949 Montrose	73.13	
43681	12/20/2021	Wells Fargo Card Services	Colby - Career Development supplies, Time capsule entry	1,651.17	91.88
43682	12/20/2021	Wells Fargo Card Services	Gould - office supplies, training, working lunches	474.84	70.13
43683	12/20/2021	Wells Fargo Card Services	Holloway - Career Development supplies, Eng. file cabinets	1,053.81	318.94
43684	12/20/2021	Wells Fargo Card Services	Lee - working lunches, zoom teleconferencing	203.20	100.06
43685	12/20/2021	Wells Fargo Card Services	Ochoa - working meals, Time capsule entry, plastic table coverings	952.07	149.74
43686	12/20/2021	Wells Fargo Card Services	Telles - working meals, misc. training classes, safety lunch	418.42	349.69
43687	12/20/2021	Wells Fargo Card Services	Whittaker - vehicle repairs, working meals	215.82	91.11
43688	12/20/2021	Westlake Ace Hardware	Misc. hardware - November/December 2021	127.17	118.17
43689	12/20/2021	Jacob Whittaker	Education reimbursement	231.39	69.11
43690	12/20/2021	Wienhoff Drug Testing	K. Boyce, Telles - online training	107.80	32.20

Subtotals	\$ 891,654.99	\$ 285,198.29
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Total Disbursements for December 2021	\$ 1,176,853.28
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Payroll Report

Directors	540.00
Office Regular Payroll	141,604.00
Office OT	10,513.00
Plant Regular Payroll	87,192.00
Plant OT & Standby	10,661.00
Employer Payroll Taxes	14,508.00
Payroll Service Charges	418.00

Total Payroll for December 2021	\$ 265,436.00
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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

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, P.E. – General Manager
Subject: High School Student Career Development and Leadership Program

Action Item No. 1
January 25, 2022

ACTION ITEM:

Presentation of High School Student Career Development and Leadership Program Scholarships

BACKGROUND:

The 2020 Strategic Plan established several goals including:

- Developing and implementing an outreach plan to increase public awareness regarding District operations, its mission and vision, and current statewide water issues
- Developing and implementing programs to improve community stewardship

In alignment with these goals, on September 14, 2021, the Board of Directors approved a High School Student Career Development and Leadership program for students that reside in the CVWD service area.

Through an open application process, the following students were selected to participate based on their strong interest in the program and their willingness to complete all of its requirements:

- Steven Aintablian, Clark Magnet High School, 11th Grade
- Jacob Batterson, Crescenta Valley High School, 10th Grade
- Vela Benedicto, Crescenta Valley High School, 9th Grade
- Haley Kim, Crescenta Valley High School, 11th Grade
- Debayon Roy, Crescenta Valley High School, 10th Grade
- Isabella Torres, Crescenta Valley High School, 10th Grade

From November 22nd through December 17th, the high school students completed all requirements of the program totaling a commitment of 80 hours. Over this duration, the students rotated through all departments. The students were introduced to the following disciplines, as they apply to District business and operations:

- | | | |
|--------------------|--------------------------|--------------------|
| • Accounting | • Finance | • Sewer Operations |
| • Administration | • Information Technology | • Water Operations |
| • Construction | • Human Resources | • Water Quality |
| • Customer Service | • Leadership | • Water Supply |
| • Engineering | • Management | • Water Treatment |

The students were able to gain an understanding of what it takes to manage and operate a water and wastewater district through the program itinerary, which included hands-on instruction, facility tours, independent study assignments, and a group project - a Public Service Announcement (PSA) video on the topic of water conservation.

Upon completion of the program, students are provided:

- \$500 scholarship
- Letter from the District verifying receipt of scholarship and verification of volunteer hours

DISCUSSION:

All students completed all requirements of the program:

- Attendance of on-site instruction and water & wastewater facility tours
- Completion of assigned District-related independent study and homework
- Completion of group project: PSA for CVWD Conservation Program
- Preparation and delivery of a presentation to District staff and Board Members regarding their experience in the Program.

RECOMMENDATION:

Present a \$500 scholarship to each participant of the program. Watch the PSA written, produced, and acted by the students.

Submitted by:



Nem Ochoa
General Manager

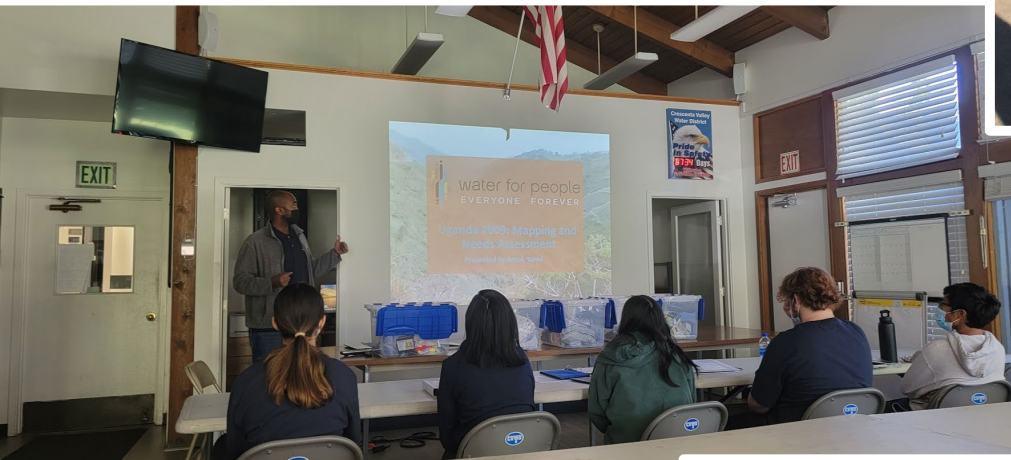
Attachments:

1. Photos of students participating in the program
2. Program Flyer



High School Career Development and Leadership Program Class of 2022

- Steven Aintablian, Clark Magnet High School, 11th Grade
- Jacob Batterson, Crescenta Valley High School, 10th Grade
- Vela Benedicto, Crescenta Valley High School, 9th Grade
- Haley Kim, Crescenta Valley High School, 11th Grade
- Debayon Roy, Crescenta Valley High School, 10th Grade
- Isabella Torres, Crescenta Valley High School, 10th Grade





Have you ever wondered how far water needs to travel to get to your faucet or where the stuff in your toilet goes after you flush?

We often take these daily occurrences for granted and we assume the resources and infrastructure needed to provide water and wastewater services will always be there. You might also wonder...who or what entity ensures that you'll always have access to safe drinking water and that sewage you create will be safely diverted away from your home and treated in an environmentally responsible manner. Crescenta Valley Water District (CVWD) takes great pride in providing these critical functions to the community.



Our Mission, Our Vision...

Our **mission** is to provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner; and

Our **vision** is to secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency, and cost-effectiveness.

We are able to meet our mission and strive towards our vision through the hard work and collaboration of a highly skilled workforce. Each member of the CVWD team plays an important role in providing essential services to this community. Experts in the following disciplines allow us to be highly effective and efficient in what we do:

- | | | | |
|---------------------|--------------------------|--------------------------|--------------------|
| 💧 Accounting | 💧 Engineering | 💧 Information Technology | 💧 Water Operations |
| 💧 Construction | 💧 Facilities Maintenance | 💧 Procurement | 💧 Sewer Operations |
| 💧 Customer Service | 💧 Finance | 💧 Project Management | 💧 Water Quality |
| 💧 Emergency Repairs | 💧 Human Resources | 💧 Regulatory Compliance | 💧 Water Treatment |

CVWD is excited to announce:

CVWD is reaching out to high school students in our service area who want to learn and gain first-hand experience in the Water Industry; specifically, in how CVWD operates and accomplishes its mission on a day-to-day basis.

Selected students will get an overview of CVWD’s operations, and assist and shadow personnel that work in the disciplines shown above.

Upon completion of the program, the student will be given:

- \$500 scholarship towards higher education
- A letter of recommendation from CVWD verifying work experience and volunteer hours
- An opportunity to engage highly skilled professionals and technicians in Accounting, Customer-Service, Construction, Engineering, Facilities Maintenance, Finance, Operations, and Water Quality
- Leadership training and workshop
- Q&A session with CVWD staff to explore potential careers in the Water Industry

Program Requirements:

- Complete 80 hours total of work experience spread over 3 months
- Hours are flexible to accommodate academic commitments
- Hours must be completed during normal work hours or during planned public outreach events
- Student must maintain a passing grade in all high school classes
- Application and documents must be completed and submitted by September 17th, 2021
- Student must prepare and present a presentation outlying their experience and takeaways of the Program

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
January 25, 2022

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: **Nomination for LAFCO Special District Voting Member**

ACTION ITEM:

Nomination for LAFCO Special District Voting Member – Consideration and motion to authorize member(s) of the Board to submit their name(s) for nomination for the office of LAFCO Special District Voting Member.

BACKGROUND:

In December 2021, the District was informed that the LAFCO Special District Voting Member vacancy will be filled. The term of office expires May 2026. Director Sharon S. Raghavachary seeks the Board's nomination to be considered for the vacant seat.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of presiding officers of each independent special district in Los Angeles County.

LAFCO has retained Mr. William Kruse of Lagerlof LLP to conduct the nominations for the Representative position. Included in this package are the forms, inclusive of a one-page resume for Director Raghavachary. After the nominations are received, each district will receive a complete package of the nominees' resumes, together with a ballot for consideration by the Board. Voting will be conducted by mail-in ballot.

To be eligible, the nominees must be an elected official or appointed by the Board for a fixed term. Nominations must be received at the offices of Lagerlof LLP no later than 5:00 p.m. on February 18, 2022.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

1. LAFCO Nomination Form and Director Raghavachary one-page resume

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: President James D. Bodnar and Member of the Board of Directors

Date: January 25, 2022

Name of Candidate: Sharon S. Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate Sharon S. Raghavachary as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director of the Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2024

Residence Address: 2209 Maurice Avenue

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: _____

Its: Chairman of the Board of Directors

Sharon S. Raghavachary



Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary has been a member of the Crescenta Valley Water District Board of Directors since June of 2019 and served as President in 2021.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years she wrote a featured column for the Glendale News Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy, and a girl, who attend Clark Magnet High School and Crescenta Valley High School.

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

January 25, 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 PSA video
- Maintenance and Operations Report
- Finance and Administration Report

STAFFING

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

As of January 20th, the District has gone 17 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Employee Event Committee
Weekly Managers Meetings

- January 13th
- January 17th, January 24th

Submitted by:



Nem Ochoa
General Manager

Field Maintenance and Operations Report

December 2021

1

Water Main Repairs

5

Water Service
2 Repairs/ 3 Replacements

19

$\frac{3}{4}$ " & 1" Meters Replaced

44

Meter Boxes Cleaned

3,807

Sewer Pipe Cleaned (ft)-3,807' inspected

- **Field Maintenance Projects**

- * Developer Jobs:

- D-21-91: 2515 Mary
 - D-21-99: 2652 Manhattan

- **Operations Report**

- Glenwood Booster Station – Inspect & clean forebay
 - Glenwood Aeration Tower – Inspect & service
 - Markridge – Annual shutdown & inspection
 - Edmund II – Rehab project; isolation & bypass

- **Electrical/Telemetry**

- * Wells 8 & 14 – APEX on-site for SCADA development
 - * SCADA RTU (E-939) – continued building RTU back panels
 - * Well #9 – Level Transducer
 - * La Granada Lift Station (S-692) – build Allen Bradley RTU
 - * Generator Service – AGS on-site service of 500kw Generator

- **Wastewater**

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

Field Maintenance and Operations Report

December 2021

Days without a lost-time incident: **771**

0

After Hours Leaks/Repairs

1

Fire Hydrant Maintenance
Program: 0 Rebuild, 1 Replaced, 0 painted

168

Water Quality Samples

17

Valves Exercised

0

Valve Replacements

- **Training/Cross Training**

- * Professional Development:

- Microsoft Excel – Rob W.

- * Glenwood Plant:

- Traffic Control – rescheduled due to leak

- **New Certification**

- * None to report

- **Safety**

- * COVID protocols: Continued cleaning



Crescenta Valley Water District – Finance & Administration Report for < December 2021 >

Customer Service & Administration Activity

**Service
Requests**
71

**Meter
Downloads**
28

**New
Sign-Ons**
24

**Closed
Accounts**
13

**Meter
Re-Reads**
67

**Fire
Flows**
7

**Backflow
Connection Tests**
27



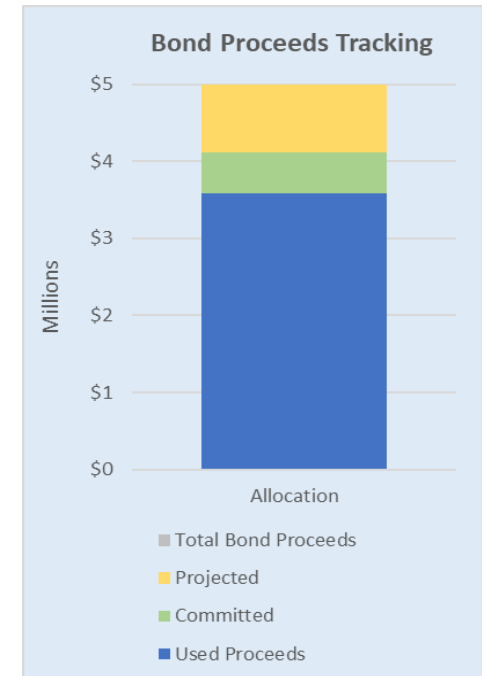
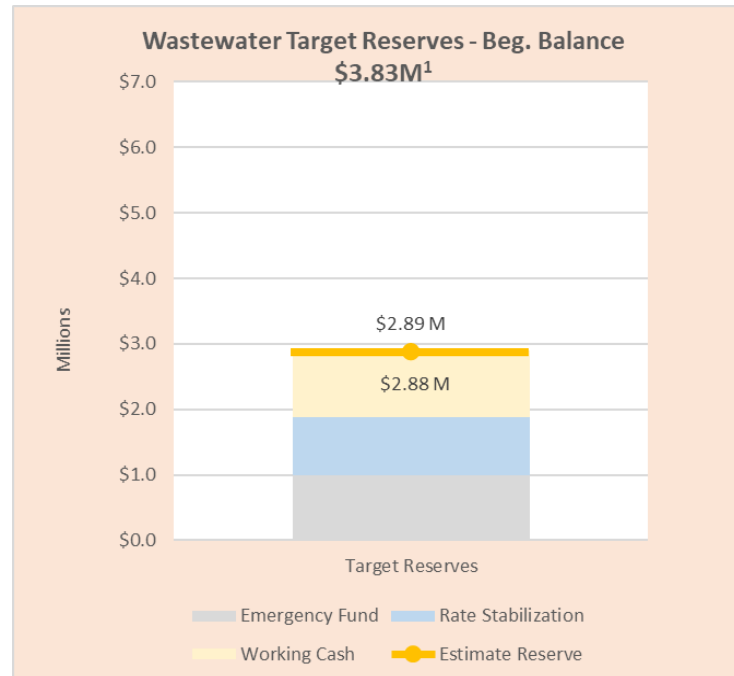
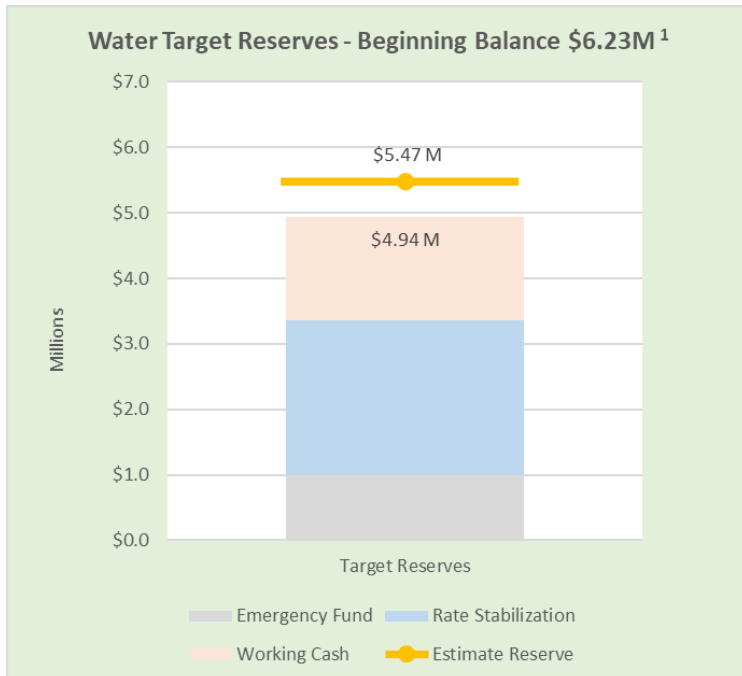
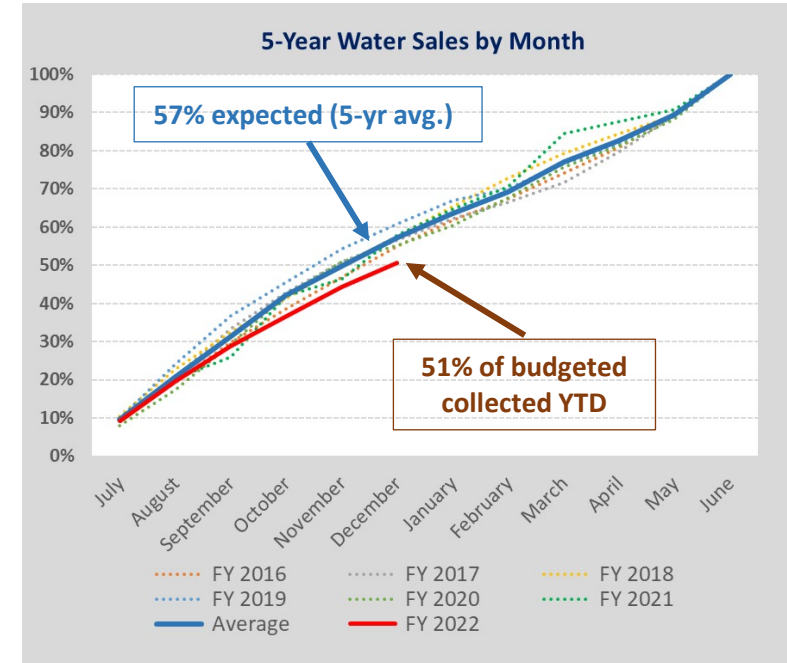
Crescenta Valley Water District – Finance & Administration Report for < December 2021 >

Water Fund - revenues & operating expenses

Proj. Revenue	\$13,063,957		Proj. Expense	\$9,636,332	
Budget	\$14,298,014	91%	Budget	\$9,983,578	97%

Wastewater Fund - revenues & operating expenses

Proj. Revenue	\$3,584,350		Proj. Expense	\$4,087,789	
Budget	\$3,556,467	101%	Budget	\$4,133,647	99%



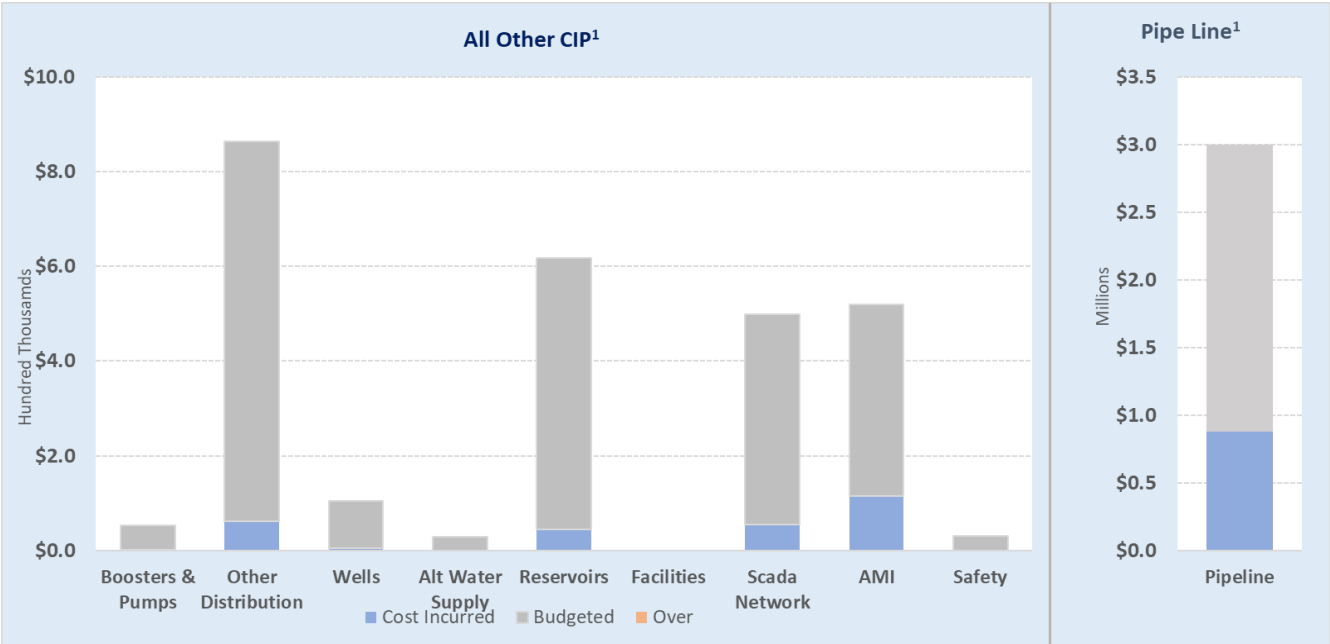
1. CVWD Reserve Policy adopted on 7/28/20



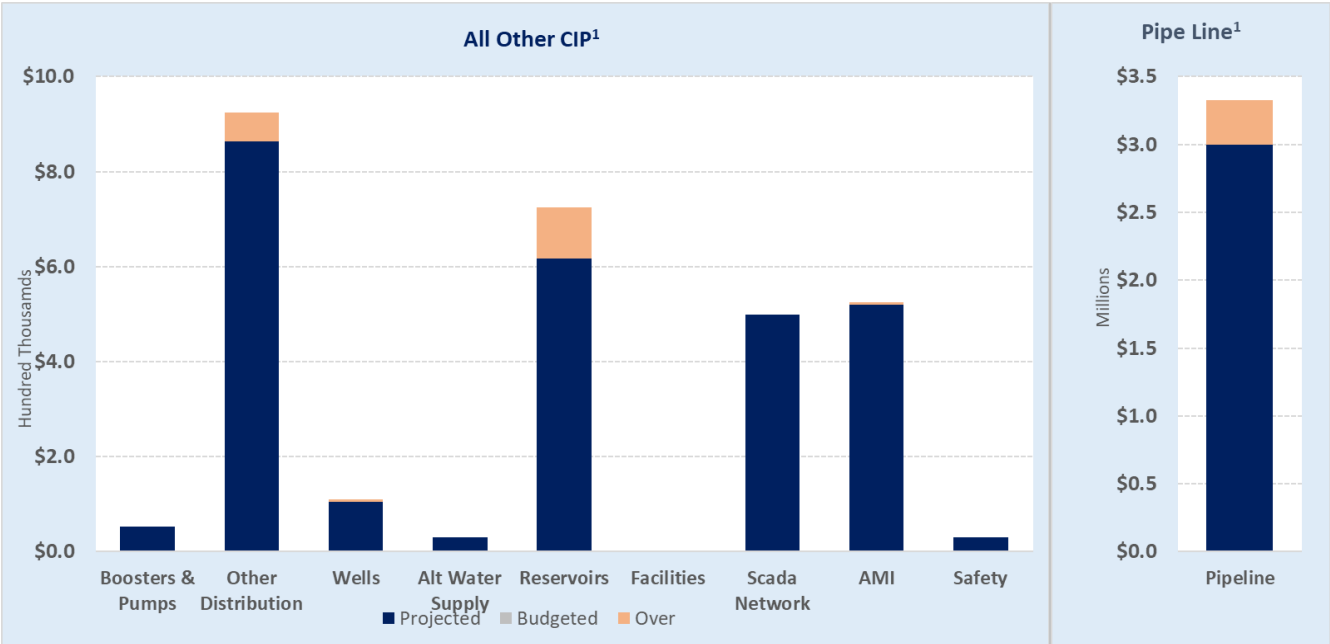
CVWD
Investments



CIP Costs
Incurred to
Date



CIP
Projected
vs.
Budgeted



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