

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, September 27, 2022, at 7:00 p.m.

Posted: Friday, September 23, 2022, at 3:30 p.m.

AUDIO & VIDEO CONFERENCING NOTICE

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

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

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

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 840 7922 9494

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/84079229494>

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 September 27, 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 September 13, 2022.
2. Ratification of Disbursements for August 2022.
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. **Discussion of Drought Rates** – Provide an update on preliminary analyses related to potential drought rates and other considerations for future revenue stability.
2. **Discussion on Measures to Ensure Proper Financial Management** – Discuss the District's internal controls and other measures for preventing and detecting fraud.

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 September 13, 2022

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on August 23, 2022, a Regular Meeting was held on September 13, 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:

Tom Bunn

General Manager:

Nem Ochoa

Director of Finance & Administration: James Lee

Director of Engineering & Operations: David Gould

Staff Members:

**Arturo Montes, Finance & Administration Manager
Brook Yared, Engineering Manager
Christy Colby, Regulatory & Public Affairs Manager
Kellen Boyce, System Operations Manager
Darlene Telles, Operations & Maintenance Manager
Tessa Allmon, Customer Service Lead
Adam Sutphin, Analyst
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 Tejeda, seconded by Director Raghavachary, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of September 13, 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 – No report

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 Adjourned Regular Board Meeting held on August 23, 2022, 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 Bodnar**
 Director Erickson
 Director Putnam
 Director Raghavachary
 Director Tejeda

NOES: **None**

ACTION CALENDAR

Update on Response to Metropolitan Water District (MWD) Emergency Repairs and Conservation Measures – Mr. Ochoa announced that notification was received from MWD today that the expansion joint replacement for the Upper Feeder pipeline is now complete. Mr. Ochoa said that MWD is transitioning its source water at the Weymouth Treatment Plant back to Colorado River supplies from State Water Project water, which is being done incrementally from 100% to 0% over the next six (6) days. Mr. Ochoa stressed that the outdoor watering restrictions will remain in place until September 20, 2022 until further notice. Mr. Boyce provided a graph summarizing the strategy for maintaining water supply and water quality during the emergency shutdown. The graph also showed the percent of system storage capacity during the 10–12-day period prior to the beginning of the shutdown period. Mr. Boyce said that CVWD reduced its flow from FMWD to 600,000 gallons per day per FMWD’s request. Mr. Sutphin shared data extracted from the District’s Advanced Metering Infrastructure (AMI) pilot program of 101 meters. Mr. Sutphin showed how the data analysis provides insight into customer water-use behavior under various conservation alert levels and the emergency shutdown. Director Bodnar provided additional context regarding progress on repairs for the Upper Feeder. Mr. Colcord shared that FMWD purchased 108 AF of water from MWD during the

period of September 1-11, 2022, compared to the purchase of 263 AF of water last year during the same time.

INFORMATION ITEMS – CV Weekly article dated August 25, 2022 “Outdoor Watering Restrictions Issued”

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced that the Annual Pancake Breakfast was held on October 7, 2022, recognizing special appreciation to employees, celebrating work anniversaries, new certifications, and promotions. Mr. Gould was chosen as the employee spotlight of the month, featured on CVWD’s website. Ms. Colby provided highlights of the Water Conservation and Public Outreach Report, and Ms. Telles provided highlights of the Field Maintenance and Operations Report for August 2022. Mr. Yared said that 122.4 MG of water was produced during the month of August, representing a 49%/51% split. Mr. Yared provided highlights of the August Engineering Report, including capital improvement projects, the grant program, AMI customer engagement portal, replacement of the SCADA system, and developer projects.

ATTORNEY REPORT – No report

REPORTS OF PERSONNEL – None

REPORTS OF COMMITTEES

Engineering Committee – Director Erickson reported that the Committee had not met. An audio/video conference meeting is scheduled on October 5, 2022.

Finance Committee – Director Bodnar reported that the Committee had not met. An audio/video conference meeting is scheduled on September 22, 2022.

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

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

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

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

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

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

DIRECTORS' ORAL REPORTS

Director Erickson – Stated that he had spoken with several CVWD residents who were unaware of the 15-day voluntary conservation period requested by MWD.

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – Announced that on September 19th, Mr. Gould will be making a presentation on “The History of CVWD” to the CV Historical Society and that a tour of CVWD facilities will be held on October 15th.

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:15 p.m., the meeting was adjourned to September 27, 2022, at 7:00 p.m.

APPROVED

James D. Bodnar
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENT LIST

August 2022

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0		CalPERS	PERS contributions - July 2022	25,351.16	13,118.31
0		CalPERS	GASB 68 compliance	350.00	350.00
0		U.S. Bank	Bond debt	219,897.74	
0		Southern California Edison	Power purchased - July 2022	25,045.01	700.22
0		Los Angeles County Public Works	Excavation permits - July 2022	7,476.00	
0	8/23/2022	Shell Gas	gas purchased - July 2022	3,590.89	1,196.96
0	8/29/2022	PatChem	Water testing - July 2022	4,405.00	
0	8/29/2022	AT & T	Cell phone charges - April/July 2022	1,279.07	1,009.10
44790	8/3/2022	A&A Ready Mix Concrete, Inc.	E-1021 - Slurry backfill	3,217.12	
44791	8/3/2022	ACWA/JPIA	Workers' Comp Program - April through June 2022	11,428.52	7,619.01
44792	8/3/2022	ADS, Inc.	Sewer Flow Monitoring - July 2022		2,300.00
44793	8/3/2022	Advanced Centrifugal Systems, Inc.	E-1021 - Welding Services - June 2022	1,870.50	
44794	8/3/2022	Affordable Generator Services, Inc.	Annual Generator Inspection	3,322.05	
44795	8/3/2022	Akel Engineering Group, Inc.	D-21-72 - Professional Services - May 2022	1,137.50	
44796	8/3/2022	Harry An	Refund check - 2290 Waltonia Unit #3	100.00	
44797	8/3/2022	Aqua - Metric Sales, Co.	75 - 3/4" Iperl Meters	15,607.86	
44798	8/3/2022	Aqua Solutions, Inc.	Purification Kit for Water Quality Equipment	555.87	
44799	8/3/2022	Associated Soils Engineering	E-1033 & D-21-G2 Geotechnical Testing Services - June 2022	4,460.00	
44800	8/3/2022	AT & T Mobility	Voice Communication - July 2022	1,267.97	378.74
44051	8/3/2022	Athens Services	Glenwood - Waste disposal services - July 2022	251.16	79.31
44052	8/3/2022	Regino Avalos	Monthly landscaping services @ 7 sites - June 2022	959.03	195.97
44053	8/3/2022	Jennifer Bautista	Reimbursement for Tri State Seminar	113.40	26.60
44054	8/3/2022	Bridgemore Consulting, Inc.	Consulting services for employee training/development - July 2022	1,660.00	340.00
44055	8/3/2022	Michelle Cabrera	Refund check - 3457 Maryann	29.77	
44056	8/3/2022	Cannon	E-1034 & S-962 - Construction Management Services - July 2022	370.00	925.00
44057	8/3/2022	Carney Engineering Construction	D-21-G2 - Monthly Progress Payment - July 2022	110,228.13	
44058	8/3/2022	CCS Interactive, Inc.	Design services - 2022 Election Notice Page	46.88	15.62
44059	8/3/2022	City of Glendale Alarm Program	False Alarm Incident - July 2022	87.33	35.67
44060	8/3/2022	City of Glendale Water & Power	Purchased power - July 2022	34,068.51	
44061			*This check was voided		

44062	8/3/2022	Clark Pest Control, Inc.	Monthly pest control at 5 sites - July 2022	382.25	62.75
44063	8/3/2022	Clifton Larson Allen	Professional Auditing Services - June 2022	3,445.00	3,055.00
44064	8/3/2022	Consolidated Electrical Distributors, Inc.	E-939 - SCADA Equipment - June 2022	10,612.83	
44065	8/3/2022	Core & Main	E-1031 - Large meters - 29 - 3" master meters, 3 - 4" water meters	53,540.53	
44066	8/3/2022	CV Strategies	2022 Strategic Plan Update - June 2022	4,981.25	
44067	8/3/2022	Leslie Dickson	Refund check - 2800 El Caminito	100.00	
44068	8/3/2022	Dudek	E-1033 - Construction & Inspection services - March/April/May 2022	40,382.00	
44069	8/3/2022	Morgen Durose	Reimbursement for work boots	250.00	
44070	8/3/2022	Golden Bell Products Inc.	Lift station supplies - July 2022		1,256.85
44071	8/3/2022	Grace Environmental Services	Well #2 - monitoring assistance - June 2022	4,432.37	
44072	8/3/2022	Grainger	Misc. safety supplies - July 2022	180.45	
44073	8/3/2022	Harper & Associates Eng., Inc.	E-1036 - Inspection Services - October 2021 thru May 2022	15,810.00	
44074	8/3/2022	Hayes Automation, Inc.	Gas sniffers for confined space entries	3,830.35	
44075	8/3/2022	Highroad Information Technology	Managed services, support & computer hardware - July 2022	11,798.25	3,932.75
44076	8/3/2022	InfoSend, Inc.	Printing and postage for billing - July 2022	1,327.28	1,265.68
44077	8/3/2022	J. Colon Coatings, Inc.	E-1036 - Monthly progress payment - May 2022	43,722.50	
44078	8/3/2022	J.A. Salazar Construction	D-20-41 - 2931 Honolulu - Install new 4" fire service & 2" service	44,166.50	
44079	8/3/2022	Jay & J Janitorial Services	Janitorial services - August 2022	494.00	156.00
44080	8/3/2022	Mark Kornish	Refund check - 2901 Sycamore	24.25	
44081	8/3/2022	KR Nida Companies	Unit #51 & #62 - install lightbar, rack and radio	3,432.97	
44082	8/3/2022	LA Dept Water and Power	Power purchased -July 2022	57.79	
44083	8/3/2022	Lagerlof, LLP	Legal Services - June 2022	8,445.80	2,382.15
44084	8/3/2022	Pam Leddy	Reimbursement for office events - July 2022	145.85	71.84
44085	8/3/2022	Liebert Cassidy Whitmore	Legal Services - June 2022	2,532.57	555.93
44086	8/3/2022	Gwen McFarlane	Refund check - 4141 Rosemont	100.00	
44087	8/3/2022	Michael K. Nunley & Associates, Inc.	D-21-G2 - Design services - June 2022	1,869.97	
44088	8/3/2022	Arash Mousavi	Refund check - 3220 Henrietta	29.11	
44089	8/3/2022	One Ring Networks, Inc.	Office/Glenwood - data communication - August 2022	1,012.50	337.50
44090	8/3/2022	Paper Cuts, Inc.	Paper shredding - July 2022	33.15	30.60
44091	8/3/2022	Plumbers Depot, Inc.	Unit #33 - Replace worn O rings & bearings		1,139.68
44092	8/3/2022	Quadient Finance USA, Inc.	Postage machine funding	357.00	343.00
44093	8/3/2022	Robertson's	Slurry Backfill for Ocean View Main repair	571.59	
44094	8/3/2022	S & J Supply Company, Inc.	E-1021 - Misc. parts - June 2022	365.43	
44095	8/3/2022	Serge's Automotive	Unit #2 - AC service	238.78	
44096	8/3/2022	So Cal Compton Pipe Supply Co., Inc.	Misc. stock - July 2022	13,983.27	
44097	8/3/2022	SoCal Gas	Glenwood/Office - gas purchased - July 2022	36.93	12.31
44098	8/3/2022	Spectrum Business	Office - voice communication - August 2022	110.99	38.99
44099	8/3/2022	Spectrum Business	Office - wireless communication - July/August 2022	454.32	356.97

44100	8/3/2022	Spectrum Business	Glenwood - voice communication - August 2022	116.90	41.07
44101	8/3/2022	Spectrum Business	Mills - voice communication - August 2022	110.99	38.99
44102	8/3/2022	Spectrum Business	Lowell - voice communication - August 2022	88.79	31.19
44103	8/3/2022	Sterling Water Technologies, LLC	Well #2 - chemicals (phosphate & coagulant)	864.48	
44104	8/3/2022	Sully-Miller Contracting Co.	Cold mix for temporary repairs - June 2022	1,733.55	
44105	8/3/2022	T.T. Technologies, Inc.	Misc. tool maintenance - July 2022	434.11	
44106	8/3/2022	Tetra Tech, Inc.	E-1033 - Professional Services - May 2022	8,245.50	
44107	8/3/2022	The UPS Store	Misc. postage - July 2022	30.60	28.80
44108	8/3/2022	Total Graphics	Wastewater signage - June 2022	1,100.00	
44109	8/3/2022	Traffic Management Products, Inc.	Traffic Control equipment & supplies - July 2022	1,209.75	205.99
44110	8/3/2022	Trench Shoring Company	Equipment rental	2,757.36	
44111	8/3/2022	Ultra Welding, Inc.	Misc. welding - June 2022	780.00	
44112	8/3/2022	Underground Service Alert	Underground notifications - July 2022	222.31	104.61
44113	8/3/2022	UniFirst Corporation	Uniform rentals - July 2022	497.58	148.63
44114	8/3/2022	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - (1175 gals.) Mills - (1320 gals.)	9,756.22	
44115	8/3/2022	Wallace & Associates Consulting, Inc.	D-21-G2 - Construction Mgmt., & Inspection Services - June 2022	24,560.00	
44116	8/3/2022	Sara Walsh	Refund check - 3050 Manhattan	40.81	
44117	8/3/2022	Waste Management	Office disposal - August 2022	247.52	78.17
44118	8/3/2022	Wells Fargo Card Services	Colby - news subscription, monthly emails, working lunches	374.34	159.11
44119	8/3/2022	Wells Fargo Card Services	Gould - AWWA Conferences, La Canada excavation permit	1,206.82	283.60
44120	8/3/2022	Wells Fargo Card Services	Holloway - Springbrook training, Costco, network dinner	1,181.06	583.40
44121	8/3/2022	Wells Fargo Card Services	Lee - Zoom conferencing, conference camera, training courses	972.55	437.52
44122	8/3/2022	Wells Fargo Card Services	Ochoa - ACWA Registration, working lunches	435.31	128.68
44123	8/3/2022	Wells Fargo Card Services	Telles - iPad for Cartegraph, TriState registrations & hotels, lunches	2,809.17	860.94
44124	8/3/2022	Wells Fargo Card Services	Whittaker - Misc. parts	131.75	87.84
44125	8/3/2022	Western Water Works	Stock - Misc. supplies - July 2022	22,231.70	
44126	8/3/2022	Westlake Ace Hardware	Misc. supplies - July 2022	137.03	4.42
44127	8/3/2022	Jacob Whittaker	Reimbursement for D4 Testing and Application Fee	389.00	46.00
44128	8/4/2022	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - (545 gals.) Mills - (660 gals.)	4,351.78	
44129	8/4/2022	Univar Solutions USA, Inc.	Sodium Hypochloride - Glenwood - (596 gals.) Mills - (970 gals.)	5,666.97	
44130	8/11/2022	ACWA Joint Powers Ins. Authority	Group health - August 2022	41,297.58	27,416.08
44131	8/11/2022	Advanced Centrifugal Systems, Inc.	Welding services - July 2022	1,390.00	
44132	8/11/2022	Aflac	Employee paid insurance - July 2022	1,032.28	
44133	8/11/2022	Airgas USA, LLC	Misc. safety equipment - July 2022	70.31	73.18
44134	8/11/2022	Applied Technology Group, Inc.	Misc. supplies - July 2022	60.45	
44135	8/11/2022	AT&T	Wireless Communication - July 2022	713.93	560.95
44136	8/11/2022	Regino Avalos	Monthly landscaping @ 7 sites - July 2022	959.03	195.97
44137	8/11/2022	BSK Associates	Water sampling - July 2022	8,029.00	

44138	8/11/2022	California Water Environment	Wood - Collection System Maintenance Grade 3 renewal		101.00
44139	8/11/2022	CCS Interactive, Inc.	Monthly website hosting and analytics, page design - August 2022	252.50	42.50
44140	8/11/2022	City of Glendale Finance Dept.	City of Glendale Tax - June/July 2022	40,908.82	
44141	8/11/2022	Coastline Equipment Co.	John Deere - Repair hydraulic leak	2,358.34	
44142	8/11/2022	Colonial Life & Accidents Ins.	Employee paid insurance - July 2022	223.67	
44143	8/11/2022	Cypress Ancillary Benefits	Group dental - August 2022	1,992.67	1,250.24
44144	8/11/2022	Dudek	E-1033 - Construction Management & Inspection - July 2022	32,348.00	
44145	8/11/2022	Emins Air Conditioning & Heating	Glenwood - installed new thermostat	225.00	75.00
44146	8/11/2022	Foothill Car Wash, Lube & Oil	Unit #10 - Oil change	80.15	49.13
44147	8/11/2022	Foothill Municipal Water	Water delivery - July 2022	289,952.23	
44148	8/11/2022	Great America Leasing Corp.	Kyocera copier leases - August 2022	1,185.09	1,138.62
44149	8/11/2022	Gsolutionz Professional Services	Voice communication - September 2022	189.53	148.92
44150	8/11/2022	Harper & Associates Eng., Inc.	Annual Reservoir cleaning services - Dunsmore, Ordunio and Ocean View	12,000.00	1.81
44151	8/11/2022	Home Depot Credit Services	Misc. office supplies - July 2022	5.44	
44152	8/11/2022	J. Colon Coatings, Inc.	E-1036 - Final Progress Payment - July 2022	31,046.82	
44153			*This check was voided		
44154	8/11/2022	Lawn & Construction Equipment Depot	Unit #3 & Sewer Camera Van generator - maintenance		603.13
44155	8/11/2022	Lincoln Financial Group	Life & Disability Insurance - August 2022	787.50	524.98
44156	8/11/2022	Matt-Chlor, Inc.	E-1021 - Chlorine equipment maintenance - June 2022	1,495.00	
44157	8/11/2022	Office Depot	Misc. office supplies - July 2022	438.14	390.89
44158	8/11/2022	Ramco	Mixed bobtail - July 2022	358.03	103.02
44159	8/11/2022	RoadSafe Traffic Systems, Inc.	Lighted Vertical Mast Arrow Board	6,592.91	
44160	8/11/2022	Robert Brkich Const. Corp.	E-1033 - Progress Payment #2 - June 2022	244,435.00	
44161	8/11/2022	Sawyer Petroleum	Clear diesel - 996 gals. - July 2022	6,404.16	
44162	8/11/2022	Spectrum Business	Office - voice communication - August 2022	300.91	105.72
44163	8/11/2022	Spectrum Business	Office - wireless communication - August 2022	1,048.50	349.50
44164	8/11/2022	Steven Engineering, Inc.	E 939 - Misc. parts - July 2022	361.86	
44165	8/11/2022	Systemated Business Products	Letterhead stationary	276.32	265.48
44166	8/11/2022	Tesco Controls, Inc.	Annual maintenance and system services agreement	6,350.00	2,150.00
44167	8/11/2022	Tetra Tech, Inc.	E-1033 - Professional Services - April 2022	910.00	
44168	8/11/2022	The UPS Store	Misc. postage - August 2022	39.67	38.11
44169	8/11/2022	Thor Graphix	Notice of Election website ad	25.00	
44170	8/11/2022	Tri-Xecutex Corp.	Office - Security Alarm System maintenance	138.60	41.40
44171	8/11/2022	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood (435 gals.) Mills (340 gals.)	3,219.88	
44172	8/11/2022	Vision Service Plan Co.	Group Vision - August 2022	242.76	149.94
44173	8/11/2022	Western Water Works	Stock - Misc. parts. - July 2022	344.31	
44174	8/11/2022	Jacob Whittaker	Whittaker - D4 certification	400.00	
44175	8/16/2022	Arturo Montes	Wellness check for FY21 (reissued)	225.00	75.00

44176	8/16/2022	Royal Roofing Company	Glenwood - deposit for roofing repairs	2,100.00	
44177	8/24/2022	ACWA Joint Powers Ins. Authority	Cyber Liability - August 2022	2,367.28	2,367.27
44178	8/24/2022	Alliance Outreach, LLC	Edmund Reservoir & CIP fact sheets, maps, and templates	1,842.50	907.50
44179	8/24/2022	Maritess Allmon	Reimbursement for Tri State Seminar	29.71	14.64
44180	8/24/2022	Aqua - Metric Sales, Co.	5 x ¾" brass bodied meters & 2 x 1" meters - August 2022	1,835.78	
44181	8/24/2022	AT & T Mobility	Voice Communication - July 2022	1,890.78	564.78
44182	8/24/2022	Athens Services	Glenwood - Waste disposal services - August 2022	506.08	159.82
44183	8/24/2022	Tracy & Antionette Avignone	Refund check - 3400 Prospect	148.88	
44184	8/24/2022	Best Best & Krieger	Watermaster Legal Counsel Services - July 2022	288.56	63.34
44185	8/24/2022	Kellen Boyce	CSDA 2022 - Per Diem for Kellen Boyce	62.31	30.69
44186	8/24/2022	Cannon	S-962 - Design services - July 2022		4,929.75
44187	8/24/2022	CCS Interactive, Inc.	Website Accessibility Software License	450.00	150.00
44188	8/24/2022	City of Glendale	Rockhaven lease - March - July 2022	64,881.67	
44189	8/24/2022	Coastline Equipment Co.	2008 John Deere - Repair bucket cylinder leak	2,327.52	
44190	8/24/2022	Claire Collette	Refund check - 4322 Raymond	66.75	
44191	8/24/2022	Consolidated Electrical Distributors, Inc.	E-939 - SCADA Equipment - July 2022	20,681.54	
44192	8/24/2022	CV Strategies	2022 Strategic Plan Update - July 2022	1,706.59	
44193	8/24/2022	Morgen Durose	Wellness reimbursement - FY23	225.00	75.00
44194	8/24/2022	Foothill Car Wash, Lube & Oil	Unit #44 - Oil Change	90.89	55.71
44195	8/24/2022	Foothill Municipal Water	FMWD to Glendale interconnection charges - June/July 2022	100.00	
44196	8/24/2022	Grace Environmental Services	Well #2 - Monitoring assistance - July 2022	5,553.18	
44197	8/24/2022	Grainger	Misc. Tools - August 2022	788.98	
44198	8/24/2022	Harrington Ind Plastics LLC	Misc. parts - August 2022	44.77	
44199	8/24/2022	Darren Hayton	Refund check - 5119 Parham	2.24	
44200	8/24/2022	Pete Hilke	AWWA Water Education Seminar - mileage reimbursement	56.70	13.30
44201	8/24/2022	Industrial Metal Supply Co.	E-939 - Supplies for cabinets - August 2022	418.95	
44202	8/24/2022	Hyun Cheol Kim	Refund check - 3004 Altura	72.62	
44203	8/24/2022	Christina Kopelman	AWWA Seminar mileage reimbursement & wellness reimbursement	276.64	87.11
44204	8/24/2022	LA Dept Water and Power	Purchased Power - July/August 2022	60.78	
44205	8/24/2022	Lincoln Financial Group	Life & Disability Insurance - July 2022	787.50	524.98
44206	8/24/2022	Moine Brothers	Glenwood - Annual inspection for above ground diesel tank	600.00	
44207	8/24/2022	Arturo Montes	CSDA 2022 Per Diem for Arturo Montes	62.31	30.69
44208	8/24/2022	Angela Morgan	Refund check - 2845 Henrietta	51.12	
44209	8/24/2022	Nemesciano Ochoa	Reimbursement for Dental/Vision and Health	108.00	72.00
44210	8/24/2022	O'Reilly Auto Parts	Unit #33 - replaced Battery	76.76	47.05
44211	8/24/2022	Pres Tech Equipment Company	Unit #3 - Large vacuum filter & hatch hardware	683.44	
44212	8/24/2022	Public Water Agencies Group	Emergency Preparedness Program - July 2022	481.88	481.87
44213	8/24/2022	Quadient Leasing USA, Inc.	Postage machine lease - Sept. through Dec. 2022	215.55	207.08

44214	8/24/2022	South Coast Air Quality	La Granada - Annual renewal & emissions fee	620.61	
44215	8/24/2022	Adam Sutphin	CWDS 2022 - Mileage reimbursement	51.09	25.16
44216	8/24/2022	Darlene Telles	Reimbursement for Dental/Vison and Health	127.09	73.87
44217	8/24/2022	Tetra Tech, Inc.	E-1034 - Professional Services - July 2022	260.00	
44218	8/24/2022	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood (436 gals.) Mills (887 gals.)	5,532.82	
44219	8/24/2022	Western Water Works	E-1054 - New Pressure Reducing valve	9,131.63	
44220	8/30/2022	ACWA Joint Powers Ins. Authority	Group health - September 2022	38,209.41	25,357.30
44221	8/30/2022	Apex Manufacturing Solutions	E-939 - Programming & Integration services - July/September 2022	11,370.00	3,790.00
44222	8/30/2022	Carney Engineering Construction	Flooding Meter refund	50.00	
44223	8/30/2022	CCS Interactive, Inc.	Upper Feeder Shutdown - Graphics, Page and Email	210.94	70.31
44224	8/30/2022	City of Glendale Finance Dept.	Excavation permits - July 2022	9,250.21	
44225	8/30/2022	Raymond Dodge	E-939 - networking lunches with Apex	280.33	
44226	8/30/2022	Lagerlof, LLP	Legal Services - July 2022	12,279.70	2,695.54
44227	8/30/2022	James Lee	CA Data Summit reimbursement	480.15	236.49
44228	8/30/2022	Masako Gallagher	Plumber reimbursement for faulty meter	264.65	130.35
44229	8/30/2022	SoCal Gas	Purchased Gas - August 2022	12.28	4.09
44230	8/30/2022	Spectrum Business	Office - voice communication - August 2022	110.99	38.99
44231	8/30/2022	Spectrum Business	Glenwood - voice communication - August 2022	116.90	41.07
44232	8/30/2022	Systems Integrated	E-939 - Equipment/materials for SCADA upgrade - July 2022	24,624.80	6,945.45
44233	8/30/2022	Vision Service Plan Co.	Group Vision - September 2022	242.76	149.94
44234	8/30/2022	Vulcan Materials Company	Mixed Bobtail - July 2022	430.00	
44235	8/30/2022	Robert Wood	Tri State 2022 - Mileage reimbursement for Rob Wood	215.66	106.22

Total Disbursements for August 2022

\$ 1,810,672.92 \$ 132,855.40

1,943,528.32

Payroll Report

Directors	625.00
Office Regular Payroll	149,455.00
Office OT	2,544.00
Plant Regular Payroll	97,075.00
Plant OT & Standby	13,737.00
Employer Payroll Taxes	17,611.11
Payroll Service Charges	482.00
Total Payroll for August 2022	<u>281,529.11</u>

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
September 27, 2022

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

ACTION ITEM:

Provide an update on a preliminary analysis related to potential drought rates and other considerations for future revenue stability.

BACKGROUND:

On May 24, 2022, the FY 2022-23 budget was approved with the recognition that droughts and their lasting impacts on revenue are expected to recur, and that there is value in either considering drought rates today or implementing a policy that prompts drought rates for future drought cycles. This was a component within a broader discussion regarding continued commitment to long-term infrastructure reliability and financial viability, including cost-efficiency measures, a scalable CIP program, and bond financing.

During the June 14, 2022 Board meeting, Mr. Sanjay Gaur of Water Resources Economics (WRE) led a discussion regarding drought rates and the various mechanisms and policy considerations associated with drought stage rates and the merits of each alternative. Based on this, the Board provided general policy parameters and directed staff to develop a preliminary analysis of drought rates, their impacts, and the timing and other considerations for potential implementation of drought rates. Since that discussion, the drought has persisted, and revenues have declined. Additionally, the likelihood of a water supply allocation early next calendar year has increased, based on updated projections for imported water supplies.

DISCUSSION:

Water Resources Economics has worked with management to develop a preliminary analysis, and Mr. Gaur will provide a presentation on the rationale, methodology, and results. The discussion will also include next steps for consideration.

RECOMMENDATION

Review and discuss developed rates and provide direction on next steps.

Prepared by:

Submitted by:



Arturo Montes
Finance & Administration Manager



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
September 27, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Measures to Ensure Proper Financial Management**

ACTION ITEM:

Discuss the District's measures to ensure proper financial management.

DISCUSSION:

The District is committed to safeguarding the District's assets. The following provides context regarding the measures the District has in place to ensure that funds are managed appropriately. They are adapted from industry best practices.

The objectives are to ensure that funds are tracked accurately and that misappropriation is avoided by a sufficient separation of duties, also referred to as "internal controls". The ability to separate duties is supported by a system of electronic authentications that are maintained by the District's IT provider, Highroad IT. Accuracy is achieved by monthly reconciliations that are designed to catch errors or detect misappropriation of funds. All financial activity is verified by an annual audit process by external auditors who report to the Board, not staff, for the purpose of independence. For at least the last five years, through two different audit firms, the District's financials have been reported by the auditors as "presenting fairly, in all material respects, the financial position of the District." This is the highest level of opinion that an audit can offer. The auditors themselves are cycled every 5-7 years as an additional precaution.

1. Cash Management – all of the following processes are audited in detail by auditors at the end of each fiscal year
 - All cash is received through the cash book, which is housed with the Customer Service Lead. The cash is reconciled by the Customer Service Lead each day and deposited in the bank, and a deposit tape from the bank is stored for each day.
 - All physical and electronic checks are collected and reconciled daily by the Customer Service Lead. They are deposited in the bank, and a deposit tape from the bank is stored for each day.
 - Customer billings are managed by the Customer Service Lead. Some payments are received through cash and physical and electronic checks. ACH and credit card payments are tracked through the District's bank account, by the Customer Service Lead.
 - Payments made:
 - i. Purchase orders (POs) request purchases. Each department is responsible for generating POs. Invoices more than \$100 require a PO. All POs must be approved by the Director of Finance/Admin or Director of Engineering/Operations before payment can be made. All purchases above \$1,000 require the General Manager's signature. All purchases above \$5,000 require the Board's signature. Any purchase or contract of \$25,000 must be approved by the Board. Often, purchases

and contracts below the limit are nevertheless presented to the Board as a matter of communication, transparency, and courtesy.

- Every payment is published in the Board packet as a cash disbursement. They are made available to the public and reviewed during the Board meeting.
- Payroll is driven by timesheets, which are physically signed or electronically documented by each employee. Timesheets are collated by the Analyst, reviewed by the Finance/Admin Manager, and uploaded electronically to a third-party processor. The process is reconciled monthly.
- Authorizations for cash accounts are authorized by resolution of the Board.
- Transactions and corrections are recorded by the Analyst through journal entries that are reviewed and approved by the Director of Finance/Admin.
- Bank accounts are reconciled to the general ledger on a monthly basis by the Analyst and forwarded to the Finance/Admin Manager for review.

2. Budget

- The budget is developed collectively by each department manager. The Finance/Admin Manager collates individual department budgets, and the budget is reviewed collectively by the management group.
- Drafts of the budget are included in the Board packet to be made public as the budget develops, and line items in the budget are discussed. Some areas such as water production and purchases or power purchases are discussed in greater detail. The Board holds a public workshop.

3. Inventory

- Inventory is counted each year as part of the audit process and reconciled.
- Parts are checked out of inventory by forms such as a materials requisition form that is circulated to various staff who touch the process for a particular job.
- The inventory counts are audited by the auditors.

4. Investments

- The Board sets an investment policy annually that is based on CA State guidelines. The Board opts for a conservative approach to investments.
- Investments are recorded by the Finance/Admin Manager and reconciled by the Director of Finance/Admin.
- Investment statements are audited by the auditors each year.

5. Documentation Trail

- Information Technology sets electronic access rights for each employee. This ensures that approvals (such as for billings or check payments) can only be made by the appropriate individuals. These systems are audited annually by the auditors in case the system of approvals needs to be updated or to detect intentionally incorrect approval levels.

The above processes are supported by various documents including the District's Rules & Regulations and a series of Standard Operating Procedures (SOPs) which are updated and reviewed by the auditors annually.

The District strongly believes this is a team effort that it's management and staff are dedicated to. The "internal control environment" refers to the intangible aspects of an organization that allows follow-through with its internal controls. At the District, the control environment begins at the Board level. CVWD has a Board of Directors that are independent of management. The Board provides oversight of the use of District funds and assets, and the Board communicates the expectations of staff and their commitment to high integrity and ethical values.

Another key element of the control environment is CVWD's culture. CVWD has developed a values-based culture, focused on teamwork, professionalism, integrity, innovation, safety and diversity. Every team member understands that this culture encompasses integrity, fiscal responsibility, ethical decision making, honesty and accountability, the cornerstones for preventing fraud. CVWD builds consideration for these values into the recruitment process and these values are significantly weighted in annual performance evaluations.

The final key element is risk assessment, and risk assessment is an ongoing process at the District. When risks are identified, steps are taken to eliminate or reduce the risk and clear procedures are developed to mitigate those risks.

RECOMMENDATION

NA.

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

September 27, 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:

- Water Supply Planning Initiatives
- Finance & Administration Report

STAFFING

As of September 22nd the District has gone 254 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Water Supply Development	- September 15, 2022
ACWA Region 8	- September 19, 2022
PWAG Networking Picnic	- September 20, 2022
FMWD Managers Meeting	- September 21, 2022
Finance Committee Meeting	- September 22, 2022
All-Hands Meeting	- September 22, 2022
Innovation Management Meeting	- September 23, 2022
Management Staff Meeting	- September 26, 2022

Submitted by:

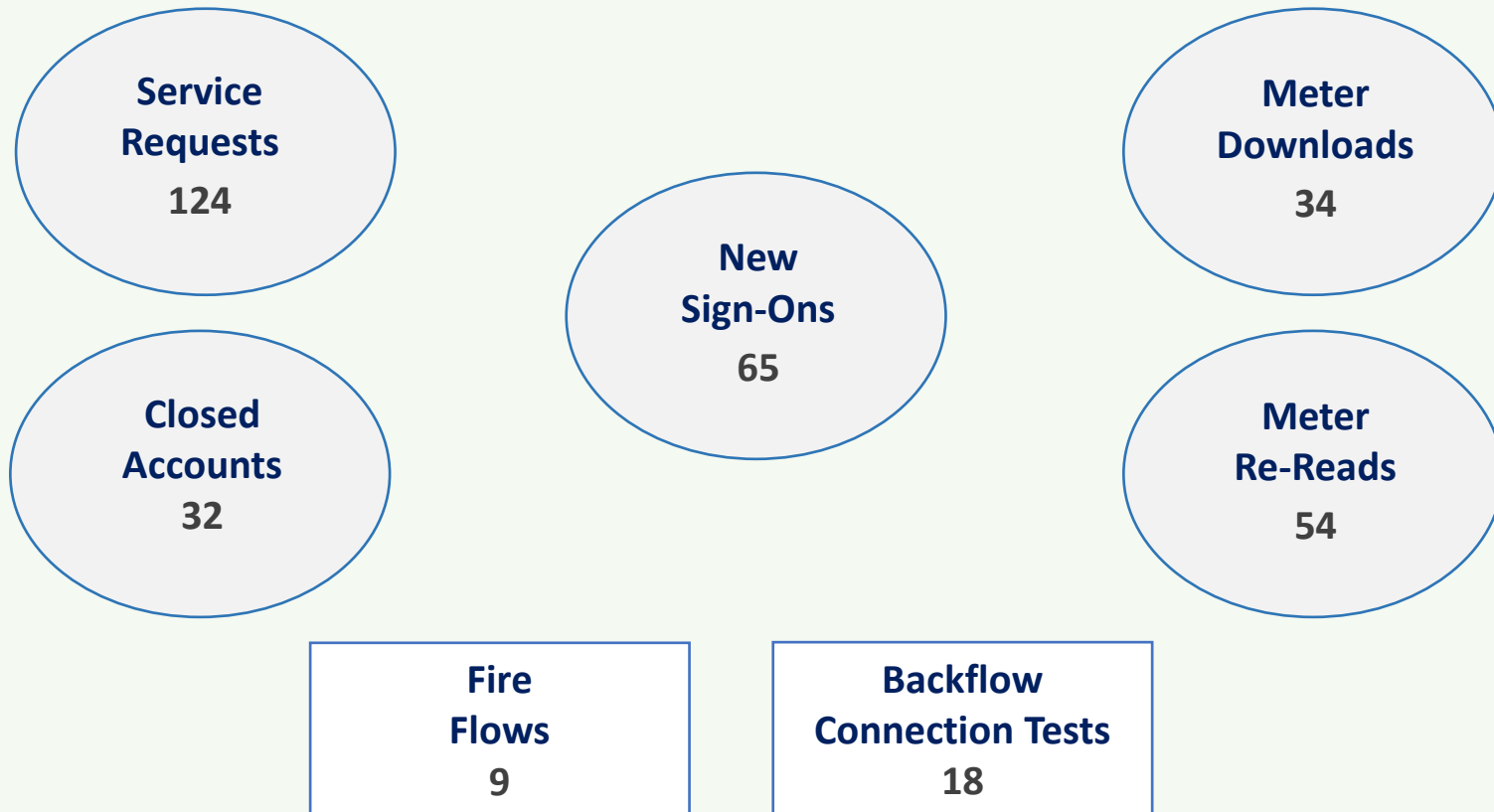


Nem Ochoa
General Manager



Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < August 2022 >

Customer Service & Administration Activity



- Optimized meter reading routes
- Pilot AMI data analysis project – conservation & Upper Feeder shutdown
- Analysis complete for software implementation to reduce credit card processing fees
- Preliminary drought rates analysis



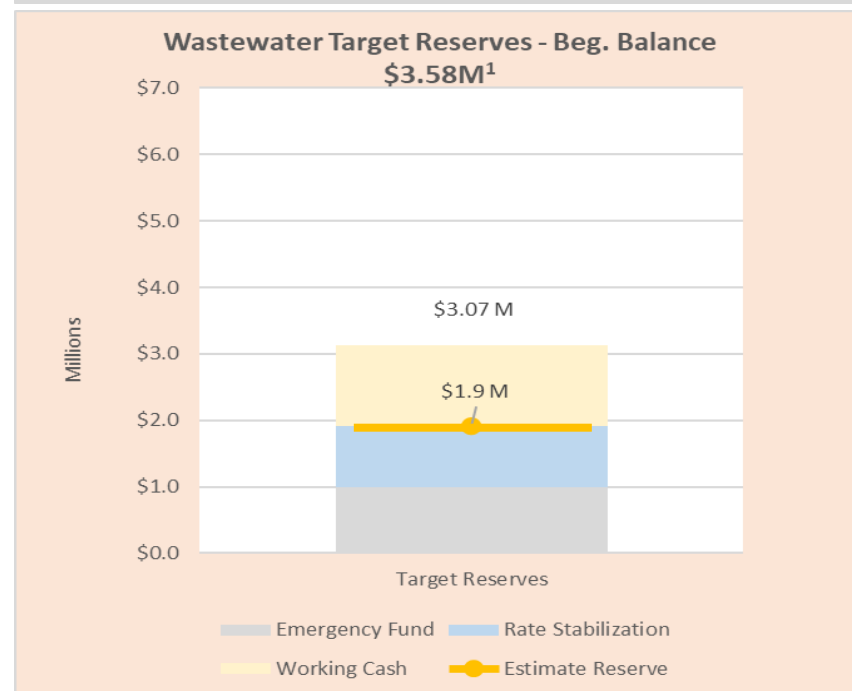
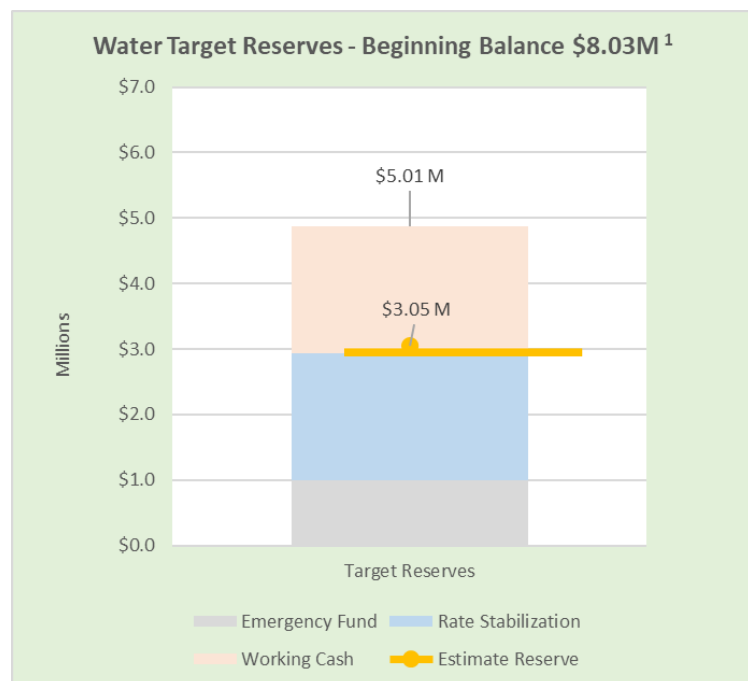
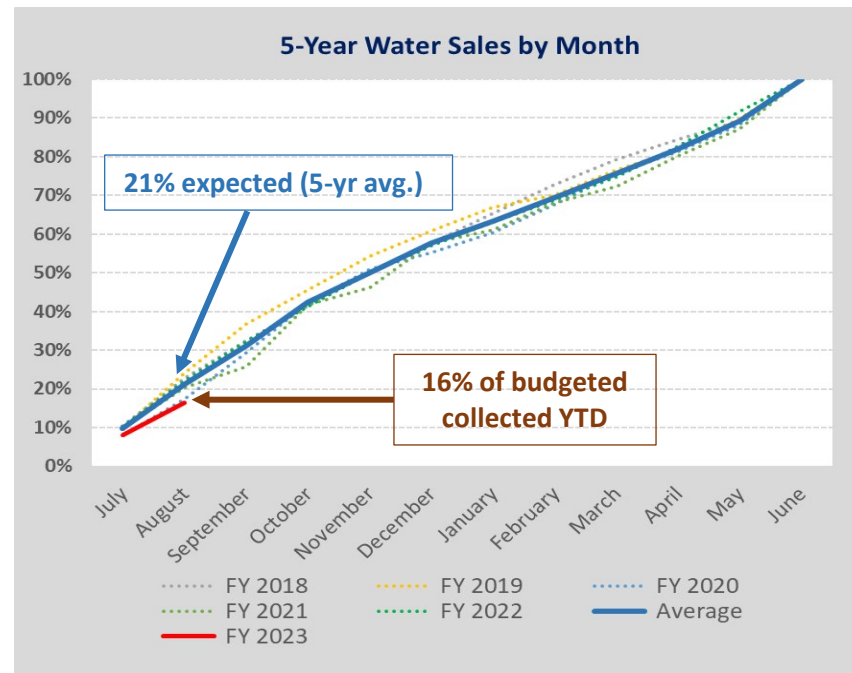
Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < August 2022 >

Water Fund - revenues & operating expenses

Proj. Revenue	\$11,896,834		Proj. Expense	\$10,955,047	
Budget	\$14,289,712	83%	Budget	\$10,325,991	106%

Wastewater Fund - revenues & operating expenses

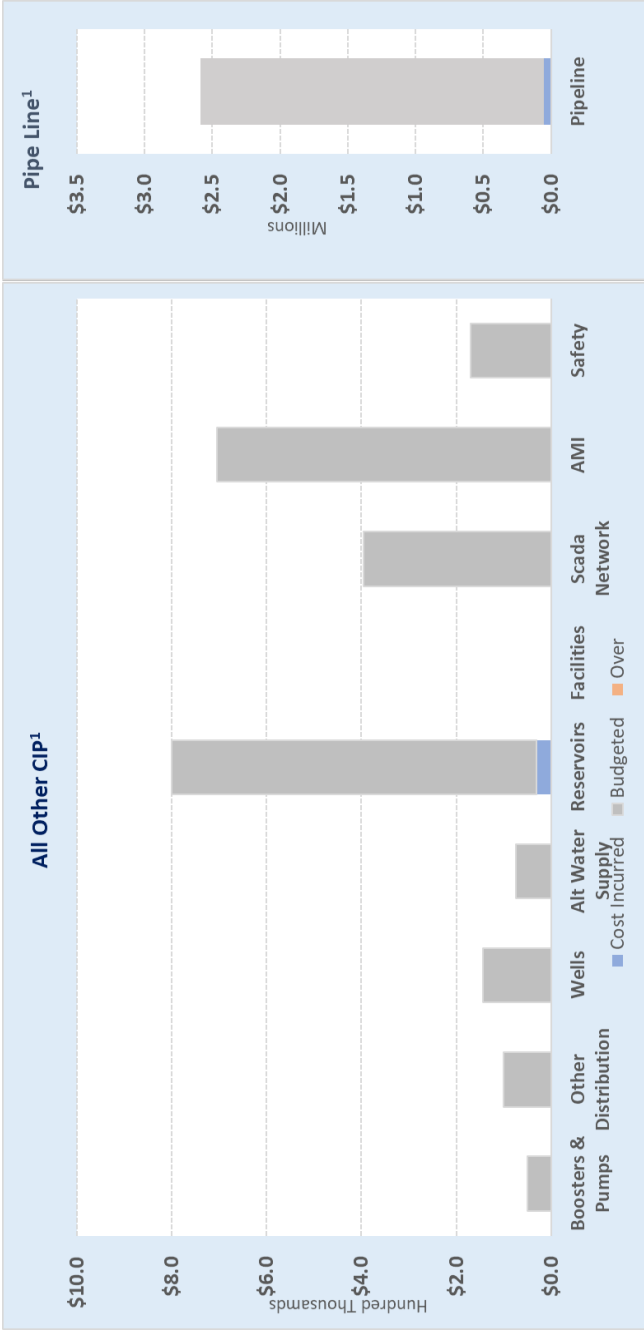
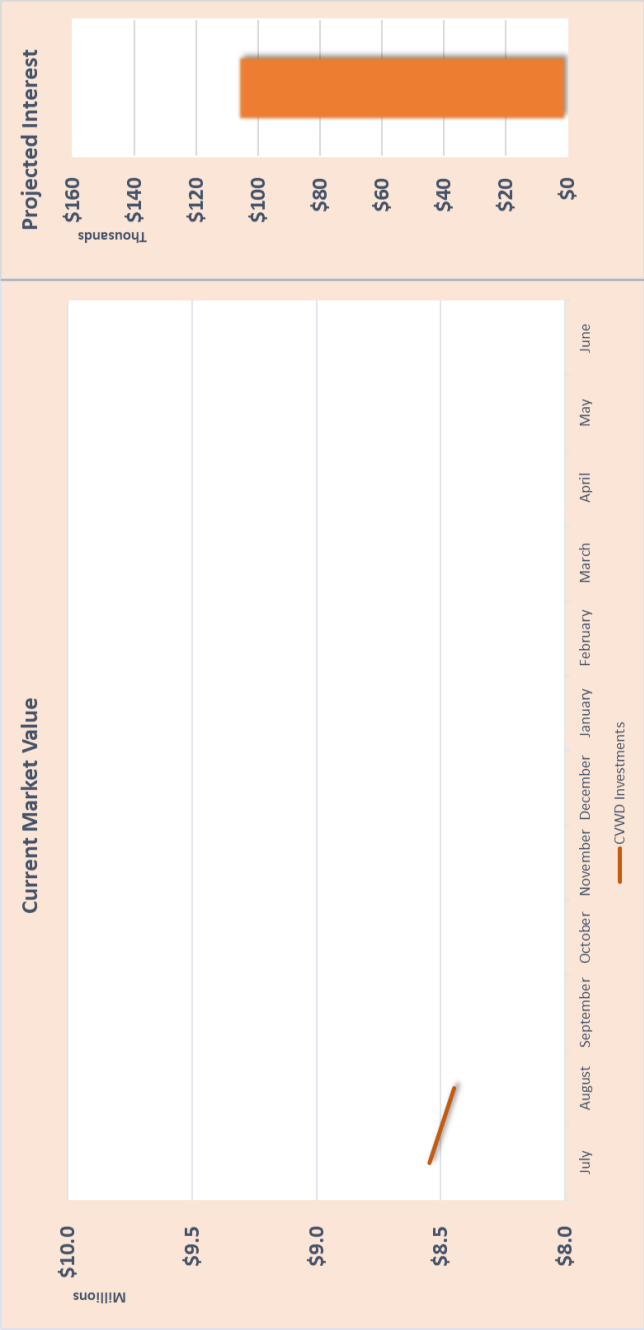
Proj. Revenue	\$3,705,278		Proj. Expense	\$4,923,315	
Budget	\$3,680,436	101%	Budget	\$4,546,359	108%



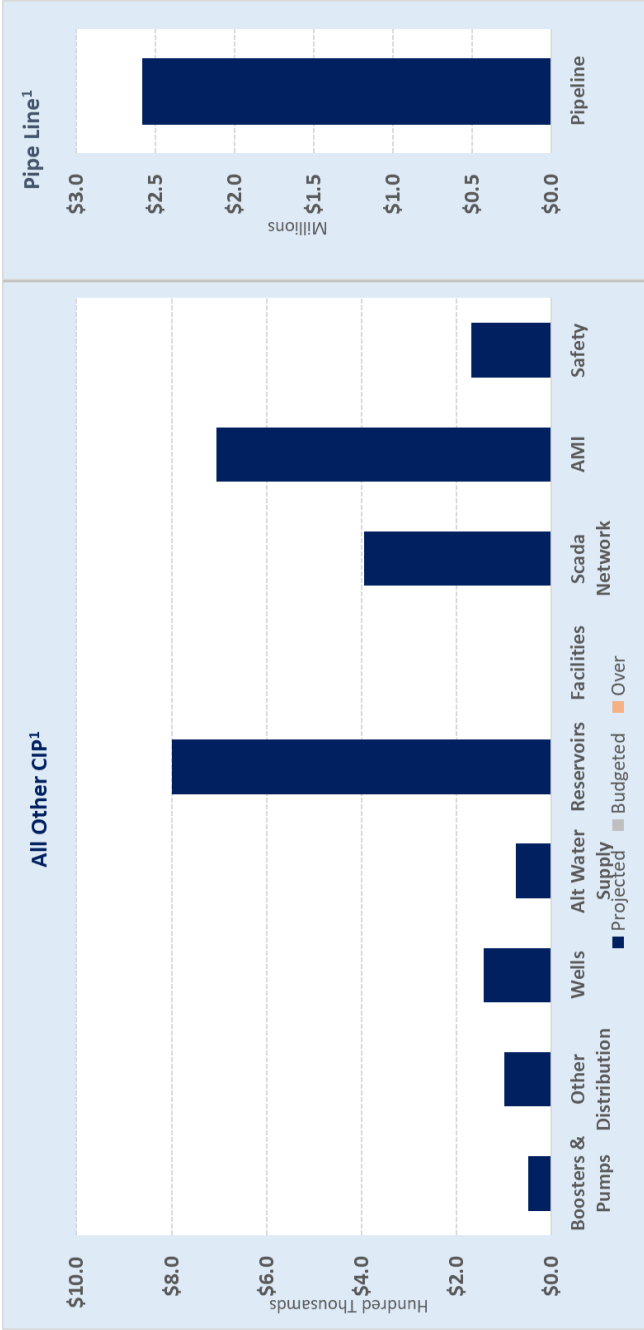
1. CVWD Reserve Policy adopted on 7/28/20



CVWD Investments



CIP Costs Incurred to Date



CIP Projected vs. Budgeted

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