

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, December 13, 2022, at 7:00 p.m.**

Posted: Friday, December 9, 2022 at 4:30 p.m.

This meeting will be conducted in person at the address listed above. Members of the public may also participate virtually by 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: 857 1213 4395

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/85712134395>

If there is a disruption of service, this meeting will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required.

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on December 13, 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

Oath of Office Administered to Incumbent and Newly-Elected Directors

Adoption of Agenda

Public Comments

At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable, and speakers are limited to one three-minute (3) comment. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Board Meeting on November 8, 2022.
2. Ratification of Disbursements for October 2022.

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. **Los Angeles County Commendation for Kenneth Putnam**
2. **Los Angeles County Commendation for David Gould**
3. **Board Organization** – Election of the President and Vice President of the Board of Directors for 2023.
4. **Resolution No. 781- Policy for an Advanced Metering Infrastructure (AMI) Opt-Out Program** – Consideration and motion to adopt Resolution No. 781 for a new AMI Opt-Out program
5. **Resolution No. 782** – Waiver of 180-day “cooling-off period” for retired annuitant David S. Gould
6. **Resolution No. 783 - Investment Policy for 2023** – Consideration and motion to adopt Resolution No. 783 outlining the District’s Investment Policy for 2023.
7. **Resolution No. 784** – Consideration and motion to adopt Resolution No. 784 to amend the District’s Conflict of Interest Code.
8. **Award of Contract – Steel Reservoir Rehabilitation at Goss Canyon No. 1 Reservoir, Project E-1053** – a) Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, J. Colon Coatings, Inc. for the rehabilitation of Goss Canyon No. 1 Reservoir at a base cost of \$516,600 and alternative bid items totaling \$33,000 for a total cost of \$549,600.

b) Consideration and motion to authorize the General Manager to enter into an agreement with Harper & Associates Engineers, Inc. for Quality Control Inspection Services for the rehabilitation of Goss Canyon No. 1 at a cost not-to-exceed \$54,000.

9. **Advertise for Bids – Orange Ave. Pipeline** – Consideration and motion to authorize the General Manager to advertise for bids for the construction of 2,500 lineal feet of pipeline replacement on the 2600-2700 blocks of Orange Ave., and 5000 block of El Adobe Lane with an engineer's estimate of \$808,985 and to find said project exempt from provisions of CEQA.
10. **Tetra Tech Agreement** – Consideration and motion to authorize the General Manager to enter an agreement with Tetra Tech to provide Engineering Department Support Services from January 2023 to July 2023 at a cost not-to-exceed \$100,000 and to establish a contingency amount of \$10,000 (10% of contract) to cover the cost of unforeseen or additional work.

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

A meeting of the Crescenta Valley Water District Finance Corporation Board of Directors will immediately follow this meeting.



CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS November 8, 2022

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on October 22, 2022, a Regular Meeting was held on November 8, 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 (arrived late)
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
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**

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 Erickson, and carried by a 4-0 roll call vote that the Agenda for the Regular Meeting of November 8, 2022, be adopted as presented.

**AYES: Director Bodnar
 Director Erickson**

Director Putnam
Director Tejeda

NOES: None

ABSENT: Director Raghavachary

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 4-0 roll call vote to approve the Minutes of the Adjourned Regular Board Meeting held on October 22, 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 to continue to have remote meetings for an additional 30 days.

Payment of demands against the Crescenta Valley Water District on or before August 2022, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Three-Hundred Eleven Thousand, and Fifty-Four Cents (\$1,311,000.54), which is composed of the individual items set forth herein.

AYES: Director Bodnar
Director Erickson
Director Putnam
Director Tejeda

NOES: None

ABSENT: Director Raghavachary

ACTION CALENDAR

Resolution No. 780 – Mr. Gould provided the Engineering Committee memo from the October 5, 2022 Engineering Committee meeting for the award of contract for the Wastewater Treatment & Disposal Alternative Study, Project M-1037B which outlines the scope of work for the study and the proposed fee from John Robinson Consulting, Inc. (JRC) of \$336,083. Mr. Gould shared that John Robinson suggested that State Water Resources Control Board (SWRCB), as part of Proposition 13, has a Water Recycling Funding Program (WRFP) that provides up to 50% cost sharing for planning projects and suggested that the scope of work be revised to meet the requirements of the SWRCB. As part of the process in preparing the grant application, SWRCB is requesting that a resolution be approved by the Board of Directors to certify that CVWD meets the requirements. Mr. Gould provided Resolution No. 780 for review and approval by the Board, such that CVWD can continue with preparation and submittal of a SWRCB grant application for CVWD's 2022 Water Recycling Feasibility Study.

Following discussion:

It was moved by Director Tejeda, seconded by Director Erickson, and carried by a 4-0 roll call vote to adopt Resolution No. 780, approving the application for grant funding from the State Water Resources Control Board through the Water Recycling Funding Program.

AYES: Director Bodnar
Director Erickson
Director Putnam
Director Tejeda

NOES: None

ABSENT: Director Raghavachary

Award of Contract – Annual Contract for Booster Pump and Well Rehabilitation, Emergency Response, and Maintenance Services – Mr. Yared said that as part of the annual Capital Improvement Project (CIP) program, CVWD includes the replacement and rehabilitation of at least one groundwater well and one booster pump per year. Mr. Yared shared that part of CVWD’s strategic plan is to be more proactive with pump maintenance, rather than reactive when a pump or motor fails, and he provided a preliminary cost estimate for an annual contract for capital improvement, emergency, and maintenance services for boosters and wells for FY 22/23 at an estimated initial cost of \$150,200 to meet this goal. Mr. Yared requested authorization for the General Manager enter into a contract with General Pump Company with the condition that the contract not exceed the amount budgeted for FY 22/23 without Board approval.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda, and carried by a 4-0 roll call vote to award a contract to General Pump Company to provide services for booster pump and well rehabilitation, emergency response, and pump and well maintenance at an estimated initial cost of \$150,200 with a contingency amount of \$15,020 (10% of contract) in case of emergency pump or motor services.

AYES: Director Bodnar
Director Erickson
Director Putnam
Director Tejeda

NOES: None

ABSENT: Director Raghavachary

1st Quarter Budget Report – Mr. Montes presented an overview and details for actual revenue and expenditure figures for the first quarter of FY 2023-23. Mr. Montes pointed out that the projected revenues have been adjusted from the previous report to reflect the increased messaging on conservation. Mr. Lee

stated that the information will help inform a broader discussion regarding long-term financial stability that will be discussed over the next several months.

INFORMATION ITEMS – CV Weekly article dated October 27, 2022 “Past, Present and Future of Water in the Crescenta Valley”

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced that the Halloween Chili Cook-Off and Pumpkin Cart Race took place on October 27th and that a Veterans Day Tribute was shared through various venues to recognize our family members who have served. In line with the District’s community stewardship goals, Mr. Ochoa mentioned that our annual canned food drive is underway and our annual blood drive with Lifestream will take place at the Glenwood plant on December 19th. Mr. Ochoa also mentioned that CVWD is excited to participate in the Montrose Christmas Parade on December 3rd. Mr. Sutphin provided customer usage trending using AMI data, which demonstrated the internal and customer-facing value of the AMI system and the data it provides for analysis. Ms. Colby provided highlights of the Water Conservation & Public Outreach report. Ms. Telles provided highlights of the Maintenance & Operations report. Mr. Yared said that 109.2 MG of water was produced during the month of October, representing a 54%/46% split, and provided highlights of the Engineering report.

ATTORNEY REPORT – Mr. Bunn provided a legislative report for AB 2449, which will revise the teleconferencing rule under the Brown Act. Mr. Bunn also reported on SB 1439, which is part of the Political Reform Act to include campaign contributions as a financial interest, and revisions to the Paid Family Leave and Per-and Polyfluoroalkyl Substances (PFAS) contaminant regulations.

REPORTS OF COMMITTEES

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

Finance Committee – Director Bodnar reported that the Committee had met on November 3, 2022. An audio/video conference meeting will be scheduled as needed.

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; a meeting was scheduled for December 1, 2022.

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 will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Erickson – No report

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – absent

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Director Erickson requested information on the prospect of the adoption of drought rate charges.

Director Raghavachary joined the meeting by telephone at 8:40 pm.

CLOSED SESSION – No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 9:09 p.m., the meeting was adjourned to December 13, 2022, at 7:00 p.m.

APPROVED

James D. Bodnar
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENT LIST

October 2022



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	10/25/2022	Los Angeles County Public Works	4830 Ramsdell - Excavation permit	5,607.00	
0	10/18/2022	Pat-Chem Laboratories	Water sampling - September 2022	4,300.00	
0	10/18/2022	Shell	Purchased fuel - September 2022	3,051.72	1,017.24
0	10/18/2022	Southern California Edison	Purchased power - September 2022	30,325.85	707.56
0	10/30/2022	CalPERS	PERS contributions - September 2022	26,184.20	11,678.60
44878	10/04/2022	Association of CA Water Agencies	Raghavachary - ACWA 2022 Fall Conference	480.50	294.50
44879	10/4/2022	Wells Fargo Card Services	Colby - Constant Contact, annual dropbox fee, Water Smart Conf.	3,466.76	776.17
44880	10/04/2022	Wells Fargo Card Services	Gould - CA-NV AWWA Conference, AWWA Certification program	1,120.23	262.77
44881	10/4/2022	Wells Fargo Card Services	Leddy - Pancake breakfast supplies	24.09	11.87
44882	10/04/2022	Wells Fargo Card Services	Lee - Data Summit Conference, Zoom confr	440.03	119.69
44883	10/4/2022	Wells Fargo Card Services	Montes - employee anniversary recognition, coffee cleaner	512.50	252.43
44884	10/04/2022	Wells Fargo Card Services	Ochoa - ACWA Conference, Linear Optimization Model software	2,325.29	1,112.76
44885	10/4/2022	Wells Fargo Card Services	Telles - misc. parts, sawblades, winter jackets	1,581.21	453.45
44886	10/04/2022	Wells Fargo Card Services	Whittaker - misc. tools & equipment repairs	154.97	76.32
44887	10/6/2022	Nemesciano Ochoa	Reimbursement for dental/vision and health	1,417.92	945.28
44888	10/10/2022	ACWA/JPIA	Insurance Coverage - October 2022	38,209.41	25,357.30
44889	10/10/2022	ADS, LLC	Sewer Flow Monitoring & Wastewater Sampling- September 2022		1,130.00
44890	10/10/2022	Aflac	Employee paid insurance - September 2022	1,032.28	
44891	10/10/2022	Association of CA Water Agencies	Leddy - 2022 ACWA CLE Virtual Workshop	68.85	16.15
44892	10/10/2022	Best Best & Krieger	Watermaster Legal Counsel services- September 2022	339.81	74.59
44893	10/10/2022	BSK Associates	Water sampling - September 2022	5,409.00	
44894	10/10/2022	Carney Engineering Construction	D-21-G2 - Final progress payment & retention	13,458.19	
44895	10/10/2022	CCS Interactive, Inc.	Monthly website hosting & analytics report - October 2022	127.50	42.50
44896	10/10/2022	City of Glendale Water & Power	Rockhaven lease & water purchased - October 2022	10,549.58	
44897	10/10/2022	City of Glendale Water & Power	Purchased power - July/August 2022	481.66	
44898	10/10/2022	City of Glendale Water & Power	Purchased power - September 2022	37,189.37	
44899	10/10/2022	City of LA Bureau of Sanitation	Sewerage Facilities charges - July/August 2022		10,289.25
44900	10/10/2022	Clark Pest Control, Inc.	Monthly pest control at 5 sites - September 2022	382.25	62.75
44901	10/10/2022	Colonial Life & Accidents Ins.	Employee paid insurance - October 2022	178.61	
44902	10/10/2022	Consolidated Electrical Distributors, Inc.	E-939 - SCADA equipment	2,461.88	

44903	10/10/2022	Corrosion Testing Labs, Inc.	Soil Aggressivity testing	650.00	
44904	10/10/2022	Cypress Ancillary Benefits	Group dental - October 2022	2,091.18	1,274.87
44905	10/10/2022	Dell Financial Services	Pro Support SW, Storage Center OS Core	5,606.97	
44906	10/10/2022	DLT Solutions, LLC	AutoCAD - Annual renewal	13,179.38	4,393.12
44907	10/10/2022	ESRI, Inc.	Annual Enterprise Agreement	7,500.00	2,500.00
44908	10/10/2022	Foothill Municipal Water	Final payment for emergency response plan	5,496.00	
44909	10/10/2022	Grainger	Misc. supplies - September 2022	18.88	
44910	10/10/2022	Great America Leasing Corp.	Kyocera copier leases - October 2022	2,343.54	2,251.63
44911	10/10/2022	Gsolutionz Professional Services	Voice communication - November 2022	189.53	148.92
44912	10/10/2022	Highroad Information Technology	Managed services, support & renewals - October 2022	8,604.00	2,868.00
44913	10/10/2022	InfoSend, Inc.	Printing and postage for billing - September 2022	1,295.39	1,244.59
44914	10/10/2022	International Air Tool & Industrial Supply Co.	Misc. tools - September 2022	140.57	
44915	10/10/2022	J & J Janitorial Services	Janitorial services - October 2022	494.00	156.00
44916	10/10/2022	Liebert Cassidy Whitmore	Legal Services - August 2022	1,034.02	226.98
44917	10/10/2022	Lincoln Financial Group	Life & disability insurance - October 2022	807.81	538.53
44918	10/10/2022	Majestic Fire Protection	Annual fire door inspection	371.25	123.75
44919	10/10/2022	Monrovia CDJR	Payment for new sewer van (replaces ck. #44837)		55,055.65
44920	10/10/2022	Northern Safety Co., Inc.	Misc. safety supplies - October 2022	350.51	143.17
44921	10/10/2022	Office Depot	Misc. office supplies - September 2022	214.56	105.67
44922	10/10/2022	One Ring Networks, Inc.	Office/Glenwood data communication - October 2022	1,012.50	337.50
44923	10/10/2022	Paper Cuts, Inc.	Paper shredding - September 2022	33.15	30.60
44924	10/10/2022	Public Water Agencies Group	Emergency preparedness prgm. & Quarterly PWAG Assessment	2,131.88	919.37
44925	10/10/2022	Red Wing Business Advantage	Mortenson - safety workboots	179.64	73.38
44926	10/10/2022	SoCal Gas	Glenwood - purchased gas - September 2022	18.28	6.09
44927	10/10/2022	Spectrum Business	Office - voice communications - October 2022	110.99	38.99
44928	10/10/2022	Spectrum Business	Glenwood - voice communications - October 2022	116.90	41.07
44929	10/10/2022	Spectrum Business	Mills - data communications - September 2022	110.99	38.99
44930	10/10/2022	Spectrum Business	Lowell - data communications - October 2022	88.79	31.19
44931	10/10/2022	St. Water Resource Control Brd.	DuRose - Drinking Water Treatment Operator Cert. renewal	90.00	
44932	10/10/2022	Underground Service Alert	Underground notifications - September 2022	206.84	97.33
44933	10/10/2022	UniFirst Corporation	Uniform cleaning services - August/September 2022	1,177.88	351.83
44934	10/10/2022	Utility Cost Management, LLC	Utility bill analysis services for SCE bills - September 2022	779.34	159.62
44935	10/10/2022	Vision Service Plan Co.	Group vision - October 2022	264.18	164.22
44936	10/10/2022	Vulcan Materials Company	Mixed bobtail - September 2022	2,580.00	
44937	10/10/2022	Water Resources Economics	Drought rates preliminary study - September 2022	4,693.65	961.35
44938	10/13/2022	Merryl Aguilar	Refund check - 3240 Brookhill	57.12	
44939	10/13/2022	Dave Burke	Refund check - 2357 Barton Lane		10.99
44940	10/13/2022	Emins Air Conditioning & Heating	Glenwood - HVAC repairs	1,251.25	373.75

44941	10/13/2022	Bryan Johnson	Refund check - 3059 Piedmont	631.65	
44942	10/13/2022	Lone Srey	Refund check - 3002 Evelyn	100.00	
44943	10/13/2022	Susan Steur	Refund check - 4105 Ocean View	714.11	
44944	10/17/2022	Jennifer Bautista	Reimbursement - rental van for CV Historical Society tour	41.31	20.34
44945	10/17/2022	LA County Tax Collector	2857 Sycamore - property tax bill 1st Installment 2022	1,586.71	528.91
44946	10/17/2022	LA County Tax Collector	Property tax bill 1st Installment 2022	5,617.99	1,872.66
44947	10/17/2022	LA County Tax Collector	Property tax bill 1st Installment 2022	22.45	7.48
44948	10/17/2022	LA County Tax Collector	Property tax bill 1st Installment 2022	20.73	6.91
44949	10/19/2022	Abe's Lock and Key	Glenwood - door repair	120.00	
44950			*This check was voided		
44951	10/19/2022	Airgas USA, LLC	Well #2 - carbon dioxide rental tank - September 2022	33.29	31.99
44952	10/19/2022	Alliance Outreach, LLC	E-1033 - Los Olivos water main replacement CIP fact sheet	636.50	313.50
44953	10/19/2022	Applied Technology Group, Inc.	E-939 - SCADA equipment - October 2022	30.00	
44954	10/19/2022	APTwater, LLC	Nitrate plant maintenance - June thru September 2022	10,470.17	
44955	10/19/2022	Aqua - Metric Sales, Co.	Parts to repair 1 1/2" AMI meters - September 2022	2,739.51	
44956	10/19/2022	Associated Soils Engineering	S-962 - Soil testing services		625.00
44957	10/19/2022	AT & T Mobility	Voice communication - September 2022	1,278.30	381.83
44958	10/19/2022	AT&T Mobility	Voice communication - October 2022	708.51	556.68
44959	10/19/2022	Athens Services	Glenwood - waste services - October 2022	251.16	79.31
44960	10/19/2022	Regino Avalos	Monthly landscaping services at 7 sites - September 2022	959.03	195.97
44961	10/19/2022	Best Best & Krieger	Watermaster Legal Counsel Services - September 2022	371.87	81.63
44962	10/19/2022	Bridgmore Consulting, Inc.	Consulting services for employee training/development - Sept. 2022	2,075.00	425.00
44963	10/19/2022	C.V. Chamber of Commerce	Annual dues	75.00	
44964	10/19/2022	Cannon	S-962 - Design services - September 2022		11,817.75
44965	10/19/2022	Coastline Equipment Co.	Unit #15 - Annual maintenance (Need Unit # Darlene)	1,185.87	
44966	10/19/2022	Crescenta Valley Publishing, LLC	Ads - July & September 2022	1,185.00	
44967	10/19/2022	Raymond Dodge	Reimbursement - networking lunch	239.63	
44968	10/19/2022	DYI Home Center	Misc. hardware - September 2022	13.30	4.43
44969	10/19/2022	Extreme Safety, Inc.	Misc. safety supplies - September 2022	501.25	
44970	10/19/2022	Foothill Car Wash, Lube & Oil	Unit #2 - oil change	130.01	
44971	10/19/2022	Foothill Municipal Water	Water delivery - September 2022	274,736.23	33.00
44972	10/19/2022	Foothill Plumbing, LLC	Office - plumbing repairs - September 2022	113.19	33.81
44973	10/19/2022	Monica Gibo	Refund check - 4136 Rosemont	37.43	
44974	10/19/2022	Good Day Handyman Service	Mills house - replaced water heater	1,200.00	400.00
44975	10/19/2022	Grace Environmental Services	Well #2 Monitoring Assistance - August 2022	4,819.86	
44976	10/19/2022	Grainger	Misc. supplies - September 2022	109.94	
44977	10/19/2022	Haaker Equipment Company	Unit #33 - New radio		4,808.14
44978	10/19/2022	Highroad Information Technology	Equipment and Professional Services - October 2022	8,071.23	7,450.37

44979	10/19/2022	John Robinson Consulting, Inc.	E-985 - Stormwater recharge & M-965 Grant assistance - Sept. 2022	7,275.00	
44980	10/19/2022	Joseph Reyes	Reyes - Work pants and safety workboot reimbursement	250.46	102.30
44981	10/19/2022	Kennedy Jenks	M-1037 - WWMP - Consulting services - September 2022	15,082.50	
44982	10/19/2022	LA Dept Water and Power	Power purchased - September 2022	58.78	
44983	10/19/2022	Lagerlof, LLP	Legal Services - September 2022	15,601.83	3,424.79
44984	10/19/2022	Michael K. Nunley & Associates, Inc.	D-21-G2 - Design services - September 2022	400.67	
44985	10/19/2022	New Motion Wellness, LLC	Wellbeing strategy & consulting - Aug./Sept./Oct. 2022	300.00	100.00
44986	10/19/2022	O'Reilly Auto Parts	Misc. supplies - September 2022	176.75	
44987	10/19/2022	Prohealth Glendale Medical Group	Buenrostro & Reyes - Physical exams for employment	303.75	101.25
44988	10/19/2022	Ramco	Mixed bobtail - September 2022	1,345.87	70.86
44989	10/19/2022	Rouben Gourchounian	D-20-72 - Refund check	11,663.64	
44990	10/19/2022	Sawyer Petroleum	Diesel fuel purchased - September 2022	4,188.39	
44991	10/19/2022	So. Cal Compton Pipe Supply Co., Inc.	Misc. supplies - September 2022	2,187.26	
44992	10/19/2022	Southwest Hydrotech	Glenwood - Pressure control valve maintenance - September 2022	1,711.43	
44993	10/19/2022	Spectrum Business	Office - voice communications - October 2022	300.26	105.50
44994	10/19/2022	Spectrum Business	Office - wireless communication - October 2022	1,048.50	349.50
44995	10/19/2022	Sterling Water Technologies, LLC	Well #2 - Coagulant - September 2022	439.00	
44996	10/19/2022	Sully-Miller Contracting Co.	Cold mix for temporary repairs - September 2022	898.44	
44997	10/19/2022	Systems Integrated	Radio communication system - repairs - September 2022	676.87	225.63
44998	10/19/2022	Ultra Welding, Inc.	D-22-89 - 3011 Frances - welding services	780.00	
44999	10/19/2022	Univar Solutions USA, Inc.	Sodium hypochloride - Mills - 800 gals., Glenwood - 780 gals.	6,577.03	
45000	10/19/2022	UPS	Misc. shipping - October 2022	6.02	5.78
45001	10/19/2022	Vulcan Materials Company	Mixed bobtail - October 2022	3,048.59	
45002	10/19/2022	Western Water Works	Misc. stock - October 2022	4,455.00	
45003	10/21/2022	City of Glendale	Rockhaven lease & water purchased - September 2022	10,463.83	
45004	10/21/2022	Western Water Works	1" PE water services piping - 100' roll	2,305.41	
45005			*This check was voided		
45006	10/25/2022	Arrowhead Evaluation Services, Inc.	Fitness for duty evaluation - lite & temp. employees	2,680.00	1,320.00
45007	10/25/2022	Foothill Car Wash, Lube & Oil	Unit #48 - oil change	73.72	
45008	10/25/2022	Grainger	Misc. supplies - October 2022	64.45	
45009	10/25/2022	Quadient Leasing USA, Inc.	Postage machine supplies - October 2022	12.60	12.10
45010	10/25/2022	Red Wing Business Advantage	Spaulding - safety workboots	139.71	57.07
45011	10/25/2022	SoCal Gas	Office - purchased gas - September 2022	15.32	4.84
45012	10/25/2022	Adam Sutphin	Sutphin - reimbursement for remote work equipment	81.22	74.97
45013	10/25/2022	T.T. Technologies, Inc.	Misc. tools - September 2022	254.49	
45014	10/25/2022	Vulcan Materials Company	Mixed bobtail - September 2022	1,290.00	
45015	10/25/2022	ACWA/JPIA	Annual Auto and General Liability Program renewal	119,629.67	39,876.46
45016	10/25/2022	Association of CA Water Agencies	2023 Annual Agency Dues	18,491.25	6,163.75

45017	10/25/2022	Judy Cervantes Arnold	Refund check - 5540 Pine Cone	6.15
45018	10/25/2022	James Tate	Refund check - 4011 Willalee	92.97

Subtotals	<u>\$ 671,223.14</u>	<u>\$164,828.65</u>
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Total Disbursements for October 2022	<u><u>\$ 836,051.79</u></u>
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Payroll Report

Directors	1,625.00
Office Regular payroll	151,853.00
Office OT	4,090.00
Plant Regular Payroll	102,840.00
Plant OT & Standby	10,112.00
Employer Payroll Taxes	16,682.00
Payroll Service Charge	561.00
Total Payroll Charges for October 2022	<u><u>\$ • 135,910.00</u></u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: Nemesciano Ochoa – General Manager
Subject: Los Angeles County Commendation for Kenneth R. Putnam

ACTION ITEM:

Los Angeles County Commendation for Kenneth R. Putnam.

BACKGROUND/DISCUSSION:

Los Angeles County recognizes and honors those individuals with contributions of exceptional significance to Los Angeles County.

Director Kenneth R. Putnam has made significant and meaningful contributions to the Crescenta Valley Water District, a public agency within the County. Director Putnam's tenure has spanned 12 years, where he has provided governance, set policies, and directed staff in the capacities of Board President, Board Vice President, and Chairman of the Engineering Committee.

This item is a placeholder for a presentation of commendation from the office of Los Angeles County Supervisor Kathryn Barger to recognize the milestone occasion.

RECOMMENDATION:

NA.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nemesciano Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.2
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: Nemesciano Ochoa – General Manager
Subject: Los Angeles County Commendation for David S. Gould

ACTION ITEM:

Los Angeles County Commendation for David S. Gould.

BACKGROUND/DISCUSSION:

Los Angeles County recognizes and honors those individuals with contributions of exceptional significance to Los Angeles County.

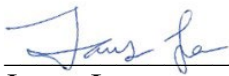
David S. Gould, Director of Engineering and Operations, has made significant and meaningful contributions to the Crescenta Valley Water District, a public agency within the County. Mr. Gould's tenure has spanned 25 years, where he has overseen the implementation of numerous projects and initiatives, admirably managed and led District staff, and represented the District through industry associations.

This item is a placeholder for a presentation of commendation from the office of Los Angeles County Supervisor Kathryn Barger to recognize the milestone occasion.

RECOMMENDATION:

NA.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nemesciano Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: Nemesciano Ochoa – General Manager
Subject: **Board Organization for 2023**

ACTION ITEM:

Board Organization – Election of the President and Vice President of the Board of Directors for 2023.

BACKGROUND/DISCUSSION:

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Submitted by:



Nemesciano Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering & Operations
Subject: New Policy for an Advanced Metering Infrastructure (AMI) Opt-Out & Program

ACTION ITEM:

Resolution 781 - Policy for an Advanced Metering Infrastructure (AMI) Opt-Out Program – Consideration and motion to adopt Resolution 781 for a new AMI Opt-Out Program.

BACKGROUND:

As AMI Networks are being installed throughout Southern California, there have been issues raised by customers with respect to the health effects of wireless signals (or radio frequency output) and privacy (data) security. Some cities and water agencies have developed “opt-out” policies that allow customers to have their smart meters excluded from the AMI network. Because such customers must then have their water meter read manually each billing period, agencies have included a cost to the customer for setting up a separate billing process for such meters and labor costs to read the meters. Additionally, such customers are not eligible for that agency’s Water Leak Assistance Program, one of the primary benefits to customers. Staff discussed creating a policy in anticipation of this issue. The policy was originally discussed with Esource (formally UtiliWorks) during the business case evaluation for the AMI program in 2019. As the District approaches the next phase of connecting the water meters to the AMI network it is appropriate for the District to have an opt-out policy in place that addresses these concerns.

This issue was discussed with the Policy Committee in May 2021 (See attached Policy Committee Meeting Packet), which included the Opt-Out Policy for Planning Overview Memorandum prepared by Esource. Esource’s memo discusses various smart meter opt-out policy considerations and various case studies. Also included were examples of opt-out policies from Azusa Light & Water, Glendale Water & Power, and Las Virgenes Municipal Water District. Finally, Esource provided a recommendation for CVWD’s own opt-out program.

DISCUSSION:

The Policy Committee recommended at their last meeting that CVWD’s Opt-Out Policy should include the following:

If Customer chooses to opt out of the AMI program:

1. CVWD will install the smart meter but not connect the meter to the AMI network.
2. Customer will be required to fill out, sign and submit CVWD’s AMI meter Opt-Out agreement form (see attached).
3. A charge will be added to the customer’s bill if they choose to opt out. Fees shall include the following.
 - a) One-time setup fee - \$60.00 to opt out of the AMI program.
 - b) Meter reading fee - \$25.00.
 - c) One-time setup fee - \$60.00 to opt back into the AMI program
4. Leak Adjustment Program - Customer will not be eligible for the District’s leak adjustment program, and CVWD is not responsible for advising customers if there is a water leak on the property.
5. Customer will have access to their customer engagement portal through WaterSmart and it will only show bi-monthly as opposed to real-time water usage data.

Next Steps:

The Policy Committee reviewed and recommended the following:

- a. Usage of new CVWD’s AMI meter Opt-Out & AMI meter Opt-In agreement forms (See attached).
- b. Discussed if the policy should be made available to the public as part of the welcome letter to customers or only when it is requested by a customer:
 - i. The Policy Committee recommended to include the information about the opt-out program when the welcome letters are sent to the customers when they are connected to the AMI Network.
- c. Revisions to CVWD’s Rules & Regulations (see below).
- d. Revisions to Appendix C (See attached).
- e. The Policy Committee reviewed and recommended approval of Resolution 781 (see attached)

Revisions to CVWD Rules & Regulations - Opt-Out Policy

Staff recommended that the new Opt-Out policy be added to the District's Rules & Regulations and updated as shown below:

7.01: USE OF AN ACTIVE SERVICE BY NEW TENANT/OWNER

Revision to Paragraph 1

Sewer service and water service shall always commence simultaneously (if applicable). A person who takes possession of premises and uses water or sewer facilities without applying for service is liable for all water delivered and/or sewer usage from the date of the last recorded meter reading or billing date. **All water meters will be "smart" water meters that will be connected to an Advanced Metering Infrastructure (AMI) Network.** If the water meter is found inoperative, the quantity consumed will be estimated. If proper application for service is not made within 48 hours after notification that failure to do so will result in termination of service, or if accumulated bills are not paid upon presentation, water and sewer service shall be discontinued as provided in the notice.

7.02: APPLICATION FOR SERVICE

Add Paragraph G

G. AMI Opt-Out Policy: A customer can voluntarily opt out of the District's AMI program by doing the following:

- a) Make the request in person, by telephone, email, text or by letter, at CVWD's main office;
- b) Complete and sign the AMI Opt-Out program form;
- c) Agree to additional charges as shown in Appendix C;
- d) Agree that they will not be able to participate in CVWD's Water Leak Assistance Program and that CVWD is not responsible for advising if there is a water leak on the property.

If a customer decides to return to the AMI program, the customer must do the following:

- a) Make a request in person, by telephone, email, or by letter, at CVWD's main office to return to the AMI Program;
- b) Complete and sign the AMI Opt-In program form;
- c) Agree to additional charges as shown in Appendix C.

7.05: NEW WATER SERVICE CONNECTIONS

Revision to Paragraph C - Size

C. Size: The District will furnish and install a service connection of such size as requested on a water meter clearance application, including the service pipe and **smart water meter**, so long as it reasonably complies with the Uniform Plumbing Code. The District reserves the right to determine the type of any backflow preventor or other appurtenances required for the installation.

8.02: CONDITIONS OF SERVICE

Revision to Paragraph A - Notice

2. Notice from Customers: A Customer may make notification in person, by telephone, **email**, or by letter to the District at its commercial office.

8.03: RATES AND CHARGES

Revision to Paragraph F – Miscellaneous

ADD Paragraph 9:

9. Charges for AMI – Opt-Out: If a customer voluntarily opts out of the District's AMI program, the customer shall fill out, sign, and submit a CVWD's AMI meter Opt-Out agreement for approval and a charge will be added to the customer's monthly bill as shown in Appendix C.

Charges for AMI – Opt-In: If a customer voluntarily opts in (after opting out) of the District's AMI program, the customer shall fill out, sign, and submit a CVWD's AMI meter Opt-In agreement for approval, and a charge will be added to the customer's monthly bill as shown in Appendix C.

8.05: BILLING PROCEDURES

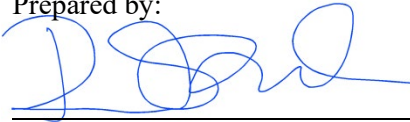
***Revision to Paragraph G – Disputed Bills
ADD Paragraph J:***

- J. If a customer voluntarily opts out of the District's AMI program, the customer will no longer be eligible for the District's leak adjustment program, and CVWD will not be responsible for advising customers if there is a water leak on the property

SUMMARY:

The Policy Committee recommended approval of Resolution 781 for the new Opt-Out Program and update CVWD's Rules & Regulation.

Prepared by:



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

Submitted by:



James Lee
Director of Finance & Administration

Attachments:

1. CVWD's AMI meter Opt-Out Agreement Form
2. CVWD's AMI meter Opt-in Agreement Form
3. Rules & Regulations - Appendix "C".
4. Resolution 781



Advanced Meter Infrastructure (AMI) Opt-Out Program

Crescenta Valley Water District's AMI program has been implemented to provide customers timely and useful information such as the presence of a water leak and to provide more cost-effective service. Customers who opt out of having a transmitting electric AMI meter will:

1. Have an AMI meter installed with the radio transmitter turned off;
2. Have the communication device removed from the water meter;
3. Be charged a one-time set up fee for opting out of the system and an additional cost of manually reading the water meter. It is the customer's responsibility to ensure CVWD has access to the meter on the day the meter is to be read.

Customer Information

Property Address: _____ **Account Number:** _____

Owner Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code** _____

Contact Phone Number: _____ **Email:** _____

Tenant Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code** _____

Contact Phone Number: _____ **Email:** _____

Customer Agreement:

1. I am the customer of record on this water account.
2. I understand that if I am opting out of the electric AMI meter program, I will have an electric AMI meter installed with the radio transmitter turned off.
3. I understand that if I am opting out of the water AMI meter program, the AMI radio transmitter will be removed.
4. I agree to give CVWD unimpeded access to my meter to read my meter manually for billing purposes.
5. I understand that by opting out of the water meter, I will not be able to participate in the CVWD's Water Leak Assistance Program and that CVWD will not be able to advise me if there is a water leak on my property.
6. I agree to pay the following fees for opting out of the AMI meter program as applicable:

Opt Out Charges and Description	Fee
<u>One-time Fee:</u> Removal of advanced water meter connection to the AMI Network and configure Meter Data Management System (MDMS) for manual reads.	\$60.00
<u>Meter Reading Fee</u> for manual read of meter by CVWD staff and upload of meter read into billing software by CVWD customer service staff.	\$25.00

I have read and understand the customer agreement above and understand that I have chosen to opt out of the AMI Meter Program as indicated above. I understand the fees that are associated with my opt out choice.

I certify that the information on this form is true and correct.

Customer Signature

Date

FOR OFFICIAL USE ONLY

CVWD Representative

Date



Advanced Meter Infrastructure (AMI) Opt-In Program

Crescenta Valley Water District's AMI program has been implemented to provide customers timely and useful information such as the presence of a water leak and to provide more cost-effective service. Customers who have **previously opted out** of having a transmitting electric AMI meter and **desires to opt back into** the AMI Program will:

1. Have the radio transmitter turned on the existing electric AMI meter;
2. Have the communication device connect to the AMI Network;
3. Be charged a fee for re-installing the radio transmitter and connecting to the AMI Network.

Customer Information

Property Address: _____ **Account Number:** _____

Owner Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code** _____

Contact Phone Number: _____ **Email:** _____

Tenant Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code** _____

Contact Phone Number: _____ **Email:** _____

Customer Agreement:

1. I am the customer of record on this water account.
2. I understand that I am opting back into the electric AMI meter program after opting out.
3. I understand that the radio transmitter will be turned on to the existing electric AMI meter and connected to the AMI Network.
4. I understand that by opting into the AMI water meter program, I will be able to participate in the CVWD's Water Leak Assistance Program.
5. I agree to pay the following fee for opting into the AMI meter program as applicable:

Opt Out Charge Description	Fee
<u>One-time Fee</u> for installation of advanced water meter connection to the AMI Network and configure Meter Data Management System (MDMS) for continuous reads.	\$60.00

I have read and understand the customer agreement above and understand that I have chosen to opt into the AMI Meter Program after opting out of the program and indicated above. I understand the fee that is associated with my opt in choice.

I certify that the information on this form is true and correct.

Customer Signature

Date

FOR OFFICIAL USE ONLY

CVWD Representative

Date

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	During office hours	\$42.00
	After office hours or weekends	\$64.00
Deposit Fee [Per Article 7.02.C]		\$107.00
Late Charge [Per Article 8.04.D]		\$27.00
Reconnection Charge [Per Article 8.03.F(1)]	During office hours	\$51.00
	After office hours or weekends	\$129.00
Cost of new lock and District labor & materials to repair for unauthorized turn-on		\$51.00
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)]		\$53.00
Pulled Meter Charge [Per article 8.03.F(4)]		\$53.00
Unauthorized Water Use [Per Article 8.03.F(5)]		\$1,060.00
Turn off at Main [Per Article 8.03.F(6)]	Actual cost to District	
Plan Check Fees [Per Article 11.01.D]	Parcel Maps	\$107.00
	Subdivisions -1 to 9 units	\$212.00
	Parcels or dwelling units:	
	10 - 19 units	\$318.00
	20 or more units	\$424.00
Fire Hydrant Test Fee [Per Article 11.13.C]		\$318.00

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: \$530.00

Copies of District Records [Per Article 11.01] \$0.16/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.

AMI – Opt-Out [per Article 7.02 G]

One-time setup fee	\$60.00
Meter reading fee	\$25.00

AMI – Opt-in [per Article 7.02 G]

One-time setup fee	\$60.00
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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.

RESOLUTION NO. 781**RESOLUTION OF THE BOARD OF DIRECTORS OF
CRESCENTA VALLEY WATER DISTRICT****ADOPTING MISCELLANEOUS CHARGE FOR AMI OPT-OUT PROGRAM**

WHEREAS, the Crescenta Valley Water District is a County Water District empowered under the State of California Water Code to apply rates and charges for its water service;

WHEREAS, the District has installed Advanced Meter Infrastructure (AMI) capable smart meters for its customers;

WHEREAS, AMI-capable smart meters are connected to a cellular AMI Network that transmits data to CVWD;

WHEREAS, customers can voluntarily opt-out of the District's Advanced Meter Infrastructure (AMI) program and meters will be read manually;

WHEREAS, the District has prepared a cost-of-service-based analysis for CVWD personnel to manually read and input water meter data;

WHEREAS, based on the cost-of-service analysis, a proposed establishment of a charge to manually read and input has been presented to the Board of Directors for customers that opt-out of the AMI program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crescenta Valley Water District that Section 8.03(F)(9) and Section 8.05(J) are added to District's Rules & Regulations as follows:

Section 8.03(F)(9)

9. Charges for AMI – Opt-Out: If a customer voluntarily opts out of the District's AMI program, the customer shall fill out, sign, and submit CVWD's AMI meter opt-out form for approval and charges will be added to the Customers bi-monthly bill as shown in Appendix C.

Charges for AMI – Opt-In: If a customer voluntarily opts in (after opting out) of the District's AMI program, the customer shall fill out, sign, and submit a CVWD's AMI meter Opt-In agreement for approval, and a charge will be added to the customer's bi-monthly bill as shown in Appendix C.

Section 8.05(J)

J. If a customer voluntarily opts out of the District's AMI program, the customer will no longer be eligible for the District's leak adjustment program, and CVWD will not be responsible for advising customers if there is a water leak on the property.

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 December 13, 2022. Resolution No. 781 was adopted by the following vote:

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

NOES:

President, Board of Directors
Crescenta Valley Water District

ATTEST:

{151445/000/00510927}

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: Resolution No. 782 – Waiver of 180-Day “Cooling-Off” Period for David S. Gould

ACTION ITEM:

Resolution No. 782 Waiver of 180-Day Wait Period for Post-Retirement Employment for David S. Gould – Consideration and motion to adopt Resolution No. 782 to waive the “cooling off” period for David Gould as a CalPERS retired annuitant.

BACKGROUND:

California Government Code Section 7522.56 of the Public Employees’ Retirement Law requires that post-retirement employment commence no earlier than 180 days after the retirement date. Post-retirement employees are referred to as retired annuitants within CalPERS, the pension system the District participates in.

David S. Gould, Director of Engineering and Operations, is scheduled to retire on December 31, 2022. Based on Mr. Gould’s extensive institutional knowledge after 25 years of service with the District, staff finds it beneficial in terms of organizational resilience that Mr. Gould be available to assist the District as needed.

Section 7522.56 provides an exception to the wait period for retired annuitants if their agency’s governing body certifies that the nature of the annuitant’s employment is needed. Mr. Gould’s employment would be limited to 960 hours per fiscal year at his current hourly rate.

RECOMMENDATION:

It is staff’s recommendation that the Board adopt Resolution No. 782 to waive the 180-day wait period for David S. Gould as a retired annuitant.

Prepared and submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. Resolution No. 782 – Waiver of 180-Day Wait Period for Post-Retirement Employment

RESOLUTION NO. 782

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENTA VALLEY WATER DISTRICT CERTIFYING THE NECESSITY OF POST- RETIREMENT EMPLOYMENT

WHEREAS; in compliance with Government (Gov.) Code section 7522.56 of the Public Employees' Retirement Law, Crescenta Valley Water District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date;

WHEREAS; David S. Gould will be retired from the District in the position of Director of Engineering and Operations, effective December 31, 2022;

WHEREAS; Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is (date of 181st day after retirement) without this certification resolution;

WHEREAS; Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive;

WHEREAS; no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar;

WHEREAS; the employment shall be limited to 960 hours per fiscal year for all CalPERS employers;

NOW, THEREFORE, BE IT RESOLVED the Crescenta Valley Water District hereby certifies that the nature of the employment of David S. Gould is that of Director of Engineering and Operations and that this appointment is necessary to fill the critically needed role for the District by January 1, 2023.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on December 13, 2022. Resolution No. 782 was adopted by the following vote:

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

NOES: None

ATTEST:

President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO
HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 782 of
the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on
December 13, 2022 and that the same has not been amended or repealed.

Secretary of the Board of Directors
Crescenta Valley Water District

DATED: December 13, 2022

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 6
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Resolution No. 783 – District Investment Policy for 2023**

ACTION ITEM:

Resolution No. 775 District Investment Policy – Consideration and motion to adopt Resolution No. 783, outlining the District's Investment Policy for 2023.

BACKGROUND:

California Government Code Sections 5922 and 53601 et seq. directs the District to prepare and submit a statement of investment policy in accordance with the Government Code to the Board of Directors. This Investment Policy and any changes thereto are to be considered at a public meeting.

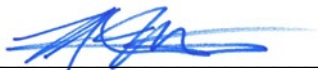
The Investment Policy is as recommended by the District's investment manager, Chandler Asset Management, which in turn adheres to the State's investment parameters and utilizes the policy to make investments on behalf of the District. The primary considerations for investment are: 1) safety; 2) liquidity; and 3) return on investment. The District's positions reflect a conservative approach that prioritizes safety and liquidity over return on investment.

There are no changes to the proposed Investment Policy from last year.

RECOMMENDATION:

It is staff's recommendation that the Board adopt Resolution No. 783 to approve the District's Investment Policy for Calendar Year 2023 as presented.

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. Resolution No. 778 – Investment Policy for 2023

RESOLUTION NO. 783

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENTA VALLEY WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY

1. POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the Treasurer of the Crescenta Valley Water District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall be responsible for all transactions undertaken and shall make a monthly report of those transactions to the Board of Directors. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

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

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

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

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy.
- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall either be:
 - (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally recognized statistical-rating organization; or
 - (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy. The Board of Directors and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).
- k. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating

service. Purchases of medium term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy. The District may invest no more than ten percent (10%) of its total investment assets in the commercial paper and the medium-term notes of any single issuer.

- l. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund.
- m. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- n. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- o. A mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond. The securities shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service and have a maximum remaining maturity of five years or less.. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.
- p. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000.00).
- q. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization and cannot exceed 30% of the District's moneys that may be invested pursuant to Section 53601.

- r. Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the District's money which may be invested pursuant to this policy.

9.0 PROHIBITED INVESTMENTS

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

- a. Investment in futures and options is prohibited.
- b. In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- c. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
- d. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- e. Purchasing or selling securities on margin is prohibited.
- f. The use of reverse repurchase agreements as a form of leverage, securities lending or any other form of borrowing or leverage is prohibited.
- g. The purchase of foreign currency denominated securities is prohibited.

10.0 COLLATERALIZATION

The District shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security. Bank Deposits: This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The District shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

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

- a. The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- b. Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- c. The District shall receive monthly statements of collateral.

11.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

12.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised by the Finance Committee periodically if determined necessary to meet District goals. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.
- d. No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer except treasuries, agencies, Supranationals, and money market funds or otherwise specified in this policy.
- e. If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
 - a. Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.
 - b. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board of Directors.
- f. Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The District will mitigate credit risk by adopting diversification requirements, issuer limitations and language that downgrades credit ratings. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.
- g. The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.

13.0 REPORTING

The Treasurer shall submit to the Board of Directors an investment report at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third-party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months. The Treasurer shall maintain a complete and timely record of all investment transactions.

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

14.0 INTERNAL CONTROLS

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

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

15.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

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

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

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

16.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the District. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on December 13, 2022. Resolution No. 775 was adopted by the following vote:

AYES:

**Director Bodnar
Director Erickson
Director Johnson
Director Raghavachary
Director Tejeda**

NOES:

None

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO
HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 783 of
the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on
December 13, 2022 and that the same has not been amended or repealed.

Secretary of the Board of Directors
Crescenta Valley Water District

DATED: December 13, 2022

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 7
December 13, 2022

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Resolution No. 784 – Amend the District’s Conflict of Interest Code**

ACTION ITEM:

Resolution No. 784 Amend the District’s Conflict of Interest Code – Consideration and motion to amend the District’s conflict of interest code.

BACKGROUND:

California Government Code Section 81000 – the Political Reform Act – requires state and local government agencies to adopt conflict of interest codes. The Los Angeles County Board of Supervisors establishes regulations for the form of such codes. The County’s regulations can be satisfied by adopting the California Fair Political Practices Commission Regulation 18730, which the District has adopted as its own code. The code holds designated positions to filing Statements of Economics Interest, which are then to be forwarded to the County.

The Political Reform Act requires every local government to periodically review this code, and a review in consultation with District counsel has determined that the list of designated positions applicable to the code should be renamed, deleted, and/or added to. This list is as detailed by Exhibit B within Appendix B1 of the District’s Rules and Regulations.

The County further requires that the agency’s governing board certify the amended list of designated positions applicable to the code.

Exhibit B as amended is enclosed for reference.

RECOMMENDATION:

It is staff’s recommendation that the Board adopt Resolution No. 784 to amend Exhibit B of Appendix B1 of the District’s Rules and Regulations – Conflict of Interest and Disclosure Code.

Prepared and submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. Rules & Regulations – Appendix B1
2. Resolution No. 784

APPENDIX B-1

**CRESCENTA VALLEY WATER
DISTRICT**

**CONFLICT OF INTEREST AND
DISCLOSURE CODE**

CRESCENTA VALLEY WATER DISTRICT

CONFLICT OF INTEREST AND DISCLOSURE CODE

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the Conflict of Interest and Disclosure Code of the Crescenta Valley Water District by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this District.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the General Manager of the District, or his or her designee. The District shall make and retain a copy of all statements filed by its Board Members, and its General Manager, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The District shall retain the originals of statements for all other Designated Positions named in the District's Conflict of Interest and Disclosure Code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CRESCENTA VALLEY WATER DISTRICT

EXHIBIT A

Types of business entities, business positions, investments, sources of income or real property reportable, according to the following disclosure categories as set forth for the designated positions listed on Exhibit B.

Category 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the District, except personal residences or property used primarily for personal recreational purposes. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

Category 2

Persons in this category shall disclose in accordance with this Code, all income from, investments in, and business positions with businesses that produce products or provide services of a type utilized by the District, including but not limited to the areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water or power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; and office equipment or office supplies.

Category 3

Persons in this category shall disclose, in accordance with this Code, all investments. The term "investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds one thousand dollars (\$1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater. (Government Code Section 82034).

Person in this category shall disclose all income received from, or business positions with, any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

Category 4

Persons in this category shall disclose, in accordance with this Code, all investment in, or business positions with, and income from all banks, savings and loans, investment companies, and underwriters.

Category 5

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District, or which could affect financial interests, and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests as determined by the General Manager of the District.

CRESCENTA VALLEY WATER DISTRICT

EXHIBIT B

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of Board of Directors	1, 2, 3, 4
General Manager	2, 3
Director of Finance and Administration	2, 3, 4
Director of Engineering and Operations	2, 3
Engineering Manager	2, 3
Finance and Administration Manager	2, 3
Operations and Maintenance Manager	2, 3
Regulatory and Public Affairs Manager	2, 3
Systems Operations Manager	2, 3

CRESCENTA VALLEY WATER DISTRICT

EXHIBIT C

In addition, the following provisions are hereby incorporated into the District's Code:

DISQUALIFICATION

1. An investment, interest in real property, income or source of income of a designated employee shall not be a basis for disqualification as referenced in Section 18730 of the model code where such interest will foreseeably be affected only by the decisions to fix an ad valorem property tax rate, uniform water rates, or uniform assessments for the District.
2. After disqualification, a designated employee may make an appearance, submit information, or express views on the same basis as any other citizen on matters related solely to his personal interest, provided that it is done publicly and provided that the person clearly indicates he is acting in a private capacity following provisions outlined in Code Section 87105.
3. Rule of Necessity: Item No. 1 (above) does not prevent a designated employee from making or participating in the making of a governmental decision to the extent that his participation is legally required for an action or decision to be made. The fact that a designated employee's vote is needed to break a tie does not make this participation legally required for the purposes of this section. The attorney for the District is empowered to advise any designated employee whether or not the "Rule of Necessity" is applicable in any particular instance.

OPINIONS OF COUNSEL AND OF THE COMMISSION

1. Opinion Requests. Any designated employee who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or a written opinion from the attorney for the District.
2. Evidence of Good Faith. If an opinion is rendered by the attorney for the District stating the facts and the law upon which the opinion is based, compliance by the designated employee with the conclusions of such an opinion is evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 on this Code. The designated employee's good faith compliance with the opinion of the District's attorney shall also act as a complete defense to any disciplinary action that the District may bring under Section 91003.5 of said Act or this Code.

STATUTE OF LIMITATIONS

1. No action based on a disqualification provision of this Code shall be brought pursuant to Government Code Section 91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.

RESOLUTION NO. 784

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENTA VALLEY WATER DISTRICT AMENDMENT TO THE CONFLICT OF INTEREST AND DISCLOSURE CODE OF THE CRESCENTA VALLEY WATER DISTRICT

WHEREAS, the Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, as the code reviewing body for this District, the Los Angeles County Board of Supervisors establishes regulations governing the form of Conflict of Interest and Disclosure Code to be adopted by this District; and

WHEREAS, to meet the requirements of the Los Angeles County Board of Supervisors, this District has adopted FPPC Regulation 18730 as its Conflict of Interest and Disclosure Code; and

WHEREAS, the Political Reform Act requires every local government agency to periodically review its conflict of interest code to determine whether any changes are needed; and

WHEREAS, District staff and reviewed its list of designated positions (Exhibit B), and in consultation with District counsel, has determined that certain positions should be renamed or deleted, and other positions should be added to that list.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Crescenta Valley Water District does hereby amend the attached Exhibit B to the Conflict of Interest and Disclosure Code of the Crescenta Valley Water District, setting forth the designated positions within the District and their disclosure obligations.

BE IT FURTHER RESOLVED, that individuals holding designated positions shall file Statements of Economic Interests with the District General Manager. Within five days of receipt of the Statements filed by the Directors and by the General Manager, the District shall make and retain copies and forward the originals of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the District.

BE IT FURTHER RESOLVED, that a secretarially certified copy of this Resolution, including the attached Conflict of Interest and Disclosure Code of the Crescenta Valley Water District, shall be forwarded to the Los Angeles County Board of Supervisors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Crescenta Valley Water District held on December 13, 2022. Resolution No. 784 was adopted by the following vote:

AYES: Director Bodnar
Director Erickson
Director Johnson
Director Raghavachary
Director Tejeda

NOES: None

ATTEST:

President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO
HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 784 of
the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on
December 13, 2022 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: December 13, 2022

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 8

December 13, 2022

To: Honorable President and Members of the Board of Directors

From: Brook Yared, M.S., P.E. – Engineering Manager

Subject: **Award of Contract - Steel Reservoir Rehabilitation - Goss Canyon No. 1 Reservoir, Project E-1053**

ACTION ITEM:

Award of Contract - Steel Reservoir Rehabilitation at Goss Canyon No. 1 Reservoir, Project E-1053

- a) Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, J. Colon Coatings, Inc. for the rehabilitation of Goss Canyon No. 1 Reservoir at a base cost of \$516,600 and alternative bid items totaling \$33,000 for a total cost of \$549,600.
- b) Consideration and motion to authorize the General Manager to enter into an agreement with Harper & Associates Engineers, Inc for Quality Control Inspection Services for the rehabilitation of Goss Canyon No. 1 Reservoir at a cost not-to-exceed \$54,000.

BACKGROUND:

Crescenta Valley Water District (CVWD) owns two (2) 0.42 million gallon tanks at its Goss Canyon Reservoir site located at the top of Goss Canyon Ave. The steel tanks were built in 1954 and have a combined capacity of 0.92 million gallons (0.42MG ea.). In 1996, an assessment of the District's seventeen (17) reservoirs was performed by Harper & Associates Engineering, Inc. (Harper), and it was determined that the Goss Canyon Reservoir tanks needed to be re-coated to extend the life of the steel tanks. Since that time, the interior and exterior of the Goss Canyon Reservoir tanks have been inspected every five (5) years. All reports indicated some light corrosion on the ceiling and rafters up until recent years. In 2015 Goss Canyon Reservoir No. 1 showed signs of advanced corrosion and was added to the list of reservoirs that need to be rehabilitated. Goss Canyon No.2 was also added but will be rehabilitated as part of the next fiscal year, FY 23/24.

- In 2000, Goss Canyon No.1 was re-coated and improvements such as seismic structural upgrades were completed.
- In 2006, Goss Canyon No.1 was inspected, it was discovered that there was some corrosion on the interior surface between the water line and the top of the roof.
- In 2011, Goss Canyon No.1 was inspected as part of CVWD's reservoir maintenance program, and it was discovered that the advanced corrosion had drastically increased since 2006.
- In 2015, Goss Canyon No.1 was inspected again, and the advanced corrosion had further spread through the rafters. Goss Canyon No.1 was added to the list of reservoirs that need to be re-coated as part of the annual CIP program. (see photos).
- In 2021, Harper inspected Goss Canyon No.1 as part of the design work required prior to developing plans and specifications.



DISCUSSION:

Bid Proposal:

On October 11, 2022, the Board authorized the General Manager to advertise for bids for the subject project. A mandatory pre-bid meeting was held on November 29, 2022, which was attended by four (4) contractors. CVWD specifications indicate that only contractors who attend this meeting are allowed to bid on the project.

On December 6, 2022, at 2:00 PM, the District opened and read the following bid proposals for this project:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	J. Colon Coatings, Inc.	\$549,600
2*	Crosno Construction	\$685,257
3	Spiess Construction	\$702,275
4*	Advanced Industrial Services, Inc.	\$1,000,900

* This bid was submitted after the deadline. It is being included for information purposes only and cannot be considered for award of contract.

J. Colon Coatings, Inc. was the apparent low bidder at a total cost of \$549,600, which includes alternative bid items as shown in the attached bid summary. The bid was 9.9%, or \$60,400, lower than the engineers cost estimate of \$590,000.

In 2018, staff worked with J. Colon Coatings, Inc. to rehabilitate the steel reservoir at Markridge Reservoir site. and again in 2022 on the rehabilitation of Edmund No. 2 Reservoir. J. Colon Coatings, Inc has also worked with other agencies throughout California such as Kern County Water Agency, East Valley Water District, and the City of Santa Cruz over the last five (5) years. Staff contacted their references, and the consensus was that J. Colon Coatings, Inc. is capable of performing the work. The majority of the references indicated that J Colon's performance was within the project schedule and change orders were minimal.

Quality Control Inspection Services:

Staff requested a proposal from Harper & Associates Engineers, Inc (Harper) to provide quality control inspection services for structural modifications, existing coating, removal and re-coating of the interior and exterior reservoir surfaces, and installation of a new cathodic protection system, for a total of \$54,000.

RECOMMENDATION:

Staff's recommendation is to award the contract for the subject project to the lowest responsible bidder, J. Colon Coatings, Inc. for the Steel Reservoir Rehabilitation at Goss Canyon No. 1 Reservoir at a cost of \$549,600. Staff has been recommending in previous construction projects to include a 10% contingency for unforeseen or extra work. The bid proposal for this project included alternative bid items for work items that are typically considered extra work during a rehabilitation of a steel tank. Staff has included the alternative bid items in the overall cost in lieu of the 10% contingency.

Staff also recommends awarding a contract to Harper for specialty quality control inspection for installation of the structural upgrades, re-coating process for the interior of the reservoir, and installation of the cathodic protection system.

Christina Kopelman will be the project manager, and Harper will provide quality control inspection services. CVWD Staff will provide daily inspection and construction administration. It is anticipated that construction will start in January 2023 that should take about four (4) months to complete with an expected completion date of May 2023. Staff will host a community meeting with the local residents before the beginning of construction.

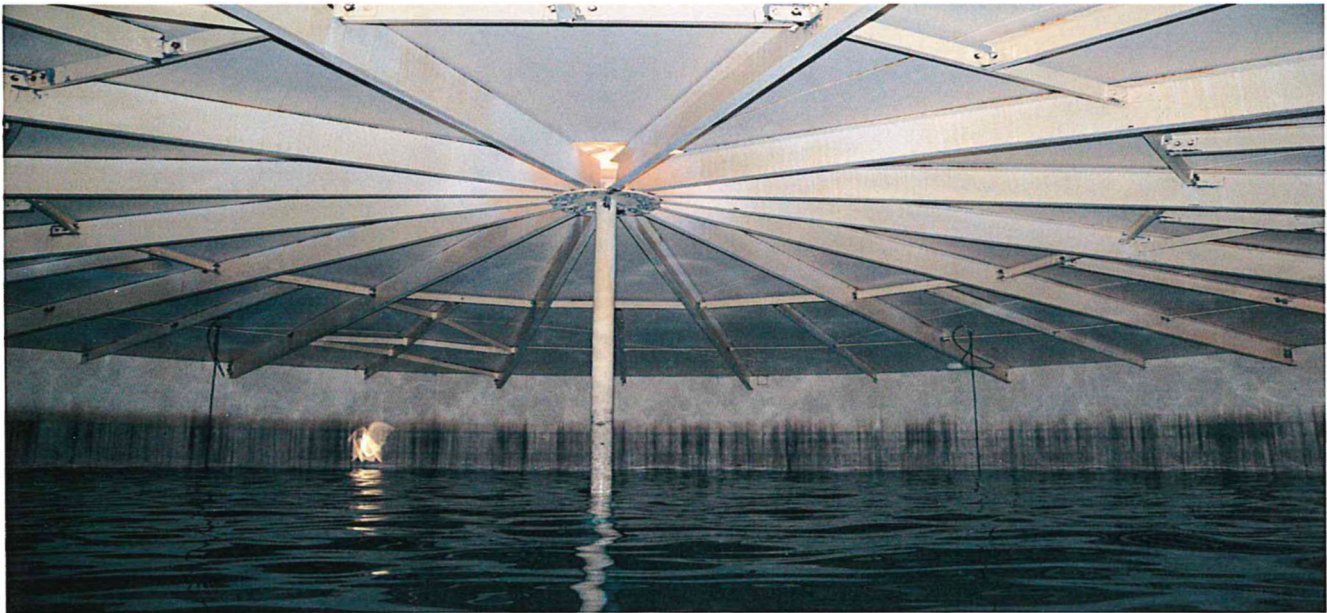
ENVIRONMENTAL REVIEW:

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

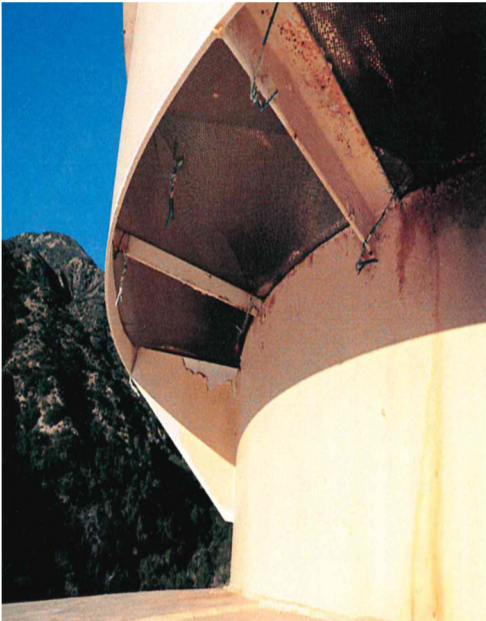
FUNDING AVAILABILITY:

There are sufficient funds available in the FY 22/23 CIP Budget and in the following account for the project:

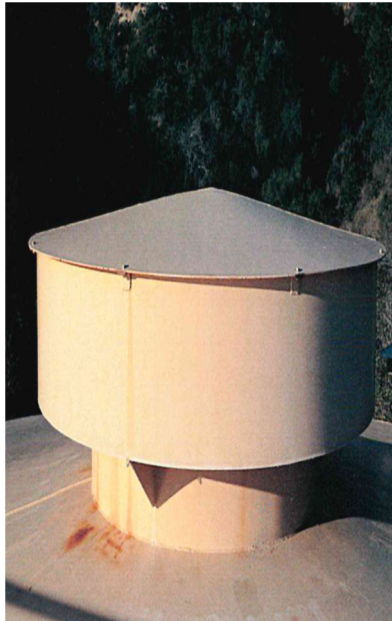
Account Description	Amount
FY 22/23 Water CIP– Water Storage	\$800,000
Contractor Bid Proposal with Alternative Bid Items	<\$549,600>
Specialty Quality Control Inspection Services	<\$54,000>
CVWD Labor	<\$6,000>
Total Cost Estimate	<\$603,600>
Amount Remaining in Water CIP – Water Storage	\$196,400



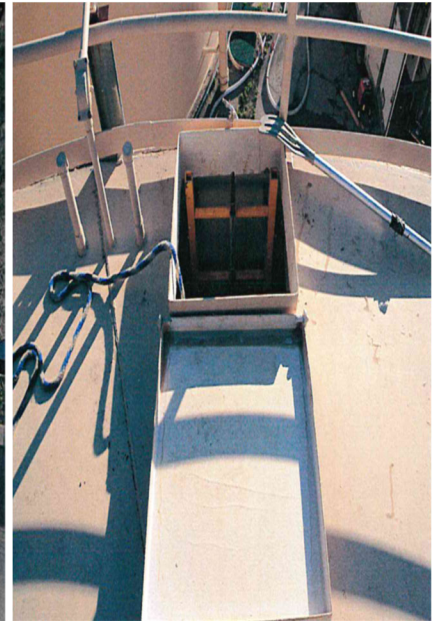
View of Goss Canyon No. 1 Reservoir above the waterline



View of underside vent cover



View of center vent



View of the roof hatch and cover

Prepared by:

Christina Kopelman
Assistant Engineer

Submitted by:

Brook Yared, P.E.
Engineering Manager

Attachments:

1. Bid Summary
2. Construction Support and QA/QC Quote

CRESCENTA VALLEY WATER DISTRICT

Attachment 1

Title: Rehabilitation of Goss Canyon No. 1 Reservoir

E-Job No: E-1053

Engineer's Estimate: \$610,000

Project Manager: Christina Kopelman

BID LOCATION: 2700 Foothill Blvd. La Crescenta, CA 91214

TIME: 2:00 PM

DATE: 12/6/2022

BY: CK CHECKED By: BY

ITEM	DESCRIPTION	QUANTITY		Engineers Estimate		J. Colon Coatings Inc.		Crosno Construction		Spiess Construction Co.		AIS, Inc.	
				UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	Interior Coating: Furnish all labor, materials, and equipment to remove coal tar enamel from bottom surfaces and lower 1-foot of the shell, prepare all surfaces, and coat interior with 100% solids epoxy coatings, in accordance with the specifications.	1	LS	\$185,800.00	\$185,800.00	\$187,300.00	\$187,300.00	\$381,300.00	\$381,300.00	\$316,200.00	\$316,200.00	\$426,900.00	\$426,900.00
2	Disinfection: Furnish all labor, materials, and equipment to prepare surfaces and disinfect interior.	1	LS	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$6,640.00	\$6,640.00	\$3,600.00	\$3,600.00	\$5,500.00	\$5,500.00
3	Exterior Painting: Furnish all labor, materials, and equipment to prepare all exterior surfaces and paint all exterior surfaces with an epoxy/urethane paint system, in accordance with the specifications.	1	LS	\$102,800.00	\$102,800.00	\$128,600.00	\$128,600.00	\$64,760.00	\$64,760.00	\$140,450.00	\$140,450.00	\$250,000.00	\$250,000.00
4	Interior Caulking: Furnish all labor, materials, and equipment to caulk all designated voids on the interior surfaces, in accordance with the specifications.	1	LS	\$4,500.00	\$4,500.00	\$2,500.00	\$2,500.00	\$3,640.00	\$3,640.00	\$3,600.00	\$3,600.00	\$5,500.00	\$5,500.00
5	Center Vent Screen: Furnish all labor, materials, and equipment to remove and dispose of existing vent screen and install new aluminum screen, including removing and reinstalling the vent cover, in accordance with the specifications.	1	LS	\$4,000.00	\$4,000.00	\$1,450.00	\$1,450.00	\$8,740.00	\$8,740.00	\$1,750.00	\$1,750.00	\$3,500.00	\$3,500.00
6	Existing Auxiliary Vent: Furnish all labor, materials, and equipment to remove and dispose of the existing upper section of the vent neck above the flange and the vent cover, furnish and install a new neck section and cover, and install new aluminum screen, in accordance with the plans and specifications.	1	LS	\$9,800.00	\$9,800.00	\$2,200.00	\$2,200.00	\$5,930.00	\$5,930.00	\$6,675.00	\$6,675.00	\$4,900.00	\$4,900.00
7	Auxiliary Vents: Furnish all labor, materials, and equipment to furnish and install two (2) new auxiliary vents, in accordance with the plans and specifications.	2	LS	\$12,000.00	\$24,000.00	\$4,600.00	\$9,200.00	\$6,835.00	\$13,670.00	\$5,625.00	\$11,250.00	\$6,000.00	\$12,000.00
8	Auxiliary Vent Fans: Furnish all labor, materials, and equipment to furnish and install vent fans, solar panels, conduit, junction box, and wiring on existing and new vents including modifying the existing vent, in accordance with the plans.	3	LS	\$12,000.00	\$36,000.00	\$2,400.00	\$7,200.00	\$2,259.00	\$6,777.00	\$4,300.00	\$12,900.00	\$6,000.00	\$18,000.00
9	Roof Hatch: Furnish all labor, materials, and equipment to remove the existing roof hatch and furnish and install a new 36" x 36" roof hatch, in accordance with the specifications and plans.	1	LS	\$5,400.00	\$5,400.00	\$4,600.00	\$4,600.00	\$3,500.00	\$3,500.00	\$8,600.0	\$8,600.00	\$6,500.00	\$6,500.00
10	Interior Ladder: Furnish all labor, materials, and equipment to relocate the interior ladder to the center of the new hatch and replace the interior ladder brackets, in accordance with the plans and specifications.	1	LS	\$4,200.00	\$4,200.00	\$3,500.00	\$3,500.00	\$5,070.00	\$5,070.00	\$8,150.00	\$8,150.00	\$6,500.00	\$6,500.00
11	Interior Saf-T-Climb: Furnish all labor, materials, and equipment to remove and dispose of the existing Saf-T-Climb and furnish and install a new Saf-T-Climb, including a dismount section and dismount section brackets on the existing guardrails, in accordance with the plans.	1	LS	\$8,000.00	\$8,000.00	\$3,200.00	\$3,200.00	\$4,570.00	\$4,570.00	\$6,400.00	\$6,400.00	\$5,900.00	\$5,900.00

ITEM	DESCRIPTION	QUANTITY		Engineers Estimate		J. Colon Coatings Inc.		Crosno Construction		Spiess Construction Co.		AIS, Inc.	
				UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
12	Stairway: Furnish all labor, materials, and equipment to remove the existing exterior ladder and furnish and install a new stairway with concrete pad, in accordance with the plans and specifications.	1	LS	\$60,000.00	\$60,000.00	\$87,400.00	\$87,400.00	\$65,870.00	\$65,870.00	\$53,250.00	\$53,250.00	\$76,000.00	\$76,000.00
13	Fall Restraint System: Furnish all labor, materials, and equipment to furnish and install fall restraint stainless steel cables, attachments, and necessary mounting hardware on the roof, in accordance with the plans.	1	LS	\$4,200.00	\$4,200.00	\$2,900.00	\$2,900.00	\$2,730.00	\$2,730.00	\$7,425.00	\$7,425.00	\$4,000.00	\$4,000.00
14	Liquid Level Indicator: Furnish all labor, materials, and equipment to remove and dispose of the existing liquid level indicator assembly, plate over the openings, and furnish and install new half travel liquid level indicator assembly including gauge board at grade level, in accordance with the plans.	1	LS	\$6,000.00	\$6,000.00	\$7,700.00	\$7,700.00	\$6,970.00	\$6,970.00	\$10,425.00	\$10,425.00	\$6,500.00	\$6,500.00
15	Overflow: Furnish all labor, materials, and equipment to remove the existing passive check valve and reinstall the passive check valve after completion of the exterior painting, in accordance with the specifications.	1	LS	\$2,000.00	\$2,000.00	\$600.00	\$600.00	\$900.00	\$900.00	\$750.00	\$750.00	\$13,900.00	\$13,900.00
16	Sample Ports: Furnish all labor, materials, and equipment to furnish and install a 1 ¼" sample port, in accordance with the plans.	3	EA	\$2,200.00	\$6,600.00	\$1,000.00	\$3,000.00	\$460.00	\$1,380.00	\$1,450.00	\$4,350.00	\$4,500.00	\$13,500.00
17	8" Roof Port: Furnish all labor, materials, and equipment to remove the existing 8" diameter pipe port and plate over the opening, in accordance with the specifications.	1	LS	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$2,300.00	\$2,300.00	\$1,500.00	\$1,500.00
18	1 ½" Roof Port: Furnish all labor, materials, and equipment to furnish and install a 1 ½" port with threaded cap, in accordance with the plans.	1	LS	\$2,200.00	\$2,200.00	\$650.00	\$650.00	\$840.00	\$840.00	\$1,125.00	\$1,125.00	\$3,600.00	\$3,600.00
19	4" Shell Ports: Furnish all labor, materials, and equipment to remove two (2) existing 4" diameter pipe ports and plate over the openings, in accordance with the specifications.	1	LS	\$3,900.00	\$3,900.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$2,100.00	\$2,100.00	\$2,000.00	\$2,000.00
20	12" Shell Nozzle: Furnish all labor, materials, and equipment to remove the existing 12" diameter shell nozzle and plate over the opening, in accordance with the specifications.	1	LS	\$4,800.00	\$4,800.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$4,550.00	\$4,550.00	\$1,500.00	\$1,500.00
21	Lateral Braces: Furnish all labor, materials, and equipment to remove the existing tie-rods and furnish and install new lateral braces, in accordance with the plans and specifications.	1	LS	\$26,000.00	\$26,000.00	\$17,500.00	\$17,500.00	\$18,800.00	\$18,800.00	\$25,800.00	\$25,800.00	\$25,000.00	\$25,000.00
22	Grade Band: Furnish and install all labor and equipment to remove grade band.	1	LS	\$18,800.00	\$18,800.00	\$8,900.00	\$8,900.00	\$19,530.00	\$19,530.00	\$13,400.00	\$13,400.00	\$9,000.00	\$9,000.00
23	Cathodic Protection: Furnish all labor, materials, and equipment to remove the existing 12" diameter shell nozzle and plate over the opening, in accordance with the specifications.	1	LS	\$20,000.00	\$20,000.00	\$12,500.00	\$12,500.00	\$12,890.00	\$12,890.00	\$13,000.00	\$13,000.00	\$30,900.00	\$30,900.00
24	New 36" Manway: Furnish all labor, materials, and equipment to remove the existing manhole and install a new 36” diameter manhole, in accordance with the plans and specifications.	1	LS	\$14,800.00	\$14,800.00	\$16,300.00	\$16,300.00	\$6,500.00	\$6,500.00	\$8,800.00	\$8,800.00	\$12,500.00	\$12,500.00
25	Conduit Supports: 16-inch long Unistrut supports on the shell for future conduits, in accordance with the plans and specifications.	1	LS	\$6,000.00	\$6,000.00	\$3,900.00	\$3,900.00	\$750.00	\$750.00	\$5,175.00	\$5,175.00	\$5,000.00	\$5,000.00
Goss Canyon No. 2 Reservoir - Total - Bid Items 1 - 25					\$565,800.00		\$516,600.00		\$644,457.00		\$672,025.00		\$950,100.00

ITEM	DESCRIPTION	QUANTITY		Engineers Estimate		J. Colon Coatings Inc.		Crosno Construction		Spiess Construction Co.		AIS, Inc.	
				UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
Alternaive Bid Items				Engineers Estimate		J. Colon Coatings Inc.		Crosno Construction		Spiess Construction Co.		Crosno Construction	
26	Dehumidification: Furnish all labor, materials, and equipment to use dehumidification system for interior work, including curing of coatings, in accordance with the specifications.	5	wks	\$3,000.00	\$15,000.00	\$1,600.00	\$8,000.00	\$2,500.00	\$12,500.00	\$1,800.00	\$9,000.00	\$5,000.00	\$25,000.00
27	Pit/Perforation Treatment: Furnish all labor, materials, and equipment to fill pits or weld plates over pitted or corroded areas, as determined necessary by the Engineer	16	Crew Hour	\$450.00	\$7,200.00	\$425.00	\$6,800.00	\$375.00	\$6,000.00	\$250.00	\$4,000.00	\$350.00	\$5,600.00
28	Grinding: Furnish all labor, materials, and equipment to grind smooth sharp edges of the rafter flanges and structural members, as determined necessary by the Engineer	16	Crew Hour	\$350.00	\$5,600.00	\$400.00	\$6,400.00	\$375.00	\$6,000.00	\$425.00	\$6,800.00	\$300.00	\$4,800.00
29	Inspection Spot Blasting: Furnish all labor, materials, and equipment to abrasively blast clean severely corroded surfaces, as determined necessary by the Engineer.	8	Crew hrs.	\$800.00	\$6,400.00	\$500.00	\$4,000.00	\$725.00	\$5,800.00	\$675.00	\$5,400.00	\$800.00	\$6,400.00
30	Nuts and Bolts: Furnish all labor, materials, and equipment to replace existing nuts and bolts at the structural connections, as determined necessary by the Engineer. Each is based on a set of two bolts per connection.	100	EA	\$100.00	\$10,000.00	\$78.00	\$7,800.00	\$105.00	\$10,500.00	\$50.50	\$5,050.00	\$90.00	\$9,000.00
Total - Alternative Bid Items 26- 30					\$44,200.00		\$33,000.0		\$40,800.00		\$30,250.00		\$50,800.00
Total - Bid Items 1 - 30				EE	\$610,000	LOW	\$549,600		\$685,257	2ND	\$702,275	3RD	\$1,000,900



HARPER & ASSOCIATES ENGINEERING, INC.

CONSULTING ENGINEERS

1240 E. Ontario Ave., Ste. 102-312 Corona, CA 92881-8671
Phone (951) 372-9196 Fax (951) 372-9198
www.harpereng.com

PROPOSAL TO

CRESCENTA VALLEY WATER DISTRICT

FOR

ENGINEERING CONSULTING SERVICES FOR CONSTRUCTION ASSISTANCE AND

QUALITY CONTROL INSPECTION FOR A WATER STORAGE RESERVOIR

I. PROJECT DESCRIPTION

- A. The 0.42 MG (24' x 54') water storage reservoir is located on a District-owned site in La Crescenta, California and are designated as the Goss Canyon Reservoir.

B. SCOPE OF WORK – CONSTRUCTION ASSISTANCE

1. Assist District in conducting Pre-Construction Conference to enable all relevant parties to comprehend scope of project, implementation of specification and District requirements.
 - a. Prepare minutes of Pre-Construction Conference covering all aspects of contractor's questions and clarifications of project and present to all parties
2. Assist District in review and approval of Contractor submittals and project procedures. Rejected submittals would be supplemented with an explanation of the reason for rejection and requirements for re-submittal.
3. Prepare change orders as needed. The modifications communicated by change order would be fully documented with written descriptions of the work required.
4. Provide general inspection services as needed for structural modifications to the reservoir.
5. Review all contractor invoices, inspection reports, inspector estimates of percent completion and make recommendations to the District for payment of contractor as appropriate.
6. Assist District in final acceptance of project upon completion of all work by Contractor.

C. SCOPE OF WORK – QUALITY CONTROL INSPECTION

1. DAILY INSPECTION ACTIVITY REPORTS

- a. Reports shall identify daily start and stop times, size of contractor's crew, equipment used, visitors to jobsite, climatic conditions throughout the day, quantity of materials used, work accomplished, periods of Contractor down time and cause, inspection procedures used and results, verification and recording of surface preparation, coating material "batch numbers" mixing, thinning, application and thickness. All entries shall be dated and timed.

2. SURFACE PREPARATION INSPECTION - Physical inspection of blast cleaned surfaces to verify compliance to specification, removal of dust, etc.

- a. Weather conditions will be verified by use of a sling psychrometer to determine suitability of climatic conditions prior to and during all blast cleaning operations.
- b. Surface will be observed throughout cleaning operations to determine compliance with specifications.
 - (1) Preliminary Cleaning: Surface will be inspected to verify removal of grease, oil, chemicals etc. after completion of solvent cleaning of surface.
 - (2) Abrasive Blast Cleaning
 - (a) Inspect blasted surfaces at the end of each day's shift to determine compliance with specification. At completion of blast cleaning each shift, areas not meeting specification will be reblasted and tests again performed. This cycle will be repeated until surfaces are accepted for coating application.
 - (b) Upon completion of above inspection, dust and other surface contaminants will be removed as specified and surfaces visually and physically inspected for compliance to specification.

3. PRIME COAT INSPECTION - After approval of surface preparation, ongoing inspection monitors weather condition, Contractor's application equipment and its operation, mixing of primer and physical inspection of prime coat application, including spray techniques, cleanliness of surface, thickness, etc.

- a. Weather conditions will be verified by use of a sling psychrometer to determine suitability of climatic conditions prior to and during all application operations.
- b. Contractor's equipment is constantly monitored to determine operation will not contribute to any degradation of application (oil, moisture, etc.)

- c. Coating materials are inspected for compliance to specification and all mixing/thinning operations are monitored.
 - d. Surfaces are re-inspected to verify no dust or other contaminants are on surface and remedial cleaning performed as required.
 - e. After approval of surface, application is carefully monitored to verify coatings are evenly applied at proper thickness and with no overspray to interfere with adhesion.
4. FINISH COAT(S) INSPECTION - After approval of prime coat application, ongoing inspection monitors weather condition, Contractor's application equipment and its operation, mixing of primer and physical inspection of prime coat application, including spray techniques, cleanliness of surface thickness, etc.
- a. Procedures outlined in 3. above are repeated during application of additional coats, including careful examination of areas where cleaning penetrated coating film to verify edges of film have not lifted, curled, etc. Where defects exists, additional cleaning will be performed to bring area into compliance with specification and area will be recoated as required.
5. FINAL INSPECTION - Requires input at conclusion of finish coatings to ensure application and dry film thickness are in complete conformance to specification.
- a. DRY FILM THICKNESS TESTING:
 - (1) The coating is tested to determine it has sufficiently dried to eliminate indentation of the probe into the coating, which subtracts mils from the correct reading. If the coating does deform, the testing will be postponed until the coating is firm enough to prevent deformation by the gauge.
 - (2) Dry film thickness measurements will be taken on 3' centers until it is determined deficient readings warrant more tests to truly indicate the thickness of the area. Testing will be performed as deemed necessary to accurately determine the thickness, regardless of what the Contractor may say. If widespread deficiencies are found, the Contractor will be advised to determine if they prefer to proceed with testing after additional material has been applied.
 - (3) After completion of the testing and after the Contractor has recoated all of the deficient areas, tests on the recoated areas will be repeated until the minimum dry film thickness is obtained.

II. SCHEDULE

- A. Inspection would be completed upon a mutually agreed schedule after execution of an agreement and receipt of Notice to Proceed.

III. DISTRICT RESPONSIBILITIES

- A. The District shall provide the following items, personnel and/or services to be utilized in connection with this work.
 - 1. The District shall make available to the Consultant reasonable and timely staff input for purposes of conference discussion, reviewing submissions from the Consultant, providing information and/or suggestions relating to the work in a manner such that the Consultant may meet the project completion schedule.
 - 2. District will provide payment on monthly progress estimates to the Consultant based upon work accomplished during the previous month or portion thereof.

IV. WORK PRODUCT

- A. The District designee shall at all times have access to the work product of the Consultant while it is under preparation or in progress. Upon completion of the project, all drawings, documents, and notes shall become property of the District, including all sketches and correspondence.

V. DESIGNATED REPRESENTATIVES

- A. Project shall be under direct control of Ms. Krista Harper, P.E. It is understood the District's representative will be Ms. Christina Kopelman, who will provide the interface between the District's Staff and Consultant.

VI. COST ESTIMATE

- A. Based on previously noted Scope of Work CONSTRUCTION ASSISTANCE would not exceed \$7,200.
- B. Based on previously noted Scope of Work – QUALITY CONTROL INSPECTION estimated costs for performing services is \$46,800, based on project duration of (65) working days for interior coating and exterior painting.
 - 1. Inspection costs are based on an hourly rate of \$90.00 per hour. The estimate is based on Inspector working 8 hours per day, 5 days per week, Monday through Friday. A 4-hour minimum will be charged for the inspector being on site.
 - 2. If the Contractor accomplishes the work in less time the above cost will be reduced. Should the Contractor fail to achieve the schedule, project's completion would be extended accordingly, resulting in additional inspection time and costs.
- C. Additional meetings and work as directed by District = Hourly basis or negotiated fee.

VII. INSURANCE COVERAGES

- A. Consultant will provide and maintain in full force and effect, while operating under an agreement with District, a comprehensive liability insurance policy which shall include bodily injury, and property damage coverage of \$4,000,000 combined single limit, automobile liability insurance with limits of \$2,000,000, worker's compensation

insurance with limits of coverage as prescribed by law, and an Errors and Omissions professional liability policy with a minimum limit of coverage of \$2,000,000. Noted insurance Coverages are currently in force with Consultant.

VIII. INDEMNITY

- A. District shall hold Harper & Associates Engineering, Inc., harmless from any and all liability to perform beyond the exact confines of the services offered in this proposal.

IX. ACCEPTANCE OF PROPOSAL

- A. The cost estimate, terms and conditions of this proposal are valid for sixty days from receipt of proposal. Acceptance shall be deemed valid upon receipt by Harper & Associates Engineering, Inc. of the original proposal executed by the Engineer's authorized representative within noted time frame. Acceptance will be in whatever form is routinely used by District.

X. CONFIDENTIALITY OF PROPOSAL

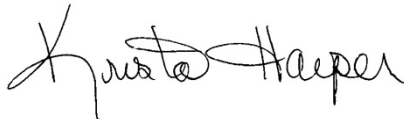
- A. The content of this proposal and any conversations with Consultant regarding this proposal are considered to be confidential and are not for publication, discussion or knowledge of any person or persons who are not employees of District.

XI. TERMINATION OF AGREEMENT

- A. District may terminate this agreement at any time prior to the completion of the services to be furnished by Harper & Associates Engineering, Inc., by giving a written notice of termination to Harper & Associates Engineering, Inc. in which event District shall only pay Harper & Associates Engineering, Inc. as provided herein for work done prior to receipt of such notice of termination, plus the necessary and reasonable cost of termination (not to exceed \$500.00).
- B. In the event District terminates this agreement, Harper & Associates Engineering, Inc. shall furnish District a copy of all work effort and product in process to the date of termination.

Respectfully submitted,

HARPER & ASSOCIATES ENGINEERING, INC.



Krista Harper, P.E.
Vice President, Engineering

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 9

December 13, 2022

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Engineering Manager
Subject: **Advertise for Bids - Water Main Replacement on the 2600-2700 block of Orange Ave., 5000 block of El Adobe Lane, Project E-1046**

ACTION ITEM:

Advertise for Bids - 8-inch Water Main Replacement on the 2600-2700 block of Orange Ave., and 5000 block of El Adobe Lane., Project E-1046 – Consideration and motion to authorize the General Manager to advertise for bids for the construction of 2,500 lineal feet of pipeline replacement on the 2600-2700 blocks of Orange Ave., and 5000 block of El Adobe Ln. with an engineer's estimate of \$808,985 and to find said project exempt from the provisions of CEQA.

BACKGROUND:

CVWD is proceeding with its water main pipeline replacement program for FY 22/23 with the replacement of old pipelines on the 2600-2700 block of Orange Ave., between Rosemont Ave. and La Crescenta Ave and the 5000 block of El Adobe Ln.. The existing 6-inch and 12-inch diameter water mains were installed between 1947 & 1956 and have had several water main breaks and water service leaks over the years. These water mains supply potable water to approximately 38 residents and two institutions including one school. (See project location map)

The project is part of the District's goal to replace a minimum of 5,280 lineal feet (1 mile) of pipeline, which is 50 years or older, per year for the next 10 years. This year's improvement project will only meet part of this goal due to the complexity and location of the project.

Among customers affected by this project is Monte Vista Elementary School on the eastern project limit. In order to maintain adequate fire protection for the safety of the students and staff, the construction schedule and other project parameters were adjusted accordingly. Additionally, during the design phase, the initial water main alignment was investigated to identify possible conflicts with other utilities. The exploratory excavation data revealed a conflict due to the proximity of the proposed water main to an existing 6-inch natural gas main, which will make the construction of the new water main difficult. As a result, a new alignment was reconfigured. The new alignment solved the proximity issue to the gas main and has less impact on parking but will require additional project costs associated with providing temporary water service lines during construction.

DISCUSSION:

Staff and Cannon Inc. have completed the design of the project, and plans have been submitted to the County of Los Angeles for excavation permit review and approval. Staff has also applied for a Department of Drinking Water Waiver permit since a portion of the project will cross or run parallel to sanitary sewer pipe with less than the minimum 10-foot separation requirement. Staff anticipates receiving permit approvals prior to the bid opening date.

The anticipated Project schedule is as follows:

- 1/13/22 – End Public Advertising for Bids
- 1/17/22 – Pre-Bid Meeting
- 1/31/22 – Bid Opening
- 02/07/22 – Award Contract
- March 2022 to July 2022 – Construction Phase

Ms. Christina Kopelman will be the project manager, and construction management services will be selected at a later date to provide field coordination and inspection. The construction cost estimate for the project is \$808,985, the entire project costs including materials, soils engineering, proposal advertising, staff engineering, inspection services, and contingencies are estimated at \$1,276,373.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for the project. Staff will list the project on CVWD's website, periodically advertise the project in the McGraw-Hill Dodge Construction News between 12/15/22 and 01/13/2023 and will send out plans to selected contractors.

ENVIRONMENTAL REVIEW:

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

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 22/23 Water CIP– Water Distribution Pipeline Replacement	\$2,587,000
Project E-1033 & E-1034 FY 21/22 Carryover	<\$1,057,630>
Amount Remaining in FY 22/23 Water CIP	1,529,360
Project E-1046 Engineer's Cost Estimate for Contractor	<\$808,985>
Project E-1046 Additional costs such as material purchase by CVWD, soils engineer, engineering design & inspection labor costs & contingency	< <u>\$386,490</u> >
Total Cost Estimate for Project E-1046	< <u>\$1,195,475</u> >
Amount Remaining in Water CIP – Distribution System	\$333,885

Prepared by:



Christina Kopelman
Assistant Engineer

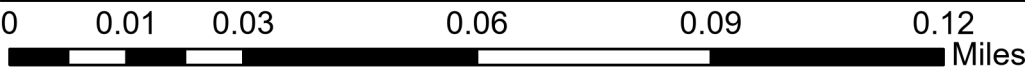
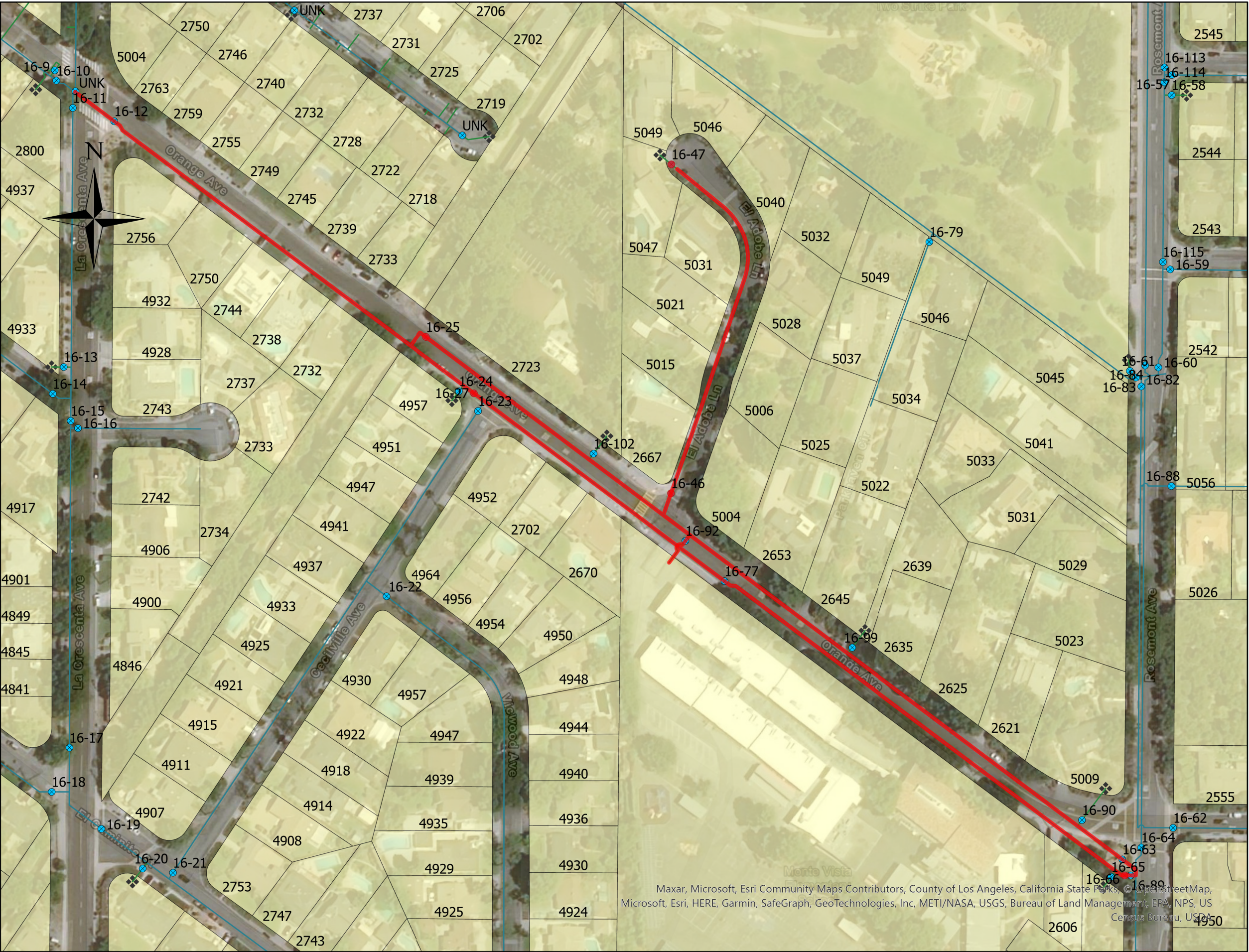
Submitted by:



Brook Yared, P.E.
Engineering Manager

Attachments:

1. Project Location Map Project E-1046



Legend

Existing System:

Valve

- Valve
- Water Main
- WtLateral
- WtHydrant

parcels_w_zones_R1

- parcels_w_zones_R1

12-inch & 6-inch main to be replaced

Total Length - 1250 ft
Diameter New Pipeline - 12-inch
Material - CMLxCMC, 10 ga. Steel

E-1046 - Orange Ave & Adobe Ln. Pipeline Replacement



Location Map

Maxar, Microsoft, Esri Community Maps Contributors, County of Los Angeles, California State Parks, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 10
December 13, 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 – Engineering Department Support Services, Project M-1058.

ACTION ITEM

Award of Contract - Engineering Department Support Services, Project M-1058 - Consideration and motion to authorize the General Manager to enter an agreement with Tetra Tech to provide Engineering Department Support Services from January 2023 to July 2023 at a cost not-to-exceed \$100,000 and to establish a contingency amount of \$10,000 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND:

Crescenta Valley Water District's (CVWD) Director of Engineering and Operations is retiring at the end of 2022 and the current Engineering Manager will be taking over his duties. CVWD has been unsuccessful in hiring a new Senior Engineer/Engineering Manager to lead the Engineering Department. To fill this gap in the interim, CVWD investigated utilizing a professional engineering firm to provide support services to the Engineering Department with a qualified engineer with project experience in water and wastewater project management from January 2023 to July 2023.

DISCUSSION:

Staff met with representatives from Cannon, Tetra Tech and Civiltec to discuss the possibility of using a member of their staff as a project engineer that will report to CVWD's main office. This person would be able to provide support services to CVWD's Engineering Department with the following:

1. Well & Booster Pump design and rehabilitation.
2. Developer Projects – Provide assistance with review and approval.
3. Design and installation of small pipeline projects.
 - a. Intersection of Altura Ave & Rosemont Ave
 - b. Intersection of Maryland Ave & Alabama St
4. Assistance with wastewater collection system treatment contract management.
5. Assistance with bi-annual Sanitary Sewer Management Plan (SSMP) Audit.
6. Wastewater Master Plan Development assistance.
7. Valve Replacement Program assistance.
8. Assistance with annual ULARA Watermaster Report.
9. Coordination of CVWD's Geographic Information System with GIS consultant, FMWD, ESRI & Highroad IT.
10. Coordination and assistance with updating and running CVWD's hydraulic model.
11. Update CVWD's 10-year Pipe replacement program.
12. Assistance with CVWD's Advanced Metering Infrastructure (AMI) program.
13. Coordination and assistance with upgrades to the Ramsdell/Mayfield Water Mixing Station.
14. Assistance with transfer of water services on Fredrick & Thelma to City of Glendale.
15. Plan-checking and reviewing design and bid documents for various projects.
16. Assist in the review and updating of Engineering Standards and Specifications.

Consultants:

Cannon indicated that they do not have available staff for CVWD. Tetra Tech indicated that they have a project engineer that had worked on a previous design project with CVWD staff that would be available. Civiltec also indicated that they have a project manager that was available.

Staff met with Tom Epperson and Elias Sebhatu from Tetra Tech to discuss availability, scope of work, working at CVWD's main office two (2) days a week, working at home one (1) day a week, and Tetra Tech's rate schedule. Staff's impression of Mr. Sebhatu was that he had plenty of experience with similar projects and he would be able to take on the workload at the District for the next six (6) months. In our discussions with Mr. Epperson about support services cost, he agreed to reduce the hourly charge of a Project Engineer from \$165/hr to \$140/hr.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

There is funding available in the water and wastewater expense budget under Administrative Consultants if funding for Crescenta Valley Water District Seismic Vulnerability Study (Study) is re-allocated to the Engineering Department Support Services.

CVWD Seismic Vulnerability Study was to be funded from the CalOES Hazard Mitigation Grant program and the application was sent April 28, 2022. CalOES has not completed the review of the grant application and probably will not make a decision until Spring 2023. Therefore, the Study could be deferred to FY 23/24.

Account Description	Amount
FY 22/23 Water Budget – Administrative Consultant for Crescenta Valley Water District Seismic Vulnerability Study	\$112,500
FY 22/23 Wastewater Budget – Administrative Consultant for Crescenta Valley Water District Seismic Vulnerability Study	\$37,500
Total funding Available	\$150,000
Cost Proposal for Eng. Dept. Support Services	\$100,000
Contingency (10% of contract) to cover the cost of unforeseen or additional work	\$10,000
Total Cost Estimate	\$110,000
Amount Remaining in Water & Wastewater Seismic Vulnerability Study Budget – Administration Consultant	\$40,000

RECOMMENDATION:

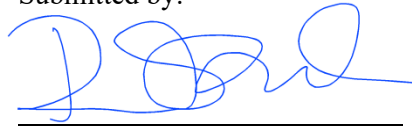
It is staff's recommendation to award a contract to Tetra Tech for Engineering Department Support Services at a cost of \$100,000 and to establish a contingency amount of \$10,000 (10% of contract) to cover the cost of unforeseen or additional work. The additional staff provided by Tetra Tech will help the Engineering Department in the interim period, until a Senior Engineer or Engineering Manager is retained by the District.

Prepared by:



Brook Yared, M.S., P.E.
Engineering Manager

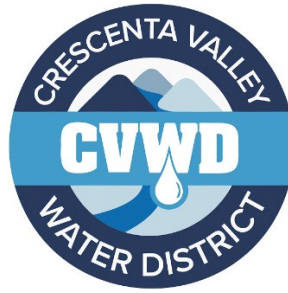
Submitted by:



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

Attachment:

1. Engineering Department Support Services RFP
2. Tetra Tech's proposal dated December 6, 2022



REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES ENGINEERING DEPARTMENT SUPPORT SERVICES PROJECT M-1058

PROPOSAL DUE DATE: December 6, 2022

INTRODUCTION:

Crescenta Valley Water District's (CVWD) Director of Engineering and Operations is retiring at the end of 2022 and the current Engineering Manager will be taking over his duties. CVWD has been unsuccessful in hiring an engineer to replace the Engineering Manager. In the interim, CVWD is seeking the assistance of a professional engineering firm to provide support services to the Engineering Department with a qualified engineer that has direct experience in water and wastewater project management.

SCOPE OF WORK

CVWD is seeking a qualified engineer to assist and coordinate the following tasks and projects:

1. Well & Booster Pump Design & Rehabilitation including:
 - a. Work with CVWD's Water Production Department.
 - b. Review project files.
 - c. Create a scope of work, project schedule and construction cost estimate.
 - d. Contract administration with General Pump Company.
 - e. Coordination of construction and project close out.
2. Developer Projects – Provide assistance with review and approval including:
 - a. Water and Wastewater service connection fees.
 - b. New Water and Wastewater service connections.
 - c. Coordinating the analysis of system impacts (and facility recommendations) for larger developer projects.
 - d. Developer/Contractor agreements for larger developer projects.
 - e. Acceptance of project assets and reconciliation of project costs.
 - f. Review and approve all fire flow requests and calculations.
3. Design and installation of pipeline at intersection of Altura Ave & Rosemont Ave and at the intersection of Maryland Ave & Alabama St. including:
 - a. Reviewing design plans, construction cost estimate & permits.
 - b. Ordering materials.
 - c. Coordinating installation with CVWD's O & M crews.
 - d. As-builts & project close out.

4. Wastewater Collection System Treatment Contract Management
 - a. Bi-monthly Developer assessment fees to City of Los Angeles.
 - b. Wastewater Cost breakdown to Hyperion WWTP.
 - c. Coordination of annual sewer strength and flow data to City of Los Angeles.
5. Assistance with bi-annual Sanitary Sewer Management Plan (SSMP) Audit.
 - a. Update Emergency Response contact information
 - b. Detail the Preventative Maintenance Schedule
6. Wastewater Master Plan Development assistance
 - a. Coordinate temporary sample station installation.
 - b. Provide data for Wastewater hydraulic model calibration.
7. Valve Replacement Program assistance including:
 - a. Access & GIS database management.
 - b. Shutdown scenario review and approval.
8. Assistance with annual ULARA Watermaster Report.
9. Coordination with CVWD's Geographic Information System (GIS) with GIS consultant, FMWD, ESRI & CVWD's IT firm including
 - a. Updating Water and Wastewater Atlases.
 - b. Creating Standard Operating Procedures for updating CVWD's GIS.
10. Coordination and assistance with updating and running CVWD's hydraulic model
 - a. Assist in ongoing model calibration efforts.
 - b. Assist in creating baseline model run scenarios and new scenarios, as needed.
 - c. Perform various model runs and analyses on an as-needed basis
11. Update CVWD's 10-year Pipe replacement including:
 - a. Track and update Capital Improvement Project (CIP) costs for Board and Engineering Committee meetings.
 - b. Annual Pipeline Replacement.
 - c. Project Schedule.
 - d. Construction Cost Estimates.
12. CVWD's Advanced Metering Infrastructure (AMI) program including:
 - a. Update CVWD standard drawings for proper meter installation.
 - b. Coordination of installation of Smart Points and Meter Lids in Zones 9, 10 & 11.
 - c. Design and installation of AMI 3-inch & 4-inch meter replacement (Grant).
 - d. Coordination of implementation of WaterSmart platform with Customer Service.
13. Upgrade to the Ramsdell/Mayfield Water Mixing Station including:
 - a. Coordinate final design with Engineering Firm.
 - b. Work with Water Production Department on equipment & final design.
 - c. Finalizing contract documents for bidding in May 2023.
14. Transfer of Water Services on Fredrick & Thelma to City of Glendale.
15. Coordination of new Water Quality Laboratory Information Management System (LIMS) interface with Engineering, Regulatory, and Water Production Departments.
16. Plan-checking and reviewing design and bid documents for various projects.
17. Assist in the review and updating of Engineering Standards and Specifications on an as-needed basis.

Project Schedule:

Project Engineer shall be available to work at CVWD's main office a minimum of two (2) days per week and work from home one (1) day per week for the duration of the project schedule as shown below.

<u>Task</u>	<u>Date</u>
Proposal Due	December 6, 2022
Award of Contract	December 13, 2022
Kick Off Meeting	January 5, 2023
Start Work at CVWD	January 9, 2023
End Work at CVWD	June 30, 2023

PROPOSAL REQUIREMENTS:**Scope of Work**

The proposal shall include an itemized list and estimate of man-hours required of tasks as outlined in the scope of work above.

Proposal Fee Schedule

The proposal shall include an agreed upon "Fee Schedule" outlining all applicable hourly rates and costs for services. The proposal shall also include a "not-to exceed" total fee, which shall incorporate all work necessary to complete the project objective.

Project Experience

The proposal shall include description of comparable pipeline projects completed by consultant with references detailing experience working with the City of Glendale and Los Angeles County within the past three (3) years including project completion date, location of work, names, addresses, and phone numbers of persons in charge of the projects, and the name and address of the public agency or firm.

Consultant's Representative

The proposal shall name a responsible representative and an alternate to perform the assigned tasks. The chosen consultant's representative will remain responsible and in charge of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. The District must approve any other changes in responsible representative, in advance of any substitutions. The District will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.

Professional Service Agreement

The chosen consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," which will be prepared by the District. Services specified in this agreement shall be taken directly from the consultant's accepted proposal and from this "Request for Proposal", if applicable.

Insurance Requirements

The District will require employer's liability, comprehensive commercial liability insurance, and errors and omissions insurance coverage for at least \$2,000,000 and comprehensive automobile liability for at least \$2,000,000. CVWD requires that District be named as additional insured on the policy and policy shall not be terminated or canceled without thirty (30) days prior written notice to the District.

District Reimbursements

The District normally reimburses consultants for the actual cost (plus 15%) for all outside expenses, including those for material costs authorized in advance by the District. Other reasonable expenses will be reimbursed where such costs have been advanced by consultant and approved by the District. The chosen consultant shall not be compensated for use of computers, office equipment, hardware, or software materials. Said costs are not compensated and time expended by consultant's personnel on such equipment is included within the hourly rate as shown on the consultant's fee schedule.

District Responsibilities:

District will provide the following to assist the selected consultant with the project and its completion:

- A workstation and desk for working at CVWD's main office located at 2700 Foothill Blvd., La Crescenta, CA 91214.
- Access to CVWD's network with proper cyber security.
- Geographic information system (GIS) information and topographic surveys as available.
- Reports, plans, and drawings, as available.
- Design criteria, preferred manufacturer's information, and other technical information, as available and pertinent to the project.
- Current operational condition and performance of existing infrastructure pertinent to the proposed plan.

Proposal Due Date:

Please submit one (1) copy of the proposal as a PDF file via e-mail by 12:00 pm by December 6, 2022, to byared@cvwd.com. If you have any questions or comments, contact Mr. Yared at (818) 236-4117.

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December 5, 2022

Brook Yared, MS, PE
Engineering Manager
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

Transmitted via email: byared@cvwd.com

Reference: Proposal to Provide Engineering Department Support Services – Project M-1058

Dear Mr. Yared,

Thank you for the opportunity to submit our proposal to provide Engineering Support Services for Crescenta Valley Water District's (CVWD/District) Engineering Department. Tetra Tech values the relationship we have built with the District through our past and current on-going projects. We are committed to providing the District with the same consistent, diligent, high-quality service that you expect and deserve and have seen from Tetra Tech through our previous projects. The following is our proposal for the District's requested services:

PROJECT UNDERSTANDING

The District's Director of Engineering and Operations is retiring at the end of 2022 and the current Engineering Manager will be taking over his duties. CVWD has been unsuccessful in hiring an engineer to replace the Engineering Manager. In the interim, CVWD is seeking the assistance of a professional engineering firm to provide support services to the Engineering Department with a qualified engineer that has direct experience in water and wastewater project management.

APPROACH

Tetra Tech is proposing to make **Elias Sebhatu, PE**, available to the District as requested in your Request for Proposal for Engineering Department Support Services. Mr. Sebhatu will be available to work at CVWD's main office two (2) days per week and work from home one (1) day per week for the duration of the project schedule, January 9, 2023 to June 30, 2023.

Mr. Elias Sebhatu, PE, has eight years of professional engineering experience in water and wastewater design. **His previous experience includes working on the District's FY 21/22 Pipeline Replacement project** as well as water main replacement, well equipping and sewage replacement projects – additional project related experience is included in the Appendix-Resume of this proposal. Mr. Sebhatu's project management capabilities include effective communication skills, both written and verbal and knowledge of computer applications, such as MS Excel, MS Word, MS Project, Civil3D, WaterCAD, Revit and Adobe Acrobat. Additionally, should Elias require additional engineering design assistance, he will be supported by Tetra Tech's extensive group of local engineers.

SCOPE OF WORK

Our proposed scope of work follows the one provided in the District's Request for Proposal as clarified below:

1. Well and Booster Pump Design and Rehabilitation including:
 - a. Work with CVWD's Water Production Department
 - b. Review project files
 - c. Create a scope of work, project schedule and construction cost estimate
 - d. Contract administration with General Pump Company
 - e. Coordination of construction and project close out
2. Developer Projects – Provide assistance with review and approval including:
 - a. Water and Wastewater service connection fees
 - b. New Water and Wastewater service connections
 - c. Coordinating the analysis of system impacts (and facility recommendations) for larger developer projects
 - d. Developer/Contractor agreements for larger developer projects
 - e. Acceptance of project assets and reconciliation of project costs
 - f. Review and approve all fire flow requests and calculations
3. Design and installation of pipeline at intersection of Altura Ave. & Rosemont Ave. and at the intersection of Maryland Ave. & Alabama St. including:
 - a. Reviewing design plans, construction cost estimate & permits
 - b. Ordering materials
 - c. Coordinating installation with CVWD's O&M crews
 - d. As-builts and project close out
4. Wastewater Collection System Treatment Contract Management.
 - a. Bi-monthly Developer assessment fees to City of Los Angeles
 - b. Wastewater Cost breakdown to Hyperion WWTP
 - c. Coordination of annual sewer strength and flow data to City of Los Angeles
5. Assistance with bi-annual Sanitary Sewer Management Plan Audit.
 - a. Update Emergency Response contact information
 - b. Detail the Preventative Maintenance Schedule
6. Assistance with Wastewater Master Plan Development.
 - a. Coordinate temporary sample station installation
 - b. Provide data for Wastewater hydraulic model calibration
7. Assistance with Valve Replacement Program.
 - a. Access and GIS database management
 - b. Shutdown scenario review and approval
8. Assistance with Annual ULARA Watermaster Report.
9. Coordination with CVWD's GIS consultant, FMWD, ESRI and CVWD's IT firm including:
 - a. Updating Water and Wastewater Atlases
 - b. Creating Standard Operating Procedures for updating CVWD's GIS

10. Coordination and assistance with updating and running CVWD's hydraulic model.
 - a. Assist in ongoing model calibration efforts
 - b. Assist in creating baseline model run scenarios and new scenarios, as needed
 - c. Perform various model runs and analyses on an as-needed basis
11. Update CVWD's 10-year Pipe Replacement including:
 - a. Track and update Capital Improvement Project costs for Board and Engineering Committee meetings
 - b. Annual Pipeline Replacement
 - c. Project Schedule
 - d. Construction Cost Estimates
12. CVWD's Advanced Metering Infrastructure (AMI) program including:
 - a. Update CVWD standard drawings for proper meter installation
 - b. Coordination of installation of Smart Points and Meter Lids in Zones 9, 10 and 11
 - c. Design and installation of AMI 3-inch and 4-inch meter replacement (Grant)
 - d. Coordination of implementation of WaterSmart platform with Customer Service
13. Upgrade to the Ramsdell/Mayfield Water Mixing Station including:
 - a. Coordinate final design with Engineering Firm
 - b. Work with Water Production Department on equipment and final design
 - c. Finalizing contract documents for bidding in May 2023
14. Transfer of Water Services on Fredrick & Thelma to City of Glendale.
15. Coordination of new Water Quality Laboratory Information Management System interface with Engineering, Regulatory, and Water Production Departments.
16. Plan-checking and reviewing design and bid documents for various projects.
17. Assist in the review and updating of Engineering Standards and Specifications on an as-needed basis.

SUPPORT STAFF AND EXPERIENCE

In support of Elias Sebhata's engineering services while at CVWD, Tetra Tech will make available our local engineering staff on an as-needed basis. Our local staff is currently providing as-needed engineering support for over 20 clients in Southern California, including:

- Los Angeles Department of Water and Power
- Upper San Gabriel Valley Municipal Water District
- Central Basin Municipal Water District
- West Basin Municipal Water District
- Long Beach Water Department
- Mesa Water District
- Moulton Niguel Water District
- Orange County Water District
- Yorba Linda Water District
- City of Anaheim
- City of Huntington Beach
- City of Santa Ana

All of these clients are repeat clients as Tetra Tech has provided high-quality responsive service, innovative designs and functional solutions on-time and within budget.

To emphasize the full breadth of support that is available to the District, the following are brief summaries of the wide range of experience our local staff have previously performed:

Pipeline Projects

During the last 15 years, our local group have been involved in the design and/or construction support of more than 300 miles of water and recycled water pipelines.

Sewer Relining or Rehabilitation Projects

For more than 15 years, our local group have been involved in the design and/or construction support services of more than 100,000 feet of relining or rehabilitation of existing sewer mains. Tetra Tech has extensive understanding of the temporary handling of the sewage flow during the work as well as the importance of detailing the bypass facilities within the construction plans and specifications.

Pump Station/Well Projects

Within the last 15 years, our team has been involved in the design and/or construction support of more than 40 water/recycled water pump stations and 15 water wells. We have developed a team, including a hydrogeological engineer, that works efficiently and effectively together to provide our clients with the maximum capacity required.

Lift Station Projects

For more than 15 years, our local group have been involved in the design and/or construction support services of more than 8 lift stations.

Flow Control Facility Projects

During the last 15 years, our local group have been involved in the design and/or construction support of more than 12 flow control facilities.

Reservoir Projects

Within the last 15 years, our local group have been involved in the design and/or construction support of more than 60 water/recycled water reservoirs (steel and concrete).

Water Quality and Disinfection Projects

During the last 15 years, our local group have completed the design of over 11 treatment (process/membrane) facilities within Southern California, including design of disinfection facilities at over 10 well and/or reservoir facilities. With new PFAS (per- and polyfluoroalkyl substances) regulation becoming increasingly required within the State of California, Division of Drinking Water, our local engineers have become proficient in the design of the latest treatment options available completing over 14 local design projects of PFOS (perfluorooctane sulfonate), PFOA (perfluorooctanic acid), TCE (trichlorethylene), TOC (total organic compounds) and Perchlorate.

Structural Seismic Retrofits

Our in-house structural group has been responsible for the structural analysis and design of water projects completed by Tetra Tech. This work has also included numerous seismic retrofits throughout Southern California. The seismic analysis includes a three-dimensional finite element analysis, member stress analysis, and foundation stability assessment.

Electrical and Controls

Our in-house electrical and instrumentation control group has been responsible for the design of water/wastewater facilities; including utility, industrial, residential, commercial, governmental, and military projects. Our teams work efficiently together and as one cohesive team to provide our clients with the most comprehensive design.

Planning/Engineering Studies

For more than 15 years, our local group have completed over 15 water master plans, numerous hydraulic modeling studies, and engineering efficiency studies within Southern California.

BUDGET

The hourly billing rate for Elias Sebhatsu, PE, is **\$140/hour**.

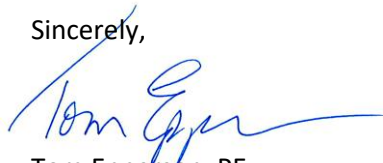
We have also attached our Hourly Rate Schedule for any of the as-needed support requested by Elias or desired by the District.

Assuming three days per week from January 9 to June 30, 2023, the total amount of hours that may be requested of Elias is approximately 600 hours. We recommend that the District also include an additional 20% contingency for support needed or requested to be performed by Tetra Tech's support staff. The following is a summary of the recommended budget for this work:

Elias Sebhatsu (600 hours: 8 hours/day, 3 days/week for 25 weeks)	\$ 84,000
Contingency (Tetra Tech support staff)	<u>\$ 16,000</u>
Total Recommended Budget	\$100,000

Thank you for the opportunity to submit this "short-list" proposal, we anticipate your positive response. Should you require additional information or have any questions, please feel free to contact me at 949/809-5156 or via email at tom.epperson@tetrattech.com.

Sincerely,



Tom Epperson, PE
Vice President

Attachments

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APPENDIX

Resume

Elias Sebhatu, PE Civil Engineer III



Education

BS, Civil Engineering,
California State Polytechnic
University, Pomona, 2013

Registration

Professional Civil Engineer,
California, No. 91276, 2020

Office Location

San Dimas, CA

Years of Experience

8

Mr. Sebhatu has provided professional engineering design services in various water and wastewater projects including domestic water pipelines, water main replacements, gravity sewer mains, gravity force mains, pump stations, lift stations, reinforced concrete reservoirs, steel tank reservoirs, flow control facilities, and pressure reducing valve vaults. Elias' focus has been on the preparation of construction plans, specifications, and design calculations for various water and wastewater projects involving pipeline and water main replacements, installation and rehabilitation.

Project Experience

FY 21/22 Pipeline Replacement Projects, Crescenta Valley Water District, La Crescenta, CA. 2022. Lead Design Engineer for the preparation of design and construction specification documents for the installation and replacement of steel pipelines within the District's water distribution system. Pipeline and water main replacements included 3,470 linear feet of pipeline and 8-inch steel water mains at Los Olivos Lane and 2,330 linear feet of pipeline and 8-inch steel water mains at Alabama St., Cheryl Ave., and Thelma St.

Newport Boulevard Water Main Rehabilitation, City of Newport Beach, CA.

Design Engineer. Provided engineering support for the replacement/rehabilitation of the existing 20/16-inch cast iron pipeline constructed in the mid-1920s within Newport/Balboa Boulevard from the intersection of Via Oporto and Central Avenue to the intersection of Balboa Boulevard and 19th Street. This pipeline is vital as it provides water and fire flow protection to the businesses and residents in the Newport Bay and Peninsula area.

City of Santa Monica Equipping of Three Wells, Santa Monica, CA. Design Engineer. Tetra Tech is providing preliminary and final design, permitting, bidding, and construction services for three municipal drinking water wells, ranging from 300 to 800 gpm. This project consists of two potable water extraction wells and one water injection/extraction well. All three wells are located within the large, grassy median of Olympic Boulevard at separate sites in the city of Santa Monica. The wells are located thousands of feet apart, and each well site is configured to contribute to the aesthetics and function of the area. Tetra Tech's design left adequate room within the median for public access past the well sites without getting too close to traffic. We addressed project security and aesthetics by including a wall around the site, which was designed with the assistance of a local artist to emulate the water aquifer, sedimentary materials, and water wells and provide security, improved aesthetics, and public awareness for the City's water supply.

Mid-Basin Injection: Centennial Park Design Services, Orange County Water District, Santa Ana, CA. Design Engineer responsible for the design of four injection wells located within Centennial Park in the City of Santa Ana for Orange County Water District. In addition to the engineering services for the four injection wells, the project included the design of the supply pipeline, backflush pipeline, bridge crossing, two shared facility sites, a monitoring well site, site improvements, and paving of park access roads and parking lots.

Regional Lift Station Force Main Replacement, Moulton Niguel Water District, Moulton Niguel, CA. Design Engineer. Engineering services for the replacement of approximately 15,000 linear feet of 20-inch and 24-inch Techite sewer force main with Laguna Niguel Regional Park. Regional Lift Station and Force Mains are critical wastewater facilities that pump flow from MNWD sewer collection system to South Orange County Wastewater Authority Regional Treatment Plant. The replacement force main consists of dual 24-inch pipeline approximately

8,000 feet in length and constructed within Laguna Niguel Regional Park. Scope of services included preliminary design, final design and construction phase services.

Gisler-Redhill Trunk Improvements, Reach B, Orange County Sanitation District, Tustin, CA. Design Engineer for the replacement of 21- and 24-inch sewer mains in the Gisler-Redhill Trunk Improvements, Reach B to be replaced with 24- to 36-inch pipelines. The project traverses through the cities of Tustin, Santa Ana and Irvine. Scope of services included preliminary design, final design, and construction administration.

Peters Canyon Channel Water Capture and Reuse Pipeline, Irvine Ranch Water District, Irvine, CA. Design Engineer for over 17,000 linear feet of 10-inch to 16-inch steel and PVC pipeline. This was a joint project with the City of Irvine, City of Tustin, County of Orange, and Caltrans. Project included three storm drain diversion structures and intake design, hanging the pipeline from two bridges, bore and jack under the railroad and backpressure vault.

Recycled Water Distribution System Expansion, El Toro Water District, Laguna Woods, CA. Design Engineer. Design Engineer for the design of over 20 miles of recycled water pipelines for the El Toro Water District's - Recycled Water Distribution System Expansion Project. The pipelines range in size from 4-inch to 20-inch in diameter, and convey up to 775 acre-feet of tertiary treated recycled water per year. The major customer receiving the recycled water is the Laguna Woods Village Home Owners Association (formerly Leisure World).

Owens Lake Dust Mitigation, Los Angeles Department of Water & Power, Los Angeles, CA. Design Engineer. Provided engineering support services to the Los Angeles Department of Water and Power in the evaluation and application of dust control measures capable of reducing overall water use at Owens Lake. The work includes determination of existing utilities and evaluation and design of backup dust control measures of sprinkler system and/or use of brine at areas initially planned for tillage to reduce soil emissivity. The overall goal is to reduce water use at Owens Lake while meeting requirements of the December 2014 - Stipulated Judgement entered into by LADWP and the Great Basin Unified Air Pollution Control District. Work performed included design of hydraulic model to verify pipeline sizing, preparation of plans and cost estimates.

Recycled Water Distribution System Expansion, Recycled Water Customer Retrofits, El Toro Water District, Laguna Woods, CA. Design Engineer. Provided design services for over 200 irrigation meters within Laguna Woods Village, City of Laguna Woods and City of Laguna Hills. Work included preparing technical memorandums for each major customer, performing preliminary site irrigation spray tests, design of recycled water retrofit plans for each property parcel, submittal to State and County Departments of Public Health for recycled water retrofit plan review of each property. Working closely with the El Toro Water District, State and County Departments of Public Health, and each of the retrofit customers was critical to the success of this project.



2023

HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE

Project Management

Project Manager 1	\$220.00
Project Manager 2	\$270.00
Sr Project Manager	\$305.00
Program Manager	\$340.00
Principal in Charge	\$340.00

Engineers

Engineering Technician	\$37.00
Engineer 1	\$100.00
Engineer 2	\$115.00
Engineer 3	\$130.00
Project Engineer 1	\$150.00
Project Coordinator	\$165.00
Project Engineer 2	\$165.00
Sr Engineer 1	\$175.00
Sr Engineer 2	\$185.00
Sr Engineer 3	\$210.00
Principal Engineer	\$300.00

Planners

Planner 1	\$95.00
Planner 2	\$115.00
Sr Planner 1	\$135.00
Sr Planner 2	\$150.00
Sr Planner 3	\$195.00

Designers & Technicians

CAD Technician 1	\$65.00
CAD Technician 2	\$75.00
CAD Technician 3	\$90.00
CAD Designer	\$105.00
Sr CAD Designer 1	\$125.00
Sr CAD Designer 2	\$150.00
CAD Director	\$155.00
Survey Tech 1	\$50.00

Health & Safety

H&S Administrator	\$95.00
Sr H&S Administrator	\$115.00
H&S Manager	\$145.00

Construction

Construction Project Rep 1	\$80.00
Construction Project Rep 2	\$90.00
Sr Constr Project Rep 1	\$105.00
Sr Constr Project Rep 2	\$120.00
Construction Manager 1	\$170.00
Construction Manager 2	\$190.00
Construction Director	\$235.00

General & Administrative

Project Assistant 1	\$67.00
Project Assistant 2	\$75.00
Project Administrator	\$95.00
Sr Project Administrator	\$120.00
Sr Graphic Artist	\$130.00
Technical Writer 1	\$97.00
Technical Writer 2	\$124.00
Sr Technical Writer	\$155.00

Information Technology

Systems Analyst / Programmer 1	\$77.00
Systems Analyst / Programmer 2	\$115.00
Sr Sys Analyst / Programmer 1	\$130.00
Sr Systems Analyst / Programmer 2	\$196.00

Project Accounting

Project Analyst 1	\$90.00
Project Analyst 2	\$114.00
Sr Project Analyst	\$155.00

Reimbursable In-House Costs:

Photo Copies (B&W 8.5"x11")	\$ 0.15/Each
Photo Copies (B&W 11"x17")	\$ 0.40/Each
Color Copies (up to 8.5"x11")	\$ 2.00/Each
Color Copies (to 11"x17")	\$ 3.00/Each
Compact Discs	\$10/each
Large format copies	\$0.40 S.F.

Mileage-Company Vehicle	\$0.80/mile
Mileage-POV	\$0.55/mile*

*current GSA POV mileage rate subject to change

All other direct costs, such as production, special photography, postage, delivery services, overnight mail, printing and any other services performed by subconsultant will be billed at cost plus 15%.

NOTE: Rates subject to change annually.



YOUR BEST PROTECTION

11/28/2022

ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

President

E.G. "Jerry" Gladbach

Vice President

Melody A. McDonald

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Fred Bockmiller

David Drake

E.G. "Jerry" Gladbach

Cathy Green

Brent Hastey

Chris Kapheim

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Crescenta Valley Water District (C008)
2700 Foothill Blvd.
La Crescenta, CA 91214-3516

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Crescenta Valley Water District (C008) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2023.

Sincerely,

Melody McDonald
President

Enclosure: President's Special Recognition Award(s)

Core Values

- People
- Service
- Integrity
- Innovation

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Crescenta Valley Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 07/01/2018 - 06/30/2021
announced at the Board of Directors' Meeting in Indian Wells.*

Melody McDonald

Melody McDonald, President



November 28, 2022

From: Jacob Lee <jacobjlee@gmail.com>
Sent: Tuesday, November 15, 2022 12:36 AM
To: Customer Service <customerservice@cvwd.com>
Subject: CVWD Board Meeting - Nov 22, 2022

Dear Ms. Colby,

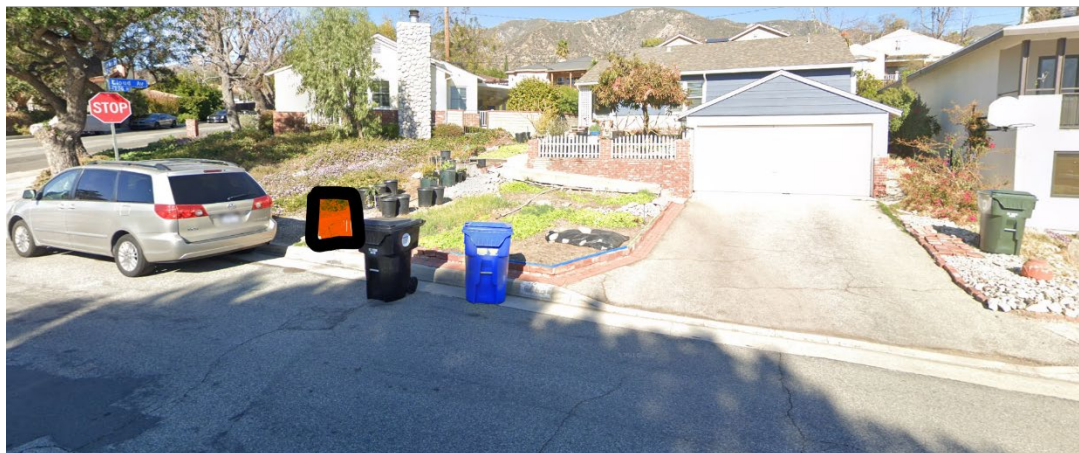
I am writing to inform the CVWD Board of Directors regarding a problem that I have with regard to a fire hydrant which was recently placed directly in front of my property located at 3059 Los Olivos Ln in La Crescenta.

The previous location of the fire hydrant was across the street from 3059 Los Olivos Ln, but it was moved earlier this year in June 2022 in front of my property. The location of this hydrant prevents us from parking a vehicle in front of the home or even placing the trash cans out for weekly collection. It is a severe disruption to our daily lives and has caused much anxiety and stress.

I sent an email to Christina Kopelman on 6/27/22 informing her of my concerns and she replied back the same day that she would look into the matter further and then follow-up with me. However, I received no further response and therefore emailed her again on 7/30/22. Again, no response from her. I emailed her again today.

I would appreciate the board reviewing this matter at the upcoming meeting on 11/22/22. Please do not hesitate to contact me if you need any further information.

This is a Google Street view of my property. This highlighted portion is the new location of the fire hydrant. The location prevents any parking in front of the property, from the driveway to the stop sign.



This was the previous location of the fire hydrant, across the street. As you can see, it was placed at the corner, leaving plenty of room for parking:



Thank you,
Jacob Lee

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

December 13, 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:

- Canned Food Drive and Blood Drive
- ACWA Fall Conference
- Employees Christmas Luncheon
- Water Conservation and Public Outreach
- Engineering Report
- Maintenance and Operations Report

STAFFING

Two employees have work anniversaries in December. Robert Wood – 17 years and Jennifer Bautista – 3 years. As of December 8th, the District has gone 331 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Drought Outreach Meeting with FMWD	- November 9 th
FMWD Retail Managers Meeting	- November 16 th
Management staff meetings	- November 21 st , November 28 th
ACWA Conference	- November 29 th – December 1 st
Meeting with MWD's DEI Chief Officer	- December 8 th
Christmas Luncheon	- December 13 th

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

December 13, 2022

To: Honorable President and Members of the Board of Directors
From: Christy J. Colby
Subject: Water Conservation and Public Outreach Update

Monitoring Report Submitted to State for November 2022:

Production Numbers

➤ Total Water Production November 2022:	284.0 AF
➤ Total Water Production November 2013:	367.8 AF
➤ Total Water Production November 2021:	328.3 AF
➤ Total Water Production November 2020:	348.1 AF

Compliance Reporting

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

Voluntary Water Reduction Goal: 20% from 2020 Usage

➤ Percent Reduction from 2013	22.8 %
➤ Percent Reduction from 2021	13.5 %
➤ Percent Reduction from 2020	18.4 %

Public Outreach for November 2022

- Face Book Posts, 7. Most popular post, Climb for Heroes
- CV Weekly
 - Ads for blood and canned food drive
- Website
 - 3,112, Most popular day, November 8
- Constant Contact, Food and Blood Drive Email Blast
- Everbridge – 1 Message, Water Shutdown Cancellation

Field Maintenance and Operations Report

November 2022

0

Water Main Repairs

8

Water Service
Repairs: 5, Replacements: 3

0

After Hours Leaks/Repairs

13,122'

Sewer Maintenance
Clean: 13,122', Inspect: 0, Reports: 0

- **Field Maintenance Projects**

- * Ed I – Install isolation valve & repair manifold
- * Fire hydrant lateral – 3320 Montrose
- * Problem Valve List – Eliminated two valves

- **Operations Report**

- * Mills Plant – Aeration tower maintenance
- * Edmund I – Valve replacement & manifold repairs
- * Mills – Prep & plan pump station manifold repairs

- **Electrical/Telemetry**

- * E-939 – Encinal & Ordunio RTU back panel builds
- * MCC Maintenance – Ordunio/Well #2
- * La Granada Lift Station – Install 4G modem antenna
- * Ramsdell Mixing Station – Troubleshoot mag meter & order parts

Wastewater

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

Field Maintenance and Operations Report

November 2022

Days without a lost-time incident: **323**

280

Water Quality Samples

179

Valves

Replace: 0, Exercise: 179, Install: 1

46

Fire Hydrant Maintenance

Rebuild: 1, Replace: 0, Inspect: 46

0

Water Meter Replacement

$\frac{3}{4}$ " : 0, 1" : 0, 1.5" : 0, 2" : 0, 3" : 0, 4" : 0

- **Training/Cross Training**

- * Stress Management

- Webinar

- * Water Wise Pro Expo

- Operations & Maintenance

- * Sanitary Sewer Waste Discharge Requirements

- Brook Y

- Christy C

- Jake W

- Darlene T

- Jennifer B

- **New Certification**

- * None to report

- **Safety**

- * Glenwood Plant

- Cyber Security

- Confined Space

Engineering Report

December 13, 2022

Staff Report

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Interim Director of Engineering and Operations
Subject: **Engineering Report – November 2022**

1. Water Production Report

- November 1 – 30 – Water production – 59%/41% split – 92.8 MG for the month
- Average use 15.9% less than 2021 and 15.6% less than 5-yr average

2. Rainfall Update

- 3.13” for November 2022
- Rainfall Total for Rainfall Year 2022/23 – 3.18”, 2% above average

3. Report on Engineering

- **FY 22/23 Capital Improvement Project**

- Project 1 – 2600 & 2700 Blocks of Orange Ave
 - Advertising for Bids – See Memo
- Goss Canyon #1 Reservoir Rehabilitation
 - Award of Contract – See Memo
- Conversion to Chloramination
 - Progress Meeting – 12/8/2022

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

- FY 21/22 – Pipeline Replacement Program
 - Project 1 – 2800 to 3100 Blocks of Los Olivos
 - Complete
 - Project 2 – 4700 & 4800 Blocks of Cheryl
 - Complete
- Wastewater Master Plan – Calibrating Hydraulic Model
- Ramsdell Mixing Station/Pressure Reducing Station – On Hold
- Well 9 Rehabilitation – Sizing Pump and Developing Scope of Work
- Booster Pump 26 at Cresta Heights Rehabilitation – Determining Available Incentives

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

- Emergency Generator at Sewer Lift Station
 - Developing Punchlist – December 8, 2022

- **Grant Program**

- Water Recycling Grant – No Report
- Cal OES – New emergency generators and seismic feasibility study – submitted on 4/8/22
- USBR Small-Scale Water Efficiency Grant 2022 – 1-½-inch Meters submitted on 4/28/22
- USBR Small-Scale Water Efficiency Grant 2020 – 3” & 4” Meters – In Progress
- Stormwater Capture Project at Crescenta Valley County Park – No Report

- **AMI Customer Engagement Portal**

- Working on including a pdf of Customer’ bills in Portal

- **Replacement of Supervisory Control and Data Acquisition (SCADA) System**

- Project Schedule – April 2022 to October 2023
- APEX – Programming & Integration
- Sites Completed (9 sites)
 - Wells 5, 7, 8, 9, 11, 14 & 16
 - Ramsdell Mixing Station
 - Glendale/CVWD Interconnection
 - Glenwood Plant with Wells 6, 10, 12 & 15
- Sites Pending Integration (2022)
 - Mills Plant – December 2022
 - Ordunio Reservoir – January 2023
 - Encinal Reservoir – February 2023

4. **Developer Projects**

- D-21-G2 – Complete – Reimbursement Claim 3 Received – Project Complete
- 3037/3043 Foothill – New 38 Units and mixed commercial – Establishing Special Contract
- 2341 Mira Vista – New 4 Units – Reconciliation and Transfer of Ownership
- 4360 Ocean View – 3 Units upgraded to 7 units – Plan Check
- 2201 Honolulu – New 4" water main – Contractor Experience Under Review
- Waiting on Developer
 - 1961 Waltonia – New 6 units
 - 4521 Briggs/2413 Foothill – New 70 units
 - 3900 Park Place – New 28 units
 - 2345 Mira Vista – New 4 units
 - 2434 Foothill – New 31 Units

5. **FMWD** – Construction – Re-coating La Crescenta Reservoirs – one reservoir complete

6. **Supply Chain Issues** – Update

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

November 1 - November 30, 2022

Well Production:	49,324,984	Gals		
GWP Production:	4,476,000	Gals		
Gravity Production:	1,207,034	Gals	% GW	59%
FMWD:	37,779,632	Gals		
City of Glendale:	0	Gals	% Import	41%
TOTAL:	92,787,650	Gals		
	284.75	ac-ft		

Glenwood Nitrate Water

Reclamation Plant:* 0

*Included in Well Production

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
November 1 - November 30, 2022	2,993,864	
November 1 - November 30, 2021	3,560,217	-15.9%
5-yr Average - November 2017 - 2021	3,546,441	-15.6%

RAINFALL: November 1 - 30, 2022 3.07"

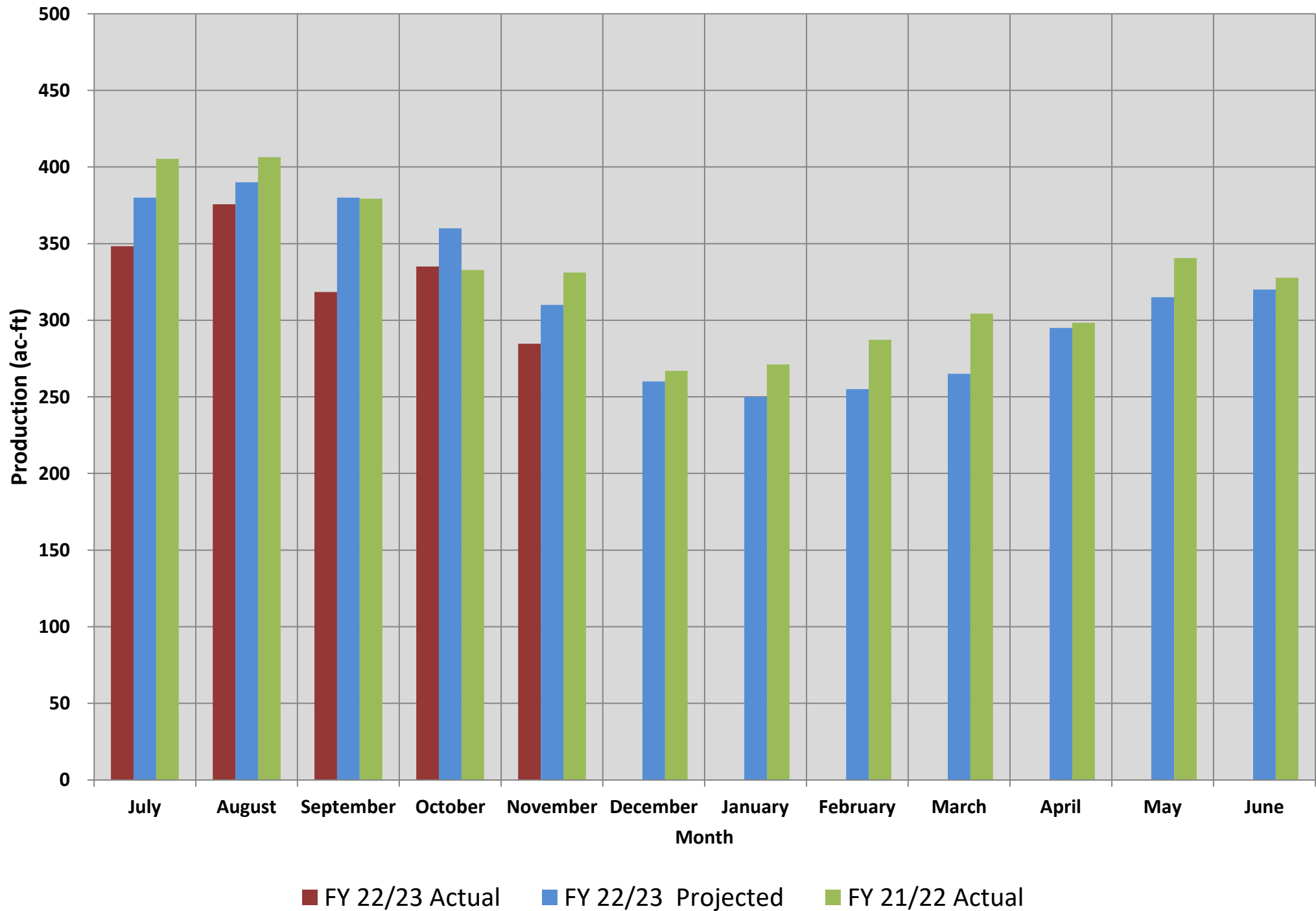
Season-To-Date: 3.18"

2022/23 Fiscal Year Water Production			WY 22/23 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2022		Purchased Water Production Tier 2 Allocation 2022	
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	348	380	October	165	January	16	January	101
August	376	390	November	155	February	13	February	122
September	318	380	December		March	15	March	121
October	335	360	January		April	15	April	120
November	285	310	February		May	15	May	154
December		260	March		June	14	June	148
January		250	April		July	14	July	164
February		255	May		August	14	August	191
March		265	June		September	14	September	143
April		295	July		October	14	October	156
May		315	August		November	14	November	116
June		320	September		December		December	
Total to Date	1,662	1,820	Total to Date	320	Total to Date	157	Total to Date	1,536
Projected	3,622	3,780	Water Rights	3,294			Tier 2	2,154
% of Projected	44.0%	48.1%	% of Rights	10%			% of Allocation	71%
Remaining	2,118	1,960	Remaining	2,974			Remaining	618

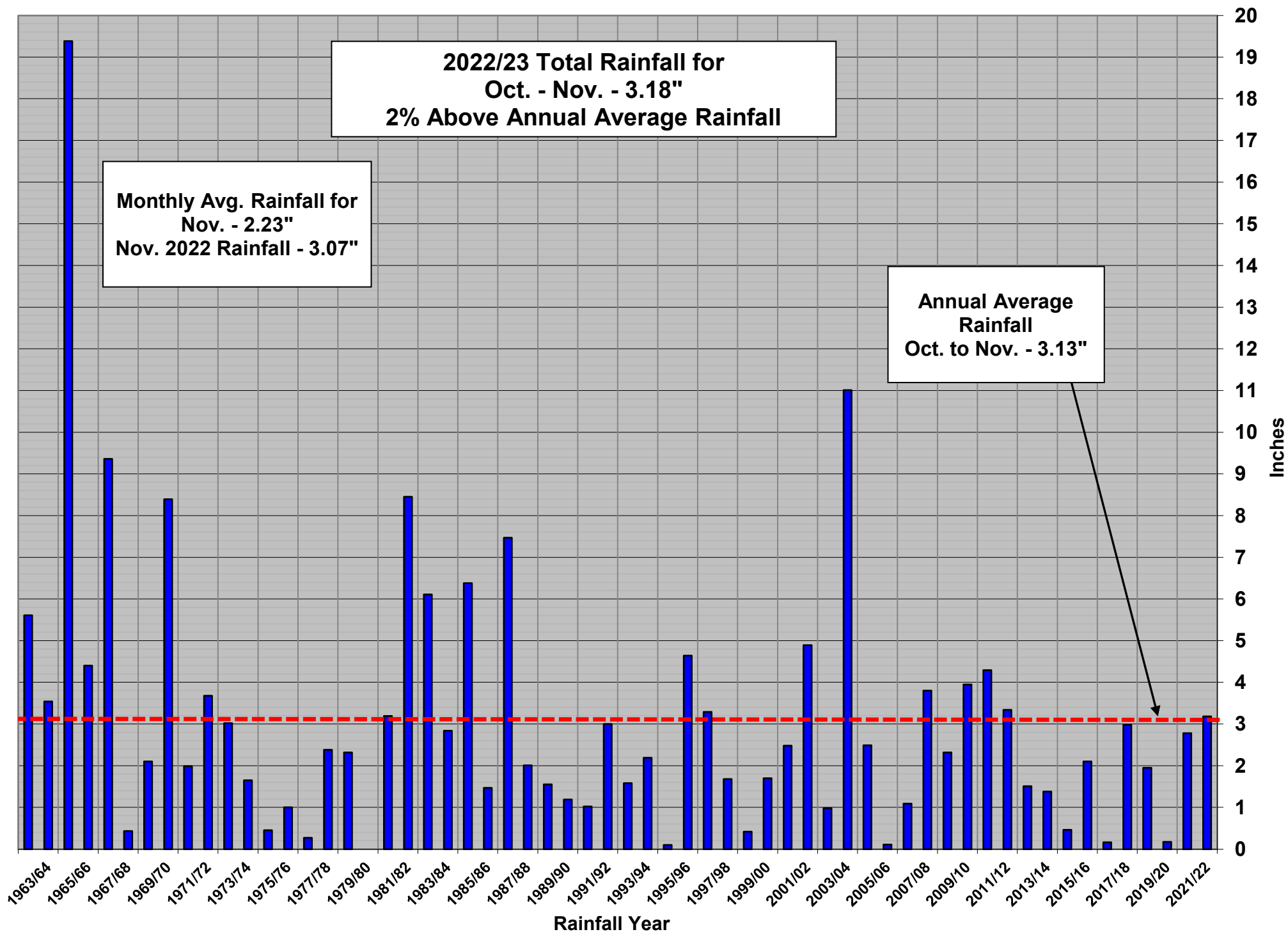
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY 22/23 Actual, FY 22/23 Projected & FY 21/22 Actual



Monthly Rainfall - 1963/64 - 2022/23 (Oct. 1 - Nov. 30)



CRESCENTA VALLEY WATER DISTRICT

FINANCING CORPORATION

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the Annual Meeting
of the Crescenta Valley Water District Financing Corporation
to be held on Tuesday, December 13, 2022**

Following the Regular Board Meeting

Posted: Friday, December 9, 2022 at 4:30 p.m.

This meeting will be conducted in person at the address listed above. Members of the public may also participate virtually by 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: 857 1213 4395

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/85712134395>

If there is a disruption of service, this meeting will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required.

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on December 13, 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

Public Comments

At this time the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable and speakers are limited to one three (3) minute comment.

Consent Calendar

1. Consideration and Approval of the Minutes of the Meeting, December 14, 2021.

Action Calendar

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

1. **Election of Officers** – Election of President, Vice President and other officers of the of the Crescenta Valley Water District Financing Corporation for 2023.
2. **Report of Financial Compliance**

Board Members' Request for Future Agenda Items

Adjournment

**CRESCENTA VALLEY WATER DISTRICT
FINANCING CORPORATION
REGULAR MEETING, BOARD OF DIRECTORS**

December 14, 2021

The Meeting of the Board of Directors of Crescenta Valley Water District Financing Corporation was held on December 14, 2021, at 8:05 p.m., via teleconference, with President Raghavachary presiding.

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

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

PUBLIC COMMENTS – There were no public comments.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Meeting held on December 8, 2020.

AYES:	Director Bodnar Director Erickson Director Putnam Director Tejeda Director Raghavachary
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NOES:	None
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ACTION CALENDAR

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

President:	James Bodnar
Vice President:	Kerry Erickson

Executive Director: Nemesciano Ochoa
Secretary-Treasurer: James Lee

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

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

NOES: None

President Bodnar began presiding over the meeting.

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

BOARD MEMBERS' REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 8:08 p.m., the meeting was adjourned.

APPROVED:

James Bodnar
President

James Lee
Director of Finance & Administration