

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, February 28, 2023, at 7:00 p.m.**

Posted: Friday, February 24, 2023 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: 810 5989 5524

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/81059895524>

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 February 28, 2023.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address and posted on the District's website.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Board Meeting on February 14, 2023.
2. Ratification of Disbursements for January 2023.

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. **Appeal for High Water Bill at 5048 Humphrey Way**
2. **Policies & Procedures for Commercial Facilities Located on District Properties (Cellular Site Leases)** – Consideration and possible motion to approve the amended “Policies & Procedures” for cell tower lease revenues based on committee input.
3. **Public Outreach Plan to Support Funding for Long-Term Infrastructure Reliability** – Provide an update on a proposed public outreach plan to support funding for long-term infrastructure reliability.

Information Items

Written Communications to District/Board of Directors

General Manager’s Report

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee
- Technology Committee

Directors' Oral Reports – Reports on issues, meetings, or activities attended by Directors.

Board Members' Request for Future Agenda Items

Closed Session - None

Adjournment

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CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

February 14, 2023

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on January 10, 2023, a Regular Meeting was held on February 14, 2023, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California and through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, due to the COVID-19 pandemic, with President Sharon Raghavachary presiding.

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

Directors:

**James D. Bodnar
Kerry D. Erickson
Jeffery W. Johnson
Sharon S. Raghavachary
Judy L. Tejeda**

Attorney:

Thomas Bunn

General Manager:

Nem Ochoa

Director of Finance & Administration:

James Lee

**Interim Director of Engineering
and Operations:**

Brook Yared

Staff Members:

**Arturo Montes, Finance & Administration Manager
Christy Colby, Regulatory & Public Affairs Manager
Kellen Boyce, System Operations Manager
Darlene Telles, Operations & Maintenance Manager
Tessa Allmon, Customer Service Lead
Pam Leddy, Administrative Assistant**

Guests:

**Frank Colcord, FMWD Director
Sanjay Gaur, Water Resources Economics**

PLEDGE OF ALLEGIANCE

Ms. Leddy opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 vote that the Agenda for the Regular Meeting of February 14, 2023, be adopted as presented.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord announced that the Metropolitan Water District, along with other California water agencies, has submitted their proposal to the United States Bureau of Reclamation for management of the Colorado River as requested by the Environmental Protection Agency. Mr. Colcord shared that refurbishment of two (2) reservoirs located on Briggs Avenue are internally complete, and the landscaping and external painting is underway.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Erickson and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on January 10, 2023 and to ratify the disbursements for December 2022 which consisted of:

Payment of demands against the Crescenta Valley Water District on or before December 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 Seven-Hundred and Seventy-Seven Thousand, Eight-Hundred and Ninety-Two Dollars and Sixty-Two Cents (\$777,892.62), which is composed of the individual items set forth herein.

PUBLIC COMMENTS – None

ACTION CALENDAR

Q2 Budget Report for FY 2022-23 – Mr. Montes presented a summary of the District's Second Quarter Water and Wastewater Budget Report revenues and expenditures for the fiscal year ending June 30, 2023. Mr. Montes provided detailed information on revenues and expenses to notate over/under variances for each of the departments. Mr. Montes shared that staff has deferred the construction portion of the Orange Ave. CIP project to the FY 2023-24 budget year, which in turn will lessen the impact to reserves due to the drop in water sales. Mr. Montes further noted that the Q2 budget report will be the initial basis off of which the FY 2023-24 budget will be built, and he provided an overview of the timeline for the upcoming budget process.

PUBLIC COMMENTS – None

Update on Placing Charges on the County Property Tax Roll – Mr. Lee provided an update on the process for placing charges on the Los Angeles County property tax roll to fund long-term infrastructure reliability projects. Mr. Lee emphasized the primary benefits of the collection of a charge on the property roll, which include revenue stability and sufficiency and equity for the property, its owners, and the community with respect to water availability and emergency response. Mr. Lee reviewed the diligence conducted by staff and legal counsel regarding the legality and viability of the process and its requirements. Mr. Lee presented a proposed project timeline for next steps if the District is to meet the County's filing deadline for the property roll of August 10, 2023.

PUBLIC COMMENTS – None

Replacement of 6-inch and 12-inch Water Mains on the 2600-2700 blocks of Orange Ave., and the 5000 block of El Adobe Ln., Project E-1046 – Mr. Yared stated that staff and Cannon. Corp. have completed the design of the pipeline project and that plans have been submitted to the County of Los Angeles for excavation permit review and approval. Mr. Yared added that staff has received the Department of Drinking Water (DDW) waiver permit since some portions of the project will cross or run parallel to sanitary sewer pipes with less than the minimum 10-foot separation requirement. Mr. Yared said that on February 7, 2023 the District opened and read bid proposals from six (6) contractors and determined J. Vega Engineering, Inc. of Camarillo to be the lowest responsible bidder. Mr. Yared also recommended that Anser Advisory (Anser) provide construction management and inspection support services for the project. Mr. Yared said that Glendale Unified School District has acknowledged that the actual construction portion of the project will begin in early June with an anticipated completion date in August.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 vote to: a) authorize the General Manager to award a contract to the lowest responsible bidder, J. Vega Engineering, Inc., for the construction of 2,500 lineal feet of pipeline replacement on the 2600-2700 blocks of Orange Ave. and the 5000 block of El Adobe Ln. at a cost of \$890,633 and establish a contingency amount of \$89,063 (10% of contract) to cover the cost of unforeseen work; and b) authorize the General Manager to enter into an agreement with Anser Advisory for the construction management and inspection services for the pipeline replacement project at a cost not to exceed \$129,078. The said project was previously approved to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

PUBLIC COMMENTS – None

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Lee provided updates on the Cell Tower Lease Program. Ms. Colby provided highlights of the Water Conservation and Public Outreach Report. Mr. Yared stated that 74.9 MG of water was produced during the month of January 2023, representing a 68%/32% split, and provided highlights of the January 2023 Engineering Report. Mr. Boyce presented a video production created by the “Discovery Group” emphasizing the importance culture, morale and values to Crescenta Valley Water District. Mr. Ochoa expressed appreciation for the leadership shown by the Discovery Group and shared how other culture-building initiatives across the District are supplementing each other’s efforts.

ATTORNEY REPORT – No report

REPORTS OF COMMITTEES

Engineering Committee – Director Erickson reported that the Committee had not met; however, a meeting is scheduled on March 1, 2023.

Finance Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled as needed.

Employee Relations Committee – Director Bodnar reported that the Committee had not met; however, a meeting will be scheduled as needed.

Policy Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled as needed.

Community Relations/Water Conservation Committee – Director Johnson reported that the Committee had not met; however, a meeting will be scheduled the week of February 20, 2023.

Emergency Planning Committee – Director Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

Executive Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled as needed.

Technology Committee – Director Bodnar reported that the Committee had not met; however, a meeting is scheduled on February 23, 2023.

DIRECTORS' ORAL REPORTS

Director Bodnar – Shared that he filed his 2022-23 Annual Statement of Economic Interests (Form 700) and completed the Ethics training as required by JPIA.

Director Erickson – Shared that he received an inquiry from a resident regarding the refilling of their pool after making needed repairs.

Director Johnson – No report.

Director Raghavachary – No report.

Director Tejeda – No report.

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:54 p.m., the meeting was adjourned to February 28, 2023, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENTS LIST

JANUARY 2023



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	1/30/2023	CalPERS	PERS Contributions - January 2023	26,677.66	11,835.73
0		Los Angeles County Public Works	Excavation permits - January 2023	4,984.00	
0	1/11/2023	Los Angeles County Public Works	E-1046 - Excavation permit	10,550.80	
0		Shell	Purchased fuel - January 2023	2,155.52	718.51
0	1/17/2023	Pat-Chem Laboratories	Water sampling - December 2022	6,100.00	
0	1/27/2023	Southern California Edison	Power purchased - January 2023	21,579.25	965.42
45281	1/4/2023	Wells Fargo Card Services	Montes - CalPelra Conference, hero's project, misc. shipping	2,158.73	543.17
45282	1/4/2023	Wells Fargo Card Services	Colby - Constant Contact email plus, employee recognition, LA Times subscription	528.01	229.89
45283	1/4/2023	Wells Fargo Card Services	Gould - Working lunch meetings	301.63	109.38
45284	1/4/2023	Wells Fargo Card Services	Telles - Fire retardant uniforms, chem injection tubing, cutting blades	1,265.39	151.81
45285	1/4/2023	Wells Fargo Card Services	Lee - Zoom teleconference, CalPelra Conference	889.90	268.62
45286	1/4/2023	Wells Fargo Card Services	Whittaker - Misc. tools and tool repair	386.38	
45287	1/4/2023	Wells Fargo Card Services	Boyce - operational Teams meeting	56.95	28.05
45288	1/4/2023	Wells Fargo Card Services	Ochoa - Stock photo subscription for outreach, ACWA Conference expenses	1,028.44	306.56
45289	1/4/2023	Wells Fargo Card Services	Leddy - employee recognition	957.71	471.70
45290	1/5/2023	Abe's Lock and Key	Misc. lock and keys - January 2023	101.25	33.75
45291	1/5/2023	ACC Ramco	Mixed bobtail Truck/Equipment - December 2022	566.71	56.70
45292	1/5/2023	American Water Works Assoc.	Annual AWWA membership renewal	2,078.75	589.25
45293	1/5/2023	American Water works, Inc.	Unit #53 - fittings, nozzles & nozzles - January 2023		807.36
45294	1/5/2023	Aqua - Metric Sales, Co.	Annual Support Renewal	10,000.00	
45295	1/5/2023	ARC	E-1053 - Plans & Specs.	517.72	172.57
45296	1/5/2023	Athens Services	Glenwood - Waste collection - December 2022	254.93	80.50
45297	1/5/2023	Regino Avalos	Dunsmore & Ocean View Reservoirs - tree trimming and removals	6,550.00	
45298	1/5/2023	Best Best & Krieger	Legal services - November 2022	1,474.85	323.75
45299	1/5/2023	Bronson Photography	New Board Member Photo - session & print	148.66	73.22
45300	1/5/2023	BSK Associates	Water Sampling - December 2022	8,470.00	
45301	1/5/2023	California Water Efficiency Partnership	Annual membership dues	1,671.35	
45302	1/5/2023	California Water Environment	Telles - Annual CWEA Association membership renewal	151.50	50.50
45303	1/5/2023	CCS Interactive, Inc.	Monthly website hosting & analytics report - January 2023	295.00	125.00

45304	1/5/2023	Costco	Building/Office Supplies - December 2022	831.38	409.48
45347	1/5/2023	City of Glendale	Rockhaven lease & water purchased - December 2022	10,470.69	
45348	1/5/2023	City of Glendale Water & Power	Purchased Power - December 2022	32,364.56	
45349	1/5/2023	Clark Pest Control, Inc.	Pest control at 5 sites - December 2022	389.18	64.82
45350	1/5/2023	Clifton Larson Allen	June 30, 2022 audit - Progress billing	9,204.91	2,020.59
45351	1/5/2023	CPC System, Inc.	Senior Engineer Recruitment - January 2023	5,025.00	2,475.00
45352	1/5/2023	Raymond Dodge	E-939 - Reimbursement	188.44	
45353	1/5/2023	Dunn-Edwards Corporation	Mills - Painting supplies	212.74	
45354	1/5/2023	Foothill Municipal Water	GIS Support - November 2022	980.37	
45355	1/5/2023	Grainger	Chlorine maintenance - Chlorine transfer pump	326.44	
45356	1/5/2023	Great America Leasing Corp.	Kyocera copier leases - January/February 2023	2,557.58	2,457.29
45357	1/5/2023	Gsolutionz Professional Services	Voice communication - February 2023	189.53	148.92
45358	1/5/2023	Harper & Associates Eng., Inc.	E-1053 - Design services - December 2022, DDW Reservoir Maint. - Nov. 2022	10,120.00	
45359	1/5/2023	Highroad Information Technology	Managed services & support, IT upgrades - December 2022	4,077.00	1,359.00
45360	1/5/2023	InfoSend, Inc.	Printing and postage for billing - December 2022	1,471.55	1,413.84
45361	1/5/2023	LA County Tax Collector	Property tax bill 2nd installment 2022	1,586.71	528.90
45362	1/5/2023	LA County Tax Collector	Property tax bill 2nd installment	5,617.98	1,872.66
45363	1/5/2023	LA County Tax Collector	Property tax bill 2nd installment 2022	22.44	7.48
45364	1/5/2023	LA County Tax Collector	Property tax bill 2nd installment 2022	20.72	6.91
45365	1/5/2023	LA Dept. Water and Power	Purchased power - December 2022	60.68	
45366	1/5/2023	Liebert Cassidy Whitmore	Legal Services - December 2022	1,160.30	254.70
45367	1/5/2023	Lincoln Financial Group	Life & disability insurance - January 2023	887.64	458.70
45368	1/5/2023	LJ's Access Systems, Inc.	Preventative service maintenance @ 9 sites	925.00	
45369	1/5/2023	One Ring Networks, Inc.	Wireless communication - January 2023	1,012.50	337.50
45370	1/5/2023	O'Reilly Auto Parts	Unit #2 - Wiper blades, new battery and oil	93.69	153.40
45371	1/5/2023	Pep Boys, Fleet Services	Unit #59 - Oil change & tire rotation	83.88	
45372	1/5/2023	Plumbers Depot, Inc.	Unit #33 - pigtail		501.96
45373	1/5/2023	Prohealth Glendale Medical Group	Employee Health Test	505.00	311.57
45374	1/5/2023	Quinn Company	Unit #54 - Preventative maintenance service	1,113.67	
45375	1/5/2023	Red Wing Business Advantage	Jones - safety work Boots	185.91	75.93
45376	1/5/2023	SoCal Gas	Office - Purchased gas - December 2022	410.64	129.67
45377	1/5/2023	SoCal Gas	Glenwood - Purchased gas - December 2022	462.95	154.32
45378	1/5/2023	South Bay Ford	Unit #2 - repair air conditioner/evap core replaced	4,146.52	
45379	1/5/2023	Spectrum Business	Office - voice communication - January 2023	110.99	38.99
45380	1/5/2023	Spectrum Business	Glenwood - voice communication - January 2023	116.90	41.07
45381	1/5/2023	Spectrum Business	Mills - data communication - January 2023	110.99	38.99
45382	1/5/2023	Spectrum Business	Lowell - data communication - January 2023	88.79	31.19
45383	1/5/2023	SWRCB Accounting Office	Water System Annual permit Fees - July 2022 through June 2023	4,247.00	

45384	1/5/2023	Tri-Xecutex Corp.	Security Alarm System Monitoring - Jan./Feb./March 2023	153.36	62.64
45385	1/5/2023	Underground Service Alert	Underground notifications - December 2022	166.38	78.29
45386	1/5/2023	UniFirst Corporation	Uniform cleaning services - December 2022	501.76	149.88
45387	1/5/2023	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - (560 gals.), Mills - (700 gals.)	5,602.71	
45388	1/5/2023	Vision Service Plan	Group vision - January 2023	307.02	157.08
45389	1/5/2023	Jolene Blackburn	Refund check - 4652 Marellen	250.10	
45390	1/5/2023	Leslie Dickson	Refund check - 2804 El Caminito	165.87	
45391	1/5/2023	Melineh Khanbabian	Refund check - 2350 Jayma Lane	541.95	
45392	1/5/2023	Rosalie Maggio & David Koskenmki	Refund check - 2732 Willowhaven	411.72	
45393	1/5/2023	Annette Menchaca	Refund check - 3024 Henrietta	100.00	
45394	1/12/2023	Jean Pflomm	Refund check - 3419 Encinal	110.89	
45395	1/12/2023	Suzannah Stoll	Refund check - 3115 Piedmont	16.61	
45396	1/12/2023	Jordan Towere	Refund check - 4446 Ocean View		75.56
45397	1/12/2023	ADS, LLC	M-1037 - Flow Monitoring & Disposal Alternative Study	21,873.26	
45398	1/12/2023	American Reclamation, Inc.	Waste collection services - November/December 2022 and January 2023	223.44	70.56
45399	1/12/2023	Apex Manufacturing Solutions	E-939 - Annual SCADA/Telemetry maintenance contract	12,077.83	
45400	1/12/2023	Applied Technology Group, Inc.	E-939 - SCADA equipment - December 2022	30.00	
45401	1/12/2023	APTwater, LLC	Nitrate plant maintenance - November 2022	7,790.00	
45402	1/12/2023	Aqua - Metric Sales, Co.	Stock - 2 - 1 1/2" meters, Annual basestation maintenance renewal	5,329.90	
45403	1/12/2023	Aquatic Informatics, Inc.	Water Information Management System - 40 services	9,000.00	
45404	1/12/2023	ARC	Monthly MPS billing - December 2022	79.25	26.42
45405	1/12/2023	AT&T Mobility	Voice communication - January 2023	971.81	323.94
45406	1/12/2023	Regino Avalos	Landscape Maintenance @ 7 sites - December 2022	959.03	195.97
45407	1/12/2023	Bridgemore Consulting, Inc.	Consulting services for employee training/development - December 2022	1,992.00	408.00
45408	1/12/2023	Cannon	S-962 - Granada Lift Station Design services - December 2022		634.00
45409	1/12/2023	Consolidated Electrical Distributors, Inc.	E-939 - SCADA equipment - December 2022	162.96	
45410	1/12/2023	Creative Concepts Landscape Mgmt., Inc.	Courtyard transitional landscape design	2,555.00	945.00
45411	1/12/2023	DYI Home Center	Misc. supplies - December 2022	24.96	
45412	1/12/2023	Foothill Municipal Water	Water delivery - December 2022	214,131.82	
45413	1/12/2023	Grace Environmental Services	Nitrate Plant Monitoring assistance - November 2022	4,570.70	
45414	1/12/2023	Grainger	Warehouse bins, gate transmitters - January 2023	734.07	
45415	1/12/2023	Haaker Equipment Company	New Sewer Inspection van and equipment		148,980.83
45416	1/12/2023	Highroad Information Technology	Computer supplies	2,066.49	
45417	1/12/2023	Home Depot Credit Services	Misc. supplies - December 2022	614.44	132.78
45418	1/12/2023	Itron, Inc.	Misc. supplies - December 2022	16.54	5.51
45419	1/12/2023	DXP Enterprises, Inc.	Mills Pump Station - New chlorinator	1,956.86	
45420	1/12/2023	John Robinson Consulting, Inc.	M-965 - Grant assistance, E-1051 - transfer of services to GWP - December 2022	3,600.00	
45421	1/12/2023	KR Nida Companies	Unit #2 - Repair back-up camera	149.00	

45422	1/12/2023	Lagerlof, LLP	Legal services - December 2022	7,055.90	1,548.85
45423	1/12/2023	Office Depot	Misc. office supplies - December 2022	814.14	91.88
45424	1/12/2023	O'Reilly Auto Parts	Unit #43 - Wiper Blades and Capsule	128.20	
45425	1/12/2023	Paper Cuts, Inc.	Paper shredding - December 2022	2.60	2.40
45426	1/12/2023	Public Water Agencies Group	Emergency Preparedness services - January 2023	919.38	919.37
45427	1/12/2023	Spectrum Business	Office - Voice communication - January 2023	300.87	105.71
45428	1/12/2023	Spectrum Business	Office - Wireless communication - January 2023	1,048.50	349.50
45429	1/12/2023	SWRCB Accounting Office	Water System Annual Fees - July 2022 through June 2023	47,586.84	760.00
45430	1/12/2023	Darlene Telles	Reimbursement - Collections Test		760.00
45431	1/12/2023	US Bank St. Paul	Revenue Certificate of Participation Water System Improvement Projects	1,425.00	1,075.00
45432	1/12/2023	Western Water Works	Stock - repair clamps, Mills - bolt kits - January 2023	4,582.80	
45433	1/16/2023	Highroad Information Technology	Managed services & support, IT upgrades - December 2022	15,016.30	4,916.50
45434	1/16/2023	Valley Power Repairs	Unit #3 - vactor trailer - motor rebuild/pistons		2,255.98
45435	1/24/2023	Regino Avalos	Landscape maintenance @ 7 sites - November 2022	959.03	195.97
45436	1/26/2023	ACWA/JPIA	Workers' Compensation - Q2 payment	10,726.89	7,151.26
45437	1/26/2023	Airgas USA, LLC	Rent cylinder - November/December 2022 & January 2023	62.18	59.75
45438	1/26/2023	American Reclamation, Inc.	Waste collection services - February 2023	74.48	23.52
45439	1/26/2023	Aqua - Metric Sales, Co.	Archer 3 Geo Barcode/Camera	6,404.90	
45440	1/26/2023	ARC	E-1046 - Plans & Specs.	511.03	170.34
45441	1/26/2023	AT & T Mobility	Voice communication - January 2023	1,438.88	429.80
45442	1/26/2023	Regino Avalos	Ordunio Reservoir - Wind damaged tree removal	1,485.00	
45443	1/26/2023	Best Best & Krieger	Legal Services - December 2022	1,603.10	351.90
45444	1/26/2023	Bronson Photography	Digital file for portrait	38.97	19.20
45445	1/26/2023	Canon	S-962 - Design services - December 2022		15,534.00
45446	1/26/2023	City of Glendale Finance Dept.	Watermaster cost share - July/August/September 2022	2,581.65	
45447	1/26/2023	City of Glendale Water & Power	Purchased power - Janaury 2023	411.35	
45448	1/26/2023	City of LA Bureau of Sanitation	Sewerage facilities charge - Nov/Dec 2022		9,731.05
45449	1/26/2023	Clark Pest Control, Inc.	Monthly pest control at 5 sites - January 2023	329.18	64.82
45450	1/26/2023	Consolidated Electrical Distributors, Inc.	E-939 SCADA equipment	682.29	
45451	1/26/2023	Contractor Compliance & Mont., Inc.	Labor Compliance Services - December 2022	67.50	22.50
45452	1/26/2023	CPS HR Consulting	Professional Consulting for Senior Engineer Position	5,025.00	2,475.00
45453	1/26/2023	Creative Concepts Landscape Mgmt., Inc.	Landscape Maintenance - January 2023	474.50	175.50
45454	1/26/2023	Raymond Dodge	Dodge - Reimbursement for returned check	18.75	6.25
45455	1/26/2023	DYI Home Center	Misc. supplies - December 2022	6.39	3.14
45456	1/26/2023	Foothill Municipal Water	GIS Support - December 2022	980.37	
45457	1/26/2023	Grace Environmental Services	Well #2 - Monitoring assistance - December 2022	3,380.32	
45458	1/26/2023	Jay & J Janitorial Services	Janitorial services - January 2023	494.00	156.00
45459	1/26/2023	Joseph G. Pollard Co., Inc.	Fire hose (flushing for shut downs)	930.37	

45460	1/26/2023	LA Dept Water and Power	Power purchased - January 2023	57.27	
45461	1/26/2023	Plumbers Depot Inc.	Wastewater hose - 600 psi		1,894.35
45462	1/26/2023	Red Wing Business Advantage	Rawlings - safety boots	137.57	56.19
45463	1/26/2023	Sawyer Petroleum	Diesel fuel purchsed - December 2022	2,952.91	
45464	1/26/2023	SoCal Gas	Office - Gas purchased - January 2023	878.38	292.79
45465	1/26/2023	Spectrum Business	Office - voice communications - January 2023	110.99	38.99
45466	1/26/2023	Springbrook Finance Holdings, Inc.	Annual Springbrook subscription renewal - Dec. 2022 through Dec. 2023	22,171.57	7,390.52
45467	1/26/2023	Ultra Welding, Inc.	D-20-48 - 3240 Montrose - weld 1" coupling	725.00	
45468	1/26/2023	UniFirst Corporation	Uniform cleaning services - January 2023	496.95	148.44
45469	1/26/2023	Univar Solutions USA, Inc.	Sodium Hypochloride - Glenwood - (470 gals.), Mills - (530 gals.)	4,443.39	
45470	1/26/2023	Vulcan Materials Company	Crushed mixed base - December 2022	1,365.00	
45471	1/26/2023	Western Water Works	E-1021 & stock - air vac, screens & enclosure - January 2023	2,407.13	
45472	1/26/2023	Westlake Ace Hardware	E 939 - Allen Bradley SCADA, misc. supplies & tools - January 2023	2,915.15	415.82
45473	1/27/2023	California Water Environment	Wood - CWEA Association membership renewal - January 2023		202.00

Subtotals	642,069.40	<u>233,439.34</u>
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Total Disbursements for January 2023		<u><u>875,508.74</u></u>
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Payroll Report

Directors	750.00
Office Regular Payroll	206,552.00
Office OT	2,147.00
Plant Regular Payroll	76,039.00
Plant OT & Standby	16,455.00
Employer Payroll Taxes	24,264.00
Payroll Service Charges	<u>731.00</u>

Total Payroll for January 2023	<u><u>326,938.00</u></u>
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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
February 28, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: Request for Relief for a High Water Bill – 5048 Humphrey Way

ACTION ITEM:

Consideration and possible action to grant a request for relief from a high water bill by Lynn Miyamoto and Kevin Kroeker at 5048 Humphrey Way

BACKGROUND:

Lynn Miyamoto and Kevin Kroeker are the owners of the property located at 5048 Humphrey Way. On December 23, 2022, the District's Customer Service Field Representative, David Rawlings, was sent to check the property's meter. This was based on District protocol to check meters for customers as a courtesy when meter billings reads are higher than historical averages. Staff discovered a significant leak at 2.5 gallons/minute, shut the meter off with a door hanger, downloaded usage information from the meter, and was able to contact the customer.

Although the customer was out of town, they were able to find a plumber to repair the leak within a few days, and on January 3, 2023, staff revisited the property and confirmed that the leak was repaired. The customer requested one-time relief for the bill per District policy, and on January 18, 2023, a credit of \$300 was applied to the account, which is staff's maximum authorization for bill relief. Subsequently, the customer inquired whether further relief was possible.

The three-year average usage for the mid-October to mid-December bi-monthly billing is 21 units, which falls within Tier 2. Total consumption in Tier 3 for the subject bill was 135 units. For similar circumstances in the past, the Board has directed staff to recalculate the bill in question, providing relief by charging Tier 2 rates for all consumption billed at the Tier 3 rate. In this case, the Tier 2 rate would be applied to the 135 units billed at Tier 3. Staff has prepared a sample recalculation which shows that the additional relief for the period would be \$568.35. Staff has already applied a \$300.00 adjustment to the account, so if the Board were to choose this solution, the total relief would be \$868.35 granted.

	Original Billing	Recalculated Billing
Tier 1 - 10 units @ \$5.51	\$55.10	\$55.10
Tier 2 - 16 units @ \$10.26	\$164.16	\$164.16
Tier 3 - 135 units @ \$14.47	\$1,953.45	\$1,385.10
Subtotal	\$2,172.71	\$1,604.36
Billing Adjustment		\$568.35
Staff Adjustment		\$300.00
Total Relief		\$868.35

RECOMMENDATION

Staff recommends that the Board consider Ms. Miyamoto and Mr. Kroeker's appeal for additional relief.

Prepared by:



Tessa Allmon

Customer Service Lead

Submitted by:



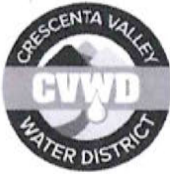
James Lee

Director of Finance & Administration

Attachment(s):

1. Customer bill
2. Service request – initial
3. Meter download analysis
4. Service request – follow-up
5. Usage history

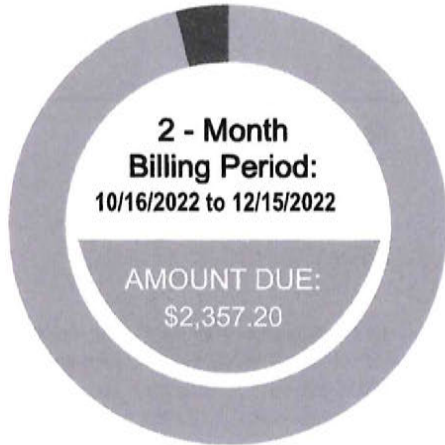
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UTILITY SERVICES STATEMENT - TWO - MONTH BILLING PERIOD

CRESCENTA VALLEY WATER DISTRICT • 2700 FOOTHILL BLVD • LA CRESCENTA CA 91214-3590

Customer Name	Account Number	Service Address	Billing Date	Due Date
Lynn Miyamoto	008693-000	5048 Humphrey Way	12/15/2022	UPON RECEIPT



WATER

\$ 2,265.99



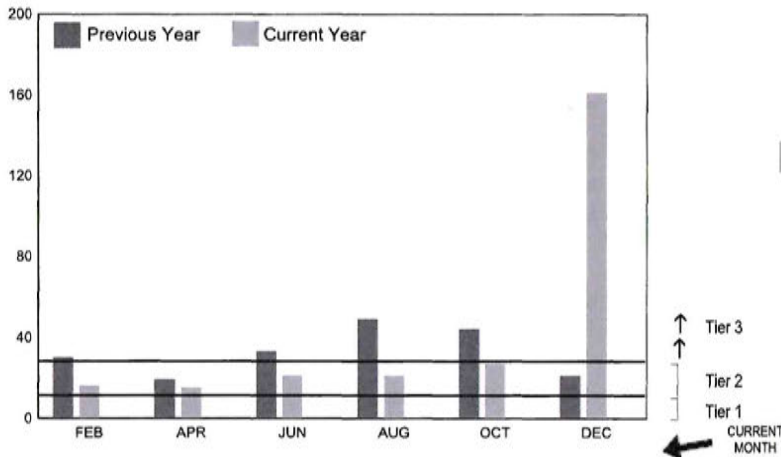
SEWER

\$ 91.21

MESSAGE CENTER

In March 2020, the District suspended late fees for all water and wastewater bills due to potential economic hardships associated with the Covid-19 Pandemic. We hope that this was of assistance to those in our community. The District is reinstating late fees with the current billing cycle. Payments received after 45 days from the billing date will incur a late fee of \$25.00. Late fees will not be assessed on any past due amounts prior to October 1, 2022. Thank you.

USAGE HISTORY

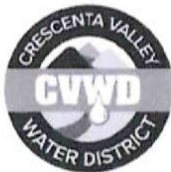


WATER USAGE INFORMATION

METER #: 79776450

METER SIZE: 1"

Days of Service	Previous Read	Current Read
~60	768	929
	Prev Year Usage (Units)	Current Usage (Units)
	21	161
1 Unit = 1,000 gallons		



**CRESCENTA VALLEY
WATER DISTRICT**
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590

ACCOUNT INFORMATION

ACCOUNT NUMBER: 008693-000
SERVICE ADDRESS: 5048 Humphrey Way

CSQ1228A 1562 1 AV 0.455
7000001588 00.0007.0320 1562/1



LYNN MIYAMOTO
5048 HUMPHREY WAY
LA CRESCENTA CA 91214-3019

PAY ONLINE AT: www.cvwd.com

CURRENT CHARGES	PAST DUE BALANCE	AMOUNT DUE
\$2,357.20	\$0.00	\$2,357.20
DUE UPON RECEIPT		AMOUNT PAID

This bill will Auto Draft on 01/25/2023.

AUTO DRAFT

Additional Information on Reverse

Please Make Checks Payable and Remit to



CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA, CA 91214-3590

CVWD
allmm

Utility Billing
Service Request Form

2/23/2023 - 8:10 AM

Request Number: 000128-12-2022
Account Number: 008693-000

Last Updated By: allmm
On: 2/23/2023

Account Status: Active

Name: LYNN MIYAMOTO
Billing Address: 5048 HUMPHREY WAY
LA CRESCENTA, CA 91214

Home Phone:
Business Phone:
Cell Phone:



Service Address: 5048 HUMPHREY WAY

Request Date: 12/23/2022
Request Description: Check for leak, 12-15-22 billing looks high 161,000 gallons
Service Date: 12/23/2022
Service Description: 12/23/22 - Dave - Leak 2.5 gpm - R 0959217
Shut off water and left door hanger

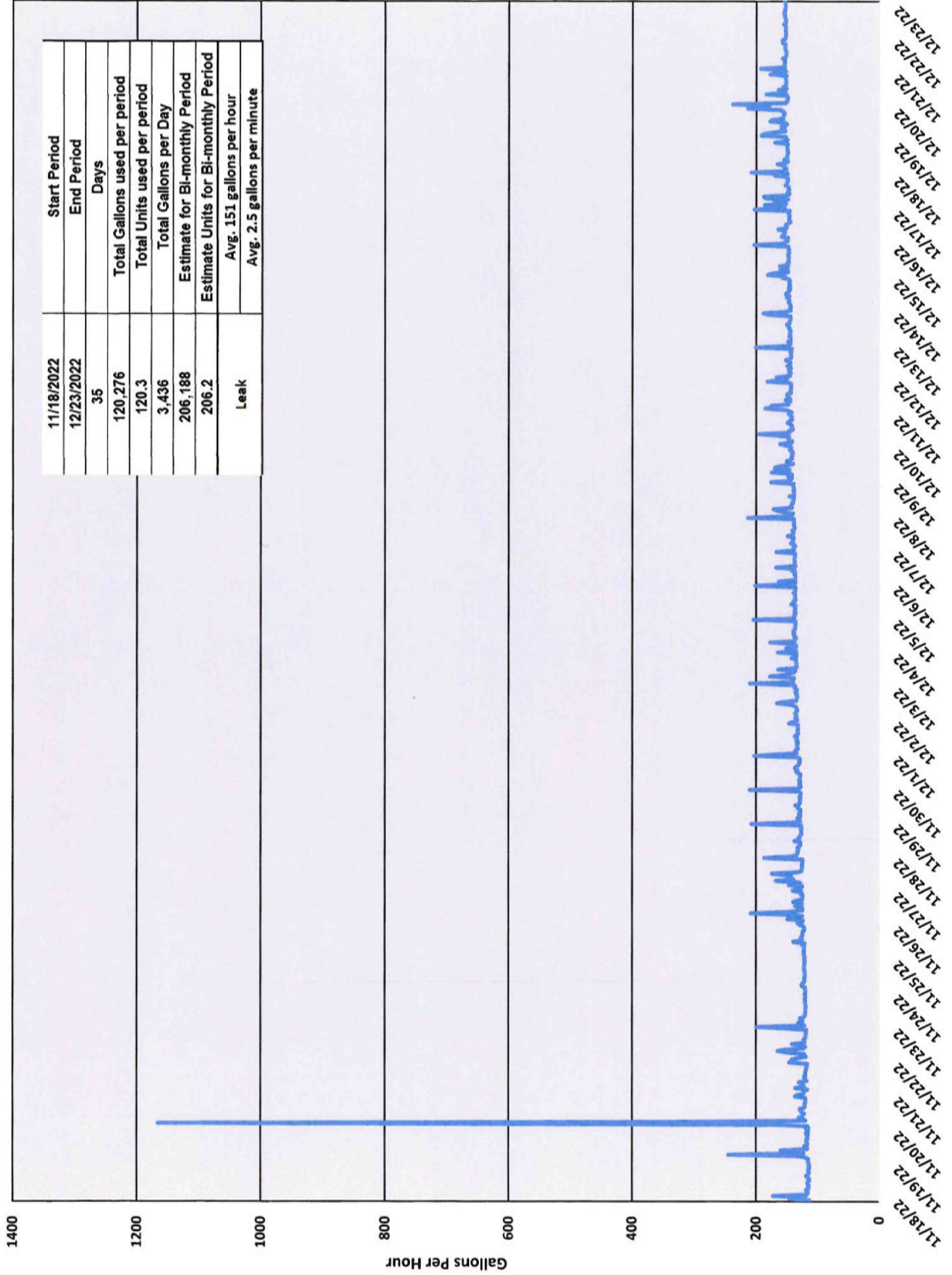
Water/Gas Meters	Route-Seq	Serial No	Register ID	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	23-0205	79776450			Ipearl	Ipearl.14	968
	Read Dt	Cons	No Of Digits				
	2/15/2023	39	4				

Location: 8'W OF DR AT CURB

Comments:

Follow up needed? yes no Serviced By: _____ Date: _____ Time: _____

Water Use for 5048 Humphrey from 11/18/22 to 12/23/22



CVWD
allmm

Utility Billing
Service Request Form

1/18/2023 - 10:10 AM

e/m Dave

Request Number: 000095-01-2023
Account Number: 008693-000
Account Status: Active

Last Updated By: allmm
On: 1/18/2023

Name: LYNN MIYAMOTO
Billing Address: 5048 HUMPHREY WAY
LA CRESCENTA, CA 91214

Home Phone:
Business Phone:
Cell Phone:

Service Address: 5048 HUMPHREY WAY

Request Date: 1/18/2023
Request Description: Check for leak, repairs have been made.
Service Date: 1/18/2023

Water/Gas Meters	Route-Seq	Serial No	Register ID	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	23-0205	79776450			Ipearl	Ipearl.14	929
	Read Dt	Cons	No Of Digits				
	12/15/2022	161	4				

Location: 8'W OF DR AT CURB

Comments:

NO leak.

MR= 0964701

Follow up needed? yes (no)

Serviced By: D. Pawling

Date: 1/18/23

Time: 12:00 PM



USAGE HISTORY

Date: 01/18/23

Current Customer: 08693-000

Meter #79776450

Name: Lynn Miyamoto

Address: 5048 Humphrey

<u>2022</u>		<u>2021</u>		<u>2020</u>		<u>2019</u>		<u>2018</u>	
Jan		Jan		Jan		Jan		Jan	
Feb	16	Feb	30	Feb	14	Feb	13	Feb	17
Mar		Mar		Mar		Mar		Mar	
Apr	15	Apr	19	Apr	14	Apr	9	Apr	10
May		May		May		May		May	
Jun	21	Jun	33	Jun	26	Jun	19	Jun	31
Jul		Jul		Jul		Jul		Jul	
Aug	21	Aug	49	Aug	29	Aug	24	Aug	28
Sept		Sept		Sept		Sept		Sept	
Oct	27	Oct	44	Oct	27	Oct	27	Oct	25
Nov		Nov		Nov		Nov		Nov	
Dec	161	Dec	21	Dec	24	Dec	20	Dec	12

3 year avg = 21,000

161 - 21 = 140,000

140 ÷ 2 = 70

70 × 14.47 = \$1,012.90

\$300.00 max credit

balance

\$2,057.20

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
February 28, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Policies & Procedures for Commercial Facilities Located on District Properties (Cellular Site Leases)**

ACTION ITEM:

Consideration and possible motion to approve the amended “Policies & Procedures” for cell tower lease revenues based on committee input.

BACKGROUND:

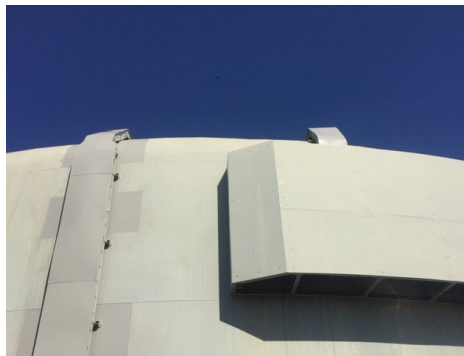
An objective in the 2022 Strategic Plan Update is *Identify Cost-Recovery or Cost-Saving Measures*. Developing new sources of revenue supports the District by mitigating fluctuations in revenue. Leasing various sites to cellular companies for as a source of passive income has become a common practice, particularly with water agencies whose reservoirs pose ideal sites. Additionally, cell sites provide a public service in terms of increased cell service in an area with limited coverage/reception (including the District’s own field operations), operational resiliency for emergency and first responder services such as the District’s, more cost-efficient use of public assets, and potential cost savings for those customers who are able to stop service for their phone landlines.

Last year, the District considered pursuing these benefits and retained ATS Communications to evaluate and market the District’s various sites. The first step is to develop the District’s Policies & Procedures, which would hold cellular companies and their subcontractors to appropriate standards in the interest of the District, and the Board directed staff to survey various committees regarding which areas to include in the Policies & Procedures.

Staff surveyed the Technology Committee on April 4, 2022, the Finance Committee on September 21, 2022, and the Policy Committee on December 1, 2022. All three committees provided matching input regarding three areas:

1. Favorable Aesthetics – The aesthetics for cell towers have evolved considerably over the decades, and the committees requested that specific language be added to the Policies & Procedures that ensures the District’s control over which designs for reservoir sites are acceptable.

In Section 3.1.1, the following language was added: *“The tower structure shall preserve operational safety, as well as the functional and aesthetic qualities to blend into the local environment at the District’s discretion.”*



2. Maintain Operational Control – One of the primary purposes of the Policies & Procedures is to ensure no interference with District operations and communication, and the following language was added in Section 1 to further clarify: *“The wireless facilities are considered as a benefit to the community and must not interfere with the operations of the property’s use or the District’s communications facilities as governed by the FCC’s requirements.”*
3. Safety Seminar – ATS Communications has successfully hosted a number of safety seminars for other water agencies in conjunction RF (radiofrequency) engineers and specialists, and this team can be available for a workshop with the District’s customers as well.

Staff subsequently shared a summary of updates with the Finance Committee on February 8, 2023, the Board on February 14, 2023, and the Technology Committee on February 23, 2023. The Board suggested an additional update that final approval of agreements and amendments rest with the Board of Directors, and that has been incorporated as well. The amended document is enclosed for reference, and the changes summarized above are highlighted.

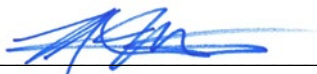
With approval of the Policies & Procedures, ATS Communication will be able to commence marketing the District’s sites to cellular carriers to secure leases that provide passive income.

Mr. Tony Ingegneri of ATS Communications will be available as a resource for the Committee for this discussion.

RECOMMENDATION

Staff recommends that the Board approve the amended “Policies & Procedures” for cell tower lease revenues.

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:

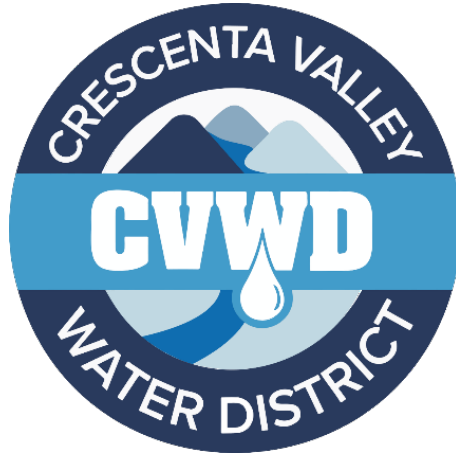


James Lee
Director of Finance & Administration

Attachment(s):

1. Amended Policies & Procedures

g:\management\board meeting staff reports\2023\02-28-23 P&P Cell Towers Update.docx



Communication Facilities License Program

Procedures and Guidelines

for

Communication Facilities Licenses

within

Crescenta Valley Water District Properties

February 28, 2023

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Appendices

Appendix A:	Communication Facility License Agreement Template
Appendix B:	Amendment to Communication Facility License Agreement Template
Appendix C:	Application Procedures and Forms
Appendix D:	Fee Schedule
Appendix E:	Signature Block and Equipment Table Samples
Appendix F:	Construction Notes, General Notes, Plan Notes & Requirements

1. Introduction

Crescenta Valley Water District (District) is a local, independent municipal water district, operating pursuant to the California Municipal Water District Law, Division 20, sections 71000 *et seq.* of the California Water Code . Because a wide range of general and special acts exist in state law, water special districts are governed by a large number of distinct statutory authorizations, which allows the District to provide designated water services. The District's five-member governing body, the Board of Directors, is directly elected by the voters for a fixed term of four years and are responsible for setting policy and decision-making. Legally a "political subdivision of the state," the District operates in an open and public environment. The District's mission is to provide our customers reliable , high quality water and water reclamation services in a fiscally sustainable manner. Ancillary to this directive, the District has a history of allowing installations of wireless communications facilities on its properties where feasible and compatible with District operations. The wireless facilities are considered as a benefit to the Community and must not interfere with the operations of the property's use or the District's communications facility as governed by the FCC's requirements. The District, therefore, has developed this Program of Procedures and Guidelines ("Program") to define the District's procedures for granting communication licenses and approving licensee improvements on its properties.

Under this Program, the District will balance its interest in maximizing additional revenues from wireless communication companies with due consideration for operational needs related to use of District's facility properties, flexibility to allow changes-in-use of its facilities, and adequate protection against safety concerns related to use of the sites for Communications Facilities.

The terms and requirements set forth in this Program shall provide guidelines to all Communication Facilities and all references to License(s) and/or Licensee(s) shall extend to all existing Lease(s) and Lessee(s), as applicable. All new applications for Communication Facilities shall comply with the terms as outlined in this Program, and the authorizations to use District property shall be in substantially the form of the Communication Facility License Agreement attached in Appendix A.

Any existing Lease for Communication Facilities may be replaced with a Communication Facility License Agreement permitted under this Program upon the expiration of the current Communications Facility Lease Agreement; or, earlier upon request, provided such Lessee is not in default under the terms of an existing Communications Facility Agreement.

The terms and procedures outlined in this Program shall also apply to Amendments or changes to existing Communications Facility Agreements. See Appendix B for the form of Amendments to License Agreements.

This Program may be amended from time-to-time by the District, in its sole discretion, as approved by the District's General Manager. The District shall notify, in writing, Licensee, in advance, of any proposed revision to this Program. However, it is the responsibility of all applicants and/or Licensees to comply with the most current version of the Program.

2. License Agreements and Amendments

1. All applications for Communications Facilities shall be authorized in substantially the form of the Communications Facility License Agreement attached in Appendix A. All applications for an Amendment to a Licensed Communications Facility License Agreement shall be authorized in substantially the form of the Amendment to Communication Facility License Agreement attached in Appendix B.
2. Key terms of the License Agreement in Appendix A include:
 - a. The License Term shall be for ten (10) years, and at the option of applicant for an additional five (5) year period (fifteen (15) years aggregate) provided Licensee is not currently in default under the License Agreement.
 - b. The License Fee amount for the ten (10) year license period shall be negotiated between the District and the Licensee and is payable in advance in annual payments. Payment schedule for License Fees is listed in the Agreement in Appendix A.
 - c. Annual License Fees shall begin immediately and be payable within 45 days of the full execution of the License Agreement and/or Amendment (the prorated portion of the annual License Fee, if any).
 - d. License Fee amounts will be subject to an automatic yearly increase equal to three percent (3%) per annum during the ten (10) year license period and during any option period, as applicable. The District's General Manager, or their designee, may negotiate other annual percentage increase rates at the time of the Agreement execution. In addition, if applicable, a one-time catch-up inflation

adjustment shall be made for the first year of the option period based on the consumer price index as described in Section 4 of the License Agreement.

- e. Should the agreement lapse, the District shall charge a holdover fee of 150% of the then current annual License Fee pro-rated on a monthly basis described in Section 5 of the License Agreement.
 - f. Licensee shall submit to the District, for approval, two (2) competitive bids for a performance bond for the removal of Licensee's equipment and restoration of the Licensed Area to the condition which existed prior to Lessee's installation of its equipment, reasonable wear and tear excepted.
3. The District's General Manager may delegate authority individually to their designee(s), to review all License applications and negotiate all Licenses and Amendments, including determination of annual License Fees, in accordance with the terms and conditions of this Program. Final approval is at the sole discretion of the Board of Directors.

3. Cell Carrier Facility Development Guidelines and Requirements

All Communications Facilities on District property shall be installed, operated, maintained, modified, and altered, according to this Program, and shall comply with the procedures, guidelines and requirements outlined in this section and elsewhere in this Program. These Program guidelines and requirements apply to all Communications Facilities installations, work and operations, whether under new Licenses, or pursuant to existing Lease Agreements.

3.1 Universal Installation Requirements

The following requirements apply to all Communications Facilities on District property.

3.1.1 New Site Build, Site Modifications and Site Repairs

- 1. The District's Procedure and Guidelines is for all Communications Facilities to be located on separate tower structures. The tower structure shall preserve operational safety, as well as the functional and aesthetic qualities to blend into the local environment at the District's discretion.
- 2. All formal request for a new Communications Facility, or modifications to an existing facility, requires the applicant to submit a Site Application and the appropriate fees (see

Appendix D) to the District for review and processing. The applicant is encouraged to engage the District early in the processes and perform an assessment site-walk to determine if proposed project or improvements are feasible. All applications for new Communications Facilities, or modifications to existing facilities shall be valid for a twelve-month time-period starting on the date of notice from the District to Lessee of acceptance and receipt of Lessee's application. Licensee may request an extension to the twelve-month time-period, which shall be granted at the District's sole discretion.

3. Prior to commencement of any work by Licensee at a District property, the District shall have:
 - a. A fully executed License Agreement, that is not in default or Amendment, as applicable; and,
 - b. A current Certificate of Insurance with the proper endorsements pursuant to Section 12 of the License Agreement, or the Insurance Section contained within the current Lease Agreement. Additionally, Licensee shall ensure that any contractor(s) to be engaged in the installation or modification of a Communications Facility, conform with the Insurance requirements described in the License Agreement or Lease Agreement; and,
 - c. Set of construction drawings/plans for the proposed communications facility signed and stamped by a licensed professional engineer, and received and accepted by the District; and,
 - d. Proof that Licensee has complied with all applicable zoning and planning approval requirements from appropriate jurisdictions along with Conditions of Approval (COA's), if any; and,
 - e. A set of construction drawings/plans signed and stamped by the jurisdiction of record and a copy of a building permit, and/or any other permit(s) required; and,
 - f. A copy of the signed and stamped Structural Analysis, from a licensed Professional Engineer (P.E.), and a separate letter from the P.E. indicating that all existing and/or proposed equipment will be adequately supported by the attachment system(s).

- g. A pre-construction conference conducted with the District's Inspector. The pre-construction conference shall be held at least one week prior to start of construction and attended by Licensee's representative(s), its contractor(s), the District's Inspector and, if necessary, the District's coatings representative. Licensee or its contractor(s) shall provide the District's Inspector the following:
 - i. a construction schedule;
 - ii. 24-hour contact information for the contractor(s) and/or its project foreman;
 - iii. Contractor(s) proof of Insurance, including workman's comp.
- 4. No work shall commence prior to the issuance of a Consent Letter by the District. The District shall issue a Consent Letter once all the requirements of this Program have been met by the applicant and the District has determined that the proposed work may commence. The Consent Letter shall accompany District approved construction drawings/plans that have been signed and stamped by the jurisdiction of record.
- 5. Licensee will be required to file with the District for an Encroachment Permit once the issuance of a Consent Letter has been provided by the District. The Encroachment Permit is filed through the District's Engineering Department.
- 6. After the Licensee receives a Consent Letter and District approved construction drawings/plans, the Licensee or its contractor(s) shall notify the District's Inspector at least two (2) working days prior to beginning any work.
- 7. The District reserves the right not to issue or withdraw its approval to commence work if the Licensee or its contractor(s) have failed to satisfy the Program terms.
- 8. If the District's facilities require maintenance work that may interfere with the Licensee's activities at the Site, the District reserves the right to require Licensee to postpone Licensee's work activities on the Site until such time the District's work has been completed. The District will, wherever possible, give advance notice of any scheduled maintenance work and coordinate its activities with the Licensee and/or its representatives.
- 9. Under no circumstances will Licensee and/or its employees, agents, contractors be allowed access to the roof of any District reservoir tank without direct District staff supervision.

Furthermore, the District reserves the right to determine any work limitations on any District facilities and/or Site.

10. Licensee's personnel, including contractors and subcontractors, shall ensure that the District Site and facilities are accessible at all times to District personnel, in accordance with the details under Section 3.3, herein.
11. The Licensee shall be responsible for any damage due to any construction work or other activities to existing Communications Facilities at the Site, if any, and/or any District facilities; and, upon request by the District, shall promptly return damaged facilities at the Site to pre-existing condition, or better, at no cost to the District. Licensee shall ensure its contractors comply with the foregoing. In the event Licensee does not comply, the District may perform the necessary repairs to District facilities and bill Licensee, which Licensee shall pay within thirty (30) days of receipt of the invoice.
12. All new and existing communication facilities and equipment owned by the Licensee shall be properly tagged identifying the Licensee's site name and/or site number and 24-hour Emergency phone number.
13. The Licensee and/or its contractor(s) shall have a copy of the jurisdictional required permit(s) and the construction drawings/plans approved by the District's Director of Engineering & Operations (or designee) on-site at all times, while work activities are occurring.
14. The Licensee and/or its contractor(s) are both responsible to ensure the District Site and facilities cannot be accessed by the public at all times while installation work is occurring.
15. Upon completion of work, License and/or its contractor(s) shall schedule a final walk-through with the District's Inspector. Upon acceptance by the District's Inspector, Licensee or its contractors shall provide the District with a set of District accepted construction drawings/plans with field mark-ups (as-built), if any. These construction drawings/plans shall be labeled "**Record Drawings**" and are mandatory for the District to close-out the project upon completion of the installation and/or related work activity. Any project that has not been successfully closed-out may result in the District's delay in reviewing any subsequent project submittal(s), at the District's sole discretion.

16. Trenching, as part of any work or installation, shall conform to the requirements of Section 3.5 Trench Details.

17. The Licensee and/or its contractor(s) shall comply with all local, state, and federal health and safety requirements pertaining to the construction, installation, operation, and maintenance of the Communications Facilities. Requirements of the Occupational Safety and Health Administration (OSHA) & Federal Communications Commission (FCC) shall be adhered to at all times; including any safety and injury prevention placards or program that is required under applicable laws and/or regulations. A copy of such program, if required by law or regulation, shall be on-site at all times and employees and contractors of the Licensee shall be trained accordingly.

3.1.2 Maintenance & Emergency Access

Maintenance at Licensee facilities is divided into two categories: Routine and Non-routine. If Licensee has uncertainty which category proposed work is defined as, Licensee should contact the District's inspector. All maintenance activity shall be performed during regular business hours (7:00 AM – 5:00 PM, Monday through Friday) or according to the hours prescribe by the jurisdiction of record, whichever is more stringent.

Routine maintenance is defined as the following:

1. Any work performed by Licensee to repair or service their facility which does not require entitlements (e.g. Planning/Zoning Approval, Building Permit, Electrical Permit) from a jurisdictional body; and,
2. Any work within Licensee's equipment area that does not extend beyond the Licensed Area, in any direction, and does not require any excavation; and,
3. In the case of antennas, like-for-like replacement is acceptable, subject to the conditions of approvals (COA's) imposed by the jurisdiction of record for the original antenna installation.

Non-routine maintenance is defined as the following:

1. If the sizes, weight, shape, appearance or other similar characteristics of a replacement component are changed, Licensee shall be required to submit a Site Application,

appropriate fee(s) and construction drawings/plans for the District's review and approval.

2. In the event work performed by Licensee is expected to impact the use of District property, including property access, obstructing driving lanes, or similar impacts Licensee shall notify the District and submit a Site Application and construction drawings/plans for District review and approval (Consent Letter).

3. Emergency Access is defined as the following:

Licensee Emergency Access may be required in an event whereby Licensee's Communication Facilities becomes suddenly impaired or non-operational due technical reasons including, but not limited to power failure, equipment failure, theft, vandalism, or acts of nature. Licensee has the non-exclusive license to access the facilities on seven (7) days a week, twenty-four (24) hours a day, via foot or motor vehicle (but not including vehicles with more than two (2) axles/more than twenty (20) feet in length) in order to install, operate, and maintain the Communications Facility, providing, Licensee adheres to this Program.

In the event there is an equipment failure, other than equipment accessed at the ground level, Licensee will use best efforts to undertake repairs during standard business hours. Within twenty-four (24) hours, Licensee shall inform the District, at **(818) 248-3925**, when access to any District facility occurs as a result of an emergency or outside of standard business hours.

3.2 Requirements for Proposed Project Construction Drawings/Plan

The requirements for submitting project construction drawings/plans are for the purpose of evaluating the location and other aspect of the project as it relates to the continued on-going operations of the District's facility. All project construction drawings/plans submitted to the District for review shall contain the following:

3.2.1 Signature Block

Each project construction drawings/plans submitted for District review shall have a signature block for the District's Engineering Manager (or designee) with a date featured on the Title Sheet according to the sample shown in Appendix E.

3.2.2 District Construction Notes

Each project construction drawings/plans should include DISTRICT Construction Notes, listed in Appendix F.

3.2.2. District Contact

The title page of each project construction drawings/plans shall have a District contact listed for engineering and inspection. The Licensee shall obtain the current contact information from the District.

3.2.3 District Facility Name

Each project construction drawings/plans set submitted to the District for review shall have the District's facility name prominently displayed, in addition to Licensee's designation(s) for the Site on the Title Sheet.

3.2.4 District Project Number

Each project construction drawings/plans set submitted to the District for review shall have the District's assigned Project Number clearly displayed on the Title Sheet.

3.2.5 Equipment Table

Each project construction drawings/plans set submitted to the District for review shall have the equipment schedule, showing what equipment is licensed approved, zoning approved, number of antennas, type and size of the antennas, number of remote radio units (radio heads) according the sample table depicted in Exhibit E. The Equipment Table shall be featured on the Title Sheet.

3.2.6 Address

Each set of project construction drawings/plans submitted to the District for review shall have the District's address (the correct District facility's street address), and the Licensee's meter address (if different), and the Assessor's Parcel Number(s) (APN(s)) depicted on the Title Sheet.

3.3 District Personnel Access

Licensee and/or its contractor(s) shall ensure their activities do not block the District's personnel from accessing the Site at any time, except with District's prior written consent. Open trenches are a hazard and shall be properly plated at the end of each working day to allow District personnel 24-hour safe access to the Site.

3.4 DIG ALERT

The Licensee and/or its contractor(s) shall notify underground service alert (DIG ALERT), in accordance with the law, at least two (2) working days prior to beginning construction at 1-800-422-4133. Any District facilities to be crossed shall be potholed, by hand digging, to verify location of District underground facilities prior to working in the vicinity of District facilities.

3.5 Trench Detail

Trench details shall show:

- a. Depth and width of the trench
- b. Backfill material list
 - (i.) Paved areas - one-sack cement slurry shall be used to within 1-inch of existing pavement
 - (ii.) In unpaved areas – suitable native material shall be used with 90% minimum compaction; a compaction report shall be provided to the District
- c. All hardscape to be saw cut.
- d. Minimum 30- inch depth to top of conduit or as directed by the District.
- e. AC replacement - 1st lift $\frac{3}{4}$ - inch mix, relative compaction 95%, no more than 3- inch placed at any one time. 2nd lift, $\frac{1}{2}$ - inch fine, no more than 1- $\frac{1}{2}$ inch lift.
- f. Slurry seal the entire work area for the full width of the access road/paved areas or as directed by the District's Inspector after work is completed.

3.6 Softscape Replacement

All construction drawings/plans shall depict the replacement or repair of all landscaped areas, as necessary. If work will be performed in unpaved areas, these notes shall be present on the site-plan sheet:

- 1. Protect all landscaping in place.
- 2. Only remove trees and shrubs as marked on drawings and/or plans.
- 3. Any disturbed or damaged landscaping shall be replaced in-kind with 5-gallon minimum shrubs and 15-gallon minimum trees, as directed by the District's Facilities Supervisor.
- 4. Areas exposed or disturbed by the work or installation shall be covered with District-approved mulch to a depth of 2-inches.

5. Contact the District's Facility Supervisor prior to installation for landscaping requirements.

3.7 Work Hours and Lighting

The Licensee shall adhere to all work hours and/or lighting restrictions imposed by the jurisdiction of record. The District reserves the right to restrict work hours at its Sites at the District's sole discretion. The use of night-time flood lighting is strictly prohibited. However, in the event Licensee determines that it is absolutely necessary, Licensee may submit a lighting plan and schedule. District will review and determine at its sole discretion whether to allow the lighting.

3.8 Site Restoration

Sites shall be repaved per Section 3.6 Trench Details or restored per Section 3.7 Softscape Replacement. Any other features disturbed, removed, or damaged by Licensee or its contractors shall be replaced with new features, or repaired, as determined by the District Inspector. The Site shall be restored to a condition equal or better.

4. Site Access and Security

4.1 Obtaining Keys

Work on a Site, such as installation, maintenance, modifications and operation, will require use of a District approved access. Access to a District property may be terminated at the sole discretion of the District in the event Licensee or its employees, representatives, agents or contractors, or any of them, do not strictly adhere to all rules and requirements pertaining to the access of the Site and/or safety and security at the Site, including the requirements under this Program. The District may require, at its sole discretion, a copy of Licensee's safety rules and regulations and/or Policies for accessing any District facility for any purpose.

4.2 Security Measures and Access Regulations

The District is subject to local, State, and Federal law, including Homeland Security regulations. The District requires security measures and access regulations to comply with applicable laws and District requirements as follows, but not limited to:

1. Rules and guidelines for each District Site are at the sole discretion of the District and shall be adhered to by Licensee. Site-specific rules and regulations, and updates to them, will be effective upon written notice to Licensee. Failure to follow the District's rules and guidelines are cause for revocation of keys.

2. Rules and guidelines may be established for each District Site based on the unique characteristics of the Site.
3. The Licensee shall provide the District, upon request, a contact list of the names of who will have access to a District Site. No persons may access the sites except the listed personnel and persons accompanying them on an as needed basis to perform work, or by providing the District advanced notice of any persons intending to access a District Site not on the access list.
4. Licensee may not make any other attempt to enter a District property other than using a District issued access (No daisy-chain locks for Communications Facilities are allowed).
5. Licensee may not leave the District property open (open gate) and unattended at any time for any reason.
6. In the event Licensee discovers theft or vandalism, whether to the Licensee's facilities or District property, Licensee shall report it to the District immediately.
7. It is the responsibility of the Licensee to ensure the District property is properly locked upon leaving for any reason.
8. If District personnel are present at a District facility, it is Licensee responsibility to announce their presence and to let District personnel know when they leave.
9. The District may in its sole discretion allow a Licensee or its contractor to access a District property without a pre-established access methods but reserves the right to charge an hourly fee for such access.
10. Wherever possible, each Licensee shall design their equipment area on District property to allow for private access without going through the main gate of the District Site.
11. Licensee shall provide at least 24-hour's prior written notice to the District when any activities by Licensee or its contractors will be occurring at a District Site. The notification shall be done through the District at **(818) 248-3925**.
12. Employees of Licensee and its contractors accessing a District property shall carry name badges and picture identification and shall present such to a District employee when requested. Persons without proper identification may be required to leave the Site.

13. All vehicles of Licensee or its contractors shall be marked as such and be distinguishable from general public vehicles when on a District Site. Any vehicle accessing District facilities without distinguishing markings shall display a business card in the windshield identifying the entity accessing the Site.

4.3 Ongoing Operations

1. Ongoing operations and maintenance of the Licensee's facility shall comply with all applicable local, state, and federal laws and regulations and the requirements of this Program and the applicable executed license agreement.
2. In the event Licensee installs any equipment outside the parameters of the License agreement without the prior written authorization of the District, the District may, at its sole discretion, terminate the agreement with the Licensee, or charge an unauthorized facility fee equivalent to 200% (two hundred percent) of the current Rent or License Fee that would have been due to the District for a similar increase in use had the District's prior consent been properly obtained. For the purposes of calculating the additional rent/License Fees due for such unauthorized equipment, the District will assume the equipment was in place for the period which is the shorter of: two years prior to the date of discovery or the period from the effective date of the applicable license agreement to the date of discovery.

5. Application Process Guidelines

All applications for proposed work at a District Site shall follow the general Application Process Guidelines (Project inception to project completion "close-out"):

- 1) Applicant contacts the District to request a Site Application for a proposed project (New Build, Modification or Decommission).
- 2) Applicant is referred to District's processing agent (Agent).
- 3) Upon contact, District's Agent shall provide the Applicant with a copy of the District's current Communication Facilities License Program and the District's Communications Facilities Project Application form.
- 4) Applicant shall complete the Communications Facilities Project Application Form, sign and date, then submit the form back to the Agent accompanied by a check for the appropriate fees issued by the Licensee (no third-party checks will be accepted) or a cashier's check.

- 5) Agent shall review the application for accuracy, clarity and completeness. Upon Agent's satisfaction, the application shall be delivered to the District for acceptance. The District shall provide the Applicant a letter of acceptance and receipt for the fees received, along with a project tracking number.
- 6) Applicant will coordinate with Agent for Site access if necessary for Architectural & Engineering surveys (A&E site-visit).
- 7) Applicant shall provide Agent with construction drawings/plans for District's review.
- 8) District may require the Applicant to have the construction drawings/plans corrected or modified and the District/Agent will provide redlined construction drawings/plans with comments for corrections.
- 9) Applicant shall provide Agent revised construction drawings/plans for District's final review and approval. Upon approval, the District shall provide the Applicant a letter of authorization (LOA) allowing the Applicant to submit the proposed construction drawings/plans to the local jurisdiction for any necessary entitlements. If the jurisdiction requires modifications to District approved construction drawings/plans, Applicant shall be required to obtain District approval for any modifications to previously District approved construction drawings/plans.
- 10) Once the Applicant has obtained all necessary entitlements and has fulfilled the requirements listed in Section 3 above the District will issue a Consent Letter allowing Licensee to undertake and complete the proposed work.
- 11) Prior to full completion of work, Licensee's contractor(s) shall schedule a walk-through with the District's Inspector to identify and list issues (punch-list), if any, with the work.
- 12) Once the punch-list items are completed Licensee's contractor(s) shall schedule a final walk-through with the District's Inspector.
 - a. Upon District's final acceptance of the work, Licensee or its contractor(s) shall provide the District a set of as-built plans labeled "RECORD DRAWINGS", showing all field changes, if any. If no field changes were made – a note indicating "Built to Plan" shall be depicted on the Title Sheet.
 - b. In addition to submitting "RECORD DRAWINGS", the Applicant or Licensee representative shall sign and date the Consent Letter and return the signed and dated document to the Agent for final project close-out.

- c. Upon District's acceptance of the "RECORD DRAWINGS" and receipt of the signed/dated Consent Letter from Licensee's representative, the District's Inspector shall sign, date and return the Consent Letter to the Applicant, which indicates the project has been successfully closed out.

6. Decommission or Termination Process

Any Licensee that decides to decommission its Communications Facilities on any of District's properties shall follow the process described herein.

Licensee shall submit a letter to the District, by certified mail or equivalent, indicating Licensee's intention to decommission its Communications Facility located on District property. The letter shall include Licensee's site name & number, District Site name, Site address, contact person, mailing address, e-mail address, and intended timeframe for the decommission activity.

The District shall provide Licensee a return letter acknowledging Licensee's intention to decommission its Communications Facility and directing Licensee to initiate the application process, payment of appropriate fees, and submission of necessary decommission plans.

Once fees are paid and decommission plans are approved, the Licensee shall remove all installed equipment and return the Site to pre-existing conditions, normal wear and tear excepted.

The process shall follow the guidelines provided in Section 5 above.

Appendix A

Communication Facility License Agreement Template

This Template is in review and will be added upon the first agreement

Appendix B

Amendment to Communication Facility License Agreement Template

This Template is in review and will be added upon the first amendment

Appendix C

Application Procedures

CRESCENTA VALLEY WATER DISTRICT WIRELESS TELECOMMUNICATION APPLICATION PROCESSES & PROCEDURES

Required for all New & Existing Wireless Telecommunication Facilities

The purpose of this document is to ensure that the goals and objectives outlined in Telecommunications Policies and Procedures will be met with each submitted project.

Process:

Carrier and/or Carrier's Agent (Site Acquisition Consultant - "SAC") initiates contact with Crescenta Valley Water District (/ District) for their proposed new site build or modification project.

The District refers the SAC applicant to its wireless communications consultant ("Consultant") to begin the application process.

CONSULTANT provides the SAC a draft Application form and a copy of these Processes & Procedures / Project Check List.

The Application is completed by the SAC and returned to CONSULTANT for review / corrections / modifications.

CONSULTANT/District shall determine if the proposed Scope of Work conforms with the existing Lease/License Agreement. If the project's scope of work expands the facilities beyond the Leased/Licensed Premises, the District shall, at its discretion, requires an amendment to the existing Lease/License Agreement.

The revised Application is transmitted to the District, place on District letterhead, then forwarded back to the SAC for signature along with the District's Engineering Services form for SAC signature.

SAC signs the District's application and Engineering Services Application (ESA) form and return them to CONSULTANT along with the deposit check for \$5,000.00 (to cover the District's out-of-pocket expenses incurred for its review of the proposed project – Legal, Technical, and Administrative costs). Please make check payable to the District.

CONSULTANT submits the signed project application, signed ESA and deposit fee to the District to log and provide a project tracking number. CONSULTANT/District provide a draft Amendment (if required) to SAC for review/redline and final District approval.

SAC coordinate a design visit, if necessary (Recommended, but not required). CONSULTANT/District and the Carrier's A&E services provider conducts a field design visit.

SAC submits preliminary design drawing (CD's) from the Carrier's Architect & Engineer to CONSULTANT for CONSULTANT/District review. Additionally, SMWD may, at its discretion, require the submittal of artistic renderings or photo-simulations as part of the review and approval process.

CONSULTANT/District review and redline the CD's and return them to the SAC to have the A&E correct and resubmit to CONSULTANT.

CONSULTANT submits the revised CD's to the District for final review, approval and signature.

CONSULTANT forwards the District signed CD's along with a Letter of Authorization - allowing the SAC to file with the appropriate authority for entitlement and building permits.

SAC shall provide to CONSULTANT/District the following:

- Current Certificate of Insurance
- Statement of the last 6 months of Rent payments
- Structural Analysis (passing) (as applicable)
- A copy of the Conditional Use Permit and Conditions of Approval (if applicable)
- Artistic Renderings / Photo-simulations (if applicable)
- A copy of the Building Permit
- A copy of the City/County Stamped CD's
- Carrier executed License/Lease or Amendment (if applicable)

If applicable, the District will schedule the Agreement or Amendment for approval and full execution by the Board of Directors.

Upon receipt of the requested documents, CONSULTANT/District will issue a Consent Letter to allow for the construction of the project. SAC will coordinate a pre-construction site visit with the Carrier's Construction Manager (CM) / General Contractor (GC) prior to the start of construction. The GC must attend the pre-construction walk with the properly City signed and District approved plans. Failure to not have the plans or fully informed of the project may result in the pre-construction walk being cancelled and a rescheduled pre-construction walk arranged at an additional fee.

Upon completion of the pre-construction site visit, the GC will present CONSULTANT/District a copy of their insurances (COI's) and a construction schedule. Construction must commence within two weeks of pre-construction walk. In the sole and absolute discretion of the District, the District reserves the right to rescind the Consent Letter if the Carrier is unable to start construction in a timely manner.

The CD's, Building Permit and Letter of Authorization will be made available at the District's office to be picked-up by the SAC/GC. Scanned soft-copies shall be distributed to all stake-holders.

GC Construction activity commences. Note – GC shall follow site access protocol at all times.

Upon completion of construction activity, the GC will schedule a post construction punch-walk inspection with the Consultant who will make a recommendation to the District for approval once all work is completed.

The Carrier or its agent shall perform, at the District's sole discretion, a post installation Passive Inter-Modulation Test (PIM Test) to determine if the Carrier's facilities interfere with the District's SCADA communications system.

If any degradation to the District's SCADA communications system is experienced - the Carrier shall immediately cease operating on those frequencies causing interference until the source of the interference issues can be mitigated.

Carrier and/or its GC will provide "as-built" record drawings showing redlined changes and/or notes (if any) which are different from the permit CD's to CONSULTANT/District.

CRESCENTA VALLEY WATER DISTRICT (DISTRICT)
WIRELESS TELECOMMUNICATION APPLICATION
PROCESSES & PROCEDURES
PROJECT CHECK LIST

- ☐ District Application – signed by the SAC along with a check to District for the \$5,000 Deposit
- ☐ District Engineer Services Application – signed by the SAC or authorized signor
- ☐ Carrier’s Certificate of Insurance – current
- ☐ Statement of last 6 month’s Rent payments (if applicable)
- ☐ Structural Analysis (passing)
- ☐ Conditions of Approval & CUP (if applicable)
- ☐ Artistic Renderings / Photo-simulations (if applicable)
- ☐ City/County Stamped CD’s from Building & Safety Dept.
- ☐ Building Permit (copy)
- ☐ Executed Amendment (if required)
- ☐ District signed Consent Letter
- ☐ GC Certificate of Insurance
- ☐ Construction Schedule
- ☐ GC 24/7 Contact
- ☐ Pre-construction site visit
- ☐ Post-construction punch-walk
- ☐ PIM Test, at the District’s discretion (if applicable)
- ☐ Record Drawings “As-Built”
- ☐ Close-out acknowledgment signed by SAC

Appendix D

Fee Schedule

Crescenta Valley Water District

Communication License Program Application Fee Schedule¹

Checks for Site Application fees should be made payable to the Crescenta Valley Water District (or "CVWD"). The District request that Licensee issues separate checks for each type of fee. Prior to cashing the checks, the District will review each application and determine whether the required application fees have been submitted correctly. If a fee has been submitted that is not necessary, the District will return the check. If fees are missing, the District will advise the Applicant. Once a fee is accepted, it is non-refundable and not assignable to another project application. Failure to diligently pursue an application once submitted (if, for example, the Applicant fails to respond to the District's request for information and/or documentation for several months) may result in denial of the application and require resubmittal.

Types of fees:

1. Application Fee for a new License Agreement - \$4,500.00 nonrefundable deposit and full reimbursement of District out-of-pocket and attorney fees above that amount.
2. Application Fee for License Amendment - \$2,500.00 nonrefundable deposit and full reimbursement of District out-of-pocket and attorney fees above that amount.
3. Application Fee for a Letter of Consent for minor improvements (no excavation) - \$2,000.00 flat fee.
4. Application Fee for a Letter of Consent for major improvements (Site excavation) - \$2,500.00 flat fee.
5. Application for a letter of authorization to commence zoning and permitting - \$500.00 flat fee.
6. Specialty field inspections fees/access fees - \$350.00 per occurrence, billed to Licensee's general contractor upon completion of installation and prior to project close-out.
7. Application Fee for a Site Decommission - \$3,000.00 nonrefundable deposit and full reimbursement of District out-of-pocket and attorney fees above that amount.
8. Application Fee for insurance compliance, name change, assignment, change of ownership or entity - \$600.00 nonrefundable deposit and full reimbursement of District out-of-pocket and attorney fees above that amount.

¹ These processing application fees are in addition to the 'annual license fee' required under the License Agreement/Amendment.

Appendix E

Signature Block and Equipment Table Samples

Signature Block Sample and Equipment Schedule

Required on all title pages of drawings submitted to District for approval for communication license holder's Communications Facilities improvements.

Crescenta Valley Water District	
_____ Chief Engineer	_____ Date
District Site Name: _____	

EQUIPMENT SCHEDULE				
	ZONING APPROVED	LICENSED APPROVED	EXISTING ON SITE	NEW MOD
# OF ANTENNAS				
ANTENNA SIZE				
EQUIPMENT AREA				
RRU'S / LOCATION				

Appendix F

Construction Notes

These construction notes must appear on the notes sheet of every plan set submitted for District's final review and approval:

District Construction Notes:

1. The Crescenta Valley Water District inspector shall be notified at least two (2) working days prior to beginning of construction. Call **(818) 248-3925** to arrange for inspection.
2. A pre-construction conference of representatives from applicable agencies shall be held on-site at least three (3) days prior to beginning construction at which time a construction schedule and 24-hour contact information shall be provided to District.
3. Contractor shall maintain access to the Site at all times for District personnel. Open trenches shall be properly plated at the end of each working day to allow for 24-hour District access to the Site.
4. The Contractor and Cell Carrier shall be responsible for any damage due to Construction activities to the existing Site and shall return damaged facilities to existing condition or better at no cost to the District.
5. The Contractor shall notify underground service alert (DIG ALERT) at least two (2) working days prior to beginning construction at 1-800-422-4133. Any District facilities to be crossed or paralleled within five feet shall be potholed to verify location prior to working in the vicinity of District facilities. Contractor is responsible for providing gate access to DIG ALERT inspection(s).
7. All new and existing facilities owned by the represented cellular carrier shall be properly tagged identifying the owner's name and 24-hour phone number. Contractor shall ensure that RF and emergency contact signage is correct and meets the requirements from the local, state jurisdiction(s) and FCC. All signage must be reviewed by the District and may not be installed without the prior approval of the District.

8. The Contractor shall have a valid building permit, a set of plans approved by the District General Manager (or its designee) and a copy of the District issued Consent Letter on-site at all times.
9. The Contractor is responsible to ensure the Site is secure at all times, during both working and non-working hours.
10. The contractor shall saw cut all pavement. Backfill shall be one sack slurry or aggregate base to within 1" of existing AC.
12. The contractor shall provide a minimum cover of 30-inches on top of all conduits.
13. The contractor shall replace asphalt pavement with: 1st lift - 3/4" mix, relative compaction 95%, no more than 3" placed at any one time. 2nd lift - 1/2" fine, no more than 1 1/2" lift.
14. The contractor shall slurry seal the entire work area and any damaged areas curb to curb. The contractor may be required to slurry seal additional areas as required by District inspector.
15. If applicable, see Section 3.7 Softscape Replacement of the Procedures and Guidelines for Communication Facilities.
16. The contractor shall call the District's Inspector to perform a final walkthrough prior to concluding its work. Once all punch-list items, if any, are addressed, the contractor shall provide a set of District approved drawings with field mark-ups, if any, and labeled "RECORD DRAWINGS", signed and dated along with the District signed Consent letter to close-out the project.
17. The Plans must include a copy of the District's General Construction Notes, to be provided by the District's wireless consultant.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
February 28, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Public Outreach Plan to Support Funding for Long-Term Infrastructure Reliability**

ACTION ITEM:

Provide an update on a proposed public outreach plan to support funding for long-term infrastructure reliability.

BACKGROUND:

Based on discussion through recent committee and Board meetings, most recently the February 14, 2023 Board meeting, staff is continuing with respect to a plan to support funding for long-term infrastructure reliability. The considered funding mechanism would be a capital charge on the property roll, which would support collecting a portion of funding necessary to meet the District's pipeline replacement needs.

The cost of this program is offset by a number of benefits to properties, their owners, the community, and the District. And while most property owners are likely aware of the various charges on their property tax bill – e.g., schools; libraries; vector control, etc. – a charge to fund reliable water conveyance would be new. Thus, it is appropriate to discuss a public outreach plan.

DISCUSSION:

A successful public outreach plan will draw stakeholders, provide awareness and education through public and easily accessible forums, and solicit input based on education. Below, is the proposed public outreach plan and various considerations –

1. Path to Success:

- a. Awareness / Education
- b. Input and Participation in Decision-Making
- c. Open and Public Process

2. Public Outreach Mediums

- a. Newspaper (CV Weekly)
 - i. Advertisements taken out by the District
 - ii. Press releases and articles from the District
 - iii. Articles from CV Weekly staff
- b. Social Media (Facebook)
- c. Factsheets
 - i. Direct mailers
 - ii. Email blasts
 - iii. Website (add video, if possible)

- iv. Physical display at District locations
- d. Virtual meetings (webinar-based town halls)
- e. In-person meetings
 - i. Town halls
 - ii. Association meetings – e.g. Town Council, Women’s Club, Historical Society
 - iii. Targeted audiences – e.g. HOAs, governmental organizations

3. Considerations and Preliminary Proposed Outreach Plan

- a. Targeted audiences
 - i. Residential customers – Residential accounts comprise the bulk of impacted customers.
 - ii. HOAs – Based on learning lessons from other agencies, it is advisable to meet with HOAs so they understand how the charge works and can prepare how the charge impacts the property units in their associations.
 - iii. Governmental organizations – Public and related agencies may be exempted from property tax, and a separate charge will need to be developed for them.
- b. Timing
 - i. Pre-218 Notice: awareness, education, and request for public input (notices would be mailed in April)
 - ii. 45-day noticing period: continued education of general population and targeted audiences (April through June)
- c. Facilitate the process
 - i. Pre-218 Notice
 - 1. Develop and send “1-pager” mailers
 - a. Direct mail
 - b. Email blast
 - c. Website
 - d. Social media
 - 2. Develop and publish two (2) newspaper ads for two (2) virtual town hall meetings
 - 3. Develop and publish article for CV Weekly
 - 4. Virtual town halls
 - a. Develop presentation
 - b. Hold two (2) meetings: one during the day and one afterhours or over a weekend
 - 5. Schedule and meet with CV Town Council – additional local groups as needed
 - 6. Prop 218 Notice
 - a. Develop notice, inclusive of public input
 - b. Mail
 - ii. 45-day noticing period
 - 1. Article by CV Weekly staff
 - 2. Schedule and meet with HOAs and governmental organizations
 - 3. Develop and post website bill calculator
 - 4. Periodic updates to the Board regarding customer responses and comments

4. Next Steps

- a. Determine messaging regarding program
- b. Implement plan

RECOMMENDATION

Review and discuss the public outreach plan.

Prepared by:



Christy J. Colby
Regulatory & Public Affairs Manager

Submitted by:



James Lee
Director of Finance & Administration

Attachment(s):

1. none

g:\management\board meeting staff reports\2023\02-28-23 Board Memo - Public Outreach for Infrastructure Funding.docx

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

February 28, 2023

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, General Manager
Subject: **General Manager Report**

General Managers Report Topics:

- GM Activities

The following are some highlights in this month's report:

- High School Student Career Development and Leadership Program
- LiNK Meetings
- Maintenance & Operations Report
- Administration and Finance Report

STAFFING

As of February 23rd, the District has gone 407 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meetings	- February 13 th , February 27 th
Director Johnson Meet and Greet	- February 15 th
Foothill MWD Managers Meeting	- February 15 th
Cybersecurity Meeting with MWD	- February 16 th
Management Team Building Event	- February 22 nd
Technology Committee Meeting	- February 23 rd
Community Relations Committee Meeting	- February 27 th

Submitted by:



Nem Ochoa
General Manager

Field Maintenance and Operations Report

January 2023

1

Water Main Repairs

6

Water Service
Repairs: 3 Replacements: 3

2

After Hours Leaks/Repairs

13,502'

Sewer Maintenance
Clean: 5,818' Inspect: 7,684 Reports: 28

- **Field Maintenance Projects**

- * Foothill/Cloud – R & R PRV and install vault (Stakkabox)
- * Developer Jobs
 - D-22-116: 2334 Honolulu – 2" service

- **Operations Report**

- * Foothill/Cloud – Control Valve installation & activation
- * Goss Canyon E-1053 – De-water & isolation
- * Pickens Canyon – GWP network tour to discuss interconnections
- * Encinal - Booster B failed - Removal and replacement plan

- **Electrical/Telemetry**

- * E-939 – Continued integration build
- * E-962 – Continued integration build with Apex
- * La Granada Lift Station – Generator Tailgate

- **Wastewater**

- * Lift Station visits: 4 (De-rag pumps, check valves & add degreaser)
- * Inspection Van Demo – April Engineering Committee Meeting

Field Maintenance and Operations Report

January 2023

Days without a lost-time incident: **384**

155

Water Quality Samples

168

Valves

Replace: 2 Exercise: 166 Install: 0

46

Fire Hydrant Maintenance

Rebuild: 0 Replace: 1 Inspect: 45

12

Water Meter Replacement

$\frac{3}{4}$ " : 8, 1" : 4, 1.5" : 0, 2" : 0, 3" : 0, 4" : 0

- **Training/Cross Training**

- * Lift Station Generator

- La Granada Lift Station

- * Wastewater Inspection Van

- Wincan software training

- **New Certification**

- * None to report

- **Safety**

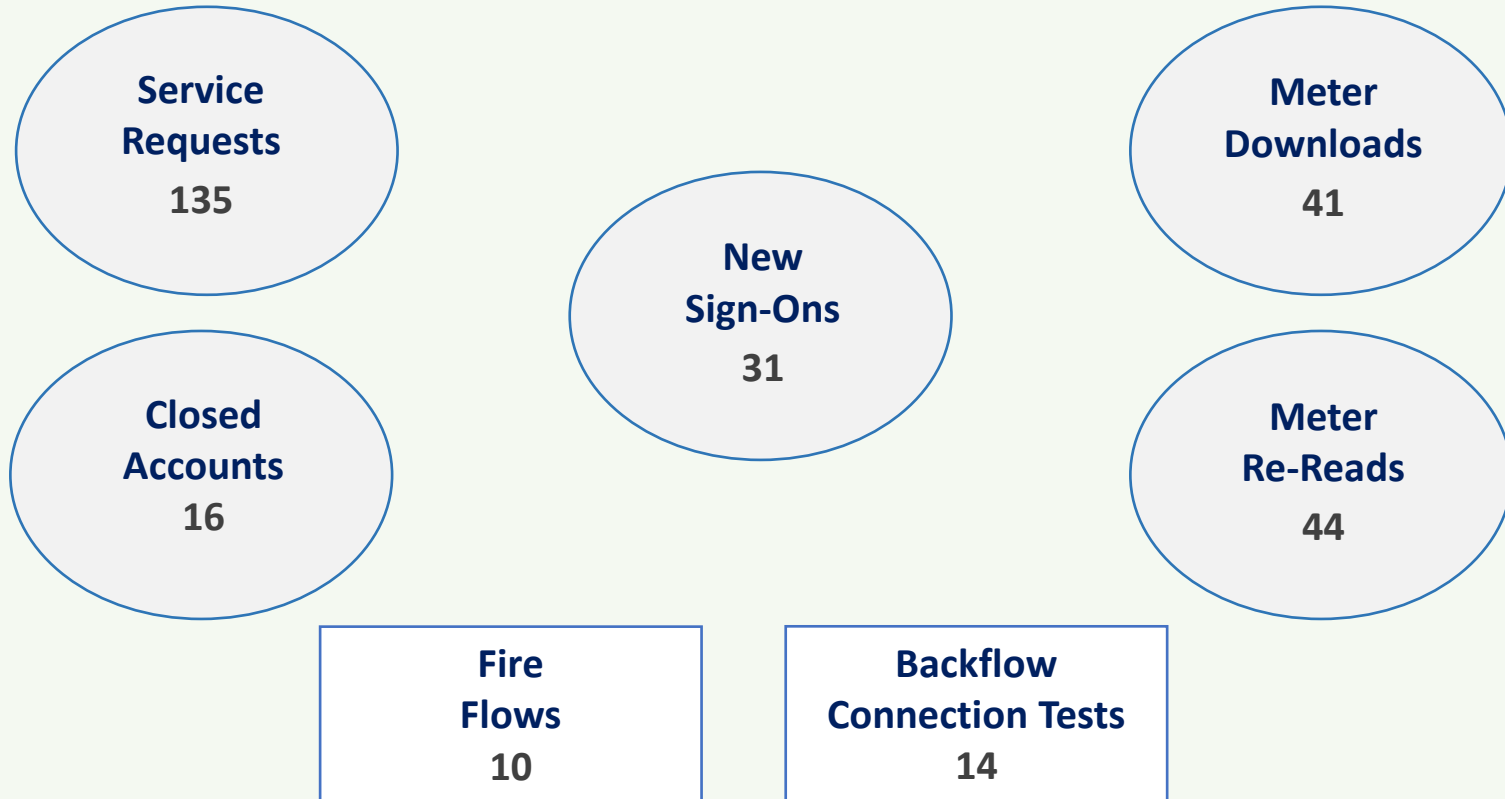
- * Glenwood Plant

- Work Stress



Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < January 2023 >

Customer Service & Administration Activity



- Implementation of credit card processing fee cost savings
- Implementation of “IVR” automated phone call system
- Development of initial Emergency Operating Procedures for IT
- Migration of meter reading routes for pilot AMI program
- Implementation of cloud-based budget module for more accessible budgeting process



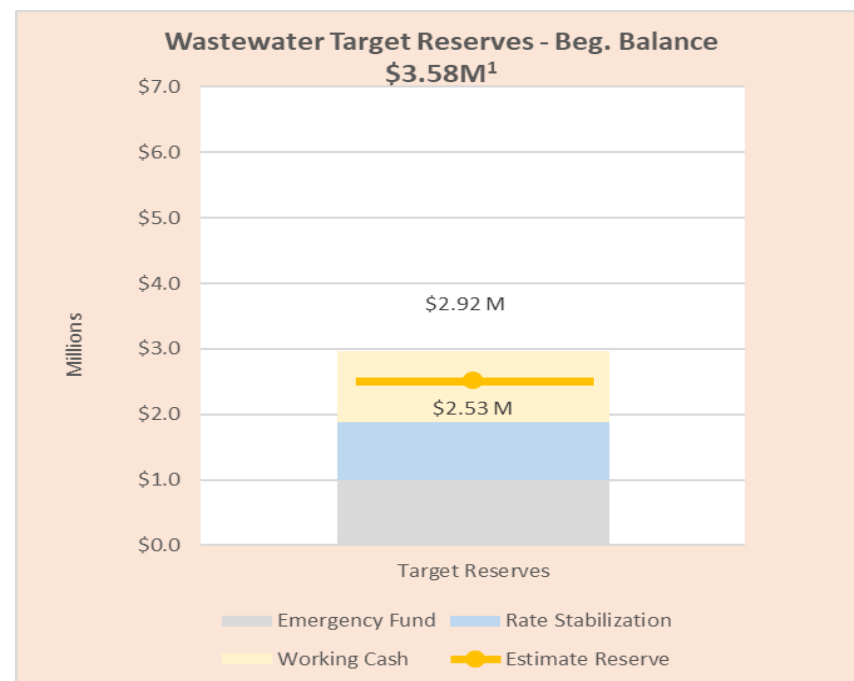
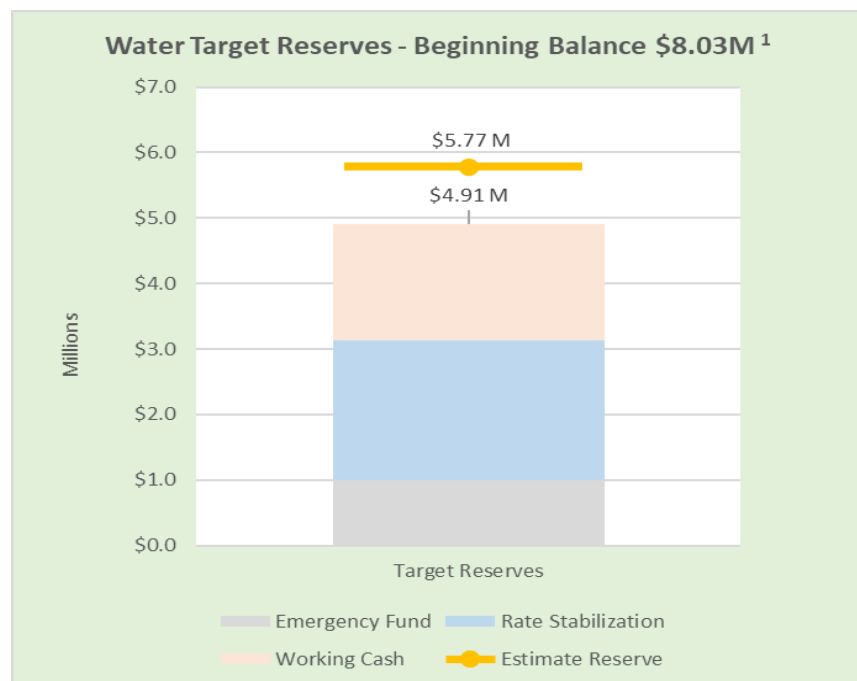
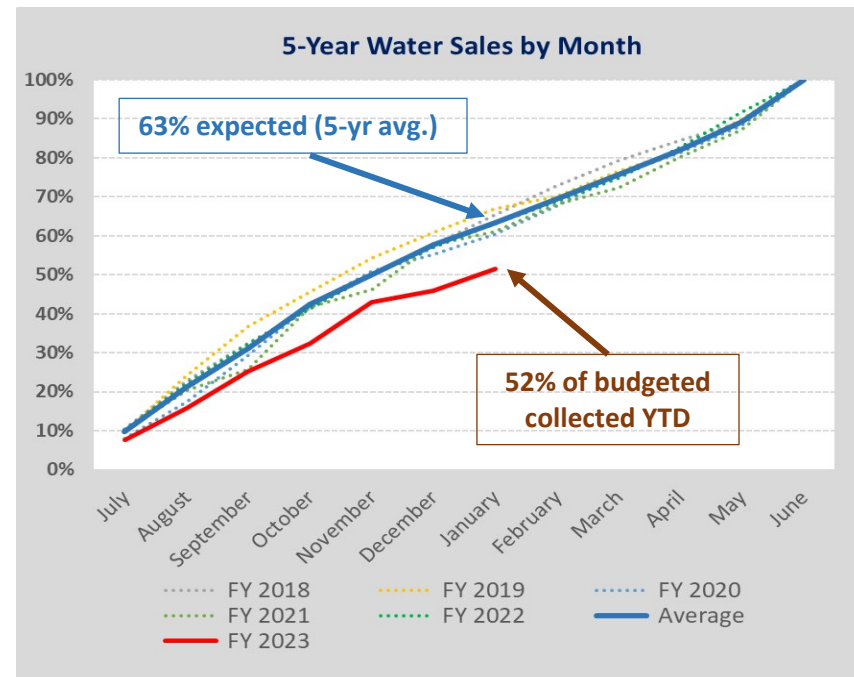
Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < January 2023 >

Water Fund - revenues & operating expenses

Proj. Revenue	\$12,598,100		Proj. Expense	\$10,201,736	
Budget	\$14,289,712	88%	Budget	\$10,325,991	99%

Wastewater Fund - revenues & operating expenses

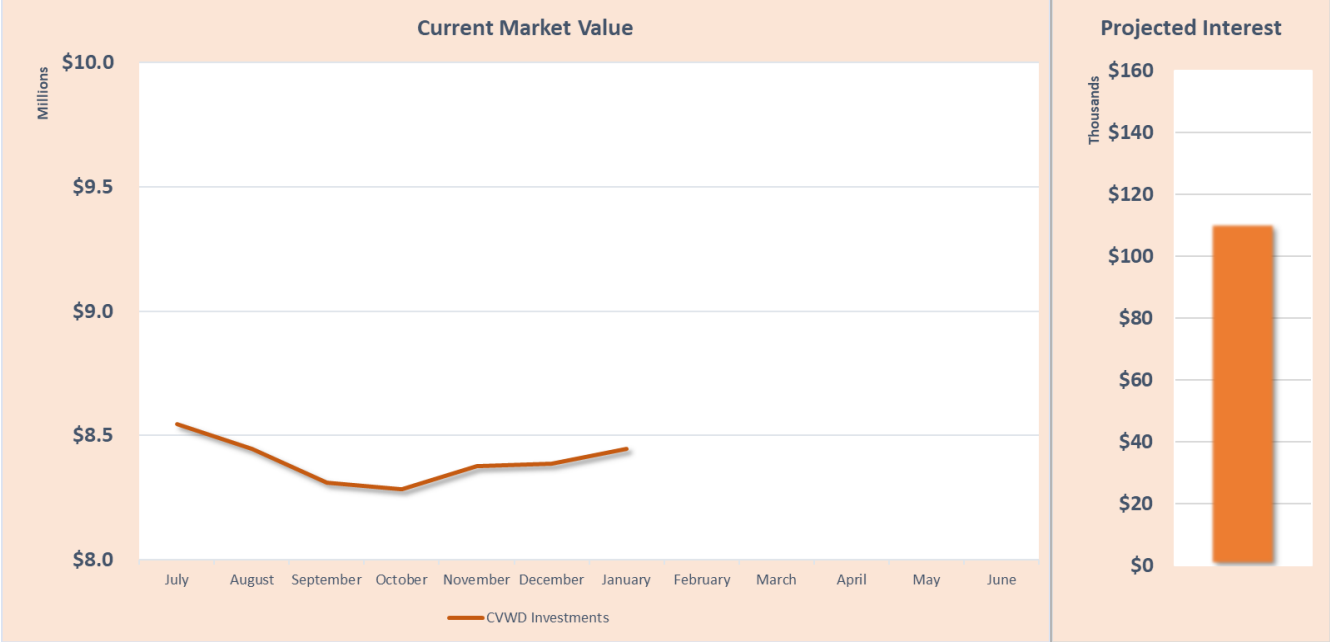
Proj. Revenue	\$3,589,350		Proj. Expense	\$4,348,620	
Budget	\$3,680,436	98%	Budget	\$4,546,359	96%



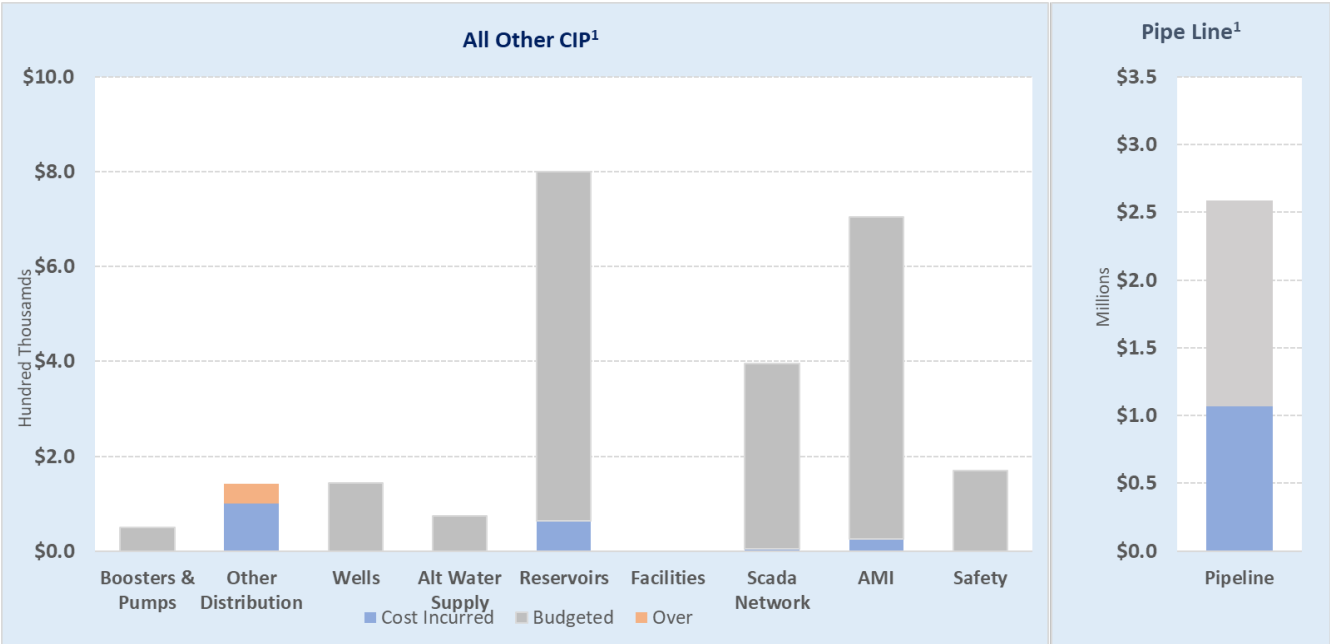
1. CVWD Reserve Policy adopted on 7/28/20



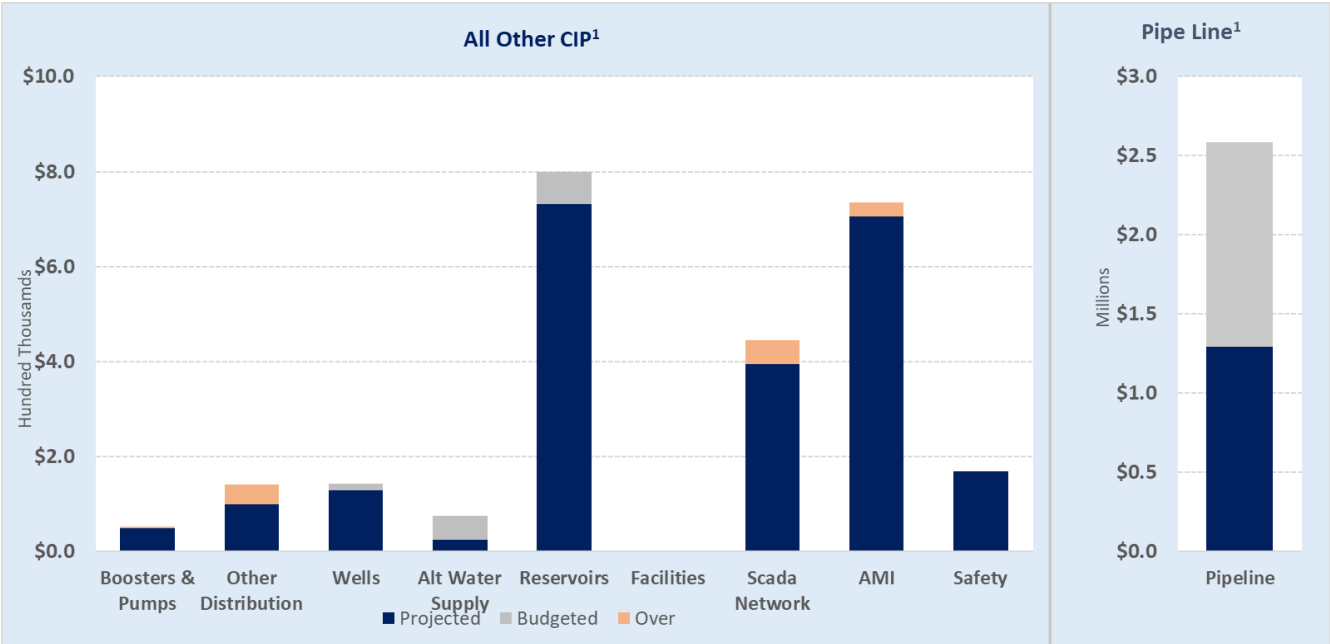
CVWD
Investments



CIP Costs
Incurred to
Date



CIP
Projected
vs.
Budgeted



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

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
February 23, 2023 at 10:30 AM

Agenda for the Meeting of the Technology Committee
of the Crescenta Valley Water District

Posted February 22, 2023 at 10:30 AM

TELECONFERENCING NOTICE

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 increase phone traffic).

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 872 5299 1607

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link:

<https://us02web.zoom.us/j/87252991607>

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

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 customerservice@cvwd.com. 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.

Call to Order

Adoption of Agenda

Public Comment:

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of this Committee. This opportunity is non-transferable, and speakers are limited to three (3) minutes each. 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.

Action Item(s)

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

1. Discuss server replacement and storage considerations
2. Discuss the District's IT Emergency Operating Procedures (EOPs)
3. Discuss cyberliability insurance
4. Discuss cybersecurity event scenarios
5. Update on cell towers

Committee Members' Request for Future Agenda Items

Adjournment

Crescenta Valley Water District

Technology Committee

February 23, 2023

Agenda Item #1 – Server Replacement and Storage Considerations

The District maintains an “FX server”, which provides the backbone to the District’s server infrastructure.¹ The “service warranty” on the FX server provides assurance that various service and parts will be available in the event of failure. That warranty expires in June 2023. Operating without the service warranty is not advisable, and the District needs to decide whether to replace the server and, if so, which of two alternative plans to implement.

There are two primary directions, and they differ operationally and economically. The first version – “A”, the “lean” version – is operationally sound but less nimble and is markedly more affordable than the alternative – “B” the “comprehensive” plan. Although significantly costlier, the comprehensive plan affords the primary benefits of: 1) ease of use for staff; 2) operational speed; 3) ease of maintenance for IT staff; 4) more streamlined architecture for cybersecurity, data storage and recovery, etc.

The discussion, then, is about whether the benefits of the comprehensive version outweigh the cost differential between it and the lean version. Another consideration is the District’s level of investment to address a rapidly-changing landscape for cybersecurity while computing/processing loads continue to increase as well.

Staff is weighing these considerations and sharing with the Committee ahead of the upcoming budget season when this item will be one of the more significant investment decisions for the upcoming fiscal year.

Agenda Item #2 – District IT Emergency Operating Procedures (EOPs)

This agenda discussion will provide information on the District’s Emergency Operating Procedures (EOPs) as they relate to Information Technology.

The development and maintenance of Emergency Operating Procedures is particularly critical for public water agencies. Agencies such as CVWD are not only expected to continue system maintenance, system operations, and customer service during emergencies, other first responders depend on District assets such as reservoirs – e.g. fire protection after a wind, fire, or earthquake event. CVWD’s geography along the foothills with higher frequency of fires, wind storms, and flooding, and its proximity to earthquake fault lines elevates the importance of a reliable emergency management program.

To this end, the District participates in tabletop exercises and is enrolled in regional mutual aid for supplies and personnel through the Public Water Agencies Group (PWAG). And as part of the Strategic Plan 2022 Update, the District is undergoing a comprehensive effort to update its emergency management program, including, but not limited to: 1) an updated Emergency

¹ This does not include the SCADA server, which is separate and will likely need its own investment in a subsequent year.

Response Plan (ERP); 2) “NIMs/SIMs” training; 3) personal and family preparedness; 4) tabletop exercises and monthly inter-agency radio checks; 5) site assessments for establishment of an Emergency Operations Center; 6) customer service and public outreach opportunities to raise emergency awareness and how the District can be a resource to individual customers, the community, and its first responders during an event.

In today’s environment of increased interconnectivity and heightened cybersecurity need, it now makes sense that EOPs specific to Information Technology be incorporated into the District’s overall emergency preparedness plan. The District’s IT service provider, Highroad IT (HIT), is working with staff to develop IT EOPs related to cybersecurity breaches and physical damage to hardware. The EOPs outline decision trees, employee responsibilities, and other protocol.

The IT EOPs to be discussed are newly developed and represent a “higher-level” discussion to be built on as the District continues to build its emergency management program. Although it is a higher-level discussion, the EOPs may nevertheless contain sensitive information, and the presentation will be shared during the committee meeting by Highroad IT.

Agenda Item #3 – Cyberliability Insurance

This agenda will discuss the District’s decision to maintain its cyberliability insurance policy through JPIA, which provides comprehensive insurance services for the District and much of the water industry.

Cyberliability insurance is a relatively new insurance option that was made available through JPIA a year ago in response to the rapidly evolving cybersecurity landscape. The cyberliability premium cost increased approximately fourfold since last year, and the current expectation is a ~10-15% increase for next year, at minimum. The availability of insurance introduces a number of questions such as: 1) what is the best practice for cyberliability; 2) is there a consideration for whether the insurance pool can meet its obligations in the event of a claim; 3) does the benefit of coverage outweigh the cost of the premium.

Staff has conducted diligence by working with HIT, checking with JPIA regarding its premium cost expectations, and speaking with a number of agencies about their thoughts on cyberliability insurance, discussions for which HIT also participated in. The various considerations for insurance will be discussed during the committee meeting.

Agenda Item #4 – Cybersecurity Event Scenarios

This agenda item will provide an opportunity for staff and HIT to provide a post-event diagnosis on a recent cyberattack on the District, including the event, how it was handled, and lessons learned.

Agenda Item #5 – Cell Towers

This agenda item will provide a final update on the Policies & Procedures needed for the District to accept leases from cellular providers. The Policies & Procedures have been updated based on input from the Finance, Policy, and Technology committees, and staff will summarize the updates before seeking Board approval.

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
February 27, 2023 at 1:00 PM

Agenda for the Meeting of the Community Relations Committee
of the Crescenta Valley Water District

Posted February 23, 2023 at 4:30 PM

TELECONFERENCING NOTICE

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 increase phone traffic).

(669) 900-6833

(346) 248-7799

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(312) 626-6799

Then, enter Access Code: 844 6552 2810

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link:

<https://us02web.zoom.us/j/84465522810>

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Call to Order

Adoption of Agenda

Public Comment:

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of this Committee. This opportunity is non-transferable, and speakers are limited to three (3) minutes each. 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.

Action Item(s)

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

1. High School Career Development Program
2. Public Outreach Plan to Support Funding for Long-Term Infrastructure Reliability

Committee Members' Request for Future Agenda Items

Adjournment

Crescenta Valley Water District

Community Relations Committee

February 24, 2023

Agenda Item #1 – High School Career Development Program

In 2021, the District hosted its inaugural High School Student Career Development and Leadership Program. The program supported two goals of the 2020 Strategic Plan, including:

- Develop and implement an outreach plan to increase water awareness;
- Develop and implement community stewardship programs to improve community relations.

Through the program, six high school students completed a number of program requirements through which they were introduced to a variety of professional disciplines. They were also able to gain an understanding of what it takes to manage and operate a water and wastewater district through the program itinerary, which included hands-on instruction, facility tours, independent study assignments, and a group project on the topic of water conservation.

The 2022 Strategic Plan update states a renewed commitment to community stewardship programs and community relations. Additionally, former and prospective students for the program have recently contacted the District regarding their interest. Based on this, staff is considering a renewed program. Also for consideration is an abridged program that captures most of the benefit for students and the community while ensuring the most efficient use of staff time and District resources.

Staff is weighing these considerations and sharing with the Committee ahead of further planning for the program.

Agenda Item #2 – Public Outreach Plan to Support Funding for Long-Term Infrastructure Reliability

Based on discussion through recent committee and Board meetings, most recently the February 14, 2023 Board meeting, staff is continuing with respect to a plan to support funding for long-term infrastructure reliability. The considered funding mechanism would be a capital charge on the property roll, which would support collecting a portion of funding necessary to meet the District's pipeline replacement needs.

The cost of this program is offset by a number of benefits to properties, their owners, the community, and the District. And while most property owners are likely aware of the various charges on their property tax bill – e.g., schools; libraries; vector control, etc. – a charge to fund reliable water conveyance would be new. Thus, it is appropriate to discuss a public outreach plan. Below, are various considerations for such a plan –

1. Path to Success:

- a. Awareness / Education
- b. Input and Participation in Decision-Making
- c. Open and Public Process

2. Public Outreach Mediums

- a. Newspaper (CV Weekly)
 - i. Advertisements taken out by the District
 - ii. Press releases and articles from the District
 - iii. Articles from CV Weekly staff
- b. Social Media (Facebook)
- c. Factsheets
 - i. Direct mailers
 - ii. Email blasts
 - iii. Website
 - iv. Physical display at District locations
- d. Virtual meetings (webinar-based town halls)
- e. In-person meetings
 - i. Town halls
 - ii. Association meetings – e.g. Town Council, Women’s Club, Historical Society
 - iii. Targeted audiences – e.g. HOAs, governmental organizations

3. Considerations and Preliminary Proposed Outreach Plan

- a. Targeted audiences
 - i. Residential customers – Residential accounts comprise the bulk of impacted customers.
 - ii. HOAs – Based on learning lessons from other agencies, it is advisable to meet with HOAs so they understand how the charge works and can prepare how the charge impacts the property units in their associations.
 - iii. Governmental organizations – Public and related agencies may be exempted from property tax, and a separate charge will need to be developed for them.
- b. Timing
 - i. Pre-218 Notice: awareness, education, and request for public input (notices would be mailed in April)
 - ii. 45-day noticing period: continued education of general population and targeted audiences (April through June)
- c. Facilitate the process
 - i. Pre-218 Notice
 - 1. Develop and send “1-pager” mailers
 - a. Direct mail
 - b. Email blast
 - c. Website
 - d. Social media
 - 2. Develop and publish two (2) newspaper ads for two (2) virtual town hall meetings
 - 3. Develop and publish article for CV Weekly
 - 4. Virtual town halls
 - a. Develop presentation
 - b. Hold two (2) meetings: one during the day and one afterhours or over a weekend

5. Schedule and meet with CV Town Council – additional local groups as needed
6. Prop 218 Notice
 - a. Develop notice, inclusive of public input
 - b. Mail
- ii. 45-day noticing period
 1. Article by CV Weekly staff
 2. Schedule and meet with HOAs and governmental organizations
 3. Develop and post website bill calculator
 4. Periodic updates to the Board regarding customer responses and comments

4. Next Steps

- a. Determine messaging regarding program
- b. Implement plan