

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, August 22, 2023, at 7:00 p.m.**

Posted: Friday, August 18, 2023 at 5:30 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: 879 5948 0703

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/87959480703>

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 Customer Service, at (818) 248-3925 or customerservice@cvwd.com by 3pm on August 22, 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 Adjourned Regular Board Meeting on July 25, 2023.
2. Ratification of Disbursements for July 2023

Action Calendar

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Engineering and Operations 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

Public Employment

Position: General Manager

Adjournment



CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
July 25, 2023

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on June 27, 2023, an Adjourned Regular Meeting was held on July 25, 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, 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

Interim General Manager:

James Lee

**Interim Director of Engineering
and Operations:**

Brook Yared

Staff Members:

Arturo Montes, Finance & Administration Manager
Kellen Boyce, System Operations Manager
Darlene Telles, Operations & Maintenance Manager
Elias Sebhatu, Senior Engineer
Adam Sutphin, Analyst
Pam Leddy, Administrative Assistant

Guests:

Michael Chonos
Frank Colcord
Bill Johnson
Donna Libra
George Solymar
Garth Tuma
Marilyn Tyler

PLEDGE OF ALLEGIANCE

Mr. Sebhatu 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 Johnson, and carried by a 5-0 vote that the Agenda for the Adjourned Regular Meeting of July 25, 2023, be adopted.

PUBLIC COMMENTS – Ms. Tyler read aloud a “request to the board” letter that she had written. Mr. Chonos mentioned an upcoming opportunity for the public to participate in question-and-answer sessions with the board. Mr. Solymar asked for an extension date on the “request to place the approved property tax role onto the CVWD utility bill”. Ms. Libra proposed changes to the CVWD website in order to simplify locating the agendas for public meetings. Mr. Tuma commented on the voting process and decision making of the board. Mr. Lee stated he would follow up with various comments.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Director Colcord of FMWD gave a slide presentation which provided detailed information supporting the rates that CVWD will be paying to FMWD beginning January 1, 2024. Mr. Colcord also provided multiple cost containment practices made by FMWD.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Erickson to approve the Minutes of the Regular Board Meeting held on June 27, 2023 and to ratify the disbursements for March, April, May and June 2023 which consisted of:

Payment of demands against the Crescenta Valley Water District on or before March 2023, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Three-Hundred, Fifty-Four Thousand, Six-Hundred Forty-Four Dollars and Ninety-Three Cents (\$1,354,644.93), which is composed of the individual items set forth herein.

Payment of demands against the Crescenta Valley Water District on or before April 2023, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Thirty-One Thousand, Three-Hundred Ninety Dollars and Thirty Cents (\$1,031,390.30), which is composed of the individual items set forth herein.

Payment of demands against the Crescenta Valley Water District on or before May 2023, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Forty-Two Thousand, Five-Hundred Seventy-Four Thousand Dollars and Twelve Cents (\$1,042,574.12) which is composed of the individual items set forth herein.

Payment of demands against the Crescenta Valley Water District on or before June 2023, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, One-Hundred Ninety-One Thousand, Seventy-Hundred Forty-Four Dollars and Ninety-Two Cents (\$1,191,744.92), which is composed of the individual items set forth herein.

AYES: Director Bodnar
 Director Erickson
 Director Putnam
 Director Raghavachary

Director Tejeda

NOES: None

ACTION CALENDAR

Nomination for LAFCO Special District Alternate Representative – Director Raghavachary nominated herself as a candidate for the LAFCO Special District Alternate Representative.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 vote to nominate Director Raghavachary for the office of LAFCO Special District Alternate Representative.

Steel Reservoir Rehabilitation at Goss Canyon No. 2 Reservoir – Mr. Yared stated that in 2023, staff had worked with J. Colon Coatings, Inc. to rehabilitate the steel reservoir at Emund No. 2 Reservoir site and Goss Canyon No. 1 Reservoir site. Mr. Yared stated that per CVWD's Rules and Regulations, Article 18.01 Bid Procurement Policy, the District is not required to follow a formal competitive bidding process to obtain contracts for construction work, including acquiring materials or equipment for use by the District. The Board is given flexibility when continuing work with the same Contractor is in the District's best interest. Mr. Yared provided a cost comparison of Goss Canyon No. 1 and Goss Canyon No. 2 bid proposals, and a proposal from Harper & Associates Engineering, Inc. for Engineering Consulting Services.

Following discussion:

It was moved by Director Johnson, seconded by Director Erickson, and carried by a 5-0 vote to authorize the General Manager to award a contract to J. Colon Coatings, Inc. for the rehabilitation of Goss Canyon No. 2 Reservoir at a base cost of \$622,800 and alternative bid items totaling \$86,000 for a total cost of \$708,800, to find said project exempt for the provisions of the California Environmental Quality Act (CEQA), and to waive the requirement for formal competitive bidding as outlined in CVWD's Rules and Regulations, Article 18.01, and to authorize the General Manager to enter into an agreement with Harper & Associates Engineers, Inc. for the rehabilitation design and Quality Control Inspection services for the rehabilitation of Goss Canyon No. 2 at a cost not to exceed \$76,200.

Pump Replacement and Rehabilitation of Well 14, Project E-1059 – Mr. Lee stated that Well 14 was planned as part of the FY 23/24 CIP Budget and originally scheduled for rehabilitation later in the fiscal year. However, the well failed on June 28, 2023 before the renewal of the FY 2023-24 contract with General Pump Company (GPC). Mr. Yared provided pictures from a video survey report showing sections of Well 14 casing in which perforations are mostly plugged and the pump impellers damaged. Mr. Yared stated that GPC's recommendation is to rehabilitate the well casing through physical and chemical treatment and to replace the existing pump as Well 14 is a critical water supply source, currently contributing 35% to 40% of production to the Glenwood Plant. Mr. Yared requested the Board's approval of the repair to be completed under the current contract before staff seeks the Board's approval of the renewal contract at a subsequent date.

It was moved by Director Johnson, seconded by Director Bodnar, and carried by a 5-0 vote to authorize the General Manager to contract with General Pump (GPC) under CVWD's existing Well and Pump Emergency Services contract, Project E-1059 for the rehabilitation of Well 14 at a cost of \$129,000 and establish a contingency amount of \$12,990 (10% of contract) to cover the cost of unforeseen or additional work.

Adoption of Salary Schedules – Mr. Montes stated that the California Code of Regulation, Section 570.5 requires pay schedules to be approved and adopted by the Board of Directors on an annual basis. Mr. Montes presented the pay schedules which include the negotiated adjustment of three percent effective for the July 1, 2023 to June 30, 2024 fiscal year for AFSCME and Management staff.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 vote to adopt the FY 2023-24 pay schedules for CalPERS compliance.

Discussion and Possible Action Regarding Directors' Remote Participation in Committee Meetings – Mr. Bunn stated that standing committee meetings are treated the same as Board meetings and subject to the same Brown Act requirements, which requires that a quorum of the board must participate in the meeting from a single physical location inside the agency's jurisdiction. Mr. Colcord added that FMWD does not permit remote participation by the board in its committee meetings due to the fact that two board members represent a quorum at these meetings.

INFORMATION ITEMS – CV Weekly, June 29, 2023 "Board Votes on Hybrid Solution to CVWD Water Woes" and Adoption of Resolution No. 786 by CVWD.

WRITTEN COMMUNICATIONS TO DISTRICT – Letters dated June 26, 2023, from Marilyn Tyler and July 13, 2023 from Sherri Mudd.

GENERAL MANAGER – Mr. Lee announced that CVWD received a Wellness Grant from ACWA-JPIA to supplement the District's current wellness program. Mr. Lee stated that the Engineering department is in the process of proposing an outsourced developer service firm to provide the necessary information requested by developers as a cost-saving measure to the District. Mr. Lee shared that an Emergency Response Plan training was provided for CVWD employees following the annual Pancake Breakfast, and that a Judy Tejada Reservoir Site Dedication will take place in late September honoring Director Tejada for over 30 years of service to the District. Ms. Telles provided highlights of the June Field Maintenance & Operations report. Mr. Yared shared highlights of the June Engineering & Operations Report stating that water production was 93.6 MG, representing a 63% groundwater/37% imported split.

ATTORNEY REPORT – No report

REPORTS OF COMMITTEES

Engineering and Operations Committee – Director Erickson reported that the Committee had met on July 10, 2023. A meeting will be scheduled as needed.

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

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

Policy Committee – Director Raghavachary reported that the Committee had met 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 in August.

Emergency Planning Committee – Director Tejeda reported that the Committee had met on July 10, 2023. 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 will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Bodnar – Reported that he had taken a family road trip to Idaho enjoying the natural water sources with his perspective as a water professional.

Director Erickson – Commented on CVWD's FY 22-23 Water Quality Report and the opportunity to provide public education through the document. He also shared comments received regarding the service rates for larger meters. A discussion was also had about starting rate studies earlier for more visibility and opportunity for input/understanding from the public.

Director Johnson – Provided a statement concerning the long-standing efforts of the District leading to Board decisions, including the recent decision for the capital charge and corresponding bonds, the validity of that process, and the appropriate balance of transparency, information, civility, and rule of law.

Director Raghavachary – Reported that she visited Iowa during the month of July.

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 9:10 p.m., the meeting was adjourned to August 22, 2023, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

James Lee
Interim General Manager

CASH DISBURSEMENT LIST

July 2023



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0		CalPERS	Unfunded Accrued Liability Annual Lump Sum prepayment	285,097.50	95.032.50
0		CalPERS	PERS contributions - July 2023	26,999.75	9,366.83
0		Southern California Edison	Power purchased - July 2023	27,574.87	1,375.13
0		Shell	Gas purchased - July 2023	1,949.19	649.73
0		Los Angeles County Public Works	Excavation permits - July 2023	7,764.00	
0		Aflac	Employee paid insurance - July 2023	813.62	
0		Colonial Life	Employee paid insurance - July 2023	178.61	
46133	7/3/2023	InfoSend, Inc.	Printing and postage for billing - June 2023	2,177.73	725.91
46134	7/3/2023	Sierra Chevrolet of Monrovia	Chevrolet 1500 - replacement for sewer vehicle #49		49,184.64
46135	7/3/2023	Consolidated Electrical Distributors, Inc.	E-939 - SCADA equipment - July 2023	1,084.55	
46136	7/3/2023	Impact LA LLC	Toner for copier - July 2023	7.20	2.40
46137	7/3/2023	Jack Khachatryan	2831 Florencita - Refund for cancelled fire flow test	300.00	
46138	7/3/2023	Christina Kopelman	Safety supplies - reimbursement	32.26	10.75
46139	7/3/2023	Arturo Montes	Health reimbursement - FY22/23	950.56	558.71
46140	7/3/2023	Tiffany Myers	Refund check - 2629 Altura	12.01	
46141	7/3/2023	Jaysen Ortega	Wellness reimbursement - FY22/23	225.00	75.00
46142	7/3/2023	David Rawlings	Wellness reimbursement - FY22/23	146.17	48.72
46143	7/3/2023	Red Wing Business Advantage	Escalera, Fritz, Velasquez, Whittaker - Safety work boots	777.62	259.20
46144	7/3/2023	Joseph Rich	Refund check - 2917 Stevens	13.96	
46145	7/3/2023	So Cal Compton Pipe Supply Co., Inc.	6 - 4" x 2-1/2" fire hydrants	17,101.18	
46146	7/3/2023	Southland Pipe Corp.	E-1046 - 6" steel pipe & CML x CMC	26,805.60	
46147	7/3/2023	Univar Solutions USA, Inc.	Sodium Hypochloride - Mills (700 gals.) Glenwood (579 gals.)	5,828.12	
46148	7/3/2023	Wells Fargo Card Services	Colby - Community All Star, employee recognition, LA Times	1,706.17	245.39
46149	7/3/2023	Wells Fargo Card Services	Lee - Monday.com, conferencing	199.07	66.35
46150	7/3/2023	Wells Fargo Card Services	Ochoa - Subscriptions to Shutterstock & NY Times	48.75	16.25
46151	7/3/2023	Wells Fargo Card Services	Leddy - Board Meeting supplies	15.04	5.01
46152	7/3/2023	Western Water Works	Stock - 2" service brass, large meter nipples & couplings, clamps, PVC, pipe	11,315.19	
46153	7/6/2023	CCS Interactive, Inc.	Monthly Web Hosting - June 2023	127.50	42.50
46154	7/6/2023	Emins Air Conditioning & Heating	Glenwood - air conditioning repair	150.00	50.00
46155	7/12/2023	ACC Ramco	Mixed bobtail - July 2023	495.15	

46156	7/12/2023	ACWA Joint Powers Ins. Authority	Excess Crime Policy - Annual renewal	391.00	391.00
46157	7/12/2023	ACWA/JPIA	Insurance Coverage - July 2023	42,761.41	23,435.56
46158	7/12/2023	ADS, LLC	Sewer flow monitoring & wastewater sampling - June 2023		2,300.00
46159	7/12/2023	ATS Communications	Development of Policy and Procedures	2,625.00	875.00
46160	7/12/2023	Regino Avalos	Monthly landscaping & weed abatement @ 7 sites - June 2023	4,144.03	195.97
46161	7/12/2023	Mehmet Bozatli	Refund check - 2131 Verdugo Blvd.	53.29	
46162	7/12/2023	CCS Interactive, Inc.	Property roll info, Prop 218 ad, constant contact, monthly web hosting	2,171.25	661.25
46163	7/12/2023	City of Glendale	Rockhaven lease & water purchased - June 2023	10,457.28	
46164	7/12/2023	City of Glendale Finance Dept.	Utility tax for Glendale - April-May 2023	39,773.01	
46165	7/12/2023	Consolidated Electrical Distributors, Inc.	E-939 - SCADA equipment - July 2023	2,405.74	
46166	7/12/2023	Creative Concepts Landscape Mgmt., Inc.	Landscape maintenance & irrigation check - July 2023	656.25	218.75
46167	7/12/2023	Crescenta Valley Publishing, LLC	Ad display - June 1 & 8, 2023	280.00	
46168	7/12/2023	Direct Connection	Water quality report -2023	3,754.39	
46169	7/12/2023	Foothill Municipal Water	Water purchased & GIS consulting - June 2023	227,173.16	
46170	7/12/2023	General Pump Company, Inc.	E-1056 & Ocean View Booster- Well rehabilitation & maintenance	27,495.20	
46171	7/12/2023	Grainger	Misc. safety equipment - July 2023	125.97	
46172	7/12/2023	Great America Leasing Corp.	Kyocera copier leases - July 2023	1,880.34	626.78
46173	7/12/2023	Haaker Equipment Company	Camera van - wheel repair		216.56
46174	7/12/2023	Highroad Information Technology	Managed services, support & renewals - July 2023	17,437.49	5,812.51
46175	7/12/2023	InfoSend, Inc.	Printing and postage for billing - June 2023	2,202.89	734.50
46176	7/12/2023	Jay & J Janitorial Services	Janitorial services - June 2023	646.50	215.50
46177	7/12/2023	John Robinson Consulting, Inc.	M-965 - Consulting services - June 2023	3,600.00	
46178	7/12/2023	Lincoln Financial Group	Life & Disability Insurance - July 2023	833.14	422.37
46179	7/12/2023	New Resources Group, Inc.	Public outreach supplies - July 2023	7,161.59	
46180	7/12/2023	One Ring Networks, Inc.	Glenwood/Office - data communication - July 2023	1,012.50	337.50
46181	7/12/2023	Paper Cuts, Inc.	Paper shredding - June 2023	47.81	15.94
46182	7/12/2023	Prohealth Glendale Medical Group	Onboarding - Health screening	187.51	62.50
46183	7/12/2023	Public Water Agencies Group	Quarterly PWAG assessment - July 2023	1,356.88	481.87
46184	7/12/2023	Sawyer Petroleum	Diesel fuel purchased - June 2023	1,810.59	603.53
46185	7/12/2023	Spectrum Business	Lowell - voice communication - July 2023	89.98	30.00
46186	7/12/2023	Spectrum Business	Mills - voice communication- July 2023	158.68	52.89
46187	7/12/2023	Spectrum Business	Glenwood - voice communication - July 2023	170.66	56.89
46188	7/12/2023	Spectrum Business	Office - voice communication - July 2023	304.93	101.64
46189	7/12/2023	Sully-Miller Contracting Co.	Cold mix for temporary repairs - June 2023	844.99	
46190	7/12/2023	Tri-Xecutex Corp.	Security alarm system monitoring - July/August/September 2023	162.00	54.00
46191	7/12/2023	Ultra Welding, Inc.	Welding - E-1063 LCID intertie & Liberty (hydrant/valve)	2,977.50	
46192	7/12/2023	UniFirst Corporation	Uniform cleaning services - June 2023	737.85	239.29
46193	7/12/2023	Vision Service Plan Co.	Vision coverage - July 2023	303.45	142.80

46194	7/12/2023	Vulcan Materials Company	Mixed crushed base - June 2023	910.00	
46195	7/12/2023	Water Environment Federation	Yared - CWEA annual membership renewal	342.00	
46196	7/12/2023	Water Resources Economics	Consulting - Financial planning - June 2023	2,997.03	999.01
46197	7/12/2023	Western Water Works	Stock - 6" gate valve, fittings, flanges, etc. (hydrant set ups) sleeves & caps	18,167.92	
46198	7/12/2023	Wheels In Motion	Units #2, #9, #13, #15 & #18 - Portable generator maintenance	1,438.16	479.39
46199	7/12/2023	Kellen Boyce	Wellness reimbursement - FY 23/24	300.00	
46200	7/12/2023	Wayne Boyce	Wellness reimbursement - FY 23/24, postage reimbursement	400.28	
46201	7/12/2023	Adam Sutphin	Wellness reimbursement - FY 23/24	225.00	75.00
46202	7/25/2023	ACC Ramco	Mixed crushed base - June 2023	569.07	
46203	7/25/2023	Affordable Generator Services, Inc.	Unit #'s 28, 29, 30 ,41, 35, 57, 65 - Minor service & equipment inspection	1,785.00	
46204	7/25/2023	Airgas USA, LLC	Well #2 - carbon dioxide rental tank - July 2023	16.58	
46205	7/25/2023	Anawalt Lumber & Materials Co.	Misc. supplies - July 2023	17.60	5.52
46206	7/25/2023	Applied Technology Group, Inc.	E-939 SCADA equipment - July 2023	30.00	
46207	7/25/2023	ARC	Plotter supplies - June 2023	166.72	55.57
46208	7/25/2023	Associated Soils Engineering	E-1046 - Soil testing services - July 2023	1,649.60	
46209	7/25/2023	AT&T	Voice communication - June 2023	87.12	29.04
46210	7/25/2023	Bonnors Equipment Rentals	Equipment rental for Public Hearing and Board Meeting	248.62	82.88
46211	7/25/2023	Bryan's Prompt Plumbing	Pennsylvania rental house - plumbing services	1,518.75	506.25
46212	7/25/2023	BSK Associates	Water sampling - June 2023	8,588.51	
46213	7/25/2023	California Data Collaborative	CaDC Annual membership - FY 23/24	4,125.00	1,375.00
46214	7/25/2023	Costco	Misc. supplies - June 2023	140.94	46.98
46215	7/25/2023	City of Glendale	Land Lease adjustment - FY22/23	224.50	
46216	7/25/2023	City of Glendale Water & Power	Purchased power - June 2023	29,702.19	
46217	7/25/2023	Raymond Dodge	E-939 - reimbursement	167.27	
46218	7/25/2023	EmbroidMe	Embroidery - hats with new logo	899.62	296.78
46219	7/25/2023	Fluid Conservation Systems	5 new pressure zone monitors (includes 5 year service)	19,019.90	
46220	7/25/2023	Grainger	Misc. supplies - July 2023	67.66	22.55
46221	7/25/2023	Haaker Equipment Company	Sewer van - repair crawler		1,611.04
46222	7/25/2023	Harper & Associates Eng., Inc.	E-1053 - Engineering consulting services - June 2023	13,545.00	
46223	7/25/2023	Julie Hines	Refund check - 2863 Harmony	234.95	
46224	7/25/2023	Joseph G. Pollard Co., Inc	Hand held valve operator	5,420.25	
46225	7/25/2023	Anna Kennedy	Refund check - 2657 Piedmont	68.11	
46226	7/25/2023	LA Dept. Water and Power	Purchased power - June 2023	95.56	
46227	7/25/2023	Michael Malaska	Refund check - 2721 Ridgepine	331.48	
46228	7/25/2023	McCall's Meter Sales & Service	Ordunio Pump Station booster meter repairs - July 2023	1,219.89	
46229	0725/2023	New Pig Corp.	Lift Station - waddles		2,702.12
46230	7/25/2023	New Resources Group, Inc.	Public outreach - water saving buckets	6,619.40	
46231	7/25/2023	Office Depot	Misc. office supplies - June 2023	33.56	11.19

46232	7/25/2023	Mohamed Rady	Refund check - 2137 Glenada	150.00	
46233	7/25/2023	Reliance Safety Consultants	Confined space training - July 2023	1,650.00	
46234	7/25/2023	Sawyer Petroleum	Purchased oil - 5 gals.	155.67	
46235	7/25/2023	Southwest Hydrotech	E-1063 - LCID intertie - final service & adjustments	787.50	
46236	7/25/2023	Steven Engineering, Inc.	E-939 - SCADA equipment - June 2023	6,239.65	
46237	7/25/2023	Teichert Pipeline	Flooding meter refund	925.00	
46238	7/25/2023	Tri-Xecutex Corp.	Smoke detectors & security alarms maintenance - July 2023	431.25	143.75
46239	7/25/2023	Univar Solutions USA, Inc.	Sodium Hypochloride - Glenwwood (620 gals.) Mills (830 gals.)	6,612.02	
46240	7/25/2023	Utility Services Associates, LLC	Water Distribution Leak Detection survey	14,971.68	
46241	7/25/2023	Akel Engineering Group, Inc.	M-1061 - Professional services - June 2023	26,908.00	
46242	7/25/2023	Apex Manufacturing Solutions	E-939 - SCADA support - June 2023	8,570.85	
46243	7/25/2023	Aqua - Metric Sales, Co.	Support & Annual Analytics Fee - FY23/24	16,054.06	
46244	7/25/2023	AT&T Mobility	Voice communication - June 2023	201.50	67.16
46245	7/25/2023	Se Young Cho	Refund check - 3342 Paraiso Way	48.35	
46246	7/25/2023	City of LA Bureau Sanitation	Sewerage Facilities charge - May/June 2023		22,889.14
46247	7/25/2023	Direct Connection	CVWD envelopes	1,336.88	445.62
46248	7/25/2023	Craig Fisher	Refund check - 4422 New York	100.00	
46249	7/25/2023	Grace Environmental Services	Nitrate monitoring assistance - June 2023	332.49	
46250	7/25/2023	Kennedy Jenks	M-1037A - Consulting services - June 2023		17,302.50
46251	7/25/2023	Ultra Welding, Inc.	Misc. welding - 4482 Rockland (hydrant run) & Orange valve replacement	2,175.00	

Total Disbursements for July 2023

\$ 941,259.54 \$106,552.13

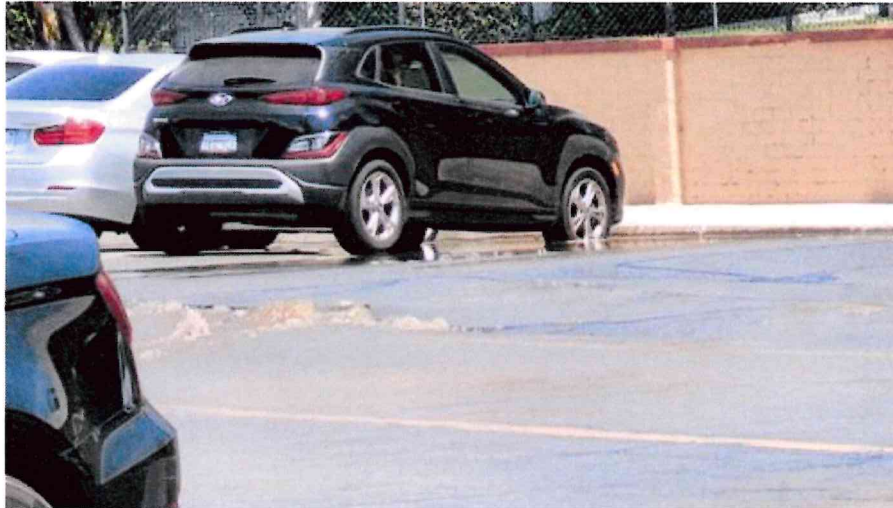
\$1,047,811.67

Payroll Report

Directors	1,625.00
Office Regular Payroll	130,079.00
Office OT	4,771.00
Plant Regular Payroll	115,738.00
Plant OT & Standby	11,552.00
Employer Payroll Taxes	20,042.00
Payroll Service Charges	456.00
Total Payroll for July 2023	\$284,263.00

Pipes Fail Causing Flooding in the Crescenta Valley

By CV Weekly on August 17, 2023 · 0 Comments



On Friday, water from a main break in the 3000 block of Montrose Avenue pushed up through the street, buckling the asphalt and halting east-west traffic on Montrose Avenue.

Photo by Rachelle MILLER

By Robin GOLDSWORTHY

On Friday afternoon, Aug. 11, a little after noon, fire and law enforcement agencies and a crew from Crescenta Valley Water District responded to a water main break in the 3000 block of Montrose Avenue west of Ramsdell Avenue. The water came up through the street buckling it. The pipe was apparently installed in 1961, according to James Lee, CVWD interim general manager. Sheriff deputies were blocking vehicular traffic along Montrose Avenue though north/south traffic on Ramsdell and Pennsylvania avenues was not affected.

CVWD reported that the damage was caused due to a lateral split along the pipeline main. According to Lee, the repair plan included replacing about a 10 ft. section of the main.

Customers in the affected area were notified via text/email/phone that water would be shut off while repairs were done with the majority of service being restored at approximately 12:15 a.m. on Saturday morning.

A special consideration was made for the convalescent home in the shutdown area and a “hose-to-hose” connection was arranged for that property to ensure continuation of service, said Lee.

“The 2400-2700 blocks of Montrose were scheduled for replacement as part of our capital replacement program this year,” Lee said. “The impacted areas – 3000-3100 blocks of Montrose Avenue – were likely candidates for next year’s replacement program. The entire stretch along Montrose is a high-frequency problem area, and our data is starting to indicate that the material used in the 1960s may not have been the best material. There have been approximately five main breaks in the last three years, including one two weeks ago. The pipe was thin and very corroded, with barely anything left to be able to weld with. The repair was made, and the pipe burst again. This happened several times.”

Lee added that after demobilizing from the Montrose Avenue site and restoring access to the road, another leak was discovered in the 4900 block of El Sereno (the pipe was installed in 1983).

“A second crew was mobilized as this leak was large enough to require immediate attention,” he said. “The second leak was repaired and water returned to service at approximately 5:45 a.m. on Saturday morning.”



Pipes Fail Causing Flooding in the Crescenta Valley added by CV Weekly on August 17, 2023

View all posts by CV Weekly →

CVWD Work Near Monte Vista

By CV Weekly on August 17, 2023 · 0 Comments

Starting Monday, Aug. 14 through mid-October, there'll be a partial lane closure on Orange Avenue from La Crescenta Avenue to Cecilville. Traffic will alternate one way at a time. This might lead to some traffic congestion, especially during drop-off hours. To make mornings smoother, consider using Two Strike Park as a drop zone and walk students to school. Flagmen will be stationed at La Crescenta and Cecilville intersections to assist with traffic flow.

This roadwork is part of a water main upgrade. Please drive safely, do not block driveways, and remember that there are no U-turns on Orange.



*CVWD Work Near Monte Vista added by **CV Weekly** on August 17, 2023*

View all posts by CV Weekly →



BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

869 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012
Tel: 213-974-5555 Fax: 213-974-1010

KATHRYN BARGER
SUPERVISOR, FIFTH DISTRICT

June 26, 2023

Ms. Sharon S. Raghavachary
President
Board of Directors
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

Dear Ms. Raghavachary:

I am writing to address concerns raised by constituents who have contacted my office regarding an upcoming decision by the Crescenta Valley Water District (CVWD) Board of Directors (Board) in consideration of a new capital assessment charge on property tax rolls to fund infrastructure replacement projects.

I am well aware of the rising cost of acquisition and delivery of water, including additional challenges posed by drought conditions and the urgent need to manage water consumption, minimize water loss, and foster sustainability in light of the changing climate.

Although Los Angeles County (County) does not have any formal role in overseeing the more than 200 water districts within the County, my team and I have been actively working with County departments to explore opportunities to alleviate financial burdens on our partner agencies and, most importantly, our residents. In line with this objective, the County's Department of Public Works has launched the Infrastructure LA initiative, which aims to revitalize the Los Angeles region by investing in equitable, sustainable, and resilient infrastructure.

Through this initiative, the County is engaging with infrastructure stakeholders and regional leaders to pursue funding opportunities, advocate for community-focused infrastructure, and share strategies and tools for addressing infrastructure needs.

Furthermore, on March 7, 2023, I proposed a motion titled "Assisting Small Water Systems in Los Angeles County," which received approval from the Los Angeles County Board of Supervisors. The Department of Public Works, in collaboration with other County departments, is currently developing a report that will be published in the coming weeks. This report will outline the responsibilities and potential areas where the County can support the delivery of safe and clean water throughout the County.

Ms. Sharon S. Raghavachary
June 26, 2023
Page 2

I would like to suggest that the Board engage with the Infrastructure LA team about potential funding opportunities. Considering the significant investments made by the federal and state governments in recent years, I am hopeful that funding options will be available for the Board to pursue, which can help offset the costs of necessary infrastructure investment.

Additionally, I offer the support of my office in connecting with the aforementioned resources as well as advocating for potential state or federal grants and funding opportunities. I appreciate your dedication to the Crescenta Valley community. Should you have any questions, please feel free to contact my Public Works Deputy, Anish Saraiya, at (213) 974-5555 or via email at asaraiya@bos.lacounty.gov.

Sincerely,



KATHRYN BARGER
Supervisor, Fifth District

KB:rao

Public Comment for CVWD Board Mtg on 7/25/2023

To: CVWD Board
Tom Bunn
From: Marilyn Tyler
Date: July 25, 2023
Subj: Public Comment for CVWD Board Mtg on Tuesday July 25, 2023

REQUEST TO CVWD BOARD: "TRUST MUST BE EARNED" "TRUST BUT VERIFY"

I am concerned because the CVWD Board appears to be accepting statements and analyses by Interim General Manager / Finance Director James Lee at face value, without the skepticism and distance the Board should be maintaining to be effective. I believe Mr. James Lee is not deserving of this level of trust, because he has presented false statements to the Board, and then presented analysis based on these false statements. For example:

[1] Mr. James Lee falsely claims "Roadmap Plan to ramp up: **Board Approved June 2021**" (FALSE: No evidence of Board approval in the Board Agenda on 6/8/2021 or 6/22/2021 or anywhere in 2021)

[2] Mr. James Lee falsely claims for the Updated Pipeline Replacement Requirements that "**Revised Plan: November 2022**" (FALSE: No evidence of Plan Revision in the Board Agenda on 11/08/2022 or anywhere in 2022; I also examined the Engineering Committee Agenda Packets for the entire year of 2022 and could find no discussion of revising the Roadmap Plan to the numbers shown in the Town Hall chart)

(The above examples are from the Town Hall charts presented on April 4, 2023 -- see attached.)

Why would Interim General Manager / Finance Director James Lee make such blatantly false statements? I believe he did this to cloak the Roadmap Plan and the Revised Plan in an aura of respectability (using lies like "Board Approved June 2021," "Revised Plan: November 2022") so the Board would not realize that Mr. James Lee was just making up those numbers in the Revised Plan (not in 2022 as he claimed but more likely sometime in 2023) to justify his goals for the property fee. The Revised Plan is seen for the first time in the Town Hall charts on April 4, 2023.

But if you examine the Revised Plan closely (see attached) with a skeptical eye, you can see that the numbers appear fake--- any engineer/analyst worth his or her salt would question why the miles of pipeline to be replaced goes from 1.10 miles (year 1 - FY2023/24) to 1.02 miles (year 2) down to 0.74 miles (year 3) big jump to 1.86 miles (year 4) to 1.86 miles (year 5)? What's the physical reason that in year 3 CVWD would replace LESS pipe than in years 1 and 2, and is it physically realistic to go from 0.74 miles in year 3 up to 1.86 in year 4? These questions would be answered if the Revised Plan was actually documented in November 2022, but of course that's why Mr. James Lee felt safe making that lie ("Revised Plan: November 2022")--- he assumed no one would go to the trouble of actually trying to find the mythical document!

There is a troubling arrogance in someone who lies with impunity because he believes he will not get caught. Someone who believes the people around him trust him and believe his words, so they will not notice he is lying to them. But I do not trust him, I do not believe in him and so he was caught. That is what the CVWD Board must do in the future: Verify! Verify! Verify!

CONCLUSION

The CVWD Board must shoulder its responsibility for due diligence and must look with a jaundiced eye at statements and analyses by Interim General Manager / Finance Director James Lee. Why would anyone lie the way Mr. James Lee did? Lie, make up numbers then produce fraudulent analyses based on the lies and made-up numbers? Especially someone holding such responsible positions? To me it goes without saying that Mr. James Lee is NOT a good candidate for General Manager or any position of trust. There is a real problem here.

"TRUST MUST BE EARNED" "TRUST BUT VERIFY"

P.S. Interim General Manager / Finance Director James Lee has repeatedly and arrogantly ignored his responsibilities to the Public, as stated on the cover page of every CVWD Board Agenda and Agenda Packet:

*"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**" (emphasis added).*

- (not sent, not posted) Protest letters
- (not sent, not posted) Complaint letters

*"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.**"*

- (Did not post) Analyses by Mr. James Lee provided to CVWD Board at 6/27/2023 Board Mtg.

UPDATED PIPELINE REPLACEMENT REQUIREMENTS

29

false — "Roadmap" Plan to ramp up: Board-approved June 2021¹

	FY 2023-24	FY 2024/25	FY 2025-26	FY 2026-27	FY 2027-28
Cost	\$3.3 M	\$4.4 M	\$5.3 M	\$6.6 M	\$7.6 M
Linear Ft	7,200	8,200	9,400	11,100	12,300
Miles	1.36	1.55	1.78	2.10	2.33

false — Revised Plan: November 2022¹

	FY 2023-24	FY 2024/25	FY 2025-26	FY 2026-27	FY 2027-28
Cost	\$3.0 M	\$2.9 M	\$2.2 M	\$5.8 M	\$6.1 M
Linear Ft	5,784	5,372	3,884	9,798	9,805
Miles	1.10	1.02	0.74	1.86	1.86

↑
?

UPDATED PIPELINE REPLACEMENT REQUIREMENTS

30

Revised Plan: November 2022¹

	FY 2023-24	FY 2024/25	FY 2025-26	FY 2026-27	FY 2027-28
Cost	\$3.0 M	\$2.9 M	\$2.2 M	\$5.8 M	\$6.1 M
Linear Ft	5,784	5,372	3,884	9,798	9,805
Miles	1.10	1.02	0.74	1.86	1.86

3-Year Average of Pipeline Replacement \$2.70 million

4-Year Average \$3.49 million

5-Year Average \$4.00 million

From:

[Thomas S. Bunn](#)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Lagerlof
LAWYERS

[REDACTED]

[REDACTED]

From: Scott Tyler <[REDACTED]>

Sent: Sunday, July 30, 2023 2:14 PM

To: Thomas S. Bunn <[REDACTED]>; Scott Tyler <[REDACTED]>; Scott
NMarilyn <[REDACTED]>

Subject: ADDENDUM TO CVWD PROPERTY FEE - LEGAL CHALLENGE

(Hi Tom,

Marilyn Tyler again. I'm sending this "Addendum to CVWD Property Fee - Legal Challenge" directly to you. Could you also forward a copy of this Addendum directly to the CVWD Board members?

Thanks.)

To: CVWD Board of Directors
Tom Bunn

From: Marilyn Tyler
Date: July 30, 2023
Subj: Addendum to CVWD Property Fee - Legal Challenge

ADDENDUM TO CVWD PROPERTY FEE - LEGAL CHALLENGE

Here is a further reason why I challenge the legitimacy/legality of the Property Fee approved by the CVWD Board on April 25, 2023 (Resolution No. 785) and June 27, 2023 (Resolutions 786A and 786B):

CVWD customers were directly harmed by the intentional lies, made up numbers and fraudulent analyses based on these intentional lies and made up numbers by Interim General Manager / Finance Director James Lee.

Examined closely, the exorbitant **Property Fee Rate Structure** imposed on CVWD customers of **\$404.30/year** for 3/4" meter, **\$673.83/year** for 1" meter and **\$1,347.66/year** for 1.5" meter (which one CVWD customer could be forced to pay, with two kids in college!), this exorbitant Property Fee Rate Structure has no justification in reality.

The Property Fee Rate Structure is directly derived from the "Updated Pipeline Replacement Requirements Revised Plan: November 2022"---- but there is no such "Revised Plan"! The so-called "Revised Plan" is a figment of Interim General Manager / Finance Director James Lee's imagination, which he dreamed up so he could safely make up numbers which no one would question. (This is why I say Interim General Manager / Finance Director James Lee intentionally used lies, made-up numbers and fraudulent analyses to intentionally mislead the Board about the Property Fee.)

I am personally repelled by the fact that Mr. James Lee felt no compunction making up numbers which he knew would lead to the exorbitant Property Fee Rate Structure, which he knew would impose a terrible and unjustified financial burden on CVWD customers--- for no real reason. Just because he could? To me Mr. James Lee demonstrates a disturbing lack of ethics and a troubling lack of empathy for the suffering of others.

INVALIDATE / REPEAL THE PROPERTY FEE! RESTORE TRUST IN CVWD!

From: [Richard Lyans](#)
To: [Customer Service](#)
Subject: CVWD board of directors
Date: Thursday, August 17, 2023 7:45:30 PM

As a customer of CVWD, I demand that (any member of) the CVWD Board put the following Action Item on the Board Agenda immediately: "CONSIDERATION AND MOTION TO REPEAL IN ITS ENTIRETY THE CVWD PROPERTY TAX ROLL CAPITAL CHARGE (SPECIFICALLY, REPEAL RESOLUTIONS 785 AND 786)."

Richard Lyans [REDACTED] Brookhill st La Crescenta

Sent from my iPad

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

August 22, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee, Interim General Manager
Subject: General Manager Report

General Manager's Report Topics:

- 3000 Block of Montrose main break (and 4900 Block of El Sereno)
- Los Angeles County Fire & La Crescenta Sheriff
- Dodgers Game (vs. Marlins)
- Judy Tejada Reservoir dedication ceremony date – Tuesday, September 26th
- Engineering & Operations Report – July 2023

STAFFING

2 employees have a work anniversary in August: Darlene Telles – 10 years; Seth Jones – 2 years

As of August 18th, the District has gone 583 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meetings	- July 31 st , August 7 th , August 14 th , August 21 st
Development services workshop	- July 25 th
Meeting with Elsinore Valley MWD	- July 27 th
Christy Colby farewell luncheon	- July 27 th
Meeting with Valley County WD	- July 28 th
FMWD Meeting – MWD shutdown	- August 1 st
National Night Out – Briggs Sheriff's Station	- August 1 st
FMWD facilities tour	- August 7 th
Managers workshop	- August 10 th
FMWD managers meeting	- August 16 th
CA Data Collaborative Executive Committee	- August 16 th
Meeting with LA County Fire & Sheriff	- August 17 th
Finance Committee	- August 18 th

Submitted by:



James Lee
Interim General Manager

Engineering Report

August 22, 2023
Staff Report

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Interim Director of Engineering & Operations
Subject: Engineering Report – July 2023

1. Water Production Report

- July 1 – 31 – Water production – 51%/49% split – 117.4 MG for the month
- Average use – 1.7% more than 2022 and 12.8% less than 5-yr average

2. Rainfall Update

- 0.00” for July 2023
- Rainfall Total for WY 2022/23 for July 2023 – 42.88”

3. Engineering Update - Water

• **FY 23/24 Capital Improvement Project**

- Goss Canyon #2 Reservoir Rehabilitation
 - 50% design Review – 8/21/2023
- Well 14 – Scheduling Rehabilitation
- Paschall Booster B
 - Motor cooling issue with submersible pump
 - Rental pump and motor consideration
- Conversion to Chloramination
 - Water age analysis
 - Outreach planned for late September
- GIS - August submission under review

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

- 2600 & 2700 Blocks of Orange Ave
 - Water connection complete at Monte Vista Elementary
 - Anticipated project completion late September 2023
- Booster Pump 26 at Cresta Heights Rehabilitation
 - Complete
- Ramsdell Mixing Station/Pressure Reducing Station – Above ground temporary PRV under Review

• **AMI Customer Engagement Portal**

- Continuing Water Meter Replacement Program
- Currently 228 customers are waiting to be configured for the Customer Engagement Platform
- 211 are active on the Customer Engagement Platform
- Approximately 7110 radios and lids to install/replace
- 160, ¾ & 1-inch meters including laterals to replace

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

- Project Schedule – April 2022 to December 2023
- APEX – Programing & Integration
- Sites Completed
 - Wells 5, 7, 8, 9, 11, 14 & 16
 - Ramsdell Mixing Station
 - Glendale/CVWD Interconnection
 - Glenwood Plant with Wells 6, 10, 12 & 15

- Mills Plant
- Encinal Reservoir
- Ordunio Reservoir/Nitrate Removal Plant
- Well 2 Controls Update
- Ocean View
- Paschall
- Sites Pending Integration (2023)
 - Chloramine Conversion SCADA Programming – August 2023
 - Rosemont – August 2023
 - Oak Creek – September 2023
 - Eagle Canyon – October 2023

4. **Engineering Update - Wastewater**

- Wastewater Master Plan
 - Reviewing/incorporating future development initiatives
 - Lift Station Condition Assessment – Complete

5. **Grant Program**

- USBR Small-Scale Water Efficiency Grant 2022 – 3” & 4” Meters – Preparing for claim submission
- USBR Small-Scale Water Efficiency Grant 2022 – 1-½-inch Meters awarded on 5/18/23
- Cal OES – New emergency generators and seismic feasibility study – Pending Funding Availability
- Water Recycling Grant – Application Submitted July 10, 2023
- Stormwater Capture Project at Crescenta Valley County Park – No Report

6. **Developer Projects**

- Development Services Consultant Support Scoping
- 3037/3043 Foothill – Establishing Estimate, Developer Selecting Contractor
- 4360 Ocean View – 7 units – Close-out Inspection scheduled, week of 8/21/2023
- 2201 Honolulu – New 4" water main
- Waiting on Developer
 - 1961 Waltonia – New 6 units
 - 4521 Briggs/2413 Foothill – New 70 units
 - 3900 Park Place – New 28 units
 - 2345 Mira Vista – New 4 units
 - 2434 Foothill – New 31 Units
 - 2341 Mira Vista – New 4 Units – Reconciliation and Transfer of Ownership

7. **FMWD** – La Crescenta Reservoirs – Landscaping

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

July 1 - July 31, 2023

Well Production:	53,337,208	Gals		
GWP Production:	4,652,000	Gals		
Gravity Production:	1,446,832	Gals	% GW	51%
FMWD:	57,514,326	Gals		
City of Glendale:	413,225	Gals	% Import	49%
TOTAL:	117,363,591	Gals		
	360.18	ac-ft		

Glenwood Nitrate Water

Reclamation Plant:*

0

*Included in Well Production

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
July 1 - July 31, 2023	3,622,659	
July 1 - July 31, 2022	3,561,132	1.7%
5-yr Average - July 2018 - 2022	4,153,893	-12.8%

RAINFALL: July 1 - 31, 2023

0.0"

Season-To-Date:

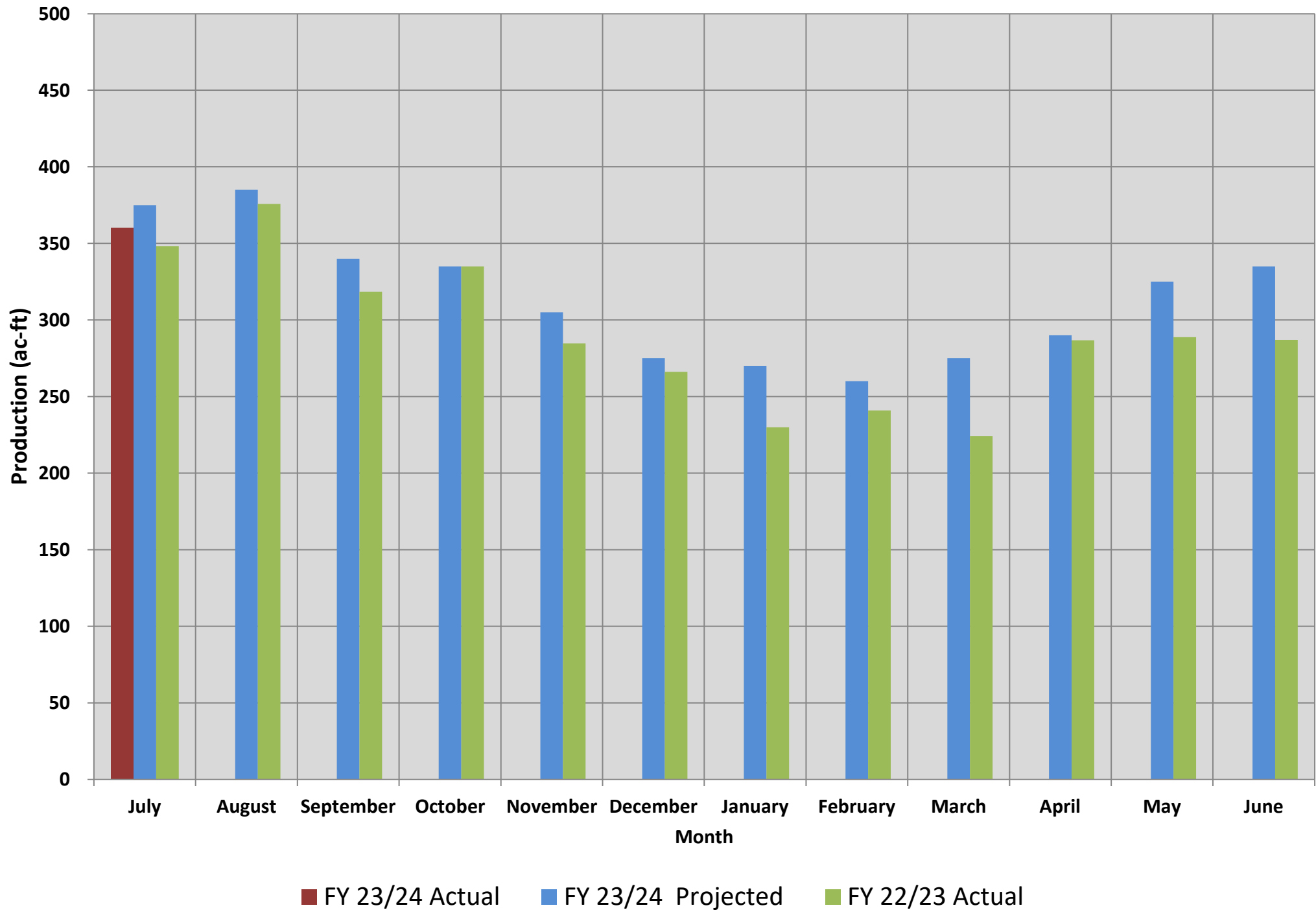
42.88"

2023/24 Fiscal Year Water Production			WY 22/23 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2023		Purchased Water Production Tier 2 Allocation 2023	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	360	375	October	165	January	13	January	74
August		385	November	155	February	13	February	92
September		340	December	152	March	14	March	67
October		335	January	143	April	13	April	94
November		305	February	136	May	14	May	105
December		275	March	144	June	14	June	106
January		270	April	180	July	14	July	178
February		260	May	170	August		August	
March		275	June	168	September		September	
April		290	July	168	October		October	
May		325	August		November		November	
June		335	September		December		December	
Total to Date	360	375	Total to Date	1,580	Total to Date	95	Total to Date	715
Projected	3,755	3,770	Water Rights	3,294			Tier 2	2,154
% of Projected	9.6%	9.9%	% of Rights	48%			% of Allocation	33%
Remaining	3,410	3,395	Remaining	1,714			Remaining	1,439

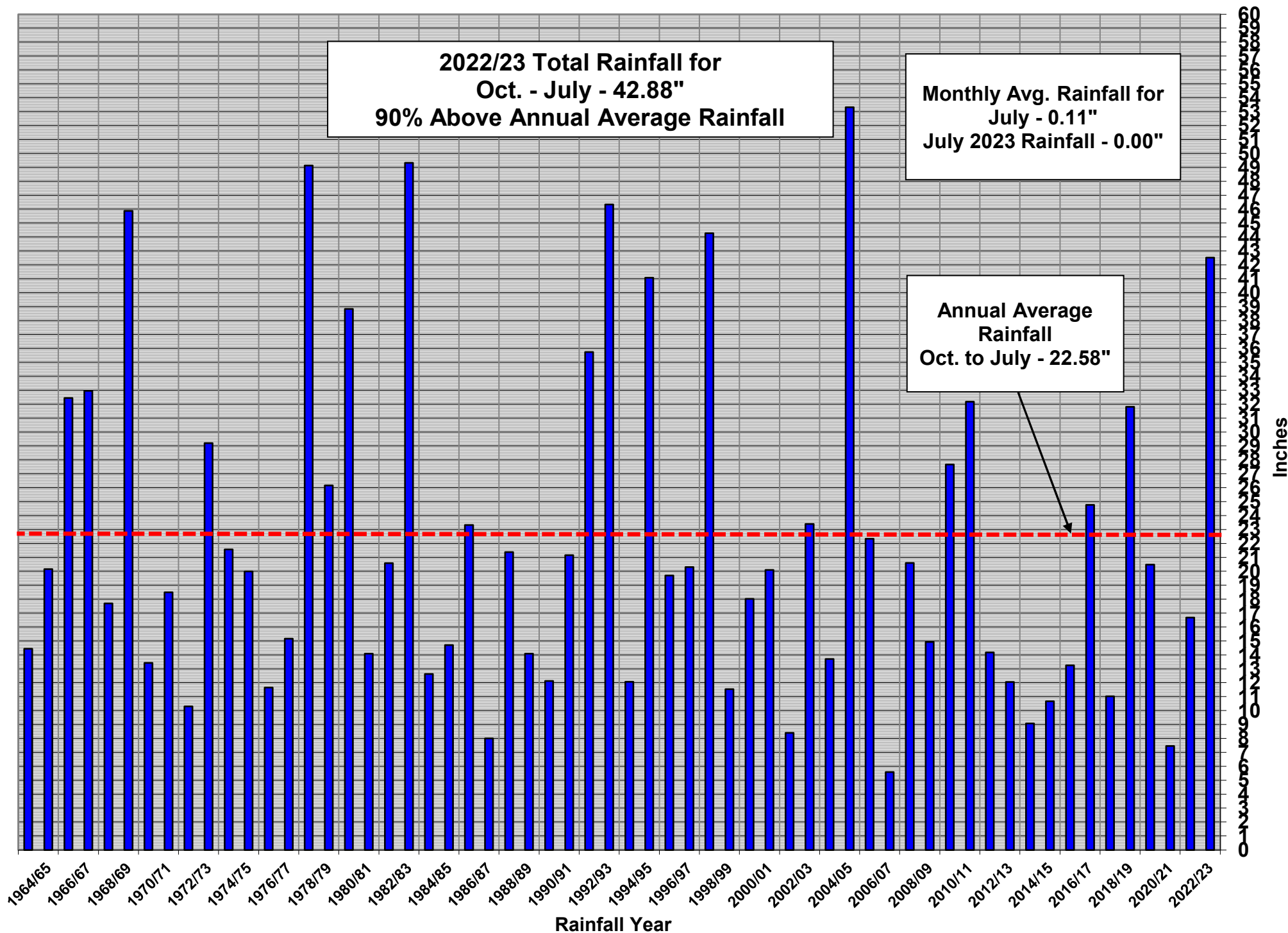
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY 23/24 Actual, FY 23/24 Projected & FY 22/23 Actual

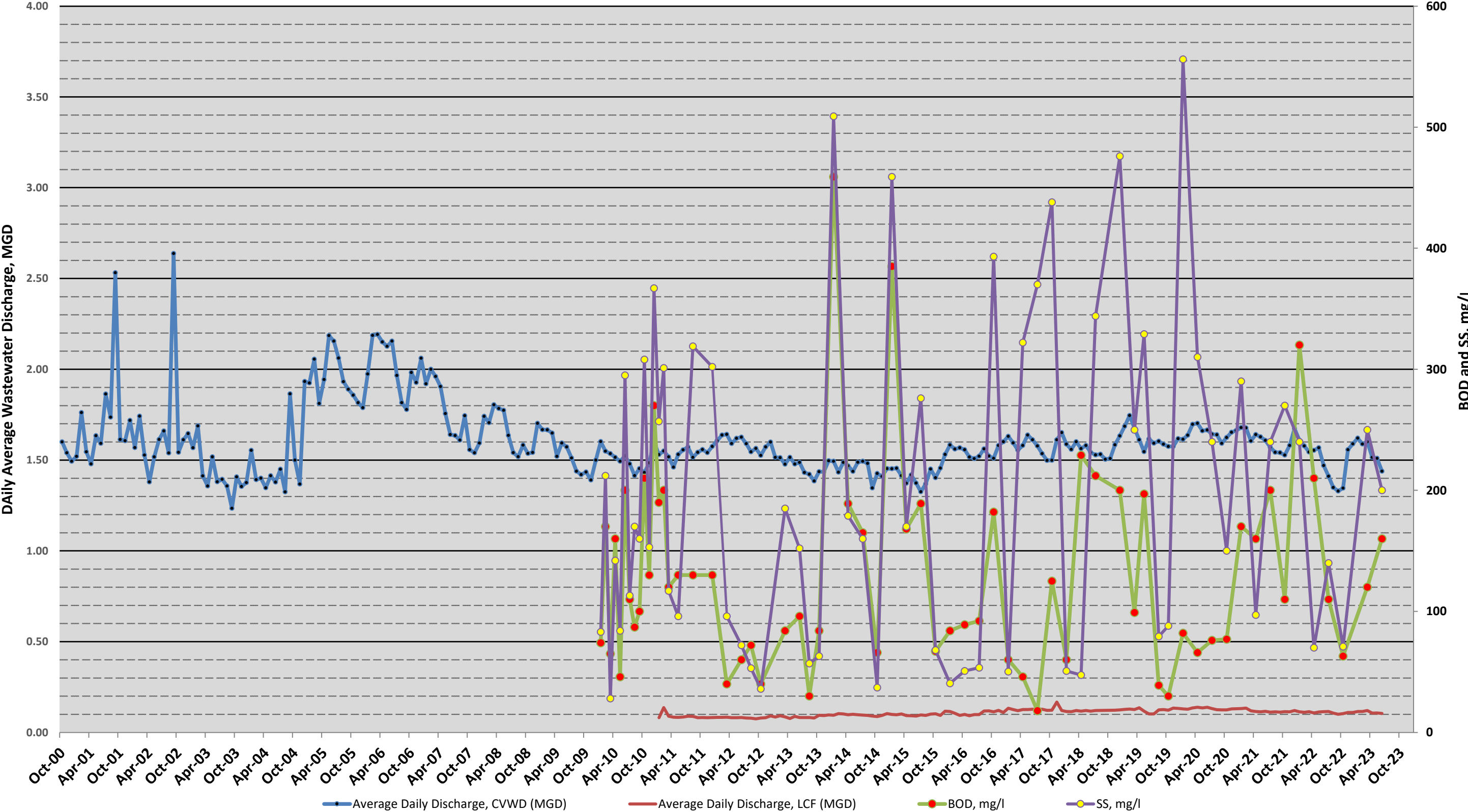


Monthly Rainfall - 1963/64 - 2022/23 (Oct. 1 - July 31)



CVWD Daily Average Wastewater Discharge and Strength

October 1, 2000 - June 30, 2023



CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
August 18, 2023 at 1:30 PM

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

Posted August 17, 2023 at 1:30 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

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 870 1146 6524

[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/87011466524>

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. Discussion on bond funding
2. Discussion on Bill Assistance Program
3. Discussion on Reserve Policy
4. Discussion on rate study and associated workshops

Committee Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

FINANCE COMMITTEE - STAFF REPORT

Information Item No. 1
August 18, 2023

To: Finance Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Planning Discussion for Bond Issuance**

INFORMATION ITEM:

Discussion on bond issuance(s), including direction on securing financial advisor, timeline, and amount of issuance.

BACKGROUND:

At the June 27, Board Meeting, the Board of Directors approved implementing a capital charge on the property tax roll less than the authorized amount based on a commitment to consistent bond issuances to supplement pipeline replacement funding needs. The capital charge is estimated to produce \$1.9M in revenue. At the same meeting, a total CIP Budget of \$7.1M was approved, with \$3.9M in pipeline replacement.

The approved CIP projects are currently undergoing the planning phase and will be in progress by the end of the calendar year. As a result, the majority of the cashflow requirements for these projects will come due beginning about Spring of next year. The District will need to have funding by that time.

DISCUSSION:

1. *Timeline* – In order to balance the timing for bond proceeds and a more favorable issuance “season”, it is advisable that the District prepare to be able to close a financing by December. This will require the bond issuance process to begin by the end of September. The initial step will be to retain a Financial Advisor, who will then be responsible for assembling a financing team. The financing team will then pursue a credit rating, after which the financing can close. There are two benefits to being ready in December. If the bond market is favorable to the District in December, the District can issue bonds immediately, take advantage of rates, and improve cashflow before the District begins receiving the larger CIP invoices. If rates are not favorable to the District in December, the District can wait until after the beginning of the year, when rates are historically more advantageous.
2. *Financial Advisor* – The first step in issuing bonds is securing a Financial Advisor. The Financial Advisor is a state-registered fiduciary whose job is to represent the District’s best interests. The District can issue an RFP for a Financial Advisor or retain the District’s existing Financial Advisor, Campanile Group. John Phan with Campanile Group was the District’s advisor for the 2020 bond issuance and continues to work for the District with post-financing compliance. Benefits of continuing the relationship with Campanile Group include:
 - a. Expediting the bond issuance process;
 - b. Institutional knowledge;
 - c. Trust based on relationship;
 - d. Proven track record.
3. *Issuance Amount* – The scenario from the June 27, 2023 Board meeting that included the \$194 capital charge for the average customer (“green” scenario) was based on an approximately \$9M

bond issuance, with bond proceeds spent over the subsequent three years. The revenue from the capital charge can only support debt service for pipeline replacement and associated costs. The District may also elect to issue a second series of bonds for non-pipeline projects. While the revenue from the capital charge on the property tax roll will enhance the District's credit profile and resultant interest rate, a larger issuance (between two series of bonds) may produce an additionally favorable rate, as a larger issuance is more attractive to investors. This factor is less significant than the capital charge itself. Staff time invested in the bond issuance would be the same whether one or more series are issued. Finally, CIP projects could be marketed as bundles attracting more bids and lower costs. Such savings are already expected as the 2400-2700 Blocks of Montrose pipeline replacement project design bids are being prepared for RFP.

RECOMMENDATION

Discuss bond issuances and Direct staff on next steps for bond issuance.

Prepared and Submitted by:



Arturo Montes
Finance & Administration Manager

Attachment(s): none

CRESCENTA VALLEY WATER DISTRICT

FINANCE COMMITTEE - STAFF REPORT

Information Item No. 2
August 18, 2023

To: Finance Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Bill Assistance Program**

INFORMATION ITEM:

Discuss expansion of Bill Assistance Program

BACKGROUND:

The District provides a bill assistance program that offers a 20% discount on water and wastewater bills for qualifying customers. The current program is budgeted for \$150,000 and has 227 enrolled users receiving a total of \$47K in discounts based on an average \$34 per bill. This and similar programs must be funded from non-rate revenues such as rental income, investment income, account fees, etc. Based on the recent implementation of the capital charge on the property roll, the District committed to updating its bill assistance program to also assist those who may be significantly impacted by the additional charge. Initial ideas included increasing the program budget, increasing income limits to qualify, and increasing the assistance amount for some enrollees.

DISCUSSION:

The expanded Bill Assistance Program would offer a credit to any customer who meets the minimum qualifications. Average Capital Charge \$196.¹ The expansion of this program would require updated qualifiers and a determination of the credit to be offered.

Staff has analyzed current data available and summarized several potential assistance thresholds to facilitate the discussion:

1. Scenario A: Based on the current enrollees of the low-income program. If all current users, who by definition are low-income, are provide a 50% discount ($\$196 / 2 = \88), then an estimated \$23K of credits would be applied to their bills.²
2. Scenario B: Staff has analyzed County data for all properties and determined how many customer's property tax bills would increase by more than 10% as a result of the capital charge. There are approximately 900 such customers. If the policy were set such that the capital charge were not to exceed 10% of their property tax bill, the estimated credits applied to their bills would total \$77K.
3. Scenario C: Staff has analyzed how many customer's property tax bills would increase by more than 5% as a result of the capital charge. There are approximately 2,150 such customers. If the policy were set such that the capital charge were not to exceed 5% of their property tax bill, the estimated credits applied to their bills would total \$207K.

An interactive financial model will be available to consider a range of scenarios through discussion.

¹ The capital charge for the average customer (¾" meter) is \$194. The average across all customers – the pro rata share of a customer who is part of an HOA, those with the standard ¾" meter, those with a larger 1" meter for fire suppression etc. – is \$196.

² "Low-income" eligibility is based on Southern California Edison's "CARE" program, which in turn is based on Federal low-income limits. For example, as of June 1, 2023, the income eligibility upper limit for a three-person household is \$49,720.

Below, is a list of topics to help facilitate the discussion –

1. What should the credit be based on?
 - a. Fixed amount (whether a percentage or dollar amount)
 - b. Maximum cap (e.g., the 10% and 5% in Scenarios B & C, respectively)
2. Application Process
 - a. Cool-off period – The current bill assistance program requires that the accountholder be a customer for 6 months before receiving bill credits. Keep this requirement, or no?
 - b. Certification – The District currently relies on certification by other agencies (SCE, SoCal Gas, City of Glendale, etc) to certify income requirements. Continue to rely on other agencies or have the District certify? If the District increases its income limits, it will have to certify. This will result in a low-to-moderate increase in administrative burden.
3. Property owners who maintain tenants – Owners who rent their properties out will not receive bills. This means that another mode such as issuing a check to them may be needed to apply their credit.

RECOMMENDATION

Direct staff on next steps for expansion of bill assistance program

Prepared and Submitted by:



Arturo Montes

Finance & Administration Manager

Attachment(s): none

g:\management\finance committee\20230818 FC packet\ 08-18-23 - FC Memo - Bill Assistance Program

CRESCENTA VALLEY WATER DISTRICT

FINANCE COMMITTEE - STAFF REPORT

Information Item No. 3
August 18, 2023

To: Finance Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Reserve Policy**

INFORMATION ITEM:

Review reserve policy

BACKGROUND:

In July 2020, the District formalized its Water Fund and Wastewater Fund Reserve Policies. The policies allow for an annual review of reserve targets to ensure that the reserve targets continue to meet reserve objectives. The current policy calls for \$1M in the Emergency Fund, a Rate Stabilization Fund of 25% of projected annual rate revenue, and a Working Cash Fund of 3 months of the District's operating costs.

DISCUSSION:

Discuss reserve policy targets and possible updates.

RECOMMENDATION

Direct staff on any updates to the reserve policy targets.

Prepared and Submitted by:



Arturo Montes
Finance & Administration Manager

Attachment(s):

Resolution No. 757

RESOLUTION NO. 757

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CRESCENTA VALLEY WATER DISTRICT TO
AMEND ARTICLE 21 OF THE RULES AND REGULATIONS –RESERVE FUND POLICIES**

WHEREAS; the adoption of a Reserve Policy represents an industry best practice in terms of prudent financial management;

WHEREAS; the Board hereby recognizes the financial prudence of developing and sustaining a Reserve Policy with an Operating Reserve Fund for the Water Fund and the Wastewater Fund, respectively.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crescenta Valley Water District authorize the revision of Article 21 of the District Rules and Regulations to establish the Reserve Fund Policy and read as follows:

ARTICLE 21: RESERVE FUND POLICIES

21.01 POLICY AND PURPOSE

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. Crescenta Valley Water District will at all times strive to have sufficient funding available to meet its operating, capital and debt service obligations while avoiding significant customer rate fluctuations due to changes in cash flow requirements.

Through a variety of policy documents and plans, including the District's Strategic Plan and other financial policies, the Board has set forth a number of long-term goals for the District. A fundamental purpose of the District's policy documents and plans are to link what must be accomplished with the necessary resources to successfully do so. The Board of Directors may designate specific funds and maintain minimum fund balances consistent with what is determined to be in the best interest of the District. The Policy directives outlined in this document are intended to ensure that the District has sufficient funds to meet current and future needs.

The Board will review the level of funds in accordance with the review and approval of each budget cycle. The Board will also review the target levels each budget cycle.

21.02 WATER OPERATING FUND

The Water Operating Fund will be comprised of the following sub-accounts: the Emergency Fund, the Rate Stabilization Fund, and the Working Cash Fund.

- A. Emergency Fund – This fund is established in order to address repairs or other operational needs in the event of an emergency where immediate needs exceed what has been budgeted for infrastructure and operations. This fund should be sufficient to cover the immediate average cost of an emergency such as a main break and also ensure the fund level keeps pace with inflation.

- i. Target Level – This fund shall be maintained at a minimum level equal to \$1.0 million as of the adoption of this policy. On July 1 of each year, the emergency fund target will be adjusted by the Consumer Price All Items Index for all Urban Consumers (CPI-U) for Los Angeles- Long Beach-Anaheim for February of that year (published about March 15th). The balance of the Emergency Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – The District may deposit or withdraw available monies upon the authorization of the General Manager in the event of an emergency.
 - iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.
- B. Rate Stabilization Fund – This fund is established in order to mitigate the impacts of fluctuating water usage by customers and to augment the District’s credit profile with respect to debt financing.
 - i. Target Level – This fund shall be maintained at a minimum level equal to 25% of the projected annual water rate revenue for each budget cycle. This is in line with industry standards and credit rating agency expectations for a healthy level. The balance of the Rate Stabilization Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – This fund will be used to mitigate or spread out rate increases made necessary by unusual circumstances such as drought or mandatory water conservation. The Board will determine the amount and timing for any use of the fund.
 - iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.
- C. Working Cash Fund – This fund is established in order to maintain a reserve for current operations and to meet routine cash flow needs.
 - i. Target Level – This fund shall be maintained at a minimum level equal to three months of the District’s water operating costs less the cost of purchased water as projected for each budget cycle. This is in line with industry standards and credit rating agency expectations for a healthy level. The balance of the Working Cash Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – The Board, on a case-by-case basis, will determine the amount and timing for any use of the fund.
 - iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.

21.03 WASTEWATER OPERATING FUND

The Wastewater Operating Fund will be comprised of the following sub-accounts: the Emergency Fund, the Rate Stabilization Fund, and the Working Cash Fund.

- A. Emergency Fund – This fund is established in order to address repairs or other operational needs in the event of an emergency where immediate needs exceed what has been budgeted for infrastructure and operations. This fund should be sufficient to cover the immediate average cost of an emergency such as a main break and also ensure the fund level keeps pace with inflation.
 - i. Target Level – This fund shall be maintained at a minimum level equal to \$1.0 million as of the adoption of this policy. On July 1 of each year, the emergency fund target shall be adjusted by the Consumer Price All Items Index for all Urban Consumers (CPI-U) for Los Angeles- Long Beach-Anaheim for February of that year (published about March 15th). The balance of the Emergency Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – The District may deposit or withdraw available monies upon the authorization of the General Manager in the event of an emergency.
 - iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.
- B. Rate Stabilization Fund – This fund is established in order to mitigate the impacts of fluctuating water usage by customers and to augment the District’s credit profile with respect to debt financing.
 - i. Target Level – This fund shall be maintained at a minimum level equal to 25% of projected wastewater rate revenues for each budget cycle. This is in line with industry standards and credit rating agency expectations for a healthy level. The balance of the Rate Stabilization Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – This fund will be used to mitigate or spread out rate increases made necessary by unusual circumstances such as drought or mandatory water conservation. The Board will determine the amount and timing for any use of the fund.
 - iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.
- C. Working Cash Fund – This fund is established in order to maintain a reserve for current operations and to meet routine cash flow needs.
 - i. Target Level – This fund shall be maintained at a minimum level equal to three months of the District’s wastewater operating costs as projected for each budget cycle. This is in line with industry standards and credit rating agency expectations for a healthy level. The balance of the Working Cash Fund may decline below the minimum level if recommended by the General Manager and expressly approved by the Board.
 - ii. Events or Conditions Prompting the Use of the Fund – The Board, on a case-by-case basis, will determine the amount and timing for any use of the fund.

- iii. Periodic Review Dates for Reserve Targets – Reserve targets will be reviewed by the Board every budget cycle, scheduled during the budget process, to ensure that the reserve targets are continuing to meet reserve objectives as they relate to the District’s evolving needs.

21.04 EXCESS OF RESERVE REQUIREMENTS

In the event that reserve accounts exceed minimum target levels, the Board may instruct staff to perform either of the following. The Board may authorize additional funding of any reserve fund as appropriate given the current operational and infrastructure needs and economic factors.

The Board may also instruct staff to prepare an analysis to determine the liabilities for which prefunding will yield the most savings for the District.

Staff will present this analysis to the Finance Committee and the Board for review and approval of the recommended options.

21.05 FINANCIAL BENCHMARKS

The District strives to maintain a strong credit profile in order to provide assurance to customers, bond holders, rating agencies and other stakeholders that the District proactively manages its financial resource and is financially sustainable. These benchmarks will be evaluated and communicated to the Board during each budget cycle. The District has set forth the following financial benchmark goals:

- A. Credit Rating: The District’s credit rating is an easily accessible measure for the District’s financial health. The credit rating also has a direct impact on the access to financial markets and the cost of incurring debt. It is the District’s goal to achieve and maintain an AA (Standard & Poor’s) rating.
- B. Debt Service Coverage: The District’s requirement to maintain a minimum debt service coverage ratio will range from 1.00 times to 1.25 times the annual debt service payment. It is the District’s goal to exceed the minimum coverage ratio with a target of 2.00 times the annual debt service payment.

21.06 RULES AND REGULATIONS

The District shall have the authority to create rules, regulations, and procedures to implement and carry out the intent and purpose of this section provided such rules, regulations, and procedures are consistent with this section

21.07 AMENDMENT/MODIFICATION/TERMINATION

This Article 21 may be amended, modified, or terminated by the District at any time after its adoption. Amendments, modifications, or termination shall be considered and approved, or disapproved, only at a noticed regular public meeting by the District’s Board of Directors.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on July 28, 2020. Resolution No. 757 was adopted by the following vote:

AYES: Director Erickson
Director Bodnar
Director Tejeda
Director Raghavachary

NOES: None

ABSENT: Director Putnam

ATTEST: _____
President, Board of Directors
Crescenta Valley Water District

Secretary of the Board of Directors

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

I, James K. Lee, Secretary to the Board of the Crescenta Valley Water District, DO
HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 757 of
the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on
July 28, 2020 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: July 28, 2020 (S E A L)