

# CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard  
La Crescenta, California

And

Director Tejeda  
Teleconference Site Located at  
2745 Timberlake Drive  
La Crescenta, CA 91214

Agenda for the  
Regular Meeting of the Board of Directors  
of the Crescenta Valley Water District  
to be held on Tuesday, April 11, 2023, at 7:00 p.m.

Posted: Friday, April 7, 2023 at 4:30 p.m.

This meeting will be conducted in person at the addresses 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: 883 6504 0107

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/88365040107>

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](mailto:customerservice@cvwd.com) by 3pm on April 11, 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 March 14, 2023.
2. Ratification of Disbursements for February 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. **Acceptance of Audited Financial Statements for Fiscal Year 2021-22** – Consideration and motion to accept the audited financial statements for Fiscal Year 2021-22.
2. **Conservation Alert** – Consideration and motion to ratify the April 3, 2024 change to the Water Conservation Alert status.
3. **Property Tax Roll** – Discussion and possible action regarding revenue requirements for infrastructure funding on the property tax roll and an associated Prop 218 notice draft.
4. **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 Board input.
5. **Discussion and Possible Action Regarding Directors' Remote Participation in Board Meetings**

**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**

PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

**Adjournment**



## **CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS March 14, 2023**

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on February 28, 2023, a Regular Meeting was held on March 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, 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 (absent)**

**Attorney:**

**Thomas Bunn**

**General Manager:**

**Nem Ochoa (absent)**

**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  
Jake Whittaker, Construction Supervisor  
Tessa Allmon, Customer Service Lead  
Pam Leddy, Administrative Assistant**

**Guests:**

**Frank Colcord, FMWD Director  
Tony Ingegneri, ATS  
Peter Roses**

**PLEDGE OF ALLEGIANCE**

Mr. Boyce opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

**ADOPTION OF AGENDA**

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 4-0 vote that the Agenda for the Regular Meeting of March 14, 2023, be adopted as presented.

**PUBLIC COMMENTS** – None

**FOOTHILL MUNICIPAL WATER DISTRICT REPORT** – No report

**CONSENT CALENDAR**

It was moved by Director Bodnar, seconded by Director Erickson and carried by a 4-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on February 28, 2023.

**PUBLIC COMMENTS** – None

**ACTION CALENDAR**

**Policies & Procedures for Commercial Facilities Located on District Properties (Cellular Site Leases)**

Mr. Lee presented the amended Policies and Procedures for Communication Facilities Licenses located on Crescenta Valley Water District properties for reference, including highlighted changes from the March 14, 2023 Board meeting. The final version will be brought back before the Board at the March 28, 2023 Board meeting after making suggested revisions and reviewing the agreement between ATS Communications and CVWD.

**PUBLIC COMMENTS** – None

**INFORMATION ITEMS** – CV Weekly “More Rain, Less Drought” dated March 9, 2023.

**WRITTEN COMMUNICATIONS TO DISTRICT** – Letter from Mr. Peter Roses considering a modified methodology for calculating the winter water usage applicable to wastewater usage charges.

**GENERAL MANAGER** – Mr. Lee provided information regarding water supply availability through Metropolitan Water District and the initiation of an effort to develop an “Integrated Resources Plan” designed to inform future decisions regarding sources of water supply and the demands on those supplies. Mr. Yared said that 78.5 MG of water was produced during the month of February 2023, representing a 62%/38% split. Mr. Yared stated that the rainfall for the month was 9.51” and shared highlights of the capital improvement projects, grant programs, AMI Customer Engagement Portal, SCADA System, and developer projects. Ms. Telles and Mr. Yared provided an update on how staff was mobilized to contain and repair the main break on Ocean View.

**ATTORNEY REPORT** – Mr. Bunn shared information on a case involving the California Environmental Quality Act (CEQA) and the Brown Act.

**REPORTS OF COMMITTEES**

**Engineering Committee** – Director Erickson reported that the Committee had met on March 1, 2023. A meeting will be scheduled during the month of April 2023.

**Finance Committee** – Director Raghavachary reported that the Committee had not met; however, a meeting is scheduled for March 15, 2023.

**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 is scheduled on March 22, 2023.

**Community Relations/Water Conservation Committee** – Director Johnson reported that the Committee had not met; however, a meeting will be scheduled as needed.

**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 will be scheduled as needed.

### **DIRECTORS' ORAL REPORTS**

Director Bodnar – No report.

Director Erickson – Attended a tour of Melody Ranch in Newhall hosted by the CV Historical Society.

Director Johnson – No report.

Director Raghavachary – Reported the low water levels of the Colorado River during a recent visit to Laughlin, Nevada.

Director Tejeda – Absent.

**BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS** – Director Bodnar requested information on the possibility of changing the current Conservation Alert status.

**CLOSED SESSION** – None

### **ADJOURNMENT**

There being no other business to come before the Board, at 8:41 p.m., the meeting was adjourned to March 28, 2023, at 7:00 p.m.

**APPROVED**

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Sharon S. Raghavachary  
President

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James Lee  
Director of Finance & Administration

# CASH DISBURSEMENTS LIST

## FEBRUARY 2023



| <u>Check#</u> | <u>Check Date</u> | <u>Payable To</u>               | <u>Description</u>                                                                         | <u>Water Amount</u> | <u>Wastewater Amount</u> |
|---------------|-------------------|---------------------------------|--------------------------------------------------------------------------------------------|---------------------|--------------------------|
| 0             |                   | Los Angeles County Public Works | Excavation permits - February 2023                                                         | 3,115.00            |                          |
| 0             | 02/24/2023        | U.S. Bank                       | Bond payment - February 2023                                                               | 177,787.00          |                          |
| 0             | 10/28/8065        | SCE                             | Power purchased- January 2023                                                              | 18,814.10           | 938.23                   |
| 0             | 02/02/2023        | Valley Power                    | Unit #3 - vactor trailer motor rebuild/pistons (replaces voided check #45434)              |                     | 2,255.98                 |
| 0             | 02/06/2023        | Colonial Life                   | Employee paid insurance - Nov/Dec 2022, Jan 2023                                           | 535.83              |                          |
| 0             | 02/07/2023        | PatChem                         | Water sampling- January 2023                                                               | 1,925.00            |                          |
| 0             | 02/15/2023        | Aflac                           | Employee paid insurance - December 2022/January 2023                                       | 1,627.24            |                          |
| 0             | 02/16/2023        | Waterworth                      | Annual Software Subscription & Service Package                                             | 5,250.00            | 1,750.00                 |
| 0             | 02/24/2023        | Shell Gas                       | Gas purchased - January 2023                                                               | 2,701.87            | 900.62                   |
| 45474         | 02/02/2023        | Doris Shi                       | 2743 Los Olivos - payment for claim #2023-01                                               | 506.25              | 168.75                   |
| 45475         | 02/02/2023        | Wells Fargo Card Services       | Montes - Employee recognition, 1099 forms, misc. shipping                                  | 375.05              | 137.69                   |
| 45476         | 02/02/2023        | Wells Fargo Card Services       | Colby - CV Weekly Ad, Constant Contact email plus, employee retirement event               | 1,483.92            | 296.15                   |
| 45477         |                   |                                 | *This check was voided                                                                     |                     |                          |
| 45478         | 02/02/2023        | Wells Fargo Card Services       | Telles - Smog Inspections, tool box for vactor trailer, disseccant, fire retardant uniform | 929.84              | 137.11                   |
| 45479         | 02/02/2023        | Wells Fargo Card Services       | Lee - Monthly zoom teleconferencing, Covid Tests                                           | 369.23              | 357.65                   |
| 45480         | 02/02/2023        | Wells Fargo Card Services       | Boyce - Employee recognition, misc. office supplies                                        | 555.48              | 206.36                   |
| 45481         | 02/02/2023        | Wells Fargo Card Services       | Ochoa -Stock photo graphics, working lunches, employee development                         | 820.76              | 436.42                   |
| 45482         | 02/02/2023        | Wells Fargo Card Services       | Leddy - employee retirement event, Board room supplies                                     | 17.25               | 8.89                     |
| 45483         | 02/02/2023        | Wells Fargo Card Services       | Whittaker - Misc. truck equipment                                                          | 29.73               | 14.64                    |
| 45484         | 02/02/2023        | Steve Kang                      | Claim #2023-02 payment - Steve Kang                                                        | 430.66              | 143.55                   |
| 45485         | 02/02/2023        | Bridgemore Consulting, Inc.     | Consulting services for employee training/development - November 2022                      | 1,826.00            | 374.00                   |
| 45486         | 02/02/2023        | Aaron Claypool                  | Refund check - 3312 Alabama                                                                | 43.82               |                          |
| 45487         | 02/02/2023        | Rebekah Clendening              | Refund check - 4423 Maryland                                                               | 30.01               |                          |
| 45488         | 02/08/2023        | ADS, LLC                        | Flow Monitoring & Disposal Alternative Study for WW Master Plan                            | 10,803.32           |                          |
| 45489         | 02/08/2023        | Airgas USA, LLC                 | Safety vest & raingear - January 2023                                                      | 252.10              |                          |
| 45490         | 02/08/2023        | Apex Manufacturing Solutions    | SCADA Support services - Jan/Feb/March 2023                                                | 12,075.00           | 4,025.00                 |
| 45491         | 02/08/2023        | Applied Technology Group, Inc.  | E-939 - SCADA equipment                                                                    | 30.00               |                          |
| 45492         | 02/08/2023        | Aquatic Informatics, Inc.       | Water Information Management System - contract services                                    | 20,700.00           |                          |
| 45493         | 02/08/2023        | Athens Services                 | Glenwood - Waste collection - January 2023                                                 | 254.93              | 80.50                    |
| 45494         | 02/08/2023        | Regino Avalos                   | Landscape services @ 7 sites - January 2023                                                | 959.03              | 195.97                   |
| 45495         | 02/08/2023        | B.L. Wallace Distributor, Inc.  | E-1046 - AMI meter lids & boxes (36 ea.)                                                   | 5,952.42            |                          |
| 45496         | 02/08/2023        | Brown and Caldwell              | E-1052 - Consulting services - January 2023                                                | 7,984.62            |                          |

|       |            |                                            |                                                               |           |          |
|-------|------------|--------------------------------------------|---------------------------------------------------------------|-----------|----------|
| 45497 | 02/08/2023 | BSK Associates                             | Water Sampling - January 2023                                 | 6,850.00  |          |
| 45498 | 02/08/2023 | California Water Environment               | DuRose - Annual CWEA membership renewal                       | 202.00    |          |
| 45499 | 02/08/2023 | Cannon                                     | E-1034 - Design services - November 2022                      | 29,694.99 |          |
| 45500 | 02/08/2023 | CCS Interactive, Inc.                      | Monthly website hosting & analytics report- February 2023     | 127.50    | 42.50    |
| 45501 | 02/08/2023 | City of Glendale                           | Rockhaven lease & water purchased - January 2023              | 10,302.62 |          |
| 45502 | 02/08/2023 | City of Glendale Water & Power             | Purchased Power - January 2023                                | 28,979.25 |          |
| 45503 | 02/08/2023 | Clark Pest Control, Inc.                   | Pest control at 5 sites - January 2023                        | 6.93      | 2.07     |
| 45504 | 02/08/2023 | Consolidated Electrical Distributors, Inc. | E-939 - SCADA equipment                                       | 1,429.31  |          |
| 45505 | 02/08/2023 | Raymond Dodge                              | E-939 - reimbursement                                         | 185.70    |          |
| 45506 | 02/08/2023 | Dunn-Edwards Corporation                   | Mills - painting supplies                                     | 67.12     |          |
| 45507 | 02/08/2023 | Grainger                                   | Misc. supplies (water hose assembly credit) - January 2023    | 137.96    | -22.10   |
| 45508 | 02/08/2023 | Great America Leasing Corp.                | Kyocera copier leases - March 2023                            | 1,418.64  | 1,363.00 |
| 45509 | 02/08/2023 | Gsolutionz Professional Services           | Voice communication - March 2023                              | 189.53    | 148.92   |
| 45510 | 02/08/2023 | Hercules Industries, Inc.                  | Meter locks & keys (36 ea.)                                   | 456.52    |          |
| 45511 | 02/08/2023 | Highroad Information Technology            | Maintenance, Support and Software - February 2023             | 12,830.25 | 4,276.75 |
| 45512 | 02/08/2023 | InfoSend, Inc.                             | Printing and postage for billing - January 2023               | 1,282.78  | 1,335.13 |
| 45513 | 02/08/2023 | Jay & J Janitorial Services                | Janitorial services - February 2023                           | 494.00    | 156.00   |
| 45514 | 02/08/2023 | John Robinson Consulting, Inc.             | E-1051 - Consulting services - January 2023                   | 3,000.00  |          |
| 45515 | 02/08/2023 | Kennedy Jenks                              | M-1037 - Consulting services - December 2022                  | 922.50    |          |
| 45516 | 02/08/2023 | Lawn & Construction Equipment Depot        | Misc. supplies - February 2023                                | 66.14     | 22.05    |
| 45517 | 02/08/2023 | One Ring Networks, Inc.                    | Wireless communication - February 2023                        | 1,012.50  | 337.50   |
| 45518 | 02/08/2023 | O'Reilly Auto Parts                        | Unit #3 - Hi-power belt                                       | 7.76      | 2.59     |
| 45519 | 02/08/2023 | Paper Cuts, Inc.                           | Paper shredding - February 2023                               | 33.15     | 30.60    |
| 45520 | 02/08/2023 | Plumbers Depot, Inc.                       | Unit #53 - tigertail & nozzle extender                        |           | 609.99   |
| 45521 | 02/08/2023 | Prohealth Glendale Medical Group           | Covid testing - January 2023                                  | 112.50    | 37.50    |
| 45522 | 02/08/2023 | Public Water Agencies Group                | Emergency Preparedness services - February 2023               | 481.88    | 481.87   |
| 45523 | 02/08/2023 | Robert Brkich Const. Corp.                 | E-1034 - Monthly progress payment - December 2022             | 52,826.17 |          |
| 45524 | 02/08/2023 | SoCal Gas                                  | Glenwood - Purchased gas - January 2023                       | 796.31    | 265.43   |
| 45525 | 02/08/2023 | Spectrum Business                          | Glenwood - voice communication - February 2023                | 116.90    | 41.07    |
| 45526 | 02/08/2023 | Spectrum Business                          | Mills - voice communication - February 2023                   | 110.99    | 38.99    |
| 45527 | 02/08/2023 | Spectrum Business                          | Lowell - voice communication - February 2023                  | 88.79     | 31.19    |
| 45528 | 02/08/2023 | State Water Resources Control Board        | Kopelman - T2 Certification renewal                           | 60.00     |          |
| 45529 | 02/08/2023 | State Water Resources Control Board        | Wood - T1 Certification renewal                               | 55.00     |          |
| 45530 | 02/08/2023 | Teichert Pipeline                          | Flooding meter charges - November/December 2022               | 890.00    |          |
| 45531 | 02/08/2023 | Underground Service Alert                  | Underground notifications - January 2023                      | 215.17    | 101.25   |
| 45532 | 02/08/2023 | Water Resources Economics                  | Consulting services - Drought rate analysis - January 2023    | 2,169.69  | 1,068.65 |
| 45533 | 02/08/2023 | Western Water Works                        | E-1046 - 10 gate valves, stock - meter boxes & lids           | 35,660.98 |          |
| 45534 | 02/08/2023 | ADS, LLC                                   | Sewer Flow Monitoring and Wastewater Sampling - December 2022 |           | 1,130.00 |
| 45535 | 02/21/2023 | Creative Concepts Landscape Mgmt., Inc.    | Courtyard transitional landscape design                       | 2,555.00  | 945.00   |
| 45536 | 02/21/2023 | Cypress Ancillary Benefits                 | Group dental - January 2023                                   | 6,244.93  | 2,360.93 |
| 45537 | 02/22/2023 | Department of Consumer Affairs             | Yared - PE Renewal 2023                                       | 180.00    |          |
| 45538 | 02/22/2023 | SWRCB Accounting Office                    | Yared - T2 renewal                                            |           | 60.00    |

|       |            |                                            |                                                                               |            |           |
|-------|------------|--------------------------------------------|-------------------------------------------------------------------------------|------------|-----------|
| 45539 | 02/22/2023 | Vulcan Materials Company                   | Crushed mixed base - January 2023                                             | 860.00     |           |
| 45540 | 02/23/2023 | Abe's Lock and Key                         | S-962 - Lift Station locks & keys                                             |            | 371.30    |
| 45541 | 02/23/2023 | ACC Ramco                                  | Mixed bobtail Truck/Equipment - February 2023                                 | 2,802.66   |           |
| 45542 | 02/23/2023 | ACWA/JPIA                                  | Insurance coverage - January/February 2023                                    | 86,147.25  | 49,733.46 |
| 45543 | 02/23/2023 | ADS, LLC                                   | Sewer Flow Monitoring and Wastewater Sampling - January 2023                  |            | 1,130.00  |
| 45544 | 02/23/2023 | Advanced Centrifugal Systems, Inc.         | E-1054 - Foothill PRV welding/fabrication                                     | 2,431.25   |           |
| 45545 | 02/23/2023 | Affordable Generator Services, Inc.        | Preventative maintenance - major services for six (6) generators              | 7,889.96   |           |
| 45546 | 02/23/2023 | Airgas USA, LLC                            | Well #2 - carbon dioxide rental tank - January 2023                           | 34.09      | 32.76     |
| 45547 | 02/23/2023 | Apex Manufacturing Solutions               | E-939 - SCADA Support services - February 2023                                | 19,698.44  |           |
| 45548 | 02/23/2023 | ARC                                        | Monthly MPS billing - January 2023                                            | 102.04     | 34.01     |
| 45549 | 02/23/2023 | ATT Mobility                               | Voice communication - February 2023                                           | 1,401.12   | 467.04    |
| 45550 | 02/23/2023 | ATT Landlines                              | Voice communication - February 2023                                           | 1,051.87   | 350.62    |
| 45551 | 02/23/2023 | Athens Services                            | Glenwood - Waste collection - February 2023                                   | 254.93     | 80.50     |
| 45552 | 02/23/2023 | AVEVA                                      | Annual software support agreement renewal                                     | 1,177.00   |           |
| 45553 | 02/23/2023 | Best Best & Krieger                        | Legal services - January 2023                                                 | 645.15     | 215.05    |
| 45554 | 02/23/2023 | Boot Barn, Inc.                            | Ortega - safety work boots                                                    | 157.43     | 64.30     |
| 45555 | 02/23/2023 | Cannon                                     | S-962 - Inspection services, E-1046 - Design services - January/February 2023 | 28,700.89  | 6,511.39  |
| 45556 | 02/23/2023 | Clark Pest Control, Inc.                   | Pest control at 5 sites - February 2023                                       | 389.18     | 64.82     |
| 45557 | 02/23/2023 | Consolidated Electrical Distributors, Inc. | E-939 - SCADA equipment                                                       | 1,255.34   |           |
| 45558 | 02/23/2023 | Creative Concepts Landscape Mgmt., Inc.    | Landscape maintenance - February 2023                                         | 474.50     | 175.50    |
| 45559 | 02/23/2023 | Delta Tech Corp.                           | Weld equipment - replace carburetor & filter                                  | 2,273.84   |           |
| 45560 | 02/23/2023 | Foothill Municipal Water                   | Water delivery - January 2023                                                 | 189,790.53 |           |
| 45561 | 02/23/2023 | General Pump Company, Inc.                 | C-1059 - Encinal Booster B Inspection                                         | 1,744.20   |           |
| 45562 | 02/23/2023 | Golden Bell Products, Inc                  | Lift Station degreaser - February 2023                                        |            | 639.45    |
| 45563 | 02/23/2023 | Governmentjobs.com, Inc.                   | Job postings                                                                  | 600.00     |           |
| 45564 | 02/23/2023 | Grace Environmental Services               | Well #2 monitoring assistance - January 2023                                  | 4,016.55   |           |
| 45565 | 02/23/2023 | Grainger                                   | Misc. supplies - February 2023                                                | 671.28     | 187.41    |
| 45566 | 02/23/2023 | Harper & Associates Eng., Inc.             | E-1053 - Consulting services - January 2023                                   | 3,600.00   |           |
| 45567 | 02/23/2023 | Highroad Information Technology            | System upgrade - February 2023                                                | 275.25     | 91.75     |
| 45568 | 02/23/2023 | Pete Hilke                                 | Reimbursement - LA County Public Works                                        | 87.08      |           |
| 45569 | 02/23/2023 | Itron, Inc.                                | Annual software maintenance renewal                                           | 1,751.81   | 583.94    |
| 45570 | 02/23/2023 | LA Dept Water and Power                    | Purchased power - January 2023                                                | 41.83      |           |
| 45571 | 02/23/2023 | Lagerlof, LLP                              | Legal Services - January 2023                                                 | 15,093.66  | 3,313.24  |
| 45572 | 02/23/2023 | Lincoln Financial Group                    | Life & Disability insurance - February 2023                                   | 950.14     | 500.36    |
| 45573 | 02/23/2023 | O'Reilly Auto Parts                        | Unit #2 - Boot clamp                                                          | 32.10      | 10.70     |
| 45574 | 02/23/2023 | Quadient Finance USA, Inc.                 | Purchased postage - February 2023                                             | 350.00     | 350.00    |
| 45575 | 02/23/2023 | Quadient Leasing USA, Inc.                 | Postage machine lease - February 2023                                         | 215.54     | 207.09    |
| 45576 | 02/23/2023 | Red Wing Business Advantage                | Hernandez - Safety work boots                                                 | 200.77     | 82.00     |
| 45577 | 02/23/2023 | Jonathan Russo                             | Tuition reimbursement - January 2023                                          | 100.48     | 33.49     |
| 45578 | 02/23/2023 | Sawyer Petroleum                           | Diesel fuel purchased - January 2023                                          | 1,358.69   |           |
| 45579 | 02/23/2023 | Southwest Hydrotech                        | E-1054 - valve Start Up, Wells #10 & #12 - rebuild valves                     | 1,232.55   |           |
| 45580 | 02/23/2023 | Spectrum Business                          | Office - voice communication - February 2023                                  | 302.23     | 106.19    |

|       |            |                                |                                                                   |          |        |
|-------|------------|--------------------------------|-------------------------------------------------------------------|----------|--------|
| 45581 | 02/23/2023 | Spectrum Business              | Office - wireless communication - February 2023                   | 1,048.50 | 349.50 |
| 45582 | 02/23/2023 | Sully-Miller Contracting Co.   | Cold mix for temporary repairs - January 2023                     | 1,565.61 |        |
| 45583 | 02/23/2023 | Ultra Welding, Inc.            | 2736 Mountain Pine - Fire hydrant lateral welding services        | 910.00   |        |
| 45584 | 02/23/2023 | Univar Solutions USA, Inc.     | Sodium Hypochloride - Glenwood (580 gals.)                        | 4,789.74 |        |
| 45585 | 02/23/2023 | Utility Cost Management, LLC   | Professional services for SCE Bills - October 2022 - January 2023 | 2,683.46 | 549.62 |
| 45586 | 02/23/2023 | Vision Service Plan            | Group vision - February 2023                                      | 303.45   | 142.80 |
| 45587 | 02/23/2023 | Western Water Works            | Stock - 4" & 6" gate valves - February 2023                       | 4,712.23 |        |
| 45588 | 02/23/2023 | Wil-Power Battery & DC Special | Eagle Canyon, Ed II, Shields - replacement batteries              | 549.05   |        |

|           |               |           |
|-----------|---------------|-----------|
| Subtotals | \$ 877,170.59 | 93,672.68 |
|-----------|---------------|-----------|

|                                              |  |                   |
|----------------------------------------------|--|-------------------|
| <b>Total Disbursements for February 2023</b> |  | <b>970,843.27</b> |
|----------------------------------------------|--|-------------------|

**Payroll Report**

|                         |            |
|-------------------------|------------|
| Directors               | 1,875.00   |
| Office Regular Payroll  | 137,392.00 |
| Office OT               | 2,362.00   |
| Plant Regular Payroll   | 116,138.00 |
| Plant OT & Standby      | 13,363.00  |
| Employer Payroll Taxes  | 20,487.00  |
| Payroll Service Charges | 442.00     |

|                                        |                   |
|----------------------------------------|-------------------|
| <b>Total Payroll for February 2023</b> | <b>292,059.00</b> |
|----------------------------------------|-------------------|

# **CRESCENTA VALLEY WATER DISTRICT**

## **BOARD OF DIRECTORS - STAFF REPORT**

Action Item No. 1  
April 11, 2023

**To:** Honorable President and Members of the Board of Directors  
**From:** James Lee – Director of Finance and Administration  
**Subject:** **Acceptance of Audited Financial Statements**

### **ACTION ITEM:**

Consideration and motion to accept the Audited Financial Statements for Fiscal Year 2021-22.

### **BACKGROUND:**

The use of an independent audit firm to review the District's financial statements is required and is also a key factor in the District's commitment to transparency and accountability. Audited financial statements ensure that the District's financial position is accurately stated and that the District's internal controls are working appropriately. Additionally, they are required for disclosure to the District's creditors. The Board has hired Clifton Larson Allen (CLA) as the District's auditors. Although staff provides the auditors with the information they need, CLA reports to and takes direction from the Board of Directors.

The highest opinion an auditor can confer is that the financial statements present fairly, in all material aspects, the financial position of the District. CLA will share this opinion with the Board, in addition to the process used to perform the audit.

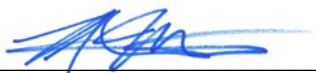
Fiscal responsibility and efficient use of public funds is of utmost importance to the Board and staff. The constantly changing environment requires staff to adapt and modify its practices in order to continue efficient use of and safeguarding of public funds. Staff's goal is to provide accurate information in a timely manner to the Board and community. In addition to an annual audit, staff has recently scheduled an annual review with the Board regarding processes to prevent and detect fraud.

Staff has provided a copy of the final draft of the report for review and approval. CLA will provide a short presentation and will be available as a resource related to the statements.

### **RECOMMENDATION**

Staff recommends that the Board accept the Audited Financial Statements for Fiscal Year 2021-22.

Prepared by:



Arturo Montes  
Finance & Administration Manager

Submitted by:



James Lee  
Director of Finance & Administration

Attachment(s):

1. FY 2021-22 Audited Financial Statements



Board of Directors  
Crescenta Valley Water District  
La Crescenta, California

We have audited the financial statements of Crescenta Valley Water District (the District) as of and for the year ended June 30, 2022, and have issued our report thereon dated March 21, 2023. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our audit engagement agreement dated July 18, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings or issues**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Crescenta Valley Water District are described in Note 1 to the financial statements.

The entity changed accounting policies related to leases by adopting Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases* in 2022. There was no material impact on the District's net position or changes in net position as a result of the adoption of this accounting standard. The standard requires restatement of the comparative period presented and management determined that would not be done as the impact to the comparative amounts presented was not material.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the useful lives of its capital assets and the related period of depreciation which is based on historic knowledge of the assets and the frequency with which capital assets must be replaced;
- Management's estimate of the fair value of investments based upon relevant information about similar investments held in managed portfolios and used to determine the probable market value of the investments;
- Management's estimate of pension liabilities and postemployment benefits based upon actuarial assumptions; and

- Management's estimate of unbilled revenues which is based on the revenue cycle of the water system and expected usage of water, and the revenue cycle of the wastewater system, using historic information.

#### **Financial statement disclosures**

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of the uncorrected misstatement is immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes the uncorrected misstatement of the financial statements:

- Evaluation of the implementation of GASB 87 resulted in the calculation of a right of use asset for the Rockhaven land lease and Great American equipment lease of \$218,472 and an offsetting lease liability of \$211,364. The change to net position would have been \$7,108.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

#### ***Corrected misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

#### ***Disagreements with management***

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

#### ***Management representations***

We have requested certain representations from management that are included in the management representation letter dated March 21, 2023.

#### ***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application

of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

**Required supplementary information**

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

**Supplementary information in relation to the financial statements as a whole**

With respect to the combining schedule of net position, combining schedule of revenues, expenses and changes in net position and the detailed schedules of revenues, expenses and changes in net position for the water and wastewater operations (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated March 21, 2023.

The introductory section, which is the responsibility of management, is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we did not express an opinion or provide any assurance on it.

\* \* \*

This communication is intended solely for the information and use of the board of directors and management of Crescenta Valley Water District and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

**CliftonLarsonAllen LLP**

Glendora, California  
March 21, 2023

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2  
April 11, 2023

**To:** Honorable President and Members of the Board of Directors  
**From:** Christy Colby – Regulatory and Public Affairs Manager  
**Subject:** Discussion and possible action to ratify change CVWD’s Conservation Alert Status

### **ACTION ITEM:**

Consideration and possible motion to ratify the April 3, 2024, change in CVWD’s Conservation Alert Status from “Phase 4-Orange” to “Phase 2-Green.”

### **BACKGROUND:**

In July 2021, the District adopted a Water Shortage Contingency Plan (WSCP). The plan contains a 6-level water conservation alert based on water shortage levels as outlined below. The District has been in Water Conservation Alert Status “Phase 4 -Orange” since June of 2022.

| Stage No.                     | Water Supply Conditions                                                                                                                                                | % Shortage       |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Phase 1 - Color Code “Blue”   | Standard Water Conservation. MWD can meet all Member Agency demands. Voluntary water conservation applies.                                                             | Up to 10%        |
| Phase 2 - Color Code “Green”  | Increased Water Conservation. Some supplies have been impacted, and consumers should increase efforts to conserve.                                                     | 10% to 20%       |
| Phase 3 - Color Code “Yellow” | Extraordinary Water Conservation. MWD is withdrawing water from most of its storage programs to meet demands. Extraordinary conservation is called for from consumers. | 20% to 30%       |
| Phase 4 - Color Code “Orange” | Allocation. MWD has implemented its allocation plan to its member agencies. Thus, supplies are limited.                                                                | 30% to 40%       |
| Phase 5 - Color Code “Red”    | Critical. Water supplies are reduced drastically.                                                                                                                      | 40% to 50%       |
| Phase 6 - Color Code “Purple” | Emergency. Water supplies are only available for health and safety needs.                                                                                              | Greater than 50% |

Each color code represents different outdoor water restrictions as shown in the table below.

| Stage No.                            | Outdoor Watering Restrictions                                                                    |
|--------------------------------------|--------------------------------------------------------------------------------------------------|
| Phase 1 - Color Code <b>“Blue”</b>   | Outdoor irrigation is allowed any day of the week.                                               |
| Phase 2 - Color Code <b>“Green”</b>  | Outdoor irrigation is limited to odd or even days, based on ending number of customer’s address. |
| Phase 3 - Color Code <b>“Yellow”</b> | Outdoor irrigation will be permitted only on Tuesday, Thursday, and Saturday.                    |
| Phase 4 - Color Code <b>“Orange”</b> | Outdoor irrigation will be permitted only on Tuesday and Saturday.                               |
| Phase 5 - Color Code <b>“Red”</b>    | Outdoor irrigation is limited to no more than one (1) day per week.                              |
| Phase 6 - Color Code <b>“Purple”</b> | All Outdoor irrigation is prohibited.                                                            |

## **DISCUSSION**

Based on water supply conditions at the time, the District entered Stage 3 (Yellow) of the Water Supply Contingency Plan in November 2021, and moved to Stage 4 (Orange) of the Water Supply Contingency Plan in June 2022 following MWD’s Emergency conservation mandate.

With the increased rainfall and snowpack, there has been improvement in State Water Project (SWP) supplies. Metropolitan has rescinded its emergency declaration for State Water Project dependent only areas which were at health and safety water consumption levels for nine months, and it has currently been updated to 75% allocation.

Though conditions have improved on the State Water Project, Southern California is seeing a very different story on our other source of imported water, the Colorado River. More than two decades of drought and severely dry conditions have caused reservoirs to drop to historic low levels, jeopardizing water supply and power generation that the Southwest relies on. Therefore, we need to encourage customers to remain diligent in using water efficiently.

On March 15, 2023, staff attended a Foothill Municipal Water District (FMWD) meeting to discuss the current conservation levels and outdoor watering restrictions along with any plans to adjust those restrictions. All FMWD Retail Agencies, with one exception agreed to request their respective boards to approve changing to Stage 2, Green Alert, effective April 3, 2023. Stage 2, Green Alert is still in line with the State’s recommendations of a 20% reduction and consideration for the limited supplies on the Colorado River.

The District reduced the Water Conservation Alert to Stage 2, Green Alert on April 3, 2023. Along with changing out the water conservation signs throughout the District, the water conservation alert was noticed to the public in the CV Weekly newspaper as well as an email blast through Constant Contact, the CVWD website, and social media posts.

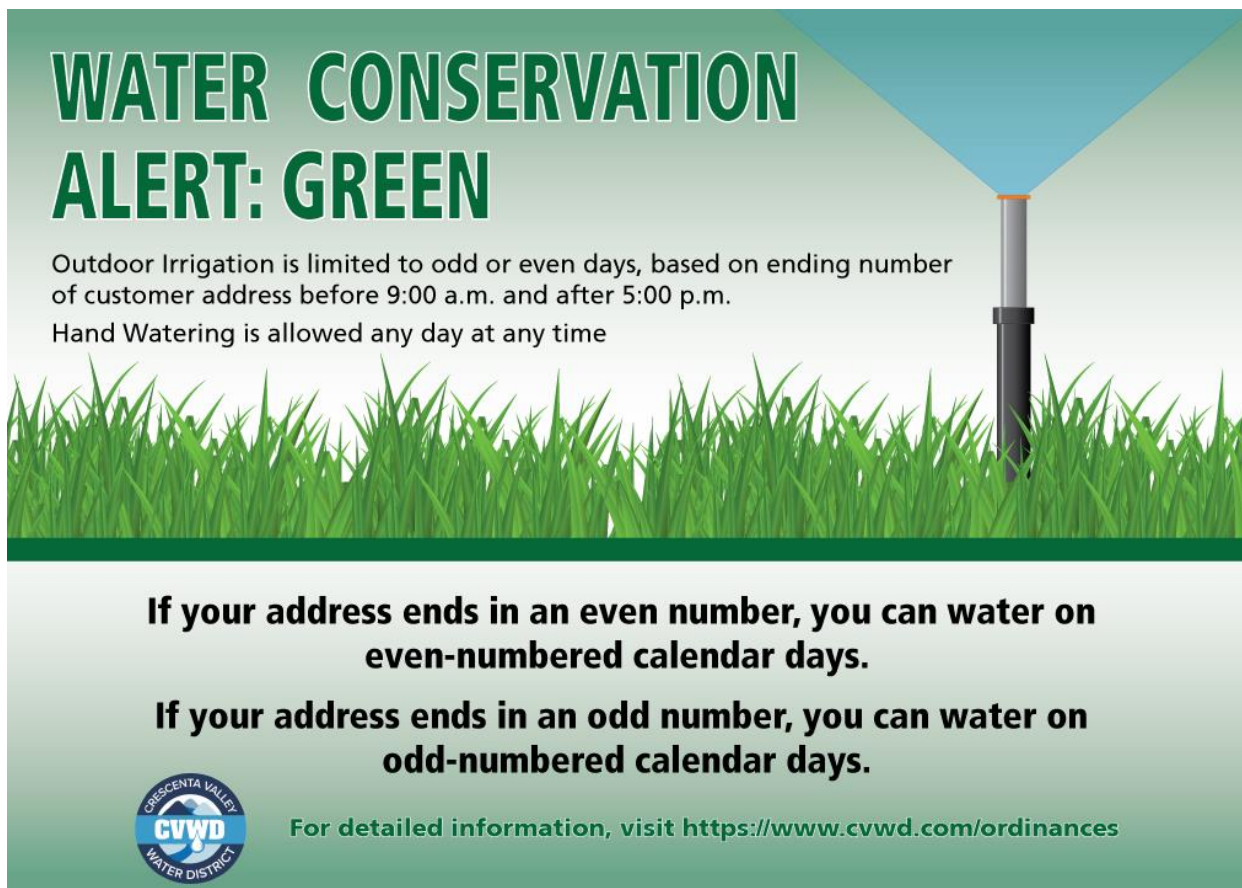
### **RECOMMENDATION**

Ratify the April 3, 2024, action to move the Water Conservation Alert from Stage 4, Orange Alert to Stage 2, Green Alert.

Prepared and Submitted by:



Christy J. Colby  
Regulatory and Public Affairs Manager



**WATER CONSERVATION  
ALERT: GREEN**

Outdoor Irrigation is limited to odd or even days, based on ending number of customer address before 9:00 a.m. and after 5:00 p.m.  
Hand Watering is allowed any day at any time

**If your address ends in an even number, you can water on even-numbered calendar days.**

**If your address ends in an odd number, you can water on odd-numbered calendar days.**

 For detailed information, visit <https://www.cvwd.com/ordinances>

# **CRESCENTA VALLEY WATER DISTRICT**

## **BOARD OF DIRECTORS - STAFF REPORT**

Action Item No. 3  
April 11, 2023

**To:** Honorable President and Members of the Board of Directors  
**From:** James Lee – Director of Finance & Administration  
**Subject:** **Revenue Requirements for Infrastructure Funding on the Property Tax Roll and Associated Prop 218 Notice**

### **ACTION ITEM:**

Discussion and possible action regarding revenue requirements for infrastructure funding on the property tax roll and an associated draft Prop 218 notice.

### **BACKGROUND:**

During the February 28, 2023 Board meeting, staff provided a public outreach plan for letting the community know about the District's consideration for placing a capital charge on the property tax roll to fund infrastructure reliability projects, specifically for replacing aging pipelines. The objectives of the public outreach plan are to invite participation, educate customers about why the charge is being considered and how the process works, and receive input from the community before finalizing the required Prop 218 notice. Staff placed two ads in the CV Weekly, sent several email announcements to the community, and provided an announcement at the CV Town Council Meeting on March 16, 2023, that the District would host two virtual town hall meetings to provide more details and answer any questions the community might have regarding the program. The two town hall meetings were held on April 4, 2023, one in the early afternoon and one in the evening to accommodate varying schedules for interested customers.

Staff has worked closely with the District's consultant, Sanjay Gaur of Water Resource Economics to analyze and develop options for generating varying levels of funding to support the District's infrastructure reliability needs. These amounts represent the revenue requirements for capital charges on the property roll. They are driven by the planned cost of replacing pipelines that comprise the backbone of the District's water distribution system, thereby representing the most direct benefit to properties and their owners. The analysis with various considerations was presented to the Finance Committee by Mr. Gaur during the March 15, 2023 committee meeting. The Finance Committee supported a \$4M requirement to directly fund pipeline replacements. It was determined that this baseline option will be used as the benchmark for program outreach purposes because it accurately reflects the funding needed to address critically aging infrastructure.

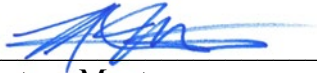
Recognizing the proposed impact on the community, the Finance Committee also supports modifying the existing Low-Income Discount Program to increase assistance across a broader range of customers. The updated program could potentially expand assistance in three areas: 1) expand the overall budget for the program; 2) increase the minimum income threshold so more customers qualify; and 3) increase the amount of the discount, which is currently 20 percent of the bill (up to 26 units of water, which represents the top end of Tier 2). Such a program would need to be funded by "non-rate revenues" such as rental income, investment income, or the cell tower lease revenue that is being considered. Staff is currently working on a supplemental analysis to determine feasible parameters of the revised assistance program and "right-sizing" it to meet the community's needs.

The discussion will include input from the two virtual town hall meetings and a determination of revenue requirements for the property roll. A draft Prop 218 notice will be shared with the Board for review and comments ahead of April 25, 2023, when the notice will be considered for approval.

**RECOMMENDATION**

Review and discuss revenue requirements for capital charges on the property tax roll and review a draft of the Prop 218 notice.

Prepared by:



Arturo Montes  
Finance & Administration Manager

Submitted by:



James Lee  
Director of Finance & Administration

Attachment(s):

1. April 4, 2023 Virtual Town Hall presentation
2. Draft Prop 218 notice

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# VIRTUAL TOWN HALL MEETING



**April 4, 2023**

2

## HOUSEKEEPING



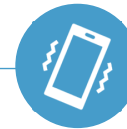
### RECORDING

- Today's Virtual Town Hall Meeting is being recorded



### HOW TO PARTICIPATE

- Video/mics will remain off during the presentation
- Use the Q & A
- At the end, we will open for live questions. You may "raise hand" to ask to unmute
- Captions are available



### FOR TECH SUPPORT

- For technical support, please contact Martin McIntosh at 949-294-3781

## TODAY'S PRESENTERS

**NEM OCHOA**  
General Manager

**JAMES LEE**  
Dir. Finance & Admin.

**JUSTIN GLOVER**  
Communications LAB

**CHRISTY COLBY**  
Reg. & Pub. Aff. Mgr.

**BROOK YARED**  
Dir. Engineering & Op.

## AGENDA

- Why we're here
- Who we are and what we do
- Financial Challenges
- Plan for the future
- Next Steps
- Q&A





## WHY WE'RE HERE

To address rising costs to provide water and sewer service, as well as the need to replace aging infrastructure, we plan to propose a charge to be added to property rolls for property owners in our service area.



## WHO WE ARE AND WHAT WE DO





## MISSION AND VISION

### Mission

- To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner

### Vision

- Secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency, and cost-effectiveness



## STRATEGIC PLAN UPDATE

### **Goal** – Reliable Water & Wastewater Service

- *Ensure infrastructure reliability and performance*

### **Goal** – Fiscal Responsibility

- *Improve financial stability*

# HISTORY



| WELL LOG                                                                                 |                   |
|------------------------------------------------------------------------------------------|-------------------|
| DRILLER                                                                                  | DATE DRILLED 1924 |
| DEPTH TO WATER WHEN DRILLED 125' orig 147'                                               |                   |
| DATA FURNISHED BY M. J. LACROIX                                                          | DATE 1-23-51      |
| FROM                                                                                     | TO                |
| FORMATION                                                                                |                   |
| Drilled thru sandy, silty clay<br>boulders, gravel to bottom<br>ends in good water sand. |                   |
| PERFORATIONS:                                                                            |                   |

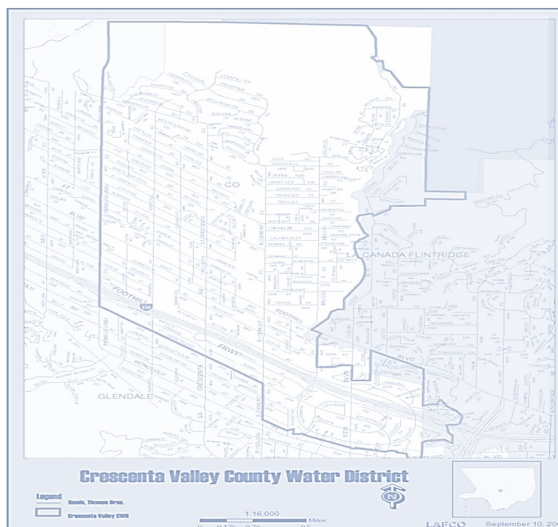
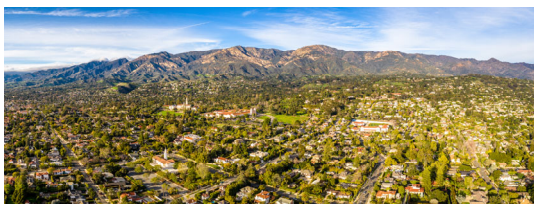
  

| WELL DATA                                             |                     |
|-------------------------------------------------------|---------------------|
| TOWNSHIP 1-30 In 4-30                                 |                     |
| LOS ANGELES COUNTY FLOOD CONTROL DISTRICT             |                     |
| Hydraulic Division                                    |                     |
| WELL DATA                                             |                     |
| FORGEON NO. PWS 240-A-1                               | P. E. No. 5036      |
| OWNER OR TENANT Highway Highlands Water Company       |                     |
| LOCATION & DESCRIPTION Foothill Blvd.,                |                     |
| Highway Highlands, California                         |                     |
| DEPTH 309                                             | DIAM. OF CASING 12" |
| PUMP Recirculating L.R. Schenck                       |                     |
| USE Domestic                                          |                     |
| DESC. RPT. POINT                                      |                     |
| ELEVATION OF S. P.                                    | DATUM 1750          |
| REMARKS Pumped 33 inches                              |                     |
| 4' column of water, noted at 170' height of 120' pump |                     |
| DATA OBTAINED BY A. J.                                | DATE 1-23-51        |
| SOURCE OF DATA M. J. LACROIX                          | F. H. W. S.         |

| WELL DATA (1) Place and Owner                          |                               |
|--------------------------------------------------------|-------------------------------|
| Source of Information Well No. 2 - 4029 Foothill Blvd. |                               |
| Collected by M. J. LACROIX Date 5/20/51                |                               |
| (1) Number or Name                                     | Well No. 2                    |
| (2) Date drilled                                       | 1924                          |
| (3) Location: Neighborhood                             | Highway Highlands             |
| (4) Use of lot                                         | 160' x 120' for gas and water |
| (5) Distance to: Street                                | 100' to right side of road    |
| (6) Distance to: Nearest property line                 | 100' to right side of road    |
| (7) Hearing Type                                       | None                          |
| (8) To depth (if any)                                  | None                          |
| (9) Flow (meters)                                      | None                          |
| (10) Discharge                                         | None                          |
| (11) Well Depth                                        | 157'                          |
| (12) Casing: Depth                                     | 157'                          |
| (13) Kind                                              | 12" Slope                     |
| (14) Height above floor                                | 12" well top                  |
| (15) Distance to highest perforation                   | 12" well top                  |
| (16) Surface water (yes or no)                         | Yes                           |
| (17) Ground water (yes or no)                          | Yes                           |
| (18) Second casing depth                               | None                          |
| (19) Second casing diameter                            | None                          |
| (20) Diameter and depth                                | None                          |
| (21) Inspections: Stratified                           | None                          |
| (22) Water Level: Surface                              | 157'                          |
| (23) Depth to                                          | 157'                          |
| (24) Pump: Make                                        | Recirculating                 |
| (25) Type                                              | None                          |
| (26) Capacity, g.p.m.                                  | None                          |
| (27) Lubrication                                       | None                          |
| (28) Name                                              | None                          |
| (29) Auxiliary power                                   | None                          |
| (30) Control                                           | None                          |
| (31) Discharge location                                | None                          |
| (32) Frequency of Use                                  | 1-2 times daily               |
| (33) Flood Hazard                                      | None                          |
| (34) Remarks and Defects                               | None                          |
| (35) Show well log on other side                       | None                          |

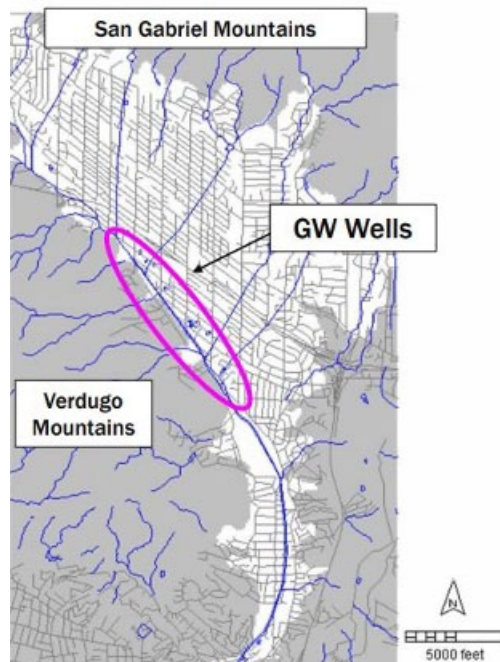
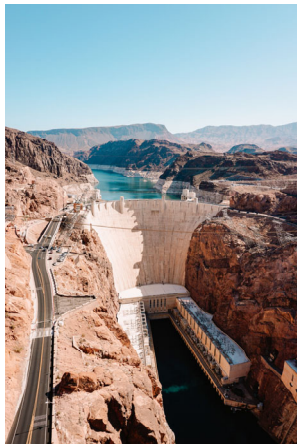
## CVWD TODAY



## WATER SUPPLY



## WATER SUPPLY



13

## WATER TREATMENT



| SECONDARY SUBSTANCES                  |              |                 |                |                                 |                |                                                                             |
|---------------------------------------|--------------|-----------------|----------------|---------------------------------|----------------|-----------------------------------------------------------------------------|
|                                       |              |                 |                | Crescenta Valley Water District |                | Imported water from Metropolitan Water District's F.E. Weymouth Plant (MWD) |
| SUBSTANCE (UNIT OF MEASURE)           | YEAR SAMPLED | SMCL            | PHO (MCLG)     | AMOUNT DETECTED                 | RANGE LOW-HIGH | AMOUNT DETECTED                                                             |
| Aluminum (ppb)                        | 2016         | 200             | NS             | ND                              | NA             | 159                                                                         |
| Chloride (ppm)                        | 2016         | 500             | NS             | 74                              | 34-90          | 103                                                                         |
| Color (Units)                         | 2016         | 15              | NS             | 1                               | 1-1            | 1                                                                           |
| Copper (ppm)                          | 2016         | 1.0             | NS             | 0.00066                         | ND-0.012       | ND                                                                          |
| Corrosivity (Units)                   | 2016         | Non-corrosive   | NS             | ND                              | NA             | 12.4                                                                        |
| Iron (ppb)                            | 2016         | 300             | NS             | 3.49                            | ND-64          | ND                                                                          |
| Methyl tert-Butyl Ether [MTBE] (ppb)  | 2016         | 5               | NS             | ND                              | NA             | ND                                                                          |
| Odor-Threshold (Units)                | 2016         | 3               | NS             | 1                               | 1-1            | 2                                                                           |
| Specific Conductance (µS/cm)          | 2016         | 1,600           | NS             | 802                             | 526-893        | 1,035                                                                       |
| Sulfate (ppm)                         | 2016         | 500             | NS             | 104                             | 63-120         | 258                                                                         |
| Total Dissolved Solids (ppm)          | 2016         | 1,000           | NS             | 536                             | 350-610        | 655                                                                         |
| Turbidity (Units)                     | 2016         | 5               | NS             | 0.19                            | 0.14-0.93      | ND                                                                          |
| Zinc (ppm)                            | 2016         | 5.0             | NS             | 0.0018                          | ND-0.054       | ND                                                                          |
| UNREGULATED AND OTHER SUBSTANCES*     |              |                 |                |                                 |                |                                                                             |
|                                       |              |                 |                | Crescenta Valley Water District |                | Imported water from Metropolitan Water District's F.E. Weymouth Plant (MWD) |
| SUBSTANCE (UNIT OF MEASURE)           | YEAR SAMPLED | AMOUNT DETECTED | RANGE LOW-HIGH | AMOUNT DETECTED                 | RANGE LOW-HIGH |                                                                             |
| Boron (ppb)                           | 2016         | ND              | NA             | 150                             | 150-150        |                                                                             |
| Alkalinity (ppm)                      | 2016         | 159             | 130-180        | 118                             | 113-124        |                                                                             |
| Calcium (ppm)                         | 2016         | 83              | 51-93          | 77                              | 75-79          |                                                                             |
| Chlorate (ppb)                        | 2016         | NA              | NA             | 60                              | 21-60          |                                                                             |
| Hardness as CaCO <sub>3</sub> * (ppm) | 2016         | 335             | 200-380        | 300                             | 293-306        |                                                                             |
| Magnesium (ppm)                       | 2016         | 32              | 18-35          | 26                              | 25-27          |                                                                             |
| pH (Units)                            | 2016         | 7.6             | 7.2-8.2        | 8.1                             | 8.1-8.1        |                                                                             |
| Chloroform (ppb)                      | 2016         | 1.0             | 0.9-3.8        | NS                              | NS-NS          |                                                                             |

14

## WATER STORAGE



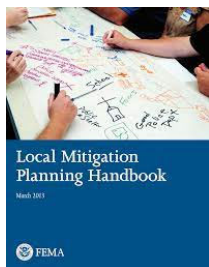
15

## WATER DISTRIBUTION



16

## EMERGENCY PREPAREDNESS



## CUSTOMER SUPPORT

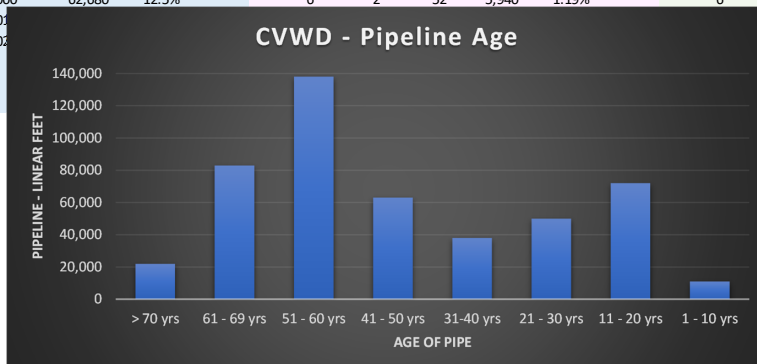


## FOCUS ON PIPELINES

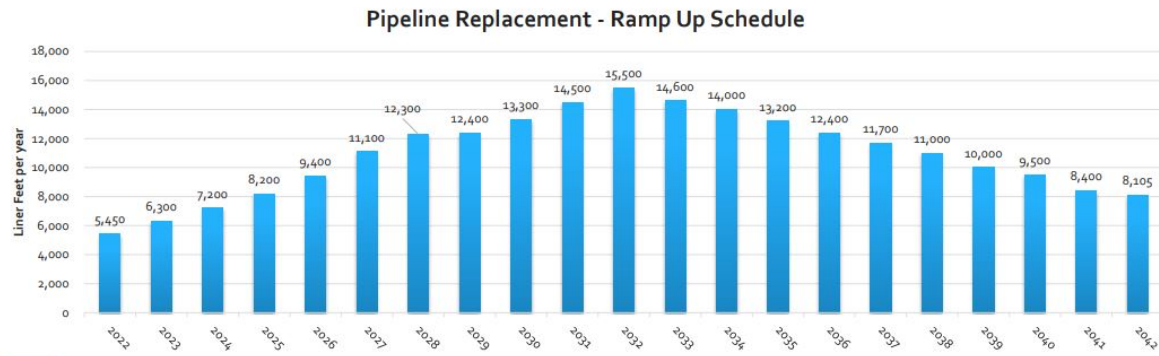


## FOCUS ON PIPELINES

| Pipeline Breakdown by Age |             |             |                     |                 | Pipeline Breakdown by Leaks |              |                 |                |                 | Pipeline Breakdown by Pipe Size |                |                     |                     |                       |        |
|---------------------------|-------------|-------------|---------------------|-----------------|-----------------------------|--------------|-----------------|----------------|-----------------|---------------------------------|----------------|---------------------|---------------------|-----------------------|--------|
| 2021                      | Year        | Period      | Length of Pipe (ft) | Percent of Pipe | 2021                        | No. of Leaks | Avg Age of Pipe | Length of Pipe | Percent of Pipe | 2021                            | Pipe Size (in) | Length of Pipe (ft) | Avg Age of Pipeline | Percent of Total Pipe |        |
| 1                         | > 70 yrs    | 1924 - 1950 | 14,950              | 3.0%            | 1                           | 8            | 88              | 740            | 0.15%           | 1                               | 2              | 1,210               | 63                  | 0.24%                 |        |
| 2                         | 61 - 69 yrs | 1951 - 1960 | 131,555             | 26.3%           | 2                           | 6            | 70              | 350            | 0.07%           | 2                               | 3              | 1,200               | 66                  | 0.24%                 |        |
| 3                         | 51 - 60 yrs | 1961 - 1970 | 114,810             | 22.9%           | 3                           | 5            | 59              | 1,250          | 0.25%           | 3                               | 4              | 10,050              | 64                  | 2.01%                 |        |
| 4                         | 41 - 50 yrs | 1971 - 1980 | 50,270              | 10.0%           | 4                           | 4            | 71              | 3,140          | 0.63%           | 4                               | 5              | 1,440               | 88                  | 0.29%                 |        |
| 5                         | 31-40 yrs   | 1981 - 1990 | 40,850              | 8.2%            | 5                           | 3            | 57              | 3,020          | 0.60%           | 5                               | 6              | 140,640             | 53                  | 28.07%                |        |
| 6                         | 21 - 30 yrs | 1991 - 2000 | 62,680              | 12.5%           | 6                           | 2            | 52              | 5,940          | 1.19%           | 6                               | 8              | 197,735             | 34                  | 39.47%                |        |
| 7                         | 11 - 20 yrs | 2001 - 2010 | CVWD - Pipeline Age |                 |                             |              |                 |                |                 |                                 |                | 10                  | 22,370              | 46                    | 4.47%  |
| 8                         | 1 - 10 yrs  | 2011 - 2020 |                     |                 |                             |              |                 |                |                 |                                 |                | 12                  | 102,530             | 48                    | 20.46% |
|                           |             |             | 140,000             |                 |                             |              |                 |                |                 |                                 | 14             | 6,120               | 43                  | 1.22%                 |        |
|                           |             |             | 120,000             |                 |                             |              |                 |                |                 |                                 | 16             | 17,710              | 59                  | 3.53%                 |        |
|                           |             |             |                     |                 |                             |              |                 |                |                 |                                 |                | 501,005             |                     | 100.00%               |        |



## FOCUS ON PIPELINES



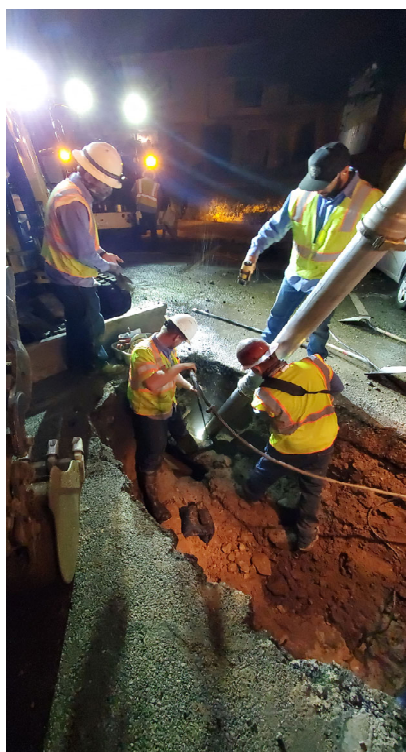
## FINANCIAL CHALLENGES





## CHALLENGES

- Significant and sustained drought – 15%+ reduction in metered revenues
- Historically high inflation
- Pandemic
- Significant increase in water cost
- Heightened need to continue pipeline replacement program
  - However, due to financial conditions, projects have been deferred



## OPPORTUNITIES

- Rate Change – 8%, 7%, 7%, 7%, 6% over the next five fiscal years
  - We made the hard decisions to raise the rates appropriately, but it was not enough
  - If we don't replace pipeline, we are not being proactive about maintenance. If we do, then we run entirely out of funds



## DEDICATED STREAM OF REVENUE

- Assess a charge on the property roll
  - Provides revenue stability while balancing equity
  - Charges based on meter size capacity
  - Supports pipeline replacement program



## RISING ONGOING COSTS

- Operating Expenses
- Labor
- Capital Improvement Projects
- Debt Service



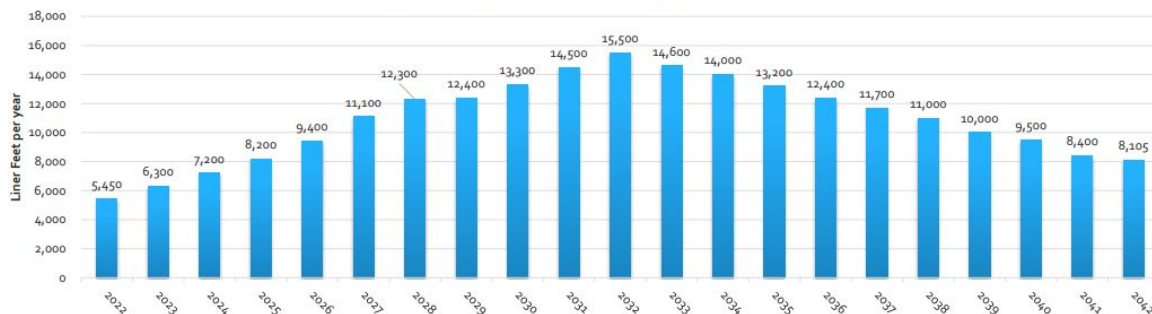
## PLAN FOR THE FUTURE



28

## PIPELINE REPLACEMENT REQUIREMENTS

Pipeline Replacement - Ramp Up Schedule



"Roadmap" Plan to ramp up: Board-approved June 2021<sup>1</sup>

|           | 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       |

# UPDATED PIPELINE REPLACEMENT REQUIREMENTS

29

"Roadmap" Plan to ramp up: Board-approved June 2021<sup>1</sup>

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

Revised Plan: November 2022<sup>1</sup>

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

# UPDATED PIPELINE REPLACEMENT REQUIREMENTS

30

Revised Plan: November 2022<sup>1</sup>

|                  | FY 2023-24     | FY 2024/25     | FY 2025-26     | FY 2026-27     | FY 2027-28     |
|------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Cost</b>      | <b>\$3.0 M</b> | <b>\$2.9 M</b> | <b>\$2.2 M</b> | <b>\$5.8 M</b> | <b>\$6.1 M</b> |
| <b>Linear Ft</b> | 5,784          | 5,372          | 3,884          | 9,798          | 9,805          |
| <b>Miles</b>     | 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**

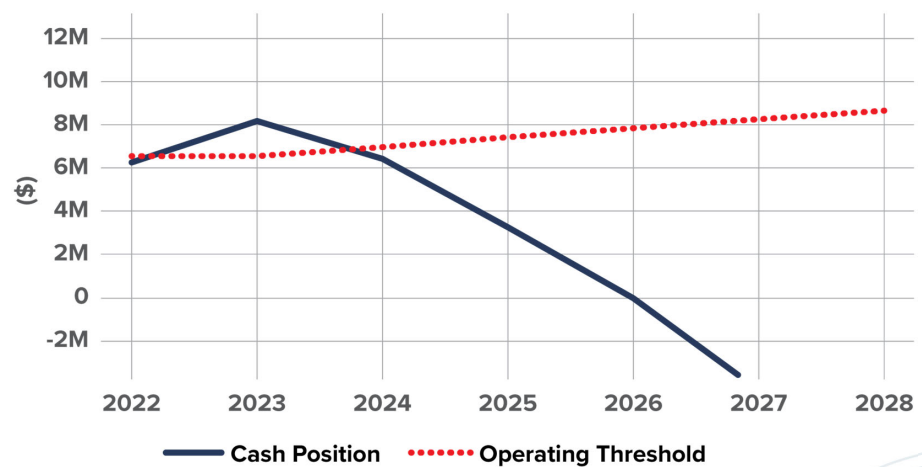
5-Year Average **\$4.00 million**



## FUNDING LEVEL OPTIONS



## FUNDING LEVEL OPTIONS

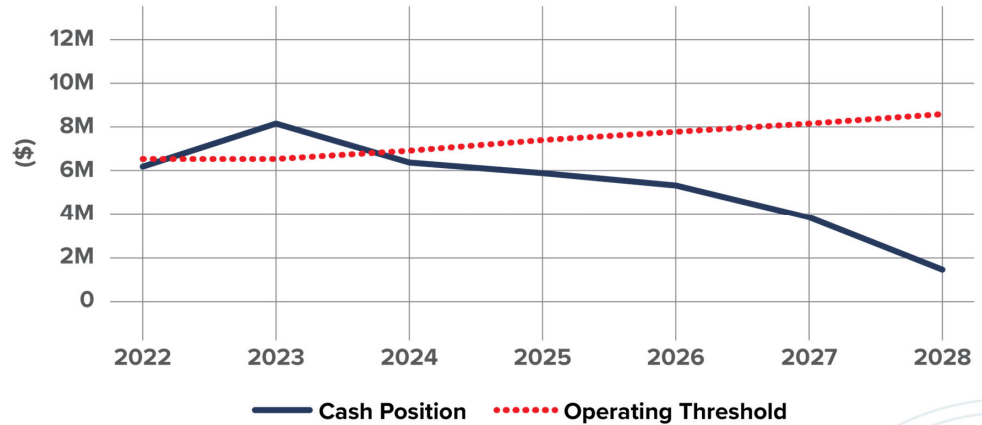


|                                        |                |
|----------------------------------------|----------------|
| 3-Year Average of Pipeline Replacement | \$2.70 million |
| 4-Year Average                         | \$3.49 million |
| 5-Year Average                         | \$4.00 million |

### Status Quo

- Fund pipelines but run out of money by 2026

## FUNDING LEVEL OPTIONS

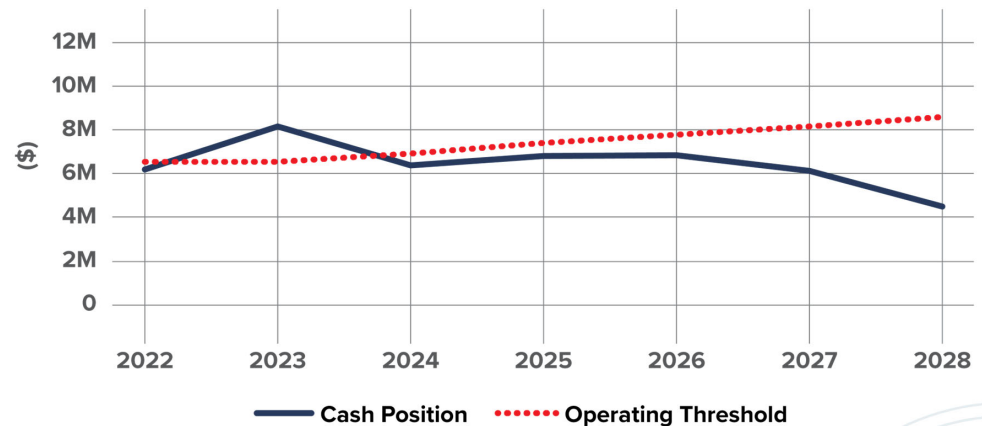


|                                        |                |
|----------------------------------------|----------------|
| 3-Year Average of Pipeline Replacement | \$2.70 million |
| 4-Year Average                         | \$3.49 million |
| 5-Year Average                         | \$4.00 million |

### Based on 3-Yr Average

- Significant funding gap persists

## FUNDING LEVEL OPTIONS

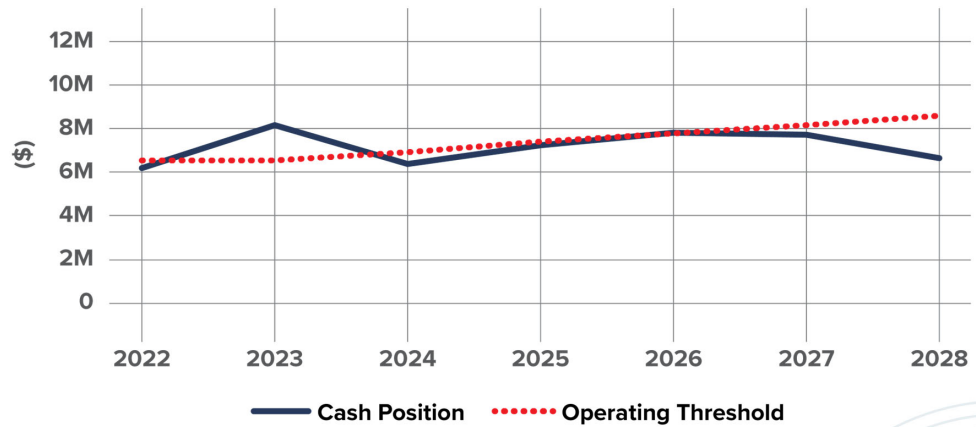


|                                        |                |
|----------------------------------------|----------------|
| 3-Year Average of Pipeline Replacement | \$2.70 million |
| 4-Year Average                         | \$3.49 million |
| 5-Year Average                         | \$4.00 million |

### Based on 4-Yr Average

- Less significant funding gap

## FUNDING LEVEL OPTIONS



3-Year Average of Pipeline Replacement      \$2.70 million

4-Year Average      \$3.49 million

5-Year Average      \$4.00 million

### Based on 5-Yr Average

- Funding requirements are met

## HOW DOES THIS AFFECT ME?

### METER RATIOS

| Potable Meters |                  |            |
|----------------|------------------|------------|
| Meter          | Number of Meters | AWWA Ratio |
| ¾"             | 7,044            | 1.00       |
| 1"             | 885              | 1.67       |
| 1 ½"           | 152              | 3.33       |
| 2"             | 66               | 5.33       |
| 3"             | 29               | 11.67      |
| 4"             | 2                | 21.00      |

### COMPARISON

| Meter | 3 Yr Avg   | 4 Yr Avg   | 5 Yr Avg   |
|-------|------------|------------|------------|
| ¾"    | \$273.62   | \$351.94   | \$404.30   |
| 1"    | \$456.03   | \$586.57   | \$673.83   |
| 1 ½"  | \$912.07   | \$1,173.14 | \$1,347.66 |
| 2"    | \$1,459.30 | \$1,877.02 | \$2,156.25 |
| 3"    | \$3,193.14 | \$4,107.15 | \$4,718.14 |
| 4"    | \$5,746.01 | \$7,390.77 | \$8,490.23 |

HOW WILL  
THIS  
APPEAR ON  
MY  
PROPERTY  
TAX BILL?

2022 **ANNUAL SECURED PROPERTY TAX BILL** 2022  
CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY  
**SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023**  
KEITH KNOX, TREASURER AND TAX COLLECTOR  
FOR ASSISTANCE, CALL (213) 874-2111 OR 1(800) 807-2111, ON THE WEB AT [propertytax.lacounty.gov](http://propertytax.lacounty.gov)

ASSESSOR'S ID. NO. YR SEQ CK

**PROPERTY IDENTIFICATION**  
ASSESSOR'S ID. NO.: [REDACTED]  
OWNER OF RECORD AS OF JANUARY 1, 2022  
SAME AS BELOW  
MAILING ADDRESS 000107664 02 AV 0.455  
0107664-0107664 0201 0201-0107664

**DETAIL OF TAXES DUE FOR**

| AGENCY                          | AGENCY PHONE NO. | RATE     | AMOUNT      |
|---------------------------------|------------------|----------|-------------|
| GENERAL TAX LEVY                |                  | 1.000000 | \$ 8,274.57 |
| ALL AGENCIES                    |                  |          |             |
| VOTED INDEBTEDNESS              |                  | .003500  | \$ 28.96    |
| METRO WATER DIST                |                  | .035015  | 289.73      |
| COUNTY COLLEGE                  |                  | .045730  | 378.40      |
| UNIFIED SCHOOLS                 |                  |          |             |
| DIRECT ASSESSMENTS              |                  |          |             |
| SOLID WASTE FEE (626) 458-3517  |                  |          | \$ 3.51     |
| LACO VECTR CNTRL (800) 273-5167 |                  |          | 14.67       |
| SAFE CLEAN WATER (833) 275-7287 |                  |          | 121.93      |
| FLOOD CONTROL (626) 979-5498    |                  |          | 41.23       |
| COUNTY LIBRARY (562) 940-8455   |                  |          | 33.20       |
| RPOSD MEASURE A (833) 265-2600  |                  |          | 33.66       |
| MND STANDEY #3 (866) 807-6864   |                  |          | 10.28       |
| LA CO FIRE DEPT (323) 881-6151  |                  |          | 73.68       |
| TRAUMA/EMERG SRV (866) 587-2862 |                  |          | 99.00       |

Save Money - Save Time - Pay Online  
[lacounty.gov](http://lacounty.gov)  
Electronic Payment Information  
(Required for Online and Telephone Payments)  
YEAR: 22, SEQUENCE: 000 4  
Personal Identification Number (PIN)

**SPECIAL INFORMATION**

**PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION**  
[REDACTED]

**ROLL YEAR 22-23**  
LAND  
IMPROVEMENTS

**VALUATION INFORMATION**  
CURRENT ASSESSED VALUE  
LAND 487,680  
IMPROVEMENTS 339,777  
TAXABLE VALUE  
LAND 487,680  
IMPROVEMENTS 339,777

ASSESSOR'S REGIONAL OFFICE  
REGION #03 INDEX  
NORTH DISTRICT OFFICE  
13800 BALBOA BLVD.  
SYLMAR, CA 91342  
(818) 833-6000

ACCT. NO.: PRINT NO.: [REDACTED]

TOTAL  
LESS EXEMPTION:  
NET TAXABLE VALUE 827,457

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HOW WILL  
THIS  
APPEAR ON  
MY  
PROPERTY  
TAX BILL?

2022 **ANNUAL SECURED PROPERTY TAX BILL** 2022  
CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY  
**SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023**  
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ASSESSOR'S ID. NO. YR SEQ CK

**PROPERTY IDENTIFICATION**  
ASSESSOR'S ID. NO.: [REDACTED]  
OWNER OF RECORD AS OF JANUARY 1, 2022  
SAME AS BELOW  
MAILING ADDRESS 000107673 02 AV 0.455  
0107673-0107673 0201 0201-0107673

**DETAIL OF TAXES DUE FOR**

| AGENCY                          | AGENCY PHONE NO. | RATE     | AMOUNT       |
|---------------------------------|------------------|----------|--------------|
| GENERAL TAX LEVY                |                  | 1.000000 | \$ 23,645.00 |
| ALL AGENCIES                    |                  |          |              |
| VOTED INDEBTEDNESS              |                  | .003500  | \$ 82.76     |
| METRO WATER DIST                |                  | .035015  | 827.93       |
| COUNTY COLLEGE                  |                  | .045730  | 1,081.28     |
| UNIFIED SCHOOLS                 |                  |          |              |
| DIRECT ASSESSMENTS              |                  |          |              |
| SOLID WASTE FEE (626) 458-3517  |                  |          | \$ 3.51      |
| LACO VECTR CNTRL (800) 273-5167 |                  |          | 14.67        |
| SAFE CLEAN WATER (833) 275-7287 |                  |          | 115.65       |
| FLOOD CONTROL (626) 979-5498    |                  |          | 61.73        |
| COUNTY LIBRARY (562) 940-8455   |                  |          | 33.20        |
| RPOSD MEASURE A (833) 265-2600  |                  |          | 60.22        |
| MND STANDEY #3 (866) 807-6864   |                  |          | 10.28        |
| LA CO FIRE DEPT (323) 881-6151  |                  |          | 73.68        |
| TRAUMA/EMERG SRV (866) 587-2862 |                  |          | 178.00       |

Save Money - Save Time - Pay Online  
[lacounty.gov](http://lacounty.gov)  
Electronic Payment Information  
(Required for Online and Telephone Payments)  
Personal Identification Number (PIN)

**SPECIAL INFORMATION**

**PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION**  
[REDACTED]

**ROLL YEAR 22-23**  
LAND  
IMPROVEMENTS

**VALUATION INFORMATION**  
CURRENT ASSESSED VALUE  
LAND 1,284,690  
IMPROVEMENTS 1,086,810  
TAXABLE VALUE  
LAND 1,284,690  
IMPROVEMENTS 1,086,810

ASSESSOR'S REGIONAL OFFICE  
REGION #03 INDEX  
NORTH DISTRICT OFFICE  
13800 BALBOA BLVD.  
SYLMAR, CA 91342  
(818) 833-6000

ACCT. NO.: PRINT NO.: [REDACTED]

TOTAL  
LESS EXEMPTION: HOME 2,371,500  
7,000  
NET TAXABLE VALUE 2,364,500

| 1ST                                                                                      | 2ND                                                                                                 | 1ST                                                                                                           | 2ND |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----|
| <b>\$13,094.11</b><br>DUE NOVEMBER 1, 2022<br>(After December 10, 2022, add 10% penalty) | <b>\$13,094.10</b><br>DUE FEBRUARY 1, 2023<br>(After April 10, 2023, add 10% penalty and \$10 cost) | <b>\$26,188.21</b><br>IF PAYING BOTH BY DECEMBER 10, 2022<br>(Include \$10.00 plus \$10.00 if paying by mail) |     |

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO \$50.00.

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## NEXT STEPS



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## SHARE YOUR INPUT

- Upcoming Board meetings
  - April 11 – determine revenue requirements and review draft of Prop 218
  - April 25 – Approve Prop 218 notice
- Develop “Bill Assistance Program” – enhance and expand existing Low-Income Program
- Send Prop 218 notices
- Public Hearing – June 13



**QUESTIONS?**

## **CONTACT US**

[customerservice@cvwd.com](mailto:customerservice@cvwd.com)

818-248-3925

[www.cvwd.com](http://www.cvwd.com)



Why Have I Received This Notice?

You have received this notice to inform you that the CVWD Board of Directors is considering a property roll charge to address the rising costs to provide infrastructure reliability.

The District is providing this information to ensure the public is aware of this issue and the opportunities that exist for them to raise questions, share concerns, seek clarification and provide input that can help the Board of Directors as it deliberates and determines the appropriate course of action. CVWD is committed to providing safe, reliable and affordable drinking water to the community. The property roll charge proposal was developed to treat all customers fairly, reflect the true cost to provide that service, and to protect CVWD’s financial stability and its ability to provide the same level of service in the future.

**What is a property roll charge? Public benefits such as schools, libraries, vector control, flood control, parks & recreation and more are funded in part through annual assessments included on property taxes charged to property owners.**

This Notice Is To:

- Inform you about the proposed property roll increase
- Share how you can participate in the process
- Invite you to attend the public hearing at which time the proposed charge will be considered

About The District

The Crescenta Valley Water District was formed as the Crescenta Valley County Water District on December 14, 1950, by the vote of local residents. The District is located in the Crescenta Valley area of Los Angeles County in the foothills of the San Gabriel Mountains, between the San Fernando and San Gabriel valleys.

The District provides water distribution and sewage collection within its boundaries to the unincorporated communities of La Crescenta, Montrose and Verdugo City as well as a small portion of the City of La Canada-Flintridge. The District currently provides water to more than 8,000 accounts representing a population of approximately 32,000.



Our Mission

To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.



Our Vision

Secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency and cost-effectiveness.

Questions?

This notice is also available on the CVWD website, [www.cvwd.com](http://www.cvwd.com). CVWD staff can assist in answering any questions between 7:30 a.m. and 4:00 p.m., Monday through Friday. If you have questions or need additional information, please call CVWD at (818) 248-3925 or email [customerservice@cvwd.com](mailto:customerservice@cvwd.com)



2700 Foothill Blvd  
La Crescenta, CA 91214

We invite you to review this information and contact us at (818) 248-3925 or [input@cvwd.com](mailto:input@cvwd.com) with questions, comments or concerns.

POSTAGE  
HERE

DRAFT



Public Notice of Proposed Capital Charge on the Property Roll

The Crescenta Valley Water District (CVWD) Board of Directors will conduct a public hearing to consider a charge to the property tax roll. If approved, the charge will take effect on the 2023/2024 Property Tax Bill. The public hearing will be conducted at the time, date and location specified in this notice. All members of the public are invited to attend. This notice is being sent to all record owners of property upon which charges will be imposed.

At CVWD, we are committed to providing safe and reliable water service, now and in the future.

Much of our critical infrastructure was first installed in the 1950s, and that means that many of our pipelines, wells and facilities have reached the end of their useful life. Significant community investment will be needed to fund work to replace and rehabilitate wells and replace around two miles of pipeline each year. This will safeguard our water infrastructure for our future.

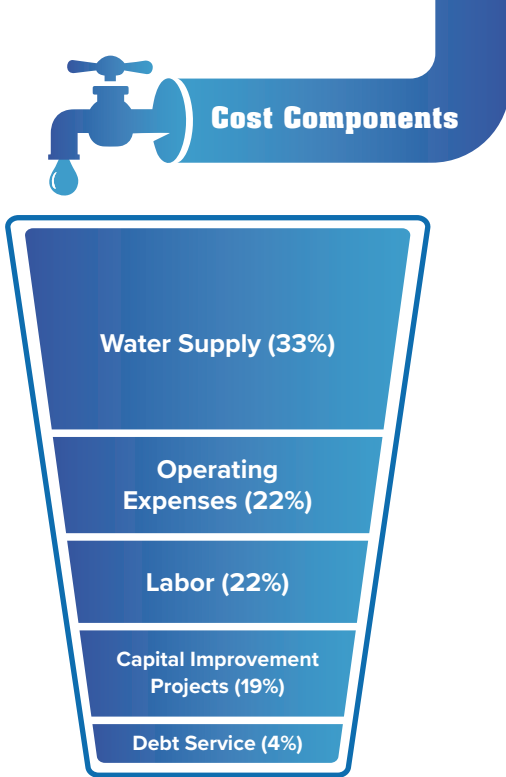
CVWD also faces increasing costs to deliver the same quality water and sewer service our customers deserve. With rising costs to import water, rising inflation and reduced financial reserves, the District must ensure that annual revenues meet or exceed expenditures.

**Date** June 13, 2023 **Time** 6:00 p.m.  
 **Location** 2700 Foothill Blvd.  
La Crescenta, CA, 91214

## CVWD Behind the Tap

When people turn on their faucet or flush their toilet, they probably aren’t aware of everything that CVWD does behind the scenes to keep that water flowing. When you pay your water bill, you’re paying to install, operate, maintain and improve our water system. While every effort is made by CVWD to find improved efficiencies and reduce expenses, the costs to provide reliable and sustainable water service involves many factors.

- **Water Supply:** CVWD utilizes two water sources including 40% groundwater from the Verdugo Basin and 60% from imported supplies from Northern California and the Colorado River
- **Operating Expenses:** Costs to operate the District and support its daily functions. Including many water quality tests, repairing leaks and maintaining adequate water storage
- **Labor:** Highly specialized staff to support CVWD daily operations, customer services and emergency response
- **Capital Improvement Projects:** Projects to improve and secure our water infrastructure to maintain water quality, reliability and future needs
- **Debt Service:** Costs to repay money borrowed to build existing and future infrastructure



## How Does This Impact Me?

Proposed property roll charges are displayed in the tables below. Charges are based on the average projected cost of pipeline replacement over the next five years. The Fire Service Meters charge is based on the “private” share of fire protection lines that are separately metered, excluding public fire hydrants. The Meter Ratios table displays proposed charges based on meter size. The vast majority of customers use a 3/4-inch meter, highlighted in green. Accountholders not billed through property tax bills will receive a separate annual invoice.

### Charge by Meter Size

Charges will appear on property owner tax bills

| Meter Size | Annual Charge |
|------------|---------------|
| ¾”         | \$404.30      |
| 1”         | \$673.83      |
| 1½”        | \$1,347.66    |
| 2”         | \$2,156.25    |
| 3”         | \$4,718.14    |
| 4”         | \$8,490.23    |

### Meter Ratios

For all customer classes except fire flow service

| Potable Meters |                  |            |
|----------------|------------------|------------|
| Meter Size     | Number of Meters | AWWA Ratio |
| ¾”             | 7,044            | 1.00       |
| 1”             | 885              | 1.67       |
| 1½”            | 152              | 3.33       |
| 2”             | 66               | 5.33       |
| 3”             | 29               | 11.67      |
| 4”             | 2                | 21.00      |

### Fire Service Meters

Charges will appear on property owner tax bills

| Meter Size | Number of Meters | Annual Cost |
|------------|------------------|-------------|
| 1          | 1                | \$6.93      |
| 2          | 11               | \$42.88     |
| 3          | 2                | \$124.55    |
| 4          | 78               | \$265.44    |
| 6          | 18               | \$771.03    |
| 8          | 6                | \$1,643.13  |
| 10         | 2                | \$2,954.88  |



## How Does This Ensure Infrastructure Reliability?

To address needs to fund pipeline replacements, CVWD is proposing a property roll charge to generate ongoing dollars. This also promotes revenue stability revenue stability, which protects the ability to provide infrastructure reliability into the future regardless of external influences such as precipitation and temperature. It is a long-term cost for a long-term benefit.



## How Can I Participate?

Crescenta Valley Water District welcomes your input as its Board of Directors considers the changes explained in this notice. If you have questions or comments, you can:

**Visit, call, or go online** – Information related to the proposed roll increases is available for review at the CVWD Office located at 2700 Foothill Blvd, La Crescenta. You may also obtain information by calling the District at (818) 248-3925 or online at [www.CVWD.com](http://www.CVWD.com)

## Protest Letters

Any CVWD customer or property owner within the CVWD water service area may file a written protest of the proposed property roll charges by sending a letter to: CVWD’s main office, 2700 Foothill Boulevard, La Crescenta, CA 91214. A valid protest letter must include your name, a CVWD service address, a statement of protest and an original signature. Only one written protest per parcel, filed by an owner or tenant, will be counted.

For your convenience, there is a protest form available at [www.cvwd.com](http://www.cvwd.com). Electronic submittals of signed protest letters may be scanned and emailed to the District at [customerservice@cvwd.com](mailto:customerservice@cvwd.com).

All protests must be received at the address above no later than **Tuesday, June 13, 2023, by 4:00 p.m.**. Protest letters received prior to **Thursday, June 8, 2023 at 4:00 p.m.** will be included in the agenda package distributed to the Board of Directors and posted online at [www.cvwd.com](http://www.cvwd.com).

## Public Hearing Process

The public hearing will be held on **Tuesday, June 13, 2023 at 6:00 p.m.**. Customers may attend in person or through teleconference. The District will post the information for the public hearing on the District’s website. You may call the District at (818)-248-3925 to obtain the information. The Board of Directors will meet on **Tuesday, June 27, 2023 at 7:00 p.m.** to consider the proposed property roll charge, either in person or through teleconference. The Board may adopt, reject or modify the proposed charge.

The Board cannot legally increase charges more than indicated in this notice. As a public agency, the district cannot collect more than the actual costs associated with providing services to its customers. There is a 120-day statue of limitations for challenging any new, increased, or extended fee or charge.

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 Christy Colby by phone or in writing to the District at (818) 248-3925 or [customerservice@cvwd.com](mailto: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.

# **CRESCENTA VALLEY WATER DISTRICT**

## **BOARD OF DIRECTORS - STAFF REPORT**

Action Item No. 4  
April 11, 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 Board input.

### **BACKGROUND:**

The District has incorporated the Board’s various considerations over the last year, including from the March 14, 2023 Board meeting. With approval of the Policies & Procedures, the District’s consultant, ATS Communications, will be able to commence marketing the District’s sites to cellular carriers to secure leases that provide passive income and additional coverage for the service area.

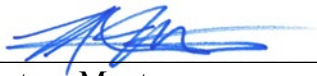
The document has been reviewed by legal counsel, and Mr. Tony Ingegneri of ATS Communications will be available as a resource for the Board for this discussion.

### **RECOMMENDATION**

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

Prepared by:

Submitted by:



Arturo Montes  
Finance & Administration Manager



James Lee  
Director of Finance & Administration

Attachment(s):

1. Amended Policies & Procedures

g:\management\board meeting staff reports\2023\04-11-23 P&P Cell Towers Update.docx



**Communication Facilities License Program  
Policy and Procedures  
for  
Communication Facilities Licenses  
located on  
Crescenta Valley Water District Properties  
April 11, 2023**

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## **Appendices**

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## 1. Introduction

Crescenta Valley Water District (“District”) is a local, independent county water district, operating pursuant to the County Water District Law, Division 12, sections 30000 et seq. of the California Water Code. Because a wide range of general and special acts exist under California state law, water special districts are governed by a large number of distinct statutory authorizations, which allows the District to provide designated water services. Members of the District’s five-member governing body, its “Board of Directors,” are 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 its customers reliable, high-quality water services in a fiscally sustainable manner.

Ancillary to this directive, the District desires to grant licenses to approved applicants to construct and operate a wireless communication facilities (“Communication Facility”), as governed by the Federal Communication Commission’s (“FCC”) requirements, on approved sites located on the District’s various properties where feasible and compatible with the District’s facilities or operations. **The wireless facilities are considered a benefit to the community and must not interfere with the use or operations at any District property where a Communication Facilities may be installed under this Program, pursuant to the FCC’s requirements.**

The District has developed this Program Procedures and Guidelines for Communication Facilities Licenses (“Program”) to define, explain, and set forth the policies, terms, conditions, and requirements for granting a communication license (“License”) and approving licensee improvements for the construction, installation, operation, and maintenance of an unmanned communication facilities at an approved site on District property.

Under this Program, the District will maximize additional revenues from wireless communication companies while protecting District operational needs, allowing flexibility for changes-in-use at its facilities, and assuring safety at the facility sites.

The terms and requirements set forth in this Program shall apply to all licenses and arrangements for an unmanned communication facility on District property and is to be followed by all current licensees that have been granted a License or an amendment to a License under this Program (“Licensee”). All applications for new Communication Facilities, or amendments or changes to existing Communication Facility arrangements, shall comply with the terms outlined in this

Program, including the application procedures and guidelines for completing work or modifications in Section 5 of this Program (Application/Project Processing Guidelines).

References to words in this Program importing the singular shall include the plural and *vice versa*.

References to the words “applicant” or “Applicant” in this Program may mean either a new applicant or an existing Licensee applying for new work or modifications to a Communication Facility at an existing District site, as the case may be.

References to the capitalized terms “License Agreement” or “Amendment” mean the general and terms in any proposed license agreement template or form of amendment (identified in Section 2) that will be provided to applicant during the application process, unless a finalized version of the proposed form of agreement or amendment has been fully executed by all parties, and approved by the District’s Board of Directors in accordance with requirements in subsection 3 of Section 2 below.

**This Program may be amended from time to time with the approval of the District’s Board of Directors at a properly noticed public meeting. District will provide written notice to Licensee in advance of any proposed revision to this Program. However, it is the responsibility of all applicants and Licensees to comply with the most current Board-approved version of the Program.**

## **2. License Agreements and Amendments**

1. All new applications for Communication Facilities shall be submitted in accordance with the guidelines in Section 5 and authorized in substantially the form of the communication facility license agreement or amendment template that will be provided during the application process and attached as Appendix A or Appendix B, as applicable. All applications for amendments or changes to existing Communication Facility arrangements shall be authorized in substantially the form of either of these proposed templates, subject to reasonable negotiations and final approval by the District’s Board of Directors.
2. Key terms in the Communication Facility License Agreement Template include:
  - a. The License Term shall be for ten (10) years, with a single option that may be exercised by applicant for an additional five (5) year period (fifteen (15) years in the 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 annual payments. The payment schedule for license fees will be listed in the communication facility license agreement template provided during the application process.
  - c. Annual license fees are due and payable within 45 days of the full execution of a communication facility license agreement or amendment (subject to a prorated portion of the annual license fee, if any).
  - d. License fee amounts will be subject to an automatic yearly increase (“Annual Escalation”) equal to four percent (4%) per year during the ten (10) year license period and during any exercised option period, as applicable. Any Annual Escalation shall be effective on January 1 of each year of the license term and any exercised option period, as applicable. In addition, if applicable, a one-time catch-up inflation adjustment shall be made for the first year of an exercised 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 and pro-rated on a monthly basis as 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 complete removal of Licensee’s equipment and restoration of the licensed area to the pre-existing condition prior to the installation of Licensee’s equipment at a site.
3. The Board of Directors may delegate authority individually to the District’s general manager, assistant general manager, and the director of engineering, or their designees, to:
- (i) review all License applications and negotiate all Licenses and Amendments, including the determination of annual license fees, in accordance with the terms and conditions of this Program, and
  - (ii) enter into License Agreements or Amendments under this Program.
- Final approval of all new License Agreements or Amendments shall be at the sole discretion of the District’s Board of Directors.*

### **3. Communication Facility Development Guidelines and Requirements**

All Communication Facilities on District properties shall be installed, operated, maintained, modified, and altered, according to this Program, and shall comply with the policies, procedures, guidelines, and requirements outlined in this Section 3 and elsewhere in this Program. These Program guidelines and requirements apply to all Communication Facility installations, work and operations, and modifications and repairs, whether under new License Agreements, or pursuant to an existing License Agreement or Amendment.

#### **3.1 Universal Installation Requirements**

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

*If any new or changed facts are revealed in one or more of the pre-construction documents, building permits, architectural plans, zoning approvals, drawings, renderings, or insurance policies listed in this Section 3 or in Section 5, which require a change to any term in a fully executed License Agreement or Amendment, that or those changes will need to be approved by the District's Board of Directors.*

##### **3.1.1 New Site Build, Site Modifications and Site Repairs**

1. **Under this Program, Communication Facilities may be located on a tank structure. Each structure shall preserve the operational safety, as well as the functional and aesthetic qualities necessary to blend into the local environment at and around the District site, to be decided and approved by the District's Board of Directors.**
2. A formal request for a new Communication Facility, or modifications to an existing facility, requires the applicant to submit a wireless telecommunication application ("Site Application") (see Appendix C) 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 a site assessment visit ("site-walk") to determine if the proposed project or improvements are feasible. All applications for new Communication Facilities, or modifications to existing facilities, shall be valid for a period of twelve-months starting on the date the District provides a receipt of Licensee's application. Licensee may request an extension to the twelve-month time period, which may be granted at the District's sole discretion.
3. All new Communication Facilities are required to have magnetic attachments for all tank-mounted equipment. All existing Communication Facilities with welded and/or epoxy tank-mounted antennas and other tank-mounted equipment shall be removed and replaced using magnetic attachments (i) any time a Licensee submits an application to modify its facilities or (ii) upon written notice by the District to Licensee identifying the

Communication Facility where failing mounts are causing damage to the District's water tank, property, or facilities.

4. Prior to commencement of any work by a Licensee at a District site, the District must have ***all*** of the following materials, all of which shall meet the requirements in the subsections describing these materials:
  - a. A fully executed License Agreement or Amendment, as applicable, which is not in default.
  - b. A current certificate of insurance with the proper entity name for the Licensee and for any contractors to be engaged in the installation of the Communication facility, along with additional insured endorsements and other insurance required under the License Agreement. Additionally, Licensee shall ensure that any contractors to be engaged in the installation or modification of a Communication Facility shall conform with the insurance requirements described in the License Agreement or Amendment, as applicable.
  - c. A set of construction drawings/plans for the proposed Communication Facility signed and stamped by a licensed professional engineer and approved by the District.
  - d. Documentation indicating Licensee has complied with all applicable planning and zoning approval requirements from the jurisdiction of record, including conditions of approval ("COAs"), if any.
  - e. A set of construction drawings/plans signed and stamped by the jurisdiction of record and a copy of all building permits and other permits required by the jurisdiction of record.
  - f. A copy of the signed and stamped structural analysis, from a licensed professional engineer ("P.E."), and, if required by the District, a separate letter from the P.E. indicating that all existing and/or proposed equipment will be adequately supported by the attachment systems. No work shall commence prior to the issuance of a letter of consent ("Letter of Consent" or "LOC") by the District. The District shall issue a Letter of Consent once all requirements of this Program have been met by the applicant and the District has determined that the proposed work may commence. The Letter of Consent will accompany District-approved construction drawings/plans that have been signed and stamped by the jurisdiction of record.

- i. Licensee shall include the District in any bid walk at a project site in preparation of selecting a general contractor ("GC") to oversee project construction. The District reserves the right to approve or reject a GC based on past performance of similar projects on District property. Licensee shall be notified within (10) business days of the bid walk of any GC that does not meet the District's requirements. Licensee shall be responsible for all actions of the GC and GC's agents and personnel arriving to the project site, at the project site, and leaving the project site. If the GC does not strictly follow and enforce the District's requirements for an issued Letter of Consent, the GC may be barred from the site and the project may be placed on hold until a suitable GC is identified by the Licensee and approved by the District. The District reserves the right to charge a fee of up to \$350 for any repeated pre-construction bid walk to reiterate the procedures and conduct for the project. The fee shall be determined by the District if necessary.
  - g. Materials (i)-(iii) below, to be provided at a pre-construction meeting conducted with the District's inspector. The pre-construction meeting shall be held at the applicable District site at least one week prior to the start of construction, and it shall be attended by Licensee's contractors, the District's inspector and, as necessary, the District's preferred coatings inspector and Painting Contractor. Licensee or its contractors shall provide the District's inspector with the following:
    - i. a construction schedule (subject to the District's review and approval);
    - ii. 24/7 contact information for the contractor(s) and its project foreman;
    - iii. Contractors' proof of insurance, including worker's compensation.
5. After the Licensee receives a Consent Letter and construction drawings/plans approved by the District, the Licensee or its contractors shall notify the District's inspector at least two (2) business days prior to beginning any work at a project site. Work must commence no later than sixty (60) calendar days from the date the District issues a Letter of Consent, and work must be completed within one hundred eighty (180) days from the date the District's Letter of Consent is issued, unless a change to these requirement is approved by the District.
6. The District reserves the right to withhold or withdraw its approval to commence work at a project site if the Licensee or its contractors have failed to satisfy any of the Program terms.

7. If a District site requires maintenance work that may interfere with the Licensee's work or activities at the site, the District reserves the right to require Licensee to postpone Licensee's work activities at the site until that time the District's maintenance work has been completed. The District will strive to, when possible, give advance notice of any scheduled maintenance work and/or capital improvement projects that may interfere with the Licensee's work or activities at a site and coordinate its activities with Licensee.
8. Under no circumstances will Licensee and/or its employees, agents, or contractors be allowed access to the roof of any District reservoir tank without direct supervision by a District staff member. The District reserves the right to determine any work limitations at any District facility or site.
9. Licensee's contractors shall ensure that the District site is accessible at all times to District personnel, in accordance with the requirements under Section 3.3 of this Program.
10. Licensee shall be responsible for any damage to any existing Communication Facilities or District facilities at a District site, if any, caused by any construction work or other activities performed by Licensee or its agents; and, upon request by the District, shall promptly return any Communication Facility or District facilities damaged by Licensee or its agents back to their pre-existing condition, or better, at Licensee's sole expense and at no cost to the District. If Licensee does not comply with such a request, District may perform the necessary repairs and bill Licensee the actual cost of those repairs, which Licensee shall pay no later than (30) calendar days of receiving this bill.
11. All new and existing Communication Facilities and equipment owned by the Licensee shall be properly tagged, identifying the Licensee's name, site name and/or number, and a 24-hour emergency phone number.
12. Licensee's contractors shall have a copy of the jurisdictional issued permits and the stamped construction drawings/plans, approved by the District's director of engineering (or designee), on-site at all times during work activities.
13. Licensee and its contractors are responsible for ensuring the District site cannot be accessed by the public at any time while Licensee's work is occurring at the site.
14. Upon completion of work at a site, Licensee's contractors shall schedule a final walk-through with the District's inspector. Upon acceptance of this work by the District's inspector, Licensee and/or its contractors shall provide the District with a set of as-built

construction drawings/plans with field mark-ups, if any. These construction drawings/plans shall be labeled “**RECORD DRAWINGS**” and are mandatory for the District to close-out the project upon the completion of the Licensee’s related work activity. Any project that Licensee has not successfully closed out may result in the District’s delay in reviewing any subsequent Licensee project submittals.

15. Trenching, as part of any work or installation, shall conform to the requirements in Section 3.7 of this Program (addressing Trench Details).
16. The Licensee and/or its contractors shall comply with all local, state, and federal health and safety requirements pertaining to the construction, installation, operation, and maintenance of its Communication Facility. Requirements of the Occupational Safety and Health Administration (OSHA) & Federal Communication Commission (“FCC”) shall be followed at all times; including any safety and injury prevention placards or program required under applicable laws and/or regulations. A copy of any such program, if required by law or regulation, shall be maintained on-site at all times and Licensee’s employees, agents, and/or contractors shall be trained on any applicable protocols or procedures accordingly.
17. Licensee and/or its contractors are required to use the District’s preferred painting contractor (“Painting Contractor”) for any coatings, painting, or restoration work on any District water tank, property, or facility, as the case may, and as authorized by the District. Painting repairs shall be a minimum of seam-to-seam, top-to-bottom of that or those tanks or as required by the District.

### **3.1.2 Maintenance & Emergency Access**

Maintenance of Licensee’s Communication Facility is divided into two categories: (a) routine maintenance and (b) non-routine maintenance. If Licensee is uncertain as to which category any of its proposed work falls under, Licensee should contact the District’s inspector. All maintenance activity shall be performed during regular business hours (8:00 a.m. – 4:00 p.m., Monday through Friday) or according to the hours prescribe by the jurisdiction of record, whichever is more stringent.

**(a) Routine Maintenance** is defined as *any* of the following:

1. Any work performed by Licensee to repair or service its facility which does not require entitlements (e.g. planning/zoning approval, building permit, electrical permit) from a jurisdictional body.

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.
3. In the case of antennas, any like-for-like replacement that is acceptable under the COAs imposed by the jurisdiction of record for the original antenna installation.
4. Licensee shall notify the District of its intent to perform any routine maintenance to its Communication Facility pursuant to Section 4 (Site Access and Security).

**(b) Non-Routine Maintenance** is defined as *any* of the following:

1. If the sizes, weight, shape, appearance, or other similar characteristics of a replacement component to Licensee's Communication Facility is changed, Licensee shall be required to submit a Site Application, appropriate fees, and construction drawings/plans for the District's review and approval (see Section 3.2 below (Requirements for Proposed Project Construction Drawings/Plan) and Section 5 (Application/Project Processing Guidelines)).
2. In the event work to be performed by Licensee is expected to impact the use of District property, including property access, obstructions of driving lanes, or similar impacts, Licensee shall notify the District and submit a Site Application and Construction Drawings/Plans for District's review and approval in an issued Letter of Consent.

**(c) Emergency Access** is defined as the following:

Any event in which a Licensee's Communication Facility becomes suddenly impaired or non-operational due to reasons including, but not limited to power interruption, equipment failure, theft, vandalism, or acts of nature, and requires emergency access to the site. In such an event, Licensee shall have non-exclusive access to its Communication Facilities on a District site 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 or more than twenty (20) feet in length) to install, operate, and maintain the Communication Facility during this emergency access period, provided Licensee adheres to all requirements of this Program.

If there is an equipment failure at a site, other than equipment accessed at the ground level, Licensee will use its best efforts to undertake repairs during standard business hours. Within twenty-four (24) hours of any type of equipment failure or emergency which requires access to any District site outside of standard business hours, Licensee shall inform the District of the event via phone at (818) 248-3925.

### **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 aspects of a proposed project as it relates to the continued on-going operations of the District's equipment or facilities at a potential site. All project construction drawings/plans submitted to the District for review shall contain all of the following:

#### **3.2.1 Signature Block**

A signature block for the District's director of engineering (or its designee) featured on the title sheet ("Title Sheet") in accordance with the sample depicted in Appendix E.

#### **3.2.2 District Construction Notes**

The District construction notes listed in Appendix F.

#### **3.2.2. District Contact**

The title page of each project construction drawings/plans shall display the District's inspector's contact information.

#### **3.2.3 District Facility Name**

The District's site name, prominently displayed, with Licensee's designation (e.g. site name and site number) for its Communication Facility on the Title Sheet.

#### **3.2.4 District Project Number**

The District's assigned project number clearly displayed on the Title Sheet, which will be provided with the project application receipt.

#### **3.2.5 Equipment Table**

The equipment schedule, identifying approved equipment; the equipment currently installed at the site; any proposed changes to the equipment (for modifications); the number of antennas, type (panel, whip, GPS and/or microwave) and size of the antennas; the number of remote radio units (radio heads) according to the sample table ("Equipment Table") depicted in Exhibit E. The Equipment Table shall be featured on the Title Sheet.

#### **3.2.6 Addresses / Assessor Parcel Number(s)**

The District's office address (2700 Foothill Blvd, La Crescenta-Montrose, CA 91214), the street address for the specific District site, the Licensee's meter address (if different), and the Assessor's Parcel Numbers (APN) depicted on the Title Sheet.

### **3.3 District Personnel Access**

Licensee and/or its contractors shall ensure all work activities at a District site do not block the District's personnel from accessing the site at any time, except with District's prior authorization. Open trenches, potholes, and other hazards shall be properly covered and/or marked at all times to allow District personnel to safely access the site at any time, 24-hours a day. Contractor equipment ("Equipment") used for work activities must be removed from the site upon completion of work. Under no circumstances will the District allow storage of any Equipment on a site beyond one day without written approval from the District. Any Equipment remaining on a site for more than one day is subject to removal at Licensee's and/or its contractors' expense.

### **3.4 DIG ALERT**

The Licensee and/or its contractors shall notify underground service alert (DigAlert), in accordance with the law, at least two (2) business days prior to beginning construction by phone at 1-800-422-4133 (Cell: 811) or via the Internet at <https://www.digalert.org>. Any underground District facilities to be crossed shall be potholed, by hand digging, to verify the location of any of District's underground facilities prior to working in the vicinity of those underground facilities.

### **3.5 Coating/Painting Requirements**

For any restoration work to any of District's reservoir tanks or facilities, as the case may be, and to be approved by the District, Licensee and/or its contractors shall coordinate with the District's inspector and the District's coatings inspector for coating/painting requirements and the District's preferred Painting Contractor prior to initiating any work on a District reservoir tank or facility. Licensee and/or its contractors are responsible for any inspection fees associated with the District's coatings inspector and the District's preferred Painting Contractor. All fees must be paid prior to project close-out.

### **3.6 Tank or Facilities Rehab (Process and Procedures)**

In the event of any tank or facility rehabilitation work, the District will provide sixty (60) calendar days' advance notice to all Licensees and each Licensee shall be required to relocate their respective equipment from the District's tanks or facilities to other temporary facilities for the duration of any District renovation project. Use of a man-lift will require the District's prior written consent. Licensee may use scaffolding to temporarily relocate tank-mounted equipment, subject to the District's written approval. Licensee shall use best efforts to accommodate any of the District's requests pertaining to these processes and procedures.

### **3.7 Trench Detail**

Trench details shall show:

- a. Depth and width of the trench
- b. Backfill material list
  - (i.) For paved areas: one-sack cement slurry shall be used to within 1-inch of existing pavement
  - (ii.) For unpaved areas: suitable native material shall be used with 90% minimum compaction; and 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 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 to the entire work area for the full width of the access road/paved areas, or as directed by District's inspector after work is completed.

### **3.8 Softscape Replacement**

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

- 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, or as directed by the District.
- 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, prior to installation, for landscaping requirements.

### **3.9 Work Hours and Lighting**

The Licensee shall adhere to all work hours set forth in Section 3.1.2 above and lighting restrictions imposed by the jurisdiction of record. The District reserves the right to alter or restrict work hours at any District site. The use of night-time flood lighting is generally prohibited. However, if Licensee determines that it is absolutely necessary, Licensee may submit a lighting plan and schedule for the District's review and possible approval.

### **3.10 Site Restoration**

District sites shall be repaved per Section 3.7 of this Program (Trench Details) or restored per Section 3.8 (Softscape Replacement). Any other features at a site that are disturbed, removed, or

damaged by a Licensee, its contractors, or its agents shall be replaced with new features, or repaired, as determined by the District's inspector. Each site shall be restored to a condition equal to or better than its condition at the beginning of the license term.

### **3.11 Emergency Back-up Generators**

The District acknowledges the importance of disaster preparedness, recovery, and restoration during natural disasters, and the need for operational continuity of Communication networks. In time of natural disasters, communication networks are a critical component for public safety (e.g. first responders such as firefighters, law enforcement, paramedics, utility workers, and relief workers). The District will consider allowing Licensee to install permanent standby emergency generators at a District site on a case-by-case basis, as determined and approved by the District.

Notwithstanding the foregoing, the District will allow Licensee access for portable standby generators, where and when applicable, and only where not in conflict with ongoing and future District operations.

## **4. Site Access and Security**

### **4.1 Obtaining Keys**

Access to and work on a Licensee Communication Facility at any District site, including installation, maintenance, modifications, and operation, requires use of a District issued cyber key. Licensee shall pay the District a five hundred dollar (\$500.00) deposit for each cyber key it is issued. If a cyber key is lost or damaged, the deposit will be forfeited, and a new deposit will be required for each additional cyber key. Cyber key access may be terminated, at the District's sole discretion, if Licensee, its employees, representatives, agents, or contractors, do not strictly adhere to all rules and requirements of this Program pertaining to site access and/or safety and security at a District site. Additional cyber keys may be obtained as needed with applicable deposits.

### **4.2 Security Measures and Access Regulations**

The District is subject to local, state, and federal law, including the Department of Homeland Security ("DHS") regulations. The District requires Licensees to follow all security measures and access regulations, and to comply with applicable laws and District requirements. Rules and guidelines for each District site are at the sole discretion of the District and shall be followed by all Licensees. **District reserves the right to amend these rules and guidelines at any time, subject to the approval of its Board of Directors.** Site-specific rules and regulations, and updates to them, will be effective upon written notice to Licensees. Failure to follow the District's rules and guidelines are

cause for revocation of any cyber keys. District's rules and guidelines which shall be followed include, but are not limited to:

1. Any rules and guidelines established for each District site based on the unique characteristics of the Site.
2. Licensee shall be responsible for the activities of its employees, agents, and contractors while at a District site. Licensee is responsible for providing access for its employees, agents, and contractors to a District Site.
3. Licensee is required to obtain a cyber key from the District to access a District site. The cyber key tracks access to each District site for monitoring by the District.
4. Licensee will be responsible for maintenance of any cyber keys issued to it. Each cyber key must be updated by Licensee at the District facility, located at 2700 Foothill Blvd, La Crescenta-Montrose, CA 91214, on a periodic basis. Note: if the cyber key is not periodically updated, it will stop working and will not allow Licensee access to a District site.
5. Licensee shall provide the District, upon request, a contact list of cyber key holders and the names of those persons who will have access to a District site.
6. Licensee and/or its contractors may only access a District site using a District issued cyber key. **No** daisy-chain padlocks are allowed for a Licensee's access to its Communication Facilities at a District site.
7. Licensee and/or its contractors shall not leave access to a District site open (e.g. an open gate) and/or unattended while performing work activity or after leaving a site.
8. If Licensee and/or its contractors discovers theft or vandalism, whether to Licensee's Communication Facilities or to the District site, Licensee shall report that incident to the District immediately.
9. Licensee and/or its contractors is responsible for ensuring their licensed District site is properly secured and locked upon leaving the site.
10. If District personnel are present at a District site, it is the responsibility of Licensee and/or its contractors to announce their presence and to let District personnel know when they leave the site.

11. Licensee agrees to monitor the use of any cyber keys it is issued and to always keep them in a safe and secure place. Repeated loss of cyber keys may result in forfeiture of the use of the cyber keys, resulting in a Licensee being required to have a District staff member escort and provide them access to the applicable District site for a fee; that fee will cover the time spent by District staff to provide escorted access, charged at the fully burdened rate.
12. Licensee and/or its contractors shall provide written notice to the District no later than 48-hours before any activities by Licensee and/or its contractors will be occurring at a District site. The notification shall be sent by e-mail to [grp\\_operators@cvwd.com](mailto:grp_operators@cvwd.com) and [jlee@cvwd.com](mailto:jlee@cvwd.com).
13. Licensee, its representatives, agents, and/or its contractors accessing a District site shall carry company 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.
14. Licensee, its employees, agents, and/or its contractors' vehicles shall be marked as such and be distinguishable from general public vehicles when on a District site. Notwithstanding the above, any Licensee vehicle accessing District facilities without distinguishing markings shall display a business card in the windshield identifying the entity accessing the site (showing the person's name and company name).
15. The District reserves the right to charge an access fee for any requests by Licensee's employees, agents, and/or contractors for escorted access to a District Site that is required for other reasons other than a malfunctioning cyber key. That fee shall cover the time spent by District staff to provide escorted access, charged at the fully burdened rate, or \$350.00 in total, whichever amount is greater.

#### **4.3 Ongoing Operations**

1. Ongoing operations and maintenance of the Licensee's Communication Facility shall comply with all applicable local, state, and federal laws and regulations, as well as the requirements of this Program, and the applicable terms of the License Agreement.
2. If Licensee installs any equipment outside the licensed area or exceeding the parameters of the permitted use or uses authorized under the License Agreement without the District's prior written authorization, the District reserves the right to (i) terminate the License, or (ii) charge an additional fee for any unauthorized equipment, equivalent to 200% (two

hundred percent) of the incremental License Fee that would have been payable to the District for a similar increase in the permitted use on a District site had the District's prior consent been properly obtained. For the purposes of calculating the incremental license fee increase for any such unauthorized use of equipment at the site or outside of the licensed area at the site, 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/Project Processing Guidelines

All applications for proposed work at a District site (whether that project is a new build, modification, or decommission) shall follow the general application process guidelines (from project inception to project completion "close-out"), which include the following procedures and requirements (some of which were previously discussed in Section 3 above):

1. The applicant ("Applicant") contacts the District to request the District's current Site Application (see Appendix D) for a proposed project.
2. Applicant is referred to District's project processing agent ("Consultant").
3. Upon contact, District's Consultant provides the applicant with a copy of the District's current Program, communication facilities project application form, and fee schedule.
4. Applicant completes the communication facilities project application form provided by Consultant, signs and dates the form, and sends the completed form back to the Consultant, accompanied with payment for the appropriate fee (based on the fee schedule), ***in the form of a check issued by Applicant or a cashier's check issued by the Applicant's bank*** (no third-party checks will be accepted). The application and check shall be sent to the Consultant at the following address:  

ATS Communication  
Attn: District site app  
4195 Chino Hills Pkwy, #605  
Chino Hills, CA 91709  
ATS (949) 922-2859
5. Consultant will review the application for accuracy, clarity, and completeness. If approved by the Consultant, the application will be delivered to the District for processing.
6. The District will log the application and provide the Applicant with an application receipt for the fees received, along with a District project tracking number. Applicant shall use the project tracking number in all correspondences pertaining to the subject project.

7. If necessary, Applicant will coordinate with the Consultant to arrange for site access to complete any required architectural & engineering surveys ("A&E site-visit").
8. Applicant shall provide Consultant with zoning or construction drawings/plans for District's review.
9. District may require Applicant to correct or modify the zoning or construction drawings/plans. District/Consultant will provide redlined drawings/plans to Applicant with comments for corrections/modifications.
10. If there are any changes, applicant shall provide Consultant a set of revised zoning or construction drawings/plans for District's final review and approval. Upon approval, the District shall provide a letter of authorization ("LOA") to Applicant authorizing Applicant to submit the proposed set of drawings/plans to the jurisdiction of record for all necessary entitlements. If the jurisdiction requires further modifications to the District-approved zoning or construction drawings/plans, Applicant shall obtain District approval for any modifications to previously District-approved drawings/plans.
11. If Licensee conducts a pre-bid walk with one or prospective general contractors, this activity must be coordinated with the District's Consultant and the District's inspector.
12. Once the Applicant has obtained all required entitlements and has fulfilled the requirements in this Section 5 and any applicable requirements listed in Section 3 of the Program (above), the District will issue a Letter of Consent to Licensee allowing Licensee to proceed with the construction process. Prior to the start of construction Licensee shall provide the District with **all** of the following:
  - a. A fully executed License Agreement or Amendment, as applicable.
  - b. Documentation that Licensee's project has obtained planning and zoning approval by the jurisdiction of record, including COAs, as necessary.
  - c. A copy of the architectural & engineering structural analysis showing the existing and/or proposed facilities are structurally capable of supporting the proposed equipment.
  - d. A copy of GC's certificate of insurance naming the District as the certificate holder specific to the subject project.
  - e. 24/7 full contact information for the project's foreman.
  - f. A pre-construction site meeting with the GC's foreman, Consultant, and the District's inspector. Note: if any restoration work is required to any of the District's tanks, the pre-construction site meeting will require the attendance of the District's coatings inspector and Painting Contractor (as necessary).

- i. GC shall arrive at the applicable District site with a full-sized set of drawings/plans approved by *both* the District and the applicable local jurisdiction. These drawings/plans must have the same iteration date as the date they were approved by the District and issued with the LOA. If the GC does not have these approved drawings/plans at the pre-construction site walk, the meeting will be cancelled.
  - ii. If a pre-construction meeting is cancelled, a \$350.00 rescheduling fee shall be charged to GC and may result in the project being delayed or put on hold.
- 13. During the pre-construction meeting, District and/or Consultant will provide GC with written District guidelines for completing the subject project. Failure to follow District guidelines may result in the project being delayed or cancelled and penalties may be assessed by the District.
- 14. Once a pre-construction meeting has been completed in conformity with all requirements under this Program, the project must commence within 14 calendar days of that meeting's date. If work does not begin within 14 days of that completed meeting, District may require another pre-construction meeting at the site, subject to a reasonable rescheduling fee which may be assessed by the District.
- 15. If a Licensee assigns a new GC to the project after the District issues a LOC, it is Licensee's responsibility to ensure the new GC is made aware of the District guidelines and that the District guidelines are strictly adhered to by the GC.
- 16. Prior to full completion of work, Licensee's contractors shall schedule a walk-through with the District's inspector and Consultant to identify and list issues (punch-list), if any, with the project work.
- 17. Once the punch-list items are completed Licensee's contractors shall schedule a final walkthrough with the District's inspector.
  - a. GC must provide advance notice of its intention to schedule a final walkthrough for close out one week in advance to give the District inspector and the Consultant time to ensure all aspects of the project punch list have been completed to the satisfaction of the District.
  - b. Upon District's final acceptance of the project work, Licensee and/or its contractors shall provide the District:
    - i. A copy of the jurisdiction of record final approval.
    - ii. A set of "as-built" Construction Drawings/Plans labeled "**RECORD DRAWINGS**" on the Title Sheet, and showing all field changes to the appropriate sheets, if any. If no field changes were made, a note indicating "**BUILT TO PLAN**" shall also be depicted on the Title Sheet.

18. Prior to final project close-out, Licensee or GC shall provide evidence that all third-party invoices (e.g., District's landscaper, painter and/or inspector), have been paid in-full.
19. In addition to submitting the "RECORD DRAWINGS," Licensee, Applicant or its GC shall sign and date the LOC and return the signed and dated document to the Consultant for final project close-out.
20. Upon District's acceptance of the "RECORD DRAWINGS" and receipt of the signed and dated LOC from Licensee's representative, the District shall sign, date and return the LOC to the Applicant, indicating the project has been successfully closed-out.
21. Basic instructions for all work activities are as follows:
  - a. In general, District will only allow one Licensee to perform project work activity on a District Site at a time. Licensee's proposed project may be delayed, at the District's sole discretion, until any current Licensee project work activity has been completed and closed-out prior to the commencement of any second project. Consideration of a simultaneous project work activity is at the sole discretion of the District.
  - b. Only the District or the Consultant may initiate a site meeting including sending out a meeting invitation.
  - c. GC shall take pre-construction photos and/or video of the project work area and surrounding area that they observe at the site. In the event damage is declared at the site, said photos and/or video may be used by the GC to determine pre-existing conditions and/or previous damage not attributable to GC's work activity.
  - d. GC shall notify the District prior to the delivery of any equipment, such as a man-lift, scissor lift, bucket truck or other large equipment, that may limit or prevent District personnel from complete access to a District Site.
  - e. Immediately upon completion of GC's project work activity, GC shall remove or cause to be removed from the District Site said equipment. That equipment shall not be permitted to remain overnight without the prior written approval by the District.
  - f. In the event the timeline to complete the project work activity at a District site deviates from the construction schedule approved by the District, GC shall update the construction schedule and transmit the revised construction schedule to the District inspector and Consultant.
  - g. It is the Licensee's responsibility to ensure its contractors have access to a cyber key issued by the District to open and close the gate when visiting a District site. If the District is called to provide access to a District site, the District may charge Licensee or

its contractors a fee equal to \$350.00 to cover the District's costs for staff time and expenses.

- h. If Licensee or its GC and subcontractors improperly lock any gate to a District site (such as bypassing the District's cyber lock or installing a locking mechanism not approved by District), the Licensee will be charged a fee equal to \$350.00 to fix the lock, and this may result in the project being delayed or cancelled.
- i. Licensee, its employees, agents, general contractors, sub-contractors, shall maintain proper business decorum at a District site at all times. This includes, but not limited to:
  - (i) no consumption of alcohol or illicit drugs while on site or being under the influence of either while on site; (ii) providing adequate bathroom facilities on site, as necessary;
  - (iii) no yelling or using profanely while on site; (iv) no driving to or from the site at excessive speeds; (v) no blocking ingress or egress from the site; (vi) no leaving trash at the site or any construction debris (e.g. nails, screws, bolts, washers, wiring, etc.).

## **6. Decommission or Termination Process**

If Licensee decides to decommission its Communication Facility on a District site, Licensee shall follow the process described in this Section 6.

1. Licensee shall submit a letter to the District, by certified mail or equivalent, indicating Licensee's intention to decommission its Communication Facility at a District site. The letter shall include Licensee's Communication Facility name and number, the District site name, the site address, a contact person, mailing address, e-mail address, and an intended time-frame for the decommission work activity.
2. Following receipt, the District will provide Licensee a letter acknowledging Licensee's intention to decommission its Communication Facility and directing Licensee to contact District's Consultant to initiate the decommission process, including the payment of appropriate fees, and the submission of necessary decommissioning drawings/plans.
3. Once the appropriate fees are paid, and the decommissioning drawings/plans are approved by the District, Licensee shall remove all installed equipment (including, but not limited to, all tank-mounted equipment, cable trays, bollards, underground conduits, cables, wires, equipment cabinets (or shelter), retaining walls, concrete pads, caissons, electrical power lines and meter pedestal, Telco boxes, and wiring), and return the site to pre-existing conditions, at the satisfaction of the District's inspector.

***The decommission process shall follow the same applicable District guidelines provided in Section 5 above.***

4. Licensee shall enter into a termination and release agreement with the District. This agreement will outline the District's requirement for site acceptance upon Licensee's removal of Licensee equipment at the site. Licensee shall be responsible for payment of the annual license fee for that year until the termination and release agreement and subsequent District site acceptance agreement has been fully executed by both parties.

**Appendix A**

**Communication Facility License Agreement Template**

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**Appendix B**

**Amendment to**

**Communication Facility License Agreement Template**

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CRESCENTA VALLEY WATER DISTRICT  
WIRELESS TELECOMMUNICATION APPLICATION

*Required for all New & Existing Communication Facilities*

*(Check all that apply)*

- ☐ Application for a new License at a Site - \$4,500.00 nonrefundable deposit and full reimbursement of District's out-of-pocket expenses and attorneys' fees above that amount for the review and approval of the license agreement or amendment, as applicable ("Attorney Review Fees").
- ☐ Application for License Amendment - \$2,500.00 nonrefundable deposit and full reimbursement of District's out-of-pocket expenses and Attorney Review Fees above that amount.
- ☐ Application for a Letter of Consent for minor improvements (no excavation) - \$2,000.00 flat fee.
- ☐ Application for a Letter of Consent for major improvements (Site excavation) - \$2,500.00 flat fee.
- ☐ Application for a Letter of Authorization to commence zoning and permitting - \$500.00 flat fee.
- ☐ 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.
- ☐ Application for Site decommission - \$3,000.00 nonrefundable deposit and full reimbursement of District's out-of-pocket expense and attorneys' fees above that amount.
- ☐ Application for insurance compliance, name change, assignment, change of ownership or entity - \$600.00 nonrefundable deposit and full reimbursement of District's out-of-pocket expenses and attorneys' fees above that amount.

***Check(s) should be made payable to District and shall accompany this application.  
Payments must be issued by Licensee (in the form of a Licensee company check or cashier's check)***

|                                              |                |
|----------------------------------------------|----------------|
| Total Fee: _____                             | Check #: _____ |
| <b>District Site Name:</b> _____             |                |
| <b>Site Address:</b> _____                   |                |
| <b>APN#:</b> _____                           |                |
| <b>Licensee entity name (Carrier):</b> _____ |                |
| <b>Carrier's Local Address:</b> _____        |                |
| <b>Carrier Site Number/Name:</b> _____       |                |

***Correspondence regarding this application should be sent to:***

**Agent**  
**Company:** \_\_\_\_\_  
**Agent Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

|                              |               |
|------------------------------|---------------|
| _____<br>Applicant Signature | _____<br>Date |
|------------------------------|---------------|

New License

Modified Build

Decommission

Detailed description of Project:

(mark all that apply)

Antenna(s) (Y/N):

Number / Size:

Microwave dish (Y/N):

Number / Size:

RRUs (Remote Radio Units)

Number / Size:

Surge Suppressors (Y/N):

Number / Size:

TMA/LNA (Y/N):

Number / Size:

Trenching (Y/N):

Location/Length:

Location of the BTS equipment:

Interior/Exterior :

License Area Size:

Square Feet:

Enclosure material:

Proposed screening material:

Site access to equipment:

Aesthetic mitigation measures:

**District only**

Payment Received: \$

Date:

Project Submittal Date:

Project Log-in Date:

District Project Tracking No.:

## Fee Schedule

**Crescenta Valley Water District**  
**Communication License Program**  
**Application Fee Schedule<sup>1</sup>**

Checks for Site Application fees should be made payable to the Crescenta Valley Water District. The District requests that Licensee issue 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's out-of-pocket expenses and attorneys' fees above that amount.
2. Application Fee for License Amendment - \$2,500.00 nonrefundable deposit and full reimbursement of District's out-of-pocket expenses and attorneys' 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's out-of-pocket expenses and attorneys' 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's out-of-pocket expenses and attorneys' fees above that amount.

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<sup>1</sup> 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

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### Signature Block and Equipment Schedule Templates

Required on the title sheet for all drawings submitted to District for approval for communication facilities licenses and/or site improvements.

| CRESCENTA VALLEY WATER DISTRICT |            |
|---------------------------------|------------|
| SIGNED _____                    | DATE _____ |
| NAME/TITLE _____                |            |
| District SITE NAME _____        |            |

| EQUIPMENT SCHEDULE          |                   |                  |                             |
|-----------------------------|-------------------|------------------|-----------------------------|
| LICENSED EQUIPMENT          | LICENSED APPROVED | EXISTING ON SITE | PROPOSED MOD (FINAL TOTALS) |
| # PANEL ANTENNAS            |                   |                  |                             |
| SIZE OF PANEL ANTENNAS      |                   |                  |                             |
| # MICROWAVE ANTENNAS / SIZE |                   |                  |                             |
| # GPS ANTENNAS              |                   |                  |                             |
| #RRU's (RRH's)              |                   |                  |                             |
| # TMA's                     |                   |                  |                             |
| # RAYCAPS                   |                   |                  |                             |
| OTHER (e.g. Generator)      |                   |                  |                             |
| EQUIPMENT AREA              |                   |                  |                             |

The following construction notes shall appear on the **notes sheet** of every set of construction drawings/plans submitted for the District's review and approval:

**DISTRICT CONSTRUCTION NOTES:**

1. DISTRICT INSPECTOR SHALL BE NOTIFIED AT LEAST TWO (2) WORKING DAYS PRIOR TO THE BEGINNING OF CONSTRUCTION. CALL (818) 248-3925 TO ARRANGE FOR INSPECTION.
2. A PRE-CONSTRUCTION CONFERENCE WITH THE DISTRICT INSPECTOR, DISTRICT'S CONSULTANT AND THE GENERAL CONTRACTOR'S FOREMAN, AND THE PERSON RESPONSIBLE FOR SUPERVISING THE AUTHORIZED WORK, SHALL BE HELD ON SITE WITHIN TWO (2) WEEK PRIOR TO BEGINNING CONSTRUCTION. IMMEDIATELY FOLLOWING THE PRE-CONSTRUCTION SITE MEETING, THE CONTRACTOR SHALL PROVIDE THE DISTRICT AND DISTRICT CONSULTANT WITH ANY ADDITIONAL ITEMS OR MATERIALS REQUESTED AT THAT MEETING PRIOR TO THE START OF CONSTRUCTION WORK ACTIVITY.
3. CONTRACTOR IS RESPONSIBLE FOR ENSURING THE DISTRICT'S SITE IS SECURE AT ALL TIMES FOR THE DURATION OF THE AUTHORIZED PROJECT, AND DURING BOTH WORKING AND NON-WORKING HOURS.
4. CONTRACTOR SHALL MAINTAIN SAFE AND UNOBSTRUCTED 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. CONTRACTOR EQUIPMENT USED FOR WORK ACTIVITIES MUST BE REMOVED FROM THE SITE UPON COMPLETION OF WORK. UNDER NO CIRCUMSTANCES WILL DISTRICT ALLOW STORAGE OF ANY EQUIPMENT ON A SITE BEYOND ONE (1) DAY WITHOUT WRITTEN APPROVAL FROM DISTRICT. ANY EQUIPMENT REMAINING ON SITE IS SUBJECT TO DISTRICT REMOVAL AT CONTRACTOR'S EXPENSE.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE DUE TO ITS WORK ACTIVITIES PERFORMED AT A SITE AND/OR TO DISTRICT FACILITIES AND SHALL RETURN THE SITE/FACILITIES TO THEIR EXISTING CONDITION OR BETTER AT THE BEGINNING OF THE LICENSE TERM, AT NO COST TO THE DISTRICT.
6. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (DIG ALERT) AT LEAST TWO (2) BUSINESS DAYS PRIOR TO BEGINNING CONSTRUCTION AT 1-800-422-4133 OR CALL 811. ANY UNDERGROUND DISTRICT FACILITIES TO BE CROSSED OR PARALLELED WITHIN FIVE FEET SHALL BE POTHOLED TO VERIFY LOCATION OF DISTRICT FACILITIES PRIOR TO WORKING IN THE VICINITY OF DISTRICT FACILITIES. CONTRACTOR IS RESPONSIBLE FOR PROVIDING GATE ACCESS TO DIG ALERT INSPECTORS.

7. DISTRICT SHALL REQUIRE CONTRACTOR TO UTILIZE THE DISTRICT PREFERRED PAINTING CONTRACTOR & COATINGS INSPECTOR FOR ANY RESTORATION WORK ON DISTRICT WATER TANKS, PROPERTY, OR FACILITIES.
8. CONTRACTOR SHALL CONTACT THE DISTRICT'S PREFERRED COATINGS INSPECTOR OR DISTRICT'S PREFERRED PAINTER WHOSE NAME AND CONTACT INFORMATION WILL BE PROVIDED TO CONTRACTOR BY THE DISTRICT EARLY IN THE APPLICATION PROCESS, FOR COATING REQUIREMENTS BEFORE PERFORMING ANY WORK ON DISTRICT TANK(S). DISTRICT'S PAINTER SHALL BE PRESENT DURING THE PRE-CONSTRUCTION CONFERENCE, IF THE PROPOSED PROJECT INVOLVES ANY RESTORATION WORK TO DISTRICT TANK(S).
9. CONTRACTOR SHALL ENSURE ALL NEW AND EXISTING COMMUNICATION FACILITIES SHALL BE PROPERLY TAGGED (E.G. STENCIL OR DECAL) IDENTIFYING THE CARRIER'S NAME, CARRIER SITE NAME AND/OR NUMBER AND 24-HOUR PHONE EMERGENCY CONTACT NUMBER. CONTRACTOR SHALL ENSURE THAT RADIO FREQUENCY WARNING AND EMERGENCY SIGNAGE (PLACARDS) ARE CORRECT AND MEET THE REQUIREMENTS OF ALL APPLICABLE LOCAL JURISDICTION, STATE AND FEDERAL GUIDELINES.
10. CONTRACTOR SHALL PROVIDE THE DISTRICT WITH A SET OF ALL CITY (OR COUNTY, AS APPLICABLE) STAMPED AND APPROVED CONSTRUCTION DRAWINGS/PLANS AND A COPY OF ANY NECESSARY PERMIT(S) (BUILDING PERMIT, ELECTRICAL PERMIT, GRADING PERMIT AND/OR ENCROACHMENT PERMIT) PRIOR TO COMMENCING ANY WORK. CONTRACTOR SHALL HAVE A COPY OF ANY REQUIRED PERMIT(S), A COPY OF THE DISTRICT APPROVED CONSTRUCTION DRAWINGS/PLANS, AND A COPY OF THE DISTRICT SIGNED LETTER OF CONSENT ON-SITE AT ALL TIMES DURING THE WORK ACTIVITY.
11. CONTRACTOR SHALL SAW CUT ALL PAVEMENT. BACKFILL SHALL BE ONE SACK SLURRY OR AGGREGATE BASE TO WITHIN 1-INCH OF EXISTING AC.
12. CONTRACTOR SHALL PROVIDE A MINIMUM COVER OF 30-INCHES ON TOP OF ALL UNDERGROUND CONDUITS, UNLESS DISTRICT PROVIDE WRITTEN APPROVAL TO DEVIATE FROM THIS REQUIREMENT.
13. CONTRACTOR SHALL REPLACE ASPHALT PAVEMENT WITH: 1<sup>ST</sup> LIFT –  $\frac{3}{4}$  INCH MIX, RELATIVE COMPACTION 95%, NO MORE THAN 3 INCHES PLACED AT ANY ONE TIME. 2<sup>ND</sup> LIFT –  $\frac{1}{2}$  INCH FINE, NO MORE THAN 1  $\frac{1}{2}$  INCH LIFT.
14. CONTRACTOR SHALL SLURRY SEAL THE ENTIRE WORK AREA AND ANY DAMAGED ASPHALT PAVED AREAS CURB-TO-CURB EXTENDING A MINIMUM OF 5 FEET ON EACH SIDE. CONTRACTOR MAY BE REQUIRED TO REPAIR, AND SLURRY SEAL ADDITIONAL AREAS AS IDENTIFIED BY DISTRICT'S INSPECTOR (E.G. OPENING TRENCH SEAMS IN ASPHALT PATCH) ATTRIBUTABLE TO LICENSEE'S COMMUNICATION FACILITIES.
15. CONTRACTOR SHALL INSTALL LANDSCAPING AS REQUIRED, IF APPLICABLE. SEE SECTION 3.8 SOFTSCAPE REPLACEMENT DETAILED IN DISTRICT'S PROGRAM OF POLICIES AND PROCEDURES.

16. CONTRACTOR, UPON COMPLETION OF WORK, SHALL CONTACT DISTRICT'S CONSULTANT AND INSPECTOR TO CONDUCT A WALKTHROUGH INSPECTION AND SHALL COMPLETE ALL PUNCH-LIST ITEMS, IF ANY, TO THE INSPECTOR'S SATISFACTION.
17. CONTRACTOR SHALL PROVIDE DISTRICT WITH AS-BUILT PROJECT CONSTRUCTION DRAWINGS/PLANS REDLINED WITH FIELD CHANGES ON APPROPRIATE SHEETS, IF ANY, AND LABELED "RECORD DRAWINGS" ON THE TITLE SHEET. IF NO FIELD CHANGES WERE MADE, THE RECORD DRAWINGS SHALL DENOTE "BUILT TO PLAN" ON THE TITLE SHEET AND SHALL BE SIGNED AND DATED. CONTRACTOR SHALL PROVIDE A COPY OF THE JURISDICTION'S FINAL INSPECTION DOCUMENT(S).
18. PRIOR TO FINAL PROJECT CLOSE-OUT CONTRACTOR OR LICENSEE REPRESENTATIVE SHALL PROVIDE EVIDENCE THAT ALL THIRD-PARTY VENDOR INVOICES (E.G. DISTRICT'S LANDSCAPER, DISTRICT'S PAINTING CONTRACTOR AND COATINGS INSPECTOR), HAVE BEEN PAID IN-FULL.

Please join us for a

# VIRTUAL TOWN HALL MEETING

**April 4, 2023**

**12 p.m. or 6 p.m.**

**RSVP at [www.cvwd.com](http://www.cvwd.com)**



**Crescenta Valley Water District (CVWD) values customer engagement and feedback, and we'd like to invite you to a forum to learn and provide input.**

The District is considering a charge on the property roll to meet CVWD's commitment to the community to serve safe and reliable water. This includes safeguarding the ability to serve water to individual properties, to maintain the pipelines which are the backbone of the District's distribution system, and to provide water to fire services and residents in the event of an emergency such as earthquakes and fires.

Public benefits such as schools, libraries, vector control, flood control, parks, and recreation, etc. are commonly funded in part through the annual property roll that property owners receive.

**Please join us for one of our scheduled forums, a Town Hall Virtual Meeting on Tuesday, April 4 to learn more and share your thoughts. We encourage the community to participate.**

In addition, CVWD's Board meetings are held on the 2nd and 4<sup>th</sup> Tuesday of each month. Meetings are open to the public, are accessible virtually, and meeting agendas are available online in advance of the meeting at [www.cvwd.com/board-agendas-information](http://www.cvwd.com/board-agendas-information).

You may sign up for email notifications of meetings and other items on our website at [www.cvwd.com](http://www.cvwd.com).

# NEWS FROM THE CVWD

## Crescenta Valley Water District's Large Meter Replacement Program and Rainfall

Crescenta Valley Water District will be expanding its advanced metering infrastructure program by replacing three-inch and four-inch meters for apartment/condominiums and park irrigation. Starting next week, you will see crews working in traffic medians, parks and large multi-family dwellings to switch out old meters to new, more efficient smart meters. This project, which will take place over the next several months, will result in improved water reliability, better water data and increased public awareness of water use and supports several long-term planning goals, including the District's 2015 and 2021 Urban Water Management Plan. This project is partially funded by a grant from the Bureau of Reclamation. The Bureau selected 82 applicants across the 16 western states for WaterSMART small-scale efficiency projects to help local communities make water efficiency improvements. The grant will fund \$75,000 of the \$200,000 project.

*How much rain was that?* So far, that's a season total of 39.34 inches. Last year at this time, rainfall was 14.73 inches. La Crescenta has not seen this much rain since the 2004-05 rainfall year and before that it was the 1992-93 rainfall year.

Statewide the water supply improvements are even more dramatic. Northern Sierra precipitation exceeds the wettest year on record by 25 inches and snowpack is 30% above average. As a result, imported regional water supplies will be adequate to meet projected demands and additional water is being stored in regional reservoirs.

With the increased rainfall and snowpack, there has been improvement in State Water Project (SWP) supplies. The SWP allocation increased to 75% on Friday, March 24.

Though conditions have improved on the State Water Project, Southern California is seeing a very different story on our other source of imported

water, the Colorado River. More than two decades of drought and severely dry conditions have caused reservoirs to drop to historic low levels, jeopardizing water supply and power generation that the southwest relies on. The Colorado River is no longer insurance against shortages in our other water supplies. Therefore, we need to continue to use water wisely.

There is still time to take advantage of all this rain. Sign up for the next rain barrel event on April 22. Rain barrels are \$65 – \$75, but \$35 rebates are available through Metropolitan Water District of Southern California. To pre-order your rain barrel, visit [RainBarrelsIntl.com](https://RainBarrelsIntl.com), click the “EVENTS” tab and select CVWD or call (919) 602-6316.



**NEWS FROM THE CVWD** added by [CV Weekly](#) on March 30, 2023  
[View all posts by CV Weekly →](#)

**CV Weekly**

**April 6, 2023**

## **In brief**

### **CVWD Changes Conservation Status**

Due to historic rainfalls, CVWD is shifting from two days of outdoor watering to three-four days of watering (odd or even days, depending on each customer's address). CVWD will move from Stage 4 – Orange Water Conservation Alert – to Stage 2 – Green Water Conservation Alert effective April 3.

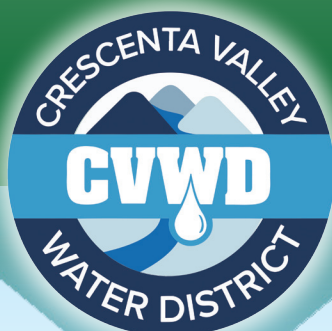
To get more information, visit [www.cvwd.com](http://www.cvwd.com) for details on the Phase 2 – Green Water Conservation Alert – and available rebate programs.

**In brief** added by [CV Weekly](#) on April 6, 2023

[View all posts by CV Weekly →](#)

# CVWD IS MOVING TO STAGE GREEN

Due to historic rainfalls, CVWD is going from 2 days of outdoor watering to 3-4 days of watering (odd or even days, depending on your address)



## WATER CONSERVATION ALERT: GREEN

Outdoor irrigation is limited to odd or even days, based on ending number of customer address before 9:00 a.m. and after 5:00 p.m.

*Hand Watering is allowed any day at any time*

**If your address ends in an even number, you can water on even-numbered calendar days.**

**If your address ends in an odd number, you can water on odd-numbered calendar days.**

For detailed information, visit <https://www.cvwd.com/ordinances>

## CVWD will move from to Stage 4 - Orange Water Conservation Alert to Stage 2 - Green Water Conservation Alert effective April 3, 2023

CVWD customers receive water from local groundwater and imported water purchased from Foothill Municipal Water District (FMWD) via MWD. Imported water comes from two main sources – the Colorado River and the California State Water Project.

Recent rainfall, which represents among the 10 highest precipitation seasons in recorded history, has significantly replenished local supplies. The Foothills community has not seen this much rain since the 2004/2005 and 1992/1993 rainfall years.

Statewide, the water supply improvements are even more dramatic. Northern Sierra precipitation exceeds the wettest year on record by 25 inches, and snowpack is 30% above average. As a result, imported regional water supplies will be adequate to meet projected demands, and additional water is being stored in regional reservoirs. This includes State Water Project (SWP) supplies, whose allocation was increased on March 24, 2023, to 75% of total water demands.

Though SWP conditions have improved, Southern California's other primary source of imported water – the Colorado River – is still at least several such rainfalls away from recovering to sustainable. More than two decades of drought and severely dry conditions have caused reservoirs to drop to historic low levels, jeopardizing water supply and power generation that the Southwest region relies on. The Colorado River is no longer insurance against shortages in our other water supplies.

Because of the overall improved situation, CVWD will reduce the Water Conservation Alert from Stage 4 – "Orange", to Stage 2 – "Green".

CVWD encourages customers to continue using water wisely, fixing leaks quickly, and reducing outdoor watering.

Check out [www.cvwd.com](http://www.cvwd.com) for details on the Phase 2 – "Green" Water Conservation Alert and available rebate programs.



# CRESCENTA VALLEY WATER DISTRICT

## General Manager Report

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

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GM Report  
April 11, 2023

### General Managers Report Topics:

- GM Activities

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

- Water Conservation & Public Affairs Report
- Operations & Maintenance Report
- Administration and Finance Report
- Hydrology Report

## STAFFING

One (1) employee has a work anniversary in April. Arturo Montes – 5 years

As of April 7<sup>th</sup> the District has gone 450 days without a lost time accident.

## GENERAL MANAGER ACTIVITIES

### Meetings:

|                          |                          |
|--------------------------|--------------------------|
| Policy Committee Meeting | - March 23 <sup>rd</sup> |
| LiNK Meeting             | - March 23 <sup>nd</sup> |
| Town Hall Teleconference | - April 5 <sup>th</sup>  |
| Policy Committee Meeting | - April 5 <sup>th</sup>  |

Submitted by:



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Nem Ochoa  
General Manager

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

April 11, 2023

**To:** Honorable President and Members of the Board of Directors

Staff Report

**From:** Christy J. Colby

**Subject:** Water Conservation and Public Outreach Update

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### **Monitoring Report Submitted to State for March 2023:**

#### **Production Numbers**

|                                      |          |
|--------------------------------------|----------|
| ➤ Total Water Production March 2023: | 223.4 AF |
| ➤ Total Water Production March 2013: | 351.5 AF |
| ➤ Total Water Production March 2022: | 303.5 AF |
| ➤ Total Water Production March 2021: | 303.0 AF |

#### **Compliance Reporting**

|                                       |   |
|---------------------------------------|---|
| ➤ Days of outdoor Irrigation Allowed: | 2 |
| ➤ Number of Water Waste Complaints:   | 0 |
| ➤ Number of Follow-ups:               | 0 |
| ➤ Number of Warnings:                 | 0 |
| ➤ Number of Penalties:                | 0 |

#### **Voluntary Water Reduction Goal: 20% from 2020 Usage**

|                               |        |
|-------------------------------|--------|
| ➤ Percent Reduction from 2013 | 36.4 % |
| ➤ Percent Reduction from 2022 | 26.4 % |
| ➤ Percent Reduction from 2021 | 26.3 % |

### **Public Outreach for March 2023**

- Face Book Posts, 3
- Website – 2,912 hits, The largest % increase on any website page was “Sign-up for emergency notifications”.
- CV Weekly – 1 Article and 2 ads (Property Roll).
- Everbridge – 16 Notifications, the most we have ever used Everbridge in a 30-day period.

# Field Maintenance and Operations Report

## February 2023

0

Water Main Repairs

4

Water Service

Repairs: 2 Replacements: 2

0

After Hours Leaks/Repairs

27,273'

Sewer Maintenance

Clean: 26,616' Inspect: 657 Reports: 80

- **Field Maintenance Projects**

- \* Developer Jobs

- D-22-130: 2416 Montrose – 4" fire service

- D-22-88: 2515 Hermosa – 4" manifold w/four 1" services

- **Operations Report**

- \* Rosemont Reservoir – Warranty Work

- \* Hach Analyzer – Semi-annual calibration

- \* Aronite/Well #2 – Maintenance & evaluation

- **Electrical/Telemetry**

- \* E-939 – Continued integration build

- \* E-962 – Continued integration build with Apex

- \* Seismic valve & actuator – annual service

- **Wastewater**

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

# Field Maintenance and Operations Report

## February 2023

Days without a lost-time incident: **412**

**167**

Water Quality Samples

**98**

Valves

Replace: 0 Exercise: 98 Install: 0

**42**

Fire Hydrant Maintenance

Rebuild: 2 Replace: 3 Inspect: 37

**25**

Water Meter Replacement

$\frac{3}{4}$ " : 23, 1" : 2, 1.5" : 0, 2" : 0, 3" : 0, 4" : 0

- **Training/Cross Training**

- \* Director Johnson
  - District Tour

- **New Certification**

- \* T2 – Joseph R

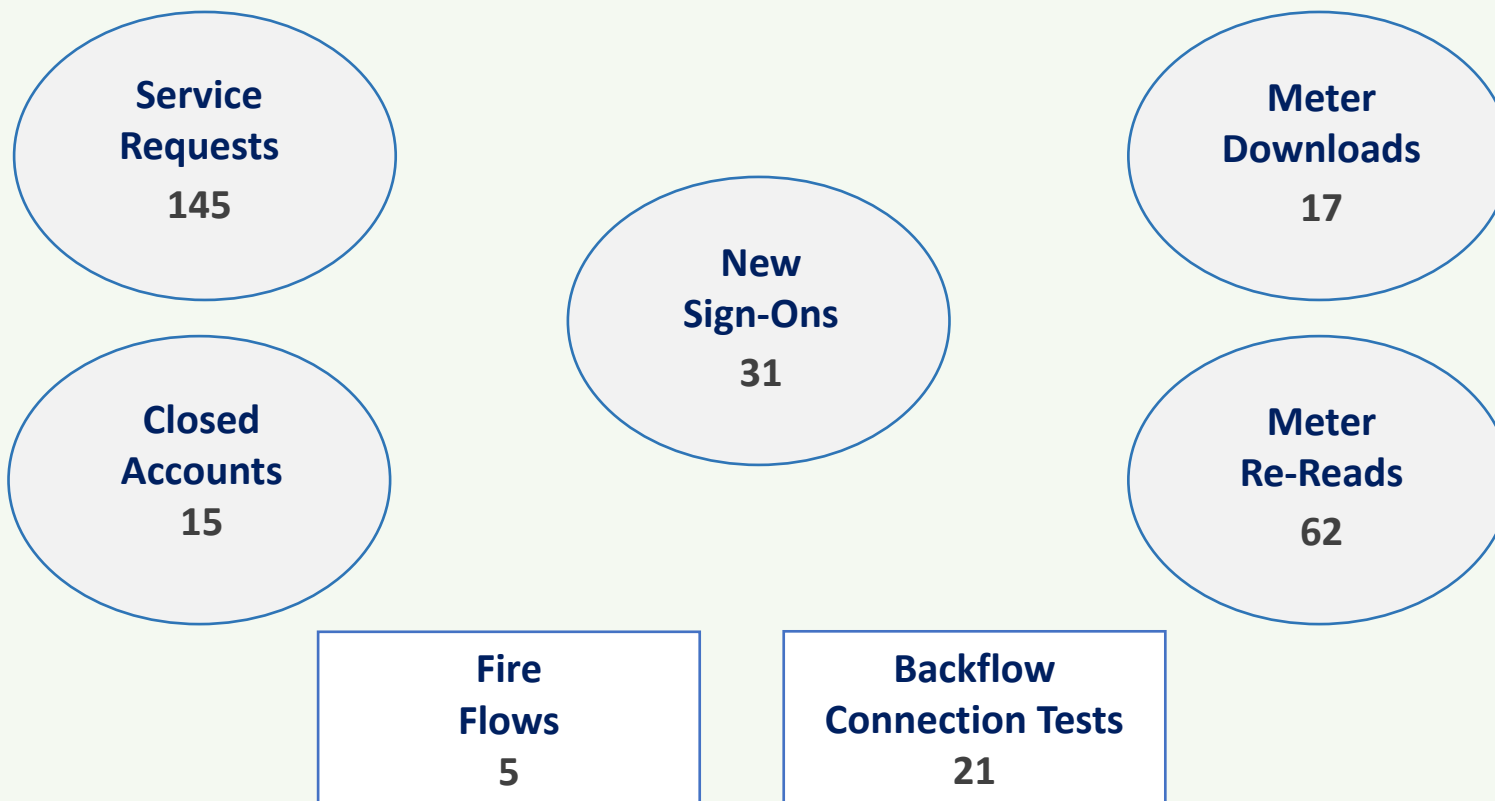
- **Safety**

- \* Glenwood Plant
  - CPR Training – District Wide



## Crescenta Valley Water District –Administration & Finance Report for < February 2023>

### *Customer Service & Administration Activity*



- Rules & Regulations – kickoff for update
- Sewer billing issue and resolution
- Investment strategy adjustment



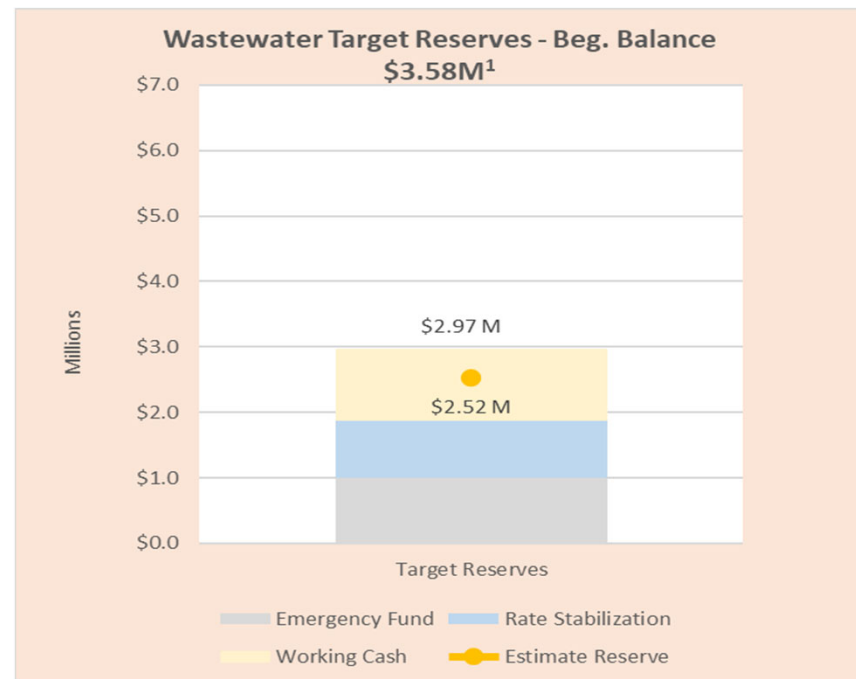
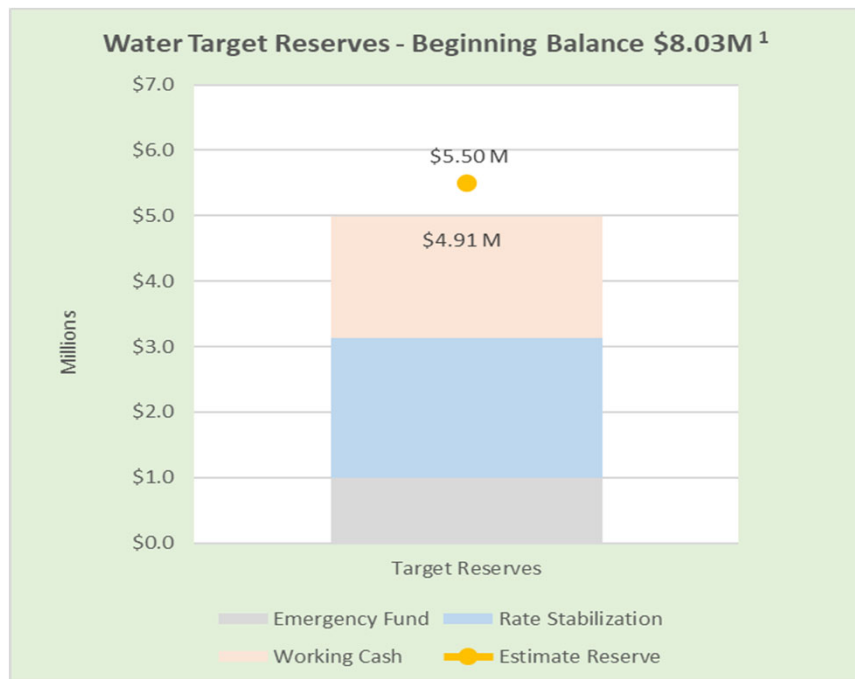
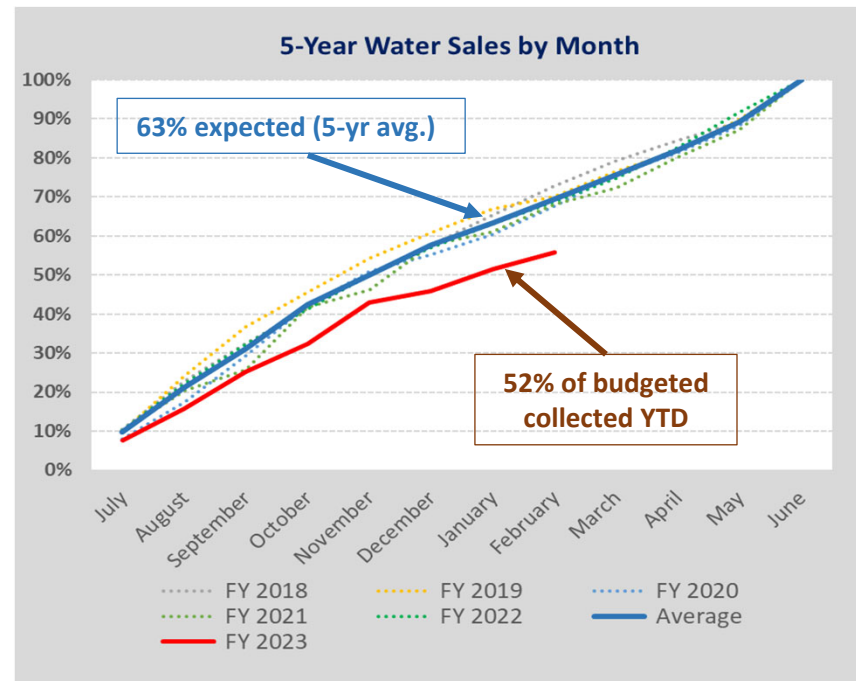
# Crescenta Valley Water District –Administration & Finance Report for < February 2023 >

## Water Fund - revenues & operating expenses

|                      |              |     |                      |              |      |
|----------------------|--------------|-----|----------------------|--------------|------|
| <b>Proj. Revenue</b> | \$12,628,100 |     | <b>Proj. Expense</b> | \$10,507,038 |      |
| <b>Budget</b>        | \$14,289,712 | 88% | <b>Budget</b>        | \$10,325,991 | 102% |

## Wastewater Fund - revenues & operating expenses

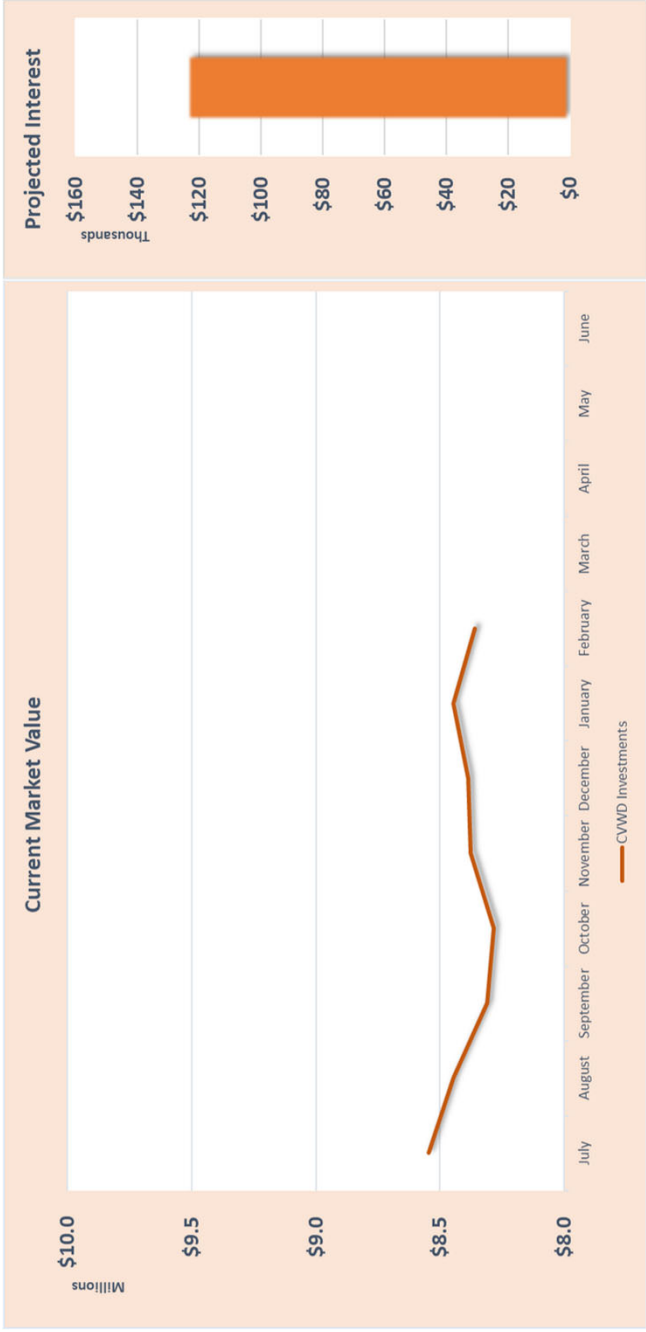
|                      |             |     |                      |             |     |
|----------------------|-------------|-----|----------------------|-------------|-----|
| <b>Proj. Revenue</b> | \$3,589,350 |     | <b>Proj. Expense</b> | \$4,382,691 |     |
| <b>Budget</b>        | \$3,680,436 | 98% | <b>Budget</b>        | \$4,546,359 | 96% |



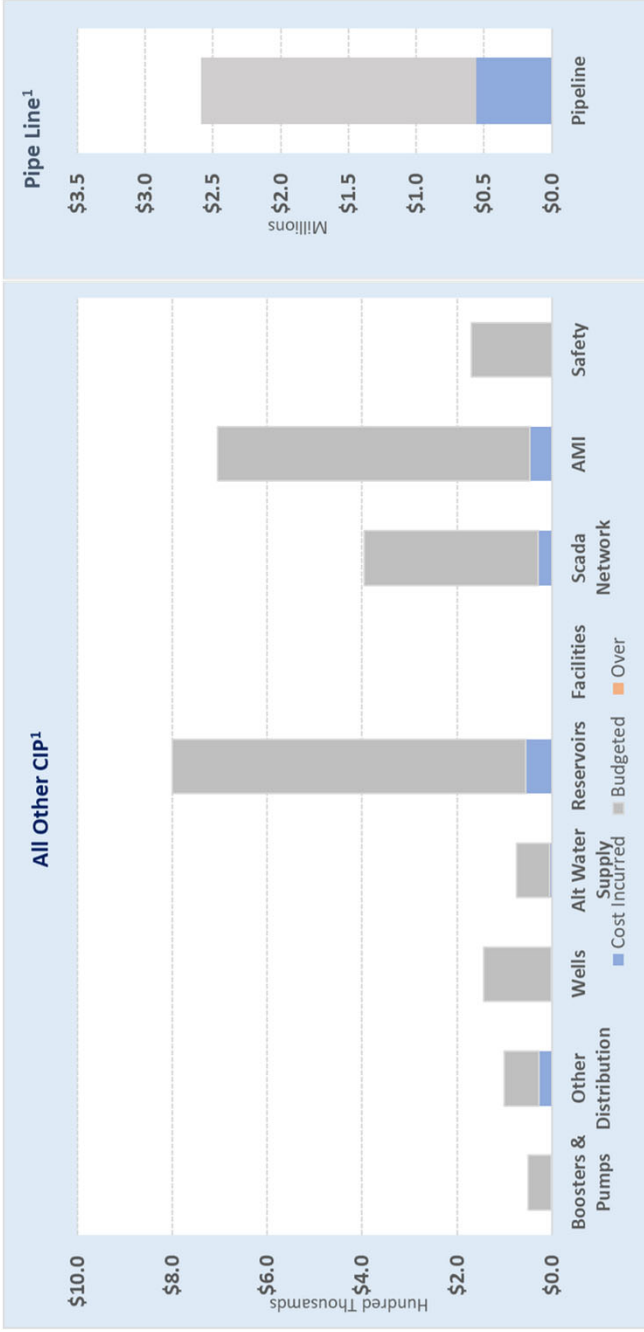
1. CVWD Reserve Policy adopted on 7/28/20



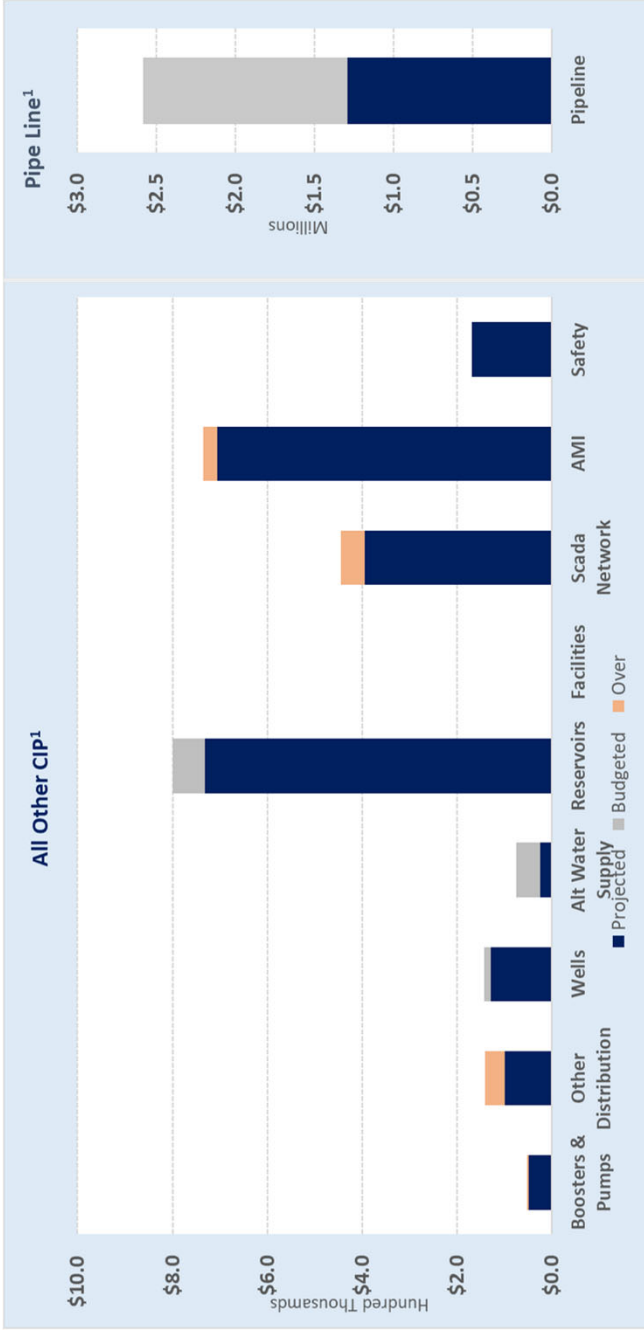
## CVWD Investments



## CIP Costs Incurred to Date



## CIP Projected vs. Budgeted



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



## PORTFOLIO CHARACTERISTICS

|                           |          |
|---------------------------|----------|
| Average Modified Duration | 2.17     |
| Average Coupon            | 1.33%    |
| Average Purchase YTM      | 1.32%    |
| Average Market YTM        | 4.91%    |
| Average S&P/Moody Rating  | AA/Aa1   |
| Average Final Maturity    | 2.44 yrs |
| Average Life              | 2.27 yrs |

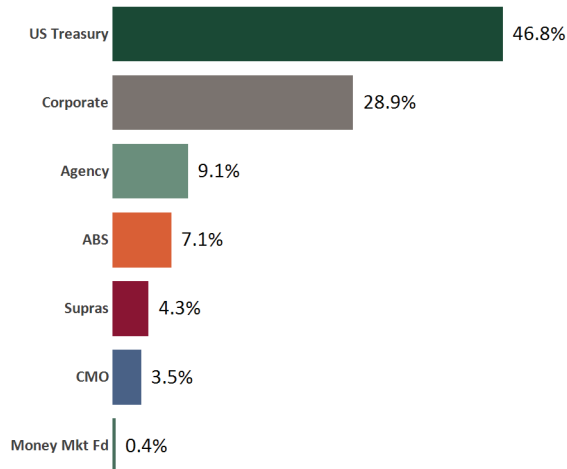
## ACCOUNT SUMMARY

|                    | Beg. Values<br>as of 1/31/23 | End Values<br>as of 2/28/23 |
|--------------------|------------------------------|-----------------------------|
| Market Value       | 8,445,254                    | 8,359,327                   |
| Accrued Interest   | 22,969                       | 25,358                      |
| Total Market Value | <b>8,468,223</b>             | <b>8,384,685</b>            |
| Income Earned      | 9,961                        | 9,440                       |
| Cont/WD            |                              | -1,570                      |
| Par                | 8,999,354                    | 9,005,112                   |
| Book Value         | 8,977,785                    | 8,983,264                   |
| Cost Value         | 8,995,198                    | 9,000,949                   |

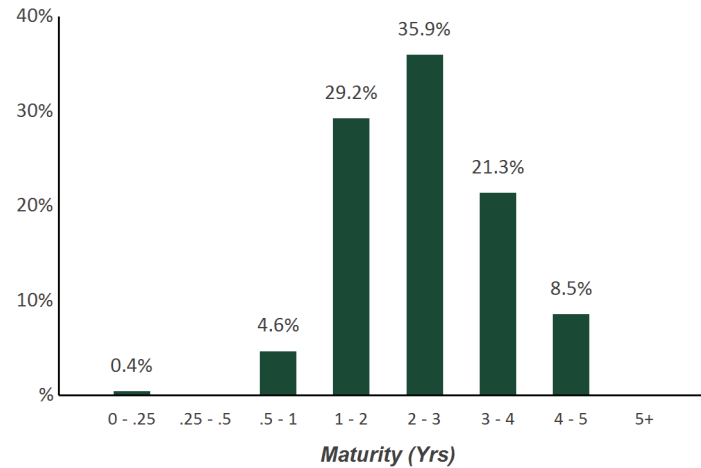
## TOP ISSUERS

|                                 |              |
|---------------------------------|--------------|
| Government of United States     | 46.8%        |
| Federal Home Loan Bank          | 4.3%         |
| Federal Farm Credit Bank        | 3.5%         |
| Federal Home Loan Mortgage Corp | 3.5%         |
| Inter-American Dev Bank         | 2.2%         |
| Intl Bank Recon and Development | 2.1%         |
| Paccar Financial                | 2.0%         |
| Northern Trust Corp             | 1.6%         |
| <b>Total</b>                    | <b>66.0%</b> |

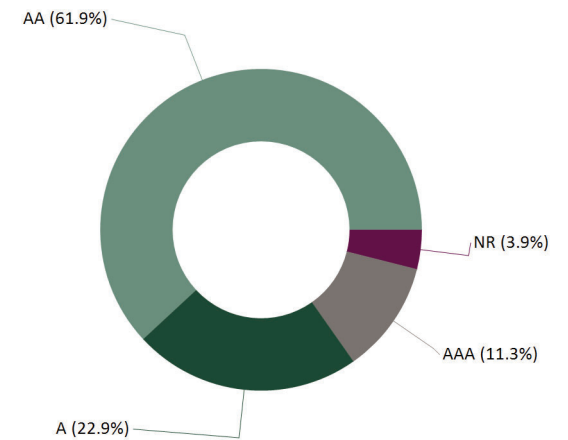
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

| TOTAL RATE OF RETURN                       | 1M     | 3M     | YTD    | 1YR    | Annualized |      |      |       |           |
|--------------------------------------------|--------|--------|--------|--------|------------|------|------|-------|-----------|
|                                            |        |        |        |        | 2YRS       | 3YRS | 5YRS | 10YRS | 6/30/2021 |
| Crescenta Valley Water District            | -0.97% | 0.14%  | 0.02%  | -3.76% | N/A        | N/A  | N/A  | N/A   | -3.65%    |
| ICE BofA 1-5 Yr US Treasury & Agency Index | -1.19% | -0.09% | -0.16% | -4.13% | N/A        | N/A  | N/A  | N/A   | -3.67%    |

# CRESCENTA VALLEY WATER DISTRICT

## WATER PRODUCTION REPORT

March 1 - March 31, 2023

|                            |            |       |          |     |
|----------------------------|------------|-------|----------|-----|
| <b>Well Production:</b>    | 45,685,600 | Gals  |          |     |
| <b>GWP Production:</b>     | 4,448,000  | Gals  |          |     |
| <b>Gravity Production:</b> | 1,091,515  | Gals  | % GW     | 70% |
| FMWD:                      | 21,832,983 | Gals  |          |     |
| City of Glendale:          | 0          | Gals  | % Import | 30% |
| <b>TOTAL:</b>              | 73,058,098 | Gals  |          |     |
|                            | 224.21     | ac-ft |          |     |

Glenwood Nitrate Water

Reclamation Plant:\*

0

\*Included in Well Production

### WATER DEMAND COMPARISON

| Time Period                      | Average Daily Usage (gals) | Current Period Change |
|----------------------------------|----------------------------|-----------------------|
| March 1 - March 31, 2023         | 2,294,712                  |                       |
| March 1 - March 31, 2022         | 3,142,615                  | -27.0%                |
| 5-yr Average - March 2018 - 2022 | 2,823,550                  | -18.7%                |

RAINFALL: March 1 - 31, 2023

9.10"

Season-To-Date:

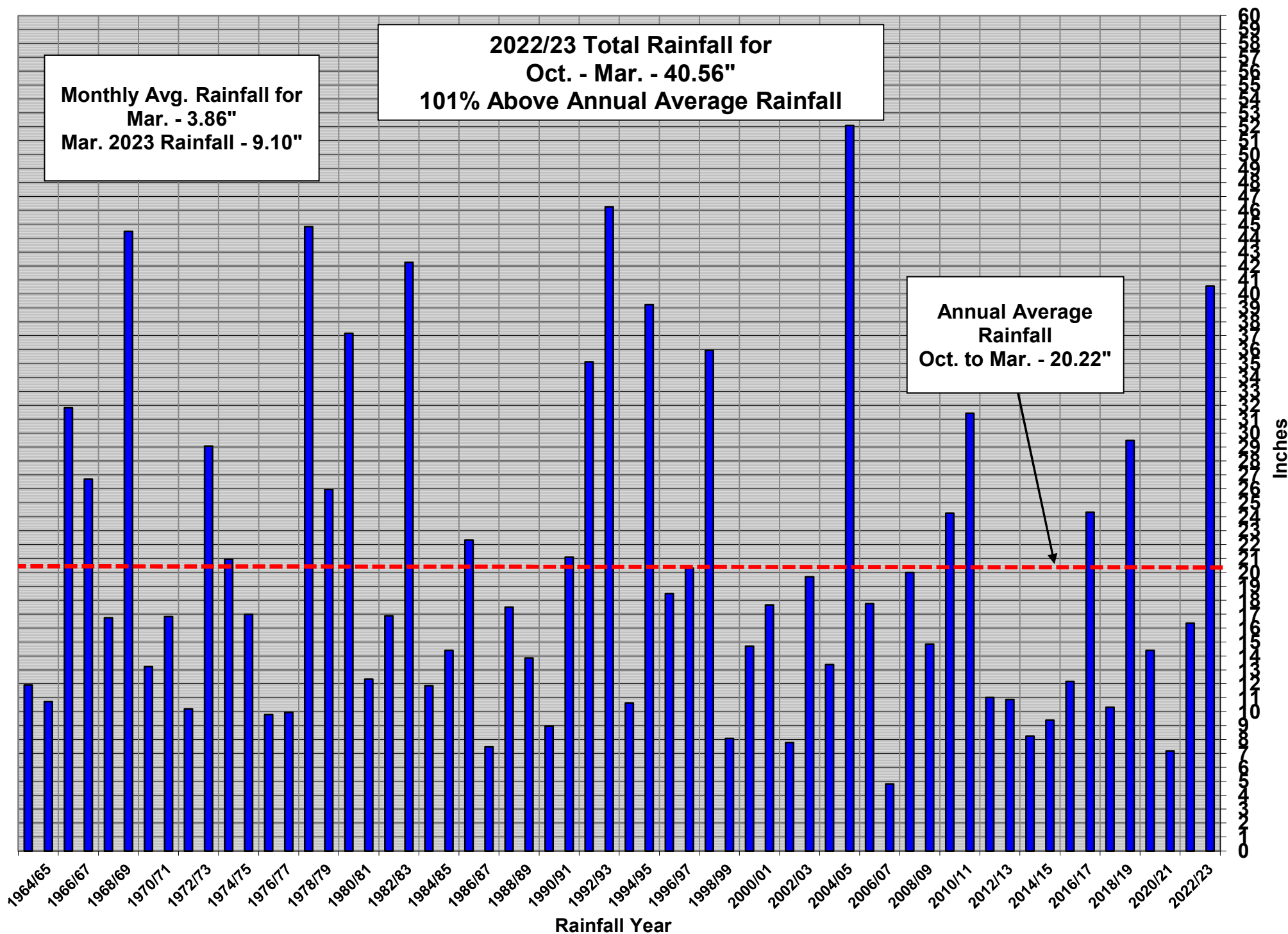
40.56"

| 2022/23 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                                 | 348                                   | 380                                      | October                                        | 165   | January                               | 13                      | January                                             | 74                                |
| August                               | 376                                   | 390                                      | November                                       | 155   | February                              | 13                      | February                                            | 92                                |
| September                            | 318                                   | 380                                      | December                                       | 152   | March                                 | 14                      | March                                               | 67                                |
| October                              | 335                                   | 360                                      | January                                        | 143   | April                                 |                         | April                                               |                                   |
| November                             | 285                                   | 310                                      | February                                       | 136   | May                                   |                         | May                                                 |                                   |
| December                             | 266                                   | 260                                      | March                                          | 144   | June                                  |                         | June                                                |                                   |
| January                              | 230                                   | 250                                      | April                                          |       | July                                  |                         | July                                                |                                   |
| February                             | 241                                   | 255                                      | May                                            |       | August                                |                         | August                                              |                                   |
| March                                | 224                                   | 265                                      | June                                           |       | September                             |                         | September                                           |                                   |
| April                                |                                       | 295                                      | July                                           |       | October                               |                         | October                                             |                                   |
| May                                  |                                       | 315                                      | August                                         |       | November                              |                         | November                                            |                                   |
| June                                 |                                       | 320                                      | September                                      |       | December                              |                         | December                                            |                                   |
| Total to Date                        | 2,623                                 | 2,850                                    | Total to Date                                  | 895   | Total to Date                         | 40                      | Total to Date                                       | 233                               |
| Projected                            | 3,553                                 | 3,780                                    | Water Rights                                   | 3,294 |                                       |                         | Tier 2                                              | 2,154                             |
| % of Projected                       | 69.4%                                 | 75.4%                                    | % of Rights                                    | 27%   |                                       |                         | % of Allocation                                     | 11%                               |
| Remaining                            | 1,157                                 | 930                                      | Remaining                                      | 2,399 |                                       |                         | Remaining                                           | 1,921                             |

#### NOTE:

1) Blue Numbers = Estimated Water Production

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



# CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD  
LA CRESCENTA, CALIFORNIA

To be held on  
April 5, 2023 at 3:00 PM

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

Posted April 4, 2023 at 3:00 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: 831 7933 3487

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/83179333487>

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](mailto: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 the property roll, including, but not limited to revenue requirements for infrastructure funding and policy parameters for an expanded bill assistance program to accommodate the property roll
2. Update discussion on revising the District's Rules & Regulations

**Committee Members' Request for Future Agenda Items**

**Adjournment**