

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on September 3, 2013 at 7:00 p.m.

Posted: August 30, 2013 at 3:00 p.m.

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.

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 (3) minute comment.

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 Meeting on August 13, 2013.

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

1. **Eagle Scout Project Presentation** – Presentation by Brandon Loder for an Eagle Scout Project at Rosemont Preserve and consideration and motion to authorize the General Manager to provide a water meter and service for the project.
2. **Surplus Property** – Consideration and motion to designate Unit #20 as surplus property for the purpose of disposal per Section 12.04 of the District's Rules and Regulations.
3. **ACWA Committee Appointment Nominations** – Consideration and motion to nominate members of the Board and others affiliated with the District to positions on various ACWA Committee appointments for the 2014-15 terms.
4. **ACWA Region 8 Board Elections** – Consideration and motion regarding the casting of the District's vote for ACWA Region 8 officers for the 2014-15 terms.
5. **8-Inch Water Main Replacement on the 3000 & 3100 Blocks of Paraiso Way - Project E-921** Consideration and motion to authorize the General Manager to advertise for bids for the construction of 2,650 lineal feet of pipeline replacement on the 3000 & 3100 Blocks of Paraiso Way, 4900 Block of Ramsdell, and Cloud Ave. from Paraiso Way to Orange Ave. with an engineer's estimate for construction of \$518,000 and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

6. **Well Rehabilitation of Well 1, Project E-932**– Consideration and motion to authorize the General Manager to advertise for bids for well rehabilitation for Well 1 with an engineering cost estimate of \$75,000, and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).
7. **Temporary Employee** – Consideration and motion to authorize the General Manager to hire a temporary employee for a period not to exceed nine months.

Information Items

Written Communications to District

Staff Reports

Secretary-Treasurer

1. Cash and Investments –September 3, 2013.

General Manager

1. Administrative Report.

District Engineer

1. Water Production Report –August 2013.
2. Report on Administrative and Field Operations.

Program Specialist

1. Report of Water Conservation issues.

Information Technology

1. Report of Information Technology issues.

Attorney

1. Report on legal and related matters relevant to the District.

Reports of Committees

Engineering Committee

1. Consideration of engineering issues affecting the District.

Finance Committee

1. Consideration of financial issues affecting the District.

Employee Relations Committee

1. Consideration of employee relations issues affecting the District.

Policy Committee

1. Consideration of policy issues affecting the District.

Community Relations/Water Conservation Committee

1. Consideration of community/water conservation issues affecting the District.

Emergency Planning Committee

1. Consideration of emergency planning issues affecting the District.

Director's Oral Reports

Report on issues, meetings, or activities attended by Directors.

Board Members' Request for Future Agenda Items

Closed Session

- **Conference with Legal Counsel – Existing Litigation (§54956.9)(d)(1)**
 - Crescenta Valley Water District vs. Exxon Mobil et al.
- **Public Employee Performance Evaluation (§54957)**
 - General Manager.

Adjournment

g:\management\agenda\regular\13-14 regular agenda\09032013ra.doc

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

August 13, 2013

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of July 23, 2013, a Regular Meeting was held on August 13, 2013, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Kerry D. Erickson Kenneth R. Putnam Kathleen M. Ross Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	Dennis A. Erdman
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark, Hass, IT Manager Wendy Holloway, Customer Accounts Supervisor Christy Scott, Program Specialist Larry Byers, Plant Superintendent

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Erickson to lead the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Putnam and carried by a 5-0 vote that the Agenda for the Regular Meeting of August 13, 2013 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report.

CONSENT CALENDAR

It was moved by Director Ross, seconded by Director Tejeda and carried by a 5-0 vote to approve the Consent Calendar which consisted of the following items:

Minutes of the Adjourned Regular Board Meeting held on July 23, 2013.

Payment of demands against the Crescenta Valley Water District on or before July 31, 2013 the same having been approved by the General Manager, Dennis A. Erdman, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Eight Hundred Thirty Three Thousand Twenty Six Dollars and Sixty Nine cents. (\$833,026.69), which is composed of the individual items, set forth herein.

ACTION CALENDAR

Crescenta Valley County Park Stormwater Recharge Facility Study, Project M-903– Mr. Gould reported that the District received a notice from the Department of Water Resources (DWR) that we have received a conditional commitment of \$158,450 for the Verdugo Basin Stormwater Recharge Facility Study. The initial Local Groundwater Assistance Grant request was for \$250,000 and an additional \$22,500 was to be funded by the District to complete the original scope of work as shown in the grant application. The amount that will be funded by DWR is \$158,450, which means that the scope of work would need to be reduced in order to complete the study within the limits of the DWR funding. Staff applied for a MWD Foundational Action Funding (FAF) grant for \$92,500 to get the remaining funding needed to complete the entire project. DWR is requesting a commitment from the District by August 16, 2013 to confirm that we have sufficient funds to cover the DWR portion of the grant and if the scope of work will change. Staff is considering two options to respond to DWR.

Option 1 – Reduce the scope of work of the study to be within the \$158,450 award, no additional funding from the District, and complete only a portion of the overall project.

Option 2 – Keep the scope of work of the study the same and include the additional funds from the District's General Fund as part of the FY 13/14 CIP program. If the District is successful with the FAF grant, then the CIP program will be reimbursed. If it is not successful with the FAF grant then the additional funds can be offset by using Water Fund reserves, which includes the surplus finds from the final FY 12/13 water fund. The Engineering Committee discussed this on August 2, 2013 and recommended Option 2 to fund the remaining part of the study from either the FAF grant of the Water CIP program. DWR has requested an updated project schedule that includes progress reports and milestones based on the revised scope of work. There is a Task Force meeting that is set for September 26, 2013 and staff would like to have a consultant under contract before that meeting. In order to meet the schedule, staff has prepared a request for proposal (RFP) for review and approval by the Board. The RFP will include permits and agreements with LA County, topographic survey, design of the monitoring wells and infiltration test pits, groundwater modeling, environmental and regulatory compliance, technical memorandums, and the stormwater recharge study report.

Following discussion:

It was moved by Director Putnam, seconded by Director Erickson and carried a 5-0 vote to approves staff's recommendation to proceed with Option 2 and to direct staff to do a RFP proposal.

Installation of a Retaining Wall on the North Side of Ordunio Reservoir – Project C-932 – Mr. Gould reported that Mr. Bob Oliphant, the resident north of the District's Ordunio Reservoir has requested that a wall with a fence be built along the north side of the property. In 1997 a row of eucalyptus trees ran along the north property line and Mr. Oliphant requested that they be removed because he could not get homeowners insurance since it was a fire hazard with the trees so close to his home. The District cut down the trees leaving the stumps. Approximately 10

years ago the resident again requested that the stumps be removed since it was unsightly and a nesting area for rodents. The District removed stumps but if left a 3 -4 foot high gap in elevation between the two properties. The District intended to construct a retaining wall with a fence between the two properties, however, with the reduction in reservoir maintenance funds over the past few years, this project was put on hold. Mr. Oliphant has been contacting the District over the past 6 months requesting that a retaining wall be put in and that the fence be replaced. Mr. Oliphant had met with Mr. Erdman and said that the District would replace the wall after the trees were removed. It is staff recommendation to proceed with this project as the existing condition is not favorable with respect to site security and possible encroachment into the neighbors property. This was discussed at the August 2, 2013 Engineering Committee meeting and staff pointed out that reservoir maintenance has been deferred for a few years and this situation should be addressed soon. However, the expense budget for reservoir maintenance is \$58,000 and with this project at a preliminary cost estimate of \$36,000, it would reduce the maintenance including cleaning, upgrading the seismic sensor valves, valve maintenance and other general repairs to the reservoir sites will be reduced to \$22,000. Staff is requesting to adjust the expense budget for reservoir maintenance from \$58,000 to \$94,000 to cover the cost of the repair. The Engineering Committee suggested to staff to make contact with Mr. Oliphant about cost sharing for either the wall and/or the fence. Staff has prepared a Request for Proposal (RFP) that will be sent out to selected consultants for the design of the wall. A proposed schedule is to complete the design with a consultant and permit approval by early December 2013, and to complete construction by the beginning of February 2014. This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA guidelines.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 5-0 vote to authorize the General Manager to proceed with the design of project C-932 and approve the budget increase of \$36,000 in the reservoir maintenance, and to find this project exempt from CEQA pursuant to Section 15301.

Discussion on Rental of District Owned Properties – Mr. Erdman discussed that at the July 23, 2013 Board meeting he informed the Board that the 2857 Sycamore house will be vacant as of July 31, 2013, and that a District employee has submitted an application to rent the property. The Board briefly discussed the issue and asked legal counsel to research the matter to see if there are any legal reasons that the Board should be aware of regarding renting to an employee and bring this information to the next meeting. Mr. Bunn provided a confidential memo to the Board. The Board discussed that the District should open up the rental to the public and left the decision to the General Manager on who will rent the property.

Following discussion:

It was moved by Director Ross, seconded by Director Erickson and carried a 4-1 (Director Tejada) to allow all public to apply for rental of District owned property and not discriminate against employees.

INFORMATION ITEMS – FMWD News Release: Emergency Standby Generator Replacement. San Juan Capistrano: Tiered water rates violate law. Daily Breeze.com; Missed well tests land Torrance in hot water with California health agency. La Canada Online; Foothill

utility floats water recycling idea. Southern California Edison; 20th Annual Water Conference. The Coast News; City Council to vote on rate increase for San Dieguito Water District. Glendale Newspress; Glendale City Manager – Sell GWP or keep it? Orange County Register; Court ruling may set water rate precedent.

WRITTEN COMMUNICATIONS TO DISTRICT – None.

REPORTS OF PERSONNEL

SECRETARY-TREASURER – Mr. Mitchell provided the Summary of Cash and Investment report which contained the following items:

Investment Portfolio Summary – as of August 13, 2013:

Cash Accounts	\$389,456
Great Pacific Securities	\$39,772
Bond Debt Service Fund Acct	\$154,167
Local Agency Investment Fund	\$1,737,291
Federal Farm Credit (78)	\$481,460
Federal Farm Credit (81)	\$921,840
Federal Farm Credit (83)	\$490,505
Federal Farm Credit (86)	\$925,690
Federal Farm Credit (87)	\$488,705
US Treasury (92)	\$927,500
US Treasury (93)	\$927,500
Federal Farm Credit (94)	\$898.170
Federal Farm Credit (95)	\$553,332

Fund Balances at June 30, 2013

Water	\$5,677,245.28
Wastewater	\$3,944,953.78
MTBE Contingency Fund	\$2,818,567.00

Mr. Mitchell reported that the annual audit field work will begin on August 28, 2013 and end August 30, 2013. He reported that Mr. Erdman will be celebrating his 9 year anniversary on August 23rd. He also gave an update on the open employee positions. He said that we have done interviews for the Customer Service Clerk, and selected a candidate who has accepted the position and will start August 20th. Staff has advertised for the Utility Worker I and the Maintenance I and these positions are open until August 16th, or when the first 50 applications have been received for each position. Staff has reviewed the Utility Worker I applications and have selected 10 for interviews; however 2 have dropped out so we will be interviewing 8 candidates on August 22nd and applications are still being accepted for the Maintenance I. Staff will process the applications next week for selection.

GENERAL MANAGER – Mr. Erdman reported that Alex Sandoval has returned to work on August 12, 2013. Cesar Avila's wife gave birth to a baby girl today so he is on a week's leave of absence. He also reported that we have gone 85 days with no loss time accidents.

DISTRCT ENGINEER

Water Production – For the period of July 1 through July 31, 2013, water production was 152.3 million gallons, which is **4.2% less** than the daily average production of the same period in 2012. This is **3.9% less** from the daily average production of the previous five years.

For the period of August 1 through August 11 2013, water production averaged 54.0 million gallons per day, which is **3.5% less** than the daily average production of the same period in 2012. This is **3.2% less** from the daily average production of the previous five years.

Rainfall: August 1 2013	0.00"
Season-to-date:	12.25"

Administrative and Field Operations – Mr. Gould provided a memorandum and discussed the following:

Rainfall Update – 0.00" for August 2013. Rainfall total for 2012-13 is at 12.25".

Report on Engineering:

CIP Projects – Pipeline – 3000 & 3100 Block of Santa Carlotta – Complete. Paving on 3100 Block Santa Carlotta – received 19 of 20 payments. Paving to start the week of August 19, 2013. Pipeline – 3000 & 3100 Block of Paraiso Way – Design – 95% complete. Potholing, Community meeting in September 2013, Informal request to start in January 2014. Ocean View Chlorination Project – Out to bid, bids due September 11, 2013. SCADA Upgrades – Phase 1B – 75% complete.

Local Groundwater Assistance Grant Application – Verdugo Basin Task Force meeting – September 26, 2013 – 9:00 am. MWD – Foundational Actions Funding Program – Results by October 2013.

Glendale – Met with Grant Hoag on Cost Analysis Study.

FMWD Issues – No report.

ULARA – A/C Committee Meeting. Salt & Nutrient Management Plan – August 20, 2013. To meet with LACFC on updating rain gauges & runoff gauges.

AT&T – Oak Creek – Met at site. Relocate tower & building.

Water Meter Replacement Program – Start FY 13/14 Water Meter Replacement Program in September 2013.

Report on Administrative and Field Operations:

Well Status – Current well capacity – Average 2.85MGD through August 11 - down 12% for year. Well 12 – out of service due to bacteriological problems, working to get back into service.

Booster Pumps – Mills Booster "B" – 150 Hp motor failed; replace with premium efficiency motor, pump and motor installed on August 12, 2013.

Glenwood Nitrate Plant – No Report.

Water Quality – No Report.

Mills Plant – No Report.

Reservoirs/Booster Stations – No Report.

MTBE Update – MTBE levels in Wells below 1ppb.

Field Maintenance and Operations update for July 21 -31, 2013 & August 1 - 11, 2013

Water lateral leaks & repairs

- 4323 Rosemont
- 5844 Irving
- 4918 Cecilville
- 2840 Highridge
- 2834 Los Olivos

Water Main Leaks – No Report.

Fire Hydrant Replacement – FH abandoned at Rosemont & Orange.

Developer Projects – No Report.

Valve Replacement – No Report.

General Maintenance – Valve Exercising Program on hold since October 2012.

SCADA/Telemetry System – No Report.

Sewer Maintenance – Sewer Cleaning – Enhanced Maintenance Areas.

WATER CONSERVATION – Ms. Scott reported that MWD increased the turf rebate funding by \$10,000. She also reviewed a hand out on customers who have had turf rebates from 2010 until now and if their yards are still water efficient. Ms. Scott also reported on costs for the outdoor landscaping classes the District provides.

ATTORNEY – Mr. Bunn reported on disputes regarding Proposition 218. One case is where MWD is being sued by San Diego County Water Authority. The lawsuit was filed in 2010 and is now coming to trial on December 17, 2013. This could have affects on the Districts rates. Also after reading the Capistrano decision, the judge didn't set out his facts in this decision and it is not clear that his rational will apply to all with tiered rates. This decision does not set any precedent. Also, Mr. Bunn said that he will not be attending either of the October Board meetings.

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee met on August 2, 2013 at 8:00 a.m. and discussed the following: Reviewed Well Levels and Nitrate Levels, the future Recycled Water Study, a wall on the north side of Ordunio Reservoir, Local Groundwater Assistance Grant, the Glendale Rockhaven Well, and the FY13/14 CIP schedule and budget. The Committee will meet again on September 13, 2013 at 8:00 a.m.

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

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

Policy Committee – Director Bodnar reported that the Committee will meet on September 13, 2013 at 10:00 a.m.

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

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

DIRECTORS ORAL REPORTS

Director Ross reported that she went on vacation to Bermuda and showed pictures of the water collection system and how every house has their own water collection system. They also have a desalination plant. However, most use cistern water for cleaning and bathing, but they buy water for drinking.

Director Erickson reported that he attended the National Night Out and there was a good turnout. He said that Natalie Bellissimo was at the District's booth and kids that would come by liked the display with pencils, etc. We had many customers coming by and complaining about the rates and inquiring about relief for low income. Also, Southern California Gas is replacing meters in his area for an AMI network. They are giving no advanced notice when replacing the meters.

Director Bodnar reported that he also had his gas meter replaced. On August 10th he was at the La Crescenta off ramp doing clean up.

Director Tejada reported that she went to Boston and Vermont, and that they have had record rains this summer. Also, she is attending an ACWA Energy Committee meeting on August 15th at MWD.

Director Putnam discussed the drought in the southwest, and the increased fire danger and we should be aware of this for the District.

CLOSED SESSION

No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 9:10 p.m., it was moved by Director Tejada, seconded by Director Ross that the meeting be adjourned to September 3, 2013 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1

September 3, 2013

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Discussion on Eagle Scout Project at Rosemont Preserve

AGENDA ITEM

1. **Eagle Scout Project Presentation** – Presentation by Brandon Loder for an Eagle Scout Project at Rosemont Preserve and consideration and motion to authorize the General Manager to provide a water meter and service for the project.

BACKGROUND:

The Arroyos & Foothill Conservancy, which was established in 2000 to preserve the natural area in the La Crescenta, La Canada-Flintridge, Altadena and Pasadena areas. The Rosemont Preserve, founded in 2011, is part of the Arroyos & Foothill Conservancy. The Rosemont Preserve is 7.75 acres of protected land, located at the north end of Rosemont Avenue. The Friends of the Rosemont Preserve is a community-based volunteer advisory committee of the Arroyos & Foothills Conservancy dedicated to the preservation and stewardship of the Rosemont Preserve.

In the past, the District has provided water services for the Eagle Scout projects at Rosemont Reservoir and at the Encinal/Pennsylvania property. Both projects were on District property and the District paid the cost of the water services.

During the budgeting process, the Board requested that staff include a new category for community outreach under the water conservation budget. The purpose of this new category was to track costs associated with the District's community outreach program.

DISCUSSION:

Eagle Scout candidate Brandon Loder has proposed to install a small outdoor classroom area at the Rosemont Preserve as his Eagle Scout project. Mr. Loder is working with the Friends of the Rosemont Preserve on the project and has requested a ¾-inch water service be installed for use during construction and irrigation of the plants. In addition, the water service will be used for a future seed nursery proposed by the Friends of the Rosemont Preserve.

Mr. Erdman and Mr. Rich Toyon have met at the site to discuss the project and the proposed schedule. The project is slated to begin in late September or early October 2013.

The proposed water service will be located along the road to Eagle Canyon Reservoir and will connect to the Zone 5 water line. The water pressure available will be around 25 – 30 psi, which will be adequate for the project. The cost to install the water service is estimated to be \$3,500 which includes materials, equipment, labor and pavement resurfacing. An account will have to be established by the ultimate responsible party, which will be the Arroyos & Foothill Conservancy for payment of the water and water meter service charge. The account will be billed as an irrigation account and will not include a sewer charge.

The project also includes grading of the area to create a small amphitheater for classes and presentations. The Friends of the Rosemont Preserve are also looking for volunteers with grading equipment such as backhoe to help Mr. Loder with the project.

RECOMMENDATION:

It is staff's recommendation to assist the Eagle Scout project by installing the water service as part of the District's Community Outreach program to provide water for the Eagle Scout project and for future use by the Friends of the Rosemont Preserve.

ENVIRONMENTAL REVIEW:

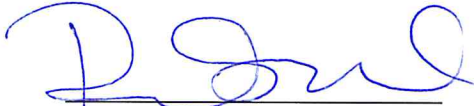
N/A

FUNDING AVAILABILITY:

This project was included in the FY 2013/14 Water CIP - Water Supply for groundwater wells budget

Account Description	Amount
FY 13/14 Water Conservation - Community Outreach	\$15,000
Engineer's Cost Estimate for new water service	<\$3,500>
Amount Remaining in Water CIP – Distribution System	\$11,500

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:



Dennis Erdman
General Manager

Attachments:

1. Project Photos

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: Surplus Property

Agenda Item No. 2
September 3, 2013

AGENDA ITEM

Surplus Property – Consideration and motion to designate Unit #20 as surplus property for the purpose of disposal per Section 12.04 of the District's Rules and Regulations and authorize the General Manager to dispose in a manner most beneficial to the District.

BACKGROUND:

As part of the FY 2012-13 budget, staff requested and received permission from the Board to replace Unit #20 with a new utility service vehicle (new Unit #2). At that time staff reported that Unit #20 needed to be replaced so that the District would be in compliance with the California Air Recourse Board Fleet Rule Regulation. The rule states that all heavy duty trucks 2006 and older and with GVWR greater than 14,000 pounds need to be retrofitted with a diesel emissions device or must be sold out of state by the end of 2011. Unit #25 (dump truck) and Unit #31 (Vactor truck) have been retrofitted with the emissions device to be in compliance with this rule.

The original plan was to retrofit Unit #20 with the emissions device, but staff believed it would be wiser to purchase a new truck since Unit #20 was 10 years old and it was the main utility truck. The diesel emissions retrofit devices have cost approximately \$17,000 in the past.

DISCUSSION:

Staff is requesting that the Board declare this vehicle as surplus property per Section 12.04 of the District's Rules and Regulations (copy attached) so we can begin the process of disposing of the truck. As explained above, the District can't use the truck due to air quality regulations unless the unit is retrofitted with a diesel emissions device at a cost of \$17,000. Staff has determined that the resale value of this truck is approximately \$10,000 based upon comparisons for similar trucks for sale.

RECOMMENDATION:

It is recommended that the Board of Directors declare Unit #20 as surplus property and authorize the General Manager to dispose of the truck in a manner most beneficial to the District as per Section 12.04 of the District's Rules and Regulations manual.

Prepared and submitted by:


Ron L. Mitchell
Secretary-Treasurer


Dennis A. Erdman, P.E.
General Manager

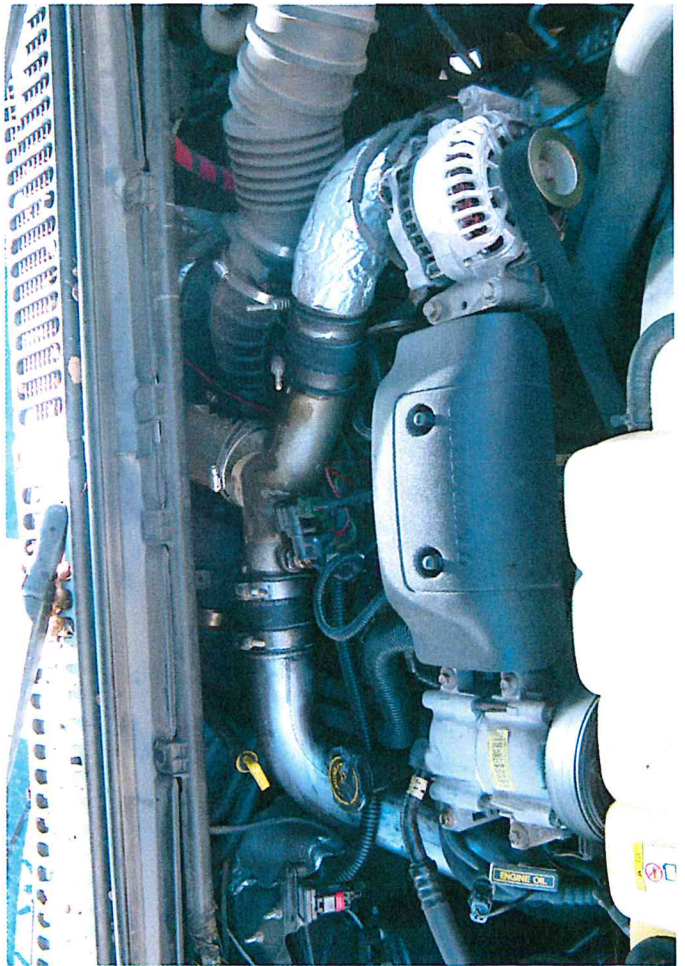
District elects not to go forward with the sale, the District shall pay the full cost of appraisal.

- G. **Deposit:** All offers to be considered by the Board shall be accompanied by a deposit in the amount of 10% of the proposed purchase price.
- H. **Broker's Fees:** Brokerage fees shall be paid as agreed upon by the parties.
- I. **Escrow:** The District and the buyer shall share escrow fees equally. The District will provide the buyer with a policy of Title Insurance at District expense.
- J. **Down Payment:** The minimum down payment shall be 25% of the purchase price, unless modified by the Board.
- K. **Balance of Purchase Price:** The remaining principal balance after the down payment may, upon approval by the Board, be on a Note Secured by Deed of Trust, executed by the buyer in favor of the District, and shall bear interest at current market rates.

12.04: SALE OF DISTRICT PERSONAL PROPERTY

- A. **Surplus Property:** The General Manager shall periodically review District personal property requirements. If certain personal property is no longer necessary for District purposes, the General Manager shall advise the Board of the property, its condition and approximate value. Upon the determination by the Board that personal property belonging to the District is no longer necessary for District purposes, such property shall be designated surplus property. If there is sufficient residual value to warrant sale of such property to the public, then the District may dispose of surplus personal property as set forth hereafter. If there is insufficient value to warrant such sale to the public, then the property may be disposed of in the General Manager's discretion.
- B. **Notice Inviting Bids:** Prior to disposing of surplus personal property, the District shall advertise such property for one day in a newspaper of general circulation or appropriate trade publication and post a notice on District premises inviting sealed bids. The Board may set minimum bids for individual items. The Board may also consider other options such as public auctions or trade-in for disposing of surplus personal property.
- C. **Presentation of Bids:** All bids shall be presented under sealed cover on forms provided by the District.
- D. **Opening of Bids:** At the time and place set forth in the Notice Inviting Bids, the bids shall be opened in public.
- E. **Overbid by District Employees:** A District employee who has submitted a bid on an item of surplus personal property may be awarded the item by bidding One Dollar (\$1.00) more than the highest sealed bid.
- F. **Acceptance or Rejection of Bids:** The Board may reject any and all bids should it deem it to be for the public good, or may award the surplus personal property to the highest bidder at the price specified in the bid. All property will be sold "as is" and with no warranties. Payment shall be in cash or by certified check. Any required transfer fees shall be paid by the buyer and the property will be transferred only into the name of the successful bidder.

12.05: DISTRICT EASEMENTS



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 3
September 3, 2013

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: ACWA Committee Appointment Nominations

AGENDA ITEM

ACWA Committee Appointment Nominations – Consideration and motion to nominate members of the Board and others affiliated with the District to positions on various ACWA Committee appointments for the 2014-15 terms.

BACKGROUND:

ACWA has several committees that drive their activities and policy development. At this time, ACWA is requesting their members to submit nominations to be considered for appointments to the various committees for the 2014-15 terms.

Enclosed is a memorandum from ACWA that outlines the process for nominations, the ACWA Policy Committee Guidelines, a timeline for the process, and a list of the various committees and their function to familiarize yourselves with the way you could choose to become involved.

In the past, the District has supported nominations for Director Tejeda to the Energy Committee and Mr. Bunn and several of his colleagues to other committees shown on the list provided. Director Tejeda and Mr. Bunn have asked for the Board to once again place their names, and those of Mr. Bunn's colleagues, in nomination for the various committees on which they now serve.

RECOMMENDATION:

It is recommended that the Board of Directors support the nominations of Director Tejeda, Mr. Bunn, and various persons with our legal firm of Lagerlof, Senecal, Gosney & Kruse to various ACWA committees.

Prepared and submitted by:



Ron L. Mitchell
Secretary-Treasurer



Dennis A. Erdman, P.E.
General Manager



Association of
California Water Agencies
Since 1910
Leadership Advocacy Information

RECEIVED

Standing and Regular Committee Participation by Agency

AUG 12 2013

Crescenta Valley WD

CRESCENTA VALLEY
WATER DISTRICT

Mr. Thomas S. Bunn, III	Groundwater Committee	Member
Mr. James D. Ciampa	Legal Affairs Committee	Member
Mr. Timothy J. Gosney	State Legislative Committee	Member
Ms. Judy L. Tejeda	Energy Committee	Member
Mr. Andrew D. Turner	Local Government Committee	Member



Association of California Water Agencies

Leadership Advocacy Information Since 1910

MEMORANDUM

August 8, 2013

**TO: ACWA MEMBER AGENCY BOARD PRESIDENTS
ACWA MEMBER AGENCY GENERAL MANAGERS**

FROM: RANDY RECORD, ACWA PRESIDENT

**SUBJECT: ACWA COMMITTEE APPOINTMENT NOMINATIONS
FOR THE 2014-2015 TERM**

PLEASE RESPOND BY SEPTEMBER 30, 2013

Committees are an integral part of ACWA's activities and policy development. The end of the current committee term is fast approaching and it is time again to request committee nominations from ACWA members. New officers (President/Vice President) will be elected at the fall conference by the general membership, so it is time to prepare to reconstitute all committees for the 2014-2015 term.

In submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to expend the time and provide their expertise if appointed.

Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on committees.

An important part of helping committees function as effectively as possible is attendance. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA **limited** committee shall constitute a resignation and a replacement will be named as soon as possible." Also, those with a record of repeated, excused absences will be reviewed and considered for replacement.

The following information is enclosed in this packet.

- ACWA Policy Committee Guidelines
- ACWA Committee Purposes and Responsibilities
- Committee attendance records (only for limited committees)
- Committee consideration form (before you begin, please make extra copies)
- *Sample* committee consideration form

Committee Appointments

Page 2

- Current agency committee representation (if you receive a blank report, this indicates your agency has no committee representation)
- Committee timeline

All correspondence and forms regarding committee appointments must be in to the ACWA office no later than **September 30, 2013** to be eligible for consideration. Committee appointments will be made by the incoming ACWA president in December. Please contact Paula Quinn at (916) 441-4545 or paulaq@acwa.com, if you have any questions concerning the committee appointment process.

We appreciate your timely attention to this matter.

Enclosures

RR:pq

ACWA POLICY COMMITTEE GUIDELINES Revised May 21, 2013

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.

5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. **<The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.>**

ACWA 2014-2015 COMMITTEE APPOINTMENT PROCESS TIMELINE

2013

August 8th	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee descriptions, purposes and responsibilities. Committee consideration form and sample for the 2014-2015 term. 2014-2015 Committee consideration process and timeline outline.
-------------------	--

August 12th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
--------------------	--

September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
-----------------------	---

October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
----------------	---

November 21st	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
----------------------	--

November 11th - 22nd	Region recommendations are compiled and organized for the new ACWA President.
-----------------------------	---

December 5th	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
---------------------	---

December 20th	DEADLINE: for the ACWA President to complete committee appointments.
----------------------	---

December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2014-2015 term.
----------------------	---

2014

January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.
----------------	--

ACWA COMMITTEES

PURPOSES AND RESPONSIBILITIES

IMPORTANT COMMITTEE INFORMATION

ATTENDANCE REQUIREMENTS FOR **LIMITED** COMMITTEES:

Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible. Travel required to any area of the state where a committee meeting is being held, and lack of a travel budget will not constitute an excused absence.

****NOTE:** When a committee member is “unable” to attend a meeting and has asked for an excused absence in advance of the meeting, they may send a representative from their agency for **monitoring purposes only**. However, the committee member will still be recorded with an excused absence from the meeting. The representative does not have a voting right.**

STATE LEGISLATIVE COMMITTEE ONLY: The State Legislative Committee will allow a member of the committee with an excused absence to designate an alternate. The committee member will be required to secure the concurrence of the appropriate ACWA Region Chair for the alternate. The committee member should provide the name of the alternate to ACWA's Director of State Relations prior to the committee meeting. The alternate will be authorized to fully participate in all discussions of the committee and to vote on issues before the committee. Committee members, including alternates, act on behalf of the region for which they were appointed to represent.

GRASSROOTS OUTREACH:

As a member of the committee, you will be enrolled as an active participant in ACWA's Grassroots Outreach Program. See ACWA's website for more information on the grassroots outreach program which supports ACWA's legislative and regulatory efforts.

COMMITTEE VACANCIES WILL NOT BE FILLED AFTER THE SPRING CONFERENCE OF AN UPCOMING ELECTION YEAR.

BLUE INDICATES BYLAW COMMITTEE LANGUAGE.

COMMUNICATIONS COMMITTEE - *STANDING/LIMITED (40 MAXIMUM)*

ACWA COMMITTEE STAFF LIAISON: LISA LIEN-MAGER

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two at the Sacramento office between conferences

The purpose of the ACWA Communications Committee is to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association. Programs are crafted to support ACWA and its members' positions on legislative, regulatory, and policy issues.

The committee is responsible for developing and updating a comprehensive communications plan for ACWA. The committee promotes the development and implementation of sound public information and education programs and practices among member agencies. It prepares materials that can be duplicated or used by member agencies for their local public information/education efforts. The committee also provides guidance to ACWA's Communications Department.

ENERGY COMMITTEE – *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: ABBY SCHNEIDER

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Energy Committee is to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Work with staff in developing and making recommendations to the Board of Directors regarding:

- ♦ Programs to assure an adequate power supply for member agencies, including energy, availability, pricing, distribution and hydro generation
- ♦ Policy recommendations relating to the development of new power sources
- ♦ Recommended positions regarding state and federal legislation to the State Legislative and Federal Affairs Committees
- ♦ Assistance with the development, direction and work associated with representation before the Public Utilities Commission, the Federal Energy Regulatory Commission and other regulatory agencies dealing with energy
- ♦ Educate members on all energy matters having impact on their operations

FEDERAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (5 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVID REYNOLDS

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences (Jan & Sept) in the Sacramento office
- DC Conference ~ Attendance is not REQUIRED, but STRONGLY encouraged

The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting members of the Association, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one and no more than five individuals from each region. Coordinates with other ACWA committees regarding their input on any issues directly related to federal issues before both Congress and the Federal administrative branches.

The committee currently has four separate subcommittees. Committee members have the opportunity to sign-up for as many of the subcommittees as they want, plus being supplemented by other members with interest in a focused area. The subcommittees with areas of responsibility are:

- ♦ Drinking Water & Energy Subcommittee: Responsible for the oversight and policy direction on Environmental Protection Agency and Energy-Water Nexus.
- ♦ Water Supply Subcommittee: Responsible for oversight and policy direction on the Safe Drinking Water Act and Endangered Species Act.
- ♦ Infrastructure & Agriculture Subcommittee: Responsible for oversight and policy direction on the Clean Water Act, and agricultural issues.
- ♦ Finance, Technology & Research Subcommittee: Responsible for oversight and policy direction on financing water infrastructure legislation.

FINANCE COMMITTEE - *STANDING/LIMITED* (2 PER REGION – 1 SPOT IS FILLED BY REGION CHAIR OR VICE CHAIR; OTHER SPOT IS FILLED BY A REPRESENTATIVE FROM REGION WITH EXPERIENCE IN FINANCIAL MATTERS)

ACWA COMMITTEE STAFF LIAISON: FILI GONZALEZ

MEETINGS ARE HELD APPROXIMATELY 4-5 TIMES A YEAR

- One at both the Fall and Spring conferences
- All other meetings are held in the Sacramento office

The purpose of the Finance Committee is to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and the selection of the auditor, the dues formula and schedules and other financial matters that may come before the committee. Each committee member will be expected to serve on at least one of the subcommittees, which are:

- ♦ Audit Subcommittee
- ♦ Budget Subcommittee
- ♦ Investment Subcommittee
- ♦ Revenue Subcommittee
- ♦ Education Subcommittee

GROUNDWATER COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

The purpose of the Groundwater Committee is to recommend policies and programs to the Board of Director and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Monitors state and federal regulations and legislation that could affect the quality or quantity of groundwater, conducts studies, develops policies regarding the management of groundwater and coordinates with other ACWA committees on issues directly related to groundwater.

Committee members are expected to participate in a variety of activities including writing legislation, preparing comments for state or federal hearings on groundwater issues, developing programs for workshops and conferences, and providing input on state and federal legislation.

PERSONNEL AND BENEFITS COMMITTEE - *STANDING/LIMITED* ~(2 PER REGION)

ACWA COMMITTEE STAFF LIAISON: PAULA QUINN

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in the Sacramento office

The purpose of the Personnel and Benefits Committee is to review, on a regular basis, membership salary survey, retirement issues, and other personnel, benefits, and administrative issues pertinent to the management

of members of the Association. Works with staff in developing, reviewing and making recommendations to the Board of Directors regarding the following:

- ♦ Sponsor special studies on personnel-related problems and issues
- ♦ Sponsor safety programs for risk management or workers' compensation claims
- ♦ Define the scope of any audit to be performed by an independent actuary, as needed
- ♦ Gather, develop and publish comparative data on salary ranges, employee benefits and other personnel and administrative data pertinent to the management of member agencies

LEGAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (45 MAXIMUM)

ACWA COMMITTEE STAFF LIAISON: WHITNIE WILEY

MEETINGS ARE HELD APPROXIMATELY 2-3 TIMES A YEAR

- One at both the Fall and Spring conferences
- As needed in between the conferences

The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to members of the Association and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 35 and 45 attorneys, each of whom shall be, or act as, counsel for a member of the Association, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee's primary purpose is to support the mission of the Association, and more particularly, to deal with requests for assistance involving legal matters of significance to ACWA member agencies, water rights matters, proposed ACWA bylaw revisions, etc. The committee also works with staff to produce publications to assist water agency officials in complying with applicable state and federal laws. The committee's areas of responsibility include:

- ♦ Amicus curia filings on important cases
- ♦ Commenting on proposed regulations and guidelines of state agencies such as Fair Political Practices Commission regulations or opinions and CEQA implementation guidelines
- ♦ Entering a suit as primary litigant
- ♦ Dealing with any water rights matters of interest to member agencies

- ♦ Reviewing all proposed ACWA bylaws for technical competence and consistency with the nonprofit corporation law and other bylaws

LOCAL GOVERNMENT COMMITTEE - *STANDING/LIMITED* (3 PER REGION)

ACWA COMMITTEE STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in between the conferences in the Sacramento office

The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California.

- ♦ Recommends policies to the State Legislative Committee and the Board of Directors on matters affecting water agencies as a segment of local government in California, such as planning issues and local government organization and finance
- ♦ Plans and presents a program at each ACWA conference relating to local governance issues affecting water agencies
- ♦ Gathers data and disseminates information on the value of special districts
- ♦ Disseminates information promoting excellence in service delivery
- ♦ As a member of the committee, you will be enrolled as an active participant in ACWA's Outreach Program.

MEMBERSHIP COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TIFFANY GIAMMONA

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. Takes any suggestions regarding ACWA policy to the ACWA Board of Directors for approval, meets to review and make recommendations regarding membership eligibility and all membership applications; assists the staff with the development of recruitment and retention programs and reviews and makes recommendations regarding an equitable dues structure to the ACWA Finance Committee.

STATE LEGISLATIVE COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD APPROXIMATELY 10-12 TIMES A YEAR

- Every three weeks during Session in the Sacramento Office
- One planning meeting at the end of the year in the Sacramento Office

The purpose of the State Legislative Committee is to review all state legislative proposals affecting members of the Association and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's legislative program. Sets state legislative policy for the Associations. Committee members are responsible for reading relevant legislation, developing positions, working with staff to draft appropriate amendments to bills, providing input to the ACWA Board of Directors, and directing ACWA legislative staff on legislative matters.

WATER MANAGEMENT COMMITTEE - *STANDING/LIMITED* (4 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences in the Sacramento office

The purpose of the Water Management Committee is to recommend policy and programs to the Board of Directors on any area of concern in water management. Work with staff in developing and making recommendations to the Board of Directors regarding policy and programs on significant areas of concern in water management, review and recommend positions regarding legislation and regulations as requested by other committees.

The committee is also responsible for the gathering and dissemination of information regarding management of agricultural and domestic water, conjunctive use, water management and conservation activities, development and use of water resources, and wastewater treatment and its reclamation and reuse.

WATER QUALITY COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD BY SUBCOMMITTEES

Safe Drinking Water Subcommittee meets 4 times a year

- One at both Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

Clean Water Subcommittee meets 3 times a year

- One at both the Fall and Spring conferences

The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members of the Association to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. This committee was established to recommend policy and programs to the Board of Directors, State Legislative Committee and/or Federal Affairs Committee; promote cost effective state and federal water quality regulations affecting both agricultural and domestic water agencies; and provide a means for members to work together to develop and present unified comments on water quality regulations, as well as to coordinate with other organizations. The ACWA bylaws provide authority to the committee to develop and recommend ACWA positions and testimony on water quality regulatory issues.

Revised: May 21, 2013

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 4
September 3, 2013

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: ACWA Region 8 Board Elections

AGENDA ITEM

ACWA Region 8 Board Elections – Consideration and motion regarding the casting of the District's vote for ACWA Region 8 officers for the 2014-15 terms.

BACKGROUND:

ACWA divides its members into geographic regions in order to recognize the opinions of all members throughout the state. The District is part of Region 8 which covers most of Los Angeles County and consists of a Chair, Vice Chair and Board Members elected from the various districts represented by the region.

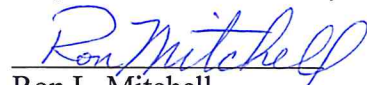
It is now time to elect the 2014-15 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. Enclosed is the ballot that has a slate of candidates identified by the Region 8 Nominating Committee for the officers and board member positions. The District could vote the slate as presented or cast votes for individual candidates for the 2014-15 terms.

Staff recognizes several of the candidates listed and are comfortable that they would be excellent representatives for our region.

RECOMMENDATION:

Staff has no recommendation for how the Board should cast the District's vote.

Prepared and submitted by:



Ron L. Mitchell
Secretary-Treasurer



Dennis A. Erdman, P.E.
General Manager

OFFICIAL

REGION 8 Board Ballot

2014-2015
TERM



**Association
of California
Water Agencies**

Since 1910

Leadership • Advocacy
Information • Service

**Please return completed ballot
by September 30, 2013**

E-mail: anat@acwa.com

Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Submit

1

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 8 Nominating Committee's recommended slate below.

Chair:

- **Steve Cole**, Newhall County Water District

Vice Chair:

- **Michael Touhey**, Upper San Gabriel Valley Municipal Water District

Board Members:

- **Bill Cooper**, Castaic Lake Water Agency
- **Greg Galindo**, La Puente County Water District
- **Mel Matthews**, Foothill Municipal Water District
- **Sandy Olson**, Walnut Valley Water District
- **Barry Steinhardt**, Las Virgenes Municipal Water District

OR

Individual Board Candidate Nominations

- ☐ I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- ☐ **Steve Cole**, Newhall County Water District
- ☐ **Ronald Smith**, West Basin Municipal Water District

Candidates for Vice Chair: (Choose one)

- ☐ **Ronald Smith**, West Basin Municipal Water District
- ☐ **Barry Steinhardt**, Las Virgenes Municipal Water District
- ☐ **Michael Touhey**, Upper San Gabriel Valley Municipal Water District

Candidates for Board Members: (Max of 5 choices)

- ☐ **Bill Cooper**, Castaic Lake Water Agency
- ☐ **Greg Galindo**, La Puente County Water District
- ☐ **Mel Matthews**, Foothill Municipal Water District
- ☐ **Sandy Olson**, Walnut Valley Water District
- ☐ **Ronald Smith**, West Basin Municipal Water District
- ☐ **Barry Steinhardt**, Las Virgenes MWD
- ☐ **Michael Touhey**, Upper San Gabriel Valley MWD

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

"dkasamoto@sgvmwd.com" <dkasamoto@sgvmwd.com>, "jreichenberger@lmu.edu" <jreichenberger@lmu.edu>, "smidwater@pacbell.net" <smidwater@pacbell.net>, "Rick Hansen (rhansen@TVMWD.com)" <rhansen@TVMWD.com>, "shane@usgvmwd.org" <shane@usgvmwd.org>, "lnoriega@vcwd.org" <lnoriega@vcwd.org>, "cmalaiba@vcwd.org" <cmalaiba@vcwd.org>, "bert@vrcwd.com" <bert@vrcwd.com>, "Shana" <sepstein@ci.ventura.ca.us>, "bfulton@ci.ventura.ca.us" <bfulton@ci.ventura.ca.us>, "mholmes@wvwd.com" <mholmes@wvwd.com>, "director.hilden@wvwd.com" <director.hilden@wvwd.com>, "richardn@westbasin.org" <richardn@westbasin.org>, "Robb" <rwhitaker@wrd.org>, "arobles@wrd.org" <arobles@wrd.org>

Cc: "Marcia Wulff" <MarciaW@acwa.com>

Subject: ACWA Region Election Ballot

[cid:image002.jpg@01CE8EDF.6B4F3F90]

Sent via email August 1, 2013

TO: ACWA REGION 8 MEMBER AGENCY BOARD PRESIDENT
AND GENERAL MANAGER

Ballot for Region 8 Board Election for the 2014-2015 Term

It is time to elect the 2014-2015 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. Attached, you will find the official ballot which includes the Region 8 Nominating Committee's recommended slate as well as individual candidates running for the Region 8 Board.

Your agency is entitled to cast only one vote. Please review the attached ballot and have your agency's authorized representative cast its vote for the slate as recommended by the Region 8 Nominating Committee or cast its vote for individuals for a Region 8 chair, vice chair and three to five board members.

2014-2015 Region 8 Ballot is located

HERE<http://www.acwa.com/sites/default/files/page/2011/02/region-8-ballot-2013_0.pdf>

Region Rules and Regulations are located HERE<<http://www.acwa.com/content/rules-and-regulations-region-8>>

Submit the electronic ballot to ACWA by September 30, 2013.

(Ballots received after September 30 will not be accepted.)

Remember, Your vote is important. Region 8 board members are elected to represent the issues, concerns and needs of your region. The Region 8 chair and vice chair will serve on ACWA's board of directors for the next two-year term beginning January 1, 2014. Additionally, the newly elected chair and vice chair will make the Region 8 committee appointment recommendations to the ACWA president for the 2014-2015 term. Also, either the chair or vice chair will hold a seat on the ACWA Finance Committee.

If you have questions, please contact your Regional Affairs Representative, Marcia Wulff, at Marciaw@acwa.com<<mailto:Marciaw@acwa.com>> or call 916-441-4545.

Thank you for your careful consideration and participation in the Region 8 election process.

Ana Torres

Regional & Member Services Specialist

(916) 441-4545 ~ anat@acwa.com<<mailto:anat@acwa.com>>

910 K Street, Suite 100

Sacramento, CA 95814

Thank you for your membership and dedication to ACWA!

For more information about ACWA membership or to become a member, please visit

www.acwa.com<<http://www.acwa.com>>.

You have received this message from the Association of California Water Agencies (ACWA) on behalf of its members, supporters, and allied interests. To protect their privacy, ACWA policy prohibits the unauthorized reuse, redistribution, reproduction or retransmitted of this material or the distribution list.



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
September 3, 2013

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: **8-Inch Water Main Replacement on the 3000 & 3100 Blocks of Paraiso Way, 4900 Block of Ramsdell Ave., and Cloud Ave. from Paraiso Way to Orange Ave. Advertise for Bids, Project E-921**

ACTION ITEM:

1. **8-Inch Water Main Replacement on the 3000 & 3100 Blocks of Paraiso Way - Project E-921**
Consideration and motion to authorize the General Manager to advertise for bids for the construction of 2,650 lineal feet of pipeline replacement on the 3000 & 3100 Blocks of Paraiso Way, 4900 Block of Ramsdell, and Cloud Ave. from Paraiso Way to Orange Ave. with an engineer's estimate for construction of \$518,000 and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

PROJECT DESCRIPTION:

CVWD is proceeding with its water main pipeline replacement program for FY 13/14 with the replacement of old pipelines on the 3000 Block of Paraiso Way, between Cloud Ave. and Ramsdell Ave., the 3100 Block of Paraiso Way, which is a private dead-end street, the 4900 Block of Ramsdell Ave. and the upper portion of the 4900 Block of Cloud Avenue from Paraiso Way to Orange Ave. (See attached project location map).

This project is a second portion of an overall 3-year water main replacement project within this area which includes the 2900, 3000, & 3100 Blocks of Paraiso Way, the 2900, 3000, & 3100 Blocks of Santa Carlotta Street, the 4900 Block of Cloud Avenue, the 4900 Block of Ramsdell Avenue, and the 4900 Block of Glenwood Avenue (See attached). These pipelines are 3-inch, 4-inch, and 10-inch diameter water mains that were installed between 1947 & 1960. The pipelines have had a number of water main breaks and water service leaks over the years. The hydraulic study performed by Civiltec also showed that these pipes are undersized in this area and are restricting flow between Markridge Reservoir and Eagle Canyon Reservoir.

DISCUSSION:

The design is completed for the pipeline project and is ready for advertising for bids. The anticipated project schedule is to award a contract at the Board meeting on November 5, 2013 and construction to begin in early January 2014. The local residents have requested that the project start after the Christmas holiday season. Ms. Christina Olmedo will be the project manager and Mr. Cory Whitman will provide field inspection.

There are currently no fire hydrants on the 3000 & 3100 Blocks of Paraiso Way due to the undersized pipelines. Staff has been working with the residents to place new fire hydrants at locations that will have the least impact on the street. However, the project also must meet the fire hydrant spacing as required by the Los Angeles County Fire Department.

Paraiso Way and Cloud Ave. are narrow streets (25 feet wide) which will require a contractor to pay special attention to traffic control, street parking and coordination of equipment. This additional effort could have an effect on the contractor's costs, which may be higher than past projects. Staff has taken this into account during the design of the project.

Staff is also working on a public outreach program for the project. This will include sending letters within the next two weeks to the residents in the area notifying them of the upcoming project, holding a public meeting on the street to explain the project, and sending a second letter two weeks before construction begins. Progress reports on the project will be posted on CVWD's website for residents to check status and staff will send a press release to the local newspapers about the upcoming construction project.

The construction cost estimate for the project is \$518,000 and the entire project costs including materials, soils engineer, staff engineering and inspection, and contingencies are estimated at \$690,800.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for the project. Staff will advertise the project in the McGraw-Hill Dodge Construction News and will send out plans to selected contractors.

ENVIRONMENTAL REVIEW:

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

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 13/14 Water CIP– Water Distribution –Remaining as of 12/1/12	\$700,000
Engineer's Cost Estimate for Contractor	<\$518,000>
Additional costs such as material purchase by CVWD, soils engineer, engineering & inspection labor costs & contingency	<\$172,800>
Total Engineer's Cost Estimate	\$690,800
Amount Remaining in Water CIP – Distribution System	\$9,200

Prepared by:

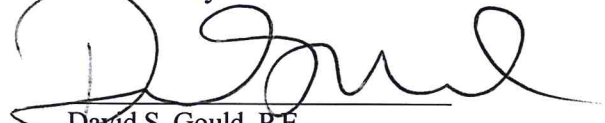


Christina Olmedo
Assistant Engineer

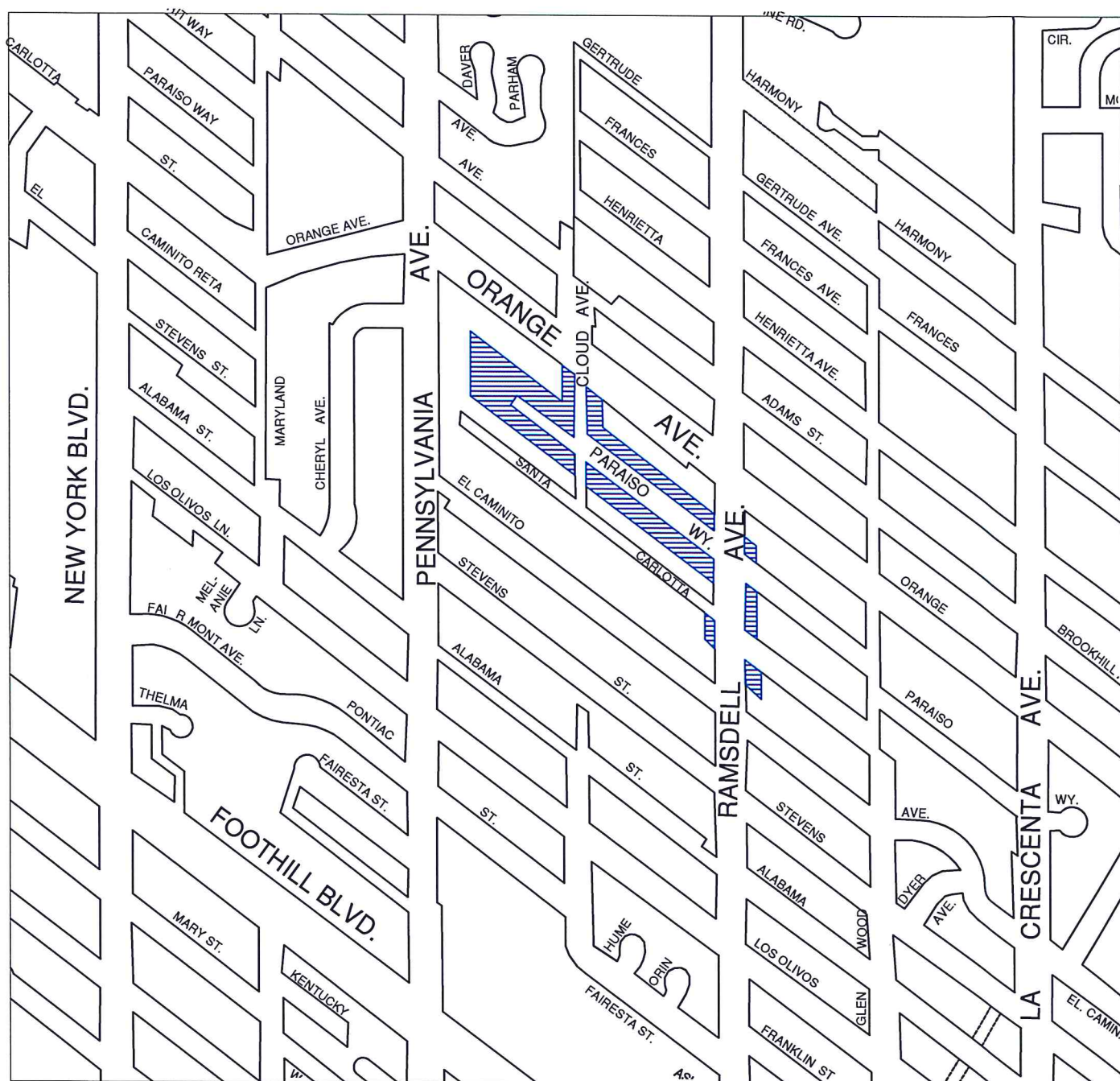
Attachments:

1. 3000 & 3100 Blocks of Paraiso Way Location Map
2. 3-year 8" Water main Replacement

Submitted by:



David S. Gould, P.E.
District Engineer



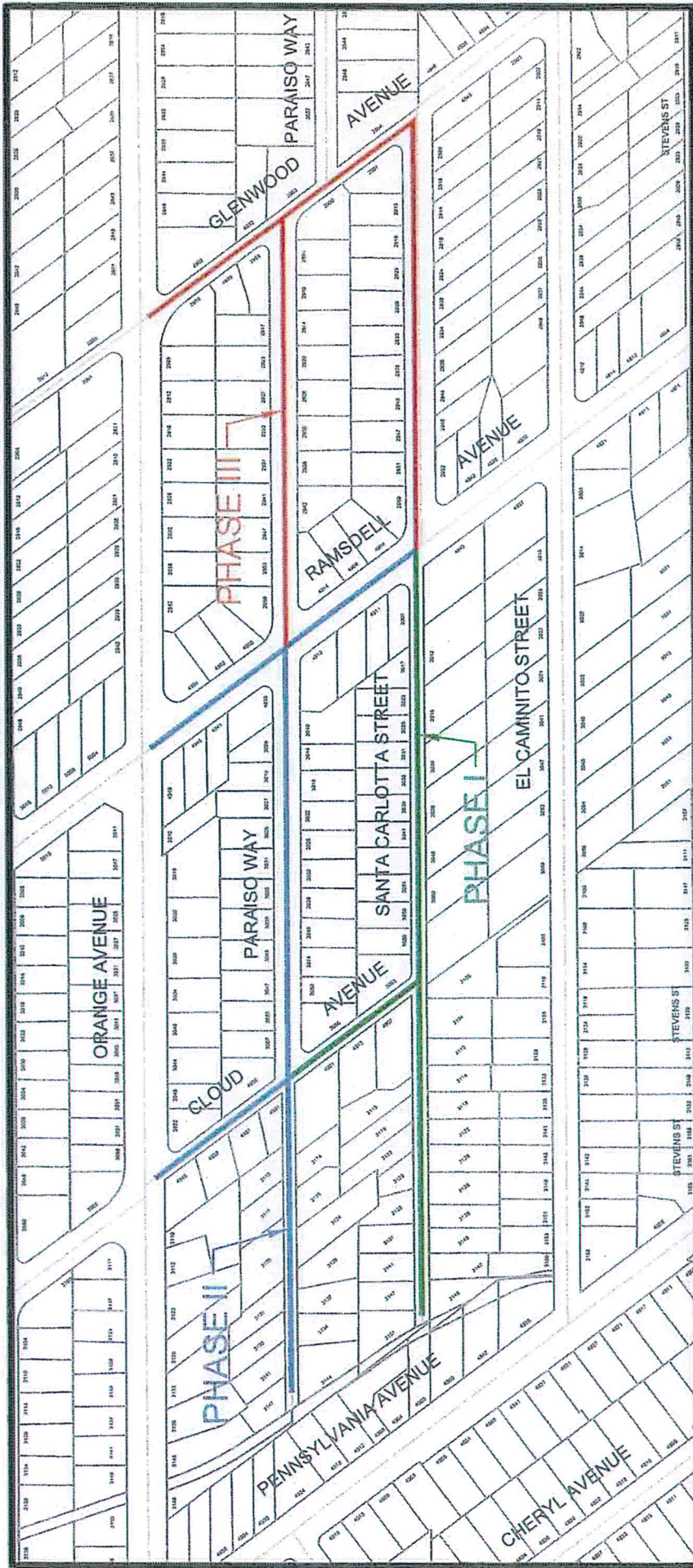
NOT TO SCALE

PROJECT LOCATION



CRESCENTA VALLEY WATER DISTRICT PROJECT LOCATION MAP

8-INCH WATER MAIN INSTALLATION ON THE 3000-3100 BLOCKS OF PARAISO WY., CLOUD AVE. BETWEEN PARAISO WY. AND ORANGE AVE., AND 4900 BLOCKS OF RAMSDELL AVE. PROJECT E-921



LEGEND

- PHASE I - FISCAL YEAR 2012/2013
- PHASE II - FISCAL YEAR 2013/2014
- PHASE III - FISCAL YEAR 2014/2015

CRESCENTA VALLEY WATER DISTRICT

SCALE: NONE

PIPELINE REPLACEMENT PROJECT

DR. BY: P.W. Hilke

ZONE 5

3-YEAR 8" WATERMAIN REPLACEMENT

DATE: 12/04/2012

JOB NO.

FILE NO.

APP'VD.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.6

September 3, 2013

To: Honorable President and Members of the Board of Directors

From: David S. Gould, P.E. – District Engineer

Subject: Advertise for Bids - Well Rehabilitation for Well 1, Project E-932

AGENDA ITEM

1. **Well Rehabilitation of Wells 1 & 12, Project E-932/934** – Consideration and motion to authorize the General Manager to advertise for bids for well rehabilitation for Well 1 with a cost estimate of \$75,000, and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

BACKGROUND:

The FY 13/14 Capital Improvement Project (CIP) budget included the rehabilitation of Wells 1 & 8 as part of the District's on-going well rehabilitation program. Over the past six (6) months, operations have seen a steady decline in well levels within the Verdugo Groundwater basin and in turn, the well pumping production has also decreased.

Well production has decreased from 3.5 MGD in January 2013 to 2.48 MGD, which is due to rainfall levels at 48% below average, well pumps needing to be replaced, and Well 12 & Well 14 being out of service due to bacteriological problems and issues with sand intrusion. The attached charts for 2012 and 2013 daily well production show the decrease over the last two years.

With the continued decline in the basin, staff is also seeing other wells losing production and has begun a re-evaluation of rehabilitation priority, which was discussed during the FY 13/14 budget process as shown below. This issue will be discussed further at the next Engineering Committee

CVWD - Well Replacement Project - FY 13/14 - FY 22/23												
Well No.	Last Rehab	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total
1	2003	X					X					2
5	2004		X					X				2
6	2004		X					X				2
7	2005			X					X			2
8	2004	X					X					2
9	2009				X					X		2
10	2012					X					X	2
11	2010				X					X		2
12	2012					X					X	2
14	2012		X		X		X		X		X	5
15	2006			X					X			2
Total		2	3	2	3	2	3	2	3	2	3	25

DISCUSSION:

Staff has been discussing the Engineering Committee that Well 1 should be the first well for rehabilitation in FY 13/14 since it has lost 51% of its production in 2013 and has not been rehabilitated since 2003.

Staff has prepared contract documents for Well 1 that will include the following scope of work:

- Remove existing pump assembly, line shaft and column pipe.
- Well video survey to visually inspect and record the well casing prior to any well redevelopment.
- Chemical treatment of the well casing which includes swabbing across the perforated casing to ensure the introduced chemicals effectively remove scaling, bacteriological and/or mineral growth on the well casing.

- Mechanical development of the well for the removal of bacteriological and mineral growth, sediment and other debris over the entire depth of the well liner, and the purging of these materials from the well into a temporary storage tank.
- Thoroughly brush the well casing and remove the loosened sediment from the well by airlifting or bailing after chemical treatment and brushing.
- Post-rehabilitation well video survey to visually inspect and record the well casing after redevelopment.
- Furnish and install a new pump & motor assembly, column piping, line shaft and chemical feed tube based on the existing design parameters.
- Provide start up and testing of the new pump assembly after all rehabilitation work is completed.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to advertise for bids for Well 1 rehabilitation with the goal of getting Well 1 back into service by the end of the year. If approved, Staff will send out the contract documents to selected well rehabilitation contractors. In addition, staff is planning to discuss this issue of the re-prioritizing the well rehabilitation program with the Engineering Committee.

ENVIRONMENTAL REVIEW:

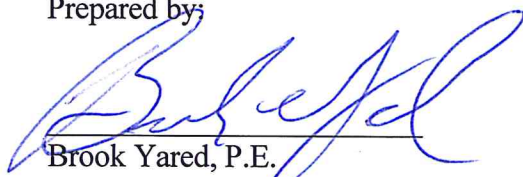
This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

FUNDING AVAILABILITY:

This project was included in the FY 2013/14 Water CIP - Water Supply for groundwater wells budget

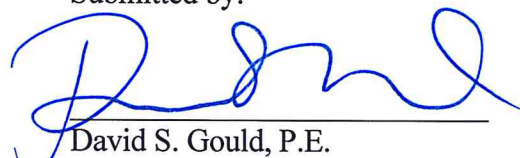
Account Description	Amount
FY 13/14 Water CIP- Water Supply	\$800,000
Engineer's Cost Estimate for Contractor	<\$75,000>
Amount Remaining in Water CIP – Distribution System	\$715,000

Prepared by:



Brook Yared, P.E.
Associate Engineer

Submitted by:

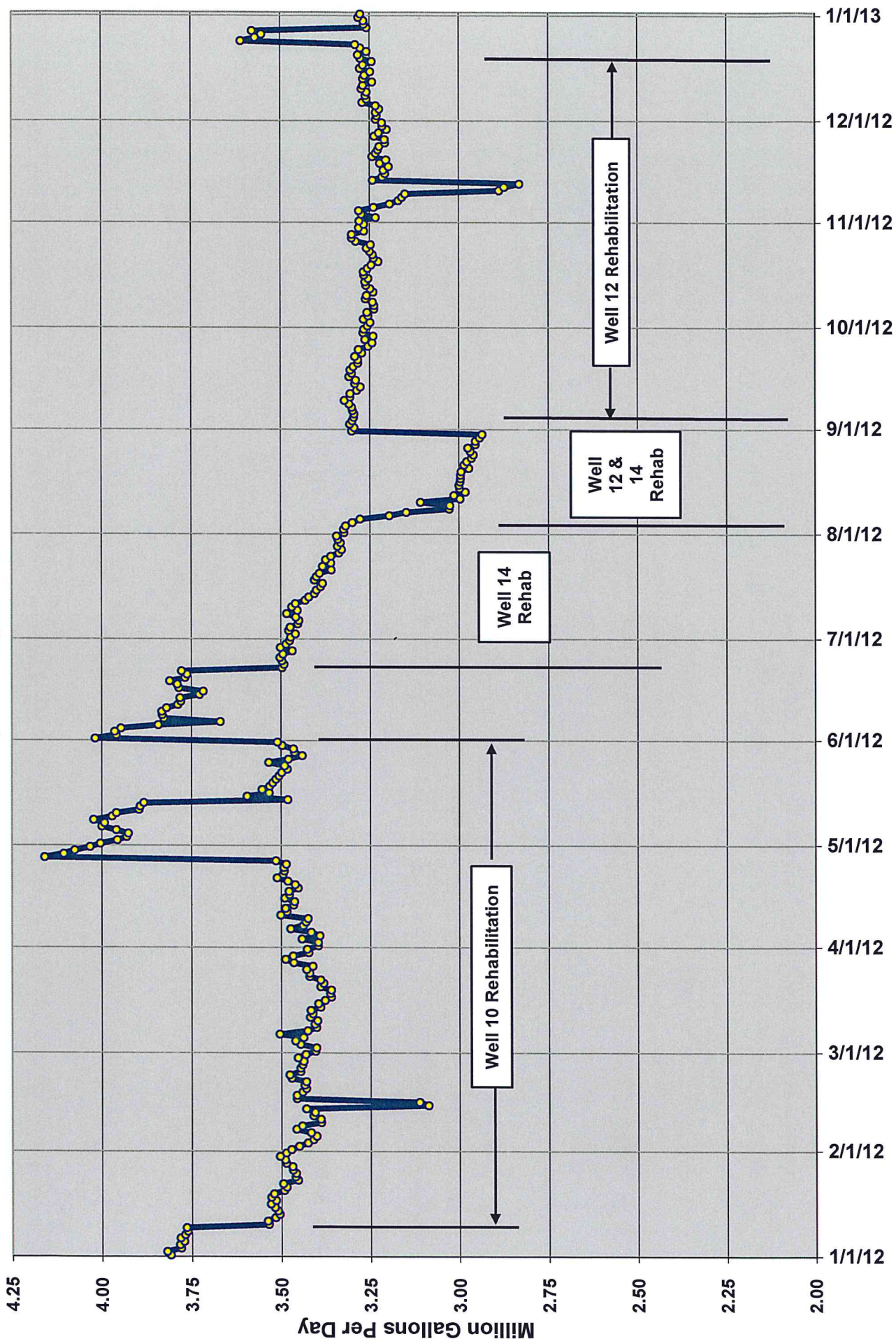


David S. Gould, P.E.
District Engineer

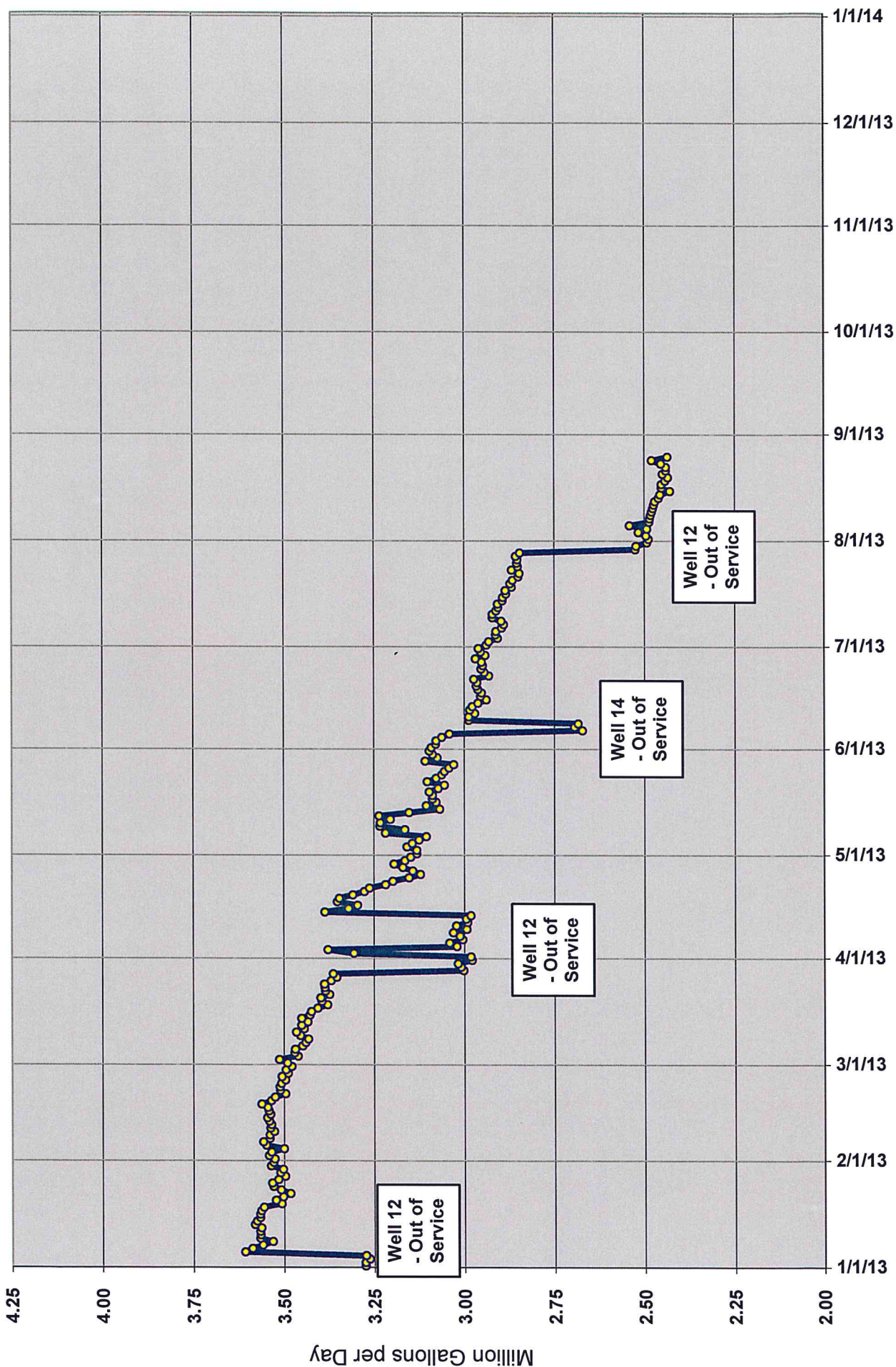
Attachments:

Well 1 – Well Casing Profile

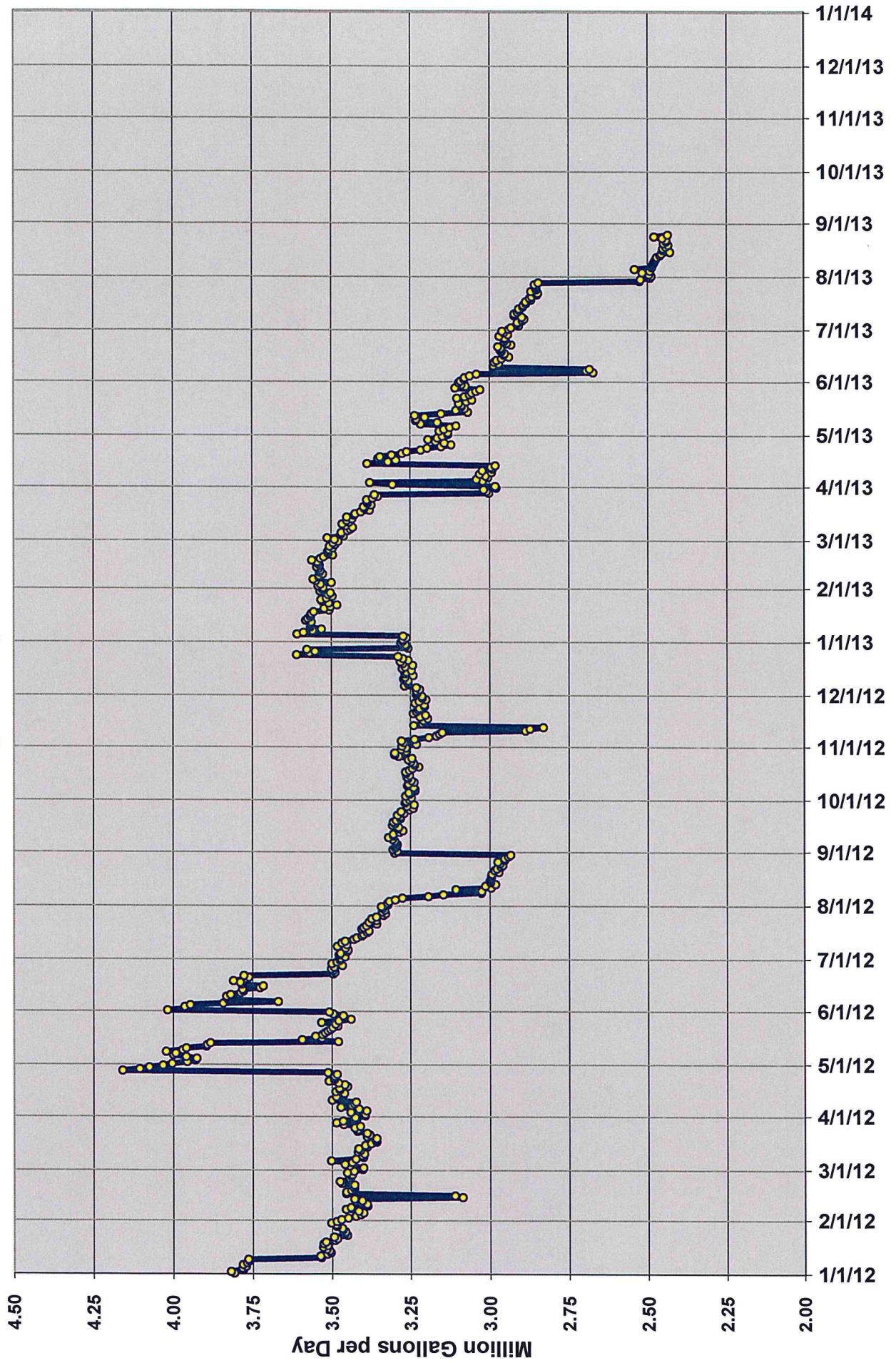
Crescenta Valley Water District 2012 Well Capacity Status (MGD)

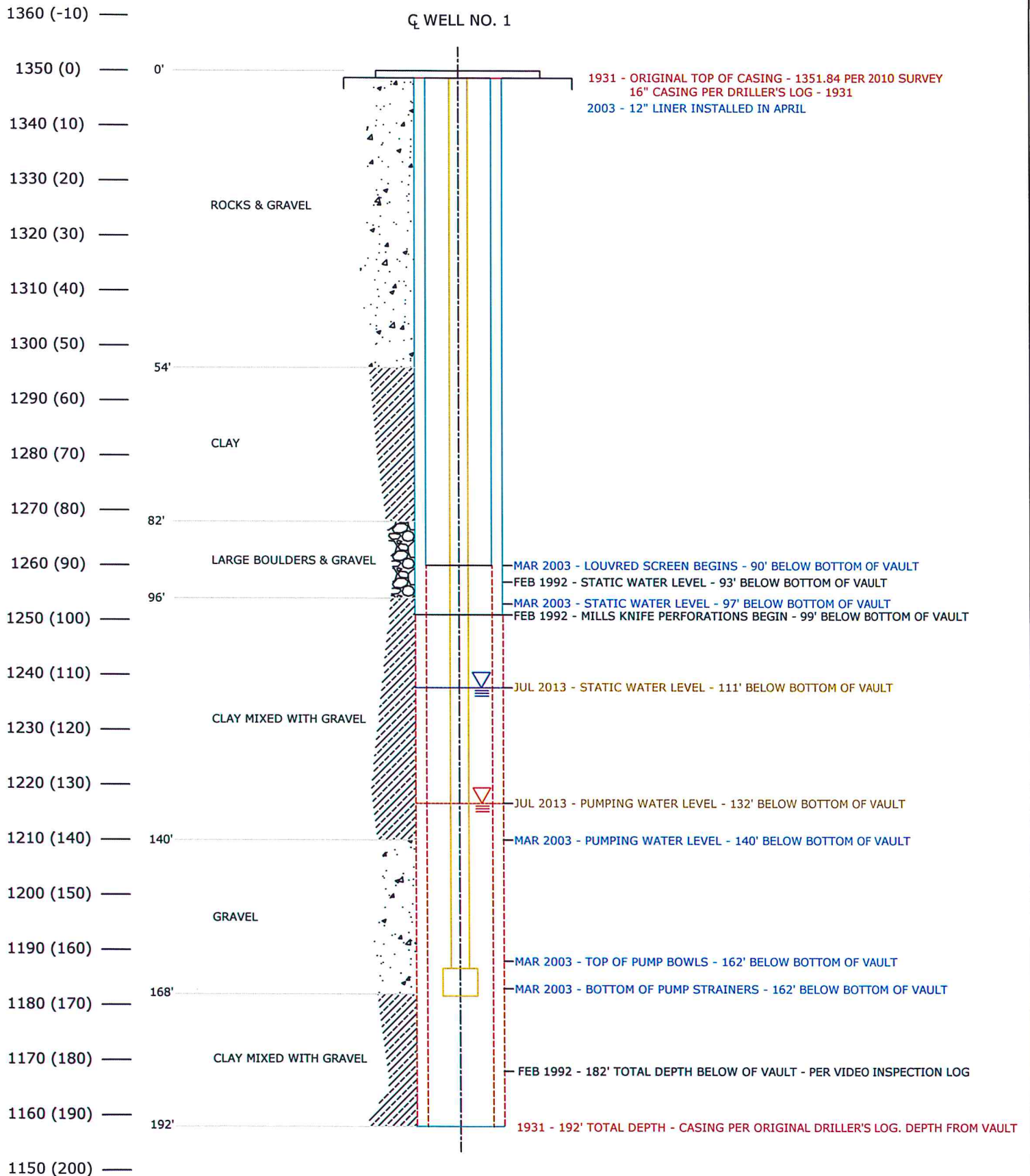


Crescenta Valley Water District 2013 Well Capacity Status (MGD)



Crescenta Valley Water District 2012/13 Well Capacity Status (MGD)





SCALE: NTS		CRESCENTA VALLEY WATER DISTRICT	SHEET 1 OF 1
DRAWN BY: B. YARED	8/12/13		
UPDATED:		WELL NO. 1 - GEOLOGIC & CASING PROFILE	DATE: 8/12/13
UPDATED:			
UPDATED:			

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Dennis A. Erdman P.E. – General Manager
Subject: Temporary Employee

Agenda Item No. 7
September 3, 2013

AGENDA ITEM

Temporary Employee – Consideration and motion to authorize the General Manager to hire a temporary employee for a period not-to-exceed six months.

BACKGROUND:

CVWD currently employs one full time meter reader who reads each customer meter over a two month cycle. Our present meter reader requires surgery which will cause him to be away from work for a minimum period of three months. The surgery for our employee is scheduled for September 19, 2013. In the past, the District has used existing staff to cover short term absences of the meter reader but this practice would cause disruption to the normal work process if it were to continue for several months. In order to avoid disruption of our regular work crews, it is recommended that a temporary employee be hired to learn and perform meter reading during our meter reader's absence.

FINANCIAL CONSIDERATIONS

There will be a cost for the temporary employee during the period of employment of approximately \$3,800 per month, which will be offset by not having to pay the salary of the full time meter reader. Temporary employees do not receive any benefits and the only cost in addition to pay is the cost for workers compensation insurance.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to hire a temporary employee, for a period not-to-exceed six months, to perform meter reading.

Prepared and submitted by:



Dennis A. Erdman, P.E.
General Manager



Local Agency Formation Commission
for the County of Los Angeles

Written
Communication
RECEIVED

AUG 23 2013

CRESCENTA VALLEY
WATER DISTRICT

Commission
Jerry Gladbach
Chair

Richard H. Close
Donald L. Dear
Margaret Finlay
Tom LaBonge
Gloria Molina
Henri F. Pellissier
David Spence
Zev Yaroslavsky

Alternates
Lori Brogin
Lillian Kawasaki
Don Knabe
Paul Krekorian
Gerard McCallum
Judith Mitchell

Staff
Paul A. Novak, AICP
Executive Officer

June D. Savala
Deputy
Executive Officer

Amber De La Torre
Doug Dorado
Michael Henderson
Alisha O'Brien
Patricia Wood

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626-204-6500
Fax: 626-204-6507

www.lalafco.org

August 21, 2013

Mr. James Bodnar
President
Crescenta Valley Water District
2700 Foothill Blvd
La Crescenta, CA 91214



RE: Call of Meeting to Select LAFCO Alternate Member
Replacement for Balance of Current Term

Dear Mr. Bodnar:

Pursuant to Government Code Section 56332(b)(2), I am writing to provide notice that **a meeting of the Independent Special District Selection Committee will convene on Monday, October 7, 2013, at 7:00 p.m. at Fire Station 21 (2nd Floor Community Room) at 421 Oak Street, Glendale, California, 91204 (map enclosed).** Parking is available on adjoining city streets and east of Columbus Avenue in the Glendale Galleria parking structure.

The purpose of this meeting is to select a representative to complete the unexpired term of office for the position of Alternate Member representing independent special districts on the Local Agency Formation Commission for the County of Los Angeles (LAFCO). This position was formerly held by Lillian Kawasaki, who recently passed away. The term of office ends on May 5, 2014.

At a future date time, another selection process will be conducted for the full four-year term in this position that starts on May 5, 2014.

The Independent Special District Selection Committee is composed of the **presiding officer** of the legislative body of each independent special district board in Los Angeles County. If the presiding officer is unable to attend the meeting, **the legislative body of the district may designate another board-member** to vote in place of the presiding officer at the October meeting. Board-members designated by their district board to vote in place of their district's presiding officer should provide that authorization (in the form of an original signed resolution) to LAFCO in advance of the meeting or bring the original signed resolution to the meeting.

Please note that a **quorum** of the Independent Special District Selection Committee **is required to conduct the selection at the committee meeting**. Because there are 53 independent special districts in Los Angeles County, 27 members or more constitute a quorum.

At a future point in time, as Executive Officer, should I “determine that a meeting of the special district selection committee, for the purpose of selecting the special district representatives or for filling a vacancy, is not feasible,” Government Code Section 56332(c)(1) allows me to “conduct the business of the committee in writing.”

Please RSVP no later than Monday, September 30th, 2013, by contacting Patricia Wood of LAFCO via telephone (626/204-6500) or e-mail (pwood@lalafco.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Novak", with a stylized flourish at the end.

Paul A. Novak, AICP
Executive Officer

Enclosures:

- Election Procedures
- Draft Resolution
- Map to Fire Station 21

Independent Special District Selection Committee
Election Procedures (Government Code Section 56332)

I. PURPOSE

The purpose of the Independent Special District Selection Committee shall be to appoint the two (2) regular and one (1) alternate special district members of the Local Agency Formation Commission for the County of Los Angeles ("Commission" or "LAFCO") and to fill unexpired terms when vacancies occur.

II. MEMBERSHIP

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Los Angeles County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

III. MEETING(S)

Notification and Solicitation of Nominations

At least six weeks prior to the meeting, the Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.

Legislative Body Designation of Board-Member other than Presiding Officer

In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization to LAFCO in advance or at the time of registration.

Registration

Each voting member shall register at the meeting and complete a declaration of qualification, subject to the satisfaction of the Executive Officer. The voting member will then be given the required number of ballots and other voting materials.

Quorum

Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business. No meeting shall be called to order (1) earlier than the time specified in the notice, and (2) until a quorum has been declared to be present. Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time. Only those eligible members registered and present shall be allowed to vote.

Eligibility

Pursuant to Government Code Section 56332(d), independent special district representatives serving on the Commission "shall be elected or appointed special district officers residing within the county but shall not be members of the legislative body of a city or county."

Pursuant to Government Code Section 56326(e), the Independent Special District Selection Committee is encouraged to select members to fairly represent the diversity of the independent special districts in the County, with respect to population and geography.

Nominations

Nominations may be submitted in writing in advance, or verbally at a meeting of the Committee.

Nominations from the presiding officer (or designated appointee) of an independent special district may be accepted in writing, provided that said written nomination is received by LAFCO (80 South Lake Avenue, Suite 870, Pasadena, CA, 91101) no later than 5:00 p.m. on the last business day preceding the meeting of the Independent Special District Selection Committee (LAFCO is closed on Fridays as well as traditional holidays).

Nominations may be submitted from the floor at a meeting of the Independent Special District Selection Committee. Nominations may only be submitted by the presiding officer (or designated appointee)

Majority to Win

In order for a candidate to be elected, that candidate must receive a majority of the votes being cast. If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

Each member of the Independent Special District Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer (or authorized designee).

Conduct of Meeting

The Executive Officer shall adhere to the following order of business:

1. Call to order
2. Pledge of allegiance
3. Roll call and Determination of Quorum
4. Call for nominations
5. Certification of eligibility of nominee(s)
6. Candidate statement(s)
7. Distribution of ballots
8. Counting of ballots

9. Run-off ballots (if necessary)
10. Announcement of results
11. Adjournment

Should circumstances warrant, and at his or her discretion, the Executive Officer may vary the conduct of the meeting.

Legal Counsel

The Executive Officer may rely upon LAFCO legal counsel for any matters pertaining to the business of the Independent Special District Selection Committee.

Commission Designee

As authorized by the Commission, the Executive Officer may rely upon Bill Kruse, counsel with Lagerlof, Lagerlof, Senecal, Gosney & Kruse, LLP for any matters pertaining to the business of the Independent Special District Selection Committee.

IV. MAILED-BALLOT ELECTIONS

If the Executive Officer determines that a meeting of the Independent Special District Selection Committee is not feasible, a mailed ballot election may be conducted.

In the event that a mailed ballot election is conducted, the Executive shall adhere generally to the "Rules for LAFCO Special Districts Commissioners and their Alternates" adopted by the Independent Special District Selection Committee on April 23, 2007.

VI. CONFLICT OF INTEREST

The representation by a regular district member who is a special district officer shall not disqualify, or be cause for, disqualification of, the member from acting on a proposal affecting the special district. The Committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district of which the member is a representative.

VII. PUBLIC RECORD

All records of the meeting called to begin the selection proceedings and the ballots are public documents.

All votes and actions of the Independent Special District Selection Committee shall be recorded in writing by the Executive Officer or designee. Ballots shall include the name of agency and of the member voting.

IX. STATE LAW

Nothing in these Rules of Procedure shall supersede Section 56332 of the California Government Code, which governs the establishment and authority of the Independent Special District Selection Committee.

The meeting of the committee shall be noticed and conducted consistent with the Ralph M. Brown Act.

SAMPLE

RESOLUTION <Number>

RESOLUTION OF THE BOARD OF DIRECTORS OF
<DISTRICT NAME> AUTHORIZING A DELEGATE TO
VOTE ON BEHALF OF THE DISTRICT, AT THE
LAFCO SPECIAL DISTRICTS' SELECTION MEETING

WHEREAS, the Local Agency Formation Commission for the County of Los Angeles (LAFCO) is a regulatory and planning agency responsible for coordinating logical and timely changes in local government boundaries within the County; and,

WHEREAS, <DISTRICT NAME> is an independent special district in Los Angeles County under the jurisdiction of LAFCO; and,

WHEREAS, special districts within Los Angeles County elect individuals from among their district boards as Special District members of the LAFCO Commission pursuant to Government Code Section 56326(e) and 56332; and,

WHEREAS, the LAFCO executive officer has called for the Special District Selection Committee to convene on <DATE>, 2013 for purposes of selecting an Alternate Special District Commissioner to fill an unexpired term that ends on May 5, 2014; and,

WHEREAS, pursuant to Section 56332, the presiding officer of the legislative body of each independent Special District is allowed to cast one vote; and

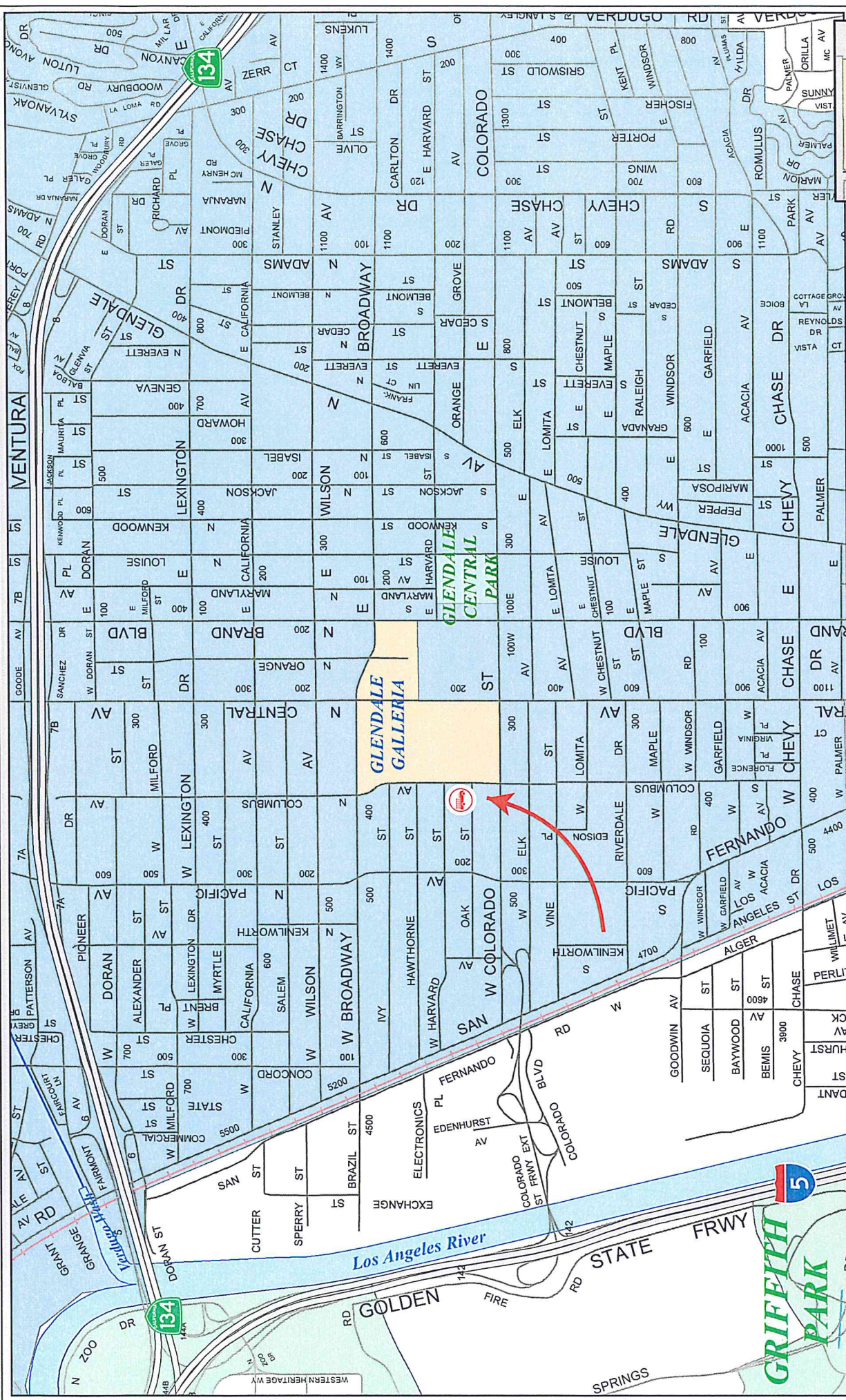
WHEREAS, in the event the presiding officer (Board President) of the legislative body (Board of Directors) is unable to attend this meeting, the Board may designate another member of the Board to cast its vote, on behalf of the District, at the Special District Selection Committee Meeting.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of
<DISTRICT NAME> that <DISTRICT NAME> affirms <NAME OF DIRECTOR>, as the
voting delegate in the event the presiding officer cannot participate in
the proceedings of the Independent Special District Selection Committee
election ON <DATE>, 2013.

ADOPTED this <DATE>, 2013.

<NAME>
President

<DATE>



Legend

Glendale Galleria

City of Glendale

Fire Station No. 21 - 421 Oak St., Glendale, CA



Utility OKs a house rental

BY BRITTANY LEVINE

The Crescenta Valley Water District may become the landlord for one of its employees as the district works to fill a vacant residential property it owns.

After the previous renter of the small two-bedroom house moved out last month, an employee inquired about living in the home, located in 2800 block of Sycamore Avenue in La Crescenta.

The district has never had an employee as a tenant in its two residential properties before, but last week the board of directors decided in a 4-1 vote to allow the district to accept rental applications from employees for the Sycamore house.

As of the application deadline last Friday, the district received paperwork from three potential renters for the 846-square-

Water district opens up availability of small home to one of its employees.

foot home. The district advertised the property by placing signs on the front lawn and at the corner of the closest major intersection for 10 days, which is how it has publicized properties in the past.

District spokeswoman Christy Scott said all three applicants will be judged equally based on credit scores, references and financial stability.

James Bodnar, president of the board of directors, said he voted to allow employees to rent district properties because he didn't "want to start developing a policy where there isn't a problem yet."

When asked if he considered how landlord-tenant issues, such as maintaining the property and paying the rent on time, could impact the employer-employee relationship,

Bodnar, who also rents his own properties, looked on the bright side.

The landlord-tenant relationship is "always a difficult situation; add the employee relationship to it, and it could be better," he said, adding that it may lead the tenant to be on best behavior.

The sole dissenter on the board, Judy Tejada, took a different point of view, noting that she could foresee complications when the district becomes both a landlord and employer, especially because the staff of 35 employees is so small.

She also said she worried that if multiple employees apply to rent the same property in the future, there may be some hurt feelings that could

RENTAL A4

RENTAL

From A1

impact the workforce.

"It's a tough issue," Tejada said, adding though that she respected her colleagues' point of view that both employees and outsiders should have an even playing field.

Scott said the property would be rented out

at \$1,550 a month, a \$50 increase from what was paid by the previous tenant, who lived there for about a year. The new tenant would sign an annual lease, which would convert to a month-to-month agreement after a year, she said.

The district owns two properties near well sites that officials envision modifying in the fu-

ture to do planned projects. It's easier to just go ahead and purchase properties when they come on the market, Bodnar said.

The other property, a one-bedroom home measuring 558 square feet in the 3900 block of Pennsylvania Avenue, is currently leased.

brittany.levine@latimes.com

Ron Mitchell

From: Larry Byers
Sent: Tuesday, August 27, 2013 2:41 PM
To: GRP_CVWD_Managers
Subject: FW: Twelve Oaks

From: Dan Hutson [<mailto:Dan.Hutson@thebegroup.org>]
Sent: Tuesday, August 27, 2013 2:22 PM
Subject: Twelve Oaks

By now you may have heard that be.group is planning to close Twelve Oaks, our assisted living community in La Crescenta, effective Nov. 1. Our decision to close the community was a difficult one, made only after a thorough review of all options.

When we acquired Twelve Oaks several years ago, our aspiration was to make it the best community of its kind serving older adults in the La Crescenta area. However, after a review of possible renovation options, we determined that the cost and scale of development required to bring Twelve Oaks up to be.group standards made such a project infeasible. Redevelopment would require a substantial increase in density, intensity of operation and number of residents, which would not be in keeping with the residential character of the surrounding community. Also, the sprawling nature and topography of the site make it difficult to effectively meet the needs of the assisted living population we currently serve there.

Our priority over the next few months is to work with Twelve Oaks residents and their families to ensure appropriate placement in other area assisted living communities. Whenever possible, we are attempting to place residents in comparable accommodations in one of our other area communities. We're also working closely with our colleagues in other area assisted living communities to make placements outside our organization when appropriate. To facilitate this process, we've appointed a full-time transition coordinator to work with Twelve Oaks Administrator Dick Rockwood to assist residents and their families in identifying the best alternatives and making arrangements for a smooth transition.

Please let me know if you have any questions regarding the closure.

Dan Hutson
Vice President of Communications & Marketing



be.group

516 Burchett Street
Glendale, CA 91203

818-247-0420 | Fax 818-247-3871

Dan.Hutson@thebegroup.org | www.thebegroup.org



[Read MySilverAge for successful aging tips](#)

FOOTHILL MUNICIPAL WATER DISTRICT

RECYCLED WATER DEMONSTRATION PROJECT UPDATE



AUGUST 15, 2013

ISSUE: 2

A lot has been happening with the FMWD Recycled Water Demonstration Project (Demonstration Project) over this past month:

- ◆ FMWD refined the potential locations and concepts for placement of the MBR facility. Aerials displaying the alternatives that are currently being investigated are provided below (click on the hyperlink):

Potential MBR Facility Location #1: La Cañada United Methodist Church	Potential MBR Facility Location #2: La Cañada High School
La Cañada High School Infiltration Galleries	La Cañada High School Infiltration Galleries
Devil's Gate Dam Spreading	Devil's Gate Dam Spreading
Flint Canyon Creek Live Stream	Flint Canyon Creek Live Stream

- ◆ Ground-level pictures of the potential MBR facility location at La Cañada High School are provided below:

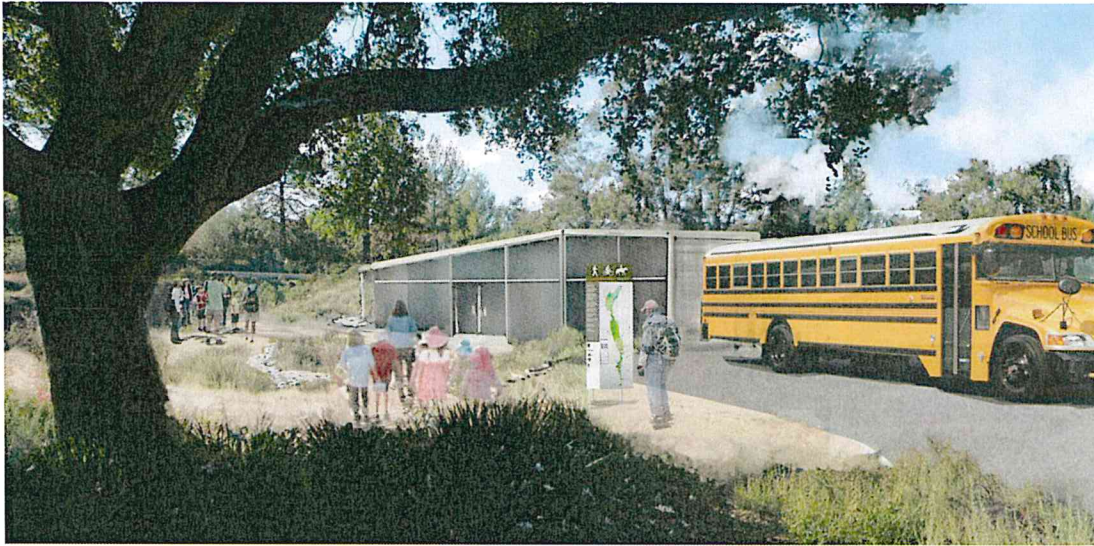


Northwest view of potential MBR site at LCHS partially paved with damaged concrete (Photo Credit: Alex Fagnan, Department of Landscape Architecture, Cal Poly Pomona/2012)



South view of potential MBR site at LCHS with storage bins (Photo Credit: Alex Fagnan, Department of Landscape Architecture, Cal Poly Pomona/2012)

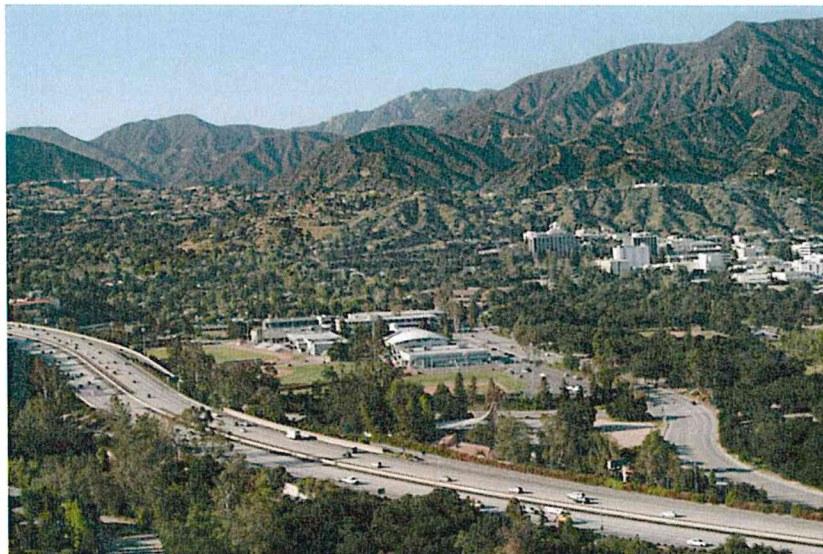
- ◆ Over this same period, FMWD ramped up its public outreach to engage stakeholders and local area residents in the Demonstration Project. Two recently published articles detailing the Demonstration Project have appeared in the [La Cañada Valley Sun](#), the [La Cañada Flintridge Patch](#) and the [Altadena Patch](#). One photo featured in the Patch article, that displays a concept drawing created by a Cal Poly Pomona student of the potential MBR site at the La Cañada United Methodist Church, is provided below:



(Photo Credit: Ashley Brodtkin, Department of Urban and Regional Planning, Cal Poly Pomona/2013)

- ◆ The [webpage](#) for the Demonstration Project is nearly complete. From there you can access information describing potential [participants](#), relevant [documents](#) and an [FAQ's](#) section designed to help achieve some clarity on the Demonstration Project. Visit often as updates are made frequently to this portion of the [FMWD website](#) and will make the CEQA-Plus available once the document is finalized.

For more information on the Demonstration Project, please visit: <http://www.fmwd.com/Project-Description.aspx>. Should your group wish for a presentation regarding the Demonstration Project, please contact Daniel Drugan at (818) 790-4036.



Memorandum

DATE: August 30, 2013
TO: Board of Directors
FROM: Dennis A. Erdman 
RE: General Manager's Report
CC: Management Staff

After discussion by the Board of Directors at the last meeting regarding policies for rental of District properties, the Sycamore house was advertised for rent for a period of ten days through a sign placed in the front yard. Larry Byers showed the home to five or six interested parties and we received three rental applications. The applicants were screened through a credit bureau and two final candidates were selected. These candidates were evenly matched in terms of qualifications and the decision was made to choose the prospective lessee by drawing or coin toss. At the end of the evaluation and screening process, one applicant withdrew and the coin toss was not needed.

As a result, the District property at 2857 Sycamore was offered to a young couple who were seeking a home to rent with more room than their current apartment. I've done a pre occupancy inspection and the property appears to be in good condition with one exception. Portions of the roof are likely to need repair or replacement. A roofing contractor has been engaged to repair some areas needing flashing, to caulk and seal suspect areas, and to give us an overall evaluation. I will keep you informed of future actions needed for this property. Our new tenants wish to begin occupancy on September 1.

To close out discussion on another property matter, the home adjacent to the Sycamore house which was recently for sale, has sold, and we are informed that the new owner intends to restore the early twentieth century bungalow along with the front yard garden and gazebo. The sale price for this property was reported to be \$465,000.

The "information items" portion of the agenda packet contains an article about the proposed closing of "Twelve Oaks" retirement and assisted living facility. This property is adjacent to the eastern property line of the Glenwood Water Treatment Plant and our operations center. The engineering department has already received an inquiry from an engineering firm about obtaining a "will serve letter" for twenty-five single family homes on this site.

The District conducted interviews for a Utility Worker I recently and extended an offer of employment to Alan Verdi. Mr. Verdi lives in Santa Clarita and will join us in mid September. Interviews to fill the Maintenance Worker I position will be held the week of September 9th. Elsewhere in this agenda is a request to hire a temporary utility worker to replace our meter reader who requires several months of medical leave. On other employee matters, one of the employees in the wastewater crew is currently off work due to medical restrictions from a

previous injury. His return to work date is not known at this time. As of August 30, the District has worked 100 days without a lost time accident.

Employee anniversaries in September include Bryan Jones (18 years), Lynne Sovich (9 years), Brook Yared (6 years), Pete Hilke (1 year) and Cesar Avila (1 year).

The last few weeks have had a significant up-tick in the frequency of water leaks in our system. Most of the leaks are on service laterals or at the meter box. One leak was on an exposed water main at the Goss Canyon reservoir. CVWD crews have performed repairs and have used selective overtime to keep up with the leaks and to avoid needing to bring in contractors to perform this work. Episodes like this occur from time to time and seem to have some relationship to extended hot or cold weather.

On September 5 and 6, Ron Mitchell and I will be attending a meeting of the California Utility Executive Management Forum in San Diego. We will report on this meeting at the next Board meeting.