

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on April 10, 2018 at 7:00 p.m.**

Posted: April 6, 2018 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 Adjourned Regular Meeting on March 27, 2018.
2. Consideration and approval of the Minutes of the Special Meeting on March 21, 2018.
3. Consideration and approval of the Minutes of the Special Meeting on March 22, 2018.
4. Consideration and approval of the Minutes of the Special Meeting on April 4, 2018.

Action Calendar

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. **FMWD Member Agency Mutual Aid and Assistance Agreement** – Consideration and motion to authorize the General Manager enter into a Mutual Aid and Assistance Agreement with Foothill Municipal Water District and its member agencies.
2. **FY 2018-19 Water and Wastewater Budgets** – Discussion of Preliminary FY 2018/19 Water and Wastewater Budgets.
3. **Proposition 218 Notification for Proposed Water Rates and Charges** – Consideration and motion to approve the Proposition 218 Notice for Water Rates and Charges and authorize staff to mail said notices on or before April 27, 2018.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

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

Director's Oral Reports

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

Closed Session

Public Employee Discipline/Dismissal/Release

Public Employee Appointment

- Title: General Manager

Board Members' Request for Future Agenda Items

Adjournment

**CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS**

March 27, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of March 13, 2018, an Adjourned Regular Meeting was held on March 27, 2018, at 6:00 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 Michael L. Claessens Kerry D. Erickson Kenneth R. Putnam Judy L. Tejeda
Attorney:	Thomas S. Bunn
General Manager:	
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Wendy Holloway, Customer Service Supervisor Christy Scott, Program Specialist James Lee, Finance & Accounting Manager Brook Yared, Senior Engineer Kathy Ross, FMWD Director

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 Claessens and carried by a 5-0 vote that the Agenda for the Adjourned Regular Meeting of March 27, 2018 be adopted as presented.

PUBLIC COMMENTS - None

PUBLIC WORK SHOP

FY 2018/19 Water and Wastewater Budget – Director Bodnar welcomed the public for coming and learning about the budget process. He also noted an email that came in from Jonas Williams in opposition for any rate increase.

Mr. Lee gave a presentation on the District's infrastructure, water supply, water quality, operations and maintenance, District reserves, cash flow, capital investments, rate increase, and the FY 2018/19

preliminary budget. After the presentation, Director Bodnar opened the workshop for public comments. Following comments and questions, Director Bodnar closed the public workshop at 7:40 PM.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Ms. Kathy Ross reported that at the last FMWD Board meeting, there were no action items. She reported on the changes for the MWD conservation program, and said that the shutdown went well.

CONSENT CALENDAR

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on March 13, 2018 , and to ratify the disbursements for February 2018.

Payment of demands against the Crescenta Valley Water District on or before February 28, 2018 the same having been approved by the General Manager, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Seven Hundred Sixty-Four Thousand, Eight Hundred Seventy Nine Dollars and Twenty Five cents (764,879.25), which is composed of the individual items set forth herein.

ACTION CALENDAR

Professional Service Agreement for ULARA Legal Services – Mr. Gould reported that the firm Downey Brand Attorneys, LLC had been providing legal services since 2011, however, they have declined to continue providing services after December 31, 2017. The District has been the administrator for the professional services agreement for ULARA Administrative Committee (AC) for the Watermaster. The AC sent out a Request for Proposal to seventeen (17) prospective firms to provide legal services for the period from January 1, 2018 to December 31, 2020. Three firms were interviewed in March 2018 and the ULARA Watermaster selected the firm of Best, Best & Krieger LLP, with concurrence of the AC's legal counsels. The budget approved by the AC for legal services was not-to-exceed \$75,000 per year. CVWD will continue administering the contract and the Special Counsel will invoice the District on a monthly basis. The District will then invoice each of the parties for their share in accordance with the cost-sharing agreement and replenish the account.

Following discussion:

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote to authorize the General Manager to enter into a professional services agreement with Best, Best & Krieger, LLP and the ULARA Watermaster for administration of ULARA legal services.

CVWD's Well 2 and Related Facilities, Project E-956 – Mr. Gould reported that Cannon has been providing quality control inspection services (QCI services) and has been working with the contractor since November 2017. During the construction, there has been additional time spent by Cannon on processing over 18 change orders, responding to over 50 requests for information (RFI) and weekly construction meetings. Cannon and staff have been closely following the costs to make sure we stay within the limits of the contract. With the extended construction schedule and additional services, staff has determined that additional funding is needed for Cannon to complete the QCI services. Cannon provided a proposal of \$113,570. Staff reviewed the proposal and negotiated the cost with Cannon to be \$82,000.

Following discussion:

It was moved by Director Claessens, seconded by Director Putnam and carried by a 5-0 vote to authorize the General Manager to amend the agreement with Cannon Corporation for quality control inspection services related to the construction of Well 2 and related facilities at a cost of \$82,000.

INFORMATION ITEMS – ACWA newsletter with a re-cap of Drinking Water Tax discussions.

WRITTEN COMMUNICATIONS TO DISTRICT – Email from Jonas Williams regarding the Public Workshop and rate increase.

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Gould reported on the FMWD shutdown and that the District used the Glendale interconnection for only 5 days. Also, Paschall Booster 17 is back in service, the Well #10 rehabilitation has been complete and we are waiting on clearance from the Department of Drinking Water, and the District has gone 1,382 days without a lost time accident.

Mr. Mitchell reported on the cash and investment reports, the Director's meeting expense report for March 2018, and that interviews have begun this week for the Accounting Clerk position.

ATTORNEY – No Report

REPORTS OF COMMITTEES

Engineering Committee – Mr. Gould reported that the Committee met on March 22, 2018 and discussed groundwater wells and well capacity, the concept of installing water meter manifolds for multi-family unit developer projects, amending the contract with Canon Corporation for Well 2, and FY 17/18 CIP project status and FY 18/19 projects, and the use of a temporary assistant engineer.

Finance Committee – Director Bodnar reported that the Committee will meet on April 6, 2018 at 9:00 AM.

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

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

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

Emergency Planning Committee – Director Claessens reported that the Committee will meet on April 4, 2018 at 6:00 PM.

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

DIRECTORS ORAL REPORTS

Director Bodnar reported he attended the ACWA Legislative Symposium on March 14th, and they did a good job in representing water agencies in California. Two topics that were discussed were legislation to fund safe drinking water (water tax), and qualifying water storage as a beneficial use.

Director Claessens – No Report

Director Tejeda – No Report

Director Putnam – No Report

Director Erickson reported that he attended the Engineering Committee meeting and the Special Meetings held on March 20th, and 21st.

CLOSED SESSION – There are no reportable actions.

ADJOURNMENT

There being no other business to come before the Board, at 8:35 p.m. it was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote that the meeting be adjourned to April 10, 2018, at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

**CRESCENTA VALLEY WATER DISTRICT
SPECIAL MEETING, BOARD OF DIRECTORS**

March 21, 2018

Pursuant to the order of the Board of Directors, a Special Meeting was held on March 21, 2018 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
	Michael L. Claessens
	Kerry D. Erickson
	Kenneth R. Putnam
	Judy L. Tejeda

Attorney:	Thomas S. Bunn
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PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting and led the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote that the Agenda for the Special Meeting of March 21, 2018 be adopted as presented.

PUBLIC COMMENT – None

ACTION CALENDAR - None

CLOSED SESSION – No reportable action

BOARD MEMBER’S REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 8:13 p.m. it was moved by Director Erickson, seconded by Director Tejeda, and carried by a 5-0 vote that the meeting be adjourned.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

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

March 22, 2018

Pursuant to the order of the Board of Directors, a Special Meeting was held on March 22, 2018 at 7:03 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
	Michael L. Claessens
	Kerry D. Erickson
	Kenneth R. Putnam
	Judy L. Tejeda

Attorney:	Thomas S. Bunn
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PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Tejeda to lead the Board in reciting the Pledge of Allegiance

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote that the Agenda for the Special Meeting of March 22, 2018 be adopted as presented.

PUBLIC COMMENT – None

ACTION CALENDAR - None

CLOSED SESSION – No reportable action

BOARD MEMBER’S REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 9:20 p.m. it was moved by Director Claessens, seconded by Director Tejeda, and carried by a 5-0 vote that the meeting be adjourned.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

April 4, 2018

Pursuant to the order of the Board of Directors, a Special Meeting was held on April 4, 2018 at 7:02 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
Michael L. Claessens
Kerry D. Erickson
Kenneth R. Putnam (9:04 p.m.)
Judy L. Tejeda**

Attorney:

Thomas S. Bunn

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Claessens to lead the Board in reciting the Pledge of Allegiance

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 4-0 vote that the Agenda for the Special Meeting of April 4, 2018 be adopted as presented.

PUBLIC COMMENT – None

ACTION CALENDAR - None

CLOSED SESSION – No reportable action

BOARD MEMBER’S REQUEST FOR FUTURE AGENDA ITEMS - None

ADJOURNMENT

There being no other business to come before the Board, at 9:28 p.m. it was moved by Director Tejeda, seconded by Director Claessens, and carried by a 5-0 vote that the meeting be adjourned.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
April 10, 2018

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: FMWD Member Agency Mutual Aid and Assistance Agreement

ACTION ITEM:

FMWD Member Agency Mutual Aid and Assistance Agreement – Consideration and motion to authorize the General Manager enter into a Mutual Aid and Assistance Agreement with Foothill Municipal Water District and its member agencies.

BACKGROUND:

Foothill Municipal Water District and its member agencies have historically provided mutual aid when requested by one of the sub-agencies in response to emergencies and during water outages that are planned or unplanned. However, there has been no formal agreement stipulating the parties' obligations, liability provisions or terms of reimbursement.

DISCUSSION:

FMWD and its agencies have collaborated on developing a formal mutual aid agreement between all the parties including provisions for response to planned water supply interruptions and unplanned outages and local emergencies. The major terms of the mutual aid agreement include the following:

- Response to a request for aid is at the responding party's sole discretion.
- Cost will be reimbursed unless otherwise mutually agreed between the parties.
- Requesting party shall indemnify the responding party.
- Confidentiality provisions.
- Arbitration clause.

The mutual aid agreement prepared by FMWD is similar to the agreement CVWD has with the California Water/Wastewater Agency Response Network (WARN). WARN is a state-wide network that was established to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities throughout California.

RECOMMENDATION:

It is staff's recommendation and the Emergency Planning Committee that the District enter into this formal mutual aid agreement with FMWD and it be brought as an action item at the next Board meeting. The formal mutual aid agreement, which has been signed by the other sub-agencies, provides protections and documents the terms and conditions for mutual aid between FMWD and its agencies and there is no initial cost impact associated with this agreement. The formal mutual aid agreement has been reviewed by CVWD's legal counsel.

Prepared by:



David S. Gould, P.E.
District Engineer

Review by:

Ron L. Mitchell
Secretary-Treasurer

Attachment: FMWD Mutual Aid and Assistance Agreement

g:\management\board meeting staff reports\2018\04-10-18 board memo - fmwd mutual aid agmt.docx

MUTUAL AID AND ASSISTANCE AGREEMENT

THIS AGREEMENT (“Agreement”) made effective the ____ day of _____, 2017, is entered into between Foothill Municipal Water District (hereinafter “Foothill”) and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company (hereinafter individually “Party” or collectively “Parties”), to provide mutual assistance in times of emergency and planned and unplanned outages.

Section 1. Purpose

The purpose of this Agreement is to establish a regional mutual aid and assistance program. Through the program, the Parties to this Agreement may coordinate response activities and share resources in response to regional emergencies and assist during local emergencies or outages planned or unplanned.

Section 2. Response to Planned Outages

In the event of a planned outage, any party to this agreement (hereinafter “Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such outage by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall attempt to aid Requesting Party if such response is feasible under the circumstances. If a Responding Party determines it cannot respond to a request for assistance for any reason, that Party shall not be responsible for any consequences or damages associated with its failure to respond. While more notice is preferable, at least seven (7) days notice must be provided by the Requesting Party to potential Responding Parties for coordination of water deliveries, use of personnel or equipment. A request for assistance under the provisions of this Agreement shall not be a substitute for the use of private contracted labor when available.

Provision of supply water by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 3. Response to Emergencies and Unplanned Outages

In the event of an emergency or outage requiring corrective action to be taken immediately to protect life, property, or facilities, any party to this agreement (hereinafter

“Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such emergency by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall come to the aid of the Requesting Party if such response is feasible under the circumstances. If a Party determines it cannot respond to a request for assistance, the Parties shall not be responsible for any consequences associated with its failure to respond.

Provision of water supply by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide supplemental water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 4. Cost Reimbursement

Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Party shall reimburse the Responding Party for costs incurred while providing aid and assistance during the specified Period of Assistance using the reimbursement procedures as outlined below:

A. **Water** – The Responding Party will provide the Requesting Party with a bill showing the amount of water delivered to the Requesting Party. Water will be billed at the highest rate incurred for imported water by the Responding Party.

B. **Other Costs** – All other costs will be billed by the Responding Party to the Requesting Party using the terms established with Articles of Agreement California Water/Wastewater Agency Response Network WARN 2007 Omnibus Mutual Assistance Agreement and any amendments that may occur from time-to-time.

Section 5. Confidential Information

To the extent allowed by law, any Party shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information provided to it by another Party pursuant to this Agreement. If any Party or third party requests or demands, by subpoena or otherwise, that a Party or disclose any Confidential Information provided to it under this Agreement, the Party shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

Section 6. Arbitration

If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Party shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

Section 7. Requesting Party's Duty to Indemnify

Requesting Party shall assume the defense of, fully indemnify and hold harmless each Responding Party, its directors, officers, and employees, from all claims, loss, damage, injury, and liability of every kind, nature, and description, directly or indirectly arising from the Requesting Party's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies, or personnel provided to a Requesting Party, or faulty workmanship or other negligent acts, errors, or omissions by a Responding Party, or by personnel provided to Requesting Party, from the time assistance is requested and rendered until the assistance is returned to Responding Party's control.

Section 8. Workers' Compensation Claims

The Parties to this agreement shall be responsible for providing workers' compensation benefits and administering workers' compensation for their respective employees.

Section 9. Insurance

Parties to this Agreement shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake pursuant to this Agreement, including, but not limited to, workers' compensation and commercial general liability insurance, and insurance on property, vehicles, and equipment.

Section 10. Withdrawal

Any Party may terminate its participation in this Agreement by written notice to the other Parties. Withdrawal takes effect 60 days after each Party receives notice. Withdrawal from this Agreement shall in no way affect a Requesting Party's duty to reimburse a Responding Party for cost incurred under this Agreement, which duty shall survive such withdrawal.

Section 11. Modification

No provision of this Agreement may be modified, altered, or rescinded by individual parties to the Agreement.

Section 12. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and

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provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

IN WITNESS WHEREOF, Foothill Municipal Water District and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company have executed and delivered this Agreement as of the date first above written.

FOOTHILL MUNICIPAL WATER DISTRICT

CRESCENTA VALLEY WATER DISTRICT

By: _____
Its: _____

By: _____
Its: _____

KINNELOA IRRIGATION DISTRICT

LA CAÑADA IRRIGATION DISTRICT

By: _____
Its: _____

By: _____
Its: _____

LAS FLORES WATER COMPANY

LINCOLN AVENUE WATER COMPANY

By: _____
Its: _____

By: _____
Its: _____

MESA CREST WATER COMPANY

RUBIO CAÑON LAND AND WATER
ASSOCIATION

By: _____
Its: _____

By: _____
Its: _____

VALLEY WATER COMPANY

By: _____
Its: _____

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.2

April 10, 2018

To: Honorable President and Members of the Board of Directors

From: James Lee – Finance and Accounting Manager

Subject: FY 2018-19 Water and Wastewater Budgets

ACTION ITEM:

FY 2018-19 Water and Wastewater Budgets – Discussion of Preliminary FY 2018-19 Water and Wastewater Budgets.

REPORT:

The Finance Committee will be meeting with staff on April 9, 2018 to review several items to prepare for presentation to the Board. The following is a summary of items to be discussed:

1. Water demand assumption – Staff used a 4% demand increase assumption for the coming year (FY 2018-19). For the sake of a conservative estimate, staff then assumed water demand to be held constant going forward (104% of current levels).
2. Revisions to Operating Expense line items – Staff responded to the concerns voiced by customers during the Public Workshop held on March 27, 2018. In order to cut operating expenses, staff discussed which expenses, such as tools or building maintenance, could be further deferred. Staff decided a total of \$33,500 could be deferred for FY 2018-19.
3. Reserve fund levels – As discussed during the Public Workshop, the Water Reserve Fund is comprised of three components: 1) \$750,000 to deal with emergencies; 2) two months of working cash; and 3) 25% of water sales to help stabilize rate increases. It was also discussed that while most of the Water Reserve Fund is projected to be depleted by the end of FY 2018-19, it is critical that at least the emergency and working cash components be preserved. This amount is approximately \$1.8 million to maintain through the next several years (\$750,000 emergency funds + \$1 million of working cash).
4. Capital Investment Program (CIP) updated to target reserve levels – Based on the March 27th conversation about the criticality of maintaining the emergency and working cash components of the Water Reserve Fund, at minimum, staff determined whether certain CIP projects could be deferred over the next five years to match the \$1.8 million reserve level discussed above. The following table shows the previously presented CIP levels and the updated CIP proposal.

CIP Before	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000

CIP Updated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	\$2,525,000	\$2,300,000	\$2,485,000	\$3,350,000	\$3,000,000

5. Presentation updates for the upcoming Public Hearing – Staff took comments from the community and the Board from the March 27th Public Workshop and implemented changes to present during the Public Hearing scheduled for June 12, 2018. The following are the primary changes: 1) Updated financial outlook based on the above-references changes; 2) five-year

forecast beginning with the currently proposed 7.9% rate increase for FY 2018-19; 3) simplifying of the cash flow format for presentation purposes; and 4) development of rate survey of neighboring and comparable water agencies and their rates.

6. Proposition 218 Notice draft – A draft Prop 218 notice was provided for review (please see Action Item #3).
7. Update of Non-Rate Revenues – At the February 27, 2018 Board meeting, staff received direction to conduct a cost-of-service analysis to determine the appropriate level of non-rate revenues. The goal was to develop appropriate charges in tandem with potential rate increases for FY 2018-19. Such activities include opening new accounts, administering late charges, and turning delinquent accounts off and back on. These charges have not been updated in over ten years, and they are significantly below the levels that other agencies charge their customers. Staff provided the requested analysis along with a survey of neighboring and comparable water agencies and their non-rate revenues.

Prepared by:

Submitted by:

James Lee, Finance and Accounting Manager

Ron L. Mitchell, Secretary-Treasurer

Capital Improvement Project Program FY 18-19 Budget - Update 4/6/18		Carryover from FY 17/18	Budget FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24
1. Water Supply								
A. Groundwater								
i. Well Rehabilitation								
	Well 5 Rehabilitation	\$ -						
	Well 10 Rehabilitation	\$ -						
	Well 7 Rehabilitation		\$ 75,000					
	Well 11 Rehabilitation		\$ 75,000					
	Well 14 Rehabilitation		\$ 75,000					
	Well Rehabilitation (2 Wells per year)			\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
ii. New Wells								
	Re-Activate Well 2 - Construction	\$ 275,000						
	Well 18 (Sycamore House) - Design							\$ 175,000
WS Total		\$ 275,000	\$ 225,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 375,000
2. Water Storage								
A. Reservoir Rehabilitation								
i. Steel Reservoir Re-Coating/Roof/Vents Rehabilitation								
	Oak Creek #1 & #2 - Roof/Air Vents/Recoat	\$ -						
	Markridge - Roof/Air Vents/Recoat			\$ 600,000				
	Rosemont - Roof/Air Vents/Recoat				\$ 600,000			
	Eagle Canyon - Roof/Air Vents/Recoat					\$ 600,000		
	Edmund #2 - Roof/Air Vents/Recoat						\$ 600,000	
ii. Concrete Reservoir Rehabilitation								
	Encinal Reservoir - Concrete Rehabilitation		\$ -	\$ 175,000				
iv. Overflow & Drain System Upgrade								
	Overflow/Drain System Assessment Study							\$ 85,000
B. Reservoir Water Quality								
i. Water Mixing System								
	Reservoir Water Quality & Mixing System Study							\$ 125,000
C. New Reservoir Water Storage								
	Ocean View #2 Reservoir (Top of Ocean View) - Feasibility Study							\$ 75,000
WS Total		\$ -	\$ -	\$ 175,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 810,000
3. Water Distribution								
A. Pipeline Replacement								
	3200 & 3300 Blocks of Brookhill - 1,600 LF	\$ -	\$ 640,000					
	2400 & 2500 Block of Janet Lee - 1,200 LF	\$ -	\$ 480,000					
	Annual Pipeline Replacement - 3,000 LF			\$1,150,000	\$1,250,000	\$1,500,000	\$1,500,000	\$1,600,000

Capital Improvement Project Program FY 18-19 Budget - Update 4/6/18	Carryover from FY 17/18	Budget FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24
C. Booster Pump System							
i. Annual Pump /Motor Replacement							
Boosters - Encinal B & C	\$ -						
Boosters - Glenwood 32 & 33		\$ 75,000					
Boosters - Paschall B			\$ 75,000				
Boosters - Booster 26 at CH				\$ 75,000			
Boosters - Ocean View B & Booster 25 at Markridge					\$ 75,000		
Annual Booster Replacement - 2 Boosters						\$ 75,000	\$ 90,000
iv. MCC Replacement							
MCC upgrade at Paschall - - Design & Construction		\$ -	\$ -	\$ 85,000	\$ 350,000		
E. Miscellaneous Projects							
i. Water Surge Control							
Rehabilitation Surge Tank at Glenwood		\$ 65,000					
Rehabilitation Surge Tank at Mills Plant		\$ 75,000					
iii. Misc.							
Repairs to Ramsdell Mixing Station	\$ 125,000						
Mills Plant - Aeration Tower Rehabilitation			\$ 75,000				
WD Total	\$ 125,000	\$ 1,335,000	\$ 1,300,000	\$ 1,410,000	\$ 1,925,000	\$ 1,575,000	\$ 1,690,000
4. Water Treatment							
A. Nitrate Removal							
i. Glenwood							
Replace Ion Exchange Resin at Glenwood					\$ 500,000		
iii. Ordunio							
Replace Bio Remediation AroNite Media at Ordunio						\$ 200,000	
B. Chlorine Disinfection							
New Chlorination Station at Pickens Canyon Reservoir		\$ 75,000					
Paschall - New Chlorine Analyzer		\$ 40,000					
New Chlorination Station at Markridge Reservoir			\$ 75,000				
Edmund #1 & Shields - Chlorine Analyzers				\$ 125,000			
C. Convert to Chloramines							
Conversion to Chloramination Disinfection Feasibility			\$ 85,000				
D. Federal and State Regulations							
TTHM Removal - In-Tank Aeration - Shields & Edmund 2 Reservoirs		\$ 150,000					
WT Total	\$ -	\$ 265,000	\$ 160,000	\$ 125,000	\$ 500,000	\$ 200,000	\$ -

Capital Improvement Project Program FY 18-19 Budget - Update 4/6/18	Carryover from FY 17/18	Budget FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24
5. Technology							
B. Supervisory Control and Data Acquisition (SCADA) System							
SCADA RTU Replace - Equipment & Integration	\$ -	\$ 200,000	\$ -				
TECH Total	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
6. Public Safety/Emergency Response							
A. Emergency Electrical Generators							
New Emergency Electrical Generator - Mills Plant			\$ 100,000				
New Emergency Electrical Generator - Field						\$ 50,000	
B. Water Storage							
Ordunio - Seismic Sensors & Valve Actuators		\$ 100,000					
Oak Creek #1 & #2 - Seismic Sensors & Valve Actuators				\$ 150,000			
Encinal & Ocean View - Seismic Sensors & Valve Actuators						\$ 125,000	
SF/ER Total	\$ -	\$ 100,000	\$ 100,000	\$ 150,000	\$ -	\$ 175,000	\$ -
7. Facilities & Planning							
A. Main Office							
Expansion with New Roof with Solar Panels			\$ -		\$ 125,000		
D. Reservoir Site Improvements							
Ocean View - Site Improvements		\$ -	\$ 265,000				
Roof for Old Encinal - Storage Bldg		\$ -	\$ 150,000				
Pickens - Access Road Improvements						\$ 250,000	\$ 125,000
F & P Total	\$ -	\$ -	\$ 415,000	\$ -	\$ 125,000	\$ 250,000	\$ 125,000
Capital Improvement Projects - Total	\$ 400,000	\$ 2,125,000	\$ 2,300,000	\$ 2,485,000	\$ 3,350,000	\$ 3,000,000	\$ 3,000,000

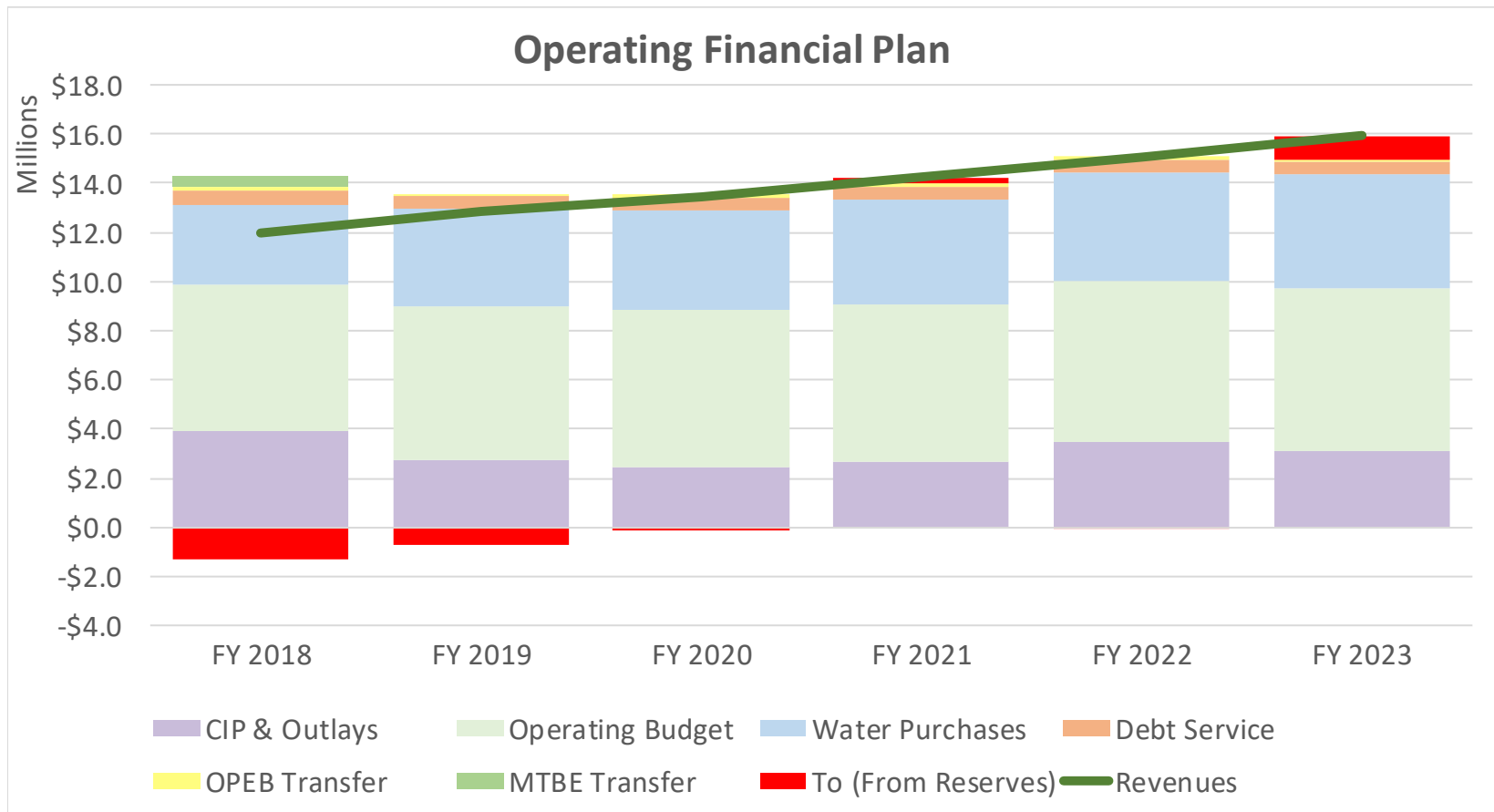
Capital Improvement Project Program FY 18-19 Budget - Update 4/6/18	Carryover from FY 17/18	Budget FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24
FY 18/19 Capital Improvement Project Summary							
1. Water Supply	\$ 275,000	\$ 225,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 375,000
2. Water Storage	\$ -	\$ -	\$ 175,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 810,000
3. Water Distribution	\$ 125,000	\$ 1,335,000	\$ 1,300,000	\$ 1,410,000	\$ 1,925,000	\$ 1,575,000	\$ 1,690,000
4. Water Treatment	\$ -	\$ 265,000	\$ 160,000	\$ 125,000	\$ 500,000	\$ 200,000	\$ -
5. Technology	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
6. Public Safety/Emergency Response	\$ -	\$ 100,000	\$ 100,000	\$ 150,000	\$ -	\$ 175,000	\$ -
7. Facilities & Planning	\$ -	\$ -	\$ 415,000	\$ -	\$ 125,000	\$ 250,000	\$ 125,000
Capital Improvement Projects - Total	\$ 400,000	\$ 2,125,000	\$ 2,300,000	\$ 2,485,000	\$ 3,350,000	\$ 3,000,000	\$ 3,000,000

Crescenta Valley Water District						
FY 18/19 Capital Improvement Project Program Cost Estimate and Funding Levels						
Capital Improvement Project Program	Budget FY 18/19	Category	Priority A, B, & C	Priority Level	Cumulative Costs	Project Description
Well 7 , 11 & 14 Rehabilitation	\$ 225,000	Water Supply	A	1	\$ 225,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor Increase Well Capacity for 3 wells from 310 gpm to 600 gpm
New Chlorination Station at Pickens Canyon Reservoir	\$ 75,000	Water Quality	A	2	\$ 300,000	Install new Sodium Hypochlorite disinfection system for Pickens Canyon Tunnel with chlorine analyzer
Paschall - New Chlorine Analyzer	\$ 40,000	Water Quality	A	3	\$ 340,000	Install New Chlorine Analyzer at Paschall to aid in monitoring breakpoint chlorination
Water Aeration System - Shields and Edmund 2 Reservoirs	\$ 150,000	Water Quality	A	4	\$ 490,000	Install In-Tank Aeration System for TTHM Removal at Shields & Edmund 2 Reservoirs
3200 & 3300 Blocks of Brookhill - 1,600 LF	\$ 640,000	Water Distribution	A	5	\$ 1,130,000	Replace 71 year old 4" pipeline with 8 leaks in the last 7 years with a new 8-inch water main with new fire hydrants - 1,600 LF
2400 & 2500 Block of Janet Lee - 1,200 LF	\$ 480,000	Water Distribution	A	6	\$ 1,610,000	Replace 67 year old 6" pipeline with new 8-inch water main and replace water services with yoke assemblies (part of water meter replacement program) - 1,150 LF
Rehabilitation Surge Tank at Glenwood Plant	\$ 65,000	Water Distribution	A	7	\$ 1,675,000	Rehabilitation surge tank including replacement of piping & appurtenances and recoating of interior
Installation of New Surge Tank at Mills Plant	\$ 75,000	Water Distribution	A	8	\$ 1,750,000	Installation of new surge tank including piping & appurtenances
Boosters - Glenwood Booster 32 & 33	\$ 75,000	Water Distribution	A	9	\$ 1,825,000	Replace Glenwood Booster 32 & 33 with a new 800 gpm pump assembly and 40 HP motor
FY 18/19 - Preliminary Budget - Projects 1 - 9 - 5.9%						
SCADA RTU Replace - Equipment & Integration	\$ 200,000	Technology	A	10	\$ 2,025,000	Replacement of SCADA System - Equipment
FY 18/19 - Preliminary Budget - Projects 1 - 10 - 6.9%						
Ordunio - Seismic Sensors & Valve Actuators	\$ 100,000	Public Safety/ Emerg. Resp.	A	11	\$ 2,125,000	Install New Seismic Sensor & Valve Actuator on Ordunio Reservoir Inlet/Outlet Valves
FY 18/19 - Preliminary Budget - Projects 1 - 11 - 7.9%						
Encinal Reservoir - Concrete Rehabilitation	\$ 175,000	Water Storage	B	12	\$ 2,300,000	Inspection and rehabilitation of Concrete Reservoir - Work during winter season. Last rehabilitation - 1983
Upgrade Paschall Booster Station & MCC upgrade - Design	\$ 150,000	Water Distribution	B	13	\$ 2,450,000	Design Services for upgrading the Paschall Booster Station and replacement/upgrade of Motor Control Center
Stormwater Recharge Project - Design	\$ 150,000	Water Supply	B	14	\$ 2,600,000	Preliminary Design, Grant Application and Coordination with stakeholders for Proposed Stormwater Recharge Project at CVC Park
Ocean View - Site Improvements - Design	\$ 100,000	Facilities & Planning	C	15	\$ 2,700,000	Design services for improvements for site drainage, street accessibility and use for storage
Roof for Old Encinal - Storage Bldg - Design & Construction	\$ 175,000	Facilities & Planning	C	16	\$ 2,875,000	Design and construction of new roof and appurtenances to convert old reservoir to storage facility.
Cathodic Protection Inspection & Replacement	\$ 125,000	Water Storage	C	17	\$ 3,000,000	Inspection and replacement of the cathodic protection system on steel tanks (14 total)
FY 18/19 - Preliminary Budget - Projects 1 - 17						

Proposed Plan

Minimal capital

- Does not maintain reserve target levels
- Maintains emergency funds and working cash for two months
- 7.9% / 6.9% / 6% / 6% / 6% over the next five years



Cash Flows for Proposed Plan

Cash Flows - Water Fund		Recorded	Recorded	Budgeted	Projected	Budget	Projected	Projected	Projected	Projected	Projected
		FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Revenue											
Water Sales - Service, Fixed ¹		1,985,993	2,305,004	2,690,000	2,730,075	3,043,778	3,300,352	3,530,023	3,775,678	4,038,427	4,078,811
Water Sales - Metered, Variable ²		5,952,066	6,632,864	7,878,000	8,005,362	8,799,651	9,406,827	9,961,830	10,549,578	11,172,003	11,172,003
Interest Income - Water Reserve ³		272,474	180,134	241,000	156,369	165,000	165,000	165,000	165,000	165,000	165,000
Interest Income - MTBE Reserve		103,498	115,000	-	6,575	76,000	76,000	76,000	76,000	76,000	76,000
Other Income - Water ⁴		138,183	132,964	96,374	83,100	96,374	96,374	96,374	96,374	96,374	96,374
Construction Revenues ⁵		872,193	807,081	1,102,241	1,086,930	669,429	389,281	389,281	389,281	389,281	389,281
Total Revenue:		9,324,407	10,173,047	12,007,615	12,068,411	12,850,232	13,433,834	14,218,509	15,051,911	15,937,085	15,977,470
O&M Expense											
Labor & Benefits		2,706,328	2,970,119	3,048,300	2,746,521	3,233,186	3,237,985	3,242,907	3,247,956	3,253,135	3,258,446
Purchased Water (FMWD)		2,454,524	3,045,346	3,087,280	3,287,009	3,767,540	3,918,242	4,074,971	4,237,970	4,407,489	4,583,788
Purchased Water (GWP)		49,036	150,944	155,200	226,107	154,000	157,850	161,796	165,841	169,987	174,237
Power Purchases		673,699	694,548	697,000	704,000	714,425	732,286	746,931	761,870	777,107	777,107
Operating Expenses		1,930,258	1,766,416	2,174,011	2,075,062	2,333,300	2,393,966	2,456,209	2,520,070	2,585,592	2,652,818
Total O&M Expense:		7,813,844	8,627,373	9,161,791	9,038,699	10,202,451	10,440,328	10,682,815	10,933,708	11,193,310	11,446,397
Debt Service		615,000	615,000	615,000	576,000	550,000	550,000	550,000	550,000	550,000	550,000
Cash Available for Capital		895,563	930,674	2,230,824	2,453,712	2,097,782	2,443,507	2,985,694	3,568,203	4,193,775	3,981,073
Capital, OPEB & Other Commitments											
CIP - PayGo		2,941,096	2,335,400	3,825,000	3,275,000	2,525,000	2,300,000	2,485,000	3,350,000	3,000,000	3,000,000
Capital Outlays & Equipment		26,180	45,177	120,000	120,000	210,000	145,687	155,221	149,178	136,584	141,364
OPEB Commitment		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Capital, OPEB & Other Commitments:		3,067,276	2,480,577	4,045,000	3,495,000	2,835,000	2,545,687	2,740,221	3,599,178	3,236,584	3,241,364
Increase (Decrease) to Cash		(2,171,713)	(1,549,903)	(1,814,176)	(1,041,288)	(737,219)	(102,180)	245,473	(30,975)	957,191	739,709
Effective date of water rates		7/1/15	7/1/16	7/1/17	7/1/17	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23
Historical/projected rate increase		5.7%	5.2%	7.2%	7.2%	7.9%	6.9%	5.9%	5.9%	5.9%	0.0%
Service rates (\$/month for 3/4" meter)		\$19.10	\$20.53	\$23.96	\$23.96	\$25.85	\$27.64	\$29.27	\$30.99	\$32.82	\$32.82
Quantity Charge: (\$/kgal for 1st 10,000 gallons)		\$4.61	\$4.39	\$4.58	\$4.58	\$4.94	\$5.28	\$5.59	\$5.92	\$6.27	\$6.27
Reserve Fund Balances											
Beginning Balance		4,048,384	3,719,947	3,170,820	3,170,820	2,629,532	1,892,313	1,790,133	2,035,606	2,004,632	2,961,823
From MTBE Fund (Transfer In)		2,000,000	1,000,000	500,000	500,000	-	-	-	-	-	-
Re-Payment of MTBE Fund (Transfer Out)											
Ending Balance		3,719,947	3,170,820	1,856,644	2,629,532	1,892,313	1,790,133	2,035,606	2,004,632	2,961,823	3,701,532
Target		3,130,000	3,313,000	3,707,000	3,707,000	3,997,000	4,163,000	4,314,000	4,475,000	4,646,000	4,658,000
Above (Below) Target		589,947	(142,180)	(1,850,356)	(1,077,468)	(2,104,687)	(2,372,867)	(2,278,394)	(2,470,368)	(1,684,177)	(956,468)

Cash Flows -

Water Fund (\$ dollars)

	<i>Recorded</i>	<i>Recorded</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
(a)										
Revenue	9,324,407	10,173,047	12,007,615	12,068,411	12,850,232	13,433,834	14,218,509	15,051,911	15,937,085	15,977,470
(b)										
O&M Expense	7,813,844	8,627,373	9,161,791	9,038,699	10,202,451	10,440,328	10,682,815	10,933,708	11,193,310	11,446,397
(c)										
Debt Service	615,000	615,000	615,000	576,000	550,000	550,000	550,000	550,000	550,000	550,000
(d) = (a) - (b) - (c)										
Cash Available for Capital	895,563	930,674	2,230,824	2,453,712	2,097,782	2,443,507	2,985,694	3,568,203	4,193,775	3,981,073
e)										
Capital, OPEB & Other Commitments	3,067,276	2,480,577	4,045,000	3,495,000	2,835,000	2,545,687	2,740,221	3,599,178	3,236,584	3,241,364
= (d) - (e)										
Increase (Decrease) to Cash	(2,171,713)	(1,549,903)	(1,814,176)	(1,041,288)	(737,219)	(102,180)	245,473	(30,975)	957,191	739,709
Reserve Fund Ending Balances										
	3,719,947	3,170,820	1,856,644	2,629,532	1,892,313	1,790,133	2,035,606	2,004,632	2,961,823	3,701,532
Above (Below) Target										
	589,947	(142,180)	(1,850,356)	(1,077,468)	(2,104,687)	(2,372,867)	(2,278,394)	(2,470,368)	(1,684,177)	(956,468)

CVWD History of: Rates / Water Purchases / Water Production / Capital Investment / Water Revenues

Water & Sewer Rates			Water Purchases		Water Production		Capital Investment			Water Revenues								
Fiscal Year	Water Increase	Sewer Increase		FMWD Cost (Tier 1) (\$)	% Change		Total (AF)	% Change		Budget (\$)	Bonds (\$)	Total Capital (\$)		Fixed Charges (\$)	Variable Charges (\$)	Total Water Sales (\$)	% Change	Fixed Revenue %
2005-06	6.9%	0.0%		667	4.1%		5,392	1.6%		1,855,788	-	1,855,788						
2006-07	4.2%	0.0%		709	6.3%		5,674	5.2%		89,608	1,826,461	1,916,069						
2007-08	5.4%	40.0%		765	7.9%		5,434	-4.2%		89,500	2,013,286	2,102,786		1,125,025	5,969,724	7,094,749		
2008-09	5.1%	12.0%		862	12.7%		5,088	-6.4%		198,398	2,011,958	2,210,356		1,167,443	5,772,236	6,939,679	-2.2%	16.8%
2009-10	2.0%	0.0%		856	-0.7%		4,422	-13.1%		73,818	901,215	975,033		1,526,825	5,196,270	6,723,095	-3.1%	22.7%
2010-11	8.4%	0.0%		723	-15.5%		4,332	-2.0%		97,704	910,296	1,008,000		1,378,462	5,258,509	6,636,971	-1.3%	20.8%
2011-12	8.2%	0.0%		769	6.4%		4,559	5.2%		490,256	1,028,979	1,519,235		1,645,349	5,969,499	7,614,848	14.7%	21.6%
2012-13	3.1%	8.0%		821	6.8%		4,658	2.2%		1,833,018	87,022	1,920,040		1,663,137	6,859,371	8,522,508	11.9%	19.5%
2013-14	5.5%	8.0%		869	5.8%		4,782	2.7%		1,637,457	1,001	1,638,458		1,762,990	7,463,415	9,226,405	8.3%	19.1%
2014-15	5.8%	5.0%		907	4.4%		4,022	-15.9%		2,291,609	-	2,291,609		1,861,781	6,594,471	8,456,252	-8.3%	22.0%
2015-16	5.7%	0.0%		933	2.9%		3,504	-12.9%		3,127,547	-	3,127,547		1,985,993	5,952,066	7,938,059	-6.1%	25.0%
2016-17	5.2%	0.0%		961	3.0%		3,865	10.3%		2,380,577	-	2,380,577		2,285,000	6,632,864	8,917,864	12.3%	25.6%
2017-18	7.2%	0.0%		997	3.7%		4,102	6.1%		3,375,000	-	3,375,000		2,690,000	7,787,362	10,477,362	17.5%	25.7%

Non-Rate Revenue Review for FY 2018-19 - New accounts, late payments and reconnections

Cost Allocation Analysis, April 2018

Step 1 - Survey agencies

Step 2 - Historical data

Step 3 - Sensitivity analysis for varying levels of fees

Step 4 - Develop basis of fees - e.g. allocation of personnel hours

Step 5 - Formulate and implement policy and fee schedule

Weighted Average of Personnel Impact (\$ hourly)	Avg. Hourly		
CS Group (WH @ 20%, PL @ 15%, TA @ 45%, JL @ 10%, AM @ 10%)	\$29.46	1.0	= 60 min
CS - WH	\$38.58	0.5	= 30 min
CS - PL	\$30.75	0.25	= 15 min
CS - TA	\$19.25	0.125	= 7.5 min
CS Rep / Meter Reader (SD @ 35%, JO @ 65%)	\$30.43		
Standby (DR @ 25%, DI @ 25%, RW @ 25%, JO @ 25%)	\$29.90		
Plant Supervisor (DM @ 50%, BJ @ 50%)	\$52.87		

New Service - same day, before 3:30pm

	CS Group	CS - WH	CS - PL	CS - TA	CS Rep / Meter Reader	Standby	Plant Sup	Total
1. Application - form, ID, deposit, service request etc	0.25							
2. Intake - billing, system, filing			0.5					
3. Turn on / read		0.125			0.25		0.125	
	\$7.36	\$4.82	\$15.38	\$0.00	\$7.61	\$0.00	\$6.61	\$41.78

New Service - same day, after 3:30pm

	CS Group	CS - WH	CS - PL	CS - TA	CS Rep / Meter Reader	Standby	Plant Sup	Total
1. Application - form, ID, deposit, service request etc	0.25							
2. Intake - billing, system, filing			0.75					
3. Turn on / read		0.125				1	0.125	
	\$7.36	\$4.82	\$23.06	\$0.00	\$0.00	\$29.90	\$6.61	\$71.76

Late Payment - reminder & final notice

	CS Group	CS - WH	CS - PL	CS - TA	CS Rep / Meter Reader	Standby	Plant Sup	Total
1. Late list, reminder				0.125				
2. Courtesy notice, reminder				0.25				
3. Late list, final				0.125				
4. Courtesy notice, final				0.25				
5. General - phone, misc admin	0.25	0.125						
	\$7.36	\$4.82	\$0.00	\$14.44	\$0.00	\$0.00	\$0.00	\$26.62
							Printing, reminder:	\$1.50
							Printing, final:	\$1.50
							Deterrence factor (intangible):	\$5.00
							Total:	\$34.62

Delinquent Turn-Off & Turn-On - same day, before 3:30pm

	CS Group	CS - WH	CS - PL	CS - TA	CS Rep / Meter Reader	Standby	Plant Sup	Total
1. Late list				0.125				
2. Courtesy notice, 2nd				0.125				
3. Turn-off, service request, etc.		0.125			0.5		0.125	
4. Reinstate in system	0.125							
5. Turn-on, service request, etc.	0.125	0.125			0.75		0.125	
6. General - phone, misc admin	0.5							
	\$22.09	\$9.65	\$0.00	\$4.81	\$38.03	\$0.00	\$13.22	\$87.80
							Printing, reminder:	\$1.50
							Printing, final:	\$1.50
							Deterrence factor (intangible):	\$10.00
							Total:	\$100.80

Delinquent Turn Off & Turn-On - same day, after 3:30pm

	CS Group	CS - WH	CS - PL	CS - TA	CS Rep / Meter Reader	Standby	Plant Sup	Total
1. Late list				0.125				
2. Courtesy notice, 2nd				0.125				
3. Turn-off, service request, etc.		0.25			1		0.25	
4. Reinstate in system	0.125							
5. Turn-on, service request, etc.	0.125	0.25				2	0.25	
6. General - phone, misc admin	0.75							
	\$29.46	\$19.29	\$0.00	\$4.81	\$30.43	\$59.80	\$26.44	\$170.23
							Printing, reminder:	\$1.50
							Printing, final:	\$1.50
							Deterrence factor (intangible):	\$20.00
							Total:	\$193.23

Survey & Analysis of Non-Rate Revenues - New accounts, late payments and reconnections

CVWD - Current

New Service	\$0.00	Notes: - On average, CVWD turns meters for new accounts on within the hour - On average, CVWD completes delinquent turn-ons within the hour - Customer service provides two reminder notices in the mail, a reminder call, and a final call
Same-Day Turn-On	\$0.00	
Late Payment	\$15.00	
Reconnection	\$25.00	

Glendale Water & Power		Pasadena Water & Power		Burbank Water & Power	
New Service	\$15.00	New Service	\$20.29	New Service	\$0.00
Same-Day Turn-On (addtl. \$36)	\$51.00	Same-Day Turn-On (addtl. \$40.58)	\$60.87	Same-Day Turn-On	\$50.00
Late Payment	\$25.00	Late Payment	3% of balance	Late Payment	1.5% of balance
Reconnect, 24 hrs	\$25.00	Reconnect, 24 hrs	\$40.58	Reconnect, 24 hrs	\$30.00
Reconnect, Same-Day (addtl. \$50)	\$75.00	Reconnect, Same-Day (addtl. \$40.58)	\$81.16	Reconnect, Same-Day (addtl. \$30.00)	\$60.00
Rowland Water District		La Canada Irrigation		Azusa Light & Water	
New Service	\$45.00	New Service	\$10.00	New Service	\$45.00
Same-Day Turn-On	same	Same-Day Turn-On	same	Same-Day Turn-On	\$85.00
Late Payment	\$10 or 1.5%	Late Payment	\$0.00	Late Payment	\$7.50 or 5%
Doorhanger Fee	\$45.00	Reconnect	\$100.00	Reconnect before 4:00 pm (addtl. \$45)	\$52.50
Reconnect before 3:30pm (addtl. \$90)	\$135.00			Reconnect after 4:00pm (addtl. \$85)	\$92.50
Reconnect after 3:30pm (addtl. \$115)	\$160.00				

CVWD - Proposed

Proposed New Account Fee:	\$50	No current new account fee
Current Revenue:	\$0	
Proposed Revenue:	\$32,050	
Addtl. Revenue:	\$32,050	
Proposed Late Fee:	\$25	Diff: \$10
Current Revenue:	\$46,835	
Proposed Revenue:	\$78,058	
Addtl. Revenue:	\$31,223	
Proposed Reconnection Fee:	\$120	Diff: \$95
Current Revenue:	\$5,408	
Proposed Revenue:	\$25,960	
Addtl. Revenue:	\$20,552	
TOTAL ADDL. REVENUE:	\$83,825	

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.3

April 10, 2018

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: **Proposition 218 Notification for Proposed Water Rates and Charges**

ACTION ITEM:

Proposition 218 Notification for Water Rates and Charges – Consideration and motion to approve the Proposition 218 Notice for Water Rates and Charges and to authorize staff to mail said notices on or before April 27, 2018.

BACKGROUND:

CVWD is required to notify all of its customers about proposed changes in the water rates and charges and allow customers an opportunity to protest the proposed rate increases as outlined in the provisions of Proposition 218. This legislation states that any new fee or rate imposed by a government agency must be noticed to its stakeholders, and stakeholders must have an opportunity to protest any proposed rate increase.

For CVWD to be in compliance with the provisions of Proposition 218, the following steps must be followed:

1. Staff prepares a Proposition 218 notice describing the proposed water rates and charges and the method for protesting. The notice is provided to the Board of Directors for discussion.
2. The Board of Directors approves the notice and directs staff to send the Proposition 218 notice to all property owners within the District's service area.
3. A 45-day Public Notice review period commences for the public to submit a written protest.
4. Any written protests are summarized and submitted to the Board of Directors after the 45-day notice period is completed.
5. A public hearing will be held to determine if a majority of property owners within the District's service area have submitted written protests. If the submissions are less than one half of the majority of property owners, then the Board of Directors can proceed with a public hearing on the proposed rate increase.

DISCUSSION:

Staff is presenting the final Proposition 218 notification letter for review and discussion by the Board of Directors for water rates and charges (see attachment). This Proposition 218 notice shows an "across-the-board" 7.9% increase for both the water service charge and the commodity rates as discussed at the previous Board meeting. Since staff is applying the 7.9% increase to both the service charge and the commodity rates, the water service charge is projected to account for 25% of the overall proposed revenues for the FY 2018/19 budget.

These rates and charges are also consistent with cost-of-service principles. Cost-of-service is the legal requirement that the rates and charges must reflect the cost of providing service. This means that the various costs of providing service shift according to the level of water sales and the sum of operations behind delivering potable water to customers.

This notice will be reviewed by the Finance Committee on April 9, 2018 for approval to bring to the full Board for consideration.

The content of the Proposition 218 notification also provides to the public the required information and process for protesting the proposed increases to water rates and charges.

Under the provisions of Proposition 218, water rates and charges which are published in the notices can be adjusted lower, but not higher than the noticed adjustment.

SCHEDULE:

After the final Proposition 218 notice is approved, staff will prepare the notice to be sent to property owners by April 27, 2018. If the Board has comments to the notice, the comments can be incorporated into the final notice before publication.

This will start the 45-day review and comment period, which will end on June 11, 2018. The comments will be tabulated and presented to the Board at a Public Hearing on June 12, 2018.

Prepared by:

Ron L. Mitchell
Secretary-Treasurer

Review by:



David S. Gould, P.E.
District Engineer

Attachments:

1. 2018 - Proposition 218 Notification for Water Rates and Charges



PUBLIC NOTICE OF PROPOSED INCREASE IN WATER RATES AND CHARGES

Public Hearing to be held on Tuesday, June 12, 2018, at 6:00 p.m.

2700 Foothill Blvd., La Crescenta, CA 91214

The Crescenta Valley Water District (CVWD) is considering a water rate and charge increase for water services. **If approved, a water bill for a typical residence with a 3/4-inch meter using 17 units of water (17,000 gallons) during a two-month billing period, will increase by \$9.97, (a monthly increase of \$4.98). This will result in a two-month bill increase from \$144.25 to \$154.22.**

Effective Date: If approved, the increased rates will become effective on all rates and charges on any bill where the billing period ends after July 1, 2018.

DID YOU KNOW?

As a public agency, the District cannot earn a profit from the services it provides and must charge no more than the actual costs associated with providing services to its customers.

CVWD is committed to providing safe, reliable, and high-quality water service for our customers. To meet this commitment, the District develops updated long-term financial and capital improvement programs that are designed to ensure there are adequate funds available to make the necessary infrastructure investments to maintain safe and reliable water service.

While the District continually strives for cost reductions and efficient utilization of the public's assets entrusted to us, we still must align rates, fees and charges with the costs to deliver water service.

CVWD INFRASTRUCTURE

-  95 miles of Pipelines
-  12 Wells
-  17 Reservoirs
-  34 Booster Pumps
-  Emergency Water Supply Connections and Generators

FACILITIES ARE AGING

Over half of District pipelines are over 50 years old, and some facilities are over 70 years old

COSTS FOR WATER DELIVERY

-  The cost to purchase and treat water supply
-  Electricity for operations to pump and deliver water
-  Compliance with regulations governing the distribution and treatment of water
-  Construction of capital infrastructure improvements needed to repair, replace and update aging water systems and
-  Ongoing Maintenance of vital infrastructure.

YOUR WATER BILL

There are two components that make up the water portion of the CVWD bill that you receive every two months.

 **Water Service Charge:** A portion of CVWD's overall fixed costs, which is not affected by water use, such as: infrastructure, well rehabilitation, system maintenance, and administration.

 **Water Quantity Rate:** The cost per unit of water is based on a tiered rate structure. *A unit of water is 1,000 gallons.*

WHY IS THERE A NEED FOR A RATE INCREASE?

The two driving factors for rate increases are the need to continue the Capital Improvement Program and the lasting effects of the Drought.

Drought and Water Conservation: Customers have done a great job of conserving water over the last five years of this historic drought. However, both Drought and Water Conservation affect finances. The hidden cost of drought is lost revenues from

DUE TO THE DROUGHT

The District has 40% less groundwater available than 5

DUE TO CONSERVATION

The District sells 30% less water than 10 years ago

decreased water sales and increased costs from purchasing more imported water. The District has been using reserve funds for the past 9 years to mitigate the impact to rates from the drought. Since the 2009/2010 fiscal year, the District has used over \$10.2 million from its reserve funds to lessen the impact to

previous rate increases.

Aging Infrastructure: CVWD is committed to providing the highest quality of service at the lowest possible cost for our customers. Some portions of CVWD's water distribution system are over 70 years old and are approaching, or have already reached, the end of their useful lives. Delaying maintenance and necessary improvements have the potential for greatly increased costs due to emergency repair and replacement of infrastructure and equipment, water loss, interruption in water service and property damage. Proactive maintenance and strategic system replacement increases the lifespan of the District's costliest assets.

WHAT HAPPENS IF CVWD DOES NOT RAISE RATES?

-  More frequent service disruptions caused by failing facilities
-  Increased costs from emergency repairs and loss of water
-  Increased risk of impact on water quality
-  Revenues not covering expenses
-  Decreased utility credit rating
-  Lower reserve levels, impeding recovery from natural disasters, fires, or

CVWD evaluates the infrastructure needs, programs, and operations and maintenance costs of the water services for the next five years. CVWD has evaluated and identified certain facilities requiring rehabilitation or replacement, which is estimated to be \$3.1 million for FY 2018/19.

What is CVWD doing to help reduce costs?

CVWD is committed to efficient and economic operations and continuously evaluates every opportunity for expense reductions. CVWD has reduced operational expenses by cross-training to limit staffing levels, renegotiating long-term contracts with vendors, reducing benefits costs, deferring maintenance for the District's facilities office and plant for multiple years. Additionally, CVWD refinanced its bond debt last year for \$1.2 million in savings.

Where Your Water Comes From:

CVWD serves its customers water from two water supply sources: (1) Water supplied from a local resource which is pumped from the ground (produced) by CVWD through a series of groundwater wells located within the Verdugo Basin; (2) and water purchased from Foothill Municipal Water District (FMWD). FMWD is a water wholesaler whose primary responsibility is to purchase water from Metropolitan Water District of Southern California (MWD) and sell the water to retail agencies like CVWD. The purchased water consists of a combination of water from the California State Water Project in Northern California and from the Colorado River. The distance water must travel greatly increases the cost of supplying the water. CVWD's water supply purchased from FMWD is nearly three times more expensive than local groundwater.

Current and Proposed Water Rates and Charges Table:

<u>Current</u>			<u>Proposed</u>		
<u>Usage Charge for Single Family Residence</u>			<u>Usage Charge for Single Family Residence</u>		
	<u>Water Use Range</u>	<u>Cost per Unit⁽¹⁾</u>		<u>Water Use Range</u>	<u>Cost per Unit⁽¹⁾</u>
Tier 1	1 - 10 Units	\$ 4.58	Tier 1	1 - 10 Units	\$ 4.94
Tier 2	11 - 26 Units	\$ 7.21	Tier 2	11 - 26 Units	\$ 7.78
Tier 3	27 Units and above	\$ 10.89	Tier 3	27 Units and above	\$ 11.75
<u>Usage Charge for Multi-Family, Commercial, Institutional, & School</u>			<u>Usage Charge for Multi-Family, Commercial, Institutional, & School</u>		
		<u>Cost per Unit⁽¹⁾</u>			<u>Cost per Unit⁽¹⁾</u>
Base Rate		\$ 6.49	Base Rate		\$ 7.00
<u>Usage Charge for Irrigation</u>			<u>Usage Charge for Irrigation</u>		
	<u>Water Use Range</u>	<u>Cost per Unit⁽¹⁾</u>		<u>Water Use Range</u>	<u>Cost per Unit⁽¹⁾</u>
Tier 1	1 - 80 Units	\$ 5.01	Tier 1	1 - 80 Units	\$ 5.41
Tier 2	81 Units and above	\$ 9.60	Tier 2	81 Units and above	\$ 10.36
<u>Meter Service Charge (per bimonthly period)</u>			<u>Meter Service Charge (per bimonthly period)</u>		
<u>Meter Size</u>	<u>Within District</u>	<u>Outside District⁽²⁾</u>	<u>Meter Size</u>	<u>Within District</u>	<u>Outside District⁽²⁾</u>
3/4"	\$ 47.92	\$ 48.32	3/4"	\$ 51.71	\$ 52.14
1"	\$ 71.48	\$ 71.88	1"	\$ 77.13	\$ 77.56
1½"	\$ 130.39	\$ 130.79	1½"	\$ 140.69	\$ 141.12
2"	\$ 201.10	\$ 201.50	2"	\$ 216.99	\$ 217.42
3"	\$ 424.97	\$ 425.37	3"	\$ 458.54	\$ 458.97
4"	\$ 754.90	\$ 755.30	4"	\$ 814.54	\$ 814.97
<u>Private Fire Protection Service Charge (per bimonthly period)</u>			<u>Private Fire Protection Service Charge (per bimonthly period)</u>		
<u>Meter Size</u>	<u>Within District</u>	<u>Outside District⁽²⁾</u>	<u>Meter Size</u>	<u>Within District</u>	<u>Outside District⁽²⁾</u>
1"	\$ 14.04	\$ 14.44	1"	\$ 15.15	\$ 15.58
2"	\$ 21.67	\$ 22.07	2"	\$ 23.38	\$ 23.81
3"	\$ 39.02	\$ 39.42	3"	\$ 42.10	\$ 42.53
4"	\$ 68.95	\$ 69.35	4"	\$ 74.40	\$ 74.83
6"	\$ 176.33	\$ 176.73	6"	\$ 190.26	\$ 190.69
8"	\$ 361.56	\$ 361.96	8"	\$ 390.12	\$ 390.55
10"	\$ 640.18	\$ 640.58	10"	\$ 690.75	\$ 691.19

Notes: ⁽¹⁾A unit is 1,000 gallons

⁽²⁾ Service addresses within the Glendale Annex area

Protest Letters:

Any CVWD customer or property owner within the CVWD water service area may file a written protest of the proposed rate changes by sending a letter to: CVWD, 2700 Foothill Boulevard, La Crescenta, CA 91214. A valid protest letter must include your name, your CVWD service address, a statement of protest, and an original signature, and must be received at the address above no later than **June 12, 2018 at 4:30 p.m.** Letters received prior to **June 8, 2018** at noon will be included in the agenda package distributed to the Board of Directors and posted online at www.cvwd.com.

When will the CVWD Board of Directors consider adoption of new rates and charges?

The Board of Directors will meet on **Tuesday, June 26, 2018 at 7:00 p.m.** to consider the proposed changes. The Board may adopt, reject, or modify the proposed rate structure. The Board can't legally increase water rates and charges more than indicated in this notice.

Questions?

On the following page is a table showing the proposed water rates and charges. It is also available for inspection on the CVWD website, www.cvwd.com, or at the CVWD main office between 8:00 a.m. and 4:30 p.m., Monday through Friday. CVWD staff can assist in answering any questions about your bill. If you have questions or need additional information, please call CVWD at (818) 248-3925 or e-mail water@cvwd.com.

Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

**IMPORTANT RATE
INFORMATION ENCLOSED**

Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

Information
Item



Thursday, April 05, 2018

By Mary O'KEEFE

If you missed last week's Crescenta Valley Water District budget workshop, the public will have another opportunity to share their opinion on the matter in June.

CVWD staff is currently preparing its recommendation concerning a rate increase. It will share that recommendation with the CVWD Board of Directors at the next regular meeting on April 10 at 7 p.m. at the CVWD office, 2700 Foothill Blvd. The board will consider that recommendation. There will be a public hearing during the June 12 CVWD meeting. After that meeting, property owners and others who pay for water will receive public notices in the mail.

It does appear there will be a request for an increase in the budget that will be passed on to consumers. The need for the increase, said Christy Scott, CVWD spokeswoman, comes from continued infrastructure improvements and also because CVWD has to purchase more water from the Metropolitan Water District.

In the past, CVWD had more ground water available leaving it more self-sufficient, but the drought has changed that.

"The ground water [level] is so low," Scott said.

There is some debate as to whether the drought is over; however, whether it is or not it will take time for the ground water to replenish after the multi-year drought.

After the public comment meeting on June 12, the board will take 14 days to analyze the recommendation and public input and then vote on the final budget on June 26.

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

April 10, 2018

To: Honorable President and Members of the Board of Directors
From: Ron Mitchell and David Gould
Subject: General Manager Report

March 2018 General Managers Report Topics:

- Staffing
- GM Activities
- Engineering and Operations Report

The following are some highlights in this Month's Report:

- Water Demand was down by 13% from March 2017 due to rainfall.
- Rainfall to date – 10.32"
- Brookhill Pipeline - Working on 3000 Block of Brookhill
- Booster 17 at Paschall - Complete & back in service
- Well 10 rehabilitation – waiting on approval from DDW

Staffing:

- The 2018 fiscal year budget includes 33 full time employees, current staffing is 32 including one temporary employee.
- The following employees have work anniversaries in April: None
- The District has gone 1,396 Days without a lost time accident, as of April 6th.
- The new Customer Service Clerk, Tessa Allmon, started work on March 19, 2018.
- Staff has selected Arturo Montes for the Accounting Clerk position and he is scheduled to begin working for the District on April 23, 2018.

General Manager Activities:

Meetings:

Management staff meetings	April 2 nd and April 9 th
Operations meetings	April 3 rd and April 10 th
Emergency Planning Committee	April 4 th
Finance Committee	April 9 th

Submitted by:

Ron L. Mitchell
Secretary-Treasurer



David S. Gould, P.E.
District Engineer

Engineering and Operations

April 10, 2018
Staff Report

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Engineering & Operations –March & April 2018

1. **Water Production Report**

- March 1 – 31 - Water production – 54/46% split – 80.6 MG for the time period
- Average use – 13.8% less than 2017 and 24.2% less than 5-yr average

2. **Rainfall Update**

- 7.05” for March 2018; 0.00” for April, 2018
- Rainfall Total for Rainfall Year 2017/18 – 10.32”

3. **Report on Engineering**

- **CIP Projects**

- Pipeline Project - 2700, 3000 & 3100 Blocks of Brookhill
 - Working on the 3000 Block of Brookhill
 - 2700 Block of Brookhill to start in beginning of May 2018
 - Community Meeting – April 19, 2018
- Well 10 Rehabilitation
 - Pump & Motor installed
 - Waiting on approval from DDW
- Oak Creek #1 & #2 Reservoir Rehabilitation
 - Oak Creek #1 – Under construction
 - Anticipated Oak Creek #1 by back in service by the end of April 2018
 - Oak Creek #2 to start at early May 2018

- **Nitrate Removal Treatment Facility at Well 2 Project**

- Under Construction
 - Completing Operations Building & on-site underground utilities
 - New electrical services to be completed by GWP by end of April 2018
- APTwater assembling equipment on-site

- **Crescenta Valley County Park Stormwater Recharge Facility Study**

- No Report

- **ULARA**

- No Report

- **Grant Program**

- No Report

- **Water Meter Replacement Program**

- Replaced 549 meters to date

4. **Report on Administrative and Field Operations**

• **Wells - Status**

- Well production capacity – averaged up to 1.79 MGD for March 2018

5. **Field Maintenance & Operations – March 10, 2018 – April 6, 2018**

▪ **Water Lateral Leaks & Repairs**

2517 Queensview	2452 Upper Terrace.	2839 Paraiso Way
5456 Vista Del Arroyo	5857 Freeman	3110 Frances
2346 Henrietta		

▪ **Water Main Leaks**

- 6-inch water main on 3200 Block of Alabama

▪ **Valve Replacement**

- No Report

▪ **Fire Hydrant Repair**

- No Report

▪ **Developer Job**

- No Report

▪ **Booster Pump Maintenance**

- Paschall Booster 17 – Completed

▪ **Reservoir Maintenance**

- No Report

▪ **Sewer Maintenance – March 10, 2018 – April 6, 2018**

2500 Block of Harmony	5100 & 5200 Blocks of Briggs Ave.	2400 & 2500 Blocks of Frances St.
5100 Rosemont	2300 & 2400 Blocks of Teasley St.	2300 Block of Henrietta Ave
2300 Block of Caracas St.	2400 & 2500 Blocks of Whittier Dr.	5100 Block of Circle Vista Dr.
5000 Block of Humphrey Way	4800 - 5000 Blocks of Rosemont Ave.	2400 & 2500 Blocks of Laughlin,
2400 Block of Kemper	4700 Block of Sunset	2400 Block of Mountain,
4500 Block of Marellen,	2400 & 2500 Blocks of Fairmount	2500 Block of Los Amigos,
2600 Block of Pontiac		

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

March 1 - March 31, 2018

Well Production:	33,619,920	Gals		
GWP Production:	8,690,000	Gals		
Gravity Production:	1,367,600	Gals	% GW	54%
Purchased Water:				
FMWD:	33,019,500	Gals		
City of Glendale:	<u>3,923,260</u>	Gals	% Import	46%
TOTAL:	80,620,280	Gals		
	247.41	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	17,284,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
March 1, 2018 - March 31, 2018	2,531,230	
March 1, 2017 - March 31, 2017	2,935,624	-13.8%
5-yr Average - March 2013 - 2017	3,337,307	-24.2%

RAINFALL: March 1 - March 31, 2018 7.05"

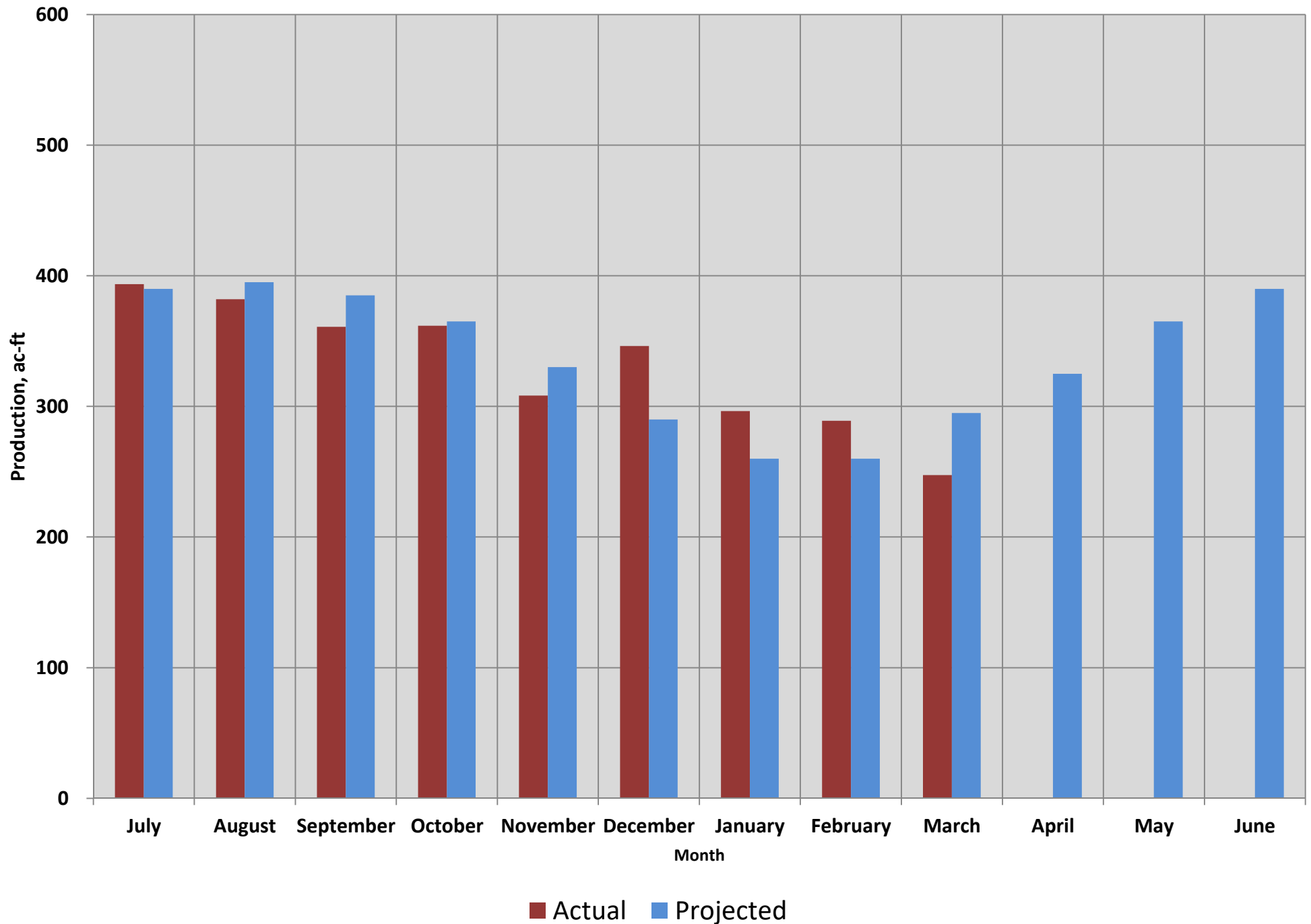
Season-To-Date: 10.32"

2017/18 Fiscal Year Water Production			Groundwater Production Water Rights		GWP (Well 16) Water Production		Purchased Water Production Tier 2 Allocation	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	394	390	October	129	January	28	January	137
August	382	395	November	111	February	24	February	163
September	361	385	December	129	March	27	March	113
October	362	365	January	132	April		April	
November	308	330	February	102	May		May	
December	346	290	March	107	June		June	
January	296	260	April		July		July	
February	289	260	May		August		August	
March	247	295	June		September		September	
April		325	July		October		October	
May		365	August		November		November	
June		390	September		December		December	
Total to Date	2,985	2,970	Total to Date	710	Total to Date	79	Total to Date	413
Projected	4,065	4,050	Water Rights	3,294			Tier 2	2,154
% of Projected	73.7%	73.3%	% of Rights	22%			% of Allocation	19%
Remaining	1,065	1,080	Remaining	2,584			Remaining	1,741

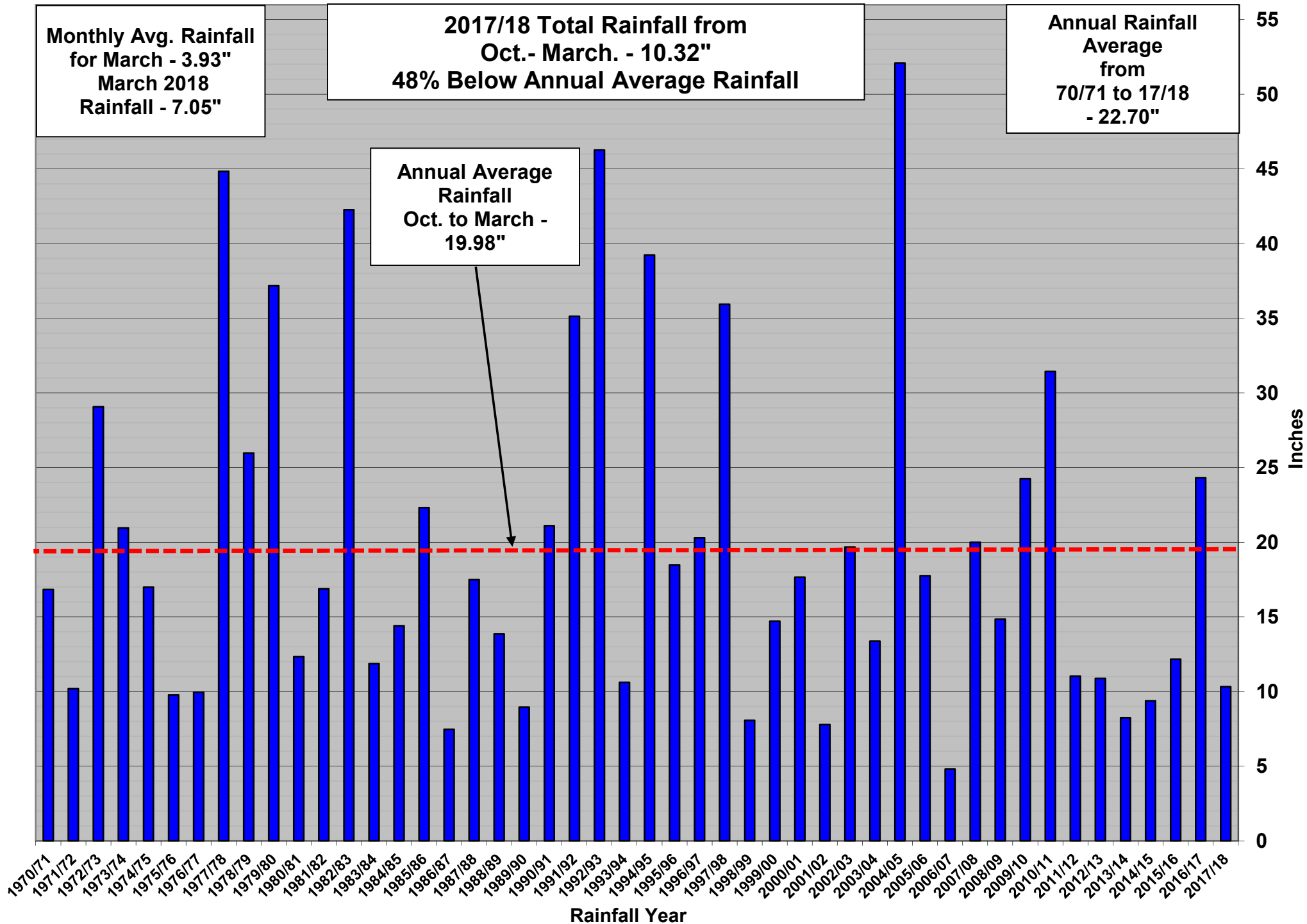
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: Projected Vs. Actual, FY 17/18



Monthly Rainfall - 1970/71 - 2017/18 (Oct.- March)



Director Compensation Expense Report

April 2018

Name	Meeting Date	Meeting/ Event	Items Discussed	Meeting Compensation	Expense Reimbursement
Director Bodnar	04/04/18	Special Board Meeting	GM Intevals	\$ 90.00	
	04/09/18	Finance Committee	FY 2018/19 budgets & rates	\$ 90.00	
	04/10/18	Board Meeting		\$ 90.00	
Director Claessens	04/04/18	Special Board Meeting	GM Intevals	\$ 90.00	
	04/04/18	Emergency Planning Com	Emerg Response Plan, Emergency generators, community water station	\$ -	
	04/10/18	Board Meeting		\$ 90.00	
Director Erickson	04/04/18	Special Board Meeting	GM Intevals	\$ 90.00	
	04/10/18	Board Meeting		\$ 90.00	
Director Putnam	04/04/18	Special Board Meeting	GM Interviews	\$ 90.00	
	04/09/18	Finance Committee	FY 2018/19 budgets & rates	\$ 90.00	
	04/10/18	Board Meeting		\$ 90.00	
Director Tejeda	04/04/18	Special Board Meeting	GM Intevals	\$ 90.00	
	04/04/18	Emergency Planning Com	Emerg Response Plan, Emergency generators, community water station	\$ -	
	04/10/18	Board Meeting		\$ 90.00	

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: April 6, 2018
TO: Emergency Planning Committee
FROM: David S. Gould, District Engineer
SUBJECT: CVWD Emergency Planning Committee Meeting Notes

Following is a summary of the Emergency Planning Committee Meeting held at 6:00 PM on April 4, 2018, at the CVWD main office, and was attended by the following:

Director Mike Claessens - Committee Chairperson	CVWD
Director Judy Tejada - Committee Member	CVWD
David Gould	CVWD
Ron Mitchell	CVWD
Brook Yared	CVWD

1. CVWD Emergency Response Plan:

Staff & Board Guide Book: Mr. Gould discussed that staff is putting together a guide book for staff and board members on general emergency procedures including contact phone numbers, shift assignments, where and when to report, and general emergency response information. In addition, Mr. Gould discussed meeting with staff to review the material. Director Claessens suggested that the emergency response information be located as PDF's in a portal on CVWD's website for access by all personal.

Action Items:

- 1. Staff to prepare a draft CVWD Emergency Response Guide Book for review.*
- 2. Staff to see if a portal can be set up on the website to store information for employees & Board.*

Coordination with Local Emergency Agencies: Mr. Gould discussed coordination with Law Enforcement, Fire Departments and Community Emergency Response groups including setting up open communications with these agencies to make sure CVWD is included in the planning and implementation of local emergency response program.

Action Items:

- 1. Staff to meet with the LA County Sheriff's Department and LA County Fire Department about emergency response planning.*
- 2. Staff to meet with MWD about Emergency Operation Center in Eagle Rock regarding emergency response planning.*
- 3. Staff to meet with Local CERT Program and CV Ready personnel about setting up specific duties or tasks they can assist CVWD during an emergency.*

Emergency Response Plan: Mr. Gould indicated that CVWD's Emergency Response Plan (ERP) is being updated for 2018; with the goal to review a draft of the ERP in September 2018 and soon after make a presentation to the full Board of Directors.

Action Item:

- 1. Staff to prepare a draft CVWD ERP by September 2018*

ERP Training: Mr. Gould discussed that staff will be conducting Standardized Emergency Management System (SEMS) classes for preparation for an emergency event. Also, conduct a SEMS class for Board members for coordination between staff, the media and the community during an emergency event.

Action Item:

1. *Staff to present a training schedule and associated costs at the next Emergency Planning Committee meeting.*

2. **Status of CVWD's Emergency Electrical Generators:** Mr. Gould discussed that CVWD has five (5) emergency electrical generators (generator) to provide back-up power to CVWD's facilities, groundwater wells and booster pumps during a planned electrical outage or an unplanned loss of power emergency event.

Mr. Gould indicated that one generator is a permanent installation at the Glenwood plant; the remaining four (4) generators are portable and are stored at the Rosemont Reservoir. All of CVWD's facilities have an emergency connection outlet at the electric motor control center to plug in the emergency electrical generator.

Mr. Gould explained that CVWD utilizes its water storage system by pumping water into a reservoir in a certain pressure zone and allowing water to move by gravity to the customer's house. The portable generators will be used during an emergency to pump or move water from the lower elevations to higher elevation reservoirs.

Mr. Gould discussed that the generators runs on diesel fuel and has an average capacity of 50 gallons, which can last for 8 hrs to 12 hrs. CVWD also has a 1,000 gallon diesel tank at the Glenwood plant to provide back-up fuel during an emergency.

Mr. Gould suggested that a permanent installation should be considered for the Mills plant and will look into this for the FY 19/20 budget.

No Action Items:

3. **Foothill Municipal Water District (FMWD) Mutual Aid Agreement:** Mr. Gould discussed FMWD and its agencies have collaborated over the past year to develop a formal mutual aid agreement in response to emergencies and during water outages that are planned or unplanned. Mr. Gould indicated that CVWD has provided mutual aid in the past, but there was no formal agreement. The agreement would formalize an agency's response to request for aid, and reimbursement costs to the agencies. The Emergency Planning Committee recommended approval of the agreement

Action Item:

1. *The Emergency Planning Committee recommended putting this on the next Board Meeting action calendar.*

4. **Rosemont Reservoir – Community Water Station:** Mr. Gould explained that it has been suggested that the District is to provide a Community Water Station that will allow residents to fill up water containers for home use during an extended emergency event. The water provided will be supplemental water to each homeowner's personal emergency survival kit.

Mr. Gould provided a layout for installing a new water station at Rosemont Reservoir that is located along the easterly property line. This will allow cars to pull up along Rosemont Ave to get water from a fill station. Residents would have to provide their own water container.

Staff will have to work out the logistics of monitoring the water fill station and when it will be in service still. In addition, staff will meet with LA County Sheriff Department and the local CERT members for assistance in dispensing water during an emergency.

Staff indicated that the crews will be ready to install the 1-inch water service and hose bids in July 2018.

Action Item:

1. *Staff will meet with LA County Sheriff Department and the local CERT members for assistance in dispensing water during an emergency.*
5. **Emergency Planning Committee Schedule:** Mr. Gould discussed that he would like to make a standing meeting date for the Emergency Planning Committee at every third Thursday of the month for the continued planning and discussion towards the District's emergency preparedness.

The Emergency Planning Committee agreed on the following schedule:
 - **May 17, 2018; 10:00 AM** – Emergency Planning Committee – Review draft ERP guide book for staff and Board Members. Finalize by June 7, 2018 for presentation at June 12, 2018 Board meeting
 - **June 21, 2018; 10:00 AM** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
 - **July 19, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
 - **August 16, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event
6. **Community Outreach – Emergency Preparedness:** Director Claessens requested that staff provide a tour of CVWD's facilities to local community members showing CVWD's emergency preparedness at its facilities.

Action Item:

1. *Staff will prepare a tour including transportation for local community members in June or July 2018.*

Adjournment - The Emergency Planning Committee meeting was adjourned at 6:45 PM on April 4, 2018

**See CVWD Website www.cvwd.com
for the Emergency Planning Committee Packet**

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Emergency Planning Committee
of the Crescenta Valley Water District

To be held on

April 4, 2018 at 6:00 PM

Posted: April 2, 2018 at 4:00PM

Call to Order

Adoption of Agenda

Public Comments

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

Information Items

1. CVWD Emergency Response Plan
 - a. Staff & Board Guide Book
 - b. Update ERP – 2018
2. Status of CVWD's Emergency Electrical Generators
3. Foothill Municipal Water District (FMWD) Mutual Aid Agreement
4. Rosemont Reservoir – Community Water Station

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – May 9, 2018

Adjournment

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 1
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Emergency Response Plan

INFORMATION ITEM:

Emergency Response Plan – Discussion regarding the District's Emergency Response Plan (ERP) and ERP guide book for staff and Board Members.

BACKGROUND:

The goals of the Emergency Planning Committee as outlined in 2013 were:

- Provide updated information about CVWD's responds to a catastrophic failure to the water/wastewater systems.
- Coordination with local Law Enforcement, Fire Departments and Community Emergency Response groups during an emergency event
- Installation and coordination of a Community Water Station as a possible water source for customers during an emergency event.
- Mutual Aid agreements with Glendale, FMWD, Pasadena and other agencies
- Communications to residents during an emergency event.

DISCUSSION:

1. Compilation of Guide Book including critical documents distributed to each employees and Board member including the following:
 - A. Contact numbers for all employees
 - B. Contact numbers for vendors
 - C. Shift Assignments
 - D. Mutual aid agreements
 - E. Critical resource locations such as:
 - a. Emergency Electrical Generators
 - b. Water Supply Interconnections
 - c. Emergency Response Storage Containers and Inventory
2. Coordination with Law Enforcement, Fire Departments and Community Emergency Response groups during an emergency event.

Los Angeles County - Sheriff Station
California Highway Patrol
City of Glendale, Police Department
Los Angeles County Fire Department
Station 63
Station 19
Station 70
City of Glendale, Fire Department
Station 27
Station 28
Community Groups
CERT
CV Ready
CV Town Council

3. Emergency Response Plan

- a. Provide updated ERP to Committee by September, 2018
- b. Presentation to Board of Directors

4. Training

- a. Staff – Conduct Standardized Emergency Management System (SEMS) classes, which is California's emergency response system and the fundamental structure for the response phase of emergency management. Classes will include the following:
 1. Introduction to SEMS
 2. Field Operations
 3. Emergency Operations Center Course
 4. Executive Course
- b. Board – Conduct a SEMS class for Board members for coordination between staff, the media and the community during an emergency event.

TENTATIVE EMERGENCY PLANNING COMMITTEE SCHEDULE:

- **May 17, 2018** – Emergency Planning Committee – Review draft ERP guide book for staff and Board Members. Finalize by June 7, 2018 for presentation at June 12, 2018 Board meeting
- **June 21, 2018** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **July 19, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **August 16, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 2
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Emergency Electrical Generators

INFORAMTION ITEM:

Status of CVWD's Emergency Electrical Generators – Discussion regarding the status of the District's emergency electrical generators

BACKGROUND:

CVWD has five (5) emergency electrical generators (generator) to provide back-up power to CVWD's facilities, groundwater wells and booster pumps during a planned electrical outage or an unplanned loss of power emergency event.

Emergency Electrical Generators						
Unit#	Year	Description	Vehicle ID#	kW	Fuel	Purpose
28	2004	Detroit Diesel Whisper Watt	7302538	70kW	D	Portable Generator
29	1998	Perkins 1300 International	Ser#D334A\001	200kW	D	Portable Generator
30	2001	Spectrum Detroit Diesel 150K	Ser#0703832	150kW	D	Portable Generator
35	2007	Kohler 480V Genset	500REOZVB211029850ZBB	500kW	D	Stationary Generator
41	2006	MQ Power portable generator	7350023	70kW	D	Portable Generator

One generator (Unit 35) is a permanent installation at the Glenwood plant. The 500 kW generator has enough power to run the plant, booster pumps and wells during a power outage. The 500 kW generator also has an automatic transfer switch that shifts power from regular to emergency power.

The remaining four (4) generators are portable (on wheels) and are stored at the Rosemont Reservoir. All of CVWD's facilities have an emergency connection outlet at the electric motor control center to plug in the emergency electrical generator.

The District also has a number of small generators that are used to power the SCADA system during a power outage.

DISCUSSION:

CVWD utilizes its water storage system during an emergency event by pumping water into a reservoir in a certain pressure zone and allowing water to move by gravity to the customer's house. The water stored in a reservoir can last from 12 hrs to 24 hrs depending on water demand. This allows CVWD to move the portable generators to different sites to maintain water storage.

Each of the generators runs on diesel fuel and has an average capacity of 50 gallons, which can last for 8 hrs to 12 hrs. CVWD also has a 1,000 gallon diesel tank at the Glenwood plant to provide back-up fuel during an emergency.

The 200kW generator can be used at the following sites:

1. Mills Plant
2. Ocean View Reservoir
3. Oak Creek Reservoir
4. Markridge Reservoir
5. Encinal Reservoir

The 150kW generator can be used at the following sites:

1. Paschall Booster Station
2. Rosemont Reservoir
3. Eagle Canyon Reservoir
4. Goss Canyon Reservoir
5. Cresta Heights Reservoir
6. Edmund 1 Reservoir
7. Edmund 2 Reservoir

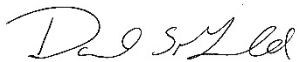
The 70kW generators can be used at the following sites:

1. Main Office
2. Well 5
3. Well 7
4. Well 8
5. Well 9
6. Well 11
7. Well 14
8. Well 16
9. La Granada Sewer Lift Station
10. Shields Reservoir
11. Pickens Canyon Reservoir

Staff is currently installing a new permanent generator at the main office with an automatic transfer switch to maintain power at the main office during an emergency.

Staff will be further evaluating the need for additional generators at other critical sites such as the Mills plant, where a permanent generator will be beneficial to the District.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 3
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: FMWD Member Agency Mutual Aid Agreement

INFORMATION ITEM:

FMWD Member Agency Mutual Aid Agreement – Discussion regarding the District's participation in a Mutual Aid Agreement with the Foothill Municipal Water District and its member agencies.

BACKGROUND:

Foothill Municipal Water District and its member agencies have historically provided mutual aid when requested by one of the sub-agencies. However, there has been no formal agreement stipulating the parties' obligations, liability provisions or terms of reimbursement.

DISCUSSION:

FMWD and its agencies have collaborated over the past year to develop a formal mutual aid agreement between all the parties. The attached agreement includes provisions for response to planned water supply interruptions and unplanned outages and local emergencies. The major terms of the mutual aid agreement include the following:

- Response to a request for aid is at the responding party's sole discretion.
- Cost will be reimbursed unless otherwise mutually agreed between the parties.
- Requesting party shall indemnify the responding party.
- Confidentiality provisions.
- Arbitration clause.

The mutual aid agreement prepared by FMWD is similar to the agreement CVWD has with the California Water/Wastewater Agency Response Network (WARN). WARN is a state-wide network that was established to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities throughout California.

RECOMMENDATION:

It is staff's recommendation that the District enter into this formal mutual aid agreement with FMWD and it be brought as an action item at the next Board meeting. The formal mutual aid agreement provides protections and documents the terms and conditions for mutual aid between FMWD and its agencies and there is no initial cost impact associated with this agreement. The formal mutual aid agreement has been reviewed by CVWD's legal counsel.

Prepared & Submitted by:


David S. Gould, P.E.
District Engineer

MUTUAL AID AND ASSISTANCE AGREEMENT

THIS AGREEMENT (“Agreement”) made effective the ____ day of _____, 2017, is entered into between Foothill Municipal Water District (hereinafter “Foothill”) and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company (hereinafter individually “Party” or collectively “Parties”), to provide mutual assistance in times of emergency and planned and unplanned outages.

Section 1. Purpose

The purpose of this Agreement is to establish a regional mutual aid and assistance program. Through the program, the Parties to this Agreement may coordinate response activities and share resources in response to regional emergencies and assist during local emergencies or outages planned or unplanned.

Section 2. Response to Planned Outages

In the event of a planned outage, any party to this agreement (hereinafter “Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such outage by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall attempt to aid Requesting Party if such response is feasible under the circumstances. If a Responding Party determines it cannot respond to a request for assistance for any reason, that Party shall not be responsible for any consequences or damages associated with its failure to respond. While more notice is preferable, at least seven (7) days notice must be provided by the Requesting Party to potential Responding Parties for coordination of water deliveries, use of personnel or equipment. A request for assistance under the provisions of this Agreement shall not be a substitute for the use of private contracted labor when available.

Provision of supply water by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 3. Response to Emergencies and Unplanned Outages

In the event of an emergency or outage requiring corrective action to be taken immediately to protect life, property, or facilities, any party to this agreement (hereinafter

“Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such emergency by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall come to the aid of the Requesting Party if such response is feasible under the circumstances. If a Party determines it cannot respond to a request for assistance, the Parties shall not be responsible for any consequences associated with its failure to respond.

Provision of water supply by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide supplemental water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 4. Cost Reimbursement

Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Party shall reimburse the Responding Party for costs incurred while providing aid and assistance during the specified Period of Assistance using the reimbursement procedures as outlined below:

A. **Water** – The Responding Party will provide the Requesting Party with a bill showing the amount of water delivered to the Requesting Party. Water will be billed at the highest rate incurred for imported water by the Responding Party.

B. **Other Costs** – All other costs will be billed by the Responding Party to the Requesting Party using the terms established with Articles of Agreement California Water/Wastewater Agency Response Network WARN 2007 Omnibus Mutual Assistance Agreement and any amendments that may occur from time-to-time.

Section 5. Confidential Information

To the extent allowed by law, any Party shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information provided to it by another Party pursuant to this Agreement. If any Party or third party requests or demands, by subpoena or otherwise, that a Party or disclose any Confidential Information provided to it under this Agreement, the Party shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

Section 6. Arbitration

If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Party shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

Section 7. Requesting Party's Duty to Indemnify

Requesting Party shall assume the defense of, fully indemnify and hold harmless each Responding Party, its directors, officers, and employees, from all claims, loss, damage, injury, and liability of every kind, nature, and description, directly or indirectly arising from the Requesting Party's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies, or personnel provided to a Requesting Party, or faulty workmanship or other negligent acts, errors, or omissions by a Responding Party, or by personnel provided to Requesting Party, from the time assistance is requested and rendered until the assistance is returned to Responding Party's control.

Section 8. Workers' Compensation Claims

The Parties to this agreement shall be responsible for providing workers' compensation benefits and administering workers' compensation for their respective employees.

Section 9. Insurance

Parties to this Agreement shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake pursuant to this Agreement, including, but not limited to, workers' compensation and commercial general liability insurance, and insurance on property, vehicles, and equipment.

Section 10. Withdrawal

Any Party may terminate its participation in this Agreement by written notice to the other Parties. Withdrawal takes effect 60 days after each Party receives notice. Withdrawal from this Agreement shall in no way affect a Requesting Party's duty to reimburse a Responding Party for cost incurred under this Agreement, which duty shall survive such withdrawal.

Section 11. Modification

No provision of this Agreement may be modified, altered, or rescinded by individual parties to the Agreement.

Section 12. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and

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provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

IN WITNESS WHEREOF, Foothill Municipal Water District and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company have executed and delivered this Agreement as of the date first above written.

FOOTHILL MUNICIPAL WATER DISTRICT

CRESCENTA VALLEY WATER DISTRICT

By: _____
Its: _____

By: _____
Its: _____

KINNELOA IRRIGATION DISTRICT

LA CAÑADA IRRIGATION DISTRICT

By: _____
Its: _____

By: _____
Its: _____

LAS FLORES WATER COMPANY

LINCOLN AVENUE WATER COMPANY

By: _____
Its: _____

By: _____
Its: _____

MESA CREST WATER COMPANY

RUBIO CAÑON LAND AND WATER
ASSOCIATION

By: _____
Its: _____

By: _____
Its: _____

VALLEY WATER COMPANY

By: _____
Its: _____

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 4

April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Community Water Station

INFORMATION ITEM:

Community Water Station – Discussion regarding the installation of a Community Water Station at Rosemont Reservoir

BACKGROUND:

A goal of the District is to provide a Community Water Station that will allow residents to fill up water containers for home use during an extended emergency event. The water provided will be supplemental water to each homeowner's personal emergency survival kit.

DISCUSSION:

The Community Water Station (Station) should be located at a reservoir site that will allow access to a water filling station and located within the District Boundaries. The Rosemont reservoir site is located on Rosemont Street, near Rosemont middle school, and will be provide access on the street.

As shown on the attachment, the Station will be located on the outside of the wall facing Rosemont with a quick coupler. The waterline will tie into the outlet line for Rosemont Reservoir, which holds 500,000 gallons. A water meter will be installed on the inside of the wall to measure the amount of water used. During an event, a water hose system will be quick coupled through the wall that allow for people to fill containers.

The logistics of monitoring the water fill station and when it will be in service still have to be worked out with staff. In addition, staff will meet with LA County Sheriff Department and the local CERT members for assistance in dispensing water during an emergency.

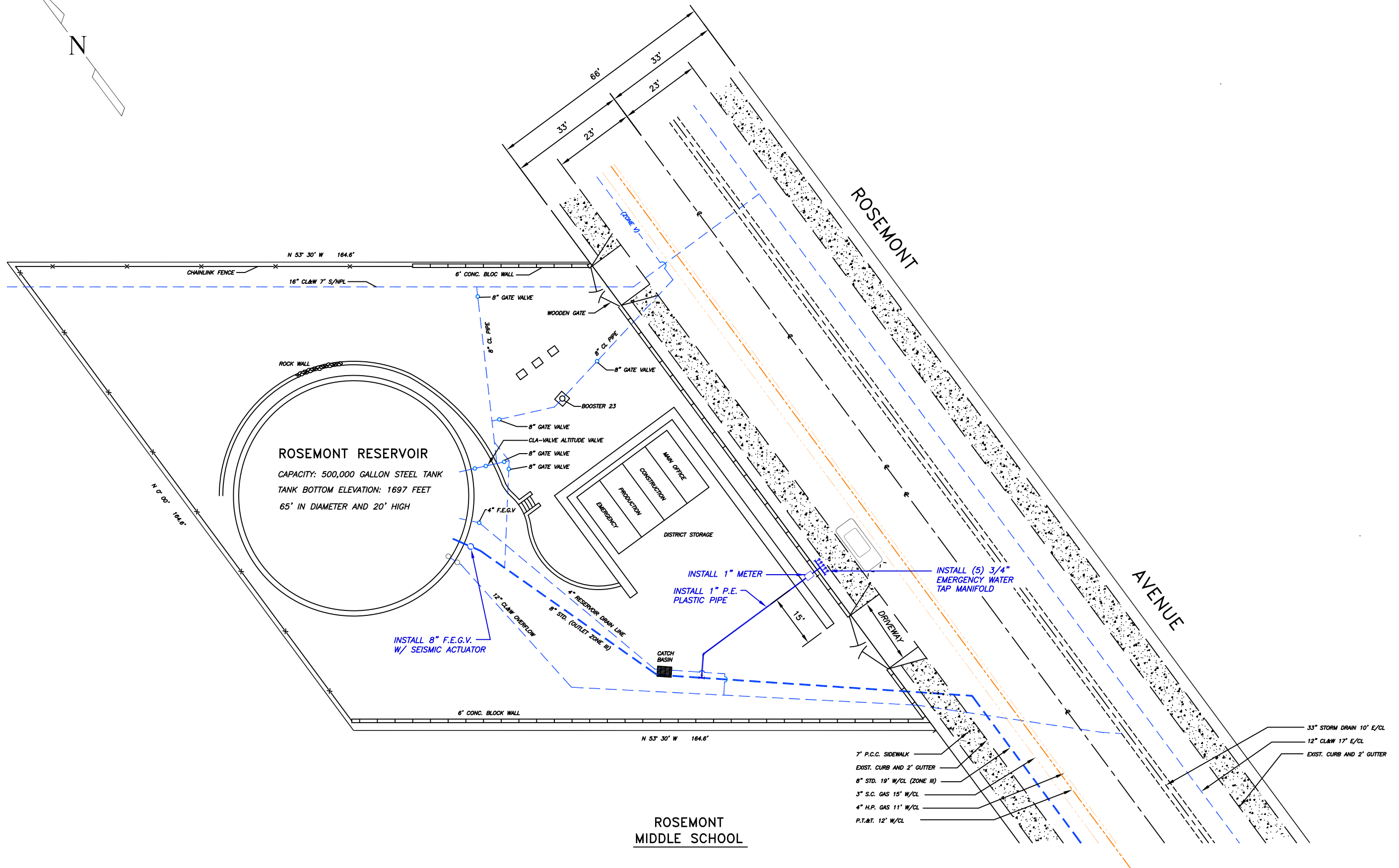
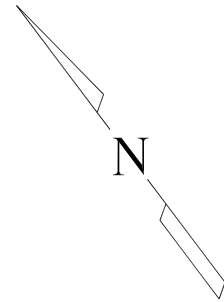
RECOMMENDATION:

It is staff's recommendation to proceed with the installation of the Station within the next 2 months, depending on the field crew's schedule. The logistics will be discussed with staff and brought back to an Emergency Planning Committee meeting in July, 2018.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer



SCALE: N.T.S.	DATE	CRESCENTA VALLEY COUNTY WATER DISTRICT	
DRAWN BY: J.A.HUERTA	4/3/18	1" MANIFOLD	
CHECKED BY:		ROSEMONT_RESERVOIR	
APPROVED:		COMMUNITY_WATER_TAP_STATION	
AS BUILT: AS_BUILT		COMPLETION DATE:	SHT. 1 OF 1 SHTS.
		JOB NO.	FILE NO.
		JOB	FILE