

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 February 13, 2018 at 7:00 p.m.**

Posted: February 9, 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 January 23, 2018.
2. Consideration of attendance at the 2018 ACWA Spring Conference to be held May 8-11, 2018 in Sacramento, CA.

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. **FY 2018/19 Capital Improvement Project Program** – Discussion of Proposed Budget for the FY 2018/19 Capital Improvement Project (CIP) program.
2. **District Staffing** – Discussion and possible action regarding the District's short term staffing goals.
3. **FY 2018-19 Water and Wastewater Budgets** – Discussion of draft Water and Wastewater Budgets.
4. **Ballot for LAFCO Special District Representative and Alternate Representative Election** – Consideration and motion to cast the District's ballot for the LAFCO Special District Representative and Alternate Representative election.
5. **Discussion of Committee Assignments** – Discussion regarding the 2018 Committee assignments.

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

Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case.

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
January 23, 2018

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of January 9, 2018, an Adjourned Regular Meeting was held on January 23, 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
General Manager:	Thomas A. Love
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Wendy Holloway, Customer Accounts Supervisor James Lee, Accountant Dennis Maxwell, Superintendent Kathy Ross, FMWD Director

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by leading 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 January 23, 2018 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Ms. Kathy Ross reported MWD gave a presentation on Ground Water Recharge and Stormwater. Also they still have good water conservation in the FMWD member agencies. Rain barrels continue to be big rebates, however, toilet rebates are down, and turf rebates have slowed down.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on January 23, 2018.

It was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote to ratify the disbursements for December 2017.

Payment of demands against the Crescenta Valley Water District on or before December 31, 2017 the same having been approved by the General Manager, Thomas A. Love, and heretofore paid, be ratified and approved subject to audit, in the aggregate sum of Nine Hundred Eighteen Thousand, Five Hundred Thirty Three Dollars and Fifty Eight cents (918,533.58), which is composed of the individual items set forth herein.

It was moved by Director Erickson, seconded by Director Tejeda and carried by a 5-0 vote to approve Director Claessens attendance at the Sustainable Groundwater Planning in California conference on February 5-6, 2018 in Los Angeles.

ACTION CALENDAR

Acceptance of Audited Financial Statements for Fiscal Year 2016-17 – Ms. Renee Graves and Ms. Leslie Ward from Clifton Larson Allen LLP, discussed the Management Letter sent to the Board of Directors and reviewed the draft financial statement for FY 2016-17. They said the Management Letter didn't identify any areas of concern and gave an unqualified opinion on the financial statements. This means that they feel the statements present fairly the financial position of the District and that readers can rely on the information presented. The Board of Directors asked questions and discussed the audit.

Following discussion:

It was moved by Director Tejeda, seconded by Director Claessens and carried by a 5-0 vote to accept the Audited Financial Statements for Fiscal Year 2016-17.

Discussion on Estimate of Water Demand for FY2018-19 Budget – Mr. Gould reported as staff begins the budget process for the FY 2018-19, the key element is the estimate of water demand. He said staff has reviewed past year water usage, anticipated weather conditions, availability of local ground water and the status of the local economy to estimate water demand projections for FY 2018-19, and the next 5 to 10 years. He also discussed the FY 2017-18 projections and the FY 2017-18 actual water demands.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL

GENERAL MANAGER – Mr. Love reported the Plant Coordinator position has been filled internally by Darlene Telles, who is currently the Customer Service Clerk, and that we have started the process to fill the Customer Service Clerk position.

ATTORNEY – Mr. Bunn reported on AB623, which is a bill to fund clean water for low income communities via tax on water use. ACWA strongly opposes, but agreed we need to fund the clean water for low income communities and proposed different ways to fund it with some money from the general fund and some money from the federal fund. The Governor has strongly implied he is going to include a water tax in the budget trailer bill which will not go through the usual committee process, but just gets voted on. He also reported on the Coachella Valley court case with the Indian tribes where the tribes are now coming forward to insist on their water rights.

REPORTS OF COMMITTEES

Engineering Committee – Director Putnam reported that the Committee met on January 18, 2018 and discussed Groundwater Wells and Well Capacity, Water Production for FY 18/19, Automated Meter Infrastructure (AMI), FY 17/18 CIP Projects and FY 18/19 Preliminary CIP Program.

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

Employee Relations Committee – Director Erickson reported that the Committee will meet on January 26, 2018 at 9:00 a.m.

Policy Committee – Director Tejeda reported that the Committee met on January 18, 2018 and reviewed the Meter Reading procedures and how leak adjustments are calculated.

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

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

Executive Committee – Director Bodnar reported that the Committee met on January 23, 2018 at 6:00 p.m. and went into a closed session.

DIRECTORS ORAL REPORTS

Director Bodnar – No Report

Director Claessens – No Report

Director Tejeda reported last week she attended the Energy Water Green Living conference. She said there were good speakers, and it was very worth her while.

Director Putnam – No Report

Director Erickson – No Report

CLOSED SESSION – No Reportable Action

ADJOURNMENT

There being no other business to come before the Board, at 9:27 p.m. it was moved by Director Tejeda, seconded by Director Erickson and carried by a 5-0 vote that the meeting be adjourned to February 13, 2018, 2017 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

Ron Mitchell

From: ACWA 2018 Spring Conference & Exhibition <events@acwa.com>
Sent: Monday, February 5, 2018 10:20 AM
To: Ron Mitchell
Subject: Spring Conference registration is now open!



Click [here](#) to view it in your browser.



Join other Water Leaders at ACWA's 2018 Spring Conference

Water industry leaders will join together at ACWA's 2018 Spring Conference & Exhibition. We invite you to attend to network with the California water community, hear from top officials and industry experts on regulatory, environmental, and economic issues, and learn about new products and services in the Exhibit Hall. Also, legal, financial, energy and drinking water sessions are available for continuing education credits.

Looking for MCLE credit? We are pleased to offer a separate CLE Spring Workshop on Tuesday, May 8. This popular workshop will offer continuing legal education for water professionals. Save \$50 if also attending ACWA's 2018 Spring Conference & Exhibition!

Don't miss out and register today!

REGISTER NOW



ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

**** Plan on attending this conference AND the CLE Spring Workshop? Discounted pricing is available if registering for both events.**

Additional conference information below.

\$699

FULL CONFERENCE REGISTRATION & MEALS PACKAGE

Not available onsite.

\$555

FULL CONFERENCE REGISTRATION ONLY

Meals sold separately.

\$320

ONE-DAY CONFERENCE REGISTRATION

Meals sold separately.

© 2018 Association of California Water Agencies

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
February 13, 2018

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Discussion of FY 18/19 Capital Improvement Project Program Budget

ACTION ITEM:

FY 18/19 Capital Improvement Project Program – Discussion of Proposed Budget for the FY 18/19 Capital Improvement Project (CIP) program.

BACKGROUND:

Last year, staff presented a 10-year CIP program to the Engineering Committee that outlined capital improvements needed to maintain or increase the reliability of CVWD's water system. The 10-year CIP was used as a baseline for discussions with respect to the FY 17/18 CIP budget.

Staff provided a priority list of capital projects need relative to the necessary water rate increase to providing funding for these projects. The projects were ranked by groups and priority level to determine the proposed projects and funding levels for FY 17/18 (See Attachment No. 1).

Staff presented the preliminary CIP for FY 18/19 at the Engineering Committee meeting on January 18, 2018 for discussion that included costs for additional well rehabilitation, design and construction of the stormwater recharge project at Crescenta Valley County Park, design for site improvement and upgrade of the electrical motor control center at the Paschall Booster Station and completion of the AMI system.

The Engineering Committee requested staff to provide an updated CIP priority list for further review and discussion. In addition the Engineering Committee requested that the updated CIP priority list be presented at the February 13, 2018 Board Meeting.

DISCUSSION:

Staff began its assessment by reviewing the FY 17/18 CIP priority list, the condition of CVWD's groundwater wells, water storage tanks, booster pumps, pipelines, electrical motor control centers, SCADA system, disinfection systems, and facilities to prepare the FY 18/19 CIP priority list.

The next step, staff updated the priority list with preliminary engineer's cost estimates to determine a preliminary funding level relative to the CIP budget shown in the previous FY 17/18 cash flow model of \$2.625M (See Attachment No. 2).

The FY 18/19 CIP priority list (Attachment No. 2) shows 14 projects that are needed to maintain the water system reliability which includes:

- Increasing the number of groundwater well rehabilitation from two (2) per year to three (3) per year.
- Additional chlorination stations and analyzers to improve monitoring chlorine levels in the water system.
- Adding a new aeration system in two reservoirs to reduce levels of Trihalomethanes.
- Replacement of 2,800 LF of 70 year old water mains with new 8-inch steel pipelines.
- Rehabilitation of the existing water pressure surge tank at Glenwood Plant to prevent damage to the booster pumps during a water surge event.
- Continue replacement of the District's supervisory control and data acquisition (SCADA) system which monitors and controls the water system.
- Inspection and rehabilitation of the Encinal Reservoir, which is a concrete reservoir and has not been rehabilitated since 1983.
- Replacement of two boosters at the Glenwood plant that has not been replaced since 2003 and has been losing efficiency over the last 5 years.

- Design services for the Paschall Booster Station & Electrical Motor Control Center upgrade including replacement of the existing pump valves, boosters and upgrading the existing motor control center with modern, up-scalable equipment. Construction costs to be included in FY 19/20 CIP.

Staff included additional projects (Project 15 -17) that are needed to maintain or improve the water system reliability if additional funding is available for the FY 18/19 CIP budget.

The FY 18/19 CIP priority list under Group A also includes a separate cost estimate for implementation of an advanced metering information (AMI) system. The preliminary costs shown are based on completion the project within the next 24 – 30 months and additional information that was provided by vendors over the past two weeks. Staff will be making a presentation on the status of the AMI system with further details at the February 27, 2018 Board meeting.

Also shown in Attachment 2 are Group B projects, which are desired projects to enhance the water system reliability if funding was available in the FY 18/19 CIP budget.

RECOMMENDATION:

Staff's recommendation is to include at a minimum, projects 1 – 14 within the FY 18/19 CIP budget. If funding is available, staff recommends also including projects 15 – 17 in FY 18/19 CIP Budget. Staff showed the Stormwater Recharge Project at CVC Park (Project 17) lower on the priority list since this is a longer term project, the uncertainty of state and federal grants availability and staff's workload over the next year.

Staff is recommending the use of MTBE reserve funds (currently \$5.5M) to fund the AMI system over the next 2 years. The preliminary total cost estimate for the AMI system is \$2.36M over 2 years. Again, this will be discussed in detail at the February 27, 2018 Board meeting.

Staff does not recommend funding projects within Group B. These projects will be reassessed during the budget project for FY 19/20 CIP budget.

Staff has also included (See Attachment 3) a five-year CIP budget for use as reference to prepare the long-term water budget.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

N/A

Prepared by:



David S. Gould, P.E.
District Engineer

Review by:

Ron L. Mitchell
Secretary-Treasurer

Attachments:

1. Attachment No. 1 – FY 17/18 CIP Priority List
2. Attachment No. 2 – FY 18/19 CIP Priority List
3. Attachment No. 3 – 5-year CIP preliminary budget

Crescenta Valley Water District							
FY 17/18 Capital Improvement Project Program Cost Estimate and Funding Levels							
Project No.	Capital Improvement Project Program	Budget FY 17/18	Category	Priority A, B, & C	Priority Level	Cumulative Costs	Project Description
Group A - Needed to Maintain Water System Reliability							
1	Re-Activate Well 2 - Design (40% Grant)	\$ 125,000	Water Supply	A	1	\$ 125,000	Re-activate Well 2 with 150 gpm capacity and install new Nitrate Removal Treatment Plant, E-956 Prop 84 Grant - \$705,775 Grant + \$1,192,225 = \$1.825M Total Start Project - September 2017 Complete Project - April 2018
2	Re-Activate Well 2 - Construction (40% Grant)	\$ 1,300,000	Water Supply	A	2	\$ 1,425,000	
3	Oak Creek #1 & #2 - Reservoir Rehabilitation	\$ 900,000	Water Storage	A	3	\$ 2,325,000	Remove existing interior coating, repair structural members, new interior coating, new ventilation system, E-970 Start Project - November 2017 Complete Project - March 2018
4	Annual Pipeline Replacement - 2,600 LF (1st Priority)	\$ 760,000	Water Distribution	A	4	\$ 3,085,000	Replace 2,625 LF of 4-inch pipe with 8-inch pipe on the 2700, 3000 & 3100 Blocks of Brookhill, E-982 Start Project - January 2018 Complete Project - May 2018
5	Well 5 Rehabilitation	\$ 60,000	Water Supply	A	5	\$ 3,145,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor, E-983 Start Project - December 2017 Complete Project - March 2018
6	Well 10 Rehabilitation	\$ 85,000	Water Supply	B	6	\$ 3,230,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor, E-984
7	Boosters - Encinal C and Glenwood 32 (1st Priority)	\$ 45,000	Water Distribution	A	7	\$ 3,275,000	Replace Encinal Booster B with a new 1,175 gpm pump assembly and 60 hp motor, E-985 Replace Encinal Booster C with a new 40 hp premium efficiency motor, E-986 Start Project - November 2017 Complete Project - January 2018
Rate Increase - 7.2% to complete Projects 1 - 7							
6	New Chlorination Station at Pickens Canyon Reservoir	\$ 75,000	Water Quality	A	6	\$ 3,350,000	Install new Sodium Hypochlorite chlorine system for Pickens Canyon Tunnel with chlorine analyzer Start Project - October 2017 Complete Project - December 2017
8	Rehabilitation Surge Tank at Mills Plant	\$ 75,000	Water Distribution	A	8	\$ 3,425,000	Install New Water Surge Tanks at Mills Plant to Protect Boosters Pumps Start Project - February 2018 Complete Project - May 2018
9	Ordunio - Seismic Sensors & Valve Actuators	\$ 45,000	Public Safety/ Emerg. Resp.	A	9	\$ 3,470,000	Install New Seismic Sensor & Valve Actuator on Ordunio Reservoir Inlet/Outlet Valve Start Project - December 2017 Complete Project - February 2018
Rate Increase - 13.2% or \$7.10/Kgal to complete Projects 1 - 9							

Crescenta Valley Water District							
FY 17/18 Capital Improvement Project Program Cost Estimate and Funding Levels							
Project No.	Capital Improvement Project Program	Budget FY 17/18	Category	Priority A, B, & C	Priority Level	Cumulative Costs	Project Description
Group B - Desired to enhance the Water System Reliability							
11	Well 14 Rehabilitation	\$ 85,000	Water Supply	B	2	\$ 3,555,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor
12	Annual Pipeline Replacement - 1,600 LF (2nd Priority)	\$ 450,000	Water Distribution	B	3	\$ 4,005,000	Replace 1,650 LF of 4-inch pipe with 8-inch pipe on the 3200 & 3300 Blocks of Brookhill
13	Boosters - Glenwood Booster 32 (2nd Priority)	\$ 30,000	Water Distribution	B	4	\$ 4,035,000	Replace Glenwood Booster 32 with a new 800 gpm pump assembly and 40 HP motor
Rate Increase - 23.2% or \$7.73/Kgal to complete Projects 1 - 13							
14	Paschall - New Chlorine Analyzer	\$ 40,000	Water Quality	B	5	\$ 4,075,000	Install New Chlorine Analyzer at Paschall to aid in Breakpoint Chlorination
15	Ocean View - Site Improvements	\$ 225,000	Facilities & Planning	B	6	\$ 4,300,000	Site Improvements including regrading for drainage, better use of site and accessibility
16	Mills Plant - Aeration Tower Rehabilitation	\$ 50,000	Water Distribution	B	7	\$ 4,350,000	Repair/Replacement of Aeration Tower
17	Stormwater Recharge Project - Design (Grant)	\$ 125,000	Water Supply	B	8	\$ 4,475,000	Preliminary Design and Coordination of Proposed Stormwater Recharge Project at CVC Park
18	AMI - Conversion of 3/4" & 1" Meters (Possible Grant)	\$ 325,000	Technology	B	9	\$ 4,800,000	Installation of Advance Metering Information (AMI) System 2-year Project Complete Project - July 2019
19	AMI - Conversion of Large Meters & Fire Services	\$ 220,000	Technology	B	10	\$ 5,020,000	
20	AMI - Install & Integration of AMR & Fix Area Network	\$ 495,000	Technology	B	11	\$ 5,515,000	
21	SCADA RTU Replace - Equipment & Integration	\$ 400,000	Technology	B	12	\$ 5,915,000	Replacement of SCADA System - Equipment & Software 3-year Project Complete Project - July 2021
Rate Increase - 46.8% or \$9.18/Kgal to complete Projects 1 - 21							

Crescenta Valley Water District

FY 18/19 Capital Improvement Project Program Cost Estimate and Funding Levels

Project No.	Capital Improvement Project Program	Budget FY 18/19	Category	Priority A, B, & C	Priority Level	Cumulative Costs	Project Description
Group A - Needed to Maintain Water System Reliability							
1	Well 7 Rehabilitation	\$ 75,000	Water Supply	A	1	\$ 75,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor Increase Well Capacity from 180 gpm to 300 gpm
2	Well 11 Rehabilitation	\$ 75,000	Water Supply	A	2	\$ 150,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor Increase Well Capacity from 65 gpm to 150 gpm
3	Well 14 Rehabilitation	\$ 75,000	Water Supply	A	3	\$ 225,000	Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor Increase Well Capacity from 65 gpm to 150 gpm
4	New Chlorination Station at Pickens Canyon Reservoir	\$ 75,000	Water Quality	A	4	\$ 300,000	Install new Sodium Hypochlorite chlorine system for Pickens Canyon Tunnel with chlorine analyzer
5	Paschall - New Chlorine Analyzer	\$ 40,000	Water Quality	A	5	\$ 340,000	Install New Chlorine Analyzer at Paschall to aid in monitoring breakpoint chlorination
6	Water Aeration System - Shields and Edmund 2 Reservoirs	\$ 150,000	Water Quality	A	6	\$ 490,000	Install In-Tank Aeration System for TTHM Removal at Shields & Edmund 2 Reservoirs
7	3200 & 3300 Blocks of Brookhill - 1,600 LF	\$ 640,000	Water Distribution	A	7	\$ 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
8	2400 & 2500 Block of Janet Lee - 1,200 LF	\$ 480,000	Water Distribution	A	8	\$ 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)
9	Rehabilitation Surge Tank at Glenwood Plant	\$ 65,000	Water Distribution	A	9	\$ 1,675,000	Rehabilitation surge tank including replacement of piping & appurtenances and recoating of interior
10	SCADA RTU Replace - Equipment & Integration	\$ 400,000	Technology	A	10	\$ 2,075,000	Replacement of SCADA System - Equipment (2-year Project)
11	Ordunio - Seismic Sensors & Valve Actuators	\$ 100,000	Public Safety/ Emerg. Resp.	A	11	\$ 2,175,000	Install New Seismic Sensor & Valve Actuator on Ordunio Reservoir Inlet/Outlet Valves
12	Encinal Reservoir - Concrete Rehabilitation	\$ 175,000	Water Storage	A	12	\$ 2,350,000	Inspection and rehabilitation of Concrete Reservoir - Work during winter season. Last rehabilitation - 1983
13	Boosters - Glenwood Booster 32 & 33	\$ 75,000	Water Distribution	A	13	\$ 2,425,000	Replace Glenwood Booster 32 & 33 with a new 800 gpm pump assembly and 40 HP motor
14	Upgrade Paschall Booster Station & MCC upgrade - Design	\$ 150,000	Water Distribution	A	14	\$ 2,575,000	Design Services for upgrading the Paschall Booster Station and replacement/upgrade of Motor Control Center (Construction in FY19/20)
FY 18/19 - Preliminary Budget - Projects 1 - 14							

Crescenta Valley Water District

FY 18/19 Capital Improvement Project Program Cost Estimate and Funding Levels

Project No.	Capital Improvement Project Program	Budget FY 18/19	Category	Priority A, B, & C	Priority Level	Cumulative Costs	Project Description
15	<i>Roof for Old Encinal - Storage Bldg - Design & Construction</i>	\$ 175,000	Facilities & Planning	A	15	\$ 2,750,000	Design and construction of new roof and appurtenances to convert old reservoir to storage facility.
16	<i>Ocean View - Site Improvements - Design</i>	\$ 100,000	Facilities & Planning	A	16	\$ 2,850,000	Design services for improvements to site drainage, street accessibility and use for storage
17	<i>Stormwater Recharge Project - Design</i>	\$ 150,000	Water Supply	A	17	\$ 3,000,000	Preliminary Design, Grant Application and Coordination with stakeholders for Proposed Stormwater Recharge Project at CVC Park
FY 18/19 - Preliminary Budget - Projects 1 - 17							
Group A - Advanced Metering Information (AMI) System - Use MTBE Reserves for Funding - 2-year project							
1	<i>AMI - Conversion of 3/4" to 4" Meters to Smart Meters</i>	\$ 547,500	Technology	A	1	\$ 547,500	Replace Meters with Smart Meters; Total Estimate Cost = \$1,095,000 over 2-years
2	<i>AMI - Install Meter Lids & Radio Transceivers</i>	\$ 401,000	Technology	A	2	\$ 948,500	Meter Lids & Radio Transceivers ; Total Estimate Cost = \$802,000 over 2-years
3	<i>AMI - Install & Integration of Fixed Area Network & Data Management System</i>	\$ 232,000	Technology	A	3	\$ 1,180,500	Fixed Area Network & Data Management System ; Total Estimate Cost = \$464,000 over 2-years
Group B - Desired to enhance the Water System Reliability							
18	<i>Annual Pipeline Replacement - 3,000 LF</i>	\$1,150,000	Water Distribution	B	1	\$ 4,150,000	Increase amount of pipeline replacement with additional 3,000 LF
19	<i>Rehabilitation Surge Tank at Mills Plant</i>	\$ 75,000	Water Distribution	B	2	\$ 4,225,000	Install New Water Surge Tanks at Mills Plant to Protect Boosters Pumps
20	<i>Mills Plant - Aeration Tower Rehabilitation</i>	\$ 90,000	Water Distribution	B	3	\$ 4,315,000	Repair/Replacement of Mills Plant Aeration Tower
21	<i>Conversion to Chloramination Disinfection Feasibility Study</i>	\$ 85,000	Water Quality	B	4	\$ 4,400,000	Study to determine cost and benefits to convert from chlorine to chloramine disinfection
22	<i>Edmund #1 & Shields - Chlorine Analyzers</i>	\$ 75,000	Water Quality	B	5	\$ 4,475,000	Additional chlorine analyzers located in upper zones to increase ability to maintain chlorine residual
23	<i>Main Office - Expansion with New Roof with Solar Panels</i>	\$ 75,000	Facilities & Planning	B	6	\$ 4,550,000	Replace the existing flat roof at the Main Office building with a sloped roof with solar panels to increase energy efficiency
24	<i>Main Office - Needs Assessment Study</i>	\$ 50,000	Facilities & Planning	B	7	\$ 4,600,000	Study and assessment to determine if the District staff needs are met within the existing Main Office
25	<i>Pickens Canyon Reservoir - Access Road Improvements - Design</i>	\$ 125,000	Facilities & Planning	B	8	\$ 4,725,000	Assessment and design to relocate the existing roadway to Pickens Canyon Reservoir and Tunnel.

Capital Improvement Project Program FY 18-19 Budget	Recorded FY 16/17	Carryover from FY 16/17	Projected FY 17/18	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
1. Water Supply									
A. Groundwater									
i. Well Rehabilitation									
Well 7 Rehabilitation	\$ -								
Well 8 Rehabilitation	\$ 44,385								
Well 5 Rehabilitation			\$ 69,388	\$ -					
Well 10 Rehabilitation			\$ 72,427	\$ -					
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
ii. New Wells									
Re-Activate Well 2 - Design	\$ 90,601		\$ 160,300						
Re-Activate Well 2 - Construction	\$ 189,960	\$ 530,040	\$ 1,621,797	\$ 274,800					
Well 18 (Sycamore House) - Design								\$ 175,000	
Well 18 (Sycamore House) - Construction									\$ 1,575,000
B. Imported Water									
Ocean View Chlorination St (Grant - Matching Funds)	\$ 4,464								
Ocean View - Equip. (Grant - Matching Funds)	\$ 40,567								
Ocean View - Elect (Grant - Matching Funds)	\$ 30,356								
Ocean View - Final	\$ 58,738		\$ 63,700	\$ -					
C. Groundwater Basin Recharge									
Storm Water Recharge Study (Grant - Matching Funds)	\$ 61,862								
Stormwater Recharge Project - Design			\$ 36,200	\$ -	\$ 150,000				
D. Recycled Water System									
i. Recycled Water									
ii. Membrane Bioreactor Technology									
WS Total	\$ 520,933	\$ 530,040	\$ 2,023,812	\$ 274,800	\$ 375,000	\$ 150,000	\$ 200,000	\$ 375,000	\$ 1,775,000
2. Water Storage									
A. Reservoir Rehabilitation									
i. Steel Reservoir Re-Coating/Roof/Vents Rehabilitation									
Oak Creek #1 & #2 - Roof/Air Vents/Recoat	\$ 13,689	\$ 306,310	\$ 981,400	\$ -					
Markridge - Roof/Air Vents/Recoat						\$ 500,000			
Rosemont - Roof/Air Vents/Recoat						\$ 500,000			
Eagle Canyon - Roof/Air Vents/Recoat									\$ 600,000
ii. Concrete Reservoir Rehabilitation									
Encinal Reservoir - Concrete Rehabilitation					\$ 175,000				
Overflow/Drain System Assessment Study									
B. Reservoir Water Quality									
C. New Reservoir Water Storage									
Ocean View #2 Reservoir (Top of Ocean View) - Feasibility Study								\$ 75,000	
WS Total	\$ 13,689	\$ 306,310	\$ 981,400	\$ -	\$ 175,000	\$ -	\$ 1,000,000	\$ 75,000	\$ 600,000

Capital Improvement Project Program FY 18-19 Budget	Recorded FY 16/17	Carryover from FY 16/17	Projected FY 17/18	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
3. Water Distribution									
A. Pipeline Replacement									
2600 Block - Harmony Place - 450 LF	\$ 47,080								
3900 Block - Park Place - 450 LF	\$ 47,080								
3900 Block - Glenwood - 650 LF	\$ 47,080								
2800 Block - Prospect & 4400 Block - Glenwood - 800 LF	\$ 121,259								
Lower Pickens Canyon Crossing & Slope - 600 LF	\$ 534,110	\$ 60,000	\$ 85,486						
4200 - 4400 Block - Penn - 1,450 LF	\$ 176,460	\$ 215,755	\$ 224,978						
2700 Block - Brookhill - 800 LF			\$ 275,562						
5100 Block of La Crescenta - 400 LF			\$ 125,258						
3000 Block of Brookhill - 800 LF			\$ 275,562						
3100 Block of Brookhill - 800 LF			\$ 275,562						
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
B. New Pipelines									
C. Booster Pump System									
i. Annual Pump /Motor Replacement									
Booster 12 at Markridge	\$ 31,086								
Boosters - Encinal B & C			\$ 45,000	\$ -					
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
ii. Pump Station Upgrade									
Upgrade Paschall Booster Station - Design & Construction					\$ 75,000	\$ 500,000			
Goss Canyon - New Booster Pump Station - Design & Construction							\$ 75,000	\$ 400,000	
iii. VFD Pump Upgrade									
iv. MCC Replacement									
MCC upgrade at Paschall - - Design & Construction					\$ 75,000	\$ 350,000			
MCC upgrade at Goss Canyon - Design & Construction							\$ 100,000	\$ 400,000	
MCC upgrade at Edmund #2									
D. Pressure Reducing Stations									
E. Miscellaneous Projects									
i. Water Surge Control									
Rehabilitation Surge Tank at Glenwood					\$ 65,000				
Rehabilitation Surge Tank at Mills Plant						\$ 75,000			
Surge Analysis Study									\$ 150,000
ii. Street/Utility/ Meter Adjustment & Upgrade									
iii. Misc.									
Repairs to Ramsdell Mixing Station	\$ 34,602	\$ 51,000	\$ 117,700	\$ 125,000					
Mills Plant - Aeration Tower Rehabilitation						\$ 50,000			
WD Total	\$ 1,038,757	\$ 326,755	\$ 1,425,108	\$ 125,000	\$ 1,410,000	\$ 2,150,000	\$ 1,500,000	\$ 2,375,000	\$ 1,725,000

Capital Improvement Project Program FY 18-19 Budget	Recorded FY 16/17	Carryover from FY 16/17	Projected FY 17/18	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
4. Water Treatment									
A. Nitrate Removal									
i. Glenwood									
Replace Ion Exchange Resin at Glenwood								\$ 500,000	
ii. Mills									
iii. Ordunio									
Replace Bio Remediation AroNite Media at Ordunio								\$ 250,000	
B. Chlorine Disinfection									
New Chlorination Station at Markridge Reservoir						\$ 75,000			
New Chlorination Station at Pickens Canyon Reservoir					\$ 75,000				
Paschall - New Chlorine Analyzer					\$ 40,000				
Edmund #1 & Shields - Chlorine Analyzers							\$ 40,000		
Goss Canyon #1 & #2 - Chlorine Analyzers								\$ 40,000	
C. Convert to Chloramines									
Conversion to Chloramination Disinfection Feasibility						\$ 85,000			
D. Federal and State Regulations									
TTHM Removal - In-Tank Aeration System - Shields & Edmund 2 Reservoirs					\$ 150,000				
E. Water Quality Studies									
F. MTBE Removal									
WT Total	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ 85,000	\$ 75,000	\$ 540,000	\$ 290,000
5. Technology									
A. Automated Meter Information (AMI) System									
B. Supervisory Control and Data Acquisition (SCADA) System									
SCADA RTU Replace - Equipment & Integration	\$ 139,955	\$ 60,045	\$ 88,193	\$ -	\$ 400,000	\$ 400,000	\$ 125,000		
C. Graphical Information System (GIS)									
TECH Total	\$ 139,955	\$ 60,045	\$ 88,193	\$ -	\$ 400,000	\$ 400,000	\$ 125,000	\$ -	\$ -
6. Public Safety/Emergency Response									
A. Emergency Electrical Generators									
B. Water Storage									
Dunsmore/Pickens - Seismic Sensors & Valve Actuators	\$ 71,886	\$ 25,000	\$ 25,000						
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	
C. Security									
D. Miscellaneous									
SF/ER Total	\$ 71,886	\$ 25,000	\$ 25,000	\$ -	\$ 100,000	\$ -	\$ 150,000	\$ -	\$ 125,000

Capital Improvement Project Program FY 18-19 Budget	Recorded FY 16/17	Carryover from FY 16/17	Projected FY 17/18	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
7. Facilities & Planning									
A. Main Office									
Expansion with New Roof with Solar Panels						\$ 150,000			
B. Glenwood Plant									
C. Mills Plant									
D. Reservoir Site Improvements									
Ordunio Reservoir - North Wall	\$ 68,368								
Ocean View - Site Improvements					\$ 100,000	\$ 265,000			
Roof for Old Encinal - Storage Bldg					\$ 175,000				
Pickens - Access Road Improvements							\$ 150,000	\$ 135,000	
Edmund #2 - Lower Access Road Improvements									\$ 135,000
5. Misc. Properties									
6. District Planning									
F & P Total	\$ 68,368	\$ -	\$ -	\$ -	\$ 275,000	\$ 415,000	\$ 150,000	\$ 135,000	\$ 135,000
Capital Improvement Projects - Total	\$ 1,853,588	\$ 1,248,150	\$ 4,543,513	\$ 399,800	\$ 3,000,000	\$ 3,200,000	\$ 3,200,000	\$ 3,500,000	\$ 4,650,000

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Employee Relations Committee
From: Thomas Love – General Manager
Subject: **Recommendation to Fill Vacant Positions**

February 13, 2018

Action Item No. 2

ACTION ITEM:

Recommendation to Fill Vacant Positions – Discussion and consideration to fill an Accounting Clerk and Crew Leader positions.

BACKGROUND:

The District currently has 33 full time employees and 5 unfilled (vacant) positions as shown on the attached organization chart. Filling of any vacant position will be evaluated on a case by case basis. The employee's average tenure at the District is 16 years and average age is 50 years. Five to seven retirements are expected over the next three years.

In recognition of the importance to plan for future staffing needs and maintain an effective and efficient workforce the Board and management staff has identified Organizational Effectiveness as a strategic planning goal with the objectives of:

- Conduct staffing needs assessment
- Evaluate organizational structure
- Retain institutional knowledge
- Retain employees
- Implement cross training
- Maintain risk management and safety practices

DISCUSSION:

Management staff have been evaluating several alternative organizational structures in the near term (6 months to 1 year) and long term (3 to 5 years). As part of this evaluation, staff has reviewed the core responsibilities of each position. Tasks and duties that are currently being performed have been identified as well as those which are not currently being completed. This information will be used to evaluate the future workforce needs requirements.

Near Term:

As previously mentioned, the District has five (5) vacant positions: Capital Projects Manager; Water Conservation Specialist; Accounting Clerk; Sewer Supervisor and; Crew Leader. The following modifications are being considered over the next 3 to 6 months:

1. Eliminate (leave vacant) Sewer Supervisor position and merge the sewer operations and maintenance with water maintenance under the supervision of the Construction Supervisor. Open two Crew Leader positions, one for water and one for sewer. *Net change 0 (internal fill).*
2. Fill the vacant Accounting Clerk position to offload general bookkeeping duties from the Accountant and also provide additional customer service support. This will allow the Accountant additional time for financial management including budget preparation and budget management and long term financial analysis and planning. This will also reduce the Program Specialist's time spent supporting customer service. *Net change +1 (use recently vacated Water Conservation Specialist position which is included in the current budget).*

February 13, 2018

3. Change the Capital Projects Manager position to Senior Engineer. Currently the District Engineer has six (6) direct reports resulting in more time spent supervising. This change would provide an additional level of supervision, enhancing staff development and allowing the District Engineer to focus on higher level planning, evaluation, and analysis. *Net change 0 (internal fill).*
4. Evaluate the Superintendent and Accountant positions compensation. A preliminary review of comparable compensation for these positions indicates that the current compensation is below average for comparable agencies. The expectations and level of performance in these positions has recently increased in the last year, which has benefited the District. A review of compensation for these positions is warranted at this time.

The Employee Relations Committee has reviewed and discussed these near term modifications including cost impacts. The committee has provided direction to staff to present to the Board two positions for consideration, one Crew Leader and the Accounting Clerk positions. The remaining near term organizational modifications will be further evaluated with the budget preparation process.

RECOMMENDATION:

It is staff's recommendation that the Board approve the updated job descriptions for Crew Leader and Accounting Clerk and authorize the opening and filling of a Crew Leader and Accounting Clerk positions. These positions are highlighted on the attached organization chart.

BUDGET IMPACT:

Current Fiscal Year: The 2017/18 water and sewer budgets for labor and benefits are \$3.05 million water and \$1.58 sewer. The actual labor and benefits expense through the first six months are \$138,000 under budget and an additional \$100,000 is expected through fiscal year end.

Annual Budget Impact: The net budget impact of filling the recommended positions (Crew Leader – internal fill, Accounting Clerk in lieu of Water Conservation Specialist) is an annual increase in labor and benefits expense of \$3,800 split between the water and sewer funds.

Submitted by:



Thomas A. Love
General Manager

CRESCENTA VALLEY WATER DISTRICT ACCOUNTING CLERK

Revised February 2018

Definition/Summary

Under general supervision, the Accounting Clerk will work with the Accounting and Customer Service departments. The Accounting Clerk will perform a variety of bookkeeping and recordkeeping assignments. The individual will also perform related administrative functions and serve an active role within Customer Service, which may range from answering billing inquiries to analyzing water usage data to identify usage patterns.

Essential Functions

- Set up accounts for general ledger posting;
- Reconcile revenues, expenditures, receivables, and other data with the general ledger;
- Assist with annual audits conducted by external auditors;
- Assist management with the preparation of budgets and long-range financial plans;
- Reconcile invoices to purchase orders;
- Process vendor payments and other claims;
- Assist with payroll activities; and
- Provide support for the Customer Service department.

Other Duties

- Answer public inquiries about billing and payment problems;
- Perform ad-hoc analyses as directed by management; and
- Perform related duties as assigned.

Job Standards/Specifications

- Knowledge of principles and practices of accounting – e.g., reconciliations, accounts payable, and internal controls;
- Comfort with financial and management information systems;
- Analytical mindset;
- Ability to follow oral and written direction;
- Ability to establish and maintain cooperative working relationships with co-workers and, where appropriate, outside agencies and the public; and
- Ability to provide professional, courteous, and effective customer service.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business;
- Work at a desk for an extended period of time;
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment;
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment;
- Regularly uses a telephone for communication;
- Use office equipment such as computers, copiers, and FAX machines;
- Sits for extended time periods; and
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities.

A typical way to obtain knowledge and abilities would be: Several years of increasingly responsible work experience in professional accounting and working with management information systems. An Associate's or Bachelor's degree or any equivalent in Accounting or closely related discipline is preferred.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License shall be required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

CRESCENTA VALLEY WATER DISTRICT CREW LEADER

Revised February 2018

Definition/Summary

Under general from the Superintendent or Supervision, positions in the Crew Leader classification perform the full range of maintenance, installation, and repair assignments with minimal supervision and training and provide coordination and work direction for a field crew and training for less experienced staff.

Essential Functions

- Provides work direction and training to field maintenance, repair, and installation crews.
- Maintain and repair of District's water distribution and sewer collection systems, including water lines, sewer lines, valves, and hydrants.
- Install service laterals, repair meter services, gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Performs field maintenance on meters by changing glasses, repacking stems, and rearranging boxes.
- Operate various construction and maintenance equipment, including Vactor equipment, backhoe, dump trucks; perform preventative maintenance on equipment.
- Inspect and maintain sewer collection pipes and manholes; ensure pipes are free from debris and cracks; remove plugs and repair or replace pipes as needed.
- Responds to customer complaints regarding low pressure, high pressure, and water quality.
- Performs field work on positive displacement, turbine, flow, and compound meters.
- Cleans dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Shuts services off, seals services, and/or removes meters, as directed.
- Utilize proper safety precautions related to all work performed; ensure safe working conditions of system; make recommendations for improvements.
- Train lower level staff in proper work methods and standard safety precautions; review work to ensure compliance with established standards.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Shuts down main lines in emergencies.

- Distributes customer notices.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Methods, materials, and equipment used in water service installation, maintenance, and repair work, and sewer collections systems maintenance.
- Installation, maintenance, repair, and testing of water meters.
- District policies and procedures related to customers, services, and customer relations.
- Proper work safety standards.
- Principles and practices of work direction, coordination, and training.

Ability to:

- Provide work direction, coordination, and training for other staff.
- Perform skilled installation, servicing, and repair of meters.
- Operate motor vehicles and power-driven equipment used in water service and sewer maintenance work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Read and understand construction drawings and specifications.

Typical Physical Activities

- Operates District vehicles in field installations and maintenance work including the Vector truck and various construction equipment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.

5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of responsible work experience in the installation, maintenance, and repair of water service systems and meters or sewer collections systems, including some experience with field customer relations work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: **Possess** and **maintain** a Distribution 2 or Treatment 2 certification as required by the California Department of Public Health. Certification(s) need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 90 days from hire. Such as: Cal OSHA Safety Certification, etc.

I have reviewed this Job Description with my Supervisor and agree with its contents.

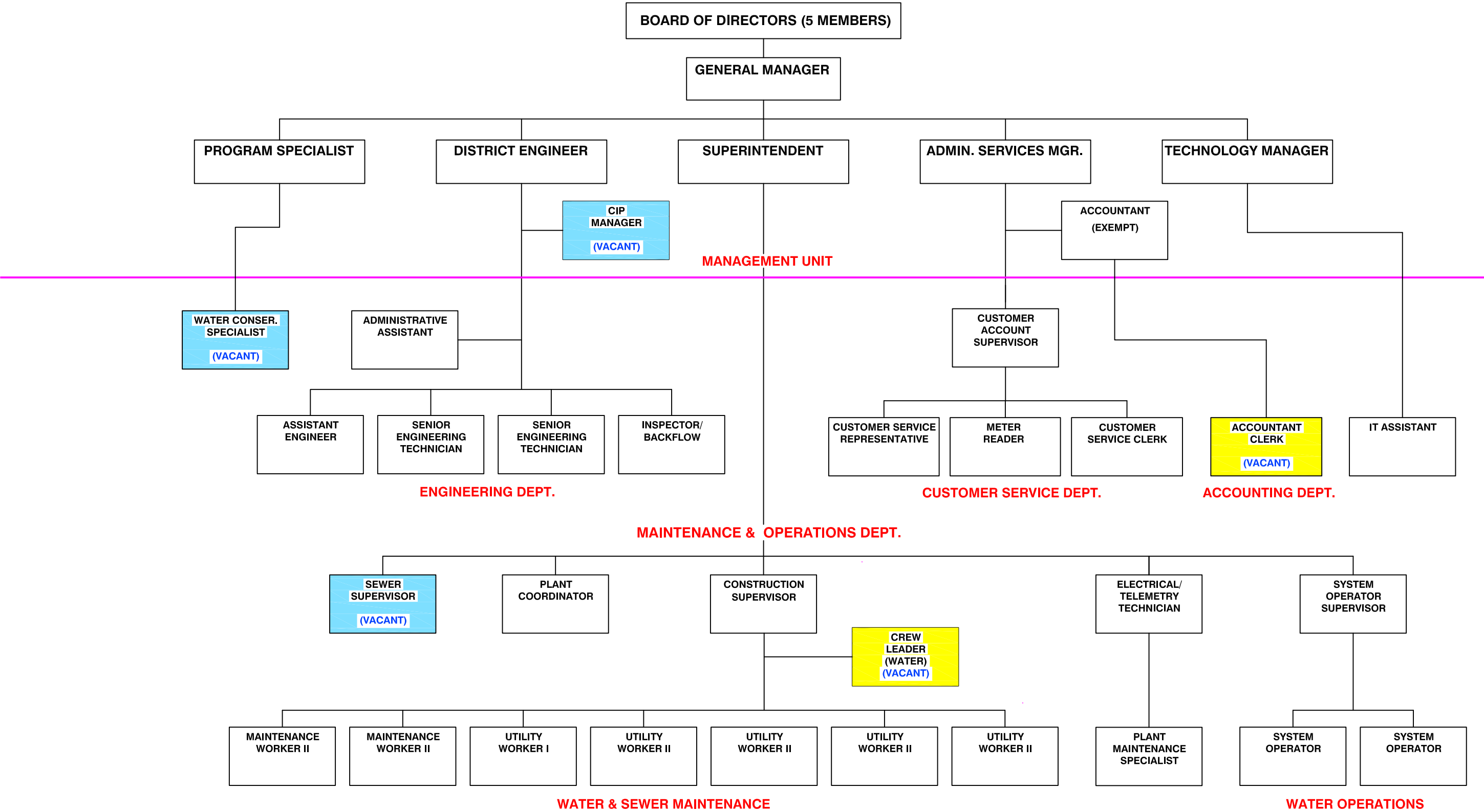
Employee Signature

Date

Supervisor Signature

Date

CRESCENTA VALLEY WATER DISTRICT ORGANIZATION CHART - NEAR TERM



ORGANIZATION CHART - FY 17/18

DATE: 2/9/18

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Employee Relations Committee February 13, 2018
From: Ron L. Mitchell – Secretary-Treasurer Action Item No. 3
Subject: **FY 2018-19 Water and Wastewater Budgets**

ACTION ITEM:

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

DISCUSSION:

Staff has completed the FY 2017-18 second quarter budget vs. actual variance report and it shows that Water revenues are exceeding budget by \$143,000 and expenses are under budget by \$11,500 even with an increase in purchased water costs.

On the Wastewater side, revenues are slightly under budget by \$3,600, but these are offset by expenses being \$194,000 under budget at the end of the second quarter.

Staff has also provided a preliminary budget schedule that shows meeting dates, expected Committee dates, and when the Board will need to approve the Proposition 218 Notice for mailing.

Submitted by:

Reviewed by:

Ron L. Mitchell
Secretary-Treasurer

David S. Gould
District Engineer

CRESCENTA VALLEY WATER DISTRICT
FISCAL YEAR 2017-18
BUDGET VERSUS ACTUAL
FOR THE FISCAL YEAR ENDING JUNE 30, 2018

Description	Second Quarter Ending 12/31/17 50% of Budget (\$)	Second Quarter Ending 12/31/17 Actual (\$)	Second Quarter Ending 12/31/17 Variance (\$)
Water Operations			
Operating Revenues	6,140,245	6,148,374	8,129
Non-Operating Revenue ³	259,046	394,005	134,959
Revenues	6,399,291	6,542,379	143,088
Compensation and Benefits	1,524,150	1,473,011	51,139
Gen'l and Admin Expenses	361,250	338,666	22,584
Non-Operating Expense	175,750	175,340	410
Water Plant Operation Expense	191,650	260,693	(69,043)
Water System Expense	2,245,028	2,318,376	(73,348)
Distribution System Expense	532,013	452,172	79,841
Expenses	5,029,841	5,018,258	11,583
Revenue minus Expenses	1,369,450	1,524,121	154,671
W Capital Outlay & Equipment	60,000	0	60,000
W Capital Improvements	1,146,250	1,077,640	68,610
Principal Payment on Debt	109,500	109,500	0
OPEB Fund	50,000	100,000	(50,000)
Increase (Decrease) in Inventory	-	34,126	(34,126)
Addition/(Reduction) to Working Cash	3,700	202,855	199,155
Wastewater Operations			
Operating Revenues	1,571,835	1,568,222	(3,613)
Non-Operating Revenue	4,000	3,747	(253)
Revenues	1,575,835	1,571,969	(3,866)
Compensation and Benefits	790,423	701,644	88,779
Gen'l and Admin Expenses	141,775	127,153	14,622
Non-Operating Expense	425	307	118
Wastewater Operation Expense	32,763	31,864	899
Collection System Expense	30,386	36,080	(5,694)
Wastewater System Expense	608,000	512,481	95,519
Expenses	1,603,772	1,409,529	194,243
Revenue minus Expenses	(27,937)	162,440	190,377
WW Capital Outlay & Equipment	37,500	0	37,500
WW Capital Improvements	51,450	21,683	29,767
Increase (Decrease) in Inventory	-	8	(8)
Addition/(Reduction) to Working Cash	(116,887)	140,749	257,636

FY 2018/19 - CVWD - Budget Schedule

Date	Agenda
2/13/2018	Board Meeting
2/22/2018	Engineering Committee Review AMI Presentation
2/23/2018	Finance Committee Review Preliminary Water/Wastewater Budget
2/27/2018	Board Meeting AMI Presentation
3/9/2018	Finance Committee Review Preliminary Water/Wastewater Budget & Tier Rates
3/13/2018	Board Meeting Preliminary Budget
3/20/2018	Public Workshop at La Crescenta Library?
3/22/2018	Engineering Committee
3/27/2018	Board Meeting Preliminary Budget
4/6/2018	Finance Committee Review Final Water/Wastewater Budget & Tier Rates
4/10/2018	Board Meeting Final Budget Preliminary Prop 218
4/22/2018	Engineering Committee
4/24/2018	Board Meeting Approve - Prop 218
4/27/2018	Last Day - Send out Prop 218
5/8/2018	Board Meeting
5/17/2018	Engineering Committee
5/22/2018	Board Meeting
6/11/2018	Final Day for Prop 218 Letters - 45 days
6/12/2018	Public Hearing
6/26/2018	Board Meeting Approve Water & Wastewater Rates & Budget
7/10/2018	Board Meeting

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.4
February 13, 2018

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: **Ballot for LAFCO Special District Representative and Alternate Representative**

ACTION ITEM:

Ballot for LAFCO Special District Representative and Alternate Representative – Consideration and motion to cast the District's ballot for the LAFCO Special District Representative and Alternate Representative election.

BACKGROUND:

Since 1994, special districts in Los Angeles County have been represented by two members of the Local Agency Formation Commission. The term of office of both the Representative and Alternate Representative currently held by E. G. "Jerry" Gladbach and Joseph T. Ruzicka expire in May 2018.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of presiding officers of each independent special district in Los Angeles County. LAFCO retained Mr. William Kruse of Lagerlof, Senecal, Gosney & Kruse LLP to conduct the nominations for the Representative and Alternate Representative positions.

Included in this package are the nominee resumes for the two candidates for the Special District Representative position and the two candidates for the Alternate Representative position for the 4-year term that runs from May 2018 – May 2022, together with a ballot for consideration by the Board. The Special District Representative candidates are the incumbent, Mr. E. G. "Jerry" Gladbach of the Castaic Lake Water Agency and Mr. Don Parado of the Antelope Valley Healthcare District.

The Candidates for the Special District Alternate Representative are the incumbent, Mr. Joseph Ruzicka of the Three Valleys Municipal Water District and Mr. Don Parado of the Antelope Valley Healthcare District. Voting is being conducted by mailed ballot.

Ballots must be received at the offices of Lagerlof, Senecal, Gosney & Kruse LLP no later than 5:00 p.m. on April 6, 2018

Prepared by:

Reviewed by:

Ron L. Mitchell
Secretary-Treasurer

David S. Gould
District Engineer

*Lagerlof Senecal
Gosney & Kruse, LLP*

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 • FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE and LAFCO
ALTERNATE

DATE : JANUARY 4, 2018

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO REPRESENTATIVE for the term expiring in May 2018 and for Special District LAFCO ALTERNATE for the term expiring in May 2018. Nominations closed as of 5:00 p.m. on December 21, 2017.

Please vote for ONE candidate on each BALLOT. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

**William F. Kruse, Esq.
Lagerlof, Senecal, Gosney & Kruse, LLP
301 N. Lake Avenue, 10th Floor
Pasadena, CA 91101-5123.**

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the special district representative or alternate to LAFCO. In the event of a tie, a new election will be held with only the two candidates who constituted a tie on the ballot.

Ballots must be returned by 5:00 p.m. on April 6, 2018.

WFK/pjc
Enclosures

cc: Paul Novak, w/enc.

BALLOT

SPECIAL DISTRICT LAFCO REPRESENTATIVE

Please vote for no more than one candidate.

☐

E.G. "JERRY" GLADBACH

Occupation: Water District Director
Sponsor: Castaic Lake Water Agency;
and Newhall County Water District

☐

DON PARADO, M.D.

Occupation: Healthcare District Director
Sponsor: Antelope Valley Healthcare District



RECEIVED

FEB 08 2018

CRESCENTA VALLEY
WATER DISTRICT

January 18, 2018

Dear Colleagues,

The Board of Directors of the Santa Clarita Valley Water Agency (SCV Water) is pleased to support the candidacy of our colleague, Director Jerry Gladbach, for a four-year term on LAFCO. Director Gladbach was initially appointed as a LAFCO commissioner in 2001, representing the 53 independent special districts in Los Angeles County.

Now serving his fourth consecutive term, he is also the commission chair, a position to which his fellow commissioners have elected him annually since 2006. He also served for several years on the board of directors of the California Association of Local Agency Formation Commissions (CalLAFCO), representing the Southern Region which includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and San Diego LAFCOs. He was elected to CalLAFCO's leadership rotation, concluding with a term as Board Chair in 2011-12. In 2013 CalLAFCO awarded Commissioner Gladbach its "Distinguished Service Award" in recognition of his service and leadership to LALAFCO and CalLAFCO.

Director Gladbach has served on the Board of Directors for SCV Water and its predecessor agency, Castaic Lake Water Agency, since 1985. He is a retired manager of the Los Angeles Department of Water and Power, where he worked for more than 3 decades. He holds bachelor's and master's degrees in civil engineering, is a registered civil engineer in California, and is a Life Member of the American Society of Civil Engineers. He has also served as president of the Board of Directors of the ACWA Joint Power Insurance Authority since 2010.

Commissioner Gladbach has distinguished himself as a capable, responsible and effective representative on LAFCO. He is intimately familiar with Sacramento's efforts to encourage the consolidation and dissolution of special districts, and to regulate private water companies, as well as new initiatives which may expand or curtail LAFCO's authority. We have the utmost confidence in Commissioner Gladbach to continue effectively representing special districts in Los Angeles County as we face these and other challenges.

On behalf of myself and my fellow SCV Water board members, I encourage your agency to support Commissioner Gladbach as he seeks another term on LAFCO.

Sincerely,

William Cooper, President
SCV Water Board of Directors

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Castaic Lake Water Agency

Date: November 20, 2017

Name of Candidate: E. G. "Jerry" Gladbach

Castaic Lake Water Agency

is pleased to nominate

E. G. "Jerry" Gladbach

as a candidate for appointment as special

district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 2 CLWA Director

Agency: Castaic Lake Water Agency

Type of Agency: Water Wholesaler

Term Expires: December 31, 2020

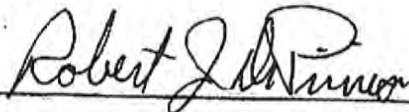
Residence Address: 27491 Hillcrest Place, Valencia, CA 91354

Telephone: 661 297-2200

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)
Castaic Lake Water Agency

(Name of Agency)

By: Robert DiPrimio
Its: Board President



E.G. "Jerry" Gladbach



EXPERIENCE / COMMITMENT / DEDICATION

I would be honored to continue serving you on the Local Agency Formation Commission for Los Angeles County. As Chair of Los Angeles LAFCO I have urged the Commission to become more customer oriented. If reelected I would also be able to continue representing Los Angeles County on the California Association of Local Agency Formation Commissions' Board of Directors, even though I am not a member of the CALAFCO Board. Recognizing that Special Districts are an important segment of government in California, I will represent your concerns at LAFCO for Los Angeles County and CALAFCO.

LAFCO

Chair	2006 – present
First Vice-Chair	2005 – 2006
Commissioner	2002 – present
Alternate Commissioner	2001 – 2002

California Association of LAFCOs

President	2011 – 2012
Vice President	2010 – 2011
Treasurer	2008 – 2010
Secretary	2006 – 2008
Chair, CALAFCO Conference Committee	2008
Member, Board of Directors	2005 – 2013
Member, Water Committee	2005 – 2008

Association of California Water Agencies (ACWA)

President	2004 – 2005
Vice President	2002 – 2003
Region Chair	1998 – 2001
Board of Directors	1998 – present

ACWA – Joint Powers Insurance Authority

President	2010 – present
Executive Committee	2002 – 2003, 2006 – present
Board of Directors	2002 – present

Castaic Lake Water Agency

Board of Directors	1985 – present
President	1987 – 1990
Chair, Water Resources Committee	2003 – 2016
Chair, Finance, Administration, PR Committee	1991 – 2002

CALAFCO's "Outstanding Commissioner" Award 2013

Water Education Foundation, Board of Directors 1987 – 2009

Los Angeles Department of Water and Power

Leadership in Engineering, Management, Environmental Planning / retired after 35 years

Past Member, United States EPA Groundwater Task Force

Provided technical assistance to U.S. Commission on Water Quality

Past Member, Advisory Committee, CalPoly State University,

Civil and Environmental Engineering

Professional Engineer, Registered in California

Life Member, American Society of Civil Engineers

Master of Science Degree in Civil Engineering / Water Resources

PERSONAL

Married with 3 children, and 6 grandchildren, I have lived in the Santa Clarita Valley for over 45 years and have been devoted to community service for that entire period.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Newhall County Water District

Date: November 9, 2017

Name of Candidate: E. G. "Jerry" Gladbach

Newhall County Water District is pleased to nominate
E. G. "Jerry" Gladbach as a candidate for appointment as special
district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The
nominee is an elected official or a member of the board of an independent special district appointed
for a fixed term. For your consideration, we submit the following additional information together
with a resume of the candidate's qualifications.

Elective office: Board Director of Castaic Lake Water Agency

Agency: Castaic Lake Water Agency

Type of Agency: Public water wholesaler

Term Expires: January 2021

Residence Address: 27234 Bouquet Canyon Road, Santa Clarita, CA 91350

Telephone: 661-297-1600

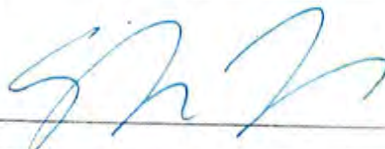
PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Newhall County Water District

(Name of Agency)

By: Stephen L. Cole

Its: General Manager



E.G. "Jerry" Gladbach



EXPERIENCE / COMMITMENT / DEDICATION

I would be honored to continue serving you on the Local Agency Formation Commission for Los Angeles County. As Chair of Los Angeles LAFCO I have urged the Commission to become more customer oriented. If reelected I would also be able to continue representing Los Angeles County on the California Association of Local Agency Formation Commissions' Board of Directors, even though I am not a member of the CALAFCO Board. Recognizing that Special Districts are an important segment of government in California, I will represent your concerns at LAFCO for Los Angeles County and CALAFCO.

LAFCO

Chair	2006 – present
First Vice-Chair	2005 – 2006
Commissioner	2002 – present
Alternate Commissioner	2001 – 2002

California Association of LAFCOs

President	2011 – 2012
Vice President	2010 – 2011
Treasurer	2008 – 2010
Secretary	2006 – 2008
Chair, CALAFCO Conference Committee	2008
Member, Board of Directors	2005 – 2013
Member, Water Committee	2005 – 2008

Association of California Water Agencies (ACWA)

President	2004 – 2005
Vice President	2002 – 2003
Region Chair	1998 – 2001
Board of Directors	1998 – present

ACWA – Joint Powers Insurance Authority

President	2010 – present
Executive Committee	2002 – 2003, 2006 – present
Board of Directors	2002 – present

Castaic Lake Water Agency

Board of Directors	1985 – present
President	1987 – 1990
Chair, Water Resources Committee	2003 – 2016
Chair, Finance, Administration, PR Committee	1991 – 2002

CALAFCO's "Outstanding Commissioner" Award 2013

Water Education Foundation, Board of Directors 1987 – 2009

Los Angeles Department of Water and Power

Leadership in Engineering, Management, Environmental Planning / retired after 35 years

Past Member, United States EPA Groundwater Task Force

Provided technical assistance to U.S. Commission on Water Quality

Past Member, Advisory Committee, CalPoly State University,

Civil and Environmental Engineering

Professional Engineer, Registered in California

Life Member, American Society of Civil Engineers

Master of Science Degree in Civil Engineering / Water Resources

PERSONAL

Married with 3 children, and 6 grandchildren, I have lived in the Santa Clarita Valley for over 45 years and have been devoted to community service for that entire period.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **REPRESENTATIVE**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Kristina Hong, Antelope Valley Healthcare District Board of Directors

Date: 2/15/17

Name of Candidate: Don Parazo, MD

Antelope Valley Healthcare District is pleased to nominate

Don Parazo, MD, Chair as a candidate for appointment as special

district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Antelope Valley Healthcare District Board of Directors

Agency: Antelope Valley Healthcare District

Type of Agency: Healthcare District

Term Expires: 11/6/18

Residence Address: 41103 Carmel Road, Palmdale CA 93551

Telephone: (661) 917-3639

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Antelope Valley Healthcare District
(Name of Agency)

By: Kristina Hong
Its: Director, Antelope Valley Healthcare District

DON V. PARAZO, M.D.
CURRICULUM VITAE

PERSONAL

Marital Status: Married to Angela Chin
Children: Matthew and Stephanie

EDUCATION AND TRAINING

Pre-Medical University of Texas, El Paso
Major – Microbiology
Minor – Chemistry
Graduate Studies – Immunology

Medical School Texas Tech University School of Medicine

Post Graduate Training R.E. Thomason General Hospital
Family Practice Residency

Military Service Health Professions Scholarship Program
Chief of Family Practice Department
El Toro MCAS, Santa Ana, CA.

CERTIFICATION AND DEGREES

1984 – Present American Board of Family Medicine

1996 – 2006 American Board of Family Medicine/Geriatrics

TEACHING EXPERIENCE

Clinical Instructor of 4 years - Glendale Adventist Family Practice Residency Program

PROFESSIONAL EXPERIENCE

1988 – Present Chief, Family Practice Department
High Desert Medical Group, Lancaster, CA.

1990 – Present Associate Medical Director
High Desert Medical Group, Lancaster, CA.

COMMITTEES AND APPOINTMENTS

2002 – Present Antelope Valley Hospital Board of Directors

2008 – 2016 Association of California Healthcare Districts
Board of Directors
Chairman of the Board

2013 – 2015 Chairman of the Board – Antelope Valley Hospital Medical Center
Family Practice Steering Committee
Quality Assurance Committee
Peer Review Committee
Utilization Review Committee

1987 - Present High Desert Medical Group / Heritage Medical Group
California ACO Medical Director

BALLOT

SPECIAL DISTRICT LAFCO REPRESENTATIVE (ALTERNATE)

Please vote for no more than one candidate.

☐

DON PARAZO, M.D.

Occupation: Healthcare District Director

Sponsor: Antelope Valley Healthcare District

☐

JOSEPH T. RUZICKA

Occupation: Water District Director

Sponsor: Three Valleys Municipal Water District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE **(ALTERNATE)**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Kristina Hong, Antelope Valley Healthcare District Board of Directors

Date: 12/15/17

Name of Candidate: Don Parazo, M.D.

Antelope Valley Healthcare District is pleased to nominate
Don Parazo, MD, Chair as a candidate for appointment as

ALTERNATE special district representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Antelope Valley Healthcare District Board of Directors

Agency: Antelope Valley Healthcare District

Type of Agency: Healthcare District

Term Expires: 11/6/18

Residence Address: 41103 Carmel Road, Palmdale CA 93551

Telephone: (661) 917 3639

(please attach resume - one page only)

Antelope Valley Healthcare District
(Name of Agency)

By: Kristina Hong Kristina Hong
Its: Director, Antelope Valley Healthcare District

DON V. PARAZO, M.D.
CURRICULUM VITAE

PERSONAL

Marital Status: Married to Angela Chin
Children: Matthew and Stephanie

EDUCATION AND TRAINING

Pre-Medical University of Texas, El Paso
Major -- Microbiology
Minor -- Chemistry
Graduate Studies -- Immunology

Medical School Texas Tech University School of Medicine

Post Graduate Training R.E. Thomason General Hospital
Family Practice Residency

Military Service Health Professions Scholarship Program
Chief of Family Practice Department
El Toro MCAS, Santa Ana, CA.

CERTIFICATION AND DEGREES

1984 -- Present American Board of Family Medicine
1996 -- 2006 American Board of Family Medicine/Geriatrics

TEACHING EXPERIENCE

Clinical Instructor of 4 years - Glendale Adventist Family Practice Residency Program

PROFESSIONAL EXPERIENCE

1988 -- Present Chief, Family Practice Department
High Desert Medical Group, Lancaster, CA.

1990 -- Present Associate Medical Director
High Desert Medical Group, Lancaster, CA.

COMMITTEES AND APPOINTMENTS

2002 -- Present Antelope Valley Hospital Board of Directors

2008 -- 2016 Association of California Healthcare Districts
Board of Directors
Chairman of the Board

2013 -- 2015 Chairman of the Board -- Antelope Valley Hospital Medical Center
Family Practice Steering Committee
Quality Assurance Committee
Peer Review Committee
Utilization Review Committee

1987 - Present High Desert Medical Group / Heritage Medical Group
California ACO Medical Director

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE (ALTERNATE)
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Three Valleys Municipal Water District

Date: November 15, 2017

Name of Candidate: Joseph T. Ruzicka

Three Valleys Municipal Water District is pleased to nominate

Joseph T. Ruzicka as a candidate for appointment as

ALTERNATE special district representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director, Division 5

Agency: Three Valleys Municipal Water District

Type of Agency: California Special District

Term Expires: December 7, 2018

Residence Address: 22311 E. Birds Eye Drive

Diamond Bar, CA 91765

Telephone: 909-861-7406

(please attach resume - one page only)

Three Valleys Municipal Water District

(Name of Agency)

By: Bob Kuhn

Its: Board President



Candidate Statement of Joseph T. Ruzicka
Nominee for LAFCO
Independent Special District Representative—Alternate Member

Joe Ruzicka, a 42-year Diamond Bar resident and retired Regional Manager for the U.S. Railroad Retirement Board, with operational and administrative responsibilities for all Southern California, would bring many years of public and volunteer service experience as the **LAFCO Independent Special District Representative – Alternate Member**

I have served on the various committees that led to the eventual incorporation of the City of Diamond Bar, where immediately after the incorporation I was appointed from 1989 to 1996 as an inaugural member of the Diamond Bar *Parks & Recreation Commission* and was instrumental in instituting several new programs that accommodated the needs of youth sports organizations and also helped to initiate the popular "Concerts in the Parks" series. I was then appointed as a *Planning Commissioner* for the City of Diamond Bar from 1997 to 2003, during which time there were many accomplishments including the successful development of some 425 acres in the heart of the City. I resigned from the Planning Commission to serve on the *Three Valleys MWD Board of Directors*.

As a member of the Three Valleys Board of Directors, among other appointments, I currently serve as the Three Valleys' representative to the LAFCO Commission as the alternate voting member for Special Districts; in that capacity I have attended nearly all meetings of the commission since my appointment.

I have also served the City of Diamond Bar as President of the local Little League, as a member of the Walnut Valley Rotary Club (past president) and as a Board Member of the Diamond Bar Improvement Association. I am an eight-year Marine Corp veteran in both active and reserve duty (1954-1962). For nine years I was the Executive Director of the San Gabriel Valley Mediation Center.

Health costs for retired state workers rise sharply

Estimated taxpayer tab is \$91.5 billion, up from \$77 billion a year earlier, report says.



THE DEBT will “remain a paramount fiscal challenge,” Controller Betty Yee said in a statement. (Marcus Yam Los Angeles Times)

BY JOHN MYERS

SACRAMENTO — California taxpayers are on the hook for more than \$91.5 billion to provide health and dental benefits to state government workers when they retire, according to a report issued by the state controller’s office.

That's a substantial increase from last year's estimate, a result of changes in the way the total debt is calculated and changes in the projected cost of healthcare in the coming decades.

Last year's report put the total liability at just under \$77 billion. The estimates are a reflection of what the benefits to state government workers — which are in addition to cash from pensions — would cost in present-day dollars. The debt, Controller Betty Yee said in a statement, will “remain a paramount fiscal challenge over the next three decades.”

Yee's office estimates that the bulk of the new debt, almost \$10 billion, is a result of trends in healthcare costs. An additional \$4.8 billion is attributed to new rules adopted by the nationwide Government Accounting Standards Board. Those changes require retiree healthcare obligations be reported as part of annual financial statements, thus pegging them to the same kinds of investment assumptions that have partly fueled the increase in projected pension promises. Yee praised those changes Wednesday as a step toward more transparency about state government's true debts.

Since 2010, state officials have been pushing for pre-funding of these costs during contract negotiations with public employee unions. New employee contributions are being phased in over several years.

john.myers@latimes.com

Twitter: [@johnmyers](https://twitter.com/johnmyers)

Cities sound alarm on pensions

Report warns rising costs could force cuts to local services.



CalPERS, above, lowered its investment return forecast, driving up cities' costs. (Carl Costas For The Times)

BY JOHN MYERS

SACRAMENTO — Citing limited options for raising local taxes, the association representing hundreds of California cities warned that rising public employee pension costs might mean fewer services and longer emergency response times over the next several years.

“These pressures are not only mounting, but will force cities to make very tough choices in the next seven years and beyond,” said Carolyn Coleman, executive director of the League of California Cities.

The organization last week released a new analysis showing that 16% of the general fund budget in an average large city will go toward pension payments in just seven years' time — close to double the percentage paid for those retirement stipends as of mid-2007.

Most cities have pension benefits managed by the California Public Employees' Retirement System, or CalPERS. Returns on CalPERS' \$346-billion portfolio haven't met long-term expectations over recent years. As of the summer of 2016, the system was projected to have assets to cover only 68% of its future obligations.

Local officials generally must increase their contribution to worker pensions if CalPERS investment returns shrink. The new analysis projects an average increase of more than 50% in the annual pension payments made by the state's largest cities over the next seven years. The association found in a survey that most of the communities with police and fire employees expect to soon pay 54 cents in pensions for every dollar in salary. In some cities, those payments are expected to rise to 76 cents per dollar of salary.

"The impact of pension costs are becoming such a large element of so many city budgets, that it is inevitably going to cause the reduction in services," said Dan Keen, the former city manager of Vallejo.

City officials who unveiled the report Thursday didn't immediately offer proposals to address what they characterized as an "unsustainable" system in the near future.

Other than employer payments and investment profits, higher employee contributions are the only other outlet to pay for existing pension agreements. Payments from local governments are rising this year as part of a 2016 decision by CalPERS to begin lowering the pension fund's official long-term investment return predictions.

john.myers@latimes.com

Twitter: [@johnmyers](https://twitter.com/johnmyers)

**CRESCENTA VALLEY WATER DISTRICT
INVESTMENT PORTFOLIO SUMMARY
February 13, 2018**

INVESTMENT TYPE	ACCT/CUSIP I.D. NO.	PURCHASE DATE	*FACE VALUE	INVESTMENT COST	% OF TOTAL	**MARKET VALUE	MATURITY DATE	DATE CALLABLE	EARNED TO DATE	YIELD TO MATURITY
GENERAL FUNDS										
GENERAL FUND-SWEEP ACCOUNT	0631-525246		\$ 710,949	\$ 710,949	4.84%	\$ 710,949	none	n/a	\$ 295	0.09%
GREAT PACIFIC SECURITIES	GPC-804452		\$ 9,941	\$ 9,941	0.07%	\$ 9,941	none	n/a	\$ -	0.41%
BOND DEBT SERVICE FUND	6948-331525		\$ 327,801	\$ 327,801	2.23%	\$ 327,801	none	n/a	\$ 81	0.06%
LOCAL AGENCY INVESTMENT FUND	90-19-007		\$ 1,316,263	\$ 1,316,263	8.97%	\$ 1,316,263	none	n/a	\$ 13,524	1.20%
FEDERAL FARM CREDIT (101)	31331VY26	6/14/2016	\$ 1,000,000	\$ 1,211,530	8.26%	\$ 1,116,820	8/16/2021	n/a	\$ 27,726	1.26%
FEDERAL FARM CREDIT (103)	31331VQG4	8/2/2016	\$ 1,000,000	\$ 1,287,830	8.78%	\$ 1,185,950	2/6/2026	n/a	\$ 26,214	1.88%
US TREASURY (107)	9128282W9	9/29/2017	\$ 1,000,000	\$ 995,742	6.79%	\$ 985,510	9/30/2022	n/a	\$ 4,739	1.84%
US TREASURY (108)	9128283C2	10/27/2017	\$ 500,000	\$ 500,000	3.41%	\$ 495,645	10/31/2022	n/a	\$ 1,781	2.00%
			\$ 5,864,954	\$ 6,360,056		\$ 6,148,879			\$ 74,358	
CONSTRUCTION FUNDS										
COPS RESERVE FUND	108614000		\$ -	\$ -	0.00%	\$ -	none	n/a	\$ -	0.00%
			\$ -	\$ -		\$ -			\$ -	
MTBE CONTINGENCY FUNDS										
LOCAL AGENCY INVESTMENT FUND	90-19-007		\$ -	\$ -	0.00%	\$ -	none	n/a	\$ -	1.20%
GREAT PACIFIC SECURITIES	GPC-003670		\$ 142,243	\$ 142,243	0.97%	\$ 142,243	none	n/a	\$ -	0.41%
FEDERAL FARM CREDIT (M-48)	3133ED4U3	5/11/2016	\$ 500,000	\$ 518,915	3.54%	\$ 501,500	10/11/2019	n/a	\$ 5,356	0.99%
FEDERAL FARM CREDIT (M-49)	3133EA5N4	5/11/2016	\$ 1,250,000	\$ 1,260,763	8.66%	\$ 1,234,487	10/22/2019	n/a	\$ 7,877	0.99%
US TREASURY (M-53)	912828R36	7/12/2016	\$ 1,000,000	\$ 1,013,212	6.96%	\$ 941,880	5/15/2026	n/a	\$ 8,192	1.48%
US TREASURY (M-54)	912828S76	8/5/2016	\$ 1,000,000	\$ 1,002,175	6.83%	\$ 967,030	7/31/2021	n/a	\$ 5,671	1.08%
US TREASURY (M-55)	912828R36	8/25/2016	\$ 1,000,000	\$ 1,004,930	6.85%	\$ 941,880	5/15/2026	n/a	\$ 8,192	1.57%
US TREASURY (M-56)	912828R36	10/4/2016	\$ 1,000,000	\$ 997,540	6.80%	\$ 941,880	5/15/2026	n/a	\$ 8,318	1.65%
FEDERAL FARM CREDIT (M-57)	3133EGWX9	10/5/2016	\$ 1,000,000	\$ 987,148	6.73%	\$ 938,930	4/6/2026	n/a	\$ 9,175	1.96%
FEDERAL FARM CREDIT (M-58)	31331VWN2	11/9/2016	\$ 1,000,000	\$ 1,266,700	8.63%	\$ 1,203,280	4/13/2026	n/a	\$ 27,222	2.24%
			\$ 7,892,243	\$ 8,193,626		\$ 7,813,110			\$ 80,002	
TOTAL INVESTMENTS			\$ 13,757,197	\$ 14,553,682		\$ 13,961,989			\$ 154,361	
CASH- PAYROLL ACCOUNT	0948-024724		\$ 120,828	\$ 120,828	0.82%	\$ 120,828				
TOTAL CASH AND INVESTMENTS			\$ 13,878,025	\$ 14,674,510	100%	\$ 14,082,817			\$ 154,361	1.24%
						\$ (581,460)	***Unrealized Gain/(Loss) on Investments			

Yield on investments including LAIF but not cash accounts	1.52%
Yield on investments not including LAIF or cash accounts	1.58%

I certify that this report accurately reflects all pooled investments and is in compliance with California Government Code Sections 5922 & 53601 as amended on 1/1/97; are currently in conformity with the investment policy as stated in Resolution No. 739 adopted on December 12, 2017.
As Treasurer of the Crescenta Valley Water District, I, Ron L. Mitchell hereby certify that sufficient investment liquidity and anticipated revenues are available to meet one year of estimated expenditures for the operations of Crescenta Valley Water District.

*Value at investment maturity date.

***Reported in compliance with GASB Standard No. 31, effective July 1, 1997, the "fair value" adjustment necessary between cost and market value.

	June 30, 2017	May 31, 2017	April 30, 2017
Water	\$ 9,273,362.94	\$ 9,731,338.12	\$ 10,154,604.65
Wastewater	\$ 5,350,379.04	\$ 5,110,769.58	\$ 5,269,552.99
	\$ 14,623,741.98	\$ 14,842,107.70	\$ 15,424,157.64

Ron L. Mitchell, Secretary-Treasurer, CVWD

Date

February 13, 2018

CRESCENTA VALLEY WATER DISTRICT
CONFERENCES AND SEMINARS
CALENDAR YEAR 2017

Travel Expenses for Calendar Year 2017

CHECK DATE	CHECK No.	DESCRIPTION	Thomas Love	David Gould	Ron Mitchell	Christy Scott	Mark Hass	Dennis Maxwell	James Bodnar	Mike Claessens	Kerry Erickson	Ken Putnam	Judy Tejeda
1/19/17	35174	Urban Water Management Seminar (registration)				475.00							
2/16/17	35325	Urban Water Management Seminar (hotel deposit)				178.90							
3/21/17	35481	AWWA Spring Conf-Anaheim (registration & hotel deposit)		712.93									
3/21/17	33604	Urban Water Management Seminar (hotel & meals)				316.37							
4/18/17	35615	ACWA Spring Conf - Monterey (registration)			699.00								
4/18/17	35617	ACWA Spring Conf - Monterey (registration)											605.00
5/16/17	35744	AWWA Spring Conf-Anaheim (hotel, meals, parking)		1,024.37									
5/23/17	35760	ACWA Spring Conf - Monterey (air, car rental, gas, parking, meals, mileage)											806.36
6/19/17	35916	ACWA Spring Conf - Monterey (hotel, car rental, gas, meals)			974.96								
6/20/17	35914	Accela (Springbrook) Conf-Portland (registration)					499.00						
8/22/17	362551	Accela (Springbrook) Conf-Portland (air, hotel, transportation)					1,500.31						
8/22/17	36254	CUEMA Leadership Summit - La Costa (registration, hotel deposit)			703.40								
9/15/17	36343	AWWA Water Education Seminar - (registration & mileage)							174.20				
9/19/17	36404	AWWA Fall Conf-Reno (air, hotel deposit, registration)		926.53									
9/19/17	36407	Calpelra Conference - Monterey (registration)			757.00								
9/19/17	36408	CUWCC meeting -San Jose (air)				135.46							
9/19/17	36408	Water Smart Innovations Conf - Las Vegas (registration)				430.00							
10/17/17	36553	CUEMA Leadership Summit - La Costa (hotel, meals)			260.25								
10/17/17	36554	Water Smart Innovations Conf - Las Vegas (air,)				414.72							
11/21/17	36706	AWWA Fall Conf-Renoo (hotel, meals)		743.66									
11/21/17	36706	National Groundwater Conf - Nashville (air, hotel deposit, registration)		1,499.46									
11/21/17	36708	Utilities Executive Conference - North Carolina (meals)	132.19										
11/21/17	36711	Water Smart Innovations Conf - Las Vegas (hotel, transportation)				193.31							
12/5/17	36745	ACWA/JPIA Fall Conference-Anaheim (hotel, meals, mileage)											528.92
12/22/17	36817	National Groundwater Conf - Nashville (hotel, meals, transportation)		414.95									
12/22/17	36821	CUEMA Leadership Summit - La Costa (gas, parking, meals)			86.14								
			\$ 132.19	\$ 5,321.90	\$ 3,480.75	\$ 2,143.76	\$ 1,999.31	\$ -	\$ 174.20	\$ -	\$ -	\$ -	\$ 1,940.28
		TOTAL EXPENSE FOR CALENDAR YEAR 2017			\$ 13,077.91						\$ 2,114.48		
		TRAVEL BUDGET FOR CALENDAR YEAR 2017			\$ 12,700.00						\$ 4,750.00		
		TOTAL DIRECTOR MEETINGS PAID FOR CALENDAR YEAR 2017							40	36	21	30	41
		TOTAL DIRECTOR COMPENSATION FOR CALENDAR YEAR 2017							\$ 3,600.00	\$ 3,240.00	\$ 1,890.00	\$ 2,700.00	\$ 3,690.00

Engineering and Operations

February 13, 2018
Staff Report

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

1. **Water Production Report**
 - January 1 – 31 - Water production – 54%/46% split – 96.6 MG for the time period
 - Average use – 24.6% greater than 2016 and 0.2% less than 5-yr average
2. **Rainfall Update**
 - 2.88" for January 2018
 - Rainfall Total for Rainfall Year 2017/18 – 3.04"
3. **Report on Engineering**
 - **CIP Projects**
 - Pipeline Project - 2700, 3000 & 3100 Blocks of Brookhill
 - Construction at Brookhill & Pennsylvania to be completed by 2/16/18
 - Well 10 Rehabilitation
 - Construction to started on February 8
 - To be completed by end of February, 2018
 - Oak Creek #1 & #2 Reservoir Rehabilitation
 - Under Construction - Oak Creek #1
 - To be completed by early April 2018
 - Oak Creek #2 to start at end of April 2018
 - **Nitrate Removal Treatment Facility at Well 2 Project**
 - Under Construction
 - Working on on-site underground utilities
 - Installing new electrical service and sewer lateral in Lowell Ave
 - APTwater to move on-site in mid-February 2018
 - **Crescenta Valley County Park Stormwater Recharge Facility Study**
 - No Report
 - **ULARA**
 - Finalizing new ULARA legal services contract
 - **Grant Program**
 - No Report
 - **Water Meter Replacement Program**
 - Replaced 349 meters to date
 - Update on WMRP & AMI at February 27, 2018 Board Meeting

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

• **Wells - Status**

- Well production capacity – averaged 1.76 MGD for January 2018
- Well production up 12% from Jan. 2017 as a result of rehabilitation to Well 5 & 8

5. **Field Maintenance & Operations – January 6, 2018 – February 9, 2018**

▪ **Water Lateral Leaks & Repairs**

4850 Pennsylvania	3041 Orange	2910 Mountain Pine
2535 Whitter	2337 Del Mar	2441, Upper Terrace
2443 Upper Terrace	2445 Upper Terrace	2533 Janet Lee
3840 Fairmount	2934 Mountain Pine	2516 Teasley
2449 Shields	2738 Harmony	

▪ **Water Main Leaks**

- No Report

▪ **Fire Hydrant Repair**

- No Report

▪ **Developer Job**

- 4201 Pennsylvania – New Water Main, still under construction

▪ **Booster Pump Maintenance**

- Encinal Booster “B” – Motor to be replaced

▪ **Reservoir Maintenance**

- Replaced Outlet Valve at Goss Canyon #2 Reservoir

▪ **Sewer Maintenance – January 6, 2018 – February 9, 2018**

2400 - 2500 Blocks of Rockdell	5300 Block of Rosemont	2400 – 2600 Blocks of Upper Terrace
5800 – 6000 Blocks of Canyonside	5800 Block of Edmund	2500 Block of Manzanita
5800 Block of Irving	2200 Block of Phyllis	

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

January 1 - January 31, 2018

Well Production:	41,792,604	Gals		
GWP Production:	9,077,000	Gals		
Gravity Production:	1,099,600	Gals	% GW	54%
Purchased Water:				
FMWD:	38,884,036	Gals		
City of Glendale:	5,724,444	Gals	% Import	46%
TOTAL:	96,577,684	Gals		
	296.39	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	4,586,000		*Included in Well Production	

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
January 1, 2018 - January 31, 2018	3,108,931	
January 1, 2017 - January 31, 2017	2,495,759	24.6%
5-yr Average - January 2013 - 2017	3,113,648	-0.2%

RAINFALL: January 1 - January 31, 2018

2.88"

Season-To-Date:

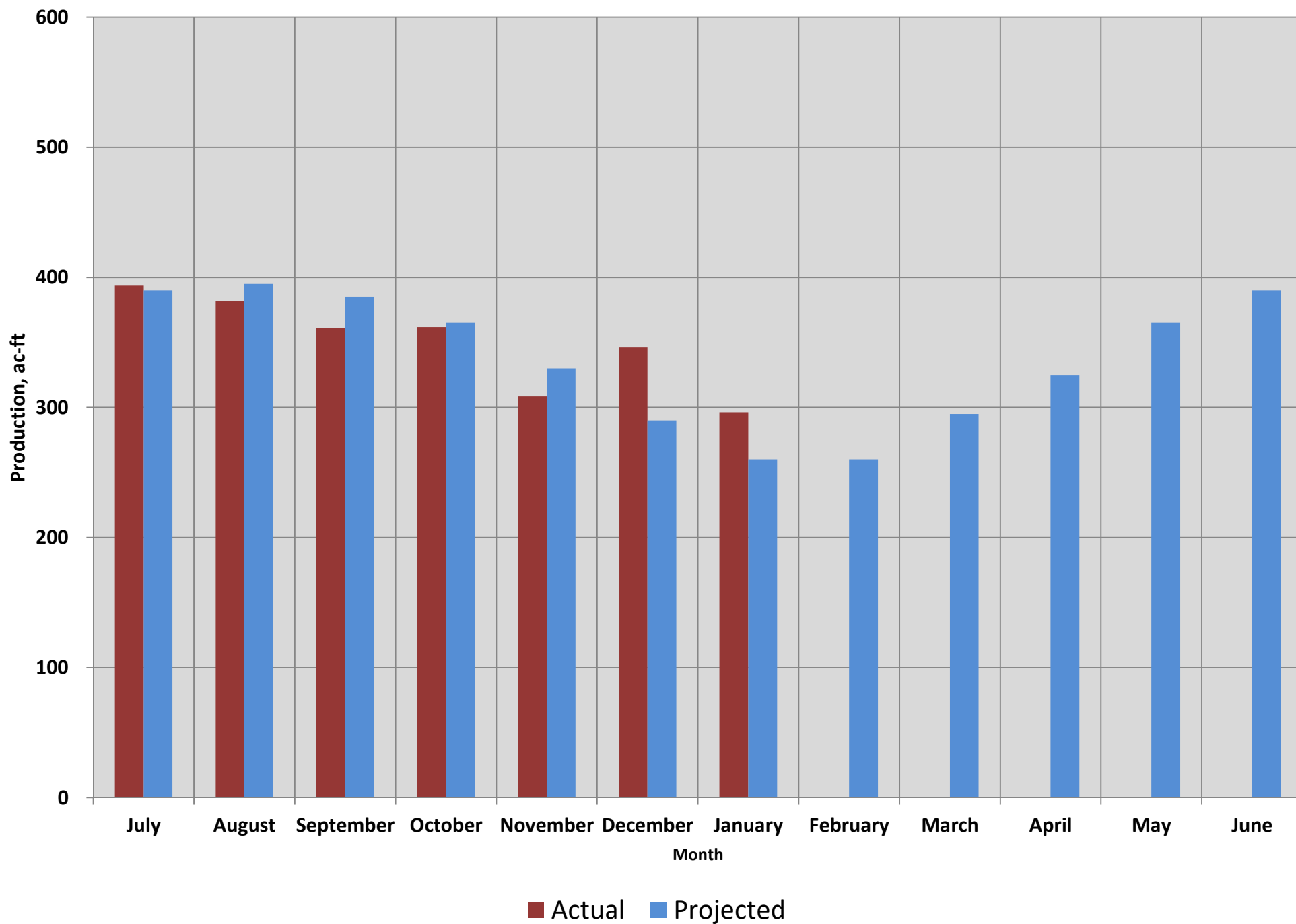
3.04"

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		February	
September	361	385	December	129	March		March	
October	362	365	January	132	April		April	
November	308	330	February		May		May	
December	346	290	March		June		June	
January	296	260	April		July		July	
February		260	May		August		August	
March		295	June		September		September	
April		325	July		October		October	
May		365	August		November		November	
June		390	September		December		December	
Total to Date	2,449	2,415	Total to Date	501	Total to Date	28	Total to Date	137
Projected	4,084	4,050	Water Rights	3,294			Tier 2	2,154
% of Projected	60.5%	59.6%	% of Rights	15%			% of Allocation	6%
Remaining	1,601	1,635	Remaining	2,793			Remaining	2,017

NOTE:

1) Blue Numbers = Estimated Water Production

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



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

