CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
September 22, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on September 8, 2020, an Adjourned Regular Meeting was held on September 22, 2020, at 7:00 p.m. through teleconference due to the COVID-19 pandemic, with President Kerry D. Erickson presiding.

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

Directors:	**Kerry D. Erickson** **James D. Bodnar** **Sharon S. Raghavachary** **Judy L. Tejeda** **Ken Putnam (arrived 7:20 pm)**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Director of Finance & Administration:	**James Lee**
Director of Engineering:	**David Gould**
Others Present:	**Christy Colby, Regulatory & Public Affairs Manager** **Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Finance & Administration Manager** **Wendy Holloway, Customer Service Manager** **Pam Leddy, Administrative Assistant**

PLEDGE OF ALLEGIANCE

President Erickson opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 4-0 roll call vote that the Agenda for the Adjourned Regular Meeting of September 22, 2020 be adopted as presented.

AYES:	**Director Tejeda** **Director Bodnar** **Director Raghavachary** **Director Erickson**
NOES:	**None**
ABSENT:	**Director Putnam**

PUBLIC COMMENTS – Ms. Marilyn Tyler congratulated CVWD staff for putting together a clearly written preliminary FY19/20 financial closeout summary. Ms. Tyler provided an estimated calculation for increased water sales and reserve targets and noted that the CIP budget has doubled due to the recent bond financing. Ms. Tyler asked the Board to consider the community, especially during the current pandemic, before raising rates.

Mr. Colcord invited Mr. Ochoa to provide a quick overview during the General Manager's report of the procedures to be followed if the community is issued an evacuation order in the event the Bobcat fire approaches the District's service area.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that the Metropolitan Water District Board meeting was held last week in which they had agreed to revisit the budget and the rate hikes that were approved earlier in the year. The Board was able to identify and approve cost containment measures resulting in a potential cost reduction of $15 to $20 million in this year's budget, but they did not make any changes to the 3 to 4 percent rate increase which had been approved over the next two years. Mr Colcord reported Foothill Municipal Water District will be hosting a free virtual fire-scaping class on October 10, 2020 from 9:00 am until 11:00 am.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 4-0 roll call vote to approve the Minutes of the Regular Board Meeting held on September 8, 2020 through teleconference and to ratify the disbursements for August 2020 as presented.

Payment of demands against the Crescenta Valley Water District on or before August 2020, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million Forty Thousand, One Hundred Four Dollars and Fifty-Five Cents (1,040,104.55), which is composed of the individual items set forth herein.

AYES:	**Director Bodnar**
	Director Erickson
	Director Raghavachary
	Director Tejeda
NOES:	**None**
ABSENT:	**Director Putnam**

Director Putnam joined the meeting.

ACTION CALENDAR

Staffing Plan – Mr. Ochoa highlighted the District's 2020 Strategic Plan which calls for organizational sustainability through succession planning and career development for staff and emphasized the District's vision of becoming more cost efficient by streamlining roles and responsibilities throughout the organization. Mr. Ochoa provided a proposed staffing plan to support these efforts.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by 4-1 roll call vote to approve the staffing plan consistent with the 2020 Strategic Plan Goals

AYES:	**Director Bodnar**
	Director Erickson
	Director Raghavachary
	Director Tejeda
NOES:	**Director Putnam**

Proposition 218 – Mr. Ochoa presented the FY 2019-20 Estimated Financials to inform and introduce a discussion regarding the scheduling of a Proposition 218 notice. Mr. Ochoa provided an illustration of the impact a 1% rate increase would have over time and a sample Proposition 218 Notice considering an increase in water and wastewater rates.

Following discussion:

A decision was made not to raise rates to be effective during the current fiscal year.

Water Main Replacement on the 2400-2500 blocks of Janet Lee Dr. and 4300 block of Rosemont Ave, Project E-1008 – Mr. Yared requested consideration and motion to authorize the General Manager to advertise for bids for the construction of approximately 2,300 lineal feet of pipeline replacement on the 2400-2500 Blocks of Janet Lee and 4300 Block of Rosemont. The existing pipeline on the 2400 and 2500 blocks of Janet Lee was constructed in 1954, and the water services were installed with yoke assemblies which need to be replaced as part of the meter replacement program. The existing pipeline on the 4300 block of Rosemont has been is use since 1930.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda, and carried by 5-0 roll call vote to authorize the General Manager to advertise for bids for the construction of approximately 2,300 lineal feet of pipeline replacement on the 2400-2500 Blocks of Janet Lee Dr. and the 4300 block of Rosemont Ave. with an engineer's estimate of $704,000 and to find said project exempt from the provisions of CEQA.

AYES:	**Director Bodnar**
	Director Erickson
	Director Putnam
	Director Raghavachary
	Director Tejeda
NOES:	**None**

Professional Consulting Services for a SCADA Radio Communications Feasibility Study, Project E-1025 – Mr. Gould requested consideration and motion to authorize the General Manager to enter into an agreement with Systems Integrated to provide professional consulting services for a SCADA Radio Communications Feasibility Study. The current Supervisory Control and Data Acquisition (SCADA) relies upon a radio communication network to transmit data from each site to the main SCADA system at the Glenwood Plant. Approximately 12 months ago, CVWD observed radio communication network instability, which has impacted CVWD operations. Staff sent out a request for proposal (RFP) to four (4) consulting firms with prior experience specific to SCADA radio equipment and network design. On September 16, 2020 CVWD received three (3) proposals which were reviewed and ranked by CVWD staff.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by 5-0 roll call vote to authorize the General Manager to enter into an agreement with Systems Integrated to provide professional consulting services for a SCADA Radio Communications Feasibility Study, Project E-1025 for a cost of $63,640 and establish a contingency amount of $6,364 (10% of contract) to cover the cost of unforeseen or additional work.

AYES:	**Director Bodnar**
	Director Erickson
	Director Putnam
	Director Raghavachary
	Director Tejeda
NOES:	**None**

Long-Term Infrastructure Reliability and Funding Roadmap – Mr. Ochoa reported that on September 15, 2020, the District's 2020 Bonds were officially finalized. Engineering and Operations are ready to deploy the $5 million in bond proceeds as part of the District's plan toward infrastructure reliability.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced that if the downward trend in the rate of COVID-19 cases continues, the District will be fully staffed beginning Monday, October 5, 2020. The main office lobby is expected to reopen to the public before the end of October, after meeting the updated regulations to ensure safety. Mr. Ochoa congratulated Ms. Colby on the completion of the updated CVWD website. Mr. Gould reported that the Local Hazard Mitigation Program (LHMP) met with Tetra Tech to discuss plans of protecting the community in the event of a disaster. Water production for the month of September is 4% greater than last year and 16 % over the five (5) year average. Mr. Gould reported CVWD is currently in a "watch and wait" mode concerning the Bobcat fire in the Angeles National Forest.

ATTORNEY – Mr. Bunn commented on the terminology "ADA accessibility" in reference to the updated Crescenta Valley Water District website.

REPORTS OF PERSONNEL – None

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee had not met; however, a teleconference meeting is scheduled on October 9, 2020, at 9:00 am.

Finance Committee – Director Tejeda reported that the Committee had not met; however, a teleconference meeting is scheduled on October 20, 2020 at 2:30 pm.

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

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

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

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

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

DIRECTORS' ORAL REPORTS

Director Erickson – No report

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – No report

CLOSED SESSION – No closed session

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

ADJOURNMENT

There being no other business to come before the Board, at 8:39 p.m., it was moved by Director Tejeda, seconded by Director Bodnar, and carried by a 5-0 roll call vote that the meeting be adjourned to

October 13, 2020, at 7:00 p.m.

AYES:	**Director Bodnar** **Director Erickson** **Director Putnam** **Director Raghavachary** **Director Tejeda**
NOES:	**None**

APPROVED

Kerry D. Erickson President	James Lee Director of Finance & Administration