

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 Tuesday, June 11, 2024, at 7:00 p.m.

Posted: Friday, June 7, 2024 at 5:00 p.m.

This meeting will be conducted in person at the address listed above. Members of the public may also participate virtually by using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 880 1876 0943

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom audio & video conferencing tool available at the following link:

<https://us02web.zoom.us/j/88018760943>

If there is a disruption of service, this meeting will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required.

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to customer service, at (818) 248-3925 or customerservice@cvwd.com by 3pm on June 11, 2024.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address and posted on the District's website.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable, and speakers are limited to one three-minute (3) comment. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Adjourned Regular Board Meeting on May 28, 2024.
2. Ratification of Disbursements for April 2024.
3. Ratification of Board Compensation for May 2024.

Action Calendar

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

1. **Employee Recognition** – Recognition of milestone work anniversaries for employees – Cesar Velasquez; 1 year / David Escalera; 1 year / James Fritz III; 1 year.
2. **Job Descriptions and Full-Time Equivalent** – Consideration and motion to adopt various job descriptions and authorize the addition of a full-time equivalent position.
3. **Renewal of the Capital Charge on the Property Tax Roll** – Consideration and motion to adopt Resolution No. 794 – Approval of the Annual Report of Capital Charges on the Property Tax Roll to fund the Pipeline Replacement and Associated Costs for the Fiscal Year 2024/25 and Directing the Filing of Capital Charges for Collection by the County Tax Collector Pursuant to Health and Safety Code Sections 5470 Et Seq.
4. **FY 2024-25 Water and Wastewater Fund Budgets** – Consideration and motion to approve the FY 2024-25 Water and Wastewater Fund budgets and associated items.
5. **Los Angeles County Election Services** – Consideration and motion to adopt Resolution No. 795 – Requesting the Los Angeles County Board of Supervisors to Permit the Registrar-Recorder/County Clerk to Render Election Services for the District's Election to be held November 5, 2024 and Addressing Related Election Issues.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee
- Technology Committee
- Ad Hoc Committee - PFAS

Directors' Oral Reports – Reports on issues, meetings, or activities attended by Directors.

Board Members' Request for Future Agenda Items

Closed Session

PUBLIC EMPLOYEE APPOINTMENT

Title: General Counsel

Adjournment



CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
May 28, 2024

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on May 14, 2024, an Adjourned Regular Meeting was held on May 28, 2024, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California and through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, with President Sharon Raghavachary presiding.

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

Directors:

James D. Bodnar
Kerry D. Erickson
Jeffery W. Johnson
Sharon S. Raghavachary
Jennifer T. Valdez

Attorney:

Thomas Bunn

General Manager:

James Lee

**Interim Director of Finance
and Administration:**

Arturo Montes

Staff Members:

Tessa Allmon, Customer Service Lead
Patrick Atwater, Regulatory & Public Affairs Manager
Kellen Boyce, System Operations Manager
Pam Leddy, Administrative Assistant
Adam Sutphin, Senior Management Analyst
Darlene Telles, Operations & Maintenance Manager
Brook Yared, Engineering Manager

Guests:

Frank Colcord, Foothill Municipal Water District

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Johnson, seconded by Director Bodnar, and carried by a 5-0 vote that the Agenda for the Adjourned Regular Meeting of May 28, 2024, be adopted.

PUBLIC COMMENTS – No public comments.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Johnson, and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on May 28, 2024.

ACTION CALENDAR

Director Erickson requested that the discussion of Action Item No. 1 (Job Descriptions and Full Time Equivalent) be deferred to the next Board Meeting on June 11, 2024.

Request for Proposals for 2024 Recycled Water Feasibility Study – Mr. Yared provided background information on studies CVWD has completed on conjunctive use and recycled water. Mr. Yared stated that in early March 2024, CVWD was awarded a \$150,000 grant from SWRCB and plans to budget a Recycled Water Feasibility Study (Study) under the Administration and Consulting budget for FY 24/25 to cover the total cost of the study. Mr. Yared indicated that the use of recycled water would combat larger invoices from the City of Los Angeles Bureau of Sanitation and could be used to recharge the Verdugo Basin to provide more sustainable water supplies into the future. Mr. Yared stated that staff recommends hiring a consulting firm to provide the expertise to perform the study and will request advanced treatment options for the removal of PFAS.

Following discussion:

It was moved by Director Bodnar, seconded by Director Valdez, and carried by a 5-0 vote to authorize the General Manager to send out a request for proposals (RFP) to consulting firms to perform all work associated with the 2024 Recycled Water Feasibility Study.

Advanced Metering Infrastructure (AMI) Program Acceleration – Mr. Lee explained the following opportunities associated with an accelerated AMI program, including by not limited to: 1) providing value to customers; 2) monthly billing; 3) more accurate financial projections; 4) operational gains; and 5) taking advantage of the life cycle of the installed meters. Mr. Montes stated that the vendors are committed to supplying the materials needed to complete this project by the end of next year for the first tranche of spending requested for authorization and by the end of 15 months for the second tranche of spending.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 5-0 vote to authorize the allocation and use of \$2.2 million for AMI (of which \$138K is expected to be reimbursed), with \$1.3 million of those funds in next year's budget to accelerate AMI deployment.

FY 2024-25 Water and Wastewater Fund Budgets – Mr. Montes provided summaries of the Water Fund revenues – with Capital Charge and the Wastewater Fund revenues. Mr. Montes presented detailed information by each department for actual revenue and expenditure figures for the FY 2024-25 proposed Water and Wastewater Fund budgets. Following discussion, the Board directed staff to bring the budget

back for approval following consideration for the capital charge after the scheduled public hearing.

INFORMATION ITEMS – May 13, 2024, “CVWD Water Quality Commitment”, email send / May 23, 2024 “Crescenta Commons Cleaned, Renovated by Community”, CV Weekly / May 23, 2024 “Notice of Public Hearing”.

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Ms. Telles provided detailed information regarding the success of the second in-house pipeline replacement project on Upper Terrace. Mr. Lee announced the five-year anniversary of Director Raghavachary’s service to the community.

ATTORNEY REPORT – No report.

REPORTS OF COMMITTEES

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

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

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

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

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

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

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

Technology Committee – Mr. Lee reported that the Committee had not met; however, a meeting will be scheduled as needed.

DIRECTORS’ ORAL REPORTS

Director Bodnar – Reported that he attended the Montrose Memorial Parade on May 27th and presented pictures of his father as the Grand Marshall. Director Bodnar shared pictures of the remaining snow he experienced during his backpacking trip above Lone Pine over the holiday weekend.

Director Erickson – Would like to receive the Board packet materials in organized notebooks.

Director Johnson – Reported that on an article highlighting studies on fluoride and its health impacts.

Director Raghavachary – No report

Director Valdez – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS

CLOSED SESSION – No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 8:56 p.m., the meeting was adjourned to June 11, 2024, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

Arturo Montes
Board Secretary

CASH DISBURSEMENTS LIST

APRIL 2024



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
	4/1/2024	Vision Service Plan Co.	Vision insurance - March 2024	464.10	
0	4/9/2024	Colonial Life	Employee paid insurance - March 2024	178.61	
0	4/17/2024	CalPERS	PERS Contributions - March 2024	18,711.09	
0	4/17/2024	CalPERS		22,578.13	
0	4/29/2024	Shell	Gas purchased - March 2024	3,354.47	
0		Los Angeles County Public Works	Excavation permits - April 2024	6,920.90	
0	4/29/2024	Southern California Edison	Power purchased - March 2024	46,208.10	912.97
0	4/30/2024	One Ring	Glenwood/Office - data communication - March 2024	1,350.00	
0		BMO - Employee Credit Cards			
0		Atwater, Patrick	Monthly web hosting, employee recognition, virtual assistant	489.53	163.18
0		Boyce, Kellen	Conference travel & meals, networking	2,075.08	691.69
0		Colby, Christy	Delivery service	74.25	24.75
0		Leddy, Pam	Meeting supplies, Board meeting	172.01	57.34
0		Lee, James	Employee development, subscriptions, working meals, office supplies	940.48	313.49
0		Montes, Arturo	Meeting supplies, employee recognition	327.35	109.12
0		Sutphin, Adam	Spectrum, GWP, Pest control, Zoom meetings, PCAS	66,322.87	22,107.62
0		Telles, Darlene	Office supplies, networking, misc. tools & supplies	1,344.82	448.27
0		Whittaker, Jake	Vehicle repairs, misc. tools	295.95	98.65
0		Yared, Brook	Conference expenses	1,533.06	511.02
47597	4/3/2024	ADS, LLC	Sewer flow monitoring - April 2024		2,415.00
47598	4/3/2024	Advanced Centrifugal Systems, Inc.	Glenada pipe repairs - March 2024	3,175.00	
47599	4/3/2024	Artur Aghabekyan	2544 Piedmont - refund 3 3/4" water services & meter installation	60.56	
47600	4/3/2024	Regino Avalos	Encinal, Ocean View Reservoirs - remove fallen trees	1,338.75	446.25
47601	4/3/2024	BSK Associates	Water sampling - March 2024	24,820.46	
47602	4/3/2024	CCS Interactive, Inc.	Monthly web hosting - March 2024	127.50	42.50
47603	4/3/2024	Citibank (Costco)	Misc. supplies (Costco) - February 2024	305.51	101.84
47604	4/3/2024	City of Glendale	3161 Hermosa - permit fee	1,974.00	

47605	4/3/2024	Direct Connection	Door hangers	528.04	176.01
47606	4/3/2024	DIY Home Center	Misc. supplies - March 2024	140.70	46.91
47607	4/3/2024	Foothill Car Wash, Lube & Oil	Unit #62 - oil change	96.96	32.32
47608	4/3/2024	Highroad Information Technology	C-1072 - server replacement/azure Cloud failover - April 2024	112,248.09	37,416.03
47609	4/3/2024	Impact LA, LLC	Printer supplies - March 2024	126.19	42.06
47610	4/3/2024	Jay & J Janitorial Services	Janitorial services - April 2024	646.50	215.50
47611	4/3/2024	Eduard Kirakosyan	Refund - 4927 El Sereno 1" water service installation	7,051.50	
47612	4/3/2024	Montrose Church	Montrose church - refund - abandon 3 water services	2,727.40	
47613	4/3/2024	Paper Cuts, Inc.	Paper shredding services - April 2024	7.50	2.50
47614	4/3/2024	Pep Boys, Fleet Services	Unit #10 - oil change	54.85	18.28
47615	4/3/2024	UniFirst Corporation	Uniform cleaning service - March 2024	407.72	120.64
47616	4/3/2024	Vision Service Plan Co.	Vision coverage - March 2024	348.07	116.03
47617	4/3/2024	Vulcan Materials Company	Mixed bobtail - April 2024	980.00	
47618	4/3/2024	Water Resources Economics	Consulting services - March 2024	834.37	278.13
47619	4/11/2024	Anawalt Lumber & Materials Co.	Misc. supplies - March 2024	87.70	29.24
47620	4/11/2024	Applied Technology Group, Inc.	E-939 - SCADA equipment	22.50	7.50
47621	4/11/2024	ARC	Plotter supplies - March 2024	78.64	26.21
47622	4/11/2024	AT&T	Voice communication - April 2024	206.09	68.70
47623	4/11/2024	ATS Communications	Telecommunications management - March 2024	117.19	39.06
47624	4/11/2024	Regino Avalos	Monthly landscaping services @ 8 sites - March 2024	1,241.25	413.75
47625	4/11/2024	City of Glendale	3402 Gromer Terrace - permit application fee	987.00	
47626	4/11/2024	City of Glendale	Rockhaven lease and water purchased - March 2024	10,339.47	
47627	4/11/2024	Consolidated Electrical Distributors, Inc.	E-939 - SCADA equipment	71.12	
47628	4/11/2024	DIY Home Center	Misc. supplies - March 2024	2.45	0.82
47629	4/11/2024	Raymond Dodge	SCADA reimbursement	44.90	
47630	4/11/2024	Eurofins Eaton Analytical, Inc.	Water Quality testing - April 2024	700.00	
47631	4/11/2024	Fire Master	Fire Ext. service & safety training	1,434.12	
47632	4/11/2024	Foothill Municipal Water	Water purchased - March 2024	173,973.24	
47633	4/11/2024	Great America Leasing Corp.	Monthly copier leases - February-March 2024	4,556.54	1,518.84
47634	4/11/2024	Harrington Ind Plastics, LLC	Nitrate Plant - 4" valve butterfly, actuator & hardware - March 2024	1,823.22	
47635	4/11/2024	Home Depot Credit Services	Misc. supplies - February 2024	157.77	
47636	4/11/2024	InfoSend, Inc.	Printing & postage for billing - March 2024	2,718.86	906.29
47637	4/11/2024	J. Colon Coatings, Inc.	E-1066 - Progress payment #2 - January 2024	68,305.00	
47638	4/11/2024	John Robinson Consulting, Inc.	M-965 - Professional services - March 2024	1,320.00	
47639	4/11/2024	Joseph G. Pollard Co., Inc.	Misc. supplies - March 2024	115.80	38.60
47640	4/11/2024	La Canada Irrigation District	Winter water usage report - February/March 2024	75.00	25.00

47641	4/11/2024	Pep Boys, Fleet Services	Unit #10 - oil change	54.85	18.28
47642	4/11/2024	PMC-STIS, Inc.	refund for bank penalty	2,259.96	
47643	4/11/2024	Public Water Agencies Group	Monthly PWAG assessment - March 2024	1,607.42	535.81
47644	4/11/2024	Saf-T-Flo Water Services Corp.	Ordunio - static mixer mounting ring & plate	3,724.68	
47645	4/11/2024	Thomas Schluep	Refund check - 3030 Hermosa	20.72	
47646	4/11/2024	State Water Resources Control Board	Dodge - D5 certification renewal	105.00	
47647	4/11/2024	Ultra Welding, Inc.	3022 Community - Misc. welding 12" pumpline	3,745.00	
47648	4/11/2024	Univar Solutions USA, Inc.	Sodium Hypochloride - Glenwood (720 gals.)	5,700.00	
47649	4/11/2024	Vision Service Plan Co.	Vision coverage - April 2024	321.30	142.80
47650	4/11/2024	Western Water Works	2" service brass, ball valves, adapters	11,240.30	
47651			* This check was voided		
47652	4/23/2024	4360 Ocean View, LLC	Refund check - 4358 #C Ocean View	176.51	
47653	4/23/2024	4360 Ocean View, LLC	Refund check - 4360 #A Ocean View	164.59	
47654	4/23/2024	ACC Ramco	Mixed bobtail - March 2024	1,421.54	
47655	4/23/2024	Airgas USA, LLC	Well #2 - carbon dioxide rental tank - March 2024	16.87	5.63
47656	4/23/2024	Ansell Health Care Products, LLC	Sewer gloves - March 2024		1,943.46
47657			*This check was voided		
47658	4/23/2024	Best Best & Krieger	Legal services - February 2024	155.25	51.75
47659	4/23/2024	Bonnors Equipment Rentals	Employee recognition	168.60	56.20
47660	4/23/2024	City of Glendale	3400 Santa Carlotta - application permit	987.00	
47661	4/23/2024	City of Glendale Public Works	Refund check - 2250 Florencita	152.81	
47662	4/23/2024	Clark Pest Control, Inc.	Pest control - March 2024	6.75	2.25
47663	4/23/2024	Brad Close	Refund check - 3234-1/2 Foothill	16.91	
47664	4/23/2024	Consolidated Electrical Distributors, Inc.	Glenwood - Booster #33 - Replacement VFD warranty	17,307.48	
47665	4/23/2024	Dion & Sons, Inc.	Diesel exhaust fluid purchased - March 2024	57.14	171.42
47666	4/23/2024	DIY Home Center	Misc. supplies - March 2024	72.47	24.15
47667	4/23/2024	Raymond Dodge	E-939 - reimbursement	201.86	
47668	4/23/2024	Morgen Durose	Reimbursement - workpants	174.21	
47669	4/23/2024	Eurofins Eaton Analytical, Inc.	Water Quality testing - April 2024	625.00	
47670	4/23/2024	Gsolutionz Professional Services	Annual auto-renewal of GPS Core & Xima Care	290.35	96.78
47671	4/23/2024	Harper & Associates Eng, Inc.	E-1066 - Engineering services - March 2024	12,508.00	
47672	4/23/2024	Joseph G. Pollard Co., Inc.	Misc. tools - March 2024	154.40	
47673	4/23/2024	Katz & Associates, Inc.	Advisory services - February 2024	1,586.25	528.75
47674	4/23/2024	Kennedy Jenks	Consulting services - March 2024		2,280.00
47675	4/23/2024	Mija Kim	Refund check - 3017 Brookhill	98.40	
47676	4/23/2024	Christina Kopelman	Reimbursement - Hyperion treatment learning center	98.89	32.96

47677	4/23/2024	LA Dept Water and Power	Power purchased - March 2024	47.79	
47678	4/23/2024	Lagerlof, LLP	Legal services - March 2024	17,074.12	5,691.38
47679	4/23/2024	Liebert Cassidy Whitmore	Legal services - February 2024	147.37	49.13
47680	4/23/2024	Ashley Lim	Refund check - 3355 Alabama	8.35	
47681	4/23/2024	Lincoln Financial Group	Life & Disability Insurance - April 2024	1,156.64	575.82
47682	4/23/2024	LMS Electric	Emergency service for pump cabinet at Briggs	3,250.00	
47683	4/23/2024	Matt-Chlor, Inc.	Sodium hypochloride chlorinator pump	4,862.46	
47684	4/23/2024	Northern Safety Co., Inc.	First aid kits - 23 vehicles	215.30	353.09
47685	4/23/2024	O'Reilly Auto Parts	Misc. supplies - March 2024	386.34	128.77
47686	4/23/2024	Pep Boys, Fleet Services	Misc. supplies - March 2024	54.85	18.28
47687	4/23/2024	Jimée Sechinbaatar	Photography - staff headshots	787.50	262.50
47688	4/23/2024	Singer Lewak	Professional services - March 2024	4,875.00	1,625.00
47689	4/23/2024	So Cal Compton Pipe Supply Co., Inc.	Service brass	2,059.91	
47690	4/23/2024	SoCal Gas	Office - gas purchased - March 2024	341.04	113.67
47691	4/23/2024	Sully-Miller Contracting Co.	Cold mix for temporary repairs - March 2024	2,272.63	
47692	4/23/2024	Tetra Tech, Inc.	E-1069 - Prepare design plans & specs	1,220.00	
47693	4/23/2024	Traffic Management Products, Inc.	Traffic signs	383.28	
47694	4/23/2024	Tri-Xecutex Corp	Annual fire alarm testing	330.00	110.00
47695	4/23/2024	United Concordia Dental	Dental coverage - March 2024	2,318.32	820.88
47696	4/23/2024	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood (480 gals.) Mills (670 gals.)	6,244.34	
47697	4/23/2024	Jaime & Linda Valles	Refund check - 3236 Foothill	21.79	
47698	4/23/2024	Western Water Works	6" gate valves & fittings	23,762.00	
47699	4/23/2024	State Water Resources Control Board	Bautista - D2 renewal	80.00	
Subtotals				<u>\$736,195.15</u>	<u>85,620.87</u>
Total Disbursements for April 2024				<u><u>821,816.02</u></u>	

Payroll Report

Directors	2,250.00
Office Regular Payroll	167,975.00
Office OT	6,515.00
Plant Regular Payroll	100,826.00
Plant OT & Standby	14,196.00
Employer Payroll Taxes	22,134.00

Payroll Service Charges

459.00

Total Payroll for April 2024

314,355.00

Director Compensation Report

May 2024



<u>Name</u>	<u>Date</u>	<u>Meeting/Event</u> *
Director Bodnar	5/2/2024	Policy Committee
	5/14/2024	Board Meeting
	5/23/2024	Board Workshop
	5/28/2024	Board Meeting

Director Erickson	5/2/2024	Policy Committee
	5/14/2024	Board Meeting
	5/29/2024	Conference with GM
	5/28/2024	Board Meeting

Director Johnson	5/2/2024	Ad Hoc PFAS
	5/3/2024	Ad Hoc Legal
	5/6/2024	Research and Interviews
	5/9/2024	Research and Interviews
	5/13/2024	Ad Hoc PFAS
	5/14/2024	Board Meeting
	5/22/2024	Ad Hoc PFAS
	5/23/2024	Board Workshop
	5/28/2024	Board Meeting

Director Raghavachary	5/1/2024	Conference with GM
	5/2/2024	Ad Hoc PFAS
	5/3/2024	Ad Hoc Legal
	5/6/2024	ACWA 1
	5/7/2024	ACWA 2
	5/8/2024	ACWA 3
	5/9/2024	ACWA 4
	5/13/2024	Ad Hoc PFAS
	5/14/2024	Board Meeting
	5/23/2024	Board Workshop
	5/23/2024	Ad Hoc PFAS
	5/28/2024	Board Meeting
	5/29/2024	Conference with GM

Director Valdez	5/14/2024	Board Meeting
	5/23/2024	Board Workshop
	5/28/2024	Board Meeting

* Compensation of \$125 per meeting, 10 meetings per month maximum

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
June 11, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Employee Recognition

ACTION ITEM:

Recognition of milestone work anniversaries for employees – Cesar Velasquez; 1 year / David Escalera; 1 year / James Fritz III; 1 year.

BACKGROUND:

The District values employee recognition as reflected in the District's Strategic Plan objective of "*Employer & Workforce Excellence: Develop Best-In-Class Culture*".

Three employees, Cesar Velasquez, David Escalera, and James Fritz III were hired into the District's Operations & Maintenance team 1 year ago, with June 26th marking their work anniversary.

They are valued members of their department and the overall company team. During their first year, each has contributed meaningfully in terms of operations. Each has also contributed meaningfully to maintaining and advancing company culture by reflecting the District's values statement and demonstrating commitment to company expectations.

This item is a placeholder to honor their contributions.

RECOMMENDATION

NA.

Prepared and Submitted by:



James Lee
General Manager

Attachment(s): 1) Values Statement; 2) GM Expectations

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“Values Refresh” as of January 2024

Stay committed to a team effort. Be objective – CVWD or me? Own your actions and take pride in your work! Define each day with positive action and have the **GRIT** to overcome obstacles to continuously develop your skills. Realize you are one part of the team, and each department makes the **WHOLE** District. Be proud of your contribution, finished work and the service we offer to the community. Water is essential to life, and everything we do is built upon deep trust with the people we **SERVE**. Our level of stewardship is delivered from our daily care and effort.

Everything you do has your name on it, including your interactions with the team and the community. Have humility and pride and carry yourself with professionalism. Strive for camaraderie with your teammates. Be enthusiastic, celebrating their successes and genuinely supporting them through their mistakes. Expect learning lessons and recognize and build on them. Lead with extending benefit of the doubt and be the one to reach out with patience and understanding. Constructive criticism is more easily welcomed when you approach with respect. It is received with an open mind and impactful when it focuses on a solution. We cannot improve as a team if we are not **BRAVE** enough to master this!

RESOLUTION is the key to success. Don’t talk about an issue without offering a solution motivating others to an end goal. Support your teammates by being direct, respectful and focused on solving the problem. Respect and attitude (approach) are the beginning of collaboration, and they promote innovation and set the team up for success and productivity.

VALUES QUADRANT – use it. Take your own inventory and focus on your development. Value input and diverse perspectives (gumbo!). Remain in a learning stance. Let go of ego and bias and be prepared to pivot and change. Be vulnerable enough to trust the team to drive your innovation through healthy debate. Conflict is part of problem solving and can be healthy when handled with respect and graciousness.

Each of us is **RESPONSIBLE** for ourselves, each other, and the community. Providing water is a public service! We are servants to our customers and each other! Be present, observant, alert, vigilant and aware. Set the tone for safety and fiscal responsibility in everything we do. Stay invested in your teammates and their well-being; we are each other’s keepers!



Crescenta Valley Water District

General Manager Expectations

as of March 21, 2024

- One of our learning lessons as a team during recent years is the importance of setting crystal clear expectations.
- Our Strategic Plan sets expectations for "to-dos".
- Our Values Statement sets expectations for who we are and how we function as a team.
- These "GM Expectations" lend a bit more context to how we operate in practice.
- In setting them, I am focusing on what is "reasonable". What is reasonably expected of us from our ratepayers who fund our infrastructure, compensation, etc and who we serve; from our Board who is elected by customers to govern our agency; from each other as colleagues who devote a lot of our time and energy to each other and the cause; from your GM, who has been commissioned to lead the agency toward its mission and vision.

"80/120"	"Utilization" is important to consider, because it's important to understand how effective we are with our time. I believe that 80% utilization is a good target. Because, we are not machines. We take breaks, sometimes we take our time to understand or double-check, sometimes we just need a slower day or it's good to catch up with colleagues. I also believe there's a time and a place for "120%", and that could be because we're addressing an emergency, because we're adapting to a new process or regulation, or because we're facing a steeper learning curve with a new position.
Two-way street	I believe that CVWD and its management do everything within its power, energy, and imagination to provide every resource and try to do best by all. This can include opportunities for advancement, development, pay, or recognition. It could be the space to pursue certifications. It may even be providing programming such as for wellness or interagency mixers like baseball games. Often, things don't play out perfectly and/or as expected. However, the intent and effort are there. My expectation is that we reciprocate with our best version of ourselves, whether effort or attitude. Otherwise, I think it's reasonable to ask, why are we here?
Importance of ideas	Ideas are extremely important, and the best environment is one where diversity of thought and perspective are valued. We talk often about "leading from any seat" or how "the best ideas should bubble to the top".
Importance of deferring	That said, there is a benefit to being able to rely on those who have the responsibility of making (and being responsible for) decisions. The benefit of respecting the chain of command vastly outweighs the fact that your idea might be better than someone else's. It is healthy to understand and go with this, unless you believe there is an obvious and/or significant safety, ethical, or public relations concern.
Understand and accept public servanthood	We have talked about how we are public servants. We understand and accept public servanthood. We serve our ratepayers and mission first. Then, we serve each other. Having a "serve first" mentality makes any interaction more enriching, difficult interactions easier to deal with, whether with customers, vendors, or colleagues.
Importance of taking risks	In life, in sports, in dating, those who win typically have to take risks - like going for a steal or throwing a hail mary. We have to win, which means we have to take risks, which means we're bound to make mistakes. Mistakes are encouraged. Thus, learn from them and measure twice and cut once. Make sure we're communicating and collaborating along the way.
"Finite" vs "Infinite" game	That said, the deeper goal is to pursue the "infinite game", which is not necessarily one of wins and losses but one of ensuring that we can continue our mission for the indefinite future.

Ownership mentality	If we maintain a level of ownership over our work, projects, and relationships like we would our own house (think my roof is on fire), we will be successful in most endeavors and we will be able to feel at peace about 100% of our efforts. Think like a GM. For example, we may be losing this negotiation, but what is the staff time of this negotiation? What is the cost of public perception or social media? How will this impact other staff or departments? How will this impact other Strategic Plan goals?
Team participation	If we are asked to do something, we are expected to do it. Everything asked of us is for the betterment of the team. Teams have those who take the winning shot. It also has those who play defense, who cheer the team from the bench, get the water etc.
Team look	Care about looking and acting like a team.
Responsibility to connect	Connecting with your colleagues, including your GM, is a two-way street. If you're invited to connect and you don't and you complain about something, or you're frustrated your efforts aren't appropriately recognized, or you don't see your ideas moving forward, then the impact of your complaints or frustration are limited. Connection is key, so seek to connect with various teammates in various ways.
Responsibility to understand your organization	A lot of time and thought go into organization documents, and all of them directly impact each of us. Read documents like the Strategic Plan, the Annual Report, newsletters, the State of the District, MOU, job descriptions, etc. If you're a manager, read the Rules & Regulations. These are required. If something comes up, there are expectations that we understand and retain the information or at least read the materials.
Tit for tat	We are not a "tit for tat" organization. After a tense moment or exchange, we often realize we didn't fully understand where the other was coming from. Giving benefit of the doubt, withholding comment until later, and proactively following up are the habits we need. Make them muscle memory.
GM responsibilities	What are my responsibilities? My responsibilities are to make you look good and praise you to the Board and the customers; protect you from the Board and customers; be honest with you, the Board and customers; provide service to customers; build culture; maximize our happiness and growth; ensure adequate funding and reliable infrastructure; grow our influence within the industry and our region. I am to do whatever it takes to do these things. None of these things I do or can do alone. All of these are priorities to be balanced.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
June 11, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: **Job Descriptions and Authorization of a Full-Time Equivalent**

ACTION ITEM:

Consideration and motion to adopt various job descriptions and authorize addition of a full-time equivalent position.

BACKGROUND:

Over the last year, the District has progressed its long-term vision on multiple fronts, including increased customer engagement, a more robust and resilient water quality reporting system and standard, an asset management program for the distribution program, emergency response planning, regional partnership development, development and implementation of a public engagement master plan, and development of an updated service delivery model for capital infrastructure. In addition, the District is pursuing varying initiatives such as PFAS remediation, in-house pipeline, and alternative sources of water supply.

These are ambitious yet critical pursuits, and right sizing the District's organizational chart supports approaching these pursuits with resiliency while balancing workload and technical knowledge.

Staff is recommending a number of job descriptions to better reflect current and anticipated duties and expectations, to ensure future mobility for staff, and to ensure appropriate workload. 10 associated job descriptions are listed below. Of these, two positions represent the separation of duties for the Regulatory and Public Affairs Specialist into a Water Quality and Resources Specialist and a Public Affairs and Conservation Specialist. There is expectation for sustained additional demand in these areas.

Staff is also recommending that salaries for the manager classification be made uniform as they are proposed for other classifications such as Associate Manager, Specialist, and Sr. Specialist. The General Manager's vision is to continue shifting emphasis toward interdepartmental collaboration and greater dependence on leadership, management, and process rather than specific technical knowledge sets. This supports a more resilient and dynamic team. The updated job descriptions have been developed to reflect this, and making pay uniform supports this vision. The top end for various management position salaries currently range from \$131,316 to \$155,820 –

1. Manager – Operations & Maintenance
2. Manager – System Operations & Telemetry
3. Associate Manager – Customer Service
4. Associate Manager – System Operations & Telemetry
5. Associate Manager – Operations & Maintenance
6. Specialist – Water Quality & Resources
7. Specialist – Public Affairs & Conservation
8. Sr. Specialist – Water Quality & Resources
9. Sr. Specialist – Public Affairs & Conservation
10. Customer Service & Administration Generalist

The potential increase in budgetary impact during the upcoming FY 2024-25 period is estimated to be \$150,000-\$175,000, and this amount has been figured into the budget as represented in Action Item #4. The authorization of an additional position would bring the total number of full-time equivalents from 27 to 28. Of note is the District's recent move toward passing Project Coordinator position cost through to developers.

Staff is anticipating requesting 1-2 additional FTEs during the next 6-18 months.

RECOMMENDATION

Adopt various job descriptions and authorize addition of a full-time equivalent position.

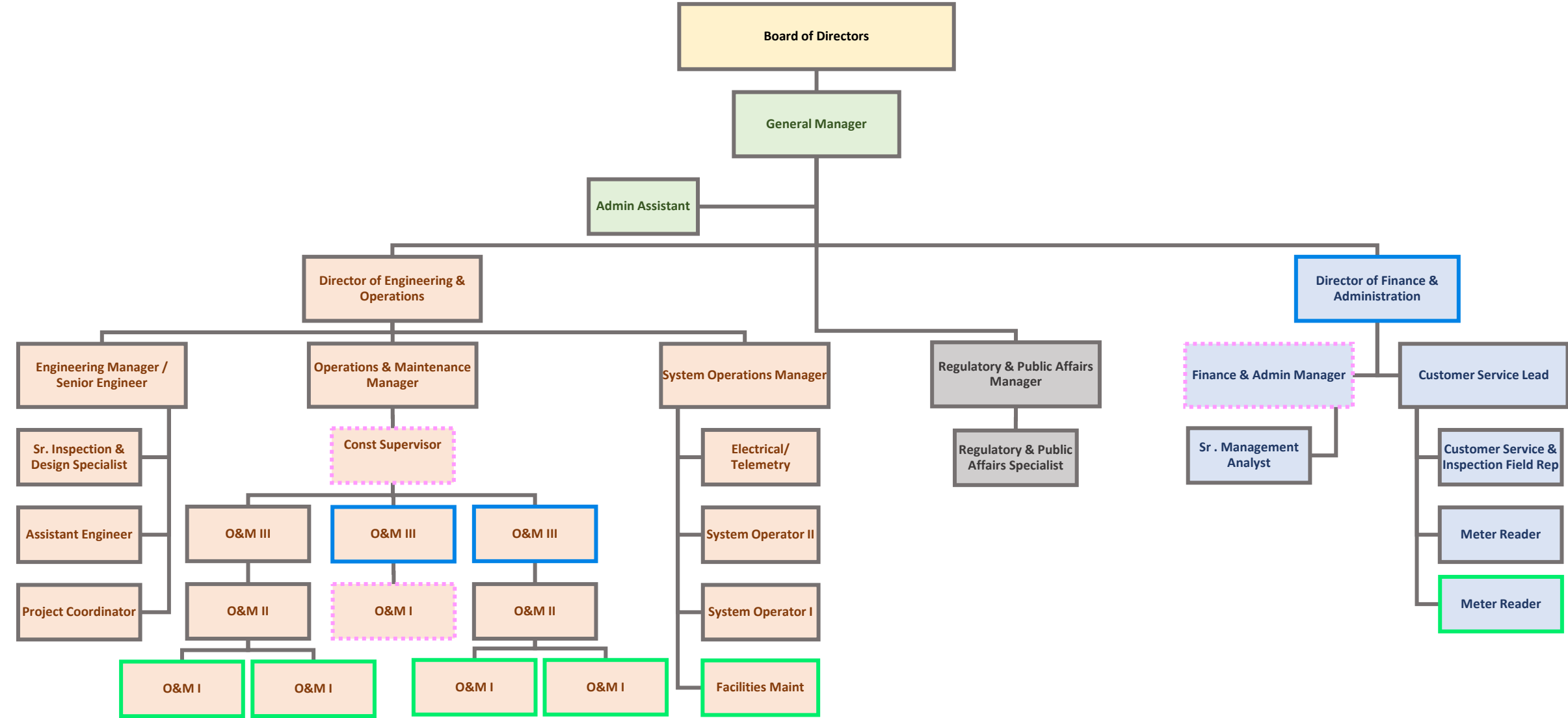
Prepared and Submitted by:



James Lee
General Manager

Attachment(s): Job descriptions

g:\management\board meeting staff reports\2024\06-11-24 board memo - Job Descriptions.docx



-  - Interim appointment
-  - Limited-Term Employee (3-year contract; renewed annually)
-  - Temporary Employee (6-month engagement; no benefits)
-  - Vacant



CRESCENTA VALLEY WATER DISTRICT OPERATIONS AND MAINTENANCE MANAGER JOB DESCRIPTION

SUMMARY DESCRIPTION

The Operations and Maintenance Manager (O&M Manager) position is responsible for planning, organizing, and directing the work of crews and personnel engaged in the maintenance, inspection, and repair or cleaning of the water distribution and wastewater collection systems, construction related to developer-initiated projects or in-house pipeline, response to afterhours emergencies, and fleet maintenance. Under general supervision of the Director of Engineering and Operations, the O&M Manager plans and evaluates staff performance, establishes performance standards and sets goals, and develops staff.

This position carries a high level of responsibility and requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, organize, coach, manage, and evaluate the work assigned to Associate Manager and Crew Lead (O&M III) staff; develop, implement, and monitor short and long-term Strategic Plan goals and other plans; develop work standards and monitor performance against annual department budget;
- Build, implement, and provide training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: asset management of the water distribution system and wastewater collections system; construction of developer and in-house pipeline jobs; and fleet maintenance;
- Identify opportunities for improving service delivery methods and procedures, identify resource needs, and review with appropriate management staff to implement improvements;
- Develop and maintain active relationships with regional agencies and other stakeholders as appropriate;
- Represent the District as its primary public information contact in the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Oversee consultants in project execution;
- Prepare and submit all reports and presentations to relevant stakeholders, including customers, staff, other agencies, and the Board of Directors;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Facilitate disciplinary proceedings as appropriate;
- Oversee planning, scheduling, monitoring, etc. of O&M staff;
- Participate in the development and monitoring of the O&M department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Stay abreast of new trends and innovations in water and wastewater system maintenance;
- Perform complex ad-hoc analyses and other assignments as directed by the General Manager; and
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Principles and practices of water and wastewater systems asset management, construction, and fleet maintenance;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and
- Principles and practices of public relations and customer service.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Build complex processes and implement effectively across various departments and functions;
- Develop and maintain good working relationships with other agencies and stakeholders;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;

- Negotiate effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of CVWD;
- Effect sound project management that holds vendors to agreed-upon contracts;
- Demonstrate flexibility in considering approaches to various issues;
- Handle complex or technical customer inquiries, including communication with the public regarding asset management activities, constructions projects, water leaks and wastewater overflows, District events, etc.;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Make effective presentations;
- Use or learn a variety of software;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of five (5) years of experience in water and/or wastewater systems maintenance and construction.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D2 or higher and possession of a C2 or higher.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: This is an exempt position, and irregular or extended work hours are occasionally required.

\$94,740 - \$131,316 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

SYSTEM OPERATIONS AND TELEMETRY MANAGER

JOB DESCRIPTION

SUMMARY DESCRIPTION

The System Operations and Telemetry Manager (SO&T Manager) position is responsible for planning, organizing, and directing water production and treatment and associated operational and reporting requirements from operating the water distribution system and maintaining SCADA to gathering data for monthly production and reports and collaborating across departments to meet regulatory compliance requirements. Under general supervision of the Director of Engineering and Operations, the SO&T Manager plans and evaluates staff performance, establishes performance standards and sets goals, and develops staff.

This position carries a high level of responsibility and requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, organize, coach, manage, and evaluate the work assigned to Associate Manager and other staff (SO&T I/II/III); develop, implement, and monitor short and long-term Strategic Plan goals and other plans; develop work standards and monitor performance against annual dept. budget;
- Build, implement, and provide training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: operation of the water distribution system; maintenance of critical components of the system such as SCADA, radio communications, and other telemetry, nitrate removal plant, booster pumps, MCCs, etc., and ongoing sampling;
- Identify opportunities for improving service delivery methods and procedures, identify resource needs, and review with appropriate management staff to implement improvements to water production methods blending plans, instrumentation enhancements, and water quality reporting;
- Develop and maintain active relationships with regional agencies and other stakeholders as appropriate;
- Represent the District as its primary public information contact in the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Oversee consultants in project execution;
- Prepare and submit all reports and presentations to relevant stakeholders, including customers, staff, other agencies, and the Board of Directors;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Facilitate disciplinary proceedings as appropriate;
- Oversee planning, scheduling, monitoring, etc. of SO&T staff;
- Participate in the development and monitoring of the SO&T department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Stay abreast of new trends and innovations in water production, treatment, and instrumentation;
- Perform complex ad-hoc analyses and other assignments as directed by the General Manager; and
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Operational characteristics of water treatment, including modern water treatment plants, blending, characteristics of chemicals used in water treatment processes, etc.;
- Methods and techniques for conducting water quality sampling and testing;
- Operational mathematics, including calculation of chemical dosing and water flow rates;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and
- Principles and practices of public relations and customer service.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Build complex processes and implement effectively across various departments and functions;
- Develop and maintain good working relationships with other agencies and stakeholders;

- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Negotiate effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of CVWD;
- Effect sound project management that holds vendors to agreed-upon contracts;
- Demonstrate flexibility in considering approaches to various issues;
- Handle complex or technical customer inquiries, including communication with the public regarding asset management activities, constructions projects, water leaks and wastewater overflows, District events, etc.;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Make effective presentations;
- Use or learn a variety of software;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of five (5) years of experience in water production and treatment.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a T3 or higher and D3 or higher.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: This is an exempt position, and irregular or extended work hours are occasionally required.

\$94,740 - \$131,316 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT OPERATIONS AND MAINTENANCE ASSOCIATE MANAGER JOB DESCRIPTION

SUMMARY DESCRIPTION

The Associate Manager job classification is intended to identify and facilitate succession planning for the Manager job classification. Representative duties and qualifications will approximate the Manager job equivalent with additional emphasis on day-to-day technical application as the incumbent expands their management and leadership proficiencies, whether with staff within or outside the associated department or with program and process management.

The Operations and Maintenance Associate Manager (O&M AM) position is responsible for assisting in planning, organizing, and directing the work of crews and personnel engaged in the maintenance, inspection, and repair or cleaning of the water distribution and wastewater collection systems, construction related to developer-initiated projects or in-house pipeline, response to afterhours emergencies, and fleet maintenance. Under general supervision of the O&M Manager, the O&M AM plans and evaluates staff performance, establishes performance standards and sets goals, and develops staff.

This position requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, coaching, managing, and evaluating the work assigned to O&M staff; assist with developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: asset management of the water distribution system and wastewater collections system; construction of developer and in-house pipeline jobs; and fleet maintenance;
- Maintain standards for O&M staff representing the District in the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of O&M staff;
- Participate in the development and monitoring of the O&M department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Cover standby duties and other callout needs as needed by the department;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Principles and practices of water and wastewater systems asset management, construction, and fleet maintenance;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and
- Principles and practices of public relations and customer service.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- **Experience:** A minimum of three (3) years of experience in water and/or wastewater systems maintenance and construction.
- **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.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of a D2 or higher and possession of a C2 or higher.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** This is an exempt position, and irregular or extended work hours are occasionally required.

\$89,556 - \$120,000 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

SYSTEM OPERATIONS AND TELEMETRY ASSOCIATE MANAGER

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Associate Manager job classification is intended to identify and facilitate succession planning for the Manager job classification. Representative duties and qualifications will approximate the Manager job equivalent with additional emphasis on day-to-day technical application as the incumbent expands their management and leadership proficiencies, whether with staff within or outside the associated department or with program and process management.

The System Operations and Telemetry Associate Manager (SO&T AM) position is responsible for assisting planning, organizing, and directing water production and treatment and associated operational and reporting requirements from operating the water distribution system and maintaining SCADA to gathering data for monthly production and reports and collaborating across departments to meet regulatory compliance requirements. Under general supervision of the SO&T Manager, the SO&T AM assists in planning and evaluating staff performance, establishing performance standards and setting goals, and developing staff.

This position requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, coaching, managing, and evaluating the work assigned to SO&T staff; assist with developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: operation of the water distribution system; maintenance of critical components of the system such as SCADA, radio communications, and other telemetry, nitrate removal plant, booster pumps, MCCs, etc., and ongoing sampling;
- Maintain standards for SO&T staff representing the District in the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of SO&T staff;
- Participate in the development and monitoring of the SO&T department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Cover standby duties and other callout needs as needed by the department;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Operational characteristics of water treatment, including modern water treatment plants, blending, characteristics of chemicals used in water treatment processes, etc.;
- Methods and techniques for conducting water quality sampling and testing;
- Operational mathematics, including calculation of chemical dosing and water flow rates;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and
- Principles and practices of public relations and customer service.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;

- Use or learn a variety of software;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of three (3) years of experience in water production and treatment.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a T3 or higher and D3 or higher.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: This is an exempt position, and irregular or extended work hours are occasionally required.

\$89,556 - \$120,000 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT CUSTOMER SERVICE ASSOCIATE MANAGER JOB DESCRIPTION

SUMMARY DESCRIPTION

The Associate Manager job classification is intended to identify and facilitate succession planning for the Manager job classification. Representative duties and qualifications will approximate the Manager job equivalent with additional emphasis on day-to-day technical application as the incumbent expands their management and leadership proficiencies, whether with staff within or outside the associated department or with program and process management.

The Customer Service Associate Manager (CS AM) position is responsible for assisting in planning, organizing, and directing the work of personnel engaged in customer service over the phone, at the counter, through written correspondence, and the field, utility billing, meter reading, and meter maintenance (including AMI), account maintenance, payment processing, and general customer issues and concerns. Under general supervision of the Customer Service Manager and the Director of Finance & Administration, the CS AM assists in planning and evaluating staff performance, establishing performance standards and setting goals, and developing staff. The CS AM will also participate actively in the development and implementation of the District's Public Engagement Master Plan.

This position requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, coaching, managing, and evaluating the work assigned to CS staff; assist with developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: customer service over the phone, at the counter, through written correspondence, and the field, utility billing, meter reading, and meter maintenance (including AMI), account maintenance, payment processing, and general customer issues and concerns;
- Maintain standards for CS staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Participate in and provide guidance for the development and implementation of the District's Public Engagement Master Plan;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of CS staff;
- Participate in the development and monitoring of the Finance & Administration department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Cover standby duties and other callout needs as needed by the department;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Principles and practices of utility billing and collection;
- Customer service practices and communication techniques for upholding the District's brand and elevated customer complaints;
- Water meter functionality and automated meter reading;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- District's Rules & Regulations as they pertain to customer service, public affairs, and where appropriate, operations, maintenance, and water quality;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and
- Principles and practices of public relations and customer service.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;

- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of three (3) years of experience in providing customer service for public water and/or wastewater systems.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: This is an exempt position, and irregular or extended work hours are occasionally required.

\$89,556 - \$120,000 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

PUBLIC AFFAIRS & CONSERVATION SPECIALIST

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Public Affairs & Conservation Specialist (PACS) position is responsible for assisting in planning, organizing, and directing the work related to public information, community relations, governmental affairs, regional and other partnerships, and water conservation program development and implementation. Under general supervision of the Regulatory & Public Affairs Manager, the PACS assists in planning and evaluating program standards and performance, and where applicable, developing staff. The PACS will also participate actively in customer service activities for ongoing context within efforts pertaining to public affairs and conservation.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: public information, community relations, governmental affairs, regional and other partnerships, and water conservation program development and implementation;
- Provide input for maintaining standards for customer service staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Provide secondary support for all customer-facing customer service activities and issues;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan and Public Engagement Master Plan;

- Develop or oversee the development of internal and external communication and marketing materials;
- Develop and coordinate regional and other partnerships and develop and deliver or oversee coordination of community and other events;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of programs;
- Participate in the development and monitoring of the Regulatory & Public Affairs department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of external communications including crisis communications;
- Customer service practices and communication techniques for upholding the District's brand and elevated customer complaints;
- Principles of modern water-use efficiency practices and regulations;
- Methods and techniques for creating effective media and public relations materials, including news releases, public service announcements, fact sheets, brochures, and other collateral material;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- District's Rules & Regulations as they pertain to customer service, public affairs, and where appropriate, operations, maintenance, and water quality;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;

- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: Bachelor's degree in communications, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public affairs, including one (1) year for public water and/or wastewater systems.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 and/or T1 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: Irregular or extended work hours are occasionally required.

\$75,600 - \$101,616 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT WATER QUALITY & RESOURCES SPECIALIST JOB DESCRIPTION

SUMMARY DESCRIPTION

The Water Quality & Resources Specialist (WQRS) position is responsible for assisting in planning, organizing, and directing the work related to water quality data monitoring, collection and reporting, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations, pursuit of applicable partnerships and grant funding, and water supply development. Under general supervision of the Regulatory & Public Affairs Manager, the WQRS assists in planning and evaluating program standards and performance, and where applicable, developing staff. The WQRS will also participate actively in water production activities for ongoing context within efforts pertaining to system operations and telemetry.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: water quality data monitoring, collection and reporting, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations, pursuit of applicable partnerships and grant funding, and water supply development;
- Provide input for maintaining standards for system operations and telemetry staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Provide secondary support for system operations and telemetry activities and issues;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;

- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Assist in developing and coordinating regional and other partnerships in pursuit of water supply development, grant funding, and other efforts;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of programs;
- Participate in the development and monitoring of the Regulatory & Public Affairs department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles of modern water quality standards, practices and regulations;
- Principles and practices of risk management;
- Database development and management;
- Methods and techniques for monitoring, researching, and reporting on legislative developments, comment periods, and legislation pertaining to water quality, water delivery, and wastewater collections;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Accurately assemble and interpret water quality data;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor's degree in chemistry, water technology, management science, public administration, or related field.
- **Experience:** A minimum of three (3) years of experience in public water and/or wastewater systems, including one (1) year with water quality and associated regulations.
- **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.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of a D2 and/or T2 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** Irregular or extended work hours are occasionally required.

\$75,600 - \$101,616 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

SENIOR PUBLIC AFFAIRS & CONSERVATION SPECIALIST

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Senior Public Affairs & Conservation Specialist (Senior PACS) position is responsible for assisting in planning, organizing, and directing the work related to public information, community relations, governmental affairs, regional and other partnerships, and water conservation program development and implementation. Under general supervision of the Regulatory & Public Affairs Manager, the Senior PACS assists in planning and evaluating program standards and performance, and where applicable, developing staff. The Senior PACS will also participate actively in customer service activities for ongoing context within efforts pertaining to public affairs and conservation.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: public information, community relations, governmental affairs, regional and other partnerships, and water conservation program development and implementation;
- Provide input for maintaining standards for customer service staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Provide secondary support for all customer-facing customer service activities and issues;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan and Public Engagement Master Plan;

- Develop or oversee the development of internal and external communication and marketing materials;
- Develop and coordinate regional and other partnerships and develop and deliver or oversee coordination of community and other events;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of programs;
- Participate in the development and monitoring of the Regulatory & Public Affairs department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles and practices of external communications including crisis communications;
- Customer service practices and communication techniques for upholding the District's brand and elevated customer complaints;
- Principles of modern water-use efficiency practices and regulations;
- Methods and techniques for creating effective media and public relations materials, including news releases, public service announcements, fact sheets, brochures, and other collateral material;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- District's Rules & Regulations as they pertain to customer service, public affairs, and where appropriate, operations, maintenance, and water quality;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;

- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Education: Bachelor's degree in communications, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public affairs, including one (1) year for public water and/or wastewater systems.
- 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.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 and/or T1 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Hours: Irregular or extended work hours are occasionally required.

\$83,916 - \$112,800 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

SENIOR WATER QUALITY & RESOURCES SPECIALIST

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Senior Water Quality & Resources Specialist (Senior WQRS) position is responsible for assisting in planning, organizing, and directing the work related to water quality data monitoring, collection and reporting, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations, pursuit of applicable partnerships and grant funding, and water supply development. Under general supervision of the Regulatory & Public Affairs Manager, the Senior WQRS assists in planning and evaluating program standards and performance, and where applicable, developing staff. The Senior WQRS will also participate actively in water production activities for ongoing context within efforts pertaining to system operations and telemetry.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: water quality data monitoring, collection and reporting, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations, pursuit of applicable partnerships and grant funding, and water supply development;
- Provide input for maintaining standards for system operations and telemetry staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Provide secondary support for system operations and telemetry activities and issues;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;

- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Assist in developing and coordinating regional and other partnerships in pursuit of water supply development, grant funding, and other efforts;
- Facilitate disciplinary proceedings as appropriate;
- Assist in overseeing planning, scheduling, monitoring, etc. of programs;
- Participate in the development and monitoring of the Regulatory & Public Affairs department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles of modern water quality standards, practices and regulations;
- Principles and practices of risk management;
- Database development and management;
- Methods and techniques for monitoring, researching, and reporting on legislative developments, comment periods, and legislation pertaining to water quality, water delivery, and wastewater collections;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Accurately assemble and interpret water quality data;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor's degree in chemistry, water technology, management science, public administration, or related field.
- **Experience:** A minimum of three (3) years of experience in public water and/or wastewater systems, including one (1) year with water quality and associated regulations.
- **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.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of a D2 and/or T2 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** Irregular or extended work hours are occasionally required.

\$83,916 - \$112,800 annually

The District is an Equal Opportunity Employer.



CRESCENTA VALLEY WATER DISTRICT

CUSTOMER SERVICE & ADMINISTRATION GENERALIST

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Customer Service & Administration Generalist (CSAG) position is responsible for a broad range of responsibilities including customer service, administration, program management, and various analyses. Working with the Finance & Administration Department, this position will assist with a range of projects and tasks, including but not limited to: customer service, accounting functions such as billing and accounts payable, implementation of programs, data management, and ad hoc analyses. The depth and breadth of analytical assignments will correspond with experience and aptitude. The Customer Service & Administration Generalist position will play an important role in fulfilling the District's Strategic Plan.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Establishes and maintains cooperative working relationships with co-workers, customers, and other stakeholder;
- Receives, processes, and responds to customer service requests in person, by phone, and virtually, resolving a variety of issues related to accurate meter readings, high consumption, delinquent accounts, turn-ons/offers, improper billings etc.;
- Receives and processes customer billing payments;
- Conducts the full suite of accounts payable;
- Utilizes understanding of the financial and customer information software systems to implement related programs and improve business processes;
- Provides administrative support as needed – e.g. presentation preparation, program management and implementation, program and/or regulatory research etc.
- Provides various analyses as requested – e.g. data management and analysis, benefit-cost analyses, breakeven analysis, trend analysis etc.
- Maintains and upholds the District's Values Statement and upholds proper work safety standards;
- Performs other and related duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Associate's or Bachelor's degree from an accredited college or university with major course work in a related field is desirable.
- **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.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** Irregular or extended work hours are occasionally required.

\$62,700 - \$82,224 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
June 11, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: **Resolution No. 794 – Approval of the Annual Report of Capital Charges on the Property Tax Roll to Fund the Pipeline Replacement and Associated Costs for the Fiscal Year 2024/25, and Directing the Filing of Capital Charges for Collection by the County Tax Collector Pursuant to Health and Safety Code Sections 5470 Et Seq.**

ACTION ITEM:

Consideration and motion to adopt Resolution No. 794 approving the annual report of capital charges on the property tax roll to fund the pipeline replacement and associated costs for the fiscal year 2024/25, and directing the filing of capital charges for collection by the County Tax Collector pursuant to Health and Safety Code Sections 5470 et seq.

BACKGROUND:

At the April 25, 2023 Board meeting, the Board approved Resolution No. 785 authorizing the collection of capital charges to fund the District's pipeline replacement program and private fire protection services on the property tax roll pursuant to Health and Safety Code Sections 5470 et seq. At the June 27, 2023 Board meeting, the Board authorized the collection of capital charges in the full proposed amount detailed in the Prop 218 notice and report of charges for the FY 2023/24. The Board then implemented the collection of a lower amount, which resulted in a charge of \$194 for most properties.

To renew the collection of the capital charge for FY 2024/25, an annual report detailing the capital charges for each property must be approved by the Board and filed with the County. This follows a public hearing where there is no majority protest. The Board directed staff to produce the report for FY 2024/25 with the capital charges at the same level as last year. The required notice of the public hearing on June 11, 2024, was published on May 23, 2024, and again on May 30, 2024, in the Crescenta Valley Weekly newspaper. Resolution No. 794 approves the report and its filing with the County of Los Angeles.

RECOMMENDATION

Adopt Resolution No. 794.

Prepared by:



Arturo Montes
Interim Director of Finance & Administration

Attachment(s):

1. Resolution No. 794

RESOLUTION NO. 794

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENTA VALLEY WATER DISTRICT APPROVING THE ANNUAL REPORT OF CAPITAL CHARGES ON THE PROPERTY TAX ROLL TO FUND THE PIPELINE REPLACEMENT AND ASSOCIATED COSTS FOR THE FISCAL YEAR 2024/25, AND DIRECTING THE FILING OF CAPITAL CHARGES FOR COLLECTION BY THE COUNTY TAX COLLECTOR PURSUANT TO HEALTH AND SAFETY CODE SECTIONS 5470 *ET SEQ.*

WHEREAS, California Health and Safety Code (“**HSC**”) section 5471 authorizes the Crescenta Valley Water District’s (“**District**”) Board of Directors (“**Board**”) to establish fees and other charges for services and facilities furnished by it in connection with funding its water, sanitation, storm drainage, or sewerage system (collectively, “**Capital Costs**”); and

WHEREAS, on April 25, 2023, pursuant to HSC section 5471, two-thirds of the Board’s directors adopted Resolution No. 785, setting capital charges to fund Capital Costs for pipeline replacements and associated costs, to replace aging infrastructure to keep the District’s distribution system operational and flowing with safe and reliable water (collectively, “**Charges**”); and

WHEREAS, in that same Resolution No. 785, pursuant to HSC section 5471, the Board set service charges (“**Private Fire Protection Charges**”) to fund Capital Costs for furnishing standby quantities and pressures of water for private fire protection services it provides to the premises or property of each District customer that maintains a private fire protection line; and

WHEREAS, in that same Resolution No. 785, pursuant to HSC section 5473, the Board elected to have the (i) Charges for each water account holder and (ii) Private Fire Protection Charges for each District customer that maintains a private protection line (each, a “**Capital Charge**,” collectively, “**Capital Charges**”) collected annually on the Los Angeles County (“**County**”) property tax roll; and

WHEREAS, on June 27, 2023, pursuant to HSC section 5473, two-thirds of the Board’s directors approved Resolution No. 786, thereby electing to (i) adopt the full and maximum amount of Capital Charges (“**Maximum Amount of Authorized Charges**”) set forth in the initial report of Charges prepared by NBS for fiscal year 2023/24 (the “**2023/24 Report**”), as submitted; (ii) place amounts that were less than the Maximum Amount of Authorized Charges on the tax roll for fiscal year 2023/24; and (iii) fund the remaining amounts needed to pay for the Capital Costs for fiscal year 2023/24 through bond financing, while reserving the ability to place up to the Maximum Amount of Authorized Charges on the tax roll to fund these same Capital Costs in future years; and

WHEREAS, as of May 23, 2024, the District caused a written report (the “**Report**”) to be prepared containing (i) a description of each parcel of real property receiving the service or services subject to each of the Capital Charges; (ii) the reason for each Capital Charge; and (iii) the amount of the Capital Charge for each parcel identified in the Report for fiscal year 2024/25, computed in

conformity with Resolution No. 785, pursuant to HSC section 5473 and the applicable requirements of Section 6 of Article XIID of the California Constitution (“**Section 6**”); and

WHEREAS, pursuant to HSC section 5473, that Report, which is incorporated herein by reference, has been filed with the District at its District office, where it is available for public inspection, and posted to the District’s website for accessing and viewing via the internet; and

WHEREAS, HSC section 5473.2 requires the District to hold a public hearing (“**Public Hearing**”) to consider any objections or protests to the Report and, if a majority protest is *not* made, HSC section 5473.3 provides that upon the conclusion of the Public Hearing, the District’s Board may (for purposes of collection on the tax roll) adopt, revise, change, reduce, or modify any Capital Charge, or overrule all objections and make a determination upon each Capital Charge described in the Report, and that determination shall be final; and,

WHEREAS, pursuant to HSC section 5473.1 and Government Code section 6066, notice of the (i) filing of the Report stating the Capital Charge amount per connection and (ii) time and place of the Public Hearing on the Report was published on May 23, 2024 for two consecutive weeks in the Crescenta Valley Weekly newspaper, a newspaper of general circulation within the boundaries of the District; and

WHEREAS, following the publishing of the written notice described above, pursuant to HSC sections 5473.1 and 5473.2, the District held a full and fair Public Hearing at the noticed time and location with respect to the Report. The Board heard and considered all protests and objections to the Capital Charges for the forthcoming fiscal year 2024/25 stated in the Report; and

WHEREAS, the District’s Board desires to approve the Capital Charges authorized under Resolution No. 785 and set forth in the Report as submitted, which will be submitted to the County for collection on the fiscal year 2024/25 tax roll.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT RESOLVES AS FOLLOWS:

1. The Public Hearing on the Report was duly noticed and held at 6 p.m. on June 11, 2024, at the District’s office located at 2700 Foothill Blvd, La Crescenta-Montrose, California 91214, in accordance with HSC section 5473.1, Section 6, the Proposition 218 Omnibus Implementation Act (Section 53750 *et seq.* of the California Government Code), and applicable law.

2. As of the conclusion of the Public Hearing concerning the Report, a majority protest, as defined by HSC section 5473.2, was not made by the owners of a majority of separate parcels of property subject to the Capital Charges described in the Report.

3. The Board hereby overrules all protests and objections to the Report and the Capital Charges identified therein and confirms, approves, and adopts (i) the Report and (ii) each Capital Charge in the Report, as submitted, pursuant to HSC section 5473.3.

4. The Capital Charges for fiscal year 2024/25 adopted in this resolution are calculated based on meter size and, pursuant to Resolution No. 785, will be used to collect Capital Charges to fund Capital Costs for pipeline replacements and associated costs, to keep the District's distribution system operational and flowing with safe and reliable water.

5. The revenues derived from the Capital Charges will be used only for the purposes stated in Resolution No. 785, and each Capital Charge (i) is established at a rate that does not exceed the proportional cost of service or amounts permissible under Section 6 and (ii) is not a tax.

6. The Board hereby elects to allow the owner of a parcel subject to the Capital Charges to opt out of having those charges billed on the tax roll, and instead elect for the District to invoice the owner directly on one or more water bills, provided that the requester must: (i) be the listed owner of the property subject to the Capital Charges; (ii) be the current account holder; (iii) be current on the account for which the request is being made; and (iv) submit the written request so that it is received by the District no later than July 15 of each year. If an owner has opted out or opts out of having the Capital Charges billed on the tax roll, the District will continue to honor the request each year unless advised otherwise.

7. Although the Board has elected to adopt the Charges in the Report as submitted for fiscal year 2024/25, which are less than the Maximum Amount of Authorized Charges, this does not alter the Board's right to place on the tax roll up to the Maximum Amount of Authorized Charges in future years.

8. The District Secretary shall certify the adoption of this resolution with a statement endorsed on the Report over his signature indicating the Report has been adopted by the District's Board as submitted.

9. District staff is instructed and authorized to (i) transmit the endorsed Report to the County on or before August 10, 2024, and to prepare and file all necessary documents required to have the adopted Capital Charges in the Report included on the tax roll for fiscal year 2024/25, and (ii) the County Auditor-Controller shall enter on the County assessment roll opposite each lot or parcel of land, as they appear on the current County assessment roll, the amount of each Capital Charge stated in the Report, and those Capital Charges shall then be collected by the County Tax Collector at the same time and in the same manner as the County taxes are collected for fiscal year 2024/25.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of the Crescenta Valley Water District held on June 11, 2024. Resolution No. 794 was adopted by the following vote:

AYES:

NOES:

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

Secretary of the Board of Directors

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF LOS ANGELES)

**I, Arturo Montes, Secretary to the Board of the Crescenta Valley Water District, DO
HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 794
of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting
held on June 11, 2024, and that the same has not been amended or repealed.**

**Secretary of the Board of Directors
Crescenta Valley Water District**

DATED: June 11, 2024

(S E A L)

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
June 11, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: **FY 2024-25 Water and Wastewater Fund Budgets**

ACTION ITEM:

Discussion and possible motion to approve the District's FY 2024-25 Water and Wastewater Fund budgets and related items.

DISCUSSION:

During the May 28, 2024 Board meeting, staff presented the proposed water and wastewater budgets for FY 2024-25. Staff provided an overview of the budgets and their focus on the District's mission and vision, particularly with respect to the next 15 months. The revenue projections reflected no rate increases for water or wastewater rates in the next fiscal year. Revenues for the Water Fund also reflect a continuation of the capital charge at the same amount as last year, which will be voted on prior to this action item.

Staff presented a refined vision for the upcoming fiscal year consisting of a maintained focus on pipeline replacement, acceleration of the District's AMI program, and other initiatives focused on the customer experience, process efficiency, financial resiliency, regulatory compliance, and water supply.

After discussion, the Board had no recommendations for staff and asked that the budget be brought back to the Board after the scheduled public hearing on June 11, 2024.

Below are overviews of both budgets which summarize the financial position for each fund. A detailed budget is included as an attachment consisting of 1) a 'Detailed Overview' that provides Budgeted-vs-Budgeted and Budgeted-vs-Projected; and 2) a detail of expenses for each department. In considering the budget, please consider the following definitions.

- a. *"Budgeted FY 2024"* – This refers to the current-year budget, which is for Fiscal Year 2023-24 as approved by the Board.
- b. *"Projected FY 2024"* – This refers to staff's projected budget by year's end based on the first three quarters of financial data and management's estimates/expectations.
- c. *"Proposed FY 2025"* – This refers to the budget proposed for next year, Fiscal Year 2024-25.

Overview of Water Fund Budget

Water Fund Budget Category		Proposed FY 25 Budget
Water Sales - Fixed		\$ 3,910,000
Water Sales - Metered		9,500,000
Interest Income Water		410,000
Other Income Water		2,141,510
Construction Revenue		402,000
Revenue		\$ 16,363,510
Expenses		
Labor & Benefits		4,373,707
Imported Water (Foothill)		3,805,000
Imported Water (Glendale)		68,000
Power Cost		950,000
Operating Cost		4,177,490
Expenses		\$ 13,374,197
Debt Service		\$ 1,157,818
Net Before Capital Expenses		\$ 1,831,494
CIP & OPEB		
Pipeline		4,072,850
<i>Bond Proceeds (from 2024 issuance)</i>		(4,072,850)
All Other CIP		1,766,000
Capital Outlays & Equip		350,000
OPEB		-
Total CIP & OPEB		2,116,000
Change in Reserve		(284,506)
Summary of Impacts on Water Fund		
Water Reserve Fund		
Beginning Balance*		\$ 9,123,000
Changes to Reserves		(284,506)
Ending Balance		8,838,494
Target**		5,760,000
Above (Below) Target		\$ 3,078,494
Bond Funds		
Beginning Balance		\$ 9,500,000
Bond Proceeds used for pipeline		4,072,850
Ending Balance		5,427,150

* Water fund beginning balances are based on unaudited FY2024 projections.

** Target reserve levels are calculated using the reserve policy adopted on 7/28/2020.

Overview of Wastewater Fund Budget

Wastewater Fund Budget Category		Proposed FY 25 Budget
Revenue		
Wastewater - User Charges		\$ 3,900,000
Interest Income Wastewater		-
Other Income Wastewater		27,454
Construction Revenue		39,000
Revenue		\$ 3,966,454
Expenses		
Labor & Benefits		1,795,900
City of LA Sewer Services		1,440,000
Operating Cost		1,220,486
Expenses		\$ 4,456,386
CIP & OPEB		
Infrastructure		-
Capital Outlays & Equip		-
OPEB		-
Total CIP & OPEB		-
Change in Reserve		\$ (489,932)
Summary of Impacts on Wastewater Fund		
Wastewater Reserve Fund		
Beginning Balance*		\$ 2,278,000
Changes to Reserves		(489,932)
Ending Balance		1,788,068
Target**		3,007,600
Above (Below) Target		\$ (1,219,532)

* Wastewater fund beginning balances are based on unaudited FY2024 projections.

** Target reserve levels are calculated using the reserve policy adopted on 7/28/2020.

RECOMMENDATION

Discuss and approve the District's FY 2024-25 Water and Wastewater Fund budgets and related items.

Prepared by:


Arturo Montes
Interim Director of Finance & Administration

Attachment(s): Detailed overview of budget(s); Detail of operating expenses of budget(s)

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Capital Improvement Projects

Crescenta Valley Water District					
FY 24/25 Capital Improvement Project					
Capital Improvement Project Program	Budget FY 24/25	Category	Priority	Cumulative Estimated Costs	Project Description
Well 16 Rehabilitation	\$ 160,000	Water Supply	1	\$ 160,000	Well Rehabilitation - Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor
Ramsdell Mixing Station	\$ 150,000	Water Distribution	1	\$ 310,000	Upgrades to Ramsdell Mixing Station
AMI - All Zones	\$ 1,335,000	Technology	1	\$ 1,645,000	Advanced Metering Infrastructure (AMI) - Install lids and SmartPoints on all installed AMI meters and activate on AMI network
AMI - Replace 1.5" and 2" Smart Meters with SmartPoints	\$ 121,000	Technology	1	\$ 1,766,000	Advanced Metering Infrastructure (AMI) - Continuation from FY 22/23 Install 2" water meters with SmartPoints
Annual Pipeline Replacement - 3000 - 3100 Blocks of Stevens	\$ 1,087,400	Water Distribution	1	\$ 2,853,400	Pipeline Replacement - Project 1: 3000 - 3100 Blocks of Stevens (1,695 LF)
Annual Pipeline Replacement - 3000 - 3200 Blocks of Orange Ave	\$ 1,391,500	Water Distribution	1	\$ 4,244,900	Pipeline Replacement - Project 2: 3000 - 3200 Blocks of Orange Ave (2,530 LF)
Annual Pipeline Replacement - 2800 - 2900 Blocks of Mary	\$ 1,101,700	Water Distribution	1	\$ 5,346,600	Pipeline Replacement - Project 3: 2800 - 2900 Blocks of Mary (1,805 LF)
Annual Pipeline Replacement - 2700 Block of Franklin	\$ 492,250	Water Distribution	1	\$ 5,838,850	Pipeline Replacement - Project 4: 2700 Block of Franklin (895 LF)

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Revenue

Account #	Description	Proposed Budget FY 25
Revenue		
4010-000	Water Sales - Consumers	\$ 8,900,000
4010-007	Irrigation	600,000
4010-008	Water Sales- Service Charge	3,800,000
4010-009	Water Sales - Fire Service	110,000
4010-010	Capital Charge	1,898,611
4020-000	Water Sales - Others	75,000
4110-000	Meter Installation/Hydrant	50,000
4220-000	Water Systems Connect Fee	140,000
4230-000	Other Income - Misc	50,000
4230-010	Other Income - Flood Meters	-
4230-020	Other Income - Applications	20,000
4230-030	Other Income - Cell Towers	30,000
4240-000	Interest Earned - Water	180,000
4245-000	Interest Earned-2024 COPS	220,000
4260-000	Unrealized Gain/Loss on Invest	-
4265-000	Fair Value Adjustment	-
4270-000	Gain/Loss on Sale of Assets	-
4271-000	Gain/Loss Sale of Investments	10,000
4275-001	Rental Income - PA House	12,737
4275-002	Rental Income - Sycamore House	21,275
4275-003	Rental Income- Mills House	33,887
4280-000	MTBE Settlement	-
4285-000	Grant Revenue - State	212,000
4287-000	Capital Contributions - Local	-
Revenue		\$ 16,363,510

FY24 Budget v Proposed Budget		
FY24 Budget	\$ Change	% Change
10,400,000	(1,500,000)	-14%
590,000	10,000	2%
3,834,604	(34,604)	-1%
103,796	6,204	6%
1,898,611	-	0%
75,000	-	0%
200,000	(150,000)	-75%
150,000	(10,000)	-7%
10,000	40,000	400%
-	-	0%
20,000	-	0%
200,000	(170,000)	-85%
160,000	20,000	13%
-	220,000	100%
-	-	0%
-	-	0%
-	-	0%
10,000	-	0%
12,366	371	3%
20,655	620	3%
32,900	987	3%
-	-	0%
125,000	87,000	70%
-	-	0%
17,842,932	(1,479,422)	-8%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
\$ 8,700,000	\$ 200,000	2%
550,000	50,000	9%
3,820,000	(20,000)	-1%
110,000	-	0%
1,898,611	-	0%
80,000	(5,000)	-6%
400,000	(350,000)	-88%
145,000	(5,000)	-3%
55,000	(5,000)	-9%
300	(300)	-100%
20,000	(20,000)	-100%
4,500	(4,500)	-100%
175,000	(175,000)	-100%
564	(564)	-100%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
12,300	(12,300)	-100%
20,600	(20,600)	-100%
32,900	(32,900)	-100%
-	-	0%
100,000	(100,000)	-100%
-	-	0%
\$ 16,124,775	\$ (165,800)	-1%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25
Compensation and Benefits		
5000-100	Director Fees	\$ 24,000
5000-200	Officer Salaries	179,733
5000-300	Administrative Service - Labor	625,464
5000-310	Administrative Service - OT	14,000
5000-350	Engineering Labor	380,276
5000-360	Engineering Labor OT	14,000
5000-400	Maintenance Labor	649,221
5000-410	Maintenance Labor OT	64,922
5000-500	System Operations	498,033
5000-510	System Operations OT	18,540
5000-800	Standby Pay	102,389
5045-000	Automobile Allowance	10,800
5047-000	Phone Allowance	1,663
5050-000	Employer Portion of PERS	532,285
5060-000	Taxes-Payroll	308,109
5070-000	Sick Leave/Vacation-Office	287,251
5080-000	Health Dental Vision	384,137
5080-100	Retiree Health Care Expense	144,792
5082-000	Life and Disability Insurance	12,250
5083-000	Self Insurance	18,220
5084-000	Wellness Program	7,200
5085-000	Workers' Compensation Ins	96,422
Compensation and Benefits		\$ 4,373,707

FY24 Budget v Proposed FY25 Budget		
FY24 Budget	\$ Change	% Change
\$ 12,000	\$ 12,000	100%
118,476	61,257	52%
568,375	57,089	10%
14,000	-	0%
142,036	238,240	168%
7,500	6,500	87%
633,633	15,588	2%
63,363	1,559	2%
440,071	57,962	13%
18,400	140	1%
89,640	12,749	14%
8,925	1,875	21%
1,512	151	10%
444,223	88,062	20%
192,893	115,215	60%
231,386	55,865	24%
348,167	35,970	10%
144,792	-	0%
10,528	1,723	16%
13,800	4,420	32%
6,540	660	10%
72,736	23,686	33%
\$ 3,582,997	\$ 790,710	22%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
\$ 12,000	\$ 12,000	100%
110,000	69,733	63%
554,000	71,464	13%
14,000	-	0%
340,000	40,276	12%
21,000	(7,000)	-33%
430,000	219,221	51%
60,000	4,922	8%
414,000	84,033	20%
17,800	740	4%
84,000	18,389	22%
10,400	400	4%
2,005	(342)	-17%
436,500	95,785	22%
182,500	125,609	69%
279,900	7,351	3%
345,000	39,137	11%
144,792	-	0%
11,464	786	7%
17,000	1,220	7%
6,980	220	3%
77,460	18,962	24%
\$ 3,570,801	\$ 802,906	22%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25
Gen'l and Admin Expenses		
5090-000	GL, Property, Fidelity Ins	\$ 105,000
5100-000	Accounting	28,000
5125-000	Legal	210,000
5130-000	Administrative Consultants	807,435
5135-000	Interns	24,150
5140-000	Election Expense	67,500
5150-000	Building Maintenance-Office	81,750
5160-000	Furniture & Fixtures Expense	-
5170-000	Landscaping Expense	24,250
5180-000	Office Supplies & Misc Expense	14,725
5180-100	Misc Expense - COVID-19	1,500
5190-000	Computers and Network	5,895
5195-000	Computer Software	233,807
5200-000	Utilities	38,650
5225-000	Enterprise Voice Com	60,075
5230-000	Printing Postage Stationery	100,000
5250-000	Water System Fees	65,000
5260-000	Engineering Expense	3,780
5300-000	Training-Office	17,625
5320-000	Conferences & Seminars	47,124
5350-000	Misc Administration	43,650
5355-000	Memberships/Subscriptions	34,438
5365-000	Bank Charges	45,000
5270-000	Water Conservation Expense	7,500
5270-400	Water Conservation Rebates	3,750
5270-600	Community Outreach	30,000

FY24 Budget v Proposed FY25 Budget		
FY24 Budget	\$ Change	% Change
\$ 100,000	\$ 5,000	5%
26,250	1,750	7%
125,000	85,000	68%
572,260	235,175	41%
57,900	(33,750)	-58%
-	67,500	0%
31,650	50,100	158%
-	-	0%
21,750	2,500	11%
14,493	232	2%
975	525	54%
11,153	(5,258)	-47%
175,780	58,027	33%
29,850	8,800	29%
60,075	-	0%
49,500	50,500	102%
65,000	-	0%
-	3,780	0%
18,750	(1,125)	-6%
52,056	(4,932)	-9%
19,850	23,800	120%
23,350	11,088	47%
42,000	3,000	7%
55,000	(47,500)	-86%
5,000	(1,250)	-25%
70,000	(40,000)	-57%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
\$ 105,000	\$ -	0%
26,000	2,000	8%
200,000	10,000	5%
471,000	336,435	71%
13,500	10,650	79%
-	67,500	0%
24,500	57,250	234%
-	-	0%
15,000	9,250	62%
8,500	6,225	73%
2,300	(800)	-35%
15,000	(9,105)	-61%
200,000	33,807	17%
35,250	3,400	10%
38,000	22,075	58%
54,000	46,000	85%
65,000	-	0%
1,600	2,180	136%
15,250	2,375	16%
40,900	6,224	15%
28,000	15,650	56%
7,048	27,390	389%
50,000	(5,000)	-10%
10,000	(2,500)	-25%
-	3,750	0%
50,000	(20,000)	-40%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

		Proposed
Account #	Description	Budget FY 25
5310-000	Operator Certifications-Educ	12,310
5311-000	Tuition Reimburment	9,425
Gen'l and Admin Expenses		\$ 2,122,338
Non-Operating Expense		
5910-000	Interest Expense - Notes	29,000
5920-100	Rental Expenses - PA House	1,500
5920-200	Rental Expenses - Sycamore	1,500
5920-300	Rental Expenses - Mills	4,500
Non-Operating Expense		\$ 36,500
Operations Expense		
5145-000	Taxes-Property	\$ 16,500
5330-000	Safety & Security	28,575
5340-000	Uniforms	14,700
5360-000	Emergency Operations/Repairs	29,744
5370-000	Permit & Assessment Fees	3,750
5380-000	Tools and Eq Maintenance	40,875
5390-100	Nitrate Plant - Glenwood	15,000
5390-200	Nitrate Plant - Aronite	15,000
5441-000	Inventory Shrinkage/Overage	2,000
5442-000	Inventory Disposal	-
5460-000	Water Treatment Expense	212,000
5450-100	Lab & Sampling Expense	197,333
5450-200	Non-Lab & Sampling	17,500
5445-100	Telemetry & Signal System	93,600
5445-200	SCADA Hardware	-
5445-300	SCADA Software	-
5445-400	SCADA Phone Lines	-
5402-000	Power Purchased - Pumping	950,000
Operations Expense		\$ 1,636,577
Water System Expense		
5400-000	Water Usage Cost Exp Well 16	\$ 68,000
5401-000	Purchased Water FMWD	3,805,000
5401-002	Purchased Water Glend Welll 16	-
Water System Expense		\$ 3,873,000

FY24 Budget v Proposed FY25 Budget		
FY24 Budget	\$ Change	% Change
16,550	(4,240)	-26%
7,325	2,100	29%
\$ 1,651,517	\$ 470,821	29%
29,000	-	0%
1,500	-	0%
1,500	-	0%
1,500	3,000	200%
\$ 33,500	\$ 3,000	9%
\$ 16,500	\$ -	0%
27,750	825	3%
17,700	(3,000)	-17%
17,250	12,494	72%
2,516	1,234	49%
39,013	1,862	5%
70,000	(55,000)	-79%
50,000	(35,000)	-70%
-	2,000	0%
-	-	0%
130,000	82,000	63%
160,000	37,333	23%
15,000	2,500	17%
101,650	(8,050)	-8%
-	-	0%
-	-	0%
-	-	0%
910,000	40,000	4%
\$ 1,557,379	\$ 79,198	5%
\$ 68,000	\$ -	0%
3,530,000	275,000	8%
-	-	-
\$ 3,598,000	\$ 275,000	8%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
7,300	5,010	69%
3,050	6,375	209%
\$ 1,486,198	\$ 209,555	14%
40,000	(11,000)	-28%
2,000	(500)	-25%
1,500	-	0%
1,500	3,000	200%
\$ 45,000	\$ (8,500)	-19%
\$ 16,057	\$ 443	3%
27,750	825	3%
15,700	(1,000)	-6%
17,250	12,494	72%
5,000	(1,250)	-25%
38,013	2,862	8%
50,000	(35,000)	-70%
40,000	(25,000)	-63%
-	2,000	0%
-	-	0%
145,000	67,000	46%
260,000	(62,667)	-24%
2,000	15,500	775%
101,650	(8,050)	-8%
-	-	0%
20,000	(20,000)	-100%
-	-	0%
850,000	100,000	12%
\$ 1,588,420	\$ 48,157	3%
58,000	10,000	17%
3,100,000	705,000	23%
-	-	0%
\$ 3,158,000	\$ 715,000	23%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25
Distribution System Expense		
5410-000	Backflow Expense	\$ 750
5423-100	Pipelines - Maintenance	67,500
5423-300	Fire Hydrant Repair/Replace	46,500
5423-500	Pipelines-Trench Plate Rentals	-
5423-700	Pipelines - Valves	76,000
5424-100	Reservoir Maintenance	140,000
5424-200	Reservoir Landscape	37,000
5425-100	Meter Maintenance	26,000
5425-300	Meter Repair/Replace/Upgrade	10,500
5425-400	Lateral Maintenance	97,250
5425-450	Lateral Leaks and Repairs	62,250
5425-500	Meters - Trench Plate Rentals	-
5431-000	Land Lease Cost Expense Well1	19,400
5432-100	Well Site - Maintenance	55,000
5432-200	Well Site - Landscape	12,500
5433-000	Booster Pumps - Maintenance	101,000
5434-000	Emergency Power Generators	25,500
5440-100	Auto/Truck Maintenance	44,625
5440-200	Auto/Truck Maintenance-Gas	36,000
5440-300	Auto/Truck Maintenance-Diesel	33,000
5423-200	Pipelines - Paving	-
5423-400	Pipelines - Leak Detect/Repair	34,000
5425-200	Meters - Paving	207,000
5425-700	D-Job Meters/Hydrants	200,000
5432-300	Well Site - Lease Payment	300
Distribution System Expense		\$ 1,332,075
Water Totals		
Totals		\$ 13,374,197

FY24 Budget v Proposed FY25 Budget		
FY24 Budget	\$ Change	% Change
\$ 750	\$ -	0%
48,500	19,000	39%
44,615	1,885	4%
5,000	(5,000)	-100%
142,400	(66,400)	-47%
130,000	10,000	8%
30,500	6,500	21%
7,000	19,000	271%
27,000	(16,500)	-61%
121,000	(23,750)	-20%
88,000	(25,750)	-29%
-	-	0%
17,160	2,240	13%
60,000	(5,000)	-8%
12,560	(60)	0%
66,000	35,000	53%
52,500	(27,000)	-51%
43,500	1,125	3%
33,000	3,000	9%
21,825	11,175	51%
-	-	0%
33,000	1,000	3%
200,000	7,000	4%
200,000	-	0%
300	-	0%
\$ 1,384,610	\$ (52,535)	-4%
\$ 11,808,003	\$ 1,566,194	13%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
750	-	0%
38,500	29,000	75%
30,000	16,500	55%
5,000	(5,000)	-100%
20,000	56,000	280%
110,000	30,000	27%
35,000	2,000	6%
7,000	19,000	271%
24,300	(13,800)	-57%
63,000	34,250	54%
-	62,250	100%
-	-	0%
17,000	2,400	14%
60,000	(5,000)	-8%
15,000	(2,500)	-17%
76,000	25,000	33%
20,000	5,500	28%
63,500	(18,875)	-30%
33,000	3,000	9%
29,250	3,750	13%
-	-	0%
33,000	1,000	3%
200,000	7,000	4%
200,000	-	0%
300	-	0%
\$ 1,080,600	\$ 251,475	23%
\$ 10,929,019	\$ 2,018,593	18%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Board

Account #	Description	Proposed Budget FY 25
Compensation and Benefits		
01-01-5000-100	Director Fees	\$ 24,000
01-01-5060-000	Taxes and Payroll	1,948
01-01-5085-000	Worker's Compensation Ins	408
Compensation and Benefits		\$ 26,356
Gen'l and Admin Expenses		
01-01-5320-000	Conferences & Seminars	\$ 5,625
01-01-51400-000	Election Expense	67,500
Gen'l and Admin Expenses		\$ 73,125
Board - Water		
Totals		\$ 99,481

FY24 Budget v Proposed FY 25 Budget		
FY24 Budget	\$ Change	% Change
Compensation and Benefits		
\$ 12,000	\$ 12,000	100%
974	974	100%
204	204	100%
\$ 13,178	\$ 13,178	100%
Gen'l and Admin Expenses		
\$ 5,625	\$ -	0%
-	67,500	0%
\$ 5,625	\$ 67,500	1200%
Board - Water		
\$ 18,803	\$ 80,678	429%

FY24 Projections v Proposed FY25 Budget		
FY24 Projected	\$ Change	% Change
Compensation and Benefits		
\$ 12,000	\$ 12,000	100%
1,100	848	77%
200	208	104%
\$ 13,300	\$ 13,056	98%
Gen'l and Admin Expenses		
\$ 5,625	\$ -	0%
-	67,500	0%
\$ 5,625	\$ 67,500	1200%
Board - Water		
\$ 18,925	\$ 80,556	426%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Operations and Maintenance

Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description		FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
01-02-5000-300	Administrative Service- Labor	\$ 101,442	\$ 92,468	\$ 8,974	10%	\$ 94,000	\$ 7,442	8%
01-02-5000-310	Administrative Service- OT	-	-	-	0%	-	-	0%
01-02-5000-400	Mainenance Labor	649,221	633,633	15,588	2%	430,000	219,221	51%
01-02-5000-410	Mainenance Labor OT	64,922	63,363	1,559	2%	60,000	4,922	8%
01-02-5000-800	Standby Pay	43,550	39,700	3,850	10%	30,000	13,550	45%
01-02-5047-000	Phone Allowance		-	-	0%	-	-	0%
01-02-5050-000	Employer Portion of PERS	67,024	59,939	7,085	12%	53,000	14,024	26%
01-02-5060-000	Taxes-Payroll	100,717	69,539	31,178	45%	64,000	36,717	57%
01-02-5070-000	Sick Leave/Vacation	78,980	65,571	13,409	20%	110,000	(31,020)	-28%
01-02-5080-000	Health Dental Vision	112,493	111,514	979	1%	110,000	2,493	2%
01-02-5082-000	Life and Disability Insurance	3,047	3,046	1	0%	3,046	1	0%
01-02-5083-000	Self Insurance	2,102	1,800	302	17%	1,800	302	17%
01-02-5084-000	Wellness Program	1,620	1,800	(180)	-10%	1,800	(180)	-10%
01-02-5085-000	Workers' Compensation Ins	42,953	36,401	6,552	18%	39,000	3,953	10%
Compensation and Benefits		\$ 1,268,071	\$ 1,178,774	\$ 89,297	8%	\$ 996,646	\$ 271,425	27%
Gen'l and Admin Expenses								
01-02-5180-000	Office Supplies & Misc Expense	\$ 5,250	\$ 5,250	\$ -	0%	\$ 3,000	\$ 2,250	75%
01-02-5180-100	Misc Expense - COVID-19	500	-	500	0%	-	500	0%
01-02-5300-000	Training-Plant	9,375	9,750	(375)	-4%	9,750	(375)	-4%
01-02-5310-000	Certifications-Educ	6,600	12,750	(6,150)	-48%	5,500	1,100	20%
01-02-5311-000	Tuition Reimbursment	3,375	1,875	1,500	80%	1,050	2,325	221%
01-02-5320-000	Conferences & Seminars	3,120	11,250	(8,130)	-72%	11,250	(8,130)	-72%
01-02-5355-000	Memberships/Subscriptions	2,250	1,950	300	15%	1,950	300	15%
Gen'l and Admin Expenses		\$ 30,470	\$ 42,825	\$ (12,355)	-29%	\$ 32,500	\$ (2,030)	-6%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Operations and Maintenance

Account # Description		Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget FY24 Budget \$ Change % Change			FY24 Projections v Proposed FY25 Budget FY24 Projected \$ Change % Change		
Operation Expense								
01-02-5150-000	Building Maintenance	21,750	19,500	2,250	12%	\$ 14,500	\$ 7,250	50%
01-02-5170-000	Landscaping Expense	5,250	6,000	(750)	-13%	6,000	(750)	-13%
01-02-5200-000	Utilities-Plant	10,650	8,250	2,400	29%	8,250	2,400	29%
01-02-5330-000	Safety & Security	28,575	27,750	825	3%	27,750	825	3%
01-02-5340-000	Uniforms	13,500	16,500	(3,000)	-18%	14,500	(1,000)	-7%
01-02-5350-000	Misc- Administration	1,500	3,750	(2,250)	-60%	3,750	(2,250)	-60%
01-02-5360-000	Emergency Operations/Repairs	-	17,250	(17,250)	-100%	17,250	(17,250)	-100%
01-02-5380-000	Tools and Eq Maintenance	36,375	34,013	2,362	7%	34,013	2,362	7%
01-02-5441-000	Inventory Shrinkage/Overage	2,000	-	2,000	0%	-	2,000	0%
01-02-5442-000	Inventory Disposal	-	-	-	0%	-	-	0%
01-02-5445-000	Telemetry & Signal System	-	-	-	0%	-	-	0%
01-02-5460-000	Water Treatment Expense	-	-	-	0%	-	-	0%
Operation Expense		\$ 119,600	\$ 133,013	\$ (13,413)	-10%	\$ 126,013	\$ (6,413)	-5%
Distribution System Expense								
01-02-5423-100	Pipelines - Maintenance	\$ 67,500	\$ 48,500	\$ 19,000	39%	38,500	29,000	75%
01-02-5423-300	Fire Hydrant Repair/Replace	46,500	44,615	1,885	4%	30,000	16,500	55%
01-02-5423-500	Pipelines-Trench Plate Rentals	-	5,000	(5,000)	-100%	5,000	(5,000)	-100%
01-02-5423-700	Pipelines - Valves	40,000	108,400	(68,400)	-63%	20,000	20,000	100%
01-02-5425-100	Meter Maintenance	26,000	7,000	19,000	271%	7,000	19,000	271%
01-02-5425-300	Meter Repair/Replace/Upgrade	10,500	27,000	(16,500)	-61%	24,300	(13,800)	
01-02-5425-400	Lateral Maintenance	97,250	121,000	(23,750)	-20%	63,000	34,250	54%
01-02-5425-450	Lateral Leaks and Repairs	62,250	88,000	(25,750)	-29%	45,000	17,250	38%
01-02-5425-500	Meters - Trench Plate Rentals	-	-	-	0%	-	-	0%
01-02-5434-000	Emergency Power Generators	-	-	-	0%	-	-	0%
01-02-5440-100	Auto/Truck Maintenance	44,625	43,500	1,125	3%	63,500	(18,875)	-30%
01-02-5440-200	Auto/Truck Maintenance-Gas	36,000	33,000	3,000	9%	33,000	3,000	9%
01-02-5440-300	Auto/Truck Maintenance-Diesel	33,000	21,825	11,175	51%	29,250	3,750	13%
Distribution System Expense		\$ 463,625	\$ 547,840	\$ (84,215)	-15%	\$ 358,550	\$ 105,075	29%
Operations - Water								
Totals		\$ 1,881,766	\$ 1,902,452	\$ (20,686)	-1%	\$ 1,513,709	\$ 368,057	24%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

System Operations

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
01-07-5000-500	System Operations OT	\$ 498,033	\$ 440,071	\$ 57,962	13%	\$ 414,000	\$ 84,033	20%
01-07-5000-510	System Operations OT	18,540	18,400	140	1%	17,800	740	4%
01-07-5000-800	Standby Pay	58,839	49,940	8,899	18%	54,000	4,839	9%
01-07-5047-000	Phone Allowance	-	-	-		-	-	0%
01-07-5050-000	Employer Portion of PERS	78,813	71,133	7,680	11%	76,000	2,813	4%
01-07-5060-000	Taxes-Payroll	82,152	42,014	40,138		43,400	38,752	89%
01-07-5070-000	Sick Leave/Vacation	48,370	42,614	5,756	14%	40,000	8,370	21%
01-07-5080-000	Health Dental Vision	101,853	92,845	9,008	10%	100,000	1,853	2%
01-07-5082-000	Life and Disability Insurance	3,079	2,563	516	20%	3,000	79	3%
01-07-5083-000	Self Insurance	3,504	3,000	504	17%	3,000	504	17%
01-07-5084-000	Wellness Program	1,500	1,200	300	25%	1,200	300	25%
01-07-5085-000	Workers' Compensation Ins	36,419	26,494	9,925	37%	26,000	10,419	40%
Compensation and Benefits		\$ 931,102	\$ 790,273	\$ 140,829	18%	\$ 778,400	\$ 152,702	20%
Gen'l and Admin Expenses								
01-07-5310-000	Certifications-Educ	1,710	1,800	\$ (90)	-5%	\$ 1,800	\$ 9,360	520%
01-07-5311-000	Tuition Reimbursement	3,050	3,000	50	2%	2,000	(2,000)	-100%
01-07-5320-000	Conferences & Seminars	11,160	11,025	135	1%	11,025	4,895	44%
01-07-5355-000	Memberships/Subscriptions	-	-	-		468	(468)	-100%
Gen'l and Admin Expenses		\$ 15,920	\$ 15,825	95	1%	\$ 15,293	\$ 11,787	77%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

System Operations

Account #	Description	Proposed Budget FY 25
Operation Expense		
01-07-5340-000	Uniforms	1,200
01-07-5350-000	Misc- Administration	2,500
01-07-5380-000	Tools and Eq Maintenance	4,500
01-07-5390-100	Nitrate Plant - Glenwood	15,000
01-07-5390-200	Nitrate Plant - Aronite	15,000
01-07-5445-100	Telemetry & Signal System	93,600
01-07-5460-000	Water Treatment Expense	212,000
Operation Expense		\$ 343,800

FY24 Budget v Proposed FY 25 Budget			
FY24 Budget	\$ Change	% Change	
1,200	\$ -		
-	2,500		
5,000	(500)		
70,000	(55,000)	-79%	
50,000	(35,000)		
101,650	(8,050)	-8%	
130,000	82,000	63%	
\$ 357,850	\$ (14,050)	-4%	

FY24 Projections v Proposed FY25 Budget			
FY24 Projected	\$ Change	% Change	
\$ 1,200	\$ 92,400	7700%	
-	212,000	0%	
4,000	339,800	8495%	
50,000	(50,000)	-100%	
40,000	(40,000)	-100%	
101,650	(33,650)	-33%	
145,000	3,660,000	2524%	
\$ 341,850	\$ 4,180,550	1223%	

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

System Operations

		Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget FY24			FY24 Projections v Proposed FY25 Budget		
Account #	Description		Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Water System Expense								
01-07-5400-000	Water Usage Cost Exp Well 16	\$ 68,000	\$ 68,000	\$ -	0%	58,000	(45,500)	-78%
01-07-5401-000	Purchased Water FMWD	3,805,000	3,530,000	275,000	8%	3,100,000	(3,030,000)	-98%
01-07-5402-000	Power Purchased - Pumping	950,000	910,000	40,000	4%	850,000	(824,500)	-97%
Water System Expense		\$ 4,823,000	\$ 4,508,000	\$ 315,000	7%	\$ 4,008,000	\$ (3,900,000)	-97%
Distribution System Expense								
01-07-5423-700	Pipelines - Valves	36,000	34,000	2,000		\$ -	\$ 70,000	0%
01-07-5424-100	Reservoir Maintenance	140,000	130,000	\$ 10,000	8%	110,000	(84,500)	-77%
01-07-5424-200	Reservoir Landscape	37,000	30,500	6,500	21%	35,000	341,000	974%
01-07-5432-100	Well Site - Maintenance	55,000	60,000	(5,000)	-8%	60,000	(60,000)	-100%
01-07-5432-200	Well Site - Landscape	12,500	12,560	(60)	0%	15,000	(15,000)	-100%
01-07-5433-000	Booster Pumps - Maintenance	70,000	66,000	4,000	6%	76,000	6,413,822	8439%
01-07-5434-000	Emergency Power Generators	25,500	52,500	(27,000)		20,000	(20,000)	-100%
Distribution System Expense		\$ 376,000	\$ 385,560	\$ (9,560)	-2%	\$ 316,000	\$ 6,645,322	2103%
Operations - Water								
Totals		\$ 6,489,822	\$ 6,057,508	\$ 432,314	7%	\$ 5,459,543	\$ 7,090,361	130%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Engineering

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
01-03-5000-000	Engineering Labor	\$ 380,276	\$ 142,036	\$ 238,240	168%	\$ 340,000	\$ 40,276	12%
01-03-5000-010	Engineering Labor OT	14,000	7,500	6,500	87%	21,000	(7,000)	-33%
01-03-5045-000	Automobile Allowance	3,600	2,100	1,500	71%	3,600	-	0%
01-03-5047-000	Phone Allowance	907	605	302	50%	605	302	50%
01-03-5050-000	Employee Portion of PERS	86,152	52,602	33,549	64%	50,000	36,152	72%
01-03-5060-000	Taxes-Payroll	59,493	35,767	23,726	66%	35,000	24,493	70%
01-03-5070-000	Sick Leave/Vacation	39,961	36,927	3,034	8%	54,000	(14,039)	-26%
01-03-5080-000	Health Dental Vision	63,562	52,958	10,604	20%	57,000	6,562	12%
01-03-5082-000	Life and Disability Insurance	2,158	1,963	195	10%	2,100	58	3%
01-03-5083-000	Self Insurance	4,205	1,800	2,405	134%	3,600	605	17%
01-03-5084-000	Wellness Program	900	900	-	0%	1,080	(180)	-17%
01-03-5085-000	Workers' Compensation Ins	5,816	3,903	1,913	49%	4,000	1,816	45%
Compensation and Benefits		\$ 661,029	\$ 339,061	\$ 321,968	95%	\$ 571,985	\$ 89,044	16%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Engineering

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget FY24 Budget \$ Change % Change			FY24 Projections v Proposed FY25 Budget FY24 Projected \$ Change % Change		
Gen'l and Admin Expenses								
01-03-5130-000	Administrative Consultants	\$ 425,500	\$ 321,200	\$ 104,300	32%	\$ 270,000	\$ (268,650)	-100%
01-03-5135-000	Interns	12,900	12,900	-	0%	6,000	(6,000)	-100%
01-03-5180-000	Office Supplies and Misc Expens	1,350	1,313	38	3%	1,000	2,780	278%
01-03-5180-100	Misc Expense - COVID-19	-	225	(225)	-100%	300	3,450	1150%
01-03-5260-000	Engineering Expense	3,780	-	3,780	0%	1,600	1,400	88%
01-03-5300-000	Training	3,750	4,500	(750)	-17%	\$ 2,500	\$ (2,500)	-100%
01-03-5310-000	Certifications-Educ	3,000	2,000	1,000	50%	-	3,780	0%
01-03-5311-000	Tuition Reimbursment	3,000	2,000	1,000	50%	-	3,750	0%
01-03-5320-000	Conferences & Seminars	12,000	10,000	2,000	20%	5,000	(2,000)	-40%
01-03-5350-000	Misc- Administration	1,650	1,100	550	50%	250	2,750	1100%
01-03-5355-000	Memberships/Subscriptions	10,125	1,400	8,725	623%	4,500	7,500	167%
Gen'l and Admin Expenses		\$ 477,055	\$ 356,638	\$ 120,418	34%	\$ 291,150	\$ (253,740)	-87%
Operation Expense								
01-03-5370-000	Permit & Assessment Fees	\$ 3,750	\$ 2,516	\$ 8,725	\$ 3	\$ 5,000	\$ (5,000)	-100%
Operation Expense		\$ 3,750	\$ 2,516	\$ 1,234	49%	\$ 5,000	\$ (5,000)	-100%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Engineering

Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description		FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Distribution System Expense								
01-03-5410-000	Backflow Expense	\$ 750	\$ 750	\$ -	0%	750	30,250	4033%
01-03-5423-200	Pipelines - Paving	-	-	-	0%	-	492,450	100%
01-03-5423-400	Pipelines - Leak Detect/Repair	34,000	33,000	1,000	3%	33,000	(33,000)	-100%
01-03-5424-100	Reservoir Maintenance	-	-	-	0%	-	-	0%
01-03-5425-100	Meter Maintenance	-	-	-	0%	-	1,634,284	100%
01-03-5425-200	Meters - Paving	207,000	200,000	7,000	4%	200,000	(200,000)	-100%
01-03-5425-700	D-Job Meters/Hydrants	200,000	200,000	-	0%	200,000	(200,000)	-100%
01-03-5431-000	Land Lease Well 16	19,400	17,160	2,240	13%	17,000	(17,000)	-100%
01-03-5432-300	Well Site - Lease Payment	300	300	-	0%	300	(300)	-100%
01-03-5433-000	Booster Pumps - Maintenance	31,000	-	31,000	0%	-	-	0%
Distribution System Expense		\$ 492,450	\$ 451,210	\$ 41,240	9%	\$ 451,050	\$ 1,706,684	378%
Engineering - Water								
Totals		\$ 1,634,284	\$ 1,149,424	\$ 484,860	42%	\$ 1,319,185	\$ 1,536,989	117%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Regulatory

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
01-04-5000-300	Administrative Service- Labor	\$ 174,223	\$ 103,643	\$ 70,580	68%	\$ 80,000	\$ 94,223	118%
01-04-5045-000	Automobile Allowance	1,800	1,800	-	0%	1,800	-	0%
01-04-5050-000	Employer Portion of PERS	10,831	15,880	(5,048)	-32%	7,500	3,331	44%
01-04-5060-000	Taxes-Payroll	13,539	7,288	6,251	86%	9,000	4,539	50%
01-04-5070-000	Sick Leave/Vacation	23,437	14,439	8,998	62%	3,900	19,537	501%
01-04-5080-000	Health Dental Vision	20,958	14,733	6,225	42%	18,000	2,958	16%
01-04-5082-000	Life and Disability Insurance	973	594	378	64%	568	405	71%
01-04-5083-000	Self Insurance	2,102	1,800	302	17%	3,600	(1,498)	-42%
01-04-5084-000	Wellness Program	360	180	180	100%	320	40	13%
01-04-5085-000	Workers' Compensation Ins	1,938	960	978	102%	760	1,178	155%
Compensation and Benefits		\$ 250,162	\$ 161,317	\$ 88,845	55%	\$ 125,448	\$ 124,714	99%
Gen'l and Admin Expenses								
01-04-5130-000	Administrative Consultants	\$ 116,250	\$ 50,000	\$ 66,250	133%	\$ 45,000	\$ (41,250)	-92%
01-04-5135-000	Interns	11,250	45,000	(33,750)	-75%	7,500	22,500	300%
01-04-5180-000	Office Supplies & Misc Expense	1,125	1,000	125	13%	500	3,719	744%
01-04-5270-000	Water Conservation Expense	7,500	55,000	(47,500)	-86%	10,000	(10,000)	-100%
01-04-5270-400	Water Conservation Rebates	3,750	5,000	(1,250)	-25%	-	-	0%
01-04-5270-600	Community Outreach	30,000	70,000	(40,000)	-57%	50,000	(50,000)	-100%
01-04-5320-000	Conferences & Seminars	4,219	5,000	(781)	-16%	2,000	(2,000)	-100%
01-04-5355-000	Memberships/Subscriptions	2,063	2,000	63	3%	130	(130)	-100%
Gen'l and Admin Expenses		\$ 176,156	\$ 233,000	\$ (56,844)	-24%	\$ 115,130	\$ (77,161)	-67%
Operation Expense								
01-04-5450-100	Lab & Sampling Expense	\$ 197,333	\$ 160,000	\$ 37,333	23%	260,000	(260,000)	-100%
01-04-5450-200	Non-Lab & Sampling	17,500	15,000	2,500	17%	2,000	(2,000)	-100%
Operation Expense		\$ 214,833	\$ 175,000	\$ 39,833	23%	\$ 262,000	\$ (262,000)	-100%
Regulatory - Water								
Totals		\$ 641,151	\$ 569,317	\$ 71,834	13%	\$ 502,578	\$ (214,447)	-43%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Technology

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
01-05-5130-000	Administrative Consultants	\$ 128,685	\$ 106,185	\$ 22,500	21%	\$ 70,000	\$ 58,685	84%
01-05-5190-000	Computers and Network	5,895	11,153	(5,258)	-47%	15,000	(9,105)	-61%
01-05-5195-000	Computers Software	233,807	175,780	58,027	33%	200,000	33,807	17%
01-05-5225-000	Communications	60,075	60,075	-	0%	38,000	22,075	58%
01-05-5226-000	Data	-	-	-	0%	-	-	0%
01-05-5227-000	Data Communications - Fiber	-	-	-	0%	-	-	0%
Gen'l and Admin Expenses		\$ 428,462	\$ 353,193	\$ 75,269	21%	\$ 323,000	\$ 105,462	33%
Operation Expense								
01-05-5445-100	Telemetry & Signal System	\$ -	\$ -		\$ -	\$ -	\$ -	0%
01-05-5445-200	SCADA Hardware	-	-		-	-	-	0%
01-05-5445-300	SCADA Software	-	-		-	20,000	(20,000)	-100%
01-05-5445-400	SCADA Phone Lines	-	-		-	-	-	0%
Operation Expense		\$ -	\$ -			\$ 20,000	\$ (20,000)	-100%
Technology - Water								
Totals		\$ 428,462	\$ 353,193	\$ 75,269	21%	\$ 343,000	\$ 85,462	25%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Administration

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
01-06-5000-200	Officer Salaries	\$ 179,733	\$ 118,476	\$ 61,257	52%	\$ 110,000	\$ 69,733	63%
01-06-5000-300	Administrative Service- Labor	349,799	372,264	(22,465)	-6%	380,000	(30,201)	-8%
01-06-5000-310	Administrative Service OT	14,000	14,000	-	0%	14,000	-	0%
01-06-5045-000	Automobile Allowance	5,400	5,025	375	7%	5,000	400	8%
01-06-5047-000	Phone Allowance	756	907	(151)	-17%	1,400	(644)	-46%
01-06-5050-000	Employer Portion of PERS	289,465	244,670	44,795	18%	250,000	39,465	16%
01-06-5060-000	Taxes-Payroll	50,260	37,311	12,949	35%	30,000	20,260	68%
01-06-5070-000	Sick Leave/Vacation	96,503	71,836	24,667	34%	72,000	24,503	34%
01-06-5080-000	Health Dental Vision	85,271	76,117	9,154	12%	60,000	25,271	42%
01-06-5080-100	Retiree Health Care Expense	144,792	144,792	-	0%	144,792	-	0%
01-06-5082-000	Life and Disability Insurance	2,994	2,361	633	27%	2,750	244	9%
01-06-5083-000	Self Insurance	6,307	5,400	907	17%	5,000	1,307	26%
01-06-5084-000	Wellness Program	2,820	2,460	360	15%	2,580	240	9%
01-06-5085-000	Workers' Compensation Ins	8,888	4,774	4,114	86%	7,500	1,388	19%
Compensation and Benefits		\$ 1,236,988	\$ 1,100,394	\$ 136,593	12%	\$ 1,085,022	\$ 151,966	14%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Administration

Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description		FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
01-06-5090-000	GL, Property, Fidelity Ins	\$ 105,000	\$ 100,000	\$ 5,000	5%	\$ 105,000	\$ -	0%
01-06-5100-000	Accounting	28,000	26,250	1,750	7%	26,000	2,000	8%
01-06-5125-000	Legal	210,000	125,000	85,000	68%	200,000	10,000	5%
01-06-5130-000	Administrative Consultants	137,000	94,875	42,125	44%	86,000	51,000	59%
01-06-5140-000	Election Expense	-	-	-	0%	-	-	0%
01-06-5150-000	Building Maintenance	60,000	12,150	47,850	394%	10,000	50,000	500%
01-06-5170-000	Landscaping Expense	19,000	15,750	3,250	21%	9,000	10,000	111%
01-06-5180-000	Office Supplies & Misc Expense	7,000	6,930	70	1%	4,000	3,000	75%
01-06-5180-100	Misc Expense - COVID-19	1,000	750	250	33%	2,000	(1,000)	-50%
01-06-5200-000	Utilities	28,000	21,600	6,400	30%	27,000	1,000	4%
01-06-5230-000	Printing Postage Stationery	100,000	49,500	50,500	102%	54,000	46,000	85%
01-06-5250-000	Water System Fees	65,000	65,000	-	0%	65,000	-	0%
01-06-5300-000	Training	4,500	4,500	-	0%	3,000	1,500	50%
01-06-5310-000	Certifications-Educ	1,000	-	1,000	0%	-	1,000	0%
01-06-5311-000	Tuition Reimbursement	-	450	(450)	-100%	-	-	0%
01-06-5320-000	Conferences & Seminars	11,000	9,156	1,844	20%	6,000	5,000	83%
01-06-5350-000	Misc Administration	38,000	15,000	23,000	153%	24,000	14,000	58%
01-06-5355-000	Memberships/Subscriptions	20,000	20,000	-	0%	-	20,000	0%
01-06-5360-000	Emergency Operations/Repairs	29,744	-	29,744	0%	-	29,744	0%
01-06-5365-000	Bank Charges	45,000	42,000	3,000	7%	50,000	(5,000)	-10%
Gen'l and Admin Expenses		\$ 909,244	\$ 608,911	\$ 300,333	49%	\$ 671,000	\$ 123,000	18%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Administration

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget FY24 Budget \$ Change % Change			FY24 Projections v Proposed FY25 Budget FY24 Projected \$ Change % Change		
Non-Operating Expense								
01-06-5910-000	Interest Expense - Notes	\$ 29,000	\$ 29,000	\$ -	0%	\$ 40,000	\$ (11,000)	-28%
01-06-5920-100	Rental Expenses - PA House	1,500	1,500	-	0%	2,000	(500)	-25%
01-06-5920-200	Rental Expenses - Sycamore	1,500	1,500	-	0%	1,500	-	0%
01-06-5920-300	Rental Expenses - Mills	4,500	1,500	3,000	200%	1,500	3,000	200%
Non-Operating Expense		\$ 36,500	\$ 33,500	\$ 3,000	9%	\$ 45,000	\$ (8,500)	-19%
Operation Expense								
01-06-5145-000	Taxes-Property	\$ 16,500	\$ 16,500	\$ -	0%	16,057	443	3%
Operation Expense		\$ 16,500	\$ 16,500	\$ -	0%	\$ 16,057	\$ 443	3%
Administration - Water								
Totals		\$ 2,199,232	\$ 1,759,305	\$ 439,926	25%	\$ 1,817,079	\$ 266,909	15%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Wastewater Summary

Water Fund Budget Category		Proposed FY 25 Budget
Revenue		
	Wastewater - User Charges	\$ 3,900,000
	Interest Income Wastewater	-
	Other Income Wastewater	27,454
	Construction Revenue	39,000
Revenue		\$ 3,966,454
Expenses		
	Labor & Benefits	1,795,900
	City of LA Sewer Services	1,440,000
	Operating Cost	1,220,486
Expenses		\$ 4,456,386
CIP & OPEB		
	Infrastructure	-
	Capital Outlays & Equip	-
	OPEB	-
Total CIP & OPEB		-
Change in Reserve		(489,932)
Summary of Impacts on Wastewater Fund		
Wastewater Reserve Fund		
	Beginning Balance*	\$ 2,278,000
	Changes to Reserves	(489,932)
Ending Balance		1,788,068
	Target**	3,007,600
Above (Below) Target		\$ (1,219,532)

FY24 Budget v Proposed Budget			
FY24 Budget		\$ Change	% Change
\$	3,734,795	\$ (3,734,795)	-100%
	1,000	38,000	3800%
	26,800	3,939,654	14700%
	24,000	(24,000)	-100%
\$	3,786,595	\$ 218,859	6%
	1,520,307	(299,821)	-20%
	1,850,000	2,606,386	141%
	951,993	(951,993)	-100%
\$	4,322,300	\$ 1,354,572	31%
	-	-	0%
	160,000	2,118,000	1324%
	-	(489,932)	0%
	160,000	1,628,068	1018%
	(695,705)		

FY24 Projections v Proposed Budget			
FY24 Projected		\$ Change	% Change
\$	3,800,000	\$ 100,000	3%
	1,400	(1,400)	-100%
	26,800	654	2%
	39,000	-	0%
\$	3,867,200	\$ 99,254	3%
	1,326,978	468,922	35%
	1,500,000	(60,000)	-4%
	809,738	410,748	51%
\$	3,636,716	\$ 819,670	23%
	-	-	0%
	160,000	(160,000)	-100%
	-	-	0%
	160,000	(160,000)	-100%
	70,484		

* Wastewater fund beginning balances are based on unaudited FY2024 projections.

** Target reserve levels are calculated using the reserve policy adopted on 7/28/2020.

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Revenue

Proposed Budget FY 25			FY24 Budget v Proposed Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description		FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Revenue								
4010-000	Sewage Disposal Sales	\$ 3,900,000	3,734,795	165,205	4%	\$ 3,800,000	\$ 100,000	3%
4220-000	Property Owner Assessments	35,000	20,000	15,000	75%	35,000	-	0%
4225-000	Sewer Permits	4,000	4,000	-	0%	4,000	-	0%
4230-000	Other Income	5,000	5,000	-	0%	5,000	-	0%
4240-000	Interest Earned - Sewer	-	1,000	(1,000)	-100%	1,400	(1,400)	-100%
4260-000	Unrealized Gain/Loss on Invest	-	-	-	0%	-	-	0%
4265-000	Fair Value Adjustment	-	-	-	0%	-	-	0%
4270-000	Gain/Loss Sale of Investments	-	-	-	0%	-	-	0%
4271-000	Rental Income - PA House	4,223	4,100	123	3%	4,100	123	3%
4275-001	Rental Income - Sycamore House	7,004	6,800	204	3%	6,800	204	3%
4275-003	Rental Income- Mills House	11,227	10,900	327	3%	10,900	327	3%
Revenue		\$ 3,966,454	3,786,595	179,859	5%	\$ 3,867,200	\$ 99,254	\$ (1)

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Expense Summary

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
5000-100	Director Fees	\$ 24,000	\$ 12,000	\$ 12,000	100%	\$ 12,000	\$ 12,000	100%
5000-200	Officer Salaries	179,733	118,476	61,257	52%	100,000	79,733	80%
5000-300	Administrative Service - Labor	291,760	281,587	10,173	4%	205,000	86,760	42%
5000-310	Administrative Service - OT	14,000	14,000	-	0%	12,000	2,000	17%
5000-350	Engineering Labor	168,425	147,345	21,080	14%	110,000	58,425	53%
5000-360	Engineering Labor OT	3,500	2,500	1,000	40%	6,000	(2,500)	-42%
5000-400	Maintenance Labor	216,407	211,211	5,196	2%	150,000	66,407	44%
5000-410	Maintenance Labor OT	21,641	21,121	520	2%	18,000	3,641	20%
5000-800	Standby Pay	14,517	13,250	1,267	10%	12,000	2,517	21%
5045-000	Automobile Allowance	10,800	8,925	1,875	21%	10,000	800	8%
5047-000	Phone Allowance	1,361	1,008	353	35%	1,300	61	5%
5050-000	Employer Portion of PERS	345,036	248,727	96,309	39%	229,000	116,036	51%
5060-000	Taxes - Payroll	81,915	64,302	17,613	27%	72,000	9,915	14%
5070-000	Sick Leave/Vacation	75,318	62,924	12,394	20%	72,300	3,018	4%
5080-000	Health Dental Vision	188,189	170,215	17,975	11%	171,000	17,189	10%
5080-100	Retiree Health Care Expense	96,528	96,528	-	0%	96,528	-	0%
5082-000	Life and Disability Insurance	6,115	5,273	842	16%	5,800	315	5%
5083-000	Self Insurance	9,812	7,200	2,612	36%	7,800	2,012	26%
5084-000	Wellness Program	3,800	3,560	240	7%	3,520	280	8%
5085-000	Workers' Compensation Ins	43,041	30,154	12,887	43%	32,730	10,311	32%
Compensation and Benefits		\$ 1,795,900	\$ 1,520,307	\$ 275,592	18%	\$ 1,326,978	\$ 468,922	35%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Expense Summary

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
			FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
5090-000	GL, Property, Fidelity Ins	\$ 105,000	\$ 100,000	\$ 5,000	5%	\$ 100,000	\$ 5,000	5%
5100-000	Accounting	8,000	8,750	(750)	-9%	8,750	(750)	-9%
5125-000	Legal	70,000	50,000	20,000	40%	70,000	-	0%
5130-000	Administrative Consultants	443,645	259,420	184,225	71%	243,000	200,645	83%
5135-000	Interns	8,050	4,300	3,750	87%	-	8,050	0%
5140-000	Election Expense	22,000	-	22,000	0%	-	22,000	0%
5150-000	Building Maintenance	27,250	10,550	16,700	158%	8,875	18,375	207%
5170-000	Landscaping Expense	8,150	7,250	900	12%	5,000	3,150	63%
5180-000	Office Supplies & Misc Expense	4,908	4,998	(90)	-2%	4,900	8	0%
5180-100	Misc Expense - COVID	-	325			-	-	0%
5190-000	Computers and Network	1,965	3,717	(1,752)	-47%	5,000	(3,035)	-61%
5195-000	Computer Software	77,936	58,593	19,343	33%	53,000	24,936	47%
5200-000	Utilities	12,883	9,950	2,933	29%	10,750	2,133	20%
5225-000	Enterprise Voice Communication	20,025	20,025	-	0%	17,000	3,025	18%
5226-000	Wireless Voice & Data	-	-	-	0%	-	-	0%
5227-000	Data Communications - Fiber	-	-	-	0%	-	-	0%
5230-000	Printing Postage Stationery	33,000	16,500	16,500	100%	18,000	15,000	83%
5260-000	Engineering Expense	1,260	-	1,260	0%	500	760	152%
5300-000	Training	5,875	9,250	(3,375)	-36%	5,250	625	12%
5310-000	Operator Certifications-Educ	3,290	6,450	(3,160)	-49%	4,000	(710)	-18%
5311-000	Tuition Reimbursement	2,125	2,775	(650)	-23%	-	2,125	0%
5320-000	Conferences & Seminars	18,421	16,527	1,894	11%	12,250	6,171	50%
5350-000	Misc Administration	15,050	7,350	7,700	105%	3,500	11,550	330%
5355-000	Memberships/Subscriptions	13,313	9,800	3,513	36%	8,400	4,913	58%
5360-000	Emergency Operations/Repairs	9,915	5,750	4,165	72%	-	9,915	0%
5365-000	Bank Charges	45,000	42,000	3,000	7%	35,000	10,000	29%
Gen'l and Admin Expenses		\$ 957,061	\$ 654,280	\$ 302,781	46%	613,175	343,886	56%

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Expense Summary

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
			FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Non-Operating Expense								
5920-100	Rental Expenses - PA House	\$ 500	\$ 500	\$ -	0%	\$ 450	\$ 50	11%
5920-200	Rental Expenses - Sycamore	500	500	-	0%	450	50	11%
5920-300	Rental Expenses- Mills	3,000	500	2,500	500%	2,300	700	30%
Non-Operating Expense		\$ 4,000	\$ 1,500	\$ 2,500	167%	3,200	6,325	198%
Operations Expense								
5145-000	Taxes-Property	\$ 5,500	\$ 5,500	\$ -	0%	5,500	-	0%
5330-000	Safety & Security	9,525	9,250	275	3%	9,250	275	3%
5340-000	Uniforms	4,500	5,500	(1,000)	-18%	4,500	-	0%
5380-000	Tools and Eq Maintenance	12,125	28,838	(16,713)	-58%	28,838	(16,713)	-58%
5402-000	Power Purchased - Lift Stn	5,000	-	5,000	0%	4,950	50	1%
5445-100	Telemetry & Signal System	10,400	5,350	5,050	94%	-	10,400	0%
5445-200	SCADA Hardware	-	-	-	0%	-	-	0%
5445-300	SCADA Software	-	-	-	0%	-	-	0%
5445-400	SCADA Phone Lines	-	-	-	0%	-	-	0%
Operations Expense		\$ 47,050	\$ 54,438	\$ (7,388)	-14%	53,038	1,386,962	2615%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Expense Summary

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
			FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Wastewater System Expense								
5434-000	Emergency Power Generators	\$ -	\$ -	\$ -	0%	200	(200)	-100%
5700-000	Wastewater System Expense	1,440,000	1,850,000	(410,000)	-22%	1,500,000	(60,000)	-4%
Wastewater System Expense		\$ 1,440,000	\$ 1,850,000	\$ (410,000)	-22%	\$ 1,500,200	\$ (1,490,200)	-99%
Collection System Expense								
5423-100	Pipelines - Maintenance	67,500	150,000	(82,500)	-55%	60,000	7,500	13%
5440-100	Auto/Truck Maintenance	14,875	14,500	375	3%	25,375	(10,500)	-41%
5440-200	Auto/Truck Maintenance-Gas	12,000	11,000	1,000	9%	11,000	1,000	9%
5440-300	Auto/Truck Maintenance-Diesel	10,500	7,275	3,225	44%	9,750	750	8%
5621-000	Sewer Flow Monitoring Expense	57,000	19,000	38,000	200%	18,000	39,000	217%
5624-000	Sewer Camera Van Inspection	10,000	5,000	5,000	100%	4,000	6,000	150%
5625-000	Sewer Interceptor Maintenance	23,500	10,000	13,500	135%	5,000	18,500	370%
5628-000	Sewer Lift Station Maintenance	17,000	25,000	(8,000)	-32%	7,000	10,000	143%
Collection System Expense		\$ 212,375	\$ 241,775	\$ (29,400)	-12%	140,125	72,250	52%
Wastewater Totals								
Totals		\$ 4,456,385	\$ 4,322,300	\$ 134,085	3%	\$ 3,636,716	\$ 788,144	22%

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Board

		Proposed
Account #	Description	Budget FY 25
Compensation and Benefits		
02-01-5000-100	Director Fees	\$ 24,000
02-01-5060-000	Taxes - Payroll	1,948
02-01-5085-000	Workers Compensation Ins	408
Compensation and Benefits		\$ 26,356
Gen'l and Admin Expenses		
02-01-5320-000	Conferences & Seminars	\$ 1,875
02-01-5140-000	Election Expense	22,000
Gen'l and Admin Expenses		\$ 23,875
Board - Wastewater		
Totals		\$ 50,231

FY24 Budget v Proposed FY 25 Budget			
FY24 Budget	\$ Change	% Change	
Compensation and Benefits			
\$ 12,000	\$ 12,000	100%	
974	974	100%	
204	204	100%	
\$ 13,178	\$ 13,178	100%	
Gen'l and Admin Expenses			
\$ 1,875	\$ -	0%	
-	22,000	0%	
\$ 1,875	\$ 22,000	1173%	
Totals			
\$ 15,053	\$ 35,178	234%	

FY24 Projections v Proposed FY25 Budget			
FY24 Projected	\$ Change	% Change	
Compensation and Benefits			
\$ 12,000	\$ 12,000	100%	
100	1,848	1848%	
130	278	214%	
\$ 12,230	\$ 14,126	116%	
Gen'l and Admin Expenses			
\$ 1,875	\$ -	0%	
-	22,000	0%	
\$ 1,875	\$ 22,000	1173%	
Totals			
\$ 14,105	\$ 36,126	256%	

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Operations and Maintenance

Account #	Description	Proposed Budget FY 25
Compensation and Benefits		
02-02-5000-300	Administrative Service	\$ 33,814
02-02-5000-310	Administrative Service OT	
02-02-5000-400	Maintenance Labor	216,407
02-02-5000-410	Maintenance Labor OT	21,641
02-02-5000-800	Standby	14,517
02-02-5050-000	Employer Portion of PERS	22,341
02-02-5060-000	Taxes-Payroll	22,439
02-02-5070-000	Sick Leave/Vacation	26,327
02-02-5080-000	Health Dental Vision	74,995
02-02-5082-000	Life and Disability Insurance	2,032
02-02-5083-000	Self Insurance	1,402
02-02-5084-000	Wellness Program	1,080
02-02-5047-000	Phone Allowance	-
02-02-5085-000	Workers' Compensation Ins	27,583
Compensation and Benefits		\$ 464,578
Gen'l and Admin Expenses		
02-02-5180-000	Office Supplies & Misc Expense	\$ 1,750
02-02-5320-000	Conferences & Seminars	5,900
02-02-5355-000	Memberships/Subscriptions	2,250
Gen'l and Admin Expenses		\$ 9,900

FY24 Budget v Proposed FY 25 Budget			
FY24 Budget	\$ Change	% Change	
\$ 30,823	\$ 2,991	10%	
	-	0%	
211,211	5,196	2%	
21,121	520	2%	
13,250	1,267	10%	
39,959	(17,618)	-44%	
23,181	(742)	-3%	
21,857	4,470	20%	
74,343	652	1%	
1,994	38	2%	
1,200	202	17%	
1,200	(120)	-10%	
-	-	0%	
23,526	4,057	17%	
\$ 463,665	\$ 913	0%	
\$ 1,750	\$ -	0%	
3,750	2,150	57%	
650	1,600	246%	
\$ 6,150	\$ 3,750	61%	

FY24 Projections v Proposed FY25 Budget			
FY24 Projected	\$ Change	% Change	
\$ 30,000	\$ 3,814	13%	
-	-	0%	
150,000	66,407	44%	
18,000	3,641	20%	
12,000	2,517	21%	
25,000	(2,659)	-11%	
22,000	439	2%	
22,000	4,327	20%	
73,000	1,995	3%	
2,000	32	2%	
1,200	202	17%	
1,200	(120)	-10%	
-	-	0%	
25,000	2,583	10%	
\$ 381,400	\$ 83,178	22%	
\$ 1,050	\$ 700	67%	
3,750	2,150	57%	
650	1,600	246%	
\$ 5,450	\$ 4,450	82%	

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Operations and Maintenance

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Operation Expense								
02-02-5150-000	Building Maintenance-Plant	\$ 7,250	\$ 6,500	\$ 750	12%	\$ 4,875	\$ 2,375	49%
02-02-5170-000	Landscaping Expense-Plant	1,750	2,000	(250)	-13%	2,000	(250)	-13%
02-02-5200-000	Utilities-Plant	3,550	2,750	800	29%	2,750	800	29%
02-02-5300-000	Training-Plant	3,125	3,250	(125)	-4%	3,250	(125)	-4%
02-02-5310-000	Certifications-Educ	2,200	4,250	(2,050)	-48%	3,600	(1,400)	-39%
02-02-5311-000	Tuition Reimbursment	1,125	625	500	80%	225	900	400%
02-02-5330-000	Safety & Security	9,525	9,250	275	3%	9,250	275	3%
02-02-5350-000	Misc Administration	1,500	1,250	250	20%	1,250	250	20%
02-02-5340-000	Uniforms	4,500	5,500	(1,000)	-18%	4,500	-	0%
02-02-5360-000	Emergency Operations/Repairs	9,915	5,750	4,165	72%	5,750	4,165	72%
02-02-5380-000	Tools and Eq Maintenance	12,125	28,838	(16,713)	-58%	28,838	(16,713)	-58%
02-02-5441-000	Inventory Shrinkage/Overage	2,000	-	2,000	0%	-	2,000	0%
02-02-5445-100	Telemetry & Signal System	-	-	-	0%	-	-	0%
02-02-5402-000	Power Purchased - Lift Stn	5,000	-	5,000	0%	4,950	50	1%
Operation Expense		\$ 63,565	\$ 69,963	\$ (6,398)	-9%	\$ 71,238	\$ (7,673)	-11%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Operations and Maintenance

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Collection System Expense								
02-02-5423-100	Pipelines - Maintenance	\$ 67,500	\$ 150,000	\$ (82,500)	-55%	60,000	7,500	13%
02-02-5440-100	Auto/Truck Maintenance	14,875	14,500	375	3%	25,375	(10,500)	-41%
02-02-5440-200	Auto/Truck Maintenance-Gas	12,000	11,000	1,000	9%	11,000	1,000	9%
02-02-5440-300	Auto/Truck Maintenance-Diesel	10,500	7,275	3,225	44%	9,750	750	8%
02-02-5621-000	Sewer Flow Monitoring Expense	-	-	-	0%	-	-	0%
02-02-5624-000	Sewer Camera Van Inspection	10,000	5,000	5,000	100%	4,000	6,000	150%
02-02-5625-000	Sewer Interceptor Maintenance	23,500	10,000	13,500	135%	5,000	18,500	370%
02-02-5628-000	Sewer Lift Station Maintenance	17,000	25,000	(8,000)	-32%	7,000	10,000	143%
Collection System Expense		\$ 155,375	\$ 222,775	\$ (67,400)	-30%	\$ 122,125	\$ 33,250	27%
Wastewater System Expense								
02-02-5434-000	Emergency Power Generators	\$ -	\$ -	\$ -		200	(200)	-100%
02-02-5700-000	Wastewater System Expense	1,440,000	1,850,000	(410,000)	-22%	1,500,000	(60,000)	-4%
Wastewater System Expense		\$ 1,440,000	\$ 1,850,000	\$ (410,000)	-22%	\$ 1,500,200	\$ (60,200)	-4%
Operations - Wastewater								
Totals		\$ 2,133,418	\$ 2,612,553	\$ (479,135)	-18%	\$ 2,080,413	\$ 53,005	3%

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

System Operations

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
02-07-5310-000	Certifications-Educ	90	200	(110)	-55%	\$ 90	\$ -	0%
02-07-5320-000	Conferences & Seminars	1,240	1,225	15	1%	1,200	\$ 40	3%
02-07-5355-000	Memberships/Subscriptions			-	0%	-	\$ -	0%
Gen'l and Admin Expenses		\$ 1,330	\$ 1,425	\$ (95)	-7%	\$ 1,290	\$ 40	3%
Operation Expense								
02-07-5445-100	Telemetry & Signal System	10,400	5,350	5,050	94%	\$ 5,000	\$ 5,400	108%
Operation Expense		\$ 10,400	\$ 5,350	\$ 5,050	94%	\$ 5,000	\$ 5,400	108%
Operations - Water								
Totals		\$ 11,730	\$ 6,775	\$ 4,955	73%	\$ 6,290	\$ 5,440	86%

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Engineering

Account #	Description	Proposed Budget FY 25
Compensation and Benefits		
02-03-5000-000	Engineering Labor	\$ 168,425
02-03-5000-010	Engineering Labor OT	3,500
02-03-5045-000	Automobile Allowance	3,600
02-03-5050-000	Employer Portion of PERS	28,717
02-03-5060-000	Taxes and Payroll	15,270
02-03-5070-000	Sick Leave/Vacation	13,320
02-03-5080-000	Health Dental Vision	42,375
02-03-5082-000	Life and Disability Insurance	1,439
02-03-5083-000	Self Insurance	2,803
02-03-5084-000	Wellness Program	600
02-03-5047-000	Phone Allowance	605
02-03-5085-000	Workers' Compensation Ins	3,877
Compensation and Benefits		\$ 284,531

FY24 Budget v Proposed FY 25 Budget			
FY24 Budget	\$ Change	% Change	
\$ 147,345	\$ 21,080	14%	
2,500	1,000	40%	
2,100	1,500	71%	
35,068	(6,351)	-18%	
12,083	3,187	26%	
12,309	1,011	8%	
35,305	7,070	20%	
1,309	130	10%	
1,200	1,603	134%	
600	-	0%	
403	202	50%	
2,602	1,275	49%	
\$ 252,825	\$ 31,706	13%	

FY24 Projections v Proposed FY25 Budget			
FY24 Projected	\$ Change	% Change	
\$ 110,000	\$ 58,425	53%	
6,000	(2,500)	-42%	
3,200	400	13%	
35,000	(6,283)	-18%	
13,000	2,270	17%	
14,000	(680)	-5%	
40,000	2,375	6%	
1,300	139	11%	
1,200	1,603	134%	
600	-	0%	
-	605	0%	
4,000	(123)	-3%	
\$ 228,300	\$ 56,231	25%	

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Engineering

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
02-03-5130-000	Administrative Consultants	\$ 323,500	\$ 190,400	\$ 133,100	70%	\$ 185,000	\$ 138,500	75%
02-03-5135-000	Interns	4,300	4,300	-	0%	-	4,300	0%
02-03-5180-000	Office Supplies & Misc Expense	450	438	12	3%	350	100	29%
02-03-5180-100	Misc-Expense-COVID-19	-	75	(75)	-100%	-	-	0%
02-03-5260-000	Engineering Expense	1,260	-	1,260	0%	500	760	152%
02-03-5300-000	Training	1,250	4,500	(3,250)	-72%	500	750	150%
02-03-5320-000	Conferences & Seminars	4,000	6,000	(2,000)	-33%	3,000	1,000	33%
02-03-5310-000	Certifications-Educ	1,000	2,000	(1,000)	-50%	400	600	150%
02-03-5350-000	Misc-Administration	550	1,100	(550)	-50%	250	300	120%
02-03-5311-000	Tuition Reimburment	1,000	2,000	(1,000)	-50%	-	1,000	0%
02-03-5355-000	Memberships/Subscriptions	3,375	1,400	1,975	141%	7,000	(3,625)	-52%
Gen'l and Admin Expenses		\$ 340,685	\$ 212,213	\$ 128,472	61%	\$ 197,000	\$ 143,685	73%
Collection System Expense								
02-03-5621-000	Sewer Flow Monitoring Expense	\$ 57,000	\$ 19,000	\$ 38,000	200%	18,000	39,000	217%
02-03-5410-000	Backflow Expense	-	-	-	0%	-	-	0%
Collection System Expense		\$ 57,000	\$ 19,000	\$ 38,000	200%	\$ 18,000	\$ 39,000	217%
Engineering - Wastewater								
Totals		\$ 682,216	\$ 484,038	\$ 198,178	41%	\$ 443,300	\$ 238,916	54%

**Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25**

Regulatory

Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget FY24			FY24 Projections v Proposed FY25 Budget		
Account #	Description		Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Compensation and Benefits								
02-04-5000-300	Administrative Service- Labor	\$ 58,074	\$ 34,548	\$ 23,527	68%	\$ 25,000	\$ 33,074	132%
02-04-5045-000	Automobile Allowance	1,800	1,800	-	0%	1,800	-	0%
02-04-5050-000	Employer Portion of PERS	4,513	10,586	(6,073)	-57%	5,000	(487)	-10%
02-04-5060-000	Taxes and Payroll	5,457	4,537	921	20%	3,000	2,457	82%
02-04-5070-000	Sick Leave/Vacation	3,503	4,813	(1,310)	-27%	1,300	2,203	169%
02-04-5080-000	Health Dental Vision	13,972	9,822	4,150	42%	13,000	972	7%
02-04-5082-000	Life and Disability Insurance	648	396	252	64%	500	148	30%
02-04-5083-000	Self Insurance	1,402	1,200	202	17%	1,800	(398)	-22%
02-04-5084-000	Wellness Program	240	120	120	100%	120	120	100%
02-04-5085-000	Workers' Compensation Ins	1,292	640	652	102%	600	692	115%
Compensation and Benefits		\$ 90,902	\$ 68,462	\$ 22,440	33%	\$ 52,120	\$ 38,782	74%
Gen'l and Admin Expenses								
02-04-5130-000	Administrative Consultants	\$ 38,750	\$ 27,500	\$ 11,250	41%	\$ 20,000	\$ 18,750	94%
02-04-5135-000	Interns	3,750	-	3,750	0%	-	3,750	0%
02-04-5180-000	Office Supplies & Misc Expense	375	500	(125)	-25%	500	(125)	-25%
02-04-5320-000	Conferences and Seminars	1,406	625	781	125%	625	781	125%
02-04-5355-000	Memberships and Subscriptions	688	750	(63)	-8%	750	(63)	-8%
Gen'l and Admin Expenses		\$ 44,969	\$ 29,375	\$ 15,594	53%	\$ 21,875	\$ 23,094	106%
Regulatory - Wastewater								
Totals		\$ 135,871	\$ 97,837	\$ 38,034	39%	\$ 73,995	\$ 61,876	84%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Technology

			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
Account #	Description	Proposed Budget FY 25	FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Gen'l and Admin Expenses								
02-05-5130-000	Administrative Consultants	\$ 35,395	\$ 35,395	\$ -	0%	\$ 16,000	\$ 19,395	121%
02-05-5190-000	Computers and Network	1,965	3,717	(1,752)	-47%	5,000	\$ (3,035)	-61%
02-05-5195-000	Computer Software	77,936	58,593	19,343	33%	53,000	\$ 24,936	47%
02-05-5225-000	Communication	20,025	20,025	-	0%	17,000	\$ 3,025	18%
02-05-5226-000	Wireless Voice & Data	-	-	-	0%	-	\$ -	0%
02-05-5227-000	Data Communications - Fiber	-	-	-	0%	-	\$ -	0%
Gen'l and Admin Expenses		\$ 135,321	\$ 117,730	\$ 17,591	15%	\$ 91,000	\$ 44,321	49%
Operation Expense								
02-05-5445-100	Telemetry & Signal System	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
02-05-5445-200	SCADA Hardware	-	-	-	0%	-	-	0%
02-05-5445-300	SCADA Software	-	-	-	0%	-	-	0%
Operation Expense		\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Technology - Wastewater								
Total Expense		\$ 135,321	\$ 117,730	\$ 17,591	15%	\$ 91,000	\$ 44,321	49%

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Administration

Account #	Description	Proposed Budget FY 25
Compensation and Benefits		
02-06-5000-200	Officer Salaries	\$ 179,733
02-06-5000-300	Administrative Service - Labor	199,872
02-06-5000-310	Administrative Service - OT	14,000
02-06-5045-000	Automobile Allowance	5,400
02-06-5047-000	Phone Allowance	756
02-06-5050-000	Employer Portion of PERS	289,465
02-06-5060-000	Taxes-Payroll	36,801
02-06-5070-000	Sick Leave/Vacation	32,168
02-06-5080-000	Health Dental Vision	56,847
02-06-5080-100	Retiree Health Care Expense	96,528
02-06-5082-000	Life and Disability Insurance	1,996
02-06-5083-000	Self Insurance	4,205
02-06-5084-000	Wellness Program	1,880
02-06-5085-000	Workers' Compensation Ins	9,881
Compensation and Benefits		\$ 929,532
Gen'l and Admin Expenses		
02-06-5090-000	GL, Property, Fidelity Ins	\$ 105,000
02-06-5100-000	Accounting	8,000
02-06-5125-000	Legal	70,000
02-06-5130-000	Administrative Consultants	46,000
02-06-5150-000	Building Maintenance	20,000
02-06-5170-000	Landscaping Expense	6,400
02-06-5180-000	Office Supplies & Misc Expense	2,333
02-06-5200-000	Utilities	9,333
02-06-5230-000	Printing Postage Stationery	33,000
02-06-5300-000	Training	1,500
02-06-5320-000	Conferences & Seminars	4,000
02-06-5350-000	Misc Administration	13,000
02-06-5355-000	Memberships/Subscriptions	7,000
02-06-5180-100	Misc Expense- COVID- 19	333
02-06-5310-000	Certifications-Educ	-
02-06-5311-000	Tuition Reimbursment	-
02-06-5365-000	Bank Charges	45,000
Gen'l and Admin Expenses		\$ 370,900

FY24 Budget v Proposed FY 25 Budget			
FY24 Budget	\$ Change	% Change	
\$ 118,476	\$ 61,257	52%	
216,217	(16,345)	-8%	
14,000	-	0%	
5,025	375	7%	
605	151	25%	
163,113	126,352	77%	
23,527	13,274	56%	
23,945	8,222	34%	
50,744	6,103	12%	
96,528	-	0%	
1,574	422	27%	
3,600	605	17%	
1,640	240	15%	
3,182	6,699	211%	
\$ 722,178	\$ 207,354	29%	
\$ 100,000	\$ 5,000	5%	
8,750	(750)	-9%	
50,000	20,000	40%	
6,125	39,875	651%	
4,050	15,950	394%	
5,250	1,150	22%	
2,310	23	1%	
7,200	2,133	30%	
16,500	16,500	100%	
1,500	-	0%	
3,052	948	31%	
5,000	8,000	160%	
7,000	-	0%	
250	83	33%	
-	-	0%	
150	(150)	-100%	
42,000	3,000	7%	
\$ 259,137	\$ 111,763	43%	

FY24 Projections v Proposed FY25 Budget			
FY24 Projected	\$ Change	% Change	
\$ 100,000	\$ 79,733	80%	
150,000	49,872	33%	
12,000	2,000	17%	
5,000	400	8%	
1,300	(544)	-42%	
164,000	125,465	77%	
33,000	3,801	12%	
35,000	(2,832)	-8%	
45,000	11,847	26%	
96,528	-	0%	
2,000	(4)	0%	
3,600	605	17%	
1,600	280	18%	
3,000	6,881	229%	
\$ 652,028	\$ 277,504	43%	
\$ 100,000	\$ 5,000	5%	
8,750	(750)	-9%	
70,000	-	0%	
22,000	24,000	109%	
4,000	16,000	400%	
3,000	3,400	113%	
3,000	(667)	-22%	
8,000	1,333	17%	
18,000	15,000	83%	
1,500	-	0%	
3,000	1,000	33%	
2,000	11,000	550%	
-	7,000	0%	
700	(367)	-52%	
-	-	0%	
-	-	0%	
35,000	10,000	29%	
\$ 278,950	\$ 46,983	17%	

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Administration

Account # Description Proposed Budget FY 25			FY24 Budget v Proposed FY 25 Budget			FY24 Projections v Proposed FY25 Budget		
			FY24 Budget	\$ Change	% Change	FY24 Projected	\$ Change	% Change
Non-Operating Expense								
02-06-5920-100	Rental Expenses - PA House	\$ 500	\$ 500	\$ -	0%	\$ 450	\$ 50	11%
02-06-5920-200	Rental Expenses - Sycamore	500	500	-	0%	450	50	11%
02-06-5920-300	Rental Expenses - Mills	3,000	500	2,500	500%	450	2,550	567%
Non-Operating Expense		\$ 4,000	\$ 1,500	\$ 2,500	167%	\$ 1,350	\$ 2,650	196%
Operation Expense								
02-06-5145-000	Taxes-Property	\$ 5,500	\$ 5,500	\$ -	0%	5,500	-	0%
Operation Expense		\$ 5,500	\$ 5,500	\$ -	0%	\$ 5,500	\$ -	0%
Administration - Wastewater								
Total Expense		\$ 1,309,932	\$ 988,315	\$ 321,617	33%	\$ 937,828	\$ 327,138	35%

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
June 11, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: **Resolution No.795 – Requesting the Los Angeles County Board of Supervisors to Permit Consolidation of Services**

ACTION ITEM:

Consideration and Possible Approval of Resolution No.795 – Requesting the Los Angeles County Board of Supervisors to Permit the Registrar-Recorder/County Clerk to Render Election Services for the District's Election to be held November 5, 2024 and Addressing Related Election Issues.

BACKGROUND/DISCUSSION:

The election for the District's Board of Directors is scheduled to consolidate with the statewide election to be held on November 5, 2024.

State of California Elections Code 10403 requires that the District request consolidation of its own election with the statewide election, and that this be done as a resolution of the Board.

Resolution No. 795 is enclosed.

RECOMMENDATION

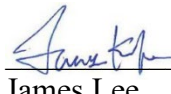
NA.

Prepared by:



Pam Leddy
Administrative Assistant

Submitted by:



James Lee
General Manager

ATTACHMENTS

Attachment 1 – Resolution No. 795

RESOLUTION NO. 795

A RESOLUTION OF THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF CRESCENTA VALLEY WATER DISTRICT TO BE HELD ON NOVEMBER 5, 2024

WHEREAS, the California Elections Code permits special districts electing governing board members to call an election;

WHEREAS, an election in the Crescenta Valley Water District is to be held on Tuesday, November 5, 2024, for the purpose of electing three members of the Board of Directors of the District; and

WHEREAS, the Board of Directors believes that it is desirable that the election be conducted with the General District Elections to be held on the same date and that within the District the precincts, polling places, and election officers of the election be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles canvass the returns of the election and that the District election be held in all respects as if there were only one election.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

1. That an election is hereby called by the Board of Directors of the Crescenta Valley Water District to be held on November 5, 2024, for the purpose of electing two members to the Board of Directors to serve on an at-large basis.
2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct the Crescenta Valley Water District election with the Tuesday, November 5, 2024, Statewide General Election for the purpose of electing members to the Board of Directors of the District. Crescenta Valley Water District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section 10418 of the Elections Code.
3. The Registrar-Recorder/County Clerk is hereby authorized to canvass the returns of the Crescenta Valley Water District election.
4. The Board of Supervisors is hereby requested to issue instructions to the Registrar-Recorder/County Clerk to take all steps necessary for the holding of the election.
5. Crescenta Valley Water District shall pay in full its pro rata share of the expenses for the conduct of the election.
6. Crescenta Valley Water District shall require each candidate to pay in advance his or her pro rata share of the printing, handling, and mailing costs of his/her candidate statement as a condition to having it included in the voter's sample ballot pamphlet.

7. The word limit for candidate's statements shall be 200 words.
8. The General Manager is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of Crescenta Valley Water District held on June 11, 2024. Resolution No. 795 was adopted by the following vote:

AYES:

NOES: **None**

ATTEST:

**President, Board of Directors
Crescenta Valley Water District**

Secretary of the Board of Directors

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) **ss.**

I, Arturo Montes, Secretary to the Board of the Crescenta Valley Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 795 of the Board of Directors of Crescenta Valley Water District adopted at a Regular Meeting held on June 11, 2024 and that the same has not been amended or repealed.

Secretary of the Board of Directors

Crescenta Valley Water District

DATED: June 11, 2024

(S E A L)



REGISTER FOR EMERGENCY ALERTS

RECEIVE A GIFT AND A CHANCE
TO WIN A \$100 GIFT CARD

How to Enter

1. Scan the QR code to sign up for Everbridge notifications and enter a chance to win a gift card. Already signed up? Update your information to enter the raffle.



2. Signed up? Pick up a gift bucket from the CVWD Office.



CVWD uses Everbridge to communicate important information to thousands of residents and businesses before, during, and after water emergencies and outages.

OFFER EXPIRES 08/31/2024



2700 Foothill Blvd
La Crescenta, CA 91214



(818) 248 - 3925



www.cvwd.com

CRESCENTA VALLEY WATER DISTRICT

STAYING ACTIVE IN THE COMMUNITY



PIPELINE PROJECTS

By replacing aging water mains with in house resources, CVWD controls costs and stretches ratepayer dollars in today's inflationary environment.



ROSEMONT PRESERVE

CVWD partnered with the Rosemont Preserve on a weekend water talk as part of a larger shared vision. Stay tuned!

NOTICE OF PUBLIC HEARING



This notice applies only to those properties that receive water service from the Crescenta Valley Water District.

This is a notice that the District will consider renewal of the capital charge implemented in 2023 at the same level as last year. A report containing a description of each parcel receiving water service and the amount of the charge for each parcel for the fiscal year 2024-25 is available for inspection at the District office and on the District's website at www.cvwd.com/updated-property-tax-roll-information

If you would like to transfer the capital charge to your utility bill please contact us or visit our website to complete the required form. Forms must be submitted by July 15, 2024. If a form was submitted last year, it will remain in effect.

There will be a public hearing held on June 11, 2024, at 6:00 p.m. The meeting will be at the District's main office at 2700 Foothill Blvd., La Crescenta, CA. You can file a written protest at or before the hearing.

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



Our Mission **Our Vision**

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

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

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

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

GM Report
June 11, 2024

General Manager's Report Topics:

- Hometown Country Fair – Saturday, June 22nd, 8am–5pm

STAFFING

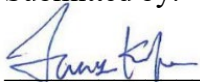
3 employees have a work anniversary in June: David Escalera – 1 year; James Fritz III – 1 year; Cesar Velasquez – 1 year.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- May 30 th ; June 6 th
Office of Supervisor Kathryn Barger	- May 28 th
Public Water Agencies Group	- May 29 th
Water Infrastructure Networking Summit	- May 31 st
FMWD Board Meeting	- June 4 th
Ad Hoc Committee: PFAS	- June 5 th
Leadership Academy: 8 th Session (final)	- June 6 th
CA Data Collaborative Steering Committee	- June 6 th
Office of Governor Gavin Newsom	- June 6 th
Legal Counsel Interviews (Session 1 of 2)	- June 10 th

Submitted by:



James Lee
General Manager

Field Maintenance and Operations Report

May 2024

0

Water Main Repairs

20

Water Service

Repairs: 8 Replacements: 12

3

After Hours Leaks/Repairs

0'

Sewer Maintenance

Clean: 0' Inspect: 0' Reports: 0

- **Field Maintenance Projects**

- * I-1077 – 2700 Fierro Circle – Install 161' 6" water main, 3 services and 1 hydrant
- * I-1076 2600 Upper Terrace – Installed 247' 6" water main, 8 services and 1 hydrant

- **Operations Report**

- * PFAS treatment plant conversion – site visit
- * Control Valve Maintenance – Glenwood Boosters #33 & #34, Montrose 8" PRV, Glenwood booster manifold PRV
- * Goss Canyon Reservoir Rehabilitation – Returned to service
- * I-1077 – 2700 Fierro Circle – Pipeline Disinfection & bacteriological sampling
- * I-1076 – 2600 Upper Terrace – Pipeline Disinfection & bacteriological sampling

- **Electrical/Telemetry**

- * SCE pump efficiency testing

- **Wastewater**

- * Lift Station Visits: 4 (De-rag pumps, check valves)

Field Maintenance and Operations Report

May 2024

Days without a lost-time incident: 165

120+

Water Quality Samples w/ additional
PFAS monitoring samples

53

Valves

Replace: 0 Exercise: 49 Install: 4

2

Fire Hydrant Maintenance

Rebuild: 0 Install: 2 Inspect: 0

0

Water Meter Replacement

¾": 0, 1": 0, 1.5": 0, 2": 0, 3": 0, 4": 0

- **Training/Cross Training**

- * None to Report

- **Events**

- * None to Report

- **New Certification**

- * None to report

- **Safety**

- * Hand Signals
 - O&M Crew

Engineering Report

June 11, 2024
Staff Report

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Engineering Manager
Subject: Engineering Report – May 2024

- **Water Production Report**
 - May 2024 – Water production – 67%/33% split – 95.4 MG for the month
 - May 2024 – Average use – 2.4% more than 2023 and 13.8% less than 5-year average
- **Rainfall Update**
 - 0.34” for May 2024
 - Rainfall Total for WY 2023/24 – 26.14”
- **Engineering Update - Water**
 - **FY 23/24 Capital Improvement Project**
 - Goss Canyon #2 Reservoir Rehabilitation
 - Complete
 - Paschall Booster B
 - Complete
 - LADWP-CVWD Emergency Interconnection
 - Manifold approved by LADWP
 - Manifold and break point chlorination installation – Week of June 10, 2024
 - Ramsdell Mixing Station/Pressure Reducing Station
 - Above ground PRVs Constructed
 - Materials on order for In-house repairs
 - Conversion to Chloramination
 - No Report
 - Mills Booster A VFD Installation
 - Motor removed for rewinding
 - VFD installation rescheduled for July 2024 due to supply chain delay
 - **FY 22/23 Capital Improvement Project**
 - 2600 & 2700 Blocks of Orange Ave
 - Reviewing claim documentation
 - **3000 & 3100 Blocks of Montrose Ave (E-1067)**
 - Complete
 - **Transfer of Services to Glendale Water and Power (E-1051)**
 - Lateral installations scheduled for week of June 3, 2024
 - CVWD to follow up on a lateral extension and abandonments
 - **Replacement of Supervisory Control and Data Acquisition (SCADA) System**
 - Site Hardware installation and implementation complete week of March 5, 2024
 - Remaining work
 - Punchlist items
 - Document all control strategies
 - Server and software update – pending Technology Committee meeting
 - **Well 2**
 - Awaiting quote for filter replacement

- **Engineering Update - Wastewater**

- Wastewater Master Plan
 - Presentation by Kennedy-Jenks at next Engineering Committee Meeting

- **Grant Program**

- Water Recycling Grant
 - RFP Preproposal meeting held June 5, 2024
 - Proposals due July 5, 2024
- New Backhoe – Carl Moyer Grant – Inspection complete, Awaiting Award Letter
- USBR Small-Scale Water Efficiency Grant 2022 – 3” & 4” Meters – Claim being prepared
- USBR Small-Scale Water Efficiency Grant 2022 – 1-½” Meters – Project extension request submitted to USBR
- Stormwater Capture Project at Crescenta Valley County Park – No report

- **Developer Projects**

- On hiatus
 - 3037/3043 Foothill – Pending payment of materials and inspection estimates
 - 4360 Ocean View – 7 units – Pending Reconciliation and Transfer
 - 4521 Briggs/2413 Foothill – New 81 units
 - 2341 Mira Vista – New 4 Units
 - 2434 Foothill – New 31 units

- **FMWD**

- No Report

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

May 1 - May 31, 2024

Well Production:	57,571,600	Gals		
GWP Production:	5,136,000	Gals		
Gravity Production:	1,467,812	Gals	% GW	67%
FMWD:	31,263,303	Gals		
City of Glendale:	0	Gals	% Import	33%
TOTAL:	95,438,715	Gals		
	292.89	ac-ft		

Glenwood Nitrate Water

Reclamation Plant:*

0

*Included in Well Production

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
May 1 - May 31, 2024	3,008,577	
May 1 - May 31, 2023	2,937,586	2.4%
5-yr Average - May 2019 - 2023	3,489,440	-13.8%

RAINFALL: May 1 - 31, 2024

0.34"

Season-To-Date:

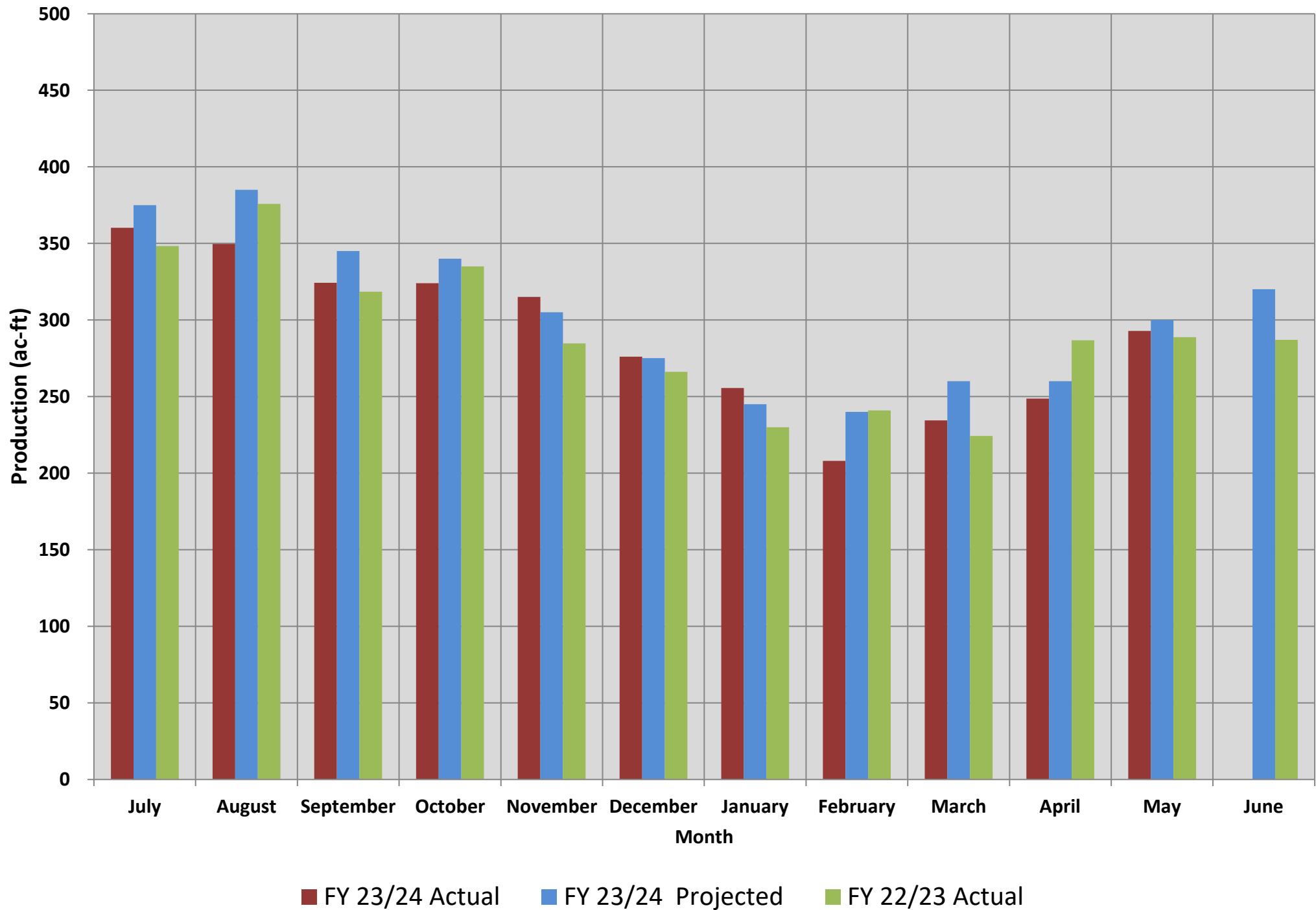
26.14"

2023/24 Fiscal Year Water Production			WY 23/24 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2024		Purchased Water Production Tier 2 Allocation 2024	
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	360	375	October	160	January	13	January	79
August	350	385	November	168	February	13	February	53
September	324	345	December	169	March	14	March	51
October	324	340	January	142	April	15	April	74
November	315	305	February	142	May	16	May	96
December	276	275	March	160	June		June	
January	256	245	April	161	July		July	
February	208	240	May	181	August		August	
March	234	260	June		September		September	
April	249	260	July		October		October	
May	293	300	August		November		November	
June		320	September		December		December	
Total to Date	3,189	3,330	Total to Date	1,283	Total to Date	71	Total to Date	353
Projected	3,509	3,650	Water Rights	3,294			Tier 2	2,154
% of Projected	87.4%	91.2%	% of Rights	39%			% of Allocation	16%
Remaining	461	320	Remaining	2,011			Remaining	1,801

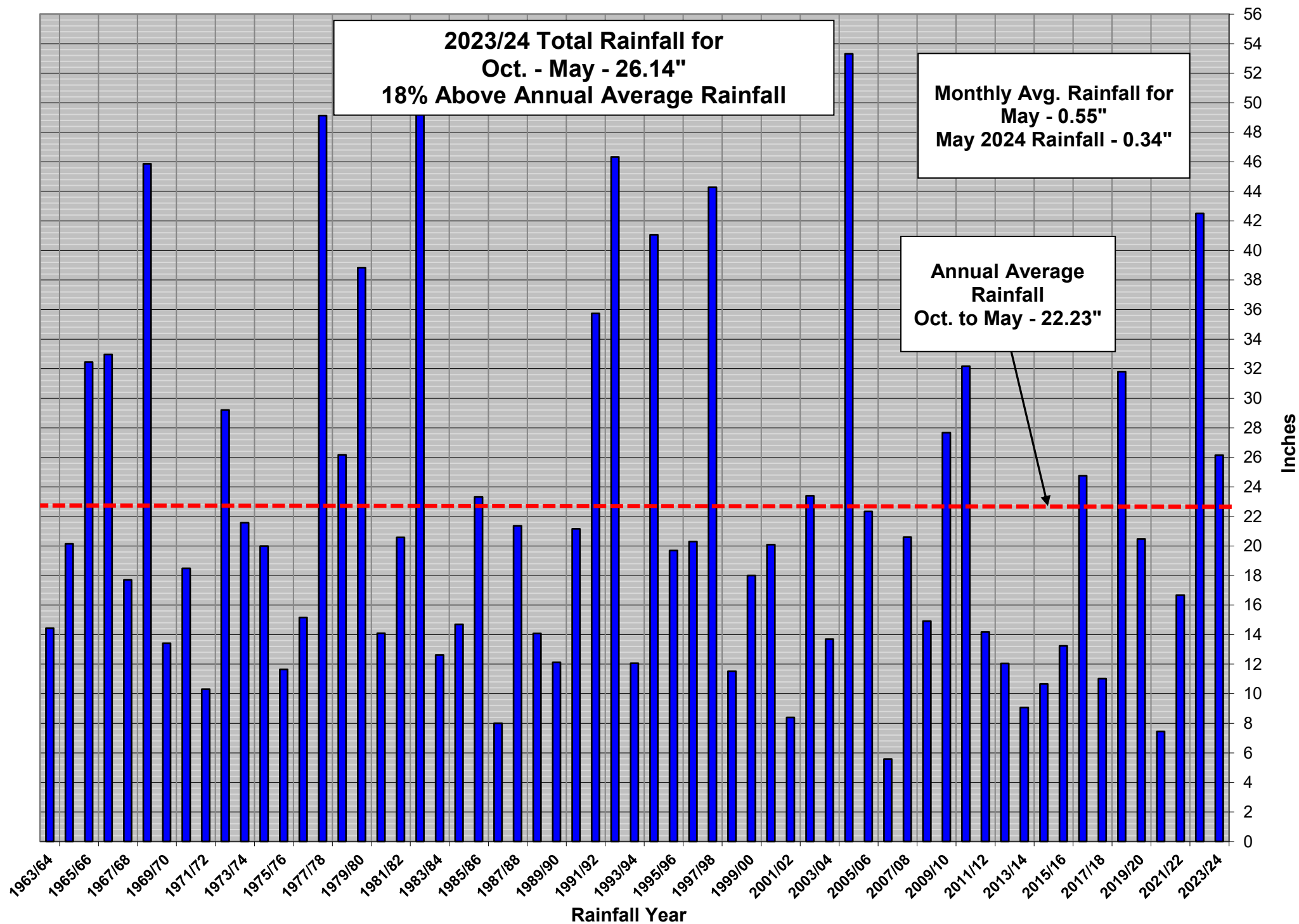
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY 23/24 Actual, FY 23/24 Projected & FY 22/23 Actual



Monthly Rainfall - 1963/64 - 2023/24 (Oct. 1 - May 31)



Revised Date: 6/6/2024

CVWD Daily Average Wastewater Discharge and Strength
October 1, 2000 - April 30, 2024

