

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, June 25, 2024, at 7:00 p.m.

Posted: Friday, June 21, 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: 811 3028 6355

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/81130286355>

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 25, 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

Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the of the Regular Board Meeting on June 11, 2024.

Action Calendar

1. **Replacement of Well 2 Filter with Granular Activated Carbon (GAC), Project M-1084** – Consideration and motion to authorize the General Manager to award contracts for the installation and replacement of the filter media at the Well 2 Biological Nitrate Removal Facility at Ordunio Reservoir at a cost not to exceed \$100,000, including contingency.
2. **Design RFP for FY 2024-25 Contracted Pipeline Jobs** – Consideration and motion to authorize the General Manager to request proposals from professional engineering services providers for assistance in generating designs and specification for FY 24/25 pipeline replacement improvement, Project E-1083, which includes replacement of pipelines along Alabama Ave. (blocks 2800 & 3000-3100), Stevens St. (blocks 3000-3100), Mary St. (blocks 2800-2900), Franklin St.(block 2700) and Park Vista (block 3200).
3. **Rebudget Equipment from FY 23/24 to FY 4/25** – Consideration and motion to authorize the purchase of a new Backhoe for a base cost of \$183,00 plus taxes and registration for an amount not to exceed \$202,516.20 in FY 24/25.
4. **Rosemont Preserve - Advancing Project Funds Prior to Grant Reimbursement** – Discussion and potential authorization for the General Manager to advance funds for the Rosemont Preserve stormwater recharge and water education project to ensure timely delivery prior to grant reimbursement from the Arroyo and Foothill Conservancy.
5. **Workplace Violence Prevention Policy** – Consideration and motion to adopt the Workplace Violence Program.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

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

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

CONFERENCE WITH LEGAL COUNSEL

Existing Litigation - (Paragraph (1) of subdivision (d) of Section 54956.9) Name of Case: Aqueous Film-Forming Foam (AFFF) Product Liability Litigation (MDL 2873), DISTRICT COURT FOR THE DISTRICT OF SOUTH CAROLINA, MASTER DOCKET NO. 2:18-MN-2873-RMG

Adjournment



CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS June 11, 2024

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on May 28, 2024, a Regular Meeting was held on June 11, 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 Vice President Jeffery Johnson 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 (absent)
Jennifer T. Valdez**

Attorney:

Thomas Bunn

General Manager:

James Lee

**Director of Engineering
and Operations:**

Carla Dillon

**Interim Director of Finance and
Administration:**

Arturo Montes

Staff Members:

**Patrick Atwater, Regulatory & Public Affairs Manager
Kellen Boyce, System Operation Manager
Pam Leddy, Administrative Assistant
Adam Sutphin, Senior Management Analyst
Darlene Telles, Operations and Maintenance Manager
Brook Yared, Engineering Manager**

Guests:

**Frank Colcord, Foothill Municipal Water District
Richard Atwater, Foothill Municipal Water District
Ryan Guiboa, Best, Best & Krieger**

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Valdez, and carried by a 5-0 vote that the Agenda for the Regular Meeting of June 11, 2024, be adopted.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that Metropolitan Water District's (MWD) Board Chair and General Manager attended the monthly FMWD Board meeting at FMWD. A discussion was held concerning the projected rate of increase in rates and water treatment charges over the next few years, and the request from FMWD for MWD to take over ownership and operation of the pump station located near the Rose Bowl in Pasadena.

CONSENT CALENDAR

It was moved by Director Erickson, seconded by Director Bodnar and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on May 28, 2024, and to ratify the Board Compensation for May 2024 and the disbursements for April 2024 which consisted of:

Payment of demands against the Crescenta Valley Water District on or before April 2024, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of Eight-Hundred Twenty-One Thousand, Eight-Hundred Sixteen Dollars and Two Cents (\$821,816.02), which is composed of the individual items set forth herein.

ACTION CALENDAR

Employee Recognition – Mr. Lee introduced Cesar Velasquez, David Escalera, and James Fritz III to mark the completion of their one-year anniversaries with Crescenta Valley Water District and honor their contributions made to the District.

Job Descriptions and Full-Time Equivalent – Mr. Lee presented job descriptions for ten (10) positions to better reflect current and anticipated duties and expectations, to ensure future mobility for staff, and to ensure appropriate workload. Mr. Lee included a proposed Organizational Chart highlighting the interim appointments, limited term employees, temporary employee, and vacant positions. Mr. Lee requested an authorization to add one (1) full-time equivalent position and make manager salaries uniform, consistent with the Engineering Manager, to reflect the District's focus on the common attributes of sound management and leadership such as planning, scoping, organization, communication, teamwork, and systems management.

Following discussion:

It was moved by Director Bodnar, seconded by Director Valdez and carried by a 4-0 vote to adopt various job descriptions, authorize the addition of a full-time equivalent position, and make manager salaries uniform.

AYES: **Director Bodnar**
 Director Erickson
 Director Johnson
 Director Valdez

ABSENT: **Director Raghavachary**

NOES: **None**

Renewal of the Capital Charge on the Property Tax Roll – Mr. Montes stated that 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. Mr. Montes provided a draft of Resolution No. 794 to approve the annual report of capital charges for the FY 2024/25. Mr. Montes indicated that the adoption of Resolution No.794 would approve the annual report detailing the capital charges for each property in the District, which follows a public hearing on June 11, 2024, where there was no majority protest.

Following discussion:

It was moved by Director Johnson, seconded by Director Bodnar and carried by a 4-0 roll call vote 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.

AYES: **Director Bodnar**
 Director Erickson
 Director Johnson
 Director Valdez

ABSENT: **Director Raghavachary**

NOES: **None**

FY 2024-25 Water and Wastewater Fund Budgets – Mr. Montes presented a detailed budget consisting of 1) a ‘Detailed Overview’ providing Budgeted-vs-Budgeted and Budgeted-vs-Projected; and 2) a detailed report of expenses for each department for the approval of Board. Mr. Montes stated that at the May 28, 2024 Board meeting. Mr. Montes said that the Board had no recommendations on the proposed budget and asked that the budget be brought back to the Board after the public hearing for final approval. Mr. Lee reiterated that the budget was designed to support the 12-18 month vision for the District as workshopped during the May 23, 2024 special meeting.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson and carried by a 4-0 vote to approve the District’s FY 2024-25 Water and Wastewater Fund budgets and related items.

AYES: **Director Bodnar**
 Director Erickson
 Director Johnson
 Director Valdez

ABSENT: **Director Raghavachary**

NOES: **None**

Los Angeles County Election Services – Mr. Lee presented a draft of resolution No.795 requesting the Los Angeles County Board of Supervisors to permit consolidation of services for the November 5, 2024 General Election.

Following discussion:

It was moved by Director Bodnar, seconded by Director Valdez and carried by a 4-0 roll call vote 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.

AYES: **Director Bodnar**
 Director Erickson
 Director Johnson
 Director Valdez

ABSENT: **Director Raghavachary**

NOES: **None**

INFORMATION ITEMS – Constant Contact - “Register For Emergency Alerts”, CV Weekly - “Staying Active in the Community”, and CV Weekly - “Notice of Public Hearing”.

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Mr. Lee announced that Crescenta Valley Water District will be represented by staff at the Hometown Country Fair on June 22, 2024. Mr. Lee reported that “A Day Without Water” will be held at the Judy Tejada Reservoir Site on September 28, 2024 and attended by County Officials. Ms. Telles provided highlights of the Field Maintenance and Operations Report for May 2024. Mr. Yared provided highlights of the May 2024 Engineering Report. Mr. Lee welcomed Carla Dillon as Director of Engineering and Operations for Crescenta Valley Water District

ATTORNEY REPORT – No report.

REPORTS OF COMMITTEES

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

Finance Committee – Director Raghavachary reported that the Committee had met not met; however, a meeting is scheduled on July 8, 2024.

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 is scheduled on July 2, 2024.

Executive Committee – Director Raghavachary reported that the Committee had not met; however, a meeting is scheduled for June 13, 2024.

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

Ad Hoc PFAS Committee – Director Johnson reported that the Committee had met on June 5, 2024; a meeting is scheduled on June 18, 2024.

DIRECTORS' ORAL REPORTS

Director Bodnar – No report.

Director Erickson – Reported that he toured the SoFi Stadium while attending a fund-raising event at the location.

Director Johnson – Reported a follow-up 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 – Director Erickson stated that he may not be available to attend the June 25, 2024 Board Meeting. Director Bodnar shared that he may not be available to attend the July 9th Board Meeting.

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:08 p.m., the meeting was adjourned to June 25, 2024, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

Arturo Montes
Board Secretary

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
June 25, 2024

To: Honorable President and Members of the Board of Directors
From: Carla Dillon, P.E. – Director of Engineering and Operations
Subject: Request to award contracts for the Replacement of Well 2 Filter Media with Granular Activated Carbon (GAC), Project M-1084

AGENDA ITEM:

Replacement of Well 2 Filter Media with Granular Activated Carbon (GAC), Project M-1084 – Consideration and motion to authorize the General Manager to award contracts for the installation and replacement of the filter media at the Well 2 Biological Nitrate Removal Facility at Ordunio Reservoir at a cost not to exceed \$100,000, including contingency.

BACKGROUND:

Well 2 operates differently than the rest of the Wells in at CVWD. Well 2 is introduced directly into Zone 2 and does not have the opportunity to blend with imported water sources prior to its first point of use. Treatment or blending with water in Zone 2 would be the only way to ensure the quality of the finished water met the water quality standards (MCLs). In 2018, CVWD finished construction of a Biological Nitrate Removal Plant. For five years, the plant operated effectively removing nitrates from Well 2, allowing for a new water source for the District.

In 2023, it was found that the filter vessels would need to be replaced. At this time staff began conversations with DDW to bypass the nitrate plant and utilize blending to attain acceptable levels of nitrates in the finished water. This would allow the District to avoid the replacement of the filter vessels and the reconfiguration of the backwashing process, which was thought to have led to the sooner than expected malfunction of the filter vessels. The bypass plan was approved in May of 2024, and Well 2 was returned to limited service.

Staff performed PFAS testing on Well 2 to ensure that water from Well 2 would not surpass initial estimates for PFAS concentration and exceed the new MCLs for PFAS constituents that were established in April 2024. The PFAS levels of the well had increased significantly since it was first sampled in 2023. In order to continue operating Well 2, either imported water levels would need to increase or additional treatment would be necessary.

DISCUSSION:

Staff visited the site on May 31, 2024 with a contractor to get a quote for replacing the existing green sand filters with GAC vessels. The existing vessels do not allow for sufficient GAC size filters required for complete removal of PFAS from the groundwater source. The contractor also worked with staff to determine the right GAC media for PFAS removal. With the changes in operation at the site, it will also be necessary to adjust the SCADA programming to effectively monitor and operate the treatment at Well 2.

1. Overall Treatment Cost: Based upon the quote obtained, the modifications to the vessels and initial materials and parts would cost approximately \$51,200

2. SCADA Control Adjustments: Apex, the District's existing contractor for SCADA, provided a quote for SCADA adjustments for this project at a cost of \$29,000.
3. DDW Permitting: After these Changes are made staff will need to amend the treatment permit at Ordunio Reservoir. This cost is still unknown, which is why staff is requesting additional contingency funding at this time.

RECOMMENDATION:

Well 2 presents a low-cost opportunity to test the efficacy of GAC treatment for the removal of PFAS. It is staff's recommendation to award for the replacement of the media in the existing sand filters at the Well 2 Nitrate Removal Facility and modifications to SCADA to operator the system. This will allow staff to better understand the efficacy of GAC removal of PFAS from the source water and give a better understanding of the ongoing costs of operating GAC for PFAS treatment. Approving these changes now may also allow for settlement funds to reimburse the cost of this project.

Staff recommends that the Board allow the General Manager to award contracts for the installation and replacement of the filter media at the Well 2 Biological Nitrate Removal Facility at Ordunio Reservoir at a cost not to exceed \$100,000 including contingency.

ENVIRONMENTAL REVIEW:

FUNDING AVAILABILITY:

This project was not budgeted for FY 24/25. Funding would either need to come from existing reserves or be funded by unspent bonds from CVWD's most recent issuance.

Prepared by:



Brook Yared
Engineering Manager

Submitted by:



Carla Dillon
Director of Engineering & Operations

Attachments: none

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Action Item No. 2

June 25, 2024

To: Honorable President and Members of the Board of Directors
From: Carla Dillon, P.E. – Director of Engineering and Operations
Subject: Request for Proposal – Professional Engineering Services for Design of FY 24/25 Pipeline Replacement, Project E-1083

ACTION ITEM:

Request for Proposal for Professional Engineering Services in Design of FY 24/25 Pipeline Replacement Project, E-1083 – Consideration and motion to authorize the General Manager to request proposals from professional engineering services providers for assistance in generating designs and specifications for FY 24/25 pipeline replacement capital improvement, project E-1083, which includes replacement of pipelines along Alabama Ave (blocks 2800 & 3000-3100), Stevens St (blocks 3000-3100), Mary St (blocks 2800-2900), 2700 Block of Franklin St. (block 2700) and Park Vista (block 3200).

BACKGROUND:

CVWD's goal is to replace 25.02 miles of pipeline before 2035, approximately 2.5 miles of pipeline annually. For CVWD to meet the timely replacement of aging infrastructure, the assistance of a consulting engineering firm to prepare plans and specifications for the upcoming pipeline projects is necessary (see attached location maps). This will help ensure that the District accomplishes the goals consistent with CVWD's Strategic Plan and vision.

The FY 24/25 Capital Improvement Program includes capital projects that balance various objectives and provide the most benefit and value to the community. Project 1 will replace approximately 3,670 liner feet (LF) of 6-inch and 4-inch water mains along the 2800 & 3000-3100 blocks of Alabama Ave. and the 3000-3100 blocks of Stevens with 8-inch diameter pipe.

Project 2 will replace 3,350 LF of 6-inch and 4-inch water main on the 2800-2900 blocks of Mary St., and the 3200 block of Park Vista Dr., with 8-inch and 6-inch diameter pipe, respectively. Project 2 will replace 3350 L.F of 6-inch and 4-inch water main on the 2800-2900 blocks of Mary St. and 3200 block of Park Vista Dr., with 8-inch and 6-inch diameter pipe, respectively. A total of 895 LF of 6-inch pipe on Franklin St. will be replaced. Projects 1 and 2 will replace a total of 7,020 L.F. The existing pipelines were built between 1946 and 1973.

In late May 2024, staff received LA County's overview of paving replacement in the unincorporated areas of La Crescenta. Alabama Avenue and Stevens Street are both scheduled to be repaved in FY 24/25 so staff reprioritized these projects for the coming fiscal year.

DISCUSSION:

Staff intends to send a request for proposal (RFP) to six (6) consulting engineering firms to prepare design plans and specifications for the proposed projects. Each firm has prior experience with providing professional services for the design of similar water infrastructure projects. Attached for your review is the District's RFP that includes the scope of work and other project parameters.

Staff will hold a mandatory pre-proposal web conference with the consulting firms and provide information about CVWD, the scope of work and the proposed project schedule. The proposals are due on August 14, 2024.

Staff will review each proposal and rank them in accordance with the following categories and weighted percentages: 1) Proposal, Project Concept & Scope of Work– 30%, 2) Previous work experience – 30%,

3) Expertise of project staff on similar projects – 20%, 4) Coordination with agencies – 10%, and 5) Costs of service – 10%.

After Staff completes its review and ranks each consultant, we will return to the Board for award of contract and include the average ranks for each consultant.

ENVIRONMENTAL REVIEW:

Not required.

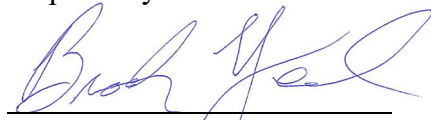
RECOMMENDATION:

Consideration and motion to authorize the General Manager to request proposals from professional engineering services providers for assistance in generating designs and specifications for FY 24/25 pipeline replacement capital improvement, project E-1083, which includes replacement of pipelines along Alabama Ave (blocks 2800 & 3000-3100), Stevens St (blocks 3000-3100), Mary St (blocks 2800-2900), 2700 Block of Franklin St. (block 2700) and Park Vista (block 3200).

FUNDING AVAILABILITY:

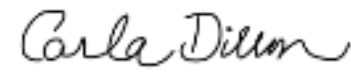
Currently there is \$4,072,850 available in the FY 24/25 budget to cover the costs for design, inspection, and construction of these projects.

Prepared by:



Brook Yared
Engineering Manager

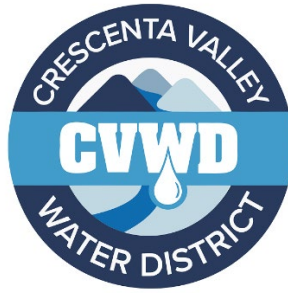
Submitted by:



Carla Dillon
Director of Engineering & Operations

Attachments:

1. CVWD's Request for Proposal



REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES FOR DESIGN OF FY 24/25 PIPELINE REPLACEMENT PROJECT, PROJECT E-1083

PROPOSAL DUE DATE: AUGUST 14, 2024

INTRODUCTION:

Crescenta Valley Water District (CVWD) is embarking on its FY 24/25 capital improvement project program, which includes the replacement of old and undersized steel pipelines within the water distribution system. The District's goal is to maintain a pipeline replacement schedule that will replace all pipelines before the end of their useful life (75-year period). Currently about 50% of CVWD's pipelines will be over 75 years old in the next 20 years. To meet this goal, CVWD would have to replace approximately 25.02 miles of pipeline before 2035, about 2.5 miles of pipeline annually. The specific pipelines to be replaced per year are based on age of pipeline, pipe size, pipe material, service pressure, and number of previous leaks. The pipelines are also grouped within a specific area of the District for ease of construction.

CVWD's Board approved the FY 23/24 Water Budget in June 2023, and the approved budget showed \$4M available for pipeline replacement as part of the CIP budget. Recently additional funding has been procured, and CVWD will be resuming replacement of approximately 1.3 miles of pipeline for this coming fiscal year and attempting to return to the original pipeline replacement schedule in the future to accommodate for the 75-year replacement schedule. CVWD's Engineering Department, in previous years, performed the planning, design, specification development, potholing, trench marking, materials ordering, bidding, community outreach, construction administration, and inspection for pipeline projects.

For CVWD to meet our pipeline replacement schedule, we will need the assistance of a consulting engineering firm to prepare design plans and specifications to replace approximately 3,670 L.F of 6-inch and 4-inch water mains along the 2800 & 3000-3100 blocks of Alabama Ave. and the 3000-3100 blocks of Stevens St. with 8-inch diameter pipe. Project 2 will replace 3350 L.F of 6-inch and 4-inch water main on the 2800-2900 blocks of Mary St. and 3200 block of Park Vista Dr., with 8-inch and 6-inch diameter pipe, respectively. Projects 1 and 2 will replace a total of 7,020 L.F. The existing pipelines were built between 1946 and 1951.

Block No.	Street Name	Year Const.	Ex. Pipe Dia. (in)	New Pipeline Dia. (in)	Length (L.F.)	Total Project Cost Est.
2800	<u>Alabama Ave.</u>	1960	6	8	860	\$496,650
3000-3100	Alabama Ave.	1950	4	8	1115	\$643,915
3000-3100-	Stevens St.	1950	6	8	1695	\$1,087,400
2800-2900	<u>Mary St.</u>	1973	6	8	1805	\$1,101,700
2700	<u>Franklin St.</u>	1960	6	6	895	\$469,875
3200	<u>Park Vista Dr.</u>	1951	4	6	650	\$341,250
	<u>Total</u>				7020	\$4,140,790

SCOPE OF WORK

CVWD is seeking a professional engineering firm to design and prepare construction specification documents for the installation of the new pipelines as described above. The major elements of the project include the following:

- Topographic survey and right-of-way mapping
- Utility research and compiling for base map.
- Pothole plan for utility crossing and connection to existing water mains, including permits. Performance of potholing shall be completed by the District.
- Pipeline design (plan view only) per CVWD design and AutoCAD standards.
- Details of connection to existing water mains.
- Design of crossing of Pickens Canyon Channel and submittal of plans for permit approval with Los Angeles County Flood Control
- Coordination with Los Angeles County, Department of Public Works
 - Design requirements relative to pavement replacement, backfill requirements, water discharge BMPs and traffic control.
 - Approval of all fire hydrant locations.
 - Excavation Permit – Submittal and preliminary approval. Contractor will obtain the final permit. CVWD will pay all permit fees.
- If necessary, coordination with State Water Resources Control Board, Division of Drinking Water for variance approval.
- Project Front-end Specifications. Sample provided by CVWD.
- Project Special and Technical Provisions. Sample provided by CVWD.
- List of all materials necessary for project construction.
- Bidding Schedule and Engineer's construction cost estimate. Bidding coordinated with CVWD.
- Project Schedule for design phase and estimated construction schedule.
- Construction services including:
 - Assistance with response to requests for information.
 - Review of shop drawings and submittals.
 - Construction staking, including marking centerline of trench.
- As-built drawing updates per redline information from the Contractor.

Deliverables:

- Prepare 100% submittal and final submittal of construction drawings and specifications.
- Project Meetings - Attendance at least five (5) design and bidding project meetings:
 - Kick-off Meeting
 - 50% Submittal for pipeline alignment
 - 100% Submittal
 - Final Submittal
 - Pre-Bid Meeting

- Pre-Construction Meeting

Project Schedule:

<u>Task</u>	<u>Date</u>
Pre-Proposal Meeting – Web Conference	July 10, 2024
Proposal Due	August 14, 2024
Award of Contract	August 27, 2024
Kick Off Meeting	September 11, 2024
Board Approval – Advertisement for Bids	December 20, 2024
Pre-Bid Meeting	January 22, 2025
Bid Opening	February 5, 2025
Board Approval – Award of Contract	February 11, 2025 (Tentative)
Pre-Construction Meeting	TBD
Start Construction	February 25, 2025

PROPOSAL REQUIREMENTS:

Scope of Work

The proposal shall include a detailed list itemizing the tasks required to complete the scope of work addressing all project criteria outlined above. Each task shall include a detailed estimate of man-hours required to complete each task.

Proposal Fee Schedule

The proposal shall include a "Fee Schedule" outlining all applicable hourly rates and costs for services. The proposal shall provide a breakdown of fees associated with the project task as specified above. The proposal shall also include a "not-to exceed" total fee, which shall include all work necessary to complete the project objective.

Schedule

The proposal shall include a proposed project schedule detailing the time of completion for design and permitting. The schedule shall include the number of calendar days required to perform each task and the total number of calendar days required to complete the entire project.

Project Experience

The proposal shall include description of comparable pipeline projects completed by consultant including experience working with the City of Glendale and Los Angeles County within past three (3) years including date completed, location of work names, addresses, and phone numbers of persons in charge of project, and the name and address of the public agency or firm for whom the project was constructed.

Consultant's Representative

The proposal shall name a responsible representative, an alternate, and all sub-consultants to perform the assigned tasks. The chosen consultant's representative will remain responsible and in charge of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. The District must approve any other changes in responsible representative, in advance. The District will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.

Professional Service Agreement

The chosen consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," which will be prepared by the District. Services specified in this agreement shall be taken directly from the consultant's accepted proposal and from this "Request for Proposal", if applicable.

Insurance Requirements

The District will require employer's liability, comprehensive commercial liability insurance, and errors and omissions insurance coverage for at least \$2,000,000 and comprehensive automobile liability for at least \$1,000,000. The District requires that the District be named as additional insured on the policy and such insurance policy shall not be terminated or canceled without thirty (30) days prior written notice to the District.

District Reimbursements

The District normally reimburses consultants for the actual cost (plus 15%) for all outside expenses, including those for material costs authorized in advance by the District. Other reasonable expenses will be reimbursed where such costs have been advanced by consultant and approved by the District.

The chosen consultant shall not be compensated for use of computers, office equipment, hardware, or software materials. Said costs are not compensated and time expended by Consultant's personnel on such equipment is included within the hourly rate as shown on the consultant's fee schedule.

District Responsibilities:

District will provide the following to assist the selected consultant with the project and its completion:

- Geographic information system (GIS) information and topographic surveys as available.
- Reports, plans, and drawings, as available and pertinent to the proposed plan.
- Design criteria, preferred manufacturer's information, and other technical information, as available and pertinent to the project.
- Current operational condition and performance of existing infrastructure pertinent to the proposed plan.

Proposal Due Date:

Please submit one (1) copy of the proposal as a PDF file via e-mail by 12:00 pm August 14, 2024, to asargsyan@cvwd.com. Send three (3) copies of the proposal to the attention of Carla Dillon, Director of Engineering and Operations at Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta CA 91214. If you have any questions or comments, contact Armine Sargsyan at (818) 236-4140.

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Action Item No. 3
June 25, 2024

To: Honorable President and Members of the Board of Directors
From: Carla Dillon, P.E. – Director of Engineering and Operations
Subject: Backhoe Equipment Purchase

ACTION ITEM:

Consideration and motion to authorize the purchase of a new Backhoe for a base cost of \$183,000 plus taxes and registration for an amount not to exceed \$203,183 in FY 24/25.

BACKGROUND:

The Operations and Maintenance Division frequently utilizes a backhoe for moving materials, excavation to support pipeline replacement, main break repairs, and valve replacements. The backhoe is a critical piece of equipment for core operations and maintenance activities.

DISCUSSION:

The existing backhoe equipment is a 2007 John Deere and is nearing the end of its useful life. The South Coast Air Quality Management District (SCAQMD) has offered incentives to retire older, higher emissions equipment through the Carl Moyer Program. Since staff is familiar with operating the existing John Deere equipment, there is a desire to retain this brand and model to reduce training and acclimation time for operators, which contributes to improved safety in operating the equipment. There is one John Deere distributor in the area, Coastline Equipment, and the quote is \$183,000 plus tax (\$16,523). This price includes applicable discounts of \$86,628. It is anticipated that there may be associated registration, permitting, and/or licensing fees, but exact costs are unknown at this time.

Through the SCAQMD, staff secured a Carl Moyer Program grant in the amount of \$31,114 to be applied toward the purchase of a new backhoe. The procurement was delayed while awaiting a grant award decision. In addition, the lead time for delivery of a new backhoe is several months, therefore the purchase order and delivery will occur in FY 24/25. The quoted price for the new John Deere backhoe with tax is \$199,523. As there may be associated registration and permitting fees, a 2% contingency is requested, and the District will need to pay the full cost of the backhoe prior to obtaining the grant funds after decommissioning of the older backhoe. Therefore, the total amount requested for approval is \$203,183. Sufficient funds have been allocated in the FY 24/25 budget to cover this expense.

ENVIRONMENTAL REVIEW:

Not required.

RECOMMENDATION:

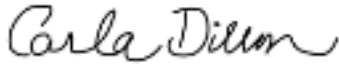
Authorize the purchase of a new Backhoe for an amount not to exceed \$203,183.

FUNDING AVAILABILITY:

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

Account Description	Amount
Capital Outlay Fund – Backhoe	\$ 240,000
Backhoe	\$ (203,183)
Carl Moyer Grant	\$ 31,114
Amount Remaining in Capital Outlay Fund - Backhoe	\$ 67,931

Submitted by:



Carla Dillon
Director of Engineering & Operations

Attachments: none

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CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Action Item No. 4

June 25, 2024

To: Honorable President and Members of the Board of Directors
From: Patrick Atwater, Regulatory and Public Affairs Manager
Subject: Rosemont Preserve – Advancing Project Funds Prior to Grant Reimbursement

ACTION ITEM:

Discussion and potential authorization for the General Manager to advance funds for the Rosemont Preserve stormwater recharge and water education project to ensure timely delivery prior to grant reimbursement from the Arroyo and Foothills Conservancy.

BACKGROUND:

Goss Canyon, a ~250-acre watershed at the base of the San Gabriel Mountains, is characterized by chaparral-covered hillsides and a lush, oak-lined stream bed, home to diverse wildlife. It is mostly privately owned and crucial for recharging La Crescenta's Verdugo Groundwater Basin. With low water demands, the District has been increasingly reliant on groundwater and the Verdugo Basin has seen declining water levels over the past decades.

A material amount of stormwater is lost annually to the LA County flood control system and the ocean from this watershed. The Arroyo and Foothills Conservancy (AFC) manages the bottom of Goss Canyon in partnership with Crescenta Valley Water District and County Flood Control. The joint project proposes to enable additional groundwater recharge from stormwater through a straightforward ditch and furrow method.

The Community Relations and Water Conservation Committee discussed the project on February 8th, 2024. Following up on that committee meeting, staff participated in a successful water education tour at the preserve on April 28th and continued to develop the project vision in coordination with AFC staff. The resulting project concept is attached.

The project includes several core components that provide substantial water resources and public affairs benefits to the District in line with the Strategic Plan and Public Engagement Master Plan:

- **Stormwater Capture:**
 - Reshape Goss Canyon debris basin using the "Ditch & Furrow" method.
 - Enhance stormwater retention and groundwater recharge.
 - Serve as a precursor to a larger scale stormwater capture at CV Park.
- **Community Access & Beautification:**
 - Replace the existing chain-link gate with a multi-purpose landmark gate.
 - Improve functionality, safety, and aesthetics of the entryway.
 - Expand accessibility for school buses and community visitors.
- **Educational Enhancements:**
 - Install informational kiosks and educational signage.
 - Create an outdoor lending library focused on local history, ecology, and water conservation.

The community strongly supports the Rosemont Preserve partnership. Over 70% of residents had a more favorable impression of the District after learning about the partnership. Of those, over 55% had a strongly more favorable impression of the District and over half of respondents who initially disapproved of the District had a more favorable impression upon learning about the project.

DISCUSSION:

The Arroyo and Foothills Conservancy anticipates a high probability that it will be able to secure grant funding to reimburse the District. Thus, there is a low risk that the District will not be able to recover funds. If a grant is not secured, the District will seek alternative sources. Ultimately, it is anticipated that the water supply savings from stormwater capture alone will recoup the project costs. This Board authorization provides the General Manager the flexibility to execute on contracts to ensure timely project progression. It is anticipated that the project costs will be under \$50k.

RECOMMENDATION:

Authorize the General Manager to advance project funds.

Prepared and Submitted by:



Patrick Atwater
Regulatory and Public Affairs Manager

Attachments:

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April 25, 2024

Rosemont Preserve Stormwater Capture & Community Access Project

Location: Rosemont Preserve / Goss Canyon Debris Basin, 5327 Rosemont Ave. La Crescenta, CA 91214

Purpose: To create a collaborative, community project to improve stormwater capture capabilities of the Goss Canyon Debris Basin, and improve the accessibility and aesthetics of the entry to the Rosemont Preserve. This project will enhance the recharge of the local groundwater basin, and availability to and security of this important local natural resource, all while meeting the Crescenta Valley Water District's (CVWD's) continued need for access to their Eagle Canyon reservoir and Los Angeles County Flood Control District's continued need for a fit-for-purpose flood control structure.

Benefit to the community: This multi-benefit project will:

- provide a cost-effective means of capturing and sequestering stormwater to help protect the Crescenta Valley's groundwater basin,
- demonstrate CVWD's and the community's commitment to water resources management, sustainability, flood control and public safety,
- provide the community with expanded access to the Rosemont Preserve,
- provide educational resources about the Goss Canyon watershed and how it functions to supply water to our community,
- mobilize the community to be involved in project planning and execution,
- create a definitive community landmark that reflects La Crescenta's natural history and beauty, and
- solidify a long-term partnership between CVWD, Los Angeles County Public Works, and local community organizations (AFC & the Friend of Rosemont Preserve).

Priorities: This project meets the objectives of the [California Water Action Plan](#) to create more reliable water supplies and a more resilient, sustainably managed water resources system that can better withstand inevitable and unforeseen pressures in the coming decades. It meets the key objectives of [California's 30x30 initiative](#) to protect and restore biodiversity, expand access to nature and build resilience to climate change. Developed in partnership with the Arroyos & Foothills Conservancy, Crescenta Valley Water District, Los Angeles County Flood Control District and Friends of Rosemont Preserve, and with support of the Crescenta Valley Town Council, local schools, environmental groups, and neighbors, this project will:

- increase drought preparedness and improve groundwater sustainability by enhancing stormwater capture and recharge of local groundwater basins,
- improve public health by increasing access to open space and associated recreational opportunities,

- enhance public education by providing improved access to the Rosemont Preserve’s community and student field trip programs,
- invest in infrastructure with multiple benefits,
- prioritize nature-based solutions,
- ensure on-going operations and maintenance of existing public service facilities, and
- engage the community in the improvement and maintenance of this precious natural resource.

The project also aligns closely with multiple elements of the Los Angeles County West San Gabriel Valley Area Plan ([WSGVAP](#)), including:

- Land Use Element: Fostering complete communities, Fostering public-private harmony in mixed-use development, and Activate Public Spaces
- Mobility Element: Roadway and active transportation safety
- Open Space Element
- Historic Preservation Element

Background: Goss Canyon, and its ~250 acre watershed, is located at the base of the San Gabriel Mountains between the north-east boundary of the developed residential area of unincorporated La Crescenta and the Angeles National Forest (see Attachment A). It is defined by steep, chaparral covered hillsides terminating in a lush, oak-lined seasonal stream bed at the base of the hills. Goss Canyon is home to beautiful, fragrant sages, berry-laden elderberry, and lavender-flowered ceanothus bushes, as well as a thriving community of wildlife including black bear, mountain lion, grey fox, California quail and others. Most of Goss Canyon and its watershed is privately owned and protected by a beloved longtime Crescenta Valley family.

Goss Canyon watershed is a significant source of stormwater for the recharge of La Crescenta’s Verdugo Groundwater Basin. However, the watershed loses a substantial amount of stormwater each year to the LA County flood control system (and the ocean) during the area’s rainy winter months. This “lost” water, if given more time to settle and absorb into the canyon’s porous soils, would contribute to recharging the groundwater basin.

Crescenta Valley and the Crescenta Valley Water District (CVWD) are dependent on the Verdugo Groundwater Basin for about 50% of local drinking water supply. Implementing projects like this one helps ensure the health and sustainability of this essential local resource and is of utmost importance to the sustained health and prosperity of the La Crescenta community.

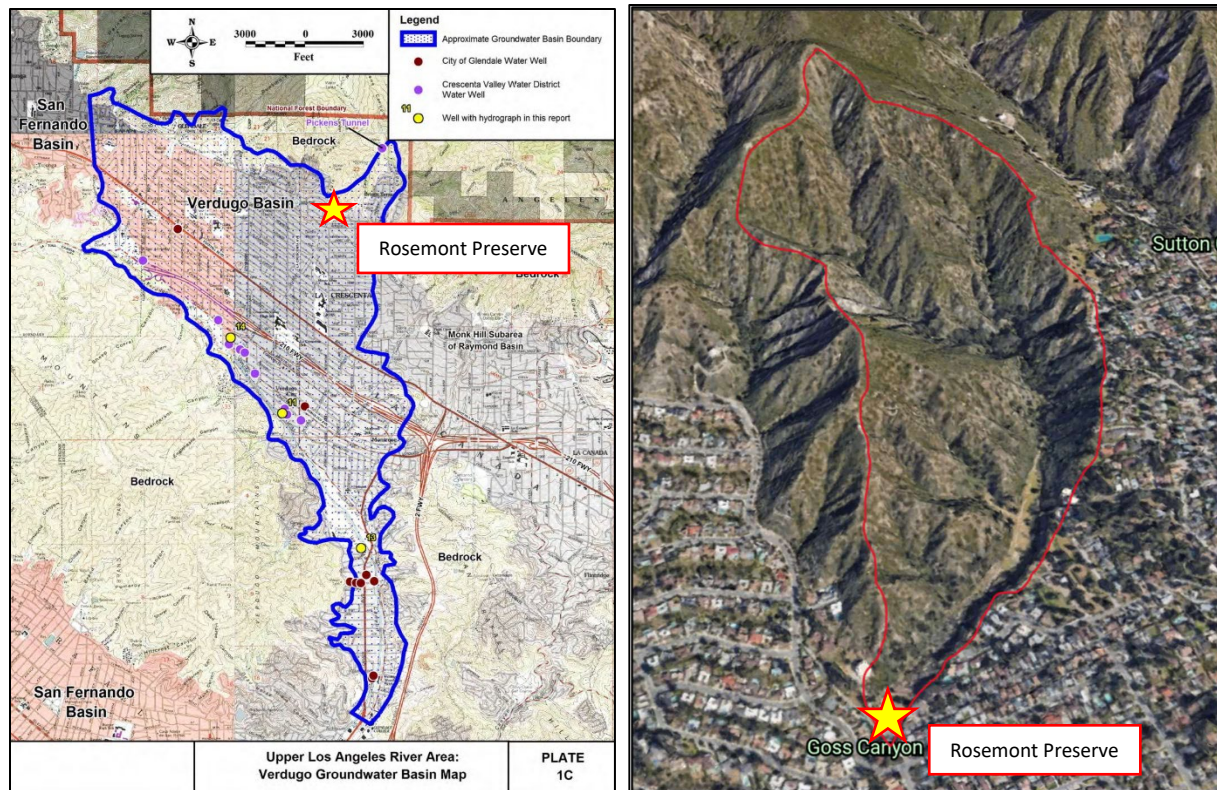


Figure: Aerial view of Verdugo Groundwater Basin and Goss Canyon Watershed

The Rosemont Preserve is 7.75 acres of open space at the mouth of Goss Canyon, situated just upstream of a small LA County debris basin and CVWD maintenance road. The Preserve's property was acquired in 2012 by the Arroyos & Foothills Conservancy (AFC), a non-profit land conservancy, to protect and steward for the benefit of the native flora and fauna, and for recreational and educational use by the community. Access to the Preserve is currently limited to CVWD's chain-link gate and service road. The County and AFC have easement rights to CVWD's gate & service road.

Since the Preserve's acquisition in 2012, significant improvements have been made, including the removal of invasive plants, planting of native trees and plants, and construction of hiking trails and an outdoor classroom and demonstration garden by local scouts.

The Preserve provides the only access to natural open space in the unincorporated community of La Crescenta, but because of the current gate configuration, access by the community is limited to scheduled events staffed by the Friends of Rosemont Preserve (FoRP), AFC's volunteer stewardship group. In 2023, the FoRP hosted approximately 1,000 community members to the Preserve. Because of the currently limited access though, the Preserve is only regularly available to the community four days (8 hours) per month, despite the ever-increasing community demand for more regular and expanded access to the Preserve.

The Preserve is also utilized throughout the school year by AFC as a field trip destination for elementary school children, where AFC staff and volunteer docents provide students from schools across Los Angeles County with a robust science curriculum. AFC's curriculum covers native wildlife, including a bird specific curriculum, native plants and their adaptation to local climate, geology and plate tectonics and their interplay with our water system, including the fire and flood cycle. During the 2022-2023 school year, AFC provided these educational field trips to approximately 3,000 students, 60% coming from underserved communities.

Over the years, community support for improving access to the Rosemont Preserve has been demonstrated in multiple ways. In addition to the many informal requests we receive from visitors for more regular access, Los Angeles County conducted a Parks Needs Assessment event in 2016 at which the Rosemont Preserve Entry Project received the most votes of community support of all the proposed projects in La Crescenta. And in 2024, CVWD conducted a customer survey in which the large majority of those surveyed said they support CVWD partnering with AFC to improve stormwater capture and community access at the Rosemont Preserve.

Proposal:

1) Stormwater Capture - Reshape bottom of Goss Canyon debris basin using "Ditch & Furrow" method.

- Expand functionality of existing debris basin to include stormwater retention and groundwater recharge capabilities, while retaining current debris capture & management capabilities, by utilizing ditch & furrow method of reshaping bottom of debris basin (see Attachment D).
- Reshaping bottom of debris basin will allow for the slowing down and spreading of stormwater across the entire debris basin area rather than routing the water directly to the storm channel and to the sea as is currently designed. Slowing and spreading the stormwater before it leaves the basin allows for more water to soak into the already porous soil and allows more water to percolate into the local groundwater basin.
- Provide test case for DROPS (Data-driven, Resource, Optimization and Planning System), a stormwater retention assessment tool currently under development by California Data Collaborative in partnership with local water districts, including CVWD, FMWD, PWP, and BWP. DROPS will integrate remote sensing and public data to plan and prioritize distributed stormwater capture projects like this one proposed for Goss Canyon.

- Provide a test case for potential use at other debris basins similar to Goss Canyon. Los Angeles County currently operates approximately 160 debris basins in the foothills of the San Gabriel and Santa Monica Mountains.
 - Provide an example to “show” rather than “tell” the community about the value of stewarding every drop of water and making “water conservation a California way of life.”
- 2) Community Access & Beautification - Replace existing single-purpose chainlink vehicle gate with new multi-purpose (vehicle & pedestrian) “community landmark” gate and entryway.
- New gate (see Attachment B) will improve overall functionality, safety, and aesthetics of the entryway, and provide more flexible and secure access to the Preserve, CVWD reservoir, and County debris basin. Gate and entryway design would reflect the community’s stone-work aesthetic, and include separate pedestrian and vehicular access. Pedestrian access would be controlled with a programmable electronic gate to preserve security while enabling more regular access to the Preserve, i.e. access during daylight hours.
 - Redesigned entryway will expand accessibility of Preserve by allowing for school bus parking and/or student and community visitor drop-off.
- 3) Enhance Educational Opportunities – Install informational & educational signage and an outdoor lending library
- New informational kiosk at entry gate for posting property description, hours of access, and schedule of programming (see Attachment C).
 - New educational signage and Little Free Library inside Preserve, with titles on local history & ecology, and the water cycle and conservation.

Feasibility, Funding & Execution: The properties to be improved by this project are identified as Crescenta Valley Water District owned, or Los Angeles County owned space available for improvement, as indicated in the Facilitator Toolkit provided by the County.

The Arroyos & Foothills Conservancy, Crescenta Valley Water District, and Friends of Rosemont Preserve are committed to the success of this project.

- Entryway & Gate Element:
 - AFC and CVWD have agreed to work together to complete the detailed design and specifications of the new entryway and gate, and to engage LACO Flood Control District and other affected entities that currently utilize the gate to ensure their access needs are considered.
 - CVWD has agreed to be responsible for the execution of the new entryway and gate portion of the project, including project management, cost estimation, permitting,

and construction.

- AFC has agreed to be responsible for pursuing funding for the new entryway and gate, including public & private grants for improving community access to open space.
- Stormwater Capture & Groundwater Recharge Element:
 - CVWD, AFC and FoRP have agreed to jointly work with LACO Flood Control District to finalize a detailed design, implementation plan, and cost estimate for the modification of the Goss Canyon debris basin for enhanced stormwater capture and groundwater recharge.
 - AFC has agreed to be responsible for pursuing funding for the costs associated with this effort.
 - FoRP has agreed to incorporate community participation in the execution of this aspect of the project, utilizing community volunteers as demonstrated by the Friends-hosted monthly volunteer Restoration Events at the Preserve.
- Signage Element:
 - AFC and FoRP have agreed to jointly design, fund, and install the informational kiosk planned for outside the new gate.
 - AFC and CVWD have agreed to jointly design and fund the educational signage and Little Free Library planned for inside the new gate.
 - FoRP have agreed to manage the installation of the educational signage and library as a scout award project, as demonstrated by the 5 Eagle Scout and 6 Girl Scout projects previously executed at the Preserve.

Contacts:

- Arroyos & Foothills Conservancy, c/o Director of Operations Barbara Goto (barbaragoto@arroyosfoothills.org) – P.O. Box 1 Pasadena, CA 91102
- Crescenta Valley Water District, c/o General Manager James Lee (JLee@cvwd.com) – 2700 Foothill Boulevard La Crescenta, CA 91214
- Friends of the Rosemont Preserve, c/o Co-Chair Frank Colcord (frank.colcord@gmail.com) - 2424 Olive Ave. La Crescenta, CA 91214

ATTACHMENT A - LOCATION

Aerial view of Rosemont Preserve, Crescenta Valley Water District, and Los Angeles County Flood Control District properties, located at northern terminus of Rosemont Avenue in La Crescenta, CA

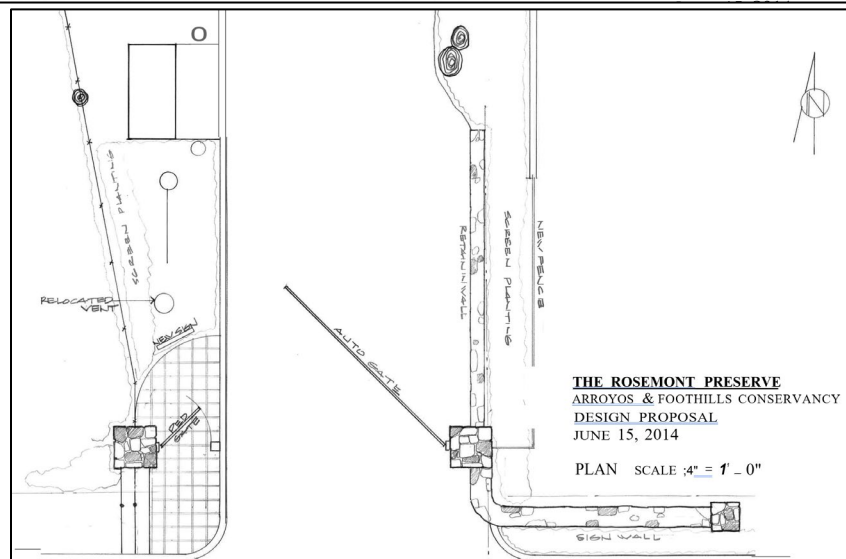
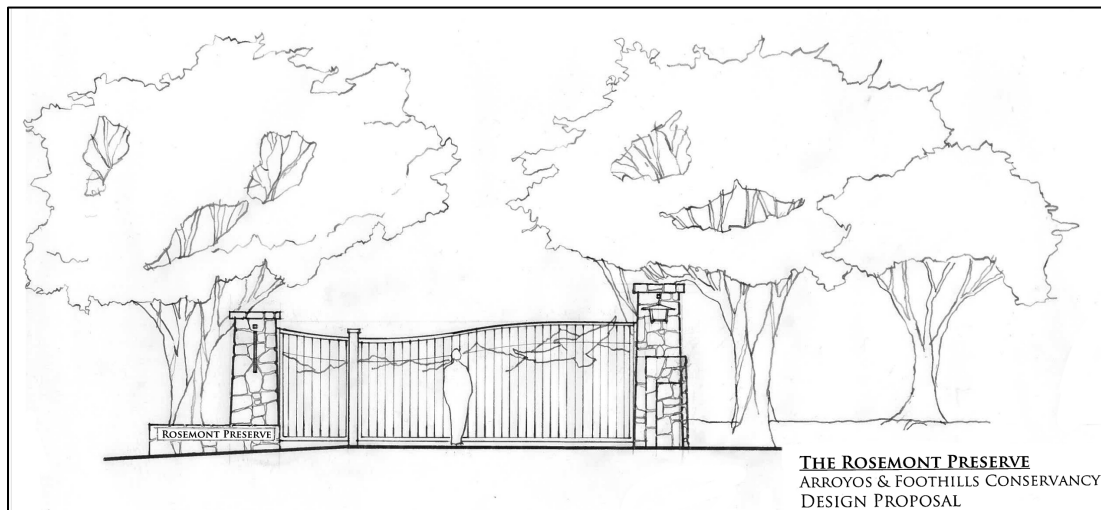


ATTACHMENT B – NEW ENTRY GATE

Entry gate to Goss Canyon Debris Basin and Rosemont Preserve, current condition:



Design Idea for new entry multi-purpose gate, with both vehicle and pedestrian entrances:



ATTACHMENT C – NEW INFORMATIONAL KIOSK

Design Idea for informational kiosk at front entrance, and existing kiosk at Arroyos & Foothills Conservancy's Rubio Canyon trailhead as example:



ATTACHMENT D – STORMWATER CAPTURE

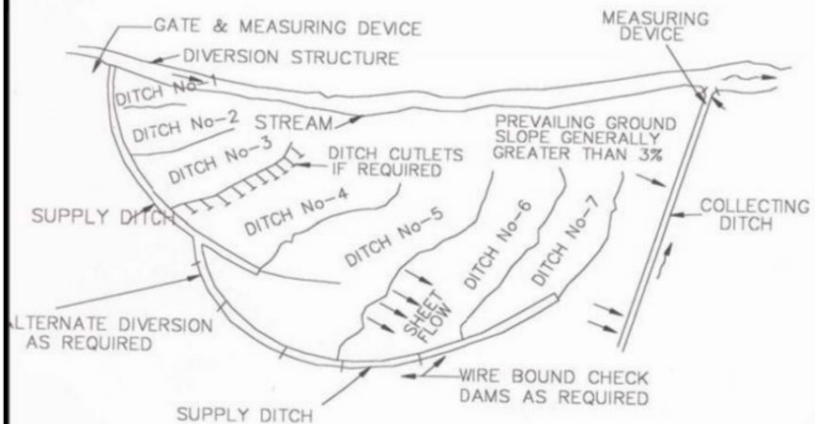
Goss Canyon Debris Basin, current condition:



Design Idea for debris basin reshaping for stormwater capture and groundwater recharge:



Ditch & Furrow Stormwater Retention Method



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
June 25, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: **Workplace Violence Prevention Plan**

ACTION ITEM:

Consideration and motion to adopt the Workplace Violence Prevention Plan.

BACKGROUND:

The California Division of Occupational Safety and Health (Cal/OSHA) mandates that all employers develop and implement a Workplace Violence Prevention Plan to safeguard employees from workplace violence. Cal/OSHA defines workplace violence as any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. Key requirements for the plan include:

1. Identify who is responsible for the plan
2. Involve staff in developing the plan
3. Create procedures to report workplace violence and maintain a log
4. Commit to investigating incidents of workplace violence
5. Provide training to all staff
6. Implement plan by July 1, 2024

CVWD is committed to providing a safe and secure work environment for all employees. In compliance with Cal/OSHA's guidelines and to enhance the safety and security of our workplace, staff has developed a comprehensive Workplace Violence Prevention Plan that is provided as attachment 1.

RECOMMENDATION

Adopt the Workplace Violence Prevention Plan

Prepared by:



Adam Sutphin
Senior Management Analyst

Submitted by:



Arturo Montes
Interim Director of Finance & Administration

Attachment(s):

Workplace Violence Prevention Plan

Workplace Violence Prevention Plan (WVPP)

PURPOSE: To prevent acts of aggressive, threatening behavior and violence in the workplace.

SCOPE: This plan applies to all employees of Crescenta Valley Water District.

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP) Completed on June 25, 2024

1. DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Plan or WVPP - The workplace violence prevention plan required by Labor Code Section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

2. RESPONSIBILITY

The WVPP administrator, Director of Finance and Administration, has the authority and responsibility for implementing the provisions of this program for the District.

Staff who are also responsible for supporting and maintaining the WVPP are listed below [adjust as necessary]:

Human Resources Professional: Finance and Administration Manager

Health and Safety Professional(s): Safety Officers at the Main Office and Glenwood Plant

Facilities Manager: Operations and Maintenance Manager

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation, and follow-up.

All employees are responsible for reporting hazards and injury or illness incidents per the District's Injury Illness Prevention Program, including hazards and incidents related to workplace violence.

A. Employee Obligations

Each employee and every person on District property is encouraged to report incidents of threats or acts of physical violence.

In cases where the reporting individual is not a District employee, the report should be made to the local law enforcement agency who has jurisdiction over the offense alleged to have been committed.

In cases where the reporting individual is a District employee, the report shall be made to the reporting individual's immediate supervisor. If the immediate supervisor is not available, the report shall be made to the next level of management. Prior to proceeding with any formal investigation, the management-level supervisor shall report any incident of a threat or act of physical violence to the General Manager.

Employees (Including Managers and Supervisors) are responsible for:

- their own behavior by interacting responsibly with fellow employees, supervisors, and customers;
- being familiar with District policy regarding workplace violence;
- having monthly safety meetings with employees to discuss the identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures;
- promptly reporting actual and/or potential acts of violence to appropriate authorities;
- cooperating fully in investigations/assessments of allegations of workplace violence;
- being familiar with the service provided by the Employee Assistance Program or similar program;
- informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site; and
- following all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

Managers and Supervisors are additionally responsible for:

- informing employees of the District's workplace violence policy and program;
- taking all reported incidents of workplace violence seriously;
- investigating all acts of violence, threats, and similar disruptive behavior in a timely fashion and taking the necessary action(s);
- providing feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents;
- being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties;
- encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program;
- assuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.;
- providing security and helping to defuse violent situations;
- providing technical advice and support regarding physical security matters;

- ensuring that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly;
- maintaining an ongoing security awareness program;
- assisting with or conducting investigations of threats or incidents of violence;
- requesting, where appropriate, assistance from functional area expert(s); and
- acting as liaison with local authorities and outside law enforcement agencies.

3. COMPLIANCE

Management will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected employees. Managers and supervisors will enforce the rules fairly and uniformly.

All affected employees will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

The District will ensure that employees comply with the rules and maintain a secure work environment that will include at a minimum:

- Inform employees of the provisions of the WVPP.
- Evaluate the security performance of all employees.
- Recognize employees who perform secure work practices.
- Provide training to employees whose security performance is deficient.
- Discipline employees for failure to comply with secure workplace practices.

Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe and employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

4. COMMUNICATION

We recognize that open, two-way communication between management and staff about workplace security issues is essential to a safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of workplace security information between management and staff in a form that is readily understandable by all affected employees, and consists of one or more of the following:

- New employee orientation including workplace security policies and procedures;
- Review of the WVPP;
- Workplace security training programs;

- Regularly scheduled meetings that address security issues and potential workplace violence hazards;
- Effective communication between employees and supervisors about security and violence concerns, including translation where appropriate;
- Posted or distributed workplace security information;
- A system for employees to anonymously inform management about workplace security and violence concerns;
- A system for employees to inform management about workplace security hazards or threats of violence without fear of reprisal or adverse action; and
- Address security issues at workplace team meetings.

5. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor, manager, or WVPP administrator who will inform the General Manager. If that is not possible, employees will report incidents directly to the General Manager;
- Employees can report incidents to their supervisor, manager or WVPP administrator. Forms will be located in the G Drive in a folder labeled "Workplace Violence Prevention Plan"

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively, with punishment to include, but not be limited to, suspension or termination.

6. EMERGENCY RESPONSE PROCEDURES

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: Via PA phone system and mass messaging system.
- The District has an evacuation or sheltering plan in place, which is reviewed in the training to be provided, including maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.
- How to obtain help from staff, security personnel, or law enforcement: We will have all WVPP information located in the G Drive in a folder labeled "Workplace Violence Prevention Plan".

In the event of an emergency, including a Workplace Violence Emergency, contact the following: Your supervisor, manager, WVPP Administrator, or General Manager.

7. WORKPLACE SECURITY HAZARD ASSESSMENT

The District has the following locations and physical addresses:

- 2700 Foothill Blvd (Main Office)
- 3730 Glenwood Ave (Glenwood Plant)
- 3045 Encinal Ave (Encinal)
- 4715 Ocean View Blvd (Ocean View)
- 4029 Lowell Ave (Ordunio)
- 4745 Rosemont Ave (Rosemont)
- 5041 Cloud Ave (Oak Creek)
- Top of Rosemont Ave (Eagle Canyon)
- 3150 Markridge Rd (Markridge)
- Top of Goss Canyon Ave (Goss Canyon)
- Top of New York Ave (Dunsmore)
- 2829 Willowhaven Dr (Cresta Heights)
- 5836 Edmund Ave (Edmund 1)
- NW Corner of Pineglen and Ridgeline (Edmund 2)
- Top of Pine Cone Ave (Shields)
- Top of Canyonside Rd (Pickens)
- 3246 Mills Ave (Mills/Well 1)
- 3937 Pennsylvania (Well 5)
- 3117 Mills Ave (Well 7)
- 1425 Val Verde (Well 8)
- 3312 Honolulu (Well 11)
- 2760 Sycamore (Well 14)

Annual or periodic inspections and reviews to identify and evaluate workplace security and violence hazards will be performed at all District locations.

The District has an Emergency Action Plan for each location that includes the following reporting, evacuating, or sheltering-in-place procedures:

- For emergencies call 9-1-1
- Reporting emergencies
- Reporting a crime (non-emergency)
- Civil disturbances and demonstrations
- Evacuation procedures
- Medical event
- Violent individual
- Earthquake
- Assisting disabled persons
- Lost child
- Fire
- Hazardous materials
- Utility failure

- Active shooter
- Reporting a phone/bomb threat
- Receiving a phone/bomb threat
- Emergency phone list

Annual or periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in employees' work practices. This may require assessment for more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified below.

Inspections for Type I (Violence by Strangers) workplace security hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers or other bad actors.
- The need for security surveillance measures, such as mirrors and cameras.
- Adequate lighting outside of and within facilities.
- Signage notifying the public that limited cash is kept on the premises and that cameras are recording all activities.
- Procedures for employee response during a criminal act, including the policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether doors to offices and rooms can be locked.
- Whether employees have a designated safe area where they can go in an emergency.

Inspections for Type II (Violence by Customers) workplace security hazards include assessing:

- Access to and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are recipients of District services.
- Employees' skill in safely handling threatening or hostile service recipients.

- Effectiveness of systems and procedures that warn others of a security danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of worker escape routes.

Inspections for Type III (Violence by Current or Past Employees) workplace security hazards include assessing:

- How well the District's anti-violence policy has been communicated to employees, supervisors, or managers.
- How well the District's management and employees communicate with each other.
- The District's employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Inspections for Type IV (Violence by a Person who Does Not Work at the District but Has or is Known to Have Had a Personal Relationship with an Employee) workplace security hazards include assessing:

- Adequate lighting outside of and within facilities.
- The need for security surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a criminal act, including the policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- The District's employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-employees, including persons with whom an employee is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by any non-employee person with whom an employee has or had a personal relationship.

- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether doors to offices and rooms can be locked.
- Whether employees have a designated safe area where they can go in an emergency.

Periodic inspections and reviews are performed according to the following schedule:

1. When the District initially established the WVPP.
2. When new workplace security hazards are introduced into the workplace.
3. When new, previously unidentified workplace security hazards are recognized.
4. When workplace security incidents occur.
5. When the District hires and/or reassigns permanent or intermittent employees to processes, operations, or tasks for which a workplace security evaluation has not yet been conducted.
6. On at least a quarterly basis.
7. Whenever workplace security conditions warrant an inspection.

8. WORKPLACE SECURITY HAZARD CORRECTION

All District employees must participate in identifying, evaluating and determining corrective measures to prevent workplace violence. Hazards that pose a higher risk for violence in the workplace will be corrected in a timely manner, based on the severity of the hazards (with the higher risk situations having higher priority). Hazards will be corrected according to the following procedures:

1. When first observed or discovered.
2. If an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, all exposed employees will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
3. All corrective actions taken and dates they are completed will be documented on the appropriate forms (Violent Incident Report and Violent Incident Analysis and Log).

Corrective measures for Type I (Violence by Strangers) workplace security hazards include the following:

- Improve lighting around and at the workplace.
- Provide emergency buttons to employees and install emergency alarms at the workplace.
- Establish a safe room with a lockable door.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Procedures for reporting suspicious persons, activities, and packages.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Ensure employees have access to a telephone with an outside line.
- Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Employee, supervisor, and management training on emergency action procedures.

Corrective measures for Type II (Violence by Customers) workplace security hazards include the following:

- Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are recipients of District services.
- Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- Provide procedures for a "buddy" system for specified emergency events.
- Ensure adequate employee escape routes.

Corrective measures for Type III (Violence by Current or Past Employees) workplace security hazards include the following:

- Effectively communicate the District's anti-violence policy to all employees, supervisors, or managers.
- Improve how well the District's management and employees communicate with each other.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.

- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom an employee is having a dispute.
- Provide counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of other employees.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

Corrective Measures for Type IV (Violence by a Person who Does Not Work at the District/Company but Has or is Known to Have Had a Personal Relationship with an Employee) workplace security hazards include the following:

- Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons with whom an employee has or had a personal relationship.
- Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- Provide procedures for a "buddy" system for specified emergency events.
- Ensure adequate employee escape routes.
- Improve lighting around and at the workplace.
- Provide emergency buttons to employees and install emergency alarms at the workplace.
- Establish a safe room with a lockable door.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Procedures for reporting suspicious persons, activities, and packages.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Ensure employees have access to a telephone with an outside line.
- Employee, supervisor, and management training on emergency action procedures.

9. WORKPLACE SECURITY INCIDENT INVESTIGATIONS

Procedures for investigating workplace security incidents include the following:

1. Visit the incident scene as soon as possible.
2. Interview threatened and injured employees and witnesses.
3. Examine the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
4. Determine the cause of the incident.
5. Take corrective action to prevent the incident from reoccurring.
6. Record the findings and corrective actions taken.

The written incident report will include the date, time, location, description of the type of the event and circumstances leading up to it, as well as the identity of the persons involved.

10. TRAINING AND INSTRUCTION

The District provides the following workplace safety and security training topics to our employees:

- Injury and Illness Prevention Program
- Covid-19 Prevention Plan
- Facility Access and Control
- Emergency Action Plan
- Calling for Fire/Rescue/Medical Services
- Injury Reporting
- Lone Worker Safety and Security
- Personal Safety
- Bomb Threat
- Active Shooter
- Types of Violence at the Workplace
- Earthquake Preparedness
- Severe Weather
- Evacuation/Shelter in Place

All affected employees, including managers and supervisors, will have training and instruction on general and job-specific safe workplace security practices. Training on risk factors associated with workplace violence and proper handling of emergency situations will be provided to employees in order to minimize the risks of violent incidents occurring in the workplace.

Training and instruction will be provided as follows:

- Specified training when the WVPP is first established and annually thereafter.
- To all new employees.

- To all employees given new job assignments for which training has not been provided.
- Whenever new workplace security concerns are introduced to the workplace and represent a new hazard.
- Whenever the District is made aware of a new or previously unrecognized workplace security hazard.
- To supervisors so that they can recognize the workplace security hazards to which employees under their immediate direction and control may be exposed.
- To all employees with respect to workplace security hazards specific to each worker's job assignment.

General workplace security training and instruction include, but are not limited to the following:

- Explanation of measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the types of workplace violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Measures to summon others for assistance.
- Worker routes of escape.
- Notification of security and law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee; and
- Post-event trauma counseling for employees desiring such assistance.

In addition, specific instructions will be provided to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for Type I training and instruction for managers, supervisors, and employees:

- ☐ Crime awareness.
- ☒ Location and operation of alarm systems.
- ☒ Communication procedures.

- ☒ Proper work practices for specific workplace activities, occupations, or assignments.

We have chosen the following checked items for Type II training and instruction for managers, supervisors, and employees:

- ☐ Self-protection.
- ☒ Dealing with angry, hostile, or threatening individuals.
- ☒ Location, operation, care, and maintenance of alarm systems and other protective devices.
- ☒ Communication procedures.
- ☒ Determination of when to use the "buddy" system or other assistance from co-employees.
- ☒ Awareness of indicators that lead to violent acts by service recipients.

We have chosen the following checked items for Type III training and instruction for managers, supervisors, and employees:

- ☒ Preemployment screening practices.
- ☒ Employee Assistance Programs.
- ☒ Awareness of situational indicators that lead to violent acts.
- ☒ Managing with respect and consideration for worker well-being.
- ☒ Review of anti-violence policy and procedures.

We have chosen the following checked items for Type IV training and instruction for managers, supervisors, and employees:

- ☐ Self-protection.
- ☒ Dealing with angry, hostile, or threatening individuals.
- ☒ Location, operation, care, and maintenance of alarm systems and other protective devices.
- ☒ Communication procedures.
- ☒ Determination of when to use the "buddy" system or other assistance from co-employees.
- ☒ Awareness of indicators that lead to violent acts by outside persons.
- ☒ Review of anti-violence policy and procedures.

11. EMPLOYEE ACCESS TO THE WVPP

District employees have the right to examine and receive a copy of our WVPP. This will be accomplished by providing unobstructed access through a District/Company server or website, which allows an employee to review, print, and email the current version of the WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or other employees.

12. RECORDKEEPING

The District has taken the following steps to implement and maintain our WVPP:

1. Records of workplace security hazard assessment inspections, including the person(s) or persons conducting the inspection, the workplace security concerns that have been identified and the action taken to correct the identified concerns, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on an employee training and instruction form.
3. Inspection records and training documentation will be maintained as required by law.

13. ANNUAL REVIEW OF THE WVPP

The District/Company will review the effectiveness of the WVPP at least annually in conjunction with employees regarding the employees' respective work areas, services, and operations. The review includes:

- Sufficiency of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Job design, equipment, and facilities to ensure they are optimized to prevent workplace violence incidents.
- Ensure that security risks are being properly identified, evaluated, and corrected.

The WVPP is to be updated whenever deficiencies are found during the review and employees will be trained on any changes.

General Manager

Date

Addendum A – Violent Incident Report

Violent Incident-Report Instructions

The supervisor or WVPP administrator receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. The original report must be forwarded through all appropriate levels of supervision to the General Manager, who must maintain the original form.

Employee Information

Reporting Employee: _____

Affected Employee(s): _____

Affected Employee(s) Job Title(s): _____

Department: _____

Facility Address: _____

Incident Information

Date incident occurred: _____

Time incident occurred: _____

Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):

Definitions of Violent Incident Types

- Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type IV violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I: ☐ Stranger ☐ Thief/Suspect ☐ Other

Type II: ☐ Client/Customer ☐ Passenger ☐ Person in Custody ☐ Patient ☐ Visitor

Type III: ☐ Current Employee ☐ Former Employee ☐ Supervisor/ Manager

Type IV: ☐ Current Spouse or Partner ☐ Former Spouse or Partner ☐ Employee's Friend
☐ Employee's Relative ☐ Family/friend of customer

2. What type of violent incident occurred (check all that apply)?

☐ Verbally harassed ☐ Verbally Threatened ☐ Physically Assaulted ☐ Punched

☐ Slapped ☐ Grabbed ☐ Pushed ☐ Choked ☐ Kicked ☐ Bitten

☐ Hit with Object ☐ Threatened with Weapon ☐ Assaulted with Weapon ☐ Animal Attack

☐ Other (Describe): _____

3. Was a weapon used? ☐ Yes ☐ No

Describe the incident:

4. Was/were the employee(s) working alone? ☐ Yes ☐ No

If not, who was/were with the employee(s) that may have witnessed the incident?

5. Were there threats made before the incident occurred? ☐ Yes ☐ No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify in Court to obtain a restraining order against the perpetrator?

☐ Yes ☐ No

Reporter Information

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

Addendum B – Violent Incident Investigation

The supervisor, WVPP administrator or General Manager will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days.

Incident Analysis:

Has this type of incident occurred before at the workplace? ☐ Yes ☐ No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

☐ Yes ☐ No Did the employee(s) require medical attention as a result of the incident?

☐ Yes ☐ No Did the employee(s) miss work as a result of the incident?

☐ Yes ☐ No Did the employee(s) apply for workers' compensation?

☐ Yes ☐ No Was law enforcement contacted?

☐ Yes ☐ No Was immediate counseling provided to affected employees and witnesses?

☐ Yes ☐ No Was critical incident debriefing provided to all affected staff who desired it?

☐ Yes ☐ No Was post-trauma counseling provided to affected staff who desired it?

☐ Yes ☐ No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? ☐ Yes ☐ No

Is this a recurring event? ☐ Yes ☐ No

Are there modifications to be made to WVPP to reflect updated practices? ☐ Yes ☐ No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

Addendum C – Violent Incident Log and Instructions

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will **NOT** be recorded. Such personal identifying information includes the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, could reveal the person's identity.

Upon receipt of report, the District/Company will assign a number for tracking, including date of report, initials of who completed the log entry, without including employee name. Tracking and trending should include date, time and location, violence type, type of assault, and incident detailed description.

It is expected that the logs will be forwarded to the General Manager on a timely basis.

Template Log is below:

[illegible]



Cities applaud CA Supreme Court striking Taxpayer Deception Act from November ballot

Jun 20, 2024

Contact:

Kayla Sherwood, 530-844-1744, ksherwood@calcities.org
(<mailto:ksherwood@calcities.org>)

Sacramento — This morning, the California Supreme Court issued a unanimous decision ruling the “Taxpayer Protection and Government Accountability Act” initiative cannot be included on the November 2024 ballot.

The League of California Cities Executive Director and CEO Carolyn Coleman issued the below statement:

“No amount of funding from wealthy corporations will change the fact that the California Supreme Court decided the Taxpayer Deception Act is unconstitutional. It’s great news for cities and their residents that this dangerous initiative will not move forward this year, and local officials can now keep their focus on delivering vital local services.”

Established in 1898, the League of California Cities is a nonprofit statewide association that advocates for cities with the state and federal governments and provides education and training services to elected and appointed city officials.

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1400 K Street, Suite 400
Sacramento, CA 95814

P: (916) 658-8200

F: (916) 658-8240

Crescenta Valley Water District is pleased to announce the Consumer Confidence Report/Annual Drinking Water Quality Report for 2023 (CCR). The report is available at the following link:

<https://www.cvwd.com/water-quality-reports>

You can also access the report by scanning the QR Code using a code scanning App on your phone



This report is prepared each year to inform the residents of La Crescenta about the quality of their drinking water, information sources, how the water is treated, substances found in the water and compliance with drinking water regulations. Please contact us with any comments or questions. Hard copies are also available at our office at 2700 Foothill Blvd and by calling us at 818.248.3925.

ANNUAL WATER QUALITY REPORT

Reporting Year 2023

CRESCENTA VALLEY WATER DISTRICT GLENWOOD PLANT



Presented By
**Crescenta Valley
Water District**

Այս զեկույցը պարունակում է կարևոր տեղեկություններ ձեր խմելու ջրի մասին:
Խնդրում ենք դիմել ջրի համակարգի հասցեով կամ հեռախոսահամարով
հայերենով օգնություն ստանալ համար:

Este informe contiene información muy importante sobre su agua
potable. Tradúzcalo o hable con alguien que lo entienda bien.

이 안내는 매우 중요합니다.
본인을 위해 번역인을 사용하십시오.

PWS ID#: 1910028

Our Commitment

We are pleased to present to you this year's annual water quality report. This report is a snapshot of last year's water quality covering all testing performed between January 1 and December 31, 2023. Included are details about your source of water, what it contains, and how it compares to standards set by regulatory agencies. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water and providing you with this information so you can be an informed customer.

Where Does Your Water Come From?

Crescenta Valley Water District's (CVWD) water system is located in Los Angeles County and serves the unincorporated communities of La Crescenta and Montrose, as well as small areas within the City of La Cañada-Flintridge and the City of Glendale. The local water sources for the CVWD water system are Wells 01, 02, 05, 07, 08, 09, 10, 11, 12, 14, 16, and Pickens Tunnel, located between the Verdugo Mountains and San Gabriel Mountains in Crescenta Valley. The mountainous, rural recharge area is generally located to the south side of the San Gabriel Mountains and the north side of the Verdugo Mountains, channeling to the Crescenta Valley.



In 2023 approximately 58 percent of CVWD's source water came from local groundwater supply in the Verdugo Basin. The majority of CVWD's groundwater wells are around 200 feet below the surface and located along the Verdugo Wash, south of Honolulu Avenue.

The remaining 42 percent of CVWD's source water was imported surface water supplied by Foothill Municipal Water District (FMWD), a member agency of Metropolitan Water District of Southern California (MWD). MWD supplies surface water from the State Water Project in Northern California, a 444-mile conveyance system that starts at Lake Oroville and comes all the way to Pasadena, and the Colorado River via the Colorado River Aqueduct, which carries water 242 miles from Lake Havasu to Lake Mathews in Riverside. Due to shortages on the State Water Project, nearly all the purchased imported water came from the Colorado River.

Our Mission

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

Our Vision

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

Public Meetings

CVWD is governed by a five-member board of directors selected at large who meet the second and fourth Tuesday of each month. The community is encouraged to attend CVWD's quarterly Q&A sessions at the library and board meetings. Information regarding the board meetings and upcoming events can be found at cvwd.com.

Important Health Information

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal doctor.



Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. Environmental Protection Agency (EPA)/Centers for Disease Control and Prevention (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or water.epa.gov/drink/hotline.

QUESTIONS?

For more information about this report, or for any questions relating to your drinking water, please contact Crescenta Valley Water District's (CVWD) Regulatory Department at (818) 248-3925 or email Patrick Atwater (patwater@cvwd.com) or Jennifer Bautista (jbautista@cvwd.com).

Treatment

CVWD is required by the State Water Resources Control Board (SWRCB) to test its groundwater for organic chemicals, minerals, metals, and bacteria and perform daily, weekly, and monthly tests for bacteria, nitrates, and total trihalomethanes (TTHMs) in the distribution system. Lead and copper are tested in tap water from selected residences. MWD is responsible for water quality testing of its treated surface water.

Local groundwater is disinfected with chlorine before blending with MWD's imported surface water. Verdugo Basin groundwater contains nitrates, which is likely due to old septic systems and historical agricultural practices in Crescenta Valley. CVWD treats some of the groundwater with a nitrate removal process at its Glenwood facility. The remaining groundwater is blended with imported surface water to lower the nitrate levels to below the MCL. The blend of imported surface water and groundwater delivered to your residence depends upon where you live in the community and the time of year.

Source Water Assessment

The local groundwater within the Verdugo Basin has historically contained levels of tetrachloroethylene (PCE) at concentrations that have varied over the last 40 years. PCE levels have been monitored by CVWD and the U.S. EPA since 1981. The initial findings showed that the levels were above the maximum contaminant level (MCL) of 5 parts per billion (ppb) established by the U.S. EPA and the SWRCB, Division of Drinking Water (DDW). The increased levels may be due to dry cleaning and auto shop businesses using existing septic systems that discharge to the groundwater table.

In the early 1980s, CVWD constructed a sewer system and eliminated the septic systems. Once the sewer system was in place, the levels of PCE dramatically dropped within the Verdugo Basin. The U.S. EPA started monitoring PCE levels as part of the Superfund cleanup for the San Fernando Valley within the Verdugo Basin starting in 1990. In 1998 the U.S. EPA declared that the PCE levels in the Verdugo Basin were below the MCL and no further action was required with respect to the Superfund cleanup.

Water from all wells has nitrate concentrations near and above the MCL. Water in some wells has elevated PCE values. Water from Wells 01, 07, and 09 is pumped to the Mills booster station and blended with imported water from an MWD connection at the Paschall blending station. The volume of produced water is based on the level in Oak Creek Reservoir.

The groundwater source is considered most vulnerable to the following activities associated with contaminants detected in the water supply: dry cleaners and known contaminant plumes. It is considered most vulnerable to the following activities not associated with any detected contaminants: historic sewer collection systems and waste dumps/landfills.

A copy of the completed source water assessment report may be viewed at the SWRCB, Division of Drinking Water, 500 North Central Avenue, Suite 500, Glendale. You may request a summary of the assessment by contacting Chi Diep, P.E., District Engineer, at (818) 551-2054.



Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Water Resources Control Board (SWRCB) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Test Results

Our water is monitored for many different kinds of substances on a very strict sampling schedule, and the water we deliver must meet specific health standards. Here, we only show those substances that were detected in our water (a complete list of all our analytical results is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink; our goal is to keep all detects below their respective maximum allowed levels.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

CVWD participated in the fifth stage of the U.S. EPA's Unregulated Contaminant Monitoring Rule (UCMR5) program by performing additional tests on our drinking water. UCMR5 sampling benefits the environment and public health by providing the U.S. EPA with data on the occurrence of contaminants suspected to be in drinking water to determine if it needs to introduce new regulatory standards to improve drinking water quality. Unregulated contaminant monitoring data is available to the public, so please feel free to contact us if you are interested in obtaining that information. If you would like more information on the U.S. EPA's Unregulated Contaminant Monitoring Rule, please call the Safe Drinking Water Hotline at (800) 426-4791.



REGULATED SUBSTANCES

				Crescenta Valley Water District		Metropolitan Water District's F. E. Weymouth Plant			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Aluminum (ppm)	2023	1	0.6	ND	NA	0.115 ¹	ND–0.071	No	Erosion of natural deposits; residue from some surface water treatment processes
Arsenic (ppb)	2023	10	0.004	0.10	ND–4.90	ND	NA	No	Erosion of natural deposits; runoff from orchards; glass and electronics production wastes
Barium (ppm)	2023	1	2	0.1	ND–0.15	ND ²	NA	No	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Bromate (ppb)	2023	10	0.1	NA	NA	2.4	ND–12	No	By-product of drinking water disinfection
Control of DBP Precursors [TOC] (units)	2023	TT	NA	NA	NA	2.4	1.8–3.0	No	Various natural and human-made sources
Fluoride (ppm)	2023	2.0	1	0.23 ³	0.17–0.35 ³	0.7 ^{2,4}	0.6–0.8 ^{2,4}	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste, and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard.

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

pCi/L (picocuries per liter): A measure of radioactivity.

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health, along with their monitoring and reporting requirements and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppt (parts per trillion): One part substance per trillion parts water (or nanograms per liter).

TON (Threshold Odor Number): A measure of odor in water.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.

µS/cm (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

REGULATED SUBSTANCES (CONTINUED)

				Crescenta Valley Water District		Metropolitan Water District's F. E. Weymouth Plant			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Gross Alpha Particle Activity (pCi/L)	2020	15	(0)	3.9	2.4–7.5	ND ⁵	NA	No	Erosion of natural deposits
Gross Beta Particle Activity (pCi/L)	2023	50	(0)	NA	NA	ND ⁶	ND–6 ⁶	No	Decay of natural and human-made deposits
HAA5 [sum of 5 haloacetic acids]–Stage 2 (ppb)	2023	60	NA	13.6 ⁷	6.2–31.0 ⁷	6.2 ^{8,9}	ND–8.9 ^{8,9}	No	By-product of drinking water disinfection
Hexavalent Chromium (ppb)	2023	NS ¹⁰	0.02	0.56	0.24–1.60	ND	NA	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits
Nitrate [as nitrate] (ppm)	2023	45	45	22.2 ¹¹	13.3–32.8 ¹¹	0.8 ²	ND–0.8 ²	No	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
N-Nitrosodimethylamine [NDMA] (ppt)	2021	NA	NA	NA	NA	ND ⁵	NA	No	By-product of drinking water chloramination; industrial processes
Radium 228 (pCi/L)	2022	5	0.019	NA	NA	ND ⁵	NA	No	Erosion of natural deposits
Tetrachloroethylene [PCE] (ppb)	2023	5	0.06	0.28 ¹¹	ND–0.54 ¹¹	ND	NA	No	Discharge from factories, dry cleaners, and auto shops (metal degreaser)
TTHMs [total trihalomethanes]–Stage 2 (ppb)	2023	80	NA	50.7 ⁷	27.4–72.2 ⁷	26 ¹²	18–34 ¹²	No	By-product of drinking water disinfection
Turbidity ¹³ (NTU)	2023	TT	NA	ND	NA	100	NA	No	Soil runoff
Uranium (pCi/L)	2023	20	0.43	0.30	15–15	ND ^{2,6}	ND–3 ^{2,6}	No	Erosion of natural deposits

Tap water samples were collected for lead and copper analyses from sample sites throughout the community

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AL	PHG (MCLG)	AMOUNT DETECTED (90TH %ILE)	SITES ABOVE AL/TOTAL SITES	VIOLATION	TYPICAL SOURCE
Copper (ppm)	2023	1.3	0.3	480	0/35	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (ppb)	2023	15	0.2	0.56	0/35	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits



Secondary Substances									
				Crescenta Valley Water District		Metropolitan Water District's F. E. Weymouth Plant			
Substance (Unit of Measure)	Year Sampled	SMCL	PHG (MCLG)	Amount Detected	Range Low-High	Amount Detected	Range Low-High	Violation	Typical Source
Aluminum (ppb)	2023	200	NS	ND	NA	115 ¹	ND–71 ¹	No	Erosion of natural deposits; residual from some surface water treatment processes
Chloride (ppm)	2023	500	NS	84	6–110	44	34–55	No	Runoff/leaching from natural deposits; seawater influence
Color (units)	2023	15	NS	1 ¹¹	NA	1	NA	No	Naturally occurring organic materials
Copper (ppm)	2023	1.0	NS	ND	0.001–0.006	ND	NA	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Corrosivity (units)	2023	Noncorrosive	NS	NA	NA	12.2 ¹⁴	12.1–12.4 ¹⁴	No	Natural or industrially influenced balance of hydrogen, carbon, and oxygen affected by temperature and other factors
Iron (ppb)	2023	300	NS	ND	NA	ND	NA	No	Leaching from natural deposits; industrial wastes
Odor, Threshold (TON)	2023	3	NS	1 ¹¹	NA	2 ⁹	NA	No	Naturally occurring organic materials
Specific Conductance (µS/cm)	2023	1,600	NS	849	350–970	432 ²	357–507 ²	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2023	500	NS	115	31–130	62	51–72	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2023	1,000	NS	520	190–580	357	210–641	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2023	5	NS	ND ¹¹	NA	ND	NA	No	Soil runoff
Unregulated Substances ¹⁵									
			Crescenta Valley Water District		Metropolitan Water District's F. E. Weymouth Plant				
Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low-High	Amount Detected	Range Low-High	Typical Source			
Alkalinity (ppm)	2023	181	150–220	72	65–78	Naturally occurring			
Bicarbonate (ppm)	2023	181	150–220	NA	NA	Naturally occurring			
Boron (ppb)	2023	ND	NA	140	NA	Runoff/leaching from natural deposits; industrial wastes			
Calcium (ppm)	2023	86	36–100	24 ²	20–28 ²	Naturally occurring			
Chlorate (ppb)	2021	NA	NA	19 ⁵	NA	By-product of drinking water chlorination; industrial processes			
Hardness [as CaCO3] (ppm) ¹⁶	2023	339	140–390	102 ²	81–122 ²	Leaching from natural deposits			
Magnesium (ppm)	2023	31	12–35	10 ²	7.8–13 ²	Naturally occurring			
pH (units)	2023	7.13 ¹¹	7–7.6 ¹¹	8.6 ²	NA	Naturally occurring			
Potassium (ppm)	2023	3.51	3.2–4.1	2.8	2.6–3.0	Naturally occurring			
Sodium (ppm)	2023	37	18–46	47	39–55	Runoff/leaching from natural deposits; seawater influence			
Vanadium (ppb)	2023	4	ND–5.10	3.4	3.4–3.4	Naturally occurring; industrial waste discharge			

	YEAR SAMPLED	MCL	NL	PHG	DLR	AMOUNT DETECTED ¹⁷	RANGE LOW-HIGH	MCL VIOLATION	TYPICAL SOURCE
PFHxS ¹⁸ (ppt)	2023		3	20	3	2.68	1.5–3.3	No	Industry and consumer products
PFOA ¹⁹ (ppt)	2023		5.1	10	4	2.56	1.5–4.3	No	Industry and consumer products
PFOS ²⁰ (ppt)	2023		6.5	40	4	1.37	0.78–4	No	Industry and consumer products
PFBS (ppt)	2023		500		3	3.28	ND–4.6	No	Industry and consumer products
PFHxA (ppt)	2023				3	4.14	2.3–6.2	No	Industry and consumer products
PFPeA (ppt)	2023				3	4.57	2.4–6.4	No	Industry and consumer products
PFBA (ppt)	2023				5	3.28	ND–4.1	No	Industry and consumer products
PFBS (ppt)	2023				3	3.29	ND–4.6	No	Industry and consumer products
PFHpA (ppt)	2023				3	1.59	.85–2.5	No	Industry and consumer products
PFHxA (ppt)	2023				3	4.14	2.3–6.2	No	Industry and consumer products
PFPeS (ppt)	2023				4	0.61	ND–0.93	No	Industry and consumer products

Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or [epa.gov/safewater/lead](https://www.epa.gov/safewater/lead).

Your Agency at a Glance

CVWD provides approximately 33,000 customers with water and wastewater service through about 8,300 connections. It has been serving the areas of La Crescenta, Montrose, and portions of Glendale and La Cañada since 1950. The district maintains 96 miles of pipeline, 12 wells, 17 reservoirs, 34 booster pumps, 651 fire hydrants, stationary and mobile electrical generators, and emergency water interconnections with neighboring water agencies, ensuring a ready water supply whether it's for washing dishes or putting out a fire. CVWD can store up to 17.5 million gallons of water in its 17 steel and concrete reservoirs.

The district supplied approximately 1.13 billion gallons of water in 2023. This amount was approximately a 6-percent decrease over the previous year. CVWD maintains two emergency interconnections with the City of Glendale and the Los Angeles Department of Water and Power that can be used to supply water to district customers in an emergency.

¹ Compliance with the state MCL and SMCL for aluminum is based on a running annual average. No exceedance occurred.

² Sampled in 2022.

³ Results are from samples collected within the distribution system and reflect values after groundwater has been blended with imported water from MWD.

⁴ MWD was in compliance with all provisions of the state's fluoridation system requirements. Fluoride feed systems were temporarily out of service during treatment plant shutdowns and/or maintenance work in 2022, resulting in occasional fluoride levels below 0.7 ppm.

⁵ Sampled in 2023.

⁶ Starting in 2021, samples were collected quarterly for gross beta particle activity and annually for tritium and strontium 90. Gross alpha particle activity, radium, and uranium data are from samples collected in 2020 for the required triennial monitoring (2020-2022). Radon is monitored voluntarily with the triennial radionuclides.

⁷ Samples collected at CVWD's compliance locations.

⁸ Samples collected within MWD's distribution system.

⁹ Sampled in 2021.

¹⁰ There is currently no MCL for hexavalent chromium. The previous MCL of 10 ppb was withdrawn on September 11, 2017.

¹¹ Samples collected within CVWD's distribution system.

¹² PHG assigned for each individual THM. Health risk varies with different combinations and ratios of the other THMs in a particular sample.

¹³ Turbidity is a measure of the cloudiness of the water. We monitor it because it is a good indicator of water quality. High turbidity can hinder the effectiveness of disinfectants.

¹⁴ Al ≥ 12.0 = Nonaggressive water; Al 10.0 - 11.9 = Moderately aggressive water; Al ≤ 10.0 = Highly aggressive water. Reference: ANSI/AWWA Standard C400-93 (R98).

¹⁵ Unregulated contaminant monitoring helps U.S. EPA and the SWRCB determine where certain contaminants occur and whether the contaminants need to be regulated.

¹⁶ To convert the data from ppm to grains per gallons, divide the average by 17.1 (313 / 17.1 = 18.3 grains per gallon).

¹⁷ Numbers collected are an average of samples collected throughout the distribution system.

¹⁸ Wells 1, 2, 5, 7, 8, 9, 11, 12 and 14 exceeded the PFHxS NL. Health effects language: exposures resulted in decreased total thyroid hormone in male rates.

¹⁹ Wells 1, 2, 8, and 11 exceeded the PFOA NL. Health effects language: exposures resulted in increased liver weight and cancer in laboratory animals

²⁰ Well 8 and 11 exceeded the PFOS NL. Health effects language: exposures resulted in immune suppression and cancer in laboratory animals.

Vincent and Catherine Pappas
2755 Orange Avenue
La Crescenta, CA 91214
vpappas@msn.com cat.pappas13@gmail.com
818-535-0847 323-472-1933

RECEIVED
JUN 12 2024
CRESCENTA VALLEY
WATER DISTRICT

June 11, 2024

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

Dear Members of the Crescenta Valley Water District Board,

We are writing to challenge the proposed renewal of the capital charge for the fiscal year 2024-25. As a long-time resident and customer of the Crescenta Valley Water District, we are deeply concerned about the lack of transparency and the financial burden this charge imposes on our community.

It is unacceptable that the CVWD continues to implement this charge without providing a detailed and transparent account of how the funds are being allocated. Residents have the right to know exactly how their money is being spent. The vague and generalized information provided in the Capital Charge Analysis report is insufficient and erodes trust. We request a comprehensive and itemized report on all expenditures funded by the capital charge, including the status and cost of each project. This is our 3rd request for a clear answer on the CVWD expenditures regarding the parcel tax. We have yet to receive an answer from any officer or Board member of the district.

Moreover, the economic climate has changed drastically, with many households struggling to make ends meet due to inflation and other financial pressures. It is indefensible to continue imposing this charge without exploring less burdensome alternatives. The district must consider the significant financial strain this charge places on residents and take immediate steps to identify and implement alternative funding mechanisms.

Furthermore, the efficiency and prioritization of projects funded by the capital charge are highly questionable. There has been little to no evidence of a thorough audit or assessment of past projects. This lack of oversight put the community in this position from past administrations. It raises serious concerns about the mismanagement of funds and the potential for wasteful spending. We should expect, no less than independent audit of all projects funded by the capital charge to ensure that each dollar is being spent effectively and on the most critical infrastructure needs.

It is also imperative that the district aggressively pursue grant opportunities and partnerships with state and federal programs to support water infrastructure improvements. Relying solely on the capital charge is a lazy and shortsighted approach that unfairly burdens local residents. The CVWD must demonstrate a commitment to exploring every possible avenue for funding to alleviate the financial pressure on ratepayers.

In conclusion, we strongly urge the Crescenta Valley Water District Board to reconsider the renewal of the capital charge for the fiscal year 2024-25. Without a full and transparent accounting of past expenditures, a thorough exploration of alternative funding sources, and a commitment to fiscal responsibility, this charge is unjustifiable and unacceptable.

Thank you for your immediate attention to this matter. I expect a prompt and detailed response addressing these concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vincent and Catherine Pappas", written in a cursive style.

Vincent and Catherine Pappas

From: James Lee

Sent: Monday, June 17, 2024 8:10 PM

To: 'cat.pappas13@gmail.com' <cat.pappas13@gmail.com>; 'vpappas@msn.com' <vpappas@msn.com>

Subject: Response to written communication

Hello Catherine and Vincent –

My staff let me know you visited last week, and they handed me your letter. I will be sharing your letter with our Board, and I've also taken some time to share a response with you.

Thank you,
James



James Lee

General Manager

office 818-248-3925

cell 818-439-3242

fax 818-248-1659

www.cvwd.com

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



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

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

General Manager

James K. Lee

June 17, 2024

Vincent and Catherine Pappas
2755 Orange Avenue
La Crescenta, CA 91214

Dear Vincent and Catherine Pappas,

We received your letter to the District Board of Directors on June 12, 2024. It will be included as a written communication in the Board packet for the upcoming June 25, 2024, Board meeting, and I'm also writing to provide a response.

It's my understanding that you spoke with Arturo Montes, Interim Director of Finance & Administration, when you delivered your letter, and that he shared a couple of points that updated your understanding. The first point was that the capital charge was implemented to support not only the project along Orange Ave where your property is but pipeline for the District's customers as a whole. The second point was that District staff is planning to provide an Annual Report in the months following the end of the current fiscal year on June 30th. The annual report's purpose is to report beyond the District's audited financial statements by providing detail on projects and how they were completed, including costs. Indeed, the District released an inaugural State of the District earlier this year as a precursor to said annual report.

Since last year's public hearing where we met, I've instituted a practice of writing regularly to the Crescenta Valley Weekly, holding quarterly Office Hours at the La Crescenta Library, and sending regular email notifications out to all customers. Some of the highlights from those communications include the various grants we've recently proposed for and won, including grants submitted in conjunction with regional partnerships. Another highlight is our pursuit of in-house pipeline replacement to help mitigate the ever-increasing cost of traditional replacement with contractors. CVWD is also pursuing partnerships at every level, whether local nonprofits such as the Rosemont Preserve or various Los Angeles County agencies. We've recently completed meetings with the offices of the County Supervisor, State Senator, State Assemblymember, and Governor to seek partnerships and access to alternative sources of funding.

I am responsible for developing a vision to ensure our community has safe and reliable water and wastewater services. This, amidst a new era of difficult realities that include increased costs, increased regulations, and aging infrastructure. I am relatively new to my position as manager of the District, and my team and I represent new leadership and management. Please stay tuned to the various ways in which your local utility demonstrates value into the future, including the responsible stewardship of ratepayer funds.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lee", is written over a light blue horizontal line.

James Lee
General Manager

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 25, 2024

General Manager's Report Topics:

- File records management update
- Hometown Country Fair

STAFFING

4 employees have been hired in June: Carla Dillon – Director of Engineering & Operations; Katherine Lieu – Intern; Edgar Perez – O&M I; Swetha Rao – Intern.

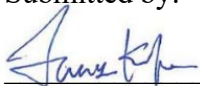
As of June 20th, the District has done 185 days without a lost time incident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- June 13 th ; June 20 th
Assistant Chief, LA County Fire	- June 11 th
FMWD Manager Meeting	- June 12 th
AFSCME Local 1902	- June 12 th
Legal Counsel Interviews (Session 2 of 2)	- June 12 th
Executive Committee	- June 13 th
LA County Public Works	- June 18 th
City of La Canada Flintridge Councilmember Hobson	- June 19 th
All-Hands Staff Meeting	- June 20 th
Ad Hoc Committee: PFAS	- June 21 st
Hometown Country Fair	- June 22 nd

Submitted by:



James Lee
General Manager



Crescenta Valley Water District –Administration & Finance Report for < May 2024>

Customer Service & Administration Activity

**Service
Requests**
21

**Meter
Downloads**
9

**New
Sign-Ons**
38

**Closed
Accounts**
20

**Meter
Re-Reads**
130

**Fire
Flows**
10

**Backflow
Connection Tests**
29

- AMI project acceleration
- 356 autopay enrollees
- Attended “Office Hours at the Library”
- Everbridge registration campaign
- Water Quality Report
- Completed leadership course



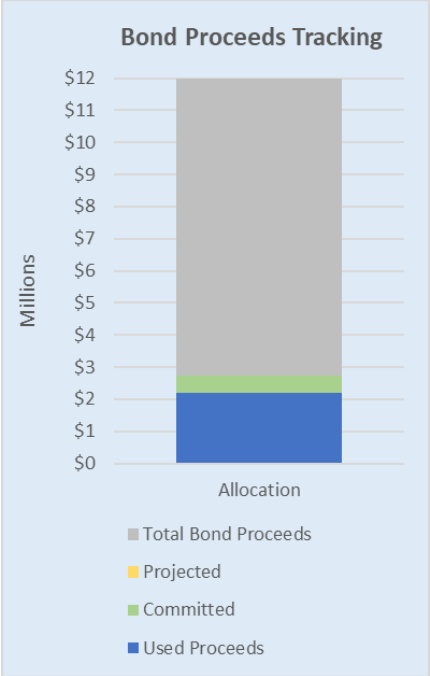
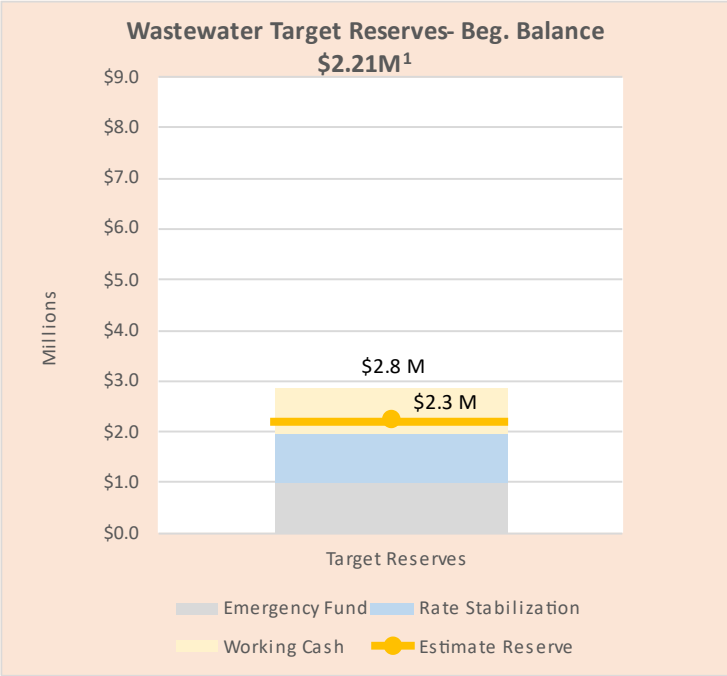
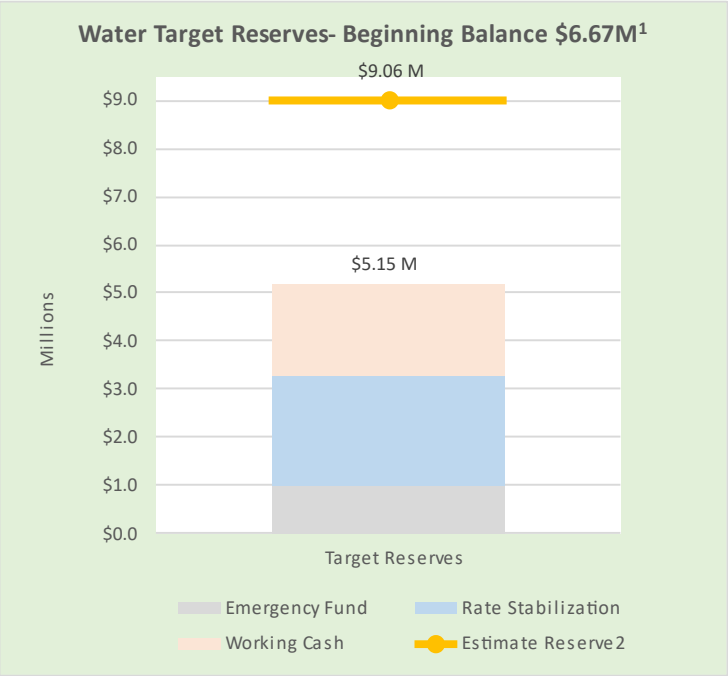
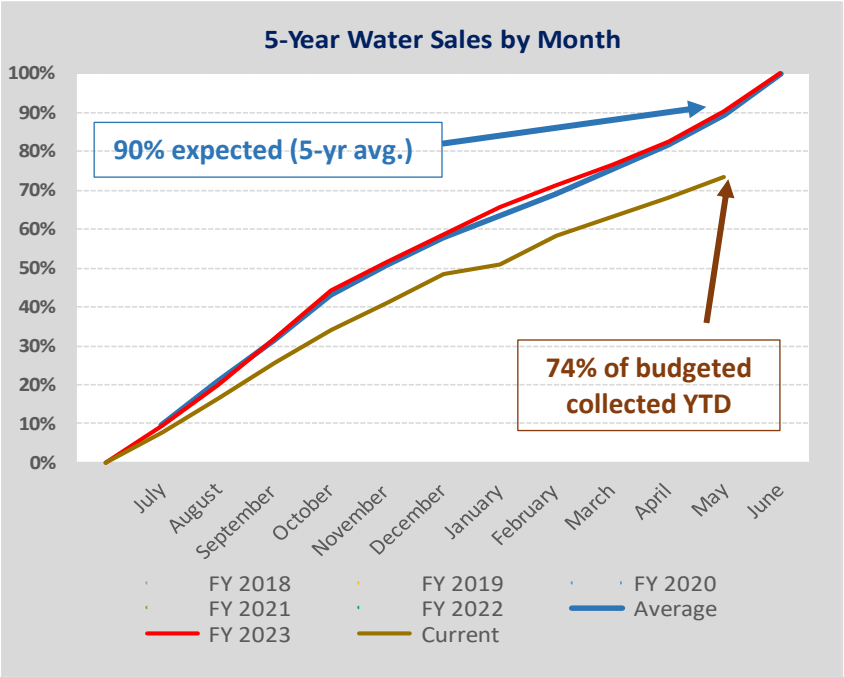
Crescenta Valley Water District –Administration & Finance Report for < May 2024 >

Water Fund - revenues & operating expenses

Proj. Revenue	\$15,976,775	90%	Proj. Expense	\$10,253,798	88%
Budget	\$17,842,932		Budget	\$11,690,003	

Wastewater Fund - revenues & operating expenses

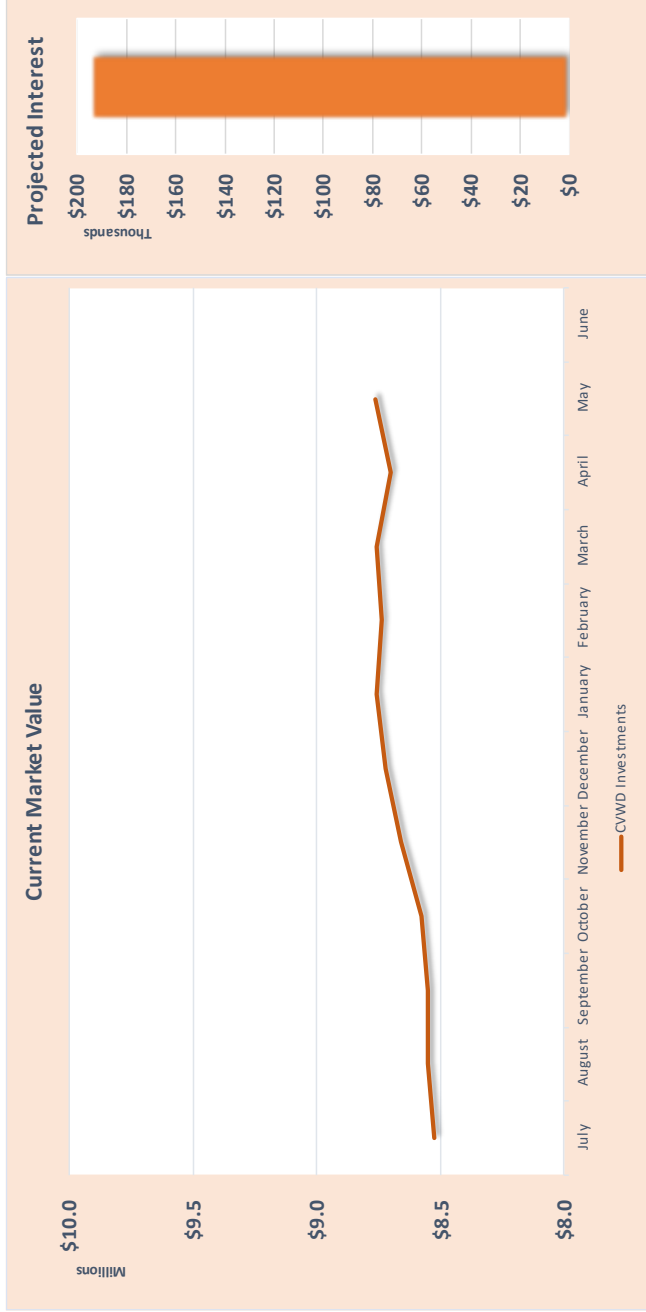
Proj. Revenue	\$3,867,200	102%	Proj. Expense	\$3,636,716	84%
Budget	\$3,786,595		Budget	\$4,312,423	



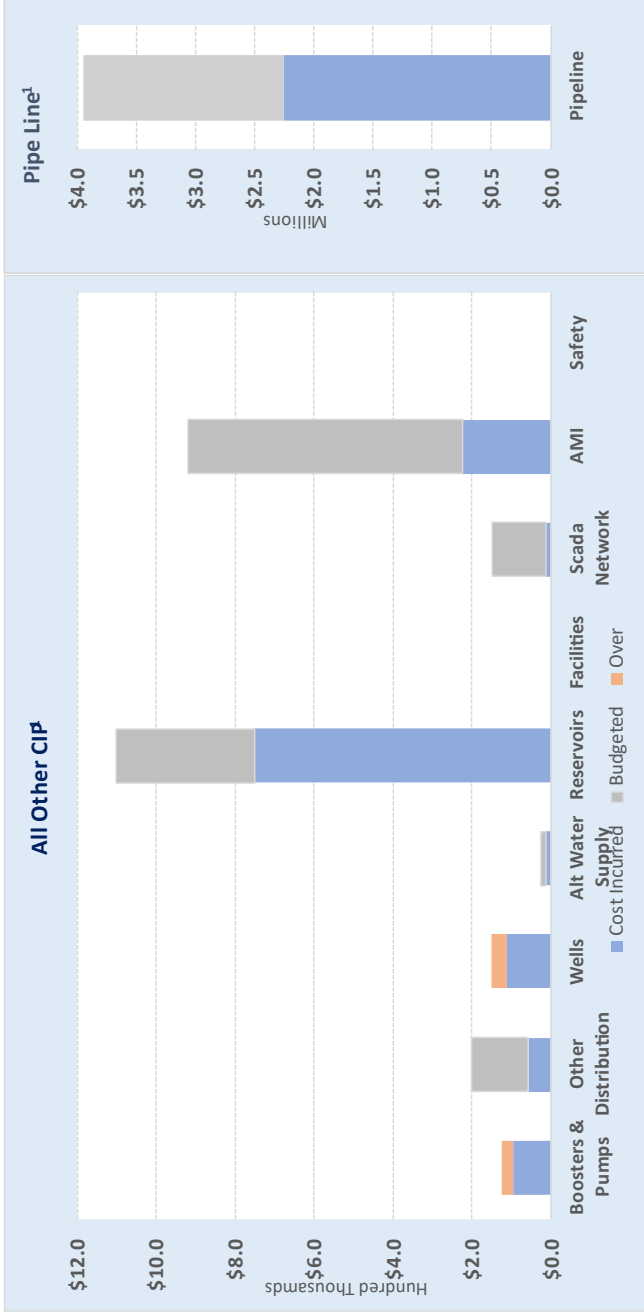
1. CVWD Reserve Policy reviewed on 8/18/23
2. Estimate reserves do not include \$9.3M of "restricted cash" from bond issuance



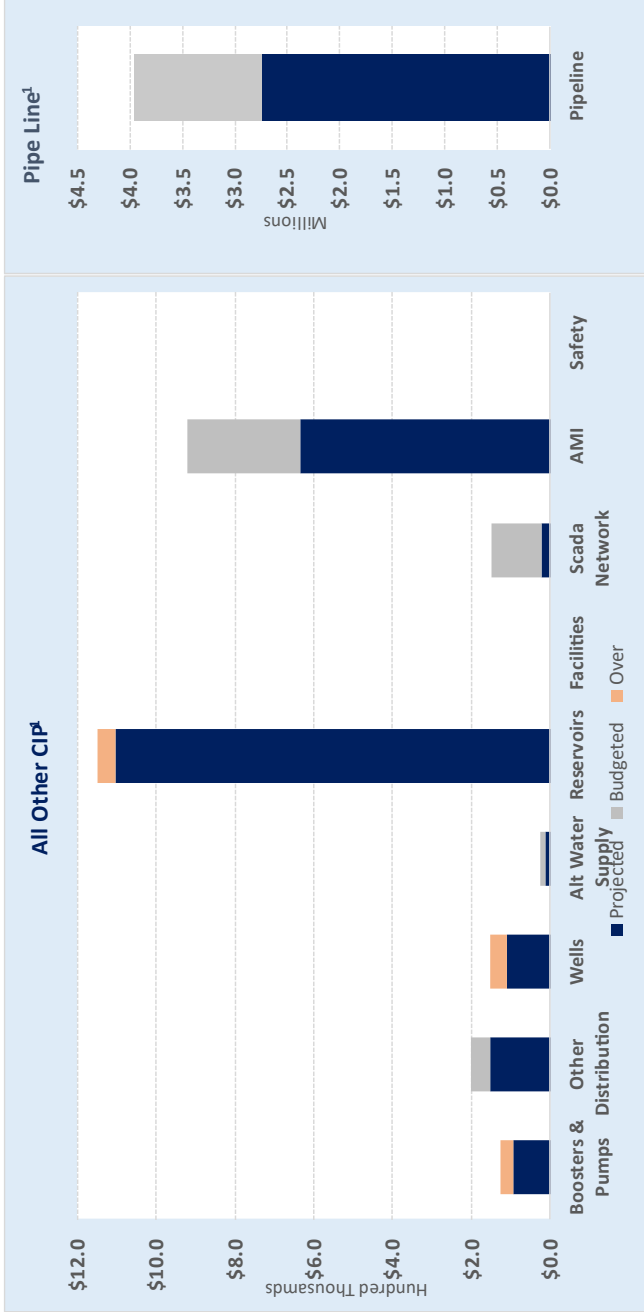
CVWD Investments Chandler



CIP Costs Incurred to Date



CIP Projected vs. Budgeted



1. Pipelines CIP reported separately to preserve scale of the graph