

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, February 27, 2024, at 7:00 p.m.**

Posted: Friday, February 23, 2024 at 5:30 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: 867 9587 1867

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/86795871867>

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 February 27, 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 February 13, 2024.
2. Ratification of Disbursements for January 2024.

Action Calendar

1. **Making Conservation a Way of Life** – Discuss the District’s 2024 water use objective regulatory submittal and the long-term framework to make water conservation a California way of life.
2. **Public Opinion Research Survey Update** – Discussion regarding the completed public opinion research survey.
3. **Discussion on Planning for Future Rate Increases and Rate Structures**
4. **Request for Proposals for General Counsel Legal Services** – Discussion regarding the issuance of a request for proposals for general counsel legal services.
5. **Development Job Administration Fee** – Consideration and possible motion to adopt an Administrative Fee for development jobs and adopt changes to the District’s Rules and Regulations “Article 11: Rules Applicable To Developers and Subdividers” and “Appendix C: Miscellaneous Charges and District Forms”.
6. **Record Retention Policy** – Consideration and possible motion to adopt changes to the District’s Rules and Regulations “Appendix K: Record Retention Policy”.
7. **Board Compensable Activities** – Consideration and possible motion to adopt changes to the District’s Rules and Regulations “Article 4.04 Director Fees” updating compensable Board activities.

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**

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

Board Members' Request for Future Agenda Items

Closed Session

Conference with Legal Counsel – Existing Litigation -

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: *Plone Trust, et al. v. Kalousd Pandazos, et al.*, Los Angeles Superior Court Case No. 21STCV19845; and *Perry Lazar, et al. v. County of Los Angeles, et al.*, Los Angeles Superior Court Case No. 22STCV34822

Conference With Legal Counsel—Existing Litigation

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: In Re Aqueous Film-Forming Foams Prod. Liab. Litig. MDL 2873, D.S.C., No. 18-mn-02873.

Conference With Legal Counsel—Anticipated Litigation

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

Public Employee Release

Adjournment

February 27, 2024



CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

February 13, 2024

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on January 23, 2024, a Regular Meeting was held on February 13, 2024, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California and through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, with President Sharon Raghavachary presiding.

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

Directors:

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

Attorney:

Thomas Bunn

General Manager:

James Lee

**Interim Director of Engineering
and Operations:**

Brook Yared (virtual)

Staff Members:

**Patrick Atwater, Regulatory & Public Affairs Manager
Tessa Allmon, Customer Service Lead
Arturo Montes, Finance & Administration Manager
Elias Sebhatu, Senior Engineer
Adam Sutphin, Senior Management Analyst**

Guests:

**Richard Atwater, Foothill Municipal Water District
Scott Hopkins**

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

It was moved by Director Johnson, seconded by Director Bodnar, and carried by a 5-0 vote that the Agenda for the Regular Meeting of February 13, 2024, be adopted as presented.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Atwater announced that Foothill Municipal Water District Board meeting will be held tomorrow. Mr. Atwater added that updates for the Metropolitan Water District’s upper feeder shutdown will be provided.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Johnson and carried by a 4-0 vote with one abstention from Director Raghavachary to approve the Minutes of the Regular Board Meeting held on January 23, 2024.

ACTION CALENDAR

Discussion on Planning Future Rate Increases and Rate Structures – Mr. Lee stated that based on discussion from the January 23, 2024 Board meeting, the District can implement a rate increase effective July 1, 2025 or defer a year to July 1, 2026. Various considerations were discussed, including revenue and reserve sufficiency, steps and components that would be necessary to provide public messaging for and implementation of a water-budget rate structure, and increased costs from inflation and an expected series of double-digit rate increases from both Metropolitan Water District and Foothill MWD, the District’s wholesale agencies.

Following discussion:

The Board Directed staff to provide an analysis of the rate levels needed to meet long-term revenue requirements and a proposed schedule to meet Prop 218 requirements.

Disposal or Salvage of District Assets (Furniture) – Mr. Lee stated that the District would like to dispose of a variety of Board room furniture in a manner most beneficial to the District. Mr. Lee said that the furnishings are of uncertain age and value.

Following discussion:

It was moved by Director Bodnar, seconded by Director Johnson and carried by a 5-0 vote to authorize the General Manager to dispose of or salvage District assets in the manner most beneficial to the District per Section 12.04 of the Rules and Regulations.

INFORMATION ITEMS – CV Weekly, February 1st “Rosemont Preserve Open Gate Morning”; February 9th “Call to Conserve Water During Major Pipeline Repair”; “Planned System Maintenance and Planning for Stormwater Capture”; Proposal to the Metropolitan Water District for Future Supply Actions Funding Program dated February 5, 2024 for a Data-Driven Resource Optimization and Planning System (DROPS); CVWD “Values Refresh” as of January 2024.

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Mr. Lee shared that Metropolitan Water District’s upper feeder shutdown had been delayed due to weather conditions but has been successfully repaired and scheduled to be turned on February 14, 2024. Mr. Lee announced that CVWD has received a grant issued by the Carl Moyer Program in the amount of \$31,000 enabling the District to purchase a dump truck or an excavator. However, the

District will have to meet various environmental compliance requirements to receive the funds. He shared that District staff had conducted a series of focus-group and all-hands meetings to determine an update to the District's Values Statement and shared that the newly formed "Leadership Circle" of managers, supervisors, and leads had convened their first meeting. He invited all CVWD employees and their families to the Annual CVWD Spring Fling being held on April 12, 2024 at the Glenwood Plant. Mr. Lee said that the total rainfall amount is 14.2-inches for the season.

ATTORNEY REPORT – Mr. Bunn provided context for a request to sign a tolling agreement with regard to a lawsuit involving reimbursements for toxic waste clean-up at the BKK landfill. Mr. Bunn indicated that he had recently received an email from WaterSmart notifying him that his meter was registering constant water use and provided instructions to assist him in locating the leak. Mr. Bunn said the process was extremely helpful and added that an email was sent when the constant water usage had stopped.

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 on February 6, 2024 and discussed planning for future rate increases and rate structures and recovering costs related to D-jobs. A meeting is scheduled for February 20, 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; a meeting is scheduled for February 15, 2024.

Community Relations/Water Conservation Committee – Director Raghavachary reported that the Committee had met on February 8, 2024 and discussed Making Conservation a Way of Life, updates to the Public Engagement Master Plan, Rosemont Preserve Community event, and discussion of a perpetual plaque honoring past and present directors. A meeting will be scheduled as needed.

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

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

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

DIRECTORS' ORAL REPORTS

Director Bodnar – Noted that his daughter who attends Rosemont Middle School notified the District of an unlocked gate at the Judy Tejada Reservoir.

Director Erickson – Thanked staff for the newly branded name badges and business cards for each of the Directors.

Director Johnson – No report

Director Raghavachary – Reported that she had recently visited Laughlin, NV and noted the extremely low water level of the Colorado River there.

Director Valdez – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – None

ACTION CALENDAR

ADJOURNMENT

There being no other business to come before the Board, at 8:16 p.m., the meeting was adjourned to February 27, 2024, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

James Lee
General Manager

CASH DISBURSEMENTS LIST

JANUARY 2024



Check#	Check Date	Payable To	Description	Water Amount	Wastewater Amount
0		CalPERS	PERS Contributions - December 2024	29,623.39	9,404.40
0		Los Angeles County Public Works	x Excavation permits - January 2024	8,411.00	
0		Shell	x Purchased fuel - January 2024	1,839.75	613.25
0		Southern California Edison	x Power purchased - January 2024	33,752.82	666.88
47180	1/4/2024	ACWA/JPIA	x Benefits/coverage - Oct./Nov./Dec. 2023	133,184.17	72,921.84
47181	1/4/2024	Highroad Information Technology	x Managed services, support, renewals & equipment - January 2024	13,991.25	4,663.75
47182	1/4/2024	Procore Technologies, Inc.	x Annual renewal	9,975.03	
47183	1/4/2024	Sharon Raghavachary	x ACWA Fall Conference reimbursement	972.69	324.23
47184	1/4/2024	So Cal Compton Pipe Supply Co., Inc.	x Service Brass - angle stops	6,624.20	2,208.07
47185	1/4/2024	Tetra Tech, Inc.	x prepare/design plans/specs/estimates for~4700 LF of Watermain	17,315.50	
47186	1/4/2024	Univar Solutions USA, Inc.	x Sodium Hypochloride - Mills - (2,210 gals.) Glenwood - (2,170 gals.)	14,391.67	
47187	1/3/2024	ACC Ramco	x Mixed bobtail - December 2023	2,192.81	
47188	1/3/2024	ADS, LLC	x Sewer flow monitoring - January 2024		2,415.00
47189	1/3/2024	Advanced Centrifugal Systems, Inc.	x Goss Canyon Rehab - diffuser removal, pipe fittings	4,456.38	
47190	1/3/2024	Anawalt Lumber & Materials Co.	x Misc. supplies - December 2023	47.79	
47191	1/3/2024	Aqua - Metric Sales, Co.	x Annual Basestation maintenance renewal	3,644.14	
47192	1/3/2024	ARC	x Plotter supplies - December 2023	106.35	35.45
47193	1/3/2024	ATS Communications	x hourly invoice for CVWD - October 2023	187.50	62.50
47194	1/3/2024	Bryan's Prompt Plumbing	x Pennsylvania house - plumbing repairs	112.50	37.50
47195	1/3/2024	California Water Efficiency Partnership	x CalWEP dues	1,671.35	
47196	1/3/2024	CCS Interactive, Inc.	x Monthly web hosting - January 2024	127.50	42.50
47197	1/3/2024	Costco	x Misc. supplies - December 2023	1,011.92	337.31
47198	1/3/2024	Community All Stars	x CVHS sports sponsorship	845.00	
47199	1/3/2024	EmbroidMe	x Embroider CVWD logo - 2 work t-shirts	20.95	
47200	1/3/2024	Foothill Car Wash, Lube & Oil	x Unit #66 - oil change	93.83	31.28
47201	1/3/2024	Grainger	x Misc. supplies - December 2023	1,270.05	
47202	0/03/2024	Haaker Equipment Company	x Unit #64 - repair cracked camera lens		705.35
47203	1/3/2024	Impact LA, LLC	x Copier supplies - January 2024	63.25	21.09
47204	1/3/2024	Koppl Pipeline Services, Inc.	x Pipe fittings - cement lined flanged weld nozzle	1,674.24	
47205	1/3/2024	LA Dept Water and Power	x Power purchased - December 2023	48.25	
47206	1/3/2024	Lincoln Financial Group	x Life & Disability Insurance - November 2023 & January 2024	1,565.84	777.76
47207	1/3/2024	NBS	x District admin. services - Jan/Feb/March 2024	1,937.47	
47208	1/3/2024	Pep Boys, Fleet Services	x Unit #10 - New brakes & rotors	421.11	
47209	1/3/2024	SoCal Gas	x Office - gas purchased - November 2023	146.12	48.71
47210	1/3/2024	Spectrum Business	x Data communication - December 2023	93.73	31.24
47211	1/3/2024	Adam Sutphin	x Healthcare reimbursement	84.00	56.00
47212	1/3/2024	Ultra Welding, Inc.	x 2434 Foothill hydrant & Caltrans meter - Misc. welding December 2023	2,560.00	
47213	1/3/2024	United Concordia	x Dental insurance - January 2024	2,170.44	857.96
47214	1/3/2024	Vulcan Materials Company	x Mixed bobtail - December 2023	480.00	
47215	1/3/2024	Water Resources Economics	x Consulting services - rate study - December 2023	795.00	
47216	1/3/2024	Western Water Works	x 3000 LB BLK HALF CPLG THDBlack threaded couplings & Weld Couplings	275.94	

47217		Check #'s 47217 - 47268	x *This check was voided		
	1/4/2024	Various CVWD Customers	x Pipeline Capital Charge refund (ck. #'s 47218 - 47268)	4,584.46	
47269	1/10/2024	Airgas USA, LLC	x Well #2 - carbon dioxide rental tank - December 2023	16.87	5.63
47270	1/10/2024	Anawalt Lumber & Materials Co.	x Misc. Supplies - December 2023	89.61	29.87
47271	1/10/2024	Applied Technology Group, Inc.	x E-939 - SCADA equipment - December 2023	22.50	7.50
47272	1/10/2024	City of Glendale Water & Power	x Power purchased - November 2023	31,758.20	
47273	1/10/2024	City of Los Angeles	x Capital Portion of ASSSC - Nov. 22 - Jan. 23		137,764.00
47274	1/10/2024	Foothill Municipal Water	x Monthly interconnection charge - December 2023	50.00	
47275			x *This check was voided		
47276	1/10/2024	Grainger	x Misc. safety supplies - December 2023	433.44	
47277	1/10/2024	Ixom Watercare, Inc.	x Dunsmore Reservoir - New tank mixer	11,474.01	
47278	1/10/2024	Paper Cuts, Inc.	x Paper shredding services - December 2023	61.87	20.63
47279	1/10/2024	Prohealth Glendale Medical Group	x DMV physical	75.00	160.00
47280	1/10/2024	Catherina Zember, Prosafety Inc.	x Misc. safety supplies - December 2023	406.70	
47281	1/10/2024	Western Water Works	x Pipe fittings - companion flange 12 x 2, gate valves, and various companion flanges for stock 4" fittings	9,306.18	
47282			x *This check was voided		
47283	1/23/2024	ARC	x E-1066 - drawings, plotter lease Nov 2023	569.66	53.31
47284	1/23/2024	Armine Sargsyan	x Wellness reimbursement	77.48	25.82
47285	1/23/2024	AT&T Mobility	x Voice communication - January 2023	305.40	101.80
47286	1/23/2024	Riley Black	x Refund check - 2920 El Caminito	28.20	
47287	1/23/2024	Kellen Boyce	x Healthcare reimbursement	1,297.20	
47288	1/23/2024	BSK Associates	x Water sampling - Nov/Dec 2023	24,516.15	
47289	1/23/2024	City of Glendale	x Rockhaven lease & water purchased - December 2023	10,501.50	
47290	1/23/2024	Consolidated Electrical Distributors, Inc.	Reservoir instrument closet - Hoffman enclosures	1,398.42	
47291	1/23/2024	Brian Cunningham	x Refund check - 3103 Piedmont	26.83	
47292	1/23/2024	DIY Home Center	x Misc. supplies - December 2023	145.90	48.63
47293	1/23/2024	ENR Unlimited	x Engineering News Record magazine (ENR) - unlimited subscription renewal	74.99	25.00
47294	1/23/2024	Foothill Car Wash, Lube & Oil	x Unit #47 - oil change	101.61	33.87
47295	1/23/2024	General Pump Company, Inc.	x E-1068 - Temp. rental pump, C-1059 - New pump & motor assembly	33,040.35	
47296	1/23/2024	Glendale Fire Dept. - Fire Prevention	x Annual permit renewal	2,912.00	
47297	1/23/2024	Grainger	x Misc. supplies -December 2023	71.74	23.92
47298	1/23/2024		x *This check was voided		
47299	1/23/2024	John Robinson Consulting, Inc.	x M-965 - Consulting services - December 2023	2,640.00	
47300	1/23/2024	Virginia Kaufman	x Refund check - 2552 Piedmont	14.16	
47301	1/23/2024	Lagerlof, LLP	x Legal services - December 2023	14,801.25	4,933.75
47302	1/23/2024	Luis Ledezma	x Refund check - 3426 Montrose #B	7.97	
47303	1/23/2024	Chang Suk Lim	x Refund check - 3355 Alabama	19.23	
47304	1/23/2024	Matan Maman	x D-23-144 - Refund due to calculation error		65.65
47305	1/23/2024	Brian Masters	x Refund check - 2657 Pickens	52.34	
47306	1/23/2024	Kyongmi Park	x Refund check - 2561 Mayfield	19.72	
47307	1/23/2024	Pump Check	x Pump efficiency testing - 12 wells	16,875.00	
47308	1/23/2024	Southwest Hydrotech	x Rosemont reservoir - Valve Maintenance December 2023	2,707.25	
47309	1/23/2024	Univar Solutions USA, Inc.	x Sodium hypochloride - Mills - (275 gals.) Glenwood (610 gals.)	1,845.22	
47310			x *This check was voided		
47311			x *This check was voided		
47312	1/12/2024	Utility Cost Management, LLC	x SCE electricity service	577.52	192.50
47313	1/12/2024	Rafi Yahjian	x Mills - power outage troubleshooting	71.25	23.75
47314	1/23/2024	2434 Foothill, LLC	x D-22-87 - deposit refund		3,319.34
47315	1/23/2024	Anser Advisory Management, LLC	E-1046. Prof services from 11/27/23-12/31/23. Orange/El Adobe ln	507.00	
47316	1/23/2024	Apex Manufacturing Solutions	x E-939 – Q1 2024 support renewal	17,775.00	
47317	1/23/2024	Regino Avalos	x Monthly landscaping services at 8 sites - December 2023	1,241.25	413.75

47318	1/23/2024	Brik-Art	x Glenwood - New patio cover	7,957.40	2,652.46
47319	1/23/2024	California Data Collaborative	Water use calculation/list of prob mums/classify CII customers	3,000.00	1,000.00
47320	1/23/2024	City of Glendale	x application for excavation permit - 3020 Sycamore, 3345 Alabama, 3351 Burritt, 3117 Montrose, 4542 New York, 3320 Mary	5,922.00	
47321	1/23/2024	City of Glendale Finance Dept.	x Richard C. Slade & Associates - ULARA Watermaster Support Services	3,730.28	
47322	1/23/2024	City of Glendale Water & Power	x Power purchased - Nov./Dec. 2023	87.92	
47323	1/23/2024	Clark Pest Control, Inc.	x Pest control services at 2 sites - December 2023	577.50	192.50
47324	1/23/2024	Direct Connection	x District letterhead	857.96	285.99
47325	1/23/2024	Raymond Dodge	x E-939 - reimbursement	152.36	
47326	1/23/2024	EmbroidMe	x Work t-shirt	7.85	2.62
47327	1/23/2024	Foothill Municipal Water	x Water purchased - December 2023	221,482.86	
47328	1/23/2024	Harper & Associates Eng, Inc.	x E-1066 - Engineering services for rehab. at Goss Canyon #2 - December 2023	2,770.00	
47329	1/23/2024	J. Vega Engineering, Inc.	x E-1046 - progress payment #3	240,749.00	
47330	1/23/2024	Joseph Gamgene	x D--23-31 deposit - 1-inch meter upgrade	524.67	
47331	1/23/2024	LA Dept. Water and Power	x Power purchased - December 2023	48.03	
47332	1/23/2024	Agile Occupational Medicine	x Pre-employment screening	191.25	63.75
47333	1/23/2024	Public Water Agencies Group	x Monthly PWAG assessment - January 2024	1,379.06	459.69
47334	1/23/2024	Red Wing Business Advantage	x Matsunyan and Rawlings - safety work boots	341.70	113.90
47335	1/23/2024	Trench Shoring Company	x E-1070 Trench Plates	2,570.93	
47336	1/23/2024	UniFirst Corporation	x Uniform cleaning services - December 2023	811.33	259.53
47337	1/23/2024	United Concordia	x Dental insurance - Oct.Nov./Dec. 2023	4,606.80	1,893.20
47338	1/23/2024	Western Water Works	x Pipe fittings - slip-on weld flange 12" & gate valves	3,258.72	
47339	1/23/2024	Westlake Ace Hardware	x Misc. supplies - December 2023	890.63	191.12
47340	1/25/2024	4360 Ocean View, LLC	x Refund check - 4358 #B Ocean View	146.71	
47341	1/25/2024	4360 Ocean View, LLC	x Refund check - 4358 #A Ocean View	146.71	
47342	1/25/2024	4360 Ocean View, LLC	x Refund check - 4360 #C Ocean View	146.71	
47343	1/25/2024	ACC Ramco	x Mixed bobtail - December 2023	1,740.86	
47344	1/25/2024	Armine Sargsyan	x Wellness reimbursement	196.70	
47345	1/25/2024	California Water Environment	x Dodge - CWEA annual membership renewal	98.00	
47346	1/25/2024	City of Glendale	x 3000 Montrose Ave. - permit fee/excavation	16,593.00	
47347	1/25/2024	Ferguson Enterprises, Inc.	x Pipe fittings - 2" FIP adapter (PEX) (CTS)	2,927.27	
47348	1/25/2024	Paul Herrin	x Refund check - 2415 Whittier Drive	530.14	
47349	1/25/2024	Joseph G. Pollard Co., Inc.	x Misc. tools & supplies - December 2023	641.49	138.42
47350	1/25/2024	Katz & Associates, Inc.	x Advisory services - January 2024	536.25	178.75
47351	1/25/2024	George Mohr	x Refund check - 2836 Paraiso Way	206.51	
47352	1/25/2024	O'Reilly Auto Parts	x Misc. supplies - December 2023	63.66	21.23
47353	1/25/2024	David Ross	x Refund check - 3300 Montrose	111.58	
47354	1/25/2024	So. Cal Compton Pipe Supply Co., Inc.	x Mueller corp stop 1, service brass, corps, & adapters	4,350.70	
47355	1/25/2024	SoCal Gas	x Office - gas purchased - December 2023	323.96	107.98
47356	1/25/2024	Southland Pipe Corp.	x E-1067 Montrose Ave 4" Pipe	12,921.00	
47357	1/25/2024	Steven Engineering, Inc.	x E-939 - SCADA UPS batteries	818.96	
47358	1/25/2024	Western Water Works	x Pipe fittings and hardware - 4" flange bolt kit, adapter 1 mip x Instatite, 12" pipe fittings, repair clamps, bots, adapters, and flanges	16,103.28	
47359			x *This check was voided		
47360	1/30/2024	ACC Ramco	x Mixed bobtail - December 2023	429.43	
47361	1/30/2024	American Reclamation, Inc	x Waste collection services - January 2024	77.18	25.72
47362	1/30/2024	Aqua - Metrie Sales, Co.	x 2 - 2-inch water meters	4,133.70	
47363	1/30/2024	Avetis Matsunyan	x Reimbursement - work pants	132.26	44.08
47364	1/30/2024	Dion & Sons, Inc.	x Diesel purchased - 640 gals. - January 2024	3,620.11	
47365	1/30/2024	Grainger	x Misc. tools & supplies - December 2023	560.18	186.72
47366	1/30/2024	Kennedy Jenks	x Consulting services - January 2024		38,533.75
47367	1/30/2024	Lincoln Financial Group	x Life & Disability Insurance - February 2024	863.57	442.66
47368	1/30/2024	Paveco Construction, Inc.	x E-1046 - Paving El Adobe and Orange ave	83,254.36	

47369	1/30/2024	Chad James Reed	Water Audit 2019-2022/work performed FY2024	8,500.00
47370	1/30/2024	Sully-Miller Contracting Co.	x Cold mix for temporary repairs - December 2023	684.68
47371	1/30/2024	Western Water Works	Pipe fittings - 2"x3" SS insert	2,370.67
47372	1/30/2024	Wil-Power Battery & DC Special	purchase for flame retardant battery	1,316.85
47373	1/30/2024	Zhilbert Babakhanyan	x D-23-25 - refund for 1-inch water meter upgrade	493.77
47374	1/30/2024	Various CVWD Customer	x Pipeline capital charge refund	194.06
47375	1/30/2024	Various CVWD Customer	x Pipeline capital charge refund	194.06
47376	1/31/2024	City of Los Angeles	x O & M Portion of ASSSC - Nov. 22 - Jan. 2023	326,980.00

Subtotals	870,712.89	607,880.46
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Total Disbursements for January 2024	1,478,593.35
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Payroll Report

Directors	1,500.00
Office Regular Payroll	147,151.00
Office OT	4,796.00
Plant Regular Payroll	98,068.00
Plant OT & Standby	15,513.00
Employer Payroll Taxes	22,044.00
Payroll Service Charges	699.00

Total Payroll for January 2024	289,771.00
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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: Patrick Atwater, Regulatory and Public Affairs Manager
Subject: Making Conservation a California Way of Life

ACTION ITEM:

Discuss the District's 2024 water use objective regulatory submittal and the long-term framework to make water conservation a California way of life.

BACKGROUND:

On April 1, 2015, Governor Edmund G. Brown issued an executive order mandating California's first ever statewide mandatory water conservation efforts. This mandate directed the State Water Resources Control Board to regulate statewide urban water reductions of 25 percent, allocated to urban water suppliers based on residential gallons per capital per day.

In 2018, the California State Legislature passed Assembly Bill (AB) 1668 and Senate Bill (SB) 606 to enact Making Conservation a California Way of Life. This legislation directed the State Water Resources Control Board and Department of Water Resources to develop a long-term utility water-use objective based on a water-budget framework, including standards for indoor residential usage, outdoor residential usage, dedicated irrigated use, and commercial and industrial use, as well as numerous variances and other specific circumstances.

The preliminary reporting on urban water supplier water use and water use objectives was due January 1, 2024. The District has submitted its data, and the Department of Water Resources has confirmed receipt. The State Water Resources Control Board still has not completed its rulemaking process, and the standards for compliance are anticipated to be adopted on October 1, 2024.

DISCUSSION:

The District's projected urban water use objective and water use from 2022 are shown in the table below. There is still regulatory uncertainty regarding what level the standards will be set at. Based on the latest available standards, the District is in a strong position to comply with these regulations.

The agency-wide water-use objective utilizes a water budget-based approach, and there are synergies at a technical level with utilizing the landscape area, commercial classification and other data used to develop the District's water-use objective as part of a shift to water budget-based rates.

Year	Indoor Residential	Outdoor Residential	CII Landscape*	Water Loss	Total Water Use Objective *	Total Water Use of Included Categories (2022)	Percent of Objective
2020	2,012	2,033	154	213	4,413	3,202	72% *
2025	1,720	2,033	154	213	4,120	3,202	78% *
2029	1,720	2,033	123	213	4,120	3,202	78% *
2030	1,537	1,601	97	213	3,505	3,202	91% *
2035	1,537	1,398	69	213	3,302	3,202	97% *

**Numbers are illustrative. Detailed CII landscape measurement has not been performed.*

The above discussion was presented during the February 8, 2024 Community Relations and Water Conservation Committee meeting.

RECOMMENDATION

Discuss the District's water conservation objective and compliance and associated strategies.

Prepared and Submitted by:



Patrick Atwater
Regulatory and Public Affairs Manager

Attachment(s): 1) Crescenta Valley Water District WUO Framework Presentation

G:\Management\Community Relations & Water Conservation Committee\2024



What the FRAMEWORK?

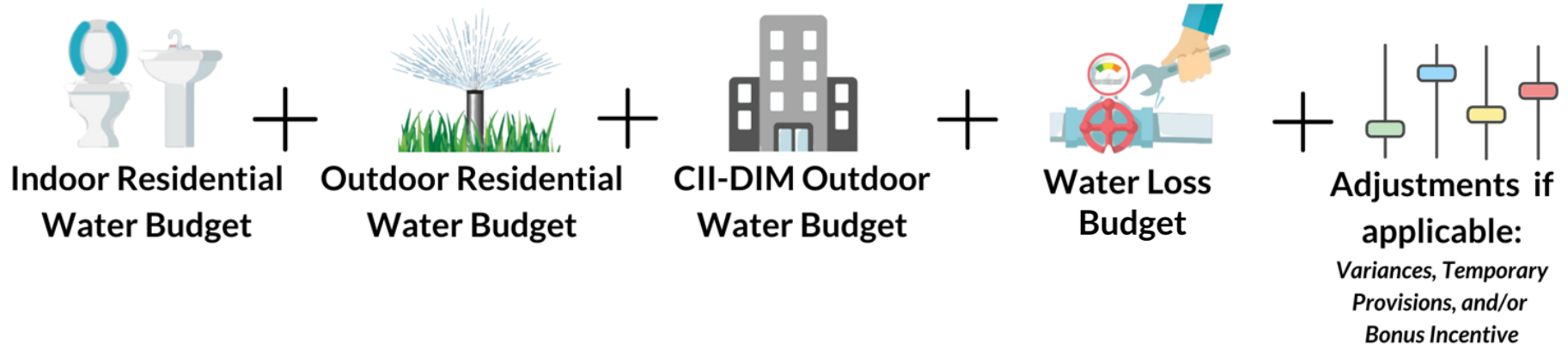
A ROUND-UP OF WHAT'S GOING ON WITH THE NEW CONSERVATION REGULATIONS



CALIFORNIA
WATER EFFICIENCY
PARTNERSHIP

Calculating the Urban Water Use Objective

Providers cannot exceed the SUM of the standards



***Agriculture and indoor CII not part of objective, though indoor CII is covered by Performance Measures.**



Water use objective will be set based on the overall water use of urban water supplier.

Suppliers do not have to meet each standard individually

Budgets not set for individual customers

The Indoor Standard





**Indoor Standard (GPCD) x Service Area Population
x 365 days**



Indoor Standards Passed by Legislature (SB 1157 (2022))

2020-2024: 55 GPCD

2025-2029: 47 GPCD

2030-onwards: 42 GPCD

Potential Indoor Variances

**Urban suppliers must request approval directly from the State Water Board in order to use the variance in calculating their UWUO.*

Variance Category	Threshold of Significance
1) Evaporative Coolers	5% or more of the UWUO
2) Seasonal Populations	5% or more of the UWUO *reduced to 1% if use AMI data with daily/hourly reporting capabilities.



Indoor Temporary Provisions

**** NEW ****

*An urban retail water supplier may request a temporary provision to respond to **negative impacts** to wastewater collection, treatment, and reuse systems, if the supplier shows to the satisfaction of the Board..that meeting the budget for efficient residential indoor use is causing challenges within wastewater collection, treatment, and reuse systems.*

(Pg. 10 of Proposed Regulatory Text)



Data Requirements

Parameter	Source Specified in Reg Text	Alternative Data Allowed?	Reg Text Section
Service Area Population	Board (Electronic Annual Report)	No	975(b)(1)(B)

Provisional Indoor Res for Crescenta

Indoor Equation = **GPCD** x Service Area Population x 365 days

2020: **55** x 32,665 x 365 = 655 MGal = 2,012.42 AF

2025: **47** x 32,665 x 365 = 560 MGal = 1,719.70 AF

2030: **42** x 32,665 x 365 = 500 MGal = 1,536.76 AF

* Population is estimated using the average monthly value from 2022 conservation reporting data.

Provisional Indoor Res for Crescenta

Indoor residential water use is estimated* as higher than the indoor portion of the WUO

Year	Indoor Residential Portion of WUO	Total Indoor Residential Water Use*	Percent of Objective
2020	2,012.42	1,127.00	56%
2025	1,719.70	1,127.00	66%
2030	1,536.76	1,127.00	73%

* Indoor residential water use estimated using the minimum residential water use month (93.91 AF) and multiplying by 12. This value likely still includes some outdoor consumption in it.

The Water Loss Standard



The standard for water loss due to leaks in the water system pipes is based on a real loss standard of gallons per connection per day.

Suppliers can find the most updated excel spreadsheet with their target at:
waterboards.ca.gov/conservation/water_loss_control.html

Key Points

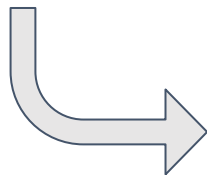


- **Review your inputs:** Suppliers can submit changes to model inputs for approval from SWB to modify target. If you have a reduction required, we recommend you take this step.
- **SB 555:** The State Water Board can enforce the water loss target independently of the overall water use objective. (But not at the same time!)

Water Loss Resources

The CA-NV Section of AWWA has some excellent resources on their website:

ca-nv-awwa.org/waterlosscollaborative



Not sure where to start? Email Amy Talbot and she can help get you on the path to success.

atalbot@rwah2o.org



American Water Works Association
California-Nevada Section

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[ADVOCACY](#)

[COMMUNICATIONS](#)

Resources: Water Loss Regulation

Economic

Model Customization Training

"I want to thank all of you that contributed to this webinar. This was the most beneficial and straightforward information we've received to date. Thank you!"

Madeline Blua

- Water Loss Regulation Economic Model Customization Training
 - [PowerPoint](#)
 - [Recorded Presentation](#)
- [City of Sacramento Water Loss Input Change Request Template](#)
- [STPUD Water Loss Input Change Request Template](#)
- [State Water Board Supporting Data Guidance Document - organized by input, December 2021](#)



California Water Loss Control Collaborative

CA-NV AWWA leads a broad group of stakeholders that came together in 2015 to combat water loss in California. The California Water Loss Control Collaborative includes utility personnel, industry organizations, consultants, non-profits as well as state entities.

The Collaborative includes:

- [CA-NV AWWA Water Loss Control Committee](#) – share best practices, non-revenue water challenges and successes, discuss technology innovations, and participate in planning conference technical sessions and specialty workshops. Coordinates with the [AWWA Water Loss Control Committee](#).
- California Water Loss Collaborative Steering Committee – overarching coordination and program implementation between Collaborative activities. For information, contact Amy Talbot, atalbot@rwah2o.org.
- [Water Audit Validator \(WAV\)](#) Certificate Program - Water Audit Validators examine water loss audit inputs prior to audit submission to the California Department of Water Resources (per SB555).
- Department of Water Resources (DWR) - Water Loss Audit Reporting
 - [Water Loss Program](#)
 - [Water Loss Audit Reports](#)
 - [Regulations](#)
 - [Submission](#)
- Note: AWWA recommends using version 6.0 unless your regulatory agency requires you to use version 5.0. **California Urban Water Suppliers should continue to submit version 5.0 water audits to DWR through 2023.** Beginning January 1, 2024 version 6.0 will be required. Currently, DWR's WUEData portal only accepts version 5.0 water audit submittals.
- State Water Resources Control Board - [Water Loss Performance Standards](#)

Advocacy

[Comment Letters](#)

[Issues](#)

[Water Loss Control Collaborative](#)

Provisional Water Loss for Crescenta

$$\begin{aligned}\text{Water Loss} &= \text{GPC}_{\text{connection}} \times \text{Number of Connections} \times 365 \text{ days} \\ &= 23 \times 8,354 \times 365 = 58.18 \text{ MGal} = 178.54 \text{ AF}\end{aligned}$$

Water Loss Standard (AF)	Real Water Loss (AF)	Percent of Objective
212.93	129.988	61%

The Residential Outdoor Standard



Outdoor Residential Water Standard

Suppliers Unique Climate

X

Amount of Landscape Area

X

Efficiency Factor

Outdoor Residential Water Budget (R_{outdoor}) =

$$\underset{\text{"Net ETo"}}{(E_{\text{To}} - P_{\text{eff}})} \times LA \times LEF \times 0.62$$

ETo = Reference evapotranspiration (inches)

Peff = Effective precipitation (inches)

LA = Landscape area for a water supplier (sq. ft)

LEF = Landscape Efficiency Factor (unitless) represents a percentage of reference ETo; function of plants' water needs & irrigation efficiency

0.62 = unit conversion factor

What will my Outdoor Standard be?

Outdoor Residential Landscapes include:
TOTAL SQ FT for all **IRRIGABLE IRRIGATED (II)** landscape

**** NEW ****

Include up to 20% of the IRRIGABLE NOT IRRIGATED (INI) landscape
(through June 30, 2027)



Landscape Efficiency Factor (LEF)

$$R_{\text{outdoor}} = (\text{ETo-Peff}) \times \text{LA} \times \text{LEF} \times 0.62$$

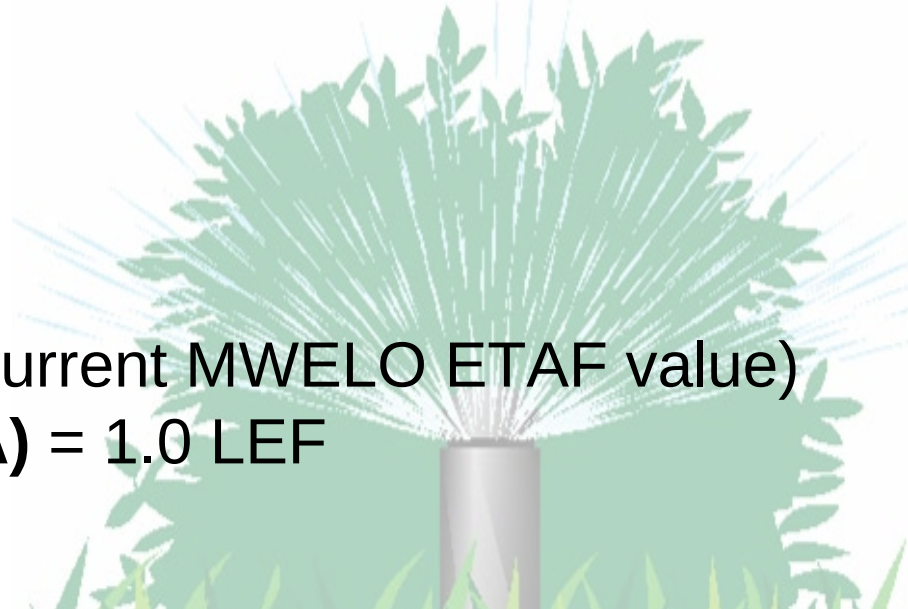
2023 – 2029 = 0.80 LEF

2030 and 2034 = 0.63 LEF

2035 onwards = 0.55 LEF

New Developments = 0.55 (or current MWELO ETAF value)

Special Landscape Areas (SLA) = 1.0 LEF





Potential Outdoor Variances

Variance Category	Threshold of Significance
1.) Horses & Other Livestock	5% or more of UWUO
2.) Landscape Areas Irrigated with Recycled Water w/ High TDS	5% or more of UWUO (total includes water attributed to the same category for CII DIM)
3.) Dust Control (horse corrals & animal exercise arenas)	5% or more of UWUO
4.) Ponds & Lakes to Sustain Wildlife	Regulatory requirement = no threshold
5.) Water for Emergency Events (not incl. droughts)	5% or more of UWUO (total includes water attributed to the same category for CII DIM)
6.) Residential Agriculture	5% or more of UWUO *reduced to 1% if estimate uses crop-specific landscape area

Outdoor Temporary Provisions

**** NEW ****

May be requested for:

- Water for existing pools, spas, similar water features (2035-2040)
- Water for planting new, climate-ready trees
- Water for the establishment of qualifying landscapes (e.g. low-impact development, ecological restoration)

Data Requirements

Data Point	Source Specified in Reg Text	Alternative data allowed?	Reg Text Section
Reference ET	DWR (CIMIS)	Yes	975(b)(2)(B)
Effective Precipitation	DWR (Cal-SIMETAW)	Yes	975(b)(2)(B)
Landscape Area	DWR (LAM)	Yes	975(b)(2)(C)

Data Requirements

Parameter	Source Specified in Reg Text	Alternative Data allowed?	LEF	Reg Text Section
Residential SLAs (dedicated solely to edible plants)	Supplier	N/A	1.0	975(b)(2)(D)
Residential SLAs (irrigated with recycled water)	Supplier	N/A	1.0	975(b)(2)(D)
New Construction	Annual reporting required by section 495(b)(6) (MWELo reporting)	No	0.55	975(b)(2)(E)



Provisional Outdoor Residential for Crescenta

$$R_{\text{outdoor}} = (\text{ETo-Peff}) \times \text{LA} \times \text{LEF} \times 0.62$$

ETo = 64.72 Inches

Peff = 6.60 Inches

LAs* = 23M sq.ft.

ETF = 0.8 until 2030, 0.63 until 2035, and 0.55 thereafter

0.62 = unit conversion factor

2023 – 2029: (58.9-2.7) x (23M) x (0.8) x (0.62) = 642.3 MGal = 2,033.43 AF

2030 – 2034: (58.9-2.7) x (23M) x (0.63) x (0.62) = 506.3 MGal = 1,601.33 AF

2035+: (58.9-2.7) x (23M) x (0.55) x (0.62) = 442.0 MGal = 1,397.98 AF

* Only Non-disputed irrigated area

An additional .2*3,535,338 sq.ft = 707,067.6 sq.ft of Non-disputed Irrigable-Not-Irrigated Area available for buffer

Provisional Outdoor Res for Crescenta

$$\text{ORWU Equation} = (\text{ETo-Peff}) \times (\text{LAs}) \times (\text{ETF}) \times (0.62)$$

Year	Outdoor Residential (AF)	Total Outdoor Residential Water Use* (AF)	Percent of Objective
2020	2,033	1,700	84%
2030	1,601	1,700	106%
2035	1,398	1,700	122%

* Outdoor residential water use estimated as
given Total Residential Water Use (2,827.36 AF)
minus Total Indoor Residential Water Use Estimate using minimum month

The CII Standard and Performance Measures



Commercial, industrial and institutional accounts are separated into two different regulations – one is standards based for accounts with **dedicated irrigation meters and one is **performance measure** based.**

CII Compliance:

WATER USE STANDARD

**CII – DIM /
Equivalent Tech.
Conversion**

- CII-DIM Water Budget Equation applies
- If large landscapes do not have DIM, either convert meter or move to In-Lieu Tech Performance Measure

✓ Report annual water use

PERFORMANCE MEASURES

In-Lieu Tech

- $\geq 500,000$ gallons of water/year
- Demonstrate improved WUE
- Companion water management practices required

✓ Qualitative Reporting

CII BMPs

- 5 BMP categories
- Classification required
- Top users targeted with BMPs
- NFT Ban

✓ Qualitative Reporting

CII Water Use Standard

$$((\text{DIM LA} - \text{DIM SLA}) \times \text{LEF}) + (\text{DIM SLA} \times 1.0) \times (\text{ETo-Peff}) \times 0.62$$

“Net ETo”

2023 – 2029 = 0.80 LEF

2030 – 2034 = 0.63 LEF

2035 onwards = 0.45 LEF

New Developments = 0.45 (or current MWELO ETAF value)

Special Landscape Areas (SLA) = 1.0 LEF

An aerial photograph of a landscape, likely a golf course or park, with various green areas, paths, and structures. A large black rectangular box is overlaid on the center of the image, containing white text.

DIM Landscape Area Measurement

- **Through June 30, 2028 -**

Suppliers shall use actual deliveries associated with landscape irrigation from **eAR**

- **Starting July 1st 2028 -**

Suppliers will use total Irrigated Irrigable (II) square footage for all DIMs

Potential CII DIM Variances

Variance Category	Threshold of Significance
1.) Landscape Areas Irrigated with Recycled Water w/ High TDS	5% or more of UWUO (total includes water attributed to the same category for outdoor residential) *reduced to 1% if use detailed plant based leaching requirements
2.) Ponds & Lakes to Sustain Wildlife	Regulatory requirement = no threshold
3.) Water for Emergency Events (not incl. droughts)	5% or more of UWUO (total includes water attributed to the same category for CII DIM)

CII DIM Temporary Provisions

**** NEW ****

May be requested for:

- Water for planting new, climate-ready trees
- Water for the establishment of qualifying landscapes (low-impact development, ecological restoration)

(Pg. 21 of Proposed Regulatory Text)

Data Requirements

Parameter	Source Specified in Reg Text	Alternative data allowed?	Reg Text Section
Reference ET	DWR (CIMIS)	Yes	975(b)(3)(B)
Effective Precipitation	DWR (Cal-SIMETAW)	Yes	975(b)(3)(B)
CII DIMs Landscape Area*	Supplier	N/A	975(b)(3)(C)

*DWR will provide CII Landscape Area, supplier is responsible for DIM service area.

Provisional CII-DIM for Crescenta

$$\text{UWUO}_{\text{CII-DIM}} \text{ Equation} = (\text{ETo-Peff}) \times (\text{LAs}) \times (\text{ETF}) \times (0.62)$$

ETo = 64.72 Inches

Peff = 6.60 Inches

LA_{DIM} = 1.44 MSQFT. *

ETF = 0.8 until 2030, 0.63 until 2023, and 0.45 thereafter. 0.45 for new development. 1.0 for SLAs. **

0.62 = unit conversion factor

2023 – 2029: Equal to CII irrigation = **154.4 AF**

2029: (58.9-2.7) x (1.44M) x (.80) x (0.62) = 40.14 MGal = 123.9 AF

2030 – 2034: (58.9-2.7) x (1.44M) x (.63) x (0.62) = 31.61 MGal = 97.0 AF

2035+: (58.9-2.7) x (1.44M) x (.45) x (0.62) = 22.57 MGal = 69.3 AF

* 20% of total area of CII parcels from DWR provided parcel data. *This estimate is highly uncertain.*

** This illustrative calculation does not include ETF adjustments for SLAs (+) or new development (-)

Provisional CII-DIM for Crescenta

$$\text{UWUO}_{\text{CII-DIM}} \text{ Equation} = (\text{ETo-Peff}) \times (\text{LAs}) \times (\text{ETF}) \times (0.62)$$

Year	CII Landscape Portion of WUO (AF)	Total CII Landscape Water Use (AF)	Percent of Objective
2020	154.4	154.42	100%
2029	123.9	154.42	125%
2030	97.0	154.42	159%
2035	69.3	154.42	223%

CII Performance Measures

Identification

Classification

BMPs

In Lieu Technologies

Year	2025	2026	2028	2030	Beyond 2030
DIM installation or in-lieu technologies (at least 2) on large landscapes <i>(threshold = 500,000 gallons of water use)</i>		20%	60%	100%	Maintain 95%, assessed on annual basis
Provide information to all building owners that meet “disclosable buildings” threshold	Identify 100%	20%	60%	100%	
Classification of CII properties with ENERGY STAR ++++		20%	60%	100%	Maintain 95%, assessed on annual basis
At least 1 program from each BMP category for top 20% of users in each classification category	Design and implement	20%	60%	100%	Maintain 95%, assessed on annual basis
At least 2 programs from each BMP category for top 2.5% of overall water CII users	Design and implement	20%	60%	100%	Maintain 95%, assessed on annual basis
Ban non-functional turf with potable water for all CII landscapes	Ban by 2025				

In-Lieu Technologies

In-Lieu technologies include at least two of the following:

1. Water budget-based rate structure
2. Water budget-based management program without a rate restructure
3. Hardware improvements with enhanced performance and functions
 - Including: metering technology that allow suppliers to identify outdoor water use, smart irrigation controllers, pressure-regulating sprinkler spray heads
4. Remote Sensing
5. Landscape plant palette transformation programs
6. Other water efficient technologies

Additional water management practices for large landscapes without DIMs include all of the following:

1. Communications
2. Irrigation systems maintenance
3. Irrigation scheduling

Classification Categories

1.	Banking/financial services	10.	Parking	19.	CII laundries
2.	Education	11.	Public services	20.	Large landscapes
3.	Entertainment	12.	Religious worship	21.	Water recreation
4.	Food sales and service	13.	Retail	22.	Car wash
5.	Healthcare	14.	Technology/science		
6.	Lodging/residential	15.	Services		
7.	Manufacturing/industrial	16.	Utility		
8.	Mixed use	17.	Warehouse/storage		
9.	Office	18.	Other		

The 5 CII BMPs Categories

1. Outreach, Technical Assistance, and Education BMP

Examples: workshops, advertisements, phone calls/visits

1. Incentive BMP

Examples: rebates/cost-sharing for fixtures, certification programs

1. Landscape Programs BMP

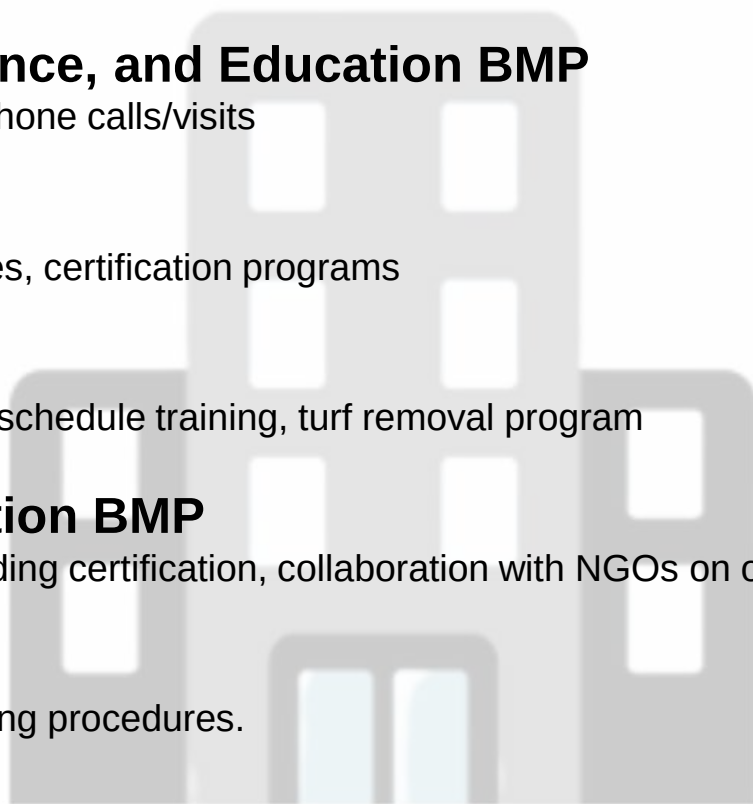
Examples: irrigation check ups, irrigation schedule training, turf removal program

1. Collaboration and Coordination BMP

Examples: Coordination with “green” building certification, collaboration with NGOs on outreach

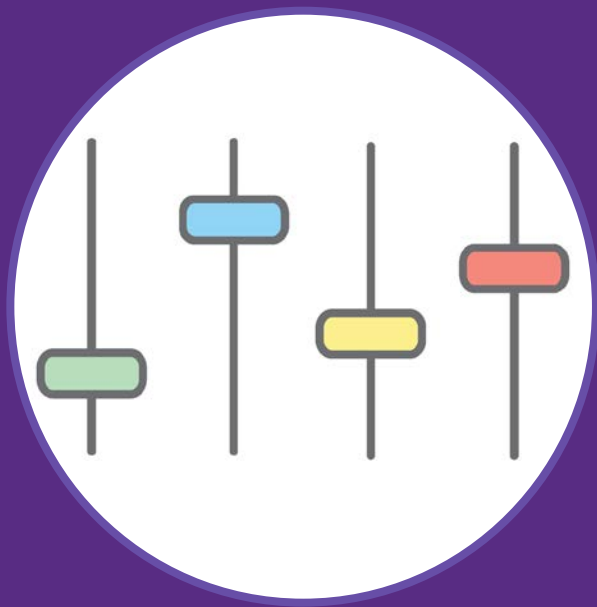
1. Operational BMP

Examples: Smart meter replacement, billing procedures.





Additional Adjustments





Bonus Incentive for Potable Reuse

Bonus incentive cannot exceed a percentage of the supplier's total WUO:

- 15% for potable reuse water produced at an existing facility
- 10% of the WUO for any potable reuse water produced at any facility that is not an existing facility

Provisional UWUO for Crescenta (2022)

Year	Indoor Residential	Outdoor Residential	CII Landscape*	Water Loss	Total Water Use Objective *	Total Water Use of Included Categories (2022)	Percent of Objective
2020	2,012	2,033	154	213	4,413	3,202	72% *
2025	1,720	2,033	154	213	4,120	3,202	78% *
2029	1,720	2,033	123	213	4,120	3,202	78% *
2030	1,537	1,601	97	213	3,505	3,202	91% *
2035	1,537	1,398	69	213	3,302	3,202	97% *

* Numbers are illustrative. Detailed CII landscape measurement has not been performed.

Reporting Requirements and What Happens Next

What to include in the Annual Report

An urban retail water supplier shall submit an **Annual Water Use Report** to DWR that includes:

- ☐ Urban Water Use Objective (UWUO)
- ☐ Actual urban water use
- ☐ Documentation of the implementation of the **performance measures** for CII water use
- ☐ Description of the **progress made** towards meeting the urban water use objective
- ☐ Validated water loss audit report



Details for Reporting

DUE: January 1, 2024

- DWR has prepared an ***interim reporting template*** for the 2023 CY or 22/23 FY reporting period (Excel-based)

State Water Board has proposed suppliers also submit a report to the Board starting in 2025.

- Standardized reporting template(s) under development.



What Happens Next?

First Public Comment Period*	August 18 - October 17, 2023
Public Hearing	October 4, 2023
Consideration for Adoption	Summer 2024
Rule becomes effective, if adopted	October 1, 2024



State Board Enforcement -Timeline

Jan. 1, 2024

- The State Board may issue *informational orders* pertaining to water production, water use and water conservation to an urban retail supplier that does not meet its Urban Water Use Objective (UWUO).

Jan. 1, 2025

- The State Board may issue *written notices* to an urban retail supplier that does not meet its UWUO. May request that the supplier address areas of concern in its next annual report.

Jan. 1, 2026

- The State Board may issue a *conservation order* to an urban retail supplier that does not meet its UWUO.

Nov. 1, 2027

- The State Board may impose *civil liability* (fine) for a violation of the regulation

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Public Opinion Research Survey Update

ACTION ITEM:

Discussion regarding the completed public opinion survey.

BACKGROUND/DISCUSSION:

In recognizing the importance of fostering open communication and involving residents in decision-making processes and to build transparency and trust, the Board conducted a workshop on October 18, 2023 and subsequently directed staff to develop and implement a long-term Public Engagement Master Plan as it relates to the broader Strategic Plan. The master plan represents a substantial investment. In order to ensure that the District's efforts align with the community's expectations as appropriate and to maximize investment of the District's resources, the Board authorized a public opinion survey by Probolsky Research during the January 23, 2024 Board meeting.

The survey has been completed with a +/- 5.8% margin of error, and the data is specified according to demographic categories such as years of residence, home ownership, gender, age group, and ethnicity. The results highlight future specific opportunities for education of and messaging to the District's customers.

This item is a placeholder for discussion ahead of a more in-depth discussion during the upcoming Board workshop on February 29, 2024 during which Adam Probolsky of Probolsky Research and Ann Newton of Katz & Associates will be available as resources.

RECOMMENDATION:

Discuss the completed public opinion survey.

Prepared and submitted by:



James Lee
General Manager

Attachment(s): none

g:\management\board meeting staff reports\2024\02-27-24 board memo - Public Opinion Research Update.docx

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Discussion on Planning for Future Rate Increases and Rate Structures

ACTION ITEM:

Discuss the next steps for future rate increases and rate structures.

BACKGROUND:

The District has discussed the possibility of future rate increases and rate structures since the Board's workshop on November 8, 2023, when consensus was made to transition toward a water-budget rate structure and since the January 23, 2024 Board meeting when the decision whether to increase rates by July 1, 2024, January 1, 2025, or July 1, 2025 has been discussed.

During the February 13, 2024 Board meeting, the Board directed staff to provide further analysis to determine the sufficiency of a 7% rate increase implemented on July 1, 2024, consistent with the District's "Roadmap" plan, along with an analysis of the rates needed to meet projected short and long-term revenue requirements.¹ The Board also directed staff to develop an associated schedule for a Prop 218 process.

This item is a placeholder for discussion including consideration for the most recently available information such as expected rate increases from Metropolitan Water District and Foothill MWD – the District's sources of wholesale water supply – and public opinion survey results.

Staff will present the rates analysis and Prop 218 schedule during the meeting.

RECOMMENDATION

Discuss future rate increases and rate structures.

Prepared and Submitted by:



James Lee
General Manager

Attachment(s): None

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¹ The Long-Term Infrastructure Reliability and Funding Roadmap ("Roadmap") represents a series of discussions and decisions which began on January 24, 2020. One of the decisions was to implement a long-term approach to rates, starting with a series of rate increases – 8%/8%/8%/7%/7%/7%/6%/6%/6% – and adjusted according to need for subsequent years. The District will have completed a three-year rate schedule of 8% each year, and the next scheduled rate increase would be 7%.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Request for Proposals for General Counsel Legal Services

ACTION ITEM:

Discuss the issuance of a request for proposals for general counsel legal services.

BACKGROUND/DISCUSSION:

During the December 12, 2023 Board meeting, the Board formed an ad hoc committee to determine practices with legal counsel at comparable public water and wastewater agencies and to develop and disseminate a request for proposals for legal services.

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Prepared and submitted by:



James Lee
General Manager

Attachment(s): 1) RFP for Legal Counsel Services

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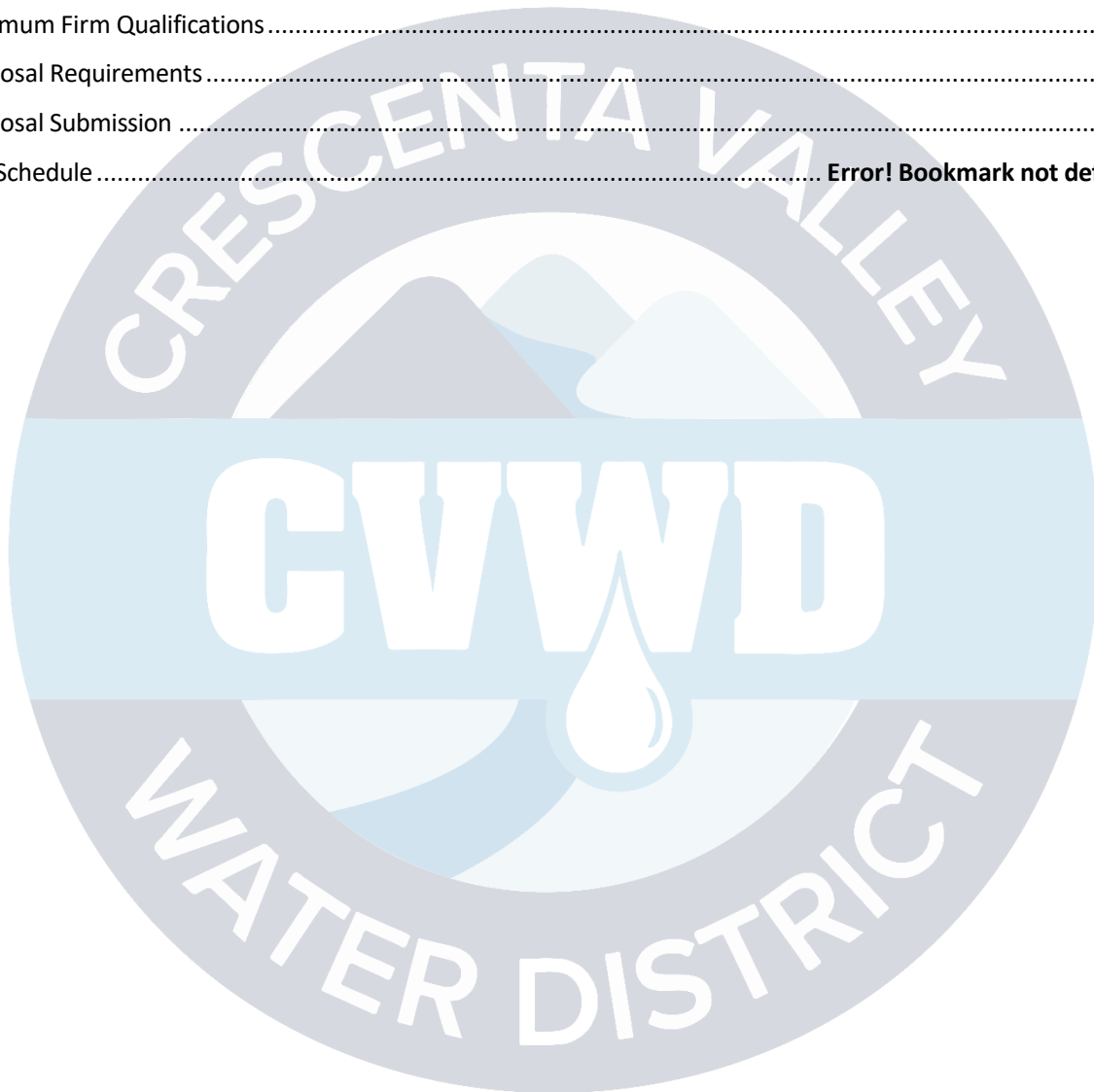
Crescenta Valley Water District

Request for Proposals

General Counsel Legal Services

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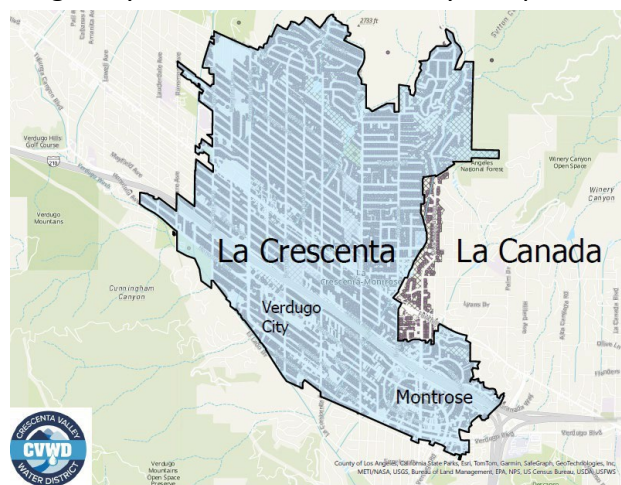
Introduction

The Crescenta Valley Water District (CVWD) invites qualified law firms with a minimum of ten (10) years of public agencies and California water law experience to submit proposals to serve as General Counsel for the District. The selected firm will provide general counsel legal services including representing the District in legal proceedings, comprehensive legal advice on general government law, water rights, legal compliance, contracts, and other relevant matters.

Background

CVWD is a county water and wastewater district that provides potable water services and wastewater collection to approximately 8,300 residential and commercial accounts. The District is located in the Crescenta Valley area of Los Angeles County in the foothills of the San Gabriel Mountains, approximately 15 miles northeast of downtown Los Angeles. The District was originally established in 1950 to provide water service to the inhabitants of the unincorporated communities of La Crescenta, Montrose, and Verdugo City. The District is currently comprised of approximately 4 square miles and, in addition to the areas within the District, serves a portion of the City of Glendale and areas of La Crescenta and Montrose outside of the District boundaries.

CVWD is governed by a five-member Board of Directors. Directors are elected to four-year terms by residents residing within the District's boundaries. The Board of Directors meet on the second and fourth Tuesday of the month in person at the District offices.



The District pumps approximately 60% of the water supplied to customers from the Verdugo Basin and purchases approximately 40% of the water supplied to customers from the Metropolitan Water District of Southern CA through its wholesaler, Foothill Municipal Water District. The District operates 12 wells, 17 reservoirs and maintains 96 miles of water distribution mains.

The District maintains 64 miles of sewer mainline and 7 miles of large-diameter sewer interceptor. The sewer interceptor runs through the City of Glendale to the City of Los Angeles wastewater treatment plant. The District has an agreement with the City of Los Angeles to treat the wastewater, which is collected and transmitted via the interceptor to the City of Los Angeles.

Pending Litigation

Lazar vs. Pandazos, Case no. 21STCV19845

Lazar vs. County of Los Angeles, Case no. 22STCV34822

Ongoing personnel-related litigation

PFAS exposure

Prop 218 exposure

More information about the District can be found at www.cvwd.com

Minimum Firm Qualifications

1. All attorneys engaged in providing services to the District on behalf of the firm must be admitted to practice law in the State of California and maintain active membership in good standing with the State Bar of California.
2. The designated Lead Counsel, primarily responsible for services rendered to the District, must possess a minimum of 10 years experience in delivering general counsel legal services to special districts, municipalities, or other local public agencies.
3. The firm is expected to demonstrate legal proficiency, including advisory and litigation capabilities, in the following practice areas relevant to special districts and municipal governments in California:
 - a. Laws and regulations governing California special districts and municipalities, encompassing the Ralph M. Brown Act; Public Records Act; Political Reform Act; conflicts of interest laws; general public entity and municipal law; the California Government Code; and operational procedures pertinent to the conduct of special districts and municipalities.
 - b. State court proceedings and State Water Resources Control Board matters related to water rights.
 - c. Environmental law, covering the California Environmental Quality Act (CEQA); federal National Environmental Policy Act (NEPA); California and federal Endangered Species Act; federal Clean Water Act; and the California Porter-Cologne Water Quality Act.
 - d. Proficiency in public employment labor laws, policies, and litigation.
 - e. Preparation, review, and adoption of legal opinions, contracts, memoranda of understanding (including risk transfer and avoidance provisions), resolutions, and policies.
 - f. Governance of special districts and municipalities, including amendments and bylaws.

- g. Familiarity with California statutory provisions applicable to public works procurement, bidding, award, and the construction process, such as the California Public Contract Code and Labor Code.
 - h. Real estate law expertise, covering easements, rights-of-way, encroachment permits, and related agreements and negotiations.
 - i. Proficiency in legislative and administrative (regulatory) law, encompassing both California and federal legislation and regulations, including proposed and enacted legislation.
 - j. Comprehensive understanding of other relevant areas pertaining to special district and municipal law, such as liability claims, legal compliance, ethics, and risk avoidance.
 - k. Oversight of special counsel in litigation matters.
 - l. Timely response to telephone consultations and written opinions.
- 4. Lead Counsel is expected to regularly attend all Board of Directors meetings in person, and the firm should be readily accessible to provide legal support to the District during regular business hours, during District meetings, and on an emergency basis.
- 5. The firm is expected to have proficiency in conducting educational seminars for Board members and staff.

Proposal Requirements

Interested firms should submit an electronic copy of their proposal with the following information:

- 1. Letter of Transmittal:
 - a. Cover letter with firm details and authorized representative information.
- 2. Table of Contents:
 - a. Clear identification of submitted material by section and page number.
- 3. Summary:
 - a. Introduction of the proposal and key provisions summary.
- 4. Statement of Understanding:
 - a. Detailed understanding of the legal services to be provided.
- 5. Background and Experience:
 - a. Firm's background, history, and expertise in special district and water practices, including water law, agreements, regional partnerships, etc;
 - b. Office locations serving CVWD.
- 6. Approach to Legal Services:
 - a. View of the role of General Counsel and/or Water Counsel, Special Counsel, Bond Counsel, Labor Counsel, etc, and how these might be coordinated;
 - b. Communication style, including status updates and legal developments;
 - c. Firm's style of participation in public meetings and workshops;

- d. Communication strategy to establish, develop, and maintain an effective working relationship with the Board of Directors, General Manager, designated District staff, and those who directly contact counsel;
 - e. Process for establishing monthly reporting and tracking of issues, requests, litigation, monthly billing etc;
 - f. Process for file management systems and information sharing;
 - g. Sample written communication to a governing body about a legal issue.
- 7. Proposed Attorney(s):
 - a. Designated General Counsel and/or Lead Water Counsel;
 - b. Designated/identified Associates who may provide services under the supervision of General Counsel/Lead Water Counsel;
 - c. Resume information for each designee.
- 8. References and Potential Conflicts of Interest:
 - a. Contact information for five special districts or local government agency clients;
 - b. List of current public clients;
 - c. Confirm results of conflict check;
- 9. Compensation and Reimbursement:
 - a. Fee-for-Services/hourly billing methodology;
 - b. Hourly rates, non-labor/other direct costs, and subcontractor details.
- 10. Agreement:
 - a. Proposed fee schedule and draft engagement letter.
- 11. Additional Information:
 - a. Any other relevant information distinguishing the firm.

Proposal Submission

Proposals should be submitted electronically to James Lee, General Manager, at jlee@cvwd.com with the subject title "Proposal for Legal Services – Crescenta Valley Water District" no later than [] time on [] date.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance & Administration
Subject: Development Job Administration Fee

ACTION ITEM:

Consideration and possible motion to adopt an Administrative Fee for development jobs and adopt changes to the District's Rules and Regulations "Article 11: Rules Applicable To Developers and Subdividers" and "Appendix C: Miscellaneous Charges and District Forms".

BACKGROUND:

Development jobs ("D-jobs") are jobs initiated in most cases by a developer a homeowner with the intent of improving the properties they own or represent. This is a service that the District provides as part of meeting various County and other requirements such as fire flow tests or will-serve letters. These projects require significant administrative time and coordination to ensure projects are completed timely and according to specifications.

The District has historically hired a project coordinator whose primary responsibility is processing D-jobs. The administrative burden includes the time of other departments that need to plan the construction of certain jobs and coordinate parts, invoicing, customer service, permits, etc. However, the administrative burden of processing D-jobs has not been recovered.

D-jobs represent a "passthrough" activity, and the most appropriate use of ratepayer funds is to pass these costs through to the beneficiary of D-jobs. Staff developed a cost-of-service analysis based on historical data to propose a fee schedule for D-jobs. The proposed fees and analysis methodology were presented at the February 6, 2024, Finance Committee and subsequently at the February 15, 2024, Policy Committee Meeting. The Policy Committee directed staff to make changes to the proposed policy and schedule and present it to the full Board.

DISCUSSION:

D-jobs can be categorized into three categories:

1. Class A – Jobs that are an increase in square footage and therefore increase use of the system but do not require upgrades to infrastructure. Per the District's Rules and Regulations, these developments require an assessment for connection fees to be approved.
2. Class B – Jobs that require the relocation or construction of new water meters that are to be performed by the District's construction crews. The developer is responsible for all costs associated with materials and installation.
3. Class C – Jobs that include the installation of meter manifolds or new water or wastewater infrastructure which are to be performed by outside contractors. The developer is responsible for all costs associated with materials and installation.

Based on historical data, 40% of the Project Coordinator's time is allocable to Class A jobs, with 50% and 10% allocable to Class B and Class C jobs, respectively. The resulting fees are listed for each job by category.

Avg D-jobs Per Year	
Class A	143.0
Class B	29.5
Class C	2.5
Total	175.0

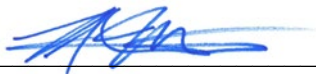
Cost Recovery Method		
Allocation of time		
Class A	\$	400
Class B	\$	2,300
Class C	\$	5,600

Enclosed for reference is a redlined copy of the District's "Rules and Regulation Article 11: Rules Applicable To Developers And Subdividers" and "Appendix C: Miscellaneous Charges and District Forms".

RECOMMENDATION

Adopt an Administrative Fee for development jobs and adopt changes to the District's Rules and Regulations "Article 11: Rules Applicable To Developers and Subdividers" and "Appendix C: Miscellaneous Charges and District Forms".

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance & Administration

Attachment(s): 1) Rules and Regulation Article 11: Rules Applicable To Developers And Subdividers;
2) Appendix C: Miscellaneous Charges and District Forms

ARTICLE 11: RULES APPLICABLE TO DEVELOPERS AND SUBDIVIDERS

Construction of all water distribution mains, sewers, and other necessary facilities required in subdivisions, for water and/or sewer main extensions, or to service a remote parcel of land, shall be performed and paid for by the developer or subdivider as set forth in this Article. In some cases the District may require larger size mains to be installed than is actually required to serve a particular subdivision or remote parcel. Limitations on water and sewer facilities for developers and sub-dividers shall be the same as already described in Articles 7.05G and 7.06-for individual applicants.

11.01: APPLICATION PROCEDURE

- A. **Submission of Plans and Fire Requirements:** The subdivider or developer shall furnish the District with the following which shall be prepared by a Registered Civil Engineer, licensed to operate in the State of California:
 - 1. Street Plans
 - 2. Grading Plans
 - 3. Tract Map: For commercial and industrial developments, the developer shall determine, and indicate on one copy of the tract map, the sizing of all water and sewer service connections, subject to District approval. For residential developments, the District shall determine the sizing of each service connection.
 - 4. Plot Plan
 - 5. Water System Plan
 - 6. Sewer Plan
 - 7. Storm Drainage Plan
 - 8. Fire Department Requirements (one copy of plot plan stamped by the Fire Department, showing fire hydrant location and fire flow requirements).
- B. **Master Plan:** In cases where the total area to be developed covers more than one tract, a master plan of the entire area shall be furnished by the developer.
- C. **Request for Statement of Water and Sewer Availability:** Upon written request by the developer to the District, and upon approval by the General Manager of the proposed water and sewer system improvements required to serve the development, including any oversizing or off-site facilities required by the District, the District will provide the developer with a letter(s) regarding water and/or sewer availability to the development. Such letter(s) shall expressly condition water and sewer service upon the terms set forth in the letter(s) and upon the completion in accordance with the plans and specifications and acceptance by the District of all system improvements required by the District in connection with the development.
- D. **Plan Check Fees:** The District shall charge and collect a fee for checking plans for parcel maps and subdivisions, as set forth in Appendix C.
- E. **Administrative Fee:** The District shall charge and collect an administrative fee to recover all costs associated with the administration and processing of developer jobs as set forth in Appendix C.

APPENDIX C
CRESCENTA VALLEY WATER
DISTRICT
MISCELLANEOUS CHARGES AND
DISTRICT FORMS

CRESCENTA VALLEY WATER DISTRICT

APPENDIX C

MISCELLANEOUS CHARGES AND DISTRICT FORMS

New Account Fee	\$40.00 – during office hours \$60.00 – after office hours or weekends
Deposit Fee [Per Article 7.02.C]	\$100.00
Automatic Payment Fee	\$0.25/Transaction
Late Charge [Per Article 8.04.D]	\$25.00
Reconnection Charge [Per Article 8.03.F(1)]	\$50.00 - during office hours \$125.00 - after office hours or weekends \$50.00 - plus cost of new lock and District labor and materials to repair damage for unauthorized turn-on.
Returned Check Charge [Per Article 8.03.F(2)]	\$35.00
Meter Test Charge [Per Article 8.03.F(3)]	\$50.00
Pulled Meter Charge [Per article 8.03.F(4)]	\$50.00
Unauthorized Water Use [Per Article 8.03.F(5)]	\$1,000.00
Turn off at Main [Per Article 8.03.F(6)]	Actual cost to District
Plan Check Fees [Per Article 11.01.D]	Parcel Maps \$100.00 Subdivisions of 1 to 9 \$200.00 Parcels or dwelling units 10 - 19 units \$300.00 20 or more units \$400.00
Developer Job Administrative Fee [Per Article 11.01.E]	
	Class A \$400
	Class B \$2,300
	Class C \$5,600
Fire Hydrant Test Fee [Per Article 11.13.C]	\$300.00
Installation of Water Services [Per Article 7.05A]:	
The applicant will be charged an amount estimated to be the actual costs to the District of the installation and material for a service connection. An initial deposit will be required with a final payment or credit due upon completion.	
Damaged Water Service Lateral Replacement [Per Article 8.02 I]	
Prorated to remaining 50-year service life	
Minimum Charge:	\$500.00
Copies of District Records [Per Article 11.01]	\$0.15/page after first ten pages*

*Members of the public are entitled to a maximum of ten (10) pages copied within any 60-day period at no charge.

Other Charges:

Where the District determines that a charge is appropriate for a particular service provided, which charge is not specified herein, the General Manager shall determine the amount to be charged the Customer.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 6
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance & Administration
Subject: **Record Retention Policy**

ACTION ITEM:

Consideration and possible motion to adopt changes to the District's Rules and Regulations "Appendix K: Record Retention Policy".

BACKGROUND:

The District's record retention policy was last updated in 2005. Since then, the modernization of systems and document storage has made digitization of documents the standard. At the Policy Committee meeting held on February 15, 2024 staff presented the committee with suggested changes to the policy to include the digitization of documents and streamline the document destruction process once documents have met the retention requirements. The committee directed staff to present the amended policy to the Board as presented.

DISCUSSION:

Based on a review of the District's record retention policy, staff identified the following areas for updating the policy:

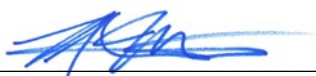
1. Transfer authority of classification of required documents to the Secretary-Treasurer;
2. Include language referencing the various mediums for documents; and
3. Require a documented record of destroyed records.

Enclosed for reference is a redlined version of the suggested edits to the Retention Policy for the Board to review.

RECOMMENDATION

Approve changes to the District's Rules and Regulations "Appendix K: Record Retention Policy".

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance & Administration

Attachment(s): Rules and Regulations Appendix K - Record Retention Policy Record

APPENDIX K

CRESCENTA VALLEY WATER DISTRICT

RECORD RETENTION POLICY

APPENDIX K

CRESCENTA VALLEY WATER DISTRICT

RECORD RETENTION POLICY

In order to establish guidelines for the retention of Crescenta Valley Water District records and to identify those records which are no longer important to District operations and are therefore appropriate for destruction, the following guidelines are established for the retention of District records.

Listed below are different types of District records and a recommended retention period. Original records are created in various mediums including paper, electronic documents, photographs, microfilm, video, and digital data. Although every effort has been made to provide a thorough list of District records, the attached list is not all-inclusive, and there may be records which do not fall within one of the listed categories. In such case, the Secretary-Treasurer of the District is authorized to make a determination as to the retention period for that particular record.

Each record on the attached list shall be maintained in District records for the period indicated. In some instances, circumstances may exist which justify maintenance of the record for a longer period. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record.

1. **Permanent Records:** Permanent records are those records identified on the attached list which shall be retained permanently in District records. Some permanent records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the District's formation, and formation of improvement or assessment districts; water distribution system design, installation and repair records; well records; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be photographed or scanned as provided below.
2. **Duplicate Records:** The Secretary-Treasurer can authorize the destruction of any duplicate record so long as the original, permanent photographic record or electronic record of the document is maintained in the District files.
3. **Photographic and Electronic Reproduction Retention:** In accordance with Government Code Section 60203, the District may utilize alternative storage methods for those records which are not required to be maintained in their original form. The Secretary-Treasurer will determine which District records may be photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film, reproduced through electronic scanning or any other medium which does not permit additions, deletions, or changes to the original document. The electronic reproduction must be accurate and fully legible. This preservation must comply with the minimum standards or guidelines recommended by the American National Standards Institute (ANSI) or the Association for Information and Image Management (AIIM) for recording of permanent records or nonpermanent records.

The reproductions shall be maintained in conveniently accessible files and provisions made for preserving, examining, and using the files. The reproductions can be certified, and such certified reproductions are deemed to be original public records for all purposes. The certification must comply with standards approved by the California Attorney General, including a statement of the identity, description, and disposition or location of the records reproduced, and the date, reason, and authorization of such reproduction.
4. **Destruction of District Records:** Following the expiration of the suggested retention periods set forth below, records (whether originals or reproductions) can be destroyed unless the District determines a compelling reason that exists to continue retention. Alternatively, those records which

are maintained in their original form during the retention period could, upon expiration of the retention period, be converted to microfilm or other photographic reproduction for so long as circumstances reasonably dictate. Immediately prior to destruction, the Secretary-Treasurer shall make a determination that no reason then exists to preserve the record. The Secretary will keep a record summarizing the records that were destroyed including the date of destruction.

RECORD RETENTION GUIDELINES

(Numbers indicate years)

"P" = permanently, "AT" = after termination, and "AD" = after disposal of the underlying asset

Accident reports (settled)	7	Audited	P
Applications for Utility Services (After closed)	3	Annual	P
		Interim	3
Bank deposit slips	3	Fixed asset records	7 AD
Bank reconciliations	3	Garnishments	3 AT
Bank statements	7	Insurance policies	P
Bids or Proposals (unaccepted)	2	Inventory records	7 AD
Bills of lading	5	Invoices (not including water bills)	7
Bonds (records of issuance)	P	Labor records:	
Budgets	3	Applications (employees)	7 AT
Check register	10	Contracts	7 AT
Checks (paid and canceled)	7 AD		
Contracts:		Disability claims	7 AT
Employee	7 AT	Earnings records	7
Vendor	7	Employee service records	7 AT
For acquisition, operation, maintenance of land, water, sewer systems; water entitlement & water rights	P	Pay Stubs	7
		Personnel files	7 AT
		Salary and wage changes	7 AT
Correspondence:		Salary receipts	7 AT
Accounting	7	Time cards, tickets and Clock records	5
Credit and collection	7	Unemployment claims	7 AT
General	3	Withholding certificates	7 AT
Personnel	7 AT	Worker's compensation reports	10
Cost accounting records	5	Leases	7 AT
Deposit slip copies	3	Ledgers and journals:	
Depreciation schedules	7 AD	Accounts payable ledger	7
District Formation records	P	Accounts receivable ledger	7
Equipment leases (after expiration)	7	Cash journal	10
Equipment repair records	3	Customer ledger	7
Financial reports:			

General journal	10	Taxes	10
General ledger	P	Purchase order copies	3
Journal entries-year-end	P	Purchase invoices	7
Payroll journal	10	Receiving reports	3
Plant ledger	P	Remittance statements	3
Purchase journal	10	Surety bonds	3 AT
Licenses	1 AT	Sewer system design, installation and repair records	P
Litigation files (resolved):	5	Tax records	10
Judgments, Orders, Settlement	P	Tax returns (copies):	20
Agreements	P	Travel records (employees)	3
Maintenance records:		Water and sewer bills	7
Building	7	Water distribution system design, installation and repair records	P
Machinery	7	Water Quality	P
Meter History	7	Well records	P
Meter Complaint Inquiries	7		
Minute books,	P		
Resolutions, Ordinances	P		
Mortgages	7 AT		
Notes (cancelled)	7		
Options	7 AT		
Pension records	P		
Petty cash records	3		
Plant acquisition records	7 AD		
Real estate development records:	P		
Design, Engineering, Construction	10		
As-builts w/ District approval	P		
Property records:			
Appraisals	P		
Damage reports	7		
Deeds, Easements, Licenses	P		
Depreciation	7 AD		
Plans and specifications	P		
Purchases	P		
Reconveyances	P		
Sales	P		

CRESCENTA VALLEY WATER DISTRICT

Public Records Request Form

Requesting Party (Name): _____
(Please Print)

Mailing Address: _____

Phone Number: _____

1. The Requesting Party requests (CHECK ONE):

_____ That Crescenta Valley Water District provide the documents, records and information described below for the Requesting Party to examine at the District's offices during District business hours.

_____ That Crescenta Valley Water District provide the Requesting Party with photocopies of the documents, records and information described below.

2. Description of the documents, records and information requested. (Description must be specific enough to identify the public records sought.).

3. If the request is for copies of public records, the Requesting Party (CHECK ONE):

_____ Will return to pick up the copies and will pay for copying costs at the time of pickup. (Requesting Party should leave a phone number at which they may be contacted when the copies are ready.)

_____ Requests that the copies be mailed to the address specified above. (All copying and postage costs must be paid before the copies will be mailed. The District will notify the Requesting Party of the amount of copying costs and postage by telephone or mail at the Requesting Party's choice.)

Dated: _____

Signature of Requesting Party

FOR OFFICE USE ONLY

Reviewing Official _____

Received On _____

Approved By _____

Number of Copies _____

Copying Cost _____

Date Paid _____

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 7
February 27, 2024

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance & Administration
Subject: **Board Compensable Activities**

ACTION ITEM:

Consideration and possible motion to adopt changes to the District's Rules and Regulations "Article 4.04 Director Fees" updating compensable Board activities.

BACKGROUND:

Members of the Board are currently compensated for attendance at regular meetings, special meetings (e.g., committee meetings and workshops), and conferences. According to the District's Rules & Regulations Section 4.04, "Each member of the Board shall be compensated for attendance at regular and special meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board..."

Board members currently provide service through their time for other activities such as representation at community events and employee events, off-site meetings with the General Manager, representation at public outreach events such as school assemblies, and extended conversations with staff that leverage the Board member's expertise. In recent years, there has been a greater burden on directors' time based on operational needs and community expectations.

At the January 23, 2024 Board meeting, staff requested that the Board consider expanding the definition of compensable activities. The Board directed staff to survey other agencies and propose a policy for presentation to the Policy Committee.

Staff presented the policy committee with suggested edits to the policy and a survey of other agencies at the Policy Committee held on February 15, 2024. Although not part of the data collection, during the survey of other agencies staff found that CVWD Board members on average were paid \$150 per meeting less than their counterparts at other agencies. Following discussion, the committee directed staff to make changes to the suggested edits and present the updated copy to the full Board.

DISCUSSION:

Staff surveyed various agencies to determine the District's options. Based on this survey, the results for which are enclosed, staff is recommending the below updates to Article 4.04 of the District's Rules and Regulations:

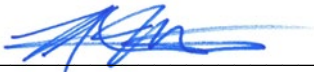
1. Reporting Requirement - Require a report of activities during the "Directors Oral Reports" portion of the Board meeting in order for activities to be compensable.
2. Expanding Compensable Activities –
 - a. Maintain a pre-approved list of events that are compensable – e.g., trainings, District held events, Community Events, staff events etc.;
 - b. Require Board approval for meetings or activities not covered above.

A redlined draft of the proposed updates to Rules and Regulations Article 4 is enclosed.

RECOMMENDATION:

Approve changes to the District's Rules and Regulations "Article 4.04 Director Fees" updating compensable Board activities.

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance & Administration

Attachment(s): 1) Board Compensation Survey
2) District Rules & Regulations, Article 4

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District	Language for Board Compensation
Mesa Water	Meetings with Agencies, Organizations, and/or Representatives Concerning or Relating to Water, Governmental or Environmental Matters or Issues: Meetings by Director(s) of or with agencies or organizations, and/or representatives of such, in or related to the public water industry or governmental or environmental matters or issues to discuss, review, and/or receive information relating to Mesa Water, Mesa Water's business or operations, governmental or environmental matters or issues and/or water industry standards, operations, policy matters and/or fiscal issues.
West Basin	"Meetings" are defined as meetings of the Board, committee meetings, and such other meetings and events as reasonably necessary to further the interests of the District, subject to Board approval.
Eastern Municipal	Other meetings which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include - 63 - 12/19/23 the following meetings and other activities related to the District's business, subject to ratification of the Board's Executive Committee at a regularly scheduled meeting: (1) Non-profit organization meetings, if the nonprofit organization is one created by or supported with funds or other contributions from the District; (2) Service club meetings where a Director is making a presentation on behalf of the District; (3) Meetings with District executive staff; (4) Meetings a Director has with other elected officials or their employees, which do not include District staff; (5) Meetings of the governing body of another agency, where a matter directly affecting the interests of the District is on the agenda and the Director is not a board member, employee or official compensated by the other agency; (6) Educational seminars conducted by various organizations on topics related to water and wastewater issues; (7) Meetings with vendors and/or contractors of the District; and (8) Meetings with property owners on matters in which the property owner is seeking District approval or other consideration or on matters otherwise affecting the interests of the District. (f) If advance approval of the Board is obtained, other meetings related to the District's business which may be compensable under sections 2.207 (a) and (b) and eligible for reimbursement of expenses pursuant to section 2.208 include: (1) Social or ceremonial events; (2) Service club meetings; and (3) Nonprofit organization events, other than for non-profit professional organizations or working coalitions noted in 2.207 (d).
Contra Costa	Directors shall be compensated for each day of service rendered as a director at the request of the Board at the rate of \$100.00. Requests for a director's service shall be recorded in the minutes of the meetings of the Board. B. Directors shall be compensated for attendance at conferences (such as the semiannual ACWA conferences), association committee meetings, including by conference call, or for meetings with local government agencies, service organizations, or civic groups, if: 1. Documentation supporting the purpose of the meeting is provided, and either: a. They are invited to be a program participant (e.g., deliver a speech, serve as a panel member on behalf of CCWD). b. The Board approves their participation in advance. 2.12 Title 2-5 CCWD Code of Regulations (01-15) 2. Following a compensable event, the director will report his or her attendance during the Board Member Reports portion of the agenda at the next Board meeting. C. Directors shall be compensated for attendance at meetings with members of District staff only in the following limited circumstances: 1. The regularly scheduled meetings between the Board President (or vice president, in absence of the president) and the General Manager (or the General Manager's designee). 2. Meetings requested by the General Manager, the General Manager's designee, or the internal auditor regarding specific matters of District business. (Res. 15-04 Exh. A (part); amended during 4-01 supplement; Res. 94-46 Exh. A; Res. 93-50 Exh. A (part); Reg. 203 § 3)
Alameda County Water District	Attendance at training programs that Board members must take as required by law (e.g., ethics training and sexual harassment prevention training) located in the State of California or webinars. 2) Attendance at community or public outreach events held by or supported by District staff. 3) Attendance by any Director at meetings, conferences, seminars, educational events, regional and committee meetings and trainings (must be located in the State of California unless otherwise noted below) and webinars of the following agencies and organizations and their committees: 4) Attendance at meetings, conferences, seminars, educational events, regional and committee meetings and trainings (must be located in the State of California unless otherwise noted) of the following agencies and organizations and their committees on topics related to the water industry, water policy, or other issues that could impact the District: Attendance at meetings, events or functions, including meetings of civic, business, and nonprofit organizations as well as meetings of local, regional, statewide or federal public officials, public agencies or regulatory or judicial entities, by the Board President and/or Board Vice President as may be required by their roles as Board officers, and/or by Board member(s) who may be designated in writing (email will suffice) by the Board President or Vice President to attend such a meeting, on topics related to the water industry or water policy that could impact the District. 6) Attendance at orientation, educational activities, and briefings for Board member(s) organized by District staff (e.g., Staff-organized Board Member training or site visits to regional water or District-owned facilities, special briefings with the General Manager or Executive Staff to prepare Board Member(s) for other meetings, etc.).

ARTICLE 4: ORGANIZATION AND OPERATION OF THE BOARD OF DIRECTORS

4.01: NUMBER OF DIRECTORS

The number of Directors shall be five (5) members elected at large from residents of the District.

4.02: MEETINGS OF THE BOARD

Regular meetings of the Board shall be held on the first Tuesday of each month, at 7:00 p.m., at the District offices, or at such other time and place as the Board may determine. When a regular meeting falls on a holiday or general election day, as may be designated from time to time by the Board, such meeting shall be held on the next business day, or other day as determined by the Board.

4.03: OFFICERS OF THE BOARD

The officers of the Board shall be president and vice president, to be elected by the Board annually at the regular meeting of the Board in December. The term of office of officers of the Board shall commence immediately following their election. The newly elected president will appoint members to Standing Committees at the regular meeting in December.

4.04: DIRECTORS FEES

Each member of the Board shall be compensated for attendance at regular and special meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, at the rate of \$125.00 per day. Board members shall likewise be compensated at the rate of \$125.00 per day for service rendered as a member of a committee of the Board at the request of the Board. The maximum number of days in any calendar month for which compensation is authorized to be paid to a member of the Board is ten (10) days.

Other compensable activities include:

1. District-sponsored events;
2. Community events as a representative of the District;
3. Staff events;
4. Meetings where a Director is making a presentation on behalf of the District;
5. Meetings with District executive staff;
6. Meetings of the governing body of another agency, where a matter directly affecting the interests of the District is on the agenda and the Director is not a board member, employee or official compensated by the other agency;
7. Educational seminars conducted by various organizations on topics related to water and wastewater issues;
8. Trainings where the subject materials provide value to the District;
9. Meetings by Director(s) of or with agencies or organizations, and/or representatives of such, in or related to the public water industry or governmental or environmental matters or issues to discuss, review, and/or receive information relating to the District;
10. Conferences as approved in advance by the Board (compensable for each day of attendance, including travel);
11. Completions of forms and activities related to government required filings.

A report of activities is required during the "Directors Oral Reports" portion of the Board meeting in order for activities listed above to be compensable.

4.05: DIRECTORS EXPENSES

Each member of the Board is encouraged to participate in those outside activities and organizations which in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance by the Board. Such advance authorization is not necessary when expenses are \$5400 or less. The following rules apply:

- A. All expenses shall be reasonable and necessary and directors are encouraged to exercise restraint in all expenditures.
- B. The most economical mode and class of transportation consistent with scheduling requirements shall be used. Reimbursement for use of personal autos shall be at the current rate established by the Internal Revenue Service for mileage reimbursement. Reimbursement for travel by personal automobile, if substituted for airline travel, shall not exceed airline fare plus reasonable "to and from" airport transportation.
- C. Expenditures for food and lodging shall be moderate and reasonable. Necessary meals outside of a convention or seminar package shall be reimbursed at ~~a rate not to exceed \$50.00 per day~~ the actual cost of the meal or at the per diem rate for meals and incidentals set by US General Services.
- D. Expenses for guests and spouses of District representatives are not reimbursable. Upon incurring said "out-of-pocket" expenses, Directors may submit a request for reimbursement, accompanied by evidence of payment of such expenses and receipts for all amounts if possible. The Secretary-Treasurer shall reimburse the Directors for such expenses upon the receipt of such request.

4.06: SPECIAL MEETINGS

Special meetings of the Board shall be held at a time and place as may be designated by the presiding officer or by a majority of the members of the Board upon written notice of such meeting mailed and received by, or personally delivered to, each Board member and to each local newspaper of general circulation, radio or television station requesting notice in writing at least 24 hours prior to such special meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Board. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary-Treasurer a written waiver of notice. Such waiver may be given by fax or telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

February 27, 2024

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

General Manager's Report Topics:

- Appointment of Arturo Montes to Interim Director of Finance & Administration role
- Server replacement update
- State Water Resources Control Board - recycled water study won and approved
- Board workshop at the library – Thursday, February 29th, 5:30pm
- Field Maintenance & Operations Report – January 2024
- Engineering Report – January 2024

STAFFING

Promotion of Jonathan Russo from O&M II to O&M III (Crew Lead).

As of February 23rd, the District has gone 67 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- February 20 th , February 26 th
Foothill Agencies Managers Meeting	- February 14 th
Staff All-Hands Meeting	- February 15 th
Policy Committee Meeting	- February 15 th
Finance Committee Meeting	- February 20 th
CA Data Collaborative Executive Committee	- February 21 st
ACWA Membership Committee Meeting	- February 22 nd
Meeting with Glendale Water/Power	- February 22 nd
Ad Hoc Committee Meeting	- February 23 rd
Meeting with Eastern MWD	- February 23 rd
Meeting with Foothill MWD	- February 26 th

Submitted by:



James Lee
General Manager

Field Maintenance and Operations Report

January 2024

0

Water Main Repairs

12

Water Service

Repairs: 2 Replacements: 10

0

After Hours Leaks/Repairs

0'

Sewer Maintenance

Clean: 0' Inspect: 0' Reports: 0

- **Field Maintenance Projects**

- * D-23-46 – install three 1" water services (2941 Mary)
- * R & R three 4" fire hydrants - \$7,800 savings
- * Pothole 5000 block Humphrey – pipeline CIP consideration
- * Oceanview – assist production with Booster C repairs

- **Operations Report**

- * Oceanview – install rebuilt Booster C
- * Reservoir & Well Site Annual DDW inspections
- * Encinal – Safety staircase installation
- * Glenwood – Patio construction

- **Electrical/Telemetry**

- * E-962 & E-939 – integration build with Apex – Edmund II & Shields
- * Meter Testing – pump efficiency & production flow testing at Rosemont, Cresta Heights, Eagle Canyon and Goss Canyon

- **Wastewater**

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

Field Maintenance and Operations Report

January 2024

Days without a lost-time incident: 44

120+

Water Quality Samples w/ additional
PFOS monitoring samples

105

Valves

Replace: 0 Exercise: 105 Install: 0

53

Fire Hydrant Maintenance

Rebuild: 7 Replace: 3 Inspect: 43

1

Water Meter Replacement

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

- **Training/Cross Training**
 - * Fire hydrant rebuild training
 - O&M crew
- **Events**
 - * None to report
- **New Certification**
 - * None to report
- **Safety**
 - * Forklift Refresher

Engineering Report

February 27, 2024
Staff Report

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Interim Director of Engineering & Operations
Subject: Engineering Report – January 2024

1. Water Production Report

- January 2024 – Water production – 66%/34% split – 76.3 MG for the month
- Average use – 11.2% greater than 2023 and 3.9% less than 5-yr average

• Rainfall Update

- 1.93” for January 2024
- Rainfall Total for WY 2023/24 – 6.30”

• Engineering Update - Water

• FY 23/24 Capital Improvement Project

- Goss Canyon #2 Reservoir Rehabilitation
 - Under Construction – Exterior sand blasting
- Paschall Booster B
 - New Vertical Turbine Pump and Motor Assembly Installation – Installation delayed due to shutdown and materials
 - Installation planned for early March
- LADWP-CVWD Emergency Interconnection
 - Design submitted to LADWP
 - Materials ordered
 - DDW Supply Permit revision request after plan approval
- Ramsdell Mixing Station/Pressure Reducing Station – Designing Hydrant to Hydrant PRV
- Conversion to Chloramination
 - Discussing implementation options

• FY 22/23 Capital Improvement Project

- 2600 & 2700 Blocks of Orange Ave
 - Continued negotiations

• 3000 & 3100 Blocks of Montrose Ave (E-1067)

- Under Construction – Mainline complete

• Transfer of Services to Glendale Water and Power (E-1051)

- GWP scheduling lateral installation
- CVWD to follow up with abandonments

• AMI Customer Engagement Portal

- Approximately 7,026 radios and lids to install/replace
- Currently 159 customers are waiting to be configured for the Customer Engagement Platform
- 365 are active on the Customer Engagement Platform
- 160, ¾ & 1-inch meters including laterals to replace

- **Replacement of Supervisory Control and Data Acquisition (SCADA) System**
 - Project Schedule – April 2022 to April 2024
 - Sites Pending Integration (2023/24)
 - Goss Canyon – March 5, 2024
- **Well 2**
 - Bypass permit approved
- **Engineering Update - Wastewater**
 - Wastewater Master Plan
 - WWMP draft in-review
- **Grant Program**
 - Water Recycling Grant
 - Preliminary Approval of \$150,000 (\$325,000 total Project Cost) SWRCB Recycled Water Grant for the design of a Wastewater Treatment Plant and groundwater injection system at Two-Strike Park
 - Additional Grant Funding being pursued
 - Carl Moyer Grant – Preliminary approval of \$31,000 in grant funding for purchase of a new Backhoe
 - USBR Small-Scale Water Efficiency Grant 2022 – 3” & 4” Meters – Deadline extended, lid modification materials pilot testing
 - USBR Small-Scale Water Efficiency Grant 2022 – 1-½” Meters – Ordering materials
 - Cal OES – New emergency generators and seismic feasibility study – Pending funding availability
 - Stormwater Capture Project at Crescenta Valley County Park – No report
- **Developer Projects**
 - On hiatus
 - 3037/3043 Foothill – Meeting 2/28/2024
 - 4360 Ocean View – 7 units – Pending Reconciliation and Transfer
 - 4521 Briggs/2413 Foothill – New 81 units
 - 2341 Mira Vista – New 4 Units
 - 2434 Foothill – New 31 units
 - 1957 Waltonia Dr – Completed In-house
- **FMWD**
 - Shutdown complete

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

January 1 - January 31, 2024

Well Production:	44,732,200	Gals		
GWP Production:	4,342,000	Gals		
Gravity Production:	1,423,899	Gals	% GW	66%
FMWD:	25,789,140	Gals		
City of Glendale:	0	Gals	% Import	34%
TOTAL:	76,287,239	Gals		
	234.12	ac-ft		

Glenwood Nitrate Water

Reclamation Plant:*

0

*Included in Well Production

WATER DEMAND COMPARISON

Time Period	Average Daily Usage (gals)	Current Period Change
January 1 - January 31, 2024	2,614,643	
January 1 - January 31, 2023	2,350,897	11.2%
5-yr Average - January 2019 - 2023	2,719,831	-3.9%

RAINFALL: January 1 - 31, 2024

1.93"

Season-To-Date:

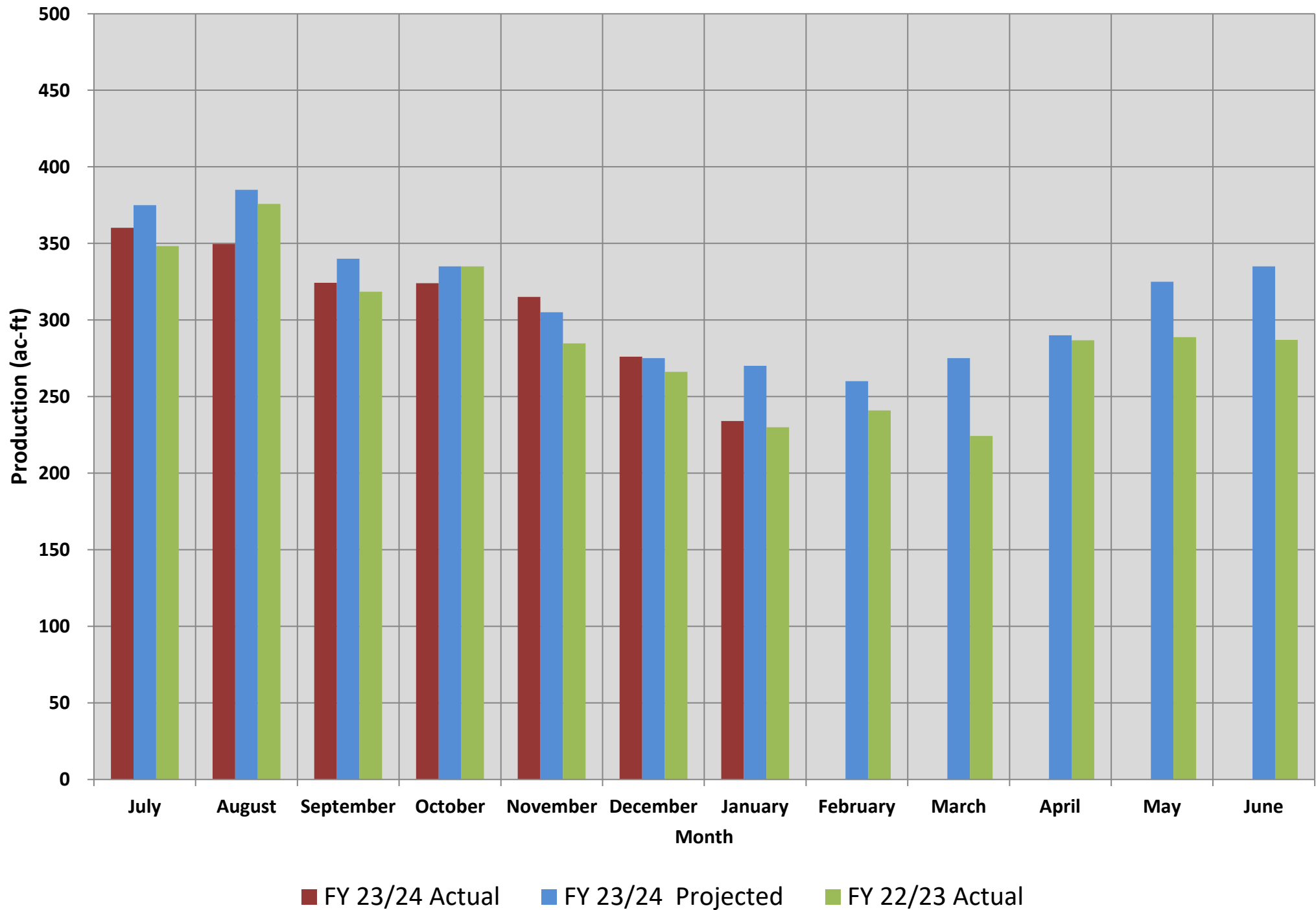
6.30"

2023/24 Fiscal Year Water Production			WY 23/24 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2024		Purchased Water Production Tier 2 Allocation 2024	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	360	375	October	160	January	13	January	79
August	350	385	November	168	February		February	
September	324	345	December	169	March		March	
October	324	340	January	142	April		April	
November	315	305	February		May		May	
December	276	275	March		June		June	
January	234	245	April		July		July	
February		240	May		August		August	
March		260	June		September		September	
April		260	July		October		October	
May		300	August		November		November	
June		320	September		December		December	
Total to Date	2,183	2,270	Total to Date	639	Total to Date	13	Total to Date	79
Projected	3,563	3,650	Water Rights	3,294			Tier 2	2,154
% of Projected	59.8%	62.2%	% of Rights	19%			% of Allocation	4%
Remaining	1,467	1,380	Remaining	2,655			Remaining	2,075

NOTE:

1) Blue Numbers = Estimated Water Production

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

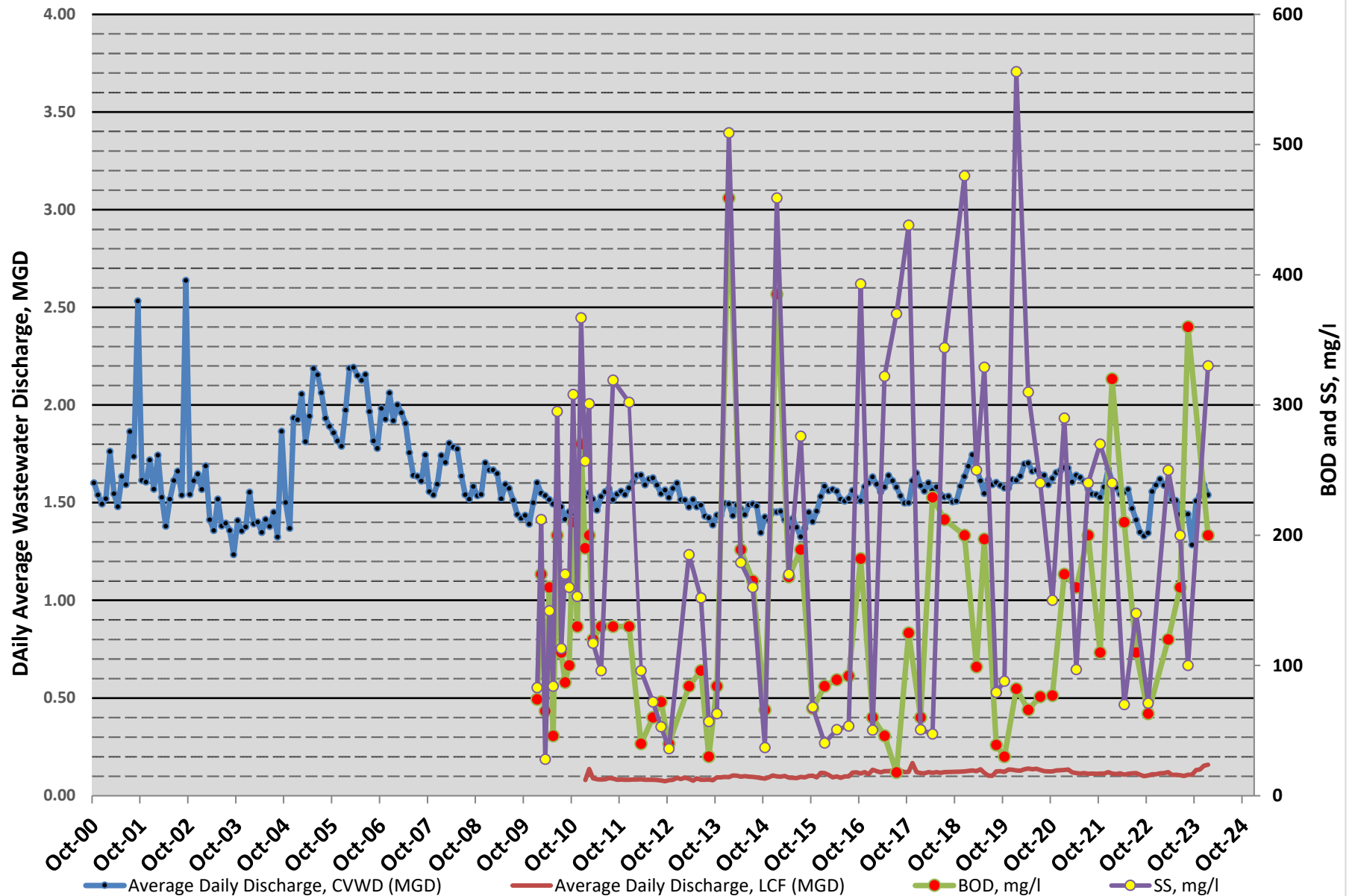


**2023/24 Total Rainfall for
Oct. - Jan. - 6.30"
45% Below Annual Average Rainfall**

**Monthly Avg. Rainfall for
Jan. - 4.87"
Jan. 2024 Rainfall - 1.93"**



CVWD Daily Average Wastewater Discharge and Strength
October 1, 2000 - January 31, 2024



CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
February 20, 2024 at 4:00 PM

Agenda for the Meeting of the Finance Committee
of the Crescenta Valley Water District

Posted February 19, 2024 at 4:00 PM

TELECONFERENCING NOTICE

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 increase phone traffic).

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 895 8448 3722

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link:

<https://us02web.zoom.us/j/89584483722>

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

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 customerservice@cvwd.com. 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.

Call to Order

Adoption of Agenda

Public Comment:

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

Action Item(s)

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

1. Prop 218 Proposed Schedule
2. Discussion on Possible Rate Increase Scenarios

Committee Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

**2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA**

**To be held on
February 15, 2024 at 3:00 PM**

**Agenda for the Meeting of the Policy Committee
of the Crescenta Valley Water District**

Posted February 14, 2024 at 3:00 PM

TELECONFERENCING NOTICE

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 increase phone traffic).

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 857 8538 6309

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link:

<https://us02web.zoom.us/j/85785386309>

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

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Call to Order

Adoption of Agenda

Public Comment:

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

Action Item(s)

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

1. **Board Compensation** - Discuss the expansion of compensable Board activities.
2. **Development Job Administrative Fee** - Discuss the creation of an Administrative fee for development jobs.
3. **Record Retention** – Discuss possible modifications to the District Retention Policy.

Committee Members' Request for Future Agenda Items

Adjournment