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, May 28, 2024, at 7:00 p.m.

Posted: Saturday, May 25, 2024, at 1:00 p.m.

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

(669) 900-6833	**(346) 248-7799**	**(929) 205-6099**
(253) 215-8782	**(301) 715-8592**	**(312) 626-6799**

Then, enter Access Code: 879 3135 8849

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/87931358849

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 May 28, 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.

May 28, 2024

<u>Call to Order and Determination of Quorum</u>

<u>Pledge of Allegiance</u>

<u>Adoption of Agenda</u>

<u>Public Comments</u>

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.

<u>Foothill Municipal Water District Report</u>

Report on activities at Foothill Municipal Water District.

<u>Consent Calendar</u>

1. Consideration and approval of the Minutes of the of the Regular Board Meeting on May 14, 2024.

<u>Action Calendar</u>

1. **<u>Job Descriptions and Full-Time Equivalent</u>** – Consideration and motion to adopt various job descriptions and authorize the addition of a full-time equivalent position.
2. **<u>Request for Proposals for 2024 Recycled Water Feasibility Study</u>** – Consideration and motion to authorize the General Manager to send out a Request for Proposals (RFP) to consulting firms to perform all work associated with the proposed study.
3. **<u>Advanced Metering Infrastructure (AMI) Program Acceleration</u>** – Discussion and possible motion to authorize the acceleration of the District's AMI program and associated multi-year budget.
4. **<u>FY 2024-25 Water and Wastewater Fund Budgets</u>** – Discussion regarding the FY 2024-25 Water and Wastewater Fund budgets and associated items.

<u>Information Items</u>

<u>Written Communications to District/Board of Directors</u>

<u>General Manager's Report</u>

<u>Attorney Report</u>

<u>Reports of Committees</u>

- **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

PUBLIC EMPLOYEE APPOINTMENT

Title: General Counsel

CONFERENCE WITH LEGAL COUNSEL

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

Adjournment

CRESCENTA VALLEY WATER DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
May 14, 2024

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on April 23, 2024, a Regular Meeting was held on May 14, 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**
Interim Director of Finance and Administration:	**Arturo Montes**
Staff Members:	**Adam Sutphin, Senior Management Analyst** **Darlene Telles, Operations and Maintenace Manager** **Kellen Boyce, System Operation Manager** **Pam Leddy, Administrative Assistant** **Patrick Atwater, Regulatory & Public Affairs Manager**
Guests:	**Frank Colcord, Foothill Municipal Water District** **Brett Chesmar**

PLEDGE OF ALLEGIANCE

Ms. Leddy 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 May 14, 2024, be adopted with the modification to discuss the closed session items after the consent calendar.

PUBLIC COMMENTS – Mr. Colcord requested further assistance regarding AMI alerts that customers receive when their water meter is registering constant usage.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that he attended the ACWA/JPIA Spring Conference in Sacramento May 7-9, 2024.

CLOSED SESSION – President Raghavachary moved to amend the agenda so that discussion of Item No. 2 of the closed session be heard prior to the approval of the Consent Calendar.

CLOSED SESSION – Mr. Bunn announced that the Board voted to hire the firm of Best, Best & Kreiger for the purpose making claims under the PFAS litigation.

CONSENT CALENDAR
It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on April 23, 2024, and to ratify the Board Compensation for April 2024 and the disbursements for February and March 2024 which consisted of:

Payment of demands against the Crescenta Valley Water District on or before February 2024, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Eighty-Seven Thousand, Thirty-Four Dollars and Sixty-Six Cents ($1,087,034.66), which is composed of the individual items set forth herein.

Payment of demands against the Crescenta Valley Water District on or before March 2024, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Six-Hundred, Forty-Six Thousand, Six-Hundred Fifty-Three Dollars and Six Cents ($1,646,653.06), which is composed of the individual items set forth herein.

ACTION CALENDAR

Capital Charge Renewal – Mr. Montes stated that at the April 25, 2023 Board meeting, the Board approved Resolution No. 785 authorizing the collection of charges to fund the District's pipeline replacement program and fire protection services. Mr. Montes said that the District will not make any changes or increases to the capital charge for FY 2024-25. Mr. Montes recommended that the Board renew the capital charge for FY 2024-25 and create a report which includes a description of the parcel amount which will be placed on CVWD's website, authorize the publication of the public notice, and schedule a required Public Hearing on June 11, 2024. Mr. Montes provided a proposed Capital Charge Public Notice along with suggested edits received by the Directors and legal counsel.

Following discussion:

It was moved by Director Johnson, seconded by Director Bodnar, and carried by a 5-0 vote to approve the capital charge notice and associated schedule to include the required Public Hearing with the modifications requested by the Directors and legal counsel.

Los Angeles County Water Plan – Mr. Atwater presented the Los Angeles County Water Plan (CWP) 2023 which is a comprehensive and strategic blueprint to enhance water resilience across the County. Mr. Atwater explained that the CWP will promote efficient water use, enhance drought preparedness, improve groundwater recharge and management, and strengthen small system resilience through regional support and partnerships. Mr. Atwater provided Resolution No. 793 to adopt the CWP.

Following discussion:

It was moved by Director Johnson, seconded by Director Bodnar and carried by a 5-0 roll call vote to adopt the LA County Water Plan through the adoption of Resolution No. 793.

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

NOES: **None**

INFORMATION ITEMS – CV Weekly, April 29th "Happy Belated Earth Day", April 25th "The Outlook of LADWP Water Rights", "Stayin Active in the Community", "Immersion in Nature and Water Tour of Rosemont Preserve", CVWD representation at the ACWA Spring Conference in Sacramento, and the "Notice to the Community Regarding PFAS".

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Mr. Lee announced that the first in-house pipeline (IHP) replacement project on Fierro Circle has been completed. Ms. Telles shared the various successes and learning lessons associated with the District's inaugural IHP project. Mr. Lee said that a tour of the Rosemont Preserve was held on April 28, 2024, that Well No. 2 has been returned to service, and that the conservation level has been changed from Green (increased) to Blue (standard). Ms. Telles provided highlights of the Field Maintenance and Operations Report for April 2024. Mr. Yared provided highlights of the Engineering Report for the months of March and April 2024.

ATTORNEY REPORT – Mr. Bunn reported that he attended the ACWA/JPIA Spring Conference in Sacramento May 7-9, 2024.

REPORTS OF COMMITTEES

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

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

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

Policy Committee – Director Bodnar reported that the Committee had met on May 2, 2024. A meeting will be scheduled as needed.

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

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

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

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

DIRECTORS' ORAL REPORTS

Director Bodnar – No report.

Director Erickson – Requested further information regarding informing the community about PFAS.

Director Johnson – No report

Director Raghavachary – Reported that she attended the ACWA/JPIA Spring Conference in Sacramento May 7-9, 2024.

Director Valdez – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 9:12 p.m., the meeting was adjourned to May 28, 2024, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary	Arturo Montes
President	Board Secretary

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
May 28, 2024

To: Honorable President and Members of the Board of Directors

From: James Lee – General Manager

Subject: **Job Descriptions and Authorization of a Full-Time Equivalent**

ACTION ITEM:

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

BACKGROUND:

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

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

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

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

The potential increase in budgetary impact during the upcoming FY 2024-25 period is estimated to be $150,000, and this amount has been figured into the budget as represented in Action Item #4. The authorization of an additional position would bring the total number of full-time equivalents from 27 to 28.

RECOMMENDATION

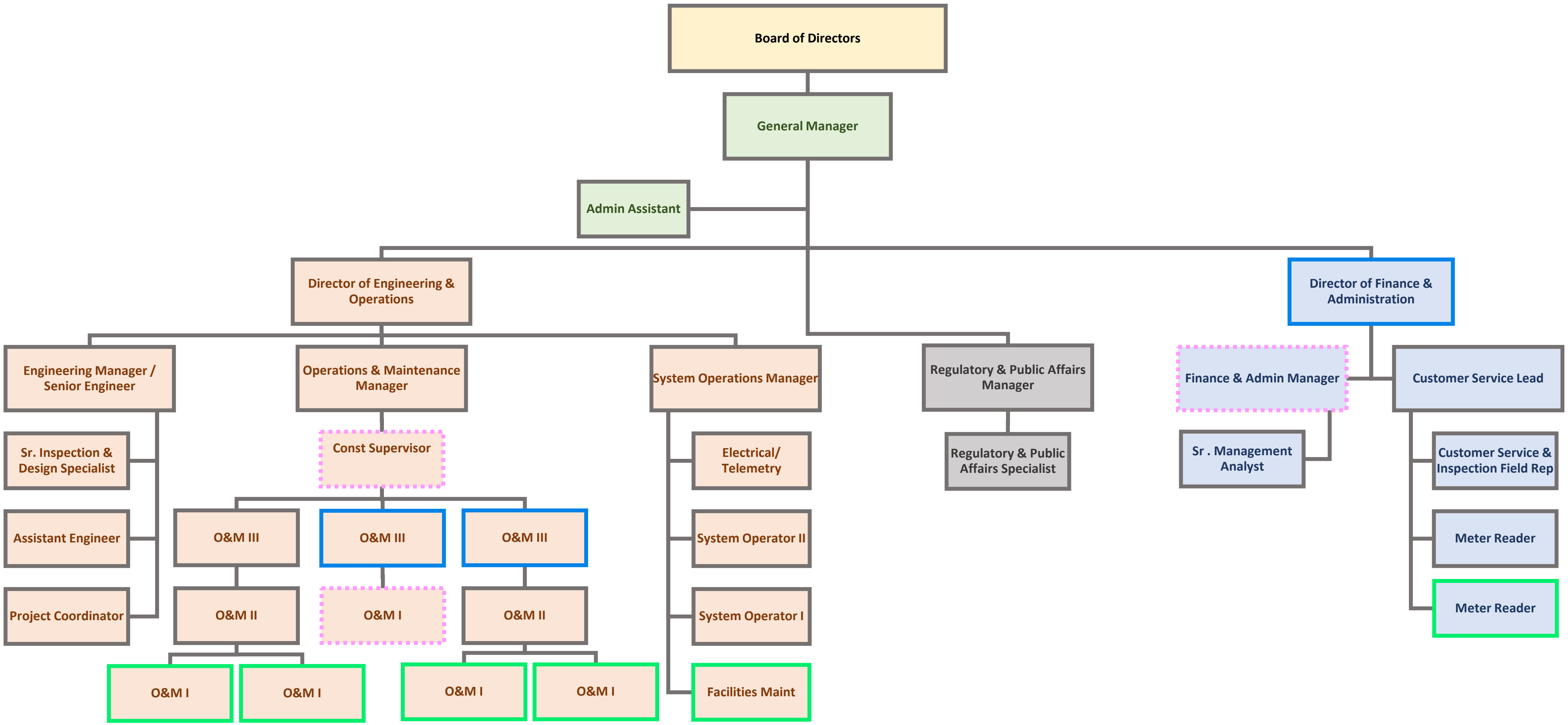
Adopt various job descriptions and authorize addition of a full-time equivalent position.

Prepared and Submitted by:

James Lee
General Manager

Attachment(s): Job descriptions

g:\management\board meeting staff reports\2024\05-28-24 board memo - Job Descriptions.docx



- Interim appointment

- Limited-Term Employee (3-year contract; renewed annually)

- Temporary Employee (6-month engagement; no benefits)

- Vacant

CRESCENTA VALLEY WATER DISTRICT
OPERATIONS AND MAINTENANCE MANAGER
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of five (5) years of experience in water and/or wastewater systems maintenance and construction.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D2 or higher and possession of a C2 or higher.

Physical Demands and Working Environment:

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

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

$94,740 - $131,316 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

SYSTEM OPERATIONS AND TELEMETRY MANAGER
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of five (5) years of experience in water production and treatment.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a T3 or higher and D3 or higher.

Physical Demands and Working Environment:

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

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

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CRESCENTA VALLEY WATER DISTRICT

OPERATIONS AND MAINTENANCE ASSOCIATE MANAGER
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

- <u>Education:</u> High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- <u>Experience:</u> A minimum of three (3) years of experience in water and/or wastewater systems maintenance and construction.
- <u>Driver License</u>: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- <u>State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:</u> Possession of a D2 or higher and possession of a C2 or higher.

<u>Physical Demands and Working Environment</u>:

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

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

$89,556 - $120,000 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT
SYSTEM OPERATIONS AND TELEMETRY ASSOCIATE MANAGER
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of three (3) years of experience in water production and treatment.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a T3 or higher and D3 or higher.

Physical Demands and Working Environment:

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

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

$89,556 - $120,000 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT
CUSTOMER SERVICE ASSOCIATE MANAGER
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: High school diploma. A bachelor's degree in water technology, management science, public administration, or related field is highly desirable.
- Experience: A minimum of three (3) years of experience in providing customer service for public water and/or wastewater systems.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 or higher is desirable.

Physical Demands and Working Environment:

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

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

$89,556 - $120,000 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

PUBLIC AFFAIRS & CONSERVATION SPECIALIST
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: Bachelor's degree in communications, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public affairs, including one (1) year for public water and/or wastewater systems.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 and/or T1 or higher is desirable.

Physical Demands and Working Environment:

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

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

$75,600 - $101,616 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT
WATER QUALITY & RESOURCES SPECIALIST
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

- Education: Bachelor's degree in chemistry, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public water and/or wastewater systems, including one (1) year with water quality and associated regulations.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D2 and/or T2 or higher is desirable.

Physical Demands and Working Environment:

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

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

$75,600 - $101,616 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

SENIOR PUBLIC AFFAIRS & CONSERVATION SPECIALIST
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

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

- Education: Bachelor's degree in communications, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public affairs, including one (1) year for public water and/or wastewater systems.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D1 and/or T1 or higher is desirable.

Physical Demands and Working Environment:

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

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

$83,916 - $112,800 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

SENIOR WATER QUALITY & RESOURCES SPECIALIST
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

OTHER DUTIES AND FUNCTIONS

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

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

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

- Education: Bachelor's degree in chemistry, water technology, management science, public administration, or related field.
- Experience: A minimum of three (3) years of experience in public water and/or wastewater systems, including one (1) year with water quality and associated regulations.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of a D2 and/or T2 or higher is desirable.

Physical Demands and Working Environment:

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

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

$83,916 - $112,800 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

CUSTOMER SERVICE & ADMINISTRATION GENERALIST
JOB DESCRIPTION

SUMMARY DESCRIPTION

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

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

REPRESENTATIVE DUTIES

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

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

QUALIFICATIONS

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

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

- Education: Associate's or Bachelor's degree from an accredited college or university with major course work in a related field is desirable.
- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Physical Demands and Working Environment:

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

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

$62,700 - $82,224 annually

The District is an Equal Opportunity Employer.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
May 28, 2024

To: Honorable President and Members of the Board of Directors

From: Brook Yared, M.S., P.E. – Engineering Manager

Subject: **Request for Proposals – 2024 Recycled Water Feasibility Study, Project M-1081**

ACTION ITEM:

Request for Proposals for 2024 Recycled Water Feasibility Study (Study)– Consideration and motion to authorize the General Manager to send out a Request for Proposals (RFP) to consulting firms to perform all work associated with the proposed study.

BACKGROUND:

CVWD has studied conjunctive use and recycled water several times throughout its history, always striving for new and inventive ways to reduce wastewater treatment costs and provide for sustainable ground water into the future. The following is a brief synopsis of projects undertaken by Staff to assess our options:

- Recycled Water Feasibility Study (2005) – Study to determine the cost benefit of connecting to a new recycled water source at Los Angeles/Glendale Water Reclamation Plant (LAGWRP).
- Conjunctive Use Study (2005) – First development of CVWD's Groundwater model. The study provided cost analysis for a variety of recharge alternatives in the Verdugo basin.
- Preliminary Feasibility Study to Use Recycled Water at Two Strike Park (2015) – Cost analysis of an MBR facility at Two Strike Park to be used for irrigation.
- Recycled Water Project Re-Evaluation (2016) – Explored additional recycled water users for the Two-Strike MBR project from 2015. Investigated regional partnerships for use of recycled water.

In 2022, CVWD issued an RFP for a Wastewater Master Plan (WWMP). When developing this RFP, staff sought to expand the wastewater master plan to include a recycled water feasibility study. This came after receiving larger than usual invoices from the City of Los Angeles Bureau of Sanitation (BOS) for wastewater treatment, capital, and operations and maintenance costs. An initial RFP was created to perform the work. After discussing the budget for the RFP with the firm selected to perform the WWMP, Kennedy-Jenks, staff brought the scope of work of the Recycled Water Feasibility Study to the Engineering Committee in October 2022. While the committee expressed interest, the cost to perform the Study was unbudgeted and too high at the time. In early 2023, staff used the RFP generated for the Engineering Committee to apply for grant funding through the State Water Resources Control Board (SWRCB).

Additionally, the new Direct Potable Reuse (DPR) framework issued by the SWRCB in December 2023 has opened new opportunities for CVWD. Not only would it be a measure to combat costs from BOS, but the treated wastewater could also be used to recharge the Verdugo Basin and provide for more sustainable groundwater supplies into the future.

Imported water costs continue to rise at historic rates, with future uncertainty with both the State Water Project and Colorado River due to climate change. New local supplies, such as recycled water, provide an alternative, potentially lower cost source than increasingly expensive imported supplies.

DISCUSSION:

After applying for a grant in early 2023, staff followed up several times with the SWRCB. In early March 2024, CVWD was awarded a $150,000 grant.

The last comprehensive recycled water feasibility study was performed 20 years ago. Since, new technologies have become available, and DPR has changed the regulatory landscape to allow for a ground water recharge option. To deploy new projects under the DPR framework, CVWD's groundwater model would need to be updated to prove that any potential contaminants that exist after the wastewater treatment process do not show up in our downstream production wells.

To complete the WWMP, a wastewater hydraulic model was developed to pin-point areas within the collection system that are reaching their design capacity. This model can also be used to ensure that new developments do not add wastewater contributions that could necessitate capital improvement projects. Finally, it is a useful tool to help determine advantageous locations to build new wastewater projects.

The Study would utilize both the hydraulic and groundwater models to generate three locations that would have the greatest cost benefit for the District based on historic costs paid to BOS. It would also ensure that the alternatives selected would be far enough from groundwater sources to prevent water quality issues from developing.

The Study will also provide preliminary design at the most economically, environmentally, and technically feasible locations. With an updated groundwater model and preliminary design, the Study will provide the foundation for future grant funding sources such as the Water Infrastructure Finance and Innovation Act (WIFIA).

FUNDING AVAILABILITY:

Staff is planning to budget the Study under the Administration and Consulting budget for FY 24/25 to cover the total cost of the study, $380,000, with the matching grant funds, totaling $150,000, expected 6-9 months after successful completion of the Study.

RECOMMENDATION:

The concern that costs from BOS will fluctuate into the future and likely rise over time still exists, and groundwater sustainability could be threatened by future droughts. With escalating imported water and sewer treatment costs, staff believes that proactively planning to build water recycling capabilities at CVWD is financially responsible for our ratepayers.

Staff recommends hiring a consulting firm to provide the expertise to perform this Study. The consultant will investigate potential alternatives to reduce costs associated with wastewater conveyance and treatment and provide options to reduce CVWD's increasing sewer and imported water costs. The first step in this process is soliciting bids to perform the work.

Prepared by:	Submitted by
Patrick Atwater	Brook Yared, M.S., P.E.
Regulatory and Public Affairs Manager	Engineering Manager

Attachment:

1. 2024 Recycled Water Study – Request for Proposal

2024 Recycled Water Feasibility Study

Project M-1081

Request for Proposal

Proposal Delivery Due Date:

Friday, July 5, 2024

12:00 PM PST

Delivery Address:

Crescenta Valley Water District
Attn: James Lee, General Manager
2700 Foothill Blvd
La Crescenta, CA 91214

1. INTRODUCTION:

Crescenta Valley Water District (CVWD) is seeking proposals from qualified consultants to provide engineering services to prepare the 2024 Recycled Water Feasibility Study (Study).

The Study's goal is to develop a recycled water alternatives analysis to investigate and review potential options for treatment and reuse of wastewater flows generated within CVWD's service area consisting of an existing 64 mile wastewater collection system and 6.2 mile interceptor main which currently conveys 1.53 MGD to the Los Angeles-Glendale Water Reclamation Plant (LAGWRP) for treatment. Brine waste flows from CVWD's Glenwood Nitrate facility are sent to Hyperion Treatment Plant (HTP). Ideally, this study will aid in reducing or even eliminating the conveyance and treatment costs paid to the City of Los Angeles for these services.

The results of the study would provide the District with a sufficient understanding of the feasibility of a recycled water project and the ability to make a go-no go decision on pursuing such a project.

A. Proposal Requirements:

Prospective firms are required to provide team qualification, proposed work plan, proposed schedule, and other related items as described in this Request for Proposals (RFP). All services provided by the consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for this Study.

Qualified firms that submit a proposal will be evaluated in accordance with the requirements defined within this RFP. The selected firm will provide professional services for Study as described in this RFP.

A virtual pre-proposal meeting is scheduled for June 5, 2024, at 10:00 am via Zoom Meeting.

All communications and questions relative to this RFP shall be directed in writing by email to Brook Yared at byared@cvwd.com and shall be received no later than 12:00 p.m. on June 14, 2024. Questions submitted after this date will not receive a response. CVWD will respond in writing to each question and include the pre-proposal meetings notes by June 21, 2024.

Please submit one (1) copy of the proposal as a PDF file via e-mail by 12:00 pm on July 5, 2024, to byared@cvwd.com. Send three (3) copies of the proposal to the attention of Mr. Brook Yared, Engineering Manager at Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta CA 91214. Copies of the proposal can be sent to CVWD's office on or after July 5, 2024.

2. BACKGROUND

Crescenta Valley Water District (CVWD or the District) was formed as a "County" Water District in 1950 to provide water service to the areas of La Crescenta and Montrose (unincorporated Los Angeles County) and portions of Glendale and La Canada Flintridge. In 1975, the District, under the Clean Water Act, was required by the Department of Water Resources to remove the existing sewer septic system and install a new wastewater collection system within the La Crescenta area.

A. CVWD Wastewater Collection System:

In 1979, CVWD created Assessment District 79-1 (below Foothill Blvd) & 79-2 (above Foothill Blvd) to collect funds for installation of the new sewer system and connection of customers to the system via privately owned laterals. CVWD's Sewer Assessment District boundary is different than the water service boundary and service area. See separate PDF file for CVWD's GIS Sewer Atlas Map.

The Sewer Assessment District includes the La Crescenta area (unincorporated LA County) and a small part of La Canada Flintridge. The sewer system does not include any areas within the City of Glendale. CVWD has about 6,500 sewer accounts, which is less than its 8,300 water accounts.

From 1980 to 1986, CVWD constructed the new collections system including sewer mains, maintenance holes, lateral connections, and cleanouts as shown on the attached sewer atlas. Customers were required to abandon their existing septic tanks and connect their property to the new collection system.

In addition, 6.2 miles of between 21-inch to 27-inch diameter sewer main was constructed from the La Crescenta area, through the City of Glendale to the Los Angeles Glendale Water Reclamation Plant (LAGWRP) near the intersection of the 5 freeway and 134 freeway in the City of Glendale. This sewer main called "Sewer Interceptor Line" (Interceptor) transmits all CVWD's wastewater flow to LAGWRP.

In 1996, CVWD began operating a Nitrate Removal Ion Exchange Treatment plant at its Glenwood Operations Facility to remove nitrates from local groundwater. The ion exchange process creates brine waste during regeneration of the ion resin. The brine waste is stored in a 64,000-gallon waste tank and between 12 am and 2 am, the brine waste is pumped into the collection system. Since the brine waste can upset the biological process at LAGWRP, a valve was installed that diverts CVWD's sewer flow from LAGWRP to HTP in Playa Del Rey.

CVWD has an existing flow monitoring station located on Elk Street within the City of Glendale. The flow monitoring station is operated and maintained by ADS Environmental Services, which provides flow and strength data to the City of Los Angeles. Included in Appendix "A" are CVWD's sewer flows from 1982 to present for reference.

B. Wastewater Treatment & Disposal Agreements

From 1985 to 2005, CVWD had an agreement with the City of Glendale for the treatment and disposal of CVWD's wastewater. CVWD paid Glendale for part of its capacity at LAGWRP and treatment costs to the City of Los Angeles. The agreement between Glendale and CVWD was terminated in 2004.

In 2005, CVWD enter into an agreement with the City of Los Angeles (City of LA) for conveyance, treatment and disposal of wastewater, which will be renewed in 2030. CVWD became one of the twenty-four contracting agencies to the City of LA that meet on an annual basis to discuss ongoing treatment, capital, and operations and maintenance expenses of the amalgamated system. The City of LA contract includes universal terms and conditions negotiated between Los Angeles and the original contracting entities, providing the same cost recovery for the amalgamated system expenses based on each agencies contribution of wastewater flow and strength.

The Amalgamated System Sewerage System Charges (ASSSC) are charged to CVWD to recover CVWD's proportional share of the Net Amalgamated System expenses. The ASSSC consists of two components 1) Operations & Maintenance charges and 2) Capital Improvement charges, which are paid on an annual basis. A summary of City of LA charges is included in Appendix "B". See separate PDF file of CVWD's contract with the City of LA.

CVWD also has specific terms as part of the City of LA Agreement that includes the following:

- City of La Cañada-Flintridge conveys a portion of their sewer system through CVWD's system to the City of LA for the treatment and disposal of its wastewater. The flow and strength of wastewater discharged from La Canada to CVWD's facilities is subtracted from the quantity measured at CVWD's Monitoring Station in determining CVWD's quantity of flow and strength.
- Contracting Entity's MGD-miles is calculated based on the volume of wastewater and the distance the wastewater is conveyed along the amalgamated sewer system to the location where it is treated, LAGWRP or HTP.
- Bypass of Nitrate Brine Waste – All wastewater from CVWD shall bypass the Los Angeles-Glendale Water Reclamation Plant through a diversion valve when it contains wastewater with high brine concentrations.
- If treatment capacity at LAGWRP is insufficient, the City of LA has the right to divert 37% of CVWD's wastewater flows to HTP. CVWD is responsible for paying the additional conveyance costs for these diversions.

The City of LA agreement also includes Amalgamated System Sewerage Facilities Charges (ASSFC), which covers CVWD's responsibility to the City of LA for any new or adjusted land use relative to new developments.

CVWD has done two (2) presentations with respect to the Overview & History of CVWD's Wastewater System – Part 1 & Part 2, which can be found at https://www.cvwd.com/wastewater.

3. SCOPE OF SERVICES

The scope of services shall include preparing a wastewater treatment and disposal alternative study (Study) to determine potential locations, treatment methods, and preliminary costs of a new facility within the La Crescenta/Glendale area that could reduce or eliminate CVWD's flow and treatment costs to the City of LA as discussed herein. The Study shall assess the system utilizing CVWD's wastewater hydraulic model that was developed in 2023 as part of CVWD's wastewater Master Plan, which was completed in 2024, and shall consider alternatives for Direct Potable Reuse based on the most recent framework provided by the State Water Resources Control Board.

The study will evaluate the feasibility of three specific sites and perform a ten percent design on a single prioritized site. The Study will be used to solicit partnerships and grant opportunities.

A. Wastewater Treatment & Disposal Alternative Study

1. Consultant shall review the City of Los Angeles Agreement including universal terms and specific terms and provide recommendations in anticipation of contract renewal in 2030.
2. Consultant shall provide a technical study of possible alternative treatment and disposal systems that should including the following:
    - i. Identify potential wastewater treatment technologies and options.
    - ii. Update CVWD's existing Groundwater Model to identify any potential water quality impacts and permitting requirements.
    - iii. Perform a preliminary siting study to evaluate potential sites for alternative wastewater treatment systems.
    - iv. Evaluate potential uses of advanced treated tertiary recycled water effluent for application within CVWD's service area or other benefit to CVWD via regional stakeholder partnership such as groundwater recharge.
    - v. Identify potential stakeholders and partnerships that would impact project implementation and/or project costs.
    - vi. Identify potential CEQA considerations and requirements, include a cursory environmental and public health risk assessment.
    - vii. Determine impacts on CVWD personnel and permit certification requirements (i.e., additional staff, certification training).
    - viii. Develop multiple alternatives, minimum of three, to consider (including status quo) to collect, treat, dispose or reuse treated wastewater effluent, including preliminary design drawings.
    - ix. Perform a life-cycle economic evaluation to derive a preliminary recommendation based on cost and project impact.
    - x. Perform a preliminary environmental assessment and ten percent design on the selected design alternative.
    - xi. Determine a preliminary project implementation schedule, a not-to-exceed project cost, and a preferred project delivery method.

B. Public Meetings and Presentations

1. Consultant is expected to attend two (2) workshop meetings with CVWD's Engineering Committee.
2. Consultant is expected to make one (1) formal presentation to CVWD's Board of Directors.

C. Project Meetings

1. Consultant is expected to attend a kick-off meeting to begin the project.
2. Consultant shall include milestone meetings with District staff as the Study progresses.

D. Project Schedule

1. Provide a project schedule for developing draft and final reports, as well as assisting in the final approval and adoption of the Study. The schedule shall be submitted to CVWD as a Microsoft Project file.
2. The final report shall be delivered to the District within **240 days** or sooner from Notice to Proceed.

E. Prepare and Submit Draft and Final Study

1. Provide a complete package of the Study including Executive Summary, maps and exhibits for approval and adoption.
2. Submit, as a deliverable task, a draft, final draft, and final study to the District. All reports must be in hardcopy prints, Microsoft Word, and Adobe PDF file formats. Additionally, all drawings shall be submitted as shapefiles and in an ACAD format.
3. Consultant should provide a digital copy of the Study.

4. PROPOSAL CONTENT AND REQUIREMENTS:

A. Title Page
B. Table of Contents
C. Statement of Qualifications
D. Company Information
E. Subcontractor Information
F. Project Team
G. Project Approach
H. Project Schedule
I. Fee and Fee Schedule
J. Experience
K. References
   1. Three (3) references from similar projects performed within the last five years.
   2. References for water agencies or cities of comparable size and terrain to CVWD (approximately 10,000 service connections in a challenging terrain).

5. ADDITIONAL REQUIREMENTS

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

B. Professional Service Agreement - The chosen consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," sample agreement in Appendix C. Services specified in this agreement shall be taken directly from the consultant's accepted proposal and from this "Request for Proposal", if applicable.

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

D. District Reimbursements - The District normally reimburses consultants for the actual cost (plus 15%) for all outside expenses, including those for material costs authorized in advance by the District. Other reasonable expenses will be reimbursed where such costs have been advanced by the consultant and approved by the District. The chosen consultant shall not be compensated for use of computers, office equipment, hardware, or software materials. Said costs are not compensated and time expended by the consultant's personnel on such equipment is included within the hourly rate as shown on the consultant's fee schedule.

E. District Responsibilities - District will provide the following to assist the selected consultant with the project and its completion:

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

6. EVALUATION PROCESS

CVWD reserves the right to contact all or any of the references provided in response; contact any current user of the consultant's services or products; solicit information from any available source concerning any aspect of the information submitted; and seek and review any other information deemed pertinent.

CVWD reserves the right to consider other factors at its discretion.

Any award is contingent upon the successful negotiation of the final contract terms. If contract negotiations cannot be concluded successfully, CVWD reserves the right to negotiate a contract with another Consultant or withdraw the RFP.

7. PROPOSAL DUE DATE:

Please submit one (1) copy of the proposal as a PDF file via e-mail by 12:00 pm on July 5, 2024, to byared@cvwd.com. Send three (3) copies of the proposal to the attention of Mr. Brook Yared, Engineering Manager at Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta CA 91214. Copies of the proposal can be sent to CVWD's office on or after July 5, 2024.

Appendix "A"

CVWD Sewer Flows from 1982 to 2021

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 – 2023

23		22		21		20		19		18	
MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
50.23	1.62	49.89	1.61	52.03	1.68	50.04	1.61	52.26	1.69	49.20	1.59
44.46	1.59	44.16	1.58	46.95	1.68	47.46	1.70	48.86	1.75	43.65	1.56
49.62	1.60	47.87	1.54	49.76	1.61	52.60	1.70	51.91	1.67	49.62	1.60
45.44	1.51	46.61	1.55	49.88	1.66	51.07	1.70	48.35	1.61	46.89	1.56
46.94	1.51	48.59	1.57	50.51	1.63	51.49	1.66	47.94	1.55	48.90	1.58
43.16	1.44	44.11	1.47	48.24	1.61	49.96	1.67	48.48	1.62	46.25	1.54
45.05	1.45	43.74	1.41	48.69	1.57	50.90	1.64	49.36	1.59	47.54	1.53
45.25	1.44	41.81	1.35	47.83	1.59	50.81	1.64	49.71	1.60	47.60	1.54
38.54	1.28	39.88	1.33	46.22	1.49	47.76	1.59	47.64	1.59	45.12	1.50
45.24	1.51	41.70	1.35	47.33	1.53	50.35	1.62	48.82	1.57	46.76	1.51
46.12	1.54	46.71	1.56	47.42	1.58	49.60	1.65	47.26	1.58	47.51	1.58
49.27	1.59	49.26	1.59	51.87	1.67	51.54	1.66	50.15	1.62	50.64	1.63
549.32		544.33		586.72		603.57		590.73		569.68	
45.78	1.51	45.36	1.49	48.89	1.61	50.30	1.65	49.23	1.62	47.47	1.56
50.23	1.62	49.89	1.61	52.03	1.68	52.60	1.70	52.26	1.75	50.64	1.63
38.54	1.28	39.88	1.33	46.22	1.49	47.46	1.59	47.26	1.55	43.65	1.50

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	17		16		15		14		13		12	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	50.55	1.63	49.08	1.58	45.08	1.45	46.42	1.49	47.03	1.52	49.77	1.61
February	44.65	1.59	45.26	1.56	40.73	1.46	40.10	1.43	42.37	1.51	47.51	1.64
March	48.21	1.56	48.62	1.57	44.16	1.41	46.32	1.49	46.02	1.48	50.84	1.64
April	47.37	1.58	46.39	1.55	41.17	1.37	44.03	1.47	45.45	1.52	47.72	1.59
May	50.91	1.64	47.03	1.52	44.39	1.42	44.89	1.44	45.94	1.48	50.23	1.62
June	48.36	1.61	45.24	1.51	41.20	1.37	44.65	1.49	44.62	1.52	48.84	1.63
July	48.93	1.58	47.15	1.52	41.59	1.33	46.44	1.49	44.67	1.43	49.25	1.59
August	47.57	1.53	48.40	1.56	42.99	1.37	46.27	1.48	44.42	1.42	48.02	1.55
September	44.94	1.50	45.68	1.52	43.50	1.45	40.39	1.35	41.55	1.39	46.91	1.56
October	46.47	1.50	46.78	1.51	43.89	1.40	44.61	1.43	44.79	1.44	47.25	1.53
November	48.37	1.61	47.42	1.58	43.67	1.46	42.31	1.41	43.04	1.44	47.15	1.57
December	51.19	1.65	49.63	1.60	47.53	1.53	45.39	1.45	46.62	1.50	49.71	1.60
Total	577.53		566.65		519.92		531.82		536.52		583.22	
Average	48.13	1.58	47.22	1.55	43.33	1.42	44.32	1.45	44.71	1.47	48.60	1.59
Max	51.19	1.65	49.63	1.60	47.53	1.53	46.44	1.49	47.03	1.52	50.84	1.64
Min	44.65	1.50	45.24	1.51	40.73	1.33	40.10	1.35	41.55	1.39	46.91	1.53

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	11		10		09		08		07	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	47.44	1.53	49.66	1.60	51.68	1.67	53.98	1.74	59.51	1.92
February	43.41	1.55	43.38	1.55	46.66	1.67	49.47	1.71	55.98	2.00
March	47.02	1.52	47.60	1.54	***51.10***	1.65	55.94	1.80	60.76	1.96
April	43.83	1.46	***45.44***	1.52	47.12	1.52	53.53	1.78	57.15	1.91
May	47.47	1.53	46.30	1.49	49.40	1.59	54.99	1.77	54.44	1.76
June	46.69	1.56	45.70	1.52	47.15	1.57	49.09	1.64	49.21	1.64
July	48.69	1.57	45.84	1.48	46.85	1.51	47.77	1.54	50.69	1.64
August	46.97	1.52	43.84	1.41	44.60	1.44	47.05	1.52	40.81	1.61
September	46.29	1.54	43.58	1.45	***42.61***	1.42	47.47	1.58	52.32	1.74
October	48.29	1.56	44.36	1.43	***44.46***	1.43	46.07	1.54	45.13	1.56
November	46.23	1.54	44.53	1.48	41.71	1.39	44.71	1.54	46.29	1.54
December	48.73	1.58	49.68	1.60	46.48	1.50	51.08	1.70	49.42	1.59
Total	561.05		549.90		559.82		601.14		621.72	
Average	46.75	1.54	45.83	1.51	46.65	1.53	50.10	1.66	51.81	1.74
Max	48.73	1.58	49.68	1.60	51.68	1.67	55.94	1.80	60.76	2.00
Min	43.41	1.46	43.38	1.41	41.71	1.39	44.71	1.52	40.81	1.54

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	06		05		04		03		02	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	61.18	1.97	59.67	1.92	48.15	1.55	48.60	1.57	48.63	1.57
February	61.22	2.19	57.55	2.06	38.97	1.39	47.25	1.69	48.77	1.74
March	67.94	2.19	***56.16***	1.81	43.40	1.40	43.78	1.41	47.35	1.53
April	64.52	2.15	58.29	1.94	40.42	1.35	40.72	1.36	41.38	1.38
May	56.16	2.13	67.76	2.19	43.83	1.41	47.04	1.52	47.04	1.52
June	58.00	2.16	**64.64**	2.15	41.35	1.38	41.42	1.38	48.40	1.61
July	60.95	1.97	**63.92**	2.06	44.94	1.45	43.22	1.39	51.46	1.66
August	56.31	1.82	**59.89**	1.93	41.07	1.32	42.06	1.36	47.70	1.54
September	53.33	1.78	**56.69**	1.89	55.94	1.86	37.02	1.23	79.12	2.64
October	61.44	1.98	57.57	1.86	46.50	1.50	43.63	1.41	47.81	1.54
November	57.82	1.93	54.48	1.82	41.03	1.37	40.64	1.35	48.34	1.61
December	63.90	2.06	55.43	1.79	59.91	1.93	42.64	1.38	49.37	1.59
Total	722.76		712.06		545.53		518.02		605.37	
Average	60.23	2.03	59.34	1.95	45.46	1.49	43.17	1.42	50.45	1.66
Max	67.94	2.19	67.76	2.19	59.91	1.93	48.60	1.69	79.12	2.64
Min	53.33	1.78	54.48	1.79	38.97	1.32	37.02	1.23	41.38	1.38

Notes:

59.91	Estimate for Dec. 04 - Mar. 05; Avg. last 5 years & 23% I/I factor
55.94	Estimate flow for Sept. 04

Starting April 05 - New Sewer Flow Monitoring Station on Ivy Street

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	01		00		99		98		97	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	Avg. Daily GPM	MG per month	MG per day
January	47.13	1.52	49.64	1.60	50.92	1.64	69.05	2.23	49.10	1.58
February	49.33	1.76	49.21	1.76	55.71	1.99	58.90	2.10	47.08	1.68
March	47.90	1.55	45.46	1.47	42.67	1.38	60.86	1.96	53.79	1.74
April	44.37	1.48	40.63	1.35	51.01	1.70	61.27	2.04	44.54	1.48
May	50.65	1.63	50.11	1.62	52.83	1.70	81.17	2.62	50.20	1.62
June	47.75	1.59	45.46	1.52	48.58	1.62	52.15	1.74	48.19	1.61
July	57.76	1.86	50.85	1.64	47.15	1.52	57.37	1.85	48.19	1.55
August	53.82	1.74	63.01	2.03	48.73	1.57	53.87	1.74	46.59	1.50
September	75.95	2.53	49.52	1.65	50.18	1.67	61.95	2.07	47.14	1.57
October	50.03	1.61	49.60	1.60	44.51	1.44	49.88	1.61	46.21	1.49
November	48.18	1.61	46.20	1.54	41.85	1.40	46.24	1.54	53.37	1.78
December	53.27	1.72	46.28	1.49	51.56	1.66	48.69	1.57	61.34	1.98
Total	626.14		585.97		585.70		701.40		595.74	
Average	52.18	1.72	48.83	1.61	48.81	1.61	58.45	1.92	49.65	1.63
Max	75.95	2.53	63.01	2.03	55.71	1.99	81.17	2.62	61.34	1.98
Min	44.37	1.48	40.63	1.35	41.85	1.38	46.24	1.54	44.54	1.48

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	96		95		94		93		92	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	44.37	1.43	47.89	1.54	44.52	1.44	44.84	1.45	49.10	1.58
February	35.59	1.27	41.25	1.47	43.40	1.55	39.63	1.42	38.85	1.39
March	66.70	2.15	45.42	1.47	46.73	1.51	41.26	1.33	35.32	1.14
April	42.72	1.42	43.22	1.44	32.66	1.09	48.66	1.62	37.89	1.26
May	46.99	1.52	50.46	1.63	47.25	1.52	44.54	1.44	43.70	1.41
June	38.32	1.28	45.93	1.53	47.39	1.58	40.65	1.36	41.42	1.38
July	45.75	1.48	49.14	1.59	47.75	1.54	40.64	1.31	47.15	1.52
August	47.24	1.52	46.51	1.50	45.52	1.47	41.53	1.34	40.05	1.29
September	45.75	1.53	36.97	1.23	41.70	1.39	38.32	1.28	40.46	1.35
October	38.32	1.24	46.77	1.51	46.07	1.49	37.66	1.21	35.79	1.15
November	51.17	1.71	51.07	1.70	54.57	1.82	42.72	1.42	37.83	1.26
December	46.09	1.49	38.64	1.25	39.68	1.28	40.99	1.32	44.33	1.43
Total	549.01		543.27		537.24		501.44		491.89	
Average	45.75	1.50	45.27	1.49	44.77	1.47	41.79	1.37	40.99	1.35
Max	66.70	2.15	51.07	1.70	54.57	1.82	48.66	1.62	49.10	1.58
Min	35.59	1.24	36.97	1.23	32.66	1.09	37.66	1.21	35.32	1.14

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	91		90		89		88		87	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	39.12	1.26	44.61	1.44	44.61	1.44	47.93	1.55	46.49	1.50
February	48.24	1.72	41.07	1.47	41.07	1.47	42.01	1.50	40.74	1.46
March	38.54	1.24	45.36	1.46	45.36	1.46	45.81	1.48	43.42	1.40
April	37.84	1.26	40.41	1.35	40.41	1.35	40.78	1.36	40.24	1.34
May	38.57	1.24	41.21	1.33	41.21	1.33	46.06	1.49	43.51	1.40
June	32.72	1.09	50.64	1.69	50.64	1.69	45.12	1.50	43.10	1.44
July	32.50	1.05	37.63	1.21	45.76	1.48	64.50	2.08	46.06	1.49
August	34.08	1.10	40.77	1.32	44.14	1.42	43.29	1.40	46.36	1.50
September	39.31	1.31	32.53	1.08	41.42	1.38	32.27	1.08	42.21	1.41
October	38.23	1.23	47.91	1.55	53.91	1.74	30.86	1.00	41.49	1.34
November	42.36	1.41	42.41	1.41	48.75	1.63	36.68	1.22	41.60	1.39
December	38.82	1.25	36.38	1.17	42.21	1.36	44.68	1.44	37.63	1.21
Total	460.33		500.93		539.49		519.99		512.85	
Average	38.36	1.26	41.74	1.37	44.96	1.48	43.33	1.42	42.74	1.41
Max	48.24	1.72	50.64	1.69	53.91	1.74	64.50	2.08	46.49	1.50
Min	32.50	1.05	32.53	1.08	40.41	1.33	30.86	1.00	37.63	1.21

Notes:

CRESCENTA VALLEY WATER DISTRICT
MONTHLY AND DAILY AVERAGE SEWER FLOWS BASED ON CALENDAR YEAR
FROM 1982 - 2023

	86		85		84		83		82	
Calendar Year Month	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day	MG per month	MG per day
January	42.38	1.37	35.96	1.16	27.49	0.89	14.69	0.47	6.01	0.19
February	36.27	1.30	35.95	1.28	25.87	0.92	6.72	0.24	5.43	0.19
March	31.20	1.01	31.37	1.01	27.65	0.89	19.08	0.62	6.01	0.19
April	32.50	1.08	39.70	1.32	26.92	0.90	19.62	0.65	5.82	0.19
May	39.74	1.28	42.66	1.38	37.02	1.19	22.23	0.72	6.01	0.19
June	32.78	1.09	38.04	1.27	30.11	1.00	23.29	0.78	5.82	0.19
July	38.45	1.24	33.74	1.09	30.03	0.97	19.14	0.62	19.14	0.617
August	41.60	1.34	42.55	1.37	34.60	1.12	12.28	0.40	12.28	0.396
September	40.30	1.34	38.33	1.28	29.63	0.99	5.54	0.18	5.54	0.185
October	43.20	1.39	38.70	1.25	37.29	1.20	14.15	0.46	14.15	0.456
November	41.08	1.37	39.50	1.32	34.73	1.16	7.13	0.24	7.13	0.238
December	44.25	1.43	38.31	1.24	36.25	1.17	10.35	0.33	10.35	0.334
Total	463.75		454.81		377.59		174.22		103.69	
Average	38.65	1.27	37.90	1.25	31.47	1.03	14.52	0.48	8.64	0.28
Max	44.25	1.43	42.66	1.38	37.29	1.20	23.29	0.78	19.14	0.62
Min	31.20	1.01	31.37	1.01	25.87	0.89	5.54	0.18	5.43	0.18

Notes:

Appendix "B"

City of Los Angeles Treatment and Conveyance Agreement
And
Summary of City of Los Angeles Charges

Summary of City of LA - Projections

Fiscal Year	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
FY 2010-11	$992,300	$1,116,000	$995,500	$980,700	$1,280,400													
FY 2011-12		$966,200	$1,088,900	$1,116,300	$983,000	$1,074,600												
FY 2012-13			$1,045,400	$1,201,900	$1,373,000	$1,492,600	$1,530,100											
FY 2013-14				$1,421,300	$1,682,500	$1,699,700	$1,631,000	$1,594,200										
FY 2014-15					$1,103,211	$2,222,700	$1,940,400	$1,900,800	$1,337,900									
FY 2015-16						$1,605,696	$1,803,700	$1,618,400	$1,349,300	$1,121,900								
FY 2016-17							$1,202,982	$1,386,600	$1,218,000	$1,545,100	$817,300							
FY 2017-18								$1,220,221	$1,378,000	$1,293,000	$1,094,700	$1,006,900						
FY 2018-19									$1,326,900	$1,492,700	$1,159,800	$1,181,300	$1,106,000					
FY 2019-20										$1,578,524	$1,582,800	$1,424,200	$1,378,800	$1,331,700				
FY 2020-21											$1,850,000	$1,709,000	$2,084,200	$1,881,500	$1,947,900			
FY 2021-22												$1,655,800	$1,873,700	$1,654,100	$1,824,900	$2,040,600		
FY 2022-23													$2,037,200	$2,352,500	$2,427,800	$2,528,800	$2,639,100	
FY 2023-24														$2,012,500	$2,031,200	$1,866,000	$2,330,700	$2,588,700
Estimated Invoice		$706,221	$940,868	$1,079,869	$803,498	$1,195,867	$964,799	$1,024,959	$1,101,540	$1,183,861	$1,336,810	$1,325,987	$1,369,862	$1,209,313				
Estimate "F" Factor		0.73	0.90	0.76	0.73	0.74	0.80	0.84	0.79	0.75	0.72	0.76	0.73	0.73	0.73			0.73
Reconciliation Cost		$51,529	($42,416)	($128,557)	$166,323	($14,262)	$89,079	$331,219	$331,777	$493,000	$224,808	$131,618						
Actual Cost w/Reconciliation	**$629,204**	**$757,750**	**$898,452**	**$951,312**	**$969,821**	**$1,181,605**	**$1,053,878**	**$1,356,178**	**$1,433,317**	**$1,676,861**	**$1,561,618**	**$1,457,605**						
Actual - Projected	($363,096)	($208,450)	($146,948)	($469,988)	($133,390)	($424,091)	($149,104)	$135,957	$106,417	$184,161	$401,818	$276,305						
Percentage increase/decrease from previous year		20%	19%	6%	2%	22%	-11%	29%	6%	17%	-7%	-7%						

Appendix "C"

Sample Professional Services Agreement

CONTRACT NO. 24-__
AGREEMENT FOR CONSULTING SERVICES
BETWEEN
CRESCENTA VALLEY WATER DISTRICT
AND

____

This AGREEMENT is made and entered into this__________by and between the CRESCENTA VALLEY WATER DISTRICT, a public agency, hereinafter refer to as "DISTRICT," and ____a California corporation, hereinafter referred to as "CONSULTANT".

RECITALS

A. DISTRICT is in need of professional services of CONSULTANT to provide ____ as described in Article 2 of this Agreement hereinafter referred to as the "Project".

B. CONSULTANT represents that it is licensed to perform consulting services in the State of California, and it possesses the necessary skills, experience, and expertise to perform the required work and is willing to contract with DISTRICT.

C. The parties enter into this Agreement to set forth their respective rights and obligations.

AGREEMENT

ARTICLE 1: EMPLOYMENT AND KEY PERSONNEL

1.1 DISTRICT employs CONSULTANT to perform the consulting services set forth herein. CONSULTANT accepts said employment and agrees to perform said work and services in accordance with the terms of this Agreement.

1.2 ______ as Project Manager shall be personally in charge of and personally supervise or perform the technical execution of services on a day-to-day basis on behalf of CONSULTANT and shall maintain direct communication with the person designated as DISTRICT's Project Manager.

1.3 Should the above individual be unable to complete his or her respective responsibilities for any reason, they shall be replaced by another qualified person whom DISTRICT finds satisfactory as a substitute. If CONSULTANT fails to make a required replacement within fifteen (15) calendar days, DISTRICT may, at its sole option, terminate this Agreement, immediately upon giving a written notice of termination.

1.4 CONSULTANT shall not subcontract all or any portion of the work except as stated in the proposal dated___________________, called for in this Agreement without the express written permission of DISTRICT.

ARTICLE 2: SCOPE OF SERVICES

2.1 CONSULTANT agrees to perform the specified professional services related to the Project as outlined in the proposal of__________________dated_________________, which will be defined as the Scope of Work attached as Exhibit "A" and incorporated by reference herein.

ARTICLE 3: AUTHORIZATION AND COMPLETION OF WORK

3.1 Consulting services for work outlined in Article 2 shall be rendered only upon written authorization by DISTRICT. Time is of the essence of this Agreement. CONSULTANT shall begin work promptly upon receipt of DISTRICT's Notice to Proceed and shall pursue the work diligently to assure completion on a timely basis from the Notice to Proceed and as described in Exhibit "A".

ARTICLE 4: COMPENSATION

4.1 Fees will be determined on a time and materials basis as described below, except that the total amount payable to CONSULTANT shall not exceed $____________________.

4.2 Fees

For the time of all personnel employed by CONSULTANT, the fees payable by DISTRICT shall be ascertained by multiplying the number of hours worked by each classification of employee on the Project by the appropriate hourly rates shown in the attached Exhibit "B", incorporated by reference herein. These rates shall not be changed during the life of this Agreement. The fee portion of the CONSULTANT's compensation is intended to cover all of the CONSULTANT's costs for salaries, fringe benefits, salary related to overhead, general and administrative overhead and profit associated with or apportioned to this work.

4.3 Reimbursable Expenses

The Reimbursable Expenses payable by DISTRICT shall be an amount determined by multiplying actual costs by a factor of 1.15. Reimbursable Expenses include the following:

4.3.1 Services directly applicable to the work, such as special consultants, commercial printing, and similar costs that are not applicable to general overhead.

4.3.2 Identifiable reproduction costs applicable to the work, such as printing of drawings, photocopying, CAD plotting and similar costs.

4.3.3 Automobile travel at the rate of 67.0 cents per mile or the latest rate per the IRS, which shall not be subject to the 1.15 factor.

4.3.4 Other direct expenses as approved by District in advance.

4.4 Progress Payments

On or after the first of each calendar month after written Notice to Proceed is given, CONSULTANT may submit an invoice of the total amount of work done by CONSULTANT to the last day of the month preceding the one in which the invoice is submitted. DISTRICT shall, after reviewing the invoice for accuracy and consulting with CONSULTANT on any adjustments which may be appropriate, approve and authorize payment for those charges which DISTRICT has determined are appropriate. Such approvals shall not be unreasonably withheld. DISTRICT shall pay CONSULTANT for all approved work within 30 days of the agreement on the amount of the invoice. In the event of disagreement with CONSULTANT on adjustments or disallowances, said amounts in dispute shall be withheld until resolved.

Upon resolution of the disagreement, payment of the approved amount shall be made within 30 days after deducting there from all previous payments. CONSULTANT shall, without compensation, correct any errors or deficiencies in CONSULTANT'S work.

ARTICLE 5: INDEMNIFICATION AND HOLD HARMLESS

5.1 CONSULTANT agrees to indemnify, hold harmless, and protect DISTRICT and its officers, agents and employees, from and against liability, damages, costs, losses, claims, expenses, and attorney's fees (using attorneys of DISTRICT's selection), resulting from CONSULTANT'S negligent or wrongful performance of this Agreement (including, but not limited to such liability, cost, damage, loss, claim, expense, or attorney's fees arising from the death of or injury to, or damage to property of CONSULTANT, DISTRICT, or their respective employees or agents), except where such liability, damages, costs, losses, claims or expenses are caused by the negligent or wrongful acts or omissions of DISTRICT or any of its agents or employees.

ARTICLE 6: INSURANCE

6.1 CONSULTANT shall provide and keep in effect during the term of this Agreement insurance as follows:

6.2 Workers' Compensation and Employer's Liability in accord with applicable laws.

6.3 Comprehensive Commercial Liability policies with combined single limit coverage of at least $1,000,000 for any personal injury, death, or property damage.

6.4 Comprehensive Automobile Liability policies with combined single limit coverage of at least $1,000,000 for personal injury, death, or property damage.

6.5 Errors and Omissions coverage with minimum limits of $1,000,000, and a maximum deductible of $100,000, in full force and effect during the life of this Agreement. CONSULTANT agrees to maintain its Errors and Omissions coverage in force for claims made up to five (5) years after completion of work, or to maintain equivalent "tail" coverage.

6.6 CONSULTANT shall provide a certificate of such insurance to DISTRICT prior to the start of work. Said certificate shall specifically provide that: (1) DISTRICT is an additional insured for the coverage in items 6.3 and 6.4 above; (2) any other insurance coverage applicable to the loss shall be deemed excess coverage and CONSULTANT's insurance shall be primary; and (3) such insurance shall not be terminated or cancelled without thirty (30) days' prior written notice having been given DISTRICT at its address set out in this Agreement.

ARTICLE 7: CHANGES IN SCOPE OF PROJECT: AMENDMENT OF AGREEMENT

7.1 No change to Exhibit "A" hereto, or to any other provision of this Agreement, may be made except by a written amendment signed by CONSULTANT and DISTRICT. If conditions beyond the control of CONSULTANT necessitate a change to Exhibit "A" the parties agree to negotiate in good faith in an attempt to reach a reasonable amendment to this Agreement. DISTRICT’s General Manager is authorized to execute amendments, on behalf of DISTRICT, which do not increase the maximum compensation payable to CONSULTANT (including all Direct Salary Cost and Direct Non salary Cost), by more _____ ($____); otherwise, any amendment must be authorized by DISTRICT's Board of Directors.

ARTICLE 8: INDEPENDENT CONTRACTOR RELATIONSHIP

8.1 It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of CONSULTANT to DISTRICT being that of an independent contractor. DISTRICT shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to CONSULTANT.

8.2 CONSULTANT is solely responsible for selecting the means, methods, and procedures for doing the work assigned, and for coordinating all portions of the work so the results will be satisfactory to DISTRICT. CONSULTANT will supply all tools required to perform its services under the Agreement.

8.3 CONSULTANT pursuant to this Agreement is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

8.4 CONSULTANT shall not discriminate against any person by reason of sex, race, color, creed, national origin, ancestry, physical handicap, or medical condition.

ARTICLE 9: INFORMATION, LIAISON, AND ASSISTANCE

9.1 DISTRICT agrees to provide CONSULTANT all available information and assistance, without warranty, in regard to obtaining any work performed by DISTRICT or others in connection with the project, including but not limited to: as-builts, construction specifications, schematic drawings, operational information, existing data, applicable reports, and survey data, which are available to DISTRICT and are required in connection with CONSULTANT's services under this agreement. All such information shall be maintained by CONSULTANT in a confidential manner and CONSULTANT shall not release such information to any person or agency without DISTRICT's written approval.

ARTICLE 10: CONFIDENTIAL RELATIONSHIP/TITLE TO DOCUMENTS

10.1 CONSULTANT agrees that all dealings of the parties under this Agreement shall be confidential, and no report, data, information or communication developed, prepared or assembled by CONSULTANT under this Agreement, or any information made available to CONSULTANT by DISTRICT, shall be revealed, disseminated or made available by CONSULTANT to any person or entity other than DISTRICT without the prior written consent of DISTRICT. All data, calculations, drawings, and other documents developed, prepared, completed or acquired by CONSULTANT during the performance of its services hereunder shall be turned over to DISTRICT upon termination of this Agreement.

ARTICLE 11: COMPLIANCE WITH LAWS

11.1 CONSULTANT shall be solely responsible for giving all notices and complying with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority relating to CONSULTANT's work, obtaining necessary permits, and ensuring the safety of the persons or property involved, and their protection from damage or injury.

ARTICLE 12: NOTICES

12.1 All notices or other official correspondence relating to contractual matters between the parties hereto shall be made by depositing same first-class, postage paid mail addressed as follows:

TO CONSULTANT: ____________________

____

____

TO DISTRICT: ~~Mr. James Lee, General Manager~~
Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

or to such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be deemed to have been received three (3) days after mailing.

ARTICLE 13: SUSPENSION OR TERMINATION OF SERVICES

13.1 DISTRICT may, by written notice to CONSULTANT, suspend or terminate CONSULTANT's services under this Agreement in whole or part at any time, in its sole discretion or because of the failure of CONSULTANT to fulfill its contractual obligations. Upon receipt of such notice, CONSULTANT shall: immediately discontinue all services affected (unless the notice directs otherwise) and deliver to DISTRICT copies of all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by CONSULTANT in performing this Agreement whether completed or in progress. If the performance of all or any part of the work is, for an unreasonable period of time, suspended or delayed by an act of DISTRICT in the administration of this Agreement, an adjustment shall be made for any increase in cost of performance of this Agreement necessarily caused by such unreasonable suspension or delay, and this Agreement shall be modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay to the extent that performance would have been suspended or delayed by any other cause, including the fault or negligence of CONSULTANT. If DISTRICT terminates this Agreement in its discretion, CONSULTANT shall be entitled to compensation for work performed to the date of termination, plus any costs incurred by CONSULTANT, but no amount shall be allowed for anticipated profit or unperformed services. If DISTRICT terminates this Agreement due to the failure of CONSULTANT to fulfill its contractual obligations, DISTRICT may take over the work and prosecute the same to completion by contract or otherwise and DISTRICT shall be compensated by CONSULTANT for any losses or damages DISTRICT incurs by virtue of CONSULTANT's failure to perform.

ARTICLE 14: ATTORNEY FEES

14.1 In the event either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any term, covenant or condition of this Agreement, or to interpret any term, covenant or condition of this Agreement, the party prevailing in said action or proceeding shall be entitled to recover, in addition to its court costs, reasonable out-of-pocket expenses (including, but not limited to, phone calls, photocopying, expert witnesses, travel, etc.) and reasonable attorney fees to be fixed by the court, and such recovery shall include court costs and attorney fees on appeal, if any. The court will determine who is the "prevailing party" whether or not the suit proceeds to final judgment.

ARTICLE 15: ASSIGNMENT

15.1 Neither party shall assign or transfer its interest in this Agreement without the written consent of the other.

ARTICLE 16: NO WAIVER

16.1 No failure or delay by DISTRICT in asserting any of DISTRICT's rights and remedies as to any default of CONSULTANT shall operate as a waiver of the default, of any subsequent or other default by CONSULTANT, or of any of DISTRICT's rights or remedies.

16.2 No such delay shall deprive DISTRICT of its right to institute and maintain any action or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

ARTICLE 17: EXAMINATION OF RECORDS

17.1 CONSULTANT agrees DISTRICT shall have access to and the right to examine any directly pertinent books, documents, papers, and records of CONSULTANT and all the transactions relating to this Agreement.

ARTICLE 18: TERMS

18.1 No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on any of the parties.

ARTICLE 19: PARTIAL INVALIDITY

19.1 If any term, covenant, condition or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE 20: NO THIRD PARTY BENEFICIARIES

20.1 Nothing under this Agreement shall be construed to give any rights or benefits to anyone other than DISTRICT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the exclusive benefit of DISTRICT and CONSULTANT and not of any other party.

ARTICLE 21: CALIFORNIA LAW

21.1 This Agreement shall be interpreted and construed pursuant to the laws of the State of California. The parties agree that should litigation arising from this Agreement be commenced within California, such litigation shall occur within a court of competent jurisdiction within the County of Los Angeles.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CRESCENTA VALLEY WATER DISTRICT

By________________________________
James Lee, General Manager

Date: ____________________________

ATTEST:

By________________________________
Arturo Montes, Int. Director of Finance & Administration

Date: _______________________

____

By _______________________________
____________, President
Date: _______________________

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
May 28, 2024

To: Honorable President and Members of the Board of Directors

From: Arturo Montes, Interim Director of Finance and Administration

Subject: **Advanced Metering Infrastructure Program Acceleration**

ACTION ITEM:

Discussion and possible consideration for authorizing the acceleration of the District's AMI program and associated multi-year budget.

BACKGROUND:

The District began planning for Advanced Metering Infrastructure (AMI) before 2010 and installed its first AMI-capable meters (iPerl meters by Sensus) in 2012. Since then, the District has replaced the majority of its meters with AMI-capable meters. The District has also built the communication infrastructure necessary to collect data from the meters and convert it into real-time water usage data for customers. Through the customer portal (VxSmart), customers can view their usage data and set up alerts for high usage and possible leaks. The communication infrastructure consists of towers, data collectors and analytics software. Currently, an estimated 640 meters have been retrofitted with radios (Meter Transceiver Unit) that are necessary to transmit data from the meter to the data collectors.

The current plan is to complete the remaining components of the AMI program over the next 4-5 years. At the March 26th Board meeting, the General Manager communicated to the Board the opportunities associated with an accelerated AMI program. The opportunities included value of services provided, monthly billing, financial projections, operational gains and taking advantage of the life cycle of the installed meters. The Board directed staff to analyze the effects of the accelerated AMI program on current CIP and the feasibility of procuring necessary equipment.

DISCUSSION:

AMI programs deliver significant value to customers by enabling early leak detection, promoting water conservation through real-time usage information, and reducing the need for manual meter reading. The District acknowledges these benefits and has evaluated the necessary steps to fully implement an AMI system. The goal of the accelerated AMI program is to integrate the majority of the District's meters into the AMI network by July 2025. This timeline aligns with the District's objective of transitioning to budget-based rates for fiscal year 2026. The accelerated AMI plan includes the following steps:

1. Replace remaining "old" meters with AMI-capable meters;
2. Replace existing meter lids with AMI lids capable of holding the radio in a recessed location to improve connectivity and reduce tripping hazards;
3. Install radios on lids and connect to the meters;
4. Program radios to gather meter data and transmit it to data collectors; and
5. Actualize radio information on analytics site to sync with customer accounts.

Funding, procurement, and staffing were among the various aspects that staff evaluated to determine a potential path to completion within approximately the next 13-15 months.

Funding – Staff has obtained quotes for remaining hardware and installation at almost $2.2 million. The current FY 2024-25 budget has $680K + $275K allocated to AMI, meaning $1.3

million would need to be allocated toward AMI for the FY 2025-26 budget. $138K will be reimbursed through a USBR grant. For supply chain, budgeting, and accounting purposes, it is advantageous to secure parts earlier rather than later. As discussed during the March 7th Board meeting, staff will be proposing an upcoming CIP that focuses primarily on pipeline replacement as represented to the community and AMI.

Procurement – Staff leveraged its vendor relationship to secure confirmation of availability of radio inventory, which has faced significant supply chain shortages industrywide. The previous 6-month lead time has been reduced to 2 months, and the quantity available has also increased, ensuring delivery of all necessary radios by May of 2025 at the latest. Initial deliveries of 480 radios per month can begin as early as July of 2024 and double in January of 2025 to 960 radios per month.

Staffing – Existing staff will be used to start the accelerated program. The installation will be a collaborative effort between Customer Service and O&M field staff. As deliveries of radios increase, there will be consideration for two (2) temporary employees to support the existing team.

RECOMMENDATION

Authorize the allocation and use of $2.2 million for AMI (of which $138K is expected to be reimbursed), with $1.3 million of those funds in next year's budget to accelerate AMI deployment.

Prepared and Submitted by:

Arturo Montes
Interim Director of Finance and Administration

Attachment(s): none

g:\management\board meeting staff reports\2024\05-28-24 board memo - AMI Acceleration - Follow Up.docx

CRESCENTA VALLEY WATER DISTRICT
BOARD OF DIRECTORS - STAFF REPORT

Action Item No.4
May 28, 2024

To: Honorable President and Members of the Board of Directors

From: Arturo Montes – Interim Director of Finance and Administration

Subject: **FY 2024-25 Water and Wastewater Fund Budgets**

ACTION ITEM:

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

DISCUSSION:

The water and wastewater budgets for FY 2024-25 as proposed focus on the District's mission of providing quality services in a fiscally responsible manner. The budgets support the District's vision of infrastructure reliability, sustainable water supplies, and the public understanding to support the vision. The vision through approximately the next 15 months (into FY 2025-26) was discussed and honed during the May 23rd Board workshop. The vision as scoped includes a number of focused and ambitious yet timely initiatives that aim to reduce capital costs, significantly demonstrate value to customers, and set the foundation for financial resiliency to deal with regulatory challenges and pursue water supply opportunities.

The primary parameters for consideration in developing the budgets included balancing the budget (no draw on reserves) to the extent possible, no rate increase for the upcoming year as a commitment of relief to the community, and an anticipation for continuing the capital charge as set last year (no increase). Staff's goal is always to create a balanced budget. As the District takes on new challenges in the upcoming year, staff made adjustments based on current available information.

Below, are higher-level discussion points regarding the budgets. They are presented in a level of detail, starting with: 1) an 'Overview' which summarizes financial position; 2) a 'Detailed Overview' that provides Budgeted-vs-Budgeted and Budgeted-vs-Projected; and 3) a detail of expenses for each department. The latter two are enclosed as attachments for reference. In considering the budget, please consider the following definitions.

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

WATER FUND – WITH CAPITAL CHARGE

1. Revenues
   a. *Water sales* – Water sales during Fiscal Year 2023-24 (the current FY) were impacted by various factors including continued drought messaging and an extended cool/wet season. As a result, water usage is down by double-digit percentages for all three tiers. Staff is optimistic that there will be some increase in water use in the next fiscal year but opted to keep revenues at the same level as projected sales for the current year to be conservative. This, coupled with the Board's decision not to raise rates, resulted in projected revenue of just over $16 million for the next fiscal year.

b. *Grant revenue* – Staff is currently pursuing a number of grants such as for: 1) large meters for AMI; 2) fleet replacement; 3) safety; 4) wellness. The success rate is accounted for conservatively, and these potential revenues are included within 'Construction/Grant Revenue'. Staff will be submitting for reimbursement of at least one AMI grant in the upcoming fiscal year.

c. *Other Revenues* – The District was able to take advantage of favorable short-term interest rates by investing bond proceeds which will mature next year as the funds are needed for projects. This coupled with higher average yields on security is expected to result in higher interest revenue. The District is in talks with one carrier to secure at minimum one cell site lease in the next fiscal year.

2. <u>Operating Expenses</u>
   a. *Imported water* – Staff is projecting 3,400 AF of water sales next year. Based on historic groundwater levels and ability for wells to pump groundwater, staff was expecting a 55%/45% split between groundwater production and imported water. However, recent regulations and PFAS detections in wells are expected to result in an increase of purchased water for blending purposes. The change in procedure will result in additional purchased water from FMWD of an estimated 160 AF totaling $235K, which includes the expected double-digit rate increase from FMWD.

   b. *Labor and benefits* – Two key positions were filled this fiscal year. The General Manager position and the Director of Engineering and Operations. These positions were only partially budgeted for in the previous year as the roles were being filled in the interim. For the upcoming fiscal year, the District has actively pursued filling most vacant positions to aid in the in-house pipeline pilot program. If this program succeeds, the District will be able to substantially reduce pipeline project costs. Other items affecting the compensation and benefits budget include a COLA increase of 3%, increases in PERS rates, benefits costs, and workers' compensation.

   c. *Operating costs (other than labor, water supply, energy, etc.)* – Most increases in operating costs are attributable to continued inflation and asset management as described above. There is also a focus on investment in personnel/professional development, particularly as the District looks to increase efficiency, accountability and transparency.

3. <u>Capital Improvement Program</u>
   a. *Separation of pipeline CIP* – With the issuance of bonds in 2024, the District has an obligation to spend those funds within three years. The intended use for the bond proceeds is pipeline replacement, and the proceeds will be considered for other projects as needed upon communication with the community. For ease of tracking, pipeline CIP has been separated from all other CIP. This year, the District is on pace to spend over $2.5 million on pipeline projects followed by $4 million next year, and $5.5 million in the final year. The District continues to use its collaborative approach to identify pipeline

projects. Using the newly available GIS system as completed by the Engineering Department, a cross-departmental discussion produced a pipeline rating system by age, total leaks, pressure zone and difficulty. Addressing problem pipes early leads to significant long-term savings as well as increased safety from a better-rested crew not having to tend to as many after-hour emergency leaks.

b. *AMI Acceleration* – Staff has proposed spending a majority of the remaining funds allocated to CIP on completing the AMI project. A completed AMI system provides benefits to both staff and the community with real-time usage data, leak alerts, and meter status at their fingertips.

c. *Reduction in all other* – All other CIP has been reduced in order to: 1) focus on the mission and vision for the next 15 months; and 2) to accommodate space for considering and developing an updated business model for CIP delivery.

4. *Summary of Water Fund* – Based on the above, staff is proposing a Water Fund budget that will decrease reserves by $284K. The $4.1 million of pipeline CIP will be paid for with bond funding. Recent water quality data called for an increased imported water blend to remediate PFAS. Projections show the Water Fund's ending balance would be $8.8 million by June 30, 2025, which is $3.1 million above the target level. This is based on water sales remaining at the current level. Should revenue levels increase, the Board has the opportunity to revisit deferred CIP. Alternatively, should revenues decrease or capital needs develop (e.g. decision to move forward with PFAS treatment during the budget year), the Board has funding flexibility through remaining bond proceeds as discussed above.

WASTEWATER FUND

The Wastewater Fund's revenues are based on prior-year winter water usage. Although FY 2023-24 (current year) water usage was lower than anticipated, water usage during the winter months of January through March was higher than the previous year. This means that user charges for next year will be slightly higher, even with no rate increase. This year, the treatment cost charge by the City of Los Angeles is expected to go down to approximately $1.4 million (compared to $1.8 million for the current year), including anticipated reconciliations. Though the recently completed Wastewater Master Plan outlines future CIP projects, there is no CIP planned for the upcoming year.

Based on the above, the Wastewater Fund is projected to decrease by $490K, with an ending balance of $1.8 million, $1.2 million below the reserve target.

Overview of Water Fund Budget

Water Fund Budget Category		Proposed FY 25 Budget
	Water Sales - Fixed	$ 3,910,000
	Water Sales - Metered	9,500,000
	Interest Income Water	410,000
	Other Income Water	2,141,510
	Construction Revenue	402,000
Revenue		**$ 16,363,510**
Expenses		
	Labor & Benefits	4,373,707
	Imported Water (Foothill)	3,805,000
	Imported Water (Glendale)	68,000
	Power Cost	950,000
	Operating Cost	4,177,490
Expenses		**$ 13,374,197**
Debt Service		**$ 1,157,818**
Net Before Capital Expenses		**$ 1,831,494**
CIP & OPEB		
	Pipeline	4,072,850
	Bond Proceeds *(from 2024 issuance)*	(4,072,850)
	All Other CIP	1,766,000
	Capital Outlays & Equip	350,000
	OPEB	-
Total CIP & OPEB		**2,116,000**
Change in Reserve		**(284,506)**

Summary of Impacts on Water Fund

Water Reserve Fund		
	Beginning Balance*	$ 9,123,000
	Changes to Reserves	(284,506)
	Ending Balance	**8,838,494**
	Target**	5,760,000
Above (Below) Target		**$ 3,078,494**

Bond Funds		
	Beginning Balance	$ 9,500,000
	Bond Proceeds used for pipeline	4,072,850
	Ending Balance	**5,427,150**

* Water fund beginning balances are based on unaudited FY2024 projections.
** Target reserve levels are calculated using the reserve policy adopted on 7/28/2020.

Overview of Wastewater Fund Budget

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

RECOMMENDATION

Discuss the Water and Wastewater Fund budgets as presented.

Prepared by:

Arturo Montes
Interim Director of Finance & Administration

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

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Water Fund Budget Category	Proposed FY 25 Budget	FY24 Budget v Proposed Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed Budget: FY24 Projected	$ Change	% Change
Water Sales - Fixed	$ 3,910,000	$ 3,938,400	$ (28,400)	-1%	$ 3,930,000	$ 5,570,000	142%
Water Sales - Metered	9,500,000	10,990,000	(1,490,000)	-14%	9,250,000	(8,840,000)	-96%
Interest Income Water	410,000	170,000	240,000	141%	175,000	1,966,510	1124%
Other Income Water	2,141,510	2,269,532	(128,022)	-6%	2,124,775	(1,722,775)	-81%
Construction Revenue	402,000	475,000	(73,000)	-15%	645,000	15,718,510	2437%
Revenue	**$ 16,363,510**	**$ 17,842,932**	**$ (1,479,422)**	**-8%**	**$ 16,124,775**	**$ 12,692,244**	**79%**
Expenses							
Labor & Benefits	4,373,707	3,582,997	790,710	22%	3,570,801	802,906	22%
Imported Water (Foothill)	3,805,000	3,530,000	275,000	8%	3,100,000	705,000	23%
Imported Water (Glendale)	68,000	68,000	-	0%	58,000	10,000	17%
Power Cost	950,000	910,000	40,000	4%	850,000	100,000	12%
Operating Cost	4,177,490	3,717,006	460,484	12%	3,350,218	827,272	25%
Expenses	**$ 13,374,197**	**$ 11,808,003**	**$ 1,566,194**	**13%**	**$ 10,929,019**	**$ 2,445,178**	**22%**
Debt Service	**$ 1,157,818**	**$ 579,781**	**$ 578,037**	**100%**	**$ 579,781**	**$ 578,037**	**100%**
Net Before Capital Expenses	**$ 1,831,494**	**$ 5,455,148**	**$ (3,623,653)**	**-66%**	**$ 4,615,975**	**$ (2,784,481)**	**-60%**
CIP & OPEB							
Pipeline	4,072,850	3,949,300	123,550	3%	2,500,000	1,572,850	63%
Bond Proceeds *(from 2024 issuance)*	(4,072,850)	(3,949,300)			(2,500,000)		
All Other CIP	1,766,000	2,887,700	(1,121,700)	-39%	1,800,000	(34,000)	-2%
Capital Outlays & Equip	350,000	240,000	110,000	46%	240,000	110,000	46%
OPEB	-	-	-	0%	-	-	0%
Total CIP & OPEB	**2,116,000**	**3,127,700**	**(888,150)**	**-28%**	**2,040,000**	**1,648,850**	**81%**
Change in Reserve	**(284,506)**	**2,327,448**			**2,575,975**		

Crescenta Valley Water District

FY 24/25 Capital Improvement Project

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

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

			FY24 Budget v Proposed Budget			FY24 Projections v Proposed FY25 Budget		
Account #	**Description**	**Proposed Budget FY 25**	**FY24 Budget**	**$ Change**	**% Change**	**FY24 Projected**	**$ Change**	**% Change**
Revenue								
4010-000	Water Sales - Consumers	$ 8,900,000	10,400,000	(1,500,000)	-14%	$ 8,700,000	$ 200,000	2%
4010-007	Irrigation	600,000	590,000	10,000	2%	550,000	50,000	9%
4010-008	Water Sales- Service Charge	3,800,000	3,834,604	(34,604)	-1%	3,820,000	(20,000)	-1%
4010-009	Water Sales - Fire Service	110,000	103,796	6,204	6%	110,000	-	0%
4010-010	Capital Charge	1,898,611	1,898,611	-	0%	1,898,611	-	0%
4020-000	Water Sales - Others	75,000	75,000	-	0%	80,000	(5,000)	-6%
4110-000	Meter Installation/Hydrant	50,000	200,000	(150,000)	-75%	400,000	(350,000)	-88%
4220-000	Water Systems Connect Fee	140,000	150,000	(10,000)	-7%	145,000	(5,000)	-3%
4230-000	Other Income - Misc	50,000	10,000	40,000	400%	55,000	(5,000)	-9%
4230-010	Other Income - Flood Meters	-	-	-	0%	300	(300)	-100%
4230-020	Other Income - Applications	20,000	20,000	-	0%	20,000	(20,000)	-100%
4230-030	Other Income - Cell Towers	30,000	200,000	(170,000)	-85%	4,500	(4,500)	-100%
4240-000	Interest Earned - Water	180,000	160,000	20,000	13%	175,000	(175,000)	-100%
4245-000	Interest Earned-2024 COPS	220,000	-	220,000	100%	564	(564)	-100%
4260-000	Unrealized Gain/Loss on Invest	-	-	-	0%	-	-	0%
4265-000	Fair Value Adjustment	-	-	-	0%	-	-	0%
4270-000	Gain/Loss on Sale of Assets	-	-	-	0%	-	-	0%
4271-000	Gain/Loss Sale of Investments	10,000	10,000	-	0%	-	-	0%
4275-001	Rental Income - PA House	12,737	12,366	371	3%	12,300	(12,300)	-100%
4275-002	Rental Income - Sycamore House	21,275	20,655	620	3%	20,600	(20,600)	-100%
4275-003	Rental Income- Mills House	33,887	32,900	987	3%	32,900	(32,900)	-100%
4280-000	MTBE Settlement	-	-	-	0%	-	-	0%
4285-000	Grant Revenue - State	212,000	125,000	87,000	70%	100,000	(100,000)	-100%
4287-000	Capital Contributions - Local	-	-	-	0%	-	-	0%
Revenue		**$ 16,363,510**	**17,842,932**	**(1,479,422)**	**-8%**	**$ 16,124,775**	**$ (165,800)**	**-1%**

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Account #	Description	Proposed Budget FY 25	FY24 Budget	$ Change	% Change	FY24 Projected	$ Change	% Change
			FY24 Budget v Proposed FY25 Budget			FY24 Projections v Proposed FY25 Budget		
Compensation and Benefits								
5000-100	Director Fees	$ 24,000	$ 12,000	$ 12,000	100%	$ 12,000	$ 12,000	100%
5000-200	Officer Salaries	179,733	118,476	61,257	52%	110,000	69,733	63%
5000-300	Administrative Service - Labor	625,464	568,375	57,089	10%	554,000	71,464	13%
5000-310	Administrative Service - OT	14,000	14,000	-	0%	14,000	-	0%
5000-350	Engineering Labor	380,276	142,036	238,240	168%	340,000	40,276	12%
5000-360	Engineering Labor OT	14,000	7,500	6,500	87%	21,000	(7,000)	-33%
5000-400	Maintenance Labor	649,221	633,633	15,588	2%	430,000	219,221	51%
5000-410	Maintenance Labor OT	64,922	63,363	1,559	2%	60,000	4,922	8%
5000-500	System Operations	498,033	440,071	57,962	13%	414,000	84,033	20%
5000-510	System Operations OT	18,540	18,400	140	1%	17,800	740	4%
5000-800	Standby Pay	102,389	89,640	12,749	14%	84,000	18,389	22%
5045-000	Automobile Allowance	10,800	8,925	1,875	21%	10,400	400	4%
5047-000	Phone Allowance	1,663	1,512	151	10%	2,005	(342)	-17%
5050-000	Employer Portion of PERS	532,285	444,223	88,062	20%	436,500	95,785	22%
5060-000	Taxes-Payroll	308,109	192,893	115,215	60%	182,500	125,609	69%
5070-000	Sick Leave/Vacation-Office	287,251	231,386	55,865	24%	279,900	7,351	3%
5080-000	Health Dental Vision	384,137	348,167	35,970	10%	345,000	39,137	11%
5080-100	Retiree Health Care Expense	144,792	144,792	-	0%	144,792	-	0%
5082-000	Life and Disability Insurance	12,250	10,528	1,723	16%	11,464	786	7%
5083-000	Self Insurance	18,220	13,800	4,420	32%	17,000	1,220	7%
5084-000	Wellness Program	7,200	6,540	660	10%	6,980	220	3%
5085-000	Workers' Compensation Ins	96,422	72,736	23,686	33%	77,460	18,962	24%
Compensation and Benefits		**$ 4,373,707**	**$ 3,582,997**	**$ 790,710**	**22%**	**$ 3,570,801**	**$ 802,906**	**22%**

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Gen'l and Admin Expenses								
5090-000	GL, Property, Fidelity Ins	$ 105,000	$ 100,000	$ 5,000	5%	$ 105,000	$ -	0%
5100-000	Accounting	28,000	26,250	1,750	7%	26,000	2,000	8%
5125-000	Legal	210,000	125,000	85,000	68%	200,000	10,000	5%
5130-000	Administrative Consultants	807,435	572,260	235,175	41%	471,000	336,435	71%
5135-000	Interns	24,150	57,900	(33,750)	-58%	13,500	10,650	79%
5140-000	Election Expense	67,500	-	67,500	0%	-	67,500	0%
5150-000	Building Maintenance-Office	81,750	31,650	50,100	158%	24,500	57,250	234%
5160-000	Furniture & Fixtures Expense	-	-	-	0%	-	-	0%
5170-000	Landscaping Expense	24,250	21,750	2,500	11%	15,000	9,250	62%
5180-000	Office Supplies & Misc Expense	14,725	14,493	232	2%	8,500	6,225	73%
5180-100	Misc Expense - COVID-19	1,500	975	525	54%	2,300	(800)	-35%
5190-000	Computers and Network	5,895	11,153	(5,258)	-47%	15,000	(9,105)	-61%
5195-000	Computer Software	233,807	175,780	58,027	33%	200,000	33,807	17%
5200-000	Utilities	38,650	29,850	8,800	29%	35,250	3,400	10%
5225-000	Enterprise Voice Com	60,075	60,075	-	0%	38,000	22,075	58%
5230-000	Printing Postage Stationery	100,000	49,500	50,500	102%	54,000	46,000	85%
5250-000	Water System Fees	65,000	65,000	-	0%	65,000	-	0%
5260-000	Engineering Expense	3,780	-	3,780	0%	1,600	2,180	136%
5300-000	Training-Office	17,625	18,750	(1,125)	-6%	15,250	2,375	16%
5320-000	Conferences & Seminars	47,124	52,056	(4,932)	-9%	40,900	6,224	15%
5350-000	Misc Administration	43,650	19,850	23,800	120%	28,000	15,650	56%
5355-000	Memberships/Subscriptions	34,438	23,350	11,088	47%	7,048	27,390	389%
5365-000	Bank Charges	45,000	42,000	3,000	7%	50,000	(5,000)	-10%
5270-000	Water Conservation Expense	7,500	55,000	(47,500)	-86%	10,000	(2,500)	-25%
5270-400	Water Conservation Rebates	3,750	5,000	(1,250)	-25%	-	3,750	0%
5270-600	Community Outreach	30,000	70,000	(40,000)	-57%	50,000	(20,000)	-40%

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
5310-000	Operator Certifications-Educ	12,310	16,550	(4,240)	-26%	7,300	5,010	69%
5311-000	Tuition Reimburment	9,425	7,325	2,100	29%	3,050	6,375	209%
Gen'l and Admin Expenses		**$ 2,122,338**	**$ 1,651,517**	**$ 470,821**	**29%**	**$ 1,486,198**	**$ 209,555**	**14%**
Non-Operating Expense								
5910-000	Interest Expense - Notes	29,000	29,000	-	0%	40,000	(11,000)	-28%
5920-100	Rental Expenses - PA House	1,500	1,500	-	0%	2,000	(500)	-25%
5920-200	Rental Expenses - Sycamore	1,500	1,500	-	0%	1,500	-	0%
5920-300	Rental Expenses - Mills	4,500	1,500	3,000	200%	1,500	3,000	200%
Non-Operating Expense		**$ 36,500**	**$ 33,500**	**$ 3,000**	**9%**	**$ 45,000**	**$ (8,500)**	**-19%**
Operations Expense								
5145-000	Taxes-Property	$ 16,500	$ 16,500	$ -	0%	$ 16,057	$ 443	3%
5330-000	Safety & Security	28,575	27,750	825	3%	27,750	825	3%
5340-000	Uniforms	14,700	17,700	(3,000)	-17%	15,700	(1,000)	-6%
5360-000	Emergency Operations/Repairs	29,744	17,250	12,494	72%	17,250	12,494	72%
5370-000	Permit & Assessment Fees	3,750	2,516	1,234	49%	5,000	(1,250)	-25%
5380-000	Tools and Eq Maintenance	40,875	39,013	1,862	5%	38,013	2,862	8%
5390-100	Nitrate Plant - Glenwood	15,000	70,000	(55,000)	-79%	50,000	(35,000)	-70%
5390-200	Nitrate Plant - Aronite	15,000	50,000	(35,000)	-70%	40,000	(25,000)	-63%
5441-000	Inventory Shrinkage/Overage	2,000	-	2,000	0%	-	2,000	0%
5442-000	Inventory Disposal	-	-	-	0%	-	-	0%
5460-000	Water Treatment Expense	212,000	130,000	82,000	63%	145,000	67,000	46%
5450-100	Lab & Sampling Expense	197,333	160,000	37,333	23%	260,000	(62,667)	-24%
5450-200	Non-Lab & Sampling	17,500	15,000	2,500	17%	2,000	15,500	775%
5445-100	Telemetering & Signal System	93,600	101,650	(8,050)	-8%	101,650	(8,050)	-8%
5445-200	SCADA Hardware	-	-	-	0%	-	-	0%
5445-300	SCADA Software	-	-	-	0%	20,000	(20,000)	-100%
5445-400	SCADA Phone Lines	-	-	-	0%	-	-	0%
5402-000	Power Purchased - Pumping	950,000	910,000	40,000	4%	850,000	100,000	12%
Operations Expense		**$ 1,636,577**	**$ 1,557,379**	**$ 79,198**	**5%**	**$ 1,588,420**	**$ 48,157**	**3%**
Water System Expense								
5400-000	Water Usage Cost Exp Well 16	$ 68,000	$ 68,000	$ -	0%	58,000	10,000	17%
5401-000	Purchased Water FMWD	3,805,000	3,530,000	275,000	8%	3,100,000	705,000	23%
5401-002	Purchased Water Glend Welll 16	-	-	-	-	-	-	0%
Water System Expense		**$ 3,873,000**	**$ 3,598,000**	**$ 275,000**	**8%**	**$ 3,158,000**	**$ 715,000**	**23%**

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Expense Summary

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Distribution System Expense								
5410-000	Backflow Expense	$ 750	$ 750	$ -	0%	750	-	0%
5423-100	Pipelines - Maintenance	67,500	48,500	19,000	39%	38,500	29,000	75%
5423-300	Fire Hydrant Repair/Replace	46,500	44,615	1,885	4%	30,000	16,500	55%
5423-500	Pipelines-Trench Plate Rentals	-	5,000	(5,000)	-100%	5,000	(5,000)	-100%
5423-700	Pipelines - Valves	76,000	142,400	(66,400)	-47%	20,000	56,000	280%
5424-100	Reservoir Maintenance	140,000	130,000	10,000	8%	110,000	30,000	27%
5424-200	Reservoir Landscape	37,000	30,500	6,500	21%	35,000	2,000	6%
5425-100	Meter Maintenance	26,000	7,000	19,000	271%	7,000	19,000	271%
5425-300	Meter Repair/Replace/Upgrade	10,500	27,000	(16,500)	-61%	24,300	(13,800)	-57%
5425-400	Lateral Maintenance	97,250	121,000	(23,750)	-20%	63,000	34,250	54%
5425-450	Lateral Leaks and Repairs	62,250	88,000	(25,750)	-29%	-	62,250	100%
5425-500	Meters - Trench Plate Rentals	-	-	-	0%	-	-	0%
5431-000	Land Lease Cost Expense Well1	19,400	17,160	2,240	13%	17,000	2,400	14%
5432-100	Well Site - Maintenance	55,000	60,000	(5,000)	-8%	60,000	(5,000)	-8%
5432-200	Well Site - Landscape	12,500	12,560	(60)	0%	15,000	(2,500)	-17%
5433-000	Booster Pumps - Maintenance	101,000	66,000	35,000	53%	76,000	25,000	33%
5434-000	Emergency Power Generators	25,500	52,500	(27,000)	-51%	20,000	5,500	28%
5440-100	Auto/Truck Maintenance	44,625	43,500	1,125	3%	63,500	(18,875)	-30%
5440-200	Auto/Truck Maintenance-Gas	36,000	33,000	3,000	9%	33,000	3,000	9%
5440-300	Auto/Truck Maintenance-Diesel	33,000	21,825	11,175	51%	29,250	3,750	13%
5423-200	Pipelines - Paving	-	-	-	0%	-	-	0%
5423-400	Pipelines - Leak Detect/Repair	34,000	33,000	1,000	3%	33,000	1,000	3%
5425-200	Meters - Paving	207,000	200,000	7,000	4%	200,000	7,000	4%
5425-700	D-Job Meters/Hydrants	200,000	200,000	-	0%	200,000	-	0%
5432-300	Well Site - Lease Payment	300	300	-	0%	300	-	0%
Distribution System Expense		**$ 1,332,075**	**$ 1,384,610**	**$ (52,535)**	**-4%**	**$ 1,080,600**	**$ 251,475**	**23%**
Water Totals								
Totals		**$ 13,374,197**	**$ 11,808,003**	**$ 1,566,194**	**13%**	**$ 10,929,019**	**$ 2,018,593**	**18%**

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget FY24 Projected	$ Change	% Change
Compensation and Benefits								
01-01-5000-100	Director Fees	$ 24,000	$ 12,000	$ 12,000	100%	$ 12,000	$ 12,000	100%
01-01-5060-000	Taxes and Payroll	1,948	974	974	100%	1,100	848	77%
01-01-5085-000	Worker's Compensation Ins	408	204	204	100%	200	208	104%
Compensation and Benefits		**$ 26,356**	**$ 13,178**	**$ 13,178**	**100%**	**$ 13,300**	**$ 13,056**	**98%**
Gen'l and Admin Expenses								
01-01-5320-000	Conferences & Seminars	$ 5,625	$ 5,625	$ -	0%	$ 5,625	$ -	0%
01-01-51400-000	Election Expense	67,500	-	67,500	0%	-	67,500	0%
Gen'l and Admin Expenses		**$ 73,125**	**$ 5,625**	**$ 67,500**	**1200%**	**$ 5,625**	**$ 67,500**	**1200%**
Board - Water								
Totals		**$ 99,481**	**$ 18,803**	**$ 80,678**	**429%**	**$ 18,925**	**$ 80,556**	**426%**

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

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

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

Crescenta Valley Water District
Water Enterprise Budget
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Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget FY24 Projected	$ Change	% Change
Operation Expense								
01-07-5340-000	Uniforms	1,200	1,200	$ -		$ 1,200	$ 92,400	7700%
01-07-5350-000	Misc- Administration	2,500	-	2,500		-	212,000	0%
01-07-5380-000	Tools and Eq Maintenance	4,500	5,000	(500)		4,000	339,800	8495%
01-07-5390-100	Nitrate Plant - Glenwood	15,000	70,000	(55,000)	-79%	50,000	(50,000)	-100%
01-07-5390-200	Nitrate Plant - Aronite	15,000	50,000	(35,000)		40,000	(40,000)	-100%
01-07-5445-100	Telemetering & Signal System	93,600	101,650	(8,050)	-8%	101,650	(33,650)	-33%
01-07-5460-000	Water Treatment Expense	212,000	130,000	82,000	63%	145,000	3,660,000	2524%
Operation Expense		**$ 343,800**	**$ 357,850**	**$ (14,050)**	**-4%**	**$ 341,850**	**$ 4,180,550**	**1223%**

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

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

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

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

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

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

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

Crescenta Valley Water District
Water Enterprise Budget
FY 2024-25

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

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Water Fund Budget Category	Proposed FY 25 Budget	FY24 Budget v Proposed Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed Budget: FY24 Projected	$ Change	% Change
Revenue							
Wastewater - User Charges	$ 3,900,000	$ 3,734,795	$ (3,734,795)	-100%	$ 3,800,000	$ 100,000	3%
Interest Income Wastewater	-	1,000	38,000	3800%	1,400	(1,400)	-100%
Other Income Wastewater	27,454	26,800	3,939,654	14700%	26,800	654	2%
Construction Revenue	39,000	24,000	(24,000)	-100%	39,000	-	0%
Revenue	**$ 3,966,454**	**$ 3,786,595**	**$ 218,859**	**6%**	**$ 3,867,200**	**$ 99,254**	**3%**
Expenses							
Labor & Benefits	1,795,900	1,520,307	(299,821)	-20%	1,326,978	468,922	35%
City of LA Sewer Services	1,440,000	1,850,000	2,606,386	141%	1,500,000	(60,000)	-4%
Operating Cost	1,220,486	951,993	(951,993)	-100%	809,738	410,748	51%
Expenses	**$ 4,456,386**	**$ 4,322,300**	**$ 1,354,572**	**31%**	**$ 3,636,716**	**$ 819,670**	**23%**
CIP & OPEB							
Infrastructure	-	-	-	0%	-	-	0%
Capital Outlays & Equip	-	160,000	2,118,000	1324%	160,000	(160,000)	-100%
OPEB	-	-	(489,932)	0%	-	-	0%
Total CIP & OPEB	**-**	**160,000**	**1,628,068**	**1018%**	**160,000**	**(160,000)**	**-100%**
Change in Reserve	**(489,932)**	**(695,705)**			**70,484**		

Summary of Impacts on Wastewater Fund

Wastewater Reserve Fund	
Beginning Balance*	$ 2,278,000
Changes to Reserves	(489,932)
Ending Balance	**1,788,068**
Target**	3,007,600
Above (Below) Target	**$ (1,219,532)**

* Wastewater fund beginning balances are based on unaudited FY2024 projections.
** Target reserve levels are calculated using the reserve policy adopted on 7/28/2020.

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Compensation and Benefits								
02-01-5000-100	Director Fees	$ 24,000	$ 12,000	$ 12,000	100%	$ 12,000	$ 12,000	100%
02-01-5060-000	Taxes - Payroll	1,948	974	974	100%	100	1,848	1848%
02-01-5085-000	Workers Compensation Ins	408	204	204	100%	130	278	214%
Compensation and Benefits		**$ 26,356**	**$ 13,178**	**$ 13,178**	**100%**	**$ 12,230**	**$ 14,126**	**116%**
Gen'l and Admin Expenses								
02-01-5320-000	Conferences & Seminars	$ 1,875	$ 1,875	$ -	0%	$ 1,875	$ -	0%
02-01-5140-000	Election Expense	22,000	-	22,000	0%	-	22,000	0%
Gen'l and Admin Expenses		**$ 23,875**	**$ 1,875**	**$ 22,000**	**1173%**	**$ 1,875**	**$ 22,000**	**1173%**
Board - Wastewater								
Totals		**$ 50,231**	**$ 15,053**	**$ 35,178**	**234%**	**$ 14,105**	**$ 36,126**	**256%**

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Compensation and Benefits								
02-02-5000-300	Administrative Service	$ 33,814	$ 30,823	$ 2,991	10%	$ 30,000	$ 3,814	13%
02-02-5000-310	Administrative Service OT			-	0%	-	-	0%
02-02-5000-400	Maintenance Labor	216,407	211,211	5,196	2%	150,000	66,407	44%
02-02-5000-410	Maintenance Labor OT	21,641	21,121	520	2%	18,000	3,641	20%
02-02-5000-800	Standby	14,517	13,250	1,267	10%	12,000	2,517	21%
02-02-5050-000	Employer Portion of PERS	22,341	39,959	(17,618)	-44%	25,000	(2,659)	-11%
02-02-5060-000	Taxes-Payroll	22,439	23,181	(742)	-3%	22,000	439	2%
02-02-5070-000	Sick Leave/Vacation	26,327	21,857	4,470	20%	22,000	4,327	20%
02-02-5080-000	Health Dental Vision	74,995	74,343	652	1%	73,000	1,995	3%
02-02-5082-000	Life and Disability Insurance	2,032	1,994	38	2%	2,000	32	2%
02-02-5083-000	Self Insurance	1,402	1,200	202	17%	1,200	202	17%
02-02-5084-000	Wellness Program	1,080	1,200	(120)	-10%	1,200	(120)	-10%
02-02-5047-000	Phone Allowance	-	-	-	0%	-	-	0%
02-02-5085-000	Workers' Compensation Ins	27,583	23,526	4,057	17%	25,000	2,583	10%
Compensation and Benefits		**$ 464,578**	**$ 463,665**	**$ 913**	**0%**	**$ 381,400**	**$ 83,178**	**22%**
Gen'l and Admin Expenses								
02-02-5180-000	Office Supplies & Misc Expense	$ 1,750	$ 1,750	$ -	0%	$ 1,050	$ 700	67%
02-02-5320-000	Conferences & Seminars	5,900	3,750	2,150	57%	3,750	2,150	57%
02-02-5355-000	Memberships/Subscriptions	2,250	650	1,600	246%	650	1,600	246%
Gen'l and Admin Expenses		**$ 9,900**	**$ 6,150**	**$ 3,750**	**61%**	**$ 5,450**	**$ 4,450**	**82%**

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Compensation and Benefits								
02-03-5000-000	Engineering Labor	$ 168,425	$ 147,345	$ 21,080	14%	$ 110,000	$ 58,425	53%
02-03-5000-010	Engineering Labor OT	3,500	2,500	1,000	40%	6,000	(2,500)	-42%
02-03-5045-000	Automobile Allowance	3,600	2,100	1,500	71%	3,200	400	13%
02-03-5050-000	Employer Portion of PERS	28,717	35,068	(6,351)	-18%	35,000	(6,283)	-18%
02-03-5060-000	Taxes and Payroll	15,270	12,083	3,187	26%	13,000	2,270	17%
02-03-5070-000	Sick Leave/Vacation	13,320	12,309	1,011	8%	14,000	(680)	-5%
02-03-5080-000	Health Dental Vision	42,375	35,305	7,070	20%	40,000	2,375	6%
02-03-5082-000	Life and Disability Insurance	1,439	1,309	130	10%	1,300	139	11%
02-03-5083-000	Self Insurance	2,803	1,200	1,603	134%	1,200	1,603	134%
02-03-5084-000	Wellness Program	600	600	-	0%	600	-	0%
02-03-5047-000	Phone Allowance	605	403	202	50%	-	605	0%
02-03-5085-000	Workers' Compensation Ins	3,877	2,602	1,275	49%	4,000	(123)	-3%
Compensation and Benefits		**$ 284,531**	**$ 252,825**	**$ 31,706**	**13%**	**$ 228,300**	**$ 56,231**	**25%**

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

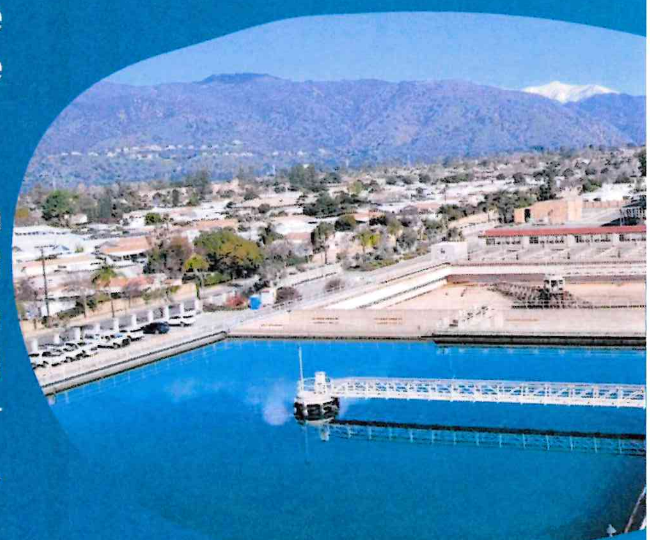
Account #	Description	Proposed Budget FY 25	FY24 Budget v Proposed FY 25 Budget: FY24 Budget	$ Change	% Change	FY24 Projections v Proposed FY25 Budget: FY24 Projected	$ Change	% Change
Compensation and Benefits								
02-06-5000-200	Officer Salaries	$ 179,733	$ 118,476	$ 61,257	52%	$ 100,000	$ 79,733	80%
02-06-5000-300	Administrative Service - Labor	199,872	216,217	(16,345)	-8%	150,000	49,872	33%
02-06-5000-310	Administrative Service - OT	14,000	14,000	-	0%	12,000	2,000	17%
02-06-5045-000	Automobile Allowance	5,400	5,025	375	7%	5,000	400	8%
02-06-5047-000	Phone Allowance	756	605	151	25%	1,300	(544)	-42%
02-06-5050-000	Employer Portion of PERS	289,465	163,113	126,352	77%	164,000	125,465	77%
02-06-5060-000	Taxes-Payroll	36,801	23,527	13,274	56%	33,000	3,801	12%
02-06-5070-000	Sick Leave/Vacation	32,168	23,945	8,222	34%	35,000	(2,832)	-8%
02-06-5080-000	Health Dental Vision	56,847	50,744	6,103	12%	45,000	11,847	26%
02-06-5080-100	Retiree Health Care Expense	96,528	96,528	-	0%	96,528	-	0%
02-06-5082-000	Life and Disability Insurance	1,996	1,574	422	27%	2,000	(4)	0%
02-06-5083-000	Self Insurance	4,205	3,600	605	17%	3,600	605	17%
02-06-5084-000	Wellness Program	1,880	1,640	240	15%	1,600	280	18%
02-06-5085-000	Workers' Compensation Ins	9,881	3,182	6,699	211%	3,000	6,881	229%
Compensation and Benefits		**$ 929,532**	**$ 722,178**	**$ 207,354**	**29%**	**$ 652,028**	**$ 277,504**	**43%**
Gen'l and Admin Expenses								
02-06-5090-000	GL, Property, Fidelity Ins	$ 105,000	$ 100,000	$ 5,000	5%	$ 100,000	$ 5,000	5%
02-06-5100-000	Accounting	8,000	8,750	(750)	-9%	8,750	(750)	-9%
02-06-5125-000	Legal	70,000	50,000	20,000	40%	70,000	-	0%
02-06-5130-000	Administrative Consultants	46,000	6,125	39,875	651%	22,000	24,000	109%
02-06-5150-000	Building Maintenance	20,000	4,050	15,950	394%	4,000	16,000	400%
02-06-5170-000	Landscaping Expense	6,400	5,250	1,150	22%	3,000	3,400	113%
02-06-5180-000	Office Supplies & Misc Expense	2,333	2,310	23	1%	3,000	(667)	-22%
02-06-5200-000	Utilities	9,333	7,200	2,133	30%	8,000	1,333	17%
02-06-5230-000	Printing Postage Stationery	33,000	16,500	16,500	100%	18,000	15,000	83%
02-06-5300-000	Training	1,500	1,500	-	0%	1,500	-	0%
02-06-5320-000	Conferences & Seminars	4,000	3,052	948	31%	3,000	1,000	33%
02-06-5350-000	Misc Administration	13,000	5,000	8,000	160%	2,000	11,000	550%
02-06-5355-000	Memberships/Subscriptions	7,000	7,000	-	0%	-	7,000	0%
02-06-5180-100	Misc Expense- COVID- 19	333	250	83	33%	700	(367)	-52%
02-06-5310-000	Certifications-Educ	-	-	-	0%	-	-	0%
02-06-5311-000	Tuition Reimbursment	-	150	(150)	-100%	-	-	0%
02-06-5365-000	Bank Charges	45,000	42,000	3,000	7%	35,000	10,000	29%
Gen'l and Admin Expenses		**$ 370,900**	**$ 259,137**	**$ 111,763**	**43%**	**$ 278,950**	**$ 46,983**	**17%**

Crescenta Valley Water District
Wastewater Enterprise Budget
FY 2024-25

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

CVWD WATER QUALITY COMMITMENT

Our top priority is ensuring that the water we serve is safe and reliable. Your water meets all State and Federal drinking water health standards, including the US Environmental Protection Agency's new standards on PFAS announced last week. Like many communities throughout the nation, trace amounts of PFAS have been found in our water.



PFAS (Per- and polyfluoroalkyl substances) are a group of man-made chemicals manufactured and used in various industries worldwide for more than 70 years. CVWD has been proactively testing and operating the system to ensure that water provided meets all state and federal regulations, including PFAS. See the EPA Fact Sheet here.

We will keep you updated. If you have any immediate questions, please reach out to our customer service representatives.

For questions, contact CVWD

CRESCENTA VALLEY CVWD WATER DISTRICT

818-248-3925

customerservice@cvwd.com
www.cvwd.com

Crescenta Commons Cleaned, Renovated by Community

By CV Weekly on May 23, 2024 · 0 Comments

Students from nearby Monte Vista Elementary School worked to improve the garden.
Photos by Eliza PARTIKA

By Eliza PARTIKA

Parents and students at Monte Vista Elementary helped weed and plant flowers at the Crescenta Commons, located adjacent to the school at the corner of Rosemont and Orange avenues. They replaced old plants with yarrow plants and mulch. Master gardeners from Creative Concepts, a local landscaping company, and staff from the Crescenta Valley Water District helped students as they learned about the impact of the plants on the environment and on water.

The renovated garden will be dedicated to Girls on the Run Montrose, an organization at Monte Vista Elementary that funded the garden for two consecutive years.

Robbyn Battles, a parent organizer of the cleanup event, said the funds raised by the Common's GoFundMe page on Facebook and by Girls on the Run were used for this renovation; however, to achieve the expansion the community indicated it wants for the garden, much more money is needed.

Battles said as funds allow, volunteers will work section by section to add new plants and colors to the garden. She and Michael, head gardener at Creative Concepts, worked together to build the garden when it was established in 2014 and are working on a new plant list to gather input from the community on what it wants to see installed. The group also plans to partner with Creative Concepts and Crescenta Valley Water District on having educational events at the the Crescenta Commons.

Battles said she's excited to see the garden grow.

"We changed a place that was vacant into something pleasant for families," said Battles. "Moms sit here and chat waiting for their kids to get out [of school]; they connect."

Ines Chessum, one of the founding members of the Commons, said the garden has become a safe place for the neighborhood, a place for families to gather even after school hours and on weekends.

"It kind of reminds me of growing up [when] everybody's parents took care of everybody else's kid. That's how you can describe this," she said.

James Lee, general manager of the Crescenta Valley Water District, said it's nice to be with a partner that revitalizes the community.

CVWD general manager James Lee worked on the landscaping project at the Crescenta Commons.

“There’s a big emphasis on the hometown feel. You have people who have been here for generations. You don’t find that as much in Southern California so it’s cool to be part of it,” Lee said.

The water district has also had conversations about partnering with the Rosemont Preserve about doing events about stormwater capture and nature education.

“We’re all in the same community, so the more we can preserve these relationships and teach kids, the better,” he said.

As volunteers shuffled from planting to pulling weeds, Creative Concepts gardener Michael taught the volunteers how to properly space flowers for the best growth and how to pull weeds without damaging the surrounding soil or plants. As the kids patted down moss, he demonstrated how essential extra watering was for the first layer of dense, wet moss to hydrate the parched top soil underneath.

Monte Vista teacher Kristin Pardo said the philosophy of Girls on the Run is to teach young girls confidence through running a 5K and also helping their community. The Commons, she said, is a large part of that.

“I think it’s amazing. These guys [at Creative Concepts] have been so great with them and they’re learning all these things about the nature in their community,” she said.

Pardo and other teachers at the school have hopes for how they might be able to use the space after renovations and expansions are complete.

“Hopefully, when the renovations are finished, we won’t have to drive for field trips,” she said. “We can just walk right outside.”

Ellery Edwards, a sixth grader at Monte Vista, said she noticed that she and other girls were more confident and self-reliant in their time with Girls on the Run. Edwards also said learning to help others with the Commons project taught balance and how to be kind. She enjoyed the Commons space because of the flowers she plants to beautify the area for her and her friends, who often gather there.

"A lot of the kids meet here and it's a safe place for them to just be able to meet their friends without having to worry about, 'Oh, is this safe?'" she said.

Creative Concepts gardener Michael said the revitalization and planned education projects will bring back science and botany when teaching about the natural world.

"I really enjoy being involved with the community," he said.

Battles said the community can contribute to the gardens by mailing checks to 2629 Foothill Blvd #386, or visit Facebook to contribute to the park's GoFundMe page.

Crescenta Commons Cleaned, Renovated by Community added by **CV Weekly** *on May 23, 2024*

View all posts by CV Weekly →

NOTICE OF PUBLIC HEARING

CRESCENTA VALLEY CVWD WATER DISTRICT

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

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

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

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

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

Our Mission

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

Our Vision

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

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report
May 28, 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:

- In-house pipeline initiative – 2nd project: Upper Terrace – summary of completed project
- Follow-up on AMI meter information

STAFFING

1 employee has a work anniversary in May: Kellen Boyce – 22 years.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- May 20th
FMWD Managers Meeting	- May 15th
Leadership Circle: 3rd Meeting	- May 15th
La Puente County Water District	- May 17th
Inland Empire Utilities Agency	- May 17th
Crescenta Commons Workday	- May 18th
Office of Senator Anthony Portantino	- May 21st
Ad Hoc Committee: PFAS	- May 22nd
Leadership Academy: 7th Session	- May 23rd
Pico Rivera Water District	- May 23rd
Sunnyslope Water Company	- May 23rd
Board Workshop: Vision Boarding	- May 23rd

Submitted by:

James Lee
General Manager

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Board Workshop
To be held on May 23, 2024 at 5:30 p.m. at the

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

Posted: May 22, 2024 at 4:00 pm.

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

Call to Order

Adoption of Agenda

Action Calendar

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

1. **District Vision** – Discussion regarding the short and medium-term vision of the District.

2. **Organizational Plan and Job Descriptions** – Discussion regarding the District's organizational plan and possible motion to authorize associated job descriptions.

Closed Session - none

Adjournment