

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District

to be *held* on Tuesday, March 11, 2025, at 7:00 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: 892 4742 7485

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/89247427485>

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 March 11, 2025.

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

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

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

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

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Board Meeting on February 25, 2025.
2. Ratification of Disbursements for January 2025.
3. Ratification of Board Compensation for February 2025.
4. Update of District Credit Card Policy
5. Update of The District's Rules and Regulations – Appendix R

Action Calendar

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

1. **Consulting Services for Strategic Initiatives** – Consideration and possible motion for the General Manager to award a contract to Bell Burnett & Associates to provide consulting services for strategic initiatives at a cost not to exceed \$175,000 over the FY 2024-25 to FY 2025-26 timeframe.
2. **Rates Discussion**: - Board discussion and possible direction as it relates to the rate schedule, 218 notice and associated items.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Community Relations & Emergency Planning Committee

- Employee Relations Committee
- Engineering, Operations, & Technology Committee
- Executive Committee
- Finance & Policy Committee
- Ad Hoc Committee – PFAS

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

Members' Request for Future Agenda Items

Closed Session

Adjournment

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CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
February 25, 2025

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on February 11, 2025, an Adjourned Regular Meeting was held on February 25, 2025, 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 Jeffery Johnson presiding.

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

Directors:

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

Attorney:

Ryan Guiboa

General Manager:

James Lee

**Interim Director of Finance
and Administration:**

Arturo Montes

**Director of Engineering
and Operations:**

Carla Dillon

Staff Members:

Tessa Allmon, Customer Service Lead
Gabriel Gomez III, Systems Ops & Telemetry Manager
Pam Leddy, Administrative Assistant
Armine Sargsyan, Water Resources & Ext. Affairs Spec.
Adam Sutphin, Senior Management Analyst
Darlene Telles, Operations and Maintenance Manager

Guests:

Sanjay Gaur, Water Resources Economics

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Valdez, and carried by a 5-0 vote that the Agenda for the Adjourned Regular Meeting of February 25, 2025, be adopted.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report.

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 February 11, 2025.

ACTION CALENDAR

District Sponsorship of Senate Bill 90 – Mr. Lee stated that in October 2024, the Board of Directors moved to partner with Los Angeles County Fire Department, City of Glendale Fire Department and County Supervisor Kathryn Barger's Office to acquire and implement two mobile dip tanks to augment firefighting helicopter capabilities in the event of wildfire in our area. Mr. Lee said that the District is in a position to sponsor Senate Bill 90 introduced by State Senator Kelly Seyarto, which increases funding possibilities for local and state agencies across the State to purchase mobile dip tanks with Proposition 4 funding. Mr. Lee indicated that anticipated costs would include staff time and several advocacy trips to the State Capitol as needed.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 5-0 vote to formally adopt sponsorship of SB 90.

Water and Wastewater Rate Study – Workshop #7 – Mr. Gaur of Water Resources Economics presented a follow-up workshop to the "Water Budget-Based Rate Study & Wastewater Rate Study". Mr. Gaur emphasized the following policy considerations 1) increasing revenue stability; 2) meeting future water efficiency; 3) ease of understanding; and 4) minimizing customer impacts. Mr. Gaur provided three (3) proposed water rate scenarios with the goal of promoting water as a service given future regulatory requirements, droughts, and increased cost and two (2) rate structure options. Mr. Gaur presented the current wastewater financial condition and introduced proposed sewer rate structure changes, and proposed sewer rates to ensure funding of operational costs.

Following discussion:

The Board directed Mr. Gaur to proceed with a proposed budget-based water rate structure including 45% fixed charges, a passthrough of water supply costs from MWD, and a proposed 3-year 15% sewer-rate increase annually at Board Workshop #8 on March 25, 2025.

INFORMATION ITEMS – ACWA News dated February 14, 2025, CV Weekly ad "How to Detect Leaks", CV Weekly ad "Invitation to Join the Conversation", CVWD's Rate Study", and an e-blast survey request to customers regarding the potential adoption of updated rates in June 2025.

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Mr. Montes announced that 75% of the District's meters are now included in the AMI program. Mr. Sutphin presented the Investment Report as of January 31, 2025, and provided highlights of the Administration & Finance report for January 2025. Mr. Montes reported that a grant was finalized from USBR in the amount of \$60,000 to fund the replacement of large meters. Mr. Lee announced the replacement of signage at District properties, and shared pictures of the Rosemont Preserve Bioswale project during the recent storm and announced that the water line replacement project on the 2300 block of Teasley is in process.

ATTORNEY REPORT – No report

REPORTS OF COMMITTEES

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

Engineering, Operations, and Technology Committee – Director Valdez reported that the Committee had not met; however, a meeting is scheduled for March 12, 2025.

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

Finance Committee & Policy Committee – Director Raghavachary reported that the Committee had not met; however, a meeting is scheduled for March 4, 2025.

Executive Committee – Director Johnson reported that the Committee had met on February 18, 2025. A meeting will be scheduled as needed.

Ad Hoc PFAS Committee – Director Raghavachary reported that the Committee had met on February 10, 2025. A meeting will be scheduled for as needed.

DIRECTORS' ORAL REPORTS

Director Bodnar – Announced that he attended the Office Hours at Library event on Thursday, February 20th, and that he filed his Form 700 with the County of Los Angeles.

Director Erickson – Indicated that some associates have expressed concern regarding increasing costs of producing recycled water.

Director Johnson – Thanked CVWD customer service for notifying him that water was heard running at his home. Director Johnson said that he contacted a plumber who discovered that the water and sewer lines at the home next door to him had burst.

Director Raghavachary – No report.

Director Valdez – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Director Bodnar requested that a closed session item be added for General Manager performance review.

CLOSED SESSION – No report

ADJOURNMENT

There being no other business to come before the Board, at 10:08 p.m., the meeting was adjourned to March 11, 2024, at 7:00 p.m.

APPROVED

Jeffery W. Johnson
President

Arturo Montes
Board Secretary

CASH DISBURSEMENTS LIST

JANUARY 2025



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0		CalPERS	PERS Contributions - December 2025	19,367.07	10,444.55
0		Los Angeles County Public Works	Excavation permits - January 2025	2,692.00	
0		Shell	Purchased fuel - January 2025	1,454.21	484.74
0		Southern California Edison	Power purchased - January 2025	37,009.09	
		VSP	Vision coverage - January 2025	388.24	129.41
		One Ring	Glenwood/Office - data communication - January 2025	1,164.38	388.13
		Aflac	Employee paid insurance - January 2025	252.25	84.08
		Colonial Life	Employee paid insurance - January 2025	133.96	44.65
		BMO - Employee Credit Cards			
		CVWD Account Payable			
		AT & T	Wireless communication - December 2024	197.76	65.92
		Dig Alert	Regulatory costs and new ticket fees - December 2024	497.79	165.93
		Athena	Glenwood - waste collection services - December 2024	279.21	93.07
		App Sheet	AMI Application Subscription - December 2024	37.50	12.50
		Hayes Automation	Sampling kits	476.81	158.94
		Clark Pest Control	Pest control services - December 2024	300.00	100.00
		Spectrum	Wireless communication - December 2024	1,729.00	576.33
		Monday.com	Online Team Schedule - December 2024	270.00	90.00
		Westlake Ace	prying bar for AMI lids	20.36	6.79
		At & T	Wireless communication - December 2024	1,524.14	508.04
		Zoom	Online cponferencing - December 2024	50.15	16.72
		United Concordia	Dental insurance - December 2024	2,528.78	842.93
		Constant Contact	Public communication - December 2024	117.75	39.25
		Glendale Water and Power	Power purchased - December 2024	26,992.17	8,997.39
		Bautista, Jennifer			
		American Water Works	Safety talks program	56.25	18.75
		Office Depot	Misc. computer supplies	26.52	8.84
		Office Depot	Misc. computer supplies	37.97	12.66
		Office Depot	Misc. computer supplies	24.29	8.10
		Amazon	Misc. computer supplies	22.32	7.44
		Dillon, Carla			
		Handel's	Empowher	4.73	1.58
		CWEA	CWEA Annual membership	179.25	1.58
		DuRose, Morgen			
		76 - Foothill Petroleum	Unit #48 - fuel purchased	55.15	18.38
		Everest Burgers	Operator work lunch - post wiind event	43.99	14.66
		Grainger	3/8" poly tubing for chlorine manifold	488.68	162.89
		Smart Design	Reflective wall/edge delination	88.76	29.59
		Grainger	Eyewash/shower diffuser	82.19	27.40
		Valley Linex and Linex	Unit #75 - bed liner	456.94	152.31
		Knight Sunrise	Unit #75 & #76 - floor mats	431.16	143.72

California Water Environment	CWEA Operator membership renewal	179.25	59.75
Target.com	Glenwood - coffee grinder	49.61	16.54
Gomez, Gabriel			
Tops	All Hands Meeting	322.79	107.60
Office depot	Computer supplies	39.41	13.14
El Dorado	Cross connection meeting	57.85	19.28
Herrera, Jude			
U.S. Postal Center	Misc. postage - January 2025	29.29	9.76
Agile Occupational	Pre-employment screenings (x6)	1,218.75	406.25
Leddy, Pam			
Jersey Mikes	Jim Uhl event - Lunch	273.53	91.18
Ralph's	Office Hours at the Library - refreshments	38.99	13.00
Baja Fresh	Jim Uhl event - lunch	25.04	8.35
Zazzle	Employee badges	51.43	17.14
Office Depot	Misc. office supplies	37.76	12.59
Zazzle	Employee badges	202.61	67.54
Canva	Subscription	22.50	7.50
Uliine	Employee badge holders & lanyards	121.58	40.53
Nothing Bundt Cakes	Employee recognition	19.50	6.50
Nothing Bundt Cakes	Employee recognition	3.30	1.10
Crumbl	Board meeting treats	44.99	15.00
Black Cow	Board Meeting dinner	111.26	37.09
Vistaprint	Business cards & stationery	88.84	29.61
Amazon	Weatherproof table covers	51.71	17.24
Zazzle	Employee badges	68.05	22.68
Lee, James			
Pat & Lorraine'sCoffee	Coaching	52.94	17.65
Kokoroll Sushi	Working meal	23.15	7.72
Toasted	Business meeting	4.50	1.50
Flora & Fauna	Advocacy/Legislative	8.14	2.71
Bob Hope Airport	Advocacy/Legislative	31.50	10.50
Montes, Arturo			
Tickle Tree Café	Project Coordinator Interview Panel Lunch	47.63	15.88
Safeguard	1099 Forms and Envelopes	116.57	38.86
Hone Depot	Home Depot - Brush Clearing Equipment	962.57	320.86
Toasted	Toasted - Mangment Meeting Coffee	3.75	1.25
Dell Bus Online	Dell Monitors	467.03	155.68
Dell Bus Online	Dell Monitors	1,290.94	430.31
Amazon	Amazon - Backup Camera for AMI Truck	109.48	
Dell Bus Online	Dell Monitors	934.77	311.59
Mortensen, Siaki			
Postmates/Panera	Panera	49.13	16.38
Albertsons	Safety lunch	56.25	18.75
Albertsons	Safety lunch	38.21	12.74
Community Smog Center	Unit #46	55.97	18.66
Community Chevrolet	Unit #47	235.66	78.55
Sunrise Ford	Unit #46	1,115.80	371.93
Panera	breakfast	133.34	44.45
Kahgo Truck Parts	Unit #18	18.07	6.02
Sunrise Ford	Unit #47	218.96	72.99

Sargsyan, Armine				
		Southwest Airlines	ACWA meeting Sacramento - flights	937.46 312.49
		Flora & Fauna	ACWA meeting Sacramento - working lunch	18.59 6.20
		Bob Hope Airport	ACWA meeting Sacramento - airport parking	12.00 4.00
		Lyft	ACWA meeting Sacramento - Sacramento to airport	17.13 5.71
		Amazon	Montrose Harvest Market supplies	129.50 43.17
Telles, Darlene				
		Certifyme.net	Quinn - forklift certification	44.96 14.99
		Certifyme.net	Prescott - forklift certification	44.96 14.99
		Jack in the Box	EOC - CVWD & FMWD	207.02 69.01
		Vons	EOC - CVWD & FMWD	152.21 50.74
		Office Depot	Misc. office supplies	126.44 42.15
		Curbgrill	EOC lunch	145.12 48.37
		Curbgrill	EOC lunch	22.33 7.44
		Ebay	Unit #69 - mirror replacement	84.66 28.22
		Home Depot	tools for brush clearance	1,067.75 355.92
		Sandwiches by Connal	Mutual aid EOC - lunch	186.75 62.25
		La Famosa Estrella	Mutual aid EOC - lunch	346.42 115.47
		La Canada Imports	Mutual aid EOC - lunch	302.96 100.99
		Carthartt	Saunders - onboarding clothing	75.52 25.17
		Hayes Instrument	Marking paint	938.25 312.75
		Roberts Auto tech	Unit #36 - drive belt & tensioner	771.19 257.06
		Tuff Toe Inc.	Boot protector	87.37 29.12
		Foothill Carwash	Unit #2 - service	102.90 34.30
Yared, Brook				
		France café	Engineering Ops CIP lunch	149.45 49.82
		CA/NV Section, AWWA	AWWA Fluid Foundations Training	195.00 65.00
48449	1/9/2025	ADS, LLC	Wastewater flow monitoring & composite samplingMonthly Invoice - December 2024	2,464.20
48450	1/9/2025	Airgas USA, LLC	Misc. supplies - December 2024	124.57 41.51
48451	1/9/2025	American Reclamation, Inc.	30yd rolloff deliver dead run	349.58 116.52
48452	1/9/2025	Apex Manufacturing Solutions	Programming & Integration - December 2024	14,698.09
48453	1/9/2025	Aqua - Metric Sales, Co.	AMI Smart Points	177,695.01
48454	1/9/2025	ARC Document Solutions, LLC	Plotter supplies - December 2024	134.69 44.89
48455	1/9/2025	Regino Avalos	Monthly landscaping services- December 2024	1,655.00
48456	1/9/2025	BSK Associates	Water and sampling analysis - December 2024	18,998.82
48457	1/9/2025	Charter Communications	Internet service - January 2025	94.67 31.56
48458	1/9/2025	Chawkins Communications Consulting, Inc.	Communication consulting	1,102.50 367.50
48459	1/9/2025	City of Glendale	Rockhaven Well #16 lease & water purchased - December 2024	11,443.81
48460	1/9/2025	DIY Home Center	Misc. supplies - December 2024	121.02 40.34
48461	1/9/2025	Effective Maintenance Services	Janitorial services -cember 2024	646.50 215.50
48462	1/9/2025	Eurofins Eaton Analytical, Inc.	Water sampling - December 2024	1,525.00
48463	1/9/2025	General Pump Company, Inc.	E-1089 - Contractor payment	43,473.55
48464	1/9/2025	Glendale Fire Dept. Fire prevention	Annual Certified Permit renewal	1,915.00
48465	1/9/2025	Grace Environmental Services	Nitrate remval facility - monitoring assistance	1,631.05
48466	1/9/2025	Grainger	Misc. supplies - December 2024	349.67 116.56
48467	1/9/2025	Great America Leasing Corp.	Copier leases - January 2025	2,481.60 827.20
48468	1/9/2025	Gsolutionz Professional Services	Professional services - Feb/Mar 2025	290.35 96.78
48469	1/9/2025	Haaker Equipment Company	Misc. supplies - December 2024	91.07
48470	1/9/2025	Highroad Information Technology	Managed IT services, maintenance & renewals - January 2025	13,401.75 4,467.25
48471	1/9/2025	Home Depot Credit Services	Misc. supplies - December 2024	1,156.46

48472	1/9/2025	InfoSend, Inc.	Bill printing & postage services - December 2024	2,803.86	934.62
48473	1/9/2025	John Robinson Consulting, Inc.	Recycled Water Grant	14,515.00	3,960.00
48474	1/9/2025	Office Depot Business Credit	Misc. supplies - December 2024	38.59	12.86
48475	1/9/2025	O'Reilly Auto Parts	Misc. supplies - December 2024	56.29	4.10
48476	1/9/2025	Paper Cuts, Inc.	Paper shredding services - December 2024	61.88	20.62
48477	1/9/2025	Pep Boys, Fleet Services	vehicle maintenance	1,033.77	344.59
48478	1/9/2025	Quinn Company	Hydraulic service - January 2025	1,862.92	620.97
48479	1/9/2025	Singer Lewak	Audit services - November 2024	2,200.50	733.50
48480	1/9/2025	So Cal Compton Pipe Supply Co., Inc.	gate valve/ring gasket/flange bolt	2,494.91	
48481	1/9/2025	The Gas Company	Office - Gas purchased - December 2024	219.88	73.29
48482	1/9/2025	Stemar Equipment & Supply Co.	Misc. tools - pipe tong/lifting eye w/swivel	1,389.21	463.07
48483	1/9/2025	United Rentals	Unit #69 - Hydraulic fluid, cap and master cylinder	3,669.15	613.44
48484	1/9/2025	Watersmart Software, Inc.	Misc. fees - December 2025	3.81	1.27
48485	1/9/2025	West & Associates Engineering, Inc.	Water Loss Audit Validation	3,200.00	
48486	1/13/2025	Lagerlof, LLP	Legal services - December 2024	2,079.00	693.00
48487	1/14/2025	Quinn Abbene	Quinn - uniform reimbursement	248.09	82.69
48488			*This check was voided		
48489	1/21/2025	Jim Anodide	Refund check - 2279 Saranne		38.48
48490	1/21/2025	Ani Bedrosian	Refund check - 3121 Honolulu	3.88	
48491	1/21/2025	Teddy Cooperstone	Refund check - 2848 Stevens	11.28	
48492	1/21/2025	State Water Resources Control Board	Gomez - D5 renewal	78.75	26.25
48493	1/21/2025	Lisset Feldman	Refund check - 3300 Honolulu	33.89	
48494	1/21/2025	Matthew Kaufmann	Refund check - 2664 Mayfield	36.60	
48495	1/21/2025	Suzanne Peterson	Refund check - 2904 Highridge	156.13	
48496	1/21/2025	Sarkis Vartzbedian	Refund check - 3419 Encinal	185.32	
48497	1/21/2025	Michael Vuong	Refund check - 4448 Raymond	500.37	
48498	1/21/2025	Jason Yee	Refund check - 2608 Fairway	32.39	
48499	1/22/2025	Abe's Lock and Key, LLC	Misc. keys	54.62	18.20
48500	1/22/2025	ACC Ramco	Mixed bobtail - December 2024	3,960.00	
48501	1/22/2025	Airgas USA, LLC	Well #2 - carbon dioxide rental tsnk - December 2024	16.88	5.62
48502	1/22/2025	American Reclamation, Inc.	Glenwood - waste collection svcs - January 2025	921.04	307.01
48503	1/22/2025	Apex Manufacturing Solutions	E-939 - SCADA support services - December 2024	18,900.00	
48504	1/22/2025	Applied Technology Group, Inc.	E-939 - misc. parts & supplies - December 2024	22.50	7.50
48505	1/22/2025	Aqua - Metric Sales, Co.	MXU simple port - 972 ea. & 6"iperl ally cable trpl wire	173,923.08	
48506	1/22/2025	ARC Document Solutions, LLC	Digital color prints	221.63	73.88
48507	1/22/2025	Associated Soils Engineering	I-1090 - Laboratory testing services	735.00	
48508	1/22/2025	AT&T Mobility	Voice communication - January 2025	593.14	197.71
48509	1/22/2025	Regino Avalos	Tree removal and trimming	2,875.00	
48510	1/22/2025	Best Best & Krieger	Legal services - December 2024	895.28	298.42
48511	1/22/2025	Breaking the Chain Consulting	Breaking the Chain Workshop - January 7, 2025	8,324.74	2,774.91
48512	1/22/2025	City of Glendale Water & Power	Power purchased - Nov./Dec. 2024	584.32	
48513	1/22/2025	Clark Pest Control, Inc.	Pest control services - December 2024	222.00	97.50
48514	1/22/2025	County of L.A. Dept of Public Works	la public works	448.86	
48515	1/22/2025	Dion & Sons, Inc.	Diesel fuel purchased - December 2024	8,110.32	2,703.43
48516	1/22/2025	DIY Home Center	Misc. supplies - December 2024	37.28	12.43
48517	1/22/2025	Effective Maintenance Services	Office - deep cleaning windows and carpet cleaning	1,936.50	645.50
48518	1/22/2025	Foothill Municipal Water	Purchased water - December 2024	2,074,218.64	
48519	1/22/2025	iPaySmart, Inc.	Bank services - November 2024	3,753.83	1,251.27
48520	1/22/2025	Katz & Associates, Inc.	Consulting services - Nov/Dec 2024	4,286.25	1,428.75
48521	1/22/2025	LA Dept Water and Power	Power purchased - December 2024	49.39	

48522	1/22/2025	Lincoln Financial Group	Life insurance - January 2025	1,043.20	424.59
48523	1/22/2025	Mario Mejia	Mejia - exam registration reimbursement	229.99	
48524	1/22/2025	Ernesto Morales	Refund check - 2753 Piedmont #4	29.27	
48525	1/22/2025	Josefina Morales	Refund check - 2152 Crescent	178.95	
48526	1/22/2025	Public Water Agencies Group	Quarterly PWAG assessment	1,645.47	548.49
48527	1/22/2025	Red Wing Business Advantage	Rawlings - work safety boots	145.32	48.44
48528	1/22/2025	Singer Lewak	Audit services - December 2024	4,342.50	1,447.50
48529	1/22/2025	So. Cal Compton Pipe Supply Co., Inc.	Stock - service brass	5,717.07	
48530	1/22/2025	Southland Pipe Corp.	Steel pipe - 1,000 feet	37,230.00	
48531	1/22/2025	Sully-Miller Contracting Co.	Cold mix for temporary repairs - December 2024	9,051.75	
48532	1/22/2025	T-Mobile	Wireless communication - December 2024	15.63	5.21
48533	1/22/2025	United Rentals	Rental - roller & skid steer loader	60.96	20.32
48534	1/22/2025	Vulcan Materials Company	Mixed bobtail - December 2024	2,450.00	
48535	1/22/2025	Airgas USA, LLC	Class III Safety Vests	262.65	226.65
48536	1/22/2025	DMV	Registration Fees and Licensing Fees (Unit 68&69)	10,972.50	3,657.50
48537	1/22/2025	State Water Resources Control Board	Kopelman - D2 renewal	45.00	15.00
48538	1/24/2025	Exotic towing & Transportation, Inc.	Ford F250 - Towing service	225.00	75.00
48539	1/30/2025	Aida Samson	Refund for double payment	2,489.61	
48540	1/30/2025	Harper & Associates Eng, Inc.	Eagle Canyon & Encinal Reservoir maintenance	3,700.00	
48541	1/30/2025	Hector Reynoso	Food services	550.00	

Subtotals	4,771,239.95	52,276.75
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Total Disbursements for January 2025	4,823,516.70
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Payroll Report

Directors	1,750.00
Office Regular Payroll	238,695.46
Office OT	16,696.54
Plant Regular Payroll	176,696.67
Plant OT	26,804.27
Plant Standby	38,780.56
Employer Payroll Taxes	1,396.20
Payroll Service Charges	

Total Payroll for January 2025	500,819.70
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Director Compensation Report

Feb-25



<u>Name</u>	<u>Date</u>	<u>Meeting/Event</u> *
Director Bodnar	2/7/2025	Conference with GM
	2/8/2026	Ethics Training
	2/10/2025	PFAS AdHoc Committee (non-member)
	2/11/2025	Board Meeting
	2/18/2025	Executive Committee
	2/20/2025	Office Hours at the Library
	2/25/2025	Board Meeting
	2/27/2025	In-House Pipeline Job
Director Erickson	2/7/2025	Conference with GM
	2/11/2025	Board Meeting
	2/25/2025	Board Meeting
Director Johnson	2/6/2025	Conference with GM
	2/10/2025	PFAS AdHoc Committee
	2/11/2025	Board Meeting
	2/18/2025	Executive Committee
	2/25/2025	Board Meeting
Director Raghavachary	2/7/2025	Conference with GM
	2/10/2025	PFAS AdHoc Committee
	2/11/2025	Board Meeting
	2/19/2025	SoCal Water Security Summit
	2/20/2025	SoCal Water Security Summit
	2/26/2025	CISA Meeting
	2/25/2025	Board Meeting
Director Valdez	2/7/2025	Conference with GM
	2/11/2025	Board Meeting
	2/25/2025	Board Meeting

* Compensation of \$125 per meeting

**Compenstaion limited to 1 meeting per day

District Credit Card Policy

Purpose

To establish the issuance, accounting, monitoring, retrieval, and general oversight of the credit card use policy for the District. Credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred for District business purposes only.

In the course of its business operations, the Crescenta Valley Water District may provide certain employees with a credit card as needed, according to position responsibilities. The credit card is to be used exclusively for District business. These credit cards are not to be used for personal purchases of any kind. Violations of this policy will result in the loss of the privilege of having a credit card, and discipline up to and including termination. To ensure proper fiscal accountability, the following rules have been established for employee use of credit cards.

Policy

1. The Director of Finance and Administration is designated to be responsible for the District's credit card issuance, accounting, monitoring, retrieval, and general oversight of compliance with this credit card use policy.

2. Approval and Review Process:

- Review and approvals will be done through the monthly credit card purchase form distributed by Accounts Payable.
- Managers must review and sign off on all staff purchases monthly.
- Directors must review and sign off on all management purchases monthly.
- The General Manager must review and sign off on all director purchases monthly.
- 4. All General Manager purchases must be reviewed by the Executive Committee on a bi-monthly basis.

2.3. Cardholders will be required to sign the Credit Card Policy, indicating that they accept the terms of this policy and thereby agreeing agree to abide by the adopted District Credit Card Policy. The cardholder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.

3.4. Use of the card may be delegated to staff within the same department as the assigned employee under the department manager's approval. The assigned cardholder remains responsible for all purchases made under their card.

4.5. District credit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the District. District credit cards may not be used for personal purchases.

5.6. MAXIMUM INDIVIDUAL EXPENDITURE: District credit cards may be used for individual purchases up to \$5,000. Purchases exceeding this amount must have advance approval from the Director of Finance and Administration before incurring the expenditure.

7. Purchases made via the District credit card must comply with the District's Policies. Credit

cards should not be used to circumvent the normal system of internal controls.

~~6.8.~~ Meals purchased with a District credit card shall not exceed the U.S. General Services Administration dinner per diem rate for Los Angeles County. Meals exceeding the per diem rate will require additional documentation stating the reason for overage.

~~7.9.~~ Items that cannot be purchased with a District credit card include:

- Cash advances;
- Alcoholic beverages;
- Tobacco/ Marijuana/ Vape products;
- Controlled Substances; and
- Items deemed inconsistent with the District's values.

~~8.10.~~ All rewards or points earned from purchases made for District business on District credit cards will be the property of the District and may only be redeemed for District business needs.

~~9.11.~~ For travel expenses, the Credit Card issued by the District should be used. In all instances, the District's Travel Policy and Procedures should be followed.

~~10.12.~~ All authorized users of District credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased.

~~11.13.~~ If a receipt for a credit card purchase is lost a missing receipt form must be completed and submitted to the Director of Finance and Administration.

~~12.14.~~ It is the policy of the District that payments should be processed in a timely manner so as not to incur late fees or finance charges. Each employee who receives a monthly statement is personally responsible for ensuring that the statements and the approved authorizations are received by the District's Finance and Administration Office at least 10 working days prior to the published payment due date. ~~Repeated late fees or finance charges on the account may result in the loss of the employee's credit card privileges. Failure to consistently submit statements on time may result in progressive discipline and the suspension of credit card privileges.~~

~~13.15.~~ Upon employee separation or termination of employment, that employee shall immediately return the credit card to the Director of Finance and Administration. The Director of Finance and Administration will immediately cancel the card with the issuer.

~~14.16.~~ An authorized employee who is issued a credit card is responsible for its protection and custody and shall immediately notify the bank card issuer, ~~his/her~~their supervisor, and the Director of Finance and Administration if the credit card is lost or stolen.

~~15.17.~~ Finance and Administration will follow established Accounts Payable internal control procedures for approval, documentation, and payment of credit card charges.

~~16.18.~~ The Director of Finance and Administration may close the credit card account if a cardholder separates from District employment, moves to a new position in which a credit card is not required, the cardholder fails to provide the required receipts and supporting documentation in a timely manner resulting in late fees, or the cardholder does not adhere to District policies and procedures.

| ~~17.19.~~ 19. Unauthorized use of a District credit card ~~shall~~will result in disciplinary measures to the fullest extent of the law.

~~18.20.~~ 20. EXCEPTIONS: No exception may be made to this policy without the written consent of the Director of Finance and Administration.

I have received and read this policy and agree to comply with its terms.

Signature

Date

District Credit Card Policy

Purpose

To establish the issuance, accounting, monitoring, retrieval, and general oversight of the credit card use policy for the District. Credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred for District business purposes only.

In the course of its business operations, the Crescenta Valley Water District may provide certain employees with a credit card as needed, according to position responsibilities. The credit card is to be used exclusively for District business. These credit cards are not to be used for personal purchases of any kind. Violations of this policy will result in the loss of the privilege of having a credit card and discipline up to and including termination. To ensure proper fiscal accountability, the following rules have been established for employee use of credit cards.

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 - The General Manager must review and sign off on all director purchases monthly.
 - All General Manager purchases must be reviewed by the Executive Committee on a bi-monthly basis.
3. Cardholders will be required to sign the Credit Card Policy, indicating that they accept the terms of this policy and thereby agree to abide by the adopted District Credit Card Policy. The cardholder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.
4. Use of the card may be delegated to staff within the same department as the assigned employee under the department manager's approval. The assigned cardholder remains responsible for all purchases made under their card.
5. District credit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the District. District credit cards may not be used for personal purchases.
6. MAXIMUM INDIVIDUAL EXPENDITURE: District credit cards may be used for individual purchases up to \$5,000. Purchases exceeding this amount must have advance approval from the Director of Finance and Administration before incurring the expenditure.
7. Purchases made via the District credit card must comply with the District's Policies. Credit

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9. Items that cannot be purchased with a District credit card include:
 - Cash advances;
 - Alcoholic beverages;
 - Tobacco/ Marijuana/ Vape products;
 - Controlled Substances; and
 - Items deemed inconsistent with the District's values.
10. All rewards or points earned from purchases made for District business on District credit cards will be the property of the District and may only be redeemed for District business needs.
11. For travel expenses, the Credit Card issued by the District should be used. In all instances, the District's Travel Policy and Procedures should be followed.
12. All authorized users of District credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased.
13. If a receipt for a credit card purchase is lost a missing receipt form must be completed and submitted to the Director of Finance and Administration.
14. It is the policy of the District that payments should be processed in a timely manner so as not to incur late fees or finance charges. Each employee who receives a monthly statement is personally responsible for ensuring that the statements and the approved authorizations are received by the District's Finance and Administration Office at least 10 working days prior to the published payment due date. Failure to consistently submit statements on time may result in progressive discipline and the suspension of credit card privileges.
15. Upon employee separation or termination of employment, that employee shall immediately return the credit card to the Director of Finance and Administration. The Director of Finance and Administration will immediately cancel the card with the issuer.
16. An authorized employee who is issued a credit card is responsible for its protection and custody and shall immediately notify the bank card issuer, their supervisor, and the Director of Finance and Administration if the credit card is lost or stolen.
17. Finance and Administration will follow established Accounts Payable internal control procedures for approval, documentation, and payment of credit card charges.
18. The Director of Finance and Administration may close the credit card account if a cardholder separates from District employment, moves to a new position in which a credit card is not required, the cardholder fails to provide the required receipts and supporting documentation in a timely manner resulting in late fees, or the cardholder does not adhere to District policies and procedures.
19. Unauthorized use of a District credit card will result in disciplinary measures to the fullest extent of the law.

20. EXCEPTIONS: No exception may be made to this policy without the written consent of the Director of Finance and Administration.

I have received and read this policy and agree to comply with its terms.

Signature

Date

APPENDIX R

CRESCENTA VALLEY WATER DISTRICT

CHECK SIGNING POLICY

APPENDIX R
CRESCENTA VALLEY WATER DISTRICT
CHECK SIGNING POLICY

1. The persons authorized to sign District checks are the General Manager, Secretary-Treasurer, Director of ~~strict~~ Engineering and Operations, and members of the Board of Directors.
2. Checks written for an amount less than \$1,000.00 require one authorized signature.
3. Checks written for an amount between \$1,000.00 and \$24,999.99 require two authorized signatures from the list above.
4. Checks written for an amount of \$25,000.00 or more require two authorized signatures, one of which must be that of a member of the Board of Directors.

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
March 11, 2025

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Consulting Services for Strategic Initiatives

ACTION ITEM:

Consideration and possible motion for the General Manager to award a contract to Bell Burnett & Associates to provide consulting services for strategic initiatives at a cost not to exceed \$175,000 over the FY 2024-25 to FY 2025-26 timeframe.

BACKGROUND:

The District developed its first Strategic Plan in 2020, followed by an update to that plan in 2022.

Since then, the District has developed and implemented numerous significant initiatives such as the workforce culture initiative, Infrastructure Reliability and Funding Roadmap, O&M asset maintenance program, In-House Pipeline initiative, advocacy and legislative efforts, regional partnerships, recycled water and stormwater projects, public engagement master plan, cyber and physical security plans and tabletops, and AMI, to name a few.

These efforts and associated successes have elevated the District's value provided to its customers. This has in turn elevated the District's capabilities and influence and opened doors to further initiatives. However, staff is limited by capacity, and outside perspective provides a broader approach to identifying and pursuing strategic initiatives.

Staff believes that it would be considerably beneficial in the short and long terms to add outside capacity and perspective to identify and pursue further strategic initiatives such as the following:

- Business continuity strategy
- Software strategy and technology master plan
- New revenue opportunities
- Innovation program
- Process development
- Gap analysis

Drew Atwater and Cheryl Clary of Bell Burnett & Associates are highly regarded former executives, most recently Deputy General Manager of Moulton Niguel Water District and Director of Finance and Administration for Irvine Ranch Water District, respectively. The proposed agreement is for Phase 1 for \$90,000 during FY 2024-25 and Phase 2 for \$85,000 during FY 2025-26. Phase 1 would end on June 30, 2025, and the agreement would not continue to Phase 2 unless mutually agreed upon.

Mr. Atwater and Ms. Clary will be available as resources during the Board meeting.

RECOMMENDATION:

Authorize the General Manager to award a contract to Bell Burnett & Associates to provide consulting services for strategic initiatives at a cost not to exceed \$175,000 over the FY 2024-25 to FY 2025-26 timeframe.

Prepared and Submitted by:

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

James Lee
General Manager



Bell Burnett &
Associates

Mr. James Lee, General Manager
Crescenta Valley Water District
2700 Foothill Blvd,
La Crescenta-Montrose, CA 91214

March 4, 2025

Dear Mr. Lee:

Bell Burnett & Associates ("BB&A") is pleased to submit this proposal to the Crescenta Valley Water District ("District") to support the District's strategic initiatives. The services required by the District correspond with BB&A's expertise at comparable water and utility agencies, where we are strategic advisors/partners to several across the State of California.

Beyond the experience of our firm, the single greatest reason to consider our firm is the project team who would lead this engagement for BB&A. We are submitting Drew Atwater and Cheryl Clary for this role and point of contact, who have direct and relevant experience serving in senior leadership for public sector water agencies.

BB&A has worked on numerous efforts to support organizations to improve internal practices and organizational efficiency in areas of significant strategic value to public agencies. We have extensive directly relevant experience, including:

- We come from the public sector and have served in executive management positions. We are former public sector executive who understand processes, planning, performance measurement, and reporting mechanisms. We are senior, seasoned professionals that interact and communicate these subjects directly with executive management, elected boards, and commissions all the time.
- We know the water sector and have worked for more than 30 years with water agencies and districts throughout California, including many District partners such as the Metropolitan Water District of Southern California. Over the years, our team has worked for MWD, IID, SDCWA, SFPUC, among others.
- We have built up industry leading financial practices including budgets, Enterprise Resource Planning software implementation, financial controls, debt and treasury management at Moulton Niguel Water District, Imperial Irrigation District, and Glendale Water and Power.

Our team is led by Drew Atwater & Cheryl Clary. Drew brings over 15 years of experience as Deputy General Manager with particular experience in budgeting, strategic planning, technology lifecycle and performance management. Additionally, Drew has experience managing the financial planning at Metropolitan Water District of Southern California, with similar issues of complex capital projects, and stakeholder engagement with members. Cheryl Clary is a Certified Public Accountant and served over 11 years as the Executive Director of Finance and Administration at the Irvine Ranch Water District with particular expertise in budgeting and strategic planning, major software implementations, creation of a 1st of its kind pension fund and capital infrastructure financing. Additionally, Cheryl served as the Chief

Financial Officer for an investor-owned utility and was instrumental at improving internal controls under the Sarbanes Oxley Act. She also held numerous positions of increasing responsibility including operational chief financial for several large business units within Atlantic Richfield Company. Drew & Cheryl will be supported by Mike Bell and Alex Burnett. Mike brings over 40 years of experience, having served as the CFO and interim CFO for over a half dozen large public agencies including municipal water utilities and large irrigation districts. Alex Burnett who brings 34 years of experience working with transportation agencies. Alex brings the experience of having served as a financial advisor or banker in excess of \$50 billion of capital projects and working on numerous strategic and financial planning efforts for public agencies in California. This deep and complimentary set of skills of our team underscores the value proposition we can bring to the District as part of its finance team.

Thank you for considering Bell Burnett & Associates. We look forward to the opportunity to work with Crescenta Valley Water District and understand the importance of this assignment. This proposal is valid for 180 days. Should you have any questions, please feel free to call us at (818) 935-0205.

Very truly yours,



Drew Atwater

Principal, Bell Burnett & Associates
26 Broderick St., San Francisco, CA 94117
Email: drew@bbaconsult.net
Phone: 818-935-0205

Scope of Work

The overall intent of this effort is to provide strategic support for the District's Management Team to help the organization across a wide array of areas including:

1. Assess existing policies and procedures and recommend additions or changes where necessary;
2. Review existing processes to maximize efficiencies. Provide recommendations for improvements;
3. Review Board-approved strategic goals and initiatives. Prioritize key initiatives and assist with implementation;
4. Identify and assist with implementing other strategic goals and initiatives;
5. Attend Staff and Board meetings as appropriate;
6. Provide coaching/mentoring as needed; and
7. Other tasks and assignments as requested by Executive Management

Additional specific services that BB&A will provide support to CVWD throughout the duration of the project include:

- Grant strategy - direct consultants and help craft approach for future grants that could be of highest win rate and benefit to the District;
- Innovation program refinement - support getting full benefit of California Data Collaborative membership, staff development in innovation efforts, advancing initiatives in progress such as AMI and internal pipe replacement projects;
- Financial strategy - support internal staff in improving their strategic financial management;
- Software strategy and technology Master Plan preparation- review existing software and identify streamlining opportunities;
- Business Continuity Strategy - with the recent fire, review internal practices with regards to business continuity that touches on more than operations response, documentation for FEMA, and ability to maintain district administration;
- New revenue opportunities - review District assets and support efforts to develop new revenue; and
- Crisis management - provide counsel regarding preparation for crisis management.

Both Drew and Cheryl will provide significant onsite support for the organization for duration of the project. BB&A's other principals are available for strategic advice and guidance but are not contemplated in this scope to provide onsite support. The scope of work contemplates two phases where the first phase would be focused on attending staff and Board meetings as requested.

Phase 1

Cheryl and Drew will start by both attending all of the requested meetings but as the project advances will divide attendance as requested by CVWD to support the project efficiently. The primary deliverables for Phase 1 are process documentation of areas that Cheryl and Drew will develop to help document CVWD practices as they exist today. Additionally, in collaboration with and consent of CVWD staff, Drew and Cheryl will identify priority areas for further evaluation and development of potential solutions to District process/ policy/ procedure pain points.

Phase 2

The second phase will begin with mutual agreement of CVWD and BB&A. Phase 1 is expected to complete by June 30, 2025 and run for April, May and June of 2025. One output of Phase 1 will be the identification of priority areas of which to develop solutions to issues identified within the broad areas of evaluation (1-7 listed at the beginning of the section). Phase 2 will only begin once we have mutual agreement in writing between CVWD and BB&A on the specific areas to focus. Phase 2 is expected to take place from July through December of 2025

Project Deliverables

The consultant will deliver the following:

1. **Documentation:**
 - Process documentation for standard operating procedures, policies and procedures as they are currently understood
2. **Presentations:**
 - A presentation for the Board on priority areas to initiate for Phase 2
 - A final presentation for the Board on recommended policy or practice changes to support CVWD strategic initiatives.
3. **Final Report:**
 - A final high-level report documenting the work performed, including the areas that have been evaluated, improvements that have been implemented, and the value that has been added to CVWD.

Price Proposal: Fixed monthly retainer of \$30,000 per month for the first three months and the following 5 months at \$17,000 per month to support the areas identified in the scope of work. The not-to-exceed total for the project is \$175,000. All travel and expenses are included in this billing rate. The monthly retainer will be invoiced monthly in arrears and is due within 30 days of the submission of any invoice. Phase 1 ends on June 30, 2025, and the agreement does not continue past then until mutually agreed upon for specific scope to be developed for Phase 2. This price contemplates approximately 100 hours per month for the first three months for Phase 1 and approximately 60 hours per month for Phase 2 for the last 5 months between Drew and Cheryl's time for the project.

Firm Qualifications and Expertise

BB&A's core business is strategic business consulting. We offer the independent development, review, and assessment of strategic and financial plans, including complex financial modeling and forecasting, cost of service studies, cost/benefit analysis, feasibility work, rate design analysis, and transaction execution. We regularly serve as strategic advisors to General Managers and Executive Directors specifically in the review of strategic financial initiatives, and in turn, develop and present analysis and recommendations to their respective Boards and Commissions.

BB&A and its project team have worked on numerous strategic plans and financial strategy projects for some of the largest public agencies in California. In working on comparable assignments over the years, we have found that a combination of attributes is essential in bringing and crafting a plan and business case for an agency like the District, including:

- a) **Understanding municipal utilities in California.** BB&A's principals and associates have worked with utilities and special purpose districts in California for over three decades on any number of projects, and we understand the funding mechanisms, cost drivers, and operating profiles. **Our expertise includes working for the utilities of Anaheim, Burbank, Glendale, Lodi, Pasadena, Redding, Riverside, Roseville, along with East Bay Municipal Utility District (EBMUD), Moulton Niguel Water District (MNWD), Sacramento Municipal Utility District and the San Francisco Public utilities Commission (SFPUC).** We understand how to implement strategic initiatives because we understand how public utilities work and the underlying drivers and trade-offs that must be considered within policy and financial impacts.
- b) **Experience in executive management in the public utility sector.** One of the strengths of BB&A is that our team has not only worked for the public sector as advisors, bankers, and consultants, but also in the public sector in executive management as Executive Directors, Deputy General Managers and Chief Financial Officers. BB&A's team has served as Manager of Rates for the Metropolitan Water District of Southern California, Deputy General Manager of Moulton Niguel Water District, CFO at Irvine Ranch Water District, CFO of Anaheim Public Utilities, Bonneville Power Administration and Southern California Public Power Authority along with Interim Executive Director of CMUA. This is a lot of direct experience in building and managing utilities in California. This is the exact kind of work we have performed. When you think about and advise on issues specific to rate design, it is extremely helpful to have been in financial management for public utilities from our perspective. Reviewing and making recommendations regarding the long-term strategic direction of the business requires the seasoned, senior experience having served as former senior executives in the public utility sector.
- c) **Knowledge of financial modeling, cost of service studies and rate design.** BB&A is not a traditional rate design consultant. However, we do work on rate design and cost of service studies regularly. The reason is because we bring deep and complementary skills based on our team's experience in finance, proforma modeling, and rate design best practices – all of which are requisite skills to provide independent advice on any rate package. The experience of our team is the strength of our firm and arguably the single greatest reason why we would be a good compliment to the District's team.

Beyond our broader experience, BB&A brings all of the requisite experience and qualifications in the scope of work for public utilities. Our experience includes:

Public Utility Experience

Working in and for utilities in the West is a core strength of BB&A. We have worked on strategic plans, feasibility reports, economic valuations, project development, resource planning, risk management policies, rate design, reserve policies, capital and business plans, and risk analysis for numerous publicly owned utilities, including the public utilities of:

- Anaheim
- Burbank
- Glendale
- Lodi
- Long Beach

- Los Angeles
- Pasadena
- Redding
- Riverside
- Roseville
- San Diego
- San Francisco

Our team has also done considerable work for other agencies throughout the West. Much of this work involves highly tailored advice and analysis surrounding strategic initiatives, including cost of service, feasibility work, asset acquisition and divestiture, and organizational and operational risk assessment. Additional water and utility clients include:

- Bonneville Power Administration
- East Bay Municipal Utility District
- Imperial Irrigation District
- Merced Irrigation District
- Sacramento Municipal Utility District
- San Diego County Water Authority
- San Francisco Public Utilities Commission
- South San Joaquin Irrigation District
- Turlock Irrigation District
- Yuba County Water Agency



Rate Design and Cost of Service Experience

BB&A has direct and relevant experience in working with our public sector clients in financial modeling, cost of service studies and rate design. For most clients, BB&A is responsible for some level of modeling and financial forecasting. One of our specialties is the development of long-term financial forecasting models in conjunction with strategic business planning. We believe that this is a fundamental step of most of the work we do because many, if not all, of our strategic financial recommendations are supported by detailed technical analysis. Examples of our proven track record include:

- **City of San Francisco PUC** – Led by Alex Burnett, BB&A served as a sub-contractor for Electric Rate and Cost of Service Plan where among other responsibilities was to provide strategic advice on the rate design approach and financial modeling specific to the City’s capital and debt projections. BB&A’s principals have also worked extensively with the City’s water and wastewater enterprise funds. In this capacity, BB&A’s principals were responsible for the development of a cost optimization model for the City’s Sewer System Improvement Program (SSIP), a 20-year city-wide infrastructure program for the City’s wastewater enterprise with an overall cost in excess of \$4 billion. We evaluated both capital and operating forecasts over a 50-year period to assess the impacts of different assumptions on financial health, rates and charges, financial feasibility, customer affordability, and compliance with SFPUC policies.
- **City of San Diego** – Led by Alex Burnett, BB&A is part of the City’s municipalization team, including NewGen Strategies (Prime) and Siemens. BB&A’s responsibilities include all of the detailed and financial feasibility modeling. In this capacity, BB&A has built a robust financial proforma to assess the revenue streams, costs, and economic feasibility of a new municipal utility for transmission and distribution assets compared to SDG&E. This work integrates estimates of start-up, operating, capital and load forecasts.
- **Moulton Niguel Water District (MNWD), Financial Planning** – Led by Drew Atwater and Mike Bell, BB&A’s team developed a comprehensive update of the MNWD financial plan including the update of financial policies and procedures and development of a long-range financial plan. With both the Chief Financial Officer and Controller positions vacant, BB&A’s principals saw to it that the financial needs of the District were being met. Annual audits and budgets were completed and adopted; cost of service analysis updated; new water, wastewater, and recycled water rates implemented; drought contingency rates adopted, and two refunding bond issues completed. Each of these tasks and strategies involved considerable stakeholder outreach and communication. The District’s bond rating was raised from AA to AAA by Standard and Poor’s and confirmed at AAA by Fitch Ratings.
- **Glendale Water and Power, Financial Planning** – Led by Mike Bell, BB&A’s team developed comprehensive financial plans for both water and power departments. Participated in the implementation of these plans including the completion of cost of service and rate design studies that were adopted in support of the financial plans. Conducted public meetings and rate hearings, communicated with the public, local media, and helped develop rating agency presentations of plans and results.
- **Bonneville Power Administration, Financial Planning** – Led by Mike Bell, BB&A’s team provided professional expertise and advice in the development of long term financial and strategic plans for the BPA, including debt and financial policies. The plans included targets and performance indicators for financial health, including cash balances, debt and leverage, secondary revenue risk

management and capital deployment efficiency. The plan development required extensive collaboration across departments and consensus building and communication among business units. Assisted BPA with implementation of the plans with an emphasis on operational and program reviews, cost containment and efficiency studies.

Key Personnel

BB&A has three principals and a number of associates that work for the firm. BB&A is led by Drew Atwater, Alex Burnett and Mike Bell who have between 15 and 45 years of experience working for and in the public sector. What we pride ourselves on is having a very rich and deep set of expertise that draws on real world experience across organizational and operational business lines and is not predisposed to an individual strategy or organizational approach.

Our value proposition is tied not only to developing programs related to financial forecasting, modeling, and planning, but also financial plans that draw on a range of financial strategies and are actionable based on our real-world public sector experience. It is also this range of real world financial, operating, and business experience that allows us to compliment and add tangible value to the District's overall team. We are not aware of many firms that offer this combination of direct public sector executive management experience, work on over \$50 billion of public infrastructure projects, and direct operating experience in the utility sectors. It is this holistic view that allows us to bring strategic value to the District.

We are also fiercely independent and do not have to answer to some larger organization with their own set of product and profit considerations. This again is not theoretical. Large consulting firms, which our team has all worked at previously as senior management, need to push work down to junior professionals in order to support the internal infrastructure cost of those firms. We are not making an editorial comment about this type of firm, but for the District in this instance, we believe that this assignment necessitates the day-to-day focus and management of senior personnel, who are not just reviewing materials but doing the actual work. This is particularly important in the context of developing and communicating longer-term strategic priorities.

Certainly, the District wants a team that is deeply steeped in the utility industry, with direct water and wastewater experience, but you also need someone that is a good listener and good communicator with a deep and diverse set of expertise to draw upon – someone that can be additive and not just manage a process. **BB&A's principals have been making presentations at Board, Commission, City Council and Board of Supervisors' meetings for more than three decades as both a consultant and as members of executive management, including our work with the City of San Diego, where Alex Burnett presented the preliminary financial findings to the Environment Committee of City Council, or Caltrain, where Alex Burnett presented financial findings and cost drivers to both the Joint Powers Board and the public through Caltrain's Citizen's Advisory Committee.** We are very comfortable working among agencies in this setting and believe that this is one of the strengths of the key personnel working on this assignment.

Our view is simple. To build the best organization, you need diverse skills and deep experience across a variety of business lines with an open and independent perspective. You want to be able to draw on past operating, financial, regulatory, and business experience, among others, but not be beholden to it. It is important to have a firm that readily interacts with elected officials, key stakeholders, and the public but also understands local priorities, the utility business, and the impacts of these issues on the

long-term cost of water and wastewater for the District's ratepayers. You want a firm that understands how to build and conduct the underlying financial analysis, but can also think outside of the box, identifying and embracing alternatives that may not be traditional. You want a firm that can add to the strategic conversation regarding best practices in financial management and rate design. The best plans are ones that think big, harness the myriad of opportunities that exist across a spectrum, and create a realistic and actionable plan that can be measured and adjusted as circumstances evolve. This is our approach and why we think we can add value as part of the District's team.

Resumes of our key personnel are provided below.

 Financial and technical education and training University of California; Riverside, CA – Master of Science, Environmental Economics & Natural Resource Economics & Policy Reed College; Portland, OR – Bachelor of Arts, Physics	Drew Atwater <i>Principal, Bell Burnett & Associates</i> <i>Financial and Strategic Advisors</i> +1 818 935 0205  Professional experience summary • Drew Atwater is a Principal with Bell Burnett & Associates, a management and strategic consulting company serving the general municipal, utility and transportation sectors. • Drew is a finance expert with 15 years of public sector experience as a utility rate consultant and working within government. Drew spent 5 years in executive management positions in the utility industry. • As Deputy General Manager, oversaw comprehensive range of functions including financial planning and innovation, accounting operations, optimization of operational processes, warehousing and purchasing contracts, human resources and customer service, billing, water efficiency and resource planning, and IT operations. Drove operational efficiency and strategic alignment by leading team of 50, including 6 direct reports. • Built highly skilled team of top talent, focusing on recruiting mission-driven individuals who understand organization's purpose, fostering culture of innovation and continuous improvement, and establishing feedback mechanisms to enhance employee support. Achieved recognition as top workplace in Orange County and US.
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	- Enhanced financial management operations by establishing streamlined flow of information across departments, building cross-functional relationships, and enabling cutting-edge modeling for forecasting purposes: - Achieved AAA rating from Fitch and S&P, won numerous financial awards, and implemented financial best practices certified by various organizations. - Secured high-value grant awards, including \$10M Federal Emergency Management Agency (FEMA), \$2M grant for operations and supportability implementation system (OASIS) ranking, \$405K US Bureau of Reclamation (USBR) project, and water efficiency rebates of \$500K. - Led several high-impact capital projects for Moulton Niguel Water District (MNWD) that garnered awards for customer benefits and innovative technologies, including \$8M transition to smart meters, replacement of outdated billing system, organization-wide Resiliency Action Plan with global utility best practices and implementation of new work order maintenance management system. - Lead efforts to optimize metropolitan water district's rate structure. Oversaw stakeholder management, provided strategic policy recommendations, led development and implementation of key financial planning processes, studies, and policies, ensured compliance with government regulations, and supported organization's strategic goals through financial forecasting and analysis.
 Financial and technical education and training BA — Princeton University, Politics and East Asian Studies	R. Alexander Burnett Principal, Bell Burnett & Associates Financial and Strategic Advisors +1 415 994 6750 alex@bbaconsult.net  Professional experience summary - Alex Burnett is a Principal with Bell Burnett & Associates, a management and strategic consulting company serving the general municipal, utility and transportation sectors. - Alex is a finance expert with 34 years of public sector utility and transportation experience as both a banker and financial advisor having served as Head of the West Coast for Public Finance at JP Morgan, a Managing Director at Citigroup and as a Managing Director at Public Financial Management, the nation's largest independent financial advisory firm serving the public sector, where he spent 15 years. - Alex has served as senior manager, co-manager or financial advisor on infrastructure transactions in excess of \$50 billion. - Representative experience includes: financial and strategic planning, cashflow modeling and management, balance sheet strategy, rate design, credit strategy and negotiation, contract negotiation and project financing and delivery. - Municipal clients include: State of California, City of San Diego, City and County of San Francisco, San Francisco Public Utilities Commission, East Bay Municipal Utility District, Metropolitan Water District of Southern California, City of San Jose, Bonneville Power Administration, Energy Northwest, Southern California Public Power Authority, Anaheim Public Utilities, Burbank Water and Power, City of

	Vernon, Northern California Power Agency, Silicon Valley Power, Transmission Agency of Northern California, Bay Area Rapid Transit District, County of Alameda. Select engagement experience • City of San Diego – Led by Alex Burnett, BB&A is serving as a subcontractor on the Public Power Feasibility Study of creating a new municipal electric utility. BB&A's responsibilities include all of the detailed and financial feasibility modeling. In this capacity, BB&A has built a robust financial proforma to assess the revenue streams, costs, and economic feasibility and affordability of a new municipal utility for transmission and distribution assets compared to SDG&E. • San Francisco Public Utilities Commission – Served as Engagement Leader for three different enterprise funds of the SFPUC. In this capacity, responsible for the development of a cost optimization model for the City's Sewer System Improvement Program (SSIP), a 20-year city-wide infrastructure program with an overall cost in excess of \$4 billion. Evaluated both capital and operating forecasts over a 50-year period to assess the impacts of different assumptions on financial health, rates and charges, financial feasibility, customer affordability, and compliance with SFPUC policies. Currently working with the SFPUC on potential project development for the Power Enterprise. City of San Jose – Served as the lead working with the City in the comprehensive restructuring of their redevelopment debt portfolio. In leading the efforts on financial structuring and alternative analysis, credit strategy and institutional investor outreach, was able to help the City to refinance 25 different series of Tax Allocation Bonds through the issuance of \$1.7 billion in taxable and tax-exempt bonds for the City's Successor Agency.
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 Financial and technical education and training Harvard University Program for Senior Executives in State and Local Government Pepperdine University Masters of Business Administration St. Louis University Bachelor of Science	Michael A. Bell <i>Principal, Bell Burnett & Associates</i> <i>Financial and Strategic Advisors</i> +1 209 217 6358 mike@bbaconsult.net  Professional experience summary • Mike Bell is a Principal with Bell Burnett & Associates, a management and strategic consulting company serving the general municipal, utility and transportation sectors. • Mike is a finance expert with 40 years of public sector experience as a financial advisor and working within government. Mike spent 20 years in executive management positions in city government and the utility industry. • Mike founded Michael Bell Management Consulting (MBMC), a strategic and financial consulting firm, and managed the engineering, design, and management consulting services for RW Beck, a nationally recognized consulting engineering company serving the electric, water, wastewater, and solid waste businesses in California. Mike served as Assistant General Manager and Economic Planning Manager for 20 years, working for both the Anaheim Public Utilities and City Water, Light and Power in Springfield (IL). • Representative experience includes: strategic planning, organizational reviews, operational and financial planning, and program and service development to cities, counties, utilities and special districts. • Mike has detailed knowledge of both long- and short-term financing strategies and has acted as the key decision-maker in more than \$9.0 billion project financings. He has prepared numerous analyses and feasibility reports used to finance infrastructure, including major water, wastewater, telecommunications, and electric generation,
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	transmission and distribution system projects. Mike has provided expert testimony before various public bodies such as city councils, utility boards, and participating organizations in multifaceted business concerns. Select engagement experience • Bonneville Power Administration (BPA) – Mr. Bell provided professional expertise and advice in the development of long term financial and strategic plans for the BPA. The plans included targets for financial health, including cash balances, leveraging, secondary revenue risk management and capital deployment efficiency. Mr. Bell continued service to assist BPA with implementation of the plans with an emphasis on operational and program reviews, cost containment and efficiency studies. • Glendale Water and Power (GWP) – Developed a comprehensive update of GWP’s Water and Electric Department financial plans including the development of a 5-year financial plan. During this assignment annual audits and budgets were completed and adopted; cost of service analysis updated; new water, and electric rates implemented, and two bond issues completed, including document development and review, discussions with rating agencies, and interaction with the City’s advisors, attorneys, and bankers. • Riverside Public Utilities (RPU) – Assisted RPU with the development of guidelines and goals that provide direction for the financial management of RPU. Policies and guidelines include revenue, debt, investment, risk management, accounting and reporting, budget, and reserves.
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Financial and technical education and training

Ca. State University Northridge,
Bachelor of Science in
Accounting

UCLA Anderson Executive
Management Program

*Certified Public Accountant
(CPA). Active license.*

Cheryl L. Clary C.P.A.

Associate, Bell Burnett & Associates

Financial and Strategic Advisors

+1 818 679 2472

clarycheryl@gmail.com



Professional experience summary

- Cheryl Clary is an Associate with Bell Burnett & Associates, a management and strategic consulting company serving the general municipal, utility and transportation sectors.
- Cheryl is a finance expert with over 40 years of public and private sector experience and is a Certified Public Accountant. She has over 15 years of experience in executive management positions within the utility industry.
- As Executive Director of Finance and Administration with the Irvine Ranch Water District (IRWD), she oversaw a comprehensive range of functions including strategic planning and analysis, treasury and real estate, purchasing, accounting operations, payroll, contract administration and risk management, customer service and billing, and IT operations. Drove operational efficiency and strategic alignment by leading a team of 100, including 6 direct reports.
 - Created first of its kind Section 115 Pension Trust and Other Post Employee Benefits (OPEB) to address growing pension liability.
 - Enabled cutting-edge modeling for analytical and forecasting purposes: provided rate design for budget-based rate structure to ensure adequate revenues to fund business operations while maintaining low rates for customers.
 - Raised over \$200 million from capital markets in debt financing. Achieved AAA rating from Fitch and S&P.
 - Won financial awards and implemented financial best practices.
- Built highly skilled teams of top talent focusing on recruiting mission-driven individuals who understand an organization's mission and values, while fostering a culture of teamwork, creativity and continuous improvement.
- Enhanced financial management operations by establishing streamlined flow of information across departments; built strong cross-functional relationships.
- Successfully implemented several Tier 1 Financial Systems and turned around several failed implementations.
- Chief Financial Officer for publicly traded investor-owned utility in the water and contract services business with market capitalization over \$300 million. Represented and explained company strategy to Wall Street.
- Operational Chief Financial Officer for several large business units within Atlantic Richfield Company (ARCO). Also served as Regional Chief Operating Officer for over 400 gas stations and convenience store operations with bottom line profit and loss responsibility for sales over \$1 billion.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
March 11, 2025

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

ACTION ITEM:

Board discussion and possible direction as it relates to the rate schedule, 218 notice and associated items.

BACKGROUND:

This item is a placeholder for discussion of the District's schedule for the ongoing water and wastewater rate implementation.

RECOMMENDATION:

Discuss and provide direction as it relates to the District's water and wastewater rate schedule, 218 notice and associated items.

Prepared and submitted by:



Arturo Montes
Interim Director of Finance and Administration

Attachments: FY 2026 Rate Schedule

g:\management\board meeting staff reports\2024\03-11-25 board memo - Rate Discussion.docx

FY 2025/26 - CVWD Meeting Schedule (<i>ongoing updates</i>)		
Date	Agenda	Status
8/19	Board Rate Study Workshop #1	✓
9/10	Board Rate Study Workshop #2	✓
10/8	Board Rate Study Workshop #3	✓
10/29	Board Rate Study Workshop #4	✓
11/21	Office hours at the library	✓
12/10	Board Rate Study Workshop #5	✓
12/19	Office hours at the library	✓
2/11	Board Rate Study Workshop #6	✓
2/20	Office hours at the library	✓
2/25	Board Rate Study Workshop #7	✓
3/4	Finance Committee Meeting - (Financial Plan & Budget Discussion)	✓
3/11	Board Meeting - (Rate Schedule Update)	
3/20	Finance Committee Meeting (Review 218 Notice / Budget Discussion)*	
3/20	Office hours at the library	
3/25	Board Meeting - (Draft Rate Study Report/Review 218 Notice / Budget Discussion)*	
4/8	Board Meeting - (Rate Study Delivery/ 218 Notice/ Budget Discussion)*	
Week of '4/7	Send 218 Notice to Printer	
4/10	Send out Prop 218	
4/17	Finance Committee Meeting	
4/17	Office hours at the library	
4/22	Board Meeting	
5/13	Board Meeting	
5/27	Board Meeting	
6/5	Publish Capital Charge Notice in Newspaper	
6/9	Prop 218 Letters - 60 days	
6/10	Public Hearing - Last Day for 218 protest letters	
6/12	Publish Capital Charge Notice in Newspaper	
6/24	Board Meeting - Water & Wastewater Rates including Capital Charge	



Crescenta Valley Water District

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

Directors

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

General Manager

James K. Lee

March 5, 2025

The Honorable Congresswoman Judy Chu
2423 Rayburn House Office Building
Washington, DC 20515

Dear Representative Chu:

I am writing on behalf of Crescenta Valley Water District – which serves over 33,000 people in La Crescenta-Montrose, as well as portions of the City of Glendale and La Cañada Flintridge – to urge your support for H.R. 1267, the Water Systems PFAS Liability Protection Act. This bipartisan legislation will ensure that polluters – not water systems and their ratepayers – face financial liability for cleaning up sites contaminated with per- and polyfluoroalkyl substances (PFAS) under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Last year, EPA designated perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS) – two PFAS chemicals – as hazardous substances under CERCLA. At the time, EPA released an enforcement discretion memo pledging to focus federal enforcement efforts on the entities responsible for releasing PFAS into the environment. But drinking water and wastewater systems – and our ratepayers – could still face significant financial liability unless Congress acts.

Drinking water and wastewater systems do not produce, use, or benefit from PFAS. Instead, these systems passively receive PFAS into their treatment plants from industrial processes, manufacturing facilities, and the widespread use of PFAS-laden household products. The purpose of water treatment is to remove contaminants. As a result, PFAS is present in treatment residuals, and water systems manage residuals in keeping with applicable regulations. However, with the designation of PFOA and PFOS as hazardous substances, water systems will be subject to significant financial and legal liability under CERCLA even though they have responsibly managed PFAS residuals.

CERCLA does not distinguish between passive receivers of a hazardous substance and the polluting entity that introduced it into the environment. Any entity that handles, manages, or disposes of PFAS could be held partially or fully liable for cleaning it up. If a location where a water system treated, stored, or disposed of PFAS residuals becomes a Superfund cleanup site, the water system could be identified as a potentially responsible party.

Without congressional action, manufacturers and polluters of PFAS can use CERCLA to force water and wastewater systems into expensive and lengthy litigation. This means communities – including those that have already paid to remove PFAS from their drinking water – will have to spend limited resources on legal fees rather than critical system improvements, operations, and maintenance.

Therefore, I urge you to cosponsor H.R. 1267, the Water Systems PFAS Liability Protection Act, introduced by Representatives Marie Gluesenkamp Perez and Celeste Maloy. This bipartisan bill would preserve the “polluter pays” principle under CERCLA and ensure that water systems can focus our efforts on maintaining water quality.

Thank you,

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

James Lee
General Manager

Copy: Carla Dillon, Director of Engineering and Operations
Armine Sargsyan, Water Resources and External Affairs Specialist



Crescenta Valley Water District

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

Directors

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

General Manager

James K. Lee

March 5, 2025

The Honorable Congresswoman Laura Friedman
1517 Longworth House Office Building
Washington, DC 20515

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Thank you,

A handwritten signature in blue ink, appearing to read "James K. Lee".

James Lee
General Manager

Copy: Carla Dillon, Director of Engineering and Operations
Armine Sargsyan, Water Resources and External Affairs Specialist



RESOLUTION

OF THE BOARD OF DIRECTORS OF RUBIO CAÑON LAND AND WATER ASSOCIATION IN APPRECIATION OF MUTUAL AID RENDERED BY PUBLIC WATER AGENCIES GROUP

WHEREAS, Rubio Cañon Land and Water Association ("Rubio") is a member of the Public Water Agencies Group ("PWAG"), a non-profit mutual benefit corporation consisting of 21 public agency and mutual water company water suppliers, and participates in the PWAG Emergency Management Program; and

WHEREAS, Rubio incurred significant damage to its water system in the Eaton Fire that impacted the Altadena and Pasadena area on January 7 and 8, 2025 and also saw the loss of significant numbers of houses of its shareholders, customers and residents in that disaster; and

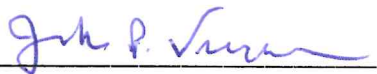
WHEREAS, numerous PWAG members (namely, *Bellflower Somerset Mutual Water Company, Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, La Habra Heights Water District, Pico Water District, Rowland Water District, San Gabriel County Water District, South Montebello Irrigation District, Sunny Slope Water Company, Three Valleys Municipal Water District, Valencia Heights Water Company, Valley County Water District and Walnut Valley Water District*) promptly responded to the call to assist Rubio in the immediate aftermath of the Eaton Fire Disaster by providing manpower, sampling assistance, equipment and other materials; and

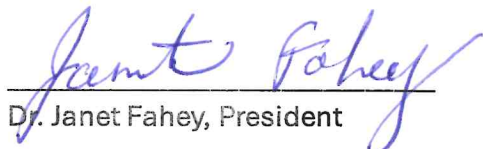
WHEREAS, the assistance provided by those PWAG members and the efforts of PWAG's Emergency Management Coordinator, Alix Stayton, were invaluable in helping Rubio get through the days following the Eaton Fire Disaster and in moving Rubio towards being able to reestablish water service to its shareholders and customers,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Rubio Cañon Land and Water Association that the Board expresses its most sincere appreciation for the tremendous assistance provided to Rubio by PWAG, its members who rendered assistance and the PWAG Emergency Management Coordinator in response to the devastation that resulted from the Eaton Fire and in particular to the damage Rubio sustained to its water system.

APPROVED and ADOPTED by unanimous vote this 27th day of February, 2025.

ATTEST:


John Vrsalovich, Secretary-Treasurer


Dr. Janet Fahey, President



CHECK SPRINKLER TIMERS AFTER POWER OUTAGES



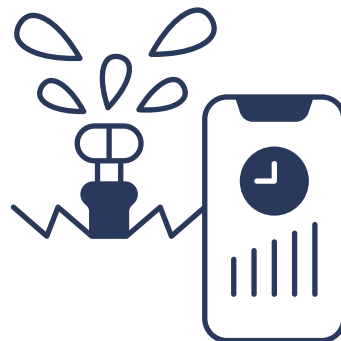
POWER OUTAGES OFTEN RESET IRRIGATION TIMERS

Power outages may affect irrigation timers if there is no working backup battery. During an outage, your timer may reset to its default programming, leading to increased water usage. Default programming may irrigate continuously or more than necessary.

To avoid a higher water bill, check your irrigation timer once your power is restored.

HOW TO TROUBLESHOOT YOUR IRRIGATION SYSTEM TIMER

- Find your automatic irrigation timer box and user manual.
- Ensure that the correct date and time are displayed.
- Check the back-up battery. During a power outage, the battery keeps the scheduled times on the clock. Otherwise, your timer will revert to a default system of watering.
- Determine if the valve stations are scheduled to turn on and off correctly.
- If you are not sure how your valves work, you may get information on the manufacturing company's website or visit a local nursery or irrigation parts dealer for advice.



818-248-3925



customerservice@cvwd.com



www.cvwd.com



2700 Foothill Blvd, La Crescenta, CA 91214

EMERGENCY PLAN



HOW TO STAY INFORMED DURING EMERGENCIES



EVERBRIDGE EMERGENCY ALERTS

CVWD utilizes  everbridge for emergency notifications to communicate time-sensitive, life-saving emergency information with residents. To sign up for alerts, visit www.cvwd.com/sign-up-for-emergency-notifications or scan the QR code on the right.



EMERGENCY NOTIFICATIONS

Opt-in for mass notification programs to receive emergency alerts by text, email and/or phone call.



Ready.gov : ready.gov/alerts



CAL FIRE : plan.readyforwildfire.org



Earthquake Warning CA : earthquake.ca.gov/get-alerts



Alert LA County : alertlacounty.genasys.com/portal

POWER OUTAGE ALERTS

To stay informed regarding power outages in your area, sign up to receive notifications from your electricity provider.



SoCal Edison : sce.com/outage-center/check-outage-status



Glendale Water & Power : outageentry.com/dvSms/glendale.html



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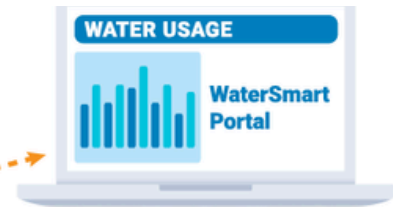
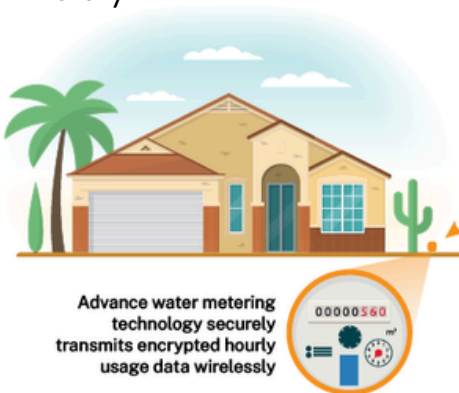
ADVANCED METERING INFRASTRUCTURE

WHAT IS ADVANCED METERING INFRASTRUCTURE (AMI)?

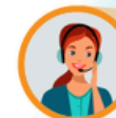
This technology allows water meters to be read remotely and the customer to:

- Analyze usage by comparing it to previous periods
- Sign up for alerts to avoid any potential surprise leaks
- Track usage by year, month, day, or hour
- See current bill and bill history

View your water usage online by creating a new account at **cvwd.watersmart.com** or scan the QR code.



WaterSmart portal showcases usage and assists customers to manage and understand seasonal and daily use



Utility staff use this data to access usage and improve utility efficiency



818-248-3925



customerservice@cvwd.com



www.cvwd.com



2700 Foothill Blvd, La Crescenta, CA 91214

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

March 11, 2025

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

General Manager's Report Topics:

- AMI program update
- District uniforms
- Customer Service Report – Feb 2025
- Engineering & Operations Report – Feb 2025

STAFFING

Five employees have work anniversaries in March – Tessa Allmon – 7 years; Raymond Dodge – 32 years; Ruben Hernandez – 3 years; Pamela Leddy – 23 years; Siaki Mortenson – 9 years.

Employee Spotlight: Gabriel Gomez III

As of March 6th, the District has gone 37 days without a lost time incident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- March 6h
United Water Conservation District	- February 25 th
Dept of Homeland Security (CISA)	- February 26 th
Elsinore Valley Municipal Water District	- February 27 th
Urban Water Institute Conference	- Feb 26 th -28 th
ACWA Headwaters Committee	- February 28 th
Foothill Municipal Water District	- March 3 rd
City of Sierra Madre	- March 4 th
Finance Committee	- March 4 th
City of Monterey Park	- March 5 th
Arroyos & Foothills Conservancy	- March 6 th

Submitted by:



James Lee
General Manager



Crescenta Valley Water District –Administration & Finance Report for < Feb 2025>

Customer Service & Administration Activity

**Service
Requests**
50

**New
Sign-Ons**
42

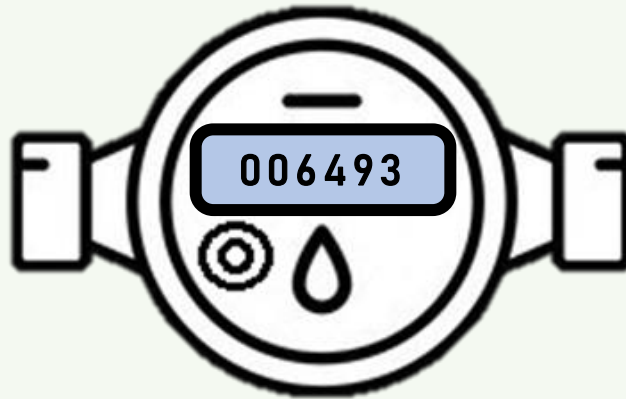
**Meter
Downloads**
5

**Meter
Changeouts**
15

**Meter
Re-Reads**
119

**Fire
Flows**
5

**Backflow
Connection Tests**
43



Meters on AMI

- Black History Month Celebration at CV Park
- Urban Water Institute Conference
- Office Hours at the Library
- Leadership Academy
- Managing Up “Eliminating Gossip”
- “How to Detect Leaks” and “Check Sprinkler Timers After Power Outages” PSA

Engineering Report

March 11, 2025
Staff Report

To: Honorable President and Members of the Board of Directors
From: Carla Dillon, P.E., Director of Engineering and Operations
Subject: Engineering & Operations Report – February 2025

Water Production Report

- February 2025 – Water production –57%/43% split – 80.1 MG for the month
- February 2025 – Average production is 24.4% more than 2024 and 3.7% less than 5-year average

Rainfall Update

- 5.63” for February 2025
- Rainfall Total for WY 2024/25 – 6.64”

Capital Improvement Projects

- Pipeline Replacement
 - Planning project delivery alternatives
- Rehabilitation of Well 16
 - Well 16 rehabilitation began January 16, 2025
 - Airbursting completed Week of 2/24/2025
 - Step testing planned for March
- Ramsdell Mixing Station/Pressure Reducing Station
 - Materials on order for in-house repairs
- Ordunio Reservoir
 - Well 2 PFAS Removal Pilot – Site visit planned for 3/4/2025

Groundwater Update

- Wells 11 & 2 are currently offline and Mills Wells (1, 7, 9) shutdown intermittently due to PFAS issues
- Well 16 is offline for rehabilitation. Pending Step Drawdown test

Wastewater Update

- Recycled Water Feasibility Study – Meeting held on 2/11/2025. Next update meeting 3/11/2025

Developer Projects

- Open developer projects: 7
- 3037/3043 Foothill – Pending payment of materials, selection of a contractor, and faithful performance bond.

Operations & Maintenance Report

February 2025

1

Water Main Repairs

9

Water Service

Repairs: 7 Replacements: 2

1

After Hours Leaks/Repairs

20,400'

Sewer Maintenance

Clean: 600' Inspect: 19,800' Reports: 0

- **Field Maintenance Projects**

- * In-House Pipeline: I-1091 – Teasley Project Kick Off
- * D-24-93 – 1" meter upgrade
- * Leak detection – 14" pumpline Honolulu
- * Install 6" Cla-val @ LADWP Intertie
- * Install 6" butterfly valve @ Well #10

- **Wastewater**

- * Lift Station Visits: 4 (De-rag pumps, check valves)
- * Vactor repair
- * V drive designated for sewer maintenance videos
- * Wincan – additional licenses for reviewing CCTV data

Operations & Maintenance Report

February 2025

Days without a lost-time incident: **31**

1

Miscellaneous Repairs

Meter Box: 1, Bypass: 0

115

Valves

Replace: 2 Exercise: 113 Install: 0

3

Fire Hydrant Maintenance

Rebuild: 3 Install: 0 Inspect: 0

1

Water Meter Replacement

$\frac{3}{4}$ " : 0, 1" : 1, 1.5" : 0, 2" : 0, 3" : 0, 4" : 0

- **Training/Cross Training**

- * Wastewater Collections
- Michael P

- **Events**

- * None

- **New Certification**

- * None

- **Safety**

- * Energized Electric Equipment
- * CPR & AEDs
- * Working Remotely

System Operations Report

February 2025

130+

Water Quality Samples w/ additional
PFAS monitoring samples

2

Well Rehabilitations

5

System PRV and Flow Valve Maintenance
Rebuild: 2

11

Site Checks

- **Operations**

- Well #16 Rehabilitation
- System PRV Maintenance (Wells and Stations)
- Well #10 Valve replacement
- On-going development of Cross Connection plan to comply with new regs

- **Electrical/Telemetry**

- Mills – Replace Motor Protector
- Ongoing Analyzer Maintenance – tank sites

- **Facilities Maintenance**

- Replace safe door at Glenwood
- Add slats at Ordonio Reservoir fence
- At Admin: Customer Service area improvements and Gas line repair
- EV Charger Installations
- Generator maintenance
- Sprinkler maintenance

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

February 1 - February 28, 2025

Well Production:	44,399,000	Gals		
GWP Production:	0	Gals		
Gravity Production:	1,591,959	Gals	% GW	57%
FMWD:	34,144,517	Gals		
City of Glendale:	0	Gals	% Import	43%
TOTAL:	80,135,476	Gals		
	245.93	ac-ft		

Glenwood Nitrate Water
Reclamation Plant:*

0

*Included in Well Production

WATER DEMAND COMPARISON

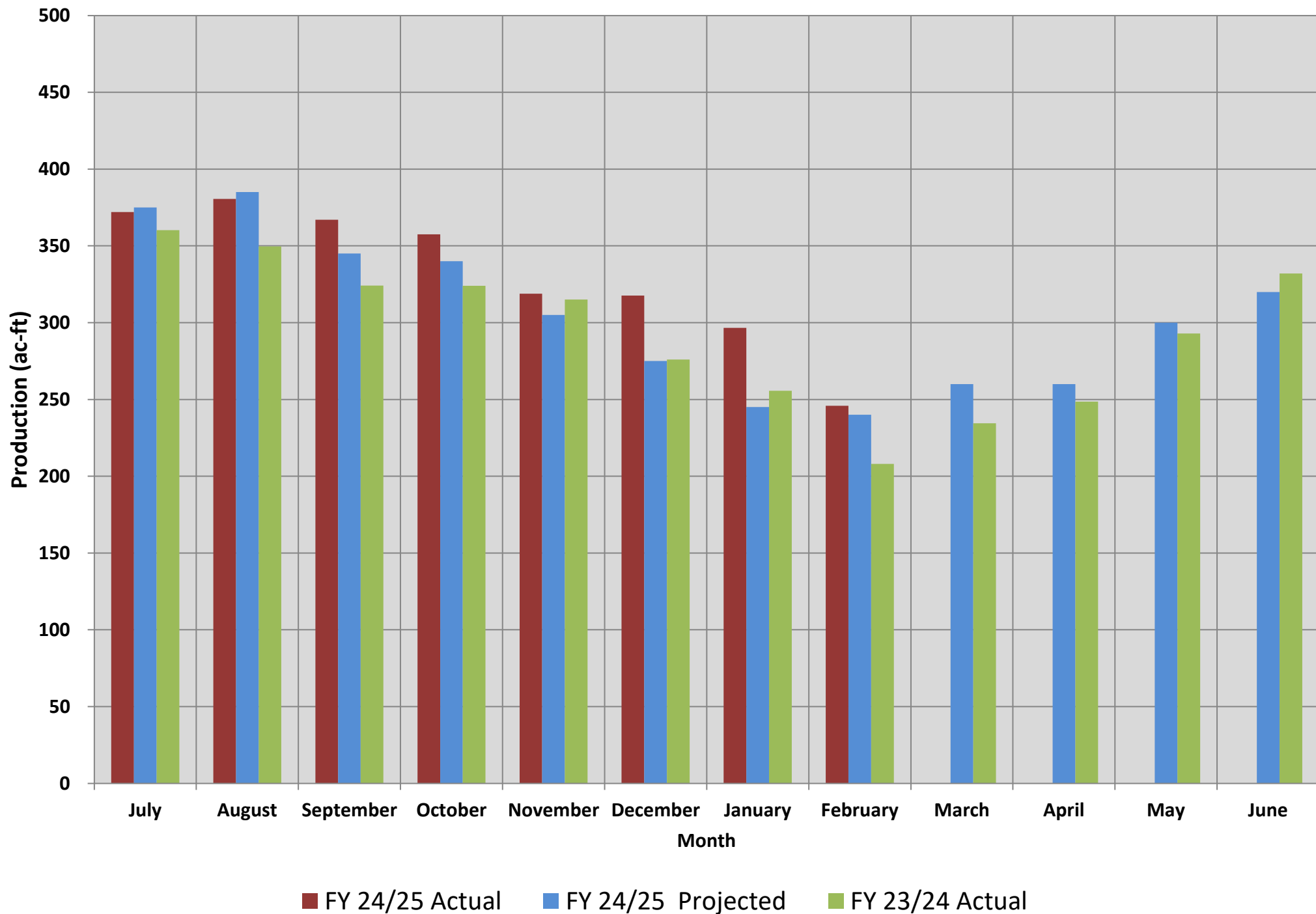
Time Period			Average Daily Usage (gals)		Current Period Change			
February 1 - February 28, 2025			2,816,286					
February 1 - February 29, 2024			2,264,450		24.4%			
5-yr Average - February 2020 - 2024			2,925,038		-3.7%			
RAINFALL: February 1 - 28, 2025			5.63"					
Season-To-Date:			6.64"					
2024/25 Fiscal Year Water Production			WY 24/25 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2025		Purchased Water Production Tier 2 Allocation - 2025	
Month	Actual Total Water Production (ac-ft)	Budgeted Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac ft)
July	372	375	October	182	January	5	January	132
August	381	385	November	166	February	0	February	105
September	367	345	December	168	March		March	
October	358	340	January	159	April		April	
November	319	305	February	141	May		May	
December	318	275	March		June		June	
January	297	245	April		July		July	
February	246	240	May		August		August	
March		260	June		September		September	
April		260	July		October		October	
May		300	August		November		November	
June		320	September		December		December	
Total to Date	2,656	2,510	Total to Date	817	Total to Date	5	Total to Date	237
Projected	3,796	3,650	Water Rights	3,294			Tier 2	2,154
% of Projected	72.8%	68.8%	% of Rights	25%			% of Allocation	11%
Remaining	994	1,140	Remaining	2,477			Remaining	1,917

NOTE:

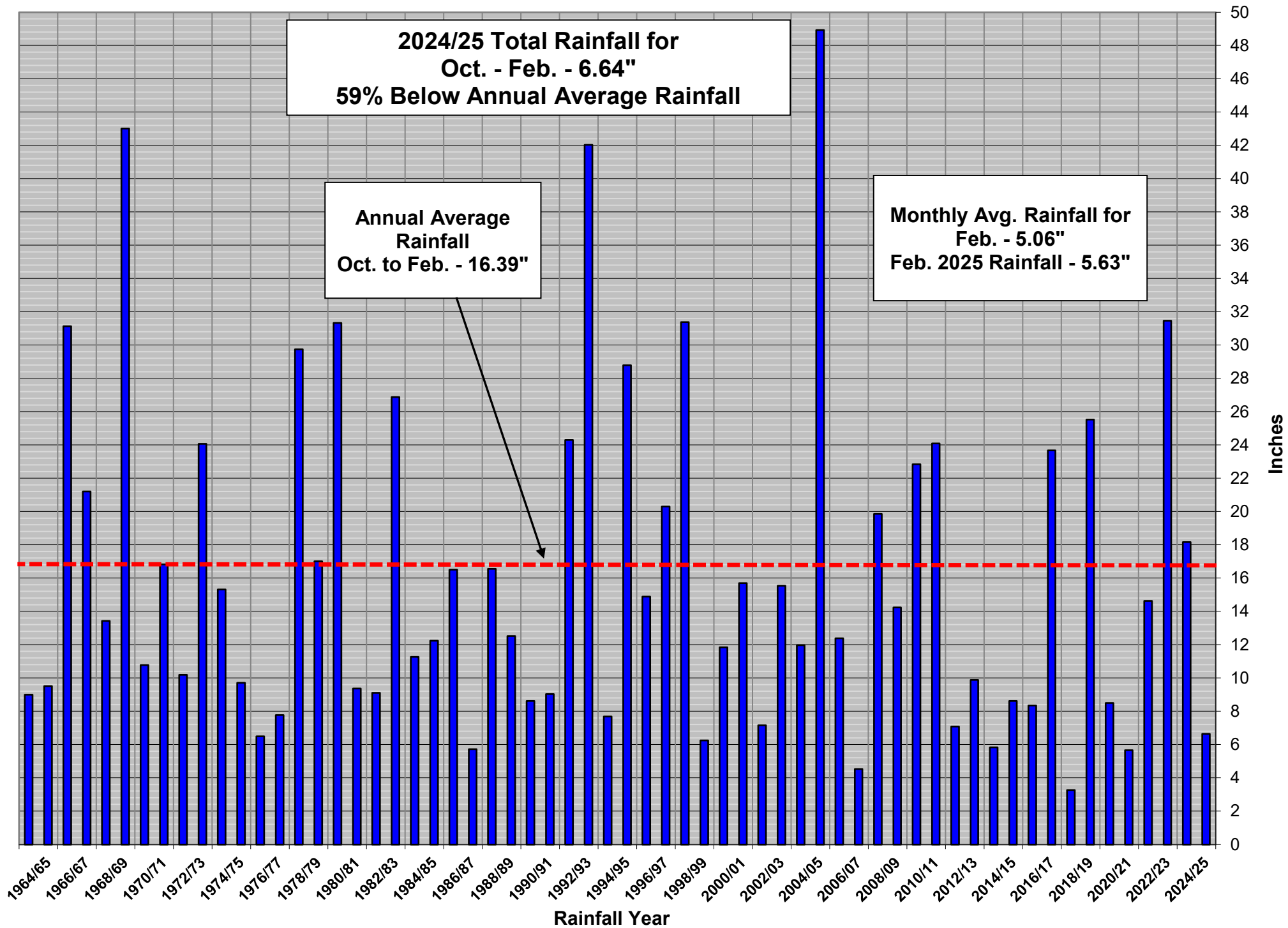
1) Blue Numbers = Estimated Water Production

2) Wells 2 & 11 offline due to PFAS blending issues. Mills Wells (1, 7, 9) were off for 15 days.

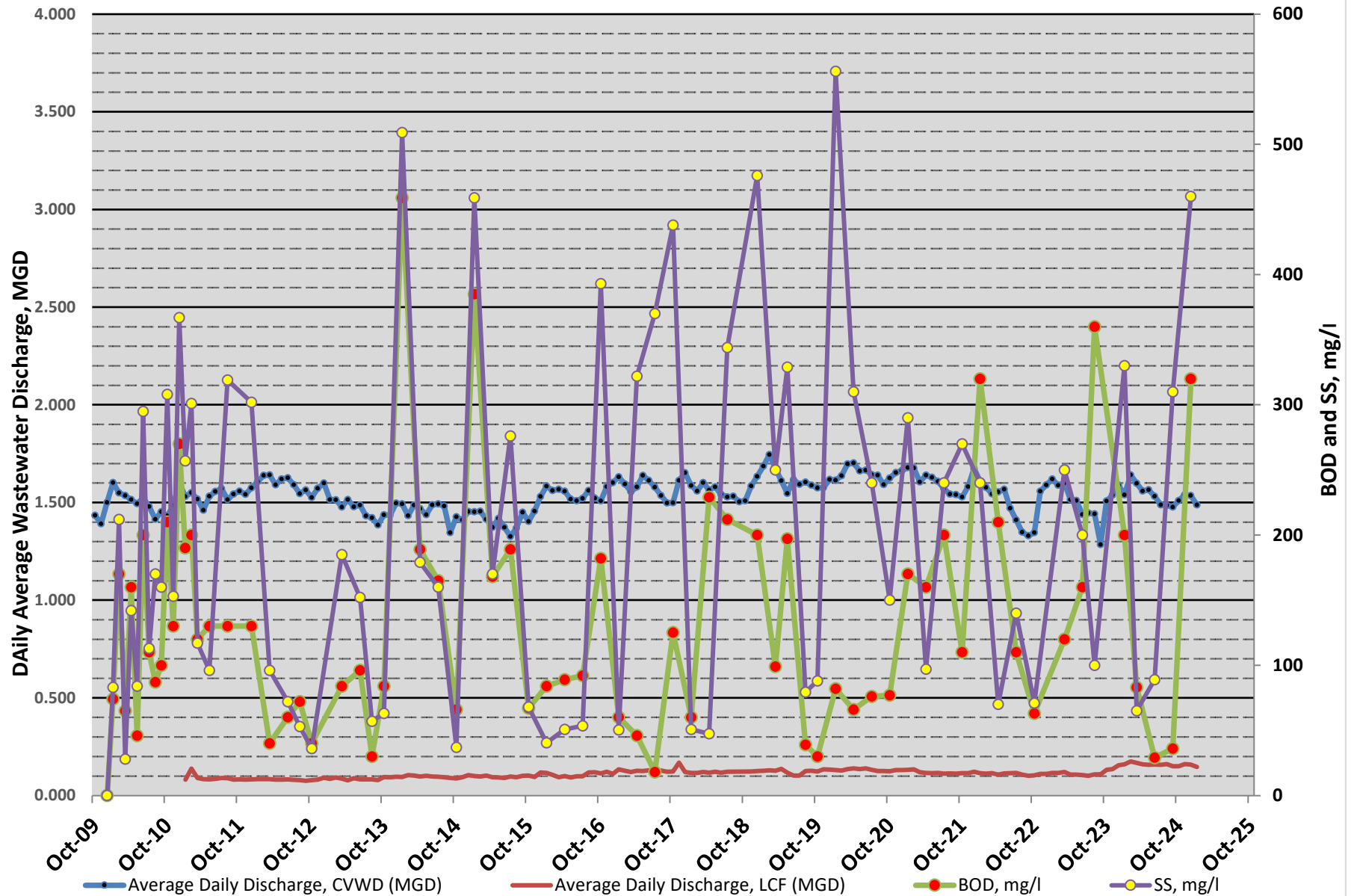
Monthly Water Production: FY 24/25 Actual, FY 24/25 Projected & FY 23/24 Actual



Monthly Rainfall - 1963/64 - 2024/25 (Oct. 1 - Feb. 28)



CVWD Daily Average Wastewater Discharge and Strength
October 1, 2009 - January 31, 2025



CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on
March 4, 2025 at 4:00 PM

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



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: 874 8672 6743

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

<https://us02web.zoom.us/j/87486726743>

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. Comments emailed to customerservice@cvwd.com by 1pm on March 4, 2025, will be sent to the Committee prior to the meeting.

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.

Call to Order

Public Comments

At this time, the public shall have an opportunity to comment on any item listed or not listed on the agenda that is relevant to the subject matter jurisdiction of the Committee. This opportunity is non-transferable, and speakers are limited to one three-minute comment unless further time is granted by the Presiding Officer.

Adoption of Agenda

Discussion Item(s)

1. Discussion on the draft Fiscal Year 2025 Budget
2. Discussion on the District's Credit Card Policy and suggested updates
3. Discussion on updates to the District's Rules and Regulations Appendix Q and Appendix R
4. Discussion on procedures for High Water Bill Adjustments and Appeals

Committee Members' Request for Future Agenda Items

Closed Session - None

Adjournment