

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, October 28, 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: 625 360 3648

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/6253603648?omn=86170399898>

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 October 28, 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 October 14, 2025.
2. Ratification of Disbursement for September 2025
3. Q1 Budget Update

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.

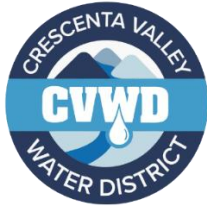
1. **Capital Improvement Plan Refresh** – Discussion regarding the refresh of the District’s long-term capital improvement program.
2. **Recommendation to Award a Contract for the Replacement of the Mills Aeration Tower and the Glenwood Surge Tank, Projects E-1102** – Consideration and motion to 1) Authorize a sole-source award to Misco Water for the Replacement of the Mills Aeration Tower and the Glenwood Surge Tank, 2) Authorize the General Manager to approve the final contract, and 3) Approve a total project cost of \$851,000.
3. **New Position – Enterprise Systems Specialist** – Consideration and possible motion to approve a new position to implement and maintain enterprise-wide systems.

Information Items

Written Communications to District/Board of Directors

General Manager’s Report

Attorney Report



MINUTES OF REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF CRESCENTA VALLEY WATER DISTRICT

October 14, 2025

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, a Regular Meeting was held on October 14, 2025, at 7:00 p.m. at the District office located at 2700 Foothill Blvd., La Crescenta California, and through audio and video conferencing. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, with Jeffery W. Johnson presiding.

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

Directors:

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

Attorney:

Ryan Guiboa

General Manager:

James Lee

**Director of Engineering
and Operations:**

Carla Dillon

**Interim Director of Finance and
Administration:**

Arturo Montes

Staff Members:

**Gabriel Gomez III, Systems Ops & Telemetry Manager
Christina Kopelman, CIP Project Manager
Pam Leddy, Administrative Assistant
Vanessa Lumley, Water Quality Specialist
Armine Sargsyan, Water Resources & Ext. Affairs Spec.
Adam Sutphin, Senior Management Analyst
Darlene Telles, Operations and Maintenance Manager**

Guests:

**Bob Lasiewicz
Michael Gavina and Ailis Garcia
Gari Lynn Billingsley
Kimberlee Muenzer**

PLEDGE OF ALLEGIANCE

Director Raghavachary opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Raghavachary, seconded by Director Bodnar, and carried by a 4-0 vote that the Agenda for the Regular Board Meeting of October 14, 2025, be adopted.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR – It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 4-0 vote to approve the Minutes of the Regular Board Meeting held on September 23, 2025.

ACTION CALENDAR

Novotx, LLC Computerized Maintenance Management System (CMMS) – Mr. Lee provided information on the benefits of implementing a Computer Maintenance Management System (CMMS). Mr. Lee stated that staff selected Novotx for the Board's consideration after evaluating and conducting full diligence for three (3) primary vendors.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Raghavachary, and carried by a 4-0 vote to authorize the general Manager to approve a contract for: 1) first-year implementation of \$68,000; and 2) ongoing annual licensing of \$20,000 upon annual review.

Update of District Vision Statement – Mr. Lee explained that in the strategic planning process during a Board workshop held on October 7, 2025, the Board recognized and acknowledged "leadership", "innovation", and "optimize customer value" as foundational elements of the District's vision statement. Mr. Lee stated that through discussion, the Board agreed that it would be appropriate to update the vision statement by adding "...and public safety" to the statement.

Following discussion:

It was moved by Director Erickson, seconded by Director Raghavachary, and carried by a 4-0 vote to update the District's vision statement to -

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

In-House & Contracted Pipeline, Year 1: Second Update – Mr. Lee stated that when the In-House and Contracted Pipeline Program (IHP) began direction was given by the Board for staff to provide periodic updates associated with the program. Ms. Lee provided a summary of the steps taken for the IHP to date,

which included the Upper Terrace and Henrietta pipeline replacement projects, supplies, equipment, and planning.

Household Size Adjustment – Mr. Montes stated that on July 1, 2025, the District implemented a budget-based billing structure for single-family residential customers, which incorporates household size into the calculation of each customer's Tier 1 (indoor) water budget. Mr. Montes said that customers have begun receiving bills with the new structure, and phone calls informing customers of the change are being made. A common request has been to make approved household-size adjustments retroactive.

Following discussion:

It was moved by Director Johnson, seconded by Director Bodnar, and carried by a 3-1 vote to authorize the General Manager to grant retroactive household size adjustments for the single-family residential customers for one (1) month prior to the current billing, effective July 1, 2025 through December 31, 2025.

INFORMATION ITEMS – None.

WRITTEN COMMUNICATION – Letter dated October 8, 2025, to Director Johnson from Gavina regarding a noise complaint involving the Ocean View Reservoir site.

Public Comment – Public comments regarding the Ocean View Reservoir site were provided by Bob Lasiewicz, Gari Lynne Billingsley, and Michael Gavina.

GENERAL MANAGER – Mr. Lee announced that Gabriel Gomez III attended the CalMutuals Conference as a cross-connection panelist. Mr. Lee shared that staff attended the Glendale USD Career Fair and the District participated in the Joint Agencies Rain Barrel Distribution event. Mr. Lee announced the work anniversaries of Gabriel Gomez III, Jaysen Ortega, Jonathan Russo, and Arminé Sargsyan, and introduced Vanessa Lumsley as Interim Water Quality Specialist. Mr. Sutphin provided highlights of the September 2025 Customer Service and Administration Dashboard. Ms. Dillon provided highlights of the September 2025 Engineering & Operations Report and PFAS Update dated October 14, 2025. Ms. Telles provided highlights of the September 2025 Operations and Maintenance Report, and Mr. Gomez provided highlights of the September 2025 Systems Operations Report.

ATTORNEY REPORT – Mr. Guiboa reported that AB 93, which would require a person who owns or operates a data center to provide an estimate of water use, and SB 454, which would create the PFAS Mitigation Fund, were vetoed by the Governor. Mr. Guiboa stated that the Governor signed into law SB 394, which would increase the civil penalties for water theft and SB 72, known as California Water for All, which aims to modernize the state's water planning and establish long-term water supply targets.

REPORTS OF COMMITTEES

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

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

Engineering, Operations & Technology Committee – Mr. Lee reported that the Committee had not met. A meeting is scheduled for November 19, 2025.

Executive Committee – Director Johnson reported that the Committee had not met; however, a meeting will be scheduled in the next two to three weeks.

Finance & Policy Committee – Director Raghavachary reported that the Committee had not met. A meeting is scheduled for October 16, 2025.

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

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

Ad Hoc Consolidation Committee –

DIRECTORS' ORAL REPORTS

Director Bodnar – No report

Director Erickson – No report

Director Johnson – No report

Director Raghavachary – No report

Director Valdez – Absent

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Director Johnson requested that the Ocean View Reservoir noise complaint be added to the October 28, 2025 agenda.

CLOSED SESSION – No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 9:45 p.m., the meeting was adjourned.

APPROVED

Jeffery W. Johnson
Board President

Arturo Montes
Board Secretary

Reports of Committees

- **Community Relations & Emergency Planning Committee**
- **Employee Relations Committee**
- **Engineering, Operations, & Technology Committee**
- **Executive Committee**
- **Finance & Policy Committee**
- **Ad Hoc Committee – PFAS**
- **Ad Hoc Committee – Cyber Security**
- **Ad Hoc Committee – Consolidation**

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

Members' Request for Future Agenda Items

Closed Session

1. Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: General Manager
2. Conference with Labor Negotiator pursuant to Government Code Section 54957.6
District Designated Representatives: Legal Counsel
Unrepresented Employee: General Manager
3. Conference with Legal Counsel – Significant exposure to litigation – pursuant to
Government Code Section 54956.9(d)(2)
One (1) matter
4. Conference with Legal Counsel – Significant exposure to litigation – pursuant to
Government Code Section 54956.9(d)(2)
Claimant: Karen Drake
Date Claim Received: September 24, 2025
Agency Claimed Against: Crescenta Valley Water District

Adjournment



CASH DISBURSEMENT LIST

September 2025

Check #	Date	Payable To	Description	Water Amount	Wastewater Amount
0		Colonial Life	Employee paid insurance - September 2025	\$ 178.61	
0		Aflac	Employee paid insurance - September 2025	\$ 336.33	
0		Southern California Edison	Power purchased - August 2025	\$ 57,064.34	
0		Los Angeles County Public Works	Excavation permits - September 2025	\$ 18,369.70	
0		Vision Service Plan	Vision insurance - September 2025	\$ 333.20	\$ 142.80
0		CalPERS	CalPERS	\$ 460.00	
0		So Cal Gas	Utility payment	\$ 35.61	
0		Shell	Gas card	\$ 3,059.17	
0		Wells Fargo Bank	Monthly fee	\$ 547.61	
0		Earthlink	Internet services	\$ 1,150.00	
0		Emins Air Conditioning	AC services - August 2025	\$ 1,775.00	
0		La Canada Flintridge	Online permits	\$ 412.00	
0		Tyler Tech	Fee for permits	\$ 3.50	
0		DLT Solutions	AutoCAD subscription	\$ 5,383.00	
0		AALRR	Legal Services	\$ 4,350.09	
0		Watersmart	July and August	\$ 66.91	
0		BMO - Employee Credit Cards			
0		<i>Dillon, Carla</i>	ACWA registration, working meal	\$ 880.71	\$ 293.57
0		<i>DuRose, Morgen</i>	Signage, water quality supplies	\$ 421.31	\$ 140.44
0		<i>Gomez, Gabriel</i>	Vehicle maintenance, SCWUA fees, working meals	\$ 143.60	\$ 47.87
0		<i>Pam Leddy</i>	Board Meeting, employee recognition, office supplies	\$ 2,064.95	\$ 688.32
0		<i>Lee, James</i>	ACWA registrations, working meals	\$ 531.66	\$ 177.22
0		<i>Montes, Arturo</i>	CALPELRA conference and flight, computer monitors, working meals, vehicle appraisal	\$ 1,664.06	\$ 554.69
0		<i>Telles, Darlene</i>	Signage, vehicle maintenance, tools	\$ 5,895.44	\$ 1,965.15
0		CVWD Account Payable			
0		Backgrounds Online	New hire background checks	\$ 91.50	\$ 30.50
0		Athens Services	Waste collection services - August 2025	\$ 482.91	\$ 160.97
0		Gate Experts	Maintenance for the plant gate	\$ 120.00	\$ 40.00
0		Trench Shoring	Top painted skid resisted trench plates	\$ 27,177.68	\$ 9,059.23
0		GoTo.Com	Phone services - September 2025	\$ 796.62	\$ 265.54
0		U.S. Postal Center	Misc. postage - September 2025	\$ 62.06	\$ 20.69
0		Glendale Permits	Excavation permits - September 2025	\$ 7,987.31	\$ 2,662.44
0		Cintas	Uniform services - August 2025	\$ 2,990.37	\$ 996.79
0		Best Best & Krieger	Legal Services	\$ 46,084.65	\$ 15,361.55
0		Spectrum	Internet services - September 2025	\$ 889.50	\$ 296.50
0		Pryor Learning	Annual training license	\$ 5,224.50	\$ 1,741.50
0		Panera Bread	All-Hands meetings	\$ 414.58	\$ 138.19
0		Impact LA	BW and Color Copies charges September 2025	\$ 338.14	\$ 112.71
0		Clark Pest Control	Pest control services - September 2025	\$ 108.00	\$ 36.00

0		DigAlert	Digalert - September 2025	\$	457.23	\$	152.41
0		AT & T	Voice communication - August 2025	\$	1,382.73	\$	460.91
0		Zoom	Teleconference meetings - August 2025	\$	50.93	\$	16.98
0		Constant Contact	Customer communication - August 2025	\$	131.25	\$	43.75
49569	9/2/2025	California Water Environment Association	Collection system grade 3 renewal	\$	124.00		
49570	9/2/2025	Vanessa Lumley	Travel expenses	\$	1,215.72		
49571	9/4/2025	ACC CA INC.	7 loads of bobtail mixed	\$	3,355.00		
49572	9/4/2025	ADS, LLC	Wastewater testing 08/01/2025-08/31/2025			\$	1,259.40
49573	9/4/2025	Airgas USA, LLC	Acetylene cylinder	\$	46.08		
49574	9/4/2025	Applied Technology Group, Inc.	Radios monthly fee September 2025	\$	22.50	\$	7.50
49575	9/4/2025	Regino Avalos	Landscaping services	\$	1,596.25	\$	368.75
49576	9/4/2025	BSK Associates	Water sampling	\$	18,454.05		
49577	9/4/2025	DZM Cleaning Concepts c/o Atlas Janitorial Agency	Cleaning services sept 2025	\$	646.50	\$	215.50
49578	9/4/2025	CCS Interactive, Inc.	Managed website hosting	\$	127.50	\$	42.50
49579	9/4/2025	Dion & Sons, Inc	Diesel fuel	\$	2,271.62	\$	757.22
49580	9/4/2025	GF Advocacy, LLC	Legislative advocacy	\$	2,250.00	\$	750.00
49581	9/4/2025	Grainger	Leak sealer 2oz rubber base black	\$	534.07	\$	178.02
49582	9/4/2025	Great America Leasing Corp.	Copier lease period covered 9/20/25-10/19/25	\$	2,857.94	\$	952.65
49583	9/4/2025	Highroad Information Technology	IT monthly retainer and managed services	\$	12,041.25	\$	4,013.75
49584	9/4/2025	Paper Cuts, Inc	Paper Shredding Aug/Sept	\$	69.37	\$	23.13
49585	9/4/2025	SkyIO	SCADA support services May	\$	1,622.23		
49586	9/4/2025	South Coast AQMD	Diesel generator permit	\$	552.42	\$	184.15
49587	9/4/2025	Pump Check	Well and booster pump efficiency testing well meters testing (annual)	\$	11,397.00		
49588	9/4/2025	Red Wing Business Advantage	Redwing boots for Jay P	\$	257.50	\$	85.83
49589	9/4/2025	Southland Pipe Corp.	Stock - 8" & 12" pipe	\$	178,373.48		
49590	9/4/2025	Trench Shoring Company	Ramsdell Mixing Station - construction setup	\$	11,849.84		
49591	9/4/2025	Univar Solutions USA Inc	Sodium hypochlorite - Chlorine	\$	5,991.45		
49592	9/11/2025	Christina Kopelman	Reimbursement pmi global summit in Phx, AZ	\$	1,218.75	\$	406.25
49593	9/15/2025	Carla Dillon	Mileage for Urban Water Institute San Diego	\$	105.00	\$	35.00
49594	9/15/2025	Pump Check	Remaining balance for well and booster pump efficiency testing well meters testing	\$	540.00		
49595	9/18/2025	ACP Publications and Marketing	Navy hats with embroidery CVWD	\$	2,154.75		
49596	9/18/2025	Foothill Municipal Water	Water delivered during month ending Aug. 2025	\$	349,872.14		
49597	9/18/2025	Grainger	Cooling/beverage station & construction materials	\$	187.47	\$	39.24
49598	9/18/2025	Haaker Equipment Company	Unit #53 - replacement hose (6' x 6")			\$	2,689.38
49599	9/18/2025	Koraleen Enterprises	Stainless steel valves and adapters for sampling	\$	791.96		
49600	9/18/2025	O'Reilly Auto Parts	Auto parts for Unit #61 and #49	\$	338.92	\$	112.97
49601	9/18/2025	Red Wing Business Advantage	Boots Mario Mejia	\$	224.35	\$	74.79
49602	9/18/2025	SkyIO	Support services 2025-2026	\$	7,970.92		
49603	9/18/2025	So Cal Compton Pipe Supply Co., Inc.	12 - 4" fire hydrants	\$	31,874.56		
49604	9/18/2025	Stemar Equipment & Supply Co.	Walk behind saw rental - Upper Terrace	\$	1,400.00		
49605	9/18/2025	T-MOBILE	Cellular service Aug	\$	102.77	\$	34.25
49606	9/18/2025	Ver Sales, Inc	Remaining balance for tripod & winch repair and recertify	\$	9.26		
49607	9/18/2025	Vulcan Materials Company	SE-30 fill sand	\$	3,245.66		
49608	9/18/2025	ADS, LLC	ADS monthly invoice: Aug			\$	1,259.40
49609	9/18/2025	Grainger	Flex seal			\$	23.24
49610	9/18/2025	VOID	VOID	VOID		VOID	
49611	9/18/2025	VOID	VOID	VOID		VOID	

49614	9/18/2025	Hercules Industries, Inc	Meter locks with key - engraved with CVWD	\$	316.44	
49615	9/18/2025	So Cal Pacific Electrical & Lighting	Generator cam lock upgrades - Connectors	\$	1,584.00	
49616	9/23/2025	Davit Tumanyan	Admin conference	\$	74.25	\$ 24.75
49617	9/23/2025	Morgen Durose	Wellness reimbursement	\$	181.57	
49618	9/23/2025	Edgar Perez	Wellness reimbursement	\$	225.00	\$ 75.00
49619	9/23/2025	James Lee	Admin conference	\$	161.90	\$ 53.97
49620	9/23/2025	Darlene Telles	Health reimbursement	\$	1,004.75	\$ 334.91
49621	9/29/2025	Advanced Centrifugal Systems INC	Upper Terrace pipeline welding project, labor and materials	\$	1,859.75	
49622	9/29/2025	ARC Document Solutions LLC	Color bond plot copies 8/14/25	\$	112.77	\$ 37.59
49623	9/29/2025	AT&T	ATT services	\$	903.05	\$ 301.02
49624	9/29/2025	Regino Avalos	Brush clearing at Dunsmore reservoir (Per LA County)	\$	3,650.00	
49625	9/29/2025	City of Glendale	Well 16 water purchased 8/25	\$	18,927.35	
49626	9/29/2025	City of Glendale Water & Power	Power purchased - August 2025	\$	665.95	
49627	9/29/2025	Clinical Laboratory of San Bernardino, Inc.	Water sampling	\$	1,522.50	
49628	9/29/2025	Coastline Equipment Co.	Excavator/bucket	\$	3,718.98	
49629	9/29/2025	VOID	VOID	VOID		VOID
49630	9/29/2025	Crescenta Valley Publishing LLC	1/2 page ad in CV Weekly on 8/14/25, 8/21/25.	\$	1,100.00	
49631	9/29/2025	DIY Home Center	14x6 A/C return air grille	\$	20.73	\$ 6.91
49632	9/29/2025	Emins Air Conditioning & Heating	Replaced thermostatic exp valve. added 2lbs of refrigerant at plant	\$	1,968.75	\$ 656.25
49633	9/29/2025	Grainger	Safety glasses	\$	37.30	
49634	9/29/2025	Haroot Pushian	Hose to hose reimbursing	\$	24.71	\$ 8.24
49635	9/29/2025	InfoSend, Inc.	Postage for reminder notice data processing	\$	341.59	\$ 113.86
49636	9/29/2025	John Robinson Consulting, Inc.	Recycled Water Feasibility Study task 5 and 6: Short list alternatives, fatal flaw analysis and project management Aug 2025	\$	12,712.50	
49637	9/29/2025	City of Los Angeles LA Sanitation, FMD	Sewerage facilities charge May/ Jun 2025			\$ 2,939.07
49638	9/29/2025	Lincoln Financial Group	Life insurance	\$	2,771.34	\$ 1,202.31
49639	9/29/2025	New Resources Group, Inc.	Promotional items, CV custom bucket and ducky sponges	\$	6,718.80	
49640	9/29/2025	Paveco Construction Inc	Asphalt trench paving and concrete swale and gutter	\$	83,068.00	
49641	9/29/2025	Pep Boys, Fleet Services	Maintenance for 2023 Chevrolet	\$	76.12	
49642	9/29/2025	Public Water Agencies Group	Monthly assessment for emergency preparedness program	\$	989.22	\$ 329.74
49643	9/29/2025	Red Wing Business Advantage	Boots Wayne Boyce	\$	276.29	
49644	9/29/2025	So Cal Compton Pipe Supply Co., Inc.	Hymax 2 coupling - 6" pipe (water mains repairs)	\$	537.78	
49645	9/29/2025	So Cal Pacific Electrical & Lighting	Installed 400amp breaker w/hardware kit	\$	26,118.81	
49646	9/29/2025	Springbrook Holding Company LLC	Apr and May 2025 professional Services	\$	1,809.38	\$ 603.12
49647	9/29/2025	Sully-Miller Contracting Co.	Cold mix	\$	4,469.58	
49648	9/29/2025	United Rentals	5 yard dump truck rental	\$	2,720.70	
49649	9/29/2025	Vulcan Materials Company	Aggregate and asphalt	\$	798.10	

Subtotals	\$	1,037,077.00	\$	55,806.36
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Total Disbursements for September 2025

\$ 1,092,883.36

Payroll Report

Directors	\$ 3,875.00
Office Regular Payroll	\$ 163,118.17
Office OT	\$ 4,851.52
Plant Regular Payroll	\$ 137,275.69
Plant OT	\$ 27,399.83
Plant Standby	\$ 8,695.40
Employer Payroll Taxes	\$ 32,864.55
Payroll Service Charges	\$ 557.24
Total Payroll for September 2025	<u>\$ 378,637.40</u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Consent Item No. 3
October 28, 2025

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: Q1 Budget Update

BACKGROUND:

This agenda item reports on the District's FY 2025-26 budget as of the conclusion of the first quarter, September 30, 2025. The following discussion is intended to provide additional context to the actual revenue and expenditure figures.

DISCUSSION:

Revenue Analysis

The budget-based rate structure implemented on July 1, 2025, introduced several updates to revenue collection that require ongoing analysis to ensure the accuracy of billing and to monitor evolving customer consumption patterns.

Staff's initial focus was on comparing actual water consumption levels against budgeted expectations. The chart below presents the budgeted annual consumption, followed by actual monthly consumption for the first quarter. Based on historical data, staff also projected what YTD consumption should be after three months.

Table 1. Consumption Analysis for First Quarter FY 2026

	Budgeted Annual Usage (kgal)	July	Aug	Sep	YTD Actual	YTD Estimate	Variance (kgal)	Variance (%)
Consumption	944,024	121,750	104,340	72,547	298,637	283,207	15,430	5%
Irrigation	58,522	6,537	5,394	5,104	17,035	23,409	(6,374)	-27%
Total	1,002,546	128,287	109,734	77,651	315,672	306,616	9,056	3%

Water sales are categorized into two segments: general consumption and irrigation. While general consumption is slightly higher than anticipated, irrigation use is significantly lower, which staff attributes primarily to reduced usage among CalTrans accounts.

Next, staff aligned consumption data with corresponding revenue to evaluate how actual revenues compare both to FY 2025 results and to budgeted expectations for FY 2026. Table 2 compares YTD revenue for the first quarter of FY 2026 against the same period in FY 2025, as well as against projected YTD revenue.

It is important to note that expected consumption is not determined using a straight-line method; instead, projections are based on historical consumption patterns. Historically, general consumption and irrigation are at 30% and 40% respectively of total annual consumption at the end of the first quarter. A reverse calculation of revenue against consumption confirmed that recorded revenues are consistent with water use data.

FY 2026 consumption levels were budgeted lower than FY 2025 actuals, which explains why the variance does not fully reflect the 8% rate increase implemented this fiscal year.

Wastewater revenues are currently tracking higher than budgeted for the first quarter. Staff anticipates this variance will narrow as more customers update their household size, the primary factor used to calculate the wastewater service charge.

Table 2. Revenue Analysis for First Quarter FY 2026

Year to Year Comparison				2026 Expected to Actual			
	2025	2026		2026 Budget	YTD Expected	YTD Actual	% Difference
Consumption	3,294,751	3,066,682	-7%	9,100,000	2,821,000	3,066,682	9%
Irrigation	148,202	188,160	27%	641,400	250,146	188,160	-25%
Service	946,505	1,331,651	41%	5,481,000	1,370,250	1,331,651	-3%
Water	4,389,458	4,586,493	4%	15,222,400	4,441,396	4,586,493	3%
Sewer	993,585	1,362,222	37%	4,485,000	1,121,250	1,362,222	21%
CVWD	5,383,043	5,948,715	11%	19,707,400	5,562,646	5,948,715	7%

Revenue and Expense Summaries

Overall, expenses are tracking well to budget. However, a significant portion of expenditures are recorded as projects are completed, which typically occurs in the second quarter. Vacant positions and the benefit rate increase scheduled to take effect on January 1, 2026, have resulted in lower labor and benefits expenses for the first quarter. Water production from Well 16 in Glendale has increased, reducing the District's reliance on purchased water from FMWD. Since Well 16 production costs are lower than FMWD purchase rates, this shift is expected to result in lower overall expenses.

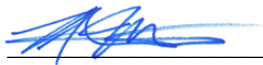
Water Fund Summary

Description	Annual Budget	Actual	Remaining Annual Budget	% of Total Budget
Revenue				
Water Sales - Fixed	\$ 5,481,000	\$ 1,331,651	\$ 2,578,349	24%
Water Sales - Metered	9,741,400	3,254,842	6,245,158	33%
Interest Income Water	310,000	-	190,000	0%
Other Income Water	2,390,000	17,682	2,123,828	1%
Construction Revenue	199,000	24,304	377,696	12%
Revenue	\$ 18,121,400	\$ 4,628,479	\$ 11,515,031	26%
Expenses				
Labor & Benefits	\$ 5,170,400	\$ 830,647	\$ 3,543,060	16%
Imported Water (Foothill)	3,900,000	680,391	3,124,609	17%
Imported Water (Glendale)	70,000	30,491	37,509	44%
Power Cost	1,000,000	768	949,232	0%
Operating Cost	4,127,490	279,925	3,897,565	7%
Expenses	\$ 14,267,890	\$ 1,822,222	\$ 11,551,975	13%
Debt Service	\$ 1,157,818	\$ 325,000	\$ 832,818	28%
Infrastructure	\$ 3,200,000	\$ 110,402	\$ 3,089,598	3%
***Bond Funded CIP	10,750,000	62,832	10,687,168	1%
Capital Outlays & Equip	723,750	35,083	688,667	5%
OPEB	-	-	-	0%
Total CIP & OPEB	14,673,750	208,317	14,465,433	1%

Wastewater Fund Summary

Description		Annual Budget	Actual	Remaining Annual Budget	% of Total Budget
Revenue					
	Wastewater - User Charges	\$ 4,485,000	\$ 1,362,222	\$ 2,537,778	30%
	Interest Income Wastewater	-	-	-	0%
	Other Income Wastewater	28,200	2,936	13,291	10%
	Construction Revenue	39,000	6,725	32,275	17%
Revenue		\$ 4,552,200	\$ 1,371,883	\$ 2,583,344	30%
Expenses					
	Labor & Benefits	1,576,400	307,594	1,488,306	20%
	City of LA Sewer Services	1,290,500	-	1,440,000	0%
	Operating Cost	920,100	64,459	1,156,028	7%
Expenses		\$ 3,787,000	\$ 372,053	\$ 4,084,333	10%
	Infrastructure	209,000	-	209,000	0%
	Capital Outlays & Equip	86,250	-	86,250	0%
	OPEB	-	-	-	0%
Total CIP & OPEB		295,250	-	295,250	0%

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance and Administration

Attachment(s): None

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
October 28, 2025

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: Capital Improvement Plan Refresh

ACTION ITEM:

Discussion regarding the refresh of the District's long-term capital improvement program.

BACKGROUND:

The District's Strategic Plan is informed by a number of priorities, including reliable water and wastewater service, use of technology for cost-efficiency, and protection of public and environmental health.

The District's long-term capital improvement plan is a primary driver in terms of financial impact and ability to meet priorities. A major goal is to refresh the District's long-term capital improvement program by taking a critical look at each asset class or area of the District's infrastructure and operations. Staff will:

1. Evaluate how each asset is currently served
2. Evaluate the best or preferred method for serving each asset
3. Conduct diligence on those methods, including pilot programs
4. Develop next steps, including short and longer-term timelines

Taking pipeline replacement as an example, in the past, the District replaced at a rate less than the rate of depreciation, replaced based on age, and determined contracts based on accepting the lowest bid. More recently, the District has incorporated leak history and several other factors for replacement priority and is projecting appreciably more annual replacement. Looking forward, the District is considering condition assessments, hydraulic capacity, and a water master plan to avoid replacement of serviceable pipe for long-term savings while ensuring a holistic approach to replacement that considers operations.

This should be an adaptive and iterative process over multiple years, and the plan and priorities will change. Staff is scheduling regular updates to the plan as diligence is conducted for each asset class specifically and holistically.

Staff will provide the first iteration of the plan overview during the Board meeting.

RECOMMENDATION

NA

Prepared and Submitted by:



James Lee
General Manager
Attachment(s): none

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
October 28, 2025

To: Honorable President and Members of the Board of Directors
From: Carla Dillon, P.E. – Director of Engineering and Operations
Subject: **Recommendation to Award a Contract for the Replacement of the Mills Aeration Tower and the Glenwood Surge Tank, Projects E-1102**

ACTION ITEM:

Mills Aeration Tower and Glenwood Surge Tank, Project E-1102 – Consideration and motion to 1) Authorize a sole-source award to Misco Water for the Replacement of the Mills Aeration Tower and the Glenwood Surge Tank, 2) Authorize the General Manager to approve the final contract, and 3) Approve a total project cost of \$851,000.

BACKGROUND:

The aeration tower at the Mills Plant is a required treatment process in the permit issued from the CA Division of Drinking Water. The surge tank at the Glenwood Plant plays a critical role in absorbing rapid changes in pressure and flow, such as those caused by sudden valve closures, preventing water hammer and protecting pipes, pumps, and sensitive equipment. It is essential for maintaining the functionality of assets along with reliable and treated water.

Both assets are in urgent need of repair. The approach of packaging these repairs ensures that all components work as designed, and a single contractor is responsible for delivering a functioning system.

Groundwater from Wells #1 (located at Mills Plant) #5, #7, and #9 (all within zone 2) is treated at the Mills Plant. After pumping the water from the wells, sodium hypochlorite (NaOCl) is added to the water for disinfection. Flow meters monitor each input source into the aeration tower, where water cascades down and absorbs oxygen. This aeration process raises the pH, making the water less corrosive to pipes, and allows for evaporation of some volatile organics. The aeration tower is a required treatment process in the permit from the Division of Drinking Water. After treatment, water is routed through the Paschall booster pump station, mixed, and then into the distribution system to customers.



Figure 1

The Mills Aeration Tower is a welded steel structure, approximately 27.5 feet tall and 6 feet in diameter, built in 1968 by California Tank and Manufacturing Company. Recent corrosion assessments by Harper and Associates revealed severe deterioration at the anchor bolts and base plate foundation, indicating urgent need for replacement (Figures 1 & 2).

The Glenwood Surge Tank (Figure 3), constructed in 1972 by Santa Fe Tank & Heater Company, was removed from service in 2016 after Harper and Associates rated its condition as poor due to corrosion on the roof, shell, and penetrations (Figures 3 & 4).

Figure 2

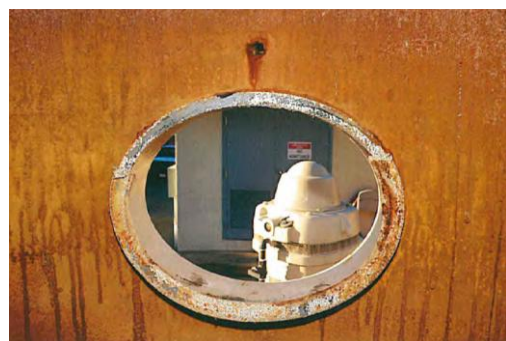


This is a hydropneumatic surge tank, which not only includes the vessel but also an air compressor, motor, fittings, and controls to maintain proper air pressurization within the vessel.

DISCUSSION:

These existing vessels were originally manufactured for each site and the specific application. The original manufacturers are no longer in existence, and CVWD initially sought proposals for a firm to prepare specifications and design for the aeration tower. This approach would take time to design, bid, fabricate, and then install all components at the CVWD sites. Due to the desire to move quickly,

Figure 3



negotiated to combine the Glenwood

Figure 4

CVWD staff sought a firm that would provide reliable replacements in a timely manner by also including the design, fabrication, and installation of both vessels. This package approach ensures that all components work as designed, and a single contractor is responsible for delivering a functioning system.

Staff identified Misco Water to design and lead the effort to fabricate and install the vessels. Since mobilization represents a significant portion of the project budget, staff and Mills projects to save approximately \$30,000 in mobilization costs and keep the overall project schedule on track. Furthermore, Misco Water is the sole distributor for the surge tank system and the only known provider in the state.

During project scoping, staff identified that the condition of the aeration tower would require careful sequencing and care in removing the corroded anchor bolts. The estimated time for fabrication and installation is 41-51 weeks.

COST SUMMARY:

A summary of costs, based on the proposal submitted by Misco Water, is provided below:

FY 25/26 Mills Aeration Tower and Glenwood Surge Tank	Estimated Cost
FY 25/26 Water Distribution – Mills Aeration Tower and Glenwood Surge Tank budgets combined	\$700,000
Misco Water Proposal	<\$851,000>
Total Cost	\$151,000
Amount remaining in Water Supply Budget – Mills Aeration Tower and Glenwood Surge Tank	-\$151,000

The total project cost for the Mills Aeration Tower and Glenwood Surge Tank Project is estimated at \$851,000, which is \$151,000 above the amount approved in the FY 25/26 CIP budget of \$700,000. The cost is above the original CIP budget, in large part, due to the removal of the aeration tower, which has severe corrosion around the anchor bolts, requiring specialized handling and safety precautions so the bolts do not fail during removal, causing property or equipment damage. This addition, as well as fluctuations in materials and labor, have increased the overall project cost beyond the original budget.

ENVIRONMENTAL REVIEW:

This project is a repair project and does not fall under the requirements of the California Environmental Quality Act.

RECOMMENDATION:

Staff recommends that the Board of Directors 1) Authorize a sole-source contract award to Misco Water for the replacement of the Mills Aeration Tower and the Glenwood Surge Tank. 2) Authorize the General Manager to approve the final contract, and 3) Approve a total project cost of \$851,000.

Prepared by:



Christina Kopelman, PMP
CIP Project Manager

Attachments: None

Submitted by:



Carla Dillon, P.E.
Director of Engineering & Operations

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
October 28, 2025

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: New Position – Enterprise Systems Specialist

ACTION ITEM:

Consideration and possible motion to approve a new position to implement and maintain enterprise-wide systems.

BACKGROUND:

The District's Strategic Plan is informed by a number of priorities, including fiscal responsibility, best-in-class workplace culture, and efficiency through software. During the October 14, 2025, Board meeting, the Board authorized a Computerized Maintenance Management System (CMMS). The centralized work order system modernizes business operations for the District while supporting workplace culture through increased accountability, transparency, and cross-functional ability. The selected CMMS – Novotx – was chosen in part due to the system's ability to integrate and leverage geospatial information systems (GIS). The GIS component visualizes data, providing exponential value and usability to the work order system in applications ranging from field operations and water quality management to customer segmentation and public outreach. The District has invested considerable resources into building a GIS database for over 20 years.

Through discussion during the October 14th meeting, staff identified a need for an additional full-time equivalent (FTE) to build and maintain the CMMS system and maintain and integrate the GIS database. An FTE dedicated to GIS systems is a recognized best practice, and working across departments to develop workflows, implement software, and ensure quality control and data completeness is a full time job.

The proposed FTE would be represented by a job ladder starting with Enterprise Systems Specialist and Senior Enterprise Systems Specialist, both within the District's bargaining unit (AFSCME 1902). Further advancement would be to Enterprise Systems Program Manager, a non-manager position within the management unit. This ladder represents one position within the organization, where only one can be filled at a time. The position would reside in the Engineering Department, from which it would provide an internal customer service function for all departments.

The burdened labor cost of this position would be approximately \$120,000 annually. The FY 2025-26 budget allocated \$200,000 toward GIS within capital outlays. Based on expedited diligence and the availability of the CMMS system, it is anticipated that most of this budget item – approximately \$170,000 – will not be used. The reclassification of this expense from capital outlays to labor will cover the first-year cost of labor. The significant cost and other savings from CMMS and GIS are anticipated to cover the labor cost by many multiples going forward.

RECOMMENDATION

Staff recommends that the Board approve the proposed position.

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

Attachment(s): Job description for Enterprise Systems Specialist



CRESCENTA VALLEY WATER DISTRICT

SENIOR / ENTERPRISE SYSTEMS SPECIALIST

SUMMARY DESCRIPTION

The Enterprise Systems Specialist and Senior Enterprise Systems Specialist are part of a ladder position including the Enterprise Systems Program Manager. This position reports to the Director of Engineering & Operations. The Enterprise Systems Specialist is a position at the intersection of data management and analysis, cross-functional program implementation, and GIS. This individual should have the ability to work independently and show sound judgment while also managing interdepartmental workflows. The Enterprise Systems Specialist position is responsible for assisting in planning, organizing, and coordinating work related to CMMS and GIS, their supporting data and databases, and the associated components for implementing and maintaining those systems. The position also provides interdepartmental customer service by capturing and updating workflows. This position will also support technology and other initiatives on an as-needed basis.

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

REPRESENTATIVE DUTIES

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

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Facilitates documentation of workflows across departments;
- Assists with the implementation and maintenance of a CMMS system;
- Extracts and organizes data and perform quality control operations to ensure the accuracy and completeness of all data;
- Researches source documents and/or coordinates with others to resolve missing or conflicting data and other anomalies;
- Establishes map area, develops symbology, and performs standard spatial analyses;
- Maintains and updates geospatial databases and GIS-specific hardware;
- Participates in implementations and integrations facilitated with APIs and code using languages such as Python and C++;
- Assist in overseeing consultants in project execution; and
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Attend and participate in professional group meetings; and
- Other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles and practices of risk management;
- Database development and management;
- Asset and work order management methods and principles; and
- Pertinent Federal, State and local laws, codes, and regulations.

Ability to:

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

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

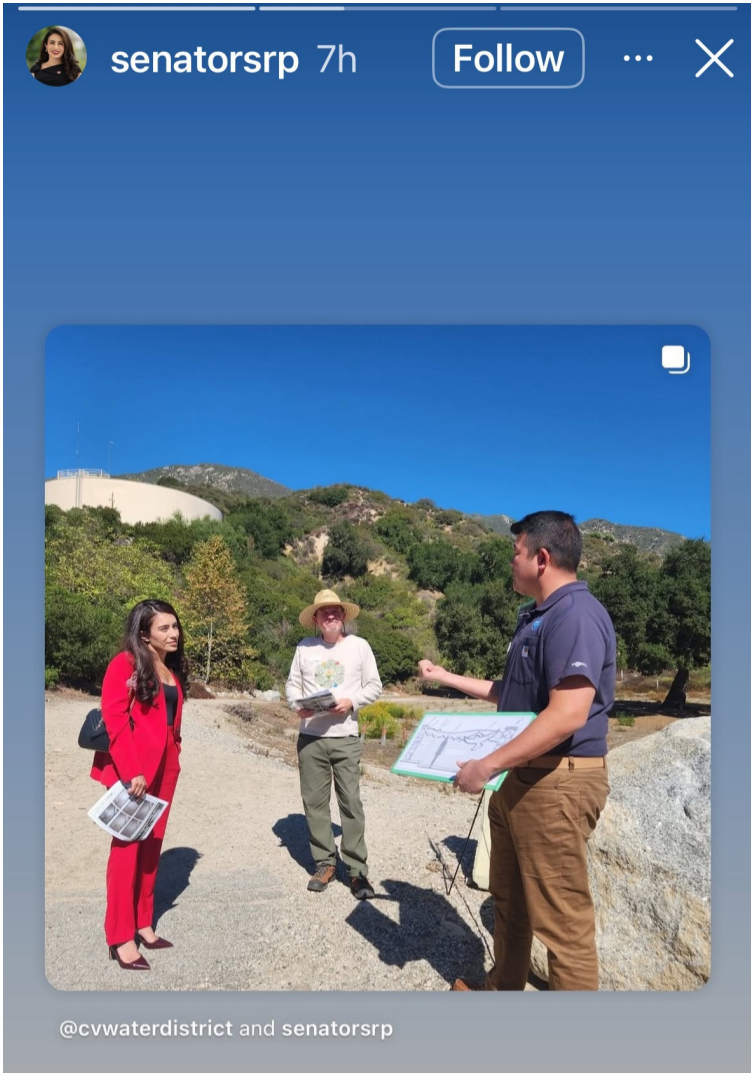
- **Education:** Bachelor's degree in business management, computer science, industrial engineering, geographic information systems, or a related field is required.
- **Experience:** A minimum of three (3) years working with and leading cross-functional teams.
- **Driver License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Physical Demands and Working Environment:

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

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

The District is an Equal Opportunity Employer.









LESS LAWN MORE SAVINGS

NEW RULES FOR WATERING LAWNS IN CALIFORNIA

California law (AB 1572) will prohibit the use of potable (drinking) water to irrigate nonfunctional turf – lawns that serve no recreational or community purpose – at most commercial, industrial, and institutional (CII) properties, including common areas managed by homeowner associations (HOAs).

NONFUNCTIONAL LAWN



- Lawn in medians, roundabouts or parking lots
- Lawns between buildings with no clear use
- Decorative lawn along sidewalks, building edges, or fences

FUNCTIONAL LAWN



- School and sports fields
- Designated play spaces and picnic areas
- Any other areas where people regularly gather, play, or engage in recreational activities

WHAT IS A NONFUNCTIONAL TURF?

Nonfunctional turf refers to irrigated lawn that is ornamental and not regularly used for recreation or public gatherings.

COMPLIANCE TIMELINE

January 1, 2027: Public properties owned or managed by state and local governments, including school districts.

January 1, 2028: Commercial, industrial, and institutional properties.

January 1, 2029: Common areas managed by HOAs, common interest development, and community service organizations.

January 1, 2031: Public properties in Disadvantaged Communities, contingent upon available state financial assistance.

Don't wait, plan now!

Visit nonfunctionalturfca.org.



818-248-3925



customerservice@cvwd.com



www.cvwd.com



2700 Foothill Blvd, La Crescenta, CA 91214



CONSERVATION &
EDUCATION TEAM

2025-2026 Scholar Dollar Program

Awarding up to 4 students in the amount of \$1,000 each!

**Application Deadline:
February 12, 2026 by 4:30 p.m.**

Eligibility

- ✓ **High school seniors**
- ✓ **Resides in the CVWD service area**
- ✓ **Planning on attending college after graduation**
- ✓ **Minimum 2.0 GPA**

\$1,000

For additional information and to apply visit: pwagcet.org

Participating Member Agencies

Bellflower-Somerset Mutual Water Company | Crescenta Valley Water District | Kinneloa Irrigation District |
La Puente Valley County Water District | Rowland Water District | San Gabriel County Water District | San
Gabriel Valley Municipal Water District | Three Valleys Municipal Water District | Valley County Water District
Valencia Heights Water Company | Walnut Valley Water District



2024 Disclosable Building List & Map Available

CaDC and California Water Efficiency Partnership (CalWEP) released the **2024 Disclosable Buildings List and Map** to help our members quickly and easily meet the **"Conservation as a California Way of Life"** upcoming reporting requirement.

The regulation requires water suppliers to identify all disclosable buildings within their service area. Agencies must use the list provided by the California Energy Commission and, upon request from building owners or their agents, must also provide the last four characters of the meter serial number serving each disclosable building.

👉 **CaDC members can find the toolkit on our [members online community](#).**

AI TOOL FOR STORMWATER PROJECTS

CaDC Member Agency Crescenta Valley Water District kindly hosted the DROPs project team for a tour of decentralized stormwater recharge sites in La Crescenta. The DROPs tool has received Metropolitan Water District Future Supply Action (FSA) grant funding and is a partnership with Glendale Water and Power, Pasadena Water and Power, and Foothill Municipal Water District.



This tool aims to provide a simple AI enhanced approach to analyzing the water recharge benefits, implementation costs and institutional procedures involved in distributed stormwater recharge projects. Crescenta Valley Water District built its first stormwater project in October of 2024, which you can learn more about [here](#).

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report
October 28, 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:

STAFFING

4 work anniversaries in October – Gabriel Gomez III – 1 year; Jaysen Ortega – 12 years; Jonathan Russo – 6 years; Arminé Sargsyan – 2 years

Employee Spotlight: Avetis Matsunyan

As of October 23rd, the District has gone 271 days without a lost time incident.

GENERAL MANAGER ACTIVITIES

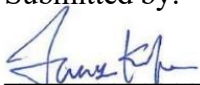
Meetings:

Managers Meeting(s)	- Oct 23 rd
Citrus Heights Water District	- Oct 15 th
2025 Water Sustainability Summit	- Oct 16 th
United Water Conservation District	- Oct 16 th
Finance and Policy Committee (<i>absent</i>)	- Oct 16 th
Arroyos & Foothills Conservancy Awards Reception	- Oct 16 th
Senator Sasha Perez – Tour of District	- Oct 20 th
Altadena Water/Fire Emergency Readiness Tailgate	- Oct 21 st
South Orange County Wastewater Authority	- Oct 21 st
Crescenta Sheriff's Station – Captain Ryan Vienna	- Oct 22 nd
All-Hands Staff Meeting	- Oct 23 rd
Great Shakeout	- Oct 23 rd
SoCal Water Coalition Annual Dinner	- Oct 23 rd
Congressmember Judy Chu	- Oct 24 th
CV Sheriff's Station – Trunk or Treat (<i>absent</i>)	- Oct 24 th
LA County LAFCO – Paul Novak	- Oct 27 th

Agreements/Contracts Executed:

ADP – <i>agreement</i>		
Payroll and timesheet management	\$13,270	October 17, 2025

Submitted by:



James Lee
General Manager