

NOTICE AND CALL OF A SPECIAL MEETING

Notice is hereby given that I, the President of the Board of Directors of the **CRESCENTA VALLEY WATER DISTRICT**, hereby call a **SPECIAL MEETING** of the District's Board of Directors.

The scheduled meeting of the Board will be held on:

February 15, 2024 at 3:00 p.m.

at

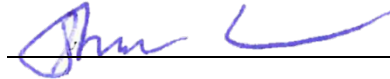
Crescenta Valley Water District

2700 Foothill Boulevard

La Crescenta, California

Enclosed with, and as part of this notice and call, is an agenda for the meeting.

Signed:



Sharon S. Raghavachary

Date: February 14, 2024

Posted on February 14, 2024

CRESCENTA VALLEY WATER DISTRICT

**2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA**

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

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

Posted February 14, 2024 at 3:00 PM

TELECONFERENCING NOTICE

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

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 857 8538 6309

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

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

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

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

Call to Order

Adoption of Agenda

Public Comment:

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of this Committee. This opportunity is non-transferable, and speakers are limited to three (3) minutes each. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

Action Item(s)

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

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

Committee Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT

POLICY COMMITTEE - STAFF REPORT

Information Item No. 1
February 15, 2023

To: Policy Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Board Compensation**

INFORMATION ITEM:

Discuss the expansion of compensable Board activities.

BACKGROUND:

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

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

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

DISCUSSION:

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

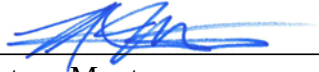
1. Reporting Requirement - Require a report of activities during the "Directors Oral Reports" portion of the Board meeting in order for activities to be compensable.
2. Expanding Compensable Activities –
 - a. Maintain a pre-approved list of events that are compensable – e.g., trainings, District held events, Community Events, staff events where the General Manager requests the presence of the Board etc.;
 - b. Expand the definition of Meeting (i.e. "Meetings" are defined as meetings of the Board, committee meetings, and such other meetings and events as reasonably necessary to further the interests of the District);
 - c. Require Board approval for meetings or activities not covered above.

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

RECOMMENDATION

Direct staff on the next steps for amending Board compensation.

Prepared and Submitted by:



Arturo Montes
Finance & Administration Manager

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

g:\management\policy committee\2024\02-15-24\PC Memo – D-Job Administrative Fee

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

ARTICLE 4: ORGANIZATION AND OPERATION OF THE BOARD OF DIRECTORS

4.01: NUMBER OF DIRECTORS

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

4.02: MEETINGS OF THE BOARD

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

4.03: OFFICERS OF THE BOARD

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

4.04: DIRECTORS FEES

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

Other meetings that are compensable include:

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

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

4.05: DIRECTORS EXPENSES

Each member of the Board is encouraged to participate in those outside activities and organizations which in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance by the Board. Such advance authorization is not necessary when expenses are \$100 or less. The following rules apply:

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

4.06: SPECIAL MEETINGS

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

4.07: EMERGENCY MEETINGS

In the case of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of water or sewer service of the District, a special meeting may be held without complying with the 24 hour notice requirement. A majority of the Board may determine that an

emergency exists. All other special meeting requirements must nonetheless be met. Additionally, the minutes of such emergency special meeting shall list those persons notified or who were attempted to be notified.

A copy of the roll call vote on any actions taken at such meeting shall be publicly posted for at least 10 days as soon after the meeting as possible. A closed session cannot be conducted at an emergency meeting.

4.08: ADJOURNED MEETINGS

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Meetings having less than a quorum of the Board may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary-Treasurer may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings, unless such notice is waived.

A copy of the order or notice of adjournment shall be conspicuously posted at the place where the regular, adjourned regular, special or adjourned special meeting was held, within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

4.09: NOTICE OF MEETINGS

- A. Notice of the regular meetings of the Board shall not be required. Notice of special meetings of the Board shall be given as provided in Section 4.06. Notice of all adjourned meetings, regular or special, shall be given as provided in Section 4.08.
- B. Notice of meetings shall also be mailed at the time the agenda for the meeting is posted, to any customer of the District who has filed a written request for such notice. Requests for notice are valid for one year unless renewal is requested. The Board may establish a reasonable fee for such special notices.

4.10: CONDUCT OF BOARD MEETINGS

- A. All District meetings shall be chaired by the District's President. In his or her absence, the Vice President of the Board shall chair meetings. In the absence of both the President and the Vice President, the Board member selected in advance by the President or by a majority of the Board members present shall chair the meeting. Meetings of the Board shall be governed in accordance with Robert's Rules of Order, as they may from time to time be revised.
- B. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except Closed Sessions of the Board held in accordance with law.
- C. The public shall be afforded an opportunity to address the Board once on each item placed on the Agenda for Board consideration and possible action, at the time the Board considers such action. Otherwise, oral public comment and participation will be limited to items marked "Public Comment" on the Agenda. Where appropriate under the circumstances, the President may limit public comment to three minutes for action items

and three minutes otherwise. All other comments should be submitted in writing to the Secretary-Treasurer or General Manager prior to the meeting for reproduction and distribution to the Board.

- D. The District tapes each meeting of the Board, as an aid in preparing meeting minutes. Said tapes are retained by the District until the following Board meeting, then destroyed. Tapes of Board meetings are available for copying upon payment to the District of the cost of copying, as established by the District from time to time, and are also available for listening at the District offices. Members of the public may record meetings of the Board with an audio or video tape recorder, provided such taping does not disrupt the conduct of the Board meeting.

4.11: AGENDA

The Secretary-Treasurer shall cause an agenda of each regular meeting of the Board to be posted at least 72 hours before the meeting, in accordance with applicable law. Upon determination by a two-thirds vote of the Board members that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted, the Board may consider matters for action which arose after notice of the meeting was given.

4.12: QUORUM

The quorum consists of three Board members. A quorum must be present for the Board to take action on any matter.

4.13: ACTION BY BOARD

A minimum of three Board members must vote for a matter before the Board in order for the Board to take action on that matter.

4.14: CLOSED SESSIONS

The Board may meet in a closed session not open to the public to discuss matters of a confidential nature, including, but not limited to, discussions regarding matters posing a threat to the security of public buildings, consideration of personnel matters unless the employee requests a public hearing, meetings with designated representatives of the District prior to and during negotiations with employee organizations, to discuss negotiations regarding the purchase, sale, exchange or lease of real property and to meet with District counsel regarding pending or threatened litigation pursuant to Government Code Section 54956.9. Prior to and after holding a closed session, the Board shall state the general reason for the closed session, and may consider only those matters covered in the statement. No minutes or tape recording shall be made of any closed session. Following the closed session, there must be an oral or written report on any action taken, including the vote of every Board member present. Board members are prohibited from discussing or otherwise divulging matters discussed in closed session, unless otherwise required to do so by law.

4.15: POLICY REGARDING PUBLIC INFORMATION

This District has established a policy regarding communication between the District and the public. That policy is set out in Appendix A.

CRESCENTA VALLEY WATER DISTRICT

POLICY COMMITTEE - STAFF REPORT

Information Item No. 2
February 15, 2024

To: Policy Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Development Job Administrative Fee**

INFORMATION ITEM:

Discuss the creation of an administrative fee for development jobs (D-Jobs).

BACKGROUND:

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

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

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

DISCUSSION:

D-jobs can be categorized into three tiers:

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

Based on historical data, 40% of the Project Coordinator’s time is allocable to Tier 1 jobs, with 50% and 10% allocable to Tier 2 and Tier 3 jobs, respectively. The resulting fees are listed for each job by tier.

Avg D-jobs Per Year		Cost Recovery Methods		
Tier 1	143.0	Allocation of time		
Tier 2	29.5	Tier 1	\$	400
Tier 3	2.5	Tier 2	\$	2,300
Total	175.0	Tier 3	\$	5,600

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

RECOMMENDATION

Direct staff regarding the next steps for the adoption of the D-job administrative fee policy.

Prepared and Submitted by:



Arturo Montes
Finance & Administration Manager

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

g:\management\policy committee\2024\02-15-24\ PC Memo – D-Job Administrative Fee

ARTICLE 11: RULES APPLICABLE TO DEVELOPERS AND SUBDIVIDERS

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

11.01: APPLICATION PROCEDURE

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

be adjusted for each tier on July 1 of each year based on the jobs for the previous three years.

APPENDIX C
CRESCENTA VALLEY WATER
DISTRICT
MISCELLANEOUS CHARGES AND
DISTRICT FORMS

CRESCENTA VALLEY WATER DISTRICT

APPENDIX C

MISCELLANEOUS CHARGES AND DISTRICT FORMS

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

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

Other Charges:

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

CRESCENTA VALLEY WATER DISTRICT

POLICY COMMITTEE - STAFF REPORT

Information Item No. 3
February 15, 2024

To: Policy Committee
From: Arturo Montes – Finance and Administration Manager
Subject: **Record Retention**

INFORMATION ITEM:

Discuss possible modifications to the District's record retention policy.

BACKGROUND:

The District's record retention policy was last updated in 2005. Since then, the modernization of systems and document storage has made digitization of documents the standard.

DISCUSSION:

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

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

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

RECOMMENDATION

Direct staff on the next steps for updating of the record retention policy.

Prepared and Submitted by:



Arturo Montes
Finance & Administration Manager

Attachment(s): 1) Appendix K - Record Retention Policy

APPENDIX K

CRESCENTA VALLEY WATER DISTRICT

RECORD RETENTION POLICY

APPENDIX K

CRESCENTA VALLEY WATER DISTRICT

RECORD RETENTION POLICY

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

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

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

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

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

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

RECORD RETENTION GUIDELINES

(Numbers indicate years)

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

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

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

CRESCENTA VALLEY WATER DISTRICT

Public Records Request Form

Requesting Party (Name): _____
(Please Print)

Mailing Address: _____

Phone Number: _____

1. The Requesting Party requests (CHECK ONE):

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

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

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

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

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

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

Dated: _____

Signature of Requesting Party

FOR OFFICE USE ONLY

Reviewing Official _____

Received On _____

Approved By _____

Number of Copies _____

Copying Cost _____

Date Paid _____