

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, January 12, 2021 at 7:00 p.m.

Posted: Thursday, January 7, 2021 at 4:30 p.m.

AUDIO & VIDEO CONFERENCING NOTICE

[This meeting will be held by audio & video conference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate 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: 856-9498-3391

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/85694983391>

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 Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on January 12, 2021.

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.

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 December 8, 2020.
2. Ratification of Disbursements for November 2020.

Action Calendar

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

1. **Board Committee Assignments 2021** – Review Board Committee assignments for 2021.
2. **Water Main Replacement on the 3400-3500 Blocks of Encinal Ave., Project E-1021**
 - a. Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, TE Roberts, Inc., for the construction of 1,660 lineal feet of pipeline replacement on the 3400-3500 Blocks of Encinal Ave. at a cost of \$484,685 and establish a contingency amount of \$48,468 (10% of contract) to cover the cost of unforeseen or additional work.
 - b. Consideration and motion to authorize the General Manager to enter into an agreement with Cannon Corporation for construction management and inspection services for the pipeline replacement project at a cost not-to-exceed \$65,968.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee

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

Board Members' Request for Future Agenda Items

Closed Session – None

Adjournment

g:\management\agenda\regular\20-21\01122021ra.doc

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

December 8, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting on October 27, 2020, a Regular Meeting was held on December 8, 2020, at 7:00 p.m. through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, due to the COVID-19 pandemic, with President Kerry D. Erickson presiding followed by the newly appointed President Sharon S. Raghavachary.

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

Directors: Kerry D. Erickson
James D. Bodnar
Kenneth R. Putnam (7:15 arrival)
Sharon S. Raghavachary
Judy L. Tejada

Attorney: Thomas Bunn

General Manager: Nem Ochoa

Director of Finance & Administration: James Lee

Director of Engineering: David Gould

Others Present: Wendy Holloway, Customer Service Manager
Dennis Maxwell, Director of Operations
Brook Yared, Senior Engineer
Arturo Montes, Finance & Accounting Manager
Pam Leddy, Administrative Assistant
Tessa Allmon, Customer Service Representative
Darlene Telles, Operations Coordinator

PLEDGE OF ALLEGIANCE

President Erickson opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejada, seconded by Director Raghavachary, and carried by a 4-0 roll call vote that the Agenda for the Regular Meeting of December 8, 2020 be adopted as presented.

AYES: Director Bodnar
Director Erickson
Director Raghavachary
Director Tejada

NOES: None

ABSENT: Director Putnam

PUBLIC COMMENTS – Ms. Marilyn Tyler shared a letter she sent to the editor at the CV Weekly and posted on the NextDoor website in mid-November. This letter complimented CVWD for implementing a homegrown solution to avoid exacerbating a leak in the 16-inch manifold at the Oak Creek Reservoir which saved the community over \$200K.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord reported that FMWD released their annual management report. This report summarizes water sales and use from all their retail agencies as well as operational and capital improvement projects undertaken during the 2019/20 fiscal year. Mr. Colcord highlighted the completion of FMWD’s SCADA system upgrade project, the continued integration of their GIS system into the daily operations, the completion of a transmission pipeline inspection along Foothill Blvd., and the effort to coordinate the development their Urban Water Management Plan, Risk and Resilience Assessment and Emergency Plans with their retail agencies.

7:15 p.m. - Director Putnam joined the audio and video conference meeting.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on November 10, 2020 through audio and video conference.

**AYES: Director Bodnar
Director Erickson
Director Putnam
Director Raghavachary
Director Tejada**

NOES: None

ACTION CALENDAR

Board Organization – Director Erickson placed the name of Director Raghavachary for nomination for the office of President of the Board of directors for 2021. There were no further nominations.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 roll call vote to elect Director Raghavachary President of the Board of Directors for 2021.

**AYES: Director Bodnar
Director Erickson
Director Putnam**

**Director Raghavachary
Director Tejada**

NOES: None

Board Organization – Director Erickson placed the name of Director Bodnar for nomination for the office of Vice President of the Board of Directors for 2021. There were no further nominations.

President Raghavachary began presiding over the Board meeting.

Following discussion:

It was moved by Director Tejada, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to elect Director Bodnar Vice President of the Board of Directors for 2021.

**AYES: Director Bodnar
Director Erickson
Director Putnam
Director Raghavachary
Director Tejada**

NOES: None

One-Time Disbursement for CVWD Essential Workers During the Pandemic – Mr. Ochoa opened a discussion requesting a one-time disbursement of hazard pay for CVWD employees during the COVID-19 Pandemic. Mr. Ochoa spoke to the expectation of CVWD employees, as essential workers, to perform work under all conditions caused by a pandemic and the risk of potential exposure to COVID-19 to the employees and their families. Mr. Ochoa proposed that the Board represent the District’s appreciation by setting aside a portion of the cost-savings realized by the District during the Oak Creek Reservoir emergency repairs for a one-time disbursement for CVWD essential workers.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 5-0 roll call vote to approve a one-time disbursement for CVWD employees in the amount of \$400.00 each.

**AYES: Director Bodnar
Director Erickson
Director Putnam
Director Raghavachary
Director Tejada**

NOES: None

Investment Policy for 2021 – Mr. Lee requested consideration and motion to adopt Resolution No. 764 - the District Investment Policy for 2021. The current Investment Policy is modeled after the State’s policy. Mr. Lee presented the relined changes as advised by Legal counsel on the State’s changes to the policy from last year.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 5-0 roll call vote to adopt Resolution No. 764 to approve the District’s Investment Policy for the year 2021 as presented.

**AYES: Director Bodnar
 Director Erickson
 Director Putnam
 Director Raghavachary
 Director Tejada**

NOES: None

New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962 –

Mr. Gould requested consideration and motion to authorize the General Manager to advertise for bids for the installation of a new emergency electrical generator at the La Granada Wastewater Lift Station and to amend the professional services agreement with Cannon for the design and construction services related to this project. Mr. Gould stated the cost estimate for this portion of project is \$136,000, and the entire projects costs are estimated at \$331,600. Staff is requesting a budget adjustment to transfer funds from the wastewater reserves in the amount of \$160,000.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to authorize the General Manager to advertise for bids for the installation of a new emergency electrical generator at the La Granada wastewater lift station with an engineer’s estimate of \$136,000, and to amend the professional services agreement with Cannon for design and construction services related to said project at a cost of \$35,000, and request to transfer \$160,000 from the Wastewater reserve fund to the Wastewater Capital Improvement Project (CIP) program to complete Project S-962.

**AYES: Director Bodnar
 Director Erickson
 Director Putnam
 Director Raghavachary
 Director Tejada**

NOES: None

8-inch Water Main Replacement – Project 4, Project E-1022 – Mr. Yared requested consideration and motion to authorize the General Manager to advertise for bids for the construction of approximately 2,140 lineal feet of pipeline replacement on the 4800 Block of Dyer Ave., 2800 Block of El Caminito, 4800 Block of Glenwood Ave., 2800 Block of Stevens St., and 2700 Block of Paraiso Way. Mr. Yared stated this project is the third and final bond-funded pipeline project to take place for the year, and this will complete the District’s FY 20/21 goal to replace one (1) mile of pipeline that is 50 years or older annually, as part of CVWD’s bond financing.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 5-0 roll call vote to authorize the General Manager to advertise for bids for the construction of approximately 2,140 lineal feet of pipeline replacement on the 4800 Block of Dyer Ave., 2800 Block of El Caminito St., 4800 Block of Glenwood Ave., 2800 Block of Stevens St., and 2700 Block of Paraiso Way with an engineer’s estimate of \$542,900 and to find said project exempt from the provisions of CEQA.

AYES: Director Bodnar
Director Erickson
Director Putnam
Director Raghavachary
Director Tejada

NOES: None

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa provided updates on the COVID-19 pandemic and protective protocols taken by all CVWD employees to ensure a safe work environment. Ms. Leddy provided information regarding the recent community blood drive and canned food drive hosted by CVWD. Mr. Maxwell reported on the JPIA Risk Assessment Meeting with Lee Patton. Mr. Gould reported 113.7 MG of water was produced for the month of November. The average water use was 5.7% greater than last year and 11.1% greater than the 5-year average. Mr. Gould reported on current CIP projects, Hazard Mitigation Planning Committee meetings, the water meter replacement program, developer projects, and field maintenance and operations.

ATTORNEY – No report

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee had met on November 16, 2020. An audio and video conference meeting will be scheduled as needed.

Finance Committee – Director Tejada reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Employee Relations Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Policy Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Community Relations/Water Conservation Committee – Director Tejada reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Emergency Planning Committee – Director Raghavachary reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

Executive Committee – Director Erickson reported that the Committee had not met; however, an audio and video conference meeting will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Erickson – No report

Director Bodnar – Attended the Local Hazard Mitigation Planning (LHMP) Committee meeting on November 18, 2020.

Director Tejada – No report

Director Putnam – No report

Director Raghavachary – No report

BOARD MEMBERS' REQUESTS FOR FUTURE AGENDA ITEMS – None

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:09 pm, the meeting was adjourned to January 12, 2021, at 7:00 pm.

APPROVED

Sharon S. Raghavachary
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENT LIST

November 2020



| <u>Check#</u> | <u>Check Date</u> | <u>Payable To</u> | <u>Description</u> | <u>Water Amount</u> | <u>Wastewater Amount</u> |
|---------------|-------------------|--|---|---------------------|--------------------------|
| 0 | 11/18/2020 | CalPERS | PERS Contributions - November 2020 | 24,156.06 | 14,257.74 |
| 0 | 11/23/2020 | Southern California Edison | Power purchased - November 2020 | 30,952.21 | 411.01 |
| 0 | | Los Angeles County Public Works | Excavation permits - November 2020 | 4,228.00 | |
| 41822 | 11/4/2020 | Maritess Allmon | Wellness reimbursement | 152.64 | 50.88 |
| 41823 | 11/4/2020 | Christy Joana Colby | Health reimbursement | 379.09 | 252.73 |
| 41824 | 11/4/2020 | Dennis A. Maxwell, Jr. | Health reimbursement | 514.23 | 342.82 |
| 41825 | 11/4/2020 | Christina Olmedo | Wellness reimbursement | 217.56 | 72.52 |
| 41826 | 11/9/2020 | Accurate Trailer Hitch & Welding, Inc. | Unit #3 - drum resurface, axle service & install, misc. repairs | 1,406.31 | 861.92 |
| 41827 | 11/9/2020 | ADS, LLC | Monthly sewer monitoring - October 2020 | | 1,850.00 |
| 41828 | 11/9/2020 | Aflac | Employee paid insurance - October 2020 | 1,364.30 | |
| 41829 | 11/9/2020 | Anawalt Lumber & Materials Co. | Misc. hardware - October 2020 | 299.39 | 43.96 |
| 41830 | 11/9/2020 | ARC | Monthly MPS Billing - October 2020 | 168.69 | 56.22 |
| 41831 | 11/9/2020 | AT&T | Voice communication - October 2020 | 301.40 | 236.80 |
| 41832 | 11/9/2020 | Greg Au | Refund check - 2614 Piedmont | 19.09 | |
| 41833 | 11/9/2020 | Regino Avalos | Monthly landscape maintenance - October 2020 | 859.03 | 195.97 |
| 41834 | 11/9/2020 | BC Laboratories, Inc. | Water analysis - November 2020 (\$1350.00 - E-995) | 3,600.00 | |
| 41835 | 11/9/2020 | BC Laboratories, Inc. | Water analysis - November 2020 (\$1620.00 - E-995) | 2,820.00 | |
| 41836 | 11/9/2020 | Best Best & Krieger | Watermaster legal counsel services - November 2020 | 849.70 | |
| 41837 | 11/9/2020 | CCS Interactive, Inc. | Monthly website hosting - November 2020 | 170.00 | |
| 41838 | 11/9/2020 | Citibank | Misc. supplies (Costco) - October 2020 | 205.55 | 189.74 |
| 41839 | 11/9/2020 | City of Glendale Fire Dept. | Annual Hazmat permit - December 2020 to December 2021 | 2,846.00 | |
| 41840 | 11/9/2020 | Civiltec Engineering, Inc. | E-1021 - Design services through August 2020 | 40,412.87 | |
| 41841 | 11/9/2020 | Clark Pest Control, Inc. | Monthly pest service at 4 sites - November 2020 | 228.75 | 21.25 |
| 41842 | 11/9/2020 | Coastline Equipment Co. | Unit #54 - key replacement | 19.42 | 11.89 |
| 41843 | 11/9/2020 | Colonial Life & Accidents Ins. | Employee paid insurance - November 2020 | 228.67 | |
| 41844 | 11/9/2020 | Cypress Ancillary Benefits | Group Dental - November 2020 | 2,205.63 | 1,337.89 |
| 41845 | 11/9/2020 | Do-it Center | Misc hardware - October 2020 | 220.24 | 67.68 |
| 41846 | 11/9/2020 | Eurofins Eaton Analytical, Inc. | Water analysis - October 2020 | 866.00 | |
| 41847 | 11/9/2020 | Foothill Car Wash, Lube & Oil | Unit #38 and #48 - oil change | 76.87 | 47.11 |
| 41848 | 11/9/2020 | Armen Ghanbarian | Refund check - 3244 Prospect | 43.18 | |
| 41849 | 11/9/2020 | Golden Bell Products, LLC | Misc. supplies - odor control | | 214.27 |
| 41850 | 11/9/2020 | Grainger | Misc. safety equip., confined space ventilation fan, tools | 873.49 | 909.08 |
| 41851 | 11/9/2020 | Graybar Electric Co., Inc. | E-995 - 5 replacement UPS battery cartridges | 707.93 | 164.59 |
| 41852 | 11/9/2020 | Great America Leasing Corp. | Kyocera copier leases - November 2020 | 1,053.76 | 1,012.42 |
| 41853 | 11/9/2020 | Gsolutionz Professional Services | Voice communications - November 2020 | 185.62 | 145.83 |

| | | | | | |
|-------|------------|------------------------------------|---|-----------|----------|
| 41854 | 11/9/2020 | Hach Company | Misc. supplies for chlorine analyzers | 1,888.48 | |
| 41855 | 11/9/2020 | Highroad Information Technology | Monthly support services - October 2020 | 4,739.30 | 970.70 |
| 41856 | 11/9/2020 | Home Depot Credit Services | Misc. tools - October 2020 | 77.15 | |
| 41857 | 11/9/2020 | Hopkins Technical Products, Inc. | E-995 - New CL2/ph equipment for Rosemont & Ramsdell Mix Station | 1,037.64 | |
| 41858 | 11/9/2020 | Andrea Jones | Refund check - 2357 Teasley | 100.00 | |
| 41859 | 11/9/2020 | J's Maintenance Service, Inc. | Janitorial service - October 2020 | 807.12 | 254.88 |
| 41860 | 11/9/2020 | LA County Tax Collector | Property tax bill - payment #1 | 7,020.47 | 2,340.14 |
| 41861 | 11/9/2020 | Lincoln Financial Group | Life & Disability Ins. - November 2020 | 880.79 | 587.18 |
| 41862 | 11/9/2020 | Manhole Adjusting, Inc. | Replacement of sewer manhole cover & frames on Sewer Interceptor | | 4,800.00 |
| 41863 | 11/9/2020 | Office Depot | Misc supplies - October 2020 | 536.65 | 440.31 |
| 41864 | 11/9/2020 | O'Reilly Auto Parts | Misc parts - October 2020 | 78.22 | 47.93 |
| 41865 | 11/9/2020 | Pacific Mechanical Supply | E-1026 - supplies for repairs at Oak Creek | 1,444.64 | |
| 41866 | 11/9/2020 | Paper Cuts, Inc. | Paper shredding - October 2020 | 27.93 | 25.82 |
| 41867 | 11/9/2020 | Paveco Construction, Inc. | 4350 Pennsylvania leak - paving repairs | 2,231.28 | |
| 41868 | 11/9/2020 | Plumbers Depot, Inc. | New sensor for gas detector | 111.87 | 116.43 |
| 41869 | 11/9/2020 | Quinn Power Systems | Unit #15 - key | 23.91 | 14.65 |
| 41870 | 11/9/2020 | Ramco | Concrete & crushed misc base - October 2020 | 1,374.75 | |
| 41871 | 11/9/2020 | Red Wing Business Advantage | Halaszynski - safety boots | 136.40 | 55.70 |
| 41872 | 11/9/2020 | Southwest Hydrotech | E-1026 - repairs to pressure control valve at Oak Creek | 8,550.89 | |
| 41873 | 11/9/2020 | Special Maintenance Products, Inc. | Valve-out spreader kit | 1,430.45 | 1,488.83 |
| 41874 | 11/9/2020 | Spectrum Business | Mills - data communications - November 2020 | 286.34 | 100.59 |
| 41875 | 11/9/2020 | Spectrum Business | Office - data communication - November 2020 | 3,551.01 | 1,247.65 |
| 41876 | 11/9/2020 | Springbrook Finance Holdings, Inc. | Annual maintenance for Civic Pay - Utility Billing, Cloud Financing | 29,405.35 | |
| 41877 | 11/9/2020 | Sterling Water Technologies, LLC | Well #2 - 50 lb. pails of coagulant | 315.84 | |
| 41878 | 11/9/2020 | Steven Engineering, Inc. | E-1025 - SCADA radio network upgrades | 391.11 | |
| 41879 | 11/9/2020 | Tesco Controls, Inc. | Nitrate Plant - PLC/RTU repairs | 1,319.60 | |
| 41880 | 11/9/2020 | The Gas Company | Plant - gas purchased - October 2020 | 15.50 | 4.89 |
| 41881 | 11/9/2020 | Underground Service Alert | Underground notification - October 2020 | 320.71 | 151.38 |
| 41882 | 11/9/2020 | UniFirst Corporation | Uniform rentals - October 2020 | 219.89 | 65.68 |
| 41883 | 11/9/2020 | Univar Solutions USA, Inc. | Sodium hypochloride - Glenwood - 500 gals. Mills - 900 gals. | 4,164.09 | |
| 41884 | 11/9/2020 | Univar Solutions USA, Inc. | Sodium hypochloride - Glenwood - 881 gals. Mills - 566 gals. | 4,273.31 | |
| 41885 | 11/9/2020 | UPS | Plant - misc. shipping charges | 13.19 | 12.66 |
| 41886 | 11/9/2020 | Vision Service Plan Co. | Group Vision - November 2020 | 299.88 | 199.92 |
| 41887 | 11/9/2020 | Water Wise Consulting, Inc. | 5410 Briggs - water audit | 175.00 | |
| 41888 | 11/9/2020 | Emily Weller | Refund check - 2904 Sycamore | 2.49 | |
| 41889 | 11/9/2020 | Western Water Works | E-1026 - 16" pipe fittings for Oak Creek | 19,418.84 | |
| 41890 | 11/18/2020 | A to Z Home Repair, Inc. | 3100 Alabama - bee removal | 125.00 | |
| 41891 | 11/18/2020 | Airgas National Carbonation | Well #2 - carbon dioxide rental tank - November 2020 | 58.56 | |
| 41892 | 11/18/2020 | Airgas USA, LLC | Rental for annual cleaning of AroNite Plant | 10.63 | 11.06 |
| 41894 | 11/18/2020 | Akel Engineering Group, Inc. | M-1007 - Hydraulic modeling services through October 2020 | 4,139.00 | |
| 41895 | 11/18/2020 | AT&T Mobility | Voice communcations - October 2020 | 1,482.53 | 442.83 |
| 41896 | 11/18/2020 | Best Best & Krieger | Watermaster legal counsel services - October 2020 | 1,075.80 | |
| 41897 | 11/18/2020 | Best Drilling & Pump, Inc. | E-1015 - Well 11 final retension payment | 2,420.00 | |

| | | | | | |
|-------|------------|--|---|------------|----------|
| 41898 | 11/18/2020 | California Water Environment | Dodge - collection system maint. Grade 1 | 91.00 | |
| 41899 | 11/18/2020 | Foothill Municipal Water | Water delivery - October 2020 | 335,211.90 | |
| 41900 | 11/18/2020 | Grainger | Misc. tools - October 2020 | 46.42 | 48.30 |
| 41901 | 11/18/2020 | Lagerlof, LLP | Legal services - October 2020 | 4,522.30 | 992.70 |
| 41902 | 11/18/2020 | Northern Safety Co., Inc. | Misc. safety equipment - October 2020 | 86.85 | 35.47 |
| 41903 | 11/18/2020 | Public Water Agencies Group | Emergency preparedness and legal fees - September 2020 | 558.02 | |
| 41904 | 11/18/2020 | Quadient Leasing USA, Inc. | Postage machine rental - Dec. 2020 to March 2021 | 188.66 | 181.25 |
| 41905 | 11/18/2020 | Shell | Gas purchased - October 2020 | 1,717.12 | 512.90 |
| 41906 | 11/18/2020 | Wells Fargo Card Services | Colby - monthly email charges, PPE supplies, lunches, DFK training | 924.16 | 286.05 |
| 41907 | 11/18/2020 | Wells Fargo Card Services | Gould - name badges, hepa replacement filters | 237.53 | 92.42 |
| 41908 | 11/18/2020 | Wells Fargo Card Services | Holloway - CWEA membership, HDMI cables, misc. supplies | 379.98 | 9.91 |
| 41909 | 11/18/2020 | Wells Fargo Card Services | Lee - Zoom meetings, BC waterjobs ad | 254.17 | 116.95 |
| 41910 | 11/18/2020 | Wells Fargo Card Services | Maxwell - Safety lunches, CWEA conference, oil change, misc. supplies | 1,435.82 | 313.15 |
| 41911 | 11/18/2020 | Wells Fargo Card Services | Ochoa - working lunches, CSDA conference (reimbursed) | 961.88 | 54.18 |
| 41912 | 11/18/2020 | Western Water Works | E-1026 - pipe supports for new 16" gate valves for Oak Creek | 789.72 | |
| 41913 | 11/18/2020 | Westlake Ace Hardware | Misc. hardware - October 2020 | 305.24 | 78.17 |
| 41914 | 11/18/2020 | Advanced Industrial Serv., Inc. | Flood meter refund | 925.00 | |
| 41915 | 11/23/2020 | Allen Pipeline, Inc. | E-1026 - welding for new 16" gate valves & tee at Oak Creek | 4,964.35 | |
| 41916 | 11/23/2020 | Consolidated Electircal Distributors, Inc. | E-995 - new PLC for chlorine analyzer at Rosemont | 2,486.19 | |
| 41917 | 11/23/2020 | Emins Air Conditioning & Heating | 3240 Mills - heat & air conditioning maintenance | 112.50 | 37.50 |
| 41918 | 11/23/2020 | GardenSoft | Annual water wise gardening website - Sept. 2020 to Sept. 2021 | 1,500.00 | |
| 41919 | 11/23/2020 | Grainger | E-1026 - Confined space fan/blower | 701.41 | 5.82 |
| 41920 | 11/23/2020 | Hercules Industries, Inc. | Additional security locks | 195.37 | 203.32 |
| 41921 | 11/23/2020 | Industrial Metal Supply Co. | Sewer manhole pullers | | 547.80 |
| 41922 | 11/23/2020 | InfoSend, Inc. | Printing & postage for billing - October 2020 | 1,355.33 | 1,302.18 |
| 41923 | 11/23/2020 | Sun Kim | Refund check - 4911 Briggs | 31.46 | |
| 41924 | 11/23/2020 | LA Dept Water and Power | Power purchased - November 2020 | 54.87 | |
| 41925 | 11/23/2020 | Lightning Oil Co. & Vacuum Svc. | Waste oil removal - October 2020 | 124.00 | 76.00 |
| 41926 | 11/23/2020 | Occupational Health Centers | Coronavirus test - June 2020 | 111.00 | 74.00 |
| 41927 | 11/23/2020 | Jaysen Ortega | Ortega - safety boots | 164.38 | 67.13 |
| 41928 | 11/23/2020 | Penhall Company | E-1026 - concrete core-drilling at Oak Creek | 880.65 | |
| 41929 | 11/23/2020 | Prohealth Glendale Medical Group | Coronavirus test, Hep B vaccination - Nov. 2020 | 105.00 | 145.00 |
| 41930 | 11/23/2020 | Sawyer Petroleum | Diesel purchased - 568 gallons - October 2020 | 1,532.21 | 407.29 |
| 41931 | 11/23/2020 | Univar Solutions USA, Inc. | Sodium Hypochloride - Glenwood - 650 gals., Mills - 405 gals. | 3,115.00 | |
| 41932 | 11/23/2020 | UPS | Plant - misc. shipping charges | 8.27 | 7.93 |

Subtotals \$ 594,691.05 \$ 41,728.97

Total Disbursements for November 2020 **\$ 636,420.02**

Payroll Report

| | |
|------------------------|---------------|
| Directors | 630.00 |
| Office Regular payroll | 139,187.00 |
| Office OT | 682.00 |
| Plant Regular Payroll | 113,286.00 |
| Plant OT & Standby | 16,801.00 |
| Employer Payroll Taxes | 15,573.00 |
| Payroll Service Charge | <u>407.00</u> |

Total Payroll Charges for November 2020 **\$ 286,566.00**

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No.1
January 12, 2021

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: **Board Committee Assignments for 2021**

ACTION ITEM:

Review Board Committee assignments for 2021.

Community Relations & Water Conservation:

Kerry Erickson (Chairperson)
Sharon Raghavachary

Engineering:

Sharon Raghavachary (Chairperson)
Judy Tejada

Emergency Planning:

Judy Tejada (Chairperson)
Ken Putnam

Finance:

Sharon Raghavachary (Chairperson)
James Bodnar

Employee Relations:

James Bodnar (Chairperson)
Kerry Erickson

Policy:

Ken Putnam (Chairperson)
James Bodnar

BACKGROUND/DISCUSSION:

This is a placeholder for Board discussion.

RECOMMENDATION:

NA.

Submitted by:



James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2

January 12, 2021

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. –Engineering Manager
Subject: Award of Contract - Water Main Replacement on the 3400-3500 blocks of Encinal Ave., Project E-1021

ACTION ITEM:

8-inch Water Main Replacement on the 3400-3500 blocks of Encinal Ave., Project E-1021

- a. Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, TE Roberts, Inc., for the construction of 1,660 lineal feet of pipeline replacement on the 3400-3500 blocks of Encinal Ave. at a cost of \$484,685 and establish a contingency amount of \$48,468 (10% of contract) to cover the cost of unforeseen or additional work.
- b. Consideration and motion to authorize the General Manager to enter into an agreement with Cannon for construction management and inspection services for the pipeline replacement project at a cost not-to-exceed \$65,968.

BACKGROUND:

The District's goal is to replace a minimum of one (1) mile, or 5,280 linear feet, of pipeline which is 50 years or older, per year, which was included as part of the FY 20/21 CIP budget. One of the pipeline projects planned to be replaced this year is on the 3400-3500 blocks of Encinal Ave. These pipelines, installed in the 1950s, have exceeded their useful life. The total amount of pipeline to be replaced will be 1,660 linear feet and is part of the overall pipeline replacement program, which is a four (4) phase program to replace the one mile of pipe this year.

DISCUSSION:

On November 10, 2020, the Board authorized the General Manager to advertise for bids for the subject project. A mandatory pre-bid meeting was held on December 16, 2020 and was attended by nine (9) contractors. CVWD specifications indicate that only contractors who attend this meeting are allowed to bid on the project.

On January 6, 2021, at 2:00 PM, the District opened and read the following bid proposals:

| | <u>Bidder</u> | <u>Total Bid Amount</u> |
|-----|-------------------------------------|--------------------------------|
| Low | T.E. Roberts, Inc. | \$484,685 |
| 2 | Brkich Construction | \$495,080 |
| 3 | E&R Construction | \$542,570 |
| 4 | J.A. Salazar | \$557,300 |
| 5 | Cedro Construction | \$576,171 |
| 6 | J. DeSigio Construction | \$586,370 |
| 7 | Mladen Buntich Construction Company | \$649,380 |
| 8 | GRFCO Construction | -- |
| 9 | Dominguez General Engineering | -- |

Staff has reviewed the bids received and determined that TE Roberts, Inc. of Orange, CA was the lowest responsible bidder for the project. The engineer's estimate was \$564,300 and the low bid was \$484,685 or 14% less than the engineer's estimate.

Staff has not worked with TE Roberts, Inc. in the past. They have submitted a list of four (4) previous pipeline projects for reference. Staff contacted the contractor's references and in general the comments

were that T.E. Roberts is a good contractor to work with, they completed their work within the project schedule, and there were minimal change orders.

Construction Management & Inspection Services:

Staff requested a proposal from Cannon Corp to provide construction management and inspection support (CM&I) services for this project. The proposal was based on the proposed construction schedule and CVWD’s need for full-time inspection services. Cannon’s proposed fee for the project is \$65,968, which covers the construction period from February 2021 to May 2021. Cannon also pointed out that they do not charge their clients a fee for travel time.

RECOMMENDATION:

It is staff’s recommendation to award the contract for the subject project to the lowest responsible bidder, TE Roberts, Inc.at a cost of \$484,685 and establish a 10% contingency fund of \$48,468. It is also staff’s recommendation to award a contract to Cannon Corp. at a cost not-to exceed \$65,968 for CM&I services.

A pre-construction meeting will be set as soon as the contract is awarded, the agreement is signed, permits have been established, and insurance documents have been delivered. Ms. Christina Olmedo will be the project manager and Cannon will provide field inspection. Staff will also hold a community meeting for the residents on the 3400-5500 blocks of Encinal Ave. prior to construction. The Community Meeting announcement with the dates and times will be sent to the residents and posted on CVWD’s website, www.cvwd.com.

ENVIRONMENTAL REVIEW:

This project was previously approved to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

FUNDING AVAILABILITY:

There are sufficient funds available in the following account for the project:

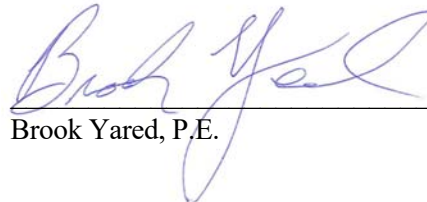
| Account Description | Amount |
|--|-------------------------|
| FY 19/20 Water CIP– Water Distribution – Annual Pipeline Replacement | \$2,300,000 |
| E-1008/1019 – 2400-2500 Blocks of Janet Lee and 4300 Block of Rosemont | (\$872,600) |
| E-1021 – 3400-3500 Blocks of Encinal Ave. - Contractor Bid | (\$484,685) |
| E-1021 - 10% Contingency for cost of unforeseen or additional work | (\$48,468) |
| E-1021 - Cannon - Construction Management & Inspection Services | (\$65,968) |
| E-1021 - Additional costs such as material purchased by CVWD, soils engineer, and CVWD labor costs | (\$105,000) |
| Total Cost Estimate | (\$1,576,721) |
| Amount Remaining in Water CIP – Distribution System – Annual Pipeline Replacement | <u>\$723,279</u> |

Prepared by:



Christina Olmedo

Submitted by:



Brook Yared, P.E.

Assistant Engineer

Senior Engineer

Attachments:

1. Bid Summary
2. Project Location Map

G:\Management\Board Meeting Staff Reports\2021\01-12-21 Board Memo - E-1021 Encinal Ave. - AC.docx

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

January 12, 2021

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa, General Manager

Subject: **General Manager Report**

General Managers Report Topics:

- GM Activities

The following are some highlights in this month's report:

- COVID-19 Update
- Department Strategic Planning Meetings
- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

Three (3) employees have work anniversaries in January: Dave Spain – 34 years, David Rawlings – 9 years, James Lee – 4 years.

As of January 7th the District has gone 415 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

| | |
|--|--|
| Department Strategic Planning Meetings | - December 9, January 5 th |
| All-Hands Meeting | - December 16 th |
| FMWD Agency Managers Meeting | - December 17 th |
| Managers Meetings | - January 4 th , January 11 th |

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

January 12, 2021
Staff Report

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering
Subject: **Engineering & Operations – December 2020**

1. **Water Production Report**

- December 1 – 31 – Water production – 50%/50% split – 110.7 MG for the month
- Average use – 43.8% greater than 2019 and 19.6% greater than 5-yr average
- Calendar Year 2020 – 4,216 ac-ft; 11.7% greater than 2019 – 3.774 ac-ft

2. **Rainfall Update**

- 1.22” for December 2020
- Rainfall Total for Rainfall Year 2020/21 – 1.39”

3. **Report on Engineering**

• **CIP Projects**

- Rosemont Reservoir Rehabilitation – Under Construction
- Pipeline Replacement – Project 1 & 2- Permit delay, Construction to start 1/13/21.
- Pipeline Replacement – Project 3 – Award of Contract – See Staff Report
- Pipeline Replacement – Project 4 – Bid opening – 1/20/21
- Emergency Generator at Sewer Lift Station – Bid opening – 1/20/21
- Rehabilitation of Well 12 – Under Design
- SCADA Radio Communications Network – Preliminary report – 1/19/21
- Paschall – Booster B – Pending pump and mechanical seal delivery lead time.
- Roof at Old Encinal Reservoir – Proposals from consultants due – 1/20/21
- Ramsdell Mixing Station/Pressure Reducing Station – Under Design

• **Grant Program**

- Local Hazard Mitigation Plan – Information on CVWD Website
 - 4th Steering Committee Meeting – 1/20/21

• **Water Meter Replacement Program**

- Replaced 347 meters through December 2020
- AMI Communications Network
 - Installation of Base Stations – Complete
 - Installation of 100 water meter lids & SmartPoints – 75% Complete
 - Next step – Integration meter data into Springbrook

4. **Report on Administrative and Field Operations**

- Wells Status – Well production capacity steady at 2.1 mgd

5. **Developer Projects**

- 4520 Rosemont – New 6 Units– Reconciliating costs
- 2314 Montrose – New 5 Units Developer obtaining construction quotes
- Waiting on Developer
 - 4521 Briggs/2413 Foothill – New 70 Units
 - 3900 Park Place – New 28 Units
 - 2341 Mira Vista – New 6 Units
 - 2345 Mira Vista – New 4 Units
 - 1961 Waltonia – New 6 Units

6. **FMWD** – No Report

7. **Street Projects** – No Report

8. **Field Maintenance & Operations – December 1, 2020 – December 31, 2020**

• **Water Lateral Leaks & Repairs**

| | | |
|---------------|-----------------|---------------|
| 2759 Orange | 2416 Los Olivos | 3056 Alabama |
| 2941 Sycamore | 2933 Frances | 2839 Sycamore |
| 2505 Whittier | 2536 Mary | |

• **Large Water Meter Replacement**

- No Report

• **Developer Jobs**

- No Report

• **Water Main Leaks**

- No Report

• **Valve Replacement**

- No Report

• **Fire Hydrant Replacement**

- 2902 Montrose

• **Booster Pump Maintenance**

- Annual Maintenance at Ocean View, Markridge & Cresta Heights Boosters

• **Reservoir Maintenance**

- No Report

• **Sewer Maintenance – December 1, 2020 – December 31, 2020**

| | | |
|---|-----------------------------------|-----------------------|
| 3000& 3100 Blocks of Highridge (Easements) | 4900 – 5100 Blocks of Ramsdell | 2900 Block of Frances |
|---|-----------------------------------|-----------------------|

• **Sewer Lift Station**

- Continued maintenance

• **Training**

- Ongoing cross training – Sewer Vactor Truck & Mini-Excavator

• **Meter Box Replacement**

- Replaced 5-meter boxes & 60-meter lids as part of AMI testing program
- Cleaned 25-meter boxes for water meter replacement in Pressure Zone 2

• **Valve Exercising Program**

- Continued working on Valve Book Page 14 & 15

• **Other Activities**

- Replaced 1” pipeline for chlorine analyzer at Well #10
- Potholing for Pipeline Project 4 on El Caminito and Glenwood
- Installed power & conduits for AMI Base Station at Rosemont & Edmond 1 Reservoirs

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

December 1 - December 31, 2020

| | | | | | |
|----------------------------|-------------|-------|----------|-----|--|
| Well Production: | 48,057,600 | Gals | | | |
| GWP Production: | 5,669,000 | Gals | | | |
| Gravity Production: | 1,279,863 | Gals | % GW | 50% | |
| Purchased Water: | | | | | |
| FMWD: | 55,645,650 | Gals | | | |
| City of Glendale: | 0 | Gals | % Import | 50% | |
| TOTAL: | 110,652,113 | Gals | | | |
| | 339.58 | ac-ft | | | |

Glenwood Nitrate Water

Reclamation Plant:* 0

*Included in Well Production

WATER DEMAND COMPARISON

| Time Period | Average Daily Usage (gals) | Current Period Change |
|-------------------------------------|----------------------------|-----------------------|
| December 1 - December 31, 2020 | 3,545,711 | |
| December 1 - December 31, 2019 | 2,465,049 | 43.8% |
| 5-yr Average - December 2015 - 2019 | 2,965,735 | 19.6% |

RAINFALL: Dec 1 - Dec 31, 2020 1.22"

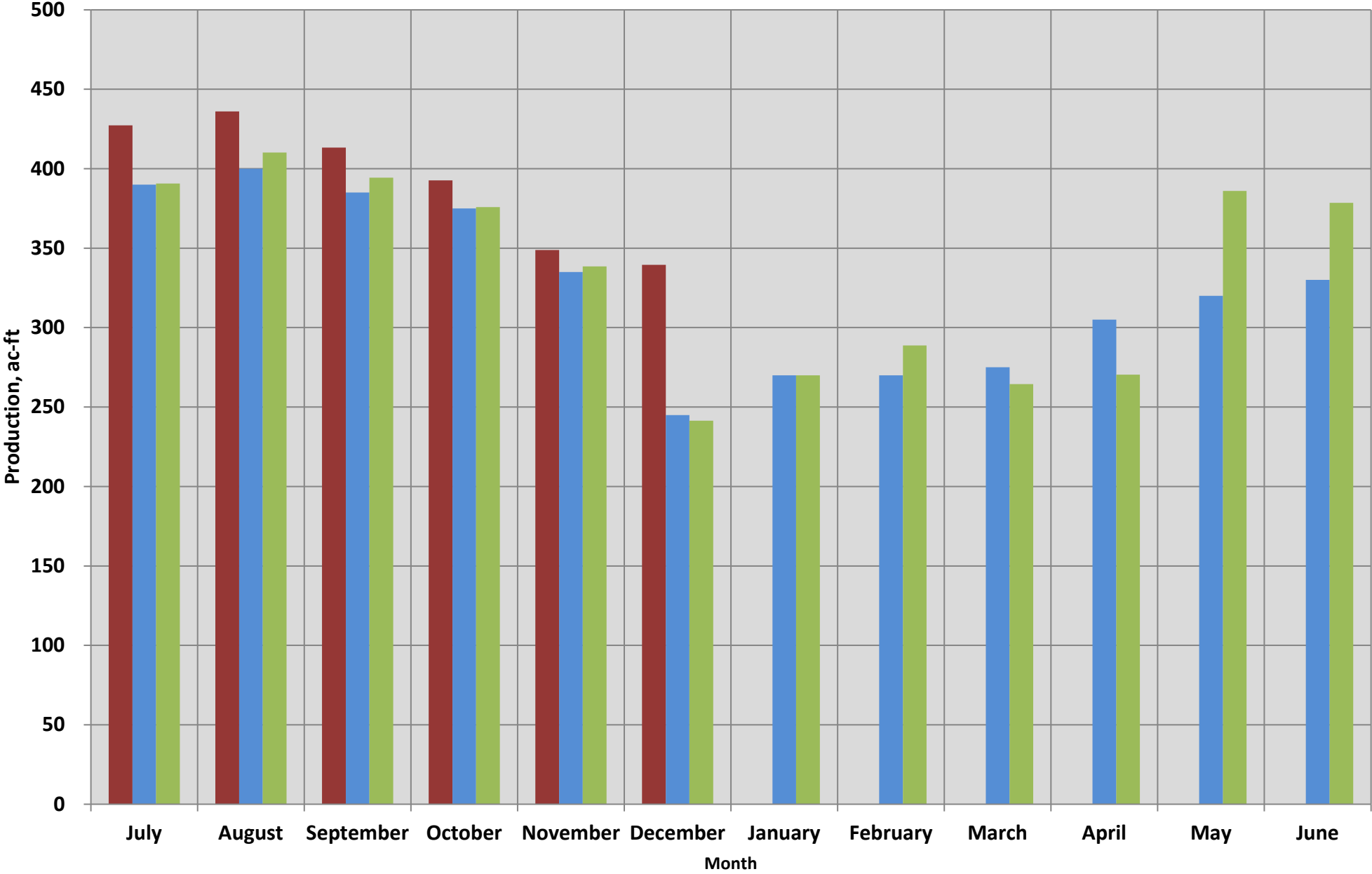
Season-To-Date: 1.39"

| 2020/21 Fiscal Year Water Production | | | WY 20/21 - Groundwater Production Water Rights | | GWP (Well 16) Water Production - 2020 | | Purchased Water Production Tier 2 Allocation - 2020 | |
|--------------------------------------|---------------------------------------|--|--|-------|---------------------------------------|-------------------------|---|-----------------------------------|
| Month | Actual Total Water Production (ac-ft) | Projected Total Water Production (ac-ft) | Month | Month | Month | Well Production (ac-ft) | Month | Imported Water Production (ac-ft) |
| July | 427 | 390 | October | 160 | January | 0 | January | 102 |
| August | 436 | 400 | November | 147 | February | 1 | February | 130 |
| September | 413 | 385 | December | 151 | March | 0 | March | 102 |
| October | 393 | 375 | January | | April | 7 | April | 111 |
| November | 349 | 335 | February | | May | 17 | May | 205 |
| December | 340 | 245 | March | | June | 14 | June | 204 |
| January | | 270 | April | | July | 16 | July | 243 |
| February | | 270 | May | | August | 18 | August | 243 |
| March | | 275 | June | | September | 17 | September | 232 |
| April | | 305 | July | | October | 18 | October | 215 |
| May | | 320 | August | | November | 17 | November | 185 |
| June | | 330 | September | | December | 17 | December | 171 |
| Total to Date | 2,358 | 2,130 | Total to Date | 458 | Total to Date | 142 | Total to Date | 2,141 |
| Projected | 4,128 | 3,900 | Water Rights | 3,294 | | | Tier 2 | 2,154 |
| % of Projected | 60.5% | 54.6% | % of Rights | 14% | | | % of Allocation | 99% |
| Remaining | 1,542 | 1,770 | Remaining | 2,836 | | | Remaining | 13 |

NOTE:

1) Blue Numbers = Estimated Water Production

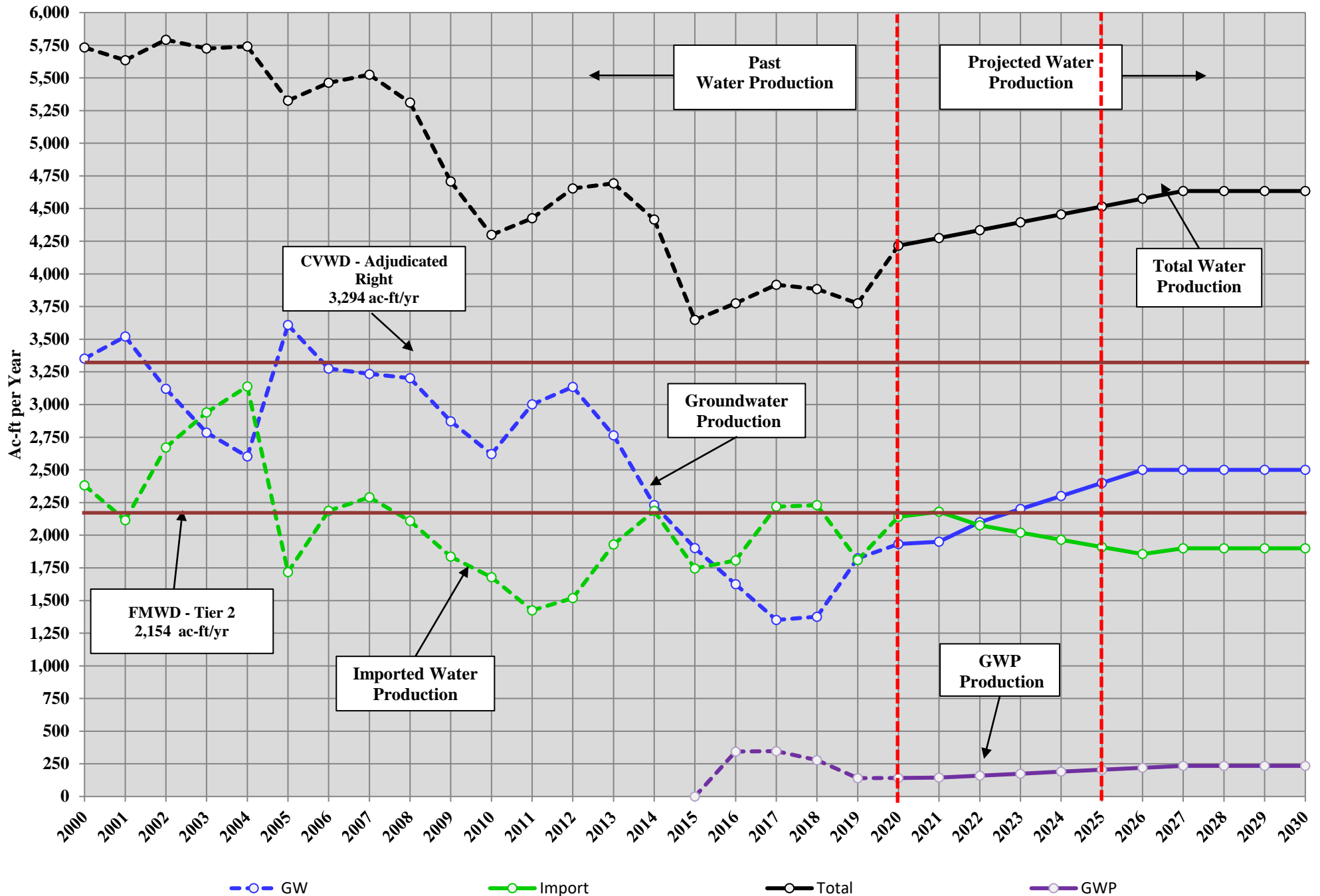
Monthly Water Production: FY 20/21 Actual, FY 20/21 Projected & FY 19/20 Actual



■ FY 20/21 Actual ■ FY 20/21 Projected ■ FY 19/20 Actual

Water Demand Projections - CY 2000 - CY 2030

(Update - 1/7/21)



Monthly Rainfall - 1963/64 - 2020/21 (Oct- Dec)

