

Crescenta Valley Water District

Emergency Preparedness Meeting

Corona Virus

March 13, 2020 at 9:00 AM

1. Introduction
2. Update – Corona Virus
 - a. Federal
 - b. State
 - c. Los Angeles County
3. Duration
4. Goal
 - a. Maintain Water and Sewer Service
 - b. Minimize contact with Public
5. Water Supply
 - a. Groundwater
 - i. Treatment
 1. Chlorine
 2. Nitrate Remove Treatment
 - a. Glenwood
 - b. Well 2
 - b. Imported Water
 - i. FMWD
 - ii. MWD
6. Water Storage
7. Water Distribution
 - a. Pumps – Equipment
 - b. Pipelines
8. Water Treatment
 - a. Weekly Testing
 - i. Labs
 - ii. Bottles
 - b. Sampling
9. Sewer
 - a. Collection System
 - i. Possible sewer back-up
 - b. Treatment – City of Los Angeles
10. SCADA
 - a. Monitoring
 - b. Communications
11. Vehicles
 - a. Fuel
 - i. Gas
 - ii. Diesel
 - b. Repairs
 - i. Repair Shops
 - ii. Tires
12. Personnel
 - a. Work at home?
 - b. Out due to taken care of family
 - c. Modify work schedule?
13. Work Assignments – Field
 - a. Limit to maintenance only?
 - b. Postpone lateral replacement for two weeks till we see what is going on?
 - c. Continue Water meter cleaning and meter replacement
14. Work Assignments – Office
 - a. Limit contact with customers
 - b. Payment – Drop Box only?
15. Construction
 - a. Markridge
 - i. Finish coating
 - ii. Cleaning & filling reservoir
 - iii. WQ testing
 - b. Booster 32 & 33
 - i. Postpone till after 4/13/20; till we know what is going on
 - c. Well 2
 - i. Postpone due to weather
16. Questions

CVWD

COVID-19 Plant Shifts

Shift A	Shift B	Shift C
Kellen Boyce Wayne Boyce David Inman Alex Sandoval - Operate for leak Raymond Dodge	Morgen, Siaki Mortenson Jaysen Ortega Dennis Maxwell Hydro Excavate/operate for leaks	Dave Spain Jake Whittaker - Operate for leak Jonathon Russo Darlene Telles

Critical Duties

- 1.) Check Sites
- 2.) Check Fuel tank and note level
- 3.) Check and top off vehicle fuel levels
- 4.) Check and mark out USAs
- 5.) Check temp level
- 6.) Samples
- 7.) Check Mail
- 8.) Check Propane levels
- 9.) Lift Station Inspection twice weekly

Shifts:

Shift: 7:00 a.m. - 3:30 p.m.

On-call: after 3:30 - available by phone to assist as needed

Service Crew Standby: Will remain the same

Pumper Standby: Will remain the same

Emergency response: Will call shift on duty 1st

All personnel must be available to report for duty in the event of an emergency

Any emergency beyond 6 hours will be evaluated case by case basis

**** Schedule subject to change ****

2020

APRIL

CALENDAR YEAR

CALENDAR MONTH



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	01	02	03	04	05
		SHIFT B	SHIFT C	SHIFT A	SHIFT B	SHIFT C
06	07	08	09	10	11	12
SHIFT A	SHIFT B	SHIFT C	SHIFT A	SHIFT B	SHIFT C	SHIFT A
13	14	15	16	17	18	19
SHIFT B	SHIFT C	SHIFT A	SHIFT B	SHIFT C	SHIFT A	SHIFT B
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

From: James Lee
To: Arturo Montes; Christy Colby; David Rawlings; Jennifer Bautista; Maritess Allmon; Pam Leddy; Wendy Holloway
Cc: Nem Ochoa; David Gould; Dennis Maxwell
Subject: RE: Work schedule changes - office
Date: Thursday, April 2, 2020 4:25:14 PM
Attachments: image004.png
 image006.png
 image001.png

Hello,

Our updated schedule is below. At Christy's suggestion, we are planning further out. Schedules subject to change. Thank you everybody.

James

6-Apr	Monday	Tuesday	Wednesday	Thursday	Friday
Wendy	✓	✓		✓	✓
Tess			✓	✓	✓
Pam		✓	✓	✓	Off
Arturo	✓	✓	✓		✓
Christy		✓	✓	✓	
Jennifer	✓				✓
13-Apr	Monday	Tuesday	Wednesday	Thursday	Friday
Wendy	✓	✓		✓	Off
Tess			✓	✓	✓
Pam		✓			✓
Arturo	✓	✓	✓		✓
Christy		✓	✓	✓	
Jennifer	✓				✓
20-Apr	Monday	Tuesday	Wednesday	Thursday	Friday
Wendy	✓	✓		✓	✓
Tess			✓	✓	✓
Pam		✓	✓	✓	Off
Arturo	✓	✓	✓		✓
Christy		✓	✓	✓	
Jennifer	✓				✓
27-Apr	Monday	Tuesday	Wednesday	Thursday	Friday
Wendy	✓	✓		✓	Off
Tess			✓	✓	✓
Pam		✓	✓		✓
Arturo	✓	✓	✓		✓
Christy		✓	✓	✓	
Jennifer	✓				✓

From: James Lee

Sent: Thursday, March 26, 2020 3:24 PM

To: Arturo Montes <AMontes@cvwd.com>; Christy Colby <ccolby@cvwd.com>; David Rawlings <DRawlings@cvwd.com>; Jennifer Bautista <JBautista@cvwd.com>; Maritess Allmon <MAllmon@cvwd.com>; Pam Leddy <plededy@cvwd.com>; Wendy Holloway <wholloway@cvwd.com>

Cc: Nem Ochoa <NOchoa@cvwd.com>; David Gould <dgould@cvwd.com>; Dennis Maxwell <dmaxwell@cvwd.com>

Subject: RE: Work schedule changes - office

Hello everybody,

Our updated schedule is below. Thanks again, and you know what to do as District and personal needs change.

	Fri 3/27	Mon 3/30	Tue 3/31	Wed 4/1	Thurs 4/2	Fri 4/3
Tessa	✓	⊗	⊗	✓	✓	✓
Wendy	✓	✓	✓	⊗	✓	off
Christy	✓	✓	✓	✓	✓	⊗
Jenn	⊗	✓	⊗ (remote)	✓	✓	off
Arturo	✓	✓	✓	⊗	off (vac)	✓
Pam	⊗	⊗	✓	✓	⊗	✓
Dave	----->>					

James

From: James Lee

Sent: Thursday, March 19, 2020 2:55 PM

To: Arturo Montes <AMontes@cvwd.com>; Christy Colby <ccolby@cvwd.com>; David Rawlings <DRawlings@cvwd.com>; Jennifer Bautista <JBautista@cvwd.com>; Maritess Allmon <MAllmon@cvwd.com>; Pam Leddy <plededy@cvwd.com>; Wendy Holloway <wholloway@cvwd.com>

Cc: Nem Ochoa <NOchoa@cvwd.com>

Subject: RE: Work schedule changes - office

Good afternoon guys,

It's good to see that customers seem to be taking to means other than coming in to conduct business. It seems like the news was changing almost daily and now even more frequently now. We'll continue to monitor and adapt to changes.

Thank you for working through this together. Below is an updated schedule for the next week or so. We will continue to update every few days, so please update the group with any changing needs.

Thank you, James

	Fri 3/20	Mon 3/23	Tue 3/24	Wed 3/25	Thurs 3/26	Fri 3/27
Tessa	✓	✓	⊗	✓	✓	✓
Wendy	⊗	✓	✓	⊗	✓	✓
Christy	⊗	⊗	✓	✓	⊗	✓
Jenn	✓	✓	✓	⊗	⊗	⊗
Arturo	✓	✓	⊗	✓	✓	✓
Pam	✓	⊗	✓	✓	✓	⊗
Dave	----->>					

From: James Lee

Sent: Monday, March 16, 2020 5:09 PM

To: Arturo Montes <AMontes@cvwd.com>; Christy Colby <ccolby@cvwd.com>; David Rawlings <DRawlings@cvwd.com>; Jennifer Bautista <JBautista@cvwd.com>; Maritess Allmon <MAllmon@cvwd.com>; Pam Leddy <plededy@cvwd.com>; Wendy Holloway <wholloway@cvwd.com>

Cc: Nem Ochoa <NOchoa@cvwd.com>

Subject: Work schedule changes - office

I would like to follow up on Nem's earlier message regarding temporary work schedule changes.

Here in the office, our aim is to improve social distancing by keeping the staff on site to 4-5 a day.

This is a temporary plan based on the timing of upcoming issues and deliverables such as reminders / finals, meter reading / customer service, board packets, public outreach, and coverage of the counter and phone lines. The plan will evolve based on District needs and information that continues to be released from governmental and other authorities, and we plan to revisit it every couple of days.

The District is putting its best foot forward in striking the balance between keeping things going at the District and ensuring the health and safety of our families and colleagues. Please reach out with any updates or personal needs. Here are a schedule for the next few days and answers to some questions you may have:

1. You will be considered working full time on the days you are out of the office. Please be ready to report to the office in case there is an emergency and we need you to assist, assuming you are not sick with flu-like symptoms.
2. Since you are working remotely and available during your normal hours, there will be no change administratively such as with your pay or sick accruals.
3. We are working to provide you with tools to work remotely, where possible and appropriate. Looking to have that by next week.



	Tue 3/17	Wed 3/18	Thurs 3/19	Fri 3/20	Mon 3/23
Tessa			✓	✓	✓
Wendy	✓		✓		✓
Christy	✓	✓	✓		
Jenn	✓	✓		✓	
Arturo		✓	✓	✓	✓
Pam	✓	✓		✓	
Dave	✓	✓	✓	✓	✓
James					✓

Thank you,

James

James Lee

Director of Finance & Administration

Crescenta Valley Water District
2700 Foothill Blvd. La Crescenta, CA 91214

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cell 818-439-3242 | fax 818-248-1659

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From: [Brook Yared](#)
To: [GRP_CVWD_Managers](#)
Subject: Engineering Schedule Update
Date: Friday, March 27, 2020 1:46:52 PM

Hello Everyone,

David and I have been discussing the schedules for engineering staff for the coming week. We will be coming into the office on alternating days.

We've asked Jennifer to help us organize some electronic inspection forms and photos from home. I included her current schedule below. Not sure if that work will flow into Friday or not.

Joe and Pete will be working from home until the Safer at Home Ordinance has been lifted. They have both been provided laptops so they can access the network.

As of now, Jonathan Martinez's time at the District is on hiatus until we return to normal operations.

	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5
David	x	o	x	o	x		
Brook	o	x	o	x	o		
Cory	1/2 day	1/2 day	1/2 day	1/2 day	1/2 day		
Pete	o	o	o	o	o		
Joseph	o	o	o	o	o		
Jennifer	x	o	x	x	-		

x	In the Office
o	Working from Home
-	Off

Let me know if you have any additional questions.

Best,

Brook Yared, P.E.
Senior Engineer

Crescenta Valley Water District
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