

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Emergency Planning Committee
of the Crescenta Valley Water District

To be held on

April 4, 2018 at 6:00 PM

Posted: April 2, 2018 at 4:00PM

Call to Order

Adoption of Agenda

Public Comments

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 the Committee. This opportunity is non-transferable and speakers are limited to three (3) minutes each.

Information Items

1. CVWD Emergency Response Plan
 - a. Staff & Board Guide Book
 - b. Update ERP – 2018
2. Status of CVWD's Emergency Electrical Generators
3. Foothill Municipal Water District (FMWD) Mutual Aid Agreement
4. Rosemont Reservoir – Community Water Station

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – May 9, 2018

Adjournment

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 1
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Emergency Response Plan

INFORMATION ITEM:

Emergency Response Plan – Discussion regarding the District's Emergency Response Plan (ERP) and ERP guide book for staff and Board Members.

BACKGROUND:

The goals of the Emergency Planning Committee as outlined in 2013 were:

- Provide updated information about CVWD's responds to a catastrophic failure to the water/wastewater systems.
- Coordination with local Law Enforcement, Fire Departments and Community Emergency Response groups during an emergency event
- Installation and coordination of a Community Water Station as a possible water source for customers during an emergency event.
- Mutual Aid agreements with Glendale, FMWD, Pasadena and other agencies
- Communications to residents during an emergency event.

DISCUSSION:

1. Compilation of Guide Book including critical documents distributed to each employees and Board member including the following:
 - A. Contact numbers for all employees
 - B. Contact numbers for vendors
 - C. Shift Assignments
 - D. Mutual aid agreements
 - E. Critical resource locations such as:
 - a. Emergency Electrical Generators
 - b. Water Supply Interconnections
 - c. Emergency Response Storage Containers and Inventory
2. Coordination with Law Enforcement, Fire Departments and Community Emergency Response groups during an emergency event.

Los Angeles County - Sheriff Station
California Highway Patrol
City of Glendale, Police Department
Los Angeles County Fire Department
Station 63
Station 19
Station 70
City of Glendale, Fire Department
Station 27
Station 28
Community Groups
CERT
CV Ready
CV Town Council

3. Emergency Response Plan

- a. Provide updated ERP to Committee by September, 2018
- b. Presentation to Board of Directors

4. Training

- a. Staff – Conduct Standardized Emergency Management System (SEMS) classes, which is California's emergency response system and the fundamental structure for the response phase of emergency management. Classes will include the following:
 1. Introduction to SEMS
 2. Field Operations
 3. Emergency Operations Center Course
 4. Executive Course
- b. Board – Conduct a SEMS class for Board members for coordination between staff, the media and the community during an emergency event.

TENTATIVE EMERGENCY PLANNING COMMITTEE SCHEDULE:

- **May 17, 2018** – Emergency Planning Committee – Review draft ERP guide book for staff and Board Members. Finalize by June 7, 2018 for presentation at June 12, 2018 Board meeting
- **June 21, 2018** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **July 19, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **August 16, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 2
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Emergency Electrical Generators

INFORAMTION ITEM:

Status of CVWD's Emergency Electrical Generators – Discussion regarding the status of the District's emergency electrical generators

BACKGROUND:

CVWD has five (5) emergency electrical generators (generator) to provide back-up power to CVWD's facilities, groundwater wells and booster pumps during a planned electrical outage or an unplanned loss of power emergency event.

Emergency Electrical Generators						
Unit#	Year	Description	Vehicle ID#	kW	Fuel	Purpose
28	2004	Detroit Diesel Whisper Watt	7302538	70kW	D	Portable Generator
29	1998	Perkins 1300 International	Ser#D334A\001	200kW	D	Portable Generator
30	2001	Spectrum Detroit Diesel 150K	Ser#0703832	150kW	D	Portable Generator
35	2007	Kohler 480V Genset	500REOZVB211029850ZBB	500kW	D	Stationary Generator
41	2006	MQ Power portable generator	7350023	70kW	D	Portable Generator

One generator (Unit 35) is a permanent installation at the Glenwood plant. The 500 kW generator has enough power to run the plant, booster pumps and wells during a power outage. The 500 kW generator also has an automatic transfer switch that shifts power from regular to emergency power.

The remaining four (4) generators are portable (on wheels) and are stored at the Rosemont Reservoir. All of CVWD's facilities have an emergency connection outlet at the electric motor control center to plug in the emergency electrical generator.

The District also has a number of small generators that are used to power the SCADA system during a power outage.

DISCUSSION:

CVWD utilizes its water storage system during an emergency event by pumping water into a reservoir in a certain pressure zone and allowing water to move by gravity to the customer's house. The water stored in a reservoir can last from 12 hrs to 24 hrs depending on water demand. This allows CVWD to move the portable generators to different sites to maintain water storage.

Each of the generators runs on diesel fuel and has an average capacity of 50 gallons, which can last for 8 hrs to 12 hrs. CVWD also has a 1,000 gallon diesel tank at the Glenwood plant to provide back-up fuel during an emergency.

The 200kW generator can be used at the following sites:

1. Mills Plant
2. Ocean View Reservoir
3. Oak Creek Reservoir
4. Markridge Reservoir
5. Encinal Reservoir

The 150kW generator can be used at the following sites:

1. Paschall Booster Station
2. Rosemont Reservoir
3. Eagle Canyon Reservoir
4. Goss Canyon Reservoir
5. Cresta Heights Reservoir
6. Edmund 1 Reservoir
7. Edmund 2 Reservoir

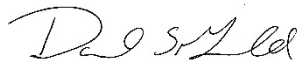
The 70kW generators can be used at the following sites:

1. Main Office
2. Well 5
3. Well 7
4. Well 8
5. Well 9
6. Well 11
7. Well 14
8. Well 16
9. La Granada Sewer Lift Station
10. Shields Reservoir
11. Pickens Canyon Reservoir

Staff is currently installing a new permanent generator at the main office with an automatic transfer switch to maintain power at the main office during an emergency.

Staff will be further evaluating the need for additional generators at other critical sites such as the Mills plant, where a permanent generator will be beneficial to the District.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 3
April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: FMWD Member Agency Mutual Aid Agreement

INFORMATION ITEM:

FMWD Member Agency Mutual Aid Agreement – Discussion regarding the District's participation in a Mutual Aid Agreement with the Foothill Municipal Water District and its member agencies.

BACKGROUND:

Foothill Municipal Water District and its member agencies have historically provided mutual aid when requested by one of the sub-agencies. However, there has been no formal agreement stipulating the parties' obligations, liability provisions or terms of reimbursement.

DISCUSSION:

FMWD and its agencies have collaborated over the past year to develop a formal mutual aid agreement between all the parties. The attached agreement includes provisions for response to planned water supply interruptions and unplanned outages and local emergencies. The major terms of the mutual aid agreement include the following:

- Response to a request for aid is at the responding party's sole discretion.
- Cost will be reimbursed unless otherwise mutually agreed between the parties.
- Requesting party shall indemnify the responding party.
- Confidentiality provisions.
- Arbitration clause.

The mutual aid agreement prepared by FMWD is similar to the agreement CVWD has with the California Water/Wastewater Agency Response Network (WARN). WARN is a state-wide network that was established to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities throughout California.

RECOMMENDATION:

It is staff's recommendation that the District enter into this formal mutual aid agreement with FMWD and it be brought as an action item at the next Board meeting. The formal mutual aid agreement provides protections and documents the terms and conditions for mutual aid between FMWD and its agencies and there is no initial cost impact associated with this agreement. The formal mutual aid agreement has been reviewed by CVWD's legal counsel.

Prepared & Submitted by:


David S. Gould, P.E.
District Engineer

MUTUAL AID AND ASSISTANCE AGREEMENT

THIS AGREEMENT (“Agreement”) made effective the ____ day of _____, 2017, is entered into between Foothill Municipal Water District (hereinafter “Foothill”) and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company (hereinafter individually “Party” or collectively “Parties”), to provide mutual assistance in times of emergency and planned and unplanned outages.

Section 1. Purpose

The purpose of this Agreement is to establish a regional mutual aid and assistance program. Through the program, the Parties to this Agreement may coordinate response activities and share resources in response to regional emergencies and assist during local emergencies or outages planned or unplanned.

Section 2. Response to Planned Outages

In the event of a planned outage, any party to this agreement (hereinafter “Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such outage by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall attempt to aid Requesting Party if such response is feasible under the circumstances. If a Responding Party determines it cannot respond to a request for assistance for any reason, that Party shall not be responsible for any consequences or damages associated with its failure to respond. While more notice is preferable, at least seven (7) days notice must be provided by the Requesting Party to potential Responding Parties for coordination of water deliveries, use of personnel or equipment. A request for assistance under the provisions of this Agreement shall not be a substitute for the use of private contracted labor when available.

Provision of supply water by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 3. Response to Emergencies and Unplanned Outages

In the event of an emergency or outage requiring corrective action to be taken immediately to protect life, property, or facilities, any party to this agreement (hereinafter

“Requesting Party”) may call on any or all of the other remaining Parties for assistance in responding to such emergency by furnishing Requesting Party with supplemental water supply, personnel, equipment, and/or materials. Such other Parties that believe they are potentially able to assist (hereinafter “Responding Party(ies)”) shall come to the aid of the Requesting Party if such response is feasible under the circumstances. If a Party determines it cannot respond to a request for assistance, the Parties shall not be responsible for any consequences associated with its failure to respond.

Provision of water supply by a Responding Party shall be subject to the water supply requirements of its own system. A Responding Party that is able to provide supplemental water supply, personnel, equipment, and/or materials may retract such resources for use within its own system should conditions or circumstances require reallocation of such resources. The Responding Party shall not be responsible for any consequences or damages associated with its retraction of resources for use within its own system. Any Requesting Party shall retain full control of all operations within its own boundaries. Any Responding Party shall take action only as directed by the Requesting Party.

Section 4. Cost Reimbursement

Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Party shall reimburse the Responding Party for costs incurred while providing aid and assistance during the specified Period of Assistance using the reimbursement procedures as outlined below:

A. **Water** – The Responding Party will provide the Requesting Party with a bill showing the amount of water delivered to the Requesting Party. Water will be billed at the highest rate incurred for imported water by the Responding Party.

B. **Other Costs** – All other costs will be billed by the Responding Party to the Requesting Party using the terms established with Articles of Agreement California Water/Wastewater Agency Response Network WARN 2007 Omnibus Mutual Assistance Agreement and any amendments that may occur from time-to-time.

Section 5. Confidential Information

To the extent allowed by law, any Party shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information provided to it by another Party pursuant to this Agreement. If any Party or third party requests or demands, by subpoena or otherwise, that a Party or disclose any Confidential Information provided to it under this Agreement, the Party shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

Section 6. Arbitration

If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Party shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

Section 7. Requesting Party's Duty to Indemnify

Requesting Party shall assume the defense of, fully indemnify and hold harmless each Responding Party, its directors, officers, and employees, from all claims, loss, damage, injury, and liability of every kind, nature, and description, directly or indirectly arising from the Requesting Party's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies, or personnel provided to a Requesting Party, or faulty workmanship or other negligent acts, errors, or omissions by a Responding Party, or by personnel provided to Requesting Party, from the time assistance is requested and rendered until the assistance is returned to Responding Party's control.

Section 8. Workers' Compensation Claims

The Parties to this agreement shall be responsible for providing workers' compensation benefits and administering workers' compensation for their respective employees.

Section 9. Insurance

Parties to this Agreement shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake pursuant to this Agreement, including, but not limited to, workers' compensation and commercial general liability insurance, and insurance on property, vehicles, and equipment.

Section 10. Withdrawal

Any Party may terminate its participation in this Agreement by written notice to the other Parties. Withdrawal takes effect 60 days after each Party receives notice. Withdrawal from this Agreement shall in no way affect a Requesting Party's duty to reimburse a Responding Party for cost incurred under this Agreement, which duty shall survive such withdrawal.

Section 11. Modification

No provision of this Agreement may be modified, altered, or rescinded by individual parties to the Agreement.

Section 12. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and

DRAFT

provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

IN WITNESS WHEREOF, Foothill Municipal Water District and Crescenta Valley Water District, Kinneloa Irrigation District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company, Mesa Crest Water Company, Rubio Cañon Land and Water Association and Valley Water Company have executed and delivered this Agreement as of the date first above written.

FOOTHILL MUNICIPAL WATER DISTRICT

CRESCENTA VALLEY WATER DISTRICT

By: _____
Its: _____

By: _____
Its: _____

KINNELOA IRRIGATION DISTRICT

LA CAÑADA IRRIGATION DISTRICT

By: _____
Its: _____

By: _____
Its: _____

LAS FLORES WATER COMPANY

LINCOLN AVENUE WATER COMPANY

By: _____
Its: _____

By: _____
Its: _____

MESA CREST WATER COMPANY

RUBIO CAÑON LAND AND WATER
ASSOCIATION

By: _____
Its: _____

By: _____
Its: _____

VALLEY WATER COMPANY

By: _____
Its: _____

DRAFT

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 4

April 4, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: Community Water Station

INFORMATION ITEM:

Community Water Station – Discussion regarding the installation of a Community Water Station at Rosemont Reservoir

BACKGROUND:

A goal of the District is to provide a Community Water Station that will allow residents to fill up water containers for home use during an extended emergency event. The water provided will be supplemental water to each homeowner's personal emergency survival kit.

DISCUSSION:

The Community Water Station (Station) should be located at a reservoir site that will allow access to a water filling station and located within the District Boundaries. The Rosemont reservoir site is located on Rosemont Street, near Rosemont middle school, and will be provide access on the street.

As shown on the attachment, the Station will be located on the outside of the wall facing Rosemont with a quick coupler. The waterline will tie into the outlet line for Rosemont Reservoir, which holds 500,000 gallons. A water meter will be installed on the inside of the wall to measure the amount of water used. During an event, a water hose system will be quick coupled through the wall that allow for people to fill containers.

The logistics of monitoring the water fill station and when it will be in service still have to be worked out with staff. In addition, staff will meet with LA County Sheriff Department and the local CERT members for assistance in dispensing water during an emergency.

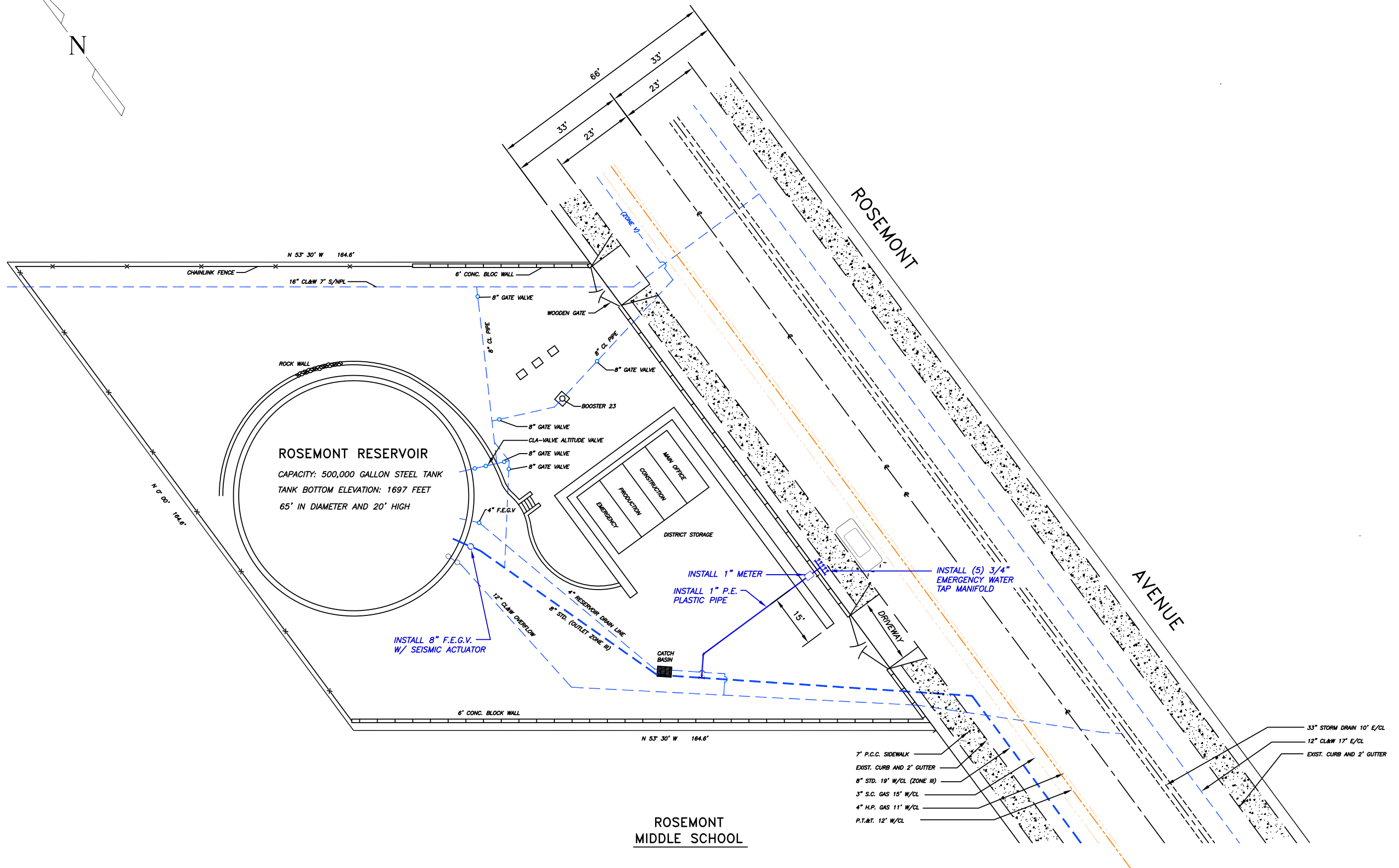
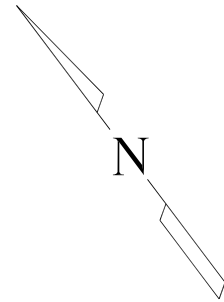
RECOMMENDATION:

It is staff's recommendation to proceed with the installation of the Station within the next 2 months, depending on the field crew's schedule. The logistics will be discussed with staff and brought back to an Emergency Planning Committee meeting in July, 2018.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer



SCALE: N.T.S.	DATE: 4/3/18	CRESCENTA VALLEY COUNTY WATER DISTRICT	
DRAWN BY: J.A.HUERTA		1" MANIFOLD	
CHECKED BY:		ROSEMONT_RESERVOIR	
APPROVED:		COMMUNITY_WATER_TAP_STATION	
AS BUILT: AS_BUILT		SHT. 1 OF 1 SHTS.	
		COMPLETION DATE:	FILE NO.
		JOB NO.	FILE