

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 May 12, 2020 at 7:00 p.m.

Posted: May 7, 2020 at 3:00 p.m.

TELECONFERENCING NOTICE

[This meeting will be held by teleconference 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: 810 7311 0484

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom teleconferencing tool available at the following link – <https://us02web.zoom.us/j/81073110484>.

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 May 12, 2020.

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 Adjourned Board Meeting on April 28, 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. **District Audit Services** – Consideration and motion to engage CliftonLarsonAllen LLP for audit services for FY 2020-2022
2. **Long-Term Infrastructure Reliability and Funding Roadmap**
3. **FY 2020-21 Water and Wastewater Budgets**

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

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

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS

April 28, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on April 14, 2020, an Adjourned Regular Meeting was held on April 28, 2020, at 7:00 p.m. through teleconference due to the COVID-19 pandemic, with President Kerry D. Erickson presiding.

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

Directors:	Kerry D. Erickson James D. Bodnar Kenneth R. Putnam Sharon S. Raghavachary Judy L. Tejeda
Attorney:	Thomas Bunn
General Manager:	Nem Ochoa
Director of Finance & Administration:	James Lee
Director of Engineering:	David Gould
Others Present:	Christy Colby, Regulatory & Public Affairs Manager Dennis Maxwell, Director of Operations Brook Yared, Senior Engineer Arturo Montes, Finance & Administration Manager Wendy Holloway, Customer Service Manager Pam Leddy, Administrative Assistant Frank Colcord, FMWD Director

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 Bodnar, seconded by Director Tejeda, and carried by a 5-0 roll call vote that the Agenda for the Adjourned Regular Meeting of April 28, 2020 be adopted as presented.

AYES:	Director Tejeda Director Bodnar Director Putnam Director Raghavachary Director Erickson
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NOES:	None
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PUBLIC COMMENTS – Ms. Marilyn Tyler requested information regarding the possibility of increased costs due to the postponement of the cost of service study. Ms. Tyler inquired about a FEMA grant for Hazard Mitigation as granted to Crescenta Valley Water District (CVWD).

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Frank Colcord reported that Metropolitan Water District has approved a rate increase for the delivery of imported water in the amounts of 3% for year 2020 and 4% for year 2021. Foothill Municipal Water District (FMWD) will continue to take all measures to protect staff and provide safe drinking water during the COVID-19 crisis and will be considering all new updates as needed.

CONSENT CALENDAR

It was moved by Director Raghavachary, seconded by Director Tejeda, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on April 14, 2020 through teleconference and to ratify the disbursements for March 2020 as presented.

Payment of demands against the Crescenta Valley Water District on or before March 2020, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of One Million, Four Hundred Sixty-Eight Thousand, Five Hundred Seventy-Five Dollars and Eighty-Four Cents (1,468,575.84), which is composed of the individual items set forth herein.

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

NOES: **None**

ACTION CALENDAR

Temporary Measures for Mitigating Customer Impacts During COVID-19 – Mr. Ochoa reported that the CVWD Board has postponed rate increase discussions that had been scheduled for June 2020. Action has been taken to halt all water shutoffs and late fees to Crescenta Valley Water District customers ahead of the Governor's Executive Order to do so. A discussion was held regarding the possibility of further temporary measures to assist members of the community experiencing financial hardship during the COVID-19 pandemic. A Finance Committee meeting will be held on May 5, 2020, to discuss.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 roll call vote to halt all water shutoffs and late fees for a period of three (3) months or until Executive Order N- 42-20 order is rescinded, whichever is later.

AYES: Director Tejeda
Director Bodnar
Director Putnam
Director Raghavachary
Director Erickson

NOES: None

Long-Term Infrastructure Reliability and Funding Roadmap – Mr. Lee presented an updated bond analysis as prepared by the District’s financial advisor, John Phan. The analysis included scenarios with a baseline refinancing component along with range of a potential new money bond issuances to fund deferred CIP projects.

Following discussion:

It was moved by Director Erickson, seconded by Director Tejeda, and carried by a 5-0 roll call vote to refinance the 2007 Bonds outstanding in the amount of \$6.7 million and to raise additional bond proceeds in a total amount not to exceed \$5 million to be used for CIP projects.

AYES: Director Tejeda
Director Bodnar
Director Putnam
Director Raghavachary
Director Erickson

NOES: None

FY 2020-21 Water and Wastewater Budgets – Mr. Ochoa provided a proposed timeline for the FY 2020-21 Budget for discussion. The Board directed staff to hold a Finance Committee meeting and bring the budget back at the May 26, 2020 Board meeting.

Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 – Mr. Gould requested consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Best Drilling and Pump, Inc. for the Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 at a cost of \$49,700 and establish a contingency amount of \$4,970 (10% of contract) to cover the cost of unforeseen or additional work.

Following discussion:

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 roll call vote to authorize the General Manager to award the project to the lowest responsible bidder, Best Drilling and Pump, Inc., for the Pump Replacement and Casing Rehabilitation of Well 11, Project E-1015 at the price of \$49,700. In addition, establish a contingency amount of \$4,970 (10% of contract) to cover the cost of unforeseen or additional work.

AYES: Director Tejeda
Director Bodnar
Director Putnam
Director Raghavachary
Director Erickson

NOES: None

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa reported the approval of subaward for Hazard Mitigation Plan by Cal OES and FEMA. CVWD letters have been sent to our County Supervisor, Senator and Assembly Member regarding COVID-19.

ATTORNEY – Mr. Bunn attended an ACWA webinar regarding the Brown Act during COVID-19.

REPORTS OF COMMITTEES

Engineering Committee – Mr. Gould reported that the Committee had not met; however, a teleconferenced meeting is scheduled on Friday, May 8, 2020 at 9:00 a.m.

Finance Committee – Mr. Lee reported that the Committee had met via teleconference, on Friday, April 17, 2020 at 3:00 p.m. A teleconferenced meeting will be held on Tuesday, May 5 at 2:00 p.m.

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

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

Community Relations/Water Conservation Committee – Director Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

Emergency Planning Committee – Director Bodnar reported that the Committee had met via teleconference on Friday, April 17, 2020 at 1:30 p.m. A teleconferenced meeting will be held on Thursday, May 15, 2020 at 2:00 p.m.

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

DIRECTORS' ORAL REPORTS

Director Erickson – Congratulations to staff for making a smooth transition to working with a new schedule to make provisions for COVID-19.

Director Bodnar – Appreciation to staff during the pandemic situation. The work being done shows the whole team effort to provide great service to the community.

Director Tejeda – No Report

Director Putnam – No Report

Director Raghavachary – Requested an update on water consumption changes due to COVID-19.

CLOSED SESSION – No reportable items.

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – None

ADJOURNMENT

There being no other business to come before the Board, at 9:28 p.m., it was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 roll call vote that the meeting be adjourned to May 12, 2020, at 7:00 p.m.

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

NOES: **None**

APPROVED

Kerry D. Erickson
President

James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
May 12, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Auditor Contract Renewal

ACTION ITEM:

Consideration and motion to engage CliftonLarsonAllen LLP for audit services for FY 2020-2022.

BACKGROUND/DISCUSSION:

An independent annual audit fulfills several objectives. It enables the District to provide creditors with required audited financial statements, and it helps ensure proper financial management.

In 2017, the Board hired CliftonLarsonAllen LLP (CLA) through a Request for Proposals process that included five proposals. CLA has since served the District for three years and is due for a three-year contract renewal. The proposed bid is \$19,500 for audit services for the FY 2019-20 audit, increasing by \$500 for each of the subsequent two years.

Staff believes that CLA will most appropriately serve the Board and District for the following reasons:

1. Lowest Responsible Bidder – CLA's current bid of \$19,500 is lower than the next lowest proposal received during the 2017 RFP process, and staff believes that CLA has demonstrated that it is a responsible vendor.
2. Industry Best Practice – It is industry best practice for agencies to rotate their auditors every 5-7 years, and the District's relationship with CLA will fall within that window by the conclusion of the renewed engagement.
3. Institutional Knowledge – CLA has maintained and proposes to continue maintaining the same audit team should their engagement be renewed. The auditor has developed significant institutional knowledge of the District over the last several years, which is expected to provide additional value to the Board in terms of ensuring sound financial management.

The auditor is hired by and reports to the Board. This reporting relationship is meant to maintain proper independence from staff. Ms. Renee Graves of CLA, who is proposed to have overall engagement responsibility, will be available during the meeting as a resource to the Board.

RECOMMENDATION

Staff recommends that the Board approve CliftonLarsonAllen LLP for a three-year renewal to provide audit services for FY 2020-2022.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
May 12, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Long-Term Infrastructure Reliability and Funding Roadmap

ACTION ITEM:

Discuss the Long-Term Infrastructure Reliability and Funding Roadmap.

BACKGROUND:

During the April 28, 2020 teleconferenced Board meeting, the Board directed staff to proceed with a financing that includes a refinancing of its existing bonds and raises a total of \$5 million in bond proceeds for capital infrastructure.

DISCUSSION:

This action item serves as a placeholder for any discussion related to long-term infrastructure reliability and funding.

RECOMMENDATION

NA.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
May 12, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: FY 2020-21 Water and Wastewater Budgets

ACTION ITEM:

Discuss the FY 2020-21 Water and Wastewater Budgets.

BACKGROUND:

During the April 28, 2020 teleconferenced Board meeting, the Board directed staff to present an updated budget at the May 26, 2020 Board meeting.

DISCUSSION:

This action item serves as a placeholder for any discussion related to the budget.

RECOMMENDATION

NA.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, General Manager
Subject: **General Manager Report**

GM Report
May 12, 2020

General Managers Report Topics:

- GM Activities

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

- Target Solutions training roll-out
- Encinal Reservoir Repurposing
- CV Weekly Ads
- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

One (1) employee has a work anniversary in May. Kellen Boyce – 18 years.

As of May 7th the District has gone 170 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Management Staff Meeting	- April 27 th , May 4 th
MWD IRP Committee Meeting (observer)	- April 28 th
PWAG COVID-19 Response Update	- May 4 th
Finance Committee Meeting	- May 5 th
Engineering Committee Meeting	- May 8 th

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

May 12, 2020
Staff Report

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

1. **Water Production Report**

- April 1 – 30 – Water production – 59%/41% split – 88.1 MG for the time period
- Average use – 17.2% less than 2019 and 14.2% below than 5-yr average

2. **Rainfall Update**

- 5.59” for April 2020
- Rainfall Total for Rainfall Year 2019/20 – 19.98”

3. **Report on Engineering**

- **CIP Projects**
 - Pipeline Replacement – 4600 - 4800 Blocks of Pennsylvania - Complete
 - Markridge Reservoir Rehabilitation - Complete
 - Well 16 – Well Rehabilitation - Complete
 - Booster Pump Replacement – New pumps and motors ordered
 - Ramsdell Mixing Station/Pressure Reducing Station – Design underway
- **Nitrate Removal Treatment Facility at Well 2 Project**
 - Out of Service for repairs that will be completed when COVID-19 restrictions are lifted
- **Grant Program**
 - Hazard Mitigation Grant Program (HMGP) – Awarded Grant – 4/15/20
- **Water Meter Replacement Program**
 - On Hold

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

- Wells Status – Well production capacity steady at 1.9 mgd

5. **Developer Projects**

- 4520 Montrose – New 6 Units – Plan Check
- 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
 - 2314 Montrose – New 5 Units
 - 1961 Waltonia – New 6 Units

6. **FMWD** – No Report

7. **Street Projects**

- Verdugo Paving Project – City of Glendale – On Hold

8. **Field Maintenance & Operations – April 1, 2020 – April 30, 2020**

- **Water Lateral Leaks & Repairs**
 - 2436 Los Olivos 2728 Franklin
- **Large Water Meter Replacement**
 - 2-inch water meter – Crescenta Valley County Park
- **Water Main Leaks**
 - No Report
- **Valve Replacement**
 - No Report
- **Fire Hydrant Repair**
 - No Report
- **Booster Pump Maintenance**
 - No Report
- **Reservoir Maintenance**
 - No Report
- **Sewer Maintenance – April 1, 2020 – April 30, 2020**
 - On hold
- **Sewer Lift Station**
 - 4/4/20 - Clean lift station after pumps were clogged with rags & paper towels

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

April 1 - April 30, 2020

Well Production:	48,472,822	Gals		
GWP Production:	2,153,000	Gals		
Gravity Production:	1,254,624	Gals	% GW	59%
Purchased Water:				
FMWD:	36,240,675	Gals		
City of Glendale:	0	Gals	% Import	41%
TOTAL:	88,121,121	Gals		
	270.43	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	0		*Included in Well Production	

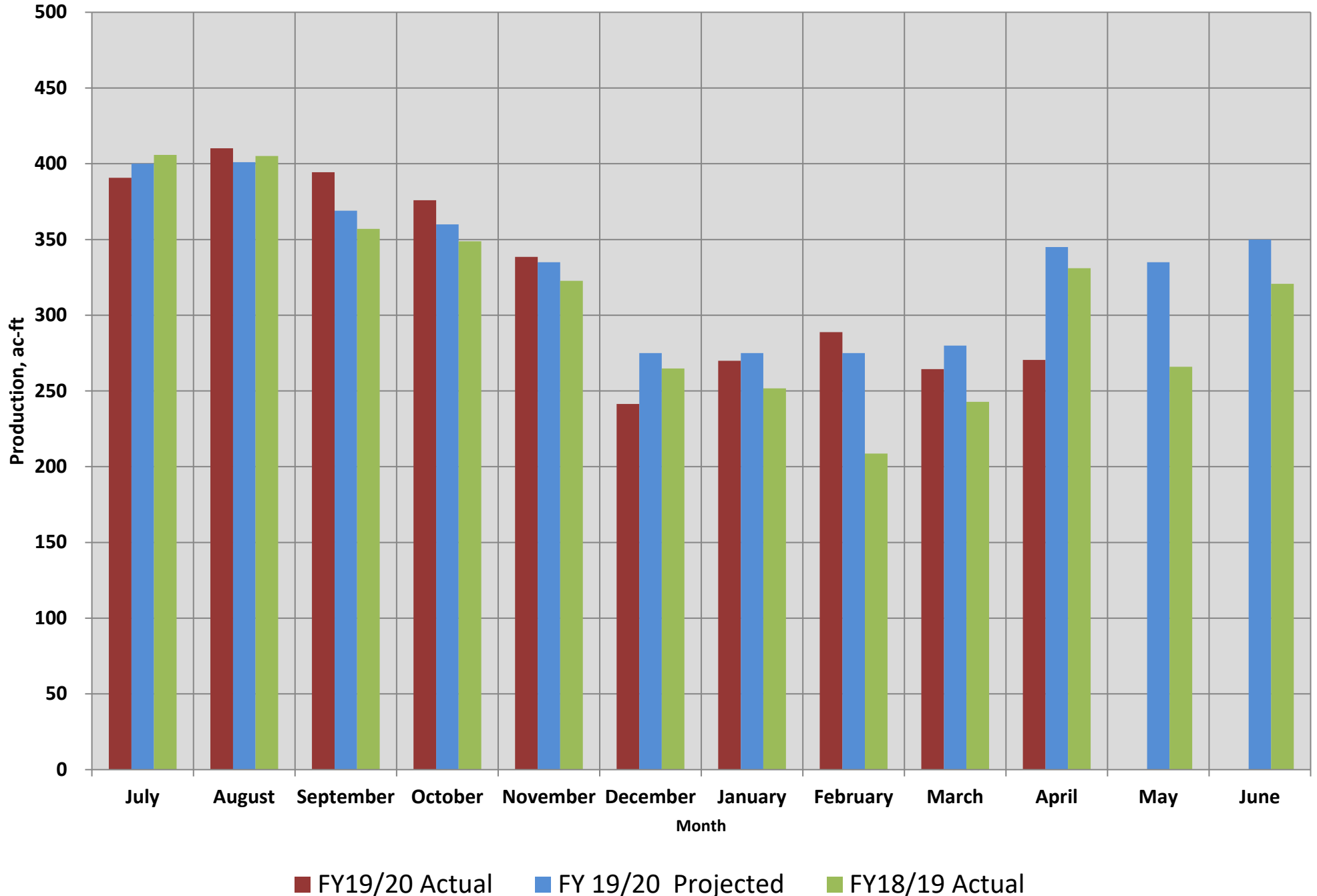
WATER DEMAND COMPARISON

Time Period			Average Daily Usage (gals)		Current Period Change			
April 1 - April 30, 2020			2,932,259					
April 1 - April 30, 2019			3,542,615		-17.2%			
5-yr Average - April 2015 - 2019			3,418,921		-14.2%			
RAINFALL: April 1 - April 30, 2020			5.59"					
Season-To-Date:			19.98"					
2019/20 Fiscal Year Water Production			WY 19/20 - 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	391	400	October	166	January	0	January	102
August	410	401	November	171	February	0	February	130
September	394	369	December	161	March	0	March	102
October	376	360	January	168	April	7	April	111
November	339	335	February	158	May		May	
December	241	275	March	163	June		June	
January	270	275	April	153	July		July	
February	289	275	May		August		August	
March	264	280	June		September		September	
April	270	345	July		October		October	
May		335	August		November		November	
June		350	September		December		December	
Total to Date	3,245	3,315	Total to Date	1,139	Total to Date	7	Total to Date	445
Projected	3,930	4,000	Water Rights	3,294			Tier 2	2,154
% of Projected	81.1%	82.9%	% of Rights	35%			% of Allocation	21%
Remaining	755	685	Remaining	2,155			Remaining	1,709

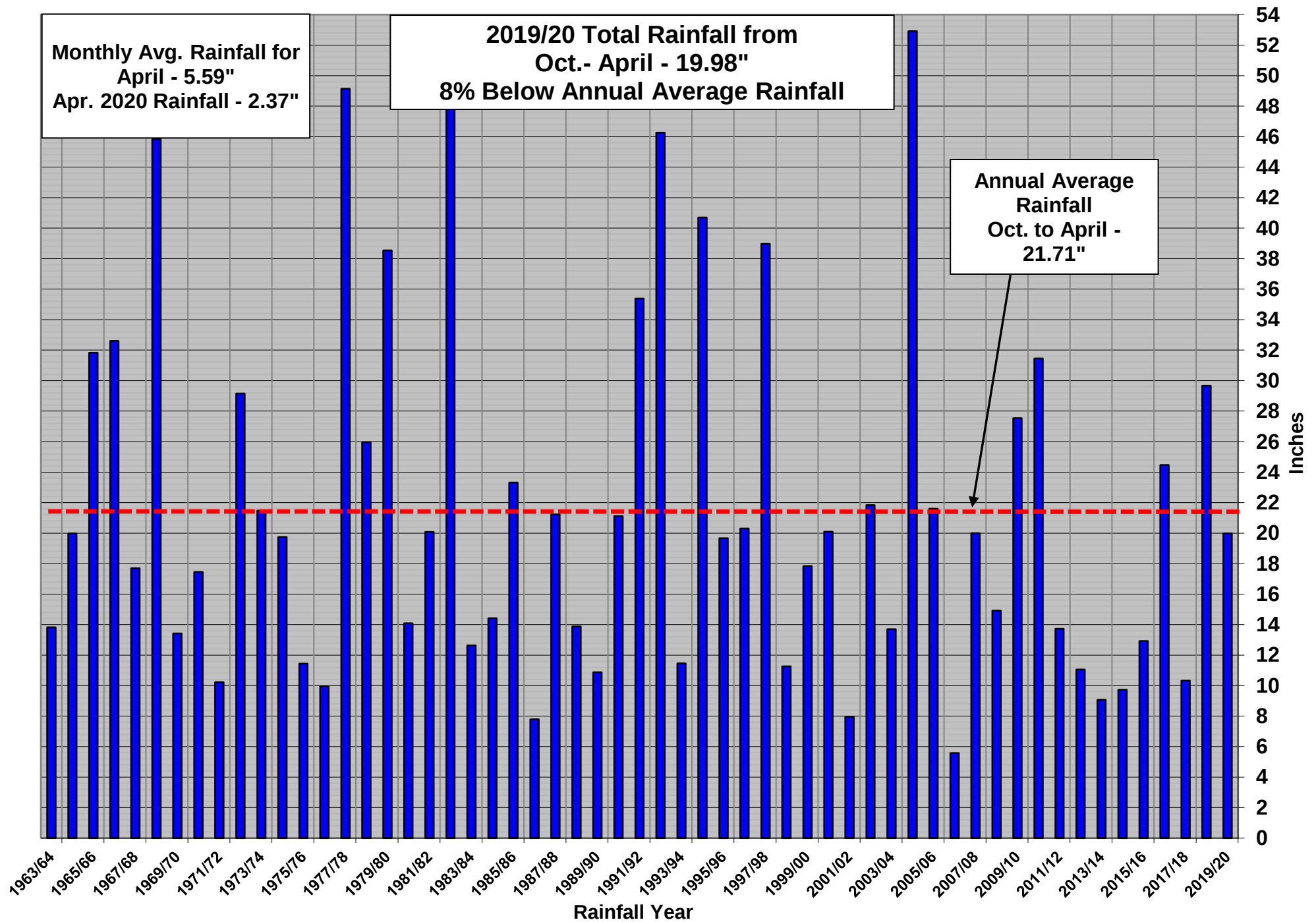
NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY19/20 Actual, FY 19/20 Projected & FY18/19 Actual



Monthly Rainfall - 1963/64 - 2019/20 (Oct.- April)



CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: April 17, 2020
TO: Emergency Planning Committee
FROM: David S. Gould, Director of Engineering
SUBJECT: CVWD Emergency Planning Committee Meeting Notes

Following is a summary of the Emergency Planning Committee Teleconference Meeting held at 1:30 PM on April 17, 2020, at the CVWD main office, and was attended by the following:

Director Sharon Raghavachary - Committee Chairperson	CVWD
Director James Bodnar - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
David Gould – Director of Engineering	CVWD
James Lee – Director of Finance & Administration	CVWD
Dennis Maxwell – Director of Operations	CVWD
Christy Colby – Regulatory and Public Affairs Manager	CVWD

1. CVWD Badges for Employees & Director

Mr. Gould discussed the District's policy for First Responder Badges including who will be issued a badge and the use of the badge during an emergency event. Ms. Colby discussed the design of the badge and the new badges should be available in about 2 weeks. Director Bodnar suggested that Board members receive a badge in case they need access to a District site.

2. Update on Contingency Plan – Loss of Staff during COVID-19

Mr. Gould provided an update of the District' plan with respect to the COVID-19 outbreak. Mr. Gould discussed staff's emergency planning meeting on March 13, the shift schedule for Operations, Customer Service and Engineering Departments. Mr. Ochoa discussed the District's policy on social distancing, washing hands and wearing of face masks.

3. State of California, Los Angeles County, PWAG, and ACWA Update

Mr. Gould indicated that staff has been in contact with several agencies regarding the status of COVID-19 relative to the water and wastewater industry. Mr. Gould provided an update from Public Water Agencies Group (PWAG) which included weekly PWAG conference calls, links to Los Angeles County EOC and summary of responses from other water agencies. Mr. Gould also provided information from the City of Glendale, CDC, FEMA and State Water Resources Control Board.

4. Cost Recovery from FEMA and Cal OES

Mr. Lee and Mr. Gould discussed the process to recover any costs related to COVID-19. Mr. Lee indicated was on a conference call with FEMA representatives and will be logging all COVID-19 related costs. Director Bodnar asked about the number of delinquent accounts since the start that have requested payment relief. Mr. Lee indicated that at this time, there were about 30 accounts.

5. Lesson Learned from COVID-19

The committee discussed the continuing public outreach about the safety of the water system and getting accurate information to the public. Ms. Colby indicated that CVWD sent out an email blast about the safety of the water. In addition, Ms. Colby said that the website is continually updated with new information.

Adjournment - The Emergency Planning Committee meeting was adjourned at 2:37 PM on April 17, 2020.

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 17, 2020 at 1:30 PM

Posted: April 16, 2020 at 10:00 AM

TELECONFERENCING NOTICE

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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)

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(312) 626-6799

Then, enter Access Code: 935-6909-3416

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom teleconferencing tool available at the following link – <https://zoom.us/j/93569093416>

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Public comment may be made either by emailing comments that will be read aloud during the meeting or over the phone during the Public Comments period in the teleconferenced meeting. Emailed comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on April 16, 2020.

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.

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

Information Items

1. CVWD Badges – Employees/Directors
2. Update on Contingency Plan – Loss of Staff during COVID-19
3. State of California, Los Angeles County, PWAG, and ACWA Update
4. Cost recovery from FEMA and Cal OES
5. Lessons Learned from COVID-19

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – May 15, 2020

Adjournment



Crescenta Valley Water District

First Responder Badge Policy

April 2020

- I. **Policy Statement** – As a full-time District employee at a public water and wastewater agency, District personnel are engaged in essential services for the community. It is prudent to enable District personnel to provide essential services at all times.

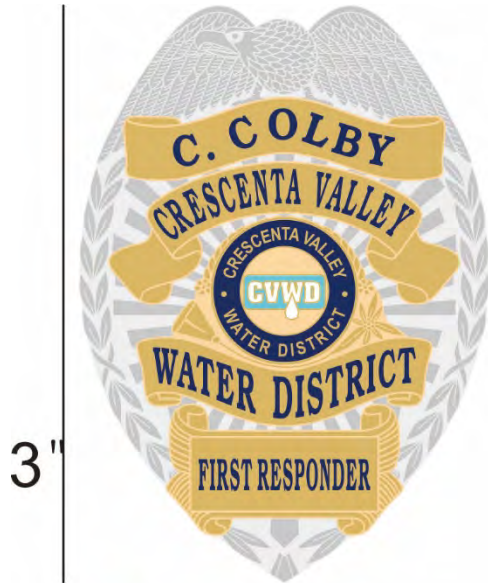
The District recognizes that in times of emergency or other extenuating circumstances, it can be difficult for personnel to access District assets, an Emergency Operations Center (EOC), or otherwise be available to provide service. As such, all District employees will be issued a First Responder Badge.

II. **Use of Badges**

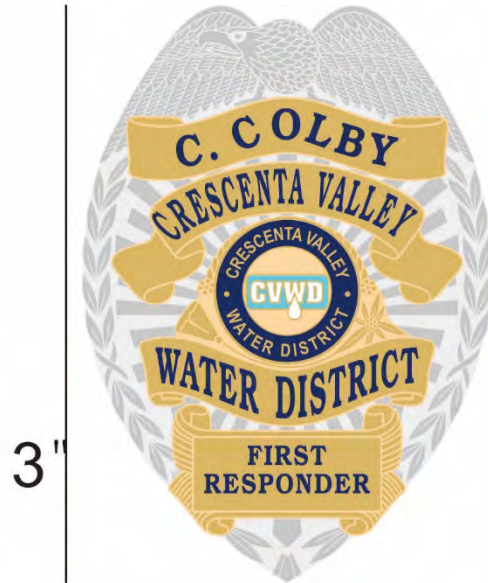
- a. **Authority of Use** – Badges are to be shown to any officer or individual with jurisdiction over fire, safety, or other enforcement or regulatory agency when travel clearance is needed to provide essential services. Personnel are to identify Crescenta Valley Water District as their employer, a public agency that provides essential water and wastewater services.
- b. **Possession** – Personnel are to maintain badges in an accessible place, and are to notify the Regulatory & Public Affairs Manager immediately if their badge is misplaced. The first responder badge must be used alongside an employee badge & photo.
- c. **Misuse** – Personnel are not to use the badge for any purpose other than travel clearance, unless separately authorized by the General Manager, depending on circumstances. Personnel are not to misuse the badge – e.g., impersonating law enforcement – and the use of the badge for unauthorized purposes will result in disciplinary action up to dismissal and be subject to punishment by all applicable laws.

I, _____, have read and understand the First Responder Badge Policy as described above, and have received my badge as of _____.

Signature



- Silver and gold metal
- 3D and recessed metal
- Reflex blue c



- Silver and gold metal
- 3D and recessed metal
- Reflex blue c



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejeda
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon Raghavachary

Officers

Nemesciano Ochoa, P.E.
General Manager
James Lee
Director of Finance & Administration

March 25, 2020

SUBJECT: EMPLOYEE TRAVEL CLEARANCE DURING COVID-19 SHELTER IN HOME EXECUTIVE ORDER

To Whom It May Concern:

The Crescenta Valley Water District (CVWD) employee in possession of this letter has been determined to be needed to maintain continuity of operations of the Crescenta Valley Water District water and sewer distribution system.

On March 19, 2020, the Governor issued Executive Order N-33-20, which mandates that all residents of the State shelter in their home. That Order excepted employees needed to maintain continuity of operations of federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>. Two of those critical infrastructure sectors are the Water and Wastewater Systems Sector, which includes the water delivery system and the sewer collection system, which includes CVWD's facilities.

The Crescenta Valley Water District has determined that the employee in possession of this letter meets the criteria for the exemption contained in the Executive Order. If you have any questions, please call (818) 248-3925.

Sincerely,

Nemesciano Ochoa, P.E.
General Manager
Crescenta Valley Water District



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214

Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejada

James D. Bodnar

Kerry D. Erickson

Kenneth R. Putnam

Sharon Raghavachary

Officers

Nemesciano Ochoa, P.E.

General Manager

James Lee

Director of Finance & Administration

March 25, 2020

**SUBJECT: TRAVEL CLEARANCE DURING COVID-19 SHELTER IN PLACE FOR
CONTRACTOR WORKING FOR CRESCENTA VALLEY WATER
DISTRICT**

To Whom It May Concern:

The Crescenta Valley Water District (CVWD) is a county water District that owns and operates a water supply, treatment, and distribution system and sewer collection system that serves the La Crescenta area and portions of the City of Glendale and the City of La Canada Flintridge. CVWD is partnered with the employer of the person in possession of this letter and has been determined to be needed to maintain continuity of operations of the CVWD's water and sewer system.

On March 19, 2020, the California Governor issued Executive Order N-33-20, which mandates that all residents of the State shelter in place. That Order exempted employees needed to maintain continuity of operations of federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>. One of those critical infrastructure sectors is the Water and Wastewater Systems Sector, which includes water delivery systems.

CVWD has determined that the employer of the person in possession of this letter meets the criteria for the exemption contained in the Executive Order. If you have any questions, please call (818) 248-3925.

Sincerely,

Nemesciano Ochoa, P.E.
General Manager
Crescenta Valley Water District

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 [REDACTED] Wayne [REDACTED] David [REDACTED] Alex [REDACTED] - Operate for leak Raymond [REDACTED]	Morgen [REDACTED] Siaki [REDACTED] Jaysen [REDACTED] Dennis [REDACTED] Hydro Excavate/operate for leaks	Dave [REDACTED] Jake [REDACTED] - Operate for leak Jonathon [REDACTED] Darlene [REDACTED]

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:
To:
Cc:
Subject:
Date:
Attachments:

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:
Cc:
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:
Cc:
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:
Cc:
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.

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	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

office 818-248-3925 | direct 818-236-4112
cell | fax 818-248-1659

www.cvwd.com

From: Engineering Schedule Update
To: Friday, March 27, 2020 1:46:52 PM
Subject:
Date:

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
2700 Foothill Blvd. La Crescenta, CA 91214

office 818-248-3925 | direct 818-236-4117
cell | fax 818-248-1659

www.cvwd.com



AGENDA

Covid-19 Update

PWAG-ER Weekly Conference Call

Monday, April 13, 2020—10:15 a.m.

You will be emailed the meeting invite

#	Item	Discussion Leads
1	Covid-19 and current impacts to PWAG Members:	Mike & Jim
	A. Maintaining your critical services B. Any concerns or impairment of any PWAG members' ability to treat and deliver water? C. Any staffing or HR concerns? D. Any facility security or cybersecurity issues? E. Customer Sign-ups, service calls, payments? F. <i>Revised Public Health Orders (effective April 15):</i> ✓ Essential businesses are required to provide cloth face coverings to all employees, to wear while performing duties which involve contact w/other employees and/or the public; ✓ Essential businesses are required to post their physical distancing plans; and ✓ The public is required to wear a face covering to enter essential businesses. G. Is your staff adequately trained in 1) social distancing strategies, and, 2) the use of PPE's? H. Has anyone activated their EOC? I. Continuity of Business Operations (do you have a plan in place?) Any supply chain concerns?	
2	Transitioning to a Post-Covid 19 Phase (i.e., business as usual)	Jim
	A. When will Covid-19 restrictions end? B. General update ✓ Governor's Order "Prohibiting Discontinuation of Service." ✓ Closure Orders C. How agencies may want to consider handling payments once the emergency subsidies and they have a backlog of unpaid bills. D. Deferred Maintenance?	
3	Public Outreach / Messaging	Shawn Harkness
	- Where should our messaging be right now? - Regular updates with staff: <i>Are you conveying current, critical information; policies and policy changes; process and procedures changes?</i> - Communicating in times of crisis - What Else?	
4	Legal Considerations	Jim Ciampa
	Any items?	
5	Roundtable discussion / Concerns of water agencies	
As always, thank you for your participation		

From:
To:

Cc:
Subject: April 14, 2020: PWAG Covid-19 Update
Date: Tuesday, April 14, 2020 4:01:16 PM

Good afternoon:

Lots of information below and attached, today I have included some water utility links and information that is specifically targeted for our industry—along with the usual reports, updates, facts and figures that I have been providing the last little while and all related to Covid-19. I forgot to thank Jim and Shawn for their participation in yesterday's conference call. I appreciate them assisting us each week!

A parting thought from the great football coach of the Washington Redskins, Vince Lombard, who said: "People who work together will win, whether it be against complex football defenses, or the problems of modern society."

If I may be of any assistance, please contact me.

:: Mike

Covid-19 (coronavirus) Update <i>Tuesday</i> <i>Apr 14, 2020</i>	
Los Angeles County Covid-19 <i>Daily Case update</i> <i>April 14, 2020</i>	As of 12pm today (Apr 14), the Los Angeles County Department of Public Health has confirmed 40 new deaths and 670 new cases of COVID-19—<i>this is the smallest increase in new cases since March 26.</i> Also: • To date, Public Health has identified 10,047 positive cases of COVID-19 across all areas of LA County, and a total of 360 deaths. • Over the last 48-hours there have been 909 new cases. • This map tracks and displays local Los Angeles County COVID-19 cases and deaths. • This map tracks the spread globally and locally. • For the County Health Department's Covid-19 (coronavirus) web page see here. • For Spanish, see here.
LA County Emergency Operations Center COVID-19 Update	Attached is yesterday's (April 13) LA County Emergency Operations Center update.
③ April 13, 2020: FEMA Advisory COVID-19 Pandemic Whole-of-America Response & <i>Daily Ops Briefing</i>	Attached are three documents where you will find today's FEMA Daily Briefing Points for the Whole-of-America response to coronavirus (COVID-19) pandemic and FEMA's Daily Operations Briefing. <u>Topline messaging includes:</u> • FEMA, HHS, and our federal partners work with state, local, tribal and territorial governments to execute a whole-of-America response to COVID-19 pandemic and protect the health and safety of the American people. • FEMA continues to expedite movement of commercially pre-sourced and commercially procured critical supplies from the global market to medical distributors in various locations across the U.S. through Project Airbridge. • HHS announced five new contracts for ventilator production rated under the Defense Production Act (DPA), to: General Electric, Hill-Rom, Medtronic, ResMed, and Vyaire, as well as two other contracts for ventilator production, to Hamilton and Zoll. • HHS and FEMA deployment of ventilators from the stockpile have helped ensure that hospitals in states such as New York have not run out of ventilator capacity while working to save lives.

	- On April 13, The Department of Homeland Security and FEMA announced the funding notice for an additional \$100 million in supplemental Emergency Management Performance Grant Program funds. - HHS and FEMA have expanded the items supplied by the International Reagent Resource (IRR) to help public health labs access diagnostics supplies and reagents for COVID-19 testing free of charge. - FEMA issued guidance on the framework, policy details and requirements for determining the eligibility for FEMA reimbursement of states purchasing and distributing food to meet the immediate needs of those who do not have access to food as a result of COVID-19 and to protect the public from the spread of the virus.
From CISA: <i>Strategies for Addressing Personal Protective Equipment (PPE) Shortage</i>	<u>CISA Advisory</u> The U.S. government's strategy for addressing COVID-19 personal protective equipment (PPE) shortages relies on three pillars of practice to ensure continued availability of protective gear: <i>reduce – reuse – repurpose</i>. In this time of the COVID-19 pandemic and the associated PPE shortages, implementation of contingency plans across all sectors are necessary to ensure continued availability of protective gear. In support of this strategy, the U.S. government has recently released two documents that will be of assistance to all infrastructure sectors. - FEMA has published the attached <i>COVID-19 Pandemic: Personal Protective Equipment Preservation Best Practices</i>. This document summarizes government guidance and best practices currently being implemented across the United States for COVID-19 response has been released. While tailored to the Healthcare Sector, many of these strategies can be applied to other sectors with similar PPE requirements. - NIOSH has recently issued Interim Guidance for Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors. That document offers strategies to conserve, extend, and respond to shortages in the supply of NIOSH-approved filtering facepiece respirators (FFRs) used in non-healthcare worksites such as manufacturing and construction. Employers should implement alternative controls to reduce, as much as possible, their reliance on PPE, particularly FFRs. - Please continue to refer to CDC for updates to posted guidance for businesses and employers to plan and respond to COVID-19: see here. - For general and other useful information regarding COVID-19, please visit here. - Information on FEMA's efforts to stabilize the PPE supply chain can be found at: here.
CISA/FEMA <i>Twice weekly phone calls</i>	CISA/FEMA Broad Stakeholder Call Information The U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) and the Federal Emergency Management Agency (FEMA) are continuing to convene <i>Broad Stakeholder Calls</i>, which are open to critical infrastructure operators and other stakeholders. Until further notice, they are being held every Tuesday and Thursday, 3:00 to 4:00 pm ET (that's 12:00pm to 1pm out on the west coast) the call-in information is as follows: Dial: 1-800-593-7177 Enter passcode: 7963614
Los Angeles County Task Force Teleconference	<u>An invitation from Los Angeles County Public Works Infrastructure LA Task Force:</u> Please join us for another conference call on Thursday, April 16, 2020, at 3:30 p.m. This will be a Microsoft Teams meeting. Please see the agenda here. Updates will be provided on what LA County Public Works is doing, legislation related to COVID-19 and there will be a discussion on construction activities during this crisis. Please RSVP to Edel Vizcarra at evizcarra@pw.lacounty.gov
	Below are the Public Health Points of Contact for each Los Angeles County Supervisor. Should you have any public health questions, and or clarifications on the Health Officer Orders—they are a good resource: - Emily Caesar- SD 1 - Jason Dawson- SD 2 _

LA County Public Health Contacts	• Gayle Haberman- SD 3 • Susan Blackwell- SD 4 • Sandy Song- SD 5
Additional Covid-19 Technical Resources and Guidance <i>for Water Utilities</i>	• AWWA's coronavirus resource page • EPA's COVID-19 resource page for drinking water, wastewater and disinfectants • CDC's resource page about water transmission and COVID-19 • The World Health Organization's March 3 technical brief on water, sanitation, hygiene and waste management • Occupational Health and Science Administration (OSHA) guidelines for COVID-19 control and prevention • The U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency's materials on impacts to critical infrastructure from COVID-19 • The Water Environment Federation's field guide for water professionals on COVID-19 • The Water Research Foundation's update on coronavirus research

From:
To:

Cc:
Subject: April 13, 2020: Covid-19 Update
Date: Monday, April 13, 2020 4:47:56 PM
Attachments: [FEMA Advisory COVID19DailyBriefingPoints_FINAL_20200413.pdf](#)
[ESF15_DailyBriefingPoints_20200413_FINAL.pdf](#)
[Covid-19 FEMA Daily Ops Briefing 04-13-2020.pdf](#)

Dear PWAG-ER Members:

Again, thank you for your participation in today's conference call. If you ever have any topics for discussion for those calls and/or a guest commentator that would add insights, just contact me.

Some **good news** from LA County's Department of Public Health! For today's Covid-19 new case load there were 239 new cases of 2019 Novel Coronavirus (COVID-19)—this is the smallest increase in new cases since March 26. Maybe we are finally getting to the light at the end of this Covid-19 tunnel. It will all work out! As the humorist Erma Bombeck once wrote, "worry is like a rocking chair: It gives you something to do but never gets you anywhere."

:: Mike

Covid-19 (coronavirus) Update Monday Apr 13, 2020	
Los Angeles County Covid-19 <i>Daily Case update</i> <i>April 13, 2020</i>	As of 12pm today (Apr 13), the Los Angeles County Department of Public Health has confirmed 25 new deaths and 239 new cases of COVID-19—this is the smallest increase in new cases since March 26. Also: • There are a total 9,420 identified cases across all areas in LA County—including (with sympathy to their families) 320 deaths. • Over the last 48-hours there have been 562 new cases. • This map tracks and displays local Los Angeles County COVID-19 cases and deaths. • This map tracks the spread globally and locally. • For the County Health Department's Covid-19 (coronavirus) web page see here. • For Spanish, see here.
CalOES' daily situation report	Here is the link to the daily CalOES daily situation report; I have not provided this to you during the Covid-19 pandemic. Some brief background, this report is prepared every day of the year. I thought you might find it of some interest.
③ April 13, 2020: FEMA Advisory COVID-19 Pandemic <i>Whole-of-America</i> <i>Response</i> & <i>Daily Ops Briefing</i>	Attached are three documents where you will find today's FEMA Daily Briefing Points for the Whole-of-America response to coronavirus (COVID-19) pandemic and FEMA's Daily Operations Briefing. <u>Topline messaging includes:</u> • FEMA, HHS, and our federal partners work with state, local, tribal and territorial governments to execute a whole-of-America response to COVID-19 pandemic and protect the health and safety of the American people. • FEMA continues to expedite movement of commercially pre-sourced and commercially procured critical supplies from the global market to medical distributors in various locations across the U.S. through Project Airbridge. • Data and information-sharing <u>are critical</u> for moving forward in this response and equipping areas expected to be the next medical hot spots.

National Water Utility Survey <i>Impacts of Covid-19 Emergency</i>	An invitation from the California Rural Water Association to participate in a survey: “Please fill out this rapid survey to assess the overall impacts of the COVID-19 pandemic emergency on your utility. NRW will use the information generated by this survey to support legislation to help all water utilities respond to and recover from this crisis. The survey is intended for all water and wastewater utilities ("water utility") nationwide. Your answers will be kept strictly confidential. Please fill out one survey per utility.” Click here to take the survey. Thanks to Jim Ciampa for emailing this link!
Task Force Survey <i>Second Request</i>	<u>Los Angeles County Public Works is still requesting your input on their survey:</u> “COVID-19 has developed into a global pandemic, creating large unprecedented social and economic impacts on the Los Angeles Operational Area. Infrastructure LA has prepared a survey to assist the Task Force in identifying potential impacts to the continuation of critical functions in the LA Operational Area. Thank you to those who have already responded to this survey on behalf of your organization. For those who have yet to complete the survey, please do so here.”
Free Training Courses	CSTI has cancelled all team activities and classes through June 1, 2020. However, <i>free</i> COVID-19 courses and basic EOC training materials are available online.

Covid-19 Virus Response

Agency	Operating Hours / Customer Access Changed?	Is Your Agency Suspending Late Fees / Penalties?	Is Your Agency Suspending Turn-offs?	How are you handling employee staffing,	Are employees working from home?	What is the criteria for employees working from home?	Do you have a policy for sending employees home on medical leave?	How are you conducting your Board meetings?
Bellflower Somerset Mutual Water Company	office is closed to the public, we have suspended 9/80's and working 5 days a week.	on a case by case basis	tbd, when shut off get closer	staff is split into two groups, working alternating weeks	No, we don't have any at risk, can be done if needed	case by case as needed	Yes, if coughing, fever etc	TBD
Crescenta Valley Water District	Operating hours have not changed. Doors are still open. A large physical sign outside, along with a communications campaign urging people to consider doing business online or over the phone has been implemented. Certain services such as developer jobs have either been suspended or curtailed to what can be done via phone and email.	Yes, for 8 weeks, until further notice. Communicated through sign, phone message, social media, and website.	Yes, for 8 weeks, until further notice. Communicated through sign, phone message, social media, and website.	Each division is different, based on need- Operations: split into 3 shifts, and the work week stretched from 5 to 7 days Non-Operations: half on / half off, providing remote access capabilities. Schedules are made for the next five days based on availability, cross-training, and immediate needs, and they are revisited every 2-3 days.	Yes, employees who are at-risk or have immediate family members who are at-risk are given the option to work remotely. Additionally, about half of non-operations staff is working remotely at any given time. All employees not on regular duty are to remain on standby during their normally scheduled times.	Employees will fit one of the following criteria: - Are scheduled to work at home based on a half-on/half off schedule - Have requested to work at home based on minimizing exposure - Have stated that they are sick or exhibit flu-like symptoms but insist that they are available to be productive from home.	Employees who state that they are sick, look like they have flu-like symptoms, or share information that their immediate family members are sick, are sent home on medical leave (paid administrative).	We have cancelled public outreach meetings such as with our Community Advisory Committee. We are exploring the most appropriate teleconferencing option at the moment, and welcome any ideas.
Kinneloa Irrigation District	Normal operating hours but advising customers to pay online or use courtesy drop boxes	On a case by case basis	On a case by case basis	Splitting office staff so that only one is in the office at a time. Field staff is working independently.	Yes, some of us are working at home whenever possible.	case by case as needed	Employees who state that they are sick, look like they have flu-like symptoms, or share information that their immediate family members are sick, are sent home on medical leave or paid if they can do productive work at home.	We have added a teleconferencing option to board members and the public. For those physically attending meetings we are practicing social distancing.
La Puente Valley County Water District	Operating hours have changed to 8:30 am to 3:30 pm Monday through Thursday. Lobby is closed to the public. We have the informatin on our website and social media informing our customers that they can pay their bills online, through the mail, drop box or by credit card.	Yes, we have suspended lates fees until June 1, 2020. Communicated through website and social media.	Yes, we have suspended turn offs until June 1, 2020. Communicated through website and social media along with note on bills.	Having half of the staff working each day on split shifts and all but two are at home, at the ready, on Fridays. Following strict social distancing protocols.	Yes, patially from home and partially at work.	The employees that can perfrom most of their duties remotely.	Not specifically to cover all the actions we are taking regading leave.	We will be conducting our meetings by teleconference for those Directors that wish to do so. We will have the office open to the public and having 6 foot social distancing protocols in place. We typically do not have any employees attend our Board meetings, so the risk is very low.
Montebello Land & Water Company	no	not yet	yes	no change	no	we have no criteria.	yes	no change
Palmdale Water District	We are no longer taking cash payments or checks in our lobby.	Yes on a case by case basis	Yes but not publicizing	We are looking at staffing at 50% in the office and 50% working from home	Yes, we have sent home all over 65 or with heart, lung or diabetic medical issues. We have encouraged those who have high risk individuals in their households to work from home. If has a fever over 100.4 and a cough they may not come to the office.	We are having them work normal hours.	Yes	We are encouraging our board members and community to virtually attend. We will be practicing social distancing for any physical attendees.
Pico Water District	At this time we are still working our regular schedule 7:30 AM to 5:00 PM 9/80 schedule. However, I am considering closing the front office to the public and reducing our working hours from a 9/80 schedule to a 5 day work schedule. We may be closing the office to the public as early as next Monday/Tuesday.	Yes we are suspending late fees and penalties.	Yes we are suspending turn-offs.	Currently we have made no changes, however we are considering splitting staff into two groups to reduce exposure and working field staff seven days per week.	Currently we have no employees working from home.	NA	Yes, very similar to other agency responses – if they feel sick, coughing, running a temperature. If they call in stating they feel sick we ask them to stay home, however if they call in stating they feel sick we are asking them for a Doctor's release before allowing to come back to work.	We are only allowing the Board Members to call in, not the public. Our Boardroom is open to the public. My concern opening up teleconferencing to the public is that I do not have the ability to control customers talking over the Directors or to mute the customers should they need to be muted.
Quartz Hill Water District	Operating hours have not changed, lobby is closed but our drive-up drop box still available, we have posted on our website and texted our customers to pay online or over the phone.	Yes, on a case by case basis	Yes, until further notice. Communicated through text and website today (3/18/2020 @ noon)	We are looking at only staffing office and field would address emergency work only.	Not at this time, but on Monday this could all change.	They would need to work normal business hours	No	We are encouraging our board members and community to attend virtually (Go to Meeting). We will be practicing social distancing for any physical attendees.
Rowland Water District	Operating hours have changed to 8:00 to 4:30 Monday through Friday. Lobby is closed to the public. We have posted multiple press releases on our website and social media informing our customers that they can pay their bills online, through the mail, drop box or by credit card.	Yes, we have suspended lates fees until further notice. Communicated through press release and website.	Yes, we have suspended turn offs until further notice. Communicated through press release and website.	We have created two teams (Team I and Team A) of Operations, Maintenance, Customer Service and Management. They are now working Monday through Friday from 8:00 to 4:30, alternating every other week. We have created a project number and a job code for employees to track their paid time off and expenses related to COVID 19. We have made provisions for employees that are 65 and older to work form home.	Yes, on a limited bases	65 and older.	Yes	We will be conducting our meetings through ZOOM video conferencing.

Covid-19 Virus Response

Agency	Operating Hours / Customer Access Changed?	Is Your Agency Suspending Late Fees / Penalties?	Is Your Agency Suspending Turn-offs?	How are you handling employee staffing,	Are employees working from home?	What is the criteria for employees working from home?	Do you have a policy for sending employees home on medical leave?	How are you conducting your Board meetings?
Rubio Cañon Land & Water Association	No public access	Yes, no late fees	No turn offs	Staggered schedules	Yes, two remote days	Task lists assigned for remote days.	YES	Via Teleconference
San Gabriel County Water District	Operating hours have not changed, lobby is closed but our drive thru is open, we have posted on our website and facebook to encourage our customers to pay online or over the phone.As of 3/18/2020 we are closing our drive thru.	Yes, on a case-by-case basis	Yes, But not publicizing	We have now split into two groups splitting working alternate weeks.	No		Yes	We are looking into possibly doing teleconferencing
San Gabriel Valley Municipal Water District	Operating hours: The district office is closed to the public. Only staff deemed essential are reporting to the office on a rotational basis.	Not applicable	Not applicable	Staffing: General Manager is in the office daily (M-Th) 0600-0900. Admin. staff (one person at a time) is in the office daily (M-Th) 0900-1500; these responsibilities are being handled among two of our staff, rotating schedules every other day.	Ed is working exclusively from home, only going to the office when necessary. Our Ext. Affairs Mgr. (Evelyn) is also working from home. Field ops. staff are working/deploying from home tending only to essential needs.	No written policy regarding sending staff home.		Still considering options for our April board mtg. Desired alternative is to video conference so as to allow documents/files to be shared on-screen.
South Montebello Irrigation District	We have decided close the lobby access to our building to the public	Yes, on a case by case basis	Yes, informing customers when they call, not publicizing it.	We have created a new schedule for our employees, with staggered hours, so employees can work more independent limiting their interaction with each other in the event one employee is contagious and not know it. We have created a letter for the employees to keep with them that states they are an employee and need to continue to their destination in the event they are stopped by law enforcement. They will also keep a copy of their pay stub, company ID, supervisors business card and uniforms in their vehicles in the event that they need more material for verification	When office employees are not in the office they will work from home. The field employees will be on call,	In the event of a leak or the person that's is on schedule needs assistance with something. If any employee feels sick, they must tell the supervisor and place them on sick leave	Policy for sending employees home: If Employees come to work sick, they will be sent home. If they are on call or working from home, they must let their supervisor know and will be placed on sick leave.	Board meetings: we are currently using teleconferencing with our board directors while keeping the doors open to the meeting room in the event, we have anyone from the public wants to observe the meeting.
Sunny Slope Water Company	Company office is closed to shareholders/customers access until further notice. No change to operating hours.	Yes, for 60 days.	Yes, SB998 policies is suspended for 60 days.	Will go into alternative work schedule arrangement with on site staffing and offsite on-call.	Yes, staff will work both on-site and offsite.	Interim: employee must have internet access at home. Office: Company issued laptop and cell phone. Company phone system will forward individual extension to cell phone. Field Operations: When Offsite (Home), employee will be on call for normal work day coverage. Off hour/on-call will be covered as normally scheduled.	Yes. Treat as sick time.	Evaluating Zoom or Facetime (limitation, Apple) for conferencing.
Three Valleys Municipal Water District	Yes, lobby is closed to the public	N/A	N/A	Remote staffing, except for essential personnel to run the treatment plant and handle required administrative duties, as needed.	Yes, most are working remotely to the greatest extent possible.	Aside from sickness, employees working from home must have a reliable, protected device that allows them to perform essential tasks, calls, web-based meetings.	Yes, stay at home if sick.	Web-based teleconference meetings only, beginning April 1. Board, staff, public can access the meeting online.
Valencia Heights Water Company	Yes, lobby is closed to customers. Email/text were sent out to customers. Normal business hours for now.	Awaiting Board recommendation (3/18)	Yes; but not publicizing	No change, for now	Not yet. But can if necessary	Being sick, caring for a sick child or child care issues	No	Via teleconference
Valley County Water District	Yes, lobby is closed to customers, hours shortened and closed every Friday.	Yes	Yes, but not publicizing	50% of employees work M/T, 50% work W/Th, closed Fridays. Everyone on standby when they are off.	Beginning 3/25	If experiencing symptoms, caring for family, or are high risk. When alternating shifts employees would work from home when not at work.	General Manager resolution (prepared by Jim Ciampa)	Regular public board meetings with option for directors to teleconference. Minimal staff present and will limit boardroom to 10.
Walnut Valley Water District	Buildings closed to Public	Yes	Yes	We have split office staff between the headquarters and telework locations. Operations staff have been divided into three groups, remote staff, headquarters and the Commerce Pointe building.	Yes	Based on essential functions and need for coverage of functions at the headquarters. We also considered those that could readily telework with little impact to productivity	Yes, the employee is responsible for the first three days and the District will cover the rest as paid administrative leave	Teleconference

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**Los Angeles County
Emergency Operations Center
(CEOC) Activation**

**SITUATION BRIEF
COVID-19**

Friday, April 10, 2020

(Please note: updated information highlighted in blue and may be subject to change)

REPORT STATUS: ☐ NEW ☒ UPDATE ☐ CLOSED

DATE / TIME OF REPORT: 4/10/2020 1600 hrs.

LOCATION OF EVENT: Los Angeles County

OA/CEOC STATUS: CEOC is activated at Level 1 (highest level)
Activation Hours: 0830 -1630

COUNTY MEETINGS/CALLS: UCG meets at 8:30 a.m. and Department Heads meet
at 11 a.m. daily. OA conference call is scheduled to
be held on Fridays (3 p.m.).

Overview:

- DPH confirmed 8,430 cases, including 303 in Long Beach and 107 in Pasadena. 475 new cases and 900 in the last 48 hours. 73% of cases involve the 18-65 age group. 2,043 people have, at some point, been hospitalized (24% of positive cases). DPH confirmed a total of 241 deaths, including 18 new deaths. For more information access: <http://publichealth.lacounty.gov/media/Coronavirus/>.
- 40,700 people have been tested for COVID-19. 15% tested positive.
- The County Health Officer extended the 'Safer at Home' Order until May 15, 2020. It requires essential businesses implement, by April 15, 2020, social distancing protocols which include providing all employees whose duties require contact with other staff and the public with cloth face coverings to wear while at work. For more information access:
http://publichealth.lacounty.gov/media/Coronavirus/HOO_Safer%20at%20Home%20Order%20for%20Control%20of%20COVID_04102020.pdf.

Federal Partners:

USNS Mercy:

- Providing medical services to 21 patients.

State Partners:

Office of Governor Gavin Newsom:

- Governor announced additional unemployment benefits for workers impacted by COVID-19 as part of the new Pandemic Additional Compensation (PAC) initiated by the CARES Act. For more information access: <https://www.gov.ca.gov/2020/04/09/governor-newsom-announces-additional-unemployment-benefits-for-workers-impacted-by-covid-19-as-unemployment-claims-reach-record-levels/>.
- The Governor announced a new program to provide front-line health care workers with low-cost hotel rooms. Additionally, announced a partnership with United Airlines, to provide free round-trips for volunteer medical professionals who join the state's health care workforce. For additional information access: <https://www.gov.ca.gov/2020/04/09/governor-newsom-announces-new-program-to-provide-front-line-health-care-workers-with-hotel-rooms/>.

CEOC Updates:

Below is current CEOC area of focus:

1. Medical Sheltering & Wrap-Around Services
2. Logistics
3. Finance and Recovery
4. Public Information Officer/Joint Information Center (PIO/JIC)
5. Disabilities Access Functional Needs (DAFN)
6. Situational Awareness
 - a. County Departments
 - b. OA Partners
 - c. Emergency Network Los Angeles (ENLA)
 - d. Public Services
7. Proclamation and Emergency Declarations
8. EOC Activations

Medical Sheltering & Wrap-Around Services:

- Units Available: 899. Units Utilized: 149 (Dockweiler: 14, Sherman Oaks: 39, Pomona: 28, MLK: 20, Downtown LA: 27, Bell Gardens: 20 and West LA/LAX: 1).

CEOC Updates (Continue):

Logistics:

- LaCoFD and ISD operating appointment only COVID-19 testing sites.
- Received over 725 unique requests. Continuing to prioritize and process requests received. Coordinating DSW and PPE requests.
- Procuring cloth face coverings for essential County employees working on-site.
- Donations Management is receiving and evaluating donation offers. For more information access: <https://doingbusiness.lacounty.gov>.

Finance and Recovery:

- Continue to work with County Departments and OA partners on FEMA/State reimbursement guidelines.
- Continue to partner with DCBA. Following up with the State for guidance with establishing a Local Assistance Center (LAC).

PIO/JIC:

- Coordinated the County press conference at 1 p.m.
- Coordinated press briefing regarding UCLA and DHS partnership.
- Developing press release and FAQs for medical shelter in Bell Gardens.
- Coordinated virtual town hall meeting for Bell Gardens in partnership with SD1.
- Finalizing the daily JIC Incident Report that will be posted on the County website: <https://covid19.lacounty.gov/>.

DAFN:

- Collaborated with the JIC concerning the language translation services for the County press conference.
- Continuing to collaborate with the Regional Center to develop a plan to address a need for quarantining individuals with developmental disabilities that currently reside in group or supportive living homes.

Situational Awareness County Departments:

Public Health (DOC Activated): [Please refer to Overview section.](#)

Agriculture/Weights and Measures (DOC Activated):

- Continuing to provide services to public and industry. Facilities remain closed.

Alternate Public Defender (DOC Activated):

- Continuing with efforts to release clients housed by LASD, per court orders.

Situational Awareness County Departments (Continue):

- Continuing to work with partners to maintain health and safety in the courts.
- Continuing with efforts to provide staff with safety protocols and facial covers.

Animal Care and Control (DOC Activated):

- Prioritizing calls to ensure public safety and care for impounded animals.
- Tracking all expenditures associated with COVID-19.
- 15 staff members are working as DSWs.

Arts and Culture (DOC Activated):

- Monitoring 4 staff members serving as DSWs.

Assessor (DOC Activated):

- Expanding and enhancing telework and virtual support protocols.
- Services remain available online, via email or phone.
- Directing questions regarding tax payments or bills to TTC.

Auditor-Controller (DOC Activated):

- Testing payroll modifications to allow for timely implementation of Families First Coronavirus Response Act.
- Providing County Departments the proper coding of timecards for Family Leave Act and Telework.
- Monitoring cash to ensure the County is able to pay its liabilities and meet the critical functions of processing payroll, issuing payments to vendors, and handling property tax functions.
- 79% of staff are teleworking and 21 are DSWs.
- Providing guidance on reimbursements for DSWs.
- Providing washable face masks to all on-site staff.

Beaches and Harbors (DOC Activated):

- Burton Chace Park in Marina del Rey will be closed on April 12, 2020 (Easter) and April 19, 2020 (Orthodox Easter).
- Continue oversight of beach and marina locations, while coordinating enforcement, beach closures, and information sharing with local public agencies and department vendors/leaseholds.

Board of Supervisors (DOC Activated):

- Deadline for Form 700 extended from April 1, 2020 to June 1, 2020.

Situational Awareness County Departments (Continue):

- The next BOS meeting will be on Tuesday, April 14, 2020 at 9:30 a.m. It will be a virtual meeting with the ability to view on the web. Working on a call-in process to ensure residents can virtually participate in the legislative process.
- Working with the property tax departments to provide residents with information on tax payments and assessment appeals issues, and administratively postponed appeal hearings.
- 84% of staff telework, 6 staff are quarantined, 2 staff work at CEOC/JIC and 24 staff work as DSWs.

Chief Executive Office (DOC Activated):

- Collaborating with County partners to implement sheltering services for PEH.
- Coordinating transportation plan for PEH at sheltering facilities that may be experiencing COVID-19 symptoms.
- Providing logistical and administrative support for the operation of work groups.
- Coordinating with BOS to ensure that Board letters are reviewed and approved during periods when the regular Board meetings are disrupted.
- Collaborating with HR to monitor implementation of telework and on-site work.
- 310 employees are teleworking, and 80 are on-site.

Child Support Services (DOC Activated):

- 1,085 staff are teleworking, 129 staff are on leave, and 237 are working on-site.

Children and Family Services (DOC Activated):

- Processing rental of recreational vehicles for isolating/quarantining minors that are displaying symptoms or diagnosed with COVID-19 in Short Term Residential Therapeutic Programs (STRTPs/Group Homes) facilities.
- Assigning staff as DSWs at STRTPs that are short staffed.
- 4,132 staff telework, 55 are on COVID-19 related leave, and 1,612 are on-site.

Consumer and Business Affairs (DOC Activated):

- Continue to provide essential services and assistance to residents by ensuring tenants/landlords have proper protections in place and ensuring that all price gouging allegations are investigated.

Development Authority:

- Working with WDACS and local non-profits to address food issues with public housing and senior population.
- Coordinating onsite lunch distribution programs for youth at various sites.

Situational Awareness County Departments (Continue):

District Attorney (DOC Activated):

- 1,271 staff are teleworking, 587 are working on-site, and 73 staff are quarantined/isolated.

Fire (DOC Activated):

- Fire IMT continues to support the medical distribution hub of State and SNS assets. Conducted 2,963 PPE deliveries with a total 10,595,500 total products to date.
- On April 9, 2020, 868 COVID-19 tests of 1,500 capacity were administered daily and overall total 4,349 tests have been administered to date at 6 testing sites.
- 14 staff currently tested positive for COVID-19, 29 staff are quarantined/isolated, and 12 staff recovered and returned to work.

Health Services (DOC Activated):

- Evaluating number of ventilators in system and predicting the needs for each facility before it becomes critical.
- Monitoring and evaluating the skilled nursing sector for shortages and needs.
- Establishing triggers to expand surge facilities to perform medical care.

Human Resources (DOC Activated):

- Coordinated 1,212 DSW referrals of 1,352 DSW requested from the CEOC.
- Responded to 600 calls through the employee call center, 210 e-mail inquiries and released DSW FAQs to Department Heads.

Internal Services - ISD (DOC Activated):

- Loaned 30 CWIRS radios to Olive View Hospital to assist COVID-19 response operations related to expected surges.
- 89 Facility Reinvestment Program (FRP) and non-FRP modernization and repair projects are currently delayed. Handled 48 COVID-19 related cleaning requests.
- 838 staff teleworking, 1 quarantined/isolated, 279 working on-site, and 427 on approved leave.

Medical Examiner-Coroner (DOC Activated):

- Tracking capacity and occupancy of mortuary and funeral home morgues, as well as providing assistance with decedent processing issues.
- Compiling data on area hospitals morgue capacity and current occupancy.
- Providing guidance on decedent handling, storage and disposition.

Situational Awareness County Departments (Continue):

Mental Health (DOC Activated):

- Scaled back services to offer only functions that are necessary to prevent relapse and serious decompensation of clients.
- Supporting the ACCESS center call line and LA County Employee call center.
- Continuing to develop clinic flow for infection control protocols, along with DMH staffing guidelines for universal precautions and use of PPEs.
- Scheduled to host a virtual town hall via Skype on April 13, 2020, at 2 p.m. to provide COVID-19 response updates.

Military/Veterans Affairs (DOC Activated):

- Developed protocol for scheduled visits of Bob Hope Patriotic Hall for collection of packages or mail.

Natural History Museum (DOC Activated):

- Continued review of FY 2019/20 funding and operational costs impacts.
- Digital information/engagement of educational and public programs.

Parks & Recreation (DOC Activated):

- All County parks and recreational facilities including botanical gardens, lakes, and local community and regional parks, parking lots and restrooms are closed to the public on April 12, 2020.
- They will reopen the next day for walking and jogging activities.

Probation (DOC Activated):

- Reassigning DPO's to ensure adequate staffing at juvenile halls and camps.
- Visitation at juvenile halls and residential treatment facilities suspended and providing youth with extended phone privileges to maintain contact with family.
- The Special Enforcement Operation (SEO) conducting field welfare checks and providing resource flyers to probationer cases requiring monthly contacts.
- 968 staff teleworking, 116 quarantined/isolated, 2,572 working on-site and 43 youth remain under quarantine.
- 10 staff tested positive for COVID-19 and are quarantined as of April 9, 2020.
- All courts using WebEx technology for viral courtroom proceedings.

Public Defender (DOC Activated):

- Researching employee exposure to COVID-19 positive client.
- Continue to seek release of clients in custody.
- Expanding video arraignment process.

Situational Awareness County Departments (Continue):

Public Library (DOC Activated):

- Presented criteria for the Families First Coronavirus Response Act to library managers and supervisors.
- 81% of staff are teleworking, 145 are DSWs.

Public Social Services (DOC Activated):

- 3,995 staff teleworking, 588 quarantine/isolated, and 5,997 working on-site.

Public Works (DOC Activated):

- Launched Infrastructure Taskforce website.
- 80% of staff teleworking or on leave, 20% of staff working on-site, 5 staff COVID-19 positive.

Regional Planning (DOC Activated):

- 184 of staff teleworking or on approved leave, 1 on-site, and 2 staff serve as DSWs.

Registrar-Recorder/County-Clerk (DOC Activated):

- Distributed DPH orders and guidelines to all employees.
- Deploying mobile vote centers for April 14, 2020 all VBM Charter Cities Election.
- Developed COVID-19 safety protocols for staff and public at mobile voting centers.

Sheriff (DOC Activated):

- Personnel continue to be reallocated from non-essential operations to supplement patrol and high visibility/crime suppression.
- Custody Operations continue to monitor the well-being of the inmate population and staff. Continuing to reduce the inmate population.
- Supporting the modified Emergency Bail Schedule amending the Infraction, misdemeanor and low level felonies at \$0 to reduce of the inmate population.
- 29 staff currently tested positive for COVID-19, 376 staff quarantined, and 223 staff recovered and returned to work.

Treasurer-Tax Collector (DOC Activated):

- Continuing to process incoming billing payments for County Departments, as well as property taxes.
- Information regarding paying online, by mail or via the telephone posted on office building and on TTC's website.

Situational Awareness County Departments (Continue):

- 44% of staff teleworking, 30 staff members quarantined/isolated and 38% of staff working on-site.

Workforce Development & Aging Community Services (WDACS): (DOC Activated):

- Continuing with anti-hate efforts, home delivered meals, emergency meal, employer and worker assistance, and American Indian and Alaska Native assistance.
- Expanded staffing of Critical Delivery Service's virtual call centers to address the increase of calls and requests.
- Implemented grants to disseminate supportive services to job seekers.
- Researching career exploration platforms to enhance Youth@Work programs.
- Los Angeles City/County Native American and Indian Commission's (LANAIC) Executive Committee meeting scheduled on April 13, 2020 to review and approve letter of support for Agenda Item 5 on Tuesday's, April 14, 2020, Board Agenda.

OA Partners:

City of Los Angeles:

- Mayor Eric Garcetti issued the Worker Protection Order takes effect today. The Order requires businesses to provide face coverings to employees. Customers and visitors of businesses must also wear face coverings. For more information access: <https://www.lamayor.org/sites/g/files/wph446/f/page/file/WorkerProtection.pdf>.

Disaster Management Area Coordinators (DMAC's):

- Assisting cities with Request for Public Assistance (RPA) applications
- Sending daily situational awareness and important information to cities.

Los Angeles Office of Education (LACOE):

- Released a 'COVID-19 Update' on April 9, 2020 on the LACOE website to provide updates to students, staff and families. For more information access: https://www.lacoe.edu/Portals/0/LACOE/CVUpdate_040920.pdf?ver=2020-04-09-223407-803.

Los Angeles Superior Court:

- Provided immediate temporary relief for all traffic and non-traffic infraction defendants for 90 days. The court will take no action to send matters to collections if they remain unpaid. Defendants do not need to contact Clerk's office for relief.

OA Partners (Continue):

For more information access:

<http://www.lacourt.org/newsmedia/uploads/1420204109452020NRPRESIDINGJUDGEBRAZILEANNOUNCESTRAFFICRELIEF.pdf>.

Los Angeles Unified School District (LAUSD):

- Providing students, families and staff ongoing updates to the COVID-19 response. For more information access: <https://achieve.lausd.net/latestnews>.

Emergency Network Los Angeles (ENLA):

211 LA County:

- DPH is urging everyone to take precautions to slow the spread of COVID-19. For more information access: <https://www.211la.org/public-health-and-safety/coronavirus>.

Access Services:

- No Share-Rides during the emergency. Enhanced vehicle cleaning implemented. For more information access: <https://accessla.org/home/>.

American Red Cross:

- Individuals are encouraged to donate blood, platelet and AB Elite plasma by scheduling and keeping donation appointments. For more information access: <https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>.

Los Angeles Regional Food Bank:

- Distributed nearly 2 million lbs. (1.6 million meals) for each of the last two weeks, a 49% increase compared to last year.
- 59 partner agency sites throughout LA County have reported they are suspending food distributions. Food Bank encouraged all agencies to remain open and follow DPH guidelines.
- Providing food packages to 27,800 seniors every month at 149 senior centers and other sites throughout LA County.
- Focusing on recruiting a smaller number of volunteers for Food Bank distribution sites. For more information access: <https://www.lafoodbank.org/volunteer/>.
- Seeking donated refrigerated trucks. For more information access: <https://lafoodbank.org/donate/partnerships/>.

Emergency Network Los Angeles (ENLA) (Continue):

Salvation Army Emergency Disaster Services:

- Continuing to accept monetary donations and in-kind donations. For more information access: <https://www.salvationarmy-socal.org/southern-california/covid-19/>.

Transportation:

Amtrak:

- Taking active measures to maintain a safe environment for employees and customers. For more information access: <https://www.amtrak.com/home.html>.

Los Angeles World Airports (LAWA):

- Screened 3 direct flights and visually inspected 6 indirect flights. 0 medical transports to hospital and 0 quarantined orders in the last 24 hours.

Metrolink:

- Temporary reduction of services effective Thursday, March 26, 2020. For more information access: <https://metrolinktrains.com/temporary-service>.

Los Angeles County Metropolitan Transit Authority (Metro):

- Effective April 19, 2020, Metro will begin running a modified service schedule every day of the week. For more information access: <https://thesource.metro.net/2020/03/03/metro-coordinating-with-l-a-county-department-of-public-health-in-response-to-recent-reports-of-covid-19/>.

Public Services:

AT&T:

- FirstNet is helping to address public safety's needs and is dedicated to America's first responders and public safety community. For more information access: <https://about.att.com/pages/COVID-19.html#responders>.

Southern California Edison (SCE):

- Offering reduced energy rates through CARE or FERA programs for customers who are unemployed or receiving unemployment benefits. For more information access: <https://www.sce.com/residential/assistance/care-fera>.

Public Services (Continue):

Southern California Gas Company (So Cal Gas):

- Helping customers by suspending service disconnections until further notice. 20% off gas bill is available for customers. For more information access: <https://www.socalgas.com/coronavirus>.

Verizon Wireless:

- The Verizon Response Team (VRT) provides assistance to government agencies, emergency responders and communities. For more information access: <https://www.verizon.com/about/news/update-verizon-serve-customers-covid-19>.

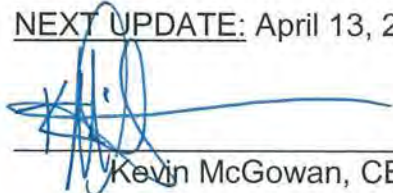
Proclamation and Emergency Declarations:

- **Federal:** National Emergency Declaration on March 13, 2020; U.S. Small Business Administration Declaration on March 16, 2020; Presidential Major Disaster Declaration, March 22, 2020; President Trump signed the CARES Act into law on March 27, 2020
- **State:** California State of Emergency Proclaimed on March 4, 2020
- **County:** LA County Proclamation of Local Emergency on March 4, 2020
- **Cities:** 85 Local Emergency Proclamations; 2 declared Local Health Emergency (Long Beach & Pasadena)

EOC Activations:

- All 36 County Departments have activated their DOCs. 32 County Departments submitted situation reports in OARRS, including 28 updates submitted today.
- 80 cities have activated their EOCs as of April 10, 2020. 84 cities have submitted situation reports in OARRS, including 20 cities providing updates today.
- 8 partner agencies have activated their EOCs. 0 provided an update today.

NEXT UPDATE: April 13, 2020 at 1600 hours



Kevin McGowan, CEOC Director

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This publication is brought to you by Mayor Ara Najarian, and City Councilmembers Paula Devine, Vrej Agajanian, Daniel Brotman, and Ardashes "Ardy" Kassakhian

April 2020



On March 19, 2020, Los Angeles County in conjunction with the Department of Public Health and the City of Los Angeles issued a ["Safer at Home" Order](#), which requires that everyone stay home except to get food, care for a relative or friend, get necessary health care, or go to a job defined as ["essential."](#) This order applies to all 88 Cities in Los Angeles County, including Glendale.

Under this order, you **CAN**:

- Go to the grocery, convenience, or warehouse store
- Go to the pharmacy to pick up medications and other healthcare necessities
- Go to medical appointments (check with your doctor or provider first)
- Go to a restaurant for take-out, delivery, or drive-thru
- Care for or support a friend or family member
- Take a walk, ride your bike, jog, and be in nature for exercise- just keep at least six feet between yourself and others in the community
- Walk your pets and take them to the veterinarian if necessary
- Help someone get necessary supplies

City Manager's Message



Yasmin Beers

We are living in unprecedented times, as the COVID-19 pandemic continues to shake the world. This month I'd like to stress the importance of the "Stay at Home" Order put in place by L.A. County in March. I'm sure you've been reading and keeping up with the same news updates as I have, and see how COVID-19 cases have been increasing not only within the Glendale community, but within California, the nation, and the rest of the world. It is now more important than ever to stay at home to help our community flatten the curve.

The ["Safer at Home" Emergency Order](#) requires that everyone stay home except to get food, care for a relative or friend, get necessary

You **SHOULD NOT**:

- Go to work unless you are providing essential services as outlined by the Order
- Visit friends and family if there is no urgent need
- Maintain less than 6 feet of distance from others around you
- Travel to or from a job outside the City, unless to preform essential services
- Travel to or from a vacation home outside the City
- Visit loved ones in the hospital, nursing home, skilled nursing facility, or other residential care facilities
- Go to the beach, park, or any other outdoor space in groups, play group sports, or engage in outdoor activities in groups of any size

COVID-19 symptoms include:

- a fever
- a new cough
- shortness or breath

Seek treatment by calling your doctor for a phone evaluation if:

- You have difficulty breathing (shortness of breath)
- You feel like symptoms (such as ever and cough) are getting rapidly worse
- You are unable to care for symptoms at home

If you need to go to the hospital, **call ahead** so they can prepare for your arrival.

If you need to call 911, **tell the 911 operator that you are experiencing coronavirus symptoms** so the ambulance provider can prepare to treat you safely.

Visit [Glendaleca.gov](https://www.glendaleca.gov) for all COVID-19 related updates, FAQs, resources, and information.

Glendale Counts!

BE COUNTEDSER CONTADOSMABILANGԵՂԵՐ ՀԱՆՉՎԱՐՈՒՄԵՆԻԴԱ



**GLENDALE
COUNTS**

The U.S. Census determines federal funding for important community services that help support our families, and determine our fair share of representation in California and Washington D.C. The next Census is in Spring 2020. Let's ensure all Glendale residents are counted so we can put these resources to good use here at home!

For more information

Para más información

Para sa karagdagang impormasyon

health care, or go to a job defined as "essential." If you must go outside for essentials, wear a non-surgical, cloth covering over your nose and mouth. This is NOT a substitute for staying at home, physical distancing, and washing hands.

You **SHOULD NOT**:

- Go to work unless you are providing essential services as outlined by the Order
- Visit friends and family if there is no urgent need
- Have family and friends over for a BBQ
- Maintain less than 6 feet of distance from others around you
- Travel to or from a job outside the City, unless to preform essential services
- Travel to or from a vacation home outside the City
- Visit loved ones in the hospital, nursing home, skilled nursing facility, or other residential care facilities
- Go to the beach, park, or any other outdoor space in groups, play group sports, or engage in outdoor activities in groups of any size

The COVID-19 pandemic has led to many individuals losing their jobs and main source of income. The City of Glendale, State of California, and County of Los Angeles acted swiftly to make sure individuals are protected by:

- Issuing a temporary moratorium on evictions on residential tenancies through May 31, 2020;
- Issuing a temporary moratorium on commercial tenancies through April 30, 2020;
- Issuing a rent increase freeze until April 30, 2020 for all apartment units built before February 1, 1995;
- Suspending water and power shut offs due to non-payment through the end of April;
- Waiving all late fees for City-provided services accrued during the emergency period;

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자세한 내용은

GlendaleCounts.com • (818) 548-4844

The 2020 Census is here! You should have received your Census form in the mail. Remember, the Census is an attempt to count every person in the United States and it only happens once each decade.

A complete and accurate count of California's population is essential. The data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments.

For more information visit GlendaleCounts.com.

Glendale Fire Delivering Essential Goods to Those in Need



We are ONE with
our Community

Essential Needs: If you are a senior, or individual with high risk exposure to the Coronavirus residing in Glendale and unable to leave your home for food, medication or other essential needs, we ask that you please call us at (818) 548-4814 from 8:00 am- 5:00 pm Monday-Friday and a member of our team will take your call and we will do our best to help you.

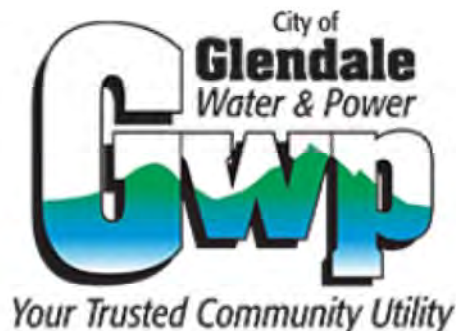
Please call 911 for Emergencies Only:

If you have Flu-like symptoms, are quarantined, have been exposed to someone who has symptoms, or under self quarantine, please let the 911 dispatcher know.

We are here to help you and by sharing this information with our dispatchers, this will help our first responders take the necessary precautions to avoid the spread of the Coronavirus and protect you and the community.



GWP Update on #COVID-19



- Providing business support through marketing campaigns; and
- Suspending parking enforcement for the purposes of street sweeping restrictions in residential areas.

If you have been financially affected by COVID-19, you may be eligible for:

- Unemployment insurance
- Paid family leave
- Disability Insurance
- Relief from financial institutions
- Statewide moratorium on evictions

Click [here](#) for a full list of Federal, State, and City financial resources available.

Remember, while you may be confined to your home, you are still able to communicate with your family and friends. It's actually very important to do so, not only to check up on their well-being, but to take care of yours as well. Looking after our mental and physical health can help get us through these trying and confining times. Here are a few things you can do every day to keep up your morale and keep you busy:

- Call or Facetime your family and friends;
- Complete at-home workouts, which can be found online;
- Read a book;
- Start that at-home project you've been meaning to get to for years; and
- Watch TV. Yes, the time to unapologetically binge-watch Netflix has arrived.

If you are feeling stressed and anxious about COVID-19 and its effect on your well-being, please reach out for help. The [L.A. County Department of Mental Health](#) has resources available to help individuals cope with stress and practice self-care. The Department's 24/7 Access Line at (800) 854-7771 is also available to provide mental health support, resources and referrals.

We will do our part to ensure your safety and well-being is not compromised due to COVID-19. We will continue focusing on protective measures to help

In accordance with City of Glendale measures in response to COVID-19, GWP has closed its offices at this time until further notice. This includes the GWP customer service counter and cashier area, engineering counter, and administration counter. We are also not accepting new applications for projects or solar/photovoltaic installations. In addition, we have also suspended site visits for the Smart Home Upgrade Program, Smart Business Energy Saving Upgrade Program, and In-Home Display and Thermostat Program.

Please note that GWP has temporarily suspended fees and utility shut-offs for non-payment through April 30th.

To contact our Customer Service Department, please email us at GWPCustomerService@GlendaleCA.gov. Include your name, service address and reason for contacting us. Please be aware that we are responding to a high volume of calls and emails and your inquiry may take longer than normal to answer. We appreciate your patience and will do our best to get back to you within one business day.

For more information visit www.GlendaleWaterAndPower.com

7 Ways to Support Small Business in Glendale



Now, more than ever, we need to rally in support of our local small businesses. Here are some practical ways you can continue to support your favorite Glendale small businesses.

Glendale, and L.A. County, mitigate further implications of this virus. We only ask that you do your part and follow the "Safer at Home" Order. The Glendale community is STRONG! I know we will get through this together!

Calendar

All City of Glendale events have been cancelled through at least April 30, 2020 due to COVID-19



The Leisure Guide is the Community Services & Parks Department's quarterly e-publication where you can find information about programs, classes, services, and events that are offered each season. Want to see a list of all of our parks or learn about our rental facilities? Looking for our department's phone directory? That's inside too! [Latest Leisure Guide](#)

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Online tutoring and powerful learning tools for all ages.

- For children, teens, and adults
- Live tutors available 7 days/week, 1:00 p.m. - 10:00 p.m.
- Tutors are subject and grade-level specialists with Bachelor degrees

Shop Local - Shop Online

Make your retail purchases from small local retail establishments. Consider purchasing birthday and holiday gifts at this time.

Order Take Out

Order take out or delivery. Check out our online restaurant directory to find out which of your favorite restaurants are still open for business. Take a break from the kitchen and enjoy your favorite cuisine from the comfort of your own home.

Tip Generously

Every little bit helps, and an extra generous tip will go a long way to helping offset some of the lost income small business workers are experiencing.

Leave Positive Online Reviews

Online reviews can make or break a small business. Taking the time to leave a positive review will help drive more business to their establishment when things start getting back to normal. Consider also sharing your experience on your own social media platforms.

Keep Your Memberships Going

Keep paying your memberships and subscriptions, even if they've been temporarily suspended.

Remember Beauty Service Providers

Beauty service providers such as hair dressers and nail salons aren't able to provide online services like retail establishments. Contact your favorite salon or stylist and ask them what their shop is doing to address this issue. If you can, consider making a donation to your stylist for the normal amount you would pay for services rendered at a regular appointment. These individuals take care of us year round, let's look for ways to take care of them now that they need our support.

Be Patient

At the end of the day we're all dealing with some stressful circumstances. A little patience will go a long way when dealing with an understaffed restaurant or retailer. They're doing all they can to continue providing the best service possible. So remember, we're all in this together.

For additional resources, please visit the Economic Development Department [Emergency Business Resources website](http://www.glendaleca.gov/emergency) or contact them at chooseglendale@glendaleca.gov.

Stay Informed, Stay Entertained, and Learn Using Glendale Library Online Resources



- Online tutoring in English and Spanish
- 20-minute sessions, including chemistry, calculus, physics, 4th-grade math, and writing.

Learn more [here](#).

TEENS -- Read a Book, Write a Review -- EARN COMMUNITY SERVICE HOURS

Read a book and write a review for one hour of service credit. You can review anything that you're reading for fun (not for school!)—fiction, nonfiction, manga, or anything you want. Your review might appear on the [Teen Blog](#).

Learn more [here](#).

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A red emergency information card for the City of Glendale. It features the city seal and the text 'My Glendale'. The card provides contact information for emergencies, including the website www.glendaleca.gov, social media handles, and phone numbers for various departments like Police, Fire, and Public Works. It also lists important numbers for Gas Company, Humane Society, and Red Cross.

My Glendale

**DURING AN EMERGENCY
FIND UPDATED INFO HERE**

www.glendaleca.gov
www.glendaleca.gov/EmergencyAlerts

EMERGENCY NUMBERS

Emergencies 911
Police Department (818) 548-4911
Fire Department (818) 956-4800
GWP Emergency line (818) 548-2011
Public Works Emergency line (818) 548-3950

IMPORTANT NUMBERS

Gas Company (800) 427-2200
Humane Society (626) 792-7151
Red Cross - Glendale (818) 243-3121

The City of Glendale is ready for any disaster situation. However, it is important to remember that in a major disaster covering a large geographic area, assistance can take days. It is therefore important for you to prepare yourself, your family, your home, and your neighborhood. If we all stay ready, we don't have to get ready!

Here are 12 steps to take to prepare yourself and your family for an emergency:

- Create a disaster communication plan

Although Glendale Library, Arts & Culture (GLAC) locations are closed to the public due to COVID-19, the department continues to operate 24/7 virtually thanks to our myriad of online resources. Library staff recognize that in this unprecedented time it is important that the library be here for the community, many of whom are isolated at home, some afraid. The library is here for them, their families, and their friends. Many years ago, the library began adding digital materials to its collection of physical materials and today has countless hours of free-to-access premium content and learning opportunities available. In addition to tens of thousands of eBooks and eAudiobooks, the library offers eNewspapers, eMagazines, online classes, online tutoring, and learning games, as well as streaming movies, music, and more. All it takes to use these free resources is a library card.

For those who don't have a library card it's easy to get one.

1. Visit <http://glac.info/register> to request eCards for every member of your family and set up a PIN for each.
2. Download the **Glendale Library, Arts & Culture App** from your App store. Then set up your library card number in the App.

The library has the following free-to-access items on offer:

- 7000+ **newspapers and magazines** in over 100 languages from PressReader and RBDigital
- 500+ **online learning courses** from Universal Class
- 70+ **language courses** from Mango Languages
- **Early Learning Center** for ages 2 – 8 from Age of Learning's ABCmouse.com
- **2600+ K-12 eBooks and audiobooks** from TumbleBookLibrary, TumbleMath and TeenBookCloud
- **Homework Help Live** online tutoring, writing assistance and test preparation for all ages
- **Thousands of eBooks and audiobooks** from CloudLibrary, Libby, Hoopla, RBDigital, and Freeding
- **5,000+ streaming movies** from Hoopla
- 15 Million+ **Songs** (with playlists) and **videos** (The entire Sony Music Catalog and more)– Pop, Rock, Rap, and R&B, from Freegal Music
- **Coming Soon:** GLAC Online Book Club with a free-to-download eBook *The Burglar* by Thomas Perry.

For more information please call Library information at 818-548-2021 or email Library staff at LibraryInfo@GlendaleCA.gov. The Library website is www.GlendaleLAC.org.

Click [here](#) to see the GLAC online collection of ebooks, Audiobooks, newspapers, and magazines.

Click [here](#) to see the GLAC online collection of streaming movies.

Click [here](#) to see the GLAC online collection of streaming music.

Click [here](#) to see the GLAC online learning services.

- Store enough water for family and pets for at least 7 days
- Store enough medications for family and pets for at least 30 days
- Buy an adequate first aid kit
- Store enough food for family and pets for at least 7 days
- Buy a large or small container that will contain disaster supplies
- Buy a portable radio, flashlight, and batteries for your disaster kit
- Place clothing, shoes, sanitation and hygiene supplies in your disaster kit
- Place tools in your disaster kit
- Place cash in small bills in your disaster kit
- Place copies of insurance policies and other important papers in disaster kit
- Annually update your disaster kit and review the plan with your family

Read more on our website by clicking [here](#).

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Community Services and Parks

Economic Development

Glendale Water & Power

Library, Arts & Culture

Previous City Connection Newsletters

Glendale Unified School District's Free Meals for Children

Glendale Unified School District

FREE MEALS FOR CHILDREN

Beginning March 24, 2020

Grab and Go/Drive Up Service

All children, **18 years and under**, can pick up **both Breakfast and Lunch** at any of the following locations. Please pick a location convenient to you.

Meal Service: 7:30 a.m. - 10:30 a.m.

Meal Service: 10:00 a.m. - 1:00 p.m.

**ROOSEVELT
MIDDLE SCHOOL**
222 E. Acacia Ave., Glendale, CA 91205
Location: Gate on Chevy Chase Dr.

**ROSEMONT
MIDDLE SCHOOL**
4725 Rosemont Ave., La Crescenta, CA 91214
Location: Front of the school on Rosemont Ave.

**WILSON
MIDDLE SCHOOL**
1221 Monterey Road, Glendale, CA 91206
Location: Front of the school on Monterey Ave.

**CRESCENTA VALLEY
HIGH SCHOOL**
2900 Community Ave., La Crescenta, CA 91214
Location: Front of the school on Community Ave.

**GLENDALE
HIGH SCHOOL**
1440 E. Broadway, Glendale, CA 91205
Location: Parking lot off of Verdugo Rd.

**HOOVER
HIGH SCHOOL**
651 Glenwood Rd., Glendale, CA 91202
Location: Front of the school on Glenwood Rd.

**CERRITOS
ELEMENTARY SCHOOL**
120 E. Cerritos Ave., Glendale, CA 91205
Location: Front of the school on Cerritos

**COLUMBUS
ELEMENTARY SCHOOL**
425 W. Milford, Glendale, CA 91203
Location: Front of the school on Milford

**FREMONT
ELEMENTARY SCHOOL**
3320 Las Palmas Ave., Glendale, CA 91208
Location: Front of the school on Las Palmas

**JEFFERSON
ELEMENTARY SCHOOL**
1540 Fifth St., Glendale, CA 91201
Location: Front of the school on Fifth St.

**MUIR
ELEMENTARY SCHOOL**
912 S. Chevy Chase Dr., Glendale, CA 91205
Location: Front of the school on Acacia Ave.

**PACIFIC AVENUE
EDUCATION CENTER**
440 W. Lomita Ave., Glendale, CA 91204
Location: Parking lot off of Pacific Ave.

- No paperwork or sign-up required.
- Children must be present in order to receive meals.
- Meals offered for pick up only. No meals consumed on-site.
- Menu subject to change.

Please contact GUSD Nutrition Services for more information (818) 552-2677. This institution is an equal opportunity provider.

In an effort to help stop the spread of COVID-19, GUSD closed their campuses and transitioned to an online learning system. In their mission to put students first, GUSD continues to provide both breakfast and lunch to all children ages 18 and younger. No paperwork or sign up is required, children must be present during the meal pick up, meals are offered for pick up only, participants may not eat on site, and the menu is subject to change. Visit GUSD.net for a list of location and more details regarding this program.

Community Services & Parks Closures and Cancellations, Effective March 24, 2020



In order to protect the health and safety of our community and in accordance with guidance from State and local health officials to prevent the spread of COVID-19, Community Services & Parks has implemented the changes below:

- All trails and fire roads are closed until further notice.

- All sports and recreation areas closed until further notice. This includes, but is not limited to playgrounds, picnic table and shelters, fitness equipment areas, basketball courts, skate parks, all fields (baseball, soccer, softball, multi-purpose), tennis courts, pickleball courts, volleyball.
- Scholl Canyon Golf Course operated by American Golf closed until further notice.
- All park buildings and indoor facilities are closed to the public until further notice, including community centers, community buildings, Verdugo Job Center, gyms, computer labs, multi-purpose rooms, aquatics center.
- All events and rentals are cancelled. New reservations are suspended until further notice.
- All recreation programs and classes are suspended/cancelled until further notice, including sports leagues, aquatics classes, instructional classes (contract classes), drop-in programs, recreation activities.
- All Senior Centers are closed. The Congregate Meals program for seniors has been modified to frozen meal delivery or Brown Bag pick up for eligible seniors. Please see the details below, or visit Glendaleca.gov/parks for the most current information. You may also call (818) 548-3775 for more information.

The City of Glendale established a phone number to provide the most up-to-date information, you can call (818) 548-3301 or visit Glendaleca.gov for more information.

We thank you for your patience and cooperation in doing your part to keep our community safe and healthy. **Please continue to practice social distancing when you are walking through the parks. No group congregation, please!**

[CSP Closures Flyer](#)

Glendale Library and Community Convert Little Free Libraries into Little Free Food Pantries





The Glendale Sunrise Rotary Club, Glendale Latino Association, Kiwanis-Glendale, Salvation Army, and members of the community have partnered with Glendale Library, Arts, & Culture to convert several Little Free Libraries into Little Free Food Pantries during the current health crisis. Located throughout Glendale, the flagship Little Free Food Pantry is located in front of Glendale City Hall, 613 East Broadway. Members of the community are encouraged to take a nonperishable item and leave a nonperishable item if they wish to take advantage of this program. Librarian Guillermo Garcia, a board member of the Glendale Latino Association, suggested the conversion and reached out to community organizations for assistance. The Little Free Libraries were converted by Library staff, including long-time staff member Joe Olivares, who was instrumental in bringing the Little Free Libraries to Glendale in 2014.

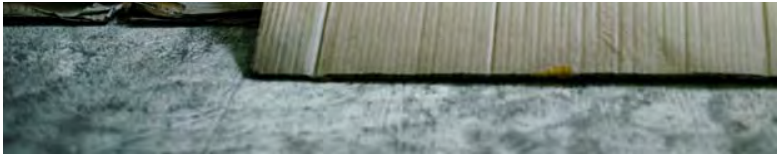
Little Free Food Pantry locations include Library sponsored and private boxes at:

- Glendale City Hall
- Mayor's Bicentennial Park
- Glorietta Park
- Montrose Park
- Verdugo Park
- 1300 block of Sonora Ave
- 1800 block of Lake Street
- 2200 block of Hollister Terrace
- 1300 block of Truitt Street
- 3100 block of Pontiac Street

Community members are reminded that after they take or leave an item they should close the pantry door and wash their hands or use hand sanitizer as soon as possible. They should also follow all safety guidelines for opening, eating, and storing any food items taken. See the [website](#) for Library sponsored locations of Little Free Library/Food Pantries.

City of Glendale Providing Meals, Hygiene Facilities, and Motel Referrals and Placements for Individuals Experiencing Homelessness





The City of Glendale has been working to provide more resources for people living unsheltered leading up to and during the COVID-19 pandemic. Glendale's Police Department and Community Services & Parks Department have been working diligently to protect our most vulnerable residents from COVID-19, and have come together to provide packaged meals on a daily basis for people experiencing homelessness.

In addition, and in an effort to help our unsheltered population stay clean and reduce the spread of COVID-19, the City's Community Services & Parks and Public Works Departments worked together on a series of efforts to increase hygiene facilities citywide. The City deployed portable hand washing stations, as well as bathrooms across Glendale.

Portable hand washing stations are located at:

- Ascencia
- Catholic Charities
- Armenian Relief Society
- First Baptist Methodist Church

Portable hand washing stations AND porta potties are located at:

- Carr Park
- Pacific Park
- Cerritos Park
- Central Park
- Palmer Park

View a [map of facilities](#).

Lastly, City of Glendale is coordinating motel referrals and placements for unsheltered homeless clients referred by Ascencia and Glendale Police Homeless Outreach teams. A participant will be triaged, and individuals who are experiencing COVID-19 symptoms, have traveled outside of Los Angeles County in the past 14 days, or have been in close contact with a person known to have Covid-19 or who is being tested for it will be connected to Emergency Medical Services and transported to a hospital. All others will be connected with Ascencia for intake and placed in a local motel. Staff will continue to provide food and daily case management with the hopes of engaging participants in Continuum of Care Services and ultimately placing them in permanent housing.

Economic Development Department's Restaurant Directory



Economic Development is connecting restaurants and hungry diners. If you are looking for delivery and take out options for your next meal, please visit our [online restaurant directory](#), featuring local restaurants that are open for business. By ordering take out or delivery, you are playing an important role in supporting small business in Glendale.

Restaurants, if you are still open for business and want to be added to our directory, let the Economic Development team know by completing our [online](#)

[registration form](#). We'll add you to the list and we'll share about you on our social media platforms @ChooseGlendale.

The Economic Development Division continues to connect with the business community in an effort to understand and address needs. Please visit the [Business Resources web page](#) for more information or contact the Economic Development Division at (818) 548-2005 or by email at ChooseGlendale@glendaleca.gov.

Changes to Summer 2020 Day Camp Registration Dates and Method



Resident Only Registration Day: May 16, 2020 (Online ONLY)
General Registration Begins: May 18, 2020 (Online ONLY)

The City of Glendale, Community Services & Parks Department has postponed Glendale Resident Registration Day for Summer 2020 Day Camps from April 25, 2020 (old date) to May 16, 2020 (new date). The General Registration start date has also changed from April 27, 2020 (old date) to May 18, 2020 (new date). In response to the Governor's "Safer at Home" directive and to prevent gatherings of 10 or more persons, the method for conducting registration for both Glendale Resident Registration Day and General Registration, has change to "Online Only."

The [scholarship and discount application](#) deadline has been extended from March 25, 2020 (old deadline) to April 16, 2020 (new deadline).

All Glendale residents must provide proof of residency again, beginning March 16, 2020. You can obtain residency status in advance of camp registration by emailing a copy of your two most recent utility bills or a copy of your current, executed rental agreement to our Customer Service Office at cspcustomerservice@glendaleca.gov. Email is the only way to provide proof of residency. Please include your full name, valid address, and a copy of the proof in the email. Emails will be reviewed within two (2) business days, and you will receive an email response confirming residency when it has been completed. Customers not verified as Glendale Residents at the time of registration will be charged non-resident rates and will NOT be refunded the difference for any non-resident rates paid, even if proof is provided at a later time.

Online registration will be available at www.myglendaleparks.com. Please verify that your login information and password are up-to-date and you are able to log in prior to registration day. Due to the high volume of phone calls expected on May 16, 2020, for the first day of Summer 2020 Day Camps Resident Registration, we highly encourage you to resolve all login issues before May 14, 2020.

We thank you in advance for entrusting us with your child. Our communities are going through unprecedented times. The City is constantly following the situation with the novel-corona virus (COVID-19), and reserves the right to postpone the registration date again, acting out of the best interest of our customers and employees and in accordance with the recommendations by the CDC (Center for Disease Control), the California Department of Public Health, and the LA County Department of Public Health.

Update to City's Elderly Nutrition Program



As of March 20, 2020, the meal distribution plan for seniors currently enrolled in the Elderly Nutrition Program (ENP) is as follows:

- 7 days of frozen meals to seniors who have the means to warm up and store the food in refrigerator/freezer.
- Delivery by City staff or pick up option by the senior or friend/family/designee of senior on assigned days between 3:00 p.m.-4:00 p.m.
- A Brown Bag meal will be distributed to those who don't have the means to warm up frozen meals and new clients* at two locations:
- Adult Recreation Center – 201 East Colorado, Glendale, CA 91205 – 7 days a week
- Brown Bag Lunch Pick-up time is from 11:30 a.m.-12:30 p.m. at Main Lobby entrance near the Glendale Central Library
- Sparr Heights Community Center – 1613 Glencoe Way, Glendale, CA 91208 – Monday – Friday ONLY
- Brown Bag Lunch Pick-up time is from 11:30 a.m.-12:30 p.m. at Paloma Ave. entrance

*New Clients must fill out Universal Intake Form before receiving meal:

- New Client's must be 60 years of age and older.
- Availability is based on supply

For information and inquiries related to the Elderly Nutrition Program, please call (818) 548-3775.

Earth Day!





The first Earth Day was celebrated on April 22, 1970, and every year since, men, women, and children plant trees, clean up coral reefs and plan for a better future for our planet. Don't miss this opportunity to remind your friends and family to recycle their plastic bottles and aluminum cans in the recycling bin. Visit www.GlendaleRecycles.com for a fun and short recycling quiz and you might learn something new!

FY 2020-2021 Annual Action Plan: We Want to Hear from You!



The community meeting originally scheduled for March 26, 2020, inviting the public to comment on the proposed FY 2020-2021 Action plan for Community Development Block Grant, Emergency Solutions Grant, and HOME programs has been cancelled as a result of the COVID-19 pandemic.

We ask that all public comments be made via phone, email, or regular mail to the following:

Call: (818) 548-3715

Email: mkavarian@glendaleca.gov

Mail: City of Glendale Community Services & Parks
CDBG Section
613 E. Broadway, Room 120 Glendale, CA 91206

The Public Comment Period is open from April 1, 2020 to April 30, 2020.

Information regarding the Annual Action Plan can be found on our [website](#).

City Council and Housing Authority will approve the final funding recommendations on May 12, 2020, at 3:00 p.m. in Municipal Services Building, Room 105. Please visit the City's [Public Meeting Portal](#) as the meeting date approaches to view the agenda and any direction regarding public participation.

Thank you for taking part in the process!

Pavement Management Program





The Public Works Department is responsible for the maintenance of an extensive street network consisting of 365 centerline miles of paved streets and alleys. Glendale will be updating its Pavement Management Program (PMP) to best address street pavement needs. The PMP was last updated in 2015. The American Public Works Association defines pavement management as a systematic method for routinely collecting, storing, and retrieving data and information needed to make maximum use of limited resources. The benefits of pavement management are numerous, including rational resource allocation, optimal use of funds, pavement rehabilitation cost reductions, pavement treatment selections, and pavement life extensions. A PMP will ultimately enable best practices for pavement needs that emerge over time. The Department continuously works to improve and maintain its roadway network. Maintaining a strong network of streets is beneficial to everyone at the regional and local level for connectivity, safety and economic growth.

National Library Week – April 13 – 19, 2020



The annual celebration of libraries comes at a time when our Library system has converted to an entirely online method to deliver information to the Glendale community. This year we also announce three very important milestones, including:

- **Creation of the Library, Arts & Culture Trust** – This new support organization was formed in 2020 through the combined efforts of the Boards and members of the Friends of the Glendale Public Library and the Glendale Library Foundation. Members from both organizations

comprise the Board of the new Trust. The Friends of the Library began in 1991, and its long-time admirable work includes bringing great authors to the Library and funding for the Library's popular annual Summer Reading Program. The Trust is sending a library card to everyone in Glendale. Look for it in your mailbox! Can't wait for it? Access countless hours of premium content by applying for a Library eCard at glac.info/register and receive the eCard immediately.

- **Central Library is GREEN** -- The City of Glendale affirmed the Central Library as a Green Business. Aligned with stringent California State standards from the California Green Business Network, this designation recognizes the Library's commitment to sustainability, and makes the Central Library the first public building, and by far the largest building, in the City to be declared as such.
- **Donna Choi: Teen Library Card Design** – The Library is especially pleased to congratulate Hoover High School student Donna Choi whose artwork was selected to be used on the new 2020 Teen Library Card. Ms. Choi was a volunteer at the Library's first ever Teen Fair in 2019. She also entered the 2020 Hollywood Burbank Airport Tower Banner Art Competition and her design was recently selected by the Glendale Arts and Culture Commission to be displayed on the Tower.

Previous National Library Week celebrations normally include a Fine Free component. Due to the circumstances facing our community and until the libraries reopen:

- Please keep items you have.
- Due dates have been extended. No fines and no late fees!
- Items on hold will be waiting for you when we reopen.

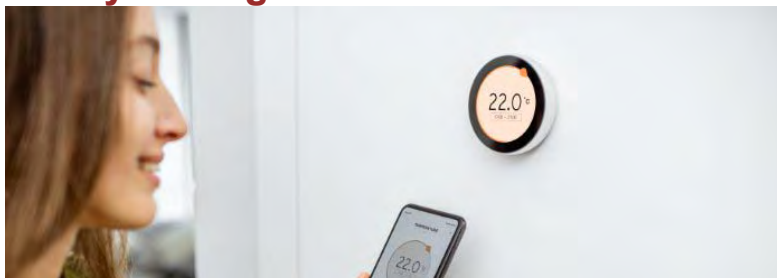
Upcoming Residential Cart Replacement Project



Be on the lookout for new garbage carts in your area. California law, SB 1383 requires all California cities to use collection containers that are easy to recognize. This means that all trash containers will include a black (or gray) top for trash, a blue top for recycling and a green top for yard trimmings (soon to become organics). When you receive your new green cart, food waste can be placed with yard trimmings for organics service. Organics materials will be processed to become a valuable soil amendment.

More detailed program information will be available at a later time.

GWP's Online Marketplace Offers Earth Day Savings on Smart Thermostats!





GWP's Online Marketplace offers discounted prices on energy and water saving products such as smart thermostats, LED lights, showerheads, and more. It's the one stop shop in making your home more energy efficient, and ready for spring and summer! Enjoy free shipping for a limited time and take advantage of the Earth Day promotion below:

Earth Day Promotion: (April 16 – April 29) \$150 off Nest Learning Thermostat, \$130 off the Nest E Thermostat, \$130 off ecobee Smart Thermostat w/Voice, \$120 off ecobee 3 Lite

[Click here](#) to shop and save!

5 Ways You Can Choose to Reuse

Uko rrg#Jvgru#q#T'gfweg#X cuvg#p #
J rrp f crg=£



1. Bring Your Own To-Go Containers.

When dining out, bring your own reusable container for your leftovers. You will avoid food waste and packaging waste.



2. Grab A Reusable Cup, Mug, And/or Water Bottle

Ditch single use disposable beverage containers. You'll help the environment and save money.



3. Switch To Reusable Straws.*

By using reusable straws, you'll reduce one of the most common items found on our beach and in the ocean.



4. Keep Utensils On Hand.*

Keep a set of silverware with you so you can avoid the need for single use disposable ware, reducing waste in our city.



5. Bring A Reusable Bag.*

Bringing a reusable bag saves you from purchasing bags and will cut down on single-use bags.

*The Public Works Department has the following reusable items (reusable straws, plastic reusable silverware and/or reusable bags). A limit of three items per home and requests must be emailed to recycle@glendaleca.gov.

Employment Incentive Program for Young Adults





The Employment Incentive Program serves young adults ages 18-24 by placing them in private businesses to obtain the necessary skills to gain future employment. The grant pays for the initial 200 training hours as an incentive for the employer to hire the participant. Funding for this program is provided by the Workforce Innovation & Opportunity Act (WIOA).

Participants interested in the Employment Incentive Program must be:

- Between the ages of 18 and 24
- Not attending school at time of enrollment
- Live in Glendale, Burbank or La Canada Flintridge
- Be willing to work part-time, full-time and/or on weekends
- Program also has other eligibility requirements.

The main objective of the Employment Incentive Program is to secure long-term unsubsidized employment for the participants after the completion of the 200 hours of on-the-job training. Visit GlendaleYouthAlliance.org for more information.





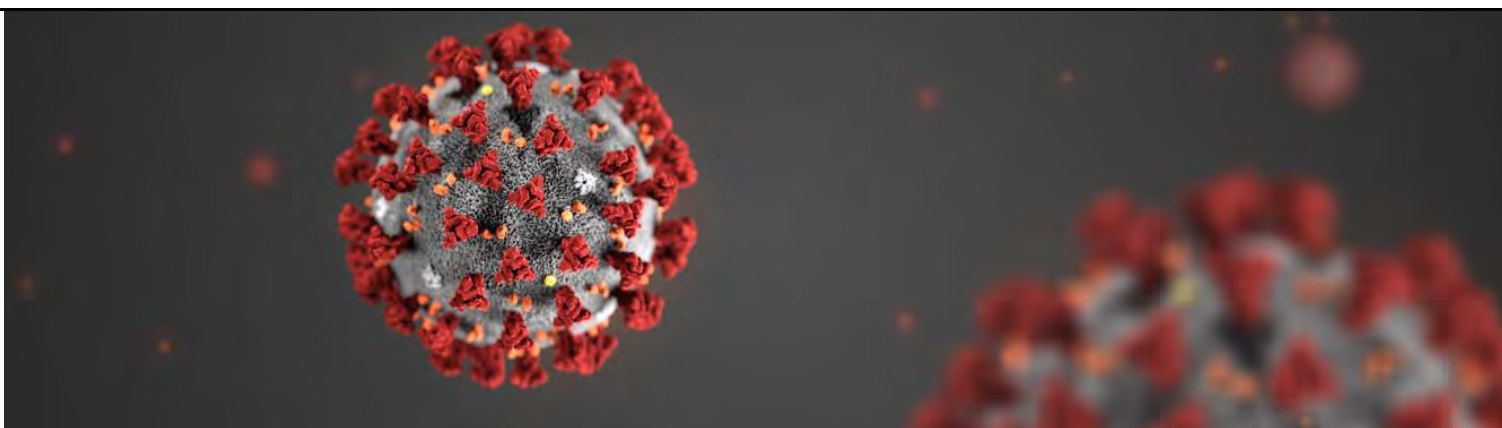
Centers for Disease Control and Prevention

CDC 24/7: Saving Lives, Protecting People

Saving Lives. Protecting People.™

www.cdc.gov [\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)

Private Sector Call: Update on the Coronavirus Disease 2019 (COVID-19) Response



This week, CDC shared new [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#) [\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov). Please join us for additional updates on the COVID-19 response.

Date: Monday, April 13, 2020

Time: 4:00 p.m. ET

Presenter: Dr. Jay C. Butler (CDC's Deputy Director for Infectious Diseases)

Dr. Butler will share guidance for the private sector, including what CDC knows at this point and what CDC is doing in response to this outbreak. We will also have time for questions and answers. **To submit questions in advance, please email eocevent337@cdc.gov with "Partner Call 4/13" in the subject line.**

The call will be recorded and posted on CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>.

REGISTER HERE:

https://www.zoomgov.com/webinar/register/WN_79gTQ_4CRQqZF9Xs2J9xmg



[\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)



[\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)



[\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)



[\[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)

Centers for Disease Control and Prevention

1600 Clifton Rd Atlanta, GA 30329 1-800-CDC-INFO (800-232-4636) TTY: 888-232-6348

[Questions or Problems \[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov) | [Unsubscribe \[t.emailupdates.cdc.gov\]](mailto:t.emailupdates.cdc.gov)

Coronavirus (COVID-19) Pandemic: Whole-of-America Response

Attached you will find today's FEMA Daily Briefing Points for the Whole-of-America response to coronavirus (COVID-19) pandemic. These briefing points include Topline Messages, as well as Supply Chain Task Force; By the Numbers; FEMA and Department of Health and Human Services Response; and Guidance from Federal Agencies.

Topline messaging includes:

- FEMA, HHS, and our federal partners work with state, local, tribal and territorial governments to execute a whole-of-America response to COVID-19 pandemic and protect the health and safety of the American people.
- FEMA continues to expedite movement of commercially pre-sourced and commercially procured critical supplies from the global market to medical distributors in various locations across the U.S. through [Project Airbridge](#).
- HHS announced five new contracts for ventilator production rated under the Defense Production Act (DPA), to General Electric, Hill-Rom, Medtronic, ResMed, and Vyaire, as well as two other contracts for ventilator production, to Hamilton and Zoll.
 - In total, combined with contracts with [General Motors](#) and [Philips](#) rated under the DPA issued last week, HHS has finalized contracts to supply 6,190 ventilators for the Strategic National Stockpile by May 8 and 29,510 by June 1.
 - The seven new ventilator contracts announced by HHS this month will provide a total of 137,431 ventilators by the end of 2020.
 - The thousands of ventilators delivered to the Strategic National Stockpile starting this month, continuing through the spring and summer, will provide more capacity to respond to the pandemic as it evolves.
- HHS and FEMA deployment of ventilators from the stockpile have helped ensure that hospitals in states such as New York have not run out of ventilator capacity while working to save lives."
 - The federal government has adopted a process to manage allocation of federal ventilator resources to ensure the right number of ventilators are shipped to the right states to sustain life within a 72-hour window.
 - Emergency managers and public health officials submit requests for ventilators to FEMA/HHS, providing detailed data on total medical/ hospital beds; total acute care (ICU) beds; normal occupancy; predicted surge occupancy; and number of ventilators available in the state.
 - States can send requests outside of the 72-hour window for consideration by the federal government; allocation decisions and/or shipments, however, should not be expected until the state is within the immediate 72-hour window.



FEMA

- Hospital administrators across the country are being asked to provide daily reports on testing, capacity, supplies, utilization, and patient flows to facilitate the ongoing public health response.
- On **April 13**, The Department of Homeland Security and FEMA announced the funding notice for an additional \$100 million in supplemental Emergency Management Performance Grant Program funds.
 - The money is available to all 56 states and territories as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. All applications must be submitted on [Grants.gov](https://www.grants.gov) by April 28.
- HHS and FEMA have expanded the items supplied by the [International Reagent Resource \(IRR\)](#) to help public health labs access diagnostics supplies and reagents for COVID-19 testing free of charge.
 - Consolidating testing supplies under the IRR simplifies the resource request process for states and territories and alleviates the burden on public health labs of the need to work with separate, individual suppliers for swabs, reagents and other diagnostic testing supplies.
 - The expanded list of diagnostic supplies will include supplies to support the three components needed for COVID-19 testing: sample kits, extraction kits and test kits.
- FEMA [issued guidance](#) on the framework, policy details and requirements for determining the eligibility for FEMA reimbursement of states purchasing and distributing food to meet the immediate needs of those who do not have access to food as a result of COVID-19 and to protect the public from the spread of the virus.
 - State, local, tribal, and territorial governments with the legal responsibility for protecting life, public health and safety are eligible applicants under emergency and major disaster declarations for the COVID-19 pandemic.
 - Applicants may enter into formal agreements or contracts with private organizations, including private nonprofit organizations such as food banks, to purchase and distribute food when necessary as an emergency protective measure in response to the pandemic.

Contact Us

If you have any questions, please contact FEMA Office of External Affairs, Congressional and Intergovernmental Affairs Division:

- Congressional Affairs at (202) 646-4500 or at FEMA-Congressional-Affairs@fema.dhs.gov.
- Intergovernmental Affairs at (202) 646-3444 or at FEMA-IGA@fema.dhs.gov.
- Tribal Affairs at (202) 646-3444 or at FEMA-Tribal@fema.dhs.gov.
- Private Sector Engagement at (202) 646-3444 or at nbeoc@max.gov.

Follow Us

Follow FEMA on social media at: [FEMA online](#), on Twitter [@FEMA](#) or [@FEMAEspanol](#), on [FEMA Facebook page](#) or [FEMA Espanol page](#) and at [FEMA YouTube channel](#).

Also, follow Administrator Pete Gaynor on Twitter [@FEMA_Pete](#).

FEMA Mission

To help people before, during, and after disasters.

Reminder About California's Drinking Water Systems

State-Required Treatment Process Removes Viruses, Including COVID-19

- California's comprehensive and safe drinking water standards require a multi-step treatment process that includes filtration and disinfection. This process removes and kills viruses, including coronaviruses such as COVID-19, as well as bacteria and other pathogens.
- The State Water Board's [Division of Drinking Water](#) establishes and enforces drinking water standards that ensure the delivery of pure, safe, and potable water. In addition to health-based water quality standards, treatment facilities must comply with stringent performance measures to ensure treatment processes are continuously operating at peak performance.
- The treatment process must destroy at least 99.99% of viruses. The limited number that might pass through the removal process are quickly inactivated in the disinfection process, typically in less than 10 minutes. All treatment facilities for surface water sources in California are required to maintain disinfection facilities sufficient to destroy *giardia* cysts, which are much more resilient than viruses.
- COVID-19 is transmitted person to person, not through water, according to the [Centers for Disease Control and Prevention](#).
- Public water systems that utilize groundwater sources maintain protective physical measures, including soil barriers, to ensure that water sources are protected from pathogens, including viruses. In addition, most of these systems use chlorine disinfection to inactivate viruses or bacteria that might find their way into the water.
- All public water systems in California are routinely monitored for bacteria to ensure that water delivered to customers is free of disease-causing agents. Other parameters, including temperature, pH, turbidity, chlorine residual, electrical conductivity, lead and copper, corrosion indices and disinfection byproducts, are monitored to alert operators about changing water quality conditions and avert potential problems.
- The State Water Board works closely with local water systems to ensure the safety of water that flows through public water systems to residential customers.

Contact your [local water agency](#) for more specific information about the drinking water treatment process. Refer to your water bill for your water provider's website, phone number and email contacts.

In addition, California has established a [COVID-19](#) website with prevention tips all Californians can take to protect themselves from COVID-19. They include staying home, washing hands with soap and water for 20 seconds, and cleaning and disinfecting frequently touched objects and surfaces.

Additional Resources

For more information and frequent updates about what California is doing to prepare for the impacts of [Coronavirus \(COVID-19\)](#), please visit the [Governor's Office of Emergency Services](#) and the [California Department of Public Health](#).

[United States Environmental Protection Agency](#): "Americans can continue to use and drink water from their tap as usual."

<https://www.epa.gov/coronavirus/coronavirus-and-drinking-water-and-wastewater>

[Federal Centers for Disease Control](#): "The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19."

<https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>

(This Fact Sheet was last updated on March 19, 2020)

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: May 5, 2020
TO: Finance Committee
FROM: James Lee, Director of Finance and Administration
SUBJECT: CVWD Finance Committee Meeting

Following is a summary of the Finance Committee Meeting held at 2:00 p.m. on May 5th, 2020 via teleconference, which was attended by the following:

Director Judy Tejeda - Committee Chairperson	CVWD
Director Sharon Raghavachary - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
James Lee – Director of Finance and Administration	CVWD
David Gould – Director of Engineering	CVWD
Dennis Maxwell – Director of Operations	CVWD
Christy Colby – Regulatory and Public Affairs Manager	CVWD
Wendy Holloway – Customer Service Manager	CVWD
Arturo Montes – Finance and Administration Manager	CVWD

1. Discuss various potential measures to provide financial relief to customers

The committee and staff discussed various measures that could be taken to provide financial relief to customers. The discussion began in three areas: 1) a loan program; 2) amendment to the existing amortization policy; and 3) possible revisions to the existing senior low-income discount program.

It was agreed that the primary consideration for evaluating any proposed measure was weighing the benefit of a measure against the administrative cost, coupled with the issue of customer equity to implement the program.

The following summarizes the directives from the Committee to staff:

- a. Staff will not pursue a loan program because the cost of implementing and administering the program coupled with potential inequities associated with the distribution of funds significantly outweigh the benefits.
- b. Staff will continue to provide the Board with statistics and other updates regarding customers who have requested assistance due to COVID, e.g. lost fees revenue due to COVID etc.
- c. Staff will evaluate whether mobile payment services such as Venmo or Paypal can be utilized to decrease the cost the District bears in processing credit card payments from customers.
- d. Staff will evaluate changing the existing senior low-income discount program to include a broader customer segment, based on a widely-used qualification standard called Lifeline, which would leverage the existing efforts of larger utilities such as Southern California Edison and Southern California Gas. Staff will present an analysis and proposed change in its policy to the Policy Committee.

- e. On April 30, SWRCB released implementation guidelines for the water industry related to Executive Order N-42-20. Staff will distribute to the Board this information and a supplemental legal opinion from Lagerlof.

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

To be held on

May 8, 2020 at 9:00 AM

Agenda for the Meeting of the Engineering Committee
of the Crescenta Valley Water District

Posted May 7, 2020 at 9:00 AM

Note: This committee has not met as of the production of this board packet, but is being included to provide the Board with timely information.

TELECONFERENCING NOTICE

[This meeting will be held by teleconference 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: _____

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

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 at (818) 248-3925 or in writing at this email address, dgould@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

Information Items

1. Discussion of FY 20/21 Capital Improvement Project Program
2. Project Update - Disinfection Conversion to Chloramines
3. CVWD Wastewater System – Review of Agreement with City of Los Angeles

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

Committee Member's Request for Future Agenda Items

Next Engineering Committee Meeting – June 12, 2020

Adjournment

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CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 1
May 8, 2020

To: Engineering Committee
From: David S. Gould, P.E. – District Engineer
Subject: FY 20/21 Water Capital Improvement Project Program

BACKGROUND:

Staff has presented several Capital Improvement Project (CIP) budget scenarios with various financing options for review and discussion with the Board over the past few months.

At the April 28, 2020, the Board agreed on refinancing the current bond debt and request additional funding for a total \$5M available for CIP and that the bond proceeds need to be spent within 3-years of issuance of the bonds.

DISCUSSION:

Staff's goal at this Engineering Committee meeting is for the Committee to prioritize and build the FY 20/21 budget based on the proposed projects, funding available from the bond proceeds and funding available from the Water Fund reserves.

Staff has prepared a preliminary 5-year CIP program for discussion with the Engineering Committee as shown on the attached CIP Summary Table. In addition, staff has updated the Long-Term CIP Program Summary (also attached) that provides detailed information on specific projects.

The bond proceeds need to be spent within 3-years of issuance of the bonds and staff is proposing that \$3M of the bond funding be used in FY 20/21 and \$2M of the bond funding be used in FY 21/22. The proposed CIP budget shows in FY 22/23, funding will return to Pay-Go as we decided how to proceed with future capital financing.

RECOMMENDATION:

Staff recommends that the Committee and staff work together to build the FY 20/21 CIP program that will be presented to the Board at a future meeting.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

5- year CIP Program FY 20/21 Pipe replace @ 1.0 Mile - Yr 1; 0.85 Mile - Yr 2; 0.5 Mile - Yr 3 - 5 Bond Financing: \$5M Date 05/05/20	Projected FY 19/20	Budget FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24	Forecast FY 24/25
5-Year Capital Improvement Project Summary						
1. Water Supply	\$ 190,000	\$ 170,000	\$ 205,000	\$ 250,000	\$ 129,000	\$ 133,000
2. Water Storage	\$ 453,300	\$ 480,000	\$ 775,000	\$ 500,000	\$ 581,000	\$ 595,000
3A. Water Distribution - Pipeline	\$ 1,317,136	\$ 2,300,000	\$ 2,290,000	\$ 1,250,000	\$ 1,288,000	\$ 1,327,000
3B. Water Distribution - Other	\$ 87,500	\$ 710,000	\$ 78,000	\$ 155,500	\$ 86,000	\$ 89,000
4. Water Treatment	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
5. Technology	\$ 138,500	\$ 1,070,000	\$ 152,000	\$ 822,000	\$ 591,000	\$ 531,000
6. Public Safety/Emergency Response	\$ 7,500	\$ 165,000	\$ -	\$ -	\$ -	\$ -
7. Facilities & Planning	\$ -	\$ 105,000	\$ -	\$ 132,500	\$ -	\$ -
Capital Improvement Projects - Total	\$ 2,418,936	\$ 5,000,000	\$ 3,500,000	\$ 3,110,000	\$ 2,675,000	\$ 2,675,000
Bond Financing - CIP	\$ -	\$ 3,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
Water Fund Financing - CIP	\$ 2,418,936	\$ 2,000,000	\$ 1,500,000	\$ 3,110,000	\$ 2,675,000	\$ 2,675,000
Total Financing - CIP	\$ 2,418,936	\$ 5,000,000	\$ 3,500,000	\$ 3,110,000	\$ 2,675,000	\$ 2,675,000

5- year CIP Program FY 20/21 Pipe replace @ 1.0 Mile - Yr 1; 0.85 Mile - Yr 2; 0.5 Mile - Yr 3 - 5 Bond Financing: \$5M Date 05/05/20		Projected FY 19/20	Budget FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24	Forecast FY 24/25
1. Water Supply							
A. Groundwater Water Supply							
i. Well Rehabilitation							
Well 16 Rehabilitation	\$	130,800					
Well 11 Rehabilitation	\$	59,200					
Well 9 Rehabilitation			\$ 95,000				
Well 14 Rehabilitation				\$ 105,000			
Well Rehabilitation (1 Wells per year)					\$ 125,000	\$ 129,000	\$ 133,000
iii. Groundwater Basin Recharge							
Storm water Recharge - Planning			\$ 75,000	\$ 100,000			
D. Water Supply Studies							
Verdugo Basin Groundwater Model				\$ 125,000			
WS Total	\$	190,000	\$ 170,000	\$ 205,000	\$ 250,000	\$ 129,000	\$ 133,000
2. Water Storage							
A. Reservoir Rehabilitation							
i. Steel Reservoir Re-Coating/Roof/Vents Rehabilitation							
Markridge	\$	453,300					
Rosemont			\$ 480,000				
Eagle Canyon				\$ 775,000			
Edmund #2					\$ 500,000		
Goss Canyon #1						\$ 581,000	
Goss Canyon #2							\$ 595,000
WS Total	\$	453,300	\$ 480,000	\$ 775,000	\$ 500,000	\$ 581,000	\$ 595,000
3. Water Distribution							
A. Pipeline Replacement							
3200 & 3300 Blocks of Brookhill	\$	510,000					
4700 & 4800 Block of Pennsylvania	\$	807,136					
Annual Pipeline Replacement			\$ 2,300,000	\$ 2,290,000	\$ 1,250,000	\$ 1,288,000	\$ 1,327,000
C. Booster Pump System							
Boosters - Glenwood 32 & 33	\$	62,500					
Annual Booster Replace - 1 Booster			\$ 75,000	\$ 78,000	\$ 81,000	\$ 86,000	\$ 89,000
D. Pressure Reducing Stations							
PRS - Zone 2 to Zone 1	\$	25,000	\$ 150,000				
E. Miscellaneous Projects							

5- year CIP Program FY 20/21 Pipe replace @ 1.0 Mile - Yr 1; 0.85 Mile - Yr 2; 0.5 Mile - Yr 3 - 5 Bond Financing: \$5M Date 05/05/20		Projected FY 19/20	Budget FY 20/21	Forecast FY 21/22	Forecast FY 22/23	Forecast FY 23/24	Forecast FY 24/25
i. Water Surge Control							
<i>Rehabilitation Surge Tank at Glenwood</i>			\$ 35,000				
iii. Misc.							
<i>Upgrade - Ramsdell Mixing Station</i>		\$ -	\$ 450,000				
<i>Mills Plant - Aeration Tower</i>					\$ 74,500		
WD Total		\$ 1,404,636	\$ 3,010,000	\$ 2,368,000	\$ 1,405,500	\$ 1,374,000	\$ 1,416,000
4. Water Treatment							
C. Disinfection - Convert to Chloramines							
<i>Conversion to Chloramination</i>		\$ 225,000					
WT Total		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
5. Technology							
A. Automated Meter Information (AMI) System							
<i>AMI - 3/4" to 1" - Smart Meters</i>		\$ 43,500	\$ 50,000	\$ 78,000			
<i>1-1/2" - to 4" Smart Meters</i>					\$ 357,500	\$ 357,500	\$ 252,250
<i>AMI - Meter Lids</i>					\$ 100,000	\$ 100,000	\$ 278,750
<i>AMI - Communication</i>			\$ 150,000		\$ 231,000		
<i>AMI - Customer Service Interface</i>					\$ 133,500	\$ 133,500	
B. Supervisory Control and Data Acquisition (SCADA) System							
<i>Communication Radio Network</i>			\$ 260,000				
<i>SCADA Replacement - Design</i>		\$ 95,000					
<i>SCADA Replace - Installation</i>			\$ 610,000	\$ 74,000			
TECH Total		\$ 138,500	\$ 1,070,000	\$ 152,000	\$ 822,000	\$ 591,000	\$ 531,000
6. Public Safety/Emergency Response							
B. Water Storage							
<i>Dunsmore/Pickens - Seismic Sensors</i>		\$ 7,500					
D. Miscellaneous							
<i>FEMA Local Hazard Mitigation Plan</i>			\$ 165,000				
SF/ER Total		\$ 7,500	\$ 165,000	\$ -	\$ -	\$ -	\$ -
7. Facilities & Planning							
D. Reservoir Site Improvements							
<i>Williams Reservoir Site Improvements</i>		\$ -					
<i>Roof for Old Encinal - Storage Bldg</i>			\$ 105,000				
<i>Facilities Maintenance Master Plan</i>					\$ 135,500		
F & P Total		\$ -	\$ 105,000	\$ -	\$ 132,500	\$ -	\$ -

Crescenta Valley Water District

FY 20/21 Capital Improvement Project Priority List

Capital Improvement Project Program	Budget FY 20/21	Category	Committee Priority	Staff Priority Level	Cumulative Estimated Costs	Project Description
Steel Reservoir Rehabilitation - Rosemont	\$480,000	Water Storage		1	\$480,000	Reservoir Rehabilitation - Structural repairs and re-coating at Rosemont Reservoir during low demand (Winter) season
Annual Pipeline Replacement - 1.0 Mile	\$2,300,000	Water Distribution		2	\$2,780,000	Pipeline Replacement - Pipelines that are greater than 50 years old - 5,280 LF
Well 9 Rehabilitation	\$95,000	Water Supply		3	\$2,875,000	Well Rehabilitation Increase Well Capacity - Remove & Inspect Well Pump & Casing, Chemical Treatment Well Casing, Pump Test, New Pump & Motor
PRS - Zone 2 to Zone 1/Upgrade - Ramsdell Mixing Station	\$600,000	Water Distribution		4	\$3,475,000	New Pressure Reducing Station & Upgrade Ramsdell Mixing Station - PRS for water from Zone 2 to zone 1 need when Ramsdell Mixing Station out of service during construction
Replacement - SCADA System	\$610,000	Technology		5	\$4,085,000	Replacement of SCADA System - Replacement of RTU/PLC Equipment at 26 sites including equipment, programing, integration and testing
Replacement - SCADA Communication Radio Network	\$260,000	Technology		6	\$4,345,000	Replacement of SCADA Radio Communication System - Replace 900 MHz radios with upgraded 5.8GHz radios
FEMA Local Hazard Mitigation Plan	\$165,000	Public Safety/ Emerg. Resp.		7	\$4,510,000	FEMA Grant - <u>\$125,000 grant</u> , \$40,000 CVWD to Prepare a local hazard mitigation plan
Annual Booster Pump Replacement	\$75,000	Water Distribution		8	\$4,585,000	Replace 15-year vertical turbine pump - replace with new pump assembly and high efficiency motor
AMI - 3/4" to 1" - Smart Meters & AMI Communication Network	\$200,000	Technology		9	\$4,785,000	Installation of 1,000 water meters - in Zones 1 & 2 by CVWD crews
Stormwater Recharge CVC Park - Planning	\$75,000	Water Supply		10	\$4,860,000	Concept Plan, grant funding options and coordination with stakeholders - Proposed Stormwater Recharge Project at CVC Park
New Roof for Old Encinal - Storage Bldg	\$105,000	Facilities & Planning		11	\$4,965,000	Installation of a new roof - convert old concrete reservoir to storage facilities bldg.
Rehabilitation Surge Tank at Glenwood	\$35,000	Water Distribution		12	\$5,000,000	Rehabilitation of water surge tank - replacement of piping & appurtenances and recoating at Glenwood
Total	\$5,000,000					



Crescenta Valley Water District
Long-Term
Capital Improvement Project
Program Summary

May 2020

Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Well Rehabilitation

- Maintain CVWD's existing groundwater well production through annual well rehabilitation to meet annual adjudicated rights of 3,294 ac-ft.
- Rehabilitate each well at least 1 or 2 times each over the next 9 years depending on well efficiency and water levels as shown on the schedule.
- Estimate a 2% to 3% annual increase in well production at current conditions after cleaning and chemical treatment of well casings, development of the aquifer, and replacing pump and motors assemblies.
- Increases in well production will vary depending on annual rainfall and stormwater recharge into the Verdugo Basin.
- Estimate for construction costs on average are about \$105,000 per well including design and construction management, private contractor and materials.
- Average payback period for well rehabilitation based on avoided costs for purchasing imported water is about 8 to 11 months.

Crescenta Valley Water District			
Groundwater Well - Years in Service			
Well No.	Date Well Drilled	Casing Diameter	Years in Service
1	1931	16"	89
2	1927	14"	93
5	1949	20"	71
6	1949	20"	71
7	1930	16"	90
8	1951	16"	69
9	1945	20"	75
10	1945	20"	75
11	1946	20"	74
12	1948	16"	72
14	1950	16"	70
15	2000	12"	20
16	2011	12"	9
Average Age Wells 1 - 14			77

CVWD - 10-yr Well Replacement Project FY 20/21 - FY 30/31													
Well No.	Last Rehab Date	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Total
1	2019					X						X	2
2	2019			X				X					2
5	2018				X					X			2
6	2004												0
7	2019						X					X	2
8	2016				X						X		2
9	2014	X					X						2
10	2017								X				1
11	2015					X				X			2
12	2014		X						X				2
14	2012	X					X						2
15	2006												0
16	2016					X					X		2
18	2023			X					X				2
Total		2	1	2	2	3	3	1	3	2	2	2	23

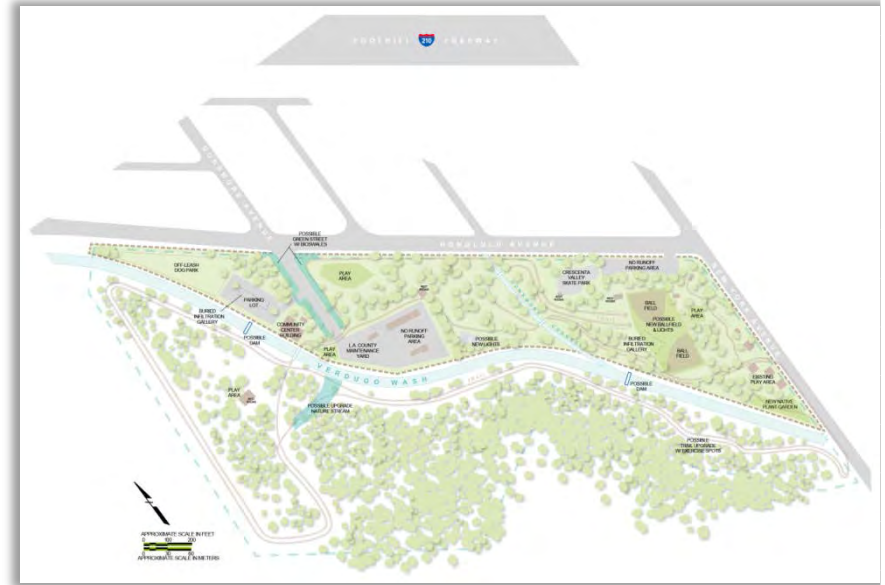
New Groundwater Wells (Future)

- Most of CVWD's groundwater wells were installed from 1927 to 1950.
- Well Nos. 1 – 14 beyond their useful life expectancy of 50 years for steel casing.
- Future Project to install new Well 18 & housing on Sycamore Ave to replace Well 10 at Glenwood Plant
- Estimated construction cost for design \$175,000 and construction \$2.6M.
- Payback period for a new well, based on capital costs, operations & maintenance costs and avoided costs for purchasing imported water, is between 13 to 15 years.
- New Well 19 to be construction at the best location as recommended from the Groundwater Well Replacement Study discussed below.

Crescenta Valley Water District

Groundwater Basin Recharge

- Stormwater Recharge Project at Crescenta Valley County Park (CVC Park).
 - Design and install a stormwater infiltration system within CVC Park that will direct stormwater from the Verdugo Wash into infiltration galleries for groundwater recharge.
 - Feasibility Study indicated about 500 ac/ft per year could be infiltrated into the Verdugo Basin with about 85% captured by CVWD's wells.
 - Stormwater recharge would reduce the fluctuation of water levels during wet and dry rainfall seasons.
 - Allow for capture of stormwater in the Crescenta Valley before going to the Los Angeles River.
 - Stakeholders include City of Glendale, Los Angeles County Department of Public Works and Parks & Recreation, CV Town Council and ULARA Watermaster.
 - Estimated costs for planning, \$175,000, design \$240,000 and construction ranging from \$2.4M to \$4.8M.
 - Potential Grant Funding Availability:
 - Proposition 1 Integrated Regional Water Management (IRWM) Implementation Grant – California Department of Water Resources
 - Proposition 1 Storm Water Grant Program – State Water Resources Control Board – Division of Financial Assistance
 - Proposition W – Los Angeles County
 - Local Resource Program - Metropolitan Water District of Southern California
 - Most grants require 50% matching funds
 - Outstanding Issues:
 - Storm Water Rights – City of Los Angeles
 - State Water Resources Control Board – Division of Water Rights Approval
 - CEQA Documentation
-

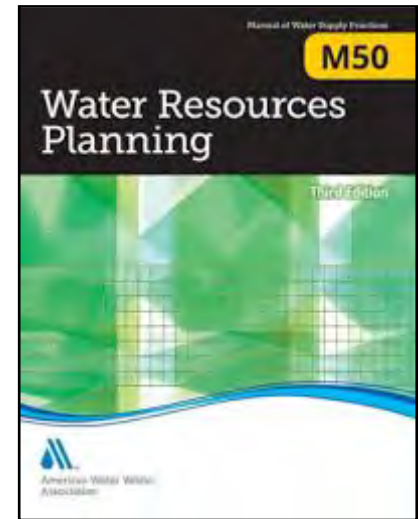


Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Water Supply Studies (Future)

- Water Resource Planning Study - Develop a water resource planning study to ensure a reliable water supply system that will meet the water challenges of today and tomorrow.
- GWP Water Supply Feasibility Study - Feasibility study to determine if CVWD can utilize Glendale Water as a potential water supply.
- Verdugo Basin Groundwater Model - Update the 2006 Groundwater model with updated data and to utilize the model for predict groundwater trends into the future.
- Groundwater Well Replacement Study - Study to locate potential sites within the Verdugo Basin to drill new water production wells.
- Groundwater Pilot Hole Study – Drill 4-inch diameter pilot holes in areas defined by the Groundwater Well Replacement Study for geological information, depth to water table and potential new water production wells.



Steel & Concrete Reservoir Re-Coating & Rehabilitation

- CVWD's goal is to maintain or improve conditions of the existing reservoirs to sustain the longevity of the water storage system which is between 35 years to 71 years old as shown in the table.
- Steel Reservoirs – re-coat at least one (1) steel reservoir site per year until FY 28/29.
- Concrete Reservoirs – inspection and rehabilitation of concrete reservoirs
- Rehabilitation includes repairing structural members in the roof, steel columns and the roof shell, removal of coal-tar enamel on floor and safety modifications (i.e. new exterior stairs)



- Estimated cost based on previous projects and the overall size of the reservoir. (i.e. 0.5MG tank – approximately \$480,000)

Crescenta Valley Water District					
Reservoir Inventory					
Site	Zone	Capacity (MG)	Material	Year Installed	Year In Service
Rosemont	3	0.50	Steel	1949	71
Markridge	5	0.50	Steel	1951	69
Goss Canyon #1	6	0.42	Steel	1954	66
Dunsmore	7	0.42	Steel	1954	66
Edmund #1	9	0.50	Concrete	1956	64
Oak Creek #1	4	1.60	Steel	1958	62
Goss Canyon #2	6	0.50	Steel	1961	59
Oak Creek #2	4	0.50	Steel	1961	59
Eagle Canyon	5	1.50	Steel	1961	59
Pickens Canyon	11	0.50	Steel	1962	58
Cresta Heights # 2	8	0.50	Steel	1965	55
Edmund #2	9	0.50	Steel	1966	54
Cresta Heights # 1	8	0.50	Steel	1966	54
Shields	10	0.60	Steel	1967	53
Ordunio	2	2.75	Steel	1970	50
Encinal	1	3.00	Concrete	1983	37
Williams	2	3.60	Concrete	1985	35

Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Steel Reservoir Corrosion Protection System (Future)

- Inspection of cathodic protection system – every 5 years
- Replacement of cathodic protection system – FY 26/27
- Estimated Cost is \$75,000.

Reservoir Water Quality Mixing System (Future)

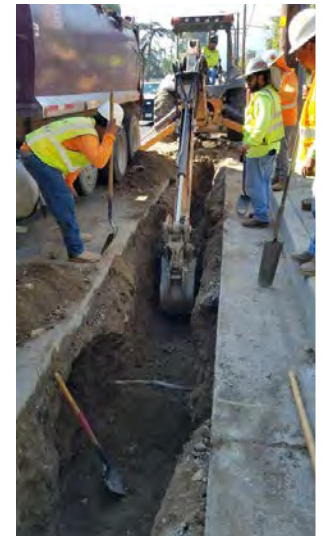
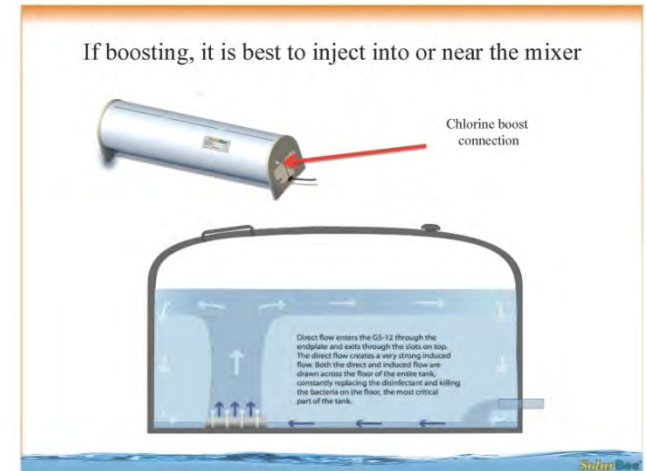
- Installation of water quality mixing systems including chlorine and ammonia injection systems to maintain chloramine levels in reservoirs and to make disinfection adjustments to prevent nitrification.
- Estimated cost based on quote from manufacturer is between \$22,000 and \$25,000 per reservoir.

Water Storage Studies (Future)

- Reservoir Inlet/Outlet & Overflow Piping Study – Study to review each reservoir site and provide recommendations for upgrading the common inlet/outlets and to review the overflow discharge locations relative to state and local agencies requirements.
- Ocean View #2 Reservoir Feasibility Study – Study to determine the feasibility of constructing a new reservoir, pump station and pipeline to the most northerly area of Ocean View Blvd. The new reservoir will provide water to homes on Ocean View Blvd, which are on the easterly side of Pickens Canyon. This project would eliminate the three (3) pipeline crossings of Pickens Canyon.
- Conditional Assessment of Reservoir – Perform an assessment of CVWD's steel and concrete reservoirs to determine the remaining life expectancy and reservoir replacement.

Pipeline Replacement

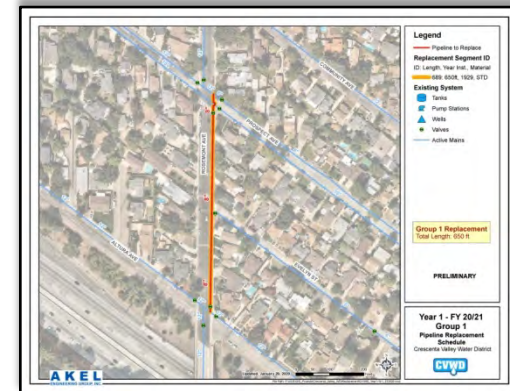
- Goal is to replace 50-yr & older pipelines within the next 85-years. Currently about 45% of CVWD's pipelines are 50 years or older.
- CVWD would have to replace about 2 miles a pipe a year for the next 20-years to meet the 85-year replacement goal.
- Replacement ranking based on age of pipeline and grouping pipelines within a specific area of the District for ease of construction.
- Pipeline replacement budget based on average cost of \$450 per foot, which was established by using previously, completed pipeline costs, current material costs and use of outside consultants for design and construction management.



Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

- Pipeline replacement areas within the District
 - o Year 1 – 1 mile (5,200 LF); Year 2 – 0.85 mile (4,500 LF); Year 3 – 0.5 Mile
 - o Design – CVWD Staff
 - o Materials – Purchased by CVWD
 - o Contractor – 1 or 2 contractors
 - o Cost Estimate:
 - Year 1 – Length – 5,280 ft; Cost - \$2.38M
 - Year 2 – Length – 4,500 ft; Cost - \$2.29M
 - Year 3 – Length – 2,260 ft; Cost - \$1.25M
 - Year 4 – Length – 2,260 ft; Cost - \$1.29M
 - Year 5 – Length – 2,260 ft; Cost - \$1.33M
- Total Cost - \$8.53M



Annual Pump /Motor Replacement

- Maintain, replace, or upgrade CVWD's 34 booster pumps to meet customer water demands, maximize "water to wire" efficiency and control electrical power usage.
- Replace or repair at least one (1) booster pumps per year based on pump hours, pump efficiency, vibrations, and last time pump was repaired/replaced.
- Replace existing motors with premium efficiency motors to decrease power costs.
- Estimated construction cost for one (1) booster replacement based on past projects is about \$75,000 per booster pump.

Pump Station and Motor Control Center Upgrades (Future)

- CVWD's objective is to upgrade the existing booster pump stations with new buildings to protect the equipment from the environment, increase the life of the booster motors and worker's safety.
- Replace or upgrade the fourteen (14) electrical motor control centers that provide electrical power and controls to booster pumps, maximum the use of new technology to reduce power costs and connections for the District's portable electrical generators to run boosters during a power outage.



Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

- Past experience with the design and construction of the previous MCC, was that design, planning with SCE or Glendale, and ordering equipment will occur during one fiscal year and construction the next fiscal year.
- For planning purposes, below is a schedule for six (6) pump station upgrades and replacement of the electrical motor control centers over the next 10-years. The remaining pump stations/MCC centers will be planned for the next 10-years.
- These improvements have been put on hold as we determine the next level of funding.



Crescenta Valley Water District Pump Station and MMC Upgrade Schedule													
Priority	Location	Pressure Zones From/To	Type of Pump	# of Pumps	Total Capacity (gpm)	Building	Last Date MCC Update	Years in Service 2020	FY for Design	Cost Estimate	FY for Const.	Cost Estimate	Total Cost Estimate
1	Paschall Booster Station	0 to 4	Vertical turbine	2	1,750	No	1980	40	20/21	\$170,000	21/22	\$1,127,000	\$1,297,000
2	Edmund #2 Booster Station	9 to 10	Vertical turbine	2	650	No	1996	24	22/23	\$176,000	23/24	\$935,000	\$1,111,000
3	Cresta Heights Booster Station	8 to 9	Vertical turbine	1	460	No	1997	23	24/25	\$182,000	25/26	\$1,049,000	\$1,231,000
4	Ocean View Booster Station	2 to 3	Vertical turbine	3	2,340	No	1997	23	26/27	\$190,000	27/28	\$1,160,000	\$1,350,000
5	Goss Canyon Booster Station	6 to 9	Vertical turbine	1	575	No	1985	35	28/29	\$194,000	29/30	\$1,222,000	\$1,416,000
6	Rosemont Booster Station	3 to 5	Submersible	1	1,000	No	1998	22	30/31	\$196,000	31/32	\$1,250,000	\$1,446,000
	Total									\$1,108,000		\$6,743,000	\$7,851,000

Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Pressure Reducing Valve Stations

- CVWD's objective is to install pressure reducing valve (PRV) stations within a vault between pressure zones to allow for the movement of water during an emergency event from a higher pressure zone to a lower pressures zone.
- The PRV stations will replace the existing "Zone" valves, which a manual method to flow water between pressure zones. However, a number of the Zone valves have not been operated in over twenty years or more and there is a concern that if a zone valve is opened; it may not be able to close, which can cause increased pressure in a lower zone.
- PRV Station - Zone 2 to Zone 1 near Ramsdell and Mayfield – This is for the installation of a new PRV station near the intersection of Mayfield Ave and Ramsdell Ave. to provide water from Zone 2 to Zone 1 when Encinal Reservoir is out of service. Scheduled for FY 19/20. Project moved to FY 20/21 and will be included with the upgrades to the Ramsdell/Mayfield Mixing Station.
- Pressure Reducing Valve (PRV) Station Analysis Study – A future study to determine the location and flow requirements to install PRV stations for each pressure zone and review the existing PRV's to determine if they need to be upgraded. The study will include a project schedule and estimated design and construction costs that will be included in an updated 10-year CIP program.



Water Surge Control

- CVWD's objective is to install and upgrade the water surge suppression system to protect existing booster pumps and pipelines from damage during a water surge condition.
- A water surge condition occurs when there is a sudden loss of power, booster pumps shut off and a wave of water and energy occurs inside the pipe. This wave usually starts at the upstream side of a pressure zone and travels downstream to the booster pump that had just been shut off. The wave speed could generate over 300 psi of pressure inside the pipe, which could burst the pipe or damage the downstream booster pump.
- There are two (2) existing surge protection devices, one at Paschall and the other at Glenwood. The surge protection device at Paschall was installed in 1955 and the device at Glenwood was installed in 1972 and is also out of service.



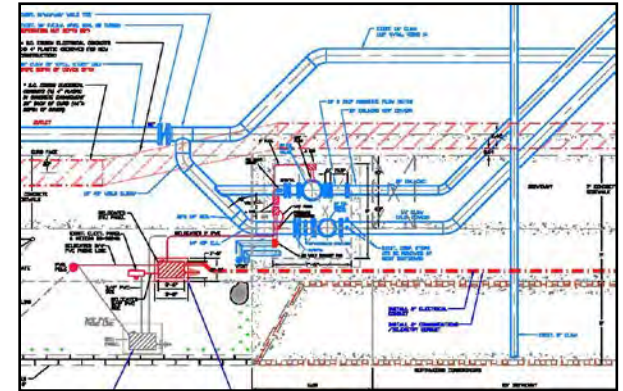
Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

- The surge protection tank at Glenwood will be replaced in FY 20/21 at an estimated cost of \$45,000.
- The surge protection tank at Paschall Booster Station is included as part of the future upgrade to the Paschall Booster Station.
- A new surge protection tank at Mills including design and construction are for the future at an estimated cost of \$105,000.

Other Water Distribution Projects

- Ramsdell/Mayfield Mixing Station – CVWD maintains an underground vault near the intersection of Ramsdell Ave and Mayfield Ave that is used to mix imported water from FMWD and groundwater from the Glenwood plant. The existing piping, valves and controls are in very bad condition and need to be replaced.
 - o The majority of the design has been completed by staff and the final design will be completed by an outside consultant in FY 20/21 and estimated construction cost based on past projects of about \$450,000.
- Replacement of Aeration Tower at Mills Plant – the aeration tower, which is used to increase pH in the water, was installed in 1969. The exterior and base of the tower are corroded and needs to be replaced.

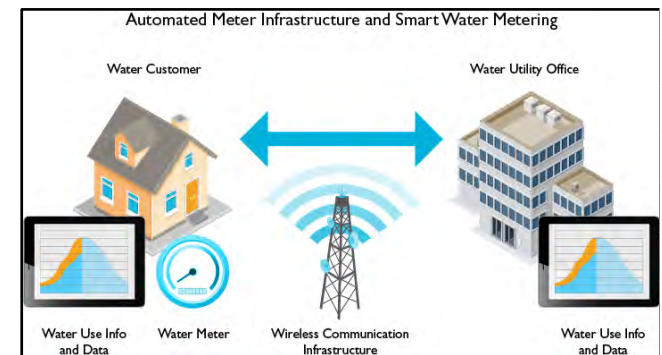


Water Distribution Studies (Future)

- Pressure Reducing Valve (PRV) Station Analysis Study - A future study to determine the location and flow requirements to install PRV stations for each pressure zone and review the existing PRV's if determine if they need to be upgraded. The study will include a project schedule and estimated design and construction costs.
- Energy Use Efficiency Study – A study to review CVWD's energy supply and provide recommendations to increase efficiency and reduce the amount of energy used by the District that utilizes from SCE, GWP or other renewable sources.
- Water Distribution Hydraulic Analysis Study – Continue updating the existing hydraulic model with additional studies on water quality age, chlorination and other studies as requested.

Advanced Metering infrastructure (AMI) System

- CVWD's objective is to install an AMI system within the next five (5) years to replace older meters, decrease water loss, increase efficiencies, increase customer service, outage detection, tamper notification and reduce labor costs as a result of automating reads.



Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

- CVWD will also be able to offer new innovative products, flexible billing cycles, leak detection, and on-line water consumption.
- Over 6,200 ¾-inch and 1-inch meters have been replaced with new Sensus Iperl “Smart Meters and about 1,700 more meters need to be installed by a contractor.
- CVWD’s large meters (1-½ to 4-inch meters) need to be upgraded to Master Meter Octave “Smart Meters” and installed by a contractor.
- All of CVWD’s Meter Box lids need to be replaced with new meter box lids with end points to connect the smart meter to the AMI communications network.
- Design and installation of an AMI communications network to bring the water meter data from the smart meter to a central data host
- Design and installation of a customer service interface to allow residents to track their water use, pay bills and get helpful information.
- Year 1 & 2 – Continue with ¾-inch and 1-inch meter replacement
- Year 3 – Install AMI communications network
- Year 3 & 4 – Install 1-½ to 4-inch meters and meter box lids
- Year 3 – Install AMI customer service interface and continue with installation of meter box lids
- Year 3, 4 & 5 – Continue with installation of meter box lids and training for AMI System
- Year 5 – Complete installation of meter box lids and go “Live” with AMI System.



Radio Communication Network for SCADA

- CVWD has an existing radio communication network that works on the 900 MHz radio frequency. In the past year, the radio system has seen interference with other communication devices and the equipment is near the end of its useful life.
- CVWD's objective is design and install an upgraded radio communication network including analysis of available radio frequencies, upgrading radio equipment, creating a redundancy system and increasing efficiency of the network.
- This project will be a one year project to replace the District’s 26 radio devices at an estimated cost of \$266,000.



Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Supervisory Control and Data Acquisition (SCADA) System Upgrade

- CVWD has an existing SCADA system with RTU/PLC's installed at each of the District's facilities. The existing system was installed in 1996 by Tesco Controls and the equipment, programming and integration are all proprietary to Tesco.
- CVWD's objective is to design and install an upgraded system such that the equipment, programming and integration are "universal" and can be installed, repaired and/or replaced by different companies.
- This project will be a two-year project for the design, new equipment, programming, integration at the District's 26 locations at an estimated cost of \$684,000.

New Emergency Electrical Generator (Future)

- Future Project - Design and installation of a permanent emergency electrical generator with automatic transfer switch at CVWD's Mills Plant to operate Well 1, two (2) 150 Hp booster pumps, disinfection system and future nitrate removal treatment plant.



Seismic Sensors & Valve Actuators (Future)

- Design and installation of seismic sensors and valve actuators system on the inlet and outlet valves of the reservoir to turn the valves during an earthquake event to prevent water from flowing out of the reservoir during a downstream main break.
- Future Project - The seismic systems are to be installed at Ordunio, Oak Creek, Encinal and Ocean View Reservoirs.

Local Hazard Mitigation Plan - FEMA Grant

- CVWD has been awarded a grant from Cal OES and FEMA to prepare a Local Hazard Mitigation Plan to address high priority hazards related to its water and sewer systems including drought, water shortage, energy shortage/outage, wildfire, earthquake, terrorism and cyber-attack.
- The Local Hazard Mitigation Plan requires coordination with local, state, and federal agencies, takes the "whole community" approach including non-profits, religious institutions, disability access and functional need groups, experts, or members of the public; and may also include a cross-section of the community, such as residents, community leaders, and business owners.



Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

- The Local Hazard Mitigation Plan will identify projects that could be funded through the Pre-Disaster Mitigation (PDM) program which makes Federal funds available to local communities to plan for and implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding from future disasters.

Williams Reservoir Site Evaluation and Improvement Study (Future)

- Future Project will be to prepare a site evaluation study based on updated topography, soils investigation and utility research to determine the most effect way to utilize the site for storage of material, cleaning of equipment and accessibility.
- Report will include preliminary site layouts and estimated construction costs to meet the District's needs.

New Roof – Old Encinal Concrete Reservoir for Storage

- CVWD has an existing 70 ft diameter concrete reservoir that is being used for storage of material and equipment with no roof. The material and equipment are exposed to the environment (rain, sun, etc.).
- The District wants to put a permanent roof over the existing structure and utilize the area for storage.
- This project will be a one-year project for design and installation of the new roof at an estimated cost of \$125,000.

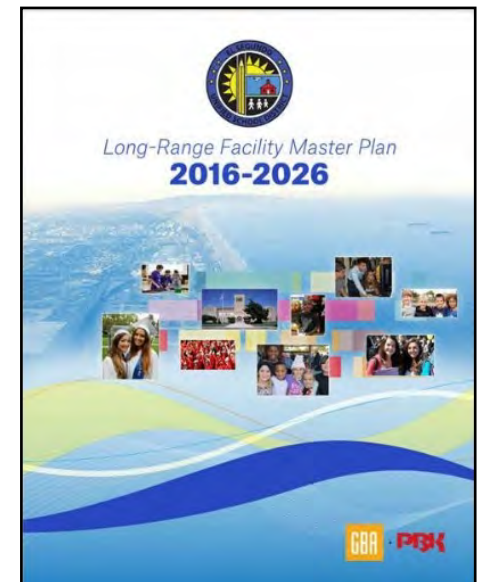
Facilities Maintenance Master Plan

- CVWD's objective is to prepare a facilities maintenance master plan that will evaluate CVWD owned sites with respect to site improvements, roadway improvements, security, accessibility, worker's safety and miscellaneous improvements.
- The master plan will include a recommendation for improvements for each site and a preliminary cost estimate.
- The master plan would not include an evaluation of the reservoirs, booster pumps, motor control center and other large equipment.
- The results of the master plan will provide the District a road map for improving all sites within a 10-year period.



Local Mitigation Planning Handbook

March 2013

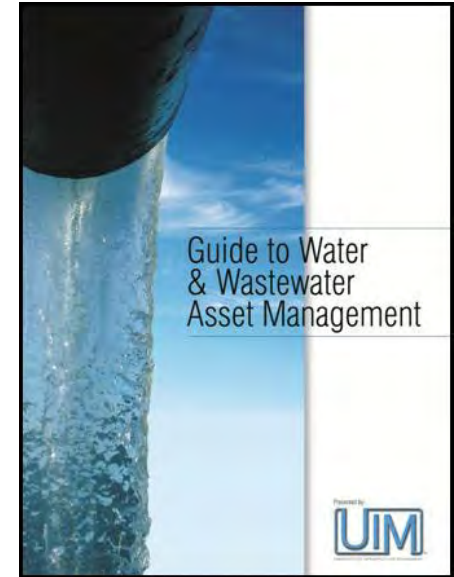


Crescenta Valley Water District

Long Term Capital Improvement Project Program Summary

Asset Management Study (Future):

- CVWD's objective is to prepare an asset management study that can be used to make sure that planned maintenance can be conducted and capital assets (pumps, motors, pipes, etc.) can be repaired, replaced, or upgraded on time and that there is enough funding available.
- Asset management programs with good data—including asset attributes (e.g., age, condition, and criticality), life-cycle costing, proactive operations and maintenance, and capital replacement plans based on cost-benefit analyses—can be the most efficient method of meeting this challenge.



RESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 2

May 8, 2020

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering
Subject: Project Update – Disinfection Conversion to Chloramines, Project E-995

INFORMATION ITEM:

Disinfection Conversion to Chloramines, Project E-995

Project update of CVWD's disinfection conversion to chloramines

BACKGROUND:

The District uses chlorine as a disinfectant to treat drinking water. Chlorine can create disinfection by-products during treatment, also known as Total Trihalomethanes or TTHMs as chlorine reacts with naturally occurring organic matter in imported water. CVWD's imported water supplied by FMWD/MWD is from either the Colorado River (CRW) or the State Water Project (SWP). Typically, CVWD's water supply blend is 60% groundwater and 40% imported water. In August 2018, with groundwater production not fully recovered from the past 5-year drought, CVWD's water supply blend had shifted to 40% groundwater and 60% imported water. This coupled with the additional chlorine needed to achieve breakpoint chlorination in the system; caused an increase in TTHMs levels at the four (4) regulatory compliance points within the distribution system.

Starting in August 2018, staff performed an on-going, system wide TTHM sampling study at each reservoir site with sampling on a weekly basis. This information was used by the system operators to make operational changes such as reducing the amount of water storage, the length of time that water is stored, and how chlorine residual levels are adjusted. The results from these operational changes and the data from the study as shown on the attached charts show that there was significantly reduction in the TTHM levels were over the last year.

Staff and its consultants have been working over the past year on the installation of the ammonia injection systems at the Glenwood, Mills plants, Pickens Canyon Tunnel and Well 2, chlorine analyzers at all reservoir sites, SCADA programing and integration upgrades, water main flushing, and coordination with DDW.

DISCUSSION:

The following tasks have been completed:

- o Glenwood Plant – Design and installation of ammonia injection system with new vault and piping, new chlorine analyzers, new SCADA RTU/PLC's, electrical upgrades and site improvements.
- o Mills Plant – Design and installation of ammonia injection system with tank, piping and housing, new chlorine analyzers, new SCADA RTU/PLC's, electrical upgrades and site improvements.
- o New Chlorine Analyzers with new PLC's – Design and installation of new analyzers at Dunsmore, Goss Canyon, Cresta Hts, Eagle Canyon and Shields Reservoirs and connection to CVWD's SCADA system.
- o Water Main Flushing – 111 dead-end locations throughout the distribution system using the "No-Des" technology that saved over 700,000 gallons of water.
- o SCADA programing and integration – Upgrades to SCADA programing that included the new ammonia injection system and integration of the process to create chloramines.
- o Design and installation of ammonia injection system and SCADA programming and integration at Pickens Canyon Reservoir & Well 2
- o Upgrading existing chlorine analyzers with new chlorine probes and controllers

Staff has submitted an amended permit application to DDW, and the permit application is under review. Staff anticipates DDW will approve the permit by the end of May 2020. Staff is also working with consultants and operations on preparing and implementing standard operating procedures for converting to chloramines

Next Step: Conversion to Chloramines

The next step will be to convert the water distribution system to chloramines and when this should occur. Staff has been looking at two options based on the current daily staffing levels (which has been reduced due to the COVID-19 Pandemic), the water demands on the system (i.e. summer high demands vs. winter low demands) and the current TTHM levels at the compliance locations.

Option 1: Change Disinfection in July/August 2020

Staff anticipates DDW approval by the end of May 2020 and as shown by the Option 1 schedule below, the distribution system could be changed over by early August 2020. The advantages to convert in July/August are that the higher demands will move the chloramine water through the system at a faster rate, TTHM levels probably will remain below the MCL even with the additional imported water and total conversion can be completed in a shorter period. The disadvantages are that the higher water temperatures could create nitrification within a reservoir at a higher rate, increasing the need for additional water quality sampling. This would require additional staff time and due to COVID-19, we have reduced the number of operators during the day.

Option 1 Schedule:

ID No	Task	Description	April				May				June					July				August			
			6	13	20	27	4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25
1	DDW Approval	Submitted - 4/20; Approve - 5/31																					
2	Public Outreach	Annual WQ Report & Flyer																					
3	Conversion Update/Schedule mtg	Team Meeting																					
4	Project - Walk through	Injection Pts; Cl2 Analyzer; SCADA																					
5	Nitrification - SOP	Prepare, Review & Approve																					
6	Sampling Plan	Prepare, Review & Approve																					
7	Pre-Conversion Mtg/Action Items	Team Meeting																					
8	Ammonia - Set up/Order	Order/ Fill																					
9	Conversion Mtg	Team Meeting																					
10	Convert - FMWD	Shutdown wells, take FMWD; WQ testing																					
11	Chloramine System Testing	Test Chlorine & Ammonia System																					
12	Convert - Wells	Wells on; combine with FMWD																					
13	Reservoir WQ testing	Baseline; Total Cl & Nitrite																					

Option 2: Change Disinfection in Oct/Nov 2020

Again, Staff anticipates DDW approval by the end of May 2020 and as shown by the Option 2 schedule below, the distribution system could be changed over by early November 2020. The advantages to converting in October/November are that the lower water demands will allow Staff to closely monitor the chloramine conversion through the distribution system and reduce the probability of nitrification with lower water temperatures. It is probable that COVID-19 staff reductions will be lifted, and staff will be back to a full-time schedule. The disadvantages are that increased imported water during the high demand season could increase the levels of TTHM's in the system and therefore, the water system storage capacity would continue to be at reduced levels during the high demand season. However, based on communication with MWD staff, it is likely that MWD will utilize more Colorado River water than usual this summer, which is lower in organics that contribute to higher TTHMs.

Option 2 Schedule:

ID No	Task	Description	April				May				June				July				August				September				October				November					
			6	13	20	27	4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24
1	DDW Approval	Submitted - 4/20; Approve - 5/31																																		
2	Public Outreach	Annual WQ Report & Flyer																																		
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12	Convert - Wells	Wells on; combine with FMWD																																		
13	Reservoir WQ testing	Baseline; Total Cl& Nitrite																																		

RECOMMENDATION:

It is staff's recommendation is to change over the disinfection system in October/November 2020 as this will allow us to be better prepared for the conversion as well as work through the COVID-19 staff situation.

Submitted & Prepared by:

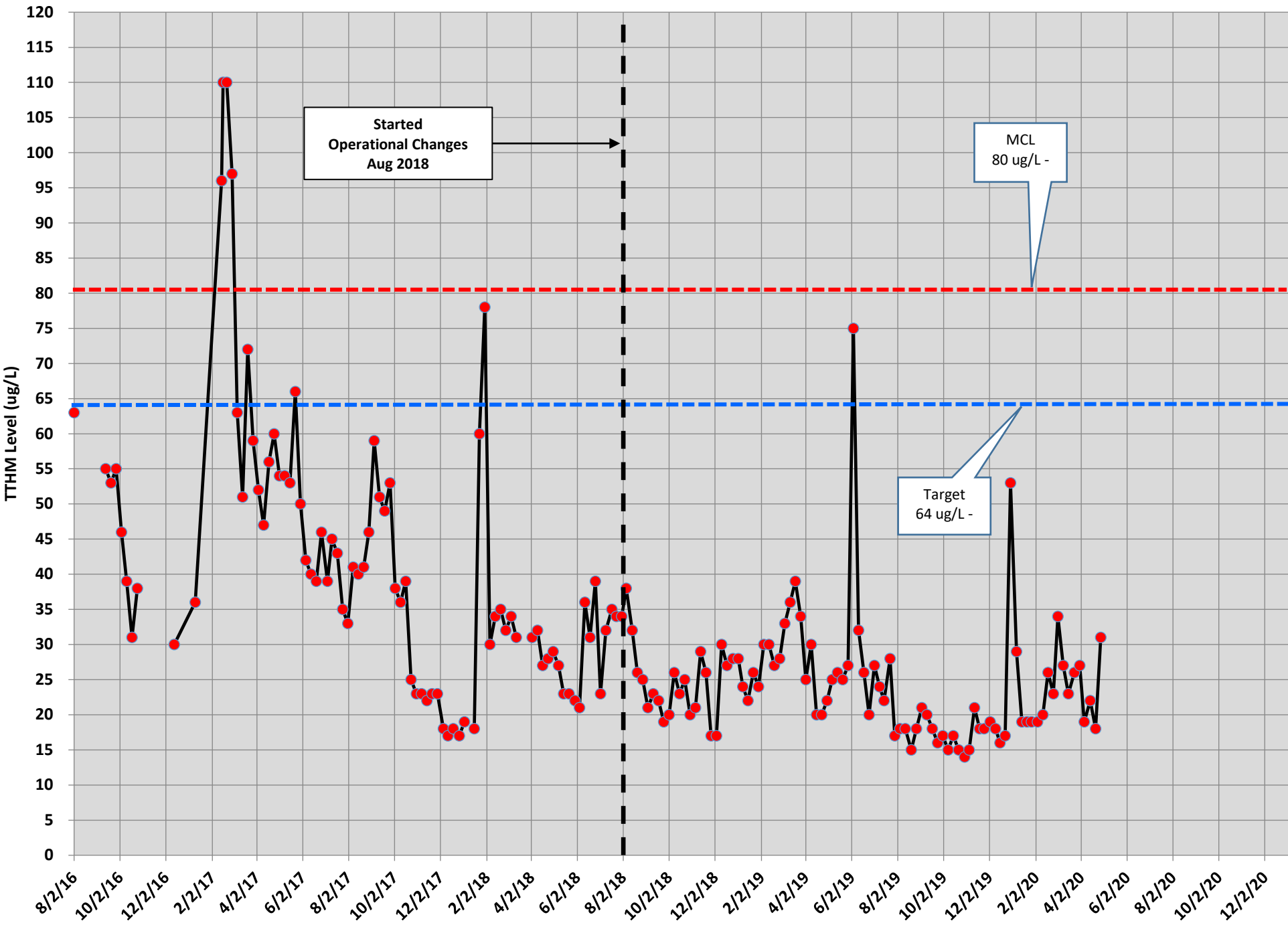


David S. Gould, P.E.
Director of Engineering

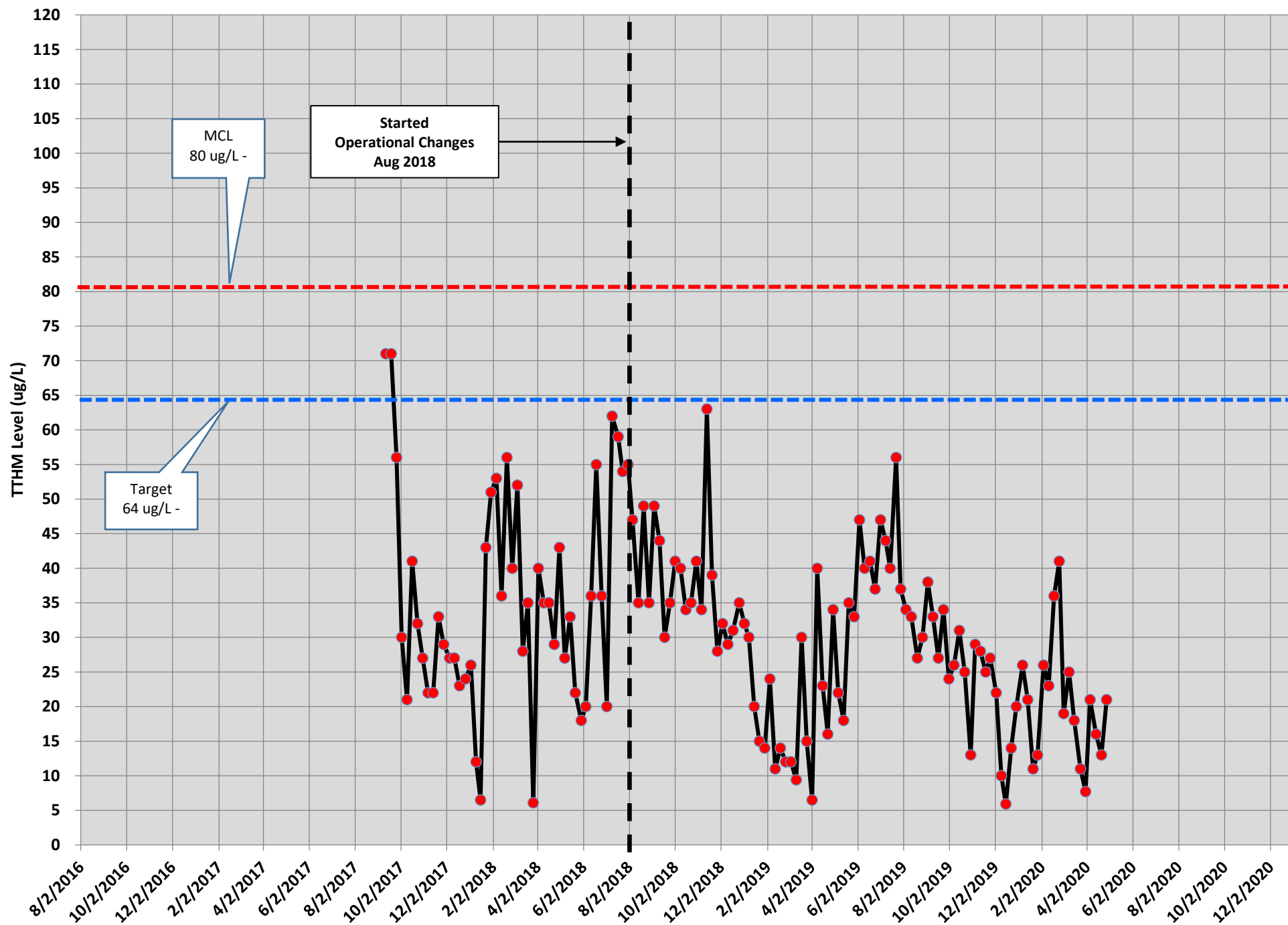
Attachments:

1. TTHM Reservoir site charts & TTHM Compliance charts

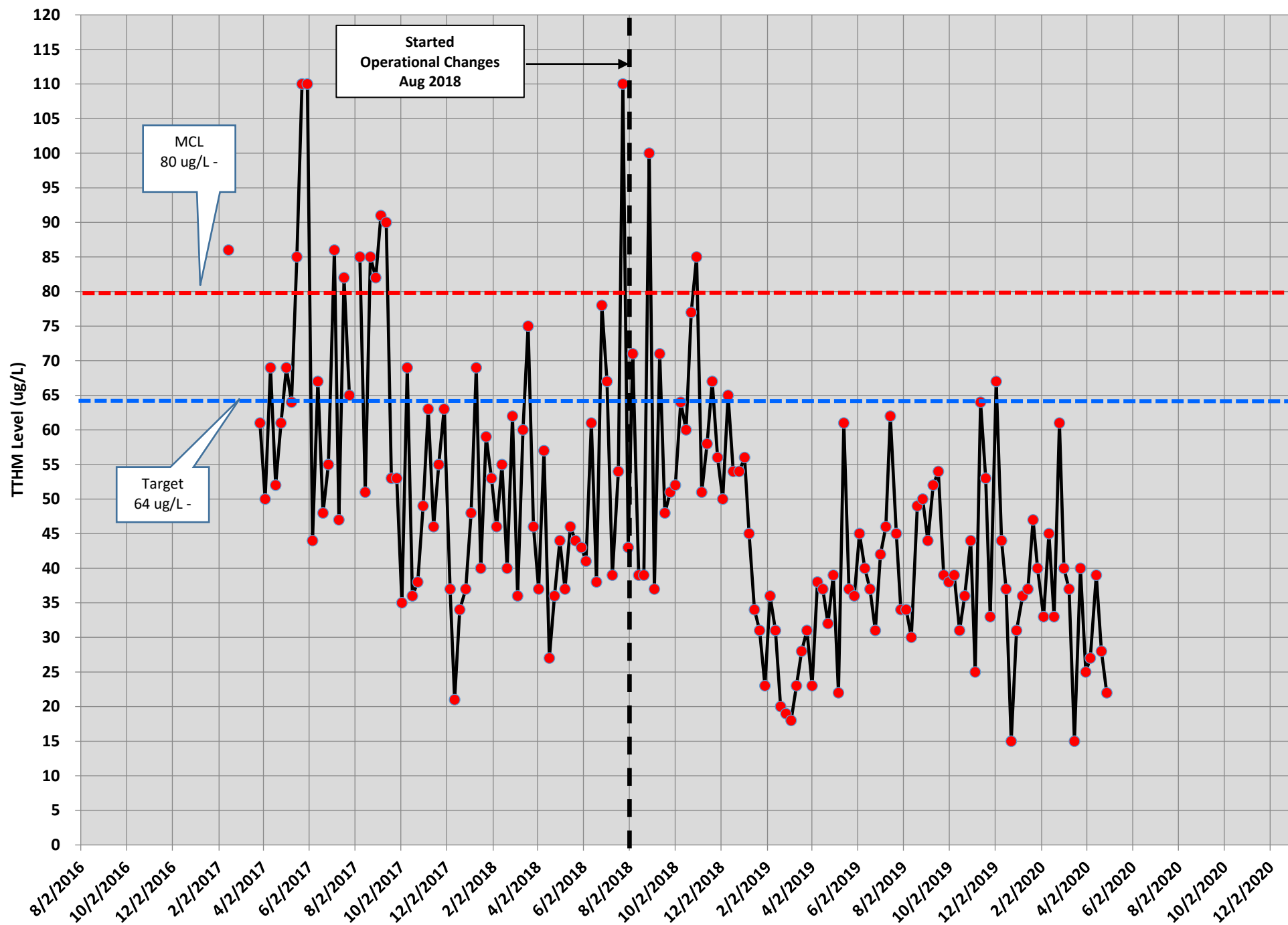
FMWD at Paschall Booster - TTHM's Levels



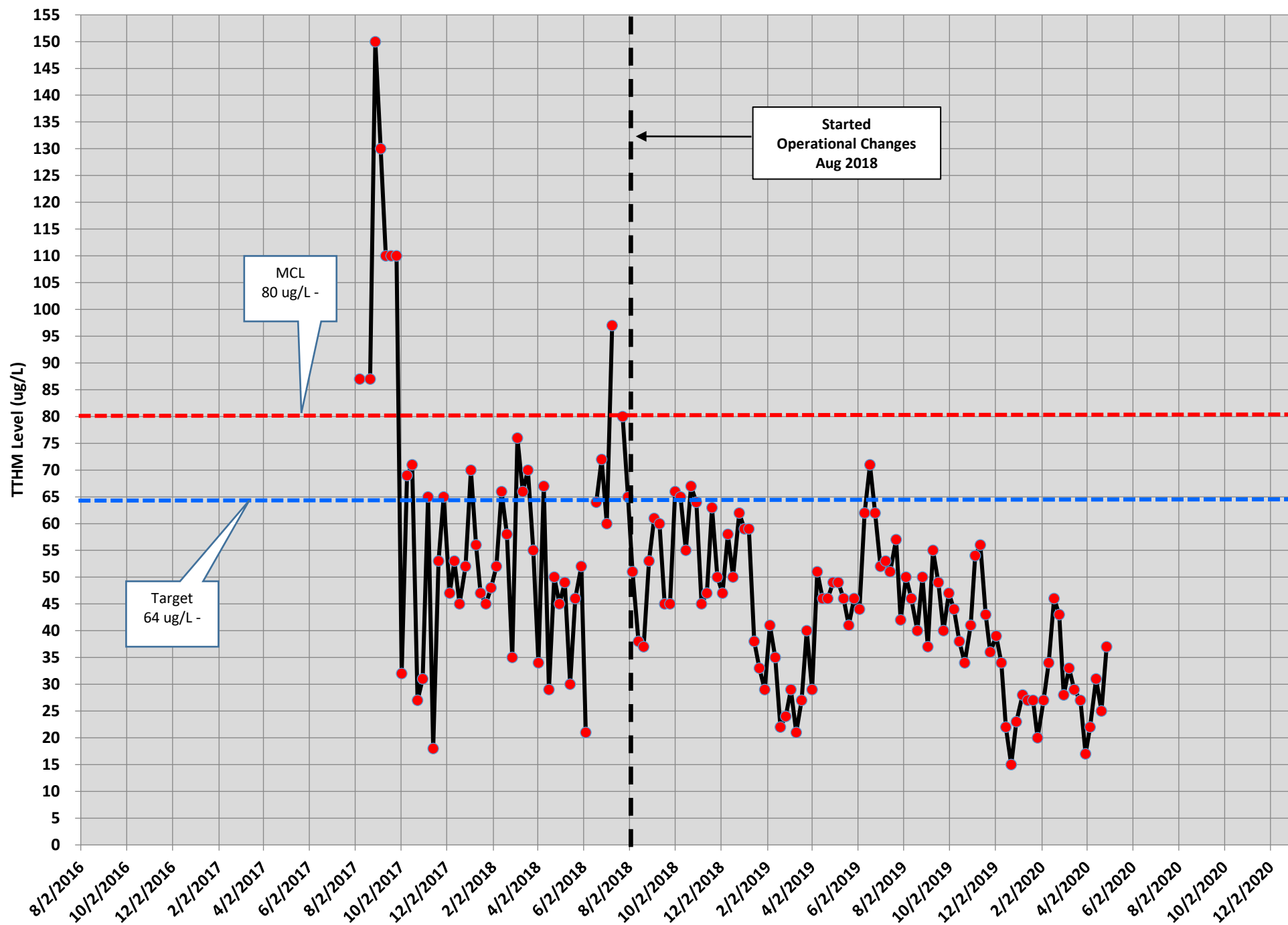
Encinal Reservoir (Zone 1) - TTHMs Levels



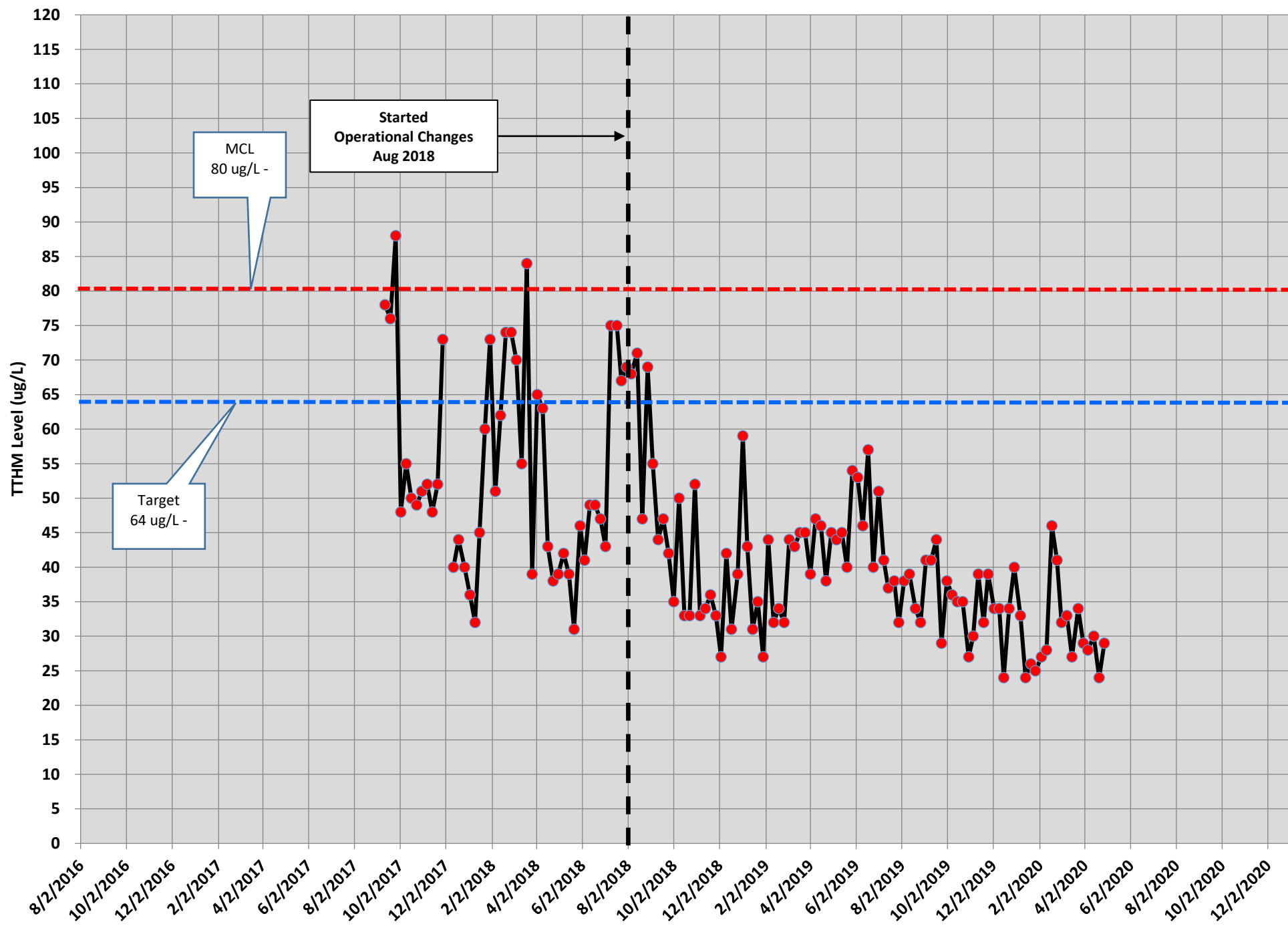
Williams Reservoir (Zone 2) - TTHMs Levels



Ordunio Reservoir (Zone 2) - TTHMs Levels

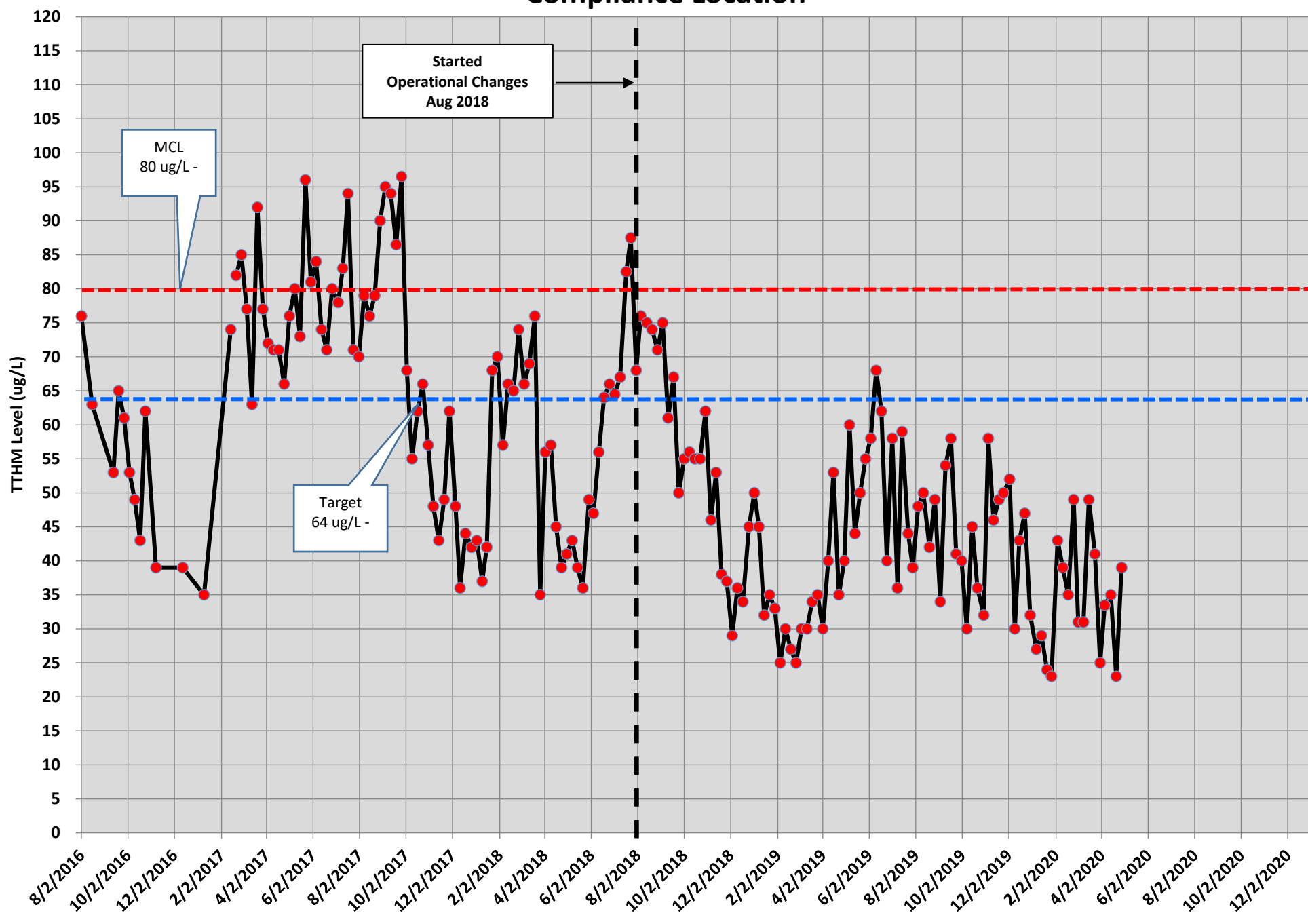


Rosemont Reservoir (Zone 3) - TTHMs Levels

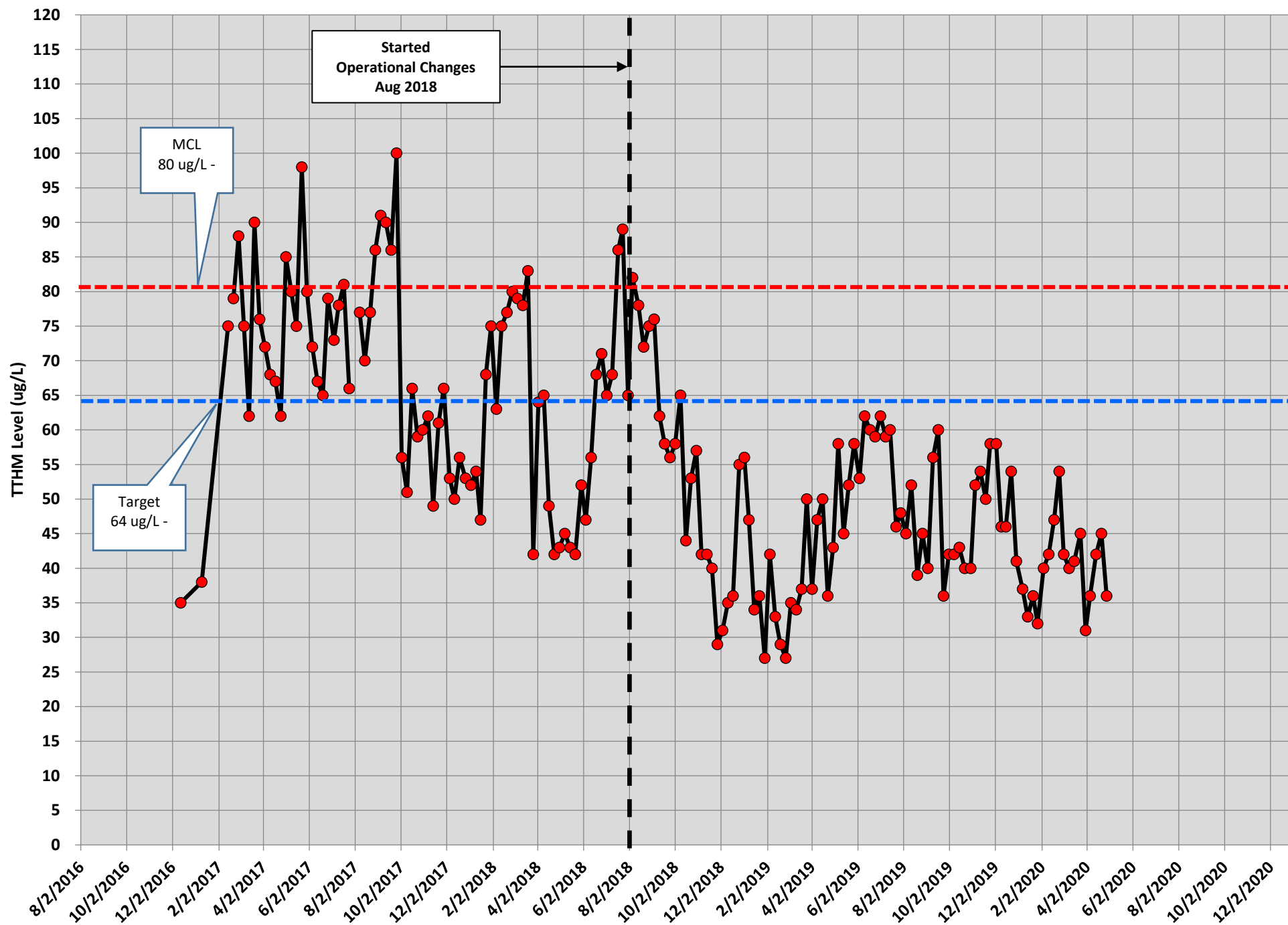


Oak Creek Reservoir (Zone 4) - TTHMs Levels

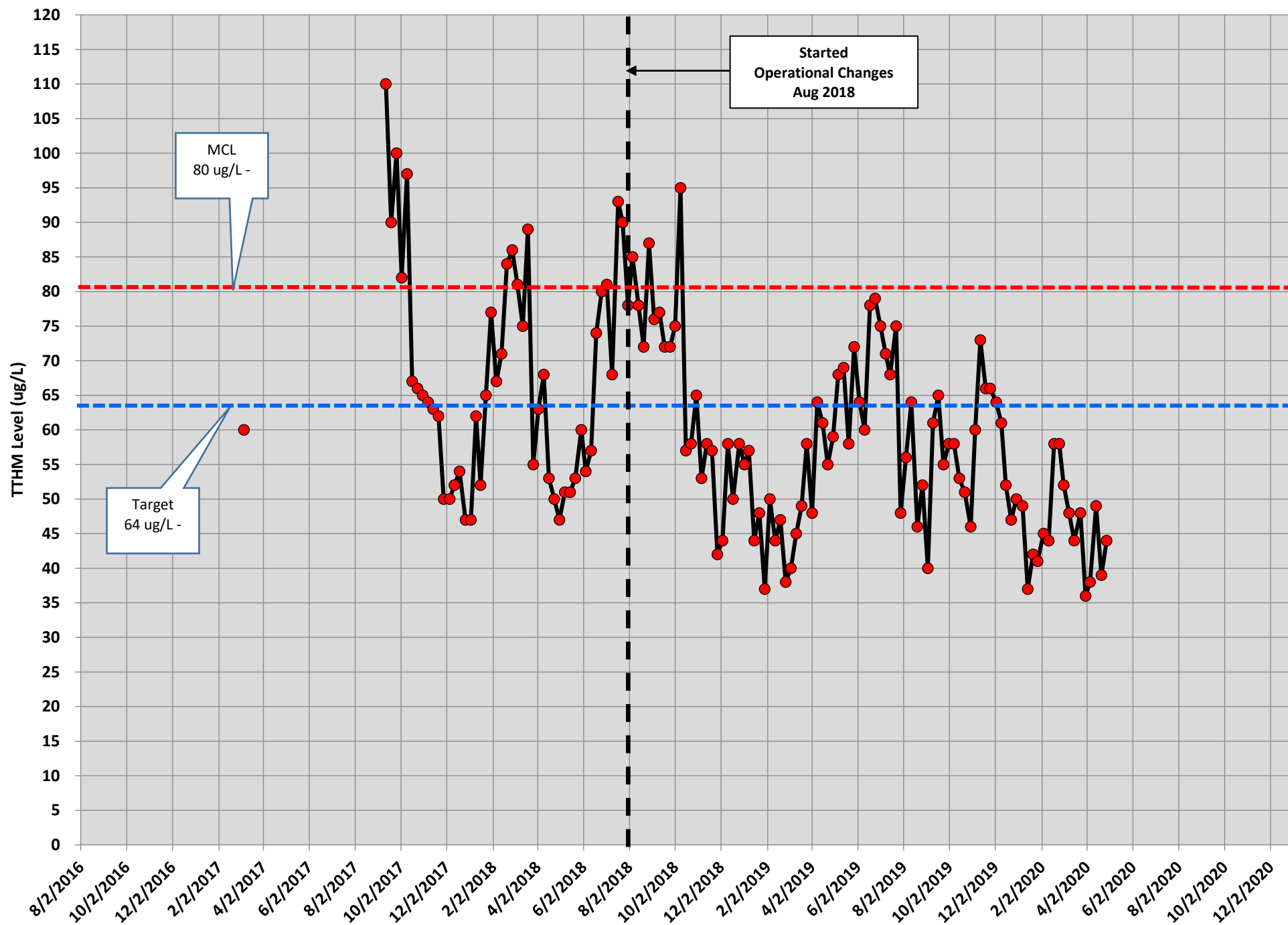
Compliance Location



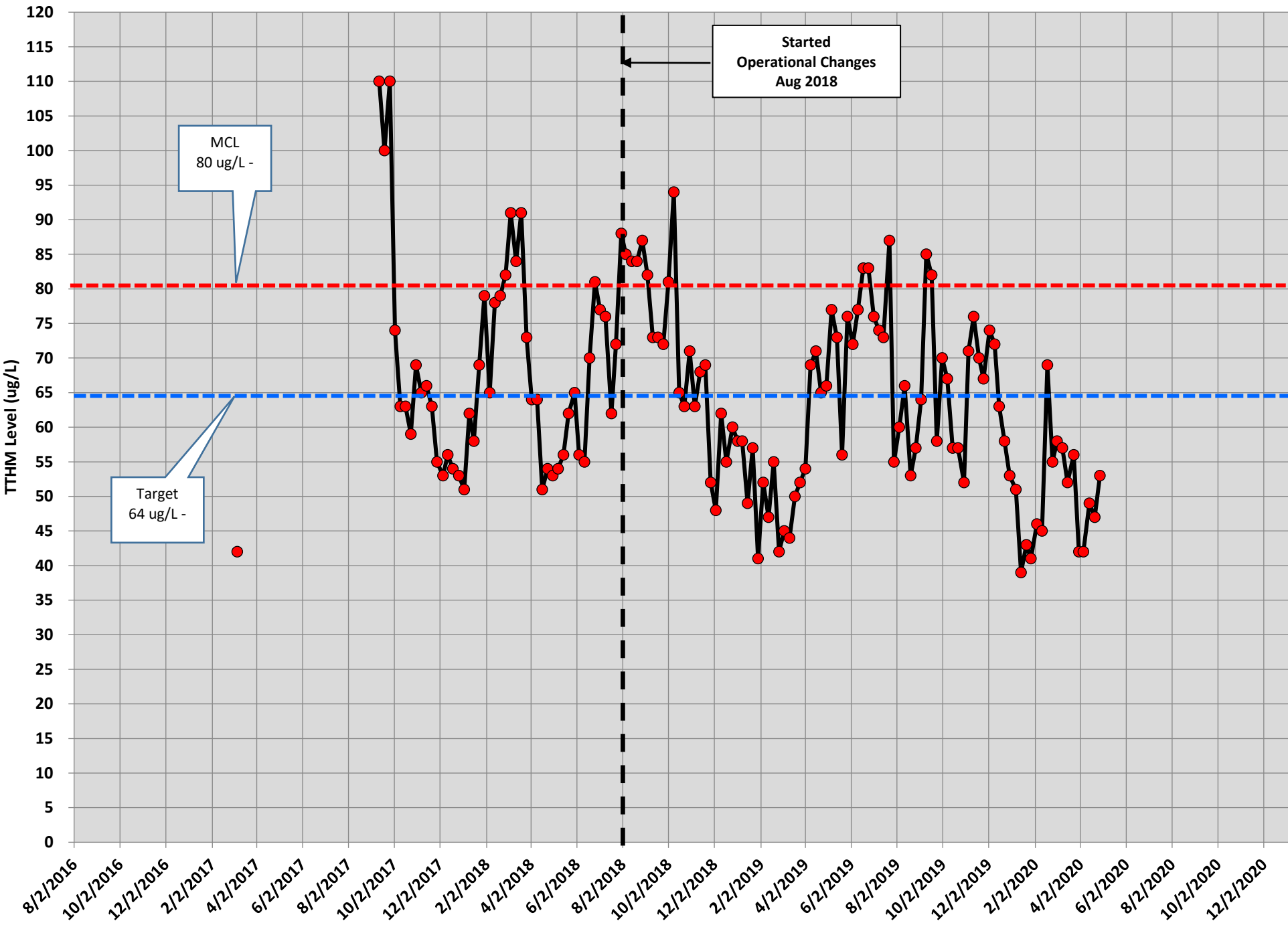
Markridge Reservoir (Zone 5) - TTHMs Levels



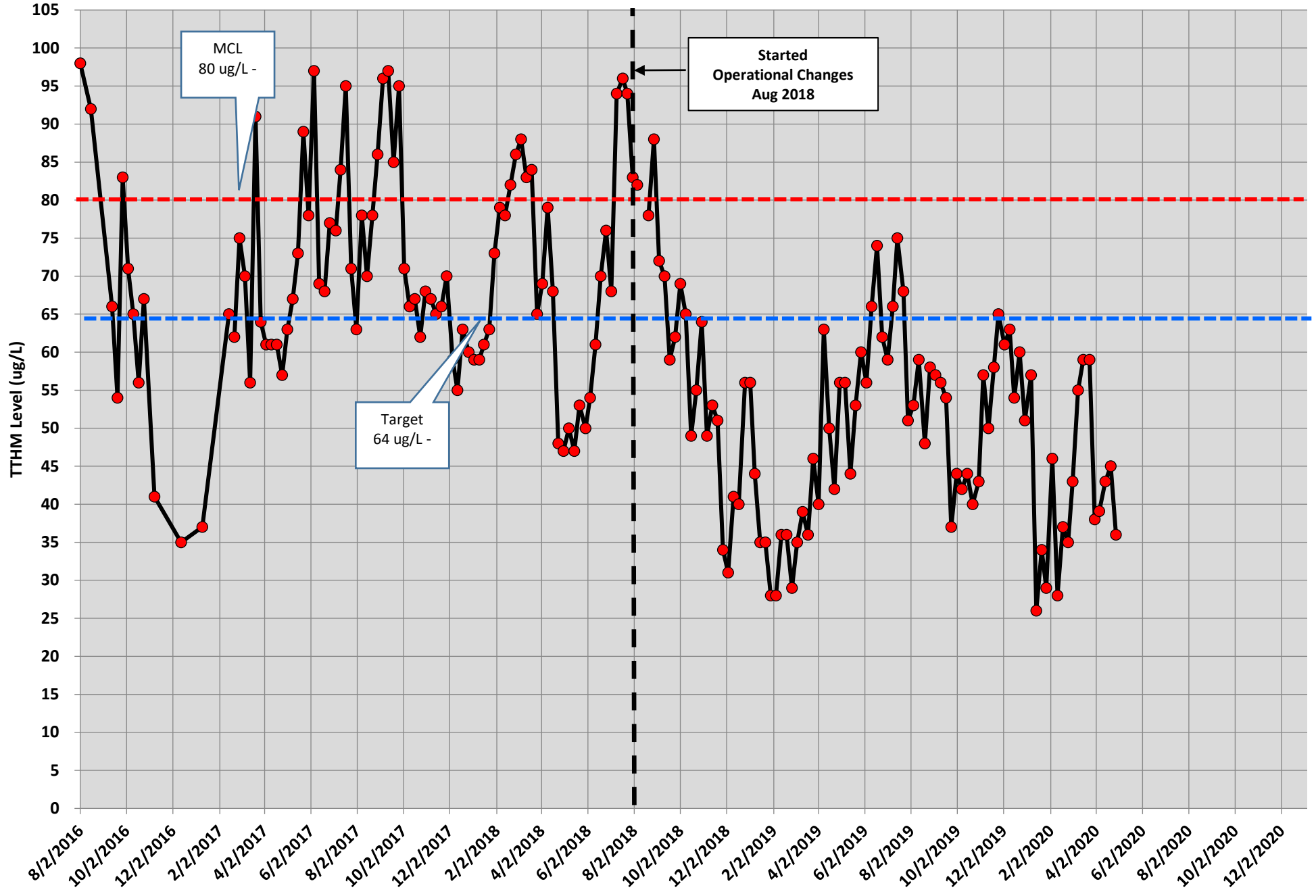
Eagle Canyon Reservoir (Zone 5) - TTHMs Levels



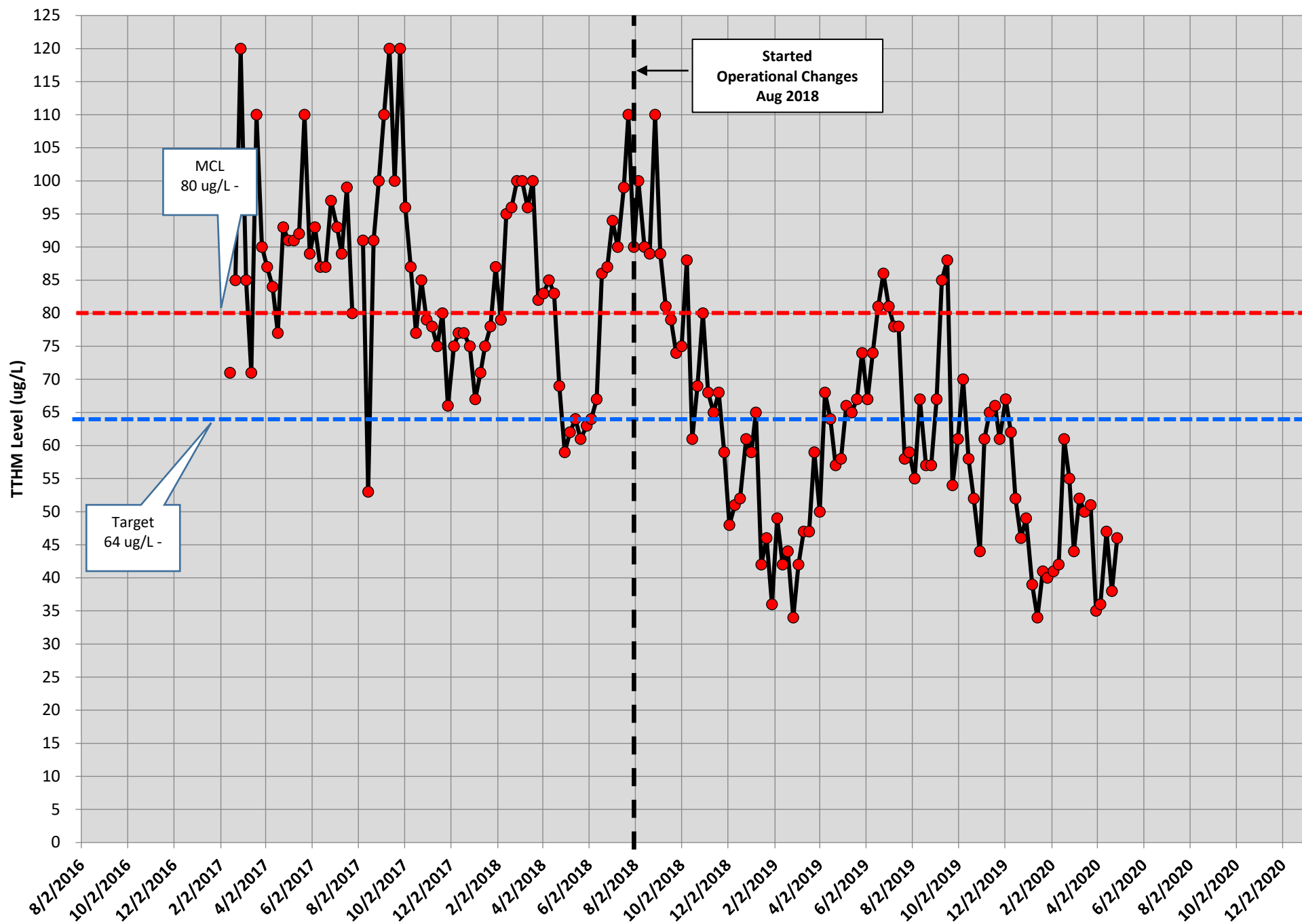
Goss Canyon Reservoir (Zone 6) - TTHMs Levels



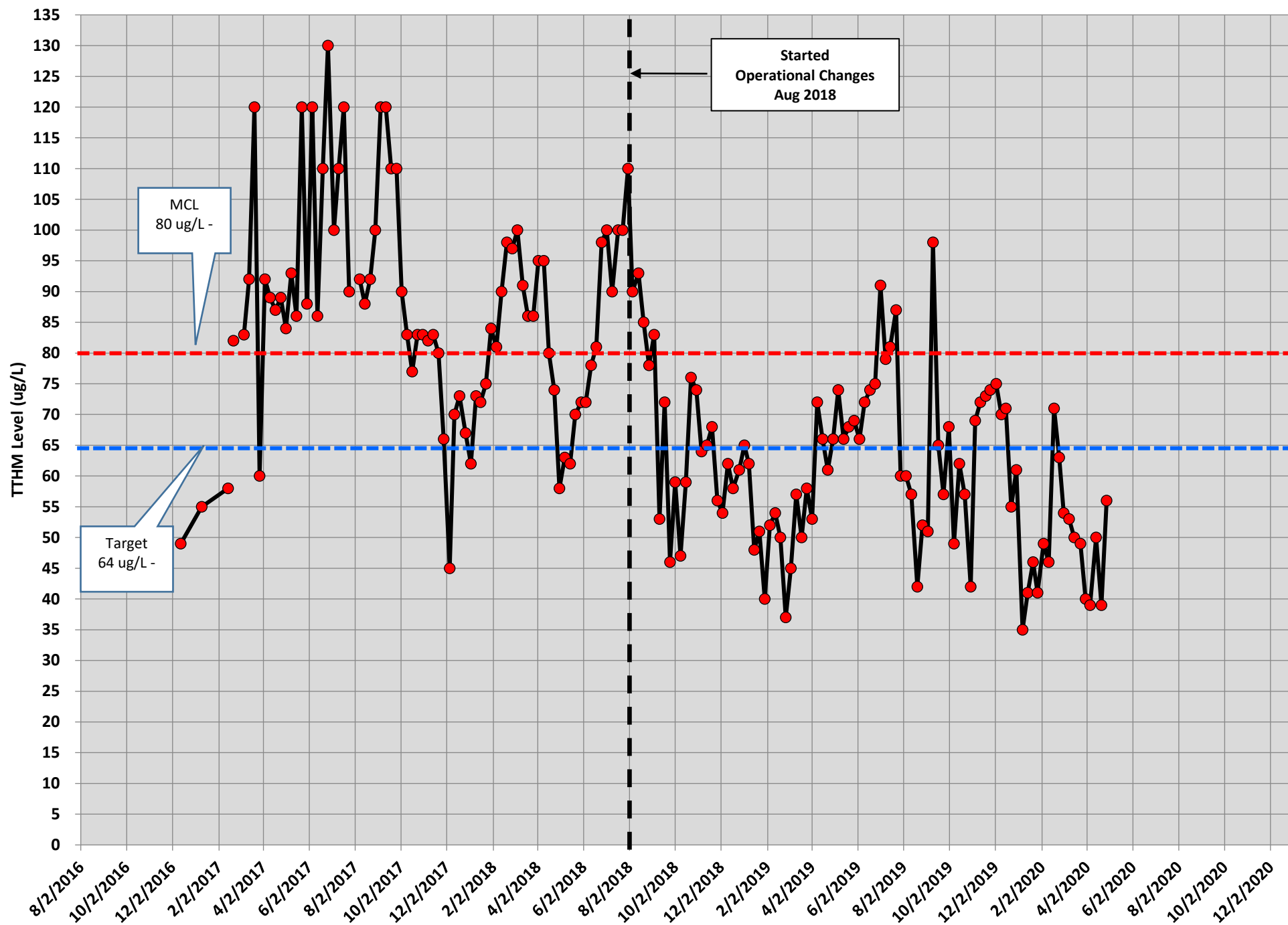
Dunsmore Reservoir (Zone 7) - TTHMs Levels Compliance Location



Cresta Heights Reservoir (Zone 8) - TTHMs Levels

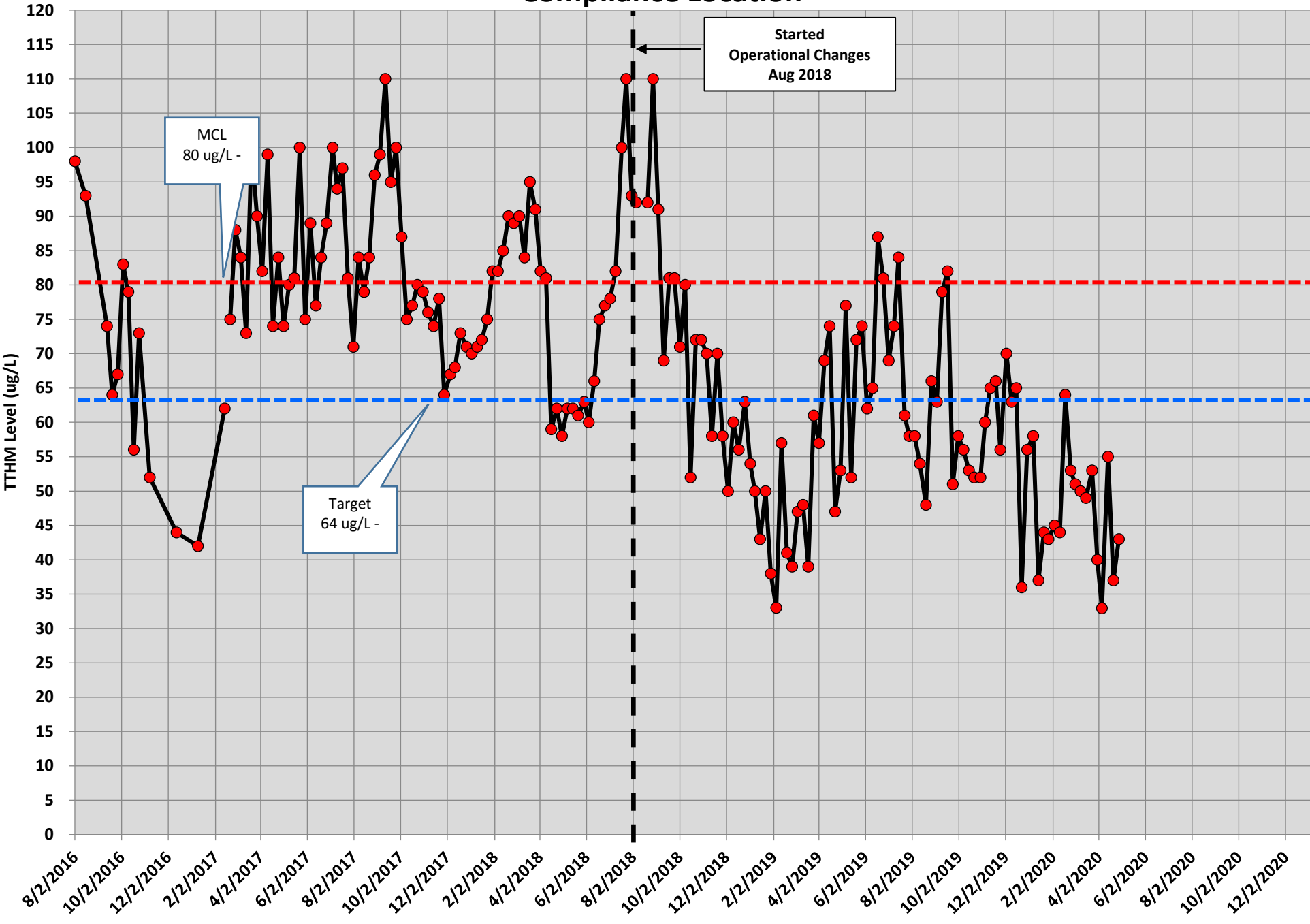


Edmund No. 1 Reservoir (Zone 9) - TTHMs Level



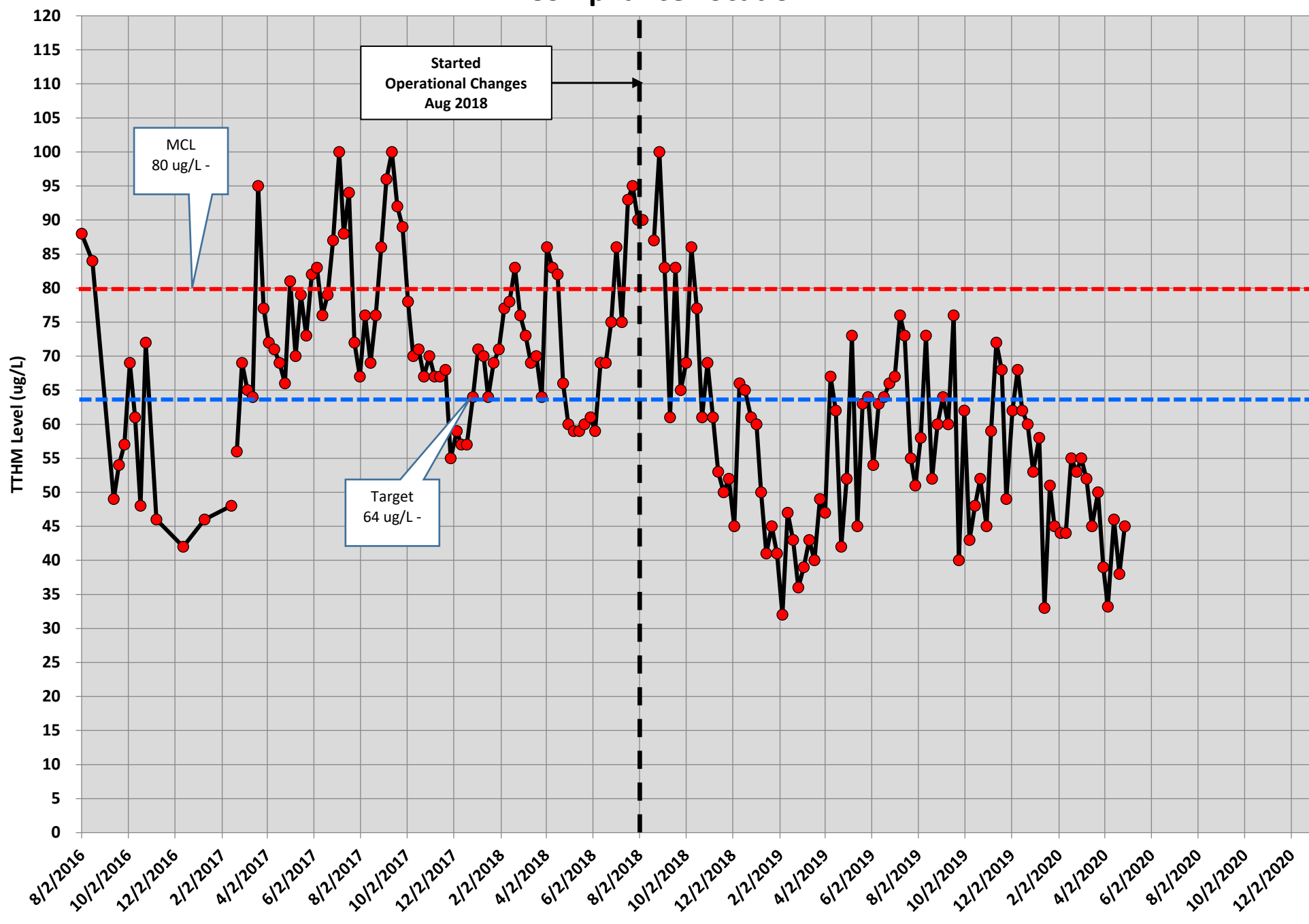
Edmund No. 2 (Zone 9) - TTHMs Levels

Compliance Location

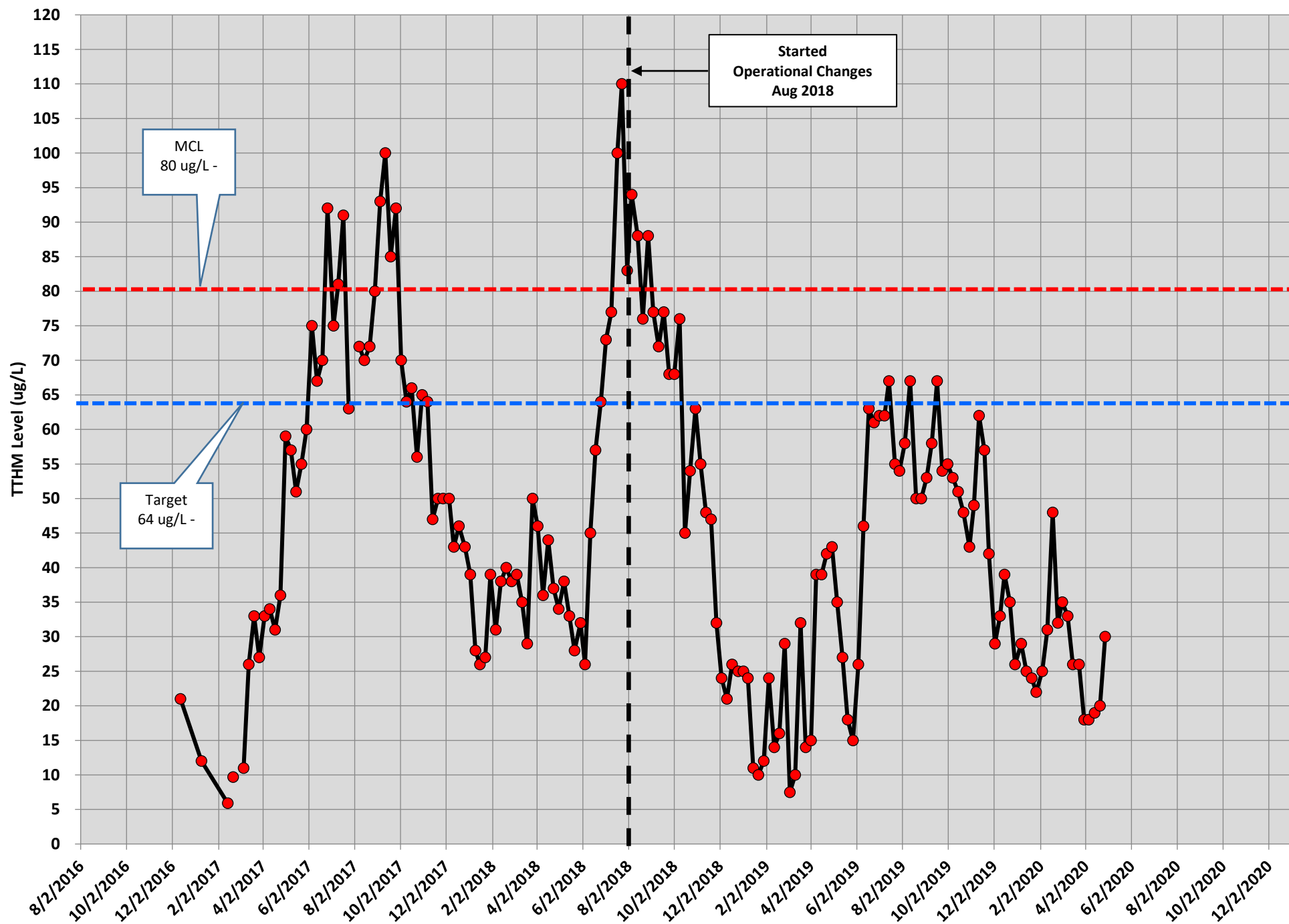


Shields Reservoir (Zone 10) - TTHMs Levels

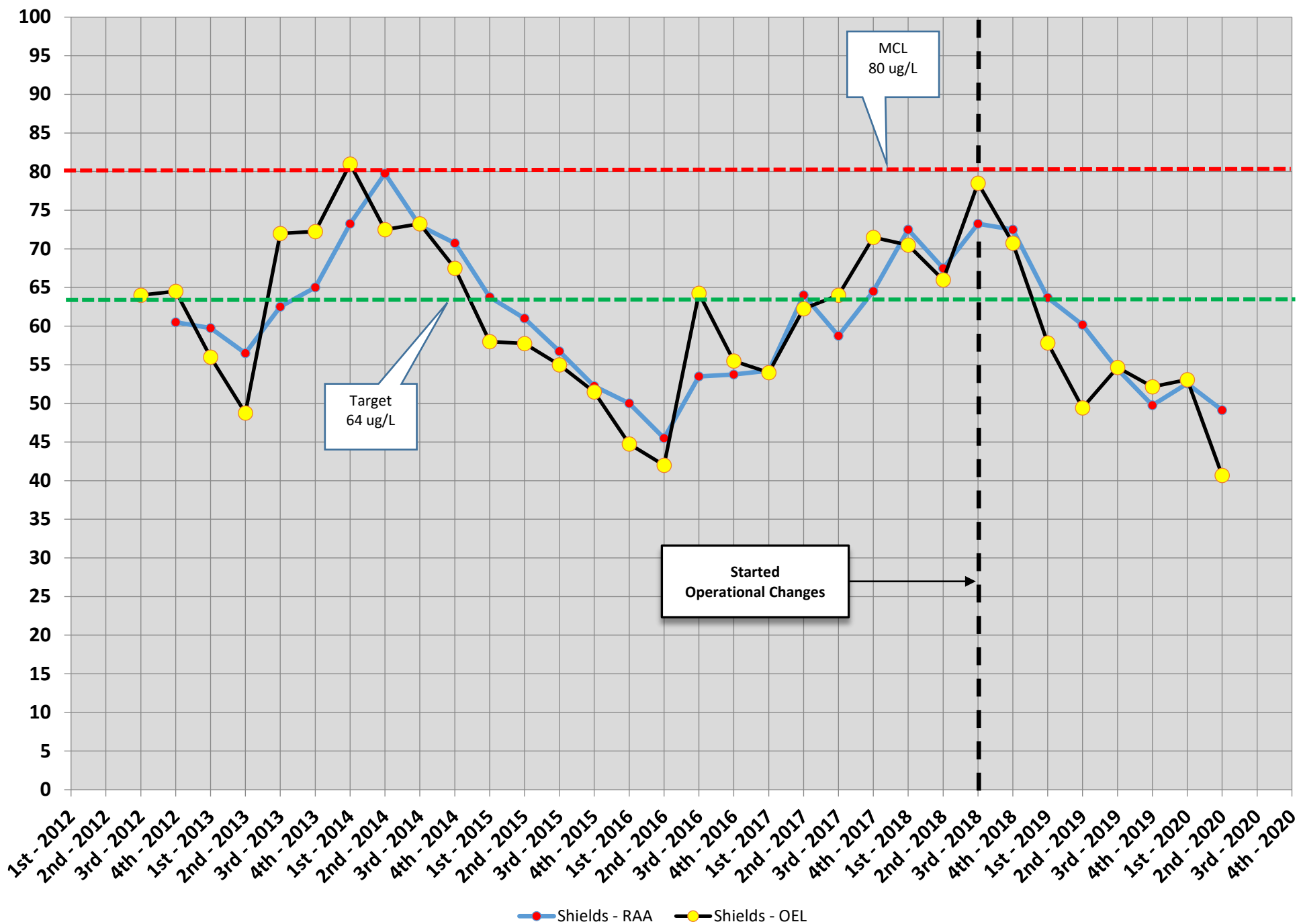
Compliance Location



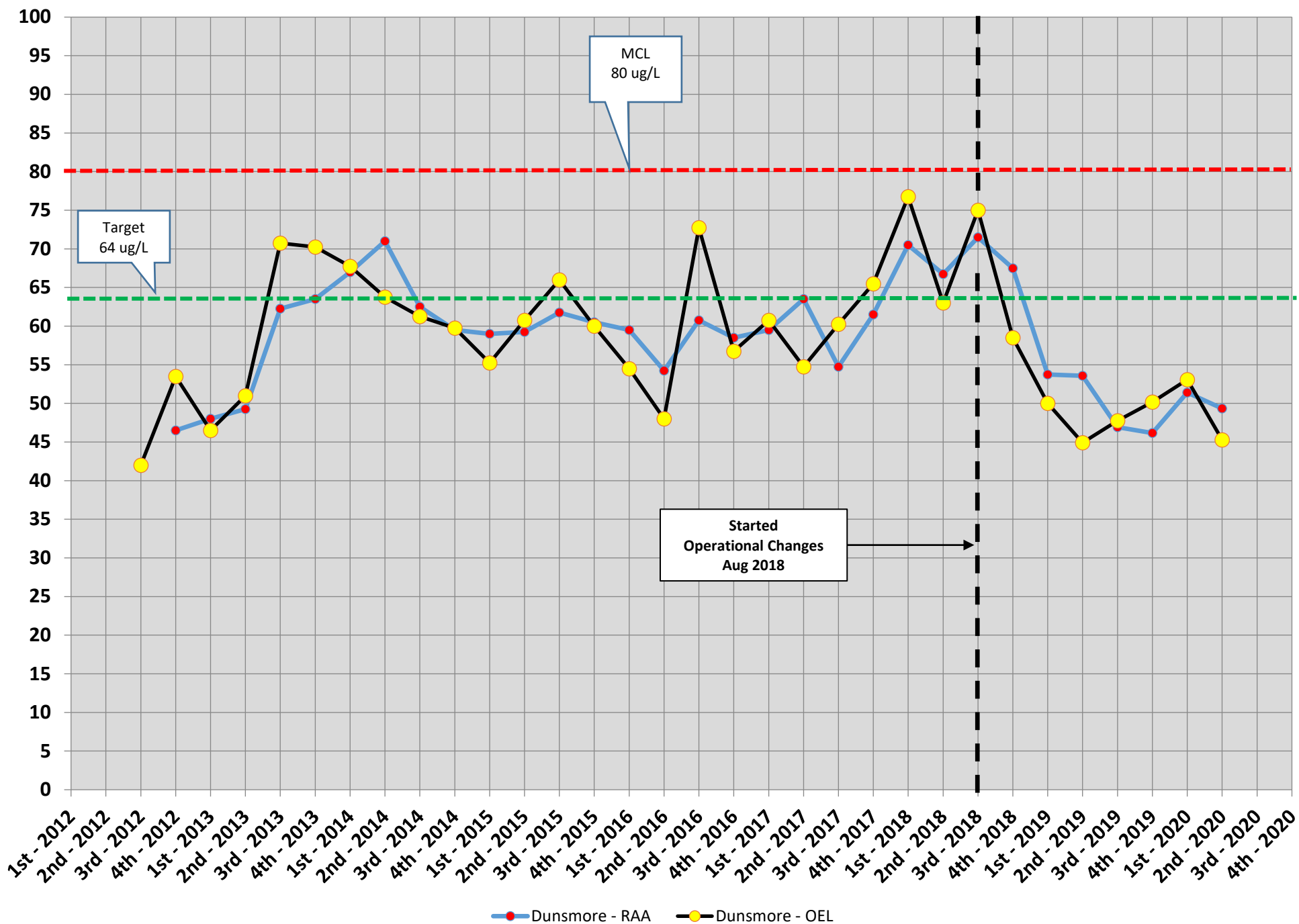
Pickens Reservoir (Zone 11) - TTHMs Levels



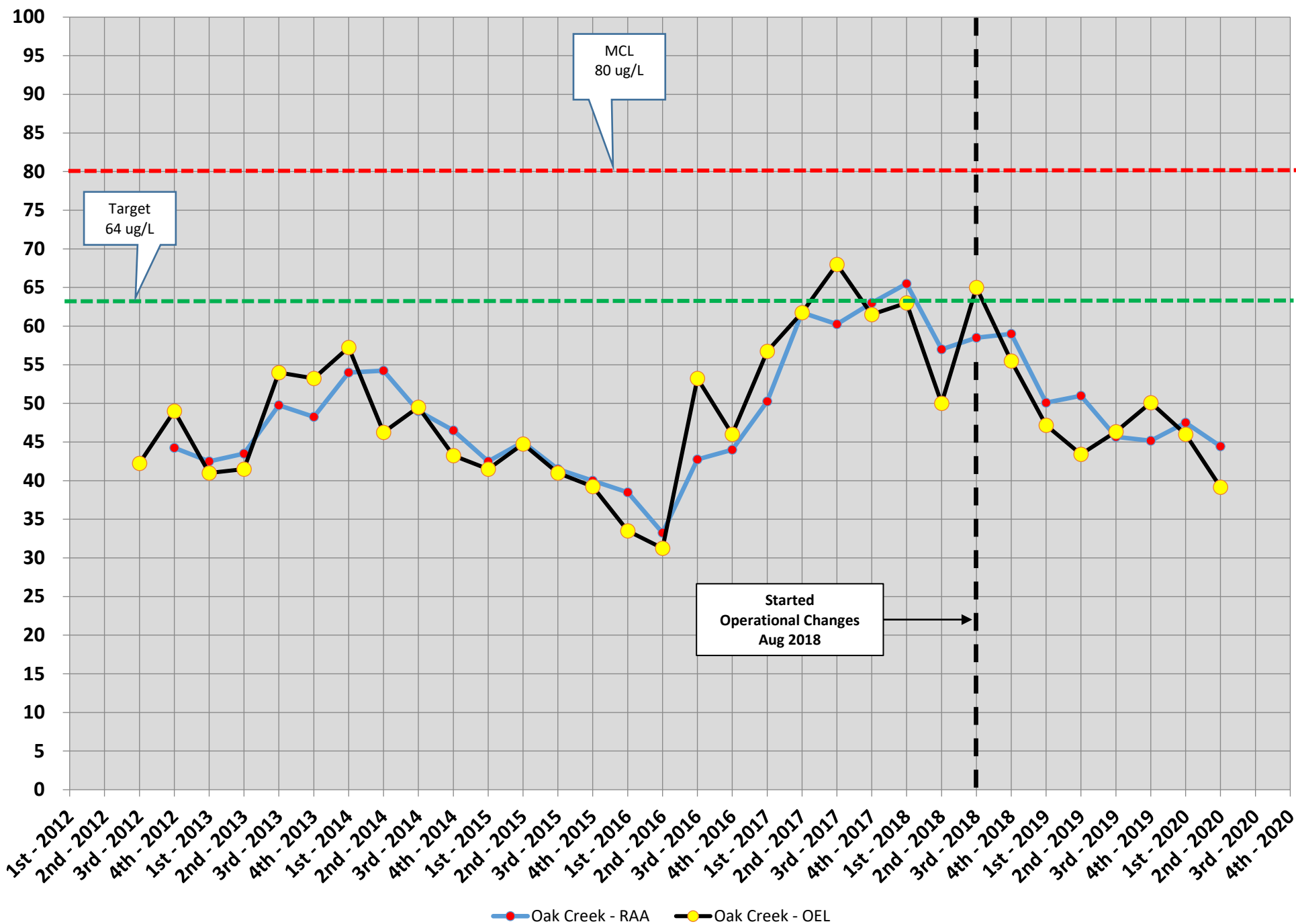
Shields - Quarterly TTHM - Running Annual Average 2012 - 2020



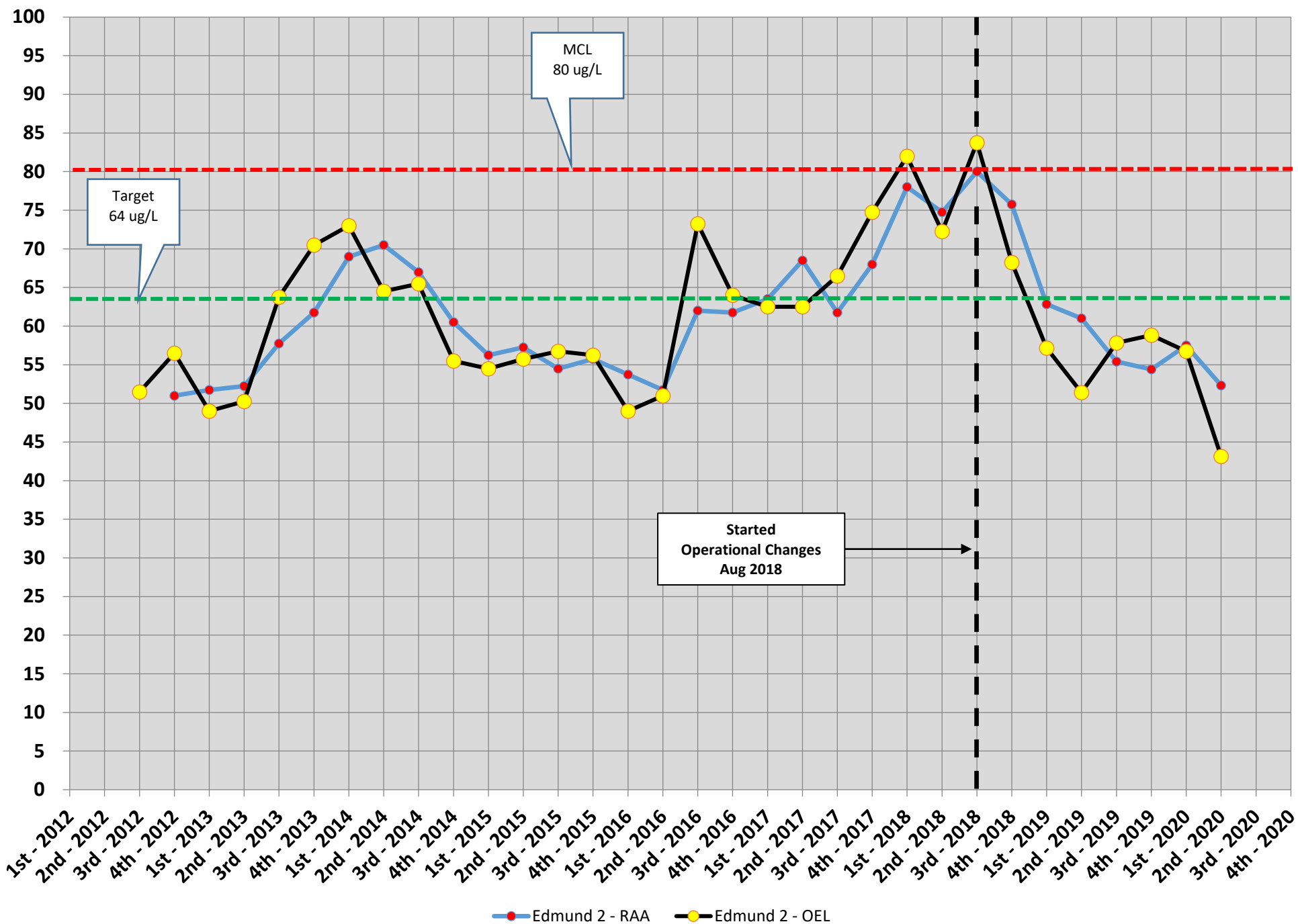
Dunsmore - Quarterly TTHM - Running Annual Average 2012 - 2020



Oak Creek - Quarterly TTHM - Running Annual Average 2012 - 2020



Edmund II - Quarterly TTHM - Running Annual Average 2012 - 2020



CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 3

May 8, 2020

To: Honorable President and Members of the Board of Directors
From: Brook Yared, P.E. – Senior Engineer
Subject: CVWD Wastewater System – Review of Agreement with City of Los Angeles

BACKGROUND:

The Crescenta Valley Water District (CVWD) has maintained and operated its own wastewater collection system since construction of the collection system was completed in the mid-1980s. In order to cost effectively treat and dispose of all its wastewater, CVWD entered into an agreement with the City of Los Angeles in May of 2005 for the conveyance and treatment of our wastewater flows. All of CVWD's wastewater merges into a large trunk sewer line (Interceptor) that travels to the Los Angeles and Glendale Water Reclamation Plant (LAGWRP) located in the City of Los Angeles. The majority, 98% or more, of CVWD's wastewater is treated at LAGWRP. CVWD does generate a small volume of high brine waste associated with the Glenwood Nitrate Removal Facility that is sent to the Hyperion Treatment Plant.

DISCUSSION:

The cost of CVWD's treatment contract with the City of Los Angeles Bureau of Sanitation (City) is comprised of 2 major components, the first being a capacity increase charge (ASSFC), which is based on bi-monthly reporting of development in the Crescenta Valley. The second charge, Amalgamated System Sewerage System Charge (ASSSC), covers the costs of Capital Improvement, Operations and Maintenance, and treatment costs of the amalgamated system.

ASSFC Monitoring and Reporting: Similar to CVWD's connection fees, the City charges CVWD a fee based on additions made to homes in our service area to cover the cost of an increase in design capacity of the amalgamated system. This is largely a pass-through cost that is paid for by developers, plus an additional 10% administrative fee. CVWD reports all paid development work to the City and transfers all ASSFC funds collected to the City on a bimonthly basis.

The costs for ASSFCs are recalibrated every year. A template and transmittal (see attached) are provided to CVWD along with a list of predefined sewage generation factors. While most of the numbers provided by the City are calculated based on development work and conveyance data across all 26 participating agencies, CVWD provides an annual report to the City in order to calculate the MGD-Miles. This number captures the amount of miles of conveyance pipe each agency utilizes in proportion to their capacity.

MGD-miles can vary from numbers calculated by staff. Occasionally, LAGWRP is not able to treat all wastewater flows it receives. During high flow periods, excess wastewater capacity is conveyed to the Hyperion Treatment Plant, which represents an additional seventeen (17) miles of conveyance. This unknown quantity of wastewater can drive MGD-miles up.

ASSSC Monitoring and Reporting:

- a) **Capital Improvements and O&M:** Every year there is a Contract Agency's meeting hosted by the City. It is mandatory for all twenty-six contracting agencies to attend this meeting. Prior to this meeting, The City Releases billing projections based on their future Capital and Operations and Maintenance goals (see Attached. These projections are Used by CVWD staff during budgeting.

During the contract agency meeting, The City provides several presentations that detail recent planned and unplanned operations and maintenance activities, and the coming five (5) years of planned capital projects. This information gives agencies an idea of where the capital and operations and maintenance portions of the ASSSC fees for the coming years will be trending.

- b) **Treatment:** CVWD maintains an annual contract with ADS Environmental Services to operate a flow monitoring and composite sampling station at the end of CVWD's Interceptor. Using this data, CVWD and the City both generate annual flow, strength and capacity amounts and agree upon a final annual report that is then compiled and distributed by the City (see attached).

Later in the year, the City releases a "Transmittal of ASSSC Rates and Estimated Invoices" (see attached). In this transmittal the City provides estimated ASSSC billing based on all the reporting provided to it by the contract agencies and the numbers it reported in the billing projections report and during the annual contract agencies meeting. CVWD pays these estimated bills on a bi-monthly basis

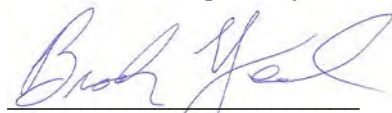
After all the work for the fiscal year has concluded and the strength and loading of wastewater flows has been calculated, the City then releases a reconciliation bill/credit (see attached) based on any unforeseen events that may have driven the initial estimated bills up or down. For the past two years CVWD has experienced reconciliation bills that are considerably higher than initial estimates.

CONCLUSIONS:

Based on the Contract Agencies Meeting held in 2019, the City has very ambitious capital improvement goals and plans to transition the Hyperion Treatment Plant to a 100% reclaim facility. Also, recent damage to a major sewer main in the area surrounding LAGWRP has caused O&M costs over the last several years increase significantly. Finally, conservation efforts in Southern California have resulted lower volumes of higher strength wastewater at treatment plants which may drive our reconciliation bill up. Staff predicts that the costs of wastewater conveyance and treatment will continue to increase in years to come.

CVWDs Contract with the City of Los Angeles is set to expire on March 21, 2030.

Submitted & Prepared by:



Brook Yared, P.E.
Senior Engineer

Attachments:

1. Summary of HTP Flow Estimates
2. ASSFC Transmittal
3. Billing Projections
4. ASSSC Estimated Invoice
5. Annual Report
6. ASSSC Reconciliation

Crescenta Valley Water District
Summary of HTP Flow Estimates

Totals for FY	Percent to LA GWTP	Percent to HTP	Annual Flow (MG/yr)	Flow to LAGWTP (MG/yr)	Flow to HTP (MG/yr)	Average daily flow to HTP (MG/day)	MGD Miles Calcs	5 yr avg
2018/19	99.43%	0.56%	581.84	578.52	3.32	0.009	12.07	11.67
2017/18	99.36%	0.64%	571.98	568.29	3.69	0.010	11.89	11.46
2016/17	99.11%	0.89%	575.13	570.02	5.11	0.014	12.01	11.42
2015/16	98.75%	1.23%	544.78	537.96	6.83	0.019	11.47	11.43
2014/15	99.13%	0.87%	522.14	517.59	4.55	0.012	10.90	11.46
2013/14	99.31%	0.69%	531.49	527.83	3.66	0.010	11.05	11.56
2012/13	99.29%	0.71%	559.73	555.77	3.96	0.011	11.65	11.75
2011/12	99.23%	0.77%	580.11	575.62	4.49	0.012	12.09	11.94
2010/11	98.35%	1.65%	547.67	538.49	9.19	0.025	11.63	12.41
2009/10	99.05%	0.95%	544.80	539.58	5.22	0.014	11.40	13.02
2008/09	98.90%	1.10%	570.49	564.19	6.29	0.017	11.97	
2007/08	99.03%	0.97%	602.67	596.75	6.00	0.016	12.62	
2006/07	99.11%	0.89%	690.80	684.57	6.32	0.017	14.44	
2005/06	98.35%	1.65%	690.15	678.61	11.77	0.032	14.67	
Average	98.97%	1.03%	580.00	573.91	6.12	0.017		

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ERIC GARCETTI

MAYOR

JUL 02 2019

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

Dear Mr. Yared:

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ASSISTANT DIRECTORS

TIMEYIN DAFETA
HYPERION EXECUTIVE PLANT MANAGER

1149 SOUTH BROADWAY, 9TH FLOOR
LOS ANGELES, CA 90015
TEL: (213) 485-2210
FAX: (213) 485-2979
WWW.LACITYSAN.ORG

CRESCENTA VALLEY WATER DISTRICT TRANSMITTAL OF ASSFC RATES FOR WASTEWATER SERVICE IN FY 2019-20

This letter is transmitting the Amalgamated System Sewerage Facilities Charge (ASSFC) rates for wastewater service in Fiscal Year 2019-20. The ASSFC calculation is based on Los Angeles' wastewater system fixed assets register, construction work in progress as of June 30, 2018, and the capital improvement program (CIP) expenditure from July 1, 2018 through June 30, 2019.

ASSFC rates:

Conveyance	\$432,252.49 per mgd-mile
Treatment Flow	\$1,704,590.17 per mgd
Biochemical Oxygen Demand (BOD)	\$448.32 per pound per day (ppd)
Suspended Solids (SS)	\$353.35 per ppd

The calculation of the ASSFC rates is a lengthy document. If you would like to review the calculation, please call Susan Rocha at (213) 485-2328 and she will be happy to send you a copy. In addition, please contact her with any questions or comments you may have on the rates.

Sincerely,

ENRIQUE C. ZALDIVAR, P.E.
Director and General Manager
LA Sanitation and Environment

By: Eva P. Sung
Division Manager
Financial Management Division

ECZ/EPS/SR/TD:ab

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FAX: (213) 485-2979
WWW.LACITYSAN.ORG

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

Dear Mr. Yared:

CRESCENTA VALLEY WATER DISTRICT TRANSMITTAL OF ASSSC RATES AND ESTIMATED INVOICES FOR WASTEWATER SERVICES IN FY 2018-19

This letter is transmitting the Amalgamated System Sewerage System Charge (ASSSC) rates for wastewater service in fiscal year 2018-19. These rates and a breakdown of the rates between operation and maintenance (O&M) and capital are shown in the following tables. The ASSSC calculation is based on Los Angeles' estimated costs for the fiscal year and the actual flows and strengths of wastewater at the treatment plants in Flow Year 2016-17 (April 1, 2016 through March 31, 2017).

a. ASSSC Rates

Conveyance	\$21,954 per mgd-mile
Treatment Flow	\$1,347.66 per million gallons
Biochemical Oxygen Demand (BOD)	\$377.15 per thousand pounds
Suspended Solids (SS)	\$272.49 per thousand pounds

b. Classification of ASSSC Rates between O&M and Capital

	O&M	Capital
Conveyance	6.96%	93.04%
Treatment Flow	65.79%	34.21%
Biochemical Oxygen Demand (BOD)	71.79%	28.21%
Suspended Solids (SS)	78.58%	21.42%

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COMMISSIONER

Thomas Love
General Manager
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

Attention: Brook Yared

Dear Mr. Love:

BUREAU OF SANITATION

ENRIQUE C. ZALDIVAR
DIRECTOR

TRACI J. MINAMIDE
CHIEF OPERATING OFFICER

LISA B. MOWERY
CHIEF FINANCIAL OFFICER

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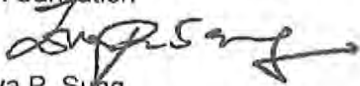
CRESCENTA VALLEY WATER DISTRICT
TRANSMITTAL OF BILLING PROJECTIONS FOR FY 2018-19 THROUGH FY 2022-23

This letter is transmitting the 5-year billing projections for wastewater service for fiscal years 2018-19 through 2022-23, attached. The calculation is based on Los Angeles' Wastewater Capital Improvement Programs (WCIP). Since the WCIP is evaluated and adjusted based on the project schedule, available resources, project needs and revised cost estimates among other factors, this projection could be lower or higher than the projection submitted to you last year for a given year. Please note that the budgeted capital costs included in this projection are only for amalgamated system projects with prioritization scores above the level corresponding to the available funds. Charge rates for flow and strength are higher for fiscal year 2018-19 due to the proposed budget that includes more amalgamated treatment plant projects.

If you would like to review the calculation of the 5-year projections, please call Susan Rocha of my staff at (213) 485-2328 and she will be happy to send you a copy. In addition, please contact her with any questions or comments you may have on the projections.

Sincerely,

Enrique C. Zaldivar, Director
LA Sanitation

By: 
Eva P. Sung
Division Manager
Financial Management Division

ECZ/EPS/DHB/SR/TD:ab

Attachment: 5-Year Projections

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**TABLE 1. SUMMARY OF PROJECTED AGENCY CHARGES
O&M AND CAPITAL PORTIONS OF ASSCS**

	2018-19 (\$000)	2019-20 (\$000)	2020-21 (\$000)	2021-22 (\$000)	2022-23 (\$000)
Aneta Street	59.0	61.7	55.4	51.9	49.7
Beverly Hills	5,049.2	5,533.0	4,551.0	4,520.8	4,249.1
Burbank	4,632.4	4,698.3	4,671.9	4,278.1	4,121.2
Crescenta Valley	1,326.9	1,492.7	1,159.8	1,181.3	1,106.0
CSD 4	4,500.6	5,052.5	3,930.9	4,023.7	3,748.8
CSD 5	804.3	862.7	739.1	714.8	677.5
CSD 16	599.6	702.5	505.5	546.6	502.0
CSD 27	76.6	84.8	68.4	68.8	64.4
Culver City	3,110.3	3,348.8	2,764.1	2,701.5	2,542.1
El Segundo	1,870.2	1,884.2	1,826.7	1,646.1	1,595.4
Federal Office Building	9.8	11.4	8.1	8.5	8.0
Glendale	8,625.5	9,401.5	7,809.3	7,788.6	7,277.3
Karl Holton Camp	4.6	7.0	2.6	4.6	3.8
La Canada	247.3	279.5	213.4	218.4	204.3
Las Virgines	515.2	581.0	453.0	467.6	434.2
Marina Del Rey	1,288.0	1,349.3	1,201.5	1,125.7	1,078.9
San Fernando	2,657.4	2,950.2	2,350.4	2,384.8	2,222.2
Santa Monica	10,295.8	11,161.6	9,290.3	9,090.6	8,586.9
Triunfo	179.9	207.1	156.1	163.9	152.1
Universal City	1,099.3	1,250.0	954.9	993.8	921.6
Veterans Administration	393.8	437.1	350.8	350.1	330.3
WLA Community College	20.9	22.4	19.2	18.6	17.6
CSD 9	274.9	282.6	262.0	241.2	232.1
City of Long Beach	38.5	39.3	37.0	33.7	32.5
Total	\$47,680.0	\$51,701.1	\$43,381.5	\$42,623.8	\$40,157.9

**TABLE 2. SUMMARY OF PROJECTED AGENCY CHARGES
O&M PORTION OF ASSSCS**

	2018-19 (\$000)	2019-20 (\$000)	2020-21 (\$000)	2021-22 (\$000)	2022-23 (\$000)
Aneta Street	40.5	40.2	41.4	42.7	42.7
Beverly Hills	3,141.8	3,118.9	3,213.0	3,310.2	3,312.2
Burbank	3,549.6	3,522.4	3,629.8	3,740.8	3,742.3
Crescenta Valley	768.4	763.0	785.9	809.5	810.1
CSD 4	2,615.4	2,596.7	2,674.7	2,755.3	2,757.2
CSD 5	524.5	520.6	536.4	552.7	553.0
CSD 16	313.7	311.5	320.8	330.4	330.7
CSD 27	46.6	46.3	47.6	49.1	49.1
Culver City	1,944.3	1,930.0	1,988.3	2,048.6	2,049.8
El Segundo	1,390.3	1,379.7	1,421.8	1,465.3	1,465.8
Federal Office Building	5.1	5.0	5.2	5.3	5.3
Glendale	5,442.0	5,402.2	5,565.3	5,733.8	5,737.2
Karl Holton Camp	0.3	0.3	0.3	0.3	0.3
La Canada	140.0	139.0	152.6	157.0	157.3
Las Virgines	300.4	298.3	307.2	316.5	316.7
Marina Del Rey	875.6	869.0	895.4	922.7	923.2
San Fernando	1,593.1	1,581.1	1,628.7	1,677.9	1,679.0
Santa Monica	6,493.9	6,446.2	6,639.6	6,840.8	6,844.7
Triunfo	100.1	99.4	102.3	105.4	105.5
Universal City	623.9	619.5	638.1	657.2	657.7
Veterans Administration	237.3	235.6	242.7	250.1	250.2
WLA Community College	13.6	13.5	13.9	14.3	14.4
CSD 9	195.2	193.7	199.6	205.7	205.8
City of Long Beach	27.8	27.6	28.4	29.3	29.3
Total	\$30,383.5	\$30,159.8	\$31,079.2	\$32,020.9	\$32,039.6

**TABLE 3. SUMMARY OF PROJECTED AGENCY CHARGES
CAPITAL PORTION OF ASSSCS**

	2018-19 (\$000)	2019-20 (\$000)	2020-21 (\$000)	2021-22 (\$000)	2022-23 (\$000)
Aneta Street	18.5	21.5	14.0	9.3	7.0
Beverly Hills	1,907.4	2,414.1	1,338.0	1,210.6	936.9
Burbank	1,082.8	1,175.9	1,042.1	537.3	378.9
Crescenta Valley	558.5	729.7	373.9	371.8	295.9
CSD 4	1,885.2	2,455.7	1,256.2	1,268.5	991.6
CSD 5	279.8	342.1	202.7	162.1	124.5
CSD 16	285.9	391.0	184.7	216.2	171.3
CSD 27	30.0	38.5	20.8	19.7	15.3
Culver City	1,166.0	1,418.8	775.8	652.9	492.3
El Segundo	479.8	504.5	404.9	180.8	129.6
Federal Office Building	4.7	6.3	3.0	3.2	2.6
Glendale	3,183.5	3,999.3	2,244.1	2,054.9	1,540.1
Karl Holton Camp	4.2	6.6	2.3	4.3	3.4
La Canada	107.3	140.5	60.7	61.4	47.0
Las Virgines	214.8	282.7	145.8	151.1	117.4
Marina Del Rey	412.4	480.3	306.1	203.0	155.7
San Fernando	1,064.3	1,369.1	721.7	707.0	543.2
Santa Monica	3,802.0	4,715.4	2,650.7	2,249.8	1,742.1
Triunfo	79.8	107.8	53.7	58.5	46.6
Universal City	475.4	630.5	316.8	336.5	263.8
Veterans Administration	156.5	201.5	108.1	100.1	80.1
WLA Community College	7.3	8.9	5.3	4.2	3.3
CSD 9	79.7	88.9	62.4	35.5	26.3
City of Long Beach	10.7	11.7	8.5	4.4	3.2
Total	\$17,296.5	\$21,541.2	\$12,302.2	\$10,602.9	\$8,118.3



CITY OF LOS ANGELES

INVOICE

Page 1

Customer Number	Invoice Number	Date Printed	Date Due
0600362900	74 WP190000064	09-18-18	10-18-18
Customer Name			Amount Due
CRESCENTA VALLEY WATER DIST.			\$595,236.00

For any questions about this invoice, please contact: Allison Pang
213-978-0991

Invoice Charges

Line No.	Description	Service Date From	Service Date To	Charges/Credits
1	O&M PORTION OF ASSSC 208/50/439301	07-01-18	06-30-19	\$595,236.00

Total Invoice Charges \$595,236.00

Credit Payments Applied	--	\$0.00
Total Amount Due		\$595,236.00

If payment has already been made, please disregard this notice.

SCHEDULE OF PAYMENTS:

JULY 31, 2018	\$ 99,206
SEPTEMBER 28, 2018	\$ 99,206
NOVEMBER 30, 2018	\$ 99,206
JANUARY 31, 2019	\$ 99,206
MARCH 29, 2019	\$ 99,206
MAY 31, 2019	\$ 99,206

THE FY 2018-19 BILLING FOR 79.32% PERCENT OF THE ESTIMATED FY 2018-19 AMALGAMATED SYSTEM SEWERAGE SYSTEM CHARGE PURSUANT TO THE SERVICE AGREEMENT. THE INVOICED AMOUNT IS DUE IN SIX INSTALLMENTS, AS OUTLINED IN THE ABOVE PAYMENT SCHEDULE.

THE DUE DATES SHOWN IN THE PAYMENT SCHEDULE SUPERSEDE THE DUE DATES APPEARING ELSEWHERE ON THIS INVOICE.

Return this portion with your payment.

INVOICE



CITY OF LOS ANGELES

Customer Number	Invoice Number	Date Printed
0600362900	74 WP190000064	09-18-18
Customer Name		Date Due
CRESCENTA VALLEY WATER DIST.		10-18-18
Amount Due		Amount Enclosed
\$595,236.00		\$

Please write Invoice Number on check or money order.
DO NOT MAIL CASH

Bill To:

CRESCENTA VALLEY WATER DIST.
ATTN: GENERAL MANAGER
2700 FOOTHILL BOULEVARD
LA CRESCENTA CA 91214

Please make checks payable to: CITY OF LOS ANGELES, DEPARTMENT OF PUBLIC WORKS

Remit To:

City of Los Angeles
Bureau of Sanitation – FMD
Eva P. Sung – Division Manager
1149 South Broadway Street, 9th Floor
Los Angeles, CA 90015
Contact: Allison Pang
(213) 978-0991

74 WP190000064 0000000059523600 9

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI

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COMMISSIONER

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

Dear Mr. Yared:

CRESCENTA VALLEY WATER DISTRICT ANNUAL REPORT OF WASTEWATER FLOW AND STRENGTH LOADINGS FOR THE FLOW YEAR 2018-19

The City of Los Angeles is submitting the attached annual report of wastewater flow and strength loadings for the Flow Year 2018-19 for Crescenta Valley Water District. This report has been prepared in accordance with the wastewater service agreement between the City of Los Angeles and Crescenta Valley Water District for the conveyance, treatment, and disposal of wastewater.

Crescenta Valley Water District's net wastewater flow to the City of Los Angeles wastewater system is 1.4525 mgd. The net wastewater flow is based on estimated flows tributary to the City of Los Angeles. The net strength loadings are 1,282 ppd and 2,832 ppd for Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) respectively. The BOD and TSS loadings are based on the samples taken during the three most recently completed flow years (see attached "Three-Year Average Loading" Report).

If you have any questions, please contact Susan Rocha at (213) 485-2328.

Sincerely,

ENRIQUE C. ZALDIVAR, P.E.
Director and General Manager
LA Sanitation and Environment

By:

Eva P. Sung
Division Manager
Financial Management Division

ECZ/EPS/SR/TL/KV:ab

Enclosed: Annual Wastewater Discharge Report
Penalty Assessment
Three-Year Average Loading

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DIRECTOR AND GENERAL MANAGER

TRACI J. MINAMIDE
CHIEF OPERATING OFFICER

LISA B. MOWERY
CHIEF FINANCIAL OFFICER

MAS DOJIRI
JOSE P. GARCIA
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ASSISTANT DIRECTORS

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HYPERION EXECUTIVE PLANT MANAGER

1149 SOUTH BROADWAY, 9TH FLOOR
LOS ANGELES, CA 90015
TEL: (213) 485-2210
FAX: (213) 485-2979
WWW.LACITYSAN.ORG

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Annual Wastewater Discharge Report
Flow Year 2018 - 19
Agency: Crescenta Valley Water District

I. Crescenta Valley Water District (CVWD)

A. Measured Data Summary

Station	Flow (mgd)	BOD (ppd)	SS (ppd)
ELK1ALT	1.5888	1,525	3,072
Sub-Total	1.5888	1,525	3,072

B. Estimated Data Summary

Tributary Area	Flow (mgd)	BOD (ppd)	SS (ppd)
Sub-Total	0.0000	0	0

C. CVWD Sub-Total Measured and Estimated Discharge

Sub-Total	1.5888	1,525	3,072
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II. City of Los Angeles Pass-Through and Boundary Line Flow

A. Measured Data Summary

Station	Flow (mgd)	BOD (ppd)	SS (ppd)
Sub-Total	0.0000	0	0

B. Estimated Data Summary

Tributary Area	Flow (mgd)	BOD (ppd)	SS (ppd)
Sub-Total	0.0000	0	0

C. City of Los Angeles Sub-Total Measured and Estimated Discharge

Sub-Total	0.0000	0	0
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Annual Wastewater Discharge Report
Flow Year 2018 - 19
Agency: Crescenta Valley Water District

III. City of La Cañada Flintridge Pass-Through and Boundary Line Flow

A. Measured Data Summary

Station	Flow (mgd)	BOD (ppd)	SS (ppd)
LCF_02ROCK	0.1231	210	221
Sub-Total	0.1231	210	221

B. Estimated Data Summary

Tributary Area	Flow (mgd)	BOD (ppd)	SS (ppd)
LC_OVIEW01	0.0132	33	20
Sub-Total	0.0132	33	20

C. City of La Cañada Flintridge Sub-Total Measured and Estimated Discharge

Sub-Total	0.1363	243	241
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IV. CVWD Net Wastewater Discharge Calculations

	Flow (mgd)	BOD (ppd)	SS (ppd)
CVWD Measured & Estimated Discharge	1.5888	1,525	3,072
CLA Pass-Through & Boundary Line Flow	0.0000	0	0
City of La Cañada Flintridge Pass-Through & Boundary Line Flow	0.1363	243	241
CVWD Net Wastewater Discharge to Los Angeles Wastewater System	1.4525	1282	2,832
	1.4525 mgd	1,282 ppd	2,832 ppd

Concentration	106 mg/l	234 mg/l
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ELK1ALT Flow FY 2018 - 19

Day	Daily Average	Data Points	% Data Points	Missed Days	Rolling 30	Rolling 45	Base + Penalty	Final
1-Apr	1.6736	96	100%					1.6736
2-Apr	1.6111	96	100%					1.6111
3-Apr	1.5698	96	100%					1.5698
4-Apr	1.5907	96	100%					1.5907
5-Apr	1.5282	96	100%					1.5282
6-Apr	1.5134	96	100%					1.5134
7-Apr	1.5871	96	100%					1.5871
8-Apr	1.6331	96	100%					1.6331
9-Apr	1.5627	96	100%					1.5627
10-Apr	1.5107	96	100%					1.5107
11-Apr	1.5126	96	100%					1.5126
12-Apr	1.5206	96	100%					1.5206
13-Apr	1.4976	96	100%					1.4976
14-Apr	1.5770	96	100%					1.5770
15-Apr	1.6294	96	100%					1.6294
16-Apr	1.5616	96	100%					1.5616
17-Apr	1.5342	96	100%					1.5342
18-Apr	1.5354	96	100%					1.5354
19-Apr	1.5153	96	100%					1.5153
20-Apr	1.5260	96	100%					1.5260
21-Apr	1.5800	96	100%					1.5800
22-Apr	1.6634	96	100%					1.6634
23-Apr	1.5459	96	100%					1.5459
24-Apr	1.5080	96	100%					1.5080
25-Apr	1.5399	96	100%					1.5399
26-Apr	1.5212	96	100%					1.5212
27-Apr	1.5180	96	100%					1.5180
28-Apr	1.5908	96	100%					1.5908
29-Apr	1.6479	96	100%					1.6479
30-Apr	1.5808	96	100%					1.5808
1-May	1.5673	96	100%					1.5673
2-May	1.5778	96	100%					1.5778
3-May	1.5630	96	100%					1.5630
4-May	1.5469	96	100%					1.5469
5-May	1.6065	96	100%					1.6065
6-May	1.6462	96	100%					1.6462
7-May	1.5697	96	100%					1.5697
8-May	1.5377	96	100%					1.5377
9-May	1.5569	96	100%					1.5569
10-May	1.5485	96	100%					1.5485
11-May	1.5126	96	100%					1.5126
12-May	1.6039	96	100%					1.6039
13-May	1.6197	96	100%					1.6197
14-May	1.6088	96	100%					1.6088
15-May	1.5776	96	100%					1.5776
16-May	1.5448	96	100%					1.5448
17-May	1.5543	96	100%					1.5543
18-May	1.5137	96	100%					1.5137
19-May	1.5974	96	100%					1.5974
20-May	1.6471	96	100%					1.6471
21-May	1.6001	96	100%					1.6001
22-May	1.5663	96	100%					1.5663
23-May	1.5732	96	100%					1.5732
24-May	1.5851	96	100%					1.5851
25-May	1.5683	96	100%					1.5683
26-May	1.5959	96	100%					1.5959
27-May	1.5280	96	100%					1.5280
28-May	1.6779	96	100%					1.6779
29-May	1.6130	96	100%					1.6130
30-May	1.5846	96	100%					1.5846
31-May	1.5767	96	100%					1.5767
1-Jun	1.5581	96	100%					1.5581

THREE-YEAR AVERAGE LOADING
Agency: Crescenta Valley Water District

Month	Sample Date	Average Flow (mgd)	BOD (mg/l)	SS (mg/l)	BOD (ppd)	SS (ppd)	
Flow Year 16-17		ELK STREET STATION (ELK1ALT)					
April	04/06/16	1.506	89	50.8	1,118	638	Received 7/14/16
May							
June							
July	07/13/16	1.542	92	53.5	1,183	688	Received 10/20/16
August							
September							
October	10/04/16	1.423	192	393	2,279	4,664	Received 1/19/17
November							
December							
January	01/04/17	1.502	60	50.3	752	630	Received 4/20/17
February							
March							
Annual Average					1,333	1,655	
3-YR Average					1,780	1,957	
Flow Year 17-18		ELK STREET STATION (ELK1ALT)					
April	04/21/17	1.502	46	322	576	4,034	Received 5/12/17
May							
June							
July	07/07/17	1.560	18	370	234	4,814	Received 10/13/17
August							
September							
October	10/03/17	1.512	125	438	1,576	5,523	Received 01/19/18
November							
December							
January	01/11/18	1.565	60	50.8	783	663	Received 04/13/18
February							
March							
Annual Average					792	3,758	
3-YR Average					1,190	2,323	
Flow Year 18-19		ELK STREET STATION (ELK1ALT)					
April	04/12/18	1.521	229	47.4	2,904	602	Received 07/30/18
May							
June							
July	07/17/18	1.526	212	344	2,698	4,378	Received 09/15/18
August							
September							
October							
November							
December	12/04/18	1.534	200	476	2,559	6,091	Received 01/18/19
January							
February							
March	03/06/19	1.988	99	250	1,641	4,145	Received 04/22/19
Annual Average					2,451	3,804	
3-YR Average					1,525	3,072	

CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

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CHIEF OPERATING OFFICER

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JOSE P. GARCIA
ALEXANDER E. HELOU
ASSISTANT DIRECTORS

—
TIMEYIN DAFETA
HYPERION EXECUTIVE PLANT MANAGER

—
1149 SOUTH BROADWAY, 9TH FLOOR
LOS ANGELES, CA 90015
TEL: (213) 485-2210
FAX: (213) 485-2979
WWW.LACITYSAN.ORG

Mr. Brook Yared
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214

Dear Mr. Yared:

CRESCENTA VALLEY WATER DISTRICT RECONCILIATION OF FY 2017-18 WASTEWATER SERVICE CHARGES

The City of Los Angeles has completed the reconciliation of wastewater charges for FY 2017-18. The results indicate that, based on the mutually agreed upon flow and strength data, Crescenta Valley owes Los Angeles an additional amount of \$331,219 (\$134,744 for the wastewater system O&M costs and \$196,475 for capital costs) for the service in FY 2017-18 as shown in the attached table 7.3. In general, such additional amounts are because the actual costs of this year were higher than the budgeted costs multiplied by the payment factor (F factor) used in the estimated billing.

Besides the reconciled service charges, Section III.B.4 of the service agreement requires that we report the following to you:

- The final ASSSC rates. These are shown in Table 3 of the attached calculations.
- A statement of flow and strength for each entity discharging into the Amalgamated System. Table 4.2 gives this.
- Final ASSSC fees and ASSSC fees already paid. These are shown in Table 7.1.
- A breakdown of the Net Amalgamated System Expenses for FY 2017-18 into expenses attributable to O&M and capital. This is shown in Table 3. In addition, Table 6 shows the O&M percentage of each agency's final ASSSC.

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- Table 7.3 summarizes all of the charges.

Complete calculations are available for your review upon request. If you would like a copy, please contact Susan Rocha.

Enclosed are your invoices for the reconciliation of the FY 2017-18 wastewater charges. Regardless of the due date shown on the invoices, payments will be due thirty (30) days following your receipt of the invoices, pursuant to the service agreement.

Please submit your payments to the following address:

**Ms. Eva P. Sung
City of Los Angeles
Bureau of Sanitation, Financial Management Division
Public Works Building
1149 South Broadway, 9th Floor
Los Angeles, CA 90015**

Attention: Ms. Nancy Obiacoro

Please contact Susan Rocha of my staff at (213) 485-2328 if you have any questions or comments.

Sincerely,

ENRIQUE C. ZALDIVAR, P.E.
Director and General Manager
LA Sanitation and Environment

By: 
Eva P. Sung
Division Manager
Financial Management Division


ECZ/EPS/DHB/SR/TD/KV:pt

Enclosures: Reconciliation Tables 3, 4.2, 7.1, 6 and 7.3
Invoices

c: Nancy Obiacoro
Katherine Wiseman
Monique Dionisio



CITY OF LOS ANGELES

INVOICE

Page 1

Customer Number	Invoice Number	Date Printed	Date Due
0600362900	74 WP190000154	06-14-19	07-14-19
Customer Name			Amount Due
CRESCENTA VALLEY WATER DIST.			\$134,744.00

For any questions about this invoice, please contact: Nancy Obiacoro
213-978-0990

Invoice Charges

Line No.	Description	Service Date From	Service Date To	Charges/Credits
1	O&M PORTION OF ASSSC FY17-18 RECON 208/50/439301	07-01-17	06-30-18	\$134,744.00

Total Invoice Charges \$134,744.00

Credit Payments Applied	\$0.00
Total Amount Due	\$134,744.00

If payment has already been made, please disregard this notice.

O&M PORTION OF ASSSC RECONCILED BILLING FOR WASTEWATER SERVICES PROVIDED IN FY2017-18 BASED ON ACTUAL COSTS LESS PAYMENT OF ESTIMATED CHARGES.

Return this portion with your payment.

INVOICE



CITY OF LOS ANGELES

Customer Number	Invoice Number	Date Printed
0600362900	74 WP190000154	06-14-19
Customer Name		Date Due
CRESCENTA VALLEY WATER DIST.		07-14-19
Amount Due		Amount Enclosed
\$134,744.00		\$

Please write Invoice Number on check or money order.
DO NOT MAIL CASH

Bill To:

CRESCENTA VALLEY WATER DIST.
ATTN: GENERAL MANAGER
2700 FOOTHILL BOULEVARD
LA CRESCENTA CA 91214

Please make checks payable to: CITY OF LOS ANGELES, DEPARTMENT OF PUBLIC WORKS

Remit To:

City of Los Angeles
Bureau of Sanitation – FMD
Eva P. Sung – Division Manager
1149 South Broadway Street, 9th Floor
Los Angeles, CA 90015
Contact: Nancy Obiacoro
(213) 978-0991

74 WP190000154 0000000013474400 9