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.
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

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
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

NOES: None
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                                                           James Lee
President          Director of Finance & Administration
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: Nem Ochoa  
Submitted by: Nem Ochoa
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
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: Submitted by:
________________________ ___________________________
James Lee Nem Ochoa
Director of Finance & Administration General Manager
General Manager Report

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

General Managers Report Topics:
- GM Activities

The following are some highlights in this month’s report:
- 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 27th, May 4th
- MWD IRP Committee Meeting (observer) - April 28th
- PWAG COVID-19 Response Update - May 4th
- Finance Committee Meeting - May 5th
- Engineering Committee Meeting - May 8th

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
**WATER DEMAND COMPARISON**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Average Daily Usage (gals)</th>
<th>Current Period Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 - April 30, 2020</td>
<td>2,932,259</td>
<td></td>
</tr>
<tr>
<td>April 1 - April 30, 2019</td>
<td>3,542,615</td>
<td>-17.2%</td>
</tr>
<tr>
<td>5-yr Average - April 2015 - 2019</td>
<td>3,418,921</td>
<td>-14.2%</td>
</tr>
</tbody>
</table>

**RAINFALL:** April 1 - April 30, 2020
- **5.59"**

**Season-To-Date:**
- **19.98"**

**2019/20 Fiscal Year Water Production**

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual Total Water Production (ac-ft)</th>
<th>Projected Total Water Production (ac-ft)</th>
<th>WY 19/20 - Groundwater Production Water Rights</th>
<th>GWP (Well 16) Water Production - 2020</th>
<th>Purchased Water Production Tier 2 Allocation - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>391</td>
<td>400</td>
<td>Month</td>
<td>Month</td>
<td>Month</td>
</tr>
<tr>
<td>August</td>
<td>410</td>
<td>401</td>
<td>October</td>
<td>166</td>
<td>January</td>
</tr>
<tr>
<td>September</td>
<td>394</td>
<td>369</td>
<td>November</td>
<td>171</td>
<td>February</td>
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<tr>
<td>October</td>
<td>376</td>
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<td>December</td>
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<td>November</td>
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<td>January</td>
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<tr>
<td>December</td>
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<td>March</td>
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<td>April</td>
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<tr>
<td>May</td>
<td>335</td>
<td>350</td>
<td>September</td>
<td>345</td>
<td>October</td>
</tr>
<tr>
<td>June</td>
<td>350</td>
<td>335</td>
<td>November</td>
<td>350</td>
<td>November</td>
</tr>
</tbody>
</table>

**Total to Date:**
- **3,245** (Projected)
- **3,315** (Total Water Production)
- **1,139** (Well Water Rights)
- **7** (Tier 2 Allocation)

**% of Projected:**
- **81.1%**
- **82.9%**
- **35%**
- **21%**

**Remaining:**
- **755** (Projected)
- **685** (Total Water Production)
- **2,155** (Well Water Rights)
- **1,709** (Tier 2 Allocation)

**NOTE:**
1) Blue Numbers = Estimated Water Production
Monthly Water Production:
FY19/20 Actual, FY 19/20 Projected & FY18/19 Actual

Production, ac-ft

Month

July August September October November December January February March April May June

FY19/20 Actual  FY 19/20 Projected  FY18/19 Actual

Monthly Avg. Rainfall for April - 5.59"
Apr. 2020 Rainfall - 2.37"

2019/20 Total Rainfall from Oct.- April - 19.98"
8% Below Annual Average Rainfall

Annual Average Rainfall
Oct. to April - 21.71"
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Sharon Raghavachary</td>
<td>Committee Chairperson</td>
<td>CVWD</td>
</tr>
<tr>
<td>Director James Bodnar</td>
<td>Committee Member</td>
<td>CVWD</td>
</tr>
<tr>
<td>Nem Ochoa</td>
<td>General Manager</td>
<td>CVWD</td>
</tr>
<tr>
<td>David Gould</td>
<td>Director of Engineering</td>
<td>CVWD</td>
</tr>
<tr>
<td>James Lee</td>
<td>Director of Finance &amp; Administration</td>
<td>CVWD</td>
</tr>
<tr>
<td>Dennis Maxwell</td>
<td>Director of Operations</td>
<td>CVWD</td>
</tr>
<tr>
<td>Christy Colby</td>
<td>Regulatory and Public Affairs Manager</td>
<td>CVWD</td>
</tr>
</tbody>
</table>

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’s 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.
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(253) 215-8782  (301) 715-8592  (312) 626-6799

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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.

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

As always, thank you for your participation.
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 though 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

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**Covid-19 (coronavirus) Update**

**Tuesday**

**Apr 14, 2020**

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—this is the smallest increase in new cases since March 26.

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](#).

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**Los Angeles County Covid-19**

**Daily Case update**

**April 14, 2020**

**LA County Emergency Operations Center COVID-19 Update**

Attached is yesterday’s (April 13) LA County Emergency Operations Center update.

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**LA County Emergency Operations Center**

**COVID-19 Update**

**April 13, 2020:**

**FEMA Advisory COVID-19 Pandemic Whole-of-America Response & Daily Ops Briefing**

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.

**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.
- 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:

**Strategies for Addressing Personal Protective Equipment (PPE) Shortage**

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: **reduce – reuse – repurpose**. 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** COVID-19 Pandemic: Personal Protective Equipment Preservation Best Practices. 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 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 **Broad Stakeholder Calls**, 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

**An invitation from Los Angeles County Public Works Infrastructure LA Task Force:**

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
<table>
<thead>
<tr>
<th>LA County Public Health Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Gayle Haberman- SD 3</td>
</tr>
<tr>
<td>• Susan Blackwell- SD 4</td>
</tr>
<tr>
<td>• Sandy Song- SD 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Covid-19 Technical Resources and Guidance for Water Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AWWA’s <a href="#">coronavirus resource page</a></td>
</tr>
<tr>
<td>• EPA’s COVID-19 <a href="#">resource page</a> for drinking water, wastewater and disinfectants</td>
</tr>
<tr>
<td>• CDC’s <a href="#">resource page</a> about water transmission and COVID-19</td>
</tr>
<tr>
<td>• The World Health Organization’s March 3 <a href="#">technical brief</a> on water, sanitation, hygiene and waste management</td>
</tr>
<tr>
<td>• Occupational Health and Science Administration (OSHA) <a href="#">guidelines</a> for COVID-19 control and prevention</td>
</tr>
<tr>
<td>• The U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency’s <a href="#">materials</a> on impacts to critical infrastructure from COVID-19</td>
</tr>
<tr>
<td>• The Water Environment Federation’s <a href="#">field guide</a> for water professionals on COVID-19</td>
</tr>
<tr>
<td>• The Water Research Foundation’s <a href="#">update</a> on coronavirus research</td>
</tr>
</tbody>
</table>
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](#).

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.

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.

**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](#).
- Data and information-sharing are critical for moving forward in this response and equipping areas expected to be the next medical hot spots.
<table>
<thead>
<tr>
<th>National Water Utility Survey</th>
<th>An invitation from the California Rural Water Association to participate in a survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impacts of Covid-19 Emergency</td>
<td>“Please fill out this rapid survey to assess the overall impacts of the COVID-19 pandemic emergency on your utility. NRWA will use the information generated by this survey to support legislation to help all water utilities respond to and recover from this crisis.</td>
</tr>
<tr>
<td></td>
<td>The survey is intended for all water and wastewater utilities (&quot;water utility&quot;) nationwide. Your answers will be kept strictly confidential. Please fill out one survey per utility.” Click <a href="#">here</a> to take the survey.</td>
</tr>
<tr>
<td></td>
<td>Thanks to Jim Ciampa for emailing this link!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Force Survey</th>
<th>Los Angeles County Public Works is still requesting your input on their survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Request</td>
<td>“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.</td>
</tr>
<tr>
<td></td>
<td>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 <a href="#">here</a>.</td>
</tr>
</tbody>
</table>

| Free Training Courses | CSTI has cancelled all team activities and classes through June 1, 2020. However, free COVID-19 courses and basic EOC [training materials are available online](#). |
## Covid-19 Virus Response

<table>
<thead>
<tr>
<th>Agency</th>
<th>Operating Hours / Customer Access Changed?</th>
<th>Is Your Agency Suspending Late Fees / Penalties?</th>
<th>Are employees working from home?</th>
<th>What is the criteria for employees working from home?</th>
<th>Do you have a policy for sending employees home on medical leave?</th>
<th>How are you conducting your Board meetings?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellflower Somerset Mutual Water Company</td>
<td>Office is closed to the public, we have suspended SH 10% and working 5 days a week</td>
<td>On a case by case basis</td>
<td>No, we don’t have any at risk, can be home if needed</td>
<td>Assignments are to be made based on medical need</td>
<td>No, if coughing, fever etc</td>
<td>TBD</td>
</tr>
<tr>
<td>Crescenta Valley Water District</td>
<td>Operating hours have not changed</td>
<td>For 8 weeks, until further notice</td>
<td>Yes, employees who are at-risk or have immediate family members who are at-risk are given the option to work remotely</td>
<td>Employees will fill out the following criteria:</td>
<td>Employee 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).</td>
<td>We have added a decontaminating option to board members and public. For those physically attending meetings we are practicing social distancing.</td>
</tr>
<tr>
<td>La Puente Valley County Water District</td>
<td>Employee 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).</td>
<td>On a case by case basis</td>
<td>Yes, for 8 weeks, until further notice</td>
<td>Yes, we have suspended turn offs until June 1, 2020. Communicated through website and social media along with notice on bills.</td>
<td>Yes, for 8 weeks, until further notice</td>
<td>We will be conducting our meetings by teleconference for those Directors that wish to do so. We will have the office is closed to the public, we have suspended turn offs until further notice. Communicated through press release and website.</td>
</tr>
<tr>
<td>Montebello Land &amp; Water Company</td>
<td>No</td>
<td>No change</td>
<td>Yes, for 8 weeks, until further notice</td>
<td>For the next 5 days based on availability, cross-training, and immediate needs, and are revised every 2-3 days.</td>
<td>Yes, for 8 weeks, until further notice</td>
<td>We are encouraging our board members and community to virtually attend. We will be practicing social distancing for any physical attendees.</td>
</tr>
<tr>
<td>Palmdale Water District</td>
<td>No</td>
<td>No change</td>
<td>Yes, on a case by case basis</td>
<td>No change</td>
<td>No change</td>
<td>We are only allowing the Board Members to call in, not the public. Our Boardroom is open to the public. My concern is opening up teleconferencing to the public is not that we don’t allow them to call in or see them. I do not want to expose our customers to potentially sick customers.</td>
</tr>
<tr>
<td>Pico Water District</td>
<td>No</td>
<td>No change</td>
<td>Yes but not publishing</td>
<td>No change</td>
<td>No change</td>
<td>We are encouraging our board members and community to virtually attend (Go to Meeting). We will be practicing social distancing for any physical attendees.</td>
</tr>
<tr>
<td>Rio Water District</td>
<td>Yes we are suspending late fees and penalties</td>
<td>Yes we are suspending turn offs</td>
<td>Yes</td>
<td>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 household to work from home, if they have fever over 100.4 and a cough they may not come to the office.</td>
<td>Yes, very similar to other agency responses – if they feel sick, coughing, running a temperature. If they call in stating they feel sick and ask to stay home, however if they call in stating they feel sick, we are asking them for a Doctor’s release before allowing them to come back to work.</td>
<td></td>
</tr>
<tr>
<td>Quarts Hill Water District</td>
<td>Yes, on a case by case basis</td>
<td>Yes, until further notice</td>
<td>Yes</td>
<td>Yes, we have no employees working from home.</td>
<td>No</td>
<td>We are encouraging our board members and community to virtually attend (Go to Meeting). We will be practicing social distancing for any physical attendees.</td>
</tr>
<tr>
<td>Rowland Water District</td>
<td>Yes, on a limited basis 85 and older.</td>
<td>Yes, on a limited basis 85 and older.</td>
<td>Yes, we have suspended turn offs until further notice</td>
<td>Yes, we have created two teams (Team A and Team B) 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 COVID19. We have made provisions for employees that are 65 and older to work from home.</td>
<td>Yes</td>
<td>We will be conducting our meetings through Zoom video conferencing.</td>
</tr>
<tr>
<td>Agency</td>
<td>Operating Hours / Customer Access Changed?</td>
<td>Is Your Agency Suspending Late Fees / Penalties?</td>
<td>Is Your Agency Suspending Turn-offs?</td>
<td>How are you handling employee staffing?</td>
<td>Are employees working from home?</td>
<td>What is the criteria for employees working from home?</td>
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<td>---------------------------------------------------------------</td>
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<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Rubido CNL Land &amp; Water Association</td>
<td>No public access</td>
<td>Yes, no late fees</td>
<td>No turn offs</td>
<td>Staggered schedules</td>
<td>Yes, two remote days</td>
<td>Task lists assigned for remote days</td>
</tr>
<tr>
<td>San Gabriel County Water District</td>
<td>Operating hours have not changed. Lobby is closed but our drive thru is open, we have posted on our websites and Facebook to encourage our customers to pay online or over the phone. As of 3/18/2020, we are closing our drive thru.</td>
<td>Yes, on a case-by-case basis</td>
<td>Yes, But not publicizing</td>
<td>We have now split into two groups splitting working alternate weeks.</td>
<td>No</td>
<td>Policy for sending employees home: If an employee feels sick, they must tell the supervisor and place them on sick leave.</td>
</tr>
<tr>
<td>San Gabriel Valley Municipal Water District</td>
<td>Operating hours: The district office is closed to the public. Only staff deemed essential are reporting to the office on a rotational basis.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Staffing: General Manager is in the office daily (M-Th) 0900-1500, Admin. staff (one person at all times) is in the office daily (M-Th) 0900-1500, these responsibilities are being handled among two of our staff, rotating schedules every other day.</td>
<td>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 lending only to essential needs.</td>
<td>Yes, the employee is responsible for the first three days and the District will cover the rest as paid administrative leave.</td>
</tr>
<tr>
<td>South Montebello Irrigation District</td>
<td>We have decided close the lobby access to our building to the public.</td>
<td>Yes, on a case-by-case basis</td>
<td>Yes, informing customers when they call, not publicizing.</td>
<td>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 the pay stub, company ID, supervisors business card and uniforms in their vehicles in the event they need more material for verification</td>
<td>When office employees are not in the office they will work from home. The field employees will be on call,</td>
<td>In the event of a leak or the person that is on schedule needs assistance with something. If any employee feels sick, they must tell the supervisor and place them on sick leave.</td>
</tr>
<tr>
<td>Sunny Slope Water Company</td>
<td>Company office is closed to shareholders/customers access until further notice. No change to operating hours.</td>
<td>Yes, for 60 days.</td>
<td>Yes, SB998 policies is suspended for 60 days.</td>
<td>Will go into alternative work schedule arrangement with on-site staffing and offline on-call.</td>
<td>Yes, staff will work both on-site and offsite.</td>
<td>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 tour-on-call will be covered as normally scheduled.</td>
</tr>
<tr>
<td>Three Valleys Municipal Water District</td>
<td>Lobby is closed to the public.</td>
<td>N/A</td>
<td>N/A</td>
<td>Remote staffing, except for essential personnel to run the treatment plant and handle required administrative duties, as needed.</td>
<td>Yes, most are working remotely to the greatest extent possible.</td>
<td>Aside from sickness, employees working from home must have a reliable, protected device that allows them to perform essential tasks, calls, web-based meetings.</td>
</tr>
<tr>
<td>Valencia Heights Water Company</td>
<td>Lobby is closed to customers. Emails/Text were sent out to customers. Normal business hours for now.</td>
<td>Yes, but not publicizing.</td>
<td>No change, for now</td>
<td>No written policy regarding sending staff home.</td>
<td>Not yet, But can if necessary.</td>
<td>Being sick, caring for a sick child or career issues</td>
</tr>
<tr>
<td>Valley County Water District</td>
<td>Lobby is closed to customers, hours shortened and closed every Friday.</td>
<td>Yes, but not publicizing.</td>
<td>50% of employees work M/T, 50% work W/Th, closed Fridays. Everyone on standby when they are off.</td>
<td>Beginning 3/25</td>
<td>If experiencing symptoms, caring for family, or are high risk. When alternating shifts employees would work from home when not at work.</td>
<td>Beginning 3/25</td>
</tr>
<tr>
<td>Walnut Valley Water District</td>
<td>Buildings closed to Public.</td>
<td>Yes</td>
<td>Yes</td>
<td>We have split office staff between the headquarters and telework locations. Operations staff have been divided into three groups, remote start, headquarters and the Commerce Pointe building.</td>
<td>Yes</td>
<td>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</td>
</tr>
</tbody>
</table>
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 ad 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 perform 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 for all COVID-19 related updates, FAQs, resources, and information.

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**Glendale Counts!**

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;
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) 546-4814 from 8:00 am to 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

Homework Help NOW

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 hairdressers 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 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.

Emergency Preparedness

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](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 Freegal
- **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](http://www.glenkedalelac.org).

Click [here](http://www.glenkedalelac.org) to see the GLAC online collection of ebooks, Audiobooks, newspapers, and magazines.

Click [here](http://www.glenkedalelac.org) to see the GLAC online collection of streaming movies.

Click [here](http://www.glenkedalelac.org) to see the GLAC online collection of streaming music.

Click [here](http://www.glenkedalelac.org) to see the GLAC online learning services.

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**Glendale Unified School District’s Free Meals for Children**

**FREE MEALS FOR CHILDREN**

Beginning March 24, 2020

Grab and Go/Drive Up Lunch

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.

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Meal Service: 7:30 a.m. - 10:30 a.m.
Meal Service: 10:00 a.m. - 1:00 p.m.
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.

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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 with 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.

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**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.

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**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](http://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](http://www.glenvalleymaplets.com).

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](http://www.glenvalleymaplets.com) 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.

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**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

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](mailto:recycle@glendaleca.gov).

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### Employment Incentive Program for Young Adults

[Logo]
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 (WHOA).

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.
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. 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_4CRQqZ9Xs2j9xmg
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.
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 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.”


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.”


(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.
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
CRESCENTA VALLEY WATER DISTRICT
STAFF REPORT

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
<table>
<thead>
<tr>
<th>5-Year Capital Improvement Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Water Supply</strong></td>
</tr>
<tr>
<td>Projected FY 19/20: $190,000</td>
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<tr>
<td>Budget FY 20/21: $170,000</td>
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<tr>
<td>Forecast FY 21/22: $205,000</td>
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<td>Forecast FY 22/23: $250,000</td>
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<td>Forecast FY 23/24: $129,000</td>
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<td>Forecast FY 24/25: $133,000</td>
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<tr>
<td><strong>2. Water Storage</strong></td>
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<tr>
<td>Projected FY 19/20: $453,300</td>
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<tr>
<td>Budget FY 20/21: $480,000</td>
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<tr>
<td>Forecast FY 21/22: $775,000</td>
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<tr>
<td>Forecast FY 22/23: $500,000</td>
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<tr>
<td>Forecast FY 23/24: $581,000</td>
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<tr>
<td>Forecast FY 24/25: $595,000</td>
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<tr>
<td><strong>3A. Water Distribution - Pipeline</strong></td>
</tr>
<tr>
<td>Projected FY 19/20: $1,317,136</td>
</tr>
<tr>
<td>Budget FY 20/21: $2,300,000</td>
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<tr>
<td>Forecast FY 21/22: $2,290,000</td>
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<tr>
<td>Forecast FY 22/23: $1,250,000</td>
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<td>Forecast FY 23/24: $1,288,000</td>
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<td>Forecast FY 24/25: $1,327,000</td>
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<td><strong>3B. Water Distribution - Other</strong></td>
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<td>Projected FY 19/20: $87,500</td>
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<td>Budget FY 20/21: $710,000</td>
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<td>Forecast FY 22/23: $155,500</td>
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<td>Forecast FY 23/24: $86,000</td>
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<td>Forecast FY 24/25: $89,000</td>
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<td><strong>4. Water Treatment</strong></td>
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<td>Projected FY 19/20: $225,000</td>
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<td>Budget FY 20/21: $-</td>
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<td>Forecast FY 21/22: $-</td>
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<td>Forecast FY 22/23: $-</td>
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<td>Forecast FY 23/24: $-</td>
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<td>Forecast FY 24/25: $-</td>
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<td><strong>5. Technology</strong></td>
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<td>Projected FY 19/20: $138,500</td>
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<td>Forecast FY 24/25: $531,000</td>
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<td><strong>6. Public Safety/Emergency Response</strong></td>
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<td>Budget FY 20/21: $165,000</td>
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<td>Forecast FY 24/25: $-</td>
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<td><strong>7. Facilities &amp; Planning</strong></td>
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<td>Projected FY 19/20: $-</td>
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<td>Budget FY 20/21: $105,000</td>
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<td>Forecast FY 21/22: $-</td>
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<tr>
<td>Forecast FY 22/23: $132,500</td>
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<tr>
<td>Forecast FY 23/24: $-</td>
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<tr>
<td>Forecast FY 24/25: $-</td>
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<td><strong>Capital Improvement Projects - Total</strong></td>
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<tr>
<td>Projected FY 19/20: $2,418,936</td>
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<tr>
<td>Budget FY 20/21: $5,000,000</td>
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<tr>
<td>Forecast FY 21/22: $3,500,000</td>
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<tr>
<td>Forecast FY 22/23: $3,110,000</td>
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<tr>
<td>Forecast FY 23/24: $2,675,000</td>
</tr>
<tr>
<td>Forecast FY 24/25: $2,675,000</td>
</tr>
</tbody>
</table>

**Bond Financing - CIP**

- Projected FY 19/20: $-  
- Budget FY 20/21: $3,000,000  
- Forecast FY 21/22: $2,000,000  
- Forecast FY 22/23: $-  
- Forecast FY 23/24: $-  
- Forecast FY 24/25: $-

**Water Fund Financing - CIP**

- Projected FY 19/20: $2,418,936  
- Budget FY 20/21: $2,000,000  
- Forecast FY 21/22: $1,500,000  
- Forecast FY 22/23: $3,110,000  
- Forecast FY 23/24: $2,675,000  
- Forecast FY 24/25: $2,675,000

**Total Financing - CIP**

- Projected FY 19/20: $2,418,936  
- Budget FY 20/21: $5,000,000  
- Forecast FY 21/22: $3,500,000  
- Forecast FY 22/23: $3,110,000  
- Forecast FY 23/24: $2,675,000  
- Forecast FY 24/25: $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

<table>
<thead>
<tr>
<th></th>
<th>Projected FY 19/20</th>
<th>Budget FY 20/21</th>
<th>Forecast FY 21/22</th>
<th>Forecast FY 22/23</th>
<th>Forecast FY 23/24</th>
<th>Forecast FY 24/25</th>
</tr>
</thead>
</table>

#### 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**
## Water Surge Control

Rehabilitation Surge Tank at Glenwood | $35,000

## Misc.

Upgrade - Ramsdell Mixing Station | - $450,000
Mills Plant - Aeration Tower | - $74,500

**WD Total** | $1,404,636

## Water Treatment

Conversion to Chloramination | $225,000

**WT Total** | $225,000

## Technology

**A. Automated Meter Information (AMI) System**

- **AMI - 3/4” to 1” - Smart Meters** | $43,500
- **1-1/2” - 4” Smart Meters** | $78,000
- **AMI - Meter Lids** | - $357,500
- **AMI - Communication** | - $150,000
- **AMI - Customer Service Interface** | - $133,500

**B. Supervisory Control and Data Acquisition (SCADA) System**

- **Communication Radio Network** | $260,000
- **SCADA Replacement - Design** | $95,000
- **SCADA Replace - Installation** | $610,000

**TECH Total** | $138,500

## Public Safety/Emergency Response

**B. Water Storage**

- **Dunsmore/Pickens - Seismic Sensors** | $7,500

## Miscellaneous

**D. Reservoir Site Improvements**

- **Williams Reservoir Site Improvements** | -
- **Roof for Old Encinal - Storage Bldg** | $105,000
- **Facilities Maintenance Master Plan** | $135,000

**F & P Total** | - $132,500

---

*Revised Date: 5/7/2020*
<table>
<thead>
<tr>
<th>Capital Improvement Project Program</th>
<th>Budget FY 20/21</th>
<th>Category</th>
<th>Committee Priority</th>
<th>Staff Priority Level</th>
<th>Cumulative Estimated Costs</th>
<th>Project Description</th>
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</thead>
<tbody>
<tr>
<td>Steel Reservoir Rehabilitation - Rosemont</td>
<td>$480,000</td>
<td>Water Storage</td>
<td>1</td>
<td>$480,000</td>
<td>Reservoir Rehabilitation - Structural repairs and re-coating at Rosemont Reservoir during low demand (Winter) season</td>
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<tr>
<td>Annual Pipeline Replacement - 1.0 Mile</td>
<td>$2,300,000</td>
<td>Water Distribution</td>
<td>2</td>
<td>$2,780,000</td>
<td>Pipeline Replacement - Pipelines that are greater than 50 years old - 5,280 LF</td>
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<tr>
<td>Well 9 Rehabilitation</td>
<td>$95,000</td>
<td>Water Supply</td>
<td>3</td>
<td>$2,875,000</td>
<td>Well Rehabilitation Increase Well Capacity - Remove &amp; Inspect Well Pump &amp; Casing, Chemical Treatment Well Casing, Pump Test, New Pump &amp; Motor</td>
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</tr>
<tr>
<td>PRS - Zone 2 to Zone 1/Upgrade - Ramsdell Mixing Station</td>
<td>$600,000</td>
<td>Water Distribution</td>
<td>4</td>
<td>$3,475,000</td>
<td>New Pressure Reducing Station &amp; Upgrade Ramsdell Mixing Station - PRS for water from Zone 2 to zone 1 need when Ramsdell Mixing Station out of service during construction</td>
<td></td>
</tr>
<tr>
<td>Replacement - SCADA System</td>
<td>$610,000</td>
<td>Technology</td>
<td>5</td>
<td>$4,085,000</td>
<td>Replacement of SCADA System - Replacement of RTU/PLC Equipment at 26 sites including equipment, programing, integration and testing</td>
<td></td>
</tr>
<tr>
<td>Replacement - SCADA Communication Radio Network</td>
<td>$260,000</td>
<td>Technology</td>
<td>6</td>
<td>$4,345,000</td>
<td>Replacement of SCADA Radio Communication System - Replace 900 MHz radios with upgraded 5.8GHz radios</td>
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</tr>
<tr>
<td>FEMA Local Hazard Mitigation Plan</td>
<td>$165,000</td>
<td>Public Safety/ Emerg. Resp.</td>
<td>7</td>
<td>$4,510,000</td>
<td>FEMA Grant - $125,000 grant, $40,000 CVWD to Prepare a local hazard mitigation plan</td>
<td></td>
</tr>
<tr>
<td>Annual Booster Pump Replacement</td>
<td>$75,000</td>
<td>Water Distribution</td>
<td>8</td>
<td>$4,585,000</td>
<td>Replace 15-year vertical turbine pump - replace with new pump assembly and high efficiency motor</td>
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<tr>
<td>AMI - 3/4&quot; to 1&quot; - Smart Meters &amp; AMI Communication Network</td>
<td>$200,000</td>
<td>Technology</td>
<td>9</td>
<td>$4,785,000</td>
<td>Installation of 1,000 water meters - in Zones 1 &amp; 2 by CVWD crews</td>
<td></td>
</tr>
<tr>
<td>Stormwater Recharge CVC Park - Planning</td>
<td>$75,000</td>
<td>Water Supply</td>
<td>10</td>
<td>$4,860,000</td>
<td>Concept Plan, grant funding options and coordination with stakeholders - Proposed Stormwater Recharge Project at CVC Park</td>
<td></td>
</tr>
<tr>
<td>New Roof for Old Encinal - Storage Bldg</td>
<td>$105,000</td>
<td>Facilities &amp; Planning</td>
<td>11</td>
<td>$4,965,000</td>
<td>Installation of a new roof - convert old concrete reservoir to storage facilities bldg.</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation Surge Tank at Glenwood</td>
<td>$35,000</td>
<td>Water Distribution</td>
<td>12</td>
<td>$5,000,000</td>
<td>Rehabilitation of water surge tank - replacement of piping &amp; appurtenances and recoating at Glenwood</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,000,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Crescenta Valley Water District</th>
<th>Groundwater Well - Years in Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well No.</td>
<td>Date Well Drilled</td>
</tr>
<tr>
<td>1</td>
<td>1931</td>
</tr>
<tr>
<td>2</td>
<td>1927</td>
</tr>
<tr>
<td>5</td>
<td>1949</td>
</tr>
<tr>
<td>6</td>
<td>1949</td>
</tr>
<tr>
<td>7</td>
<td>1930</td>
</tr>
<tr>
<td>8</td>
<td>1951</td>
</tr>
<tr>
<td>9</td>
<td>1945</td>
</tr>
<tr>
<td>10</td>
<td>1945</td>
</tr>
<tr>
<td>11</td>
<td>1946</td>
</tr>
<tr>
<td>12</td>
<td>1948</td>
</tr>
<tr>
<td>14</td>
<td>1950</td>
</tr>
<tr>
<td>15</td>
<td>2000</td>
</tr>
<tr>
<td>16</td>
<td>2011</td>
</tr>
<tr>
<td>Average Age Wells 1 - 14</td>
<td>77</td>
</tr>
</tbody>
</table>

**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.
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)

<table>
<thead>
<tr>
<th>Site</th>
<th>Zone</th>
<th>Capacity (MG)</th>
<th>Material</th>
<th>Year Installed</th>
<th>Year In Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemont</td>
<td>3</td>
<td>0.50</td>
<td>Steel</td>
<td>1949</td>
<td>71</td>
</tr>
<tr>
<td>Markridge</td>
<td>5</td>
<td>0.50</td>
<td>Steel</td>
<td>1951</td>
<td>69</td>
</tr>
<tr>
<td>Goss Canyon #1</td>
<td>6</td>
<td>0.42</td>
<td>Steel</td>
<td>1954</td>
<td>66</td>
</tr>
<tr>
<td>Dunsmore</td>
<td>7</td>
<td>0.42</td>
<td>Steel</td>
<td>1954</td>
<td>66</td>
</tr>
<tr>
<td>Edmund #1</td>
<td>9</td>
<td>0.50</td>
<td>Steel</td>
<td>1956</td>
<td>64</td>
</tr>
<tr>
<td>Oak Creek #1</td>
<td>4</td>
<td>1.60</td>
<td>Steel</td>
<td>1958</td>
<td>62</td>
</tr>
<tr>
<td>Goss Canyon #2</td>
<td>6</td>
<td>0.50</td>
<td>Steel</td>
<td>1961</td>
<td>59</td>
</tr>
<tr>
<td>Oak Creek #2</td>
<td>4</td>
<td>0.50</td>
<td>Steel</td>
<td>1961</td>
<td>59</td>
</tr>
<tr>
<td>Eagle Canyon</td>
<td>5</td>
<td>1.50</td>
<td>Steel</td>
<td>1961</td>
<td>59</td>
</tr>
<tr>
<td>Pickens Canyon</td>
<td>11</td>
<td>0.50</td>
<td>Steel</td>
<td>1962</td>
<td>58</td>
</tr>
<tr>
<td>Cresta Heights # 2</td>
<td>8</td>
<td>0.50</td>
<td>Steel</td>
<td>1965</td>
<td>55</td>
</tr>
<tr>
<td>Edmund #2</td>
<td>9</td>
<td>0.50</td>
<td>Steel</td>
<td>1966</td>
<td>54</td>
</tr>
<tr>
<td>Cresta Heights # 1</td>
<td>8</td>
<td>0.50</td>
<td>Steel</td>
<td>1966</td>
<td>54</td>
</tr>
<tr>
<td>Shields</td>
<td>10</td>
<td>0.60</td>
<td>Steel</td>
<td>1967</td>
<td>53</td>
</tr>
<tr>
<td>Ordunio</td>
<td>2</td>
<td>2.75</td>
<td>Steel</td>
<td>1970</td>
<td>50</td>
</tr>
<tr>
<td>Encinal</td>
<td>1</td>
<td>3.00</td>
<td>Concrete</td>
<td>1983</td>
<td>37</td>
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<tr>
<td>Williams</td>
<td>2</td>
<td>3.60</td>
<td>Concrete</td>
<td>1985</td>
<td>35</td>
</tr>
</tbody>
</table>
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-yrs & 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
  - Year 1 – 1 mile (5,200 LF); Year 2 – 0.85 mile (4,500 LF); Year 3 – 0.5 Mile
  - Design – CVWD Staff
  - Materials – Purchased by CVWD
  - Contractor – 1 or 2 contractors
  - 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.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Location</th>
<th>Pressure Zones From/To</th>
<th>Type of Pump</th>
<th># of Pumps</th>
<th>Total Capacity (gpm)</th>
<th>Building</th>
<th>Last Date MCC Update</th>
<th>Years in Service 2020</th>
<th>FY for Design</th>
<th>Cost Estimate</th>
<th>FY for Const.</th>
<th>Cost Estimate</th>
<th>Total Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paschall Booster Station</td>
<td>0 to 4</td>
<td>Vertical turbine</td>
<td>2</td>
<td>1,750</td>
<td>No</td>
<td>1980</td>
<td>20/21</td>
<td>170,000</td>
<td>21/22</td>
<td>1,127,000</td>
<td>1,297,000</td>
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</tr>
<tr>
<td>2</td>
<td>Edmund #2 Booster Station</td>
<td>9 to 10</td>
<td>Vertical turbine</td>
<td>2</td>
<td>650</td>
<td>No</td>
<td>1996</td>
<td>22/23</td>
<td>176,000</td>
<td>23/24</td>
<td>935,000</td>
<td>1,111,000</td>
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</tr>
<tr>
<td>3</td>
<td>Cresta Heights Booster Station</td>
<td>8 to 9</td>
<td>Vertical turbine</td>
<td>1</td>
<td>460</td>
<td>No</td>
<td>1997</td>
<td>24/25</td>
<td>182,000</td>
<td>25/26</td>
<td>1,049,000</td>
<td>1,231,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ocean View Booster Station</td>
<td>2 to 3</td>
<td>Vertical turbine</td>
<td>3</td>
<td>2,340</td>
<td>No</td>
<td>1997</td>
<td>26/27</td>
<td>190,000</td>
<td>27/28</td>
<td>1,160,000</td>
<td>1,350,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Goss Canyon Booster Station</td>
<td>6 to 9</td>
<td>Vertical turbine</td>
<td>1</td>
<td>575</td>
<td>No</td>
<td>1985</td>
<td>28/29</td>
<td>194,000</td>
<td>29/30</td>
<td>1,222,000</td>
<td>1,416,000</td>
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<tr>
<td>6</td>
<td>Rosemont Booster Station</td>
<td>3 to 5</td>
<td>Submersible</td>
<td>1</td>
<td>1,000</td>
<td>No</td>
<td>1998</td>
<td>30/31</td>
<td>196,000</td>
<td>31/32</td>
<td>1,250,000</td>
<td>1,446,000</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,108,000</td>
<td>$6,743,000</td>
<td>$7,851,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
  - 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.
CVWD will also be able to offer new innovative products, flexible billing cycles, leak detection, and online 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 (1½ 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 1½ 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, programing and integration are all proprietary to Tesco.
- CVWD’s objective is to design and install an upgraded system such that the equipment, programing 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, programing, 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 Ordonio, 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/outrage, wildfire, earthquake, terrorim 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.
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 effective 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.
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.
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:

- 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.
- 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.
- 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.
- Water Main Flushing – 111 dead-end locations throughout the distribution system using the “No-Des” technology that saved over 700,000 gallons of water.
- SCADA programing and integration – Upgrades to SCADA programing that included the new ammonia injection system and integration of the process to create chloramines.
- Design and installation of ammonia injection system and SCADA programming and integration at Pickens Canyon Reservoir & Well 2
- 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:

<table>
<thead>
<tr>
<th>ID No</th>
<th>Task</th>
<th>Description</th>
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<th>June</th>
<th>July</th>
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<td>Team Meeting</td>
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<td>Project - Walk through</td>
<td>Injection Pts; Cl2 Analyzer; SCADA</td>
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<td>Reservoir WQ testing</td>
<td>Baseline; Total Cl &amp; Nitrite</td>
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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 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:

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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
g:/engineering committee/2020 ec memo/05-08-20 ecm - e-995 disinfection process upgrades - update 18.docx
FMWD at Paschall Booster - TTHM's Levels

- **MCL**: 80 ug/L -

- **Target**: 64 ug/L -

- **Started Operational Changes Aug 2018**
Encinal Reservoir (Zone 1) - TTHMs Levels

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Williams Reservoir (Zone 2) - TTHMs Levels

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Ordunio Reservoir (Zone 2) - TTHMs Levels

MCL 80 µg/L -

Target 64 µg/L -

Started Operational Changes Aug 2018
Rosemont Reservoir (Zone 3) - TTHMs Levels

- MCL 80 ug/L -
- Target 64 ug/L -

Started Operational Changes Aug 2018
Oak Creek Reservoir (Zone 4) - TTHMs Levels

Compliance Location

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Markridge Reservoir (Zone 5) - TTHMs Levels

- **MCL**: 80 ug/L
- **Target**: 64 ug/L

**Started Operational Changes Aug 2018**
Eagle Canyon Reservoir (Zone 5) - TTHMs Levels

- Maximum Contaminant Level (MCL): 80 ug/L
- Target: 64 ug/L

- Started Operational Changes Aug 2018
Goss Canyon Reservoir (Zone 6) - TTHMs Levels

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Dunsmore Reservoir (Zone 7) - TTHMs Levels

Compliance Location

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018

Date: 5/7/2020
Cresta Heights Reservoir (Zone 8) - TTHMs Levels

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Edmund No. 1 Reservoir (Zone 9) - TTHMs Level

MCL 80 ug/L -

Target 64 ug/L -

Started Operational Changes Aug 2018
Edmund No. 2 (Zone 9) - TTHMs Levels

Compliance Location

- MCL 80 ug/L
- Target 64 ug/L

Started Operational Changes Aug 2018

Date: 5/7/2020
Shields Reservoir (Zone 10) - TTHMs Levels
Compliance Location

MCL 80 ug/L -
Target 64 ug/L -

Started
Operational Changes
Aug 2018
Pickens Reservoir (Zone 11) - TTHMs Levels

- MCL 80 ug/L
- Target 64 ug/L
- Started Operational Changes Aug 2018

Date: 5/7/2020
Shields - Quarterly TTHM - Running Annual Average 2012 - 2020

Target 64 ug/L

MCL 80 ug/L

Started Operational Changes

Date: 5/7/2020
Dunsmore - Quarterly TTHM - Running Annual Average 2012 - 2020

MCL 80 ug/L
Target 64 ug/L

Started Operational Changes Aug 2018
Oak Creek - Quarterly TTHM - Running Annual Average 2012 - 2020

- **MCL**: 80 ug/L
- **Target**: 64 ug/L
- **Started Operational Changes Aug 2018**
Edmund II - Quarterly TTHM - Running Annual Average 2012 - 2020

Target 64 ug/L

MCL 80 ug/L

Started Operational Changes Aug 2018
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
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<th>Percent to HTP</th>
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<td>0.97%</td>
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<tr>
<td>2006/07</td>
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<td>0.89%</td>
<td>690.80</td>
<td>684.57</td>
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<td>0.017</td>
<td>14.44</td>
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<tr>
<td>2005/06</td>
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<td>1.65%</td>
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<td>678.61</td>
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Date: 5/7/2020
Dear Mr. Yared:

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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Conveyance</td>
<td>$432,252.49 per mgd-mile</td>
</tr>
<tr>
<td>Treatment Flow</td>
<td>$1,704,590.17 per mgd</td>
</tr>
<tr>
<td>Biochemical Oxygen Demand (BOD)</td>
<td>$448.32 per pound per day (ppd)</td>
</tr>
<tr>
<td>Suspended Solids (SS)</td>
<td>$353.35 per ppd</td>
</tr>
</tbody>
</table>

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

Dear Mr. Yared:

CRESCEENTA 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

<table>
<thead>
<tr>
<th>Service</th>
<th>O&amp;M</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conveyance</td>
<td>$21,954 per mgd-mile</td>
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</tr>
<tr>
<td>Treatment Flow</td>
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</tr>
<tr>
<td>Biochemical Oxygen Demand (BOD)</td>
<td>$377.15 per thousand pounds</td>
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</tr>
<tr>
<td>Suspended Solids (SS)</td>
<td>$272.49 per thousand pounds</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Service</th>
<th>O&amp;M</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conveyance</td>
<td>6.96%</td>
<td>93.04%</td>
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<tr>
<td>Treatment Flow</td>
<td>65.79%</td>
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<tr>
<td>Biochemical Oxygen Demand (BOD)</td>
<td>71.79%</td>
<td>28.21%</td>
</tr>
<tr>
<td>Suspended Solids (SS)</td>
<td>78.58%</td>
<td>21.42%</td>
</tr>
</tbody>
</table>
Thomas Love  
General Manager  
Crescenta Valley Water District  
2700 Foothill Boulevard  
La Crescenta, CA 91214  

Attention: Brook Yared

Dear Mr. Love:

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

zero waste * one water  
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER
### TABLE 1. SUMMARY OF PROJECTED AGENCY CHARGES
O&M AND CAPITAL PORTIONS OF ASSSCS

<table>
<thead>
<tr>
<th></th>
<th>2018-19 ($000)</th>
<th>2019-20 ($000)</th>
<th>2020-21 ($000)</th>
<th>2021-22 ($000)</th>
<th>2022-23 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2021-22 ($000)</td>
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Total: $17,295.5 $21,541.2 $12,302.2 $10,632.9 $8,118.3
CITY OF LOS ANGELES

INVOICE

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<th>Date Printed</th>
<th>Date Due</th>
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<td>09-18-18</td>
<td>10-18-18</td>
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Customer Name: CRESCENTA VALLEY WATER DIST.

Amount Due: $595,236.00

For any questions about this invoice, please contact: Allison Pang
213-978-9991

Invoice Charges

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
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<th>Service Date To</th>
<th>Charges/Credits</th>
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<td>03-30-19</td>
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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: $99,200
- SEPTEMBER 28, 2018: $99,206
- NOVEMBER 30, 2018: $99,208
- JANUARY 31, 2019: $99,206
- MARCH 29, 2019: $99,200
- MAY 31, 2019: $99,206

THE FY 2018-19 BILLING FOR 79.32% PERCENT OF THE ESTIMATED FY 2016-19 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.

INVOICE

Customer Number: 0600362900
Invoice Number: 74 WP1900000064
Date Printed: 09-18-18
Date Due: 10-18-18

Customer Name: CRESCENTA VALLEY WATER DIST.

Amount Due: $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 CRESPIENTA CA 91214

CITY OF LOS ANGELES

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 WP1900000064 0000000059523600 9
Counting Board of Public Works Members:

- Kevin James, President
- Cecilia Cabello, Vice President
- Dr. Michael R. Davis, President Pro Tem
- Jessica Caloza, Commissioner
- Aura Garcia, 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. Sugg
Division Manager
Financial Management Division

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

zero waste • one water
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER
### Annual Wastewater Discharge Report
Flow Year 2018 - 19
Agency: Crescenta Valley Water District

#### I. Crescenta Valley Water District (CVWD)

##### A. Measured Data Summary

<table>
<thead>
<tr>
<th>Station</th>
<th>Flow (mgd)</th>
<th>BOD (ppd)</th>
<th>SS (ppd)</th>
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<td><strong>1.5888</strong></td>
<td><strong>1,525</strong></td>
<td><strong>3,072</strong></td>
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##### B. Estimated Data Summary

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<th>Tributary Area</th>
<th>Flow (mgd)</th>
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<th>SS (ppd)</th>
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##### C. CVWD Sub-Total Measured and Estimated Discharge

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<th>BOD (ppd)</th>
<th>SS (ppd)</th>
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<td><strong>Sub-Total</strong></td>
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<td><strong>1,525</strong></td>
<td><strong>3,072</strong></td>
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#### II. City of Los Angeles Pass-Through and Boundary Line Flow

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

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Prepared by: Kim Vu
Checked by: Thu Do
Date: 7/16/2019
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  

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Sub-Total: 0.1231 210 221  

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

Sub-Total: 0.1363 243 241  

IV. CVWD Net Wastewater Discharge Calculations  

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1.4525 mgd 1,282 ppd 2,832 ppd  

Concentration: 106 mg/l 234 mg/l  

Prepared by: Kim Vu  
Checked by: Thu Do  
Date: 7/16/2019
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### THREE-YEAR AVERAGE LOADING

**Agency:** Crescenta Valley Water District

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Received 7/14/16
Received 10/20/16
Received 1/19/17
Received 4/20/17
Received 5/12/17
Received 10/13/17
Received 01/19/18
Received 04/13/18
Received 07/30/18
Received 09/15/18
Received 01/18/19
Received 04/22/19

Annual Rpt_CVWD_ 2018-19
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.

zerowaste * one water
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER
- 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

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**

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<th>Invoice Number</th>
<th>Date Printed</th>
<th>Date Due</th>
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For any questions about this invoice, please contact: Nancy Obiacoro  
213-978-0990

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**Invoice Charges**

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<th>Service Date To</th>
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Total Invoice Charges $134,744.00

Credit Payments Applied - $0.00

Total Amount Due $134,744.00

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

---

**INVOICE**

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<th>Invoice Number</th>
<th>Date Printed</th>
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<tr>
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</table>

Customer Name: CRESCENTA VALLEY WATER DIST.  
Date Due: 07-14-19

Amount Due: $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 WP1900000154 0000000013474400 9