



## AGENDA

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
LA PUENTE VALLEY COUNTY WATER DISTRICT  
112 N. FIRST STREET, LA PUENTE, CALIFORNIA  
MONDAY, JANUARY 25, 2021 AT 5:30 PM**

**TELECONFERENCE ACCESS:** Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 pandemic as a precaution to protect staff, our constituents, and elected officials, the La Puente Valley County Water District will hold its Board meeting via teleconference or the most rapid means of communication available at the time.

**PHONE NUMBER: (669) 900-9128  
MEETING ID: 821 8940 0390#**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF BOARD OF DIRECTORS**

President Rojas\_\_\_\_ Vice President Barajas\_\_\_\_ Director Argudo\_\_\_\_  
Director Escalera\_\_\_\_ Director Hernandez\_\_\_\_

**4. PUBLIC COMMENT**

Anyone wishing to discuss items on the agenda or pertaining to the District may do so now. The Board may allow additional input during the meeting. A five-minute limit on remarks is requested.

**5. ADOPTION OF AGENDA**

Each item on the Agenda shall be deemed to include an appropriate motion, resolution or ordinance to take action on any item. Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at the address listed above.

**6. APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of Consent Calendar items as they are considered to be routine by the Board of Directors and will be adopted by one motion. If a member of the Board, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

- A. Approval of Minutes of the Regular Meeting of the Board of Directors held on January 11, 2021.

**7. FINANCIAL REPORTS**

- A. Summary of the District's Cash and Investments as of December 31, 2020.

***Recommendation:*** Receive and File.

- B. Statement of District's Revenue and Expenses as of December 31, 2020.

***Recommendation:*** Receive and File.

- C. Statement of the Industry Public Utilities Water Operations Revenue and Expenses as of December 31, 2020.

**Recommendation:** Receive and File.

## **8. ACTION / DISCUSSION ITEMS**

- A. Consideration of Proposal from Geosyntec Consultants to Prepare a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) Update for LPVCWD and the CIWS as Required by the America’s Water Infrastructure Act of 2018.

**Recommendation:** *Authorize the General Manager to enter into a professional services agreement with Geosyntec Consultants.*

- B. Consideration of Proposal from SoCal SCADA Solutions to Prepare, Design and Build a New Software and Radio Network for the District’s SCADA system.

**Recommendation:** *Authorize the General Manager to enter into a professional services agreement with SoCal SCADA Solutions.*

## **9. OPERATIONS AND MAINTENANCE SUPERINTENDENT’S REPORT**

**Recommendation:** Receive and File.

## **10. GENERAL MANAGER’S REPORT**

## **11. OTHER ITEMS**

## **12. ATTORNEY’S COMMENTS**

## **13. CLOSED SESSION**

- A. Conference with legal counsel – anticipated litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of government code section 54956.9. One case.

- B. Conference with legal counsel – anticipated litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of government code section 54956.9. One case.

## **14. CLOSED SESSION REPORT**

## **15. BOARD MEMBER COMMENTS**

- A. Report on Events Attended.
- B. Other Comments.

## **16. FUTURE AGENDA ITEMS**

## **17. ADJOURNMENT**

**POSTED:** Friday, January 22, 2021

President William R. Rojas, Presiding.

Any qualified person with a disability may request a disability-related accommodation as needed to participate fully in this public meeting. In order to make such a request, please contact Mr. Roy Frausto, Board Secretary, at (626) 330-2126 in sufficient time prior to the meeting to make the necessary arrangements.

**Note:** Agenda materials are available for public inspection at the District office or visit the District's website at [www.lapuentewater.com](http://www.lapuentewater.com).



**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LA PUENTE VALLEY COUNTY WATER DISTRICT  
FOR MONDAY, JANUARY 11, 2021 AT 5:30 PM**

**1. CALL TO ORDER**

President Hernandez called the meeting to order at 5:31 p.m.

**2. PLEDGE OF ALLEGIANCE**

President Hernandez led the meeting in the Pledge of Allegiance.

**3. ROLL CALL OF THE BOARD OF DIRECTORS**

<b>President Hernandez</b>	<b>Director Argudo</b>	<b>Director Barajas</b>	<b>Director Escalera</b>	<b>Director Rojas</b>
Present Via Teleconference	Present Via Teleconference	Present Via Teleconference	Present Via Teleconference	Present Via Teleconference

**OTHERS PRESENT**

**Staff and Counsel:** General Manager & Board Secretary, Roy Frausto; Office Manager, Gina Herrera; Customer Support & Accounting Clerk II, Vanessa Koyama; Operations & Maintenance Superintendent, Paul Zampiello and District Counsel, James Ciampa all present via teleconference.

**Public:** There were no members from the public.

**4. PUBLIC COMMENTS**

There were no comments from the Public.

**5. ADOPTION OF AGENDA**

Motion: Adopt Agenda as Presented.

1st: Director Rojas

2nd: President Hernandez

	<b>President Hernandez</b>	<b>Director Argudo</b>	<b>Director Barajas</b>	<b>Director Escalera</b>	<b>Director Rojas</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**6. REORGANIZATION OF THE BOARD OF DIRECTORS**

**A. President**

President Hernandez thanked staff and other board members for all of their assistance this past year. He then nominated Director Rojas for the position of Board President. With no other

nominations, President Hernandez made a Motion to Elect Director Rojas to serve as President of the Board.

1st: President Hernandez  
2nd: Director Escalera

	<b>President Hernandez</b>	<b>Director Argudo</b>	<b>Director Barajas</b>	<b>Director Escalera</b>	<b>Director Rojas</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**B. Vice President**

Director Escalera nominated Director Barajas to the position of Board Vice President, with no other nominations, Director Escalera made a motion to elect Director Barajas to serve as Vice President of the Board.

1st: Director Escalera  
2nd: Director Argudo

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**7. APPROVAL OF CONSENT CALENDAR**

Motion: Approve Consent Calendar as Presented.  
1st: Director Escalera  
2nd: Director Hernandez

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**8. FINANCIAL REPORTS**

**A. Summary of the District’s Cash and Investments as of November 30, 2020.**

Mr. Frausto summarized the District’s Cash and Investments for November 2020.

Motion: Receive and File the District’s Cash and Investments as of November 30, 2020.  
1st: President Rojas  
2nd: Director Hernandez

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**B. Statement of District’s Revenue and Expenses as of November 30, 2020.**

Mrs. Herrera provided a summary of the District’s Revenue and Expenses as of November 30, 2020. She highlighted that water sales have increased and we are on target to meet our budget number.

Motion: Receive and File the District’s Statement of Revenue and Expenses as of November 30, 2020.

- 1st: Director Escalera
- 2nd: Vice President Barajas

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**C. Statement of the Industry Public Utilities Water Operations Revenue and Expenses as of November 30, 2020.**

Mrs. Herrera provided a summary of the City’s Revenues and Expenses and explained the budget to date balances for various accounts.

Motion: Receive and File the Industry Public Utilities Water Operations’ Statement of Revenue and Expenses as of November 30, 2020.

- 1st: President Rojas
- 2nd: Director Argudo

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**9. ACTIONS / DISCUSSION ITEMS**

**A. Approval of Attendance of Upcoming Conferences and Meetings.**

Mrs. Herrera presented a Staff memo, which listed meetings and conferences for the Board to consider approving for attendance for the year 2021.

Motion: Approve attendance for the Board to attend the meetings and conferences that were listed in the staff memo as presented.

- 1st: President Rojas
- 2nd: Director Hernandez

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**B. Approval of 2021 Salary Schedule.**

Mr. Frausto presented the Staff Salary Schedule for 2021 for Board approval.

Motion: Approve the 2021 Staff Salary Schedule.

1st: Director Hernandez

2nd: Director Escalera

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**C. Consideration to Execute a Letter of Commitment to Participate in the Hazard Mitigation Grant Program through a Joint PWAG Effort.**

Mr. Frausto explained the benefits of a Hazard Mitigation Plan with respect to qualifying for FEMA funds and provided a summary of the District’s commitment with PWAG to accomplish this effort.

Motion: Authorize the General Manager to Execute a Letter of Commitment to Participate in the Hazard Mitigation Grant Program.

1st: President Rojas

2nd: Director Barajas

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**D. Consideration of a Three-Year Lease Agreement for 1,000 Acre-Feet per Year of Main San Gabriel Basin Production Rights from Canyon Water Company.**

Mr. Frausto summarized the staff report on highlighted the benefits of leasing water as compared to replacement water costs.

Motion: Authorize the General Manager to Execute a Lease Agreement for 1,000 Acre-Feet Per Year of Main San Gabriel Basin Production Rights from Canyon Water Company.

1st: President Rojas

2nd: Director Escalera

	<b>President Rojas</b>	<b>Vice President Barajas</b>	<b>Director Argudo</b>	<b>Director Escalera</b>	<b>Director Hernandez</b>
<b>Vote</b>	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain.

**10. GENERAL MANAGER’S REPORT**

Mr. Frausto reported on the interviews that District Staff conducted at the end of December for the Water System Operator I position.

**11. OTHER ITEMS**

**A. Upcoming Events**

Mrs. Herrera reiterated the upcoming approved events for Board member attendance.

**B. Information Items.**

Included in Board Packet

**12. ATTORNEY’S COMMENTS**

Mr. Ciampa reported to the Board that Legislators are back in session.

**13. CLOSED SESSION – Entered at 5:59 p.m.**

A. Conference with legal counsel – anticipated litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of government code section 54956.9. One case.

**14. CLOSED SESSION REPORT - 6:10 p.m.**

Board met in closed session and the Board was briefed on the facts and circumstances of the matter and no reportable action was taken.

**15. BOARD MEMBER COMMENTS**

**A. Reports on Events Attended.**

President Rojas stated that he attended the Board Oversight meeting on January 11, 2021.

**B. Other Comments**

**16. FUTURE AGENDA ITEMS**

**17. ADJOURNMENT**

President Rojas adjourned the meeting at 6:11 p.m.

Attest:

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William R. Rojas, President

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Roy Frausto, Secretary





**Summary of Cash and Investments  
December 2020**

**La Puente Valley County Water District**

Investments	Interest Rate (Apportionment Rate)	Beginning Balance	Receipts/ Change in Value	Disbursements/ Change in Value	Ending Balance
Local Agency Investment Fund	0.540%	\$ 2,967,604.65	\$ -	\$ -	\$ 2,967,604.65
<b>Checking Account</b>					
Well Fargo Checking Account (per General Ledger)		\$ 555,476.78	\$ 580,696.94	\$ 517,859.06	\$ 618,314.66
<b>District's Total Cash and Investments:</b>					<b>\$ <u>3,585,919.31</u></b>

**Industry Public Utilities**

Checking Account	Beginning Balance	Receipts	Disbursements	Ending Balance
Well Fargo Checking Account (per General Ledger)	\$ 1,015,776.92	\$ 207,033.52	\$ 145,052.77	\$ 1,077,757.67
<b>IPU's Total Cash and Investments:</b>				<b>\$ <u>1,077,757.67</u></b>

I certify that; (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy as set forth in Resolution No. 237 and, (2) the District will meet its expenditure obligations for the next six (6) months.

Roy Frausto

, General Manager

Date: 1.20.2021

**La Puente Valley County Water District (Treatment Plant Included)**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2020**  
(Unaudited)

	LPVCWD YTD 2020	TP YTD 2020	COMBINED YTD 2020	COMBINED BUDGET 2020	100% OF BUDGET	COMBINED 2019 YE
Total Operational Rate Revenues	\$ 2,315,772	\$ -	\$ 2,315,772	\$ 2,265,900	102%	\$ 2,150,204
Total Operational Non-Rate Revenues	1,122,237	1,357,303	2,479,541	2,588,800	96%	\$ 2,143,472
Total Non-Operating Revenues	384,531	-	384,531	329,700	117%	452,773
<b>TOTAL REVENUES</b>	<b>3,822,541</b>	<b>1,357,303</b>	<b>5,179,844</b>	<b>5,184,400</b>	<b>100%</b>	<b>4,746,449</b>
Total Salaries & Benefits	1,770,751	306,723	2,077,474	2,126,800	98%	1,958,279
Total Supply & Treatment	886,129	906,274	1,792,403	1,824,900	98%	1,689,769
Total Other Operating Expenses	181,942	126,765	308,706	475,300	65%	335,935
Total General & Administrative	294,927	17,541	312,468	456,500	68%	339,880
<b>TOTAL EXPENSES</b>	<b>3,133,748</b>	<b>1,357,303</b>	<b>4,491,051</b>	<b>4,883,500</b>	<b>92%</b>	<b>4,323,864</b>
<b>TOTAL OPERATIONAL INCOME</b>	<b>688,793</b>	<b>-</b>	<b>688,793</b>	<b>300,900</b>	<b>229%</b>	<b>422,585</b>
Capital Improvements	(2,139,548)	-	(2,139,548)	(3,745,000)	57%	(564,463)
Capital Outlay	-	-	-	(120,000)	0%	(34,402)
<b>TOTAL CAPITAL</b>	<b>(2,139,548)</b>	<b>-</b>	<b>(2,139,548)</b>	<b>(3,865,000)</b>	<b>55%</b>	<b>(598,864)</b>
<b>INCOME (AFTER CAPITAL EXP.)</b>	<b>(1,450,755)</b>	<b>-</b>	<b>(1,450,755)</b>	<b>(3,564,100)</b>	<b>41%</b>	<b>(176,279)</b>
Capital Reimbursement (OU Projects)	150,000	-	150,000	600,000	25%	150,000
Grant Revenue	-	-	-	305,000	0%	-
Loan Proceeds	1,489,539	-	1,489,539	3,000,000	50%	-
Loan Repayment (Principal & Int.)	(75,488)	-	(75,488)	-		-
Issuance Costs	(11,000)	-	(11,000)	-	0%	-
<b>PROJECTED CHANGE IN CASH</b>	<b>102,296</b>	<b>-</b>	<b>102,296</b>	<b>340,900</b>	<b>30%</b>	<b>(26,279)</b>
Contributed Capital	-	-	-	-		320,192
Add Back Capitalized Assets	2,139,548	-	2,139,548	3,865,000	55%	598,864
Less Depreciation Expense	(316,667)	(180,000)	(496,667)	(560,000)	89%	(512,951)
Less OPEB & Pension Liability Expense	-	-	-	(10,000)	0%	-
<b>NET INCOME (LOSS)</b>	<b>\$ 1,925,178</b>	<b>\$ (180,000)</b>	<b>\$ 1,745,178</b>	<b>\$ 3,635,900</b>	<b>48%</b>	<b>\$ 379,825</b>

**La Puente Valley County Water District**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2020**  
**(Unaudited)**

	DECEMBER 2020	YTD 2020	2020 ANNUAL BUDGET	100% OF BUDGET	YEAR END 2019
<b>Operational Rate Revenues</b>					
Water Sales	\$ 162,205	\$ 1,462,032	\$ 1,405,000	104%	\$ 1,327,414
Service Charges	69,808	723,887	712,000	102%	671,651
Surplus Sales	4,864	53,784	50,000	108%	53,504
Customer Charges	495	10,922	33,900	32%	36,133
Fire Service	10,139	64,651	64,000	101%	60,881
Misc. Income - Customer	-	496	1,000	50%	620
<b>Total Operational Rate Revenues</b>	<b>247,510</b>	<b>2,315,772</b>	<b>2,265,900</b>	<b>102%</b>	<b>2,150,204</b>
<b>Operational Non-Rate Revenues</b>					
Management Fees	48,304	432,494	432,200	100%	265,926
PVOU Service Fees (Labor)	3,331	7,984	93,000	9%	10,667
BPOU Service Fees (Labor)	32,430	306,723	295,000	104%	288,379
IPU Service Fees (Labor)	57,910	677,728	715,800	95%	696,375
Other O & M Fees	-	4,032	7,500	54%	-
<b>Total Operational Non-Rate Revenues</b>	<b>141,974</b>	<b>1,428,961</b>	<b>1,543,500</b>	<b>93%</b>	<b>1,261,347</b>
<b>Non-Operational Revenues</b>					
Taxes & Assessments	136,464	290,492	220,000	132%	283,793
Rental Revenue	3,793	35,315	38,000	93%	37,119
Interest Revenue	4,692	31,443	50,000	63%	75,155
Market Value Adjustment	-	-	-	N/A	8,596
Miscellaneous Income	1,592	25,478	16,700	153%	26,409
Developer Fees	-	1,804	5,000	36%	21,701
<b>Total Non-Operational Revenues</b>	<b>146,542</b>	<b>384,531</b>	<b>329,700</b>	<b>117%</b>	<b>452,773</b>
<b>TOTAL REVENUES</b>	<b>536,027</b>	<b>4,129,264</b>	<b>4,139,100</b>	<b>100%</b>	<b>3,864,323</b>
<b>Salaries &amp; Benefits</b>					
Total District Wide Labor	127,162	1,255,031	1,267,700	99%	1,164,013
Directors Fees & Benefits	7,797	101,385	118,200	86%	111,494
Benefits	20,668	305,684	317,300	96%	290,544
OPEB Payments	28,787	144,077	158,800	91%	145,854
Payroll Taxes	8,035	96,623	98,800	98%	91,023
Retirement Program Expense	9,671	174,675	166,000	105%	155,352
<b>Total Salaries &amp; Benefits</b>	<b>202,121</b>	<b>2,077,474</b>	<b>2,126,800</b>	<b>98%</b>	<b>1,958,279</b>
<b>Analysis Purposes Only:</b>					
<i>Offsetting Revenue</i>	<b>(93,671)</b>	<b>(992,435)</b>	<b>(1,103,800)</b>	<b>90%</b>	<b>(995,421)</b>
<i>District Labor Net Total</i>	<b>108,450</b>	<b>1,085,039</b>	<b>1,023,000</b>	<b>106%</b>	<b>962,858</b>
<b>Supply &amp; Treatment</b>					
Purchased & Leased Water	154	450,472	483,800	93%	480,906
Power	13,134	160,434	167,900	96%	151,166
Assessments	-	266,466	276,700	96%	246,512
Treatment	201	2,814	9,500	30%	2,976
Well & Pump Maintenance	-	5,942	38,500	15%	65,555
<b>Total Supply &amp; Treatment</b>	<b>13,489</b>	<b>886,129</b>	<b>976,400</b>	<b>91%</b>	<b>947,115</b>

**La Puente Valley County Water District**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2020**  
**(Unaudited)**

	DECEMBER 2020	YTD 2020	2020 ANNUAL BUDGET	100% OF BUDGET	YEAR END 2019
<b>Other Operating Expenses</b>					
General Plant	629	22,354	56,300	40%	40,101
Transmission & Distribution	6,590	52,056	94,700	55%	65,164
Vehicles & Equipment	3,980	28,773	31,500	91%	23,206
Field Support & Other Expenses	1,608	43,251	66,500	65%	46,750
Regulatory Compliance	6,941	35,507	57,000	62%	40,273
<b>Total Other Operating Expenses</b>	<b>19,749</b>	<b>181,942</b>	<b>306,000</b>	<b>59%</b>	<b>215,495</b>
<b>General &amp; Administrative</b>					
District Office Expenses	25,933	61,482	63,100	97%	59,217
Customer Accounts	2,120	27,949	25,000	112%	23,085
Insurance	6,185	76,107	67,900	112%	69,094
Professional Services	1,735	76,411	125,000	61%	84,412
Training & Certification	100	4,129	42,500	10%	43,447
Public Outreach & Conservation	54	9,292	33,000	28%	8,159
Other Administrative Expenses	2,495	39,558	72,500	55%	33,434
<b>Total General &amp; Administrative</b>	<b>38,622</b>	<b>294,927</b>	<b>429,000</b>	<b>69%</b>	<b>320,848</b>
<b>TOTAL EXPENSES</b>	<b>273,980</b>	<b>3,440,471</b>	<b>3,838,200</b>	<b>90%</b>	<b>3,441,738</b>
<b>TOTAL OPERATIONAL INCOME</b>	<b>262,046</b>	<b>688,793</b>	<b>300,900</b>	<b>229%</b>	<b>422,585</b>
<b>Capital Improvements</b>					
Zone 3 Improvements	-	-	-	N/A	(10,860)
Fire Hydrant Repair/Replacements	(11,485)	(17,064)	(5,000)	341%	(5,880)
Service Line Replacements	(19,378)	(30,351)	(20,000)	152%	(45,609)
Valve Replacements	(2,817)	(14,068)	(15,000)	94%	(27,390)
Meter Read Collection System	(5,985)	(13,848)	(25,000)	55%	-
SCADA Improvements	-	-	(125,000)	0%	-
Ferrero Lane & Rorimer St. Improvements	-	-	(65,000)	0%	-
5th St. Waterline Improvement	-	-	-	N/A	(185,956)
LP-CIWS Interconnection (Ind. Hills)	-	-	(75,000)	0%	-
Hudson Plant Improvements	-	-	(375,000)	0%	-
Well No.5 Rehab (Design)	(22,062)	(22,062)	(30,000)	74%	(192,036)
Nitrate Treatment System	-	(157,716)	(1,130,000)	14%	(95,066)
Phase 1 - Recycled Water System	(82,282)	(1,884,439)	(1,880,000)	100%	(1,666)
<b>Total Capital Improvements</b>	<b>(144,009)</b>	<b>(2,139,548)</b>	<b>(3,745,000)</b>	<b>57%</b>	<b>(564,463)</b>
<b>Capital Outlay</b>					
Truck(s)	-	-	(110,000)	0%	(34,402)
Other Equipment	-	-	(5,000)	0%	-
IT Equipment	-	-	(5,000)	0%	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>(120,000)</b>	<b>0%</b>	<b>(34,402)</b>
<b>TOTAL CAPITAL</b>	<b>(144,009)</b>	<b>(2,139,548)</b>	<b>(3,865,000)</b>	<b>55%</b>	<b>(598,864)</b>
<b>INCOME (AFTER CAPITAL EXP.)</b>	<b>118,037</b>	<b>(1,450,755)</b>	<b>(3,564,100)</b>	<b>41%</b>	<b>(176,279)</b>

**La Puente Valley County Water District**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2020**  
**(Unaudited)**

	<b>DECEMBER</b>		<b>2020</b>		<b>YEAR END</b>
	<b>2020</b>	<b>YTD 2020</b>	<b>ANNUAL</b>	<b>100% OF</b>	<b>2019</b>
			<b>BUDGET</b>	<b>BUDGET</b>	
<b>Funding &amp; Debt Repayment</b>					
Capital Reimbursement (OU Projects)	-	150,000	600,000	25%	150,000
Grant Revenue	-	-	305,000	0%	-
Loan Proceeds	-	1,489,539	3,000,000	50%	-
Issuance Costs	-	(11,000)	-	N/A	-
Loan Repayment - Interest	-	(12,876)	-	N/A	-
Loan Repayment - Principal	-	(62,612)	-	N/A	-
<b>CASH DIFFERENCE</b>	<b>118,037</b>	<b>102,296</b>	<b>340,900</b>	<b>30%</b>	<b>(26,279)</b>
Contributed Capital	-	-	-	N/A	320,192
Add Back Capitalized Assets	144,009	2,139,548	3,865,000	55%	598,864
Less Depreciation Expense	(31,667)	(316,667)	(380,000)	83%	(378,494)
Less OPEB Expense - Not Funded	-	-	(10,000)	0%	-
<b>NET INCOME (LOSS)</b>	<b>\$ 230,379</b>	<b>\$ 1,925,178</b>	<b>\$ 3,815,900</b>	<b>50%</b>	<b>\$ 514,283</b>

**Treatment Plant**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2020**  
**(Unaudited)**

	DECEMBER 2020	YTD 2020	2020 ANNUAL BUDGET	100% OF BUDGET	YEAR END 2019
<b>Non-Rate Operational Revenues</b>					
Reimbursements from CR's	57,792	1,050,580	\$ 1,340,300	78%	882,126
Miscellaneous Income	-	-	-	N/A	-
<b>Total Non-Rate Operational Revenues</b>	<b>57,792</b>	<b>1,050,580</b>	<b>1,340,300</b>	<b>78%</b>	<b>882,126</b>
<b>Salaries &amp; Benefits</b>					
<i>BPOU TP Labor (1)</i>	32,430	306,723	295,000	104%	-
Contract Labor	-	-	-	N/A	-
<b>Total Salaries &amp; Benefits</b>	<b>32,430</b>	<b>306,723</b>	<b>295,000</b>	<b>104%</b>	<b>-</b>
<b>Supply &amp; Treatment</b>					
NDMA, 1,4-Dioxane Treatment	6,558	221,476	201,000	110%	168,733
VOC Treatment	669	5,272	-	N/A	26,698
Perchlorate Treatment	1,844	272,979	351,500	78%	311,926
Other Chemicals	-	9,450	53,000	18%	21,626
Treatment Plant Power	14,412	211,014	195,000	108%	164,422
Treatment Plant Maintenance	24,730	174,003	48,000	363%	29,196
Well & Pump Maintenance	-	12,081	-	N/A	20,052
<b>Total Supply &amp; Treatment</b>	<b>48,213</b>	<b>906,274</b>	<b>848,500</b>	<b>107%</b>	<b>742,654</b>
<b>Other Operating Expenses</b>					
General Plant	1,453	27,369	35,000	78%	17,438
Transmission & Distribution	75	75	-	N/A	5,250
Vehicles & Equipment	1,103	12,439	9,300	134%	11,018
Field Support & Other Expenses	-	166	15,000	1%	22
Regulatory Compliance	6,947	86,716	110,000	79%	86,712
<b>Total Other Operating Expenses</b>	<b>9,578</b>	<b>126,765</b>	<b>169,300</b>	<b>75%</b>	<b>120,440</b>
<b>General &amp; Administrative</b>					
District Office Expenses	-	-	2,500	0%	-
Insurance	-	10,274	10,000	103%	10,362
Professional Services	-	7,267	15,000	48%	8,670
<b>Total General &amp; Administrative</b>	<b>-</b>	<b>17,541</b>	<b>27,500</b>	<b>64%</b>	<b>19,032</b>
<b>TOTAL EXPENSES</b>	<b>90,222</b>	<b>1,357,303</b>	<b>1,340,300</b>	<b>101%</b>	<b>882,126</b>
<b>TOTAL EXPENSES (Minus Labor)</b>	<b>57,792</b>	<b>1,050,580</b>	<b>1,045,300</b>	<b>101%</b>	<b>882,126</b>
<b>TOTAL OPERATIONAL INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
Depreciation Expense	(15,000)	(180,000)	(180,000)	100%	(134,458)
<b>Total Non-Cash Items (Dep. &amp; OPEB)</b>	<b>(15,000)</b>	<b>(180,000)</b>	<b>(180,000)</b>	<b>100%</b>	<b>(134,458)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (15,000)</b>	<b>\$ (180,000)</b>	<b>\$ (180,000)</b>	<b>100%</b>	<b>(134,458)</b>

(1) The labor expense depicted here is the amount of labor billed to the BPOU in which the District receives reimbursement which is shown on the District's Statement of Revenues and Expenses as operational non-rate revenue (BPOU Service Fees).

**INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS**  
**Statement of Revenue and Expenses Summary**  
For the Period Ending December 31, 2020  
(Unaudited)

	<b>DECEMBER 2020</b>	<b>FISCAL YTD 2020-21</b>	<b>BUDGET 2020-21</b>	<b>50% OF BUDGET</b>	<b>FY END 2019-20</b>
Total Operational Revenues	\$ 110,217	\$ 1,002,550	\$ 1,999,300	50%	\$ 1,871,073
Total Non-Operational Revenues	-	3,896	57,500	7%	44,057
<b>TOTAL REVENUES</b>	<b>110,217</b>	<b>1,006,446</b>	<b>2,056,800</b>	<b>49%</b>	<b>1,915,129</b>
Total Salaries & Benefits	36,016	325,446	706,400	46%	645,754
Total Supply & Treatment	3,758	104,338	735,700	14%	797,588
Total Other Operating Expenses	11,160	71,955	254,000	28%	160,713
Total General & Administrative	51,492	130,906	323,600	40%	259,901
Total Other & System Improvements	43,875	67,533	122,800	55%	145,714
<b>NET OPERATING INCOME (LOSS)</b>	<b>146,300</b>	<b>700,178</b>	<b>2,142,500</b>	<b>33%</b>	<b>2,009,670</b>
<b>OPERATING INCOME</b>	<b>(36,083)</b>	<b>306,268</b>	<b>(85,700)</b>		<b>(94,541)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (36,083)</b>	<b>\$ 306,268</b>	<b>\$ (85,700)</b>		<b>\$ (94,541)</b>

# INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

## Statement of Revenue and Expenses

For the Period Ending December 31, 2020

(Unaudited)

	DECEMBER 2020	FISCAL YTD 2020-21	BUDGET 2020-21	50% OF BUDGET	FY END 2019-20
<b>Operational Revenues</b>					
Water Sales	\$ 59,181	\$ 649,966	\$ 1,228,500	53%	\$ 1,135,989
Service Charges	46,546	299,395	645,800	46%	617,389
Customer Charges	545	2,245	18,000	12%	14,850
Fire Service	3,945	50,944	107,000	48%	102,845
<i>Total Operational Revenues</i>	<b>110,217</b>	<b>1,002,550</b>	<b>1,999,300</b>	<b>50%</b>	<b>1,871,073</b>
<b>Non-Operational Revenues</b>					
Contamination Reimbursement	-	-	40,000	0%	44,057
Developer Fees	-	3,896	2,500	156%	-
Miscellaneous Income	-	-	15,000	0%	-
<i>Total Non-Operational Revenues</i>	-	<b>3,896</b>	<b>57,500</b>	<b>7%</b>	<b>44,057</b>
<b>TOTAL REVENUES</b>	<b>110,217</b>	<b>1,006,446</b>	<b>2,056,800</b>	<b>49%</b>	<b>1,915,129</b>
<b>Salaries &amp; Benefits</b>					
Administrative Salaries	17,380	104,693	211,000	50%	206,059
Field Salaries	5,694	104,569	243,000	43%	209,989
Employee Benefits	6,129	63,455	152,000	42%	131,644
Pension Plan	4,088	36,116	63,000	57%	63,217
Payroll Taxes	1,179	13,534	30,400	45%	27,988
Workman's Compensation	1,546	3,079	7,000	44%	6,858
<i>Total Salaries &amp; Benefits</i>	<b>36,016</b>	<b>325,446</b>	<b>706,400</b>	<b>46%</b>	<b>645,754</b>
<b>Supply &amp; Treatment</b>					
Purchased Water - Leased	-	-	261,100	0%	373,001
Purchased Water - Other	1,187	8,000	24,500	33%	17,027
Power	2,571	78,731	131,300	60%	124,327
Assessments	-	13,236	281,800	5%	235,093
Treatment	-	-	7,000	0%	5,471
Well & Pump Maintenance	-	4,371	30,000	15%	42,669
<i>Total Supply &amp; Treatment</i>	<b>3,758</b>	<b>104,338</b>	<b>735,700</b>	<b>14%</b>	<b>797,588</b>
<b>Other Operating Expenses</b>					
General Plant	174	2,763	55,000	5%	7,276
Transmission & Distribution	(3,028)	36,997	85,000	44%	55,856
Vehicles & Equipment	-	-	36,000	0%	31,328
Field Support & Other Expenses	2,335	11,793	40,000	29%	32,298
Regulatory Compliance	11,678	20,402	38,000	54%	33,956
<i>Total Other Operating Expenses</i>	<b>11,160</b>	<b>71,955</b>	<b>254,000</b>	<b>28%</b>	<b>160,713</b>



# INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

## Statement of Revenue and Expenses

For the Period Ending December 31, 2020

(Unaudited)

	DECEMBER 2020	FISCAL YTD 2020-21	BUDGET 2020-21	50% OF BUDGET	FY END 2019-20
<b>General &amp; Administrative</b>					
Management Fee	48,304	96,607	195,100	50%	191,320
Office Expenses	785	7,991	30,000	27%	21,009
Insurance	-	11,242	15,000	75%	12,843
Professional Services	-	1,493	35,000	4%	4,990
Customer Accounts	2,141	11,870	30,000	40%	22,170
Public Outreach & Conservation	14	82	15,000	1%	2,761
Other Administrative Expenses	249	1,621	3,500	46%	4,807
<i>Total General &amp; Administrative</i>	<b>51,492</b>	<b>130,906</b>	<b>323,600</b>	<b>40%</b>	<b>259,901</b>
<b>Other Exp. &amp; System Improvements (Water Ops Fund)</b>					
Fire Hydrant Repair/Replace	518	518	6,300	8%	9,543
Service Line Replacements	32,031	32,031	30,000	107%	38,073
Valve Replacements & Installations	492	492	19,500	3%	9,003
Meter Read Collection System	4,515	11,260	12,000	94%	-
SCADA Improvements	-	-	30,000	0%	-
Water Rate Study	-	-	-	N/A	40,989
Groundwater Treatment Facility Feas. Study	6,319	23,232	25,000	93%	48,107
<i>Total Other &amp; System Improvements</i>	<b>43,875</b>	<b>67,533</b>	<b>122,800</b>	<b>55%</b>	<b>145,714</b>
<b>TOTAL EXPENSES</b>	<b>146,300</b>	<b>700,178</b>	<b>2,142,500</b>	<b>33%</b>	<b>2,009,670</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(36,083)</b>	<b>306,268</b>	<b>(85,700)</b>		<b>(94,541)</b>

# STAFF REPORT



Meeting Date: January 25, 2021

To: Honorable Board of Directors

Subject: Consideration of Proposal from Geosyntec Consultants to Prepare a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) Update for LPVCWD and the CIWS as Required by the America's Water Infrastructure Act of 2018.

**Purpose -** *To secure professional services to prepare a Risk and Resiliency Assessment and an Emergency Response Plan update for LPVCWD and CIWS.*

**Recommendation -** *Authorize the General Manager to enter into a professional services agreement with Geosyntec Consultants to prepare a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) update for LPVCWD and the CIWS as required by the America's Water Infrastructure Act of 2018, for an amount not to exceed \$88,300.*

**Fiscal Impact -** *The District's 2021 General & Administrative Budget appropriates \$160,000 for Professional Services. The 2021 year to date total for this expense category is \$1,453.55. The not to exceed amount of \$88,300, will be split evenly between LPVCWD and the CIWS. The split cost of \$44,150 is within the District's 2021 budget appropriation.*

## **Background**

On October 23, 2018, Congress signed into law the America's Water Infrastructure Act (AWIA). Per Section 2013 of Title II, the AWIA requires community water systems to conduct a Risk and Resilience Assessment (RAA) of their community water systems and develop a corresponding Emergency Response Plan (ERP). Upon completion of the RRA, the water system is to submit self-certification to the U.S. Environmental Protection Agency (USEPA) indicating that the RRA in compliance with AWIA is complete. Within six months of submitting the RRA certification letter, the community water system is required to submit a self-certification to USEPA for the corresponding ERP. Community water system serving more than 3,300 persons, but less than 50,000 shall submit to the EPA Administrator a certification that the system has conducted a risk and resilience assessment in accordance with the Act prior to **June 30, 2021**.

Each community water system serving a population of greater than 3,300 persons shall assess the risks to, and resilience of, its system. Such an assessment shall include (1) the risk to the system from malevolent acts and natural hazards; (2) the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system; (3) the monitoring practices of the system; (4) the financial

infrastructure of the system; (5) the use, storage, or handling of various chemicals by the system; and (6) the operation and maintenance of the system.

No later than six months after certifying completion of its risk and resilience assessment, each system must prepare or revise, where necessary, an emergency response plan that incorporates the findings of the assessment and must include (1) strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system; (2) plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water; (3) actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; (4) and strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

**Summary**

In an effort coordinated through the Public Water Agencies Group (PWAG), 15 participating member agencies and mutual water companies established a formal means of procuring proposals through a Request for Proposal effort for the preparation of AWIA Compliance Crosswalks, RRAs, and ERP’s. To ensure compliance with AWIA requirements, the scope of work included in the RFP was broken down into 3 phases:

- **Phase I:** Design of an AWIA Compliance Crosswalk and Completion of AWIA Compliance Crosswalk.
- **Phase II:** Conduct Risk and Resilience Assessments for each of the Participating based on AWIA requirements.
- **Phase III:** Complete or Update an Emergency Response Plan for each of the Participating Agencies based on AWIA requirements, the Agency’s current Emergency Response Plan, the Agency Specific AWIA Compliance Crosswalk, the Agency specific RRA, and other materials provided by Participating Agencies.

The RFP was released by PWAG on July 12, 2019. Proposals were received from three consultants as summarized in the table below:

Consultant	AARC	CLARIS	PRESTIGE
Service Population	3,301 - 49,999	3,301 - 49,999	3,301 - 49,999
PHASE 1	\$15,500	\$9,718	\$10,530
PHASE 2	\$73,000	\$74,069	\$56,663
PHASE 3	\$129,000	\$106,174	\$94,923
<b>TOTAL</b>	<b>\$217,500</b>	<b>\$189,961</b>	<b>\$162,116</b>

As part of the selection process, a review committee was formed to evaluate and score the three different consultants with respect to their qualifications, proposed schedules, project approach, past performance and costs. At the end of the evaluation, the PWAG group selected Claris Strategy to oversee the implementation of AWIA.

After the selection process, Claris Strategy provided a proposal directly to each agency to complete Phase II and Phase III of the AWIA requirements. Provided budget constraints, staff then proceeded with procuring two other proposals for these efforts from two different engineering firms. The table below summarizes the proposal amounts from each consultant:

Consultant	CLARIS	GEOSYNTEC CONSULTANTS	STETSON ENGINEERS
RRA	\$87,720	\$66,650	\$66,000
ERP	\$43,778	\$21,650	\$12,000
<b>TOTAL</b>	<b>\$131,498</b>	<b>\$88,300</b>	<b>\$78,000</b>

***Discussion***

District staff evaluated the three different consultants with respect to their qualifications, proposed schedules, project approach, past performance and costs. At the end of the evaluation, Geosyntec Consultants was selected as the recommended consultant to prepare the RRA and ERP for the District and IPU. District staff will provide additional information during the Board meeting through a verbal report to discuss the implementation of AWIA.

***Fiscal Impact***

The District’s 2021 General & Administrative Budget appropriates \$160,000 for Professional Services. The 2021 year to date total for this expense category is \$1,453.55. The not to exceed amount of \$88,300, will be split evenly between LPVCWD and the CIWS. The split cost of \$44,150 is within the District’s 2021 budget appropriation.

Respectfully Submitted,

*Roy Frausto*

Roy Frausto  
General Manager

***Enclosure(s)***

- *Proposal from Geosyntec Consultants to prepare a Risk and Resiliency Assessment and an Emergency Response Plan update for LPVCWD and CIWS.*

January 20, 2021

Mr. Roy Frausto  
General Manager  
La Puente Valley County Water District  
112 N First Street  
La Puente, California 91744

**Subject: Prepare a Risk and Resilience Assessment & Emergency Response Plan  
La Puente Valley Water Supply**

Dear Mr. Frausto:

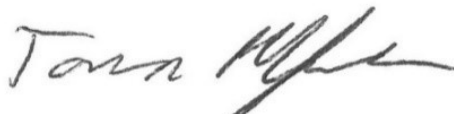
The America's Water Infrastructure Act (AWIA) requires water utilities to conduct a Risk and Resilience Assessment (RRA) of their water systems and develop an Emergency Response Plan (ERP). The La Puente Valley County Water District (LPVCWD) and Industry Public Utilities Water System (IPU) serve less than 50,000 people each and are required to provide certification of these documents this year (the RRA by June 30, 2021, and the ERP by December 30, 2021).

Geosyntec Consultants, Inc. (Geosyntec) is pleased to submit this proposal to LPVCWD and IPU to develop RRAs and update the existing ERPs in compliance with AWIA. To meet AWIA requirements, the RRA and ERP will be conducted for both municipalities jointly, and separate reports will be developed for each entity.

To meet the project objectives, we have assembled a project team with comprehensive national, statewide, and local expertise in system resiliency and emergency preparedness. Each member of this team brings a perspective that will result in a thorough assessment and development of plans which meet or exceed AWIA requirements and supports other plans in progress or recently completed by LPVCWD and IPU. Our proposed Project Manager, Ms. Tara Rolfe, will coordinate closely with LPVCWD and IPU to systematically review the water supply infrastructure threats and thresholds. Our proposed Principal in Charge, Dr. Hamid Amini, will utilize his extensive experience with both agencies to address project needs as they arise. The Geosyntec Team has the expertise, innovation, personal commitment, and local engagement to help LPVCWD and IPU meet the necessary objectives and concerns related to the AWIA risk and resilience assessment and emergency response planning. Geosyntec has a local presence to be responsive, we are an existing consultant to LPVCWD, and are familiar with your infrastructure.

The enclosed proposal identifies our project team, relevant experience, and project approach. Thank you for this opportunity to submit our qualifications. We look forward to supporting LPVCWD and IPU on this important project.

Sincerely,  
Geosyntec Consultants, Inc.



**Tara Rolfe, PG, ChG<sub>(CA)</sub>**  
Senior Hydrogeologist  
65 N. Raymond Avenue, Suite 200  
Pasadena, CA 91103  
[trolfe@geosyntec.com](mailto:trolfe@geosyntec.com)  
(626) 788-4638



**Hamid Amini, PhD, PE<sub>(CA)</sub>**  
Principal  
2100 Main Street, Suite 150  
Huntington Beach, CA 92648  
[hamini@geosyntec.com](mailto:hamini@geosyntec.com)  
(714) 465-1261

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## 1. Project Understanding and Approach

### 1.1 Project Approach

This section provides the Geosyntec Team's approach to completing the RRA and the ERP to meet LPVCWD and IPU's needs. Our goal is to create a set of documents and trainings that can be regularly used and updated by LPVCWD and IPU, as desired. We assume that this scope will be refined in collaboration with LPVCWD and IPU to verify that it aligns with LPVCWD and IPU's goals and objectives as needed. The following tasks have been identified to accomplish LPVCWD and IPU's goals:

**Task 1: Assess Existing LPVCWD and IPU Documentation**

**Task 2: Risk & Resilience Assessment**

**Task 3: Emergency Response Plan**

In our proposed Approach, Task 1 focuses on compiling available data and information, then empowering the Team to acquire the data needed to complete the AWIA RRA and ERP. In Task 2, we will perform the RRA in accordance with AWIA requirements and document it, and in Task 3, we will update the existing ERPs in accordance with the AWIA requirements. Additionally, we describe our approach to providing a successful project to LPVCWD and IPU, including project and schedule management. Each task is described in detail below.

### 1.2 Task 1: Assess Existing LPVCWD and IPU Documentation

The first task consists of several subtasks to get the project underway and gather as much existing information and data as possible in an efficient manner.

- ***Kick-off Meeting and Document Gathering.*** Geosyntec will attend a project kick-off meeting with LPVCWD and IPU, participating agencies, and stakeholders identified by LPVCWD and IPU, as appropriate. The purpose of the kick-off meeting will be to identify points of contact; review the project scope of work; obtain consensus on/confirm the project goals and objectives, deliverables, and detailed schedules; and collect related documentation. Documentation requests may include existing or previous studies from local, regional, state, and federal agencies, such as source Water Protection plans, source water quality data, Disaster Recovery Plans, Crisis Communication Plans, Cybersecurity Assessments for Control Systems, Cybersecurity Incident Response Plans, Hazardous Material Emergency Response Plans, site maps and floor plans of critical facilities, Information Technology Network Diagrams, Operational Technology/SCADA Network Diagrams, communications network diagrams, and a list of critical software applications.
- ***Form Local Source Water Protection Stakeholder Team.*** In collaboration with LPVCWD and IPU's public water supply system, a "Stakeholder Team" will be created to understand goals of various team members, as identified by LPVCWD and IPU, throughout the process. LPVCWD and IPU may wish to include stakeholders such as various LPVCWD and IPU employees, community groups, and community members with economic interests in the water supply. This Team will be instrumental in developing and implementing the tasks described below, and this Team will meet periodically throughout the process at key milestones. A schedule and plan for Stakeholder involvement will be developed early-on in the project.



- **Project Planning.** To the extent possible, the Geosyntec Team will build upon the extensive existing documents, policies, plans, procedures, and assessments LPVCWD and IPU already has in place which may meet some of the AWIA requirements. The Team will evaluate which documents meet components of AWIA requirements (including completeness, year completed, intent, etc.) prior to defining the scope of Tasks 2 and 3 below.

The Team will follow EPA AWIA regulations and American Water Works Association guidance documents in performing the RRA and ERP. The Team will verify whether AWIA requirements change during the course of this Project, and if so, will work with LPVCWD and IPU to adapt plans to meet any new requirements. The American Water Works Association (AWWA) guidance documents, including the G300, G430, G440, and M19 guidance documents, will be used in the completion of Tasks 2 and 3. Programs including Excel and tools including the VSAT tool will be used to perform required analyses.

Tools and Guidance for Use in RRA	Tools and Guidance for Use in ERP
<ol style="list-style-type: none"> <li>1. EPA Vulnerability Assessment Tool (VSAT)</li> <li>2. AWWA J-100-10 Standard</li> <li>3. AWWA G300 [Source Water Protection]</li> <li>4. AWWA G430 [Security Practices for Operation and Management]</li> </ol>	<ol style="list-style-type: none"> <li>1. AWWA G440 [Emergency Preparedness Practices]</li> <li>2. AWWA M19 [Emergency Planning for Water and Wastewater Utilities]</li> <li>3. AWWA M60 [Drought Preparedness Response]</li> <li>4. AWWA Emergency Power Source Planning for Water and Wastewater</li> </ol>

## 1.3 Task 2: Risk and Resilience Assessment

The RRA will focus on man-made and natural threats affecting LPVCWD and IPU’s Water and Water Treatment System (including source water). The assessments will be broken down into several separate analyses based on data gathered under Task 1. The scope of this Task will be refined in coordination with LPVCWD and IPU. Recommended evaluations included in this task are as follows:

- **Watershed Characterization and Potential Contaminant Source (PCS) Inventory.** The Geosyntec Team will review existing land use, soils, topography, hydrology, hydrogeology, and water quality to develop a characterization of the area which may affect groundwater supply wells. Existing source water protection plans, including well head protection programs, will be reviewed if representative of current conditions and have identified PCSs within the well fields’ zones of protection. An inventory of PCSs will be developed, including nonpoint sources (e.g., agricultural areas with use of pesticides and/or fertilizer/manure, and/or presence of livestock) and point sources (e.g., relevant chemical storage and use facilities, discharges, hazardous waste generators, bridges, railways, airports, powerplants, oil and gas pipelines, mines, etc.). Our current understanding is your wells extract water from impaired groundwater sources (i.e., superfund site; contaminants include perchlorate, VOCs, and 1,4-dioxane) and more recently you have seen increased nitrate concentration, which may be due to natural background or nonpoint sources.
- **Develop a GIS database and Perform Proximity Analysis.** The Geosyntec Team will develop a GIS database consisting of a base map of the subject area, existing wellhead protection zones around water supply wells, and a geodatabase of reference data and PCS information compiled from publicly available datasets.



- **Conduct Infrastructure Asset and Consumable Inventory.** The Geosyntec Team will review Utility engineering drawings and work with LPVCWD and IPU to develop a comprehensive list of infrastructure assets and process consumables required to be included within the RRA.
- **Conduct Risk and Resiliency Assessment.** The RRA will be developed using information from above analyses and will be completed in conjunction with the AWIA requirements using the J100-10 standard and additional analysis tools.

## AWIA RISK AND RESILIENCE ASSESSMENT



Each of the following aspects of the Water Treatment System will be assessed: risks to the system from malevolent acts and natural hazards; the resilience system components including pipes and constructed conveyances, physical barriers, source water, well head security, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system; the monitoring practices of the system; the power infrastructure and any backup systems; the financial infrastructure of the system; the use, storage, or handling of various chemicals by the system; the operation and maintenance of the system; and an evaluation of capital and operational needs for risk and resilience management for the system.

The RRA will consider several factors, including the likelihood of a failure and the potential for the failure to adversely impact LPVCWD and IPU’s ability to provide water to their customers. The RRA will be conducted as follows in accordance with the J100-10 standard and using the EPA’s **Vulnerability and Self-Assessment Tool (VSAT)**:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Take an inventory of assets.</li> <li>2. Establish table of consequence values.</li> <li>3. Establish consequence rating for each critical asset.</li> <li>4. Refine threats and assets to consider in J100 risk analysis.</li> <li>5. Estimate consequences for each pair.</li> </ol> | <ol style="list-style-type: none"> <li>6. Select high-consequence critical assets for field assessment.</li> <li>7. Develop risks for threat/asset pairs.</li> <li>8. Discuss risk prioritization of assets and mitigations measures.</li> <li>9. Review costs for lowering risk at high-risk pairs.</li> <li>10. Develop threat/asset pairs.</li> </ol> |
|--|--|

The Geosyntec Team will work with LPVCWD and IPU to hold up to four workshops or meetings and conduct one field assessment (if required) to successfully assess risks and engage Stakeholders as appropriate.

After the risk assessment is complete, the Geosyntec Team will work with LPVCWD and IPU to prioritize the list of threats identified, develop strategies for risk detection and system resilience, and develop protection and management strategies for threats posed by PCSs identified in the inventory. This will require work with Stakeholders identified in Task 1. Protection and management strategies could potentially include:

- Developing a culture of security within the water treatment utility, including defining security roles and employee expectations.
- Strategies that can be used to aid in the detection of threats, and actions, procedures, and equipment that can prevent or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals.
- Strategies for establishing redundancies, including redundant supplies of necessary water treatment components and emergency power and supplies to support critical equipment.

In addition to this list, there are many more options for response strategies. Selection will depend on LPVCWD and IPU and stakeholder team's goals and objectives, the financial and personnel resources available to implement strategies, and the willingness of the broader community to engage with some of these strategies. The Geosyntec Team will work with LPVCWD and IPU and the stakeholder team to develop an adaptable, user-friendly RRA document that best meets LPVCWD and IPU's needs. The Geosyntec Team will also incorporate group trainings to communicate findings from the RRA to the Stakeholder Team, depending on LPVCWD and IPU objectives. After the AWIA RRA is completed, a certification will be provided by LPVCWD and IPU to EPA stating that the RRA is complete.

## 1.4 Task 3: Emergency Response Plan

LPVCWD and IPU have existing ERPs developed in 2017. The ERPs will be updated as needed using information gathered in Tasks 1 and 2 to provide or update contingency plans for potential emergency situations including contaminant spills/releases, security breaches, infrastructure failure, and/or shutdown of the water supply. A key and central element of the ERP process will be collaboration and coordination with/from other agencies, such as first responders, and potentially other nearby municipalities. It may be useful to have some of these other agencies join the Stakeholder Team or be

### AWIA EMERGENCY RESPONSE PLANNING



otherwise available and engaged in the process before the ERP is drafted.

Key components of the ERP will be discussed with LPVCWD and IPU after the RRA is complete, and components selected for inclusion in the updated ERP will be established prior to beginning this task. The following elements are recommended for consideration:

- Review of the existing ERPs, including LPVCWD and IPU's Water Supply health and safety plans and plans associated with other local agencies.
- Review of personnel roles and responsibilities, including response personnel organizational charts; definitions of roles and responsibilities to be assumed during an emergency; position checklists;

procedures for activation, escalation, and emergency operating center; and guidelines for emergency declarations.

- Development of a communications plan for PCS entities ranked highly in the threat assessment (Task 2), which would require direct reporting to LPVCWD and IPU in instances where significant releases have occurred. Identification of first responders and persons who should be contacted immediately in an emergency response including, but not limited to, local governance such as the local fire and police departments, planning commission, etc.
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water.
- Establishment of protocols and standard operating procedures (SOPs), including short- and long-term contingency options; water system shut-down and start-up procedures; plans for communicating these protocols to first responders; plans for communication of first responder's SOPs to LPVCWD and IPU; and SOPs for notification of the public, especially system users.

Additional elements may be included in the ERP at the request of LPVCWD and IPU. This document will be drafted using an adaptive management approach such that the document may be altered to address items not anticipated at the beginning of the project. The Geosyntec Team will work with LPVCWD and IPU and other project stakeholders to develop a document that best meets LPVCWD and IPU and stakeholder team's needs.

After the AWIA ERP is completed, a certification is provided to EPA stating that the ERP is complete. The Geosyntec Team will assist with this process.

## 1.5 Project Management

Project management is critical to the success of any project, regardless of project size or complexity. Geosyntec has a proven track record of providing exceptional project management and project planning support for a variety of projects. Project management duties will include managing the Geosyntec Team and teaming partners, managing the project timeline and planning process, checking in with progress toward goals and priorities, monitoring the team's progress, and communicating with LPVCWD and IPU Project Manager. Additional duties include document, data, and quality management and comprehensive quality control reviews.

Throughout the course of this project, our proposed Project Manager, Tara Rolfe, will work closely with the members of our team and LPVCWD and IPU's team. Tara will coordinate with LPVCWD and IPU's Project Manager to provide regular updates on project progress and review task deliverables against defined project objectives. Any issues that arise which impact the project, or which may affect progress or budget, will be communicated as quickly as possible to minimize negative impacts and arrive at a collaborative adjustment that supports the project's successful completion.

The Geosyntec Team believes that an adaptive management approach is one of the best ways to successfully execute a project. Adaptive management allows the project team to adroitly adapt to changes in the project scope based on new information, regulatory requirements, or needs identified as work progresses. Work is conceptualized and planned in Task 1, and as work progresses in Tasks 2 and 3 progress towards goals will be monitored, and methods may be adapted as the project continues. This environment creates a partnership between the Geosyntec Team and LPVCWD and IPU in which information is easily exchanged and both parties are able to learn from and respond quickly to changes, which will be crucial to success given the tight timeline.

As part of our project management we will provide monthly invoicing broken down by task and staff person, how much was expended, the remaining budget and brief progress report. In addition, bi-weekly status calls between the proposed PM and LPVCWD and IPU's PM will take place. QA/QC of project deliverables and supporting analyses will take place using our company Quality Management System. A decision log will be maintained throughout the project to ensure key decisions are recorded and tracked.

The Geosyntec project management team, including Tara Rolfe as the proposed Project Manager and our proposed Principal in Charge, Hamid Amini, are currently working closely with LPVCWD on another project which provides us with a clear understating of the LPVCWD's goals, standards, and expectations.

## 1.6 Meetings

As noted above in Task 1 through 3, in order to ensure an efficient execution of these tasks in conducting the RRA and ERP a series of meetings with water system staff will be needed. This includes the kickoff meeting in Task 1 to start to gather information on the water system, procures, and practices relevant to the risk and resilience of the system as well as the response to an emergency. The Geosyntec Team will organize, participate, and develop an agenda, take minutes, and follow up with any action items with the relevant staff, as needed.

The Team will also facilitate an emergency response tabletop exercise with water system staff and provide a summary of meeting and workshop results.

## 1.7 Deliverables

As noted above in Task 1 through 3, the Geosyntec Team will develop draft and final RRA reports and draft and final ERP reports for review and comment by LPVCWD and IPU in preparation for submittal to the EPA. More specifically:

- Provide separate draft RRAs for LPVCWD and IPU for one round of review, revise based on LPVCWD and IPU feedback, and complete the final RRAs by June 15, 2021.
- Provide separate draft ERPs for LPVCWD and IPU for one round of review, revise based on LPVCWD and IPU feedback, and complete the final ERPs by December 15, 2021.
- Develop and submit certification of each report to the EPA following completion.

All drafts of the documents will be provided in Word and PDF for ease of review and submittal.

## 1.8 Schedule

The Geosyntec Team is ready and available to begin work immediately when the project is scheduled to start on February 1, 2021 or sooner, with a kickoff call soon after to introduce the team to LPVCWD and IPU and make data requests. Given the AWIA RRA deadline for LPVCWD and IPU is June 30, 2021, and the AWIA ERP is due December 30, 2021 the team will work efficiently and swiftly to ensure we meet the deadlines. The Team's approach is to complete the work ahead of schedule (RRA by June 15, 2021; ERP by December 15, 2021) to allow LPVCWD and IPU adequate time to submit the required certifications ahead of the AWIA deadlines.

A detailed project schedule, including time required to complete project tasks, will be created in conjunction with LPVCWD and IPU after the scope is finalized and LPVCWD and IPU documents are received and reviewed. The Geosyntec Team will maintain our commitment to expeditiously complete

assignments for LPVCWD and IPU through outstanding project execution and sound project management practices. Cost and schedule will be reviewed at each phase of the project and the Geosyntec Team will hold regular internal meetings to communicate project status. Budgets and schedule timelines (with milestones and a critical path) will serve as a baseline against which Geosyntec and LPVCWD and IPU personnel can measure cost and schedule performance. If conditions change, the Team will adjust work scopes, budgets, and/or schedules through the change order process.



## 2. Team and Project Manager Qualifications

### 2.1 Geosyntec

Geosyntec’s scientists and engineers support municipal, state and federal governments and industrial clients to address a variety of water, natural resources management and regulatory compliance issues. These services are initiated in the early planning stages and continue through project implementation. We work with local communities, county planners, regional planners, developers, regulators, and conservation managers to identify and implement strategies that provide cost-effective solutions to environmental problems.

Geosyntec delivers solutions through a combined staff of approximately 1,500 engineers, scientists, and related technical and project support personnel. We serve our clients from more than 80 offices throughout North America and worldwide. With more than 200 professionals in our Southern California offices and regional support provided by an extended team of professionals along the west coast, Geosyntec’s offices are well-integrated and routinely collaborative. Over the past 10 years, our proposed team has completed water risk and resiliency work throughout the country. Our team has performed numerous Supply, Risk, Resiliency, Infrastructure, and Threat Assessments throughout the West Coast and nationally for AWIA and other public and private programs.



**Tara Rolfe, PG, CHG**, Senior Hydrogeologist in the State of California, the team’s proposed Project Manager, is the primary contact with LPVCWD and IPU, and can be reached at Geosyntec’s office location of 65 N Raymond Ave Suite 200, Pasadena, CA 91103 | [trolfe@geosyntec.com](mailto:trolfe@geosyntec.com) | 626.788.4638

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**Hamid Amini, PhD, PE**, Principal Engineer and the team’s proposed Principal in Charge, is the secondary contact with LPVCWD and IPU, and can be reached at Geosyntec’s office location of 2100 Main St Suite 150, Huntington Beach, CA 92648 | [hamini@geosyntec.com](mailto:hamini@geosyntec.com) | 714.465.1261

### 2.2 Teaming Partners – Infrastructure and Cyber Security

Our proposed Team has been assembled to provide LPVCWD and IPU with comprehensive national, statewide, and local expertise in system resiliency and emergency preparedness. Our Team includes Mr. Kevin Owens with **Control Cyber, Inc. (Control Cyber)**, a specialty consulting firm that provides risk and resiliency services relating to malevolent threats, cyber threats, and ERPs.

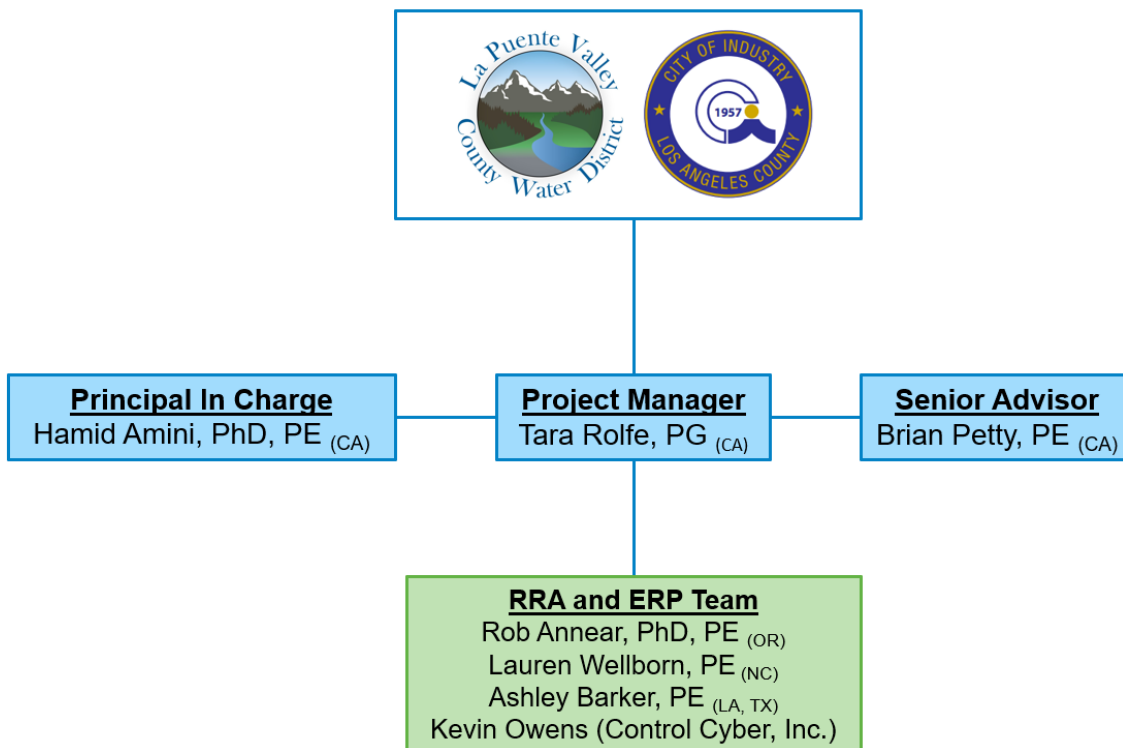


Control Cyber will assist with the AWIA RRA and ERP components related to cybersecurity and physical penetration threats. Control Cyber’s Technical Leader, Kevin Owens, collaborated with AWWA on the design and creation of the Cybersecurity and Guidance Tool, and he has trained over 35 water utilities in the new AWIA requirements.

## 2.3 Team Organization

The Geosyntec Team integrates source water protection expertise, significant knowledge of water supply in the Western states, cybersecurity and physical penetration evaluation, and experience conducting AWIA RRAs and ERPs in the West. An organizational chart is provided below along with brief team member biographies. A matrix illustrating our team’s relevant experience is also included in Section 2.

### Team Organization Chart



**Tara Rolfe, PG<sup>(CA)</sup> – Project Manager – Senior Hydrogeologist** – Ms. Rolfe is a certified hydrogeologist and a Senior Hydrogeologist at Geosyntec with over 15 years of experience consulting in the water resources industry for both public and private clients. Her technical expertise includes development and implementation of adaptive management plans, synthesis of technical information for reporting and presentations to stakeholder groups comprised of technical and non-technical members, design and implementation of groundwater and surface water monitoring programs, production and monitoring well design and grant fund reporting. She has extensive experience in monitoring and analysis of basin-wide and regional groundwater resources.



**Hamid Amini, PhD, PE<sup>(CA)</sup> – Principal in Charge – Principal** – Dr. Amini is a Principal in the process engineering and geo-environmental groups of Geosyntec Consultants. Dr. Amini has provided his technical knowledge and experience to a wide range of projects which have involved drinking water, wastewater, and stormwater management process engineering design and construction, sustainable solid waste management design and construction, compliance monitoring, renewable energy

generation, hydroelectric power plant design, onshore oil drilling platforms construction quality assurance. Dr. Amini also has experience in conducting feasibility studies, preparing detailed cost analyses, and technical specifications. Dr. Amini has published several peer-reviewed articles in ISI rated journals and made several presentations at national and international technical conferences and symposiums in the field of environmental engineering.



**Brian Petty, PE (CA, WA) – Senior Advisor – Senior Principal** – Mr. Petty is a Senior Principal in Geosyntec Consultants’ Huntington Beach office and provides services in process engineering, water and wastewater conservation and treatment, site assessment, field investigations, remediation system design, and remediation system monitoring, installation, optimization, and operation. He works with clients across several industries to evaluate their water footprint and evaluate prioritized action plans for decreasing water use, developing strategies for beneficial use of industrial water (e.g., irrigation), and treating and reusing process wastewater.



**Rob Annear, PhD, PE (OR, WA, ID, FL, NC) – RRA and ERP Support – Senior Principal** – Mr. Annear is an environmental engineer with a professional focus on water quality modeling to support clients with drinking water studies, source water protection (SWP) studies and planning, risk assessments, climate change studies, hydrology studies, water availability assessments, surface water system assessments, Endangered Species Act compliance, and water quality management for multiple uses. Mr. Annear

has worked for drinking water utilities around the country, assisting clients with water quality modeling, SWP studies, risk assessments, emergency response planning, and hydrology studies. Mr. Annear is currently working on three other source water protection projects around the U.S (OR, LA, and NH).



**Lauren Wellborn, PE (NC, SC, AL) – RRA and ERP Support – Senior Engineer** – Ms. Wellborn is an environmental engineer with an educational background in water and wastewater treatment, in addition to 11 years of consulting experience in investigation and remediation of surface water systems. She holds training certificates for the AWWA AWIA courses and EPA AWIA courses. Ms. Wellborn has extensive experience facilitating groups to reach consensus; gathering and managing complex

sets of documents and data; and planning and implementing complex projects involving engineering design, sampling plan design and work plan development, quality assurance plan and health and safety plan development, field investigation programs, data management and analyses, data visualization, GIS, and the communication of project findings.



**Ashley Barker, PE(LA) – RRA and ERP Support – Project Engineer** – Ms. Barker is an environmental engineer providing a breadth of technical expertise in engineering remediation, analysis, assessment, and construction. Ms. Barker started off her career as an environmental engineer and accountable manager for the New York City Department of Environmental Protection (NYCDEP) where she led multiple water infrastructure projects valued between \$5 million to \$1.5 billion. In this position, she collaborated and led baseline risk assessments during design, construction, and

operation phases of the projects. The risks were developed around construction errors, design omissions, operational constraints, and acts of terrorism. Ms. Barker was also responsible for managing the risk register and leading assessment meetings to determine the likelihood of risks occurring and feasible mitigations. Ms. Barker is also certified as a Chemical Facility Anti-Terrorism Standards (CFATS) Chemical-Terrorism Vulnerability Information (CVI) personnel. With the CVI certification, Ashley has successfully developed site security plans and implemented multi-layered security measures at multiple



complex sites including a military base and publicly accessible properties to protect from public disclosure or misuse of sensitive information and restrict access to chemicals. Ms. Barker has extensive experience facilitating groups of senior executives and operational managers, gathering and analyzing large sets of documents and data, planning and implementing complex engineering projects through their lifecycle, and strong communication with stakeholders and team members. She is currently leading a project to conduct an RRA and ERP for the City of Alexandria, LA to meet AWIA requirements.



### **Control Cyber Inc. – Kevin Owens – AWIA Cybersecurity Protocol (Seattle, WA)**

Mr. Owens is certified through the AWWA's Utility Risk and Resilience Certificate Program and will lead the cyber and physical security threat assessment tasks for the project. He has more than 20 years of cybersecurity knowledge in both government and industry sectors, specializing in the ability to examine a network from the adversary's point-of-view and then increasing the security posture/defense/detection processes. Mr. Owens also has extensive experience in analyzing physical security of treatment facilities. He is a subject matter expert in typical municipal business computer and communications systems, ICS/SCADA, Security Assessments, Cybersecurity, and Cyber Defense of water facilities. Mr. Owens has experience in training municipalities to improve their system resiliency and security. He is an active AWWA Committee Member on both the Cybersecurity Committee and the Emergency Preparedness & Security Committee. He supported the drafting of several of the ANSI/AWWA Standards including: J100 [Risk Analysis and Management for Critical Asset Protection Standard for Risk and Resilience Management for Water and Wastewater Systems]; G430 [Security Practices for Operation and Management]; and G440 [Emergency Preparedness Practices]. He has collaborated with AWWA on the design and creation of Cybersecurity Guidance and Assessment Tool and has trained representatives from over 35 water utilities on the new AWIA requirements. He has created articles on the AWIA requirements to assist water utilities of all sizes.

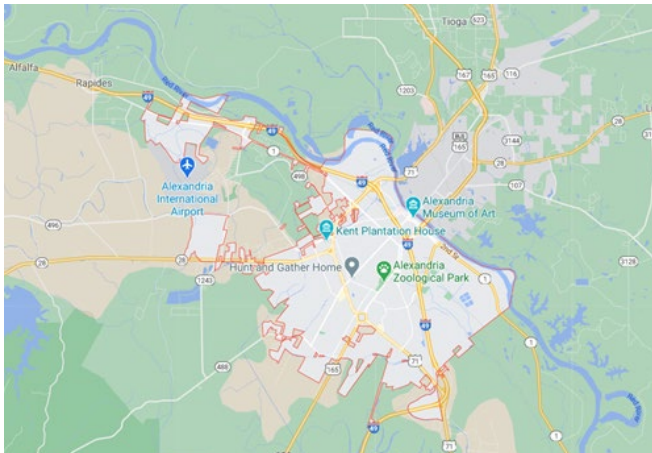
## **3. Proposers Experience with Similar Projects**

The Geosyntec Team is comprised of nationally recognized experts with extensive experience in risk assessments, resiliency, and emergency response planning. The following matrix demonstrates the breadth and depth of the Geosyntec Team's experience with AWIA-related analyses with examples from a variety of projects across the U.S. Our experience includes working with municipal utilities, federal utilities, private facilities, and industrial facilities to provide technical analyses, reservoir operation and management, risk assessment analyses, emergency response planning and training, water supply management, and adaptive management approaches.

In this section, we have also provided more extensive project descriptions (with references) that highlight relevant experience similar to what LPVCWD and IPU is requesting.

Relevant Experience	Water Supply Client	Source Water Protection	Water Systems or Infrastructures Evaluation / Design	Reservoir Operation Management	Risk Assessment Analyses	Emergency Response / Business Continuity Planning	Water Supply Management	Cyber Security Assessment	Adaptive Management
Water Agency Multi-Hazard Reliability Assessment and Mitigation, Sonoma Water, CA	●		●	●	●	●			●
Risk Resilience Assessment, Alexandria Utility System, City of Alexandria, LA	●	●	●		●	●	●	●	●
Source Water Protection Plan Development - Pennichuck Water Works, NH	●	●			●	●	●		●
Seismic Evaluation of Structures at Plants 1 and 2 (PS15-06), Orange County Sanitation District, CA					●	●			●
Urban Runoff Source Control Evaluation for Central Valley Drinking Water Policy, California Urban Water Agencies, CA	●	●	●		●				●
FERC Part 12D Safety Review for the Oroville Dam Complex, California Department of Water Resources, CA					●				●
Post-Fire Response Plan, Recommendations for Short-Term Mitigation, County of San Diego, CA					●	●			●
Sea Level Rise Guidance, Tesoro Golden Eagle Refinery, Avon Remediation Team, CA					●				●
Long-Term Flood Protection Plan, Waste Management, CA					●				●
City of Dublin Green Infrastructure Technical Support, City of Dublin, CA			●		●				●
Monterey Peninsula Stormwater Resource Plan, Monterey Regional Water Pollution Control Agency, Monterey, CA	●		●	●	●		●		●
Critical Aquifer Recharge Area (CARA) Analysis, City of Issaquah, WA	●	●					●		
Drinking Water Treatment System Mitigation Engineering Design and Construction, Southern California Edison, CA	●		●						
Lake Chaplain Drinking Water Supply, City of Everett, WA	●	●		●	●		●		●
Reservoir Detention Time Modeling and Analysis, City of Portland, OR	●	●		●	●		●		●
Bull Run Dam 2 Tower Improvements, City of Portland, OR	●	●		●			●		●
Mono Basin Stream Flow and Export Development, City of Los Angeles, CA	●	●		●	●		●		●
Climate Change Impacts Analysis, City of Portland, OR	●	●		●	●		●		●

## Risk Resilience Assessment, Alexandria Utility System, City of Alexandria, LA



**Reference:** James Graham, Superintendent of Wastewater Alexandria Utility System  
2021 Industrial Park Road  
Alexandria, LA 71303  
James.Graham@cityofalex.com  
318-441-6241 | Cell: 318-229-6467

The City of Alexandria, Louisiana (the City) is an incorporated municipality with a population of approximately 56,500 residents. The City of Alexandria Water Department monitors and maintains 49 water wells; 22,733 water meters; over 2,500 miles of city water mains; fire hydrants; pump stations; water reservoirs and other infrastructure. The City delivers an average of 25 million gallons of water to its customers each day. The City, in order to comply with America's Water Infrastructure Act (AWIA) of 2018 needed to develop a Risk and Resilience Assessment (RRA) to evaluate possible risks to their drinking water supply and infrastructure and possible mitigation alternatives to reduce these risks.

Geosyntec Consultants and their team (Control Cyber, Inc. and MSMM Engineering, LLC) were hired in September 2020 to undertake the RRA project. AWIA requires assessing the following at a minimum:

- Risks to the system from malevolent acts and natural hazards;
- Resilience of system components: pipes and constructed conveyances; physical barriers; source water; water collection and intake; pretreatment, treatment; storage and distribution facilities; electronic, computer, or other automated systems (including the security of such systems);
- Monitoring practices of the system;
- Financial infrastructure which includes the equipment and systems used to operate and manage utility finances;
- Use, storage, or handling of various chemicals used in the system;
- Operation and maintenance of the system, including equipment, supplies, and key personnel; and
- Evaluation of capital and operational needs for risk/resilience management.

The next phase of the work will be to develop the Emergency Response Plan for the City by June 2021.

## Drinking Water Source Protection Services, Pennichuck Water Works, Merrimack, NH



**Reference:** Pennichuck Water Works  
John Boisvert, PE, Chief Engineer  
25 Manchester Street  
Pennichuck, NH 03054  
603-882-5191

Geosyntec assisted Pennichuck with developing the framework for a modified SWPP, requested by New Hampshire Department of Environmental Services (NHDES) as a condition of approval of Pennichuck's Merrimack River deep river raw water intake on the Merrimack River. Geosyntec developed a strategy and framework for developing a SWPP that would address NHDES's requirements.

The second phase of the work, which is currently underway, is to develop the SWPP. This includes identification of potential contamination sources (PCSs); risk assessment and prioritization of PCSs; development of plans for monitoring and managing threats; and development of an ERP consistent with AWIA requirements, which is already underway and scheduled to be completed by November 2020.

Geosyntec reviewed the travel time analyses conducted by others for appropriateness with the Pennichuck's SWPP; water quality data analyses of in-river and discharge data; GIS analysis; PCS identification, risk assessment, and

prioritization; drinking water source protection planning; and ERP development and coordination with AWIA requirements.

## Seismic Evaluation of Structures at OCSD Plants 1 and 2, Fountain Valley, CA



**Reference:** Don Cutler, PE, Engineering Supervisor  
OCSD Project Management Office  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
714-593-7803

Geosyntec is currently leading a team of geotechnical and structural engineers on behalf of Orange County Sanitation District (OCSD) in a major seismic evaluation of dozens of existing structures at Plant Nos. 1 and 2 (PS15-06). A seismic evaluation of this scale is unprecedented in the over 60-year history of OCSD and is part of a shift in planning priorities to include natural hazards such as earthquakes in the Facility Master Planning Process. Included in Geosyntec's team are engineering geologists and structural engineers from InfraTerra.

The Geosyntec team has performed an extensive review of background materials available within OCSD's files including previous information developed on fault rupture hazards. To close data gaps identified as part of this review Geosyntec performed Geotechnical field investigations using CPTs and mud rotary boring to supplement this information. This included extensive coordination of the work with engineering supervisors and inspectors at Plant 2.

Assessments made by the team indicate that strong shaking, liquefaction-induced settlements, and lateral spreading pose significant demands on structures at both plant sites. At the plant 2, Geosyntec scope of work included an evaluation of the planning implications for existing structures of the previous



identified fault rupture hazard. As the project reaches its conclusion in early 2019 team will provide OCSD with the decision making framework and a prioritized slate of capital improvement program (CIP) projects to address these combined geotechnical and structural vulnerabilities in a prudent and cost effective manner to improve overall seismic reliability of the two plants. Geosyntec's work thus far has been completed within the schedule and budget established by OCSD.

## **AWIA Risk and Resilience Assessment and Emergency Action Planning – City of Pullman, WA (Control Cyber)**



**Reference:** City of Pullman  
Art Garro, Operations Superintendent  
825 NW Guy Street  
Pullman, WA 99163  
art.garro@pullman-wa.gov  
509-338-3238

Control Cyber is wrapping up their latest RRA project which includes a systemwide assessment of multiple elements. To establish points for easy remediation, Control Cyber created a critical asset inventory and baseline. To comply with AWIA requirements, a comprehensive review of City documents, policies, procedures, networks (control system and enterprise) were assessed along with software and hardware assets.

Control Cyber performed a Risk and Resilience Assessment using the AWWA J100 Methodology which was enhanced by using appropriate NIST Controls and reviewing the Network Architecture. Control Cyber is in the process of reviewing and updating the Emergency Response Plan based on the results of the RRA.

## 4. Cost Structure

Estimated project costs to complete the scope of work are presented below. Table 4.1 includes the job classifications, hourly rates, and hours allocated to each task to complete the scope of services. Table 4.2 includes the total costs for each team member per task. These costs rely on the availability and reliance of publicly available information such as reports, plans, etc. and non-public, internal documents, such as LPVCWD and IPU’s Source Water Protection Plan. The Cost Estimate assumes some tasks, such as kickoff meetings, may be conducted virtually due to COVID-19 conditions.

### 4.1 Geosyntec Labor Summary

Task	Description	Senior Principal \$268/hr (hours)	Principal \$245/hr (hours)	Senior Prof. \$225/hr (hours)	Project Prof \$200/hr (hours)	Prof \$178/hr (hours)	Staff Prof. \$135/hr (hours)	Project Admin \$72/hr (hours)	Total Geosyntec Hours	Labor Geosyntec Cost	
1	Assess Existing City Documentation	2	5	10	0	12	2	0	31	\$6,400	
2	Risk and Resilience Assessment	4.5	3	22	0	37	43	0	109.5	\$19,300	
3	Emergency Response Plan	2	3	20	0	16	14	0	55	\$10,500	
4	Project Management	2	4	6	0	0	0	4	16	\$3,200	
5	Meetings	3	3	2	0	8	16	0	32	\$5,600	
<b>Total Hours</b>		<b>13.5</b>	<b>18</b>	<b>60</b>	<b>0</b>	<b>73</b>	<b>75</b>	<b>4</b>	<b>243.5</b>	--	
<b>Total Labor Cost</b>		<b>\$3,600</b>	<b>\$4,400</b>	<b>\$13,500</b>	<b>\$0</b>	<b>\$13,000</b>	<b>\$10,100</b>	<b>\$300</b>	--	<b>\$45,000</b>	
										Communications Fee, 3% (on labor)	\$1,300
										<b>Total Labor</b>	<b>\$46,300</b>

### 4.2 Total Project Costs

Task	Description	Geosyntec Labor Hours	Total Geosyntec Labor Cost	Subcontractor Costs	Direct Expenses	Total Cost	
1	Assess Existing City Documentation	31	\$6,600	\$3,200	\$50	\$9,850	
2	Risk and Resilience Assessment	109.5	\$19,900	\$27,200	\$100	\$47,200	
3	Emergency Response Plan	55	\$10,800	\$10,800	\$50	\$21,650	
4	Project Management	16	\$3,300	\$0	\$0	\$3,300	
5	Meetings	32	\$5,700	\$500	\$100	\$6,300	
<b>Totals:</b>		<b>244</b>	<b>\$46,300</b>	<b>\$41,700</b>	<b>\$300</b>		
						<b>Project Total</b>	<b>\$88,300</b>

Direct expenses include possible transportation costs for in person meetings, photocopying materials, and similar related expenses that may occur in the execution of the project.

## 5. Additional Resiliency Services (Optional)

The Geosyntec team could offer the following additional services that would help increase the resilience to the utilities' assets:

- **Training and Exercises** for Additional Emergency Response Plan Scenarios
  - Examples include ransomware attacks and other cyber or physical attack scenarios.
- **Cyber and Physical Security Policies and Procedures**
  - Creation and/or Updating Additional
- **Control System Asset Inventory**
  - It is recommended that the Geosyntec Team provide a complete cyber asset inventory, along with a baseline of the current system. Pictures of applicable ICS systems, devices, and assets, along with locations, will be of this inventory report. This baseline would also aid in the restoration/remediation of any systems in the future if an incident were to occur. The Geosyntec Team would code relevant assets to applicable customer standards (with guidance provided by customer representatives).
- **Update Engineering Diagrams/Drawings**
  - Interconnection of the assets (traffic flow, ports/protocols, external connections, etc.) could be documented. All drawings would be in an AutoCAD format to represent the current environments, if the existing ones are insufficient.
- **Spear Phishing Assessment**
  - If the customer avails this option, an email spear phishing analysis could be conducted for the customer personnel. According to recent studies by Verizon and Symantec, 93% of all cyber breaches today are caused by email spear phishing. According to Symantec, the average user receives 16 malicious emails per month. The Geosyntec Team, working closely with the customer representatives, can craft spear phishing emails to examine the current level of cybersecurity awareness in its employees. This will highlight the results and provide recommendations to mitigate future risks.
- **Training**
  - The Geosyntec Team could provide customized training in the monitoring, control, remediation of the location specific systems as well as provide security awareness training.
- **Source Water/Wellhead Protection Planning**
  - This would include local hazard mitigation planning, source water quality protection and planning, wellhead protection planning, detailed risk mitigation and implementation planning.
- **Disaster Recovery Planning**
  - Short-term planning
  - Long-term planning
  - Continuity of business operations planning
    - Crisis communications

# STAFF REPORT



Meeting Date: January 25, 2021

To: Honorable Board of Directors

Subject: Consideration of Proposal from SoCal SCADA Solutions to Prepare, Design and Build a New Software and Radio Network for the District's SCADA system.

**Purpose -** *To secure a professional services agreement to prepare, design and build a new software and radio network for the District's SCADA system.*

**Recommendation -** *Authorize the General Manager to enter into a professional services agreement with SoCal SCADA Solutions for design, build, and installation of the SCADA system software and radio upgrades, for an amount not to exceed \$203,137.*

**Fiscal Impact -** *The District's 2021 Capital Improvement Budget appropriates \$125,000 to complete current updates and improvements to the District's SCADA system and equipment. The 2021 year to date total for this expense category is \$0.00. Since this SCADA system will be used to provide service to the District, IPU, BPOU and PVOU, the cost will be split between 4 entities primarily based on the number of tags per entity. The District's portion of the purchase is \$59,515, which is within the 2021 budget appropriation.*

## ***Background***

The Supervisory Control and Data Acquisition (SCADA) System is an essential tool for the operations and control of the District's water systems. The District's existing SCADA system allows operations staff, remotely via computer, to monitor and control the District and CIWS production and storage facilities and the District's BPOU treatment plant systems. This system allows staff to control wells, pumps, and treatment infrastructure; provides real-time information regarding all pumps and reservoirs; and provides alerts to alarm situations, including power disruptions, pressure loss, and pump failures. The SCADA system is the backbone of the District's water system's operations and allows for comprehensive management control.

The District's current SCADA system was installed over 20 years ago and has already exceeded its useful life. At this time, nearly all of the radio network components and accessories needed to maintain the SCADA system are out of production. Staff has only been able to keep the systems functional through the use of second-hand parts/supplies and patchwork being used on the SCADA programming and software.

In order to identify the needed upgrades, staff recommended, to perform an overall assessment of our SCADA system needs. In 2016, staff began the process of engaging with several specialized



SCADA firms in identifying companies that could perform a technical needs assessment for the entire system Staff contacted several firms, including Tesco Controls Inc., SoCal SCADA Solutions, and Canyon.

Staff also contacted several neighboring water agencies with similar SCADA systems during this process to solicit recommendations for SCADA support and similar services. These agencies that were contacted included Valencia Heights Water Company, Valley County Water District, Walnut Valley Water District, and the City of Monrovia. Based upon the received proposals and the significant service pricing difference, along with positive interactions staff had with the firm and feedback from other water agencies. It was determined that So Cal SCADA Solutions would be the best fit for the District's needs in performing the assessment and needed upgrades to the SCADA system.

SoCal SCADA Solutions completed the assessment of the SCADA system that includes strategic and tactical planning. The strategic planning component will develop a vision for SCADA to include the system's needs and operational goals. The tactical planning component includes a detailed inventory of the current system, including the physical hardware, networks, software, automation, and reporting.

The process included workshops and interviews with the staff who utilize the SCADA system, site visits and physical review of the existing equipment, and understanding the overall goals related to improving the system. The project culminated with delivery of a Needs Assessment Report, which included an executive summary, information related to the report's background and approach, an opportunity assessment, a strategic direction, and a program cost estimate.

### ***Summary***

After the assessment, staff met with SoCal SCADA to discuss the needed improvements. It was identified through the review that there were three key areas of focus that needed to be updated and/or upgraded. These included the radio network communication, software, and system design and integration of the new PVOU treatment plant software. These main focus areas were broken into phased tasks, the first of these tasks is the design engineering and building of the new SCADA communication network. The network is made up of a microwave radio system that collects and transmits data and sends control information between the various water facility locations. These improvements will consist of redesigning the communication's pathway, and radio network re-configuration and replacing the antennas and radio equipment.

The second phase task will be designing and building the new SCADA system software interface based on the new software platform. This task will replace the existing Wonderware software platform with the new Ignition platform. This needed part to improve the communications network and provide needed improvements to the reporting and data collection capabilities of the SCADA system. The work involved will consist of installing and configuring the software on all existing servers and workstations, making programming changes at all local PLCs, and migrating past historical data.

This SCADA System improvement project's final task will be to integrate the new PVOU treatment plant SCADA system software into the District's SCADA system software This task will include the

engineering, design, and building of the new radio network link and then the migration to the new Ignition platform software.

Overall, this project will take 10 months to complete. It will involve the District’s facilities as well as the City of Industry Water System facilities, BPOU treatment plant, and the new PVOU treatment plant.

**Cost Breakdown**

As stated above, the District’s SCADA system is used to monitor and control systems for three entities (LPVCWD, CIWS, and BPOU Treatment Plant). It is proposed to divide the cost detailed in the attached proposal by the percentage of equipment and software for the SCADA system monitors and controls for each entity. When this is factored in, the percentage of equipment/software associated with the operation of the District’s treatment facility (BPOU Subproject) is approximately 50%, 25% LPVCWD, and 25% CIWS. The percentages are based upon the number of SCADA tags per entity. A SCADA tag is a data point in which information connects from devices to the system. The full breakdown of all cost for each entity is provided in the tables below:

Entity	Number of Tags	Percent of Cost Sharing
CIWS	284	25%
LPVCWD	314	25%
BPOU	690	50%

Task Description	Cost Sharing	CIWS	LPVCWD	BPOU	PVOU	SoCal SCADA’s Proposal
Task 1: Project / Construction Management	Cost based on % of SCADA Tags per Entity	\$500	\$500	\$1,000	\$ -	\$2,000
Task 2: Engineering Design and Build a new SCADA network	This work will only be for LPVCWD & BPOU	\$ -	\$34,615	\$34,615	\$ -	\$69,230
Task 3: Design and build a new SCADA system based on Ignition platform	Cost based on % of SCADA Tags per Entity	\$24,400	\$24,400	\$48,800	\$ -	\$97,600
Task 4: Integration of the two ignition applications (PVOU Software & Network tie-in)	All cost for this work will be paid by PVOU	\$ -	\$ -	\$ -	\$34,307	\$34,307
<b>Total Amount per Entity</b>		<b>\$24,900</b>	<b>\$59,515</b>	<b>\$84,415</b>	<b>\$34,307</b>	<b>\$203,137</b>

***Fiscal Impact***

The District's 2021 Capital Improvement Budget appropriates \$125,000 to complete current updates and improvements to the District's SCADA system and equipment. The 2021 year to date total for this expense category is \$0.00. Since this SCADA system will be used to provide service to the District, IPU, BPOU and PVOU, the cost will be split between 4 entities primarily based on the number of tags per entity. The District's portion of the purchase is \$59,515, which is within the 2021 budget appropriation.

***Recommendation***

Staff recommends that the Board authorize the General Manager to enter into a professional services agreement with SoCal SCADA Solutions for design, build, and installation of the SCADA system software and radio upgrades, for an amount not to exceed \$203,137.

Respectfully Submitted,



Paul Zampello

Operations & Maintenance Superintendent

***Enclosure(s)***

- *Proposal from SoCal SCADA Solutions*



SoCal SCADA Solutions  
- Consulting  
- Engineering  
- Design/Build  
- On-call Support

Paul Zampielo  
Operations & Maintenance Superintendent  
La Puente Valley County Water District  
112 North First Street  
La Puente, CA 91744

**Subject:**  
Proposal for SCADA Upgrade Project

I&C ENGINEERING  
SCADA SERVICES  
ENTERPRISE SYSTEMS

Date:  
Nov 20, 2020

Dear Mr. Zampielo:

SoCal SCADA Solutions is pleased to present this proposal for your review. We fully understand that success of delivering this project is vital to the District's operations. Our team has designed, built or upgraded many SCADA systems for water agencies like yours. We are committed to providing the District with a solid SCADA system and make sure the Operation's needs are met.

Contact:  
Eric Niu, PE, PEng

Phone:  
949.231.9173

Attached please find a detailed Scope of Work (Exhibit A) that was developed based on our discussion with the District on Oct 7th. Our lump sum fee for this Scope is \$203,137 including tax, expense, labor and material for microwave radio system defined in the Scope. Cost of each task is also shown in the Scope. Exhibit B provides details of our assumptions and exclusions of the proposal, and Exhibit C shows a preliminary schedule.

Email:  
eric.niu@socalscada.com

Our goal is to design and build a state-of-art SCADA system through our quality of work, professionalism, and close working relationship with the District.

Should you have any questions or desire additional information, please feel free to contact me directly

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Niu'.

Eric Niu, PE, PMP  
Principal  
SoCal SCADA Solutions

Put Clients First, Always

## **Exhibit A: Scope of Work & Cost**

### **Task 1: Project/Construction Management**

- Meetings, site visit & workshops
- Bi-weekly progress meetings via conference call with the District
- Develop, update and manage construction schedule
- Review and approve shop drawings
- Coordinate with the District for works on site and cut-over activities
- Coordinate with all parties involved including ignition, subcontractor, and programmer for the new treatment plant
- Coordinate with Contractor of the new treatment plant in terms of antenna installation and power source/conduit/power wiring for new radio network.
- Project admin and close-out

Task 1 Lump Sum Cost: \$2,000

### **Task 2: Engineering Design and Build a new SCADA network**

The new SCADA microwave radio network will be a P-T-M using unlicensed frequency band (5GHz) with a base station at City of industry's Lomas site and covers the following LPVCWD's facilities: Main street, Hudson pump station, existing treatment plant, and District's Office. In addition, it provides an interface connection to the City of Industry's existing network at the Lomas site.

#### subtask 2.1 – RF Engineering

- Path study/Microwave radio and antenna selections
- Band/Channel/Polarization planning
- Link/Radio Configuration
- Antenna installation details for each site
- Cable route planning at each site

#### subtask 2.2 – Network Engineering Design

- Complete network design and system architecture drawings
  - IP scheme

- Switching and routing
- Security and Encryption
- VPN/QoS
- Remote Access
- Coordinate with HighRoad IT for SCADA/Business network interfacing
- Develop network cut-over plans

subtask 2.3 – Construction of a New SCADA microwave network

- Procure microwave network equipment including the following:
  - Base station radio and remote radios
  - Antennas for new radios
  - Mounting hardware for antennas
  - Cables (COAX/CAT5E) and Cable management
  - Misc. parts/materials
- Install microwave radio system including radio, antenna and cabling
- Field testing and start up including alignment, throughput testing and performance monitoring to ensure a fully functional microwave network.

Task 2 Lump Sum Cost: \$69,230

**Task 3:** Design and build a new SCADA system based on Ignition platform

This task will replace existing Wonderware InTouch platform with a new platform – Ignition; All functionalities that are currently in the Wonderware InTouch will be rebuilt the same way but under the new Ignition platform. Control logics at the local PLCs will remain unchanged. The new Ignition system will include the following sites that are currently in the Wonderware InTouch:

1. LPVCWD: Existing Treatment Plant, Hudson, Main street
2. City of Industry: Industry Hill, Lomitas, Industry Wells, PS1 and PS2

subtask 3.1 – System Design

- Develop new system block diagrams
- Specify required software (Windows OS, MS SQL, VM, Ignition, and others) and hardware with a complete BOM list (Alarm notification and Report will use Ignition native modules).

*Note: To achieve redundancy between servers at existing treatment plant and new treatment plant, servers at both sides must be identical in terms of hardware and software.*

- Complete site plans
- Develop Ignition Programming Guidelines for the new treatment plant and coordinate with the party to ensure consistency and smooth integration later.

subtask 3.2 – Configuration, Programming and Testing

- Install software and configure servers and workstations
- Workshops with Operations to optimize graphics and develop reports template
- Program Ignition platform including graphic, alarm, trend and report
- Make program changes at local PLCs due to the new network communication
- Migrate past historical data (up to 5yrs) stored in Wonderware to Ignition Historian. (Note: This is very time-consuming task, this task includes historical data within 5yrs old. Historical data more than 5yrs old are required to be migrated will be extra).
- In-house test of the new system

subtask 3.3 – Field test, Commissioning and Start up

- Develop a system cut-over plan and coordinate cut-over activities
- System field test
- Cut-over all sites to the new platform
- Clean up issues found during test
- Create backup files of the latest AS-BUILT version
- Provide a list of recommended spare part

subtask 3.4 – Training

- Provide 6-hours training on the new platform and network

Task 3 Lump Sum Cost: \$97,600

**Task 4:** Integrate New Treatment Plant to the District's SCADA system

This task is to integrate the new Treatment Plant to the District's SCADA System including engineering/design/build a new microwave radio link, migration of ignition applications and test.

The ignition application for the new treatment plant will be integrated to the LPVCWD Ignition platform after it is handed over to LPVCWD. This task will integrate two applications to a single one so Operations can use a single application for all facilities and create a redundant pair of servers to improve system reliability.

- Engineering design and build a microwave link to connect the new treatment plant to the District's SCADA network. This includes providing, installation, configuration and test radios, cabling, antennas, and mounting structures on top of one of the tanks presumably.
- Coordinate with the party who programmed the new treatment plant for the integration requirements
- Integrate two applications and test (graphic/alarm/trend/report)
- Reconfigure servers at new treatment plant and existing treatment plant as Primary/Backup and test fail-over
- Coordinate with Ignition on the license changes on the servers.
- Reconfigure workstations at both locations
- Field test

Task 4 Lump Sum Cost: \$34,307

**Task 1 - 4 Total Lump Sum Cost: \$203,137**



## Exhibit B: Assumptions and Exclusions

### Assumptions:

Our design and proposal are based on the following assumptions. Should these assumptions not be met our proposal and design could change.

1. Access and space available for antenna mounting at the following site:
  - Existing Treatment Plant: Roof top
  - Main Street: Handrail on reservoir tanks
  - Hudson: Buildings top
  - Office: existing tower
  - New Treatment Plant: Handrail on the tank close to the street
  - Lomitas: Handrail on the reservoir tank
2. Spare power sources (110VAC/20A) are available at all sites where a new radio will be installed.
3. New treatment plant has an ethernet switch that can be connected to the new radio network.

### Exclusions:

The following materials/works are **excluded** from our current proposed scope:

1. The following hardware and software shall be registered under the District name for factory warranty and tech support purpose. The District shall purchase directly from vendors per BOM list in our final design. We will assist the District to obtain a quote.
  - Computer Hardware
    - Server
    - Workstations
    - Airlink Cell Modem for Alarm Notification
    - TV Monitor for the Operation Room
  - Software
    - Ignition SCADA
    - Microsoft SQL Server Standard Edition
    - Other Microsoft software if required (Office etc.,)

- Misc.
  - Allen-Bradley Serial-Ethernet Gateways
  - Server Cabinet (19" rack wall mounted, 4U or 6U)
  - NTron switches if needed
- 2. Data plan for the alarm notification cell modem is excluded. The district shall set up an unlimited text plan with a carrier (specified during design).
- 3. Any works associated with City of Industry's network. No change will be made to the current City of Industry's network, and it remains as it is.
- 4. Any control functional changes in the existing PLCs. For example, process logic changes in the PLC.
- 5. Any electrical work such as:
  - Any works associated to junction box, pull box, trenching, concrete pad, conduit, and wiring.
  - Any works related to the modification of the existing PLC panels or any electrical panels at site.
- 6. Any necessary tree trimming and follow-on tree maintenance at the sites
- 7. Any works related to mounting server cabinet at the existing treatment plant.

## **Exhibit C: Preliminary Schedule**

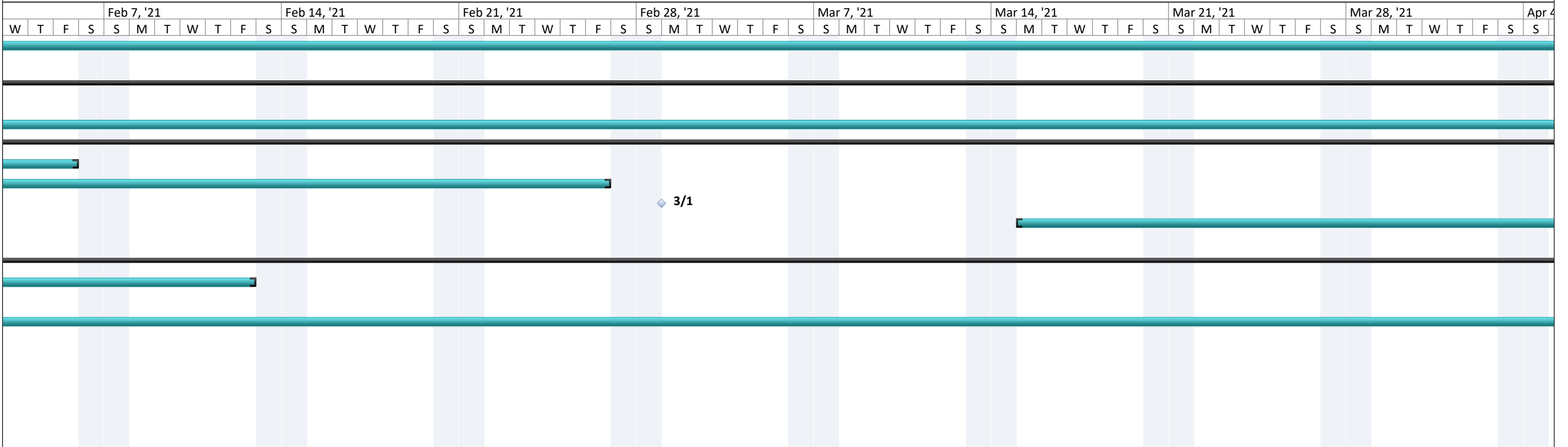
ID	Task Mode	Task Name	Duration	Start	Finish	Jan 3, '21							Jan 10, '21							Jan 17, '21							Jan 24, '21							Jan 31, '21		
						S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1		<b>LPVCWD SCADA Upgrade Project</b>	<b>151 days</b>	<b>Mon 1/4/21</b>	<b>Sun 8/1/21</b>	[Gantt bar for Project Summary]																														
2		Notice To Proceed	1 day	Mon 1/4/21	Mon 1/4/21	[Gantt bar for Notice To Proceed]																														
3		<b>Task 1 - Project/Construction Management</b>	<b>144 days</b>	<b>Mon 1/11/21</b>	<b>Thu 7/29/21</b>	[Gantt bar for Task 1 Summary]																														
4		subtask 1.1: Kick-Off Meeting	1 day	Mon 1/11/21	Mon 1/11/21	[Gantt bar for subtask 1.1]																														
5		subtask 1.2: Bi-weekly Progress Meeting	136 days	Thu 1/21/21	Thu 7/29/21	[Gantt bar for subtask 1.2]																														
6		<b>Task 2 - Engineering Design/Build New SCADA Network</b>	<b>81 days?</b>	<b>Mon 1/11/21</b>	<b>Mon 5/3/21</b>	[Gantt bar for Task 2 Summary]																														
7		subtask 2.1: RF Engineering Design	20 days	Mon 1/11/21	Fri 2/5/21	[Gantt bar for subtask 2.1]																														
8		subtask 2.2: Network Engineering Design	20 days	Mon 2/1/21	Fri 2/26/21	[Gantt bar for subtask 2.2]																														
9		Submit Design Drawings		Mon 3/1/21		[Gantt bar for Submit Design Drawings]																														
10		subtask 2.3: Construction of New Network	35 days	Mon 3/15/21	Fri 4/30/21	[Gantt bar for subtask 2.3]																														
11		New Microwave Network Up and Running		Mon 5/3/21		[Gantt bar for New Microwave Network Up and Running]																														
12		<b>Task 3 - Design/Build new Ignation SCADA system</b>	<b>112 days?</b>	<b>Mon 1/4/21</b>	<b>Tue 6/8/21</b>	[Gantt bar for Task 3 Summary]																														
13		subtask 3.1: System Design	30 days	Mon 1/4/21	Fri 2/12/21	[Gantt bar for subtask 3.1]																														
14		SCADA HMI Standard		Fri 1/29/21		[Gantt bar for SCADA HMI Standard]																														
15		subtask 3.2: Configuration, Programming and Testing	65 days	Mon 2/1/21	Fri 4/30/21	[Gantt bar for subtask 3.2]																														
16		subtask 3.3: Field Test, Commissioning and Startup	20 days	Mon 5/3/21	Fri 5/28/21	[Gantt bar for subtask 3.3]																														
17		Cut-over to New Ignation SCADA		Tue 6/1/21		[Gantt bar for Cut-over to New Ignation SCADA]																														
18		Subtask 3.4: Training	2 days	Mon 6/7/21	Tue 6/8/21	[Gantt bar for Subtask 3.4: Training]																														
19		<b>Task 4 - Integration of Two Systems</b>	<b>20 days</b>	<b>Mon 7/5/21</b>	<b>Fri 7/30/21</b>	[Gantt bar for Task 4 Summary]																														
20		subtask 4.1: Offline Integration/testing	15 days	Mon 7/5/21	Fri 7/23/21	[Gantt bar for subtask 4.1]																														
21		subtask 4.2: Cut-over	5 days	Mon 7/26/21	Fri 7/30/21	[Gantt bar for subtask 4.2]																														

◆ 1/29



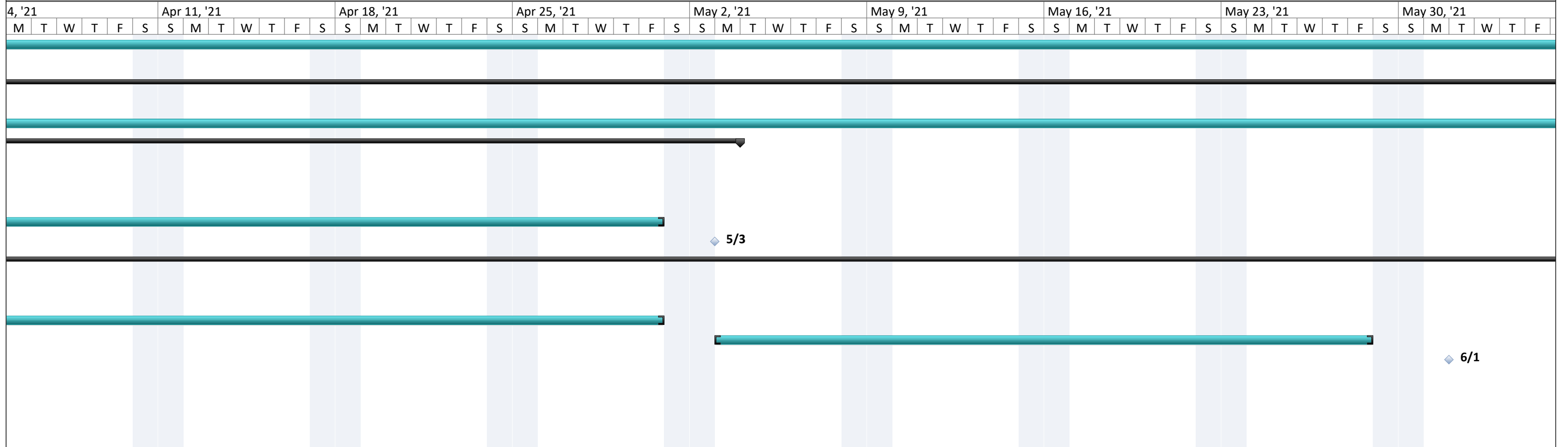
Project: LPVCWD SCADA Upgrade  
Date: Fri 11/13/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			



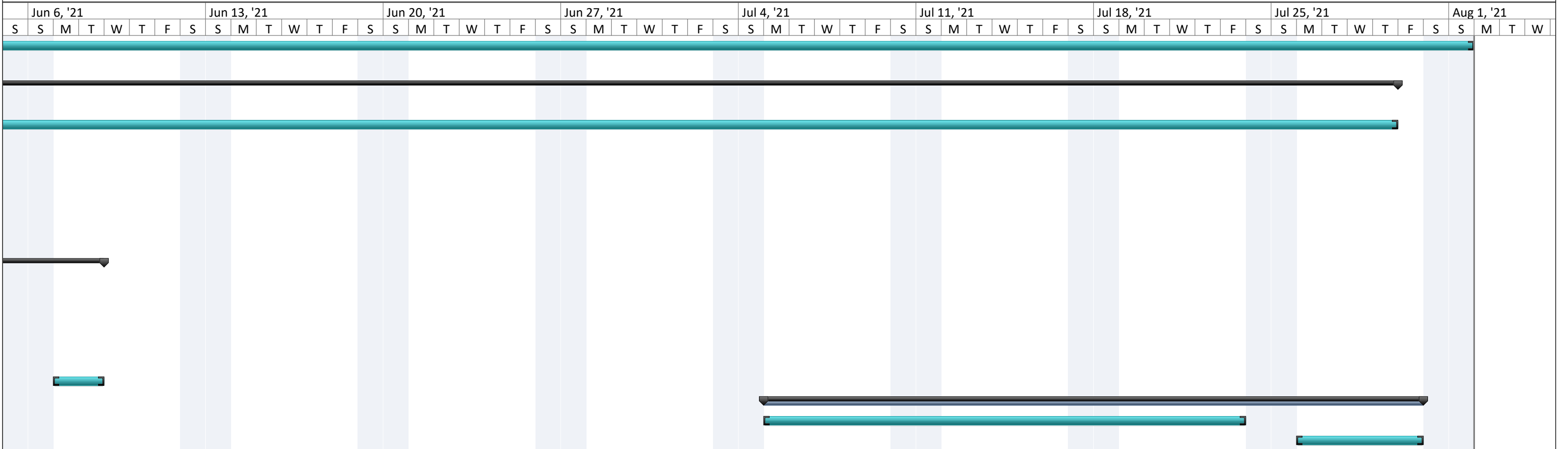
Project: LPVCWD SCADA Upgrade  
Date: Fri 11/13/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			



Project: LPVCWD SCADA Upgrade  
Date: Fri 11/13/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			



Project: LPVCWD SCADA Upgrade  
Date: Fri 11/13/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			

# Memo



To: Honorable Board of Directors  
From: Paul Zampielo, Operations & Maintenance Superintendent  
Date: January 25, 2021  
Re: Monthly Operations & Compliance Report

The following report summarizes La Puente Valley County Water District (LPVCWD) and City of Industry Waterworks System (CIWS) operational and compliance activities of the previous month and since the last report to the Board. The report also includes the status of various projects for each system.

## COVID-19 RESPONSE

In the District's continued response to COVID-19, field staff have a modified start-time schedule, but are maintaining a full 8-hour shift to comply with the requirements of social distancing protocols. The schedule consists of employees working independently on maintenance activities for both water systems. When required to work together on leak repairs, field staff adhere to social distancing protocols and wear face coverings when near each other or the general public. Cleaning and disinfecting protocols have been instituted for all District vehicles, equipment, and facilities. The modified schedule and cleaning protocols have not caused any issues in completing the essential duties to operate and maintain both water systems.

## DISTRIBUTION, SUPPLY AND PRODUCTION

- Monthly Water Production Summary – Total production from the LPVCWD Wellfield for the month of December was 324.03 AF, of which, 198.38 AF was delivered to Suburban Water Systems. CIWS Well No. 5 produced a total of 169.13 AF in the month of December. The December Monthly Production Report is provided as **Attachment 1**.
- Well Water Levels and Pumping Rates - The latest static water level, pumping water level, and pumping rate for LPVCWD and CIWS are as shown in the table below.

Well	Static Water Level (Ft)	Pumping Water Level (Ft)	Drawdown (Ft)	Current GPM Pumping Rate	Specific Capacity
LPVCWD 2	152	193	41	1,389	33.9
LPVCWD 3	147	155	8	1,006	125.8
LPVCWD 5	138	177.5	39.5	2,398	60.7
COI 5	101.5	123.5	22	1,248	56.7



- Monthly Water Conservation – A summary of LPVCWD and CIWS water systems usage for the past 6 months as compared to the calendar year 2013 is shown below.

#### LPVCWD Monthly Water Consumption

Month	2013	2020	Difference Current-2013 (%)	Accumulative Difference (%)
July	204.48	158.93	-22.3%	-22.3%
August	201.48	171.25	-15.0%	-18.6%
September	187.38	158.73	-15.3%	-17.5%
October	172.74	150.26	-13.0%	-16.4%
November	139.24	125.51	-9.9%	-15.1%
December	133.13	125.30	-5.9%	-13.6%

#### CIWS Monthly Water Consumption

Month	2013	2020	Difference Current-2013 (%)	Accumulative Difference (%)
July	141.36	136.16	-3.7%	-3.7%
August	153.97	138.11	-10.3%	-7.0%
September	151.67	130.37	-14.0%	-9.3%
October	137.26	128.80	-6.2%	-8.5%
November	110.83	102.29	-7.7%	-8.4%
December	99.84	100.80	1.0%	-6.8%

### WATER QUALITY / COMPLIANCE

- Distribution System Monitoring – District Staff collected all required water quality samples from the distribution system for the month of December; approximately 45 samples were collected. All results met State and Federal drinking water quality regulations.
- Source Monitoring – All water quality samples were collected from all the wells, as required. The table below summarizes LPVCWD Wells’ current water quality for constituents of concern. The Bimonthly Nitrate Concentrations for SP-6 and SP-10 is provided as *Attachment 2*.

Well Sampled	1,1 DCE	TCE	PCE	Perchlorate	1,4-Dioxane	NDMA	Nitrate
	MCL= 6 ppb	MCL= 5 ppb	MCL= 5 ppb	MCL=6 ppb	NL= 1 ppb	NL= 10 ppt	MCL=10 ppm
LPVCWD 2	ND	34	2.3	21	0.75	46	5.7
LPVCWD 3	ND	ND	ND	8.1	ND	ND	8.8
LPVCWD 5	ND	5.7	0.65	12	ND	9.4	8.0

1. LPVCWD Recycled Water Project
  - Staff has provided SCE easement information to the property owner. Staff is continuing to work with SCE and the property owner to finalize details in securing an easement for the pump stations and access to the electrical transformer.
2. LPVCWD PVOU IZ Project and SZ-South Project
  - Staff has a meeting with the Project Manager to discuss the budget and current construction schedule. The project is making good progress with the construction, and the Project Manager is anticipating to begin plant start-up and testing in July 2021.
  - RC Foster has continued to conduct onsite construction for the new PVOU-IZ Treatment Plant. Recent construction activity of the PVOU-IZ Plant includes: installation of the onsite above ground piping, began the wiring of the UV modules, and installation of the main power electrical wire.
3. LPVCWD & CIWS Distribution Leak Repairs & Maintenance – Over the past several weeks, the field staff have performed various replacements and leak repairs to the water distribution systems. They have repaired and replaced: 6 water service lines, 4 mainline repairs, 1 meter curb stop valves, and 18 meter replacements
4. LPVCWD Well 5 Building – Staff worked to coordinate with the contractors to pour the concrete pad and install the Tuff shed building for Well 5. Staff is also currently working with the District’s electrician to install lighting and a ventilation system in the building to complete the project.
5. LPVCWD Main St. Pump Station – The air conditioning system that maintains the electrical panel’s temperature at the Main St. pump station failed. Staff worked with the District’s electrician to replace the unit and completed all necessary repairs. Staff is also looking into options of constructing a shade structure over the electrical panel to help reduce the heat caused by direct sunlight.
6. LPVCWD & CIWS Water Quality – Staff recently performed the annual blow-off flushing maintenance for both water systems. These activities consist of flushing the water from all of the identified dead-end lines in the water distribution systems and conduct water quality testing. These maintenance activities ensure that water quality and chlorine residuals are consistent throughout the water systems.

# La Puente Valley County Water District

## PRODUCTION REPORT - DECEMBER 2020

LPVCWD PRODUCTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019
Well No. 2	194.96	19.17	6.01	37.77	6.76	6.27	7.44	6.14	5.99	5.29	5.77	126.72	<b>428.28</b>	<b>1986.13</b>
Well No. 3	135.90	13.82	4.25	4.63	3.96	4.50	5.32	4.40	4.37	3.83	4.16	93.25	<b>282.38</b>	<b>1405.41</b>
Well No. 5	2.09	274.10	307.61	246.06	310.97	303.12	310.43	317.01	291.08	320.31	273.50	104.05	<b>3060.33</b>	<b>424.99</b>
Interconnections to LPVCWD	2.24	1.23	2.69	0.67	2.59	3.66	2.92	4.60	2.45	3.63	12.20	1.70	<b>40.58</b>	<b>139.67</b>
<b>Subtotal</b>	<b>335.19</b>	<b>308.32</b>	<b>320.56</b>	<b>289.13</b>	<b>324.28</b>	<b>317.55</b>	<b>326.11</b>	<b>332.15</b>	<b>303.90</b>	<b>333.05</b>	<b>295.62</b>	<b>325.73</b>	<b>3811.58</b>	<b>3956.21</b>
Interconnections to SWS	222.04	196.75	220.62	190.53	186.24	167.94	163.24	158.25	142.07	179.81	167.60	198.38	<b>2193.47</b>	<b>2229.53</b>
Interconnections to COI	4.15	0.56	0.03	0.03	2.30	1.53	3.94	2.64	3.10	2.98	2.51	2.05	<b>25.82</b>	<b>148.10</b>
Interconnections to Others	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
<b>Subtotal</b>	<b>226.19</b>	<b>197.31</b>	<b>220.65</b>	<b>190.56</b>	<b>188.54</b>	<b>169.47</b>	<b>167.18</b>	<b>160.89</b>	<b>145.17</b>	<b>182.79</b>	<b>170.11</b>	<b>200.43</b>	<b>2219.29</b>	<b>2377.63</b>
<b>Total Production for LPVCWD</b>	<b>109.00</b>	<b>111.01</b>	<b>99.91</b>	<b>98.57</b>	<b>135.75</b>	<b>148.08</b>	<b>158.93</b>	<b>171.25</b>	<b>158.73</b>	<b>150.26</b>	<b>125.51</b>	<b>125.30</b>	<b>1592.29</b>	<b>1578.58</b>
<b>CIWS PRODUCTION</b>														
<b>COI Well No. 5 To SGVCW B5</b>	81.94	152.20	165.92	170.31	172.54	166.56	174.49	169.57	169.23	171.42	171.78	169.13	<b>1935.09</b>	<b>1288.69</b>
<b>Interconnections to CIWS</b>														
SGVWC Salt Lake Ave	0.51	0.58	0.56	0.52	0.57	0.67	0.65	0.80	0.85	0.58	0.55	0.56	<b>7.40</b>	<b>10.62</b>
SGVWC Lomitas Ave	81.07	88.10	82.33	82.67	109.00	122.88	134.49	139.27	128.87	128.87	111.43	99.89	<b>1308.87</b>	<b>1222.84</b>
SGVWC Workman Mill Rd	0.02	0.03	0.07	0.01	0.18	0.01	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.32</b>	<b>0.65</b>
Interconnections from LPVCWD	4.15	0.56	0.03	0.03	2.30	1.53	3.94	2.64	3.10	2.98	2.51	2.05	<b>25.82</b>	<b>148.10</b>
<b>Subtotal</b>	<b>85.75</b>	<b>89.27</b>	<b>82.99</b>	<b>83.23</b>	<b>112.05</b>	<b>125.09</b>	<b>139.08</b>	<b>142.71</b>	<b>132.82</b>	<b>132.43</b>	<b>114.49</b>	<b>102.50</b>	<b>1342.41</b>	<b>1382.21</b>
Interconnections to LPVCWD	2.24	1.23	2.69	0.67	2.59	3.66	2.92	4.60	2.45	3.63	12.20	1.70	<b>40.58</b>	<b>139.67</b>
<b>Total Production for CIWS</b>	<b>83.51</b>	<b>88.04</b>	<b>80.30</b>	<b>82.56</b>	<b>109.46</b>	<b>121.43</b>	<b>136.16</b>	<b>138.11</b>	<b>130.37</b>	<b>128.80</b>	<b>102.29</b>	<b>100.80</b>	<b>1301.83</b>	<b>1242.54</b>

**SP 6 and SP 10  
Nitrate Concentrations  
EPA Method 300.0  
MCL = 10 mg/l**

Nitrate Concentrations November / December				
Date	SP 10	SP 6	Well	Comments
11/02/2020	8.3	8.2	5	
11/05/2020	8.2	8.1	5	
11/09/2020	8.0	8.0	5	
11/12/2020	8.1	8.1	5	
11/16/2020	8.2	8.1	5	
11/24/2020	8.1	8.1	5	
11/30/2020	8.1	8.1	5	
12/01/2020	8.0	8.1	5	
12/03/2020	8.0	8.0	5	
12/07/2020	8.1	8.0	5	
12/10/2020	7.5	7.5	2&3	
12/14/2020	7.4	7.5	2&3	
12/21/2020	7.5	7.6	2&3	
12/24/2020	7.5	7.5	2&3	
12/28/2020	7.3	7.3	2&3	

AVERAGE	7.9	7.9
MINIMUM	7.3	7.3
MAXIMUM	8.3	8.2

NOTES:

All units reported in milligrams per liter (mg/l)

MCL = Maximum Contaminant Level



112 N First St.  
La Puente, CA 91744

**Attachment 2**



YOUR BEST PROTECTION

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

### President

E.G. "Jerry" Gladbach

### Vice President

Tom Cuquet

### Chief Executive Officer

Walter "Andy" Sells

### Executive Committee

Fred Bockmiller

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Pamela Tobin

### Core Values

- People
- Service
- Integrity
- Innovation

January 13, 2021

La Puente Valley County Water District (L019)  
P.O. Box 3136  
La Puente, CA 91744

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present La Puente Valley County Water District (L019) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2021.

Sincerely,

E.G. "Jerry" Gladbach  
President

Enclosure: President's Special Recognition Award(s)

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *La Puente Valley County Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Liability Program for the period 10/01/2016 - 09/30/2019  
announced at the Board of Directors' Meeting in a Virtual Meeting.*

*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*



*December 15, 2020*

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *La Puente Valley County Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 04/01/2016 - 03/31/2019  
announced at the Board of Directors' Meeting in a Virtual Meeting.*

*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*



*December 15, 2020*





# Upcoming Events

To: Honorable Board of Directors

Date: 01/25/2021

Re: Upcoming Board Approved Meetings and Conferences for 2021.

Day/Date	Event	<u>Argudo</u>	<u>Barajas</u>	<u>Escalera</u>	<u>Hernandez</u>	<u>Rojas</u>
Wednesday – Thursday February 10 - 11, 2021	AWWA Virtual Summit: Sustainable Water, PFAS, Waterborne Pathogens	X		X		
Tuesday – Thursday May 11 – 14, 2021	ACWA 2021 Spring Conference Monterey, CA	X	X		X	X
Monday – Wednesday June 14 - 16, 2021	AWWA ACE 2021 San Diego, CA	X			X	
Tuesday – Thursday November 30 - December 2, 2021	ACWA 2021 Fall Conference Pasadena, CA	X			X	

**Board Meetings typically held on the 2<sup>nd</sup> and the 4<sup>th</sup> Monday of each Month.**