



**CITY OF SOUTH PASADENA  
PUBLIC WORKS COMMISSION  
REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**September 9, 2020, at 6:30 p.m.**

*South Pasadena Public Works Commission Statement of Civility*

*As your elected governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17<sup>th</sup>, 2020, the regular meeting of the Public Works Commission for September 9<sup>th</sup>, 2020 will be conducted remotely and held by video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission Members will be participating remotely and will not be physically present in the Council Chambers.

**PUBLIC COMMENTS AND SUGGESTIONS**

The Public Works Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for Public Works Commission consideration, by emailing comments or questions to: [pwpubliccomments@southpasadenaca.gov](mailto:pwpubliccomments@southpasadenaca.gov). **Public Comments must be received by 12:00 p.m., September 9<sup>th</sup>, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) clearly state if you wish for your comment to be read during the meeting.

- CALL TO ORDER:** Chair Sam Hernandez
- ROLL CALL:** Commissioners: Chair Sam Hernandez, Vice Chair Julie Riley, Arcelia Arce, David Maling, and Charles Trevino.
- CITY COUNCIL LIAISON:** Mayor Robert S. Joe
- STAFF PRESENT:** Julian Lee, Deputy Director of Public Works  
Garrett Crawford, Public Works Operation Manager  
Anteneh Tesfaye, Public Works Water Operations Manager  
Reyna Salazar-Martin, Public Works Management Assistant
- PLEDGE OF ALLEGIANCE:** Vice- Chair Julie Riley

**PUBLIC COMMENTS AND SUGGESTIONS**

The Public Works Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for consideration, by emailing comments or questions to: [pwcpubliccomments@southpasadenaca.gov](mailto:pwcpubliccomments@southpasadenaca.gov) .

**Public Comments must be received by 12:00 p.m., September 9<sup>th</sup>, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) clearly state if you wish for your comment to be read during the meeting.

**1. Public Comment**

**PRESENTATIONS**

- 2. Water Division Update**
- 3. City Sewer System Overview 2020**
- 4. Integrated Water & Wastewater Resources Management Plan Update**
- 5. Facilities Assessment**

**ACTIONS ITEMS**

- 6. Minutes of the Regular Meeting of the Public Works Commission on July 8, 2020**

**COMMUNICATIONS**

- 7. **City Council Liaison Communications**
- 8. **Commissioner Communications**
- 9. **Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE PUBLIC WORKS COMMISSION MEETING**

December 9, 2020

TBD

6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission Meeting agenda packets are available online at the City website: [www.southpasadenaca.gov/boardsandcommissions/publicworkcommission](http://www.southpasadenaca.gov/boardsandcommissions/publicworkcommission)

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

9/3/2020

/s/

Date

Reyna Salazar-Martin  
Public Works Management Assistant

## **ITEM 2**

Water Division Update



# WATER DIVISION UPDATE

SEPTEMBER 9, 2020

---

City of South Pasadena





# WATER DIVISION GOAL & CREED

Our goal is to....

***“Deliver safe & aesthetically pleasing drinking water that meet or exceed Federal and State Drinking Standards, provide elite customer service, install, maintain, repair the water infrastructure. Provide immediate response to emergency”***

Our Creed is....

**W** – Will to provide quality customer service

**A** – Accountability

**T** – Teamwork

**E** – Efficiency & Excellence

**R** – Reliability



# OVERVIEW

- History
- Water Supply Source
- Operations
- Water Facilities

# HISTORY

- The water systems serving South Pasadena were originally owned by several companies:
  - The Glendale Consolidated Water Company
  - Pasadena Land and Water Co.
  - The Marengo Water Company
- Due to the inconsistency of water supplied by the various companies, the city issued bonds and established municipal ownership in 1921.

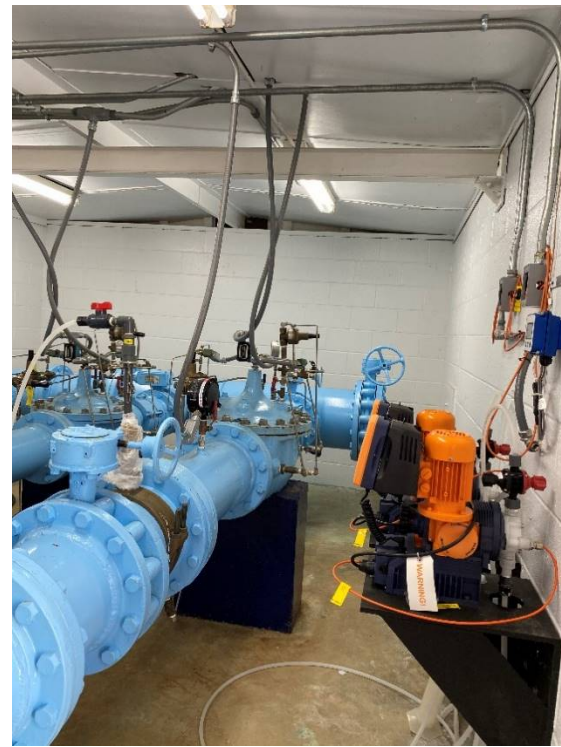




# WATER SUPPLY SOURCE

## Water Supplies

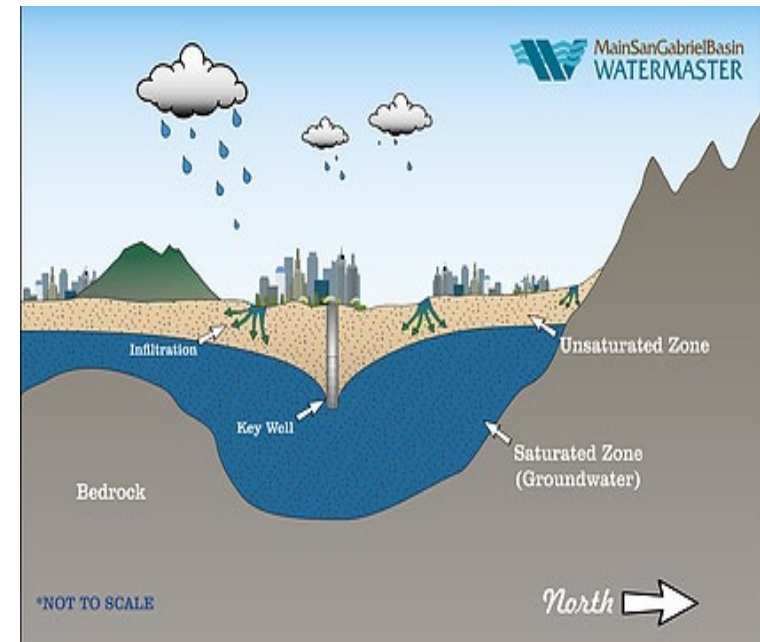
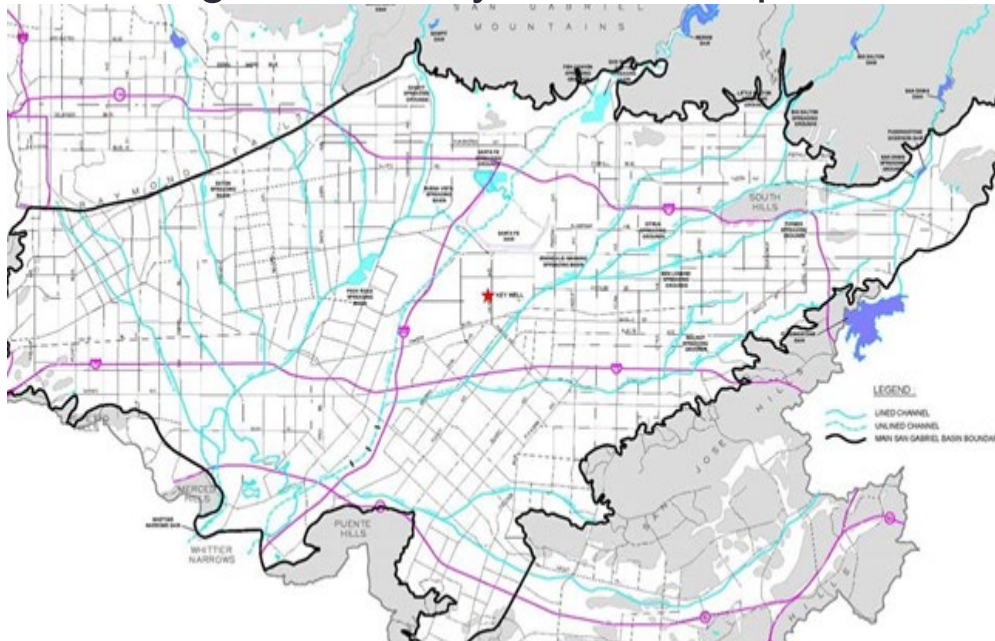
- 4 groundwater wells (3 Wilson Reservoir and 1 Graves Reservoir)
- 1 imported water connection with MWD
- 1 inter-agency connection with Pasadena



# GROUND WATER SUPPLY

## Main San Gabriel Basin

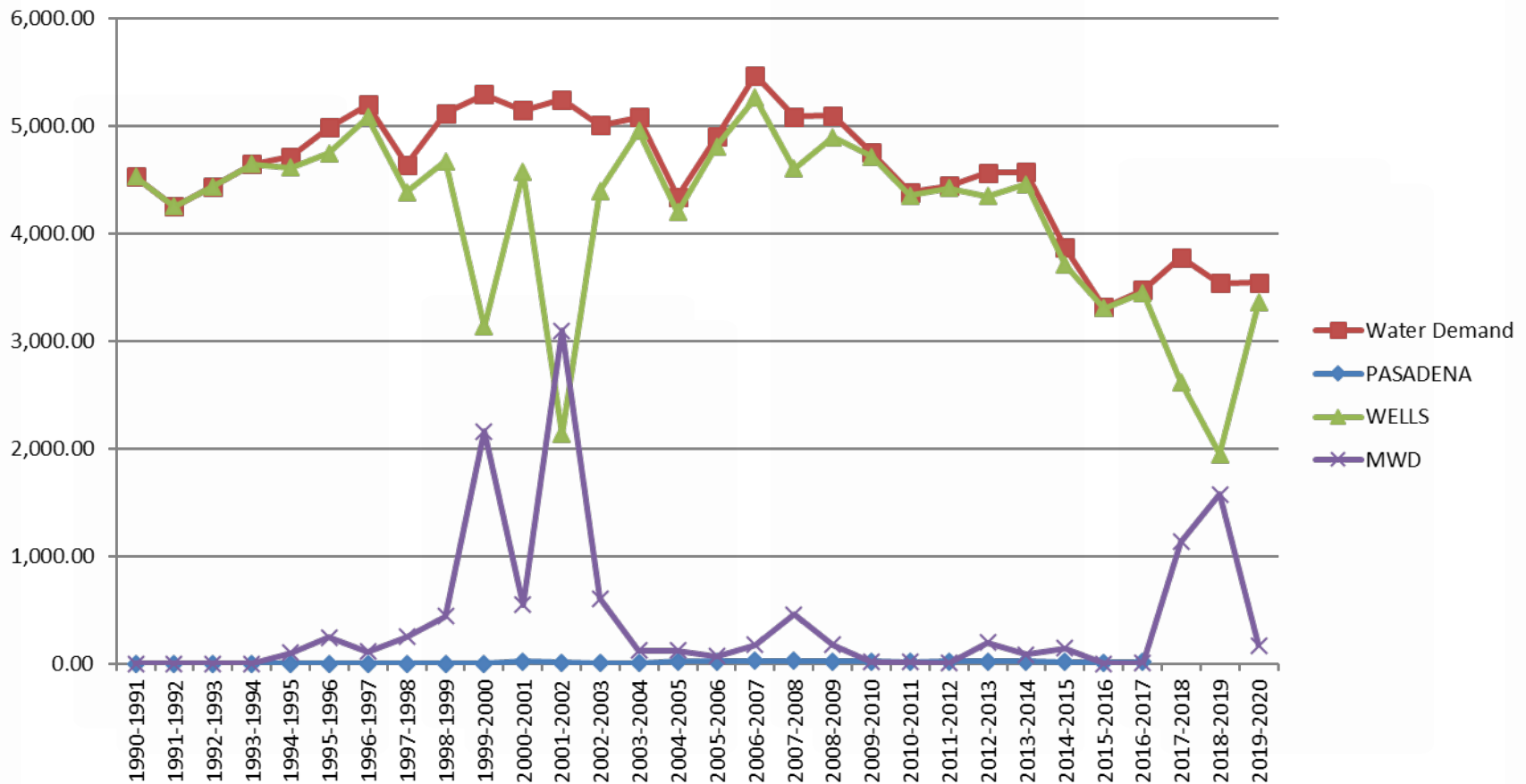
- Adjudicated Basin
- City has Prescriptive Pump Rights of 3,567.70 AF
- Pumper's Share of 1.8052% of the Operating Safe Yield (OSY)
- Watermaster was created in 1973 by California Superior Court of Los Angeles County and is composed of nine-member board.





# WATER PRODUCTION & PURCHASE

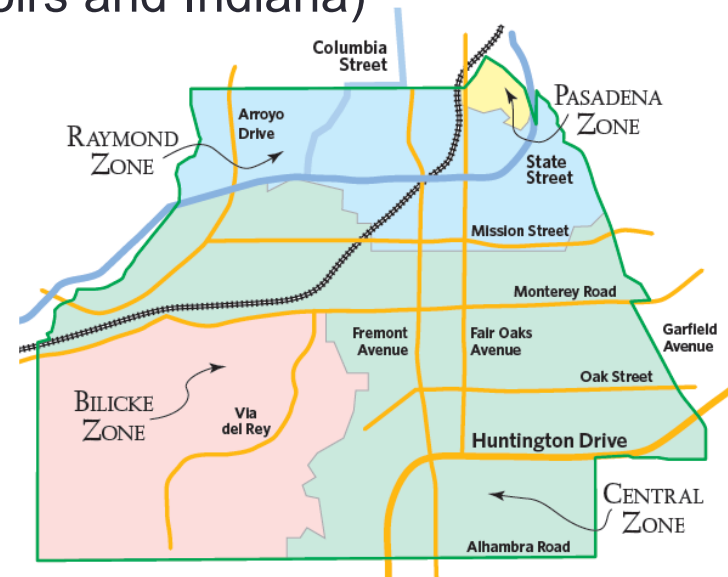
## City of South Pasadena Water Production & Purchase Trend in Acre Feet



# WATER SYSTEM DETAILS

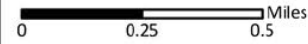
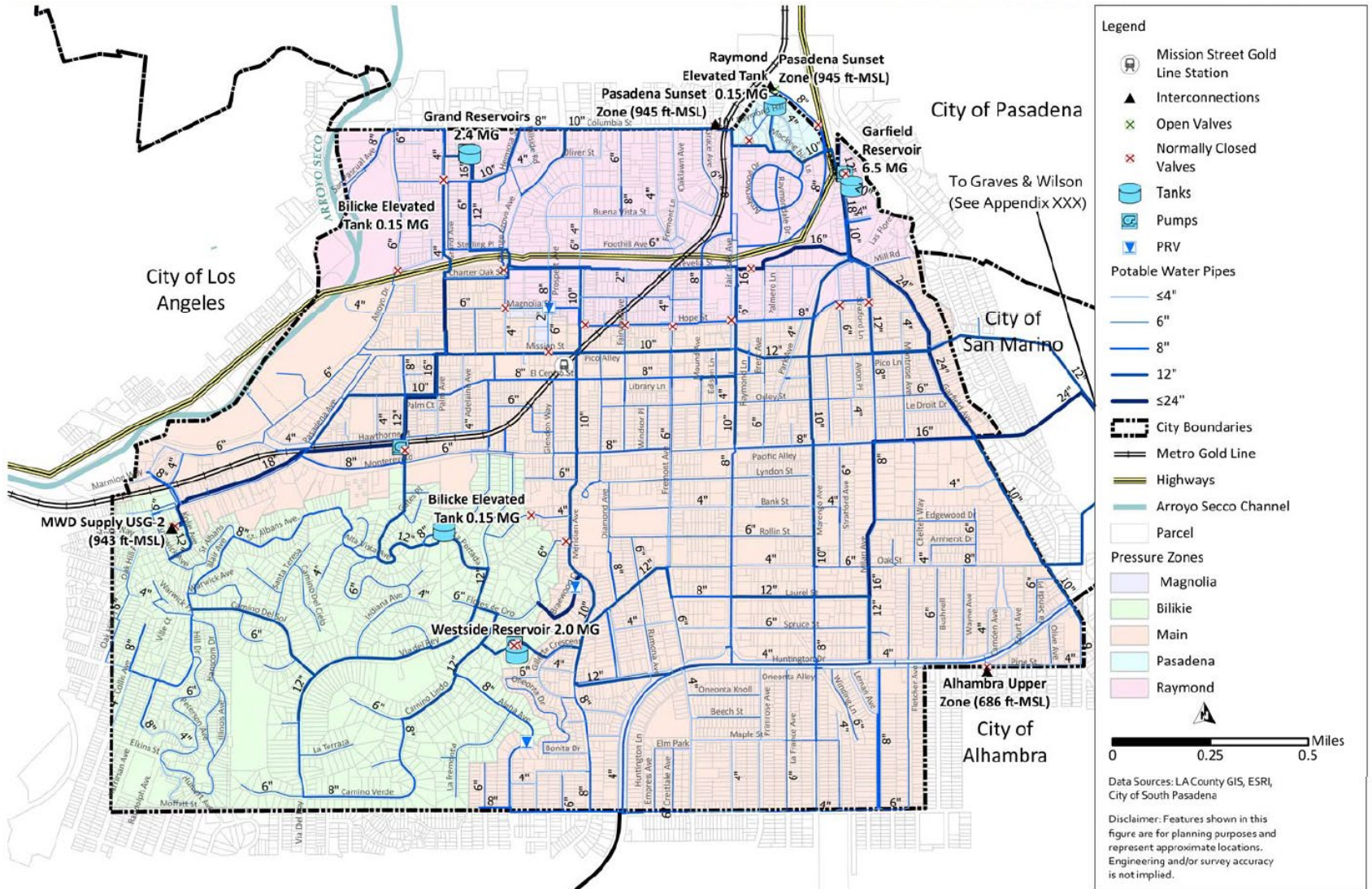
## Water System

- 5 pressure zones (Central, Bilicke, Pasadena, Raymond, and Magnolia)
- 85 miles of water pipelines (2" – 24")
- 5 storage reservoirs (Garfield, Grand, Graves, Westside, and Wilson)
- 2 elevated tanks (Bilicke and Raymond Hill)
- 6 booster pumping stations (5 reservoirs and Indiana)
- 3 pressure reducing stations (Alpha, Braewood, and Magnolia)
- 4 groundwater wells (3 Wilson Reservoir and 1 Graves Reservoir)





# WATER SYSTEM MAP



# WATER OPERATIONS

## Water Operations

- The City's Water Division Operate under a domestic water supply permit issued by the California State Water Resources Control Board Division of Drinking Water(SWRCB-DDW)
- The Water Division is maintained by a total of Eleven (11) State Certified Water Distribution and Treatment Operators
- Duties include
  - Produce ground water, disinfect, perform water quality testing/monitoring to meet and/or exceed State and Federal Water Quality Standards.
  - Provide Customer Service, meter reading, and water emergency response
  - Repair water distribution infrastructure
    - Water mains, Fire Hydrants, Valves, Water Services



# WILSON RESERVOIR

## Reservoir & Pump Station

- 1.3 MG Reservoir
- 6,800 GPM Booster Pump Station
- 2,000 GPM Well Pumps (Wilson Wells No. 3 & 4)
- 3,000 GPM Granular Activated Carbon (GAC) Treatment System (2019)
- Supplies 90% of ground water supply
- Reservoir reconstruction project completed in 2015



# GARFIELD RESERVOIR

## Reservoir & Pump Station

- 6.5 MG Concrete Reservoir
- Water Distribution Facility
- 3,000 GPM Booster Pump Station
- Reservoir reconstruction project completed in 2018





# GRAVES RESERVOIR

## Graves Reservoir Replacement Project

- Project consist of reservoir & pump station replacement and installation of GAC & Ion Exchange treatment system.
- SRF Funded Project
- Project Bid Cost: \$9.3M
- Project 97% completed
- Completion Date: September 2020



# GRAND RESERVOIR

## Reservoir & Pump Station

- 2.4 MG Steel Tank Reservoirs (1.2 each)
- 5,100 GPM Booster Pump Station
- Reservoir reconstruction project completed in 2008



# WESTSIDE RESERVOIR

## Reservoir & Pump Station

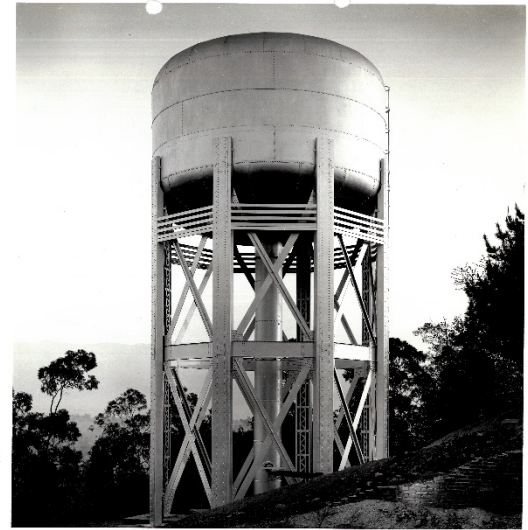
- 2.0 MG Concrete Reservoir
- 3,000 GPM Booster Pump Station
- Constructed in 1963



# RAYMOND TANK

## Elevated Tank

- 0.15 MG Reservoir
- Elevation: 881 feet
- Constructed in 1936
- Needs to be retrofitted to meet seismic standards



# BILICKE TANK

## Elevated Tank

- 0.15 MG Reservoir
- Elevation: 963 feet
- Constructed in 1940
- Needs to be retrofitted to meet seismic standards





# QUESTIONS

# **ITEM 3**

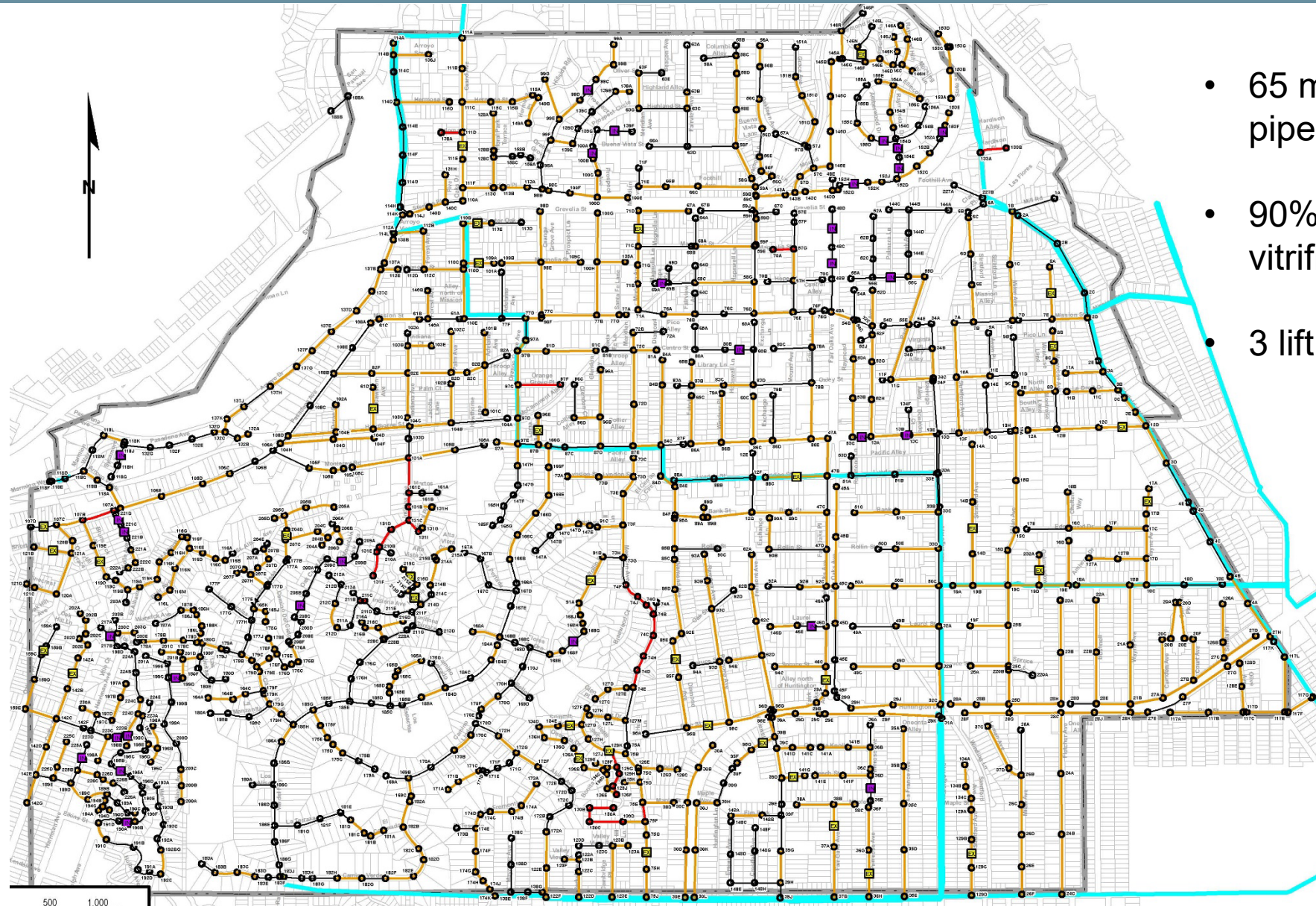
## **City Sewer System Overview 2020**

# City Sewer System Overview 2020

---

Garrett Crawford, Public Works Operations Manager





- 65 miles of sewer pipelines
- 90% are 8-inch diameter vitrified clay pipe
- 3 lift stations

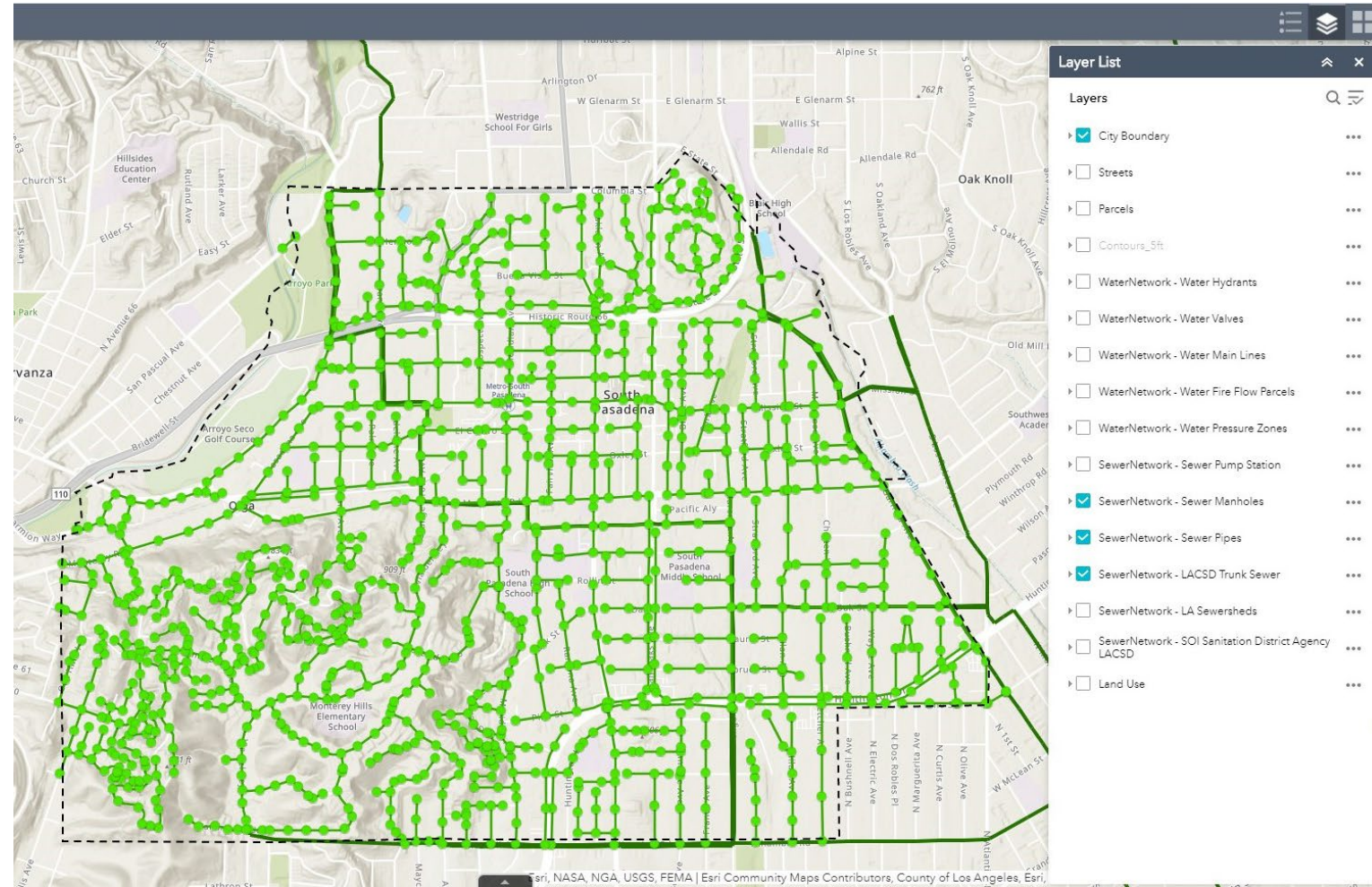
# Rehabilitation Project

- Between 2009 and 2011, a system-wide closed-circuit television (CCTV) inspection program was conducted to identify defects and prioritize improvements based on condition ratings.
- After this prioritization and condition assessment was completed the repair and replacements were broken down into two phases
- Phase 1 construction of rehabilitation and repairs occurred between October, 2014 and September, 2015.
- Phase 2 construction occurred between April, 2016 and December, 2017.

Pipe Diameter and (inch)	CIPP Lining (linear feet / no. of segments)	Replacement by Open Trench (linear feet / no. of segments)	Number of Point Repairs (In-situ Excavation)
6	780 / 3	3,684 / 18	1
8	155,320 / 514	2,298 / 12	64
10	8,065 / 27	0	2
12	3,995 / 10	0	1
15	5,024 / 14	0	0
18	676 / 3	0	0
<i>Total</i>	<i>173,860 / 571</i>	<i>5,988 / 30</i>	<i>68</i>

# New Projects

- GIS
- Integrated Master Plan
- CCTV Project



# Lift Stations

- Three lift stations
  - Arroyo Park - Arroyo South restroom
  - Arroyo Seco Golf Course
  - Mission Meridian Village



# What We Do

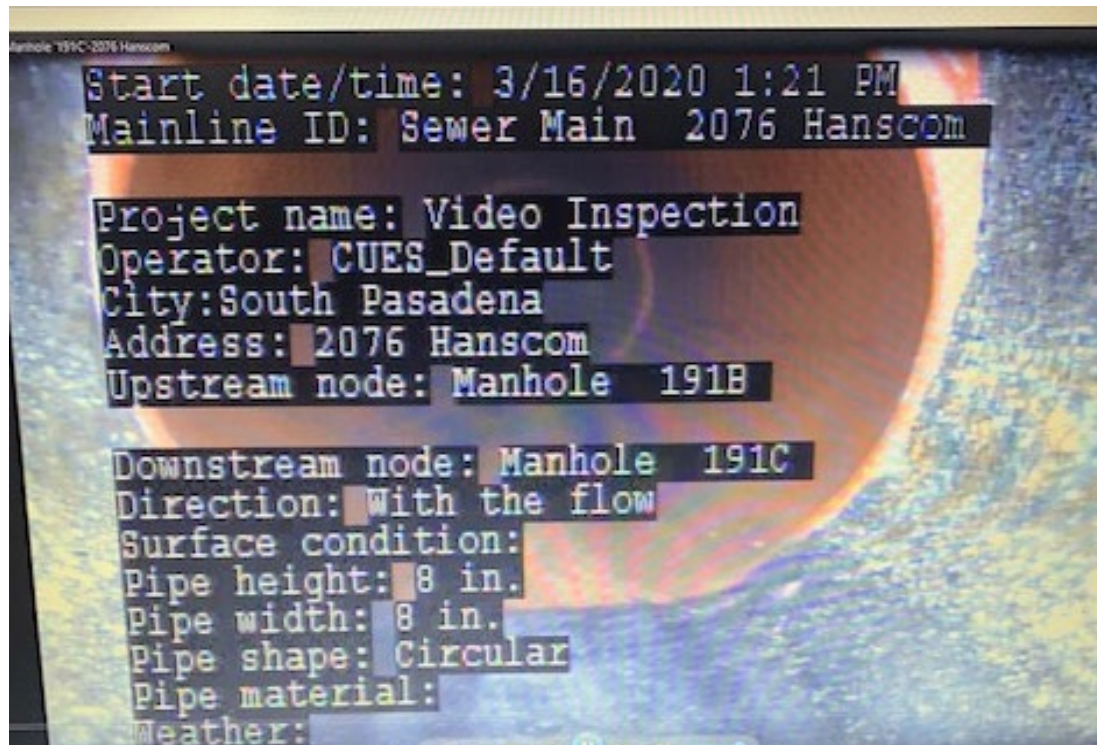
- CCTV Inspection
- Cleaning 12,000 – 15,000 Feet per week



# Sewer Equipment



# Sewer – CCTV Footage



# Questions?





# **ITEM 4**

## **Integrated Water & Wastewater Resources Management Plan Update**



# INTEGRATED WATER & WASTEWATER RESOURCES MANAGEMENT PLAN UPDATE

SEPTEMBER 9, 2020

---

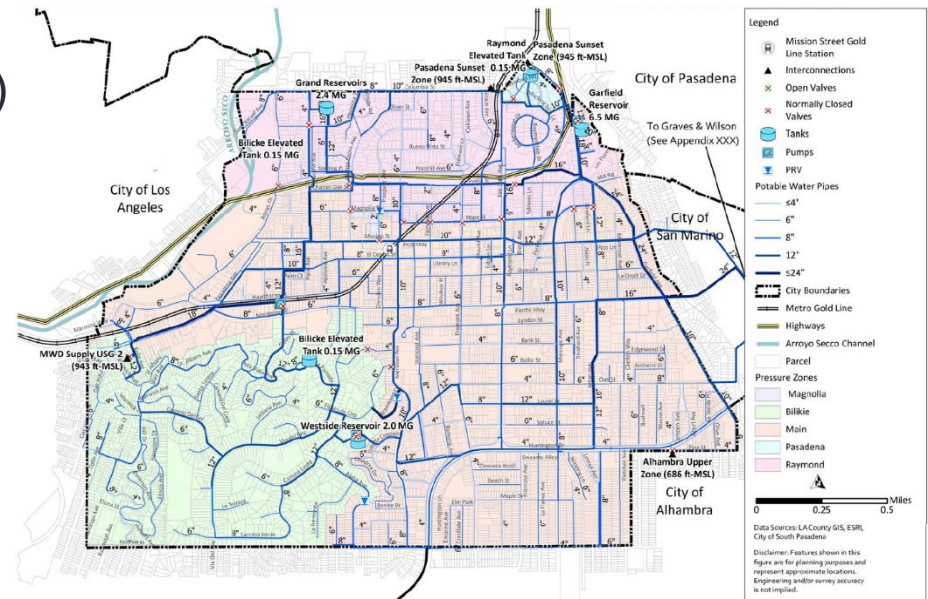
City of South Pasadena



# BACKGROUND – WATER

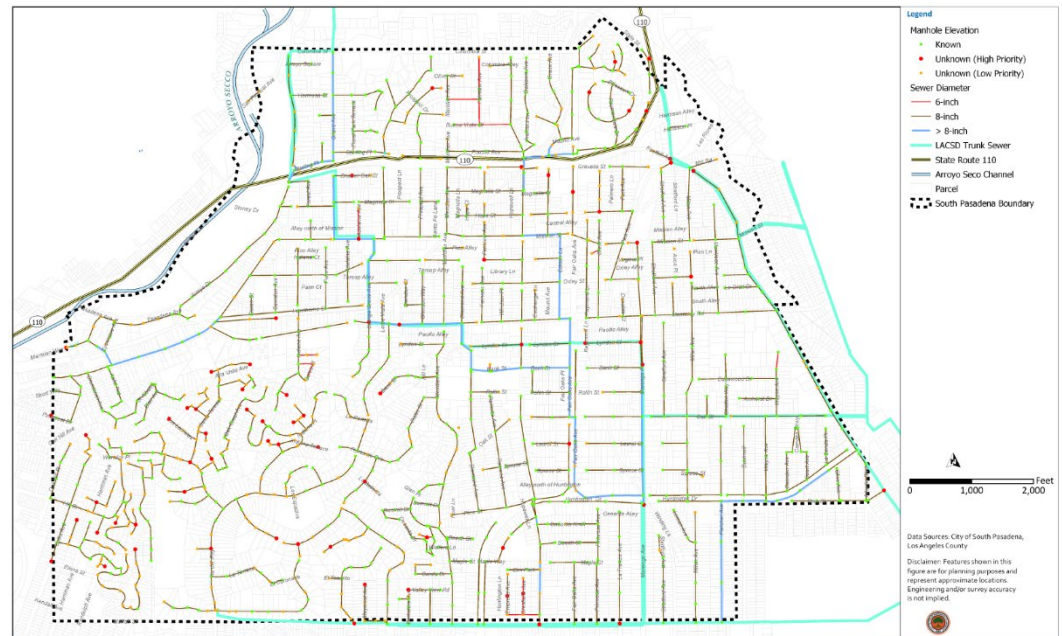
## • Water System

- 5 pressure zones (Central, Bilicke, Pasadena, Raymond, and Magnolia)
- 85 miles of water pipelines (2" – 24")
- 5 storage reservoirs (Garfield, Grand, Graves, Westside, and Wilson)
- 2 elevated tanks (Bilicke and Raymond Hill)
- 6 booster pumping stations (5 reservoirs and Indiana)
- 3 pressure reducing stations (Alpha, Braewood, and Magnolia)
- 4 groundwater wells (3 Wilson Reservoir and 1 Graves Reservoir)



# BACKGROUND – SEWER

- Sewer Collection System
  - 65 miles of sewer collection pipelines
  - 3 sewer lift stations (Arroyo South Park, Mission Meridian, and Arroyo Seco Golf Course)

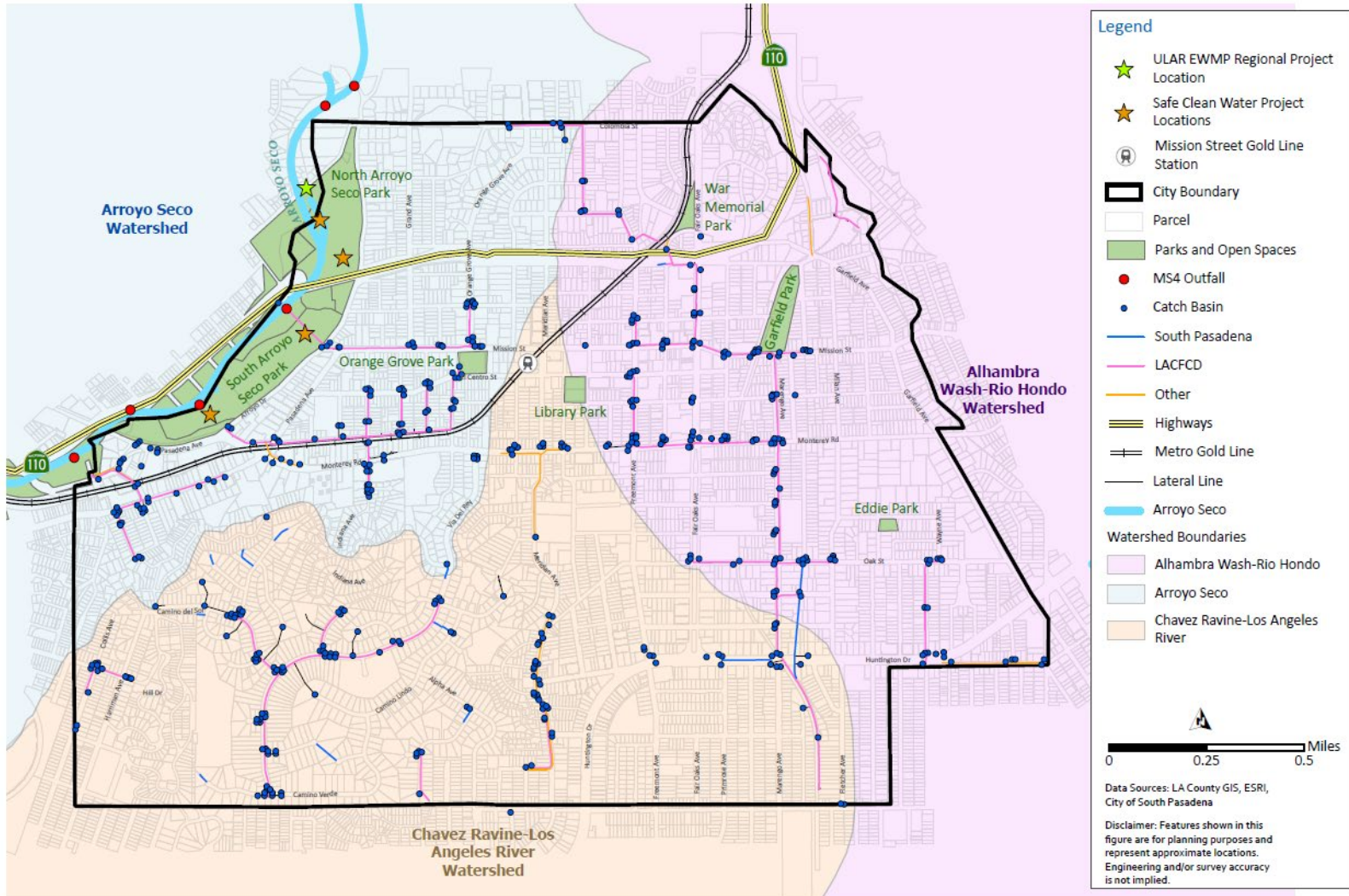


# BACKGROUND – STORMWATER

- Stormwater Drainage System
  - 3 watershed areas (Arroyo Seco, Alhambra Wash-Rio Hondo, and Chavez-Ravine-LA River)
  - Safe Clean Water Program and Proposition 68 Projects
  - 2 miles of City owned stormdrains
  - 11 miles of LA County Flood Control District (LACFCD) stormdrains
  - 453 catch basins (118 City and 335 LACFCD)

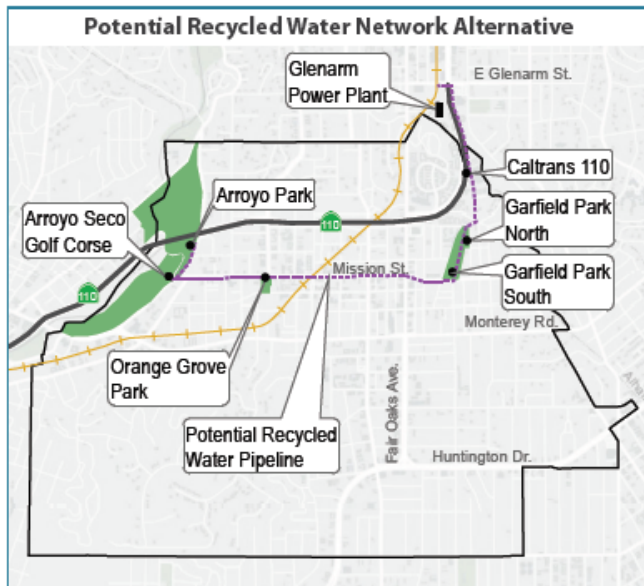


# STORMWATER SYSTEM MAP

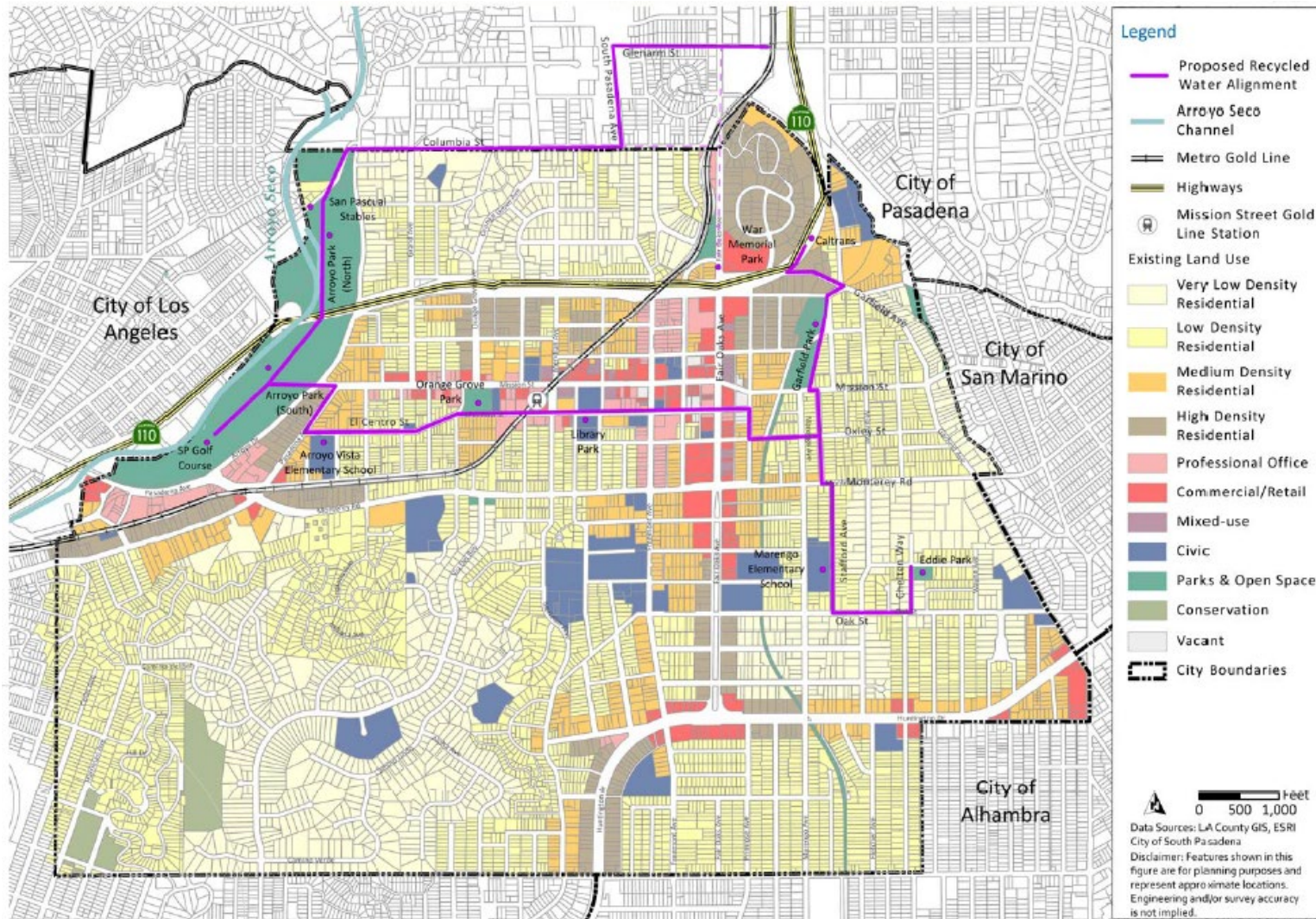


# BACKGROUND – RECYCLED WATER

- Recycled Water System
  - No existing recycled water system
  - Potential recycled water supply delivery from Pasadena (future system)
  - 12 potential recycled water customers (irrigation only) to offset potable water use



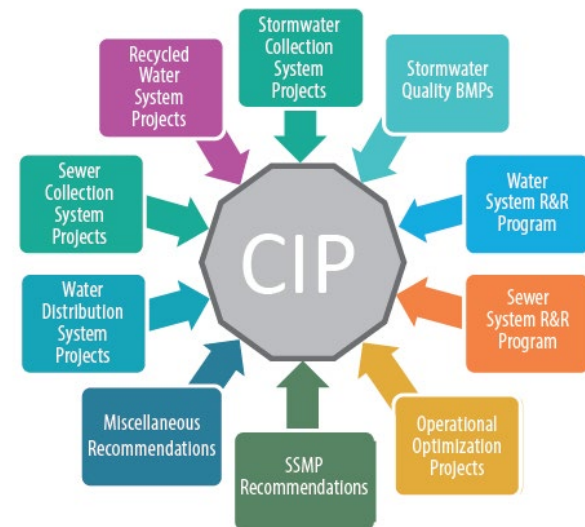
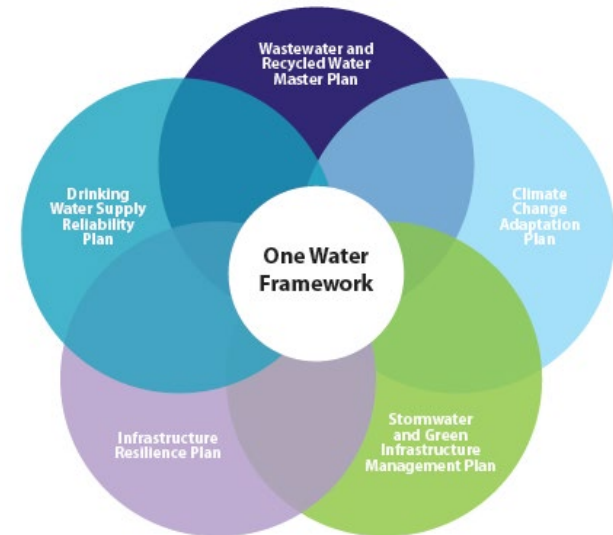
# POTENTIAL RECYCLED WATER SYSTEM





# OVERVIEW

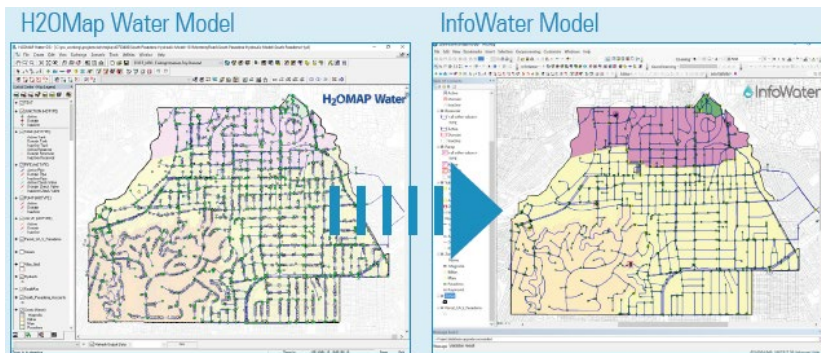
- Key Objectives
  - Integrated holistic **“One Water”** planning approach
  - **Comprehensive system evaluation** potable water, wastewater, stormwater, and recycled water systems
  - Phased **prioritized CIP roadmap** for both short-term and long-term strategies through year 2050
  - **Financial planning** including possible funding sources for CIP



# PROGRESS UPDATE

- **Work Completed to-date**

- Introduction and Background (Land Use & Population)
- Data Collection (for all except Sewer due to Current CCTV Project)
- GIS Update of Water and Stormwater Systems
- Conversion and Update of Water System Model
- Water & Sewer Systems Evaluation Criteria
- Water Facility Condition Assessment
- Existing Water System Description & Distribution System Map
- Potential Recycled Water Customers and Demand.

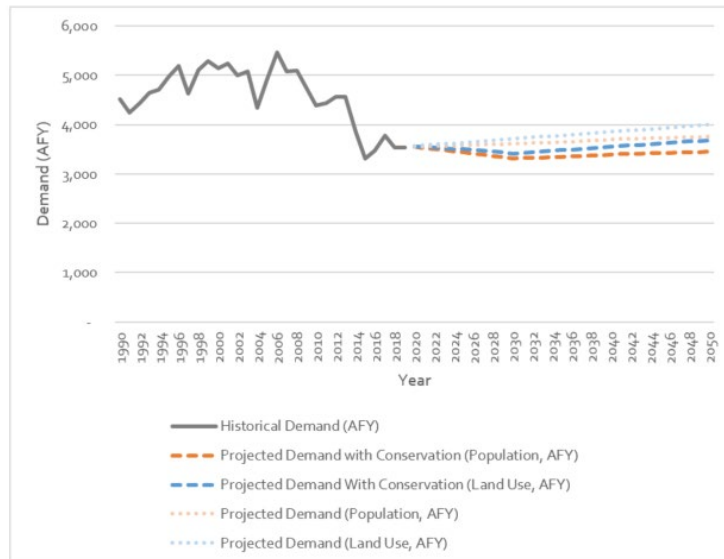


# PROGRESS UPDATE

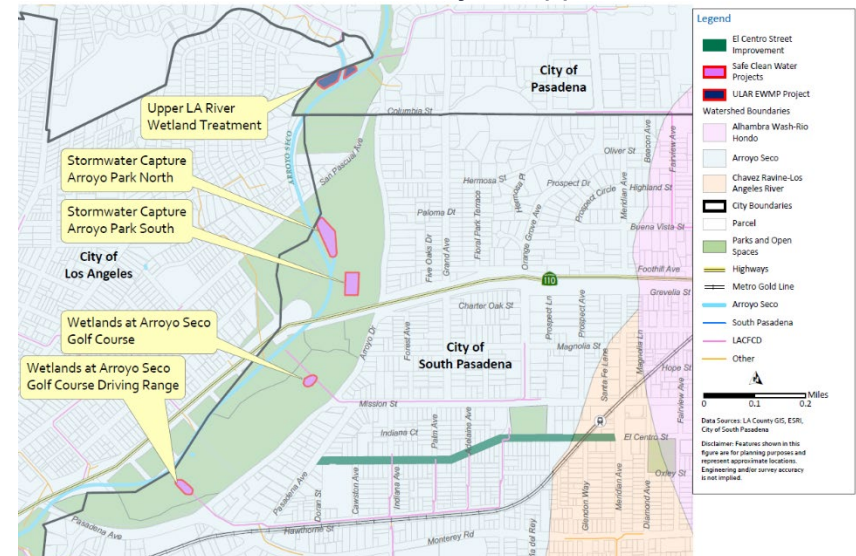
## • Currently In-Progress

- Water Demand and Wastewater Flow Forecast
- Stormwater System & Opportunities
- Existing Water System Capacity Analysis
- Potential Recycled Water System Feasibility Analysis

Water Demand Forecast



Stormwater Project Opportunities





# LOOK AHEAD

- **Work Planned Completed to-date**
  - Water System Hydraulic Analysis
  - Water System Recommendations & CIP
  - Recycled Water System Recommendation
  - Sewer Model Update (pending CCTV project for inverts)
  - Sewer System Hydraulic Analysis
  - Sewer System Recommendations & CIP
  - Comprehensive CIP with project phasing
  - Strategic Financial Planning
- **Project Deliverables**
  - Integrated System GIS with Training
  - Final Hydraulic Models with Training
  - Final Report

**ITEM 5**  
Facilities Assessment

# Facilities Assessment

---

Garrett Crawford, Public Works Operations Manager

# Facilities Assessment Report

- 2017 - Assessment study begun
- October 4 2017 - Finalized study presented to City Council
- 2018/19 FY – Complied projects/completed projects
- 2019/20 FY - Prepared CIP utilizing the report to generate projects
- 2020 beyond - Continue to address items

# Facilities Overview

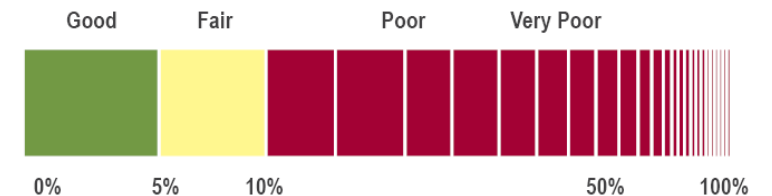
Building Name	Gross Square Footage		Building Name	Gross Square Footage
City Hall	8,500		Council Chambers	2,112
Eddie Park House	5,800		Fire Department	11,530
Garfield Park Youth House	855		Iron Works Museum	1,510
Library/Community Room	24,000		Orange Grove Recreation Building	3,964
Police Department	10,500		Public Works Yard	18,100
Senior Center	6,500		War Memorial	5,100

**97,781 total Gross Square Footage (GSF)**



# Summary of Condition

$$FCNI = \frac{\text{Value of Maintenance, Repair, and Replacement of the Asset (DM)+Needs}}{\text{Current Replacement Value of the Facility(s) (CRV)}}$$



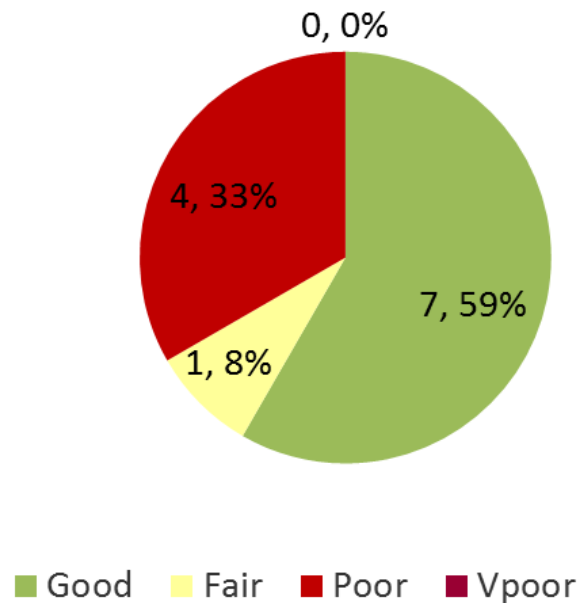
Condition	Definition	Percentage Value
<b>GOOD</b>	In a new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies	0% to 5%
<b>FAIR</b>	Subject to wear, and soiling but is still in a serviceable and functioning condition	5% to 10%
<b>POOR</b>	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	Greater than 10%
<b>V-POOR</b>	Subjected to hard or long-term wear. Has reached the end of its useful or serviceable life. Renewal now necessary	Greater than 60%

# Summary of Findings – October 4, 2017

Facility	Gross Square Footage	Current Replacement Value (\$)	Immediate Capital Needs (\$)	Total Capital Needs Over 10 Year Study Period (\$)	Current Year FCI Rating %	Year 10 FCI Rating %
City Hall	8,500	\$2,125,000	\$446,830.29	\$570,669.49	21%	27%
Council Chambers	2,112	\$500,000	\$47,960.78	\$64,012.28	10%	13%
Eddie Park House	5,800	\$1,260,000	\$680,197.50	\$680,197.50	54%	54%
Fire Department	11,530	\$3,459,000	\$3,905.55	\$165,013.07	0%	5%
Garfield Park Youth House	855	\$213,750	\$0.00	\$24,377.75	0%	11%
Iron Works Museum	1,510	\$377,500	\$104,625.00	\$147,877.29	28%	39%
Orange Grove Recreational Building	3,964	\$991,000	\$38,032.42	\$127,852.57	4%	13%
Police Department	10,500	\$2,625,000	\$130,526.96	\$362,549.82	5%	14%
Public Works Yard	18,100	\$3,620,000	\$4,604.85	\$88,960.29	0%	2%
South Pasadena Library & Community Room	24,500	\$6,125,000	\$224,715.78	\$845,961.81	4%	14%
South Pasadena Senior Center	6,500	\$2,275,000	\$68,403.04	\$215,147.21	3%	9%
War Memorial Building	5,100	\$1,275,000	\$348,582.91	\$494,771.31	27%	39%
<b>Total</b>	<b>98,971</b>	<b>\$24,846,250</b>	<b>\$2,098,385</b>	<b>\$3,787,390</b>	<b>8%</b>	<b>15%</b>

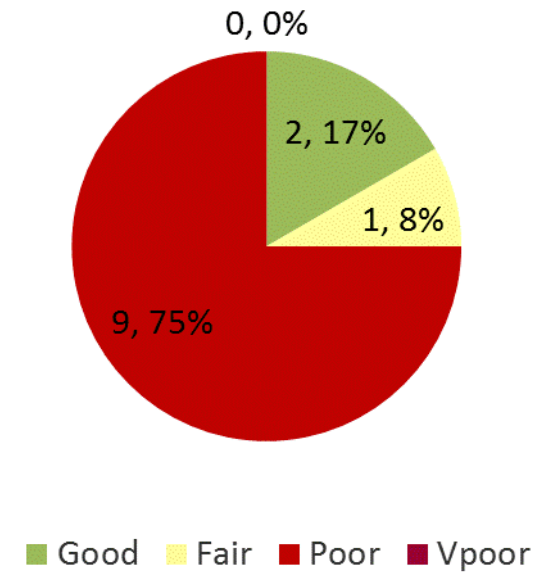
# Summary of Findings

Current Condition of Buildings (FCI)



Value of Current Need **\$2,098,385**

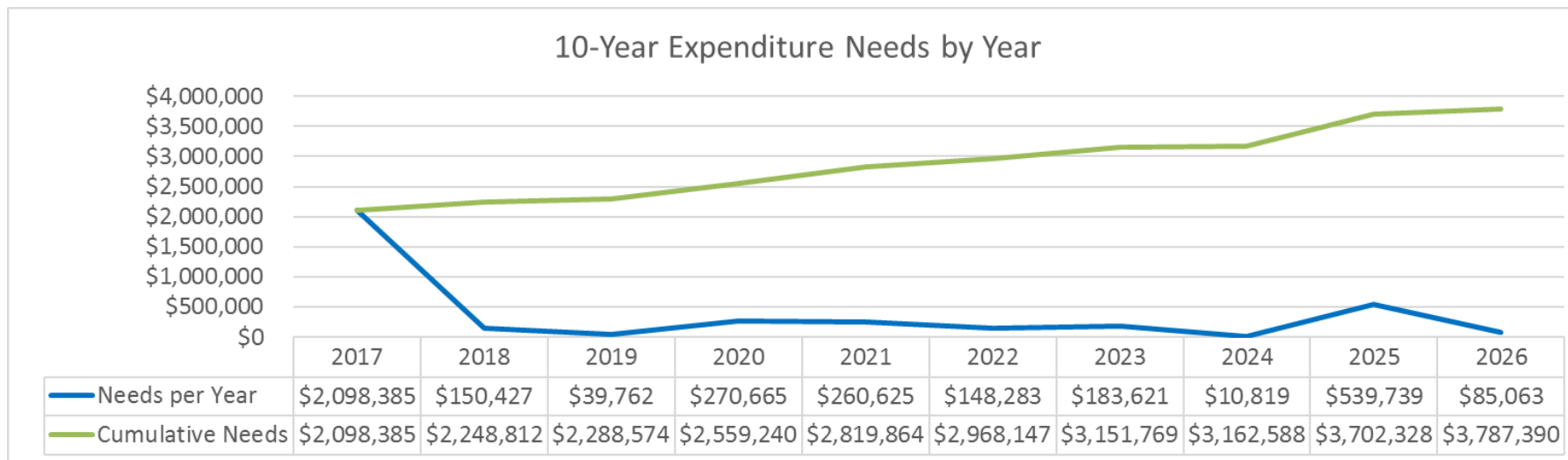
Year-10 Condition of Buildings (FCI)



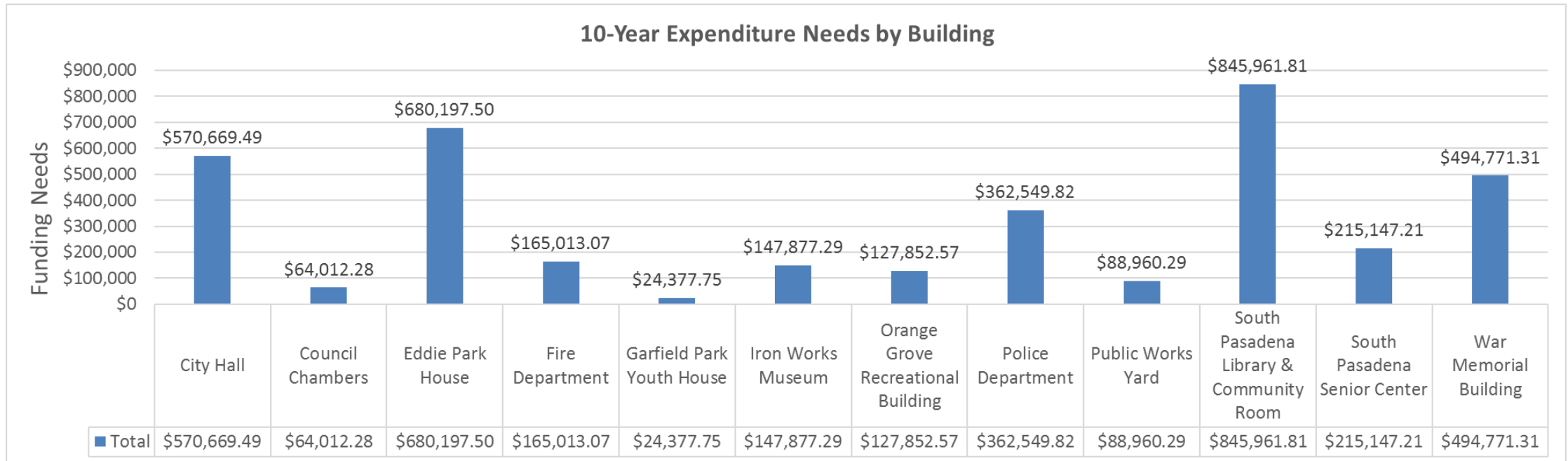
Need will grow to **\$3,787,390** over 10-years

# Summary of Expenditures

Key Findings	Metric
Immediate Capital Needs (included in FCNI)	<b>\$2,098,385</b>
Year 10 Capital Needs	<b>\$3,787,390</b>

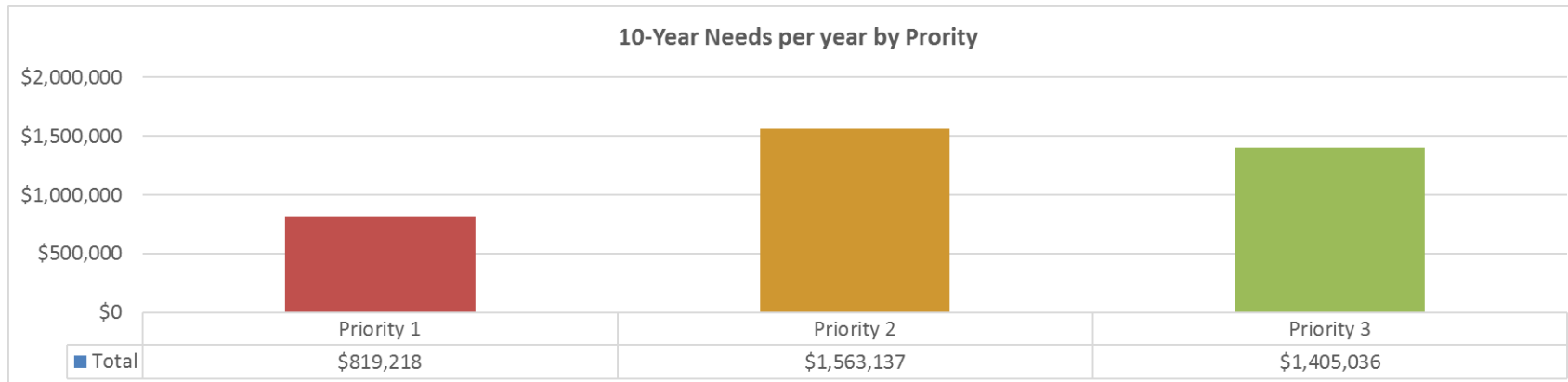


# Summary of Findings



# Prioritization of Work

<b>Priority 1</b> Life Safety/Code Compliance/ADA:	<ul style="list-style-type: none"> <li>• Compromises staff or public safety or when a system requires to be upgraded to comply with current codes and standards</li> </ul>
<b>Priority 2</b> Currently Critical:	<ul style="list-style-type: none"> <li>• A system or component is inoperable or compromised and requires immediate action</li> </ul>
<b>Priority 3</b> Necessary / Not Critical:	<ul style="list-style-type: none"> <li>• Future Lifecycle replacement to maintain the integrity of the facility or component and replace those items, which will exceeded their expected useful life</li> </ul>



# Summary of 2017 Report

- South Pasadena has 12 primary structures located across the City
- There is a total of \$3,787,390 required over the study period (10-yrs)
- There is an immediate capital need of \$2,098,385
  
- Below are the ratings of the current facilities:
  - 7 in Good condition
  - 1 in Fair condition
  - 4 in Poor condition
  
- Over the next 10 years the facilities will deteriorate if there is no capital investment
- If no improvements are made, in 10-years the facilities will have the following ratings:
  - 2 in Good condition
  - 1 in Fair condition
  - 9 in Poor condition

# Projects Completed - In Progress

## Completed

- War Memorial Building
  - Waterproofing
  - Basement remodel

## In Progress

- HVAC
  - City Hall
  - Police
  - Senior Center



# What's on the Horizon

- CIP
- Fire Department Doors, roofing
- Plan updates
- Continue effort via operations and maintenance funding with Capital when available
- We look for grants and other funding sources but these opportunities are limited
- Projects compete for general fund budget

# Questions



**ITEM 6**

Minutes of the Regular Meeting of the Public Works  
Commission – July 8, 2020

**MINUTES OF THE  
PUBLIC WORKS COMMISSION  
8<sup>TH</sup> DAY OF JULY, 2020 AT 6:30 P.M. AT THE  
CITY COUNCIL CHAMBERS  
1424 MISSION STREET**

**CALL TO ORDER**

The Regular Meeting of the Public Works Commission was called to order by Public Works Commission Chair Sam Hernandez at 6:33 p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaisons attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**Present:** Chair Sam Hernandez, Vice-Chair Julie Riley, Commissioners: Arcelia Arce, David Maling, and Charles Trevino.

City Council Liaison: Mayor Robert S. Joe

**Absent:** None

**City Staff Present:** Deputy Director of Public Works (DDPW) Kristine Courdy, DDPW Water Division Julian Lee, Public Works Assistant Reyna Salazar-Martin

**PLEDGE OF ALLEGIANCE**

Public Works Commission Chair Hernandez led the pledge of allegiance.

**1. PUBLIC COMMENT**

None

**PRESENTATIONS**

**2. Capital Improvement Project in the Policy Areas under the Public Works Commission**

Presented by DDPW Kristine Courdy

**3. Stormwater Regulations and Measure W Program**

Presentation by DDPW Julian Lee

**4. Prop 68 Storm Water Project Between Pasadena and South Pasadena**

Presentation by DDPW Julian Lee

## **ACTION ITEMS**

### **5. Minutes of the Special Joint Meeting of the Public Works Commission and Mobility and Transportation Infrastructure Commission on May 11, 2020**

A motion was made by Commissioner Trevino and seconded by Chair Hernandez to approve the minutes. By roll call vote the motion carried 5-0.

### **6. Minutes of the Regular Meeting of the Public Works Commission on May 13, 2020**

A motion was made by Commissioner Trevino and seconded by Commissioner Riley to approve the minutes. By roll call vote the motion carried 5-0.

## **COMMUNICATIONS**

### **7. Council Liaison Communications**

Council Liaison Mayor R. Joe informed Commission of upcoming development projects and remodeling currently in planning stages around the City.

### **8. Commission Communications**

None

### **9. Staff Liaison Communications**

Per commissions request during presentations, DDPW Kristine Courdy will send via email the following information once meeting has concluded: Staff Report with the Street Improvement Project List, the Safe Clean Water websites, and the Storm Water Investment Plan with link.

## **ADJOURNMENT**

Meeting adjourned at 7:50 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Public Works Commission of the City of South Pasadena at a meeting held on September 9, 2020.

---

Sam Hernandez, Chair