



Weekly Management Report

January 29, 2021

- 1. Report** December 2020 Monthly Operating Results
Water & Power Department
- 2. Minutes** Water and Power Board Meeting on
December 3, 2020
Water & Power Department
- 3. Minutes** Civil Service Board Meeting on
January 6, 2021
Management Services Department
- 4. Agenda** Special Meeting of the Burbank-Glendale-Pasadena
Airport Authority will be held on February 1, 2021
Burbank-Glendale-Pasadena Airport Authority
- 5. Minutes** Sustainable Burbank Commission Meeting on
December 21, 2020
Publics Work Department



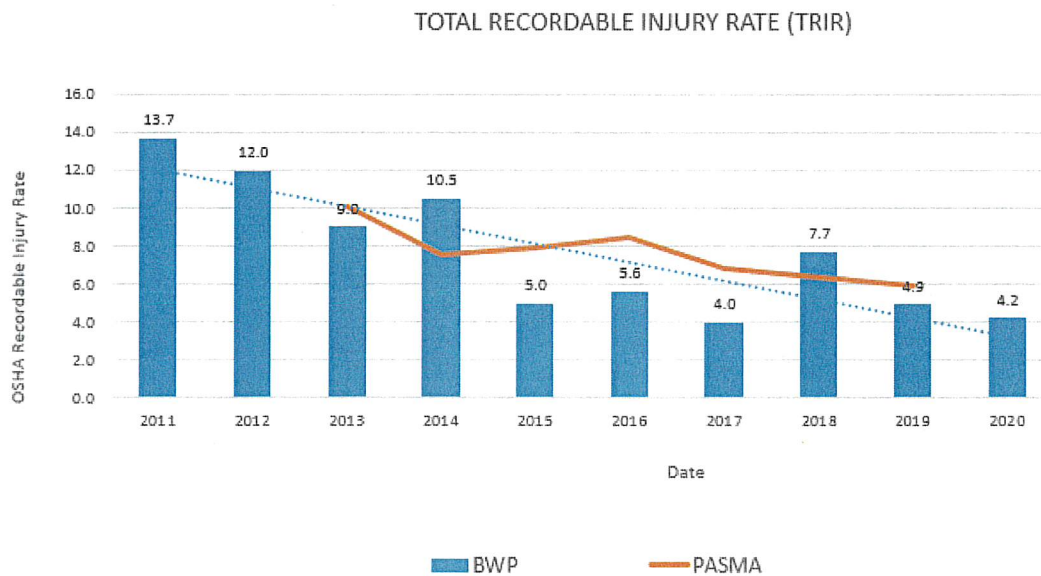
CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: February 4, 2021
TO: BWP Board
FROM: Dawn Roth Lindell, General Manager, BWP *Dawn Roth Lindell*
SUBJECT: December 2020 Operating Results

***Please note that changes from last month's report are in BOLD**

SAFETY

For this reporting period BWP experienced one OSHA recordable injury. BWP's 12 month rolling average rate is 4.2.



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
 PASMA - Public Agency Safety Management Association (Utilities only Data)

Water Estimated Financial Results

For the month of December, net income (NI) was a loss of \$43,000, which was \$218,000 better than budgeted. The better result was primarily the result of higher than planned potable sales due to lower than normal rainfall and lower water supply expenses due to using more ground water rather than the more expensive treated water from MWD.

For fiscal-year-to-date (FYTD) December, NI was \$2,674,000, which was \$1,983,000 better than budgeted. The better result was primarily attributed to lower operating expenses and lower water supply expenses due to using more ground water rather than the more expensive treated water from MWD.

For additional details, please see the section **“COVID-19 “Safer at Home” Order Impacts”** and the attached financial statements.

Electric Estimated Financial Results

For the month of December, NI was a loss of \$1,392,000, which was \$852,000 worse than budgeted. The unfavorable result was primarily the result of lower retail sales as a result of COVID-19, offset partially by lower retail power supply & transmission expenses.

For FYTD December, NI was \$7,418,000, which was \$4,924,000 better than budgeted. The better result was primarily attributed to our wholesale asset utilization program, lower operating expenses, and lower retail power supply & transmission expenses, offset by lower retail sales as a result of COVID-19.

For additional details, please see the section **“COVID-19 “Safer at Home” Order Impacts”** and the attached financial statements.

COVID-19 “Safer at Home” Order Impacts

Financial Impacts

December’s results reflect the ninth month of the impacts resulting from the COVID-19 pandemic orders beginning on March 19, 2020. With many Burbank commercial enterprises being closed or curtailing operations, this order has, and is anticipated to continue to, significantly impact commercial demand for water and energy in Burbank.

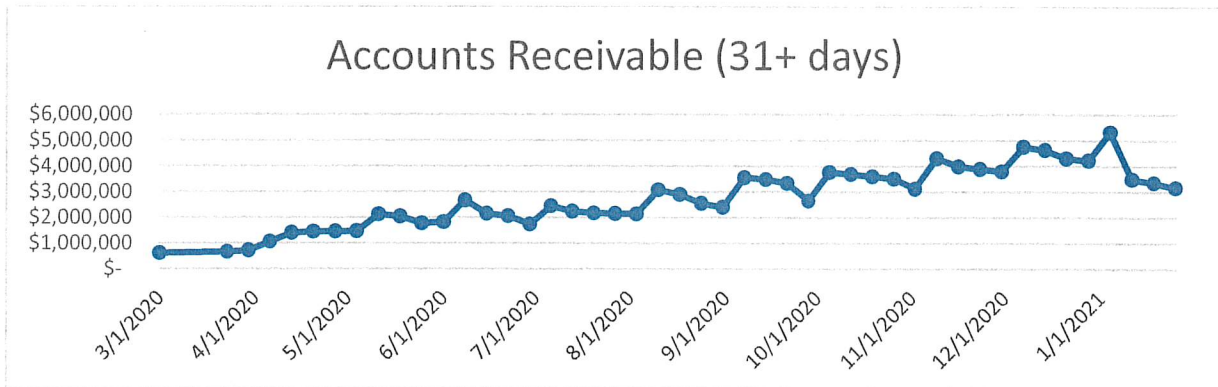
The current year’s adopted budget, based on the estimated impacts of the pandemic order at the time, reflects a 5% lower energy demand and a 3% lower potable water usage as compared to last year’s budget. Recent data has shown that the impact of COVID-19 has resulted in a significant reduction in electric demand and only a slight reduction in water demand. Along with the decrease in demand, there is a large increase in customer receivables and uncollectibles.

For the Electric Fund, December energy demand was 7% below budget. COVID-19 has a tremendous negative impact on energy sales, especially when commercial customers account for approximately 75% of electric sales. FYTD energy usage was 5% below budget and retail revenues were \$4,953,000 below budget, while gross margin was \$1,255,000 higher than budget, primarily driven by increased revenues in the wholesale asset utilization program and lower power supply costs.

For the Water Fund, COVID-19 has had less of an impact than it has on the Electric Fund. For the fiscal year, potable water demand is occurring as budgeted. There is a decrease in demand from commercial customers related to COVID-19, but it has largely been offset by an increase in demand from residential customers.

Accounts Receivables

The chart below shows the drastic increase for receivables that are over 31 days old for BWP’s Electric and Water Funds.



***Excludes in-lieu and Utility Users Tax (UUT)**

WATER DIVISION

State Water Project Update

With California off to a dry start for the water year, the California Department of Water Resources (DWR) announced an initial State Water Project (SWP) allocation of 10% of requested supplies for the 2021 water year.

Initial allocations are based on conservative assumptions regarding hydrology and factors such as reservoir storage. Allocations are reviewed monthly and may change based on snowpack and runoff information.

Lake Oroville, the SWP's largest reservoir, is currently at 35% of capacity and 56% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 44% of capacity and 74% of average. In Southern California, SWP's Castaic Lake is at 78% of capacity and 96% of average.

Burbank's Water Use

The table below shows water use in Burbank during December 2020 compared to December 2019 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12-Month Average
December 2019	115 gpcd	132 gpcd
December 2020	130gpcd	136 gpcd

These figures show annual water use is on target to be below 157 gpcd that must be met by the year 2021.

Grants

BWP will work with B & A Professional Grant Consulting to apply for a Drought Contingency Planning Grant (offered by the Bureau of Reclamation), which, if awarded, will help us fund the cost to develop the plan. The Drought Contingency Plan outlines a strategy that builds long-term resiliency to drought and is a pre-requisite for future grant applications. This will help guide us toward meeting regulatory requirements. Applications were due January 6, 2021, and the maximum funding available for each grant is \$200,000.

Burbank Operating Unit (BOU) Water Production

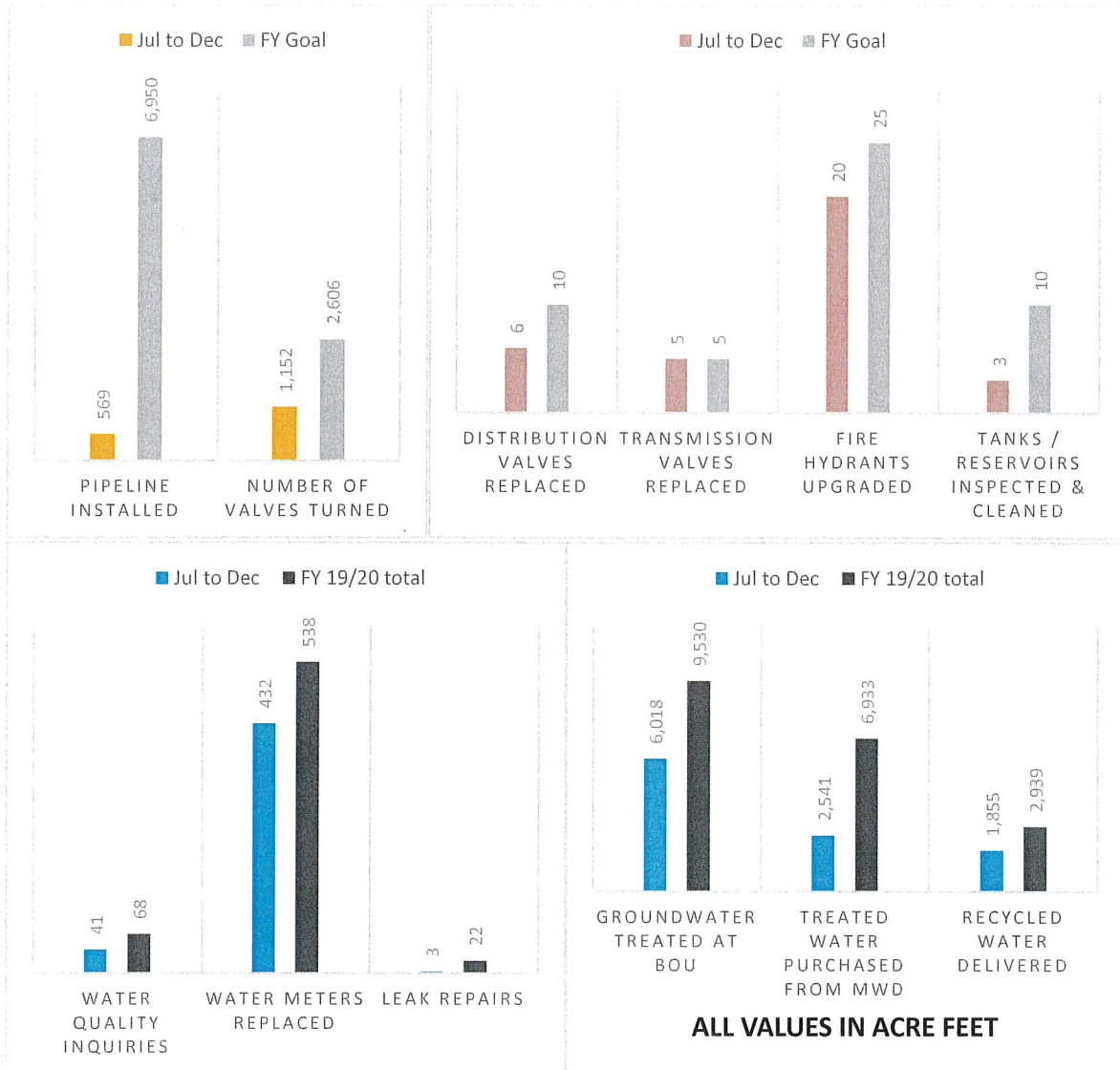
The table below provides the operational data for the BOU for the rolling quarter of October through December.

	Capacity Factor	Average Flow Rate (FY Total)
October 20	97.81%	8,803gpm
November 20	55.61%	5,005gpm
December 20	86.25%	7,762 gpm

Key Performance Indicators

The graphs below illustrate the progress the Water Division has made on key performance measures through December. Note that the values provided need to be viewed with respect to where we are in the fiscal year. Our construction crew started a pipeline project on Cypress at Third Street and is phasing that work to focus on replacing transmission valves. Note that pipeline installation is eight percent complete even though we are halfway through the year. There are several reasons for this, chief among them is that we shifted resources to complete the installation of all five transmission valves slated for this year. The work was complex and time consuming, but badly needed.

Also, the Water Division is understaffed by four workers and at times, this was made worse due to COVID, when staff had to be quarantined. This further reduced our workforce and affected productivity. Note that the number of valves turned is closely on pace with our goal and we are exceeding our pace on replacing distribution valves and upgrading fire hydrants. Tank and reservoir cleaning is conducted during the winter months when demands are low, so we expect to catch up on this activity in the coming months.



Leak Alert Notifications

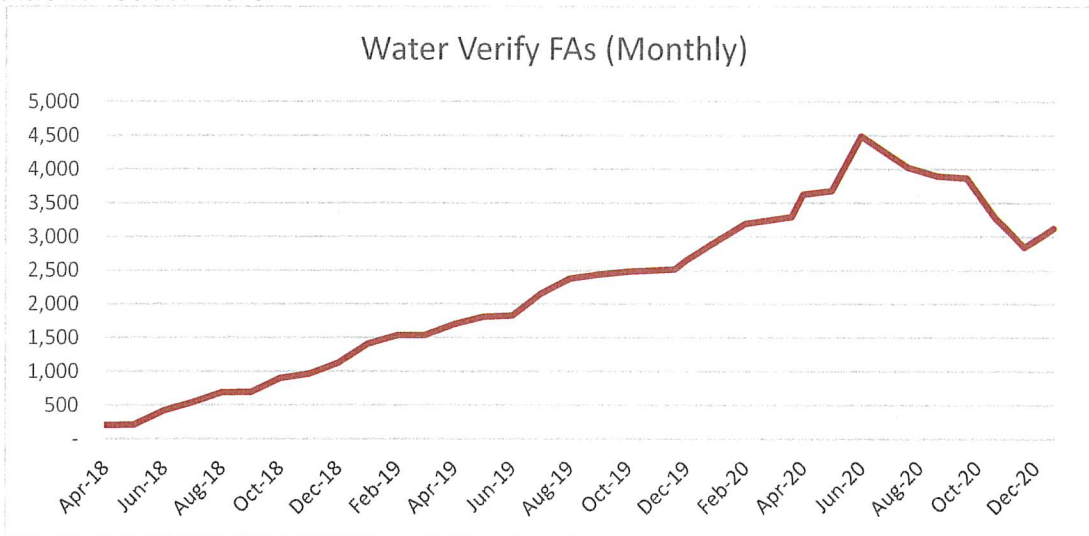
In 2009, BWP began installing an automated metering infrastructure (AMI) system by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The meter read was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed throughout the City. The data was “backhauled” or bundled using the Tropos radio system and delivered to database servers that accepted and processed the meter data. Full deployment of the system (approximately 26,000 endpoints) was completed in 2011.

Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing leak alert service to residents who registered to receive notifications. This service, called Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, BWP has provided 11,756 leak alerts to customers. Unfortunately, a

high volume of water meter communication modules are not working reliably and replacement units are no longer produced.

As of December 2020, BWP was not able to receive remote reads for 3,121 out of 26,985 water meters. That is an increase of 281 meters (10%) since last month. The increase in manual reads is a result of several factors including: resolving software issues with the database changes made in July, and working through bugs with a new automatic meter reading (AMR) system. The AMR is currently being tested and in use in the field. BWP is working on automating the process to integrate with various billing systems. Note that in August, September, October, and November during testing of the AMR system, some meters were incorrectly reported as reporting when they were not reporting through the AMI system. We have updated the statistics accordingly.

BWP previously notified customers who participate in the leak alert program that the failure of these communication modules prevents the sending of leak alert notifications, and due to continued failures BWP is now in the process of notifying additional customers.



Projects

On December 17 at 1516 Oak Street crews worked quickly to repair a broken 6-inch water main. Shown here is a section of cast iron pipe with a 5-foot lateral crack that started to undermine the street and the parkway. Unfortunately, BWP does have an older system in areas of the City of Burbank, which will continue to have breaks, but fortunately, BWP had a team that responded quickly. BWP has an ongoing water main replacement program that will help to further mitigate future main breaks and improve system reliability.





ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

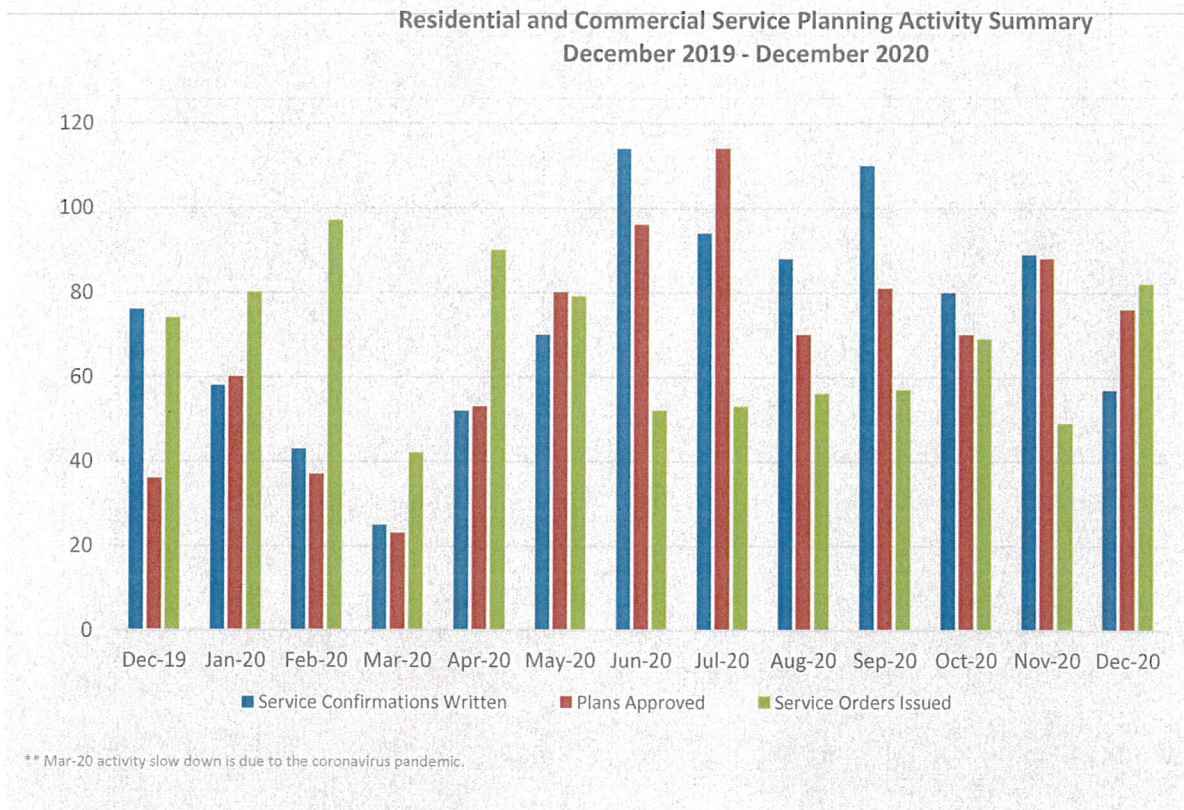
In December 2020, BWP experienced one sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,602,736 customer minutes.

Reliability Measurement	January 2019 - December 2019	January 2020 - December 2020
Average Outages Per Customer Per Year (SAIFI)	0.3145	0.4238
Average Outage Duration (CAIDI)	14.75 minutes	23.86 minutes
Average Service Availability	99.999%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.3470	0.3828
No. of Sustained Feeder Outages	10	14
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	0	1
No. of Sustained Outages by Palm Fronds	2	0

PROJECT UPDATES

Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing service. In order for a customer to obtain a building permit for their construction, BWP Service Planners must visit the customer's facility and fill out an electric service confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP Service Planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes monthly activity for our residential and commercial service planning group within the electrical engineering section.



AVION Burbank Development Update

The AVION Burbank development is a large planned development near the airport currently under construction. The on-site development includes six warehouses, nine office buildings, two retail buildings, and a hotel. This development contributed to a portion of the cost to construct the Ontario Substation as well as the underground conduit on Winona Ave. between Ontario St. and Hollywood Way.



Figure 1 – Aerial photograph of Avion development looking west across Hollywood Way



Figure 2 - Underground electrical substructure installations on the project site

In order to provide electrical service to this development, two new 12kV distribution feeders will be installed from the Ontario Substation to the project site. In December, one of the six warehouses was energized. To date, approximately 2,500' of underground 12kV cable has been installed and energized. Additionally, one pad-mounted switch and one pad-mounted transformer have been installed to serve the first warehouse building. As work progresses onsite, additional underground 12kV electrical infrastructure will be installed over the coming months.

STREET LIGHTING

Wireless Telecommunication Facilities on Street Lights

In 2019, BWP worked closely with other City Departments to develop design standards to provide guidance to communication companies looking to install additional wireless telecommunication facilities (WTF) on street light poles. These design standards helped ensure that these installations would match the aesthetic of existing nearby street lights and would ensure that the small cell antennas mounted on top would have minimal visual impact. Additionally, in an effort to reduce the amount of service pedestals within the public right-of-way, BWP developed a design standard to mount a lower profile electrical meter within the WTF enclosure on top of the street light.

Two new street lights with WTF installations were installed in late November and December, the first at 1904 W. Alameda Ave. (below left) and the second at 240 W. Verdugo Ave. (below right).



One more installation is planned to be completed at 703 S. Victory Blvd. in early February. All three of the WTF facilities are owned by AT&T.

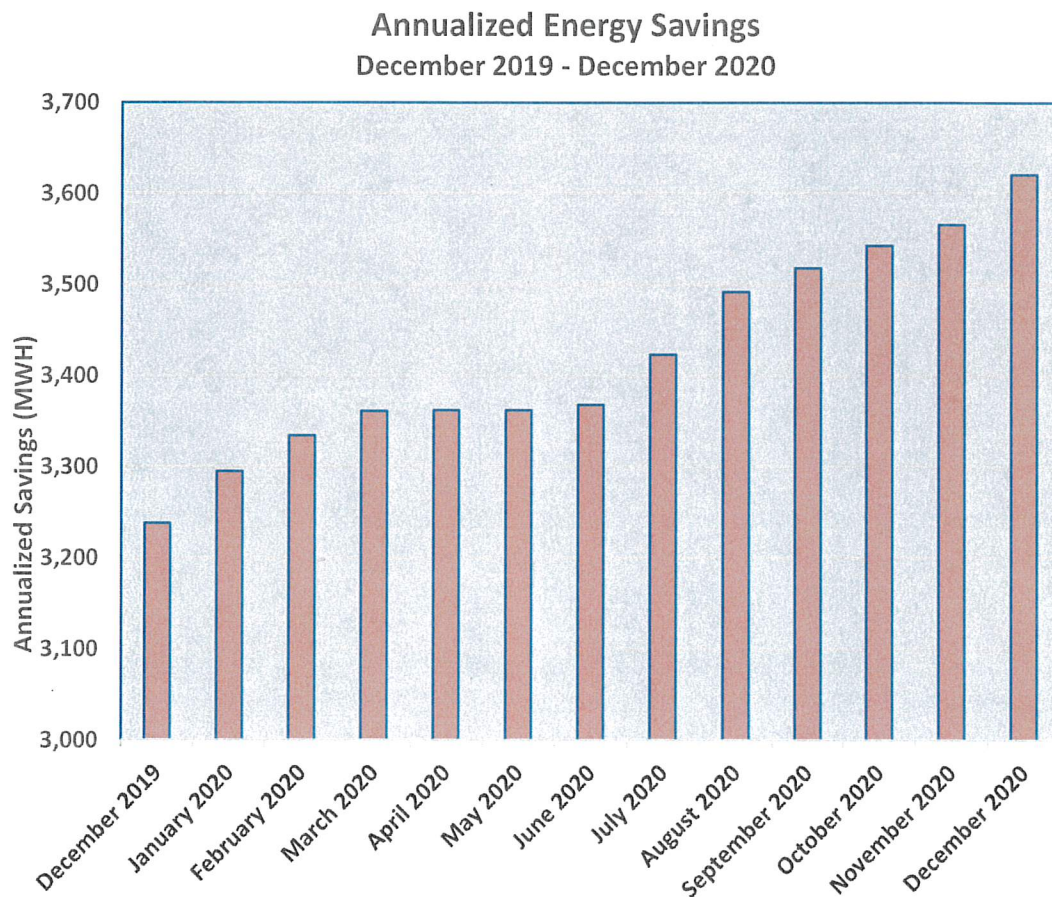
Street Light Series Circuit Conversion to Low Voltage 120V on Buena Vista St.

In December 2020, the overhead street light circuit on Buena Vista St., between Winona Ave. and Glenoaks Blvd., was converted from a high voltage series circuit

to low voltage 120V overhead circuits. Fifteen street light standards were converted and all high-pressure sodium (HPS) luminaires were replaced with light-emitting diode (LED) luminaires.

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing HPS street light luminaires with LED luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 68.20% of the total street light luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,621 MWh or a 39.07% reduction in energy consumption. LED conversions have also reduced evening load by 827 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs. The graph below shows the annualized energy savings in MWh for the past 13 months.



CUSTOMER SERVICE

Customer Service Operations

BWP continues to assist customers through the COVID-19 Job Loss Bill Credit Program. Customer Service Representatives assist customers, make payment arrangements to reduce the amount in arrears, and provide additional resources to help customers manage their utility bill.

In December 2020, two Customer Service Supervisors completed their initial training after joining the team in November 2020. All Customer Service Supervisor positions have been filled and we look forward to developing our team and providing better service to our customers and the community.

BWP Call Center Call Types & Volume

Call Types	% of Calls
Balance	22%
Update Account Info	10%
Residential Stop	8%
Residential Start	6%
Solid Waste Transfer	5%

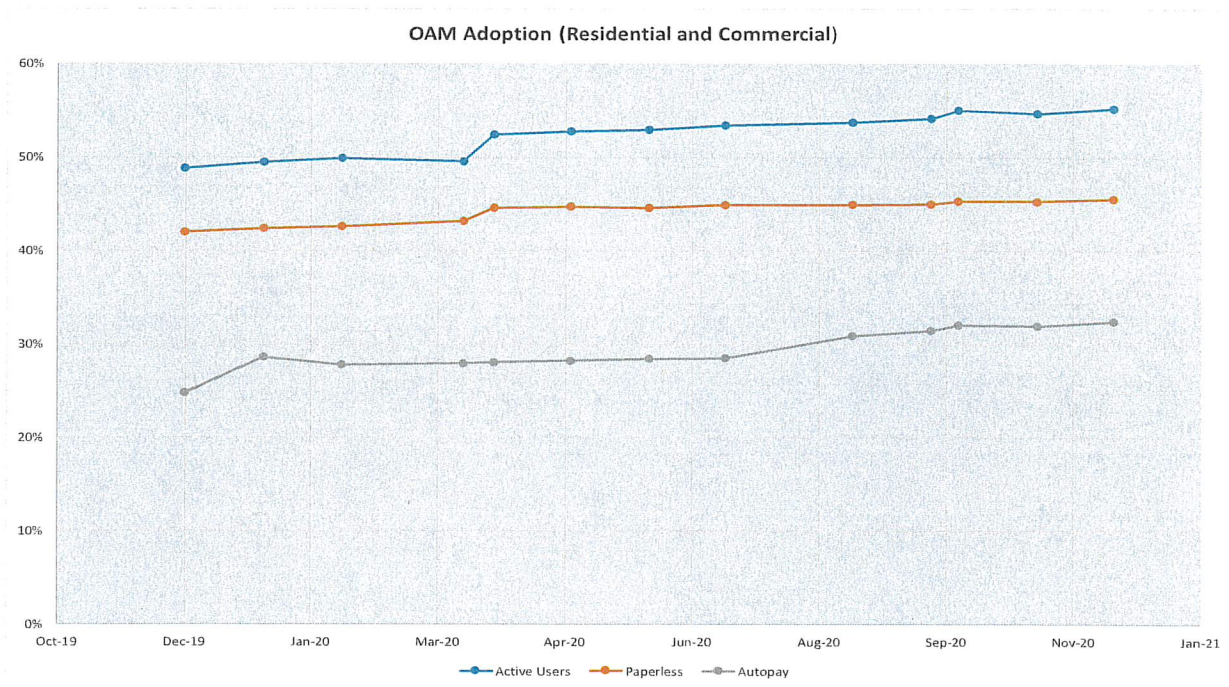
	Dec - 19	Jan - 20	Feb - 20	Mar - 20	Apr - 20	May - 20	Jun - 20	Jul - 20	Aug - 20	Sep - 20	Oct - 20	Nov - 20	Dec - 20	% Inc/Dec
Call Volume	5,389	4,778	4,337	4,320	3,543	3,392	3,582	4,055	3,812	3,783	3,527	3,055	3,684	20.6%

Online Account Manager

The enrollment in the online account manager (OAM) is currently at 55% of all active accounts; increases in enrollments have also been on the rise since the COVID-19 pandemic. Of all registered accounts, about 80% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by the end of 2021.

The OAM adoption plan consists of three phases. Phase one was to build awareness and promotion through broad communications. The second phase is to provide targeted messages to segments that have not adopted the OAM. The third phase is to provide incentives to adopt the OAM. Currently, about 86% of customers that have not adopted the OAM are residential. Therefore, phase two and three will be focused on residential adoption to reach the 80% overall adoption goal. The adoption plan is currently in phase two and will move into phase three during the last quarter of this calendar year.

Below is the chart outlining activity for the OAM:



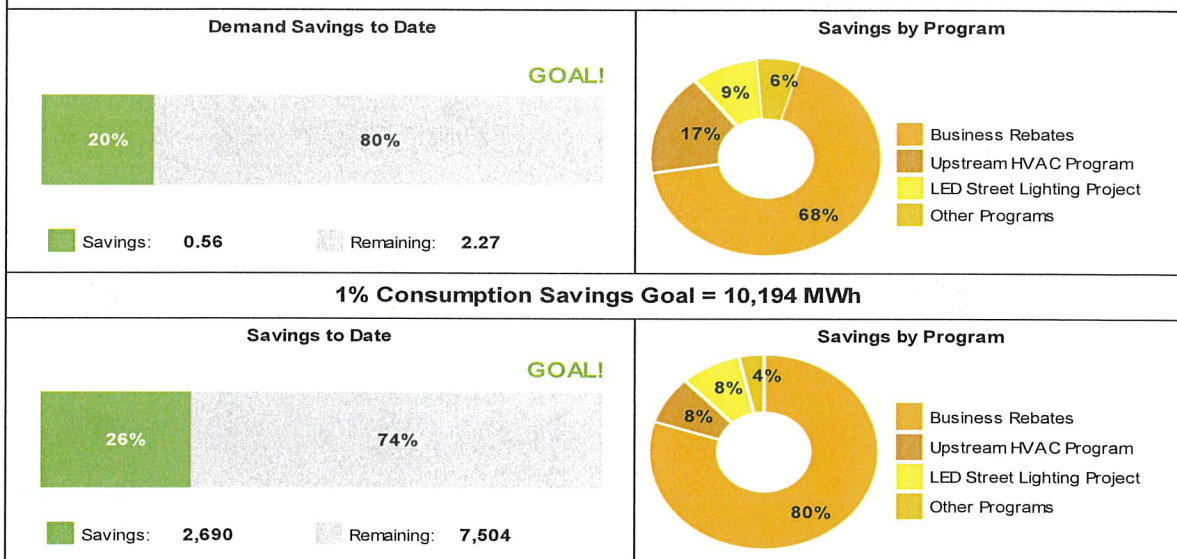
	Active	% of Total Active Accounts
Active Users	28,802	55%
Paperless	23,759	46%
Autopay	16,691	32%

BWP's Energy Efficiency and Water Savings – Fiscal Year to December 31, 2020

To comply with state and local COVID-19 orders, both residential and commercial energy efficiency programs that required home/on-site visits have been suspended since March 2020. Despite the imposed restrictions, other energy efficiency and water conservation programs that do not require on-site visits such as BWP's rebate programs continue to operate. As a result of the continued program suspensions due to COVID-19, program activities continued to be significantly reduced for the month of **December 2020**. However, commercial program participation continues to significantly contribute to the reported savings for the month of **December**, mostly from the BWP business rebates program utilized by some of the largest commercial customers. Incentives for large projects have incentive caps but yield total project efficiency savings.

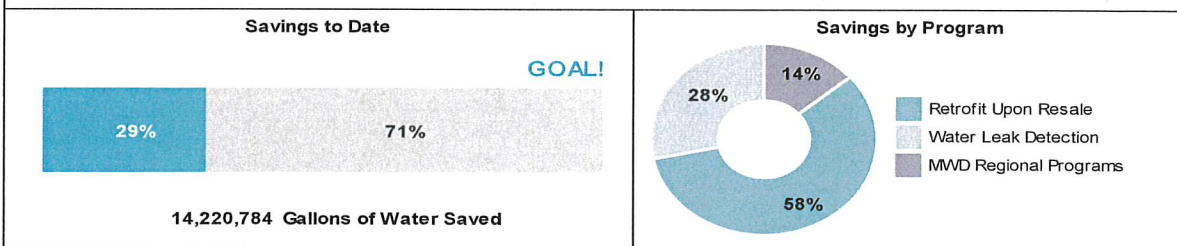
Energy Efficiency Savings FYTD 2020-2021 Period ending on 12/31/2020

1% Demand Goal = 2.83 MW



Water Savings Goal FYTD 2020-2021

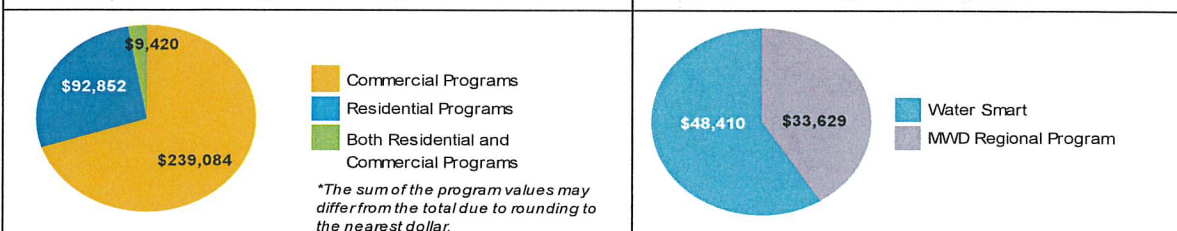
1% (48,907,414 Gallons) Potable Water Savings Goal



Efficiency Investments FYTD 2020-2021

*Electric Programs: \$341,356

Water Programs: \$82,039



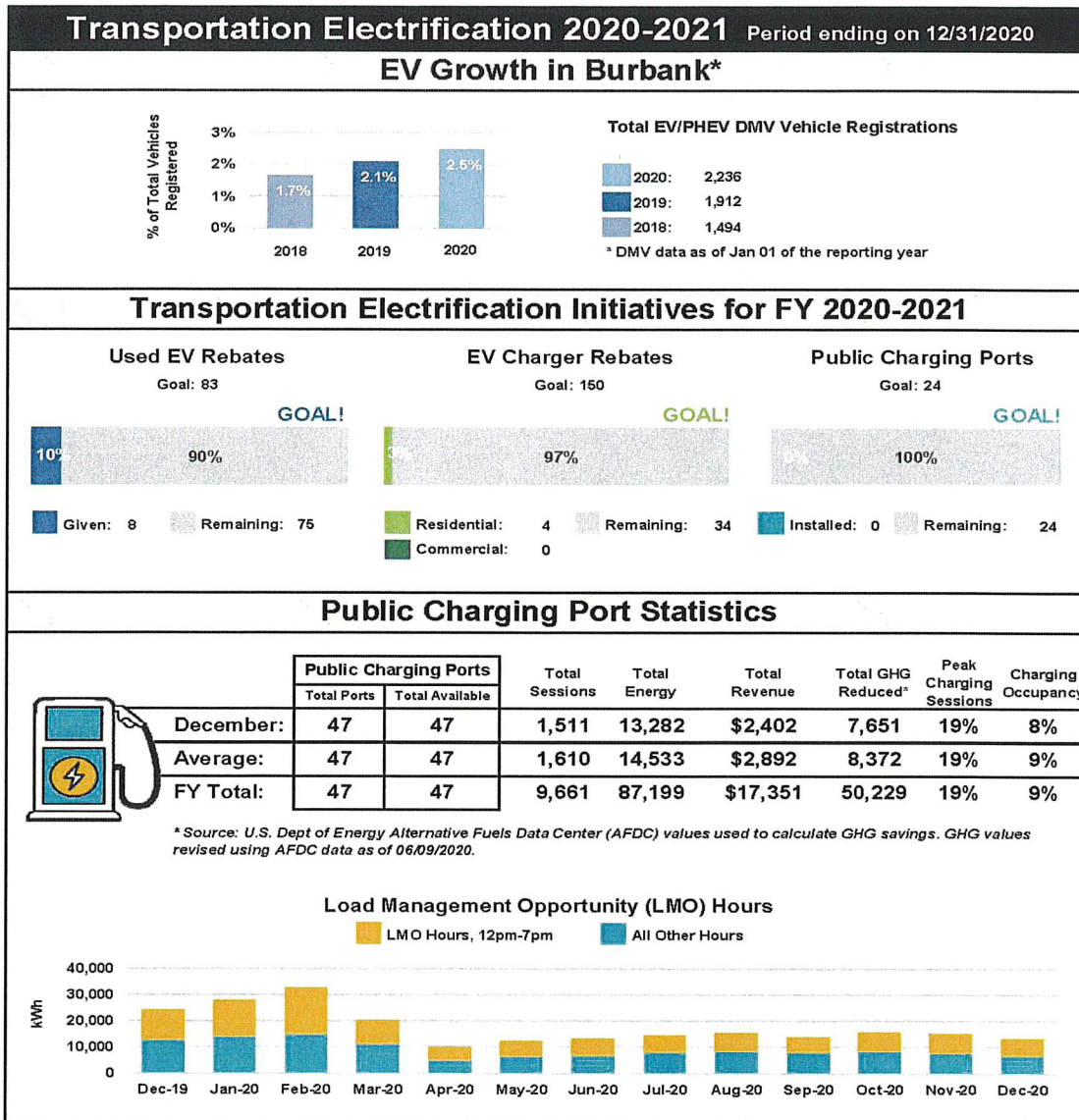
Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC fast chargers and 18 curbside chargers. As of **December 1, 2020**, pricing for public EV charging is \$0.1753 per kWh for all hours for Level 1 and Level 2. For the DC fast chargers, the charging rate is \$0.2817 per kWh for all hours. Reduced public charger usage can likely be attributed to the safer-at-home order issued in March. Lower than expected participation in the rebate programs can likely also be attributed to COVID-19. Car sales are low across the board, which may have influenced low participation in the used car EV rebate. BWP has provided the required startup funding to the Program Administrator acting on behalf of the California Air Resources Board for the clean fuel rewards program. The clean fuel rewards statewide rebate is now available to California

residents. The rebate provides up to \$1,500 for battery electric and plug-in electric vehicles that are leased or purchased.

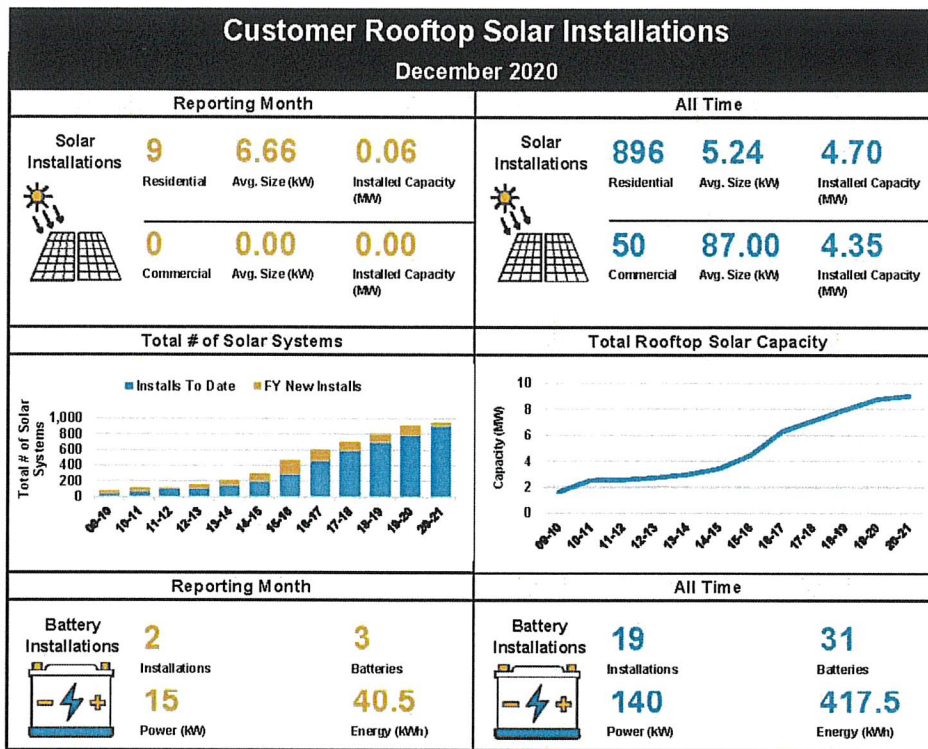
The following charging ports are currently in process that comprise the goal of 24 charging ports for fiscal year 2020-21:

Project / Location	Status	Quantity
Ports added to existing Public Chargers Locations – Various Locations	Ready for Construction	6
Downtown Project - Olive Ave. and Glenoaks Blvd.	Design	16
BWP Workplace / Public Chargers Lake St. or Magnolia Blvd.	Design	2



Rooftop Solar and Battery Installations

Customer owned rooftop solar and battery storage system installations continue to grow. Burbank Water and Power does not provide rebates for installing these systems. However, overall, lower equipment costs and the Federal Investment Tax Credit make purchasing solar and/or battery systems more accessible. System capacity and number of installations are tracked monthly and in total below.



TECHNOLOGY

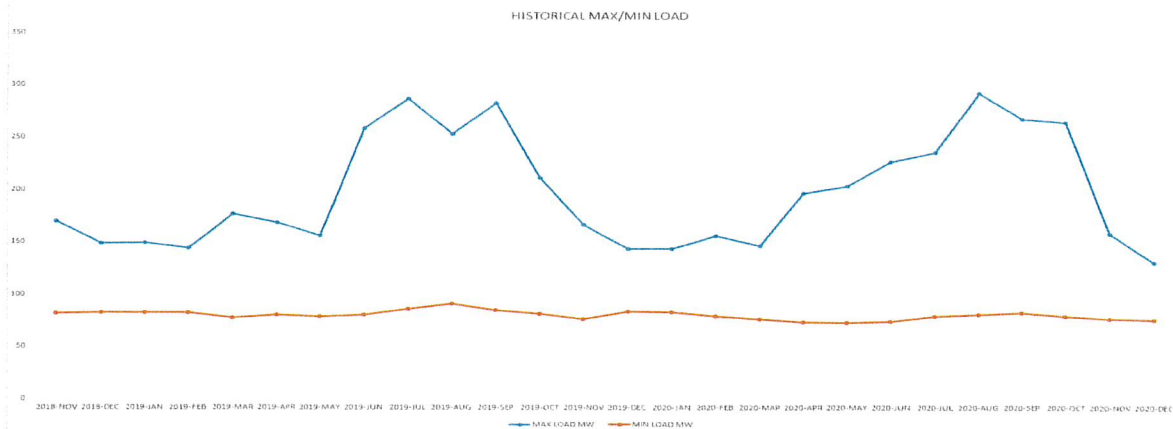
Broadband Services (ONE Burbank)

	December 2020 New Orders	Revenues for December 2020	FYTD 2020-21 Revenues	FYTD budget
Lit	2	\$128,365	\$741,472	\$790,000
Dark	1	\$187,751	\$1,170,991	\$1,185,000
Total	3	\$316,116	\$1,912,463	\$1,975,000

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for December 2020 was 131 MW at 5:32 PM on December 7, and the minimum load was 75.7 MW at 4:21 AM on December 28.



Minimum load values corrected for Sept & Dec 2018.

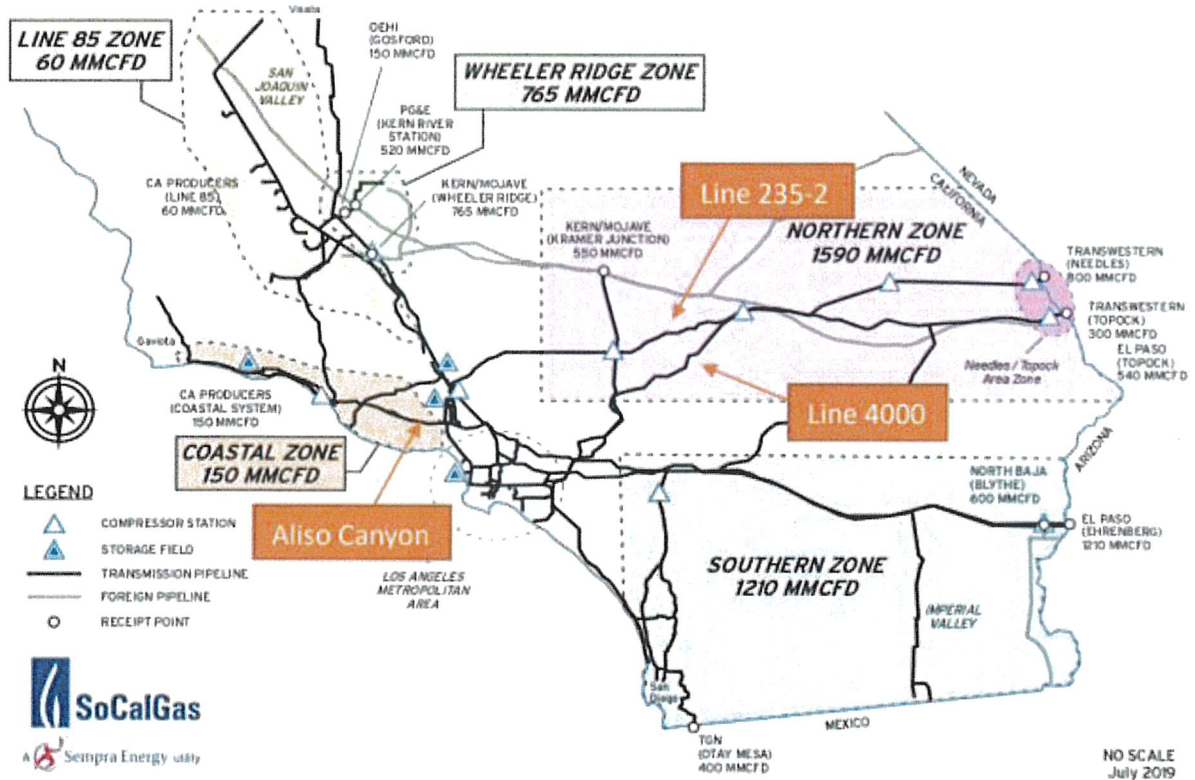
YEAR	MAX LOAD	MAX DATE
2020	292.3 MW	18-August-20 15:22:41
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

The Burbank power system did not experience any operational issues or natural gas supply issues for December 2020. BWP had two days of red flag warnings.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCalGas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive

but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances.

Image 1: Receipt Points & Transmission Zone Firm Capacities



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) SoCalGas used two vendors to perform In-line Inspections (ILI) in October 2019. The ILI reports showed the repairs needed to be made to the line. Those repairs are now complete, and the line was returned to service on September 1, 2020.

Line 4000

Following the Line 235-2 rupture, SoCalGas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same “family” of pipelines as Line 235-2. SoCalGas lowered the pressure to increase the factor of safety on the pipeline until SoCalGas can conduct further analysis of Line 4000 based on what is learned from Line 235-2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	0%	0.1	0	-	1
MPP	100%	744	109,818	8,130	0

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. **Lake 1 was placed online one time during the month of December. Lake 1 is currently unavailable. The turbine was removed and shipped to a certified facility in Houston, TX for inspection and repairs. Lake 1 is expected to be returned to service in early spring 2021.**

Magnolia Power Project (MPP)

	December	FYTD	YTD
Availability	100%	98%	86%
Unit Capacity Factor (240 MW)	62%	71%	63%

There were no plant trips or other outages at MPP during the month of December. MPP is offline from January 8, 2021 to March 8, 2021 to perform an inspection of the gas and steam turbines. The balance of plant maintenance will also be performed during the outage.

Tieton Hydropower Project (Tieton)

Tieton's 2020 generation season began April 6, 2020 with a single generation unit due to limited water flow controlled by the United States Bureau of Reclamation (BOR). On August 27, water flow increased enough to operate both generation units concurrently and both units were in operation until near the end of the generation season, which occurred on October 10, 2020. Maintenance began immediately following conclusion of the 2020 generation season and Unit 1 is being overhauled during this maintenance period. Unit 2 will also receive minor maintenance.

ENVIRONMENTAL

Air Quality

Emissions source testing was completed at MPP on December 3, 2020. The results from the test met the compliance requirements, as well as the annual incentive values.

Storm Water

The State Water Resources Control Board Industrial General Permit requires industrial facilities to collect, at a minimum, four storm water samples per reporting year and compare them to statewide regulatory limits. **BWP collected storm water samples on December 28, 2020. The results from the testing indicate ongoing compliance issues with metals, specifically zinc. Samples were also collected from the offsite influent that commingles with BWP's storm water discharge. The offsite samples also exceeded the limits for metals.**

In order to address the storm water compliance issues, BWP is in the process of implementing a campus storm water improvement project. BWP has completed an environmental review of the project required under the California Environmental Quality Act (CEQA). The environmental review will be finalized when the project is approved by the Burbank City Council. MNS Engineers was contracted to prepare the final design plans, as well as provide engineering support and permitting support for the project. After the final design is completed, bid specifications will be prepared and a request for proposals (RFP) will be issued for the construction activities.

PROJECT UPDATES:

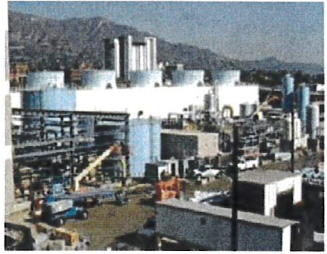
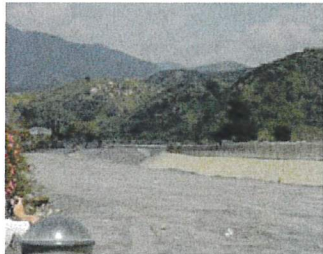
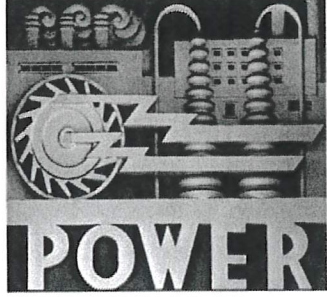
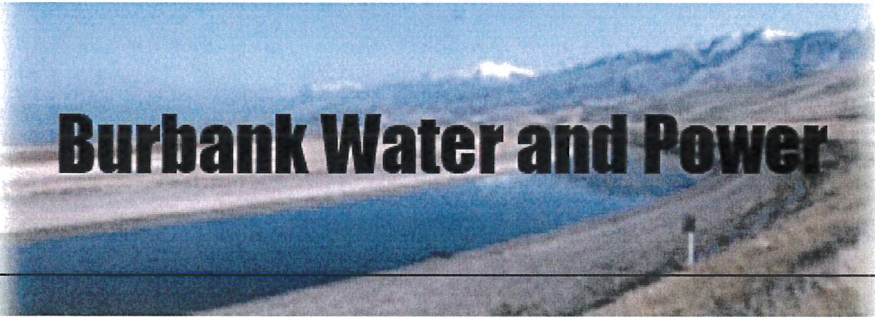
Power Resources

Transmission Update

Negotiations with LADWP regarding the renewal of several existing transmission service agreements (TSA), including those associated with Hoover and IPP, are ongoing. An amendment for a one-year extension of the existing Hoover TSA was approved by consent by City Council on April 28, 2020. This amendment extended the Hoover TSA through September 30, 2021. The IPP related TSA expires in 2027.

Intermountain Power Project (Delta, UT) Renewal Progress

LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.



**Estimated Financial Report
December-20**

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD December 2020
(\$ in 000's except MWh Sales)**

MTD Estimate FY 20-21	MTD Budget FY 20-21	\$ Variance	% Variance		YTD Estimate FY 20-21	YTD Budget FY 20-21	\$ Variance	% Variance
77,529	83,119	(5,590)	-7% ^(a)	NEL MWh	551,699	580,130	(28,431)	-5% ^(A)
				Retail				
\$ 11,400	\$ 12,321	\$ (921)	-7%	Retail Sales	\$ 83,923	\$ 88,876	\$ (4,953)	-6%
424	622	(198)	-32% ^(b)	Other Revenues	2,605	3,732	(1,127)	-30% ^(B)
8,351	8,608	257	3% ^(c)	Retail Power Supply & Transmission	54,470	57,489	3,019	5% ^(C)
3,473	4,335	(862)	-20%	Retail Margin	32,057	35,119	(3,061)	-9%
				Wholesale				
1,043	4,622	(3,579)	-77%	Wholesale Sales	17,886	27,918	(10,032)	-36%
940	4,529	3,590	79%	Wholesale Power Supply	13,011	27,360	14,349	52%
103	92	11	11%	Wholesale Margin	4,875	558	4,317	773%
3,576	4,427	(852)	-19%	Gross Margin	36,932	35,677	1,255	4%
				Operating Expenses				
934	934	-	0%	Distribution	5,973	5,761	(212)	-4%
110	110	-	0%	Administration/Safety	915	692	(223)	-32% ^(D)
236	236	-	0%	Finance, Fleet, & Warehouse	1,163	1,427	274	19% ^(E)
525	525	-	0%	Transfer to General Fund for Cost Allocation	3,138	3,148	11	0%
476	476	-	0%	Customer Service, Marketing & Conservation	2,604	2,850	246	9%
350	350	-	0%	Public Benefits	2,168	2,523	356	14% ^(F)
208	208	-	0%	Security/Oper Technology	1,219	1,323	104	8%
110	110	-	0%	Telecom	591	683	92	13% ^(G)
187	187	-	0%	Construction & Maintenance	803	1,123	320	28% ^(H)
1,781	1,781	-	0%	Depreciation	8,048	10,687	2,639	25% ^(I)
4,917	4,917	-	0% ^(d)	Total Operating Expenses	26,610	30,218	3,607	12%
\$ (1,341)	\$ (489)	\$ (852)	-174%	Operating Income(Loss)	\$ 10,322	\$ 5,459	\$ 4,863	89%

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD December 2020**

(\$ in 000's)

MTD Estimate FY 20-21	MTD Budget Budget	\$ Variance ⁽²⁾	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance ⁽²⁾	% Variance
\$ (1,341)	\$ (489)	\$ (852)	(174%)	Operating Income/(Loss)	\$ 10,322	\$ 5,459	\$ 4,863	89%
				Other Income/(Expenses)				
142	142	-	0%	Interest Income	728	851	(123)	(14%)
91	91	-	0%	Other Income/(Expense) ⁽⁴⁾	(1,929)	(2,113)	184	9%
(284)	(284)	-	0%	Bond Interest/ (Expense)	(1,703)	(1,703)	-	0%
(51)	(51)	-	0%	Total Other Income/(Expenses)	(2,905)	(2,966)	61	0%
(1,392)	(540)	(852)	(158%)	Net Income	7,418	2,494	4,924	197%
1,054	1,054	-	0%	Capital Contributions (AIC)	1,480	6,326	(4,846)	(77%) ⁽⁴⁾
<u>\$ (338)</u>	<u>\$ 514</u>	<u>\$ (852)</u>	<u>(166%)</u>	Net Change in Net Assets	<u>\$ 8,897</u>	<u>\$ 8,820</u>	<u>\$ 78</u>	<u>1%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable.

3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension), revenues and expenses related to Low Carbon Fuel Standard credits, and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

5. MTD is estimated for December 2020; FYTD reports July, August, September, October, and November 2020 actuals.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD December 2020
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	77,529	83,119	(5,590)	- NEL is 7% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature was 72.0°F, compared to the 15-year average high temperature of 68.5°F. MTD HDD were 268 versus the 15-year average of 293.
b.	Other Revenues	424	622	(198)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	8,351	8,608	257	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	4,917	4,917	-	- Expenses for December 2020 are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD December 2020
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	551,699	580,130	(28,431)	- NEL is 5% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020, partially offset by warmer summer temperatures. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929.
B.	Other Revenues	2,605	3,732	(1,127)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	54,470	57,489	3,019	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Administration / Safety	915	692	(223)	- The unfavorable variance is attributable to timing of expenditures on membership dues and higher leave expense.
E.	Finance, Fleet, & Warehouse	1,153	1,427	274	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and the timing of expenditures for software & hardware, and for professional services.
F.	Public Benefits	2,168	2,523	356	- Lifeline discounts of \$293k are recorded as a reduction to retail sales but are budgeted as an expense. The balance of the variance is attributable to lower than planned electric retail sales.
G.	Telecom	591	683	92	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on professional and private contractual services.
H.	Construction & Maintenance	803	1,123	320	- The favorable variance is primarily attributable to timing of expenditures on building grounds maintenance & repair, and custodial services, and more work for others and capital than planned.
I.	Depreciation	8,048	10,687	2,639	- The favorable variance is primarily attributable to the timing of capitalizing assets.
J.	Capital Contributions (AIC)	1,480	6,326	(4,846)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

Estimated December 2020 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$(1,392)</u>	\$ -	\$ (852)	\$ (852)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(921)	(921)
Power Supply and Transmission:	-	-	
- Lower retail load	117	-	117
- higher than planned renewables cost and other		(134)	(134)
- lower transmission	144	-	144
- Economic dispatch and higher energy prices	-	(293)	(293)
- higher true up credit and prior period adjustments	423	-	423
Other Revenues	-	(198)	(198)
Wholesale Margin	11	-	11
Total	\$ 694	\$ (1,546)	\$ (852)

Estimated December 2020 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Month-to-Date		
	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME/(LOSS): \$7,418</u>	\$ 4,924	-	\$ 4,924
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(4,953)	(4,953)
Power Supply and Transmission			
- Lower retail load	597		597
- prior period true up credits and adjustments	1,457		1,457
- lower transmission	413		413
- higher than planned renewables cost and other		(386)	(386)
- Lower O&M	594		594
- Economic dispatch offset by higher energy prices	343		343
Other Revenues	-	(1,127)	(1,127)
Wholesale Margin	4,317	-	4,317
Total	\$ 7,721	\$ (6,466)	\$ 1,255
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(212)	(212)
Administration/Safety	-	(223)	(223)
Finance, Fleet, & Warehouse	274	-	274
Customer Service, Marketing & Conservation	246	-	246
Public Benefits	356	-	356
Security/Oper Technology	104	-	104
Telecom	92	-	92
Construction & Maintenance	320	-	320
Depreciation expense	2,639	-	2,639
All other	72	-	72
Total	\$ 4,103	\$ (435)	\$ 3,668

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Cash Balances ^(a)
(\$ in 000's)**

	Dec-20	Nov-20	Oct-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserve	\$ 64,789	\$ 68,671	\$ 68,117	\$ 65,133 ^(b)	\$ 52,719 ^(c)	\$ 67,481	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA ^(d)	6,021	5,591	3,769	3,769	17,163	17,014	16,817		
Sub-Total Cash and Investments	80,810	84,261	81,887	78,902	79,882	94,495	94,137	73,010	42,770
Customer Deposits	(3,083)	(4,072)	(2,870)	(1,486)	(1,811)	(6,632)	(5,641)		
Public Benefits Obligation	(8,333)	(8,170)	(8,085)	(7,826)	(6,990)	(7,125)	(6,069)		
Pacific Northwest DC Intertie	(45)	(45)	(46)	(48)	(62)	(855)	(2,218)		
Low Carbon Fuel Standard ^(e)	(3,273)	(3,280)	(3,374)	(3,394)	(3,642)	(2,267)	(2,267)		
Cash and Investments (less Commitments)	66,076	68,693	67,511	66,149	67,376	77,615	77,942	73,010	42,770

^(a) The Statement of Cash Balances may not add up due to rounding.

^(b) Includes a \$3.95M loan to the Water Fund for the purchase of cyclic storage water.

^(c) Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charger infrastructure expenditures.

^(d) Includes early redemption of the 2010A Electric Bonds (\$7.63M).

^(e) Includes a \$2.5M loan to the Water Fund for the purchase of cyclic storage water.

^(f) Includes a one-time payment to CalPERS (for pension) in the amount of \$2.75M.

^(g) Includes a \$4.4M drawdown to pay SCPPA for June and July power invoices, \$4.6M for July and August power invoices, and \$4.8M for August and September power invoices.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD December 2020
(\$ in 000's except Gallons)**

MTD Estimate FY 20-21	MTD Budget Budget	\$ Variance ⁽²⁾	% Variance		YTD Estimate FY 20-21	YTD Budget Budget	\$ Variance ⁽²⁾	% Variance
426	385	41	11% ^(a)	Water put into the system in Millions of Gallons	2,875	2,862	13	0% ^(A)
66	67	(1)	(1%)	Metered Recycled Water in Millions of Gallons	596	563	33	6% ^(B)
Operating Revenues								
\$ 2,171	\$ 2,007	\$ 163	8%	Potable Water	\$ 15,667	\$ 15,530	\$ 137	1%
234	271	(37)	(14%)	Recycled Water	2,275	2,293	(18)	(1%)
140	122	18	15% ^(b)	Other Revenue ⁽³⁾	761	731	30	4% ^(C)
<u>2,545</u>	<u>2,401</u>	<u>144</u>	<u>6%</u>	Total Operating Revenues	<u>18,703</u>	<u>18,554</u>	<u>149</u>	<u>1%</u>
Water Supply Expenses								
874	947	74	8% ^(c)	Water Supply Expense	6,452	7,022	570	8% ^(D)
<u>1,671</u>	<u>1,453</u>	<u>218</u>	<u>15%</u>	Gross Margin	<u>12,251</u>	<u>11,532</u>	<u>720</u>	<u>6%</u>
Operating Expenses								
748	748	-	0%	Operations & Maintenance - Potable	3,957	4,490	533	12% ^(E)
140	140	-	0%	Operations & Maintenance - Recycled	740	837	97	12%
204	204	-	0%	Allocated O&M	913	1,247	334	27% ^(F)
175	175	-	0%	Transfer to General Fund for Cost Allocation	1,050	1,050	-	0%
355	355	-	0%	Depreciation	1,940	2,131	191	9%
<u>1,622</u>	<u>1,622</u>	<u>-</u>	<u>0% ^(d)</u>	Total Operating Expenses	<u>8,601</u>	<u>9,757</u>	<u>1,156</u>	<u>12%</u>
<u>49</u>	<u>(169)</u>	<u>218</u>	<u>129%</u>	Operating Income/(Loss)	<u>3,650</u>	<u>1,775</u>	<u>1,875</u>	<u>106%</u>
Other Income/(Expenses)								
21	21	-	0%	Interest Income	106	128	(22)	(17%)
45	45	-	0%	Other Income/(Expense) ⁽⁴⁾	(201)	(262)	61	23%
(158)	(158)	-	0%	Bond Interest/(Expense)	(882)	(950)	69	7%
<u>(92)</u>	<u>(92)</u>	<u>-</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(976)</u>	<u>(1,064)</u>	<u>107</u>	<u>10%</u>
<u>(43)</u>	<u>(261)</u>	<u>218</u>	<u>83%</u>	Net Income/(Loss)	<u>2,674</u>	<u>692</u>	<u>1,983</u>	<u>287%</u>
94	94	-	0%	Aid in Construction	148	562	(414)	(74%) ⁽⁵⁾
<u>\$ 50</u>	<u>\$ (167)</u>	<u>\$ 218</u>	<u>130%</u>	Net Change in Net Assets	<u>\$ 2,822</u>	<u>\$ 1,254</u>	<u>\$ 1,569</u>	<u>125%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

3. Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets.

5. MTD is estimated for December 2020; FYTD reports July, August, September, October, and November 2020 actuals.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD December 2020
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Water put into the system in Millions of Gallons	426	385	41	- Potable water demand was higher than budget, which was perhaps driven by warmer temperatures and low rainfall, offset by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. The average high temperature was 72.0°F, compared to the 15-year average high temperature of 68.5°F. Burbank received 1.00 inch of rainfall in December as compared to the monthly normal of 2.40 inches.
b.	Other Revenue	140	122	18	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
c.	Water Supply Expense	874	947	74	- The favorable variance was primarily a result of using more Valley/BOU water than planned which is less costly than imported MWD water.
d.	Total Operating Expenses	1,622	1,622	-	- Expenses for December 2020 are at budgeted values.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD December 2020
(\$ in 000's except Gallons)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	2,875	2,862	13	- Potable water demand is on budget, which is driven by warmer summer temperatures and a drier winter, offset by the closing of businesses within Burbank due to the pandemic orders beginning on March 19th, 2020. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 1.00 inch of rainfall in December as compared to the monthly normal of 2.40 inches.
B.	Metered Recycled Water in Millions of Gallons	596	563	33	- FYTD Recycled water demand was higher than budget as a result of warmer summer temperatures and a drier winter. Summer (Jul-Sep) actual average high temperature was 90.1°F, compared to the 15-year average high temperature of 87.7°F. Summer (Jul-Sep) CDD were 1,015 versus the 15-year average of 929. Burbank received 1.00 inch of rainfall in December as compared to the monthly normal of 2.40 inches.
C.	Other Revenue	761	731	30	- Other revenues include items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
D.	Water Supply Expense	6,452	7,022	570	- The favorable variance was a result of using more Valley/BOU water which is less costly than imported MWD water.
E.	Operations & Maintenance - Potable	3,957	4,490	533	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on professional and private contractual services.
F.	Allocated O&M	913	1,247	334	- Allocated O&M is lower than budget due to favorable variances in allocated expenses (Administration, Safety, Finance, Customer Service, Marketing, Construction and Maintenance) from the Electric Fund.
G.	Aid in Construction	148	562	(414)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

Estimated December 2020 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Month-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>MTD NET INCOME (LOSS): \$(43)</u>	\$ 218	\$ -	\$ 218
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	163	-	163
Recycled Revenues	-	(37)	(37)
Other Revenue	18	-	18
Water Supply Expense	74	-	74
Total	<u>255</u>	<u>\$ (37)</u>	<u>\$ 218</u>

Estimated December 2020 Budget to Actual P&L Variance Highlights - Water Fund
 (\$ in 000's)

	Variance Fiscal Year-to-Date		
	<u>Favorable Items</u>	<u>Unfavorable Items</u>	<u>Budget to Actual Variance</u>
<u>FYTD NET INCOME: \$2,674</u>	\$ 1,983	\$ -	\$ 1,983
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	137	-	137
Recycled Revenues	-	(18)	(18)
Other Revenue	30	-	30
Water Supply Expense	570	-	570
Total	<u>\$ 737</u>	<u>\$ (18)</u>	<u>\$ 720</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	533	-	533
Recycled Water O&M	97	-	97
Allocated O&M	334	-	334
Depreciation Expense	191	-	191
All Other	107	-	107
Total	<u>\$ 1,263</u>	<u>\$ -</u>	<u>\$ 1,263</u>

Water Fund (497)
Estimated Statement of Changes in Cash and Investment Balances ⁽¹⁾
(\$ in 000's)

	Dec-20	Nov-20	Oct-20	Sep-20	Jun-20	Dec-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 14,156	\$ 13,029	\$ 12,381	\$ 10,972 ⁽²⁾	\$ 8,395 ⁽³⁾⁽⁴⁾	\$ 16,341	\$ 11,555 ⁽⁵⁾	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>16,376</u>	<u>15,249</u>	<u>14,601</u>	<u>13,192</u>	<u>10,615</u>	<u>18,561</u>	<u>13,775</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,311)	(1,367)	(1,396)	(1,133)	(1,227)	(1,650)	(1,454)		
Cash and Investments (less commitments)	<u>\$ 15,065</u>	<u>\$ 13,881</u>	<u>\$ 13,205</u>	<u>\$ 12,060</u>	<u>\$ 9,388</u>	<u>\$ 16,911</u>	<u>\$ 12,321</u>	<u>\$ 17,830</u>	<u>\$ 9,370</u>

⁽¹⁾ The Statement of Cash Balances may not add up due to rounding.

⁽²⁾ Includes a \$3.95M loan from the Electric Fund for the purchase of cyclic storage water.

⁽³⁾ Includes early redemption of the 2010A Water Bonds (\$2.07M).

⁽⁴⁾ Includes a \$2.5M loan from the Electric Fund for the purchase of cyclic storage water.

⁽⁵⁾ Includes a one-time payment to CalPERS (for pension) in the amount of \$440k.

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
DECEMBER 3, 2020**

Ms. LaCamera called the regular meeting of the Burbank Water and Power Board to order at 5:04 p.m. by video conference/teleconference. This online meeting was held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

Ms. LaCamera called for the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Ms. LaCamera, Mr. Brody, Mr. Bardin, Mr. Eskandar, Mr. Ford, Mr. Herman, Mr. Smith

Board Absent: None

Staff Present: Ms. Lindell, General Manager, BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Bleveans, Assistant General Manager, Power Supply; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager, Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager Customer Service and Marketing; Mr. Wilson, Assistant General Manager, Water; Mr. Recker, Acting Assistant General Manager, Electrical; Mr. Hernandez, Manager Transmission and Distribution Engineering; Mr. Recchia, Manager Energy Control Center; Ms. Kaczmarek, Manager Customer Service Operations; Mr. Flores, Marketing Manager; Mr. Aquino, Administrative Officer; Ms. Titus, Legislative Analyst; Ms. Kramer, Recording Secretary

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Ms. LaCamera called for oral communications at this time. No one requested to speak.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

Ms. Lindell, BWP's new General Manager, introduced herself, providing a brief personal and professional background. Ms. Lindell has 20 years of utility experience in water, wastewater, gas and electric distribution as well as high voltage transmission. She led two federal multi-state regional transmission utilities, served as a transformational Chief Information Officer in both municipal and

federal utilities and led customer service in a large municipal utility to top-quartile JD Powers customer service performance.

Ms. Lindell provided an update on BWP's internal response to COVID-19. With the rise in cases, those employees who can work from home are doing so immediately. Social distancing protocols and enhanced cleaning protocols continue on campus.

Ms. Lindell notified the Board that BWP will be initiating a round of strategic planning. This will include a review of BWP's mission, setting our vision and defining our values, creating a 10-year strategic roadmap, a shorter 3-year plan, and annual tactical action plans with measurable goals moving us towards the strategic roadmap. This effort will include a partnership with the Board and BWP staff will work with employees and other city departments to create the action plans.

Ms. Lindell notified the Board that Worthe Real Estate Group plans to bring 500,000 square feet of office space to Burbank. They plan to break ground in 2022. This new development will lead to the creation of a new community substation which will benefit both the City and the developer.

The Board Members introduced themselves, providing brief personal and professional backgrounds to Ms. Lindell.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Brody, and carried 7-0, to approve the meeting minutes of the regular meeting of November 5, 2020.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update and operating report for the month of October 2020.

Mr. Liu responded to Board Member questions.

This was an information item only. No action was taken.

COVID-19 IMPACT UPDATE

Ms. Kaczmarek presented an update on the number of customers in arrears and the status of associated debt. Staff continues to work with customers impacted by COVID-19 through payment plan arrangements.

Ms. Kaczmarek, Mr. Tunncliff, and Ms. Titus responded to Board Member questions.

This was an information item only. No action was taken.

UPDATE ON THE COVID-19 JOB LOSS BILL CREDIT PROGRAM

Mr. Flores provided a status update on the COVID-19 Job Loss Bill Credit Program since its implementation on November 1, 2020. Mr. Flores reported out on the total number of applications that have been received and approved to date. Mr. Flores reviewed lessons learned, program enhancements, and next steps as this assistance program continues to progress. Mr. Flores will present this update to the City Council at the December 8, 2020 City Council Meeting.

Mr. Flores responded to Board Member questions.

This was an information item only. No action was taken.

UPDATE TO BURBANK WATER AND POWER'S WILDFIRE MITIGATION PLAN

Mr. Hernandez provided an overview of the updated Wildfire Mitigation Plan (WMP). The WMP must be updated annually to comply with public utilities code section 8387 regarding wildfire mitigation for publicly owned utilities.

Mr. Hernandez responded to Board Member questions.

This was an information item only. No action was taken.

AUTHORIZE EACH PROFESSIONAL SERVICES AGREEMENT (PSA) WITH OPEN SYSTEM INTERNATIONAL, INC. AND ESTA INTERNATIONAL, LLC FOR THE IMPLEMENTATION OF THE TRANSMISSION AND DISTRIBUTION MANAGEMENT SYSTEM AT THE BURBANK ENERGY CONTROL CENTER (ECC)

Mr. Recchia presented the details of two PSAs: one with Open System International, Inc. and one with ESTA International, LLC. These PSAs, he explained, are for the implementation of the transmission and distribution management system at the Burbank ECC. The power management software at the ECC has reached the end-of-life. This software is critical for 24/7 management and control of the Burbank power system. The software vendor, Open System International, was selected through a comprehensive needs assessment, competitive RFP, and a detailed bid evaluation process. The implementation consultant, ESTA International, provided expert assistance to BWP with each of these steps and will provide further expert assistance to BWP in implementing the new system.

Mr. Recchia responded to Board Member questions.

It was moved by Mr. Bardin, seconded by Mr. Brody, and carried 7-0 that the Burbank Water and Power Board approve and authorize the General Manager of BWP to:

1. Enter into a 28-month PSA with Open Systems International, Inc. to replace the existing power management system at the ECC with a new transmission and distribution management system; and
2. Enter into a 28-month PSA with ESTA international, LLC (ESTA) for owner's engineer support that includes project management advisory services, technical consultation, and resources planning for

implementation of the transmission and distribution management system project at the Burbank ECC;
and

3. Authorize the General Manager to enter into such necessary ancillary documents to implement and effectuate the foregoing agreements.

INFORMATION FROM STAFF

NEW COUNCIL MEMBER ORIENTATION TO BWP

Ms. Lindell advised that BWP has scheduled one-hour meetings with the two new Council Members in January 2021. Staff will prepare a PowerPoint presentation for the new Council Members with an overview of BWP, its history, operations, and future challenges. BWP will also offer educational tours of the Burbank Operable Unit and Magnolia Power Plant as allowed by the current COVID situation.

UPDATE ON CITY COUNCIL AGENDA ITEMS

Ms. Kramer provided an update on recent items that BWP has taken to the City Council, the voting outcomes of those items, and future items that BWP has scheduled on the City Council agenda forecast.

LEGISLATIVE UPDATE

Ms. Titus provided a federal and state legislative update. Ms. Titus noted that COVID-19 will likely impact the next legislative session.

Ms. Titus responded to Board Member questions.

WATER DIVISION UPDATE

Mr. Wilson provided an update on Water Division operations, water supply and water storage levels.

Mr. Wilson responded to Board Member questions.

POWER SUPPLY UPDATE

No new power supply update was provided.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar welcomed Ms. Lindell to BWP and wished everyone happy holidays.

Mr. Brody echoed Mr. Eskandar's comments.

Mr. Smith commented that SoCalGas was recently approved to offer a voluntary renewable natural gas tariff to its customers. This program allows customers the ability to purchase renewable natural gas to

fuel their homes and businesses. This program reminded Mr. Smith of BWP's green choice program. It may be worthwhile for staff to learn more about SoCalGas' efforts to achieve California's climate change goals.

Mr. Smith also commented on an opinion article written by Mr. Bleveans for Utility Dive in connection to the Intermountain Power Project renewal process. He hopes to learn more about this project and others that focus on renewable energy in the future.

Mr. Bardin also welcomed Ms. Lindell and wished everyone happy holidays.

Mr. Herman also recognized Mr. Bleveans for his article and welcomed Ms. Lindell.

Mr. Ford commented on a recent experience he had with BWP's Water Division. Mr. Ford notified BWP about a water leak and staff was helpful and responsive.

Ms. LaCamera welcomed Ms. Lindell; she looks forward to working with her on strategic plans for BWP.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m. The next scheduled Board meeting is February 4, 2021 and will be held by video conference/teleconference.

Lyndsey Kramer
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Cynthia LaCamera, BWP Board Chair

January 6, 2021
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

Roll Call

Members present: Linda Barnes, Chairperson
Iveta Ovsepyan, Vice-Chairperson
Jacqueline Waltman, Secretary
Matthew Doyle

Members not present: Richard Ramos

Also present: Ken Berkman, Public Works Director
Brady Griffin, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Karen Pan, Administrative Officer
Melissa Potter, Assistant Library Services Director
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 3-0 to approve the minutes of the regular meeting of December 2, 2020.

Proposed Amendments to Classification Plan

Revision of the Specification for the Classification of Traffic Engineering Manager

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 3-0 to approve the revision of the specification for the classification of Traffic Engineering Manager.

Recruitment and Selection Report – December 2020

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of January 2021, there was one temporary appointment extension and two temporary assignment extenssions. The extensions were being sought on behalf of the Library Services Department, the Community Development Department, and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 4-0 to approve the Appointments and Assignments for the month January 2021.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:03 p.m.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____ DATE _____
Linda Barnes, Chairperson

_____ DATE _____
Jacqueline Waltman, Secretary



21 JAN 29 19:27

January 28, 2021

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, February 1, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, February 1, 2021

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, February 1, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) December 14, 2020 *[See page 1]*
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) November 16, 2020 *[See page 4]*
 - b. Commission Minutes
(For Approval)
 - 1) January 19, 2021 *[See page 6]*
 - c. Treasurer's Report
 - 1) November 2020 *[See page 10]*
 - d. Proposed Resolution No. 489 Adopting the 2021 Authority Investment Policy *[See page 34]*
 - e. Approval of Other Transaction Agreement Department of Homeland Security Transportation Security Administration *[See page 43]*
 6. ITEMS FOR COMMISSION APPROVAL
 - a. Conditional Consent to Assignment - Development Ground Lease – Avjet Corporation *[See page 50]*
 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Noise Rules and Application *[No staff report]*

COMMISSION NEWSLETTER

Monday, February 1, 2021

Rescinding agenda items

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Finance and Administration Committee special meeting of December 14, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of November 16, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the January 19, 2021, special Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for November 2020 is included in the agenda packet. At its January 19, 2021, special meeting, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file these reports.
- d. PROPOSED RESOLUTION NO. 489 ADOPTING THE 2021 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code, the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's investment manager, Columbia Management Investment Advisors, has reviewed the proposed investment policy and finds it appropriate and does not recommend any revisions to last year's investment policy.

At its special meeting on January 19, 2021, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve Resolution No. 489 adopting the 2021 Authority Investment Policy.

- e. APPROVAL OF OTHER TRANSACTION AGREEMENT – DEPARTMENT OF HOMELAND SECURITY – TRANSPORTATION SECURITY ADMINISTRATION. A staff report is included in the agenda packet. Staff seeks Commission approval of an Other Transaction Agreement ("OTA") with the Department of Homeland Security/Transportation Security Administration ("TSA"). This OTA is for the reimbursement of electrical services at baggage inspection locations as well as continuation of cleaning and sanitization protocols at TSA checkpoints at Hollywood Burbank Airport, in response to the COVID-19 pandemic, and is retroactive to January 1, 2021.

SUSTAINABLE BURBANK COMMISSION
December 21, 2020 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill
Victoria Kirschenbaum
Dion Mokhtari
Kevin O' Brien
Heather Robb (Chair)
Jean Schanberger
Chris Weber
Limor Zimskind
Chris Rizzotti

Members Absent:

Laura Tenenbaum (Vice Chair)
Darin Chase
Larry Cross
Maggie Martinez

Council Members and Staff Present:

Bob Frutos – Mayor
Nick Schultz – Council Member
Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Kreigh Hampel – Recycle Center Coordinator
Noemi Garcia – Clerical Worker, Public Works

III. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to former Council Member, Emily Gabel-Luddy for her efforts to save camphor trees on Keystone Street and her support of the Roundup and polystyrene ban.

IV. ORAL COMMUNICATIONS: (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication: None

B. Commission Member Communication:

Ms. Kirschenbaum stated she had a wonderful conversation with Tom Pike from the Sunrise Movement and announced she would be introducing additional agenda items later in the meeting.

Ms. Robb thanked Ms. Gemmill for sharing a CalRecycle webinar. She encouraged members of the Commission to attend. She also thanked Ken Berkman, Public Works Director, for sharing So Cal Gas' Renewable Gas project and bringing it to the Commission's attention.

C. **Staff Communication:**

John Molinar, Assistant Public Works Director - Street & Sanitation, wished the group a safe and happy holiday.

Kreigh Hampel, Recycle Center Coordinator, mentioned that the Recycle Center has received their Solid Waste permit. He announced they are planning to create a shortened version of the Waste Warriors program and noted that they are working with the engineers to push the assessment forward on the compost facility at the Landfill.

Mr. Berkman introduced and welcomed newly elected Council Member Nick Schultz. Mr. Schultz is a liaison for the Sustainable Burbank Commission.

Mr. Schultz addressed the Commission and emphasized that he will advocate for a Sustainability Coordinator in Burbank.

V. **APPROVAL OF MINUTES:**

Minutes from the November 16, 2020, meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. Mokhtari, Mr. O'Brien, Ms. Robb, Ms. Schanberger, Mr. Weber, and Ms. Zimskind.

VI. **BURBANK WATER & POWER: LETTER OF SUPPORT TO BWP GRANT APPLICATION AND PARTICIPATION IN TASK FORCE:**

Michael Thompson, Principal Civil Engineer – BWP, shared the opportunity presented by the U.S. Bureau of Reclamation to submit a grant for the 2021 Water Smart Drought Contingency Planning Grant Program.

Mr. Thompson and Commissioners engaged in a question and answer session.

Ms. Robb moved and Mr. Weber seconded a motion to assign the Chair of the Commission to draft a letter and modify it based on the Commission's values and goals. The letter will be included in a packet presented to City Council.

VII. **DISCUSS THE 2021 DRAFT MEETING CALENDAR:**

Ms. Robb moved and Ms. Schanberger seconded a motion to approve the 2021 meeting calendar. The motion was approved unanimously, noting the absence of Ms. Tenenbaum.

VIII. **WORKPLAN DEVELOPMENT:**

Ms. Robb encouraged the Commission to identify tangible projects and specific goals that can be presented to City Council during the budget and goal setting meetings.

Mr. Berkman encouraged the Commissioners to identify what they would like to accomplish and emphasized the importance of creating a workplan.

The group agreed to make individual efforts to develop a workplan and create subcommittees based on it.

IX. **AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:**

Ms. Robb announced that the ad hoc Community Engagement Phase 2 subcommittee will be hosting a virtual screening in partnership with the Burbank Eco Council. A screening of Kiss the Ground will take place on January 10, 2021.

X. **AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:**

Ms. Schanberger shared that the Subcommittee met and discussed their input with Community Development staff members Karen Pan and Fred Ramirez as well as an outside consultant from

Rincon. They will be meeting again in February to give additional input prior to their next community meeting.

XI. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT:

Ms. Schanberger moved and Mr. Weber seconded a motion to disband the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The motion passed unanimously by all in attendance, noting the absence of Ms. Tenenbaum.

XII. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

The group agreed to leave this Subcommittee as is. There were no other updates.

XIII. AD HOC FOOD SYSTEM SUSTAINABILITY COMMITTEE:

Ms. Gemmill provided an update on the community garden. She also shared that she has been in contact with Providence St. Joseph Medical Center and shared their interest in partnering with the Commission. Ms. Gemmill has reached out to the Community Director to set up a meeting in order to discuss food scarcity.

XIV. AD HOC BUILDING REQUIREMENTS SUBCOMMITTEE:

Mr. O'Brien moved and Ms. Schanberger seconded a motion to disband the ad hoc Building Requirements Subcommittee. The motion passed unanimously by all in attendance, noting the absence of Ms. Tenenbaum.

XV. AD HOC ELECTRIFICATION SUBCOMMITTEE:

Mr. Weber moved and Ms. Kirschenbaum seconded a motion to disband the ad hoc Electrification Subcommittee. The motion passed unanimously by all in attendance, noting the absence of Ms. Tenenbaum.

Ms. Gemmill asked for an update on the comment letter for City Council concerning the Metro North Hollywood to Pasadena Bus Rapid Transit Project. Mr. Berkman confirmed that a letter was presented to Council and was approved by staff from the Community Development Department.

XVI. AD HOC TRANSPORTATION SUBCOMMITTEE:

Ms. Zirmskind shared that she and Ms. Tenenbaum spoke to Council Member Konstantine Anthony. She suggested that the Commission have a joint meeting with the Transportation Commission since they meet on the 3rd Monday of the month as well.

XVII. AD HOC GRANTS SUBCOMMITTEE:

Ms. Robb moved and Ms. Gemmill seconded a motion to disband the ad hoc Grants Subcommittee. The motion passed unanimously by all in attendance, noting the absence of Ms. Tenenbaum.

XVIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

- Adoption a Resolution to Authorize Burbank Water and Power to Submit a Grant Application to the U.S. Bureau of Reclamation for the 2021 Water Smart Drought Contingency Planning Grant Program – BWP

XIX. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Ms. Kirschenbaum moved and Ms. Robb seconded a motion to add the following items to the February agenda. The motion passed unanimously by all in attendance, noting the absence of Ms. Tenenbaum.

- Discuss and vote on the Intermountain Power Plant letter in support of renewable energy.
- Discuss and vote on the draft proposal for a Green New Deal for the City of Burbank.

XX. BURBANK GREEN SPOTLIGHT AWARD FOR FEBRUARY 2021:

The February 2021 Green Spotlight Award recipient will be Matthew Osmond, Principal of Roosevelt Elementary.

XXI. ADJOURNMENT:

The meeting was adjourned at 6:28 p.m. The next meeting will be held on Monday, March 15, 2020 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ng

DRAFT