

**From:** [Kwan, Delon](#)  
**To:** [Hwang, Jin](#)  
**Subject:** RE: Mailing Address  
**Date:** Wednesday, September 12, 2018 6:07:38 AM

Please handle this one.

Thanks

**From:** Hwang, Jin  
**Sent:** Tuesday, September 11, 2018 2:46 PM  
**To:** Kwan, Delon  
**Subject:** RE: Mailing Address  
Delon,

Please let us know whom you would like to assign the new WSA to.

Here is last week's WSA status:

STEPS/MILESTONES	WSA - 2143 Violet Street - Andrei	WSA - 4th & Hewitt - Theresa (Ryan)	WSA - 6AM - Revised (Approved 9/19/17) - Jin	WSA - 1111 Sunset - Ryan	WSA - Kaiser Permanente LA - Andrei
Request Letter Received (Date on letter, Date received by Office)	7/5/2018	01/02/2018?	8/7/2018	4/12/2018	5/9/2018
Scope questions to Planning	7/26/2018	2/9/2018		4/17/2018	5/11/2018
Conservation Conference Call		1/25/2018		5/3/2018	5/21/2018
Scope Confirmation E-mail		2/22/2018			
Conservation Commitment Letter					
Complete Draft Board Package					
Review by WRD Group + corrections made					
Review by Waterworks + corrections made					
Review by Legal (Stamped Resos received)					
Board Package to Division Secretary					
Fact Sheet to Delon					
Board Meeting		?	10/23/18 (expected)	unknown	

**From:** Hwang, Jin  
**Sent:** Tuesday, September 11, 2018 2:27 PM  
**To:** Elva Nuno-O'Donnell (elva.nuno-odonnell@lacity.org)  
**Cc:** Kwan, Delon  
**Subject:** RE: Mailing Address

Hello Elva,

This is to confirm that I received the WSA request letter for the Hollywood Center Project along with a \$17,000 check in person from you today.

The engineer who gets assigned to this project will review the WSA request letter and contact you.

Please let me know if you have any questions.

Thank you.

Jin Hwang

Civil Engineering Associate

Los Angeles Department of Water and Power

Water Resources Division

111 N. Hope St. Room 308

Los Angeles, CA 90012

213-367-4845

**From:** Kwan, Delon  
**Sent:** Monday, September 10, 2018 3:17 PM  
**To:** Hwang, Jin; Elva Nuno-O'Donnell (elva.nuno-odonnell@lacity.org)  
**Subject:** RE: Mailing Address

Elva,

I'm out of the office tomorrow, but you can see Jin who can receive document delivery if WSA or CEQA related.

Thanks,

Delon

**From:** Hwang, Jin  
**Sent:** Monday, September 10, 2018 3:05 PM  
**To:** Elva Nuno-O'Donnell (elva.nuno-odonnell@lacity.org)

**Cc:** Kwan, Delon  
**Subject:** RE: Mailing Address

Hello Elva,

Delon Kwan is located at the address below:

111 N. Hope Street, Room 314  
Los Angeles, CA 90012

Thank you.

Jin Hwang

Civil Engineering Associate

Los Angeles Department of Water and Power

Water Resources Division

111 N. Hope St. Room 308

Los Angeles, CA 90012

213-367-4845

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**From:** Elva Nuno-O'Donnell [mailto:elva.nuno-odonnell@lacity.org]

**Sent:** Monday, September 10, 2018 2:59 PM

**To:** Kwan, Delon

**Subject:** Mailing Address

Good Afternoon Delon,

I will be dropping by a document for you tomorrow. Would you kindly email me your mailing address? Thank you.

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Elva Nuno-O'Donnell, City Planner

Major Projects

6262 Van Nuys Boulevard, Room 351

Van Nuys, CA 91401

\*(818) 374-5066\*

\*Work Schedule: 7:00 a.m. to **4:30 p.m.**\*

\*RDO (Every other Friday 7:30 - 4:00 p.m.)\*