



Crescenta Valley Water District

Steering Committee Meeting No. 5

Summary Notes

Local Hazard Mitigation Plan, Project M-1004

February 17, 2021 – 3:00 pm

Attendance:

Steering Committee (SC):

Sharon Raghavachary - Chair	CVWD, Board of Director, President
Harry Leon – Vice-Chair	Crescenta Valley Town Council, President
James Bodnar	CVWD, Board of Director, Vice President
Paul Dutton	Crescenta Valley Community Emergencies Response Team
Ken Herman	FMWD, District Engineer
Pat DeChellis	City of La Cañada Flintridge, Director of Public Works Alternate for Shahan Atmajian - City of La Cañada Flintridge
Brian Hodge	Crescenta Valley Fire Safe Council, President
Richard Ruyle	Glendale Water and Power, Water Services Administrator Alternate for Michael De Ghetto - Glendale Water and Power
Dan Hargrove	City of Glendale Public Works, Assistant Deputy Director
Dave Weeshoff	San Fernando Valley Audubon Society

Core Planning Team (CPT):

David Gould	CVWD, Director of Engineering
Brook Yared	CVWD, Engineering Manager
Nem Ochoa	CVWD, General Manager
Dennis Maxwell	CVWD, Director of Operations
Christy Colby	CVWD, Regulatory and Public Affairs Manager
Jennifer Bautista	CVWD, Project Coordinator
John Robinson	John Robinson Consulting, Inc.
Bart Spencer	Tetra Tech, Inc., Lead Project Planner
Rob Flaner	Tetra Tech, Inc., Project Manager
Des Alexander	Tetra Tech, Inc., Profiling Lead and Junior Planner

1. Welcome and Introduction
 - i. Call to order – Ms. Raghavachary, Committee Chair
 - ii. Roll call – Ms. Alexander, Tetra Tech
2. Planning Process
 - i. Approval of Steering Committee Meeting No. 4 Summary Notes

Request for Motion

Ms. Raghavachary requested a motion from the SC to approve summary notes for Steering Committee Meeting No. 4

- Mr. Leon made a motion to approve summary notes for Steering Committee Meeting No. 4
- Mr. Hodge second the motion
- Steering Committee – Approved – 9-0 with Mr. DeChellis abstaining

ii. Next steps/Timeline

a. Action Items – Identify measurable and attainable projects over the next five years that are grant eligible and that can be partnered with other municipalities.

- BRIC Funding
- \$ 3.7 billion available from FEMA starting September 1, 2021.

b. Plan Maintenance over the next five (5) years

- Provide update process to Cal OES, partnering municipalities, and stakeholders.
- Public meetings and alternative ways for public engagement

c. Public Zoom Meeting – April 21, 2021

d. Plan Submission/Review

- The LHMP draft will be available for public comment for two weeks.
- At the end of the public comment period, CVWD will submit the LHMP draft to Cal OES for review.
- Cal OES will review the LHMP draft using FEMA's local mitigation plan requirements and state requirements.
- If the LHMP draft meets all requirements, Cal OES will send the LHMP draft to FEMA.
- If the LHMP draft does not meet the requirements, Cal OES will send the LHMP draft back to the District for revision.
- The District must then modify the plan based on Cal OES's review and input and resend the LHMP draft.
- If all requirements are met, Cal OES will send the plan to FEMA.
- FEMA will do a concurrent review to ensure and review comments are precise and to clearly distinguish between required and recommended revisions.
- FEMA will then transmit plan approval status to CVWD through Cal OES, showing whether the plan is not approved or is in the Approval Pending Adoption stage.
- The typical approval time for each agency is 45 days.

e. Approval Pending Adoption (APA) - The plan is Approvable Pending Adoption, so the jurisdiction:

- Proceeds with the plan adoption process.

- Resubmits the entire plan and documentation of formal adoption to the State for final approval with the knowledge that it will receive FEMA approval.
- The jurisdiction implements the plan.

3. Hazard Analysis

i. Hazard Summary Update

- a. Exposure results are finalized.
- b. Loss Analysis – Mr. Gould will provide additional data to Ms. Baumann for functional downtime, the number of leaks, and the number of breaks for a revised loss analysis. The rerun of the analyses will not increase or impact the percent damage. Therefore, the District can move forward with risk ranking. Tetra Tech will provide an overview of the revised loss analysis at the next Steering Committee meeting with the purpose of finalizing the action items.
- c. Next Step – Actions to reduce the risks.

4. Public Outreach

- i. Public Presentation – April 21, 2021.
- ii. Public Outreach Plan Flyer – Public meeting will focus on what CVWD will do in an emergency to minimize functional downtime. See Appendix A.
 - a. Objective
 - b. Strategy
 - c. Development of Deliverables
 - d. Collect Data
 - e. Analyze Data
 - f. Summarize Findings

The public meeting will focus on what CVWD will do in the event of an emergency to minimize functional downtime.
- iii. Press release
 - a. Social media (Facebook, Nextdoor)
 - b. Email
 - c. CV Weekly Ad
 - d. Crescenta Valley Town Council (Mr. Leon)
 - e. Crescenta Valley Community Association (Ms. Raghavachary)
- iv. Two short questions to survey during the Public Outreach meeting. The summarized results will be presented to the Steering Committee and will be used for better campaigning in the future.
 - a. Age of participant
 - b. How the participant found about the meeting

5. Tentative Steering Committee and Action Plan Schedule – Subject to change. See Appendix B.
 - i. Important Dates
 - a. March 15, 2021 – Submit Action Plan Matrix
 - b. March 17, 2021 – Steering Committee reviews Action Plan Matrix
 - c. April 12, 2021 – Start of Public Comment Period
 - d. April 21, 2021 – Public Meeting
 - e. May 12, 2021 – End of Public Comment Period
 - f. June 14, 2021 – Apply for BRIC grants
 - g. September 1, 2021 – Eligible for FEMA grants
6. Committee Member’s Request for Future Agenda Items – Committee Chair
7. Next Steering Committee Meeting – Wednesday, March 17, 2021
8. Adjournment

Request for Motion

- Mr. Leon requested a motion to adjourn the meeting.
- Steering Committee – Approved 10-0.

-End 3:37 pm

APPENDIX A

LHMP PUBLIC OUTREACH PLAN



CVWD Local Hazard Mitigation Plan



PUBLIC OUTREACH PLAN for the April 21, 2021 Public Presentation

News Paper



Social
Media



Email blast



Objective

Strategy

Development
of
deliverables

Distribution of
materials

Collect Data

Analyze Data

Summarize
Findings

☐	Objective	Develop customer interest and participation at the April 21 st Public Presentation
☐	Strategy	Brainstorm ideas to capture public attention and motivate them to attend the presentation. Develop tag line for the outreach campaign. We just had an earthquake – Do you know what your Water District is doing? It's the middle of the night and you have no water – Do you know how to contact your Water District? When a disaster strikes – Do you know where to go to get the most update information?
☐	Development of Materials	Create resources for press releases, social medial posts, E-mail blasts, website posts and flyers
☐	Distribution of Materials	Press release – 04/05/2020 Social Media Posts - 04/08/2020 E-Mail Blast - 04/12/2020 News Paper Ad - 04/15/2020
☐	Collect Data	Conduct 2 quick surveys during Zoom Meeting. 1. Age demographics 2. How did you hear about this meeting
☐	Analyze Data	Analyze which method was most successful in attracting customers to the meeting. Determine if there is any correlation between the success of the method and the age group.
☐	Summarize Findings	Report to the Committee on the statistics of attendees and the most successful delivery method.

APPENDIX B

LHMP TENTATIVE STEERING COMMITTEE AND ACTION PLAN SCHEDULE

CVWD Local Hazard Mitigation Plan

Tentative Steering Committee & Action Plan Schedule				
Event	State Date	End Date	Days	Task
Steering Committee Meeting No.1	10/28/2020	10/28/2020	0	Complete
Steering Committee Meeting No.2	11/18/2020	11/18/2020	0	Complete
Steering Committee Meeting No.3	12/16/2020	12/16/2020	0	Complete
Steering Committee Meeting No.4	1/20/2021	1/20/2021	0	Complete
Steering Committee Meeting No.5	2/17/2021	2/17/2021	0	
Submit Action Items to Steering Committee	2/18/2021	3/15/2021	25	CVWD - DG list; Internal Review
Board Meeting 1st Budget Draft	3/9/2021	3/9/2021		
Steering Committee Meeting No.6	3/15/2021	3/17/2021	2	Review Action Plan Matrix
Board Meeting 2nd Budget Draft/Prop 218	3/23/2021	3/23/2021		
Internal Review Process - Draft	3/17/2021	4/2/2021	16	Detailed Project Description with Estimate Construction/Design Cost & Partners
Final Review Process	4/2/2021	4/9/2021	7	CVWD & Tetra Tech
Preparation for Public Comment Period & Virtual Public Meeting	4/2/2021	4/9/2021	7	Public Notification; Web Site; email blast?
Start of Public Comment Period for LHMP	4/12/2021	5/12/2021	30	End Comment Period
Board Meeting - Approved Prop 218	4/13/2021	4/13/2021		
Steering Committee Meeting No.7	4/21/2021	4/21/2021	0	Virtual Public Meeting
Send out Prop 218 - 45 Days	4/22/2021	4/22/2021		
Compile Comments from Steering Committee & Public	5/12/2021	5/18/2021	6	
Final Plan Submittal to Cal OES	5/18/2021	6/14/2021	27	
Prop 218 - End Comment Period 45 Days	4/22/2021	6/6/2021	45	
Board Meeting - Public Hearing	6/8/2021	6/8/2021		
Board Meeting - Approved Budget & Water Rates	6/22/2021	6/22/2021		
Apply for Building Resilient Infrastructure and Communities (BRIC) grants	6/14/2021	9/1/2021	79	