Crescenta Valley Water District

Steering Committee Meeting No. 1 Summary

Local Hazard Mitigation Plan, Project M-1004

October 28, 2020 – 2:30 pm

Attendance:

Steering Committee (SC):

James Bodnar	CVWD, Board of Director
Sharon Raghavachary	CVWD, Board of Director
Brian Hodge	Crescenta Valley Fire Safe Council, President
Dan Hargrove	City of Glendale Public Works, Assistant Deputy Director
Dave Weeshoff	San Fernando Valley Audubon Society
Doug Caister	La Cañada Irrigation District, General Manager
Harry Leon	Crescenta Valley Town Council, President
Ken Herman	FMWD, District Engineer
Michael De Ghetto	Glendale Water and Power, Assistant General Manager
Paul Dutton	Crescenta Valley Community Emergencies Response Team
Shahan Atmajian	City of La Cañada Flintridge, Emergency Services Coordinator

Core Planning Team (CPT):

David Gould	CVWD, Director of Engineering
Brook Yared	CVWD, Senior Engineer
Nemesciano Ochoa	CVWD, General Manager
James Lee	CVWD, Director of Finance and Administration
Christy Colby	CVWD, Regulatory and Public Affairs Manager
Dennis Maxwell	CVWD, Director of Operations
Jennifer Bautista	CVWD, Intern
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. Local Hazard Mitigation Plan (LHMP) Background - A Hazard Mitigation Plan prevents natural hazards from becoming natural disasters. The goal of CVWD's LHMP is to create a plan to reduce or mitigate future disaster losses in the areas of La Crescenta-Montrose, La Cañada Flintridge, and portions of Glendale in Los Angeles County and the ability to apply for pre-disaster mitigation funding from FEMA's Hazard Mitigation Grant Program.
   ii. Introduction of Steering Committee Members and Core Planning Team
   iii. Tetra Tech has been contracted by CVWD to facilitate the LHMP. Mr. Spencer will be the Lead Project Planner and has extensive experience in emergency management.
2. Project Overview
   i. Work Plan
      a. Identify and describe local natural and man-made hazards in the La Crescenta-Montrose area and the cities of La Cañada Flintridge, and Glendale which are part of the Crescenta Valley within Los Angeles County.

b. Natural hazards, such as earthquakes and wildfires, have a trackable history and fall under the FEMA and Cal OES requirements.

c. The Core Team's Capability Assessment will focus on the District's capabilities for legal, planning, technical, financial, public education and outreach, and the District's ability to maintain continuity of operations of the water and sewer system.

ii. Timeline - A timeline has been laid out by the Core Planning Team. The Steering Committee and Core Planning Team will adhere to the timeline to make sure the process of the LHMP continues.

iii. Important milestones for today – Elect a Steering Committee Chair and Vice-Chair.

3. Steering Committee Role

i. Steering Committee Purpose - The purpose of the Steering Committee is to guide the Core Planning Team through the LHMP process. The Steering Committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups within the Crescenta Valley area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

ii. Steering Committee Expectations - As a Steering Committee member, you are expected to adhere to the Steering Committee Ground Rules, such as attend all meetings and complete the assigned homework on time.

iii. Steering Committee Organization – The Chair and Vice-Chair for the Steering Committee will be elected in today's meeting. The role of the Chair is to lead all meetings, allow members of the Steering Committee and public to be heard, and to be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan task. The role of a Vice-Chair is to serve as Chair in the absence of the chairperson. See Steering Committee Ground Rules.

Request for Motion

Mr. Spencer requested a motion from the SC to nominate a member as the Chairperson and Vice-Chairperson

- Ms. Raghavachary was nominated for the Chairperson & Mr. Leon was nominated for the Vice-Chairperson
- Mr. Gould made a motion for Ms. Raghavachary as the Chair and Mr. Leon as the Vice-Chair
- Mr. De Ghetto has second the motion
- Steering Committee - All in favor

iv. Confirm Steering Committee Ground Rules

a. Steering Committee members will designate an alternate and email the alternate contact information to Mr. Gould.

1. If a SC member cannot attend the SC meeting, the designated alternate will act as a proxy for the SC member he or she represents.
2. It is the SC member's responsibility to inform the alternate on how he or she is expected to vote.

b. CVWD will post the Steering Committee Ground Rules to its LHMP web page.

c. A quorum of eight (8) was established.

d. If a member misses two consecutive meetings without explanation, Ms. Raghavachary will contact the member to determine their interest in continued support of this process. Replacing any member of the committee due to lack of attendance will be the discretion of the Chair.

e. Decision making will be based on consensus.

f. Work cordially and cooperatively with all Steering Committee members.

v. Designate Spokesperson (Public Information Officer) – Public and media outreach is part of the process in CVWD's LHMP.

a. Ms. Colby is familiar with CVWD's Rules & Regulations as well as the LHMP, therefore, Ms. Colby has been designated as the Spokesperson.

4. Public Involvement Strategy

i. CVWD will advertise a draft plan for public comment and conduct a press release for its first round of public outreach. The Spokesperson, Ms. Colby, shall be the point of contact for the press.

ii. Meetings will be open to the public and recorded. Meeting details will be updated and available to the public through CVWD's LHMP web page. Public attendance and comment will be recorded.

iii. Additional Outreach Capabilities – Feedback from the community can be beneficial to the planning process.

a. LHMP updates will be posted on CVWD's LHMP web page throughout the planning process. At the end of the plan, public commenting will be available for two weeks.
b. Survey: Tetra Tech provided CVWD a sample survey as a guide. A QR (Quick Response) code can be added to the survey for quick feedback. Mr. Gould will review the Grant for funding on survey mailers. Surveys will be sent to the public before the holidays in December.
c. The Public Information Officer (PIO) will utilize social media, such as Facebook, to reach a wide range of residents inside and outside the service area.
d. CVWD will also utilize Crescenta Valley Weekly for advertisement.
e. CVWD is currently working on creating a Nextdoor account for the District.
f. CVWD has hired Everbridge for guidance with public communications.
g. CVWD uses InfoSend for utility billing statements and has a bi-monthly billing cycle.

iv. Define the "public" for CVWD

a. Mr. Gould defines the public as the Crescenta Valley, which includes residents of La Crescenta-Montrose, La Cañada Flintridge, and Glendale. These residents include customers within the District. CVWD has a map of boundaries of the District's area and will expand the map to include the entire Crescenta Valley.
b. In the event of an emergency, CVWD would like to help residents outside of the District boundaries and be able to provide potable water to those in need.

5. Action Items and Next Steps

i. Steering Committee Homework - Read chapters 3, 6, 7, 8, and 9 of the State Hazard Mitigation Plan. Ms. Bautista will email a link to the State Hazard Mitigation Plan. Steering Committee members should focus on the following:

a. Goals
b. Identifying local hazards with a trackable history.

ii. Ms. Bautista will email those in attendance the agenda, Steering Committee and Core Planning Team Contact List, and the Steering Committee Ground Rules.

6. Public Comment

i. Public commenting will be time limited at the discretion of the Chair.

<u>Request for Motion</u>

Mr. Flaner requested a motion to approve items discussed in the Steering Committee Ground Rules.

- Mr. Hodge made the motion regarding the Steering Committee Ground Rules as discussed.
- Mr. Leon seconded the motion.
- Steering Committee - All in favor

7. Next Steering Committee Meeting – Wednesday, November 18, 2020 at 3:00pm

   i. Items to be discussed at the next Steering Committee meeting:

      a. Goals

      b. Identify and finalize local hazards

      c. A vulnerability assessment will be made to identify “lifelines” or “critical facilities” that exist for the Water District. Sensitive information of “lifelines” will not be available to the public.

   ii. Mr. Atmajian cannot attend the meeting in November and will be responsible for informing his alternate about his responsibilities as a proxy.

   iii. The third Steering Committee meeting will be held Wednesday, December 16, 2020 at 3:00 pm

8. Adjournment

<u>Request for Motion</u>

- Ms. Raghavachary requested a motion to adjourn the meeting.
- Mr. Leon made motioned to adjourn.
- Mr. Hodge seconded the motion.
- Steering Committee - All in favor.

-End 4:03 pm-