

CRESCENTA VALLEY WATER DISTRICT

MEMORANDUM

DATE: May 15, 2020
TO: Emergency Planning Committee
FROM: David S. Gould, Director of Engineering
SUBJECT: CVWD Emergency Planning Committee Meeting Notes

Following is a summary of the Emergency Planning Committee Teleconference Meeting held at 2:00 PM on May 15, 2020, at the CVWD main office, and was attended by the following:

Director Sharon Raghavachary - Committee Chairperson	CVWD
Director James Bodnar - Committee Member	CVWD
Nem Ochoa – General Manager	CVWD
David Gould – Director of Engineering	CVWD
James Lee – Director of Finance & Administration	CVWD
Dennis Maxwell – Director of Operations	CVWD
Christy Colby – Regulatory and Public Affairs Manager	CVWD

1. CVWD – Emergency Response Update

Mr. Gould provided an update of the District's action plan with respect to the alternative work schedule, closing of the office to the public, reducing construction activities and public outreach on water safety, late fees, and water shut-offs. Mr. Gould discussed that with the State and Los Angeles County going into various stages of opening back up, staff will be meeting to discuss the next steps for the staff to transition to normal operations while still maintaining the District's policy on social distancing, washing hands and wearing of face masks. Mr. Ochoa also discussed ways the District is maintaining communication with the staff including virtual all-hands meetings, a staff cook-book, and a wellness challenge to all employees.

2. Cost Recovery from FEMA and Cal OES

Mr. Gould provided an update of the District efforts to recover costs incurred that directly relate to the COVID-19 outbreak from the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES). Mr. Gould indicated that staff has been attending webinars from ACWA and AWWA, as well as gathering information during the weekly PWAG conference calls. Staff will continue compiling costs associated with COVID-19 to report at future board meetings and will continue monitoring information provided by FEMA/Cal OES.

3. State of California and Los Angeles County Update

Mr. Gould discussed the status of the State and Los Angeles County stay-at-home order with respect to implementing a resilience roadmap to reopen in stages. Mr. Gould indicated that California has moved into Stage 2 of modifying the state's Stay-at-Home order and Los Angeles County has implemented Stage 2, which is non-essential business can reopen for curbside pickup and outdoor parks, trails and golf courses can reopen on May 8, 2020. Mr. Ochoa indicated that staff is planning to follow State and Los Angeles County guidelines to determine when CVWD can return to normal operations.

Adjournment - The Emergency Planning Committee meeting was adjourned at 2:44 PM on May 15, 2020.

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Emergency Planning Committee
of the Crescenta Valley Water District

To be held on

May 15, 2020 at 2:00 PM

Posted: May 14, 2020 at 10:00 AM

TELECONFERENCING NOTICE

[This meeting will be held by teleconference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: **846 3690 1025**

[Pursuant to the above Executive Order, the public may not attend the meeting in person]

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone at (818) 248-3925 or in writing at this email address, dgould@cvwd.com. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Call to Order

Adoption of Agenda

Public Comment

At this time, members of the public shall have an opportunity to address the committee on items of interest that are within the subject matter jurisdiction of the Committee. This opportunity is non-transferable and speakers are limited to three (3) minutes each.

Information Items

1. CVWD – Emergency Response Update
2. Cost recovery from FEMA and Cal OES
3. State of California & Los Angeles County Update

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – June 12, 2020

Adjournment

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CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 1

May 15, 2020

To: Emergency Planning Committee
From: David S. Gould, P.E. – Director of Engineering
Subject: CVWD - Emergency Response Update

INFORMATION ITEM:

Discussion of CVWD's Emergency Response Update for COVID-19.

BACKGROUND:

CVWD enacted a District-wide COVID-19 pandemic plan in response to Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020. This included implementing an alternative work schedule, closing of the office to customers, reducing construction activities by limiting construction to lateral and water main leaks, and responding to sewer overflows. Staff is also working diligently to provide public outreach on water safety, late fees and shutoff notices, and status of the District.

DISCUSSION:

Update:

1. Alternative work schedule and office being closed to remain in place until the State or Los Angeles County updates the Executive Order.
2. Construction activity that was in process at the start of the Executive Order have been completed.
3. Construction projects that have been awarded contracts are currently in the shop drawing phase and construction will commence in June 2020.
4. Maintenance and Operations staff continue to limit activity to repairing water lateral and water main leaks, responding to sewer overflows, maintenance of sewer lift station. The water meter replacement project is still being deferred.
5. Late fees and water shutoffs have been suspended and staff is coordinating with customers on deferred payments.
6. Public outreach including articles and ads in the Crescenta Valley Weekly.
7. Updating CVWD website with the latest information relating to water and sewer service.
8. Compiling additional costs to the District related to the COVID-19 outbreak.

Next Step:

1. Waiting on additional information and guidance from State and Los Angeles County.
2. Maintaining construction and field maintenance activities.
3. Maintaining public outreach messaging, including status of CVWD's water and sewer system, and updating the District's website with the latest information.
4. Monitoring Federal, State, and local agencies for best practices and cost recovery.

Prepared & Submitted by:



David S. Gould, P.E.
Director of Engineering

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 2
May 15, 2020

To: Emergency Planning Committee
From: David S. Gould, P.E. – Director of Engineering
Subject: CVWD – Cost recovery from FEMA and Cal OES

INFORMATION ITEM:

Discussion of CVWD's effort for cost recovery from FEMA and Cal OES for COVID-19

BACKGROUND:

The Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES) have set up programs for private and public entities to recover costs due to the COVID-19 pandemic. In addition, the Federal government has passed several COVID-19 stimulus packages to provide economic relief. Organizations such as Association of California Water Agencies (ACWA), American Water Works Association (AWWA) and State Water Resources Control Board (SWRCB) have provided webinars on this topic.

DISCUSSION:

FEMA:

1. **FEMA Public Assistance:** FEMA may provide funding to eligible applicants for costs related to emergency protective measures conducted as a result of the COVID-19 pandemic.
 - Emergency protective measures are activities conducted to address immediate threats to life, public health, and safety.
 - FEMA provides funding through Cal OES to eligible applicants.
 - FEMA has implemented a streamlined project application process for COVID-19 cost recovery. This process eases the burden for organizations providing services during this crisis.
 - Prior to submitting the project application, applicants must submit and receive approval of a Request for Public Assistance.
2. According to FEMA's website here are examples of reimbursable costs:
 - Disinfection of eligible public facilities
 - Medical sheltering
 - Security and law enforcement
 - Personnel overtime costs
 - Training specific to the declared event
 - Technical assistance to local governments on emergency management and control of immediate threats to public health and safety
 - Purchase and distribution of food, water, ice, medicine and other consumable supplies, to include personal protective equipment and hazardous material suits
 - Movement of supplies and people
 - Communications of general health and safety information to the public
3. Staff is currently reviewing the application process and determining which costs we have incurred that are eligible for reimbursement from FEMA. The application should include:
 - A description of the activities, including when, where, and by whom the activities were or will be completed.
 - A summary of how much the activities cost, including costs associated with contracting, labor, equipment, supply, materials, and other cost types.
 - Documentation supporting the activities completed and costs claimed.

Cal OES:

1. The California Governor's Office of Emergency Services (Cal OES) Recovery Section acts as the grantee for FEMA's Public Assistance program and is ready to assist potential applicants with applying for a Public Assistance subgrant and understanding eligibility requirements.
2. Cal OES divides projects into small (\$3,000 to \$131,100) and large (\$131,001 and greater) categories for funding. CVWD should fall into the small project category.
3. Staff will work with Cal OES on preparing the application as Cal OES decides how to distribute the funding to local agencies such as CVWD.

State of California:

Since March 2020, the Governor has issued a series of Executive Orders to help out Californians during the COVID-19 pandemic, including the "stay-at-home" order and assistance to health workers. The governor's office has directed any requests for cost recovery funding to Cal OES.

Federal Government:

The Federal Government has enacted several new laws to assist Americans including:

- Coronavirus Aid, Relief, and Economic Security Act (CARES Act) providing relief to American families, workers, and healthcare providers on the frontline.
- Paycheck Protection Program and Health Care Enhancement Act.
- Families First Coronavirus Response Act.

Currently, new laws do not provide assistance to local governments for cost recovery. However, there is a report that the U.S. House of Representatives will be releasing a new coronavirus relief package that includes \$1.5 billion in funding for water ratepayer assistance to help struggling households pay their water and sewer service bills. The Health and Economic Recovery Omnibus Emergency Solutions Act also includes \$375 billion to help municipalities cover revenue shortfalls resulting from the pandemic, which may help alleviate the strain on some water agencies.

SUMMARY:

Staff has attended a number of webinars put on by FEMA, Cal OES, ACWA, AWWA with respect to cost impact and cost recovery.

1. AWWA webinar - "The Financial Impact of the COVID-19 Crisis on U.S. Drinking Water Utilities," and looks at the financial health and sustainability of the water sector both now and post-COVID-19 shutdowns.
2. FEMA/Cal OES/Bond Markets – ACWA webinar - COVID-19 RESPONSE – Understanding the Financial Aspects

Staff will be working over the next couple of weeks compiling costs associated with Covid-19 to report at future board meetings. At the same time, staff is planning to work with FEMA/Cal OES on applications for cost recovery, if funding is available.

Prepared & Submitted by:



David S. Gould, P.E.
Director of Engineering

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 3

May 15, 2020

To: Emergency Planning Committee

From: David S. Gould, P.E. – Director of Engineering

Subject: Update on State of California & Los Angeles County Responses to COVID-19

INFORAMTION ITEM:

Discussion of update on State of California & Los Angeles County Responses to COVID-19

BACKGROUND:

The State of California and Los Angeles County have been responding to the COVID-19 outbreak since early March 2020. The “stay-at- home” order implements best management practices to prevent the spread of COVID-19, including wearing personal protective equipment and hand washing, to help “flatten the curve” and prevent overwhelming hospitals and medical personnel.

DISCUSSION:

The State of California has been implementing a resilience roadmap to reopen in stages.

- Stage 1 – Safety and preparedness
- Stage 2 – Low-Risk workplaces – i.e. gradually reopen retail businesses
- Stage 3 – High Risk workplaces – i.e. reopen movie theaters and religious events
- Stage 4 – End of Stay Home Order – i.e. conventions and sporting events

California moved into Stage 2 of modifying the state’s Stay-at-Home order on May 8, 2020. There is currently no timetable for the next stages.

Los Angeles County has also implemented a roadmap to recovery in stages.

- Stage 1 – Stay at Home
- Stage 2 – Non-essential business can reopen for curbside pickup and outdoor parks, trails and golf courses can reopen
- Stage 3 – High risk businesses such as bars, nightclubs, movie theatres and schools
- Stage 4 – High risk businesses such as sporting events and conventions
- Stage 5 – Normal operations

Los Angeles County moved into Stage 2 on May 8, 2020 and there also is no timetable set for the next stages. Attached is a flyer describing the various stages on the road to recovery in Los Angeles County.

SUMMARY:

We are planning to follow State and Los Angeles County guidelines to determine when CVWD can return to normal operations.

Prepared & Submitted by:



David S. Gould, P.E.

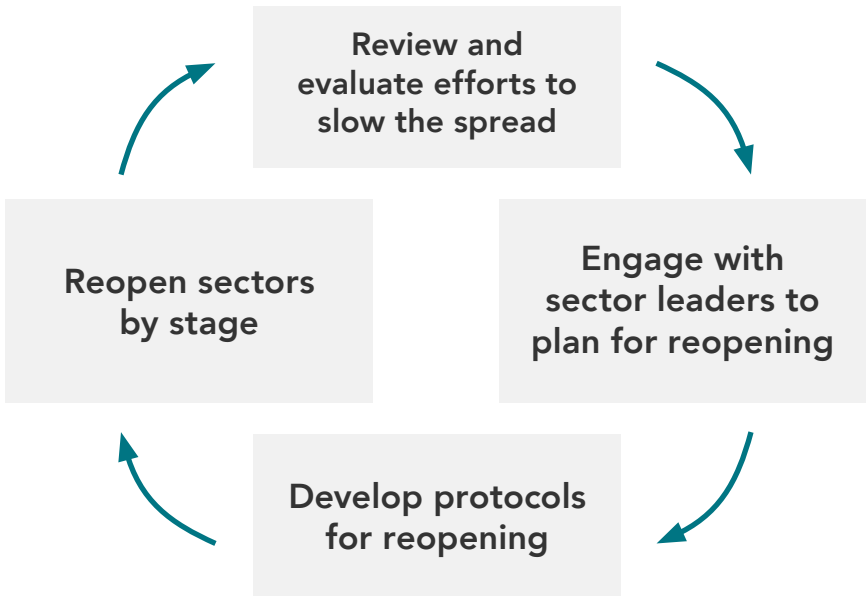
Director of Engineering

A PHASED APPROACH TO REOPENING SAFELY IN LOS ANGELES COUNTY

Los Angeles County has worked together to slow the spread of COVID-19 by following the Safer at Home order. As we plan for recovery and the gradual relaxing of Safer at Home, we are sharing the Department of Public Health’s Roadmap to Recovery. This provides goalposts for reopening as safely as possible.

Safeguards In Place Before Opening

Process for Staged Reopening



Five-Stage Reopening Process Based On Risk

Stage One Now	Stage Two Soon	Stage Three TBD	Stage Four TBD	Stage Five TBD
Safer at Home Order Planning for Recovery	May 8th - Florists, some retailers, car dealerships, golf courses and trails Soon - Other low-risk businesses (manufacturers, offices, retail) - Essential health care - Outdoor recreation and libraries - Museums, cultural centers, galleries	- Higher-risk businesses (body art, massage, bars/nightclubs) - Movie theatres and bowling alleys - K-12 Schools - Colleges and universities	- Highest risk businesses (entertainment venues) - Large conventions - Sporting and spectator events	Fully normal operations

Planning For Safe Reopening

Are We Slowing The Spread?

Each sector will have reopening protocols that address the following areas of concern:

