



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

COMMUNITY ADVISORY COMMISSION MEETING

August 11, 2020 - 6:00 PM
31111 Greenspot Road, Highland, CA 92346

In an effort to prevent the spread of COVID-19 and in accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference. There will be no public location for attending this meeting in person.

Members of the public may listen and provide public comment telephonically.

Anyone wishing to join the meeting may do so using the following information:

DIAL: 1-209-425-5876 and enter CONFERENCE ID: 233 415 453#

You may also join by clicking [HERE](#) to join the meeting via Microsoft Teams.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSION MEMBERS

PUBLIC COMMENTS

Any person wishing to speak to the Board of Commissioners is asked to complete a Speaker Card and submit it to the District Clerk prior to the start of the meeting. Each speaker is limited to three (3) minutes, unless waived by the Chairman of the Commission. Under the State of California Brown Act, the Board of Commissioners is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter will automatically be referred to staff for an appropriate response or action and may appear on the agenda at a future meeting.

1. APPROVAL OF CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board of Commissioners to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the commissioners consider the motion unless members of the commission, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.

- a. Approve the May 12, 2020 Commission meeting minutes
- b. Approve the June 16, 2020 Commission meeting minutes

DISCUSSION/INFORMATIONAL ITEMS

2. Sterling Natural Resource Center Update
3. Legislative Update
4. Emergency Response Update
5. Outreach Update
6. Commissioner Comments
7. Staff's Comments

ADJOURN

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District Clerk at (909) 885-4900 at least 72 hours prior to said meeting.

Subject to approval

**EAST VALLEY WATER DISTRICT
COMMUNITY ADVISORY COMMISSION
VIA TELECONFERENCE**

May 12, 2020

MINUTES

Cecilia Contreras, Senior Administrative Assistant, called the meeting to order at 6:01 pm and led the flag salute.

PRESENT: Commissioners: Laster, Miller, Yauger

ABSENT: Commissioners: None

STAFF: Kelly Malloy, Director of Strategic Services; Cecilia Contreras, Senior Administrative Assistant; Brian Tompkins, Chief Financial Officer; Nate Paredes, Business Services Manager; Christianne Koide, Senior Administrative Assistant

GUEST(s): None

PUBLIC COMMENTS

The Senior Administrative Assistant declared the public participation section of the meeting open at 6:02 pm.

There being no written or verbal comments, the public participation section was closed.

APPROVAL OF THE JANUARY 14, 2020 COMMISSION MEETING MINUTES

M/S/C (Laster-Miller) approved the January 14, 2020 Commission meeting minutes.

APPROVAL OF THE FEBRUARY 11, 2020 COMMISSION MEETING MINUTES

(M/S/C) (Laster-Miller) approved the February 11, 2020 Commission meeting minutes.

FISCAL YEAR 2020-21 BUDGET OVERVIEW

The Chief Financial Officer and Director of Strategic Services provided an overview of the development of the District-wide goals and objectives; they reviewed each program's accomplishments from last Fiscal year and the Goals and Objectives for the upcoming Fiscal Year 2020-21.

The Business Services Manager reviewed Fiscal Year 2019-20 revenues and presented the projected Fiscal Year 2020-21 revenues for water sales, water system charges, and

wastewater system collection charges; and that Fiscal Year 2020-21 revenue projections do not include a rate increase. The Director of Strategic Services stated that with the current pandemic, the Board and General Manager/CEO decided to postpone the rate hearing.

Information only.

EMERGENCY RESPONSE UPDATE

The Director of Strategic Services reported that the District proclaimed a local emergency during this pandemic; that the District is considered an essential business and still operating with the majority of office staff working remotely and the operations staff working in small pods on rotating shifts; that the lobby is currently closed to customers until further notice, board meetings and committee meetings are being held by teleconference, face masks are being worn and the District has contracted with a consultant to assist with emergency activation documents to apply for reimbursement through FEMA to recover costs spent due to COVID-19 and to establish a Business Continuity Plan; that due to the Governors Executive Orders, the District will not be disconnecting any customers for nonpayment; that the District continues to communicate with the ratepayers about this pandemic through outreach including social media, bill inserts, website updates, and newspaper ads.

Information only.

COMMUNITY GROUP APPOINTMENT PROCESS

The Director of Strategic Services stated that the Community Advisory Commission currently has two vacancies; that she will be taking the policy to the Board of Directors for approval to incorporate the following changes: reorganization of the functions to clarify the advisory capacity and the appeals process, the expansion of the Commission up to seven members, and the incorporation of term limits; that once the Board approves the changes, the application period will be open for over a month.

Information only.

COMMISSIONER COMMENTS

Mr. Yauger inquired about the bill redesign and thanked staff for the virtual meeting and that the meeting ran smoothly.

Mr. Laster thanked staff for the information provided this evening.

Information only.

STAFF COMMENTS

The Director of Strategic Services thanked everyone for their attendance via Webex and for being flexible with this new reality and that a special meeting will be scheduled for June to discuss additional budget information.

Information only.

ADJOURN

The meeting adjourned at 7:57 pm.

Kelly Malloy
Director of Strategic Services

Subject to approval

**EAST VALLEY WATER DISTRICT
COMMUNITY ADVISORY COMMISSION**

June 16, 2020

MINUTES

Cecilia Contreras, Senior Administrative Assistant, called the meeting to order at 6:03 pm and led the flag salute.

PRESENT: Commissioners: Laster, Miller, Yauger
ABSENT: Commissioners: None
STAFF: Kelly Malloy, Director of Strategic Services; Cecilia Contreras, Senior Administrative Assistant; Brian Tompkins, Chief Financial Officer
GUEST(s): None

PUBLIC COMMENTS

The Senior Administrative Assistant declared the public participation section of the meeting open at 6:04 pm.

There being no written or verbal comments, the public participation section was closed.

FISCAL YEAR 2020-21 BUDGET OVERVIEW

The Chief Financial Officer reviewed the budget summary to include a recap of the revenues and expenditures, program operating budgets and the changes that occurred from the current fiscal year to Fiscal Year 2020-21, Capital Outlay, Capital Improvement Projects, and Authorized Positions.

Information only.

STERLING NATURAL RESOURCE CENTER PROJECT UPDATE

The Director of Strategic Services provided an update on the Sterling Natural Resource Center project; that construction continues to progress on the East side to include concrete pouring and testing, aeration testing, sewer pipe installation, Del Rosa sewer pipe, and the continuation of the Bio-energy enhancement design. She stated that the West side progress includes landscaping design, rebar placement, concrete pouring and testing, conduit installation, building delivery and beginning installation. She shared the outreach that the District continues to send through bill inserts and social media. A newsletter is being prepared for the area surrounding the project to provide them with updates on construction and to be able to provide contact information if they have any concerns or questions.

Information only.

COMMISSIONER COMMENTS

There were no comments at this time.

STAFF COMMENTS

The Director of Strategic Services thanked everyone for attending the meeting and the next Community Advisory Commission meeting is scheduled for August 11, 2020 at 6 pm.

Information only.

ADJOURN

The meeting adjourned at 8:11 pm.

Kelly Malloy
Director of Strategic Services



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

BOARD AGENDA STAFF REPORT

Agenda Item #2.
Meeting Date: August 11, 2020

To: Commission Members
From: General Manager/CEO

Subject: Sterling Natural Resource Center Update

RECOMMENDATION:

This item is for information only, no action is recommended at this time.

BACKGROUND / ANALYSIS:

The Sterling Natural Resource Center has crossed over the halfway mark for construction, with activity throughout the project site and regulatory permits.

Construction activity includes significant rebar and concrete work, pipeline installation, and building assembly. Since the project is using the progressive design-build model, construction continues while design efforts are underway in a collaborative team environment with the project partners. The design team is working to incorporate the bio-energy enhancement into the various elements of the treatment process, complete the landscaping design, and site security elements.

Efforts continue to work through the various regulatory approvals necessary for the project. This is an on-going process in tandem with the construction effort. Current regulatory agencies involved in the SNRC include the State Water Resources Control Board Division of Drinking Water, Regional Water Quality Control Board, South Coast Air Quality Management District, San Bernardino International Airport Authority, San Bernardino County Flood Control, City of Highland, and City of San Bernardino. Additionally, work continues with Southern California Edison for the infrastructure to ensure power can be delivered to the site and that they are able to receive the energy generated at the SNRC.

The District has increased outreach with community members living in the vicinity of the site, particularly within ¼ mile. Given the increased construction activity will continue for the remainder of 2020, the District is taking steps to provide helpful information. Staff is also working to prepare a public notice that is required for air quality permitting. Districtwide customers also have projects updates provided through website content, social media posts and bill inserts.

AGENCY GOALS AND OBJECTIVES:

Goal and Objectives I - Implement Effective Solutions Through Visionary Leadership

a) Identify Opportunities to Optimize Natural Resources

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

Respectfully submitted:

Kelly Malloy
Director of Strategic Services



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

BOARD AGENDA STAFF REPORT

Agenda Item #3.
Meeting Date: August 11, 2020

To: Commission Members
From: Director of Strategic Services
Subject: Emergency Response Update

RECOMMENDATION:

This item is for information only, no action is requested at this time.

BACKGROUND / ANALYSIS:

East Valley Water District is committed to providing world class public service, this includes going to great lengths to meet the needs of the community during both normal and emergency situations.

Over the last year, a team of staff members have been working to update the District's emergency preparedness documents. This includes an evaluation of the hazards that could occur within the service area, development of planned responses to emergencies, and identification of projects that could mitigate the impact of future emergencies. At this point in time the Emergency Response Plan, Risk and Resiliency Plan, and the Threat and Hazard Identification and Risk Assessment are complete. The Hazard Mitigation Plan has been approved by the California Office of Emergency Services, and is currently under review by the Federal Emergency Management Agency (FEMA). The District is currently developing a Business Continuity Plan, which will focus specifically on resuming and maintaining operations during and after an emergency.

While this process has been underway, the COVID-19 pandemic began impacting people across the world resulting in the need for operational adjustments at the District level to comply with regulatory guidelines while maintaining service level for the community. This included the District proclaiming a local state of emergency, which allows for the modification of daily operations to meet the needs of the organizational vision.

This emergency has been an opportunity for staff to use the processes and procedures that have been put in place based on federal standards, with the ability to make adjustments to enhance efficiencies for the District. Given the cost of responding to this emergency the District is preparing to submit a "Small Project" to recover approximately \$130,000 in COVID-19 related expenses.

The District has continued to provide service to the community, while maintaining a safe work environment. Unlike an earthquake or wildfire the COVID-19 emergency has not resulted in damage to infrastructure, however it has required adaptations to operations including:

- Deployment of a hybrid staffing plan with a combination of both restricted on-site and remote work
- Implementation of enhanced cleaning measures in District facilities
- Procurement and distribution of personal protective equipment
- Enhanced communications through social media, bill inserts, and the website

The District will continue to respond to the current emergency and take steps to be prepared for ones in the future. An effective emergency preparedness program requires on-going attention and adjustments by staff throughout the organization.

AGENCY GOALS AND OBJECTIVES:

Goal and Objectives III - Deliver Public Service with Purpose While Embracing Continuous Growth

- a) Advance Emergency Preparedness Efforts
- d) Embrace an Environment of Active Learning and Knowledge Sharing

FISCAL IMPACT

There is no fiscal impact associated with this item.

Respectfully submitted:

Kelly Malloy
Director of Strategic Services



EAST VALLEY WATER DISTRICT

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BOARD AGENDA STAFF REPORT

Agenda Item #4.
Meeting Date: August 11, 2020

To: Commission Members
From: General Manager/CEO

Subject: Legislative Update

RECOMMENDATION:

This item is for informational purposes only.

BACKGROUND / ANALYSIS:

Active engagement in the legislative process is imperative to public administration. The decisions made by elected officials and staff shape the day-to-day activities of the District. The District works closely with The Onate Group and Resolute who are based in Sacramento and have excellent working relationships with regulatory agencies, elected officials, and administration staff.

Due to COVID-19, the legislative session has been significantly different than a typical year. The legislature suspended session twice due to elected officials and their staff being confirmed to have cases of COVID-19. This has significantly compressed time for required hearings leading up to an August 30 constitutional deadline.

Legislation the District is monitoring includes:

- SB 1099; Emergency backup generators: critical facilities
- SB 1386; Local government: assessments, fees, and charges: water: hydrants
- FY 2020-21 State Budget and subsequent Trailer Bills

The above mentioned legislation includes consideration for planned power shut-off events which allow electrical companies to proactively de-energize power lines in high fire danger conditions. The extent and proposals of this topic are in development, but include consideration of minimum notification requirements, identifying these events as emergencies thus applying exemptions from air quality requirements for running generators, and potential funding for alternative energy equipment. Currently, the bill is not anticipated to complete the required review process, due to the inability to reach a resolution with local air quality districts.

The District is currently supporting language un SB 1386 which would not require fire departments to charge a separate fee to be paid to water agencies for use of fire hydrants in fire suppression activities. Given the criticality of fire hydrants in water quality program and will be specifically identified as a water facility for proposition 218 compliance purposes.

The District continues to be engaged in the evolving Executive Orders and permanent regulations as a result of COVID-19. This includes addressing the ability to disconnect utilities for delinquency during and immediately following an COVID-19 emergency, and the impacts that this has on both water agencies and property owners.

Additionally, staff is participating in an Association of California Water Agencies (ACWA) working group to provide input in the development of a statewide affordable rate program as defined in AB 401 in 2015.

Staff will continue to work closely with legislative advocates in Sacramento. Through the District's member in ACWA and California Municipal Utilities Association (CMUA), staff is receiving briefings, participating in working groups, and advocating for regulations and legislation that could impact our community.

AGENCY GOALS AND OBJECTIVES:

Goal and Objectives I - Implement Effective Solutions Through Visionary Leadership

- c) Strengthen Regional, State and National Partnerships

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

Respectfully submitted:

Kelly Malloy
Director of Strategic Services



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BOARD AGENDA STAFF REPORT

Agenda Item #5.
Meeting Date: August 11, 2020

To: Commission Members
From: General Manager/CEO

Subject: Outreach Update

RECOMMENDATION:

This item is for informational purposes only.

BACKGROUND / ANALYSIS:

The District continues to utilize various avenues of communication to engage with the community. By diversifying its communication outlets, the District seeks to expand its reach of community members that would otherwise be overlooked with a singular outlet.

Recent projects have included, but are not limited to:

- COVID-19 Outreach
- Capital Improvement Project Construction
- Consumer Confidence Report
- FY 2020-21 Budget
- Pathway Program (Indian Springs High School)
- SNRC Updates
- Conservation

Methods of communication vary depending on the project, but may include:

- Social Media
- Bill Inserts
- Direct Mailers
- Signage
- Print Advertisements

The District continues to actively utilize social media as part of its on-going outreach efforts. Through posts on Facebook, Twitter, and Instagram, the District provides the public with Sterling Natural Resource Center project benefits and progress, news updates, conservation tips, rebate program information, and services available to customers. Bill inserts continue to be one of the most effective outreach outlets. By including informational materials in the water bill, the District ensures community members within the service area have information readily accessible and are encouraged to engage with the District as a result of the insert.

In cultivating effective outreach efforts, the District considers diversity within its service area and their differentiating communication preferences, backgrounds and primary language. As result, the District now

provides its most critical outreach materials in multiple languages.

Staff is looking at incorporating a third party company to help gather data to assist with better understanding the conservation needs of our customers, preparing for required reports, and highlighting progress made in increasing organizational efficiencies. The COVID-19 pandemic has resulted in an increase in water conservation rebate participation, highlighting the increased interest of our community in reducing inefficient water use to benefit their monthly water bill.

Additionally, the District is involved in a number of construction projects within the service area. A focused effort is undertaken on each project to inform residents that could have their service directly impacted along with residents that could be indirectly impacted by lane closures or equipment staging. This outreach has proven to be an effective communication tool that ensures that residents are confident in the quality and legitimacy of work taking place near their home or place of business, while also providing a direct contact number should they have questions or concerns.

AGENCY GOALS AND OBJECTIVES:

Goal and Objectives II - Maintain a Commitment to Sustainability, Transparency, and Accountability

- b) Utilize Effective Communication Methods
- d) Provide Quality Information to Encourage Community Engagement

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

Respectfully submitted:

Kelly Malloy
Director of Strategic Services