



REGULAR MEETING OF THE BOARD OF DIRECTORS
2:00 pm Tuesday, April 2, 2024

In Person:

380 East Vanderbilt Way
San Bernardino, CA 92408

Online via Zoom:

<https://sbvmwd.zoom.us/j/684456030>

Meeting ID: 684 456 030

PASSCODE: 3802020

By Telephone:

Dial-in Info: (877) 853 5247 US Toll-free

Meeting ID: 684 456 030

PASSCODE: 3802020

If you are unable to participate online or by telephone, you may also submit your comments and questions in writing for the District's consideration by sending them to comments@sbvmwd.com with the subject line "Public Comment Item #" (insert the agenda item number relevant to your comment) or "Public Comment Non-Agenda Item". Submit your written comments by **6:00 p.m. on Monday, April 1, 2024**. All public comments will be provided to the Board President and may be read into the record or compiled as part of the record.

IMPORTANT PRIVACY NOTE: Online participants **MUST** log in with a Zoom account. The Zoom app is a free download. Please keep in mind: (1) This is a public meeting; as such, the virtual meeting information is published on the World Wide Web and available to everyone. (2) Should you participate remotely via telephone, your telephone number will be your "identifier" during the meeting and available to all meeting participants; there is no way to protect your privacy if you elect to call in to the meeting.



SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT
380 E. Vanderbilt Way, San Bernardino, CA 92408

REGULAR MEETING OF THE BOARD OF DIRECTORS
2:00 PM Tuesday, April 2, 2024

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

1) PUBLIC COMMENT

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items except as authorized by law. Each speaker is limited to a maximum of three (3) minutes.

2) CONSENT CALENDAR

2.1 Approve Minutes of the Board of Directors' Workshop - Resources-Engineering - March 12, 2024 (2 min) - Page 3

[Staff Recommendation - Approve Minutes of the Board of Directors' Workshop - Resources/Engineering 031224](#)

2.2 Approve Minutes of the Regular Board of Directors' Meeting - March 19, 2024 (2 min) - Page 9

[Staff Recommendation - Approve Minutes of the Regular Board of Directors' Meeting - 031924](#)

3) DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Consider Approval of a Consulting Services Agreement with Navigating Preparedness Associates for Update of the District's Local Hazard Mitigation Plan (20 min) - Page 19

[Staff Memo - Consider Approval of a Consulting Services Agreement with Navigating Preparedness Associates for Update of the District's Local Hazard Mitigation Plan NPA Proposal](#)

3.2 Correction to the 2024 Comprehensive Media Program (20 min) - Page 73

[Staff Memo - 2024 Comprehensive Media Program Correction](#)
[2024 Comprehensive Media Program Overview](#)

4) REPORTS (Discussion and Possible Action)

4.1 State Water Project Report (10 min) - Page 81

[Staff Memo - State Water Project Report](#)
[Sites Reservoir Project Monthly Status Report](#)

- 4.2 Directors' Report of Activities and Travel Requests in accordance with Resolution 1100
- 4.3 General Counsel Report
- 4.4 Ad-Hoc and Standing Committee Reports
- 4.5 SAWPA Meeting Report

5) **FUTURE BUSINESS**

6) **ANNOUNCEMENTS**

- 6.1 List of Announcements(2 min) - Page 87
[List of Announcements 040224](#)

7) **CLOSED SESSION**

8) **ADJOURNMENT**

**MINUTES
OF
THE
BOARD OF DIRECTORS WORKSHOP – RESOURCES/ENGINEERING
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

March 12, 2024

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, Susan Longville

Director Harrison joined the meeting via video teleconference pursuant to the Just Cause provisions of AB 2449.

Directors Absent: None.

Staff Present:

Heather Dyer, MS, MBA – Chief Executive Officer/General Manager
Wen B. Huang, PE, MS – Assistant General Manager/Chief Operating Officer
Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
Michael Plinski, PE – Chief of Water Resources
Cindy Saks, CPA – Chief Financial Officer/Deputy General Manager
Bob Tincher, PE, MS – Chief of Statewide Water Initiatives/Deputy General Manager
Melissa Zoba, MBA, MPA – Chief Information Officer

Leo Ferrando, PE – Assistant Chief Engineer
Anthony Flordelis – Business Systems Analyst
Kelly Malloy, MPA – Strategic Communications Manager
Adekunle Ojo, MPA – Water Resources Manager
Matthew Olivo – Senior Accountant
Sayer Pinto, MBA - Principal Water Resources Analyst
Andreea Tanase, MPA – Administrative Analyst I
Shavonne Turner, MPA – Engagement & Conservation Program Manager

Scott Heil, Varner & Brandt

Members of the Public in Attendance:

James Morales, East Valley Water District
Melody McDonald, San Bernardino Valley Water Conservation District
Brett Granlund, Yucaipa Valley Water District

The Resources/Engineering Workshop of the Board of Directors was called to order by Chairperson June Hayes at 2:00 p.m. A quorum was noted present.

Agenda Item 1. Introductions. None.

Agenda Item 2. Public Comment. Chair Hayes invited public comment. There was none.

Agenda Item 3. Discussion and Possible Action Items

3.1) Quarterly Groundwater Management Update. Chief of Water Resources Michael Plinski noted this quarterly report was pursuant to a request by the Board.

Mr. Plinski provided an update on the oversight of the groundwater basins within the service area of San Bernardino Valley (SBV):

Colton Basin Area and Riverside Basin Area

- 1969 Western-San Bernardino Judgment
- Western-San Bernardino Watermaster

SBV must maintain a static groundwater elevation of 822.04 above mean sea level. When above, the Basin is considered in balance. When levels fall below, the Basin is considered stressed. Water levels dropped below that threshold for the first time in 2018 amid drought conditions. In 2023, water levels rebounded to 847 (25 feet above the requirement).

The Western-San Bernardino Watermaster Working Group is developing a mitigation plan that will identify possible solutions to address low water levels should they occur again in the future. Groundwater conditions near the index wells are highly dependent on local rainfall, and a more durable plan is needed to be in place for long-term compliance.

Mr. Plinski indicated he expects water levels to continue at about 847, providing several years of water levels above the requirement even without rain.

Rialto Basin

- 1961 Rialto decree
- 1969 Western-San Bernardino Judgment
- Recently formed Rialto Basin Groundwater Council (RBGC)
- 2024 Basin Management Plan currently being drafted
- Western-San Bernardino Watermaster

In 2019, a global settlement agreement was reached with a commitment to groundwater replenishment and establishment of a Groundwater Sustainability Council with a technical advisory group. A basin management plan is expected to be completed later this year.

The Fontana Union Water Company continues to provide funding for supplemental water as required by the settlement agreement.

SBV and the RBGC are working with San Bernardino County Flood Control to allow State Water Project recharge at the Cactus Basins, a critical component to bring the Basin back into balance. Mr. Plinski outlined the steps to begin recharge and noted that SBV is working with San Bernardino County to develop a Memorandum of Understanding (MOU)

to prepare an adaptive management plan. With this action, the Basin will be on a path to sustainability.

San Bernardino Basin

- 1969 Western-San Bernardino Judgment
- Western-San Bernardino Watermaster
- San Bernardino Basin Groundwater Council (SBBGC)

Water levels have been on a steady decline for more than 20 years, and supplemental water is one approach to build resiliency and increase reliability. The SBBGC began collecting funds in the fiscal year 2018-2019 in order to be prepared to purchase State Water Project (SWP) water for recharge when available. To date, more than \$14 million has been collected and 95,800 acre-feet (af) have been recharged. It is hoped to get another 24,000 af into the ground this calendar year. Long-term, this will need to continue, Mr. Plinski advised.

Additionally, San Bernardino Valley Water Conservation District recharged almost 73,000 af of local stormwater. The preliminary change in storage for Fall 2023 shows an increase of approximately 220,000 af (4 percent).

The collaboration will improve water levels, water quality, and the long-term health of the Basin. The SBBGC framework was extended until June 30, 2024, and will allow time for analysis and deliberation regarding its longer-term renewal. Participants in the Basin Optimization and Stewardship Program will develop and consider various frameworks to secure funding for SPW and ensure a path to sustainability. Phase 1 is scheduled to be completed later this month.

Yucaipa Basin

- 2022 Yucaipa Basin Groundwater Sustainability Plan (GSP)
- Yucaipa Sustainable Groundwater Management Agency (SGMA)

Per requirements of the Groundwater Sustainability Management Act, a GSP was prepared for the Yucaipa Basin in 2022 and was approved by the California Department of Water Resources in January 2024. All four management areas are tracking well with the three GSP management actions, Mr. Plinski reported. The Basin was also recharged with approximately 5,300 af of imported water in 2023, and a similar order has been placed for 2024.

South Mesa Water Company is also working with SBV on ways to purchase and bring water into the Basin.

The board approved an MOU on the Countyline Road Recharge Project to bring additional recharge capacity to the Basin.

The Yucaipa SGMA is also reaching out to private well owners in the Basin to get well production and water quality information.

South Mountain has produced more and owes the Basin a small amount of water but has five years to bring it back to the Basin. There is much collaboration, and it will likely be able to be accomplished in the next five years. Overall, the Basin has recovered well and is being managed well.

Director Botello asked about potential response from private well owners and suggested public information engagement. Mr. Plinski said the request would be sent to 150 - 180 owners and all available information is being sought to help fill in the existing information from retail water agencies. To flag the importance, certified mail is being considered and the letter will provide several different avenues for communication.

Director Longville asked about the status of Lytle Basin, which has been on a steady decline. Mr. Plinski explained it is covered as part of the larger San Bernardino Basin area and assured that additional recharge opportunities are being sought on that east side. Director Longville noted that is one of the goals within the groundwater management activities.

Assistant General Manager/Chief Operating Officer Wen Huang added staff has worked with agencies on the west side. He pointed out the development of River Ranch, with three different stormwater detention basins, and said staff is working with the City of Rialto to find out how to have access to those for recharge. With environmental constraints in the area, there are few opportunities for recharge, and this is a good area, he said. Mr. Plinski added those basins are already constructed, and land has been set aside for stormwater capture/retention/detention, but there may also be opportunity to lease capacity to recharge SWP water when they are not in use for flood control purposes.

CEO/General Manager Heather Dyer reminded the Judgment made certain assumptions such as a safe yield for pumping, but 60 years later a lot has been learned in terms of the actual hydrology and precipitation of the region. The Groundwater Council was envisioned to fill the gap and promote a sustainable level of pumping and recharge. Under the Judgment, pumpers may produce as much water as they want with the understanding that SBV as the wholesale agency, and the Watermaster, will refill the basin. This is different than most other adjudications, she noted.

While the Judgment was forward-thinking, it did not identify a funding source to refill the basin, Ms. Dyer continued. It was recognized that it would require collaboration to bring the water level back up, which resulted in the establishment of the Groundwater Council. Now, the region must work toward a durable solution for basin optimization, she explained.

Director Botello noted there had been some pushback from members of the SBBGC and concern over equity issues. Ms. Dyer assured staff has been having conversations and is working closely with the Conservation District. She noted the complexity of the roles and responsibilities of the different agencies. For the most part, all understand that the goal is sustainability for everyone. With the freedom to pump as much as needed, comes responsibility to be a steward of the shared resource. There are some creative ideas, she

advised. The goal is for every party in the negotiations to be able to get what is needed and pay their fair share.

Mr. Plinski added the “do nothing” option is not feasible and would add more stress on the basin and more expense. He advocated using the funds to be proactive in managing water levels, with resiliency and sustainability resulting from the basin optimization to help local retail agencies avoid chasing water levels.

Chair Hayes expressed concern with the ability to pump as much water as desired without limitation, and noted there should be responsibility on all users to assure sustainability. Mr. Huang reiterated the need for responsibility. He said the producers in the service area have the ability to levy a pump tax to recoup the fair share of those not participating in the SBBGC.

Ms. Dyer reminded that as an adjudicated basin, it is not subject to the SGMA. While it is not required, it makes sense to figure out how to maintain a sustainable basin, which takes everyone working toward a common goal and a fair and equitable way to pay for that goal. These scenarios are being discussed statewide, she noted.

In response to Chair Hayes, Mr. Plinski noted it would be the job of the retail agency to figure out how to allocate and balance production rights.

Director Botello pointed to population growth and Ms. Dyer acknowledged that must be factored in, determining the actual demand over time.

In response to Chair Hayes, staff clarified the Colton Basin area as referred to in the Judgment, and in DWR Bulletin 118. The terminology describes the same area. Mr. Plinski discussed more detailed boundaries and geology of different flow paths.

Chair Hayes asked about the use of Cactus Basin no. 4 by Flood Control for mitigation. Mr. Huang noted the primary purpose of Cactus Basins was for protection. However, when not used for flood control purposes, SBV believes they can be used for groundwater replenishment, particularly Basin no. 3 and possibly Basin no. 5 when there is no access to 3. Basin no. 4 is off-limits as it is being used as a mitigation area.

In order to facilitate SWP recharge, Mr. Huang continued, a pipeline will be needed to access. He described the facilities needed. Chair Hayes noted that preliminary design is complete.

Agenda Item 4. Future Business. None added.

Agenda item 6 was taken out of order, prior to adjournment.

Agenda Item 6. Closed Session. Scott Heil of Varner & Brandt introduced the Closed Session item. Chair Hayes adjourned the meeting to Closed Session at 2:55 p.m.

- 6.1 Conference with Legal Counsel – Anticipated Litigation**
 Significant exposure to litigation pursuant to paragraph (2) or (3) of
 subdivision (d) of Section 54956.9
 One case

Chair Hayes returned the meeting to Open Session at 3:39 p.m. Counsel Heil stated that the Board consulted with Counsel and no reportable action was taken in the closed session.

Agenda Item 5. Adjournment.

The meeting was adjourned by Chair Hayes at 3:39 p.m.

<p>APPROVAL CERTIFICATION</p> <p>I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.</p> <p>_____</p> <p>Secretary</p> <p>Date _____</p>

Respectfully submitted,

Lynda J. Kerney
Contract Assistant

**MINUTES
OF
THE
REGULAR BOARD MEETING
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

March 19, 2024

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold

Directors Absent: Susan Longville

Staff Present:

Joanna Gibson, MS – Executive Director Upper SAR Habitat Conservation Program
 Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
 Kelly Malloy, MPA – Strategic Communications Manager
 Bob Tincher, PE, MS – Chief of Statewide Water Initiatives/Deputy General Manager
 Greg Woodside, PG, C.Hg. – Chief of Planning and Watershed Resilience
 Melissa Zoba, MBA, MPA – Chief Information Officer

Anthony Flordelis – Business Systems Analyst
 Chris Jones, MESM – Preserve System Program Manager
 Adekunle Ojo, MPA – Water Resources Manager
 Matthew Olivo – Senior Accountant
 Kai Palenscar, Ph.D. – Environmental Compliance and Permitting Program Manager
 Andreea Tanase, MPA – Administrative Analyst I

Brad Neufeld, Varner & Brandt, District Legal Counsel

Members of the Public in Attendance:

Jennifer Ares, Yucaipa Valley Water District
 Mike Kostelecky, Yucaipa Valley Water District
 Oscar Ramos, San Gabriel Valley Water Company/Fontana Water Company
 Melody McDonald, San Bernardino Valley Water Conservation District
 John Longville, San Bernardino Valley Water Conservation District
 Larry Smith, San Gorgonio Pass Water Agency
 Kevin Walton, San Gorgonio Pass Water Agency
 Brian Dickinson, City of Colton

The regular meeting of the Board of Directors was called to order by President Kielhold at 2:00 p.m. Director Botello led the Pledge of Allegiance. A quorum was noted present by roll call.

Agenda Item 1. Public Comment

President Kielhold stated that any member of the public wishing to make any comments to the Board regarding non-agenda items may do so. There were none.

Agenda Item 2. Consent Calendar

2.1) Approve Minutes of the Regular Board of Directors Meeting – March 5, 2024

2.2) Approve Minutes of the Board of Directors Workshop – Policy/Administration – March 7, 2024

The Board of Directors approved the items on the Consent Calendar by the following roll-call vote:

MOVED: Harrison	SECONDED: Botello	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

Agenda Item 3. Discussion and Possible Action Items

3.1) Consider Authorizing Execution of a Technical Assistance Agreement with United States Geological Survey (USGS) Associated with the Section 6 Grant: Development of Alternative Sampling Methodologies for Year-Round Santa Ana Sucker Monitoring. Executive Director Upper SAR Habitat Conservation Program Joanna Gibson introduced the item. The Board approved Resolution No. 1181 on November 14, 2023, to enter a funding agreement related to the Section 6 grant and this is an agreement with the USGS to conduct the study.

Ms. Gibson described the current research, which is intensive and provides limited data within a snapshot in time. The proposal is to test alternative survey techniques, she explained.

Ms. Gibson advised the USGS would use \$83,000 of the almost \$118,000 in federal funding that was awarded and provide a match in the amount of approximately \$20,000. The recommendation is to execute the funding agreement for a total of up to \$83,237. There is no fiscal impact, however, SBV would pay the USGS and then receive reimbursement from the California Department of Fish and Wildlife (CDFW) for 100 percent of the costs.

In response to Vice President Hayes, Ms. Gibson described some of the data-gathering techniques.

President Kielhold pointed out the importance of working with CDFW and obtaining the best data possible.

The Board of Directors authorized the CEO/General Manager to execute a Joint Funding Agreement with the United States Geological Survey to complete tasks identified in the awarded Section 6 grant from the CDFW: Development of Alternative Sampling Methodologies for year-round Santa Ana Sucker monitoring by the following roll-call vote:

MOVED: Hayes	SECONDED: Botello	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

3.2) Consider Authorizing Execution of Amendment to Riparian Bird Monitoring Consulting Services Agreement. Ms. Gibson introduced the annual amendment for the riparian bird survey effort in the Upper Santa Ana River, which has been done each year since 2019. The survey will provide baseline data along the River which is important for implementation of the water infrastructure projects that will provide for the recharge of up to 87,000 acre-feet (af) per year.

It is important to obtain baseline data as there is a lot of variability between years, Ms. Gibson advised. She described the survey activity and status of the species, noting the Santa Ana Watershed Association (SAWA) has collected the data from 2019 through 2023. The agreement with SAWA includes brown-headed Cowbird trapping, which is important as the Cowbird is not native to the area and they are brood parasites. The territory of the least Bell's vireo has increased over time, and the Cowbird's parasitism has decreased (no nests parasitized last year), which is related to the trapping effort.

A decline in the number of vireo territories recorded is suspected to be related to conditions creating significant safety concerns for the surveyors and leading to disturbance that can prevent the vireo from nesting, Ms. Gibson explained. There is an optional task item for provision of security for high-risk locations if needed. To date, it has been possible to deploy the rangers hired through Riverside County Parks and it has not been necessary to tap into that budget.

There has been an increase in the survey area and a cost increase related to cost-of-living adjustments, Ms. Gibson noted. She pointed to the cost effectiveness in comparison to other firms and noted that she had been able to leverage the data for the Sterling Natural Resources Center (SNRC) for the water diversion for the RIX treatment plant. Without it, that project could have been delayed by 12 months.

Vice President Hayes recalled there was a problem with Cactus Basin 2, and SBV assisted with the affected species. Ms. Gibson noted there is currently no suitable

vegetation at Cactus Basin 2 for nesting. Mr. Chris Jones confirmed the assistance provided.

Director Harrison commented on the harm done by the Cowbird and commended the action.

The Board of Directors authorized the CEO/General Manager to execute Amendment 2 to the existing Consulting Services Agreement with the Santa Ana Watershed Association (SAWA) to conduct riparian bird surveys during the 2024 survey season for an amount not to exceed \$290,150 by the following roll-call vote:

MOVED: Botello	SECONDED: Harrison	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

3.3) Update on Upper Santa Ana River Habitat Conservation Plan. Executive Director Upper SAR Habitat Conservation Program Joanna Gibson explained SB Valley is applying for a large umbrella incidental take permit (ITP) that will streamline the implementation of more than 100 projects within the watershed, which will provide an additional four million af. of water over 50 years. The ITP permit would provide endangered species permits for 21 covered species while avoiding the Arroyo Toad. It also provides federal assurances that there will be no additional requirements for those species that are not currently listed as endangered but may become listed in the future.

Ms. Gibson explained the progress on the Habitat Conservation Plan (HCP) document and pointed to the inclusion of the Delhi Sands flower-loving fly as there are a number of pipelines that will be going through areas where the species has been detected. Ms. Gibson created a procedure to be followed if any of the permittees had a project in an area where the species was found.

The Sterling Natural Resources Center (SNRC) was pulled from the HCP to make it clear that is now the baseline in the River, Ms. Gibson explained. She also noted the purchase of 48 acres in Lytle Creek, a new mitigation area now included in the HCP.

Previously, revisions were made to the goals and objectives of the overall HCP and the species. Additional modeling was completed that demonstrated there is an implementable mitigation measure should any decreases in groundwater be detected that would impact groundwater-dependent ecosystems along the lower sections of the River by Prado Basin. Ms. Gibson shared a list of species currently listed as endangered, and those being considered. When issued, the ITP would provide coverage if they became listed.

The HCP serves as an appendix to the NEPA and CEQA documents, as finalization is still being worked through with the U.S. Fish and Wildlife Service (USFWS), Ms. Gibson explained. A draft of the Joint Powers Authority agreement has been completed; however, the outstanding piece is the finances, which will be laid out in a participation and Financing Agreement. To complete those calculations, the USFWS must finish reviewing and sign off on the mitigation strategy, she reported.

Ms. Gibson described the process with the Palm Springs office of the USFWS, which also processed the SNRC (with much coordination and negotiation), and the Enhanced Recharge 1B project, and consulted with the Environmental Protection Agency (EPA) on the WIFIA loan.

A new rule is under consideration by the USFWS that would ameliorate the concerns of downstream landowners, including Riverside County Flood Control, which are not in the HCP or the ITP application. The rule would be a significant benefit to the HCP, Ms. Gibson noted.

To assist the very busy office of the USFWS, a staffing detail has been requested. This persons only focus would be the HCP, with another staffer brought in to cover their workload.

Staff has been working on a mitigation strategy that goes with the ITP, Ms. Gibson added. Work is underway at tributary restoration sites, including treating 481 palm trees to prepare them for removal from the Anza site in the last 6.5 days. SB Valley's Engineering team is assisting with the construction elements of Anza and Hidden Valley, and significant strides are being made to prepare all plans and reports that must accompany these projects, all being done in-house to provide significant cost savings.

Ms. Gibson reminded about the many permits and steps, and coordination between multiple agencies required before work can start on any of the sites. All plans are interconnected and scalable and have been rolled into the HCP. She provided updates on the following elements of the Plan:

- Annual non-native aquatic species control
 - Significant outcome already demonstrated
 - Marker habitat created
- Efforts to expose cobbles and gravels and create benches and islands
 - Fish have been documented using the areas
- Native Fish Surveys
 - Nine years of baseline data now available
 - Larval surveys are ongoing
 - The Section 6 grant will evaluate alternative sampling methodologies

- Purple Pipe Project with Riverside Public Utilities
 - Would redistribute water that is currently discharged from the City of Riverside treatment plant to four tributary locations
 - Design is underway
 - A geotechnical team will be investigating the proposed pipeline alignment
 - The CEQA document will be underway next month

- Alluvial scrub areas
 - Habitat management has begun at three sites
 - Environmental Compliance and Permitting Program Manager Kai Palenscar has been working on experiments with treatments
 - USGS biodiversity surveys begin tomorrow

SBV's new equipment is being used and will provide significant cost savings, Ms. Gibson stated.

Ms. Gibson discussed the mitigation land requirements for the San Bernardino Kangaroo Rat required under the HCP. More may be needed than what is currently owned, she advised. She described efforts to modify the large, Enhanced Recharge project to reduce its impact, which ended up reducing the mitigation burden.

Benefits of the HCP and ITP include:

- Increased regional water supply reliability with the capture of approximately 80,000 af per year in year 15 when large stormflow diversion projects come online
- Significant cost savings
- A more robust mitigation and conservation strategy with a landscape scale approach rather than piecemeal
- Greater benefit to the 22 species

Director Botello pointed to the coordination with other partners and asked about assistance with permitting their projects. Ms. Gibson said some support is provided for other agencies that are in the HCP, noting that although the SNRC moved forward ahead of the HCP, it was a part of the HCP. It was part of a separate agreement and structured to be SBV's contribution, President Kielhold added. The SNRC agreement would be superseded by the HCP. There is no current mechanism to track time to bill other entities, but staff is working on that, Ms. Gibson assured. Director Botello pointed out the need to quantify as it is valuable and important for grant funding.

Vice President Hayes noted other partners are just as important as the SNRC and in fairness, SBV would be helpful to them; President Kielhold noted that would be up to the Board.

In response to Vice President Hayes, Ms. Gibson explained the omission of the Arroyo toad, which has limited distribution in the planning area. Projects should be able to be modified so there are no impacts on that species. It will be analyzed, but no take will be allowed.

Agenda Item 4. Reports (Discussion and Possible Action Items)

4.1) CEO/General Manager's Report. Chief of Statewide Water Initiatives/Deputy General Manager Bob Tincher highlighted recent events.

4.2) Directors' Report of Activities and Travel Requests in accordance with Resolution 1100.

Director Harrison reported that he attended:

- March 6 – Association of California Water Agencies Committee Meeting
- March 6 – Loma Linda Chamber of Commerce
- March 7 – Legislative Committee meeting
- March 11-12 – Meetings with various legislators in Washington, D.C.
- March 11 – Association of Special Districts Board meeting
- March 18 – Association of Special Districts dinner

Vice President Hayes reported that she attended:

- March 6 – Sunrise Ranch Community Meeting
- March 7 – West Valley Water District Board meeting
- March 13 – San Bernardino Valley Water Conservation District Board meeting
- March 15-16 – Water Education for Latino Leaders (WELL) conference in San Jose

Director Botello reported that he attended:

- March 6 – Sunrise Ranch Community Meeting
- March 15 – California State Sacramento Office of Water Programs webinar
- March 18 – Association of Special Districts dinner

President Kielhold reported that he attended:

- Feb. 27 – East Valley Water District Finance and Human Resources Committee
- Feb. 16 – Dedication of reservoir for South Mesa Water Company

President Kielhold made a travel request for the National Habitat Conservation Plan Coalition annual advocacy trip to Washington, D.C. in April.

The Board of Directors approved this travel request by the following roll-call vote:

MOVED: Kielhold	SECONDED: Hayes	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

Chief of Staff/Clerk of the Board Jose Macedo confirmed that Director Botello was also authorized to attend the above event. Director Harrison will also be attending. President Kielhold withdrew his request.

The Board of Directors approved the travel request by Director Botello for the National Habitat Conservation Plan Coalition annual advocacy trip by the following roll-call vote:

MOVED: Botello	SECONDED: Hayes	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

4.3) General Counsel Report. No report.

4.4) SAWPA Meeting Report. Director Harrison gave the report for the March 19, 2024, meeting.

- Adopted Resolution No. 2024-4 authorizing the General Manager, or designee:
 1. The SAWPA General Manager, or designee, is hereby authorized and directed to execute the funding agreement with the Governor's Office of Planning and Research (OPR) and any amendments thereto.
 2. The SAWPA General Manager, or designee, will serve the function of Authorized Signatory
 3. The SAWPA must keep Authorized Signatory Forms up to date. SAWPA shall notify OPR in writing of any change in Authorized Signatory within seven (7) working days.
- Received Informational Report on the Basin Monitoring Program Task Force and the Declaration of Conformance with the State's Recycled Water Policy.

4.5) Water Delivery Report. Chief of Water Resources Michael Plinski reported that in February, 2,271 acre-feet of imported water was delivered to the District. The State Water Project allocation has been increased from 10 percent to 15 percent. In response to Director Harrison, Mr. Plinski confirmed that this is expected to increase. Director Botello pointed out that March is now becoming a wet month. Hydrology is shifting later in the season, Mr. Plinski observed.

Director Harrison asked about rainfall in March. Mr. Plinski reported 2.5 inches so far.

4.6) Treasurer's Report. Director Harrison provided the report. He pointed out the purchase of the Riverside Highlands property and two payments on the Enhanced Recharge project.

The Board approved the following expenses for the month of February 2024: State Water Contract Fund \$7,839,669.67 and General Fund \$18,663,912.02 by the following roll-call vote:

MOVED: Harrison	SECONDED: Hayes	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

Agenda Item 5. Future Business. Director Botello commented on the Santa Ana Watershed Project Authority (SAWPA) meeting and requested a report from SAWPA General Manager Jeff Mosher on cloud seeding and weather modification.

The Board approved adding this item to a future Board of Directors Meeting by the following roll-call vote:

MOVED: Botello	SECONDED: Harrison	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Longville	

Director Harrison commented that the program title is a misnomer and may be misleading to the public.

DATE: April 2, 2024

TO: Board of Directors

FROM: Wen Huang, Assistant General Manager/Chief Operating Officer
Greg Woodside, Chief of Planning and Watershed Resilience
Aaron Jones, Senior Engineer

SUBJECT: Consider Approval of a Consulting Services Agreement with Navigating Preparedness Associates for Update of the District's Local Hazard Mitigation Plan

Staff Recommendation

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute an agreement with Navigating Preparedness Associates for an amount not to exceed \$147,880 to update the District's Hazard Mitigation Plan.

Summary

The District's Local Hazard Mitigation Plan (HMP) is part of the District's Emergency Preparedness Program. The District's HMP provides the framework to reduce the District's risk of damage and curtailment of services from hazards such as earthquakes, wildfire, and flooding. The HMP needs to be updated to address new requirements from the Federal Emergency Management Agency (FEMA). Updating the District's HMP is required to be eligible for grant funding from FEMA related to hazard mitigation reduction.

Background

Mitigation planning is the pro-active identification of short-term and long-term actions that would result in the elimination and/or reduction of loss of life and property due to natural or manmade hazards. Mitigation costs are often orders of magnitude less than disaster-related repair or construction costs.

The Disaster Mitigation Act of 2000 provided additional incentive for local jurisdictions to develop hazard mitigation plans by conditioning pre- and post-disaster FEMA financial assistance on an approved Hazard Mitigation Plan. FEMA requires these plans to be reviewed and updated on a 5-year cycle.

HMPs are developed to:

- Identify potential hazards that may impact participating communities.
- Assess community risks and vulnerabilities.
- Identify community policies, actions, and tools for long-term implementation to reduce risk and potential for future losses.

The updated HMP to be developed must meet FEMA and California Office of Emergency Services (CAL-OES) guidelines and requirements. The draft HMP is first submitted to CAL-OES. After CAL-OES comments are addressed and no additional revisions needed, the draft HMP is then submitted to FEMA for review.

FEMA issued new requirements for the preparation of HMPs. The new requirements are included in FEMA's Local Mitigation Planning Policy Guide, FP 206-21-0002, which became effective on April 19, 2023.

FEMA's new requirements require substantial new work to update the District's existing HMP. The new FEMA requirements include:

- Greater emphasis on stakeholder participation and community engagement, with a larger documentation requirement to show how it happened.
- A new focus on how hazards affect community assets and a requirement to account for the effects of climate change within each hazard and against each asset.
- People-centric focus, including describing mitigation strategies and how actions will benefit underserved and socially vulnerable populations.
- Mitigation actions must include a full range of solutions, from regulations to education and awareness to projects.

San Bernardino Valley's facilities generally fall into the following categories (1) Baseline Feeder Project, (2) facilities to convey, pump, and store State Water Project water, (3) Regional Recycled Water System (6-mile pipeline and the Weaver Basins), (4) Enhanced Recharge Project Phases 1A and 1B, (5) administrative buildings and facilities, and (6) other miscellaneous facilities.

Financial assistance from the federal government that may be applied for to reduce the District's risks includes the following categories:

- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance (FMA)
- Building Resilient Infrastructure and Communities (BRIC)
- Pre-Disaster Mitigation (PDM) Grant Program
- Other federal disaster-related funding, such as Safeguarding Tomorrow Through Ongoing Risk Mitigation (STORM) Act funds.

Due to the substantial new HMP requirements from FEMA and staff's existing high workload, District staff determined it was necessary to utilize a consultant to update the HMP. District staff and staff from the San Bernardino Valley Water Conservation District (Conservation District) collaborated in developing a Request for Proposals (RFP) and scope of work for this effort. The Scope of Services in the RFP included optional tasks to incorporate facilities of the Conservation District into the updated HMP, if the Conservation District desired to participate. After review of the proposals, the Conservation District decided to evaluate preparation of an HMP for their facilities at a later date. Therefore, the optional tasks related to the Conservation District facilities will not be implemented.

Staff solicited three written proposals through the RFP. Proposals were received from ARCADIS, ICF, and Navigating Preparedness Associates (NPA). The proposals were reviewed by District staff and Conservation District staff. Interviews were conducted with ICF and NPA on March 6, 2024. Based on the written proposals and the interviews, the review team determined that NPA was the most qualified firm based on the written proposals and the interviews. The NPA team includes two subcontractors, Atlas Planning Solutions and the Herndon Group. The NPA team's strengths include the following:

- Extensive experience preparing HMP's in California and completing CAL-OES's review of the HMP.
- Extensive experience in preparing HMPs in southern California, which has region-specific earthquake, flooding and wildfire hazards (including preparation of HMPs for the Cities of Loma Linda, Colton, Ontario, San Bernardino, Rancho Cucamonga, and Ontario).
- During the interviews, the NPA team provided a comprehensive discussion of their approach to public outreach during preparation of the updated HMP.

NPA's proposed fee to conduct the work to update the District's HMP is \$147,880.

Although it was not considered in the evaluation of the proposals, the proposed fee by NPA was the lowest of the three proposals.

District Strategic Plan Application

This item is consistent with the Strategic Plan's priority to be resilient to seismic conditions, drought, population growth and climate change and the Strategic Plan's strategy to drive science-based decision making and proactive risk management.

Fiscal Impact

The FY2023-24 expense is estimated to be \$45,000. There are adequate funds identified within the Consultant line item of the FY 2023-24 Budget. The remainder of the expense will be included in the proposed FY2024-25 budget.

Attachment

- Proposal from Navigating Preparedness Associates



A REGIONAL WATER AGENCY
SINCE 1954

REQUEST FOR PROPOSALS

Update of Local Hazard Mitigation Plan

FEBRUARY 23, 2024

Prepared for: San Bernardino Valley Municipal Water District

Prepared by: Navigating Preparedness, LLC.



Navigating Preparedness Associates

"Charting a Clear Course"

COVER LETTER

Greg Woodside, Chief Planning & Watershed Resilience
San Bernardino Valley Municipal Water District

Subject: Update of Local Hazard Mitigation Plan Proposal for San Bernardino Valley Municipal Water District

Dear Mr. Woodside,

Navigating Preparedness Associates (NPA) is pleased to provide this proposal to the San Bernardino Valley Municipal Water District (District) to update local hazard mitigation plans (LHMP) and Risk and Resilience Assessments (RRA) for the District and the San Bernardino Valley Water Conservation District (Conservation District). NPA is a Limited Liability Corporation (LLC) established in March 2014. We are a California Certified Service-Disabled Veteran-Owned Small Business Enterprise (SDVBE), CA Department of General Services (DGS) #1770371. Additional information about NPA can be found on: <https://www.navigatingpreparedness.com/>.

Key corporate information for NPA:

Address:	3245 Driftwood Dr. Lafayette, CA 94549
Telephone:	(925) 381-0583
E-mail address:	Lee.rosenberg@navigatingpreparedness.com
Contact:	Lee Rosenberg, CEM, Managing Director
Year Founded:	2014
Company Type:	LLC
DUNS #:	079966673

Over the past ten (10) years, NPA has supported the development of LHMPs for counties, cities, and special districts. NPA provides a focused approach to projects. We assign senior, experienced consultants at extremely competitive billing rates. We can produce a superior product in less time, with a smaller budget and better results than many larger firms. Our planners thoroughly understand AWIA and DMA 2000.

Supporting NPA in this proposed work (NPA Team) are:

- Atlas Planning Solutions (Atlas Planning) is a California certified small, woman and SDVBE owned business based in Riverside, California. Atlas Planning specializes in LHMP development and delivery and will support hazard analysis, risk assessment, and LHMP plan development.



- Herndon Solutions Group (Herndon) is a California certified small, woman owned business that provides America Water Infrastructure Act compliance solutions. Herndon has supported dozens of RRAs and emergency responses plans

We offer the following advantages:

- A California-based project team with unsurpassed experience in mitigation program development. We have developed, reviewed, and revised dozens of LHMPs throughout California, including developing original LHMPs for special districts. We recently supported Valley County Water District (VCWD) to update their 2012 LHMP on a compressed timeline. Likewise, we have supported developing dozens of RRAs.
- Mr. Lee Rosenberg, Certified Emergency Manager (CEM), Managing Director of NPA, will serve as the project manager. He possesses extensive knowledge of water utility systems and operations and has over 30 years of complex project management experience. Mr. Rosenberg has led projects supporting Cal Water Service, the California Department of Water Resources, Valley Water (formerly Santa Clara Valley Water District), the Hesperia Water District, Victorville Water District and East Bay Municipal Utility District. He has led development of LHMPs for Tulare County, Mendocino County, Ventura County, and the Cities of Artesia, Lynwood, Hawthorne and many others.
- Mr. Aaron Pfannenstiel of Atlas Planning Solutions will support NPA as an assistant project manager and subject matter expert. He has completed an extensive portfolio of LHMPs in Southern California and San Bernardino County, including the Cities of Rancho Cucamonga, Loma Linda, Colton, Ontario, and San Bernardino. Mr. Pfannenstiel and Mr. Rosenberg have worked together for over 10 years. They are currently collaborating to update LHMPs for the Cities of Brea, Aliso Viejo, San Marino, and Bradbury.
- Herndon Solutions Group has been intimately involved in water sector risk assessments and emergency planning, guiding more than 25 utilities through the first round of the American Water Infrastructure Act (AWIA) 2018. Many of the RRAs completed were done for the Municipal Water District of Orange County (with support from Atlas Planning Solutions).

NPA warrants that it can meet all the proposal requirements and the terms of the District's professional services agreement. This proposal is valid for twelve (12) months.

Sincerely,



Lee Rosenberg, CEM,
Managing Director



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PROJECT UNDERSTANDING

NPA understands the Districts' desire to update their LHMP and Risk and Resilience Assessment (RRA) to accomplish the following key goals:

- Integrate the key components of the LHMP and RRA planning processes into a comprehensive risk assessment and analysis that complies with FEMA and EPA requirements.
- Develop and implement mitigation programs that promote the reliability of facilities and systems to minimize impacts from hazards and expedite recovery in an emergency.
- Increase overall organizational resilience by improving awareness of current and future hazards and promoting a culture of mitigating risks.
- Provide eligibility for application to FEMA grant programs such as BRIC and HMGP.



Our team has successfully guided dozens of local and multi-jurisdiction HMPs to adoption. We have also supported multiple water districts complete RRAs. For the District's plan update project, we provide a highly skilled project manager and talented planners who have extensive experience in developing FEMA-approved LHMPs, and certified RRAs. Our team brings the best of both worlds and provides an understanding to create synergy while among both planning processes. The benefit to the District and the Conservation District is a set of hazard analysis and mitigation actions that complement each other.

We know from experience that completing an LHMP update under the latest FEMA guidance requires additional steps compared to previous updates. Our team has completed several recent plans under this new guidance. We understand the areas of focus as well as recognize the recent changes to the RRA update process, which can overlap with the LHMP update. Knowing the changing landscape associated with these regulatory requirements allows the us to effectively support the District staff during the planning phases for both plans.

NPA understands the desire to include the Conservation District as part of the plans update processes. This approach will provide additional opportunities to better understand the potential threats and vulnerabilities and identify projects and countermeasures that may support and further increase resilience for both Districts and the service areas.



PROJECT APPROACH

NPA provides a comprehensive approach to project management. LHMP and RRA update projects are management intensive. They require close coordination between the client and consultant to manage the planning process, collect and analyze data, and direct the plan review and approval process.

NPA uses a systematic project management process to achieve success. The following contains our project management approach. We propose to use a building block methodology to produce plans that provide value to all participating agencies.

Project Management Plan

Our first step is to develop a project management plan that details the timing of task deliverables, the review processes and responsible individuals, potential project risks, and mitigation actions. The project management plan is a dynamic document that will evolve as the project progresses. It includes the following activities:

Project Scheduling

NPA uses an internal scheduling process to assign staff resources. Our project manager will monitor and manage:

- Weekly workload
- Long-term staff assignments
- Task and milestone scheduling

Quality Management

NPA employs a comprehensive quality control system. Each work product will go through an independent technical review for accuracy and completeness. Draft task deliverables will be provided to the MJHMP Planning Team for project manager/stakeholder review along with a comment matrix to compile inputs. The comment matrix will track and address each issue and provide responses on how the issue was addressed.

*Quality is not an act;
it is a habit. Aristotle*

Risk Management Plan

Our team will manage risk by verifying that project deliverables and supporting documentation are complete and understandable, conform to applicable and reasonable standards relative to their intended purpose, and meet client requirements.

Communications Plan

We recognize that effective communication is critical to the successful delivery of any project. To that end, Lee Rosenberg of NPA will be the primary point-of-contact with District staff. Unless otherwise requested, we will hold bi-weekly meetings with select staff to discuss project status, potential project constraints, and opportunities. We will cover an agenda of items dealing with project schedule, budget status, and potential scope creep. At the beginning of the project, we will:

- Confirm the individual(s) who will coordinate all communication from the District
- Identify the project team members who are authorized to submit requests for data, meetings, or other information
- Describe how communication records shall be prepared and maintained
- Identify confidentiality requirements and restrictions

Earned Value Management

NPA uses earned value management (EVM) techniques for measuring project performance and progress in an objective manner. EVM provides the capability to combine measurements of the project management triangle: scope, time, and costs in a single integrated system. It delivers accurate forecasts of potential project performance problems to support effective cost control.

Project Management Deliverables:

- Monthly project progress reports that include status of deliverables, concerns, and future action items
- Monthly invoices that report work accomplished, percent of project completed, and funds remaining
- A detailed comment matrix and adjudications report for all deliverables that contain review comments and recommendations



SCOPE OF WORK

To address the tasks identified in the RFP, NPA has identified the following key components to complete the scope of work. Our approach is consistent with the tasks identified in the RFP. Based on the broad description of the tasks outlined. We have identified the key elements and relevant components associated with each deliverable.

TASK 1 – Organize Resources

The first step in updating the LHMP and RRA is to establish a Planning Team. The project planning team will support plan development meetings, provide requested data and information and review project deliverable. Led by the District project manager, they will offer guidance and direction for completing the project.

Task 1A – San Bernardino Valley Only

This task includes forming Hazard Mitigation Planning Team. It also addresses developing and delivering the public/community engagement plan, conducting outreach to staff and other stakeholders, and the execution of Planning Team Meeting #1, project kickoff. In addition to conducting a kickoff meeting, site visits, monthly meetings, and review of background information, we will establish protocols for proposed meetings, discuss prior and current outreach and engagement efforts underway in preparation for developing the planning process and outreach and engagement activities.

Optional Task 1B – Include Water Conservation District

While this Optional Task includes a kickoff meeting, site visits, and review of relevant documents, NPA also recommends creating a Hazard Mitigation Planning Team for the Conservation District. This will better support identification of relevant hazards and support development of Conservation District specific mitigation objectives and activities.

TASK 2 – PREPARE RISK AND RESILIENCE ASSESSMENT

NPA recommends the following process to update the RRA.

Task 2A – San Bernardino Valley Only

Services provided to the District are confidential and shall be performed in conformance with the latest edition of the following American Water Works Association (AWWA) and American National Standards Institute (ANSI) standards:

- Risk and Resilience Management of Water and Wastewater Systems, ANSI /AWWA J100-21
- Security Practices for Operations and Management, ANSI/AWWA G430-14(R20)
- Emergency Preparedness Practices, ANSI/AWWA G440-22

The Risk and Resilience Assessment (RRA) for the San Bernardino Valley is required to be



completed by March 31, 2025, to maintain EPA compliance. The assessment will be performed following the ANSI/AWWA standards listed above and using the PARRETM software developed by AEM Corp. To complete this task in conformance with the requirements of the RFP, the NPA Team will conduct the following work:

RRA Setup and Analysis

using the PARRE Tool, the NPA Team relying on datasets from the 2020 analysis, will review and upload the assets and threats information into the Tool in preparation for the RRA workshops. Once set up, the PARRE Tool and outputs will be used to facilitate several workshops with San Bernardino Valley staff reviewing information like identified critical assets, significant threats, and high-priority threat-asset pairs.

Risk and Resilience Assessment Workshops

the NPA Team proposes three workshops with San Bernardino Valley staff to address the following:

- **Workshop 1:** A 2-3 hour, virtual, planning workshop that will provide an overview of the RRA methodology using the PARRETM software (includes a license for San Bernardino Valley for the duration of the project), which is designed to provide strict guidelines to ensure assessments comply with ANSI/AWWA J100-21 standards. This workshop will also review and characterize the following:
 - District Assets: Identification of critical assets to be included in the analysis. This step will discuss the consolidation of facilities into 'systems' so all facilities are included in the RRA in an effective manner.
 - District Threats: Review significant threats/vulnerabilities to the utility systems, which will include J100-21 required natural and man-made threats reasonably foreseeable to the utility systems as well as the G430-14 requirements for protective security programs for water and/or wastewater facilities. Additionally, J100-21 recommended dependency and proximity threats will be included for full understanding of system exposure.
 - Identification and Prioritizing Threat-Asset Pairs: Identify and prioritize threat-asset pairs (the basic unit of a probability-based risk assessment) to be initially included in the assessment. Once the assessment occurs, an understanding is acquired of what threats are of importance to the utility, and how the critical assets may respond. The J100-21 process vetting routine gives priority to assets that "perform or support the mission or critical functions" which are taken forward for full assessment. This approach saves time/effort on lower-priority pairs while achieving a desirable outcome. To ensure consistency across the



organization, as well as ensure deadlines are met, the scope will include no more than 150 threat-asset pairs.

- **Workshop 2:** A 1-day, facilitated planning workshop held at a District facility that includes: Identifying Countermeasures (verify and update current countermeasures and discuss the use, storage, and handling of various chemicals used by the system and the security of the chemicals), Vulnerability Probability Approaches (run path analyses to determine the probability of existing countermeasures failure), Identify Natural Threats (discuss natural hazards and the past occurrences of natural impacts the District has experienced), Identify Dependencies and Proximity Threats, Calculate Overall System Resilience (determining overall system resilience described in J100-21 standard as the Utility Resilience Indicator), Risk Likelihood (identify and calculate risk likelihoods for critical asset-threat pairs consistent with the J100-21 approaches for determining threat probability).
- **Workshop 3:** A 1-2 hour virtual workshop to review the draft risk assessment baseline report, which affords the Assessment Team the first look at relative and prioritized risks for each critical asset and overall systems. Based on the Assessment Team's review of this report, data gaps can be identified, and adjustments made to fully reflect conditions "on the ground". During Workshop #3 potential mitigation actions will be addressed that may lower the risk of specific threat-asset pair.

Risk and Resilience Assessment Draft Report Preparation

Upon completion of Workshop 2, the NPA Team will provide a summary of the results and discussion to include the set of anticipated consequences and vulnerabilities probabilities, threat likelihood probabilities, and risks for each threat-asset pair. The summary will be accompanied by a second Data Request for missing information about verification of countermeasures and any remaining unanswered questions after Workshop 2. Upon receipt of this information the NPA Team will develop the Draft Risk Assessment Baseline Report, which will include all the required information to meet AWIA requirements.

Upon completion of Workshop 3, the NPA Team will prepare the Draft-Final Report for review by San Bernardino Valley staff. Upon receipt of comments from District staff, the NPA Team will incorporate comments and revisions requested, preparing the document for final review and approval.

Risk and Resilience Assessment Report Finalization/Certification

Preparation of the Final Risk and Resilience Assessment Report will involve resolution of any outstanding risk-calculation issues and adopting the baseline. After incorporating any input from the District Assessment Team, a final risk assessment baseline report will be



prepared and distributed providing the District with the required document for EPA certification. As part of this task the PARRE Baseline will be fixed, creating the point at which all proposed system changes/countermeasures will be measured in the future.

Optional Task 2B – Include Water Conservation District

Since the Conservation District does not directly serve or sell water to residents it is not required to complete an RRA for EPA compliance. However, it is still important to understand the risks their assets face. The RRA will be performed following the J100-21 standard and using the PARRE™ software tool developed by AEM Corp. All process steps will follow the established process outlined above in Task 2A. Any assessment performed for the Conservation District will follow a separate schedule from the District's assessment and be held to different deadlines unless otherwise agreed upon. Performance of an RRA for the Conservation District will require an additional 3 months in the Period of Performance and be limited to 60 threat-asset pairs.

TASK 3 – PREPARE UPDATED HMP

NPA recommends the following process to update the HMP.

Task 3A – San Bernardino Valley Only

In addition to the tasks listed in the RFP, the NPA Team will ensure the updated LHMP will comply with the basic requirements identified in the recent FEMA guidance that went into effect on April 19, 2023. Key components of the NPA Team's approach for this task include alignment of Planning Team meetings with plan development tasks to assist San Bernardino Valley staff review during the planning process. We have found that sharing plan content during our meetings streamlines future reviews by staff members.

In addition to the typical planning process, the NPA Team proposes the incorporation of the relevant results from the Risk and Resilience Assessment updated in Task 2A. The results of the RRA may help further inform the risk assessment prepared in the LHMP, providing additional data and information to better assess the potential effects on San Bernardino Valley assets and populations. This expanded risk assessment can play a key role updating mitigation actions and strategies for San Bernardino Valley.

Optional Task 3B – Include Water Conservation District

This optional task will include the development of a new Local Hazard Mitigation Plan for the Water Conservation District, which includes the necessary information, mapping, and analysis to comply with FEMA requirements and guidance. Since the San Bernardino Valley LHMP will include relevant information and mapping that can assist with the new LHMP developed as part of this task.

In addition to the typical planning process, the NPA Team proposes the incorporation of the relevant results from the Risk and Resilience Assessment updated in Task 2B. The results

of the RRA may help further inform the risk assessment prepared in the LHMP, providing additional data and information to better assess the potential effects on Water Conservation District assets and populations. This expanded risk assessment can play a key role in the development of new mitigation actions and strategies for the Water Conservation District.

TASK 4 – ASSISTANCE WITH PUBLIC/COMMUNITY OUTREACH

NPA recommends conducting extensive engagement and outreach to stakeholders.

Task 4A – San Bernardino Valley Only

Every HMP is the product of the inputs from stakeholders including public agencies, private corporations, and the public in general. We have expert-level experience in identifying potential stakeholders and conducting outreach to invite participation.

NPA collects, and aggregates the inputs, incorporating stakeholder ideas and data into the HMP. The methodology of plan development is recorded in the HMP as appendices that documents the planning and engagement processes

Working with the Planning Team, we will create an online survey, compile survey results, and produce a detailed summary of input received. It will include multiple-choice questions, ranking/rating scales, and open-ended questions. We recommend that project participants advertise the survey on social media accounts such as Facebook, Twitter and Instagram. We will use the survey results to understand the public's concerns, rank risks, and develop and prioritize mitigation actions.

As part of the engagement process, NPA anticipates supporting up to four (4) community meetings to engage the public. These opportunities can be held during regularly scheduled meetings (Board of Commissioners) or virtually. Using existing meetings is an efficient way to conduct outreach. These activities help Cal OES and FEMA understand the extent to which the District went to share content and provide opportunities for participation during the planning process.

Optional Task 4B – Include Water Conservation District

This optional task assumes the one additional meeting identified in the RFP as well as the development of content to be used during the outreach and engagement process tailored to Water Conservation District customers and stakeholders. This effort will rely on the content developed under Task 4A and only require minor modifications.

TASK 5 – SUBMISSION TO AGENCIES AND REVISIONS TO COMMENTS FROM AGENCIES



The ultimate goal of updating the HIMP is to produce a plan that reduces risk, is approved by FEMA and supports grant application.

Task 5A – San Bernardino Valley Only

In addition to the tasks listed in the RFP, NPA will include the preparation of the FEMA Plan Review Tool and help guide San Bernardino Valley staff and decision makers through the review processes for both Cal OES and FEMA. Our recent experience indicates that Cal OES staff are still figuring out how the new guidance applies to LHMPs and often comments received involve coordination with Cal OES reviewers and San Bernardino Valley staff. NPA has worked extensively with Cal OES and FEMA staff and has an outstanding relationship with both organizations. We will also support the Board adoption of the revised plan, a key step for final approval.

Optional Task 5B - Include Water Conservation District

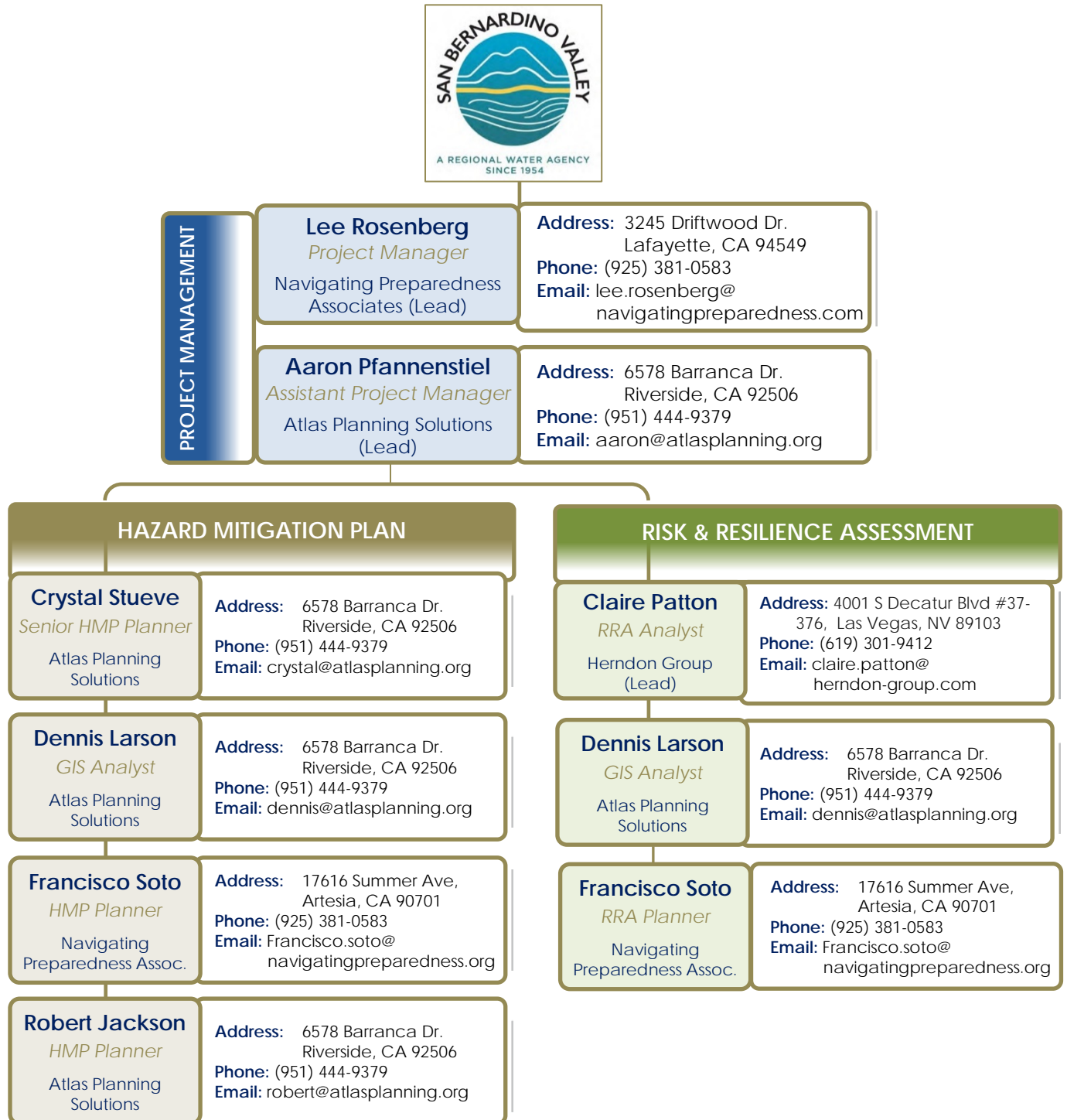
This optional task will focus on ensuring the portions of the MJHMP address FEMA Guidance and Requirements due to the lack of an existing LHMP by the Water Conservation District. As a new plan, the NPA Team will make sure the plan components addressing the new plan for the District addresses the relevant portions of the plan review tool associated with new plans



ORGANIZATION CHART

NPA proposes the team organization displayed in **Figure 1** below. Please see full resumes and qualifications for individual team members in **Appendix A - Resumes**.

Figure 1: Proposed Project Team Organizational Chart



PROJECT SCHEDULE

Table 1 depicts the proposed schedule for the project. We are aware that the District's current LHMP is beyond the 5 year point since last revision and that updating the plan quickly is highly desirable. NPA is confident that the entire project can be completed within 11 months from the Notice to Proceed.

We plan to provide a completed draft LHMP including a public comment period by September 2024. Once submitted to California Office of Emergency Services (CalOES) and FEMA, the review period can take anywhere from three (3) to six (6) months depending on their current workload. NPA can request a concurrent review of the LHMP to speed up the approval process, but it is not guaranteed.

NPA proposes the following schedule. Scheduled events may vary based on staff availability, timeliness of CalOES/FEMA reviews and unforeseen events.





Table 1: Proposed Schedule

Task/Month	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Task 1: Organize Resources												
Task 1B:												
Task 2: Update RRA												
Task 2B:												
Task 3: Update LHMP												
Task 3B:												
Task 4: Support Engagement												
Task 4B:												
Task 5: Submit and Adopt												
Task 5B:												



FEE SCHEDULE

NPA proposes to complete the scope of work including optional tasks for a not to exceed fee of \$199,500. We do not markup expenses or other direct costs. Table 2 below contains a breakdown of tasks, and estimated labor hours by staff billing rate, and other costs.

We propose to invoice monthly with payment due at net 30 days. Statements will contain detailed accounts of labor hours by staff and other direct costs. POV travel will be billed at the current Federal Acquisition Rules rates. Each statement will provide a narrative of work completed, budget status, and any areas of concern.

Table 2 Fee Schedule

Task Name	Lee Rosenberg	Aaron Pfannenstiel	Senior HMP/RRA Planner	HMP/RRA Planner	Total Fees
	\$225	\$215	\$175	\$130	
Task 1 - Project Management, Meetings and Review Background Information					
1A - Kick Off Meeting	4	4		8	\$2,800
1A - Background Information Review	2	2	2	18	\$3,570
1A - Site Visit	8	8		8	\$4,560
1A - Monthly Meetings/ Project Management	16	8			\$5,320
1B - Background Information Review	2	2	2	8	\$2,270
1B - Site Visit	4	4		4	\$2,280
Task 2 - Prepare Risk and Resilience Assessment					
2A - RRA Setup and Analysis		24	32	96	\$23,240
2A - RRA Working Meetings		16	8	16	\$6,920
2A - RRA Draft Report		40	40	120	\$31,200
2A - RRA Final Report/Certification		8	12	80	\$14,220
2B - RRA Setup and Analysis		4	2	16	\$3,290
2B - RRA Working Meetings		8	4	16	\$4,500
2B - RRA Draft Report		4	2	32	\$5,370
2B - RRA Final Report/Certification		2		12	\$1,990

Task 3 - Prepare Updated HMP					
3A - HMP Meetings	12	12			\$5,280
3A - HMP Planning Process	4	4	24	24	\$9,080
3A -Admin Draft HMP	4	4	8	100	\$16,160
3A - Public Review Draft HMP	2	2		32	\$5,040
3A - Final Draft HMP	2	0		20	\$3,050
3B - HMP Meetings	8	8			\$3,520
3B - HMP Planning Process	4	4	16	8	\$5,600
3B - Admin Draft HMP	4	4	8	60	\$10,960
3B - Public Review Draft HMP	2	2		32	\$5,040
3B - Final Draft HMP	2	0		16	\$2,530
Task 4 - Assistance with Public and Community Outreach					
4A - Public and Community Outreach Plan	4	4		16	\$3,840
4A - Engagement Materials (presentations, handouts, etc..)	16			24	\$2,670
4A - Board Committee/ Directors Meetings	8			16	\$5,680
4B - Board of Directors Meeting	4			4	\$1,420
Task 5 - Submission to Agencies and Revisions to Comments from Agencies					
5A - Cal OES/ FEMA Coordination and Response to Comments	16			16	\$5,680
5B - Cal OES/ FEMA Coordination and Response to Comments	8			8	\$2,840
San Bernardino Valley Only Fee	98	136	126	594	\$147,880
Conservation District Fee	38	42	34	216	\$51,610
Grand Total:					\$199,500

Cost Controls

Our proposed project manager stands behind the budget estimates provided in this proposal and will monitor project progress and costs continuously to efficiently assign work to staff and keep costs as low as possible. One reason NPA has succeeded in our previous efforts is our ability to maintain low overhead while providing clients with honest accounting. Costs only change if a supplementary scope of work is added to the contract and agreed to prior to starting additional work.



OTHER INFORMATION

The following section contains documentation of NPA's support for past clients to develop LHMPs.

Navigating Preparedness Associates LHMP Development Experience

NPA has been the prime contractor or provided the lead planner nine (9) LHMPs in California over the past seven (7) years. Table 3 contains a listing of LHMPs we have supported.

Table 3. NPA LHMP Projects

Project/ Client contact	Description / Cost	Role/ Staff assigned	Outcome	Benefits#
Oro Loma Sanitary District LHMP	LHMP update for Southern California Wastewater District	Prime <ul style="list-style-type: none"> Lee Rosenberg: Project manager, Lead planner, 	Approved by FEMA. Adopted 2022	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Valley County Water District LHMP	LHMP update for Southern California Water District	Prime <ul style="list-style-type: none"> Lee Rosenberg: Project manager, Lead planner, Aaron Pfannenstiel, Hazard analysis 	Approved by FEMA. Adopted 2021	Immediately able to receive \$350K in funding from approved PDM grant for an emergency diesel generator fuel tank. Received 75% of \$11.4M HMGP funded grant for additional steel reservoirs.
Victorville LHMP*	LHMP update for Southern California city including Hazus level 2 analysis for Water District	Subconsultant <ul style="list-style-type: none"> Lee Rosenberg: LHMP SME/Lead plan writer, 	Approved by FEMA. Adopted. 2021	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.



Lynwood LHMP	LHMP update for Southern California city	Subconsultant Lee Rosenberg: LHMP SME, Lead plan writer	Approved by FEMA. Adopted. 2021	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Artesia LHMP	LHMP update for Southern California city	Subconsultant Lee Rosenberg: LHMP SME, Lead plan writer	Approved by FEMA. Adopted. 2020	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Hawthorne LHMP	LHMP update for Southern California city	Subconsultant Lee Rosenberg: LHMP SME, Lead plan writer	Approved by FEMA. Adopted 2020	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Tulare County MJLHMP	LHMP update for County, 8 cities, a tribe and a special district	Prime Lee Rosenberg: Project manager, Lead planner	Approved by FEMA. Adopted by all participants 2018	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Hermosa Beach LHMP	LHMP update for Southern California city	Subconsultant Lee Rosenberg: LHMP SME, Lead plan writer	Approved by FEMA. Adopted. 2018	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
Pittsburg, CA LHMP	2 LHMP updates for California city	Prime Lee Rosenberg: LHMP SME, Lead plan writer	Approved by FEMA. Adopted. 2017/2023	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.



Water Emergency Transportation Authority LHMP	New LHMP for a special district with service and facilities in multiple counties	Prime Lee Rosenberg: Project manager, Lead planner	Approved by FEMA. Adopted. 2017	Able to apply for HMGP, BRIC, Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.
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*LHMP for water district or LHMP that includes a city water district.

Atlas Planning Solutions Firm Description

Atlas Planning Solutions (APS) specializes in hazard mitigation and resilience planning to help communities and make the world a better place. Our multidisciplinary team relies on our vast experience working with local, state, and Federal agencies on varying size and scale hazard planning projects.

Our core services provided to our clients include:

- Resiliency Planning
- Climate Adaptation Planning and Analysis
- Local Hazard Mitigation Planning
- General Plans (with a focus on hazards, evacuation, and climate adaptation)



Hazard Mitigation Planning

Atlas Planning Solutions staff have completed or are currently working on several Local Hazard Mitigation Plans and General Plan Safety Elements throughout the State. With extensive experience assisting communities as they address the changing legislative requirements and frameworks governing hazards and resiliency within California, Atlas Planning Solutions has a breath of experience to support the City.

The following representative projects highlight Atlas Planning Solutions' relevant experience. Several of these provide reference information as identified by the RFP. NPA supported each of these projects as a subconsultant.

2022 Loma Linda LHMP and Safety Element Updates

Atlas Planning Solutions supported the City of Loma Linda with the update to their General Plan Safety Element and Local Hazard Mitigation Plan. The LHMP update focused on enhancing the hazard profiles previously developed and capturing many of the recent events (floods and mudslides) and capital improvement projects completed to address City vulnerabilities. A key mitigation focus for the City was the incorporation of projects and actions to increase the resilience of the Loma Linda Hospital site due to the



critical roles it plays within the community.

Reference Information	
Company Name	City of Loma Linda
Contact Name and Title	Tom Ingalls
Company Address	25541 Barton Road, Loma Linda, CA 92354
Contact Telephone Number	909-799-2853
Contact Email	tingalls@lomalinda-ca.gov
Key Staff	Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson, Dennis Larson, Lee Rosenberg
Service Provided	LHMP Update Preparation, General Plan Safety Element Update, Emergency Operations Plan Update, AWIA RRA and ERP Preparation
Timeframe	LHMP Update: July 2020 – February 2022

2023 Ontario LHMP Update

Atlas Planning Solutions recently updated the 2018 City of Ontario LHMP. This update focused on re-prioritizing plan goals and mitigation actions. As part of the update, the City and APS collaborated on revisions to mitigation actions and priorities to ensure future actions were implementable, which was a big concern for the City. As part of this effort, our team is also updating the City's Emergency Operations Plan. As of October 17th, 2023, the plan was one of the first in the region to be reviewed under the new guidance and regulations and completed the FEMA review process with only minor revisions.

Reference Information	
Company Name	City of Ontario
Contact Name and Title	Joseph Ramos
Company Address	425 E B St, Ontario, CA 91764
Contact Telephone Number	909-395-2542
Contact Email	JRamos@ontarioca.gov
Key Staff	Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson, Dennis Larson, Lee Rosenberg
Service Provided	LHMP Update Preparation, Emergency Operations Plan Update, Evacuation Assessment, and Tabletop Exercises.
Timeframe	LHMP Update: August 2022 – October 2023



2021 Rancho Cucamonga LHMP Update

Atlas Planning Solutions has assisted the City of Rancho Cucamonga since December 2019 with various hazard-related efforts. Key concerns throughout these projects focus on the prevalence of high wildfire risks that could trigger the need for emergency response and evacuations. Key outcomes of this effort include better integration of the EOP, LHMP, and Evacuation Assessment with the General Plan Safety Element and the ability of the City to better align goals, policies, and implementation actions across these different planning frameworks.

Reference Information	
Company Name	City of Rancho Cucamonga (Fire Protection District)
Contact Name and Title	Joseph Ramos, Emergency Management Coordinator
Company Address	10500 Civic Center Dr, Rancho Cucamonga, CA 91730
Contact Telephone Number	909-774-3009
Contact Email	Joseph.Ramos@cityofrc.us
Key Staff	Aaron Pfannenstiel, Suzanne Murray, Crystal Stueve, Robert Jackson
Service Provided	LHMP Update, General Plan Safety Element Update, Evacuation Assessment, and EOP Update
Timeframe	Total Project: December 2019 – December 2022 LHMP Update: February 2020 – May 2021

Herndon Solutions Group Firm Description

HSG is a Woman Owned Small Business (WOSB) founded in 2008 to provide emergency response planning, environmental services, and sustainability management. Personnel have over 30 years of experience in the water sector. HSG currently manages a portfolio of projects ranging from \$50,000 to \$100 million and has the tools, infrastructure, and resources to manage large, complex projects. HSG primarily works with federal and local governments, as well as private sector entities to identify, manage, and minimize organizational risks. We have been supporting the utility sector since HSG's inception with an emphasis on the west coast, including multiple utilities in southern California. HSG staff have been intimately involved in water sector risk assessments and emergency planning, guiding more than 25 utilities through the first round of the American Water Infrastructure Act (AWIA) 2018.

Herndon Solutions RRA Qualifications

HSG has been performing Risk and Resilience Assessments (RRA) and Emergency Response Plan (ERP) updates since the passage of AWIA in 2018. Within the state of



California, HSG has worked with the Municipal Water District of Orange County (MWDOC) and 23 member agencies, the City of Long Beach, and the City of Loma Linda to prepare RRAs and update ERPs. Additionally, HSG has performed AWIA services for Westminster, CO, Henderson, NV, and Boston, MA and assisted in wastewater RRAs in Pennsylvania and Hawaii. HSG has been an active member of the American Water Works Association (AWWA) for more than 10 years and has proven past performance in developing RRAs in accordance with the AWWA J100-10 Risk Assessment and Resilience Management of Water and Wastewater Systems standard and understands the context changes in the revised standard, the J100-21. Furthermore, HSG staff are trained and experienced in the use of the only J100-21 compliant assessment software, PARRE™, developed by AEM Corp. Beyond AWIA regulatory assessments and updates, HSG assists water utilities with emergency preparedness actions including resource typing, tabletop exercises, and local hazard mitigation plan updates.

Herndon has led AWIA RRA development for the following projects:

- Municipal Water District of Orange County
- Irvine Ranch Water District
- South Coast Water District
- Moulton Niguel Water District
- Santa Margarita Water District
- East Orange County Water District
- Yorba Linda Water District
- El Toro Water District
- Trabuco Canyon Water District
- Serrano Water District
- Santa Ana, City of
- Huntington Beach
- Garden Grove
- Fullerton
- Orange
- San Juan Capistrano
- Westminster
- Buena Park
- Tustin
- Newport Beach
- La Habra
- Fountain Valley
- San Clemente
- Brea,
- Seal Beach
- Loma Linda
- Long Beach
- Westminster, CO,
- Henderson, NV,
- Boston, MA



Licenses

Navigating Preparedness is a firm based in the City of Lafayette, Contra Costa County, CA. No business licensing is required for the firm.



Certificates

Wednesday, January 27, 2021



Dear Lee Rosenberg,

Congratulations! This letter is your official notification of meeting all the necessary requirements for Certified Emergency Manager (CEM®) re-certification. The recertification plate to adhere to your diploma will be mailed in the coming weeks.

You are scheduled to re-certify in 2025. You can create your next recertification application now and start logging in information to meet the current requirements of continuing education / training hours and professional contributions. However, if at any time the recertification requirements change you will be required to meet the new requirements within your next recertification submission. Please go to www.iaem.org/recertification for details.

It is your responsibility to keep IAEM Headquarters updated with your current mailing and email address. In the summer of 2024, you will start receiving reminder notices by email as well as by mail alerting you that your recertification is due. If you choose not to re-certify in 2025, you may no longer use the CEM® designation after your name beginning January 1, 2026.

We have posted online at www.iaem.org/followup a copy of the employer notification letter for you to personalize and forward on to your supervisor advising of your recent achievement of the CEM® designation. The letter will detail the CEM® requirements and give appropriate recognition to you and credit to your organization for having a leader of your caliber.

Again, you have my sincere congratulations for your outstanding achievement in maintaining the Certified Emergency Manager designation.

Sincerely,

A handwritten signature in black ink, appearing to read "J Smysnuik", is written on a light-colored rectangular background.

Jennifer Smysnuik, CEM®
Certification Commission Vice Chair

IAEM Headquarters - 201 Park Washington Court, Falls Church, VA 22046 - 703-538-1795 - Email: CEMinfo@iaem.com



APPENDIX A. FIRM RESUMES

The following pages include Navigating Preparedness' team's individual resumes with qualifications, experience, expertise, and relevant certifications.



Lee Rosenberg, CEM – Project Manager

PROFESSIONAL SUMMARY

Lee Rosenberg is the owner and managing director of Navigating Preparedness Associates, a disabled veteran business enterprise. As leader of the company, he provides comprehensive emergency preparedness services to industry. With more than 30 years of experience in national security, homeland security and emergency management, Mr. Rosenberg has broad and deep knowledge of practical application of government policy in these areas. He has a special focus on hazard mitigation plan development and updates in California.

Mr. Rosenberg led the URS Corporation's Oakland environmental service department and West Coast emergency preparedness practice from 2006 to 2014. In addition, he served as a Federal Coordinating Officer for FEMA Region IX from 2004 to 2006 where he provided support to states for numerous presidentially declared disasters. Prior to working for FEMA, Mr. Rosenberg completed a 30-year career in the Navy during which he served as the commanding officer of a destroyer, USS Elliot (DD-967) and as the commander of a large amphibious assault hovercraft base. He is a combat veteran of Operation Desert Storm and retired as a Captain.

EXPERTISE:

- Certified Emergency Manager (IAEM)
- California County hazard mitigation plan development and updates
- Water agency emergency operations planning
- Mitigation grant applications
- Hazard analysis and risk assessments
- Interagency and multi-stakeholder facilitation and coordination
- Emergency operations planning and guidance development
- Over 30 years of operational response experience
- Continuity of operations planning

WORK EXPERIENCE

City of Pittsburg, CA Local Hazard Mitigation Plan, Pittsburg, CA – 2016-2017/2023. Project Manager and Lead Planner - Led a team to complete the Pittsburg LHMP. Took over the project due to resignation of the prime contractor's staff. Quickly revised and delivered a new LHMP. The Plan was adopted by the City Council in April 2017

Oro Loma Sanitary District Local Hazard Mitigation Plan San Leandro CA – 2022. Project Manager and Lead Planner – Developed a new LHMP for the District. Follow on work to support a FEMA mitigation grant application was contracted.

Coconino County, Arizona Multi-Jurisdiction Local Hazard Mitigation Plan, Flagstaff, AZ – 2020-2021. Lead Planner - Led all technical aspects to update the Clark County MJLHMP. Included innovative data analysis and GIS products. Managed a complex group of stakeholders from five incorporated cities and towns.



Valley County Water District, Local Hazard Mitigation Plan Update, Baldwin Park, CA – 2020. Project Manager and Lead Planner – Updated the 2008 District LHMP on an expedited basis to support application for an approved mitigation project to install a large diesel storage tank which will improve the water distribution system’s resiliency. The LHMP planning and draft document development processes were completed in two months. Follow-on work to conduct a seismic analysis and support a grant application was contracted.

Tulare County, Multi-jurisdiction Local Hazard Mitigation Plan Update, Visalia, CA – 2016-2018. Project Manager and Lead Writer - Led a team to update the Tulare County MJLHMP. Included innovative data analysis and GIS products. The updated LHMP included eight cities, the Tulare County Office of Education and the Tule River Indian Tribe. Met the mandates of AB 2140 and SB 379. Found adoptable by FEMA RIX with minimal comments and adopted by the County Board in March 2018.

San Francisco Bay Water Emergency Transportation Authority (WETA), Hazard Mitigation Plan Update, San Francisco, CA – 2016- 2017. Project Manager and Lead Planner - Led a multi-disciplinary team to create a unique LHMP for WETA. As a State mandated emergency transportation authority and a transit operator, WETA provides ferry service throughout the Bay Area. The LHMP involved close coordination with four Operational Areas and several cities. The HMP was adopted by the WETA board in May 2017.

2008 – 2014: URS Corporation, Environmental Department Manager/West Coast Region Emergency Management Practice Area Leader:

Clark County, Nevada Multi-Jurisdiction Local Hazard Mitigation Plan, Las Vegas, NV – 2011- 2012. Project Manager - Led a team that updated the Clark County MJLHMP. Included innovative data analysis and GIS products. Managed a complex group of stakeholders from four incorporated cities (including Las Vegas) and two special districts.

Ventura County Multi-Jurisdiction Local Hazard Mitigation Plan, Ventura County, CA – 2010- 2011. Project Manager - As project manager supported development of an award-winning plan. The 2010 LHMP was recognized as the Best Emergency Preparedness Plan by the Ventura County Emergency Coordinators Council.

2006 – 2008: FEMA RIX, Disaster Response Operations, Federal Coordinating Officer:

Federal Coordinating Officer, Director, Joint Field Office, Kiholo Bay Earthquake, Honolulu, HI: Led teams providing federal support to the State of Hawaii after the 2006 earthquake. Directed federal disaster relief programs from October 2006 to January 2007. Coordinated operations across agency and jurisdictional roles to achieve unity of action.

1976 – 2006: Captain, U.S. Navy:

US Navy, Multiple Command Tours: Commanding Officer of a Tomahawk missile destroyer, USS Elliot (DD-967), Commander Assault Craft Unit Five, Camp Pendelton, CA, Commander Navy Reserve Officer Training Corps Unit, University of California, Berkeley.



PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- Certified Emergency Manager, International Association of Emergency Managers 2021
- Northwestern University, Master of Engineering Management



Aaron Pfannenstiel, AICP – Assistant Project Manager

PROFESSIONAL SUMMARY

Aaron has 23 years of experience in community planning, focusing on emergency management, hazard mitigation, and community resiliency. With a background in geology, environmental studies, and urban planning, he helps clients understand hazards, assess vulnerabilities, and develop policies, programs, and mitigation strategies that make communities safer. Over the past decade, he has also trained hundreds of students, planners, and other professionals in these topics.

Aaron incorporates hazard mitigation into comprehensive planning projects to increase resiliency in communities. He prepares local and multi-jurisdictional hazard mitigation plans, emergency operations plans, general plans, and safety elements. He recently assisted clients with developing innovative planning practices as part of a pilot program that enhances communities' adaptation to wildfires. Aaron has also prepared environmental documents for CEQA compliance and due diligence and feasibility studies, and he has conducted community outreach and education efforts in communities throughout California.

EXPERTISE:

- 23+ years of emergency management, planning, and hazard mitigation planning
- Multi-jurisdiction experience
- Water agency AWIA compliance planning
- Support to cities in the District service area
- Stakeholder outreach and engagement

WORK EXPERIENCE

Local Hazard Mitigation Plan Updates

Supported the preparation and updates of Local Hazard Mitigation Plans for the following jurisdictions:

- City of Anaheim
- City of Costa Mesa
- City of Hollister
- City of Huntington Beach
- City of Irvine
- City of Loma Linda
- City of Rancho Cucamonga
- City of Stanton
- City of Vernon
- City of Laguna Beach

General Plan Safety Elements

Supported the preparation of general plan safety element updates for the following jurisdictions:

- City of Anaheim
- City of Canyon Lake
- City of Encinitas
- City of Laguna Beach



- City of Lancaster
- City of Loma Linda
- City of Rancho Cucamonga
- City of Saratoga
- Town of Hillsborough
- Town of Portola Valley
- San Diego County
- Mendocino County

PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- MURP, 2005, Regional Planning/Urban Planning, California State Polytechnic University, Pomona
- BA, 2001, Environmental Studies, University of California at Santa Barbara
- BS, 2001, Geological Sciences, University of California at Santa Barbara



Crystal Stueve – Senior HMP Planner

PROFESSIONAL SUMMARY

Crystal Stueve has authored many classified government documents throughout her 22-year career in the military. Notable compositions include research and analytical reports on the Islamic State of Iraq and the Levant (ISIL) and militia groups within Iraq, and tactical and strategic reporting on Mexican Drug Trafficking Organizations and transnational organized crime that pose an immediate threat to national security. Additional documents include training manuals and unit standard operating procedures to enhance unit readiness and training capabilities.

WORK EXPERIENCE

Local Hazard Mitigation Plan Updates

Supported the preparation and updates of Local Hazard Mitigation Plans for the following jurisdictions:

- City of Anaheim
- City of Costa Mesa
- City of Hollister
- City of Huntington Beach
- City of Rancho Cucamonga
- City of Stanton
- City of Vernon
- City of Laguna Beach

General Plan Safety Elements

Supported the preparation of general plan safety element updates for the following jurisdictions:

- City of Anaheim
- City of Encinitas
- City of Lancaster
- City of Loma Linda
- City of Rancho Cucamonga
- City of Saratoga
- San Diego County
- Mendocino County

Emergency Operations Plan Updates

Supported the preparation of emergency operations plan updates for the following jurisdictions:

- City of Costa Mesa
- City of Loma Linda
- City of Rancho Cucamonga
- City of Newport Beach

EXPERTISE:

- 16+ years of emergency management, planning, and hazard mitigation planning
- Multi-jurisdiction experience
- Support to cities in the District service area
- Stakeholder outreach and engagement
- Research and analytics
- National Security



- Inyo County

OTHER RELEVANT EXPERIENCE

San Bernardino Police Department, Criminal Investigation Officer/EOC Specialist, 2018-2020

US Army Reserve, Human Intelligence Collector, 2014-Present

US Army Civil Affairs and Psychological Operations Command (Airborne) – Emergency Operations Center Analyst, 2012-2014

United States Army Reserve, Weapons of Mass Destruction Specialist, 2002-2012

PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- MA, 2017, Mass Communications & Journalism, Kent State University
- BS, 2012, Intelligence Management, Henley-Putnam University



Dennis Larson – GIS Analyst

PROFESSIONAL SUMMARY

Mr. Larson has 25 years of experience in public agency program management, policy research, and technical analysis. His specialties include long-range planning, hazard mitigation, climate resiliency, Geographic Information Services, and economic impact analyses. Dennis helps public agencies and private firms develop and evaluate policies, programs, and strategies with measurable performance impacts.

EXPERTISE:

- 25+ years of emergency management, planning, and hazard mitigation planning
- Mitigation Planner
- GIS Mapping Technical Expert
- Climate Change SME

WORK EXPERIENCE

Local Hazard Mitigation Plan Updates

Supported the preparation and updates of Local Hazard Mitigation Plans for the following jurisdictions:

- City of Anaheim, Local Hazard Mitigation Plan Update
- City of Costa Mesa, Local Hazard Mitigation Plan
- City of Hollister, Local Hazard Mitigation Plan Update
- City of Huntington Beach Local Hazard Mitigation Plan Update
- City of Irvine, Local Hazard Mitigation Plan Update
- City of Loma Linda Local Hazard Mitigation Plan Update
- City of Rancho Cucamonga Local Hazard Mitigation Plan Update
- City of Stanton, Local Hazard Mitigation Plan
- City of Vernon, Local Hazard Mitigation Plan Update
- City of Laguna Beach, Local hazard Mitigation Plan Update

OTHER RELEVANT EXPERIENCE

- San Diego Unified Port District, Port Master Plan Update, Safety and Resiliency Element
- San Diego Unified Port District, AB691 SLR Vulnerability Assessment and Coastal Resiliency Report
- San Diego Unified Port District, San Diego Ocean Planning Partnership and Preliminary Assessment Report
- San Diego Regional Climate Collaborative and National Oceanic and Atmospheric Administration, Comparing Sea Level Rise Adaptation Strategies in



San

Diego:

An Application of the NOAA Economic Framework

- City of Encinitas, FEMA Benefit-Cost Analysis for Coastal Hazard Resiliency
- City of San Diego, Otay Mesa Community Plan Update, Public Facilities, Safety, & Services Element

PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- MA, Economics, California State San Diego
- BA, Geography, California State San Diego



Francisco Soto – HMP RRA Planner

PROFESSIONAL SUMMARY

Francisco Soto has over 10 years of experience in emergency management, public safety, and project management in public, private, and special district organizations. He served as a principal planner for various emergency planning, training, and exercise projects. Francisco led the development and updates to Emergency Operations Plans and Risk Assessments for the cities of Long Beach, Hermosa Beach, Manhattan Beach, and the Municipal Water District of Orange County.

Francisco served as an EOC Director, EOC Coordinator, and Utilities Liaison for City and County-wide disasters. He thoroughly understands EOC organization, emergency/crisis response operations, and risk assessments. Most importantly, Francisco understands the importance of relationships and their key role in effectively preparing and responding to incidents. He excels in stakeholder engagement and has experience collaborating with Police, Fire, Public Works, Health Department, City Management, and Public Information staff to develop an effective plan and response. He lives in Los Angeles County.

EXPERTISE:

- Hazard mitigation planning
- City emergency management operations
- HSEEP exercise design and delivery
- Hazard analysis and risk assessments
- THIRAs
- Dam emergency action plan development
- Mass care and shelter planning

WORK EXPERIENCE

Contra Costa County Hazard Mitigation Plan Update, Martinez, CA – 2023-Current. Planner – Supporting a project to update the County Multi-jurisdiction Hazard Mitigation Plan. The plan includes participation by 19 cities and towns and 15 special districts. Conducted detailed hazard identification and risk assessment. Supported reviewing capabilities. Provided detailed descriptions of the participating organizations.

City of Long Beach Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) – 2020 & 2023. Project Manager - Led a planning team made up of a community-wide organizations. Coordinated involvement of multiple stakeholders through Identifying and assessing risks, estimating capability requirements, building and sustaining capabilities, planning and delivering capabilities, and validating capabilities. Produces a comprehensive report that provides an assessment of risk with correlation to capabilities.

Municipal Water District of Orange County Infrastructure Risk Assessment. Fountain Valley, CA – 2022. Project Manager – Coordinated a complex risk assessment project while working with 34 water and wastewater agencies to identify hazards, assess risks and correlate them with the potential to challenge based on each agency's capabilities.



Valley Water Dam Emergency Action Plans, Santa Clara County, CA – 2023-Current. Lead Planner - Supporting development of 10 dam Emergency Action Plans (EAP) for high hazard dams in Santa Clara County. The EAPs, which require detailed analysis of inundation threats to downstream communities, are mandated by recent legislative action in response to the near failure of Oroville Dam. Each document is reviewed with meticulous attention to detail by the Cal OES Dam Safety Unit for compliance with State Water Code and FEMA dam safety standards.

City of Long Beach, EOP Update and Tabletop Exercise – 2022. Project Manager – Led the City's department to develop and deliver an updated EOP that was a vast improvement over the previous version. The EOP was developed with input from Police, Fire, Health, Public Works, and County and State partners. The update included EOC Position Specific checklist and incorporated a Business Operations Officer and Equity Officer into the EOC structure. Designed and conducted a complex tabletop exercise to validate the new preparedness document.

City of Hermosa Beach, Hazard Mitigation Plan. Hermosa Beach, CA – 2017. Project Manager - As the Project Manager/Planner, supported the development of the City Hazard Mitigation Plan. Conducted stakeholder engagement, led planning meetings, and incorporated feedback. Directed a vulnerability analysis and led the planning team in developing new mitigation actions. Oversaw the plan review and adoption process.

City of Palos Verdes Estates, Hazard Mitigation Plan – 2016. Project Manager – Led the development/update of the City of Palos Verdes Estates HMP. Coordinated with key stakeholders from Disaster Management Area G to create buy in. Reviewed hazard identification and risk assessment, capabilities. Conducted a vulnerability analysis. Led the planning team in developing new mitigation actions. Oversaw the plan review and adoption process.

PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- Master of Emergency Services California State University of Long Beach
- Bachelor of Arts, Criminal Justice, California State University of Dominguez Hills



Robert Jackson – HMP Planner

PROFESSIONAL SUMMARY

Robert Jackson has worked for Atlas Planning as an Associate planner and has been an integral part in a multitude of projects since joining the team. He has experience in Local Hazard Mitigation Plan document preparation and updates. General Plan Safety Element update research, document review, and composition. While newer to the planning world, he has proven to be a valuable asset to the Atlas Planning Team.

WORK EXPERIENCE

Local Hazard Mitigation Plan Updates

Supported the preparation and updates of Local Hazard Mitigation Plans for the following jurisdictions:

- City of Anaheim, Local Hazard Mitigation Plan Update
- City of Costa Mesa, Local Hazard Mitigation Plan
- City of Hollister, Local Hazard Mitigation Plan Update
- City of Huntington Beach Local Hazard Mitigation Plan Update
- City of Irvine, Local Hazard Mitigation Plan Update
- City of Loma Linda Local Hazard Mitigation Plan Update
- City of Rancho Cucamonga Local Hazard Mitigation Plan Update
- City of Stanton, Local Hazard Mitigation Plan
- City of Vernon, Local Hazard Mitigation Plan Update
- City of Laguna Beach, Local hazard Mitigation Plan Update

General Plan Safety Elements

Supported the preparation of general plan safety element updates for the following jurisdictions:

- City of Anaheim General Plan Safety Element Update
- City of Canyon Lake Safety Element Update
- City of Encinitas Safety Element Update
- City of Laguna Beach General Plan Safety Element Update
- City of Lancaster, General Plan Safety Element Update

EXPERTISE:

- Hazard mitigation planning
- General Plan Safety Element
- Water agency AWIA compliance planning
- Support to cities in the District service area
- Stakeholder outreach and engagement
- Research
- Analytics



- City of Loma Linda General Plan Safety Element Update
- City of Rancho Cucamonga General Plan Safety Element
- City of Saratoga General Plan Safety Element
- Town of Hillsborough General Plan Safety Element
- Town of Portola Valley General Plan Safety Element
- San Diego County General Plan Safety Element Update
- Mendocino County General Plan Safety Element Update



Claire Patton – RRA Analyst

PROFESSIONAL SUMMARY

Claire Patton is an emergency management planner with 4 years of professional experience in risk assessments, emergency preparedness and response, environmental restoration, task management, data collection, technical research and writing, community engagement, and team leadership. Ms. Patton has spent the last 4 years working with water and wastewater utilities to complete J100-compliant risk and resilience assessments (RRAs) and identify critical assets to the utilities. From 2020 to 2022 Ms. Patton worked with 16 water utilities of varying population sizes to ensure compliance with the American Water Infrastructure Act of 2018. This work included performing an RRA and the update or creation of an Emergency Response Plan that included community notification resources to be used in the event of an emergency. She has assisted in multiple Hazard Mitigation Plans for communities in Nebraska and Iowa during an internship in 2022 which required substantial community engagement through meetings and community surveys. These Hazard Mitigation Plans also required the inventory of critical facilities within participating jurisdictions. In her role as Environmental Research Analyst with HSG from 2019 to May 2022, she wrote reports for various federal agencies, reviewed field and lab data for CERCLA sites, researched state and federal regulations, created administrative records, and reviewed risk assessments on uranium mines. While in the Conservation Corps, she led a crew in various environmental conservation projects.

EXPERTISE:

- Emergency Management Planner
- Risk Assessment
- 16+ years of experience working with water utilities
- Hazard Mitigation

WORK EXPERIENCE

Utility and Facilities Services

Ongoing water and wastewater utility Risk and Resilience Assessment (RRA) Workshops and Report Development, 2019-2024: Conduct RRAs by preparing for workshops, reviewing assets and determining their criticality and value, analyzing the vulnerability of the asset, the likelihood of the threats occurring, the geographical location, and societal surroundings to calculate the overall risk value. Ms. Patton is proficient with the Program to Assist Risk and Resilience Examination (PARRE) and report writing. Past water utilities worked with include 16 California utilities: City of Fullerton; City of Huntington Beach; City of Loma Linda; City of Newport Beach; City of San Clemente; City of Santa Ana; City of Tustin; East Orange County Water District; El Toro Water District; La Habra Water District; Moulton Niguel Water District; Municipal Water District of Orange County; Santa Margarita Water District; Serrano Water District; South Coast Water District; and Trabuco Canyon Water District. Past wastewater utilities worked with include Exeter, PA Wastewater System; Royersford, PA Wastewater System; McKeesport, PA Wastewater



System; Coatesville, PA Wastewater System; East Honolulu, HI Wastewater System; York, PA Wastewater System; Clarion, PA Wastewater System; and Paint Elk, PA Wastewater System.

Hazard Mitigation Plan (HMP) Development, 2022-2024: Created jurisdictional worksheets and researched regional natural hazards for the creation of three Multi-Jurisdictional HMPs and four County HMPs. Researched critical facilities, historical natural hazard occurrences, and past mitigation actions for each participation village, town, city, or other stakeholders. Contacted various stakeholders and participants throughout the HMP process. Assisted with workshop facilitation and Q&A sessions with plan participants.

Emergency Planning for water utilities, 2020-2024: Prepared Emergency Response Plans (ERPs), and reviewed and updated existing ERPs or Emergency Operating Plans (EOPs) to meet American Water Infrastructure Act of 2018 compliance. Reviewed multiple water utility ERPs for compliance against industry standards such as the ANSI/AWWA G440, G430, and state specific requirements. Assisted in the creation of the American Water Works Association Resource Typing Tool to support utility resource management. Assisted with a Resource Typing tabletop exercise for the City of Denton's water facility.

PROFESSIONAL CERTIFICATIONS | EDUCATION | TRAINING

- Masters of Community and Regional Planning, University of Nebraska – Lincoln, May 2023
- Bachelor of Science, Environmental and Ecological Science, Elon University, December 2017



APPENDIX B. FIRM REFERENCES

Client 1: East Valley Water District

Project Title: Emergency Preparedness Plan Analysis and EOC SOP Development for a Southern California Water District

Timeline: September 2023 – Current

Budget: \$41,000

Client Location: 31111 Greenspot Rd, Highland, CA 92346

Client Point of Contact:

Name:	Kerrie Bryan
Title:	Director of Admin Services
Email:	kbryan@eastvalley.org
Phone:	C: (909) 806-4087 O: (909) 889-9501

Role Assigned:

- Prime Consultant
- Lee Rosenberg: Project manager, Lead planner
- Francisco Soto: Senior planner

Project Outcome

- Assessed the District’s emergency preparedness program including the LHMP, RRA and ERP and provided recommendations report for 2023.
- Updating the EOC SOP (2024).



Client 2: Vallet County Water District

Project Title: LHMP Update and Grant Application Support for a Southern California Water District

Timeline: 2020-2022

Budget: \$107,500

Client Location: 5121 Lante St, Baldwin Park, CA 91706

Client Point of Contact:

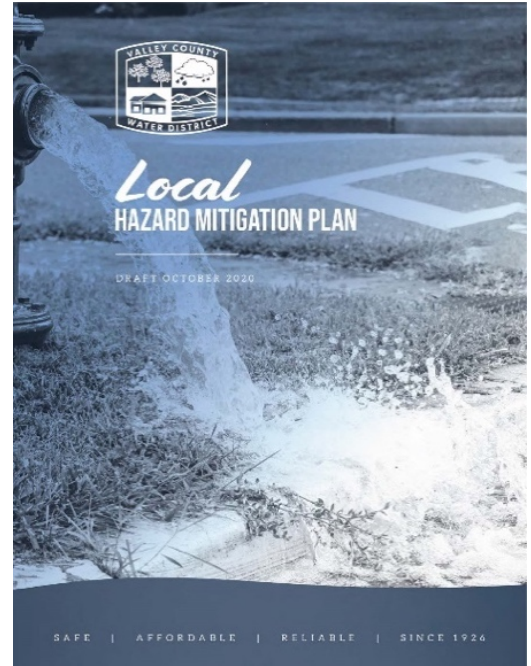
Name:	Tara Robinson
Title:	Management Analyst
Email:	trobinson@vcwd.org
Phone:	C: (818) 428-6981

Role Assigned:

- Prime Consultant
- Lee Rosenberg: Project manager, Lead planner
- Aaron Pfannenstiel: Hazard analysis

Project Outcome

- NPA recently completed a project to support VCWD revise their 2012 LHMP. The result was a complete rewrite of the plan. The LHMP was found approvable by FEMA and adopted by the District Board of Directors in March 2021.
- NPA also led a project to support a FEMA grant application. Directed a seismic analysis of the District plant. Led development of the grant technical analysis and benefit cost analysis.
- The District was immediately able to receive \$350K in funding from approved PDM grant for an emergency diesel generator fuel tank. Applied for and received an HMGP grant to support a \$11.4M to construct 2 additional 2M gallon steel reservoirs.



Client 3: Valley Water (Santa Clara Valley Water District)

Project Title: FERC Dam Emergency Action Plan Exercise Series, Temporary Construction Dam Emergency Action Plan and Exercise, Dam Emergency Action Plans

Timeline: April 2016 – Current

Budget: \$328,500

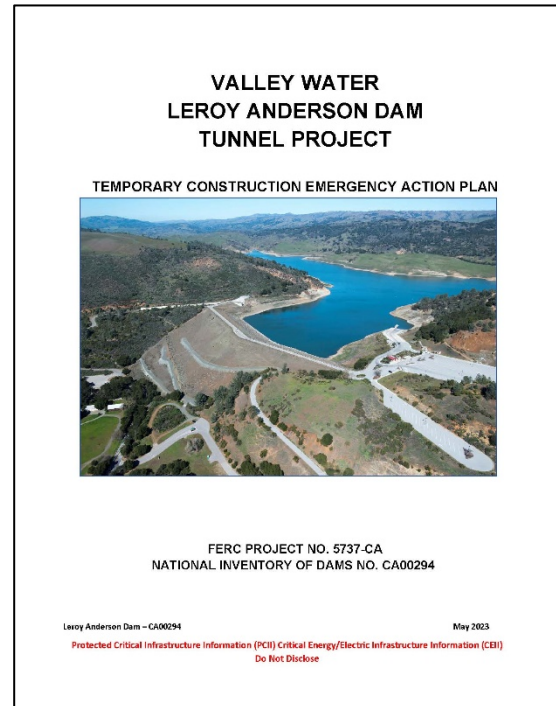
Client Location:

Client Point of Contact:

Name:	Nina Merrill
Title:	Program Administrator Dam Safety
Email:	nmerrill@valleywater.org
Phone:	W: (408) 630-2640

Role Assigned:

- Prime Consultant
- Lee Rosenberg: Project manager, Lead planner
- Franciso Soto: Senior planner



Project Outcome

- Led design and development of a series of exercises to support FERC compliance for Anderson Dam. The series included a seminar, communications drill, TTX and functional exercise.
- Developed 12 dam emergency action plans (EAP) to meet Cal OES regulatory requirements. (Project ongoing)
- Developed a temporary construction dam EAP for a dam seismic retrofit. The EAP was FERC approved. Designed and delivered a TTX to validate the EAP and provide familiarity with the plan for construction managers.



Letters of Recommendation



June 7, 2022

To Whom it May Concern,

In 2020, Valley County Water District contracted Navigating Preparedness Associates (NPA) to create a Local Hazard Mitigation Plan. As the project coordinator for the District, I worked closely with Mr. Rosenberg throughout the process. Mr. Rosenberg walked us through each step, providing the necessary guidance along the way. As part of his contract he conducted workshops with field personnel, where he successfully kept meetings engaging, focused and productive. The District's experience was so positive, that we have contracted with NPA to produce a seismic study and for assistance with grant applications with CalOES and FEMA. I highly recommend Mr. Rosenberg and his team at NPA.

Please feel free to contact me at (818) 429-6981 or TRobinson@vcwd.org if you would like to discuss this further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tara Robinson'.

Tara Robinson
Water Resources Manager

14521 RAMONA BOULEVARD, BALDWIN PARK, CALIFORNIA 91706 | (626) 338-7301 | VCWD.ORG





ORO LOMA SANITARY DISTRICT

BOARD OF DIRECTORS

Rita Duncan, President
Fred Simon, Vice-President
Shelia Young, Secretary
Benny Lee, Director
Paul Stelzmann, Director

GENERAL MANAGER

Jason Warner

June 08, 2022

To Whom it May Concern,

In 2021, Oro Loma Sanitary District contracted with Navigating Preparedness Associates (NPA) to prepare a Local Hazard Mitigation Plan. During the project, I worked directly with Mr. Lee Rosenberg. Mr. Rosenberg was prepared, organized, knowledgeable, and thorough. He was a person of his word and followed through on his commitments made during the proposal stage and throughout the process.

From my experience with NPA, I found them to possess a strong support network and be familiar with the reviewers at the regulatory agencies. They anticipated questions in areas requiring special detail. Based upon our positive experience, we are pursuing additional CalOES/FEMA grant opportunities to retrofit two anaerobic digesters.

I would highly recommend Mr. Lee Rosenberg for the preparation of a Local Hazard Mitigation Plan or other related consulting services. If you have any questions or need additional information, please call me at 510-435-8270.

Sincerely,

Jason Warner, PE
General Manager

Oro Loma Sanitary District

2655 Grant Avenue, San Lorenzo, California 94580-1838 • info@oroloma.org • P: (510) 276-4700 • F: (510) 276-1528 • www.oroloma.org





City of Pittsburg
65 Civic Avenue
Pittsburg, California 94565-3814

September 26, 2018

Kern County General Services Division
1115 Truxtun Avenue, Third Floor
Bakersfield, CA 93301

RE: Recommendation/Reference – Navigating Preparedness Associates, LLC. (NPA)

To Whom It May Concern:

The City of Pittsburg, California has been actively working these last few years to redevelop its emergency preparedness for the City's Emergency Operation Center. As part of this preparedness process, the City decided to develop its own Local Hazard Mitigation Plan in 2016, after FEMA Region IX disallowed use of the Association of Bay Area Governments multi-jurisdiction LHMP as an umbrella instrument and was notified by Contra Costa County it was not included in its regional Hazard Mitigation Plan document. To expedite developing the new LHMP, the City engaged Lee Rosenberg of NPA to create the LHMP.

We deeply appreciate the expertise and professionalism provided by Lee Rosenberg of NPA. From May 2016 through August 2017, NPA supported the City in developing our LHMP and ushering it through the approval process. Lee, the project manager, expertly guided us in creating the Plan. His team picked up the project from another consultant whose staff had resigned. The NPA team vastly improved the original, partial, draft LHMP, rewriting it into a more concise and readable document as well as prepared for review for the regulatory agencies. The updated, draft LHMP was accepted by Cal OES with no feedback and rapidly declared approvable by FEMA RIX.

Due to the high quality of NPA's work, we awarded them a subsequent contract to revise the City's emergency operations plan. We feel that NPA is fully qualified to support other, similar projects and will provide valuable services. This letter is a recommendation for Navigating Preparedness Associates, LLC and you can feel free to contact me as a reference. I can be reached at lwright@ci.pittsburg.ca.us or at 925-252-4114.

Sincerely,

Laura L. Wright
Environmental Affairs Manager



DATE: April 2, 2024
TO: Board of Directors
FROM: Kelly Malloy, Strategic Communications Manager
SUBJECT: 2024 Comprehensive Media Program Correction

Staff Recommendation

Consider approving a corrected total budget of \$201,600 and authorize the CEO/ General Manager to execute an agreement with We Market for Humans to implement the 2024 Comprehensive Media Program.

Summary

At the March 5, 2024, staff presented an overview of the proposal and scope of work for the 2024 Comprehensive Media Program. During the meeting staff presented the proposed strategic approach to the preparation of four professionally produced videos and a comprehensive professional digital outreach program to highlight the Agency’s Strategic Plan, our goals, and important upcoming initiatives. Unfortunately, while preparing the agenda materials staff made an error in calculating the total cost and incorrectly requested authority for \$117,600. This amount only reflects the video production activities included in the Scope of Work rather than the full comprehensive plan which also includes the social media program as well. The correct Scope of Services was included in the March 5th packet, however the total cost was incorrectly stated in the staff memo and the Board meeting. We are now asking the Board to consider a corrected amount for the whole program which is \$201,600 in order to continue implementation of our Strategic Communications program throughout our 70th anniversary year. Alternatively, if the Board desires, staff could scale back the Scope of Work to a level of effort fitting within the \$117,600 budget already approved.

Background

As a regional and industry leader, San Bernardino Valley has set out to disseminate information in a clear and consistent manner to our taxpayers, retail agencies, and the regional general public. The Board of Directors has identified Community Relations as a key component of our

agency's strategic goals and objectives and we have made tremendous progress over the last several years in engagement with our stakeholders and the greater community we serve.

Given the broad audience and opportunities for community engagement, maximizing the use of digital resources can share key messages of the Agency in a relatable and understandable way. Recently, the Agency has seen great success in the use of videos to highlight projects and programs including our Strategic Plan video ([View Video](#)) and our recent 70th anniversary video ([View Video](#)). Maintaining this momentum, staff is recommending that the Agency consider contracting with the same firm that has produced our previous videos, We Market for Humans, to develop a Comprehensive Media Program whose scope would include the production of four additional videos and regular social media content generation, along with developing a library of additional video footage and training of our staff to enhance internal capabilities so that we can continue this enhanced digital engagement in the future. This firm is very familiar with our work, our values, and has the unique ability to maintain consistency with strategic messaging and tone while achieving fast-paced production timelines. Beyond this experience We Market for Humans maximizes the use of archived video footage allowing for efficient on-site filming to focus on specific project areas and recording on-camera interviews.

San Bernardino Valley has identified the importance of effective communication and engagement. As the Agency looks ahead at key messages identified in the Strategic Plan along with upcoming opportunities for presentations, the benefits of an informational series of videos were identified as a key tool. The agency regularly provides presentations to industry organizations, community-based organizations, and peer agencies to highlight the on-going efforts of San Bernardino Valley. Production of multiple videos with shared filming and context will create opportunities for interesting and relevant videos of varied length to include in PowerPoint presentations, share on social media, highlight on the Agency's website, and distribute individually.

We Market for Humans specializes in producing world-class video presentation tools and maximizing engagement success. With historical knowledge of San Bernardino Valley, We Market for Humans has the ability to maximize new and archived video footage to highlight the Agency's Strategic Plan in action. Looking ahead at 2024 and 2025, a collection of strategically produced media can communicate our commitment to the long-term resiliency to the region's water supply to our partners and the communities we serve. By looking ahead at the upcoming needs for videos there are significant cost savings compared to on-site filming and editing each video individually. Additionally, We Market for Humans can prepare the videos in a manner that reflect the 70th Anniversary and a second version of the same video without references to the anniversary to help it remain relevant after 2024.

In addition to pre-planning a series of video production, the program also identifies the implementation of 12-month social media program. This program would feature monthly releases of professionally curated videos using archive video footage and posts to amplify San Bernardino Valley's mission, vision, and values to ensure consistent information on social media to allow for 24/7 information availability.

District Strategic Plan Application

The Draft 2024 Comprehensive Media Program is consistent with the Agency's Strategy 5 *Build trust by being a collaborative and resourceful partner through effective communication and engagement*, specifically Goal 4 *Build trust by being a collaborative and resourceful partner through effective communication and engagement*. This program will maximize the ability to produce digital educational material for distribution through both professional speaking engagements and social media in a strategic and consistent manner.

Fiscal Impact

The fiscal impact for this effort would total \$201,600 for both the video and social media components. There are adequate funds identified within the Consultant line item of the FY 2023-24 Budget.

Attachments

1. 2024 Comprehensive Media Program Overview

MEDIA PROPOSAL

SBV 2024 COMPREHENSIVE VIDEO PROJECT OVERVIEW

To strategically film, produce, and deliver an entire year's worth of video content that San Bernardino Valley (SBV) will use on an ongoing basis throughout 2024 and 2025.

This collection of strategically produced media will not only communicate its commitment to the long-term resiliency to the region's water supply to its partners and the communities they serve, it will demonstrate SBV's commitment to leading the industry as a whole.

In order to make the most of SBV's investment, all videos produced will be rendered as 2 versions: one with a "70th Anniversary" treatment ("skin") and a second, "evergreen" version that can be used beyond 2024.

Additionally, included in this package is implementation of an ongoing social media program. This program will feature monthly releases of curated videos and posts to amplify SBV's mission and engagement throughout 2024 and beyond maximizing SBV's Strategic Plan and We Market for Humans unique agency knowledge and communications experience.

DELIVERABLES (official titles TBD):

- **(Video A)** A 3-5 minute presentation video: "About Us – The evolution of our purpose"
- **(Video B)** A 3-5 minute presentation video: "All Our Projects – How it all fits together"
- **(Video C)** A 3-5 minute presentation video: "SBV and our Partnerships: Our individual responsibilities/missions and how we compliment each other."
- **(Video D)** A 5-7 minute presentation video on "SBV's Anticipated Special Project"
- **(On-Location Filming)**
 - **Video Shoot "A"**: 5 consecutive days of "on-location" filming (interviews, b-roll, etc) to be used in videos A-C.
 - **Video Shoot "B"**: 3 consecutive days of "on-location" filming (interviews, b-roll, etc) to be used for Video D.
- **(Ongoing Social Media Video Content Production & Delivery)**: 12 months of four (4) 30-60 second videos / per month for use in social media and professional presentations.
- **Comprehensive ongoing Social Media Program**: 12 months of 8-10 posts / month, including strategy, copywriting, media curation/creation, SBV approval, and deployment to multiple platforms.
- "70th Anniversary" & "Evergreen" versions (skins) for **ALL VIDEOS ABOVE.**
- 1 physical hard drive with all footage, interviews, b-roll, etc. from the aforementioned 8 days of "on-location" filming.
- Up to 4 remote video call strategy/planning meetings - 1 for each video (1-2 hr. / each).

ON LOCATION FILMING : **PROPOSED COST BREAKDOWN** | \$50,000

- **VIDEO SHOOT "A"** 5 consecutive full days video shoot (HD video & drone), including exterior shots in several desirable locations (tbd by preliminary meetings), interviews, etc. [Director & Producer on-set] | **\$27,500 (\$5,500/day)**
- Travel | **\$3,500**

NOTE: THIS EXTENDED VIDEO SHOOT WILL COVER VIDEOS A-C OUTLINED IN THIS PROPOSAL

- **VIDEO SHOOT "B"** 3 consecutive full days video shoot (HD video & drone), including exterior shots in several desirable locations (tbd by preliminary meetings), interviews, etc. [Director & Producer on-set] | **\$16,500 (\$5,500/day)**
- Travel | **\$2,500**

NOTE: THIS EXTENDED VIDEO SHOOT WILL COVER "Anticipated Special Project" Video D OUTLINED IN THIS PROPOSAL

VIDEO A: **PROPOSED COST BREAKDOWN** | \$15,500

- Music search/review/approval/purchase/license | **\$600 (up to 2 selections)**
- Scripting | **\$2,500**
- Edit of 1 fully-produced 3-5 minute presentation video | **\$12,000**
- VO for 3-5 minute presentation video | **\$400**
- 2 revisions (per video) | **No Charge**
- Social Media Version of approved presentation video | **No Charge**

VIDEO B: **PROPOSED COST BREAKDOWN** | \$15,500

- Music search/review/approval/purchase/license | **\$600 (up to 2 selections)**
- Scripting | **\$2,500**
- Edit of 1 fully-produced 3-5 minute presentation video | **\$12,000**
- VO for 3-5 minute presentation video | **\$400**
- 2 revisions (per video) | **No Charge**
- Social Media Version of approved presentation video | **No Charge**

VIDEO C: PROPOSED COST BREAKDOWN | \$15,500

- Music search/review/approval/purchase/license | **\$600 (up to 2 selections)**
- Scripting | **\$2,500**
- Edit of 1 fully-produced 3-5 minute presentation video | **\$12,000**
- VO for 3-5 minute presentation video | **\$400**
- 2 revisions (per video) | **No Charge**
- Social Media Version of approved presentation video | **No Charge**

VIDEO D (Anticipated Special Project): PROPOSED COST BREAKDOWN | \$21,100

- Music search/review/approval/purchase/license | **\$600 (up to 2 selections)**
- Scripting | **\$3,000**
- Edit of 1 fully-produced 5-7 minute presentation video | **\$17,000**
- VO for 5-7 minute presentation video | **\$500**
- 2 revisions (per video) | **No Charge**
- Social Media Version of approved presentation video | **No Charge**

Ongoing Social Media Video Production and Delivery:

PROPOSED COST BREAKDOWN | \$4,000/month for 12 months (\$48,000 total - first payment due month prior to first deliverables delivered)

- Edit of 4 fully-produced 30-60 second videos | **(included)**
- Music search/review/approval/purchase/license | **(included)**
- Scripting | **(included)**
- 2 revisions (per video) | **(included)**

ONGOING SOCIAL MEDIA STRATEGY AND CONTENT CREATION:

PROPOSED COST BREAKDOWN \$3,000/month for 12 months (\$36,000 total - first payment due month prior to first deliverables delivered)

Intention:

To maintain an ongoing and consistent presence, generate and maintain Agency organization/ project awareness, and create conversation with the community, stakeholders, and professional organizations. The aim is to highlight the human connection with San Bernardino Valley, as well as narrate a broader story of how SBV's projects interconnect and benefit the community, contributing to SBV's mission

statement of creating a reliable and sustainable water supply for generations to come.

Comprehensive Strategy, Content Creation, Copywriting, and Organic Content Deployment:

- **Platforms:** A consistent and ongoing social media presence on any of the major social media platforms where SBV maintains a presence, including but not limited to LinkedIn, Instagram, Facebook, etc.
- **Content Creation:** Utilizing the 4 custom videos from section E above, WFMH will curate 4-6 additional pieces of media (videos, images, etc.), write copy, provide content for review, and post 8-10 organic content posts per month based on existing video footage and photography.
- **Approval Process:** All posts will maintain SBV's public-facing "voice" and will always be approved by a designated SBV representative prior to going public.
- **Community Interaction:** SBV will be responsible for any conversations/comments that arise from the content.
- **Advertising:** This proposal does not include placing ads. SBV would be responsible for the additional costs of promoting various social media posts.
- A 48-hour notice is required to be able to post anything directly requested from SBV.

Physical Hard Drive: **PROPOSED COST BREAKDOWN** | ~~\$22,000~~ - No Charge- **INCLUDED AS PART OF BUNDLE PACKAGE**

- 1 physical hard drive with all interviews, b-roll, etc –FROM BOTH VIDEO SHOOTS OUTLINED ABOVE

ADDITIONAL COST BREAKDOWN (if ordered by SBV)

- Additional 1 day video shoot (HD video & drone) | **\$5,500 (+pass through travel expenses)** [Director & Producer on-set]
- Each additional 30 seconds of produced video (beyond scope) | **\$1,000**
- Additional revisions (beyond 2) | **\$300 / Hour** (billed in 1/2 Hour increments)
- Additional pass through travel expenses
- Additional Voice Over (V/O) Talent search / VO production / talent fee | **\$125/produced minute**

BILLING/PAYMENT SCHEDULE AS FOLLOWS:

Due Upon Signing

(\$58,800) equal to 50% of the total fees (\$117,600) for VIDEO SHOOT "A", VIDEO SHOOT "B", and VIDEO PRODUCTION A,B,C, & D.

(\$4,000) for first month of ONGOING SOCIAL MEDIA STRATEGY AND CONTENT CREATION.

(\$3,000) for first month of Ongoing Social Media Video Production and Delivery.

Other Billing Schedules

(\$14,700) equal to 50% (\$58,800) of total video fees to be invoiced as 4 equal payments of \$14,700 with one payment due upon delivery of each of the 4 videos (A,B, C and D).

(\$4,000/month) ONGOING SOCIAL MEDIA VIDEO PRODUCTION AND DELIVERY.

(\$3,000/month) ONGOING SOCIAL MEDIA STRATEGY AND CONTENT CREATION.

First payment due upon signing.

WMFH will have 30 days from first payment to get the following month's 4 videos and 10 posts produced, approved, and ready for deployment during the following month.

50% Deposit and First Months of Social Media Video
Production/Delivery and Ongoing Social Media Strategy &
Content Creation) Due Upon Signing:

\$65,800

DATE: April 2, 2024
TO: Board of Directors
FROM: Bob Tincher, Chief of State Water Initiatives/Deputy General Manager
SUBJECT: State Water Project Report

Staff Recommendation

Receive and file

Summary

This report provides an update on the State Water Project and related topics.

Background

1. State Water Project
 - a. The allocation for this year has been increased to 30 percent.
 - b. Although the Delta is in excess conditions, meaning that there is more outflow than is required under current regulations, the State Water Project is limited to 1,500 cfs due to current levels of steelhead “incidental take” at the south Delta pumps, which has a limit based on Biological Opinions issued by the National Marine Fisheries Service and other agencies to the projects. There here is a lot of uncertainty about why the steelhead are congregating near the pumps and whether they are even the endangered, migratory population. The data suggests that the incidental take will not change up to an export amount of about 2,500 cfs so the State Water Contractors have asked that the outflow be raised to this amount and are in regular conversations with the regulatory agencies. An important point to note is that if Delta Conveyance were in place, this regulation would have no impact since Delta Conveyance bypasses the south Delta pumps.
2. Healthy Rivers and Landscapes alternative for the Bay Delta Plan update
 - a. Proponents will be providing a detailed explanation of this alternative to the State Water Resources Control Board during public workshops April 24 – April 26, 2024.
3. Sites Reservoir
 - a. The latest status report for the project is attached for your information.

District Strategic Plan Application

Supplemental water from the State Water Project helps San Bernardino Valley achieve its mission to work collaboratively to provide a reliable and sustainable water supply to support the changing needs of our region's people and environment.

Fiscal Impact

None

Attachments

Sites Reservoir Project Monthly Status Report

Sites Reservoir Project Monthly Status Report (February)

Monthly Status Summary:

The development of the Sites Project continues to make progress in the critical areas, including the following activities:

Engineering:

- Signed Non-Disclosure Agreement with Western Area Power Administration to facilitate obtaining non-public information, which may include Critical Energy Infrastructure Information, to validate design assumptions and continue coordination.
- Ongoing CAISO and PG&E coordination.
- Continued Division of Safety of Dams coordination. Discussions involve permitting timing and scope of coverage in addition to the technical aspects of geotechnical analysis.
- Continued preliminary engineering design and analysis: dams, I/O, roads, conveyance, and system hydraulics.
- Completed coordination and execution of geotechnical investigation Work Package 3 field and office activities.
- Hosted informational construction contractor virtual townhall on February 13th which was attended by over 100 people. Materials are posted on the Sites Project website.

Coordination with Reclamation:

- Meetings with Reclamation and DWR individually to discuss technical aspects of coordinating operations. The joint discussions around the Operations Coordination Agreement were activated again as Reclamation has determined that the agreement can be finalized without a Basis of Negotiation as long as no commitment of resources are made by Reclamation. The parties are forming a drafting committee to review comments and prepare final draft for legal review.
- The State Water Contractors are providing comments on the Operations Coordination Agreement through DWR.
- Technical discussions with Reclamation involving the development of the Partnership Agreement (which is the Federal equivalent to the B&O) continue.
- Ongoing coordination with Reclamation on schedule and timing for signature of the ROD.

Environmental Planning and Permitting:

- Ongoing CEQA litigation support, as needed.
- Updates to County Approvals Matrix to address input received on land use entitlements

Preparer:	JB, KS, AF, CH, HL, JS, LWH, JR	Authority Agent:	AF, KS, JR	Approver:	Brown	Page:	1	of	2
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Monthly Status Report Continued

and permit requirements.

- Continued to perform seasonal surveys required by the Project's Aquatic Study Plan.
- Continued development of the draft Reservoir Management Plan and permitting approach, strategy, and timeline for 2024/2025 activities.
- Continued meetings with CDFW staff on responding to additional information requests for the Project's Operations ITP application. Provided substantial information to CDFW to address their requests.
- Continued coordination with CDFW on the Revised Construction ITP and Master Streambed Alteration Agreement.
- Continued discussions with several parties protesting the Project's water right application and continued preparation for the administrative hearing.
- Submitted Clean Water Act 404 and 401 permits.
- Continued coordination with design and engineering team on Project Delivery planning.

Operations:

- Continued effort to transition Sites into the CalSim 3 model platform.

Partner Engagement, Public Outreach & Real Estate:

- Staffed a display booth in partnership with Family Water Alliance at the 2024 Colusa Farm Show.
- Planning for April 9, 2024, Sacramento Legislative Day and Washington DC Legislative trip for mid-May.
- Continued to develop of the 2023 Annual Report.
- Planning for a Virtual Town Hall in early 2024 and 2024 Local Community Working Group meetings.
- Planning for landowner meeting in June 2024
- Continued ongoing coordination with landowners who are part of the Early Acquisition Program.
- Ongoing coordination with landowners to discuss TROE for geotechnical, biological, environmental, and cultural field activities and other real estate actions.

Program Management & Administration:

- Provided update draft of the Benefits & Obligations Contract with Participants and Joint Powers Agreement and Bylaws amendments – Participant comments requested by March 22, 2024.

Work Plan Schedule Summary of Changes

The Amendment 3 Work Plan project schedule is maintained and updated monthly. Changes to the previous month's schedule affecting the rolled-up summary level schedule are indicated by grey activity bars and milestone diamonds. The completion dates for Investor Commitment and Construction Groundbreaking have not changed.

A summary of changes reflected in the March 2024 Work Plan Schedule includes the following:

CWA 404/401 – Submit Final Permit Applications – Finish date pushed out 2 weeks.

Justification: Project Team continued with their review of the Final Permit Applications through the end of February and the Permit Applications were submitted on March 1, 2024, now shown as complete.

Sites Reservoir Operations Plan, Version 2 – Completion date pushed out 3 weeks.

Justification: Revised completion schedule was presented at the February Board Meeting to provide an opportunity for the O&E workgroup to review the draft in May and June, and the final plan to be recommend for adoption at the July 2024 Board Meeting.

Participant Specific Model Completed – Completion date pushed out 22 weeks.

Justification: The participation specific modeling is to be completed in parallel with the revised Operations Plan and to reflect comments by the O&E work group during the May-June reviews and recommended final plan for adoption at the July 2024 Board meeting.

B&O Contract Ready to Execute (Contract, Bylaws, JPA) – Completion date pushed out 7 weeks.

Justification: Activity linked to Operations Plan Version 2, which needs to be done before the B&O Contract is executed as the Operations Plan is an appendix to the B&O Contract.

Close USDA Loan – Removed from Milestone Schedule

Justification: The USDA Loan will not be closed until after the Maxwell Intertie is constructed. The timeframe for this is expected to be between 2028 and 2031 as reflected in the adopted construction schedule.

DATE: April 2, 2024

TO: Board of Directors

SUBJECT: List of Announcements

- A. April 3, 2024, 8:30 a.m. – Upper SAR WIFA by Teleconference (Cancelled)
- B. April 4, 2024, 2 p.m. – Board Workshop – Policy/Administration by Teleconference or In-Person
- C. April 9, 2024, 2 p.m. – Board Workshop – Resources/Engineering by Teleconference or In-Person
- D. April 10, 2024, 8:30 a.m. – Upper SAR WIFA Technical Advisory Committee by Teleconference (Cancelled)
- E. April 10, 2024, 1:30 p.m. – SBVW Conservation District Board Meeting
- F. April 15, 2024, 6 p.m. – ASBCSD dinner (Hosted by East Valley Water District; Location TBD)
- G. April 16, 2024, 9:30 a.m. – SAWPA Commission Meeting by Teleconference or In-Person
- H. April 16, 2024, 2 p.m. – Regular Board Meeting by Teleconference or In-Person
- I. April 17, 2024, 8:30 a.m. – Upper SAR WIFA by Teleconference (Cancelled)
- J. April 24, 2024, 8:30 a.m. – Upper SAR WIFA Technical Advisory Committee by Teleconference (Cancelled)
- K. April 24, 2024, 1:30 p.m. – SBVW Conservation District Board Meeting
- L. April 25-26, 2024 – San Bernardino Valley Foundations Summit