

**MINUTES OF A REGULAR MEETING OF  
THE TORRANCE WATER COMMISSION**

**1. CALL TO ORDER**

The Torrance Water Commission convened in a regular session at 7:02 p.m. on Thursday, October 20, 2005.

**2. ROLL CALL:**

Present: Commissioners Deemer, Gonzalez, Lew, Warner, and Vice-Chairperson Hoffman.

Absent: Commissioner Haddon and Chairperson White.

Also Present: Deputy Public Works Director van der Linden, Senior Administrative Analyst Schaich, and Metropolitan Water District Director Wright.

**MOTION:** Commissioner Gonzalez moved to grant excused absences to Commissioner Haddon and Chairperson White for the October 20, 2005 Water Commission meeting and, hearing no objection, Vice-Chairperson Hoffman so ordered.

**3. FLAG SALUTE**

Commissioner Gonzalez led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Warner moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Deemer seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Haddon and Chairperson White).

**5. APPROVAL OF MINUTES**

**5A. MINUTES FROM SEPTEMBER 15, 2005**

Commissioner Gonzalez noted the following correction to the September 15, 2005 Water Commission meeting minutes as follows:

Page 3, paragraph 7: "...noted that the existing element was written in 1990 and could not have incorporated the impact of the 1991 water drought."

**MOTION:** Commissioner Gonzalez moved for the approval of the September 15, 2005 Water Commission meeting minutes as amended. Commissioner Deemer seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Haddon and Chairperson White).

**6. UNFINISHED BUSINESS**

**6A. STATUS REGARDING REVISION TO CONSERVATION ELEMENT OF CITY'S GENERAL PLAN**

Senior Administrative Analyst Schaich advised that Community Development Department staff has forwarded the Water Conservation Subcommittee's Policy Recommendation as well as an updated Demand Management section of the current Urban Water Management Plan to the consultants for the General Plan update. He informed Commissioners that the first draft would be completed in November or more likely December 2005 at which time the Community Development staff will present it to the Commission and accept additional input.

Vice-Chairperson Hoffman requested that the draft be forwarded to Commissioners a few days prior to their presentation. He received clarification that the Subcommittee would be able to meet with Community Development Department staff after reviewing the first draft.

**6B. CONSIDERATION OF REVISED WATER COMMISSION ANNUAL REPORT**

Senior Administrative Analyst Schaich presented the revised Water Commission Annual Report and requested that Commissioners offer comments and suggestions.

Commissioners and MWD Director Wright noted several typographical errors and suggested minor additions to the Annual Report.

**MOTION:** Commissioner Gonzalez moved for the approval of the fiscal 2004-2005 Water Commission Annual Report as amended and that it be forwarded to City Council for acceptance. Commissioner Deemer seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Haddon and Chairperson White).

**7. NEW BUSINESS**

**7A. ELECTIONS OF CHAIRPERSON AND VICE-CHAIR**

Senior Administrative Analyst Schaich relayed Chairperson White's decision to not serve a second term as Chairperson of the Water Commission.

Deputy Public Works Director van der Linden initiated a brief discussion centered on setting term dates for Chairperson and Vice-Chairperson of the Water Commission.

**MOTION:** Commissioner Warner moved that the term for Chairperson and Vice-Chairperson of the Water Commission be based on the calendar year, January to December, with elections to be held at December Commission meetings. Commissioner Gonzalez seconded the motion and, hearing no objection, Vice-Chairperson Hoffman so ordered (absent Commissioner Haddon and Chairperson White).

**MOTION:** Commissioner Gonzalez moved to extend Commissioner White's term as Chairperson of the Water Commission until the December 2005 Water Commission meeting. Commissioner Warner seconded the motion and, hearing no objection, Vice-

Chairperson Hoffman so ordered (absent Commissioner Haddon and Chairperson White).

**9B. MWD DIRECTOR'S REPORT**

This item was considered out of order.

Metropolitan Water District Director Wright distributed MWD's October 11, 2005 Board Meeting report on their American Red Cross Volunteer Program to assist Hurricane Katrina and Rita victims as well as his October 18, 2005 report to Mayor and Council Members regarding water storage. He discussed MWD's storage agreement with Orange County under which MWD is selling Orange County excess water at cost and, if MWD runs short on water, Orange County will pump that water instead of getting it from MWD. He noted that MWD was putting increasing pressure on member agencies to develop emergency storage plans.

In response to Vice-Chairperson Hoffman's inquiry regarding optimizing water storage, Deputy Public Works Director van der Linden explained that local storage tank capacity fluctuates and is for short-term storage use. He stated that in the daytime the capacity is drawn down through demand and at night excess water refills the tanks as demand diminishes.

Senior Administrative Analyst Schaich added that only one day of normal demand is in storage in the City.

Commissioner Lew noted that some of the tanks in the tank farm facing Crenshaw Boulevard are being removed.

Responding to Commissioner Deemer's inquiry, Deputy Public Works Director van der Linden stated that it takes three or four days to drill 100 feet for a well.

MWD Director Wright announced that there will be a Colorado River inspection tour in April 2006.

**7B. PRESENTATION BY STAFF REGARDING EMERGENCY PREPAREDNESS**

With the aid of a power point presentation, Senior Administrative Analyst Schaich provided an overview regarding the municipal water utility's role in emergency preparedness. He advised that the City recently hired an Emergency Preparedness Coordinator, Andrew Pachon, to revise and upgrade the City's emergency planning and logistical support functions, and that Mr. Pachon would present an in-depth report on the City's emergency planning program at the Commission's December meeting.

He reported on the Emergency Services Mission Statement and the five essential goals of emergency management to: save lives, protect the environment, save property, care for victims, and restore normalcy. He discussed the four phases of emergency management: preparedness, response, recovery and restoration, and mitigation, noting that preparation was the most important phase. He provided information about the Standardized Emergency Management System (SEMS) that provides an organization to transition from day-to-day to emergency roles. He explained that this comprehensive

legislation was developed to improve flow of information and resources, coordination between responding agencies, and rapid mobilization, deployment and resource tracking.

He discussed the City's primary Emergency Operations Center (EOC), located on the second floor of the Police Department, noting that it has been activated several times on an as-needed basis. He explained that the lead of the EOC as well as the level or levels of the EOC activated are dependent on the nature of the incident. He provided information about the OES Emergency Services Organization that is universal throughout California and has four sections: operations, logistics, planning/intelligence, and finance/administration. He noted that almost all of the efforts of the Public Works and Water Department would be devoted to the Operations Section. He stated that universal common responsibilities are to: receive an assignment, bring special supplies and equipment, follow check-in procedures, and get briefed upon arrival.

He reported that the major missions of the Public Works Department during an emergency are to: 1) secure, restore, operate all Public Works infrastructure, including the water system, 2) implement directions from the EOC, 3) support operations of other departments, and 4) support the EOC and Departmental Operation Center (DOC). He stated that the Training Room in the Public Works offices is currently being converted into a DOC that mirrors EOC Functional Centers and will be activated when needed, noting that only sections that are needed will be activated.

He provided an overview of water personnel's responsibilities and means of communication during an emergency. He discussed the multi-function communication system and noted that the City has a connection with Metropolitan Water District through the Member Agency Response System (MARS). He advised that one of their primary functions was to check 10 or 12 critical water facilities and report on conditions and coordinate with the EOC and DOC.

Responding to Commissioner Lew's inquiry, he stated that the critical water facilities include Walteria and Ben Haggott Reservoirs, Well No. 6, Metropolitan connections, the Calle Mayor and Vista Montana pump stations, and the Goldsworthy Desalter Plant. Referring to the California Water Service Company areas, he advised that they would also assist their personnel in the evaluation of their critical facilities.

Commissioner Lew initiated a brief discussion centered on California Water Service Company's emergency preparedness plan and concerns about West Torrance areas under their jurisdiction.

Deputy Public Works Director van der Linden provided clarification that they were the Commission for the Torrance Municipal Water Department and not other agencies.

**MOTION:** Commissioner Gonzalez moved to direct staff to invite a representative from California Water Service Company to report on their emergency preparedness plan at a future Water Commission meeting. Commissioner Warner seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Haddon and Chairperson White).

In response to Commissioner Warner's inquiry, Senior Administrative Analyst Schaich stated that the SCADA system could show water levels and pressure, but may not be operational in an emergency.

He described the tiered system of response and resources, from the incident site, to the Local Area Torrance EOC, to the Operational Area—Los Angeles County, to the State OES, and finally the federal FEMA. He stated that drills were conducted two times a year with different scenarios, the next one scheduled for November 17, 2005. He concluded his presentation by providing details on the status of the City's Emergency Planning that includes additional training and exercises, specialized DOC training for Departments, and equipping and re-equipping EOC and DOC.

When Vice-Chairperson Hoffman requested information on what the City is doing for outreach to educate residents, Senior Administrative Analyst Schaich stated that there was a Safety Fair each October or November at Del Amo Mall.

Commissioner Lew distributed brochures on the Torrance Fire Department's Community Emergency Response Team (CERT) training program.

## **8. WEST BASIN WATER ASSOCIATION DIRECTOR'S REPORT**

Senior Administrative Analyst Schaich reported on the joint meeting of the Central and West Basin Water Associations on October 3, 2005 and the West Basin Association meeting on October 4, 2005. He stated that the main topic of discussion at the joint meeting was to reconvene negotiations on outstanding issues such as governance of conjunctive use. He stated that a proposal to form a super water master to manage conjunctive use was not well received. He advised that the Department of Water Resources has offered to provide a mediator to be available in January or February 2006 to bring both factions together and that Bill Crews was putting together a draft for both Associations. He discussed the 20% carry over criteria that will need to be expanded in order to have a large conjunctive use program.

Deputy Public Works Director van der Linden reported that the Project Review committee has met to go over policies and procedures as well as programs that are underway in the Cities of Compton and Long Beach/Lakewood that are storing water that is their carry over rights.

Senior Administrative Analyst Schaich stated that West Basin also discussed their Conservation Master Plan and WRD reported on the West Coast Operating study as well as the Goldsworthy Desalter plant and salinity regulations.

## **9. MONTHLY DEPARTMENT REPORT**

### **9A. DEPUTY PUBLIC WORKS DIRECTOR'S REPORT**

**MOTION:** Commissioner Warner moved to accept and file the Deputy Public Works Director's Report. Commissioner Deemer seconded the motion and, hearing no objection, Vice-Chairperson Hoffman so ordered (absent Commissioner Haddon and Chairperson White).

### **9B. MWD DIRECTOR'S REPORT**

Previously presented after Item 7A.

**10. ORALS**

**10A.** Commissioner Lew stated that he ordered a copy of a Torrance Television Network program on water conservation and drought tolerant gardens.

**11. ADJOURNMENT**

At 9:07 p.m., Commissioner Warner, with a second by Commissioner Gonzalez, moved to adjourn the meeting to Thursday, November 17, 2005 at 7:00 p.m. in the West Annex Commission Meeting Room.

Approved as Written November 17, 2005 s/ Sue Herbers, City Clerk
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