

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Jointly with the  
**PLANNING & OPERATIONS COMMITTEE**  
September 7, 2021, 8:30 a.m.

**Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, MWDOC will be holding all upcoming Board and Committee meetings by Zoom Webinar and will be available by either computer or telephone audio as follows:**

**Computer Audio:** You can join the Zoom meeting by clicking on the following link:  
<https://zoom.us/j/8828665300>

**Telephone Audio:** (669) 900 9128 fees may apply  
(877) 853 5247 Toll-free  
**Webinar ID:** 882 866 5300#

**P&O Committee:**

Director Yoo Schneider, Chair  
Director Nederhood  
Director Seckel

Staff: R. Hunter, J. Berg, V. Osborn,  
H. De La Torre, T. Dubuque,  
D. Micalizzi, H. Baez, T. Baca

Ex Officio Member: Director Tamaribuchi

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MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

**PUBLIC COMMENTS** - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED** - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

**ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING** -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

**ACTION ITEM**

1. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 ELECTION
2. APPROVAL OF THE COUNTY OF ORANGE JOINT AGREEMENT FOR THE 800MHZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

**DISCUSSION ITEMS**

3. UPDATE ON COVID-19 (ORAL REPORT)
4. DISCUSSION REGARDING DROUGHT CONDITIONS, ACTIVITIES, AND PUBLIC MESSAGING

**INFORMATION ITEMS** (The following items are for informational purposes only – background information is included in the packet. Discussion is not necessary unless requested by a Director.)

5. MWDOC LEGISLATIVE POLICY PRINCIPLES ANNUAL UPDATE
6. LOCAL LEGISLATIVE ACTIVITIES
  - a. County Legislative Report (Lewis)
  - b. Legal and Regulatory Report (Ackerman)
7. METROPOLITAN'S ASSESSED VALUATION FOR MWDOC AND ORANGE COUNTY FOR FISCAL YEAR 2021-22
8. OC WATER SUMMIT UPDATE
9. SEPTEMBER 30<sup>TH</sup> WATER POLICY DINNER FEATURING METROPOLITAN GM ADEL HAGEKHALIL
10. UPDATE REGARDING CHOICE SCHOOL PROGRAM
11. STATUS REPORTS
  - a. Ongoing MWDOC Reliability and Engineering/Planning Projects
  - b. WEROC
  - c. Water Use Efficiency Projects
  - d. Public and Government Affairs
12. REVIEW OF ISSUES RELATED TO PLANNING OR ENGINEERING PROJECTS, WEROC, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, PUBLIC AFFAIRS PROGRAMS AND EVENTS, PUBLIC INFORMATION PROJECTS, PUBLIC INFORMATION CONSULTANTS, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

**ADJOURNMENT**

**NOTE:** At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process

includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.



**ACTION ITEM**  
September 15, 2021

**TO:** Board of Directors

**FROM:** **Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, and Seckel)

Robert Hunter  
General Manager

Staff Contact: Heather Baez

**SUBJECT: ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 ELECTION**

**STAFF RECOMMENDATION**

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Staff recommends that the Committee review the candidates and authorize President Tamaribuchi, or his designee, to cast the District's ballot for the Nominating Committee's Recommended Slate of candidates for the ACWA Region 10 Board of Directors election.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**ACWA ELECTIONS BACKGROUND**

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The deadline for ACWA member agencies to submit nominating resolutions for qualified candidates to serve as ACWA President and Vice President for the 2022-'23 elected term was Wednesday, September 1. A memo announcing the call for candidates was emailed to ACWA member agency Board Presidents and General Managers on June 1.

Candidates for ACWA President and Vice President must be elected or appointed directors of ACWA member agencies, according to ACWA bylaws and Board of Directors' policy.

<b>Budgeted (Y/N):</b> n/a	<b>Budgeted amount:</b> n/a	<b>Core</b> X	<b>Choice</b> __
<b>Action item amount:</b> None		Line item:	
<b>Fiscal Impact (explain if unbudgeted):</b>			



Nominations must be accompanied by an official nominating resolution from the ACWA member agency on whose board the nominee serves. A statement of qualifications or resume highlighting the proposed candidate's background and qualifications must also be submitted for the Nominating Committee's review. Additional letters or resolutions of support from other agencies may be submitted, but are not required.

Interviews of candidates for ACWA President and Vice President are tentatively scheduled for Friday, September 17. The recommended slate will be announced at the ACWA Board meeting, Friday, September 24. The election occurs on Wednesday, December 1 at the ACWA Fall Conference.

In a separate effort, ACWA is also currently seeking candidates for its 10 region boards.

## **REGION 10 ELECTION SUMMARY**

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On August 2, 2021, region ballots were sent to General Managers and Board Presidents. One ballot per agency will be counted. Completed ballots are due no later than September 30, 2021. On October 4, 2021, election results will be announced. The newly elected Region 10 Board Members will begin their two-year term of service on January 1, 2022.

The Region 10 Nominating Committee has agreed upon a slate of candidates to lead ACWA Region 10 for the 2022-2023 term. The Nominating Committee includes:

- Joone Lopez, Moulton Niguel Water District
- Greg Mills, Serrano Water District
- Elsa Saxod, San Diego County Water Authority
- Doug Wilson, Padre Dam Municipal Water District

The recommended slate is outlined on the attached ACWA Region 10 ballot along with the additional candidates for consideration.

The Region 10 Board is comprised of Chair, Vice Chair and up to five Board Member positions for a total of seven. These seats are split between Orange and San Diego counties. The two counties rotate between Chair and Vice Chair, with the county serving as Vice Chair having the extra seat. This term, Orange County will take over the Chair position, leaving one less seat for an Orange County director and adding one from San Diego County. This term, San Diego County will have four seats, and Orange County will have three.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 10 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 10. The members of the Region 10 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

You may either vote for the slate recommended by the Region 10 Nominating Committee or vote for individual region board members.

The Nominating Committee's Recommended Slate is as follows:

CHAIR:

- Cathy Green, First Vice President, Orange County Water District (OC)

VICE CHAIR:

- Dana Friehauf, Director, Santa Fe Irrigation District (SD)

BOARD MEMBERS:

- Charles T. Gibson, Director, Santa Margarita Water District (OC)
- Shauna Lorange, Public Utilities Director, City of San Diego (SD)
- George Murdoch, Director, East Orange County Water District (OC)
- Richard L. Vasquez, Vice President, Vista Irrigation District (SD)
- DeAna Verbeke, Board Member, Helix Water District (SD)

## BOARD OPTIONS

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**Option #1**

- Authorize President Tamaribuchi or his designee to cast the district's ballot for the Nominating Committee's Recommended Slate of candidates for the ACWA Region 10 Board of Directors.

**Fiscal Impact:** None

**Business Analysis:** ACWA is the leading statewide organization representing water agencies in Sacramento and Washington D.C. Having strong candidates representing Orange County on the ACWA Region 10 Board will benefit all water districts throughout the county.

**Option #2**

- Authorize President Tamaribuchi or his designee to cast the district's ballot for Individual Board Candidate Nominations for the ACWA Region 10 Board of Directors.

**Fiscal Impact:** None

**Business Analysis:** Same as option #1

**Option #3**

- Take no action

**Fiscal Impact:** None

**Business Analysis:** MWDOC would not have an opportunity to vote for ACWA's Region 10 Board.

## STAFF RECOMMENDATION

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Option #1

**ATTACHED:**

- Election Timeline
- ACWA Region 10 Board Ballot
- Letter from Director Chuck Gibson – Request for Support

## 2021 ACWA Region Election Timeline 2022-2023 Term

**February 26:**

### **NOMINATING COMMITTEES APPOINTED**

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at [www.acwa.com](http://www.acwa.com)

**March 1-31:**

### **NOMINATING COMMITTEE TRAINING**

- Nominating Committee packets will be e-mailed to each committee member
- ACWA staff will hold a Zoom training session with the nominating committees to educate them on their specific roles and duties
  - Regions 1-10 Nominating Committees: via Zoom

**May 3:**

### **CALL FOR CANDIDATES**

- The Call for Candidate Nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

**June 30:**

### **DEADLINE FOR COMPLETED NOMINATION FORMS**

- Deadline to submit all Nomination Forms and Board Resolutions of Support for Candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

**July 1:**

### **CANDIDATE INFORMATION TO NOMINATING COMMITTEES**

- All information submitted by candidates will be forwarded by ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

## July 11 - 31:

### RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 23
- Candidates will be notified of the recommended slate by July 30
- The Nominating Committee Chair will approve the official region ballot

## August 2:

### ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

## September 30:

### ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 30, 2021*****

## October 4:

### ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at [acwa.com](http://acwa.com) and will be published in the October issue of ACWA News

# OFFICIAL REGION 10 Board Ballot

2022-2023 TERM



**Please return completed  
ballot by Sept. 30, 2021**

E-mail: [regionelections@acwa.com](mailto:regionelections@acwa.com)  
Mail: ACWA  
980 9th Street, Suite 1000  
Sacramento, CA 95814

## General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 10 Nominating Committee, or vote for individual candidates to serve as chair, vice chair, and board members for each county (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

## Region 10 Rules & Regulations:

The chair and vice chair shall be from different counties. The 2022-'23 term shall consist of a chair and 2 board members from Orange County and a vice chair and 3 board members from San Diego County.

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### Nominating Committee's Recommended Slate

☐ I concur with the Region 10 Nominating Committee's recommended slate below.

#### CHAIR:

- **Cathy Green**, First Vice President, Orange County Water District (OC)

#### VICE CHAIR:

- **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)

#### BOARD MEMBERS:

- **Charles T. Gibson**, Director, Santa Margarita Water District (OC)
- **Shauna Lorange**, Public Utilities Director, City of San Diego (SD)
- **George Murdoch**, Director, East Orange County Water District (OC)
- **Richard L. Vasquez**, Vice President, Vista Irrigation District (SD)
- **DeAna Verbeke**, Board Member, Helix Water District (SD)

OR

### Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

☐ I do not concur with the Region 10 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

#### CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ **Cathy Green**, First Vice President, Orange County Water District (OC)

#### CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)

#### SAN DIEGO COUNTY CANDIDATES FOR BOARD MEMBERS: (MAX OF 3 CHOICES)

- ☐ **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)
- ☐ **Shauna Lorange**, Public Utilities Director, City of San Diego (SD)
- ☐ **Richard L. Vasquez**, Vice President, Vista Irrigation District (SD)
- ☐ **DeAna Verbeke**, Board Member, Helix Water District (SD)

#### ORANGE COUNTY CANDIDATES FOR BOARD MEMBERS: (MAX OF 2 CHOICES)

- ☐ **Charles T. Gibson**, Director, Santa Margarita Water District (OC)
- ☐ **Mark Lewis**, Chairman, Laguna Beach County Water District (OC)
- ☐ **George Murdoch**, Director, East Orange County Water District (OC)

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE



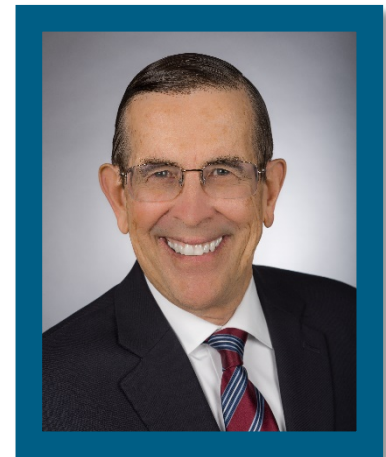
# Santa Margarita Water District

## BOARD OF DIRECTORS

PRESIDENT CHARLES T. GIBSON  
VICE PRESIDENT JUSTIN McCUSKER  
FRANK URY  
SAUNDRA F. JACOBS  
BETTY H. OLSON, PH.D.

DANIEL R. FERONS  
GENERAL MANAGER

## Charles T. Gibson Candidate for Association of California Water Agencies Region 10 Board of Directors



### Special District Organizations

- Santa Margarita Water District, President (Current; Elected Board Member since 2012) also serve as Chair of Finance and Administration Committee
- Association of California Water Agencies (ACWA) Region 10 Board Member (Current; since 2016)
- ACWA Region 10 Federal Affairs Committee, Member (Current, since 2012)
- California Special Districts Association, Member
- Orange County Water Association, Member
- Santiago Aqueduct Commission, Alternate Board Member
- Santa Margarita Dana Point Authority, Board Member

### Platform

Since my election as Director of Santa Margarita Water District in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee, as well as a variety of ad hoc committees. Over the last two terms, I have been on the Region 10 Board of Directors. I contributed to and encouraged participation in meetings, helped develop the Region's work program and events, occasionally attended state board meetings as an alternate representing Region 10. Currently, I am also the designated Region 10 Director to report on federal matters, as well as serving on ACWA's statewide Federal Affairs Committee. I coordinate with other committee members, ACWA's general membership and regional agencies serving both Orange County and San Diego County toward the mutual goals of water reliability and to strengthen water use efficiency measures, particularly through conservation programs and recycled water projects. I continue to coordinate with other leaders throughout ACWA's regions, including those in allied industries, and with others in the west and nationally. I seek to continue

to contribute to ACWA using my skills as a policymaker and manager, applying over 30 years of experience in the private sector and public sector combined.

I am an energetic advocate for local water supply projects including a diverse portfolio of collaborative and innovative approaches to cost-effective water service. I believe we need to protect infrastructure investments made by local and regional agencies from laws and/or regulatory mandates that might reduce productivity or curtail operations. I also encourage robust public outreach to engage the general public in matters of high priority concerning water quality and reliability of water supply.



BOARD OF DIRECTORS  
PRESIDENT CHARLES T. GIBSON  
VICE PRESIDENT JUSTIN McCUSKER  
FRANK URY  
SAUNDRA F. JACOBS  
BETTY H. OLSON, PH.D.

DANIEL R. FERONS  
GENERAL MANAGER

RECEIVED

JUL 19 2021

MWD OF OC



## Santa Margarita Water District

July 14, 2021

President Sat Tamaribuchi  
Municipal Water District of Orange County  
18700 Ward St.  
Fountain Valley, CA 92708

RE: ACWA Region 10 Board

Dear President Tamaribuchi,

I am delighted to announce my candidacy for re-election to the ACWA Region 10 Board of Directors is endorsed by the Santa Margarita Water District Board of Directors. I would be honored to have your and your agency's support for this important seat. The Region 10 Nominating Committee has already been selected by ACWA. On August 2, 2021, the recommended slate and any additional candidates' names (one ballot) will be e-mailed to each member agency in Region 10 to vote. Only one ballot per agency will be counted. I respectfully request that you consider voting for me.

Since my election to the Santa Margarita Water District Board of Directors in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee. Over my last two terms on the Region 10, I have heard the unique water policy needs of our region and have contributed to helping address them. I have worked to develop the Region's work programs, policy initiatives and educational events. I have served occasionally as an alternate to the ACWA Board representing Region 10, and I participated in State-level meetings in that capacity. Currently, I am the designated Region 10 Director to report on federal matters in my capacity on ACWA's statewide Federal Affairs Committee.

I look forward to continuing my contributions to ACWA through my technical skills as a policymaker and manager--applying over 30 years of experience in both the public and private sectors. I have worked toward the mutual goals of water reliability and efficient water use. I also coordinate with leaders throughout ACWA's other regions, including those in allied industries, and nationally.

I have enclosed some background information on my experience as well as my platform for re-election to the Region 10 Board. I would be delighted to appear at one of your upcoming meetings to discuss my candidacy and answer any questions you may have. Please contact SMWD Board Secretary Kelly Radvansky if you would like me to appear, and I will do my best to be available at your convenience. It would be my honor serving on the Region 10 Board, and I humbly ask for your vote and support.

I hope you will contact Ms. Radvansky at 949/459-6642 or at [kellyr@smwd.com](mailto:kellyr@smwd.com) – or me at 949/485-0658 or at [charlesg@smwd.com](mailto:charlesg@smwd.com) if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Charles T. Gibson". The signature is written in a cursive, slightly slanted style.

Charles T. "Chuck" Gibson  
Santa Margarita Water District  
Board of Directors

cc: Robert Hunter, General Manager

## **Charles T. “Chuck” Gibson**

Candidate for re-election, ACWA Region 10 Board of Directors

### Special District Organizations

- Santa Margarita Water District, Board President (Elected Board Member since 2012)
- Association of California Water Agencies (ACWA) Region 10, Alternate Board Member (Current; since 2016)
- ACWA Region 10 Federal Affairs Committee, Member (Current, since 2012)
- California Special Districts Association, Member
- Orange County Water Association, Member
- Santiago Aqueduct Commission, Alternate Board Member
- Santa Margarita Dana Point Authority, Board Member

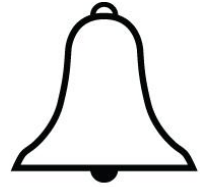
### Platform

Since my election as Director of Santa Margarita Water District in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee based on the guiding principles of active listening and fostering collaboration among ACWA members and stakeholders. In my years on the Region 10 Board of Directors, I helped develop the Region's work program and events, occasionally attended state board meetings as an alternate representing Region 10, and participated in a variety of ad hoc committees for infrastructure and environmental matters, while encouraging active participation by ACWA's membership and stakeholders. Currently, I am also the designated Region 10 Director to report on federal matters, as well as serving on ACWA's statewide Federal Affairs Committee. I coordinate with other committee members, ACWA's general membership and related agencies and stakeholders toward the mutual goals of water reliability and water quality throughout the region. I have contributed to strengthen public awareness of water use efficiency measures, by highlighting exemplary conservation programs, desalination, water storage, water transfers and recycled water projects that are operational or approaching implementation in our region. I continue to coordinate with other leaders throughout ACWA's regions, including those in allied industries, and with others in the west and nationally to provide cost effective, reliable water. I seek to continue to contribute to ACWA using my technical skills as a policymaker and manager, applying over 30 years of experience in the private sector and public sector combined.

## BOARD OF DIRECTORS

CHARLES T. GIBSON  
SAUNDRA F. JACOBS  
JUSTIN McCUSKER  
BETTY H. OLSON, PH.D  
FRANK URY

DANIEL R. FERONS  
GENERAL MANAGER



# Santa Margarita Water District

August 31, 2021

Director Megan Yoo-Schneider  
Municipal Water District of Orange County  
18700 Ward St.  
Fountain Valley, CA 92708

Dear Director Yoo-Schneider,

I'm writing to let you know, regretfully, I will be out of town and unable to attend MWDOC's Planning and Operations Committee meeting on September 7<sup>th</sup>. I respectfully ask that the Committee recommend voting for my re-election. I will virtually attend MWDOC's September 15<sup>th</sup> Board meeting and look forward to an opportunity to address the Board on my candidacy for re-election to Association of California Water Agencies Region 10 Board of Directors.

I've enclosed some background information on my experience as well as my platform for re-election to the Region 10 Board. I'm delighted to attend the September 15<sup>th</sup> Board meeting, to answer any questions you or your Board may have. I would be honored to have your agency's support for this important seat and respectfully request that you consider voting for me.

Sincerely,

A handwritten signature in black ink that reads "Charles T. Gibson".

Charles T. "Chuck" Gibson  
President  
Santa Margarita Water District



**ACTION ITEM**  
September 15, 2021

**TO:** Board of Directors

**FROM:** **Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

Robert Hunter, General Manager

Staff Contact: Vick Osborn

**SUBJECT:** Approval of the County of Orange Joint Agreement for the 800MHz Countywide Coordinated Communications System

**STAFF RECOMMENDATION**

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Staff recommends the Board of Directors approve the General Manager or Director of Emergency Management to execute and to sign the re-written Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 Megahertz Countywide Coordinated Communications System.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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Over the course of the past two years, the 800 MHz Governance Committee (Governance Committee) oversees the operation of the CCCS. The Governance Committee is currently comprised of four City Managers and three County representatives. The proposed re-write of the Joint Agreement establishes the technical, operational, and financial requirements for all agencies participating in the CCCS. This includes establishing financial parameters for the year to year cost and for the costs of necessary system upgrades in the future. This also includes establishing Bylaws for the Governance Committee.

<b>Budgeted (Y/N):</b>	Budgeted amount:	Core ____	Choice ____
<b>Action item amount:</b>		Line item:	
<b>Fiscal Impact (explain if unbudgeted):</b>			

The re-written Agreement will replace and supersede previous versions, including all amendments. Once approved by the Board, the re-written Agreement will then be forwarded to all Partner Agencies' Governing Authorities approval and adoption.

The re-written agreement encompasses the all the amendments incorporated over the course of the past 20+ years, and outlines the continues cost sharing practice to ensure the backbone systems and functionality remains in place.

Annual cost to MWDOC for the maintenance operations of the five radios in operation for FY 21/22 is estimated at 1502.0 annually. \*\*Note FY 20/21 cost was 1581.00

## **HISTORICAL BACKGROUND**

On February 6, 1996, the Board of Supervisors (Board) approved the original Joint Agreement (Agreement) for the Implementation and Operation of the OC 800 MHz Countywide Coordinated Communications System (CCCS). The Sheriff-Coroner Department (Sheriff) operates and maintains the 800 MHz CCCS, which provides centralized, interoperable voice radio communications for the County and its 34 cities, including all public safety and public service agencies, as well as a number of private, state and federal agencies that provide support to the above agencies and/or have relevant communications requirements. The 800 MHz CCCS is funded by the CCCS partnership in accordance with the financial requirements outlined in the Agreement. The original agreement addressed city and County partnership responsibilities and financial obligations for the implementation of the 800 MHz CCCS in Orange County. It was executed by the then 31 cities and the Orange County Fire Authority (OCFA). The agreement was amended by the Board on June 24, 2003, to include the capital improvement cost-sharing agreement negotiated by the County with the 34 cities and OCFA and replaced the original Joint Agreement.

On November 23, 2004, the current Joint Agreement for the Operation, Maintenance and Financial Management of the CCCS was entered into by the County, its 34 cities and other partnership agencies, replacing the original 1996 Agreement and subsequent 2003 amendment with the intent to define the post-implementation operational, technical and financial requirements and guidelines for the CCCS going forward. On June 2, 2015 Board approved the current version of the Joint Agreement currently in place.

The 800 MHz Governance Committee (Governance Committee) oversees the operation of the CCCS. The Governance Committee is currently comprised of four City Managers and three County representatives. The proposed re-write of the Joint Agreement establishes the technical, operational, and financial requirements for all agencies participating in the CCCS. This includes establishing financial parameters for the year to year cost and for the costs of necessary system upgrades in the future. This also includes establishing Bylaws for the Governance Committee.

In 2017, the MWDOC Board approved moving forward for the WEROC radio system to transition to the Countywide system. Historical information on that process is included below

The old VHF WEROC Radio System struggled with clarity of communications for many years. WEROC staff has spent significant time and money in researching, troubleshooting and replacing individual aspects of the system. WEROC presented the Board with five possible solutions to solve the radio issues. The Board of Directors directed staff to explore each of the solutions and

propose the best radio replacement solution for WEROC, including, holding discussions with WEROC funding agencies and the MWDOC member agencies.

After much discussion with the County and MWDOC member agencies, staff recommends that WEROC join the Orange County 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) as a participating agency. In order to do so, WEROC submitted a formal request for permission from the OC 800Mhz CCCS Governance Committee to join and was approved on April 13, 2017 included the following:

#### **Establishment of the 800 MHz CCCS WEROC Channel**

A “WEROC Channel” within the current 800 MHz system was established and is used by WEROC and its Member Agencies. There are many benefits to this system:

1. It provides a WEROC specific channel, with the ability to be “patched in” with other operations, such as fire, law, public works, etc. at the time of a disaster.
2. Clear communications are expected throughout the County for WEROC Member Agencies and when issues arise, the County Communications Staff facilitate solutions.
3. There are annual operational cost savings in switching to this system. Annual maintenance is provided through the County Communications staff, saving WEROC and its agencies money and time for repairs. Additionally, WEROC will no longer an individual repeater on Catalina Island which cost \$20,000+ annual lease for Catalina.
4. Annual maintenance of the system and individual agency radio maintenance is provided through the OC Sheriff’s Communications and Technology Division ensuring a consistent and reliable system.

#### **Orange County Sheriff’s Participating Agency Joint Agreement**

To use the County’s system, the Orange County Sheriff’s Division of Communications requires each agency utilizing the radio system to sign the Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 Megahertz Countywide Coordinated Communications System with the Sheriff’s Department. This is a standard agreement from the County that is signed by all 800 MHz CCCS participating agencies. The agreement cannot be modified individually and must be signed as presented. The agreement outlines appropriate use of the system and requires each agency to maintain their own radio system to include, an Annual Access Rate Fee, and Flat Annual Maintenance Fee. Additionally, each agency acquiring a new radio will be responsible for future cost of parts and/or repairs not included in annual maintenance. The original Agreement WEROC signed in 2017 consisted of the following three (3) documents:

- Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System November 2004 – Details the operation, maintenance, and financial responsibilities of the County and Participating Agencies.
- Amendment to the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System (June 2015) – Details the changes made to the 2004 Joint Agreement to incorporate the 2014-2019 system infrastructure update and cost sharing concepts.
- New Participating Agency Rider to Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System – Details each New Participating Agency’s (defined as any

agency who joined after the systems initial creation in 2004) responsibilities to the previous two aforementioned documents and current cost principals.

The WEROC Radio system provides radio communications for 33 of the 37 member agencies who opted in during the 2017 WEROC project. Additionally, this system serves as backup communions to Metropolitan Water District of Orange County in the event, their MARS system goes down. Finally, WEROC has made an official request to be added to this committee for future coordination and representation for the WEROC member agencies.

Attachments:

- A: 2021 Orange County 800MHz Joint Operations Agreement
  - B: 2021 Agreement Signature Page
  - C: 2017 WEROC 800MHz Governance Approval
-



JOINT AGREEMENT  
FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE  
COUNTY  
800-MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This agreement is entered into on \_\_\_\_\_, 2021, by and between the executing Partner agencies. This agreement replaces the 2005 Agreement as amended, and to the extent there is a conflict, this Agreement controls.

RECITALS:

Whereas, the Next Generation installation and implementation of the 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) has been completed; and,

Whereas, the original Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed September 19, 1995, and related Amendments Nos. 1, 2, 3, 4, 5, and appropriate change orders thereto followed (the "1995 Joint Agreement"), and;

Whereas, a subsequent Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed in November 2005, and related Amendments Nos. 1 and appropriate change orders thereto followed (the "2005 Joint Agreement"), thereby superseding the original 1995 Joint Agreement, and;

Whereas, the Partner agencies now desire to execute a new Joint Agreement (the "2021 Joint Agreement") to supersede all previous Joint Agreements; and,

Now, therefore, in consideration of the mutual covenants, conditions, agreements, and stipulations hereinafter expressed, the Partner agencies hereby agree as follows:

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## 1.0 GENERAL

### 1.1 System

The 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) will be referred to as the “System.” The System shall be maintained by the Orange County Sheriff-Coroner Department’s Technology Division (hereinafter referred to as “Lead Agency”).

### 1.2 Definition of Terms

- “System” is defined as a multichannel digital trunked radio communications system enabling interoperability among all participating City and County law, fire, public works, and lifeguard/marine safety departments. The System components also include transmitting /receiving sites, microwave networks, IP networks, dispatch consoles, control stations, and field equipment (mobile and portable radios).
- “Governance Committee” is established by the Board of Supervisors and Partner Agencies to the Joint Agreement to facilitate the operation, maintenance, and financial management of the system. The Governance Committee is comprised of nine (9) members as identified in the Governance Committee Bylaws, attached hereto as Attachment A.
- “Governing Authorities” are the City Councils, the Orange County Board of Supervisors, and the Orange County Fire Authority Board of the Partner Agencies, responsible for approving certain substantive modifications or amendments to this agreement where such approval authority has not been expressly delegated to the Governance Committee.
- “Law Enforcement Agency” is defined as all governmental Law Enforcement Agencies operating primarily within the limits of Orange County, including, but not limited to: Orange County Sheriff-Coroner Department, Orange County City Police Departments, Orange County District Attorney’s Office, and Orange County Probation Department.
- “Lead Agency” is designated to be the Orange County Sheriff’s Department (OCSD) Technology Division that will be responsible to manage, maintain, and enhance the System and its respective Standard Operating Procedures (SOP).
- “Marine Safety” is defined as and shall include all governmental and private lifeguard agencies operating primarily within the limits of Orange County.

- “Member Agency” is defined as an agency authorized by the Governance Committee to use the System. Members include the Lead Agency and Partner Agencies.
- “Mobile Radio” is defined as two-way radio equipment installed in a vehicle to provide communications for the vehicle operator.
- “Mutual Aid Provider” is any governmental organization not otherwise defined in this Agreement that will provide short term assistance across jurisdictional boundaries during an emergency or planned event that exceeds local resources. Mutual aid use of the System will be restricted to the timeframe of the mutual aid incident.
- “New Partner Agency” are Partner Agencies added after the adoption of this Joint Agreement.
- “Parties” are all those entities that are authorized users of the System and have signed this agreement.
- “Partner Agency” are authorized subscribers to the system who agree to share in the System Operational Costs to administer, maintain, and upgrade the technology by providing recurring rate schedule payments.
- “Portable Radio” is a two-way radio equipment that is rechargeable, and handheld or belt carried.
- “Radio Site” is defined as a location, which consists of a building, systems within the building, and a tower.
- “Sponsored Agency” is any agency approved to use the System under sponsorship of a Partner Agency.
- “Sponsoring Partner Agency” is a Partner Agency that wishes to sponsor a Sponsored Agency.
- “Subscriber Unit” is defined as the subscriber radios and other devices that utilize the System. This includes dispatch operator positions, mobile radios, portable radios, cellular based devices and any other device that allows a user to communicate over the System.
- “System infrastructure” is defined as all associated radio and support equipment required to establish a radio network on which user radios can operate to communicate throughout the County of Orange. System infrastructure includes, but is not limited to, servers, switches, routers, data lines, base station radios, microwave technology, and firewalls.
- “System Operational Costs” are the expenses required to administer, maintain, and update the System.

- “System Modification” is any change in operational procedure or technology that requires alteration to the System.
- “System Subscriber Equipment” is defined as all equipment used to support user access to the System including Subscriber Units and other supporting equipment such as dispatch center console equipment, antennas, batteries, etc.
- “System User” is defined as an individual or agency authorized to access the System.
- “System Watch Network Operation Center” is a Lead Agency staffed support center responsible for the 24/7 support of the System. This includes but not limited to, live monitoring, notifications, troubleshooting, callouts, and repair.
- “Talkgroups” are used to identify groups of users who communicate together on a trunked radio system.

### 1.3 Amendment Process

The Governance Committee is authorized to make future updates, amendments, or modifications to the Agreement and its attachments without further action of the Governing Authorities, so long as the updates, amendments, or modifications to the Agreement and its attachments would result in minor, non-substantive changes that do not create or increase the financial obligations of the Partner Agencies. Where the Governance Committee is authorized to make such updates, amendments, or modification, such delegated authority shall be expressly granted in this agreement.

This agreement may also be amended or modified by the consent of all of the Governing Authorities representing the Partner Agencies.

### 1.4 Liability

Each Party of this Agreement (the “Indemnitor”) shall indemnify, defend, and hold all other Parties, and their agents and employees (the “Indemnitees”) harmless from all claims, liabilities, damages, and losses to the Indemnitees arising out of any acts or omissions of itself and its agents and employees in connection with the performance of this agreement which acts or omissions constitute gross negligence.

### 1.5 Withdrawal from System

Any Party may withdraw from this Agreement by serving written notice to the Governance Committee of their intent to withdraw. Due to the cost distribution model used to fund the operation of the System, any Party withdrawing from this Agreement will financially impact the remaining Parties. As such, Parties wishing to withdraw from this Agreement shall do the following:

- 1) Withdrawing Party provides written notice twelve months prior of withdrawal after meeting its financial obligations under this agreement.

- 2) Withdrawing Party will attend the Governance Committee meeting following their submittal to discuss withdrawal process.
- 3) Withdrawing Party will work with the Lead Agency to effect the withdrawal.
- 4) Withdrawing Party will make all Operational Cost payment obligations for the full fiscal year of the withdrawal.
- 5) Withdrawing Party will be responsible for all Lead Agency Costs associated with the withdrawal process.

Withdrawing Party will not be responsible for any financial obligations assumed by the other Partner agencies subsequent to withdrawal and upon fulfillment of existing financial obligations. Similarly, it is understood that the County of Orange has ownership of the System and certain sites as well as FCC licenses presently issued to the County, and upon any withdrawal by any Parties to the Agreement, any and all right, title, and interests in the System, those sites and FCC licenses shall remain with the County. Should the County of Orange wish to withdraw, an orderly transition to the remaining Parties must be affected.

## 2.0 GOVERNANCE COMMITTEE

### 2.1 Governance Committee Authority

The Governance Committee shall be governed in accordance with the Governance Committee Bylaws attached hereto as Attachment A. Any future updated revisions or amendments to the Governance Committee Bylaws shall be deemed adopted by this agreement without further action of the Governing Authorities.

### 2.2 Governance Committee Member Appointment

The Governance Committee shall be comprised of nine (9) members, as identified below. It will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- Orange County Chief Executive Officer, or Designee
- Orange County Sheriff-Coroner, or Designee
- Orange County Public Works Deputy Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Chief or Designee not from a city currently represented on the governance committee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee not from a city currently represented on the governance committee

### 2.3 Governance Committee Purpose

The Governance Committee oversees all aspects of the implementation, operation, and fiscal management of the system, including but not limited to, the following:

- Approving System operational policies
- Addressing System operational issues

- Resolving operational policy or fiscal matter disputes of Partner Agencies.
- Addressing System facilities development
- Reviewing and approving modification and enhancement plans
- Approving contract pricing changes
- Approving Annual System Operational Budget and Cost Sharing Allocations.
- Approving 10 year capital plans and allocation of Reserve Fund for required upgrades.
- Approving New Partner Agencies.
- Approving Sponsored Agencies.

### 3.0 MEMBERS TO THE SYSTEM

Members are all agencies authorized by the Governance Committee to use the system and who have signed this agreement.

#### 3.1 Lead Agency

The lead agency is designated to be the Orange County Sheriff's Department Technology Division and will manage, maintain, and enhance the system. Lead Agency is responsible for System Administration as outlined in Section 4 below.

#### 3.2 Partner Agencies

Partner Agencies are authorized subscribers to the System who have signed this Joint Agreement or added as New Partner Agencies via the process outlined in 3.2.1 below. Partner agencies agree to share in the System Operational Costs and System Maintenance Costs as outlined in Section 5 below.

##### 3.2.1 New Partner Agencies

Agencies that wish to become an authorized subscriber to the System may be added as a New Partner Agency via the following steps:

- 1) The prospective New Partner Agency submits an official request, in writing, to the Lead Agency requesting to join as a Partner Agency.
- 2) Lead Agency gathers additional information from requesting New Partner Agency to determine the feasibility of the request and the potential impact on the System operation and the existing Members.
- 3) The Lead Agency processes the request to obtain approval.
- 4) Lead Agency presents the request to the Governance Committee along with previous approvals from appropriate Governing Authorities. Governance Committee will determine final approval or denial of the request.
- 5) Once all approvals have been obtained, requesting New Partner Agency will execute a copy of this agreement along with the associated New Partner Agency forms identified in Attachment B.
- 6) The approved New Partner Agency will purchase necessary radio equipment and arrange to pay associated New Partner Agency costs described in in 5.2 below.



### 3.2.2 Sponsored Agencies

Partner Agencies may, with Lead Agency review and Governance Committee Approval, sponsor non-partner agencies to participate in the system.

#### 3.2.2.1 Sponsored Agencies Approval Process:

- 1) Sponsoring Partner Agency submits to the Lead Agency an official written request to add a Sponsored Agency.
- 2) Lead Agency gathers relevant information from Sponsoring Partner Agency to determine the feasibility of the request and the potential impact on the System Operation and the existing Members.
- 3) Lead Agency reviews all available information to determine the feasibility of the request to add the Sponsored Agency. Lead Agency shall work with the Sponsoring Partner Agency to determine the additional costs to the Sponsoring Partner Agency.
- 4). Lead Agency presents the request to the Governance Committee at a Governance Committee Meeting. Governance Committee shall approve or deny the addition of the Sponsored Agency.

#### 3.2.2.2 Sponsored Agency Access and Limitations

Sponsored Agencies are only allowed access to use the common talkgroups/channels and select agency specific talkgroups/channels of the sponsoring Partner Agency, as recommended by the Lead Agency and approved by the Governance Committee. Sponsored Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Sponsored Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed. Partner Agencies shall be responsible for any System use by a Sponsored Agency. Sponsored Agencies must use the same common talkgroups as the sponsoring Partner Agency.

#### 3.2.2.3. Sponsored Agency Financial Responsibilities

Sponsored Agency financial responsibilities are outlined in section 5.2.4 below.

### 3.3 Mutual Aid Agencies

Certain governmental agencies may, with Lead Agency review and Governance Committee Approval, be granted access to the System for the express purpose of providing mutual aid to Partner Agencies. Mutual Aid agencies are limited to and identified within ATTACHMENT C

#### 3.3.1 Mutual Aid Agency Approval Process:

- 1) Any Partner Agency may submit to the Lead Agency an official written request to add a Mutual Aid Agency.

2) Lead Agency gathers relevant information to determine the feasibility of the request and the potential benefit to existing Partner Agencies and overall public safety in Orange County.

4) Lead Agency presents the request to the Governance Committee at a Governance Committee meeting. The Governance Committee shall approve or disapprove the addition of the Mutual Aid Agency.

### 3.3.2 Mutual Aid Agency Access and Limitations

Mutual Aid Agencies are only allowed access to use the common talkgroups/channels and the mutual aid channels associated with other systems that are included in our radio programming. Mutual Aid Agency use of the System is restricted to the actual duration of a mutual aid incident. Mutual Aid Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Mutual Aid Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed.

### 3.3.3 Mutual Aid Agency Financial Responsibilities

Mutual Aid Agency financial responsibilities are outlined in section 5.2.5 below.

## 4.0 SYSTEM ADMINISTRATION

The Lead Agency shall have the authority and responsibility to maintain the proper operation of the System. The Lead Agency shall be responsible for maintaining, managing, and operating the System, which includes staffing the System Watch Network Operations Center on a continual basis (e.g., 24x7x365), assuring the seamless operation of the System.

### 4.1 System Equipment

The Lead Agency shall approve and evaluate all equipment and new technology for use with the system to ensure that it meets the requisite technical standards and requirements. Approved equipment must meet the standards set by the Federal Communication Commission as well as any Federal, State, and Local Laws.

### 4.2 System Subscriber Equipment

Each Member Agency is responsible for the maintenance, management, and operation of its System Subscriber Equipment. A Member Agency may establish a System Subscriber Equipment maintenance contract with the Lead Agency.

Prior to making any modifications to System Subscriber Equipment, including but not limited to adding radios or alteration to dispatch center equipment, Member Agencies must request such modifications to be reviewed and approved by the Lead Agency as outlined in section 4.4.

### 4.3 Dispatch Centers

Member Agencies may operate their own Dispatch Centers at their discretion. Individual Member Agencies that manage their own Dispatch Centers shall be responsible for the day to day maintenance, management, and operation of those Dispatch Centers, equipment and associated facilities. Day to day dispatch operations and protocols shall be left to the individual Members

Agencies. The Lead Agency will not be responsible for the maintenance or management of Members Agencies' individual Dispatch Centers unless a Member User contracts with the Lead Agency for maintenance, management, or operations.

#### 4.3.1 Dispatch Center Equipment

Dispatch Center Equipment must meet the technical standards as outlined in Section 4.1.

##### 4.3.1.1 Dispatch Center Required Equipment Upgrades

The Governance Committee may mandate equipment upgrades for Member Agencies Dispatch Center Equipment. If the Governance Committee mandates an Equipment Upgrade to Members Agencies' Dispatch Center Equipment, then the Members Agencies must upgrade their equipment as directed by the Governance Committee.

##### 4.3.1.2 Dispatch Center Non-Required Equipment Upgrades

Members Agencies may upgrade their Dispatch Center equipment and associated facilities at their own cost without coordination with the Lead Agency so long as the upgrade will not adversely affect the System itself. However, Member Agencies must coordinate with the Lead Agency as outlined in the System Modifications section 4.4, below, when upgrading or modifying any Dispatch Center equipment vital to the operation of the System. Dispatch Center Equipment modification requiring coordination with the Lead Agency includes, but is not limited to: computer equipment, software, consoles, routers, switches, gateways, firewalls, control stations, and antenna systems.

#### 4.4 System Modifications

The System will require occasional routine modifications, which shall be conducted as outlined in this section.

##### 4.4.1 System Modifications requiring Governance Committee Approval

The following System Modifications require the pre-approval of the Governance Committee, as outlined in the Governance Committee By-Laws:

- A. Addition of any New Member Agencies to the System.
- B. Any modification that adds a financial burden shared by the Member Agencies.
- C. Any modification that would affect a System User other than the requesting Member Agency.

The Lead Agency is required to provide a report and recommendation to the Governance Committee on any proposed System Modification that requires Governance Committee approval. The Lead Agency report and recommendation must provide a financial analysis of the System Modification, if appropriate, and an estimated timeline to complete the System Modification.

The Lead Agency is responsible for implementing any Governance Committee approved modification.

#### 4.4.2 System Modification by Lead Agency

The Lead Agency is authorized to perform System Modifications, as necessary. The Lead Agency has the discretion to implement System Modifications without prior Governance Committee Approval, so long as the modification does not require Governance Committee approval as listed in Section 4.4.1 of this agreement, and does not cause unanticipated or unbudgeted costs to Member Agencies.

#### 4.4.3 System Modifications requested by Partners Agencies

Partner Agencies may request system modifications. System Modification requests from Partner Agencies must be submitted in writing to the Lead Agency for review and approval.

If the Lead Agency grants a Partner Agency modification request, and the request does not require Governance Committee Approval as outlined in Section 4.4.1, then the Lead Agency shall provide the Partner Agency with a formal approval, including all costs of the requested modification. If a Member Agency agrees with the official permission, the Member Agency may request the Lead Agency to implement the System Modification. Any and all costs associated with implementing the System Modification will be the sole responsibility of the System User requesting the modification.

If a Member Agency modification request requires Governance Committee approval per Section 4.4.1 above, then the Lead Agency and the Member Agency requesting the modification shall present the modification request to the Governance Committee for approval. The modification request shall include the reason for the modification, the Lead Agency's recommendation and cost analysis of implementing the modification.

#### 4.4.4 Appeal of Modification Request Denial

If the Lead Agency denies a Member Agency's modification request, the Lead Agency shall provide the Member Agency, in writing, the reasons for the denial. Members Agencies may submit a written appeal of the decision of the Lead Agency to the Governance Committee within 90 days of the denial notification. The Lead Agency will ensure the appeal is added to the next Governance Committee meeting agenda for action.

#### 4.4.5 Notification of System Modifications to Governance Committee

Lead agency is required to provide a list of implemented, pending and requested System Modifications at each Governance Committee Meeting.

### 4.5 Security

The Lead agency has in place a Security Plan for the System (Attached as Attachment D.) Member Agencies and System Users are required to protect the security of the System as set forth in the Security Plan.

System Users are required to contact System Watch for any actual or potential security breach to the System as soon as the actual or potential security threat is known. The Lead Agency must evaluate any reported security breaches and is authorized to implement measures to remediate the

security breach. If appropriate, the Lead Agency shall inform the Governance Committee of any reported breach and steps taken to remediate.

#### 4.6 Maintenance & Service Contracts

Within approved and adopted budget, the Lead Agency is authorized to enter into contracts with vendors as needed for the ongoing execution of this agreement. Such contracts include, but are not limited to, the purchase or lease of equipment, installation of equipment, service and/or maintenance of equipment, and System upgrades. All contracts shall comply with applicable law and purchasing policies and guidelines. Appropriate shared costs will be included in System Operational Costs cost-sharing allocations. The Lead Agency shall negotiate and enter into contracts with vendors as intended in this agreement and shall make payments due and payable under such contracts on behalf of the parties.

The Lead Agency will serve as an administrative liaison between the other Member Agencies and the contracted vendors.

#### 4.7 System Standard Operating Procedures

The Lead Agency is responsible for the development and maintenance of the Standard Operating Procedures ("SOP") (Attachment E) for the system. The Lead Agency shall coordinate with System Users, including but not limited to Law Enforcement, Fire Services, Marine Safety, and Public Works in developing and updating the SOP. The SOP, and any amendments to the SOP, must be approved by the Governance Committee. All Member Agencies must follow the SOP and any amendments to the SOP once approved by the Governance Committee.

#### 4.8 Partner Agency Operational Policies and Procedures

Member Agencies must inform the Lead Agency of any changes to their operational policy or procedures, in writing and prior to any implementation of such changes, if the change of operational policy or procedure affects or may affect the System. The Lead Agency will work with Member Agencies to ensure that operational policies and procedures are compatible with the System. The Lead Agency shall work collaboratively with Member Agencies to settle any disputes regarding Member Agency Operational Policies and Procedures. The Lead Agency shall bring any dispute to Member Agency Operational Policies and Procedures to the Governance Committee for review and resolution if a dispute cannot be resolved between the Lead Agency and the Member Agency.

### 5.0 FINANCIAL ADMINISTRATION

#### 5.1 Governance Committee Financial Authority

The Governance Committee shall have the authority to allocate available budgeted funds as they deem appropriate for the operation, maintenance, and management of the system. Governance Committee has the authority to approve the System Operations Budget, set rates and fees, and approve use of the Reserve Fund for necessary expenditures and upgrades. Governance Committee has the authority to approve capital expenditure funding and approved sources of the reserve fund.

#### 5.2 Partner Agencies Financial Obligations

Partner Agencies and New Partner Agencies are responsible for certain financial obligations including, but not limited to, the following.

#### 5.2.1 System Operational Costs

All Partner Agencies shall contribute to the System Operational Costs via the Systems Operations Budget and administered as described in section 5.3 below.

#### 5.2.2 System Entry Fees/Upgrade Fees

Some Partner Agencies must pay System Entry Fees when they enter/register a radio into the System for activation based on the System Entry Fee established by the Governance Committee. The Lead Agency shall submit their recommendation of the System Entry Fees for Governance Committee approval at the same time the System Operations Budget (Section 5.3) is submitted for approval annually.

The System Entry Fees are necessary to recoup/offset costs that were required during the previous System upgrade. Partner Agencies that financially contributed to the previous System Upgrade are not required to pay System Entry Fees. Legacy Partner Agencies that are not required to pay System Entry Fees are listed in attachment C. Partner Agencies not listed in attachment C and any New Partner Agencies are required to pay the System Entry Fee for each radio they add to the System.

System Entry Fees are billed on a per radio basis. The Lead Agency shall invoice the Partner Agency or New Partner Agency for any System Entry Fees at the approved per radio rate when a new radio is entered into the System on behalf of that Partner or New Partner.

System Entry fees shall be deposited into the Reserve Fund as outlined in section 5.6 below.

Over-the-air upgrade programming of radio equipment will not be charged and limited to two annually per Member Agency. Any additional upgrades past the two annually will incur a cost.

#### 5.2.3 Miscellaneous Rates and fees

As stated in 5.1 above, the Governance Committee has authority to set rates and fees as necessary. The Lead Agency may charge Partner Agencies and New Partner Agencies via invoice. Partner Agencies shall pay invoice within thirty (60) days of the date of the invoice.

Governance Committee shall set any Miscellaneous Rates and Fees annually. Lead Agency shall submit their recommendation for Miscellaneous Rates and Fees at the same time they submit the System Operations Budget (Section 5.3) for approval.

#### 5.2.4 Mutual Aid Agencies

Mutual Aid Agencies are not authorized to use the System for day-to-day communications but are limited to use of the System only when providing emergency assistance to Partner Agencies. As such, Mutual Aid Agencies are not included in the System Operations cost share calculations or System Entry Fees. Mutual Aid Agency equipment and programming costs will be the responsibility of the Mutual Aid Agency.

#### 5.2.4 Sponsored Agencies

The sponsoring Partner Agency is responsible for the costs, rates, and fees of any Sponsored Agency it sponsors on the System, unless otherwise approved by the Governance Committee. System Entry Fees per 5.2.2 above shall not apply to System Subscriber equipment for a Sponsored Agency.

### 5.3 System Operations Budget

The Lead Agency will submit the proposed System Operations Budget for approval to the Governance Committee no later than one hundred and twenty (120) days prior to the beginning of the fiscal year. Governance Committee shall be responsible for approving the System Operation Budget no later than ninety (90) days prior to the fiscal year.

#### 5.3.1 Partner Agency Cost

The Lead Agency shall submit the Partner Agency Cost Share to the Governance Committee along with the System Operations Budget in 5.2 above. The Governance Committee shall be responsible for approving the Partner Agency Cost Share, along with the System Operations Budget.

Partner Agency Cost Share shall be calculated based on the number of Subscriber Units each agency operates on the System as a percentage of the total number of Subscriber Units operating on the System. This will determine the agency's share of the annual System Operations Budget.

#### 5.3.2 Payment Remittance

Partner Agencies are required to remit payments to the Lead Agency for their contribution for use of the System. The Lead Agency shall invoice Partner Agencies quarterly. Lead Agency shall issue invoices no later than thirty (30) days after the beginning of each quarter. Partner Agencies shall pay invoice within thirty (30) days of the date of the invoice.

### 5.4 Year End Settlement

At the end of each fiscal year, the Lead Agency shall submit a financial review with the actual System Operational Costs from the previous fiscal year to the Governance Committee. The findings of the financial review shall be reported in writing to the Partner Agencies on the system. Thereafter, to the extent there have been contributions made by the Partner Agencies which exceed the actual System Operations Costs, the number of said excess contributions shall be deposited into the Reserve Fund (see 5.5), unless the Governance Committee deems otherwise. In the event of a shortfall, each Partner Agency shall be billed its pro-rata share of the shortfall, which shall be paid in the first quarter payment for the next fiscal year following the fiscal year of the shortfall.

### 5.5 Ten-Year Plan

The Governance Committee, in conjunction with the Lead Agency, will be responsible for evaluating and planning for future upgrades. Doing so will ensure the continued structural

integrity of System equipment and Sites and any necessary maintenance or repairs, and allocating for unforeseen events which may lead to additional expenses outside of the standard operational costs. Such items will be defined within a Ten-Year Plan, which will be presented to and approved annually by the Governance Committee.

The Lead Agency shall submit an updated Ten-Year Plan to the Governance Committee annually for review and approval.

## 5.6 Reserve Fund

The Governance Committee shall review and approve a long-term financial plan to ensure funds are available for the System's capital needs as defined in the annually updated Ten-Year Plan, as well as for any unforeseen emergency expenses. A Reserve Fund has been established to ensure adequate funds are available for ongoing maintenance, upgrades, and unforeseen expenses which may arise outside of operational costs.

### 5.6.1 The Reserve Fund shall be funded in the following manner:

#### 5.6.1.1 Contributions by Partner Agencies

The Partner Agencies are responsible for providing funds for deposit to the Reserve Fund. The Lead Agency shall submit the cost of each Partner Agency along with the Fiscal Year Budget described in section 5.3. The Governance Committee shall approve the Reserve Fund contributions as part of the annual budget review and adoption process.

#### 5.6.1.2 System Entry Fees

All System Entry Fees collected per 5.2.2 of this Agreement shall be deposited into the Reserve Fund.

#### 5.6.1.3 System Operation Budget Surplus

In the event of a System Operation Budget Surplus at the Year-End Settlement, that System Operation Budget Surplus shall be deposited into the Reserve Fund.

## 5.7 System Modification Cost

Any costs associated with System Modifications shall be addressed as outlined in section 4.4 of this agreement.



IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: \_\_\_\_\_

Board of Supervisors

Dated: \_\_\_\_\_

Approved As to Form:

County Counsel

**APPROVED AS TO FORM**  
  
**COUNTY COUNSEL OF**  
**ORANGE COUNTY, CALIFORNIA**

CITY OF: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Dated: \_\_\_\_\_

Approved As to Form:

City Attorney

By: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Authority

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: \_\_\_\_\_  
Board of Supervisors

Dated: \_\_\_\_\_

Approved As to Form:  
County Counsel

CITY OF: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Dated: \_\_\_\_\_

Approved As to Form:  
City Attorney

By: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Authority

ORANGE COUNTY AGENCY

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the Authority

ATTEST:

\_\_\_\_\_

Clerk of the Authority

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

**BYLAWS  
800 MHz GOVERNANCE COMMITTEE**

Page 1

**Article 1      Name**

Section 1.      The name of this body is the 800 MHz GOVERNANCE COMMITTEE, hereinafter referred to as the "Governance Committee."

**Article 2.      Purpose and Authority**

Section 1.      It is the purpose of the Committee to oversee implementation and operation of the 800 MHz Countywide Coordinated Communications System (the "System"), including Member Agency compliance with payment schedules, addressing operational issues affecting System operation and site development, reviewing and approving conversion, modification and enhancement plans, approving contract pricing changes, resolving disputes between Member Agencies, operational and fiscal matters necessary for the operation and maintenance of the System, and performing any other responsibilities required to implement the Joint Agreement. The Governance Committee shall be responsible for approving the 800 MHz Project System Operations Budget operating and Reserve Fund that are jointly funded by the Parties to the Joint Agreement.

Section 2.      The Governance Committee was established November 23, 2004, and amended June 2, 2015, by the Orange County Board of Supervisors (the "Board") and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS.

Section 3.      This Governance Committee will operate under the revised Board authorization of the re-written Joint Agreement to facilitate the operation, maintenance, and financial management of the 800 MHz CCCS established on \_\_\_\_\_

**Article 3.      General Operating Mandated Regulations and Statutes**

Section 1.      The Governance Committee must adhere to all local, state and federal regulations and statutes that may, from time to time, apply.

Section 2.      The Committee shall be subject to the provisions of The Brown Act (commencing with Section 54950 of the Government Code) relating to public meetings of local governmental advisory boards.

Section 3.      The Governance Committee must comply with the County's non-discrimination and zero tolerance sexual harassment policies.

Section 4.      The Governance Committee must comply with the County's Code of Ethics, which outlines the County's clear expectations for behavior in relation to the members' duties as public servants.

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800 MHz GOVERNANCE COMMITTEE

Page 2

Section 5. The Governance Committee shall operate strictly within its designated purpose.

**Article 4. Membership and Term of Office**

Section 1. Appointment. The Committee shall be comprised of nine (9) members, as identified below, and will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- County Executive Officer, County of Orange, or Designee
- Sheriff-Coroner, or Designee
- Orange County Public Works Resources and Development Management Department Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Executive Director, or Designee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee

Each member must designate and name an alternate as a voting member if member cannot attend.

Section 2. Terms. Committee members shall be appointed for a two (2) year term. Members may serve for multiple additional two (2) year terms upon reappointment to each new term in accordance with Article 4, Section 1 above.

Section 3. Removal. The Governance Committee, by majority vote, may remove members of the Committee any time without cause. In addition, if a committee member misses three (3) consecutive Governance Committee meetings (whether regular or special meetings), said Governance Committee member will be deemed automatically removed without further Governance Committee action.

Section 4. Vacancies. A vacancy on the Governance Committee shall be filled by majority vote of the Governance Committee in accordance with Article 4, Section 1 above. Such vacancy should, if possible, be filled within 30 days of vacancy.

**Article 5. Meetings**

Section 1. Regular meetings shall be held on a quarterly basis. Governance Committee meetings shall be fixed on the first month of each quarter (January, April, July, and

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October) on the fourth Wednesday at 1:30 PM unless a majority of the Committee members determine that an alternate fixed meeting day and time within the designated months is required to maximize member attendance. At least 72-hours prior to a regular meeting, an agenda shall be posted that contains a brief general description of each item to be covered in the meeting.

Section 2. Special meetings may be held on 24-hour public notice, including a binding agenda with brief general description of items to be covered at the meeting. Any special meeting notice must be publicly posted in accordance with all applicable laws and must be received by Committee members at least 24 hours in advance (Government Code Section 54956).

Section 3. A majority five (5) of the members shall constitute a quorum to conduct business.

Section 4. Only Governance Committee members may vote on items on the Agenda and each member may have only one vote.

Section 5. Governance Committee meetings may be rescheduled or canceled in accordance with the Brown Act. Orange County Sheriff Technology staff shall act as the Clerk of the Board for meeting rescheduling purposes.

**Article 6. Officers**

Section 1. The officers shall consist of a Chairperson and Vice Chairperson. The elected Chairperson shall conduct the meetings.

Section 2. The elected Vice Chairperson shall conduct regular Governance Committee meetings in the absence of the Chairperson; and do everything necessary to assist the Chairperson in related duties. In the event that both the Chairperson and the Vice Chairperson are absent from the same committee meeting, the remaining Governance Committee members present may appoint one of them to be the Chairperson for that meeting.

Section 3. Elections for Chairperson and Vice Chairperson shall be conducted by the full Governance Committee and shall occur in April of each year. The Chairperson shall call for nominations from the Governance Committee members and the Chairperson will initiate a vote. A majority vote of the Committee members present is required for each candidate to be elected as Chairperson and Vice Chairperson.

**Article 7. Staffing**

Section 1. Orange County Sheriff Technology staff secretary will provide secretarial support to the Governance Committee. Orange County Sheriff Technology staff secretary shall prepare and publish the Committee's agenda for each meeting. Orange County

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Sheriff Technology staff shall call for attendance at the beginning of each meeting, keep the minutes, and perform other clerical duties as appropriate to the position. He/she shall retain the attendance records including the minutes.

**Article 8.     Compensation**

Section 1.     Governance Committee members shall receive no compensation for their service.

**Article 9.     Amendments, Review, Dissolution and Effective Date**

Section 1.     This Committee will operate as established by the Board of Supervisors on November 23, 2004 and revised by the Board of Supervisors in \_\_\_\_\_, 2021

Section 2.     These Bylaws shall supersede all previous Bylaws and shall become effective on upon the approval of the Board of Supervisors.

Section 3.     These Bylaws shall remain in effect until amended, revised or terminated by the Board of Supervisors and Parties to the Joint Agreement.

Section 4.     The Board of Supervisors and Parties to the Joint Agreement may make amendments to the Bylaws at any time.

Section 5.     This Governance Committee can be terminated at any time, without cause, by action of the Board of Supervisors and Parties to the Joint Agreement.



Project No:  
Project Name:  
Project Location:

## NEW PARTNER AGENCY RIDER TO JOINT AGREEMENT FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE COUNTY 800 MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This New Partner Agency Rider ("**NPA Rider**") is entered into on \_\_\_\_\_, ("**Effective Date**"), by and between \_\_\_\_\_ (hereinafter referred to as "**NEW PARTNER AGENCY**") and the Orange County 800 Megahertz Countywide Coordinated Communications System Governance Committee (hereinafter referred to as "**GOVERNANCE COMMITTEE**"). For the purposes of this agreement, the GOVERNANCE COMMITTEE represents the Partners (hereinafter referred to as "**JOINT AGREEMENT PARTNERS**") of the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 Megahertz Countywide Coordination Communications System (hereinafter referred to as "**JOINT AGREEMENT**") (Section 1.4.1 of the JOINT AGREEMENT). GOVERNANCE COMMITTEE and NEW PARTNER AGENCY may be referred to individually herein as a "**Partner**" or collectively as the "**Partners.**"

### RECITALS

- I. WHEREAS, JOINT AGREEMENT PARTNERS entered into the JOINT AGREEMENT in 2020; and,
- II. WHEREAS, NEW PARTNER AGENCY, executed a copy of the JOINT AGREEMENT in accordance with Section 3.2.1 of the JOINT AGREEMENT on \_\_\_\_\_; and,
- III. WHEREAS, NEW PARTNER AGENCY executed a copy of the New Partner Agency Agreement per Section 3.2.1 of the JOINT AGREEMENT on \_\_\_\_\_; and,
- IV. WHEREAS, Section 2.1, "Governance Committee Authority", and Section 3.2.1, "Adding New Partner Agencies", of the JOINT AGREEMENT grants the GOVERNANCE COMMITTEE the authority to enter into a separate agreement with NEW PARTNER AGENCY to establish additional terms, conditions, and costs for entry into the Countywide Coordinated Communications System (the "CCCS"); and,
- V. WHEREAS, the JOINT AGREEMENT in Section 1.4 "Liability" provides for indemnification only between those Partners listed in Exhibit A of the JOINT AGREEMENT (and would not include NEW PARTNER AGENCY); and,
- VI. WHEREAS, Section 1.4.1 of the JOINT AGREEMENT, "New Agency Liability Rider", grants the GOVERNANCE COMMITTEE the authority to enter into a Liability Rider that shall, for all intents and purposes, make the NEW PARTNER AGENCY, a Partner in Section 1.4.



VII. WHEREAS, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY now desire to enter into a separate agreement (this NPA Rider) to establish additional terms and conditions by including NEW PARTNER AGENCY in the indemnity provision of the JOINT AGREEMENT per Section 1.4;

NOW THEREFORE, in consideration of the Recitals above, the receipt of which the Partners acknowledge herein, and which are incorporated herein by this reference, and the mutual covenants and agreements hereinafter contained, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY do hereby agree as follows:

**A. NEW PARTNER AGENCY LIABILITY.**

NEW PARTNER AGENCY shall now be included as a Partner as stated in Section 1.4 of the JOINT AGREEMENT.

Except as otherwise expressly set forth herein, all terms and conditions contained in the JOINT AGREEMENT, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Partners have executed this New Partner Agency Rider on the day and year first written above.

**GOVERNANCE COMMITTEE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**NEW PARTNER AGENCY**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**A. LEGACY PARTNER AGENCIES – Partner Agencies that financially contributed to the previous System Upgrade:**

Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Los Alamitos, Metronet, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, West-Comm, Westminster, Yorba Linda, Orange County Fire Authority, CEO, District Attorney, Health Care Agency, John Wayne Airport, Animal Control, OC Lifeguard, OC Parks, OC Waste & Recycling, OC Public Works, Probation, OC Sheriff, Social Services Agency, Orange County Transportation District, Irvine Valley College Police, Santa Ana Unified School District Police, Saddleback College Police

**B. MUTUAL AID AGENCIES**

ATF, CA State Parks, California Corrections & Rehabilitation, CHP, Downey Fire, Lake Mission Viejo LG, Loaners, Long Beach Fire, Long Beach PD, Los Alamitos Armed Forces Reserve, LA County Fire, LA Sheriff, San Diego Sheriff Aviation, Santa Fe Springs Fire, Signal Hill PD, DOJ, UCI Irvine, US Marshals, USMC Camp Pendleton Fire

**COUNTY OF ORANGE  
CALIFORNIA**

**800 MHz CCCS**  
(Countywide Coordinate Communications System)

**STANDARD OPERATING PROCEDURES**



**PREPARED AND DISTRIBUTED  
BY:**

**ORANGE COUNTY  
LEAD AGENCY**

**January 2021**

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## **1.0 INTRODUCTION**

The 800 MHz Countywide Coordinated Communications System (CCCS) Standard Operating Procedures (SOP) provides National Incident Management System (NIMS) compliant procedures that are applicable to multi-agency, multi-discipline, all-hazard responses throughout the County of Orange. This SOP ensures consistent protocols and formalizes the operation and usage of the 800 MHz Radio System (System). This SOP will be utilized by CCCS emergency response and support personnel, communications operational and technical personnel, local/State/Federal government representatives, non-governmental organizations, and other System users as authorized by 800 MHz CCCS Governance Committee.

All System users shall comply with this SOP.

## **2.0 PURPOSE**

The System is an 800 MHz trunked simulcast radio communications system designed to meet the needs of Orange County law enforcement, fire, lifeguard and public works responders and any other authorized users who are supporting these services.

This SOP addresses procedural and operational aspects of the System to include:

- Operational guidelines.
- Technology specifications and requirements.
- Usage guidelines.
- Training and exercises.
- Maintenance and repair.

## **2.1 Governance**

The CCCS is governed by the 800 MHz CCCS Governance Committee which was established November 23, 2004 and amended June 2, 2015, by the Orange County Board of Supervisors and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS. The Governance Committee is comprised of nine members including four City Managers, and designees from the County Executive Officer, Sheriff-Coroner, Public Works Director, Orange County Chiefs' of Police & Sheriff's Association and Orange County Fire Chief's Association. The Governance Committee responsibilities include the establishment and enforcement of these Standard Operating Procedures.

Additional information on the 800 MHz CCCS Governance Committee membership and responsibilities are documented in the 800 MHz CCCS Governance Committee Bylaws.

## **2.2 Users Group**

The 800 MHz CCCS Users Group meetings occur once each quarter. The Users Group meetings allow for the sharing of information from the Lead Agency (Orange County Sheriff's Department Technology Division) regarding the System operations and any upgrade or enhancement projects proposed or in progress. These meetings also allow for Partner Agencies to discuss current concerns or provide input regarding future enhancements. All Partner Agencies are welcome to participate in the quarterly 800 MHz Users Group meetings.

## **2.3 800 MHz CCCS Radio System**

The 800 MHz CCCS Radio System (System) is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The System utilizes radio frequencies in the 800 MHz radio spectrum under the rules and regulations of the Federal Communications Commission (FCC). The System consists of the following major components:

- Radio Communications sites located throughout the County (towers, equipment shelters, generators & site security).
- Radio infrastructure (transmitters, receivers, combiners, antennas, etc).
- Radio spectrum in the 800 MHz frequency band and microwave radio frequency spectrum.
- Microwave radio links between the radio sites and the Loma Ridge Master Site.
- Subscriber Units (mobile radios, portable radios, control stations, dispatch consoles).
- System Watch Network Operations Center (NOC).

The System is designed to provide 95% portable radio coverage, 95% of the time within the Orange County operating area.

## **2.4 Eligible Users**

The primary purpose for the System is to support Orange County public-safety and local government agencies' day-to-day operations by providing dependable, interoperable radio communication. Orange County public safety and local government agencies as well as applicable State and Federal government agencies may be eligible for access to the System. System access will be determined by the 800 MHz CCCS Governance Committee in compliance with the 800 MHz CCCS Joint Agreement and with consideration of System capacity.

## **2.5 Acceptable Usage/Radio Discipline**

All System users shall follow these policies.

The System is to be used for day-to-day operations, emergency response calls, incidents, missions and disasters. The System may also be utilized for planned events, training and exercises with consideration of channel capacity and available talkgroups.

This policy clearly defines the discipline for agencies and individuals to follow when using radios on the System. Each Agency is responsible for ensuring their users adhere to proper radio discipline.



Misuse of the System shall be reported to the Lead Agency Director to handle directly with the Department Head of the agency involved. The reporting party's contact information should be provided in the notification. No profanity, playing music, personal conversations or activities not directly related to agency business will be permitted on the System.

All agencies and individuals shall utilize these communications resources professionally and keep radio conversations as concise as possible.

All agencies and individuals utilizing the System must abide by all FCC regulations as stated in Title 47 Part 90 Land Mobile Communications.

### **3.0 SCOPE**

This SOP applies to the operational, technical and usage aspects of the System. It is therefore applicable to any user of the System, and applies to government agencies at the local, County, State and Federal levels, as well as authorized non-government users.

#### **3.1 SOP Approval**

This SOP and subsequent revisions require approval of the 800 MHz CCCS Governance Committee after review by the Lead Agency.

#### **3.2 SOP Change Process**

##### **Annual Review Requirement**

The SOP will be reviewed on an annual basis to assess the need for updates or revisions. The Lead Agency Director or designee will be assigned the task of reviewing the SOP, identifying applicable updates, and submitting a draft of the revised SOP for Governance Committee approval.

##### **Operational Context**

The 800 MHz CCCS Governance Committee is charged with approving standards, protocols and procedures for optimal operations between and among the users of the System.

##### **Submitting Change Requests**

Requests to delete, add, and/or change adopted standards, policies and/or procedures may be submitted in writing to the Governance Committee at any time. If the requested change is time critical, the Governance Committee may direct a request for immediate consideration to the Lead Agency Director.

##### **Change Request Contents**

A written request for any change to the SOP submitted to the Governance Committee shall include:

- A full description of the deletion, addition, or change including section and subsection references.
- The reason for the change (including the potential consequences if the request is not approved).

- A preliminary assessment of impact on other System users and an estimate of associated costs, if any.

The Governance Committee may direct the Lead Agency Director to conduct an assessment to address:

- Technical impact to current and future System performance including which system or subsystems will be or may be affected.
- Operational impact to current and future system performance including effects on System capacity and determination of those systems or subsystems that will be or may be affected.
- Degree of conformance with Governance Committee approved plans and standards.
- Cost impact to current participants.
- Potential alternatives.

The Lead Agency Director shall forward the completed assessment to the Governance Committee along with recommendations including strategies to mitigate negative impacts, if appropriate.

The Governance Committee shall notify all agencies of all requests along with potential impact and invite their comments.

The Governance Committee will approve, deny, or modify the requested SOP change.

If approved, the Governance Committee will incorporate the applicable SOP modifications and inform System users.

### **Management of Change Process**

The Governance Committee Chair will manage this process.

## **4.0 RADIO SYSTEM MANAGEMENT**

### **4.1 Radio System Architecture**

The System is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The P25 System is a standards based system, and different vendor subscriber radios may be able to access and use it. Due to manufacturer differences outside of the defined P25 standard, not all manufacturer radio features may work with the System. Some radios may interact differently with the existing infrastructure and can potentially exhibit undesirable operational characteristics.

As a result, the following procedures must be followed:

- All manufacturer's radios must be tested and approved by the Lead Agency prior to being used on the System.
- A listing of tested and approved radio models will be maintained by the Lead Agency.

### **Operational Context**

The System is dedicated primarily to public safety agencies, the agencies that support public safety and public utility and service agencies.

### **Protocol / Standard**

The System utilizes the APCO Project 25 Phase 1 digital radio standard for the voice and control channels. The microwave radio system is a digital system that adheres to Telecommunications Industry Association (TIA) / Electronic Industry Alliance (EIA) standards.

## **4.2 Radio System Management**

The Lead Agency is responsible for System administration and the day-to-day management, operation and oversight of the System and for the maintenance of this SOP. While their specific duties are not detailed in this document, their general duties include:

- Monitoring the System and components for normal operations.
- Diagnosing System performance, problems, and developing corrective action recommendations.
- Dispatching appropriate repair services in the event of a malfunction of System equipment.
- Managing the database elements, including subscriber IDs, talkgroup IDs, and the various parameters that relate to their effective operation.
- Working with all agencies and their technical staff to diagnose and resolve problems that involve radio operations, maintenance or repair of the equipment.
- Serving as the point of contact (POC) with equipment manufacturers for issues related to the radio System.
- Providing timely information to System users on issues that arise, or repair/maintenance issues related to System equipment that would affect normal radio operations.
- Monitoring System databases for normal operations and conducting regular database backups.
- Programming of all subscriber radios and dispatch consoles with System access.
- Encryption management including managing and maintaining encryption keyloaders.

The Lead Agency makes decisions on issues related to the day-to-day operation of the System and addresses urgent or emergency operational, maintenance, or repair decisions.

An urgent or emergency situation is one where immediate decision authority is needed to allow the System as a whole, or any of the subsystem components, to continue supporting normal wide-area voice communications services. It is recognized that Lead Agency may have to obtain authorizations from the CCCS Governance Committee to make longer-term or non-emergency capital or repair expenditure decisions.

Due to the complexity and distributed administration and maintenance of the System, problems can typically occur when changes are made to hardware or software. In order to keep all System users informed of any updates, notifications will be sent to all dispatch centers and designated User Agency contacts when the following actions occur:

- Planned maintenance work is being performed on the System that will impact performance or System operations
- Equipment malfunctions or failures that affect System performance or operation
- Configuration changes in equipment or software by any user agency that may impact operations of any other agency

### **4.3 Network Management**

#### **Purpose or Objective**

Defines the responsibilities for network management.

#### **Technical Background**

The System is comprised of, but not limited to, channel banks, hubs, switches, routers, servers, local area networks, and wide area network links connecting sites together. The network sites are interconnected by usage of microwave radio equipment, fiber, Ethernet or telecom T1 circuits. The radio network is monitored with network management tools provided by the equipment manufacturers and/or other vendors.

The radio System architecture is primarily constructed around the APCO Project 25 standard. The microwave system is composed of industry standard equipment, which also provides flexibility and a large variety of management and diagnostic tools.

The System network is complex. Unusual problems may be difficult to identify and resolve. System documentation shall be kept up to date or it will lose its value in supporting the System network.

The System is protected from all other agency data networks to manage the security and functionality of the System. If there is a connection to another data network, it shall be through a manufacturer specified and configured firewall, and approved by the Lead Agency.

#### **Operational Context**

The components of the System are considered as "owned" by the Partnership with responsibility for maintenance of the sites and equipment delegated to the Lead Agency by the authority of the 800 MHz CCCS Governance Committee and the 800 MHz CCCS Joint Agreement. Any required maintenance contractor agreements will be negotiated by the Lead Agency and presented to the 800 MHz CCCS Governance Committee for approval.

The backbone of the System is structured on an integrated network. Any infrastructure hardware and software upgrades or changes that may impact the System require reasonable discussion, approval and oversight by the Lead Agency, and the 800 MHz CCCS Governance Committee.

All maintenance work being scheduled that may affect System performance is preceded by reasonable and appropriate notification to the user agencies.

The configurations for each of the components of the System are documented primarily for the purpose of maintenance, but also affect future planning. The manufacturer provides the original 'as-built' documentation.

The other defined standards for maintenance, documentation, notification, changes, security, and training also pertain to the network portion of the System.

### **Procedure**

The methods for performing detailed System operations are defined in the technical resource manuals and training documentation for the System. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request approved by the 800 MHz CCCS Governance Committee, the Lead Agency and County Counsel.

### **Management**

The Lead Agency is responsible for managing the System network.

## **4.4 Advanced System Keys**

### **Purpose or Objective**

To outline the procedures for the production, and usage of both the Software and Advanced System Keys (ASK) for the System.

### **Technical Background**

A system key allows for the programming of a radio for use on the System and is used to maintain System security. The System key keeps unauthorized units from gaining access to the System. Most radio equipment manufacturers provide a software based system key unique to each trunked radio system. The System key is required for a radio (subscriber unit) to be programmed so that the radio can be recognized by the System and the user can access the System.

### **Operational Context**

The Lead Agency will maintain and safeguard all Master ASKs, regardless of manufacturer and is responsible for the production and issuing of all secondary keys to authorized users. Manufacturers' radios that do not require a system key will not be approved for operation on the System.

An agency using subscriber radios other than the System manufacturer (Motorola) must acquire and provide to the Lead Agency the manufacturer's Master ASK for the 800 MHz System and all necessary software and key hardware to program secondary keys as needed.

The safeguarding of these keys is paramount and should at all times be treated as restricted, public safety sensitive information with access closely guarded.

### **Management**

The Lead Agency Director is responsible for maintaining the security of and access to the System keys.

## **4.5 Database Management**

### **Purpose or Objective**

Defines the aspects and assignment of responsibilities for managing the System's databases.

### **Technical Background**

The management of the System and subsystem databases is assigned to Lead Agency staff with responsibility for the various aspects of the System operations.

The databases contain information for the System and subsystems defining the operational characteristics of:

- Subscriber Radios
- Radio Users
- Talkgroups
- Profiles for Radio Users and Talkgroups
- System portion of the fleet map programming
- System and Subsystem equipment operational parameters
- Security Group structures
- Login User accounts and privileges

The databases contain the operational personality of the entire System. Because of this critical function, the data must be properly managed for System functionality and archived regularly in case of data loss or corruption.

### **Operational Context**

The System databases are partitioned to facilitate the distributed management of the data contained in them. The database management responsibilities of the Lead Agency include the following:

- The Lead Agency is responsible for maintaining and archiving copies of all radio codeplug data and System databases.
- Database backups are made once per week and are stored "off-site" on a backed-up server in the event of a disaster.
- Database restoration will be performed by trained technical staff and only in the event of System software reloading and version changes, System database corruption, or as defined in the Disaster Recovery Plan.
- Database restoration is performed when a non-critical condition exists and if approved by the Lead Agency Director.
- The Lead Agency notifies agencies of any database issues that adversely impact their normal operations.

### **Procedure**

The methods for performing the database operations are defined in the manufacturer's technical resource manuals. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request to the Lead Agency.

The procedure for this standard is at the discretion of the Lead Agency.

### **Management**

The Lead Agency is responsible for managing the data attributes and is responsible for backing up the System databases.

## **4.6 Subscriber Radio Inventory/Fleetmap**

### **Purpose or Objective**

Establishes the policy to ensure all radios activated on the System are properly accounted for, assigned, and managed.

### **Technical Background**

Each radio operating on the System must be assigned a unique 7-digit IUID number allowing the radio to affiliate and communicate on the System. The System's controller provides individual access to the System for each assigned radio.

### **Operational Context**

The Lead Agency manages the subscriber radio inventory and is responsible for assigning and tracking all IUID numbers. Each 7-digit IUID number can only be used with an individual radio and shall not be duplicated or "cloned" to another radio.

IUID management and subscriber radio inventory are critical to the operational integrity of the System. Accurate subscriber radio inventory is also important as this is the basis for the equitable distribution of the costs associated with System operations and maintenance.

### **Protocol / Standard**

The Lead Agency is the only authorized source for IUID assignment and subscriber radio programming. The Lead Agency establishes and maintains the Fleetmap Inventory database and conducts annual inventory verification with each Partner Agency. This annual inventory is also provided to Lead Agency Financial for use in the various budget and billing calculations for Partner Agencies.

### **Management**

The Lead Agency is responsible for IUID issuance and management of the subscriber radio inventory/Fleetmap.

## **4.7 Lost or Stolen Radio Notifications**

### **Purpose or Objective**

Establishes the policy to ensure the System's operational integrity and security by providing users with a procedure for reacting to incidents of missing, lost or stolen radio units.

Each agency shall develop internal guidelines for dealing with incidents of lost, stolen or missing radio equipment, to include notification to the Lead Agency.

### **Technical Background**

The System's controller provides individual access to the System for each assigned radio. The controller provides the ability to disable the radio altogether with the 'inhibit' feature.

The target radio must be turned on and affiliated with the System for the actions to be processed. If the target radio is not active, the requested action can be put into the passive mode. When the target radio does attempt to affiliate with the System, the pending action is initiated.

### **Operational Context**

All agencies are required to make immediate notification to the Lead Agency upon receiving information, notification, or recognition that an assigned radio is misplaced, lost or stolen. Delay in providing notification could result in unauthorized persons causing interference and/or receiving confidential information.

### **Protocol/Standard**

The Lead Agency shall be immediately notified of the situation by a phone call and submission of a Lost/Stolen Radio Report Form.

The request to inhibit a lost/stolen radio must be specified on the Lost/Stolen Radio Report and must be accompanied by a copy of the Police report.

Lost and stolen radio information will be passed on to user agencies and local radio shops in case the radio is located or turned in.

The Lead Agency will invoice the agency for the replacement cost of the radio if owned by the Lead Agency (ie., a loan pool radio).

### **Management**

The Lead Agency is responsible for managing this policy.

## **4.8 System Management Access**

### **Purpose or Objective**

Defines the types and areas of individual access to the management functions of the System.

### **Technical Background**

Every login user of the System has a minimum of one login account and possibly more if multiple levels of access rights are needed for different purposes, such as administrative or general use. Every account can be individually set with the security and application rights needed to meet the needs of each user. All user account IDs shall be unique as the System's



databases do not permit the use of duplicate IDs. The user login aliases are limited to a specific length.

### **Operational Context**

Personnel who log into the systems to use management applications and support tools are referred to as "Login Users". These are technical support staff such as the System Manager, administrators, technicians, etc. This is different that "Radio User" as referred to in other standards. Every user's login ID on the system is unique. Every login user of the System has a user ID that is only for that specific agency's or individual's use. Based on the types of access required an individual may need more than one login ID.

The types of access fall into the following areas:

- System Management
- Infrastructure Maintenance
- Subscriber Administration
- Dispatch Management
- Asset Management

The areas of access are based on the physical locations of the equipment and individual need.

Access to System, Network, and Asset Management terminals will be limited to Lead Agency staff and approved vendors.

Lead Agency may review personnel with System access at any time to ensure that only the appropriate levels of access have been granted based on their currently assigned business needs.

### **Protocol**

Each Login User account must be requested from and approved by the Lead Agency Director. The account will be assigned a login name and access level based on the requirements of the request. Access will be immediately rescinded for any unauthorized actions or change of employment status.

### **Management**

The Lead Agency is responsible for the creation of administrative accounts, designating the areas of access allowed for each account, and the review of access granted.

## **4.9 Requesting System Access**

### **Purpose or Objective**

To establish the procedure for an eligible agency to apply to participate on the 800 MHz CCCS.

### **Operational Context**

The 800 MHz CCCS Governance Committee has determined the requirements and procedure for potential new applicants desiring access to the 800 MHz CCCS. Those procedures are documented in the 800 MHz CCCS Joint Agreement.

**Management**

The Lead Agency Director is responsible for managing the process of potential new System User applications in accordance with protocols established by the Governance Committee and documented in the 800 MHz CCCS Joint Agreement.

**4.10 Alias List Standards****Purpose or Objective**

To establish a standard for the use of Subscriber alias for identifying radio users.

**Operational Context**

An alias is a common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 7-digit IUID number.

The Lead Agency does not maintain alias names for Partner Agencies.

Each Partner Agency shall maintain their own alias database and their alias names will only appear on their local dispatch consoles and subscriber radios.

**Management**

Each User Agency is responsible for establishing and maintaining any alias lists used by that agency.

**4.11 Member Agency Operational Policy Changes****Purpose or Objective**

Defines a process to mitigate negative impact to this SOP, other Member Agencies or the overall operation of the System when Member Agencies make changes to their individual Agency operational policies.

**Operational Context**

The 800 MHz CCCS Governance Committee is charged with approving standards and determining protocols and procedures for optimal operations between and among the users of the System.

Member Agency operational policies must not be contrary to this established SOP nor should they knowingly impact other Member Agencies in a negative manner. There will be occasions or incidents that might result in the need for a Member Agency to make changes to their operational policies. Member Agencies must ensure that any change made to their internal operational policies harmonizes with the established SOP and fellow Member Agencies.

**Protocol**

Member Agencies are expected to understand the potential for their policies to impact other Agencies on an integrated communications system. As a result, any Member Agency planning to make changes to their operational policy must take into account the impact on the System. If the operational policy change is likely to have an impact on the System and/or on other

Member Agencies, or, if it is unknown whether the change will have such an impact, the Agency planning to make the change shall submit the planned policy change in writing to the Lead Agency for evaluation.

The Lead Agency will address Member Agency policy change notices with respect to their impact on the System and other Agencies. The Lead Agency will inform the Governance Committee Chair of the decision regarding the policy change if it is determined that the change will impact the System or other Member Agencies.

A written notice of any planned operational policy change submitted to the Lead Agency shall include:

- Description of the policy being changed
- Reason for the planned policy change (including the potential consequences if the request is not approved)
- Preliminary assessment of impact to other System users, and an estimate of any associated costs to implement the request

An assessment shall be conducted by the Lead Agency technical and management staff and shall address:

- Technical impact to the current and future System performance including which systems or subsystems are affected
- Operational impact including capacity impact to current and future System performance
- The degree of conformance with established policies and standards
- Cost impact to current participants
- Potential alternative solutions

The Lead Agency Director shall forward the completed assessment to the requesting Member Agency along with recommendations including ways to mitigate negative impact where applicable. If the assessment reveals a negative impact to the System or to other Member Agencies, the Lead Agency will advise the requesting Agency against enacting the change. The requesting Agency may appeal the decision to the Governance Committee for resolution if desired.

The Governance Committee shall then review the requested policy change and approve, deny or modify the request. If approved or modified, the Governance Committee shall set forth operational and/or financial responsibility as appropriate and notify all affected parties of the decision.

## **Management**

The Lead Agency Director, acting on behalf of the Governance Committee, shall manage this process.

## **4.12 Infrastructure Equipment Standards**

### **Purpose or Objective**

Sets the minimum technical and performance standards for infrastructure equipment operating on or interfacing with the System and establishes a policy preventing premature obsolescence of the same.

### **Technical Background**

The 800 MHz CCCS is an APCO P25 standards-based System constructed by Motorola Solutions, Inc. It consists of radio communications sites utilizing 800 MHz radio spectrum. The Master Site is located at the Loma Ridge Facility where the Lead Agency Radio Microwave Unit is collocated along with the County Emergency Operations Center and the OCSD PSAP/Dispatch Center. Microwave links between the Master Site and the radio sites utilize redundant methods in the construction of the System to provide for a public safety grade of service.

Vendors' equipment often utilizes different operating software and may interact differently with the existing infrastructure which can potentially exhibit undesirable operational characteristics.

It is also possible that new, untested radios, equipment and/or software can exhibit performance and functionality characteristics that are destructive to the performance, capacity and/or security of the System.

### **Operational Context**

Participants desiring to connect or interface with the System any type of fixed equipment such as a radio or console product must receive approval from the Lead Agency. Prior to approval, the System manufacturer must prove equipment compatibility. All equipment must be installed in compliance with all rules, regulations and codes applicable to its operation and location. Industry accepted radio site installation and equipment grounding practices, such as R56 or approved equivalent in effect at the time of installation, shall be used.

### **Protocol**

To ensure the reliability of the System, all infrastructure equipment directly interfaced with the System's core must maintain the same level of software revision.

Requests shall be submitted in writing to the Lead Agency signed by the requesting agency director or department head.

### **Procedure**

The request shall provide an outline of plans the requesting agency has developed for equipment integration. The written request shall indicate the name and contact information for the person designated to lead the project.

The Lead Agency Director will review the request and make the final decision.

If a technical use plan is already in place, the agency shall submit the plan to the Lead Agency for review to ensure compliance and compatibility with CCCS policy, standards and procedures. If a technical use plan is not in place, Lead Agency shall assist the requesting agency in developing a plan. Costs associated with the development of a technical plan are borne by the requesting agency. When the plan is complete it is submitted to the Lead Agency Director, who shall review the plan for compliance and compatibility with CCCS policies and procedures.

**Management**

The Lead Agency is responsible for management of infrastructure equipment standards and integration.

**4.13 Subscriber Equipment Standards****Purpose or Objective**

Sets the minimum technical and performance standards for subscriber radios operating on the System including:

- Establishing a policy to prevent premature obsolescence of subscriber radios.
- Establishing procedures for Lead Agency to measure, test, certify and publish a list of subscriber radios that are approved for use on the System.
- Ensuring that decommissioned subscriber radios are properly deprogrammed before disposal to prevent interference with public safety communications.

**Technical Background**

The System utilizes digital communication technology with the primary use being voice communications using the APCO P25 Phase 1 protocol with 9600-baud control channels.

Subscriber radios from various vendors often utilize different operating software providing a variety of services, features, functionality and performance to the users. Many of these radios interact differently with the infrastructure and can potentially exhibit undesirable operational characteristic. It is possible that untested radios and/or software can exhibit performance and/or functionality characteristics that are destructive to the overall performance, capacity and/or security of the System. Users are prohibited from using radios or accessories that may be destructive to the System.

Partner Agencies shall deliver any retired radio subscriber equipment to the Lead Agency for decommissioning and deprogramming. Decommissioned radios that are not properly deprogrammed could pose interference issues with public safety communications. Radios removed from the System for decommissioning purposes shall be deprogrammed so as to remove all System related information, ID's, and conventional channels, leaving only an idle frequency of 851.0000 MHz to prevent potential interference issues with public safety communications.

**Management**

The Lead Agency is responsible for maintaining all testing, managing radio equipment manufacturer initiated submittals, coordinating activities of the test team, and the proper deprogramming of subscriber radios. Any Agency purchasing new subscriber equipment is encouraged to work with the Lead Agency first to ensure the new equipment meets System standards and is properly equipped to operate on the System.

**4.14 System Administrator Standards****Purpose or Objective**

Establishes the minimum training standards for System administration and staff. This ensures that System functionality and integrity are maintained by restricting System administrative functions to trained, qualified and authorized personnel only.

### **Protocol**

The Lead Agency is responsible for maintaining System configuration databases for System or subsystem infrastructure, subscriber databases and console configuration databases.

## **4.15 Dispatch Center Personnel Training**

### **Purpose or Objective**

Establishes minimum training standards for the public-safety dispatch center personnel with access to System resources. This ensures that personnel performing communications dispatch operations are properly trained by the Lead Agency.

### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform dispatch functions using console equipment connected to the System core.

### **Protocol/Standard**

Public safety dispatch center personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunk system patching and all established SOPs.

Other recommended training that each agency's communications center personnel should have include:

- COML.
- ICS courses 100, 200, 700.B, 800 or others as required by employing agency

### **Recommended Procedure**

This policy does not contain specific training procedures or training modules.

### **Management**

The communications / 9-1-1 center manager within each agency is responsible to ensure personnel with radio console access to resources on the System comply with the following:

- Public safety communications / 9-1-1 center personnel receive the appropriate training before accessing System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with features and functions of communications consoles in order to rapidly and effectively

communicate with public safety personnel and are able to identify and establish interoperability solutions when appropriate or directed.

- Only qualified personnel perform dispatch functions on System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with all applicable sections of the SOP.

#### **4.16 Incident / Tactical Dispatcher Training**

##### **Purpose or Objective**

Establishes minimum training standards for those performing incident or tactical dispatch functions with access to System resources. This ensures that System communications incident/tactical dispatcher operations are performed by properly trained dispatch personnel.

##### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform incident/tactical dispatch functions.

##### **Protocol or Standard**

Incident/tactical dispatch personnel shall successfully complete appropriate training on the console system, mobile radios or control stations in the Mobile Command/Communications Units. Appropriate training shall, at a minimum, include formal training either by an incident/tactical dispatch trainer who has completed the training from a qualified instructor or by a qualified radio technical staff member familiar with the Mobile Command/Communications Unit's (MCU) operations.

Incident/tactical dispatch personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunked system patching, gateway and other communications equipment in the MCU as well as all established standard operating procedures.

Other recommended incident/tactical dispatcher training should include:

- COML.
- COMT.
- ICS courses 100, 200, 300, 400, 700.B, 800 or others as required by their employing agency.
- Any other developmental, technical or safety courses deemed necessary by employing agency.

##### **Procedure**

This policy does not contain specific training procedures or training modules.

##### **Management**

The Communications Center Manager within each agency is responsible to ensure personnel with access to MCU resources on the System comply with the following:

- Incident/tactical dispatch personnel or those acting in that capacity receive the appropriate training before accessing System resources.

- Incident/tactical dispatch personnel maintain familiarity with features and functions of MCU in order to rapidly and effectively communicate with public safety personnel and are also able to identify and establish interoperability solutions when appropriate or directed.
- Only qualified personnel perform incident/tactical dispatch functions on System resources.
- Incident/tactical dispatch personnel maintain familiarity with all applicable sections of the SOP.



#### **4.17 Radio (Subscriber) User Training**

##### **Purpose or Objective**

Establishes the minimum training standards for radio users, which ensures proper operation of radios on the System.

##### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only trained personnel operate radio equipment.

##### **Protocol/Standard**

Radio users shall successfully complete appropriate training on assigned radios before being allowed to operate on the System. Appropriate training shall include formal training from a qualified instructor or approved media and, at a minimum, include the following:

- Radio users shall be trained on the technical operation of assigned radios. Training will be required biennial.
- Radio users shall be trained on how to operate the radio within the System along with any special features of the System they will use, e.g., emergency button, call alert, etc.
- Radio users shall be trained on and demonstrate proficiency with all applicable mutual aid and interoperable communications resources and standard operating procedures.
- Radio users shall maintain awareness of the mutual aid, interoperability channels or talkgroups in their radios, as well as how to navigate to them when necessary.
- User agencies will make an effort to conduct ongoing refresher training for radio users periodically following their initial training (e.g., build into in-service training, dispatch centers conduct random tests, roll call training, on-shift training, etc.).

Lead Agency staff assists user agencies in identifying training needs and implementing training programs to meet those needs. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

##### **Procedure**

This SOP does not contain specific training procedures or training modules, however, Lead Agency staff assists with radio user training when requested.

##### **Management**



Each User Agency is responsible to ensure that:

- Personnel assigned radios shall receive the appropriate training with emphasis on awareness of and how to navigate to mutual aid and interoperability channels or talkgroups (initial and ongoing refresher training).
- Only trained and qualified personnel shall operate radio equipment.
- Radio users are familiar with sections of the SOP.

#### **4.18 Interoperability and non-CCCS Radio Users**

##### **Purpose or Objective**

Establishes the minimum training standards for radio users having access to interoperable resources of the System. This ensures the proper operation of radios on the System and safeguards against improper utilization of interoperability resources.

##### **Operational Context**

System functionality and operability is maintained by ensuring that only properly trained personnel use the interoperable resources on the System for mutual aid communications. If agencies do not have appropriate training, then communications failure or a degradation of the System resources may occur.

##### **Protocol/Standard**

Radio users shall have a demonstrated knowledge of Section 6 Interoperability Standards, and have successfully completed appropriate initial and ongoing refresher training including:

- User training emphasizing:
  - The use of interoperable channels and how to navigate their radio.
  - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).
- Dispatch and supervisory training emphasizing:
  - The use of interoperable channels.
  - The use of patching and patch channels.
  - The use of cross band repeaters and gateway devices.
  - The use of RF control stations.
  - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).

Radio users with access to interoperable channels must be familiar with all applicable mutual aid and interoperable requirements and procedures.

##### **Procedure**

This SOP does not contain specific training procedures or training modules.

##### **Management**

The Lead Agency will provide training materials upon request for initial training and ongoing refresher training. Additionally, as resources permit, the Lead Agency will assist user agencies

with developing plans and methods on incorporating ongoing radio refresher training into various activities for the most effective delivery to personnel. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Agencies requesting and/or using the interoperable talkgroups are responsible to ensure that:

- The use of mutual aid/interoperability channels and talkgroups is properly coordinated and approved through the Control One.
- Radio users successfully complete appropriate initial and on-going refresher training and demonstrate knowledge of proper communications procedures before being allowed to operate the interoperable resources.
- Radio users are familiar with all applicable interoperable sections of this manual.
- Radio users are familiar with all applicable mutual aid requirements and interoperable SOPs.

#### **4.19 System Upgrade Notification**

##### **Purpose or Objective**

Establishes notification procedure prior to major System upgrades.

##### **Protocol/Standard**

System software upgrades will be performed as needed contingent upon available funding and/or technical requirements. The Lead Agency will be responsible for ensuring that all System user agencies that may be impacted by the upgrade are notified by email and/or other written form.

##### **Recommended Procedure**

Planned upgrade procedures will be communicated to all System users as follows:

- At least 30 days prior to a planned major System upgrade that will cause a System or site outage, the Lead Agency will notify all System user agencies that may be impacted by the upgrade.
- The Lead Agency will send an email reminder to all potentially impacted System user agencies a week prior to the System upgrade.
- Control One will communicate upgrade instructions and status to all System users before, during and upon completion of the upgrade.

User agencies must notify the Lead Agency Director in writing if the planned upgrade dates will interfere with any major planned events.

##### **Management**

The Lead Agency is responsible for managing System upgrades and the necessary notifications associated with each upgrade.

#### **4.20 In-building Coverage (Bi-Directional Amplifiers)**

##### **Purpose or Objective**

Establishes policy on usage of Bi-Directional Amplifiers (BDA) and awareness of all locations utilizing BDAs for the purpose of mitigating interference issues.

### **Technical Background**

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. BDAs are a device that aims to improve radio access within a confined space such as high-density buildings. Although the use of a BDA may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all BDAs will aid in quickly locating offending BDA equipment.

### **Protocol/Standard**

It is not the intent for the Lead Agency or Governance Committee to approve or regulate BDAs. It is important for the Lead Agency to maintain a list of facilities that do have BDAs used with the System.

Any agency or department installing a BDA will provide the Lead Agency with the location of the device prior to installation if possible. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number.

It is the responsibility of the equipment/facility owner to comply with all requirements of the FCC, including licensing, location reporting, and interference mitigation.

### **Recommended Procedure**

Agencies installing BDAs will submit to the Lead Agency a list of locations where BDAs are installed that are supplementing the System. BDAs not supplementing the System do not need to be reported. This list will be updated periodically.

### **Management**

The Lead Agency will maintain the list of BDAs supplementing the System. Each agency will maintain a list of BDAs within their jurisdiction along with contact information for the equipment/facility owner to allow access should the BDA interfere with the System.

## **4.21 Aircraft Radio Installations and Operation**

### **Purpose or Objective**

Sets the policy regarding aircraft subscriber radio installation, programming, and operation on the System.

### **Technical Background**

Due to the elevated altitude of operation, aircraft radios have a greater coverage footprint. This allows a radio operated in the air to access sites as far away as 150 to 200 miles, while mobile radios operated in vehicles on the ground typically have ranges limited to 30 to 40 miles. Radios in aircraft operating with the System function slightly different than radios on the ground.

Due to the interference potential from the larger coverage footprint of aircraft operated radios, the FCC rules for operation of these radios limits the output power to help reduce interference, as frequency reuse is applicable in the CCCS and other radio systems.

Installation of aircraft mounted radios is governed by the Federal Aviation Administration (FAA) and permanent installations must be performed by FAA certified personnel.

### **Operational Context**

Subscribers that acquire a large coverage footprint due to high altitude operations need to take into consideration potential interference due to frequency reuse in other systems. This could cause interference to their users. This interference could appear as an interruption, loss of communications, or as tailgating to other talkgroup transmissions on other sites.

### **Protocol/Standard**

All permanently installed aircraft radios shall comply with the FCC 90.423 power output limitation of 10 watts, the Effective Radiated Power (ERP) being no more than 5 watts. Only unity gain antennas will be allowed.

Permanently mounted aircraft radios should be programmed with the following:

- BER threshold of 2.5%

For aircrews that are assigned portable radios, these portable radios should be programmed for the following:

- 2.5% or 2.9% BER threshold

These settings apply for both aircraft installed radios using remote mounted mobile or portable radios and Technisonic-type aircraft control panel mounted avionics packages using internal portable radios.

Procedures for landing zone areas where communications with ground personnel are conducted are recommended on a simplex, non-trunked, channel.

In addition to the SOP training requirement, training for users of aircraft radios shall include a description of the issues surrounding airborne operation of System radios including:

- Issues of potential interference to other systems due to frequency reuse;
- Personnel using portable radios in a limited capacity (observers, guests, etc.) and the potential for FAA and FCC rule violation, and interference.

### **Recommended Procedure**

Installation and programming should be performed as outlined in this section. Operation of Aircraft landing zone coordination should be performed as outlined in this section. In-flight transmissions should be as brief as possible due to the potential interference.

### **Management**

The Lead Agency Director will be responsible for the oversight and compliance of this standard. Due to the potential of interference issues to expand beyond a specific region or into another County, Lead Agency staff should also be notified if any interference is detected and is believed to have originated from a CCCS radio equipped aircraft.

## **4.22 In-building Coverage**

### **Purpose or Objective**

Establishes policy on the approval, usage and regulation of in-building coverage enhancement devices on System frequencies and the tracking of all locations utilizing these devices for the purpose of mitigating interference issues. In-building coverage systems include Emergency Responder Radio Communications Systems (ERRCS), Bi-Directional Amplifiers (BDA), and Distributed Antenna Systems (DAS).

### **Technical Background**

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. In-building coverage devices aim to improve radio access within a confined space such as high-density buildings. Although the use of in-building coverage devices may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all in-building coverage devices will aid in quickly locating offending equipment.

### **Protocol/Standard**

The Lead Agency must approve and regulate in-building coverage systems on frequencies licensed to the County of Orange. It is important for the Lead Agency to maintain a list of facilities that have in-building coverage devices used with the System.

Any agency or department planning to install an in-building coverage system will submit their plans to the Lead Agency as described in the current OCSD ERRCS Guidelines document. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number. The Lead Agency must review and approve operation of the installed in-building coverage system to ensure proper installation and operation and to mitigate any adverse effect on the System.

It is the responsibility of the equipment/facility owner to comply with all requirements of the National Fire Protection Association (NFPA), California Fire Code (CFC) and Federal Communications Commission (FCC) including licensing, location reporting, and interference mitigation.

## **Recommended Procedure**

Agencies planning to install an in-building coverage system shall contact the Lead Agency for guidance and to begin the approval process. All agencies shall submit to the Lead Agency a list of locations where BDA, DAS or other ERRCS systems are installed that are supplementing the System. In-building coverage devices not supplementing the System do not need to be reported. This list will be updated periodically.

## **Management**

The Lead Agency will manage the In-Building Coverage policy and maintain the list of in-building devices supplementing the System. Each agency will maintain a list of in-building coverage devices within their jurisdiction along with contact information for the equipment/facility owner to allow access should the equipment interfere with the System.

## **5.0 CONFIGURATIONS AND ALLOCATION**

### **5.1 Zone and Talkgroup Naming Standards**

#### **Purpose or Objective**

A well-defined method of naming radio programming zones and talkgroups/channels aids in user interoperability by allowing all users to understand the designated use of individual talkgroups/channels and how to find those talkgroups/channels in their radio.

#### **Operational Context**

In addition to agency-specific zones and talkgroups, all System users have certain talkgroups/channels programmed into their radios that are common to all System users to allow for operational interoperability. The ability to quickly locate these common talkgroups/channels for interoperability requires a uniform programming methodology to place the talkgroups/channels in specific zones in all radio on the System.

#### **Protocol/Standard**

The Lead Agency, in conjunction with User Agencies, and with the authority of the Governance Committee has established the zone and talkgroup naming structure used by all System users. The zone/talkgroup/Channel names and radio template structure is provided in the Official Communications Handbook (Radio Code Book) for each System Discipline (Law, Fire, Lifeguard/Marine Safety, Public Works).

Requests for additional zones or talkgroups must be submitted to the Lead Agency for consideration and analysis as to their potential impact on the System.

## **Management**

The Lead Agency shall maintain the Official Communications Handbook and associated records related to zone and talkgroup/channel naming.

## **5.2 Radio IUID Allocation**

### **Purpose or Objective**

Allocates radio Item Unit Identification number (IUID) ranges for the individual agencies. This allows the Lead Agency to manage the pool of IUIDs as radio users and console positions are configured. This simplifies the management of the IUIDs and provides an easier indication of what IUIDs belong to which agency in the event that a radio user alias is not available.

### **Technical Background**

These IUIDs are the same IUIDs that users type in for call alert pages. Also, these are the IUIDs that are displayed on the subscriber radios if the "ID Display" feature is enabled. These IUIDs are also displayed at the console if the console alias feature is not available.

### **Operational Context**

The Lead Agency will allocate radio IUID ranges to agencies based on the number of units the agency will have active on the System and will be shown on the master agency IUID list.

### **Protocol/Standard**

Only radio IUIDs allocated to an individual agency can be used in the programming of that agency's radios and consoles. The Lead Agency is responsible for the programming of all radios on the System.

### **Procedure**

The Lead Agency maintains the master list of IUID distribution and will allocate IUIDs to agencies based on each agency's radio count and need. If an agency requires additional IUIDs beyond the initial allocation, a request shall be made to the Lead Agency. The Lead Agency will evaluate the request and conduct an analysis to determine impact to the System. Upon completion of the analysis, the Lead Agency may approve or deny the request, or ask for additional information.

### **Management**

The Lead Agency manages the IUID ranges for day-to-day activities, and manages the IUID ranges for reserve or future allocation.

## **5.3 Fleetmap Standards**

### **Purpose or Objective**

Defines the process used to document the Fleetmap information for the effective management of the System.

System Fleetmap configuration information is classified as 'Restricted Information' and is not released to the public.

## Technical Background

The Fleetmap is parameter information programmed into the System infrastructure and into the subscriber radios to control how those radios perform on the System.

The Fleetmap spreadsheet is a documented matrix of the talkgroups in the System and the departments or agencies that use and control user access to these talkgroups. The Fleetmap contains the following information:

- Talkgroup Name – Name of the talkgroup as it is programmed into the System.
- Talkgroup Alias – Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display.
- Talkgroup ID – Numerical designation of the talkgroup in decimal and/or hexadecimal.
- Failsoft Channel – The System channel designated for the talkgroup when in the failsoft mode.
- Owner – The primary user agency with access control of the talkgroup.
- Priority – Priority level of the talkgroup.
- On Console – If the talkgroup is available as a console resource.
- Trunked Alternate – A talkgroup to be used when the user's primary system is unavailable.

## Operational Context

The Lead Agency will establish and manage the Fleetmap database information for all users of the System.

## Protocol/Standard

A detailed matrix is maintained by the Lead Agency on the System database. Each agency's radio representative maintains a Fleetmap spreadsheet containing data on their talkgroups and the users for whom they are responsible.

## Procedure

If an individual agency desires to make updates and changes to their Fleetmap standards, the changes shall be requested through the Lead Agency.

- The Lead Agency will evaluate any requests for changes and conduct an analysis to determine its feasibility and impact on the System.
- The Lead Agency will decide if the request will be approved or denied and proceed accordingly with notification to the requesting agency.

The disclosure of the Fleetmap configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to sabotage and unauthorized access to the contents of confidential voice and data communications. Therefore, the master Fleetmap data shall be classified as 'Restricted Information' and is not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

## Management



The Lead Agency manages the Fleetmap and System programming for all agencies.

## **5.4 Subscriber Template Management**

### **Purpose of Objective**

Defines the process that is used to document the radio subscriber template information for the effective management of the System. The System contains a large number of talkgroups to support the various agencies that subscribe to the System. Subscriber template configuration information is classified as 'Restricted Information' and is not released to the general public.

### **Technical Background**

The subscriber template is parameter information programmed into the individual subscriber radios to control how those radios perform on the System.

An agency's subscriber template is developed and maintained by the Lead Agency with the input of each agency's radio representative. This is to ensure the agency gets the talkgroups, features, and functionality desired from the radios, while maintaining the overall functionality and integrity of the System.

The radio subscriber template is usually specific to a particular agency, but an agency can elect to have different versions of the template based on the department's needs and operations.

The templates normally contain the following information:

- Radio Configuration – Specific information related to a particular model of radio, including but not limited to: button assignment, display options, menu items, and other radio wide parameters.
- Conventional – Personality information that determines the radio's operation in the conventional mode such as frequencies, tones, and signaling options.
- Trunking – Identifies System and talkgroup specifics that the subscriber radio has access to, as well as System and unit-specific ID numbers relating to the radios operation.
- Scan – Defines the limits and lists of the subscriber radio's scan function, when equipped.
- Zone Assignment – Where talkgroups are combined into specifically labeled 'zones' within the radio that represent or reflect operations of a particular agency or operation. The zone designation reflects an acronym, which should easily identify the zone as belonging to a particular agency.

### **Operational Context**

The Lead Agency creates and manages all subscriber templates to ensure uniformity and proper operation on the System.

### **Protocol/Standard**

User Agencies may have multiple subscriber templates based upon their operational needs. The Lead Agency shall maintain a subscriber template spreadsheet for each of the agency's template versions.

The Lead Agency will work with each user agency to develop the subscriber templates for that agency. All subscriber template creation and modification shall be done by the Lead Agency. The Lead Agency shall maintain all associated documentation for each subscriber template.

### **Procedure**

If individual agencies desire to make updates and/or changes to their subscriber templates, those change requests shall be submitted to the Lead Agency for review. The Lead Agency will approve or deny the request after reviewing impact to the System and other users. If approved, the costs for template change and subsequent reprogramming of subscriber radios will be borne by the requesting agency.

The disclosure of the subscriber template configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to tampering, sabotage, unauthorized use, jamming, hacking, unauthorized access to the contents of confidential voice and data communications. Therefore, the subscriber template spreadsheets shall be classified as 'Restricted Information' and are not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

### **Management**

The Lead Agency manages all subscriber templates and programming for all agencies and maintains records of the process. Access is strictly controlled and is considered 'Restricted Information'.

## **5.5 Talkgroup Assignments**

### **Purpose or Objective**

Defines the assignment/usage of agency-specific, common and interoperable/mutual aid talkgroups and resources, and provides a standard so that the Lead Agency will have a firm guideline on allowing particular talkgroups programmed into radios.

### **Operational Context**

Talkgroups are considered assigned by the agency for which the talkgroup was specifically created. The process for pre-defined sharing authorizations is explained in Section 5.6.

### **Recommended Protocol/Standard**

There are three types of talkgroups that are programmed into the System:

- **Agency-Specific** – Created for, and controlled by, individual agencies for their day-to-day operations. These talkgroups cannot be accessed by other System users without express permission granted by the assigned agency. The process for obtaining this permission is outlined in Section 5.6.
- **Common Resources** – Talkgroups/channels created for common use among discipline specific agencies (law, fire, general) as needed. These talkgroups/channels are not controlled by any individual agency but are available for use by all Partner Agencies and are coordinated by the Control One.

- **Interoperable/Mutual Aid Resources** – These talkgroups/channels are established interoperable or mutual aid resources available to all System users based upon specific discipline (law, fire, general) and allow communications with non-CCCS System agencies as needed. These talkgroups/channels include the ability to be patched to non-800 MHz resources for greater interoperability. These talkgroups/channels are coordinated locally through the Control One.

### **Procedure**

- The Lead Agency will control all talkgroup generation and access parameters. Agencies shall immediately notify the Lead Agency when changes to an agency-specific talkgroup are required or the talkgroup is no longer required.

### **Management**

The Lead Agency is responsible for the management of the Talkgroup Ownership policy.

## **5.6 Talkgroup Sharing**

### **Purpose or Objective**

Defines how System Partner Agencies can permit other agencies to access to their agency-specific talkgroups.

### **Technical Background**

Radios must be P25 compliant and compatible with the System. Refer to Section 4.13 of this SOP for additional details on subscriber equipment standards.

### **Operational Context**

Partner agencies have the authority and control to define who is allowed access to their agency-specific talkgroups/channels. This process is accomplished with a formal written request to the Lead Agency from the requesting agency which is passed to the agency-specific talkgroup owner for approval. The request should include the specific talkgroup name desired and the intended purpose and potential users of the talkgroup.

### **Protocol/Standard**

Agency-specific talkgroups/channels shall not be programmed into any other radios without the written permission from the controlling agency. Documented written approval letters shall be maintained by the Lead Agency for each talkgroup sharing agreement.

### **Procedure**

The Lead Agency working with the talkgroup 'owner' will process the request and, upon approval, make the necessary modifications to the requesting agency template. The Lead Agency will maintain all supporting documentation regarding the requested change. All costs associated with the template change and reprogramming will be borne by the requesting agency.

### **Management**

The Lead Agency is responsible for the management of this procedure.

## **5.7 Talkgroup and Radio User Priorities**

### **Purpose or Objective**

Establishes varying priority levels for talkgroups to assure the most critical talkgroups on the System are granted a channel as quickly as possible when the System is experiencing busy conditions.

### **Technical Background**

The System priorities can be managed both at the radio user level and at the talkgroup level.

### **Operational Context**

Priority levels in the System are managed at the talkgroup level. The goal is to distribute priorities across the System talkgroups in a way that maximizes the ability for critical groups to communicate and minimizes the number of talkgroups with high priority.

## **5.9 Failsoft Assignments**

### **Purpose or Objective**

Creates and assigns System resources in a manner which maximizes System utility to users consistent with each user's mission and needs for radio communications during certain System failure situations.

### **Technical Background**

When the System's main controllers detect certain failure conditions in the radio System, all available channels revert from a trunking mode into a conventional repeater type of operation that is given the term 'failsoft'. During failsoft, talkgroups are assigned to a specific radio channel (frequency) if so programmed, which allows the users to continue voice communication while repairs are made to the System.

There are a limited number of channels available in the System, which results in a number of talkgroups being combined on each channel while in failsoft. This requires the radio users to share those channels between numerous agencies. This congestion of radio traffic happens only during the failsoft condition.

If a talkgroup is not given a failsoft assignment, radios using that talkgroup will hear the low pitched 'out-of-range' tone when the System is in failsoft, and will not be able to communicate on that talkgroup.

### **Operational Context**

The radio programming template failsoft assignments are configured to balance the ability for users to achieve an acceptable level of communications while maintaining the individual agency's privacy when possible. While in the failsoft condition, effected radios will display the

word 'FAILSOFT' on the radio display and emit a short high-pitched tone every 10-15 seconds to indicate to the user that normal trunked operation is unavailable.

### **Protocol/Standard**

It is the policy of the Lead Agency to provide a failsoft assignment for every 'primary' talkgroup on the System to prevent loss of communications for users. Failsoft channel assignments are based on the needs of System users consistent with each user's mission and need for radio communications.

The Lead Agency makes determinations concerning Failsoft channel assignments.

During a Failsoft condition, dispatchers may need to announce instructions to radio users and remind them that operations may be combined among several agencies and to implement radio discipline to reduce radio traffic.

### **Management**

The Lead Agency is the responsible authority for failsoft assignments and management. Agencies desiring additional information on failsoft assignments may request the information from the Lead Agency.

## **5.10 Scanning**

### **Purpose or Objective**

Identifies operational procedures and responsible authorities governing scanning System talkgroups.

### **Technical Background**

The network infrastructure and subscriber units are configured to permit managed user scanning of talkgroups. Including a talkgroup in a non-priority scan list does not necessarily result in the user hearing traffic on that talkgroup. Talkgroups are only active if there is at least one user affiliated who has the talkgroup of interest as their selected channel.

Subscriber units can scan a talkgroup, a talkgroup in another zone, or another trunked radio system if compatible. An entire radio can be set up as receive only.

### **Operational Context**

Scanning by multiple subscriber units can quickly overwhelm a trunked radio system creating system busies. As a result, scanning on the System has been limited to the Fire Services as a legacy feature allowing scanning of their Dispatch Talkgroup and primary tacticals.

### **Protocol/Standard**

Before scanning and/or monitoring of System talkgroups is allowed, permission must be obtained from the Lead Agency and the agency 'owning' the talkgroup. Scanning must also be approved by the requestor's agency in their template design.

Scanning can only be enabled in the programming template by the Lead Agency.

## **Management**

The Lead Agency is responsible for authorizing, programming and managing scanning in subscriber templates.

### **5.11 Emergency Button**

#### **Technical Background**

The emergency button feature allows a radio user to send an emergency notification by pressing a button on the radio. The notifications audibly and visually alert dispatch console positions that have the initiating radio's talkgroup in their active configuration. Other subscriber radios on the same talkgroup also receive the emergency notification once the 'emergency' radio is keyed which will display the IUID (or alias if available) of the radio generating the emergency.

Emergency calls are also automatically assigned the highest priority available by the System controller and are the first available from the queue if the System is in a busy situation.

#### **Operational Context**

The orange button on a portable or mobile radio will be programmed with the emergency feature for all agencies. Each agency should establish their own policy on how this feature might be used, taking into consideration how it will impact the System and other users including the Control One. The emergency feature can be used to alert dispatch and other users of an emergency situation and simultaneously allow the activated radio to have priority over other subscriber radios on the same talkgroup.

#### **Protocol/Standard**

The use of the emergency button as an emergency signaling option shall be available to any agency on the System, subject to certain conditions and provisions including:

- Agencies must provide training to all users to ensure the safe and effective use of this feature. The Lead Agency can also provide training and training materials.
- It is the individual agency's responsibility to determine how an emergency alarm will be deployed for their operation and the subsequent response to the alarm.
- If a user is temporarily assigned a radio other than their normal issued equipment, it is essential that their designated monitoring point be made aware of the radio identification to cross-reference it to the correct user in the event an emergency button activation occurs.
- All agencies implementing the emergency feature shall have a plan in place to respond to emergency button activation.

All emergency button response plans must include the following:

- An established radio monitoring point with the necessary console hardware/software to receive, display and acknowledge the alert.
- Established monitoring point must be capable of identifying which radio user pushed the button and capable of responding to the user in need. (Dispatch Center or Control One)

- In the event that the monitoring point is not the same agency as the radio user, an agreement on policy, monitoring, use, and response, shall be in place among the agencies.
- Established monitoring points shall be available during any/all hours that personnel are using the System, or have an established after-hours arrangement with another monitoring point.
- No dispatcher shall clear an emergency without ascertaining what action is necessary to handle said emergency and taking the appropriate actions to do so.

Control One receives all emergency button activations and will contact originating radio user's agency for follow-up when activations occur on common/interoperable talkgroups that are not assigned specifically to the agency in question.

### **Management**

The Lead Agency will manage the overall Emergency Button policy. Agencies desiring to use the emergency key function shall coordinate with agency resources that receive the emergency calls. The receiving agencies shall have an appropriate plan in place and documented as to the process to handle the emergency calls.

## **5.12 Encryption**

### **Purpose or Objective**

Establishes guidelines for the use of encryption on the System.

### **Technical Background**

Encryption is an option on digital radio equipment that must be specially ordered and manually configured. System users may or may not be capable of encryption depending on their equipment configuration and operational needs. AES is the approved standard for encryption on the System.

### **Operational Context**

The use of encryption in the System is strapped to the specific talkgroups determined by the System users to provide secure communications. Encryption is not a feature that can be enabled or defeated at the user level. Each talkgroup is pre-determined to be either encrypted or clear and is programmed as such in the subscriber template.

Radios transmitting with encryption cannot be heard by non-encrypted radios.

An encrypted talkgroup that is patched to a non-encrypted talkgroup or channel is no longer considered secure communications as the encrypted audio is decrypted when pushed over the patched non-encrypted talkgroup/channel. Likewise, audio fed to an internet streaming application will not be secure.

### **Protocol/Standard**

Only the Lead Agency is authorized to program encryption into radios on the System.

Each agency shall determine if encryption will be used on its own agency-specific talkgroups.

Certain common/interoperable talkgroups allocated to specific disciplines such as law/fire will be encrypted in all System radios. Non-encrypted common/interoperable talkgroups will also be available to System users who do not have encrypted radios.

Care should be taken when assigning encrypted talkgroups to incident communications to ensure all applicable users have encrypted radios.

### **Management**

The Lead Agency manages the encryption policy and the programming of encryption into all radios on the System.

## **6.0 INTEROPERABILITY STANDARDS**

### **6.1 Interoperable Communications Requirements**

#### **Purpose or Objective**

Establishes a minimum requirement for interoperable communications resources for all radios using the System.

#### **Technical Background**

For the purpose of this document, the terms 'mutual aid' and 'interoperability' will be used interchangeably. The term 'channel' will refer to a conventional resource.

The planners of the System recognized the need to make common interoperable talkgroups available to all subscribers primarily for interagency and incident command communications. Therefore, in addition to agency-specific talkgroups, the System also provides talkgroups that are common to like-disciplined agencies (law, fire, public works, lifeguard) as well as talkgroups that are available to all System users to provide interoperability between disciplines.

In addition to common System talkgroups, subscriber radios will also be programmed with local, state and national conventional interoperable channels. Most of these conventional interoperable channels are not encrypted but there are a few 700MHz encrypted channels available in encryption-capable radios.

#### **Operational Context**

Interoperable talkgroups & channels are used when there is a need to coordinate activities between different agencies and/or personnel assigned to work an event. Efforts should be made to utilize the lowest level of interoperable talkgroup/channel first if possible. For example, OC law agencies needing to coordinate with other law agencies should use the CCCS law interoperability talkgroups/channels before considering national level interoperable channels. If the coordination includes agencies that do not have access to the CCCS interoperable law talkgroups, statewide or national interoperable channels would be selected.

Additional information on the operational use of these interoperable talkgroups/channels can be found in the 'Official Communications Handbook' (Radio Code Book).



**Protocol/Standard**

All radios will be programmed to include the 'general use' interoperable talkgroups and channels located in specific zones in the radio template. These talkgroups and channels will be programmed into predetermined specific zones in all System radios to provide uniformity in programming for ease of locating the talkgroups/channels when needed.

Radio templates will also include discipline-specific interoperable talkgroups (ie. Orange, Gray, Black talkgroups for Law) in templates for all like-discipline agencies (law, fire, lifeguard, public works). These discipline-specific interoperable talkgroups/channels will be programmed into predetermined specific zones in all like-disciplined agency radios to provide uniformity in programming and ease of use.

Additional information on the location of these interoperable talkgroups/channels in the radio programming templates can be found in the 'Official Communications Handbook' (Radio Code Book) for each discipline.

**Procedure**

Coordination of all interoperable talkgroups and channels in Orange County is managed by the Control One. Any agency requiring interoperable talkgroups or channels should contact Control One for assistance with selecting and reserving these resources to meet their needs.

**Management**

The Lead Agency is responsible for managing this policy and ensuring interoperable channels are available and operational.

The Countywide Coordinated Communication Center (Control One) is responsible for managing the assignment and use of the interoperable talkgroups and channels in Orange County.

**6.2 Radio Console Patching of Talkgroups/Channels****Purpose or Objective**

Establishes policy for use of a console patch between System talkgroups and/or other resources on the dispatch console.

**Technical Background**

Most public safety communications/9-1-1 centers have the capability to initiate a console patch but patches that include a common System resource shall be accomplished on a console at Control One. Console patches can be established between multiple System talkgroups and/or between a System Talkgroup and a non-System resource. The resources can be conventional or trunked but must be an existing radio resource on the dispatch console.

Patches can be established without a radio dispatch console by using a deployable audio gateway, such as an ACU-1000. Approval is required prior to creating any patch. A talkgroup can only be in one patch at a time. A conventional channel can only be in one patch at a time.

Great care must be used in deciding what talkgroups and other resources can be patched together as a patch can have an unexpected consequential impact on other System resources.

The patch shall be monitored for continued coordination through Incident Command and/or dispatch personnel.

### **Operational Context**

Console Patches should only be used when there is an operational need for communications between personnel that cannot be accomplished using common communications resources. Use of conventional resources in a patch must be in compliance with the rules governing mutual aid channel usage. Console patching will only be permitted when approved by agency Watch Commander/Incident Commander and after notification to the Control One supervisor.

A patch involving agency-specific talkgroups/channels can be initiated on the local agency's console with approval by that agency's Watch Commander.

Any patch involving a common System resource should be initiated by Control One.

### **Protocol/Standard**

Each agency must develop written console patch and/or gateway device patch procedures addressing their unique operation and resource capabilities. These procedures shall be consistent with this policy. All communications center personnel shall receive initial and continuing training on the use of this procedure.

### **Procedure**

When an incident requires interagency coordination that is not available on a common talkgroup or channel, a request for a patch can be initiated. If the desired resource to be patched is a local agency resource and their agency-specific talkgroup/channel, the requesting agency can initiate the patch on their local console with their Watch Commander's approval and notification to Control One.

If the desired resource to be patched is a common System resource, the patch request must be directed to Control One after obtaining local agency Watch Commander approval. Control One will then initiate the patch from their console.

Before initiating a System patch, check to make sure the radio resource being patched is not already being used by another agency.

Radio console patches shall be used only if other suitable means for interagency communicating are unavailable or insufficient.

Any time a console patch has been established, someone in the requesting agency's communications center must continually monitor the patch to address and mitigate communications problems.

### **Management**

The Lead Agency is responsible for managing this policy. All agencies electing to use console patching are responsible for establishing and managing internal patch procedures and complying with this policy.

### **6.3 Use of the Statewide and National Interoperability Channels**

#### **Purpose or Objective**

Defines the procedures for the use of the conventional Statewide and National interoperable radio channels for communications between radio users of disparate radio systems and/or different frequency bands.

#### **Technical Background**

The FCC has designated certain VHF, UHF, 700 MHz & 800 MHz frequency pairs to be used exclusively for conventional interoperable communications between public safety radio users. Each frequency band includes a calling/hailing channel to be used in contacting the coordination center for the local operational area. Additionally, each frequency band includes channels for tactical operations in both repeater and direct "talkaround" modes. In the Orange County Operational Area, these channels are coordinated by the Control One.

All CCCS Partner Agency radios include many of the 700 MHz and 800 MHz interoperability channels in their standard radio programming template. Additional information on these channels, including channel names and general use, can be found in the discipline specific Orange County Official Communications Handbook (Radio Code Book) available to Partner Agencies through the Lead Agency.

The Lead Agency also maintains repeater systems with Interoperable channels in the VHF and UHF frequency bands which are available to CCCS Partner Agency users through a gateway patch on the Control One radio console. This allows CCCS radio users to be patched to a non-800 MHz radio system for interoperable communications with the users of that system.

#### **Operational Context**

These designated interoperable communications resources can be used for day-to-day interagency coordination, for urgent or emergency mutual aid situations, and/or for other purposes where coordination between radio users on separate 800 MHz radio systems or non-800 MHz radio systems must communicate to perform assigned duties.

These channels shall not be used for regular communications between radio users with full access to the CCCS, except when authorized and assigned by Incident Command.

#### **Protocol/Standard**

The 700 MHz and 800 MHz interoperability channels are programmed into the radio template of all CCCS subscriber radios. These channels may be used when traveling outside the coverage area of the CCCS System and are used to communicate with another 800 MHz radio system with base and/or mobile radios on those channels.

Control One shall monitor the interoperability hailing/calling channels at all times.

### **Procedure**

When an incident requires the use of a Statewide or National 700 MHz or 800 MHz interoperability resource, the requesting unit or agency will contact Control One to request the assignment of an interoperable tactical channel. Control One will assign an appropriate channel and monitor for any issues.

When an incident requires the use of a Statewide or National VHF or UHF interoperability resource, the requesting unit or agency will contact Control One to request the assignment of a tactical radio channel in the appropriate frequency band. Control One will initiate a patch between the requested VHF or UHF resource and the 800 MHz talkgroup/channel used in the patch.

Control One shall monitor all interoperability hailing/calling channels 24/7 to provide immediate assistance when requested.

### **Management**

The Lead Agency will manage this policy and the coordination and maintenance of interoperable radio resources in Orange County.

CCCS agencies are responsible for providing training to their personnel on the proper use of these Statewide and National Interoperable communications resources.

## **6.4 Control Station Usage on Interoperability Channels**

### **Purpose or Objective**

Establishes procedures for the use of control stations for gateway patching.

### **Technical Background**

A control station is a radio that is set up like a portable or mobile radio, typically with a limited number of talkgroups or conventional radio channels. It can be connected to a radio console or used stand alone.

A control station can function on only one talkgroup or conventional channel at a time.

Use of a control station with a radio console to patch System resources can have a wide area impact. This type of patch can be easily accomplished, but may take up multiple trunked radio channels, causing the System to experience busies or possibly create radio interference. Control station usage must comply with parameters listed on the agency's FCC license.

### **Operational Context**

There are a number of uses for control stations including:

- Installed at an agency that does not have a dispatch console to communicate with a conventional repeater or trunked radio system.
- Connected to a dispatch console at a communications center.

- Installed in a Mobile Communications Unit/Vehicle.
- Installed at an Incident Communications Center or Command Post.

**Protocol/Standard**

Radio control stations are permissible in the following circumstances:

- Connected to a radio console to be used to access the System by non-System user agencies for interoperability purposes.
- Installed in a MCU/MCV.
- Installed temporarily in an Incident Communications Center or Command Post.
- Connected to a radio console to be used to access the System by user agencies for interoperability purposes.
- Used with an audio logger to record transmitted or received audio.

All communications personnel performing the dispatch function shall be trained on the usage and constraints of the control station. They should receive continued training to maintain proficiency and understanding of the procedures.

A radio technician, COMT or other authorized person shall be involved in the configuration, installation and testing of control stations, whether a temporary or permanent installation.

**Limitations**

- Control stations should not be used to patch a System talkgroup to another System talkgroup except when approved by the Communications Center Supervisor and the Control One Supervisor.
- Control station antennas must not exceed 20' in height. If an antenna requires more height than 20' to access the System or mutual aid repeater, then a FCC license is required.
- No control station antenna may exceed 200' in height.
- Control stations should use Yagi (directional) antennas when possible.
- Antennas should use the lowest gain possible.
- Control station power should be kept as low as possible.

**Procedure**

Any agency wanting to use one or more control stations at the same location is only permitted to use that configuration if the design is compliant with this SOP. The process for obtaining permission is to submit a written request for control station usage to the Lead Agency Director.

- The request shall describe the location, desired talkgroups/channels, antenna height, power, antenna type, antenna gain and feed line type of each control station.
- The Lead Agency may approve, deny or request modifications to the request.

**Management**

The Lead Agency will manage this policy.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of control stations for gateway patching.

## **6.5 Required Monitoring of Interoperability Channels**

### **Purpose or Objective**

Establishes procedures for monitoring mutual aid/interoperability channels at communications centers and command posts.

### **Operational Context**

Monitoring of mutual aid channels is imperative for the benefit of users needing assistance. Many channels have been identified to use for interoperability but not all of them will be monitored when not in use. Due to the fact that these Statewide and National interoperable channels do not belong to any one agency, there is no channel 'owner' monitoring them. As a result, a designated monitoring center should be established in each Operational Area.

### **Protocol/Standard**

Control One is the designated monitoring center in Orange County for all Statewide and National interoperability calling/hailing channels available. Control One will monitor and respond to any unit requesting assistance on the calling/hailing channel and assign an appropriate tactical channel as necessary.

Dispatch Centers are responsible for monitoring any Statewide or National Interoperable channel assigned to them for an incident. The local Dispatch Center will monitor and respond to any communications traffic on the assigned interoperable channel until the completion of the incident.

Once the incident has been terminated and the interoperable resource is no longer needed, the Dispatch Center will notify Control One and release their responsibility for monitoring the tactical channel.

### **Management**

The Lead Agency will manage this policy. The Emergency Communications Coordinator will work with Control One to identify specific interoperable channels to be monitored 24/7 by Control One.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of Statewide and National interoperability resources.

## **7.0 MAINTENANCE RESPONSIBILITIES**

### **7.1 System Maintenance**

#### **Purpose or Objective**

Defines the System maintenance responsibilities and roles. The maintenance levels for the 800 MHz Radio System and its subsystems shall be set to a standard to protect the overall functionality and integrity of the System for all users.

### **Operational Context**

The 800 MHz CCCS System is a complex network of radio sites and equipment that require highly trained engineering and technical personnel to constantly monitor the System and intervene as required to prevent System failure and quickly restore the System should any equipment experience failure. The CCCS Governance Committee has designated the Lead Agency as the primary agency responsible for the maintenance of the System. Agreements between the Lead Agency and maintenance contractors are at the Lead Agency's discretion, but the Lead Agency is ultimately responsible for the System maintenance.

### **Recommended Procedure**

Any maintenance issues affecting the System will be addressed and resolved by the Lead Agency. The Lead Agency may, at its discretion, involve contract vendors in the process as necessary.

For emergency and urgent repairs, the Lead Agency may request and expect cooperation from support resources (e.g. – support staff and/or parts) from other agencies to restore equipment/systems to normal operation.

For day-to-day maintenance, the Lead Agency or its contract vendor shall maintain the equipment.

Repair of any equipment not normally maintained by the Lead Agency requires the notification and consent of the owning agency.

The Lead Agency and/or their contracted service providers are responsible for:

- FAA registrations, FCC ASR registrations and FCC licenses, ensuring that equipment is properly licensed and copies of the licenses are posted at the sites as required by regulations.
- Maintaining equipment within the limits of County of Orange FCC licenses.
- Notifying the responsible personnel of equipment and location issues that require attention.
- Managing the inventory of the radio subscriber and infrastructure equipment.
- Ensuring that equipment at the tower sites that is not part of the System inventory shall be clearly labeled to indicate agency ownership.
- Routine equipment maintenance logs are kept at the sites.
- Maintaining current copies of all as-built documentation at each site and at the Lead Agency office. Lead Agency is responsible for ensuring the accuracy of all as-built data related to the infrastructure equipment and any changes shall be immediately documented. Lead Agency shall distribute the updated information as required.
- Coordinating, implementing and/or overseeing configuration changes affecting the System infrastructure.

- Any work being scheduled affecting the System and/or subsystems performance and reasonable notification to the System's users of same.
- Ensuring all technicians assigned to work on System equipment have successfully completed appropriate training on the equipment. Training requirements are referenced in the training section of the SOP.
- Following a preventive maintenance plan as defined in the preventative maintenance section of the manufacturers' manuals.
- Maintaining a list of the qualifications and contact information of technical staff in the event of an emergency.
- Maintaining a list of the available spare parts/equipment pertaining to the System and subsystems.
- Ensuring any equipment upgrades or changes affecting normal operations of the System are discussed and approved by the Governance Committee.
- Determining how critical an equipment failure is operationally, determining the appropriate action, and escalating or de-escalating the repair process as needed.

### **Management**

The Lead Agency is responsible for managing the maintenance of the System equipment and sites and managing the repair responsibilities in emergency situations.

## **7.3 Maintenance / Repair Notifications**

### **Purpose or Objective**

Defines the procedure for notifications of scheduled and unanticipated maintenance activities having an impact on normal System operations, System interruptions, and System outages.

It is the policy of the Lead Agency to provide guidelines for user notifications for any maintenance actions having a potential for System interruptions.

### **Technical Background**

Typically, equipment functionality can change when hardware and software configuration alterations or other maintenance activities are performed. Advanced notification of planned maintenance activities that impact the normal operation of the System allows user agencies and subscribers to make preparations as needed. Notification will also be made to user agencies when a catastrophic failure happens.

If the notification process is difficult and lengthy, it can become a barrier to making notification to user agencies.

Failure to make proper notification to user agencies can result in unneeded confusion, disruption or loss of public safety communications, and possible compromise of any special operations communications.

### **Operational Context**



Affected agencies shall be notified of maintenance activities that impact their subscribers on the System. Agency notification of radio maintenance activities to their individual subscribers is at the discretion of the user agency's designated representative.

### **Protocol / Standard**

The Lead Agency is responsible for monitoring the System on a 24-hour basis, through various methods including on-site staff in the System Watch unit. Maintenance activities, planned or unplanned, that could impact the subscribers usage of the System requires notification to the affected agency's radio representatives.

In the event of planned maintenance, all efforts should be made to conduct this type of activity during off-peak hours where radio utilization is as low as possible. If an emergency or high priority incident is in progress at the time of scheduled maintenance, it may be necessary to reschedule or delay the maintenance until the situation has stabilized and can be safely moved to alternate talkgroups or channels.

### **Procedure**

A reasonable advance notice shall precede planned maintenance activities that affect the agencies using the System. The notification methods shall be by phone, e-mail, radio, or any combination of the same. The notification will consist of:

- The type of planned maintenance activity.
- When the maintenance will be conducted.
- The amount of time anticipated to complete the activity.
- The anticipated impact to the System and subsystems.

If a known activity has a significant operational impact upon any specific agency, a confirmation of receipt of notification shall be obtained. It is the responsibility of the Lead Agency to ensure that all affected users are notified will in advance of any such operations. Whenever possible, these operations shall be scheduled when the normal radio traffic is slowest.

Prior to commencing the maintenance operation, personnel from the Lead Agency shall coordinate with Control One to contact each affected dispatch center's supervisor for a last minute situational briefing.

Once maintenance operations begin, if dispatch operations recognize a need to terminate the operation, or if unexpected problems occur, a communications supervisor must call Control One to have the technical staff notified of the situation.

Unanticipated maintenance or equipment failures affect the agencies on the System and require notification to the affected agency's radio representative.

Upon notification of an equipment outage, Lead Agency technical staff is expected to:

- Determine the impact of the impairment to the operation of the System. A minor failure is something that either does not affect or minimally affects user functionality. A major failure is something that seriously affects or risks user functionality of the System.

- Determine if there are internal or external factors that alter the priority of System impairment, such as weather, subscriber loading unique public safety activities or impending events, etc.
- Determine if manual intervention is required. A serious failure requires initiating repair processes regardless of the time of day. Minor failures can wait until normal business hours or other convenient time before repair. The determination is at the discretion of the Lead Agency, and shall be based on internal System functionality and external subscriber needs.
- Determine if additional external resources are required.

Once the operation or repairs are complete, Lead Agency personnel shall contact Control One for an update and user feedback.

When requested by the Governance Committee, the details of the recovery processes may be reviewed for improvements.

## **Management**

The Lead Agency is responsible for maintaining this policy and ensuring representatives from all affected agencies are notified as appropriate. Each agency's radio representatives are responsible for notifications within their respective agencies.

## **7.4 System Coverage**

### **Purpose or Objective**

Establishes the requirements for regular outdoor testing and verification of System signal quality and coverage.

### **Technical Background**

Signal coverage of the System fluctuates constantly and is influenced by many conditions including but not limited to:

- Terrain.
- Weather.
- Vegetation.
- Building Construction.
- Equipment Condition.
- Location.

Regular sampling of signal quality and strength at pre-designated locations will help to confirm adequate coverage, or if a problem might have developed in certain locations due to changes in one of the above conditions.

### **Operational Context**

Periodic coverage testing is a critical component of System operation and maintenance, and will continue toward identifying and mitigating any signal coverage issues, including any potential effects of new building construction and development.

**Protocol / Standard**

Lead Agency staff performs comprehensive signal coverage test to evaluate the System's signal strength and quality across the service area. The locations and number of individual test points shall be based on the area's building density and known areas of poor coverage.

The results of each test will be compared to previous results and monitored for signal degradation. Test results will be stored on a shared data server for historical comparisons.

**Management**

The Lead Agency Director oversees the process, evaluates the results, develops remediation strategies, and reports significant findings to the Governance Committee.

**7.5 Repair Parts Inventory****Purpose or Objective**

Establishes an inventory control procedure for infrastructure and subscriber repair parts.

It is the policy of the Lead Agency to ensure that planning is in place and available resources identified to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

**Operational Context**

Lead Agency will maintain an inventory of spare parts for regular repairs to the System and subscriber radios.

**Protocol / Standard**

The spare parts inventory for infrastructure and subscriber units shall be kept at Lead Agency facilities for ready access when needed.

**Management**

The Lead Agency maintains and manages the repair parts inventory.

**7.6 Disaster Recovery****Purpose or Objective**

Establishes the minimum requirements for a System disaster recovery plan.

It is the policy of the Governance Committee and Lead Agency to ensure that planning is in place and resources identified and available to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

**Operational Context**

Lead Agency personnel will maintain a comprehensive plan for restoration of the System during times of disaster. If the Operational Area EOC is activated, the Emergency Communications

Coordinator (ECC) must be notified of any System problem so that it can be logged into WebEOC.

### **Management**

The Lead Agency maintains and manages the Disaster Recovery Plan.

## **8.0 SITE AND SYSTEM SECURITY**

### **8.1 Site Security**

#### **Purpose or Objective**

Establishes the minimum requirement to provide site security and protect the integrity of the System's radio towers equipment shelters and equipment.

#### **Technical Background**

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

#### **Operational Context**

The physical security of equipment, facilities, and structures making up the core of the radio System infrastructure is paramount to the reliability and availability of communications carried on the System. Each site is within a fenced, gated and locked compound, with shelter entry monitored and reported to a central monitoring point. A remote controlled camera systems are installed and monitored for any unauthorized entry or security concerns.

#### **Protocol / Standard**

Access to the sites are tightly controlled and entry to those sites is granted only to those personnel with proper authorization from the Lead Agency. All personnel requiring site access must be accompanied by Lead Agency staff. Unaccompanied access to any System site is not authorized. Entry alarms for the remote sites are received at Systems Watch and sent immediately to Lead Agency technical support staff.

#### **Procedure**

Notification to Lead Agency Technical staff and Systems Watch is required of all agencies and vendors prior to gaining site access. Any person requiring access to the tower sites for any reason shall have full clearance from the Lead Agency and be accompanied and monitored by Lead Agency personnel while on site. Law enforcement personnel will be immediately notified and dispatched to any site with unexpected or unexplained alarms or unidentified personnel viewed remotely from the camera systems.

Any agency or vendor requiring access to any tower site or equipment location shall make immediate notification to the Lead Agency of urgent issues such as discharged employees or cancelled contracts.

When a site has been vandalized or broken into, the jurisdictional law enforcement agency should be notified. The person who discovers the event has the responsibility to preserve the crime scene and not contaminate it. He/she should have Systems Watch log the time when the event was discovered and any other pertinent information relating to the site/scene. Systems Watch should notify the appropriate local law enforcement agency as well as the Orange County Sheriff's Department Watch Commander and Control One. Other agencies may be notified if they own equipment at the site. Lead Agency will notify all affected agencies as soon as possible.

When the site is off the air due to a crime, the technician should refrain from making entry unless permission has been given by the Lead Agency Director due to extreme circumstances taking place that requires coverage from the site.

If a radio technician should arrive at a site and an unauthorized vehicle or person is on the property, they should back off, notify Systems Watch and call 911. The technician should give the 911 call taker the street address and advise them of the situation. If there is no cell service on site, the technician should radio the information to Systems Watch and request law enforcement response. Systems Watch personnel should immediately contact the appropriate law enforcement agency to request response. Systems Watch personnel will also notify Lead Agency supervisors and management. At no time should the technician put themselves at risk of harm.

If a technician has to respond to a vandalized remote site after normal business hours, it is recommended for safety reasons that a minimum of two persons respond to the site. Law enforcement may be requested to go to the site with the technician.

## **Management**

The Lead Agency Director is responsible for managing this procedure.

## **8.2 Network Operational Security**

### **Purpose or Objective**

Establishes the specific security measures for System and subsystem equipment and to define site security policy.

### **Technical Background**

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

### **Protocol / Standard**

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.

Technical information that can compromise System security is considered 'Restricted Information'.

The System's network is protected from other data networks by isolation or by using System manufacturer specified and configured firewall with the approval of the Lead Agency.

All remote access points to the System are kept secure and are coordinated with the Lead Agency.

Passwords protect the System and subsystem equipment for the purpose of preventing unauthorized access to equipment. The Lead Agency issues and manages the passwords.

User login accounts are protected with passwords providing an appropriate level of protection. If a password is suspected of being compromised, it must be immediately updated or the user account will be disabled pending resolution.

External devices (computers, modems, routers, data storage, etc.) shall not be connected to the System network, computers, or consoles without the approval of the Lead Agency Director. Any such device must also be supplied, supported, and maintained by the user Agency's Information Technology department or service provider to ensure the most current device security software and virus protection is in place.

At no time will any personally owned device be connected to any port or connector on the System. Any such action may result in the immediate revocation of access privileges for the offender and/or agency.

It is recommended that computers used for programming or maintenance not be connected to the internet to help reduce possibility of virus infection.

A 'Group Policy' shall be implemented on the System to prevent the use of external USB ports on all dispatch consoles.

### **Procedure**

All agencies, contractors, and personnel that require access to Lead Agency controlled sites, equipment or networks must pass a comprehensive background check before access is allowed and must be accompanied by Lead Agency staff while on site.

Violations of System security policy or procedures may jeopardize the System and result in the loss of a technician's, agency's or vendor's privileges to access the System.

System documentation is classified as 'Restricted Information'.

### **Management**

The Lead Agency Director is responsible for the network, equipment, and site security of the System.

## **8.3 Software, Firmware and Document Security**

### **Purpose or Objective**

Establishes the minimum security measures and procedures to protect the integrity of the System software and programming.

## **Technical Background**

The documentation, service and technical manuals, databases, spreadsheets and software of the System contain critical operational and technical information that could compromise the System if obtained by unauthorized personnel and is classified as 'Restricted Information'.

## **Operational Context**

The documentation and software of the System changes as the System evolves. Those changes and revision must be documented and maintained in a central location for quick and easy access for the technical support staff.

## **Protocol Standard**

In the best interest of public safety, all documentation, service and technical manuals, databases, spreadsheets and software of the System are considered 'Restricted Information'.

Software relating to the programming of any System component shall only be installed on authorized government owned computers or Lead Agency authorized contractors' computers.

## **Procedure**

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency Director. These items will only be shared with those who require knowledge of it for operational purposes. This information is not available to anyone outside of the Lead Agency. An exception may be made with a formal written request and approval from the Governance Committee. This information is not to be released to any personnel who do not have a legitimate and appropriate need for it.

## **Management**

The Lead Agency Director is responsible for managing this procedure.

## **9.0 APPENDIX**

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### **9.1 Lead Agency Contact Information**

#### **Normal Working Hours – Monday-Friday 7:30AM – 4:30PM**

##### Customer Service – 714-704-7999

- Radio repair request
- Radio programming request
- Radio/accessories purchase request
- Dispatch console repair request

##### Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio deactivation
- Radio transmission history/statistics

#### **After Normal Working Hours**

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio System coverage issues
- Emergency radio repair requests
- Emergency dispatch console repair requests

Control One – 714-834-7008

- Operational issues
- Request restricted talkgroup assignment
- Interoperability assistance
- Emergency radio or console repair requests

**Physical Address:**OCSD/Technology Division – Administration & Radio Repair

840 N. Eckhoff St.  
Suite 104  
Orange, CA 92868

**9.2 Glossary – Definitions and Acronyms**

Item/Acronym	Definition
700MHz	For Public Safety LMR, digital P25 voice radio channels between 769/775 MHz and 799/805 MHz. Channels have 30 MHz separation between Tx & Rx when repeated. FCC designated low power channels can be used analog voice.
7CALL / 7TAC	Nationwide 700 MHz Calling and Tactical channels
800MHz	For Public Safety LMR, analog or digital voice or data radio channels between 806/816 and 851/860 MHz. Channels have 45 MHz separation between Tx & Rx when repeated.
8CALL / 8TAC	Nationwide 800 MHz Calling and Tactical channels
ACU-1000	An audio gateway device capable of connecting disparate radio systems, channels, or talkgroups together during on-scene operations, similar to a console patch between talkgroups
AES	Advanced Encryption Standard
Alias	A common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 6 digit ID number
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials
APCO P25	A public-safety digital radio standard



Item/Acronym	Definition
ASK	Advanced System Key
BDA	Bi-Directional Amplifier, relays radio signals into and out of a building
BER	Bit Error Rate
CCCS	Countywide Coordinated Communications System
Channel	A pair of frequencies, transmit and receive, that are used for a single communications path
Channel Bank	A device that combines multiple data and/or audio inputs into TDMA format so that it can be transmitted over microwave or T1 circuit and shared between transmitter sites
Code plug	The file containing a specific radio's programming parameters
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
Consolette	A mobile radio mounted into a case with power supply and converted for desk-top use
Control Station	An installed radio unit, sometimes a mobile radio, normally found at a desk or common work area indoors or directly connected to a console or other fixed transmitting location
DAS	Distributed Antenna System, relays radio signals into and out of a building
Digital radio	Digital radios turns sound (by signal processing) into patterns of digits (numbers) rather than the radio waves which are used for analog transmissions.
Dispatch Console	A fixed radio operator position with multiple radio resources and features that can access any subset of talkgroups and/or conventional channels
ECC	Emergency Communications Coordinator
EIA	Electronic Industry Alliance
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FCC	Federal Communication Commission
Fixed	Radio equipment that is installed at a radio site or dispatch center
Fleetmap	The master spreadsheet plan of the talkgroups, zones, Failsoft assignments, alias information and other pertinent System and radio programming
FM	Frequency Modulation
Gateway	A device that allows two or more radio or voice devices to be connected together
IAP	Incident Action Plan

Item/Acronym	Definition
IC	Incident Command
ICALL	Calling Channel for ITAC
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
ICS 205	Incident Radio Communications Plan
ICS 217	Communications Resource Availability Worksheet
ID	Identification
Infrastructure	All of the fixed electrical and mechanical equipment, towers and building structures, generators, transmitters, controllers, antennas, microwave and ancillary equipment that comprise the operational backbone of the radio System
Inter-agency	Located or occurring between two or more agencies
Interoperability	The ability of Public Safety responders to share information via voice and data communications systems on demand, in real time, when needed, and as authorized.
Interoperable	Ability of a system to use the parts or equipment of another system
ITAC	Conventional mutual aid channel 800 Mhz
ITS	Information Technology Services
IUID	Item Unit Identification number is a unique number assigned to each individual subscriber radio authorized to have access to the System.
Lead Agency	Agency primarily responsible for maintenance, management, operation and enhancement of the CCCS System. The CCCS Governance Committee has designated the Orange County Sheriff Department Technology Division as the Lead Agency.
LMR	Land Mobile Radio
Logging	The act of recording radio conversations for replay as required
MCC	Mobile Communicaiton Center
MCU	Mobile Communications Unit
MCV	Mobile Communications Vehicle
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz. A unit of measure for the number of times a frequency makes one complete cycle in one second
Mission Critical	For mission critical applications, users have an expectation of "immediate" communication with their dispatch or command center and little to no end-to-end audio delays.
Mobile Radio	A vehicular mounted radio with an power source and antenna
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction

Item/Acronym	Definition
NECP	National Emergency Communications Plan
NGOs	Non-Governmental Organizations
NIMS	National Incident Management System
OCCOPSA	Orange County Chiefs of Police and Sheriff's Association
OTAP	Over the Air Programming
OTAR	Over the Air Rekeying
P25	A suite of standards for digital radio communications for use by federal, state and local public safety agencies in North America to enable them to communicate with different vendor radio systems using a common platform
Patch	Electrically connecting two or more radio channels or talkgroups so that those users of those separate resources are able to communicate with each other
POC	Point of Contact
Portable	A lightweight, completely self-contained radio unit usually worn on user's belt
Public Safety	An agency, department, or individual directly involved with the health, safety, and/or security of the public including, but not limited to police, fire, emergency management, and medical personnel and responders
Public Service	An agency, department, or individual involved with providing non-emergency type services to the public including, but not limited to utilities, transportation, education, and other governmental services, supporting public safety
Restricted Information	Documentation, service and technical manuals, databases, spreadsheets and software of the System containing critical operational and technical information that could compromise the System if obtained by unauthorized personnel.  All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.
RF	Radio Frequency
SCIP	Statewide Communications Interoperability Plan
SEOC	State Emergency Operations Center
Simplex	Radio to radio communications on one frequency. Also called Direct
Simulcast	A type of radio communications in which voice communications are transmitted from multiple radio sites and can be received simultaneously by field units to provide wide area coverage
Site	The physical location of an antenna tower, equipment shelter and radio System infrastructure equipment
SOP	Standard Operating Procedure
SOW	Site on Wheels
Subscriber Unit	A mobile, hand held or control station radio used on a trunked radio system
System User	An individual operating a radio authorized to access the System.

Item/Acronym	Definition
System Watch	Lead Agency unit responsible for 24/7 monitoring of CCCS and responding to any System issues. This includes notifications, troubleshooting, callouts, repair, etc., resulting in System restoration.
TAC	Tactical on scene operation
Talk Around	Radio to Radio communications on one frequency, usually the same frequency on which a repeater transmits. Similar to Direct or Simplex
Talkgroup	Term usually used with trunked radio systems. A talkgroup is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over a trunked radio system.
Talkgroup Alias	Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display
Talkgroup Failsoft Channel	The system channel designated for a talkgroup when in the failsoft mode
Talkgroup ID	Numerical designation of the talkgroup in decimal and/or hexadecimal
Talkgroup Name	Name of the talkgroup as it is programmed into the system
TIA	Telecommunications Industry Association
Trunking/Trunked	The automatic and dynamic sharing of a number of communications channels between large numbers of radio users
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz for public safety LMR usually refers to two bands. 380 to 460 MHz (low) and 460 to 512 MHz (high).
UPS	Uninterruptible Power Source – a battery back-up device that provides emergency power to connected equipment when utility power is not available.
User Agency	An agency authorized to operate a radio on the System.
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164MHz. VHF Low Band has a frequency range below 100MHz.
Zone	An area in the radio / template containing positions for 16 individual talkgroups or conventional radio channels which is normally labeled by an acronym that closely represents the owner agency

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

[Name of Partner Agency]

By: \_\_\_\_\_  
[Governing Authority authorized signature ex. General Manager or Board Chairperson]

Dated: \_\_\_\_\_

Approved as to From

By: \_\_\_\_\_  
Attorney

Attest: \_\_\_\_\_  
[Clerk of Authority]

SHERIFF-CORONER DEPARTMENT  
COUNTY OF ORANGE  
CALIFORNIA



800 MHz Countywide Coordinated Communications System (CCCS)  
Governance Committee



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**800 MHz CCCS Governance Committee**

**April 13, 2017 Meeting**

**Agenda Item III.A – WEROC Request for Agency Participation on the CCCS**

**RECOMMENDED ACTION:**

Approve the addition of WEROC members as Participating Agencies

**SUMMARY:**

The Water Emergency Response Organization of Orange County (WEROC) coordinates and supports an effective emergency response to a major disaster on behalf of all Orange County water and wastewater agencies. WEROC currently operates a Low Band system that is plagued with interference, has limited radio coverage, is difficult to maintain and is in need of replacement. Interoperable communications is accomplished through Control One and is very limited with other emergency services. WEROC is planning to purchase approximately 25 new 800 MHz radios for the independent Water Districts that operate within Orange County and will re-program the existing City Water District (Partner Agencies) 800 MHz radios currently operating on the CCCS. They are requesting to join the CCCS as a Participating Agency under the guidelines of the Joint Agreement. Staff is recommending approval and for all of the independent Water Districts to sign the Joint Agreement as necessary.

**ATTACHMENTS:**

- 1) Request for Agency Participation Letter
- 2) WEROC Communications System White paper



Agenda Item III A (1)



Kelly Hubbard  
Emergency Services Manager

**Municipal Water District  
of Orange County**

Street Address:  
18700 Ward Street  
Fountain Valley, CA  
92708

Mailing Address:  
P.O. Box 20895  
Fountain Valley, CA  
92728

Office: (714) 593-5010  
Cell: (714) 715-0283  
Fax: (714) 964-9389

Email:  
khubbard@mwdoc.com

**Member Agencies**

Anaheim  
Brea  
Buena Park  
East Orange County  
Water District  
El Toro Water District  
Fountain Valley  
Fullerton  
Garden Grove  
Golden State Water Company  
Huntington Beach  
Irvine Ranch Water District  
La Habra  
La Palma  
Laguna Beach  
County Water District  
Mesa Consolidated  
Water District  
Moulton Niguel Water District  
Municipal Water District  
of Orange County  
Newport Beach  
Orange  
Orange County  
Sanitation District  
Orange County Water District  
San Clemente  
San Juan Capistrano  
Water District  
Santa Ana  
Santa Margarita Water District  
Seal Beach  
Serrano Water District  
South Coast Water District  
South Orange County  
Wastewater Authority  
Trabuco Canyon Water District  
Tustin  
Westminster  
Yorba Linda Water District

March 15, 2017

Dave Fontneau, Director  
Communications and Technology Division  
Orange County Sheriff's Department  
840 N. Eckhoff St. Suite 104  
Orange, Ca 92868-1021

Subject: Request for Agency Participation in 800 MHz Radio System

Dear Mr. Fontneau:

The Water Emergency Response Organization of Orange County (WEROC), a program of the Municipal Water District of Orange County, is requesting approval to become a "Participating Agency" in the County's 800MHz radio system.

WEROC is a mutual assistance program for all of the water and wastewater utilities within Orange County (35 agencies). We currently have an FCC license for a low-band radio system to communicate and coordinate with all of our member agencies during a disaster. Our current radio system has been plagued with clarity issues for years and is nearing the end of its lifespan, making this an ideal time to replace the system.

WEROC would like to request a Talkgroup within the 800MHz system, which would include acquiring approximately 22 new radios, as well as programing the requested new Talkgroup into approximately 17 existing radios. This would allow the water and wastewater utilities to communicate directly with each other following a disaster to ensure a critical health safety resource.

Please accept this letter as a formal request to join the 800MHz Radio System as a Participating Agency.

Sincerely,

Kelly Hubbard  
WEROC Emergency Manager  
(714) 593-5010  
[khubbard@mwdoc.com](mailto:khubbard@mwdoc.com)

## **Water Emergency Response Orange County (WERO) Communications System White Paper**

### **Overview:**

WERO is interested in joining the 800 MHz CCCS as a "Participating Agency." The Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System, revised November 2004, provides the guidance on adding non-City/non-County Participating Agencies. Section 16.3 of the agreement states that:

- Newly formed Non-City/Non-County Participating Agencies that do not participate in the System in its initial implementation may desire to use the System. County shall work with any such Participating Agency to develop an appropriate system design and implementation plan to transition to the System after approval is recommended by Orange County Chiefs of Police & Sheriff's Association (OCCOPSA), Orange County Fire Chief's Association (OCFCA), and approved by the Governance Committee.
- An agency that does not participate in the original purchase and cost sharing of the System Backbone shall contribute a share of the System cost consistent with Section 13.1:
  - System Entry Fee: \$2,480 per radio (for the life of the agreement)
  - Radio Template Development Fee: \$2,840 (one time cost, per template)
  - Radio Programming Fee: \$50 per radio (for the life of the agreement)
  - Flat Rate Fee: \$96 for mobile/portables; \$132 for control stations (per radio for the life of the agreement)
  - Equipment is purchased by agency directly with Motorola using approved equipment as provided in the Orange County Equipment Price Book (~\$3500 per radio + installation)
  - Operational, Backbone Upgrade and Sustainability Fund costs are estimated at ~ \$250 per radio annually paid to 800 MHz Partnership (15L)

### **Talkgroup and Channel Access:**

All radios will have the basic level of interoperability (Tan, SILVER, BROWN). Additional interoperability will be approved on a case-by-case basis. WERO would have a dedicated SILVER talkgroup for their use.

### **Flat Rate Repair consists of the following:**

- Perform a full FCC specifications check and alignment on new equipment, program new equipment and activate it on the system.
- Provide materials and labor for field repairs, with field service performed at a location specified by the user. Perform functional test and reprogram the radio if needed. Hot swap spare radios are available for vehicles and motorcycles.
- Provide materials and labor for shop repairs, with functional testing and standard reprogramming provided if needed after repair.
- Track repairs for each radio so that a cost analysis of repair versus replacement is tracked on an ongoing basis.
- Maintain a periodic maintenance schedule for each agency that includes FCC checks, alignment and repair of equipment as necessary.

Exclusions under the flat rate program include the following and will be billed on a time and material basis:

- Intentional misuse, vandalism or unauthorized modifications (physical or programming) by users or contracted service providers, causing damage to radio equipment on the 800 MHz CCCS. Agencies will be charged the total cost of repairs to the equipment and system.
- Template modifications that require agency-wide reprogramming such as the addition of talkgroups or modifications to the agency specific zone.
- Physical damage such as dropped radios or water damage.
- Replacement of batteries, knobs, antennas, and accessories such as speaker microphones.
- Engraving on a large-scale basis.

**Current Public Works Users** operating on the 800 MHz CCCS only require programming. The independent water districts will purchase new radios to operate on the system.



WEROC Agencies are as follows:

<b>Current 800 Participants Requiring Programming</b>	<b>Agencies Requiring New Radios:</b>
Anaheim	Costa Mesa Sanitary District
Brea	East Orange County WD
Buena Park	El Toro Water District
Fountain Valley	Golden State Water Company
Fullerton	Irvine Ranch WD
Garden Grove	Laguna Beach CWD
Huntington Beach	Mesa WD
La Habra	Midway City Sanitary District
La Palma	Moulton Niguel WD
Newport Beach	MWDOC (2 sites)
Orange	Orange County Sanitation District
San Clemente	Orange County WD
San Juan Capistrano	Santa Margarita WD
Santa Ana	Serrano WD
Seal Beach	SOCWA
Tustin	South Coast WD
Westminster	Trabuco Canyon WD
	Yorba Linda WD

- WD= Water District

In addition to the above listed Public Works agencies all law enforcement, fire protection, marine safety and hospitals operate on the 800 MHz CCCS as well as OCTA and several colleges and schools.

The system provides countywide portable in-building, highly-reliable radio communications with multiple levels of redundancy in case of major catastrophic events.



**DISCUSSION ITEM**  
September 7, 2021

**TO: Board of Directors**  
**FROM: Robert Hunter, General Manager**

Staff Contacts: Melissa Baum-Haley  
Heather Baez  
Tiffany Baca  
Joe Berg  
Vicki Osborn

**SUBJECT: DISCUSSION REGARDING DROUGHT CONDITIONS, ACTIVITIES, AND PUBLIC MESSAGING**

**STAFF RECOMMENDATION**

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Staff recommends the Board of Directors discuss and file this information.

**REPORT**

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Following discussions in August regarding this year being one of the driest years on record, the MWDOC Board requested staff return with a list of drought-related condition updates, outreach activities and planning, and member agency feedback. The information below will highlight the actions and planning efforts at both the regional and inter-agency levels, providing the MWDOC Board the opportunity for further discussion.

**REGIONAL UPDATES**

***Emergency Proclamations and Initial Drought Relief Funding***

As highlighted during the August MWDOC P&O Committee discussion, on July 18, Governor Newsom called on Californians to reduce water use by 15% to help protect water reserves if drought conditions continue. Further, the drought emergency proclamations expanded, leaving only Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Francisco, and Ventura counties not under the regional drought state of emergency at this time.

<b>Budgeted (Y/N): N/A</b>	Budgeted amount: None	Core <u>X</u>	Choice <u>  </u>
<b>Action item amount: N/A</b>	Line item:		
<b>Fiscal Impact (explain if unbudgeted):</b>			

On August 11, to provide drought relief, the Department of Water Resources (DWR) announced the first round of funding commitments of the \$500 million. The Small Community Drought Relief Program (\$200 million) assists communities that are not served by an urban water supplier. That program is one of several drought funding programs available through the State. An additional \$100 million in grant funding for urban drought relief projects and \$200 million for multi-benefit drought relief projects is expected to be released this fall.

### ***Metropolitan Water District of Southern California (Metropolitan)***

On August 19, Metropolitan urged support for an additional \$1.3 billion in state funding for Southern California over the next three years, as shown below. State funding can leverage existing investments and take advantage of Metropolitan and local water agency conservation rebate programs to accelerate immediate drought relief, which will relieve pressure on imported water and benefit the entire state.

#### **Water Use Efficiency:**

- An additional \$200 million to fund rebates for multifamily housing toilet replacement, municipal distribution system leak detection and repair, turf replacement, and commercial equipment

#### **Local Supply Projects:**

- \$650 million for water reuse and recycling
- \$100 million for stormwater capture
- \$100 million additional for groundwater remediation and wellhead treatment for PFAS

#### **Groundwater Storage:**

- \$250 million for groundwater storage and conjunctive use projects

On August 17, Metropolitan declared a regional Water Supply Alert. Under a Water Supply Alert, local water agencies are asked to review their past drought measures and their newly adopted state Water Shortage Contingency Plans and implement voluntary conservation measures. These actions will be combined with a unified regional message in media and outreach campaigns to communicate the need for increased conservation to the general public, businesses, stakeholders, and industries. With the request for state funding, as outlined above, these actions would be accelerated.

On Aug 30, Metropolitan officially launched its conservation campaign. The campaign pays homage to the various lifestyles that make Southern California unique, while empowering residents throughout the region to explore ways to build on their well-established water-saving habits. It is designed to reach diverse audiences with an inspiring message that celebrates both the region's rich heritage and its dedication and success in conserving water.

### **MWDOC UPDATES**

During the month of August, MWDOC staff utilized a multi-tiered approach to outreach to the member agencies. Presentations and discussion opportunities were provided to the

Water Use Efficiency Coordinators Workgroup on August 5, to the Public Affairs Workgroup on August 10, and at the MWDOC Member Agency Managers Meeting on August 19. Additionally, follow-up feedback solicitation was also sent out.

Key feedback included:

Regarding State-level Cutbacks

- Concern of the one-sized approach of the conservation call
- How recycled water use will be characterized
- How water reliability, drought resilience, and local supply investments will be recognized
- Consideration of minimal rebound and the appropriate baseline year

Regarding Timing of Actions

- While the Governor's conservation call is currently voluntary, consideration to not act too hastily
- Recognition of drought-fatigue and importance of pacing actions
- Consideration of the best approach to show the State Water Resources Control Board (SWRCB) that we hear the Governor's call – Should agencies commence local drought assessments or *stress-tests* as a proactive step?

It is worthwhile to note that in 2016, the initial one-sized urban water supplier's conservation standard was modified to allow for variations based on specific conditions. An urban water supplier's conservation standard could be reduced by an amount in consideration of the differences in climate affecting different parts of the state, growth experienced by urban areas, and significant investments that have been made by some suppliers towards creating new, local, drought-resilient sources of potable water supply.

At the August 18 MWDOC Board Meeting, Director Tamaribuchi also requested information on water saving success over time. Below is a table depicting grant funding awarded, Metropolitan Conservation Credit Program (CCP) funding accessed, and the associated lifetime water savings over the last five years (2016-2020). These comprehensive water saving achievements include both the Local Resource Program (LRP) and CCP activities.

***Outside funding and associated water savings over last five years (2016-2020)***

	MWDOC Awarded Grant Funding	Metropolitan CCP Funding	Metropolitan LRP Funding	Total Outside Funding	Lifetime Water Savings (AF)
<b>2016</b>	\$1,005,125	\$19,066,860*	\$13,873,922.2	\$33,945,907	331,275
<b>2017</b>	\$839,316	\$2,715,439	\$14,113,692	\$17,668,447	100,496
<b>2018</b>	\$1,063,799	\$2,764,684	\$14,104,016	\$17,932,498	107,811
<b>2019</b>	\$870,254	\$1,878,576	\$11,997,609	\$14,746,439	54,126
<b>2020</b>	\$882,295	\$3,179,092	\$4,292,342	\$8,353,729	25,913
<b>Total</b>	\$4,660,790	\$29,604,650	\$58,381,581	\$92,647,020	619,622

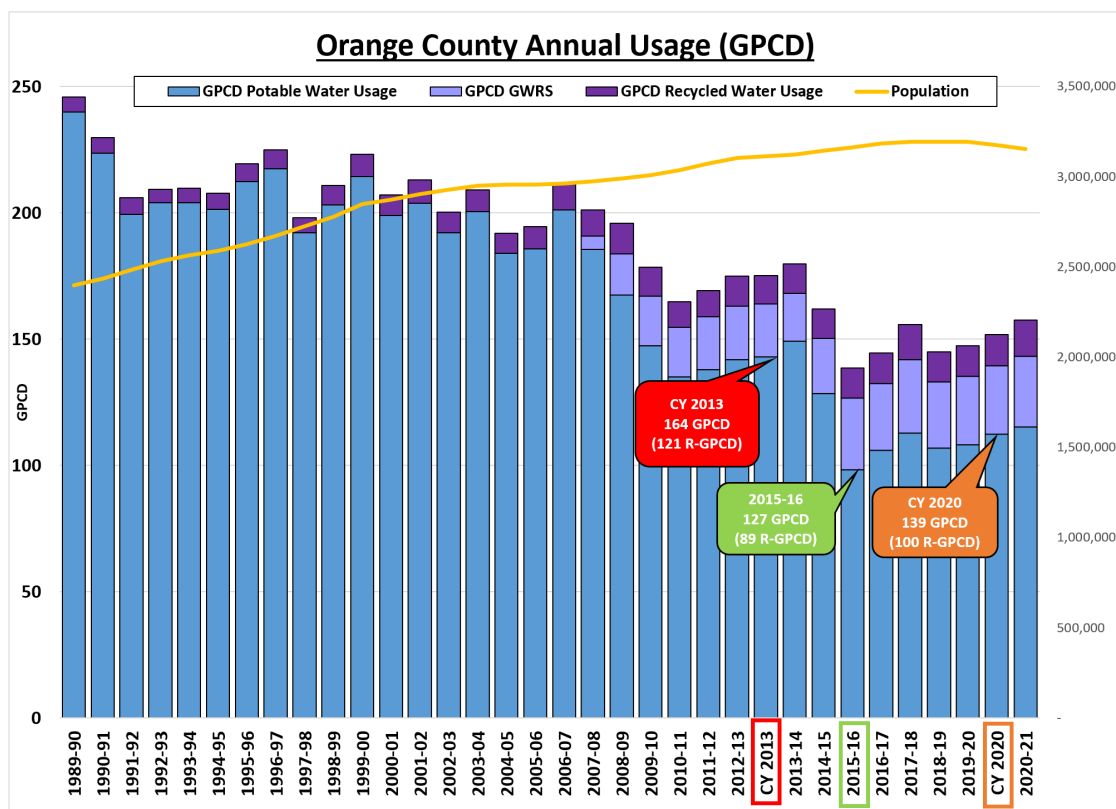
\* In 2016 the Metropolitan CCP continued to access the enhanced drought funding.

The following chart illustrates the per capita water use and population over approximately 30 fiscal years (FY). It specifically calls out the previous drought reporting benchmark of calendar year (CY) 2013, the low FY 2015-16, and the assumed current benchmark CY 2020. While the SWRCB collects agency self-reported residential per capita use (R-GPCD), the full county dataset identifies all potable water use per capita (GPCD) as well as both the indirect potable reuse from the Groundwater Replenishment System (GWRS), and the GPCD attributed to recycled water.

This chart highlights two key points. The first is the modest rebound consistent with a continued water use efficiency ethic and activities. The rebound seen within Orange County from CY 2020's 100 R-GPCD remains 17% below CY 2013. Further, a 15% reduction from CY 2020 would result in 85 R-GPCD or 30% below the initial CY 2013 benchmark, an additional 4% below the previous drought low.

The second point highlights successes in drought-resilient local supply investments as illustrated by the steady increase in recycled water usage over time. Mixed messages have been heard regarding the exclusion of recycled water from the Governor's 15% voluntary call. Hearing member agencies' concerns MWDOC staff has communicated with SWRCB staff on this issue. While we have yet to see an official statement written, it was conveyed that recycled water should not be subject to the call.

These two points emphasize the importance of advocating that urban water supplier conservation cutbacks should be reduced by an amount in consideration of significant investments that have been made by suppliers towards creating new, local, drought-resilient sources of potable water supply as well as current levels of rebound.



### ***Public Affairs (PA) Department Activities***

PA spearheads the drought related outreach messaging components for MWDOC. In July, PA provided the MWDOC member agencies, along with the Three Cities, a preliminary customizable media toolkit to assist with the development of a regional message.

With the intent of finding common ground, discussions at the PA Workgroup included recognition of the unique characteristics and concerns across the county and identification of similarities. To capture additional member agency feedback, PA launched a Padlet<sup>1</sup> and follow-up survey.

Implementing the feedback received, PA developed a comprehensive drought campaign to include customizable components to meet every agency's perspective. PA is in the process of creating a pitch deck to provide a streamlined but informative overview of this campaign. The pitch deck has been distributed to MWDOC member agencies and the Three Cities, and includes examples of the campaign's aesthetic, key message points, who the campaign audience is, as well as how the audience will be engaged using a three-tiered approach. Additionally, a survey link was provided to gauge interest and support of the overall structure and message.

### ***Water Use Efficiency (WUE) Department Activities***

The WUE coordinators have also begun discussing effective water use efficiency program modifications and enhancements that are specifically suited to focus on water savings impact. A steady focus on outdoor water use remains as it has the greatest demand elasticity. Programmatic areas that are being considered include:

- Programs that focus on outdoor water use and landscape management, water efficient equipment, and plant type conversion. Consideration of utilizing program caps and activity levers, and other implementation modifications from lessons learned during the last drought.
- Continuation of the current toilet replacement program to target high gallon per flush toilets in the multi-family sector.
- Potential reestablishment of the Public Sector Program to assist cities in targeting water savings.

During the last drought period, lifestyle changes accounted for a 13% reduction in demand. Of note, this is a cumulative savings and captures many of the water use efficiency activities promoted.

### ***Government Affairs (GA) Department Activities***

The GA team maintains continued briefings with the Orange County delegation on current water issues at both the state and federal level. To further inform them, MWDOC staff is

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<sup>1</sup> Padlet is best described as an online whiteboard tool. It is a real-time collaborative web platform in which users can upload, organize, and share content to virtual bulletin boards called "padlets."

developing specific fact sheets that summarizes Orange County information to reinforce the messages previously communicated to the delegation. This information will emphasize the investments and accomplishments made in Southern California and Orange County.

MWDOC staff outreach to key legislators to request the inclusion of \$500 million in grant funds for recycled water as part of the Drought Package currently under consideration. The funds would go towards the existing Water Recycling Funding Program that currently has a list of recycled water projects statewide totaling \$750 million and a longer-term waiting list of more than \$3 billion. This would include funding for projects for potable reuse, including groundwater recharge, reservoir augmentation and direct potable reuse.

GA also outreaching to the Orange County delegation in support of the Southern California coalition ask for an additional \$1.3 billion of state funding be directed towards Southern California over the next three years (as outlined above).

In coordination with Metropolitan staff, MWDOC staff continues outreach to various Orange County community groups including, but not limited to: Association of California Cities-Orange County (ACCOC), Orange County Building Industry Association (OC-BIA), Orange County Business Council (OCBC), South Orange County Economic Coalition, and the Greater Irvine Chamber of Commerce.

GA facilitated participation by the member agencies to inform them in the upcoming DWR Urban and Multi-benefit Drought Relief program. The information received will help DWR design the grant solicitation and refine the schedule for releasing the guidelines and proposal solicitation package for the Prop 1 Integrated Regional Water Management funding.

Finally, along with MWDOC member agency legislative staffs, GA has initiated working on coordinated outreach to the Orange County Board of Supervisors and City Mayors.

### ***WEROC Activities***

WEROC has established communications with the County of Orange/Orange County Operational Area Emergency Manager. As part of the on-going back and forth communications, WEROC is providing updates to the County in regards to impacts and actions that pertain to responding to this long-term, slow evolving event.

The importance of maintaining communications with the member agencies and the County relates to the involvement of the California Office of Emergency Services (CalOES), who is working in tandem with the State Water Control Board. CalOES is reaching out to the County Emergency Manager to gauge what and how we are doing in Orange County. In turn, WEROC is also working with member agencies tracking conditions, actions, and discussions.

As this event develops over the course of the next few months or year, WEROC, in partnership with the County, will be resurrecting the Orange County Drought Taskforce as an expansion of the current WEROC Coordination group meetings. The group will begin meeting once there is an actionable information reported, such as dry well tracking or

emergency water delivery support. A 30-day Situation Report and a 30-day Optional Period Drought Action Plan will be developed, as required. Additionally, WEROC will advocate on behalf of the water and wastewater agencies working with county and state partners within the emergency management side of response and recovery.





**INFORMATION ITEM**

September 7, 2021

**TO:**           **Planning and Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

**FROM:**       **Robert Hunter, General Manager**

Staff Contact: Heather Baez

**SUBJECT:   MWDOC LEGISLATIVE POLICY PRINCIPLES ANNUAL UPDATE**

**STAFF RECOMMENDATION**

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Staff recommends the committee review the policy principles and provide feedback to staff on any suggested or requested updates.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**REPORT**

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MWDOC maintains a set of legislative policy principles that serve as guidelines for staff and our legislative advocates on issues that are of importance to the District. The policy principles here are a culmination of current policies and initial changes recommended by staff from all departments within the agency.

In addition, staff will begin soliciting input from the member agencies through the general managers and their legislative staff. MWDOC staff will coordinate feedback from the Board and any input received from the member agencies, as well as any additional input from MWDOC Department Managers, and bring the proposed Policy Principles to the Board for review at the October P&O committee meeting.

<b>Budgeted (Y/N):</b> n/a	<b>Budgeted amount:</b> n/a	<b>Core X</b>	<b>Choice</b> __
<b>Action item amount:</b> None		Line item:	
<b>Fiscal Impact (explain if unbudgeted):</b>			

The focus of this month's item is for staff to receive input from the committee and update the policy principles to advance the Board's objective of establishing legislative and regulatory policy principles to help guide for both our federal and state legislative programs.

Attached: **Legislative Policy Principles**

## **Municipal Water District of Orange County** **Legislative and Regulatory Policy Principles**

### **OVERALL POLICY**

Legislation and regulations addressing water resource management issues should be guided by local and regional water resource officials with knowledge and experience in addressing opportunities, threats and needs for success within the water industry.

### **IMPORTED WATER SUPPLY**

**It is MWDOC's policy to support legislation, regulations and administrative actions that:**

1) Facilitates the implementation of a Sacramento-San Joaquin Delta Improvement program similar to the Delta Conveyance Project that addresses the co-equal goals of reliable water supply and ecosystem restoration, and related policies that provide long term, comprehensive solutions for the San Francisco Bay/Sacramento-San Joaquin River Delta that:

- a) Provide reliable water supplies to meet California's short- and long- term needs;
- b) Improve the ability to transport water through the Delta either for, or supplemental to, State Water Project deliveries;
- c) Improve the quality of water delivered through the Delta;
- d) Enhance the Bay-Delta's ecological health in a balanced manner;
- e) Employ sound scientific research and evaluation to advance the co-equal goals of improved water supply and ecosystem sustainability.
- f) Expedite the completion of the State Water Project and EcoRestore initiative;
- g) Encourages regular infrastructure maintenance and upkeep of the levees to counter the effects of subsidence and seismic risk.

2) Authorizes, appropriates, and expeditiously distributes the state and federal share of funding to improve the State Water Project and EcoRestore initiative.

3) Promotes continued federal funding and coordination between states for the Colorado River Basin Salinity Control Program under the Federal Department of Agriculture and Interior.

4) Protects and preserves Metropolitan's interest in binational water conservation programs.

5) Supports the completion of the Central Valley Project (CVP) which may include the construction of conveyance facilities in the Sacramento-San Joaquin Bay Delta and the raising of Shasta Dam.

**It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Would make urban water supplies less reliable, or would substantially increase the cost of imported water without also improving the reliability and/or quality of such water.
- 2) Imposes water user fees to fund non-water supply improvements in the Delta region or user fees that are not proportional to the benefits received from a Delta region water supply improvement.

**LOCAL WATER RESOURCES**

**It is MWDOC's policy to support legislation and regulation that:**

- 1) Supports the development of, provides funding for, and authorizes and/or facilitates the expanded use of, cost effective, water recycling, potable reuse, conservation, water use efficiency, groundwater recovery and recharge, storage, brackish and ocean water desalination and surface water development projects where water supply is improved and the beneficiaries of the project pay for the portions of the project not funded by state or federal funds.
- 2) Reduces and/or streamlines regulatory burdens on augmented or alternative water supply projects, and provides protections for the use of these supplies during water supply shortages, through exemptions or provisions of credit during state mandated reductions.
- 3) Supports ecosystem restoration, increased stormwater capture where the capture avoids impact to others, and sediment management activities that are cost-effective and enhance the quality or reliability of water supplies.
- 4) Recognizes that the reliability and high quality of supplies to the end user is the primary goal of water suppliers.
- 5) Provides incentives for local or regional use of augmented or alternative water supplies.
- 6) Support the inclusion of environmental infrastructure projects the Army Corps of Engineers must consider in its Report to Congress.
- 7) Allows Investor Owned Utilities to invest in redundancy and reliability projects.
- 8) Encourages the State and Federal government to foster investments in water quality, storage, and/or reliability projects.
- 9) Recognizes that desalinated water, recycled water, and potable reuse are important components of water use efficiency and drought resiliency.
- 10) Standards should be science-based and peer-reviewed; take economic feasibility and

impact into consideration, respect existing water rights, include reasonable time for implementation and compliance, and, be subject to Legislative oversight and review biennially.

19) Authorizes, promotes, and/or provides incentives for the development of extraordinary emergency water supplies for voluntary use by local water agencies during times of drought or water shortages.

20) Is inclusive of transparent collaboration techniques for legislation and regulation regarding water use efficiency.

**It is MWDOC's policy to oppose legislation or regulation that:**

1) Restricts a local governmental agency's ability to develop their local water resources in a manner that is cost-effective, environmentally sensitive, and protective of public health.

2) Imposes barriers or increases costs to the safe application of recycled water and continues to define recycled water as a waste or resource of lesser value than traditionally defined potable water.

3) Would make urban water supplies less reliable, or would substantially increase the cost of local water supplies without also improving the reliability and/ or quality of such water.

4) Restricts or limits a local governmental agency's ability to establish local priorities for water resources planning decisions.

5) Reduces a local agency's ability to benefit from local investments in drought-proof or emergency water supplies during water shortages.

6) Would prohibit ocean discharges and mandates that defined a percentage(s) of recycled water required to be used or served by water suppliers.

**WATER STORAGE**

**It is MWDOC's policy to support legislation and regulation that:**

1) Provides conveyance and storage facilities that are cost-effective for MWDOC, its member agencies and their customers, while improving the reliability and quality of the water supply.

2) Supports "beneficiaries pay" for water storage that ensure full cost recovery.

3) Supports the siting and construction of surface storage in Southern California, which is sited to receive either State Water Project (SWP) or Colorado River Aqueduct (CRA) supplies.

4) Supports funding at the state and federal level for surface and groundwater storage, including reauthorization and expansion of the WIIN Water Storage Program and bifurcation of Surface and Groundwater Storage Funding at the state and federal level.

5) Supports the development of both a state and federal funding program to provide funding for local and regional dam safety/improvement projects and programs to repair conveyance facilities that have been damaged due to subsidence.

**It is MWDOC's policy to oppose legislation or regulations that:**

1) Results in reducing the quantity or quality of water in either surface or groundwater storage of substantially increases the cost of operating and maintaining surface and groundwater storage facilities without an adequate increase in public safety, water quality, or water quantity.

**WATER USE EFFICIENCY AND DISTRIBUTION SYSTEM WATER LOSS**

**It is MWDOC's policy to support legislation and regulation that:**

1) Furthers the statewide goal of increasing water use efficiency, throughout the state, and water conservation for local, regional, or statewide emergencies.

2) Would allow flexibility and fosters local and regional collaboration to develop and implement options for compliance in achieving statewide water reduction goals.

3) Seeks to cost-effectively improve water efficiency standards and policies for water-using devices such as, but not limited to, the EPA Water Sense Program and Cal Green Building Standards.

4) Reasonably improves Commercial, Institutional and Industrial (CII) water use efficiency programs while preserving community choice and the local economy.

5) Provides financially appropriate incentives, funding, and other assistance to facilitate market transformation and gain wider implementation of water-efficient indoor and outdoor technologies and practices.

6) Recognizes and protects past investments of agencies and customers in water use efficiency measures, especially from the demand hardening perspective.

7) Provides federal and state tax exemptions for water conservation or efficiency incentives for measures including, but not limited to, turf removal, devices, and other measures to reduce consumption of water or enhance the absorption and infiltration capacity of the landscape.

**It is MWDOC's policy to oppose legislation or regulations that:**

1) Would repeal cost-effective efficiency standards for water-using devices.

2) Places unreasonable conservation measures on residential, commercial, industrial and institutional customers that would negatively impact or limit the potential for economic growth.

3) Fails to recognize the importance of both water use efficiency and water supply development.

- 4) Fails to recognize augmented or alternative water supplies as an efficient use of water, or that fails to provide an adequate incentive for investments in such water, for potable or non-potable reuse.
- 5) Requires water efficiency standards or performance measures that are infeasible, not practical or fail to have a positive cost-benefit ratio when comparing the cost of meeting the standard or implementing the performance measure with the value of the volume of water saved.

## **WATER QUALITY AND ENVIRONMENTAL IMPACTS**

### **It is MWDOC's policy to support:**

- 1) Legislation that protects the quality of surface water and groundwater including the reduction of salt loading to groundwater basins.
- 2) The establishment and/or implementation of standards for water-borne contaminants based on sound science and with consideration for cost-effectiveness.
- 3) A science-based regulatory process that has been established under the Safe Drinking Water Act is the best approach for any consideration and development of drinking water regulations to address any contaminant or family of contaminants, including per- and polyfluoroalkyl (PFAS).
- 4) The investment in the development of analytical methods to more reliably and accurately measure various contaminants, including PFAS, in drinking water.
- 5) Administrative/legislative actions to improve clarity and workability of CEQA, and eliminate other duplicative state processes.
- 6) Streamlining or exempting water, recycled water, wastewater projects, and/or environmental restoration projects, from the California Environmental Quality Act (CEQA).
- 7) Provides liability protections to public water districts, and related wholesale water providers, seeking to consolidate with or serve as the administrator for troubled water systems that cannot consistently demonstrate that they are able to provide safe, clean and reliable water supplies to their customers.
- 8) State-funded groundwater basin contamination studies and associated economic or environmental impacts.
- 9) Supports the efforts of water industry to promote policies that enhance the pace and scale of headwaters and forest management, including improved planning, coordination, and implementation; increase financing, research, and resources to protect water supply and quality; bring management practices in line with modern challenges; and provide multiple benefits to the State's water users.
- 10) Support the eradication and prevention of invasive species from becoming established in or around water supplies.

**It is MWDOC's policy to oppose:**

- 1) Legislation that could compromise the quality of surface water and groundwater supplies.
- 2) Legislation that establishes and/ or implements standards for water-borne contaminants without regard for sound science or consideration for cost effectiveness.
- 3) Projects that negatively impact the water quality of existing local supplies.
- 4) Legislation or regulation that would mandate an unscientifically supported federal or state maximum contaminant level, or mandating an artificial deadline for promulgating a maximum contaminant level for drinking water.
- 5) Legislation, regulation or other policy that would hold drinking water and wastewater facilities liable for PFAS contamination caused by third parties; or that does not clearly state that the party directly responsible for the PFAS pollution is solely liable for the costs associated with the contamination cleanup.

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

**It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Compromises the existing governance structure and the representation of member agencies on the Metropolitan Water District Board of Directors.
- 2) Would restrict MET's rate-making ability.

**WATER TRANSFERS**

**It is MWDOC's policy to support legislation and regulation that:**

- 1) Encourages and facilitates voluntary water transfers, or streamlines the transfer approval process.
- 2) Provides appropriate protection or mitigation for impacts on the environment, aquifers, water-rights holders and third-parties to the transfer including those with interests in the facilities being used.

**It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Undermines the operations and maintenance of the conveyance system conveying the water.
- 2) Interferes with the financial integrity of a water utility or compromises water quality.
- 3) Increases regulatory or procedural barriers to water transfers at the local or state level.



## **WATER INFRASTRUCTURE FINANCING AND PROJECT FUNDING**

### **It is MWDOC's policy to support legislation and regulation that:**

- 1) Employs a "beneficiary pays" principle that establishes a clear nexus between the costs paid to the direct benefit received.
- 2) Reduces the cost of financing water infrastructure planning and construction, establishes grants or other funding and finance opportunities.
- 3) Considers local investments made in infrastructure, programs, mitigation and restoration in determining appropriate cost shares for water infrastructure, and project investments.

### **It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Establishes a fee or tax that does not result in a clear and proportional benefit to the District, its member agencies, and their customers.
- 2) Would reduce the total available water infrastructure financing measures such as WIFIA, state-revolving funds, and others.

## **ENERGY**

### **It is MWDOC's policy to support legislation or regulation that:**

- 1) Facilitates the development and expansion of clean, and cost effective renewable energy in California, and recognizes hydroelectric power as a clean, renewable energy source and that its generation and use meets the greenhouse gas emission reduction compliance requirements called for in the Global Warming Solutions Act of 2006 (AB 32 and SB 100).
- 2) Facilitates voluntary and cost effective local investments in renewable energy, energy management and storage, and energy efficiency which improve the water-energy nexus and reduce local agency costs.
- 3) Provides water agencies greater flexibility to run backup generators to support critical facilities during deenergization and PSPS events.

## **FISCAL POLICY**

### **It is MWDOC's policy to support legislation or regulation that:**

- 1) Requires the federal and state governments to provide a subvention to reimburse local governments for all mandated costs of regulatory actions.

- 2) Allows retail water providers to voluntarily offer localized Water Rate Assistance Programs that comply with Proposition 218 of California's Constitution and/or are funded either voluntarily or via non-restricted/non-water-rates revenues.
- 3) Support Proposition 13 as embodied in Article XIII A of the California Constitution, and oppose the "split roll" efforts that would increase property taxes on businesses.
- 4) Changes how inverse condemnation liability is determined for water service providers in order to limit water agency liability for impacts of wildfire.

**It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Is inconsistent with the District's current investment policies and practices.
- 2) Pre-empts the District's or its member agencies' ability to impose or change cost-of-service-based water rates, fees, or assessments, or requires them to submit their rates or charges to any state agency for approval.
- 3) Impairs the District's ability to maintain levels of reserve funds that it deems necessary and appropriate.
- 4) Makes any unilateral reallocation of District revenues, or those of its member agencies, by the state unless the state takes compensatory measures to restore those funds.
- 5) Mandates a specific rate structure for water agencies.
- 6) Imposes a "public goods charge" "water user fee", or "water tax" on public water agencies or their ratepayers.

**GOVERNANCE**

**It is MWDOC's policy to support legislation or regulation that:**

- 1) Advances good government practices and public transparency measures in a manner that does not take a "one-size fits all" approach, respects local government control, and facilitates technological efficiencies to meet state reporting and disclosure requirements.
- 2) Are consistent with the current LAFCO processes defined in the Cortese-Knox-Hertzberg Act.
- 3) Supports or facilitates responsible programs, procedures, and methods that promote collaboration, transparency and open government.

**It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Imposes unnecessarily broad burdens or new costs upon all local governments absent a clear and necessary benefit.

- 2) Reduces or diminishes the authority of the District to govern its affairs.
- 3) Resolves state budget shortfalls through shifts in the allocation of property tax revenue or through fees for which there is no direct nexus to benefits received.

### **PUBLIC EMPLOYEE PENSION REFORM**

#### **It is MWDOC's policy to support legislation that:**

- 1) Seeks to contain or reform public employee pension and other post-employment benefit (OPEB) cost obligations that are borne by public agencies via taxpayers and ratepayers.

### **EMERGENCY RESPONSE**

#### **It is MWDOC's policy to support legislation that:**

- 1) Increases coordination on Homeland Security and emergency response efforts among the federal, state, and local governments with clearly defined roles and responsibilities for each.
- 2) Provides continued funding to enhance and maintain local Homeland Security infrastructure, including physical and cyber protection of critical infrastructure.
- 3) Ensures adequate funding for expenditures related to disaster response and all phases of emergency management; including the earthquake early notification system and efforts to enhance water infrastructure resiliency.
- 4) Strengthens intergovernmental planning and preparation coordination for emergency response and drills.
- 5) Enhances protection of information and cyber security for critical infrastructure through policy and funding for local efforts.
- 6) Supports water utility capability to notify customers of emergency protective measures through mass notification systems.
- 7) Properly recognizes water agencies' role in emergency response to wildfires and other natural disasters, where water service is needed or may be impacted, because water and wastewater services are essential public utilities that ensure public health and safety.

#### **It is MWDOC's policy to oppose legislation or regulation that:**

- 1) Reduces a water utility's ability represent itself or implement activities *of* any component of the disaster preparedness cycle, especially within response and recovery section.
- 2) Negatively impacts water and wastewater utility's ability to prepare, mitigate or respond to, or recover from disaster and emergencies in order to provide fire suppression, drinking water and wastewater services.

# The County of Orange Report

Prepared for the MWDOC P&O Committee

August 30, 2021  
by Lewis Consulting Group



## **New PPIC Poll**

On July 28<sup>th</sup> the Public Policy Institute of California released its latest California survey titled "Californians and the Environment". The key takeaway is the increased awareness of the severity of drought in California. 25% of those surveyed listed water and drought as their #1 environmental concern edging out wild fires at 17%. The survey was conducted July 6-14 with a sample size of 1,569 Californian adults and yields a margin of error of +/- 3.4%.

What do you think is the most important environmental issue facing California today?

- 25% water supply, drought, reservoirs
- 17% loss of forests, forest fires, wildfires
- 13% global warming, climate change, greenhouse gases
- 6% air pollution, vehicle emissions, smog
- 5% pollution in general
- 4% landfills, garbage, sewage, waste, recycling
- 4% water pollution of ocean, rivers, lakes, streams, beach pollution
- 3% government regulation—too much, over regulation, politicians, environmentalists
- 2% energy, fossil fuels, solar, nuclear, wind, alternative
- 2% traffic congestion, transportation, transit
- 15% other
- 2% don't know

Would you say that the supply of water is a big problem, somewhat of a problem, or not much of a problem in your part of California?

- 63% big problem
- 29% somewhat of a problem
- 8% not much of a problem

Would you say that you and your family have taken steps to reduce water use recently in response to the current drought?

- 41% yes, done a lot to reduce water use
- 39% yes, done a little to reduce water use
- 20% no, have not taken steps

Compared with other issues, would you say addressing global climate change is a top concern to me personally, one of several important concerns to me, or not an important concern to me?

- 25% top concern to me personally
- 56% one of several important concerns to me
- 19% not an important concern to me

How serious of a threat is climate change to the economy and quality of life for California's future—do you think that it is a very serious, somewhat serious, not too serious, or not at all serious of a threat?

- 50% very serious
- 33% somewhat serious
- 9% not too serious
- 7% not at all serious

How about droughts that are more severe? Are you very concerned, somewhat concerned, not too concerned, or not at all concerned about that as an impact of climate change in California?

- 63% very concerned
- 26% somewhat concerned
- 7% not too concerned
- 3% not at all concerned

How about wildfires that are more severe? Are you very concerned, somewhat concerned, not too concerned, or not at all concerned about that as an impact of climate change in California's future?

- 63% very concerned
- 27% somewhat concerned
- 7% not too concerned
- 3% not at all concerned

Do you favor or oppose the state law that requires 100 percent of the state's electricity to come from renewable energy sources by the year 2045?

- 70% favor
- 28% oppose
- 1% don't know

How about Governor Newsom's executive order banning the sale of all new gasoline powered vehicles by 2035? Do you favor or oppose this proposal?

- 49% favor
- 49% oppose
- 2% don't know

In order to help reduce climate change, would you be willing or not willing to pay more for electricity if it were generated by renewable sources like solar or wind energy?

- 45% willing
- 55% not willing
- 1% don't know

How about allowing wind power and wave energy projects off the California coast? Do you favor or oppose this proposal?

81% favor  
15% oppose  
3% don't know

How about building desalination plants on the California coast? Do you favor or oppose this proposal?

68% favor  
27% oppose  
5% don't know

## **LAFCO AUGUST MEETING**

### **Santa Margarita Water District Wins Approval**



It was five years in the making, but it only took about 30 minutes of testimony and deliberations for the Santa Margarita Water District to win unanimous approval from the LAFCO Board to annex the City of San Juan Capistrano's water and wastewater utilities. Supervisor Bartlett noted that on occasion "the City had been water challenged" as she argued for an affirmative vote. A number of representatives of the City and district praised the level of cooperation and collaboration. Chairman Davert summed it up by saying "this is what good government is". The action must still wait out a 30 day protest period.

In other action, the committee honored a request and delayed by one year the recording of annexation of 290 acres in Tonner Hills to the City of Brea.



## **Update**

### **Board of Supervisors Meetings July 27, August 10 & 24**

The three most recent Board of Supervisor meetings were largely non-substantive. The August 10<sup>th</sup> meeting, which was short by Board meeting standards, was largely consumed by the comments of the public over questioning the efficacy of masks or vaccines. Their opinions fell on deaf ears. This meeting again featured verbal jousting between Chairman Andrew Do and the newest Supervisor Katrina Foley. Supervisor Foley appears to be attempting to differentiate herself from the style and policies of the other Board members.

## COVID-19 Echo Hits Orange County







The delta variant has become a painful reminder that COVID-19 is still amongst us. This time though, the threat of large number of deaths has been lessened because so many of the most vulnerable (the elderly, obese and immune compromised) have been vaccinated. So infections are on the rise and O.C. hospitalizations and those in ICU are up significantly from last month. The swell in numbers are mostly younger and unvaccinated patients.

ORANGE COUNTY COVID-19 STATS	AS OF 8/30/2021	AS OF 7/26/2021
CUMULATIVE CASES TO DATE	285,098	262,071
CUMULATIVE DEATHS TO DATE	5,220	5,139
DEATHS REPORTED TODAY	18	1
CUMULATIVE TESTS TO DATE	4,660,095	4,285,226
TESTS REPORTED TODAY	31,388	20,487
CASES CURRENTLY HOSPITALIZED	546 *	194 *
CASES CURRENTLY IN ICU	139	48
CUMULATIVE RECOVERED TO DATE	263,557	251,082

\* = INCLUDES *ICU* CASES

## Recall Turns Competitive

Through mid-June every poll, save two Republican polls, showed the recall effort going down to defeat. However, with a worsening drought, crime on the rise and the Delta COVID-19 variant creating renewed fear, previously reliable NO ON RECALL voters may be less enthused about voting.

Poll source	Date(s) administered	Sample size <sup>[a]</sup>	Margin of error	Yes on recall	No on recall	Undecided
Change Research (D) 	Aug 22–25, 2021	782 (LV)	± 3.7%	42%	57%	1%
YouGov 	Aug 6–12, 2021	1,585 (RV)	± 3.4%	46%	54%	–
		1,534 (LV)	± 3.8%	48%	52%	–
SurveyUSA 	Aug 2–4, 2021	613 (LV)	± 5.0%	51%	40%	9%
Emerson College 	Jul 30 – Aug 1, 2021	1,000 (LV)	± 3.0%	46%	48%	6%
Core Decision Analytics 	Jul 27–29, 2021	804 (RV)	± 3.5%	41%	52%	7%
		~728 (LV)	± 3.6%	44%	51%	5%
Berkeley IGS 	Jul 18–24, 2021	5,795 (RV)	± 2.0%	36%	51%	13%
		3,266 (LV)	± 2.5%	47%	50%	3%

A recent poll conducted by CBS/YouGov indicates a tightening race in the Gavin Newsom recall and good news for GOP candidate Larry Elder.

The poll of 1,534 likely voters was conducted August 6<sup>th</sup> - 12<sup>th</sup>. The poll found growing discontent with Governor Newsom's performance in dealing with a number of California issues. As a result, 48% of Californians support the recall effort, while 52% oppose. The poll also found Republican media commentator Larry Elder leading his closest competitor Kevin Paffrath 22% to 13%.

Source of poll aggregation	Dates administered	Dates updated	Elder (R)	Paffrath (D)	Cox (R)	Faulconer (R)	Kiley (R)	Jenner (R)	Ose (R)	Other/Undecided [d]	Margin
Real Clear Politics	July 18 – Aug 12, 2021	Aug 15, 2021	21.8%	11.0%	7.5%	5.5%	4.0%	4.0%	1.8%	44.4%	Elder +10.8
FiveThirtyEight	July 18 – Aug 25, 2021	Aug 26, 2021	21.0%	7.8%	5.1%	4.3%	3.7%	2.7%	1.9%	53.5%	Elder +13.2
Average			21.4%	9.4%	6.3%	4.9%	3.9%	3.4%	1.9%	49.0%	Elder +12.0

## Orange County and California Returned Recall Ballots

### ORANGE COUNTY RETURNED BALLOTS

TOTAL	341,926	100%		
DEMOCRAT	140,639	41%		
REPUBLICAN	115,075	34%		
OTHER	86,212	25%		

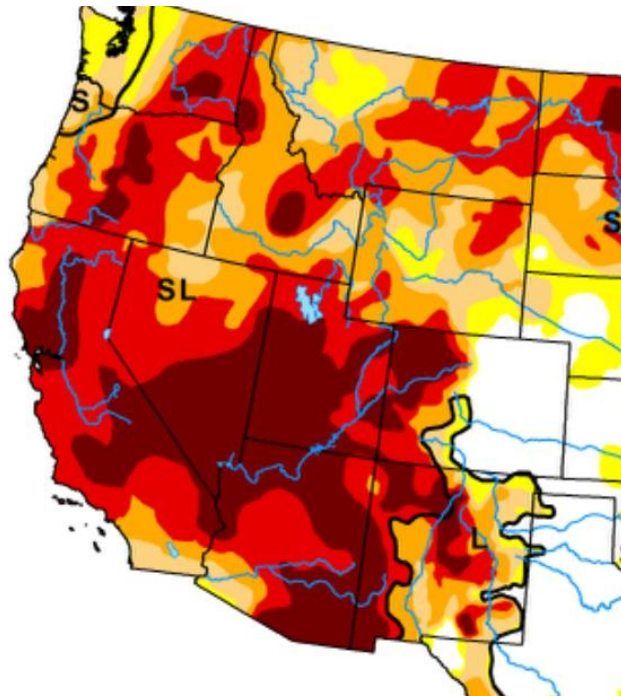
### CALIF. STATEWIDE RETURNED BALLOTS

TOTAL	3,540,353	100%
DEMOCRAT	1,917,444	54%
REPUBLICAN	844,235	24%
OTHER	779,302	22%

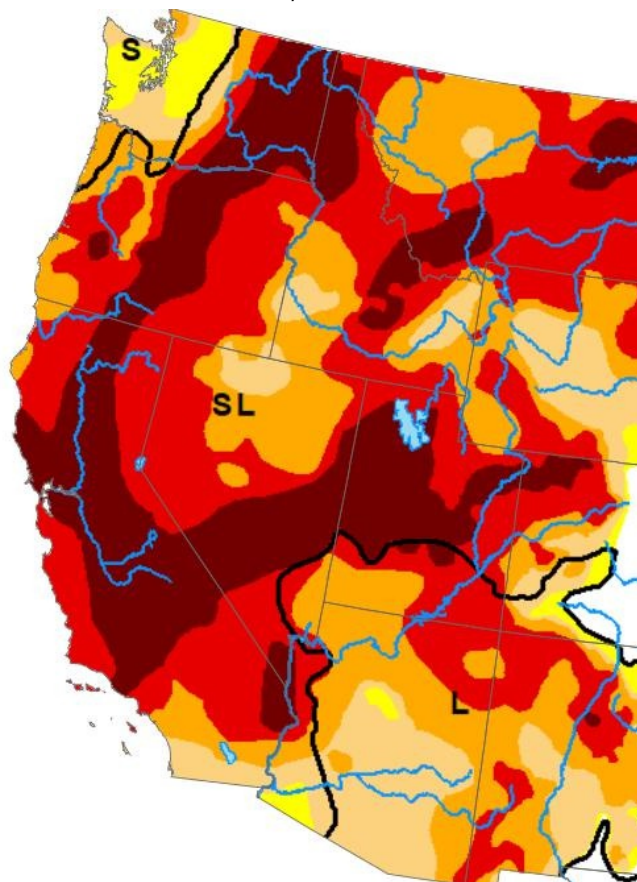




## Monsoonal Conditions Help Arizona & New Mexico. . . California, Not So Much



JULY 17, 2021



AUGUST 26, 2021

# ACKERMAN CONSULTING

## Legal and Regulatory

September 7, 2021

1. **Drought Hits Almonds:** Almonds are California's number one agricultural export. We produce 80% of the world's almonds. It is a \$6 billion industry. However, the current drought is severely impacting it. While it has been growing steadily every year, this year's output estimate has been reduced to 2.8 billion pounds from 3.2. Many almond farmers in addition to cutting back trees have had to reduce growing other crops to make sure their thirsty almonds had water. Some environmental groups have suggested banning almond production in areas where water is scarce.
2. **Chlorine Shortage in Water World:** Water agencies in California, Utah, New Mexico, and New York have request the Federal EPA to help them get chlorine and sodium hypochlorite (bleach). Some folks are saying the suppliers are giving preference to pools over water agencies. Others opine that disruption in supply chains caused by Covid may be a cause. Also, a major plant in Louisiana burned a year ago and may be offline until 2022. Many agencies are getting chemicals but not as quick as before. The EPA request was made to insure no break in service.
3. **Lake Tahoe Flood:** Predictions are being made by UC Davis that Lake Tahoe could overflow soon and cause severe flooding downstream in Truckee and Reno. The drought conditions are expected to continue in the future. However, the warming trends could make the snowpack melt sooner and cause more water to enter the Lake. Sixty-three streams feed into Lake Tahoe. Currently there is on average a 6-foot difference between the top of the dam and lake level. Expected rainfall and snowmelt could raise the lake one foot per day. At that rate, severe flooding would occur.
4. **Rebellion Averted:** The battle in the Klamath Basin at the California-Oregon border has got very heated. In the past Federal Marshalls have been called in to quell activists. The lead instigator was Ammon Bundy who led armed militia folks against Federal folks in Oregon and Nevada. He had threatened to return if things did not work out. Instead, local farmers and leaders picked up the charge in a more peaceful manner and got the attention of the federal government. The feds have severely cut back flow to the area, but have promised drought relief dollars up to \$30 million. The situation is still unsettled. The local Tribes have also weighed in wanting more water to protect fish, but their wishes have not been granted. At least people are talking about the issue as opposed to shooting at each other.
5. **Global Hydropower Shortage:** Hydropower produces almost 16% of the world's electricity. The US gets about 6% of its power from hydro. The two biggest areas being impacted by drought conditions are US and Brazil. China is not too far behind. California is being hurt by Lake Oroville, Lake Shasta, and Hoover Dam. Brazil gets 61% of its power from hydro. Their dams are at a 91-year low. They have activated natural gas plants to make up the difference with rates going up by 52%. China has been reduced by 30% although that has improved somewhat. They are looking at additional dams and reservoirs to aid the future. They are already getting pushback from downstream countries, Thailand, Cambodia, and Myanmar for reducing their water access. By contrast, some areas in South Africa have had to shut down their hydro due to too much rain. In their case, many have no replacement mode to produce electricity.

6. **Sushi Shortage?:** There are 4,000 sushi restaurants in the US, many of them in Orange County. The drought is hitting them also and we may be seeing sharp increases in our sushi bills soon. California produces almost all the sushi grade rice in the US. This equates to 25,000 jobs and \$5 billion income for the state. This year due to the drought California will experience its smallest rice crop in 30 years. The salmon industry has also taken a hit due to drought and warmer conditions. This sector produces almost another \$1 billion in income. The battles between the fisherman and farmers are nothing new, but this time the battle hits a single target, sushi for the entire country.
7. **CO2 Desal:** Lehigh University (Pennsylvania) has recently patented a CO2 based desal process. Existing systems (such as OCWD) use reverse osmosis which is effective but use large amounts of electricity. This new system is based on CO2 driven ion exchange desal call HIX-Desal. HIX is a chemical reaction that drastically reduces energy costs. At the same time, it has proven effective in wastewater treatment and desal applications. It is currently in use in the city of Bethlehem, Pennsylvania and early results are good. The byproduct in wastewater treatment is concentrate which may be used as pure fertilizer.
8. **Water Rights Curtailed:** The State Water Resources Control Board met on August 20 and issued a sweeping order. That order curtailed usage in the Delta, Sacramento, and San Joaquin watersheds. It applied to post and pre 1914 water rights and claims, both senior and junior. The order also impacts Russian River and Scott River users. Total impacted users is almost 10,000. The Order follows the Governors emergency drought declarations. Litigation will certainly follow since water rights are considered property rights which are protected by both the California and US Constitution. This will be a good time to be a water lawyer.
9. **Moon Wobble=Higher Tides:** NASA and the University of Hawaii recently released a study on the impact of the moon orbit on high and low tides. We were all taught in grade school that the moon has direct impact on tide condition on earth. Change in the moons orbit (wobble) has been known since the 1700s. This study has shown the frequency of significant changes occurs every 20 years, plus or minus a few. The wobble makes for larger high and low tides on a regular and predictable basis. However, this, in conjunction with the sea rise, can make the higher tides more dangerous and damaging. It also impacts the duration of the tide condition. This study, based on their model, indicates that over 100 million folks could be displaced, worldwide, by the end of the century.
10. **Managed Retreat:** Senator Ben Allen has proposed a Managed Retreat bill to help people whose homes may be impacted by rising sea levels. It would set up a revolving loan fund to provide money to cities. The cities would buy the property of affected households and rent the property until such time it became uninhabitable. The Senator believes that sea wall and other structures would not insure long time viability. Critics are already saying this is a plan to subsidize the rich while continuing to ignore affordable housing needs. Let the debate begin.
11. **Water and Credit Rating:** Water and the lack thereof is starting to impact credit ratings of companies and countries. A major sugarcane producer in Brazil was downgraded due to lack of product to process. Rivers in Europe used to transmit oil and other products are at low levels making it difficult to impossible to float the boats. Reduced water levels in Germany have increased saline levels to unacceptable degrees. The construction of major dams in Pakistan and Ethiopia have hit political problems which will impact the country's ability to conduct business of all kinds. Every part of the world is facing some water issue which will impact its ability to sustain life now and in the future. Even Brazil, which has the best freshwater sources in the world has lost 15% of its surface water since 1991.

12. **Seed Coating:** MIT has developed a two-layer coating for seeds that will help farmers get through water droughts. The seeds are coated with a gel that keeps moisture in the developing seed and contains nutrients that will allow the seed to grow. The seeds are currently in the test period. The gel also encourages nitrogen growth in the soil, negating the need to use fertilizer in the field. Amazing discovery, just add dirt.



**INFORMATION ITEM**

September 7, 2021

**TO: Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

**FROM: Robert Hunter, General Manager**

Staff Contact: Melissa Baum-Haley  
Alex Heide

**SUBJECT: Metropolitan's Assessed Valuation for MWDOC and Orange County for Fiscal Year 2021-22**

**STAFF RECOMMENDATION**

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Staff recommends the Planning & Operations Committee receive and file the information provided below.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**REPORT**

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This letter reports on Metropolitan's (MET) certified assessed valuations for Fiscal Year (FY) 2021-22, as of August 17, 2021. The assessed valuation is used at MET to determine each member agency's percentage participation, vote, and director entitlement.

MET's certified assessed valuations for Metropolitan's six-county service area totaled \$3.38 trillion for FY 2021-22. As of 2019, AB1220 (Garcia) added subsection (b) to Section 52 of the MET Act, which provides, "A member public agency shall not have fewer than the number of representatives the member public agency had as of January 1, 2019." Based on the assessed valuations for FY 2020-21 and pursuant to Section 52 of the MET Act, the number of representatives for each agency remains the same, thereby MET's Board of Directors remains at 38.

<b>Budgeted (Y/N): N</b>	Budgeted amount: None	Core <u>_X_</u>	Choice <u>__</u>
<b>Action item amount: N/A</b>		Line item:	
<b>Fiscal Impact (explain if unbudgeted):</b>			

MWDOC's assessed valuation for FY 2021-22 totals \$574,919,973,901, with \$2,275,825,073 of homeowner's property exemptions, reducing the certified assessed valuation to \$572,644,148,828; increase of 4.1% increase from FY 2020-21 assessed valuation. As a result, **for FY 2021-22 MWDOC will have a voting entitlement of 57,264 or voting percentage of 16.96%; an increase of 0.02% from last year.** In addition, MWDOC's vote percentage of 16.96% continues to entitle the District to four seats on the MET Board of Directors.

For all of Orange County; MWDOC, Anaheim, Santa Ana, and Fullerton have a combined certified assessed valuation for FY 2021-22 of \$678,316,781,566. The total certified assessed valuation has been reduced to reflect Homeowners' Property Exemptions and do not include areas excluded from MET, in accordance with Section 305 of the Metropolitan Water District Act. This provides Orange County a voting share of 20.09% at MET. Thus giving Orange County a total entitlement of seven Directors; four for MWDOC (16.96%) and one each for the cities of Anaheim (1.56%), Santa Ana (0.90%), and Fullerton (0.67%).

**Attachment: Metropolitan staff letter on Item 5G: *Report on list of certified assessed valuations for fiscal year 2021/22 and tabulation of assessed valuations, percentage participation, and vote entitlement of member agencies as of August 17, 2021.***



- Board of Directors  
*Finance and Insurance Committee*

8/17/2021 Board Meeting

5G

## Subject

Report on list of certified assessed valuations for fiscal year 2021/22 and tabulation of assessed valuations, percentage participation, and vote entitlement of member agencies as of August 17, 2021

## Executive Summary

Every year, Metropolitan receives the certified assessed valuation from the county auditors for the six counties where Metropolitan provides water service. All county auditors have until the 15<sup>th</sup> day of August to provide the certified assessed valuation to Metropolitan, which is why Metropolitan's Board adjourns its August regular and committee meetings to the third week of the month. Metropolitan received the last of the counties' information for fiscal year (FY) 2021/22 on August 9, 2021.

Based on the information received, staff reports that certified assessed valuations for Metropolitan's six-county service area totaled \$3.38 trillion for FY 2021/22. The percentage participation and vote entitlement by member agencies as of August 17, 2021, have been updated accordingly and are reported in this letter and in

**Attachment 1.** Assessed valuation is also used to determine how many representatives an agency has on the Metropolitan Board. Based on the assessed valuations for FY 2021/22, the number of representatives for each agency remains the same and is also reported in **Attachment 1.**

## Details

### Background

This letter reports the certified assessed valuations for FY 2021/22 and member agency percentage participation, vote, and director entitlement (**Attachment 1**), which become effective for all purposes at the August 17, 2021, Adjourned regular Board meeting.

As part of the Metropolitan Water District Act, the process of determining assessed valuation is made each August, based on submissions from the auditors of each of the six counties in the Metropolitan service area. Metropolitan uses a weighted voting system based on assessed valuation. Under Section 55 of the Metropolitan Water District Act, each member agency gets one vote for every \$10 million of assessed valuation of property taxable for Metropolitan's purposes. Under Section 52 of the Metropolitan Water District Act, assessed valuation is also used to determine how many representatives an agency has on the Metropolitan Board. Each member agency is entitled to one board member and may appoint an additional representative for each full 5 percent of Metropolitan's assessed valuation of taxable property that is within such member agency's service area. As of 2019, AB1220 (Garcia) added subsection (b) to Section 52 of the Metropolitan Water District Act, which provides, "A member public agency shall not have fewer than the number of representatives the member public agency had as of January 1, 2019. This subdivision does not affect Section 55." Based on the assessed valuations for FY 2021/22, neither the assessed valuations nor AB1220 affects the current number of directors of any member agencies.

The certificates of the county auditors for the six counties covering Metropolitan's area, certifying the FY 2021/22 assessed valuations of all property used for calculating Metropolitan's FY 2021/22 vote and director entitlement, are on file in the office of the Controller.



The assessed valuations by the respective county auditors are as follows:

COUNTY	Net Assessed Valuations Taxable by Metropolitan
Los Angeles	\$ 1,646,492,326,671
Orange	678,316,781,566
Riverside	219,578,474,345
San Bernardino	134,331,566,053
San Diego	583,017,440,327
Ventura	115,523,068,278
<b>Total Net A.V.s within MWD</b>	<b>\$ 3,377,259,657,240</b>

A comparison of FY 2020/21 and FY 2021/22 assessed valuations and the percentage of change (**Attachment 2**) and a comparison of FY 2020/21 and FY 2021/22 vote entitlement and the percentage change (**Attachment 3**) are attached for your information.

### Policy


Metropolitan Water District Act Section 52: Additional Directors

Metropolitan Water District Act Section 55: Voting by Board

Metropolitan Water District Act Section 305: Certification of Assessed Valuations; Segregation of Valuations


### Fiscal Impact

None

  
 Katano Kasaine  
 Assistant General Manager/  
 Chief Financial Officer

8/12/2021

Date

  
 Adel Hagekhalil  
 General Manager

8/12/2021

Date

**Attachment 1 – Assessed Valuations, Percentage Participation, and Vote and Director Entitlement of Member Public Agencies as of August 17, 2021**

**Attachment 2 – Comparison of Assessed Valuations for the Fiscal Years 2020/21 and 2021/22**

**Attachment 3 – Comparison of Vote Entitlement Percentage for the Fiscal Years 2020/21 and 2021/22**



**The Metropolitan Water District of Southern California  
Assessed Valuations, Percentage Participation, and  
Vote and Director Entitlement of Member Public Agencies  
As of August 17, 2021**

<u>Member Agency</u>	<u>*Assessed Valuation Amount Certified</u>	<u>Percent of Total</u>	<u>** Vote Entitlement</u>	<u>*** Director Entitlement</u>
Anaheim	\$ 52,770,105,769	1.56%	5,277	1
Beverly Hills	40,556,322,250	1.20%	4,056	1
Burbank	26,658,744,353	0.79%	2,666	1
Calleguas MWD	115,523,068,278	3.42%	11,552	1
Central Basin MWD	170,507,424,919	5.05%	17,051	2
Compton	5,532,949,076	0.16%	553	1
Eastern MWD	94,915,554,888	2.81%	9,492	1
Foothill MWD	21,311,191,856	0.63%	2,131	1
Fullerton	22,553,392,934	0.67%	2,255	1
Glendale	36,217,648,695	1.07%	3,622	1
Inland Empire Utilities Agency	134,331,566,053	3.98%	13,433	1
Las Virgenes MWD	27,408,724,004	0.81%	2,741	1
Long Beach	57,723,043,377	1.71%	5,772	1
Los Angeles	706,889,709,099	20.93%	70,689	5
MWD of Orange County	572,644,148,828	16.96%	57,264	4
Pasadena	35,217,752,165	1.04%	3,522	1
San Diego County Water Authority	583,017,440,327	17.26%	58,302	4
San Fernando	2,240,146,159	0.07%	224	1
San Marino	7,301,307,221	0.22%	730	1
Santa Ana	30,349,134,035	0.90%	3,035	1
Santa Monica	43,524,405,763	1.29%	4,352	1
Three Valleys MWD	77,532,535,944	2.30%	7,753	1
Torrance	32,366,063,475	0.96%	3,237	1
Upper San Gabriel Valley MWD	119,424,678,623	3.54%	11,942	1
West Basin MWD	236,079,679,692	6.99%	23,608	2
Western MWD	124,662,919,457	3.69%	12,466	1
<b>TOTAL ASSESSED VALUATIONS WITHIN METROPOLITAN</b>	<b>\$ 3,377,259,657,240</b>	<b>100%</b>	<b>337,725</b>	<b><u>38</u></b>

Percentage may not foot due to rounding.

\* The above valuations include only those which have been certified by the County Auditors, in accordance with Section 305 of the Metropolitan Water District Act, Statutes of 1969, as amended. The certified valuations have been reduced to reflect Homeowners' Property Exemptions and do not include areas excluded from Metropolitan.

\*\* Each member of the Board shall be entitled to cast one vote for each ten million dollars (\$10,000,000) of assessed valuation of property taxable for district purposes, in accordance with Section 55 of the Metropolitan Water District Act.

\*\*\* In addition to one representative, pursuant to Section 52 of the MWD Act (Chapter 781, Stats. 1998), each member agency shall be entitled to one additional representative for each full five percent of the assessed valuation of property taxable for Metropolitan purposes. Pursuant to AB1220 (Garcia), a member public agency shall not have fewer than the number of representatives the member agency had as of January 1, 2019.

**The Metropolitan Water District of Southern California**  
**Comparison of Assessed Valuations for the Fiscal Years 2020/21 and 2021/22**

<b>Member Agency</b>	<b>FY 2020/21 Assessed Valuation</b>	<b>FY 2021/22 Assessed Valuation</b>	<b>Percentage Change</b>
<b>Los Angeles County:</b>			
Beverly Hills	\$ 38,984,209,757	\$ 40,583,310,050	4.1%
Burbank	26,232,053,217	26,748,023,753	2.0%
Glendale	35,299,922,378	36,345,845,295	3.0%
Los Angeles	681,956,634,299	709,083,947,710	4.0%
Pasadena	34,064,564,522	35,335,259,765	3.7%
San Marino	7,131,517,032	7,320,492,821	2.6%
Santa Monica	42,052,273,740	43,587,383,363	3.7%
Long Beach	56,231,422,772	57,968,268,060	3.1%
Torrance	31,509,046,749	32,515,355,445	3.2%
Compton	5,367,588,584	5,582,500,327	4.0%
West Basin MWD	228,506,171,874	236,818,506,381	3.6%
Three Valleys MWD	75,830,420,346	78,005,973,833	2.9%
Foothill MWD	20,633,179,075	21,419,354,456	3.8%
Central Basin MWD	164,837,540,712	171,489,406,027	4.0%
Las Virgenes MWD	26,576,523,807	27,497,146,604	3.5%
Upper San Gabriel Valley MWD	116,125,000,182	120,106,352,506	3.4%
San Fernando	2,175,734,122	2,252,949,159	3.5%
<b>Total Los Angeles County</b>	<b>1,593,513,803,168</b>	<b>1,652,660,075,555</b>	<b>3.7%</b>
<b>Orange County:</b>			
Anaheim	51,034,279,760	52,973,363,369	3.8%
Santa Ana	29,025,884,820	30,488,478,855	5.0%
Fullerton	22,487,669,340	22,663,775,934	0.8%
MWD of Orange County	552,439,582,191	574,919,973,901	4.1%
<b>Total Orange County</b>	<b>654,987,416,111</b>	<b>681,045,592,059</b>	<b>4.0%</b>
<b>Riverside County:</b>			
Eastern MWD	90,029,050,008	95,577,833,354	6.2%
Western MWD	118,986,898,017	125,405,306,316	5.4%
<b>Total Riverside County</b>	<b>209,015,948,025</b>	<b>220,983,139,670</b>	<b>5.7%</b>
<b>San Bernardino County:</b>			
Inland Empire Utilities Agency	127,116,540,150	134,989,972,419	6.2%
<b>San Diego County:</b>			
San Diego County Water Authority	566,336,932,422	586,179,903,320	3.5%
<b>Ventura County:</b>			
Calleguas MWD	112,311,699,205	116,206,929,078	3.5%
<b>Total Within Metropolitan</b>	<b>3,263,282,339,081</b>	<b>3,392,065,612,101</b>	<b>3.9%</b>
<b>Excluded Areas</b>	<b>73,185,405</b>	<b>80,568,829</b>	<b>10.1%</b>
<b>*Total Taxable by Metropolitan</b>	<b>\$ 3,263,355,524,486</b>	<b>\$ 3,392,146,180,930</b>	<b>3.9%</b>

**The Metropolitan Water District of Southern California**  
**Comparison of Vote Entitlement Percentage for the Fiscal Years 2020/21 and 2021/22**

Member Agency	FY 2020/21		FY 2021/22		Change	
	Vote Entitlement	Vote Entitlement Percentage	Vote Entitlement	Vote Entitlement Percentage	Vote Entitlement	Vote Entitlement Percentage
Anaheim	5,083	1.56%	5,277	1.56%	194	0.00%
Beverly Hills	3,896	1.20%	4,056	1.20%	160	0.00%
Burbank	2,614	0.80%	2,666	0.79%	52	-0.02%
Calleguas MWD	11,162	3.44%	11,552	3.42%	390	-0.02%
Central Basin MWD	16,384	5.04%	17,051	5.05%	667	0.00%
Compton	532	0.16%	553	0.16%	21	0.00%
Eastern MWD	8,936	2.75%	9,492	2.81%	556	0.06%
Foothill MWD	2,052	0.63%	2,131	0.63%	79	0.00%
Fullerton	2,238	0.69%	2,255	0.67%	17	-0.02%
Glendale	3,517	1.08%	3,622	1.07%	105	-0.01%
Inland Empire Utilities Agency	12,645	3.89%	13,433	3.98%	788	0.08%
Las Virgenes MWD	2,649	0.82%	2,741	0.81%	92	0.00%
Long Beach	5,598	1.72%	5,772	1.71%	174	-0.01%
Los Angeles	67,972	20.93%	70,689	20.93%	2,717	0.01%
MWD of Orange County	55,013	16.94%	57,264	16.96%	2,251	0.02%
Pasadena	3,395	1.05%	3,522	1.04%	127	0.00%
San Diego County Water Authority	56,310	17.34%	58,302	17.26%	1,992	-0.07%
San Fernando	216	0.07%	224	0.07%	8	0.00%
San Marino	711	0.22%	730	0.22%	19	0.00%
Santa Ana	2,889	0.89%	3,035	0.90%	146	0.01%
Santa Monica	4,199	1.29%	4,352	1.29%	153	0.00%
Three Valleys MWD	7,535	2.32%	7,753	2.30%	218	-0.02%
Torrance	3,136	0.97%	3,237	0.96%	101	-0.01%
Upper San Gabriel Valley MWD	11,544	3.55%	11,942	3.54%	398	-0.02%
West Basin MWD	22,776	7.01%	23,608	6.99%	832	-0.02%
Western MWD	11,824	3.64%	12,466	3.69%	642	0.05%
<b>Total</b>	<b>324,826</b>	<b>100%</b>	<b>337,725</b>	<b>100%</b>	<b>12,899</b>	<b>0.00%</b>

Percentages may not foot due to rounding.



**INFORMATION ITEM**

September 7, 2021

**TO: Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

**FROM: Robert Hunter, General Manager**

Staff Contact: Damon Micalizzi

**SUBJECT: OC Water Summit Update**

**STAFF RECOMMENDATION**

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Staff recommends the Public Affairs & Legislation Committee: Receive and file the report.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**REPORT**

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More than 220 attendees are registered for the 2021 OC Water Summit, set for Friday, October 15th, at Disneyland's Grand Californian Hotel. At the time of this report, including purchased tables, nearly \$50,000 has been secured in sponsorships for the event.

With potential concerns about another wave of variants, staff continues to work through logistics with the hotel on precautions and evolving measures that may come from COVID-19. Masks will be required inside the hotel unless guests are eating.

The next meeting of the OC Water Summit Ad Hoc Committee is scheduled for September 20th.



**INFORMATION ITEM**

September 7, 2021

**TO: Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

**FROM: Robert Hunter, General Manager**

Staff Contact: Damon Micalizzi

**SUBJECT: September 30<sup>th</sup> Water Policy Dinner Featuring Metropolitan GM Adel Hagekhalil**

**STAFF RECOMMENDATION**

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Staff recommends the Public Affairs & Legislation Committee: Receive and file the report.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**DETAILED REPORT**

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Nearly 100 guests have registered for MWD OC's September 30th Water Policy Dinner featuring the new General Manager and Chief Executive Officer of the Metropolitan Water District of Southern California, Adel Hagekhalil. The event will be held at the Westin in Costa Mesa.

Hagekhalil will discuss his vision to pursue a unified agenda among regional water providers building on conservation and investments in local water supplies, recycled water, and stormwater capture to ensure long-term water reliability for all of Southern California.



**INFORMATION ITEM**

September 7, 2021

**TO: Planning & Operations Committee**  
(Directors Yoo Schneider, Nederhood, Seckel)

**FROM: Robert Hunter, General Manager**

Staff Contact: Sarah Wilson

**SUBJECT: MWDOC Choice School Programs Update**

**STAFF RECOMMENDATION**

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Staff recommends the Planning & Operations Committee receive and file this report.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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The Municipal Water District of Orange County (MWDOC) K-12 Choice School Program contractors—Shows That Teach and Orange County Department of Education's Inside the Outdoors—have begun outreach to book live, interactive water lessons for the 2021/22 school year.

As in previous program years, MWDOC Choice School Program contractors will update the shared Google Calendar so that participating member agencies can view the virtual sessions in their service area as they are booked. Please note that the shared Google Calendar is updated frequently and will always have the most accurate information. Visits are subject to change due to school and teacher availability. Login information for the shared Google Calendar is available upon request.

**DETAILED REPORT**

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MWDOC Public Affairs (PA) has spent the last couple of months working closely with Choice School Program contractors to finalize lesson plans and activities in preparation for

<b>Budgeted (Y/N): Y</b>	Budgeted amount: \$430,221	Core <u>  </u>	Choice <u>X</u>
<b>Action item amount:</b>	Line item: 63-7040		
<b>Fiscal Impact (explain if unbudgeted):</b>			

the 2021/2022 school year. All programs incorporate hands-on interaction, pre- and post-program activities, and opportunities for family and community engagement.

MWDOC Choice School Program contractors have started outreach to schools to schedule live, interactive water lessons either in-person or virtually. To date, the Orange County Department of Education's Inside the Outdoors has already received overwhelming engagement from Anaheim Elementary School District (AESD)—a district that MWDOC contractors were unable to get into last year due to strict privacy policies related to COVID-19. Additionally, the Boeing Company awarded Inside the Outdoors Foundation a grant to sponsor environmental education programs for students from disadvantaged communities. A portion of the grant funds will be utilized to provide the MWDOC Choice 3-5 School Program – “Drip Drop” – to eight AESD campuses, allowing the City of Anaheim to use their Choice Program budget for the remaining school districts in their service area.

At the time of this report, and only two (2) weeks into the school year, Shows That Teach has booked four (4) presentations for the MWDOC Choice K-2 School Program in the City of Orange, City of Westminster, and City of Anaheim service areas.

<b>ENGINEERING &amp; PLANNING</b>	
<b>Economic Benefit Studies and Modeling Work to Quantify the Benefits of Local Projects in the Context of MET's 2020 Integrated Resources Plan (IRP)</b>	<p>MWDOC staff is working with the Brattle Group and CDM Smith on the Economic Benefits Studies and modeling work.</p> <p>Wallace Walrod, economist for Orange County Business Council and sub-consultant for the Brattle Group, is leading the business survey portion of the economic benefit studies. The business survey instrument has been completed. Cal State University, Fullerton's Social Science Research Center (CSUF)'s Institutional Review Board has reviewed and approved the survey. CSUF is currently conducting the business survey.</p> <p>At the recommendation of some of our agencies, staff also developed messaging regarding the survey to provide to member agencies to display on their websites if they choose to do so.</p> <p>The current schedule anticipates completion of the survey of 400 Orange County businesses by October 2021 and completion of the economic studies report by November 2021.</p>
<b>OC-70 Meter Testing Update</b>	<p>MWDOC staff continue to work with staff from MET and EOCWD on finalizing the investigation of the accuracy of the billing meter at Service Connection OC-70. Final testing for the OC-70 meter at the Utah Water Research Lab (UWRL) has been completed and the results were sent to MET.</p> <p>A summary presentation of the OC-70 meter accuracy results was provided by MET to MWDOC and EOCWD on August 9, 2021; where MET reported that the OC-70 service connection meter is over registering by 5%. MET confirmed that a reimbursement is due to MWDOC and EOCWD, but have been unable to identify the exact source of the error. MET has indicated they are now making a 5% adjustment to all future meter reads at OC-70 to compensate for the metering error. MET will continue to investigate the source of the error and, when operational feasible for EOCWD, will shut down OC-70 to do an internal 3D scan of the inside dimensions of the venturi meter as one final possible source of the error.</p> <p>MET is currently working on a final report of the meter error and the proposed retroactive billing adjustment. Once the final report is received, MWDOC will work with EOCWD to review MET's proposed adjustment.</p>
<b>Doheny Ocean Desalination Project</b>	<p>South Coast Water District (SCWD) continues to develop the Doheny Ocean Desalination Project. SCWD is currently working through multiple due diligence items to move the project forward including; permitting, plant sizing and siting, financing, and project delivery method. SCWD anticipates having all necessary permits by the end of the 1st Quarter of 2022 and estimates an on-line date of early 2026, if approved by the SCWD Board.</p> <p>On July 22, 2021, SCWD conducted its 7<sup>th</sup> workshop on the SCWD Integrated Water Resources Plan (IWRP). Included in that plan was consideration of a</p>



	<p>strategy for various options for the Doheny Ocean Desalination Project. The SCWD Board approved an adaptive management strategy which includes proceeding with efforts to secure partners for a 5 MGD Doheny Ocean Desalination Project. If SCWD is unsuccessful in securing partners SCWD will proceed with construction of a smaller 2 MGD project that does not have future expansion capabilities.</p> <p>SCWD is scheduled to hold a Special Board Meeting on September 2, 2021 to discuss the financial implications of the project. Staff will provide a recap once the meeting is completed.</p>
<b>Strand Ranch Project</b>	<p>IRWD presented the Strand Ranch project at the July MWDOC Agencies Managers Meeting. A follow up meeting was held with agencies to provide more information to interested agencies on August 30, 2021.</p>
<b>Poseidon Resources Huntington Beach Ocean Desalination Project</b>	<p>On April 29, 2021, the Santa Ana Regional Water Quality Control Board (SARWQCB) conditionally renewed Poseidon's permit governing the seawater intake and waste discharges. The SARWQCB order requires Poseidon to minimize negative impacts on marine life by directing them to undertake a series of mitigation measures and prohibiting the intake of seawater and the discharge of concentrated brine until certain conditions are met.</p> <p>To comply with the plan's requirements, Poseidon agreed to install fine mesh, wedge wire screens on the plant's intake pipe and affix a diffuser to its discharge structure to reduce marine mortality and impacts of the brine effluent to the ocean. Poseidon also agreed to expand its mitigation plans at the Bolsa Chica Wetlands to achieve 59.2 acres of mitigation credit and to create an artificial reef offshore of Palos Verdes to restore rocky reef habitat buried by recent landslides for an additional 41.3 acres of mitigation credits.</p> <p>To incentivize Poseidon to implement the mitigation measures as quickly as possible, the order prohibits the facility from intaking seawater and discharging return water into the ocean until they have completed several permit requirements to the satisfaction of the SARWQCB including; developing cost estimates, timeline estimates, and completing 60 percent design plans for the mitigation projects.</p> <p>The next step for Poseidon includes seeking permits from the California Coastal Commission (CCC) anticipated to occur later this year.</p>
<b>Shutdowns</b>	<p><b>Orange County Feeder</b></p> <p>MET is planning to reline and replace valves in a section of the Orange County Feeder from Bristol Ave to Corona Del Mar – this is the last section of this 80-year-old pipeline to be lined.</p> <p>MET has further delayed the relining project and has proposed new shutdown dates of September 15, 2022 through June 15, 2023.</p>

	<p><b>Orange County Feeder Extension</b></p> <p>MET is planning to reline 300-linear feet of the OC Feeder extension affecting the City of Newport Beach, IRWD and LBCWD. MWDOC and the City are meeting with MET staff to review details of the Traffic Control Plan.</p> <p>MET has delayed the relining project by one year and has proposed new shutdown dates of June 16, 2023 through July 10, 2023.</p> <p><b>Orange County Reservoir (OC Feeder)</b></p> <p>MET is planning to decommission the Orange County Reservoir during the dates of November 1, 2021 through November 6, 2021. This work will affect the cities of Brea and La Habra.</p> <p><b>Lake Mathews Facility Shutdown</b></p> <p>MET is planning rehabilitation work on Lake Mathews facilities from March 1, 2022 through March 10, 2022. Work on Lake Mathews will affect downstream untreated lines. The following agencies will be affected during the shutdown: OCWD, YLWD, Serrano WD, IRWD, TCWD, ETWD, SMWD, MNWD, and the City of San Clemente.</p> <p><b>Allen-McColloch Pipeline</b></p> <p>MET has completed 50% of the preliminary design of the AMP PCCP rehabilitation and is expected to be complete with the design by 2023. Preliminary design work currently underway includes identifying priority reaches, developing access locations, conducting geotechnical assessments, modeling a surge analysis, conducting real property assessments, identify permitting requirements and development of a feeder isolation plan. A draft project schedule will be developed at the completion of preliminary design. Rehabilitation of individual reaches will be based on the ongoing condition assessments, priorities, and shutdown scheduling.</p> <p>Staff will be setting up a working group in September 2021 with MET and the impacted AMP agencies to coordinate the shutdown planning.</p>
<b>Meetings</b>	
	<p>MWDOC staff along with ABS Consulting, IDS Group and Optima RPM participated in several construction progress meetings in the month of August regarding the admin building seismic retrofit and remodel. Weekly progress meetings will continue through the completion of the project.</p>
	<p>Charles Busslinger and Chris Lingad hosted an AMP Participants meeting on August 19, 2021 to discuss the upcoming working group planning meetings for the AMP Prestressed Concrete Cylinder Pipe (PCCP) Program, as well as some of MWDOC's continuing responsibilities for monitoring AMP flow capacities.</p>
	<p>Rob Hunter, Charles Busslinger, and Chris Lingad met with EOCWD and MET on August 9, 2021 to discuss the results of the OC-70 meter testing.</p>

	Chris Lingad, Rachel Waite, and Sam Fetter attended a meeting with several of MWDOC's member agencies and MET on August 17, 2021 to discuss a new project MET is pursuing to map recycled water within MWDOC's service area.
	Charles Busslinger and Chris Lingad hosted a meeting of the AMP Participants on August 19, 2021 to discuss upcoming working group planning meetings for the AMP Prestressed Concrete Cylinder Pipe (PCCP) Rehabilitation Program, as well as some of MWDOC's continuing responsibilities for monitoring flow capacities for the AMP.

# General Manager Report

## WEROC Status Report

### August 2021

#### COVID-19 (CORONA VIRUS) COORDINATION

- WEROC continues to monitor the CDC, State and County for changing information and is sharing information with agencies.
- Current data in Orange County showed COVID-19 cases have continued to rise in Orange County, and that unvaccinated individuals continue to be six times more likely to become infected with COVID-19 than those who are fully vaccinated.
- At the time of this report, Between July 28 and August 5, Orange County experienced an increase in the seven-day average case rate, from 10.2 to 15.7 per 100,000 people, with the average number of daily COVID-19 cases rising from 328 to 507. The positivity rate also increased from 5.5 to 7.9 percent, hospitalizations from 236 to 454 per day, and ICU admissions from 56 to 69 per day. Between August 10 and August 17, the seven-day average case rate jumped from 19.4 to 21.1 per 100,000 people, with the average number of daily COVID-19 cases rising from 627 to 681. The positivity rate decreased slightly from 8.3 to 8.1 percent, hospitalizations increased from 495 to 568 per day, and ICU admissions from 91 to 119 per day.
- The Orange County Health Officer in concurrence with the State Health Officer, strongly recommends everyone to continue taking the following precautions to limit the risk of catching or spreading COVID-19, and to protect those who are most at risk of contracting COVID-19, particularly the elderly and those with underlying health conditions:
  - Regardless of your vaccination status, wear a mask if you're indoors
  - Avoid crowded areas and events, especially those that are indoors.
  - Maintain physical distancing in poorly ventilated areas.
  - Wash your hands and use hand sanitizer regularly.
  - Get tested if you are exposed to or experience symptoms of COVID-19
- On August 18, the California Department of Public Health issued several updates to its Beyond the Blueprint guidance for Industry and Business sectors:
  - Applied vaccine verification or negative testing requirement to Indoor Mega Events involving 1,000 or more participants.

- Removed self-attestation as a mode for both vaccine verification and for verification of negative COVID-19 test for indoor events scheduled after September 20, 2021.
  - Extended date for requirements and recommendations to remain in place to November 1, 2021.
  - WEROC continues to hold bi-weekly conference calls on Tuesdays with member agencies, as requested by the agencies to continue to support the sharing of information and WEROC is providing updated information as received.
  - WEROC continues to support agencies with COVID-19 related questions and guidance needs.
  - On 8/11, WEROC sent a survey out at the request a couple agencies in regards to seeing what other agencies are doing in regards to mask requirement and discussion about mandating vaccinations.
  - Vicki continue to participate on the CalOSHA Standards Board ETS 3205 Subcommittee meetings which will be making changes to the 3205 standards. At this time permanent recommendation are slated to be released in December 2021. However, in the interim, on August 25<sup>th</sup> CalOSHA issued a press release, encouraging employers and workers to follow the updated CDPH Guidance recommending face coverings in doors regardless of vaccination status. While this contradicts what is written the current ETS 3295 guidance, OSHA cannot just change the verbiage as they only have 1 more time to update the current emergency standard in place in accordance with the law (which allows 3 times total). Therefore, they issued a press release instead strongly encouraging people to follow the CDPH guidance.
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## **AUGUST INCIDENTS/EVENTS**

- WEROC coordinated with the OCIAC and two member agencies on an identified vulnerability during the month of August. One Agency required more response from state and federal resources to resolve the issue. WEROC assisted with incident coordination on actions items.
- CalWarn Activation and Coordination for the Dixie Fire. CalWarn Region 3 has been coordinating mutual aid requests for personnel and equipment resources to assist the water and waste water agencies in the area. All requests have been filled with agencies in Northern California. If the situation changes we will share information with CalWarn agencies to assist as required. WEROC continues to monitor this event and the

additional fire in Northern California. It this time, WEROC is only monitoring as requests are still be fulfilled by our Northern California partners.

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## **COORDINATION/PARTICIPATION WITH MEMBER AGENCIES AND OUTSIDE AGENCIES**

- On 8/3, Vicki participated on the OA call specific to Mutual Aid and the COVID response. Good discussion on the challenges with getting this agreement thru both state and federal agencies. Lessons from what the county has learned will be beneficial for water and wastewater future responses where infrastructure is impacted and coordination is required under the WEROC agreement.
- On 8/4, Vicki participated and provided feedback to OC Sanitation District After Action Report Meeting in follow-up to the Interplant Pipeline Exercise that was held in April. Vicki was an exercise evaluator for this event.
- On 8/7, Vicki and Janine attended the monthly OCEMO (Orange County Emergency Management Organization) meeting. Topics of discussion was focused around training and exercise, and the upcoming National Preparedness Month Activities.
- On 8/8, Vicki attended the WACO meeting and provided a WEROC update. The speaker for this group was the Orange County Fire Authority, and YLWD is regards to fire preparedness and their activities.
- On 8/12, Vicki attended the Orange County Operational Area Executive Board Meeting as the Water and Wastewater Mutual Aid Coordinator. Topics of interest included; Unified County of Orange and Orange County Operational Area Emergency Operations Plan updates, Mutual Aid updates, OCIAC Update, Technology Systems Update, and the OA Manager Report. Vicki provided a water and wastewater activity report to the group.
- On 8/17, Vicki attended the CalWarn Monthly Board Meeting as the Region 1 Chair. Topics of interest included discussion on supply chain impacts, coordination of mutual aid resource to the Dixie Fire, updating of the Mutual Aid processes and plans.
- On 8/18, Vicki coordinated with the County regarding the County 800 MHz Joint Radio Agreement to clarify information contained within the agreement, process and funding in regards to questions received from agencies during the WEROC coordination call on 8/17
- On 8/19, Vicki attended the MWDOC Managers Meeting.
- On 8/23, Vicki attended the meeting with the County Executive Officer regarding the WEROC EOC Funding with Director Megan Yoo-Schneider, Director Dick Ackerman, GM Rob Hunter, CEO Frank Kim, CEO Government & Community Relations Director Jessica

Witt, and MWDOC Governmental Affairs Manager Thank you to MWDOC Government Affairs for assisting with the coordination of the meeting and MWDOC Public Affair with the design of the WEROC Briefing Flyer. WEROC and MWDOC Governmental Affairs will be working on next steps with the scheduling of the County Board of Supervisors Meetings.

- On 8/24, Vicki WUSMA (WATER UTILITY SAFETY MANAGERS' ASSOCIATION) Meeting. Topics from the meeting included lone worker safety, wildland fire smoke advisory protocols.
- On 8/26 and 8/27, Vicki and Janine attended the PSPS Partner Portal Training provided by San Diego Gas and Electric related to the changes being requiring implementation by 9/1 in accordance with CPUC regulations.
- On 8/27, Vicki attended the County of Orange Logistics Tabletop Exercise/Workshop focusing on processes, procurement and coordination. Vicki was invited based on her past work in Logistics when she was at the County and to build on processes for working with the OA Water and Wastewater Coordinator.
- Daniels continues to share cyber information received from the OCIAC and DHS with member agencies.

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### **AMERICA'S WATER INFRASTRUCTURE ACT (AWIA) PROJECT**

- WEROC and its consultant, Herndon Solutions Group (HSG) continues to work with WEROC agencies to achieve compliance with America's Water Infrastructure Act (AWIA).
- Tier II agencies all submitted their Emergency Response Plans due June 30, 2021.
- Tier III agencies all submitted their RRAs due June 30, 2021.
- The last phase for Tier III ERPs are in process and due December 31, 2021.
- The final phases of this project continues to progress without issue. During the Month of August, one change order of scope of work was submitted and approved for an agencies Emergency Response Plan work being performed.

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### **OTHER PLANNING EFFORTS**

- Daniel completed the final draft of the MWDOC Cyber Plan. This plan currently with MWDOC IT for review.

- The WEROC Public Safety Power Shutoff Standard Operating Procedures are being updated to match the changes to the Utilities Partner Portal requirements being implemented effective September 1<sup>st</sup>.
- WEROC Smoke Advisory protocols is being updated to make changes issued by AQMD processes.
- Other Coordination topics discussed and planning efforts outside of COVID conducted on the Bi-Weekly coronation calls included:
  - Supply Chain Issues
  - Cyber
  - Drought
  - Communications and Coordination
  - Training
  - PSPS Protocols
  - Mutual Aid and Logistics

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## **EMERGENCY OPERATIONS CENTER READINESS AND SYSTEMS**

- Daniel continues on-going maintenance of the EOC systems to ensure WEROC maintains the operational function for the EOC. In August, this included:
  - Fixing the AV System at the South EOC
  - On 8/24, Daniel met with the Orange County Fire Authority Inspector at the South EOC. No violations or fines were issued
  - On 8/25, the annual Fire Extinguisher inspection and re certification was performed for the north and south EOC fire extinguishers
  - In August, Daniel had the old UHF WEROC handhelds re-programmed to be backup OA 1 EOC radios

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## **TRAINING AND EXERCISES**

- Vicki conducted following trainings, thank you to Yorba Linda Water District for hosting and providing a location for the training:
  - G611M - EOC Management Section Overview
  - G611O – EOC Operations Section Overview
- Unfortunately, in concurrence with the member agencies, the following courses which were to be conducted in-person have been postponed due to COVID:
  - G611P – EOC Planning Section Overview
  - G611F – EOC Finance Section Overview



- G611L – EOC Logistics Section Overview
- ICS 300 – Intermediate Incident Command System

Vicki offered virtual EOC or ICS training to any member agency. For a state certified course, there needs to be a 6 week notification period. Member agencies indicated they want these courses in person and not virtually so staff can obtain the full benefits of these course. They will be rescheduled at a later date.

- WEROC is providing information to free Cyber Trainings being offered in September by EPA and the OCIAC.
  - Daniel completed and graduated from the National Emergency Management Advanced Academy (NEMAA). This is national offered class targets California representatives from Federal, State, City, County, Local, Tribal, and Territorial Governments, along with Emergency Managers from Higher Education, DOD, Private Sector, American Red Cross, Public Health and Volunteers.
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**Status of Water Use Efficiency Projects  
August 2021**

<b>Description</b>	<b>Lead Agency</b>	<b>Status % Complete</b>	<b>Scheduled Completion or Renewal Date</b>	<b>Comments</b>
<b>Smart Timer Rebate Program</b>	MWDSC	Ongoing	Ongoing	In July 2021, 91 residential and 43 commercial smart timers were installed in Orange County.  To date, 31,288 smart timers have been installed through this program.
<b>Rotating Nozzles Rebate Program</b>	MWDSC	Ongoing	Ongoing	In July 2021, 177 rotating nozzles were installed in Orange County.  To date, 570,846 rotating nozzles have been installed through this program.
<b>SoCal WaterSmart Residential Indoor Rebate Program</b>	MWDSC	Ongoing	Ongoing	In July 2021, 77 high efficiency clothes washers and 1 premium high efficiency toilet were installed in Orange County.  To date, 124,456 high efficiency clothes washers and 60,745 high efficiency toilets have been installed through this program.
<b>SoCal WaterSmart Commercial Rebate Program</b>	MWDSC	Ongoing	Ongoing	In July 2021, 489 premium high efficiency toilets were installed in Orange County.  To date, 111,402 commercial devices have been installed through this program.
<b>Industrial Process/ Water Savings Incentive Program (WSIP)</b>	MWDSC	Ongoing	Ongoing	This program is designed to improve water efficiency for commercial customers through upgraded equipment or services that do not qualify for standard rebates. Incentives are based on the amount of water customers save and allow for customers to implement custom water-saving projects.  Total water savings to date for the entire program is 1,284 AFY and 6,328 AF cumulatively.

<b>Description</b>	<b>Lead Agency</b>	<b>Status % Complete</b>	<b>Scheduled Completion or Renewal Date</b>	<b>Comments</b>
<b>Turf Removal Program</b>	MWDOC	Ongoing	Ongoing	In July 2021, 15 rebates were paid, representing \$34,628.57 in rebates paid this month in Orange County.  To date, the Turf Removal Program has removed approximately 23.5 million square feet of turf.
<b>Spray to Drip Rebate Program</b>	MWDOC	Ongoing	Ongoing	This is a rebate program designed to encourage residential and commercial property owners to convert their existing conventional spray heads to low-volume, low-precipitation drip technology.  To date, the Spray to Drip Rebate Program has converted approximately 1,102,524 square feet of area irrigated by conventional spray heads to drip irrigation.
<b>Recycled Water Retrofit Program</b>	MWDSC	Ongoing	Ongoing	This program provides incentives to commercial sites for converting dedicated irrigation meters to recycled water.  To date, 178 sites, irrigating a total of 1,654 acres of landscape, have been converted. The total potable water savings achieved by these projects is 3,646 AFY and 17,023 AF cumulatively.

## Public &amp; Governmental Affairs Activities Report

July 27, 2021 – August 31, 2021

<b>Member Agency Relations</b>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Attended Orange County Water District’s webinar “How Today’s Drought Conditions Affect Southern California”</li> <li>• Hosted a Drought Messaging and Outreach workshop for the MWDOC Public Affairs Workgroup</li> <li>• Prepared and distributed a Drought Messaging and Outreach survey to gather information from MWDOC member agencies related to agency drought priorities</li> <li>• Met with Trabuco Canyon Water District staff to discuss public outreach efforts</li> <li>• Presented at Mesa Water’s Board Meeting on drought messaging and outreach</li> <li>• Produced, printed, and delivered member agency bill inserts to promote the following rebate programs: turf removal, spray-to-drip irrigation, rain barrels/cisterns, and weather-based irrigation timers</li> <li>• </li> </ul> <p>Government Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Participated in the OC Met Managers meeting</li> <li>• Circulated the DWR survey to assess the needs and readiness of prospective grant applicants for the funding forthcoming DWR Urban and Multibenefit Drought Relief program to all member agencies</li> <li>• Coordinated with the Water Loss Control staff and sent out a save the date notice to member agencies inviting them to a grants program update at the next Water Loss Control Working Group meeting</li> </ul>
<b>Community Relations</b>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Prepared and distributed August 2021 eCurrents newsletter</li> <li>• Met with OC Stormwater to discuss potential partnership opportunities for water education resources</li> <li>• Created MWDOC Water Awareness Poster Contest flyer for 2022 contest</li> </ul> <p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Attended the ACC-OC Energy, Environment and Water Committee meeting</li> </ul>
<b>Education</b>	<p>Public Affairs Staff</p> <ul style="list-style-type: none"> <li>• Participated in a meeting with BAYWORK and IEWorks to discuss regional collaboration on Career Technical Education (CTE) programs</li> <li>• Hosted meetings with MWDOC Choice School Program contractors, Orange County Department of Education’s Inside the Outdoors and Shows That Teach, to discuss lesson plans and activities for the upcoming school year</li> </ul>

	<ul style="list-style-type: none"> <li>• Attended in the Metropolitan Water District of Southern California's (Metropolitan) Education Coordinator's meeting</li> <li>• Participated in the California Environmental Literacy Initiative Green Career Innovation Hub bi-weekly meeting</li> <li>• Participated in a meeting with Tomorrow's Talent to discuss workforce pathway opportunities</li> <li>• Sent each MWDOC Choice School Program participating agency list of eligible schools in their respective service areas for edits and approval</li> <li>• Worked with Orange County Department of Education's Inside the Outdoors (OCDE's ITO) on scripts for groundwater video projects in partnership with Metropolitan Water District of Southern California</li> <li>• Finalized water education videos with Hashtag Pinpoint to be used for MWDOC Scouts program resources and other water education opportunities</li> <li>• Provided information to City of Anaheim regarding Boeing Grant opportunity awarded to OCDE's ITO</li> <li>• Provided information to Elsinore Valley Municipal Water District regarding MWDOC Choice School Program student and family resources</li> <li>• Provided Irvine Ranch Water District with information regarding request from teacher for water education programs</li> <li>• Hosted one water workshop with Metropolitan and Alison Loukeh &amp; Associates "Get in the Water: CTE Careers with a future" for high school science teachers</li> <li>•</li> </ul>
<b>Media Relations</b>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Special Projects</b>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Presented on drought outreach efforts at the Metropolitan Water District of Southern California's (Metropolitan) Public Information Officers meeting</li> <li>• Participated in the OC Water Summit committee meeting</li> <li>• Attended Metropolitan's Public Information Officer working group on their drought outreach efforts</li> <li>• Met with Metropolitan staff to discuss Water Energy Education Alliance progress</li> <li>• Prepared and distributed first invite to the MWDOC Water Policy Dinner on September 30 at the Westin South Coast Plaza featuring Adel Hagekhalil, General Manager and Chief Executive Officer, the Metropolitan Water District of Southern California</li> <li>• Coordinated event logistics with The Westin South Coast Plaza Hotel for the MWDOC Water Policy Dinner on September 30</li> <li>• Accepted on-going registration and completed a variety of event logistics for the MWDOC Water Policy Dinner on September 30</li> <li>• Created a brand-new briefing paper highlighting the value and impact of the Water Emergency Response Organization of Orange County</li> </ul> <p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Staffed the ISDOC Quarterly Luncheon meeting</li> <li>• Staffed the ISDOC Executive Committee meeting</li> <li>• Along with Tina Dubuque, coordinated new ISDOC Associate Member request to join applications</li> <li>• Staffed the WACO monthly meeting</li> <li>• Invited Tim Quinn to speak at the September WACO meeting</li> <li>• Staffed the WACO Planning Committee meeting</li> <li>• Along with Director Yoo Schneider and Vicki Osborn, met with the CEO and Assistant CEO for the County of Orange to discuss funding for the WEROC EOC</li> <li>• Working with Charles Busslinger, met with CDR's Deborah Diep to discuss redistricting</li> </ul>
<b>Legislative Affairs</b>	<p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> <li>• Participated in the Metropolitan Member Agency Legislative Coordinators call</li> <li>• Along with Directors Seckel and McVicker, met with Senator Tom Umberg to discuss regional budget requests for drought and additional recycled water funding, along with our conservation efforts</li> <li>• Participated in the ACWA Federal Affairs Committee Infrastructure Working Group</li> <li>• Drafted a letter of support for community organizations to send to the County Board of Supervisors in support for funding for the WEROC EOC</li> </ul>

	<ul style="list-style-type: none"> <li>• With Vicki Osborn, drafted talking points and agenda for a meeting with County CEO Frank Kim and Assistant CEO Jessica Witt</li> <li>• Attended the CMUA Regulatory Committee meeting</li> <li>• Participated in the CSDA Legislative Committee meeting</li> <li>• Attended the Southern California Water Coalition Legislative Task Force meeting</li> <li>• Participated in the ACWA State Legislative Committee special meeting re: SB 222 (Dodd)</li> <li>• Coordinated with staff from Metropolitan to obtain signatures on a coalition letter seeking drought funding from the state for Southern California</li> <li>• Attended the ACWA Region 10 State Legislative Committee pre-meeting call</li> <li>• Participated in the regular meeting of the ACWA State Legislative Committee</li> </ul>
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