

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE MEETING**

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**MINUTES**

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**TUESDAY, JANUARY 18, 2022  
2:30 PM**

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER:**

A special meeting of the Santa Clara Valley Water District (Valley Water) Capital Improvement Program Committee (Committee) was called to order via Zoom video teleconference at 2:30 p.m.

**1.1 Roll Call.**

Committee members in attendance by Zoom teleconference were District 4 Director Linda LeZotte, District 6 Director Tony Estremera and District 5 Director Nai Hsueh, Chairperson presiding, constituting a quorum of the Committee.

Staff members in attendance by Zoom teleconference were District Counsel Carlos Orellana, Sarah Berning, Rechelle Blank, John Bourgeois, Todd Bridgen, Barton Ching, Jessica Collins, Mike Cook, Natalie Dominguez, Meenakshi Ganjoo, Andy Gschwind, Chris Hakes, Odilia Leonardo, Jennifer Martin, Heath McMahon, Alec Nicholas, Mike Potter, Kirsten Struve, Bryant Welch, and Bhavani Yerrapotu.

**2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA**

Chairperson Hsueh declared time open for public comment on any item not on the agenda. There was no one present who wished to speak.

**3. ELECTION OF OFFICERS:****3.1. Election of 2022 Capital Improvement Program Committee Officers.**

Recommendation: Nominate and elect the 2022 Capital Improvement Program Committee Chairperson and Vice Chairperson.

Chairperson Hsueh continued Item 3.1 to the February 14, 2022, agenda.

#### **4. APPROVAL OF MINUTES**

- 4.1. Approval December 13, 2021 Capital Improvement Program Committee Meeting Minutes.

Recommendation: Approve the minutes.

The Committee considered the attached minutes of the December 13, 2021, Capital Improvement Program Committee meeting. It was moved by Director Estremera, seconded by Chairperson LeZotte, and unanimously carried by roll call vote to approve the minutes as presented.

#### **5. ACTION ITEMS**

- 5.1. Review Capital Project Monitoring – Construction Report.

Recommendation: Receive and discuss information regarding the status of capital projects in the construction phase.

Chairperson Hsueh reviewed the information on this item per the attached Committee agenda memo and the information contained in Attachment 1 was reviewed by staff as follows: Mr. Chris Hakes, Deputy Operating Officer reviewed Items 1 and 2; Mr. Heath McMahon, Deputy Operating Officer reviewed Items 3 through 7; Ms. Rechelle Blank, Deputy Operating Officer, reviewed Items through 16; and Mr. Mike Cook, Deputy Administrative Officer, reviewed Items 17 through 20.

Director LeZotte requested to receive an update on the INFOR implementation with regard to all modules that have been launched to date, including payroll.

- 5.2. Review Capital Project Monitoring – Feasibility and Planning Report

Recommendation: Receive updates on projects in the feasibility and planning phase, discuss resource needs, and make recommendations as necessary.

Chairperson Hsueh reviewed the information on this item per the attached Committee agenda memo and the information contained in Attachment 1 was reviewed by staff as follows: Mr. Hakes reviewed Items 1 and 2; Mr. John Bourgeois, Deputy Operating Officer, reviewed Items 3, 10 through 12 and 14 through 17; Mr. McMahon reviewed Items 4 through 6, Ms. Bhavani Yerrapotu, Deputy Operating Officer, reviewed Items 7 through 9, and Ms. Blank reviewed Items 13 through 17.

Chairperson Hsueh requested to receive an update on the Dam Safety Program.

5.3. Review Capital Project Monitoring – Design and Permitting Report.

Recommendation: Receive and discuss information regarding the status of capital projects in the design and permitting phase.

Chairperson Hsueh reviewed the information on this item per the attached Committee agenda memo and the information contained in Attachment 1 was reviewed by staff as follows: Mr. Hakes reviewed Items 1, 3 and 4; Ms. Blank reviewed Items 2 and 16 through 26; and Mr. McMahon reviewed Items 5 through 15.

Chairperson Hsueh requested the following:

- Receive an update on the status of the 10-Year Pipeline Implementation Project, including an overview to better understand the program, start date, cost to date, projects completed and projects pending.
- Receive a report of capital projects which have been included in the budget but experienced no activity in the past and current fiscal year.

5.4. Receive Information on Change Orders to Anderson Dam Tunnel Project Construction Contract.

Recommendation: Receive information on Change Orders to Anderson Dam Tunnel Project Construction Contract.

Mr. Hakes review the information on this item per the attached Committee Agenda Memo and the information contained in Attachment 1.

It was noted that per the Committee's previous direction, all change orders for the Anderson Dam Tunnel Project construction contract are to continue to be presented to the CIP Committee before being presented to Valley Water's Board of Directors.

5.5. Capital Improvement Program 2021 Accomplishments Report.

Recommendation: Receive and accept the Capital Improvement Program Committee 2021 Accomplishments Report.

Chairperson Hsueh reviewed the information on this item per the attached Committee Agenda Memo and the information contained in Attachment 1.

It was moved by Director Estremera, seconded by Director LeZotte and unanimously carried by roll call vote to accept the Capital Improvement Program Committee 2021 Accomplishments Report.

5.6. Review 2022 Capital Improvement Program Committee Work Plan.

Recommendation: Review the 2022 Capital Improvement Program Committee Work Plan and make adjustments as necessary.

Chairperson Hsueh reviewed the information on this item per the attached Committee Agenda Memo and the information contained in Attachment 1.

The Committee reviewed and made note of items in the 2022 Work Plan for future meetings and added the following items:

- Receive an update on the INFOR implementation with regard to all modules that have been launched to date, including payroll.
- Receive an update on the Dam Safety Program.
- Receive an update on the status of the 10-year Pipeline Inspection and Rehabilitation Project.
- Receive a report on capital projects which have been budgeted for but experienced no activity in the previous or current fiscal year.

**6. INFORMATION ITEMS.**

None.

**7. CLERK'S REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS AND RECOMMENDATIONS:**

Ms. Natalie Dominguez, Assistant Deputy Clerk II, read the new Committee Recommendations and Requests into the record, as follows:

Regarding Item 5.1:

Director LeZotte requested to receive an update on the INFOR implementation with regard to all modules that have been launched to date, including payroll.

Regarding Item 5.2:

Chairperson Hsueh requested to receive an update on the Dam Safety Program.

Regarding Item 5.3:

- Receive an update on the status of the 10-Year Pipeline Implementation Project, including an overview to better understand the program, start date, cost to date, projects completed and projects pending.
- Receive a report of capital projects which have been included in the budget but experienced no activity in the past and current fiscal year.

**8. ADJOURN**

7.1. Adjourn to Special Meeting at 11:00 a.m., on February 14, 2022.

Chairperson Hsueh adjourned the meeting at 4:10 p.m., to the special meeting scheduled to occur at 11:00 a.m. on Monday, February 14, 2022.

Natalie F. Dominguez, CMC  
Assistant Deputy Clerk

Approved: