

May 11, 2018

**NOTICE OF AMENDED AGENDA AND REQUEST FOR RSVPS**

Members of the Capital Improvement Program (CIP) Committee

Director Nai Hsueh, *Chairperson*  
Director Tony Estremera, *Vice Chairperson*  
Director Linda LeZotte, *Committee Member*

And Supporting Staff Members

Norma Camacho, Chief Executive Officer  
Leslie Orta, Senior Assistant District Counsel  
Rick Callender, Chief of External Affairs  
Anil Comelo, Acting Chief Operating Officer – Administrative Services  
Melanie Richardson, Chief Operating Officer - Watersheds  
Nina Hawk, Chief Operating Officer – Water Utility  
Darin Taylor, Chief Financial Officer  
Katherine Oven, Deputy Operating Officer  
Vincent Gin, Deputy Operating Officer  
Garth Hall, Deputy Administrative Officer  
Ngoc Nguyen, Interim Deputy Operating Officer  
Sudhanshu Tikekar, Deputy Administrative Officer  
Christopher Hakes, Assistant Officer  
Charlene Sun, Budget Manager  
Beth Redmond, Capital Program Planning and Analysis Unit Manager

The next meeting of the Santa Clara Valley Water District Capital Improvement Program Committee, is scheduled to be held at **10:00 a.m., on Monday May 14, 2018**, in the District Headquarters Building, Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Enclosed for your convenience, please find a copy of the **agenda** and corresponding materials.

Additional materials for this meeting will be distributed and made available to the public at or prior to the meeting, in compliance with the Brown Act.

Please RSVP at your earliest convenience to confirm your attendance by calling 408-630-2659, or via email to [ndominguez@valleywater.org](mailto:ndominguez@valleywater.org).

Regards,

*Natalie F. Dominguez*

Natalie F. Dominguez, CMC  
Board Administrative Assistant II  
Santa Clara Valley Water District  
Office of Clerk of the Board

Enclosures

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## Santa Clara Valley Water District Capital Improvement Program Committee Meeting

Headquarters Building, Conference Room A-124  
5700 Almaden Expressway  
San Jose, CA 95118

### 10:00 A.M. REGULAR MEETING AGENDA

Monday, May 14, 2018  
10:00 AM

**District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.**

**CAPITAL IMPROVEMENT PROGRAM  
COMMITTEE**

Nai Hsueh, Chair, District 5  
Linda J. LeZotte, Vice Chair, District  
4  
Tony Estremera, District 6

All public records relating to an item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the Clerk of the Board at the Santa Clara Valley Water District Headquarters Building, 5700 Almaden Expressway, San Jose, CA 95118, at the same time that the public records are distributed or made available to the legislative body. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to attend Board of Directors' meeting. Please advise the Clerk of the Board Office of any special needs by calling (408) 265-2600.

BETH REDMOND  
Committee Liaison

NATALIE F. DOMINGUEZ,  
CMC  
Board Admin. Assistant II  
Office/Clerk of the Board  
(408) 265-2659  
ndominguez@valleywater.org

**Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown**

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**Santa Clara Valley Water District  
Capital Improvement Program Committee  
10:00 A.M. REGULAR MEETING  
AGENDA**

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Monday, May 14, 2018

10:00 AM

Board Conference Room A-124

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**1. CALL TO ORDER:**

1.1. Roll Call.

1.2. Time Open for Public Comment on any Item not on the Agenda.

*Notice to the public: This item is reserved for persons desiring to address the Committee on any matter not on this agenda. Members of the public who wish to address the Committee on any item not listed on the agenda should complete a Speaker Card and present it to the Committee Clerk. The Committee Chair will call individuals in turn. Speakers comments should be limited to three minutes or as set by the Chair. The law does not permit Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If Committee action is requested, the matter may be placed on a future agenda. All comments that require a response will be referred to staff for a reply in writing. The Committee may take action on any item of business appearing on the posted agenda.*

**2. APPROVAL OF MINUTES: None.**

**3. ACTION ITEMS:**

3.1. Update of South County Recycled Water Producer/Wholesaler/Retailer Agreements. [18-0203](#)

Recommendation: Receive information and discuss.

Manager: Garth Hall, 408-630-2750

Attachments: [Attachment 1 - So County Key Terms](#)  
[Attachment 2 - So County Expenditures](#)

Est. Staff Time: 10 Minutes

3.2. Update on Alternative Financing for Water Utility Enterprise Projects [18-0357](#)

Recommendation: Receive an update and provide direction to staff on next steps.

Manager: Darin Taylor, 408-630-3068

Est. Staff Time: 10 Minutes

3.3. Capital Projects Status Update, Planning/Feasibility Study. [18-0358](#)

Recommendation: Receive and discuss information regarding the status of capital projects in the Planning and Feasibility Study Phase.

Manager: Katherine Oven, 408-630-3126

Attachments: [ATTACHMENT 1 - Planning](#)  
[ATTACHMENT 2 \(Upper Pen and Coyote Creek\)](#)

Est. Staff Time: 10 Minutes

**4. REVIEW COMMITTEE WORK PLAN:**

4.1. 2018 Capital Improvement Committee Work Plan. [18-0403](#)

Recommendation: Review and make necessary revisions to the 2018 Capital Improvement Program (CIP) Committee Work Plan, and confirm the Committee's regular meeting schedule for 2018.

Manager: Michele King, 408-2630-2711

Est. Staff Time: 10 Minutes

**5. ADJOURN:**

5.1. Clerk Review and Clarification of Board Requests.

*This is an opportunity for the Clerk to review and obtain clarification on any formally moved, seconded, and approved requests and recommendations made by the Committee during the meeting.*

5.2. Adjourn to Regular Meeting at 10:00 a.m., on Monday, June 11, 2018, in the Santa Clara Valley Water District Headquarters Building, Conference Room A-124, 5700 Almaden Expressway, San Jose, California.



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**File No.:** 18-0203

**Agenda Date:** 5/14/2018  
**Item No.:** 3.1.

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## COMMITTEE AGENDA MEMORANDUM

### Capital Improvement Program Committee

**SUBJECT:**

Update of South County Recycled Water Producer/Wholesaler/Retailer Agreements.

**RECOMMENDATION:**

Receive information and discuss.

**SUMMARY:**

The partnership between the Santa Clara Valley Water District (District) and City of Gilroy for the development of a recycled water system in South Santa Clara County (South County) dates back to 1977, when the Gilroy Reclamation and Irrigation Project pipeline was constructed. In 1999, the District entered into Producer-Wholesaler-Retailer partnership agreements with the South County Regional Wastewater Authority (SCRWA) and the cities of Gilroy and Morgan Hill to develop a marketable recycled water program, which included expansion of the SCRWA Wastewater Treatment and Reclamation Plant (WWTP), located in Gilroy, and the recycled water distribution system.

According to these Producer-Wholesaler-Retailer agreements:

1. SCRWA is the recycled water producer;
2. The District is the wholesaler; and
3. The cities of Gilroy and Morgan Hill are the retailers.

The responsibilities and costs associated with the construction, operation, and maintenance of the facilities associated with recycled water are:

1. SCRWA: treatment facilities;
2. District: distribution facilities; and
3. Cities of Gilroy and Morgan Hill: the meters within their respective jurisdictions.

A brief overview of the key terms of the Producer-Wholesaler-Retailer Agreements is presented in Attachment 1.

In 2006, the Producer-Wholesaler Agreement between the District and SCRWA was amended. The most significant amendments to the Agreement included adding provisions for: a cost share on the South Pipeline, a dual use emergency discharge pipeline to Pajaro River for the WWTP and recycled water distribution; allowing the District to contract with SCRWA for operations and maintenance services on District recycled water facilities; replacement of preset delivery quantities with a clause to allow the District first right of refusal to all recycled water that SCRWA produces for sale; scheduled review and updates of the South County Recycled Water Master Plan (Master Plan); and a reliability study to be performed under the first Master Plan update.

The District, in partnership with SCRWA and in collaboration with the cities of Gilroy and Morgan Hill, developed the South County Recycled Water Master Plan (Master Plan) in 2004 and subsequently updated it in 2015. This Master Plan identifies Immediate-Term, Short-Term, and Long-Term capital investments to address supply reliability deficiencies (capacity shortfalls, inadequate pressure, and aging infrastructure) and provides for the expansion and use of recycled water in South Santa Clara County. A summary of the capital improvement expenditures since 2004 and a list of recommended capital improvements that have been completed or are in progress are provided as Attachment 2.

Contributions towards the capital improvements from the cities of Gilroy and Morgan Hill have been indirect through SCRWA.

The 2015 Master Plan update presented a capital investment strategy over a 20-year planning horizon. The estimated costs for capital investments include \$34.0 million in distribution system improvements and \$64.1 million in treatment system improvements, for a total of \$98.1 million as presented in Table 1.

**Table 1. 2015 Master Plan Capital Improvement Recommendations**

Phases	Capital Improvement Projects <sup>1</sup>	Cost Estimate
Immediate-Term	• 26,600 LF pipeline extension (varying from 8-inch to 30-inch diameter) <u>Planned WWTP Improvements</u> • 9 MGD Ultraviolet (UV) Treatment Facility • 3-MGD upgrade to Area 94 WWTP pump station	\$14.3 Million WWTP \$4.5 Million
Short-Term	• 21,860 LF pipeline extension (varying from 8-inch to 30-inch diameter) <u>Planned WWTP Improvements</u> • Chlorine contact basin and Area 98 pump station upgrade • 4.6-MGD upgrade to Area 93 WWTP pump station • 6 MG Reservoir expansion at WWTP • Automated flow measurement and smart meter conversion	\$10 Million WWTP \$8.4 Million
Long-Term	• 7,010 LF pipeline extension (18-inch diameter) • New 1.5 MG Storage Tank • New 2.1MGD pump station <u>Planned WWTP Improvements</u> • 2.5 MGD WWTP Phase 2 expansion (secondary treatment - Membrane Bioreactor) • Recycled water fill station (commercial & residential)	\$10 Million WWTP \$50.9 Million
	Total Estimated Costs (2015 dollars)	\$98.1 Million

1. The cost estimates for the "Planned WWTP Improvements" UV Treatment Facility and Area 94 pump station projects are derived from construction bids. The remaining cost estimates for the "Planned WWTP Improvements" are planning level estimates provided by SCRWA.

**ATTACHMENTS:**

Attachment 1: Key Terms of Producer-Wholesaler-Retailer Agreements for South Santa Clara County Recycled Water System

Attachment 2: Capital Improvement Expenditures for South Santa Clara County Recycled Water System



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**File No.:** 18-0203

**Agenda Date:** 5/14/2018  
**Item No.:** 3.1.

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**UNCLASSIFIED MANAGER:**  
Garth Hall, 408-630-2750

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**Key Terms of Producer-Wholesaler-Retailer Agreements  
South Santa Clara County Recycled Water System**

No.	Item	SCRWA	DISTRICT	GILROY/MORGAN HILL
1	<b>Agency Role</b>	Producer	Wholesaler	Retailer
2	<b>Recycled Water System Ownership</b>	Recycled Water <u>Treatment/Production Facilities:</u> - Tertiary treatment and disinfection - Finish water pump station(s) - Master meter - Pipeline to Wholesaler Point of Connection - South Pipeline (Pajaro River Emergency Discharge)	<u>Distribution System and Facilities.</u> Located between the Wholesaler Point of Connection and End User Point of Connection - Pipeline and appurtenances - Booster pump station(s) - Finish water reservoir(s)/storage tanks - End User Meter (Only outside Retailer service area(s))	End User Meter (End User Point of Connection)
3	<b>Operation &amp; Maintenance</b>	- WWTP - Distribution System: At Wholesaler's request and reimbursement	- Distribution System - Option to request and reimburse SCRWA to perform O&M	End User Meter
4	<b>Permits</b>	Lead Agency	Compliance	Compliance
5	<b>Water Quality</b>	CA Title 22: Disinfected tertiary treated recycled water	CA Title 22: Disinfected tertiary treated recycled water	CA Title 22: Disinfected tertiary treated recycled water
6	<b>Water Supply Quantity</b>	Water supply for WWTP Operations	First right of refusal for up to 100% water supply available from Producer for sale (or other valuable consideration)	- Water supply available from Producer to Wholesaler for sale (or other valuable consideration) - Annual delivery quantity
7	<b>Delivery Pressure</b>	Range: 80 to 110 psig at Wholesaler Point of Connection	---	---
8	<b>Water Supply Rate</b>	Annual Rate Schedule. 2017 Rate = \$0	Annual Rate Schedule. 2017 Rate(s) M&I = \$398, Ag = \$48 88	Annual Rate Schedule. 2017 Rate = Wholesale Rate plus \$0 Retail
9	<b>Master Plan</b>	50% Consultant Cost	50% Consultant Cost	---
10	<b>Environmental Impact Report (EIR)</b>	50% Master Plan Programmatic-level EIR 100% WWTP EIR	50% Master Plan Programmatic-level EIR 100% Master Plan Project-level EIR	---
11	<b>Term and Renewal</b>	20 years, automatic 1 year renewal intervals	20 years, automatic 1 year renewal intervals	20 years, automatic 1 year renewal intervals
12	<b>Executed</b>	October 1999, Amended December 2006	October 1999	October 1999

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**Capital Improvement Expenditures  
South Santa Clara County Recycled Water System**

No.	Item	Treatment	Distribution	Retail	SCRWA (\$ Million)	DISTRICT (\$ Million)	GRANT TO DISTRICT (\$Million)	CITY OF GILROY (\$Million)	PRIVATE (\$ Million)	TOTAL (\$ Million)
1	1978 - Installation of 8 Miles of RW Pipeline <sup>1</sup>		v	v	---	\$0.65	---	\$0.39	---	\$1.03
<b>COMPLETED PROJECTS [2004 to 2017]</b>										
2	WWTP Tertiary Treatment Filter Expansion and Installation of 3 million gallon Recycled Water Reservoir	v	v		\$3.75	\$1.54	\$1.93	---	---	\$7.22
3	Retrofit of 7,500LF of Existing Pipeline (District CIP No. 91094007)		v		---	\$3.26	---	---	---	\$3.26
4	WWTP South Pipeline	v	v		\$2.22	\$0.16	---	---	---	\$2.38
5	WWTP Recycled Water Generator Installation	v			\$1.30	---	---	---	---	\$1.30
6	WWTP UV Installation	v			\$3.75	---	---	---	---	\$3.75
7	WWTP Area 94 Recycled Water Pump Station Upgrade	v			\$0.95	---	---	---	---	\$0.95
8	Installation of 3,000LF of New Pipeline (District CIP No. 91094008)		v		---	\$5.39	\$1.30	---	---	\$6.69
9	Installation of 9,200LF of New Pipeline, End User Turnout(s), (District CIP No. 9104010)		v	v	---	\$4.30	---	---	\$0.90	\$5.20
<b>PROJECTS IN-PROGRESS [2018]</b>										
10	WWTP Area 93 Recycled Water Pump Station Upgrade	v			\$2.50	---	---	---	---	\$2.50
11	Installation of 14,500LF of New Pipeline (District CIP No. 91094009)		v		---	\$24.05	\$5.70	---	---	\$29.75
12	Installation of 10,395LF of New Pipeline (District CIP No. 9104010)		v	v	---	\$3.76	---	---	\$1.06	\$4.82
<b>TOTAL</b>					<b>\$14.47</b>	<b>\$43.11</b>	<b>\$8.93</b>	<b>\$0.39</b>	<b>\$1.96</b>	<b>\$68.85</b>

**Note**

- For this line item, District costs are as follows: Santa Clara Valley Water District \$0.39 million, South Santa Clara Valley Water Conservation District \$0.26 million.

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**File No.:** 18-0357

**Agenda Date:** 5/14/2018  
**Item No.:** 3.2.

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## COMMITTEE AGENDA MEMORANDUM

### Capital Improvement Program Committee

**SUBJECT:**

Update on Alternative Financing for Water Utility Enterprise Projects

**RECOMMENDATION:**

Receive an update and provide direction to staff on next steps.

**SUMMARY:**

At the September 18, 2017 CIP Committee meeting, William C. Statler, fiscal policy and financial consultant, presented the revenue options available to the District at that time for the water utility and for flood protection. In addition, the full board received Mr. Statler's final report titled "Revenue Options Assessment, November 2017" via Non-Agenda on December 8, 2017. Based on Mr. Statler's analysis, the following mechanisms represent the strongest opportunities available to the District to generate new revenue, in no particular order:

1. **Special Parcel Tax** (similar to Safe Clean Water measure passed by voters in 2012) which would require two-thirds voter approval, and is largely an unrestricted revenue source.
2. **Benefit Assessments** (similar to existing flood protection benefit assessments), which would require property owner majority voter approval, and must be based on benefit per parcel per engineer's report.
3. **Development Impact Fees** which can only be used for capital improvements benefiting new development. This type of fee is typically collected by cities and counties along with building permit fees. The District's ability to collect such fees would be contingent in significant part on the cooperation of land use planning agencies.

One possible project to consider for an additional special parcel tax is the Pacheco Reservoir Expansion Project given the large size of the project (even after offsetting the cost with a potential Proposition 1 grant), and the many potential benefits to the public.

A possible project to consider for development impact fees would be the Expedited Purified Water Program, which will produce new water supply for the county. There are 13 cities that overlay the North County Zone W-2, all of which will benefit from the production of the new supply of water. The obvious challenge for the sake of equity, would be to get all 13 cities to voluntarily agree to collect a development impact fee for this project and remit to the District.

Staff met with the Water Retailers Finance Subcommittee on February 2, 2018. The Retailers agreed that further research into the idea of funding certain capital projects with property taxes is warranted.

Dam projects seem to be ideal projects for a tax measure because of their broad benefits, including water supply, public health and safety, and flood protection.

The retailers suggested that a public poll to gauge possible support for such a tax may be a good next step. Timing for generating revenue this way could be a challenge however, as it would take 2 to 3 years to bring such a measure to fruition before the first tax revenues would be realized, and by then the District's largest dam rehabilitation project, the Anderson Dam Seismic Retrofit, should be nearly half complete. The District agreed to research this option further and report back to the Retailer group.

Depending on Board direction, significant additional analysis, staff work, and possibly consultant analysis and input would be required to pursue any of the new revenue options discussed above.

**ATTACHMENTS:**

None

**UNCLASSIFIED MANAGER:**

Darin Taylor, 408-630-3068





# Santa Clara Valley Water District

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**File No.:** 18-0358

**Agenda Date:** 5/14/2018  
**Item No.:** 3.3.

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## COMMITTEE AGENDA MEMORANDUM

### Capital Improvement Program Committee

**SUBJECT:**

Capital Projects Status Update, Planning/Feasibility Study.

**RECOMMENDATION:**

Receive and discuss information regarding the status of capital projects in the Planning and Feasibility Study Phase.

**SUMMARY:**

The CIP Committee's 2018 Workplan includes monitoring of capital projects during all phases of development. Staff will bring a list of pending projects to the Committee each month and provide detailed information on those where significant potential issues have been identified. The projects presented for discussion will be organized by phases: construction, design, and planning/feasibility study; and staff will bring projects to the CIP Committee for review one phase at a time. Projects currently in the planning and feasibility phases are being presented this month.

Attachment 1 is a list of projects in the planning and feasibility phases. Attachment 2 Provides additional information regarding the status of Upper Penitencia Creek and Coyote Creek Flood Protection Projects.

**ATTACHMENTS:**

Attachment 1: Capital Project Monitoring Report - Planning/Feasibility

Attachment 2: Information Regarding Status of Upper Penitencia Creek and Coyote Creek Flood Protection Projects

**UNCLASSIFIED MANAGER:**

Katherine Oven, 408-630-3126

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## Capital Project Monitoring Report - 2018

Planning Phase				
Row	Project No.	Project Name	Notes, Upcoming Board Actions or potential issues	Potential Updates
<b>Water Utility</b>				
1	91284002	Coyote Pumping Plant ASD	Planning consultant agreement to the Board 8/18. (Design-Build project delivery)	X
2	91084019	Dam Seismic Stability Evaluation	Geotech investigations for Coyote Chesbro and Uvas Dams on track for completion 12/18. Phase 1 of Spillway condition assessment report for Coyote Chesbro and Uvas dams on track for completion fall 2018.	
3	92C40357	FAHCE Implementation	Draft EIR spring 2019	
4	60954001	Pacheco Reservoir Feasibility Study	Planning/ Design and Program Management Agreements to Board in 9/18.	X
5	92374005	SCADA Remote Architecture & Communications Upgrade	Problem Definition Report finalized in May.	
6	92264001	Vasona Pumping Plant Upgrades	Planning consultant agreement to the Board 8/18 (Design-Build project delivery)	
7	94084008	Westside Retailer Intererties	Project started Spring 2018	
8	91304001	Expedited Purified Water Program - P3	On target to issue RFP by Fall 2018. Meetings with shortlisted firms to start in June 2018.	X
<b>Flood Protection</b>				
9	10284007	San Francisco Creek, SF Bay to Searsville Dam	USACE Chiefs Report and NEPA by 12/18. JPA final EIR by 17/18	
10	26174043	Coyote Creek, Montegue Expressway to Tully Road	District to prepare Problem definition report to be completed by 6/18; planning study Report by 6/20. MOA with USACE 6/18, Sec 1126 Feasibility Study 6/21. Full construction to meet Board revised project objectives may not be achievable with remaining SCW funding. Estimated costs and options will be developed through the planning study.	X
11	40324003s	Upper Penitencia Ck, Coyote Ck-Dorel Dnye	Planning Study to be complete 7/19. USACE does not support multi-objective project. Construction extent and options are unknown until completion of planning.	X
12	50284010	Llagas Creek-Lower, Capacity Restoration, Buena Vista Road to Pajaro River	On Hold	
13	00044026s	San Francisco Bay Shoreline	Waiting for USACE funding to conduct next study phase, coordinating with SBSRP on EIA 4, 5, 10 effort.	
<b>Water Resources Stewardship</b>				
14	20444001s	Salt Ponds A5-11 Restoration	Feasibility study on the realignment of Calabazas and San Tomas Creeks by 10/19. Final report on mercury mobilization from opening pond A8 to tidal action by 12/18.	
15	62044001	Watershed Habitat Enhancement Studies (Stevens Creek)	Stevens Creek Fish Passage Barrier Analysis agreement executed 4/18. Partnership with Mountain View for Moffitt Fish Barrier	
16	62044001	Watershed Habitat Enhancement Studies (Ogier Ponds)	Feasibility Study presented to Board 3/27/18. Define parameters/costs for a planning study with County participation by 12/18	
17	62044001	Watershed Habitat Enhancement Studies (Metcalf Pond)	Metcalf Pond Feasibility Study-developed draft workplan.	
<b>Buildings &amp; IT</b>				
18	60274062	PeopleSoft System Upgrade and ERP	RFP issued in April	

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## **Information Regarding Status of Upper Penitencia Creek and Coyote Creek Flood Protection Projects**

**Project 26324001:** Upper Penitencia Creek, Coyote Creek to Dorel Drive, Corps (E4)  
**Project 26174043:** Coyote Creek, Montague Expressway to Tully Road (E3)

On April 10, 2018, the Board held a public hearing to consider reducing the scope of the Upper Penitencia Creek Flood Protection Project to the planning phase only and reducing its Safe, Clean Water funding from approximately \$42 million to \$2 million. As recommended by the Capital Improvement Program Committee, the remaining \$40 million available funds would be reallocated to the Coyote Creek Flood Protection Project to provide more assurance for the District to complete flood risk reduction along 9 miles of Coyote Creek from Montague Expressway to Tully Road.

The recommendation was made based on the following considerations: (1) the U.S. Army Corps of Engineers (USACE) has not supported a multi-objective Upper Penitencia Creek Flood Protection Project that would be aligned with the interests of the community, resource agencies, and the District; and (2) per very roughly estimated costs for project construction prior to conducting planning, the urgent demand for flood risk reduction along 9 miles of Coyote Creek from Montague Expressway to Tully Road cannot be met by the project's current SCW available funding. The Board considered this item but did not take action at the April 10, 2018 meeting. They directed staff to conduct additional outreach to the community regarding this proposed modification to the Safe, Clean Water Program and continue the hearing to the May 23, 2018 Special Board meeting.

Currently, both the Upper Penitencia Creek and Coyote Creek Flood Protection Projects are in the planning phase. Upper Penitencia Creek planning is expected to be completed and Coyote Creek planning will be substantially advanced by July 2019. Outreach to the community will be conducted as part of the planning phase. Additional information on the scope of the flood risk reduction measures and much more realistic estimated costs would be available at the completion of the planning phase. There is available funding to proceed with the planning phase for both projects with no project delays without changing the scope of work and funding amount of the Upper Penitencia Creek Project at this time.

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**File No.:** 18-0403

**Agenda Date:** 5/14/2018  
**Item No.:** 4.1

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## **COMMITTEE AGENDA MEMORANDUM**

### **Capital Improvement Program Committee**

**SUBJECT:**

2018 Capital Improvement Committee Work Plan.

**RECOMMENDATION:**

Review and make necessary revisions to the 2018 Capital Improvement Program (CIP) Committee Work Plan, and confirm the Committee's regular meeting schedule for 2018.

**SUMMARY:**

Work Plans are created and implemented by all Board Committees to increase Committee efficiency, provide increased public notice of intended Committee discussions, and enable improved follow-up by staff. Work Plans are dynamic documents managed by Committee Chairs and are subject to change.

Discussion of topics as stated in the Plan have been described based on information from the following sources:

- Items referred to the Committee by the Board;
- Items requested by the Committee to be brought back by staff;
- Items scheduled for presentation to the full Board of Directors; and
- Items identified by staff.

An updated 2018 Capital Improvement Program Committee Work Plan will be distributed as a Handout at the May 14, 2018 meeting.

**ATTACHMENTS:**

None.

**UNCLASSIFIED MANAGER:**

Michele King, 408-2630-2711

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