

Board Policy: EL-7 Communication and Support to the Board

The BAOs shall inform and support the Board in its work.

Page # **CEO BULLETIN / NEWSLETTERS**

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44 Reply email from Chair Santos to Martha O'Connell, dated 01/07/19, regarding overhanging branches along her property line (C-19-0002).

CEO BULLETIN/ NEWSLETTERS

To: Board of Directors
From: Norma J. Camacho, CEO

Chief Executive Officer Bulletin Week of January 4 - 10, 2019

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

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District Conference Room Audio/Visual Upgrades

Following the successful refresh of the Board of Directors meeting technology systems, the District is currently upgrading the equipment in all District training and conference rooms. Each District meeting space will soon be equipped with a new Flat Screen Display, Built in Computer, Conference Phone, Wireless Keyboard and Mouse. Select meeting spaces will also be outfitted with a Video Conferencing System or built-in Audio System. All rooms will also receive a state-of-the-art touchscreen panel which can be used to book ad-hoc meetings, view room availability at a glance (screen glows red or green depending on room occupancy), report technical difficulties and more.

Several rooms have already received their upgrades including:

- Headquarters Rooms 136, 143, 168 and 318
- All Winfield Meeting Rooms
- All Rinconada Water Treatment Plant Meeting Rooms
- Blossom Hill Annex Computer Training Lab

The Information Technology Division expects to complete the refresh of all District conference technology by Summer 2019.

For further information, please contact Tina Yoke at (408) 630-2385.

South San Francisco Bay Shoreline Project - Dirt Procurement

The South San Francisco Bay Shoreline Project (Project) has begun solicitation for a contractor to supply, transport and stockpile approximately 300,000 cubic yards of clean soil required for Project levee fill material. An advertisement in the Silicon Valley Business Journal for a contractor was posted on December 17 and 24, 2018. On January 3, 2019, the Project team conducted a pre-proposal meeting which was attended by 12 contracting firms. Contractor proposals are due on January 17, 2019, and the district anticipates awarding the contract by January 28, 2019. According to the U.S. Army Corps of Engineers' current Project schedule the construction of the first reach of the Project will commence in January 2020.

For further information, please contact Ngoc Nguyen at (408) 630-2632.

Preview of 2019 Community Events

The district is looking forward to engaging Santa Clara County's communities with another full community event season in 2019, including events that feature the district's water truck. Through this unique program, the district engages with hundreds of thousands of people across Santa Clara County and connect directly with tens of thousands of people from our diverse community. With the addition of the water truck, the district has been able to promote the quality and taste of our water and engage with the public at an even higher level. Community events also provide board members direct access to residents to update them on the district's priority projects and initiatives.

Below is a preliminary list of community events in which the district will participate in 2019. The full proposed event list is included in this week's non-agenda packet. As always, the Board is encouraged to add additional events they become aware of.

2019 Community Events Highlights:

January 17, South Valley Engineering and Science Fair
February 9, Science Extravaganza
February 22, Landscape Committee Summit
March 14, Santa Clara Valley Science and Engineering Fair
April 13, City of Palo Alto Great Race for Saving Water and Earth Day
May 2019, Campbell Chamber of Commerce Boogie on the Avenue
June 2019, Sunnyvale Chamber of Commerce Art and Wine Festival
July 26-28, Gilroy Garlic Festival
August 2019, Korean-American Chamber of Commerce Silicon Valley Korea Day
September 2019, Mountain View Chamber of Commerce Art & Wine Festival
September 2019, Morgan Hill Chamber of Commerce Taste of Morgan Hill
October 2019, Day on the Bay Multicultural Festival hosted
October 2019, Prusch Farm Park Mountain Music Festival
October 2019, Day in the Park hosted by the City of San Jose, District 8
December 2019, Santa Visits Alviso

For further information, please contact Rachael Gibson at (408) 630-2884.

Farmworker Housing Discussions with staff from Santa Clara County, the Division of Drinking Water, and LAFCO

The district continues to engage with staff from Santa Clara County and other agencies on the issue of farmworker housing, which is identified as a critical need in the Santa Clara Valley Agricultural Plan. On December 13, 2018, the County Department of Planning and Development (County Planning) hosted a meeting attended by the district and staff from the County Department of Environmental Health, State Division of Drinking Water, Santa Clara Local Agency Formation Commission.

To promote farmworker housing on agricultural and rural residential properties in southern Santa Clara County, a County Planning concept under discussion focuses on ministerial County approvals for septic, water, and fire rather than discretionary planning approval. The current County Planning concept: 1) allows up to four (4) additional dwelling units or up to 18 bed dormitories on a parcel; 2) proposes a 5-acre minimum lot size for this use; 3) sets square footage limits based upon occupancy; and 4) allows limited use for a portion of the year to support agricultural tourism. While County Planning believes participation will be fairly low, the concept would potentially apply to thousands of parcels, prompting concerns with groundwater protection and supply, and the creation of more small water systems.

County Planning intends to release a draft ordinance in January 2019, and will solicit stakeholder input on a draft policy prior to County Planning Commission consideration in early 2019. The district will continue to be involved as this proposal advances.

For further information, please contact Garth Hall at (408) 630-2750.

Sustainable Groundwater Management Act -- Updated Basin Prioritization

Per the Sustainable Groundwater Management Act (SGMA), all basins assigned as medium or high priority by the California Department of Water Resources (DWR) must comply with SGMA. The basin prioritization issued initially in 2015, is periodically reassessed after DWR's approval of basin boundary modifications. In January 2019, following a public comment period, DWR released its final basin prioritization for 458 basins.

Based on the initial 2015 prioritization, the Santa Clara and Llagas Sub Basins (the primary sub basins in Santa Clara County) were assigned medium and high priority, respectively. Both basins are now assigned a high priority, primarily due to higher scores for population, groundwater reliance, and historical impacts from overdraft and subsidence. The change in priority for the Santa Clara Sub Basin does not indicate worsening conditions, as groundwater continues to be sustainably managed, and it does not affect the district's SGMA compliance. The San Mateo Plain Sub Basin, centered in San Mateo County with small portions in Santa Clara County, will expectedly remain a very low-priority basin that is not subject to SGMA.

In a future action, DWR will release its final prioritization for 59 basins affected by 2018 basin boundary modification requests once related boundaries are finalized. The Hollister and San Juan Bautista Sub Basins (currently medium priority), are centered in San Benito County with small portions in Santa Clara County. The San Benito County Water District submitted a basin boundary modification request to DWR for consolidation of several sub basins (including these) to facilitate SGMA compliance. The district and other agencies supported this request, and DWR recently

announced draft approval. Once all requests are finalized, DWR will release the final prioritization. It is expected these areas will remain subject to SGMA requirements.

For further information, please contact Garth Hall at (408) 630-2750.

New Rainwater Capture Rebates offered through the District

The district would like to inform the board about new rainwater capture rebates within its Landscape Rebate Program. Rain gardens, rain barrels, and cisterns are all systems used to keep rainwater onsite for reuse within the landscape and are now available for a rebate. These rebates were identified as part of the district's Water Supply Master Plan "No Regrets" package of projects and programs.

Under the new Rainwater Capture Rebate, customers can receive a rebate of \$1.00 per square foot of roof area's storm water diverted into a designated rain garden area (up to \$300). Residential and commercial sites can redirect water collected from rooftops and funneled into downspouts into shallow depressions that have been strategically located and excavated in the existing landscape. These man made seasonal wetlands can be designed to look like creek beds or mulched and planted to blend into the landscape.

Also offered under the new Rainwater Capture Rebate are additional options for capturing rainwater, including rain barrels and cisterns. Homeowners and businesses can receive a rebate of up to \$35 per rain barrel installed (40 to 199-gallon capacity). These simple barrels, designed specifically for rain water capture, can be easily hooked into an existing downspout to collect rainwater that will be redistributed into the landscape through a garden hose or watering pail. For sites wishing to install a larger, more robust rainwater capture system, a rebate of \$0.50 per gallon is available for installing cisterns (large above- or below-ground water storage tanks) that hold a minimum of 200 gallons of rainwater. The collected water can be used in an automatic irrigation system when equipped with an electric pump system and backflow device.

The district is working with Communications to advertise this new program to the community through NextDoor posts, social media posts, Valley Water News, and via the district's website.

For further information, please contact Jerry De La Piedra at (408) 630-2257.

BOARD MEMBER REQUESTS & INFORMATIONAL ITEMS

Report Name: Board Member Requests

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
R-18-0017	11/20/18	Varela	Hawk	Hall	Staff is to schedule an update on CA WaterFix for second meeting in January 2019.	12/16/18		



MEMORANDUM

FC 14 (01-02-07)

TO: Norma Camacho

FROM: Ngoc Nguyen

SUBJECT: Report of Properties Acquired Under
Executive Limitation 6.7.1

DATE: December 24, 2018

In accordance with the Executive Limitation (EL) 6.7.1 the attached spreadsheet includes:

1. A report of properties to be acquired under EL 6.7.1.
2. A report on the number of parcels that have been signed off by the CEO and acquired during the quarter of July 1 through September 30, 2018 including respective statutory offers of just compensation and final negotiated values (EL 6.7.1.3).

A handwritten signature in blue ink that reads "N. Nguyen".

Ngoc Nguyen
Deputy Operating Officer
Watersheds Design and Construction

Cc: S. Turner, B. Magleby, E. Serrano

st:rc

**QUARTERLY REPORT OF PROPERTIES ACQUIRED UNDER CEO AUTHORITY
JULY 1, 2018 - SEPTEMBER 30, 2018**

DISTRICT FILE	PROJECT NAME	AGENT	GRANTOR/GRANTEE	INTEREST	REC DATE	DOC#	INITIAL OFFER	OWNER'S APPRAISED VALUE	FINAL SETTLEMENT	SEE EXPLANATION
5010-239	LLAGAS CREEK	MAGLEBY	LLEWELLYN	FEE IN	7/19/2018	23985426	\$113,700	N/A	\$113,700	
5012-207 5027-246	WEST LITTLE LLAGAS CREEK	SPRINGER	MONTEREY DYNASTY, LLC	TCE EASEMENT IN (INGRESS/EGRESS)	9/11/2018	24021258 24021257	\$52,000	N/A	\$52,000	

*EXPLANATION

REPORT OF PROPERTIES TO BE ACQUIRED UNDER
EXECUTIVE LIMITATION 6.7.1

DISTRICT FILE	PROJECT NAME	ASSESSORS' PARCEL NUMBER (APN)	INTEREST
1016-85	HALE CREEK	189-28-011	EASEMENT IN
1016-86	HALE CREEK	189-28-012	EASEMENT IN
1016-87	HALE CREEK	189-28-013	EASEMENT IN
1016-88	HALE CREEK	189-28-054	EASEMENT IN
1016-89	HALE CREEK	189-28-049	TCE IN
1016-90	HALE CREEK	189-28-045	EASEMENT IN AND TCE IN
1016-91	HALE CREEK	189-28-047	EASEMENT IN
1016-92	HALE CREEK	189-28-080, 189-28-084	NO P&D
1028-179	SAN FRANCISQUITO CREEK	003-07-053	NO P&D
1029-175	STEVENS CREEK	161-02-005, 16102012 & 16102015	NO P&D
2010-226	CALABAZAS CREEK	104-28-069	FEE IN
2026-55	SUNNYVALE EAST OUTFALL	110-39-002	TCE IN
2027-15	SUNNYVALE WEST OUTFALL	110-27-023, 110-27-032	TCE IN
2027-16	SUNNYVALE WEST OUTFALL	110-07-022, 165-44-007, 165-44-008	TCE IN
2027-21	SUNNYVALE WEST OUTFALL	110-25-037	EASEMENT IN
2044-1	SOUTH SAN FRANCISCO BAY SHORELINE	015-32-042, 015-32-043	NO P&D
2044-2	SOUTH SAN FRANCISCO BAY SHORELINE	015-31-009, 015-31-023, 015-31-050, 015-31-061	NO P&D
2044-3	SOUTH SAN FRANCISCO BAY SHORELINE	015-29-004	EASEMENT IN
2044-4	SOUTH SAN FRANCISCO BAY SHORELINE	015-33-053	NO P&D
2044-5	SOUTH SAN FRANCISCO BAY SHORELINE	015-25-028, 015-25-028, 015-28-022, 015-30-043	FLOOD PROTECTION LEVEE LEASE AREA
2044-6	SOUTH SAN FRANCISCO BAY SHORELINE	015-01-028	NO P&D
2044-7	SOUTH SAN FRANCISCO BAY SHORELINE	PHANTOM STREETS	NO P&D
2044-8	SOUTH SAN FRANCISCO BAY SHORELINE	015-03-019, 015-41-008	NO P&D
2044-9	SOUTH SAN FRANCISCO BAY SHORELINE	015-33-054	NO P&D
2044-10	SOUTH SAN FRANCISCO BAY SHORELINE	015-01-040, 015-01-034	NO P&D
2044-11	SOUTH SAN FRANCISCO BAY SHORELINE	015-26-028, 015-28-028, 015-26-022, 015-30-043	TEMPORARY CONSTRUCTION LEASE AREA
2044-13	SOUTH SAN FRANCISCO BAY SHORELINE	015-26-012	TCE IN
2044-14	SOUTH SAN FRANCISCO BAY SHORELINE	015-26-012	EASEMENT IN
3015-585	GUADALUPE RIVER	434-27-125	FEE IN

NOTE:
TCE = Temporary Construction Easement

REPORT OF PROPERTIES TO BE ACQUIRED UNDER
EXECUTIVE LIMITATION 6.7.1

DISTRICT FILE	PROJECT NAME	ASSESSORS' PARCEL NUMBER (APN)	INTEREST
3015-600	GUADALUPE RIVER	264-48-000	EASEMENT IN
3015-601	GUADALUPE RIVER	264-48-006	EASEMENT IN
3015-602	GUADALUPE RIVER	264-48-126	EASEMENT IN
3015-603	GUADALUPE RIVER	264-48-094	EASEMENT IN
3015-604	GUADALUPE RIVER	264-48-010, 264-48-064, 264-48-103	EASEMENT IN
3015-606	GUADALUPE RIVER	264-48-000	EASEMENT IN
3015-606	GUADALUPE RIVER	264-48-000 (Willow Street)	EASEMENT IN
3015-624	GUADALUPE RIVER	434-28-003	EASEMENT IN
3015-636	GUADALUPE RIVER	434-29-020	EASEMENT IN
3015-636	GUADALUPE RIVER	434-29-019	EASEMENT IN
3015-638	GUADALUPE RIVER	434-29-016, 434-29-017	EASEMENT IN
3015-639	GUADALUPE RIVER	434-29-014	EASEMENT IN
3015-641	GUADALUPE RIVER	434-29-000 (Pine Avenue)	EASEMENT IN
3015-643	GUADALUPE RIVER	466-21-012	EASEMENT IN
3015-645	GUADALUPE RIVER	439-25-032	EASEMENT IN
3015-646	GUADALUPE RIVER	439-25-031	EASEMENT IN
3015-647	GUADALUPE RIVER	43925030	EASEMENT IN
3015-648	GUADALUPE RIVER	439-25-029	EASEMENT IN
3015-649	GUADALUPE RIVER	439-25-028	EASEMENT IN
3015-660	GUADALUPE RIVER	439-25-027	EASEMENT IN
3015-651	GUADALUPE RIVER	439-25-026	EASEMENT IN
3015-653	GUADALUPE RIVER	439-25-024	EASEMENT IN
3015-654	GUADALUPE RIVER	439-25-023	EASEMENT IN
3015-655	GUADALUPE RIVER	439-25-022	EASEMENT IN
3015-657	GUADALUPE RIVER	439-25-020	EASEMENT IN
3015-658	GUADALUPE RIVER	439-25-019	EASEMENT IN
3015-659	GUADALUPE RIVER	439-25-018	EASEMENT IN
3015-660	GUADALUPE RIVER	439-25-017	EASEMENT IN
3015-661	GUADALUPE RIVER	439-25-016	EASEMENT IN

NOTE:
TCI = Temporary Construction Easement

**REPORT OF PROPERTIES TO BE ACQUIRED UNDER
EXECUTIVE LIMITATION 6.7.1**

DISTRICT FILE	PROJECT NAME	ASSESSORS' PARCEL NUMBER (APN)	INTEREST
3015-662	GUADALUPE RIVER	439-25-015	EASEMENT IN
3015-663	GUADALUPE RIVER	439-25-014	EASEMENT IN
3015-664	GUADALUPE RIVER	439-25-013	EASEMENT IN
3015-665	GUADALUPE RIVER	439-25-012	EASEMENT IN
3015-666	GUADALUPE RIVER	439-25-011	EASEMENT IN
3015-674	GUADALUPE RIVER	264-48-104	EASEMENT IN
3015-675	GUADALUPE RIVER	264-48-108	EASEMENT IN
3015-677	GUADALUPE RIVER	439-25-001	FEE IN
3015-678	GUADALUPE RIVER	439-25-009	EASEMENT IN
3015-679	GUADALUPE RIVER	439-25-008	EASEMENT IN
3015-682	GUADALUPE RIVER	015-01-013	NO P&D
3015-683	GUADALUPE RIVER	015-02-007	NO P&D
3015-684	GUADALUPE RIVER	015-45-013	EASEMENT IN
3020-174	LOS GATOS CREEK	288-03-017	NO P&D
3020-175	LOS GATOS CREEK	ON ROAD	NO P&D
4017-61	BERRYESSA CREEK	022-31-017	EASEMENT IN
4017-65	BERRYESSA CREEK	022-31-017	EASEMENT IN
4017-66	BERRYESSA CREEK	025-12-005	EASEMENT IN
4017-97	BERRYESSA CREEK	086-32-021, 863-2-028	EASEMENT IN
4017-105	BERRYESSA CREEK	086-32-080	NO P&D
4017-106	BERRYESSA CREEK	092-08-101	NO P&D
4018-26	CALERA CREEK	022-02-014	EASEMENT IN
4018-31	CALERA CREEK	026-18-003	EASEMENT IN
4018-32	CALERA CREEK	026-18-003	EASEMENT IN
4021-277	COYOTE CREEK	237-05-057 & 237-05-058	NO P&D
4021-283	COYOTE CREEK	97-04-037	TCE IN
4026-483	LOWER SILVER CREEK	670-29-002, 670-29-017	NO P&D
4032-67	UPPER PENITENCIA CREEK	LAND EXCHANGES FOR THE BART'S EXTENSION PROJECT	NO P&D
4032-68	UPPER PENITENCIA CREEK	254-17-069	EASEMENT IN

NOTE:
TCE = Temporary Construction Easement

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**REPORT OF PROPERTIES TO BE ACQUIRED UNDER
EXECUTIVE LIMITATION 6.7.1**

DISTRICT FILE	PROJECT NAME	ASSESSORS' PARCEL NUMBER (APN)	INTEREST
4032-69	UPPER PENITENCIA CREEK	254-14-119	EASEMENT IN
4032-71	UPPER PENITENCIA CREEK	254-87-020	EASEMENT IN
4033-54	LOWER PENITENCIA CREEK	22-30-041	EASEMENT IN
4033-57	LOWER PENITENCIA CREEK	088-33-104	NO P&D
4033-58	LOWER PENITENCIA CREEK	022-37-002	EASEMENT IN
4049-11	PENITENCIA EAST CHANNEL	088-37-018	NO P&D
4049-12	PENITENCIA EAST CHANNEL	088-37-018	NO P&D
5012-211	WEST LITTLE LLAGAS CREEK	HALE AVENUE	EASEMENT IN
5012-212	WEST LITTLE LLAGAS CREEK	ON RROAD	EASEMENT IN
9109-79	GILROY WATER RECLAMATION FACILITY	841-29-033, 841-30-004, 841-30-011	EASEMENT IN
9186-34	ANDERSON DAM/RESERVOIR	728-34-011	EASEMENT IN
9195-1	PACHECO DAM/RESERVIOR	898-11-009, 898-49-002	NO P&D
9195-2	PACHECO DAM/RESERVIOR	898-11-003, 898-11-008, 898-11-004, 898-11-016, 898-11-020, 898-11-021, 898-11-022, 898-11-023, 898- 13-001, 898-48-001, 898-48-001, 898-48-003	FEE IN
9195-3	PACHECO DAM/RESERVIOR	865-10-010, 865-11-020, 865-11-021	FEE IN
9195-4	PACHECO DAM/RESERVIOR	865-15-008, 865-15-009	FEE IN
9195-5	PACHECO DAM/RESERVIOR	865-15-007	FEE IN
9195-6	PACHECO DAM/RESERVIOR	865-10-023	FEE IN
9195-7	PACHECO DAM/RESERVIOR	898-57-001, 898-57-002	FEE IN
9225-65	CENTRAL PIPELINE	254-17-069, 254-17-070	EASEMENT IN
9225-66	CENTRAL PIPELINE	254-17-074	EASEMENT IN
9225-67	CENTRAL PIPELINE	LAND EXCHANGES FOR THE BART'S EXTENSION PROJECT	NO P&D
9245-33	COYOTE CANAL	729-55 (Balley Ave)	NO P&D
9433-4	MILPITAS PIPELINE	86-42-023	EASEMENT IN
9433-18	MILPITAS PIPELINE	92-08-083	EASEMENT IN
9433-19	MILPITAS PIPELINE	92-08-083	EASEMENT IN
9433-20	MILPITAS PIPELINE	92-08-002	EASEMENT IN
9433-21	MILPITAS PIPELINE	92-08-002	EASEMENT IN
9433-22	MILPITAS PIPELINE	92-08-096	EASEMENT IN

NOTE:
TCZ - Temporary Construction Easement

REPORT OF PROPERTIES TO BE ACQUIRED UNDER
EXECUTIVE LIMITATION 6.7.1

DISTRICT FILE	PROJECT NAME	ASSESSORS' PARCEL NUMBER (APN)	INTEREST
9484-33	SNELL PIPELINE	692-26-048	EASEMENT IN
9484-34	SNELL PIPELINE	692-26-000 (Old Snell)	EASEMENT IN

NOTE:
TCE = Temporary Construction Easement



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors
FROM: Nina Hawk, COO
SUBJECT: Main Ave./Madrone Pipeline Rehabilitation Project – Response to Neighbors’ Concerns
DATE: January 2, 2019

The purpose of this memo is to inform the Board of the District’s response to neighborhood concerns in the vicinity of the Main Avenue/Madrone Pipeline Rehabilitation Project (Project) construction.

The Board awarded the construction contract for the Project on October 24, 2018, and construction was initiated in early February 2018. The construction work is about 65% complete, and the contractor is expected to finish the work and demobilize by March 2019.

The installation of 30-inch and 36-inch diameter pipe along Cochrane Road, Half Road, and Main Avenue in Morgan Hill has generally proceeded smoothly. The work required temporary trench plates to be placed over certain portions of the pipeline installation. Staff received calls from a few Morgan Hill residents living in the vicinity of the pipeline route regarding safety while driving on the uneven paving where the trench work had been performed. Staff responded to the residents’ concerns by installing additional warning signs about uneven paving and trench plates and urged the residents to observe the lower speed limits that had been clearly posted in the construction areas. All roadways where pipelines were installed will be repaved by the contractor per the City of Morgan Hill’s and Santa Clara County Roads & Airports Department’s requirements.

The Project work includes installation of new air-release valves (ARVs) at certain intervals along the pipeline route. Staff has been addressing the concerns of one property owner who is developing a winery on his property. The property owner claimed that a newly-installed ARV adjacent to the planned winery entrance was on his property, and further claimed that the presence of the ARV would detract from the planned signage at the winery entrance. District staff re-surveyed the property lines and confirmed that the ARV had been placed well within the District’s property line. Staff also explained to the property owner the need for an ARV at that location to protect the new pipeline system and maintain its efficiency. Staff suggested, and the property owner agreed that he would provide an empty wine barrel which would be big enough to cover the ARV and not detract from the aesthetics of the winery entrance. District staff would remove/replace the barrel to perform routine maintenance on the ARV.

For more information, please contact Katherine Oven at 408-630-3126.

Nina Hawk
Chief Operating Officer
Water Utility Enterprise



TO: Board of Directors

FROM: David Cahen
Risk Manager

SUBJECT: Risk Management Communication

DATE: January 4, 2019

The purpose of this memorandum is to provide you a copy of recent Risk Management staff's communication with an individual that filed a claim against the District.

Please find the following attachment:

- 1) December 13, 2018 claim confirmation letter to Anders Bjorkman and Bo Jiang (District 7)
- 2) January 2, 2019 late claim letter to Susan Landry (District 4)
- 3) January 2, 2019 claim confirmation letter to Robert and Elizabeth Schonhardt (District 7)
- 4) January 2, 2019 claim confirmation letter to Sondra Serenka (District 1)
- 5) January 3, 2019 claim denial letter to Daniel Liu (District 4)

For additional information, please contact me at 408-630-2213.

A handwritten signature in black ink, appearing to read "David Cahen", is written over a horizontal line.

David Cahen
Risk Manager

December 13, 2018

Anders Bjorkman
Bo Jiang
957 Mountain View Ave.
Mountain View, CA 94040

Regarding: Receipt of Claim – L1890012

Dear Mr. Bjorkman and Ms. Jiang,

We received your claims regarding the vibration issues and quality of life concerns due to the Permanente Creek project.

We will investigate the claim and notify you of our findings.

If you have any questions, please don't hesitate to contact me at (408) 630-2652.

Sincerely,



Lilian Dennis
Management Analyst II
Risk Management
ldennis@valleywater.org

January 2, 2019

Susan Landry
349 Curtner Ave.
Campbell, CA 95008

Re: Claim

Dear Ms. Landry,

The claim which was presented to the Santa Clara Valley Water District on December 20, 2018 is being returned because it was not presented within six (6) months after the event or occurrence as required by law. See sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

WARNING

Your only recourse at this time is to apply without delay to the Board of the Santa Clara Water District for leave to present a late claim. See sections 911.4 to 912.2, inclusive, and section 946.6 of the Government Code. Under some circumstances, leave to present a late claim may be granted. See Government Code section 911.6.

If you have any questions, you can contact me at (408) 630-2213.

Sincerely,



David Cahen
Risk Manager

Enc: Claim

January 2, 2019

Robert and Elizabeth Schonhardt
821 Arroyo Rd.
Los Altos, CA 94024

Regarding: Receipt of Claim – L189014

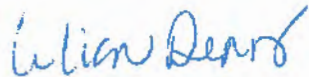
Dear Mr. and Mrs. Schonhardt,

We received your claim regarding the damages to your fence located at 821 Arroyo Road in Los Altos.

We will investigate the claim and notify you of our findings.

If you have any questions, please don't hesitate to contact me at (408) 630-2652.

Sincerely,



Lilian Dennis
Management Analyst II
Risk Management
ldennis@valleywater.org

January 2, 2019

Sondra Serenka
10255 Center Ave.
Gilroy, CA 95020

Regarding: Receipt of Claim – L1890015

Dear Ms. Serenka,

We received your claim regarding the damages to your irrigation pipes at 10255 Center Avenue in Gilroy.

We will investigate the claim and notify you of our findings.

If you have any questions, please don't hesitate to contact me at (408) 630-2652.

Sincerely,



Lilian Dennis
Management Analyst II
Risk Management
ldennis@valleywater.org

January 3, 2019

Daniel Liu
6610 Camden Ave.
San Jose, CA 95120

Re: Claim – L1890008

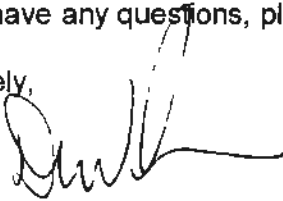
Dear Mr. Liu,

We have reviewed your claim and reached the conclusion that the Santa Clara Valley Water District is not responsible for the damages to your backyard fence, flowers and lamp posts.

We are unable to substantiate this claim for damages and will therefore be recommending to our Board of Directors that the claim be denied. This item is scheduled to be heard at the January 22, 2019 Board meeting which begins at 6:00 pm. In the event of a date change, I will provide you with advance notice. You can also monitor the Board of Directors meeting schedule and associated agenda items at: <https://scvwd.legistar.com/Calendar.aspx>.

If you have any questions, please contact me at (408) 630-2213.

Sincerely,



David Cahen
Risk Manager



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors

FROM: Nina Hawk

SUBJECT: Update on District's On-going Partnership
with Baywork

DATE: January 7, 2019

Baywork is a collaborative of water and wastewater utilities working together to ensure operational reliability through workforce reliability. The District is one of its signatories along with over thirty other agencies and organizations.

Robert Scott, technical training program administrator of the District's Water Utility Enterprise and chair of Baywork's Staff Preparedness Subcommittee, co-authored an article in *Water's Workforce*, December 2018, Journal AWWA, entitled, "A Guided Tour of Baywork's Knowledge Transfer Toolkit". The in-depth article describes how important knowledge transfer is especially for water and wastewater utilities, which are charged with protecting public health, supporting economic development, and safeguarding the environment. For more information please see the attached article.

In November 2018, Baywork hosted a Training Buffet at East Bay Municipal Utility District. The admission was free along with lunch for Bay Area water industry staff and invited guests. This was their fifth Training Buffet and it was well attended. There were 137 attendees and 17 classes offered and contact hours were given by State Water Resources Control Board and California Water Environment Association for all classes except one.

The District had eleven staff members attend and five of them were presenters. The presenters were:

- Kris Filice (Silicon Valley Advanced Water Purification Center) – Topic: Lessons Learned from Operating a Membrane Plant
- Luz Penilla (Asset Management) – Topic: Pump Utility Maintenance Program (PUMP) – Vibration Monitoring and Pump Rebuilds
- Katie Vigil (Water Quality Lab) – Topic: Harmful Algal Blooms Monitoring Using the Enzyme-Linked Immunosorbent Assay & Screening Technologies
- Peggy Donatelli and Laurel Hanchett (Recruitment) – Topic: Interviewing Skills and Techniques to Help Achieve Your Career Goals

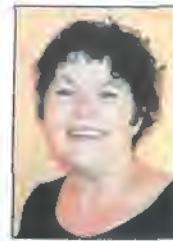
Nina Hawk
Chief Operating Officer
Water Utility Enterprise

Attachment: *Water's Workforce*, December 2018, Journal AWWA

CATHERINE CURTIS, CHERYL DAVIS,
AND ROBERT SCOTT



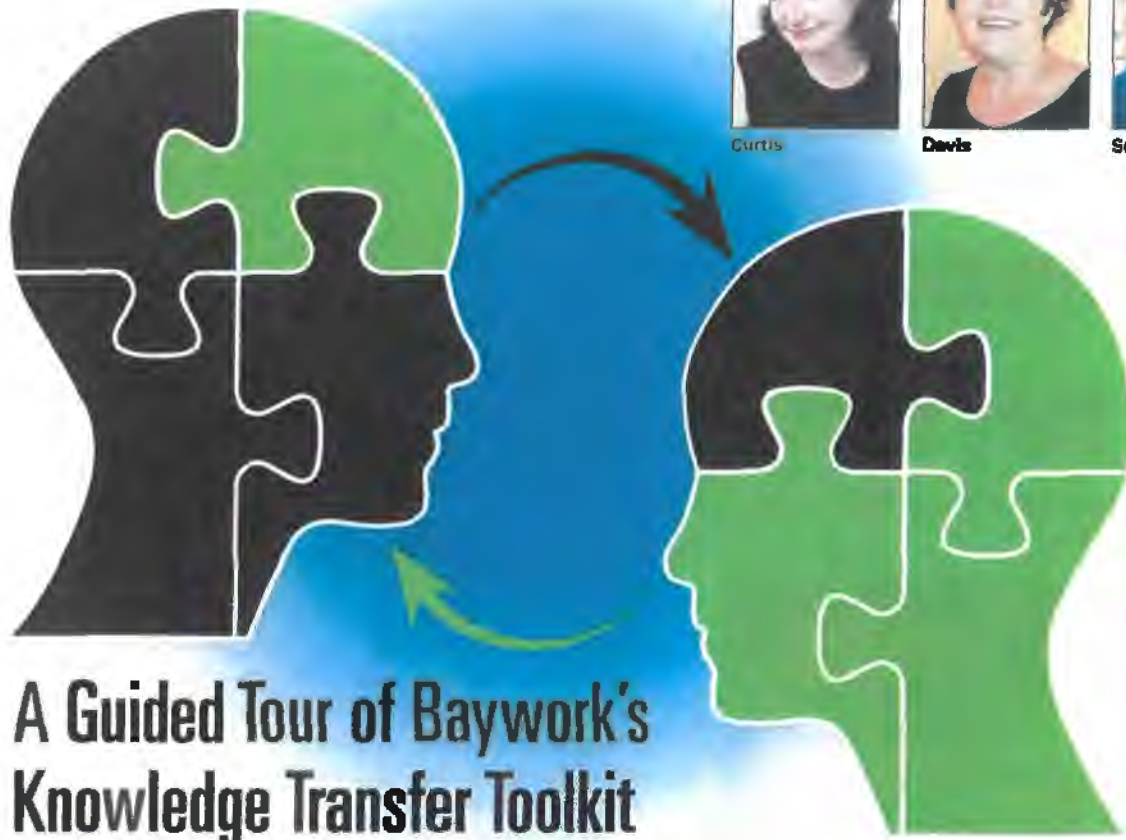
Curtis



Davis



Scott



A Guided Tour of Baywork's Knowledge Transfer Toolkit

Employees come and go in every industry, but knowledge transfer is especially important for water and wastewater utilities, which are charged with protecting public health, supporting economic development, and safeguarding the environment. While there is plenty of room for improvement, the water industry has a working level of documentation of its facilities and business records (e.g., geographic information system maps, map books, drawings). Still, the industry as a whole needs to develop knowledge transfer systems that can better handle its current challenges, many of which are anticipated to grow, including the following:

- Increased loss of experienced staff, and their undocumented knowledge, to retirement or other employment changes
- Evolving technologies and regulations
- Inadequate documentation of facility and software system operations and maintenance
- Increased public demand for transparency and accountability, with diminished tolerance for operational and managerial errors

Staffing issues may be a concern for the water industry, but solutions are being developed. For example, Baywork, a Northern California consortium of water and wastewater utilities that focuses on workforce

reliability, has looked for ways to help utilities address these challenges since its creation in 2009. One of Baywork's primary objectives is workforce development, and efforts have included staff workshops (e.g., Baywork Workshops on Wheels) and training programs (e.g., Using Technology to Teach). Through its website (Figure 1), Baywork provides videos, presentations, and other resources on documentation, staff development and training, and knowledge management.

In 2015, Baywork signatories decided to package both existing and newly collected materials on knowledge transfer in a new format: an online, interactive guidebook. Baywork's Knowledge Transfer Toolkit is a website that reads like a book, placing resource materials in context while providing instant access to videos, PowerPoint presentations, checklists, reports, and how-to guides. Five main concepts make up the structure, or chapters, of the Knowledge Transfer Toolkit:

- Workforce reliability planning
- Work modification
- Documentation
- Training and development
- Knowledge-sharing systems

Workforce reliability planning identifies areas of operational risk associated with workforce concerns and

FIGURE 1 Examples of Baywork resources (<http://baywork.org>)



FIGURE 2 Gwinnett County's on-the-job training resources



Image courtesy of Gwinnett County Water Resources

EOM—electronic operations manual, GED—general education diploma, H/S—high school, SOP—standard operating procedures

FIGURE 3 Gwinnett County's training cycle



Image courtesy of Gwinnett County Water Resources

discusses how to develop programs to mitigate those risks. Not to be confused with simple succession planning, workforce reliability planning also includes knowledge transfer issues for current workers who are expected to stay in their current positions for the long term. Sample activities are identification of high-consequence, high-risk tasks and assessment of whether new and current staff have adequate tools for their positions.

Work modification involves eliminating or reducing the need to transfer some knowledge and skills. For example, a task might be automated rather than performed manually (e.g., meter reading). Job categories may be combined or redefined to promote efficiency. Analysis of work processes can also identify unproductive steps. A work modification program could entail a regular audit (every three to five years) of key operational processes to identify where modifications are needed.

The toolkit's chapter on documentation covers some recommended approaches for documenting utility policies, procedures, facilities, systems, equipment, and processes; examples are standard operating procedures, as-builts, checklists, manuals, reference guides, and policy statements.

The chapter on training and development describes activities that can improve individual skills and the quality of one's work; these include cross-training, technical training, staff development, mentoring, job shadowing, roundtables or communities of practice, creation of a learning community, e-learning, and professional association involvement.

The knowledge-sharing chapter provides a multidisciplinary approach for capturing, developing, sharing, and effectively using organizational knowledge—an approach that achieves organizational objectives by making the best use of knowledge. Examples can include online knowledge management systems such as SharePoint (a web content management system) or Wiki (a content management system), libraries, databases, and learning management systems.

At the end of each chapter, a Learn More button on the web page allows users to access all the resource materials Baywork has gathered on a particular topic. These materials are organized by utility so users can see the relationship among materials developed by each agency on a topic.

CASE STUDIES

Baywork case study. The Knowledge Transfer Toolkit has two case studies. The first involves Baywork itself. This chapter illustrates the approach the consortium has taken to sharing knowledge. As an example, Baywork produces how-to guides on topics such as "How to Produce Video Standard Operating Procedures," an internship guidebook, the Workshop on Wheels Project, and many others that are available on the Baywork website.

An innovative training format is Baywork's Workshop on Wheels. After a user determines which topics are most pertinent, this mobile approach allows the user to tour

multiple sites in a single day. Learning is enhanced because the instructors themselves are operators, engineers, and managers, and they present their own perspectives and valuable lessons they have learned. Webinars are also useful training devices; these are often cost-effective for sharing knowledge among signatories and other learning partners, and webinars serve as a permanent record for bringing new staff and stakeholders on board.

Gwinnett County case study. The second case study in the toolkit describes a training program developed by Gwinnett County in Georgia; the county's approach centers on the use of Qualification (Qual) Cards (see sidebar at right). A Qual Card is a written set of training requirements related to wastewater treatment, sequenced from influent to effluent in the plant, based on the treatment areas in the plant (e.g., preliminary treatment), and each subsection is a unit process (e.g., grit removal). The qualification card supports on-the-job training (Figure 2) throughout the entire plant by guiding new operators through the competencies they must master in order to become qualified.

Gwinnett County also provides operators with an electronic operation manual, which is a good example of a knowledge retention tool that standardizes practices. It is a well-organized, searchable, and easily accessible library of operations and maintenance data, and it contains information such as operations and maintenance manuals for suppliers, as-built drawings, schematics, renderings, procedures, and protocols to aid in the operation of the plant. Gwinnett County uses standard operating procedures in conjunction with Qual Cards and electronic operation manuals in its technical training of staff (Figure 3 illustrates Gwinnett County's training cycle).

CONCLUSION

Because the Knowledge Transfer Toolkit is a website, it is updated as new content and resources allow, and its contents are available to anyone seeking similar workforce guidance knowledge transfer programs. Baywork welcomes any feedback or additional case studies, and it encourages all water professionals to access these useful and free resources. Contact Robert Scott, chair of Baywork's Staff Preparedness Committee, at rscott@valleywater.org.

—*Catherine Curtis is the workforce reliability manager at San Francisco Public Utilities Commission, Wastewater Enterprise, San Francisco, Calif. She received a master's degree in organizational development from Sonoma State University, Rohnert Park, Calif. She was part of the group that launched the Baywork Consortium in 2009 and is vice-chair of Baywork. Curtis is also a member of the AWWA Workforce Strategies Committee. Cheryl Davis is a consultant at CKD Consulting in Piedmont, Calif. She served as a manager in the San Francisco Public Utilities Commission for 32 years. She is a co-founder of Baywork and served as its chair from its creation in 2009 until July 2015. Davis is also a member of the AWWA Workforce*

Example: Qual Card Details, Section 2 Influent Handling, Subsection 2.1 Influent Pump Station



- 2. Influent Handling
- 2.1 Influent Pump Station
 - 2.1.1 Read the Influent Handling section of the YR Operations Guide and all Influent Pump Station Standard Operating Procedures (SOP's)
 - 2.1.2 State the function of the Influent Pump Station (IPS), Macerators and Pumps (IPS)
 - 2.1.3 Draw a one-line diagram of the influent pump station including influent gate, Macerators, Macerator inlet and outlet gates, Wetwell 1 inlet gate, Wetwell 1&2 division gate, Influent Pumps, Influent Pump inlet gates
 - 2.1.4 Discuss the theory of operation of wetwell level control and pump operation
 - 2.1.5 Discuss the recommended and alternate operation modes of the IPS
 - 2.1.6 Perform pre-startup checks, startup, normal operating, and shutdown of the Influent Macerators and Pumps
 - 2.1.7 Discuss the specific safety, PPE, and housekeeping requirements associated with the IPS
 - 2.1.8 Walk through the Influent Pump Station and discuss how to perform Plant rounds

Source: Gwinnett County, Georgia

Strategies Committee. Robert Scott works for the Santa Clara Valley Water District as the technical training program administrator for the Water Utility Enterprise, San Jose, Calif. He is the chair of Baywork's Staff Preparedness Subcommittee and a member of AWWA's Workforce Strategies Committee. Amy Brown (column coordinator, to whom correspondence may be addressed) is ETS coordinator and volunteer advisor at AWWA, Denver, Colo.; abrown@awwa.org.

<https://doi.org/10.1002/awwa.1202>



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors

FROM: Nina Hawk

SUBJECT: District Staff Participates in a Three-part Webinar Series, Exploring Avenues for Public Private Partnerships

DATE: January 7, 2019

Katherine Oven, Deputy Operating Officer of the Water Utility Capital Division, participated in a webinar for the Association of Metropolitan Water Agencies describing the District's Public Private Partnership (P3) journey. She, along with other members' experiences were presented in a three-part webinar series. The webinar is available online at www.amwa.net/P3Series.

Katherine also co-authored an article that was published in the Association of Metropolitan Water Agencies, *Water Utility Executive*, November - December 2018, entitled, "P3 Procurement for the Santa Clara Valley Water District". For more information on the article please see attached.

A handwritten signature in blue ink that reads "Nina Hawk".

Nina Hawk
Chief Operating Officer
Water Utility Enterprise

Attachment: Management Marker, AMWA Article

P3 Procurement for the Santa Clara Valley Water District

by Phillippe A. Daniel and Katherine Oven

The Santa Clara Valley Water District is facing a significant capital improvement program (CIP) of some \$4 billion over the next decade that includes seismic retrofit of existing dams, aging infrastructure renewal and investments in greater flood protection. One major component of the CIP is improving water supply reliability.

In 2015, in the midst of a multi-year drought, with growing concern over ground subsidence due to decreasing groundwater basin levels, the district decided to develop a \$1 billion potable reuse program. Due to schedule pressures, the district considered alternative delivery methods to design-bid-build. In November 2017, after an intensive evaluation process that included industry input, the district's board decided to implement this program through a public-private partnership (P3). Some of the key issues considered included: trade-off of private financing with the associated premium, alternative financing structures, tax law compliance, risk allocation/transfer and integration into existing district operations.

In January 2018, the district elected to utilize a progressive P3 delivery method that would engage a P3 entity during program development rather than soliciting proposals for a design-build-finance-operate-maintain project and evaluating them primarily on a unit water price. The district is formulating how to best maintain leverage during the development period that is part of this progressive form of delivery.

Five P3 teams have been short-listed as of April 2018. A countywide water reuse planning effort to identify elements of the program is slated for completion in 2019 at which time the request for proposals will be issued. It is anticipated that a water services agreement will be in place by 2022 and the facilities will be operational by 2025.

Phillippe A. Daniel, PE is a principal at Liquist LLC and Katherine Oven, PE is Deputy Operating Officer at Santa Clara Valley Water District.

Santa Clara's P3 journey and other members' experiences were presented in a three-part webinar series - Exploring Avenues for Public Private Partnerships - which is available online at www.amwa.net/P3Series.

Editor's Note: Management Marker is a feature designed to highlight forward-thinking management activities - where AMWA members "lay down a marker" for utility excellence. Members are encouraged to submit their ideas to Carolyn Peterson at peterson@amwa.net.



**ASSOCIATION OF
METROPOLITAN
WATER AGENCIES**

LEADERS IN WATER

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amwa.net



MEMORANDUM

FC 14 (01-02-07)

TO: Rick Callender, Chief of External Affairs

FROM: Rachael Gibson, Deputy
Administrative Officer,
Office of Government
Relations

SUBJECT: Preliminary
2019 Community Events List

DATE: January 7, 2019

Each year, the Office of Government Relations develops a list of community events for the calendar year where the District plans to host a booth and/or utilize the District Water Truck. This community outreach provides a valuable forum for the District to communicate with broad sectors of our diverse community on water-related issues, such as water conservation, water recycling and purification, flood preparedness, and District projects in specific communities, among many others. Many of the events included are where we have hosted an informational booth in the past and have had a high level of visibility due to the size of the crowds.

The recent addition of the District's Water Truck has enabled us to promote the quality and taste of our water and engage at an even higher level with the public at these events. The list of proposed 2019 community events is attached to this memo.

This list was also communicated to the Board of Directors by way of the CEO Bulletin to ensure they were individually aware and to solicit any further suggestions.

Please let me know if you have any questions.

Deputy Administrative Officer
Office of Government Relations

Attachment: Preliminary 2019 Community Events List

Preliminary 2019 Community Event List

January 16-17, 2019, South Valley Engineering and Science Fair
February 9, 2019, San Jose State Science Extravaganza
February 22, 2019, Landscape Committee Summit
March 14, 2019, Santa Clara Valley Science and Engineering Fair
April 13, 2019, City of Palo Alto Great Race for Saving Water and Earth Day
April 23-26, 2019, 37th Annual Salmonid Restoration Conference
May 2019, Campbell Chamber of Commerce Boogie on the Avenue
June 2019, Sunnyvale Chamber of Commerce Art and Wine Festival
July 26-28, 2019, Gilroy Garlic Festival
August 2019, Korean-American Chamber of Commerce Silicon Valley Korea Day
September 2019, Mountain View Chamber of Commerce Art & Wine Festival
September 2019, Almaden Valley Art & Wine Festival
September 2019, Morgan Hill Chamber of Commerce Taste of Morgan Hill
October 2019, Day on the Bay Multicultural Festival hosted
October 2019, Prusch Farm Park Mountain Music Festival
October 2019, Day in the Park hosted by the City of San Jose, District 8
October 2019, Cupertino Chamber of Commerce Diwali Festival of Lights
October 2019, Hispanic Chamber of Commerce of Silicon Vally, Festiv'ALL
November 2019, Annual American Indian Heritage Celebration
December 2019, Los Gatos Holiday Parade
December 2019, Santa Visits Alviso