



BOARD POLICY AND PLANNING COMMITTEE

MINUTES

**MONDAY, February 26, 2018
11:30 AM**

(Paragraph numbers coincide with agenda item numbers)

1. CALL TO ORDER/ROLL CALL

A meeting of the Santa Clara Valley Water District Board Policy and Planning Committee (Committee) was called to order at 11:30 a.m. on February 26, 2018, at the District Headquarters Building Board Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance were: Director Nai Hsueh-District 5; Director John L. Varela-District 1; and Director Barbara Keegan-District 2 constituting a quorum.

Staff members in attendance were: Sami Buglewicz, Rick Callender, Norma Camacho, Anil Comelo, Debra Dake-Morrell, Vincent Gin, Nina Hawk, Brian Hopper, Michele King, Kristopher Puthoff, Melanie Richardson, Sue Tippets, and Tina Yoke.

2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON 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. Approval of Minutes

3.1 Approval of Minutes – January 19, 2018 and January 22, 2018.

The Committee considered the minutes of January 19 and January 22, 2018. It was moved by Director Keegan, seconded by Director Varela, and unanimously carried to approve the January 19 and January 22, 2018 minutes as presented.

4. Old Business

4.1 Revised Encroachment Remediation Program

Ms. Melanie Richardson, Chief Operating Officer, Watersheds, and Ms. Debra Dake-Morrell, Program Administrator, reviewed the information on this item, per the attached Committee Agenda Memorandum and Attachment.

The Committee approved the draft Board memorandum and presentation on the Revised Encroachment Remediation Program, with the following revisions and/or additions:

- Strengthen the language in the memorandum on the legal, environmental, and health and safety issues that encroachments may cause

- Send notices that allow property owners more time to correct encroachment issue; avoid hard deadlines, if not necessary
- Move the Communication and Outreach slide before the Resolving Issues slide
- Include slides on the new approach and successful encroachment remediation in presentation
- Renewal of license should be at the discretion of the District and requires a full Board discussion on the terms
- The license fee should be fair market value and cost neutral to the District
- If the District doesn't have a project, the property survey should be an obligation of the property owner
- Include the potential number of licensing opportunities based on the criteria presented
- Include information on resources that will be required to manage the process, including possibly hiring an outside agency to manage

The Committee also requested that staff provide each Director with maps of the suspected encroachments (by category) within their District.

4.2 Board Policy and Planning Committee Work Plan, Meeting Schedule and Accomplishment Report

Committee Chair Hsueh reviewed the work plan, meeting schedule and accomplishment report and the Committee made no changes.

5. Clerk Review and Clarification of Committee's Requests and Recommendations

Staff to incorporate the Committee's requests and additions into the Revised Encroachment Remediation Program item for Board presentation in March.

6. Adjourn

Committee Chair Hsueh adjourned the meeting at approximately 1:30 p.m.

Michele L. King, CMC
Clerk of the Board

Approved:

4/23/18