



SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM  
INDEPENDENT MONITORING COMMITTEE

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# MINUTES

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**WEDNESDAY, DECEMBER 6, 2017**

(Paragraph numbers coincide with agenda item numbers)

A regularly scheduled meeting of the Safe, Clean Water and Natural Flood Protection Program Independent Monitoring Committee was held on December 6, 2017, in the Headquarters Building Boardroom located at the Santa Clara Valley Water District, 5700 Almaden Expressway, San Jose, California.

**1. CALL TO ORDER**

Chair Kathleen Sutherland called the meeting to order at 4:07 p.m.

**2. ROLL CALL**

A quorum was established.

Members in attendance were:

<u>Jurisdiction</u>	<u>Representative</u>	<u>Representative</u>
District 1	Julie Hutcheson	Doug Muirhead
District 2	Kathleen Sutherland	
District 3	Hon. Carmen Montano	
District 4	Debra Cauble	Hon. Joe Head
District 5	Bill Hoeft	Eileen McLaughlin
District 6	Hon. Patrick S. Kwok	
District 7	Kit Gordon*	

Members not in attendance were:

<u>Jurisdiction</u>	<u>Representative</u>
District 3	Hon. Tara Martin-Milius
District 6	Hon. Dan McCorquodale
District 7	Tess Byler

\*Committee Member arrived as indicated below.

Ms. Kit Gordon arrived at 4:13 p.m.

Board members in attendance were: Director Richard P. Santos, Board Alternate.

Staff members in attendance were: Kurt Arends, Glenna Brambill, Jessica Collins, Christine Mateo, Ngoc Nguyen, Katherine Oven, Melanie Richardson, Afshin Rouhani Sue Tippetts and Kristen Yasukawa,

**3. PUBLIC COMMENT**

There was no one present who wished to speak.

**4. ELECT 2018 CHAIR AND VICE CHAIR**

It was moved by Hon. Patrick S. Kwok and seconded by Ms. Kit Gordon, to nominate Ms. Kathleen Sutherland as 2018 Committee Chair. It was moved by Hon. Joe Head and seconded by Ms. Debra Cauble, to nominate Hon. Patrick S. Kwok as 2018 Committee Vice Chair. The Committee unanimously carried to approve Ms. Kathleen Sutherland as 2018 Committee Chair and Hon. Patrick S. Kwok as 2018 Committee Vice Chair.

**5. APPROVAL OF MINUTES – FEBRUARY 15, 2017, MEETING**

It was moved by Ms. Eileen McLaughlin and seconded by Hon. Carmen Montano, and by majority vote carried to approve the minutes of the February 15, 2017, Safe, Clean Water and Natural Flood Protection Program Independent Monitoring Committee meeting with one correction to the word finalization on #6. Mr. Doug Muirhead abstained.

**6. IMC'S REQUESTED PRESENTATIONS**

**A. FINAL AUDIT REPORT PRESENTATION BY MOSS ADAMS**

Ms. Colleen Rozellis of Moss Adams presented findings from the Final Audit Report materials as outlined in the agenda item.

Mr. Doug Muirhead, Ms. Debra Cauble and Ms. Julie Hutcheson had questions about the final audit report.

Ms. Jessica Collins was available to answer questions.

No action was taken.

**B. U. S. ARMY CORPS OF ENGINEERS PROJECT UPDATES PROVIDED TO THE BOARD ON APRIL 11, 2017**

Mr. Ngoc Nguyen reviewed the materials as outlined in the agenda item.

Ms. Melanie Richardson, Director Richard P. Santos, Ms. Katherine Oven and Ms. Jessica Collins were available to answer questions and give clarification as needed.

Ms. Eileen McLaughlin, Hon. Carmen Montano, Ms. Julie Hutcheson, Hon. Joe Head, Mr. Doug Muirhead, Hon. Patrick S. Kwok, and Ms. Kathleen Sutherland had questions and concerns about the projects.

No action was taken.

Hon. Joe Head left at 5:05 p.m. and did not return.

**C. FEBRUARY 21, 2017, FLOOD EVENT ON COYOTE CREEK AND SUBSEQUENT PROJECT MODIFICATION**

Mr. Afshin Rouhani reviewed the materials as outlined in the agenda item.

Ms. Melanie Richardson and Director Richard P. Santos, were available to answer questions and give clarification as needed.

Ms. Debra Cauble, Ms. Eileen McLaughlin and Mr. Doug Muirhead, had questions and concerns about the Coyote Creek flooding and the pending projects.

No action was taken.

**7. REVIEW PROCESS AND SCHEDULE**

**A. DETERMINE WHETHER TO CONTINUE EXISTING OR ESTABLISH A NEW REVIEW PROCESS**

**a. REVIEW PRIOR SUBCOMMITTEE ASSIGNMENTS**

Ms. Jessica Collins reviewed the previous process for reviewing the draft report. The Committee discussed leaving the process as is with the members possibly choosing new priorities this year to get a different perspective of some of the other projects.

It was moved by Ms. Debra Cauble and seconded by Hon. Patrick S, Kwok, and unanimously carried to approve retaining the existing review process with the subcommittee structure and encouraging members to choose different priorities this year.

It was suggested that members review the priorities prior to the subcommittee meetings.

**B. SET SCHEDULE REVIEW OF FY17 SCW ANNUAL REPORT AND DEVELOPMENT OF IMC'S 4 YEAR REPORT**

**a. REVIEW PROPOSED SCHEDULE**

Ms. Jessica Collins reviewed the materials as outlined in the agenda item.

Ms. Debra Cauble left at 5:43 p.m. and did not return.

**8. NEXT STEPS**

**A. IMC REPORT ON THE FY17 SCW ANNUAL REPORT FINALIZED BY FEBRUARY 2018**

Ms. Jessica Collins advised the Committee that the report should be finalized by February to keep on schedule.

**B. IMC CHAIR PRESENTS IMC REPORT TO BOARD OF DIRECTORS IN MARCH 2018**

Ms. Jessica Collins advised the Committee that the IMC Chair would present the report to the Board in February and not March.

**9. REVIEW AND CLARIFICATION OF ACTION ITEMS**

Ms. Glenna Brambill reported there was one action item for consideration.

Agenda 7.A.a.

Committee unanimously voted to retain the existing review process with the subcommittee structure and encouraging members to choose new priorities this year.

The Committee asked that staff be available to answer any financial data questions during the subcommittee meetings. It was also suggested that the members look at the financial data in advance to have some idea of the financial picture during the subcommittee meetings.

**10. ADJOURNMENT**

Chair Kathleen Sutherland adjourned the meeting at 5:58 p.m.

Glenna Brambill  
Board Committee Liaison  
Office of the Clerk of the Board

Approved: 1-24-18