



SANTA CLARA VALLEY WATER DISTRICT

# NON-AGENDA

June 21, 2019

Board Policy EL-7 Communication and Support to the Board  
*The BAOs shall inform and support the Board in its work.*

Page	<u>CEO BULLETIN &amp; NEWSLETTERS</u>
3	<b>CEO Bulletin:</b> 06/14/19 - 06/20/19
	<u>BOARD MEMBER REQUESTS &amp; INFORMATIONAL ITEMS</u>
8	<b>BMR/IBMR Weekly Reports:</b> 06/20/19
9	Memo from David Cahen to the Board, dated 06.20.19, regarding Risk Management Communication
	<u>INCOMING BOARD CORRESPONDENCE</u>
14	<b>Board Correspondence Weekly Report:</b> 06/06/19 – 06/14/19
15	Email from Lloyd Chou to the Board, dated 06.14.19, regarding Vegetation Overgrown 3398 Mira Vista Circle, SJ CA 95132 (C-19-0161)
16	USPS Certified Mail from Vicki Jones, Director, Merced County Division of Environmental Health to the Board, dated 06.07.19, regarding Merced County Code - Local Requirements (C-19-0167)
39	USPS Mailed from Michael P. Jackson, P.E. Area Manager to the Board, dated 06.17.19, regarding: May Update to Allocation of Water Made Available for Contract Year 2019 - Contract No. .7.07.20-W0023 (Contract) - San Felipe Division - Central Valley Project (CVP), California (C-19-0168)
41	Email from Zoe Lofgren Congress Woman to the Board, dated 06.18.19, regarding Anderson Dam Project (C-19-0169)
	<u>OUTGOING BOARD CORRESPONDENCE</u>
43	Email to Prashant Kondawar from Deputy Operating Officer Ngoc Nguyen, P. E., dated 06.14.19 regarding Cinnabar Hills Road Bridge over Almaden Calero Canal (Almaden-Calero Canal) (C-19-0159)
46	Email to Carla Lewis from Linda LeZotte Chair/ Board of Directors, dated 06.18.19, regarding Composting Toilet Information (C-19-0165)
50	Email to Lloyd Chou to Director Richard Santos, dated 06.20.19, regarding Vegetation Overgrown 3398 Mira Vista Circle, SJ CA 95132 (C-19-0161)

# **CEO BULLETIN/ NEWSLETTERS**

# CEO BULLETIN



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

## Chief Executive Officer Bulletin Week of June 14 – June 20, 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.*

Item	IN THIS ISSUE
<a href="#"><u>1</u></a>	<b>Emergency Services and Security Monthly "Do 1 Thing" Personal Preparedness Communications</b>
<a href="#"><u>2</u></a>	<b>Negotiations on a Key Agreement with Department of Water Resources for Delta Conveyance</b>
<a href="#"><u>3</u></a>	<b>Stream Maintenance Program (SMP) 2019: County-Wide Mailer</b>
<a href="#"><u>4</u></a>	<b>Valley Water Participates in Gilroy Unified - Morgan Hill Unified 2019 Summer Science Symposium</b>
<a href="#"><u>5</u></a>	<b>Valley Water Staff Presentations at American Water Works Association (AWWA) 2019 Annual Conference</b>
<a href="#"><u>6</u></a>	<b><u>Kremen</u> Policy Regarding County-Based Unionized Printers I-19-0011</b>
<a href="#"><u>7</u></a>	<b><u>Kremen</u> Staff to Provide Director Kremen with a Copy of the Vulnerability Report on the Vasona Pump Station, Los Gatos Facility R-19-0006</b>

### **Emergency Services and Security Monthly "Do 1 Thing" Personal Preparedness Communications**

Valley Water has implemented a 12-month personal preparedness effort to assist Valley Water staff in preparing their homes for emergencies. "Do 1 Thing" is a monthly communication that will be shared via [aqua.gov](http://aqua.gov) and News You Can Use (NYCU). "Do 1 Thing in June" is currently posted on Valley Water's intranet site and was circulated by NYCU last week. Each month will be a different topic that will help you build your home emergency plans and take care of your family. Emergency planning can be a daunting task overall. The purpose here is to focus on one area per month, throughout the year, in order to build emergency plans that can truly be useful when the time comes

to utilize them. Each month's communication will not only include great planning tips, but will also include links to other resources for more comprehensive guidance. It's very important that Valley Water staff plan for emergencies at home, and "Do 1 Thing" can assist all of us in these planning efforts.

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

---

### **Negotiations on a Key Agreement with Department of Water Resources for Delta Conveyance**

Valley Water anticipates that during the week of June 24, 2019, or the week following, the Department of Water Resources (DWR) will issue notification of the start of public negotiations with State Water Project Contractors (SWCs) to amend the longstanding agreement between DWR and the SWCs for their cost responsibility and allocation of benefits from the State Water Project. The planned amendment will be focused on incorporating cost responsibility and of the future Delta Conveyance project and the allocation of benefits of the project among the SWCs. The negotiations are intended to produce, at this stage, no more than an Agreement in Principle, which will recognize that the specifics of a Delta Conveyance project will be defined and evaluated in a forthcoming California Environmental Quality Act process. The negotiations will be open to the public, hence the need for DWR's notification. Valley Water will be involved in these negotiations.

For further information, please contact Nina Hawk at (408) 630-2736.

---

### **Stream Maintenance Program (SMP) 2019: County-Wide Mailer**

Valley Water is preparing to mail the 2019 Stream Maintenance Program (SMP) brochure. This brochure outlines the program and the various types of maintenance work done annually by Valley Water. Work occurs between mid-June through October along streams throughout Santa Clara County.

The mailer will be delivered to more than 40,000 addresses near SMP project sites, as well as identified stakeholders, such as trail groups and appropriate public works departments. Valley Water will also post NextDoor messages from each director to neighborhood pages near anticipated work sites. These posts will summarize the SMP and encourage residents to read their mailed brochure or download a copy from the SMP web page on ValleyWater.org. The NextDoor messages will post during the week of June 17, 2019.

Periodic project status updates will be posted to the Valley Water website as they are provided. Individualized outreach (e.g. NextDoor posts and mailers) for certain SMP projects has begun and will continue through October 2019. Valley Water is also reviewing the mailer and SMP efforts to determine if Community Rating System (CRS) points can be achieved.

For more information, please contact Rick Callender at (408) 630-2017.

---

### **Valley Water Participates in Gilroy Unified - Morgan Hill Unified 2019 Summer Science Symposium**

On June 11, 2019, Valley Water participated in leading workshops for the 2019 Summer Science Symposium, an educator professional development training hosted by Gilroy Unified School

District (GUSD), and Morgan Hill Unified School District (MHUSD). The goal of the training was to build capacity among Santa Clara County science teachers to increase student achievement in science. Valley Water led two workshops that focused on watershed awareness and environmental stewardship. The two workshops, “Sum of Its Parts,” and, “Watershed Maps,” involve hands-on activities that develop an understanding of human impact as well as point and non-point source pollution with a focus on Santa Clara County waterways. Stewardship and best management practices were also discussed.

This professional development opportunity was open to all elementary school and high school teachers and administrators in GUSD and MHUSD and there were over 90 attendees. The event provided an in-depth explanation of the Next Generation Science Standards (NGSS) that emphasize the importance of hands-on learning to develop a deep understanding of science concepts, scientific thinking and creative problem-solving. The event featured presenters from Valley Water, The Tech Museum of Innovation, Project Learning Tree, National Oceanic and Atmospheric Administration, Monterey Bay Aquarium, and the Santa Clara County Office of Education.

For further information, please contact Rick Callender at (408) 630-2017.

---

### **Valley Water Staff Presentations at American Water Works Association (AWWA) 2019 Annual Conference**

The American Water Works Association (AWWA) held its annual conference last week in Denver, CO. On Tuesday, June 11, 2019, Valley Water presented at two of the professional program sessions titled “Innovation with Pipeline Assessments” and “Implementing Sustainable Energy Solutions for Water Utilities.” On Wednesday, June 12, 2019, a Valley Water staff member moderated the professional program session titled, “Intelligent Technology Improves Utility Operations.”

Valley Water presented “Managing a Large Diameter Pipeline Inspection and Rehabilitation Project Before and After an Emergency Proclamation.” The presentation described Valley Water's large diameter pipeline maintenance and management strategy and used the Almaden Valley Pipeline Inspection and Rehabilitation Project as a case study. The emergency actions that Valley Water performed in 2017-2018 were briefly described as well as the overall scope of the project before and after the emergency proclamation. The presentation was very well received by the audience and many focused questions were asked until the moderator had to interrupt to clear out the room.

Valley Water also presented “Santa Clara Valley Sustainable Energy Management Approaches.” The presentation showcased Valley Water's energy management approaches that includes energy supply and demand management strategies that enabled Valley Water to reduce its greenhouse gas emission in a cost effective approach. The audience was very interested in the presentation material and asked many detailed questions about the Board's policy of achieving carbon neutrality by 2020, a solar power purchase agreement, and energy optimization activities.

Additionally, Valley Water moderated the “Intelligent Technology Improves Utility Operations.” The sessions consists of case studies of water utility operations optimizing water quantity, water quality, equipment efficiency, and energy use by using predictive tools and algorithms.

The American Water Works Association (AWWA) is an international, nonprofit, scientific, and educational society dedicated to providing total water solutions ensuring the effective management

of water. Founded in 1881, AWWA is the largest organization of water supply professionals in the world.

For further information, please contact Kurt Arends at (408) 630-2284.

---

**Kremen**

Policy Regarding County-Based Unionized Printers  
I-19-0011

There are no existing policies about using County-based or union printers for outsourced printing work. The majority of printing is performed by in-house Valley Water employees covered by the American Federation of State, County and Municipal Employees. In the instance where outsourcing is required, bids are obtained. The primary 3 (three) vendors that have traditionally been awarded outsourced work are all based in the County. None are listed under the mostly recently published Teamsters 853 printing list as union.

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

---

**Kremen**

Staff to Provide Director Kremen with a Copy of the Vulnerability Report on the Vasona Pump Station, Los Gatos Facility  
R-19-0006

The requested report has been submitted in hardcopy.

A vulnerability assessment for the Vasona Meter Testing Facility was conducted in 2017, with the final report dated July 2017. The assessment was conducted by Valley Water. Valley Water's internal knowledge in assessing private, government, and Department of Defense critical infrastructure throughout the United States demonstrates Valley Water's capability to perform these types of assessments.

For further information, please contact Alexander Gordon (408) 630-2637.

---

# **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
I-19-0010	06/11/19	Varela	Camacho	Noriega	Staff to investigate providing continued support to the Gavilan College's Water Resource Management program, through scholarships, lecturer support, use of District equipment, etc., and following up with Director Varela and Sherrean Carr, Dean of Career Education	07/01/19		
R-19-0003	03/26/19	Keegan	Callender	Gibson	Director Keegan requested that External Affairs (GRU) assist the Homeless Encampment Ad Hoc Committee with the logistics, topic, participants, etc. for the proposed Homeless Summit.	04/16/19		





# MEMORANDUM

FC 14 (02-08-19)

**TO:** Board of Directors

**FROM:** David Cahen  
Risk Manager

**SUBJECT:** Risk Management Communication

**DATE:** June 20, 2019

---

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

Please find the following attachments:

- 1) June 13, 2019 claim #1 confirmation letter to Dr. Rahul Singh and Ms. Tania Biswas (District 7)
- 2) June 13, 2019 claim settlement letter to Mr. Surjeet Singh (District 1)
- 3) June 19, 2019 claim #2 confirmation letter to Dr. Rahul Singh and Ms. Tania Biswas (District 7)

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

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

David Cahen  
Risk Manager

June 13, 2019

Dr. Rahul Singh  
Tania Biswas  
923 Mountain View Ave.  
Mountain View, CA 94040

Regarding: Receipt of Claim – L1890028

Dear Dr. Singh and Ms. Biswas,

We received your claim regarding the damages involving the steps, patio area and back porch which have receded from the rest of the house as a result of the McKelvey Park and 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 Risk Manager, David Cahen at (408) 630-2213.

Sincerely,



Lillian Dennis  
Management Analyst II  
[ldennis@valleywater.org](mailto:ldennis@valleywater.org)

June 13, 2019

VIA U.S. MAIL  
(Certified – Return Receipt Requested)

Surjeet Singh  
1125 Violet Way  
Gilroy, CA 95020

Re: Case Number 19SC077595 – Settlement Check

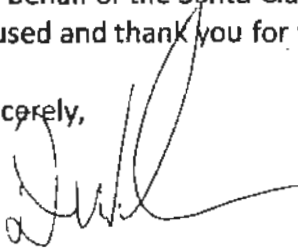
Dear Mr. Singh

Enclosed is the final settlement check regarding the above-mentioned matter. The total amount of the settlement is \$1,065.00.

Please provide us with a copy of your signed Acknowledgment of Satisfaction of Judgment and return to me. A pre-addressed stamped envelope has been enclosed for your convenience. The Acknowledgement of Satisfaction of Judgment is page two of the Notice of Entry of Judgment you received from the Superior Court of California.

On behalf of the Santa Clara Water District, I apologize for any inconvenience this incident may have caused and thank you for your cooperation.

Sincerely,



David Cahen  
Risk Manager

enc: Check # 275658



June 19, 2019

Dr. Rahul Singh  
Tania Biswas  
923 Mountain View Ave.  
Mountain View, CA 94040

Regarding: Receipt of 2<sup>nd</sup> Claim – L1890028

Dear Dr. Singh and Ms. Biswas,

We received your updated claim dated June 18, 2019 regarding the wall crack in your home. We will include this update in the claim file already established for the property damages per your claim dated June 11.

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

If you have any questions, please don't hesitate to contact Risk Manager, David Cahen at (408) 630-2213.

Sincerely,



Lilian Dennis  
Management Analyst II  
[ldennis@valleywater.org](mailto:ldennis@valleywater.org)