



Safe, Clean Water and Natural Flood Protection Program Change Control Process



Agenda

▶ **Change Control Processes**

- ▶ Adjustments v. Modifications
- ▶ Processes for Adjustments
- ▶ Process for Modifications/Non-implementation
 - ▶ Annual Public Hearing Process

▶ **Next Steps**

- ▶ Stakeholder Review
 - ▶ Safe, Clean Water Program Chiefs, Deputies and Project Managers
 - ▶ Independent Monitoring Committee
- ▶ CEO Approval
- ▶ Board Approval of Recommendations

Adjustments v. Modifications

Types of Changes	Adjustments	Modifications
Text	Edits to text for correction of grammatical errors, information/data updates, and overall readability	Changes to a project's KPIs
Schedule	Adjustments to project schedules provided in the original Safe, Clean Water Program	
Funding	Fiscal Year budget adjustments and increases to project funding allocations that do not impact any project deliverables in the Safe, Clean Water Program	Increases to project funding allocations that will impact any project's KPIs in the Safe, Clean Water Program

Processes for Adjustments

Adjustments	Processes
Edits to text for correction of grammatical errors, information/data updates, and overall readability	<ol style="list-style-type: none"> 1. Board approval will be sought at the time the Draft Safe, Clean Water Annual Report is presented for approval. 2. Board approved adjustments to text will be updated in the 5-Year Implementation Plan and included in future Safe, Clean Water Annual Reports, which will both be posted to the website.
Adjustments to project schedules provided in the original Safe, Clean Water Program	<ol style="list-style-type: none"> 1. Capital project schedules will be approved by the Board through the biannual capital project status report. 2. Schedule adjustment updates will take place at the end of the fiscal year or as needed. 3. Schedule comparison of the original Safe, Clean Water Program project schedule to the project's current schedule will be included in the Safe, Clean Water Annual Report. 4. This information will be posted to the Program's web page and updated in the 5-Year Implementation Plan.
Fiscal Year budget adjustments and increases to project funding allocations that do not impact any project deliverables in the Safe, Clean Water Program	<ol style="list-style-type: none"> 1. Comply with District processes for budget adjustments. 2. Approval for increases to project funding allocations will follow the District's annual budget process, with analysis provided as to the impact on the overall Safe, Clean Water fund to ensure that any project KPIs in the Program will not be impacted. 3. Annual and Cumulative Financial Summary information will be included in the Safe, Clean Water Annual Report. 4. This information will be posted to the Program's web page and updated in the 5-Year Implementation Plan.

Processes for Modifications and Non-Implementation

Modifications	Process
Changes to a project's KPIs	<ol style="list-style-type: none">1. Public hearing2. Approved modifications will be included in the Safe, Clean Water Annual Report, posted to the Program's web page and updated in the 5-Year Implementation Plan
Increases to project funding allocations that will impact other project's deliverables in the Safe, Clean Water Program	<ol style="list-style-type: none">1. Public hearing2. Approved modifications will be included in the Safe, Clean Water Annual Report, posted to the Program's web page and updated in the 5-Year Implementation Plan

Non-implementation	Process
Decision to not implement a project	<ol style="list-style-type: none">1. Public hearing2. Approved non-implementation of a project will be included in the Safe, Clean Water Annual Report, posted to the Program's web page and updated in the 5-Year Implementation Plan

Annual Safe, Clean Water Public Hearing Process

- ▶ Annual public hearing every April
 - ▶ During an open session board meeting
 - ▶ Include as attachments:
 1. Original Safe, Clean Water Program Report project excerpt
 2. Edited project excerpt with strikethrough of removed text and red font for added text
 3. Clean copy of the proposed changes
- ▶ Public Notice Ad
 - ▶ Placement of ads consistent with Cal.Gov.Code § 6066
 - ▶ In-color, with map of project(s), if applicable, and including a summary of the proposed modifications
 - ▶ Placed in newspapers throughout the county
 - ▶ Translated into Vietnamese and Spanish and published in ethnic media newspapers
- ▶ Email identified stakeholders
 - ▶ Email notice sent to the Safe, Clean Water Program's Independent Monitoring Committee and Blue Ribbon Committee
 - ▶ Email notice sent to all project stakeholders

Recommendations for the Board

- ▶ Approve proposed Change Control Processes for the Safe, Clean Water and Natural Flood Protection Program, which include:
 - ▶ Processes for making adjustments to
 - ▶ Text
 - ▶ Schedule
 - ▶ Funding
 - ▶ Process for Annual Public Hearing for
 - ▶ Modifications
 - ▶ Non-implementation