



SANTA CLARA VALLEY WATER DISTRICT

NON-AGENDA

December 20, 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 & NEWSLETTERS</u>
3	CEO Bulletin: 12/13/19 – 12/19/19
	<u>BOARD MEMBER REQUESTS & INFORMATIONAL ITEMS</u>
9	BMR/IBMR Weekly Reports: 12/19/19
10	Memo from Tina Yoke to Board of Directors dated 12/18/19 regarding illegal dumping at Chesbro Reservoir.
13	Memo from Rachael Gibson to Rick Callender dated 12/16/19 regarding NAACP resolution supporting investment in water infrastructure.
	<u>INCOMING BOARD CORRESPONDENCE</u>
16	Board Correspondence Weekly Report: 12/19/19
18	Email exchanges between Dhruv Khanna, Rick Callender and Tim Chiala dated 12/13/19 and 12/16/19, copied to the Board, regarding the 12/16/19 Agricultural Water Advisory Committee meeting (C-19-0277).
	<u>OUTGOING BOARD CORRESPONDENCE</u>
27	Email from Chair LeZotte to Denelle Fedor dated 12/13/19 regarding graffiti on the District's Winfield property (C-19-0274).
29	Email form Chair LeZotte to Jonathan McCain dated 12/18/19 regarding his dissatisfaction with the customer service he received from District employees (C-19-0270).

Board correspondence has been removed from the online posting of the Non-Agenda to protect personal contact information. Lengthy reports/attachments may also be removed due to file size limitations. Copies of board correspondence and/or reports/attachments are available by submitting a public records request to publicrecords@valleywater.org.

CEO BULLETIN

CEO BULLETIN



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

Week of December 13, 2019 – December 19, 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
<u>1</u>	2019 Volunteer Recognition Event - Wednesday, December 11, 2019
<u>2</u>	Climate Change Action Plan Progress and Schedule
<u>3</u>	Valley Water Passes Underground Storage Tank Inspections
<u>4</u>	Year Long Skilled Trades Internship Program to Resume on December 19, 2019
<u>5</u>	<u>LeZotte</u> Staff is to provide the purpose and scope of the Board Audit Committee, and process that is used to add items on committee work plans. R-19-0015
<u>6</u>	<u>Kremen</u> From the SFPUC Intertie tour, Director Kremen is requesting the following information: Where it would make sense to add other system interties, Capacity Analysis related to SFPUC/BAWSCA's request to move Los Vaqueros Expansion water through Valley Water's system; any analysis on adding solar panels at the facility, or additional fuel storage, potential for using the site as a backup SCADA control center to operate the water treatment plants, and, Security needs and if this was addressed in a recent security assessment. I-19-0021

1. 2019 Volunteer Recognition Event - Wednesday, December 11, 2019

The 2019 Volunteer Recognition Event took place on Wednesday, December 11.

Seven individuals were recognized for their volunteer efforts in trash removal from our local creeks and streams and for supporting Valley Water's efforts in the community. The award recipients motivated and inspired others to spread positive messages about Valley Water, showed appreciation of other volunteers, and resonated Valley Water's mission through their on-going support and commitment.

Some of these recipients participated in National River Cleanup Day and/or Coastal Cleanup Day, are part of Valley Water's year-round Volunteer Program and/or our year-round Adopt-A-Creek

Program (AAC).

Recipients for this year's Volunteer Recognition Event included:

- Swanee Edwards - District 1, Director John Varela
- Jennifer Sant'Anna - District 2, Director Barbara Keegan
- Dean McCully, South Bay Yacht Club - District 3, Director Ricard P. Santos
- Boy Scouts of America Troop 286 - District 4, Chair Linda J. LeZotte
- Marcia Yasukawa - District 5, Vice Chair Nai Hsueh
- Santa Clara County Parks and Recreation Department - District 6, Director Tony Estremera
- City of Palo Alto Watershed Protection Group - District 7, Director Gary Kremen

In 2019, a total of 3,668 volunteers helped clean up local creeks, cleaning over 149 miles of local waterways and removing 116,660 pounds of trash. The overall value of volunteer time given in 2019 for creek cleanups and other activities amounts to \$403,000.

CEO Norma Camacho, Board Chair LeZotte, Vice Chair Hsueh, Director Santos and Amy McElroy, from State Assemblymember Robert Rivas' office were in attendance as well as, Chiefs Callender and Yoke.

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

2. Climate Change Action Plan Progress and Schedule

Since the previous CEO bulletin update, Valley Water's Climate Change Action Plan (CCAP) development has made significant progress. Due to staff retirement and promotion, a new team in the Environmental Planning Unit took over leading the collaborative planning effort and has reviewed the extensive prior work. The team has organized and consolidated the greenhouse gas emission reduction and adaptation strategies. The next significant efforts will be to finalize the strategies and develop the planning document in collaboration with staff throughout Valley Water, with a goal of completing the plan by summer 2020.

For further information, please contact Vincent Gin at (408) 630-2633.

3. Valley Water Passes Underground Storage Tank Inspections

Recently the County of Santa Clara Department of Environmental Health, Hazardous Materials Compliance Division, conducted annual Underground Storage Tank (UST) inspections at the Penitencia and Santa Teresa Water Treatment Plants. The inspections verified that all UST monitoring equipment for both tanks were functionally tested, and all critical equipment passed the functional testing requirements. Additionally, document reviews of the daily aboveground piping inspection and alarm logs, monitoring equipment certification forms, secondary containment test results, overfill prevention equipment inspection forms, precision line test results, Designated Operator monthly inspections, and Designated Operator training records at both Valley Water Treatment Plants were all found in order. The County Hazardous Materials Specialist who conducted the inspection noted no findings or corrective actions resulting from the inspections. A reminder was noted that the triennial secondary containment testing, at the Penitencia Water Treatment Plant, is due in January 2020.

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

4. Year Long Skilled Trades Internship Program to Resume on December 19, 2019

The year long, part time and paid skilled trades internship program is set to resume on Thursday, December 19, 2019. The selected candidates, who are currently enrolled in the Water Resources Management program at Gavilan College, will intern at Valley Water's four (4) Water Treatment facilities.

This is the second time in the last three years that we have implemented this program and rotated seven interns, of which two have become permanent employees.

The skilled trades internship program is an excellent opportunity for the participants to explore their chosen career path, develop industry specific skills and knowledge, and become a part of our network of water treatment operators while serving their community in a local government agency.

For further information, please contact Bhavani Yerrapotu at (408) 630-2735.

5. LeZotte

Staff is to provide the purpose and scope of the Board Audit Committee, and process that is used to add items on committee work plans.

R-19-0015

Board Audit Committee Purpose

Per the Board-approved Board Audit Committee (BAC) Audit Charter, the BAC was established to assist the Board of Directors (Board), consistent with direction from the full Board, to identify potential areas for audit and audit priorities, and to review, update, plan, and coordinate execution of Board audits.

In addition to carrying out audits in a Board approved Annual Audit Work Plan, the BAC's purpose also includes oversight of audits initiated by District management, review and comment upon final audits initiated by third-party governmental or administrative agencies, and the conduct of Limited Investigations to address discrete issues or concerns regarding fraud, waste, or violations of law or policy at Valley Water - where no prior Board approval shall be required.

The BAC is also authorized to participate in the District's procurement process for the District's annual financial statement audit. The BAC's participation includes, but is not be limited to, providing input to District management on the selection criteria and desired qualifications of the public accounting firm. The selected external financial auditor shall submit to the BAC the District's audited financial statements annually, including all related management letters to the BAC for review and comment.

Through its oversight of the audit process, the BAC provides the Board with independent advice and guidance regarding the adequacy and effectiveness of the District's management practices and potential improvements to those practices.

Board Audit Committee Work Plan

Work Plans are dynamic documents managed by Committee Chairs and are subject to change. Annual Work Plans establish a framework for committee discussion and action during the annual meeting schedule. Committee Work Plans also serve as Annual Committee Accomplishments Reports.

At least annually, the BAC will develop and submit a proposed Annual Audit Work Plan to the full Board for consideration and approval. Following such Board consideration and approval, the BAC's Annual Audit Work Plan will automatically be updated to include any additional audits formally referred to the BAC by the full Board. The BAC work plan also includes items approved by a majority vote of the Committee. Only audits properly included in an approved Annual Audit Work Plan, as set forth in the above section, may be undertaken by the BAC.

For further information, please contact Michele King at (408) 630-2711.

6. Kremen

From the SFPUC Intertie tour, Director Kremen is requesting the following information: Where it would make sense to add other system interties, Capacity Analysis related to SFPUC/BAWSCA's request to move Los Vaqueros Expansion water through Valley Water's system; any analysis on adding solar panels at the facility, or additional fuel storage, potential for using the site as a backup SCADA control center to operate the water treatment plants, and, Security needs and if this was addressed in a recent security assessment.

I-19-0021

Below are responses to several questions that arose at a tour of the Milpitas intertie on November 13, 2019. In addition, a tour of the South Bay Aqueduct (SBA) is being arranged.

Where it would make sense to add other system interties: The 2016 Infrastructure Reliability Project (IRP) conducted a comprehensive review of existing and potential interties between Valley Water, retailers, and other regional agencies. The IRP recommended is a new intertie with Great Oaks Water Company on the Snell Pipeline. Great Oaks Water Company could provide up to 20 million gallons per day (MGD) to Valley Water's east treated water system in an emergency. The cost of this intertie was estimated at \$1.5 Million (2016 dollars). In addition, the IRP included several recommendations for Valley Water retailers to improve or add interties to their own systems, and a study to further evaluate and test capacities of existing retailer interties. A west side intertie with the San Francisco Public Utilities Commission was also studied, but not recommended for implementation because the costs outweighed the benefits; however, the west side intertie is currently being evaluated further as part of the Bay Area Regional Reliability Project.

Capacity analysis related to the San Francisco Public Utilities Commission's (SFPUC) and the Bay Area Water Supply & Conservation Agency's (BAWSCA) request to move Los Vaqueros Expansion (LVE) water through Valley Water's system: As part of the LVE project, both SFPUC and BAWSCA have expressed interest in moving LVE water through Valley Water's treatment and distribution system and the SFPUC intertie. This would require excess capacity in Valley Water's East treated water system. Valley Water has done an initial analysis of available capacity in the East treated water system to accommodate these and other potential future capacity requests. Water treatment plant capacity is currently the limiting factor in the East treated water system. The two water treatment plants have a combined maximum operational capacity of 132 MGD. The pipelines are sized adequately to convey this maximum amount under normal operating conditions. 2040 projected average demands for current retail customers is estimated at 126 MGD, which leaves approximately 6 MGD excess capacity in the system on average. At lower demands, more capacity would be available. However, the city of Santa Clara and the city of San Jose have also contacted Valley Water to inquire on the possibility of receiving additional treated water from Valley Water's East treated water system. Valley Water will continue to coordinate with SFPUC, BAWSCA, and South Bay Aqueduct Contractors, and will be pursuing a consultant agreement to further refine available system capacity under a variety of operational conditions, and to identify options and costs for providing additional capacity.

Any analysis on adding solar panels at the facility, or additional fuel storage: Valley Water has not analyzed adding solar panels at the SFPUC intertie facility; however, due to the inconsistency of power usage at this facility, it is not an ideal candidate for solar power. The intertie is only operated when needed in emergency conditions. Fuel storage at the facility is adequate for current operational needs and meets National Electrical Code article 708 Critical Operation Power System fuel storage requirements. Additional fuel storage has not been considered or analyzed.

Potential for using the site as a backup SCADA control center to operate the water treatment plants: Valley Water plans to develop an updated SCADA Master Plan over the next two years that will identify the need and potential locations for back-up SCADA control centers for both the raw and treated water systems.

Security needs and if this was addressed in a recent security assessment: The recent Guidepost Solutions LLC. Security System Assessment did not specifically address this facility. Emergency Services and Security staff and Information Technology staff are conducting a vulnerability assessment. This assessment will be complete by the end of December 2019.

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

BOARD MEMBER REQUESTS and Informational Items

Report Name: Correspondence (open)

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
C-19-0275	12/10/19	12/11/19	All	MARINA LIPKIND	Letter from Marina Lipkind to the Board requesting relinquishing a portion of an easement on her property.	Refer to Staff	Richards on	Nguyen Chatwan i	12/19/19		n/a	12/25/19

TO: Board of Directors

FROM: Tina Yoke

SUBJECT: Illegal Dumping at Chesbro Reservoir

DATE: December 18, 2019

On Thursday December 12, 2019 at 3:00 p.m., the Valley Water Pollution Prevention on call staff member was notified by a member of the public that there was illegal dumping taking place at Chesbro Reservoir. Upon arrival, it was discovered that approximately 1,000 gallons of liquid had been released at two locations along the bank of the reservoir (see map below). The waterway appeared to not be affected by the dumping. At location two (2) there was a parked truck towing a vacuum tank that was actively releasing the unknown liquid. Staff documented the dumping and contacted the California Department of Fish & Wildlife (CDFW).

CDFW sent a warden to the site. The warden also observed no water entering the reservoir. The Warden collected water samples and sent them out for analysis. The results are still pending. Staff spoke with the Warden on December 18, 2019 to receive an update. Currently this is still under investigation and staff are waiting on the sample results. CDFW could potentially turn this incident over to the Santa Clara County District Attorney's office. Once the sample results are received, they will provide them to Valley Water Staff.



Area Map

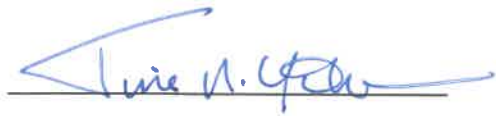


Location 1



Location 2

Please contact me at (408) 630-2385 with any related questions.

A handwritten signature in blue ink, appearing to read "Tina Yoke", is written over a horizontal line.

Tina Yoke
Chief Operating Officer
IT & Administrative Services

cc: N. Camacho, N.Hawk, A. Baker, G. Hall, B.Yerrapotu



MEMORANDUM

FC 14 (02-08-19)

TO: Rick L. Callender, Chief of External Affairs **FROM:** Rachael Gibson, Deputy
Administrative Officer of
Government Relations

SUBJECT: NAACP Resolution Supporting Investment in **DATE:** December 16, 2019
Water Infrastructure

Attached to this memorandum is the text of a resolution adopted by the National NAACP in support of investing in water infrastructure. Staff worked with the local, state, and national offices to draft this resolution in support of federal and state infrastructure funding – including funds for flood protection projects and drinking water and wastewater infrastructure – to benefit communities of color. Communities of color are disproportionately located in flood-prone areas and often lack the same access to safe, clean drinking water as is enjoyed by non-minority communities. The resolution highlights the importance of investing in infrastructure in these communities, including through streamlined permitting that would accelerate construction of this crucial infrastructure. Staff worked to advance this resolution through the state conference to the National NAACP, where it was adopted at their national convention in summer. Now that the National NAACP has adopted the resolution, they can actively advocate for the issue over the next year, advancing shared priorities of Valley Water in Santa Clara County.

Please let me know if you have any questions.

A handwritten signature in blue ink, appearing to read "Rachael Gibson", written over a horizontal line.

Rachael Gibson
Deputy Administrative Officer
Office of Government Relations

Attachment: NAACP Resolution (text) Supporting Investment in Water Infrastructure

Resolution in Support of Infrastructure Funding to Rebuild, Expand, and Rehabilitate Public Works Infrastructure to Benefit Communities of Color

WHEREAS, communities of color are disproportionately located in disaffected, dilapidated and too often lacking maintenance and appropriate resources; and

WHEREAS, building and repairing much-needed infrastructure related projects and facilities such as public housing, community outdoor spaces, roads, ports, flood protection projects, drinking water and wastewater systems, and other infrastructure projects are costly to local communities, and the project permits required to build them is difficult to obtain in a timely and efficient manner; and

WHEREAS, communities of color have experienced disproportionate, adverse impacts from the lack of access, and maintenance of, safe, clean water due to aging, crumbling infrastructure as evidenced by the recent water quality crisis in Flint, Michigan; and

WHEREAS, given the high costs to build and rehabilitate such infrastructure and the extensive permitting process required to build and rehabilitate them, these infrastructure projects often cannot be built using only local funding and need additional funding from state and federal resources; and

WHEREAS, the federal infrastructure plan can also provide a path for streamlined permitting for these critical infrastructure projects in our communities through a well-structured and protective set of guidelines that could cut months if not years off the federal permitting process; and

WHEREAS, the combination of federal and state funding and a streamlined permitting process that improves necessary protections could substantially accelerate the implementation of infrastructure development and improvement projects needed by states and local communities.

THEREFORE BE IT RESOLVED that the NAACP will advocate to influence all federal infrastructure initiatives to ensure that communities of color are not missed or left behind in the distribution of infrastructure dollars; and

THEREFORE, BE IT FINALLY RESOLVED that the NAACP will also advocate that the regulatory process for these projects can be streamlined without compromising the environmental protections, and local controls and securities which are in all American communities.

INCOMING BOARD CORRESPONDENCE

Report Name: Board Member Requests

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
I-19-0020	11/07/19	Varela	Hawk	Jacobson Kao	At the November 7, 2019 San Luis & Delta-Mendota Water Authority meeting Director Varela asked for a rate impact analysis of the San Luis Transmission Project, and for the potential impact on the benefit-cost analysis due to the pending Federal Energy Regulatory Commission's Order 841.	12/09/19	12/30/2019	12/05/19 CEO Bulletin: Staff requested additional time based on information being provided by outside agency. Response time extended to 12/30/19.
I-19-0021	11/20/19	Kremen	Hawk	Baker	From the SFPUC Intertie tour, Director Kremen is requesting the following information: Where it would make sense to add other system interties, Capacity Analysis related to SFPUC/BAWSCA's request to move Los Vaqueros Expansion water through Valley Water's system; any analysis on adding solar panels at the facility, or additional fuel storage, potential for using the site as a backup SCADA control center to operate the water treatment plants, and, Security needs and if this was addressed in a recent security assessment.	12/10/19	12/20/2019	11/20/19 Information Only: Erin Baker sent email regarding due date for request from Director due from Dec 10 to Dec 20. Email is attached.
I-19-0022	12/16/19	Kremen	Callender	Hoang	Provide Director Kremen with all District 7 Access Valley Water comments for the last 24 month.	01/05/20		
I-19-0023	12/18/19	Hsueh	Callender	Tran	Director Hsueh has asked staff to consider expanding the Water 101 Ambassador program. For example increase to five	01/07/20		

Report Name: Board Member Requests

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
					ambassadors per District.			
R-19-0014	11/12/19	Varela	Camacho	Chinte	Director Varela requesting the CEO provide a report to the Directors via one-on-one meetings or confidential memo on the cancellation of the October 28, 2019 Joint SCVWD/Morgan Hill/Gilroy Board/Council meeting.	12/04/19		
R-19-0015	11/26/19	Lezotte	King	Meredith	Chair LeZotte is requesting staff provide the purpose and scope of the board Audit Committee and process that is used to add items on committee workplans.	12/23/19		
R-19-0016	11/26/19	Keegan	Richardson	Nguyen	Director Keegan is requesting a comprehensive lessons learned on Permanente Creek Flood Protection Project when complete; and share with Board.	12/23/19		