



# Santa Clara Valley Water District

**CONFORMED COPY**

**File No.:** 26-0194

**Agenda Date:** 2/24/2026

**Item No.:** 3.5.

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## BOARD AGENDA MEMORANDUM

Government Code § 84308 Applies: Yes  No   
(If "YES" Complete Attachment A - Gov. Code § 84308)

### **SUBJECT:**

Approve Proposed Updates to the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program.

### **RECOMMENDATION:**

Approve staff's proposed updates to the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program.

### **SUMMARY:**

In November 2020, Santa Clara County voters approved Measure S, renewing the Santa Clara Valley Water District's (Valley Water) Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program or Program). Measure S authorizes the Board of Directors (Board) to direct that Program projects be adjusted, modified, or not implemented based on factors such as funding availability, environmental review, and permitting requirements.

Paragraph "Fourth," Section N of the voter-approved Measure S requires the Board to conduct a formal, publicly noticed Hearing prior to approving any decision to modify or not implement a Program project. The full text of the Measure, as reflected in Board Resolution 20-64 and provided in full to the voters, is included as Attachment 1. Valley Water implements this requirement through a Board-approved Change Control Process.

At its meeting on October 28, 2025, the Board approved updates to the Change Control Process to expand opportunities for public input and enhance transparency related to proposed project modifications. The process improvements included (1) extending the Public Hearing duration, which would allow the public to raise issues and comment on a proposed project modification; (2) continuing and expanding the outreach efforts for Public Hearings; (3) aligning the Program's Public Hearing noticing with Valley Water's District Act procedures; and (4) clarifying the kind of information that would be reported once a project adjustment decision is made and where such information would be available to the public. The current Board-approved Change Control Process, which incorporates these October 2025 updates, is included as Attachment 2.

On November 12, 2025, the Board received the Safe, Clean Water Performance Audit Report for the

period covering July 1, 2021, through June 30, 2024. The audit report includes nine findings, two of which include recommendations for Valley Water to evaluate whether to modify the Key Performance Indicators (KPIs) for several projects to ensure: they are financially sustainable, they remain aligned with current project activities, and their descriptions clearly articulate the project's scope and deliverables. At its November 12<sup>th</sup> meeting, the Board directed the Board Chair to work with the CEO to identify an appropriate Board committee to conduct a more in-depth examination of those findings discussing KPIs, including evaluating whether any KPI revisions are necessary. The Chair and the CEO have since determined that the Board Policy and Monitoring Committee (BPMC) should conduct the in-depth examination. Staff is currently finalizing their proposal and response to the audit findings discussing KPIs. Once completed, staff's work will be brought before the BPMC for discussion. After receiving input from the BPMC, staff will finalize and present its proposal to the full Board for discussion and direction.

After reviewing potential revisions to KPIs in response to the audit findings, staff identified a need to refine the definition of "Adjustment" to better align with the language of Measure S itself. The revised definition of "Adjustment" would include edits to KPI text when they are proposed to clarify a KPI for purpose of improving its alignment with the project description. The revised definition of "Adjustment" would remain consistent with the plain language of Measure S and the associated Board Resolution approving the program that a Public Hearing is required only when Valley Water is proposing to modify or not implement a project. In addition to revising the definition of "Adjustment", staff is also proposing some minor editorial or clarifying revisions to other parts of the Change Control Process including the definition of "Modification."

The proposed updated definitions of "Adjustments" and "Modifications" are as follows:

- **Adjustments:** Changes to the Safe, Clean Water Program's project text or funding allocation that do not impact the delivery of any project KPI, or changes to a project schedule. Adjustments may include change(s) to a KPI when the purpose of such change(s) is to clarify the project KPI to be consistent with the applicable project description in the approved Program.
- **Modifications:** Changes to project description, project KPI, or funding allocation that impact the delivery of any project KPI.

Note that both adjustments and modifications require Board approval. Adjustments will be made by the Board during regular board meetings, while modifications or a decision not to implement a project require formal Public Hearings.

A redlined and a clean copy of the draft Revised Change Control Process are provided as Attachments 3 and 4, respectively. Attachment 5 is a revised version of the Change Control Process At-A-Glance, which reflects the proposed updates.

#### **ENVIRONMENTAL JUSTICE IMPACT:**

There is no environmental justice impact associated with this item.

**FINANCIAL IMPACT:**

There is no financial impact associated with this item.

**CEQA:**

The recommended action does not constitute a project under CEQA because it does not have potential for resulting in direct or reasonably foreseeable indirect physical change in the environment.

**ATTACHMENTS:**

Attachment 1: Resolution No. 20-64

Attachment 2: Existing Board-Approved Change Control Process

Attachment 3: Draft Revised Change Control Process, Redlined

Attachment 4: Draft Revised Change Control Process, Clean

Attachment 5: Change Control Process At-A-Glance, Updated

Attachment 6: PowerPoint

**UNCLASSIFIED MANAGER:**

Luz Penilla, 408-630-2228

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**BOARD OF DIRECTORS  
SANTA CLARA VALLEY WATER DISTRICT**

**RESOLUTION NO. 20-64**

**PROVIDING FOR THE CONTINUATION AND LEVY OF A SPECIAL TAX TO PAY  
THE COST OF THE SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION  
PROGRAM IN THE COMBINED FLOOD CONTROL ZONE OF THE SANTA CLARA VALLEY  
WATER DISTRICT SUBJECT, NEVERTHELESS, TO SPECIFIED LIMITS AND CONDITIONS**

WHEREAS, the Santa Clara Valley Water District (Valley Water) policy is to ensure current and future water supplies and provide healthy, clean, and reliable water in Santa Clara County; and

WHEREAS, Valley Water policy is to protect Santa Clara County creeks, reservoirs, Monterey Bay, and San Francisco Bay from toxins, pollutants, and contaminants; and

WHEREAS, Valley Water policy is to provide for flood water and storm water flood protection to residents, businesses, visitors, public highways, and the watercourses flowing within the District; and

WHEREAS, Valley Water policy is to protect our water supply, pipelines, and local dams from earthquakes and natural disasters; and

WHEREAS, Valley Water maintains a flood protection system of levees, channels, drains, detention basins, and other improvements upon which the lives and property of Valley Water residents depend, which said improvements must be kept in a safe and effective condition; and

WHEREAS, the Valley Water policy is to protect, enhance, and restore healthy Santa Clara County creeks, watersheds, and bay lands ecosystems; and

WHEREAS, in 2000, voters passed the 15-year Clean, Safe Creeks and Natural Flood Protection Plan; and

WHEREAS, the Valley Water policy is to engage in partnerships with the community to provide open spaces, trails, and parks along Santa Clara County creeks and watersheds; and

WHEREAS, in November 2012, voters passed the Safe, Clean Water and Natural Flood Protection Program which replaced the Clean, Safe Creeks and Natural Flood Protection Plan in its entirety when it became effective on July 1, 2013; and

WHEREAS, the Safe, Clean Water and Natural Flood Protection Program was originally scheduled to sunset on June 30, 2028; and

WHEREAS, in order to protect Santa Clara County water supplies, creeks, watersheds, and bay lands and ensure residents have an ample supply of clean water in the future, Valley Water will need a dedicated source of revenue in the future and beyond 2028 to maintain the programs established in the Safe, Clean Water and Natural Flood Protection Program; and

WHEREAS, the California State Legislature has authorized Valley Water to levy a special tax on each parcel of property within Valley Water or any zone or zones thereof upon approval by a two-thirds vote of the electorate of Valley Water or zones therein; and

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Resolution No. 20-64

WHEREAS, the purpose of the special tax is to supplement other available but limited revenues to keep said improvements in a safe and effective condition; to enable Valley Water to respond to emergencies; to perform maintenance and repair; to acquire, restore, and preserve habitat; to provide opportunities and access to recreation; to conduct environmental education; to protect and improve water quality; and to construct, operate, and maintain flood protection and storm drainage facilities; to support public health and public safety through efforts authorized by the District Act; and to fund the cost of financing such activities; and

WHEREAS, State California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4), states that government funding mechanisms are not projects subject to the requirements of CEQA.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Santa Clara Valley Water District as follows:

FIRST: The Board hereby finds that since (a) the management of creeks, watersheds, and bay lands are necessary to ensure safe, clean water and to protect, enhance and restore healthy ecosystems, (b) the construction and management of flood protection services are made necessary by stormwater runoff, and (c) the lands from which runoff derives are benefitted by provision of means of disposition which alleviates or ends the damage to other lands affected thereby, by direct protection of loss of property, and other indirect means which include improved aesthetics and quality of life, the basis on which to levy the special tax is at fixed and uniform rates per area and county or city designated land use of each parcel, taxed as such parcel is shown on the latest tax rolls.

SECOND: Pursuant to the authority of Section 3 of the District Act, a Combined Zone consisting of the aggregate metes and bounds descriptions of Zones One, Two, Three, Four, and Five is presently existing as generally depicted in Attachment 1.

THIRD: A special Valley Water Election for November 3, 2020 will be called within said District, on the proposition of levy of a special tax.

FOURTH: Subject to approval by two-thirds of the electors of Valley Water voting at such election and pursuant to the authority vested in the Board, there is hereby established a special tax as authorized by this resolution, the proceeds of which shall be used solely for the purpose of supporting the priorities of the Safe, Clean Water and Natural Flood Protection Program. The priorities are summarized in Attachment 2. The Safe, Clean Water and Natural Flood Protection Program Report (hereafter "Report") generally describes the priorities. This tax shall be instituted with the following provisions:

- A. The Chief Executive Officer (CEO) or designee of Valley Water is directed to cause a written Report to be prepared for each fiscal year for which a special tax is to be levied and to file and record the same, all as required by governing law. Said Report shall include the proposed special tax rates for the upcoming fiscal year at any rate up to the maximum rate approved by the voters. Valley Water's Board of Directors shall consider formal acceptance of this Report at a public meeting and shall thereafter make a final determination of special taxes with a confirming resolution. A special fund shall be established into which proceeds from the tax shall be deposited. Proceeds from the tax may be used only for the Safe, Clean Water and Natural Flood Protection Program.

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- B. The CEO, or designee of Valley Water may cause the special tax to be corrected in the same manner as assessor's or assessee's errors may be corrected but based only upon any or all of the following:
1. Changes or corrections in ownership of a parcel;
  2. Changes or corrections of address of an owner of a parcel;
  3. Subdivision of an existing parcel;
  4. Changes or corrections in the use of all or part of a parcel;
  5. Changes or corrections in the computation of the area of a parcel;
  6. As to railroad, gas, water, telephone, cable television, electric utility right of way, electric line right of way, or other utility right of way properties.

Changes and corrections are not valid unless and until approved by the Board.

- C. The Clerk of the Board shall immediately file certified copies of the final determination of special taxes and confirming resolution with the Auditor-Controller of the County of Santa Clara and shall immediately record with the County Recorder of said County a certified copy of the resolution confirming the special tax.
- D. The special tax for each parcel set forth in the final determination by the Board shall appear as a separate item on the tax bill and shall be levied and collected at the same time and in the same manner as the general tax levy for county purposes. Upon recording of the resolution confirming the special tax such special tax shall be a lien upon the real property affected thereby.
- E. Failure to meet the time limits set forth in this resolution for whatever reason shall not invalidate any special tax levied hereunder.
- F. No special tax for the Safe, Clean Water and Natural Flood Protection Program shall be imposed upon a federal or state or local governmental agency. Where real property owned by a federal, state, or local agency is leased to a private person or private entity, the private interest so created shall be separately assessed as a possessory interest and the special tax for the Safe, Clean Water and Natural Flood Protection Program shall be levied on all holders of such possessory interests. With said exceptions, a Safe, Clean Water and Natural Flood Protection Program special tax is levied on each parcel of real property in the five Flood Control Zones of Valley Water subject to this resolution for the purposes stated in the Report and in this resolution. Except for the minimum special tax as hereinafter indicated, the special tax for each parcel of real property in each such zone is computed by determining its area (in acres or fractions thereof) and land use category (as hereinafter defined) and then multiplying the area by the special tax rate applicable to land in such land use category. A minimum special tax may be levied on each parcel of real property having a land area up to 0.25 acre for Groups A, B, and C, up to 10 acres for Groups D and E Urban and, for Group E Rural, the minimum special tax shall be that as calculated for the E Urban category.

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G. Land use categories for each parcel of land in Valley Water are defined and established as follows:

Group A: Land used for commercial or industrial purposes.

Group B: Land used for institutional purposes such as churches and schools or multiple dwellings in excess of four units, including apartment complexes, mobile home parks, recreational vehicle parks, condominiums, and townhouses.

Group C: (1) Land used for single-family residences and multiple-family units up to four units and (2) the first 0.25 acre of a parcel of land used for single-family residential purposes.

Group D: (1) Disturbed agricultural land, including irrigated land, orchards, dairies, field crops, golf courses, and similar uses and (2) the portion of the land, if any, in excess of 0.25 acre of a parcel used for single-family residential purposes.

Group E: Vacant undisturbed land (1) in urban areas and (2) in rural areas including dry farmed land, grazing and pasture land, forest and brush land, salt ponds, and small parcels used exclusively as well sites for commercial purposes.

Group F: Parcels used exclusively as well sites for residential uses are exempt from the special tax.

H. The special tax amounts applicable to parcels in the various land uses shall be as prescribed by the Board of Directors in each fiscal year (July 1 through June 30) beginning with fiscal year 2021-2022 as set forth in Attachment 3, which is incorporated herein by reference, and as required by law; provided, that the annual basic special tax unit (single-family residential parcel of 1/4 acre or less) shall not exceed a maximum limit of \$67.67 annually (averaging \$0.006 per square foot annually), as adjusted by the compounded percentage increases of the San Francisco-Oakland-San Jose Consumer Price Index (CPI-U) for all Urban Consumers (or an equivalent index published by a government agency) in the year or years after April 30, 2021; provided, however, that appropriate amounts may be increased in any year by up to the percentage increase of the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers in the preceding year or two percent (2%) whichever is greater; provided further, however, that in any period, not exceeding three years, immediately following a year in which the Governor of the State of California or the President of the United States has declared an area of said zones to be a disaster area by reason of flooding or other natural disaster, then to the extent of the cost of repair of Valley Water facilities damaged by such flooding or other natural disaster, the maximum tax rate shall be the percentage increase in CPI-U plus 4.5 percent; and provided, that special taxes for the Safe, Clean Water and Natural Flood Protection Program shall be levied annually until ended by voters.

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- I. In the event that the county or city designated land use for a parcel is different than the actual land use, the CEO of Valley Water may, pursuant to written policies and procedures, cause the special tax to be adjusted based upon any or all of the following:
  - 1. The parcel owner shall provide Valley Water a claim letter stating that the present actual land use is different than the county or city designated land use, including an estimate of the portion of the parcel that is different than the designated land use. Such claim is subject to investigation by Valley Water as to the accuracy of the claim. Parcel owner shall furnish information deemed necessary by Valley Water to confirm the actual uses and areas in question which may include, but not be limited to, a survey by a licensed surveyor.
  - 2. The parcel owner shall request Valley Water to inspect the parcel and reevaluate the parcel tax.
  - 3. The parcel owner shall notify Valley Water after a substantial change in the actual land use occurs, including a new estimate of the portion of the parcel that is different than the designated land use.
  - 4. Valley Water may inspect and verify the actual land use for these parcels on a regular basis and will notify the appropriate parcel owners when it is determined that the actual land use has matched a county or city designated land use. Valley Water shall then correct the special tax rates for these parcels accordingly.
  
- J. Pursuant to state law, Valley Water may provide an exemption from the special tax for low income owner-occupied residential properties for taxpayer-owners who are 65 years of age or older, the following shall apply:

Residential parcels where the total annual household income does not exceed 75 percent of the latest available figure for state median income at the time the annual tax is set, and such parcel is owned and occupied by at least one person who is aged 65 years or older is qualified to apply for an exemption from the applicable special tax.
  
- K. The Safe, Clean Water and Natural Flood Protection Program shall follow 15-year financial planning cycles. This will allow Valley Water to align its budget each year with the projects' key performance indicators as well as long-term financial planning efforts, such as the Capital Improvement Program. Prior to the development of each 15-year financial plan, Valley Water will conduct outreach to engage the community and key stakeholders, including the Safe, Clean Water and Natural Flood Protection Program's independent monitoring committee (IMC) and Valley Water advisory committees, to help ensure that the Safe, Clean Water and Natural Flood Protection Program's priorities remain aligned with the priorities of the residents of Santa Clara County.
  
- L. After a period of no longer than fifteen (15) years, the Board of Directors shall evaluate the need for the Safe, Clean Water and Natural Flood Protection Program, and make an affirmative determination of whether the special tax should be reduced or repealed, or is needed to build additional Projects to achieve related programmatic benefits in accordance with the priorities of the Safe, Clean Water and Natural Flood Protection Program. Should the Board of Directors determine that no additional Projects are needed, the Safe, Clean Water and Natural Flood Protection Program special tax will be

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- reduced accordingly, to reflect a transition from funding new Projects to funding operation, maintenance and replacement of Projects that were constructed with Safe, Clean Water and Natural Flood Protection Program funds. This evaluation process shall include the Valley Water advisory committees and the Program's IMC, which will be charged with making recommendations to the Board of Directors on the determination of whether the special tax should be reduced, repealed, or maintained. Following the first fifteen-year determination of continued need for the special tax, the determination shall be made every fifteen (15) years thereafter.
- M. As projects under the Program are completed, the Board of Directors shall identify and prioritize new projects for inclusion in the Program. These new projects may be identified and proposed for Board approval at a public meeting through the Board's review and approval of the Program's five-year implementation plans, the first of which will be produced by the CEO or designee of Valley Water in year one of the Program and every five years thereafter; or, as directed by the Board.
- N. The Board of Directors may direct that proposed projects in the Safe, Clean Water and Natural Flood Protection Program be modified or not implemented depending upon a number of factors, including federal and state funding limitations and the analysis and results of CEQA environmental review and permitting by state and federal regulatory agencies. The Board of Directors must hold a formal, public hearing on the matter, which will be noticed by publication and notification to interested parties, before adoption of any such decision to modify or not implement a project.
- O. The Chief Financial Officer or designee of Valley Water shall file a fiscal year report with the Board of Directors no later than January 1 of each year for the prior fiscal year. The annual report shall contain both of the following: (a) the amount of funds collected and expended; and (b) the status of any project required or authorized to be funded under this resolution.
- P. An external, independent monitoring committee (IMC) shall be appointed by the Valley Water Board of Directors to conduct an annual review of Valley Water's fiscal year report and provide an annual report from the IMC to the Board of Directors regarding implementation of the intended results of the Program. The IMC shall also review each proposed five-year implementation plan prior to its submittal for Board approval. Through review of both the annual reports and five-year implementation plans, the IMC may make recommendations to the Valley Water Board of Directors regarding reasonably necessary measures to meet the priorities of the Safe, Clean Water and Natural Flood Protection Program. Every fifteen years, the IMC will review, and recommend to the Board and general public, whether the special tax should be reduced or repealed, or is needed to build additional Projects to achieve related programmatic benefits in accordance with the priorities of the Safe, Clean Water and Natural Flood Protection Program as described in Paragraph L of this resolution.
- Q. While the Safe, Clean Water and Natural Flood Protection Program is in effect, the Board of Directors shall conduct independent professional audits of the Program to provide for accountability and transparency at least every five years.
- R. Grants and partnerships offered through the Safe, Clean Water and Natural Flood Protection Program, where aligned with the District Act and permitted by law, may

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extend to state and local governmental organizations; organized community groups with an established structure; nonprofit organizations as defined by Internal Revenue Code subsections (c) or (d); schools, community colleges, or universities (public or nonprofit; non-profit organizations as defined under Internal Revenue Code section 501(c); religious or apostolic associations as defined under Internal Revenue Code section 501(d); for-profit organizations; and persons.

- S. Pursuant to the State California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4), adoption of this resolution for continuation of the parcel tax and as a government funding mechanism, is not a project subject to the requirements of CEQA. Prior to commencement of any project included in the Safe, Clean Water and Natural Flood Protection Program, any necessary environmental review required by CEQA shall be completed.
  
- T. Upon entering into effect, the Safe, Clean Water and Natural Flood Protection Program parcel tax authorized by this resolution and placed on the ballot by RESOLUTION NO. 20-63, shall repeal and replace the Safe, Clean Water and Natural Flood Protection Program parcel tax approved by the voters in 2012. On the date that the parcel tax authorized by this resolution and RESOLUTION NO. 20-63 goes into effect, the updated Safe, Clean Water and Natural Flood Protection Program (the priorities of which are summarized in Attachment 2) will replace in its entirety the previously approved Safe, Clean Water and Natural Flood Protection Program. Any tax payments already made by voters and collected for use by Valley Water for the prior Safe, Clean Water and Natural Flood Protection Program will be used to achieve priorities identified in this updated Safe, Clean Water and Natural Flood Protection Program. Funding for capital projects currently identified in the prior Safe, Clean Water and Natural Flood Protection Program, will continue under this updated Safe, Clean Water and Natural Flood Protection Program to meet previous commitments. All other projects and programs identified in the prior Safe, Clean Water and Natural Flood Protection Program will be replaced by comparable projects or programs with similar or expanded obligations under the updated Safe, Clean Water and Natural Flood Protection Program. Commitments for incomplete non-capital projects or programs carried forward from the 2012 Safe, Clean Water and Natural Flood Protection Program, shall continue at no less than the current levels (funding or key performance indicators) as identified in the comparable replacement projects or programs under the updated Safe, Clean Water and Natural Flood Protection Program, until such time as they are completed. Changes to funding levels or key performance indicators may only be made by the Board as set forth under Paragraphs K and L or through Board decisions via a Board-approved Change Control Process.

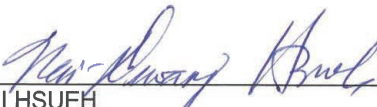
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PASSED AND ADOPTED by the Board of Directors of the Santa Clara Valley Water District by the following vote on July 21, 2020:

AYES:	Directors	Santos, Estremera, Keegan, Kremen, LeZotte, Varela, Hsueh
NOES:	Directors	None.
ABSENT:	Directors	None.
ABSTAIN:	Directors	None.

SANTA CLARA VALLEY WATER DISTRICT

  
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NAI HSUEH  
Chair, Board of Directors

ATTEST: MICHELE L. KING, CMC

  
\_\_\_\_\_  
Clerk, Board of Directors

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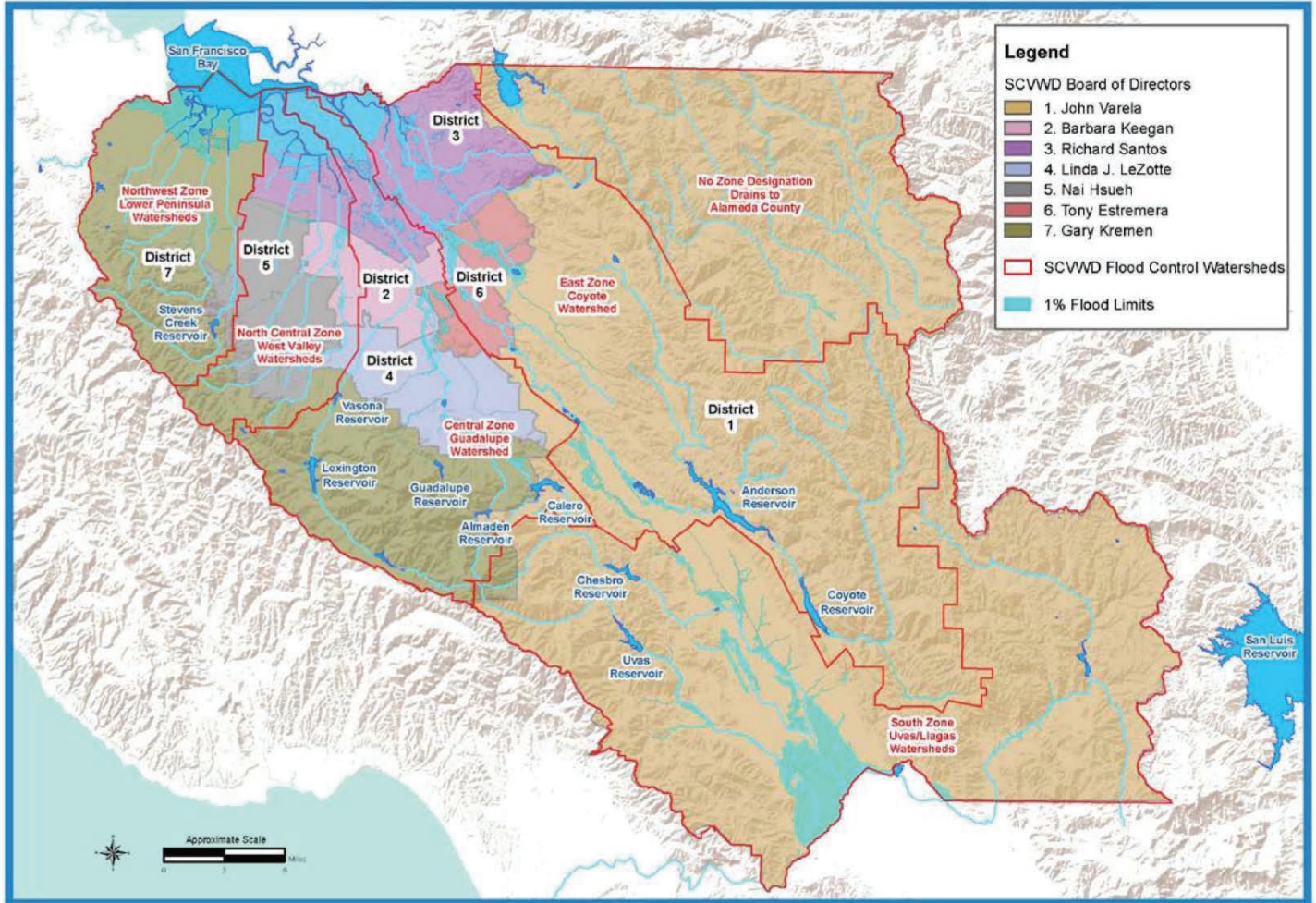
## **ATTACHMENT 1 COVERSHEET**

### **SCVWD FLOOD CONTROL ZONES AND BOARD DISTRICTS IN SANTA CLARA COUNTY**

No. of Pages: 1

Additional Items: None.

## SCVWD Flood Control Zones and Board Districts in Santa Clara County



GIS themes are for illustration and general analysis purposes only and are not accurate to surveying or engineering standards. Information is not guaranteed to be accurate, current, or complete and use of this information is your responsibility.

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## **ATTACHMENT 2 COVERSHEET**

### **SUMMARY OF KEY PERFORMANCE INDICATORS FOR THE FIRST 15 YEARS OF PROGRAM**

No. of Pages: 5

Additional Items: None.

## Summary of Key Performance Indicators for the First 15 Years of Program

Project	Key Performance Indicator
<b>Priority A: Ensure a Safe, Reliable Water Supply</b>	
A1 Pacheco Reservoir Expansion	1. Provide a portion of funds, up to \$10 million, to help construct the Pacheco Reservoir Expansion Project.
A2 Water Conservation Rebates and Programs	1. Award up to \$1 million per year toward specified water conservation program activities, including rebates, technical assistance and public education within the first seven (7) years of the Program.
A3 Pipeline Reliability	1. Install four (4) new line valves on treated water distribution pipelines.

Project	Key Performance Indicator
<b>Priority B: Reduce Toxins, Hazards, and Contaminants in Our Waterways</b>	
B1 Impaired Water Bodies Improvement	<ol style="list-style-type: none"> <li>1. Investigate, develop and implement actions to reduce methylmercury in fish and other organisms in the Guadalupe River Watershed.</li> <li>2. Prepare and update a plan for the prioritization of surface water quality improvement activities, such as addressing trash and other pollutants.</li> <li>3. Implement at least two (2) priority surface water quality improvement activities identified in the plan per 5-year implementation period.</li> </ol>
B2 Inter-Agency Urban Runoff Program	<ol style="list-style-type: none"> <li>1. Address trash in creeks by maintaining trash capture devices or other litter control programs.</li> <li>2. Maintain Valley Water's municipal stormwater compliance program and partner with cities to address surface water quality improvements, including participation in at least three (3) countywide, regional or statewide stormwater program committees to help guide regulatory development, compliance, and monitoring.</li> <li>3. Support at least one (1) stormwater quality improvement activity per 5-year implementation period in Santa Clara County, including providing up to \$1.5 million over 15 years to support implementation of green stormwater infrastructure consistent with Santa Clara Basin and South County Stormwater Resource Plans.</li> </ol>
B3 Hazardous Materials Management and Response	<ol style="list-style-type: none"> <li>1. Respond to 100% of hazardous materials reports requiring urgent on-site inspection in two (2) hours or less.</li> </ol>
B4 Support Volunteer Cleanup Efforts	<ol style="list-style-type: none"> <li>1. Fund Valley Water's creek stewardship program to support volunteer cleanup activities such as annual National River Cleanup Day, California Coastal Cleanup Day, the Great American Litter Pick Up; and the Adopt-A-Creek Program.</li> </ol>

Project	Key Performance Indicator
<b>Priority C: Protect Our Water Supply and Dams from Earthquakes and Other Natural Disasters</b>	
C1 Anderson Dam Seismic Retrofit	1. Provide portion of funds, up to \$54.1 million, to help restore full operating reservoir capacity of 90,373 acre-feet.

Project	Key Performance Indicator
<b>Priority D: Restore Wildlife Habitat and Provide Open Space</b>	
D1 Management of Riparian Planting and Invasive Plant Removal	<ol style="list-style-type: none"> <li>1. Maintain a minimum of 300 acres of riparian planting projects annually to meet regulatory requirements and conditions.</li> <li>2. Maintain a minimum of 200 acres of invasive plant management projects annually to meet regulatory requirements and conditions.</li> <li>3. Remove 25 acres of <i>Arundo donax</i> throughout the county over a 15-year period.</li> </ol>
D2 Revitalize Riparian, Upland and Wetland Habitat	<ol style="list-style-type: none"> <li>1. Revitalize at least 21 acres over a 15-year period through native plant revegetation and/or removal of invasive exotic species.</li> <li>2. Develop an Early Detection and Rapid Response Program Manual.</li> <li>3. Identify and treat at least 100 occurrences of emergent invasive species over a 15-year period, as identified through the Early Detection and Rapid Response Program.</li> <li>4. Develop at least eight (8) information sheets for Early Detection of Invasive Plant Species.</li> </ol>
D3 Sediment Reuse to Support Shoreline Restoration	<ol style="list-style-type: none"> <li>1. Maintain partnership agreements to reuse sediment to improve the success of salt pond and tidal marsh restoration projects and activities.</li> <li>2. Provide up to \$4 million per 15-year period to support activities necessary for sediment reuse.</li> </ol>
D4 Fish Habitat and Passage Improvement	<ol style="list-style-type: none"> <li>1. Complete planning and design for one (1) creek/lake separation.</li> <li>2. Construct one (1) creek/lake separation project in partnership with local agencies.</li> <li>3. Use \$8 million for fish passage improvements by June 30, 2028.</li> <li>4. Update study of all major steelhead streams in the county to identify priority locations for fish migration barrier removal and installation of large woody debris and gravel as appropriate.</li> <li>5. Complete five (5) habitat enhancement projects based on studies that identify high priority locations for large wood, boulders, gravel, and/or other habitat enhancement features.</li> </ol>
D5 Ecological Data Collection and Analysis	<ol style="list-style-type: none"> <li>1. Reassess and track stream ecological conditions and habitats in each of the county's five (5) watersheds every 15 years.</li> <li>2. Provide up to \$500,000 per 15-year period toward the development and updates of five (5) watershed plans that include identifying priority habitat enhancement opportunities in Santa Clara County.</li> </ol>
D6 Restoration of Natural Creek Functions	<ol style="list-style-type: none"> <li>1. Construct the Hale Creek Enhancement Pilot Project, which includes restoration and stabilization of a 650-foot section of concrete-lined channel on Hale Creek, between Marilyn Drive and North Sunshine Drive on the border of Mountain View and Los Altos.</li> <li>2. Construct the Bolsa Road Fish Passage Project along 1,700 linear feet of Uvas-Carnadero Creek in unincorporated Santa Clara County, which includes geomorphic design features that will restore stability and stream function.</li> <li>3. Identify, plan, design, and construct a third geomorphic-designed project to restore stability and stream function by preventing incision and promoting sediment balance throughout the watershed.</li> </ol>

Priority D: Restore Wildlife Habitat and Provide Open Space cont...	
D7 Partnerships for the Conservation of Habitat Lands	1. Provide up to \$8 million per 15-year period for the acquisition or enhancement of property for the conservation of habitat lands.

Project	Key Performance Indicator
Priority E: Provide Flood Protection to Homes, Businesses, Schools, Streets, and Highways	
E1 Coyote Creek Flood Protection, Montague Expressway to Tully Road – San Jose	1. Construct flood protection improvements along Coyote Creek between Montague Expressway and Tully Road to provide protection from floods up to the level that occurred on February 21, 2017, approximately a 5% (20-year) flood event.
E2 Sunnyvale East and Sunnyvale West Channels Flood Protection, San Francisco Bay to Inverness Way and Almanor Avenue – Sunnyvale	1. Provide 1% (100-year) flood protection for 1,618 properties and 47 acres (11 parcels) of industrial land, while improving stream water quality and working with other agencies to incorporate recreational opportunities.
E3 Lower Berryessa Flood Protection, including Tularcitos and Upper Calera Creeks (Phase 3) – Milpitas	1. With local funding only: Complete the design phase of the 1% (100-year) flood protection project to protect an estimated 1,420 parcels.
E4 Upper Penitencia Creek Flood Protection, Coyote Creek to Dorel Drive – San Jose	1. Preferred project with federal and local funding: Construct a flood protection project to provide 1% (100-year) flood protection to 8,000 parcels. 2. With local funding only: Construct a 1% (100-year) flood protection project from Coyote Creek confluence to Capital Avenue to provide 1% (100-year) flood protection to 1,250 parcels, including the new Berryessa BART station.
E5 San Francisquito Creek Flood Protection, San Francisco Bay to Upstream of Highway 101 – Palo Alto	1. Preferred project with federal, state and local funding: Protect more than 3,000 parcels by providing 1% (100-year) flood protection. 2. With state and local funding only: Protect approximately 3,000 parcels by providing 1% (100-year) flood protection downstream of Highway 101, and approximately 1.4% (70-year) protection upstream of Highway 101.

<b>Priority E: Provide Flood Protection to Homes, Businesses, Schools, Streets, and Highways cont...</b>	
E6 Upper Llagas Creek Flood Protection, Buena Vista Avenue to Llagas Road – Morgan Hill, San Martin, Gilroy	<ol style="list-style-type: none"> <li>1. Preferred project with federal and local funding: Plan, design and construct flood protection improvements along 13.9 miles of Upper Llagas Creek from Buena Vista Avenue to Llagas Road to provide flood protection to 1,100 homes, 500 businesses, and 1,300 agricultural acres, while improving stream habitat.</li> <li>2. With local funding only: Construct flood protection improvements along Llagas Creek from Buena Vista Avenue to Highway 101 in San Martin (Reaches 4 and 5 (portion)), Monterey Road to Watsonville Road in Morgan Hill (Reach 7a), approximately W. Dunne Avenue to W. Main Avenue (portion of Reach 8), and onsite compensatory mitigation at Lake Silveira.</li> </ol>
E7 San Francisco Bay Shoreline Protection – Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara, and Sunnyvale	<ol style="list-style-type: none"> <li>1. Provide portion of the local share of funding for planning, design and construction phases for the Santa Clara County shoreline area, EIAs 1-4.</li> <li>2. Provide portion of the local share of funding for planning and design phases for the Santa Clara County shoreline area, EIAs 5-9.</li> </ol>
E8 Upper Guadalupe Flood Protection, Highway 280 to Blossom Hill Road – San Jose	<ol style="list-style-type: none"> <li>1. Preferred project with federal and local funding: Construct a flood protection project to provide 1% (100-year) flood protection to 6,280 homes, 320 businesses and 10 schools and institutions.</li> <li>2. With local funding only: Construct flood protection improvements along 4,100 feet of Guadalupe River between the Southern Pacific Railroad (SPRR) crossing, downstream of Willow Street, to the Union Pacific Railroad (UPRR) crossing, downstream of Padres Drive, and provide gravel augmentation along approximately 800 linear feet of the Upper Guadalupe River in San Jose, from approximately the Union Pacific Railroad Bridge to West Virginia Street Bridge to improve aquatic habitat for migrating steelhead and channel stability.</li> </ol>

<b>Project</b>	<b>Key Performance Indicator</b>
<b>Priority F: Support Public Health and Public Safety for Our Community</b>	
F1 Vegetation Control and Sediment Removal for Capacity	<ol style="list-style-type: none"> <li>1. Maintain completed flood protection projects for flow conveyance.</li> </ol>
F2 Emergency Response Planning and Preparedness	<ol style="list-style-type: none"> <li>1. Coordinate with local municipalities to merge Valley Water-endorsed flood emergency processes with their own emergency response plans and processes.</li> <li>2. Complete five (5) flood management plans/procedures per 5-year period, selected by risk priorities.</li> <li>3. Train Valley Water staff and partner municipalities annually on disaster procedures via drills and exercises before testing the plans and procedures.</li> <li>4. Test flood management plans/procedures annually to ensure effectiveness.</li> </ol>
F3 Flood Risk Assessment Studies	<ol style="list-style-type: none"> <li>1. Complete engineering studies on three (3) creek reaches to address 1% (100-year) flood risk.</li> <li>2. Annually, update floodplain maps on a minimum of three (3) creek reaches in accordance with new FEMA standards.</li> </ol>

Priority F: Support Public Health and Public Safety for Our Community cont...	
F4 Vegetation Management for Access and Fire Safety	<ol style="list-style-type: none"> <li>1. Provide vegetation management for access and fire risk reduction on an average of 495 acres per year, totaling 7,425 acres along levee, property lines and maintenance roads over a 15-year period.</li> </ol>
F5 Good Neighbor Program: Encampment Cleanup	<ol style="list-style-type: none"> <li>1. Perform 300 annual cleanups to reduce the amount of trash and pollutants entering the streams.</li> <li>2. Provide up to \$500,000 per year in cost-share with other agencies for services related to encampment cleanups, including services supporting staff safety, discouraging re-encampments along waterways or addressing the homelessness crisis with the goal of reducing the need for encampment cleanups.</li> </ol>
F6 Good Neighbor Program: Graffiti and Litter Removal and Public Art	<ol style="list-style-type: none"> <li>1. Cleanup identified trash and graffiti hotspots at approximately 80 sites four (4) times per year.</li> <li>2. Respond to requests on litter or graffiti cleanup within five (5) working days.</li> <li>3. Provide up to \$1.5 million over 15 years to implement public art projects on Valley Water property and infrastructure.</li> </ol>
F7 Emergency Response Upgrades	<ol style="list-style-type: none"> <li>1. Maintain existing capabilities for flood forecasting and warning.</li> <li>2. Improve flood forecast accuracy and emergency response time working with the National Weather Service and through research and development.</li> </ol>
F8 Sustainable Creek Infrastructure for Continued Public Safety	<ol style="list-style-type: none"> <li>1. Provide up to \$7.5 million in the first 15-year period to plan, design and construct projects identified through Watersheds asset management plans.</li> </ol>
F9 Grants and Partnerships for Safe, Clean Water, Flood Protection and Environmental Stewardship	<ol style="list-style-type: none"> <li>1. Provide a grant and partnership cycle each year for projects related to safe, clean drinking water, flood protection and environmental stewardship.</li> <li>2. Provide annual funding for bottle filling stations to increase drinking water accessibility, with priority for installations in economically disadvantaged communities and locations that serve school-age children and students.</li> <li>3. Provide annual mini-grant funding opportunity for projects related to safe, clean drinking water, flood protection and environmental stewardship.</li> <li>4. Provide up to \$3 million per 15-year period for partnerships with small municipalities (defined as under 50,000 people in the most recent census available), or special districts with boundaries substantially within the footprint of small cities, for projects aligned with the District Act and related to safe, clean drinking water, flood protection and environmental stewardship.</li> </ol>

Providing for the Continuation and Levy of a Special Tax to Pay the Cost of the Safe, Clean Water and Natural Flood Protection Program in the Combined Flood Control Zone of the Santa Clara Valley Water District Subject, Nevertheless, to Specified Limits and Conditions

Resolution No. 20-64

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## **ATTACHMENT 3 COVERSHEET**

### **FIGURE 1 ACTUAL FY 2019–20 AND ACTUAL FY 2020–21 SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION SPECIAL TAX RATES**

No. of Pages: 1

Additional Items: None.

**FIGURE 1**  
**Actual FY 2019–20 and Actual FY 2020–21**  
**Safe, Clean Water and Natural Flood Protection Special Tax Rates**

Land Use Categories	Actual FY '19-20	Actual FY '20-21
<b>A - Commercial, Industrial</b>		
Rate (\$/Acre)	\$541.60	\$541.60
Minimum Assessment <sup>(1)</sup>	\$135.39	\$135.39
<b>B - Apartment, Schools, Churches, Condominiums &amp; Townhouse</b>		
Rate (\$/Acre)	\$406.20	\$406.20
Minimum Assessment <sup>(1)</sup>	\$101.55	\$101.55
Condominiums & Townhouses (\$/unit)	\$32.95	\$32.95
<b>C - Single Family Residential, Small Multiples (2-4 units) <sup>(2)</sup></b>		
Minimum Assessment <sup>(1)</sup>	\$67.67 (Averaging \$0.006 per square foot)	\$67.67 (Averaging \$0.006 per square foot)
<b>D - Utilized Agriculture<sup>(2)</sup></b>		
Rate (\$/Acre)	\$3.47	\$3.47
Minimum Assessment <sup>(1)</sup>	\$34.70	\$34.70
<b>E - Urban - Nonutilized Agricultural, Grazing Land, Salt Ponds, Well Site in Urban Areas</b>		
Rate (\$/Acre)	\$1.02	\$1.02
Minimum Assessment <sup>(1)</sup>	\$10.23	\$10.23
<b>E - Rural - Nonutilized Agricultural, Grazing Land, Well Sites in Rural Areas</b>		
Rate (\$/Acre)	\$0.14	\$0.14
Minimum Assessment <sup>(1)</sup>	\$10.23	\$10.23
<p><sup>(1)</sup> The minimum assessments shown for Categories A, B, and C apply to parcels 1/4 acre or less in size. Category C parcels larger than 1/4 acre pay the minimum assessment for the first 1/4 acre and the remaining acreage is assessed at the Category D rate. For Category D, the minimum assessment applies to parcels less than 10 acres. The minimum assessment for Group E parcels is the amount charged for 10 acres of urban undeveloped land; the minimum assessment is the same for both the Urban Category and the Rural Category parcels, however the Rural Category applies to parcels of 80 acres or less.</p> <p><sup>(2)</sup> Residential land in excess of 1/4 acre is assessed at the "D" rate.</p>		



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

## 1. PURPOSE

To define and standardize the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program or Program). This document outlines the Change Control Process for the Safe, Clean Water Program.

## 2. BACKGROUND

In November 2020, voters in Santa Clara County approved Measure S, a renewal of Valley Water's Safe, Clean Water Program. The Program was first passed by voters in 2000 as the Clean, Safe Creeks and Natural Flood Protection Plan, then again in 2012 as the Safe, Clean Water and Natural Flood Protection Program.

The Safe, Clean Water Program was developed to allow for adjustments to projects as needed over the course of the Program, to track and ensure that key performance indicators (KPIs) are delivered. The voter-approved measure allows the Board of Directors (Board) to direct that proposed projects in the Program be modified or not implemented depending upon a number of factors, including federal and state funding limitations and the analysis and results of environmental reviews and permitting by state and federal regulatory agencies. However, the measure requires that the Board first hold a formal, public hearing on the matter, which will be noticed by publication and notification to interested parties, before making any decision to modify or not implement a project. Resolution No. 20-64, Section N.

Valley Water follows an established, Board-approved Change Control Process when the Board is considering whether to adjust, modify, or not implement a proposed project in the Program. This Change Control Process was originally developed and approved as part of the 2012 Program and has been updated several times to incorporate feedback and direction from the Board, to address audit recommendations, and to align with the latest Program after its approval by the voters in 2020.

## 3. DEFINITIONS

The Change Control Process distinguishes between the following types of changes:

**Adjustments:** Changes to the Safe, Clean Water project text, schedule, and/or funding that do not impact the delivery of any KPI.

**Modifications:** Changes to project KPIs or funding allocations that impact the delivery of a KPI.

**Non-Implementation:** Decisions by the Board not to implement a project.



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

Table 1 Types of Changes		
Types of Changes	Adjustments	Modifications / Non-Implementation
Text	Edits to text to correct errors, information/data updates, and overall readability.	Changes to a project's KPI.
Schedule	Adjustments to project schedules provided for each 15-year funding cycle of the Program	
Funding	Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project KPIs in the Program.	Changes to funding allocations that will impact any project's KPIs in the Program.

By distinguishing between project adjustments and modifications, Valley Water can clearly define the project changes that trigger the requirement for a public hearing. Additionally, by identifying the processes for making adjustments and formalizing a clear process for annual public hearings, Valley Water can implement the Safe, Clean Water Program as intended. The following Section 4, Change Control Process Framework, describes the processes by which Valley Water will consider and make decisions on whether to adjust, modify, or not implement a project within the Program.

## 4. CHANGE CONTROL PROCESS FRAMEWORK

### A. Process for Adjustments

After determining that an adjustment to a project may be necessary, staff will provide the analysis and recommendations to the Board, and the Board will provide direction based on staff's analysis and input from the community or others who might be interested in the project. Adjustments to the Program will be made by the Board and the changes will be reflected in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page. Table 2 outlines the processes for making adjustments to the Program.



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

<b>Table 2 Process for Adjustments</b>	
<p><b>Text:</b> Edits to text to correct errors, information/data updates, and overall readability</p>	<ol style="list-style-type: none"> <li>1. Board approval will be sought at the time the Program Annual Report (Annual Report) is presented for approval.</li> <li>2. Board-approved adjustments to text will be reflected in the annual report, the current Safe, Clean Water Program five-year implementation plan (five-year implementation plan), via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Schedule:</b> Adjustments to project schedules provided for each 15-year funding cycle of the Program</p>	<ol style="list-style-type: none"> <li>1. Capital project schedules will be approved by the Board through the adoption of the Capital Improvement Program (CIP) Five-Year Plan or at the end of the fiscal year.</li> <li>2. All schedule adjustments, including those approved through the CIP Five-Year Plan, will be presented to the Board at the end of the fiscal year.</li> <li>3. Schedule comparison of the original project schedule provided for each 15-year funding cycle of the Program to the project's current schedule will be included in the annual report</li> <li>4. The adjustments will be included in the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Funding:</b> Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project deliverables in the Program</p>	<ol style="list-style-type: none"> <li>1. Comply with Valley Water processes for budget adjustments.</li> <li>2. Approval for changes to project appropriations per the Program Report, Appendix E, will follow Valley Water's annual budget process, with analysis provided as to the impact on the overall program fund to ensure that any project KPIs in the Program will not be impacted.</li> <li>3. Annual and Cumulative Financial Summary information will be included in the Annual Report.</li> <li>4. All funding allocation adjustments, including those approved through the CIP Five-Year Plan, will be included in the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>



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

## **B. Process for Modifications and Non-Implementation**

Table 3 outlines the process for making modifications or non-implementation decisions. A more detailed description of the steps to implement this process is provided below.

<b>Table 3: Process for Modification and Non-Implementation</b>	
<b>Text:</b> Changes to a project's KPIs	<ol style="list-style-type: none"> <li>1. Public hearing.</li> <li>2. Approved modifications will be included in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<b>Funding:</b> Changes to project funding allocations that will impact any project's KPIs in the Program	<ol style="list-style-type: none"> <li>1. Public hearing.</li> <li>2. Approved modifications will be included in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
Decision to not implement a project	<ol style="list-style-type: none"> <li>1. Public hearing.</li> <li>2. Approved non-implementation of a project will be included in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>

### **1) Public Hearing: Process and Timeline**

- a. Once staff determines that a project modification or non-implementation may be necessary, staff will consider options and perform analysis on the proposed modification and options.
- b. Staff will present their analysis and the proposed modification at a Board meeting. The Board will discuss and receive public comments during the meeting. The analysis will likely include a financial analysis, an impact assessment on project KPI(s), proposed options to mitigate the impacts on projects if feasible, along with the justifications for the recommended changes. Before presenting the analysis to the Board, staff may bring the information to Board committees, as appropriate, for input.
- c. After Board discussion and public input and pursuant to Board's direction, staff may (i) not move forward with proposing the modification; (ii) return to the Board with further analysis; or (iii) return to the Board and recommend that the Board set a public hearing date to consider the proposed



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

modification. The timing for the Board to set the public hearing can occur in two ways:

- Standard Process - In most cases, staff will return to the Board at the next regular board meeting and seek the Board's approval to set the public hearing date to occur at the following regular board meeting.
  - Expedited Process – In some instances, a decision may need to be made more expeditiously (e.g., reallocation of funding may be required to award a construction contract to avoid project delay). In such a case, staff may seek the Board's approval to set a public hearing date at the same board meeting where staff present the analysis.
- d. The Board will open the public hearing at the scheduled public hearing date and time and hear public comments. The Board will continue the public hearing without closing the public hearing.
- e. After the Board sets the public hearing date (see 1.c above) and while the public hearing is continued, staff will identify and pursue opportunities as appropriate to engage with the community and other interested parties (e.g., cities, county, community groups). These opportunities may include presenting the proposed modification at one or more Board committees (e.g., Capital Improvement Program Committee, Environmental Creek Cleanup Committee) and meeting with communities directly to answer questions and collect input. Staff will collect input gathered during these outreach meetings and provide the information to the Board as the public hearing continues.
- f. At the close of the public hearing, the Board will deliberate before making a decision on the matter.

Two timelines are available for use depending on the urgency and complexity of the proposed modification or non-implementation. The standard process, which allows extended public input, community engagement, and municipal outreach, is estimated to last 2-3 months. The expedited process will also incorporate public outreach and engagement, but the process will be shortened to take place over a period of 1-2 months.

The preferred timeframe to conduct a public hearing during each fiscal year is no later than April and before the Board's adoption of the next fiscal year budget. This timing has been established so that if the need for project modifications or non-implementation arises for multiple projects, the following is accomplished:

- Reduced costs for public notice placements in newspapers by holding one public hearing for multiple projects;
- Consistency for the community and other interested parties who wish to participate on an annual basis;



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

- Acceptance or rejection of proposed modifications prior to the budget hearings, allowing for the Board’s direction to be incorporated in the next fiscal year budget; and
- An annual opportunity for project managers to propose modifications that incorporate the Board’s review of the Annual Report (November).

## 2) Public Hearing: Noticing and Outreach

Once the Board sets a public hearing date to consider whether to modify or not implement a project, Valley Water will provide notice of the scheduled public hearing consistent with the applicable requirements set forth in Section 12(a)<sup>1</sup> of the Santa Clara Valley Water District Act (District Act). Specifically, notice of the public hearing will be given by publication once per week for two consecutive weeks before the hearing, the last publication of which notice will be at least seven days before the hearing, in a newspaper of general circulation.

In addition to the above, Valley Water will implement measures to encourage public participation and expand its outreach on the public hearing if needed, including the following:

- Publications** in local papers (e.g. Vietnam Daily, El Observador, Palo Alto Daily Post, etc.)
- Online** – Posting the public hearing notice in the District News section of the website and on social media (e.g. Facebook, LinkedIn, NextDoor, and X).
- Email** – Sending E-blasts to the IMC members, the Safe, Clean Water list of interested parties, and applicable project email lists. Presentations regarding the Safe, Clean Water Program at public meetings include a Quick Response (QR) code linking to the sign-up form for email notifications.

## 5. CHANGE HISTORY

DATE	REV	SIGNIFICANT CHANGE	COMMENTS
TBD	A	Yes	Revised Safe, Clean Water Program (SCW) Change Control Process (2025) Document (Extended public hearings, public advertisement requirements and clarification of rationale for recommendations)

## 6. ADDENDA

**APPENDIX A:** Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

<sup>1</sup> Section 12(a) of the District Act provides the requirements for noticing public hearings for the Board’s consideration of engineer reports. Valley Water will follow a similar process for noticing public hearings for SCW Program changes.

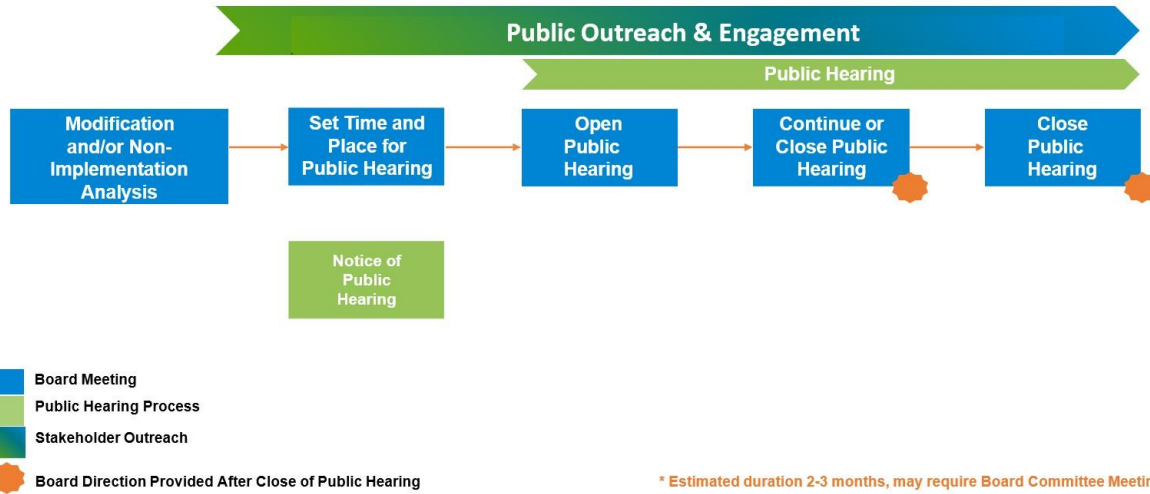


# Safe, Clean Water and Natural Flood Protection Program Change Control Process

## APPENDIX A: Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

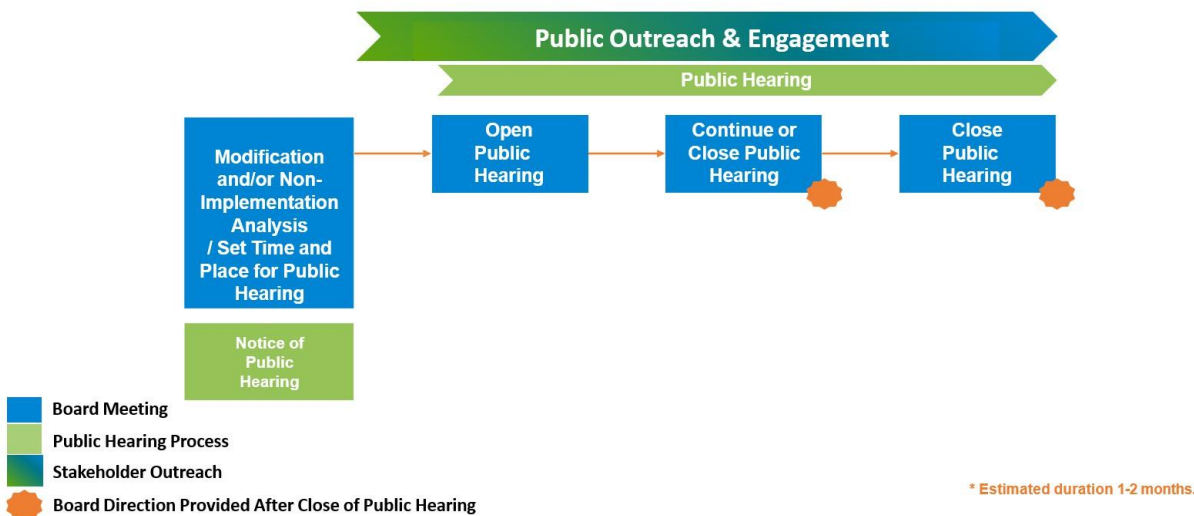
### Proposed Improvements

#### Standard Process\*



### Proposed Improvements

#### Expedited Process\*



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

## 1. PURPOSE

~~To~~The purpose of this document is to define and standardize the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program or Program). ~~This document outlines the Change Control Process for the Safe, Clean Water Program.~~

## 2. BACKGROUND

In November 2020, voters in Santa Clara County approved Measure S, a renewal of Valley Water's Safe, Clean Water Program. The Program was first passed by voters in 2000 as the Clean, Safe Creeks and Natural Flood Protection Plan, then again in 2012 as the Safe, Clean Water and Natural Flood Protection Program.

The Safe, Clean Water Program was developed to allow for adjustments to projects as needed over the course of the Program, to track and ensure that key performance indicators (KPIs) for the Program's projects are delivered. The voter-approved measure allows the Board of Directors (Board) to direct that proposed projects in the Program be modified or not implemented depending upon a number of factors, including federal and state funding limitations and the analysis and results of environmental reviews and permitting by state and federal regulatory agencies. However, the measure requires that the Board first hold a formal, public hearing on the matter, which will be noticed by publication and notification to interested parties, before making any decision to modify or not implement a project. Resolution No. 20-64, Section N.

Valley Water follows an established, Board-approved Change Control Process ~~when the Board is considering whether to adjust, modify, or not implement a~~ on how proposed ~~project adjustments, modifications or non-implementation of projects~~ in the Program will be considered. This Change Control Process was originally developed and approved as part of the 2012 Program and has been updated several times to incorporate feedback and direction from the Board, to address audit recommendations, and to align with the latest current Program ~~after its approval~~ approved by the voters in 2020.

## 3. DEFINITIONS

The Change Control Process distinguishes between the following three types of changes to projects in the Safe, Clean Water Program:

**Adjustments:** Changes to the Safe, Clean Water Program's project text, ~~schedule, and/~~ or funding allocation that do not impact the delivery of any project KPI, or changes to a project schedule. Adjustments may include change(s) to a KPI when the purpose of such change(s) is to clarify the project KPI to be consistent with the applicable project description in the approved Program.

**Modifications:** Changes to project KPIs description, project KPI, or funding ~~allocations~~ allocation that impact the delivery of any project KPI.

**Non-Implementation:** ~~Decisions~~ A decision by the Board to not ~~to~~ implement a project.



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



# Safe, Clean Water and Natural Flood Protection

## Program Change Control Process

Table 1 Types of Changes

Types of Changes	Adjustments	Modifications / Non-Implementation
<u>Project Text or KPI Text</u>	Edits to <u>project description</u> text to correct errors, <u>incorporate</u> information/data updates, <u>and/or improve</u> overall readability, <u>or edits to KPI text to clarify a project KPI to be consistent with the project description in the Program.</u>	Changes to <u>project description or KPI that will impact delivery of any project's KPIs in the Program.</u>
Schedule	<u>Adjustments/Changes</u> to project schedules provided for each 15-year funding cycle of the Program	
Funding	Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project KPIs in the Program.	Changes to <u>project</u> funding allocations that will impact <u>delivery of any project's KPIs in the Program.</u>

By distinguishing between project adjustments and modifications, Valley Water can clearly define the project changes that trigger the requirement for a public hearing: under the Safe, Clean Water Program measure. Additionally, by identifying the processes/process for making adjustments and formalizing a clear process for annual public hearings, Valley Water can implement the Safe, Clean Water Program as intended. The following Section 4, Change Control Process Framework, describes the processes by which Valley Water will consider and make decisions on whether to adjust, modify, or not implement a project within the Program.

### 4. CHANGE CONTROL PROCESS FRAMEWORK

When staff is considering proposing a change to a project in the Program, staff will evaluate whether the proposed change is an adjustment or a modification based on the above definitions. Section 4A describes the process for making project adjustments. Section 4B describes the process for making project modifications or deciding not to implement a project, both of which require public hearings pursuant to the approved measure.

#### A. Process for Adjustments

After determining that an adjustment to a project may be necessary, staff will provide the analysis and recommendations to the Board, and the Board will provide direction based on staff's analysis and input from the community or others who might be interested in the project. Adjustments to the Program will be made by the Board and the changes will be reflected in the annual report; for the year the adjustment was made, the then-current five-year implementation plan; via addendum, the subsequent five-year plans, and the Program web page. Table 2 outlines the processes for making adjustments to the Program.



## Safe, Clean Water and Natural Flood Protection

### Program Change Control Process

Table 2 outlines the processes for making adjustments to the Program.



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

**Table 2 Process for Adjustments**

<p><b><u>Project Text or KPI</u></b>  <b>Text:</b> Edits to <u>project description</u> text to correct errors, <u>incorporate</u> information/data updates, <u>and/or improve</u> overall readability, <u>or edits to KPI text to clarify a project KPI to be consistent with the project description in the Program.</u></p>	<ol style="list-style-type: none"> <li>1. Board approval will be sought at the time the Program Annual Report (Annual Report) is presented for approval.</li> <li>2. Board-approved adjustments to text will be reflected in the annual report, the <u>then-current</u> Safe, Clean Water Program five-year implementation plan (five-year implementation plan<del>;</del>) via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Schedule:</b> Adjustments to project schedules provided for each 15-year funding cycle of the Program</p>	<ol style="list-style-type: none"> <li>1. Capital project schedules will be approved by the Board through the adoption of the Capital Improvement Program (CIP) Five-Year Plan or at the end of the fiscal year.</li> <li>2. All schedule adjustments, including those approved through the CIP Five-Year Plan, will be presented to the Board at the end of the fiscal year.</li> <li>3. Schedule comparison of the original project schedule provided for each 15-year funding cycle of the Program to the project's current schedule will be included in the annual report</li> <li>4. The adjustments will be included in the <u>then-current</u> five-year implementation plan<del>;</del> via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Funding:</b> Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project deliverables in the Program</p>	<ol style="list-style-type: none"> <li>1. Comply with Valley Water processes for budget adjustments.</li> <li>2. Approval for changes to project appropriations per the Program Report, Appendix E, will follow Valley Water's annual budget process, with analysis provided as to the impact on the overall program fund to ensure that any project KPIs in the Program will not be impacted.</li> <li>3. Annual and Cumulative Financial Summary information will be included in the Annual Report.</li> <li>4. All funding allocation adjustments, including those approved through the CIP Five-Year Plan, will be included in the <u>then-current</u> five-year implementation plan<del>;</del> via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>



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



# Safe, Clean Water and Natural Flood Protection

## Program Change Control Process

### B. Process for Modifications and Non-Implementation

Table 3 outlines the process for making modifications or non-implementation decisions. A more detailed description of the steps to implement this process is provided below.

<p><b>Text:</b></p> <p>Changes to <u>aproject description or KPI that will impact delivery of any project's KPIs in the Program.</u></p>	<p>1. Public hearing.</p> <p><del>2.</del> Approved modifications will be included in the annual report, the <u>then-current</u> five-year implementation plan, via addendum, the subsequent five-year plans, and the <u>2.</u> Program web page.</p>
<p><b>Funding:</b> Changes to project funding allocations that will impact <u>delivery of any project's KPIs in the Program.</u></p>	<p>1. Public hearing.</p> <p><del>2.</del> Approved modifications will be included in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the <u>2.</u> Program web page.</p>
<p>Decision to not implement a project.</p>	<p>1. Public hearing.</p> <p><del>2.</del> Approved non-implementation of a project will be included in the <u>in the</u> annual report, the <u>then-current</u> five-year implementation plan, via addendum, the subsequent five-year plans, and the <u>2.</u> Program web page.</p>

#### 1) Public Hearing: Process and Timeline

- a. Once staff determines that a project modification or non-implementation may be necessary, staff will consider options and perform analysis on the proposed modification and options.
- b. Staff will present their analysis and the proposed modification ~~at~~ to the Board as a regular agenda item for preliminary assessment. This initial Board meeting: is not the public hearing itself, but rather a forum for Board discussion and initial public comment. The Board will discuss and receive ~~public~~ public comments during ~~the~~ this initial meeting. ~~The~~ Staff's analysis will likely include a financial analysis, an impact assessment on project KPI(s), proposed options to mitigate the impacts on projects if feasible, along with the justifications for the recommended changes. Before presenting the analysis to the Board, staff may bring the information to relevant Board committees, as appropriate, for input.
- c. After Board discussion and public input and pursuant to Board's direction, staff may (i) not move forward with proposing the modification; (ii) return to the Board with



## Safe, Clean Water and Natural Flood Protection

### Program Change Control Process

further analysis; or (iii) [return to the Board and](#) recommend that the Board set a public hearing date to consider the proposed [modification. The timing for the Board to set the public hearing can occur in two ways:](#)



## Safe, Clean Water and Natural Flood Protection

### Program Change Control Process

~~modification. The timing for the Board to set the public hearing can occur in two ways:~~

- Standard Process - In most cases, staff will return to the Board at the next regular board meeting and seek the Board's approval to set the public hearing date to occur at the following regular board meeting.
  - Expedited Process – In some instances, a decision may need to be made more expeditiously (e.g., reallocation of funding may be required to award a construction contract to avoid project delay). In such a case, staff may seek the Board's approval to set a public hearing date at the same board meeting where staff present the analysis.
- d. The Board will open the public hearing at the scheduled public hearing date and time and hear public comments. The Board will continue the public hearing without closing the public hearing.
- e. After the Board sets the public hearing date (see 1.c above) and while the public hearing is continued, staff will identify and pursue opportunities as appropriate to engage with the community and other interested parties (e.g., cities, county, community groups). These opportunities may include presenting the proposed modification at one or more Board committees (e.g., Capital Improvement Program Committee, Environmental Creek Cleanup Committee) and meeting with communities directly to answer questions and collect input. Staff will collect input gathered during these outreach meetings and provide the information to the Board as the public hearing continues.
- f. At the close of the public hearing, the Board will deliberate before making a decision on the matter.

Two timelines are available for use depending on the urgency and complexity of the proposed modification or non-implementation. The standard process, which allows extended public input, community engagement, and municipal outreach, is estimated to last 2-3 months. The expedited process will also incorporate public outreach and engagement, but the process will be shortened to take place over a period of 1-2 months.

The preferred timeframe to conduct a public hearing during each fiscal year is no later than April and before the Board's adoption of the next fiscal year budget. This timing has been established so that if the need for project modifications or non-implementation arises for multiple projects, the following is accomplished:

- Reduced costs for public notice placements in newspapers by holding one public hearing for multiple projects;
- Consistency for the community and other interested parties who wish to participate on an annual basis;



# Safe, Clean Water and Natural Flood Protection

## Program Change Control Process

- Acceptance or rejection of proposed modifications prior to the budget hearings, allowing for the Board’s direction to be incorporated in the next fiscal year budget; and
- An annual opportunity for project managers to propose modifications that incorporate the Board’s review of the Annual Report (November).

### 2) Public Hearing: Noticing and Outreach

Once the Board sets a public hearing date to consider whether to modify or not implement a project, Valley Water will provide notice of the scheduled public hearing consistent with the applicable requirements set forth in Section 12(a)<sup>1</sup> of the Santa Clara Valley Water District Act (District Act). Specifically, notice of the public hearing will be given by publication once per week for two consecutive weeks before the hearing, the last publication of which notice will be at least seven days before the hearing, in a newspaper of general circulation.

In addition to the above, Valley Water will implement measures to encourage public participation and expand its outreach on the public hearing if needed, including the following:

- Publications** in local papers (e.g. Vietnam Daily, El Observador, Palo Alto Daily Post, etc.)
- Online** – Posting the public hearing notice in the District News section of the website and on social media (e.g. Facebook, LinkedIn, NextDoor, and X).
- Email** – Sending E-blasts to the IMC members, the Safe, Clean Water list of interested parties, and applicable project email lists. Presentations regarding the Safe, Clean Water Program at public meetings include a Quick Response (QR) code linking to the sign-up form for email notifications.

### 5. CHANGE HISTORY

DATE	REV	SIGNIFICANT CHANGE	COMMENTS
<del>FBD</del> <a href="#">10/28/25</a>	A	Yes	Revised Safe, Clean Water Program (SCW) Change Control Process (2025) Document (Extended public hearings, public advertisement requirements and clarification of rationale for recommendations)
<a href="#">02/24/26</a>	<a href="#">B</a>	<a href="#">Yes</a>	<a href="#">Revised SCW Change Control Process (refine definitions for Adjustments and Modifications and clarify associated process steps)</a>

<sup>1</sup> Section 12(a) of the District Act provides the requirements for noticing public hearings for the Board’s consideration of engineer reports. Valley Water will follow a similar process for noticing public hearings for SCW Program changes.



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

## 6. ADDENDA

### APPENDIX A: Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

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<sup>1</sup>Section 12(a) of the District Act provides the requirements for noticing public hearings for the Board's consideration of engineer reports. Valley Water will follow a similar process for noticing public hearings for SCW Program changes.



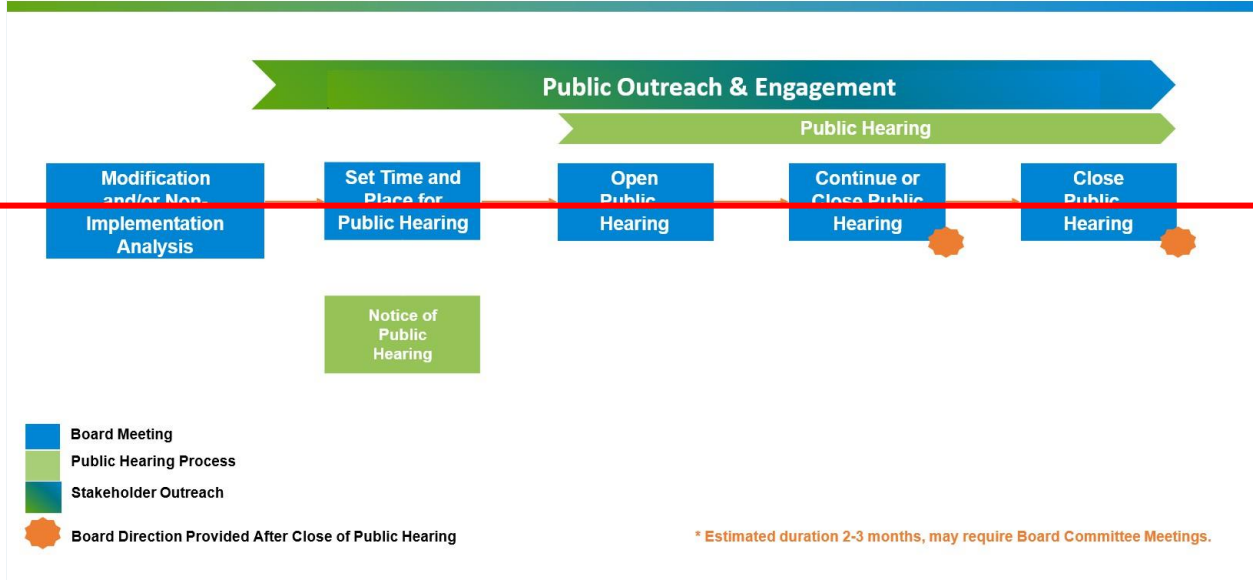
# Safe, Clean Water and Natural Flood Protection

## Program Change Control Process

### APPENDIX A: Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

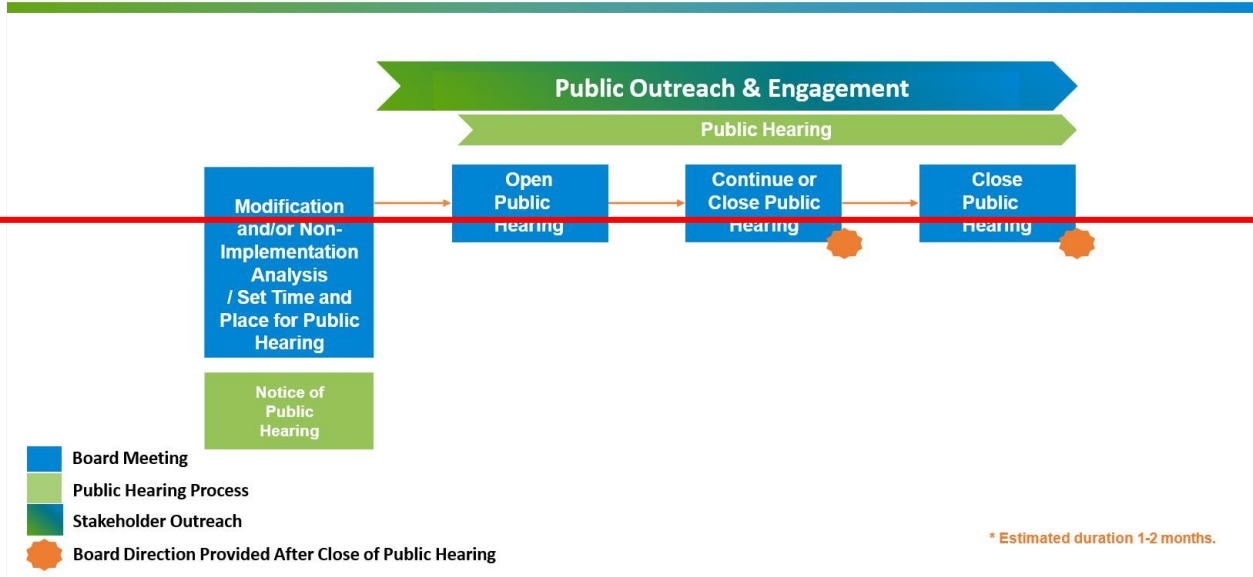
#### Proposed Improvements

#### Standard Process\*

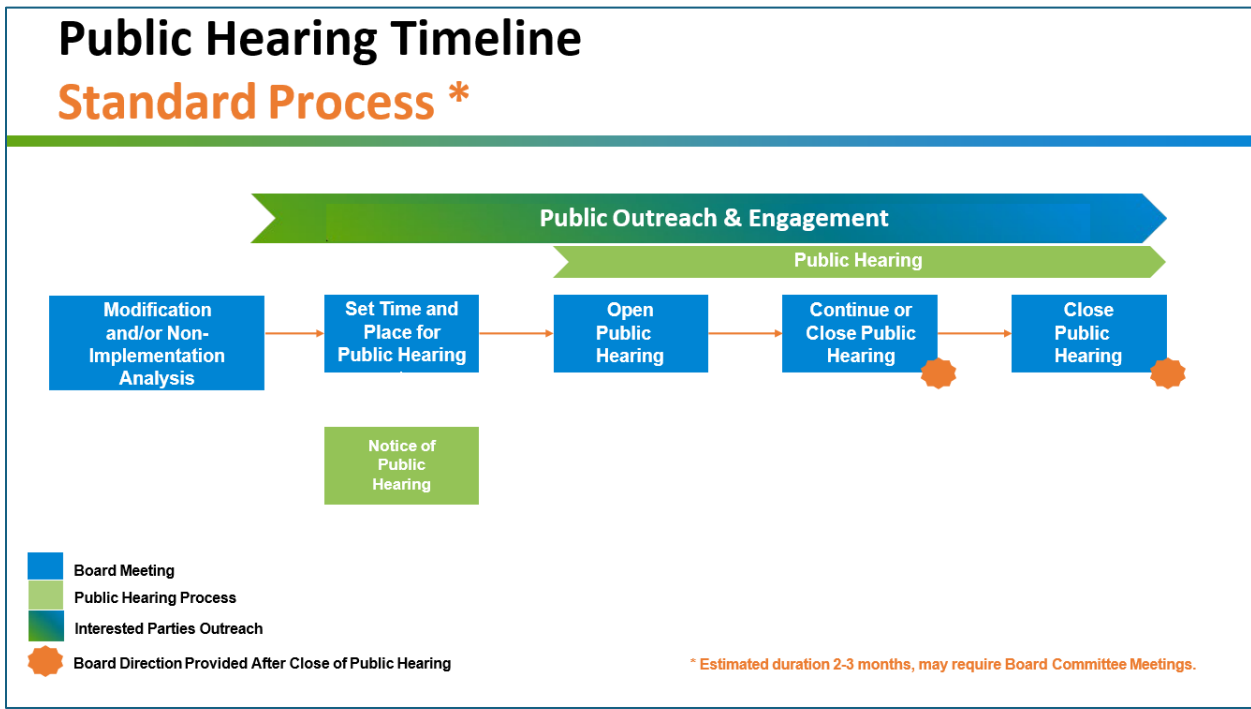


#### Proposed Improvements

#### Expedited Process\*

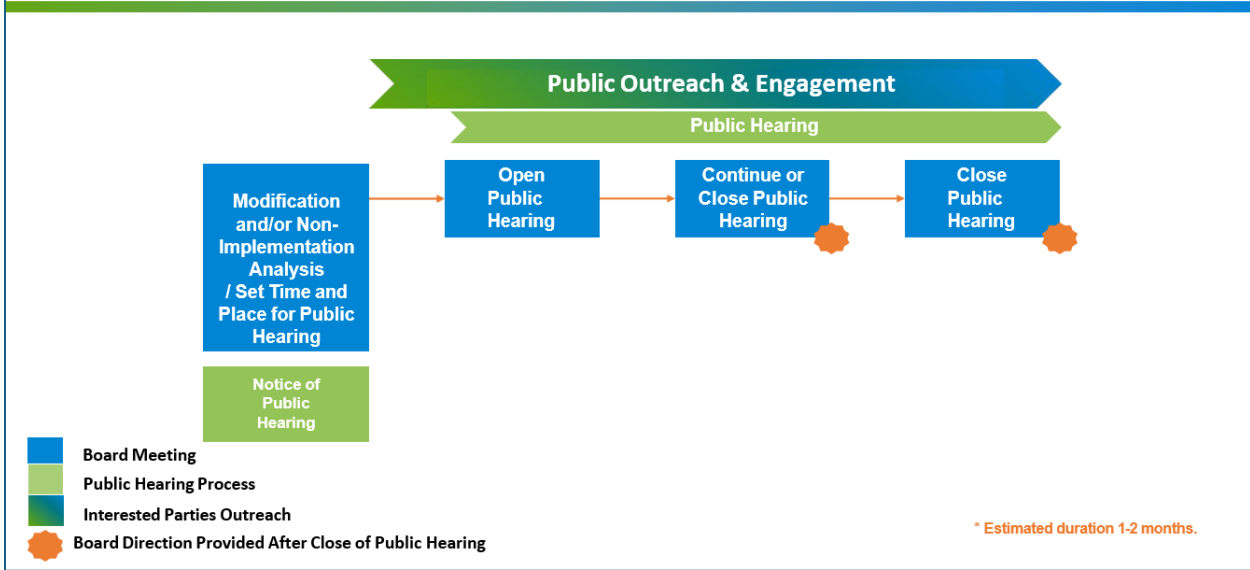


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## Public Hearing Timeline

### Expedited Process \*





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

## 1. PURPOSE

The purpose of this document is to define and standardize the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program or Program).

## 2. BACKGROUND

In November 2020, voters in Santa Clara County approved Measure S, a renewal of Valley Water's Safe, Clean Water Program. The Program was first passed by voters in 2000 as the Clean, Safe Creeks and Natural Flood Protection Plan, then again in 2012 as the Safe, Clean Water and Natural Flood Protection Program.

The Safe, Clean Water Program was developed to allow for adjustments to projects as needed over the course of the Program, to track and ensure that key performance indicators (KPIs) for the Program's projects are delivered. The voter-approved measure allows the Board of Directors (Board) to direct that proposed projects in the Program be modified or not implemented depending upon a number of factors, including federal and state funding limitations and the analysis and results of environmental reviews and permitting by state and federal regulatory agencies. However, the measure requires that the Board first hold a formal, public hearing on the matter, which will be noticed by publication and notification to interested parties, before making any decision to modify or not implement a project. Resolution No. 20-64, Section N.

Valley Water follows an established, Board approved Change Control Process on how proposed adjustments, modifications or non-implementation of projects in the Program will be considered. This Change Control Process was originally developed and approved as part of the 2012 Program and has been updated several times to incorporate feedback and direction from the Board, to address audit recommendations, and to align with the current Program approved by the voters in 2020.

## 3. DEFINITIONS

The Change Control Process distinguishes between the following three types of changes to projects in the Safe, Clean Water Program:

**Adjustments:** Changes to the Safe, Clean Water Program's project text or funding allocation that do not impact the delivery of any project KPI, or changes to a project schedule. Adjustments may include change(s) to a KPI when the purpose of such change(s) is to clarify the project KPI to be consistent with the applicable project description in the approved Program.

**Modifications:** Changes to project description, project KPI, or funding allocation that impact the delivery of any project KPI.

**Non-Implementation:** A decision by the Board to not implement a project.



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

<b>Table 1 Types of Changes</b>		
<b>Types of Changes</b>	<b>Adjustments</b>	<b>Modifications / Non-Implementation</b>
Project Text or KPI Text	Edits to project description text to correct errors, incorporate information/data updates, or improve overall readability, or edits to KPI text to clarify a project KPI to be consistent with the project description in the Program.	Changes to project description or KPI that will impact delivery of any project's KPIs in the Program.
Schedule	Changes to project schedules provided for each 15-year funding cycle of the Program	
Funding	Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project KPIs in the Program.	Changes to project funding allocations that will impact delivery of any project's KPIs in the Program.

By distinguishing between project adjustments and modifications, Valley Water can clearly define the project changes that trigger the requirement for a public hearing under the Safe, Clean Water Program measure. Additionally, by identifying the process for making adjustments and formalizing a clear process for annual public hearings, Valley Water can implement the Safe, Clean Water Program as intended. The following Section 4, Change Control Process Framework, describes the processes by which Valley Water will consider and make decisions on whether to adjust, modify, or not implement a project within the Program.

## **4. CHANGE CONTROL PROCESS FRAMEWORK**

When staff is considering proposing a change to a project in the Program, staff will evaluate whether the proposed change is an adjustment or a modification based on the above definitions. Section 4A describes the process for making project adjustments. Section 4B describes the process for making project modifications or deciding not to implement a project, both of which require public hearings pursuant to the approved measure.

### **A. Process for Adjustments**

After determining that an adjustment to a project may be necessary, staff will provide the analysis and recommendations to the Board, and the Board will provide direction based on staff's analysis and input from the community or others who might be interested in the project. Adjustments to the Program will be made by the Board and the changes will be reflected in the annual report for the year the adjustment was made, the then-current five-year implementation plan via addendum, the subsequent five-year plans, and the Program web page. Table 2 outlines the processes for making adjustments to the Program.



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

<b>Table 2 Process for Adjustments</b>	
<p><b>Project Text or KPI Text:</b> Edits to project description text to correct errors, incorporate information/data updates, or improve overall readability, or edits to KPI text to clarify a project KPI to be consistent with the project description in the Program.</p>	<ol style="list-style-type: none"> <li>1. Board approval will be sought at the time the Program Annual Report (Annual Report) is presented for approval.</li> <li>2. Board-approved adjustments to text will be reflected in the annual report, the then-current Safe, Clean Water Program five-year implementation plan (five-year implementation plan) via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Schedule:</b> Adjustments to project schedules provided for each 15-year funding cycle of the Program</p>	<ol style="list-style-type: none"> <li>1. Capital project schedules will be approved by the Board through the adoption of the Capital Improvement Program (CIP) Five-Year Plan or at the end of the fiscal year.</li> <li>2. All schedule adjustments, including those approved through the CIP Five-Year Plan, will be presented to the Board at the end of the fiscal year.</li> <li>3. Schedule comparison of the original project schedule provided for each 15-year funding cycle of the Program to the project's current schedule will be included in the annual report</li> <li>4. The adjustments will be included in the then-current five-year implementation plan via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Funding:</b> Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project deliverables in the Program</p>	<ol style="list-style-type: none"> <li>1. Comply with Valley Water processes for budget adjustments.</li> <li>2. Approval for changes to project appropriations per the Program Report, Appendix E, will follow Valley Water's annual budget process, with analysis provided as to the impact on the overall program fund to ensure that any project KPIs in the Program will not be impacted.</li> <li>3. Annual and Cumulative Financial Summary information will be included in the Annual Report.</li> <li>4. All funding allocation adjustments, including those approved through the CIP Five-Year Plan, will be included in the then-current five-year implementation plan via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>



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

## **B. Process for Modifications and Non-Implementation**

Table 3 outlines the process for making modifications or non-implementation decisions. A more detailed description of the steps to implement this process is provided below.

<b>Table 3: Process for Modification and Non-Implementation</b>	
<p><b>Text:</b></p> <p>Changes to project description or KPI that will impact delivery of any project’s KPIs in the Program.</p>	<ol style="list-style-type: none"> <li>1. Public hearing</li> <li>2. Approved modifications will be included in the annual report, the then-current five-year implementation plan via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p><b>Funding:</b> Changes to project funding allocations that will impact delivery of any project’s KPIs in the Program.</p>	<ol style="list-style-type: none"> <li>1. Public hearing.</li> <li>2. Approved modifications will be included in the annual report, the current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>
<p>Decision to not implement a project,</p>	<ol style="list-style-type: none"> <li>1. Public hearing.</li> <li>2. Approved non-implementation of a project will be included in the in the annual report, the then-current five-year implementation plan, via addendum, the subsequent five-year plans, and the Program web page.</li> </ol>

### **1) Public Hearing: Process and Timeline**

- a. Once staff determines that a project modification or non-implementation may be necessary, staff will consider options and perform analysis on the proposed modification and options.
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## Safe, Clean Water and Natural Flood Protection Program Change Control Process

- c. After Board discussion and public input and pursuant to Board's direction, staff may (i) not move forward with proposing the modification; (ii) return to the Board with further analysis; or (iii) recommend that the Board set a public hearing date to consider the proposed modification. The timing for the Board to set the public hearing can occur in two ways:
  - Standard Process - In most cases, staff will return to the Board at the next regular board meeting and seek the Board's approval to set the public hearing date to occur at the following regular board meeting.
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- d. The Board will open the public hearing at the scheduled public hearing date and time and hear public comments. The Board will continue the public hearing without closing the public hearing.
- e. After the Board sets the public hearing date (see 1.c above) and while the public hearing is continued, staff will identify and pursue opportunities as appropriate to engage with the community and other interested parties (e.g., cities, county, community groups). These opportunities may include presenting the proposed modification at one or more Board committees (e.g., Capital Improvement Program Committee, Environmental Creek Cleanup Committee) and meeting with communities directly to answer questions and collect input. Staff will collect input gathered during these outreach meetings and provide the information to the Board as the public hearing continues.
- f. At the close of the public hearing, the Board will deliberate before making a decision on the matter.

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

- Reduced costs for public notice placements in newspapers by holding one public hearing for multiple projects;
- Consistency for the community and other interested parties who wish to participate on an annual basis;
- Acceptance or rejection of proposed modifications prior to the budget hearings, allowing for the Board’s direction to be incorporated in the next fiscal year budget; and
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### 2) Public Hearing: Noticing and Outreach

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- a. **Publications** in local papers (e.g. Vietnam Daily, El Observador, Palo Alto Daily Post, etc.)
- b. **Online** – Posting the public hearing notice in the District News section of the website and on social media (e.g. Facebook, LinkedIn, NextDoor, and X).
- c. **Email** – Sending E-blasts to the IMC members, the Safe, Clean Water list of interested parties, and applicable project email lists. Presentations regarding the Safe, Clean Water Program at public meetings include a Quick Response (QR) code linking to the sign-up form for email notifications.

### 5. CHANGE HISTORY

DATE	REV	SIGNIFICANT CHANGE	COMMENTS
10/28/25	A	Yes	Revised Safe, Clean Water Program (SCW) Change Control Process (2025) Document (Extended public hearings, public advertisement requirements and clarification of rationale for recommendations)

<sup>1</sup> Section 12(a) of the District Act provides the requirements for noticing public hearings for the Board’s consideration of engineer reports. Valley Water will follow a similar process for noticing public hearings for SCW Program changes.



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

02/24/26	B	Yes	Revised SCW Change Control Process (refine definitions for Adjustments and Modifications and clarify associated process steps)
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### 6. ADDENDA

**APPENDIX A:** Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

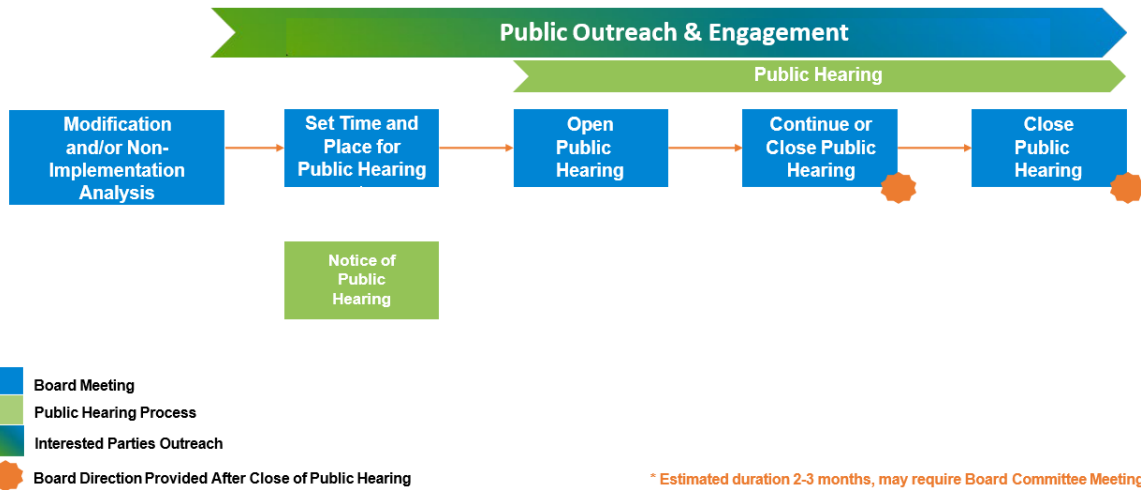


# Safe, Clean Water and Natural Flood Protection Program Change Control Process

## APPENDIX A: Flowcharts for SCW Change Control: Public Hearing for Modifications and Non-Implementation

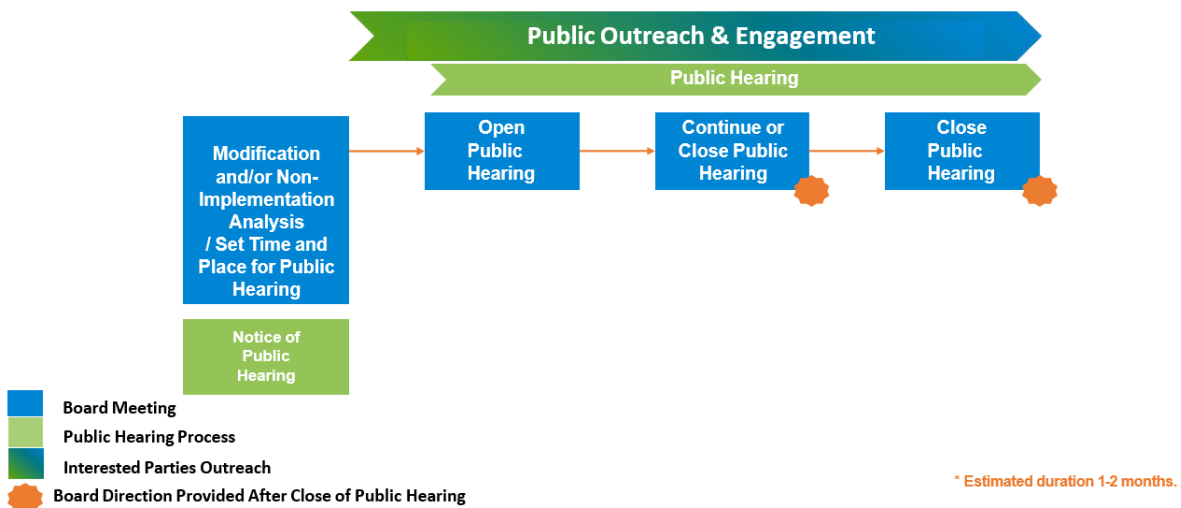
### Public Hearing Timeline

#### Standard Process \*



### Public Hearing Timeline

#### Expedited Process \*



# Safe, Clean Water Program Change Control Process—At-A-Glance

YOUR TAX DOLLARS AT WORK



## What is the Change Control Process?

The Change Control Process outlines how Valley Water evaluates and implements decisions to **adjust, modify, or not carry out** a Safe, Clean Water project. It ensures projects stay on track, use funds wisely, and meet community needs. Every project has clear outcomes, called key performance indicators (KPIs), that are used to measure progress and results.

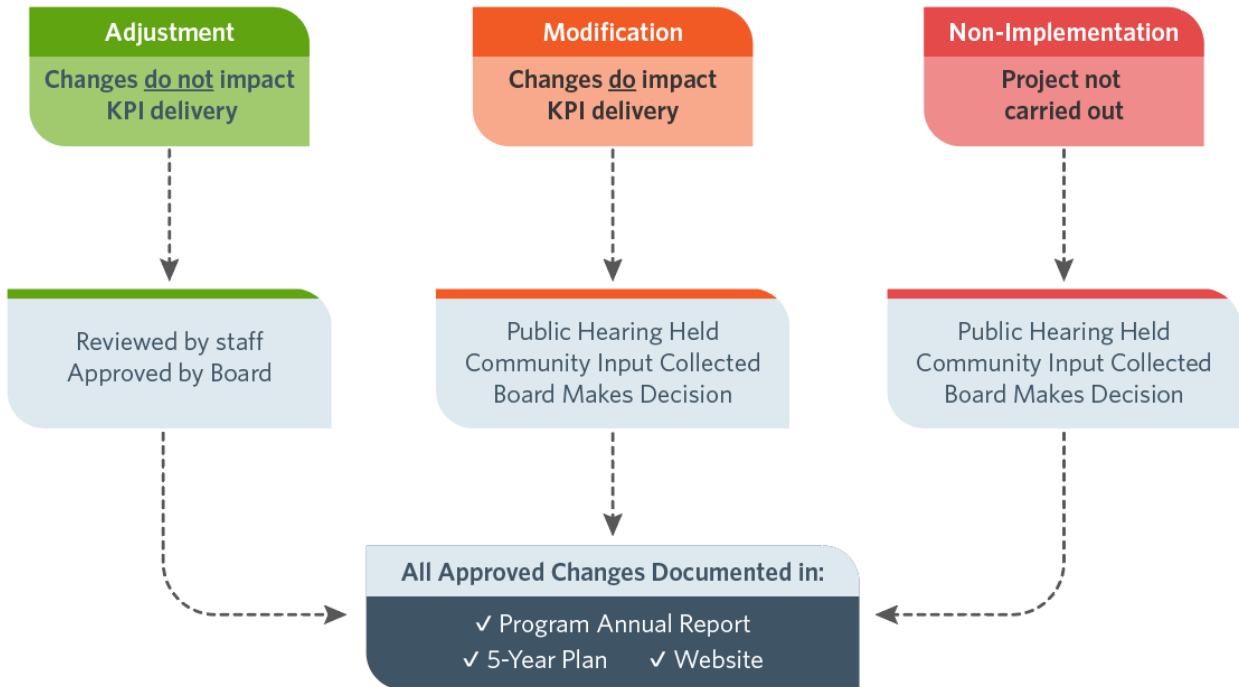
## Types of Changes

Type of Change	What It Means	Public Hearing Needed?
<b>Adjustment</b>	<b>Changes</b> to project text or funding allocation that <b>do not impact</b> the delivery of any project <b>KPI</b> , or changes to a project schedule. Adjustments may include change(s) to a KPI when the purpose of such change(s) is to clarify the project KPI to be consistent with the applicable project description in the approved Program.	No public hearing—Board approves during regular meetings.
<b>Modification</b>	<b>Changes</b> to project description, project KPI, or funding allocation that <b>impact</b> delivery of any project <b>KPI</b> .	Yes—requires a public hearing.
<b>Non-Implementation</b>	A decision not to carry out a project.	Yes—requires a public hearing.

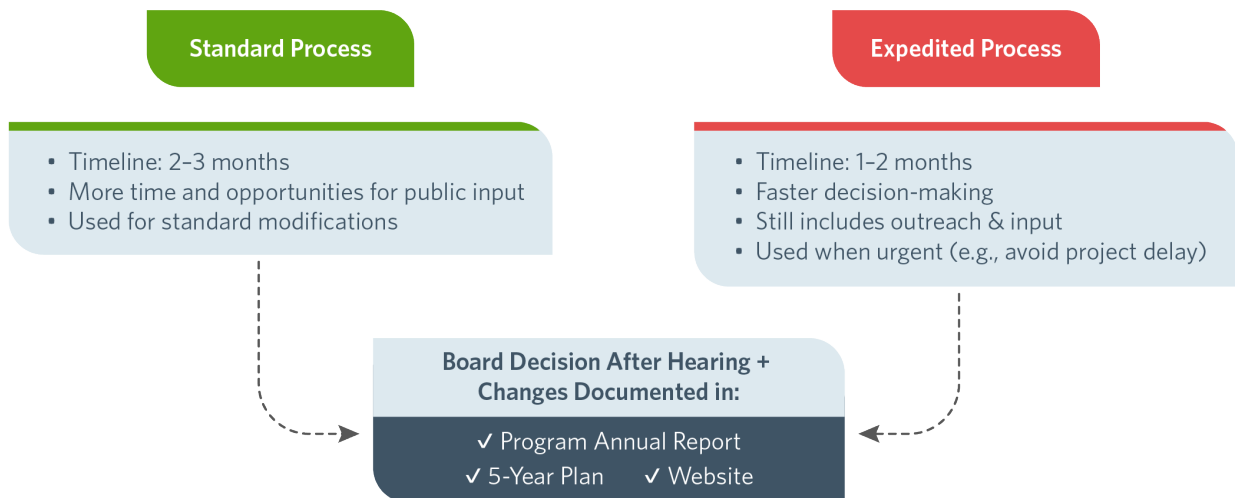
## Public Hearings—Your Role

- **When?**  
Usually, no later than April.
- **How long?**  
Standard process (2-3 months) or expedited process (1-2 months if urgent).
- **How are you notified?**  
Notices in local newspapers, Valley Water’s website, social media, and email updates.
- **How can you participate?**  
Attend hearings, sign up for email updates, and join public meetings.

## How a Proposed Project Change Flows



## Standard vs. Expedited Public Hearing



## Summary

- Changes with no impact to KPI delivery are approved during Board meetings.
- Changes with any impact to KPI delivery are approved by the Board after holding a noticed public hearing.
- Your voice helps shape the future of Safe, Clean Water projects.



**Safe,  
Clean  
Water**

*and Natural Flood Protection*



# Safe, Clean Water Program Change Control Process Updates

Presented by: Luz Penilla, Assistant Officer – Office of Integrated Water Management



## **RECOMMENDED BOARD ACTION**

**Approve the proposed updates to the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program**

# Agenda

- Background
- **Proposed Change Control Process Updates**

# Background



# Safe Clean Water **Overview**

- Renewed Safe, Clean Water and Natural Flood Protection Program  
**Measure S, Voter-approved (2020)**
- Strong **funding principles**, along with board and public oversight, ensure transparency and accountability
- **Voter-approved Measure S authorizes** Valley Water Board to **modify or not implement** a project, but **only after** the Board holds a **noticed public hearing** before adopting such a decision
  - **Measure S does not require a hearing for other changes**
  - **All changes are made via a Board-approved change control process**

# Safe Clean Water **Funding Principles**

- **Countywide Parcel Tax:** revenues are not earmarked for or distributed by city
  - Revenues must support voter-approved priorities only
- **Voter-approved priorities:** Valley Water is committed to completing 31 capital and operating projects under 6 priorities
- **Project cost estimates:** are estimates not earmarks
  - Unless... financial commitment is specified in KPI
- **Supplemental Funding:** provided by Watershed Stream Stewardship (WSS) and Water Utility (WU) funds for many projects

# Safe Clean Water **Funding Principles cont...**

- **Project Modifications:** Board may adjust a project's schedule, scope, or cost, or cancel a project in response to economic, policy or regulatory conditions
  - Must follow the SCW Change Control Process
  - Staff use risk-based prioritization tools to support recommendations
  - Decisions captured in CIP plans, 5-Year SCW Implementation Plan, & Adopted Budget
- Excess funds from canceled or completed projects **return to SCW fund reserves**, not to specific cities
- Board allocates funds based on **countywide priorities and highest risks**, not geography

# Prior Board Action

## Change Control Process Updates for Enhanced Transparency & Public Input

- **Oct 2025 Board Approved Improvements**
  - Extended Public Hearing
  - Expanded Outreach
  - Aligned Public Hearing Notice with Notice for District Act-Required Hearings
  - Enhanced reporting

# Nov 2025 SCW Performance Audit (FY2021-24)

- Audit findings included **recommendations to evaluate key performance indicators (KPIs) for several projects**
- Prompted Staff to review Adjustment vs. Modification
  - Refined Definitions
  - Minor editorial revisions

# Proposed Updates



# Change Control Process

## Definitions

### Adjustment

(publicly noticed Board meeting)

**Changes** to the project text or funding allocation that **do not impact** the delivery of any project **KPI**, or changes to a project schedule. Adjustments may include change(s) to a KPI when the purpose of such change(s) is to clarify the project KPI to be consistent with the applicable project description in the approved Program

### Modification

(formal public hearing)\*

**Changes** to project description, project KPI, or funding allocation that **impact** the delivery of any project **KPI**.

### Not Implement

(formal public hearing)\*

**A decision** by the Board to **not implement a project**

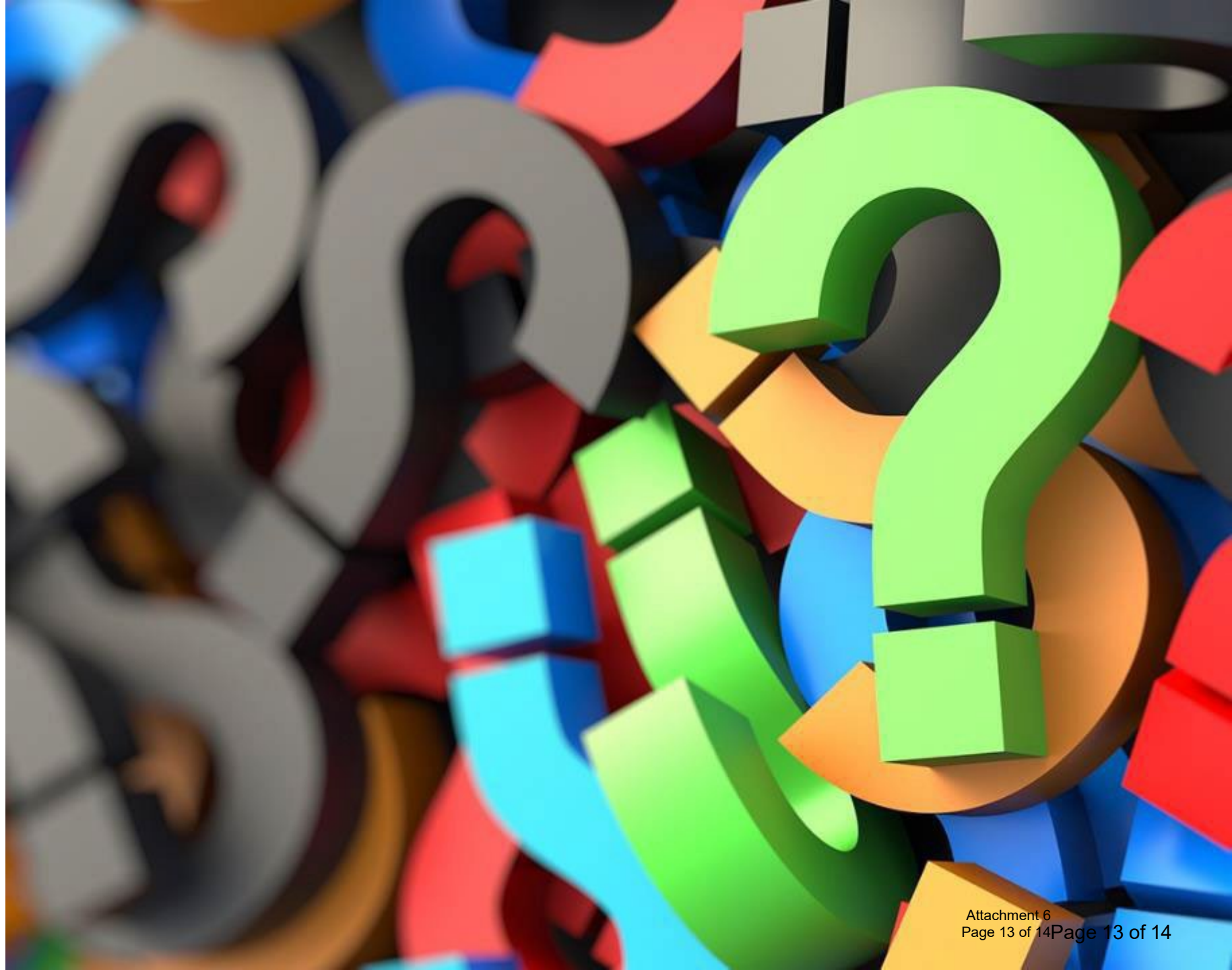


# RECOMMENDED BOARD ACTIONS

**Approve the proposed updates to the Change Control Process for the Safe, Clean Water and Natural Flood Protection Program**

# QUESTIONS

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# Valley Water

Clean Water • Healthy Environment • Flood Protection