



SANTA CLARA VALLEY WATER DISTRICT

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# NON-AGENDA

**March 30, 2023**

**Board Policy EL-7 Communication and Support to the Board**

*The BAOs shall inform and support the Board in its work.*

Page		<b><u>CEO BULLETIN &amp; NEWSLETTERS</u></b>
		CEO Bulletin: None.
		<b><u>BOARD MEMBER REQUESTS &amp; INFORMATIONAL ITEMS</u></b>
<b>3</b>		<b>BMR/IBMR Weekly Reports: 3/30/23</b>
<b>5</b>		Memorandum from Rachael Gibson, Chief of External Affairs, to Rick Callender, CEO, dated 3/16/23, regarding Safe, Clean Water Mini-Grant Cancellation: Children's Discovery Museum's FY2020 D3 Project Transact Alamitos Project.
		<b><u>INCOMING BOARD CORRESPONDENCE</u></b>
<b>11</b>		<b>Board Correspondence Weekly Report: 3/30/23</b>
<b>12</b>		Email from Cheri Machado Knapp to the Board, dated 3/27/23, regarding the accumulation of trash in the creek by her home. (C-23-0068)
<b>14</b>		Email from Khadijeh Hoseini to Director Beall, dated 3/27/23, regarding an unhoused encampment in front of his property. (C-23-0069)
<b>18</b>		Email from Karl Jensen to the Board, dated 3/27/23, regarding concern for increasing water fees. (C-23-0070)
<b>19</b>		Email from Sita Kern to Director Santos, dated 3/28/23, thanking him for the Certificate of Recognition and appreciation plaque in honor of being named 2022 Berryessa Citizen of the Year. (C-23-0071)
<b>20</b>		Emails from Pam Miracle to Directors Beall and Santos, dated 3/28/23 and 3/29/23, regarding unhoused encampments along the Los Gatos Creek Trail. (C-23-0072)
		<b><u>OUTGOING BOARD CORRESPONDENCE</u></b>
<b>24</b>		Email from Chair Varela to John Goldstein, dated 3/23/23, regarding good neighbor fence replacement cost share program.
<b>29</b>		Email from Director Beall to Matthew Quevedo, dated 3/23/23, regarding graffiti on Valley Water property located off Highway 85 and Almaden Expressway.
<b>31</b>		Email from Greg Williams, Deputy Operating Officer, to Don Halsey (copied to the Board), dated 3/24/23, regarding possibility of filing the ponds at the Blackberry Farm Golf Course.
<b>32</b>		Email from Chair Varela to Rich Sotelo, dated 3/27/23, regarding vegetation and trees in Llagas Creek from Monterey Road to Church Street.
<b>34</b>		Email from Director Eisenberg to Arya Shamain, dated 3/27/23, regarding mercury concerns in the Guadalupe watershed.
<b>40</b>		Email from Director Eisenberg to Kelly Locke, dated 3/28/23, regarding concerns about debris in Los Gatos Creek adjacent to Oak Meadow Park.

# **BOARD MEMBER REQUESTS and Informational Items**

**Report Name: Board Member Requests**

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
I-23-0010	02/20/23	Eisenberg	Baker	Gin	How much money the District has spent on (and has committed to) the Delta tunnel project (just totals, not requiring me to add up).	03/12/23		
I-23-0012	02/20/23	Eisenberg	Baker	Bogale	This is for a document, not a number: I asked for this before, but could not locate it in the many documents I received in response: I need the current version of the District's contract with the San Jose Water Company, including any/all amendments, exhibits, and attachments? (Amendments alone aren't sufficient without including the contract that is being amended).	03/12/23		
I-23-0013	02/13/23	Eisenberg	Yoke	Bella Mcelroy	Provide Director Eisenberg with answers to the following questions - What is the process for employees to speak with Board Members? and Do we have a policy on emotional support animals in the workplace?	03/05/23		
R-23-0001	03/28/23	Eisenberg	Yoke	Gordon	At the 03/28/2023 Board meeting, Director Eisenberg requested that staff verify if San San Jose Police Officers working with the unhoused receive de-escalation training (TY/AG)	04/17/23		
R-23-0002	03/28/23	Estremera	Baker	Gin	At the 03/28/23 Board meeting, Director Estremera requested that staff include a draft letter	04/17/23		

**Report Name: Board Member Requests**

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
					addressed to the San Jose Mayor and Council regarding recycled water commitment and reactivating the Joint RWC Committee, with the RWC recommendation coming to the Board on 4/11/23. (AB/VG)			

**TO:** Rick L. Callender, Esq.  
Chief Executive Officer

**FROM:** Rachael Gibson  
Chief of External Affairs

**SUBJECT:** Safe, Clean Water Mini-Grant Cancellation:  
Children's Discovery Museum's FY 2020 D3  
Project Transect Alamitos Project (Agreement  
No. N/A)

**DATE:** March 16, 2023

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In FY 2020, Valley Water awarded the Children's Discovery Museum (Grantee) a \$5,000 Safe, Clean Water Program D3 Mini-Grant for their Project Transect Alamitos Project (Project). Grantee planned to expand the scope of its existing Students Investigating Their Environment (BioSITE) environmental education program for the 4th-grade students of Graystone and Williams Elementary Schools and their Leland High School student mentors. Grantee could not carry out the Project with the students due to impacts from the COVID-19 pandemic and the Santa Clara County health mandates that required all in-person programs to be canceled. The grant activities were not conducive to a virtual program. Grantee requested to cancel the mini-grant via email on May 3, 2022, which is attached for your reference.

*Please note that the grant project closeout/cancellation is an internal process and the timeline between when final documentations are submitted and when the project is closed out/cancelled, does not impact the grantee, as it is processed after the final payment is issued to the grantee. Staff prioritizes tasks that directly impact the grantees, such as invoice processing, agreement and amendment execution, application review, etc. As a result, grant project closeouts/cancellations may have a longer timeline, but this timeline does not have any impact on grantees.*



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Rachael Gibson  
Chief of External Affairs  
External Affairs Division

cc: Chelsea Busick, Kristen Yasukawa, Sherilyn Tran, Donald Rocha, Grants Files

**From:** [Peggy Lam](#)  
**To:** [Marilee Jennings](#)  
**Cc:** [Grants](#); [Kristen Yasukawa](#)  
**Subject:** RE: Pending Items for Valley Water/CDM Grants  
**Date:** Thursday, May 5, 2022 5:22:49 PM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[Mini-Grant Cancellation Letter Template\\_CDM.docx](#)

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Hi Marilee,

That's great to hear! When you are ready to apply, you can apply online on Valley Water's [Fluxx Grantee Portal](#). Your login is your email address. I would encourage you to apply 3-4 months before the start of the program to provide time for application review and agreement execution. Please feel free to reach out to me at that time as well, and I can guide you through the process.

I also do encourage you to visit our [mini-grants website](#) to review the expanded benefits that is covered under the new Measure S mini-grant program. Perhaps there are other programs/projects that you can apply for as well! Mini-grants applications are open on a rolling basis until all available funds are disbursed during the same fiscal year.

Also, could you email us a signed cancellation letter for the FY 20 mini-grant that was awarded so we can cancel the mini-grant on our end? I have attached a sample template.

Let me know if you have any questions.

Thank you,

**PEGGY LAM** | [Schedule a meeting with me!](#)

MANAGEMENT ANALYST II

Community Benefits Program

Office of Civic Engagement | External Affairs Division

Cell: (408) 912-0088 | Tel: (408) 630-2710

Email: [PLam@valleywater.org](mailto:PLam@valleywater.org)

Santa Clara Valley Water District is now known as:



Clean Water • Healthy Environment • Flood Protection

5750 Almaden Expressway, San Jose CA 95118

[www.valleywater.org](http://www.valleywater.org)

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**From:** Marilee Jennings <[mjennings@cdm.org](mailto:mjennings@cdm.org)>

**Sent:** Tuesday, May 3, 2022 12:22 PM

**To:** Peggy Lam <[PLam@valleywater.org](mailto:PLam@valleywater.org)>

**Subject:** RE: Pending Items for Valley Water/CDM Grants

Hi Peggy,

Thanks for reaching out and keeping me up to date. We are re-booting our BioSITE program next fall and would be interested in a mini-grant!

Marilee

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**From:** Peggy Lam <[PLam@valleywater.org](mailto:PLam@valleywater.org)>

**Sent:** Tuesday, May 3, 2022 11:05 AM

**To:** Marilee Jennings <[mjennings@cdm.org](mailto:mjennings@cdm.org)>

**Cc:** Grants <[Grants@valleywater.org](mailto:Grants@valleywater.org)>; Kristen Yasukawa <[KYasukawa@valleywater.org](mailto:KYasukawa@valleywater.org)>

**Subject:** RE: Pending Items for Valley Water/CDM Grants

Hi Marilee,

I hope you are well. I was working with you on a \$5,000 mini-grant award to assist with funding the BioSITE Alamitos Creek Program. I understand there were some delays to the 2020 program due to COVID-19 restrictions, and thus we were unable to fully execute an agreement. It looks like we will need to cancel this award as we are now in FY22 and have additional funding appropriated to the new mini-grant program. Would you be interested in applying for a mini-grant again for the next bioSITE program, if you are still running it?

Thank you,

**PEGGY LAM** | [Schedule a meeting with me!](#)

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**From:** Peggy Lam

**Sent:** Monday, November 16, 2020 11:32 AM

**To:** [mjennings@cdm.org](mailto:mjennings@cdm.org)

**Cc:** Grants <[Grants@valleywater.org](mailto:Grants@valleywater.org)>

**Subject:** FW: Pending Items for Valley Water/CDM Grants

Hi Marilee,

Hope you have been doing well since we last met in April. I just wanted to check in on the awarded mini-grant for the BioSITE Alamitos Creek project. Did the project end up taking place virtually or was it postponed?

**PEGGY LAM**

COMMUNITY BENEFITS ANALYST

Office of Civic Engagement

External Affairs Division

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**From:** Peggy Lam

**Sent:** Thursday, April 30, 2020 8:22 AM

**To:** Marilee Jennings <[mjennings@cdm.org](mailto:mjennings@cdm.org)>

**Cc:** Kristen Yasukawa <[KYasukawa@valleywater.org](mailto:KYasukawa@valleywater.org)>; Grants <[Grants@valleywater.org](mailto:Grants@valleywater.org)>; Amy Fonseca <[AFonseca@valleywater.org](mailto:AFonseca@valleywater.org)>

**Subject:** RE: Pending Items for Valley Water/CDM Grants

Hi Marilee,

It was great meeting you virtually as well and wonderful to see you in positive spirits despite all that is going on.

For the awarded mini-grant **Project Transect Alamitos Creek**: I double checked on Fluxx if your application can be edited after it has been submitted, but unfortunately that cannot be done. I have attached the Scope and Schedule for you to make the necessary changes and also attached the application for your reference.

Once you send the revisions back to me I can begin working on the agreement. Feel free to contact us if you have any questions.

Thanks,

**PEGGY LAM**

COMMUNITY BENEFITS ANALYST

Office of Civic Engagement

External Affairs Division

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**From:** Amy Fonseca

**Sent:** Tuesday, April 28, 2020 5:18 PM

**To:** Marilee Jennings <[mjennings@cdm.org](mailto:mjennings@cdm.org)>

**Cc:** Kristen Yasukawa <[KYasukawa@valleywater.org](mailto:KYasukawa@valleywater.org)>; Peggy Lam <[PLam@valleywater.org](mailto:PLam@valleywater.org)>; Grants <[Grants@valleywater.org](mailto:Grants@valleywater.org)>

**Subject:** Pending Items for Valley Water/CDM Grants

Hi Marilee,

It was great meeting you virtually. Thank you very much for checking in with us today, we look forward to working on your new grants. I am attaching a few reference items from your proposal that may be helpful on your Exploration Portal agreement.

For the **Exploration Portal Agreement**, we need the following items:

1. Status update on CEQA;
2. Review redline to proposed scope (attached). Please use tracked changes if you edit any items in the scope.



3. Update project schedule (recommendations and blank template are attached). I made some suggestion in the scope/schedule Word doc. It would be helpful if we could get the tasks subtasks, and deliverables aligned for billing and tracking. You can update either document;
4. Update project budget (pdf attached). For this document, we just want to make sure the main tasks align and that you have a chance to take a final look at your allocation of funds to each task before we finalize your agreement. If you make any changes, please track those.
5. Insurance certificate before we finalize the agreement for routing.

Please reach out if you need any assistance or have any questions. We will do the final formatting, so don't worry about that.

If you could get items 1, 2, 3, and 4 to us early next week we would really appreciate it.

Thank you again,

**AMY FONSECA**

COMMUNITY BENEFITS SENIOR MANAGEMENT ANALYST

Office of Civic Engagement

Tel. (408) 630-3005 / Cell (408) 717-0289

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# **INCOMING BOARD CORRESPONDENCE**

**Report Name: Correspondence (open)**

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
C-23-0030	01/18/23	01/18/23	All	STEPHEN QUAN	Email from Stephen Quan, to the Board of Directors, dated 01/18/23, regarding Dam Levels and the Drought.	Refer to Staff	Baker	Williams	01/26/23	01/31/23	n/a	02/01/23
C-23-0045	02/23/23	02/24/23	All	MELISSA MALLORY	EMail from Melissa Mallory regarding unhouse along Los Gatos Creek Trail.	Refer to Staff	Blank	Yerrapot u Codiann e	03/04/23	03/03/23	n/a	03/10/23
C-23-0068	03/28/23	03/28/23	All	CHERI MACHADO-KNAPP	Email from Cheri Machado Knapp to the Board dated 3/28/23 regardin trash in the creek.	Refer to Staff	Yerrapot u	Codiann e	04/05/23		n/a	04/11/23
C-23-0069	03/27/23	03/28/23	All	KHADIJEH HOSEINI	Email from Khadijeh Hoseini to the Board, dated 3/27/23, regarding unhoused located on Valley Water Property next to their home.	Refer to Staff	Yerrapot u Blank	Codiann e	04/05/23		n/a	04/11/23
C-23-0070	03/27/23	03/28/23	All	KARL JENSEN	Email from Karl Jensen to the Board, dated 3/27/23 regarding water rates.	Refer to Staff	Baker	Bogale	04/05/23		n/a	04/11/23
C-23-0071	03/28/23	03/29/23	All	SITA KERN	Email from Sita Kern to Director Santos thanking him for the certificate of recognition for Citizen of the Year 2022.	Noted and Filed			04/06/23		n/a	04/12/23
C-23-0072	03/28/23	03/29/23	Beall Santos	PAM MIRACLE	Email from Pam Miracle to Directors Beall and Santos expressing concern for unhouse encampments along Los Gatos Creek trail.	Refer to Staff	Yerrapot u Blank	Codiann e	04/06/23		n/a	04/12/23