



Change Control Process

November 14, 2023. (<https://scvwd.legistar.com/LegislationDetail.aspx?ID=6403621&GUID=88285944-0711-4288-A580-556ECB375C95>)

Change Control Process

	Adjustments (Publicly noticed meetings)	Modifications (Formal public hearing required)
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 renewed Safe, Clean Water and Natural Flood Protection Program (renewed Program), approved by voters in November 2020.	
Funding	Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project KPIs in the renewed Program.	Changes to funding allocations that will impact any project's KPIs in the renewed Program.

Processes for Adjustments

Text: Edits to text to correct errors, information/data updates, and overall readability

1. Board approval will be sought at the time the renewed Program Annual Report (Annual Report) is presented for approval
2. Board-approved adjustments to text will be updated in the 5-Year Implementation Plan and included in future Annual Reports, which will be posted to the website

Schedule: Adjustments to project schedules provided for each 15-year funding cycle of the renewed Program, approved by voters in November 2020

1. Capital project schedules will be approved by the Board through the adoption of the Capital Improvement Program Five-Year Plan.
2. Schedule adjustment updates will take place at the end of the fiscal year or as needed.
3. Schedule comparison of the original project schedule provided for each 15-year funding cycle of the renewed Program to the project's current schedule will be included in the Annual Report.
4. This information will be posted to the renewed Program's web page and updated in the current 5-Year Implementation Plan.

Funding: Fiscal Year budget adjustments and changes to project funding allocations that do not impact any project KPIs in the renewed Program

1. Comply with Valley Water processes for budget adjustments.
2. Approval for changes to project appropriations per the renewed 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 renewed Program will not be impacted.
3. Annual and Cumulative Financial Summary information will be included in the Annual Report.
4. This information will be posted to the renewed Program's web page and updated in the 5-Year Implementation Plan.

Process for Modification and Non-implementation

MODIFICATION

Text: Changes to a project's KPIs

1. Public hearing.
2. Approved modifications will be included in the Annual Report, posted to the renewed Program's web page and updated in the current 5-Year Implementation Plan.

Funding: Changes to project funding allocations that will impact any project's KPIs in the renewed Program

1. Public hearing.
2. Approved modifications will be included in the Annual Report, posted to the renewed Program's web page and updated in the current 5-Year Implementation Plan.

NON-IMPLEMENTATION

Decision to not implement a project

1. Public hearing.
2. Approved non-implementation of a project will be included in the Annual Report, posted to the renewed Program's web page and updated in the current 5-Year Implementation Plan.

Public Hearing Process

1. Established a point-in-time for a public hearing during each fiscal year (no later than April)
 - A. Should the need for project modifications or non-implementation arise for multiple projects, the following can be accomplished:
 - 1) Reduced costs for public notice placements by holding one public hearing for multiple projects;
 - 2) Consistency for interested stakeholders who wish to participate on an annual basis;
 - 3) 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
 - 4) An annual opportunity for project managers to propose modifications that incorporate both the Board's review of the Annual Report (November) and the Board-accepted recommendations of the IMC (March).
2. Public Notices
 - A. Placement of public notices will be consistent with California Government Code § 6066
 - B. Notice will be emailed/communicated to stakeholders, including but not limited to:
 - 1) The renewed Program's Independent Monitoring Committee (IMC).
 - 2) Project stakeholders, including local government entities.



Valley Water

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