



CAPITAL IMPROVEMENT PROGRAM MEETING

# MINUTES

MONDAY, JUNE 13, 2022  
11:00 AM

(Paragraph numbers coincide with agenda item numbers)

## 1. CALL TO ORDER:

A special meeting of the Santa Clara Valley Water District (Valley Water) Capital Improvement Program Committee (Committee) was called to order at 5700 Almaden Expressway in San Jose, California at 11:00 a.m.

### 1.1 Roll Call.

Committee members in attendance were District 4 Director Linda LeZotte, District 6 Director Tony Estremera, and District 5 Director Nai Hsueh, Chairperson presiding, constituting a quorum of the Committee.

Staff in attendance was Glenna Brambill, Management Analyst II.

Staff participating were H. Angeles, J. Aranda, E. Aryee, L. Bankosh, S. Berning, S. Bogale, J. Bourgeois, G. Brambill, F. Chak, J. Codianne, J. Collins, M. Cook, J. Devadoss, S. Ferranti, A. Fraumeni, M. Ganjoo, C. Gayotin, A. Gschwind, C. Hakes, M. King, C. Kwok-Smith, O. Leonardo, J. Martin, D. Montenegro, C. Nguyen, M. Nguyen, J. O'Brien, A. Phagan, D. Rocha, L. Orta, K. Struve, J. Villareal, T. Yoke, and B. Welch.

## 2. TIME OPEN FOR PUBLIC COMMENTS ON ANY ITEM NOT ON THE AGENDA:

Chairperson Hsueh declared time open for public comment on any item not on the agenda. There was no one present who wished to speak.

## 3. APPROVAL OF MINUTES:

### 3.1 Approval of Minutes.

Recommendation: Approve the minutes of the May 16, 2022 meeting.

The Committee considered the minutes of the May 16, 2022 meeting.

It was moved by Director LeZotte, seconded by Vice Chairperson Estremera, and unanimously carried by roll call vote, to approve the Minutes of May 16, 2022, as presented.

06/13/22

#### **4. ACTION ITEMS:**

##### **4.1 Receive Update on the ERP System Implementation Project No. 73274002.**

Recommendation: Receive update on the ERP System Implementation Project No. 73274002.

Mr. Michael Cook, Deputy Operating Officer, reviewed the information on this item per the attached Committee Agenda Memo, and corresponding presentation material contained in Attachment 1.

The Committee received information on Valley Water's (VW) Enterprise Resource Planning System's Phase 1 and 2 implementation schedule; lessons learned associated with contractors late delivery, resource models and staff turnover on both Infor and VW sides; post-go live punchline list and optimization phase.

The Committee noted the following without taking formal action:

- VW has a partner that helps to enhance the system such as generation of additional financial reports than what were originally thought were needed, and development of new screens and menus for easier use.
- Infor's license agreement is for support and maintenance of their software which includes update services such as implementing system changes due to annual changes in tax law as well as "bread-fix" type issues. With Cendien, items that are for enhancement and optimizations, or those that are "nice to have" rather than "need to have" are indicated on the current three-year agreement, a longer and less expensive agreement than Infor.
- Mr. Cook would share a diagram that shows the extensive integration with PMIS and VEMO to the Committee via email through Ms. Brambill.

The Committee mentioned that VW contracts should legally include how contractor replaces staff that leave their company to ensure continuity of Valley Water projects.

##### **4.2 Review Capital Project Monitoring – Construction Report.**

Recommendation: Receive and discuss information regarding the status of capital projects in the construction phase.

Mr. Chris Hakes, Deputy Operating Officer, reviewed the information on this item per the attached Committee Agenda Memo, and the corresponding material contained in Attachment 1 were reviewed, as follows: Mr. Hakes reviewed Line Item Nos. 1 and 2 ; Mr. Emmanuel Aryee, Acting Deputy Operating Officer reviewed Line Item Nos. 3 through 11; Ms. Julianne O'Brien, Associate Engineer-Civil, reviewed Line Items 12 through 19; and Mr. Cook reviewed Line Item Nos. 20 through 23.

The Committee received information on capital projects in the construction phase without taking formal action and noted the following:

- In regard to the Anderson Dam Seismic Retrofit Project, Mr. Hakes stated that a site tour could be arranged by staff; and that staff would come back with a presentation on timelines and photos of the tunnel excavations.
- In regard to the Pacheco Pumping Plants Priority I Fire Alarm & Suppression Project, Mr. Aryee stated that construction completion should be sometime in July/August this year instead of Spring 2023 as published on the agenda.
- In regard to a tracking system to monitor projects that are either on a three-year plant establishment, or in a monitoring period such as the gravel movement monitoring on the Upper Guadalupe River Reach 6, Mr. Bourgeois and Chairperson Hsueh would determine the timing of reporting and develop the materials to be presented to this Committee. Chairperson Hsueh added that the big picture includes vegetation which is a contractor's responsibility, and VW have to show how to hold contractor responsible. Director LeZotte requested the Closeout phase reporting be added to the Capital Project Monitoring report outs.
- In regard to the Other SCW 2012 SCW: Permanente Creek, SF Bay to Foothill Expressway Project, Ms. O'Brien, mentioned that an external design consultant reviewed the integrity of the walls, and proposed a need for additional projects; and that staff would reach out to this Committee with more information.
- In regard to the Watershed Asset Rehabilitation Program, Chairperson Hsueh mentioned that properties on the erosion sites are Valley Water properties, and that she recently approved an informational notice to adjacent property owners about the project.
- In regard to the Data Consolidation project, Mr. Cook stated that Data Consolidation is more of a misnomer since the project is more about a tool that allows digitalization of records, automation, and allows metadata of documents that could be linked for work flow streamlining; that this project was scoped out to handle pilot projects with departments then would move on to enterprise-wide application; and that Valley Water would have more projects to be included as more records are converted to electronic format. Ms. Jessica Collins, Business Planning & Analysis Unit Manager, identified herself as in charge of VW's Lands Management Program, added that the Hyland system uses a scanning software to identify and search key words for use when looking for prior easements including summary information about the easement; and allows linking and storing scanned documents into ECM and GIS where staff could then access easements and deeds in real time.

#### **4.3 Receive Information on Upcoming Consultant Agreements Amendments for Capital Projects.**

Recommendation: Receive information on upcoming consultant agreement amendments for capital projects.

Mr. Aryee reviewed the information on this item per the attached Committee Agenda Memo.

The Committee received information on capital projects in the construction phase without taking formal action and noted that this on-call agreement creates Task Orders from project owners that request pipeline analysis and rehabilitation services; that the \$5M sets the limit within which these task orders are budgeted; and that Kennedy Jenks Consultants would continue to work under these task orders.

The Committee mentioned that on-call agreements should be managed with clear policy criteria and in a consistent manner, as our organization is now much bigger and that perception from outside on the \$5M approved by the Board could be that the full amount would be spent fully through a contract extension; that there is no objection from this Committee on this particular amendment; that on-call agreements give us flexibility to manage resources; that we need to take some effort to manage and be consistent with on call consultant agreements; and that the Board's desire is to assist small consulting firms to transition to medium-size firms through the project.

The Committee noted the information, without taking a formal action.

#### **4.4 Receive Information on Change Orders to Anderson Dam Tunnel Project Construction Contract.**

Recommendation: Receive Information on Change Orders to Anderson Dam Tunnel Project Construction Contract.

Mr. Hakes reviewed the information on this item per the attached Committee Agenda Memo.

The Committee received the information without taking formal action, and noted the following:

- In regard to the change order on the Tunnel and Miscellaneous Items/Removal of Taber Drilling from Scope, Mr. Hakes stated that Taber Drilling would have done some of the drilling on the scope of work of the construction contract, and that AECOM would now be taking care of contracting that scope of work which would be more cost effective than having Taber Drilling carry out the work; Mr. Hakes further explained that the net cost of the original changes approved by DSOD and FERC were higher, so that the reduction on the construction contract were offset by the increase on the AECOM contract. He also explained that staff does not report on the AECOM agreement to this Committee because funding is already covered and supplemental services such as this have no contingencies.
- In regard to the change order on the Upsizing Soil Nail Rows, Mr. Hakes informed the Committee that approval of the upsizing of soil nails was in the interest of time for the project.

The Committee requested a format update on the Change Order status table seen as Attachment 1 by adding a row under the Amount columns that would show the total amount of Approved and Approved & Pending change orders.

**4.5 Review 2022 Capital Improvement Program Committee Work Plan.**

Recommendation: Review the 2022 Capital Improvement Program Committee Work Plan and make adjustments as necessary.

Chairperson Hsueh noted the following:

- Director LeZotte's request on capital project monitoring status of the closeout phase would be added under Capital Project Monitoring, which is already under the CIP Implementation section of the work plan; and
- At the next Consultant Agreement Compliance Process update in August 2022, staff to include lessons learned in contract management as discussed under Item 4.1 of this meeting; and
- At the next Capital Project Monitoring under Construction Phase in September 2022, staff to present footage of the tunnel excavation for the Anderson Dam Seismic Retrofit project.

**5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS:**

None.

**6. ADJOURN:**

**6.1 Adjourn to Regular Meeting at 11:00 a.m., on July 18, 2022.**

Chairperson Hsueh adjourned the meeting at 12:30 p.m., to the next regular meeting on July 18, 2022.

Eva Sans  
Assistant Deputy Clerk II

Approved:

Date:

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