



## Santa Clara Valley Water District Youth Commission Meeting

HQ. Bldg. Boardroom, 5700 Almaden Expressway, San Jose, California  
Join Zoom Meeting: <https://valleywater.zoom.us/j/87431067568>

### REGULAR MEETING AGENDA

**Wednesday, August 20, 2025  
6:00 PM**

**District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.**

SCVWD Youth Commission  
TBD - Commission Chairperson  
TBD - Commission Vice Chairperson

**BOARD REPRESENTATIVES**  
Director John Varela - District 1  
Director Shiloh Ballard - District 2  
Director Nai Hsueh - District 5

All public records relating to an item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the Clerk of the Board at the Santa Clara Valley Water District Headquarters Building, 5700 Almaden Expressway, San Jose, CA 95118, at the same time that the public records are distributed or made available to the legislative body. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to attend Board of Directors' meeting. Please advise the Clerk of the Board Office of any special needs by calling (408) 265-2600.

Kristen Yasukawa (Staff  
Liaison)

Dave Leon (COB Liaison)  
Assistant Deputy Clerk II  
[daveleon@valleywater.org](mailto:daveleon@valleywater.org)

**Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown Act.**

**Santa Clara Valley Water District**  
**Santa Clara Valley Water District Youth Commission**  
**REGULAR MEETING**  
**AGENDA**

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Wednesday, August 20, 2025

6:00 PM

HQ. Bldg. Boardroom, 5700 Almaden Expressway, San Jose, California

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<https://valleywater.zoom.us/j/87431067568>

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**\*\*\*IMPORTANT NOTICES AND PARTICIPATION INSTRUCTIONS\*\*\***

Santa Clara Valley Water District (Valley Water) Board of Directors/Board Committee meetings are held as a “hybrid” meetings, conducted in-person as well as by telecommunication, and is compliant with the provisions of the Ralph M. Brown Act.

To maximize public safety while still maintaining transparency and public access, members of the public have an option to participate by teleconference/video conference or attend in-person. To observe and participate in the meeting by teleconference/video conference, please see the meeting link located at the top of the agenda. If attending in-person, you are required to comply with **Ordinance 22-03 - AN ORDINANCE OF THE SANTA CLARA VALLEY WATER DISTRICT SPECIFYING RULES OF DECORUM FOR PARTICIPATION IN BOARD AND COMMITTEE MEETINGS** located at <https://s3.us-west-2.amazonaws.com/valleywater.org.if-us-west-2/f2-live/s3fs-public/Ord.pdf>

In accordance with the requirements of Gov. Code Section 54954.3(a), members of the public wishing to address the Board/Committee during public comment or on any item listed on the agenda, may do so by filling out a Speaker Card and submitting it to the Clerk or using the “Raise Hand” tool located in the Zoom meeting application to identify yourself in order to speak, at the time the item is called. Speakers will be acknowledged by the Board/Committee Chair in the order requests are received and granted speaking access to address the Board.

- Members of the Public may test their connection to Zoom Meetings at: <https://zoom.us/test>
- Members of the Public are encouraged to review our overview on joining Valley Water Board Meetings at: <https://www.youtube.com/watch?v=TojJpYCxXm0>

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This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Sections 54950 et. seq. and has

not been prepared with a view to informing an investment decision in any of Valley Water's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of Valley Water's bonds, notes or other obligations and investors and potential investors should rely only on information filed by Valley Water on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and Valley Water's Investor Relations website, maintained on the World Wide Web at <https://emma.msrb.org/> and <https://www.valleywater.org/how-we-operate/financebudget/investor-relations>, respectively.

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**Join Zoom Meeting:**

**<https://valleywater.zoom.us/j/87431067568>**

**Meeting ID: 874 3106 7568**

**Join by Phone:**

**1 (669) 900-9128, 87431067568#**

**1. CALL TO ORDER:**

1.1. Roll Call.

**2. WELCOME**

Board of Directors

**3. OATH OF OFFICE**

**4. INTRODUCTIONS**

A. Valley Water Staff

B. Youth Commissioners

**5. INTERACTIVE ACTIVITY**

**6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

**7. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA.**

*Notice to the public: Members of the public who wish to address the Board/Committee on any item not listed on the agenda may do so by filling out a Speaker Card and submitting it to the Clerk or using the "Raise Hand" tool located in the Zoom meeting*

*application to identify yourself to speak. Speakers will be acknowledged by the Board/Committee Chair in the order requests are received and granted speaking access to address the Board/Committee. Speakers' comments should be limited to three minutes or as set by the Chair. The law does not permit Board/Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If Board/Committee action is requested, the matter may be placed on a future agenda. All comments that require a response will be referred to staff for a reply in writing. The Board/Committee may take action on any item of business appearing on the posted agenda.*

## **8. APPROVAL OF MINUTES:**

### **8.1. Approval of Minutes.**

[25-0724](#)

Recommendation: Approve the May 29, 2025 meeting minutes.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: 05292025 Youth Commission Minutes](#)

Est. Staff Time: 5 Minutes

## **9. REGULAR AGENDA:**

### **9.1. Receive Presentation Relating to Valley Water Board Resolution No. 17-75.**

[25-0675](#)

Recommendation: Receive Presentation Relating to Board Resolution No. 17-75, which defines the structure and purpose of the Valley Water Youth Commission.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1 Board Resolution 17-75](#)

Est. Staff Time: 10 Minutes

### **9.2. Receive Brown Act Overview and Training.**

[25-0676](#)

Recommendation: Receive training regarding Brown Act requirements governing public meetings.

Manager: Andrew Gschwind, 408-630-2804

Attachments: [Attachment 1: 2025 YC Brown Act Training](#)

Est. Staff Time: 15 Minutes

### **9.3. Receive Update from Santa Clara Valley Water District Youth Commission's Working Groups and Ad Hoc Committees.**

[25-0687](#)

Recommendation: Receive updates from working groups and ad hoc committees and make recommendations to the Board, as necessary.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: FY25 Project Groups](#)

Est. Staff Time: 10 Minutes

9.4. Review Santa Clara Valley Water District Youth Commission Work Plan, the Outcomes of Board Action of Commission Requests; and discuss possible items for the Commission's Next Meeting Agenda. 25-0697

Recommendation: Review the Commission work plan to guide the commission's discussions regarding policy alternatives and implications for Board deliberation and make recommendations as necessary.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: YC Work Plan May 2025](#)

Est. Staff Time: 5 Minutes

**10. MANAGER'S REPORT**

**11. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS.**

*This is an opportunity for the Clerk to review and obtain clarification on any formally moved, seconded, and approved requests and recommendations made by the Committee during the meeting.*

**12. ADJOURN:**

12.1. Adjourn. The next Regular Meeting is scheduled at 6 p.m. on Wednesday, November 19, 2025.

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# Santa Clara Valley Water District

File No.: 25-0724

Agenda Date: 8/20/2025

Item No.: 8.1.

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## COMMITTEE AGENDA MEMORANDUM

### Santa Clara Valley Water District Youth Commission

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

**SUBJECT:**  
Approval of Minutes.

**RECOMMENDATION:**  
Approve the May 29, 2025 meeting minutes.

**SUMMARY:**  
A summary of Committee discussions, and details of all actions taken by the Committee, during all open and public Committee meetings, is transcribed and submitted for review and approval.

Upon Committee approval, minutes transcripts are finalized and entered into the District's historical records archives and serve as historical records of the Committee's meetings.

**ENVIRONMENTAL JUSTICE IMPACT:**  
There are no Environmental Justice impacts associated with this item.

**ATTACHMENTS:**  
Attachment 1: 05292025 Youth Commission Minutes

**UNCLASSIFIED MANAGER:**  
Candice Kwok-Smith, 408-630-3193

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SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION MEETING

# DRAFT MINUTES

**THURSDAY, May 29, 2025**

(Paragraph numbers coincide with agenda item numbers)

A special meeting of the Santa Clara Valley Water District Youth Commission (Youth Commission) was held on May 29, 2025, at Santa Clara Valley Water District, Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, CA 95118.

**1. CALL TO ORDER**

Youth Commission Chairperson Niharika Koduru called the meeting to order at 6:09 p.m.

**1.1 ROLL CALL**

A quorum was established with 13 members present.

**Members in attendance were:**

District 2: Andrew Lomio and Chairperson Niharika Koduru

District 3: Nina Yuan, Parnika Sadhu, and Prathik Janakiram

District 4: Christopher Barsoum and Ellie Zhou

District 5: Aditya Shivakumar

District 6: Jonathan Lopez and David Huynh

District 7: Oded Bronicki, Vice Chairperson Maitreya Banerjee, and Doyoon Kim

**Members not in attendance were:**

District 1: Ishaan Mandala, Lorelei Henry, and Elena Alegre

District 2: Ca Nha Dang

District 4: Agata Bak

District 5: Daphne Zhu and Grace Liu

District 6: Soleil Hernandez

Directors in attendance were: Shiloh Ballard, District 2.

Valley Water Staff in attendance were: Ricardo Barajas, Layla Forooghi, Kristen Yasukawa, and Stephanie Simunic.

Public in attendance were: Anon, Mario Rivas, and Shiva Shivakumar.

## **2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA**

There was no one who wished to speak.

## **3. APPROVAL OF MINUTES**

Recommendation: Approve the January 22, 2025 meeting minutes

It was moved by Chairperson Koduru, seconded by Vice Chairperson Banerjee, and unanimously carried, to approve the January 22, 2025 Commission meeting minutes as submitted.

## **4. INTERACTIVE ACTIVITY**

Layla Forooghi led an activity wherein the Members wrote down and shared their thoughts and review of the past year on the Commission.

## **5. MANAGER'S REPORT**

Kristen Yasukawa noted that more than 200 applications were received for the eleven vacancies on the Commission. She further reported that the public tours at the water purification center are still being given and distributed flyers relating to the tours.

## **6. REGULAR AGENDA ITEMS**

### **6.1. UPDATE FROM SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION'S PROJECT GROUPS**

Recommendation: Receive updates from working groups and ad hoc committees and make recommendations to the Board, as necessary.

Member Lomio reported that on February 10, 2025, the Creekside Community Care Initiative Project Group assembled 100 hygiene kits, which were distributed on February 23 while taking a tour of the Bill Wilson Center. He also noted blog posts that were uploaded to the Valley Water website relating to various topics.

Member Shivakumar reported that the Education Outreach Program Project Group organized webcasts for school groups interested in Valley Water's grant programs, and the webcasts aired April 2 and 12, 2025.

Ricardo Barajas reported that the Policy Writing Ad Hoc Committee's proposed plan to address environmental concerns relating to the unhoused population in Santa Clara County, stating that the Creekside Community Care Initiative, which included the hygiene kit distribution, was a result of those efforts.

Member Zhou reported that the Creek Stewardship and Water Quality Outreach Project Group toured the water quality lab and participated in a hands-on chain of custody activity which shows how scientists track a sample of water from collection to lab testing. She further noted that the Working Group created several educational videos on various topics relating to water

quality, and that the Project Group hosted a National River Cleanup Day Youth Commission site in Milpitas.

## **6.2. REVIEW SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION WORK PLAN, THE OUTCOMES OF BOARD ACTION OF COMMISSION REQUESTS; AND DISCUSS POSSIBLE ITEMS FOR THE COMMISSION'S NEXT MEETING AGENDA**

Recommendation: Review the Commission work plan to guide the Commission's discussions regarding policy alternatives and implications for Board deliberation and make recommendations as necessary.

Without discussion, the Commission received the information and took no action.

## **6.3. RECOGNITION OF OUTGOING YOUTH COMMISSION MEMBERS**

Recommendation: Acknowledge and recognize outgoing Youth Commission Members.

Director Ballard provided remarks to the Youth Commission and presented the graduating members of the Commission with a Certificate of Recognition for their service, and each graduate was given the opportunity to address the Commission.

1. Lorelei Henry - representing District 1 (Director Varela)
2. Ca Nha Dang - representing District 2 (Director Ballard)
3. Chairperson Niharika Koduru - representing District 2 (Director Ballard)
4. Christopher Barsoum - representing District 4 (Director Beall)
5. Daphne Zhu - representing District 5 (Director Hsueh)
6. Grace Liu - representing District 5 (Director Hsueh)
7. Jonathan Lopez - representing District 6 (Director Estremera)
8. Oded Bronicki – representing District 7 (Director Eisenberg)
9. Vice Chairperson Maitreya Banerjee – representing District 7 (Director Eisenberg)

## **7. CLERK REVIEW AND CLARIFICATION OF COMMISSION REQUESTS TO THE BOARD**

Without discussion, the Commission took no action.

## **8. ADJOURN**

Chairperson Koduru adjourned the meeting at 6:46 p.m.

Dave Leon  
Assistant Deputy Clerk II  
Office of the Clerk of the Board

Approved:

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# Santa Clara Valley Water District

File No.: 25-0675

Agenda Date: 8/20/2025

Item No.: 9.1.

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## COMMITTEE AGENDA MEMORANDUM

### Santa Clara Valley Water District Youth Commission

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

#### **SUBJECT:**

Receive Presentation Relating to Valley Water Board Resolution No. 17-75.

#### **RECOMMENDATION:**

Receive Presentation Relating to Board Resolution No. 17-75, which defines the structure and purpose of the Valley Water Youth Commission.

#### **SUMMARY:**

This is an informational item intended to acquaint members of the Youth Commission with the group's purpose, roles and responsibilities, and rules.

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

There are no environmental justice and equity impacts associated with this item.

#### **ATTACHMENTS:**

Attachment 1: Board Resolution 17-75

#### **UNCLASSIFIED MANAGER:**

Candice Kwok-Smith, 408-630-3193

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BOARD OF DIRECTORS  
SANTA CLARA VALLEY WATER  
DISTRICT

RESOLUTION 17- 75

PROVIDING FOR AND DEFINING THE STRUCTURE AND FUNCTION OF  
ADVISORY COMMITTEES TO THE SANTA CLARA VALLEY WATER DISTRICT  
BOARD OF DIRECTORS AND REPEALING RESOLUTION 15-28

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

There have been established as advisory to the Santa Clara Valley Water District (District) Board of Directors (Board), in accordance with the District Act, the following committees (hereafter "Committees"), which shall continue in accordance with the provisions of this resolution:

1. Agricultural Water Advisory Committee (established by the District Act, which states " . . . The Board shall create an advisory committee consisting of farmers to represent users of agricultural water.");
2. Environmental and Water Resources Committee;
3. Santa Clara Valley Water Commission; and
4. Santa Clara Valley Water District Youth Commission.

1. PURPOSE

- 1.1 This resolution sets forth the purpose, activities, and membership guidelines of the Committees.
- 1.2 The Committees are established to assist the Board with policy review and development, provide comment on activities in the implementation of the District's mission for Board consideration, and to identify Board-related issues pertaining to the following:
  - 1.2.1 **Agricultural Water Advisory Committee:** agricultural water supply and use and groundwater production charges.
  - 1.2.2 **Environmental and Water Resources Committee:** water supply, flood protection, and environmental stewardship.
  - 1.2.3 **Santa Clara Valley Water Commission:** water supply, flood protection, and environmental stewardship.
  - 1.2.4 **Santa Clara Valley Water District Youth Commission:** public policy, education, outreach, and all matters impacting the Santa Clara County youth and the water district.

- 1.3 In accordance with Governance Process Policy-8, the specific duties of the Committees are to:
  - 1.3.1 Provide input on policy alternatives for Board deliberation.
  - 1.3.2 Provide comment on the activities in the implementation of the District's mission for Board consideration.
  - 1.3.3 Produce and present to the Board an Annual Accomplishments Report summarizing the outcomes of the Committee's annual Board-approved work plan.
  - 1.3.4 Further, in accordance with Governance Process Policy-3, when requested by the Board, the Advisory Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.
- 1.4 In carrying out these duties, the Committee members bring to the District their respective expertise and the interests of the communities they represent.

**2. MEMBERSHIP**

- 2.1 Committee membership shall consist of the following:

**Agricultural Water Advisory Committee**

- 2.1.1 The Agricultural Water Advisory Committee shall be comprised of 16 members who are farmers and reside or do business, as determined by the Board, within Santa Clara County.
- 2.1.2 The Agricultural Water Advisory Committee shall also be comprised of one member who owns a private well (non-retail) within Santa Clara County.
- 2.1.3 Each Director may nominate up to two farmers who reside and/or farm within the nominating Director's district. In the event that a Director is unable to nominate a farmer from his/her district, the Director may nominate a farmer from anywhere within Santa Clara County.
- 2.1.4 The Loma Prieta Resource Conservation District and the Santa Clara County Farm Bureau may each nominate one representative for appointment as long as the nominee is a farmer who resides or does business, as determined by the Board, within Santa Clara County.
- 2.1.5 The Agricultural Water Advisory Committee does not have alternate members.

**Environmental and Water Resources Committee**

- 2.1.6 Effective July 1, 2015, the Environmental and Water Resources Committee shall be comprised of 21 At-Large members, who reside or do business, as determined by the Board, within Santa Clara County.
- 2.1.7 Effective July 1, 2015, each Director may nominate up to three at-large members.

**Santa Clara Valley Water Commission**

- 2.1.8 The Santa Clara Valley Water Commission shall be comprised of 18 elected representatives: one from each City and Town in Santa Clara County, the County of Santa Clara, the Santa Clara County Open Space Authority, and the Midpeninsula Regional Open Space District. Each elected representative may have at least one alternate who may be another elected official or staff person from the same jurisdiction.
- 2.1.9 All municipal representatives and alternates to the Santa Clara Valley Water Commission shall be appointed by their perspective agency.

**Santa Clara Valley Water District Youth Commission**

- 2.1.10 The Santa Clara Valley Water District Youth Commission shall be comprised of 21 Board-appointed members who reside and attend high school in Santa Clara County.
- 2.1.11 Each Director may nominate up to three at-large members of the Santa Clara Valley Water District Youth Commission.
- 2.2 Members and alternates (where applicable) of the Agricultural Water Advisory Committee, Environmental and Water Resources Committee, and Santa Clara Valley Water Commission serve a two-year renewable term that begins upon appointment, or January 1 if a renewed appointment, and expires on December 31 of the year following appointment. Term of office for Committee members and alternates who are appointed mid-year shall begin upon appointment and run through December 31 of the year following appointment.
- 2.3 Members of the Santa Clara Valley Water District Youth Commission serve a two-year renewable term that begins upon appointment, or September 1 if a renewed appointment, and expires on August 31 of the year following appointment. Term of office for Committee members and alternates who are appointed mid-term shall begin upon appointment and run through August 31 of the year following appointment.
- 2.4 Board appointed Committee members shall be held over until they are reappointed or successors are appointed by the Board.
- 2.5 Municipal appointed Committee members shall be held over until they are reappointed or successors are appointed by the County of Santa Clara and each City and Town therein.

- 2.6 Board member nominee appointments to Committees shall be subject to a majority vote of a quorum of the Board.
- 2.7 Following two or more consecutive unexcused absences, the Board may choose to remove a Board appointee. An unexcused absence is defined as failure to notify the District at least 48 hours in advance that the member will not attend the meeting.
- 2.8 Nothing in this resolution affects the eligibility of any current member of any Committee to serve out his or her current term, as long as the member continues to meet the eligibility criteria in effect when he or she was appointed to the Committee.

3. **OFFICERS AND DUTIES**

- 3.1 The officers of each Committee shall be a Chairperson and Vice-Chairperson, both of whom shall be members of that Committee. The Chairperson and Vice-Chairperson shall be elected by the Committee.
- 3.2 The term of the Chairperson and Vice-Chairperson of the Agricultural Water Advisory Committee, Environmental and Water Resources Committee, and Santa Clara Valley Water Commission is one year commencing on January 1 and ending on December 31 and for no more than two consecutive terms. The Agricultural Water Advisory Committee, Environmental and Water Resources Committee, and Santa Clara Valley Water Commission shall elect their officers at the first meeting of the calendar year. All officers shall hold over in their respective offices after their term of office has expired until their successors have been elected and have assumed office.
- 3.3 The term of the Chairperson and Vice-Chairperson for the Santa Clara Valley Water District Youth Commission shall commence on September 1 and end on August 31 of the following year. However, the term of the first Chairperson and Vice-Chairperson of the Santa Clara Valley Water District Youth Commission will commence at the Santa Clara Valley Water District Youth Commission's first meeting and end on August 31 of the following year.
- 3.4 The Chairperson of each Committee shall have the following authority and duties:
  - (a) Preside at all meetings of the Committee;
  - (b) Facilitate productive meetings in accordance with posted Agenda and the Ralph M. Brown Act (open meeting law);
  - (c) Add items to the committee agenda;
  - (d) Invite speakers for any agendized item;
  - (e) Manage speaker time limits;

- (f) Facilitate communication of committee comments, requests, and recommendations to the Board of Directors;
- (g) Report to the committee on decisions of the Board of Directors which impact the committee's activities; and
- (h) Perform other such duties as the Committee may prescribe consistent with the purpose of the Committee.

3.5 The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the unexpected vacancy of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed upon the Chairperson until such time as a new Chairperson is elected by the Committee.

3.6 Should the office of Chairperson or Vice-Chairperson become vacant during the term of such office, the Committee shall elect a successor from its membership at the earliest meeting at which such election would be practicable and such election shall be for the unexpired term of such office.

3.7 Should the Chairperson and Vice-Chairperson know in advance that they will both be absent from a meeting, the Chair may appoint a Chairperson Pro-tempore to preside over that meeting. In the event of an unanticipated absence of both the Chairperson and Vice-Chairperson, the Committee may elect a Chairperson Pro-tempore to preside over the meeting in their absence.

#### 4. MEETINGS

- 4.1 Meetings of the Committees shall be open and public and called in accordance with the Ralph M. Brown Act, Government Code Sections 54950 and following. Such meetings shall be held at the District Headquarters or such other place and time within Santa Clara County as the Board may designate.
- 4.2 Special meetings may be called by the Board and conducted in accordance with Section 54956 of the Government Code.
- 4.3 Committees shall convene four times per year or more often, as authorized by the Board, except for the Agricultural Water Advisory Committee, which shall convene at least once a year, or more often, as authorized by the Board.
- 4.4 The Board approves and sets all Committee annual work plans and meeting agendas. Committee meeting agendas will be considered pre-approved by the Board once it has approved each of the annual Advisory Committee work plans. Modifications to meeting agendas will be considered by the Board, or Board Chair, as needed, through a review of the pre-approved work plans when it receives and considers Committee policy recommendations, comments, and requests, staff recommended modifications, and requests by members of the public. The Board may also initiate modifications to pre-approved work plans at any time.

- 4.5 Notices of each meeting, together with an agenda, the draft minutes of the preceding meeting, and supporting meeting materials, shall be provided to the Committee members no less than ten business days in advance.
- 4.6 Any Committee meeting in which all items on the Agenda are informational, excluding the approval of meeting minutes, will be cancelled and notification sent from the Clerk of the Board at least ten days prior to the scheduled meeting date.
- 4.7 A majority of the appointed members of the Committee or their alternates is required to constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. If the Clerk of the Board, or his/her designated representative (Clerk), has been notified at least two business days in advance of a scheduled meeting that a quorum will not be present, the Clerk will cancel the meeting and notice the membership of the cancellation.
- 4.8 In the event that a Committee meeting is cancelled due to the lack of a quorum, upon concurrence of the Committee Chair and the Board Representative, the Committee meeting may be re-scheduled or re-convened to a specified date, time, and place.
- 4.9 In the event a quorum of the Committee is not present at the scheduled start time of the meeting, or is lost during the meeting, at the discretion of the Chair of each Advisory Committee, individual Committee members present in the room may proceed to hear informational agenda items, including any staff reports. No action shall be taken on any agenda item when a quorum does not exist. No official record of statements made by individual Committee members, staff, or members of the public will be created. However, if a quorum is achieved at any time, action items may be heard, discussed, and voted upon.
- 4.10 Except for such actions to adjourn, action of the Committee may be taken only upon the affirmative vote of not less than a majority of the appointed members or their alternates present. The voting on all matters shall be by voice vote unless a roll call vote is called for by any member of the Committee. Only appointed Committee members or appointed alternates (who are sitting in an appointed member's stead) may vote on a matter.
- 4.11 Discussion on any agenda item by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- 4.12 The Committee may adjourn any regular or special meeting to a time and place specified in the order of adjournment.

5. **SUB-COMMITTEES**

- 5.1 Subcommittees of Board Advisory Committees will not be recognized. However, less than a quorum of Committee members may meet informally outside of meetings in accordance with Ralph M. Brown Act requirements.

**PROVIDING FOR AND DEFINING THE STRUCTURE AND FUNCTION OF  
ADVISORY COMMITTEES TO THE SANTA CLARA VALLEY WATER DISTRICT  
BOARD OF DIRECTORS AND REPEALING RESOLUTION 15-28**

**RESOLUTION 17- 75**

BE IT FURTHER RESOLVED that Resolution No. 15-28 is hereby repealed.

PASSED AND ADOPTED by the Board of Directors of Santa Clara Valley Water District by the following vote on

AYES: Directors T. Estremera, R. Santos, N. Hsueh, G. Kremen,  
L. LeZotte, J. Varela

NOES: Directors None

ABSENT: Directors B. Keegan

ABSTAIN: Directors None

SANTA CLARA VALLEY WATER DISTRICT

  
\_\_\_\_\_  
JOHN L. VARELA  
Chair/Board of Directors

ATTEST: MICHELE L. KING, CMC

  
\_\_\_\_\_  
Clerk/Board of Directors

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# Santa Clara Valley Water District

File No.: 25-0676

Agenda Date: 8/20/2025

Item No.: 9.2.

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## COMMITTEE AGENDA MEMORANDUM

### Santa Clara Valley Water District Youth Commission

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

#### **SUBJECT:**

Receive Brown Act Overview and Training.

#### **RECOMMENDATION:**

Receive training regarding Brown Act requirements governing public meetings.

#### **SUMMARY:**

The Ralph M. Brown Act was enacted to ensure that actions of local public agencies are taken in open and public meetings, with posted agendas. The Santa Clara Valley Water District Youth Commission is a Board Advisory Committee, and pursuant to the SCVWD Board Advisory Committee Handbook of Guidelines and Responsibilities, Youth Commission meetings must be conducted in accordance with the Brown Act.

The following interactive training is designed to introduce Youth Commission members to some of the most important requirements under the Brown Act regarding notice and transparency in government.

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

There are no Environmental Justice impacts associated with this item.

#### **ATTACHMENTS:**

Attachment 1: 2025 YC Brown Act Training

#### **UNCLASSIFIED MANAGER:**

Andrew Gschwind, 408-630-2804

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# Valley Water

Clean Water • Healthy Environment • Flood Protection

# SCVWD Youth Commission 2024 Review of the Ralph M. Brown Act

Valley Water Youth Commission - August 20, 2025  
Presented by **Andy Gschwind, Assistant District Counsel**

# The Ralph M. Brown Act

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- Ralph M. Brown was a member of the California State Assembly
- He is best known for authoring the “Ralph M. Brown Act”
- Enacted in 1953, this was California’s first sunshine law designed to increase transparency in government.

## III.B. – Public Meetings Under the Ralf M. Brown Act

“All meetings of the legislative body of a local agency shall be **open and public**, and all persons shall be permitted to attend any meeting of the legislative body of a local agency.” (Gov. Code § 54953)





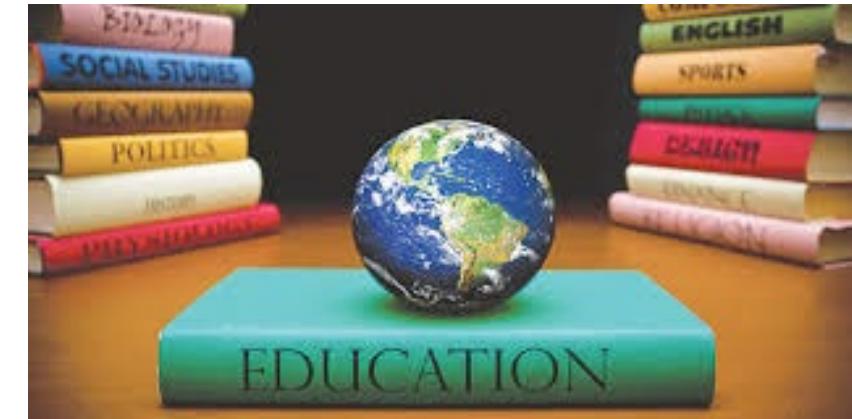
# **PUBLIC PARTICIPATION**

- The Brown Act protects the public's right to attend and participate at meetings.
- In addition to reviewing agendas, the public has a right to all meeting handouts considered by the Committee.

# What is the Purpose of this Training?

## Purpose:

- Educational: to introduce you to the Ralph M. Brown Act, which governs how most official government meetings are conducted in California. This law governs:
  - County Board of Supervisors Meetings
  - City Council Meetings
  - Special District Meetings (Valley Water is a special district)
  - School Board Meetings
  - [very similar to homeowners' association (HOA) meetings and corporate board meetings]
- Assist you on carrying out your work on the Commission during your term.



# Brown Act – What is a Public Meeting

- **Meeting:**

- Any gathering of a majority of the legislative body to "hear, discuss, deliberate, or take action" on a matter within the agency's jurisdiction.
- Typically, a physical meeting in an ADA-accessible, secular place open to all members of the public. But because of coronavirus, Gov. Newsom passed an executive order authorizing live-stream meetings.
- **Not necessarily in-person** – can be by **phone, email or Internet/social media**
  - Here, an email chain or a phone call involving 11 or more Youth Commissioners would be a “meeting” under the Brown Act!
- Newish law - Sept. 2020 (AB 992) allows elected officials to use the Internet to interact with the public but expressly prohibits an official from commenting on a posting concerning agency business by even one other member.

# Brown Act Basics – the Agenda

- Legislative body must give public notice before each meeting of its governing body of what items it will be considering in that meeting and what action it might take. This public notice is the **meeting agenda**.
  - Body **may only consider items on the agenda and take actions requested/contemplated on posted agenda**. Action or detailed discussion on any other item is prohibited.
    - Rule of reason: Okay to briefly or incidentally discuss issues or items not on agenda; can respond to public comment or question, etc.
  - this ensures that a member of the public, can, if she is interested, participate in the proceeding and speak out on the issues.
  - for example, if I live next door to a school that closed a few years ago that has a large school ground or grassy area and the City is debating a proposal to rezone this land to allow development of a strip mall on it, I would want to know this and speak out against it. The meeting agenda lets me know when and where to go to speak out against (or in favor of) it.



Meeting Agenda  
Thursday, May 14, 2020  
City Hall, 980 Applegate St., Philomath  
5:00 PM

Committee Chair: Dale Collins  
Committee Secretary: Izzie Elliott  
Committee Members: Cindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach  
City Staff: Chris Workman

1. ROLL CALL
2. APPROVAL OF MINUTES  
2.1 Minutes of January 9, 2020
3. BUSINESS  
3.1 Music in the Park status  
3.2 Update on the Fossile Overman Park landscape planting  
3.3 Tennis Court opening status  
3.4 Parks open  
3.5 Cochran Memorial Park status update
4. ADJOURNMENT

**Meeting Access Information**  
This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:  
Video: <https://zoom.us/j/2065907670?pwd=TJsl3Nubk83ODJkTy9LdUQvYXg5Zz09>  
Phone: 312-626-6799  
Meeting ID: 206 590 7670  
Password: Philomath

**Meeting Conduct**  
All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

# Brown Act – Agenda Cont'd

- The agenda lists all items that will be discussed at the meeting and any action being requested of the governing body.
- Under the Brown Act, a “meeting agenda” must be posted publicly on the Internet and in one or more prominent public places **at least 72 hours (3 days) before the meeting**.
  - [Note: VW policy requires 10 days notice on most items]
  - There are two rare exceptions:
    - urgency exception – may discuss a non-agenda item at a regular meeting if, by 2/3 vote, board determines that there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”
    - emergency - may discuss a non-agenda item at a regular meeting if, by majority vote, the body determines that the matter in question constitutes an emergency.
- The agenda description may be brief but **must be sufficiently detailed to inform public of the nature of the issue being discussed and action being requested**.



**PHILOMATH**  
Park Advisory Board

**Meeting Agenda**  
Thursday, May 14, 2020  
City Hall, 980 Applegate St., Philomath  
5:00 PM

Committee Chair: Dale Collins  
Committee Secretary: Izzie Elliott  
Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach  
City Staff: Chris Workman

**1. ROLL CALL**

**2. APPROVAL OF MINUTES**  
2.1 Minutes of January 9, 2020

**3. BUSINESS**  
3.1 Music in the Park status  
3.2 Update on the Flossie Overman Park landscape planting  
3.3 Tennis Court opening status  
3.4 Parks open  
3.5 Cochran Memorial Park status update

**4. ADJOURNMENT**

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# Brown Act – Agenda Cont'd

- Examples:

Bad

“Discuss Proposed Art Beautification Project.”

Good:

“Recommend to Valley Water Board of Directors that Valley Water Commission Artist Pablo Caruba to Paint Water Conservation Mural on Headquarters West Wall for an Amount Not-to-Exceed \$165,000.”

Bad (Probably doesn't violate law – just bad):

“Discuss Global warming and water impacts.”

Good:

“Recommend to Valley Water Board of Directors that Valley Water Consider Retaining Consultant to Study Anticipated Local Water Supply Impacts of Global Warming Over Next 50 Years.”

- Agenda should include all attachments provided to decisionmakers (provided to public at same time as decision-maker)
  - E.g., proposed resolution, proposed contract, Powerpoint presentations

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PHILOMATH

Park Advisory Board

Meeting Agenda

Thursday, May 14, 2020

City Hall, 980 Applegate St., Philomath

5:00 PM

Committee Chair:  
Committee Secretary:  
Committee Members:  
City Staff:

Dale Collins  
Tracie Elliott  
Lindy Young, Spencer Irwin, Caleb Unema, Sandy Heath, Carol Leach  
Chris Workman

1. ROLL CALL

2. APPROVAL OF MINUTES  
2.1 Minutes of January 9, 2020

3. BUSINESS  
3.1 Updates in the Park status  
3.2 Update on the Fossils Overman Park landscape planting  
3.3 Tennis Court opening status  
3.4 Parks open  
3.5 Cochran Memorial Park status update

4. ADJOURNMENT

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# Getting Items on Agenda

- Chair can put an item on the agenda
- Any Commissioner may put an item on the agenda
  - The Commission Clerk and staff will help
- Member of the public may request to put an item on the agenda and commissioners may approve



## PUTTING IT IN PRACTICE

### SUFFICIENT PUBLIC NOTICE?



The Youth Commission wants to hear a report on bottled water and plastic waste.

It also wishes to make a recommendation to the Board on measures the Board should adopt to discourage bottled water consumption.

# Which agenda language would best give the public notice of what the Commission was taking up at its meeting?

- A. Bottled Water, friend or foe?
- B. Receive report regarding bottled water consumption in Santa Clara County. Consider recommendations to Board of Directors regarding measures to adopt to discourage bottled water consumption.
- C. Bottled Water Consumption Trends and recommendations.

# Brown Act & Public Meetings – Cont'd

## The Agenda Requirements are enforceable.

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### Judge Rules L.A. Planners Hid Environment Reports, Violated Brown Act

By Peter B. Matuszak  
Daily Journal Staff Writer

LOS ANGELES — Open government advocates won a victory last week when a judge ruled that the city's practice of using internal city codes to disguise key environmental matters before the Planning Commission was illegal.

Los Angeles County Superior Court Judge David Yaffe ruled in favor of public interest attorney Robert Silverstein on Oct. 6, finding that the city had repeatedly violated the Brown Act, the state's open government law, by not clearly disclosing when commissioners would be deciding whether to approve environmental reports for new developments mandated by the California Environmental Quality Act.

"The evidence before the court, which is uncontradicted, shows that the City Planning Commission of the City of Los Angeles repeatedly posted agendas of its meetings during the year 2007 that clearly disclosed each action that it intended to take or discuss at a meeting except actions to be taken or considered under the California Environmental Quality Act," Yaffe wrote. *La Mirada Avenue Neighborhood Assoc. v. Los Angeles*, BS108652 (L.A. Super. Ct., filed March 30, 2007).

The judge pointed out that all other items on at least six Planning Commission agendas were spelled out in simple

understandable terms but that environmental matters to be taken up under CEQA were only mentioned in, "a cryptic reference like the following 'CEQA: ENV-2005-7720-EIR.'

"Such cryptic references are meaningless to most members of the public ... Such descriptions not only violate the Ralph M. Brown Act, but they also violate the fundamental purposes of CEQA," he wrote.

The ruling will force the city to change how it informs the public about pending environmental and land use decisions. The order enjoined the Planning Commission from taking any actions under CEQA that are not "described with clarity, particularity and detail," understandable to the general public.

The ruling will not stop any current projects, including the Paseo Plaza, which the suit was originally filed against. The preservationists who opposed the mixed-use project have settled their grievances with the developer, who agreed to pay into a fund that will be used to fix potential traffic problems. The plan calls for 437 residential units and 377,900 square feet of commercial space to be built near the corner of Santa Monica Boulevard and Western Avenue.

Despite the agreements, Silverstein continued to pursue  
See Page 4 — L.A.



ROBERT LEVINS / Daily Journal

"It has now become a lawsuit to vindicate the public's right to a transparent government," said attorney Robert Silverstein.

# Conduct of Meetings

- Public must be given opportunity to speak on any agenda item
  - Should be given the opportunity to do this **before** the Commission takes action.
  - Okay to set time limit on all speakers – e.g., each speaker only get 3 minutes
- Public must be given opportunity to speak regarding any matters within the body's jurisdiction during "public comment" period.
- Cannot require sign-in or speaker identification
  - voluntary sign-in permitted if sheet specifies that it is voluntary
  - speakers can choose to remain **anonymous**: so if one of your friends or parents wants to "zoom" into a meeting and talk while remaining anonymous, they can!
- Broadcasting, videotaping and photography must be permitted



# Conduct of Meetings – Rosenberg or Roberts Rules of Order or Conduct

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Most governmental bodies follow some variation on these rules. Valley Water's Governance Policy concerning meetings (GP-12) is similar:

- The Chairperson, with the help of the Clerk, typically runs the meeting;

Generally, to take action on an item:

- a Commissioner makes a motion to take a certain action on an item. For example, “I move that the Commission recommend to Valley Water’s Board that the Valley Water host a high school creek cleanup event.”
  - (If a motion is poorly phrased or if another commissioner wants to change it slightly, anyone can make an “amended motion” that clarifies or slightly changes the original motion.)
- another Commissioner then “seconds” the motion or else it fails.
- If the motion is seconded, all Commissioners then vote on the motion.
- If a majority of Commissioners present at the meeting vote in favor of motion, it passes. If not, it fails.



# Brown Act Violations – Prohibited Meetings

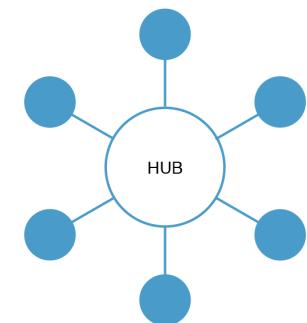
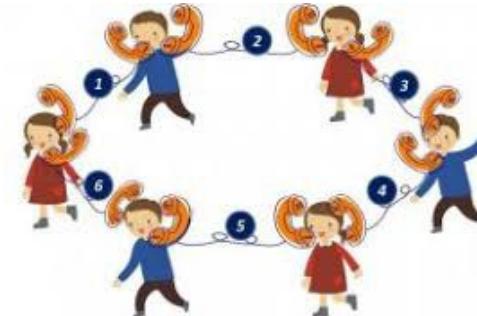
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- **Quorums outside of noticed meetings**

- 11 of you discussing Youth Commission business outside of a regular meeting
- Youth Commission work groups should keep discussions of issues within their own work group. Do not discuss with commissioners in other work groups.

- **Serial Meetings Prohibited:**

- **Daisy Chain:** If Member A contacts Member B, and Member B contacts Member C, and so on, passing along commission information, until a quorum (11 members) has been contacted, this is a “serial meeting” that violates the Brown Act.
- **Hub and spoke:** one person separately contacts a quorum of members (11 or more) discussing her/his views on action to be taken by the government body.



Serial meetings  
don't have to be  
face-to-face

The test is  
whether there is  
a series of  
communications



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# QUESTIONS





# Valley Water

Clean Water • Healthy Environment • Flood Protection



# Santa Clara Valley Water District

File No.: 25-0687

Agenda Date: 8/20/2025

Item No.: 9.3.

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## COMMITTEE AGENDA MEMORANDUM

### Santa Clara Valley Water District Youth Commission

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

#### **SUBJECT:**

Receive Update from Santa Clara Valley Water District Youth Commission's Working Groups and Ad Hoc Committees.

#### **RECOMMENDATION:**

Receive updates from working groups and ad hoc committees and make recommendations to the Board, as necessary.

#### **SUMMARY:**

The Santa Clara Valley Water District Youth Commission's (Commission) approved working groups and ad hoc committees will work on issues and policies that the Commission has on their work plan for the year.

This will be a standing agenda item.

#### **BACKGROUND:**

The District Act provides for the creation of advisory boards, committees, or commissions by resolution to serve at the pleasure of the Board.

Accordingly, the Board has established Board Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Board Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

Further, in accordance with Governance Process Policy-3, when requested by the Board, the Board's Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.

**ENVIRONMENTAL JUSTICE IMPACT:**

There are no Environmental Justice impacts associated with this item.

**ATTACHMENTS:**

Attachment 1: FY25 Project Groups

**UNCLASSIFIED MANAGER:**

Candice Kwok-Smith, 408-630-3193

## Youth Commission Project Groups

| Creekside Community Care Initiative Project Group |
|---|
| 1. Doyoon Kim                                     |
| 2. Parnika Sadhu                                  |
| 3. Andrew Lomio                                   |
| 4. Agata Bak                                      |
| 5. Nina Yuan                                      |
| 6   |
| 7   |
| 8   |
| 9   |
| 10  |

| Youth Commission Education Outreach Program Project Group |
|---|
| 1. David Nguyen Huynh                                     |
| 2. Doyoon Kim   |
| 3. Andrew Lomio   |
| 4. Aditya Shivakumar                                      |
| 5. Agata Bak  |
| 6   |
| 7   |
| 8   |
| 9   |
| 10  |

| Creek Stewardship and Water Quality Outreach Project Group |
|--|
| 1. Aditya Shivakumar                                       |
| 2. Ellie Zhou  |
| 3. Ishaan Mandala  |
| 4. David Nguyen Huynh                                      |
| 5. Prathik Janakiram                                       |
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# Santa Clara Valley Water District

File No.: 25-0697

Agenda Date: 8/20/2025

Item No.: 9.4.

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## COMMITTEE AGENDA MEMORANDUM Santa Clara Valley Water District Youth Commission

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

### **SUBJECT:**

Review Santa Clara Valley Water District Youth Commission Work Plan, the Outcomes of Board Action of Commission Requests; and discuss possible items for the Commission's Next Meeting Agenda.

### **RECOMMENDATION:**

Review the Commission work plan to guide the commission's discussions regarding policy alternatives and implications for Board deliberation and make recommendations as necessary.

### **SUMMARY:**

The attached Work Plan outlines the approved topics for discussion to be able to prepare policy alternatives and implications for Board deliberation. The work plan is agendized at each meeting to review accomplishments from prior meetings, updates to the work plan, and additional assignments by the Board.

This will be a standing agenda item.

### **BACKGROUND:**

#### **Governance Process Policy-8:**

The District Act provides for the creation of advisory boards, committees, or commissions by resolution to serve at the pleasure of the Board.

Accordingly, the Board has established Advisory Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Advisory Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

Further, in accordance with Governance Process Policy-3, when requested by the Board, the Advisory Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.

**ENVIRONMENTAL JUSTICE IMPACT:**

There are no Environmental Justice impacts associated with this item.

**ATTACHMENTS:**

Attachment 1: YC Work Plan May 2025

**UNCLASSIFIED MANAGER:**

Candice Kwok-Smith, 408-630-3193

The annual work plan establishes a framework for committee discussion and action during the annual meeting schedule. The committee work plan is a dynamic document, subject to change as external and internal issues impacting Valley Water occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the Valley Water Board of Directors.

| ITEM | WORK PLAN ITEM<br>BOARD POLICY   | MEETING DATE                          | ACCOMPLISHMENT DATE AND OUTCOME   |
|------|--|---------------------------------------|---|
| 1    | <b>Election of Chair and Vice Chair</b>  | 8-21-2024                             | <b>Accomplished August 21, 2024:</b><br>The Youth Commission elected Niharika Koduru as the 2024-2025 Chair and Maitreya Banerjee as the 2024-2025 Vice Chair.  |
| 2    | <b>Oath of Office - Youth Commission Members</b>   | 8-21-2024                             | <b>Accomplished August 21, 2024:</b><br>Dave Leon administered the Oath of Office to 14 Youth Commissioners:<br><br>District 1: Lorelei Henry<br>District 2: Ca Nha Dang, Andrew Lomio, and Niharika Koduru<br>District 3: Prathik Janakiram and Nina Yuan<br>District 4: Agata Bak, Ellie Zhou, and Christopher Barsoum<br>District 5: Aditya Shivakumar and Vice Chairperson Daphne Zhu<br>District 6: David Huynh<br>District 7: Maitreya Banerjee and Oded Bronicki |
| 3    | <b>Brown Act Review and Training</b>   | 8-21-2024                             | <b>Accomplished August 21, 2024:</b><br>Andrew Gschwind gave a review and training on the Brown Act. The Youth Commission took no action.   |
| 4    | <b>Santa Clara Valley Water District Youth Commission Orientation</b>  | 8-21-2024                             | <b>Accomplished August 21, 2024:</b><br>Ricardo Barajas gave an orientation presentation to the Youth Commission along with the expectations and regulations for the Commission to follow when attending and conducting meetings. The Youth Commission took no action.  |
| 5    | <b>Review Work Plan, the Outcomes of Board Action of Committee Requests, and the Committee's Next Meeting Agenda</b> | 8-21-2024<br>10-16-2024<br>11-20-2024 | <b>Accomplished August 21, 2024:</b> <ul style="list-style-type: none"> <li>Chairperson Niharika Koduru introduced: <ul style="list-style-type: none"> <li>The first video of the Youth Commission Career Day video project series.</li> </ul> </li> </ul>  |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY | MEETING DATE           | ACCOMPLISHMENT DATE AND OUTCOME   |
|------|--------------------------------|------------------------|---|
|      |                                | 1-22-2025<br>5-29-2025 | <ul style="list-style-type: none"> <li>• Youth Commissioner Ca Nha Dang reported on: <ul style="list-style-type: none"> <li>○ Purified Water Outreach Working Group plans a post on social media inviting school environmental clubs to visit the water purification center.</li> </ul> </li> <li>• Nick Ingram reported on: <ul style="list-style-type: none"> <li>○ Information relating to the September 21, 2024, Coastal Cleanup Day and invited the Commissioners to contact him if there is interest in participating or hosting a cleanup site.</li> </ul> </li> <li>• Daphne Zhu reported on: <ul style="list-style-type: none"> <li>○ The Youth Community Science Network Working Group blog posts relating to where water comes from, water pollutants, and water purification are in the final editing stages.</li> </ul> </li> <li>• Kristen Yasukawa provided information: <ul style="list-style-type: none"> <li>○ Relating to the Commission moving from the previously established working groups to a project-based model for Commission work.</li> <li>○ It was moved by Youth Commission member Daphne Zhu, seconded by Chairperson Naharika Koduru, and unanimously carried to adopt a project-based approach in place of working groups.</li> </ul> </li> <li>• Kristen Yasukawa reported on: <ul style="list-style-type: none"> <li>○ Kristen Yasukawa provided information relating to the Commission retreat and distributed a QR code that leads to a poll to gauge interest in the subject matter to be discussed at the retreat. She further reported that the Lexington Reservoir site will be the Youth Commission site for Coastal Cleanup Day.</li> </ul> </li> </ul> <p><b><u>Accomplished October 16, 2024:</u></b><br/> A special meeting was held to discuss and vote on the project proposals that were submitted. After reviewing the proposals, a straw poll was conducted to help gauge general interest and narrow down options before taking a vote. Each commissioner showed their top three projects by</p> |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY         | MEETING DATE                                     | ACCOMPLISHMENT DATE AND OUTCOME   |
|------|--|--|---|
|      |  |  | <p>placing up to three stickers on the board in the section with their preferred project title. An additional project was created, Water Quality Outreach Project, combining elements from two other project proposals. The Youth Commission voted and moved forward with the Creekside Community Care Initiative Project, the Youth Commission Education Outreach Program Project, and the Water Quality Outreach Project.</p> <p><b><u>Accomplished November 20, 2024:</u></b><br/>Chair Koduru noted that the Board approved the revised Commission work plan. Director Hsueh noted that the Board is impressed by the Commission's initiative on the three projects. The Board approved the work plan on Tuesday, November 12.</p> <p><b><u>Accomplished January 22, 2025:</u></b><br/>The Commission took no action.</p> |
| 6    | <b>Youth Commission Annual Retreat</b> | 9-28-2024  | <p><b><u>Accomplished September 28, 2024:</u></b><br/>The Youth Commission attended the Annual Youth Commission Retreat via Zoom. The Youth Commission participated in an icebreaker activity to get them to learn more about each other. Staff gave an intro presentation about Valley Water. The activity "Hidden Water" was also presented, where it gave the Youth Commission an understanding of direct and indirect water use by mapping their water footprint. The Youth Commission also discussed ideas for potential project proposals. The retreat ended with a virtual scavenger hunt where they worked in individual teams to solve the riddles and puzzles.</p>  |
| 7    | <b>Proposed Policy Writing Project</b> | 8-21-2024<br>8-27-2024<br>3-13-2025<br>5-29-2025 | <p><b><u>Accomplished August 21, 2024:</u></b><br/>Director Hsueh reported on:</p> <ul style="list-style-type: none"> <li>○ Informing the Commission that the Policy Writing Subcommittee item is scheduled to be heard by the Board of Directors on August 27, 2024.</li> <li>○ Youth Commissioner Daphne Zhu and Grace Liu presented the Youth Commission's Policy Writing Project to the Board.</li> </ul>   |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY | MEETING DATE | ACCOMPLISHMENT DATE AND OUTCOME  |
|------|--------------------------------|--------------|--|
|      |                                |              | <p>The Board proceeded to defer the project to the Environmental Creek Cleanup Committee for consideration.</p> <p><b>Accomplished March 13, 2025:</b></p> <p>Office of Civic Engagement Staff reported at the Environmental Creek Cleanup Committee on behalf of the Policy Writing Project Group:</p> <ul style="list-style-type: none"> <li>• Staff noted that the recommendations in the Proposed Plan have been evaluated and implemented, where applicable.</li> <li>• The Youth Commission developed an implementation project based on the Proposed Plan, called the Creekside Community Care Initiative (CCCI) Project. The CCCI Project was approved by the Board on November 12, 2024 as part of the Youth Commission's fiscal year 25 (FY25) work plan.</li> <li>• The CCCI Project implemented elements of recommendations in the Proposed Plan, including establishing community partnerships and providing resources to unhoused youth in Santa Clara County.</li> <li>• As part of the CCCI Project, the Youth Commission partnered with the Bill Wilson Center, a non-profit organization that provides services and resources to runaway and unhoused youth and families in Santa Clara County. The Youth Commission established a collection of hygiene items and assembled them into 100 hygiene kits, including a brochure on pollution prevention education and resources.</li> <li>• Recommendation 1.1 of the Proposed Plan focused on securing funding for safe sleeping sites on Valley Water land and supporting an established community land trust through financial contributions or land donations to promote affordable housing. Staff reported that while Valley Water's budget does not allow for directly financing housing projects or establishing a land trust, the agency is collaborating with external partners to develop interim housing and shelter solutions. Through a collaborative use agreement, Valley Water has partnered with the City of San José to provide land at Cherry Avenue for Emergency Interim Housing. Additionally, the City has evaluated four other Valley Water properties as potential safe sleeping sites. Staff continues to</li> </ul> |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY                     | MEETING DATE                                       | ACCOMPLISHMENT DATE AND OUTCOME  |
|------|--|--|--|
|      |  |  | <p>explore other opportunities for interim and permanent housing on underutilized parcels.</p> <p><b>Accomplished May 29, 2025:</b><br/>Ricardo Barajas reported that the Policy Writing Ad Hoc Committee's proposed plan to address environmental concerns relating to the unhoused population in Santa Clara County, stating that the Creekside Community Care Initiative, which included the hygiene kit distribution, was a result of those efforts.</p>   |
| 8    | <b>Creekside Community Care Initiative Project</b> | 10-16-2024<br>11-20-2024<br>1-22-2025<br>5-29-2025 | <p><b>Accomplished October 16, 2024:</b><br/>The Youth Commission voted and moved forward with the Creekside Community Care Initiative Project. This project aims to provide unhoused individuals with necessity kits containing trash bags, hygiene items, and a reference guide indicating the locations of designated trash cans to reduce littering.</p> <p><b>Accomplished November 20, 2024:</b><br/>Member Kim reported that the Creekside Community Care Initiative Project Group met on November 19, 2024 and received a presentation from the Bill Wilson Center.</p> <p><b>Accomplished January 22, 2025:</b><br/>Members Koduru and Lomio provided two updates on the Creekside Community Care Project. First, they shared progress on the informational flyers created to solicit donations for hygiene kits. The project group has also been working on two blog posts: one has already been published (1/8), while the other is still in progress. Additionally, an email will be sent regarding the upcoming visit to the Bill Wilson Center. The goal is to assemble 100 hygiene kits with the help of donations, and promotional efforts are underway to gather all the necessary items.</p> <p><b>Accomplished May 29, 2025:</b><br/>Member Lomio reported that on February 10, 2025, the Creekside Community Care Initiative Project Group assembled 100 hygiene kits, which</p> |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY                     | MEETING DATE                                       | ACCOMPLISHMENT DATE AND OUTCOME   |
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|      |  |  | <p>were distributed on February 23 while taking a tour of the Bill Wilson Center. He also noted blog posts that were uploaded to the Valley Water website relating to various topics.</p>   |
| 9    | <b>Youth Commission Education Outreach Program</b> | 10-16-2024<br>11-20-2024<br>1-22-2025<br>5-29-2025 | <p><b><u>Accomplished October 16, 2024:</u></b><br/>           The Youth Commission voted and moved forward with the Youth Commission Education Outreach Program. This project aims to establish a Youth Commission Education Program and work with local high schools and youth organizations to raise awareness about the environment and Valley Water opportunities.</p> <p><b><u>Accomplished November 20, 2024:</u></b><br/>           Member Shivakumar noted that the Education Outreach Program Project Group is focusing on creating presentations to area high schools relating to the mini-grant program, water refill stations, and field trips to water purification facilities. He further noted that the presentations are planned for February and March 2025, and stated that a survey has been sent to the members to collect information on water refilling stations at schools in the area.</p> <p><b><u>Accomplished January 22, 2025:</u></b><br/>           Member Shivakumar provided two updates on the Education Outreach Project. First, a poll was created to identify schools with the greatest need for water refill stations and grants. A total of 14 active youth commissions were identified in the county and will be contacted to help spread the word about the survey. The project group is also scheduling two virtual presentations to share information about available grants, including the water refill station grants, mini-grant program, and field trip fund.</p> <p><b><u>Accomplished May 29, 2025:</u></b><br/>           Member Shivakumar reported that the Education Outreach Program Project Group organized webcasts for school groups interested in Valley Water's grant programs, and the webcasts aired April 2 and 12, 2025.</p> |

| ITEM     | WORK PLAN ITEM<br>BOARD POLICY                   | MEETING DATE                                       | ACCOMPLISHMENT DATE AND OUTCOME  |          |                    |   |               |   |                 |
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| 10       | Water Quality Outreach Project                   | 10-16-2024<br>11-20-2024<br>1-22-2025<br>5-29-2025 | <p><b>Accomplished October 16, 2024:</b><br/>The Youth Commission voted and moved forward with the Water Quality Outreach project. This project aims to collect water quality data and promote the Access Valley Water app and cleanup events.</p> <p><b>Accomplished November 20, 2024:</b><br/>Vice Chairperson Banerjee reported that the Creek Stewardship and Water Quality Outreach Project Group is considering a series of educational videos relating to water testing in people's homes. Member Shivakumar stated that the group is considering hosting a website for data availability.</p> <p><b>Accomplished January 22, 2025:</b><br/>Member Zhou provided two updates on the Creek Stewardship and Water Quality Outreach Project. First, YC will participate in a lab tour where they will gain an understanding of the water testing processes, as well as learn how water is collected and analyzed. Second, the project group plans to create a guide or video to help people access water quality data and testing information. A poll with possible dates for the lab tour will be sent to YC for final selection.</p> <p><b>Accomplished May 29, 2025:</b><br/>Member Zhou reported that the Creek Stewardship and Water Quality Outreach Project Group toured the water quality lab and participated in a hands-on chain of custody activity which shows how scientists track a sample of water from collection to lab resting. She further noted that the Working Group created several educational videos on various topics relating to water quality, and that the Project Group hosted a National River Cleanup Day site in Milpitas.</p> |          |                    |   |               |   |                 |
| 11       | Recognition of Outgoing Youth Commission Members | 5-29-2025  | <p><b>2025 Youth Commission Graduates:</b></p> <table border="1" data-bbox="1079 1290 1543 1405"> <thead> <tr> <th data-bbox="1079 1290 1184 1323">District</th><th data-bbox="1184 1290 1543 1323">Youth Commissioner</th></tr> </thead> <tbody> <tr> <td data-bbox="1079 1323 1184 1356">1</td><td data-bbox="1184 1323 1543 1356">Lorelei Henry</td></tr> <tr> <td data-bbox="1079 1356 1184 1405">2</td><td data-bbox="1184 1356 1543 1405">Niharika Koduru</td></tr> </tbody> </table>  | District | Youth Commissioner | 1 | Lorelei Henry | 2 | Niharika Koduru |
| District | Youth Commissioner                               |  |  |          |                    |   |               |   |                 |
| 1        | Lorelei Henry                                    |  |  |          |                    |   |               |   |                 |
| 2        | Niharika Koduru                                  |  |  |          |                    |   |               |   |                 |

| ITEM | WORK PLAN ITEM<br>BOARD POLICY | MEETING DATE | ACCOMPLISHMENT DATE AND OUTCOME |   |
|------|--------------------------------|--------------|---------------------------------|---|
|      |                                |              | 2<br>4<br>5<br>5<br>6<br>7<br>7 | Ca Nha Dang<br>Christopher Barsoum<br>Daphne Zhu<br>Grace Liu<br>Jonathan Lopez<br>Oded Bronicki<br>Maitreya Banerjee |