



Santa Clara Valley Water District Youth Commission

Headquarters Building Boardroom
5700 Almaden Expressway
San Jose CA 95118

REGULAR MEETING AGENDA

**Wednesday, August 21, 2024
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 Barbara Keegan - 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

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

Wednesday, August 21, 2024

6:00 PM

Headquarters Building Boardroom

*****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 M E E T I N G S I o c a t e d a t <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>

Valley Water, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access and/or participate in Valley Water Board of Directors/Board Committee meetings to please contact the Clerk of the Board’s office at (408) 630-2711, at least 3 business days before the scheduled meeting to ensure that Valley Water may assist you.

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://www.valleywater.org/how-we-operate/financebudget/investor-relations>, respectively.

Under the Brown Act, members of the public are not required to provide identifying information in order to attend public meetings. Through the link below, the Zoom webinar program requests entry of a name and email address, and Valley Water is unable to modify this requirement. Members of the public not wishing to provide such identifying information are encouraged to enter "Anonymous" or some other reference under name and to enter a fictional email address (e.g., attendee@valleywater.org) in lieu of their actual address. Inputting such values will not impact your ability to access the meeting through Zoom.

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

6.1. 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.

[24-0765](#)

Recommendation: Approve the April 17, 2024 meeting minutes.

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

Attachments: [Attachment 1: 041724 Youth Commission Minutes](#)

9. REGULAR AGENDA:

9.1. Receive Presentation Relating to Valley Water Board Resolution No. 17-75. [24-0764](#)

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](#)

9.2. Brown Act Overview and Training. [24-0772](#)

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

Manager: Andrew Gschwind, 408-630-2804

Attachments: [Attachment 1: Powerpoint](#)

9.3. Update from Santa Clara Valley Water District Youth Commission's Working Groups and ad hoc committees. [24-0766](#)
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: Working Groups April 2024](#)

9.4. Discuss and Approve Recommendations Relating to Project-Based Models in Place of Working Groups for Commission Work Plan. [24-0768](#)
Recommendation: Discuss and approve recommendations relating to project-based models in place of working groups for Commission work plan.
Manager: Candice Kwok-Smith, 408-630-3193

9.5. 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. [24-0767](#)
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 April 2024](#)

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 to Regular Meeting at 6:00 p.m. on November 20, 2024.

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Santa Clara Valley Water District

File No.: 24-0765

Agenda Date: 8/21/2024

Item No.: 8.1.

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 April 17, 2024 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: 041724 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

WEDNESDAY, April 17, 2024

(Paragraph numbers coincide with agenda item numbers)

A regular meeting of the Santa Clara Valley Water District Youth Commission (Youth Commission) was held on April 17, 2024, at Santa Clara Valley Water District, Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, CA 95118.

1. CALL TO ORDER

Youth Commission Chair Emma Gao called the meeting to order at 6:05 p.m.

1.1 ROLL CALL

A quorum was established with 14 members present.

Members in attendance were:

District 1: Ishaan Mandala and Ana Torrico

District 2: Chairperson Emma Gao and Ca Nha Dang

District 3: Parnika Sadhu, Ivan Zhang, and Anika Kulkarni

District 4: Agata Bak and Sairama Nishita Kakulpati

District 5: Grace Liu

District 6: Samuel Alvarez and Jonathan Lopez

District 7: Maitreya Banerjee and Oded Bronicki

Members not in attendance were:

District 1: Lorelei Henry

District 2: Niharika Koduru

District 4: Bryan Blair

District 5: Vice Chairperson Daphne Zhu and Sophie Beck

District 6: Nialnish (Neil) Dey Ghosh

District 7: Patrick Van Kerchove

Valley Water Staff in attendance were Brandon Adriano, John Bourgeois, Lakeisha Bryant, Nicholas Ingram, Dave Leon, Clarissa Sangalang, and Kristen Yasukawa.

Public in attendance was: Heather Wang and Director John Varela.

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

Melissa Liu, County of Santa Clara Office of Children and Families Policy, invited the Commissioners to attend a student wellness event scheduled for Saturday, April 27, 2024.

5. MANAGER'S REPORT

Director John Varela provided remarks to the Commission and congratulated the graduating members of the Commission.

John Bourgeois provided remarks to the Commission relating to environmental stewardship and how Valley Water balances water supply needs and environmental needs.

Chairperson Gao moved the agenda to Item 3.

3. OATH OF OFFICE

Oaths of office were not administered.

4. INTERACTIVE ACTIVITY

Brandon Adriano provided envelopes with members' journaling questions from the August 2023 meeting. The Commission then played a game called Statues.

6. APPROVAL OF MINUTES

6.1 APPROVAL OF MINUTES

It was moved by Nishita Kakulpati, seconded by Maitreya Banerjee, and unanimously carried, to approve the January 17, 2023 Commission meeting minutes as submitted.

7. REGULAR AGENDA ITEMS

7.1 UPDATE FROM SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION'S WORKING GROUPS AND AD HOC COMMITTEES

Commissioners Kulkarni and Kakulpati reported that the Career Day Working Group has encountered difficulties hosting an in-person Career Day event due to budgeting and resources, so the group has instead decided to pivot to a social media campaign that highlights Valley Water careers by using a Choose Your Own Adventure model.

Commissioners Bak and Liu reported on behalf of the Creek Stewardship Working Group, stating that National River Cleanup Day is scheduled for May 18, 2024, and that Commission members and Valley Water staff will participate, and encouraged the Commissioners to sign up.

Commissioner Bak stated that the Purified Water Outreach Working Group planned to invite other youth commissioners across the County to the Silicon Valley Advanced Water Purification Center, but due to logistical issues, the group is now performing outreach to environmental clubs and other youth groups encouraging them to visit the Center independently.

Members of the Youth Community Science Network Working Group reported on their meetings with subject matter experts relating to two articles currently being drafted.

Chairperson Gao provided information relating to the Policy Writing Ad Hoc Committee, stating that the group chose to focus on the Board's goal of addressing encampments of unsheltered people. The Committee presented information to the Commission as a whole and received feedback from the Commissioners.

It was moved by Commissioner Bronicki, and seconded by Commissioner Kulkarni, and unanimously carried that the Commission delegate authority to the Ad Hoc Committee to incorporate feedback given

by the Commission into the document and forward the completed document to the Board for consideration.

7.2 REVIEW AND DISCUSS SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION WORK PLAN, AND PROPOSE THE COMMISSION'S NEXT MEETING AGENDA

The Commission considered this Item without a staff presentation.

The Commission received the information and took no formal action.

7.3. RECOGNITION OF OUTGOING YOUTH COMMISSION MEMBERS

Chairperson Gao read a statement from Vice Chairperson Daphne Zhu, who was unable to attend due to a school trip.

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

1. Ana Torrico - representing District 1 (Director Varela)
2. Chairperson Emma Gao - representing District 2 (Director Keegan)
3. Anika Kulkarni - representing District 3 (Director Santos)
4. Ivan Zhang - representing District 3 (Director Santos)
5. Sairama Nishita Kakulpati - representing District 4 (Director Beall)
6. Sophie Beck - representing District 5 (Director Hsueh)
7. Nialnish (Neil) Dey Ghosh
8. Samuel Alvarez – representing District 6 (Director Estremera)
9. Patrick Van Kerchove – representing District 7 (Director Eisenberg)

Following the presentation, Chairperson Gao provided closing remarks to the Commission.

8. CLERK REVIEW AND CLARIFICATION OF COMMISSION REQUESTS TO THE BOARD

The Commission took no action.

9. ADJOURN

Chairperson Gao adjourned the meeting at 7:13 p.m. to the next regular meeting on Wednesday, August 21, 2024 at 6:00 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.: 24-0764

Agenda Date: 8/21/2024

Item No.: 9.1.

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 AND EQUITY 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.: 24-0772

Agenda Date: 8/21/2024

Item No.: 9.2.

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:

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: PowerPoint

UNCLASSIFIED MANAGER:

Andrew Gschwind, 408-630-2804

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Valley Water

Clean Water • Healthy Environment • Flood Protection

Valley Water PPT Template
Version Release v.2.02

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

Valley Water Youth Commission - August 21, 2024

Presented by **Andy Gschwind, Assistant District Counsel**

The Ralph M. Brown Act

3

- 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)





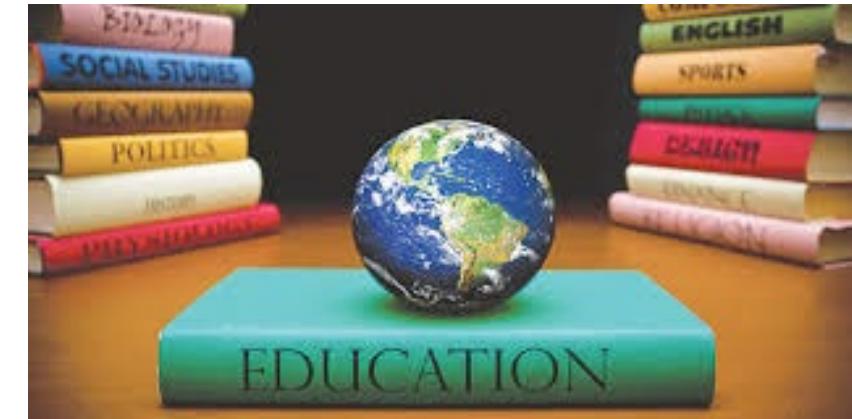
PUBLIC PARTICIPATION

- 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**.



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

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 Phone: 312-626-6799
 Meeting ID: 206 550 7670
 Password: Philomath

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

Committee Chair: Dale Collins
Committee Secretary: Tracie 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 Updates in the Parks 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

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.

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Meeting ID: 206 550 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.

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



11

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

14

The Agenda Requirements are enforceable.

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

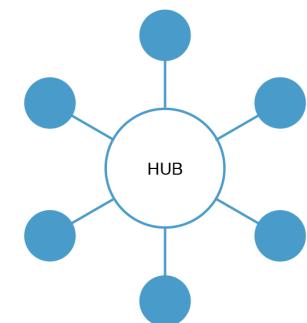
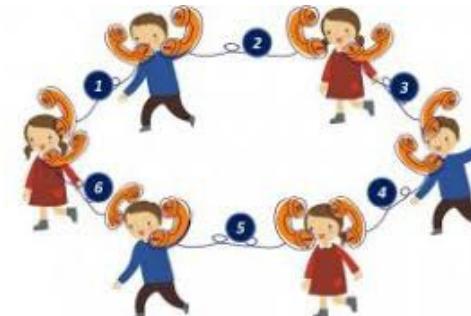
17

- **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



18

QUESTIONS





Valley Water

Clean Water • Healthy Environment • Flood Protection



Santa Clara Valley Water District

File No.: 24-0766

Agenda Date: 8/21/2024

Item No.: 9.3.

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:

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: Working Groups April 2024

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193

Working Groups

Purified Water Outreach	Youth Community Science Network
1. Agata Bak	1. Parnika Sadhu
2. Ishaan Mandala	2. Grace Liu
3. Daphne Zhu	3. Ca Nha Dang
4. Emma Gao	4. Daphne Zhu
5. Jonathan Lopez	5. Emma Gao
6. Niharika Koduru	6. Maitreya Banerjee
7. Lorelei Henry	7. Sam Alvarez
8. Oded Bronicki	8.
9. Ca Nha Dang	9.
10. Anika Kulkarni	10.
FULL at Below Quorum	
Career Day	Creek Stewardship
1. Jonathan Lopez	1. Sophie Beck
2. Oded Bronicki	2. Agata Bak
3.	3. Sam Alvarez
4.	4. Grace Liu
5.	5. Maitreya Banerjee
6.	6. Lorelei Henry
7.	7.
8.	8.
9.	9.
10.	10.

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Santa Clara Valley Water District

File No.: 24-0768

Agenda Date: 8/21/2024

Item No.: 9.4.

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:

Discuss and Approve Recommendations Relating to Project-Based Models in Place of Working Groups for Commission Work Plan.

RECOMMENDATION:

Discuss and approve recommendations relating to project-based models in place of working groups for Commission work plan.

SUMMARY:

Each year, the Youth Commission develops a work plan that outlines its milestones and activities for accomplishment. The annual work plan establishes a framework for the Youth Commission's discussion and action during the annual meeting schedule. The annual work plan is a dynamic document and is subject to change as external and internal issues impacting Valley Water occur and are recommended for the Youth Commission's discussion. Subsequently, an annual accomplishments report is developed based on the work plan and presented to the Valley Water Board of Directors.

Historically, the Youth Commission has identified three to five working groups, which are sub-groups of Commissioners with an interest in a specific topic area. The working groups meet regularly throughout the year, in addition to the quarterly Youth Commission meetings, to develop and implement a project. Each working group is supported by Valley Water staff with expertise in the topic area. Due to the school day schedule, the working groups meet in the evenings or weekends based on availability.

The year-round approach of the working groups has resulted in projects that require support beyond the timeframe of the annual work plan and require extensive resources that were unbudgeted or unplanned. It has also resulted in some working groups spending a majority of the year planning and researching their project, leaving little to no time to implement within the work plan timeframe. The Commissioners often have seasonal activities and availability due to the school breaks, testing

schedules, and other extra-curricular activities, which impacts participation in the working groups.

To better align with Commissioners schedules and to streamline the resources and support for each working group, staff recommends that the Youth Commission consider taking a project-based approach to their annual work plan. This project-based approach would be similar to the ad hoc committee that was formed in FY24 for the policy writing project. The ad hoc committee was formed to support the project implementation and is set to disband once the project is complete.

Using the project-based approach, the Commissioners could identify their specific topics of interest related to Valley Water and submit project proposals for consideration that would be achievable within the available resources. The Youth Commission would approve of the projects they want to add to the work plan for implementation each year. A quarterly project, or a new project every three months during the year, would allow Commissioners to participate in the project upon their seasonal availability.

The Youth Commission is invited to discuss and consider the recommendation to adopt a project-based approach in place of working groups for the annual work plan.

ENVIRONMENTAL JUSTICE AND EQUITY IMPACT:

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

ATTACHMENTS:

None.

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193



Santa Clara Valley Water District

File No.: 24-0767

Agenda Date: 8/21/2024

Item No.: 9.5.

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 August 21, 2024

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 the District occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the District Board of Directors.

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
1	Election of Chair and Vice Chair	8-23-2023	<p>Accomplished August 23, 2023: The Youth Commission elected Emma Gao as the 2023-2024 Chair and Daphne Zhu as the 2023-2024 Vice Chair.</p>
2	Oath of Office - Youth Commission Members	8-23-2023	<p>Accomplished August 23, 2023: Glenna Brambill administered the Oath of Office to 6 Youth Commissioners: •Lorelei Henry and Ishaan Mandala – representing District 1 (Director Varela) •Ca Nha Dang – representing District 2 (Director Keegan) •Parnika Sadhu – representing District 3 (Director Santos) •Grace Liu – representing District 5 (Director Hsueh) •Samuel Alvarez – representing District 6 (Director Estremera)</p> <p>Accomplished November 15, 2023: Glenna Brambill administered the Oath of Office to 1 Youth Commissioner: •Sophie Beck – representing District 5 (Director Hsueh)</p>

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
Page 1 of 5

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
3	Working Groups Update <ul style="list-style-type: none"> • Public Art • Creek Stewardship • Job Shadowing & Mentorship • New Working Group Name- Career Day • Youth Community Science Network • New Working Group - Purified Water Youth Outreach 	8-23-2023 11-15-2023 1-17-2024 4-17-2024	<p>Accomplished August 23, 2023: Sherilyn Tran reported on: •Upcoming planning for Job Shadow Day (JSD) February 2024.</p> <p>Ricardo Barajas reported on: •Youth Community Science Network (YCSN) Working Group, those that are passionate about science and community, also, a focus on climate change on plants and animals. The working group credited with working on the drought awareness toolkit with water conservation video on Valley Water's Instagram page.</p> <p>Nicholas Ingram reported on: •Creek Stewardship Working Group's focus with youth volunteers for the 2 major creek cleanups, May 2024 (National River Cleanup Day) and September 23, 2023 (Coastal Creek Cleanup Day). 9:00 a.m. to 1:00 p.m., Youth Commissioners can help promote the events with posters and their youth networks.</p> <p>Rene Moreno reported on: •Public Art Working Group's focus was on the Adopt-a-Bench in 2019, 7 benches throughout Districts 1-7. The Pilot Mural Project on the Blossom Hill Annex Building with artist Paul J. Gonzalez, finished with a ribbon cutting ceremony on June 10, 2023, with the help of youth commissioners Agata Bak, Oded Bronicki, Niharika Koduru, and the showing of the mural video.</p> <p>Sherilyn Tran reported on: •Possible new working groups, strategic planning, grants and partnership programs/mini grants (refill stations \$5K) there will be a September 8th funding workshop, recycled and purified water projects.</p> <p>The Santa Clara Valley Water District Youth Commission took no action.</p> <p>Accomplished November 15, 2023:</p>

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1

Page 2 of 5

2023-2024 Work Plan Santa Clara Valley Water District Youth Commission

Update: April 2024

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
			<p>Accomplished January 17, 2024:</p> <p>Daphne Zhu and Anika Kulkarni reported on:</p> <ul style="list-style-type: none"> Youth Community Science Network (YCSN) Working Group's science journal initiative, including blog posts on various topics such as water purification, water pollutants and water sources. The group is also interested in supporting science fairs and identifying new organizations to promote on the Youth Commission webpage. <p>Daphne Zhu and Anika Kulkarni reported on:</p> <ul style="list-style-type: none"> Purified Water Youth Outreach Working Group's progress toward inviting youth to take a tour of the Silicon Valley Advanced Water Purification Center. The group is consolidating a list of youth clubs, school organizations and youth commissions to invite and brainstorming a presentation for youth and social media. <p>Agata Bak reported on:</p> <ul style="list-style-type: none"> Creek Stewardship Working Group's progress on outreach materials for National River Cleanup Day on Saturday, May 18, 2024. <p>Sairama Nisitha Kakulapati reported on:</p> <ul style="list-style-type: none"> Career Day Working Group's progress on planning for an in-person event in early June. The group is discussing a media project, such as a video, for those who can't attend. The group is also working on an invitation list and discussion outreach opportunities.
4	Review Work Plan, the Outcomes of Board Action of Committee Requests, and the Committee's Next Meeting Agenda	8-23-2023 11-15-2023 1-17-2024 4-17-2024	<p>Accomplished August 23, 2023:</p> <p>Glenna Brambill and Sherilyn Tran reviewed the work plan which is a living document and was discussed during the youth retreat exercise. The next scheduled meeting is November 15, 2023.</p> <p>Accomplished November 15, 2023:</p>

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1

Page 3 of 5

2023-2024 Work Plan Santa Clara Valley Water District Youth Commission

Update: April 2024

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
			<p>Chair Emma Gao and Glenna Brambill reviewed the work plan which is a living document, and the Youth Commission took no action. The next scheduled meeting is January 17, 2024</p> <p>Accomplished January 17, 2024: The Commission received the information, took no formal action, and requested that staff invite an expert in environmental stewardship to a future meeting.</p>
5	Youth Commission Annual Retreat	9-30-2023	<p>Accomplished September 30, 2023: The Youth Commission attended the Annual Youth Commission Retreat and toured the Silicon Valley Advanced Water Purification Center, where they learned about Valley Water's sustainable, drought-proof water supply. The Youth Commission learned more about each of the Working Groups and selected which groups they wanted to participate in for the school year. The Youth Commission also discussed their annual workplan and added a new idea on a proposed project they wanted to accomplish for the year.</p>
6	Brown Act Review and Training	11-15-2023	<p>Accomplished November 15, 2023: The Youth Commission received the Brown Act Review and Training, along with the expectations and regulations for the Commission to follow when attending and conducting meetings. The Youth Commission took no action.</p>
7	Santa Clara Valley Water District Youth Commission Orientation	11-15-2023	<p>Accomplished November 15, 2023: The Youth Commission received the Advisory Handbook and an overview of the contents, so the Youth Commission are aware of the roles and responsibilities when attending and conducting meetings. The Youth Commission took no action.</p>

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1

Page 4 of 5

2023-2024 Work Plan Santa Clara Valley Water District Youth Commission

Update: April 2024

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
8	Proposed Policy Writing Project	1-17-2024	<p>Accomplished January 17, 2024:</p> <p>Chairperson Gao discussed goals for the project and recruitment for an ad hoc committee to discuss policies to review and submit to the full Commission and forward to the Board.</p> <p>The Commission received the information, took no formal action, and requested that staff report to the Commission relating to specific policies for the ad hoc committee to bring to the full Commission.</p>
9	Recognition of Outgoing Youth Commission Members	4-17-2024	

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
Page 5 of 5

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