



BOARD POLICY AND MONITORING  
COMMITTEE MEETING

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# MINUTES

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REGULAR MEETING  
FRIDAY AUGUST 30, 2024  
1:00 PM

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER:**

A regular meeting of the Santa Clara Valley Water District (Valley Water) Board Policy and Monitoring Committee (Committee) was called to order by Chairperson Hsueh in the Valley Water Headquarters Building Boardroom at 5700 Almaden Expressway, San Jose, California, and by Zoom teleconference, at 1:01 p.m.

**1.1. Roll Call.**

Committee members in attendance were District 5 Director Nai Hsueh, Chairperson presiding, and District 6 Director Tony Estremera, Vice Chairperson presiding, constituting a quorum of the Committee. District 1 Director John L. Varela was absent and arrived as noted below.

Staff members in attendance were: Emmanuel Aryee, Mera Burton, Rick Callender, Isela Chaparro, Theresa Chinte, Rita Chan, Rosie Cofre, Linh Hoang, Brian Hopper, Diahann Hudson, Michele King, Courtney Letts, Patrice McElroy, Janet Middleton, Carmen Narayanan, Linda Nguyen, Richard Nguyen, Carlos Orellana, Robert Scott, Stephanie Simunic, Darin Taylor, and Tina Yoke.

Public in attendance were: Katja Irvin and Arthur Keller.

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

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

**3. APPROVAL OF MINUTES:**

**3.1 Approval of June 24, 2024 Board Policy and Monitoring Committee (BPMC) Minutes.**

Recommendation: Approve the minutes.

The BPMC considered the minutes of the June 24, 2024 BPMC Minutes.

Public Comments: None.

It was moved by Director Estremera, seconded by Chairperson Hsueh, and unanimously carried that the minutes be approved as presented.

**4. REGULAR AGENDA:**

**4.1 Receive information about the implementation of DEI Strategic Initiatives.**

Rosie Cofre reviewed the information on this item, per the attached Committee Agenda Memo and in the attachment and was available to answer questions.

Director Varela arrived at 1:09 p.m.

Public Comments: None.

The Committee received the information, provided positive feedback and took no formal action.

**4.2 Receive Valley Water's Next Generation (Next Gen) Career Pathways Program Update.**

Mera Burton reviewed the information on this item, per the attached Committee Agenda Memo and in the attachment and was available to answer questions.

Public Comments: None.

Director Varela stated he met with Steve Blumenshine, a water expert who works in the California State University (CSU) system and invited him to meet with Valley Water staff to discuss the possibility of expanding the program in CSU's. Director Estremera noted the importance of staff involvement for the internship program.

The Committee received the information, provided positive feedback and took no formal action.

**4.3 Receive an update on Valley Water's new Instrument & Control Technician Apprenticeship.**

Robert Scott reviewed the information on this item, per the attached Committee Agenda Memo and in the attachment and was available to answer questions.

Public Comments: None.

Patrice McElroy thanked executive Valley Water staff and Aaron Baker for their support of the program, and staff stated there is discussion about expanding this apprenticeship program.

The Committee received the information, provided positive feedback and took no formal action.

**4.4 Review Proposed Changes to Board Governance Policies – Executive Limitations 1 (EL-1): General Principles, Executive Limitations 2 (EL-2): Customer Relations, Executive Limitations 3 (EL-3): Human Resources, and Related BAO Interpretations.**

**Recommendation:** **A. Review and provide input on the proposed changes to Board Governance Policies - Executive Limitations 1 (EL-1): General Principles, Executive Limitations 2 (EL-2): Customer Relations, Executive Limitations 3 (EL-3): Human Resources; and Related BAO Interpretations; and**  
**B. Recommend that the revisions be presented to the full Board for approval.**

Rick Callender, Darin Taylor and Patrice McElroy reviewed the information on this item, per the attached Committee Agenda Memo and in the attachments and were available to answer questions.

Public Comments: None.

Discussion ensued relating to Board and Board Appointed Officer roles and responsibilities in the appointment of Chief-level positions.

Chairperson Hsueh referenced Handout 4.5-A, public comment from Doug Muirhead, and stated that she thinks apprenticeships and internship programs will aid in staff succession planning. She further requested that staff respond directly to Mr. Muirhead relating to his public comment.

It was moved by Vice Chairperson Estremera, seconded by Director Varela, and unanimously carried, to recommend that the proposed changes to Board Governance Policies be presented to the full Board for approval consideration.

**4.5 Discuss Board Policy and Monitoring Committee (BPMC) Work Plan and Agenda Items.**

The Committee reviewed the Work Plan items and Agenda Items, and Handout 4.5-A with updated information.

Public Comments: None.

The Committee received the information and took no formal action.

**5. 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.*

Stephanie Simunic confirmed that Item 4.4 relating to Board Governance Policies, did pass with the noted revisions and will be presented to the full board for approval consideration, that Director Hsueh requested staff respond to Doug Muirhead directly relating to his public comments, and Item 4.5, the updated work plan will be distributed via email and online.

**6. Adjourn:**

**6.1. Adjourn to Regular Meeting on Wednesday, September 18, 2024, at 11:00 a.m.**

Chairperson Hsueh adjourned the meeting at 2:02 p.m. She stated that the Wednesday September 18, 2024 11:00 a.m. meeting is cancelled and rescheduled to Monday, September 30, 2024 at 12:00 p.m.

Date Approved: 9-30-2024

Stephanie Simunic  
Assistant Deputy Clerk II