



BOARD POLICY AND MONITORING  
COMMITTEE MEETING

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# MINUTES

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**SPECIAL MEETING  
THURSDAY, OCTOBER 31, 2024  
12:00 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 12:00 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.

Staff members in attendance were: Ingrid Bella, Mark Bilski, Mera Burton, Rick Callender, Isela Chaparro, Theresa Chinte, Rosie Cofre, Meenakshi Ganjoo, Rachael Gibson, Vincent Gin, Brian Hopper, Cody Houston, Michele King, Candice Kwok-Smith, Anna Lee, Courtney Letts, Patrice McElroy, Nicole Merritt, Linda Nguyen, Carlos Orellana, Sasa Seto, Stephanie Simunic, Kirsten Struve, Cheryl Togami, Tina Yoke, Beckie Zisser.

Public in attendance were: District 1 Director John Varela, District 7 Director Rebecca Eisenberg, Blanca, Rebecca Gibson, Katja Irvin and Molly Culton (Sierra Club), 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 September 30, 2024 Board Policy and Monitoring Committee (BPMC) Minutes.**

Recommendation: Approve the minutes.

The BPMC considered the minutes of the September 30, 2024 BPMC Minutes.

Public Comments: None.

Chairperson Hsueh requested for Item 4.3, relating to the work plan, that policy issues related to Safe Clean Water Program commitment on San Francisquito Creek including the roles and responsibilities of Board Appointed JPA representatives is added.

It was moved by Director Estremera, seconded by Chairperson Hsueh, that the minutes be approved as amended.

## **4. REGULAR AGENDA:**

### **4.1 Review and Discuss Proposed Updates to Board Governance Policy Governance Process-6 (GP-6): Board Members' Code of Conduct, Provide Direction to Staff as Needed and Recommend that an updated GP-6 be presented to the full Board for approval.**

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

Discussion ensued relating to formal vs. informal process of complaints, verbal complaints vs. written complaints, not entertaining anonymous complaints, adding guiding and flexible language for the Chairperson relating to addressing complaints, and final document format.

Public Comment: Arthur Keller inquired relating to complaints rejected and process for informal complaints. The Committee stated all complaints will be discussed and decided if they have merit.

It was moved by Vice Chairperson Estremera, seconded by Chairperson Hsueh, that the proposed updates to GP-6 are incorporated and presented to the full Board for approval.

### **4.2 Review proposed changes to Board Governance Policies – Executive Limitations 3 (EL-3): Human Resources.**

**Recommendation:**

- A. Provide additional review input on the proposed changes to Board Governance Policies – Executive Limitations 3 (EL-3) and**
- B. Recommend that the revisions be presented to the full Board for approval.**

Rick Callender reviewed the information on this item, per the attached Committee Agenda Memo and in the attachment and was available to answer questions. He stated that staff recommends to keep the policy as the April 9, 2024 version.

Public Comment: None.

The BPMC agreed to keep the policy as the April 9, 2024 version and be presented to the full Board for approval.

#### **4.3 Receive the Valley Water 2023 Employee Survey Final Update.**

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

Vice Chairperson Estremera left his seat at 1:01 p.m. and the meeting paused. Vice Chairperson Estremera returned to his seat at 1:04 p.m. and the meeting resumed.

Public Comment: None.

Rick Callender stated the Valley Water Executives are listening to staff input, another survey will occur, and there is nothing beyond the normal budgetary process the Board of Directors needs to do.

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

The Committee reviewed Work Plan items and timeline. Chairperson Hsueh requested that policy issues related to Safe Clean Water Program commitment on San Francisquito Creek including the roles and responsibilities of Board Appointed Joint Powers Authority (JPA) representatives is added to "Other Assignments Requested by Board" section.

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 4.1, relating to GP-6, was approved with edits to be presented to the full Board for approval, Item 4.2, relating to the EL-6 policy, that it will be kept as the April 9, 2024 version, Item 4.3, relating to the Employee Survey Final update, was received; and, for Item 4.4, relating to the work plan, that policy issues related to Safe Clean Water Program commitment on San Francisquito Creek including the roles and responsibilities of Board Appointed JPA representatives will be added.

Discussion ensued relating to combining the November and December 2024 meetings. Theresa Chinte stated that no immediate action is required for the one water watershed plans and climate change action plan implementation items, which can be heard in 2025. She further stated EL-6 and the San Francisquito Creek JPA items can be heard in December.

Public Comment: None.

The Committee agreed to combine the November and December 2024 meetings and have a meeting early December 2024.

**6. Adjourn:**

**6.1. Adjourn to Special Meeting at 12:00 p.m. on TBD per the Committee.**

Chairperson Hsueh adjourned the meeting at 1:15 p.m.

Date Approved: December 6, 2024

Stephanie Simunic  
Assistant Deputy Clerk II