



SANTA CLARA VALLEY WATER DISTRICT

NON-AGENDA

November 08, 2024

Board Policy EL-7 Communication and Support to the Board
The BAOs shall inform and support the Board in its work.

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CEO BULLETIN

CEO BULLETIN



To: Board of Directors
From: Rick L. Callender, CEO

Weeks of October 18, 2024 – November 07, 2024

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Item	IN THIS ISSUE
<u>1</u>	Planned Two-Week Silicon Valley Advance Water Purification Center Shutdown from December 1 to December 15, 2024
<u>2</u>	Update on the recent California court ruling regarding drinking water fluoridation
<u>3</u>	Valley Water's Public Meeting on the Rinconada Water Treatment Plant Reliability Improvement Project Phases 3-6
<u>4</u>	Valley Water's virtual public scoping meeting on the design level geotechnical investigations for the Pacheco Reservoir Expansion Project
<u>5</u>	Winter Preparedness Workshop for External Agencies
<u>6</u>	<u>Beall</u> Provide regular updates to the Board or Board committee on the rehabilitation of the Sunnyoaks Percolation Pond and work with the City of Campbell and the Santa Clara County Fire Department on a resolution R-23-0017
<u>7</u>	<u>Beall</u> Lobbying for Capital Projects IBMR-24-0016

1. Planned Two-Week Silicon Valley Advance Water Purification Center Shutdown from December 1 to December 15, 2024

Beginning on December 1, 2024, the Silicon Valley Advanced Water Purification Center (SVAWPC) will be shut down for two (2) weeks to facilitate biennial electrical testing and annual maintenance activities. During this shutdown, Valley Water will perform inspections and rehabilitations of the Center's critical systems. Performing periodic preventive maintenance is essential to ensure that the Purification Center's critical systems are safe, reliable and remain in good working order.

Annual maintenance activities that require plant shutdowns are coordinated with the San Jose/Santa Clara Regional Wastewater Facility which provides the secondary treated wastewater influent to SVAWPC. Shutdowns are planned to occur when recycled water demand is low.

During the shutdown, South Bay Water Recycling customers might notice a slight change in the water characteristics due to lack of purified water for blending from the SVAWPC. The SVAWPC is scheduled to return to service by the end of day on December 15, 2024.

For further information, please contact Sam Bogale at (408) 630-3505.

2. Update on the recent California court ruling regarding drinking water fluoridation

On September 25, 2024, almost eight years and two court trials after the initial petition was filed, a federal district court in California ruled that the U.S. Environmental Protection Agency (EPA) must take a regulatory action to address concerns related to drinking water fluoridation.

Drinking water fluoridation in the United States began in 1945, in Michigan, and today, nearly 200 million people in the United States receive fluoridated drinking water. Valley Water began adding fluoride at its Santa Teresa and Penitencia treatment plants in 2016 and 2017, respectively. Valley Water adds fluoride at a level considered optimal for the prevention of cavities by the United States Center for Disease Control and Prevention (CDC) and as recommended by the California State Water Resources Control Board's Division of Drinking Water (DDW).

In 2016, several public interest groups and individuals filed a petition under the federal Toxic Substances Control Act (TSCA) asking the EPA to ban drinking water fluoridation. The stated objective of the petition was to "... protect the public and susceptible subpopulations from the neurotoxic risks of fluoride...." EPA denied the petition and a legal challenge was filed.

In the recent ruling, a federal judge in California concluded that, even though there is no conclusive evidence that the amount of fluoride typically added to drinking water is lowering intellectual capabilities in children, there is credible scientific research pointing to a potential risk that is sufficient to merit the EPA looking into a regulatory action to address this potential risk. The EPA's regulatory action, while unknown at this time, could range from modifying the fluoride public reporting levels to outright banning of drinking water fluoridation. Following the Court's ruling the American Dental Association and the American Academy of Pediatrics issued strong statements in support of continued drinking water fluoridation.

Currently, California's primary health-based drinking water standard for fluoride is more stringent than the level set by the federal EPA. The amount of fluoride added by Valley Water is well below the primary drinking water standards set by the federal EPA and DDW. Valley Water will update the fluoridation FAQs posted in Valley Water's webpage to reflect this new development, continue to proactively track developments regarding drinking water fluoridation and other drinking water regulations, and provide updates to the Board as warranted.

For further information, please contact Sam Bogale at (408) 630-3505.

3. Valley Water's Public Meeting on the Rinconada Water Treatment Plant Reliability Improvement Project Phases 3-6

On October 10, 2024, Valley Water hosted the Rinconada Water Treatment Plant Reliability Improvement Project Phases 3-6 construction community meeting to update neighbors about the project's current status and to share our response to neighborhood concerns. The hybrid meeting was held at the Rinconada Water Treatment Plant and started with a short walking tour of the construction project from the upper deck of the plant.

Chair Nai Hsueh attended the meeting, with Vice Chair Santos participating remotely. They were also joined in person by the Town of Los Gatos Councilmember, Maria Ristow. There were 13 in-person participants and three people online. The presentation was then followed by a question-and-answer session.

A link to the recording of the public meeting is available on the project website and Valley Water's YouTube channel.

For further information, please contact Rachael Gibson at (408) 630-2884.

4. Valley Water's virtual public scoping meeting on the design level geotechnical investigations for the Pacheco Reservoir Expansion Project

On October 17, 2024, Valley Water hosted a virtual public scoping meeting for the community to learn more about the scope and content of the draft Environmental Impact Report for the Design Level Geotechnical Investigations for the Pacheco Reservoir Expansion Project.

Vice Chair Santos provided opening comments. Valley Water's presentation included details about the proposed project's objectives and geotechnical survey work. Twenty-four people, including staff members and consultants, attended the meeting.

An audience feedback session followed the presentation, where Valley Water engaged with the community on questions and comments specific to the Notice of Preparation of the EIR for the proposed Design-Level Geotechnical Investigations. A link to the presentation and recording of the public meeting is available on the project website.

For further information, please contact Rachael Gibson at (408) 630-2884.

5. Winter Preparedness Workshop for External Agencies

On October 24, 2024, Valley Water's Office of Emergency Services (OES) hosted its annual Winter Preparedness Workshop for external agencies that included the County of Santa Clara, City of San Jose, City of Palo Alto, City of Milpitas, City of Morgan Hill, and many others. The purpose of the workshop is to inform stakeholder partners of Valley Water preparedness efforts for the Winter season.

For the first time, this year's workshop was conducted as a hybrid event. Approximately half of attendees participated in person, and the other half joined by Zoom. The workshop had 63 registered participants, and included presentations for emergency services, external communications, reservoir operations, watershed field operations, hydrology/hydraulics support, sandbag operations, and the National Weather Service Winter forecast. This workshop is a critical annual event in preparation of the Winter season as Valley Water continues to coordinate and communicate with its partner agency stakeholders.

For further information, please contact Alexander Gordon at (408) 630-2637.

6. Beall

Provide regular updates to the Board or Board committee on the rehabilitation of the Sunnyoaks Percolation Pond and work with the City of Campbell and the Santa Clara County Fire Department on a resolution R-23-0017

Valley Water continues to proactively respond to PFAS (Per- and polyfluoroalkyl, often called forever chemicals), a large group of persistent chemicals widely used in consumer and industrial products. While no widespread water supply impacts have been identified, some water retailer wells are affected. The San Francisco Bay Regional Water Quality Control Board (Water Board) requested testing at the Sunnyoaks Fire Station and McCormack Training Center due to impacted wells nearby. The fire facility is operated by the Santa Clara County Fire Department (County Fire) on land owned by the City of Campbell (City). County Fire testing in 2022 indicated PFAS are present in onsite monitoring wells, soil, and Valley Water's Sunnyoaks Recharge Pond 1 (located between the fire station and training center). Based on the results, Valley Water temporarily ceased operations at Pond 1.

In May 2024, Valley Water coordinated with the City of Campbell and County Fire to test PFAS in site runoff draining to Sunnyoaks Pond 1 under conditions simulating fire department operations and training. Water used to spray the tower and paved surfaces was tested and did not contain PFAS. Similarly, runoff near the fire station building had low or no PFAS. However, various PFAS were found in runoff near the training tower and in nearby drains, with some detections 30 to 100 times higher than drinking water limits. While runoff is not subject to drinking water standards, the presence of high PFAS near a groundwater recharge facility is concerning and warrants timely action. County Fire has conducted additional testing, modified site training exercises to minimize runoff and avoid spraying water on or in the tower and is exploring other actions. Valley Water and County Fire have shared runoff testing results with the Water Board, who may request additional action from County Fire.

Valley Water continues to collaborate with County Fire, the City, and the Water Board to ensure fire training services can continue in a manner that does not introduce contaminants into groundwater.

For further information, please contact Greg Williams at (408)-630-2867.

**7. Beall
Lobbying for Capital Projects
IBMR-24-0016**

At the August 21, 2024, Board Audit Committee Meeting, Director Beall asked for information on how Valley Water is complying with a lobbying law, which requires disclosure when people lobby Valley Water staff as it relates to projects in Valley Water's capital improvement plan.

The response is included in an attached memorandum as part of the November 1, 2024 Non-Agenda package.

For further information, please contact Luz Penilla at (408)-630-2228.

A monthly assessment of trends in water supply and use for Santa Clara County, California

Outlook as of November 1, 2024

On June 25, 2024, the U.S. Bureau of Reclamation (Bureau) announced an increase to the 2024 south-of-delta Central Valley Project (CVP) agricultural allocation from 40% to 50%; however, the Bureau kept the Municipal and Industrial (M&I) allocation at 75% of historic M&I. Earlier this year, on April 23, 2024, the California Department of Water Resources increased the State Water Project (SWP) allocation from 30% to 40% of contract amount for 2024. On June 13, 2023, the Board of Directors adopted a resolution to support water conservation as a way of life and an ordinance with a set of permanent water waste prohibitions for Santa Clara County.

Weather

- Rainfall in San José:
 - » Month of October, City of San José = 0 inches
 - » Rainfall year total = 0 inches (rainfall year is July 1 to June 30)
- San José average daily high temperature was 83.2 degrees Fahrenheit in October, which is higher than the five-year average for October (78 degrees Fahrenheit)

Local Reservoirs

- Total November 1 storage = 38,715 acre-feet

Reservoir Storage	All Ten Valley Water Reservoirs	All Reservoirs Except Anderson
Storage as % of unrestricted capacity	23%	46%
Storage as % of restricted capacity (1)	62%	59%
Storage as % of the 20-year average for November 1	60%	129%

(1) Per the Federal Energy Regulatory Commission’s order, the capacity of Anderson Reservoir was restricted to the deadpool storage as of October 1, 2020

- Approximately 235.4 acre-feet of imported water was delivered into Calero Reservoir during October 2024
- Total estimated releases to streams (local and imported water) during October were 5,700 acre-feet (based on preliminary hydrologic data)

Treated Water

- Above average demands of 9,294 acre-feet were delivered in October
- This total is 102% of the five-year average for the month of October
- Year-to-date deliveries are 72,379 acre-feet or 86% of the five-year average

Groundwater

- Groundwater conditions remain healthy throughout the county. Groundwater levels in most of the regional monitoring wells are lower than last month as typical seasonal declines continue. While most of the water levels are lower relative to October 2023, all except one are higher than the prior five-year average for October. The end of 2024 groundwater storage is projected to be in Stage 1 (Normal) of the Water Shortage Contingency Plan

	Santa Clara Subbasin		Llagas Subbasin
	Santa Clara Plain	Coyote Valley	
October 2024 managed recharge estimate	4,400	1,400	2,600
YTD managed recharge estimate	52,200	13,400	21,000
YTD managed recharge as % of five-year average	116%	113%	119%
September 2024 pumping estimate	6,900	1,400	4,700
YTD pumping estimate	51,900	10,100	27,800
YTD pumping as % of five-year average	102%	110%	91%
Current index well groundwater levels compared to October 2023	7 Feet Lower	5 Feet Lower	1 Foot Higher

All volumes are in acre-feet. All data is for 2024 except where noted. YTD = Year-to-date.

Imported Water

- In October (through October 29th), the SWP operated Banks pumping plant with an average daily export of 7,909 acre-feet, resulting in a total export of 229,356 acre-feet from the Sacramento-San Joaquin Delta for the month
- In October (through October 29th), the CVP operated Jones pumping plant with an average daily export of 6,636 acre-feet, resulting in a total export of 192,430 acre-feet from the Sacramento-San Joaquin Delta for the month
- Multiple fish protection thresholds and outflow requirements were triggered at the Sacramento-San Joaquin Delta export facilities this winter/spring. Project facilities, including delta exports, were operated to maintain water quality requirements in the delta for the month of October

WY 2024 Imported Water Allocations	Allocation	Allocation (acre-feet)	Details
SWP	40%	40,000	Allocation increased on 4/23/24
CVP	50% Ag 75% M&I	Approximately 110,000	Allocation increased on 6/25/24
State-wide Reservoir Storage	Capacity	Current Storage (acre-feet)	Average for Date (as of 10/30/24)
Shasta Reservoir	57%	2,605,518	107%
Oroville Reservoir	51%	1,730,974	95%
San Luis Reservoir	52%	1,063,364	117%
Semitropic Groundwater Bank	Capacity	Current Storage (acre-feet)	Date of Data
	87%	304,084	9/31/24
Estimated SFPUC Deliveries	September 2024 (acre-feet)	2024 Total to Date (acre-feet)	Five-Year Annual Average (acre-feet)
	4,443	35,950	47,000

Conserved Water

- Saved 83,174 acre-feet in FY23 through Valley Water’s long-term conservation program (baseline year is 1992)
- Long-term program goal is to save nearly 100,000 acre-feet by 2030, 110,000 acre-feet by 2040, and 126,000 acre-feet by 2050
- On June 13, 2023, the Board of Directors adopted a resolution to support water conservation as a way of life in Santa Clara County and an ordinance with a set of permanent water waste prohibitions

Recycled Water

- Estimated October 2024 production = 1,578 acre-feet
- Estimated year-to-date through October = 15,404 acre-feet or 103% of the five-year average
- Silicon Valley Advanced Water Purification Center produced an estimated 1.5 billion gallons (4,493 acre-feet) of purified water in 2023. Since the beginning of 2024, about 4,552 acre-feet of purified water has been produced. The purified water is blended with existing tertiary recycled water for South Bay Water Recycling Program customers

CONTACT US

To find out the latest information on Valley Water projects or to submit questions or comments, email info@valleywater.org or use our **Access Valley Water** customer request system at <https://deliver.com/2yukx>.



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BOARD MEMBER REQUESTS and Informational Items

Report Name: Board Member Requests

Request	Request Date	Director	BAO/Chief	Staff	Description	20 Days Due Date	Expected Completion Date	Disposition
I-24-0016	10/10/24	Beall	Chan	Penilla	At the August 21, 2024 Board Audit Committee Meeting, Director Beall asked for information on how Valley Water is complying with a lobbying law, which requires disclosure when people lobby VW staff as it relates to projects in Valley Water's capital improvement plan.	10/30/24		

INCOMING BOARD CORRESPONDENCE

Board Correspondence (open)

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
C-24-0256	10/29/24	10/29/24	Varela	LESLIE MILES	Email from Leslie Miles to Director Varela, dated 10/29/24, regarding possible removal of historical eucalyptus tree along Morgan Hill canal.	Refer to Staff	Hakes	Yerrapotu	11/06/24	-	n/a	11/12/24
C-24-0257	10/29/24	10/29/24	Keegan	SALI SCHILLE	Email from Sali Schille to Director Keegan, dated 10/28/24 and Director Keegan's response, requesting a copy of the executed agreement between Valley Water and the City of San Jose for the use of the Lelong/Willow site as a safe sleeping location.	Refer to Staff	Hakes	Richards Codianne Nguyen	11/06/24	11/04/24	n/a	11/12/24
C-24-0261	11/01/24	11/01/24	All	SANTOSH RAO	Email from Santosh Rao to the board, dated 11/01/24,	Refer to Staff	Hakes	Bilski Codianne	11/09/24	-	n/a	11/15/24

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
					inquiring if the area north of Steven's Creek Blvd, which runs adjacent to Phar Lap Dr in Cupertino, is within Valley Waters' jurisdiction.							
C-24-0262	11/04/24	11/05/24	Hsueh	MACIE KEAR	Email from Macie Kear to Chair Hsueh, dated 11/04/24, inquiring if Valley Water is considering using discharge water to gain economic advantages.	Refer to Staff	Baker	Bogale	11/13/24	-	n/a	11/19/24

From: [Lilibeth](#)
To: [Recruitment](#)
Cc: [Board of Directors](#); [Barbara Keegan](#); [Rick Callender](#)
Subject: Re: URGENT CONCERNS - PER OUR CONV OF TODAY
Date: Wednesday, October 30, 2024 1:45:24 AM

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Ms Courtney

I'm still waiting for your response, as mentioned lot of Constituents are affected by this and it's Not RESOLVED

Hope you take these matters seriously

On Thu, Oct 24, 2024 at 4:17 PM Recruitment <Recruitment@valleywater.org> wrote:

Dear Lilibeth,

Thank you for reaching out and sharing your concerns with our HR department regarding your recent experience with the E-Talent agency, who is a subcontractor of a temporary firm that assists with our temporary staffing program. We truly value your feedback and understand how frustrating this situation has been for you.

We have contacted the company responsible for the frequent calls and asked them to investigate the matter further. Additionally, they have ensured us that your information be removed from their contact list to ensure you are not contacted again.

We appreciate your patience as we worked to address this issue. If you receive further communication from this agency, please let me know so we can follow up.

Best regards,

Courtney

From: Lilibeth <[REDACTED]>
Sent: Wednesday, October 23, 2024 4:24 PM
To: Courtney.Letts@valleywater.org; Recruitment <Recruitment@valleywater.org>

Subject: URGENT CONCERNS - PER OUR CONV OF TODAY

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Good Afternoon Courtney

Pursuant to the concerns we discussed just now, here is the Email sent to USA candidates by this Agency. You stated that you never heard of this Agency.

Pls let me know if this is your Vendor / Contingency Partner for the Water District. Your immediate attention is appreciated.

Thank you

Lilibeth

Hope you are doing good!

My name is Sheetal and I'm a Recruiter at E Talent Network. We are the fastest growing staffing company in North America. We are the sole agency that does recruitment sourcing for 22nd Century Technologies, Inc.(TSCTI), leveraging our extensive network and resources. **22nd Century Technologies, Inc.(TSCTI)**, is a midsize temporary staffing company with 4100+ FTE and presence in all 50 states serving 300+ direct Federal, State, Local & commercial clients. TSCTI was recently named as Fastest growing staffing firm in 2019 by SIA. TSCTI customers include

US Air Force, US Army, NAVAIR, US Marine, FBI, IRS, Boeing, UPS, Lockheed Martin, Raytheon, Collins Aerospace, Parsons, AECOM, UTC, Coca Cola and Unisys. With high employee retention policy, well designed career growth, TSCTI was named as” Best Software company to work for” by Forbes.

If interested kindly send your updated resume on sheetalm@etalentnetwork.com

If you are qualified and interested in making a change or know of a friend who might have the required qualifications, please call me ASAP at **7033492879** even if we have spoken recently about a different position. If you do respond via e-mail please include a daytime phone number so I can reach you. In considering candidates, time is of the essence, so please respond ASAP. Thank you.

Job Information:

Title: Senior Office Specialist
Job Id: 24-20842

Client: Santa Clara Valley Water District

Location: San Jose, CA 95118

Duration: Part Time—Hours per Week: 30– 960 hours per fiscal year
Pay Rate: \$32.43/hr on W2 without benefits

SENIOR OFFICE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide primary administrative support to an assigned unit manager and/or unit processes ; to participate in the development and implementation of an electronic records management system; to provide information and assistance to the public regarding division policies and procedures; and to perform a variety of tasks relative to assigned area of responsibility .

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and/or lead level class in the Office Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees have lead responsibilities and perform the most difficult and responsible types of

duties assigned to classes within this series , at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. The assigned duties for employees within this class require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. Employees may or may not work in proximity to their supervisor.

May exercise lead direction over assigned staff.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Lead, plan, oversee, and participate in the more complex and difficult administrative support work for the unit.
2. Research , assemble , and evaluate information from a variety of sources for the completion of forms or the preparation of reports.
3. Receive, greet, and screen telephone calls and visitors to the assigned office ; take messages or direct visitors to appropriate staff.
4. Respond to questions, inquiries , or complaints from the public or external agencies .
5. Receive, prioritize, and organize incoming work; maintain logs and records of work received ; assign work to available staff ; follow up with staff to ensure completion of assignments.
6. Type various correspondence, forms, and specialized documents from drafts, notes, or brief instructions.
7. Create draft and final copies of correspondence, permits, charts, contracts, reports, forms, memoranda, minutes, tables, manuals, graphics, and other printed materials utilizing various word processing techniques.
8. Set up office filing systems; organize, maintain, update , and purge records and files .
9. Perform data entry functions; ensure proper documentation, coding and input of information; print electronic data, make necessary copies, attach

materials , and distribute as appropriate.

10. Coordinate and oversee the storage, maintenance, and retrieval of a variety of active and inactive District print and electronic records or files which may be in a variety of media forms ; create and maintain the classification and indexing system for all records or files; ensure proper movement of records from the District's facility to off-site storage ; ensure records and files are destroyed according to established retention schedules ; ensure all records and files comply with legal requirement and copies are available for litigation and subpoenas .

11. Train assigned employees in their areas of work including office administrative support techniques, mail sorting and distributing , and word processing methods and procedures.

12. Finalize and submit invoices to customers; receive and process payments for invoices; manage permit, invoice, and letter library in oracle database.

13. Review insurance certificates for adequacy; maintain the file Certificate of Insurance for projects

14. Communicate with the public and internal staff in courteous manner.

15. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work

1. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Some Knowledge of:

Principles , practices and responsibilities involved in leading the work of assigned staff.

Mathematical principles.

Working Knowledge of :

Operational characteristics of an electronic records management system.

English usage, spelling, grammar and punctuation. Common and specialized desktop applications and software as well as specialized software related to the work.

Methods and techniques of receiving, sorting, and distributing mail.

Methods and techniques of customer service.

Principles of business writing and report preparation.

Methods and techniques of organizing and prioritizing work assignments .

Databases, GIS, invoicing/accounts receivable.

Thorough Knowledge of:

Best practices for office procedures, methods , and equipment.

Principles and procedures of record keeping, file maintenance, retention and retrieval .

Operations, policies, and procedures of the office to which assigned.

Ability to:

Train, organize , assign, and review the work of staff .

Independently prepare correspondence.

Receive, sort, and distribute mail.

Store, maintain , and retrieve a wide variety of active and inactive District records , information and files .

Adhere to established records retention guidelines.

Maintain complete records and databases.

Research and interpret items such as documents and parcel books .

Use common and specialized desktop applications and software and a variety of office equipment.

Respond to requests and inquiries from the public.

Type at a speed necessary for successful job performance

Understand and follow verbal and written instructions .

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to the completion of the twelfth grade.

Experience

Five (5) years of administrative support experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license .

Thanks & Regards,

Sheetal Markan| Technical Recruiter

Email: Sheetalm@etalentnetwork.com

Direct Line Number: 7033492879

E-Talent Network

<http://etalentnetwork.com>

One attachment • Scanned by Gmail

From: [Santosh Rao](#)
To: [Board of Directors](#)
Subject: Creek trail ownership.
Date: Friday, November 1, 2024 7:21:11 AM

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Hello,

I am a resident of Cupertino.

I am writing about a section of Steven's Creek north of Steven's Creek Blvd that runs adjacent to Phar Lap Dr in Cupertino.

My understanding is that creeks are the jurisdiction of Valley Water Board.

Can you please let me know whether the creek land adjacent to Stevens Creek north of Steven's Creek Blvd is also the jurisdiction of valley water board and upto what distance in either direction of the creek is owned and under the jurisdiction of valley water board.

Homeowners by Phar Lap Dr are reporting use of the land next to the creek for hiking. This violates the privacy of those homeowners.

I am interested in learning about whether Valley Water Board owns this stretch, is aware of the use of the stretch for hiking trail and whether this goes through any public noticing and community input prior to such change of allowed use.

Thank you for your response.

Thanks,
Santosh Rao

From: [Michele King](#)
To: [Board of Directors](#)
Subject: FW: Inquiry about water reuse
Date: Monday, November 4, 2024 4:27:47 PM

From: Macie Kear <[REDACTED]>
Date: November 4, 2024 at 11:01:13 AM PST
To: Nai Hsueh <NHsueh@valleywater.org>
Subject: Inquiry about water reuse
Reply-To: Macie Kear [REDACTED]

*** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. ***

Hello there, Nai,

Just a quick one: are you considering using your discharge wastewater to gain economic advantages at your facility?

I'm asking because other similar facilities have done this and are seeing significant benefits.

Would you like to have a conversation about how Valley Water could adopt this approach?

Many thanks,

Macie

--

Macie Kear
Head of Sustainable Solutions | R3 Sustainability

OUTGOING BOARD CORRESPONDENCE

From: [Candice Kwok-Smith](#) on behalf of [Board Correspondence](#)
To: [Mark Bilski](#); [Shanika Richards](#); [Jennifer Codianne](#); [Christopher Hakes](#); [Kathy Nguyen](#)
Cc: [Michele King](#); [Board of Directors](#)
Subject: FW: Please use a permanent solution for the unhoused near Willowbrook Townhomes
Date: Wednesday, October 30, 2024 11:25:46 AM
Attachments: [image001.png](#)

Good morning,

C-24-02 has been approved, sent and closed.

Thanks,
Candice

From: Candice Kwok-Smith **On Behalf Of** Board of Directors
Sent: Wednesday, October 30, 2024 11:18 AM
To: [REDACTED]
Subject: Re: Please use a permanent solution for the unhoused near Willowbrook Townhomes

Sent on Behalf of Director Keegan:

Dear Melissa Mallory,

Thank you for reaching out to Valley Water and sharing your frustration regarding the impacts of encampments of unsheltered people near Los Gatos Creek in your neighborhood.

To provide an update on Valley Water's work in your area, over the last several months our encampment cleanup crew has been prioritizing the reach of Los Gatos Creek between Bascom Ave. and Meridian Ave. to respond to the encampment-related risk factors there. We have removed several encampments in this section of Los Gatos Creek due to continuing impacts to safety and the environment. Re-encampments continue to pose a challenge, but we are committed to maintaining and furthering the progress we have made. Work in recent months had focused on the area from Bascom Ave. to Leigh Ave., but when our crew returns the week of November 4, they will begin to focus more heavily on the area between Leigh Ave. and Meridian Ave.

Please understand that Valley Water's efforts in your area are a work in progress and will require repeated visits, continual education, and, ultimately, increased housing and shelter options for the unsheltered people residing there. We are actively working with the City of San Jose to secure sites for shelter and housing, to identify areas for targeted relocation of encampments, and to reduce the impacts of camping along waterways within San José. We know that Los Gatos Creek is also a priority for the City due to its stormwater permit requirements, and Valley Water is committed to using the power we have as an environmental stewardship agency to partner with City to protect our waterways.

Regarding the criminal activity you mentioned, please do continue to contact the police when you

witness criminal or illegal activities or threats to public health and safety; and direct your concerns to the fire department in case of smoke or fire danger. Because Valley Water does not possess police powers, we must rely on the cities to provide law enforcement and public safety services.

We appreciate your comments and understand your concerns. You may contact Assistant Operating Officer Mark Bilski at mbilski@valleywater.org with any follow-up information. You can also report your concerns to Valley Water via our online system at <https://access.valleywater.org/s/>. Thanks again for your message.

Sincerely,



Barbara Keegan
Director, District 2

C-24-0254

From: Melissa Mallory [REDACTED]
Sent: Friday, October 18, 2024 3:40 PM
To: district6@sanjoseca.gov; The Office of Mayor Matt Mahan <mayor@sanjoseca.gov>; Board of Directors <board@valleywater.org>; HomelessConcerns <homelessconcerns@sanjoseca.gov>
Subject: Please use a permanent solution for the unhoused near Willowbrook Townhomes

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Hello to All parties involved,

I have called and written multiple times, during these last 9 years, for help to permanently clean up the unhoused makeshift homes, near [REDACTED] **Rhodesia Way, San Jose, 95126 (parallel to Stokes, between Leigh and Meridian)**, with no resolve. It looks/smells worse now than it did just a few years ago. and, there is a stench that consistently comes in through our windows, of rotten food, dirty containers, and multiple piles of waste.

My husband and I live in an end unit about 200 ft. from the **Los Gatos Creek Trail (LGCT)**. Since moving to this location we have experienced being victims of crime, many times. One was having our license plate switched with a felon, our gas tank siphoned out, our cars broken into, and mail and packages stolen, etc. About 3 years ago, a man attempted to climb into our back garden, while my husband was in the shower. It was in the middle of the day on a Sunday.

We have seen the actions of different organizations clean, etc. but these have only been quick fixes and costly for the city/county. The unhoused return the next day to reclaim what they call "their

home." Often, it is unsafe and unsanitary... without running water or proper sanitation facilities, diseases can sometimes spread in encampments and beyond. Various States say they have seen typhus, shigella, trench fever, and other diseases reemerge on their city streets. California Governor Brief 12; Brief for Idaho et al. as Amici Curiae 7 (States Brief).' https://www.supremecourt.gov/opinions/23pdf/23-175_19m2.pdf,

Please do something about this location, as it has become worse than imaginable. You may not understand the depths of irritation from the residents who pay taxes and your wages and have repeatedly voted for you because you said, "you would change this."

From two Willowbrook residents who live near LGCT who have become disillusioned with our public officials, and the sub-standards of basic safety and environmental hazards.

We are asking for help!

Melissa and Timothy



From: [Candice Kwok-Smith](#) on behalf of [Board Correspondence](#)
To: [Mark Bilski](#); [Shanika Richards](#); [Jennifer Codianne](#); [Kathy Nguyen](#)
Cc: [Michele King](#); [Board of Directors](#)
Subject: FW: Request for Agreement Document - Lelong/Willow Safe Sleeping Site
Date: Tuesday, November 5, 2024 3:18:52 PM
Attachments: [image003.png](#)

Good afternoon,

C-24-0257 has been approved, sent and closed.

Thanks,
Candice

From: Candice Kwok-Smith **On Behalf Of** Board of Directors
Sent: Tuesday, November 5, 2024 3:15 PM
To: [REDACTED]
Subject: FW: Request for Agreement Document - Lelong/Willow Safe Sleeping Site

Sent on Behalf of Director Keegan:

Dear Sali Schille,

Thank you for your email and I'm glad you received the information in a timely manner. While we do not have an agreement to allow the City's use of Valley Water's property at Willow and Lelong Streets to develop a safe sleeping location, our agencies did enter into a Right of Entry agreement that allows the City to access the site and conduct due diligence work to determine feasibility for safe sleeping. If you would like to see that agreement, you can request it by replying to the email you received from our Records staff.

As I had mentioned, one objective under Valley Water's Ends Policy E-6: *Encampments of Unsheltered People* is to identify Valley Water lands for regional partners to use for housing or other services for unsheltered people. However, Valley Water does not itself possess housing or social services authority and our staff expertise regarding property use relates to water issues. Any use of our property to support unsheltered people would be in collaboration with housing agencies such as the City of San José or the County of Santa Clara, with those agencies determining site feasibility and making development and operations decisions.

Thank you again for your kind message. Please contact Assistant Operating Officer Mark Bilski at mbilski@valleywater.org with any questions about Valley Water's work to address encampments of unsheltered people located on our property. And you can direct any future public records requests to PublicRecords@valleywater.org.

Sincerely,



Barbara Keegan
Director, District 2

C-24-0257

From: Sali Schille [REDACTED]
Sent: Thursday, October 31, 2024 8:13 PM
To: Barbara Keegan <BKeegan@valleywater.org>
Cc: Board Correspondence <boardcorrespondence@valleywater.org>
Subject: Re: Request for Agreement Document - Lelong/Willow Safe Sleeping Site

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Dear Director Keegan,

Thank you so much for your email. I just received the information from the records department today. I want to express my gratitude once again for all you've done for the district and for San Jose—you will be greatly missed.

Sincerely,

Sali Schille

On Mon, Oct 28, 2024 at 9:43 PM Barbara Keegan <BKeegan@valleywater.org> wrote:

Dear Ms. Schille,

Thank you for contacting me with your questions about documents relating to Valley Water and the City of San Jose, and any potential use of the Lelong/Willow property.

I did take a look at the information I have available. At sometime in the past the Valley Water Board developed policy E-6 Encampments of unsheltered people. This policy allows the use of Valley Water property to shelter the unhoused. Our Chief Executive Officer has made a determination that this policy applies to the Lelong/Willow property and an administrative decision was made to make it available to the city of San Jose. Since this action did not come to the Board I don't have the information on the conditions of use.

I am copying Board Correspondence staff on my reply so that they can check to see

what information is available as to any agreement between Valley Water and the city of San Jose. Thank you again for contacting me and I appreciate your kind words.

Best regards,
Barbara Keegan

Sent from my iPad

On Oct 23, 2024, at 7:59 PM, Sali Schille [REDACTED] wrote:

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Dear Director Keegan,

I hope this message finds you well. We will certainly miss your leadership as our district representative next year upon your retirement.

I'm reaching out to inquire if you or someone on your team could help us obtain a copy of the executed agreement between Valley Water and the City of San Jose for the use of the Lelong/Willow site as a safe sleeping location. Specifically, we're looking for a document outlining the conditions of San Jose's use of the site.

Your assistance would be greatly appreciated.

Sincerely,

Sali Schille