

## Joint Powers Agency (JPA) Appointment Process and Member Roles & Responsibilities

JPA/ Agency	Appointment Process	Member Agency Duties	Appointed Member Duties	Executive/Staff Duties
San Francisquito Creek JPA	<ul style="list-style-type: none"> <li>Directors are designated by each Member's governing body.</li> <li>Directors must be members of that governing body.</li> <li>Directors may be replaced at any time by the appointing agency.</li> <li>No internal selection procedure is required for how cities/counties make appointments.</li> </ul>	<ul style="list-style-type: none"> <li>Designate Director and Alternate.</li> <li>Approve amendments.</li> <li>Approve annual operating budget and member contributions.</li> <li>Approve capital project participation.</li> <li>Receive audit reports.</li> <li>May assume specific liabilities only by separate agreement.</li> <li>May withdraw.</li> <li>May be expelled for material breach (4/5 vote of Authority Board).</li> </ul>	<ul style="list-style-type: none"> <li>Serve as representative on the Board.</li> <li>Vote on budgets, contracts, and capital projects.</li> <li>Attend and serve on committees.</li> <li>Report Board decisions back to the home agency.</li> <li>Monitor project delivery and financial compliance.</li> <li><b>Appoint Clerk.</b></li> <li>Adopt operating budget.</li> </ul>	<ul style="list-style-type: none"> <li>Board governs the Authority.</li> <li><b>Staff appoints the Clerk.</b></li> <li>Staff and consultants run day-to-day operations, accounting, audits, and project implementation.</li> <li>Clerk maintains records and agendas.</li> </ul>

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Delta Conveyance Design & Construction JPA	<ul style="list-style-type: none"> <li>Each Director is appointed in accordance with Article 6.</li> <li>Directors serve at the pleasure of the Member.</li> <li>Vacancies are filled by the Member.</li> <li>No internal selection method required beyond each Member choosing its representative.</li> </ul>	<ul style="list-style-type: none"> <li>Appoint Director and Alternate.</li> <li>Approve funding obligations including Contracted Proportionate Share (CPS).</li> <li>Approve annual operating budget.</li> <li>Approve financing and major contracts.</li> <li>Admit new members.</li> <li>Withdraw subject to prior obligations.</li> <li>Determine participation in project phases.</li> </ul>	<ul style="list-style-type: none"> <li>Vote on budgets, contracts, design and construction actions, CPS obligations, and financing.</li> <li>Monitor technical, environmental, and financial risk.</li> <li>Report to home agency.</li> <li>Serve on committees.</li> </ul>	<ul style="list-style-type: none"> <li>Board sets policy.</li> <li>Executive Director manages day-to-day operations.</li> <li>Staff and consultants conduct engineering, legal, environmental, and financial work.</li> <li>Prepare budgets.</li> <li>Maintain accounting.</li> <li>Manage contracts.</li> <li>Allocate costs.</li> </ul>
Santa Clara Valley Habitat Agency (SCVHA)	<ul style="list-style-type: none"> <li>Each Party's governing body appoints its representatives and alternates.</li> <li>Representatives and alternates serve at the pleasure of the governing body.</li> <li>Alternate representatives must be elected officials of the governing body.</li> </ul>	<ul style="list-style-type: none"> <li>Approve budget and member contribution levels.</li> <li>Approve major land acquisition.</li> <li>Approve Implementation Plan (Habitat Plan) costs.</li> <li>Appoint representatives to Governing and Implementation Boards.</li> <li>Approve JPA amendments.</li> </ul>	<ul style="list-style-type: none"> <li>Vote on budget, land acquisition, plan implementation, and fees.</li> <li>Represent the home agency's environmental and regulatory priorities.</li> <li>Monitor financial compliance and project delivery.</li> <li>Report to home agency.</li> </ul>	<ul style="list-style-type: none"> <li>Governing Board handles policy and contract approvals.</li> <li>Implementation Board oversees Habitat Plan execution.</li> <li>Executive Director and staff carry out restoration, land acquisition, consultant management, audits, and reporting.</li> </ul>

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Silicon Valley Clean Water Authority (SVCWA)	<ul style="list-style-type: none"> <li>Each Participating Agency appoints a Commissioner and alternates.</li> <li>The agreement does not define or constrain internal selection methods.</li> </ul>	<ul style="list-style-type: none"> <li>Approve participating agencies.</li> <li>Approve appointment of Commissioners.</li> <li>Approve operating budget and assessments.</li> <li>Approve capital projects.</li> <li>Approve capacity and treatment rights.</li> </ul>	<ul style="list-style-type: none"> <li>Commissioners vote on budget, assessments, capital project contracts, and capacity/treatment rights.</li> <li>Monitor regulatory, financial, and operational compliance.</li> <li>Report to home agency.</li> </ul>	<ul style="list-style-type: none"> <li>Commission governs policy.</li> <li>Executive Director and staff manage operations, engineering, capital projects, and regulatory compliance.</li> <li>Conduct financial reporting and audits.</li> </ul>
Santa Clara County Library District JPA	<ul style="list-style-type: none"> <li>Each city or county determines its own process for selecting its Board member and alternate.</li> <li>Each Member sets the length of the representative's term.</li> </ul>	<ul style="list-style-type: none"> <li>Appoint a Board member and alternate.</li> <li>Participate in budget approval.</li> <li>May withdraw from the JPA with proper notice.</li> </ul>	<ul style="list-style-type: none"> <li>Attend Board meetings.</li> <li>Report to and obtain feedback from their home jurisdiction.</li> <li>Vote on budgets and policies.</li> <li>Participate on committees.</li> </ul>	<ul style="list-style-type: none"> <li>County Librarian and staff implement Board-approved policies.</li> <li>Manage library operations and programs.</li> <li>Prepare the annual budget.</li> <li>Operate within financial policy guidelines set by the Board.</li> </ul>

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City of San Jose	<ul style="list-style-type: none"> <li>• No specific policy for JPA appointments.</li> <li>• Councilmembers are appointed to external bodies, including JPAs, via formal Council agenda items.</li> <li>• The Mayor typically proposes assignments, and the full Council votes to approve them.</li> <li>• Policy 0-4 (“Consolidated Policy Governing Boards &amp; Commissions”) applies only to internal boards and commissions and does not cover JPAs.</li> </ul>	N/A	N/A	N/A
City of Santa Clara	<ul style="list-style-type: none"> <li>• No specific policy for JPA appointments.</li> <li>• Councilmembers are appointed to outside agencies and JPAs via formal Council meeting agenda items.</li> <li>• The Mayor works with the City Manager to assign Councilmembers to certain Committee assignments (typically based on interest and experience); the proposed Council assignments are then considered by the full Council at a Council meeting.</li> </ul>	N/A	N/A	N/A

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Santa Clara Valley Open Space Authority	<ul style="list-style-type: none"> <li>• With the consent of the Board, the Chairperson shall appoint members of the Board to serve on Board Committees.</li> <li>• Appointments to Board Committees generally occur annually at the second regular meeting in January.</li> <li>• Committees shall choose one of its members as Chairperson at their first meeting of each calendar year.</li> </ul>	N/A	N/A	<ul style="list-style-type: none"> <li>• Gather meeting information for the Director assigned to the Committee</li> <li>• Communicate with the Committee Clerk on the Director's attendance</li> <li>• Provide high level talking points as needed</li> <li>• Attend meetings as appropriate</li> <li>• Follow up on action items if applicable</li> <li>• Report updates to Management and Strategy Team</li> <li>• Inform and consult the Executive Leadership Team as appropriate</li> </ul>

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County of Santa Clara	<ul style="list-style-type: none"> <li>• At the first Board meeting following the first Monday in January, the Chairperson shall, with approval of the Board of Supervisors, make appointments to various Boards, Commissions, Committees and Authorities as deemed necessary, on which Board of Supervisors members are asked to serve.</li> <li>• The assignment of responsibilities, including all representational and leadership assignments, are under the Board's control for each of the Board members. This includes such appointments as representation to the national, state and regional bodies; leadership and/or representation on various County Boards, Commissions and Committees; chairs of the County's Joint Conference Committees; and other liaison positions requested of the County. (Rules of the Board, Section 36)</li> </ul>	N/A	N/A - The County doesn't have any policy that outlines what the Board is expected to do when appointed to external committees or JPAs.	N/A

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East Bay Municipal Utility District (EBMUD)	<ul style="list-style-type: none"><li>The Board president makes appointments to Standing Board Committees, Ad Hoc Committees, Joint Powers Authorities (JPAs), and as representatives to outside agencies.</li></ul>	N/A	<p>NOTE: This addresses Board conduct when acting in public, not specifically the expectations for Board members when appointed to external committees or JPAs:</p> <ul style="list-style-type: none"><li>In communicating with the governing bodies of other agencies, the press, or other members of the public, Board members may speak on behalf of EBMUD or the Board when discussing adopted EBMUD policies or stated Board decisions. In all other circumstances, Board members should make it clear that their opinions and representations are their own and do not reflect the opinions or policies of EBMUD or the Board as a whole.</li><li>Board members are encouraged to notify the General Manager in advance if they plan to speak publicly in opposition to an EBMUD decision or policy.</li><li>Board members should endeavor to express their individual opinions in a responsible manner that is not detrimental to EBMUD or other Board members and staff.</li></ul> <p>(EBMUD Governance Manual, Section 4.03)</p>	<ul style="list-style-type: none"><li>The MUD Act charges the General Manager with the day-to-day management of EBMUD staff.</li></ul>
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Valley Water	<ul style="list-style-type: none"> <li>Board Members are appointed to external committees by the Chair at the beginning of each calendar year.</li> </ul>		<ul style="list-style-type: none"> <li>Board members shall serve on appointed committees to maintain effective relationships (VW Board Governance Policy GP-9)</li> <li>Directors serving on external committees or other governing bodies shall serve in the best interest of Valley Water unless otherwise required by statute, ordinance, resolution or other legislative action. Directors are required to state they are speaking for themselves when doing so. (VW Board of Directors Code of Ethics and Conduct)</li> </ul>	