



BOARD POLICY AND MONITORING  
COMMITTEE MEETING

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# MINUTES

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**REGULAR MEETING  
TUESDAY, MARCH 17, 2026  
11:00 AM**

(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 11:03 a.m.

**1.1. Roll Call.**

Committee members in attendance were: District 5 Director Nai Hsueh, Chairperson presiding, District 2 Director Shiloh Ballard, Vice Chairperson, and District 6 Director Tony Estremera.

Staff members in attendance were: Roseryn Bhudsabourg, Mark Bilski, Rita Chan, Theresa Chinte, Jessica Collins, Meenakshi Ganjoo, Rachael Gibson, Walter Gonzalez, Mark Greene, Christopher Hakes, Wendy Ho, Candice Kwok-Smith, Marta Lugo, Sadie Lum, Linda Mason, Patrice McElroy, Nicole Merritt, Carmen Narayanan, Carlos Orellana, Mark Poole, Mike Potter, Melanie Richardson, Stephanie Simunic, Darin Taylor, Tina Yoke.

Public in attendance Allan Highstreet (NBS).

**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 present who wished to speak.

**3. APPROVAL OF MINUTES:**

**3.1 Approval of February 9, 2026 Board Policy and Monitoring Committee (BPMC) Minutes.**

**Recommendation: Approve the February 9, 2026 BPMC minutes.**

The BPMC considered the minutes of the February 9, 2026 BPMC meeting.

Public Comments: None.

It was moved by Vice Chairperson Ballard and seconded by Director Estremera and unanimously carried that the minutes be approved as submitted.

#### **4. REGULAR AGENDA:**

##### **4.1 Receive Update on Final Results for the Flood Control and Water Supply Development Impact Fee Analyses and Provide Recommendation to the Board as needed.**

**Recommendation: Receive update on final results for the Flood Control and Water Supply Development Impact Fee Analyses and provide recommendations to the Board as needed.**

Allan Highstreet reviewed the information on the item, per the attached Committee Agenda Memo, and corresponding presentation materials contained in Attachment 1.

Allan Highstreet and Darin Taylor were available to answer questions.

Public Comment: None.

The Committee received the information, took no formal action, and with staff input discussed the following: clarification of legislation and enforcement and authority, utilization of the Valley Water Government Relations team to engage local jurisdictions relating to planning the next phase, land use collaboration, differences between north and south county water supply, and implementation challenges.

Darin Taylor stated that staff efforts will continue following the discussion on the Impact Fee Analysis. The next steps—including items raised during this discussion—will be incorporated into a memo for the full Board, who can review and determine whether the recommendation is sufficiently robust to move forward.

Chairperson Hsueh moved the agenda to Item 4.3.

##### **4.3 Receive and Discuss Board Member Travel Policy.**

**Recommendation: A. Receive and discuss Board Member travel policies to determine if additional language is necessary related to cancellations.  
B. Provide direction to staff as needed;  
C. Recommend additions to GP-10 be presented to the full Board for approval.**

Candice Kwok-Smith reviewed the information on the item, per the attached Committee Agenda Memo, and reviewed the information contained in Attachment 1.

Candice Kwok-Smith and Carlos Orellana were available to answer questions.

Public Comment: None.

The Committee received and discussed the language additions contained in Attachment 1 relating to timing of cancellations and how they affect reimbursement responsibilities, and adding language that states the Board Chairperson will determine who is responsible for non-refundable expenses.

It was moved by Director Estremera and seconded by Vice Chairperson Ballard, and unanimously approved, that the recommended additional language (including that the Board Chairperson will determine who is responsible for the non-refundable expenses) and edits to GP-10 are presented to the full Board for approval.

Chairperson Hsueh moved the agenda to Item 4.2.

**4.2 Provide Feedback for the Upcoming Audit of the Board Appointed Officers Complaint Process.**

**Recommendation: Provide feedback for the upcoming audit of the Board Appointed Officers Complaint Process.**

Chairperson Hsueh reviewed the information on the item per the attached Committee Agenda Memo.

Candice Kwok-Smith, Melanie Richardson, Patrice McElroy, and Linda Mason were available to answer questions.

Public Comment: None.

The Committee received the information, took no formal action, and with staff input discussed the following: pre-investigation process, management of investigation process, need for a project manager, time and legal constraints, expanding the scope of the Ethics and Conduct Ad Hoc Committee, communication issues between different parties, issue of legal privilege, change management, and having a fair and time-bound process.

The Committee stated the item will be continued.

Chairperson Hsueh moved the agenda to Item 4.4.

**4.4 Review and Discuss the 2026 Board Policy and Monitoring Committee (BPMC) Work Plan and Make Adjustments as Necessary.**

**Recommendation: Review and discuss the 2026 BPMC Work Plan and make adjustments as necessary.**

The Committee reviewed the information on this item, per the attached Committee Agenda Memo and per the information contained in Attachment 1, and took no formal action.

Public Comment: None

## **5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS.**

Stephanie Simunic stated that for Item 4.3, relating to the Board Member travel Policy, suggested edits were approved (including using the word “shall” instead of “may” in GP-10.6.3.6.1.2, and adding the Board Chairperson will determine who is responsible for non-refundable expenses) and for Item 4.2, relating to the BAO complaint process, the item will be continued.

## **6. ADJOURN:**

### **6.1. Adjourn.**

Chairperson Hsueh adjourned the meeting at 1:14 p.m.

Date Approved: April 21, 2026

Stephanie Simunic  
Assistant Deputy Clerk II