

November 8, 2023

MEETING NOTICE & REQUEST FOR RSVP**TO: SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION**

<u>Jurisdiction</u>	<u>Representative</u>	<u>Representative</u>	<u>Representative</u>
District 1	Lorelei Henry	Ishaan Mandala	Ana Torrico
District 2	Ca Nha Dang	Emma Gao	Niharika Koduru
District 3	Anika Kulkarni	Parnika Sadhu	Ivan Zhang
District 4	Agata Bak	Bryan Blair	Sairama Kakulapati
District 5	Sophie Beck	Grace Liu	Daphne Zhu
District 6	Samuel Alvarez	Nilansh Dey Ghosh	Jonathan Lopez
District 7	Maitreya Banerjee	Oded Bronicki	Patrick Van Kerckhove

The regular meeting of the Santa Clara Valley Water District Youth Commission is scheduled to be held on **Wednesday, November 15, 2023, at 6:00 p.m., in-person at the Santa Clara Valley Water District Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, CA 95118.**

Enclosed are the meeting agenda and corresponding materials. **Please bring this packet with you to the meeting.** Additional copies of this meeting packet are available on-line at <https://www.valleywater.org/how-we-operate/committees/board-advisory-committees>

A majority of the appointed membership is required to constitute a quorum, which is fifty percent plus one. A quorum for this meeting must be confirmed at least 48 hours prior to the scheduled meeting date or it will be canceled.

Further, a quorum must be present on the day of the scheduled meeting to call the meeting to order and take action on agenda items.

Members with two or more consecutive unexcused absences will be subject to rescinded membership.

Please confirm your attendance **no later than Monday, November 13, 2023; 3:00 p.m.** by contacting Glenna Brambill at 1-408-630-2408, or gbrambill@valleywater.org.



SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION MEETING

Public may join meeting via Zoom

<https://valleywater.zoom.us/j/87431067568>

and then click on:

I'm not the meeting host, [Join Meeting as an Attendee](#)

Meeting ID: 874 3106 7568

One tap mobile

+16699009128,,87431067568# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 874 3106 7568



Santa Clara Valley Water District Santa Clara Valley Water District Youth Commission Meeting

**Headquarters Building Boardroom
5700 Almaden Expressway
San Jose CA 95118**

REGULAR MEETING AGENDA

**Wednesday, November 15, 2023
6:00 PM**

District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.

SCVWD Youth Commission
Emma Gao - Commission Chair
Daphne Zhu - Commission Vice Chair

BOARD REPRESENTATIVES
Director Rebecca Eisenberg - District 7
Director Nai Hsueh - District 5
Director Barbara F. Keegan - District 2

All public records relating to an item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the Clerk of the Board at the Santa Clara Valley Water District Headquarters Building, 5700 Almaden Expressway, San Jose, CA 95118, at the same time that the public records are distributed or made available to the legislative body. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to attend Board of Directors' meeting. Please advise the Clerk of the Board Office of any special needs by calling (408) 265-2600.

Donald Rocha (Staff Liaison)

Glenna Brambill (COB
Liaison)
Management Analyst II
gbrambill@valleywater.org

Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown Act.

Santa Clara Valley Water District
Santa Clara Valley Water District Youth Commission
REGULAR MEETING
AGENDA

Wednesday, November 15, 2023

6:00 PM

HQ Boardroom

*****IMPORTANT NOTICES AND PARTICIPATION INSTRUCTIONS*****

Santa Clara Valley Water District (Valley Water) Board of Directors/Board Committee meetings are held as a “hybrid” meetings, conducted in-person as well as by telecommunication, and is compliant with the provisions of the Ralph M. Brown Act.

To maximize public safety while still maintaining transparency and public access, members of the public have an option to participate by teleconference/video conference or attend in-person. To observe and participate in the meeting by teleconference/video conference, please see the meeting link located at the top of the agenda. If attending in-person, you are required to comply with Ordinance 22-03 - AN ORDINANCE OF THE SANTA CLARA VALLEY WATER DISTRICT SPECIFYING RULES OF DECORUM FOR PARTICIPATION IN BOARD AND COMMITTEE MEETINGS located at <https://s3.us-west-2.amazonaws.com/valleywater.org.if-us-west-2/f2-live/s3fs-public/Ord.pdf>

In accordance with the requirements of Gov. Code Section 54954.3(a), members of the public wishing to address the Board/Committee during public comment or on any item listed on the agenda, may do so by filling out a Speaker Card and submitting it to the Clerk or using the “Raise Hand” tool located in the Zoom meeting application to identify yourself in order to speak, at the time the item is called. Speakers will be acknowledged by the Board/Committee Chair in the order requests are received and granted speaking access to address the Board.

- Members of the Public may test their connection to Zoom Meetings at: <https://zoom.us/test>
- Members of the Public are encouraged to review our overview on joining Valley Water Board Meetings at: <https://www.youtube.com/watch?v=TojJpYCxXm0>

Valley Water, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access and/or participate in Valley Water Board of Directors/Board Committee meetings to please contact the Clerk of the Board’s office at (408) 630-2711, at least 3 business days before the scheduled meeting to ensure that Valley Water may assist you.

This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Sections 54950 et. seq. and

statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of Valley Water's bonds, notes or other obligations and investors and potential investors should rely only on information filed by Valley Water on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and Valley Water's Investor Relations website, maintained on the World Wide Web at <https://emma.msrb.org/> and <https://www.valleywater.org/how-we-operate/financebudget/investor-relations>, respectively.

Under the Brown Act, members of the public are not required to provide identifying information in order to attend public meetings. Through the link below, the Zoom webinar program requests entry of a name and email address, and Valley Water is unable to modify this requirement. Members of the public not wishing to provide such identifying information are encouraged to enter "Anonymous" or some other reference under name and to enter a fictional email address (e.g., attendee@valleywater.org) in lieu of their actual address. Inputting such values will not impact your ability to access the meeting through Zoom.

Join Zoom Meeting:

<https://valleywater.zoom.us/j/87431067568>

Meeting ID: 874 3106 7568

Join by Phone:

1 (669) 900-9128, 87431067568#

1. CALL TO ORDER:

1.1. Roll Call.

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

Notice to the public: Members of the public who wish to address the Board/Committee on any item not listed on the agenda may do so by filling out a Speaker Card and submitting it to the Clerk or using the "Raise Hand" tool located in the Zoom meeting application to identify yourself to speak. Speakers will be acknowledged by the Board/Committee Chair in the order requests are received and granted speaking access to address the Board/Committee. Speakers' comments should be limited to two minutes or as set by the Chair. The law does not permit Board/Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If Board/Committee action is requested, the matter may be placed on a future agenda. All comments that require a response will be referred to staff for a reply in writing. The Board/Committee may take action on any item of business appearing on the posted agenda.

3. WELCOME

4. OATH OF OFFICE

5. INTRODUCTIONS

5.1. INTERACTIVITY ACTIVITY

6. MANAGER'S REPORT

7. APPROVAL OF MINUTES:

7.1. Approval of Minutes.

[23-1196](#)

Recommendation: Approve the August 23, 2023, Meeting Minutes.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: 08232023 SCVWDYC Draft Mins](#)

Est. Staff Time: 5 Minutes

8. REGULAR AGENDA:

8.1. Brown Act Overview and Training.

[23-1197](#)

Recommendation: Receive training regarding Brown Act requirements governing public meetings.

Manager: Andrew Gschwind, 408-630-2804

Attachments: [Attachment 1: Brown Act Presentation](#)

Est. Staff Time: 15 Minutes

8.2. Santa Clara Valley Water District Youth Commission Orientation.

[23-1198](#)

Recommendation: Receive information on Youth Commission Purpose, Responsibilities and Meeting Conduct.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: Handbook March 2023](#)

Est. Staff Time: 5 Minutes

8.3. Update from Santa Clara Valley Water District Youth Commission's Working Groups.

[23-1199](#)

Recommendation: Approve, discuss, and consider any new working groups or name changes. Receive updates on working groups, recommendations and make recommendations to the Board, as necessary.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: Working Groups November 2023](#)

Est. Staff Time: 15 Minutes

- 8.4. Review Santa Clara Valley Water District Youth Commission Work Plan, [23-1200](#)
the Outcomes of Board Action of Commission Requests; and the
Commission's Next Meeting Agenda.

Recommendation: Review and approve the Commission work plan to guide the
commission's discussions regarding policy alternatives and
implications for Board deliberation.

Manager: Candice Kwok-Smith, 408-630-3193

Attachments: [Attachment 1: Work Plan 2023-2024](#)

Est. Staff Time: 5 Minutes

9. 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.*

10 ADJOURN:

10.1. Adjourn to Regular Meeting at 6:00 p.m., on Wednesday, January 17, 2024.



Santa Clara Valley Water District

File No.: 23-1196

Agenda Date: 11/15/2023

Item No.: 7.1.

COMMITTEE AGENDA MEMORANDUM **Santa Clara Valley Water District Youth Commission**

Government Code § 84308 Applies: Yes ☐ No ☒
(If "YES" Complete Attachment A - Gov. Code § 84308)

SUBJECT:

Approval of Minutes.

RECOMMENDATION:

Approve the August 23, 2023, Meeting Minutes.

SUMMARY:

A summary of Committee discussions, and details of all actions taken by the Committee, during all open and public Committee meetings, is transcribed and submitted for review and approval.

Upon Committee approval, minutes transcripts are finalized and entered into the District's historical records archives and serve as historical records of the Committee's meetings.

ENVIRONMENTAL JUSTICE IMPACT:

There are no Environmental Justice impacts associated with this item.

ATTACHMENTS:

Attachment 1: 08232023 SCVWD Youth Comm Draft Mins

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193



SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION MEETING

DRAFT MINUTES

WEDNESDAY, AUGUST 23, 2023

(Paragraph numbers coincide with agenda item numbers)

A regular meeting of the Santa Clara Valley Water District Youth Commission (Youth Commission) was held on August 23, 2023, at Santa Clara Valley Water District, Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, CA 95118.

1. CALL TO ORDER

Youth Commission Chair Anika Kulkarni called the meeting to order at 6:07 p.m.

1.1 ROLL CALL

A quorum was established with 17 Members present.

Members in attendance were:

<u>Jurisdiction</u>	<u>Representative</u>	<u>Representative</u>	<u>Representative</u>
District 1	Lorelei Henry	Ishaan Mandala	Ana Torrico
District 2	Ca Nha Dang	Emma Gao	Niharika Koduru*
District 3	Anika Kulkarni	Parnika Sadhu	Ivan Zhang
District 4	Agata Bak	Bryan Blair	
District 5	Grace Liu	Daphne Zhu	
District 6	Samuel Alvarez	Nilansh (Neil) Dey Ghosh	Jonathan Lopez*
District 7	Maitreya Banerjee	Oded Bronicki	Patrick Van Kerckhove

Members not in attendance were:

<u>Jurisdiction</u>	<u>Representative</u>
District 4	Sairama Nisitha Kakulapati
District 5	Sophie Beck

*Youth Commission Members arrived as indicated below.

Valley Water Board Representative in attendance were: Director Barbara F. Keegan (District 2) and Director Nai Hsueh (District 5).

Valley Water Staff in attendance were: Brandon Adriano, Ricardo Barajas, Glenna Brambill, Mitzi Chavez, Andrew (Andy) Gschwind, Nick Ingram, Sarah Knott, Rene Moreno, Clarissa Sangalang, and Sherilyn Tran.

Public in attendance was: Jan

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

There was no one present who wished to speak.

3. WELCOME

Directors Nai Hsueh and Barbara Keegan welcomed our new and returning Youth Commissioners.

4. OATH OF OFFICE

Glenna Brambill administered the Oath of Office to 6 new Youth Commissioners:

- Lorelei Henry and Ishaan Mandala – representing District 1 (Director Varela)
- Ca Nha Dang – representing District 2 (Director Keegan)
- Parnika Sadhu – representing District 3 (Director Santos)
- Grace Liu – representing District 5 (Director Hsueh)
- Samuel Alvarez – representing District 6 (Director Estremera)

*Niharika Koduru arrived at 6:17 p.m.

*Jonathan Lopez arrived at 6:19 p.m.

5. INTRODUCTIONS

The following Valley Water Staff introduced themselves to the Youth Commission: Brando Adriano, Ricardo Barajas, Glenna Brambill, Mitzi Chavez, Andrew Gschwind, Nicholas Ingram, Sarah Knott, Rene Moreno, Clarissa Sangalang and Sherilyn Tran.

The following Youth Commissioners introduced themselves with school they attend and district they represent: Lorelei Henry, Ishaan Mandala and Ana Torrico-District 1, Ca Dang, Emma Gao, and Niharika Koduru-District 2, Anika Kulkarni, Parnika Sadhu and Ivan Zhang-District 3, Agata Bak and Bryan Blair-District 4, Grace Liu and Daphne Zhu-District 5, Samuel Alvarez, Neil Dey Ghosh and Jonathan Lopez-District 6, Maitreya Banerjee, Oded Bronicki, and Patrick Van Kerchove-District 7.

5.1 INTERACTIVE ACTIVITY:

Brandon Adriano led the 'Blue Marble Game' which is to engage the youth commissioners into learning about. The blue marble activity is a team-building exercise with the commissioners, the blue marble is a reminder of the importance of the work they will do with the commission and a reminder of the importance of working together to care for our water every day. This activity was based on Wallace J Nichols "Blue Mind". This was followed by a short get-to-know-each-other activity where commissioners started on a line and would step forward based on questions we asked.

6. MANAGER'S REPORT

Sherilyn Tran advised the Youth Commissioners on the importance of their roles, to attend quarterly meetings, to rsvp in a timely manner because a quorum is needed to conduct business at meetings, and to get involved with the working groups. There are 4 quarterly meetings, please place the dates on your calendar as youth input is needed for the district you represent and perspective of water-based projects.

The annual retreat is September 30, 2023, all day from 8:00 a.m. – 2:00 p.m., please confirm your attendance for team building activities and the work plan discussion and expectation. There is a youth commission website to display headshots, members' information and current projects.

7. ELECTION OF CHAIR AND VICE CHAIR

Youth Commission Chair Anika Kulkarni opened the floor for nominations for Commission Chair

Daphne Zhu nominated Emma Gao, Emma Gao nominated Daphne Zhu and Oded Bronicki self-nominated. Commissioners gave a quick overview of their backgrounds and why they wanted to be Commission Chair.

The Vote for Chair was as follows:

Emma Gao received 9 votes, Daphne Zhu received 6 votes, and Oded Bronicki received 4 votes.

The Youth Commission elected Emma Gao (representing District 2, Director Keegan) as the Youth Commission Chair.

Received self-nominations for Vice Chair from: Maitreya Banerjee, Agata Bak, Niharika Koduru and Daphne Zhu. The Commissioners gave a quick overview of their backgrounds and why they wanted to be Vice Commission Chair.

The Vote for Vice Chair was as follows:

Maitreya Banerjee received 5 votes, Agata Bak received 0 votes, Niharika Koduru received 4 votes, and Daphne Zhu received 10 votes.

The Youth Commission elected Daphne Zhu (representing District 5, Director Hsueh) as the Youth Commission Vice Chair

8. APPROVAL OF MINUTES

8.1 APPROVAL OF MINUTES

It was moved by Anika Kulkarni seconded by Daphne Zhu, and unanimously carried, to approve the April 19, 2023, Santa Clara Valley Water District Youth Commission meeting minutes as presented.

9. AGENDA ITEMS

9.1 UPDATE FROM SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION'S WORKING GROUPS

Sherilyn Tran reviewed the materials as outlined in the agenda item.

Sherilyn Tran reported on:

- Upcoming planning for Job Shadow Day (JSD) February 2024.

Ricardo Barajas reported on:

- Youth Community Science Network (YCSN) Working Group, those that are passionate about science and community, also, a focus on climate change on plants and animals. The working group credited with working on the drought awareness toolkit with water conservation video on Valley Water's Instagram page.

Nicholas Ingram reported on:

- Creek Stewardship Working Group's focus with youth volunteers for the 2 major creek cleanups, May 2024 (National River Clean-up Day) and September 23, 2023 (Coastal Creek Cleanup Day).

9:00 a.m. to 1:00 p.m., Youth Commissioners can help promote the events with posters and their youth networks.

Rene Moreno reported on:

- Public Art Working Group's focus was on the Adopt-a-Bench in 2019, 7 benches throughout Districts 1-7. The Pilot Mural Project on the Blossom Hill Annex Building with artist Paul J. Gonzalez, finished with a ribbon cutting ceremony on June 10, 2023, with the help of youth commissioners Agata Bak, Oded Bronicki, Niharika Koduru, and the showing of the mural video.

Sherilyn Tran reported on:

- Possible new working groups, strategic planning, grants and partnership programs/mini grants (refill stations \$5K) there will be a September 8th funding workshop, recycled and purified water projects.

The Santa Clara Valley Water District Youth Commission took no action.

9.2 REVIEW AND DISCUSS SANTA CLARA VALLEY WATER DISTRICT YOUTH COMMISSION WORK PLAN, AND PROPOSE THE COMMISSION'S NEXT MEETING AGENDA

Glenna Brambill reviewed the materials as outlined in the agenda item. The next meeting is Wednesday, November 15, 2023.

The Santa Clara Valley Water District Youth Commission took no action.

10. CLERK REVIEW AND CLARIFICATION OF COMMISSION REQUESTS TO THE BOARD

Glenna Brambill reported there were no action items for Board consideration.

11. ADJOURN

Chair Emma Gao adjourned 7:39 p.m. to the next regular meeting on Wednesday, November 15, 2023, at 6:00 p.m.

Glenna Brambill
Board Committee Liaison
Office of the Clerk of the Board

Approved:



Santa Clara Valley Water District

File No.: 23-1197

Agenda Date: 11/15/2023

Item No.: 8.1.

COMMITTEE AGENDA MEMORANDUM **Santa Clara Valley Water District Youth Commission**

Government Code § 84308 Applies: Yes ☐ No ☒
(If "YES" Complete Attachment A - Gov. Code § 84308)

SUBJECT:

Brown Act Overview and Training.

RECOMMENDATION:

Receive training regarding Brown Act requirements governing public meetings.

SUMMARY:

The Ralph M. Brown Act was enacted to ensure that actions of local public agencies are taken in open and public meetings, with posted agendas. The Santa Clara Valley Water District Youth Commission is a Board Advisory Committee, and pursuant to the SCVWD Board Advisory Committee Handbook of Guidelines and Responsibilities, Youth Commission meetings must be conducted in accordance with the Brown Act.

The following interactive training is designed to introduce Youth Commission members to some of the most important requirements under the Brown Act regarding notice and transparency in government.

ENVIRONMENTAL JUSTICE IMPACT:

There are no Environmental Justice impacts associated with this item.

ATTACHMENTS:

Attachment 1: PowerPoint Presentation

UNCLASSIFIED MANAGER:

Andrew Gschwind, 408-630-2804

SCVWD Youth Commission 2023 Review of the Ralph M. Brown Act

Presented by Andy Gschwind, Assistant District Counsel



The Ralph M. Brown Act

- Ralph M. Brown was a member of the California State Assembly
- He is best known for authoring the “Ralph M. Brown Act”
- Enacted in 1953, this was California’s first sunshine law designed to increase transparency in government.

III.B. – Public Meetings Under the Ralf M. Brown Act

“All meetings of the legislative body of a local agency shall be **open and public**, and all persons shall be permitted to attend any meeting of the legislative body of a local agency.” (Gov. Code § 54953)





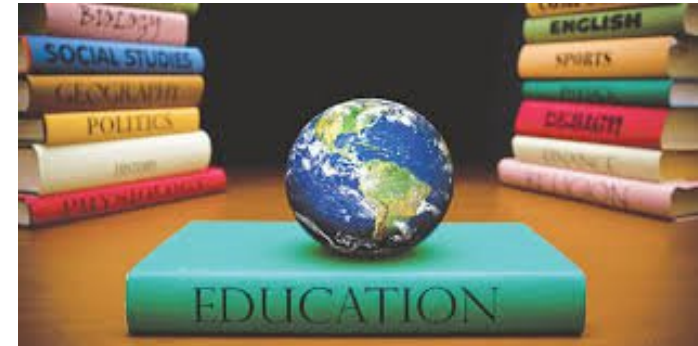
PUBLIC PARTICIPATION

- The Brown Act protects the public's right to attend and participate at meetings.
- In addition to reviewing agendas, the public has a right to all meeting handouts considered by the Committee.

What is the Purpose of this Training?

Purpose:

- Educational: to introduce you to the Ralph M. Brown Act, which governs how most official government meetings are conducted in California. This law governs:
 - County Board of Supervisors Meetings
 - City Council Meetings
 - Special District Meetings (Valley Water is a special district)
 - School Board Meetings
 - [very similar to homeowners association (HOA) meetings and corporate board meetings]
- Assist you on carrying out your work on the Commission during your term.




Brown Act – What is a Public Meeting

- Meeting:
 - Any gathering of a majority of the legislative body to "hear, discuss, deliberate, or take action" on a matter within the agency's jurisdiction.
 - Typically, a physical meeting in an ADA-accessible, secular place open to all members of the public. But because of coronavirus, Gov. Newsom passed an executive order authorizing live-stream meetings.
 - **Not necessarily in-person** – can be by **phone, email** or **Internet/social media**
 - Here, an email chain or a phone call involving 11 or more Youth Commissioners would be a "meeting" under the Brown Act!
 - Newish law - Sept. 2020 (AB 992) allows elected officials to use the Internet to interact with the public but expressly prohibits an official from commenting on a posting concerning agency business by even one other member.

- 
- PHILOMATH**
Park Advisory Board

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

- 
- PHILOMATH**
Park Advisory Board
- Meeting Agenda**
Thursday, May 14, 2020
City Hall, 980 Appleton St., Philomath
5:00 PM
- Committee Chair: Dalia Collins
Committee Secretary: Steve Elgise
Committee Members: Lindy Young, Spencer Irwin, Caleb Uihrens, Sandy Heath, Carol Leach
City Staff: Chris Workman
- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
2.1 Minutes of January 9, 2020
- 3. BUSINESS**
3.1 Music in the Park status
3.2 Update on the Fiosse Overman Park landscape planting
3.3 Territorial Court speaking status
3.4 Parks open
3.5 Cochran Memorial Park status update
- 4. ADJOURNMENT**
- Meeting Access Information**
This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.
- Please use the following link or phone number to access the meeting:
Video: <https://zoom.us/j/926650770?pwd=MTJhbnZlc0Q0RTk6dUQwYzgzZjZ0>
Phone: 312-626-6799
Meeting ID: 205 550 7170
Password: Philomath
- Meeting Conduct**
All non-city participant microphones and screens will be muted. Presenters and members of the public will not be unmuted if called on to speak. The chat function will be disabled during the meeting.

Brown Act – Agenda Cont'd

- Examples:

Bad

"Discuss Proposed Art Beautification Project."

Good:

"Recommend to Valley Water Board of Directors that Valley Water Commission Artist Pablo Caruba to Paint Water Conservation Mural on Headquarters West Wall for an Amount Not-to-Exceed \$165,000."

Bad (Probably doesn't violate law – just bad):

"Discuss Global warming and water impacts."

Good:

"Recommend to Valley Water Board of Directors that Valley Water Consider Retaining Consultant to Study Anticipated Local Water Supply Impacts of Global Warming Over Next 50 Years."

- Agenda should include all attachments provided to decisionmakers (provided to public at same time as decision-maker)
 - E.g., proposed resolution, proposed contract, Powerpoint presentations



Meeting Agenda
Thursday, May 14, 2020
City Hall, 960 Appleton St., Philomath
6:00 PM

Committee Chair: Dale Collins
Committee Secretary: Lorie Kison
Committee Members: Lindy Young, Spencer Innes, Caleb Unema, Sandy Heath, Carol Leach
City Staff: Chris Workman

1. ROLL CALL

2. APPROVAL OF MINUTES
2.1 Minutes of January 9, 2020

3. BUSINESS

- 3.1 Music in the Park status
- 3.2 Update on the Flossie Overman Park landscape planing
- 3.3 Tennis Court opening status
- 3.4 Parks open
- 3.5 Cochran Memorial Park status update

4. ADJOURNMENT

Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the Internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:
Video: <https://zoom.us/j/2085507787?pwd=STZlZjZuZlR5dUJhYVpSc2Z0>
Phone: 312-628-4790
Meeting ID: 208 507 7870
Password: Philomath

Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.



Getting Items on Agenda

- Chair can put an item on the agenda
- Any Commissioner may put an item on the agenda
- The Commission Clerk, Glenna Brambill, and staff will help
- Member of the public may request to put an item on the agenda and commissioners may approve



PUTTING IT IN PRACTICE

SUFFICIENT PUBLIC NOTICE?



The Youth Commission wants to hear a report on bottled water and plastic waste.

It also wishes to make a recommendation to the Board on measures the Board should adopt to discourage bottled water consumption.

Which agenda language would best give the public notice of what the Commission was taking up at its meeting?

- A. Bottled Water, friend or foe?
- B. Receive report regarding bottled water consumption in Santa Clara County. Consider recommendations to Board of Directors regarding measures to adopt to discourage bottled water consumption.
- C. Bottled Water Consumption Trends and recommendations.

Brown Act & Public Meetings – Cont'd

The Agenda Requirements are enforceable.

Judge Rules L.A. Planners Hid Environment Reports, Violated Brown Act

By Peter B. Matuszak
Daily Journal Staff Writer

LOS ANGELES — Open government advocates won a victory last week when a judge ruled that the city's practice of using internal city codes to disguise key environmental matters before the Planning Commission was illegal.

Los Angeles County Superior Court Judge David Yaffe ruled in favor of public interest attorney Robert Silverstein on Oct. 6, finding that the city had repeatedly violated the Brown Act, the state's open government law, by not clearly disclosing when commissioners would be deciding whether to approve environmental reports for new developments mandated by the California Environmental Quality Act.

"The evidence before the court, which is uncontradicted, shows that the City Planning Commission of the City of Los Angeles repeatedly posted agendas of its meetings during the year 2007 that clearly disclosed each action that it intended to take or discuss at a meeting except actions to be taken or considered under the California Environmental Quality Act," Yaffe wrote. *La Mirada Avenue Neighborhood Assoc. v. Los Angeles*, BS108652 (L.A. Super. Ct., filed March 30, 2007).

The judge pointed out that all other items on at least six Planning Commission agendas were spelled out in simple

understandable terms but that environmental matters to be taken up under CEQA were only mentioned in, "a cryptic reference like the following 'CEQA: ENV-2005-7720-EIR.'"

"Such cryptic references are meaningless to most members of the public ... Such descriptions not only violate the Ralph M. Brown Act, but they also violate the fundamental purposes of CEQA," he wrote.

The ruling will force the city to change how it informs the public about pending environmental and land use decisions. The order enjoined the Planning Commission from taking any actions under CEQA that are not "described with clarity, particularity and detail," understandable to the general public.

The ruling will not stop any current projects, including the Paseo Plaza, which the suit was originally filed against. The preservationists who opposed the mixed-use project have settled their grievances with the developer, who agreed to pay into a fund that will be used to fix potential traffic problems. The plan calls for 437 residential units and 377,900 square feet of commercial space to be built near the corner of Santa Monica Boulevard and Western Avenue.

Despite the agreements, Silverstein continued to pursue
See Page 4 — L.A.



ROBERT LEVINS / Daily Journal

"It has now become a lawsuit to vindicate the public's right to a transparent government," said attorney Robert Silverstein.



Conduct of Meetings

- Public must be given opportunity to speak on any agenda item
 - Should be given the opportunity to do this **before** the Commission takes action.
 - Okay to set time limit on all speakers – e.g., each speaker only get 3 minutes
- Public must be given opportunity to speak regarding any matters within the body's jurisdiction during "public comment" period.
- Cannot require sign-in or speaker identification
 - voluntary sign-in permitted if sheet specifies that it is voluntary
 - speakers can choose to remain **anonymous**: so if one of your friends or parents wants to "zoom" into a meeting and talk while remaining anonymous, they can!
- Broadcasting, videotaping and photography must be permitted



Conduct of Meetings – Rosenberg or Roberts Rules of Order or Conduct

15

Most governmental bodies follow some variation on these rules. Valley Water's Governance Policy concerning meetings (GP-12) is similar:

- The Chairperson, with the help of the Clerk, typically runs the meeting;

Generally, to take action on an item:

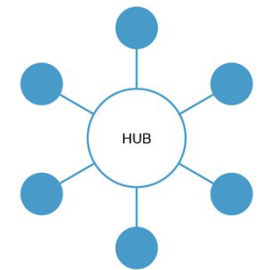
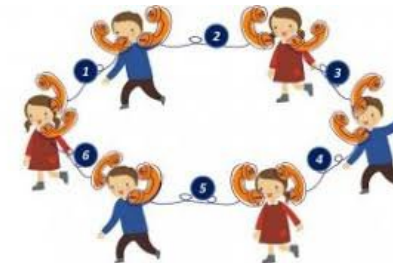
- a Commissioner makes a motion to take a certain action on an item. For example, "I move that the Commission recommend to Valley Water's Board that the Valley Water host a high school creek cleanup event."
 - (If a motion is poorly phrased or if another commissioner wants to change it slightly, anyone can make an "amended motion" that clarifies or slightly changes the original motion.)
- another Commissioner then "seconds" the motion or else it fails.
- If the motion is seconded, all Commissioners then vote on the motion.
- If a majority of Commissioners present at the meeting vote in favor of motion, it passes. If not, it fails.



Brown Act Violations – Prohibited Meetings

16

- Quorums outside of noticed meetings
 - 11 of you discussing Youth Commission business outside of a regular meeting
 - Youth Commission work groups should keep discussions of issues within their own work group. Do not discuss with commissioners in other work groups.
- Serial Meetings Prohibited:
 - Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, passing along commission information, until a quorum (11 members) has been contacted, this is a “serial meeting” that violates the Brown Act.
 - Hub and spoke: one person separately contacts a quorum of members (11 or more) discussing her/his views on action to be taken by the government body.



17

A large, white, rounded speech bubble with a small tail pointing towards the bottom-left corner. It is set against a solid green background. The bubble has a subtle drop shadow, giving it a 3D appearance.



valleywater.org

QUESTIONS





Santa Clara Valley Water District

File No.: 23-1198

Agenda Date: 11/15/2023

Item No.: 8.2.

COMMITTEE AGENDA MEMORANDUM **Santa Clara Valley Water District Youth Commission**

Government Code § 84308 Applies: Yes ☐ No ☒
(If "YES" Complete Attachment A - Gov. Code § 84308)

SUBJECT:

Santa Clara Valley Water District Youth Commission Orientation.

RECOMMENDATION:

Receive information on Youth Commission Purpose, Responsibilities and Meeting Conduct.

SUMMARY:

The Santa Clara Valley Water District Youth Commission will receive an orientation on the Valley Water's purpose and mission, as well as the Commission's purpose, membership, responsibilities, meeting conduct, and agenda creation, as outlined in the attached Board Advisory Committee Handbook (Attachment 1).

ENVIRONMENTAL JUSTICE IMPACT:

There are no Environmental Justice impacts associated with this item.

ATTACHMENTS:

Attachment 1: Board Advisory Committee Handbook

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193

Board Advisory Committee Handbook

of Guidelines and Responsibilities



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A.

ORGANIZATION

MARCH 2023 – Santa Clara Valley Water District 5

SANTA CLARA VALLEY WATER DISTRICT (VALLEY WATER)

Purpose

The Santa Clara Valley Water District (Valley Water) is a California special district formed and operating under special sections of California law, referred to as the District Act.

Valley Water manages an integrated water resources system that includes the supply of safe, clean water, flood protection and stewardship of streams on behalf of Santa Clara County's 2 million residents.

Valley Water effectively manages 10 dams and surface water reservoirs, three water treatment plants, a state-of-the-art water quality laboratory, **approximately 285** acres of groundwater recharge ponds, and more than 275 miles of streams. We also operate the award-winning Silicon Valley Advanced Water Purification Center, the largest plant of its kind in Northern California and the focal point of our efforts to expand Santa Clara County's local drinking water supply.

Valley Water provides wholesale water and groundwater management services to local municipalities and private water retailers who deliver drinking water directly to homes and businesses in Santa Clara County.

Valley Water's stream stewardship responsibilities include creek restoration, wildlife habitat protection, stream water pollution prevention, and natural flood protection.

District Mission

The mission of Valley Water is to provide Silicon Valley safe, clean water for a healthy life, environment and economy.

District Act

The District Act is the California Law that charges Valley Water with providing comprehensive water management for beneficial uses, protecting the County from flooding, and enhancing, protecting and restoring streams, riparian corridors, and natural resources within Santa Clara County. The intent of the District Act is for Valley Water to work collaboratively with other appropriate entities in Santa Clara County to carry out these functions.

District Act Section 12.5 provides for the creation of Board Committees (Committees) to serve the best interest of Valley Water. The District Act specifically states that there will be an advisory committee consisting of farmers to represent users of agricultural water.

BOARD OF DIRECTORS

About

Valley Water Board of Directors (Board) is comprised of seven elected members each elected from equally-divided districts who serve overlapping, four-year terms.

The purpose of the Board, on behalf of the people of Santa Clara County, is to see to it that Valley Water provides Silicon Valley safe, clean water for a healthy life, environment and economy.

In pursuit of this purpose, consistent with the District Act, the Valley Water Board adopts policies to govern its own processes; delegates its power; communicates Valley Water's mission, general principles, and ends; and provides constraints on executive authority.

The Board governs with an emphasis on (a) outward vision, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) pro-activity rather than reactivity.

Annually, as part of the strategic planning process, the Board identifies specific areas that they monitor closely and engage regularly. These areas are identified in the yearly Board Work Plan

<https://s3.us-west-2.amazonaws.com/valleywater.org.if-us-west-2/f2-live/FY2022-2023%20VW%20BOD%20FINAL.pdf>

The Board elects both the Chair and Vice Chair, who each serve 1-year terms beginning at the first Board meeting in January of each year.

Individual Board members serve as representatives of the Board to the Committees. Board representatives report out to the Committees on current Valley Water and Board-related activities and communicate back to the full Board the Committees' policy recommendations, comments, or other requests for consideration.

Board District Boundaries

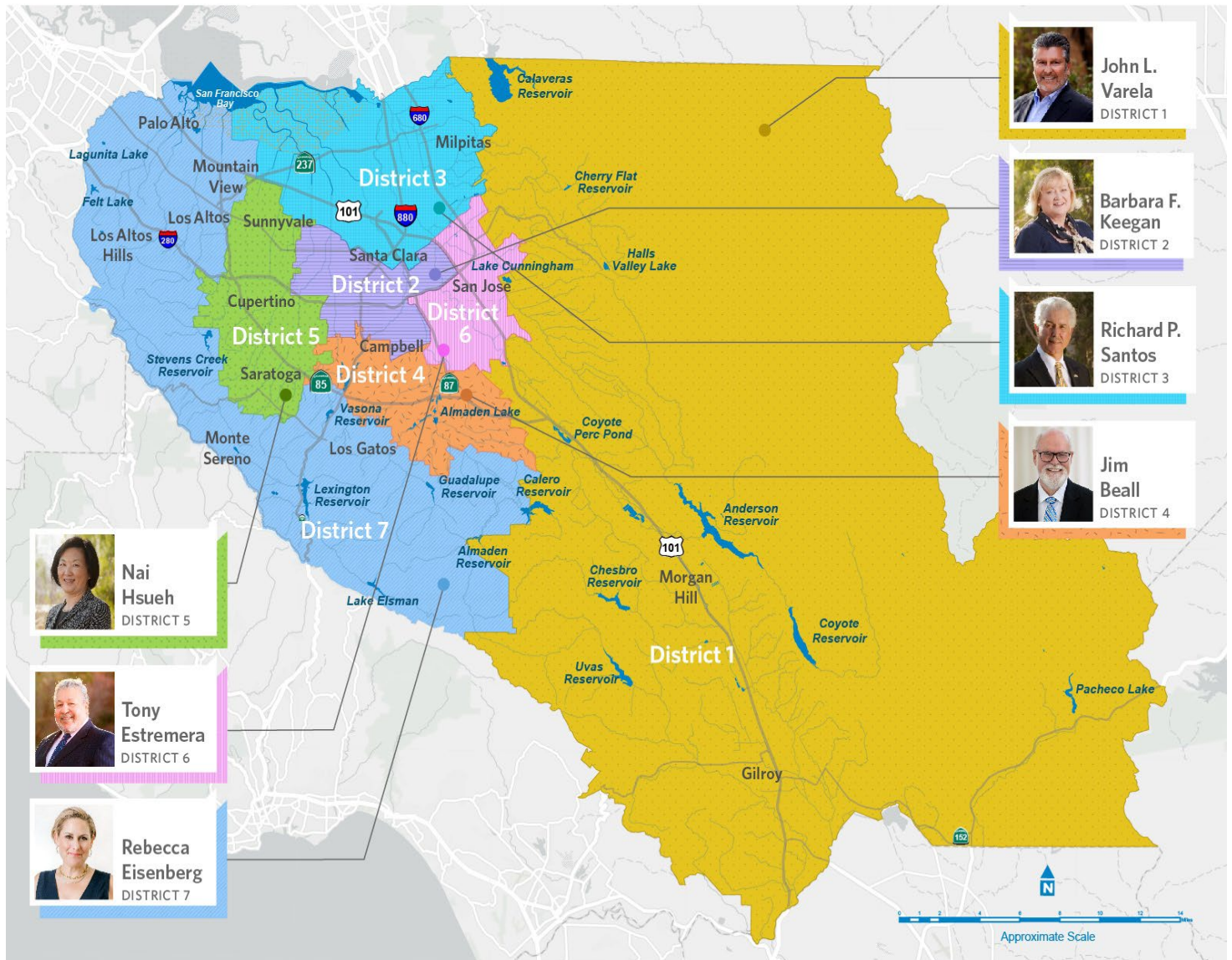
The Valley Water Board of Directors each represents individual equal electoral districts. Included here are a list of the individual Directors, their specific districts, and a district boundary map.

BOARD MEMBERS

District 1	John L. Varela
District 2	Barbara F. Keegan
District 3	Richard P. Santos
District 4	Jim Beall
District 5	Nai Hsueh
District 6	Tony Estremera
District 7	Rebecca Eisenberg

2023 Board Chair– John L. Varela
2023 Board Vice Chair – Barbara F. Keegan

Valley Water Board of Directors District Boundaries Map



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BOARD COMMITTEES

Role of Board Committees

The Committees help the Board do its job as the policy setting body. Committees do this by assisting the Board with:

- Reviewing, developing and providing policy alternatives.
- Providing comments on activities in the implementation of Valley Water's mission for Board consideration; and
- Helping produce the link between Valley Water and the community.

In carrying out these duties, Committee members bring to Valley Water their respective expertise and the interests of the communities they represent.

Membership

Committee members and alternates serve two-year renewable terms that begin upon appointment, or January 1st if a renewed appointment, and expire on December 31st of the year following appointment. Term of office for Committee members and alternates who are appointed mid-year will begin upon appointment and run through December 31st of the year following appointment.

Municipal appointed Committee members will be held over until they are reappointed, or successors are appointed by the County of Santa Clara and each City and Town therein.

Board member nominee appointments to Committees will be subject to approval of the Board.

Board Committee Purpose and Structure

The Board has established four Committees to assist with policy review and development, provide comment on activities in the implementation of Valley Water's mission for Board consideration, and to identify Board-related issues pertaining to the following:

Agricultural Water Advisory Committee

Purpose:

Agricultural water supply and use and groundwater production charges.

Structure:

The Agricultural Water Advisory Committee is comprised of sixteen members who are farmers and reside or do business, as determined by the Board, within Santa Clara County, and one member who owns a private well (non-retail) within Santa Clara County. The Agricultural Water Advisory Committee does not have alternate members.

Each Director may nominate up to two farmers who reside and/or farm within the nominating Director's district. In the event that a Director is unable to nominate a farmer from his/her district, the Director may nominate a farmer from anywhere within Santa Clara County.

The Loma Prieta Resource Conservation District and the Santa Clara County Farm Bureau may each nominate one representative for appointment as long as the nominee is a farmer who resides or does business, as determined by the Board, within Santa Clara County.

Environmental and Water Resources Committee

Purpose:

Water supply, flood protection and environmental stewardship.

Structure:

The Environmental and Water Resources Committee is comprised of 21 members. Each Director may nominate up to 3 members to serve on the committee.

Santa Clara Valley Water Commission

Purpose:

Water supply, flood protection and environmental stewardship.

Structure:

The Santa Clara Valley Water Commission is comprised of 18 elected representatives: one from each City and Town in Santa Clara County, the County of Santa Clara, the Santa Clara County Open Space Authority, and the Midpeninsula Regional Open Space District. Each elected representative may have at least one alternate who may be another elected official or staff person from the same jurisdiction.

All municipal representatives and alternates to the Santa Clara Valley Water Commission shall be appointed by their perspective agency.

Santa Clara Valley Water District Youth Commission

Purpose:

To assist the board with public policy, education, outreach, and all matters impacting the Santa Clara County youth and the water district. Foster greater involvement of youth in local government to inspire and develop future public policy leaders and professionals with an awareness of issues and activities relating to water supply, conservation, flood protection, and stream stewardship.

Structure:

Each Board Member will appoint 3 commissioners per district for a total of 21 youth commissioners.

Role of Oversight Manager

Each Committee has a Valley Water Oversight Manager. The Oversight Manager is responsible for implementing the Board's direction for the overall purpose for Board Committees, including proposing subject matter for the yearly work plans. Oversight Managers and their staff serve as technical advisors to the Board Committees by:

- Developing staff analysis of Committee requests/recommendations for inclusion in the Board Agenda item conveying such requests to the Board;
- Presenting Board agenda item containing Committee requests/recommendations at appropriate Board meeting;
- Developing Committee Agenda items from Committee work plans; and
- Attending Committee meetings to make presentations, respond to questions, and participate in discussion.

Role of the Office of the Clerk of the Board

The Office of the Clerk of the Board is responsible for:

- Coordinating information between the Board Committees and the Board, and Committee Oversight Manager;
- Providing administrative and logistical support to the Board Committees;
- Managing Board Committee membership;
- Ensuring Agenda and Meetings are in compliance with the Ralph M. Brown Act;
- Coordinating, Posting and Distributing Board Committee and Board Agenda Items;
- Supporting and Assisting Board Committee Chairs during meetings;
- Managing Board Committee Work Plans;
- Tracking and managing Board Committee Attendance;
- Managing historical records of the Board Committee; and
- Managing Board Committee web pages

B.

RESPONSIBILITIES AND OBLIGATIONS

MARCH 2023 – Santa Clara Valley Water District 13

RESPONSIBILITIES AND OBLIGATIONS

Attendance Requirements

While time commitments will vary depending upon schedules and workload, Board Committee members are expected to attend all scheduled meetings. Following two or more unexcused absences, the Board may choose to rescind a Board Committee member's appointment. An unexcused absence is defined as failure to notify the Office of the Clerk of the Board at least 48 hours in advance that the member will not attend the meeting.

Resignation Process

It is fully expected that appointed Board Committee members will serve their term of office. However, it is understood that personal and professional circumstances might prompt an unexpected resignation. If a Board Committee member must resign, a letter of resignation stating the effective date of the resignation must be forwarded to the Office of the Clerk of the Board. The Clerk's office will process and notify the Board and the Committee.

Rescinding Appointment Process

Upon confirmation of a Board Committee member's two or more consecutive unexcused absences, the nominating Director or the Committee Board Representative is notified of the committee member's absences. Generally, the nominating Director or the Clerk's office will contact the committee member to determine continued interest in serving. If the committee member is no longer interested in serving, an email of resignation will be requested.

Committee Officers

The officers of each Committee consist of a Chair and a Vice Chair, and members of the Committee. The Chair and Vice Chair are elected by a vote of the Committee, each for a term of one-year commencing on the first meeting of the calendar year and ending on December 31, and for no more than two consecutive terms.

Chair

The Chair has the following authority and duties:

- (a) Preside at all meetings of the Committee;
- (b) Facilitate productive meetings in accordance with posted Agenda and the Ralph M. Brown Act (open meeting law);
- (c) Add items to the Committee agenda with Board approval;
- (d) Invite speakers for any agenda item with Board approval;
- (e) Manage speaker time limits;
- (f) Facilitate communication of committee comments, requests, and recommendations to the Board;
- (g) Report to the committee on decisions of the Board which impact the committee's activities; and
- (h) Perform other such duties as the Committee may prescribe consistent with the purpose of the Committee.

Vice Chair,

The Vice Chair will perform the duties of the Chair in the absence or incapacity of the Chair.

In case of the unexpected vacancy of the Chair, the Vice Chair, will perform such duties as are imposed upon the Chair until such time as a new Chair is elected by the Committee.

Should the office of Chair, or Vice Chair, become vacant during the term of such office, the Committee will elect a successor from its membership at the earliest meeting at which such election would be practicable, and such election will be for the unexpired term of such office.

Should the Chair and Vice Chair, know in advance that they will both be absent from a meeting, the Chair, may appoint a Chair, Pro-tempore to preside over that meeting. In the event of an unanticipated absence of both the Chair, and Vice Chair, the Committee may elect a Chair, Pro-tempore to preside over the meeting in their absence.

BOARD/BOARD COMMITTEE RELATIONSHIPS

Interaction with the Public

Since Committees are ran in accordance with the Ralph M. Brown Act (Brown Act), all meetings are open, public meetings and must allow for public comment on any subject within the subject matter jurisdiction of the committee (Public Comment Period). Also, the public may provide comments on items listed on the committee agenda.

The Board Committee Chair controls the public comment period and speaker time limit. Committees are encouraged to hear and consider public comments on issues prior to taking any formal action.

Relationship with the Board of Directors

Board Committees are created to assist the Board in policy setting and producing the link between Valley Water and the public through information sharing with the communities they represent. This does not mean that individual members cannot have opinions or positions divergent from those the Board has taken. The board committees' recommendations are advisory to the Board. The Board values the comments from the board committees when doing their final deliberation; however, there may be times when the Board may choose to take a position different from that recommended.

Subcommittees (Working Groups)

Subcommittees (working groups) of Board Committees may be formed by the Committee, however with Board approval to receive staff assistance/support. Also, less than a quorum of Committee members may meet informally outside of regularly scheduled meetings in accordance with Brown Act requirements.

C.

**GOVERNANCE
POLICIES OF THE
BOARD OF
DIRECTORS**

MARCH 2023 – Santa Clara Valley Water District 17

Overview

The Board has adopted written governing policies which, at the broadest levels, address each category of organizational decision. There are four categories of policies:

1. **Governance Process** addresses how the Board itself will operate and monitors its own tasks and responsibilities (How the Board conducts its business);
2. **Board Appointed Officer (BAO) Linkage** addresses how power is delegated and its proper use monitored (Board's delegation to the Board Appointed Officers - CEO, District Counsel, Clerk of the Board);
3. **Ends** specify the results, recipients, and costs of results intended (What the Board has directed the BAO to accomplish);
4. **Executive Limitations** limit the executive authority and establish the boundaries that all executive activity and decisions must take place (Boundaries set by the Board stating what the BAOs cannot do to accomplish the Board's Ends policies)

In addition to the Board's policies, the BAO/CEO has implemented reasonable **BAO/CEO Interpretations** regarding accomplishing the Board's policies without exceeding set boundaries – Executive Limits

Ends Policies

The Board's Ends policies state what the Board has directed the BAOs to accomplish. Since the Board is a policy setting body, the Board Committees are advisory to the Board.

The Ends policies provide directions to the BAOs as to the intended results, organization products, impacts, benefits, outcomes, recipients, and their relative work (what good for which recipients at what costs). In implementing Board directions, staff will be guided by the following general principles:

- An integrated and balanced approach in managing a sustainable water supply, effective natural flood protection and healthy watersheds is essential to prepare for the future.
- Effective public engagement in accomplishing Valley Water mission is achieved through communication that involves the community and key stakeholder groups in a transparent and open manner.
- A net positive impact on the environment is important in support of Valley Water mission and is reflected in all that we do.

The Ends policy categories are Water Supply Services, Natural Flood Protection, Water Resources Stewardship, Climate Change Mitigation and Adaptation. Each category has identified goals and stated objectives to reach and maintain the goals.

Governance Process Policies

There are two Governance Process policies that are relevant to the Board Committees. They are:

Governance Process Policy No. 8 – Board Committee Principles

The District Act provides for the creation of advisory boards, committees or commissions by resolution to assist the Board in performing its job, as defined.

Accordingly, the Board may establish the following type of Board Committees to assist it with policy advice, District Mission implementation, respective expertise, and, very importantly, to help produce the link between the District and the community:

Board Standing Committee – A Committee created by ordinance, resolution, or formal action of the Board comprised of less than a quorum of the Board and/or external members having continuing subject matter jurisdiction or a meeting schedule fixed by ordinance, resolution, or formal action. Annually, the purpose of an established Standing Committee will be reviewed to determine its relevance.

Board Ad Hoc Committee – A Committee comprised of less than a quorum of the Board and/or external members having a limited term, to accomplish a specific task, is established in accordance with the Board Ad Hoc Committee procedure (Procedure No. W723S01). Annually, the purpose of an established Ad Hoc Committee will be reviewed to determine its relevance.

In keeping with the Board's broader focus, Board Committees will not direct the implementation of District programs and projects, other than to receive information and provide advice and comment.

Accordingly:

- 8.1. When used, Board Standing Committees and Board Ad Hoc Committees will be established so as to reinforce the wholeness of the Board's job and so as to never interfere with delegation from the Board to the BAOs.
 - 8.1.1. Board Standing Committees and Board Ad Hoc Committees are established for a specific purpose as defined by the Board. The committees' purpose may also include a definition in authority and limitation in duration. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the BAOs.
 - 8.1.2. Board Standing Committees and Board Ad Hoc Committees will communicate directly with the Board and will not exercise authority over staff. Therefore, because the BAOs work for the full Board, they will not be required to obtain approval of a Board Standing Committees or Board Ad Hoc Committee before an executive action.
- 8.2. This policy applies to any group which is formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the BAOs.
- 8.3. Board Committees will conduct their meetings in accordance with the provisions of the Brown Act (Open Meetings Law), even when the Brown Act would not otherwise apply to the committee due to its nature, function, or duration. If an exception of this policy is deemed to be in the best interest of the District, the reason for the exception will be identified at the time the Board or Chair creates the committee.
- 8.4. On an annual basis, the Board will review the structures, functions, and purposes of the Board Committees to ensure that the Board's needs are being met.

Governance Process Policy No. 9 – Board Committee Structure

Nominations of Board members to committees shall be made by the Chair subject to approval by the Board, subject to annual review.

9.1. Board Committees:

- 9.1.1. A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

9.2. Board Members Representation on Board Standing and Ad Hoc Committees:

- 9.2.1. Board members who are not the appointed representatives to Board Standing or Ad Hoc Committees shall be permitted to attend open noticed meetings of such committees only as observers to watch and listen, and not participate in discussion, ask questions or make statements. The non-appointed Board member(s) must observe the meeting from the area designated for members of the public. During the course of the meeting, appointed representatives of Board Standing or Ad Hoc Committees shall not speak to or otherwise engage with non-appointed Board members attending the meeting as observers.

9.3. Board Members Representation on External Committees:

- 9.3.1. Board members serving on external committees or other governing bodies shall serve in the best interest of the District unless otherwise required by statute, ordinance, resolution or other legislative action.
- 9.3.2. Board members shall serve on appointed committees to maintain effective relationships.

D.

BROWN ACT REQUIREMENTS

MARCH 2023 – Santa Clara Valley Water District 21

OPEN AND PUBLIC MEETINGS

The Brown Act is California's "open meeting" law for local government, and its purpose is to ensure that the deliberations of local government entities are conducted publicly and their actions are taken openly. The requirements of the Brown Act apply to governing bodies of local governmental agencies, including the District, and any commission, committee, board, or other body of the local agency, whether permanent or temporary, decision-making, or advisory that is created by formal action of the Board.

Committee meetings are conducted in accordance with the Brown Act. While the Brown Act has many provisions, the key provisions affecting Committees are summarized here. All Committees are required to have regular meeting schedules; must post meeting agendas at least 72 hours in advance of regular meetings; are not permitted to take action or discuss any items or subjects not listed on the posted agenda; must provide opportunity for public comment on any item of interest that is within the subject matter jurisdiction of the Committee; and generally must hold meetings within Santa Clara County.

Meeting Definition

Under the Brown Act a "meeting" is defined as a gathering of a majority of members of the legislative body to hear, discuss or deliberate upon any item that is within the subject matter of the legislative body. Therefore, all gatherings of a majority of Committee members to consider Committee business must adhere to the Brown Act requirements. There are limited exceptions to the meeting rule, which allow a majority of the Committee to be present at the following, so long as Committee business is not discussed among the members:

- Conference or seminar open to the public
- Other organization or community group's open and publicized meeting
- Other legislative body's meeting (e.g., District Board of Directors meeting)
- Purely social or ceremonial occasion

The Brown Act does allow individual contacts or conversations between Committee members or between a Committee member and staff or another party about Committee business; however it does not allow individual contacts that result in a "serial meeting." A "serial meeting" is a series of meetings or communications about Committee business among a majority of Committee members through either one or more persons acting as intermediaries or through use of a technological device (i.e., telephone answering machine, e-mail, or voice mail).

Meetings Shall Be Open and Public

There are two essentials for an open and public meeting. One is **effective notice**; the other is **an agenda** which adequately describes the items to be considered. Every Committee meeting must have public notice and a binding Agenda.

The Brown Act requires an agenda to be posted at least 72 hours before a regular meeting. However, Board Governance Policy Executive Limitations Policy No. 7.10 states that "BAO shall make available to the public agendas and staff reports, if available, containing recommendations about any item on the agenda of a regular public meeting of the Board, or of a public hearing conducted by the Board, or of a Board Ad Hoc Committee or Board Committee, no later than 10 days prior to the date of such meeting."

The agenda should contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion can take place on an item not on the posted agenda. However, there can be brief responses to questions and other limited, routine comments.

The meeting packets prepare committee members in advance of meetings and help facilitate discussion by explaining and describing the subject matter and any recommendations for committee discussion and/or action on the item.

All Persons Shall Be Permitted

A number of Brown Act provisions protect the public's right to attend and participate at meetings.

Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise "fulfill any condition precedent" to attending a meeting. **Any attendance list, questionnaire or other document circulated at a meeting must clearly state that its completion is voluntary, and that the person may attend whether or not they fill it out.** It is a good practice to indicate the purpose of the list (i.e., "Please sign this list if you wish to receive notice of future meetings").

No meeting or any other function can be held in a facility that prohibits attendance based on race, religious creed, color, national origin, ancestry or sex, or which is inaccessible to handicap, nor can a meeting be held where the public cannot be present without making a payment or a purchase. If a lunch meeting is held at a restaurant or banquet facility, seating must be made available for the press and public at no charge.

No action may be taken by secret ballot, whether preliminary or final. The legislative body may remove persons from a meeting who willfully interrupt proceedings. They may also have the room cleared; however, members of the news media who have not participated in the disturbance must be allowed to stay.

Records and Recording

The public has a right to review agendas and other writings distributed to a majority of the legislative body. Except for privileged documents, those materials are public records and must be made available.

The public is also specifically allowed to use audio or videotape recordings or still or motion picture cameras at a meeting, absent a reasonable finding by the legislative body that they would disrupt proceedings. Disruption could be found to exist if they set up a camera in an aisle that would block a fire exit or path to a fire exit.

Quorums and Actions

Quorums

A majority of the appointed members of the Committee or their alternates is required to constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes.

If the Office of the Clerk of the Board has been notified at least two business days in advance of a scheduled meeting that a quorum will not be present, the Committee Clerk will cancel the meeting and notice the membership and interested members of the public of the cancellation.

In the event that a Committee meeting is cancelled due to the lack of a quorum, upon concurrence of the Committee Chair and the Board Representative, the Committee meeting may be re-scheduled to a specified date, time, and place.

In the event a quorum of the Committee is not present at the scheduled start time of the meeting, or is lost during the meeting, at the discretion of the Chair of each Board Committee, individual Committee members present in the room may proceed to hear informational agenda items, including any staff reports. No action shall be taken on any agenda item when a quorum does not exist. No official record of statements made by individual Committee members, staff, or members of the public will be created. However, if a quorum is achieved at any time, action items may be heard, discussed and voted upon.

Vote/Actions

Except for such actions to adjourn, action of the Committee may be taken only upon the affirmative vote of not less than a majority of the present appointed members or their alternates present. The voting on all matters shall be by voice vote unless a roll call vote is called for by any member of the committee. Only appointee Committee members or appointed alternates (who are sitting in an appointed member's stead) may vote on a matter.

Penalties and Remedies for Violation

Penalties

The Brown Act provides criminal misdemeanor penalties for certain violations. Specifically, the Brown Act punishes attendance by a member of the body at a meeting where action is taken in violation of the Brown Act, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled. The term "action taken" includes a collective decision, commitment or promise by a majority of the member of a body. The fact that the decision is tentative rather than final does not shield participants from criminal liability.

Remedies

The district attorney or any interest person may seek injunctive, mandatory or declaratory relief in a superior court. Either interested persons or the district attorney may seek to have actions taken in violation of the Brown Act declared null and void by a court.

COMMITTEE MEETINGS

Meeting Schedule

Committees shall convene up to four times per year or more often, as authorized by the Board, except for the Agricultural Water Advisory Committee, which shall convene at least once a year, or more often, as authorized by the Board.

Preparing for Meetings

The Clerk of the Board's Committee Liaison sets the Committee's annual work plan to align with the Board's approved annual strategies and priorities. Staff, Committee or members of the public's recommended modifications or requests that were approved by the Board can be added to Committee's work plan. The Board may also initiate modifications to work plans at any time.

Notices of each meeting, together with an agenda, the draft minutes of the preceding meeting, and supporting meeting materials, shall be provided to the Committee members no less than 7 business days in advance.

Committee Meeting Agendas, Packet and Handouts

Committee meeting agendas are developed in accordance with the Brown Act and specifically, from the Board-approved Committee work plan.

Committee Agendas and agenda items are developed up to eight weeks prior to the scheduled meeting and are posted and distributed 7-days before the meeting. Agendas, meeting packets and handouts are available to the public on-line on the committee webpage and at the public table during the meeting.

Committee Agenda generally consist of the following categories:

- Call to Order/Roll Call
- Time Open for the Public Committee on Any Item Not on Agenda (*Brown Act Requirement*)
- Approval of Minutes (*Action Item*)
- Action Items (*Items presented for Committee discussion and action*)
- Standing Items Report
- Information Only Items (*Informational items only – not for discussion or presentation; clarifying questions may be asked*)
- Clerk Review and Clarification of Committee Action to the Board (*Clerk review of approved motions of the Committee*)
- Reports (*Brief Reports and/or announcements on activities; information only no extensive discussion*)
 - ✓ Director's Report (*Report by Board Representatives*)
 - ✓ Manager's Report (*Report by Committee Oversight Manager/staff*)
 - ✓ Committee Member Reports (*Reports from Committee members*)
 - ✓ Link to Informational Reports
- Adjourn

Adding Items to the Committee Agenda

Committee meeting agendas are developed in accordance with the Brown Act, Board-driven Committee work plan and distribution deadlines (regulatory and policy).

The process to request that items be added to Committee meeting agendas is as follows:

- The Board, during meeting, may initiate and direct items be added to a Committee work plan. If so, an agenda item is developed by subject matter expert staff for presentation to the Committee.
- A Committee may request an item is placed on its work plan for a future meeting. The request must be considered by the Committee and voted upon. If the motion carries, the meeting agenda item request is brought to the Board for consideration and approval. Upon approval by the Board, a meeting agenda item is developed by subject matter expert staff for presentation to the Committee.
- The Committee Chair may add items to the Committee agenda in accordance with the Brown Act and Clerk distribution schedule with Board approval. Board approved agenda items will take priority. Committee Chair must coordinate any addition with the Office of the Clerk of the Board. The Clerk will notify the Board Chair, and Oversight Manager of any additional items.
- The public may approach a Committee requesting that an item be placed on their work plan. The request may be considered by the Committee and voted upon. If the motion carries, the agenda item request is brought to the Board for consideration and approval. Upon approval by the Board, an agenda item is developed by subject matter expert staff for presentation to the Committee.
- The public may approach the Board during Board meetings to request an item be agendized on a committee work plan. The Board may consider the request and determine whether to have the item agendized. If so, a meeting agenda item will be developed by subject matter expert staff for presentation to the Committee.
- The public may correspond, e.g. letter, e-mail, to the Board requesting an item be placed on a Committee work plan. The Board may agendize a discussion at a future Board meeting to consider the request and direct whether to have the

item agendaized on a future Committee work plan. If so, a meeting agenda item is developed by subject matter expert staff for presentation to the Committee.

Meeting Handouts

Handouts relevant to specific Committee Agenda items may be forwarded to the Office of the Clerk of the Board by deadlines below. The Clerk's office will copy and distribute accordingly:

- Handouts received prior to the 7-day posting schedule will be included in the agenda packet and posted to the Committee web page;
- Handouts received after 7-day posting schedule will be distributed at the Committee meeting and posted to the Committee web page the next business day after the meeting; and
- If handouts are distributed at the meeting, Committee members **must provide 40 copies** to distribute to the Committee members, staff and the public. Handouts will be posted to the Committee web page the next business day after the meeting.

E. ETHICS AND BUSINESS CONDUCT

MARCH 2023 – Santa Clara Valley Water District 27

ETHICS AND BUSINESS CONDUCT

The Board of Directors of Santa Clara Valley Water District commits itself and its members to ethical, business-like, and lawful conduct, as outlined in Board Governance Process Policy GP-6 – Board Members' Code of Conduct.

Given that Board Committees serve as advisory bodies to the Board, it is essential to also commit to ethical, business-like and lawful conduct.

Board Committees, therefore, are conducted in accordance with the Brown Act.

In addition, Board Committee members are encouraged to:

- Carry out advisory function transparently, and with honesty and commitment; and
- Avoid decisions where private, personal interest may conflict with advisory function

To help promote public confidence in all Board Committee deliberations, the following process should be followed:

- Consider all facts and recommendations before making a decision;
- Listen carefully to the interest of stakeholders;
- Properly prepare for deliberation by reading meeting Agenda material;
- When possible, develop options for action and share your rationale for those choices during deliberations; and
- Chose the action that best advances the District's mission.

Contact Information

For additional information regarding the Board's Committees and/or to download a membership application, please visit <https://www.valleywater.org/how-we-operate/committees/board-advisory-committees>.

For additional information regarding the Board's Committees, please contact:
Glenna Brambill, Committee Liaison, at 1-408-630-2408, or gbrambill@valleywater.org.



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Santa Clara Valley Water District

File No.: 23-1199

Agenda Date: 11/15/2023

Item No.: 8.3.

COMMITTEE AGENDA MEMORANDUM **Santa Clara Valley Water District Youth Commission**

Government Code § 84308 Applies: Yes ☐ No ☒
(If "YES" Complete Attachment A - Gov. Code § 84308)

SUBJECT:

Update from Santa Clara Valley Water District Youth Commission's Working Groups.

RECOMMENDATION:

Approve, discuss, and consider any new working groups or name changes. Receive updates on working groups, recommendations and make recommendations to the Board, as necessary.

SUMMARY:

The Santa Clara Valley Water District Youth Commission's (Commission) approved working groups will work on issues and policies that the Commission has on their work plan for the year.

This will be a standing agenda item.

BACKGROUND:

The District Act provides for the creation of advisory boards, committees, or commissions by resolution to serve at the pleasure of the Board.

Accordingly, the Board has established Board Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Board Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

Further, in accordance with Governance Process Policy-3, when requested by the Board, the Board's Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.

ENVIRONMENTAL JUSTICE IMPACT:

There are no Environmental Justice impacts associated with this item.

ATTACHMENTS:

Attachment 1: 2023-2024 Working Groups Spreadsheet

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193

Working Groups

Purified Water Outreach	Youth Community Science Network
1. Agata Bak	1. Parnika Sadhu
2. Ishaan Mandala	2. Grace Liu
3. Daphne Zhu	3. Ca Nha Dang
4. Emma Gao	4. Daphne Zhu
5. Jonathan Lopez	5. Emma Gao
6. Niharika Koduru	6. Maitreya Banerjee
7. Lorelei Henry	7. Sam Alvarez
8. Oded Bronicki	8.
9. Ca Nha Dang	9.
10. Anika Kulkarni	10.
FULL at Below Quorum	
Career Day	Creek Stewardship
1. Jonathan Lopez	1. Sophie Beck
2. Oded Bronicki	2. Agata Bak
3.	3. Sam Alvarez
4.	4. Grace Liu
5.	5. Maitreya Banerjee
6.	6. Lorelei Henry
7.	7.
8.	8.
9.	9.
10.	10.



Santa Clara Valley Water District

File No.: 23-1200

Agenda Date: 11/15/2023

Item No.: 8.4.

COMMITTEE AGENDA MEMORANDUM **Santa Clara Valley Water District Youth Commission**

Government Code § 84308 Applies: Yes ☐ No ☒
(If "YES" Complete Attachment A - Gov. Code § 84308)

SUBJECT:

Review Santa Clara Valley Water District Youth Commission Work Plan, the Outcomes of Board Action of Commission Requests; and the Commission's Next Meeting Agenda.

RECOMMENDATION:

Review and approve the Commission work plan to guide the commission's discussions regarding policy alternatives and implications for Board deliberation.

SUMMARY:

The attached Work Plan outlines the approved topics for discussion to be able to prepare policy alternatives and implications for Board deliberation. The work plan is agendized at each meeting as accomplishments are updated and to review additional work plan assignments by the Board.

BACKGROUND:

Governance Process Policy-8:

The District Act provides for the creation of advisory boards, committees, or commissions by resolution to serve at the pleasure of the Board.

Accordingly, the Board has established Advisory Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Advisory Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

Further, in accordance with Governance Process Policy-3, when requested by the Board, the Advisory Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.

ENVIRONMENTAL JUSTICE IMPACT:

There are no Environmental Justice impacts associated with this item.

ATTACHMENTS:

Attachment 1: SCVWDYC 2023-2024 Work Plan

UNCLASSIFIED MANAGER:

Candice Kwok-Smith, 408-630-3193

The annual work plan establishes a framework for committee discussion and action during the annual meeting schedule. The committee work plan is a dynamic document, subject to change as external and internal issues impacting the District occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the District Board of Directors.

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
1	Election of Chair and Vice Chair	8-23-2023	Accomplished August 23, 2023: The Youth Commission elected Emma Gao as the 2023-2024 Chair and Daphne Zhu as the 2023-2024 Vice Chair.
2	Oath of Office - Youth Commission Members	8-23-2023	Accomplished August 23, 2023: Glenna Brambill administered the Oath of Office to 6 Youth Commissioners: <ul style="list-style-type: none"> •Lorelei Henry and Ishaan Mandala – representing District 1 (Director Varela) •Ca Nha Dang – representing District 2 (Director Keegan) •Parnika Sadhu – representing District 3 (Director Santos) •Grace Liu – representing District 5 (Director Hsueh) •Samuel Alvarez – representing District 6 (Director Estremera)

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
3	<p>Working Groups Update</p> <ul style="list-style-type: none"> • Public Art • Creek Stewardship • Job Shadowing & Mentorship (Career Day) • Youth Community Science Network • Purified Water Youth Outreach 	<p>8-23-2023 11-15-2023 1-17-2024 4-17-2024</p>	<p>Accomplished August 23, 2023: Sherilyn Tran reported on: •Upcoming planning for Job Shadow Day (JSD) February 2024.</p> <p>Ricardo Barajas reported on: •Youth Community Science Network (YCSN) Working Group, those that are passionate about science and community, also, a focus on climate change on plants and animals. The working group credited with working on the drought awareness toolkit with water conservation video on Valley Water's Instagram page.</p> <p>Nicholas Ingram reported on: •Creek Stewardship Working Group's focus with youth volunteers for the 2 major creek cleanups, May 2024 (National River Cleanup Day) and September 23, 2023 (Coastal Creek Cleanup Day). 9:00 a.m. to 1:00 p.m., Youth Commissioners can help promote the events with posters and their youth networks.</p> <p>Rene Moreno reported on: •Public Art Working Group's focus was on the Adopt-a-Bench in 2019, 7 benches throughout Districts 1-7. The Pilot Mural Project on the Blossom Hill Annex Building with artist Paul J. Gonzalez, finished with a ribbon cutting ceremony on June 10, 2023, with the help of youth commissioners Agata Bak, Oded Bronicki, Niharika Koduru, and the showing of the mural video.</p> <p>Sherilyn Tran reported on: •Possible new working groups, strategic planning, grants and partnership programs/mini grants (refill stations \$5K) there will be a September 8th funding workshop, recycled and purified water projects.</p> <p>The Santa Clara Valley Water District Youth Commission took no action.</p>

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

ITEM	WORK PLAN ITEM BOARD POLICY	MEETING DATE	ACCOMPLISHMENT DATE AND OUTCOME
4	Review Work Plan, the Outcomes of Board Action of Committee Requests, and the Committee's Next Meeting Agenda	8-23-2023 11-15-2023 1-17-2024 4-17-2024	Accomplished August 23, 2023: Glenna Brambill and Sherilyn Tran reviewed the work plan which is a living document and will be populated during the youth retreat exercise. The next scheduled meeting is November 15, 2023.
5	Youth Commission Annual Retreat	9-30-2023	Accomplished September 30, 2023: The Youth Commission attended the Annual Youth Commission Retreat and toured the Silicon Valley Advanced Water Purification Center, where they learned about Valley Water's sustainable, drought-proof water supply. The Youth Commission learned more about each of the Working Groups and selected which groups they wanted to participate in for the school year. The Youth Commission also discussed their annual workplan and added a new idea on a proposed project they wanted to accomplish for the year.
6	Brown Act Review and Training	11-15-2023	
7	Santa Clara Valley Water District Youth Commission Orientation	11-15-2023	
8	Recognition of Outgoing Youth Commission Members	4-17-2024	
9	Proposed Policy Writing Project	TBD	

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

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