



SANTA CLARA COUNTY

SPECIAL DISTRICTS ASSOCIATION

5770 Almaden Expressway • San Jose, California 95118 • (408) 265-2600

Meeting Minutes

Santa Clara County Special Districts Association

September 15, 2025

12:00 p.m. -1:30 p.m.

1. Call to Order

SCCSDA President Helen Chapman called the meeting to order at 12:05 p.m.

Members:

Helen Chapman, Director, Santa Clara Valley Open Space District (President)
Brandon Kwan, Director, Rancho Rinconada Recreation and Park District (Vice President)
Jim Beall, Director, Santa Clara Valley Water District (Treasurer)
Frank Maitski, President, North Santa Clara Resource Conservation District
Sue Fitzpatrick, Trustee, Saratoga Cemetery District
Peter Van Dyke, Board President, Loma Prieta Resource Conservation District
Mark Shumate, Deputy Chief, Santa Clara County Fire Department
Jo Anne "J" Logan, General Manager, Los Altos Hills County Fire District
Craig Gleason, Director, Midpeninsula Regional Open Space District
Gene Zambetti, Commissioner, Saratoga Fire Protection District
Bill Bosworth, Director, Cupertino Sanitary District
Aaron Quigley, Senior Policy Analyst, Santa Clara Valley Transportation Authority

Attendees (Non-Voting):

Shiloh Ballard, Director, Santa Clara Valley Water District
Stephanie Moreno, Executive Director, North Santa Clara Resource Conservation District
Yoriko Kishimoto, Director, Midpeninsula Regional Open Space District
Colleen Haley, Public Affairs Field Coordinator, California Special Districts Association

SCCSDA Support Staff:

Roseryn Bhudsabourg, Office of Government Relations, Valley Water
Genevieve Yip, Office of Government Relations, Valley Water
Kalah Williams, Office of Government Relations, Valley Water

2. Public Comment

None.

3. District Overview: North Santa Clara Resource Conservation District (NSCRCD)

Assistant Operating Officer Kirsten Struve provided an update on Valley Water's Water Supply Master Plan 2050, outlining the agency's mission, existing water supply system, and current supply mix. Assistant Operating Officer Struve explained the need for long-range planning due to climate change, demand uncertainty, and aging infrastructure. The update uses scenario-based forecasting and shows potential future supply shortages, especially after the Semitropic banking program ends in 2035. She also reported three investment portfolios (Lower Cost, Local Control, and Diversified) were evaluated and that staff recommended an adaptive approach focused on the Lower Cost portfolio while continuing planning for other options. Directors commented on regional coordination and groundwater recharge opportunities.



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4. **State Legislative Office Updates**

None.

5. **Business**

a. **Discussion and Approval of June 2, 2025 Meeting Minutes**

It was moved by Director Sue Fitzpatrick, seconded by Vice President Brandon Kwan, and unanimously carried, that the Board approve the June 2, 2025 meeting minutes.

b. **Discussion and Approval of Financial Report**

President Helen Chapman announced that the financial report item will be called after Items 5C and 5D. It was moved by Director Sue Fitzpatrick, seconded by Director Jim Beall, and unanimously carried, that the Board approve the quarterly financial report

c. **Discussion and Possible Action on Reimbursement on Vice President Brandon Kwan's Attendance at CSDA Annual Conference**

Director Kwan presented his expense report and stated that all expenditures were for SCCSDA business. He noted that it was necessary for him to book a room at the conference host hotel at a higher rate as the block rate was no longer available at the time of his booking. He also briefly went over his activities at the conference.

It was moved by Director Jim Beall, seconded by Director Gene Zambetti, and carried, to approve Vice President Brandon Kwan's reimbursement request for his attendance at the CSDA Annual Conference. Directors Bill Bosworth and Sue Fitzpatrick opposed.

Following the action, the Board discussed the need for a formal travel and expense policy that aligns with municipal standards and emphasizes ethical use of public funds. It was agreed that the policy should provide clear guidance on allowable expenses, encourage cost minimization, and outline reporting requirements for board members attending conferences or other official business.

It was moved by Director Aaron Quigley, seconded by Director Gene Zambetti, and unanimously carried, that the Board direct staff to develop a formal policy on travel reimbursement. Staff stated they will draft a policy for review at a future meeting, incorporating best practices and alignment with policies of government agencies.

d. **Discussion and Possible Action on Reimbursement on Director Sue Fitzpatrick's Attendance at CSDA Annual Conference Attendance**

Director Fitzpatrick presented her expense report, noting that she did not take per diem and was mindful that the costs were funded with public tax dollars. She highlighted steps taken to minimize expenses, such as registering only for the conference, booking a hotel at the block rate, and utilizing included meals. Director Fitzpatrick reiterated the importance of ethical and prudent spending and supported the creation of a formal travel policy to ensure consistency and transparency in future expenditures.

It was moved by Director Jim Beall, seconded by Director Gene Zambetti, and unanimously carried, to approve Director Sue Fitzpatrick's reimbursement request for her attendance at the CSDA Annual Conference.



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6. Partner Agency Reports

a. **Local Agency Formation Commission of Santa Clara County (LAFCO)**

Executive Officer Neelia Palacherla reported that the next LAFCO meeting will be held on October 1. She noted that LAFCO will be initiating a countywide Water and Wastewater Service Review, the first since the water service review in 2012 and the first to include wastewater. The review will examine special districts, city departments, and private/mutual water companies that provide water and wastewater services countywide. If authorized by the Commission, staff will release a draft RFP in the weeks following the October meeting to retain a consultant, with stakeholder feedback to be solicited before returning the RFP for Commission approval in December. There were no questions raised.

b. **California Special Districts Association (CSDA)**

Colleen Haley, Public Affairs Field Coordinator for the California Special Districts Association (CSDA), reported that the CSDA Annual Conference attendance exceeded 1,000 this year, which created room block and space limitations. She reported CSDA continues to select the lowest-cost venues suitable for the conference size, typically Monterey or Palm Springs, but may need alternative locations in the future. President Helen Chapman thanked Colleen for taking SCCSDA's feedback on the conference regarding the block room rates.

She provided a legislative update, reporting that Brown Act changes were consolidated into SB 707/AB 259, which includes CSDA's sponsored language on virtual meetings for Just Cause emergencies. The bill passed and is awaiting the Governor's action. CSDA's Clean Fleet Vehicles bill became a two-year bill but is expected to return next year. She also reported on upcoming events, including the Board Clerk Conference (October 27-30, 2025) and two Legislative Academies in October and November. Dates for the spring Legislative Meeting in Sacramento are pending.

7. Santa Clara County Special District Association Member Reports

Director Jim Beall reported that Valley Water is hosting Coastal Cleanup Day on September 20, which coordinates local creek cleanup events throughout Santa Clara County as part of the statewide effort to prevent pollution from entering the ocean. Director Peter Van Dyke reported on Loma Prieta Resource Conservation District's ongoing work in South County, including Pajaro Watershed resiliency discussions, small farm meetings on proposed County zoning changes, and projects on soil health, carbon sequestration, and grower workshops. He noted concerns that zoning changes do not address key challenges for growers, such as regulation and permitting. He also highlighted coordination on wildlife corridors, flood control opportunities, and engagement with Ohlone groups. President Helen Chapman encouraged his participation in the County's upcoming Agricultural Mitigation Plan meeting. Director Aaron Quigley shared that, in addition to the Brown Act bill, the Legislature also approved a package of bills extending the state's cap-and-trade program to 2045, which will continue funding for environmental and transportation projects. President Helen Chapman noted that many agencies are working on similar issues, and it is helpful to collaborate when everyone comes together.



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8. Review of Action Items and Adjournment

a. **Action Item Review**

Staff will work with President Chapman and Director Fitzpatrick on a draft policy for official travel reimbursement.

b. **Adjourn**

The meeting was adjourned at 1:38 p.m.