



SANTA CLARA COUNTY

SPECIAL DISTRICTS ASSOCIATION

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

Meeting Minutes

Santa Clara County Special Districts Association

March 2, 2026

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

1. Call to Order

SCCSDA President Helen Chapman called the meeting to order at 12:00 p.m.

Members:

Helen Chapman, Director, Santa Clara Valley Open Space District (President)

Bill Bosworth, Director, Cupertino Sanitary District (Vice President)

Frank Maitski, President, North Santa Clara Resource Conservation District

Craig Gleason, Director, Midpeninsula Regional Open Space District

Peter Van Dyke, Director, Loma Prieta Resource Conservation District

Mark Shumate, Deputy Chief, Santa Clara County Fire Department

Jon Cowan, Executive Director of Government Relations & Community Partnerships, El Camino Healthcare District

Kent Edler, Director of Engineering and Operations, West Valley Sanitation District

Minna Xu, Director, Rancho Rinconada Recreation and Park District

Attendees (Non-Voting):

Yoriko Kishimoto, Director, Midpeninsula Regional Open Space District

Neelima Palacherla, Executive Officer, Local Agency Formation Commission of Santa Clara County (LAFCO)

Colleen Haley, Public Affairs Field Coordinator, California Special Districts Association

Caroline Hernandez, Clerk of the Board, Santa Clara Valley Open Space Authority

Lena Eyen, Conservation Policy Specialist, Santa Clara Valley Open Space Authority

SCCSDA Support Staff:

Roseryn Bhudsabourg, Supervising Program Administrator, Valley Water

Genevieve Yip, Senior Management Analyst, Valley Water

Heather Hamp, Staff Analyst, Valley Water

2. Public Comment

No public comments were received.

3. State Legislative Office Updates

No updates were received.

4. Business

a. Discussion and Possible Action on 2026 SCCSDA Officers

Director Craig Gleason nominated Helen Chapman for President. It was moved by Craig Gleason, seconded by Bill Bosworth, and unanimously carried that Helen Chapman be appointed President.

President Helen Chapman nominated Bill Bosworth for Vice President. It was moved by Director Craig Gleason, seconded by Director Peter Van Dyke, and unanimously carried that Bill Bosworth be appointed Vice President.



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The Board discussed the Treasurer position and agreed to defer action until Jim Beall could be present. The Board tabled consideration of the Treasurer position until the next meeting.

b. Discussion and Possible Action on December 1, 2025 Meeting Minutes

The Board reviewed the December 1, 2025 meeting minutes. It was moved by Vice President Bill Bosworth, seconded by Director Eugene Zambetti, and unanimously carried that the Board approve the December 1, 2025 meeting minutes.

c. Discussion and Possible Action on of 2026 Meeting Schedule

The Board reviewed the proposed 2026 meeting dates. It was moved by Vice President Bill Bosworth, seconded by Director Craig Gleason, and unanimously carried that the Board approve the 2026 meeting schedule.

d. Discussion and Possible Action on Financial Report

President Helen Chapman introduced the item and turned it over to Senior Management Analyst Genevieve Yip, who presented the financial report and noted that the current balance is lower than the previous year due primarily to costs associated with sending two representatives to the CSDA Annual Conference. She also reported that member dues continue to be received.

It was moved by Director Frank Maitski, seconded by Director Craig Gleason, and unanimously carried that the Board approve the financial report.

e. Discussion and Possible Action on of 2026 Budget

President Helen Chapman introduced the item and turned it over to staff Genevieve Yip to go over the proposed 2026 budget report. The Board discussed increased conference-related expenses. Staff noted that sending one representative to the CSDA Annual Conference in 2026 would nearly deplete the budget and recommended not sending a representative this year.

Colleen Haley with California Special Districts Association stated that the President or a designee may qualify for complimentary conference registration, pending confirmation. Staff will follow up and report back to the Board.

It was moved by Vice President Bill Bosworth, seconded by Director Craig Gleason, and unanimously carried that the Board approve the report and budget.

f. Discussion and Possible Action on Draft Travel & Expense Reimbursement Policy

Senior Management Analyst Genevieve Yip reported on the revised Travel and Expense Reimbursement Policy developed with President Chapman and Director Sue Fitzpatrick. The revised draft policy includes guidelines related to in-state travel, reimbursement limits, lodging eligibility, and Board approval requirements.

It was moved by Director Peter Van Dyke, seconded by Vice President Bill Bosworth, and unanimously carried that the Board approve the draft Travel and Expense Reimbursement Policy.



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5. Partner Agency Reports

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

LAFCO Executive Officer Neelima Palacherla provided an overview of LAFCO's responsibilities related to local government boundaries, service delivery, and preservation of open space.

She reported that LAFCO is preparing to initiate a countywide water and wastewater service review and noted additional upcoming work related to the Santa Clara County Mosquito and Vector Control District and the Commission's budget. She also provided clarification on LAFCO's role in annexations and service extensions related to development projects.

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

CSDA Public Affairs Field Coordinator Colleen Haley provided updates on legislation and policy matters affecting special districts, including CARB zero-emission vehicle regulations, a proposed statewide initiative related to local taxes and fees, and the status of AB 810. She also shared information regarding upcoming CSDA trainings and conferences.

6. Santa Clara County Special District Association Member Reports

Director Peter Van Dyke reported on Loma Prieta Resource Conservation District's prescribed burn planning efforts, habitat and soil health projects, agricultural zoning matters, watershed conditions, and regional water storage issues. Director Frank Maitski reported that the North Santa Clara Resource Conservation District is exploring a potential agricultural lease opportunity involving nine acres of land. Director Craig Gleason reported on Midpeninsula Regional Open Space District's upcoming board retreat and FY27 budget and project prioritization efforts. Vice President Bill Bosworth reported on Cupertino Sanitary District's increased infill development activity and associated infrastructure demands within the district. Director Minna Xu reported on Rancho Rinconada Recreation and Park District's pool renovation project now includes replacement of the pool plaster. She also inquired about possible permit requirements for a proposed story walk installation along a Valley Water trail, and staff agreed to follow up separately. President Helen Chapman reported that the Open Space Authority's Coyote Valley Master Plan process is beginning and discussed the recent Midway Fields acquisition and ongoing land lease discussions. Director Yoriko Kishimoto reported on the upcoming Stevens Creek Summit and suggested a future presentation on regional housing and economic trends.

7. Review of Action Items and Adjournment

a. **Action Item Review**

Staff will follow up regarding CSDA Annual Conference registration options. Staff will also follow up with Director Minna Xu's inquiry.

b. **Adjourn**

The meeting was adjourned at 1:14 p.m.



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Item 5C. Financial Report

Balance on hand as of 2/27/2026	\$4,170.61
Deposits	+200.00
Withdrawals	
<i>Banking Service Fee (March)</i>	<i>-\$16.00</i>
<i>Constant Contact Service</i>	<i>-463.40</i>
<i>Banking Service Fee (April)</i>	<i>-\$16.00</i>
<i>Banking Service Fee (May)</i>	<i>-\$16.00</i>
Remaining Balance as of 5/29/2026	\$3,859.21