



Santa Clara Valley Water District

File No.: 25-0410

Agenda Date: 4/22/2025

Item No.: *5.1.

SUPPLEMENTAL BOARD AGENDA MEMORANDUM

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

SUBJECT:

Adopt a Resolution Providing for an Appointment and Compensation of the Clerk of the Board.

REASON FOR SUPPLEMENTAL MEMORANDUM:

This report conveys a recommendation from a Board Committee, consistent with Executive Limitations Policy EL-7-10.3, District Act §8f(2), and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

RECOMMENDATION:

Adopt the Resolution APPOINTING AND PROVIDING FOR THE COMPENSATION OF THE CLERK OF THE BOARD effective April 22, 2025.

SUMMARY:

The Board of Directors (Board) is responsible for appointing the Clerk of the Board (COB), a Board-Appointed Officer, and an Unclassified employee of the Santa Clara Valley Water District (Valley Water).

Michele King, the former Clerk of the Board, retired on January 3, 2025. On December 10, 2024, the Board approved the placement of two Interim Clerks on a rotation schedule while also beginning the recruitment process to fill the position permanently. This recruitment has now concluded, and we are prepared to present a resolution for the appointment, along with the associated compensation and employment agreement for the Clerk of the Board.

The resolutions associated with this item and the appointment of the COB position will be provided in a supplemental memorandum on Friday, April 18, 2025.

*Candice Kwok-Smith will serve as the Clerk of the Board effective April 22, 2025, with a salary to be established by the Board and in compliance with the employment agreement attached to the Resolution herein.

ENVIRONMENTAL JUSTICE AND EQUITY IMPACT:

There are no environmental justice and equity impacts associated with agenda item.

FINANCIAL IMPACT:

Compensation associated with appointing the COB is budgeted for the office of the Clerk of the Board's budget, Project #60301001.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have the potential for resulting in direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENTS:

*Supplemental Attachment 1: Resolution with Employment Agreement

UNCLASSIFIED MANAGER:

Patrice McElroy, 408-630-3159