

CEO BULLETIN



To: Board of Directors
From: Melanie Richardson, Interim CEO

Weeks of July 24, 2026 – August 6, 2026

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

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1. Safe and Clean Water Refill Station Grant Closeout: Campbell Union School District's Lynhaven Elementary School Project

In Fiscal Year 2026, Valley Water awarded Campbell Union School District (CUSD) a \$5,000 Safe, Clean Water Program Refill Station Grant for their Lynhaven Elementary School (Project). CUSD completed the Project and submitted the final invoice items in April 2026, allowing for grant closeout.

The Project replaced an outdated drinking fountain at Lynhaven Elementary School, located in Campbell, with a new filtered water refill station in a high-traffic area. The new station provides convenient access to clean drinking water for students during the school day and for community members using the campus outside of school hours.

Key Outcomes:

- Installed a new water refill station at Lynhaven Elementary School.
- Increased access to clean drinking water for students, staff, and local community members.
- Supports the hydration of the public and residents of all ages year-round.
- Encourages the use of reusable water bottles and reduces single-use plastic waste.

For further information, please contact Rachael Gibson at (408) 630-2884.

2. Safe and Clean Water Refill Station Grant Closeout: City of Morgan Hill's Community Park Project

In Fiscal Year 2025, Valley Water awarded City of Morgan Hill (City) a \$5,000 Safe, Clean Water Program Refill Station Grant for their Morgan Hill Community Park (Project). The City completed the Project and submitted the final invoice items in September 2025, allowing for grant closeout.

Morgan Hill Community Park is the City's largest park and serves thousands of residents and visitors each year. The water refill station was installed on the south side of the 22-acre park, where there was previously no nearby drinking water access despite the area's popular amenities, including the City's only dog park, outdoor basketball court, and newly installed pickleball courts. The refill station provides convenient access to clean drinking water for park visitors enjoying these recreational facilities.

Key Outcomes:

- Installed a new water refill station at Morgan Hill Community Park.
- Increases access to clean drinking water for thousands of park visitors each year.
- Encourages the use of reusable water bottles and helps reduce single-use plastic waste.
- Supports the hydration of the public and residents of all ages year-round.

For further information, please contact Rachael Gibson at (408) 630-2884.

3. Safe and Clean Water Refill Station Grant Closeout: Holy Cross Lutheran Church Children's Center Project

In Fiscal Year 2026, Valley Water awarded Holy Cross Lutheran Church a \$5,000 Safe, Clean Water Program Refill Station Grant for their Holy Cross Lutheran Children's Center (Project). Holy Cross Lutheran Church completed the Project and submitted the final invoice items in June 2026, allowing for grant closeout.

Holy Cross Lutheran Children's Center serves children in Transitional Kindergarten through 5th grade and is located on the campus of Holy Cross Lutheran Church in Los Gatos. The Project replaced a non-functioning drinking fountain outside with a new filtered water refill station in a highly visible, publicly accessible location near the parking lot and play area.

Key Outcomes:

- Installed a new publicly accessible water refill station at Holy Cross Lutheran Children's Center.
- Increased access to clean drinking water for the local community.
- Supports the hydration of the public and residents of all ages year-round.
- Encourages the use of reusable water bottles and reduces single-use plastic waste.

For further information, please contact Rachael Gibson at (408) 630-2884.

4. Recurring Report on Personnel Vacancies

Valley Water strives to attract, develop, and retain a talented and diverse workforce. Our employees come from diverse professional backgrounds. Valley Water promotes high performance and equal employment opportunities.

Human Resources provides a monthly report on staffing levels and vacancies per the Board's request. The following information is effective as of June 30, 2026.

Valley Water Staffing Levels:

- 876 - Total Positions
- 844 - Number of positions filled
- 32 - Total Vacant Unpaused Position Codes
- 3.6% - Vacancy Factor
- 4 - Separations and/or Retirements
- 1.6% - Annual turnover rate

Note - The agency had 921 positions and 45 are paused.

For further information, please contact Patrice McElroy at (408) 630-3159.

5. Hsueh

**At the 7/14/26 board meeting, Director Hsueh requested that staff look into how we can help communities in hotspots prepare for the upcoming rainy season.
R-26-004**

As Valley Water prepares for the forecasted El Niño winter, our agency is expanding public outreach efforts to help residents and businesses understand the likelihood of wetter, more intense storm conditions and the actions they can take to stay safe. Building on Valley Water's award-winning flood preparedness program, Valley Water will launch a comprehensive public awareness campaign this October to help communities across Santa Clara County get ready for winter storms. The campaign will place particular emphasis on neighborhoods and known hot spots at higher risk of flooding, ensuring residents have the information and resources they need to stay safe.

Outreach efforts will include:

- Flood preparedness mailers to all properties within the Federal Emergency Management Agency (FEMA) Special Flood Hazard Area and other identified flood-prone "hot spot" locations.
- Distribution of the annual San Francisquito Creek flood preparedness mailer.
- A new educational mailer for creekside property owners outlining the maintenance responsibilities of residents and businesses adjacent to waterways not maintained by Valley Water, helping property owners understand their role in reducing flood risks and supporting healthy waterways ahead of the winter season.
- Valley Water will also highlight on digital and social platforms the Creekside Neighbor Rebate Program which provides up to \$150,000 for qualifying construction and permit costs.
- Targeted advertising across digital, social, and outdoor platforms, which could include billboards, transit shelters and banners.

- Flood preparedness information will be featured in Valley Water's monthly newsletter and blog, with digital weather alerts issued through email, the Valley Water website, and social media channels as conditions warrant.
- Integration of flood preparedness messaging into Valley Water Speakers Bureau presentations.
- Inclusion of El Niño preparedness information at community meetings and outreach events throughout the county.
- A joint flood preparedness press conference is planned for November 2026, timed to weather conditions, in collaboration with the City of San José, the County of Santa Clara, and the National Weather Service. The event will highlight expected El Niño patterns and stress the importance of taking early action before winter storms arrive.
- Distribution of a winter partner toolkit designed to provide cities and volunteer organizations with resources to amplify flood preparedness messaging.
- Valley Water's Education Outreach includes flood-awareness messaging in classroom lessons delivered year-round. A dedicated flood-focused lesson is offered from October through April. In addition to Flood-Focused Programs, Education Outreach provides additional flood awareness messaging in general classroom presentations, assemblies, libraries, and public events.
- Valley Water's grant program has awarded grants that provide public education on natural flood protection, flood protection projects, and how to get flood ready. We continue to accept standard and mini-grant applications that support flood preparedness activities in the community.
- Beginning in August 2026, Valley Water will offer virtual briefings to city and county elected officials and partners to coordinate efforts and information sharing on creekside responsibilities.
- Valley Water will also share informational tools to a database of more than 1,000 contacts including elected officials, professional staff, business and environmental groups, and chambers of commerce via email blast and provide materials and messaging for external newsletters and social media.
- This year's Water Ambassador programming will spotlight Valley Water's Flood Awareness Campaign, equipping ambassadors with resources to promote flood preparedness within their own communities. Materials include flood-readiness tips, talking points, multilingual outreach content designed for easy sharing across social media platforms, and information from partner agencies such as FEMA, the County of Santa Clara Emergency Services, and local Community Emergency Response Teams (CERT).

For further information, please contact Rachael Gibson at (408) 630-2884.
