



# Santa Clara Valley Water District Board Policy and Planning Committee Meeting

Board Conference Room A-124

## REGULAR MEETING AGENDA

**Monday, September 16, 2019  
2:00 PM**

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

BOARD POLICY AND PLANNING  
COMMITTEE

Nai Hsueh - District 5, Committee  
Chair  
Barbara Keegan - District 2,  
Committee Vice Chair  
Linda J. LeZotte, District 4

The Board Policy and Planning Committee provides support to the Board in the areas of Board planning process; Board Committees' principles and structures; Board and organization performance monitoring and; other tasks assigned by the Board.  
Public records for this Committee are available for inspection in the Clerk of the Board's Office, 5700 Almaden Expressway, San Jose, CA 95118. Materials are available to the public at the same time they are made available to the Committee. The District will make reasonable efforts to accommodate persons with disabilities wishing to attend meetings. Please advise the Clerk of the Board of any special needs by calling (408) 265-2600.

COMMITTEE CLERK

Michele L. King, CMC  
Clerk, Board of Directors

**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  
Board Policy and Planning Committee  
REGULAR MEETING  
AGENDA**

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Monday, September 16, 2019

2:00 PM

Board Conference Room A-124

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**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: This item is reserved for persons desiring to address the Committee on any matter not on this agenda. Members of the public who wish to address the Committee on any item not listed on the agenda should complete a Speaker Form and present it to the Committee Clerk. The Committee Chair will call individuals in turn. Speakers comments should be limited to three minutes or as set by the Chair. The law does not permit Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If 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 Committee may take action on any item of business appearing on the posted agenda.*

**3. APPROVAL OF MINUTES:**

3.1. Approval of Minutes.

[19-0738](#)

Recommendation: Approve the July 22, 2019, Minutes.

Manager: Michele King, 408-630-2711.

Attachments: [Attachment 1: July 22, 2019, Minutes.](#)

**4. INFORMATION AND ACTION ITEMS:**

4.1. Untreated Surface Water Program Update.

[19-0763](#)

Recommendation: Receive update on the Untreated Surface Water Program and discuss next steps.

Manager: Aaron Baker, 408-630-2135

Attachments: [Attachment 1: Draft Board Agenda Memo](#)  
[Attachment 2: Map](#)

- 4.2. Planning for Board's Fiscal Year 2021 Strategic Planning Workshop. [19-0857](#)

Recommendation: Review information necessary to begin the planning process for the Board's Fiscal Year 2021 Strategic Planning Workshop.

Manager: Michele King 408-630-2711.

Attachments: [Attachment 1: FY21 Board Strategic Planning Process Flow Chart](#)

- 4.3. Work Plan, Meeting Schedule and Accomplishments Report. [19-0739](#)

Recommendation: A. Review the Board Policy and Planning Committee's Work Plan and Accomplishments Report and incorporate any new tasks; and

B. Schedule Committee meetings as appropriate.

Manager: Michele King, 408-630-2711.

Attachments: [Attachment 1: 2019 BPPC Work Plan & Accomplishments Report](#)

**5. 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.*

**6. ADJOURN:**

- 6.1. Adjourn to Regular Meeting at 2:00 p.m., on October 28, 2019, in the Santa Clara Valley Water District Board Conference Room A-124, 5700 Almaden Expressway, San Jose, California.



# Santa Clara Valley Water District

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**File No.:** 19-0738

**Agenda Date:** 9/23/2019

**Item No.:** 3.1.

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## COMMITTEE AGENDA MEMORANDUM

### Board Policy and Planning Committee

**SUBJECT:**

Approval of Minutes.

**RECOMMENDATION:**

Approve the July 22, 2019, 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.

**ATTACHMENTS:**

Attachment 1: July 22, 2019, Minutes.

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711.





BOARD POLICY AND PLANNING COMMITTEE

**DRAFT** MINUTES

**Monday, July 22, 2019  
2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

**1. Call to Order  
1.1 Roll Call**

A regular meeting of the Santa Clara Valley Water District Board Policy and Planning Committee (Committee) was called to order at 2:00 p.m. on July 22, 2019, at the District Headquarters Building, Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance were: Director Nai Hsueh-District 5; Director Linda J. LeZotte-District 4, and Barbara Keegan-District 2, constituting a quorum.

Staff members in attendance were Norma Camacho, Brian Hopper, Michele King, Marta Lugo, Stan Yamamoto, and Tina Yoke.

Mr. Arthur Keller, Environmental and Water Resources Committee (EWRC) Vice Chair was in attendance.

**2. Time Open for Public Comment on any Item not an Agenda**

Chairperson Hsueh declared time open for public comment on any item not on the agenda. There was no one present that wished to speak.

**3. Approval of Minutes**

**3.1 Approval of Minutes – June 24, 2019.**

The Committee considered the attached minutes of the June 24, 2019 meeting. Director Keegan requested that Mr. Livengood’s summary of comments on Item 4.1 be revised to state he “expressed concern for district policy to not use public land for private use” instead of “concern for the interpretation of using public land for private use.” It was moved by Director LeZotte, seconded by Director Keegan, and unanimously carried to approve the minutes as amended.

**4. Information and Action Items:**

**4.1 Proposed Board Governance Policy – Governance Process-6.3 – Board Member Exercising Individual Authority Over the Organization.**

Ms. Michele King, Clerk of the Board, reviewed the information on this item, per the attached Committee Agenda Memo and Attachment 1.

The Committee requested additional wording be added to section 6.3 as follows:

Board members may not attempt to exercise individual authority over the organization or any staff member. Each board appointed officer (BAO) is obligated to report any such attempt by any individual board member within five (5) business days or such attempt having been made, or BAO becoming aware, in accordance with procedural steps outline in GP-6.9 below.

It was moved by Director Keegan, seconded by Director LeZotte, and unanimously carried to request staff present the revised GP-6.3 and EL-3.1 policies to the full Board for review and approval, ensuring that the Board agenda item provides historical information on when and why the Board requested review of this policy.

**4.2 Work Plan, Meeting Schedule and Accomplishments Report.**

The Committee reviewed the work plan, confirmed cancelling the August 26, 2019 meeting, and moved Planning for Board's FY2020-21 Strategic Planning Workshop to the September 23, 2019 meeting.

**5. Clerk Review and Clarification of Committee Requests.**

Ms. King confirmed the Committee's direction on the GP-6.3 revisions and confirmed that the item will be presented to the Board at their September 24, 2019 meeting.

**6. Adjourn:**

Committee Chair Hsueh adjourned the meeting at approximately 2:35 p.m.

Michele L. King, CMC  
Clerk of the Board

Approved:





# Santa Clara Valley Water District

**File No.:** 19-0763

**Agenda Date:** 9/16/2019

**Item No.:** 4.1.

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## COMMITTEE AGENDA MEMORANDUM

### Board's Policy and Planning Committee

#### **SUBJECT:**

Untreated Surface Water Program Update.

#### **RECOMMENDATION:**

Receive update on the Untreated Surface Water Program and discuss next steps.

#### **SUMMARY:**

On April 12, 2016, the Board directed staff to update the 1974 Rules and Regulations (Rules) for the Service of Surface Water and approved eight principles to guide the Untreated Surface Water Program (Program). The Board's Policy and Planning Committee (Committee) explored various elements of the Program and, at its November 26, 2018 meeting, developed recommendations for consideration by the Board. Subsequent to this meeting, staff developed an outreach plan to seek public and stakeholder input on potential revisions to the Rules prior to consideration by the full Board.

At today's meeting, staff is recommending the Committee consider a proposed six-step strategy for proceeding with next steps.

#### **BACKGROUND:**

On April 2, 1974, the Board adopted Resolution 74-28 establishing rules to offset groundwater pumping through the direct use of Santa Clara Valley Water District's (Valley Water) surface water, when available. However, as the number of untreated surface water permits grew, surface water deliveries have had a greater impact on the ability of Valley Water to manage water efficiently and effectively. Valley Water has had to modify its pumping operation or reduce groundwater recharge at times in order to maintain surface water deliveries and pressures.

At its April 12, 2016 meeting, the Board approved eight guiding principles to revise the Program Rules. These principles are:

1. Align with current Board policies, CEO strategies, and CEO direction;
2. Support water conservation;
3. Improve administration and cost management;

4. Better reflect the interruptible nature of service;
5. When possible, facilitate conversion or convert service to recycled water service;
6. Avoid duplicative water service when there is water retailer service available;
7. Avoid committing supplies for fire suppression; and
8. Avoid impacts to Valley Water's environmental obligations.

Staff explored options for revising the Rules to address the Board's principles and met with the Committee to discuss the issues identified with the Rules and administration of the Program. The Committee members explored various elements of the Program and, in November 2018, developed three Program recommendations for consideration by the full Board:

- A. Sunset the existing untreated surface water program for all private water users. Existing private users to be removed from the surface water program as soon as possible and all private accounts to be terminated by December 31, 2030;
- B. Provide adequate time to existing surface water users to transition to an alternative water supply;
- C. In recognition that surface water deliveries to a public agency may provide public benefits, requests by public agencies for surface water delivery to be considered by the Board on a case-by-case basis.

Since the November 26, 2018 Committee meeting, per existing Board policy and under CEO Direction D 2.2.1.3.a and b, no new permits have been issued and no new turnouts have been constructed. In addition, no transfers of permits, expansions of service, or appeals have been accepted. Staff is now seeking the Committee's consideration of a six-step strategy to advance the Program, wherein staff would:

1. Provide a Program update and facilitate a policy discussion at a future Board meeting (Attachment 1);
2. Meet with Board members individually to brief them on upcoming public meetings in each Board member's district (Attachment 2);
3. Coordinate with the Office of Communications to conduct public meetings in North County and South County to gather input on the future of the Program;
4. Formulate a plan to update the Program and Rules following public input;
5. Present proposed Program and Rules revisions to the Committee for its consideration; and
6. Prepare a presentation for full Board consideration based on Committee recommendation(s) in Item 5.

**ATTACHMENTS:**

Attachment 1: Draft Board Agenda Memo "Untreated Surface Water Program Update and Policy Discussion."

Attachment 2: Map illustrating the number of untreated surface water customers in each Board member's district.

**UNCLASSIFIED MANAGER:**

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**File No.:** 19-0763

**Agenda Date:** 9/16/2019  
**Item No.:** 4.1.

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Aaron Baker, 408-630-2135



## BOARD AGENDA MEMORANDUM

### SUBJECT:

Consider Board Policy and Planning Committee's Recommendation on the Untreated Surface Water Program.

### RECOMMENDATION:

- A. Receive update on the Untreated Surface Water Program;
- B. Consider staff's recommendation to proceed with a six-step strategy to take the Board Policy and Planning Committee's recommendations to the public for input, and
- C. Provide direction to staff as to next steps.

### SUMMARY:

On April 12, 2016, the Board directed staff to update the 1974 Rules and Regulations (Rules) for the Service of Surface Water and provided guidance by approving eight principles. These principles were identified to respond to issues that had been identified with the current Untreated Surface Water Program (Program).

During the process of identifying potential revisions to the Rules prior to stakeholder engagement, staff identified additional areas where Board guidance would assist in recommending revisions to the Rules. In discussions with the Board's Policy and Planning Committee (Committee), recommendations were developed for consideration by the full Board. Staff is recommending the Board consider the Committee's recommendation to seek stakeholders' input to revise the Program, and provide direction to staff as to next steps.

### BACKGROUND:

In 1968, the predecessor agency of the Santa Clara Valley Water District (Valley Water) adopted Resolution No. 68-5 establishing Rules and Regulations for the Service of Surface Water by the Santa Clara County Flood Control and Water Conservation District for direct irrigation. This resolution authorized conservation of groundwater for the benefit of all users through the use of imported water and water released from storage. Under the Rules, qualified users, who are issued permits to divert Valley Water untreated surface water, were required to use surface water in lieu of pumping groundwater, making additional groundwater available to others.

Initially, Valley Water had adequate supplies of surface water and the challenge was the ability to get the water into the groundwater basin. There was also sufficient capacity

within the newly built pipelines to meet all the demands within the system. As the number of untreated surface water permits grew, and the operation of the raw water system has become more complex, surface water deliveries have had a greater impact on the ability of Valley Water to manage water efficiently and effectively. Surface water deliveries account for only around two percent of the County's total use; however, at times Valley Water has had to modify its pumping operation or reduce groundwater recharge in order to maintain surface water deliveries and pressures. On the Cross Valley pipeline, surface water customers can take up to 15 to 20 cubic-feet per second (cfs) of flow, which can reduce deliveries to the treatment plants or require turning on a pump station to provide adequate flows. Particularly during times of facility outages or limited supplies, the water used by surface water customers can impact operations as control valves cannot be remotely controlled and staff must isolate each turnout by hand. In addition, surface water diversions from creeks can impact the ability of Valley Water to manage the regulated creeks to meet environmental flow requirements.

At the April 12, 2016 meeting, the Board considered many of these issues with the untreated surface water program and provided guidance for revising the Rules. The Board approved the following eight principles:

1. Align with current Board policies, CEO strategies, and CEO direction;
2. Support water conservation;
3. Improve administration and cost management;
4. Better reflect the interruptible nature of service;
5. When possible, facilitate conversion or convert service to recycled water service;
6. Avoid duplicative water service when there is water retailer service available;
7. Avoid committing supplies for fire suppression; and
8. Avoid impacts to Valley Water's environmental obligations.

Based on these principles, staff began exploring options for revising the Rules to address the Board's principles. However, as more challenges with the program were identified, some areas were unclear as to how best to structure the Rules. To incorporate additional Board discussion into the process, staff met with the Board Policy and Planning Committee (Committee) to discuss the issues identified with the Rules and administration of the program. Through these discussions, the Committee members explored various elements of the program and, in November 2018, developed recommendations for consideration by the full Board.

**New Surface Water Permits** - In support of the Board's Ends Policy E-2, the Board adopted Objective 2.2.1 "Raw water transmission and distribution assets are managed to ensure efficiency and reliability". In support of this, CEO Direction D 2.2.1.3.a states; "Due to potential negative environmental and operational impacts of surface water usage, no new turnouts on Valley Water raw water transmission pipelines will be permitted unless determined by Valley Water to have a positive impact on overall system operations or water supply reliability."

The Committee agreed that Valley Water's role as the County's water wholesaler takes precedence over providing retail raw water service. To the extent that providing surface water impacts Valley Water's ability to meet its responsibility for providing wholesale water supply, recharging the groundwater basin and/or meeting its environmental obligations, the program should be revised. And to the extent that the program continues, the Committee agreed that the program should be fair and equitable to all water users and should provide an overall public benefit.

**Surface Water Use for Fire Suppression** – The Committee identified that, although there is a principle to “Avoid committing supplies for fire suppression”, it is not prohibited or conditioned. Permit requests are still being received requesting the use of surface water for fire suppression. The Committee identified that the threat of fire is a serious concern, which could become worse in times of drought or with climate change. The benefits of an additional water supply are countered by the possible liability of providing an unreliable water supply that does not meet County or City Fire Marshal standards. Valley Water has historically taken the position that surface water is not to be used for fire suppression due to the interruptible nature of the service; however, very limited exceptions have been made in the past. Revisions to the Rules regarding the use of surface water for fire suppression should prohibit any use related to fire suppression or, at most, allow special uses approved by the Fire Marshal, such as a potential supplemental source to fill a water storage tank dedicated to fire suppression.

**Future of Surface Water Program** – One of the significant drivers discussed by the Committee is the desired future of the surface water program and its purpose going forward. The program has changed significantly from its original purpose of in-lieu groundwater recharge. As agricultural land has been taken out of production and developed, surface water has become a more affordable alternative source of water for residential landscaping or a convenient supply to support activities where other water sources may not be as readily available. This has led to reliance on surface water as a primary water supply, instead of the interruptible alternative to groundwater pumping that it was originally intended to be.

The Committee considered the long-term purpose, need and value of the surface water program. While the future of the program could take many forms, it should be consistent with the primary role of Valley Water as the wholesale water provider for Santa Clara County and the groundwater sustainability agency for the Santa Clara and Llagas subbasins. Some of the key concerns considered by the Committee include:

- The program's impact on raw water operations and environmental stream flows;
- Providing surface water deliveries within a retail service area;
- Surface water usage for non-agricultural landscaping; and
- Overall public benefit.

### **Staff Analysis**

Following CEO Direction D 2.2.1.3, new permits for Surface Water deliveries have not been issued for the past several years. In addition, lapsed and inactive permits have been terminated. As a result, the number of surface water customers has declined from

97 in 2017 to 73 active surface water accounts in August 2019. This reduction reflects the termination of inactive or expired accounts as no active accounts were terminated. Table 1 provides a summary of account closures since 2017.

**Table 1. Summary of Account Closures From 2017 - Present**

<b>CY</b>	<b>Count of Active Customers</b>	<b>Reason for Termination</b>	<b>Number of Accounts Terminated</b>	<b>Notes</b>
<b>2017</b>	97			Active Customers
<b>2017-2019</b>		Voluntary account closures	6	
		Properties sold	12	
		Invalid permit	1	
		Prolonged inactivity	1	
		Non-payment of fees	4	
<b>2019</b>	73			Active Customers

Of the 73 active accounts, 30 are categorized as serving agriculture, 18 are municipal or industrial, and 25 are domestic. 53 accounts are believed to have groundwater wells on the property and 24 have access to retail water service. While a majority of surface water accounts are for private users, eight of the 73 accounts are non-private (public agencies and school districts), including two accounts for Valley Water.

One of the requirements of the Central Valley Project Improvement Act (CVPIA) is that all agricultural surface water customers must be metered by the end of 2019. Valley Water has made significant efforts to comply; however, of the 51 active accounts that receive CVP supply, approximately 25 are agricultural customers and Valley Water presently has meters on 23 of the 25 agricultural accounts. Two accounts that are on shared private pipelines may require individual meters to be installed by the end of 2019 if shared meter usage does not meet the Bureau of Reclamation's requirements.

At present, there are 9 accounts that do not have any dedicated flow measurement device, and 12 customers receive water through shared meters. The majority of these accounts are turnouts off private pipelines and are located on private property. Metering these individual customers will require a significant commitment of time and resources to obtain access to the properties, locate the private water lines, and install Valley Water meters, adding to the workload of the limited staff who administer and manage the program including the reading of meters, communicating with customers, and addressing and repairing system issues.

The existence of these private pipelines has been problematic in that there is no one party responsible for the operation or maintenance of the pipeline, so a leak on any of the individual turnouts requires the entire private line to be shut down until it has been repaired. Although surface water delivery to these pipelines are measured, the multitude



of turnouts from these pipelines are unmetered, which results in Valley Water having to use other means such as a minimum annual usage fee, table of average use, applying crop factors or other apportionment to estimate the amount to bill each unmetered surface water account.

Staff estimates that approximately 2,000 hours are expended on the Program annually, which amounts to about \$350,000 in annual costs to manage the Program. The associated energy cost is about \$12,000 per year. Future improvements to the Program are estimated at a minimum of \$300,000 to upgrade existing metered customers to smart meters and locate and install meters for remaining unmetered customers. Total revenue generated from the Program was approximately \$1,180,000 in fiscal year (FY) 2014 but declined to \$900,000 during FY 2018 in large part due to the community's continuing water use reduction after the recent drought. Annual surface water usage and revenue is presented in Table 2 below.

**Table 2: Annual Surface Water Usage and Revenue for FY 2014 and FY 2018.**

	<b>Zone W2</b>	<b>Zone W5</b>	<b>Total</b>
<b>Annual Usage (FY 2014)</b>	1,400 acre-feet	2,100 acre-feet	3,500 acre-feet
<b>Annual Revenue (FY 2014)</b>	\$930,000	\$250,000	\$1,180,000
<b>Annual Usage (FY 2018)</b>	600 acre-feet	1,200 acre-feet	1,800 acre-feet
<b>Annual Revenue (FY 2018)</b>	\$670,000	\$220,000	\$900,000

Source: SW\_AF \$\_FY14 FY18\_Revenue Mgt Summary

**Recommendation**

In consideration of all the above, the Board's Policy and Planning Committee is recommending that the Board consider the following recommendations be taken to the public for their input and feedback to assist with revising the program:

- A. The Board sunset the existing untreated surface water program for all private water users. Existing private users be removed from the surface water program as soon as possible and all private accounts be terminated by December 31, 2030.
- B. Provide adequate time to existing surface water users to transition to an alternative water supply.
- C. In recognition that surface water deliveries to a public agency may provide public benefits, requests by public agencies for surface water delivery will be considered by the Board on a case-by-case basis.

With Board consent, and in coordination with the Office of Communications, staff proposes taking the following six-step strategy to evaluate public support of the Board's Policy and Planning Committee's recommendations before returning to the full Board with a proposal to revise the Program:

- 1. No new permits will be issued or turnouts constructed. This includes no transfers, expansions of service, or appeals.

2. Staff will meet with Board members individually to brief them on upcoming public meetings (Attachment 1).
3. Conduct two public meetings in 2019 for North County and South County residents.
4. Prepare a Board agenda memo following public input.
5. Share the agenda memo with the Committee for direction.
6. Return to the Board in winter 2019-20 with the revised plan for the update to the Untreated Surface Water Program and Rules.

**FINANCIAL IMPACT:**

No significant financial impact of seeking public input on the Committee's recommendations is expected. The transition of customers from surface water to alternative supplies is not anticipated to reduce overall water usage or revenue. Should the Board approve the Committee's recommendations, long-term reduction of the Program should reduce overall Valley Water administrative and operational costs.

**CEQA:**

Section 15378 of the CEQA Guidelines defines a "project" as the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Discussion of potential revisions to the surface water program does have the potential of physically changing the environment. Staff is seeking policy direction from the Board as it develops a proposed update to the surface water program. As part of its development of the proposed updated surface water program, staff will ensure compliance with CEQA. The proposed updated surface water program will be presented to the Board for its consideration at a future Board meeting.

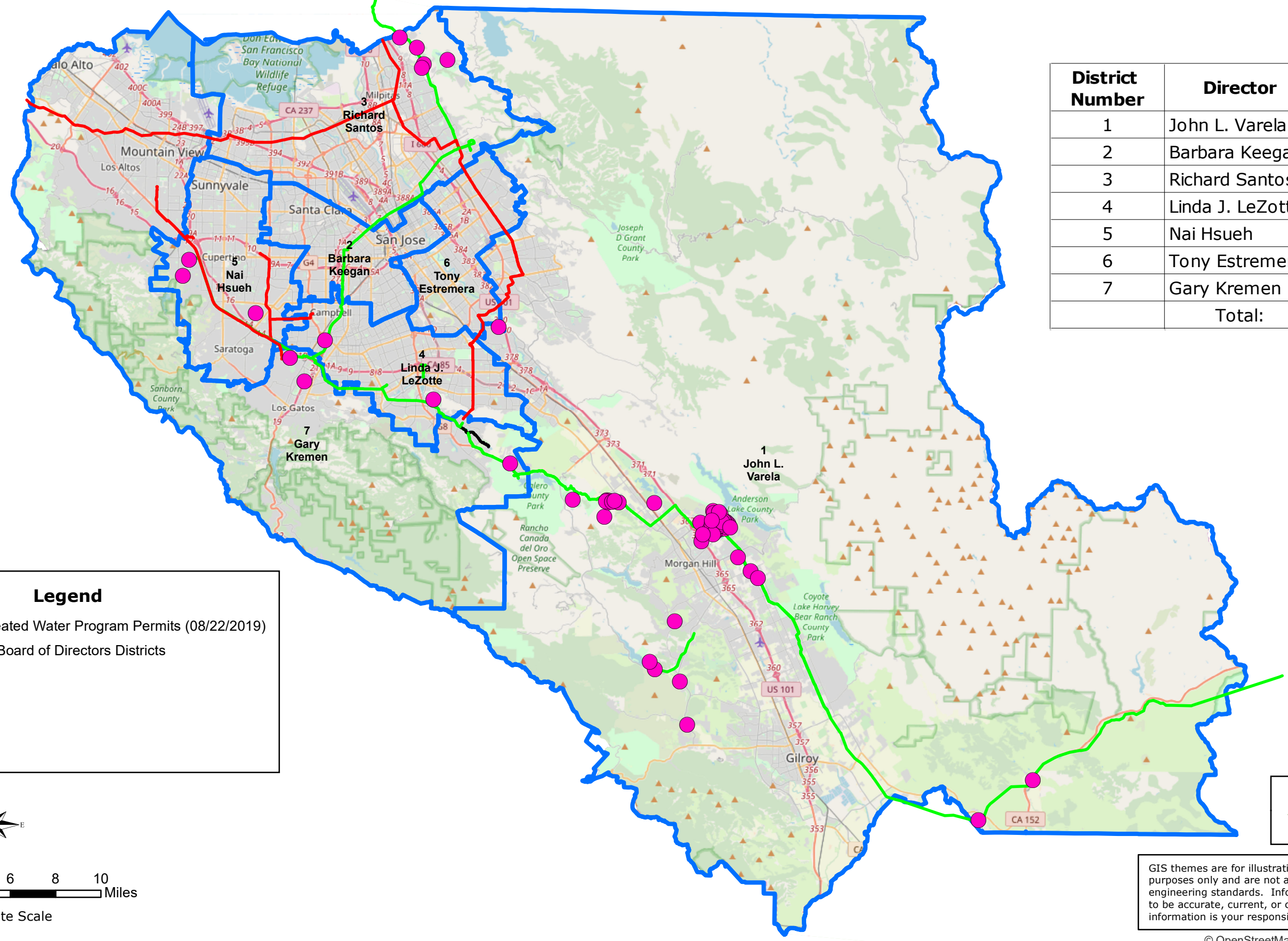
**ATTACHMENTS:**

Attachment 1. Map illustrating the number of untreated surface water customers in each Board member's district.

**UNCLASSIFIED MANAGER:**

Aaron Baker, 408-630-2135

## Surface/Untreated Water Program Permit Locations




District Number	Director	Number of Permits
1	John L. Varela	59
2	Barbara Keegan	0
3	Richard Santos	5
4	Linda J. LeZotte	2
5	Nai Hsueh	3
6	Tony Estremera	1
7	Gary Kremen	3
	<b>Total:</b>	<b>73</b>

**Legend**

- Surface/Untreated Water Program Permits (08/22/2019)
- Valley Water Board of Directors Districts

**Major Pipelines**

- Raw
- Treated
- Sludge



0 1 2 4 6 8 10 Miles

Approximate Scale



GIS themes are for illustration and general analysis purposes only and are not accurate to surveying or engineering standards. Information is not guaranteed to be accurate, current, or complete and use of this information is your responsibility.





# Santa Clara Valley Water District

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**File No.:** 19-0857

**Agenda Date:** 9/16/2019

**Item No.:** 4.2.

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## **COMMITTEE AGENDA MEMORANDUM**

### **Board Policy and Planning Committee**

**SUBJECT:**

Planning for Board's Fiscal Year 2021 Strategic Planning Workshop.

**RECOMMENDATION:**

Review information necessary to begin the planning process for the Board's Fiscal Year 2021 Strategic Planning Workshop.

**SUMMARY:**

To perform its job, the Board established long-term goals and objectives (also known as Board Governance Policies) for each of the District's core areas - Water Supply, Natural Flood Protection and Environmental Stewardship.

In additional to the previous core areas, in Fiscal Year 2020 the Board recognized that there are long-term goal needs in the Business Management area that need to be developed to allow the Board to set policy and monitor specific functions: diversity and inclusion, staff levels and expertise, and effective level of services.

Annually, the Board conducts a planning session to identify strategies that require more detailed engagement by the Board, challenges/opportunities associated with the strategies, areas and efforts that require Board focus, and monitoring methods.

This item allows the Committee the opportunity to identify a process to engage the Board and identify strategies for Fiscal Year 2021 (FY21), prior to budget development, to ensure that proper resources are allocated.

Attachment 1 is a flow chart which outlines a proposed process for the Board to review the FY20 Board Work Plan and goals, receive updates on changes, challenges and opportunities from the Board, Board Committees and staff, and identify FY21 strategies.

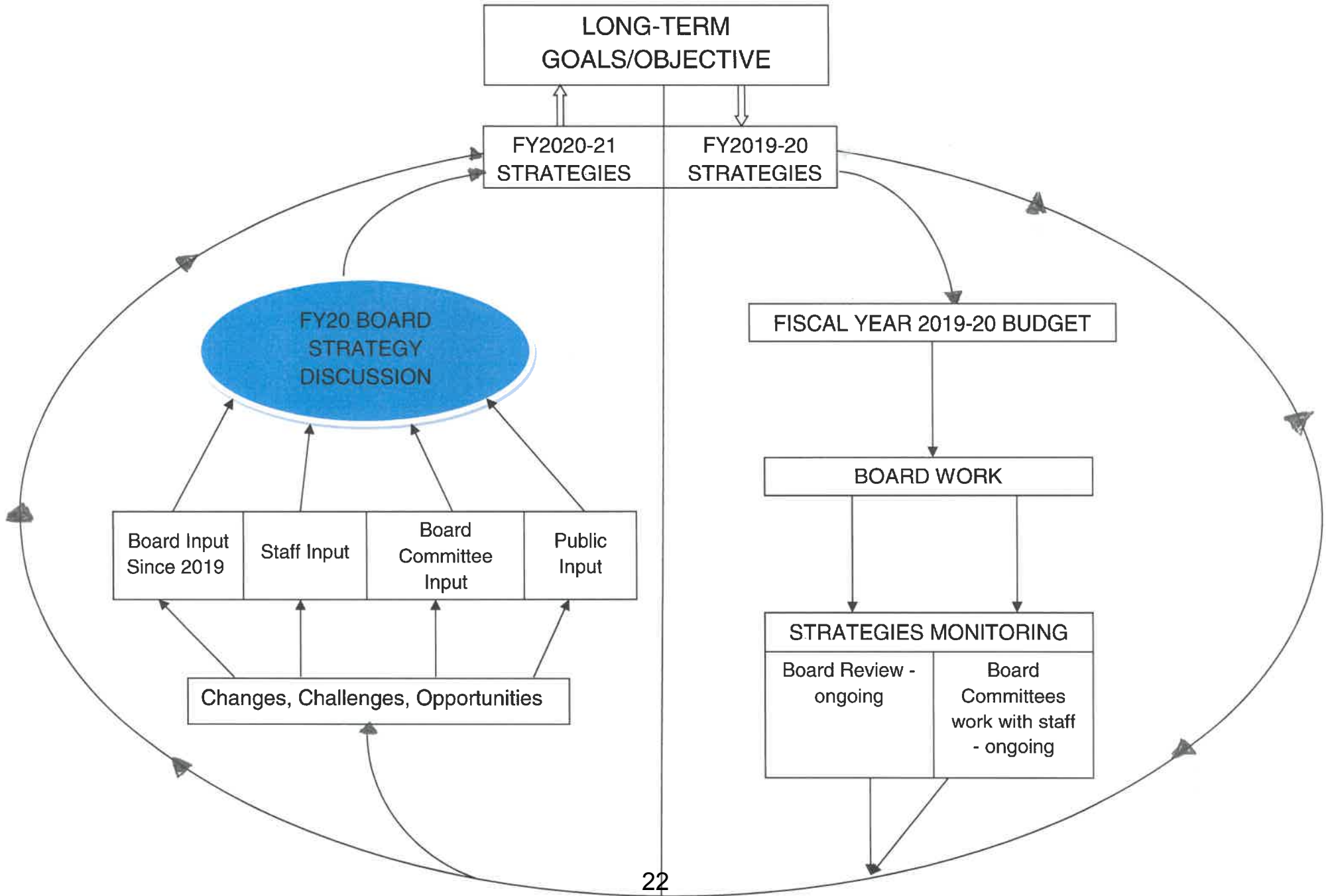
**ATTACHMENTS:**

Attachment 1: FY21 Board Strategic Planning Process Flow Chart

**UNCLASSIFIED MANAGER:**

Michele King 408-630-2711.

# BOARD STRATEGIC PLANNING / WORK PLAN PROCESS





# Santa Clara Valley Water District

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**File No.:** 19-0739

**Agenda Date:** 9/23/2019  
**Item No.:** 4.3.

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## **COMMITTEE AGENDA MEMORANDUM**

### **Board Policy and Planning Committee**

**SUBJECT:**

Work Plan, Meeting Schedule and Accomplishments Report.

**RECOMMENDATION:**

- A. Review the Board Policy and Planning Committee's Work Plan and Accomplishments Report and incorporate any new tasks; and
- B. Schedule Committee meetings as appropriate.

**SUMMARY:**

This item allows the Committee to review its 2019 Work Plan, meeting schedule and accomplishments report and identify additional tasks and schedule meetings as appropriate.

**ATTACHMENTS:**

Attachment 1: 2019 BPPC Work Plan & Accomplishments Report

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711.





2019 Board Policy and Planning Committee Work Plan and Schedule

Subject	Task	1/11/2019	1/31/2019	2/25/2019	3/25/2019	4/22/2019	5/30/2019	6/24/2019	7/22/2019	9/16/2019	10/28/2019	11/25/2019	12/23/2019
<b>Board Planning Process</b>	<b>A. Provide Support for Board Planning Activities</b>												
	1. Develop FY19-20 Board Policy Planning and Performance Monitoring Calendars						X	X					
	2. Planning for Board's FY20-21 Strategic Planning Workshop									X	X		
	3. Discuss FY19-20 Board Budget Message & Board Work Plan	X	X				X						
	<b>B. Provide Support for Board Policy Review</b>												
	1. Policy for use of District Property for Trails, Open Space, and Recreation			X	X								
	2. Policy for Encroachment on District Properties					X		X					
	3. Policy Maintenance Role/Responsibility for District-Owned and Non-District-Owned Unimproved/Natural Creeks and Creekside Land		X	X	X								
4. Presentation on District Mitigation lands		X	X										
<b>Board Committees Principles and Structures</b>	<b>C. Align Board Committees' Work Plans with Board Planning Calendar</b>												
	1. Review Effectiveness of Board Advisory Committees (External)						X						X
	2. Review Board Member Exercising Individual Authority Over the Organization (GP-6.3.1)					X	X	X	X				
<b>Other Assignments Requested by Board</b>	<b>D. Other Assignments as Requested by the Board</b>												
	1. Provide Direction on Standard Process of Allocating SCW Program Grant Awards		X										

## Board Policy and Planning Committee Accomplishments Report

Subject	Task	Action Taken
<b>Board Planning Process</b>	<b>A.</b> Provide ongoing support for Board Planning Activities	
	1. Develop FY20 Board Policy Planning and Performance Monitoring Calendars	Committee forwarded calendars to full Board for approval on 7/9/19.
	2. Planning for Board's FY20-21 Strategic Priorities Workshop	
	3. Discuss FY19-20 Board Budget Message and Board Work Plan	Committee forwarded draft goals, strategies and focuses to full board on 3/12/19
	<b>B.</b> Provide Support for Board Policy Review	
	1. Policy for use of District property for trails, open space, and recreation	Committee requested that staff present policy to Board and include input provided at 3/25/19 committee meeting.
	2. Policy for encroachment on District properties	Committee requested that staff present policy to Board and include input provided at 6/24/19 committee meeting.
	3. Policy maintenance role/responsibility for District-Owned and Non-District-Owned unimproved/natural creeks and creekside land	Committee requested that staff present policy to Board and include input provided at 3/25/19 committee meeting.
	4. Presentation on District Mitigation lands	Committee received an informational report on 2/25/19
<b>Board Committees Principles and Structures</b>	<b>C</b> Align Board Committees' Work Plans with Board Planning Calendar	
	1. Review Effectiveness of Board Advisory Committees (External)	On 2/25/19 the Committee reviewed and proposed revisions to the Advisory Committee Agenda template to incorporate standing updates on the Board's priorities. Board approved revised template at 3/12/19 meeting.
	2. Review Board Member Exercising Individual Authority Over the Organization (GP-6.3.1)	On 7/22/19 the Committee unanimously approved supporting staff's proposed revisions to GP-6.3 and EL-3.1 and requested that these policy revisions be presented to the full Board for review and approval. Staff proposes to present the item to the Board on 9/24/19.
<b>Board &amp; Organization Performance Monitoring</b>	<b>D.</b> Assignments as directed by the Board	
	1. Provide direction on standard process of allocating SCW Program Grant Awards	On 1/31/18 the Committee unanimously approved supporting staff's proposed revisions and requested that a 10% budget flexibility be presented to the Board for consideration, to allow staff the ability to fund more grant applications. The Board approved the revised process at the 2/26/19 meeting.