



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

Board Conference Room A-124

## SPECIAL MEETING AGENDA

Friday, October 25, 2019  
2:30 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  
SPECIAL MEETING  
AGENDA**

---

Friday, October 25, 2019

2:30 PM

Board Conference Room A-124

---

**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.

[19-0916](#)

Recommendation: Approve the September 16, 2019, Minutes.

Manager: Michele King, 408-630-2711.

Attachments: [Attachment 1: September 16, 2019, Minutes.](#)

**4. INFORMATION AND ACTION ITEMS:**

4.1. Planning for December 17, 2019, Board Strategic Planning Meeting.

[19-1029](#)

Recommendation: A. Receive information on recommended external facilitators for the Board Strategic Planning Meeting; and  
B. Discuss a list of proposed policy-level topics for the Board Strategic Planning Meeting.

Manager: Norma Camacho, 408-630-2084

4.2. Work Plan, Meeting Schedule and Accomplishments Report.

[19-0917](#)

- 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 November 25, 2019, in the Santa Clara Valley Water District Board Conference Room A-124, 5700 Almaden Expressway, San Jose, California.



# Santa Clara Valley Water District

---

**File No.:** 19-0916

**Agenda Date:** 10/25/2019

**Item No.:** 3.1.

---

## **COMMITTEE AGENDA MEMORANDUM**

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

**SUBJECT:**

Approval of Minutes.

**RECOMMENDATION:**

Approve the September 16, 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: September 16, 2019, Minutes.

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711.





BOARD POLICY AND PLANNING COMMITTEE

**DRAFT** MINUTES

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

(Paragraph numbers coincide with agenda item numbers)

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

A special meeting of the Santa Clara Valley Water District Board Policy and Planning Committee (Committee) was called to order at 2:00 p.m. on September 16, 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 Aaron Baker, Rick Callender, Norma Camacho, Theresa Chinte, Elaine Gonzalez, Nina Hawk, Bassam Kassab, Michele King, Candice Kwok-Smith, Samina Shaikh, Jose Villarreal, and Tina Yoke.

**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 – July 22, 2019.**

The Committee considered the attached minutes of the July 22, 2019 meeting. It was moved by Director LeZotte, seconded by Director Keegan, and unanimously carried to approve the minutes as presented.

**4. Information and Action Items:**

**4.1 Untreated Surface Water Program Update**

Mr. Aaron Baker, Deputy Operating Officer, and Mr. Bassam Kassam, Water Supply Operations Manager, provided an update on the Untreated Surface Water Program as outlined in the attached Committee memorandum and attachments. The Committee provided feedback on the draft Board agenda memorandum, including ensuring that there is complete and accurate financial information for managing the program, and suggesting that public meetings be held in three locations in the county to allow easier access for the current surface water users. The Committee supported presenting the information to the full Board for consideration.

#### **4.2 Planning for Board's Fiscal Year 2021 Strategic Planning Workshop**

Ms. Michele King, Clerk of the Board, provided a high-level review of the Strategic Planning process used in FY20. The Committee requested that in addition to the format that was followed in previous years, that the workshop include a session at the beginning that allows the Board members to "brain storm" and identify current and possible upcoming issues that could require priority funding; an opportunity for input from staff; additional outreach to the public to obtain input; hiring an external facilitator to oversee the session and assist the Board; and holding a special Board meeting in December just for the workshop. The Committee requested that the CEO and COB work together to create a draft format for the Committee's review at their October meeting.

#### **4.3 Work Plan, Meeting Schedule and Accomplishments Report.**

The Committee reviewed the work plan, confirmed that the Strategic Planning item should be reviewed again in October and possibly November, and requested that Ms. King check with staff on when the Community meetings are scheduled for the presentation of the Use of District Property for Trails, Open Space and Recreation.

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

Ms. King confirmed the Committee's direction on Items 4.1 and 4.2.

#### **6. Adjourn:**

Committee Chair Hsueh adjourned the meeting at approximately 3:05 p.m.

Michele L. King, CMC  
Clerk of the Board

Approved:





# Santa Clara Valley Water District

File No.: 19-1029

Agenda Date: 10/25/2019

Item No.: 4.1.

---

## COMMITTEE AGENDA MEMORANDUM

### Board Policy and Planning Committee

#### SUBJECT:

Planning for December 17, 2019, Board Strategic Planning Meeting.

#### RECOMMENDATION:

- A. Receive information on recommended external facilitators for the Board Strategic Planning Meeting; and
- B. Discuss a list of proposed policy-level topics for the Board Strategic Planning Meeting.

#### SUMMARY:

Based on the initial direction provided at the Board Policy and Planning Committee (BPPC) meeting on September 16, 2019, Santa Clara Valley Water District (Valley Water) staff have moved forward with planning for the Board Strategic Planning Meeting on December 17, 2019.

#### Identifying an External Facilitator

Staff conducted research on possible external facilitators, including Chris Block, CEO at American Leadership Forum Silicon Valley, who was recommended at the last BPCC meeting but is unavailable to facilitate a meeting. Staff reached out to Management Partners, a consulting firm with local staff whose mission is “to help local government leaders improve their service to the public.” Valley Water has engaged with Management Partners in the past to facilitate meetings, including several community meetings. Several Management Partners facilitators are already familiar with Valley Water and its work.

Staff have requested Management Partners to submit a Proposed Scope of Activities, that includes a timeframe, cost, and several facilitator options. The Scope of Activities will be provided at the BPCC meeting.

#### Possible Policy-Level Topics for Discussion

Staff recommend the BPPC determine a list of proposed topics that can be used to frame a broader brainstorming discussion at the Strategic Planning Meeting. A list of possible questions to consider include:

1. How can Valley Water build financial sustainability and resiliency?
  - a. Explore recommendations from the Financial Sustainability Work Group
2. How does Valley Water grow for the future?
3. How does Valley Water increase its capacity for large-scale projects on the horizon?
4. How do we retain a skilled workforce?
5. What are the most critical areas the Board needs to explore?

Next Steps

Staff will move forward with engaging Management Partners as the facilitation firm and selecting a facilitator. Once a facilitator is selected, the facilitator will conduct pre-interviews with staff and members of the Board and provide an Agenda for the Committee to review at the next BPPC Meeting on November 25, 2019.

**ATTACHMENTS:**

None

**UNCLASSIFIED MANAGER:**

Norma Camacho, 408-630-2084



# Santa Clara Valley Water District

---

**File No.:** 19-0917

**Agenda Date:** 10/25/2019

**Item No.:** 4.2.

---

## **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	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									
	5. Untreated Surface Water Program Update									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	On 9/16/19 the Committee discussed the format, date and info for the FY21 Strategic Planning Workshop, and requested return in October and November if necessary with a draft format for the meeting.
	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	On 2/25/19 the Committee received an informational report.
	5. Untreated Surface Water Program Update	On 9/16/19 the Committee received update, provided input, and request that staff present to the full Board for consideration.
<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.