



BOARD POLICY AND PLANNING COMMITTEE

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# MINUTES

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**MONDAY, April 23, 2018  
2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

**1.1. CALL TO ORDER/ROLL CALL**

A meeting of the Santa Clara Valley Water District Board Policy and Planning Committee (Committee) was called to order at 2:00 p.m. on April 23, 2018, at the District Headquarters Building Board Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance were: Director Nai Hsueh-District 5; Director John L. Varela-District 1; and Director Barbara Keegan-District 2 constituting a quorum.

Staff members in attendance were: Kurt Arends, Sami Buglewicz, Anil Comelo, Vincent Gin, Mike Heller, Tracy Hemmeter, Felicia Hernandez, Michele King, Brian Mendenhall, Meda Okelo, Afshin Rouhani, and Darin Taylor.

**1.2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON AGENDA**

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

Chairperson Hsueh reviewed two letters from Mr. Richard McMurtry, Attachments 1.2-A and 1.2-B. Copies of the letters were included in the agenda packet. The committee referred letter labeled 1.2-A to the FAHCE Committee, and letter labeled 1.2-B to the Capital Improvement Program (CIP) Committee.

**2. Approval of Minutes**

**2.1 Approval of Minutes – February 26, 2018.**

The Committee considered the February 26, 2018 minutes. It was moved by Director Varela, seconded by Director Keegan, and unanimously carried to approve the February 26, 2018 minutes as presented.

**3. New Business**

**3.1 Board Strategic Plan Outline.**

Michele King, Clerk of the Board, reviewed the information on this item, per the attached Committee Agenda Memo. The Committee provided following feedback on the layout and format:

- Plan should provide direction/information on the topics the Board is either interested in or wants to highlight.
- Plan is an evolving document, including long-term strategies.
- Plan should include simple icons/graphics and each goal should be color-coded.
- All goals should be listed, even if there are no associated Board directives.
- Reconsider the term “Board Directive”.
- Write plan in a manner that will show constituents that the Board is engaged.

The Committee expressed a desire to have a draft ready for the Board to review in June/July timeframe, and requested that staff return with an updated version in May.

### **3.2 Board Performance Measures and Report.**

Ms. King reviewed the information on this item, per the attached Committee Agenda Memo.

The Committee supported the current document and recognized that reviewing the performance measures and identify areas that can be revised to better reflect the outcomes of the Board’s work will take substantial time to completed, and requested that staff ask the District Audit Committee to review and provide some feedback on the measures and report.

## **4. Old Business**

### **4.1 Pro-Active Right-of-Way Acquisition to Support One Water Objectives**

Afshin Rouhani, Water Policy and Planning Manager; Brian Mendenhall, Project Manager; Tracy Hemmeter, Senior Project Manager; and Vincent Gin, Deputy Operating Officer, reviewed the information on this item, per the attached Committee Agenda Memo.

The Committee provided supportive feedback on the draft process outline, plan, and proposed criteria, including renaming the process as Future Right-of-Way Acquisition instead of Pro-Active Right-of-Way Acquisition.

Arthur Keller, Environmental and Water Resources Committee member, stated that identification and prioritization criteria should be developed to ensure that a consistent process is followed.

The Committee requested that staff develop draft criteria and bring back to the Committee for review and input.

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

The Committee reviewed the work plan, meeting schedule and accomplishments report, and provided revisions based on on-going and upcoming tasks for this year, and completed tasks for last year.

The Committee requested that staff schedule items for the next meeting to review:

- Maintenance work on non-district property prior to the start of the maintenance season
- Untreated surface water program

The Committee agreed to move the May meeting to Monday, May 21 at 2:00 p.m. due to the Memorial Day Holiday.

5. Adjourn  
Committee Chair Hsueh adjourned the meeting at approximately 4:00 p.m.



Michele L. King, CMC  
Clerk of the Board

Approved: 5-21-18