



BOARD POLICY AND PLANNING COMMITTEE

MINUTES

MONDAY, May 21, 2018
2:00 PM

(Paragraph numbers coincide with agenda item numbers)

1. **Call to Order**

1.1 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, Aaron Baker, Rechelle Blank, Sami Buglewicz, Norma Camacho, Anil Comelo, Vincent Gin, Nina Hawk, Brian Hopper, Michele King, Candice Kwok-Smith, Meda Okelo, Melanie Richardson, and Sue Tippetts

Arthur Keller, Environmental and Water Resources Committee Vice Chair was in attendance.

1.2. 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 who wished to speak.

2. **Approval of Minutes**

2.1 Approval of Minutes – April 23, 2018.

The Committee considered the April 23, 2018 minutes. Director Hsueh requested that the paragraph in Item 3.2 – Board Performance Measure and Report on Page 2 be corrected to reflect that the committee requested that the item be referred to the District Audit Committee for review and feedback. It was moved by Director Varela, seconded by Director Keegan, that the minutes, including Director Hsueh's edits be approved. The motion carried unanimously.

3. **New Business**

3.1 Untreated Surface Water Program Update.

Mr. Kurt Arends, Deputy Operation Officer, reviewed the information on this item, per the attached Committee Agenda memo. The Committee provided the following feedback:

- There should be a goal to sunset the program.
- Users should be made aware of the sunset so that they can plan to use other source(s) of water
- There should be a transition plan created to assist existing customers in transitioning to other water source(s) when property is sold, etc.
- Ensure that the Board Chair is aware of the policy on use of raw water for fire suppression.

Mr. Arthur Keller, suggested that the staff consider the effect sun setting the program would have on agricultural water users.

The Committee requested that staff prepare a draft Board Agenda item for the June 25th Committee meeting that requests policy clarification from the Board on the use of raw water turnouts and the possibility of sun setting the program. The items should include impacts to agricultural water users and a transition plan for existing customers.

4. **Old Business**

4.1 Maintenance Work on Non-District Property.

Sue Tippets, Deputy Operating Officer, reviewed the information on this item, per the attached Committee Agenda memo. The Committee provided the following feedback:

- Develop a process outlining how to accept property from property owners who approach the District and would like to give to District to maintain.
- Ensure that any procedure/process is consistent with the District Act and our legal obligations.
- Identify specific reaches of a project that could benefit from hydrological flow and perform an analysis on the specific properties, including a financial analysis on one time cost to obtain land, and continue costs of maintenance.
- Contact the public works directors of the cities for input on the specific problem areas that could be considered for the program.
- Investigate the use of NGOs and third parties to perform maintenance work.

Mr. Keller suggested that the District consider implementing maintenance agreements with property owners, like the programs cities use on weed abatement. He also suggested considering working with local university on analyzing data collected on potential properties for the program.

The Committee requested that staff bring back for discussion issues and action for Board to provide policy direction on this subject, i.e. policy on accepting property dedications, including short-term and long-term costs; and policy on homeowners' maintenance sharing options, including associate costs.

4.2 Board Strategic Plan Outline.

Candice Kwok-Smith, Board Support Officer, reviewed the information on this item as presented in Draft Board Strategic Plan, identified as Handout 4.1-A. The plan was distributed to the committee and made available to the public.

The Committee provided the following feedback on the plan:

- Use boldface and color to highlight key text.
- Remove references to policies.
- List associated objective in the strategic plan sections.

- Provide a summary listing all objectives.
- Make the plan two sections; first section will be the long-term goals; second section will be the fiscal year objectives and Board guidance.
- Simplify the objective language so it's easier for the public to understand.
- Include a standard explanation under objectives that do not have a Board guidance explanation.

The Committee requested that the updated plan be provided to them as part of the agenda packet for the June 25th meeting, to allow time to review.

Mr. Keller, suggested including a list of references and/or links to signification subjects listed in the plan.

4.3 Work Plan, Meeting Schedule and Accomplishments Report.

The Committee reviewed the workplan, discussed upcoming items, and agreed that the subjects in a and b under Section 2C can be combined into one item.

5. Adjourn

5.1 Clerk Review and Clarification of Committee Requests.

- Untreated Surface Water Program Update - Staff to prepare a draft Board Agenda item for the June 25th Committee meeting that requests policy clarification from the Board on the use of raw water turnouts and the possibility of sun setting the program. The items should include impacts to agricultural water users and a transition plan for existing customers.
- Maintenance Work on Non-District Property - Staff bring back for discussion issues and action for Board to provide policy direction on this subject, i.e. policy on accepting property dedications, including short-term and long-term costs; and policy on homeowners' maintenance sharing options, including associate costs.
- Board Strategic Plan Outline – Staff to update the draft plan in accordance with comments provided, and provide it as part of the agenda packet for the June 25th meeting.

5.2 Adjourn

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

Michele L. King, CMC
Clerk of the Board

Approved: 7/5/18