



Santa Clara Valley Water District Board Policy and Planning Committee Meeting

Board Conference Room A-124

REGULAR MEETING AGENDA

**Monday, November 25, 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**

Monday, November 25, 2019

2:00 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.

[19-1097](#)

Recommendation: Approve the October 25, 2019 Minutes.

Manager: Michele King, 408-630-2711.

Attachments: [Attachment 1: October 25, 2019, Minutes.](#)

4. INFORMATION AND ACTION ITEMS:

4.1. Planning for Fiscal Year 2020-2021 Board Strategic Planning Meeting.

[19-1099](#)

Recommendation: A. Receive information from CivicMakers, the facilitator for the Board Strategic Planning Meeting; and
B. Provide initial input to the facilitator to shape the agenda for the Board Strategic Planning Meeting

Manager: Norma Camacho, 408-630-2084

- 4.2. Review Effectiveness of Board Advisory Committees (External). [19-1100](#)

Recommendation: Review and provide input on the proposed Board Work Plan Report Template.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: Draft Template](#)

- 4.3. Work Plan, Meeting Schedule and Accomplishments Report. [19-1098](#)

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](#)

6. 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.

7. ADJOURN



Santa Clara Valley Water District

File No.: 19-1097

Agenda Date: 11/25/2019

Item No.: 3.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Approval of Minutes.

RECOMMENDATION:

Approve the October 25, 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: October 25, 2019, Minutes.

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711.



BOARD POLICY AND PLANNING COMMITTEE

DRAFT MINUTES

Friday, October 25, 2019
2:30 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 2:30 p.m. on October 25, 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, constituting a quorum. Director Barbara Keegan was excused from attending.

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

Staff members in attendance were Theresa Chinte, Michele King, Vincent Gin, 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 – September 16, 2019.

The Committee considered the attached minutes of the September 16, 2019 meeting. It was moved by Director LeZotte, seconded by Director Hsueh, and unanimously carried to approve the minutes as presented.

4. **Information and Action Items:**

4.1 Planning for December 17, 2019 Board Strategic Planning Meeting

Mr. Doug Muirhead, Morgan Hill resident, requested that the Board provide more public visibility and follow up on a working permitting process to deal with the District-identified regulatory agency requirements.

Director LeZotte requested that Mr. Muirhead provide the Clerk with a copy of his speaking points so that staff could respond to several of the issues he raised. (IBMR-19-0018)

Theresa Chinte, Senior Management Analyst, Office of CEO, provided an update on the efforts to obtain an external facilitator for the Board's December 17, 2019, strategic planning meeting. Staff is performing outreach to several agencies to obtain a scope of activities which would include an implementation timeframe, costs and several facilitator options.

The Committee provided the following input and requests:

- The scope of activities should include preplanning work and a task summarize information obtained during the meeting and provide details to staff to synthesize and draft a Board workplan.
- Due to the fast-approaching December 17, 2019, meeting, the Committee requested that the consultant who is hired to facilitate the meeting, meet with the committee prior to creating a facilitation frame work.
- The proposed policy-level topics listed in the memo are currently in the Board's workplan and are not new subjects.

Arthur Keller, EWRC Vice Chair, provided input on types of facilitators which the Board could use to facilitate the strategic planning session.

4.2 Work Plan, Meeting Schedule and Accomplishments Report.

The Committee reviewed the work plan and noted that the *Review Effectiveness of Board Advisory Committees (External)* is an ongoing task. Director Hsueh reported that staff's reports on the standing Board Work Plan items on the external committees' agendas need to be updated with more information. The last few meetings, several items state that there is nothing to report. Work on Board Work Plan items is continuous.

Michele King, Clerk of the Board, reported that she met with Chief Executive Officer Norma Camacho, and will be developing a template that will be used to report current Board Work Plan activities to the external Advisory Committees. Ms. King offered to present the template to the Committee at their next meeting.

5. Clerk Review and Clarification of Committee Requests.

Committee requested that the consultant hired to facilitate the Board's strategic planning session meet at the committee level prior to creating a facilitation frame work.

Staff to present the Board Work Plan template to be used for external Advisory Committee meeting agenda items at the next Committee meeting.

6. Adjourn:

Committee Chair Hsueh adjourned the meeting at approximately 3:20 p.m.

Michele L. King, CMC
Clerk of the Board

Approved:

Page 2 of 2



Santa Clara Valley Water District

File No.: 19-1099

Agenda Date: 11/25/2019

Item No.: 4.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Planning for Fiscal Year 2020-2021 Board Strategic Planning Meeting.

RECOMMENDATION:

- A. Receive information from CivicMakers, the facilitator for the Board Strategic Planning Meeting;
and
- B. Provide initial input to the facilitator to shape the agenda for the Board Strategic Planning Meeting

SUMMARY:

Staff have moved forward with planning for the Board Strategic Planning Meeting and selected Lawrence Grodeska, Co-Founder and Chief Executive Officer at CivicMakers, to be the facilitator for the meeting.

CivicMakers is a strategic consulting firm headquartered in San Francisco focused on helping local government deliver better public services. CivicMakers has designed and facilitated successful retreats and strategic planning processes for municipalities and public agencies across California.

Lawrence Grodeska will serve as the Project Director and Facilitator for the Board Strategic Planning Meeting. Before founding CivicMakers, Mr. Grodeska spent seven years in local government in San Francisco and Alameda County. He is an IAP2-certified facilitator (from the International Association for Public Participation) who has hosted 50+ civic networking events and has spoken at the Code for America Summit, SXSW Interactive, SXSW Eco, and Personal Democracy Forum.

The proposal from CivicMakers will be provided at the Committee meeting. Mr. Grodeska will also be present to give the Committee an overview of CivicMakers' and facilitate a discussion to receive input from the Committee on the purpose, process and desired outcomes of the Strategic Planning Meeting.

ATTACHMENTS:

None

UNCLASSIFIED MANAGER:

Norma Camacho, 408-630-2084



Santa Clara Valley Water District

File No.: 19-1100

Agenda Date: 11/25/2019

Item No.: 4.2.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Review Effectiveness of Board Advisory Committees (External).

RECOMMENDATION:

Review and provide input on the proposed Board Work Plan Report Template.

SUMMARY:

At the October 25, 2019 Board Policy and Planning Committee meeting, the Committee requested that Advisory Committee agenda items on the Board's Work Plan be populated with current and timely information, since this is work that is regularly being addressed by the Board and its committees and working groups.

Staff has prepared a draft template that will be used to gather and report on each of the Board's work plan items.

ATTACHMENTS:

Attachment 1: Draft Template

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711

FY19-20 BOARD WORK PLAN – STANDING ITEMS REPORT

WATER SUPPLY There is reliable, clean water supply for current and future generations.	
Goal 1:	Ensure current and future water supply for municipalities, industries, agriculture and the environment is reliable
FY20 Focus:	Expedite early implementation of feasibility studies, monitoring activities, and planning and construction of various fish passage improvements.
(MM/DD/YY) Update:	

Goal 2:	Actively Pursue Efforts to Increase Water Storage Opportunities
FY20 Focus:	Explore opportunities to develop surface and groundwater storage projects that align with Valley Water’s mission. Additionally, seek water exchange and transfer opportunities.
(MM/DD/YY) Update:	

Goal 3:	Actively participate in decisions regarding the California Delta Conveyance
FY20 Focus:	As a voice for Northern California, continue to engage and negotiate, through serving on the Delta Conveyance Design and Construction Authority and Finance Authority in adherence to Board approved Guiding Principles, to protect Santa Clara County’s interests.
(MM/DD/YY) Update:	

Goal 4:	Lead Recycled and Purified Water Efforts with the City of San Jose and Other Agencies
FY20 Focus:	Develop a portfolio of advanced purified water and secure recycled water sources as identified in the 2040 Water Supply Master Plan.
(MM/DD/YY) Update:	

Goal 5:	Engage and educate the community, local elected officials and staff on future water supply strategies in Santa Clara County.
FY20 Focus:	Aggressively implement “No Regrets” package as identified in the 2040 Water Supply Master Plan, with emphasis on a leadership role in implementing the model ordinance.
(MM/DD/YY) Update:	

Goal 6:	Advance Anderson Dam Seismic Retrofit Project
FY20 Focus:	<ul style="list-style-type: none"> • Continue to work with appropriate regulatory agencies to review and obtain approval for all project design plans. • Release for review and certify the Draft Environmental Report. • Continue to inform the public and neighborhoods of the project progress and construction timeline (Project Delivery). • Balance flood protection, water supply, and environmental flow requirements appropriately for annual operations prior to completion of the construction of Anderson Dam Seismic Retrofit (Rule Curve).
(MM/DD/YY) Update:	

NATURAL FLOOD PROTECTION	
There is a healthy and safe environment for residents, businesses and visitors, as well as for future generations.	
Goal 1:	Goal 1: Provide natural flood protection for residents, businesses and visitors and reduce the potential for flood damages
FY20 Focus:	FY20 Focus: Provide for Watershed-Wide regulatory planning and permitting effort and pursue other efforts at the state and federal level to expedite permit review.
(MM/DD/YY) Update:	

ENVIRONMENTAL STEWARDSHIP	
There is water resources stewardship to protect and enhance watersheds and natural resources and to improve the quality of life in Santa Clara County.	
Goal 1:	Attain net positive impact on the environment when implementing flood protection and water supply projects.
FY20 Focus:	Provide regular project updates to the Board on One Water's Watershed Plans.
(MM/DD/YY) Update:	

Goal 2:	Promote the protection of creeks, bay, and other aquatic ecosystems from threats of pollution and degradation.
FY20 Focus:	Continue efforts to protect the ecosystem and water quality of our waterbodies, the integrity of our infrastructure, and ensure our employees have a safe work environment. Such efforts include preventing stormwater pollution, increased implementation of green stormwater infrastructure, addressing mercury pollution, and homeless encampment clean ups.
(MM/DD/YY) Update:	

BUSINESS MANAGEMENT	
Provide Affordable and Effective Cost Level of Services.	
Advance Diversity and Inclusion	
FY20 Focus:	Ensure a work environment that is diverse, inclusive, free of discrimination and harassment, and that provides equal opportunity employment.
(MM/DD/YY) Update:	

Maintain Appropriate Staffing Levels and Expertise	
FY20 Focus:	Ensure there are capable employees with knowledge and subject-matter expertise to accomplish Valley Water's mission.
(MM/DD/YY) Update:	

Provide Affordable and Effective Level of Services	
FY20 Focus:	Continue to research and pursue feasible revenue sources allowed by the District Act.
(MM/DD/YY) Update:	



Santa Clara Valley Water District

File No.: 19-1098

Agenda Date: 11/25/2019
Item No.: 4.3.

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	10/25/2019	11/25/2019	12/23/2019
Board Planning Process	A. Provide Support for Board Planning Activities												
	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. Provide Support for Board Policy Review												
	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			
Board Committees Principles and Structures	C. Align Board Committees' Work Plans with Board Planning Calendar												
	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				
Other Assignments Requested by Board	D. Other Assignments as Requested by the Board												
	1. Provide Direction on Standard Process of Allocating SCW Program Grant Awards		X										

Board Policy and Planning Committee Accomplishments Report

Subject	Task	Action Taken
Board Planning Process	A. 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. 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. Item was presented to the Board on 10/22/19.
	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. This item will be presented to the Board on 11/26 as part of the Winter Preparedness Item.
	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. This item is being presented to the Board at the 11/12 meeting.
Board Committees Principles and Structures	C. 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.
Board & Organization Performance Monitoring	D. 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.



MEMORANDUM

FC 14 (02-08-19)

TO: Chair LeZotte and Director Keegan, BPPC
Committee Members

FROM: Director Hsueh, BPPC Chair

SUBJECT: A Suggested Outcome for Board Strategic
Planning Meeting

DATE: 11/22/19

The Board Policy and Planning Committee (BPPC) will discuss the purpose, process and desired outcomes of the Board Strategic Planning meeting (11/25/19 Item 4.1). This memorandum presents my thoughts on a suggested outcome for your consideration.

Background

As we know, the Board's Ends Policies set long-term goals and objectives for the organization. The current Ends Policies were adopted in the early 2000s, with minor revisions during 2012-2014.

Under the Board's leadership, in the past decade, Valley Water made significant progress in planning the future. For example, water supply master planning, recycled water planning, and voter-approved Safe, Clean Water Program. These planning efforts basically set short-term and long-term directions for Valley Water.

With many of these important planning efforts near completion, the Board already discussed the need for a thorough review of the Ends Policies. As documented in its FY 2019-20 Work Plan, the Board directed:

1. Water Conservation and Demand Management Committee (WCDMC) to review E-2 Water Supply Ends Policies
Status: WCDMC had its initial discussion on 11/19 focusing on aligning level of service and key strategies in Water Supply Master Plan with E-2 Policies.
2. Financial Sustainability Working Group (FSWG) to review affordable and effective level of services and potential new revenue sources to supplement existing sources for the desired level of service.
Status: The FSWG had 4 meetings and discussed the need for a flood protection level of service that delivers "best value" to the community (water supply level of service is already approved by the Board.)
3. Diversity and Inclusion (D&I Committee) to review if a new Ends Policy is needed to ensure there are capable employees with knowledge and subject-matter expertise to implement and deliver Board's policies.
Status: D&I Committee had reviewed Valley Water's current programs related to recruitment, retention and succession planning on 10/31 to prepare the Committee for the Ends Policy discussion.
4. The Board identified a new strategy in the area of environmental stewardship—attaining net positive impact on the environment when implementing Valley Water projects and operations.
Status: No Board Committee was assigned.

Recommendation:

1. Board provides inputs on status and direction of the Committees' work (item 1-3 above.)
2. Assign Item 4 to a Committee to work on.

The upcoming Strategic Planning Meeting is a good check-in point with the Board on the above items. With the Committees' work still in infancy stages, Board input and/or direction could help expedite the progress.