



BOARD POLICY AND PLANNING COMMITTEE

# MINUTES

Monday, November 25, 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 2:30 p.m. on November 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, and Director Barbara Keegan-District 2, constituting a quorum of the committee.

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

Staff members in attendance were Tim Bramer, Norma Camacho, Theresa Chinte, Michele King, Stan Yamamoto, 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 – October 25, 2019.**

The Committee considered the attached minutes of the October 25, 2019 meeting. It was moved by Director Keegan, seconded by Director LeZotte, and unanimously carried to approve the minutes as presented.

4. **Information and Action Items:**

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

Theresa Chinte, Senior Management Analyst, Office of CEO, introduced Mr. Lawrence Grodeska, Co-Founder and Chief Executive Officer at CivicMakers, as the facilitator for the upcoming strategic planning meeting. Mr. Grodeska provided background information on CivicMakers and facilitated a discussion to help identify the purpose, process and desired outcome of the upcoming strategic planning meeting.

The Committee provided the following input to Mr. Grodeksa:

- To ensure that the Board is performing the work that was previously identify, the Board should be asked to provide input on status and direction of the board goals and strategies assigned to committees in the current Fiscal Year 2020 Board Work Plan.
- Develop a process to communicate to the public and connect staff's work to the meaningful work the District performs and with the many different master plans the board and district are developing and/or have finalized.
- Meet with each board member to obtain input on process, subjects, and outcomes they would prefer during the meeting.
- Invite unit managers to participate in the meeting and provide input on their organizational concerns.
- Develop a strategic planning process template that can be used, and improved upon, that allows the Board to monitor and report out on the work that is being completed.
- Synthesize the themes and notes from the meeting in a format that can be used to create a draft fiscal year 2021 work plan and communication framework.
- Work with the Committee chair to finalize the strategic planning meeting agenda.

#### **4.2 Review Effectiveness of Board Advisory Committees (External).**

Ms. Michele King, Clerk of the Board, presented a draft report template that will be used to report timely updates on the Board's Workplan goals.

The Committee accepted the report and template as presented.

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

The Committee reviewed the work plan and accomplishments report and noted that there were no items scheduled for the December 23, 2019 meeting, and agreed to cancel the meeting and hold the next meeting the fourth Monday in January, in accordance with the committee meeting schedule.

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

There were no committee requests.

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

Committee Chair Hsueh adjourned the meeting at approximately 3:40 p.m.



Michele L. King, CMC  
Clerk of the Board

Approved: 1/27/20