



Santa Clara Valley Water District Board Policy and Planning Committee Meeting

Board Conference Room A-124

REGULAR MEETING AGENDA

**Monday, January 27, 2020
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, January 27, 2020

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.

[19-1181](#)

Recommendation: Approve the November 25, 2019 Minutes.

Manager: Michele King, 408-630-2711.

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

4. INFORMATION AND ACTION ITEMS:

4.1. Update on the Fiscal Year 2020-2021 Board Strategic Planning Meeting.

[20-0111](#)

Recommendation: A. Receive an update from Lawrence Grodeska, CEO of CivicMakers on the planning and preparation for the Board Strategic Planning Meeting on February 18, 2020.

B. Provide feedback on a Draft Agenda for the Board Strategic Planning Meeting on February 18, 2020.

Manager: Norma Camacho, 408-630-2084

4.2. Work Plan, Meeting Schedule and Accomplishments Report.

[19-1182](#)

- 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, 408-630-211.

Attachments: [2020 Work Plan 120519](#)

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 February 24, 2020, 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.: 19-1181

Agenda Date: 1/27/2020
Item No.: 3.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Approval of Minutes.

RECOMMENDATION:

Approve the November 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: November 25, 2019, Minutes.

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711.



BOARD POLICY AND PLANNING COMMITTEE

DRAFT 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:



Santa Clara Valley Water District

File No.: 20-0111

Agenda Date: 1/27/2020
Item No.: 4.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Update on the Fiscal Year 2020-2021 Board Strategic Planning Meeting.

RECOMMENDATION:

- A. Receive an update from Lawrence Grodeska, CEO of CivicMakers on the planning and preparation for the Board Strategic Planning Meeting on February 18, 2020.
- B. Provide feedback on a Draft Agenda for the Board Strategic Planning Meeting on February 18, 2020.

SUMMARY:

Lawrence Grodeska, CEO of CivicMakers and the facilitator for the Board Strategic Planning process, presented an overview and facilitated an initial discussion on the purpose, process and desired outcomes of the Board Strategic Planning Meeting at the Board Policy and Planning Committee (BPPC) Meeting on November 25, 2019.

With initial feedback and direction from the BPPC, Mr. Grodeska followed up with in-person or phone conversations with each of the Board Members who are not on the BPPC to get their thoughts and input on the Board Strategic Planning process. Mr. Grodeska subsequently had in-person meetings individually with CEO Norma Camacho and CFO Darin Taylor. He also facilitated a group discussion with the Chiefs of External Affairs, Water Utility, Watersheds and IT & Administrative Services. Mr. Grodeska is in the process of scheduling individual meetings with the Clerk of the Board and District Counsel to get their input as well.

As a part of this initial period of information gathering, CivicMakers has developed a survey of questions that will be sent to the members of the Leadership Team to gain a wider perspective from staff to help inform the strategic planning process and development of the Board Work Plan. The survey will be sent out the week of January 20, 2020 with responses due by Monday, January 27, 2020.

Mr. Grodeska will be present at the BPPC Meeting to provide a summary of his activities to plan and prepare for the Board Strategic Planning Meeting as well as give an update on initial findings. He will also present a Draft Agenda for the February 18, 2020 Board Strategic Planning Meeting for the Committee to provide feedback on.

ATTACHMENTS:

File No.: 20-0111

Agenda Date: 1/27/2020
Item No.: 4.1.

None.

UNCLASSIFIED MANAGER:
Norma Camacho, 408-630-2084



Santa Clara Valley Water District

File No.: 19-1182

Agenda Date: 1/27/2020
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 2020 Work Plan, meeting schedule and accomplishments report and identify additional tasks and schedule meetings as appropriate.

ATTACHMENTS:

Attachment 1: 2020 BPPC Work Plan & Accomplishments Report

UNCLASSIFIED MANAGER:

Michele King, 408-630-211.

2020 Board Policy and Planning Committee Work Plan and Schedule

Subject	Task	1/27/2020	2/24/2020	3/23/2020	4/27/2020	5/25/2020	6/22/2020	7/27/2020	8/24/2020	9/28/2020	10/26/2020	11/23/2020	12/28/2020
Board Planning Process	A. Provide Support for Board Planning Activities												
	1. Develop FY20-21 Board Policy Planning and Performance Monitoring Calendars					X							
	2. Planning for Board's FY21-22 Strategic Planning Workshop	X								X			
	3. Discuss FY20-21 Board Budget Message & Board Work Plan		X										
	B. Provide Support for Board Policy Review												
	1. Report on Outreach Plan for use of District Property for Trails												
2. Outreach Findings on the Untreated Surface Water Program		X											
Board Committees Principles and	C. Align Board Committees' Work Plans with Board Planning Calendar												
	1. Review Effectiveness of Board Advisory Committees (External)												
Other Assignments Requested by Board	D. Other Assignments as Requested by the Board												

2020 Board Policy and Planning Committee Accomplishments Report

Subject	Task	Action Taken
Board Planning Process	A. Provide ongoing support for Board Planning Activities	
	1. Develop FY221 Board Policy Planning and Performance Monitoring Calendars	
	2. Planning for Board's FY21-22 Strategic Priorities Workshop	
	3. Discuss FY120-21 Board Budget Message and Board Work Plan	
	B. Provide Support for Board Policy Review	
	1. Report on Outreach Plan for use of District Property for Trails	
	2. Outreach Findings on the Untreated Surface Water Program	
Board Committees Principles and Structures	C. Align Board Committees' Work Plans with Board Planning Calendar	
	1. Review Effectiveness of Board Advisory Committees (External)	
Board & Organization Performance Monitoring	D. Assignments as directed by the Board	

FY21 Strategic Planning Retreat

Valley Water Board Policy & Planning Committee Strategic Retreat Planning Agenda

Tuesday, February 18 from 10am-3pm, Valley Water HQ

PURPOSE

Convene the Valley Water Board for their annual Strategic Planning Retreat in order to review and revise the FY20 Board Work Plan with input from staff and identify next steps to finalize the FY 21 Board Work Plan.

OUTCOMES

- Participate in the Board’s Fiscal Year 2020-21 (FY21) Strategic Planning Session to identify goals, strategies, and challenges/opportunities for FY21
- Direct the Board Policy and Planning Committee to review collected information and develop a draft FY21 Board Work Plan and budget message for Board review and approval

PROCESS

DRAFT Agenda

1:00pm	Welcome and Overview of Schedule Materials: Agenda,	Lawrence Grodeska
1:05pm	Summary of Input from Board Members and Staff <ul style="list-style-type: none"> • Review discovery process Materials: Agenda, Discovery Summary	Lawrence Grodeska
1:15pm	FY20 Work Plan Review and FY21 Work Plan Development <ul style="list-style-type: none"> • Review progress towards achieving Goals of FY20 Board Work Plan 	All

FY21 Strategic Planning Retreat

	<ul style="list-style-type: none">Discuss new Changes/Challenges/Opportunities that should be considered for Strategies to include in FY21 Work Plan <p>Materials: FY20 Board Work Plan Update Information</p>	
2:45pm	<p>Summarize Key Issues</p> <ul style="list-style-type: none">Direct the Board Policy and Planning Committee to review collected information and develop a draft Fiscal Year 2020-21 Board Work Plan	Board Chair Hsueh