



Santa Clara Valley Water District Board Policy and Planning Committee Meeting

Teleconference Zoom Meeting

SPECIAL MEETING AGENDA

Wednesday, August 12, 2020
11:00 AM

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**

**SPECIAL MEETING
AGENDA**

Wednesday, August 12, 2020

11:00 AM

Teleconference Zoom Meeting

IMPORTANT NOTICES

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the Committee, staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

Members of the public wishing to address the Committee during a video conferenced meeting on an item not listed on the agenda, or any item listed on the agenda, should use the "Raise Hand" or "Chat" tools located in Zoom meeting link listed on the agenda. Speakers will be acknowledged by the Committee Chair in the order requests are received and granted speaking access to address the Committee.

Santa Clara Valley Water District (Valley Water) in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access and/or participate in Valley Water Committee meetings to please contact the Clerk of the Board's office at (408) 630-2711, at least 3 business days before the scheduled meeting to ensure that Valley Water may assist you.

This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Sections 54950 et. seq. and has not been prepared with a view to informing an investment decision in any of Valley Water's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of Valley Water's bonds, notes or other obligations and investors and potential investors should rely only on information filed by Valley Water on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and Valley Water's Investor Relations website, maintained on the World Wide Web at <https://emma.msrb.org/> and <https://www.valleywater.org/how-we-operate/financebudget/investor-relations>, respectively.

Join Zoom Meeting
<https://valleywater.zoom.us/j/99280460256>

Meeting ID: 992 8046 0256
One tap mobile
+16699009128,,99280460256# US (San Jose)

Dial by your location
+1 669 900 9128 US (San Jose)

1. Roll Call.

2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA.

Notice to the Public: Members of the public who wish to address the Committee on any item not listed on the agenda should access the "Raise Hand" or "Chat" tools located in Zoom meeting link listed on the agenda. Speakers will be acknowledged by the Committee Chair in order requests are received and granted speaking access to address the Committee. 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.

[20-0675](#)

Recommendation: Approve the July 8 and July 17, 2020 Minutes.

Manager: Michele King, 408-630-2711.

Attachments: [Attachment 1: July 8, 2020 BPPC Minutes](#)

[Attachment 1: July 17, 2020 Minutes](#)

4. INFORMATION AND ACTION ITEMS:

4.1. Review and Discuss Board Governance Ends Policy 4 to Properly Document Board's Vision and Monitoring.

[20-0674](#)

Recommendation: Discuss information and concepts to update Board Governance Ends Policy E-4.

Manager: Vincent Gin, 408-630-2633

Attachments: [Attachment 1: Ends Policy 4](#)

4.2. Work Plan, Meeting Schedule and Accomplishments Report.

[20-0676](#)

- 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: [Attachment 1: 2020 BPPC Work Plan & Accomplishments Report](#)

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



Santa Clara Valley Water District

File No.: 20-0675

Agenda Date: 8/12/2020
Item No.: 3.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Approval of Minutes.

RECOMMENDATION:

Approve the July 8 and July 17, 2020 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: July 8 and July 17, 2020 Minutes.

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711.



BOARD POLICY AND PLANNING COMMITTEE

DRAFT MINUTES

**Wednesday, July 8, 2020
10:00 AM**

(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 (Valley Water) Board Policy and Planning Committee (BPPC) was called to order at 10:00 a.m. on July 8, 2020, in the District Headquarters Building, Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance were: Director Nai Hsueh-District 5, in A-124; and Directors attending by videoconference were Director Linda J. LeZotte-District 4, and Director Barbara Keegan-District 2, constituting a quorum of the BPPC.

Arthur Keller, Environmental Water Resources Committee (EWRC) Chair joined the meeting via videoconference.

Staff members in attendance were: Michele King, Clerk of the Board in A-124; and staff attending by videoconference were: Lisa Bankosh, Neeta Bijoor, Theresa Chinte, Vincent Gin, Garth Hall, Brian Hopper, Linda Nguyen, Anna Noriega, Melanie Richardson, Afshin Rouhani, 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 – February 24, 2020**

The BPPC considered the attached minutes of the February 24, 2020 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 Develop Draft Fiscal Year 2020-21 Board Work Plan and Budget Message based upon the outcome of the February 18, 2020 Strategic Planning Session.

The following members of the public provided comments on the draft Board Work Plan:

Ms. Trish Mulvey reviewed her July 7, 2020 letter, identified as Handout 4.1-A. Copies of the handout were distributed to the BPPC and made available to the public on the agenda web page. Ms. Mulvey recognized that the draft work plan was a

work in progress and was a good start at addressing the themes identified during the Board's January strategic planning session. She also stated that she felt there is a need to include SMART objectives for each focus area to better track the work the Board expects to be completed, along with identifying the Board Appointed Officer responsible for each strategy.

Mr. Peter Drekmeier conveyed his support for making relationship building between the District and the environmental community a priority in Fiscal Year 2021.

Mr. Arthur Keller requested that the Environmental and Water Resources Committee (EWRC) be allowed to begin meeting again and that, when approved, the Board Work Plan strategies get rolled into the EWRC's work plan.

Mr. Patrick Ferraro, former District Director expressed support for Mr. Drekmeier's statement on building relationships with the environmental community in Fiscal Year 2021.

Committee Chair Hsueh and Ms. Michele King, Clerk of the Board reviewed the draft Board Work Plan as presented. The Committee requested the following revisions:

Water Supply

Strategy 4 – Challenge/Opportunity section only addresses a portion of the water supply options listed in the Water Supply Master Plan. The section needs to be rewritten to incorporate other water supply options, including the cost of water and what must be done to prepare for the future.

Strategy 5 – Revise Monitoring bullet for FY21 and revise language to reflect monitoring through the Capital Improvement Program Committee.

Flood Protection

Strategy 1 – In the Related Staff Plan section add Five-Year Operations and Maintenance Plan, Watershed Asset Rehabilitation Plan, and rank the staff plans in order of related elements, i.e. Safe, Clean Water plan only applies to portions, and is generally a funding document.

Strategy 2 – Add a new bullet under Focus section for working together with environmental community.

Environmental Stewardship

Strategy 1 – Expand the third bullet in the Focus section to include environmental community, regulators, etc. and highlight the tribal voices. Revise the bullet in the Monitoring section to reflect that the Board Policy and Planning Committee will refine Board's Ends Policy 4. Add Climate Change Action Plan or plan that includes zero emissions as a bullet in the Related Staff Plan section.

Strategy 2 – Incorporate other non-point pollution sources, i.e. run off from farmers, etc. and surface water quality monitoring to the Monitoring section. Add additional plans that are not just funding plans to the Related Staff Plans section.

Strategy 3 – Expand the first bullet in the Focus section to include adaptive management of all creeks listed in the challenge/opportunity section.

Business Management

Strategy 1 – If appropriate, add the Revised Diversity and Inclusion Plan (under development) and CEO Diversity Plan to the Related Staff Plan section.

Strategy 2 – In the last bullet of the Focus section expand to include High School and University students and programs, not just interns. Add to the Monitoring section language reflecting regular updates on the four staffing strategy elements – 1) Grow Pipeline, 2) Recruitment process, 3) Retention program, and 4) Promotion practices.

Strategy 3 – In the Monitoring section incorporate additional revenue source information, and ensure that there are two monitoring categories for the - 1) Financial Sustainability Group regarding additional revenue sources, and 2) Board Audit Committee for the cost-effective level of services. Add Management and Board Audit Plans in the Related Staff Plans section.

Chair Hsueh will work with staff on the budget message and present to the BPPC for review.

The BPPC scheduled a special meeting for July 17, 2020, at 10:00 a.m. to final the draft Board Work Plan and budget message.

4.2 Work Plan, Meeting Schedule and Accomplishments Report

Committee Chair Hsueh and Ms. King reviewed the committee work plan and the BPPC agreed to schedule a special meeting in August to begin reviewing Ends Policy 4.

5. Clerk Review and Clarification of Committee Requests.

Ms. King will work with staff to incorporate the BPPC's requested edits into the Board Work Plan; draft the budget message; and schedule a special July 17, 2020 Committee meeting.

6. Adjourn:

Committee Chair Hsueh adjourned the meeting at approximately 12:00 p.m.

Michele L. King, CMC
Clerk of the Board

Approved:



BOARD POLICY AND PLANNING COMMITTEE

DRAFT MINUTES

Friday, July 17, 2020
10:00 AM

(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 (Valley Water) Board Policy and Planning Committee (BPPC) was called to order at 10:00 a.m. on July 17, 2020, in the District Headquarters Building, Conference Room A-124, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance in Conference Room A-124: Director Nai Hsueh-District 5; Board members attending by videoconference: Director Linda J. LeZotte-District 4, constituting a quorum of the BPPC. Director Keegan was absent.

Staff members in attendance in Conference Room A-124: Michele King, Clerk of the Board; staff in attendance by videoconference: Lisa Bankosh, Rick Callender, CEO, Theresa Chinte, Rachael Gibson, Vincent Gin, Garth Hall, Brian Hopper, Candice Kwok-Smith, Sue Tippets, 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. **Action Items:**

3.1 Review Draft Fiscal Year 2020-21 Board Work Plan and Budget Message.

The following members of the public provided comments on the draft Board Work Plan:

Ms. Trish Mulvey reviewed her July 12, 2020 letter identified as Handout 3.1-A (attached). Copies of the handout were distributed to the BPPC and made available to the public on the agenda web page. Ms. Mulvey requested that the BPPC continue to pursue methods to identify plans associated with the Board's goals and strategies, and to identify Board Committees which are assigned to track and report progress on the goals and strategies.

The BPPC reviewed the updated draft Board Work Plan and the draft Budget Message, now identified as Message from Board Chair, as presented in Attachment 1 and Attachment 2, respectively, to the Committee agenda memo. It was moved by Director LeZotte, seconded by Chair Hsueh, and unanimously approved to forward the Draft Fiscal Year 2020-21 Board Work Plan and draft Message from the Board Chair to the full Board for approval consideration.

3.2 Fiscal Year 2021 Draft Board Policy Planning Calendar.

Chair Hsueh reviewed the draft Board Policy Planning Calendar as presented in Attachment 2 to the Committee agenda memo. It was moved by Director LeZotte, seconded by Chair Hsueh, and unanimously approved, to forward the draft Fiscal Year 2021 Board Policy Planning Calendar to the full Board for approval consideration.

4. Clerk Review and Clarification of Committee Requests.

There were no committee requests.

5. Adjourn:

Committee Chair Hsueh adjourned the meeting at approximately 11:00 a.m.

Michele L. King, CMC
Clerk of the Board

Approved:



Santa Clara Valley Water District

File No.: 20-0674

Agenda Date: 8/12/2020

Item No.: 4.1.

COMMITTEE AGENDA MEMORANDUM

Board Policy and Planning Committee

SUBJECT:

Review and Discuss Board Governance Ends Policy 4 to Properly Document Board's Vision and Monitoring.

RECOMMENDATION:

Discuss information and concepts to update Board Governance Ends Policy E-4.

SUMMARY:

Background:

Staff understands that the Board Policy and Planning Committee is interested in reviewing and discussing Board Governance Ends Policy 4 (E-4), with the aim of potentially clarifying policy language.

Some of aspects of E-4 that staff is considering are:

- Clearly communicate Valley Water's commitment to stewardship.
- Highlight areas of focus.
- Focus the organization's energies.
- Institutionalize environmental considerations in Valley Water's work.

Discussion:

The organization of E-4 may benefit from better categorization. Several important but unrelated Ends are currently addressed together in E-4: "aquatic ecosystem" protection and restoration; trails and open space access; and climate change. Staff is considering ways to organize the goals in E-4 to better clarify policy for each area of work. Some areas of water resources stewardship have significant Valley Water effort and may merit mention in the Board Governance Ends Policies. In addition, Valley Water has made great strides in the climate change goal for mitigation and E-4 may benefit by the addition of climate change adaptation language.

ATTACHMENTS:

Attachment 1: Ends Policy 4

UNCLASSIFIED MANAGER:

File No.: 20-0674

Agenda Date: 8/12/2020
Item No.: 4.1.

Vincent Gin, 408-630-2633

Governance Policies of the Board

Title: Water Resources Stewardship (WRS)

Category: Ends

Policy No. E-4

Adopted: April 20, 2004
Chair: Joe Judge

Latest Revision: July 28, 2014
Chair: Tony Estremera

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date.

There is water resources stewardship to protect and enhance watersheds and natural resources and to improve the quality of life in Santa Clara County. [See BAO Interpretation](#)

Accordingly, the following goals and objectives are adopted:

WRS GOAL

4.1. Protect and restore creek, bay, and other aquatic ecosystems.

WRS Objective

4.1.1. Preserve creeks, bay, and ecosystems through environmental stewardship. [See BAO Interpretation](#)

4.1.2. Improve watersheds, streams, and natural resources. [See BAO Interpretation](#)

4.1.3. Promote the protection of creeks, bay, and other aquatic ecosystems from threats of pollution and degradation. [See BAO Interpretation](#)

4.1.4. Engage and educate the community in the protection of water quality and stream stewardship. [See BAO Interpretation](#)

4.1.5. Prepare and respond to emergencies that threaten local waterways. [See BAO Interpretation](#)

4.1.6. To the extent within practicable control of the District, adopt a strategy to restore the salmonid fishery on identified salmonid streams within fifteen years of strategy adoption by creating suitable accessible spawning and rearing habitats.

Governance Policies of the Board

WRS GOAL

- 4.2. Improved quality of life in Santa Clara County through appropriate public access to trails, open space, and District facilities.

WRS Objective

- 4.2.1. Support healthy communities by providing access to additional trails, parks, and open space along creeks and in the watersheds. [See BAO Interpretation](#)
- 4.2.2. Support healthy communities by providing appropriate public access to District facilities. [See BAO Interpretation](#)

WRS GOAL

- 4.3. Strive for zero net greenhouse gas emission or carbon neutrality.

WRS Objective

- 4.3.1. Reduce greenhouse gas emissions to achieve carbon neutrality by 2020. [See BAO Interpretation](#)



Santa Clara Valley Water District

File No.: 20-0676

Agenda Date: 8/12/2020
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	7/8/2020	7/14/2020	7/27/2020	8/12/2020	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	X	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				
	3. Develop new Ends Policy reflecting the Board's Goals and Objectives for affordable and effective level and costs of services, and associated strategies to achieve the goals and objectives for Flood Protection Projects.											
4. Review Ends Policy 4 to properly document Board's vision and monitoring process on Flood Protection, Stream Stewardship, Trails, Open Space Preserve, and Climate Change policies.							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 FY20-21 Board Policy Planning and Performance Monitoring Calendars	Draft FY21 Calendar scheduled for Board consideration and approval on 8/11/20
	2. Planning for Board's FY21-22 Strategic Planning Workshop	
	3. Discuss FY20-21 Board Budget Message & Board Work Plan	FY21 Board Work Plan and Chair messaged scheduled for Board consideration and approval on 8/11/20
	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	
	3. Develop new Ends Policy reflecting the Board's Goals and Objectives for affordable and effective level and costs of services, and associated strategies to achieve the goals and objectives for Flood Protection Projects.	
4. Review Ends Policy 4 to properly document Board's vision and monitoring process on Flood Protection, Stream Stewardship, Trails, Open Space Preserve, and Climate Change policies.		
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	