



BOARD POLICY AND PLANNING COMMITTEE MEETING

# MINUTES

Wednesday, March 6, 2023  
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 (Valley Water) Board Policy and Planning Committee (Committee) was called to order at 2:00 p.m. on March 6, 2023.

Board Members in attendance: Director Nai Hsueh-District 5; Director Tony Estremera – District 6; and Director Rebecca Eisenberg-District 7, constituting a quorum of the Committee.

Staff members in attendance: Aaron Baker, Lisa Bankosh, John Bourgeois, Rick Callender, Theresa Chinte, Mike Cook, Rachael Gibson, Chris Hakes, Brian Hopper, Michele King, Carlos Orellana, Kirsten Struve, Greg Williams, Bhavani Yerrapotu, and Tina Yoke.

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

Committee Chair Hsueh declared time open for public comment on any item not on the agenda. There was no one present who requested to speak.

3. **3.1 APPROVAL OF MINUTES – January 11, 2023.**

The Committee considered the draft minutes from the February 6, 2023, meeting. It was moved by Director Estremera, seconded by Director Eisenberg, and unanimously carried to approve the minutes as presented.

**4.1 Review Process for Developing a Board Code of Conduct Board Governance Policy for Board Approval**

Michele King, Clerk of the Board, reviewed the information on this item per the attached agenda memo. The Committee provided the following input:

Chair Hsueh noted that after reviewing the sample codes of conduct provided in the packet, she believes the Board's current governance policies contain some of the same relevant information, and that the process could include gathering that information and creating a new easy to identify policy.

Director Eisenberg stated that she thinks it's important that all investigation processes be refined to ensure they are not self-interest, abusive or used to harass others, and that there needs to be reference to underlying laws included in the language.

Director Estremera and Director Hsueh stated that the City of Sunnyvale's code of conduct sample was well organized and matched closely with the Board's current policies and would be good to use to create a draft code of conduct structure policy.

Direction was given that the Committee Chair work with staff, using City of Sunnyvale's sample code of conduct and any other appropriate samples as models, gather relevant board policies, identify if there are subjects that need to be enhanced or added, and return to the Committee with a potential code of conduct policy structure for further review.

Katja Irvin, San Jose resident, requested that content in the new code of conduct include details about treatment of and conduct towards the public and organizations they represent.

#### **4.2 Review Board Governance Policies Related to the Election of the Board Chairperson/Vice Chairperson and the role of the Board Chairperson**

Michele King reviewed the information on this item as outlined in the attached agenda memo. The Committee agreed to return to the Board and request confirmation that the Committee should review these policies for possible revisions.

#### **4.3 Review Committee 2023 Work Plan and Meeting Schedule**

Michele King reviewed the current work plan and meeting schedule and the committee assigned dates to specific tasks. The committee agreed to add an update on the Expansion of the Water Resources Protection Manual and Climate Change Action Plan Implementation update to the May Committee meeting.

#### **5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS.**

The Chair to work with staff to create a board of director code of conduct policy framework for committee consideration and send an item to the Board confirming their assignment of the review of the Chair/Vice Chair Election and Chair Roles and Responsibility policies.

#### **6. ADJOURNMENT**

Chair Director Hsueh adjourned the meeting at approximately 3:25 p.m.



Michele L. King  
Clerk of the Board

Approved: June 5, 2023