



BOARD POLICY AND PLANNING COMMITTEE MEETING

MINUTES

**Monday, August 1, 2022
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 August 1, 2022.

Board Members in attendance: Director Nai Hsueh-District 5; Director Barbara Keegan-District 2; and Director Linda LeZotte-District 4 constituting a quorum of the Committee.

Staff members in attendance: Rechelle Blank, Rick Callender, Brian Hopper, Michele King, Marta Lugo, Carmen Narayanan, Carlos Orellana, Melanie Richardson, Greg Williams, and Tina Yoke.

Mr. Arthur Keller, Vice Chair, Environmental and Water Resources Committee.

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 – June 6, 2022.

The Committee considered the draft minutes from the June 6, 2022, 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 REVIEW PROPOSED CHANGES TO BOARD GOVERNANCE POLICIES – EXECUTIVE LIMITATIONS (EL) 4 – FINANCIAL MANAGEMENT AND RELATED BAO INTERPRETATIONS.

Ms. Carmen Narayanan reviewed the information on this item per the Committee Agenda Memo and Attachments 1 and 2.

The Committee members provided the following input:

Director LeZotte requested that staff confirm that the reason prior Planning and Budgeting Section 4.4 is being removed is because it is part of the budget process.

Director Hsueh asked staff to research whether the language in Treasury, Investment and Debt Management Section 4.9.1 is part of any other Board policy, but not specifically identified.

Director Hsueh asked staff to research whether there are any other Board Policies, such as the Board Investment Policy, not specifically identified in EL-4.

Director Keegan suggested that the language in proposed Revenue Collection Section 4.15 be revised to incorporate positive statements, and suggested the following, "Ensure all invoices, charges or demands for payment to water customers (raw, ground, treated, or recycled) of the District shall be accurate, legal, and consistent with District and Board policies."

Director Keegan requested that staff consider not using "business-like manner" in proposed Revenue Collection Section 4.16, and perhaps refer to "and manner consistent with best practices."

Director Hsueh asked that staff consider reviewing the Financial Management Executive Limitations and determine if there are any sections in EL-4 that are more appropriately Ends Policies than Executive Limitations Policies.

Mr. Keller suggested that Director Keegan's suggested revisions to Revenue Collection Section 4.15 be further clarified as follows: "Ensure *only accurate* invoices, charges or demands for payment to water customers (raw, ground, treated, or recycled) of the District shall be legal and consistent with District and Board policies."

Mr. Arthur Keller suggested adding "as part of the budget" at the end of the current proposed revised Planning and Budgeting Section 4.4.4 language.

The Committee requested that staff return at the next meeting with requested revisions and answers to inquiries.

4.2 2022 WORK PLAN AND MEETING SCHEDULE

Ms. Michele King, Clerk of the Board, reviewed the updates to the Committee work plan and schedule.

Chair Hsueh reviewed the information contained her July 31, 2022, memo, identified as Handout 4.2-A. Copies of the handout were distributed to the Committee and made available to the public.

The committee discussed three suggested Board Governance Policy amendment/enhancement listed in the memo.

In regard to Memo Item I - Action from the January 11, 2022, Board meeting, where the Board accepted a memorandum from Directors Estremera and Hsueh which included a recommendation for the Board to review and amend the Board's current complaint process (located in Board Policy GP-6).

In regard to Memo Item II – Action from the May 11, 2022, BPPC meeting, during the rules of decorum ordinance discussion, where Director LeZotte suggested that a policy governing board members' behavior for conducting board meetings should be included. Current Board's GP 2.4 and 6.5 provided broad directions regarding this subject. The Committee agreed that GP 2.4 and 6.5 should be enhanced and include more specifics.

In regard to Memo Item III – Is there a need to establish a more formal process for evaluating BAO performance levels to assist in compensation determination? The Committee agreed that this item should be deferred to 2023.

The Committee agreed to focus on Item I and II in 2022 and defer Item III to 2023 work plan. Additionally, the Committee directed Chair Hsueh and Ms. King, in consultation with District Counsel, if necessary, to research any previous Board directions related to Item I and II to determine the appropriate approval required by the full Board before the Committee starts the work.

Lastly, Chair Hsueh stated that she had reviewed the Governance Process policies and noted a few requirements that are not consistent with current Board practices and stated that she would go over these inconsistencies with Ms. King and bring an item back to the Committee for review.

5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS.

Ms. King noted that the Committee had provided input and requested some clarification on EL policy statements within Item 4.1, and asked that staff bring this item back at the next meeting; and that the Committee approved requesting that the Board approve adding three policy clarification items to their work plan, is identified in Handout 4.2-A.

6. ADJOURNMENT

Chair Director Hsueh adjourned the meeting at approximately 2:50 p.m. to a September 1, 2022, special meeting.



Michele L. King
Clerk of the Board

Approved: September 1, 2022