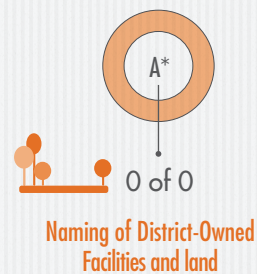
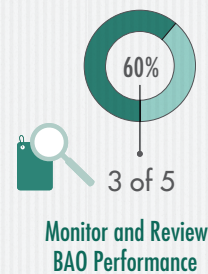
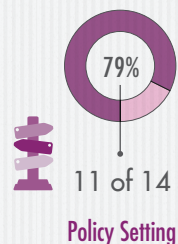
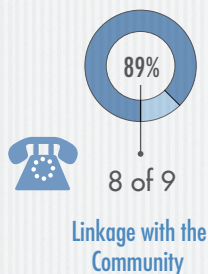
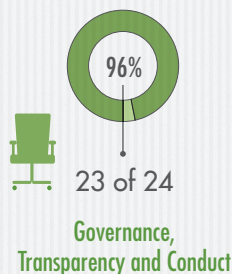


2014 Annual Board Performance Report

OVERVIEW OF BOARD'S ANNUAL PERFORMANCE



I. Governance, Transparency and Conduct

Indicator	Measure
Education	1 Number, nature and scope of continuing education, undertaken individually and collectively, on issues relevant to the district to improve Board performance and increase governance skills and understanding
	A. Number and type of meetings, events, and conferences attended to improve board performance and increase governance skills and understanding. <i>First year data sets baseline.</i>
Attendance	2 Board member attendance
	A. Percent of board meeting attendance, not including excused absences. <i>Target ≥ 95%</i>
	B. Percent of Board Standing and Ad Hoc Committee meeting attendance (excluding advisory committees), not including excused absences. <i>Target ≥ 95%</i>
Orientation	3 Orient new board members in the board's governance process
	A. New board members review Board Governance Policies, within 30 calendar days of appointment or taking office. <i>Target = 100%</i>
	B. New board members meet with BAOs and Chair of the board to review governance process, within 30 calendar days of appointment or taking office. <i>Target = 100%</i>

A* No board action taken in 2014 (0 of 0)

B* First year results will be included in 2015 report

MESSAGE FROM THE CHAIR

On behalf of the Santa Clara Valley Water District Board of Directors, I'm pleased to share this report of the board's first annual performance self-assessment.

Over the past year, the board has worked to develop a framework for assessing its performance against a range of expectations it has established for itself in board policy. Expressed as our Board Governance Policies, these policies provide a foundation for transparent and accountable board governance.

This 2014 performance self-assessment will be reviewed by the board at its regular meeting on March 24, 2015. As an independently elected board, we look forward to the opportunity to openly assess our performance as a governing body. Conducting annual self-assessments is an important way to reflect on areas of strength, identify opportunities for improvement, and encourage public dialogue about how we can continue to promote our effectiveness as a board.

I would like to recognize and thank the 2014 Board Audit Committee, whose leadership and innovation were critical to developing and advocating for this performance framework. Throughout 2015 and beyond, the board will continue striving to improve our work on the public's behalf.

If you have any comments regarding this report, please contact me at board@valleywater.org or (408) 265-2600.

Gary Kremen, Board Chair

Review	4 Review board's performance in open session annually, no later than March 31
	A. Conduct annual board performance review by March 31 for the previous calendar year.
	B. Conduct annual mid-year review of board performance by September 30.

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Employment	5 Comply with board ban on seeking/accepting compensated employment with the district while serving on board and for one year after serving on board	A. Number of attempts to seek or accept compensated employment. <i>Target = Zero</i>	0
Reserves	6 Review financial reserves at the same time and place that budget is publicly reviewed, including an overview of and rationale for its reserve management policy, and receive public comments before acting on the budget	A. Conduct annual board budget work study sessions prior to budget adoption. <i>Target = Yes</i>	YES
		B. Board budget work study sessions include a review of financial reserves, a rationale for reserve management policy (sustainable and minimum reserves), and time for public comment. <i>Target = Yes</i>	YES
Lobbying	7 Comply with district's lobbying ordinance provision requiring Directors' disclosure of contact with lobbyists prior to voting on matters related to the contact (Ord. No.10-01, Sec. 8)	A. Present updated list of lobbyists to board twice per year. <i>Target = Yes</i>	YES
		B. Percent of lobbying contacts disclosed by board members as required by the lobbying ordinance. <i>Target = 100%</i>	A*
Meetings	8 Conduct all board and committee meetings (including those composed of less than a quorum of the board) in accordance with the District Act and Brown Act (California Open Meetings Law)	A. Percent of board meetings in accordance with the District Act and the Brown Act. <i>Target = 100%</i>	100%
		B. Percent of board committee meetings in accordance with the District Act and the Brown Act. <i>Target = 100%</i>	100%
Board Chair	9 Chair's actions align with authority and roles detailed in GP-5	A. Rules for electing Chair and Vice Chair are followed. <i>Target = Yes</i>	YES
Loyalty	10 Members must have loyalty to the district and community and not be conflicted by loyalties to staff, other organizations or any personal interest	A. Percent of board members that comply with state mandated training requirement on ethics in public service for public officials in California. <i>Target = 100%</i>	100%
		B. Percent of board members that timely file CA Form 700. <i>Target = 100%</i>	100%
Conduct	11 Comply with board member code of conduct, including limits on exercise of individual authority over organization	A. Number of code of conduct violations (censure, sanction, admonition, or referral to District Attorney). <i>Target = Zero</i>	0
Values	12 Demonstrate actions and behaviors in alignment with district values expressed in GP-7	A. Review and, if necessary, update the district values expressed in GP-7, annually. <i>Target = Yes</i>	YES
Committees	13 Establish clear expectations and purposes for board committees in order not to conflict with authority delegated to BAOs	A. Percent of board committees that have a formalized purpose and scope. <i>Target = 100%</i>	92%
		B. Percent of standing board committees that have an annual work plan. <i>Target = 100%</i>	100%
Transparency	14 Conduct organizational transparency audit through a third party, periodically	A. Conduct third party transparency audit, periodically. <i>Target = Yes</i>	YES
Monitoring	15 Secure outside monitoring assistance as necessary, including for fiscal audit, to assure governing with excellence	A. Conduct annual board-commissioned audit planning. <i>Target = Yes</i>	YES
		B. Percent of board-commissioned audits completed, or underway as scheduled, as identified in the multi-year audit plan. <i>Target = 90%</i>	100%
		C. Percent of required financial audits reviewed. <i>Target = 100%</i>	100%
Expenses	16 Review individual and collective board member expenses in open session quarterly, and make a determination whether reimbursements comply with board reimbursement policies	A. Percent of quarterly board member expense reports reviewed by the board. <i>Target = 100%</i>	100%
		B. Number of board member reimbursements that do not comply with board reimbursement policies. <i>Target = Zero</i>	0

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Compensation

17
Conduct board compensation adjustments in open session, annually

A. Percent of board compensation adjustments discussed in open session, following the standard board agenda process. **A***
Target = 100%

EEO / D&I

18
Demonstrate actions and behaviors as a board member in alignment with board commitment to Equal Employment Opportunity, diversity and inclusion

A. Number of board members that demonstrated actions and behaviors not in alignment with GP-11 that resulted in admonition, censure, sanction, or referral to District Attorney. **0**
Target = Zero

B. Percent of board members that comply with state mandated training requirement on sexual harassment prevention for public officials in California. **A***
Target = 100%

Community

22
Conduct review of board linkage with community, including board member service on external committees

A. Conduct review of board linkage with community by annually reviewing proposed board member representation on external committees to determine if that representation serves in the best interest of the district. **YES**
Target = Yes

Outreach

23
Use outreach mechanisms that enhance board ability to listen to a broad range of viewpoints and values

A. Number of public hearings and workshops conducted or sponsored by the board each year. **43**
First year data sets baseline.

B. Number of board member meetings, events, and conferences related to issues relevant to the district each year. **616**
First year data sets baseline.

C. Percent of quarterly board member expense reports reviewed by the board to determine if board member meetings, events, and conferences are relevant to the district. **100%**
Target = 100%

D. Percent of board meetings that provide an opportunity for public comment. **100%**
Target = 100%

II. Linkage with the Community

Indicator	Measure
Budget	
19 Provide at least three opportunities for public input on development of operating budget (e.g., second pass budget, third pass budget, budget work study sessions)	A. Number of opportunities for public input in development of the annual operating budget. 5 <i>Target = 3</i>

CIP	
20 Provide at least two opportunities for public input into development of capital budget (e.g., draft CIP, and final CIP)	A. Number of opportunities for public input in development of the Capital Improvement Program, annually. 6 <i>Target = 2</i>

Correspondence

21
Respond timely to correspondence received by the board from the public

A. Percent of correspondence addressed to the board provided to each board member within 7 calendar days from receipt. **98%**
Target = 100%

B. Percent of board correspondence responded to within 14 calendar days of receipt, or in situations where it is not possible for the BAOs to respond completely to an inquiry, responses sent to originators, acknowledging receipt of the inquiry and an explanation of actions being taken and timelines for preparing the complete response is acceptable for complying with this 14 day response time. **95%**
Target = 90%

III. Policy Setting

Indicator	Measure
Policy Input	
24 Provide two or more opportunities for public input in the annual policy development process. (e.g., process defining stage; agenda setting stage; one or more policy discussion sessions)	A. Number of opportunities for public input in annual policy development process. 3 <i>Target = 2</i>

Policies

25
Initiate and maintain broad written policies with a major policy focus on intended results, not on the administrative or programmatic means of attaining those effects

A. Board has written Board Governance Policies. **YES**
Target = Yes

B. Board and BAOs annually review Board Governance Policies to determine if they have focus on intended results, not on the administrative or programmatic means of attaining those effects. **YES**
Target = Yes

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Policy Categories	25 (cont.)	C. Conduct an annual review of the Board Governance Policies and adopt new or revised policies by the end of September. YES <i>Target = Yes</i>
	26 Produce written governing policies which, at the broadest levels, address each category of organizational decision	A. Board Governance Policies will include 4 categories: Governance Process, Board Appointed Officer Linkage, Ends, and Executive Limitations. YES <i>Target = Yes</i>
BAO Direction	27 Instruct the BAOs through written policies which prescribe the organizational ends to be achieved, and describe organizational situations and actions to be avoided	A. Board Governance Policies will include Ends, Executive Limitations, and BAO Interpretations. YES <i>Target = Yes</i>
	28 Develop Executive Limitations policies as appropriate, and develop them systematically from the broadest, most general level to more defined levels	A. Board Governance Policies include Executive Limitations. YES <i>Target = Yes</i>
Adopt Budget	29 Adopt district capital and operating budget no later than June 15	A. Adopt district capital and operating budget no later than June 15. YES <i>Target = Yes</i>
	30 Adopt water rate adjustments annually no later than June 1 and review for mid year water rate adjustment no later than December 15	A. Adopt water rate adjustments annually no later than June 1. YES <i>Target = Yes</i> B. Review for mid year water rate adjustment no later than December 15. YES <i>Target = Yes</i>
Planning	31 Develop a Board Agenda Planning Calendar for the current calendar year by the end of March	A. Conduct agenda review and adopt Agenda Board Planning Calendar for the current calendar year by the end of March. NO <i>Target = Yes</i>
	32 Conduct a mid-year review of the Board Agenda Planning Calendar by the end of September	A. Conduct a mid-year review of the Board Agenda Planning Calendar by the end of September. NO <i>Target = Yes</i>

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Work Study	33 The Board Agenda Planning Calendar will include board work study sessions, as necessary, to continually improve board performance through education	A. Number of board work study sessions conducted. 28 <i>First year data sets baseline.</i>
	34 The Board Agenda Planning Calendar will include the upcoming fiscal year's budget planning agenda items	A. Budget planning agenda items for the upcoming fiscal year are on the Board Agenda Planning Calendar by September. NO <i>Target = Yes</i>

IV. Monitor and Review BAO Performance

Indicator		Measure	
BAO Review	35 Conduct BAO performance reviews no less than twice per year (mid year by end of April, annual by end of September) in accordance with BAO Performance Evaluation procedure	A. Conduct mid-year BAO performance reviews by end of April. NO <i>Target = Yes</i>	YES <i>Target = Yes</i>
		B. Conduct annual BAO performance reviews by end of September. YES <i>Target = Yes</i>	
BAO Salary	36 Conduct BAO salary adjustment in open session, in a regular board meeting, annually	A. Conduct annual BAO salary adjustment in open session, in a regular board meeting. NO <i>Target = Yes</i>	NO
Requests	37 Refer board member requests that require substantive work to the board for direction	A. Number of requests from board members that the full board approves to go forward after the BAOs notify the board that the request will require more than 4 hours of staff time or unbudgeted expenses over \$50. 0 <i>First year data sets baseline.</i>	0
BAO Monitoring	38 Periodically review board's method and frequency for routine monitoring of BAO instructions/performance	A. Conduct board review of Board-BAO Linkage Policies during the annual board governance policy work study sessions. YES <i>Target = Yes</i>	YES

V. Naming of District-Owned Facilities and Land

Indicator		Measure	
Naming	39 Approve or deny nominations to name or rename district-owned land, facilities and amenities in accordance with the naming procedure	A. Naming actions were approved or denied in accordance with the naming procedure. A*	A*