

2016 Mid-Year Board Performance Measure Status

Presented below is the status for the 39 Board performance indicators and 58 performance measures adopted by the Board.

#	Measure	Target	2016 Mid-Year Status Detail
I. Governance, Transparency and Conduct			
Indicator #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			
1A	Percent of board-attended meetings, events, and conferences attended to improve board performance and increase governance skills and understanding. Baseline target = 10 per board member (70).	100%	284% (199/70) Through 06/30/16
Indicator #2			
Board member attendance			
2A	Percent of board meeting attendance, not including excused absences.	95% or higher	99% (139 of 140 member attendance) Through 06/30/16
2B	Percent of Board Standing and Ad Hoc Committee meeting attendance (excluding advisory committees), not including excused absences.	95% or higher	100% (75 of 75 member attendance) Through 06/30/16
2C	Percent of board advisory committee meeting attendance, not including excused absences.	90% or higher	100% (16 of 16 member attendance) Through 06/30/16

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Indicator #3			
Orient new board members in the board's governance process			
3A	New board members review Board Governance Policies with the CEO , within 30 calendar days of appointment or taking office.	100%	100% (1 of 1) New Board Members in 2016 Through 06/30/16
3B	New board members meet with the CEO BAOs and Chair of the Board to review governance process, within 30 calendar days of appointment or taking office.	100%	100% (1 of 1) New Board Members in 2016 Through 06/30/16
Indicator #4			
Review board's performance in open session annually, no later than March 31			
4A	Conduct annual board performance review by March 31 for the previous calendar year.	Yes	YES Date of Review: 02/23/16
4B	Conduct annual mid-year review of board performance by September 30.	Yes	Expected date of annual mid-year review of board performance: 09/13/16
Indicator #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			
5A	Number of attempts to seek or accept compensated employment.	Zero	Zero Attempts Through 06/30/15

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Indicator #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			
6A	Conduct annual board budget work study sessions prior to budget adoption.	Yes	YES Date of Session: 04/27/16
6B	Board budget work study development update sessions include a review of financial reserves, a rationale for reserve management policy (sustainable and minimum reserves), and time for public comment.	Yes	YES Date of Sessions: 03/22/16 04/27/16
Indicator #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)			
7A	Present updated list of lobbyists to board twice per year.	Yes	Update #1: Date Presented: 03/8/16 Update #2: Scheduled to occur in the 2nd half of 2016.
7B	Percent of lobbying contacts disclosed by board members as required by the lobbying ordinance.	100%	100% (0 of 0) No lobbying contacts disclosed by Board members through 06/30/16
Indicator #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)			
8A	Percent of board meetings in accordance with the District Act and the Brown Act.	100%	100% (20 of 20) Board meetings Through 06/30/16

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8B	Percent of board committee meetings in accordance with the Brown Act.	100%	100% (31 of 31) Board committee meetings Through 06/30/16
Indicator #9			
Chair's actions align with authority and roles detailed in GP-5			
9A	Rules for electing Chair and Vice Chair are followed.	Yes	YES (Rules were followed) Through 06/30/16
Indicator #10			
Members must have loyalty to the district and community and not be conflicted by loyalties to staff, other organizations or any personal interest			
10A	Percent of board members that comply with state mandated training requirement on ethics in public service for public officials in California.	100%	100% (7 of 7) Board Members in compliance Through 06/30/16
10B	Percent of board members that timely file CA Form 700.	100%	100% (7 of 7) Board members timely filed CA Form 700 Through 06/30/16
Indicator #11			
Comply with board member code of conduct, including limits on exercise of individual authority over organization			
11A	Number of Code of Conduct violations (censure, sanction, admonition, or referral to District Attorney).	Zero	ZERO code of conduct violations Through 06/30/16

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Indicator #12			
Demonstrate actions and behaviors in alignment with district values expressed in GP-7			
12A	Review and, if necessary, update the district values expressed in GP-7, annually.	Yes	PENDING Board currently evaluating overall governance framework and corresponding policy review process.
Indicator #13			
Establish clear expectations and purposes for board committees in order not to conflict with authority delegated to BAOs			
13A	Percent of board committees that have a formalized purpose and scope.	100%	100% (16 of 16) Board Committees have a formalized purpose and scope Through 06/30/16
13B	Percent of standing board committees that have an annual work plan.	100%	67% (6 of 9) Board Standing Committees have an annual work plan Through 06/30/16
Indicator #14			
Conduct organizational transparency audit through a third party, periodically			
14A	Conduct third party transparency audit, periodically.	Conducted Periodically	Date of Last Transparency Audit (Date Final Report is completed by third party): 11/05/14
Indicator #15			
Secure outside monitoring assistance as necessary, including for fiscal audit, to assure governing with excellence			
15A	Conduct annual board-commissioned audit planning.	Yes	YES The Board Audit Committee reviewed the multi-year audit plan on: 03/25/16

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15B	Percent of board-commissioned audits completed, or underway as scheduled, as identified in the multi-year audit plan.	90%	100% (2 of 2) Board-commission audits Through 06/30/16
15C	Percent of required financial audits reviewed.	100%	100% (2 of 2) financial audits Through 06/30/16 5 more financial audits are planned during the remainder of 2016
Indicator #16			
Review individual and collective board member expenses in open session quarterly, and make a determination whether reimbursements comply with Board reimbursement policies			
16A	Percent of quarterly board member expense reports reviewed by the board.	100%	100% (1 of 1) quarterly expense reports Through 06/30/16
16B	Number of board member reimbursements that do not comply with board reimbursement policies.	Zero	ZERO reimbursements that did not comply with Board reimbursement policies Through 06/30/16
Indicator #17			
Conduct board compensation adjustments in open session, annually			
17A	Percent of board compensation adjustments discussed in open session, following the standard Board agenda process.	100%	100% (0 of 0) There were no compensation adjustment discussions Through 06/30/16

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Indicator #18			
Demonstrate actions and behaviors as a board member in alignment with board commitment to Equal Employment Opportunity, diversity and inclusion			
18A	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.	Zero	ZERO admonitions, censures, sanctions, or District Attorney referrals Through 06/30/16
18B	Percent of board members that comply with state mandated training requirement on sexual harassment prevention for public officials in California.	100%	100% (7 of 7) Board Members in compliance Through 06/30/16
II. Linkage with the Community			
Indicator #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)			
19A	Number of opportunities for public input in development of the annual Operating Budget.	3	4 Board Dates Board Date #1: 02/09/16 Board Date #2: 03/22/16 Board Date #3: 04/27/16 Board Date #4: 05/10/16 Through 06/30/16
Indicator #20			
Provide at least two opportunities for public input into development of capital budget (e.g., draft CIP, and final CIP)			
20A	Number of opportunities for public input in development of the Capital Improvement Program, annually.	2	4 Board Date(s) Board Date #1: 01/12/16 Board Date #2: 02/23/16 Board Date #3: 04/26/16 Board Date #4: 05/10/16

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Indicator #21			
Respond timely to correspondence received by the board from the public			
21A	Percent of correspondence addressed to the board provided to each board member within 7 calendar days from receipt.	100%	100% (221 of 221) provided to Board members within 7 days Through 06/30/16
21B	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.	90%	97% (214 of 221) responded to with 14 calendar days Through 06/30/16
Indicator #22			
Conduct review of board linkage with community, including board member service on external committees			
22A	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	YES Review Dates: 01/12/16 and 02/26/16
Indicator #23			
Use outreach mechanisms that enhance board ability to listen to a broad range of viewpoints and values			
23A	Number of public hearings and work study sessions conducted or sponsored by the Board each year.	43	22 public hearings and 5 work study sessions conducted or sponsored by the board through 06/30/16 Projection meets target by end of year.

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23D	Percent of Board meetings that provide an opportunity for public comment.	100%	100% (20 of 20) Board meetings Through 06/30/16
III. Policy Setting			
Indicator #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)			
24A	Number of opportunities for public input in annual policy development process.	2	ZERO Through 06/30/16 Board currently evaluating overall governance framework and corresponding policy review process.
Indicator #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			
25A	Board has written Board Governance Policies.	Yes	YES
25B	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	PENDING Board currently evaluating overall governance framework and corresponding policy review process.
25C	Conduct an annual review of the Board Governance Policies and adopt new or revised policies by the end of September.	Yes	PENDING Board currently evaluating overall governance framework and corresponding policy review process.

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Indicator #26			
Produce written governing policies which, at the broadest levels, address each category of organizational decision			
26A	Board Governance Policies will include 4 categories: Governance Process, Board Appointed Officer Linkage, Ends, and Executive Limitations.	Yes	YES
Indicator #27			
Instruct the BAOs through written policies which prescribe the organizational ends to be achieved, and describe organizational situations and actions to be avoided			
27A	Board Governance Policies will include Ends, Executive Limitations, and BAO Interpretations.	Yes	YES
Indicator #28			
Develop Executive Limitations policies as appropriate, and develop them systematically from the broadest, most general level to more defined levels			
28A	Board Governance Policies include Executive Limitations.	Yes	YES
Indicator #29			
Adopt district capital and operating budget no later than June 15th			
29A	Adopt District Capital and Operating Budget no later than June 15th.	Yes	YES Date of Adoption: 05/10/16

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Indicator #30			
Adopt water rate adjustments annually no later than June 1 and review for mid-year water rate adjustment no later than December 15			
30A	Adopt water rate adjustments annually no later than June 1.	Yes	YES Date of Adoption: 05/10/16
30B	Review for mid-year water rate adjustment no later than December 15.	Yes	PENDING Planned Date of Review: 12/13/16
Indicator #31			
Adopt a Board Policy Planning Calendar for the upcoming fiscal year by the end of June			
31A	Adopt a Board Policy Planning Calendar for the upcoming fiscal year by the end of June.	Yes	YES Date of Adoption: 06/14/16
Indicator #32			
Conduct reviews of the Board Policy Planning Calendar when determined necessary by the Board			
32A	Conduct quarterly reviews of the Board Policy Planning Calendar	Yes	YES Reviewed second board meeting of every month Through 06/30/16
Indicator #33			
The Board Policy Planning Calendar will include board work study sessions, as necessary, to provide the Board with information and education needed to perform its job of linkage with community, setting policies and monitoring organization performance, and engaging with its Advisory Committees.			
33A	Number of board work study sessions conducted.	28	5 work study sessions conducted or sponsored by the board through 06/30/16

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Indicator #34			
The Board Policy Planning Calendar will include the upcoming fiscal year's budget planning agenda items.			
34A	Budget planning agenda items for the upcoming fiscal year are on the Board Policy Planning Calendar by September.	Yes	YES The Board included budget planning items on the Board Policy Planning Calendar, which was approved by the Board on 06/14/16
IV. Monitor and Review BAO Performance			
Indicator #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			
35A	Conduct mid-year BAO performance reviews by end of April.	Yes	NO Mid-year BAO performance reviews were conducted on: 05/10/16
35B	Conduct annual BAO performance reviews by end of September.	Yes	Not conducted as of 06/30/16. No review date set. Item on Board Organization Performance Monitoring Calendar.
Indicator #36			
Conduct BAO salary adjustment in open session, in a regular board meeting, annually			
36A	Conduct annual BAO salary adjustment (up or down) in open session, in a regular board meeting.	Yes	Not conducted as of 06/30/16. No session date set. Item on Board Organization Performance Monitoring Calendar.

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Indicator #37			
Refer board member requests that require substantive work to the board for direction			
37A	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.	7 or less	ZERO Requests Through 06/30/16
Indicator #38			
Periodically review board's method and frequency for routine monitoring of BAO instructions/performance			
38A	Conduct Board review of Board-BAO Linkage Policies during the annual Board Governance Policy work study sessions.	Yes	PENDING Board currently evaluating overall governance framework and corresponding policy review process.
V. Naming of District-Owned Facilities and Land			
Indicator #39			
Approve or deny nominations to name or rename district-owned land, facilities and amenities in accordance with the naming procedure			
39A	Naming actions were approved or denied in accordance with the naming procedure.	Yes	No naming actions in 2016 Through 06/30/16