



Santa Clara Valley Water District

File No.: 17-0011

Agenda Date: 2/28/2017
Item No.: 4.1.

BOARD AGENDA MEMORANDUM

SUBJECT:

Board's Annual Self-Assessment of its Performance for 2016.

RECOMMENDATION:

- A. Conduct a Board self-assessment based on 2016 performance results; and
- B. Share 2016 Annual Board Performance Report broadly with stakeholders, such as, customers, Board Committees, community groups, and employees, among others.

SUMMARY:

The Board's governance policies provide for fiduciary oversight, transparency, and accountability to further organizational stewardship, which contributes both to the effectiveness of the organization and to the trust that is placed in it by stakeholders and the public it serves.

The governance policies also provide for performance monitoring of both the Board's appointed officers and itself. Specifically, the expectation that the Board will monitor its performance against its own policies is defined by Governance Process Policy 2.8:

"The Board will monitor the Board's process and performance. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-BAO Linkage categories."

This marks the third year that the Board has monitored and reported its performance as a governing body.

The Board's Governance Process and Board Appointed Officer (BAO) Linkage Policies provide the basis for the Board's performance framework. These policies have been designed as measures and indicators intended to monitor the Board's performance toward achieving its stated policies.

The annual Board performance process includes identifying, collecting, and analyzing performance data and reporting out by calendar year. This process also provides the Board an on-going opportunity to refine and improve its framework as it is implemented.

The 2016 Board Performance Report is included in Attachment 1 and the performance measure results detail that was used to prepare the report is included in Attachment 2

2016 Mid-Year Review

On September 13, 2016, the Board conducted its 2016 mid-year Board performance review. Board member comments received during the mid-year review have been incorporated into the 2016 Board Performance Report. A summary of the Board member comments can be found in Attachment 3.

2016 Board Performance Results

The 2016 Board Performance Report summarizes the Board's performance for calendar year 2016. Information about the Board's Performance Framework and detailed performance results for 2016 is described, below.

Overview of General Board Performance Framework

The Board grouped its performance indicators and measures into five areas of performance:

1. Governance, Transparency and Conduct
2. Linkage with the Community
3. Policy Setting
4. Monitor and Review BAO Performance
5. Naming of District-Owned Facilities and Land

General Board performance framework statistics:

Total number of Board performance measures in framework: 54

- Number of performance measures that were measured in 2016: 52 of 54 (96%)
- Number of performance measures not measured because no Board action was required during the year: 2 of 54 (4%)

Overview of 2016 Performance

- Total percentage of all Board performance measure targets met: 83% (43 of 52)
 - Percentage of Board performance measure targets met related to governance, transparency, and conduct: 96% (26 of 27)
 - Percentage of Board performance measure targets met related to linkage with the community: 83% (5 of 6)
 - Percentage of Board performance measure targets met related to policy setting: 79% (11 of 14)
 - Percentage of Board performance measure targets met related to monitoring BAO performance: 20% (1 of 5)
 - There was no Board activity required related to naming of District-owned facilities and land

Performance Measure Targets Not Met

In 2016, the following four areas of Board performance were not met:

1. Board Policy Review

- *Review and, if necessary, update the district values expressed in GP-7, annually. (Performance Measure 11A)*
- *Number of opportunities for public input in annual policy development process. (Performance Measure 23A)*
- *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. (Performance Measure 24B)*
- *Conduct an annual review of the Board Governance Policies and adopt new or revised policies by the end of September. (Performance Measure 24C)*
- *Conduct board review of Board-BAO Linkage Policies during the annual board governance policy work study sessions. (Performance Measure 37A)*

Status: The Board is currently evaluating its overall governance framework and corresponding policy review process. No Board policy review was conducted in 2016.

2. Board Correspondence

- *Percent of correspondence addressed to the board provided to each board member within 7 calendar days from receipt. Target = 100%. (Performance Measure 20A)*

Status: Ninety-nine percent (395 of 396) of correspondence was provided to Board members within 7 days of receipt. One piece of correspondence was provided to the Board after 7 days in December 2016.

3. Board Appointed Officer (BAO) Review

- *Conduct mid-year BAO performance reviews by end of April. (Performance Measure 34A)*
- *Conduct annual BAO performance reviews by end of September. (Performance Measure 34B)*

Status: The mid-year BAO performance review was conducted on May 10, 2016, and the annual BAO performance review was completed on November 22, 2016.

4. BAO Salary Adjustment Discussion

- *Conduct annual BAO salary adjustment in open session, in a regular board meeting. (Performance Measure 35A)*

Status: The BAO salary adjustment discussion was not completed in 2016.

FINANCIAL IMPACT:

Funds to support the development of the Board Performance Report are budgeted by the Continual Improvement and Grant Support Unit.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENTS:

Attachment 1: 2016 Performance Report
Attachment 2: 2016 Performance Measure
Attachment 3: Board Comments

UNCLASSIFIED MANAGER:

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