

MINUTES OF THE BOARD OF DIRECTORS
ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
SPECIAL MEETING/BOARD WORKSHOP
August 22, 2012

President Palmer called the Special Board Meeting to order at 8:48 a.m., in the Pheasant Room, Marriott Livermore Residence Inn, 1000 Airway Boulevard, Livermore, California. The following were present:

DIRECTORS: SANDY FIGUERS (arrived at 11:45 a.m.)
JOHN GRECI
SARAH PALMER
DICK QUIGLEY
ANGELA RAMIREZ HOLMES
WILLIAM STEVENS
A.J. MACHAEVICH (absent)

ZONE 7 STAFF: JILL DUERIG, GENERAL MANAGER
KURT ARENDS, ASSISTANT GENERAL MANAGER, ENGINEERING
TOM HUGHES, ASSISTANT GENERAL MANAGER, ADMINISTRATION
DAVID ALADJEM, GENERAL COUNSEL
JUDY RECTOR, BOARD SECRETARY

Item 2 - Public Forum - No public comments.

Item 3 - Board Workshop

a) Review of standards

i. Brown Act

General Counsel David Aladjem gave a power point presentation regarding the Brown Act and handed out copies of Open & Public IV: A Guide to the Ralph M. Brown Act by the League of California Cities. He said the language from the Code stresses “openness” and discussed the basics of the Brown Act, key elements, the definition of a meeting (including serial meetings and email communications), closed session reporting out, and enforcement of the Brown Act. AB 1464 has caused confusion and new technology such as Facebook have created a public forum where users must be cautious about discussions that could be considered informal collusion so the best practice is not to comment.

ii. Gentleperson’s Agreement

Copies of the July 20, 2007 Gentleperson’s Agreement was distributed to remind Board members of agreement to:

- o Be cordial to each other even when disagreeing
- o Communicate with staff in advance of board meetings to address detailed questions and not to put them on the spot or embarrass them
- o Use the THINK philosophy of:
 - T – is it t true?
 - H – is it helpful?
 - I – is it inspiring?
 - N – is it necessary?
 - K – is it kind?

iii. Board Policy on Conducting Business

Due to recent legislation (AB 1464) related to the Brown Act, the Board discussed a proposal to address creating a resolution for a board policy which would endorse staff practices of publishing agendas ahead of time to maintain public awareness and clarity in Zone 7 communications. The Board agreed to vote on a resolution in the next regular board meeting to endorse the current procedure for posting and distributing agendas, regardless of whether or not this is still a requirement under the Brown Act.

Page 5, Section 10, of the Board Policy on Conducting Business requires a revision to include language that the policy was revised February 15, 2012 by the Zone 7 Board of Directors regarding the General Manager's authority to respond to emergency situations. The policy was originally adopted March 15, 2006, amended September 20, 2006, and again on February 15, 2012. Staff were directed to bring this forward at the September board meeting, too.

b) Mission Statement – review, discuss

The Board took a fresh look at the mission statement to see if it needs to be redefined. The use of the "Livermore-Amador Valley" in the first sentence was considered unclear. Staff were requested to review valley names and to prepare a staff report with maps and history of terminology.

c) Possible Vision/Values – review MAT/SAT draft, discuss

Board members received a packet of mission-vision-value statements from other agencies that were collected by a joint Blue Culture Committee from the Management Advisory Team (MAT) and the Staff Advisory Team (SAT). The Committee of members from those teams attempted to clarify the values suggested in the Mission Statement to add other core values and to draft a vision statement for Zone 7. The Board decided to have the MAT/SAT committee present their ideas to the full Board so Board members could have a dialogue with them and ask questions on their selection of the specific statements chosen from other agencies. Director Ramirez Holmes stressed using language for diversity, quality, and values.

During the Board's discussion, it was suggested that the mission statement should remain substantially unchanged. Other words suggested that could be considered as value statements include: open and/or transparent government and communication; community partnerships; and customer service.

There was some discussion whether in the current Zone 7 mission statement, the first sentence is the mission statement:

"Zone 7 Water Agency is committed to providing a reliable supply of high quality water and an effective flood control system to the Livermore-Amador Valley."

The second sentence is the vision statement:

"In fulfilling our present and future commitments to the community, we will develop and manage the water resources in a fiscally responsible, innovative, proactive and environmentally sensitive way."

The next item was taken out of order due to time and schedule constraints.

e) Committees:

- Standing and *ad hoc*

Current standing and ad hoc Zone 7 Board Committee Assignments were reviewed by the Board and President Palmer. Mr. Aladjem clarified the difference between standing committees such as the Administrative Committee, Finance Committee, or Liaison Committee and the ad hoc committees which are formed for specific issues and are short term.

- appointments and suggestions

Angela Ramirez Holmes was appointed to the Finance Committee to replace retired director Chris Moore. She was also recognized as the official alternate for the Liaison Committee.

The name of the Delta Committee was changed to the Water Resources Committee to reflect its coverage of both flood control and water issues. The definition of this committee will be changed on the Zone 7 website to reflect these changes.

Director Figuers arrived at the meeting at 11:45 a.m.

The Board discussed ways to be notified of upcoming meetings for other agencies. Board members can go to websites for agencies they are interested in and add themselves to the agency's e-mail meeting notification list.

Director Ramirez Holmes will be the "Political Liaison Yeoman" and distribute to Board members a list of other agencies to determine interest.

An Ad Hoc Response Committee was formed with President Palmer and Directors Greci and Stevens to respond to the Grand Jury report by September 21st.

d) Strategic Plan – review, discuss, revise as necessary

The intention of the Strategic Plan is to be a tool for planning to help Zone 7 staff focus its attention on multiple priorities and to be a living document. The Board originally reviewed the priorities and deliverables at the July 2010 board meeting.

- Review strategic plan function
 - a living document reviewed periodically to ensure continuing value as a tool to help Zone 7 meet its mission statement. General Counsel David Aladjem stated that the Strategic Plan is not a guarantee that something will be done, just what the Board aspires or wants to do.
 - not too long

The Board reviewed, discussed and revised the five general priorities under strategic planning:

- 1) Assist retailers in providing their customers with a reliable, cost-effective and safe water supply.
- 2) Provide the valley with an effective system of flood protection.
- 3) Provide the Agency with effective organization, administration and governance.
- 4) Operate the Agency in a cost effective manner.
- 5) Improve public understanding of the Agency and the challenges it faces with respect to accomplishing its core functions of water supply and flood protection.

- easily tracked

Two deliverables charts were addressed by the Board: 1) updated the 8/11/2010 list, and 2) a status chart noting the deliverable, priority addressed, responsible leads and accomplishments. The Board reviewed both charts and eliminated those tasks that have been completed while revising deadlines on others.

- How does the MAT/SAT information affect our strategic plan?
- Are we meeting our goals? What needs to be deleted or changed?
- Going forward?

The Board discussed the need to increase the public's understanding of the Agency's functions.

Item 4 - Verbal Comments

The City of San Ramon, City of Livermore, City of Dublin, Dublin San Ramon Services and Zone 7 are involved with an "integration of services" study for the Local Agency Formation Commission (LAFCo). Ms. Duerig has given the Board periodic updates but when the public information approved by all six agencies is drafted, she will provide it to the Board.

Adjournment

The meeting was adjourned at 3:58 p.m.