

ZONE 7 BOARD OF DIRECTORS ADMINISTRATIVE COMMITTEE

DATE: May 24, 2023
TIME: 4:00 p.m.
LOCATION: Boardroom
Zone 7 Administration Building
100 North Canyons Parkway, Livermore

Director Benson
Director Green
Director Palmer

AGENDA

1. Call Meeting to Order
2. Public Comment on Items Not on the Agenda
3. Board Compensation Review
4. GM Performance Evaluation Process Review
5. Candidate Statement Funding
6. Verbal Reports
7. Adjournment

DATE: May 24, 2023

TO: Administrative Committee

FROM: Osborn Solitei, Treasurer/Assistant General Manager – Finance

SUBJECT: Consider Action to Increase the Compensation of Zone 7 Board Members

SUMMARY:

- Pursuant to the “Zone 7 Board of Directors’ Compensation and Expense Reimbursement Policy” adopted by the Board on March 15, 2006, and most recently amended June 16, 2021 (Resolution No. 21-50), a review of the Board’s remuneration is conducted on a biennial basis.
- Board Members will be compensated at the rate determined by the Board consistent with applicable law for attendance at regular and special meetings of the Board, including Board committee meetings and for attendance at biennial AB 1234 required ethics training courses approved by the Fair Political Practices Commission & Attorney General’s Office.
- Each member of the Board of Directors is encouraged to participate in outside activities and organizations which in the judgment of the Board further the interests of Zone 7. Board Members may request compensation for attending non-Zone 7 Board meetings, events, or activities, including conferences, and organized educational programs, pursuant to the Board Compensation and Expense Reimbursement Policy.
- The Board’s current compensation, effective July 1, 2021, is \$197.21 per meeting with a maximum of ten (10) days per month.
- In February 2023, staff conducted the board of directors’ compensation and benefits survey of local comparable water agencies.
- The annual Consumer Price Index (CPI) increase for the San Francisco-Oakland-San Jose area for 2021 was 1.8% and for 2022 was 6.5%.

DISCUSSION:

Water Code Section 20200, *et seq.*, governs compensation levels for Zone 7 Board Members. The statute provides that directors can be paid \$100.00 per day of service rendered. If the Board members already make \$100.00 per day, the amount can be increased by an amount not to exceed 5% for each year following the last adjustment. The last adjustment took effect 60 days after Ordinance No. 2021-01 dated June 16, 2021, was passed, increasing the compensation by 8.63% to \$197.21 per day of service rendered.

Based on past practice, the Board has considered the mean of comparable water agencies as the benchmark for compensation. Staff conducted a board of director’s compensation and benefits survey on the following local comparable water agencies:

- Alameda County Water District
- Contra Costa Water District
- Dublin San Ramon Services District
- East Bay Municipal Utility District
- Marin Municipal Water District
- Valley Water District (Formerly Santa Clara Valley Water District)

Table 1: The Compensation and benefit survey results from the comparable water agencies.

AGENCY	Amount per	Group Benefit Cost		
	Meeting	Minimum to Maximum Per Month		
Alameda County Water District	\$290.00	\$1,174.50	to	\$3,053.70
Contra Costa Water District	\$100.00	\$760.17	to	\$2,375.72
Dublin San Ramon Services District	\$195.00	\$886.00	to	\$2,303.00
East Bay Municipal Utility District*		\$828.51	to	\$2,457.80
Marin Municipal Water District**	\$200.00	\$935.84	to	\$1,871.68
Valley Water District	\$365.87	\$876.49	to	\$3,210.89
Mean	\$230.17	\$910.25	to	\$2,545.47
Zone 7***	\$197.21	N/A		

* Flat Rate

** 2021 rate - 2023 data not yet available

*** No group benefits

Although the survey data includes the monthly cost for group benefits provided to directors of each agency, under the Alameda County system, the Zone 7 Board of Directors are not currently eligible to receive medical or retirement benefits.

Table 2: The Maximum compensation and benefit survey at minimum cost results from the comparable water agencies.

AGENCY	Amount / Meeting	Maximum Meetings / Month	Maximum Compensation / Month	Group Benefit Cost at Minimum	Total Meeting + Group Benefits at Minimum
Alameda County Water District	\$290.00	10	\$2,900.00	\$1,174.50	\$4,074.50
Contra Costa Water District	\$100.00	10	\$1,000.00	\$760.17	\$1,760.17
Dublin San Ramon Services District	\$195.00	10	\$1,950.00	\$886.00	\$2,836.00
East Bay Municipal Utility District*			\$1,530.00	\$828.51	\$2,358.51
Marin Municipal Water District**	\$200.00	10	\$2,000.00	\$935.84	\$2,935.84
Valley Water District	\$365.87	15	\$5,488.05	\$876.49	\$6,364.54
Mean	\$230.17	11	\$2,478.01	\$910.25	\$3,388.26
Zone 7***	\$197.21	10	\$1,972.10	N/A	

* Flat Rate

** 2021 rate - 2023 data not yet available

*** No group benefits

Table 2 above shows that the mean cost for the comparable agencies at \$3,388.26 per month including group benefits at minimum cost compared to Zone 7 cost at \$1,972.10 per month at the current cost.

ANALYSIS:

In comparing the data surveyed for the year 2021 versus the current 2023 data:

- The changes were primarily in the cost of group benefits.
- Three (3) of the surveyed agencies made changes to their board compensation:
 - Alameda County Water District increased their compensation from \$175.00 per meeting to \$290.00 per meeting.
 - East Bay Municipal Utility District increased their flat monthly payment from \$1,367.00 to \$1,530.00.
 - Valley Water increased their compensation from \$316.06 per meeting to \$365.87 per meeting.

- The mean compensation level of the agencies surveyed is \$230.17 per meeting and the maximum compensation increase allowed under Water Code Section 20200, *et seq.*, is 5% per year. The following are options to consider:
 - **Option 1:** Maintain the current compensation of \$197.21 per meeting.
 - **Option 2:** Since the board has taken no increase since 2021, and per the Water Code Section 20200, *et seq.*, 5% per year increase is allowed; up to 10% increase could be granted this year (up to \$216.93).

FUNDING:

- Funds are available in Fund 100 – Water Enterprise Operations and Fund 200 – Flood Protection Operations.

RECOMMENDED ACTION:

- Administrative Committee to discuss and forward recommendations to the full Board for consideration at the next regular board meeting.

DATE: May 24, 2023

TO: Administrative Committee

FROM: Osborn Solitei, Treasurer/Assistant General Manager – Finance

SUBJECT: General Manager Performance Evaluation Review Schedule 2024

SUMMARY:

- In accordance with section 7 of the General Manager contract. *"The Board of Directors and General Manager shall meet no later than the Regular Board meeting of **each March** to discuss and establish mutually agreeable goals and objectives to be accomplished by General Manager for the ensuing year and to review General Manager's performance of duties and obligation hereunder. As a result of such evaluation the Board may, but shall not be obligated to, adjust General Manager's compensation and/or revise his/her employment benefits as the Board shall determine."*
- Pursuant to Resolution No. 19-20 dated February 20, 2019, the Board of Directors approved the General Manager (GM) Performance Evaluation Procedures and the GM Performance review form.
- The approved procedures include that the Administrative Committee meets in January to plan the annual evaluation process. At the January 10, 2023, meeting, the Committee requested a meeting in May 2023 to discuss the 2024 process.
- Staff recommends the following general timeline for the process:

Item	Date in 2024
Administrative Committee Meeting to discuss performance plan	January 10
Schedule sent to Board	January 24
General Manager self-evaluation due	February 2
General Counsel distributes evaluation form to Board	February 7
Reminder sent to Board	February 21
Directors complete evaluations	March 6
General Counsel compiles responses and sends to GM and Board	March 13
Board discusses performance review at Board meeting (Closed Session)	March 20

FUNDING:

There is no funding impact.

RECOMMENDED ACTION:

Discuss the General Manager Evaluation Procedure process and forward it to the full Board for consideration.

ATTACHMENTS:

- Attachment A – General Manager Performance Evaluation Procedure
- Attachment B – General Manager Performance Evaluation Review Form
- Resolution No. 19-20, dated February 20, 2019

ATTACHMENT A



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

General Manager Performance Evaluation Procedure

Purpose of Evaluation

The purpose of the performance evaluation process to be conducted by and between the Board of Directors and the General Manager are:

- To strengthen the relationship between the Board of Directors and the General Manager
- To provide a mechanism for annual evaluation for the General Manager
- To identify performance objectives for the General Manager
- To provide feedback to the General Manager and identify areas where improvements may be needed

Frequency

The Board of Directors will evaluate the General Manager at least annually. The schedule for evaluation will be established by the contract between the General Manager and the Board of Directors.

Evaluation Procedure

The evaluation procedure remains at the will and direction of the Board of Directors and may be modified at any time. In general, the evaluation process will include the following steps:

1. In January of each year, the Administrative Committee of the Board will review the procedure and make recommendations for a plan and a timeline for annual evaluation of the General Manager.
2. In February, the Board of Directors will review and approve the plan and timeline for the annual evaluation of the General Manager.
3. The General Manager will complete a written self-evaluation, which should include progress on the Strategic Plan and on the goals and objectives provided by the Board.
4. The Board of Directors may include an employee survey.
5. The Board of Directors may include an external stakeholder survey.
6. The Board of Directors will complete an evaluation form prior to evaluation session.
7. The Board of Directors may conduct a closed session to review and discuss the General Manager self-evaluation, and prepare for its formal evaluation session with the General Manager.

8. The Board of Directors will conduct a closed session evaluation with the General Manager to discuss the Manager's performance, reviewing Board evaluation forms and self-evaluation, and establish future performance goals and objectives.
9. The Board of Directors may consider a merit increase and/or changes to employment benefits in accordance with the contract. Any changes for consideration by the Board of Directors will be noticed as a closed session item at a following board meeting.
10. The Board of Directors will direct the performance evaluation and any subsequent actions be placed in the General Manager's personnel file.

ATTACHMENT B



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

INSTRUCTIONS

This evaluation form contains eight (8) areas of evaluation criteria. Each category describes a behavior standard in that category. For each statement, indicate your rating of the general manager’s performance.

PERFORMANCE RATINGS

Performance Ratings	Scale	Definition
Exceeds Expectation	3	Performance consistently exceeds expectations. Demonstrated strong expertise within key areas of responsibilities. Annual goals and objectives were met.
Meets Expectations	2	Performance consistently met expectations in areas of responsibility, at times possibly exceeding expectations. Quality of work overall was very good. Annual goals and objectives were met.
Needs Improvement	1	Performance did not consistently meet expectations. Has deficiencies that inhibit adequate performance in the position. May require additional training or assistance to fully achieve expectations. One or more of the goals and objectives were not met.

Any item left blank will be interpreted as “meets expectations.” This form also contains a provision for entering narrative comments. All evaluations will be summarized by the General Counsel for discussion at closed session meeting.

Board Member Name: _____ Date: _____

GENERAL MANAGER PERFORMANCE REVIEW FORM

I. Interacting with the Board, including Management of Board Meetings

	Exceeds Expectations	Meets Expectations	Needs Improvement
Maintains effective and open lines of communication with the Board as a body and with individual Board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps the Board apprised of all ongoing and current situations involving business and operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercises sound judgment when advising the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts direction in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively implements policies and programs approved by the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively manage closed session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meetings – Planning for each meeting and management during the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—
Please Enter Comments Below:			

GENERAL MANAGER PERFORMANCE REVIEW FORM

II. Decision Making

	Exceeds Expectations	Meets Expectations	Needs Improvement
Anticipates needs and recognizes potential problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposes effective solutions and provides alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides the Board with all information necessary to make sound decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate adoptability and flexibility in decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegating tasks and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—

Please Enter Comments Below:

GENERAL MANAGER PERFORMANCE REVIEW FORM

III. Goals and Objectives

	Exceeds Expectations	Meets Expectations	Needs Improvement
General Manager met goals and objectives set by the board for this review period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—
Please Enter Comments Below:			

GENERAL MANAGER PERFORMANCE REVIEW FORM

IV. Budget and Finance

	Exceeds Expectations	Meets Expectations	Needs Improvement
Keeps the Board informed as to the financial condition of the organization in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a good awareness of the financial condition of the organization on an ongoing basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designs management practices and proposes and implements policies to maintain a sound long-term financial position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures the budget addresses Board's goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—
Please Enter Comments Below:			

GENERAL MANAGER PERFORMANCE REVIEW FORM

V. Community and Public Relations

	Exceeds Expectations	Meets Expectations	Needs Improvement
Fosters an open, candid and constructive relationship with DWR leadership and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages effectively with state and federal regulatory bodies and staff, as well as legislators and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters positive relationships with retailers, counties, cities and other local organizations as well as community leaders to enhance communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is approachable, available and visible to key stakeholders involved with issues of importance to the Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represents the Agency in a positive and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to constituent inquiries promptly and with professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—

Please Enter Comments Below:

GENERAL MANAGER PERFORMANCE REVIEW FORM

VI. Professional Growth and Development

	Exceeds Expectations	Meets Expectations	Needs Improvement
Demonstrates the professional skill and knowledge needed to perform the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains professional and technical knowledge by attending workshops, networking, reviewing publications, and participating in professional organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and stays current with the needs of the community served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses his/her own strength and capabilities, identify needs for knowledge, skills, and experience, and design and implement a self-development plan when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—

Please Enter Comments Below:

GENERAL MANAGER PERFORMANCE REVIEW FORM

VII. Management Skills/Employee Relations (FOR DISCUSSION ONLY)

	Exceeds Expectations	Meets Expectations	Needs Improvement
Uses effective supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a good communicator both inside and outside the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows through in a timely manner on commitments and requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters free and open communication among employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with employees and creates an atmosphere of trust and collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires a shared vision and enlists staff and Board support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivates employees toward the accomplishment of goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is honest and ethical in the performance of duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:	—	—	—
Please Enter Comments Below:			

GENERAL MANAGER PERFORMANCE REVIEW FORM

VIII. Board Member Observations

The things I am most satisfied with concerning the General Manager's performance are:

The things I would most like to see the General Manager improve upon are:

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

RESOLUTION NO 19-20

INTRODUCED BY DIRECTOR PALMER
SECONDED BY DIRECTOR SANWONG

Approved the General Manager Performance Evaluation Procedures

WHEREAS, pursuant to section 7 of the General Manager contract, the Board of Directors and General Manager shall meet no later than the Regular Board meeting of each March to discuss and establish mutually agreeable goals and objectives to be accomplished by General Manager for the ensuing year and to review General Manager's performance of duties and obligation hereunder; and

WHEREAS, as a result of such evaluation the Board may, but shall not be obligated to, adjust General Manager's compensation and/or revise his/her employment benefits as the Board shall determine; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of Alameda County Flood Control & Water Conservation District hereby approve the attached General Manager Performance Evaluation Procedures and the General Manager Performance Review Form; and

BE IT FURTHER RESOLVED, the Board of Directors will evaluate the General Manager at least annually. The schedule for evaluation will be established by the contract between the General Manager and the Board of Directors; and

BE IT FURTHER RESOLVED, the evaluation procedure remains at the will and direction of the Board of Directors and may be modified at any time; and

BE IT FURTHER RESOLVED, that the Board of Directors direct the performance evaluation and any subsequent actions be placed in the General Manager's personnel file.

ADOPTED BY THE FOLLOWING VOTE:

AYES: DIRECTORS FIGUERS, GAMBS, PALMER, QUIGLEY, RAMIREZ HOLMES, SANWONG, STEVENS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

ABSTAIN: I certify that the foregoing is a correct copy of a Resolution Adopted by the Board of Directors of Zone 7 of Alameda County Flood Control and Water Conservation District on February 20, 2019.

By: _____



President, Board of Directors



100 North Canyons Parkway
Livermore, CA 94551
(925) 454-5000

DATE: May 24, 2023

TO: Administrative Committee

FROM: Valerie Pryor, General Manager

SUBJECT: Candidate Statement Funding

SUMMARY:

At the April 19, 2023 Board meeting, an item requested under Future Agenda Items was consideration of Zone 7 funding the cost of candidate statements for Zone 7 Board elections. Each candidate at the General Election for the office of Director of Zone 7 Water Agency may file a candidate's statement, as provided for in the Elections Code. The candidate's statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words about the candidate's education and qualifications. Zone 7 board candidates who wish to have statements of qualification printed on the ballot will be charged the actual costs associated with printing, translating (Spanish, Chinese, Tagalog, English and Vietnamese) and typesetting the statements. All cost figures are provided by the Registrar of Voters and are based on actual costs and the number of registered voters in Zone 7.

For the 2022 election, the actual cost for each candidate statement was \$4,402. Zone 7 charges this amount to candidates with statements at the time of filing. If actual costs are less than the estimate, candidates will receive refunds. There is no charge for candidates who choose not to have a ballot statement. If the costs are less than \$4,402, Zone 7 will issue a refund. For the 2022 election, the refund was \$586.35. If the costs are more than \$4,402, Zone 7 will bill each candidate for the difference.

Information from nearby agencies is as follows:

Agency	Provides Funding?	Amount
Alameda County Water District	Yes	50% of total
Contra Costa County Water District	No	
City of Dublin	No	
Dublin San Ramon Services District	Yes	Amount over \$250
East Bay Municipal Utilities District	Yes	Amount over \$1,000
City of Livermore	No	
City of Pleasanton	No	

FUNDING: Minimal.

RECOMMENDED ACTION: Provide direction to staff.