

Water Utility Board Policy

Title: Global Board Process Policy	
Policy Number: BP - 1	Adopted: Aug 24, 2010
Category: Board Process	Revision #/Date: 3-4 / July 22, 2014 Nov 24, 2015

The purpose of the board, on behalf of the ownership, is to see to it that the Madison Water Utility:

- Achieves appropriate results for appropriate persons for an appropriate cost (as specified in board Outcomes policies);
- ~~Avoids unacceptable actions and situations (as prohibited in~~ complies with the board's Executive Limitations policies);
- And is prepared to continue to provide owner-centered, valued results into the future.

The board strives to gather input from staff, the public and owners, respond to concerns, and explain and interpret the process and rationale by which the board and utility develop policies, plans and projects.

Water Utility Board Policy

Title: Governing Style	
Policy Number: BP - 2A	Adopted: Aug 24, 2010
Category: Board Process	Revision #/Date: 23/July 22, 2014 <u>Nov 24, 2015</u>

The board will strive for (a) outward vision, (b) free expression of viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and General Manager roles, (e) collective rather than individual decisions, (f) future orientation, ~~and (g) making things happen rather than reacting to events.~~

1. The board will adopt and hold to the highest standards of ethical conduct in all aspects of its leadership of the Madison Water Utility.
2. The board will cultivate a sense of group responsibility. The board will work in partnership with the General Manager. The board will initiate policy, not merely react to staff initiatives.
3. The board will lead the Madison Water Utility through policies that focus on long-term outcomes, not on administrative or programmatic means of attaining its goals.
4. The board will govern with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capacity.
5. Board development will include ongoing education regarding the board's governance process, water resources, and rate making trends. The board periodically will discuss and evaluate its process and performance to assure continuous improvement.
6. The board will monitor its performance by comparing actual activity and discipline to policies in the Board Process and Board-Executive Delegation categories.

Water Utility Board Policy

Title: Board Job Description	
Policy Number: BP - 2B	Adopted: Aug 24, 2010
Category: Board Process	Revision #/Date: 1/ Nov 24, 2015

Specific job ~~outputs~~ activities of the board as an informed agent of the Madison Water Utility's ownership are those that ensure appropriate performance of the Madison Water Utility. These are:

1. To be A-a credible and authoritative linkage between the ownership and the Madison Water Utility.
2. To write ~~Written-written~~ governing policies that realistically address the broadest levels of all organizational decisions and situations.
 - a. Outcomes: Expected organizational performance desired by owners framed in terms of benefits, recipients of those benefits, and their relative worth in cost or priority.
 - b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Board-Executive Delegation: How power is delegated and its proper use monitored; the General Manager's role, authority, and accountability.
 - d. Board Process: Specification of how the board conceives, carries out, monitors, and ensures long-term competence in its own tasks.
3. To Assurance-assure of successful performance of the Madison Water Utility on Outcomes and Executive Limitations.

Water Utility Board Policy	
Title:	Agenda Planning to Achieve Board Outputs
Policy Number: BP - 2C	Adopted: Aug 24, 2010
Category: Board Process	Revision #/Date: 23/July 22, 2014 <u>Nov 24, 2015</u>

To accomplish its goals, the board will follow an annual agenda that (a) reviews all policies annually, (b) updates policies as needed, and (c) continually improves board performance through education, rich input, and deliberation.

1. The annual cycle will start each year in April with the board’s development of a [master agenda](#) intended to guide the board throughout the next year. This master agenda will include a provisional plan for gaining ownership input and a provisional schedule for governance education and education related to Outcomes determination (presentations by demographers, advocacy groups, staff, and so on). The Board President’s final adjustments to each meeting agenda before publication will provide flexibility to respond to emerging issues, requests from individual board members, and required public comment periods.
2. The cycle will conclude each year on the last day of March so administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Outcomes. The board will establish its governance [capacity training](#) budget for the next fiscal year during the month of April.
3. Throughout the year, the board will attend to consent agenda items as expeditiously as possible.
4. General Manager monitoring will be on the agenda if reports have been received since the previous meeting.
5. An annual review of the General Manager’s performance based on monitoring reports received in the last year will be conducted as soon as practical during the first quarter. The results of this review will be forwarded to the Mayor’s office for consideration.
6. Agendas will be planned so items of public interest or items with guest presenters, consultants, or special staff present are taken up early in the meeting.
7. Each agenda will provide the public with a link or other instruction on how to submit written comments prior to a board meeting.
8. The board chair will generally limit meetings to no more than two hours.
9. At the board’s discretion, major public comment items will be moved to the head of a meeting agenda.

Water Utility Board Policy

Title: Board <u>Sub</u>Committee Principles	
Policy Number: BP - 2H	Adopted: Aug 24, 2010
Category: Board Process	Revision #/Date: 2/ July 22, 2014

Board subcommittees, when used, will be assigned so as to reinforce the wholeness of the board's job, not to interfere with delegation from board to General Manager.

1. Board subcommittees are to help the board do its job, never to direct staff. Committees Subcommittees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees normally will not be involved with staff operations.
2. Board subcommittees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the General Manager.
3. Board subcommittees cannot exercise authority over staff. Because the General Manager works for the full board, she or he will not be required to obtain approval of a board committee before an executive action.
4. Board subcommittees will not be used to monitor organizational performance.
5. Board subcommittees will be used sparingly and ordinarily in an ad hoc capacity.
6. This policy applies to any group that is formed by board action, whether it is called a committee or not and whether the group includes board members or not. It does not apply to committees formed under the authority of the General Manager.