

Water Utility Board Policy

Title:	Global Board Process Policy		
Policy Number:	BP - 1	Adopted:	Aug 24, 2010
Category:	Board Process	Revision # / Date:	2-3 / Feb 27, 2013

The purpose of the board, on behalf ~~of the residents of Madison~~ (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 board Executive Limitations policies);
- And is prepared to continue to provide owner-centered, valued results into the future.

The board strives to gather input from 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.

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Water Utility Board Policy

Title: Governing Style	
Policy Number: BP - 2A	Adopted: Aug 24, 2010
Category: Board Process	Revision # / Date: 12/ Mar 25, 2013

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 ~~reflect the City of Madison's values. The board will~~ 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: Agenda Planning to Achieve Board Outputs	
Policy Number: BP - 2C	Adopted: Aug 24, 2010
Category: Board Process	Revision # / Date: 12/ Mar 25, 2013

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 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.
- 7.9. At the boards' discretion, major public comment items will be moved to the head of a meeting agenda.

Water Utility Board Policy	
Title:	President's Role
Policy Number:	BP - 2E
Category:	Board Process
Adopted:	Aug 24, 2010
Revision # / Date:	

Comment [w3]: Item for board discussion.

The President of the board is responsible for ensuring the integrity of the board’s process and, secondarily, representing the board as needed to outside parties.

1. The President shall ensure that the board behaves consistently with the board’s policies in the Board Process and Board-Executive Delegation categories and those rules legitimately imposed upon it from outside the organization.
2. The President will chair board meetings with the commonly accepted powers of that position (for example, preparing agendas, ruling, recognizing) and:
 - a. Ensure that meeting discussions consists solely of issues that, according to board policy, clearly belong to the board (not the General Manager) to decide or to monitor.
 - b. Ensure that deliberations are fair, open, and thorough, but also timely, orderly, and kept to the point.
 - c. Ensure that there is an opportunity for input from individuals and organizations, including staff and affiliated organizations, that have expertise and interests specifically related to board decisions and board policies.
3. The President represents the board to outside parties in announcing board-stated positions and in stating the President’s decisions and interpretations in the area delegated to him or her.
4. The President has no authority to make decisions about policies created by the board within the Outcomes and Executive Limitations areas and, therefore, have no authority to supervise or direct the General Manager.
5. The President may use any reasonable interpretation of the provisions in these policies.
6. The President may delegate any part of this authority while remaining accountable for its use.

Water Utility Board Policy	
Title:	Vice-President's Role
Policy Number:	BP - 2F
Category:	Board Process
Adopted:	Aug 24, 2010
Revision # / Date:	

The Vice-President shall serve in the absence of the President and perform such other duties as may be assigned by the President or the board.

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Water Utility Board Policy	
Title:	Secretary's Role
Policy Number:	BP - 2G
Category:	Board Process
Adopted:	Aug 24, 2010
Revision #/Date:	1/ Mar 25, 2013

Comment [w4]: Consider eliminating role? Per state statute 66.0805(3) the commission shall choose a president and a secretary from its membership. MGO 13.01 calls for the board to chose a president, vice president, and secretary. An ordinance change could potentially eliminate the vice president role.

The Secretary's purpose is to ensure the integrity of the board's documents, serve in the absence of the President and Vice-President, and perform such other duties as may be assigned by the President or the board.

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Water Utility Board Policy

Title:	Board Committee Structure		
Policy Number:	BP - 2I	Adopted:	Aug 24, 2010
Category:	Board Process	Revision # / Date:	<u>1</u> /

At this time the board authorizes no standing committees. Should the board create committees in the future, the board will create policies for each committee specifying the product(s) each committee is to produce and the authority (in terms of organizational resources) each committee is granted.

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Water Utility Board Policy

Title: Linking with Ownership	
Policy Number: BP-2K	Adopted: July 26, 2011
Category: Board Process	Revision #/Date: 12/ Mar 25, 2013

The board will pursue input from Madison residents (the ownership) on an affirmative basis, not waiting for input to be initiated by owners.

Accordingly:

1. The board periodically use a survey designed to determine what the values of the ownership are with respect to utility outcomes.¹
2. Board members will be expected to annually attend, present, and listen at one service organization and/or neighborhood association meeting outside their own neighborhood. The General Manager (or his/her designee) will maintain a calendar of meetings and attendance opportunities. The purpose of the meeting is to:
 - a. Educate owners about how the board functions.
 - b. Educate residents that they are owners of the utility as well as consumers, and what the responsibilities of that ownership and rights of consumers are (want owner input, not consumer input).
 - c. Discuss what benefits for whom have what relative and absolute worth.
3. For each policy or ordinance change, the board will review the impact through the lens of the owner in terms of relative and absolute worth.
4. The board will establish "board-to-board" communication, which could include communication with:
 - a. City Council
 - b. Public Health of Madison and Dane County
 - c. City Engineering/Public Works
 - d. Committee on the Environment
 - e. Other boards
5. The board will submit an annual report, per MGO 13.01(3), to the Mayor and City Council and post it on the utility web page for the entire ownership to see. The board will incorporate Citizen Advisory Panel (CAP) discussions as an opportunity for owner input. CAPs will report their findings and recommendations at board meetings at the conclusion of each CAP.
6. For policies and projects anticipated to generate significant public interest, the board will use the following process to assure full and adequate participation and decision making:
 - a. Meeting 1: Presentation by GM on project overview and need.

Comment [w5]: Reconcile with CAP process

¹ Note 3/25/2013: A survey will be administered at the conclusion of the Advanced Metering Infrastructure project.

- b. Meeting 2: Discussion of pros and cons, background research, and significant health, infrastructure, environmental, community issues.
- c. Meeting 3: Proposed project changes or alternatives.
- a.d.Meeting 4: Budget and wrap up and approval.

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