

Memorandum

Date: July 26, 2013

To: Members of the Central Valley Flood Protection Board
cc: Board Staff

From: Board Executive Committee
Central Valley Flood Protection Board

Subject: **Revision No. 1** – Central Valley Flood Protection Board (CVFPB) assignments.

Summary and Recommendation

Last year at the meeting of July 27, 2012 the CVFPB approved the recommendations of the Board's Executive Committee related to Committee and Liaison assignments. A copy of this report dated July 27, 2012 has been included as Attachment 1 to this report.

During this past year the Board members have been very busy and involved in many activities in carrying out their collective and individual responsibilities. The number of Board meetings has doubled and the number of special purpose and individual meetings has greatly increased from those in past years. And, in order to focus our efforts which have been divided among our activities to implement the Central Valley Flood Protection Plan (CVFPP), to provide the CVFPB with more enforcement authority through new legislation, and to improve the administration of the CVFPB, the Board recently developed and adopted its first Strategic Plan. Therefore, in response to all of this Board activity, it seemed reasonable for the Board to re-visit the Board assignments in order to make sure that Board assignments reflected the way the Board is now working and that the assignments are reflective of individual Board member priorities.

Therefore, after reviewing the activities of the last year, analyzing the information, and talking to the individual members of the Board, the Executive Committee is recommending that the following adjustments be made to Board member assignments:

1. Re-affirm the specific duties and responsibilities of the Executive Committee as shown on Exhibit A of this report, and
2. Re-affirm the role and specific duties and responsibilities of the regional planning Coordinating Committee and the Board and Staff assignments for the implementation of the CVFPP as shown on Exhibit A of this report, and
3. Approve the changes to the Board and Staff Liaison Assignments and the separation of the assignments into ones that are "externally initiated" and ones that are "internally initiated", and

4. Approve the recommended “Focus Areas” that would replace the five (5) “Ad Hoc Committees” that are shown in the previously approved Board report dated July 27, 2012, which is included with this report as Attachment 1. These new “Focus Areas” and the respective Board and staff proposed assignments are shown on Exhibit A of this report.

Discussion

As you are aware, the Board adopted the CVFPP on June 29, 2012. The CVFPP is a framework and includes a State System-wide Investment Approach (SSIA) which sets forth a strategy for responsibly meeting the State’s objectives to improve public safety, environmental stewardship, and long-term economic sustainability. Much of the activity and effort of the Board over this past year has been focused on the successful implementation of the CVFPP and the various related activities contained in the Plan.

In January of 2013, the Board started a strategic planning process for the CVFPB. The purpose was to re-think and refresh the mission and goals for the CVFPB, develop specific objectives and strategies, and define specific measures of success through which the Board could hold itself and the staff of the CVFPB accountable.

At this time, the Executive Committee believes, in view of all that has happened over this last year, it seems reasonable to make some adjustments in the Board member Committee, Liaison, and Focus Area assignments, and to align these assignments and proposed changes to the implementation of the CVFPP and the goals of the recently adopted CVFPB Strategic Plan.

The following are the Strategic Plan goals followed by the proposed planning area, liaison, and/or focus area assignments that generally relate to that goal:

1. Goal 1 – Preserve the integrity and function of flood protection systems in the Central Valley:
 - a. Regional Flood Management Planning assignments.
 - b. Focus areas – regulations, San Joaquin Basin activities, operations and maintenance of Central Valley levees.
2. Goal 2 – Oversee the implementation of the Central Valley Flood Protection Plan:
 - a. Activities of the Coordinating Committee.
 - b. Regional Flood Management Planning assignments.
3. Goal 3 – Provide leadership in optimizing flood protection planning, management and operations:
 - a. Activities of the Coordinating Committee.
 - b. Regional Flood Management Planning assignments.
 - c. Various Liaison assignments.
 - d. Sponsoring and monitoring legislation.
 - e. Developing and adopting regulations.

4. Goal 4 – Develop broad public support for regional and system-wide multi-benefit flood risk reduction projects and programs:
 - a. Activities of the Coordinating Committee.
 - b. Regional Flood Management Planning assignments.
 - c. Various Liaison assignments

Standing Committees

All committees appointed by the CVFPB in which three (3) or more Board members are in attendance must conform to the Bagley-Keene open meeting requirements even though only two (2) members are actively participating. These so called “open” committee meetings are deemed to be “Standing Committees,” and therefore are required to publically notice the meetings and to list the items to be discussed so that the information and material are available to the public a minimum of 72 hours prior to the meeting. Based on the activities of the Board over the last year, there are two “Standing Committees” – the Executive Committee of the Board and the publically noticed monthly meeting of the Regional Planning Coordinating Committee sponsored by the CVFPB and the Department of Water Resources (DWR).

Executive Committee

At their meeting of June 28, 2013, the Board adopted the Governance Principles. The purpose of the Governance Principles is to assure effective governance and communication by the Board, the Board members, and the Board staff. The Governance Principles address such matters as organizational definitions, the purpose of the principles, communication among the interested parties, delegation of authority, the establishment of goals, priorities, expectations, and organizational structure, performance evaluation of the Executive Officer and General Counsel, directions to staff, meeting attendance, and the roles of the Board Officers and the Executive Committee.

With regard to the Board’s Executive Committee, the Governance Principles re-affirmed that the Executive Committee would consist of the Board’s President, Vice-President, and Secretary to manage the details of the Board’s business, to appoint Board members to specific committees, and assign specific liaison and focus area responsibilities to individual members based upon background, experience, and desire. The Executive Committee has been functioning for two months, and now that the CVFPP has been adopted, will become more active in the coming months. For the past several months, the Executive Committee has been functioning as a Standing Committee of the Board and its meeting has been advertised as a public meeting following the monthly meeting of the Coordinating Committee. That generally occurs the fourth Wednesday of the month at West Sacramento City Hall. The public agenda for each Executive Committee meeting normally lists such items as follow-up on matters of Board management, staff oversight, budget/finance issues, public outreach/media contact, and assignments for individual Board members as required. The interagency coordination with the Natural Resources Agency and the Department of Water Resources (DWR) regarding on-going daily program and business matters is also being handled by the Executive Committee.

The Executive Committee recommends that the Board re-affirm the role and responsibilities of the Executive Committee, as it has been operating in the last few months, as outlined above,

as set forth in the Governance Principles, and its membership which is shown on Exhibit A of this report.

Coordinating Committee

Following the adoption of the CVFPP in June of 2012, the Board proposed to DWR that the CVFPB and the Department partner to create a “Coordinating Committee” that would promote the integration of system-wide and regional planning. It was hoped that the problems experienced during the adoption process for the CVFPP could be avoided if the Committee were set up and operated as envisioned. It was also thought that, since the idea had the support of the local flood interests because of their interest in learning what DWR wanted to accomplish in its system-wide planning efforts and what the Department had in mind for the basin-wide planning for the two basins, the idea of a Coordinating Committee had a good chance to succeed. The idea was that the integration of system-wide and regional planning could be accomplished with an informal State-local “Coordinating Committee” that would ensure that basin-to-region and region-to-region issues were identified, evaluated, and resolved as early in the process as possible. Over this last year, the regional planning “Coordinating Committee” has been an overwhelming success to the point where large numbers of people continue to attend the meetings both in person and on the phone. And, since more than two (2) Board members have expressed interest in attending, it was decided to notice the meetings as public meetings and to conduct them monthly at West Sacramento City Hall. In addition, the Coordinating Committee tries to meet quarterly outside of the Sacramento area to encourage the face-o-face participation of those further away from West Sacramento. The President of the Board, Bill Edgar presides and facilitates the meetings of the Coordinating Committee along with Board member Clyde Macdonald. Vice-President, Emma Suarez, serves as the alternate in the event that the President is absent from the meeting.

The Executive Committee recommends that the Board re-affirm the role and responsibilities of the Coordinating Committee as it has been operating in the last few months, as outlined above, and its membership, which is shown on Exhibit A of this report. The Executive Committee also recommends that the Board re-affirm the specific assignments to the respective planning areas which is also shown on Exhibit A of this report.

Regional Planning Area Assignments

Resolved Section 11(t) of the Board’s Resolution No. 2012-25 adopting the CVFPP on June 29, 2012 provided that, “The Board intends to: (1) participate in each regions’ planning process by providing a representative for each region who can participate in regional meetings and act as a liaison between the regional planning process and the Board; and (2) hold hearings to allow the Board to evaluate the content of the different regional plans, consider the interplay of the various regional plans, consider the coordination and integration of the regional plans with and into the basin-wide feasibility studies, and provide a public forum for stakeholder comments. The Board will engage in the development and integration of the regional and basin-wide plans in a manner consistent with this Resolution”.

The Board’s commitment outlined above has been carried out over this past year and Board members and staff have been assigned as representatives and liaisons to each of the six (6) Regional Flood Management Planning Areas. If issues arise that don’t neatly fit into a

particular liaison or focus area assignment, it is expected that the first level of communication and/or coordination would be by geography and through the Board member and staff assigned to the specific planning area in which the issue is occurring. And, even if the issue is being resolved by someone who, in fact, has been given a specific liaison or focus area assignment, it would be best for all concerned if the Board members and staff assigned to the specific geographical area is also briefed on the issue so that if questions arise from area stakeholders and/or residents, the geographical representatives can respond appropriately with the background and knowledge that is required.

Previous Committees to be Revised (Ad Hoc Committees)

When the Board committee structure and member assignments were originally discussed last year, some of the new Board members believed that the CVFPB would be better served to have a committee structure formed around general categories of issues, or subject matters rather than specific issues that arose from time to time. After some discussion, the Board members concluded that five (5) Ad Hoc committees of the Board should be established consisting of no more than two (2) participating Board members and/or alternates, that assignments should be based on background, experience, and desire, that members would be assigned to general categorical areas, and that the assignments would be rotated on a six (6) month interval so as to comply with the “limited period of time” requirement for Ad Hoc committees. However, based upon the Board and staff experience over this last year, the Executive Committee believes that the previously approved Committee structure should be modified to reflect what has now been working for many months and what the Executive Committee believes will better serve the Board for the foreseeable future.

The following represents the Executive Committee’s proposed revisions to the existing Ad Hoc Committee structure that was approved last year:

1. **Regulation and Legislation** – It is recommended that this Ad Hoc Committee be changed to two (2) focus areas that will be described later – one for legislation and one for regulations.
2. **San Joaquin River Basin** – It is recommended that because of its importance and critical problems in this area of the Central Valley, that this Ad Hoc Committee is changed to a specific focus area whose issues will be described later, and that individual Board members and staff be assigned as liaisons to this geographical area.
3. **United States Army Corps of Engineers (USACE) and the Federal Emergency Management Agency (FEMA)** – It is recommended that this Ad Hoc Committee is changed to a specific focus area whose issues will be expanded to include those that we have been currently discussing with USACE and which will be described later.
4. **Yolo County** – It is recommended that this Ad Hoc Committee be revised to become a specific liaison assignment whose issues will be described later.
5. **CVFPP Implementation Planning** – It is recommended that this Ad Hoc Committee be revised to reflect the regional flood management planning area assignments and the duties and responsibilities of the Coordinating Committee to reflect what is now successfully being done. This has been described in detail above.

This section is for background and information only in order to describe how the existing and approved Committee structure and/or liaison assignments are being revised. Once the recommended changes to the liaison and focus area assignments are approved, this section is no longer necessary except for background, history, and continuity with the past.

Liaison Assignments

As the Board is aware, there have been requests from external and/or internal agencies and/or organizations to have a Board member, or members, assigned to represent the Board at public or staff meetings to provide input and advice from the Board to those agencies and/or organizations. These individual assignments are made to foster good communication and better cooperation among large bureaucratic organizations. In this regard, Board members are asked to attend meetings and/or workshops of other entities. In these situations, the other entities provide the staff assistance to schedule the meetings, provide the required legal notice, and handle the logistics of the meetings. These liaison assignments were specifically determined last year; however, as expected, circumstances change, so after a year of experience the Executive Committee is recommending some changes in the assignments and Board and staff designees based upon the requests that we have received from external agencies and/or organizations, or requests that we have received internally from the CVFPB. In addition, we are recommending that this report show the separation between the liaison assignments that are externally initiated by other agencies that request Board members and/or staff to serve on its Board/Committee work groups, and those requests that are internally initiated by the CVFPB, where it's been determined that we would benefit from seeking additional outreach and communication.

The Executive Committee is recommending the following changes to the “externally initiated” liaison assignments and those liaison assignments that are “internally initiated”:

1. Externally Initiated Liaison Assignments:

- a. **Delta Conservancy** – Mike Villines as liaison and Tim Ramirez as alternate.
- b. **Interagency Flood Management Collaborative** – Clyde Macdonald as liaison and Joe Countryman as alternate.
- c. **Interagency Advisory Council for the Conservation Strategy** – Tim Ramirez as liaison and Clyde Macdonald as alternate.
- d. **Urban Level of Protection Criteria (Work Group)** – Jane Dolan and Joe Countryman as liaisons and Clyde Macdonald as alternate.
- e. **Rural Levee Repair Criteria Work Group** – Joe Countryman as liaison and Jane Dolan as alternate.

2. Internally Initiated Liaison Assignments:

- a. **Delta Stewardship Council** – Bill Edgar and Tim Ramirez as liaisons and Jane Dolan and Mike Villines as alternates.

- b. **The California Roundtable** – Emma Suarez as liaison and Clyde Macdonald as alternates.
- c. **The California Farm Bureau** – Jane Dolan and Mike Villines as liaisons and Emma Suarez and Tim Ramirez as alternates.
- d. **The Conservation NGO's** – Tim Ramirez and Jane Dolan as liaisons and Clyde Macdonald and Emma Suarez as alternates.
- e. **Yolo County Issues** – Bill Edgar and Jane Dolan as liaisons and Emma Suarez and Tim Ramirez as alternates.
- f. **Sacramento Pocket Issues** – Bill Edgar and Clyde Macdonald as liaisons and Joe Countryman and Mike Villines as alternates.
- g. **BDCP Issues** – Emma Suarez and Tim Ramirez as liaisons and Bill Edgar and Jane Dolan as alternates.
- h. **California Central Valley Flood Control Association (CCVFCA)** – Emma Suarez and Clyde Macdonald as liaisons and Joe Countryman and Mike Villines as alternates.

The Executive Committee recommends that the Board approve the changes to both the externally initiated and internally initiated liaison assignments in accordance with the above list and which is also shown on Exhibit A of this report.

Proposed Focus Areas

After considerable thought and discussion with the other Board members and the staff, there seemed to be several major categorical areas that have consumed much of the Board's and staff's time over the last year and probably need to be formalized into what we are calling "focus areas." And, rather than propose an on-going committee structure of the Board such as "Ad Hoc" committees for these areas of activity, the Executive Committee is proposing a more informal designation to describe these areas of major Board and staff activity. The Executive Committee is recommending the creation of the following four (4) focus areas for the Board's consideration:

1. **Legislation** – Bill Edgar and Clyde Macdonald as members of this focus group and Jane Dolan and Mike Villines as the alternates. The purpose of this group and the duties and responsibilities of its members are to:
 - a. Monitor and communicate to the Board, the stakeholders, and the public regarding the progress of the passage of SB 753 and the status of the Governor's signature.
 - b. Begin the necessary collaborative work with the stakeholders and the public regarding the preparation of permit legislation including the issue of fees for introduction in next year's legislative session.
2. **Regulations** – Emma Suarez and Mike Villines as members of this focus group and Jane Dolan and Tim Ramirez as the alternates. The purpose of this group and the duties and responsibilities of its members are to:

- a. Complete the necessary work to bring forward the Title 23, Tier 2b standards to the Board for approval as soon as possible.
 - b. Begin the necessary work to prepare the emergency regulations that are necessary to implement SB 753.
3. **The San Joaquin Basin** – Joe Countryman and Tim Ramirez as members of this focus group and Bill Edgar and Mike Villines as the alternates. The purpose of this group and the duties and responsibilities of its members are to:
- a. Track and report to the Board regarding the progress of the San Joaquin River Restoration program.
 - b. Monitor the local actions that are now underway regarding levee performance and the continuing subsidence in the area, and report to the Board as necessary.
 - c. Monitor all of the issues related to the San Joaquin Basin and report to the Board especially on the ones that cross regional flood management planning boundaries.
4. **USACE/Levee/FEMA Issues** – Joe Countryman and Emma Suarez as members of this focus group and Bill Edgar and Clyde Macdonald as the alternates. The purpose of this group and the duties and responsibilities of its members are to:
- a. Work with DWR, the Board staff, and the USACE, once reports are delivered and discussed by the full , to resolve issues such as the certification for PL 84-99 eligibility, approvals for Letters of Intent (LOI's), and System-wide Improvement Framework (SWIF) applications.
 - b. Craft recommendations and processes with the staff to bring issues of levee maintenance and , as well as the performance evaluations, of the Local Maintaining Agencies (LMA's) and the State Maintenance Areas to the Board for resolution.
 - c. Work with the Board staff to coordinate issues and scheduling of encroachment management and enforcement problems.
 - d. Monitor the FEMA mapping process and new requirements that are now being discussed.
 - e. Monitor other issues such as the Section 404 reimbursement issue, Section 408 permitting issue, the General Re-evaluation Reviews, the USACE Feasibility studies, status of the vegetation issues, etc.

Conclusions and Recommendations

In response to all of the Board and staff activity over this last year, it seems reasonable for the Board to re-visit the Board assignments in order to make sure that Board assignments reflect the way the Board was now working and that the assignments are reflective of individual Board member priorities.

Therefore, after reviewing the activities of the last year, analyzing the information, and talking to the individual members of the Board, the Executive Committee is now recommending that the following adjustments be made to Board member assignments:

- 1. Re-affirm the specific duties and responsibilities of the Executive Committee as shown on Exhibit A of this report, and

2. Re-affirm the role and specific duties and responsibilities of the regional planning Coordinating Committee and the Board and Staff assignments for the implementation of the CVFPP as shown on Exhibit A of this report, and
3. Approve the changes to the Board and Staff Liaison assignments and the separation of the assignments into ones that are “externally initiated” and ones that are “internally initiated”, and
4. Approve the recommended “Focus Areas” that would replace the five (5) “Ad Hoc Committees” that are shown in the previously approved Board report dated July 27, 2012 which is included with this report as Attachment 1. These new “Focus Areas” and the respective Board and staff proposed assignments are shown on Exhibit A of this report.

Thank you.

EXHIBIT A

**COMMITTEES, LIASON ASSIGNMENTS, AND FOCUS GROUPS OF THE CENTRAL
VALLEY FLOOD PROTECTION BOARD
Friday, JULY 26, 2013**

<u>STANDING COMMITTEES:</u>	<u>Board Members</u>	<u>Staff Members</u>	<u>Strategic Plan Goals</u>
<u>Executive Committee</u>	Bill Edgar Emma Suarez Jane Dolan	Jay Punia and Staff as assigned	Governance Principles
<u>Coordinating Committee:</u>	Bill Edgar Clyde Macdonald Emma Suarez - Alt.	Jay Punia Lorraine Pendlebury and Staff as assigned	Goals 2, 3 and 4
<u>REGIONAL PLANNING ASSIGNMENTS:</u>	<u>Board Members</u>	<u>Staff Members</u>	<u>Strategic Plan Goals</u>
<u>Upper & Mid-Sacramento:</u>	Jane Dolan Emma Suarez Bill Edgar - Alt.	Eric Butler Gary Lemon - Alt.	Goals 1, 2, 3 and 4
<u>Feather River:</u>	Jane Dolan Bill Edgar Emma Suarez - Alt.	Angeles Caliso Nancy Moricz - Alt.	Goals 1, 2, 3 and 4
<u>Lower Sacramento/Delta North:</u>	Clyde Macdonald Joe Countryman Bill Edgar - Alt.	Nancy Moricz Len Marino - Alt.	Goals 1, 2, 3 and 4
<u>Lower San Joaquin/Delta South:</u>	Joe Countryman Mike Villines Clyde Macdonald - Alt.	Ali Porbaha Angeles Caliso - Alt.	Goals 1, 2, 3 and 4

<u>Mid-San Joaquin:</u>	Mike Villines Joe Countryman Tim Ramirez - Alt.	James Herota Ali Porbaha - Alt.	Goals 1, 2, 3 and 4
<u>Upper San Joaquin:</u>	Tim Ramirez Mike Villines Joe Countryman - Alt.	Len Marino James Herota - Alt.	Goals 1, 2, 3 and 4
<u>LIAISON ASSIGNMENTS:</u> <u>Externally Initiated:</u>	<u>Board Members</u>	<u>Staff Members</u>	<u>Strategic Plan</u> <u>Goals</u>
<u>Delta Conservancy:</u>	Mike Villines Tim Ramirez - Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Interagency Flood</u> <u>Management</u> <u>Collaborative:</u>	Clyde Macdonald Joe Countryman – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Interagency Advisory</u> <u>Committee for Developing</u> <u>Conservation Strategy:</u>	Tim Ramirez Clyde Macdonald – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Urban Level of Protection</u> <u>Criteria Work Group</u>	Jane Dolan Joe Countryman Clyde Macdonald – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Rural Levee Repair</u> <u>Criteria Work Group:</u>	Joe Countryman Jane Dolan – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>LIAISON ASSIGNMENTS:</u> <u>Internally Initiated:</u>	<u>Board Members</u>	<u>Staff Members</u>	<u>Strategic Plan</u> <u>Goals</u>
<u>Delta Stewardship</u> <u>Council:</u>	Bill Edgar Tim Ramirez Jane Dolan – Alt. Mike Villines – Alt.	Jay Punia and Staff as assigned	Goal 3

<u>The California Roundtable:</u>	Emma Suarez Clyde Macdonald – Alt.	Jay Punia and Staff as assigned	Goals 3 and 4
<u>The California Farm Bureau:</u>	Jane Dolan Mike Villines Emma Suarez – Alt. Tim Ramirez – Alt.	Jay Punia and Staff as assigned	Goals 3 and 4
<u>The Conservation NGOs:</u>	Tim Ramirez Jane Dolan Emma Suarez – Alt. Clyde Macdonald – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Yolo County Issues:</u>	Bill Edgar Jane Dolan Emma Suarez – Alt. Tim Ramirez – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Sacramento Pocket Issues:</u>	Bill Edgar Clyde Macdonald Joe Countryman – Alt. Mike Villines – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>BDCP Issues:</u>	Emma Suarez Tim Ramirez Bill Edgar – Alt. Jane Dolan – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>California Central Valley Flood Control Association (CCVFCA):</u>	Emma Suarez Clyde Macdonald Joe Countryman – Alt. Mike Villines – Alt.	Jay Punia and Staff as assigned	Goals 3 and 4
<u>FOCUS AREAS AND ASSIGNMENTS:</u>	<u>Board Members</u>	<u>Staff Members</u>	<u>Strategic Plan Goals</u>

<u>Legislation:</u>	Clyde Macdonald Bill Edgar Jane Dolan – Alt. Mike Villines – Alt.	Jay Punia and Staff as assigned	Goal 3
<u>Regulations:</u>	Emma Suarez Mike Villines Jane Dolan – Alt. Tim Ramirez – Alt.	Jay Punia and Staff as assigned	Goals 1 and 3
<u>San Joaquin River Basin Activities:</u>	Tim Ramirez Joe Countryman Bill Edgar – Alt. Mike Villines – Alt.	Jay Punia and Staff as assigned	Goal 1
<u>U.S. Army Corps of Engineers/Levee/FEMA Issues:</u>	Emma Suarez Joe Countryman Bill Edgar – Alt. Clyde Macdonald – Alt.	Jay Punia and Staff as assigned	Goals 1, 2, 3 and 4
<u>SUMMARY:</u>			
<u>Board Members</u>	<u>Standing Committees:</u> <u>RFMP Representation:</u> <u>Liaison Assignments:</u> <u>Focus Area Assignments:</u>	<u>Alternate Assignments:</u>	<u>Grand-Totals</u>
Bill Edgar, Board President	7	5	12
Emma Suarez, Board Vice- President	7	5	12
Jane Dolan, Board Secretary	7	5	12
Joe Countryman	7	4	11

Clyde Macdonald	6	6	12
Tim Ramirez	6	5	11
Mike Villines	6	5	11
Totals	46	35	81

ATTACHMENT 1

Memorandum

Date: July 27, 2012

To: Members of the Central Valley Flood Protection Board
cc: Board Staff

From: Board Executive Committee
Central Valley Flood Protection Board

Subject: Central Valley Flood Protection Board Proposed Ad Hoc Committee assignments and Liaison Assignments.

Summary and Recommendation

At its May 25, 2012 meeting, the Central Valley Flood Protection Board (CVFPB) voted to approve a recommendation to establish a meeting schedule whereby the CVFPB would meet twice a month, devote the time of the new meeting (the second Friday of the month) to policy, planning, and informational briefings, and to direct the staff to schedule an Executive Committee meeting at the end of each Board meeting consisting of the President, Vice-President, and Secretary, to follow up on matters of Board management. In addition, the Board took action to approve a proposal to discuss specific Board member assignments at their regular Board meeting scheduled for July 27, 2012.

Therefore, in response to the above Board action, the Board's Executive Committee is now recommending that the following be approved by the CVFPB:

1. The specific duties and responsibilities of the Executive Committee as set forth in Exhibit A of this report.
2. The creation of five (5) Board Ad Hoc Committees as set forth in Exhibit A of this report.
3. The Board member and alternate Board member assignments to the newly created Ad Hoc Committees as set forth in Exhibit A of this report.
4. The Board member and alternate Board member liaison assignments made at the request of an internal and/or external agency or organization as set forth in Exhibit A of this report.

Background

As pointed out above, at their May 25, 2012 regular Board meeting the CVFPB voted to establish a meeting schedule for the CVFPB and to direct the staff to schedule a meeting of the Executive Committee at the end of each Board meeting. The CVFPB also decided to revisit the issue of specific member assignments at their regular Board meeting scheduled for July 27, 2012 after the Central Valley Flood Protection Plan (CVFPP) was adopted.

All committees appointed by the CVFPB that consist of three members must conform to the Bagley-Keene open meeting requirements. Three member committees are deemed to be "Standing Committees," and therefore are required to publically notice the meetings and to list the items to be discussed so that the information and material are available to the public a minimum of 72 hours prior to the meeting. Once the public notice is provided, the meeting may be continued to a time and place certain to continue the business of the standing committee. At this time the only standing committee of the CVFPB is the Executive Committee, consisting of the three Board officers (President, Vice-President, and Secretary). CVFPB's Executive Committee meets following each Board meeting, and the public notice of the Committee meeting is provided with the Board agenda notice.

Executive Committee

At their meeting of May 25, 2012, the CVFPB established an Executive Committee consisting of the Board's President, Vice-President, and Secretary to manage the details of the Board's business, to appoint Board members to specific Ad Hoc committees, and assign specific liaison responsibilities to individual members based upon background, experience, and desire. As stated above, the agenda for each Board meeting will have an item listed for a meeting of the Executive Committee at the end of the meeting to follow up on matters of Board management, staff oversight, budget/finance issues, public outreach/media contact, and assignments for individual Board members as required. The interagency coordination with the Natural Resources Agency and the Department of Water Resources regarding on-going daily program and business matters will also be handled by the Executive Committee. The Executive Committee has been functioning for two months, and now that the CVFPP has been adopted will become more active in the coming months.

Ad Hoc Assignments

When the Board committee structure and member assignments were originally discussed at the April 27, 2012 regular Board meeting, the staff stated that some of the existing committees were not currently active because the committee structure and associated assignments were based upon specific issues that had arisen from time to time and the desire, on the part of the Board, to have more in depth discussion and involvement by the Board members. Therefore, as the staff pointed out, there were some committees that were not active because the specific issue was not active. At that time some of the Board members believed that the Board would be better served to have a committee structure formed around general categories of issues, or subject matters, so that the committees would remain active on other issues even if some issues were not active for a period of time.

The Executive Committee has considered the feedback from the staff and other Board members at the Board meetings of April 27, 2012 and May 25, 2012, as well as informal feedback from individual Board members and staff, and has concluded that Ad Hoc committees of the Board should be established consisting of no more than two (2) participating Board members and/or alternates, that assignments should be based on background,

experience, and desire, that members would be assigned to general categorical areas, and that the assignments would be rotated on a six (6) month interval so as to comply with the “limited period of time” requirement for Ad Hoc committees.

In accordance with the above analysis, the following five (5) Ad Hoc committees are recommended:

6. **Regulation and Legislation** – This Ad Hoc Committee will work on matters relating to regulations and legislation such as the Title 23, tier 2 regulations that are pending, and S.B. 1278 which is now going through the legislative process.
7. **San Joaquin River Basin** – This Ad Hoc Committee will work on matters relating to the San Joaquin River Restoration Program and issues related to other agencies such as the Bureau of Reclamation, the Delta Council, BDCP, and Caltrans.
8. **United States Army Corps of Engineers (USACE) and the Federal Emergency Management Agency (FEMA)** – This Ad Hoc Committee will work on matters relating to vegetation management and coordinate with the CA Roundtable on policy issues as needed, levee inspection and certification, FEMA mapping, PL 84-99 eligibility, and Section 104 and 408 policies, procedures, and processes.
9. **Yolo County** – This Ad Hoc Committee will work on the planning for the Yolo Bypass, matters of general local governmental and local agency concerns, and the Delta Stewardship Council and BDCP.
10. **CVFPP Implementation Planning** – This Ad Hoc Committee will work on all matters relating to the implementation of the CVFPP as set forth in the Board’s Resolution 2012-25.

The recommended assignments to the above Ad Hoc Committees are set forth in Exhibit A.

Liaison Assignments

In addition to the Ad Hoc committee assignments to address the primary workload of the Board, there have been requests from internal and/or external agencies and/or organizations to have a Board member, or members, assigned to represent the Board at public or staff meetings to provide input and advice from the Board to those agencies and/or organizations. These individual assignments are made to foster good communication and better cooperation among large bureaucratic organizations. In this regard, Board members are asked to attend meetings and/or workshops of other entities. In these situations, the other entities would provide the staff assistance to schedule the meetings, provide the required legal notice, and handle the logistics of the meetings. These liaison assignments will be determined as we go along and be based upon the requests we receive from the internal or external agencies and/or organizations.

At the present time, the following liaison assignments have already be made:

3. **Delta Stewardship Council** – Mike Villines as liaison and Jane Dolan as alternate. We

are recommending this change to Tim Ramirez as liaison and Jane Dolan as alternate.

4. **Delta Conservancy** – Mike Villines as liaison and Jane Dolan as alternate.

The other recommended liaison assignments are set forth in Exhibit A.

Conclusions and Recommendations

The Executive Committee has reviewed both the April 27, 2012 and May 25, 2012 reports to the Board and, in addition, received informal and extensive feedback from the staff and other Board members. And, at this time, the Executive Committee is prepared to make the recommendations that are set forth in Exhibit A of this report. Therefore, at the regular Board meeting of July 27, 2012, it is the Board's Executive Committee's recommendation that the following be approved by the CVFPB:

1. The specific duties and responsibilities of the Executive Committee as set forth in Exhibit A of this report.
2. The creation of five (5) Board Ad Hoc Committees as set forth in Exhibit A of this report.
3. The Board member and alternate assignments to the newly created Ad Hoc Committees as set forth in Exhibit A of this report.
4. The Board member and alternate liaison assignments made at the request of an internal and/or external agency or organization as set forth in Exhibit A of this report..

This proposal would become effective immediately upon approval of the Board.

Thank you.

**COMMITTEES OF THE CENTRAL VALLEY FLOOD PROTECTION BOARD
FRIDAY, JULY 27, 2012**

<u>EXECUTIVE COMMITTEE:</u>	<u>Board Members</u>	<u>Staff Members</u>
Board Management Agenda Follow up Staff Oversight Budget/Finance Issues Public Outreach/Media Contact Board Assignments	Bill Edgar Emma Suarez Jane Dolan	Jay Punia and Staff as assigned
<u>AD HOC COMMITTEES:</u>	<u>Board Members</u>	<u>Staff Members</u>
<u>Regulations & Legislation:</u> Title 23 – Tier 2 SB 1278	Emma Suarez Mike Villines Clyde Macdonald-alternate	Jay Punia and Staff as assigned
<u>San Joaquin River Basin:</u> SJ River Restoration Program San Joaquin Delta Issues Bureau of Reclamation Issues Caltrans Issues	Tim Ramirez Joe Countryman Mike Villines-alternate	Jay Punia and Staff as assigned
<u>USACE/FEMA:</u> Vegetation management Coordination with CA Roundtable Levee Inspection and Certification FEMA Mapping PL 84-99 Sections 104 and 408 Policies	Joe Countryman Emma Suarez Bill Edgar-alternate	Jay Punia and Staff as assigned
<u>Yolo County:</u> Yolo Bypass Planning Local Government/Agency Issues Delta Stewardship Council BDCP	Bill Edgar Jane Dolan Mike Villines-alternate	Jay Punia and Staff as assigned
<u>CVFPP Implementation:</u> Organization and Structure DWR/Board/Stakeholder Collaboration Board Resolution 2012-25	Bill Edgar Clyde Macdonald Emma Suarez-Alternate	Jay Punia and Staff as assigned

<u>LIAISON ASSIGNMENTS:</u>	<u>Board Members</u>	<u>Staff Members</u>
<u>Delta Stewardship Council:</u> Meetings as required	Tim Ramirez Jane Dolan-Alternate	Jay Punia and Staff as assigned
<u>Delta Conservancy:</u> Meetings as required	Mike Villines Jane Dolan-Alternate	Jay Punia and Staff as assigned
<u>Bay Delta Conservation Plan -</u> Yolo Bypass Fishery Enhancement Meetings as required	Tim Ramirez Jane Dolan-Alternate	Jay Punia and Staff as assigned
<u>Encroachment Management and</u> <u>Removal Liaison:</u> Work with staff re: issues and scheduling	Joe Countryman Clyde Macdonald-Alternate	Jay Punia and Staff as assigned
<u>Interagency Flood Management</u> <u>Collaborative:</u> Meetings as required	Clyde Macdonald Joe Countryman-Alternate	Jay Punia and Staff as assigned
<u>TRLIA Liaison to Stakeholders</u> Meetings as required	Jane Dolan Emma Suarez-Alternate	Jay Punia and Staff as assigned
<u>SUMMARY:</u>		
<u>Board Members:</u>	<u>Executive Committee:</u> <u>Ad Hoc Committees:</u> <u>Liaison Assignments:</u>	<u>Alternates:</u>
Bill Edgar, President	3	1
Emma Suarez, Vice-President	3	2
Jane Dolan, Secretary	3	3
Joe Countryman	3	1

Clyde Macdonald	2	2
Tim Ramirez	3	
Mike Villines	2	2