Meeting of the Central Valley Flood Protection Board
May 24, 2019

Adopt the Amended Board Policy Regarding Board Member Participation on Committees and Liaison Assignments and Updated Governance Principles, and Appoint Board Secretary Jane Dolan Vice President of the Board

1.0 REQUESTED ACTIONS

Adopt the attached amended Board Policy Regarding Board Member Participation on Committees and Liaison Assignments and the updated Governance Principles and appoint Secretary of the Board Jane Dolan Vice President of the Board.

2.0 BACKGROUND

On June 28, 2013, the Board adopted the Board’s Governance Principles to assure effective governance and communication by the Board, Board members, and Board staff. On June 24, 2016, the Board adopted the current policy regarding Board member participation on committees and liaison assignments to ensure effective representation and provide a process for the public to request Board member participation. On November 17, 2017, the Board amended the policy to add the Local Funding Committee as a standing committee.

California Water Code section 8555 allows the Board to elect one of its members other than the Board President to serve as the Vice President of the Board. The duties of the Vice President are to perform the duties of the President when the President is absent or unable to act, when the President requests assistance or when authorized by the Board. (Water Code § 8556). Effective on April 1, 2019, Vice President Suarez resigned from the Board, leaving the office and her committee assignments vacant, requiring updates to the above documents.

Current Board Secretary Jane Dolan has expressed a willingness to assume the duties of Vice President while maintaining her Secretary duties, which consist of keeping full and correct minutes of all proceedings at Board meetings as required by Water Code § 8563, and counter signing Board resolutions with the Board President.

3.0 CEQA ANALYSIS

This action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and thus is not a “project” for purposes of the California Environmental Quality Act. (Public Res. Code § 21065; Guidelines § 15378(a)).
4.0 RECOMMENDATION

Adopt the amended Board Policy Regarding Board Member Participation on Committees and Liaison Assignments;

Adopt the updated Governance Principles;

Approve Resolution 2019-12 appointing Jane Dolan Vice President of the Board, and;

Direct the Executive Officer to publish and implement the Board Policy and Governance Principles, as amended.

5.0 LIST OF ATTACHMENTS

Draft Amended Policy Regarding Board Member Participation on Committees and Liaison Assignments

Draft Updated Governance Principles

Resolution 2019-12

Respectfully Submitted,

Leslie M. Gallagher
Executive Officer

Legal Review by:

Jit S. Dua
Board Counsel
Central Valley Flood Protection Board
Policy Regarding Board Member Participation on Committees and Liaison Assignments
May 24, 2019

Policy

The Board recognizes four standing committees as follows:

- Executive Committee: a committee of executive leadership of the Board consisting of the President, Vice President, Executive Officer and Board Counsel, authorized to act in accordance with the adopted governance principles on matters of Board administration. This Committee shall hold at least two public meetings annually to discuss Board administrative matters and plan future topics for meetings and workshops.

- Coordinating Committee: Chartered on October 13, 2017, in accordance with Resolution 2017-10, the Coordinating Committee provides an open forum to promote the integration of system-wide and regional flood planning throughout the six Regional Flood Management Planning areas. The Coordinating Committee shall carry out this objective through two related activities: regularly scheduled meetings with briefings and discussions on flood control and related environmental issues within the Board’s area of jurisdiction and through subcommittees designated to work on specific issues related to implementation of the Plan. The Coordinating Committee shall continue until such time as the Board determines it has fulfilled its objective or when the Board adopts the 2022 Update to the Plan, whichever comes first. Board President Edgar is the chair of this committee with active participation by all interested Board members. All Committee meetings will be publicly noticed and open to all interested stakeholders.

- Advisory Committee: Chartered on October 13, 2017, in accordance with Resolution 2017-10, the Advisory Committee provides guidance to the Board regarding implementation of habitat-related issues articulated in the adopted 2017 Update of the Central Valley Flood Protection Plan (the Plan). The Advisory Committee shall continue until such time as the Board determines it has fulfilled its objective or when the Board adopts the 2022 Update to the Plan, whichever comes first. Board Vice President/Secretary Dolan and Board Member Macdonald are assigned with Board President Edgar as alternate. All Committee meetings will be publicly noticed and open to all interested stakeholders.

- Local Funding Committee, 2017 Revisions Implementation Advisory Committee: Chartered on November 17, 2017, in accordance with Resolution 2017-10, the Local Funding Committee shall make recommendations to the Board on how to provide sufficient funds to satisfy local responsibilities under law and agreements for the State Plan of Flood Control. The Committee shall continue until such time as the Board determines the Committee has
fulfilled its objectives or when the Board adopts the 2022 Update to the Plan, whichever comes first. Board President Edgar and Board Vice President/Secretary Dolan are assigned. All Committee meetings will be publicly noticed and open to all interested stakeholders.

Board Members shall participate in the six regional flood management planning areas as follows:

- Mid & Upper Sacramento: Jane Dolan, Bill Edgar
- Feather River: Jane Dolan, Bill Edgar,
- Lower Sacramento/Delta North: Clyde Macdonald, Joe Countryman, Bill Edgar (Alt.)
- Lower San Joaquin/Delta South: Joe Countryman, Mike Villines, Clyde Macdonald (Alt.)
- Mid San Joaquin: Mike Villines, Joe Countryman, Tim Ramirez, (Alt.)
- Upper San Joaquin: Tim Ramirez, Mike Villines, Joe Countryman (Alt.)

Board Member Ramirez (alternate Macdonald) serves as the Board Representative to the Delta Stewardship Council’s Delta Plan Interagency Implementation Committee. Board President Edgar serves as the Board Representative to the Yolo Bypass Partnership sponsored by the Natural Resources Agency.

Board Member Villines (Board Secretary Dolan, alternate) is the Board representative to the Sacramento San Joaquin Delta Conservancy.

Board Vice President/Secretary Dolan and Board Member Macdonald are the Board representatives to the California Central Valley Flood Control Association.

Board Members also participate on an ad hoc basis in a variety of stakeholder interest groups and may be called upon from time to time to lend their considerable expertise and knowledge to solve problems, meet with elected officials, attend stakeholder meetings and represent the Central Valley Flood Protection Board at workshops, groundbreakings and events.

Requests for Board member participation shall be routed through the Board’s Executive Officer, who, after consultation with one or more Board Members, shall assign individual Board Members to participate in the requested activity. The Executive Officer is responsible for keeping track of Board Member assignments, interests and availability and reporting on the Board Members’ activities.
Original Policy Adopted: June 24, 2016
Amended: November 17, 2017
STATE OF CALIFORNIA  
NATURAL RESOURCES AGENCY  
CENTRAL VALLEY FLOOD PROTECTION BOARD  

GOVERNANCE PRINCIPLES  
MAY 24, 2019  

For purposes of these Governance Principles, the following definitions apply: 

- The “Central Valley Flood Protection Board” or “CVFPB” is the entire organization  
- The “Board” is the governing entity of the CVFPB. The Board is composed of seven voting and two non-voting members  
- Staff are referred to as “CVFPB staff” or “Board staff”  

1. All previous Governance Principles are superseded as of the date of adoption of these Governance Principles.  
2. The purpose of the Governance Principles is to assure effective governance and communication by the Board, Board members, and Board staff.  
3. All Board member communication should be consistent with all applicable laws and regulations. It is the responsibility of Board members to know and understand these laws and regulations, including rules concerning *ex parte* communications.  
4. Only decisions made by the Board by a vote of its members are binding on the CVFPB.  
5. The Board may delegate to a Board member or a Board committee a specific piece of its authority but must do so by Board action.  
6. The Board may delegate to the Executive Officer or Board Counsel a specific piece of its authority but must do so by Board action. The Board shall review from time to time the delegation of authority to the Executive Officer and Board Counsel and update as necessary.  
7. The Board establishes and regularly reviews the goals, priorities, and Governance Principles of the CVFPB and communicates them in writing to the Executive Officer.  
8. The Board regularly evaluates the performance of the Executive Officer and Board Counsel.  
9. As the governing body of the CVFPB, the Board regularly evaluates its performance in upholding its policies and Governing Principles.
10. The Board can only direct the Executive Officer and the Board Counsel, or the persons who are acting in that capacity. The Board cannot direct another person in the organization (i.e., no “skip management”). Board members, with the permission of the Executive Officer, may work directly with staff.

11. Board members are expected and encouraged to represent the Board and the CVFPB at other public meetings and to reinforce existing decisions and policies where requested by other agencies or stakeholders. Board members must inform the Executive Officer when they speak in a public forum on a topic that relates to the CVFPB and the Executive Officer shall report regularly Board member appearances.

12. Board members are ambassadors for the CVFPB, its mission and programs and, in that capacity, may provide counsel and advice to the Board, Board staff and stakeholders. When providing counsel to staff or stakeholders, a Board Member should refrain from appearing to give direction and, when appropriate, inform the Executive Officer.

13. The role of the Board’s President is to preside over Board meetings and assure an orderly flow of communication. The role of the Board Vice President is to act on behalf of the President in his or her absence. The role of the Board Secretary is to assure that accurate records are kept of Board meetings. The role of the Executive Committee is to act on matters of Board administration, plan the agendas for Board meetings and workshops and to handle other matters delegated to it by the Board.

Originally adopted: June 28, 2013
STATE OF CALIFORNIA

THE NATURAL RESOURCES AGENCY
CENTRAL VALLEY FLOOD PROTECTION BOARD

RESOLUTION NO. 2019-12

APPOINTING JANE DOLAN VICE PRESIDENT OF THE
CENTRAL VALLEY FLOOD PROTECTION BOARD

WHEREAS, California Water Code Section 8555 states that the Board may elect one of its members other than the President to serve as Vice President of the Board;

WHEREAS, pursuant to Water Code Section 8556 the power and duties of the Vice President are to perform the duties of the President under the following circumstances:

   a) During the President’s absence or inability to act
   b) At the request of the President, or
   c) When authorized by the Board

WHEREAS on April 1, 2019, Board Vice President Emma Suarez resigned from the Board, thereby creating a vacancy for the position of Vice President;

WHEREAS Board Secretary Jane Dolan has expressed a willingness to assume the position and duties of Board Vice President as well as to continue to serve as Secretary of the Board, with the duties of assisting staff in keeping full and correct minutes of all proceedings and transactions of all meetings of the Board as required by Water Code Section 8563;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby appoints Secretary of the Board Jane Dolan to the position of Vice President of the Board, effective May 24, 2019.

PASSED AND ADOPTED by vote of the Board on May 24, 2019.

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William H. Edgar
Board President

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Jane Dolan
Board Secretary