

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 re-visit 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 CVFPB 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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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:

1. **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.
2. **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 - Yolo Bypass Fishery Enhancement</u> Meetings as required	Tim Ramirez Jane Dolan-Alternate	Jay Punia and Staff as assigned
<u>Encroachment Management and 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 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: Ad Hoc Committees: 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