

BOARD OF DIRECTORS MEETING

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# MINUTES

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**SPECIAL MEETING**

**Thursday, November 21, 2019**

**2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER**

The special meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors was called to order in the Park Tower, Second Floor Conference Room, 980 9<sup>th</sup> Street, Sacramento, CA 95814, at 2:00 p.m.

**2. ROLL CALL**

Board members in attendance were Richard Atwater, Barbara Keegan, Sarah Palmer, and Stephen Blois constituting a quorum of the Board.

DWR and DCA staff members in attendance were Kathryn Mallon, Nazli Parvizi, Joshua Nelson, Carrie Buckman, and Katano Kasaine.

**3. PLEDGE OF ALLEGIANCE**

Vice President Richard Atwater convened the open session at approximately 2:00 p.m. and led all present in reciting the Pledge of Allegiance.

**4. PUBLIC COMMENT**

Vice President Atwater opened Public Comment, limiting speaking time to three minutes each.

Vice President Atwater closed Public Comment.

**5. APPROVAL OF MINUTES: October 17, 2019 Regular Board Meeting**

Recommendation: Approve the October 17, 2019 Regular Board Meeting Minutes

Ms. Sarah Palmer noted a revision needing to be made on the Minutes indicating that Director Atwater was left off a motion of the approval of last month's Board Minutes.

Move to Approve Minutes from October 17, 2019 as Amended: Palmer

Second: Atwater  
Yeas: Atwater, Palmer, Blois, Keegan  
Nays: None  
Abstains: None  
Recusals: None

Absent: None  
Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-01).

**6. CONSENT CALENDAR**

**a. Informational Update Regarding VoIP Services Procurement**

**b. Informational Update Regarding Meeting Management Software**

Move to Receive Informational Updates Regarding VoIP Services Procurement and Meeting Management Software: Palmer

Second: Blois  
Yeas: Atwater, Palmer, Blois, Keegan  
Nays: None  
Abstains: None  
Recusals: None  
Absent: None  
Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-02).

**7. DISCUSSION ITEMS:**

**a. Report out from Stakeholder Engagement Committee Meeting**

Ms. Nazli Parvizi, DCA Stakeholder Engagement, summarized the SEC meeting held on November 13<sup>th</sup>. An orientation was provided of the SEC scope as well a briefing of the Brown Act and Public Records Act (PRA) guidelines. Ms. Parvizi noted that it was clearly outlined in this meeting that the SEC is not a part of the CEQA process and instead will help inform the DCA engineering work that will be provided to DWR to assist in its environmental review.

Mr. Atwater thanked staff for organizing the SEC meeting.

Ms. Palmer noted that the team did a nice job of setting up the meeting as well as offered a good opportunity to distinguish what DCA's role is. Ms. Palmer mentioned that the highlights document is a very useful item to look at to get an understanding of what went on which gets posted the Friday after the meeting. Ms. Parvizi stated the location & time of the next SEC which will be held at the Belle Vie Vineyards from 3pm-6pm on December 11<sup>th</sup>. This new location offers connectivity in order for the DCA to broadcast the meeting in real time for viewing.

Ms. Keegan wanted to recognize the committee for their participation and spoke about how impressed she was with their commitment, qualification, interest, and their positive attitude. Ms. Keegan was very pleased with the diversity of the committee in terms of background, age, location and ethnicity and feels that this will be one of the best public processes that she will ever have the privilege of participating in. Ms. Palmer mentioned that it is nice to see that these committee members have all different attitudes about the project which gives us the opportunity to look at this in a constructive way.

**b. Delta Conveyance Planning Update**

Ms. Carrie Buckman, DWR Environmental Manager, gave an update on her presentation from the SEC meeting which clarified DWR’s role versus DCA’s role. DWR is the lead under the California Environmental Quality Act (CEQA), under the authority of the California Natural Resources Agency. The DCA’s responsibilities, under the oversight of DWR, focuses on the engineering and design work looking at design and engineering strategies that will avoid or minimize the effects as well as manage public and stakeholder outreach. Ms. Buckman mentioned the potential release of the NOP in December which will document the intent to develop an Environmental Impact Report (EIR) and trigger the start of scoping as well as identifying the public comment meetings that DWR will have. The NOP will include the proposed project, the project objectives, the proposed area, and the proposed facilities. Ms. Buckman discussed the schedule with key milestones of the environmental process which includes the start of scoping happening before the end of the year. Once scoping starts, the DCA will be concurrently working on the proposed project preliminary design. In addition, the CEQA process will move forward at the end of 2020 and a final EIR is expected in early 2022. This will concurrently happen during the other environmental planning and processing such as the Endangered Species Act, California Endangered Species Act, water rights, etc.

**c. October DCA Monthly Report**

Ms. Kathryn Mallon briefly discussed the Board report.

Mr. Atwater spoke about his liking of the format and readability of the report. Ms. Mallon gave credit to Claudia Rodriguez who handles most of the presentation work.

Mr. Blois asked if the report was available on the website which Ms. Mallon confirmed that it is.

Ms. Osha Meserve, Local Agencies of the North Delta, discussed the SEC and the constraints of the committee scope which she says is causing the committee members to be frustrated. Ms. Meserve asked if there could be an extension on the comment period of the various draft documents that recently came out due the hindering of people participating around the holidays. Ms. Palmer responded that extensions of the comment period were one of the discussions that occurred in the SEC meeting and DWR is determining whether it can accommodate the request.

**d. Review and Accept the 2018-2019 DCA Audit performed by KPMG**

Ms. Kasaine, DCA Treasurer, highlighted the Audit report which was performed on a cash basis, showing receipts and disbursements. In addition, a governance letter was completed.

Mr. Atwater noted that the first year, there was not a lot of activity and suggests that the Board receives and file it. In the future, if there are any financial issues the report can be reviewed.

Move to Accept the 2018-2019 DCA Audit performed by KPMG: Atwater

- Second: Palmer
- Yeas: Atwater, Palmer, Blois, Keegan
- Nays: None
- Abstains: None
- Recusals: None

Absent: None  
Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as MO 19-11-3).

**e. Consider Passing Resolution to Appoint DCA Stakeholder Engagement Committee Member**

Recommendation: Appoint DCA Stakeholder Engagement Committee Member

Ms. Parvizi explained that the DCA had one opening for a public member on the SEC for a Solano At-Large member. There were three prospective members that the Ad Hoc committee chose from resulting in the proposed appointment of Thomas Hardesty.

Ms. Palmer thanked everyone who applied to the position.

Move to Appoint DCA Stakeholder Committee Member,  
as Noted: Palmer

Second: Keegan  
Yeas: Atwater, Palmer, Blois, Keegan  
Nays: None  
Abstains: None  
Recusals: None  
Absent: None  
Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as Resolution 19-21).

**8. STAFF REPORTS AND ANNOUNCEMENTS:**

**a. General Counsel's Report**

A written report was provided in the Board package. Mr. Nelson provided a brief overview of the report. One item brought up was regarding the SEC emails that have been provided to committee members which will help in the event of a PRA requests.

**b. Treasurer's Report**

A written report was provided in the Board package. Ms. Kasaine wanted to make note of the balance of being at about 1M. In addition, there was a deposit of 280K and few other amounts. Ms. Kasaine clarified that we are expected to be reimbursed for those amounts.

**c. DWR Environmental Manager's Report**

A written report was provided in the Board package. Ms. Buckman informed the Board that the day prior, DWR released Initial Study and Proposed Mitigation Negative Declaration to analyze potential soil investigations in the Delta. The purpose of this is to better understand the geology of the Delta, to help with alternatives for Delta conveyance, and to gain information that will be useful on other items in the Delta. Currently the public review period is set for December 20<sup>th</sup>, but due to the various requests to extend this deadline, DWR is working to accommodate an extension and a decision will be made shortly.

d. Verbal Reports

9. FUTURE AGENDA ITEMS:

No requested future agenda items.

10. ADJOURNMENT:

President Estremera adjourned the meeting at 2:23p.m., in the Park Tower, Second Floor Conference Room, 980 9<sup>th</sup> Street, Sacramento.