

## SITES JOINT POWERS

### AUTHORITY

JIM WATSON, GENERAL MANAGER

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## Board of Directors

LEIGH MCDANIEL, GLENN COUNTY SUPERVISOR, CHAIR

FRITZ DURST, RECLAMATION DISTRICT 108, VICE-CHAIR

KIM DOLBOW VANN, COLUSA COUNTY SUPERVISOR,

SECRETARY/TREASURER

DON BRANSFORD, GLENN-COLUSA IRRIGATION DISTRICT

KEN LAGRANDE, TEHAMA-COLUSA CANAL AUTHORITY

GREG MENSİK, MAXWELL IRRIGATION DISTRICT

MARY KIMBALL, YOLO COUNTY FLOOD CONTROL & WCD

JOE MARSH, COLUSA COUNTY WATER DISTRICT

JIM JONES, ORLAND ARTOIS WATER DISTRICT

JAMIE TRAYNHAM, WESTSIDE WATER DISTRICT

DAN JONES, TC 5 DISTRICTS

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YOLO COUNTY FLOOD CONTROL

34274 STATE HIGHWAY 16

WOODLAND, CA 95695

## November 16, 2015

### Minutes

The Sites Joint Powers Authority board meets in Regular Session this 16<sup>th</sup> day of November 2015 at the hour of 9:00 a.m. **Directors Present:** Liegh McDaniel, Chair, Kim Dolbow Vann, Don Bransford, Greg Mensik, Mary Kimball, Joe Marsh and Jamie Traynham. **Directors Absent:** Ken LaGrande, Jim Jones and Dan Jones. **Alternate Director Present:** Sean Doherty, (RD 108) and Tom Charter, (Davis Water Dist/TC5). (Other Alternate Directors that may be listed as Present below, did not participate in the decision making process)

Chairman McDaniel calls to order the November 16, 2015 Regular Session at 9:08 a.m., with all Directors present, except Durst, LaGrande, Jim Jones and Dan Jones. Alternate Directors: Charter and Doherty are seated.

Staff Present: Jim Watson, General Manager.  
Jim Bond, Bond Tax.  
Ann Nordyke, Clerk.

Absent: John Kenny, Counsel.

Alternates Present: Gary Evans, Colusa County.

Others Present: Bill Vanderwaal, USBR.  
Jeff Herrin, Mike Forrest, Richard Miller, AECOM.  
Nadine Bailey, Family Water Alliance.  
Jim Wieking, DWR.  
Bill Worrell, Jeff Nelson, Parsons.  
Jeff Hunerlach, OE#3.  
Oscar Serrano, CICC.  
Sarah Reynolds, T & P Farms.  
Lewis Bair, RD108.  
Nicole Vanvleck, GHMWC.  
Dan Ruiz, MID/WS.

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Pledge of Allegiance.

It is moved by Director Traynham, seconded by Director Bransford to approve the Agenda as presented. Motion carried: All yes. Absent: LaGrande and Sutton (Tehama-Colusa Canal Authority).

It is moved by Director Kimball, seconded by Director Traynham to approve October 19, 2015 Regular Meeting Minutes. Motion carried: All yes. Absent: LaGrande and Sutton (Tehama-Colusa Canal Authority)

Chair McDaniel makes time for Period of Public Comment. Hearing none, Chair McDaniel closes the time for Public Comment.

Chair McDaniel states the Auditor is running late, therefore the Board will consider Agenda Item No. 3 at this time.

3. ADMINISTRATION

a. It is moved by Director Vann, seconded by Director Traynham to approve the 2016 Meeting Schedule for the Sites Project Authority Board reflecting the 2<sup>nd</sup> Monday of each month. Motion carried: All yes. Absent: LaGrande and Sutton, (Tehama-Colusa Canal Authority).

c. Chair McDaniel makes time for discussion on status of the old Wells Fargo building located in Maxwell. (future location of Sites Project Authority office)

Director Vann and Alternate Director Evans give a brief update on the status of the future location of the Sites Project Authority Office in Maxwell. Discussion is held, with no action taken.

9:21 a.m. Director Fritz Durst is now present. (Reclamation District 108)

Alternate Director Doherty (Reclamation District 108) vacates his seat.

Director Durst is now seated to represent Reclamation District 108.

b. Chair McDaniel makes time for discussion and possible action regarding the following:

- Opening postal services in Maxwell, CA,
- Transferring email

Discussion is held regarding transferring Administrative duties pertaining to the physical address and mailing address of the Sites Project Authority to the new Sites Project Authority Office located in Maxwell, CA. (Physical address: Sites Project Authority, 122 Hwy 99, Maxwell, CA 95955).

Following discussion is it the consensus of those Directors present, Director Vann is to move forward with Mr. Watson, GM and Ms. Nordyke, Clerk on the transfer of the Administrative duties (receipt of mail, postal service, physical address) to the Maxwell location. Further, the new physical address (122 Hwy 99, Maxwell, CA 95955) and postal

address (TBD) of the Sites Project Authority will be memorialized in the Sites Project Authority Bylaws.

Chair McDaniel makes time for discussion regarding the following:

- Accounting, Invoicing procedures and routing,
- Accounts payable/receivables,

Mr. Watson requests to have all checks sent directly to Mr. Bond as to cut down on the delay in getting checks deposited. Discussion is held, with no action taken.

Chair McDaniel makes time for discussion regarding the following:

- Check signing,

Discussion is held regarding check signing authority for the Sites Project Authority, who signs in the absences of those authorized to sign, removing Mr. Mensik and appointing the Executive Officers as the individuals with signing authority and one Director as secondary signatory authority in the absence of or the lack of availability of the Executive Officers. Discussion is held.

It is moved by Director Bransford, seconded by Director Vann to appoint the Executive Officers as signing authority for the Sites Project Authority, and one Director in the absence of, or the lack of availability of the Executive Officer(s) as follows:

Chairman	Leigh McDaniel,
Vice-chairman	Fritz Durst,
Secretary/Treasurer	Kim Dolbow Vann, and
Director	Don Bransford

Motion carried: All yes. Absent: Director LaGrande and Alternate Director Sutton (Tehama-Colusa Canal Authority).

Chair McDaniel states the following items are scheduled for discussion later on the Agenda and will be discussed/considered at that time.

- Monthly Cash flow projections  
(Will be discussed later on the Agenda),
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- Member's pro-rata cost share  
(Will be discussed later on the Agenda) and
- Web services.  
(Will be part of Family Water Alliance presentation)

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1. AUDITOR'S REPORT

a. Chair McDaniel makes time for a presentation from Heidi M. Coppin, CPA, Partner | Tittle & Company, LLP, regarding Sites Project Authority Fiscal Year 2014 Audit Findings.

Ms. Coppin gives a brief presentation regarding the Sites Project Joint Powers Authority Audited Financial Statements, 24 Months Ended December 31, 2014. Discussion is held.

b. It is moved by Director Traynham, seconded by Director Kimball to accept the Sites Project Joint Powers Authority Audited Financial Statements, 24 Months Ended December 31, 2014 as presented. Motion carried: All yes. Absent: : LaGrande and Sutton, (Tehama-Colusa Canal Authority).

10:06 a.m. Mr. John Kenny (Counsel) is now present.

2. FAMILY WATER ALLIANCE

a. Chair McDaniel makes time to consider Offer of Support from Family Water Alliance.

Ms. Bailey gives an informational presentation regarding social media, Facebook and Twitter. She states social media is a good way of getting out information to the public as to what is going on and what the Sites Project is all about. Discussion is held.

Following discussion it is the consensus of those Directors present Ms. Bailey is to coordinate with the Rice Commission pertaining to a social media platform/plan and bring back to the December 21, 2015 Regular meeting for further consideration.

4. ACCOUNTING

a. Chair McDaniel makes time for discussion regarding the Cash Flow Analysis.

Discussion is held regarding maintaining a positive cash flow, cash call at the beginning of 2016, field studies being out dated, and doing the minimum in 2016 and differing some items to 2017, with no action taken.

b. It is moved by Director Bransford, seconded by Director Durst to approve the Treasurer's Report as presented. Motion carried: All yes. Absent: Director LaGrande and Alternate Director Sutton (Tehama-Colusa Canal Authority).

c. It is moved by Director Durst, seconded by Director Vann to approve the payment of Claims. Motion carried: All yes. Absent: Director LaGrande and Alternate Director Sutton, (Tehama-Colusa Canal Authority).

d. Chair McDaniel makes time for discussion regarding Member Agency Participation and Funding Commitments.

Mr. Watson updates the Directors on the progress of the Participation and Funding Commitments, noting some Members have signed and some have not. He states he will be working with Mr. Kenny (Counsel) on amending same while expressing the importance of consistency. Discussion is held, with no action taken.

e. Chair McDaniel states the amendment to both the Agreement and Participation Form for approval at December Board Meeting was discussed during the Agenda Item "4d".

5. BUDGET COMMITTEE REPORT

a. It is moved by Director Kimball, seconded by Director Bransford to approve Fiscal Year 2016 Budget, effective January 1, 2016. Motion carried: All yes. Absent: Director LaGrande and Alternate Director Sutton, (Tehama-Colusa Canal Authority).

Chair McDaniel declares a recess at 10:25 a.m. and reconvenes at 10:36 a.m. with all Directors except Director LaGrand and Alternate Director Sutton (Tehama-Colusa Canal Authority) present.

Staff Present: Jim Watson, General Manager.  
John Kenny, Counsel.  
Jim Bond, Bond Tax.  
Ann Nordyke, Clerk.

Alternates Present: Gary Evans, Colusa County.  
Sean Doherty, RD 108.

Others Present: Bill Vanderwaal, USBR.  
Jeff Herrin, Mike Forrest, Richard Miller, AECOM.  
Nadine Bailey, Family Water Alliance.  
Jim Wiekling, DWR.  
Bill Worrell, Jeff Nelson, Parsons.  
Jeff Hunerlach, OE#3.  
Oscar Serrano, CICC.  
Sarah Reynolds, T & P Farms.  
Lewis Bair, RD108.  
Nicole Vanvleck, GHMWC.  
Dan Riiz, MID/WS.

6. GOVERNANCE

a. It is moved by Director Durst, seconded by Director Marsh to authorize requesting the respective Boards of the Authority Members to approve the Third Amendment and Restated Sites Project Authority Joint Exercise of Powers Agreement. Motion carried: All yes. Absent: Director LaGrande and Alternate Director Sutton, (Tehama-Colusa Canal Authority).

11:16 a.m. Tim O'Halloran, Yolo County Flood Control & WCD is now present.

c. Chair McDaniel makes time for discussion and possible approval of Draft Bylaws.

Specific areas for discussion include the following:

Section: 5.11 (member to a Project Agreement terminated by Authority),  
Section: 5.12 (Colusa County tax requirements),  
Section: 6.3 (additional roles of Authority Board and/or Project Agreement Committee),

Section: 7.2, 3<sup>rd</sup> Bullet (early investment by Counties),  
 Section: 7.3 (Consolidation of Member Types), and  
 Section: 9.4.5 (annual dues for entities participating in the Consultation Committee). A request to approve the Bylaws is planned to occur at the Authority's December Board meeting.

Lengthy discussion is held regarding the various sections noted above, with no action taken.

7. MANAGERS REPORT

Mr. Watson updates those Directors present regarding the following items:

- ❖ Outreach/Engagement,
- ❖ CA Water Commission,
- ❖ Manager's Meetings, and
- ❖ SMUD's CoSu Project.

Discussion is held, with no action taken.

Chair McDaniel declares a recess at 12:07 p.m. to convene into Closed Session and reconvenes into Regular Session at 12:35 p.m. with all Directors, except Director LaGrande and Alternate Director Sutton, (Tehama-Colusa Canal Authority) present.

8. CLOSED SESSION (Government Code Section 54956.8)

Conference with Real Property Negotiator

Agency Negotiator: Jim Watson

Property: Water

Negotiating Parties: Parties or Agencies interested in water purchase

Under negotiation: Price and terms of payment

9. ANNOUNCEMENT OF CLOSED SESSION

Mr. Kenny states instructions were given; the Board discussed forming an Ad-hoc Committee with no action taken. Further the Ad-hoc Committee will consist of Directors Sutton, Durst and McDaniel.

10. WATER PURCHASE NEGOTIATING COMMITTEE

a. Chair McDaniel makes time to consider the creation of at least one Ad-hoc Water Purchase Negotiating Committee to pursue the purchase of water that may become available from the completion of the Sites Reservoir Project. Discussion is held.

Following discussion, it is the consensus of those Directors present to appoint Directors Vann, Traynham, and Bransford to the Water Purchase Negotiating Ad-hoc Committee.

Chair McDaniel adjourn the meeting at 12:40 p.m. to reconvene in Regular Session on December 21, 2015 at Tehama-Colusa Canal Authority, 5513 Highway 162, Willows, CA at the hour of 9:00 a.m..

Respectfully submitted:

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Leigh McDaniell, Chairman

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Kim Dolbow Vann, Secretary to the Board