

# **SITES PROJECT JOINT POWERS AUTHORITY**

## **MINUTES OF MEETING**

February 13, 2013

Chair LaGrande called the meeting of the Sites Project Joint Powers Authority (Sites JPA) Board of Directors to order at 1:30 p.m. The meeting was held at the Colusa County Board of Supervisors' Chambers, 546 Jay Street, Colusa, California 95932.

### **Present:**

County of Colusa, Gary Evans

County of Glenn, Leigh McDaniel

Glenn-Colusa Irrigation District (GCID), Don Bransford

Maxwell Irrigation District (MID), Greg Mensik

Reclamation District 108 (RD 108), Fritz Durst

Tehama Colusa Canal Authority (TCCA), Ken LaGrande

Yolo County Flood Control and Water Conservation District (YCFC&WD), Ron Tadlock

Department of Water Resources (DWR), Kamyar Guivetchi

### **Absent:**

None

### **Also Present:**

Dan Ruiz, MID; Sean Doherty, RD 108; Jeff Sutton, TCCA; Sandy Denn, Thad Bettner, Mary Spooner Danley, GCID; Michael Azevedo, Colusa County Public Works; Ben Reische, Colusa County Ag Department; Denise Carter, Colusa County Supervisor; Lester Messina, Lisa Hunter, Glenn County Ag Department; Oscar Serrano, Colusa Indian Community; Sean Sou, DWR; Peter Rude, CH2M Hill; Jim Bond, Bond Tax and Financial Services; John Kenny, Kenny Snowden and Norine Attorney at Law

### **Approve Agenda**

Director Durst moved to approve the agenda, Director Bransford seconded the motion and the agenda was approved by unanimous vote.

### **Public Participation**

Chair LaGrande called for public participation and as no one from the public wished to address the Board, the meeting continued.

### **Minutes**

Director Durst moved to approve the minutes of the January 2, 2013, meeting, Director Bransford seconded the motion, and the minutes were approved by unanimous vote.

## **FINANCIAL CONSIDERATIONS**

### **Approve Payment of Claims and Accept Treasurer's Report**

Director Durst moved, Director Bransford seconded and it was unanimously voted to accept the Treasurer's Report as presented, and to approve the payment of claims #1027 and #1032 through #1033, inclusively, in the amount of One Hundred-Two Thousand, Eight-Hundred Twelve Dollars and Sixty-Eight Cents (\$102,812.68).

### **Director Arrival**

Director McDaniel arrived at 1:44 p.m.

### **Report on Status of Payments to CH2M Hill**

The Department of Water Resources and CH2M Hill have discussed the scheduling issues and scope of work that will need to be accomplished to complete the draft EIR/EIS. They have developed a work plan and will allocate the amount of funds it will take to complete each task in the time frame allotted. CH2M Hill has explained that the project has been complex and that project circumstances have made it difficult for all parties (DWR, CH2M Hill, and the Sites JPA) to complete the compliance documents within the budget and time frame originally anticipated; however, CH2M Hill stands by their commitments to complete the project.

Accountant Jim Bond distributed a list of all the invoices from CH2M Hill, which included those that have been paid and those that have not been paid. The July invoice in the amount of \$100,017.83 that has been in question and was directed not to be paid by the Department of Water Resources, has been approved for payment as the issues pertaining to the invoice have been resolved.

### **Report on Status of Audit**

Accountant Jim Bond reported that the audit firm of Tittle & Company has been conducting the audit. All questions have been answered and required documents have been delivered to the audit company. The audit should be completed within the next sixty days.

### **Approve Audit Agreement with Tittle & Company**

The audit services of Tittle and Company were retained on November 7, 2012, to perform an audit of the Sites JPA. Tittle and Company have presented an agreement to audit the financial statements of the activities of the Sites JPA.

Director Bransford moved, Director Durst seconded and it was unanimously voted to accept the Audit Agreement with Tittle & Company.

### **Report on Status of Member Contributions**

Accountant Jim Bond reported that invoices were sent to each of the seven member districts in December, requesting that each member contribute \$5,000 to the Sites JPA to be used for expenses not covered by other funds. Four member districts have paid, to date, and the remaining three have indicated that the invoice would be approved at upcoming board meetings.

## **REGULAR BUSINESS**

Chair LaGrande moved the presentation from Northern California Water Partners, LLC, to earlier on the agenda to accommodate their schedules.

### **Presentation from Northern California Water Partners, LLC, on Financing Strategies**

Thad Bettner introduced Rodney Smith and Susan Weil of Northern California Water Partners. They are a joint venture between Lamont Financial Services and Stratecon Incorporated, who develop partnerships for financing water infrastructure projects.

Mr. Smith and Ms. Weil presented information on the types of financing alternatives available for water infrastructure projects, as well as the need to examine how the Sites Reservoir project could be funded and what options may exist for public and private funding opportunities. Additionally, it was suggested that there may be an opportunity for the Sites JPA to enter into a partnership with private investors to fund construction and operation of the reservoir.

### **Discuss and Consider 2013 Quarterly Actions and Objectives**

Staff presented a draft outline of the work that is proposed by Sites JPA, Department of Water Resources and U.S. Bureau of Reclamation, that included a schedule with approximate completion dates for the work.

Staff was directed to prepare a letter to the U.S. Bureau of Reclamation regarding the cost-share agreement and requesting information as to when it would be signed by the Bureau and returned to Sites JPA.

### **Discuss Status of Proposition 204 Grant, Scope of Work and Current Completion Date**

GCID General Manager Thad Bettner updated the Board on the status of the Prop 204 Grant and reported that there are still unallocated funds that can be directed for use. The feasibility study is crucial and he suggested that the Board consider appointing an ad-hoc committee to meet with the managers to discuss the funding and be more involved in the process.

## **GOVERNANCE AND INTERNAL ORGANIZATION**

### **Discuss and Consider Meeting Dates**

Potential board meeting dates and locations were distributed for review and discussion. Regular meetings will continue to be held on the first Wednesday of each month at 1:30 p.m., alternating between Colusa and Glenn Counties. Discussion took place on more favorable locations that included tables and chairs, as opposed to council seating. It was agreed to direct staff to contact various agencies in Glenn, Colusa and Yolo Counties to determine whether their board rooms would accommodate Sites JPA board meetings. Director Bransford reiterated that the locations would need to offer space for participants and an audience.

### **Discuss and Consider Election of New Officers at the March Meeting**

Pursuant to Paragraph 3.6.1, of the Sites Project Joint Exercise of Powers Authority Agreement, the Board will select from among the Directors, a Chair, who will be the presiding officer for all Board meetings, and a Vice-Chair, who will preside in the absence of the Chair. Additionally, the Board will also select a Secretary, who will be responsible for keeping the minutes of all meetings of the Board and all other official records of the Sites JPA, and a Treasurer, who will be the depository and have custody of all money of the Sites JPA and perform the duties specified in Government Code Section 6505.5. The Treasurer is bound in accordance with Government Code Section 6505.1 and will pay all demands against the Sites JPA that have been approved by the Board. The Board may combine the positions of Secretary and Treasurer. The current officers have held their positions since the formation of the JPA in August 2010. The Board may consider holding an annual election of officers at the March meeting.

On motion by Chair LaGrande and seconded by Director Durst, it was moved to establish annual officer elections at the March board meeting of each year. The motion passed by unanimous vote.

### **Discuss Status of General Manager Process**

Director McDaniel stated that it may be necessary to re-evaluate hiring a general manager, after the presentation from Northern California Water Partners, as an organization such as this may be a better course for the Sites JPA to pursue. Director Durst said that as the Draft EIR/EIS may take longer to finalize than expected and require additional funding, the general manager position will need to be reconsidered. Director Bransford stated that the board will need to be more involved and attend more of the meetings with the managers or have a manager as a board member.

Discussion also took place on whether the Sites JPA member districts could contribute a larger amount to the Sites JPA to help with the cost of a general manager. It was pointed out that that the counties will not be able to contribute at a higher level due to their budget constraints.

### **Meeting Reports**

TCCA General Manager Jeff Sutton reported on the Strategic Planning Session that was held on February 11, 2013, with the district managers, Kamyar Guivetchi, Ajay Goyal, Sean Sou, Jim Weiking and Dave Boegner of DWR; Rob Leaf of CH2M Hill, David Guy from Northern California Water Association and David Ceppos, Center for Collaborative Policy. Topics of discussion were confirmation of the timeline for completion milestones of various deliverables; establishing mutually agreed upon steps to proceed, including individual and group assignments; assisting the Sites JPA with gathering information that can be used to determine, assess and communicate potential benefits of the Sites Reservoir project.

Sean Sou, DWR, distributed an outline for the NODOS Public Draft EIR/EIS Schedule Projection. An outreach planning meeting between DWR, Reclamation and the Sites JPA managers will be held the second week of March; reviewers will provide technical review comments on the 29 chapters posted of the Draft EIR/EIS by March 22 (after the meeting,

DWR sent the JPA a corrected schedule with a date of February 22 for review comments); an Administrative Draft will be sent to the managers and cooperating agencies April 1 and the comments will be due by May 15; the 'Draft' Public Draft will be sent to USBR Commissioner on June 30 to receive comments from the Commission and the Final Public Draft will be release to the public September 30.

Kamyar Guivetchi reported that there will be an Integrated Water Management Summit and Integrated Regional Water Management Conference in Sacramento on April 3-5, 2013.

**Closed Session**

Closed session: Public Employee Recruitment/Appointment (Gov. Code Section 54957)  
Title: General Manager

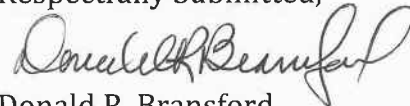
The Board went into Closed Session at 4:05 p.m.

The Board reconvened at 4:45 p.m. and reported that no action was taken during closed session.

**Adjournment**

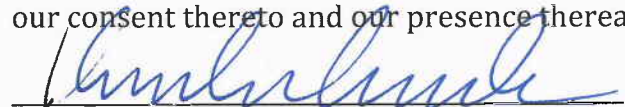
The meeting adjourned at 4:46 p.m.

Respectfully Submitted,



Donald R. Bransford  
Secretary to the Board

Attest a true record of proceedings made and taken at the above foregoing meeting our consent thereto and our presence thereat.

  
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Kenneth M. LaGrande