



SACRAMENTO - SAN JOAQUIN
DELTA CONSERVANCY

– Meeting Notice and Agenda –

Meeting of the SACRAMENTO-SAN JOAQUIN DELTA CONSERVANCY

Wednesday, June 9, 2010

9 a.m. – 12 p.m.

**3500 Industrial Blvd. - Conference Room 119
West Sacramento, CA 95691**

*Attachments may be downloaded from the Conservancy's website at
<http://www.deltaconservancy.ca.gov>*

ADMINISTRATIVE AGENDA (Items 1-18)

1. Call to Order
2. Welcome and Introduction of Board Members
3. Oath of Office
4. Roll Call
5. Elect Chair and Vice-Chair of Board from voting members
6. **RECEIVE AND ADOPT** Board meeting procedures for the orderly and effective conduct of the Sacramento-San Joaquin Delta Conservancy Board meetings. (**Attachment 1**)
7. **RECEIVE** presentation regarding SBX7-1 - (**Attachment 2**)
8. **RECEIVE** presentation about adopting Conflict of Interest Code and Bagley-Keene Opening Meeting Act and Conflict of Interest Training (online course, due date) – (**Attachment 3**)
9. **RECEIVE** Notice of Conflict of Interest Code Rulemaking
10. **APPOINT** Cindy Messer as Interim Executive Officer, pending recruitment and hiring of permanent Executive Officer, to provide such activities as may be necessary and incidental to the start up of the Delta Conservancy and do not conflict with the Board's decision making prerogatives. (**Attachment 4**)
11. Conservancy Staff Introductions

12. **DELEGATE** authority to Interim Executive Officer, for an unspecified interim period and with limitations, to carry out routine administrative activities; to appoint and hire staff; to execute contracts, interagency agreements, and purchase orders up to \$50,000 per item; and to perform other activities as necessary on behalf of the Delta Conservancy. (*Attachment 5*)
13. **Executive Officer Recruitment**
 - a. **DIRECT** Interim Executive Officer to contract with executive search firm (CPS), for up to \$20,000, to conduct the recruitment and hiring of a permanent Executive Officer (*Attachment 6*)
 - b. **DISCUSS AND PROVIDE DIRECTION TO STAFF** – regarding formation of an Executive Officer Recruitment Subcommittee to work with CPS on EO recruitment. – (*Attachment 7*)
14. **RECEIVE** as an informational item, the Governor’s proposed budget element regarding the Delta Conservancy (*Attachment 8*)
15. **RATIFY** Memorandum of Understanding with Department of Water Resources for West Sacramento office (*Attachment 9*)
16. **RECEIVE** information regarding Headquarter Location – (*Attachment 10*)
17. **RECEIVE** Legislative Report
18. General Public Comments

REGULAR AGENDA (Items 19-24)

19. **RECEIVE** presentation on related efforts to those proposed for the Delta Conservancy, including the Bay-Delta Conservation Plan, the Delta Stewardship Council’s Delta Plan, the Delta Protection Commission’s Resource Management Plan, the Central Valley Flood Protection Plan, and the Suisun Marsh Plan
20. **RECEIVE** staff summary regarding Board’s approach for ensuring consistency between its Strategic Plan and other various related Delta planning efforts (*Attachment 11*) **DISCUSS AND PROVIDE DIRECTION TO STAFF** regarding staff involvement in other Delta planning efforts and additional information Board would like provided at future meetings

21. **RECEIVE** proposed high level, year one agenda as a planning tool for future Board meetings (**Attachment 12**) **DISCUSS AND PROVIDE DIRECTION TO STAFF** regarding continued use of this tool
22. **RECEIVE** information regarding meeting frequency, possible alternate dates, times, and locations for future Conservancy Board meetings (**Attachment 13**) **DISCUSS AND PROVIDE DIRECTION TO STAFF** regarding future meetings
23. **PUBLIC COMMENTS**
24. **ADJOURN**

*Agenda and related items are available at: www.deltaconservancy.ca.gov
If you have any questions or need reasonable accommodation due to a disability,
please contact Rhonda Hoover-Flores, Delta Conservancy (916) 375-2084*



SACRAMENTO - SAN JOAQUIN
DELTA CONSERVANCY

From: Cindy Messer, Interim Executive Officer
To: Delta Conservancy Board Members
Subject: Meeting, June 9, 2010

Material for our first meeting is attached, including the agenda and various attachments. As noted in the agenda, some handouts will be provided at the meeting.

Our first meeting is primarily organizational, but some policy discussion may be necessary.

Overview (Agenda items 2-6)

The major issues are the institutional and organizational start up of the Conservancy Board. I am recommending that Resources Secretary Snow convene the meeting, and preside until a new chair is elected. He is the current chair of this board per the legislation.

The swearing in will follow remarks from Resources Secretary Lester Snow. The election of the chair will follow and the chair will then preside for the remainder of the meeting. Lastly, the Board will then receive and adopt meeting procedures for this and all future meetings.

Staff Report/Legislative/Legal Report (Agenda item 7).

Staff will provide a brief summary of both legislative and legal issues including a brief overview of SBX7-1 from Joe Grindstaff, Acting Executive Officer for the Delta Stewardship Council and Chris Stevens from the Attorney General's Office. Next the Board will hear briefly from Curt Miller, Legislative Analyst for the Delta Stewardship Council on current legislation related to the Conservancy.

Conflict of Interest Code/Bagley-Keene Open Meeting Act (Agenda items 8-9).

Legal staff will present information regarding adopting Conflict of Interest Code for Conservancy Board and on Bagley-Keene Open Meeting Act procedures for Board meetings. During this initial meeting Conservancy Board members will receive notice of Conflict of Interest Code Rulemaking, adoption of this item will occur at the second Board meeting.

Appointment of Interim Executive Officer (Agenda item 10).

Next, the Board will then address the designation of Cindy Messer as the Interim Executive Officer. This 'interim' action is necessary because you need time to meet the senior staff and determine how best to proceed in designating permanent staff. A short summary of my experience is found in your packets.

Conservancy Administration (Agenda item 12-17)

Since the Conservancy is a new and independent state agency, there are a host of details that require action by staff. It is desirable to obtain the Board's approval for carrying out these administrative tasks. First, a draft Delegation of Authority to the Executive Office is provided for your review and consideration. Second, a draft proposal provided by CPS Human Resources Services for the recruitment of a permanent Executive Officer for the Conservancy is provided for your review, followed by a recommendation from staff to form a subcommittee to assist CPS in this process. Third, staff will provide an overview of the Conservancy's budget for this current fiscal year and next. Fourth, staff will provide information on the Conservancy current headquarters provided through an MOU with the Department of Water Resources and recommend the Board ratify this MOU which expires in February 2011. Staff will also present information regarding potential future headquarters options which will require discussion and approval by the Board at a future meeting.

General Public Comments (Agenda item 18)

This agenda item ends the Administrative portion of the meeting and those members of the public who wish to comment on this part of the meeting only will have an opportunity at this time.

Staff Reports/Informational Items (Agenda items 19-21)

During the second portion of the meeting, staff will provide background information on related efforts to the Delta Conservancy to assist in the development of the Conservancy's Strategic Plan. Next staff will make recommendations for maintaining consistency between the Conservancy's Strategic Plan and other similar planning efforts for the Delta. Staff will then present a draft one-year, high-level agenda for key topics to discuss at future Board meetings. This agenda is proposed for use as a planning tool for staff.

Scheduling Future Board Meetings (Agenda item 22)

Staff will provide information to the Board, for their review and discussion, regarding potential future meeting dates, times and locations to assist in scheduling regular Conservancy Board meetings.

Public Comments (Agenda item 23)

At this point, members of the public may comment on any agenda item discussed. In many state public meetings, it is normal practice to ask those who wish to speak to fill out speaker cards in advance and indicate the item(s) they want to address. I recommend we follow this process for your first meeting, pending discussion of any needed changes or modification in our to-be-adopted Council rules.

If I can answer any questions or provide any information, please contact me at (916) 375-2090 or cmesser@deltaconservancy.ca.gov



Consideration of Board Meeting Procedures for the Sacramento-San Joaquin Delta Conservancy

Requested Action: Adopt Board meeting procedures for the orderly and effective conduct of Sacramento-San Joaquin Delta Conservancy Board meetings.

Background

The Sacramento-San Joaquin Delta Conservancy Act requires that the Board adopt rules and procedures for conducting the Conservancy's business (Public Resources Code Section 32336).

List of Attachments

Procedures for the Sacramento-San Joaquin Delta Conservancy Board meetings.

Contact

Nancy Ullrey, Program Lead
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2087

Procedures for Board Meetings of the Sacramento-San Joaquin Delta Conservancy

PURUPOSE

These rules are adopted to provide for the orderly and effective conduct of the Sacramento-San Joaquin Delta Conservancy Board (Board) meetings.

OPEN MEETINGS

All meetings of the Board shall be conducted in accordance with the Bagley-Keene Opening Meeting Act (Government Code sec. 11120 et seq.). Board meetings shall be open to the public, except for such closed sessions as authorized by that act (e.g., personnel decisions, pending litigation). Meetings will be recorded electronically, subject to available funding and the proper functioning of equipment.

REGULAR MEETINGS

Unless otherwise specified, the Board shall meet regularly, on the (*TBD day, months*), from (*specified time*) beginning in June 2010. All regular Board meetings shall be held in the legal Delta or the City of Rio Vista (Public Resources Code sec. 32350). Meeting locations may vary.

SPECIAL AND EMERGENCY MEETINGS

Under certain limited circumstances that necessitate immediate action, as specified in the Bagley-Keene Act, the Board may convene a special or an emergency meeting in accordance with that Act.

QUORUM AND VOTING

In conducting the Conservancy's business, a quorum of six (6) voting Board members must be present. A decision of the Board requires an affirmative vote of 6 of the 11 voting members, and the vote is binding with respect to all matters acted on by the Board. The vote of each member shall be individually recorded. The Board shall not transact the business of the Conservancy if a quorum is not present at the time a vote is taken; however, when a quorum is not present, the Board may meet as a committee of the Board and submit their recommendation to the Board when a quorum is present.

ELECTION AND DUTIES OF THE CHAIR AND VICE-CHAIR

Annually, the voting Board members shall elect from among the voting members a Chair, Vice-Chair, and other officers as necessary. The Chair shall be selected from those members representing county boards of supervisors. If the office of the Chair or Vice-Chair becomes vacant, a new Chair or Vice-Chair shall be elected by the voting members of the Board to serve for the remainder of the term. The Chair shall preside over all meetings of the Board, maintain orderly procedure in accordance with these rules and applicable law, and decide questions of procedure subject to appeal to the full membership. The Chair may vote on all matters before the Board, may participate in discussions relating to any matter, and may second any motion without relinquishing the chair. In the Chair's absence or inability to act, the Vice-Chair shall preside.

ATTENDANCE AND DUTIES OF EXECUTIVE OFFICER, CHIEF COUNSEL, AND ASSISTANT TO THE BOARD:

The Executive Officer, or an appropriate designee, shall attend all Board meetings, and shall be prepared to advise the Board on all matters coming before it and for carrying out all actions taken by the Board. The Chief Counsel, or an appropriate designee, shall attend all meetings of the Board, and shall act as parliamentarian and be prepared to advise the Board on questions of law. The Board Liaison, or an appropriate designee, shall attend all Board meetings, and shall maintain a full and complete record of all meetings and the vote of each member as required by law and these rules.

REQUIRED NOTICE AND AGENDAS

The Board Liaison shall ensure that notices of regular meetings, along with agendas that sufficiently describe the items of business to be transacted or discussed, are posted on the Internet and mailed, as appropriate, at least 10 days in advance of the meeting. The Executive Officer shall prepare agendas for the Board, working closely with the Chair and other members, and with the Chief Counsel, regarding closed session items.

- The Board will consider items as ordered on the noticed agenda. Every effort will be made to adhere to that order, however, occasionally, it may be necessary for the Chair to rearrange the sequence in which an agenda item is raised.
- Board staff will announce at the beginning of the meeting any agenda items that are being pulled since noticing the agenda.
- Action items of a routine nature may be bundled together as a single consent calendar item; provided that any member may remove any item from the consent calendar, to be discussed and voted upon separately at an appropriate place in the agenda determined by the Chair, and the Board shall then approve the remainder of the consent calendar items. Items not on a consent calendar may nevertheless, as appropriate, be "bundled" and considered together.

- At the discretion of the Board, all items appearing on the agenda, whether or not expressly listed for action, may be deliberated upon and may be subject to action by the Board. Items may not be added to a posted agenda, except in limited circumstances necessitating immediate action, as specified in the Bagley-Keene Act.
- For issues that may arise where the law or existing procedures do not clearly address a specific procedure at a meeting, the Chair may refer to Robert's Rules of Order for guidance.

PUBLIC INPUT

Comments. The Board supports the rights of all interested persons to be able to comment on matters coming before it. To assist persons in making presentations, the following are recommended when appearing and speaking before the Board. Please remember that the Board may have several matters to consider at each of its meetings and plan on using your comments to clarify or to add to the Board's understanding of the item. The amount of time allocated for public comment by individual speakers may be limited at the discretion of the Chair.

- Complete a speaker request form and submit to Board staff prior to or during the meeting;
- Indicate on the form, whether the comments will be in reference to a specific agenda item or a general topic;
- If the comments are on a specific agenda item, the Chair will call for those comments following the staff presentation, Board members' discussion and questions, and before the members vote;
- If the comments are of a general nature, the Chair will call for those comments during the Public Comment period;
- If presenting written comments, please summarize what is in the written comments rather than reading a lengthy document;
- Be prepared to give an abbreviated presentation as the Chair, depending on the number of people wishing to speak, will determine the amount of time to allocate for public comment on each agenda item and for individual speakers; and
- Be prepared for Board members or staff to interrupt your statement with questions or comments.

Visual Presentations and Materials. Board members review all written materials that are submitted prior to the meeting in a timely manner. All materials exhibited to the Board during the meeting (slides, maps, etc.) are part of the public record and must be kept.

If you plan to use visual aids such as PowerPoint:

- contact the Board staff prior to the meeting to ensure equipment will be available and ready for use;

- provide staff, prior to the meeting, with the appropriate USB flash drive, flash memory card, or compact disk; and
- when presenting visual material, please summarize the information rather than reading from your visual display.

SUBMISSION OF WRITTEN COMMENTS

Consider putting comments in writing. The Board members receive and read all the written information that has been submitted by the meeting deadline, which is five (5) working days in advance of a Board meeting. **Please Note:** You are discouraged from submitting written materials to the Board on the day of the meeting, unless they are visual aids.

Written comments are to be submitted to the Delta Conservancy Board at 3500 Industrial Blvd., West Sacramento, CA 95691. As noted previously, the comments should be submitted to Board staff no later than five (5) working days before the meeting. The comments should be submitted with the following information included (for tracking) at the top of the first page of the document:

- Date
- Addressee
- Council Meeting Date
- Person Submitting the Document and Organization (if applicable)

If you have not submitted written comments 5 days in advance, prior to the meeting, please provide 35 copies to Board staff for distribution to the Board, agency liaison advisors, and Conservancy staff. Please remember that all written comments will be posted on the Conservancy's web site. Copyrighted material used to support your written comments will not be posted on the web site without permission of the copyright holder; it is your responsibility to get that permission or supply the URL to a publically accessible version of the material.

SECURITY SCREENING INFORMATION

Some venues for Board meetings may have security screening. Security screening requirements, if any, will be noticed on the Board agenda. Please allow extra time for security screening procedures. Often, current photo identification is required. Visitors may be able to bring cameras and cell phones with photographic or recording capabilities into some venues; however, their use may be restricted.



Summary Information Regarding SBX7-1 (Chapter 5, Statutes of 2009)

In November 2009, Governor Schwarzenegger and Legislature signed a comprehensive water package that, among other things, established the framework to achieve the co-equal goals of restoring and enhancing the Delta ecosystem and providing a more reliable water supply to California. The co-equal goals are to be achieved in a manner that protects the unique cultural, recreational, natural resource, and agricultural values of the Delta.

SBX7-1:

- Restructures the Delta Protection Commission (DPC), reducing membership from 23 to 15 members. The DPC is required to:
 - Adopt an economic sustainability plan for the Delta, which will be used by both the Delta Conservancy and the Delta Stewardship Council; and
 - Study the feasibility of changing the Legal Delta boundaries.
- Appropriates funding from Proposition 84 for the Two-Gates Fish Protection Demonstration Program, a project in the Central Delta that will use operable gates to protect sensitive species and manage water.
- Creates the Sacramento-San Joaquin Delta Conservancy within the California Natural Resources Agency to act as a primary state agency to implement ecosystem restoration in the Delta and to support efforts that advance environmental protection and the economic well-being of Delta residents. The Conservancy is required to:
 - Adopt a strategic plan to implement the Conservancy's goals;
 - Promote economic vitality in the Delta;
 - Promote environmental education; and
 - Assist in preserving, conserving, and restoring the region's agricultural, cultural, historic, and living resources.

- Creates the Delta Stewardship Council (DSC), consisting of seven members with diverse expertise to provide a broad, statewide perspective. The DSC is required to:
 - Develop a Delta plan to guide state and local actions in the Delta in ways that further the co-equal goals of Delta restoration and water supply reliability;
 - Develop performance measures to assess and track progress and changes to Delta ecosystem health, fisheries, and water supply reliability;
 - Determine future Delta projects' consistency with the Delta Plan and co-equal goals, and act as the appellate body in the case a project is thought to be inconsistent with the co-equal goals;
 - Determine the consistency of the Bay-Delta Conservation Plan (BDCP) with the co-equal goals; and
 - Ensure that the California Department of Fish and Game and the State Water Resources Control Board identify the water supply needs of the Delta estuary for use in determining the appropriate water diversion amounts associated with the BDCP.

Contact

P. Joseph Grindstaff, Interim Executive Officer,
Delta Stewardship Council
Phone: (916) 445-5511



SACRAMENTO-SAN JOAQUIN
DELTA CONSERVANCY

3500 Industrial Blvd.
West Sacramento, CA 95691
<http://www.deltaconservancy.c.gov>

Conflict of Interest Code Adoption Procedures

Summary: The Conservancy Board must institute a formal rulemaking to adopt a conflict of interest code. Once an organizational chart listing staff positions is ratified by the Board, staff will prepare a draft code and rulemaking package for consideration and action at the Board's next meeting.

Background

Under the state Political Reform Act (Government Code Section 87300 et seq.), all public agencies are required to adopt a conflict of interest code within six months after they come into existence. A code designates positions within the agency required to file Statements of Economic Interests (Form 700)--positions that make or participate in making decisions, including voting on matters, negotiating contracts, or making recommendations on purchases without substantive review-- and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests (i.e., investments, interests in real property, sources of income, and business positions) that may create conflicts of interest.

Adoption of a conflict of interest code is a formal regulatory proceeding, the procedures for which are outlined in the attached document. Once an organizational chart listing personnel positions is ratified by the Board at this initial meeting, staff will prepare for the Board's consideration and action at its next meeting, a draft conflict of interest code and accompanying regulatory package.

Staff will also invite a representative from the Attorney General's office to briefly discuss conflict of interest rules in general, as well as open meeting law requirements under the Bagley-Keene Act.

Fiscal Information

Not applicable

List of Attachments

- Attachment 1 - Conflict of Interest Code Adoption Procedures
- Attachment 2 - Conflicts of Interest (bound separately)
- Attachment 3 - The Bagley Keene Open Meeting Act 2004 (bound separately)
- Attachment 4 – Organization Chart

Contact

Matt Campbell, Deputy Attorney General
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 327-2477

Attachment 1—Conflict of Interest Code Adoption Procedures

Adoption of Code Within 6 Months of Creation of Agency

- 1) Prepare an initial proposed code (once organization chart is developed/ratified by Board)
- 2) Prepare a notice of intention to adopt a conflict of interest code, which either schedules a public hearing or establishes a written comment period

Board action directing staff to initiate rulemaking proceedings

- 3) File a copy of notice with Office of Administrative Law (OAL) for publication in the California Notice Register at least 60 days before the public hearing or close of comment period
- 4) File an endorsed copy by OAL with FPPC at least 45 days before public hearing or close of written comment period
- 5) Provide notice pursuant to Government Code section 87311, including a copy of notice to each employee of agency affected by proposed code at least 45 days before public hearing or close of comment period by serving employees individually, posting notice on employee bulleting boards, or by publishing notice in employee newsletters
- 6) Make the proposed code available for inspection and copying to interested persons for at least 45 days prior to public hearing or close of comment period
- 7) Accept written comments from interested persons through conclusion of public hearing or close of comment period
- 8) Conduct public hearing on proposed code if scheduled or otherwise requested by an interested person

Board action adopting final proposed code and directing transmittal to FPPC for approval

- 9) Transmit final proposed code in strikeout/underline to FPPC accompanied by:
 - a) Declaration of Chief Executive Officer
 - b) Summary of any hearing held by agency
 - c) Copies of all written submissions made to agency regarding proposed code

- d) Written explanation of reasons for designations and disclosure responsibilities of officers, employees, members or consultants of agency
- e) Names and addresses of all persons who participated in any public hearing on the proposed code and to all persons who requested notice from agency of the date of the Commission hearing on the adoption of the code
- f) Current organizational chart of agency
- g) Job descriptions of all designated employees
- h) Copy of statutory authority under which agency was created with specific citations to provisions setting forth duties and responsibilities of agency
- i) Identity of the person to whom the agency reports
- j) Copy of last annual or regular report prepared by agency, or if there is no report, copies of recent minutes of agency meetings
- k) Brief description of duties and terms of all consultants working with agency who are not designated employees
- l) FPPC Executive Director shall either
 - (1) Prepare a notice which specifies written comment period and date which written comments must be received in order for them to be considered and send notice to all persons who have requested notice at least 45 days before the hearing; or
 - (2) Return proposed code to agency with written recommendations for revision. If an agency objects to the recommendations for revision, a hearing may be requested before the FPPC
- m) If no hearing is requested as set forth above, FPPC Executive Director at end of 45 day written comment period shall either approve the code or return the code to agency for revision
- n) If hearing is requested, the FPPC shall approve the proposed code, revise the proposed code and approve it as revised or direct FPPC Executive Director to return proposed code to agency for revision and resubmission within 60 days
- o) If code approved, the FPPC Executive Director shall return copy of code or amendment to agency with notification of FPPC approval
- p) Code as approved by FPPC shall be transmitted within 30 days by agency to OAL, which shall file code promptly with Secretary of State without further review

- q) Code becomes effective on 30th day after date of filing with Secretary of State
- r) Code shall be maintained in office of Chief Executive Officer of agency and made available for inspection and copying during business hours. FPPC will also maintain a copy at their offices

Attachment 2—Conflicts of Interests

This attachment is a separately bound booklet published by the Office of the Attorney General. An electronic version of the booklet may be viewed at:
<http://ag.ca.gov/publications/coi.pdf>

Attachment 3—The Bagley Keene Open Meeting Act 2004

This attachment is a separately bound booklet published by the Office of the Attorney General. An electronic version of the booklet may be viewed at:
http://ag.ca.gov/publications/bagleykeene2004_ada.pdf

Attachment 4

**PROPOSED
(Approval Pending)
Effective 2/3/2010**

**THE NATURAL RESOURCES AGENCY
Lester Snow
Secretary**

SACRAMENTO-SAN JOAQUIN DELTA CONSERVANCY

**Executive Officer
Vacant
530-001-7500-383**

**Rhonda Hoover-Flores Executive Assistant
530-001-1728-001**

**Cindy Messer Program Manager II 530-001-0784-392
*Interim Executive Officer***

Nancy Ullrey	Program Manager 1	530-001
Vacant	Staff Env. Scientist	0783-391
Vacant	SSA/AGPA	9765-091
Vacant	SSA/AGPA	5393-704
Vacant	SSA/AGPA	5393-708
Contractors		

POSITION COUNT
Conservancy—7.0

Agenda Item: 8
Meeting Date: June 9, 2010
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SACRAMENTO-SAN JOAQUIN
DELTA CONSERVANCY

3500 Industrial Blvd.
West Sacramento, CA 95691
<http://www.deltaconservancy.ca.gov>

Consideration of Appointing an Interim Executive Officer

Requested Action: Appoint Cindy Messer as Interim Executive Officer for the Delta Conservancy to facilitate the startup and to carry out the daily operation of the organization until a permanent Executive Officer is selected and hired.

Background

Ms. Messer was recently hired to assist in managing the initial activities of the Delta Conservancy. In her capacity as a manager for the Delta Conservancy, she supervises staff transferred to the Conservancy, as well as plans, leads, organizes, and coordinates the various tasks necessary to establish and carry out the daily operations of this organization.

Ms. Messer has worked for the State of California since 1997. She has more than 12 years experience as an Environmental Scientist, Staff and Senior Environmental Scientist with the State. Her expertise is in program management, environmental compliance, environmental and drinking water quality issues, fisheries issues and invasive species.

As a Senior Environmental Scientist with the Department of Water Resources, Ms. Messer managed programs in Division of Environmental Services including the Environmental Monitoring Program and the Municipal Water Quality Investigations Program. Her duties included staff supervision, hiring, and performance management; developing program budgets and annual work plans, developing and managing contracts, facilitating stakeholder meetings, and providing presentations and written reports on program status and technical subjects to upper management and stakeholders .

Ms. Messer has a B.A. degree in Environmental Policy Analysis and Planning from the University of California, Davis (1996) and a M.S. degree in Conservation Biology from California State University, Sacramento (2006).



Consideration of Interim Delegation of Authority to the Interim Executive Officer

Requested Action: Delegate authority to the Interim Executive Officer, for an unspecified interim period and with limitations, to carry out routine administrative activities; to appoint and hire staff; to execute contracts and interagency agreements, to authorize purchase orders up to \$50,000 per item and to perform other activities as necessary on behalf of the Delta Conservancy.

Background

Staff is recommending that the Board make a temporary delegation of authority to the Interim Executive Officer to ensure the timely startup of operations for the Delta Conservancy during the interim until a permanent Executive Officer is hired. The hiring process for an Executive Officer could take six months or longer possibly delaying activities that must occur prior to and just after July 1, 2010 when the Delta Conservancy becomes an independent state agency.

There are various routine administrative functions such as signing staff timesheets; completing budgetary documents and developing materials for Board meetings that constitute the daily activities of the Conservancy and could be managed by the Interim Executive Officer. In addition, numerous agreements and documents must be developed and executed in order to implement and carry out the Conservancy's business. Examples include, contracts for temporary office space, interagency agreements to secure specialized services such as Human Resources and contracts for purchasing office supplies and equipment.

Delegating authority to the Interim Executive Officer for these routine functions will allow the Board to focus on higher level policy matters for the Conservancy while making the best use of their limited time. In addition, delegating authority to the Interim Executive Officer to manage routine functions will ensure timely completion and implementation of time sensitive administrative activities, agreements, and contracts.

Staff also recommends delegating purchasing and contracting authority to the Interim Executive Officer up to \$50,000 per item.

Staff anticipates that the Board will make a general delegation of authority to the permanent Executive Officer, after the Executive Officer has been appointed. The general delegation of authority would most likely be scheduled for the meeting after the Executive Officer has been appointed. When the general delegation of authority is granted to the Executive Officer, the above interim delegation of authority to the Interim Executive Officer would end.

Contact

Cindy Messer, Assistant Executive Officer
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2090



Consideration of Contract Regarding Recruitment and Selection for Sacramento-San Joaquin Delta Conservancy Executive Officer

Requested Action: Direct Interim Executive Officer to contract with CPS, an Executive Search firm, for up to \$20,000, to conduct recruitment for and assist in the hiring of a permanent Executive Officer for the Delta Conservancy.

Background

There is a mandatory state requirement to utilize the State Personnel Board (SPB) for administering the civil service system when hiring State personnel, however, this does not preclude the State from utilizing outside sources for recruitment. Through the SPB process the recruitment for an Executive Officer (EO) for the Delta Conservancy will be advertised on the SPB website (VPOS) at a CEA IV or V level. To ensure a qualified candidate pool for this position, Conservancy staff also recommends using an outside executive search firm such as CPS Human Resource Services (CPS). CPS offers proven, efficient and cost-effective recruitment services and is a California Master Service Agreement vendor.

The recruitment proposal from CPS is broken down into a three phased approach. Phase 1 entails developing a candidate profile and recruitment strategy. Phase 2 is the actual recruitment process and Phase 3 entails the selection of the final candidate. The contractor will perform services as directed by the Conservancy Board.

Estimated timeframe for overall search process is approximately six months from execution of the contract with CPS.

Fiscal Information

The estimated total cost of this contract is approximately \$20,000.

List of Attachments

Copy of the CPS recruitment proposal.

Contact

Angela D'Ambrosio, Delta Stewardship Council
Phone: (916) 445-5797



Sacramento-San Joaquin Delta Conservancy
**Recruitment and Selection
Services for an Executive
Officer**

Submitted By:



Human Resource Services

CPS Human Resource Services
241 Lathrop Way
Sacramento, CA 95815

t: 916.263.1401
f: 916.561.7205

tax ID: 68-0067209
www.cps.ca.gov

Pam Derby
Executive Recruiter

January 14, 2010

Angela D'Ambrosio
The Natural Resources Agency/
CALFED Bay-Delta Program
650 Capitol Mall, 5th Floor
Sacramento, CA 95814
Via e-mail: adambros@calwater.ca.gov

Dear Ms. D'Ambrosio:

Thank you very much for the opportunity to submit a proposal to assist the newly formed **Sacramento-San Joaquin Delta Conservancy** (Conservancy) with an executive search for your first **Executive Officer**. We understand that maximizing the person, job and organizational fit increases the probability of job success, employee engagement, and talent retention – a “win-win” for all concerned. Selecting the best candidate for this position is also a decisive element in building and maintaining both workforce quality and public confidence.

CPS is extremely qualified to assist the Conservancy with this important recruitment. CPS continuously strives to identify ways to complement our in-depth public sector knowledge and expertise with proven methodology that will better pinpoint the talent your organization needs to move forward – embracing the values of inclusion, accountability and accessibility in government.

CPS Executive Search is a division of CPS Human Resource Services, and has been providing management consulting services to governmental clients in the western United States since 1986. CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees. CPS also supports and participates in several local, regional and national associations including IPMA, MMANC, MMASC, ACWA, PTC, CalPELRA, and ICMA to name a few.

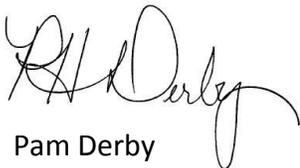
CPS Executive Search is a unique organization from the perspective that we offer a broad spectrum of human resource services, while delivering personalized, results-oriented service utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. It is our commitment to work in partnership with your organization to a successful result. The development of this recruitment is a critical decision for the Conservancy, and we are prepared to make the process seamless, unbiased and defensible.

With respect to this particular assignment we possess a number of important strengths:

- **The successful completion of approximately 1,600 recruitments for more than 575 clients.** We have extensive experience in the recruitment of all types of local government, executive and professional staff, including council/board appointed executives, department directors, and key professional and management positions. Although our client list covers a broad range, note that each recruitment we conduct is uniquely designed to fit the needs of the individual client and is calculated to provide a strong, competitive pool of candidates.
- **We have considerable, recent experience in conducting General Manager, Executive Director, and a variety of top level manager positions** for state agencies, regional authorities, cities, counties, water agencies / community services districts, and non-profit entities. We understand and appreciate the intricacies of managing the executive recruitment for an organization and bring that expertise and knowledge to the recruitment process. **Our current recruitments include the State Bar of California (Chief Trial Counsel and General Counsel), Templeton Community Services District (Fire Chief) and Discovery Bay Community Services District (General Manager); our recently completed recruitments include the McKinleyville Community Services District (General Manager), Association of California Water Agencies (Director of Regulatory Affairs), Templeton Community Services District (General Manager), Napa Sanitation District (Administrative Services Director, as well as General Manager a few years ago) and the Northern California Water Association (Executive Director).** Included on our reference list are contacts for recent state agency recruitments conducted by CPS.
- **In-depth understanding** of all state and local government operations, programs, and services. This understanding has been gained as consultants to local governments throughout the western United States.

Again, thank you for the opportunity to be considered for this assignment. We are aware that the selection of an Executive Officer is a critical decision for any organization, and we are prepared to make the process as smooth as possible for the Conservancy. If you need additional information, please contact me at 916 263-1401 at your convenience.

Sincerely,



Pam Derby
Executive Recruiter

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I. OUR APPROACH - EXECUTIVE SUMMARY

*The Sacramento-San Joaquin Delta Conservancy is about to make a decision of great significance—the selection of its first **Executive Officer**. Because this decision is so critical, CPS Executive Search has developed the most comprehensive and sophisticated executive search service available to local government today. Our unique approach to executive search includes the following features:*

BOARD OF DIRECTOR'S INVOLVEMENT

The Board of Directors (Board) must be intimately involved in the search for a new Executive Officer. For this reason, our approach assumes their direct participation in key phases of the search process, including the development of the candidate profile and recruitment strategy, the selection of final candidates, interviews with the finalists, and ultimately, the selection of a new Executive Officer.

In addition, our process can include input and participation from a range of stakeholders depending on the client's wishes. Such stakeholders could include other agency executives, staff of the Conservancy, or other invested stakeholders, etc. Because our clients know their organization best, we rely on your direction and guidance in determining who should be involved at different stages in the process.

CONSERVANCY'S NEEDS

A critical first step in a successful executive search is for the Board to define the professional and personal qualities required of its Executive Officer. To be certain this occurs, we have developed a very effective process that will permit them to clarify the preferred future direction for the Conservancy; the specific challenges the Conservancy is likely to face in achieving this future direction; the working style and organizational climate the Board wishes to establish with the Executive Officer; and ultimately, the professional and personal qualities that will be required of the Executive Officer to be successful.

AGGRESSIVE RECRUITMENT

The best Executive Officer candidates are often not actively seeking a new position. They may be very satisfied with their current situation, and may only consider a change if a more attractive career opportunity is presented to them. Yet, among potential applicants there are those who, though personally satisfied with their current situation, would rise to the professional challenge and apply for the Conservancy position. Evoking that sense of vision and opportunity in qualified persons is among the responsibilities of CPS Executive Search. This is why we take an aggressive approach in identifying and recruiting the best available candidates.

SELECTION

The selection of the best available candidate requires the use of tools that have been specifically designed to evaluate each candidate against the personal and professional qualities identified by the Board. For this reason, we tailor our selection techniques to the Conservancy's specific requirements. In addition, we also assume responsibility for administering the selection process for the Conservancy.

EMPLOYMENT AGREEMENT

One of the most sensitive parts of the selection process is frequently the development of an employment agreement with the new Executive Officer. We are very careful to handle this aspect with care and precision so that the employment relationship begins in a positive manner. We are available to assist the Board and the new Executive Officer in developing an agreement that is acceptable to both parties.

ONE-YEAR GUARANTEE

If the candidate selected and appointed by the Conservancy as a result of a full CPS Executive Search recruitment terminates employment for any reason before the completion of the first year of service, CPS Executive Search will provide the Conservancy with whatever professional services are required to appoint a replacement. Professional consulting services will be provided at no cost. The Conservancy would be responsible for reimbursable expenses only.

II. CONSULTANT TEAM

CPS Executive Search has assembled a uniquely qualified team of professionals to assist the City. This team possesses extensive consulting experience and a direct, in-depth understanding of local government. Each team member routinely serves as an engagement manager and personally handles every aspect of the executive search process. This recruitment would be led by Pam Derby, who will be assisted by the balance of the CPS Executive Search team as necessary.

PAMELA DERBY, Executive Recruiter

Since joining CPS Executive Search in 2003, Pam Derby has participated in a wide range of recruitments for county, city, special district and association executives including city manager, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, public health officials, public works director, registrar of voters, library director, and director of information technology in addition to specialized support positions. *Ms. Derby has just successfully completed the City Attorney and Police Chief recruitments for the City of Berkeley. She is currently assisting the Templeton Community Services District with their Fire Chief recruitment, the Discovery Bay Community Services District with their search for a General Manager and the Orange County Health Care Agency in their recruitment for a Director of Medical & Institutional Health Services. She would be immediately available to assist the Conservancy with this critical assignment.*

Prior to joining CPS Executive Search, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local/state government. Ms. Derby applies this expertise to every recruitment she conducts in order to provide a qualified, diverse candidate pool that fits an organization's cultural character. Having served at the pleasure of five elected officials, Ms. Derby is adept at bringing diverse viewpoints together and assisting a Board/Council in producing a cohesive vision of the ideal executive management candidate. While Ms. Derby majored in physical education and English at California State University, Chico she has devoted the bulk of her career to non-profit and government work. She is a resident and fifth-generation native of a small Northern California town where she has been actively involved in youth and community activities for many years.

Recent client testimonials regarding Pam Derby:

"Pam, it was our pleasure to work with you. You made the task somehow doable and sensible, step by step. Your insights were very helpful. You clearly know your way around and through this task very professionally. Our thanks go to you" – Mayor, City of Sebastopol

"First time user of your services. Highly impressed with the level of professionalism in all aspects of our recruitment process. Have another recruitment for another position coming up and will use your services again. How could we not recommend such a great organization?" – Board President, Templeton Community Services District (Pam Derby was the Recruitment Manager)

“Pam, it was a great pleasure to work with you. You really seemed to understand who we are as a community and what we need in a City Manager. You brought us excellent candidates and guided us skillfully in our selection process. I am confident that the candidate will do a great job for us. Thank you so much!” – *Council Member, City of Sebastopol*

“Pam and CPS were extremely responsive at all points in the recruitment. Pam was a delight to work with. She was responsive to our needs and always prepared.” – *HR Director, California Bay Area City*

“Many thanks to Pam and Laural for their help and efforts! It was an exceptional job completed in an extraordinary timeframe. It was done with great professionalism and an apparent consideration and commitment for the needs of our agency. Pam was easily accessible and immediately responsive. She had an excellent understanding of the organization and the open position, and was especially considerate of internal deadlines and concerns.” – *HR Director, California Non-profit Agency*

“While I have had an opportunity to work with recruitment firms before, my experience with CPS was an exceptional one and lead me to my current position. I had been working in my previous position for several years and discovered the material put together by CPS for my current position. This information was laid out so well and interesting that I applied for the position. Once I reached out to CPS, I received personal assistance throughout the screening and interview process. I have been in my position for over a year now and looking back would recommend, without hesitation, using the services of CPS.” - *Candidate and Appointee, GM, CA Transit District*

STUART SATOW, Executive Recruiter

Since joining CPS Executive Search in 2002, Stuart Satow has conducted over 150 successful recruitments covering all areas of public sector executive search including city, county, state, special district, and regional governments. Mr. Satow has extensive experience in conducting high-level recruitments for council/board appointed positions, including recent City Manager recruitments for the California cities of American Canyon, Brentwood, Elk Grove, Modesto, and Napa, and the Arizona cities of Paradise Valley and Surprise. Other recent charter officer recruitments led by Mr. Satow include City Attorney recruitments for the cities of Elk Grove, Fresno, Modesto, and Surprise (AZ), and City Clerk and City Auditor for the city of Modesto. Mr. Satow assisted the California Commission on Peace Officer Standards and Training (POST) in the search for a new Executive Director, and the Santa Ana Watershed Project Authority Board of Directors in the recruitment of a new General Manager. Mr. Satow very recently assisted the California Public Employees Retirement System (CalPERS) in recruitments for a new Chief Executive Officer, two Deputy Executive Officers, and a Director of External Affairs. Mr. Satow is currently assisting the Merced County Board of Supervisors in the search for a new County Executive Officer. Mr. Satow has conducted numerous recruitments for Department Head level positions in city/county government and special districts in the areas of Planning/Community Development, Finance, Human Resources, Parks and Recreation, and Public Works/Engineering.

Previously Mr. Satow was a fixture on television in the Sacramento region for more than 22 years. As a sportscaster for ABC affiliate KXTV Channel 10, Mr. Satow interviewed hundreds of management-level executives, university officials, and professional and amateur athletes. He is a popular public speaker and emcee who has long been involved in community events in the Sacramento region. With a BA degree in Communication Studies from California State University, Sacramento and 27 years of experience in the communications industry, Mr. Satow is an experienced writer and interviewer who has excellent people skills and a positive track record in staff and project management.

LAURAL SCHWEIGER, Administrative Technician

Laural Schweiger provides technical and administrative support to the Executive Search Team. She assists with the creation of all work products surrounding the proactive execution of the recruitment including marketing materials, the outreach campaign, and all client and candidate reports and information as needed. Laural is a key point of contact with clients and candidates to ensure smooth communication and facilitation of information and correspondence. Prior to joining CPS Executive Search, Laural worked as a Consultant for a staffing agency. She earned a Bachelor's degree in International Relations from California State University, Chico.

III. EXECUTIVE SEARCH PROCESS IN DETAIL

The executive search process presented below is designed to provide the Conservancy with the full range of services required to ensure the ultimate selection of an Executive Officer who is uniquely suited to the Conservancy's needs.

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

A critical first step in this engagement is a thorough review of the search process and schedule with the Board. This will ensure that the Conservancy's needs are met in the most complete manner possible.

Task 2 - Meet Individually with Each Board Member

As a prelude to a workshop session with the Board, the consultant will meet individually with each Board Member for approximately a 30-45 minute conversation conducted either via telephone or in person as the Board members' calendars permit. The purpose of these meetings is to develop individual insights regarding the Conservancy's needs and the personal and professional characteristics desired in an Executive Officer.

Task 3 - Receive Input From Others

As desired by the Board, the consultant is prepared to meet with other stakeholders, including members of the Conservancy's Management Team, and other key leaders to obtain additional input in developing the ideal candidate profile and helping the consultant understand key issues and challenges that will face a new Executive Officer. The specific nature of the involvement process would be developed in consultation with the Board. The results of the above activities will be summarized by the consultant and provided to the Board as an additional source of information for developing the candidate profile and selection criteria.

Task 4 - Development of Candidate Profile and Recruitment Strategy

This task will result in the identification of the personal and professional attributes required of the new Executive Officer, and include the following activities:

- The Board will identify priorities for the new Executive Officer.
- The consultant will assist the Board in identifying the conditions and challenges likely to be encountered in achieving the priorities identified above.
- The Board will describe the type of working relationship they wish to establish with the Executive Officer.

- The consultant will assist the Board in generating a list of specific competencies, experiences, and personal attributes needed by the new Executive Officer in light of the analyses conducted above.
- The consultant will present several recruitment and selection strategies for the Board's consideration. The Board will choose the recruitment and selection process most likely to produce the intended results.

Task 5 - Prepare Recruitment Brochure and Place Advertisements

Following the completion of the previous task, text for an attractive recruitment brochure will be prepared and presented to the Board for review prior to printing (examples of current brochures are available for viewing on our website at www.cps.ca.gov/Search). In addition, advertisements will be prepared and placed for publication in appropriate magazines, journals, newsletters, job bulletins, and Web sites in order to attract a diverse group of candidates.

Phase II - Recruitment

Task 1 - Identify and Contact Potential Candidates

This very crucial task will include a variety of activities designed to attract the best available candidates. In addition to the placement of advertisements in appropriate professional journals, the consultant will:

- Contact respected and experienced executives to identify outstanding potential candidates on a referral basis. CPS maintains a comprehensive, up to date database of such persons. However, we do not rely solely upon our current database. We also conduct specific research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience to garner a diverse and quality pool of candidates. These individuals, as well as potential candidates, are typically contacted very soon after they have received a recruitment brochure in order to maximize the impact of the multiple contacts.
- Select top quality candidates for consideration from past recruitments.
- Provide each potential candidate with a copy of the recruitment brochure transmitted with a personal letter.
- Contact potential candidates by telephone to explain the career opportunity, answer questions, and encourage them to submit a resume. Oftentimes this component necessitates multiple conversations with the same person to pique their interest and to answer their questions.

Task 2 – Resume Review and Personal Interviews

All resumes will be submitted directly to the consultant for initial screening. This screening process is specifically designed to assess the personal and professional attributes the Board is seeking and will include:

- A thorough review of each candidate's resume and other supporting materials.
- Personal interviews with the candidates who appear to best meet the Conservancy's needs. This group typically includes approximately 10-15 candidates. The consultant will spend quality time ascertaining each candidate's long term career goals and reason(s) why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will also gather data on any other unique aspects specific to this recruitment based upon the candidate profile.
- The consultant will conduct internet research on each candidate interviewed, to include newspaper articles and blog checks.

Task 3 – Board Selects Finalists

At the conclusion of the previous tasks, the consultant will prepare a written report that summarizes the results of the recruitment process and recommends five to eight candidates for further consideration by the Board. This report will include the candidate resumes and a profile on each candidate's background. The consultant will meet with the Board to review this report and to assist in selecting a group of finalists for further evaluation.

Phase III - Selection

Task 1 - Design Selection Process

Based on the results of the meeting conducted in Phase I, the consultant will design a selection process to be utilized by the Board in assessing the final candidates. This process will typically include an in-depth interview with each candidate, but may also include other selection tools such as an oral presentation, preparation of written materials and problem-solving exercises.

Task 2 - Administer Selection Process

The consultant will coordinate all aspects of the selection process for the Board. This includes contacting both the successful and unsuccessful candidates, preparing appropriate materials such as interview questions and evaluation manuals, facilitating the interviews, and assisting the Board with deliberation of the results of the interviews.

Task 3 – Arrange Follow-up Interviews and Conduct In-depth Reference/Background Checks

Following the completion of the selection process, the consultant will be available to schedule and coordinate follow-up interviews, and complete reference checks. The in-depth reference checks are a comprehensive 360 evaluation process whereby we speak with current and previous supervisors, peers and subordinates. The candidates are requested to provide a minimum of ten reference sources. CPS is able to ascertain significant, detailed information from reference sources due to our assurance and commitment to them that their comments remain confidential which leads to a willingness to have an open and candid discussion with the consultant. A written summary of the reference checks is provided to the Board. We will also arrange for a background records check of an applicant's driving record, court and credit history, education verification, newspaper article research, and other sensitive items.

VALUE-ADDED/CUSTOMER SERVICE

Throughout the executive search process, we are committed to keeping the Board fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc). In addition, during each phase in the process, we are either sending personal letters or initiating phone calls to candidates advising them of their status. We place a high level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. We have developed many long term relationships with clients that have resulted in the opportunity to assist them with multiple recruitments.

In addition, our follow-up extends once you have selected the next Executive Officer. We will contact both the Board Chair and the newly appointed Executive Officer within six months of appointment to ascertain if an effective transition has occurred.

IV. REFERENCES

Listed below is a sample of recruitments we have concluded for various water agency and Board/Council appointed positions.

<u>CLIENT</u>	<u>POSITION</u>	<u>CONTACT</u>
Association of California Water Agencies	Executive Director Director of Regulatory Affairs	Randy Fiorini Board President 209 668-1634 or Jan Jennings Director of Administration 916 441-4545 janj@acwa.com
California Tahoe Conservancy	Executive Officer	John Gussman Attorney 510 655-8817 jbgussman@2xtreme.net
Marin County Transit District	General Manager	Farhad Mansourian Public Works Director 415 499-7580 fmansourian@co.marin.ca.us
McKinleyville Community Services District	General Manager	Bill Wennerholm Board President 707.839.4344 Jeffrey.Dunk@humboldt.edu
Northern California Water Association (NCWA)	Executive Director Executive Director	Steve Danna, Chairman NCWA Board of Directors 916 442-8333 sdanna@dannaanddanna.com
Pacific Forest & Watershed Lands Stewardship Council	Executive Director	Mary Scoonover Resources Law Group 916 442-4880 info@resourceslawgroup.com
Regional Water Authority and Sacramento Groundwater Authority	Executive Director	Joseph Dion Regional Water Authority 916 967-7692 joe.dion@att.net
		Pam Tobin Sacramento Groundwater Authority 916 967-7692 ptobin@kw.com

<u>CLIENT</u>	<u>POSITION</u>	<u>CONTACT</u>
Sacramento Area Council of Governments	Executive Director	Mike McKeever Executive Director 916 340-6205 mmckeever@sacog.org
Sebastopol, CA, City of	City Manager	Sarah Glade Gurney Mayor 707 823-1153 sarahcouncil@yahoo.com
Templeton Community Services District	General Manager	David Brooks President, Board of Directors 805 434-4900 cdrdave@charter.net

V. PROJECT TIMING

CPS Executive Search is prepared to begin work upon receipt of a fully-executed contractual agreement. We can complete all search activities up to and including the selection of a new Executive Officer in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial Client meeting. A proposed schedule is presented below.

PROPOSED SCHEDULE

Task Name	Month 1				Month 2				Month 3			Month 4				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting to Define Candidate Profile	➤															
Place Ads and Draft Brochure		➤														
Brochure Approved and Printed			➤													
Aggressive Recruiting				➤												
Final Filing Date							➤									
Preliminary Screening								➤								
Report of Results to the Board									➤							
Board Interviews												➤				
Appointment															➤	
(Weeks)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

VI. COST

FEES FOR PROFESSIONAL SERVICES

The base professional fee for this executive recruitment service as outlined is **\$16,000**. Our professional fee covers all the consultant services associated with **Phases I, II and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the Board in finalist selection, and facilitate candidate interviews with the Board.

CPS Executive Search is committed to meeting the individual needs of each of our clients. Based upon that understanding, CPS can offer various options for pricing and levels of service to be determined based upon the Conservancy's individual needs for a specific recruitment. To conduct **Phase I and Phase II (Task 1 only)** of the recruitment process, CPS can offer that level of service for a professional fee of **\$9,000** plus reimbursable expenses. To conduct **Phases I and II** of the recruitment process outlined in this proposal, CPS can offer that level of service for a professional fee of **\$12,500** plus reimbursable expenses. And, as stated above, to conduct **Phases I, II and III** of the recruitment process (full service recruitment), the professional fee is **\$16,000** plus reimbursable expenses.

REIMBURSABLE EXPENSES

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, long distance telephone, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and we will work proactively with the Conservancy to ensure that the dollars being spent for expenses are in keeping with the Conservancy's expectations. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes background checks on up to two finalist candidates.

Estimated Range **\$5,500 - \$7,500**

Professional fees and reimbursable expenses would be billed and paid monthly.

CONTRACT ARRANGEMENTS

For contractual purposes, our legal name is
Cooperative Personnel Services (dba CPS Human Resource Services)



Consideration of Selecting an Advisory Committee to Assist with Recruitment and Selection Process for the Executive Officer Position for the Sacramento-San Joaquin Delta Conservancy

Requested Action: Discuss the selection of an advisory committee consisting of members of the Board to assist in the selection of the Executive Officer. Tasks would include developing criteria and qualifications for the Executive Officer position, recommending salary for the position, periodic updates to the Board regarding the Executive Officer search, reporting results of the recruitment process, and making a recommendation with respect to the final selection.

Background

Staff recommends that the Board adopt the following resolution to guide the overall recruitment and hiring process.

“The Sacramento-San Joaquin Delta Conservancy Board hereby authorizes an advisory committee of the Board, to be designated by the Board concurrently with this resolution (“the Search Committee”), with the assistance of staff, to carry out recruitment and screening of candidates for the position of Executive Officer, with such guidance as the Board may hereafter provide.”

“The Search Committee shall recommend to the Board the desirable criteria for filling the Executive Officer position, together with the recruitment plan, and application and interviewing procedures. The Search Committee shall report to the Board periodically regarding the progress and results of the recruitment process. The Search Committee shall also make recommendations to the Board regarding the desirable salary for the position.”

The Search Committee would consist of two or more members of the Board; the number is at the discretion of the Board. If the committee consists of more than two members, its meetings would be subject to the Bagley-Keene Opening Meeting Act. The committee would need to publish notice and agenda of its meetings. However, the committee may meet in closed session pursuant to Government Code section 11126(a) to consider the appointment of an Executive Officer.

The Search Committee would report to the Board the progress and results of the recruitment process, as well as make recommendations with respect to the final selection. The Committee would also recommend the appropriate salary level to be proposed to the Department of Personnel Administration (DPA).

The timeline for the recruitment and hiring process largely depends on how extensive a process the Board will pursue. At the next scheduled Board meeting, the Search Committee, assisted by Conservancy staff, will present the following items: CPS contract status, recruitment plan; announcement (including position description, eligibility criteria, and desirable qualifications); screening and eligibility criteria.

Fiscal Impact:

None.

Contact

Angela D'Ambrosio, Delta Stewardship Council
Phone: (916) 445-5797



Information Regarding the Governor's Proposed Budget Element for the Sacramento-San Joaquin Delta Conservancy

Delta Conservancy: Budget Summary for Fiscal Year 2010-2011

I. Governor's Budget	Total Expenditures =	
	\$1,329	
	General Fund = \$829	
	Other funds (Reimbursements) = \$500	
Expenditure Category	Amount	Funding Source
Salaries/Benefits (7 positions)	\$728	General Fund
Operating Expenses	\$101	General Fund
Contracts (Strategic and Finance plans)	\$500	Reimbursements
Notes: Dollar amounts in thousands		

II. BCP to Dept. of Finance Shifts Conservancy expenditures from DSC to RA	Total Expenditures =		
	\$1,329		
	General Fund = \$829		
	Other funds (Reimbursements) = \$500		
Expenditure Category	Amount	Funding Source	Specific items
Salaries/Benefits (7 positions)	\$728	General Funds	
General Expenses	\$35	General Funds	
Printing	\$7	General Funds	
Communication	\$21	General Funds	
Postage	\$7	General Funds	
Travel In-State	\$7	General Funds	
Training	\$7	General Funds	
Utilities	\$7	General Funds	
Equipment	\$10	General Funds	copier, printer, server
Total Operating Expenses	\$101	General Funds	
Contracts	\$500	Reimbursements	strategic, finance plans
Notes: Dollar amounts in thousands			

III. Conservancy Staff Details

7 permanent positions

Executive Officer
(CEA IV-V)
Asst. Executive Officer (Program Mgr II)
Program Manager I
Staff Env. Scientist
Assoc. Govt'l Program Analyst
Assoc. Govt'l Program Analyst
Executive Assistant

Contact

Cindy Messer, Assistant Executive Officer
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2090



Memorandum of Understanding for Temporary Sacramento-San Joaquin Delta Conservancy Office Space

Action Requested: Ratify the Memorandum of Understanding with the Department of Water Resources for temporary Delta Conservancy office space in West Sacramento.

Background

The Sacramento-San Joaquin Delta Conservancy (Conservancy) became a state agency on February 3, 2010, and is required by statute to have its offices in the Legal Delta. The Department of Water Resources (DWR) offered temporary office space at no charge to the Conservancy for one year. The MOU expires in February 2011.

A Memorandum of Understanding (MOU) was signed in April 2010 by representatives of DWR and the Conservancy. The MOU describes the purpose and scope of the office space arrangement.

Fiscal Information

The current budget (Fiscal Year 2009/10) did not provide funds for Conservancy office space. The MOU offers a definite fiscal benefit to the Delta Conservancy because the office space is at no charge.

List of Attachments

Attachment 1—Memorandum of Understanding

Contact

Cindy Messer, Assistant Executive Officer
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2090

Attachment 1

**Memorandum of Understanding
by and among the
California Department of Water Resources and the
Sacramento-San Joaquin Delta Conservancy
(formerly California Bay-Delta Authority)
Regarding IT Related Support for
Sacramento-San Joaquin Delta Conservancy staff
at California Department of Water Resources,
Division of Environmental Services office
3500 Industrial Boulevard,
West Sacramento, CA 95691**

A. Purpose.

This Memorandum of Understanding (the "MOU") is entered into by and between the California Department of Water Resource ("DWR") and the Sacramento-San Joaquin Delta Conservancy (formerly California Bay-Delta Authority). This is an agreement regarding topics related to the temporary housing of Sacramento-San Joaquin Delta Conservancy staff at DWR facility at 3500 Industrial Boulevard, West Sacramento, CA 95691. Sacramento-San Joaquin Delta Conservancy staff will occupy four staff cubicles, one equipment/supplies cubicle and one private office for a term of one year beginning February 2010.

B. Scope (Roles and Responsibilities).

DWR shall:

- Provide Internet connectivity to Sacramento-San Joaquin Delta Conservancy computers through the DWR normal Internet connection. Internet traffic will be subject to DWR and state security policies.
- Provide network connectivity to Sacramento-San Joaquin Delta Conservancy printer resources.
- Manage Local desktop computers' security with regards to security patches and antivirus.
- Manage user access using DWR's Microsoft Active Directories Accounts. For tracking user access and to reserve local meeting rooms and other resources.
- Provide support for the items above limited to normal DWR working hours and within the response guidelines of DWR's standard support Service Level Agreements (SLA). During building-wide outages, support will be provided once DWR's core group is up and running.

Sacramento-San Joaquin Delta Conservancy shall:

- Provide staff local desktop and server support with regards to items unrelated to DWR's scope (i.e. desktop applications, Citrix, etc...).
- Provide support to staff for other equipment (i.e., network printer(s) and facsimile machine).
- Provide staff with telephone lines and telecommunications support. Access and entry to any of the local facilities telecommunications closets MUST be coordinated with DWR's Telecom Office (916-654-0707).

C. Effective Date and Duration.

This MOU will be in effect from February 16th, 2010 and for a period of one year ending February 15th, 2010.

Dean F. Messer, Chief
Division of Environmental Services
Department of Water Resources

Tim Garza, Chief Information Officer
California Natural Resources Agency
and Department of Water Resources

Terry Macaulay, Acting Interim Executive Officer
Sacramento-San Joaquin Delta Conservancy



Consideration of Headquarter Location

Requested Action: Authorize Interim Executive Officer to find an interim office location for the Conservancy and provide direction to Interim Executive Officer and Conservancy staff regarding possible location(s) for permanent offices.

Background

Per Public Resources Code Sec. 32340, the Board is responsible for establishing and maintaining the Delta Conservancy's headquarter offices within the Delta. Conservancy's staff are currently residing in temporary office space provided by the Department of Water Resources (DWR) through an MOU between the agencies. This MOU expires on February 15, 2011. The current 2009-10 budget does not have funds appropriated for the Conservancy to rent office facilities.

The first action to be considered by the Board is the selection of an interim headquarters location for the Conservancy. Staff would recommend to the Board that the interim location should be located in West Sacramento, if appropriate facilities can be located. Because the Conservancy is still in its formative stages and will be dependent on interagency agreements and contracts with other agencies, namely the Department of General Services, for many of its administrative functions, an office located near the Sacramento area would allow for the most effective means to conduct day-to-day business. In addition, Conservancy staff may be directed by the Board to become more involved in other Delta planning efforts and activities by attending meetings with other state and federal agencies, many of which are located in the Sacramento area.

Regular Board meetings may be held at the interim location on a regular basis, but may also be moved around to accommodate Board members as needed.

In addition to consideration of an interim headquarters location, the Board may wish to begin discussion of a permanent location and provide Conservancy staff with direction for further exploration of possible options. Attachment 1 provides some initial possibilities regarding possible permanent locations.

The Board will have many variables to consider in selecting both interim and permanent locations for the Conservancy's headquarters. The considerations addressed in this summary include fiscal, staffing, program implementation, and location.

Fiscal

Under the current Governor's budget for FY 2009-2010 no funding has been allocated for a Delta Conservancy office. The current MOU with DWR provides office space until February 2011 and from there the Board must explore possibilities for securing interim and permanent locations.

Staffing

The Conservancy will ultimately have seven permanent staff under the current fiscal guidelines. If voters pass the Safe, Clean, and Reliable Water Supply Act of 2010 (Water Bond), there is the potential for the Conservancy to add additional staff in the future and this should be considered for both the interim and permanent locations.

Program Implementation

Program implementation will consist of; (1) regular Board meetings to guide and implement the Conservancy's actions; (2) administrative functions necessary for an independent state agency; and, (3) regular interactions with key local, state and federal agencies working on other Delta planning efforts. Consideration should be given to which locations can accommodate these program elements most effectively.

Board Meetings

For both the interim and permanent locations, facilities for Board meetings within the office would be desirable given the lack of funding for renting meeting facilities under the current budget. Meeting facilities should allow for a variation in number of attendees since most meetings will likely include stakeholders and members of the public.

Location

Conservancy headquarters must be in the Legal Delta per Public Resources Code Sec. 32340. Location will factor heavily into Conservancy staff's ability to attend various meetings and in coordinating regular Board meetings. The Conservancy may rent or own real and personal property and equipment pursuant to applicable statutes and regulations (Public Resources Code Sec. 32340) and this may factor into selection of a permanent location.

Some initial suggestions from staff for the Board's review regarding selection of the Conservancy Headquarters are presented in Attachment 1.

List of Attachments

Table: Options to Promote Discussion about Delta Conservancy Headquarters Location

Contact

Cindy Messer, Assistant Executive Officer,
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2090

Options to Promote Discussion about Delta Conservancy Headquarters Location

Options	# of SSJDC Staff	Concerns/Benefits
Maintain current office space	7	<ul style="list-style-type: none"> • MOU expires in February, 2011 • No space for additional staff • Office space, conference rooms, and parking are free • Close to other state and federal agency headquarters for meetings • Close to airport and freeways
Co-Locate with Delta Protection Commission in West Sacramento (interim or permanent option)	7 or more	<ul style="list-style-type: none"> • Leverage facility options, shared business services (e.g., copiers), and staffing (e.g., receptionist) with minimal required funding • Would allow for close coordination with DPC on Delta economic sustainability planning and Conservancy program implementation • Would facilitate staff participation in other state and federal Delta processes, most of which are based in Sacramento • More likely to have technology infrastructure for web-based processes (e.g., web casting) • Close to airport and freeways
Establish separate interim West Sacramento location	7 or more	<ul style="list-style-type: none"> • Facility, business services, and staffing costs would be paid in full by the Conservancy • Finding location that provides large enough meeting space that fits within Conservancy budget • Close to other state and federal agencies for programmatic and administrative meetings • Close to airport and freeways • May be able to configure space according to Conservancy needs

<p>Co-Locate with RVRS Project (IEP agencies) (permanent option)</p>	<p>7 or more</p>	<ul style="list-style-type: none"> • Leverage facility options, shared business services (e.g., copiers), and staffing (e.g., receptionist) with minimal required funding • Would allow for close coordination of Delta ecosystem restoration projects with the IEP agencies • The facility will be in Rio Vista, and local support of the RVRS project is high. • The Conservancy's enabling legislation requires the Conservancy's headquarters be in the legal Delta; Rio Vista is not in the legal Delta. • Staff travel time to meetings in Sacramento • Need to ask Department of Finance and Department of General Services for permission to be included in existing agreement and planning phase of project. • Project will not be completed before 2014, so the Conservancy will need to find interim office space.
<p>Establish separate offices for headquarters staff and ecosystem restoration staff (permanent location)</p>	<p>7 or more</p>	<ul style="list-style-type: none"> • Could co-locate headquarters and economic sustainability staff with DPC and ecosystem restoration staff with RVRS staff for easier collaboration in the respective topic areas. • Enhances Conservancy's presence in the Delta and could facilitate public outreach efforts • If funding becomes available, may want to consider other satellite offices, similar to what the Sierra Nevada Conservancy has, so local residents have easier access to Conservancy programs and staff • Any cost savings from co-locating offices with other agencies could cancel out any duplicate costs from two offices • Could add meeting flexibility
<p>Establish a single, permanent headquarters office without DPC or RVRS. (interim and permanent locations)</p>	<p>7 or more</p>	<ul style="list-style-type: none"> • Facility, business services, and staffing costs would be paid in full by the Conservancy • Would need to determine where in the Delta to locate office space



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Consideration of Consistency between the Board's Strategic Plan and Other Delta Planning Efforts

Requested Actions: (1) Provide guidance to staff regarding the level of interaction with agency's working on the specific plans mentioned in the Conservancy's implementing legislation and direct staff regarding what kinds of information the Board wants to assist in developing its Strategic Plan; and (2) Identify the Delta planning efforts the Board would like to hear more about at future meetings.

Background

The Sacramento-San Joaquin Delta Conservancy Act (Chapter 5, Statutes of 2009) requires the Board to prepare and adopt a Strategic Plan within two years after hiring the Conservancy's Executive Officer (Public Resources Code Sec. 32376). The legislation specifies that the Strategic Plan must be consistent with several other key Delta and Suisun Marsh related plans. Details of these plans are provided in Attachment 1. A few of these plans are still being developed including the Delta Stewardship Council's Delta Plan (due January 1, 2012), the Central Valley Flood Protection Plan (due January 1, 2012) and the Habitat Management, Preservation and Restoration Plan for the Suisun Marsh (due January 1, 2011). To ensure the Board's Strategic Plan is developed consistently with these other plans, the Board may want to direct staff to contact appropriate lead agencies and explore involvement opportunities.

In addition to the plans specifically noted in the legislation and above, there are an extensive number of local, regional, state, and federal documents, planning efforts and activities that the Board may want to consider while developing its Strategic Plan. These documents, planning efforts and activities are described in Attachment 2. Upon request, staff will arrange for presentations regarding any of these activities.

List of Attachments

Attachment 1—Plans Mentioned in the Legislation

Attachment 2—Other Documents, Plans and Activities

Contact

Nancy Ullrey
Rick Breitenbach

(916) 375-2087
(916) 375-2084

Attachment 1—Plans Mentioned in Legislation

The Sacramento-San Joaquin Delta Conservancy Act requires that the Board's Strategic Plan be consistent with the following:

- Delta Plan, by the Delta Stewardship Council, due January 1, 2012;
- Land Use and Resource Management Plan, by the Delta Protection Commission, updated 2010;
- Central Valley Flood Protection Plan, by the California Department of Water Resources, due by January 1, 2012;
- Suisun Marsh Preservation Act of 1977; and
- Habitat Management, Preservation and Restoration Plan for the Suisun Marsh (Suisun Marsh Plan), by the Suisun Charter Group. The public review draft is scheduled for release in May 2010, and the final is scheduled for early 2011.

Delta Plan. The Delta Stewardship Council is required to develop, adopt, and begin implementation of its Delta Plan by January 1, 2012 (Public Resources Code Sec. 85300(a)).

The Sacramento-San Joaquin Delta Reform Act of 2009, the Delta Stewardship Council's implementing legislation, outlines the plan's goals and content, and how the Delta Plan should be:

- (1) Developed and implemented in cooperation and consultation with agencies having responsibilities in the Delta;
- (2) Reviewed periodically and, as appropriate, revised on a five year basis; and
- (3) Prepared consistent with applicable parts of several federal acts (Coastal Zone Management Act of 1972, Section 8 of the Reclamation Act of 1902, and Clean Water Act).

The Delta Plan is intended to further the co-equal goals of providing a more reliable water supply and protecting, restoring, and enhancing the Delta ecosystem. In doing so, it will include sub-goals and strategies to assist in guiding state and local agency actions related to the Delta [Public Resources Code Sec. 85300]. The Bay Delta Conservation Plan (BDCP) described elsewhere in this attachment shall be considered for inclusion in the Delta Plan [Public Resources Code Sec. 85320].

The Conservancy role will be to assist in implementing the Delta Plan (Public Resources Code Sec. 32360.5).

Land Use and Resource Management Plan. The Delta Protection Commission (DPC) is required to prepare, adopt, review, and maintain a comprehensive long-term Land Use and Resource Management Plan (Resource Management Plan) for land uses within the Primary Zone of the Delta (Public Resources Code Sec. 92760).

The DPC adopted their revised Resources Management Plan in February 2010. This plan describes the needs and goals for the Delta, lists policies and identifies standards as they relate to seven plan elements: land use, agriculture, natural resources, recreation and access, water, levees, and utilities and infrastructure. This plan provides guidance to state agencies undertaking activities in the Primary Zone of the Delta and requires local governments (i.e., the Delta counties of Contra Costa, Sacramento, San Joaquin, Solano, and Yolo) to make their respective general plans consistent with the Resource Management Plan (Public Resources Code Sec. 29763.5).

Per Public Resources Code Sec. 32376 the Board's Strategic Plan shall be consistent with DPC's Resources Management Plan.

Central Valley Flood Protection Plan. In 2006, the Department of Water Resources (DWR) launched *FloodSAFE California* (FloodSAFE) – a multi-faceted program to improve public safety through integrated flood management. DWR is developing the Central Valley Flood Protection Plan (CVFPP) to establish a long-term vision for improving flood control in the Central Valley.

DWR is required to prepare the CVFPP by January 1, 2012, and the Central Valley Flood Protection Board needs to adopt the CVFPP by July 1, 2012. The CVFPP will be updated every five years (years ending in 2 and 7). The CVFPP is to be a sustainable, integrated flood management plan that describes existing flood risk in the Central Valley and recommends actions to reduce the probability and consequences of flooding.

The 2012 version of the CVFPP will promote understanding of the challenges, objectives, opportunities, and potential solutions from state, federal, tribal, regional, local, and other stakeholders' perspectives. It will attempt to identify and recommend actions that have broad agreement and identify areas of disagreement. The CVFPP is being coordinately closely with the U.S. Army Corps of Engineers' Central Valley Integrated Flood Management Study.

The Board's Strategic Plan is required to be consistent with the Central Valley Flood Protection Plan (Public Resources Code Sec. 32376).

Suisun Marsh Preservation Act of 1977. The Suisun Marsh Preservation Act of 1977 incorporates into state law the findings and policies developed in the Suisun Marsh Protection Plan completed in 1976. The Board's Strategic Plan shall be consistent with the Suisun Marsh Preservation Act of 1977 (Division 19, commencing with section 29000) (Public Resources Code Sec. 32376).

The San Francisco Bay Conservation and Development Commission is the state agency with regulatory jurisdiction of the marsh and the Suisun Resource Conservation District is responsible for water management in the marsh. In the Suisun Marsh Preservation Act (Public Resources Code Section 29003), the Legislature concluded that to preserve the integrity of and assure continued wildlife use of the Suisun Marsh, including its waterfowl-carrying capacity and diversity of its flora and fauna, there is a need to:

- (1) Establish and maintain adequate water quality.
- (2) Improve water management practices, including drainage and other water control facilities within the Suisun Marsh.
- (3) Establish criteria to produce valuable waterfowl food plants.
- (4) Provide future supplemental water supplies and related facilities to assure that adequate water quality will be achieved within the wetland areas.
- (5) Develop and carry out plans and policies to protect the marsh from degradation by excessive human use.
- (6) Define and establish a buffer area consisting of upland areas that have high wildlife values and also contribute to the integrity and continued wildlife use of the wetlands within the marsh.

These six elements are required by The Board's Strategic Plan is required to be consistent with the Suisun Marsh Preservation Act (Public Resources Code Sec. 32376).

Habitat Management, Preservation and Restoration Plan for the Suisun Marsh (SMP).

The Habitat Management, Preservation and Restoration Plan for the Suisun Marsh (SMP) [Public Resources Code Sec. 32376] was written by a charter group. The charter group consists of representatives from agencies with primary responsibility affecting actions in the Suisun Marsh. Agencies include the U.S. Fish and Wildlife Service, the U.S. Bureau of Reclamation, California Department of Fish and Game, California Department of Water Resources, and the Suisun Resources Conservation District (SRCD). SRCD represents the interests of the private landowners in the charter group.

The SMP is intended to balance the benefits of tidal wetland restoration with other habitat uses in the marsh. The SMP addresses issues related to managing the marsh and its beneficial uses, and is intended to be a flexible, science-based management plan.

The SMP's objectives are:

- (1) to protect and enhance of managed wetland habitats for waterfowl and other resident and migratory species; restore and protect tidal wetlands and other habitats; recover threatened and endangered species; and improve ecological processes and reduce stressors.

- (2) to maintain the heritage of waterfowl hunting and other recreational opportunities and increase awareness of the Suisun Marsh's ecological values.
- (3) to maintain and improve levee system integrity to protect property, support tidal restoration and maintain water quality standards.
- (4) to protect and where possible improve water quality for beneficial uses.

A public review draft environmental impact statement/environmental impact report (EIS/EIR) is expected in spring 2010. A final EIS/R is expected in early 2011.

The Board's Strategic Plan is required to be consistent with the SMP (Public Resources Code Sec. 32376).

The Board may also want to closely follow several other planning activities, mentioned in the legislation, which may have some relationship to future Board actions. These activities include the: Delta Protection Commission's Delta Economic Sustainability Plan and Expansion of the Delta's Primary Zone and the Bay Delta Conservation Plan.

Delta Protection Commission's Economic Sustainability Plan.

At its March 2010 meeting, the DPC discussed the Request for Qualifications proposal to contract for this plan's preparation and appointed a subcommittee to advise and guide this process. According to stature, the Economic Sustainability Plan must be completed by July 1, 2011.

The DPC Economic Stability Plan will include, at a minimum, the following:

- (1) Public safety recommendations, such as flood protection recommendations.
- (2) The economic goals, policies, and objectives in local general plans and other local economic efforts, including recommendations on continued socioeconomic sustainability of agriculture and its infrastructure and legacy communities in the Delta.
- (3) Comments and recommendations to the Department of Water Resources concerning its periodic update of the flood management plan for the Delta.
- (4) Identification of ways to encourage recreational investment along the key river corridors, as appropriate.

The information and recommendations in this plan will inform the Delta Stewardship Council's policies regarding the socioeconomic sustainability of the Delta region [Public Resources Code Sec. 29759]

Funds provided to the Conservancy are to be used, among other things, to support a Conservancy program for economic sustainability in the Delta. The basis for this Conservancy program is the Economic Sustainability Plan.

Delta Protection Commission's Expansion of the Primary Zone. The DPC is also studying the potential expansion of the Delta's Primary Zone (Public Resources Code Sec. 29773.5). A DPC subcommittee appointed by the Commission met and drafted an outline for proceeding with this effort. The draft document is posted online at http://www.delta.ca.gov/primary_zone.asp. This study is due to be completed by July 1, 2010.

Bay-Delta Conservation Plan (BDCP).

The BDCP is being developed to promote the recovery of endangered, threatened, and sensitive fish and wildlife species and their habitats in the Sacramento-San Joaquin Delta in a way that will also protect and restore water supplies. The BDCP is to:

- (1) Identify conservation strategies to improve the overall ecological health of the Delta;
- (2) Identify ecologically friendly ways to move fresh water through and/or around the Delta;
- (3) Address toxic pollutants, invasive species, and impairments to water quality; and
- (4) Establish a framework and funding to implement the plan over time.

The BDCP is being prepared by a group of state, federal, and local water agencies, state and federal fish agencies, environmental organizations, and other interested parties. When completed, the BDCP would provide the basis for endangered species permits to operate the state and federal water projects. Timeline for BDCP implementation is 50 years. The primary focus of the BDCP is a long-term conservation strategy that sets forth the actions needed for a healthy Delta. A public review draft of the BDCP is expected in November 2010.

Funds provided to the Conservancy to implement ecosystem restoration projects pursuant to the Bay Delta Conservation Plan shall only be used for ecosystem restoration purposes [Public Resources Code Section 32360(3)].

Attachment 2

Other Documents, Plans and Activities				
Natural Community Conservation Plans/Habitat Conservation Plans				
County	Lead Agency	Status	Link	
Contra Costa	East Contra Costa County Habitat Conservation Plan Association (HCPA)	Completed 2007	http://www.co.contra-costa.ca.us/epart/cd/water/HCP	
Sacramento	Sacramento County DERA	Scoping Stage, South Sacramento Habitat Conservation Plan	http://www.msa2.saccounty.net/planning/Pages/SSHCPPIan.aspx	
San Joaquin	San Joaquin Council of Governments	Completed 2000 Annual Report completed 2008	http://www.sjcog.org/Programs%20&%20Projects/Habitat_files/Habitat-Main-page.htm	
Solano	Solano County Water Agency	Administrative Draft completed 2009	http://www.scwa2.com/Conservation_Habitat_FinalAdminDraft.aspx	
Yolo	Yolo Natural Heritage Program	Some draft chapters online 2010	http://yoloconservationplan.org/index.html	
County General Plan or General Plan Updates				
County	Lead Agency	Status	Link	
Contra Costa	Community Development Department	Completed 2005	http://www.co.contra-costa.ca.us/depart/cd/current/advance/GeneralPlan/CCCGeneralPlan.pdf	
Sacramento	Planning and Community Development Department	Update in progress; anticipated completion 2010	http://www.msa2.saccounty.net/planning/Pages/GeneralPlanUpdate.aspx	
San Joaquin	Community Development Department	Mid-way through their update process, no chapters online; anticipated completion 2011	http://sjcgpu.com/	

Other Documents, Plans and Activities			
Solano	Department of Resource Management	Completed 2008	http://solanocountygeneralplan.net/
Yolo	Planning and Public Works Department	Completed 2009	http://www.yolocounty.org/Index.aspx?page=1758
Integrated Water Resource Management Plans			
Title of IWRMP	Status	Link	
American River Basin IRWMP	Final, 2006	http://www.rwah2o.org/rwa/programs/irwmp/	
Cosumnes, American, Bear, Yuba Region (CABY) IRWM Plan	Final, 2006	www.cabyregion.org	
Mokelumne/Amador/Calaveras IRWM Plan	Final, 2006	http://www.ccwd.org/documents/Facilities/Final%20MAC%20IRWMP%2011-06.pdf	
Madera County IRWMP	Final, 2008	http://www.madera-county.com/supervisors/water-plan.html	
Sacramento Valley IRWM Plan	Final, 2006	http://www.norcalwater.org/int_program/irwmp.shtml	
Regional Conservation Plans			
Council of Government or Non-Governmental Organization	Title and Date	Link	
ABAG San Francisco Estuary Project	Comprehensive Conservation and Management Plan, 2007	http://www.sfestuary.org/userfiles/ddocs/Final_CCMP.pdf	
San Joaquin Resources Conservation District Lower Mokelumne River Watershed Stewardship Planning Committee	Lower Mokelumne River Watershed Stewardship Plan, 2002	http://www.sjcrd.org/articles/MokP.pdf	
Sacramento River Conservation Area Forum	Sacramento River Conservation	http://www.sacramentoriver.org/srcaf/publications/3-20-	

Other Documents, Plans and Activities			
	Area River Forum 2008-2010 Strategic Plan	08%20strategic%20plan%20final.pdf	
Yolo Basin Foundation	A Framework for the Future: Yolo Bypass Management Strategy, 2001	http://www.yolobasin.org/bypass_strategy.cfm	

Other Documents, Plans and Activities

Regional Disaster Preparedness Plans

Agency	Department of Division	Report Title	Link
ABAG		Taming Natural Disasters: Multi-Jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area, Update of 2005 Plan, Draft 2009	http://quake.abag.ca.gov/mitigation/
San Joaquin County	Office of Emergency Services	Delta Flood Plan	http://www.sjgov.org/Oes/getplan/Delta_Flood_plan.pdf
Sacramento County	Water Resources	Multi-Hazard Mitigation Plan, 2004	http://www.msa2.saccounty.net/dwr/Pages/Reports-DMA.aspx
Yolo County	Office of Emergency Services	Yolo Operational Area Multi-Hazard Mitigation Plan, 2004	http://www.yolocounty.org/Index.aspx?page=718

Regional Strategic, Economic, and Transportation Plans

Agency	Department of Division	Report Title	Link
ABAG	Metropolitan Transportation Commission	Transportation 2035: Change in Motion	http://www.mtc.ca.gov/planning/2035_plan/
ABAG		Strategic Plan, 2008	http://www.abag.ca.gov/pdfs/strategic-goals08.pdf
SACOG		Overall Work Program, FY 2009-2010	http://www.sacog.org/owp/2009/05/21/OWP%20FY%202009-10%20ADOPTED%205-21-09.pdf
SACOG		SACOG Regional Goods Movement Study, Phase 2 White Papers, 2007	http://www.sacog.org/goodsmovement/study/Draft%20Phase%202%20Goods%20Movement%20Study.pdf
SACOG		Metropolitan Transportation Plan	http://www.sacog.org/mtp/2035/final-mtp/

Other Documents, Plans and Activities				
		for 2035		
SACOG		Agricultural Workers Transportation Plan, Business Plan, 2010	http://www.sacog.org/rucs/pdf/AWTP%20Business%20Plan%202-3-10.pdf	
SJCOG		Regional Expressway Study	http://www.sjco.org/docs/pdf/Publications/SJCOG%20Regional%20Expressways%20Study.pdf	
SJCOG		2008 Measure K Smart Growth Incentive Program in the San Joaquin County	http://www.sjco.org/docs/pdf/Regional%20Planning/Smart_Growth/Final_2008_SGIP.pdf	
Great Valley Center	New Valley Connections	The Entrepreneurial Sacramento Valley: Regional Economic Development Impacts and Implications, 2004	http://www.greatvalley.org/artman2/uploads/1/2004_10_22_15_53_55_sac_valley_entrepreneurs.pdf	
State Environmental, Conservation, and Agricultural Plans				
Agency	Department of Division	Report Title	Link	
CalEPA	State Water Resources Control Board	Strategic Workplan for Activities in the San Francisco Bay/Sacramento-San Joaquin Delta Estuary, 2007	http://www.waterboards.ca.gov/waterrights/water_issues/programs/bay_delta/strategic_plan/docs/baydelta_workplan_final.pdf	
CalEPA	Dept. of Pesticide Regulation	Strategic Plan, 2008	http://www.cdpr.ca.gov/docs/dept/planning/strg_pln/2008plan/strplan.pdf	
CDFA	State Board of Food and Agriculture Subcommittee on the Ag Vision 2030	Framework and Action Plan in progress	http://www.cdfa.ca.gov/agvision/agvisionsubcommittee.html	
Natural Resources	Dept. of Fish and Game	Ecosystem Restoration Program Conservation Strategy for Stage 2 Implementation, 2008	http://www.dfg.ca.gov/ERP/reports_docs.asp	

Other Documents, Plans and Activities				
	Dept. of Fish and Game	California's Wildlife Action Plan, 2007 (Delta Chapter)	http://www.dfg.ca.gov/wildlife/WAP/docs/report/ch14-cvbd.pdf	
	Dept. of Fish and Game	California Aquatic Invasive Species Management Plan, 2008	http://www.dfg.ca.gov/invasives/plan/	

Other Documents, Plans and Activities

State Economic, Recreation, and Disaster Preparedness Plans

Agency	Department of Division	Report Title	Link
		2009 California Climate Adaptation Strategy	http://www.energy.ca.gov/2009publications/CNRA-1000-2009-027/CNRA-1000-2009-027-F.PDF
	California State Parks	Central Valley Vision, 2008	http://www.parks.ca.gov/pages/22545/files/draft%20cvvip%20for%20public%20review%20_web_10_28.pdf
	Dept. of Water Resources	FloodSAFE Strategic Plan, draft 2008 (final expected mid-2010)	http://www.water.ca.gov/floodsafe/docs/FloodSAFE_Strategic_Plan-Public_Review_Draft.pdf
	Central Valley Flood Protection Board	Strategic Plan, 2003	http://recbd.ca.gov/strategicplan/StrategicPlan.doc
	California Coastal Conservancy	Strategic Plan, 2007	http://www.coastalconservancy.ca.gov/Public_Info/SCC_Strat_Plan_Board_Approved.pdf
	San Francisco Bay Conservation and Development Commission	Strategic Plan, 2008	http://www.bcdc.ca.gov/reports/strategic_status_rpt.pdf
Business, Transportation, Housing and Cal EPA		Goods Movement Action Plan, 2007	http://www.arb.ca.gov/gmp/docs/gmap-1-11-07.pdf
Cal Emergency Management Agency		State Emergency Plan, 2009	http://www.calema.ca.gov/WebPage/oeswebsite.nsf/0/79FCE3912398FA168825740F0060CE32?OpenDocument

Other Documents, Plans and Activities

Federal Environmental, Conservation, and Agricultural Plans

Agency	Department of Division	Report Title	Link
Dept. of the Interior	Secretary's Office	WaterSMART order, 2010	http://doi.gov/news/pressreleases/upload/WaterSMARTOrder.pdf
		Interim Federal Action Plan for the California Bay-Delta, 2009	http://www.doi.gov/documents/CAWaterWorkPlan.pdf
	US Bureau of Reclamation	WaterSMART: The Water Conservation Initiative and Implementation of the Secure Water Act, 2009	http://www.usbr.gov/WaterSMART/docs/Water%20Conservation%20Initiative%20and%20Implementation%20of%20the%20Secure%20Water%20Act.pdf
	US Fish and Wildlife Service	Recovery Plan for the Sacramento-San Joaquin Delta Native Fishes, 1996 (some outdated information)	http://ecos.fws.gov/docs/recovery_plan/961126.pdf
Dept. of Commerce	NOAA--National Marine Fisheries Service	Public Draft Recovery Plan for .. Salmon and ... Steelhead, 2009	http://swr.nmfs.noaa.gov/recovery/cent_val/Public_Draft_Recovery_Plan.pdf
	Economic Development Administration	Green, Local, and Growing: Findings from a Survey of Green Businesses in California, 2009	http://communityinnovation.berkeley.edu/reports/GreenLocalGrowing.pdf
USDA	Rural Information Center	Promoting Tourism in Rural America, 2004	http://www.nal.usda.gov/ric/ricpubs/tourism.html#INTRODUCTION
US Army Corps of Engineers	San Francisco District	Delta Dredged Sediment Long-Term Management Strategy (LTMS) Work Plan, 2007	http://deltatms.com/docs/Delta%20LTMS%20SWP%20SRG%20Draft%203-07-07.pdf



Consideration of a High Level Year One Agenda

Requested Action: Discuss proposed high level, year one agenda as a planning tool for future Board meetings, and provide direction to Delta Conservancy staff regarding the continued use and revision of this high level agenda to plan subsequent Board meetings.

Background

The Delta Conservancy has a broad scope of activities as defined by the Sacramento-San Joaquin Delta Conservancy Act (Public Resources Code Section 32322 et. seq.) ranging from ecosystem restoration activities to assisting legacy communities and developing a program for economic vitality in the Delta, in cooperation with the Delta Protection Commission.

A high level year one agenda will facilitate planning the flow of information to the Board that will provide them with the overviews and specific information they need to make informed decisions regarding the direction and work of the Conservancy. Such a planning tool will also contribute to governmental transparency that benefits the public by indicating what subjects may be up for discussion at a particular meeting.

List of Attachments

Attachment 1—High Level Year One Agenda

Contact

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Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2090

Sacramento-San Joaquin Delta Conservancy

Year One Agenda

Version 5/24/2010

1ST MEETING	2ND MEETING	3RD MEETING	4TH MEETING
<p>Initial Business</p> <ul style="list-style-type: none"> • Oath of Office • Election of Officers • Adopt Board meeting procedures • Appoint Interim Executive Officer • Introduce Conservancy Staff • Conflict of Interest Code/Bagley-Keene • Personnel Packets 	<p>Updates:</p> <ul style="list-style-type: none"> • Executive Officer Recruitment • Informational requests by Board • Budget • Legislation 	<p>Updates:</p> <ul style="list-style-type: none"> • Delta Conservancy Role-DPC Economic Sustainability Plan • Budget • Information requests by Board • Legislation • Delta Plan 	<p>Updates:</p> <ul style="list-style-type: none"> • Procedure – Collaboration and Cooperation • Budget • Information requests by Board • Legislation • Performance measures
<p>Briefings</p> <ol style="list-style-type: none"> 1. Implementing Legislation 2. Governor's Budget 3. Headquarters Search 4. Legislation 5. Related planning efforts 	<p>Briefings</p> <ol style="list-style-type: none"> 1. Delta Plan (Delta Council) 2. ERP Conservation Strategy (DFG) 3. BDCP 	<p>Briefings</p> <ol style="list-style-type: none"> 1. SWRCB Flow Criteria 2. DWR Eco Projects in the Delta 3. DFG Eco Projects in the Delta 4. DPC Primary Zone Expansion 	<p>Briefings</p> <ol style="list-style-type: none"> 1. Flood Planning 2. Levees 3. Emergency Preparedness & Response
<p>Action Items</p> <ol style="list-style-type: none"> 1. Delegation of Authority/Interim Executive Officer (EO) 2. Executive Officer Recruitment Contract 3. Executive Officer Selection Committee 4. MOU Regarding West Sacramento Office 5. Board meeting schedule 	<p>Action Items</p> <ol style="list-style-type: none"> 1. Advisory Boards – Staff Recommendation 2. Executive Officer Recruitment 3. Conflict of Interest Code 4. 5. 	<p>Action Items</p> <ol style="list-style-type: none"> 1. Conservancy Fund-possible funding sources 2. Communications Strategy 3. Executive Officer Selection 4. Conflict of Interest Code 5. 	<p>Action Items</p> <ol style="list-style-type: none"> 1. Executive Officer Hiring 2. 3. 4. 5.
<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Consistency between Board's Strategic Plan and Other Delta Planning Efforts 2. Year One Agenda 	<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Performance Measures (conceptual) 2. Relationship with other Delta Planning Efforts 3. Strategic Plan <ul style="list-style-type: none"> • Goals • Approach (mechanics) 4. Department of Fish & Game - PSP 	<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Panel discussion – DC role in local Habitat Conservation Plans and NGO activities (Including Westlands) 2. Strategic Plan 3. Ongoing Eco Project Management – Roles 4. DWR ecosystem restoration projects 	<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Relationship with other Delta Planning Efforts 2. Strategic Plan
5TH MEETING	6TH MEETING		
<p>Updates:</p> <ul style="list-style-type: none"> • Procedure – Fundraising • Budget • Legislation • BDCP <p>Information requests by Board</p>	<p>Updates:</p> <ul style="list-style-type: none"> • Procedure – Project funding source and selection (e.g., Strategic Plan BDCP, economic sustainability) • Budget • Legislation • Delta Plan <p>Information requests by Board</p>		
<p>Briefings</p> <ol style="list-style-type: none"> 1. DPC Economic & Tourism, etc. 2. Department of Parks & Recreation Plan 3. 	<p>Briefings</p> <ol style="list-style-type: none"> 1. Agriculture 2. Suisun Marsh Plan 3. 		
<p>Action Items</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>Action Items</p> <ol style="list-style-type: none"> 1. Conceptual Performance Measures 2. 3. . 		
<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Relationship with other Delta Planning Efforts 2. Funding 3. Strategic Plan 	<p>Discussion/Direction</p> <ol style="list-style-type: none"> 1. Relationship with other Delta Planning Efforts 2. Funding 3. Strategic Plan 		



Consideration of Delta Conservancy Board Meeting Schedule

Requested Action: Discuss alternatives regarding the 2010 Board meeting schedule, including dates, times, and locations for future Board meetings. Provide direction to staff regarding when and where Board meetings need to be held during 2010.

Background

The Sacramento-San Joaquin Delta Conservancy Act directs the Board to hold its regular meetings within the Delta or the City of Rio Vista (Public Resources Code Sec. 32350).

Most county boards of supervisors meet on Tuesday mornings. Most other commissions and boards meet monthly. The Delta Stewardship Council has 2-day meetings on the fourth Thursday and Friday of the month. There are several other boards and commissions with which the Board may want to interact, such as the Delta Protection Commission, the Central Valley Flood Protection Board, and the Bay-Delta Conservation Plan Steering Committee.

In coming to a decision, the Board members also need to consider their own schedules and time commitments. Based on regularly scheduled meetings, the first and third Wednesday of the month are available for the Board's meetings. The first, second, and third Fridays may also be available after July, pending the elimination of state furlough days.

The Conservancy may want to consider the length of the meetings as well as any special meetings or workshops to conduct the Conservancy's business. The Sierra Nevada Conservancy, for example, has an afternoon half-day business meeting, and evening public reception, and a field trip to a project area on the following day.

Locations within the Delta that can accommodate the Board are few. A list of potential meeting locations is attached.

Fiscal Information

No funds have been allocated in the Conservancy's FY 2009-2010 budget for facility rental. The Conservancy has authority to raise funds through various means that could be used to rent facilities if necessary. Possibilities for including funding for facility rental in the Conservancy's FY 2010-2011 budget need to be identified and discussed.

List of Attachments

Attachment 1—List of Meeting Dates of Selected Boards and Commissions

Attachment 2—List of Potential Meeting Sites in the Delta or Rio Vista

Contact

Nancy Ullrey, Program Lead,
Sacramento-San Joaquin Delta Conservancy
Phone: (916) 375-2087

Abbreviations used in Attachment I

BDCP = Bay Delta Conservation Plan Steering Committee

BOS = Boards of Supervisors

CCC = California Coastal Conservancy

CVFPB = Central Valley Flood Protection Board

DPC = Delta Protection Commission

DSC = Delta Stewardship Council

OPC = Ocean Protection Council

SFBCDC = Bay Conservation and Development Commission

Attachment 1—List of Meeting Dates of Selected Boards and Commissions

June 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	2	3 BDCP Steering Comm. SFBCDC	4 State Furlough	5
6	7	8 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	9 Delta Conservancy BOS meetings: --Sacramento (a.m.)	10	11 State Furlough	12
13	14	15 BOS meetings: --Contra Costa --Sacramento --San Joaquin	16	17 BDCP Steering Comm. DPC (alternate) SFBCDC	18 State Furlough	19
20	21	22 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	23 BOS meetings: --Sacramento (p.m.)	24 DSC OPC	25 CVFPB DSC OPC	26
27	28	29 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	30			

July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 BDCP Steering Comm. SFBCDC	2	3
4	5 State Holiday	6 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	7	8	9	10
11	12	13 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	14 BOS meetings: --Sacramento (a.m.)	15 BDCP Steering Comm. SFBCDC DPC (regular)	16	17
18	19	20 BOS meetings: --Contra Costa --Sacramento --San Joaquin	21	22 DSC	23 DSC	24
25	26	27 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	28 BOS meetings: --Sacramento (p.m.)	29 BDCP Steering Comm.	30	31

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	4	5 CCC SFBCDC	6	7
8	9	10 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	11 BOS meetings: --Sacramento (a.m.)	12 BDCP Steering Comm.	13	14
15	16	17 BOS meetings: --Contra Costa --Sacramento --San Joaquin	18	19 DPC (alternate) SFBCDC	20	21
22	23	24 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	25 BOS meetings: --Sacramento (p.m.)	26 BDCP Steering Comm. DSC	27 DSC	28
29	30	31 BOS meetings: --Contra Costa --Sacramento --San Joaquin				

<h1>September 2010</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 SFBCDC	3	4
5	6 Labor Day	7 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano OPC	8 OPC	9 BDCP Steering Comm.	10	11
12	13	14 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	15 BOS meetings: --Sacramento (a.m.)	16 DPC (regular) SFBCDC	17	18
19	20	21 BOS meetings: --Contra Costa --Sacramento --San Joaquin	22	23 BDCP Steering Comm. DSC	24 DSC	25
26	27	28 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Yolo	29 BOS meetings: --Sacramento (p.m.)	30		

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	6	7 BDCP Steering Comm. SFBCDC	8	9
10	11	12 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	13 BOS meetings: --Sacramento (a.m.)	14	15	16
17	18	19 BOS meetings: --Contra Costa --Sacramento --San Joaquin	20	21 BDCP Steering Comm. CCC DPC (alternate) SFBCDC	22	23
24	25	26 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	27 BOS meetings: --Sacramento (p.m.)	28 DSC	29 DSC	30
31						

November 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano	3	4 BDCP Steering Comm. SFBCDC OPC	5	6
7	8	9 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	10 BOS meetings: --Sacramento (a.m.)	11 Veteran's Day	12	13
14	15	16 BOS meetings: --Contra Costa --Sacramento --San Joaquin	17	18 BDCP Steering Comm. DPC (regular) SFBCDC	19	20
21	22	23 BOS meetings: --Contra Costa --San Joaquin --Solano	24	25 Thanksgiving Holiday	26 State Holiday— Day After Thanksgiving	27
28	29	30 BOS meetings: --Contra Costa --Sacramento --San Joaquin				

December 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 BDCP Steering Comm. CCC SFBCDC	3	4
5	6	7 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	8 BOS meetings: --Sacramento (a.m.)	9	10	11
12	13	14 BOS meetings: --Contra Costa --Sacramento --San Joaquin --Solano --Yolo	15 BOS meetings: --Sacramento (p.m.)	16 BDCP Steering Comm. DPC (alternate) SFCDC	17	18
19	20	21	22	23	24	25
26	27	28	29	30 BDCP Steering Comm.	31	

Attachment 2—List of Potential Meeting Facilities and Rental Fees

**Facility Locations and Fees
 Sacramento-San Joaquin Delta Conservancy Meetings**

Facility & Room Capacity	Address	Contact Person	Fees
Courtland Auditorium	Primasing Avenue Courtland, CA 95615	State Contact: Rita (916) 775-1771	\$25 hr (school facility) Proof of liability insurance
Jean Harvie Community & Senior Center	14273 River Road Walnut Grove, CA 95690	State Contact: Amber Velska (916) 875-6961	\$70 per hour (4 hr min) and \$500 cleaning deposit
Department of Water Resources Room capacity: 70-80	3500 Industrial Blvd, Room 119 West Sacramento, CA 95	State Contact: Rhonda Hoover-Flores (916) 375-2085	No charge
West Sacramento City Hall Galleria	West Sacramento, CA	Facility Contact: Scott Stanly (916) 617-4620	Gov rate: \$30 hour and \$500 deposit prior to reservation
University of Pacific	3601 Pacifica Avenue Stockton, CA 95203	(209) 946-2011	\$1550 for 4 hrs. 25% discount to State
City of Isleton Community Center	210 Jackson Blvd Isleton, CA 95641	(916) 777-7770	\$50 and proof of liability insurance