

Yolo County Flood Control & Water Conservation District

AGENDA Board Meeting 34274 State Highway 16 Woodland, CA 95695 Tuesday, September 4, 2012 7:00 P.M.

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, then please contact Christina Cobey at (530) 662-0265 or (530) 662-4982 fax. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA

- 7:00 1. Consideration: The Board will consider adoption of the minutes of the August 7, 2012 Regular Board Meeting.
- 7:02 2. Open forum (Limited to five minutes): Guest introductions, unscheduled appearances and opportunity for public comment on non-agenda items.
- 7:07 3. Consideration: Adding Items to the Posted Agenda.
In order to add an item to the agenda, it must fit one of the following categories:
a) A majority determination that an emergency (as defined by the Brown Act) exists; or
b) A 4/5ths determination that the need to take action that arose subsequent to the agenda being posted.
- 7:10 4. Consideration: Review of the 2011/2012 Independent Audit.
- 7:25 5. Consideration: Review of the District's Investment Policy.
- 7:30 6. Consideration: Adoption of Resolution Amending and Superseding Resolution 12.01 Requesting Yolo County LAFCO to Initiate and Approve the Annexation of Property to the District.

- 7:55 7. Consideration: 2012/2013 Budget Update.
- 8:15 8. Directors' Reports: Each member of the Board will have the opportunity to report on meetings and conferences attended during the prior month on behalf of the District.
- 8:20 9. Attorney's Report: The District's attorney will report on the following:
a) Current legal and legislative activities.
- 8:25 10. General Manager's Report: The Board will receive a report from the General Manager or designated representatives regarding current general activities and projects of the District.
a) General Activities
b) Operations, Maintenance and Water Conditions
- 8:35 11. General Discussion: Opportunity for Board members to ask questions for clarification, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.
- 8:40 12. Consideration: The Board will consider the approval and the payment of bills.
- 8:45 13. Closed Session: Conference with Legal Counsel Under:
Personnel Issue: Government Code Section 57957.
- 8:58 14. Closed Session Report:
Report action and vote, if any, taken in Closed Session.
- 9:00 15. Adjourn

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the Board's jurisdiction is welcome, subject to reasonable time limits for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Times listed for consideration of agenda items are approximate only. The Board may consider any agenda item at any time during the Board meeting.

I declare that the foregoing agenda was posted at the office of the Yolo County Flood Control and Water Conservation District, 34274 State Highway 16, Woodland, CA on August 31, 2012.

By: _____
Christina Cobey, Administrative Assistant



Y O L O C O U N T Y

FLOOD CONTROL &
WATER CONSERVATION
DISTRICT

BOARD MEETING MINUTES
Tuesday, September 4, 2012, 7:00 PM

YCFCWCD Offices
34274 State Highway 16
Woodland, CA 95695

The regular meeting of the Board of Directors of the Yolo County Flood Control and Water Conservation District was held at 7:00 p.m. on Tuesday, September 4, 2012, at its regular place of business, 34274 State Highway 16, Woodland, California. Chair Mayer convened the meeting. In attendance were:

District Board

James Mayer, Chair
Erik Vink, Vice Chair
Ann Brice
Bruce Rominger
Ron Tadlock

District Staff

Tim O'Halloran, General Manager
Christy Barton, Assistant General Manager Administration
Ryan Bezerra, Legal Counsel

Members of the Public

Duane Chamberlain
Dave Pratt
Don Rominger

1. CONSIDERATION: Approval of Minutes

M/S/C approved the minutes of the August 7, 2012 Regular Board Meeting as corrected.

2. OPEN FORUM

There were no comments.

3. CONSIDERATION: Adding Items to the Posted Agenda

There were no changes.

4. CONSIDERATION: Review of the Fiscal Year 2011/2012 Independent Audit

General Manager O'Halloran introduced Normal Newell of Smith & Newell to review the Fiscal Year 2011/2012 Independent Audit.

Newell provided an overview of the audit process, and then reviewed the District's Balance Sheet and Profit/Loss Statements, comparing them to the prior year's information. He stated they found no significant issues, but did become aware of opportunities to strengthen the District's internal controls and operating efficiency. He identified the three Findings and Recommendations provided to the Board by letter. They are:

1. Fuel use is not being verified by dipping the tank and the records reconciled at the end of each month.
2. Payroll deductions for tax withholdings were not always what the employee had indicated.
3. The maximum vacation accrual limit identified in the District's Vacation Policy is not being enforced.

O'Halloran responded to each item as follows:

1. The District will start reconciling fuel tank accounts at the end of each month.
2. The instance of incorrect withholding related to an employee whose children were no longer home. The employee said he wanted to reduce his dependent for tax purposes by two. It was done without the proper forms being completed.
3. The Vacation Policy has an unrealistically low cap (160 hours) and could create operational issues, if enforced. The policy is being reviewed by the Personnel Committee regarding increasing the maximum vacation accrued limit.

Newell stated that the staff had been very cooperative and helpful during the audit. O'Halloran noted that the staff being referred to was primarily Financial Supervisor McGriff.

M/S/C accepted the Fiscal Year 2011/2012 Independent Audit for filing.

Chair Mayer stated it was a very clean audit given such minor items in the Auditor's management letter to the Board.

5. CONSIDERATION: Review of the District's Investment Policy

General Manager O'Halloran explained the requirement for an annual review of the District's Investment Policy. The prior policy was provided to Counsel Boyd, Bartkiewicz, Kronick & Shanahan, for review. Boyd's memo states that the minor changes in the Government Code did not require a change to the District's Investment Policy and found the current policy to be up to date.

O'Halloran confirmed that the District is in compliance with the terms of the Investment Policy, noting that the District's funds are being held in the District's bank or invested in the Local Agency Investment Fund. Funds being held by Yolo County are awaiting transfer to the District.

M/S/C confirmed that the District's Investment Policy is current.

O'Halloran noted that Financial Supervisor McGriff had suggested that the District might be able to obtain a higher rate of return with Certificates of Deposit. She will investigate and return her findings to O'Halloran.

6. Consideration: Adoption of Resolution Amending and Superseding Resolution 12.01 Requesting Yolo County LAFCO to Initiate and Approve the Annexation of Property to the District.

Director Rominger, having property within the proposed annexation, recused himself and left the room due to a conflict of Interest.

General Manager O'Halloran reviewed the history of the annexation in progress, the late addition to the process and the need for a new resolution per the Yolo County Local Agency Formation Commission (LAFCO).

O'Halloran reported he had met with water customer Harlan to better understand his concerns regarding the annexation. Harlan wanted to know how the additional 450 acres being annexed would impact the waiting list.

O'Halloran addressed that question for the Board by reviewing the waiting list problem, the District/Water Customers group meetings, and the short-term and proposed long-term solutions. The short-term solution that was implemented this irrigation season almost eliminated the waiting list immediately and revealed that much of the problem was not people actually waiting, but people placing orders in anticipation for future water service. The long-term solution is a combination of allocating canal capacity, enlarging canal structures, and implementing a pump program. He reviewed each of the options, and reported that the District is already working with the computer programmer on the canal capacity allocation program.

O'Halloran reported that the additional acreage being considered on the Winters Canal represents approximately 1% of the irrigated acreage on the canal. If the new acreage was 100% developed and all irrigating, it might add another 6 cubic foot per second to the water demand. A marginal impact that will be mitigated by the planned canal capacity allocation process and the infrastructure improvements.

Chair Mayer reported that the District has to balance long-term benefits with short-term problems. He thanked O'Halloran for the presentation and meeting with Harlan to better understand and address his concerns.

M/S/C adopted Resolution 12.07 Amending and Superseding Resolution 12.01 Requesting Yolo County LAFCO to Initiate and Approve the Annexation of Property to the District by the following vote:

Ayes:	Directors Brice, Mayer, Tadlock and Vink
Noes:	None
Absent:	None
Abstain:	Director Rominger

Director Rominger returned to the room and his place at the table.

7. CONSIDERATION: Fiscal Year 2012/2013 Budget Update

General Manager O'Halloran distributed a summary of the 2012/2013 budget to date with a detailed Capital Budget breakdown. He also provided and reviewed a draft matrix to be used to help prioritize the proposed capital items.

Chair Mayer reported that the matrix would be a helpful tool to start the process of prioritizing the capital projects.

8. DIRECTORS' REPORTS

Director Vink reported on the activities of the Davis Redevelopment Agency Decommissioning Oversight Committee.

Chair Mayer reported that he, Director Brice and General Manager O'Halloran had attended the Northern California Water Agency's (NCWA) meeting at the Woodland Farm Bureau to educate water stakeholders. Lester Snow was the keynote speaker. Two items stressed were that Northern California's water community has to participate and be viewed as part of the solution, and that we can be models regarding how to solve issues.

9. ATTORNEY'S REPORT

Legal Counsel Bezerra reported that the State Water Resources Control Board is sponsoring a Bay-Delta Workshop tomorrow focusing on ecosystem changes and the low salinity zone. MBK is working with NCWA and will make a presentation regarding the control of the salt water interface and water costs. Additional workshops are scheduled for October focusing on the fishery resources and in November focusing on analytical tools for evaluating water supply, hydrodynamic and hydropower effects.

Bezerra highlighted two legislative bills on the governor's desk – a bill related to metal theft and one declaring a human right to water, and noted that the 2012 Water Bond has been moved to 2014.

10. GENERAL MANAGER'S REPORT

General Manager O'Halloran reported on:

- a) General Activities – nothing reported
- b) Operations, Maintenance and Water Conditions
 1. Copies of the Water Conditions report were on the Sign In Table;
 2. Field staff are gearing up for maintenance jobs this fall;
 3. Water demand is tapering off. The season will probably end in early to mid–October;
 4. Water available from Clear Lake should be fully utilized. There may be a limitation due to low lake levels and the Solano Decree, but that is not expected;
 5. Indian Valley Reservoir is anticipated to end the season with approximately 60,000 acre feet of water in storage;
 6. Algae at Clear Lake is not as bad as in 2011; and
 7. Aquatic weeds, are accumulating at the head of the Winters Canal requiring removal almost every other day. Field Supervisor Espinoza will be reviewing the problem at the canal head and Cache Creek with an aquatic weed expert.

11. GENERAL DISCUSSION

Director Vink inquired regarding any damages due to the recent wildfire along Highway 20 and in the Spring Valley area. There was no damage to District facilities but the hydro was shut down for 24 hours as a precautionary action.

12. CONSIDERATION: Payment of Bills

M/S/C approval for the following claim(s) for payment:

Yolo County Flood Control Checks: # 47541-47549

13. CLOSED SESSION: Conference with Legal Counsel Under Personnel Issue – Government Code Section 57957

Persons present other than the Board were Legal Counsel Bezerra, General Manager O’Halloran and Assistant General Manager Administration Barton.

14. CLOSED SESSION Report:

Chair Mayer announced that there was no action in Closed Session to report.

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

James Mayer, Chair

ATTEST:

Tim O’Halloran, Secretary