

BOARD OF DIRECTORS MEETING

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# MINUTES

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REGULAR MEETING

Thursday, October 17, 2019

2:00 PM

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER**

The regular meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors was called to order in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento, CA 95814, at 2:00 p.m.

**2. ROLL CALL**

Board members in attendance were Tony Estremera, Richard Atwater, Sarah Palmer, and Stephen Arakawa constituting a quorum of the Board.

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

**3. PLEDGE OF ALLEGIANCE**

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

**4. PUBLIC COMMENT**

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

President Estremera closed Public Comment.

**5. APPROVAL OF MINUTES: September 19, 2019 Regular Board Meeting**

Recommendation: Approve the September 19, 2019 Regular Board Meeting Minutes

Move to Approve Minutes from September 19, 2019: Atwater

Second: Palmer

Yeas: Estremera, Palmer

Nays: None

Abstains: Arakawa

Recusals: None

Absent: None

Summary: 3 Yeas; 0 Nays; 1 Abstains; 0 Absent. (Motion passed as MO 19-10-01).

**6. CONSENT CALENDAR**

There were no items on this month's consent calendar.

**7. DISCUSSION ITEMS:**

**a. Consider Passing Resolution to Appoint and Formalize DCA Delta Stakeholder Engagement Committee**

Recommendation: Adopt Resolution to Appoint and Formalize DCA Delta Stakeholder Engagement Committee

Ms. Nazli Parvizi, Stakeholder Engagement, put forth the nominees for the DCA Stakeholder Engagement Committee (SEC). Ms. Parvizi briefly explained the purpose of the committee which is to have a robust and transparent outreach program that allows the voices and opinions of Delta residents to be heard and considered while the DCA explores engineering and design proposals. This SEC will be a forum where preliminary data is shared to get input from those who know the Delta, while taking in to account local knowledge, history, and geography. Ms. Parvizi went in to detail the ways in which the proposed committee members represent diverse interest groups spread out throughout different areas of the Delta. These stakeholders will be the liaisons to groups that they represent in order to solicit input after each meeting and create a feedback loop to DWR and the Board. Ms. Parvizi stated that the Ad Hoc Committee recommended to increase the size of the SEC by one member which falls under public safety. The Solano County representative on the SEC has yet to be determined due to no applicants for this position. In conclusion, the committee resulted with 16 public members, 2 Ex Officio members, and 1 alternate member.

Ms. Sarah Palmer expressed how impressed she was in the very broad geographical distribution of SEC members the DCA has selected. Mr. Richard Atwater adds on that he is pleased with the outcome of this committee and the wide range of diverse and expert opinions that will be represented. Ms. Palmer noted that she sees there are opposers to this project on the committee which will help make it possible to look critically at areas that the DCA wants input on.

Mr. Stephen Arakawa asked if there was going to be a SEC meeting before the next DCA Board meeting. Ms. Parvizi noted that the DCA has a tentative date in November which will be an introductory session and training of the Brown Act. Ms. Palmer wanted to know if the DCA has found a location for the first meeting in which Ms. Parvizi responded saying that the DCA is looking at a wide range of places around the Delta. Input from committee members will also be taken in to account to determine if it would be best to have one consistent location or if meetings need to move locations periodically to accommodate for the different areas of the Delta that the committee members live. Mr. Nelson provided his input that the DCA does have a tentative date, the second week in November, which will make it possible to have the first report of the meeting presented at the November Board meeting.

Mr. Tony Estremera declared his willingness to have a joint meeting with the Board and the SEC to make introductions. This will be coordinated after a few SEC meetings have taken place. Mr. Estremera also noted that he has appointed his vice chair on the committee, Barbara Keegan, who he feels is a good fit based on her experience and commitment to the Delta.

Move to Approve Resolution to Appoint and Formalize DCA Delta Stakeholder Engagement Committee,

as noted: Palmer  
Second: Atwater  
Yeas: Estremera, Atwater, Palmer, and Arakawa  
Nays: None  
Abstains: None  
Recusals: None  
Absent: None  
Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as Resolution 19-19).

**b. Consider Passing Resolution Authorizing a Professional Services Agreement to Provide Communications Support Services**

Recommendation: Adopt Resolution Authorizing a Professional Services Agreement to Provide Communications Support Services

Ms. Parvizi went into detail regarding the Request for Qualifications (RFQ) process that occurred for communication support services. Ms. Palmer asked if these proposed services were compatible with DWR in which Ms. Parvizi confirmed the software is compatible and will be able to interface with DWR. Ms. Parvizi also confirmed that the new website will be ADA approved.

Ms. Palmer questioned how the pricing differed by separating the two contracts and if it would have been cheaper to procure only one contract for the requested items. Ms. Parvizi clarified that it would not have necessarily been cheaper to only have one firm due to the fact that the best communications support teams and best graphics support teams do not always fall under the same company. With this in mind, a list of specific needs was provided in the RFQ process that firms could essentially pick and choose what they felt they were qualified for. In the end, there was no one that applied for everything on the list, leading DCA to contract two different firms. Communications and meeting facilitation were grouped into one category and graphics support and website were grouped into another category. Ms. Parvizi spoke about the ways in which the selected firms went above and beyond with the DCA's requests during this process. As a result, VMA communications and AP42 were identified as the ideal candidates.

Ms. Palmer requested in the future to have procurement price breakdowns for the Board to consider and also noted that the public tends to judge the DCA on their spending and wanted to ensure they are not overspending. Mr. Nelson confirms that the price breakdown can be included in the Board packet for future procurements and added that cost was a factor in determining which contracts were awarded for the communication support services. Mr. Atwater agreed with the approach of getting a blend of needed skillsets for the program and felt that the combination that the DCA has chosen in this procurement process matches the DCA's needs. Mr. Atwater stated that adjustments can be made as this project develops further and would like to reassess costs and the budget along the way.

Move to Approve Resolution to Authorize a Professional Services Agreement to Provide Communications Support Services

as noted: Atwater

Second: Arakawa  
 Yeas: Estremera, Atwater, Palmer, and Arakawa  
 Nays: None  
 Abstains: None  
 Recusals: None  
 Absent: None  
 Summary: 4 Yeas; 0 Nays; 0 Abstains; 0 Absent. (Motion passed as Resolution 19-20).

**c. September DCA Monthly Report**

Mr. Nelson gave a brief overview of the Monthly Report. The DCA continues to move forward with engineering work identified in the draft execution plan as well as stakeholder engagement. Mr. Atwater comments on the report in which he would like to spend more time discussing section 5 (budget) when Ms. Mallon returns to the next Board meeting. Ms. Palmer requests that the Board report be sent to them the Friday before the Board meeting to ensure enough time for review of the material. Mr. Arakawa also referenced section 5 of the report and asked if this will include more detail on revenue. Mr. Nelson responded that there will be a more detailed discussion in future Board meetings and the DCA can incorporate the revenue in the monthly report.

**8. STAFF REPORTS AND ANNOUNCEMENTS:**

**a. General Counsel’s Report**

A written report was provided in the Board package. Mr. Nelson highlighted the efforts in forming the Stakeholder Engagement Committee.

**b. Treasurer’s Report**

A written report was provided in the Board package. Ms. Katano Kasaine referenced the report regarding the reclassification of capital. While the majority of the work at the DCA considered capital work performed for administrative tasks and not. Management work with KPMG to reclassify all of their expenditure from inception and majority of those were approximately 7.6M and 2.5M in general administrative costs equaling about 10.6M in reclassification. Ms. Katano stated that this quarter, the DCA had about 452K of general administrative costs, and 3M of CIP costs. It was also noted that the seed money that the DCA received (800K) is now slightly under by about 16K that was used for travel and from other items in May. Ms. Katano declared that the audit has been completed and there were no findings from KPMG. Mr. Atwater requests that this audit report be included in the next Board material for review.

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

A written report was provided in the Board package. Ms. Carrie Buckman noted that the CEQA process is moving forward at the end of this year after the release of the NOP. In addition, DWR has been working towards selecting and contracting consultants in order to have support in the CEQA process.

Ms. Palmer inquired when the NOP will be released. Ms. Buckman responded that they are working towards early December but no exact date is finalized.

Mr. Arakawa wanted to know if the consultants being selected would be completed in the next month or so. Ms. Buckman responded that she is hopeful of this but unsure how long the negotiation process will take. As soon as this process is finalized, DWR will update the Board.

**d. Verbal Reports**

Ms. Palmer referenced a meeting she attended in Visalia with members of the South Delta in attendance as well as Wade Crowfoot. Some feedback she received is it would be beneficial to have more information regarding ground water use.

**9. FUTURE AGENDA ITEMS:**

No requested future agenda items.

**10. ADJOURNMENT:**

President Estremera adjourned the meeting at 2:32p.m., in the Sacramento Public Library, Tsakopoulos Library Galleria, 828 I Street, Sacramento.