

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Of the
TEHAMA-COLUSA CANAL AUTHORITY
5513 Hwy 162
WILLOWS, CA 95988
April 03, 2019
09:00 a.m.

PRESENT:

HALBERT CHARTER*	D	COLUSA COUNTY W.D.
SHELLY MURPHY*	A	COLUSA COUNTY W.D.
KEVIN HEBREW*	D	CORNING W.D.
DAVID SCHAAD*	D	DUNNIGAN W.D.
BILL VANDERWAAL*	A	DUNNIGAN W.D.
MIKE ALVES*	D	GLIDE/KANAWHA W.D.
ZACH DENNIS*	D	LAGRANDE W.D./WESTSIDE W.D.
JIM JONES*	D	ORLAND-ARTOIS W.D.
EMIL CAVAGNOLO*	A	ORLAND-ARTOIS W.D.
DAN JONES*	D	PROBERTA W.D.
DAN RUIZ*	A	WESTSIDE W.D.

DISTRICTS ABSENT:

CORTINA W.D.
DAVIS W.D.
4-M W.D.
GCID
HOLTHOUSE W.D.
KIRKWOOD W.D.
THOMES CREEK W.D.

ALSO PRESENT:

JEFF SUTTON*	TCCA
LISA DICHARRY	TCCA
ANDREA CLARK*	DOWNEY BRAND
RICH ROBERTSON	USBR, WILLOWS
STEPHEN MARSH	MMMWC
MITCH HARWICK*	CORNING W.D.

“*” indicates closed session attendance

“D” indicates designated director “A” indicates designated alternate

CALL TO ORDER

Chairman Hal Charter called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM

Roll was called and a quorum was declared present for the conduct of business, with 9 Districts represented.

APPROVAL OF AGENDA

M/S/C-J.JONES/SCHAAD-- UNANIMOUS

To approve the April 3, 2019 Regular Meeting Agenda.

PUBLIC COMMENT

MONTHLY RE-OCCURRING ITEMS

A. Board Meeting Minutes

M/S/C -J.JONES/HEBREW-UNANIMOUS

To approve the March 06, 2019 Regular Meeting Minutes.

B. Treasurer's Report

M/S/C-SCHAAD/J.JONES-UNANIMOUS

To approve the February 2019 Financial Reports as presented.

C. USBR Report

Rich Robertson reported on the following: Increased Shasta releases due to encroachment into flood control space; Finalization of Section 215 Contracts; 215/3F conditions continues to persist.

GENERAL MANAGER'S REPORT

Operations & Maintenance

- A. Manager Sutton reported on the following O & M activities: TC Canal is ready to serve water, Corning Canal needs to dry out so flap gates can be sealed – at which time it will also be ready to serve water; Road spraying to occur shortly; Aquatic weed treatments likely to start in late April or early May.

Meetings/Presentations

- B. Manager Sutton reported on the following: Auditor completed effort in March and we expect report in April; Met with Broadband Committee related to grant for

feasibility study; Meeting to explore TC water quality testing procedures as surrogate for FDA/CDFR Food Safety rules testing requirements; Meetings regarding Shasta Raise; Report on TCCA meetings in Washington DC.

GENERAL BUSINESS

Form 700

- A. Manager Sutton reminded the board that all completed Form 700's are due by April 1st. Manager Sutton also reported on free training, either in person by GSRMA in April and May, or online training to fulfill Ethics and Sexual Harassment Training requirements.

Policy Manual Updates

- B. Manager Sutton reported on four policies that he recommended needed update/implementation.

Discuss and Consider Adoption of TCCA Heat Prevention Policy

1. Manager Sutton reported on the need to ratify our Heat Illness Prevention Plan to formalize our policies and govern the implementation of our program to protect our employees from heat related exposure and illness, including required training, resources and practices to provide such protection. See attached.

M/S/C-SCHAAD/D.JONES-UNANIMOUS

To approve Heat Illness Prevention Policy.

Discuss and Consider Adoption of Revision to TCCA Policy 2130: Pay Periods

2. Manager Sutton reported on the proposed revision of the pay periods policy. TCCA has two pay periods [1-15 of each month and from the 16-end of each month] and now establishes two monthly paydays [20th and 5th of each month]. See attached.

M/S/C-D.JONES/ALVES-UNANIMOUS

To approve the Revisions to TCCA Policy 2130: Pay Periods.

Discuss and Consider Adoption of Revision to TCCA Policy 2010: Hours of Work and Overtime

3. Manager Sutton reported on the proposed revisions to the hours of work and overtime policy; the workweek shall consist of seven consecutive days from 12:01 A.M. Monday through midnight Sunday. Overtime is defined as hours worked in excess of 40 hours in a workweek. This also included some minor changes to the on-call policy. See attached.

M/S/C-DENNIS/SCHAAD-UNANIMOUS

To approve the Revisions to TCCA Policy 2010: Hours of Work and Overtime.

Discuss and Consider Adoption of TCCA Comp Time Policy

4. Manager Sutton reported on the adoption of TCCA Comp Time Policy; non-exempt employees who are regularly scheduled to work at least 40 hours per week may elect to receive compensating time off (“Comp Time”) in lieu of overtime pay, capped at 120 hours of comp time. See attached.

M/S/C -ALVES/SCHAAD-AYES: H. CHARTER, K. HEBREW, D. SCHAAD, M. ALVES, Z. DENNIS, AND D. JONES; NOES: J. JONES; ABSENT: CORTINA W.D., DAVIS W.D., 4-M W.D., GCID, HOLTHOUSE W.D., KIRKWOOD W.D., AND THOMES CREEK W.D.

To approve the Adoption of TCCA Comp Time Policy.

Discuss and Consider Authorizing the Assistant Treasurer to Sign Payroll Checks

- C. Manager Sutton reported that there are times when he isn’t available to sign payroll checks from the TCCA in a timely manner for payday. Manager Sutton recommended authorizing Assistant Treasurer Lisa Dicharry to sign the payroll checks only during times of Manager Sutton’s absence, with the caveat that Manager Sutton will either review and authorize prior to her signing, or alternatively will review and confirm payroll accuracy as soon as it can be conveniently accomplished after the fact. [Since the Board Meeting, Manager Sutton discussed this proposal with TCCA Auditor Mr. Robert Johnson, who approved the practice provided the stipulations above (GM reviews either prior to or shortly thereafter) are followed].

M/S/C -DENNIS/SCHAAD-AYES: H. CHARTER, K. HEBREW, D. SCHAAD, Z. DENNIS, J. JONES AND D. JONES; NOES: M. ALVES; ABSENT: CORTINA W.D., DAVIS W.D., 4-M W.D., GCID, HOLTHOUSE W.D., KIRKWOOD W.D., AND THOMES CREEK W.D.

Director Dennis made the motion to authorize the Assistant Treasurer Lisa Dicharry to sign Payroll Checks in the absences of the General Manager, provided the General Manager confirms the accuracy of the payroll either prior to, or shortly thereafter, and contingent on the TCCA Auditor being supportive of the practice.

Discuss and Consider Consultant Cost Share Funding for VSA Development

- D. Manager Sutton reported on a CVP cost share request to fund consultant support in the development of the VSA proposal.

M/S/C -SCHAAD/J.JONES-AYES: H. CHARTER, K. HEBREW, D. SCHAAD, M. ALVES, Z. DENNIS AND J. JONES; NOES: D. JONES; ABSENT: CORTINA W.D., DAVIS W.D., 4-M W.D., GCID, HOLTHOUSE W.D., KIRKWOOD W.D., AND THOMES CREEK W.D.

To approve Consultant Cost Share Funding for VSA Development up to \$18,000.00.

WIIN Act Contract Conversion Process

- E. Manager Sutton reported on discussions with USBR regarding improving and expediting the process for Contract Conversion and announced the tentative date of May 29th for an initial Negotiating Session. Bill Vanderwaal discussed efforts and an upcoming meeting to assess potential Capital payoff funding mechanisms.

TCCA Ability to Pay Study

- F. Manager Sutton reported that the ATP study is still in the process of final policy/technical review by the USBR Denver TSC.

Water Year 2019 CVP Operations

- G. Manager Sutton reported on the March 15th 100% allocations announcement for TCCA Water Contracts and the abandonment of the 2019 water transfer efforts.

Delta Issues Update (DSC, SWRCB, CA Water Fix)

- H. Manager Sutton reported on the VSA development effort, including the March 12th submittal to the SWRCB and the ongoing effort to submit a fully developed VSA proposal by June 30th. Manager Sutton also reported on the SWRCB granting the DWR/USBR request for a 60 day stay of the CWF Permit hearing, as well as the current stay of other related CWF litigation in light of Governor Newsom's direction to downsize the CWF to one tunnel.

Sites Project Authority

- I. Manager Sutton reported on Sacramento and Washington DC meetings related to the Sites Reservoir Project. Manager Sutton also reported on the status of the transition and true up process being undertaken as the JPA moves to Phase 2.

Red Bluff Fish Passage Improvement Project

- J. Manager Sutton reported they are still awaiting the contract award by USBR for the Motor #6 repair contract.

ATTORNEY REPORT

CLOSED SESSION

Conference with Legal Counsel-Existing Litigation [California Government Code Section 54956.9(d)(1)] Two cases:

- A. **State Water Resources Control Board Bay-Delta Water Quality Control Plan Proceeding**
1. No report.

California State Water Resources Control Board-California Water Fix Hearings

2. No report.

Conference with Legal Counsel-Anticipated Litigation- Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2) One potential case filing of DFEH claim:

- B. 1. No report.

ADJOURNMENT

Chairman H. Charter discussed adjourned the meeting at 11:30 a.m.

Board Secretary
Jeffrey P. Sutton

Chairman
Halbert Charter