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SACRAMENTO - SAN JOAQUIN

DELTA CONSERVANCY

A California State Agency

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PROGRAM AND POLICY SUBCOMMITTEE MEETING SUMMARY REPORT

October 19, 2016

SUMMARY

A quorum was established with the following Subcommittee members present: Dolly Sandoval, Jim Provenza, and Steve Chappell. Board Members Don Thomas and Todd Ferrara, Liaison Advisors Erik Vink and Sandra O’Roak, and Legal Counsel Nicole Rinke were also present. Two public members were present.

The meeting agenda included an update on the Proposition 1 grant program, an update on the Conservancy’s Strategic Plan, and a staffing update.

[Proposition 1 Grant Program Update](#)

The Executive Officer presented an overview of Proposition 1 Grant Program. The Conservancy closed its concept proposals solicitation for the 2016/2017 fiscal year on September 30th. The Conservancy received 13 proposals. In total, applicants requested \$15.98 million in funding. Staff will present their recommendations for which projects to request submission of full proposals at the November Board Meeting.

The Executive Officer and Laura Jensen also presented the proposed amendment process for projects that have been approved by the Board. For amendments to extend the term of a grant agreement, staff recommended that the amendment decisions be made at the staff level, as long as the extension is within required spending timeframes. For changes to the scope of work, staff also recommended that the decision be made at the staff level, although significant decisions to the scope of work will not be considered. For amendments to budget, staff recommended that amendment approvals be made by the Executive Officer for any budget increase that is less than 10 percent of the total budget or less than \$50,000, whichever amount is lesser. Requests that go beyond these limits would be brought before the Board.

The Subcommittee discussed the amendment process and recommended that the process be amended as follows:

1. **Request.** Grantee submits formal, justified amendment request in writing to Project Manager.

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2. **Review.** Amendment request is reviewed and approved or denied by Grant Project Manager, Proposition 1 Program Manager, Proposition 1 Grant Manager, and Executive Officer using the attached routing sheet.
3. **Approval.**
 - a) The Board will consider approval on the consent calendar for:
 - i. budget amendments that exceed 10 percent of the total budget or \$50,000, or any budget amendments that are not time sensitive; and
 - ii. any amendments to scope that are not time sensitive.
 - b) Staff will determine approval for:
 - i. time sensitive budget amendments that are 10 percent or less of the total budget, not to exceed \$50,000;
 - ii. time sensitive amendments to scope; and
 - iii. all amendments to grant term.
4. **Execution.** Upon receiving appropriate authorizations, Proposition 1 Grant Manager will draft and route amendment agreement for execution.
5. **Reporting.** Once executed, the amendment will be presented at the succeeding Board meeting.

Delta Conservancy Strategic Plan Update

The Executive Officer presented an overview of the upcoming public workshops to gather input for updating the Conservancy's strategic plan. The two public workshops will be held from 6-9 P.M. on October 19th and 26th, at the Jean Harvie Community Center and the Big Break Community Center, respectively. The Executive Officer also presented the agenda for the public workshops and the presentation that will be given.

Staffing Update

The Executive Officer presented a staffing update. The Conservancy has finished the process of hiring a Deputy Executive Officer and has hired Debra Kustic, coming from CalRecycle. Debra will be starting on October 24th.

Future Agenda Items

The Subcommittee requested staff to include a discussion of the Proposition 1 Grant Program and the Strategic Plan update process.

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