

**OFFICE MEMO****TO: Victor Pacheco****DATE: June 6, 1995****FROM: Karen Buckner**  
Division of Flood Management**SUBJECT:**  
Director's Speech to The  
Reclamation Board

3-7572

Each month Deputy Director Carlos Madrid reports to The Reclamation Board on Department activities that are flood control related, but not specifically managed by Board staff. At the upcoming Reclamation Board meeting, scheduled for June 16, he has requested his report include an item on CALFED (advisory committee and news release). This report is needed by Noon, June 8, 1995. In providing your report, please follow the guidelines listed below:

- Please provide a disc with your article. This disc will be returned to you.
- Report length should be from one-half to two pages double spaced (generally one page is adequate).
- The speech is part of the Board meeting's permanent record and must be clear, concise, and complete.
- Submit only completed staff work.
- The speech presents current information and, therefore, is on a very tight schedule. Due dates must be met.
- The audience for the speech will be Board members, DWR management, and managers external to DWR responsible for flood management activities. Please avoid technical details.
- If there is an important activity that will occur after the due date, but prior to the Board meeting, please note this in your report and indicate the date when the information will be submitted. You will be contacted if that information will be accepted upon your recommended date or if it should be held for a future speech.