

**RELCMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
REGULAR BOARD MEETING
SACRAMENTO, CA
FEBRUARY 9, 2018
8:00 A.M.
AGENDA
1633 Garden Highway
Sacramento, CA 95833**

Any documents related to agenda items that are made available to the Board before the meeting will be available for review by the public at: 1633 Garden Highway, Sacramento, CA 95833

CALL TO ORDER

SET THE AGENDA

*OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO DIRECTLY ADDRESS THE BOARD ON SUBJECT MATTER NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE BOARD.
(Limit: 3 minutes per person)*

ITEMS SCHEDULE FOR ACTION

1. APPROVAL OF THE MINUTES OF THE BOARD OF TRUSTEES (Action)
 - A. Regular Meeting – January 12, 2018
2. ADMINISTRATIVE ITEMS
 - A. Treasurer’s Report for January 2018
 - B. Expenditure Report for January 2018
 - C. Budget to Actual Comparison July 1, 2017 – January 31, 2018
3. COMMITTEE REPORTS (Information)
 - A. SAFCA Representatives
 - B. Executive Committee (1/31/18)
 - C. Personnel Committee (2/2/18)
 - D. Operations Committee (2/2/18)
4. BOARD BUSINESS (Action/Information)
 - A. Briefing by Natomas Central Mutual Water Company Manager on Activities and Projects of the Water Company (Information)
 - B. Approve District Asset Management Implementation Plan prepared by CH2M-Jacobs (action)

- C. Approve Contract Amendment with CH2M-Jacobs to provide SCADA Quality Assurance consulting services (Action)
- D. Wickland Oil Request to Encumber Pipeline Permit and Agreement for Crossings of District Facilities (Action)
- E. Grant of Easement to State of California through the Sacramento San-Joaquin Drainage District for Construction of the Federal Natomas Levee Project-- Reach H Natomas East Main Drain Canal (Action)
- F. Contract with Grace Consulting for Human Resources Consulting Services—Review and Update Job Descriptions and Develop Procedure Manual for General Manager position (Action)
- G. Reimbursement Agreement with SAFCA for Costs to Supply Power by Pacific Gas and Electric to Proposed Reconstructed Pumping Plant No. 4 as part of Federal Natomas Levee Project – Reach D Natomas Cross Canal (Action)

ITEMS SCHEDULE FOR INFORMATION/DISCUSSION

5. GENERAL MANAGER’S REPORT

- A. Regional Flood Control Issues
- B. Flood Season Update
- C. Update Corps Design Progress Natomas Levee Project
- D. Update on erosion site at 7907 Garden Highway
- E. Update on Plant 2 FEMA Disaster Assistance Grant Closeout (2006 Flood)
- F. Structure encroachment 200 Cleveland Street (NEMDC)
- G. Acquiring title on parcel in Natomas Cross Canal floodway
- H. Encroachment Permits Endorsed
- I. Status of District Audit FY 16-17

6. PUBLIC OUTREACH REPORT – K. Pardieck

7. DISTRICT COUNSEL’S REPORT

8. SUPERINTENDENT’S REPORT

9. Correspondence/News/Information

10. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case

11. ADJOURN

**STAFF
SUMMARIES & RECOMMENDATION
FEBRUARY 9, 2018
AGENDA ITEM 1**

SUBJECT: APPROVAL OF MINUTES (Action)

- A. A copy of the minutes of the Regular Board Meeting held January 12, 2017 is enclosed for your review.

RECOMMENDATION:

After discussion/correction approve the minutes.

RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
ACTION SUMMARY
SACRAMENTO, CA
January 12, 2018
8:00 A.M.
1633 Garden Highway
Sacramento, CA 95833

Trustees Present: Barandas, Burns, Christophel, Harris, Smith
Trustees Absent: Avdis, Gilbert
Staff in attendance: General Manager Devereux, Secretary Gutierrez, Superintendent Caldwell,
Attorney James Day

President Smith presided at the meeting.

1. A. Board Business – Election of Officers

The election of board officers was made. A motion was made by Trustee Christophel to elect Trustee Jeff Smith as Board President, and Tom Barandas Vice President, seconded by Fred Harris, by unanimous vote the motion was approved.

B. Committee Assignments

Trustee Barandas communicated that in reaching out to individual Committee members he learned all members are content with their current committee assignments. No changes were made to Committees except to the Personnel and Urbanizations Committees where Trustee Chris Burns filled the vacancy on each committee that former Trustee Debra Jones held.

2. Approval of the Minutes – December 8, 2017

It was moved by Trustee Smith to adopt the minutes of December 8, 2017 with changes. The motion was seconded by Trustee Harris, and carried by a unanimous vote.

3. Administrative Items

A. Treasurer’s Report for December 2017

Checking:	\$ 1,329,892.70
Money Market:	\$ 118,202.59
County Treasurer:	\$ 834,300.72
LAIF:	\$ 1,736,452.38
City Pool A:	\$ 2,025,027.83

ASM Gutierrez reported fraud activity which the Board discussed in closed session. The ASM also reported receipt and deposit of a \$1 million warrant check from the County of Sacramento. Board members briefly discussed the Budget to Actual Report asking questions about board election costs, worker’s compensation insurance, equipment purchases and field services, Trustee Barandas made a motion to approve the Treasurer’s Report as presented, seconded by Trustee Christophel, by a unanimous vote, motion carries.

4. COMMITTEE REPORTS

A. SAFCA Representatives

Trustee Barandas made known the SAFCA Board or its Executive Committee has not yet met and therefore he does not have any new information to share with the Board on SAFCA activities. A Board meeting is scheduled the week of January 14. At this meeting nominations for Board Chair and Vice-Chair will take place.

B. Operations Committee

The Operations Committee met on December 20, 2017. In attendance were Trustees Tom Barandas, David Christophel and Jeff Smith; General Manager Paul Devereux, Superintendent Don Caldwell, and Administrative Services Manager Joleen Gutierrez. Trustee Barandas disclosed GM Devereux provided a brief overview of the list of priorities in the Asset Management Plan developed by CH2M and requested input from the Committee. The Committee will continue to work with CH2M to address Committee concerns, revised list of priorities and prepare an implementation plan to take to the Board.

Trustee Barandas also discussed Plant 1 schedule of events to install a relay switch to shut the plant down if a ground fault is detected. Until this is complete, SMUD energized the plant so it could be operational even if the relay is not yet functional. Long term options for the plant will be continued to be studied and a decision will be made in 2018.

GM updated the Committee on the erosion site at 7907 Garden Highway. The State initially determined that the erosion site was not critical since it was not within the levee prism. GM Devereux said he will review the opinion with their management in consideration of significant consequences of levee failure in the Natomas Basin.

C. Executive Committee

The Executive Committee met on January 3. In attendance were Trustees Jeff Smith, Tom Barandas and GM Devereux. Trustee Fred Harris participated by phone. Trustee Smith announced an upcoming transition at RD 1000 as GM Devereux announced plans to retire in 2019. The Personnel Committee will develop a job description. Trustee Chris Burns suggested preparing a guidebook of information historical and otherwise for the next GM. Trustee Smith also announced taking a look at District staffing needs and all positions. The Committee also discussed the erosion site along Garden Highway and restoration of power at Plant 1.

D. Legal Committee

The Legal Committee met on January 5, 2018 in closed session. In attendance were all Committee members Nick Avdis, Tom Barandas, Fred Harris and GM Paul Devereux. There were no reportable actions taken by the Committee.

5. BOARD BUSINESS

A. Annual Banking Resolution – Signatures/Authorization

The Board is required to adopt and file a new Banking Resolution with the Sacramento County Treasurer annually setting out specimen signatures for all authorized signers. There are no substantive banking changes; only one signatory update to reflect new Board Member Chris Burns' signing authority. The resolution also includes a list of vendors approved to receive electronic payments.

Motion by Trustee Christophel to adopt Banking Resolution 2018-01-12 as presented. The motion was seconded by Trustee Harris, and carried by a unanimous vote.

B. Sacramento County 2018 Investment Policy for the Pooled Investment Fund

The Sacramento County Treasures is required to disclose their Annual Investment Policy to agencies with funds on deposit with the County Treasurer. The District's annual assessments are deposited with the Sacramento county Treasurer. As a depositor with the Sacramento County Treasurer, the District should formally receive and file the County's Annual Investment Policy. The Sacramento County 2018 Investment Policy was received by the Board and filed.

C. Plant No. 1 Transformer Repair Update

GM Devereux communicated he is working with SMUD to reenergize Plant 1. The District will also install a relay switch to shut plant down in the event of a ground fault detection. GM has committed to SMUD in this transition Plant 1 will not be operated until the ground fault relay switch is installed unless that is an emergency and in this event only 5 pumps would be used. It is likely the third transformer will be installed in February. A fourth (spare) transformer will have long term costs and needs to be evaluated. Trustee Smith expressed the need to make a decision about a fourth transformer in the next couple of months so that costs could be included in the next budget. A decision will be vetted in the Operations Committee.

D. Status of Sacramento River Bank Erosion site vicinity of 7907 Garden Highway

GM Devereux disclosed he submitted a letter to the property owner at 7907 Garden Highway. A copy of the letter was included in the board packet. He discussed potential emergency mitigation measures, but is concerned it may cause erosion and if the surface flow is diverted, it may cause erosion somewhere else. GM also met with Central Valley Flood Protection Board (CVFPB) and they have determined erosion repair would fall upon the owner's responsibility under the conditions of the encroachment permit for the existing house. They are considering a notice of violation be sent to the owner. It is possible the owner may be asked to move the encroachment (house) if the erosion repairs cannot be made as the structure makes a flood fight difficult. GM Devereux does not recommend the District take action at this time. He believes a bank protection project will be necessary at this site and is the responsibility of the State or Corps of Engineers. If the site becomes a "serious site," DWR levee inspector will develop a contingency plan. Trustees Harris, Christophel, and Barandas would like the District to create a plan along the same lines. GM Devereux agrees but wants to ensure the plan is developed in conjunction with State DWR.

6. GENERAL MANAGER'S REPORT

A. Regional Flood Control Issues

GM Devereux noted the Federal government is facing a shutdown unless a budget or continuing resolution is approved by January 19. This could affect work by the Corps on the Natomas project. Even with a CR, the project would be impacted as an approved Federal budget is needed to provide funding for portions of the work scheduled for 2018. SAFCA is working through their lobbyist to address State funding. With no more Proposition 1E funds, SAFCA needs State general funds be appropriated for their projects. The Governor's office has indicated a proposed June 2018 Water Bond has funds for flood control that could be used if approved. GM Devereux finally noted the State DWR Director has resigned; a new Director was recently appointed.

B. Flood Season Update

GM Devereux noted precipitation is expected through January 25 and then a drier climate is predicted from the end of January through March.

C. Update on Plant 2 FEMA Disaster Assistance Grant Closeout (2006 Flood)

GM expressed that FEMA and State OES is still holding the District's retention money (\$500k to \$600k) for the Plant 2 reconstruction project and that we're pushing to get the project closed out. GM believes that we are eligible to receive an additional half a million dollars in funding. FEMA is reviewing the District's request and considering amending the PW to approve the increase in costs. Improvement and replacement costs were carefully tracked. Trustee Smith asked about SAFCA and how much the District owes them. GM believes it is close to a half million also.

D. Asset Management and Capital Improvement Plan

GM reported that we are waiting for a revised Asset Management Plan. The Capital Improvement Plan implementation decision matrix is included as part of the Asset Management Plan which will be updated by the end of January and include an implementation schedule. GM will bring plans to the Board for review in February.

E. Update Corps Design Progress Natomas Levee Project

GM announced that trees were cut down as planned for levee work along the NEMDC. He also noted the project for Reach H levee improvements was awarded by the Corps in late December and has been protested. The work along Garden Highway on Reach I is to be awarded by the Corps for the third time in late January.

F. Management coordination with NCMWC and TNBC

GM Devereux met with the managers of the Natomas Mutual Water Company and Natomas Basin Conservancy to work on several Natomas basin issues common to all. The group agreed to work on a basin-wide approach on aquatic vegetation management. One solution may be helping to fund the water company to treat incoming water at the source to lessen vegetation impacts downstream in the system.

G. Encroachment Permits Endorsed

GM Devereux noted there were no encroachment permits endorsed

H. Status of District Audit FY 16-17

GM updated the Board the audit is slightly delayed due to continued field work. GM will make it a goal for Finance Committee to meet and review a draft audit in early February.

I. District Website Update

GM reports ASM, Public Outreach Consultant and Administrative Assistant have been working together to update and post additional content to the District's website and making regularly requested information more available to the public.

7. PUBLIC OUTREACH UPDATE –K. Pardieck

K. Pardieck reviewed the upcoming meetings scheduled with stakeholders including elected officials and discussed the meeting she attended relative to the erosion on a Garden Highway property. She will assist the GM develop talking points for the erosion site to outline the District's responsibilities.

8. DISTRICT COUNSEL'S REPORT

Counsel Jim Day reported on his activities for the month of December.

9. SUPERINTENDENT’S REPORT

The Superintendent’s Report was included in the January board packet.

10. Correspondence/News/Information

GM Devereux announced new mail cubbies for Trustees and that should be checked regularly by Board members.

11. Closed Session—Conference with Legal Counsel Anticipated Litigation

The Board went into Closed Session with the District Counsel, General Manager and Administrative Services Manager to discuss anticipated litigation. Upon adjourning from the Closed Session, District Counsel Jim Day noted there were no reportable actions taken by the Board.

12. ADJOURN

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

President

Secretary

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 2**

SUBJECT: ADMINISTRATIVE ITEMS (Action)

- A) Treasurer's Report**
The Treasurers' Report for January 2018 is enclosed for your review
- B) Expenditure Report**
The Expenditure report for the month of January 2018 is enclosed for your review
- C) Budget to Actual Comparison**
Report covers July 1, 2017 to January 31, 2018

RECOMMENDATION:

- A)** Review and approve the Treasurers' Report.
- B)** Signing of the Expenditure Reports is Board approval of the Expenditure Report.

Reclamation District 1000
Treasurer's Report
January 2018

Treasurer's Report for January 2018

January 2018	
Total Funds	5,755,716.67
Bank of the West - Checking	341,733.15
Bank of the West - Money Market	818,202.59
Sacramento County Treasurer	834,300.72
State Treasurer - Local Agency Investment Fund	1,736,452.38
City of Sacramento - Pool A	2,025,027.83

January 2018 - Operations and Maintenance Cash Flow			
Beginning Balance			2,183,380.92
	Income	Expense	
Accounts Receivable	4,967.65		4,967.65
Transfer From Bank of the West Money Market	300,000.00		300,000.00
Transfer To Bank of the West Money Market		(1,000,000.00)	(1,000,000.00)
Interest Income & Other Misc.			-
Accounts Payable*		(260,704.41)	(260,704.41)
Reimbursement from Prime Pay	23,350.20		23,350.20
Payroll		(74,960.49)	(74,960.49)
Ending Balance			1,176,033.87

*See Attached Check Register

President

Secretary

Reclamation District No. 1000

01/29/18

Transactions by Account

Accrual Basis

As of January 31, 2018

Date	Num	Name	Debit	Credit	Balance
Cash and Investments					1,349,080.20
1010.00 · Bank of the West Checking Acct					1,349,080.20
01/03/2018				23,350.20	1,325,730.00
01/04/2018		Prime Pay	23,350.20		1,349,080.20
01/04/2018				1,000,000.00	349,080.20
01/04/2018	EFT	PG&E		221.09	348,859.11
01/04/2018	EFT	PG&E		27.61	348,831.50
01/04/2018	EFT	PG&E		157.28	348,674.22
01/04/2018	EFT	Cal Pers		17,560.31	331,113.91
01/04/2018			137.79		331,251.70
01/04/2018	33359	Thomas Gilbert		137.59	331,114.11
01/04/2018	33360	Kleinfelder, Inc.		312.00	330,802.11
01/04/2018	33361	James M Holiday		587.50	330,214.61
01/04/2018	33362	Blankinship & Associates, Inc.		2,294.20	327,920.41
01/04/2018	33363	CA Special Districts Association		165.00	327,755.41
01/04/2018		June 30, 2017 vendors	0.00		327,755.41
01/04/2018		Stevens Consulting	0.00		327,755.41
01/04/2018	33365	Boutin Jones, Inc.		142.50	327,612.91
01/04/2018	33367	Interstate Oil Company		3,880.99	323,731.92
01/04/2018	33368	Sacramento Area Creeks Council		1,000.00	322,731.92
01/04/2018	33369	Brookman Protection Services, Inc.		7,800.00	314,931.92
01/04/2018	33370	Verizon		782.99	314,148.93
01/04/2018	33371	Karen Pardieck		1,800.00	312,348.93
01/04/2018	33372	Larsen Wurzel & Associates		3,802.50	308,546.43
01/04/2018	33373	Pacific Corrugated Pipe Co.		645.46	307,900.97
01/04/2018	33374	Streamline		200.00	307,700.97
01/04/2018	33375	Tri-C Manufacturing, Inc.		635.00	307,065.97
01/04/2018	33376	Briggs Mfg, Inc.		3,003.00	304,062.97
01/04/2018	33377	Anago Franchising, Inc.		326.92	303,736.05
01/04/2018	33378	Best Best & Krieger LLP		3,750.00	299,986.05
01/04/2018	33366	Day Carter & Murphy LLP		22,597.50	277,388.55
01/04/2018	33364	Paul Devereux		226.20	277,162.35
01/05/2018				37,436.53	239,725.82
01/05/2018	EFT	Alhambra & Sierra Springs		59.80	239,666.02
01/05/2018	EFT	City of Sacramento		147.66	239,518.36
01/05/2018	EFT	City of Sacramento		47.58	239,470.78
01/05/2018	EFT	Prime Pay		405.05	239,065.73
01/12/2018	33379	Holt of California		136.49	238,929.24
01/12/2018	33380	SMUD		20,354.03	218,575.21
01/12/2018	33381	Yolo County Public Works		1,105.64	217,469.57
01/12/2018	33382	Kleinfelder, Inc.		721.00	216,748.57
01/12/2018	33383	Sacramento Fire Extinguisher Co.		365.96	216,382.61
01/12/2018	33384	Smile Business Products		201.63	216,180.98
01/12/2018	33385	Main Street Motors		170.25	216,010.73
01/12/2018	33387	Security & Asset Management, LP		1,975.02	214,035.71
01/12/2018	33388	County of Sacramento		1,013.34	213,022.37
01/12/2018	33389	US Bank Corp		1,080.67	211,941.70
01/12/2018	33390	Berkshire Hathaway Homestate Compan...		3,016.95	208,924.75
01/12/2018	33391	Contour Sierra Aebi, LLC		93.00	208,831.75
01/12/2018	33392	Christina Forehand		84.58	208,747.17
01/12/2018	33393	ACWA JPIA		1,794.76	206,952.41
01/12/2018	33394	Staples		171.31	206,781.10
01/12/2018	33395	Barnett Heating & Air		2,546.25	204,234.85
01/12/2018	33396	Steve Yaeger Consulting		915.00	203,319.85
01/12/2018	33398	Tri-C Manufacturing, Inc.		1,200.00	202,119.85
01/12/2018	33399	Chavez, Silva & Company		2,762.50	199,357.35
01/12/2018	33400	The Grove		9,240.00	190,117.35
01/12/2018	EFT	Neofunds by Neopost		154.00	189,963.35
01/12/2018	EFT	Bank of the West		35.00	189,928.35
01/15/2018	33401	Ronald Peterson		10.00	189,918.35
01/15/2018	33402	Umberto Gutierrez		10.00	189,908.35
01/15/2018	33403	Day Carter & Murphy LLP		19,087.50	170,820.85
01/15/2018	33404	Tony Del Castillo		10.00	170,810.85
01/15/2018	33405	Taylor Tikalsky		10.00	170,800.85
01/15/2018	33406	Bryan Hall		10.00	170,790.85
01/15/2018	33407	Raymond Lewis		10.00	170,780.85
01/18/2018	EFT	PG&E		222.50	170,558.35
01/18/2018	EFT	PG&E		42.81	170,515.54

Reclamation District No. 1000
Transactions by Account
As of January 31, 2018

01/29/18

Accrual Basis

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
01/18/2018	EFT	Waste Management of Sacramento		409.83	170,105.71
01/18/2018				37,523.96	132,581.75
01/18/2018			4,967.65		137,549.40
01/18/2018	EFT	Bank of the West		35.00	137,514.40
01/19/2018	EFT	The Home Depot		1,501.13	136,013.27
01/19/2018	EFT	Alhambra & Sierra Springs		85.88	135,927.39
01/19/2018	33423	City of Sacramento		1,321.00	134,606.39
01/22/2018	EFT	-MULTIPLE-		10,953.03	123,653.36
01/22/2018	EFT	Cal Pers		1,010.00	122,643.36
01/23/2018	33410	Holt of California		1,561.50	121,081.86
01/23/2018	33426	Streamline		200.00	120,881.86
01/23/2018	33408	Airgas NCN		347.21	120,534.65
01/23/2018	33409	Carpenter Uniform Co.		1,691.22	118,843.43
01/23/2018	33411	Nordic Industries, Inc.		180.42	118,663.01
01/23/2018	33412	AT&T		258.92	118,404.09
01/23/2018	33413	MBK Engineers		2,789.50	115,614.59
01/23/2018	33414	Mead & Hunt		2,168.00	113,446.59
01/23/2018	33415	Sacramento County Utilities		446.80	112,999.79
01/23/2018	33416	Day Carter & Murphy LLP		5,012.50	107,987.29
01/23/2018	33417	Consolidated Utilities Billing & Service		236.33	107,750.96
01/23/2018	33418	Core Logic Information Solutions, Inc.		500.00	107,250.96
01/23/2018	33419	Brookman Protection Services, Inc.		3,900.00	103,350.96
01/23/2018	33420	West Yost Associates		364.11	102,986.85
01/23/2018	33421	Larsen Wurzel & Associates		3,851.25	99,135.60
01/23/2018	33422	Carson Landscape Industries		615.00	98,520.60
01/23/2018	33424	A T.E.E.M. Electrical Engineering, Inc.		3,210.00	95,310.60
01/23/2018	33425	Neofunds by Neopost		208.00	95,102.60
01/23/2018	33427	Stronghold Construction		8,017.80	87,084.80
01/23/2018	33428	Great America Financial Services		279.69	86,805.11
01/23/2018	33429	The Grove		15,750.00	71,055.11
01/23/2018	33430	CH2M Hill		10,381.10	60,674.01
01/24/2018	EFT	Cal Pers		17,560.31	43,113.70
01/24/2018	EFT	City of Sacramento		4.38	43,109.32
01/24/2018	EFT	Genuine Parts Company		1,113.91	41,995.41
01/25/2018			300,000.00		341,995.41
01/29/2018	EFT	Comcast		262.26	341,733.15
Total 1010.00 · Bank of the West Checking Acct			328,455.64	1,335,802.69	341,733.15
Total Cash and Investments			328,455.64	1,335,802.69	341,733.15
TOTAL			328,455.64	1,335,802.69	341,733.15

Reclamation District No. 1000
 Budget to Actual Comparison
 July 1, 2017 to January 31, 2018 (Seven Months Ending of Fiscal 2018)

	Year to Date July 1, 2017 to January 31, 2018	Budget	Percent of Budget
Operation & Maintenance Income			
Property Assessments	-	2,248,421	0.00%
Rents	9,935	20,000	49.68%
Interest Income	22,562	13,000	173.55%
Finance Charges/Penalty	-	200	0.00%
CERBT Reimbursement	-	-	Not Budgeted
SAFCA - O/M Assessment	-	1,300,000	0.00%
Miscellaneous	1,372	5,000	27.44%
Total	33,869	3,586,621	0.94%
Restricted Fund			
Metro Airpark Groundwater Pumping	-	20,000	0.00%
Total Combined Income	33,869	3,606,621	0.94%
Operations and Maintenance - Expense			
Administration			
Election Cost	46,528	50,000	93.06%
City/County Fees	5,440	10,000	54.40%
Legal	58,330	85,000	68.62%
Liability/Auto Insurance	106,984	110,000	97.26%
Office Supplies	3,555	5,500	64.64%
Assessment Costs	13,554	30,000	45.18%
Computer Costs	4,200	10,000	42.00%
Uninsured Losses	-	1,000	0.00%
Accounting/Payroll Services	11,018	36,000	30.61%
Admin. Services	24,949	26,000	95.96%
Utilities (Phone/Water/Sewer)	9,751	23,500	41.49%
Mit. Land Expenses	106	3,000	3.53%
Other	8,563	10,000	85.63%
SAFCA (CAD)	6,359	3,600	176.64%
New Office Furniture	3,331	-	Not Budgeted
Sub Total	302,668	403,600	74.99%
Personnel/Labor			
Wages	531,493	987,688	53.81%
Group Insurance	79,443	118,305	67.15%
Worker's Compensation Insurance	18,102	46,000	39.35%
Annuitant Health Care	37,493	-	Not Budgeted
OPEB - ARC	-	38,785	0.00%
Dental/Vision/Life	12,345	26,000	47.48%
Payroll Taxes	40,804	76,580	53.28%
Pension	120,255	156,044	77.06%
Trustee Fees	18,450	39,000	47.31%
Sub Total	858,385	1,488,402	57.67%

Operations

Power	154,788	500,000	30.96%
Supplies/Materials	13,659	22,000	62.09%
Herbicide	27,935	135,000	20.69%
Fuel	23,920	55,000	43.49%
Field Services	161,113	96,500	166.96%
Field Operations Consultants	14,744	20,000	73.72%
Equipment Rental	1,562	10,000	15.62%
Refuse Collection	6,113	10,000	61.13%
Equipment Repair/Service	6,326	22,000	28.75%
Equipment Parts/Supplies	41,671	55,000	75.77%
Facility Repairs	59,045	250,500	23.57%
Shop Equipment (not vehicles)	194	13,000	1.49%
Field Equipment	-	11,000	0.00%
Misc/Other 2	3,741	-	Not Budgeted

Sub Total	514,811	1,200,000	42.90%
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Equipment

Small Equipment/Software	5,500	12,500	44.00%
Service Truck Replacement	44,193	-	Not Budgeted
Large Equipment	203,941	209,000	97.58%

Sub Total	253,634	221,500	114.51%
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Consulting/Contracts/Memberships

Public Relations	13,700	35,000	39.14%
Engineering/Admin Consultants	113,071	150,000	75.38%
Memberships	21,106	35,000	60.30%
Security Patrol	42,000	83,000	50.60%
Contingency Levee Patrol	-	5,000	0.00%

Sub Total	189,877	308,000	61.65%
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Total O & M Expenses	2,119,375	3,621,502	58.52%
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Capital Expenses

Capital Facilities	77,375	300,000	25.79%
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Total All Expenditures	2,196,750	3,921,502	56.02%
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**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 3**

SUBJECT: COMMITTEE REPORTS (Information)

- A. SAFCA Representatives – verbal report
- B. Executive Committee (1/31/18)
- C. Personnel Committee (2/2/18)
- D. Operations Committee (2/2/18)

Personnel Committee Minutes
February 2, 2018

The Personnel Committee met on February 2; in attendance was Trustees Fred Harris, David Christophel and Chris Burns. Staff in attendance was General Manager (GM) Devereux. Chair Harris called the meeting to order.

The first item was the quarterly review of the GM's performance. GM Devereux had previously provided the Committee an updated annual task list based on direction from the Committee in October. The list notes the routine and annual tasks, but does not track them separately. Only the non-routine tasks are individually tracked on the list. Trustee Christophel provided some background on the list and the GM's performance review process for newly appointed Committee Burns. After discussion, the Committee endorsed the new task list concept and directed the GM to add the supporting details.

The Committee then discussed succession planning for the GM position based on his notice to the Board that he will likely retire in 2019. A draft recruitment and transition schedule was laid out to the Committee with some policy decisions to be made including the extent of overlap, required vs desired qualifications and use of an outside search firm to assist. A contract with Grace Consulting will be on the Board agenda to review/update the GM job description and develop a procedures manual to assist with the transition to a new GM. Trustee Harris asked if Kathleen Grace could do a benchmark survey of other similar water/flood control districts on qualifications of their managers.

The Committee also discussed a potential assistant GM position or continue to rely on outside consultants and retired annuitants (including the current GM) to meet peak work load demands. GM Devereux believes there is a temporary peak work load demand for the next 3 to 5 years due to the Corps levee construction and implementation of operational initiatives identified in the Strategic and Asset Management plans.

Trustee Burns asked about resolution of the CalPERS discrepancy for the new Admin Service Manager J. Gutierrez so her retirement benefit is consistent with the intent when she was hired. He offered his assistance to get resolution with CalPERS.

There being no further business to discuss, the meeting was adjourned.

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4**

SUBJECT: Board Business (Action/Information)

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4A**

SUBJECT: Briefing by Natomas Central Mutual Water Company Manager on Activities and Projects of the Water Company (Information)

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4B**

SUBJECT: Approve District Asset Management Implementation Plan prepared by CH2M-Jacobs (Action)

Item No. 4B
Draft Asset Management Implementation Plan

Summary and Recommendation

In October, the Board approved a contract with CH2M (now Jacobs) for identifying the components and developing an implementation strategy for a District Asset Management Plan (Plan). The consultant worked with staff and the Operations Committee to develop the attached Draft Asset Management Implementation Plan which identifies 15 different initiatives and planning level cost estimates to implement them.

Staff is recommending the Board adopt Draft Plan and direct staff to work with the Operations Committee to prioritize the initiatives and develop budget, schedule and contract strategies to implement the initiatives.

Background

As part of the District's 2015 Strategic Plan, a number of action items were recommended including developing an equipment replacement plan; annual operations and maintenance plan; Capital Improvement Plan implementation; GIS data base and facility maintenance plan. All of these items are best coordinated as part of a District-wide asset management plan. As noted above, the Board approved a contract with CH2M who have significant experience and expertise in developing such a plan.

The consultant team at CH2M (Tim Hill and Nick Peavy) visited the District, toured our facilities and met with District management staff, field staff and the Operations Committee to understand the District's operations and get feedback from all levels within the organization.

Based on the information gathered, they prepared a draft of the highest priority initiatives the District should consider implementing to improve its overall operations and efficiency. The draft was revised based on feedback from management staff and the Committee. The revised draft plan also includes planning level cost estimates to implement including software, hardware and outside assistance.

Management staff and the Committee have identified the highest priority initiatives. Work on some can be commenced staff time or within existing budget constraints including SCADA, management training, five year budget projections, annual O&M plan/staffing, and document management. Other items will require outside consultant assistance and/or purchase of additional software and hardware which will need to be approved by the Board. Some items may require the current budget to be adjusted or expenditure of District Reserve funds to accomplish.

Staff would like the full Board's review of the initiatives and prioritization to guide future budget decisions both in the current and in future budget cycles.

Reclamation District 1000

Draft Asset Management Implementation Plan

PREPARED FOR: Paul Devereux/Reclamation District 1000, General Manager

PREPARED BY: Nick Pealy/CH2M HILL Engineers, Inc. (CH2M) and Tim Hill/CH2M

DATE: February 5, 2018

PROJECT NUMBER: 698626.A3.31.55

Executive Summary

CH2M, with guidance and direction from the District GM and the Operation Board, have completed the development of the District's Asset Management Plan. CH2M identified fifteen (15) initiatives that can help the District improve efficiency, prepare staff for the future, and ensure that the District can work effectively with all of its stakeholders. The table below presents the budget needs for each of the initiatives through 2020. These budget requirements will need to be approved by the Board, and of course, subject to funding availability. This reports describes each initiative in more detail.

Initiative	2018 Budget	2019 budget	2020 Budget
Automate Timekeeping	\$ 32,000.00	\$ 2,000.00	\$ 2,000.00
SCADA Implementation	\$ 20,000.00	\$ -	\$ -
Administrative Service Manager Training	\$ 1,000.00	\$ 1,000.00	\$ -
Management Leadership Training	\$ 1,000.00	\$ 1,000.00	\$ -
Develop Operations SOPs	\$ -	\$ -	\$ -
CIP Development Methodology	\$ 30,000.00	\$ -	\$ -
GIS Implementation	\$ 103,000.00	\$ 3,000.00	\$ 3,000.00
Strategic Plan Progress Tracking	\$ 10,000.00	\$ -	\$ -
Risk Management	\$ -	\$ 22,000.00	\$ -
5-Year Financial Plan	\$ 13,000.00	\$ 12,000.00	\$ -
Condition Assessment	\$ -	\$ 40,000.00	\$ 2,000.00
O&M Staffing Plan and Forecast	\$ 13,000.00	\$ 12,000.00	\$ -
Communicate with field staff	\$ 2,500.00	\$ -	\$ -
Document Management	\$ 10,000.00	\$ 1,000.00	\$ 10,000.00
District Training Program	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TOTAL	\$ 238,000.00	\$ 96,500.00	\$ 19,500.00

Background and Project Approach

Reclamation District 1000 (District) contracted with CH2M in October 2017 to assist District management and the District Board of Trustees (Board) to develop an asset management implementation plan (Plan). The following are goals for this effort:

- Identify initiatives to improve operating efficiency
- Identify technologies that improve basic functions, such as payroll processing, cost accounting, records management, and mapping of assets

- Develop a plan to improve training of District staff, including both soft skills training (e.g., communications skills) and hard skills training (e.g., condition assessment practices for pumps)
- Develop a schedule and budget for the implementation of each initiative

CH2M (1) interviewed District staff and the Operation Committee over a day and half to ask about District policies, practices, and technologies including strengths and weaknesses, (2) reviewed more than 30 documents provided by the District, and (3) participated in a half day orientation regarding District facilities. CH2M's recommended initiatives resulted from knowledge acquired from interviews, field observations, and the review of documents the District provided. CH2M consultants developed an initial list of initiatives, assigned priorities, dependencies, and planning-level schedules and costs. CH2M reviewed the list with District management; changes and clarifications regarding the initiatives were made to align with District priorities. The revised improvement initiatives were then presented and discussed with the District Operation Committee. The final improvement initiatives are described in the following sections.

Recommended Initiatives

CH2M and the District identified 15 improvement initiatives that will help meet the goals in the Plan. Each initiative, including a proposed schedule and budget, is described in the following sections. The schedule and budget information are planning-level estimates and will change depending on how the District ultimately defines the scope for each initiative. The planning-level estimates were developed using a single hourly consultant rate of \$200/hour and CH2M's experience with similar activities and accounting for the District's size and functional areas. Other costs, such as software licensing, are noted and need confirmation with respective vendors.

Although the District may not have the implementation costs identified in the current budget, the Board may prioritize one or more of the initiatives and either adjustment the current budget or authorize staff to use available reserve funds to initiate work in the current fiscal year. The funding estimates can be used by District management and the Board to determine priorities in future year fiscal budgets.

Automate Time Keeping

Description

The District's process for timekeeping for employees is labor intensive and prone to error. Work hours of employees are entered on paper forms, re-entered by office staff, and then transferred to the District's payroll service vendor. A better process would be for District staff to enter their time for each task performed into an electronic timekeeping system (at a computer, on a tablet, or on a phone), have administrative staff audit the data entered, and then transfer the necessary payroll data to the District's payroll service provider. The District already uses job and activity codes for defined tasks, which provides a good starting point for implementing this initiative. The District has decided to implement QuickBooks for its accounting system, and this would be a good opportunity to implement a timekeeping system that can integrate with QuickBooks.

Timeline

February 2018 – December 2018

Consultant Cost

This initiative will need a requirements definition and analysis by a qualified consultant to map the desired process for automated timekeeping, identify a preferred software platform for timekeeping, and identify hardware needs. Upfront consultant costs are estimated to be \$30,000, and annual software licensing costs are estimated to be \$2,000. The consultant's scope would include documenting the time reporting workflow, assisting in technology selection, and implementation.

Primary Benefits

- Reduced staff time for time reporting and payroll processing
- Improved data quality by only entering data once
- Ability to track operations and maintenance (O&M) activities, associated labor hours, and equipment usage

SCADA Implementation

Description

The District currently has no SCADA system in place and relies on physical inspections to determine the canal levels and pump operations at its seven plants. There are automated controls that will start and stop pumps at pre-set canal levels, but the controls must be manually set. The District would benefit significantly from a SCADA system that allows canal levels, pump operations, and power supply issues to be monitored remotely. In 2016, the District, in cooperation with the Natomas Mutual Water Company, partnered for a Bureau of Reclamation (Reclamation) grant to implement a basic SCADA system.

In March 2017, the District hired a consultant to develop a SCADA master plan to implement the initial phase of SCADA improvements consistent with the District's long-term SCADA objectives, including operating pumps remotely, expanding canal level monitoring, documenting pump operation times, and monitoring security at key facilities. CH2M reviewed the plan and concluded that the plan potentially understates the costs of implementing the overall plan and that certain technical recommendations in the plan may not be optimal or may represent unnecessary risks for the District in meeting the objectives. Based on their review, the District has requested CH2M join the SCADA design team to work on implementing the initial SCADA phase under the Reclamation grant in a quality assurance role. This effort will be outside the asset management contract, and costs will be tracked separately. The District and CH2M will develop an independent scope and fee estimate for this effort.

Timeline

February 2018 – July 2018

Consultant Cost

\$20,000 for on-call, as-needed support during the SCADA implementation.

Primary Benefits

- Staff efficiency
- Improved management of SCADA implementation
- Improved safety (situational awareness)
- Operational efficiency
- Improved security of District facilities
- Improved monitoring of pumping facilities including run times, power consumption, and status
- Improved collaboration with Natomas Mutual Water Company

Administrative Service Manager Training

Description

The District Administrative Service Manager requires training in basic human resource practices, including managing staff performance issues, payroll reviews and approvals, compensation best practices and laws, and more. Currently, the District relies on a human resources (HR) consultant and the District HR attorney to provide much of its HR support. It would benefit the District to have qualified staff to implement basic

HR practices and policies, to be a resource for District staff, and to help the General Manager perform more effectively. There are many training programs in the Sacramento area that could provide the training. CH2M recommends that the General Manager's assistant attend this training in an offsite classroom setting.

Timeline

March 2018 – March 2019

Consultant Cost

\$2,000 for local training.

Primary Benefits

- Improved ability for the District Administrative Service Manager to address personnel issues in the office, without having to rely on the District HR consultant
- Reduced risk of the District failure to comply with state and federal personnel laws
- Creation of a go to resource for District staff regarding questions about HR issues including payroll issues, time off rules, and employee conflict issues.

Management Leadership Training

Description

The General Manager believes that District management staff would benefit from leadership training, including training related to effective communication, problem solving, delegation, knowledge transfer, and teamwork. The District has several key senior staff who are close to retirement. For succession purposes and to ensure the effective performance of current and future staff, a well-designed management training program would greatly benefit the District. There are many training programs in the Sacramento area that could provide this needed training.

Timeline

March 2018 – March 2019

Consultant Cost

\$2,000 for local training.

Primary Benefits

- Improved communications between management staff and line staff, including building trust and improving teamwork
- Knowledge transfer to junior staff
- Development of future leaders from existing staff

Develop Operations Standard Operating Procedures

Description

The District has a very limited set of documented standard operating procedures (SOPs) for office and field work. This creates risk that work will not be performed in a consistent manner or the work might not meet legal and regulatory requirements, because new staff may not have adequate SOPs to reference during training and when performing the work. Well-crafted SOPs will ensure that staff perform work in accordance with District requirements and expectations and that as requirements and as laws change, the SOPs can be efficiently updated.

CH2M recommends that the District develop SOPs for: (1) levee inspections, (2) levee maintenance, (3) pump station inspections, (4) pump station maintenance, (5) canal inspections, (6) canal maintenance, (7) canal spraying, (8) equipment maintenance, (9) responding to emergencies; (10) timekeeping and payroll, (11) document management, (12) training requirements, (13) safety training and requirements, and (14) reporting misconduct.

The following is a draft SOP template for the District; CH2M can assist the District with drafting SOPs.

Date:	Standard Operating Procedure: [Title]
Author:	Revision Date:
Purpose:	
Description:	
Relevant Locations:	
Responsible Supervisor/Manager:	
Responsible Staff:	
Safety Requirements:	
Relevant State/Federal Law:	
Next Revision Date:	
Emergency Contact Information:	

Timeline

June 2018 – June 2019.

Consultant Cost

No cost. A technical writer may be helpful to quickly develop the first set of SOPs, or CH2M can provide assistance.

Primary Benefits

- Assurance that most important work tasks are performed in a consistent manner that meets District requirements
- Documentation of SOPs that can be used for staff training and to support operations
- Reduced legal risk if claims are made that the District did not perform work in accordance with generally accepted standards

Capital Improvement Plan Development Methodology

Description

The District has a 10-year capital improvement plan (CIP) that includes projects funded by other entities and projects the District is responsible for funding. The CIP was developed by a consultant and appears to be thorough. However, the criteria for how projects were scheduled by the consultant, or determined to be necessary, are not clear. Best practices for CIP development generally use risk and consequence-of-failure scoring to identify, prioritize, and schedule CIP projects before the projects

become part of a budget. The District could increase its confidence in its CIP if it implemented a more robust and objective approach to develop and schedule its CIP projects. An improved methodology would help the District stay within its funding limits or help justify an increase in its voter-approved levy. The District CIP includes relatively few projects, so developing an improved methodology should not be difficult. A simple spreadsheet tool could be developed for the District's use that is easily maintained from year to year.

Timeline

August 2018 – November 2018

Consultant Cost

\$30,000 to help develop the methodology and a CIP spreadsheet tool for the District.

Primary Benefits

- Creation of a rigorous framework for prioritizing capital expenditures that promote Board and stakeholder confidence in District's CIP planning decisions
- Justification for current District reserve funds and identifying future funding needs to implement the CIP projects

Geographic Information System Implementation

Description

The District currently does not have a geographic information system (GIS) to locate its assets or the assets of other entities that have assets in the District's service area. Implementing a GIS will enhance the District's ability to achieve the following:

- Develop a system of record for District infrastructure and related assets
- Identify asset attributes
- Determine property ownership, easements, and encroachments
- Record information regarding work performed on specific assets by location
- Map and update assets in the field
- Identify areas needing repair or maintenance
- Transmit information to the District's timekeeping system
- Provide District asset information to other agencies (read-only)

Timeline

February 2018 – July 2018

Consultant and RD1000 Cost

\$90,000 for consultant support; \$10,000 for software licensing; \$3,000/year for ongoing software licensing and support.

Primary Benefits

- Reduced staff time to locate assets and related information in the office, shop, and field
- Detailed, authoritative maps of District infrastructure and assets
- Ability to update and enhance the District's GIS
- Ability to share asset location information with other regional partners
- Reduced staff time from integrated timekeeping data
- Improve reporting of O&M activities

Strategic Plan Progress Implementation

Description

Recently, the District developed a strategic plan that outlines priorities and action steps to achieve those priorities. The District reports on progress toward meeting strategic priorities but does not have a simple tool for tracking the progress of individual activities. A simple, Excel-based tool could help the District (1) track progress on the implementing the strategic plan, (2) efficiently report to the Board, and (3) report to customers and stakeholders on the District's website.

Timeline

March 2018 – June 2018

Consultant Cost

\$10,000 to determine District requirements and develop tool.

Primary Benefits

- Creation of a record of progress in achieving the goals of the strategic plan
- Easier reporting to the Board, stakeholders, and ratepayers regarding District performance achievements

Risk Management

Description

The District does not have a comprehensive and ongoing process for assessing major risk events, such as major asset failures, funding risks (e.g., impacts of a major recession on revenues or an injury to an employee that results in a significant claim against the District), and internal risks (e.g., failure to follow state and federal employment laws). Best practice organizations have comprehensive risk management programs that identify major risks, assess the significance of each risk (by using risk and consequence scoring), and develop risk mitigation strategies (e.g., improved training, increased reserves, and improved insurance policies). CH2M will provide the District with a copy of a risk framework document. This initiative will require consultant support to help the District develop a risk framework, mitigation strategies, and a process for tracking the impacts of risk events.

Timeline

January 2019 – June 2019

Consultant Cost

\$22,000

Primary Benefits

- Increased awareness of future risk events
- Mitigation plans to address major risks facing the District

5-Year Financial Plan

Description

The District currently has a 5-year financial model (in Excel) that is used to project the District's financial performance over the 5-year planning horizon and to inform the Board regarding the impacts of its budget decisions. The model is a useful tool but could be enhanced by adding more (1) detail for costs

that are grouped by administration and operations separately, (2) scenario or contingency planning capability (e.g., consequences of different inflation scenarios and fund balance projections), and (3) graphics capabilities. Enhancing the model and providing documentation of the revised model would require a modest amount of consultant support.

Timeline

February 2018 – March 2019

Consultant Cost

\$25,000

Primary Benefits

- A more detailed 5-year financial plan that increases District staff and the Board's understanding of the District's future financial performance
- A more complete view of the District's financial outlook, including the impact of O&M and CIP spending
- Increased ability to plan for future fee increases that may be necessary

Condition Assessment

Description

The District owns and operates seven pump stations, maintains levees and drainage canals that it owns, and maintains levees owned by others. The District does not have a formal condition assessment program for assets it owns and or maintains, and it does not collect condition data for most assets. The District conducts annual megger tests at its pump stations but does not conduct tests that assess corrosion or other asset attributes that may affect assets or cause failures. The District and the State of California inspects levees that are part of the Federal Flood Control Project, but it is not clear if the inspections thoroughly evaluate the levees for conditions that could cause levee failure. This initiative, using consultant support, will provide the District with thorough condition information for each of its pump stations, provide risk scores for the assets at each pump station, and help the District plan for rehabilitation needs. The consultant will also provide the District with training for assessing the condition of the levees and canals it is responsible for and provide the District with guidance to include condition assessments performed by others (e.g., Department of Water Resources) into the District's levee maintenance program, which can be implemented as the levee improvements are completed over time.

Timeline

June 2019 – September 2019

Consultant Cost

\$40,000 and \$2,000 annually for consultant support.

Primary Benefits

- Improved ability to assess maintenance and capital investment needs for levees, pump stations, and canals
- Improved ability to prioritize financial investments to reduce system risks
- Improved ability to efficiently deploy staff, equipment, and material
- Improved staff training to improve condition assessments

Operations and Maintenance Staffing Plan and Forecast

Description

The District does not have a staffing plan for field work that effectively includes base workload and staffing needs during peak times when other workload requirements exceed staffing levels. This initiative, with the assistance of a consultant, will provide the District with a forecast model to help the District identify workload needs by month and season, assess where there are gaps in the availability of staff, allocate staff hours by activity based on seasonal work requirements, make sure that hours for emergency response are available, plan for staffing needs based on new maintenance workload (additional levee miles/acres), and develop strategies for how to best meet peak-period staffing (e.g., contract employees and additional overtime). This initiative will align the District with federal overtime rules and federal and state safety regulations. Currently, the District Flood Operations Plan identifies staffing needs during high water and flood events, and it has memoranda of understanding with the Natomas Central Mutual Water Company, the City of Sacramento, and Sacramento County for additional resources. However, use of these resources is subject to the need of the partner agency. The District needs to develop a contingency plan for additional resources should the partner agencies not be able to provide the resources identified.

Timeline

March 2018 – November 2019

Consultant Cost

\$25,000

Primary Benefits

- Improved understanding of future staffing requirements based on future workload requirements
- Ability to better balance the District's permanent staffing levels with contract staffing and overtime
- Ability to better allocate staff to priority activities by season

Communicate with Field Staff

Description

According to interviews with field staff, communications with field staff could be improved. Staff do not believe they are well informed about District management decisions that affect their work and schedules for work they need to perform each week and month. This initiative will address this issue by implementing a routine process for communicating with employees, soliciting input from staff, collecting improvement ideas from staff, and making sure that staff feedback is heard and followed up on.

Timeline

February 2018 – Ongoing

Consultant Cost

No cost; CH2M recommends that District field staff have access to a computer at the headquarters to access District email accounts (\$2,500 for four computers) and that the District set aside \$500/year for quarterly activities with staff to facilitate open communications.

Primary Benefits

- Improved awareness of field staff regarding management decisions that affect their work schedule and deployment

- Improved sharing of ideas between staff and management about how to improve efficiency and address infrastructure issues in the field

Document Management

Description

The District has a large volume of hard copy documents, including contracts, easements, record drawings, engineering studies, equipment manuals, invoices, and encroachments. The District has limited storage space; if these documents are destroyed (e.g., in a fire or other event), a considerable amount of valuable information would be lost. The District has a document scanning system (Laserfiche), but the system is not widely used. This initiative would result in the scanning and electronic storage of the District's critical documents. This initiative requires a consultant to develop a document retention schedule for paper documents, help develop a plan for document scanning (and destruction), assess resource requirements for scanning documents (including any server needs and backup storage needs) and determining which documents should be linked with the GIS (e.g., easements, encroachments, equipment manuals, and record drawings).

Timeline

March 2018 – March 2020

Consultant Cost

\$30,000

Primary Benefits

- Reduced risk of losing important documents such as invoices, drawings, and plans
- Reduced need for onsite paper file storage

District Training Program

Description

The District does not have a formal comprehensive training program that addresses issues such as safety, basic jobs skills (e.g. computer training), workplace harassment, timekeeping requirements, and health and wellness. The General Manager acknowledges this is a need, and training classes need to be identified and scheduled each year. Training providers need to be identified; some training may be available online (e.g., safety classes provided by the Division of Occupational Safety and Health [i.e., CalOSHA]). CH2M recommends that the District work with its HR consultant to develop a training program.

Timeline

February 2018 – Ongoing

Consultant Cost

\$2,500

Primary Benefits

- Improved annual training of District staff on basic skills required for routine functions and tasks, such as working safely and technical tasks.
- Reduced risks

Initiative Schedules

Table 1 presents the Asset Management Initiative schedules. Some initiatives include continued activities (e.g., the GIS will expand as District staff use, adopt, and maintain it), and some initiatives will continue in perpetuity (e.g., the training program will require staff time for participation and updates as the District adapts to industry and regulatory changes). The initiative schedule can be used by District management and the Board to help determine initiative implementation based on their priorities and available budget.

Table 1. Asset Management Initiative Schedules

Initiative	Initiative Name	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
1	Automate Timekeeping												
2	SCADA Implementation												
3	Administrative Service Manager Training												
4	Management Leadership Training												
5	Develop Operations SOPs												
6	CIP Development Methodology												
7	GIS Implementation												
8	Strategic Plan Progress Tracking												
9	Risk Management												
10	5-Year Financial Plan												
11	Condition Assessment												
12	O&M Staffing Plan and Forecast												
13	Communicate with field staff												
14	Document Management												
15	District Training Program												

LEGEND

- Initiative that starts and ends in 2018
- Initiative that starts in 2018 and continues
- Initiative that starts in 2019

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4C**

SUBJECT: Approve Contract Amendment with CH2M-Jacobs to provide SCADA Quality Assurance consulting services (Action)

Item No. 4C
Agreement with CH2m for
Consultant Services for Supervisory Control and Data Acquisition (SCADA)
Implementation Quality Assurance

Summary

The District contracted with A.T.E.E.M. Electrical Engineering (ATEEM) for consulting services for the design of the District's SCADA System. At staff's direction CH2m provided an initial review of the Basis of Design Report prepared by ATEEM and participated in a design coordination meeting to review their comments. Staff is proposing to amend our agreement with CH2m to provide on-going quality assurance reviews throughout implementation of the SCADA Project.

Background

The District and the Natomas Central Mutual Water Company (Company) are collaborating on a water use efficiency grant from the U.S. Bureau of Reclamation. As part of the approved grant proposal, a SCADA system will be implemented at District facilities to provide real time data on canal levels and pump station operations. This data will be shared with the Company to assist with their water management during the irrigation season when agricultural tailwater and urban runoff are reused to reduce imports from the Sacramento River.

The District has contracted with ATEEM for the design of the SCADA system. Subsequently, staff has identified the need for technical expertise to assist with the review of design submittals and technical oversight during implementation of the SCADA Project. Staff engaged CH2m to provide an initial review of the Basis of Design Report for the SCADA Project and has recognized the value of the technical expertise they provided.

CH2m has provided the attached task order for SCADA Implementation Quality Assurance services for the amount of \$25,000 to be compensated on a time and materials basis.

Recommendations

Staff recommends the Board authorize the General Manager to execute an amendment to the consultant services agreement with CH2m to include Task Order for SCADA Implementation Quality Assurance for the not-to-exceed amount of \$25,000.



Task Order: Scope of Work for SCADA Implementation Quality Assurance

This Task Order is to the Professional Services Agreement between Reclamation District 1000 (District) and CH2M HILL Engineers, Inc. (CH2M or Engineer), dated October 20, 2017. Unless amended herein, all terms and conditions of the Professional Services Agreement remain in full force and effect. CH2M is excited to support the District during SCADA design and implementation. Activities are expected to include providing input on design reports, packages, specifications, and SCADA-related documents. Services will be performed in an on-call staff augmentation basis as requested by the District.

Deliverables

- Marked up or red-lined documents with comments
- Review summaries
- Attendance at meetings or in conference calls as requested
- Provide technical assistance and SCADA expertise to District staff
- Invoices with activity summaries

Schedule

The period of performance is anticipated to be from January 1, 2018 through August 30, 2018.

Cost

Compensation to CH2M for this task order will be on a time and materials basis not to exceed \$25,000.

Assumptions

- District will notify CH2M at least one week in advance of anticipated service.
- District will provide all material requiring review and indicate when review comments are needed.
- Deliverables will be in electronic formats: Microsoft Word, Excel and Adobe PDF.

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4D**

SUBJECT: Wickland Oil Request to Encumber Pipeline Easement over District Facilities (Action)

Item No. 4D
Approve Wickland Oil Request to Encumber Pipeline Easement

Summary and Background

Wickland Pipelines owns the jet fuel line that supplies Sacramento International Airport. The pipelines run under the Sacramento River levees and as well as several other District drainage facilities (M8 Drain, West Drain and Meister Drain). Part of the encroachment Permit and Agreement signed by the District in 2003 that approved the pipeline crossings requires that Wickland Pipeline does not encumber the easement without the permission of the District. In 2006 and again in 2011, Wickland requested the District approve a Consent to Encumber in order to finance the construction of the jet fuel line and a subsequent refinancing. In both instances, the bank required a Consent to Encumber be executed which the Board approved.

Wickland is restructuring its debt again and is requesting the District consent to the recording of a security interest against the Permit in favor of Comerica Bank, as beneficiary, securing repayment of the new loan. District Counsel Jim Day has reviewed the proposed documentation and has previously noted to the Board our approval does not affect the District's rights in regard to the easements granted Wickland Oil as part of the Permit...

Recommendation

Staff recommends the Board approve the Consent to Encumber the existing pipeline easement of Wickland Oil and authorize the General Manager to execute the attached documents approving the Consent to Encumber.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Wickland Pipelines LLC
P.O. Box 13648
Sacramento, California 95853

CONSENT TO ENCUMBER

This Consent to Encumber ("Consent") is being granted by Reclamation District No. 1000, a public entity of the State of California formed by a special act of the California Legislature ("RD 1000").

RECITALS

- A. On February 14, 2003, RD 1000 and Wickland Pipelines LLC, a California limited liability company ("Wickland"), entered into an agreement entitled "Encroachment Permit and Agreement" (the "Encroachment Agreement").
- B. A "Memorandum of Encroachment Permit and Agreement" dated June 13, 2003, was executed by Wickland and RD 1000 and recorded in the Official Records of Sacramento County on August 25, 2003, at Book 20030825, Page 0653.
- C. An "Amendment to Memorandum of Encroachment Permit and Agreement" dated March 28, 2006, was executed by Wickland and RD 1000 and recorded in the Official Records of Sacramento County on April 5, 2006, at Book 20060405, Page 1217. The Memorandum of Encroachment Permit and Agreement as amended by the Amendment of Encroachment Permit and Agreement shall hereafter be referred to as the "Memorandum".
- D. The Encroachment Agreement sets forth the terms and conditions under which Wickland may install and maintain a jet fuel pipeline (the "Sacramento International Airport Jet Fuel Pipeline") which crosses several drainage canals operated by RD 1000 at locations along the pipeline route described on Exhibit A, attached.
- E. Section 12 of the Encroachment Agreement provides that Wickland shall not assign or transfer any interest in the Encroachment Agreement without the prior written consent of RD 1000, which consent shall not be unreasonably withheld.
- F. By a "Consent to Encumber" recorded in the Sacramento County Recorder's Office at Page 1500 of Book 20060915 on September 15, 2006, RD 1000 consented to Wickland granting a security interest in the Encroachment Agreement in the form of a deed of trust, mortgage or other appropriate security device for the purpose of securing permanent financing for the Sacramento International Airport Jet Fuel Pipeline.

G. By a "Consent to Encumber" recorded in the Sacramento County Recorder's Office at Page 0875 of Book 20110322 on March 22, 2011, RD 1000 consented to Wickland granting a security interest in the Encroachment Agreement in the form of a deed of trust, mortgage or other appropriate security device for the purpose of securing a term loan which refinanced both (i) the remaining principal balance of the existing term loan, and (ii) a construction loan that Wickland utilized to build and place into operation a common carrier pipeline located in San Jose, California known as the Mineta San Jose International Airport Jet Fuel Pipeline.

H. Wickland now desires the consent of RD 1000 to grant a new security interest (the "Replacement Security Interest") in the Encroachment Agreement in the form of a deed of trust, mortgage or other appropriate security device for the purpose of securing a loan (the "New Term Loan") which refinances both (i) the remaining principal balance of Wickland's existing permanent debt, and (ii) a construction loan that Wickland has utilized to build and place into operation the John Wayne Airport Jet Fuel Pipeline.

I. RD-1000 is willing to grant the desired consent, subject to the below set forth terms and conditions.

CONSENT

1. RD-1000 hereby consents to Wickland granting the Replacement Security Interest in the Encroachment Permit to Comerica for the purpose of securing the New Term Loan in the approximate amount of \$20,000,000. The Replacement Security Interest shall take the form of a mortgage, deed of trust or other appropriate security instrument or encumbrance, and shall, at Comerica's election, be recorded in the Official Records of Sacramento County, as well as with any other governmental entity deemed necessary by Comerica.

2. In no event shall the Replacement Security Interest be deemed or construed to modify or otherwise amend the terms and conditions of the Encroachment Agreement or the Memorandum.

3. The Replacement Security Interest shall in no event be interpreted or construed as now or hereafter relieving Wickland from any obligations or responsibilities under the Encroachment Agreement.

4. In no event shall the Replacement Security Interest be interpreted or construed to apply to anything other than Wickland's interest in the Encroachment Agreement, and any improvements and equipment placed by Wickland in the area subject to the Encroachment Agreement.

5. Any transfer of the Encroachment Agreement, with the exception of a transfer to Comerica, or to a corporation or limited liability company wholly owned or controlled by Comerica, be it pursuant to judicial foreclosure, a private sale under a trust deed, an

assignment from Wickland in lieu of foreclosure, or otherwise, shall be subject to the prior written consent of RD-1000, which consent shall not be unreasonably withheld.

6. Any subsequent assignment or other transfer of the Replacement Security Interest by Comerica shall be subject to the prior written consent of RD-1000, which consent shall not be unreasonably withheld.

Reclamation District 1000, a public entity
of the State of California formed by a
special act of the California Legislature

By: _____
Paul Devereux
General Manager

Date: _____

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____,
(here insert name and title of the officer)

personally appeared _____

_____ ,
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of _____

_____ ,
 containing _____ pages, and dated _____ .

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-Fact
- Corporate Officer(s) _____
Title(s)

- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: _____

representing: _____
Name(s) of Person(s) or Entity(ies) Signer Is Representing

Additional Information
Method of Signer Identification Proved to me on the basis of satisfactory evidence: <input type="radio"/> form(s) of identification <input type="radio"/> credible witness(es)
Notarial event is detailed in notary journal on: Page # _____ Entry # _____
Notary contact: _____
Other <input type="checkbox"/> Additional Signer(s) <input type="checkbox"/> Signer(s) Thumbprint(s) <input type="checkbox"/> _____

LAND DESCRIPTION

ALL that real property situate in the unincorporated area of the County of Sacramento, State of California; and being portions of the East halves of Sections 6 and 7, Township 9 North, Range 4 East, Mount Diablo Base and Meridian, and also being portions of Sections 19 and 30, and the East half of Section 31, Township 10 North, Range 4 East, Mount Diablo Base and Meridian, being more particularly described as follows:


A strip of land being ten (10.00) feet wide and lying five (5.00) feet on each side of the following described centerline.

BEGINNING at the intersection of the Yolo-Sacramento County line located at the approximate center of the Sacramento River with the as-built centerline alignment of a petroleum pipeline; said point being distant the following two (2) courses and distances from National Geodetic Survey Designation "FERRY" (PID-JS2338): (1) South 58°28'49" East 19,511.00 feet to National Geodetic Survey Designation "RIVER" (PID-AI5069); and (2) North 58°04'02" West 1,516.31 feet; thence, from said POINT OF BEGINNING, and along said petroleum pipeline, the following twenty-eight (28) courses and distances:

- (1) North 05°56'20" West 857.04 feet;
- (2) North 25°15'03" East 52.84 feet;
- (3) North 00°08'15" West 1,730.69 feet;
- (4) North 09°54'44" West 102.36 feet;
- (5) North 00°11'37" West 2,783.38 feet;
- (6) North 32°55'19" East 71.45 feet;
- (7) North 08°19'56" East 69.83 feet;
- (8) North 10°08'13" East 84.79 feet;
- (9) North 00°31'10" West 1,506.11 feet;
- (10) North 03°11'29" West 353.02 feet;
- (11) South 89°03'11" West 57.00 feet;
- (12) North 02°52'01" West 479.88 feet;



EXHIBIT A
(Page 1 of 3)



Christopher W. Lerch

2-13-2006

Date

LAUGENOUR AND MEIKLE
CIVIL ENGINEERS

- (13) North 00°07'44" East 439.69 feet;
- (14) North 02°13'43" East 916.49 feet;
- (15) North 00°28'50" West 1,484.48 feet;
- (16) North 10°52'15" East 101.62 feet;
- (17) North 00°28'50" West 881.73 feet;
- (18) North 09°44'11" West 107.27 feet;
- (19) North 09°54'22" East 95.70 feet;
- (20) North 00°28'50" West 1,133.09 feet;
- (21) North 12°30'30" West 124.95 feet;
- (22) North 00°25'00" West 1,432.78 feet;
- (23) North 89°30'10" West 291.02 feet;
- (24) North 03°38'38" West 256.35 feet;
- (25) North 86°04'26" East 305.98 feet;
- (26) North 00°25'00" West 3,378.40 feet;
- (27) North 89°44'02" West 3,480.84 feet;
- and (28) North 00°27'09" East 886.50 feet.

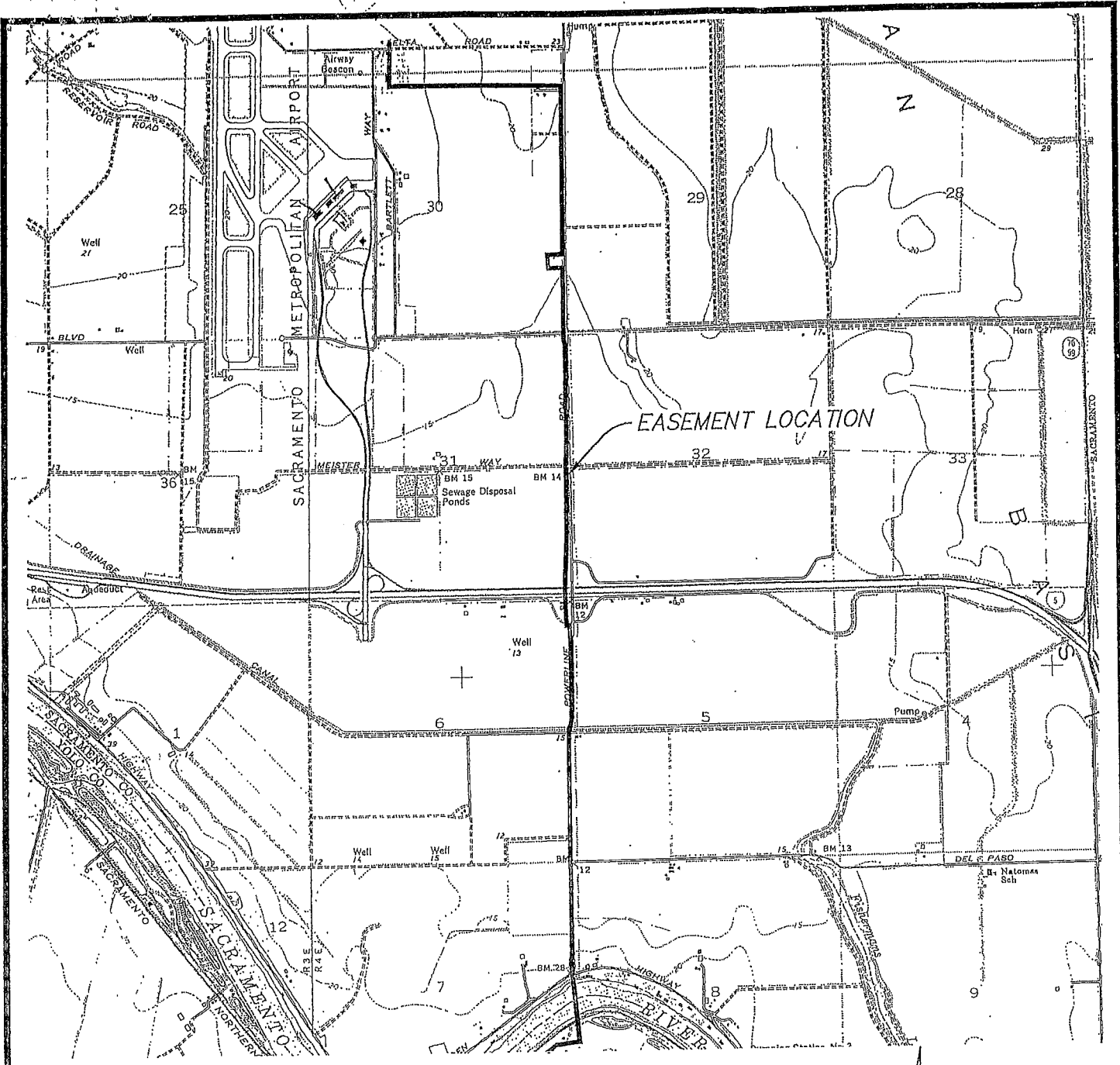
The sidelines of said strip of land shall be lengthened or shortened to terminate at said Yolo-Sacramento County line and a line that bears South 89°32'51" East from the Northerly terminus of the course and distance herein described as North 00°27'09" East 886.50 feet.

The basis of bearings for this description is the grid bearing between said National Geodetic Survey Designations "FERRY" and "RIVER". Said Designation "FERRY" having coordinates of North (Y) 2,008,060.30 feet and East (X) 6,667,201.52 feet with an epoch date of 2002.53. Said Designation "RIVER" having coordinates of North (Y) 1,997,860.64 feet and East (X) 6,683,832.93 feet with an epoch date of 2002.53. Said Designations having an epoch date of 2002.53. Said grid bearing being South 58°28'49" East as determined from National Geodetic Survey Data Sheets.

All bearings and coordinates are grid and are based on the California Coordinate System of 1983 (CCS 83), Zone 2. All distances are ground. To obtain grid distances, multiply the distances herein described by the combination factor of 0.999944735.

End of description.

EXHIBIT A
(Page 2 of 3)



Christopher W. Lerch
 CHRISTOPHER W. LERCH
 L.S. 7906 - EXPIRES 12-31-2007



FEBRUARY 13, 2006
 DATE

LM CIVIL ENGINEERING
 LAND SURVEYING
 PLANNING
 LAUGENOUR AND MEIKLE

608 COURT STREET, WOODLAND CA 95695
 PHONE: (530) 662-1755
 FAX: (530) 662-4602

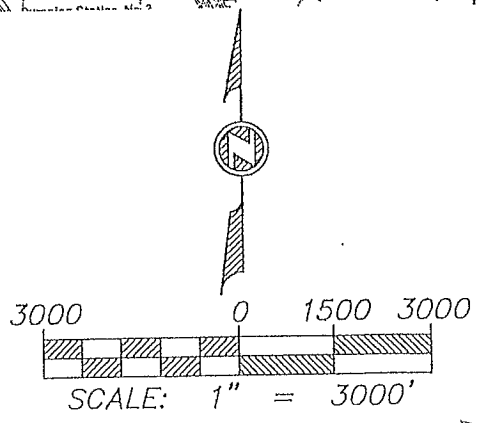


EXHIBIT TO ACCOMPANY DESCRIPTION
 EXHIBIT A
 (Page 3 of 3)

2881-2-1

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4E**

SUBJECT: Grant of Easement to State of California through the Sacramento San Joaquin Drainage District for Construction of the Natomas Levee Project by the Corps of Engineers on Reach H (Action)

Item No. 4E

Flood Control Easement Deed to State of California (Sacramento San Joaquin Drainage District) and Sacramento Area Flood Control Agency (Parcel 13858 shown on attached Exhibit B) Rosin Court Property

Summary and Background

As part of the construction of the Natomas Federal Levee Project improvements along the Natomas East Main Drain Canal (NEMDC)—Reach H; the State of California and Sacramento Area Flood Control Agency requires a 25-foot flood control easement along the easterly boundary of the Rosin Court property owned by the District. The property was granted to the District by the State (Caltrans) when the I-80 freeway was constructed.

The easement parcel is described as Parcel 13858 shown on the attached Exhibit B. The easement is necessary to allow for the proposed levee improvements to be constructed including a seepage cutoff wall, landside slope stability improvements and a landside access and patrol road. The lands east of the proposed easement are encumbered by the existing levee and owned in fee by the District with a flood easement to the State and a Joint-Use Agreement executed by the District in favor of SAFCA.

The easement will be dedicated to the Sacramento-San Joaquin Drainage District which is the property holding interest for the Central Valley Flood Protection Board and SAFCA. Since the easement is being used for levee improvements benefitting the District, staff is not recommending there be any compensation for the easement. District Counsel Jim Day has reviewed the easement documents.

Recommendation

Staff recommends the Board authorize the General Manager to execute the attached Easement Deed granting a non-exclusive flood control easement to the Sacramento San Joaquin Drainage District, acting by and through the Central Valley Flood Protection Board and the Sacramento Area Flood Control Agency.

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO:

DEPARTMENT OF WATER RESOURCES

Division of Engineering
Real Estate Branch
1416 9th Street, Room 425
Sacramento, CA 95814

SPACE ABOVE THE LINE FOR RECORDER'S USE

250-0360-011, 237-0031-001

EASEMENT DEED

NATOMAS BASIN- AMERICAN RIVER
Project NEMDC - REACH H

Parcel No. 13858

RECLAMATION DISTRICT NO. 1000, ("Grantor"), a local agency of the State of California, organized and existing as a Reclamation District by virtue of a special act of the Legislature of the State of California, does hereby convey to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, acting by and through THE CENTRAL VALLEY FLOOD PROTECTION BOARD of the State of California, a public agency, and to the SACRAMENTO AREA FLOOD CONTROL AGENCY, a joint powers authority established pursuant to the laws of the State of California, (collectively "Grantee"), a non-exclusive perpetual right of way and easement in the real property situated in the County of Sacramento, State of California, more particularly described in Exhibit "A" and labeled as "Parcel 13858" on Exhibit "B", both attached hereto and made a part hereof, for any present or future flood control project, to:

1. Construct, reconstruct, enlarge, fence, plant with trees, shrubs, and other vegetation, preserve and retain all vegetative growth desirable for project purposes, repair and use flood control works, which shall include, but not be limited to, access, haul, and patrol roads, levees, ditches, embankments, channels, berms, fences, and appurtenant structures, and operate and maintain said flood control works in conformity with the Code of Federal Regulations, Corps of Engineers' Standard Operation and Maintenance Manual, and State of California Standards.
2. Clear and remove from said flood control works any or all natural or artificial obstructions, improvements, trees, and vegetation necessary for construction, operation, maintenance, repair, reconstruction, and emergence flood fight.
3. Flow waters and materials and by said flow erode.
4. Place or deposit earth, debris, sediment or other material.
5. Excavate and remove earth, debris, sediment, or other material, including that placed or deposited as above.
6. Locate or relocate roads and public utility facilities by Grantee or others.
7. Restrict the rights of the Grantor, his successors and assigns, without limitations, to explore, extract, remove, drill, mine, or operate through the surface or upper 100 feet of the subsurface in exercise of the grantor's interest in any minerals, including oil and gas.

8.Restrict any use by others which may interfere with any of the uses listed herein or any use necessary or incidental thereto.

In addition to the above described conveyance;

Grantor, for itself, its successors and assigns, hereby waives any claims for any and all damages which will accrue to the remaining property of Grantor by reason of its severance from that portion granted herein and the construction of the improvement in the manner presently proposed.

IN WITNESS WHEREOF, said Grantor has caused its name to be hereunto subscribed this

_____ day of, _____, 20_____.

RECLAMATION DISTRICT NO. 1000

By: _____
Paul T. Devereux, General Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA}

SS

County of _____

On _____, 20 _____, before me, _____

personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

[SEAL]

NOTARY PUBLIC IN AND FOR THE STATE OF CALIFORNIA

(CERTIFICATE OF ACCEPTANCE, GOVERNMENT CODE, SECTION 27281)

This is To Certify, That the real property or interests therein described in the within deed to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, acting by and through The Central Valley Flood Protection Board of the State of California, a public agency, is hereby accepted on behalf of the grantee.

Dated _____, 20 _____.

THE CENTRAL VALLEY FLOOD PROTECTION BOARD

By _____

Jeanne M. Kuttel, Chief, Division of Engineering

(Title)
DEPARTMENT OF WATER RESOURCES

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by this deed dated _____ from the Grantor to the SACRAMENTO AREA FLOOD CONTROL AGENCY ("SAFCA"), is hereby accepted pursuant to SAFCA Board of Director's Resolution No. 09-128, and SAFCA consents to recordation thereof by its duly authorized officer.

By _____ Dated: _____, 20__

Richard M. Johnson
Executive Director

Exhibit A

All that certain real property situate in Sections 3 and 4, Rancho Del Paso, also being in the projected Section 18, Township 9 North, Range 5 East, Mount Diablo Meridian, City of Sacramento, County of Sacramento, State of California, also being a portion of the lands conveyed to the Reclamation District Number 1000 in those certain deeds recorded March 24, 1966 in Book 660324 at Page 117 and September 3, 1975 in Book 750903 at Page 668, Official Records of said County, said real property also being described as follows:

PARCEL 13858

The East 25.00 feet of said lands parallel with the east property line.

Containing 0.087 acres, more or less.

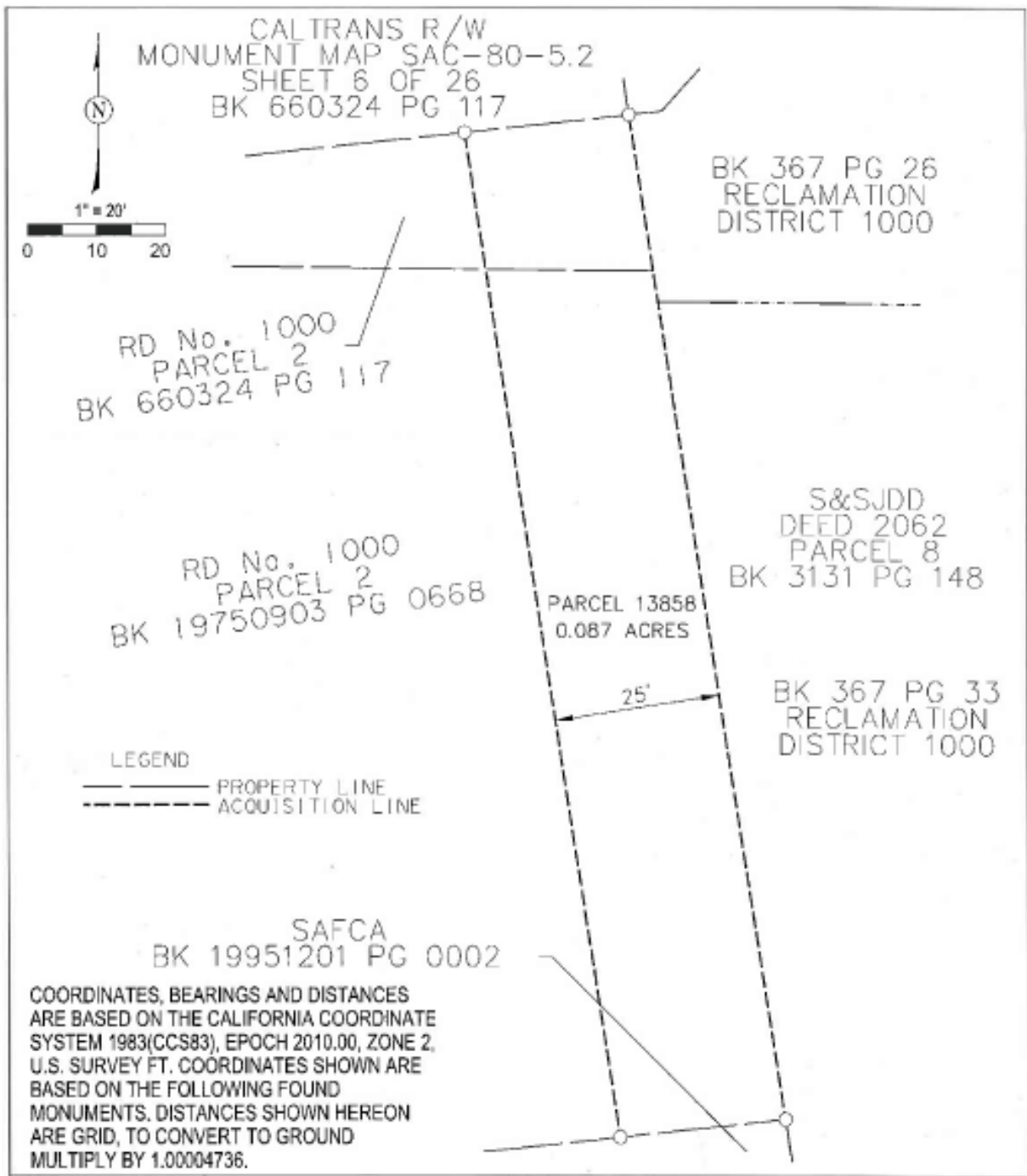
The basis of bearings for this description is based on the California Coordinate System, CCS83, (2010.00), Zone II. All distances cited herein are grid values. To obtain ground values multiply the distances cited herein by 1.00004736.

The above described land is shown on Exhibit B attached hereto and made a part of this description by reference thereto.

End of Description



Bli
12-15-2017



DATE: 12-15-2017	PARCEL 13858 EXHIBIT "B" NATOMAS EAST MAIN DRAINAGE CANAL	STATE OF CALIFORNIA THE NATURAL RESOURCES AGENCY DEPARTMENT OF WATER RESOURCES DIVISION OF ENGINEERING GEODETIC BRANCH
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**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 4F**

SUBJECT: Contract with Grace Consulting for Human Resources Consulting Services
– Review and Update Job Description and Develop Procedure Manual for
General Manager position

Item No. 4F
Contract with Grace Consulting—Job Description Update and Procedures Manual for
District’s General Manager Position

Summary and Background

Staff is proposing a contract with Grace Consulting to review and update the current job description and develop a procedures manual for the District’s General Manager’s position.

The current General Manager has indicated he intends to announce his retirement from the position in the next one to two years. In preparation for the this and to facilitate the recruitment and transition process, the Personnel Committee Chair has requested staff review the current job description for this position and update as necessary to reflect any changes in duties or responsibilities since it was adopted in 2011. In addition, it was suggested the District prepare a procedures manual outlining the primary major duties of the position and providing guidance on the tasks and processes meet these responsibilities. The manual would serve as a reference to assist the next GM and allow for a smoother transition.

Kathleen Grace drafted the current job descriptions that have been approved by the Board and has extensive knowledge of the District and our responsibilities based on her past human resource consulting services to the District and could provide the requested work in an efficient and cost effective manner.

The attached scope of services provides the details of the work to be done on a time and materials basis with an estimated fee of \$7400.00. Staff is recommending the Board include a 15% contingency for this work and authorize a not to exceed amount of \$8500.00.

Recommendation

Staff recommends the Board authorize the General Manager to execute a contract with Grace Consulting to update the job description and develop a procedures manual for the District’s General Manager position on a time and materials basis not to exceed \$8500.00



Grace Consulting
Human Resources, Organizational Development
And Change Management Consulting Services

A. INTRODUCTION:

Grace Consulting is pleased to submit this time and cost bid to review and update the classification description for the District General Manager and to develop desk procedures for key functions of the General Manager position. This bid has been prepared in response to a request received from Paul Devereaux, District General Manager.

B. PROJECT OBJECTIVES:

The overall objective of the project is:

- To review and update the classification description for the position of the General Manager
- To document the procedures followed in the performance of key functions of the General Manager position

C. METHODOLOGY:

To achieve the objectives of this project, Kathleen Grace will perform the following activities:

- Meet and/or confer regularly and at critical junctures in the project with the General Manager to identify project parameters, to gather and develop information, to discuss issues identified and to provide updates on the status of the project.
- Review the current classification description for the General Manager position and desk procedures previously developed for other key positions in the District to ensure that the duties performed by the General Manager that are described in those procedures are reflected in the existing classification description and to identify a starting point for the development of desk procedures for the General Manager's position.
- Conduct multiple interviews with the General Manager to confirm the essential position functions performed on a scheduled and ad hoc basis; to identify the full scope of planning and decision making for which the position is responsible; to identify the time cycle related to the performance of each scheduled process (daily, weekly, monthly, annual); to gather detailed information for the documentation of each process; and to review documented procedures for accuracy as developed.
- Document processes as information is gathered and submit documentation to the General Manager for review and discussion on a flow basis.
- Edit procedures based on incumbent feedback to final draft status.

- Once procedures are in final draft format, edit classification description to include all key duties and responsibilities of the position and submit the edited description and draft procedures to the General Manager for review, discussion and input to final format.
- Finalize the updated classification description and procedures and submit hard and electronic copies to the General Manager to close out the project

D. DISTRICT REVIEW:

Any work products developed during the above activities will be submitted to the District for review, comment, and/or approval. This is a very important step that helps to ensure accurate, reliable, and valid results.

E. DISTRICT RESPONSIBILITIES:

Successful completion of this project within the time specified depends largely upon the cooperation between the District and Grace Consulting staff. For this reason, we request that a project representative(s) coordinate communication, meetings, and review of outcomes and deliverables with the consultant.

F. REPORTS AND RECOMMENDATIONS:

Grace Consulting will provide all reports and recommendations, verbal or written, to the District for confidential use and/or implementation. Written reports or other project deliverables will first be submitted in draft form for review and discussion. Informal communication will be ongoing throughout the project, and Grace Consulting staff will be available to answer questions, make recommendations on process and outcomes, and to provide assistance on project related matters.

G. ESTIMATED TIMELINES

We expect the project to take approximately fifteen (15) weeks of active and elapsed time to complete. The project should be completed by May 28, 2018, assuming a February 19, 2018 start date. The timeline below represents target timelines for the major phases of the project. In general, project activities will follow this timeline.

- **Week One:** Review the role of the General Manager in desk procedures previously developed for key District personnel and the existing classification description for the position. Conduct the initial project meeting with the General Manager to explain the process to be followed; to identify possible edits identified in the initial documentation review that may impact the content of the current classification description; and to identify key essential functions performed by the General Manager position that are or are not documented in the description; conduct an initial interview with the General Manager to identify regularly scheduled, ad hoc and situational related duties and responsibilities of the position and the timelines for regularly scheduled and/or recurring activities.

- **Weeks Two – Twelve:** Edit the classification description for the General Manager as new information is gathered to ensure that the description describes the full scope of the duties and responsibilities of the position. Conduct two one-hour interviews (or one two-hour interview) per week with the General Manager to gather information needed to document processes performed within each essential function and to review for feedback process documentation as developed.
- **Week Twelve-Fourteen:** Finish draft procedures and updated draft classification description and submit to the General Manager for review and discussion before development of final format; meet and gather input from GM to finalize procedures and the description.
- **Week Fifteen:** Finalize and submit the classification descriptions and desk procedures in final format to the District in hard copy and electronic formats

TIME & ACTIVITY SUMMARY

PROJECT COMPONENT	STAFF	HOURS
Review existing classification description for the General Manager position and desk procedures previously developed for key District Personnel to identify the full scope of duties and responsibilities of the position. Conduct an initial meeting with the General Manager to discuss findings from the preliminary review; to schedule regular interview appointments; and to begin the documentation of key position functions that are performed on scheduled and/or situational basis.	Kathleen Grace	6
Conduct two one-hour interviews (or one 2-hour interview) per week with the General Manager to gather information needed to document key procedures performed and to review procedure documentation as developed. Estimate a total of 20.hours of interviews	Kathleen Grace	20
Document the procedures for all key functions of the General Manager position as data is gathered and submit to the General Manager for review and further input; edit procedures based on feedback to final draft status.	Kathleen Grace Admin. Asst.	20 10
Edit classification description to reflect the full scope responsibility of the General Manager position; and finish and submit final draft of procedures to GM for review and input to final format; meet and discuss with GM.	Kathleen Grace Admin Asst.	6 4
Finalize the classification description and the desk procedures based on GM feedback and submit to the District in hard copy and electronic formats.	Kathleen Grace Admin Asst.	8 4
TOTAL HOURS	Kathleen Grace Admin. Asst	60 18

H. TOTAL COST ESTIMATE:

a. Introduction

The cost structure of this project is made up of two major components:

- 1) Estimated hours of consultant involvement – this includes direct project time for each Grace Consulting team member or support person involved in the project.
- 2) Estimated expenses
 - **Project Expenses:** duplication expenses and report material costs, etc.

b. Estimated Total Project Costs

Estimated total cost for this project should not exceed **\$7,400.00**. This amount includes:

- One Principal Consultant for a total 60 hours @ \$115.00 per hour
- Administrative Support for a total 18 hours @ \$25.00 per hour
- Project expenses (duplication costs, report materials, etc.)

SUMMARY COST ESTIMATE

Cost Item	Total Hrs	Rates	Estimated Maximum Cost
Principal Consultant ◇ Kathleen Grace	60	\$115.00/hour	\$6,900.00
Administrative Support	18	\$25.00/hour	\$450.00
Miscellaneous Expenses (copies, report materials. etc.)		Estimated	\$ 50.00
Total Costs			\$7,400.00

I. ALTERNATIVES/ADDITIONS TO TOTAL COST ESTIMATE:

The total cost estimate has been prepared as accurately as possible given the information provided to Grace Consulting. If changes or additional service is required, Grace Consulting agrees to discuss revisions to the project activities and to the cost estimate.

For any additional work requested by the District that is not covered by the scope of this project, we will charge an additional hourly rate that is based upon the level of staff required. Additional expenses incurred that are not covered by the scope of this proposal will also be charged. No additional work will be undertaken without the written approval of the appropriate District management

CONSULTANT RESUME

Kathleen Grace, MBA, CCP

Kathleen Grace has over 25 years experience performing professional work in the areas of classification and compensation, organizational assessment and development, organizational change integration, performance management system assessment and design, and training and development. She has provided organizational development and change, human resources and management consulting services to a wide range of public-sector organizations, public utilities, water and special districts and to large Fortune 500 organizations.

Relevant Experience

- *Owner, Grace Consulting*
- Adjunct Faculty – CSU, Sacramento, College of Business
- Principal Consultant/Project Manager, CPS Human Resources Services
- Principal Consultant - Price Waterhouse LLP
- Senior Human Resources Specialist, Lawrence Livermore National Laboratory
- Senior Consultant - Applied Research Consultants, Inc.
- Training Program Specialist – CA Department of Education
- Training Officer – Yolo County Social Services Department
- Employee Representative – SEIU/Butte County Employees Association

Experience Highlights

- As president of Grace Consulting, a woman-owned sole proprietorship, Ms. Grace has developed a network of independent consulting professionals with a breadth and depth of skills that has enabled the company to offer top quality services at an affordable price. She recently conducted a classification study of all positions in the clerical and administrative structure for the City of Torrance developing and recommending a structure that would provide opportunities for employee growth and development and enhance staffing flexibility for the City. Other recent projects include total compensation studies for Reclamation District 1000 and the American River Flood Control District and a confidential classification and pay analysis spanning a five year period to resolve a federal court case on behalf of a large water district in the bay area.
- At CSU, Sacramento, Ms. Grace developed and delivered curriculum on a variety of subjects for the Department of Organizational Behavior in the College of Business, including undergraduate and graduate courses on organizational behavior and development, leadership, strategic compensation, and human resources concepts, theories and applications utilizing a variety of teaching methodologies to enable learning and retention processes.
- While working for CPS Human Resources Services and Applied Research Consultants, Inc., Ms. Grace conducted and/or managed a large number of workload and staffing studies, organizational assessments, process re-engineering, job re-design, and change integration projects for state and local government organizations within California, including the California Contractors License Board, the Sacramento Environmental Management Department, the City of Roseville Environmental Utility Department, the City and County of San Francisco and Lawrence Livermore National Laboratory
- While working for Price Waterhouse LLP, Ms. Grace led and participated in a several complex change initiatives projects relative to the integration of enterprise-wide automated systems (SAP and custom-designed) for Fortune 500 and large public-sector organizations. Project activities included: business process re-engineering, change readiness

assessments, job redesign, staffing capability assessments, development of performance measurement systems, training and documentation design, development, and presentation and organizational assessments for issue identification and resolution.

- As training program specialist at the CA Department of Education and Training Specialist for Yolo County, Ms. Grace developed and conducted a variety of supervisory and employee training programs. Topics included: Effective Employee Selection Techniques, Conflict Resolution, Change Management, Stress Management Dealing with Difficult People, and appropriate application of a wide variety of regulatory programs.

Education

- MBA (with honors), Business Administration, California State University Sacramento, 1996 with course work in Organizational Behavior and Personnel Management
- BS (with honors), Business Administration, HR Concentration, CSU Sacramento, 1989 with coursework in organizational behavior, human resources management, systems analysis, and production and operations

Publications

- Masters Project: Compliance Guide on the Americans with Disabilities Act
- Compliance Guide for the Fair Labor Standards Act

Licenses and Certifications

- Certified Compensation Professional – World at Work (formerly American Compensation Association since 1994)
- Top Security Clearance (1992) Department of Defense

Affiliations:

- Member – World at Work (American Compensation Association)
- Member – International Personnel Management Association (IPMA)
- Member – Society of Human Resources Management (SHRM)
- Member Bay Area Compensation Association (BACA)
- Member – Government Affairs Task Force – National IPMA

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 6**

SUBJECT: Public Outreach Update – K. Pardieck

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 7**

SUBJECT: District Counsel's Report

This will be a verbal report by District Counsel Jim Day.

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 8**

SUBJECT: Superintendent's Report

To: Trustees of Reclamation District No. 1000

From: Superintendent Don Caldwell

Date: February 2, 2018

Re: Report of activities within the District during the month of January 2018

The chart below represents the various activities the field crew spent their time working on during the month of January 2018.

RD 1000 Field Crew	*Man Days Worked	Activity
	20	Plant Maintenance
	2	Grounds
	3	Levee Maintenance
	5	Pump Maintenance
	18	Ditch Maintenance
	0	Fence Repair
	12	Garbage
	11	Weed Control
	5	Mowing
	0	Upper GGS
	50	Equipment Repairs

**Man days do not include: sick, vacation, holiday or Superintendent's time*

Bannon

- High 11.22'
- Low 7.07'

River High

- High 12.18'
- Low 6.99'

Rain Report

Rain amount for the month of January was 4.49"

Rain amount since July 1 is 7.1"

We had pumping at 4 Pumping Plants due to the rain event in January

Pump Report #2

Pump # 1 pumped for 8.2 hours and pumped 54.12 A/F

Pump #2 pumped for 46.9 hours and pumped 136.00 A/F

Pump Report #3

Pump # 1 pumped for 180.7 hours and pumped 668.59 A/F

Pump # 2 pumped for 40.9 hours and pumped 188.14 A/F

Pump # 3 pumped for 18.2 hours and pumped 121.94 A/F

Pumping Plant # 4

Pump # 2 pumped for 13.2 hours and pumped 129.36 A/F

Pump # 3 pumped for 4.0 hours and pumped 39.2 A/F

Pumping Plant # 8

Pump # 1 pumped for 19.2 hours and pumped 201.62 A/F

Pump # 2 pumped for 61.6 hours and pumped 646.80 A/F

Pump # 3 pumped for 246.0 hours and pumped 934.80 A/F

PUMP # 5 pumped for 673.70 hours and pumped 2,560.0 A/F

Safety Topic for the month of November:

Safety Topic for the month of January: Vehicle Maintenance and Security.

Reclamation District No. 1000
Superintendent Don Caldwell

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 9**

SUBJECT: Correspondence/News/Information

**STAFF
SUMMARIES & RECOMMENDATIONS
FEBRUARY 9, 2018
AGENDA ITEM 10**

SUBJECT: Closed Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case