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## RECLAMATION DISTRICT NO. 1000 BOARD OF TRUSTEES MEETING

DECEMBER 8, 2023  
MEETING MINUTES

Members of the Board of Trustees and the public participated in this meeting in person and by teleconference. Present were Board President Elena Lee Reeder; Trustee Thomas Gilbert; Trustee Nick Avdis; Trustee Jag Bains; Trustee Thomas Barandas; Trustee Edwin Perez; Trustee Thomas Smith General Counsel Rebecca Smith; General Manager Kevin King; Operations Manager Gabe Holleman; Administrative Services Manager Joleen Gutierrez; and Administrative Assistant Christina Forehand.

### 1. PRELIMINARY

#### 1.1. Call Meeting to Order

Board President Elena Lee Reeder called the meeting to order.

#### 1.2. Roll Call

ASM Gutierrez called the roll.

Present: Trustee Lee Reeder, Gilbert, Avdis, Bains, Barandas, Perez, Smith

Absent: None

\*Trustee Bains departed the meeting at 9:08 am.

#### 1.3. Approval of Agenda

MOVED/SECOND: Trustee Avdis/Trustee Lee Reeder

AYES: Trustee Lee Reeder, Gilbert, Avdis, Bains, Barandas, Perez, Smith

NOES: None

ABSENT: None

ABSTAIN: None

ACTION: The motion to approve the December 8, 2023, Board Meeting agenda is approved.

#### 1.4. Pledge of Allegiance

Trustee Gilbert led the Pledge of Allegiance.

#### 1.5. Election of Board President and Vice President

The Board elected to maintain Trustee Elena Lee Reeder as Board President and Trustee Thomas M. Gilbert as Vice President.

MOVED/SECOND: Trustee Avdis/Trustee Bains

AYES: Trustee Lee Reeder, Gilbert, Avdis, Bains, Barandas, Perez, Smith

NOES: None

ABSENT: None

ABSTAIN: None

ACTION: The motion to maintain the current Board President and Vice President is approved.

#### 1.6. Designation of Board Secretary

The Board elected to maintain ASM Joleen Gutierrez as Board Secretary.

MOVED/SECOND: Trustee Gilbert/Trustee Smith

AYES: Trustee Lee Reeder, Gilbert, Avdis, Bains, Barandas, Perez, Smith

NOES: None

ABSENT: None

ABSTAIN: None

ACTION: The motion to maintain the current Board Secretary is approved.

#### 1.7. Conflict of Interest (*Any Agenda items that might be a conflict of interest to any Trustee should be identified by the Trustee involved*)

Trustee Perez identified a conflict of interest with Item 6.2 and requested to abstain from the vote.

## 2. **PRESENTATIONS**

No Scheduled Presentations.

## 3. **PUBLIC COMMENT (NON-AGENDA ITEMS)**

*Any person desiring to speak on a matter that is not scheduled on this agenda may do so under the Public Comments section. Speaker times are limited to three (3) minutes per person on any matter within RD 1000's jurisdiction not on the Agenda.*

There were no public comments received.

#### **4. INFORMATIONAL ITEMS**

##### **4.1. GENERAL MANAGER'S REPORT: Update on activities since the November 2023 Board Meeting.**

GM Kevin King provided a verbal update on activities in the past month.

GM Kevin King informed the Board of two incidents of vandalism and burglary of district property over the past two weeks. He reported an unknown person with a district key stole 1,000 gallons of fuel from a backup generator at Plant 1B – a loss of almost \$5k. Plant 6 suffered a burglary/wire stripping.

Security video surveillance is being considered and is included in the CIP Plan. Contracted security services along the NEMDC have proven to be very effective. An RFQ for Security Services has been drafted and will be issued publicly on January 1.

Trustee Tom Smith asked if any surveillance cameras captured any activity related to the fuel theft at Plant 1B. GM King confirmed that the District office has exterior cameras but did not capture related theft activities at the pumping plant.

The Board briefly moved to the Consent Calendar to accommodate a time conflict. Trustee Bains departed the meeting at 9:08 am.

GM King announced the completion of the FY 2022-2023 annual audit. He thanked his staff and accounting consultant, Rob Merritt, for their work and another clean audit. A full copy of the audit report will be available on the District's website.

The District seeks a change in banking services. Bank of the West (now BMO) services have been unsatisfactory. The Finance Committee favors issuing a Banking and Investment RFQ. The RFQ will be released publicly on January 1, 2024.

Staff will prepare the Annual Fee, Annual Assessment, and Total Compensation RFQs. All RFQs will be released during the first quarter of 2024.

GM King noted the Natomas Chamber of Commerce's Annual Tree Lighting was a success, with very high community engagement at RD1000's booth.

Trustee Smith complimented the District's social media management. GM King acknowledged the Administrative Staff's work on social media and Trustee Lee Reeder's push to enhance our social media presence.

The Stormwater Service Fee correction postcards were mailed out. For properties incorrectly assessed, the Stormwater Service Fee will have two options for correction. The District's Stormwater Service Fee consultant NBS will handle community questions about this process.

GM King explained that he has planned professional development for management staff. The general manager, operations manager, and administrative services manager will attend CSDA's Special Districts Leadership Academy in San Diego from April 14-17, 2024.

#### 4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the November 2023 Board Meeting.

A copy of the Operation Manager's Report has been included in the December 10, 2023 Board packet.

Operations Manager Holleman noted an increase in homeless encampments throughout the District, and the operations crew has been working on signpostings to combat this increase.

Nordic Industries provided a large amount of rock at no cost to the District; the crew has placed it along drainage canals as part of ongoing maintenance.

FMAP-funded vegetation clearing is underway. GM King noted the visible difference around the bike trail along Garden Highway with the vegetation and encampment removal.

Trustee Gilbert inquired about the required clearing distance along the levee. OM Holleman clarified that the distance for visibility must be to the lowest hanging branch.

GM King stated that RD1000 is due to host the Flood Board Executive Officer for a tour. Next week, a meeting with the Board's enforcement staff is planned to discuss high-hazard encroachments.

Trustee Perez inquired about the encampment clearing process, as there have been many related emails from the public. OM Holleman explained this process and made known that RD1000 does the posting with assistance from the City.

GM King suggested that a social media post could be done to highlight the process of homeless encampment removal. He will meet with the community member who brought up the property tax bill to discuss RD1000's responsibility in encampment removals. Councilwoman Talamantes will visit one of the sites with recurring homeless encampments and help RD1000 coordinate a meeting with the City and Regional San to improve site security.

Trustee Smith noted that an intensifying lawsuit against the City of Sacramento regarding trash on the levee and rivers may risk dragging RD1000 in. GM King explained that RD1000

is the underlying property owner of the affected areas. The Regional Water Quality Control Board issues cease and desist orders to property owners who allow unlawful discharge. RD1000 will not be taking a position in the legal dispute between the City and the D.A. RD1000 provided the requested documents regarding property ownership to the D.A.

Trustee Lee Reeder expressed appreciation for the OM calendar being included in every Operations Manager's Report. GM King suggested that the OM Calendar be uploaded to the website.

Trustee Perez praised the District's operations, maintenance, and community outreach work.

4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the November 2023 Board Meeting.

Co-Counsel Smith provided a verbal update of counsel's work during November 2023.

GM King added that RD1000 submitted a letter of support for ACA 13 and has joined CSDA's coalition. Legislative updates are being included in the General Manager's Report.

**5. CONSENT CALENDAR**

*The Board considers all Consent Calendar items routine and will adopt them in one motion. There is no discussion on these items before the Board votes on the motion unless Trustees, staff, or the public request specific items be discussed and/or removed from the Consent Calendar.*

MOVED/SECOND: Trustee Bains/Trustee Avdis

AYES: Trustee Lee Reeder, Gilbert, Avdis, Bains, Barandas, Perez, Smith

NOES: None

ABSENT: None

ABSTAIN: None

ACTION: The motion to approve the December 8, 2023, Consent Calendar is approved.

5.1. APPROVAL OF MINUTES: Approval of Minutes from the November 10, 2023 Board Meeting.

5.2. TREASURER'S REPORT: Approve Treasurer's Report for November 2023.

5.3. EXPENDITURE REPORT: Review and Accept Report for November 2023.

5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for November 2023.

5.5. DISTRICT POLICY HANDBOOK & POLICY UPDATES: Review and Consider Adoption of Resolution No. 2023-12-01 – Adopting District Policy Handbook & Policy Updates.

**6. SCHEDULED ITEMS**

6.1. AUDITED FINANCIAL STATEMENTS: Review and Receive the Audited Financial Statements for Fiscal Year End June 30, 2023.

GM King stated that the Finance Committee met with Richardson & Company, the District's auditor, to review the audited financial statements. He reported receiving another clean audit with a few recommendations involving the policy handbook - the Credit Card and Purchasing Policy have been approved today under item 5.5 of the Consent Calendar. The remaining policies are planned for completion by the end of the fiscal year.

Also noted was a minor change; the District's accountant adjusted our financials after the close of year-end; this was out of our control; the County amended their rate of return.

Trustee Gilbert stated that the audit book provided to the Board went into extensive detail about the Finance Committee meeting and that all points had been discussed. The Finance Committee recommends the Audit Report received and filed, which is our process for the annual audit.

GM King noted a drastic change of almost \$1M in the OPEB liability due to market fluctuations. He pointed out that the District is still in good shape, noting that this year's budget was increased to a 5-year amortization schedule to help pay off the liability.

MOVED/SECOND: Trustee Lee Reeder/Trustee Avdis

AYES: Trustee Lee Reeder, Gilbert, Avdis, Barandas, Perez, Smith

NOES: None

ABSENT: Trustee Bains

ABSTAIN: None

ACTION: The motion to receive and file the FY 2022-2023 Audit Report is approved.

6.2. AUTHORIZATION TO EXECUTE FUNDING AGREEMENT: Review and Consider Adoption of Resolution No. 2023-12-02 – Authorizing General Manager to Execute Funding Agreement with State of California Department of Water Resources – Flood System Repair Program (FSRP).

GM King announced that RD1000 received \$435,000 in funding to participate in the Flood System Repair Program.

Trustee Smith asked inquired about the funding. OM Holleman explained it is due to the damages from the January and March 2023 storm events for the access patrol roads.

MOVED/SECOND: Trustee Smith/Trustee Avdis

AYES: Trustee Lee Reeder, Gilbert, Avdis, Barandas, Smith

NOES: None

ABSENT: Trustee Bains

ABSTAIN: Trustee Perez

ACTION: The motion to adopt Resolution No. 2023-12-02 is approved.

## **7. BOARD OF TRUSTEE'S COMMENTS/REPORTS**

### **7.1. BOARD ACTIVITY UPDATES:**

GM King acknowledged Administrative Clerk Luis Enriquez's work for the District, as his internship will soon end.

GM King stated that he intends to send a holiday card to RD1000's partners and requested that Board members provide electronic signatures.

7.1.1. Committee Meetings Since Last Board Meeting

- Executive Committee (Lee Reeder & Gilbert) November 21, 2023
- Finance Committee (Gilbert, Bains, Perez) November 21, 2023
- Executive Committee (Lee Reeder & Gilbert) November 29, 2023

7.1.2. Upcoming Meetings

- RD 1000 Executive Committee Meeting – January 3, 2024 @ 8:00 am
- RD 1000 Board Meeting – January 12, 2024 @ 8:00 am

**8. CLOSED SESSION**

No Scheduled Closed Session.

**9. ADJOURN**

Motioned by Trustee Avdis and seconded by Trustee Lee Reeder. All trustees present said, Aye. The motion to adjourn the meeting was approved.