

**RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
REGULAR BOARD MEETING
SACRAMENTO, CA
MARCH 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 SCHEDULED FOR ACTION

1. APPROVAL OF THE MINUTES OF THE BOARD OF TRUSTEES (Action)
 - A. Regular Meeting – February 9, 2018
2. ADMINISTRATIVE ITEMS
 - A. Treasurer’s Report for February 2018
 - B. Expenditure Report for February 2018
3. COMMITTEE REPORTS (Information)
 - A. SAFCA Representatives
 - B. Executive Committee (2/28/18)
4. BOARD BUSINESS (Action/Information)
 - A. Briefing by Natomas Central Mutual Water Company Manager on Activities and Projects of the Water Company (Information)
 - B. Adopt Resolution No. 2018-3-1 Recognizing Jay Hendricks Upon His Retirement from the District with 20 Years of Service (Action)
 - C. Adopt Resolution No. 2018-3-2 Recognizing District Superintendent Don Caldwell for 25 Years of Service to the District (Action)

- D. Adopt Attached Resolution (CalOES Form 130) Designating the District General Manager and District Administrative Service Manager as Authorized Agents for the purposes of obtaining Federal and State Financial Disaster Assistance (Action)
- E. Approve District Asset Management Roadmap prepared by CH2M-Hill (Action)
- F. Nominations for California Special District Association (CSDA) Board of Directors (Information)
- G. Five Year Budget Projections and District Cash Flow Analysis (Information)

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—Proposed Fee Title Acquisition from Sacramento County(NEMDC)
- G. Operations, Maintenance, Rehabilitation, Repair and Replacement (OMRR&R) Discussions with State Central Valley Flood Protection Board
- H. Statement of Qualifications for Environmental Consulting Services
- I. Encroachment Permits Endorsed
- J. 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 – Real Property Negotiations

Proposed purchase of real property in Sutter County

11. ADJOURN

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

SUBJECT: APPROVAL OF MINUTES (Action)

- A. A copy of the minutes of the Regular Board Meeting held February 9, 2018 is enclosed for your review.

RECOMMENDATION:

After discussion/correction approve the minutes.

RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
ACTION SUMMARY
SACRAMENTO, CA
February 9, 2018
8:00 A.M.
1633 Garden Highway
Sacramento, CA 95833

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

President Smith presided at the meeting.

1. Approval of the Minutes – February 9, 2018

It was moved by Trustee Smith to adopt the minutes of January 12, 2018 with changes. The motion was seconded by Trustee Harris, and carried by a unanimous vote.

2. Administrative Items

A. Treasurer’s Report for January 2018

| | |
|-------------------|-----------------|
| Checking: | \$ 341,733.15 |
| Money Market: | \$ 818,202.59 |
| County Treasurer: | \$ 834,300.72 |
| LAIF: | \$ 1,736,452.38 |
| City Pool A: | \$ 2,025,027.83 |

ASM Gutierrez presented the Board with monthly reports and answered questions concerning various accounts payable items. Trustee Christophel made a motion to approve the Treasurer’s Report as presented, seconded by Trustee Harris, by a unanimous vote, motion carries.

3. COMMITTEE REPORTS

A. SAFCA Representatives

Trustee Barandas announced that by unanimous vote Trustee Nick Avdis was elected the SAFCA Board Chairman. Barandas also discussed SACFA’s continued federal and state funding issues which he describes as “A funding gap that SAFCA is trying to solve.” SAFCA will continue to seek out federal funds and possibly state funding through the general fund.

Trustee Barandas provided updates on the Corps Natomas Basin Project. The Reach H (along Natomas East Mail Drain) contract was awarded and protested. He noted that 11 of the past 12 contracts awarded by the Sacramento Corps District have been protested. The Corps will now cancel that award and consider other options to avoid future protests. Reach I: Trustee Barandas reported the Corps anticipates a new award which will be the third by the end of February. Reach D: Complete funding is not available without a federal budget and will be out for bid on April 5. It may be a smaller scope unless a federal budget is approved.

Trustee Barandas gave a Washington D.C. update on a \$1.5 Trillion infrastructure Bill in Congress which will include flood projects but proposes only a 20% federal share. He mentioned Mr. RD James has been confirmed as head of Army Corps of Engineers. He announced there was a Dam raise meeting for Folsom Dam and the project is expected to begin in 2020 and be completed in 2025. He provided an update on the Bryte Landfill Project; reporting the purchase of landfill property was completed and purchase of property for relocation is underway. This is an essential element for the proposed Sacramento Weir and By-pass widening project.

B. Executive Committee

The Executive Committee met on January 31, 2018. All committee members were present. President Smith provided an overview of the meeting and mentioned spending specific time on discussion of the agenda, work on the Plant, asset management plan and a few other items on agenda.

C. Personnel Committee

The Personnel Committee met on February 2, 2018. In attendance were Trustees Fred Harris, David Christophel, Chris Burns and General Manager Paul Devereux. The Committee discussed the GM's quarterly review under a streamlined format highlighting more strategic and higher priority tasks. The Committee also addressed succession planning for the GM position. He provided the Committee a draft recruitment and transition plan for his position. There's an item in the agenda for a contract to update the GM's job description and to develop a procedures manual. Still needing to be addressed is a Professional Engineer requirement, pay scale and CalPERS benefits. President Smith asked if a schedule of the GM's existing workload was put together. President Smith would like to see this information shared at next Board meeting. Varied opinions by Board members pointed toward use of a professional search firm to aid the recruitment process. The Board discussed the potential process and its involvement. It is likely that the full Board may want to review applicant materials for screening. The Board would like the Personnel Committee to conduct initial reviews. It is the sense of the Board to be included in the second and final screening. The Grace contract may need to be amended.

D. Operations Committee

The Operations Committee met on February 2. In attendance were Trustees Tom Barandas, Chair, Committee members David Christophel, Jeff Smith; General Manager Paul Devereux, Administrative Services Manager Joleen Gutierrez, and consultants Scott Brown from Larsen Wurzel, and Tim Hill and Nick Pealy (via phone) from CH2M. The Committee discussed the proposed RD 1000 Asset Management Plan, and a plan to implement the plan's initiatives in 2018-2018. This item is scheduled to go before the Board for approval at the February Board meeting. The Committee also discussed the Plant 1 transformer issue and phase 1 of SCADA improvements.

4. Board Business

A. Briefing by Natomas Central Mutual Water Company Manager on Activities and Projects of the Water Company

This item was removed from the agenda. It is scheduled to be heard at the March Board meeting.

B. Approve District Asset Management Implementation Plan Prepared by CH2M-Jacobs

GM Devereux led discussion about the Asset Management Implementation Plan. Tim Hill from CH2M was in attendance to answer questions. The GM explained that after speaking with staff, management, visiting facilities, Tim Hill from CH2M-Jacobs produced a list of 15 initiatives with planning level costs – emphasizing costs are very preliminary and not being approved as part of this action. The initiatives serve more as a policy direction that the District should head in the coming months/years. GM Devereux asked the Board to consider the presented list of initiatives. A memorandum discussing each was included in the Board packet. The GM mentioned that if the Board decides to implement some of the initiatives, budgeting will need to occur. He listed top priorities and expenditures as timekeeping, training for employees, Standard Operating Procedures, and CIP methodologies. After extended discussion, it was determined this item is not yet ready for action by the Board due to concerns over funding and the many priority initiatives scheduled to be completed by next year. Trustees Harris and Christophel were concerned with staff time to handle this additional work. Trustee Burns had concerns about connected items – technology and Strategic Plan implementation tracking. He expressed concern about forecasted Asset Management Plan expenditures. The Board requested time to address concerns about staff time availability and ongoing staff time requirements as well as consultant project management usage (if needed) and to better understand the deliverables for each task. GM stated he would like to see a commitment of initiatives for 2018 as this will provide GM with direction in which to take the District. A revised plan to address the comments will be prepared and brought to the March Board meeting. GM reiterated he would like the Board to view this plan as more of a guide to direct the District’s activities rather than a concrete plan and implementation of suggested initiatives. The Asset Management Plan will come back before the Board in March when staff time concerns are addressed, a 2-year schedule is detailed, and deliverables are more clearly stated. No action was taken.

C. Approve Contract Amendment with CH2M-Jacobs to provide SCADA Quality Assurance consulting services

President Smith recused himself. Trustee Christophel recused himself. GM Devereux provided information about the Scope of Work contract amendment with CH2M-Jacobs to provide SCADA Quality Assurance consulting services. GM provided background information about ATEEM’s planned SCADA design (radio towers/hardware/software – monitor pumping plants and drains) which was partially funded by cost share with Natomas Central Water Mutual and a grant from the Bureau of Reclamation. Known costs will exceed available grant funds. Because of the complicated nature of SCADA, it is necessary to engage a consultant from CH2M-Jacobs to conduct a peer review. Scott Brown from Larsen Wurzel notes CH2M-Jacobs will be able to help with technical questions and discussions in areas that GM and Scott Brown do not have expertise. Motion made by Trustee Harris to move, seconded by Trustee Avdis to approve contract amendment with CH2M-Jacobs. After a vote, there were 5 ayes, Trustees Smith and Christophel abstained, motion passed.

D. Wickland Oil Request to Encumber Pipeline Permit and Agreement for Crossings of District Facilities

Counsel Jim Day presented. Wickland Pipelines owns the jet fuel line that supplies Sacramento International Airport. The Pipeline runs under the Sacramento River levees 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 approved the pipeline crossings and requires that Wickland Pipelines does not encumber the easement without prior permission of the District. Counsel Day explained Wickland’s request today is fairly standard and that Wickland Oil has requested similar consents in the past that were approved by the District. Wickland is refinancing their project and there is a need to encumber their entire system. There is no impact to District’s rights. A motion was made by Trustee Harris to approve consent to

encumber the existing pipeline easement of Wickland Oil and authorize the General Manager to execute documents approving consent to encumber. Motion was seconded by Trustee Gilbert and by unanimous vote, motion carries.

E. 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

GM Devereux briefed the Board about construction of the Natomas Federal Levee Project improvements along the Natomas East Main Drain Canal (NEMDC) - Reach H. He discussed a need for a permanent 25-foot flood control easement which should be granted to the State of California and SAFCA. The easement parcel is described as Parcel 13858 (Rosen Court Property). The easement is necessary for construction of a seepage cutoff wall, landside slope stability, and landside access and patrol road. The easement will be dedicated to SAFCA along with the Sacramento-San Joaquin Drainage District which is the property holding interest for the CVFPB. Since easement is being used for levee improvements benefitting the District, staff is not recommending there be any compensation for the easement. District counsel has reviewed easement documents. Item was moved by Trustee Avdis to approve signing of easement deed, seconded by Trustee Christophel, by unanimous vote, motion carries.

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

GM Devereux explained succession planning for the GM position is necessary as he is considering his retirement in 2019. In anticipation, a contract with Grace Consulting is necessary to review and update the current GM job description, develop a procedures manual, and provide guidance on the tasks and processes to meet responsibilities of the GM position. The contract would be done on a time and material basis estimated at \$7400, with a 15% contingency fee not to exceed \$8500. Trustee Smith, Harris, and Burns addressed items that were not in the contract such as verifying salary range, outside search firm process, and study of a possible District retirement disincentive under the District's 2011 Agreement with CalPERS, currently affecting newly hired Classic CalPERS members. After discussion, it was determined these items would fall under the 15% contingency fee. Trustee Harris moved the approval of a contract with Grace Consulting for Human Resources Consulting Services, seconded by Trustee Gilbert, motion carries.

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

This item was removed from agenda and rescheduled to the March Board meeting.

5. GENERAL MANAGER'S REPORT

A. Regional Flood Control Issues

GM did not have anything new to report.

B. Flood Season Update

GM shared with the Board a weather forecast with below normal precipitation March - May. This is due to an existing high pressure system keeping the rain away. The reservoirs are 75% full, yet still below their allocation for flood control. Oroville lake levels are very low due to the spillway construction. Folsom is right where it should be.

GM Devereux asked Scott Brown from Larsen Wurzel to provide an update on the transformer at Plant 1. Scott recapped the transformer failures at the site. The Plant is now operational under the open-delta configuration – two transformers providing 3-phase power. This limits operations to just Plant 1B. The repaired third transformer to fully operate both plants will be delivered February 9; the plant should be operational by February 14. With facilities operational, we need to focus on where we go from here: do we refurbish the spare 4th transformer and bring it back, do we move to two three phase transformers, do we move to medium voltage standard service and away from Rule 2 charges that are going to increase if the District remains with a single phase transformer. He will begin vetting out these questions with SMUD including Rule 2 charges, monthly charges for recurring replacement costs of transformers when life expectancy is up, currently \$2000 per month; these costs are likely set to double. The review will be focused on electrical service and electrical facilities and would feed into the overall facility conditions report. Tim Hill clarified CH2M would train the district on how to assess the condition of its assets and make that part of how we operate. Two separate issues.

C. Update Corps Design Progress Natomas Levee Project

GM Devereux noted this was previously covered, but noted In Reach H, the Corps is looking at other contracting award processes to avoid future protests.

D. Update on Erosion Site at 7907 Garden Highway

GM informed the Board that this site is being actively monitored. There has been no change in erosion at 7907 Garden Highway. The state levee inspector is working with the District on a contingency plan. It will be a joint effort with DWR and the District. Trustee Barandas inquired about putting out stakes; Superintendent Caldwell indicated he is currently implementing a similar monitoring plan.

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

GM received positive news from FEMA that they will approve additional reimbursement request submitted approximately \$400,000; GM will share with the Board when letter is received.

F. Structure Encroachment 200 Cleveland Street (NEMDC)

GM Devereux revealed when survey work was conducted along NEMDC to determine the District's flood control easement, it was noted that an older building located at 200 Cleveland Street is encroaching our easement. There was an error when the Garden Land subdivision was developed and it is not consistent with our right of way. This information was shared with the property owner. Sacramento County would like to sell RD 1000 the landside parcel thereby allowing the District to adjust the lot line of 200 Cleveland encroachment that would allow access and levee work to be completed. GM Devereux will coordinate with SAFCA on an appraisal and acquiring this parcel from the County in fee title.

G. Acquiring title on parcel in Natomas Cross Canal Floodway

Using a map of the Natomas Cross Canal, GM Devereux showed the Board parcels within the floodway which the District has fee title. He referenced four parcels where the District has an easement, but not fee title. Three of these parcels are owned by the Natomas Water Company who has agreed to quitclaim to the District and/or the State. These parcels encumbered their intake facilities that have been abandoned with construction of the Sankey Diversion Canal. However, there is one parcel in private ownership, though the owner of record cannot be located. GM is recommending we go through the condemnation process to get title to the

property. Counsel Day estimates the process would cost \$20,000. GM Devereux indicated SAFCA is willing to share the cost. GM Devereux would like to move forward with condemnation to clean this up. The Board agrees with this direction.

H. Encroachment permits Endorsed

GM Devereux notes there were no encroachment permits endorsed.

I. Status of District Audit FY 16-17

GM updated the Board the audit field work is complete. GM will make it a goal for Finance Committee to meet and review a draft audit in March.

6. PUBLIC OUTREACH UPDATE –K. Pardieck

K. Pardieck advised the Board of an upcoming event on March 19 State of Natomas; a luncheon of which the District is a sponsor; ACWA published Chris Burns’ information; many of the neighborhood associations know the District very well and at this time there are no new meetings scheduled. Trustee Avdis mentioned residents are still asking about the proposed access road at the toe of the levee slope in Valley View Acres where trees were removed. He would like to convey to residents a good time to discuss future plans for safety, improvements, and access.

7. DISTRICT COUNSEL’S REPORT

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

8. SUPERINTENDENT’S REPORT

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

9. Correspondence/News/Information

None.

10. Closed Session—Conference with Legal Counsel Anticipated Litigation

Prior to going into Closed Session, District Counsel Jim Day noted facts and circumstances exist to anticipate litigation.

Upon adjourning from the Closed Session, District Counsel Jim Day reported that the Board discussed and consulted with legal counsel and no action was taken.

12. ADJOURN

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

President

Secretary

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

SUBJECT: ADMINISTRATIVE ITEMS (Action)

- A) **Treasurer's Report**
The Treasurers' Report for February 2018 is enclosed for your review
- B) **Expenditure Report**
The Expenditure report for the month of February 2018 is enclosed for your review
- C) **Budget to Actual Comparison**
Report covers July 1, 2017 to February 28, 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
February 2018

Treasurer's Report for February 2018

| | | |
|--|--|--------------|
| February 2018 | | |
| Total Funds | | 6,573,236.28 |
| Bank of the West - Checking | | 19,574.65 |
| Bank of the West - Money Market | | 818,317.61 |
| Sacramento County Treasurer | | 1,968,592.01 |
| State Treasurer - Local Agency Investment Fund | | 1,741,724.18 |
| City of Sacramento - Pool A | | 2,025,027.83 |

| | | | | |
|---|--------------|--------------|--|--------------|
| February 2018 - Operations and Maintenance Cash Flow | | | | |
| Beginning Balance | | | | 1,192,727.77 |
| | Income | Expense | | |
| Accounts Receivable | 4,967.65 | | | 4,967.65 |
| Interest Income & Other Misc. | 4,954.08 | | | 4,954.08 |
| Accounts Payable* | | (258,899.05) | | (258,899.05) |
| Assessment installment | 1,129,339.29 | | | 1,129,339.29 |
| Payroll | | (84,923.08) | | (84,923.08) |
| Ending Balance | | | | 1,988,166.66 |

*See Attached Check Register

President

Board Secretary

Reclamation District No. 1000
Transactions by Account
As of February 28, 2018

03/01/18

Accrual Basis

| Date | Num | Name | Debit | Credit | Balance |
|---|-------|---------------------------------------|-------|-----------|------------|
| Cash and Investments | | | | | 358,427.05 |
| 1010.00 - Bank of the West Checking Acct | | | | | 358,427.05 |
| 02/01/2018 | 33435 | Terrapin Technology Group | | 2,184.73 | 356,242.32 |
| 02/05/2018 | 33436 | Holt of California | | 86.01 | 356,156.31 |
| 02/05/2018 | 33440 | SCI Consulting Group | | 6,244.09 | 349,912.22 |
| 02/05/2018 | 33441 | Sterling May Equipment Co. Inc. | | 383.75 | 349,528.47 |
| 02/05/2018 | 33442 | Cropper Accountancy Corp | | 7,000.00 | 342,528.47 |
| 02/05/2018 | 33443 | Interstate Oil Company | | 2,903.37 | 339,625.10 |
| 02/05/2018 | 33444 | Staples | | 96.96 | 339,528.14 |
| 02/05/2018 | 33445 | Chavez, Silva & Company | | 1,870.00 | 337,658.14 |
| 02/05/2018 | 33446 | Green Light Termite and Pest | | 75.00 | 337,583.14 |
| 02/05/2018 | 33447 | Scandia Trucking | | 39,028.10 | 298,555.04 |
| 02/05/2018 | 33439 | SMUD | | 37,344.23 | 261,210.81 |
| 02/05/2018 | 33437 | Nordic Industries, Inc. | | 37,759.10 | 223,451.71 |
| 02/05/2018 | | Prime Pay | | 43,359.14 | 180,092.57 |
| 02/05/2018 | EFT | Prime Pay | | 512.95 | 179,579.62 |
| 02/05/2018 | EFT | Bank of the West | | 35.00 | 179,544.62 |
| 02/06/2018 | EFT | Genuine Parts Company | | 196.91 | 179,347.71 |
| 02/06/2018 | EFT | PG&E | | 177.90 | 179,169.81 |
| 02/08/2018 | EFT | Cal Pers | | 1,010.00 | 178,159.81 |
| 02/08/2018 | | Cal Pers | | 11,556.15 | 166,603.66 |
| 02/13/2018 | 33448 | AT&T | | 261.84 | 166,341.82 |
| 02/13/2018 | 33450 | Berkshire Hathaway Homestate C... | | 3,016.94 | 163,324.88 |
| 02/13/2018 | 33451 | Great America Financial Services | | 309.97 | 163,014.91 |
| 02/13/2018 | 33449 | PG&E | | 2,500.00 | 160,514.91 |
| 02/14/2018 | EFT | PG&E | | 6,174.77 | 154,340.14 |
| 02/14/2018 | EFT | Waste Management of Sacramento | | 413.83 | 153,926.31 |
| 02/15/2018 | EFT | City of Sacramento | | 48.69 | 153,877.62 |
| 02/15/2018 | EFT | City of Sacramento | | 151.76 | 153,725.86 |
| 02/15/2018 | EFT | City of Sacramento | | 4.38 | 153,721.48 |
| 02/15/2018 | 33452 | Airgas NCN | | 347.21 | 153,374.27 |
| 02/15/2018 | 33453 | Nordic Industries, Inc. | | 2,223.04 | 151,151.23 |
| 02/15/2018 | 33454 | Valley Tire Center, Inc. | | 2,207.91 | 148,943.32 |
| 02/15/2018 | 33455 | Valley Truck & Tractor Company | | 311.98 | 148,631.34 |
| 02/15/2018 | 33456 | Yolo County Public Works | | 901.16 | 147,730.18 |
| 02/15/2018 | 33457 | Kleinfelder, Inc. | | 1,625.00 | 146,105.18 |
| 02/15/2018 | 33458 | MBK Engineers | | 1,752.75 | 144,352.43 |
| 02/15/2018 | 33459 | Smile Business Products | | 224.39 | 144,128.04 |
| 02/15/2018 | 33460 | Placer Electric, Inc. | | 1,081.40 | 143,046.64 |
| 02/15/2018 | 33461 | Blankinship & Associates, Inc. | | 1,041.25 | 142,005.39 |
| 02/15/2018 | 33462 | Powerplan | | 188.59 | 141,816.80 |
| 02/15/2018 | 33463 | Day Carter & Murphy LLP | | 14,255.00 | 127,561.80 |
| 02/15/2018 | 33464 | Total Compensation Systems, Inc. | | 1,350.00 | 126,211.80 |
| 02/15/2018 | 33465 | US Bank Corp | | 827.06 | 125,384.74 |
| 02/15/2018 | 33466 | Interstate Oil Company | | 2,914.04 | 122,470.70 |
| 02/15/2018 | 33467 | CCH Prosystem Fx | | 225.00 | 122,245.70 |
| 02/15/2018 | 33468 | Core Logic Information Solutions, ... | | 250.00 | 121,995.70 |
| 02/15/2018 | 33469 | Brookman Protection Services, Inc. | | 4,200.00 | 117,795.70 |
| 02/15/2018 | 33470 | ACWA JPIA | | 1,794.76 | 116,000.94 |
| 02/15/2018 | 33471 | Larsen Wurzel & Associates | | 1,486.25 | 114,514.69 |
| 02/15/2018 | 33472 | Carson Landscape Industries | | 615.00 | 113,899.69 |
| 02/15/2018 | 33473 | Steve Yaeger Consulting | | 818.00 | 113,081.69 |
| 02/15/2018 | 33474 | Streamline | | 200.00 | 112,881.69 |
| 02/15/2018 | 33475 | WSP USA, Inc. | | 830.00 | 112,051.69 |
| 02/15/2018 | 33476 | Arktos, Inc. | | 6,280.00 | 105,771.69 |
| 02/15/2018 | 33477 | CH2M Hill | | 11,433.80 | 94,337.89 |
| 02/20/2018 | | Wells Fargo | | 41,563.94 | 52,773.95 |
| 02/20/2018 | EFT | Wells Fargo | | 282.50 | 52,491.45 |
| 02/21/2018 | EFT | Cal Pers | | 17,083.71 | 35,407.74 |
| 02/26/2018 | 33478 | Nordic Industries, Inc. | | 354.72 | 35,053.02 |
| 02/26/2018 | 33480 | Neopost, Inc. | | 95.71 | 34,957.31 |
| 02/26/2018 | 33481 | Paul Devereux | | 199.22 | 34,758.09 |
| 02/26/2018 | 33482 | Boutin Jones, Inc. | | 98.00 | 34,660.09 |
| 02/26/2018 | 33483 | Brookman Protection Services, Inc. | | 3,900.00 | 30,760.09 |
| 02/26/2018 | 33484 | Karen Pardieck | | 1,800.00 | 28,960.09 |
| 02/26/2018 | 33485 | West Yost Associates | | 1,335.07 | 27,625.02 |
| 02/26/2018 | 33486 | Carson Landscape Industries | | 250.00 | 27,375.02 |
| 02/26/2018 | 33487 | A T.E.E.M. Electrical Engineering,... | | 2,120.00 | 25,255.02 |

3:51 PM

03/01/18

Accrual Basis

Reclamation District No. 1000
Transactions by Account
As of February 28, 2018

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|------------|-------------------------|-----------------|-------------------|------------------|
| 02/26/2018 | 33488 | Neofunds by Neopost | | 240.71 | 25,014.31 |
| 02/26/2018 | 33489 | J Franko Electric | | 4,976.00 | 20,038.31 |
| 02/26/2018 | 33490 | Chavez, Silva & Company | | 2,167.50 | 17,870.81 |
| 02/26/2018 | 33491 | United Rentals | | 673.69 | 17,197.12 |
| 02/26/2018 | 33479 | Yolo County Treasurer | | 2,592.20 | 14,604.92 |
| 02/27/2018 | | | 4,967.65 | | 19,572.57 |
| 02/28/2018 | | | 2.08 | | 19,574.65 |
| Total 1010.00 - Bank of the West Checking Acct | | | 4,969.73 | 343,822.13 | 19,574.65 |
| Total Cash and Investments | | | 4,969.73 | 343,822.13 | 19,574.65 |
| TOTAL | | | 4,969.73 | 343,822.13 | 19,574.65 |

Reclamation District No. 1000
 Budget to Actual Comparison
 July 1, 2017 to February 28, 2018 (Eight Months Ending of Fiscal 2018)

| | Year to Date July 1, 2017 to February 28, 2018 | Budget | Percent of Budget |
|---|--|------------------|----------------------|
| Operation & Maintenance Income | | | |
| Property Assessments | 1,129,339 | 2,248,421 | 50.23% |
| Rents | 14,903 | 20,000 | 74.52% |
| Interest Income | 35,762 | 13,000 | 275.09% |
| Finance Charges/Penalty | - | 200 | 0.00% |
| CERBT Reimbursement | - | - | Not Budgeted |
| SAFCA - O/M Assessment | - | 1,300,000 | 0.00% |
| Miscellaneous | 1,373 | 5,000 | 27.46% |
| Total | 1,181,377 | 3,586,621 | 32.94% |
| Restricted Fund | | | |
| Metro Airpark Groundwater Pumping | - | 20,000 | 0.00% |
| Total Combined Income | 1,181,377 | 3,606,621 | 32.76% |
| Operations and Maintenance - Expense | | | |
| Administration | | | |
| Election Cost | 46,528 | 50,000 | 93.06% |
| City/County Fees | 5,490 | 10,000 | 54.90% |
| Legal | 72,683 | 85,000 | 85.51% |
| Liability/Auto Insurance | 106,983 | 110,000 | 97.26% |
| Office Supplies | 4,263 | 5,500 | 77.51% |
| Assessment Costs | 22,390 | 30,000 | 74.63% |
| Computer Costs | 6,781 | 10,000 | 67.81% |
| Uninsured Losses | - | 1,000 | 0.00% |
| Accounting/Payroll Services | 25,893 | 36,000 | 71.93% |
| Admin. Services | 29,081 | 26,000 | 111.85% |
| Utilities (Phone/Water/Sewer) | 10,812 | 23,500 | 46.01% |
| Mit. Land Expenses | 106 | 3,000 | 3.53% |
| Other | 9,109 | 10,000 | 91.09% |
| SAFCA (CAD) | 6,359 | 3,600 | 176.64% |
| New Office Furniture | 3,331 | - | Not Budgeted |
| Sub Total | 349,809 | 403,600 | 86.67% |
| Personnel/Labor | | | |
| Wages | 614,405 | 987,688 | 62.21% |
| Group Insurance | 88,699 | 118,305 | 74.97% |
| Worker's Compensation Insurance | 21,119 | 46,000 | 45.91% |
| Annuitant Health Care | 42,249 | - | Not Budgeted |
| OPEB - ARC | - | 38,785 | 0.00% |
| Dental/Vision/Life | 14,140 | 26,000 | 54.38% |
| Payroll Taxes | 47,674 | 76,580 | 62.25% |
| Pension | 126,596 | 156,044 | 81.13% |
| Trustee Fees | 21,150 | 39,000 | 54.23% |
| Sub Total | 976,032 | 1,488,402 | 65.58% |
| Operations | | | |
| Power | 198,486 | 500,000 | 39.70% |
| Supplies/Materials | 13,659 | 22,000 | 62.09% |

| | | | |
|---|------------------|------------------|----------------|
| Herbicide | 27,935 | 135,000 | 20.69% |
| Fuel | 29,738 | 55,000 | 54.07% |
| Field Services | 162,542 | 96,500 | 168.44% |
| Field Operations Consultants | 15,785 | 20,000 | 78.93% |
| Equipment Rental | 2,235 | 10,000 | 22.35% |
| Refuse Collection | 7,428 | 10,000 | 74.28% |
| Equipment Repair/Service | 6,326 | 22,000 | 28.75% |
| Equipment Parts/Supplies | 45,046 | 55,000 | 81.90% |
| Facility Repairs | 72,879 | 250,500 | 29.09% |
| Shop Equipment (not vehicles) | 194 | 13,000 | 1.49% |
| Field Equipment | - | 11,000 | 0.00% |
| Misc/Other 2 | 2,144 | - | Not Budgeted |
| Sub Total | 584,397 | 1,200,000 | 48.70% |
| 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% |
| Consulting/Contracts/Memberships | | | |
| Public Relations | 17,300 | 35,000 | 49.43% |
| Engineering/Admin Consultants | 132,352 | 150,000 | 88.23% |
| Memberships | 21,106 | 35,000 | 60.30% |
| Security Patrol | 31,200 | 83,000 | 37.59% |
| Contingency Levee Patrol | - | 5,000 | 0.00% |
| Sub Total | 201,958 | 308,000 | 65.57% |
| Total O & M Expenses | 2,365,830 | 3,621,502 | 65.33% |
| Capital Expenses | | | |
| Capital Facilities | 77,375 | 300,000 | 25.79% |
| Total All Expenditures | 2,443,205 | 3,921,502 | 62.30% |

**STAFF
SUMMARIES & RECOMMENDATIONS
March 9, 2018
AGENDA ITEM 3**

SUBJECT: COMMITTEE REPORTS (Information)

- A. SAFCA Representatives – verbal report
- B. Executive Committee (2/28/18)

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

SUBJECT: Adopt Resolution No. 2018-3-1 Recognizing Jay Hendricks Upon His Retirement from the District with 20 Years of Service (Action)

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

SUBJECT: Adopt Resolution No. 2018-3-2 Recognizing District Superintendent Don Caldwell for 25 Years of Service to the District (Action)

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

SUBJECT: Adopt Attached Resolution (CalOES Form 130) Designating the District General Manager and District Administrative Service Manager as Authorized Agents for the purposes of obtaining Federal and State Financial Disaster Assistance (Action)

Item No. 4D

Adopt Attached Resolution (CalOES Form 130) Designating the District General Manager and District Administrative Service Manager as Authorized Agents for Federal and State Financial Disaster Assistance

Summary and Recommendation

The attached Resolution (Cal OES Form 130) designates the District General Manager and Administrative Services Manager as Authorized Agents for the purpose of obtaining Federal and State financial disaster assistance. This form must be on file with CalOES before they can disperse the funds.

Background

During the major storm and flood events in 2017, the federal government declared several disasters allowing local government to claim disaster assistance reimbursement through the Federal Emergency Management Agency (FEMA). The program is administered through the California Office of Emergency Services (Cal OES). The District submitted claims for reimbursement of emergency operations and subsequent repairs to damaged facilities for the three declared emergencies (4301, 4305 and 4308) in from January to March 2017.

Staff worked with FEMA and CalOES representatives in collecting the supporting information on our emergency expenditures and submitting the required documentation per their instructions. When the final Project Worksheet was approved and sent to the District, CalOES representatives advised the District we did not have the CalOES Form 130 on file in their office which designates authorized representatives to act on behalf of the District to receive the financial disaster assistance. While the District had previously taken action, CalOES has now indicated the action must have been taken by the Board in the last 3 years to be eligible. Staff has confirmed we have not taken this action in the last 3 years. The proposed Resolution designates the General Manager and Administrative Services Manager as the District's authorized agents.

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

SUBJECT: Approve District Asset Management Roadmap prepared by CH2M-Hill
(Action)

Item No. 4E
Asset Management Roadmap

Summary and Recommendation

The attached Asset Management Roadmap (Roadmap) prepared by CH2M Hill is a revision to the Asset Management Implementation Plan (Plan) based on comments received at the last Board meeting. The Roadmap outlines key initiatives staff believes are consistent with the adopted Strategic Plan and the policy direction of the Board to further the District's stated goals and mission. Staff is seeking the Board's approval of the Roadmap to proceed with developing additional supporting details and costs to implement these initiatives for the Board's consideration as appropriate. The Roadmap, like the Strategic Plan, are considered living documents subject to change; however, they give staff a policy direction and establish priorities.

Background

At the last Board meeting staff presented a Draft Asset Management Implementation Plan (Plan) for Board approval. The Plan included 15 initiatives recommended by the consultant team. The recommendations were based on information gathered during a site visit and getting input from District management staff, field staff and the Operations Committee to understand the District's operations and get feedback from all levels within the organization. The Plan included planning level cost estimates to implement and a draft implementation schedule.

At the Board meeting, several Trustees expressed concern that adopting the Plan was committing the District to the costs and schedule included in the Plan among other issues. Based on the feedback, staff worked with the consultant to revise the Plan which is now referred to as the Asset Management Roadmap (Roadmap) which is more in tune with the recommendation staff is seeking. The intent is to get the Board's concurrence with the initiatives outlined in the Roadmap and provide policy direction to the staff's management team. Staff believes the initiatives are consistent with District's mission, goals and policies in the adopted District Strategic Plan which was intended to guide the District as it transitions into an urban flood control district and meet the new operations and maintenance standards developed by the State and Federal government.

Some of the initiatives require minimal additional funding or outside assistance and are generally part of the normal District administrative and operation tasks including staff training, internal communications, management training, annual O&M plan, and developing budget/cash flow analysis tools. Most of these activities are already occurring, but would benefit from more formal structure and documentation. Implementation of a SCADA system is currently in progress and been approved through past Board actions. It is included as an initiative in the Roadmap since it has not been fully implemented and is a priority for the District. Other initiatives such as timekeeping, GIS and document management systems will likely require funding for software,

hardware, and outside assistance from consultants or vendors with expertise in these areas. Other initiatives such as risk management and condition assessment will also likely require outside assistance to develop standards and protocols. Currently staff does not have the resources or expertise to implement these initiatives in an efficient and cost effective manner. For these initiatives, staff will bring additional details and costs for the Board's consideration and/or include in future budget line items to be approved by the Board.

Not all of the initiatives may be implemented in accordance with the draft schedule given other staff and funding priorities; however it does provide staff and the Board with goals, priorities and structure in implementing the initiatives.

Reclamation District 1000

Draft Asset Management Roadmap

PREPARED FOR: Paul Devereux/Reclamation District 1000 (District), General Manager
PREPARED BY: Nick Pealy/CH2M HILL Engineers, Inc. (CH2M) and Tim Hill/CH2M
DATE: February 13, 2018
PROJECT NUMBER: 698626.A3.31.55

Executive Summary

CH2M, with guidance and direction from the District General Manager and the Operation Committee of the Board, have developed the Asset Management Roadmap. CH2M identified 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. CH2M developed initiative descriptions, deliverables, planning level cost and schedule estimates, and anticipated benefits. This technical memorandum describes each initiative in greater detail.

Background and Project Approach

The District hired CH2M in October 2017 to assist District management and the District Board of Trustees (Board) to develop an Asset Management Roadmap (Roadmap). 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 each initiative to help District management and the Board to determine initiative implementation based on their priorities and available budget.

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 who is recommending the Board adopt providing policy guidance to District staff. 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 Roadmap. 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.

Deliverable

- New time keeping system integrated with the District's financial system that tracks employee labor, equipment usage and tasks performed by asset type.

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 additional 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 – Phase 1

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 (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 power consumption, and monitoring security at key facilities. This initial SCADA implementation phase will provide the District with a solid foundation and improve operational insight by allowing District and Water Company staff to view the status of pumping plants and water levels in the canals.

Deliverables

- SCADA system capable of monitoring pumping plant status and canal levels
- Design documents (plans, specifications, and costs)

Timeline

January 2018 – September 2019

Consultant and Construction Costs

\$750,000 to \$1,000,000 to design and implement a basic SCADA system (Phase 1) with the capability to expand in the future. Note, an estimated \$365,000 and \$31,000 will be reimbursed by the Bureau of Reclamation and Water Company respectively through the federal grant.

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 Administrative Services Manager attend this training in an offsite classroom setting.

Deliverables:

- In-house resource to provide HR guidance on basic policies and requirements

Timeline

March 2018 – March 2019

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, time off, and employee conflict.

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.

Deliverable

- Training for District Leadership to ensure adequate succession planning

Timeline

March 2018 – March 2019

Cost

\$2,000 for local training.

Primary Benefits

- Improved communications between management staff and line staff, including building trust and improving teamwork and improved motivational skills
- Creating a positive work environment
- 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 an example of a draft SOP template.

| | |
|---------------------------------|---------------------------------------|
| 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: | |

Deliverable

- Written instructions for District work activities to promote staff training, knowledge transfer, and quality assurance

Timeline

June 2018 – June 2019

Consultant Cost

\$10K for a technical writer to help quickly develop the first set of SOPs. Remaining SOPs can be drafted by staff or an outside consultant depending on work load.

Primary Benefits

- Assurance that most important work tasks are performed in a consistent and safe 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, help justify an increase in its voter-approved levy, and include research on possible grant opportunities. 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.

Deliverable

- Systematic objective method for developing, prioritizing, and scheduling capital projects using a risk-based framework
- Spreadsheet tool that supports the District's methodology that can be reused year after 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)

Deliverable

- GIS Database of District assets
- Implemented GIS platform with desktop, web, and mobile clients
- Training for district staff

Timeline

February 2018 – July 2018

Consultant and District Cost

\$90,000 for consultant support; \$11,000 for initial software licensing; \$4,500/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.

Deliverable

- Spreadsheet tool to be used quarterly to track Strategic Plan progress

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.

Deliverables

- A methodology and guidance document for assessing and managing key risks facing the District that is updated on an annual basis
- Spreadsheet tool to be used by the District to assess and track risk mitigation activities and outcomes

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.

Deliverable

- Spreadsheet tool to project annual revenues and expenses, including capital improvements, that allows the tracking of fund balances and projections of future fees required to meet the District's financial needs

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 42 miles of federal levees around the perimeter of the District, a number of FEMA certified internal drainage levees, and miles of drainage canals and ditches. 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 performance or cause failures. The District and the State of California inspects levees that are part of the Federal Flood Control Project, but currently does not evaluate the levees for conditions that could cause levee failure. However, it is noted a robust evaluation of the existing levees has been conducted by the Corps of Engineers, State of California and SAFCA identifying levee safety issues which are being addressed through construction of the Natomas Levee Project. 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.

Deliverable

- Condition Assessment Services including training
- Report that includes District assets assessed, their condition, and risks to aid prioritization of maintenance and capital investments

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 on 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.

Deliverable

- Spreadsheet tool to project future staffing needs based on projected workload
- Contingency plan to meet emergency staffing needs

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.

Deliverable

- Two-week "look-ahead" for staff work assignments posted in the shop
- Regularly scheduled staff meetings

Timeline

February 2018 – Ongoing

Consultant Cost

No consultant 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).

Deliverable

- Methodology and guidance document for document retention
- Document Management implementation plan that includes document organization and hierarchy, retention, technical system requirements needed to leverage Laserfiche, scanning and destruction resources.

Timeline

March 2018 – March 2020

Consultant Cost

\$30,000

Primary Benefits

- Reduced staff time to locate record documents
- Reduced risk of losing important record documents such as encroachments, easements, 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.

Deliverable

- Complete schedule of annual training activities and courses for staff

Timeline

February 2018 – Ongoing

Consultant Cost

\$2,500 plus on-going costs for local training programs or classes

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.

Initiative Costs

Table 2 presents the Asset Management Initiative costs. Some initiatives include software costs and annual maintenance (if known), in addition to consultant costs. The initiative costs 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 - Phase 1 | | | | | | | | | | | | |
| 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

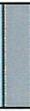
-  Initiative that starts and ends in 2018
-  Initiative that starts in 2018 and continues
-  Initiative that starts in 2019

Table 2. Asset Management Initiative Costs

| Initiative | 2018 (\$) | 2019 (\$) | 2020 (\$) |
|--|----------------|----------------|---------------|
| Automate Timekeeping | 32,000 | 2,000 | 2,000 |
| SCADA Implementation - Phase 1 | 500,000 | 250,000 | 0 |
| Administrative Service Manager Training | 1,000 | 1,000 | 0 |
| Management Leadership Training | 1,000 | 1,000 | 0 |
| Develop Operations Standard Operations Procedures | 10,000 | 0 | 0 |
| Capital Improvement Plan Development Methodology | 30,000 | 0 | 0 |
| Geographical Information System Implementation | 101,000 | 4,500 | 4,500 |
| Strategic Plan Progress Tracking | 10,000 | 0 | 0 |
| Risk Management | 0 | 22,000 | 0 |
| 5-year Financial Plan | 13,000 | 12,000 | 0 |
| Condition Assessment | 0 | 40,000 | 2,000 |
| Operation and Maintenance Staffing Plan and Forecast | 13,000 | 12,000 | 0 |
| Communicate with Field Staff | 2,500 | 500 | 500 |
| Document Management | 10,000 | 10,000 | 10,000 |
| District Training Program | 2,500 | 2,500 | 2,500 |
| TOTAL | 726,000 | 357,500 | 21,500 |

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

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



**California Special
Districts Association**

Districts Stronger Together

DATE: February 16, 2018

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

(over)

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel.**
No faxes please.

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: bethh@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network Seat A-Jo MacKenzie, Director, Vista Irrigation District*
(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csda.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csda.net by April 18, 2018 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special
Districts Association**
Districts Stronger Together

2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

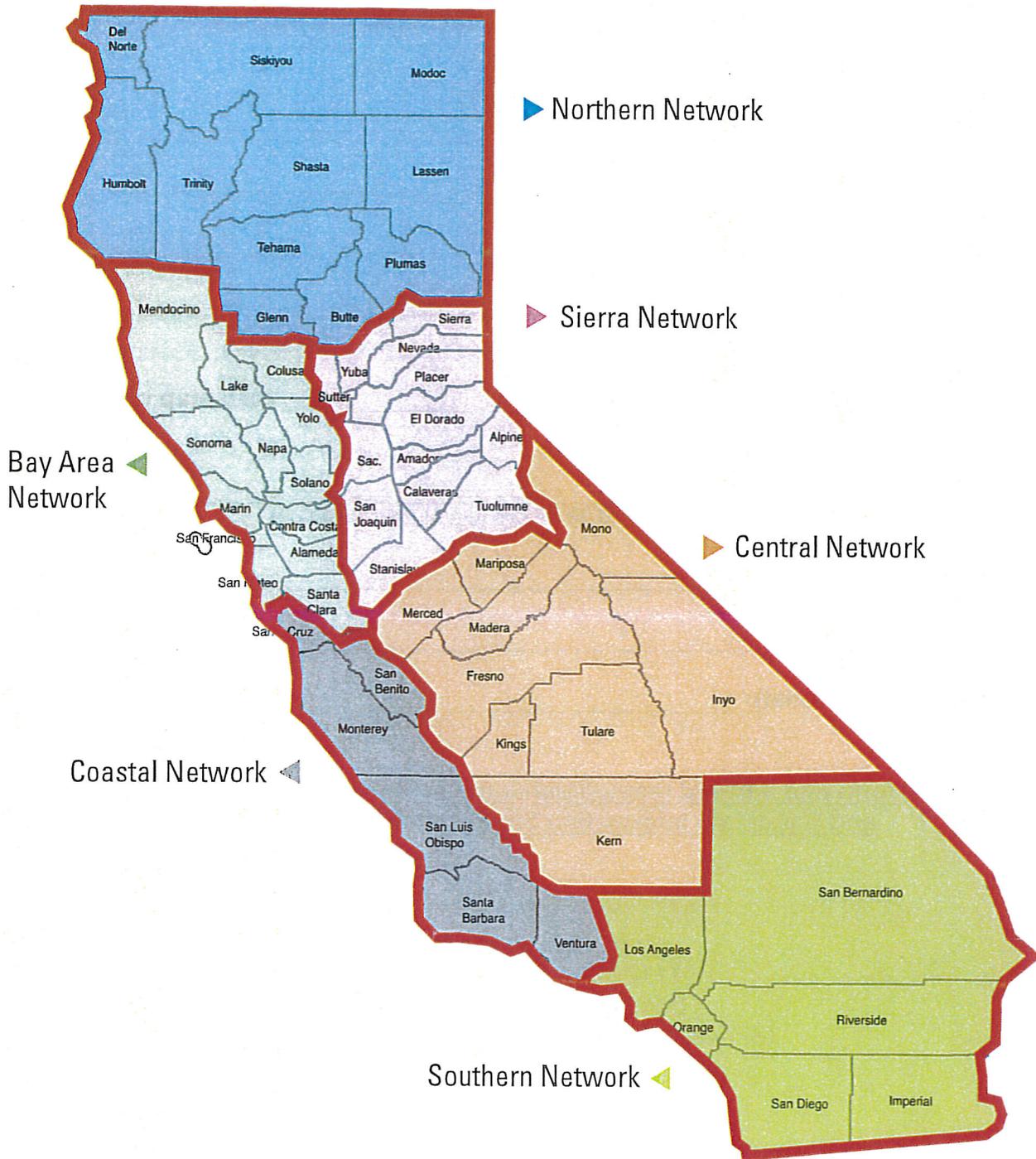
CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

bethh@csla.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018



California Special Districts Association
DISTRICT NETWORKS





2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

**STAFF
SUMMARIES & RECOMMENDATIONS
MARCH 9, 2018
AGENDA ITEM 5**

SUBJECT: General Manager's Report (Information/Discussion)

- 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—Proposed Fee Title Acquisition from Sacramento County(NEMDC)
- G. Operations, Maintenance, Rehabilitation, Repair and Replacement (OMRR&R)
Discussions with State Central Valley Flood Protection Board
- H. Statement of Qualifications for Environmental Consulting Services
- I. Encroachment Permits Endorsed
- J. Status of District Audit FY 16-17

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

SUBJECT: Public Outreach Update – K. Pardieck

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

SUBJECT: District Counsel's Report

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

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

SUBJECT: Superintendent's Report

To: Trustees of Reclamation District No. 1000

From: Superintendent Don Caldwell

Date: March 2, 2018

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

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

| RD 1000 Field Crew | *Days Worked | Activity |
|--------------------|--------------|-------------------|
| | 4 | Plant Maintenance |
| | 39 | Grounds |
| | 1 | Levee Maintenance |
| | 3 | Pump Maintenance |
| | 6 | Ditch Maintenance |
| | 0 | Fence Repair |
| | 9 | Garbage |
| | 23 | Weed Control |
| | 29 | Mowing |
| | 3 | Upper GGS |
| | 17 | Equipment Repairs |

**Days worked do not include: sick, vacation, holiday or Superintendent's time*

Bannon

- High 9.28'
- Low 6.86'

River High

- High 9.76'
- Low 6.02'

Rain Report

Rain total since July 1 is 8.03"

Rain total for the month of February was .93"

The District Pump Plants did do some pumping in the month of February due to rice reflood water releases and a small rain event.

Pumping Plant # 1- B

Pump # 1 pumped for 8.2 hours and pumped 80.36 A/F
Pump # 2 pumped for 12.8 hours and pumped 125.44 A/F
Pump # 4 pumped for 21.5 hours and pumped 210.7 A/F
Pump # 5 pumped for 66.7 hours and pumped 653.66 A/F

Pumping Plant # 3

Pump # 1 pumped for 116.9 hours and pumped 432.53 A/F
Pump # 2 pumped for 208.6 hours and pumped 959.56 A/F
Pump # 3 pumped for 2.2 hours and pumped 14.74 A/F

Pumping Plant # 8

Pump # 3 pumped for 163.1 hours and pumped 619.78 A/F

Pump # 5 pumped for 403.2 hours and pumped 1,532.16 A/F

Safety Topic for the month of November:

Safety Topic for the month of February was Traffic Control and Flagging operations.

Reclamation District No. 1000
Superintendent Don Caldwell

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

SUBJECT: Correspondence/News/Information

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

SUBJECT: Closed Session

CONFERENCE WITH LEGAL COUNSEL – Real Property Negotiations

Proposed purchase of real property in Sutter County