

RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
ACTION SUMMARY  
July 14, 2017  
1633 Garden Highway  
Sacramento, CA 95833

Trustees Present: Avdis, Barandas, Christophel, Gilbert, Harris, Jones and Smith

Trustees Absent: None.

Staff in Attendance: General Manager Devereux, Board Secretary Figueroa, Superintendent Caldwell, Attorney James Day, and PR Consultant Karen Pardieck, Accountant, Rob Merritt and Administrative Services Manager Joleen Gutierrez

**President Smith presided at the meeting.**

**1. PUBLIC HEARING – Assessment Rate**

President Smith opened the Public Hearing to take comment on the proposed 2017-18 Operation and Maintenance Assessment. There being no public comment the Public Hearing was closed.

**2. Approval of the Minutes – May 16, 2017**

It was moved by Trustee Christophel to adopt the minutes of May 16, 2017 as corrected. The Motion was seconded by Trustee Harris, duly put and carried by a unanimous vote.

**3. Administrative Items**

**A. Treasurer’s Report for May and June 2017**

Fund Balances for May 2017 follow:

Checking:	\$ 641,814.07
Money Market:	\$ 617,765.15
County Treasurer:	\$ 2,567,517.06
LAIF:	\$ 1,724,487.20
City Pool A:	\$ 1,010,894.68

Fund Balances for June 2017 follow:

Checking:	\$ 538,467.49
Money Market:	\$ 1,517,849.10
County Treasurer:	\$ 3,106,164.15
LAIF:	\$ 1,727,786.39

City Pool A: \$ 1,010,894.68

Secretary Figueroa introduced a new treasurer report format and explained change was made to simplify the process of gathering financial information to present at board meetings.

Upon review of May/June 2017 financial documents, Trustee Gilbert questioned an \$11,000 payment to Brookman Security. Secretary Figueroa explained expense and invoicing procedure confirming amount in question as a legitimate expense.

Trustee Smith inquired about a John Deer expense. Superintendent Caldwell clarified expense as incurred from mowing maintenance.

Motion by Trustee Harris to approve the Treasurer's reports as presented. The motion was seconded by Trustee Barandas, duly put and carried by a unanimous vote.

**B. Expenditure Report for May and June 2017**

The expenditures for the month of May 2017 were \$329,375.17

The expenditures for the month of June 2017 were \$230,311.26

**4. COMMITTEE REPORTS**

**A. SAFCA Representatives**

Trustee Barandas updated the Board on SAFCA activities. He reported with the passage of the Water Resources and Development Act, SAFCA can now use credits from the downstream levee improvements for the Folsom Dam Raise project. The proposed 2018 budget appropriations for the Corps of Engineers is the lowest amount in a number of years which may affect our ability to implement all our projects. GM Devereux discussed the status of the Corps Natomas levee contract for Reach I and the funding received as part of the 2018 federal budget which, when combined with work plan funding, are sufficient for levee work in Reach I, Reach H and Reach D next year.

**B. Executive Committee**

Trustee Smith reported the Executive Committee met on May 31. Due to cancellation of the June 2017 Board Meeting, there was no agenda to review.

In attendance at the meeting were Trustees Smith, Barandas, General Manager Devereux, and Trustee Harris participated by phone. A copy of Executive Committee minutes was included in the Board packet.

Trustee Smith reported on the Transformer (across the street from the District's office) touched on upcoming fence repair, acknowledged the homeless situation has become an issue and is interested in finding the best approach to resolving this issue. He briefly highlighted the anticipated evaluation of GM Devereux (in closed session), and reminded everyone of SAFCA's

Washington D.C. Lobbyist Mike Strachn's appearance at the District's Special Board Meeting on August 10.

General Manager Devereux discussed 2017 Disaster Declarations and status of reimbursement request with FEMA. He reviewed Plant 1 transformer problems and reported that this plant will be operational by flood season. SMUD will be replacing the third transformer at no cost to the district. GM Devereux also suggested studying alternatives to resolve transformer issues. Trustee Smith requested that the Personnel Committee consider personnel options to meet the growing need of numerous ongoing district tasks.

GM Devereux provided a status update of the Administrative Service Manager recruitment and introduced Joleen Gutierrez as Terrie Figueroa's replacement upon her retirement.

### **C. Personnel Committee**

The Personnel Committee met on June 2. In attendance at the meeting were Trustees Harris, Christophel, Jones and General Manager Devereux.

During this meeting an annual COLA amount was settled based upon the U.S. city average which is 1.5% for 2017-2018. There was a salary discussion about step increases and explanation that the range will take the form of merit increases based upon individual employee performance evaluations. After reviewing proposed staff increases, it was determined that the general manager will receive an increase.

### **D. Finance Committee**

The Finance Committee met on June 6. In attendance were Trustees Thom Gilbert and Jeff Smith, General Manager Devereux, Administrative Service Manager Figueroa, and the District's Accounting Consultant Rob Merritt. Trustee Harris participated via telephone.

GM Devereux and ASM Figueroa reviewed the Draft Budget for Fiscal Year 2017-18 with the Committee. After discussion, the Committee recommended adopting the Budget as presented. The Committee also reviewed a draft Banking Resolution and discussed increasing bank signing authority. The consensus of the Committee was to approve the change. ASM Figueroa noted that several other financial type resolutions would need to be adopted in July after appointment of the new Board Secretary. The committee held a brief discussion with District Accountant Rob Merritt about the services he will provide to the district.

ASM Figueroa reminded the committee of the pre-audit Finance Committee Meeting scheduled in August.

### **E. Legal Committee**

The Legal Committee met on June 30. In attendance were Trustees Avdis, Harris, and Barandas. Staff in attendance were GM Devereux, District Legal Counsel Jim Day and Josh Baker, a Partner with Day, Carter and Murphy.

District Legal Counsel Jim Day advised the Board his plan is to serve the District for three more years. As a potential successor, Day introduced Josh Baker, a Partner with Day, Carter, and Murphy. Day noted that Baker would be educated in Reclamation District Laws, would become involved in District activities, including board election. The Committee briefly discussed legal counsel succession planning options. Trustee Barandas requested that additional law firms be considered when a legal counsel change occurs. A copy of the minutes of the Legal Committee was included in the Board packet.

**F. Urbanization Committee**

The Urbanization Committee (UC) met on June 30 at the District office. In attendance at the meeting were Trustees Nick Avdis, and Chair Debra Jones. Trustee Gilbert was absent. Staff in attendance were GM Devereux and District Public Relations (PR) Consultant Karen Pardieck.

GM Devereux reported about meeting with the Sacramento County Sheriff concerning off-duty patrols to mitigate illegal camping along the floodway. At the meeting GM Devereux learned that to be effective in combating illegal camping, an increase in patrols is being recommended by the Sacramento County Sheriff. During the meeting, the issue of jurisdiction emerged. Sacramento Police Department does not allow Sacramento County Patrols within the City. Staff will meet with the City's Supplemental Service program to see if they can provide similar off-duty patrols within the City. The Urbanization Committee recommended an increase of \$40,000 to the security line item in order to increase patrols.

District PR Representative Pardieck provided an update of outreach efforts and identified future outreach opportunities at community events and homeowner organizations as we get closer to flood season. Trustee Jones inquired about outreach information for the Corps levee work. Committee members agreed to add information about the project to the District's website to direct the public to SAFCA and Corps website for detailed levee work information. A copy of the minutes of the Urbanization Committee was provided in the Board packet.

**5A. Adopt Resolution: 2017-18 Operation and Maintenance Assessment Rate**

The District is required to adopt an Operation and Maintenance Assessment Rate each fiscal year. Resolution 2017-7-1 sets the rate at \$0.75 per \$100 of assessed value. This reflects no change in the assessment rate since 1997.

Motion by Trustee Avdis to adopt Resolution 2017-7-1 setting the 2017-18 assessment rate at \$0.75 per \$100 of assessed value. The motion was seconded by Trustee Jones duly put and carried by a unanimous vote.

**5B. Adopt 2017-18 Annual Budget**

A copy of the Proposed Fiscal Year 2017-18 Budget has been included in the Board packet. The proposal details income, expenditures, and estimated Fund Balances at the end of FY 2017-18 and includes the additional \$40,000 for security patrols as recommended by the Urbanization Committee. The Budget has been reviewed by the Operations, Personnel and Finance Committees. The Finance Committee is recommending adoption of the budget as presented.

Motion by Trustee Harris to adopt the 2017-18 Annual Budget as presented. The motion was seconded by Trustee Barandas, duly put and carried by a unanimous vote.

**5C. Adopt Resolution: Official Pay Rate Schedule for 2017-2018 (CCR §570.5)**

Per the California Code of Regulations §570.5 the Board is required to adopt an Official Pay Rate Schedule and have it available for the public to review. Staff has prepared the Official Pay Rate Schedule for Fiscal Year 2017-18 based on the 2017-18 adopted budget, which includes approved pay rates for all employees. A copy of the Official Pay Rate schedule was included in the Board packet.

Motion by Trustee Avdis to adopt the Official Pay Rate schedules as prepared and as required by California Code of Regulations §570.5. The motion was seconded by Trustee Christophel, duly put and carried by a unanimous vote.

**5D. Banking and Finance Authorizations**

Due to retiring Board Secretary Terrie Figueroa and appointment of incoming Board Secretary Joleen Gutierrez, transfer of finance authorization is necessary.

1. Adopt Banking Resolution 2017-7-2 (County of Sacramento)
2. Adopt Banking Resolution 2017-7-3 (Checking)
3. Adopt City Pool Investment Fund Authority Resolution 2017-7-4
4. Adopt Local Agency Investment Fund Authority Resolution 2017-7-5

Motion by Trustee Harris to adopt the above banking resolutions. The motion was seconded by Christophel, duly put and carried by a unanimous vote.

**5E. California Special District Association 2017 Board Elections**

No action was taken on this item.

**5F. Sutter County Assessment Certification Resolution 2017-7-6**

Sutter County has a new requirement that must be met in order to place the District's annual assessment on the Sutter County Tax Roll.

2017-7-6 is a Resolution of the Board of Trustees of Reclamation District No. 1000 certifying to the County of Sutter the validity of the legal process used to place direct charges (special assessments) on the County's Secured Tax Roll.

Motion made by Trustee Christophel to adopt Resolution 2017-7-6. The motion was seconded by Trustee Barandas, duly put and carried by a unanimous vote.

**5G. 2017 District Election Timeline**

The District holds elections every odd year for the Board of Trustees. This year, four land assessment seats are up for election. An informational election timeline was included in the board packet.

**5H. Adopt Resolution 2017-7-7 to Adopt Sacramento County Local Hazard Mitigation Plan**

General Manager Devereux reported that the Disaster Mitigation Act of 2000 requires communities to develop a Local Hazard Mitigation Plan to remain eligible for federal hazard funding, with updates required every five years. Approving Resolution No. 2017-7-7 and thereby adopting the 2016 Sacramento County Local Hazard Mitigation Plan update allows the District to remain eligible for FEMA disaster mitigation grant funds. It also demonstrates the District's collaboration in working with other local agencies on disaster planning and response in a cooperative and coordinated manner.

**5I. Adopt Resolution 2017-7-8 Recognizing Terrie Figueroa for her Service to Reclamation District No. 1000**

GM Devereux presented ASM Terrie Figueroa with a signed resolution thanking her for her 29 years of service to Reclamation District No. 1000. Trustees individually complimented and thanked Terrie Figueroa for her service.

Motion by Trustee Jones to adopt Resolution 2017-7-8. The motion was seconded by Trustee Christophel, duly put and carried by a unanimous vote.

**ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

**6. General Manager's Report**

**A. Regional Flood Control Issues**

GM Devereux reported the following:

Funding numbers for the Corps are good for 2017-2018; however, subsequent years will require an increase in federal appropriation.

The status of the Plant 1 Transformer. SMUD indicated the transformer will be operational by flood season. The Operations Committee will continue to work on this issue.

Waterside berm erosion in the vicinity of 7907 Garden Highway is threatening the existing single family residential structure. The erosion may approach a state of concern if it threatens the stability of the adjacent Garden Highway levee and RD 1000 may need to request disaster assistance. If erosion continues, the Corps will need to be approached.

**B. Status – Corps Natomas Project Construction Schedule**

Trustee Jones asked about the bid and whether there may be a protest. GM Devereux explained the Corps will award contract at the end of the month. At this time, a bid protest is not known.

**C. Garden Highway Encroachment Permits Endorsed**

GM Devereux reported he did not endorse any permits the past month

**7. PUBLIC OUTREACH UPDATE – K. Pardieck**

Ms. Pardieck discussed a special edition newsletter honoring Terrie Figueroa's service and a fall newsletter; mentioned the CSDA video will be available late in July; reports she assisted with candidate review for the Administrative Services Manager position; reported that Facebook is back up after an unexpected malware attack.

**8. DISTRICT COUNSEL'S REPORT – J. Day**

Legal Counsel Day reported on activity of his firm on behalf of the District for May and June 2017. Main topics of reporting were: legal requirements for water pipelines in the Pleasant Grove area; Regional Water Center Board issues of industrial water vs. agricultural water use and potential conflict of interest around a professional services contract and work on an easement.

**9. SUPERINTENDENT'S REPORT – D. Caldwell**

Superintendent Caldwell reported on activities within the District for the months May and June. Caldwell reports a significant mowing and spraying maintenance need. The District's field crew has spent a considerable amount of time on this task. Caldwell also highlights operations and maintenance items that needed attention: ditch sloughing, silt removal, levee maintenance burn, as well as equipment repairs. Safety topics for months May and June were related to Sharps awareness when handling garbage pickup.

**10. Appointment of Board Secretary**

Joleen Gutierrez was introduced to the Board as an excellent replacement for retiring Board Secretary Terrie Figueroa with the strong recommendation from the Personnel Committee. Brief introductory statements were made.

A motion was then made by Trustee Avdis to appoint Ms. Gutierrez as Board Secretary. The motion was seconded by Trustee Christophel, duly put and carried by a unanimous vote.

**10. Closed Session**

The Board held closed session for performance evaluation of the District's General Manager pursuant to Government Code section 54957 (b) (1).

The closed session was adjourned. The regular meeting was reconvened. The President announced the General Manager evaluation had been completed and no action was taken.

**12. Correspondence/News/Information**

There were no correspondence or news updates at this time.

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

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President

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Secretary