

**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
SACRAMENTO, CA  
December 14, 2018  
8:30 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 – November 9, 2018
2. ADMINISTRATIVE ITEMS
  - A. Treasurer’s Report for November 2018
  - B. Expenditure Report for November 2018
  - C. Budget to Actual Report
3. COMMITTEE REPORTS (Information)
  - A. SAFCA Representatives
  - B. Executive Committee Meeting (12/5)
  - C. Special Board Meeting – Interviews (11/30)
  - D. Finance Committee Meeting (11/14)
  - E. HCP Ad Hoc Committee and Special Board Meeting (11/14)
  - F. Operations Committee Meeting and Special Board Meeting (11/16)
4. BOARD BUSINESS (Action/Information)
  - A. Recognition for Umberto Gutierrez and Ron Peterson for 20-years of service to the District in 2018

- B. Authorization for General Manager to Accept Drainage Easements and Quitclaim Existing Easements related to the proposed Greenbriar Development Project in the City of Sacramento
- C. Approve District Audit for FY 2018-2018
- D. District Sponsorship of Creek Week for 2019
- E. Compensation adjustment for District Administrative Service Manager for CalPERS Retirement Benefit Correction

**ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

5. GENERAL MANAGER'S REPORT

- A. Regional Flood Control Issues
- B. Flood Season Update
- C. Corps Natomas Project update
- D. Plant 1 Spare SMUD Transformer
- E. PG&E Vegetation Management project American River Parkway
- F. Clean Up Coordination by RWQCB in NEMDC Floodway
- G. V Drain Pipe Culvert Replacement

6. PUBLIC OUTREACH REPORT – K. Pardieck

7. DISTRICT COUNSEL'S REPORT

8. SUPERINTENDENT'S REPORT

9. Correspondence/News/Information

10. Closed Session

PUBLIC EMPLOYMENT  
Title: General Manager

11. ADJOURN

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

Trustees Present: Smith, Barandas, Harris, Christophel, Burns, Avdis

President Smith presided at the meeting.

Public Comments: There were no public comments

**1. Approval of the Minutes of the Board of Trustees**

Trustee Burns motioned to approve the minutes, seconded by Trustee Christophel, and carried by a unanimous vote.

**2. Administrative Items**

A. Treasurer's Report for October 2018

Checking:	\$ 115,629.07
Money Market:	\$ 218,423.27
County Treasurer:	\$ 2,094,736.99
LAIF:	\$ 2,876,065.31
City Pool A:	\$ 2,059,781.64

All Treasurer's reports were included in the board packet. ASM Gutierrez announced that she received her requested warrant in the amount of \$1 million dollars from the District's O/M Fund held by the County Treasurer. A motion was made by Trustee Harris to approve the Treasurer's Report with minor edits, seconded by Trustee Avdis, all in favor, motion carries.

**3. Committee Reports**

A. SACFA

Trustee Barandas provided a SAFCA update. Natomas Project, Reach D along Natomas Cross Canal, contractor is in the process of digging the Vestal Drain and Plant 4 rebuild will begin next year. Reach I (Garden Highway/American River section), contractor is waiting for an encroachment permit for a street right of way from the City of Sacramento. Work in Reach I will soon begin and is expected to be completed by year end. The Corps traffic control plan is being determined and signs will be posted detailing lane closures and traffic impacts. Reach H (Natomas East Main Drain Canal levee portion), planning to award contract by year end.

At SAFCA's next Board meeting, discussion of ramp closures along Garden Highway will be held in closed session. There will also be two resolutions of necessity for right of way on parcels bordering the Garden Highway needed for the Corps levee improvements. The American River WRDA 2016 work, North Arcade Creek, Main Avenue Bridge will be completed in late November. Trustee Barandas shared that SAFCA is proposing to rent space at the Corp's office to address questions and situations as they arise in an effort to work more efficiently with their staff.

#### **B. Personnel Committee**

Trustee Fred Harris reported the Personnel Committee discussed several topics - retiree benefits for ASM, anti-nepotism policy, GM recruitment, discussed adopting a salary range to the Administrative Assistant position, and closed out the meeting with discussion of the GM Desk Procedure manual. A copy of the committee meeting minutes was included in the Board packet.

#### **C. Executive Committee Meeting**

Trustee Jeff Smith reported the Committee met to review the draft Board agenda. The Committee also discussed recent developments with the homeless camps and debris in the floodway; flood season preparation, and V drain pipe crossing replacement issue. Trustee Smith would like to resolve the drain issue by the next Board meeting. A copy of the committee meeting minutes was included in the Board packet.

#### **D. Legal Committee Meeting**

The Legal Committee met to discuss succession planning for the District's legal counsel. Counsel Jim Day will continue to serve the District through 2019. The Board will decide about future counsel representation as Mr. Day's retirement date gets closer. GM Devereux provided an update on some existing private improvements that are encroaching into the District's right of way and interfere with the Corp's proposed NEMDC levee improvements. GM Devereux provided the Committee with an update of the erosion site at 7907 Garden Highway. The meeting closed with discussion on the 2019 Board election processes. A copy of the committee meeting minutes was included in the Board packet.

#### **E. Urbanization Committee Meeting**

Trustee Chris Burns provided a Committee meeting update. The Urbanization Committee met on November 8. Topics of discussion were the homelessness issue, levee setback policy (200 vs. 500-year flood protection considerations), and how the District compensates landowners affected by levee setbacks. A Good Neighbor Policy was on the agenda, but the Committee did not have enough time to discuss this issue. The committee discussed how District complaints are received/processed/resolved; a quarterly report to the Board is being requested by the Committee to better understand what district issues are. Also discussed, Encroachment Permits and whether a policy or timeline should be developed for appropriate District response time. Trustee Burns reported the River Oaks Community Association community group met at the District office. At this meeting, GM Devereux addressed the group and mentioned the likelihood of Garden Highway traffic impacts. Trustee Burns would like to see more District outreach on this topic.

### **4. Board Business**

#### **A. Presentation on Sacramento Weir and Yolo Bypass Project and other Regional Flood Control Issues by Gary Bardini SAFCA Director of Planning**

Gary Bardini provided an in-depth presentation of the various activities around the region with a common goal of achieving 500-year flood protection. He states the next five years will be unprecedented with the amount of work involved to complete several projects; the Corps will need local assistance to achieve completion. He stated major project elements are fully funded (Folsom Dam raise, and, American River Commons Features). Other improvements for additional protection include widening the Sacramento Bypass, Yolo Bypass, and expanding the Fremont Weir. He noted funding for the Natomas Project was not included in the recent federal supplemental appropriation that included the projects noted above. However, he assured the Board SAFCA expects federal funds will be available for Natomas given the supplemental appropriations removed most of the other projects competing for these same funds. Mr. Bardini spoke about the enormity of projects which will require a regional effort as well as state and federal. Together efforts will lead to significant flood protection improvements for the region.

#### **B. Greenbriar Development Project – Proposed Drainage Easements for District**

Mark Rodgers from Wood Rodgers provided information on the proposed additional drainage improvements and associated easements to be granted to the District as part of the Greenbriar development. He reported that the Phase 1 development is starting. As part of the process RD 1000 has three conveyance areas - Lone Tree Canal, a smaller ditch that conveys freeway flow from I-5. Lone Tree Canal will be widened with a 3 to 1 side slope on the east side and an access road deeded to RD1000. RD 1000 operates and maintains a drainage canal that runs parallel to I-5 and joins the Lone Tree Canal at the existing box culvert crossing under I-5. Here the drainage canal will be improved with a 3 to 1 side slope and will include a paved access road to be shared with SMUD as part of a City recreation trail. The District will share a portion of the easement with SMUD. SMUD will hold a 25 ft. easement for a new high voltage (69 KV) line to eventually serve Metro Air Park and the Airport; RD 1000 will be the senior easement holder. The easement area will eventually include a City of Sacramento recreation trail as noted above which will serve as the District and SMUD's access. The District operates and maintains a small drainage ditch that runs along Highway 99. In this area the existing swale will be better defined and there will be shared paved access, but there will not be a need for additional easements for RD 1000. The interior urban drainage system will be operated and maintained by the City of Sacramento. The urban drainage will be collected in a City operated detention basin and discharged into the District's canal system near the southern end of the project. Trustee Christophel inquired whether there are significant issues related to protected habitat species. GM Devereux replied that there are some issues embedded in the permits with HCP which limit how much and how often canals and ditches can be cleaned. Overall the permits were issued with future conservation in mind. The area along the Lone Tree Canal will include a buffer between it and the urban area to protect endangered species.

#### **C. Amend District Anti-Nepotism Policy**

GM Devereux reported the Personnel Committee initiated review of the District's Anti-Nepotism Policy. A copy of the proposed policy was included in the board packet. It was discussed that the revised policy is being recommended from a risk management standpoint mitigating potential employment issues and insuring fairness in employee relations is in the District's best interest. The revised policy does not permit hiring relatives of current District employees. After discussion, a motion was made by Trustee Harris to approve the District's revised Anti-Nepotism Policy, seconded by Trustee Burns, and carried by unanimous vote. Trustee Avdis was not present for discussion and did not vote.

## 5. General Manager's Report

### A. Regional Flood Control Issues

GM Devereux did not have anything new to report on flood control issues.

### B. Update on Corps of Engineers Natomas Levee Project

This item was already discussed.

### C. Flood Season Outlook and Preparations

Flood season is still considered to be a moderate El Nino; meaning equal chance of wet or dry conditions for our area.

### D. SCADA Contract Update

A change order may be presented to the Board at the December meeting, but work has been initiated on the SCADA improvements.

### E. Homeless Camps in Floodways

GM Devereux reports attending a meeting at the request of the Regional Water Quality Control Board staff. Area partners discussed individual agency cooperation and resources to assist with cleanup of the Natomas East Main Drain Canal floodway and talked about a long-term solution to the problem. The regional board would like landowners (such as RD 1000) to take on more responsibility for future cleanup. Trustee Avdis made known his desire for the City and County to enforce trespass and keep people out of the floodways so that cleanup of encampments is not necessary. The Board believes it is imperative to get an agreement in place with partnering agencies for future cooperation.

### F. Natomas Development Projects

There is a new development in the unincorporated Sacramento County area called "Westside" west of the truck stop over to the river along El Centro Road. A proposal to develop this area will soon come to the District.

### G. District Audit Status

Is moving along and coming to the Finance Committee soon.

### H. Encroachment Permits Endorsed

GM Devereux endorsed two Encroachment Permits for an auxiliary structure and fence permit.

### I. V Drain Update

Staff is responding to request from the property owner Mr. Bob Leal about replacing existing pipe crossings in the V Drain. The District will look into potential cost sharing with the property owner.

J. District December Board Meeting Date and Time

GM Devereux suggested setting the annual staff reception with the Board for December 14 before the Board meeting. Some Trustees expressed their desire to maintain the lunch option in the future

K. Grand Jury review of RD1000

District provided requested publicly available fiscal and O&M information to the Grand Jury.

6. Public Outreach Update

A verbal update of Public Outreach activities was provided by K. Pardieck.

7. District Counsel's Report

Counsel Jim Day provided a verbal update of his work during the month of October 2018.

8. Superintendent's Report

A copy of the Superintendent's report was included in the October Board packet.

9. Correspondence/New/Information

None.

10. Closed Session

PUBLIC EMPLOYMENT  
Title: General Manager

The Board met in closed session and selected five candidates to interview for the general manager position.

11. Adjournment

**TREASURER'S REPORT  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 2**

**SUBJECT: ADMINISTRATIVE ITEMS (Action)**

- A) Treasurer's Report  
The Treasurers' Report for November 2018 is enclosed for your review
- B) Expenditure Report  
The Expenditure report for the month of November 2018 is enclosed for your review
- C) Budget to Actual Report

**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  
July 2018

Treasurer's Report for July 2018

<b>July 2018</b>	
Total Funds	8,221,456.01
Bank of the West - Checking	250,237.39
Bank of the West - Money Market	268,385.42
Sacramento County Treasurer	2,079,600.92
State Treasurer - Local Agency Investment Fund	3,598,204.45
City of Sacramento - Pool A	2,025,027.83

<b>July 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,171,060.90
	Income	Expense	
Accounts Receivable	1,378,853.98		1,378,853.98
Transfer from money market account	200,000.00		200,000.00
Transfer to money market account		(1,200,000.00)	(1,200,000.00)
Interest Income & Other Misc.	22.01		22.01
Accounts Payable*		(147,744.09)	(147,744.09)
Payroll		(72,354.49)	(72,354.49)
<b>Ending Balance</b>			2,329,838.31

\*See Attached Check Register

Accounts receivable is made up of the following:

The Notomas Basin Conservancy	4,500.00
SAFCA	1,300,000.00
RD 1000 Healthcare Trust	59,353.98
Greenbriar	15,000.00
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	1,378,853.98
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Reclamation District 1000  
Treasurer's Report  
August 2018

Treasurer's Report for August 2018

<b>August 2018</b>	
Total Funds	7,854,176.52
Bank of the West - Checking	144,509.58
Bank of the West - Money Market	268,404.09
Sacramento County Treasurer	2,079,169.84
State Treasurer - Local Agency Investment Fund	3,309,528.23
City of Sacramento - Pool A	2,052,564.78

<b>August 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,324,403.26
	Income	Expense	
Current Months Receipts	40,087.12		40,087.12
Transfer from money market account	300,000.00		300,000.00
Interest Income & Other Misc.			0.00
Accounts Payable*		(320,321.66)	(320,321.66)
Payroll		(120,489.30)	(120,489.30)
<b>Ending Balance</b>			2,223,679.42

\*See Attached Check Register

Current months receipts are made up of the following:

Amounts recovered for Prime Pay fraud issue	21,185.00
Natomas Central Mutual Water Company	18,900.00
Interest income	2.12
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	<u>40,087.12</u>

Reclamation District 1000  
Treasurer's Report  
September 2018

Treasurer's Report for September 2018

<b>September 2018</b>	
Total Funds	7,691,545.22
Bank of the West - Checking	124,350.09
Bank of the West - Money Market	418,423.27
Sacramento County Treasurer	2,079,461.99
State Treasurer - Local Agency Investment Fund	3,009,528.23
City of Sacramento - Pool A	2,059,781.64

<b>September 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,223,971.57
	Income	Expense	
Current Month's Receipts	5,057.59		5,057.59
Transfer from money market account	150,000.00		150,000.00
Interest Income from Bank of the West Operating account	1.42		1.42
Accounts Payable*		(143,251.44)	(143,251.44)
Payroll		(31,967.06)	(31,967.06)
<b>Ending Balance</b>			2,203,812.08

\*See Attached Check Register

Current months receipts are made up of the following:

Refund from Grainger	70.34
Copying fee for public records request	19.60
Rental income from Sacramento City Fire	4,967.65
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	<u>5,057.59</u>

Note: during August, 3 payroll cycles were paid out of the operating account (8/1, 8/20 and 8/31/18), during September, only one payroll was paid out of the operating account.

Reclamation District 1000  
Treasurer's Report  
October 2018

Treasurer's Report for October 2018

<b>October 2018</b>		
Total Funds		7,364,636.28
Bank of the West - Checking		115,629.07
Bank of the West - Money Market		218,423.27
Sacramento County Treasurer		2,094,736.99
State Treasurer - Local Agency Investment Fund		2,876,065.31
City of Sacramento - Pool A		2,059,781.64

<b>October 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,219,087.08
	Income	Expense	
Current Month's Receipts	41,035.25		41,035.25
Transfer from money market account	350,000.00		350,000.00
Accounts Payable*		(327,579.32)	(327,579.32)
Payroll		(72,176.95)	(72,176.95)
<b>Ending Balance</b>			2,210,366.06

\*See Attached Check Register

Current months receipts are made up of the following:

The Notomas Basis Conservancy	4,500.00
Regional Sanitation District	19,567.60
Rental income from Sacramento City Fire	4,967.65
Proceeds from sale of 1980 Bailey Side Dump	12,000.00
	<hr/>
	<u>41,035.25</u>

**Reclamation District 1000**  
**Treasurer's Report**  
**November 2018**

**Treasurer's Report for November 2018**

<b>November 2018</b>	
Total Funds	7,011,673.40
Bank of the West - Checking	86,342.87
Bank of the West - Money Market	243,408.59
Sacramento County Treasurer	1,096,074.99
State Treasurer - Local Agency Investment Fund	3,526,065.31
City of Sacramento - Pool A	2,059,781.64

<b>November 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,204,877.82
	Income	Expense	
Transfer from money market account	325,000.00		325,000.00
Transfer from Sac. Co. Treasurer to money market account		(1,000,000.00)	(1,000,000.00)
Accounts Payable*		(260,907.56)	(260,907.56)
Payroll		(86,552.40)	(86,552.40)
<b>Ending Balance</b>			1,182,417.86

\*See Attached Check Register

Reclamation District No. 1000  
Transactions by Account  
As of November 30, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Cash and Investments							108,802.83
1010.00 - Bank of the West Checking Acct							108,802.83
General Journal	11/01/2018			11/5/18 payroll		27,333.90	81,468.93
General Journal	11/01/2018			11/5/18 payroll		11,493.26	69,975.67
General Journal	11/01/2018			11/5/18 payroll		91.50	69,884.17
General Journal	11/01/2018			11/5/18 payroll, #10027		586.60	69,297.57
General Journal	11/01/2018			11/5/18 payroll, #10028		207.78	69,089.79
Bill Pmt -Check	11/01/2018	EFT	Comcast		324.43		68,765.36
Check	11/01/2018	40207	Bryan Hall		150.00		68,615.36
Bill Pmt -Check	11/01/2018	40208	City of Sacramento		204.28		68,411.08
Bill Pmt -Check	11/01/2018	40209	County of Sacramento		898.00		67,513.08
Check	11/01/2018	40210	Donald Caldwell		150.00		67,363.08
Bill Pmt -Check	11/01/2018	40211	Neat Freak Clean, LLC		350.00		67,013.08
Check	11/01/2018	40212	Raymond Lewis		150.00		66,863.08
Bill Pmt -Check	11/01/2018	40213	SGS Colusa		66,225.85		637.23
Bill Pmt -Check	11/01/2018	40214	Smile Business Products		221.80		415.43
Check	11/01/2018	40215	Tony Del Castillo		150.00		265.43
Bill Pmt -Check	11/01/2018	40216	United Rentals		100.27		165.16
Bill Pmt -Check	11/05/2018	EFT	Verizon			322.72	-157.56
Transfer	11/07/2018			Funds Transfer	125,000.00		124,842.44
Bill Pmt -Check	11/07/2018	40217	A T.E.E.M. Electrical Engineering, Inc.			4,070.00	120,772.44
Bill Pmt -Check	11/07/2018	40218	Airgas NCN			363.58	120,408.86
Bill Pmt -Check	11/07/2018	40219	Brookman Protection Services, Inc.			7,800.00	112,608.86
Bill Pmt -Check	11/07/2018	40220	Carson Landscape Industries			615.00	111,993.86
Bill Pmt -Check	11/07/2018	40221	Interstate Oil Company			2,709.08	109,284.78
Bill Pmt -Check	11/07/2018	40222	Main Street Motors			170.25	109,114.53
Bill Pmt -Check	11/07/2018	40223	Marine Biochemists			8,500.00	100,614.53
Bill Pmt -Check	11/07/2018	40224	Miles Treaster & Associates			7,453.58	93,160.95
Bill Pmt -Check	11/07/2018	40225	Sacramento County Utilities			227.40	92,933.55
Bill Pmt -Check	11/07/2018	40226	Steve Yaeger Consulting			3,200.00	89,733.55
Bill Pmt -Check	11/07/2018	40228	Valley Truck & Tractor Company			313.23	89,420.32
Bill Pmt -Check	11/07/2018	40229	Yolo County Public Works			1,055.60	88,364.72
Bill Pmt -Check	11/07/2018	40227	US Bank Corp			748.36	87,616.36
Bill Pmt -Check	11/08/2018	EFT	Berkshire Hathaway Homestate Companies			2,600.72	85,015.64
Check	11/08/2018	EFT	Cal Pers		8,032.26		76,983.38
Check	11/08/2018	EFT	Cal Pers		500.00		76,483.38
Check	11/08/2018	EFT	Cal Pers		7,781.02		68,702.36
Check	11/08/2018	EFT	Cal Pers		1,777.58		66,924.78
Check	11/08/2018	EFT	Cal Pers		1,495.75		65,429.03
Bill Pmt -Check	11/08/2018	EFT	Napa Auto Parts			247.37	65,181.66
Bill Pmt -Check	11/08/2018	EFT	PG&E			15.88	65,165.78
Bill Pmt -Check	11/08/2018	EFT	Waste Management of Sacramento			478.17	64,687.61
Bill Pmt -Check	11/09/2018	EFT	City of Sacramento			4.38	64,683.23
Bill Pmt -Check	11/14/2018	40238	Montage Enterprises			1,660.43	63,022.80
Check	11/14/2018	40231	ACWA			1,639.09	61,383.71
Bill Pmt -Check	11/14/2018	40232	AT&T			273.20	61,110.51
Bill Pmt -Check	11/14/2018	40233	Blankinship & Associates, Inc.			2,122.11	58,988.40
Bill Pmt -Check	11/14/2018	40234	Chavez, Silva & Company			2,465.00	56,523.40
Bill Pmt -Check	11/14/2018	40235	Contour Sierra Aebi, LLC			7,716.14	48,807.26
Check	11/14/2018	40236	Great America Financial Services			337.85	48,469.41
Bill Pmt -Check	11/14/2018	40237	Green Light Termite and Pest			75.00	48,394.41
Bill Pmt -Check	11/14/2018	40239	On Line Bindery, Inc.			286.86	48,107.55
Bill Pmt -Check	11/14/2018	40240	SGS Colusa			6,219.25	41,888.30
Bill Pmt -Check	11/14/2018	40241	Sierra Industries, Inc.			881.89	41,006.41
Bill Pmt -Check	11/14/2018	40242	Stevens Consulting			5,705.62	35,300.79
Bill Pmt -Check	11/14/2018	40243	Terrapin Technology Group			550.44	34,750.35
Bill Pmt -Check	11/14/2018	40230	Action Asphalt Maintenance, Inc.			30,650.00	4,100.35

**Reclamation District No. 1000**  
**Transactions by Account**  
As of November 30, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	11/16/2018			Devereux vacation payroll		2,707.31	1,393.04
General Journal	11/16/2018			Devereux vacation payroll		810.57	582.47
General Journal	11/16/2018			Devereux vacation payroll		60.00	522.47
Bill Pmt -Check	11/16/2018	EFT	Alhambra & Sierra Springs			41.14	481.33
General Journal	11/19/2018			11/20/18 payroll		29,203.56	-28,722.23
General Journal	11/19/2018			11/20/18 payroll		13,979.92	-42,702.15
General Journal	11/19/2018			11/20/18 payroll		78.00	-42,780.15
Transfer	11/20/2018			Funds Transfer	200,000.00		157,219.85
Bill Pmt -Check	11/20/2018	40244	Bob Murray & Associates			7,372.72	149,847.13
Bill Pmt -Check	11/20/2018	40245	Day Carter & Murphy LLP			7,101.25	142,745.88
Bill Pmt -Check	11/20/2018	40246	Grainger, Inc.			61.46	142,684.42
Bill Pmt -Check	11/20/2018	40248	Holt of California			352.47	142,331.95
Bill Pmt -Check	11/20/2018	40249	Interstate Oil Company			2,656.73	139,675.22
Bill Pmt -Check	11/20/2018	40250	Karen Pardieck			1,800.00	137,875.22
Bill Pmt -Check	11/20/2018	40251	Mead & Hunt			3,225.96	134,649.26
Bill Pmt -Check	11/20/2018	40252	Powerplan			365.01	134,284.25
Bill Pmt -Check	11/20/2018	40254	Streamline			200.00	134,084.25
Bill Pmt -Check	11/20/2018	40253	SMUD			28,819.96	105,264.29
Bill Pmt -Check	11/20/2018	40247	H.T. Harvey & Associates			3,236.06	102,028.23
Bill Pmt -Check	11/21/2018	EFT	Cal Pers			14,498.86	87,529.37
Bill Pmt -Check	11/21/2018	EFT	The Home Depot			374.08	87,155.29
Bill Pmt -Check	11/27/2018	EFT	PG&E			256.52	86,898.77
Bill Pmt -Check	11/28/2018	EFT	City of Sacramento			43.97	86,854.80
Bill Pmt -Check	11/28/2018	EFT	City of Sacramento			131.79	86,723.01
Bill Pmt -Check	11/28/2018	EFT	Verizon			380.14	86,342.87
					<u>325,000.00</u>	<u>347,459.96</u>	<u>86,342.87</u>
					<u>325,000.00</u>	<u>347,459.96</u>	<u>86,342.87</u>
					<u>325,000.00</u>	<u>347,459.96</u>	<u>86,342.87</u>

Total 1010.00 - Bank of the West Checking Acct

Total Cash and Investments

**TOTAL**

Total payroll disbursements	86,552.40
Total accounts payable disbursements	<u>260,907.56</u>
Total disbursements	<u><u>347,459.96</u></u>

**Reclamation District No. 1000**  
**Budget to Actual Comparison**  
**July 1, 2018 to November 30, 2018 (Five Months Ending of Fiscal 2019)**

	Year to Date July 1, 2018 to November 30, 2018	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	81	2,250,000	0.00%
Rents	9,935	20,000	49.68%
Interest Income	33,602	50,000	67.20%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	37	-	Not Budgeted
Gain on Capital Asset Disposal	6,400	-	Not Budgeted
<b>Total</b>	<b>50,055</b>	<b>3,720,000</b>	<b>1.35%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	22,000	0.00%
<b>Total Combined Income</b>	<b>50,055</b>	<b>3,742,000</b>	<b>1.34%</b>
<b>Operations and Maintenance - Expense</b>			
<b>Administration</b>			
Government Fees/Permits	3,365	12,000	28.04%
Legal	28,818	100,000	28.82%
Liability/Auto Insurance	108,208	110,000	98.37%
Office Supplies	1,951	5,500	35.47%
Computer Costs	9,918	17,000	58.34%
Accounting/Audit	20,539	45,000	45.64%
Admin. Services	7,777	17,000	45.75%
Utilities (Phone/Water/Sewer)	7,656	22,000	34.80%
Mit. Land Expenses	2,592	3,000	86.40%
Administrative Consultants	28,591	52,000	54.98%
Assessment/Property Taxes (SAFCA - CAD)	6,864	6,350	108.09%
Admin - Misc./Other Expenses	2,498	5,000	49.96%
Memberships	31,014	30,000	103.38%
Office Maintenance & Repair	4,765	24,000	19.85%
Payroll Service	823	3,000	27.43%
Public Relations	13,694	40,000	34.24%
Small Office & Computer Equipment	-	5,000	0.00%
<b>Sub Total</b>	<b>279,073</b>	<b>496,850</b>	<b>56.17%</b>
<b>Personnel/Labor</b>			
Wages	341,178	1,000,000	34.12%
Group Insurance	44,246	130,000	34.04%
Worker's Compensation Insurance	19,227	40,000	48.07%
OPEB - ARC	33,922	28,000	121.15%
Dental/Vision/Life	9,835	26,000	37.83%
Payroll Taxes	24,719	77,500	31.90%
Pension	65,861	165,000	39.92%
Continuing Education	1,664	15,000	11.09%
Trustee Fees	11,250	39,000	28.85%
<b>Sub Total</b>	<b>551,902</b>	<b>1,520,500</b>	<b>36.30%</b>



<b>Operations</b>			
Power	141,231	500,000	28.25%
Supplies/Materials	5,819	22,000	26.45%
Herbicide	87,787	115,000	76.34%
Fuel	19,582	65,000	30.13%
Field Services	4,361	142,000	3.07%
Field Operations Consultants	5,771	20,000	28.86%
Equipment Rental	100	10,000	1.00%
Refuse Collection	4,025	25,000	16.10%
Equipment Repair/Service	338	22,000	1.54%
Equipment Parts/Supplies	34,633	60,000	57.72%
Facility Repairs	1,072	273,000	0.39%
Shop Equipment (not vehicles)	409	9,000	4.54%
Field Equipment	-	8,000	0.00%
Misc/Other 2	1,167	-	Not Budgeted
<b>Sub Total</b>	<b>306,295</b>	<b>1,271,000</b>	<b>24.10%</b>
<b>Equipment</b>			
Equipment	146,908	150,000	97.94%
<b>Sub Total</b>	<b>146,908</b>	<b>150,000</b>	<b>97.94%</b>
<b>Consulting/Contracts/Memberships</b>			
Engineering/Technical Consultants	66,934	250,000	26.77%
Security Patrol	27,000	80,000	33.75%
<b>Sub Total</b>	<b>93,934</b>	<b>330,000</b>	<b>28.46%</b>
<b>Total O &amp; M Expenses</b>	<b>1,378,112</b>	<b>3,768,350</b>	<b>36.57%</b>
<b>Capital Expenses</b>			
Capital Office Upgrades	14,907	15,000	99.38%
Capital RE Acquisition	5,500	120,000	4.58%
Capital Office Facility Repair	-	30,000	0.00%
Document Management	2,522	8,800	28.66%
Capital Facilities	54,378	715,000	7.61%
<b>Sub Total</b>	<b>77,307</b>	<b>888,800</b>	<b>8.70%</b>
<b>Total All Expenditures</b>	<b>1,455,419</b>	<b>4,657,150</b>	<b>31.25%</b>

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 3**

**SUBJECT:** Committee Reports (Information)

- A. SAFCA Representatives – verbal report
- B. Executive Committee Meeting (12/5)
- C. Special Board Meeting – Interviews (11/30)
- D. Finance Committee Meeting (11/14)
- E. HCP Ad Hoc Committee and Special Board Meeting Committee Meeting (11/14)
- F. Operations Committee Meeting and Special Board Meeting (11/16)

## Executive Committee Minutes

December 5, 2018

In attendance were Trustees Jeff Smith and Tom Barandas and GM Devereux; Trustee Fred Harris participated via conference call

There were no members of the public present and therefore no public comments.

GM Devereux reviewed the draft agenda for the December 14 meeting. Tom Barandas reported SAFCA was having their Executive Committee on Thursday so he should have information to report. GM Devereux noted the Board meeting will start late to accommodate a holiday breakfast reception with the Board and staff starting at 8:00 am

The Committee had an extended discussion on the spare transformer issue at Plant No. 1 that was reported from the Operations Committee. Trustee Harris wants to make sure the issue is fully vetted for the Board to make a final decision on the spare transformer considering our public safety mission. He noted the Board will have the second round of GM candidate interviews as part of a closed session item at the end of the meeting. The Committee members engaged in a discussion about the format for this second interview. GM Devereux will reach out to our consultant Bob Murray to provide some guidance to the Board.

GM Devereux briefed the Committee on status of the Corps Natomas Levee Project; efforts to coordinate a clean up of trash and debris left by homeless in the NEMDC floodway, resolution of the Admin Service Manager's CalPERS benefits and negotiations for pipe crossing replacements in the V Drain.

There being no further business, the meeting was adjourned.

Finance Committee Meeting  
November 14, 2018

The Finance Committee met on November 14. In attendance was Trustee Thom Gilbert. Trustees Jeff Smith and Fred Harris participated by phone. Staff and consultants attending were GM Devereux, ASM Gutierrez, accounting consultant Rob Merritt and auditor Mary Ann Cropper. Chair Gilbert called the meeting to order.

Auditor Mary Ann Cropper started the meeting by stating this year's audit went very smoothly and she appreciated the efforts by staff and our accounting consultant in gathering the information necessary for the draft financial statements. The first item discussed was the recent letter from FEMA on the status of funds from the 2006 disaster claim which would impact the receivable amount being carried on the District's books. However, since the funds have not been obligated, staff and the auditor are recommending we make no adjustment to the receivable at this time. The Committee concurred with the recommendation. She then focused on the primary change with this year's audit being implementation of GASB 75 for the OPEB benefits. She noted the District's current year's OPEB asset is \$44,998 as opposed to prior year's when the financials showed a net OPEB asset of almost \$600,000 based on our funds in the CERBT Trust. With this investment, we do not show a significant OPEB liability in our financials. Staff intends to continue making a reasonable annual OPEB contribution to the trust though there is no formal calculated Annual Required Contribution (ARC); the Committee concurred.

Ms. Cropper also discussed the current District's unfunded pension liability; reviewed the budget to actual for revenue and expenditures from last year; and the fund balances. GM Devereux asked if the Committee would like staff to pursue options to potentially pre-fund some or all of the District's unfunded pension liability. The Committee agreed it would be beneficial to consider pre-funding but also need to look at the District's capital needs. Ms. Cropper stated the only recommendation she has is for the District to develop a process for integrating FEMA disaster assistance claims into our financial and accounting system. She recommends we book a receivable based on amounts included in our FEMA claims; and adjust the receivable annually based on our best estimate of actual funds we expect to receive. After additional questions from Trustees and responses from staff and the auditor; the District management team and consultant accountant left the meeting so the Committee members could meet independently with the auditor.

After staff returned to the meeting, Trustee Gilbert reported the auditor will provide the revised draft audit and supplementary information in sufficient time for the audit to be ready for the Board to review at the December meeting.

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

## Operation Committee and Special Board Meeting Minutes

November 16, 2018

The Operations Committee met on November 16. In attendance at this meeting were Trustees Barandas, Smith, Christophel, and Burns representing a quorum of the Board thereby making it a Special Board Meeting. Staff in attendance was General Manager Paul Devereux and District consultant Scott Brown. Mr. Brown provided the members present an update on the transformer issues at Plant No. 1. Currently the three single phase transformers have been restored with no spare. SMUD engineers have determined the existing transformer site cannot support a three-phase transformer (and spare) due to space limitations. Also, trying to upgrade the site to a higher voltage would require significant and costly modifications to the plant. S. Brown provided costs to the Board members for options to either purchase or lease a fourth spare single phase transformer. After a number of questions and discussion, Trustee Smith asked what the risk would be to not have a spare transformer in light of the backup generator installed at Plant 1. Staff noted even if one transformer fails, the plant can be operated at over 80% capacity using the two remaining transformers. With the generator, both plants can be operated during an emergency. After further discussion, the Board members asked staff to do some additional sensitivity analysis using the Natomas Basin H&H model to quantify the risk. Staff will prepare a memorandum discussing the risk factors and operations for the Board to make a decision on a spare transformer at the site. After this item, S. Brown left the meeting.

GM Devereux then discussed the status of pipe culvert crossings in the District's V Drain located north of Sankey Road and west of Highway 99. He noted Caltrans modified the District's V Drain and replaced several existing pipe culverts when the freeway was widened in the 1980's. The record is not clear on whether the pipe replacements were requested by the District or the property owner at the time. One culvert at the V1/V drain intersection failed previously and was removed and not replaced by the District. Two culverts in the V drain are in danger of failing (30 years old). Field staff have indicated replacing the V1/V drain and one of the two V drain pipe crossings would benefit our O&M activities, but we do not need both V drain crossings replaced. GM Devereux stated he has discussed this with the property owner Bob Leal and tenant farmer John Penning. Mr. Penning says both V drain crossings are needed for his farming operations and he believes they are the District's responsibility to replace. After discussion, the Board members directed staff to continue negotiations with owner/farmer but we should be flexible on replacement since the historical record is not clear who is responsible. However, any pipe crossing we determine not be needed for District O&M should be the property owner's responsibility to replace in the future. In addition the District should reserve the right to remove pipe crossings not deemed necessary for its O&M. Trustee Burns also stated we should use this opportunity to work with the land owner to resolve any outstanding District right of way issues with the V Drain.

Being no further business to discuss, the meeting was adjourned.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 4**

**SUBJECT:** Board Business (Action/Information)

- A. Recognition for Umberto Gutierrez and Ron Peterson for 20-years of service to the District in 2018
- B. Authorization for General Manager to Accept Drainage and Quitclaim Existing Easements related to the proposed Greenbriar Development Project in the City of Sacramento
- C. Approve District Audit for FY 2017-2018
- D. District Sponsorship of Creek Week for 2019
- E. Compensation adjustment for District Administrative Service Manager for CalPERS Retirement Benefit Correction



December 14, 2018

**LETTER OF RECOGNITION FOR UMBERTO R. GUTIERREZ FOR TWENTY YEARS  
OF SERVICE TO RECLAMATION DISTRICT NO. 1000**

**Umberto Gutierrez**, the Board of Trustees for Reclamation District 1000 hereby recognizes and salutes you for your twenty years of service to the District working to protect our residents, property owners, farmers and businesses who rely on your professional skills, leadership and dedicated service.

Your career at the District began on March 7, 1998 and you have been part of the District team patrolling, monitoring and operating our flood control system during the significant flood events in 2006, 2010, and the wettest year on record in 2017. You and your family sacrificed much to protect the Natomas Community. In addition, you were an integral part of our field crew making sure the levees and drains were ready for each flood season especially leading the critical chemical spray program to clear the drains of vegetation. While much of your efforts go unrewarded, we want you to know this Board does recognize your critical role in our public safety mission and hereby thanks you for that effort.

Please accept this letter of recognition as a small token of our appreciation on behalf of those whose lives and property you protected for these past twenty years. We look forward to your continued service to the District, at least for the short term, and our constituents. Once again, thank you for a job well done!!

Reclamation District No. 1000 Board of Trustees:

\_\_\_\_\_  
Jeff Smith, President

\_\_\_\_\_  
Tom Barandas, Vice President

\_\_\_\_\_  
Nick Avdis, Trustee

\_\_\_\_\_  
David Christophel, Trustee

\_\_\_\_\_  
Chris Burns, Trustee

\_\_\_\_\_  
Thom Gilbert, Trustee

\_\_\_\_\_  
Fred Harris, Trustee



December 14, 2018

**LETTER OF RECOGNITION FOR RONALD D. PETERSON FOR TWENTY YEARS  
OF SERVICE TO RECLAMATION DISTRICT NO. 1000**

**Ron Peterson**, the Board of Trustees for Reclamation District 1000 hereby recognizes and salutes you for your twenty years of service to the District working to protect our residents, property owners, farmers and businesses who rely on your professional skills, leadership and dedicated service.

Your career at the District began on October 5, 1998 and you have been part of the District team patrolling, monitoring and operating our flood control system during the significant flood events in 2006, 2010, and the wettest year on record in 2017. You and your family sacrificed much to protect the Natomas Community. In addition, you were an integral part of our field crew making sure the levees and drains were ready for each flood season especially leading the critical chemical spray program to clear the drains of vegetation. While much of your efforts go unrewarded, we want you to know this Board does recognize your critical role in our public safety mission and hereby thanks you for that effort.

Please accept this letter of recognition as a small token of our appreciation on behalf of those whose lives and property you protected for these past twenty years. We look forward to your continued service to the District, at least for the short term, and our constituents. Once again, thank you for a job well done!!

Reclamation District No. 1000 Board of Trustees:

\_\_\_\_\_  
Jeff Smith, President

\_\_\_\_\_  
Tom Barandas, Vice President

\_\_\_\_\_  
Nick Avdis, Trustee

\_\_\_\_\_  
David Christophel, Trustee

\_\_\_\_\_  
Chris Burns, Trustee

\_\_\_\_\_  
Thom Gilbert, Trustee

\_\_\_\_\_  
Fred Harris, Trustee



**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 4C**

**SUBJECT: Adoption of 2017-18 Audited Financial Statements**

**Summary**

The Finance Committee met with our auditor MaryAnn Cropper of Cropper Accountancy and staff on November 14, 2018 to review the 2017-2018 Draft Audited Financial Statements. After reviewing the Financial Statements with the Auditor, the Finance Committee tentatively, pending further additional time to review the draft audit, recommends approval of the audited Financial Statements to the Board at the December meeting. There were two recommendations from the auditor; one relating to developing an internal controls checklist. The second recommendation, developing a process with our accountant consultant to track FEMA disaster disbursements. Staff will develop processes for both auditor recommendations.

**Background**

The auditor, MaryAnn Cropper of Cropper Accountancy presented the draft Audited Financial Statements to the Finance Committee. After review and discussion, the Committee tentatively recommended approval of the Financial Statements and recommend the Board approve them at the December meeting.

A copy of the Audited Financial Statements is included in your Board packet.

**Recommendation**

Receive report from Finance Committee and move to adopt the 2017-2018 Audited Financial Statements.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 4D**

**SUBJECT:        2019 Creek Week Sponsorship**

Summary

The 2019 Creek Week event is scheduled for April 5-13. For a number of years, the District has been a supporter and sponsor of this event offering a monetary donation of \$1000 plus active participation by our field crew to remove and dump trash and debris collected by community and regional volunteers.

Background

Creek Week is an annual event organized by the Sacramento Creeks Council (SCC) which Alta Tura is the President. The event culminates in a creek clean-up day (April 13) where hundreds of volunteers across the region gather and remove trash and debris from area creeks and streams. Within Natomas, the event has included portions of the Natomas East Main Drain Canal, Main Drain (between Garden Highway and W. El Camino Ave), and Fisherman's Lake area along our West Drain.

For a number of years, the District has been a sponsor of this event providing a cash contribution and the services of our field crew. Our field crew has participated on the day of the event using our equipment to assist with the removal and loading of trash and debris from our area canals and streams. The request from the Sacramento Creek Council suggests a donation of \$1000.00 plus our staff time consistent with our past participation.

Being a sponsor and participating in Creek Week is consistent with our goal to improve community relations and recognition of the District within Natomas. Also, we are beneficiaries of the work done by volunteers in removing trash and debris from our canals.

In addition to sponsorship, the District has issued a Temporary Use Permit to the SCC to allow boats with volunteers within our Main Drain to assist in the debris removal. The permit requires insurance by the SCC with the District named as an additional insured.

Recommendation

Staff recommends the Board approve sponsorship of Creek Week including a donation of \$1000.00 plus have our staff participate on the day of the event. In addition, the District will issue a Temporary Use Permit allowing for boats on our Main Drain to assist with the cleanup effort.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 5**

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

- A. Regional Flood Control Issues
- B. Flood Season Outlook
- C. Corps Natomas Project update
- D. Plant 1 Spare SMUD Transformer
- E. PG&E Vegetation Management project American River Parkway
- F. Clean Up Coordination by RWQCB in NEMDC Floodway
- G. V Drain Pipe Culvert Replacement

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 6**

**SUBJECT:** Public Outreach Update – K. Pardieck

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 7**

**SUBJECT:** District Counsel's Report

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

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 8**

**SUBJECT:** Superintendent's Report

**To:** Trustees of Reclamation District No. 1000

**From:** Superintendent Don Caldwell

**Date:** December 1, 2018

**Re:** Report of activities within the District during the month of November 2018

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

RD 1000 Field Crew	*Field Hours Worked	Activity
	283	Plant Maintenance
	29.5	Grounds
	119.5	Levee Maintenance
	15.5	Pump Maintenance
	11	Ditch Maintenance
	0	Fence Repair
	12	Garbage
	46	Weed Control
	8	Mowing
	0	Upper GGS
	107	Equipment Repairs

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

**Bannon** H: 8.80'  
L: 6.76'

**River** H: 8.99'  
L: 5.01'

**Rain totals**

Rain totals for the month of November were 3.62"

Rain totals since July 1st were 5.80"

**Safety topics for the month of November:** Wet weather driving conditions wipers and headlights

## Pumping

The district did some pumping for a small rain event in November

Pumping Plant	Pump	Hours and A/F
<b>Plant 8</b>	Pump # 1	47.6 hours and 499.8 A/F
	Pump # 2	3.5 hours and 36.75 A/F
	Pump # 3	246 hours and 934.8 A/F
	Pump # 5	115.4 hours and 438.52 A/F
<b>Plant 3</b>	Pump # 1	6.9 hours and 25.53 A/F
	Pump # 3	16.5 hours and 110.55 A/F

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Reclamation District No. 1000  
Superintendent Don Caldwell



**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 9**

**SUBJECT:** Correspondence/News/Information

**STAFF  
SUMMARIES & RECOMMENDATIONS  
DECEMBER 14, 2018  
AGENDA ITEM 10**

**SUBJECT: Closed Session**

PUBLIC EMPLOYMENT  
Title: General Manager