



**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

**FRIDAY, MARCH 12, 2021  
8:00 A.M.**

**WEB & TELEPHONE MEETING ONLY**

**MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19**

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Trustees and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Trustees and the public is as follows:

**Join the meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/rd1000>

**You can also dial in using your phone.**

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

**Access Code:** 539-716-757

If you don't already have the gotomeeting application downloaded, please allow yourself additional time prior to the meeting to install the free application on your computer, tablet or smartphone. The application is not required to participate via phone.

Any member of the public on the telephone may speak during Public Comment or may email public comments to [kking@rd1000.org](mailto:kking@rd1000.org) and comments will be read from each member of the public. During this period of modified Brown Act Requirements, the District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility. Requests for reasonable modifications under the ADA may be submitted to the email address noted above, or by phone directly to the District.

All items requiring a vote of the Board of Trustees will be performed as a roll call vote to ensure votes are heard and recorded correctly. In addition, the meeting will be recorded and participation in the meeting via gotomeeting and/or phone will serve as the participants acknowledgment and consent of recordation.

## **AGENDA**

### **1. PRELIMINARY**

- 1.1. Call Meeting to Order
- 1.2. Roll Call
- 1.3. Approval of Agenda
- 1.4. Pledge of Allegiance
- 1.5. Conflict of Interest (*Any Agenda items that might be a conflict of interest to any Trustee should be identified at this time by the Trustee involved*)

### **2. PRESENTATIONS**

- 2.1. No Scheduled Presentations

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

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

*Public comments on agenda or non-agenda items during the Board of Trustees meeting are for the purpose of informing the Board to assist Trustees in making decisions. Please address your comments to the President of the Board. The Board President will request responses from staff, if appropriate. Please be aware the California Government Code prohibits the Board from taking any immediate action on an item which does not appear on the agenda unless the item meets stringent statutory requirements (see California Government Code Section 54954.2 (a)).*

*Public comments during Board meetings are not for question and answers. Should you have questions, please do not ask them as part of your public comments to the Board. Answers will not be provided during Board meetings. Please present your questions to any member of RD 1000 staff via e-mail, telephone, letter, or in-person at a time other than during a Board meeting.*

### **4. INFORMATIONAL ITEMS**

- 4.1. GENERAL MANAGER'S REPORT: Update on activities since the February 2021 Board Meeting.
- 4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the February 2021 Board Meeting.
- 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the February 2021 Board Meeting.

**5. CONSENT CALENDAR**

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

- 5.1. APPROVAL OF MINUTES: Approval of Minutes from February 12, 2021 Regular Board Meeting.
- 5.2. TREASURER'S REPORT: Approve Treasurer's Report for February 2021.
- 5.3. EXPENDITURE REPORT: Review and Accept Report for February 2021.
- 5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for February 2021.

**6. SCHEDULED ITEMS**

- 6.1. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with NBS for Phase 2 of Comprehensive Financial Plan.

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

7.1. BOARD ACTIVITY UPDATES:

7.1.1. RD 1000 Committee Meetings Since Last Board Meeting

- Executive Committee (Gilbert & Lee Reeder) March 3, 2021

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

- Finance Committee (Gilbert & Bains)
- Legal Committee (Avdis, Barandas & Lee Reeder)
- Operations Committee (Bains & Barandas)
- Personnel Committee (Jones, Bains & Barandas)
- Urbanization Committee (Lee-Reeder, Avdis & Jones)

**8. CLOSED SESSION**

- 8.1. PERSONNEL EVALUATION: Pursuant to Government Code § 54957, hold annual personnel evaluation of the General Manager. The Board will appraise and comment upon the performance of the General Manager. If any substantial changes in duties, compensation or benefits are to be considered or proposed, they will be considered in open session.

**9. RECONVENE TO OPEN SESSION**

- 9.1. Report from Closed Session.

**10. ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 4.1

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TITLE: General Manager's Report – March 2021

SUBJECT: Update on activities since the February 2021 Board of Trustees Meeting

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### EXECUTIVE SUMMARY:

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activity from February included continued coordination on Natomas Levee Improvement Project with the United States Army Corps of Engineers, SAFCA and others, kickoff of the Natomas Basin Hydraulic Model Project, on-boarding of the Operations Manager, re-organization of the Operations Department. In summary, the District had a productive and successful month. Our key activities and achievements are presented below:

### BACKGROUND:

#### 1. Administration Services

##### a. Human Resources

- i. Operations Manager, Gabriel Holleman, joined the District on February 26, 2021.
- ii. District Foreman, Tony Del Castillo, was promoted to Operations Supervisor on February 15, 2021.
- iii. Lead Operations Specialist positions were posted for internal recruitment only, on March 2, 2021.

##### b. Fiscal Year 2021-2022 Budget

- i. Budget Timeline: The intent of the schedule provided below is to outline the steps and milestones necessary to have a final budget ready for the Trustees to consider for adoption at the June 2021 scheduled Board Meeting.
  - Personnel Committee (Week of April 5<sup>th</sup>) – Meet and review Staff's recommendation on Cost-of-Living Adjustments (COLA) and Salary Adjustments.
  - Operations Committee (Week of April 12<sup>th</sup>) – Meet and review Budget assumptions for Operations & Maintenance (O&M) and Capital Improvement Program (CIP).
  - Finance Committee (Week of April 19<sup>th</sup>) – Meet and review Draft Budget and Projected Cash Flow Analysis.
  - RD 1000 Board Meeting (May 14, 2020) - Present Draft Budget to

**TITLE: General Manager's Report – March 2021**

Trustees for review and comment. Staff to receive comments from the Trustees and adjust as directed.

- RD 1000 Board Meeting (June 11, 2020) – Present Final Budget to Trustees for consideration of adoption.

c. Comprehensive Financial Plan

- i. Worked with NBS to prepare draft Comprehensive Financial Plan for review by Finance Committee. Draft report was presented to the Board in December 2020. Staff received comments and worked with NBS to revise the report. A final draft was presented to the Finance Committee on January 5, 2021.
- ii. The Board of Trustees approved the Financial Plan at the January 2021 Regular Meeting and directed staff to work on developing a scope of work for Phase 2.
- iii. The District worked with NBS to develop Phase 2 of the Financial Plan, see Agenda Item 6.1 for more information.

**2. District Operations**

a. Routine Operations & Maintenance:

- i. District Crews continue to perform routine maintenance and operations of the District's infrastructure. See Agenda Item 4.2 (Operations Manager's Report) for more information regarding activities performed in February 2021.

**3. Capital Improvement Projects**

a. CIP Update

- i. District entered into Professional Services Agreement with KSN, Inc. on November 12, 2019. A kickoff meeting was held on December 2, 2019.
- ii. Condition Assessment and Facility Inventory finalized in December 2019.
- iii. KSN prepared Draft Final Report and presented the aforementioned report to the Board of Trustees on June 12, 2020.
- iv. On August 14, 2020, the Board of Trustees adopted the Capital Improvement Plan Update with minor revisions to the draft presented. The Final adopted CIP was provided to the Board on September 11, 2020.

**4. Natomas Levee Improvement Projects**

a. Reach A

- i. The District, SAFCA and State provided comments on the 100% plans March 1. There are still some issues with the patrol road design as well as Plants 1A and B which need to be addressed before final bid plans are complete.

**TITLE: General Manager's Report – March 2021**

- ii. SAFCA continues acquiring necessary right of way including 5 homes upstream of I-80 and 7 homes downstream. Tree removal is complete for 2020 with the majority of the trees being removed; the remaining trees on land still being acquired will be removed in December 2021. The District is working with SAFCA on existing rights for the Plant 1 outfall structures work.
  - iii. Contract award is still scheduled for September 2021 with cutoff wall and adjacent levee construction starting in spring 2022. The Corps anticipates three years to complete Reach A.
- b. Reach B
- i. Limited construction (weather permitting) continues on Reach B including relocation of the Riverside Canal and replacement of other Natomas Water Company facilities with underground pipe. In addition, levee work continues as borrow material is available
  - ii. The project to close the I-5 window crossing the Sacramento River in Reach B remains suspended (design complete) pending negotiations between Caltrans and SAFCA/DWR.
  - iii. The project schedule has slipped slightly due to delays in certifying a revised Environmental Document and securing a Caltrans permit.
- c. Reach C
- i. The Reach C project is complete and the District is providing the operation and maintenance.
- d. Reach D
- i. The contract for reconstruction of Pumping Plant 4 has been awarded to Syblon Reid on February 11 and construction will begin this spring.
  - ii. The prior work on the Natomas Cross Canal Levee and Vestal Drain relocation have been completed including the remaining restoration work to District and Natomas Water facilities. The Corps is working on the package to turn the improvements over to the non-federal sponsors (and RD 1000) for operations and maintenance.
- e. Reach E
- i. The revised 65% plans have been completed; however the project schedule has slipped with construction delayed by one year. The 95% plans are now due in July (previous April) with project advertisement in May 2022 and award in July 2022 (construction 2023 and 2024).

**TITLE: General Manager's Report – March 2021**

- ii. SAFCA and State DWR continue working on right of way acquisition and coordination with Sutter County on the Howsley Road bridge replacement. The proposed borrow site has changed to the NBC Frazier-Bianchi site.
- f. Reach F
- i. The 35% plans and design documents were submitted for review at the end of February. We will submit comments by mid-March. The 65% plans are due in June. RD 1000 is coordinating with SAFCA, DWR and the Corps on a final design water surface profile as well as channel improvements south of Sankey Road to address potential overtopping during the 200-year flood.
  - ii. Current plans propose levee widening and potentially limited cutoff walls. Current schedule is unchanged with Contract Award in 2022 and construction in 2023 and 2024; subject to change to avoid conflict with work in Reach E all of which affect traffic on Natomas Road.
- g. Reach G
- i. The 35% plans and design documents were submitted for review at the end of February. We will submit comments by mid-March. The 65% plans are due in June. RD 1000 is coordinating with SAFCA, DWR and the Corps on a final design water surface profile as well as channel improvements south of Sankey Road to address potential overtopping during the 200-year flood.
  - ii. Current plans propose levee widening and potentially limited cutoff walls. Current schedule is unchanged with Contract Award in 2022 and construction in 2023 and 2024; subject to change to avoid conflict with work in Reach E all of which affect traffic on Natomas Road.
- h. Reach H
- i. Levee work has been completed for the season and the project has been winterized. Patrol / maintenance road grading, fence relocations, and restoration of East Levee Road will recommence in spring 2021.
  - ii. The District is working with SAFCA on modifications to Plant 8 to mitigate reduced capacity impacts due to the raised discharge pipes and minor impacts from the damaged pipes at pumps 6 and 7. The work will require replacement of one or more pumps/motors and will be implemented upon the completion of the Reach H Corps project.
- i. Reach I

**TITLE: General Manager's Report – March 2021**

- i. Construction of the cutoff wall has been completed and project finalization and turnover to SAFCA and the District is in progress.
- ii. The separate contract (Reach I Contract 2) to construct a patrol / maintenance road and perform levee slope flattening has been delayed due to right of way acquisition issues. Planning coordination between the Corps and State/SAFCA/District was paused but is now commencing again. Construction is scheduled for 2023 or later.

**5. Miscellaneous**

a. DWR Flood Maintenance Assistance Program (FMAP)

- i. GM King received funding agreement for 2020/2021 FMAP application on December 4, 2019.
- ii. As authorized by the Board on August 9, 2019 (RD 1000 Resolution No. 2019-08-05) GM King signed the funding agreement in January and returned to DWR for signatures.
- iii. FMAP 2020/2021 Funding Agreement was executed in June 2020. District requested and received advance payment for the full grant amount.
- iv. Vegetation Removal Solicitation for Proposals was issued in August 2020.
- v. The District signed purchase order for the FMAP equipment purchases and received delivery of said vehicles in October 2020.
- vi. District received one response to requests for bids for vegetation removal on September 1, 2020. General Manager King awarded contract to Emerald Services on September 9, 2020 as previously authorized by the Board of Trustees.
- vii. Emerald began vegetation removal on September 23, 2020.
- viii. District was notified by DWR of approval of FMAP funds for 2021/2022 and anticipates award of contract in early 2021. District will receive \$792K in award in FY 2021/2022. General Manager King has signed the FMAP 2021/2022 Funding Agreement and submitted to DWR on October 7.

b. Sacramento Area Flood Control Agency (SAFCA)

- i. Board Meeting – February 18, 2021 (Attachment No. 1)

c. System Wide Improvement Framework (SWIF)

- i. The District submitted a revised SWIF to the Central Valley Flood Protection Board and the United States Army Corps of Engineers on August 31, 2020, awaiting approval.

d. Natomas Basin Hydraulic Model

- i. The District issued a Request for Qualifications (RFQ) for the Natomas Basin Hydraulic Model Project on July 31, 2020.



**TITLE: General Manager's Report – March 2021**

- ii. District received two responses on August 31, 2020.
- iii. Board of Trustees approved contract with CESI on October 9, 2020.
- iv. District held kick-off meeting on February 3, 2021.
- v. GM King is coordinating with City and County on funding agreement. City agreement expected in April 2021.

**ATTACHMENTS:**

- 1. SAFCA Board Meeting – February 18, 2021

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 03/04/2021



## Board of Directors Action Summary of

**February 18, 2021 - 3:00 PM**

### **WEBEX MEETING**

**Directors/Alternates Present:** Ashby, Conant, Desmond, Frost,  
Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna,  
Shah

#### **ROLL CALL**

#### **PUBLIC COMMENTS**

#### **EXECUTIVE DIRECTOR'S REPORT**

1. Information - Executive Director's Report for February 18, 2021 (Johnson).

#### **CONSENT MATTERS**

Motion by Director Holloway and seconded by Director Desmond, to approve Resolution Nos: 2021-010; 2021-011; 2021-012; 2021-013; 2021-014; 2021-015; and 2021-016 of Consent Matters.

AYES: Ashby, Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna, Shah

NOES: (None)

ABSTAIN: (None)

ABSENT: (None)

RECUSAL: (None)

2. Approving the Action Summary for January 21, 2021 (Russell).

3. Resolutions - Setting the Time and Locations for SAFCA Meetings for March 2021 through February 2022 (Russell)
  - A. Resolution No. 2021-010 - Board of Directors' Meetings
  - B. Resolution No. 2021-011 - Executive Committee Meetings
  
4. Resolution No. 2021-012 - Authorizing the Executive Director to Execute Amendment No. 11 to Contract No. 773 with MBK Engineers for Program Management Services Related to the Natomas Levee Improvement Program (Bassett)
  
5. Resolution No. 2021-013 - Authorizing the Executive Director to Execute Amendment No. 4 to Contract No. 1407 with Grant Kreinberg of Water Resource Consultants for Project Management Services (Tibbitts)
  
6. Resolution No. 2021-014 - Authorizing the Executive Director to Execute Amendment No. 3 to Contract No. 1422 with Gualco Consulting for Local Government Relations, Community Outreach, and Right of Way Support Activities Related to the American River Common Features 2016 Project (Campbell)
  
7. Resolution No. 2021-015 - Consideration of the Final Supplemental Environmental Assessment/Environmental Impact Report for the American River Watershed Common Features Water Resources Development Act of 2016 (ARCF 2016) Project, Sacramento River Erosion Contract 1: River Mile 55.2 Left Bank Protection as a Responsible Agency and Approving the Recommended Project (Sorgen)
  
8. Resolution No. 2021-016 - Amending the Executive Director's Delegated Authority Related to Real Estate Transactions (Campbell)

**SEPARATE MATTERS**

9. Public Hearing - Resolution of Necessity No. 2021-017 - Authorizing an Eminent Domain Action to Acquire Certain Real Property Interests for the Reach A Component of Phase 4b of the Natomas Levee Improvement Project - Portion of Sacramento County Assessor's Parcel Number 274-0260-009 - Property Owner: Pacific Gas and Electric Company (Bassett) Pursuant to Section 1245.240 of the Cal Code of Civil Procedure this Item requires a 2/3 or 9 Member Approval Vote to pass

Motion by Director Conant and seconded by Director Holloway to Open and Close the Public Hearing and to approve Resolution No. 2021-017. No public comments were received.

AYES: Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna, and Shah

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Ashby

10. Public Hearing - Resolution of Necessity No. 2021-018 - Authorizing an Eminent Domain Action to Acquire Real Property for the Reach A Component of the Natomas Levee Improvement Project - Sacramento County Assessor's Parcel Number 274-0430-012 - Property Owner: Mr. Leonard M. Kanefsky (Bassett) Pursuant to Section 1245.240 of the Cal Code of Civil Procedure this Item requires a 2/3 or 9 Member Approval Vote to pass

Motion by Director Jennings and seconded by Director Serna to Open and Close the Public Hearing and to approve Resolution No. 2021-018. No public comments were received.

AYES: Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna, and Shah

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Ashby

11. Public Hearing - Resolution of Necessity No. 2021-019 - Authorizing an Eminent Domain Action to Acquire Certain Real Property Interests in Sacramento County Assessor's Parcel Number 237-0031-050 for Phase 4b of the Natomas Levee Improvement Project - Property Owner: Sutter's Claim, L.P. (Bassett) Pursuant to Section 1245.240 of the Cal Code of Civil Procedure this Item requires a 2/3 or 9 Member Approval Vote to pass

Motion by Director Harris and seconded by Director Desmond to drop Resolution No. 2021-019 from the Agenda.

AYES: Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna, and Shah

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Ashby

12. Information - Update on Mitigation Needs for the American River Common Features Project (Saucier)

**Government Code Section 54956.8 - Conference with Real Property Negotiators.**

**Property: 4180 Northgate Blvd., Sacramento County, CA. APN: 237-0031-052**

**Agency Negotiators: Matt, DeGroot, John A. Bassett, Jeremy D. Goldberg, Jason D. Campbell, Richard M. Johnson**

**Negotiating Party: David Hamm on behalf of Towne Commercial, LLC**

**Under Negotiation: Price and terms of payment**

**Government Code Section 54956.8 - Conference with Real Property Negotiators.**

**Property: Sacramento County, CA. APNs: 274-0120-104, 274-0120-105, 274-0120-106**

**Agency Negotiators: Matt DeGroot, Jeremy D. Goldberg, Jason D. Campbell, Richard M. Johnson**

**Negotiating Party: Cathleen Rose on behalf of Henry and Carmen Urrutia Limited Partnership**

**Under Negotiation: Price and terms of payment**

Staff recommended both Closed Session Items be dropped from the Agenda

Motion by Director Shah and seconded by Director Conant to drop the Closed Session Items from the Agenda.

AYES: Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, Reeder, Serna, and Shah

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Ashby

Respectfully submitted,

Lyndee Russell



## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 4.2

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**TITLE:** Operations Manager's Report – March 2021

**SUBJECT:** Update on Activities Since the February 2021 Board of Trustees Meeting

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### EXECUTIVE SUMMARY:

This Staff Report is intended to inform the Board and serve as the official record of the activities the District's field staff engaged in for the month of February 2021. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels.

The Operations Manager's report was created to provide monthly updates to the Board of Trustees on field related activities within the District boundaries, as well as provide a historical record. This allows for the District and the public an opportunity to refer back to data trends over time regarding the weather impact on District facilities, crew activities, and local river and canal conditions as well as general District activities from month to month.

### RECOMMENDATION:

There are no staff recommendations, the information provided is strictly informational.

### ATTACHMENTS:

1. Operations Manager's Report Data Sheet

### STAFF RESPONSIBLE FOR REPORT:



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Gabriel J. Holleman, Operations Manager

Date: 03/01/2021



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Kevin L. King, General Manager

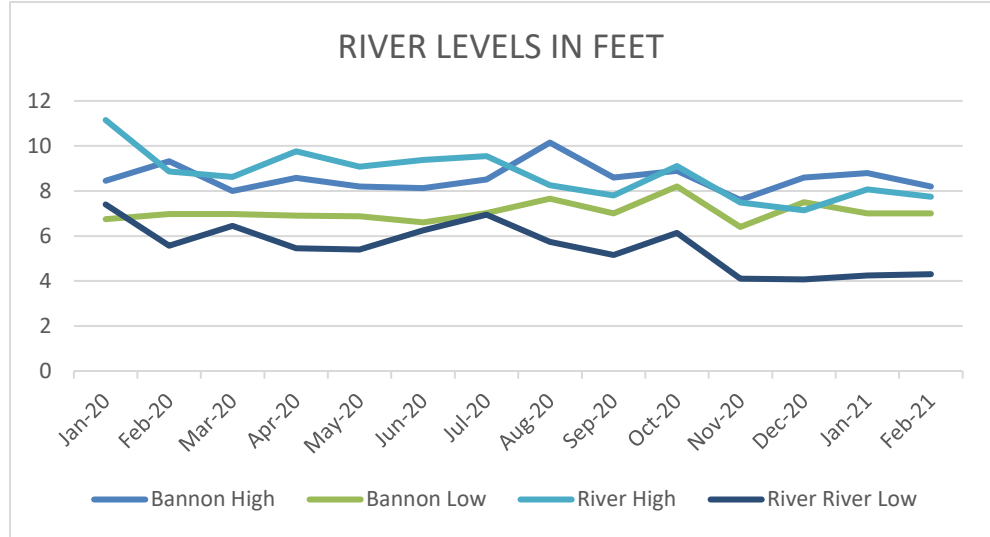
Date: 03/04/2021



**River Levels:**

**Bannon** H: 8.2'  
L: 7.0'

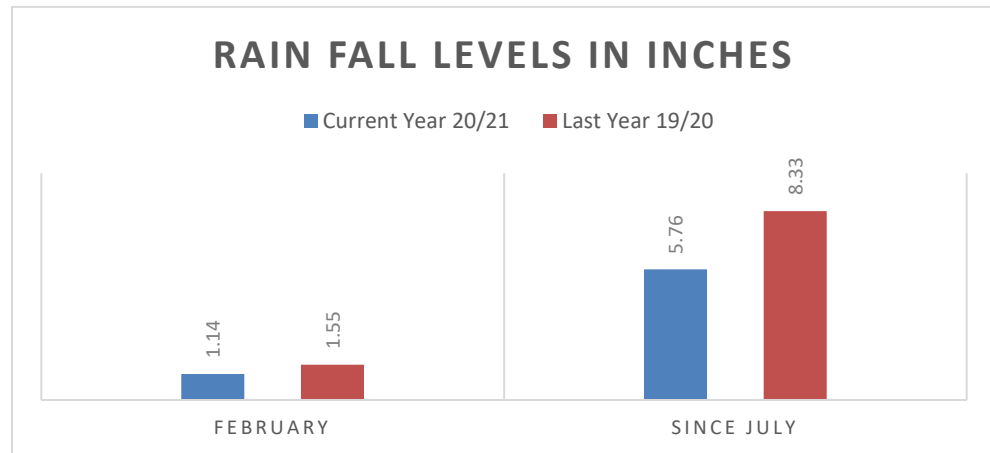
**River** H: 7.74'  
L: 4.30'



**Rain Fall Totals:**

February rain totals were 1.14"

Rain totals since July 1st were 5.76"



**Safety Topics for the Month of February**

Handling Hazardous Materials – Be mindful of the hazardous materials you come in contact with. Follow safe procedures when handling hazardous materials. Review label associated to any and all materials, and utilize the proper personal protective equipment. If there are any questions related to the materials used, please contact your direct supervisor, or review the on site Material Safety Data Sheets.

**District Complaints**

The District received multiple complaints related to trash and debris along district facilities, therefore staff was deployed to remove debris within District boundaries. The past winter storm resulted in numerous reports of fallen trees. The District is currently in communication with affected homeowners, who will be notified when the trees are scheduled to be removed.

*Operations Manager's Report*

The chart below represents various activities the field crew spent their time working on during the month of February 2021.

RD 1000 Field Crew	*Field Hours Worked	Activity
	699.5	Grounds
	10	Pump Plant Maintenance
	265	Pump Rounds
	8	Fence Repair
	44	Garbage
	32	Equipment Repair

*\*Hours worked do not include the Operations Manager's time.*

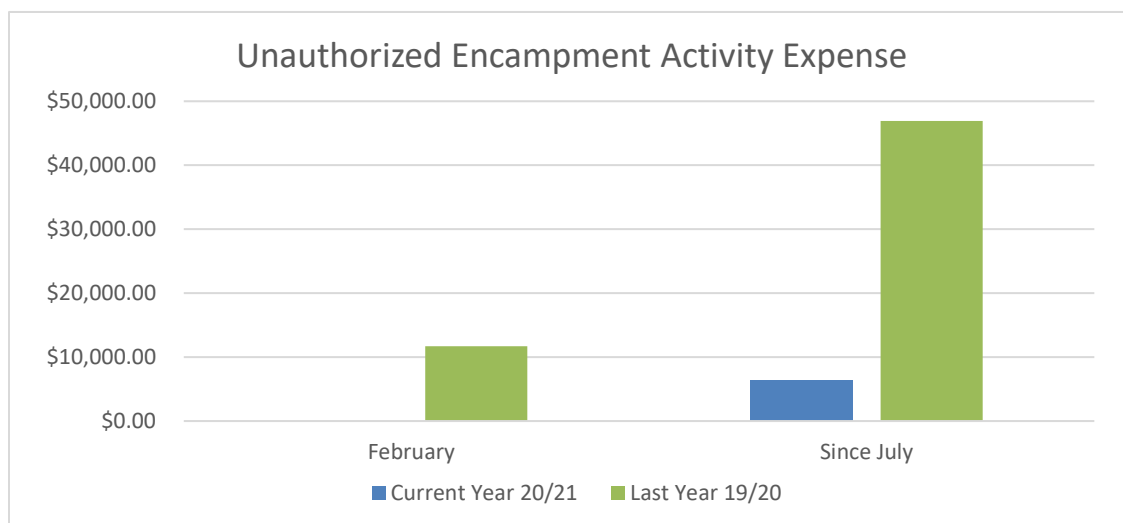
**Pumping**

Please see the pumping data below as it relates to the month of February within the Basin. The total amount pumped in the month of February is 3,237.72 A/F.

Pumping Plant	Pump	Hours and A/F
Plant 1-B	Pump # 2	144.4 hours and 1415.12 A/F
Plant 2	Pump # 2	1.5 hours and 4.35 A/F
Plant 3	Pump # 1	38.5 hours and 142.45 A/F
Plant 8	Pump # 3	381.6 hours and 1450.08 A/F
	Pump # 5	59.4 hours and 225.72 A/F

**Unauthorized Encampment Activity** The District did not utilize any resources directly related to unauthorized encampment activity within the District during the month of February.

**Unauthorized Encampment Activity – Year to Date** This fiscal year to date the District spent a total of 94 crew hours on unauthorized encampments for a total cost to the District of \$6,414.17 This total includes labor,\* equipment costs, materials and dump fees.







**RECLAMATION DISTRICT 1000**

**DATE: MARCH 12, 2021**

**AGENDA ITEM NO. 4.3**

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**TITLE: District Counsel's Report – March 2021**

**SUBJECT: Update on Activities Since the February 2021 Board of Trustees Meeting**

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**EXECUTIVE SUMMARY:**

Reclamation District 1000's (RD 1000; District) General Counsel, Rebecca Smith and/or Scott Shapiro to provide verbal report of work performed during the month of February 2021.

**ATTACHMENTS:**

None

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 03/03/2021



## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 5.1

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**TITLE:** Approval of Minutes

**SUBJECT:** Approval of Minutes from February 12, 2021 Regular Board Meeting

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**EXECUTIVE SUMMARY:**

This staff report is intended to serve as the official record of the Board of Trustees' monthly meetings. This document details meeting participants, proof of items discussed, summaries of board meeting discussion, and actions taken by the Board. Staff recommends Board approval of meeting minutes (Attachment No. 1) from the February 12, 2021, Regular Board Meeting.

**BACKGROUND:**

The Ralph M. Brown Act (Gov. Code §54950 et seq.) governs meetings by public commissions, boards and councils, and public agencies in California. The Act facilitates public transparency and public participation in local government decisions. The Act also contains specific exemptions from the open meeting requirements where governmental agencies have a demonstrated need for confidentiality. To further comply with transparency, Reclamation District No. 1000 documents meetings of the Board of Trustees through Board Minutes.

**RECOMMENDATION:**

Staff recommends the Board approve the Minutes from the February 12, 2021, Regular Board Meeting.

**ATTACHMENTS:**

1. February 12, 2021, Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Service Manager

Date: 03/01/2021

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 03/02/2021



**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**FEBRUARY 12, 2021  
MEETING MINUTES**

In light of COVID-19 and in Compliance with CA Executive Orders N-25-20 and N-29-20, members of the Board of Trustees and members of the public participated in this meeting by teleconference. This meeting was recorded without objection. Present were: Board President Thom Gilbert; Vice President Elena Lee Reeder; Trustee Nick Avdis; Trustee Tom Barandas; Trustee Debra G. Jones; Trustee Jeff Smith; General Manager Kevin King; Co-General Counsel Rebecca Smith; Co-General Counsel Scott Shapiro; Administrative Services Manager Joleen Gutierrez; Foreman Tony Del Castillo; and District Engineering Consultant Scott Brown from Larsen Wurzel attended the meeting. Trustee Jag Bains was not available to participate in the Board meeting.

**1. PRELIMINARY**

1. Call Meeting to Order  
Board President Thom Gilbert called the meeting to order.
2. Roll Call  
ASM Gutierrez called the roll and established a quorum.

Present: Trustee Nick Avdis, Trustee Tom Barandas, Trustee Thom Gilbert, Trustee Debra G. Jones, Trustee Elena Lee Reeder, and Trustee Jeff Smith  
Absent: Trustee Jag Bains

3. Approval of Agenda  
Trustee Nick Avdis moved approval of the February 12, 2021 Board meeting agenda.

MOVED/SECONDED: Trustee Avdis/Trustee Jones  
AYES: Trustee Nick Avdis, Trustee Tom Barandas, Trustee Thom Gilbert, Trustee Debra G. Jones, Trustee Elena Lee Reeder, Trustee Jeff Smith  
NOES: None  
ABSENT: Trustee Jag Bains  
ACTION: Motion to approve the February 12, 2021 Board Meeting Agenda is approved.

4. Pledge of Allegiance  
Board President Gilbert led the Pledge of Allegiance.
5. Conflict of Interest  
No conflicts were disclosed by the Trustees.

## 2. PRESENTATIONS

There were no presentations scheduled.

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

There were no public comments.

## 4. INFORMATIONAL ITEMS

1. GENERAL MANAGER'S REPORT: Update on activities since the January 2021 Board Meeting.

The General Manager's report was included in the February 12, 2021 Board Packet. GM Kevin King reported that he registered with Sacramento County to see if the District qualifies for the vaccine clinics requesting District vaccinations under Tier 1. GM King is waiting to hear back. If registration is approved, vaccinations will be optional and not mandatory.

GM King also talked about recent storm events and a 24-hour power outage at Pumping Plant 1B and other pumping stations. SMUD was unable to restore power at this location immediately. Trustee Nick Avdis would like the District to contact the Government Affairs and account representative at SMUD regarding prioritizing power restore to critical infrastructure in the future. After this event, GM King believes this is more of a reason to move forward with implementing the District's CIP, adding generators, and not being reliant on a single power source. Natomas relies on pumping plants that need to run during storm events.

General Manager King provided an update regarding the Cal-OES grant opportunity. He made known that the District did not get selected to receive the grant. He will contact Cal-OES for feedback and learn how to strengthen grant proposals in the future.

2. SUPERINTENDENT'S REPORT: Update on activities since the January 2021 Board Meeting.

The Superintendent's Report was included in the February 12, 2021 Board Packet. There were no questions or comments.

3. DISTRICT COUNSEL'S REPORT: Update on activities since the January 2021 Board Meeting.

Co-General Counsel Rebecca Smith provided a verbal update of her activities during January 2021. General Manager Kevin King provided an on-screen overview of the Board Vacancy Notification/Advertisement/Process/Appointment/Procedure/Term of Appointee. Trustees discussed and decided the Board will determine the interview process at the March 12 Board Meeting. Letters of interest and resumes will be due on March 19. Noticing and Advertising will begin on Monday, February 15, 2021.

Co-General Counsel Scott Shapiro encouraged Trustees to reach out to their networks and alert them of the Board vacancy.

## **5. CONSENT CALENDAR**

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

General Manager King stated he would entertain a motion to approve the consent calendar.

MOVED/SECONDED: Trustee Jones/Trustee Avdis

AYES: Trustee Nick Avdis, Trustee Tom Barandas, Trustee Thom Gilbert, Trustee Debra G. Jones, Trustee Elena Lee Reeder, Trustee Jeff Smith

NOES: None

ABSENT: Trustee Jag Bains

ACTION: A motion to approve items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, and 5.7 on the Consent Calendar is approved.

5.1 APPROVAL OF MINUTES: Approval of Minutes from January 15, 2021 Regular Board Meeting.

5.2 TREASURER'S REPORT: Approve Treasurer's Report for January 2021.

5.3 EXPENDITURE REPORT: Review and Accept Report for January 2021.

5.4 BUDGET TO ACTUAL REPORT: Review and Accept Report for January 2021.

5.5 RECEIVE AND FILE: Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021.

5.6 FISCAL YEAR 2020/2021 SALARY ADJUSTMENT: Review and Consider Approval of Merit Pay for Fiscal Year 2020/2021.

5.7 OFFICIAL PAY RATE SCHEDULE FOR FISCAL YEAR 2020/2021: Review and Consider Adoption of Resolution No. 2021-02-01 Approving Official Pay Rate Schedule for Fiscal Year 2020/2021.

## **6 SCHEDULED ITEMS**

6.1 RECOGNITION OF SERVICE: Review and Consider Adoption of Resolution No. 2021-02-02 Recognizing Trustee Jeff Smith for his Service to the Community.

President Thom Gilbert recognized Trustee Jeff Smith for his service to the District from October 2008 to February 2021 and touched on his many contributions laid out in Resolution 2021-02-02.

Trustee Smith made a few comments and is pleased to see that the District now has a CIP and direction for the future. He appreciates everyone's contributions and ideas. GM King and Board members individually thanked Mr. Smith for his many years of service. GM King stated he would entertain a motion to adopt Resolution 2021-0202 recognizing Trustee Jeff Smith.

MOVED/SECONDED: Trustee Avdis/Trustee Jones

AYES: Trustee Nick Avdis, Trustee Tom Barandas, Trustee Thom Gilbert, Trustee Debra G. Jones, Trustee Elena Lee Reeder, Trustee Jeff Smith

NOES: None

ABSENT: Trustee Jag Bains

ACTION: A motion to adopt Resolution 2021-02-02 is approved.

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

The Committee Meeting Minutes from the 2/26/21 Personnel Committee and 2/27/21 Legal Committee were included in the February 12 Board packet.

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

#### **7.1.1 RD 1000 Committee Meetings Since Last Board Meeting**

7.1.1.1 Personnel Committee (Jones, Bains, & Barandas) January 26, 2021

7.1.1.2 Legal Committee (Avdis, Barandas & Lee Reeder) January 27, 2021

7.1.1.3 Executive Committee (Gilbert & Lee Reeder) February 3, 2021

#### **7.1.2 RD 1000 Committees No Meetings Since Last Board Meeting**

7.1.2.1 Finance Committee (Gilbert, Bains & Smith)

7.1.2.2 Operations Committee (Bains, Barandas & Smith)

7.1.2.3 Urbanization Committee (Lee-Reeder, Avdis & Jones)

## **8 CLOSED SESSION**

8.1 PERSONNEL EVALUATION: Pursuant to Government Code section 54957, hold annual personnel evaluation of the General Manager. The Board will appraise and comment upon the performance of the General Manager. If any substantial changes in duties, compensation, or benefits are to be considered or proposed, they will be considered in open session.

## **9 RECONVENE TO OPEN SESSION**

There was nothing to report out from the closed session.

## **10 ADJOURN**

Trustee Nick Avdis made a motion to adjourn the meeting.

MOVED/SECONDED: Trustee Avdis/Trustee Lee Reeder

AYES: Trustee Nick Avdis, Trustee Tom Barandas, Trustee Thom Gilbert, Trustee Debra G. Jones, Trustee Elena Lee Reeder

NOES: None

ABSTAIN: Trustee Jeff Smith

ABSENT: Trustee Jag Bains

ACTION: The meeting is adjourned.



## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 5.2

---

TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for February 2021

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### EXECUTIVE SUMMARY:

This Staff Report is intended to inform the Board of the current total funds in the District's checking and money market accounts, Sacramento County Treasurer Fund, State Treasurer Local Agency Investment Fund (LAIF), and the City of Sacramento Pooled Investment Fund.

The Staff Report attachment provides the monthly beginning and ending balances of its Operations and Maintenance cash flow. The report considers the current month's receipts, fund to fund transfers, accounts payable, and payroll. Noteworthy fund and cash flow items during February 2021 are featured in the attached Treasurer's Report.

The District maintains funds in the California State Controller Local Agency Investment Fund (LAIF), the Sacramento County Treasurer, and Bank of the West. The District's primary source of income is property assessments. Assessments are collected through respective Sacramento and Sutter County tax bills.

Annually, the Board of Trustees approves a Resolution designating officers and signatories to the Operations and Maintenance Fund held by the Sacramento County Treasurer. The District's Financial Reserve Policy guides current, future, and unexpected funding requirements. The District's Investment Policy guides investments made by the District of any surplus or reserve funds it may have.

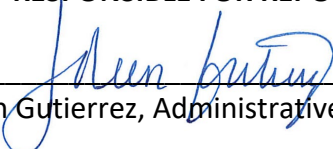
### RECOMMENDATION:

Staff recommends the Board approve the February 2021 Treasurer's Report.

### ATTACHMENTS:

1. Treasurer's Report February 2021

### STAFF RESPONSIBLE FOR REPORT:

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 03/01/2021

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 03/02/2021

Reclamation District 1000  
Treasurer's Report  
February 2021

**Treasurer's Report for February 2021**

<b>February 2021</b>		<b>Ending Balance @ 2/28/21</b>
<b>Total Funds at 2/28/21</b>		<b>8,572,667.13</b>
Bank of the West - Checking*		285,886.43
Bank of the West - Money Market		150,684.88
Bank of the West FMAP		32,375.47
Sacramento County Treasurer		5,505,933.35
State Treasurer - Local Agency Investment Fund		439,933.13
City of Sacramento - Pool A		2,157,853.87

Included in O&M cash flow below  
Included in O&M cash flow below

<b>February 2021 - Operations and Maintenance Cash Flow</b>	<b>Money Market</b>	<b>Operating Checking *</b>	<b>Combined O&amp;M</b>
<b>Beginning Balance at 2/1/21</b>	200,683.09	272,736.08	473,419.17
Transfers from money market to operating account	(350,000.00)	350,000.00	-
Transfers from LAIF to money market account	300,000.00		300,000.00
Monthly interest income	1.79		1.79
Current months receipts		11,280.07	11,280.07
Accounts Payable*		(247,226.80)	(247,226.80)
Payroll		(100,902.92)	(100,902.92)
<b>Ending Balance at 2/28/21</b>	<b>150,684.88</b>	<b>285,886.43</b>	<b>436,571.31</b>

\*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank fee from Bank of the West	40.00
Voided check for County of Sacramento	10,000.00
Unidentified bank deposits	111.07
Scrap metal sales	1,129.00
	<hr/>
	11,280.07
	<hr/> <hr/>





## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 5.3

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**TITLE:** Expenditure Report

**SUBJECT:** Review and Accept Report for February 2021

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### EXECUTIVE SUMMARY:

This Staff Report serves to advise the Board of monthly expenditures and explain any expenses outside of the usual course of business. Staff recommends the Board review and accept the Expenditure Report for February 2021.

#### Expenses

The Administrative Services Manager reviews and the General Manager approves expenditures. This activity is disclosed monthly as an attachment to this staff report. The Expenditure Report (Attachment 1) reveals only one item of note for \$100,000.00 to Civil Engineering solutions for the budgeted Natomas Basin Hydraulic Model.

### RECOMMENDATION:

Staff recommends the Board review and accept the Expenditure Report for February 2021.

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

1. February 2021 Expenditure Report
2. Financial Expense Comparison Summary

### STAFF RESPONSIBLE FOR REPORT:

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 03/01/2021

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 03/02/2021

February 2021 Expenditure Report

Type	Date	Num	Name	Memo	Amount	Balance
<b>Cash and Investments</b>						<b>272,736.08</b>
<b>1010.00 - Bank of the West Checking Acct</b>						<b>272,736.08</b>
General Journal	02/01/2021		Bank of the West	Bank fee refund	40.00	272,776.08
Check General Journal	02/01/2021	EFT	Bank of the West	Void check # 50020, replaced with check # 50407	-40.00	272,736.08
Bill Pmt - Check	02/01/2021				10,000.00	282,736.08
Bill Pmt - Check	02/02/2021	1001775922	Cal Pers	J Gutierrez 457 Jan 2021	-914.09	281,821.99
Bill Pmt - Check	02/03/2021	03022021	Alhambra & Sierra Springs	33167566169212	-39.02	281,782.97
Bill Pmt - Check	02/03/2021	3461141060	City of Sacramento	Acct 7029676079	-4.65	281,778.32
Bill Pmt - Check	02/03/2021	9696460031	Comcast	8155600381146169	-220.01	281,558.31
Bill Pmt - Check	02/03/2021	2544484	Napa Auto Parts	20906137	-334.91	281,223.40
Bill Pmt - Check	02/03/2021	50376	Airgas NCN	2140381	-379.58	280,843.82
Bill Pmt - Check	02/03/2021	50377	Brookman Protection Services, Inc.	Inv 21-012	-9,000.00	271,843.82
Bill Pmt - Check	02/03/2021	50378	Civil Engineering Solutions, Inc	Inv 2021-01A-1	-100,000.00	171,843.82
Bill Pmt - Check	02/03/2021	50379	Employee Relations, Inc.	Inv 89684	-51.22	171,792.60
Bill Pmt - Check	02/03/2021	50380	Grainger, Inc.	814224408	-67.66	171,724.94
Bill Pmt - Check	02/03/2021	50381	MBK Engineers	FMAP	-5,639.50	166,085.44
Bill Pmt - Check	02/03/2021	50382	Neat Freak Clean, LLC	Inv 2021-01-27	-210.00	165,875.44
Bill Pmt - Check	02/03/2021	50383	Rexel	361261	-311.85	165,563.59
Bill Pmt - Check	02/03/2021	50384	Smile Business Products	103404	-206.48	165,357.11
Bill Pmt - Check	02/03/2021	50385	Streamline	A14C0AB6-003	-200.00	165,157.11
Bill Pmt - Check	02/03/2021	50386	Yolo County Public Works	000051	-153.20	165,003.91
Transfer Bill Pmt - Check	02/03/2021			Funds Transfer	150,000.00	315,003.91
General Journal	02/05/2021	1001778859	Cal Pers	457 January	-350.00	314,653.91
General Journal	02/05/2021			2/5/21 payroll wages	-33,991.60	280,662.31
General Journal	02/05/2021			2/5/21 payroll taxes	-14,858.08	265,804.23
Bill Pmt - Check	02/10/2021	068069070	Cal Pers	January Pension	-11,579.50	254,224.73
Bill Pmt - Check	02/10/2021	50387	A T.E.E.M. Electrical Engineering, Inc.	Inv 1809a-19	-310.00	253,914.73
Bill Pmt - Check	02/10/2021	50388	ACWA JPIA	Dental/Vision	-1,709.97	252,204.76
Bill Pmt - Check	02/10/2021	50389	Airgas NCN	2140381	-306.31	251,898.45
Bill Pmt - Check	02/10/2021	50390	Green Light Termite and Pest	000212000	-75.00	251,823.45
Bill Pmt - Check	02/10/2021	50391	Miles Treaster & Associates	Quote 111030	-743.69	251,079.76
Bill Pmt - Check	02/10/2021	50392	US Bank Corp	Acct Ending 4049	-1,623.42	249,456.34
Bill Pmt - Check	02/10/2021	0017145171	California Department of Tax and Fee Adm	Act 094-022084	-139.98	249,316.36
Bill Pmt - Check	02/12/2021	EFT	ADP	Payroll fees	-94.97	249,221.39
Bill Pmt - Check	02/17/2021	329967	Berkshire Hathaway Homestate Companies	Policy REWC122900	-2,114.42	247,106.97
Bill Pmt - Check	02/17/2021	1001786985	Cal Pers	March 2021	-18,145.04	228,961.93
Bill Pmt - Check	02/17/2021	4951830354	City of Sacramento	Acct 5450844000	-36.43	228,925.50

Bill Pmt - Check	02/17/2021	12035818010	Tractor Supply Credit Plan	6035301205009622	-2,311.18	226,614.32
Bill Pmt - Check	02/17/2021	80025807990	Waste Management of Sacramento		-549.39	226,064.93
Bill Pmt - Check	02/17/2021	4951817104	City of Sacramento	Acct 2007944000	-158.83	225,906.10
Bill Pmt - Check	02/17/2021	50393	Aramark	796198	-321.73	225,584.37
Bill Pmt - Check	02/17/2021	50394	AT&T	9391052144	-306.95	225,277.42
Bill Pmt - Check	02/17/2021	50395	Bearing Belt & Chain	Inv 77859	-614.11	224,663.31
Bill Pmt - Check	02/17/2021	50396	Carson Landscape Industries	1080	-1,085.00	223,578.31
Bill Pmt - Check	02/17/2021	50397	Interstate Oil Company	41-0068266	-3,711.14	219,867.17
Bill Pmt - Check	02/17/2021	50398	NBS	Inv 1210000085	-3,528.75	216,338.42
Bill Pmt - Check	02/17/2021	50399	Occupational Health Centers of CA	Inv 70222574	-102.50	216,235.92
Bill Pmt - Check	02/17/2021	50400	Steve Yaeger Consulting	Inv 2021-1	-2,520.00	213,715.92
Bill Pmt - Check	02/17/2021	50401	Terrapin Technology Group	Inv 21-0110	-638.69	213,077.23
Bill Pmt - Check	02/17/2021	50402	Total Compensation Systems, Inc.	Inv 8924	-675.00	212,402.23
Bill Pmt - Check	02/17/2021	50403	Valley Hydraulics & Machine, Inc.	Inv 114903	-143.91	212,258.32
Transfer General Journal	02/17/2021			Funds Transfer	200,000.00	412,258.32
General Journal	02/17/2021			Scrap metal sales	1,129.00	413,387.32
General Journal	02/18/2021			2/18/21 payroll wages	-26,162.38	387,224.94
General Journal	02/18/2021			2/18/21 payroll taxes	-12,062.26	375,162.68
Check General Journal	02/22/2021	EFT	Bank of the West		-20.00	375,142.68
General Journal	02/22/2021			2/22/21 payroll taxes	-3,643.97	371,498.71
General Journal	02/22/2021			2/22/21 payroll wages (retroactive)	-10,184.63	361,314.08
General Journal	02/24/2021			Unidentified deposit	111.07	361,425.15
Bill Pmt - Check	02/25/2021	50404	Blankinship & Associates, Inc.	Inv 7307	-1,045.00	360,380.15
Bill Pmt - Check	02/25/2021	50405	Boutin Jones, Inc.	020773	-272.00	360,108.15
Bill Pmt - Check	02/25/2021	50406	Chavez Accountancy Corporation	R11125	-552.50	359,555.65
Bill Pmt - Check	02/25/2021	50407	County of Sacramento - Dept of Reg Parks	200 Cleveland Ave/Replaces check # 50020	-10,000.00	349,555.65
Bill Pmt - Check	02/25/2021	50408	Department of Pesticide Regulations	Jenkins Pesticide Licensing	-140.00	349,415.65
Bill Pmt - Check	02/25/2021	50409	Downey Brand LLP	Legal	-4,068.50	345,347.15
Bill Pmt - Check	02/25/2021	50410	Hire Right Solutions, LLC	4427151774	-46.52	345,300.63
Bill Pmt - Check	02/25/2021	50411	Mead & Hunt	Inv 313388	-1,554.25	343,746.38
Bill Pmt - Check	02/25/2021	50412	Miles Treaster & Associates	50% Deposit Quote 111099	-1,577.78	342,168.60
Bill Pmt - Check	02/25/2021	50413	Neat Freak Clean, LLC	Inv 2021-02-24	-280.00	341,888.60
Bill Pmt - Check	02/25/2021	50414	Reclamation District 537	APN 042-310-015	-4,847.00	337,041.60
Bill Pmt - Check	02/25/2021	50415	SCI Consulting Group	Inv 9497	-9,330.55	327,711.05
Bill Pmt - Check	02/25/2021	50416	Security & Asset Management, LP	4REC0003	-27.74	327,683.31
Bill Pmt - Check	02/25/2021	50417	Smile Business Products	103404	-65.35	327,617.96
Bill Pmt - Check	02/25/2021	50418	SMUD	7000000317	-40,033.21	287,584.75
Bill Pmt - Check	02/25/2021	141151	PG&E	Power	-644.88	286,939.87

Bill Pmt - Check	02/25/2021	13036425841	The Home Depot	Shop Supplies	-476.40	286,463.47	
Bill Pmt - Check	02/25/2021	1104140164	Verizon	972466087-00001	-294.17	286,169.30	
Check	02/25/2021	EFT	Bank of the West	Stop payment fee	-35.00	286,134.30	
Check	02/25/2021	EFT	ADP	Payroll fees	-152.90	285,981.40	
Check	02/26/2021	EFT	ADP	Payroll fees	-94.97	285,886.43	
Total 1010.00 · Bank of the West Checking Acct						<u>13,150.35</u>	<u>285,886.43</u>
Total Cash and Investments						<u>13,150.35</u>	<u>285,886.43</u>
						<b><u>13,150.35</u></b>	<b><u>285,886.43</u></b>

Activity Summary

Transfers from money market account	350,000.00
Refund of bank fee	40.00
Voided check	10,000.00
Unidentified bank deposits	111.07
Scrap metal sales	1,129.00
Payroll disbursements	-100,902.92
Accounts payable disbursements	<u>-247,226.80</u>
Net activity	<u><u>13,150.35</u></u>



### Current/Historical Expense Comparison

#### Month over Month Comparison

The graph below compares current fiscal year monthly expenses from February 2021 to historical monthly expense trends for the last four fiscal years.

#### Annual Comparison Year-To-Date

As of February 28, 2021, the District's expenses are trending slightly higher for the fiscal year. The increase is directly attributable to the District's annual insurance liability premium, FMAP equipment purchases, and yearly herbicide purchases. The District's monthly expenses are on par with prior fiscal years.

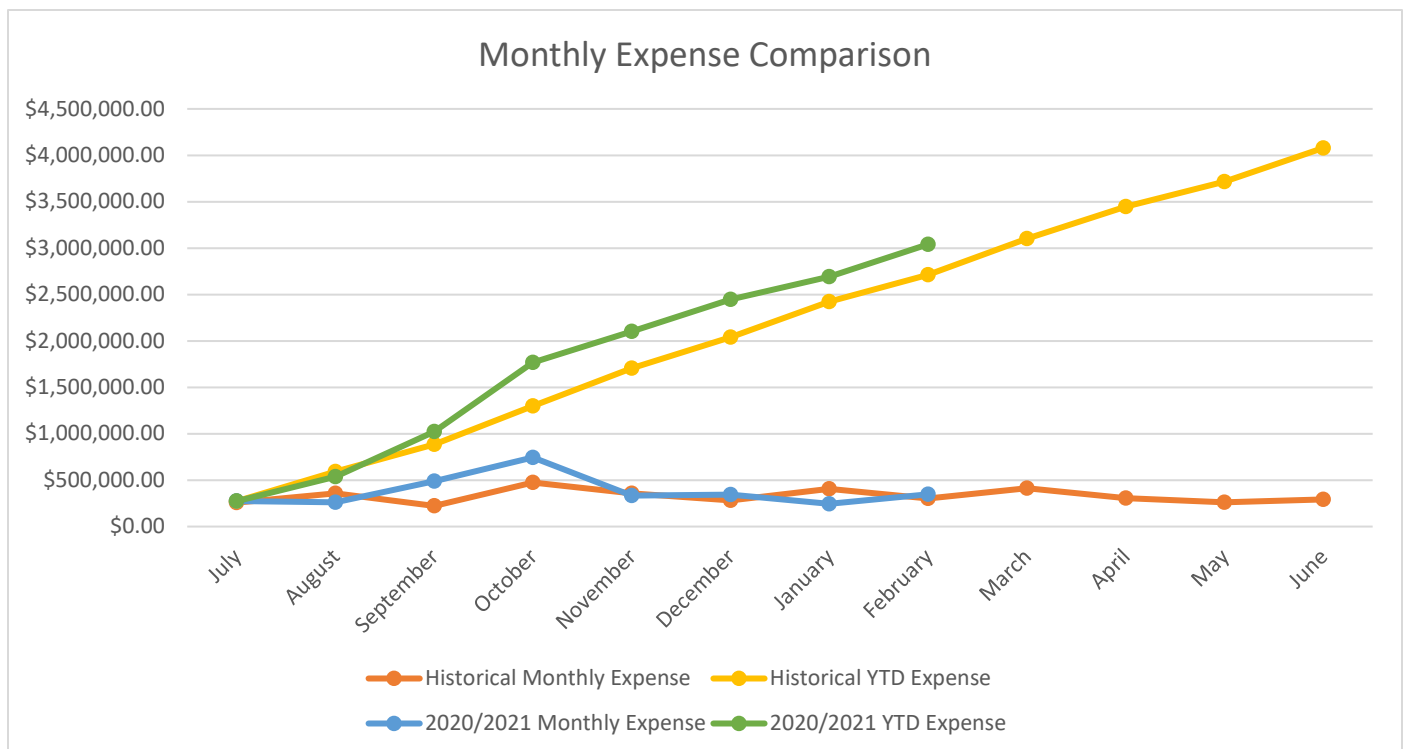
#### Current Year Compared to Historical

The graph also compares the cumulative year-to-date costs and historical year-to-date expense trends for the fiscal year 2016/2017 through the fiscal year 2019/2020.

#### Current YTD Compared to Historical Year-To-Date

Variations in the current year-to-date expenses compared to the year-to-date historical expenditures are due to single expense budgeted items that are currently reimbursed by grant funding (FMAP expenses). Income and reimbursements are not reflected on this expense comparison chart.

When comparing year-to-date expenses to historical expenses, the District is trending slightly higher due to costs described above.





## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 5.4

---

**TITLE:** Budget to Actual Report

**SUBJECT:** Review and Accept Report for February 2021

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**EXECUTIVE SUMMARY:**

This Staff Report is intended to provide a monthly budgetary snapshot of how well the District meets its set budget goals for the fiscal year. The monthly Budget to Actual Report contains a three-column presentation of actual expenditures, budgeted expenditures, and the Budget percentage. Each line item compares budgeted amounts against actual to date expenses. Significant budgeted line item variances (if any) will be explained in the Executive Summary of this report.

Attachment 1 provides a year-to-date report for the month ending February 28, 2021. The report reveals the District is at or below expected budget totals for the February month-end. Other line items near or over 100% of the Budget have been discussed in previous meetings and are annual expenses.

**BACKGROUND:**

The Board of Trustees adopts a budget annually in June. District staff prepares the Budget, which shows the current year's Budget versus expenditures and a proposed budget for the next year.

Three Board committees review the draft budget before being presented to the full Board for adoption in June. The Personnel Committee reviews the wage and benefits portion of the Budget. The Operations Committee reviews the Capital expenditures Budget. After the two committees review and make recommendations to the Budget, the final draft is prepared for the Finance Committee to consider. After review by the Finance Committee, the final Budget is presented to the Board for adoption at a regular Board meeting.

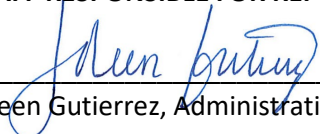
**RECOMMENDATION:**

Staff recommends the Board review and accept the Budget to Actual Report for February 2021.

**ATTACHMENTS:**

1. Budget to Actual Report February 2021

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 03/01/2021

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 03/02/2021

**Reclamation District No. 1000  
Budget to Actual Comparison  
July 1, 2020 to February 28, 2021 (Eight Months Ending of Fiscal 2021)**

	<b>Year to Date July 1, 2020 to February 28, 2021</b>	<b>Budget</b>	<b>Percent of Budget</b>
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	1,119,581	2,250,000	49.76%
Rents	16,507	30,000	55.02%
Interest Income	32,417	95,000	34.12%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	5,357	-	Not Budgeted
FMAP Grant	636,400	601,337	105.83%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	28,550	45,000	63.44%
Development Impact Fees	1,687	1,400,000	0.12%
Proceeds from sale of capital assets	76,464	-	Not Budgeted
<b>Total</b>	<b>1,916,963</b>	<b>5,891,337</b>	<b>32.54%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	25,000	0.00%
<b>Total Combined Income</b>	<b>1,916,963</b>	<b>5,916,337</b>	<b>32.40%</b>

**Administration, Operations and Maintenance - Expenses**

**Administration**

Government Fees/Permits	3,601	12,500	28.81%
Legal	42,674	97,000	43.99%
Liability/Auto Insurance	139,330	150,000	92.89%
Office Supplies	1,908	5,500	34.69%
Computer Costs	20,830	24,000	86.79%
Accounting/Audit	32,608	47,050	69.30%
Admin. Services	8,329	17,000	48.99%
Utilities (Phone/Water/Sewer)	10,403	23,700	43.89%
Mit. Land Expenses	4,847	6,200	78.18%
Administrative Consultants	44,118	128,000	34.47%
Assessment/Property Taxes (SAFCA - CAD)	8,027	8,000	100.34%
Admin - Misc./Other Expenses	1,070	8,250	12.97%
Memberships	33,080	40,800	81.08%
Office Maintenance & Repair	9,880	27,000	36.59%
Payroll Service	1,674	6,000	27.90%
Public Relations	6,666	45,000	14.81%
Small Office & Computer Equipment	4,655	12,000	38.79%
Election	102,090	39,000	261.77%
Conference/Travel/Professional Development	290	20,500	1.41%
<b>Sub Total</b>	<b>476,080</b>	<b>717,500</b>	<b>66.35%</b>

**Personnel/Labor**

Wages	679,599	1,214,658	55.95%
Group Insurance	86,009	130,000	66.16%
Worker's Compensation Insurance	22,751	30,000	75.84%
OPEB - ARC	-	-	Not Budgeted
Dental/Vision/Life	16,075	25,887	62.10%
Payroll Taxes	50,179	91,000	55.14%
Pension	148,178	201,148	73.67%
Continuing Education	621	5,000	12.42%
Trustee Fees	21,825	40,000	54.56%
Annuitant Health Care	54,362	91,032	59.72%

Sub Total

1,079,599

1,828,725

59.04%



<b>Operations</b>			
Power	248,348	500,000	49.67%
Supplies/Materials	12,867	25,000	51.47%
Herbicide	105,501	120,000	87.92%
Fuel	23,157	50,000	46.31%
Field Services	15,710	63,100	24.90%
Field Operations Consultants	7,870	20,000	39.35%
Equipment Rental	-	5,000	0.00%
Refuse Collection	8,342	30,000	27.81%
Equipment Repair/Service	1,142	16,000	7.14%
Equipment Parts/Supplies	28,015	60,000	46.69%
Facility Repairs	48,674	211,000	23.07%
Shop Equipment (not vehicles)	2,311	5,000	46.22%
Field Equipment	614	14,000	4.39%
Misc/Other 2	340	500	68.00%
Utilities - Field	6,613	11,500	57.50%
Government Fees/Permits - Field	3,919	12,000	32.66%
FEMA Permits	-	1,500	0.00%
<b>Sub Total</b>	<b>513,423</b>	<b>1,144,600</b>	<b>44.86%</b>
<b>Equipment</b>			
Equipment	-	-	Not Budgeted
<b>Sub Total</b>	<b>-</b>	<b>-</b>	
<b>Consulting/Contracts/Memberships</b>			
Engineering/Technical Consultants	51,020	375,000	13.61%
Security Patrol	55,200	80,000	69.00%
Temporary Admin	14,250	15,000	95.00%
<b>Sub Total</b>	<b>120,470</b>	<b>470,000</b>	<b>25.63%</b>
<b>FMAP Expenditures</b>			
LOI/SWIF (Consultants)	34,442	-	Not Budgeted
Equipment	415,727	381,337	109.02%
Operations & Maintenance (Field)	159,199	220,000	72.36%
Administrative	-	-	Not Budgeted
<b>Sub Total</b>	<b>609,368</b>	<b>601,337</b>	<b>101.34%</b>
<b>Total A, O &amp; M Expenses</b>	<b>2,798,940</b>	<b>4,762,162</b>	<b>58.77%</b>
<b>Capital Expenses</b>			
Capital Office Upgrades	1,578	20,000	7.89%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	100,000	30,000	333.33%
Capital Facilities (including SCADA)	25,038	2,700,000	0.93%
<b>Sub Total</b>	<b>126,616</b>	<b>2,800,000</b>	<b>4.52%</b>
<b>Total All Expenditures</b>	<b>2,925,556</b>	<b>7,562,162</b>	<b>38.69%</b>



## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 6.1

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**TITLE:** Professional Services Agreement

**SUBJECT:** Review and Consider Authorizing the General Manager to Execute Professional Services Agreement with NBS for Phase 2 of the Comprehensive Financial Plan.

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) solicited requests for qualifications for the Comprehensive Financial Plan and Assessment Rate Study on March 2, 2020. The District received Statements of Qualifications from three (3) firms including NBS on April 3, 2020 in accordance with the Request for Qualifications. The District's Finance Committee reviewed the submittals on April 21, 2020. NBS was recommended by the Finance Committee for award of a Professional Services Agreement for the project. After discussion by the Board of Trustees on May 8, 2020, the Board approved moving forward with Phase 1 of the Comprehensive Financial Plan.

Phase 1 was adopted by the Board on January 15, 2021 (Attachment No. 1). The Board further directed staff to work with NBS on a proposal for Phase 2 of the Plan. NBS's proposal for Phase 2 is provided in Attachment No. 2.

**RECOMMENDATION:**

Staff recommends the Board review and consider authorizing the General Manager to execute a Professional Services Agreement with NBS for Phase 2 of the Comprehensive Financial Plan.

**FINANCIAL IMPACT:**

\$44,000 - \$49,000 in FY 2020/2021 Expenditures.

**ATTACHMENTS:**

1. Comprehensive Financial Plan – Phase 1
2. NBS Proposal – Comprehensive Financial Plan – Phase 2

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 03/05/2021

# RECLAMATION DISTRICT NO. 1000 – FINANCIAL PLAN TECHNICAL MEMORANDUM

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**TO:** Kevin King, General Manager

**FROM:** Kim Boehler, Director  
Alice Bou, Consultant

**SUBJECT:** Comprehensive Financial Plan

**DATE:** January 7, 2021

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## PURPOSE

Reclamation District No. 1000 (District) retained NBS to prepare a Comprehensive Financial Plan that includes all revenue sources, expenditures, reserves, capital improvement costs, repair and replacement costs, and net revenue requirements. This Memorandum addresses the following issues:

1. The development of net revenue requirements from FY 2021/22 to FY 2040/41.
2. The establishment and maintenance of reserve funds and targets.
3. The funding of the District's Capital Improvement Program (CIP).

NBS prepared long-term financial plans that incorporate the District's 2020 Capital Improvement Plan (CIP) developed by the engineering firm of Kjeldsen, Sinnock & Neudeck, Inc. (KSN)<sup>1</sup> together with preliminary modeling of the additional revenue requirements under each of the proposed financial plan alternatives.

**Funding Shortfall:** Based on the data provided by the District, a funding shortfall of approximately \$1.0 million is projected by Fiscal Year 2022/23 if no action is taken at this time. In other words, the District will not be able to fund both operating and maintenance costs as well as the planned capital improvements if it does not implement a new funding mechanism to generate the necessary revenue. The financial plans project revenues and expenses through FY 2040/41 and, based on the assumptions used in the analysis, they yield an annual shortfall of approximately \$7.2 million by the end of the 20-year projection period.

**Reserve Funds:** According to the District's Financial Reserve Policy,<sup>2</sup> the Operating Reserves (O&M) should maintain a target reserve balance equal to seventy percent of the annual fiscal year budget to adequately fund both operating and maintenance costs for a minimum of six (6) months. The District also

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<sup>1</sup> Source file: *Attachment 1 CIP\_Update\_Final\_09042020.pdf*.

<sup>2</sup> Source file: *2001 Reclamation District No 1000 Financial Reserve Policy.pdf*.

maintains a separate fund for Flood Fight with a target reserve balance of \$1.5 million. Currently, the District has decided not to maintain a target balance in a Capital Reserve Fund, but to spend those funds on the planned CIP. The District will need additional funding to cover all costs and maintain the two reserve funds at target levels.

In the absence of a formal Capital Reserve Fund, it is even more critical for the District to consider other revenue streams to help fund the planned capital improvements and the rehabilitation and replacement of capital assets, while minimizing the impact on its customers. The total capital improvement program costs are estimated at \$52 million over the next twenty years, or \$2.5 million annually, as shown in Table 1. The District should also consider other revenue sources, such as grants and outside financing such as loans or revenue bonds.

**Table 1. Total Project Costs**

<b>Total Capital Project Costs 2021-2041<sup>1</sup></b>	<b>\$ 52,059,570</b>
Average Annual Expenditure	\$ 2,479,027

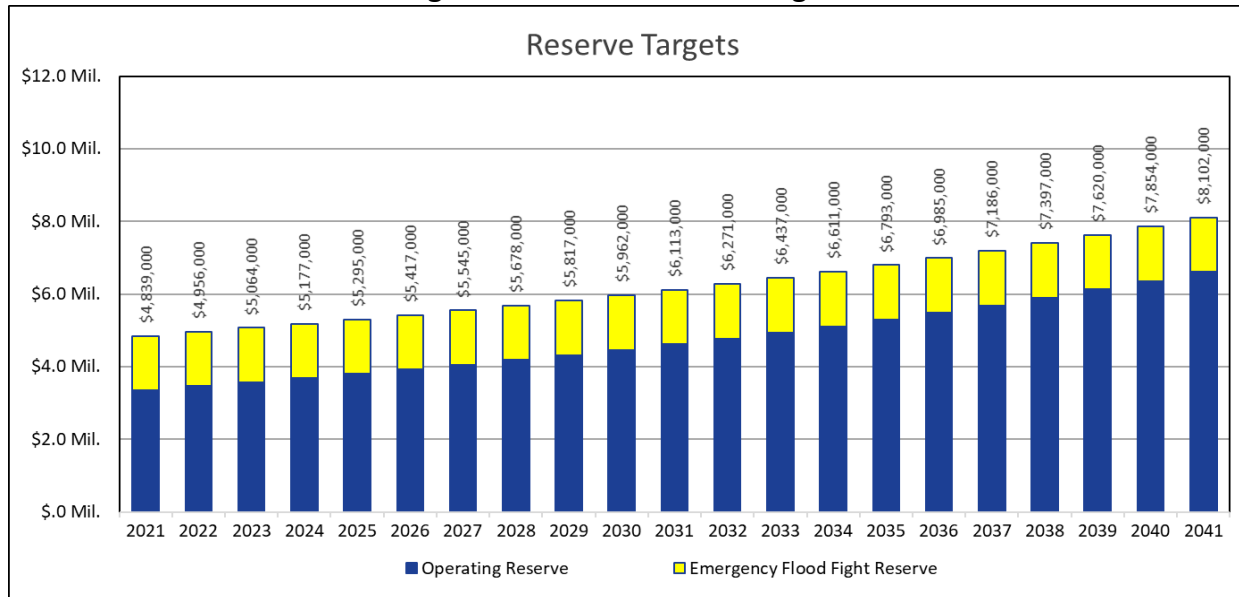
1. Per RD 1000, 2020 Capital Improvement Plan includes estimated cost inflation.

NBS has developed three (3) Financial Plan Alternatives for District staff and the Board of Directors (Board) to consider. The amount of additional revenue required from the new funding mechanism has been adjusted based on the following conditions: (1) whether the District decides to finance (e.g., revenue bonds, loans, or grants) a portion or all of the capital expenditures, and (2) whether the District decides to spend down the available capital reserves to fund the CIP. Table 2 and Figure 1 show the various alternatives and the proposed increases in revenue needed to meet all funding requirements, including the CIP program and reserve targets noted previously.

**Table 2. Financial Plan Alternatives**

Fiscal Year Ending June 30	Percentage Change in Revenue Needed to Meet Funding Requirements		
	Alternative #1	Alternative #2	Alternative #3
2022	34%	85%	75%
2023	3%	0%	3%
2024	3%	0%	3%
2025	3%	0%	0%
2026	3%	0%	0%
2027	3%	0%	0%
2028	3%	0%	0%
2029	3%	0%	0%
2030	3%	0%	0%
2031	3%	0%	0%
2032	3%	0%	0%
2033	3%	0%	0%
2034	2%	0%	0%
2035	2%	0%	0%
2036	2%	0%	0%
2037	2%	-15%	-15%
2038	2%	0%	0%
2039	2%	0%	0%
2040	3%	0%	0%
2041	3%	0%	0%

**Figure 1. 20-Year Reserve Targets**



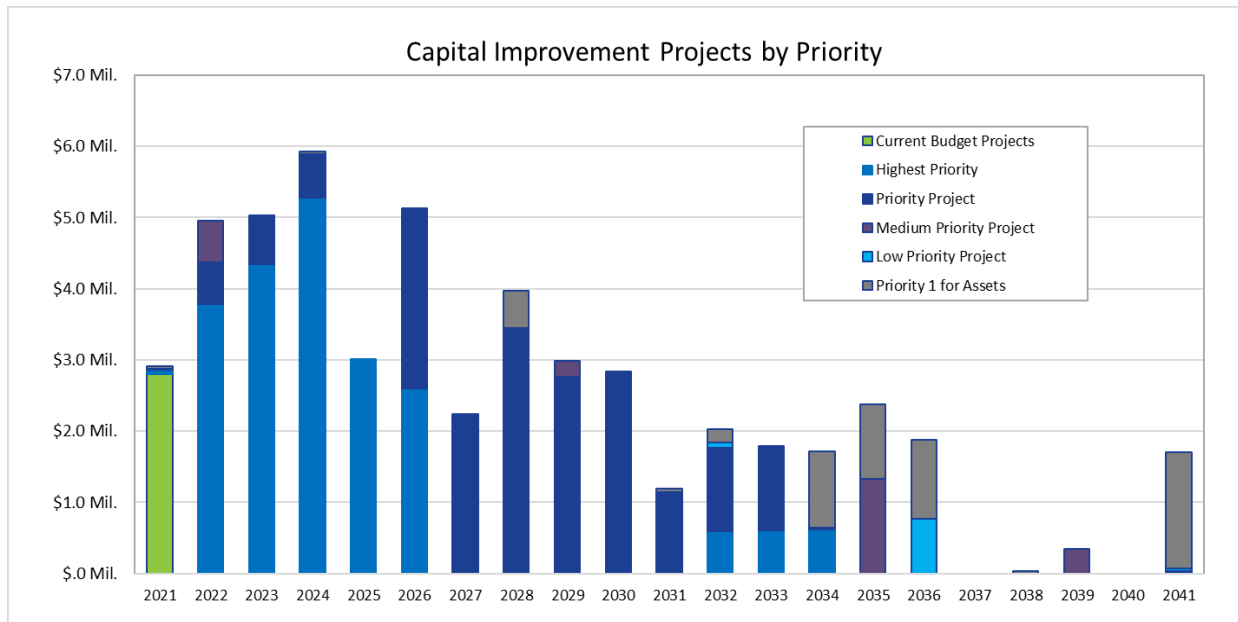
**CIP Program:** NBS has incorporated the District' 2020 Capital Improvement Plan, developed by KSN and approved by the Board, into the financial plans. Since almost 50% of the capital expenditures are for the next five (5) years, costs that are over a certain threshold were allocated over a 3-year or 5-year period according to the criteria shown in Table 3 below:

**Table 3. CIP Allocation Methodology**

Value of Project	Description of Methodology
Projects valued at less than \$1 million	Assumed to be completed in that same year
Projects with costs greater than \$1 million but less than \$5 million	Allocated over a 3-year period
Projects with costs greater than \$5 million	Allocated over a 5-year period

Figure 2 shows the total Capital Improvement Plan through Fiscal Year 2040/41 by priority and implementation date which will remain the same for all three (3) financial plan alternatives.

**Figure 2. 20-Year Capital Improvement Plan**



In summary, NBS modeled long-term financial plans for the proposed capital improvements that also address the O&M shortfall, funding reserves as stated above, and funding the CIP using a combination of debt financing and annual revenue collection through either increasing the existing assessment or implementing a new revenue source.

The following are available revenue tools for the District to consider:

1. General Obligation Property Tax
2. Uniform Parcel Tax
3. Special Tax
4. Property Related Fee
5. Special Assessment

These parcel charges provide critical data and will affect the District’s decision-making process on the affordability of the CIP Program. Each of the above revenue tools are authorized by different implementation statutes and have various approval thresholds, methods, and participants which will also help determine the District’s decisions. The District will need to authorize additional analysis for NBS to evaluate the specifics of each potential revenue tool and impacts to property owners.

## LONG-TERM FINANCIAL PLAN

The following 20-year long-term financial plans were built using the following criteria:

1. New Revenue Funding was set at an initial amount in the Fiscal Year 2021/22 and then to escalate each year based on the proposed annual rate increases. This allows for a constant, stable escalation that most property owners are familiar with and will track with all potential revenue tools.

2. The additional revenue needed to Meet Funding Requirements:

Fiscal Year Ending June 30	Additional Revenue Needed to Meet Funding Requirements		
	Alternative #1	Alternative #2	Alternative #3
2022	\$1,248,650	\$3,121,625	\$2,754,375
2023	1,422,561	3,163,035	2,982,682
2024	1,605,560	3,205,283	3,223,012
2025	1,798,054	3,248,387	3,266,472
2026	2,000,470	3,302,562	3,321,011
2027	2,213,252	3,347,637	3,366,458
2028	2,436,862	3,414,678	3,433,878
2029	2,671,782	3,477,981	3,497,568
2030	2,918,515	3,537,469	3,557,450
2031	3,177,585	3,603,263	3,623,647
2032	3,449,537	3,680,590	3,701,385
2033	3,734,941	3,759,125	3,780,339
2034	3,959,737	3,839,254	3,860,896
2035	4,191,694	3,918,376	3,940,454
2036	4,430,994	3,991,278	4,013,801
2037	4,677,820	2,919,593	2,938,584
2038	4,932,822	2,992,546	3,011,920
2039	5,196,238	3,065,474	3,085,239
2040	5,557,150	3,138,807	3,158,970
2041	5,935,017	3,414,645	3,435,920
<b>Total</b>	<b>\$67,559,239</b>	<b>\$68,141,609</b>	<b>\$67,954,061</b>

3. The total Reserve Fund Balances were designed to closely approximate the total Reserve Fund target balances at the conclusion of the study period (FY 2040/41).

4. Debt issuance assumptions for Alternative 1 are as follows:

- a. 30-Year Term
- b. 2.00% Cost of Issuance
- c. 4.00% Annual Interest Cost



5. Debt was issued in 5-year increments for Alternative 1 for the following amounts:

Estimated Debt Financing Alternative 1	Issue Amount	Annual Debt Service Payment <sup>1</sup>
Issue #1, FY 2021/22	\$ 14,000,000	\$ 878,000
Issue #2, FY 2026/27	\$ 9,000,000	\$ 564,400
Issue #3, FY 2031/32	\$ 9,000,000	\$ 564,400
Total Debt Service in FY 2031/32	--	\$ 2,007,000

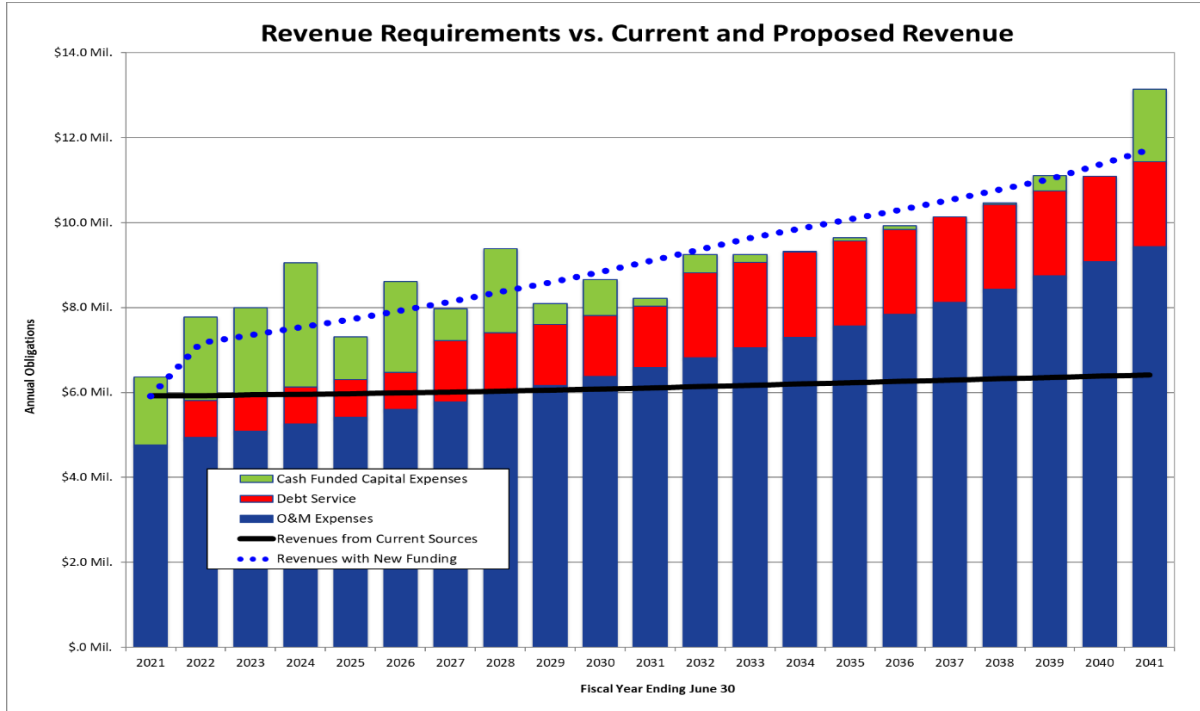
1. Assumes 30-year repayment for each issue and 4% interest rate.

The following pages show the long-term financial plans and projected fund balances together with associated charts for each of the financial plan alternatives.

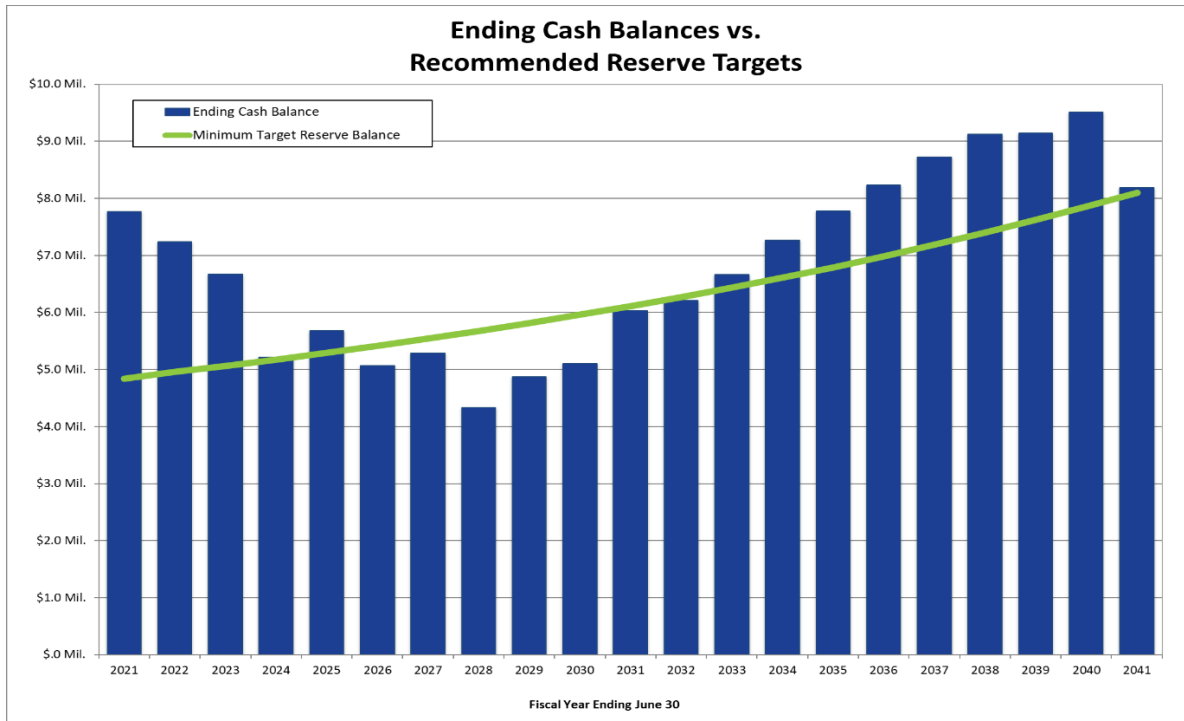


**Alternative 1 - Full CIP with Bond Financing, cont.:**

**Figure 3. Alternative 1 – Revenue Requirements Under Existing & Increased Rates**



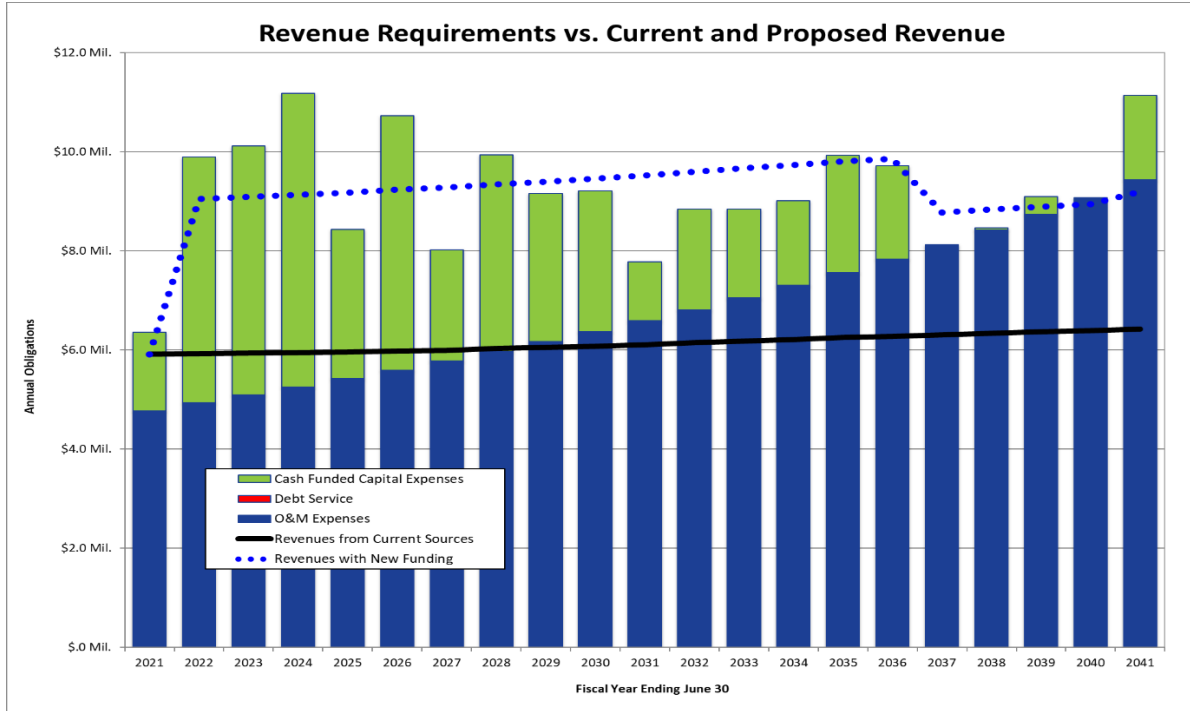
**Figure 4. Alternative 1 – Ending Cash Balance vs. Recommended Reserve Targets**



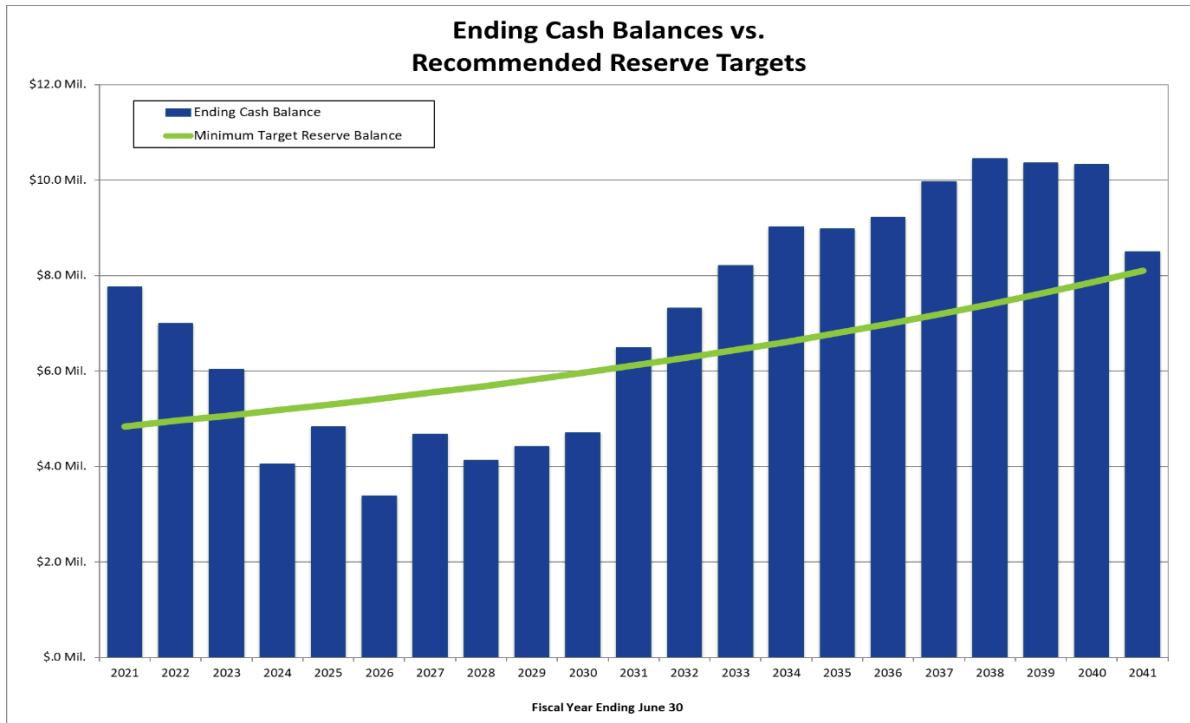


### Alternative 2 – Full CIP with no Bond Financing, cont.:

**Figure 5. Alternative 2 – Revenue Requirements Under Existing & Increased Rates**



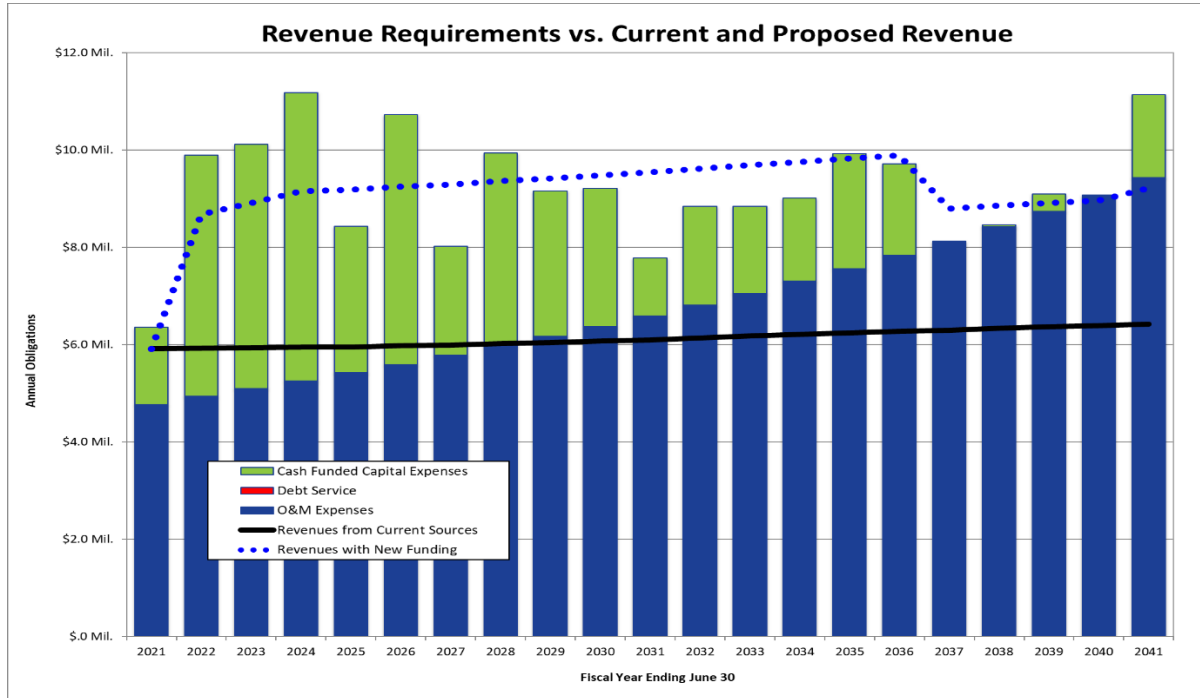
**Figure 6. Alternative 2 – Ending Cash Balance vs. Recommended Reserve Targets**



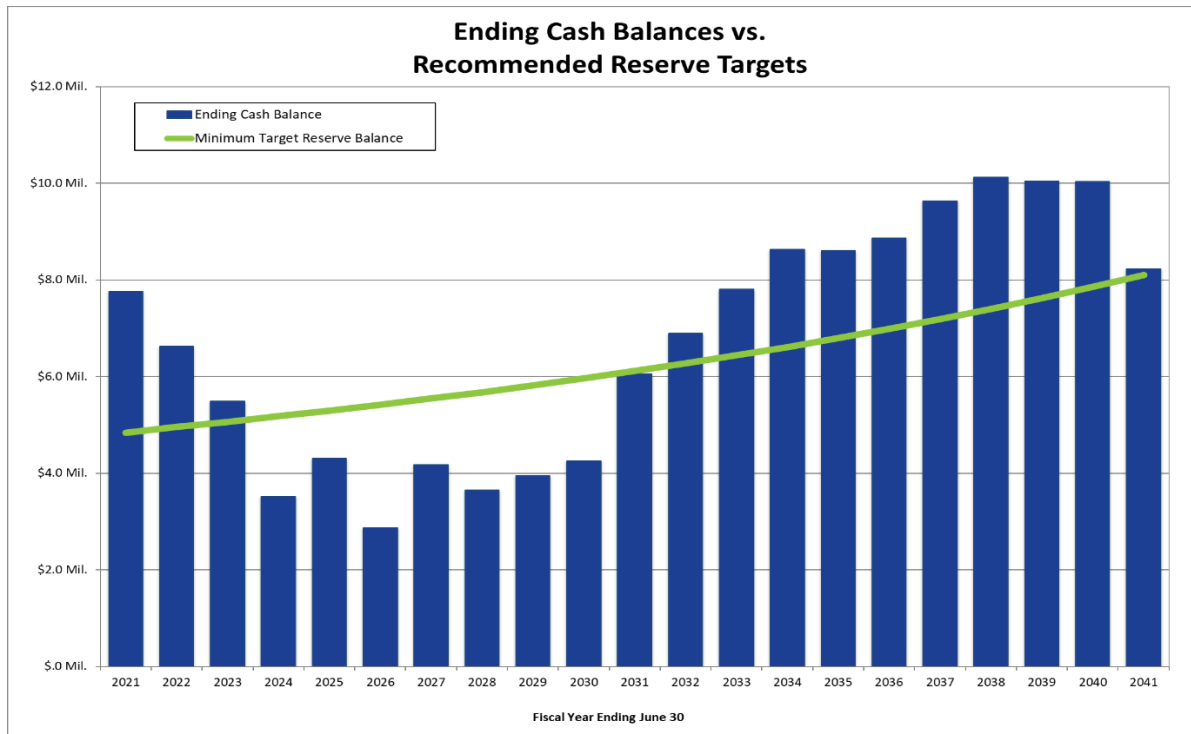


**Alternative 3 – Full CIP with no Bond Financing & Reserve Spend Down, cont.:**

**Figure 7. Alternative 3 – Revenue Requirements Under Existing & Increased Rates**



**Figure 8. Alternative 3 – Ending Cash Balance vs. Recommended Reserve Targets**



## LONG TERM FUNDING SOLUTIONS

The long-range financial plan contemplates three alternatives where the total amount of the required increases in revenue will correlate with the planned CIP, increased funding needed for operating and maintenance costs, and to ensure the District has sufficient reserve funds. There are three primary types of funding instruments which are appropriate to provide the needed revenue: (1) a tax; (2) an assessment; or (3) a fee. The structural basics of each of these funding instruments are shown in Table 4 below.

**Table 10. Funding Instrument Overview**

Type	Approved by	Approval Threshold	Required Findings
<b>Tax</b>	Registered Voters	2/3 Ballots Cast	Method must be reasonable
<b>Assessment</b>	Property Owners	Majority Protest of Ballots Cast, Weighted according to Assessment Amount	<ol style="list-style-type: none"> <li>1. Identify all Benefits</li> <li>2. Separate Special from General Benefits</li> <li>3. Apportion costs to parcels based on Proportional Special Benefit per parcel</li> </ol>
<b>Fee<sup>1</sup></b>			Proportional cost of providing service to each parcel
<b>1<sup>st</sup> Step</b>	Property Owners	Majority Protest of <i>all</i> Property Owners	
<b>2<sup>nd</sup> Step</b>	a) Property Owners, <i>or</i>	Majority Approval of Ballots Cast: 1 vote/parcel	
	b) Registered Voters	2/3 of Ballots Cast	

1. Property Related Fees require a two-step approval process unless exempt. Storm Water Drainage services are not yet considered exempt, pending outcome of SB 231 validation proceeding.



Each of the above-referenced funding instruments have certain strengths and weaknesses that may make them a more or less desirable option. These issues are outlined in Table 5 below.

**Table 11. Funding Instrument Strengths and Weaknesses**

Type	Strength	Weakness
<b>Tax</b>	No substantial required findings Most legally defensible	2/3 Voter Approval <sup>1</sup>
<b>Assessment</b>	Property Owner Majority Protest	<ol style="list-style-type: none"> <li>1. Extensive Finding Requirements related to defining the Benefits provided</li> <li>2. Separation of General &amp; Special Benefits</li> <li>3. Allocation of costs shall be according to the Proportional Special Benefits provided</li> <li>4. Additional Assessment Engineering Time/Expense to support required findings</li> <li>5. City must Fund all General Benefit costs, may be a substantial amount</li> <li>6. May not exempt any parcels based on ownership or use</li> <li>7. Most Legally Vulnerable</li> </ol>
<b>Fee</b>	Option to select approval group, Property Owner majority protest Legally defensible	If Registered Voters selected as approval group, 2/3 Voter Approval

1. AB 195 (Chaptered 2017) modified the appearance and content of ballots which may make complicated tax formulas difficult to fit within the prescribed content limitations.

Assuming no additional considerations, the funding instruments are ranked below in order of preferability based on the ease of approval and legal defensibility:

1. Property Related Fee
  - a. If successful SB 231 defense, only a one-step public hearing is required
  - b. If no SB 231 outcome yet, 2<sup>nd</sup> step property owner election required
2. Special Tax
3. Assessment

Further analysis is required to determine the best instrument to fund the District's CIP . To perform the analysis, the District will need to identify exactly what improvements and related costs are being funded by the new funding instrument. NBS currently assumes the improvements included in the District's CIP will more or less service the entire District area in an equal manner.

## **NBS' ASSUMPTIONS AND CONSIDERATIONS**

In preparing this memorandum and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters that may occur in the future. This information and assumptions, including the District's budgets, capital improvement costs, and information from District staff were provided by sources NBS believes to be reliable, although NBS has not independently verified this data.

NBS' use of such information and assumptions is reasonable for the purpose of this report and its recommendations, but some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results are expected to vary from those projected to the extent that actual future conditions differ from those assumed by NBS or provided to NBS by others.

March 1, 2021

Kevin King  
General Manager  
Reclamation District No. 1000  
1633 Garden Highway  
Sacramento, CA 95833

**RE: Proposal for Phase 2 of Comprehensive Financial Plan - District Funding Options**

Dear Mr. King,

Thank you for the opportunity to discuss the needs of Reclamation District 1000 (the “District”) related to District funding options.

**SCOPE OF SERVICES**

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**Phase 2.1: Funding Options Analysis**

**TASK 1. KICKOFF MEETING AND DATA COLLECTION**

NBS will clearly communicate and work with District staff to obtain necessary data and review study objectives, tasks, and schedule. The kick-off meeting will be used to review and discuss the data requirements for the analysis, introduce project participants, clarify the roles and responsibilities of the project team and establish the project schedule.

**TASK 2. EVALUATE FUNDING OPTIONS AND PER PARCEL ESTIMATES**

NBS will identify and evaluate available options to fund and potentially finance costs related to the District’s storm drain system with a primary focus on a property related fee or assessment mechanism. NBS will develop preliminary estimates of the per parcel fee and assessment rate based on the alternative options presented in the Financial Plan Technical Memorandum. The costs developed in this analysis will be preliminary estimates of the annual cost to property owners and will be based on property type<sup>1</sup> (that is, single-family, multi-family, commercial, etc.). The benefit analysis will be high-level, and the general benefit amount will be approximated for this purpose. We will provide a discussion of the of the relative merits (pros and cons) of the various methods available for funding the District’s drainage facilities, and our recommendation on what method may best meet the District’s needs.

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<sup>1</sup> This analysis will not develop a fee based on impervious surface area, or runoff factors. If the District decides to proceed with implementing a new funding source for the drainage program, a more detailed analysis will need to be conducted at that time which can include an evaluation of a fee based on impervious surface area and other factors, pending the availability (or development) of the required data.

### **TASK 3. MEMORANDUM OF FINDINGS**

NBS will summarize the funding options and estimates of per parcel cost to property owners under the studied scenarios. We will provide a discussion of the of the relative merits (pros and cons) of the various methods available for funding the District’s drainage facilities, and our recommendation on what method may best meet the District’s needs.

## **Phase 2.2: District Fee or Assessment Formation**

Depending on the results of the Funding Options Analysis in Phase 1, Phase 2 will include either the formation of a Stormwater Fee or a Stormwater Assessment.

### **DISTRICT FEE**

#### **TASK 1. KICKOFF MEETING AND DATA COLLECTION**

NBS will clearly communicate and work with District staff to obtain necessary data and review study objectives, tasks, and schedule. The kick-off meeting will be used to develop the project schedule, discuss the data requirements for the formation, and clarify the roles and responsibilities of the project team. In this meeting, NBS will also review the scope of work with District staff to clarify objectives and develop a preliminary plan for workshops with the Board and public.

#### **TASK 2. IDENTIFICATION OF PARCELS**

NBS will develop a boundary and associated parcel database for property subject to the proposed Fee. Parcel data relevant to the formation and prepare a database of assessor parcels as currently shown on the County Assessor's secured roll. The database will include land divisions, ownership and mailing information, and parcel information relevant to the allocation of the Fee.

#### **TASK 3. COST OF SERVICE ANALYSIS**

The revenue requirements will be equitably allocated to parcels based on industry standard methodologies which approximate the cost of service.

#### **TASK 4. FEE STUDY REPORT**

NBS will prepare a Fee Study Report that identifies the costs of service and allocates the proposed Fees. The Report will include an executive summary and introduction which will present the purpose of the Report and results of the study. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise, and understandable report that will provide the District with a thorough administrative record that addresses:

- Findings and recommendations.
- Overall study methodology, with reference to industry standards.
- Supporting justification in the form of calculation tables that are easy to understand.

- Appropriate figures and tables summarizing key aspects and results of the study.
- Proposed Fees.

#### **TASK 5. RESOLUTIONS**

NBS will work with the District’s legal counsel to prepare Resolutions, as required, for the formation proceedings. NBS will review the notice of the public hearing to be published by the Secretary of the Board. Final form of the Resolutions will be reviewed and approved by legal counsel and District staff.

#### **TASK 6. MEETINGS AND PRESENTATIONS**

NBS will support the District throughout the project in public meetings. We expect to meet with District staff to review study results throughout the project. The following meetings and presentations are anticipated for this formation:

- Meetings with District Staff – Progress meetings with District staff will primarily be via conference call or web meeting format. These meetings will be used to review initial work products and for input from Staff on the formation.
- Outreach Coordination – NBS will attend up to three public workshops to be held in coordination with the District’s outreach efforts related to distribution of information regarding the proposed fee.
- Board Meetings – NBS will attend up to two Board of Director Meetings to present the proposed fee, answer questions, and receive any further input. The Board Meetings would typically include the Public Hearing and Election.

Given public health circumstances, we will remain flexible throughout the project to provide meetings and presentations either on-site or remotely. For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District’s consideration.

#### **TASK 7. OUTREACH COORDINATION**

NBS will work with District staff, consultants, and constituents to provide the Fee Study Report and parcel database in usable form for the purpose of polling, outreach, and communications regarding the proposed Fee. Comparison of proposed Fee to existing fee will be prepared, however audit of the existing fee is not included in this task.

#### **TASK 8. NOTICE OF PUBLIC HEARING MAILING**

- NBS will create a mailing list using the most recent County Assessor secured roll data available.
- NBS will draft the Notice to property owners subject to the proposed Fee. Final form of the Notice will be reviewed and approved by legal counsel and District staff.

## **TASK 9. ELECTION COORDINATION**

NBS will develop a process for the proceeding to ensure that all parties understand the parameters and procedures. We will prepare the Notice and Ballot Package materials, as required, in compliance with Proposition 218. Final form of the Notice and Ballot Package will be reviewed and approved by legal counsel and District staff.

## **ASSESSMENT FORMATION**

### **TASK 1. KICK-OFF MEETING AND DATA COLLECTION**

NBS will clearly communicate and work with District staff to obtain necessary data and review objectives, tasks, and schedule. The kick-off meeting will be used to develop the project schedule, discuss the data requirements for the formation, and clarify the roles and responsibilities of the project team. In this meeting, NBS will also review the scope of work with District staff to clarify objectives and develop a preliminary plan for workshops with the Board and public.

### **TASK 2. IDENTIFICATION OF PARCELS**

NBS will gather information and data relevant to the formation and prepare a database of assessor parcels as currently shown on the County assessor's secured roll. The database will include land divisions, ownership and mailing information, and parcel information relevant to the spread of the Assessments.

### **TASK 3. BUDGET DEVELOPMENT**

NBS will review a budget for the projected costs of maintaining all future improvements. Cost categories may include, but not be limited to, all relevant expenses, capital improvements, incidental costs (engineering, legal, Assessment administration, and consultants), operating reserves, capital improvement reserves, and equipment/material replacement reserves.

### **TASK 4: ENGINEER'S REPORT**

NBS will prepare, submit, and review with District staff an Engineer's Report, including description of improvements, plans and specifications, cost estimate, Assessment criteria, Assessment roll and diagram. The Engineer's Report will be signed and stamped by NBS' registered professional engineer.

### **TASK 5: RESOLUTIONS**

NBS will work with the District's legal counsel to prepare Resolutions, as required, for the formation proceedings. NBS will review the notice of the public hearing to be published by the Secretary of the Board. Final form of the Resolutions will be reviewed and approved by legal counsel and District staff.

## **TASK 6: MEETINGS AND PRESENTATIONS**

NBS will support the District throughout the project in public meetings. We expect to meet with District staff to review study results throughout the project. The following meetings and presentations are anticipated for this formation:

- Meetings with District Staff – Progress meetings with District staff will primarily be via conference call or web meeting format. These meetings will be used to review initial work products and for input from Staff on the formation.
- Outreach Coordination – NBS will attend up to three public workshops to be held in coordination with the District’s outreach efforts related to distribution of information regarding the proposed fee.
- Board Meetings – NBS will attend up to two Board of Director Meetings to present the proposed fee, answer questions, and receive any further input. The Board Meetings would typically include the Intent Meeting and Public Hearing.

Given public health circumstances, we will remain flexible throughout the project to provide meetings and presentations either on-site or remotely. For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely; however, should the District request or require attendance of NBS staff at on-site meetings or presentation of results, we have included a per meeting cost option for the District’s consideration.

## **TASK 7. OUTREACH COORDINATION**

NBS will work with District staff, consultants, and constituents to provide the Engineer’s Report and parcel database in usable form for the purpose of polling, outreach, and communications regarding the proposed Assessment. Comparison of proposed Assessment to existing fee will be prepared, however audit of the existing fee is not included in this task.

## **TASK 8: LEGAL NOTICES AND BALLOTS**

NBS will prepare legal notices and ballots, as required, for compliance with the applicable Assessment act and Proposition 218. NBS will review legal notice of public hearing to be published, as required. Final form of the notices and ballots will be reviewed and approved by legal counsel and District staff.

## **TASK 9. BALLOT PROCEEDING COORDINATION**

NBS will develop a process for the proceeding to ensure that all parties understand the parameters and procedures.

**PROFESSIONAL FEES**

Our proposed fees below are based upon our understanding of the varied project areas and includes reasonable assumptions on iterations and number of meetings. We understand that there may be project areas with varying degrees of complexity. As with all our engagements, we fully expect to collaborate with the District to refine the final scope and fee if selected for this effort.

**Fee**

Phase 1 - DISTRICT Funding Options Analysis.....	\$19,500
Phase 2 – Fee Option .....	\$24,500
Phase 2 – Assessment Option.....	\$29,500

Optional Services:

- Support Services – At the option of the District, NBS will provide consulting support including a toll-free phone number for use by the District, other interested parties, property owners, and customers. NBS staff will be available to answer questions regarding the proposed fee. Bilingual staff is available to assist Spanish-speaking property owners. Fees to be billed at the hourly rates shown below.
- On-Site Meetings – At the option of the District, and assuming public health circumstances allow, NBS will attend meetings in person and on site. Fees to be billed at the hourly rates shown below and travel expenses will be passed through at cost.
- Hearing Notice Printing and Mailing – At the option of the District, NBS will print and mail the hearing notice required under the Stormwater Fee option. Expenses for the mailing will be passed through at cost.
- Ballot Printing, Mailing and Collection and Tabulation – At the option of the District NBS will engage a subcontractor to print, mail, collect and tabulate ballots under either of the Phase 2 options. Fees for the subcontractor will be passed through at cost.

**EXPENSES**

Customary out-of-pocket expenses are billed at the actual cost incurred. These expenses may include mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

**ADDITIONAL SERVICES**

The following table shows our current hourly rates. Additional services authorized but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$225





Associate Director	\$210
Senior Consultant / Manager	\$175
Consultant	\$155
Analyst	\$130
Clerical/Support	\$105

**TERMS**

Services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days' simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel contracts with 30 days' written notice.

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Thank you again for considering NBS' qualifications to provide these services for the District. Please feel free to reach out to me at 800.434.8349 or smares@nbsgov.com with questions about our proposal or about preparation of a professional services agreement.

Sincerely,



Sara Mares  
Director

## **Disclosure of Conflicts of Interest and Legal or Disciplinary Events**

Pursuant to Municipal Securities Rulemaking Board (“MSRB”) Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients and potential clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of NBS and its associated persons.

### **CONFLICTS OF INTEREST**

#### **Compensation**

NBS represents that in connection with the issuance of municipal securities, NBS may receive compensation from an Issuer or Obligated Person for services rendered. Any such compensation may be contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NBS hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding NBS’ ability to provide unbiased advice to enter into such transaction. This conflict of interest does not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

It should be noted that other forms of compensation (i.e., hourly or fixed-fee based) may also present a potential conflict of interest regarding NBS’ ability to provide advice regarding a municipal security transaction. These other potential conflicts of interest will not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

#### **Other Municipal Advisor Relationships**

NBS serves a wide variety of other clients who may have interests that could have a direct or indirect impact on the interests of another NBS client. For example, NBS serves as Municipal Advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to your agency. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, NBS could potentially face a conflict of interest arising from these competing client interests. NBS fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with your agency.

If NBS becomes aware of any additional potential or actual conflict of interest after this disclosure, NBS will disclose the detailed information in writing to the issuer or obligated person in a timely manner.

### **LEGAL OR DISCIPLINARY EVENTS**

NBS does not have any legal events or disciplinary history on NBS’ Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Issuer may electronically access NBS’ most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against NBS, NBS will provide complete disclosure to the Issuer in detail allowing the Issuer to evaluate NBS, its management and personnel.





## RECLAMATION DISTRICT 1000

DATE: MARCH 12, 2021

AGENDA ITEM NO. 7.1.1

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TITLE: Committee Meeting Minutes

SUBJECT: Committee Meeting Minutes since the February Board Meeting

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### EXECUTIVE SUMMARY:

#### Executive Committee Meeting – March 3, 2021

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, March 3, 2021 at 8:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Lee-Reeder. Staff in attendance was General Manager King, Operations Manager Holleman and General Counsel Smith. There were no members of the public present, therefore no public comments were received.

General Manager King presented the proposed agenda for the March 12, 2021 Board of Trustees meeting. The Committee reviewed the agenda and approved as presented.

With no further business on the Executive Committee Agenda, meeting adjourned at 8:45 a.m. a.m.

### STAFF RESPONSIBLE FOR REPORT:

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Kevin L. King, General Manager

Date: 03/04/2021