



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

**AUGUST 13, 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; Board Vice President Elena Lee Reeder; Trustee Nick Avdis; Trustee Jag Bains; Trustee Tom Barandas; Trustee Debra G. Jones; Trustee Chris Burns; General Manager Kevin King; Co-General Counsel Scott Shapiro; Co-General Counsel Rebecca Smith; Administrative Services Manager Joleen Gutierrez; Operations Manager Gabriel Holleman; and Administrative Assistant Christina Forehand.

**1. PRELIMINARY**

**1.1. Call Meeting to Order**

Meeting was called to order at 8:00 am by Board President, Thom Gilbert.

**1.2. Roll Call**

ASM Gutierrez called the roll and established a quorum.

Present: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones, Trustee Elena Lee Reeder, Trustee Jag Bains (arrived at the meeting at 8:02 am)

**1.3. Approval of Agenda**

MOVED/SECONDED: Trustee Thom Gilbert/Trustee Nick Avdis

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

NOES: None

ABSTAIN: None

MOTION: Motion to approve August 13, 2021, Board Meeting Agenda is approved.

**1.4. Pledge of Allegiance**

The Pledge of Allegiance was led by Board President Thom Gilbert.

**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*)**

There were no conflicts were identified by the Trustees.

## **2. PRESENTATIONS**

### 2.1. No Scheduled Presentations

There were no presentations were scheduled.

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

There were no public comments made.

## **4. INFORMATIONAL ITEMS**

### 4.1. GENERAL MANAGER'S REPORT: Update on activities since the July 2021 Board Meeting.

General Manager King's goal for the next month will be to draft a full set of policies to submit to the Board to review, discuss, and provide comments at the September meeting. He shared a few examples of Administrative/General policies that he is currently working on. GM King is utilizing CSDA's policy templates and making modifications so that the policies specifically apply to the district.

#### Correction to GM's Report

General Manager King provided a correction to his hydraulic model update. He stated the model is fully executed by all parties, and both city and county have been invoiced according to the Agreement and the district expects to receive funds within thirty days.

Trustee Chris Burns asked if the new policies have been cross-checked with the district's binder of current policies. GM King stated he has not had an opportunity to cross-check new policies with existing district policies. His goal is to first update the CSDA policies to the district's language. Where there is overlap, he will augment the language, if needed and if we are missing things. Any policies that need to be added to the CSDA policies will be added. Trustee Burns requested to see CSDA's current version of policies. GM King will email the CSDA template version to Trustee Burns.

### 4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the July 2021 Board Meeting.

There were no questions or comments made. A copy of the Operations Manager's Report has been included in the August 13, 2021, Board packet.

### 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the July 2021 Board Meeting.

Co-Counsel Scott Shapiro and Rebecca Smith provided a verbal report of their activities during the month of July 2021.

GM King added that he has received a request from the Greenbriar Northlake Development Project regarding taking over ownership of parcels along Lone Tree Canal that are included in their mitigation property. Greenbriar is looking for a public agency to take over the parcels to aid in a reduced tax basis for their community facilities district. GM King will develop the request to acquire the Lone Tree Canal easement parcels with District counsel and provide an analysis for Board review as early as September or depending on progress made with the developer.

## **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.*

Trustee Chris Burns requested clarification on Item 5.5 Professional Services Agreement. He inquired whether there was any discussion about what specifically the district will have Allen Strategic work on this year.

General Manager King stated in the RFQ we did not list out projects and we asked that consultants do not provide a fee schedule for the project because the project is not defined. GM King will ask for a scope of services, receive a quote and come back to the Board if the scope is unbudgeted for a specific task order. The Professional Services Agreement will not have a dollar amount tied to it because there will be individual task orders and work orders. Once the Professional Services Agreement is approved, GM King will work with Allen Strategic on the first task scope – and work with District consultants at NBS on a roadmap to meet with the community about the District’s Financial Plan. Secondly will be SWIF implementation and noticing Garden Highway residents.

MOVED/SECONDED: Trustee Chris Burns/Trustee Elena Lee Reeder

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

NOES: None

ABSTAIN: None

MOTION: Motion to approve Items 5.1 through 5.5 on the Consent Calendar is approved.

5.1. APPROVAL OF MINUTES: Approval of Minutes from July 9, 2021, Regular Board Meeting.

5.2. TREASURER’S REPORT: Approve Treasurer’s Report for July 2021.

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

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

5.5. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Allen Strategic for Strategic Communication Services.

## 6. SCHEDULED ITEMS

### 6.1. FISCAL YEAR 2021/2022 WORKPLAN, GOALS AND PRIORITIES: Review and Discuss Fiscal Year 2021/2022 Workplan, Goals, and Priorities.

General Manager King walked the Board through his FY 21/22 Workplan highpoints and high priority items.

#### SWIF

Trustee Nick Avdis commented that the implementation of SWIF is a high priority now. If we do not implement the SWIF and remove encroachments the levees cannot be certified and the requirements to have flood insurance will not be lifted until that time. Because we have delicate issues related to private property and encroachments, this will be a key issue for Allen Strategic. He also highlighted with regards to the CCAD 2 Agreement with SAFCA, a discussion should be had about the encroachment removal as this will not be without cost. He has thoughts on early incentives to get folks to voluntarily comply with encroachment removal. There should be a cost-share discussion with SAFCA.

GM King acknowledged some property owners may not know that they have permitted encroachments and getting an outreach plan in place with Allen Strategic is important to help these landowners understand. We need to know how we're going to help them and what it's going to require.

#### CIP Project

GM King provided a CIP project implementation update. The spare transformer is being constructed and there are 10 weeks remaining for completion of project drawings and then 26 weeks for project completion. GM King will continue to work with the city on moving designated CFD funds (\$600k) toward other district projects in lieu of dredging of the main canal.

Trustee Chris Burns inquired whether we plan to update the CIP projects to determine what projects are no longer necessary. EX: Plant 1A and 1B will be covered by Reach A. Some of the other projects are being funded by the federal government. Trustee Burns would like the district to update its project list prior to discussion of how much assessment and fee we need. GM King clarified NBS is working from the original plan which includes the full list. Separately, GM King stated we still need to plan for lifetime replacement. There will be an opportunity once we meet with the community to reassess projects, move some off the list, and just accept the risk of not doing them.

#### Outreach

GM King shared that we would continue to improve our social media platforms with help from our Allen Strategic, our communications consultant.

Community meetings are still being scheduled and GM King is slated to meet with Gardenland Northgate Neighborhood Association (GNNA) in September.

The City of Sacramento's Flood Week Highwater Jamboree is scheduled for October this year. The district will participate in this community event for the first time.

## Personnel

GM King reported the Injury Illness and Prevention Plan (IIPP) template was purchased through Cintas. Operations Manager Holleman will continue to compile district-specific information and gather documents to complete the IIPP binder of information. This binder will be completed by June 2022.

Trustee Debra G. Jones requested to include a Succession Plan for district leadership positions. She recalls this item has not been completed by previous leadership and should be a priority for a district. ASM Gutierrez will locate documents for GM King to review. Trustee Avdis added prior to new Leadership, institutional knowledge was largely held by people and not written down anywhere. Trustee Avdis agreed that a Succession Plan should be on our radar although not at the highest priority level. GM King will review previous work on the Succession Plan and will add this item and priority (under Administration) to the FY 2021-2022 Goals and Priorities list.

## Financial

Trustee Chris Burns inquired whether the district's SAFCA Consolidated Capital Assessment District 2 (CCAD 2) is for \$1.4 million and whether there is any possibility of receiving additional funding from SAFCA or funding from the state if it does its own assessment. GM King confirmed the CCAD 2 amount and stated that he is still working with SAFCA to sign the CCAD 2 Agreement. Counsel Shapiro stated we should not count on any state funding as it is unlikely that that assessment will ever exist.

- 6.2. SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE: Review and Consider Selection of Sacramento County Treasury Oversight Committee Special District Representative and Authorize Board Secretary to Cast Vote.

The Trustees opted not to participate in casting a vote. No action was taken on this item.

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

### 7.1. BOARD ACTIVITY UPDATES:

Committee meeting minutes for the Executive Committee Meetings held on July 29 and August 4 were included in the August Board Packet. Meeting minutes for the August 10 Urbanization Committee meeting will be included in the September 2021 Board of Trustees meeting packet.

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

- Executive Committee (Gilbert & Lee Reeder) July 29, 2021
- Executive Committee (Gilbert & Lee Reeder) August 4, 2021
- Urbanization Committee Meeting (Lee Reeder, Avdis & Jones) August 10, 2021

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

- Legal Committee (Avdis, Barandas & Lee Reeder)
- Finance Committee (Gilbert, Bains & Burns)
- Operations Committee (Bains, Barandas & Burns)

- Personnel Committee (Jones, Bains & Barandas)

**8. CLOSED SESSION**

8.1. No Scheduled Closed Session Items.

**9. ADJOURN**

MOVED/SECONDED: Trustee Chris Burns/Trustee Elena Lee Reeder

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

NOES: None

ABSTAIN: None

MOTION: Motion to adjourn the meeting is approved.