



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

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

**FRIDAY, JUNE 11, 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.

**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 May 2021 Board Meeting.
- 4.2. **OPERATIONS MANAGER'S REPORT:** Update on activities since the May 2021 Board Meeting.
- 4.3. **DISTRICT COUNSEL'S REPORT:** Update on activities since the May 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 May 14, 2021 Regular Board Meeting.
- 5.2. **TREASURER'S REPORT:** Approve Treasurer's Report for May 2021.
- 5.3. **EXPENDITURE REPORT:** Review and Accept Report for May 2021.
- 5.4. **BUDGET TO ACTUAL REPORT:** Review and Accept Report for May 2021.

- 5.5. APPROVAL OF ONE-TIME EMPLOYEE COMPENSATION: Consider Approval of One-Time Compensation Adjustment for District Employees in Recognition of Essential Duties Performed in Fiscal Year 2020/2021.
- 5.6. ANNUAL BANKING AUTHORIZATION (SACRAMENTO COUNTY): Review and Consider Adoption of Resolution No. 2021-06-01 Re-Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.
- 5.7. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Matrix Consulting Group for Indirect Cost Allocation Plan.

**6. SCHEDULED ITEMS**

- 6.1. REVIEW AND CONSIDER ADOPTION OF FISCAL YEAR 2021/2022 BUDGET: Review and Consider Adoption of Resolution No. 2021-06-02 Approving Fiscal Year 2021/2022 Budget.
- 6.2. REVIEW AND CONSIDER ADOPTION OF OFFICIAL PAY RATE SCHEDULE FOR FISCAL YEAR 2021/2022: Review and Consider Adoption of Resolution No. 2021-06-03 Approving Official Pay Rate Schedule for Fiscal Year 2021/2022.

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

7.1. BOARD ACTIVITY UPDATES:

7.1.1. RD 1000 Committee Meetings Since Last Board Meeting

- Personnel Committee (Jones, Bains & Barandas) May 18, 2021
- Finance Committee (Gilbert, Bains & Burns) May 25, 2021
- Finance Committee (Gilbert, Bains & Burns) June 1, 2021
- Executive Committee (Gilbert & Lee Reeder) June 2, 2021

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

- Legal Committee (Avis, Barandas & Lee Reeder)
- Operations Committee (Bains, Barandas & Burns)
- Urbanization Committee (Lee Reeder, Avis & Jones)

**8. CLOSED SESSION**

- 8.1. No Scheduled Closed Session Items.

**9. ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 4.1

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TITLE: General Manager's Report – June 2021

SUBJECT: Update on Activities Since the May 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 May 2021 included continued coordination on Natomas Levee Improvement Project with the United States Army Corps of Engineers, SAFCA and others, and Fiscal Year 2021/2022 Budget Development. 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. Nothing to Report.

##### 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 (April 6, 2021) – Met and reviewed Staff's recommendation on Cost-of-Living Adjustments (COLA) and Salary Adjustments. See Agenda Item 7.1.1 for meeting minutes.
  - Operations Committee (April 14, 2021) – Met and reviewed Staff's Budget assumptions for Operations & Maintenance (O&M) and Capital Improvement Program (CIP). See Agenda Item 7.1.1 for meeting minutes.
  - Finance Committee (April 22, 2021) – Met and reviewed Draft Budget for FY 21/20. See Agenda Item 7.1.1 for meeting minutes.
  - RD 1000 Board Meeting (May 14, 2021) - Presented Draft Budget to Trustees for review and comment.
  - RD 1000 Board Meeting (June 11, 2021) – Present Final Budget to Trustees for consideration of adoption. See Agenda Item 6.1.

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

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; the Board of Trustees approved the Professional Services Agreement (PSA) with NBS on March 12, 2021 for Phase 2.
- iv. GM King executed the PSA with NBS on May 4, 2021.

d. Indirect Cost Allocation Plan

- i. GM King issued a Request for Qualifications (RFQ) for an Indirect Cost Allocation Plan on March 31, 2021.
- ii. The District is seeking a qualified financial consultant to develop the Plan, thereby ensuring the District is utilizing comprehensive indirect cost rates, and accurately accounting for the true cost of providing services to the District's partners and the public. The District's goal is to have a well-documented and defensible cost allocation plan; identifying overhead rates that can be used in the calculation of billable hourly rates for grants, and other District billings.
- iii. Submittals were due May 14, 2021 at 4:00 pm. GM King scheduled a Finance Committee Meeting to review submittals and performed interviews of three (3) respondents on May 25, 2021.
- iv. Following the Finance Committee meetings, a recommendation from the Committee was made to award the contract to Matrix Consulting Group. See Agenda Item 5.7.

**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 for information regarding activities performed in May 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.

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

- 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.
- v. Staff met with KSN in April to discuss a Scope of Services for pre-engineering work for planned Capital Improvement Projects for Fiscal Year 2021/2022. Subject to Board approval of the FY 21/22 Budget in June 2021.

**4. Natomas Levee Improvement Projects**

a. Reach A

- i. The Corps issued its Prequalification Solicitation List (qualified contractors). Current schedule is solicit bids June 29 to August 16; Bid Opening August 24 and Contract Award September 25 with construction in 2022.
- ii. Corps is using its Navigation Certitude rights for the construction of Plant 1A outfall; we are working with Corps on design of Plant 1B pumps. Work at Plants 1A and 1B will be bid as option pending resolution of design and an issue the Corps has with the SAFCA/RD 1000 agreement.
- iii. SAFCA/State are coordinating with the Corps on Caltrans issues as well as SMUD, and PGE relocations. The Corps is preparing its public outreach documents for its website and physical distribution this fall.

b. Reach B

- i. Construction on Reach B including relocation of the Riverside Canal, replacement of other Natomas Water Company facilities and levee construction south of Powerline Road has been delayed. Locating suitable borrow continues to be an issue—Corps is working with SAFCA/State to identify sources. Mailboxes along Garden Highway are being relocated to the waterside (residence side) of the levee. Teichert and Odin Construction demobilized equipment the week of May 20 due to lack of Corps approved portions of the project. The Corps is currently in communication with both entities trying to resolve proposals.
- ii. Garden Highway will remain closed between San Juan Rd and Powerline Rd through November 1, 2021 to accommodate the outfall construction at Plant 3.

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

- iii. The Notice to Proceed was issued on May 18 for levee modifications to close the I-5 window crossing the Sacramento River south of Bayou Road. The project is scheduled to be complete by November 15, 2021
- c. Reach C
  - i. The Reach C project is complete, and the District is providing the operation and maintenance.
- d. Reach D
  - i. The reconstruction of Pumping Plant 4, discharge pipes and outfall structure has entered its second week. The project is on schedule and moving along well.
  - ii. The Corps is working on the package to turn the previously completed levee improvements in Reach D over to the non-federal sponsors (and RD 1000) though the District has effectively taken over the O&M of the levee.
- e. Reach E
  - i. The 95% plans are delayed until August to resolve some right of way and design issues with the RD 1000, SAFCA and the State. This should not impact the scheduled contract award date of July 2022 (construction 2023 and 2024).
  - ii. SAFCA and State DWR continue working with the Corps to identify the necessary rights of way needed for construction with the goal of a ROW Take letter from the Corps by the middle of June. Right of way acquisition will be the critical path to keep the project on schedule
- f. Reach F
  - i. The Corps design is on hold pending resolution of the final Design Water Surface elevation. The decision is being elevated to the Project Management level. Once resolved, the Corps will review and amend their 35% design as necessary.
  - ii. Corps would like to review project impacts on existing structures with SAFCA and the State. The 65% plans will be delayed resolving the design issues above. Contract Award still scheduled for 2022 and construction in 2023 and 2024.
- g. Reach G
  - i. The Corps design is on hold pending resolution of the final Design Water Surface elevation. The decision is being elevated to the Project Management level. Once resolved, the Corps will review and amend their 35% design as necessary.

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

- ii. Corps would like to review project impacts on existing structures with SAFCA and the State. The 65% plans will be delayed resolving the design issues above. Contract Award still scheduled for 2022 and construction in 2023 and 2024.
- h. Reach H
  - i. Construction activities commenced to complete construction on E. Levee Road, landside patrol road, retaining walls and remaining cut-off wall construction. SAFCA continues acquisition of rights needed to complete the patrol road and fence relocations.
  - ii. Corps is working with their contractor to resolve some design issues and mitigate a partial slurry wall trench collapse during construction.
- i. Reach I
  - i. Construction of the cutoff wall has been completed and project finalization and turnover to SAFCA and the District is in progress.
  - ii. Design for the Reach I Contract 2 to construct a patrol / maintenance road and perform levee slope flattening being done by HDR Engineers. 95% Design plans delayed until June with 100% plans by September 2021. The Corps continues is coordination with SAFCA and the State on necessary ROW acquisition. Contract for tree removal to be awarded September 2021 with work done between November and February with levee construction to commence in April 2022 if the ROW can be acquired.
- j. Other Projects
  - i. Plant 5 replacement—Design for Plant 5 replacement has been delayed to January 2022 due to lack of funding.
  - ii. Highway 99 –Design for the closure of the Highway 99 at the Natomas Cross Canal being negotiated with HDR Engineers delayed until end of June 2021. Corp indicates they cannot include a floodwall closure as this would constitute levee raising. RD 1000/SAFCA/State will develop strategy for this location.

**5. Miscellaneous**

- a. DWR Flood Maintenance Assistance Program (FMAP)
  - i. District was notified by DWR of approval of FMAP funds for 2021/2022 District will receive \$792K in award in FY 2021/2022.
  - ii. General Manager King signed the FMAP 2021/2022 Funding Agreement and submitted to DWR on October 7.
  - iii. Funding Agreement for FY 2021/2022 was executed on March 23, 2021.



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

- iv. District submitted an application for FMAP 2022/2023 funds on May 28, 2021.
- b. Sacramento Area Flood Control Agency (SAFCA)
  - i. Board Meeting – May 20, 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. Board of Trustees approved contract with CESI on October 9, 2020.
  - ii. District held kick-off meeting on February 3, 2021.
  - iii. GM King is coordinating with City and County on funding agreement. City approved the agreement in April 2021 and Sacramento County approved the agreement on May 4, 2021. GM King is working to collect signatures to execute the agreement and subsequently invoice the City and County respectively.
  - iv. Project Schedule was provided to the Board in May.
- e. District Policies
  - i. Staff has identified a number of District Policies that are due for an update. GM King has scheduled a Legal Committee meeting for June 15, 2021, to review and discuss.

**ATTACHMENTS:**

- 1. SAFCA Board Meeting – May 20, 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 06/04/2021



# Board of Directors Action Summary of May 20, 2021 - 3:00 PM

## WEBEX MEETING

**Directors/Alternates Present:** Avdis, Conant, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nava, and Shah

**Directors Absent:** Ashby, Desmond, Nottoli

### ROLL CALL

### PUBLIC COMMENTS

### EXECUTIVE DIRECTOR'S REPORT

1. Information - Executive Director's Report for May 20, 2021 (Johnson)

### CONSENT MATTERS

Motion By Director Mat Conant, seconded by Director Sue Frost to approve Resolution Nos.: 2021-045; 2021-046; 2021-047; 2021-048; 2021-049; 2021-050; 2021-051; 2021-052; 2021-053; 2021-054; 2021-055; 2021-056; 2021-057; 2021-058; 2021-059; 2021-060; 2021-061; 2021-062; 2021-063; 2021-064; and 2016-065 of Consent Matters.

AYES: Avdis, Conant, Frost, Harris, Holloway, Jennings, Jones, Nava, and Shah

NOES: (None)

ABSTAIN: (None)

ABSENT: Ashby, Desmond, Kennedy, and Nottoli  
RECUSAL: (None)

2. Approving the Action Summary for April 15, 2021 (Russell)
  
3. Resolution No. 2021-045 - Approving the Memorandum of Agreement Between the Sacramento Area Flood Control Agency and the Placer County Water Agency to Promote Cooperation Between Parties on Matters of Mutual Interest Affecting the Middle Fork American River Project, (Bardini)
  
4. Resolution No. 2021-046 - Authorizing the Executive Director to Execute a Contract with Guardian for Continuation of Ancillary Health and Welfare Benefits (Campbell)
  
5. Resolution No. 2021-047 - Authorizing the Executive Director to Execute Contract Change Order No. 5 for the American River RM 0.5R Aquatic and Riparian Habitat Creation Project, Sacramento County, California, Contract No. 4236 with Empire Landscaping, Inc. (Bassett)
  
6. Resolution No. 2021-048 - Adoption of Addendum No. 1 to the Supplemental Environmental Impact Report on the Folsom Dam Raise Project and Approval of Modifications and Refinements to the Folsom Dam Raise Project (Jawanda)
  
7. 7. Resolutions - Authorizing the Executive Director to Execute Contract Amendments for Right of Way Consulting Services to Support Execution of SAFCA's Programs and Projects (Bassett)
  - A. Resolution No. 2021-049 - Authorizes Amendment No. 5 to Contract No. 1355 with Bender Rosenthal, Inc.
  
  - B. Resolution No. 2021-050 - Authorizes Amendment No. 5 to Contract No. 1356 with Interwest Consulting Group, Inc.
  
  - C. Resolution No. 2021-051 - Authorizes Amendment No. 5 to Contract No. 1357 with Overland Pacific and Cutler, LLC
  
  - D. Resolution No. 2021-052 - Authorizes Amendment No. 3 to Contract No. 1358 with Paragon Partners Ltd.
  
  - E. Resolution No. 2021-053 - Authorizes Amendment No. 4 to Contract No. 1359 with Blaesie & Company, Inc.

F. Resolution No. 2021-054 - Authorizes Amendment No. 5 to Contract No. 1360 with Pattison & Associates, Inc.

G. Resolution No. 2021-055 - Authorizes Amendment No. 5 to Contract No. 1361 with Smith & Associates, Inc.

H. Resolution No. 2021-056 - Authorizes Amendment No. 1 to Contract No. 1514 with CBRE, Inc.

8. Resolutions - Authorizing the Executive Director to Amend Consulting Services Contracts for Flood Risk Management Planning Services on an As-Needed Basis to Support Execution of SAFCA's Programs and Projects (Bardini)
  - A. Resolution No. 2021-057 - cbec, Inc., Eco-Engineering, Amendment No. 5 to Contract No. 1452
  - B. Resolution No. 2021-058 - GEI Consultants, Inc., Amendment No. 3 to Contract No. 1453
  - C. Resolution No. 2021-059 - HDR Engineering, Inc., Amendment No. 5 to Contract No. 1454
  - D. Resolution No. 2021-060- ICF Jones & Stokes, Inc., Amendment No. 4 to Contract No. 1455
  - E. Resolution No. 2021-061 - CH2M Hill Engineers Inc., Amendment No. 2 to Contract No. 1456
  - F. Resolution No. 2021-062 - Larsen Wurzel & Associates, Inc., Amendment No. 4 to Contract No. 1458
  - G. Resolution No. 2021-063 - Northwest Hydraulic Consultants, Amendment No. 4 to Contract No. 1460
  - H. Resolution No. 2021-064 - Stantec Consulting Services Inc., Amendment No. 3 to Contract No. 1461
  
9. Resolution No. 2021-065 - Authorizing the Executive Director to Execute a Purchase and Sale Agreement - Natomas Levee Improvement Project Real Property Acquisition - Andrew

## **SEPARATE MATTERS**

10. Information - Presenting Fiscal Year 2021-22 Proposed Budget (Campbell)
  
11. Public Hearing - Resolutions of Necessity - Authorizing Eminent Domain Actions to Condemn Real Property Interests for the Reach I Component of Phase 4b of the American River Watershed Program, Natomas Levee Improvement Project - Access Easement Interests Acquisition Over Portions of Several Sacramento County Assessor's Parcel Numbers (APNs) (Degroot)

A. Resolution No. 2021-066 - APN 274-0042-036 and 274-0042-039 at 2485 Natomas Park Drive and 2495 Natomas Park Drive in Sacramento, CA. 95833 Property Owners: NCC Partners, LP

B. Resolution No. 2021-067 - APN 274-0410-011 at 1755 Creekside Oaks Drive in Sacramento, CA. 95833 Property Owners: JCPSAC Properties, LP

C. Resolution No. 2021-068 - APN 274-0410-009 at 1780 Creekside Oaks Drive in Sacramento, CA. 95833 Property Owners: California Firefighters

Pursuant to Section 1245.240 of the Cal Code of Civil Procedure these Items require a 2/3 or 9 Member Approval Vote to pass

Chairman Harris Opened the Public Hearing. A Presentation was made by Matt Degroot. Chairman Harris asked if any written comments had been submitted. No written comments were submitted via email. Chairman Harris asked if any member of the public would like to comment. Speaker Ted Messner, a Partner with NCC Partners, LP spoke requesting SAFCA staff meet with him to view and consider an alternative parking lot easement design. Chairman Harris Closed the Public Hearing. Motion by Director Avdis and seconded by Director Conant, to approve Resolution Nos.: 2021-066, 2021-067, and 2021-068.

AYES: Avdis, Conant, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nava, Shah  
NOES: (None)  
ABSTAIN: (None)  
ABSENT: Ashby, Desmond, Nottoli  
RECUSAL: (None)

## **ADJOURN**

Respectfully submitted,  
Lyndee Russell



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 4.2

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TITLE: Operations Manager's Report – June 2021

SUBJECT: Update on Activities Since the May 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 May 2021. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels. Noteworthy activities mowing along the inner levee system, including drains and canals. Mechanically removing sediment and aquatics along the M-4,G-1, G-2, G-3, I-3 ditches along with the G and R-1 Drains. Aquatic vegetation has been sprayed along the Main Drain, West Drain and multiple ditches along San Juan Road. The District is currently diagnosing numerous communications failures within our SCADA system. This should be rectified within a few weeks.

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:

  
\_\_\_\_\_  
Gabriel J. Holleman, Operations Manager

Date: 06/03/2021

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

Date: 06/03/2021

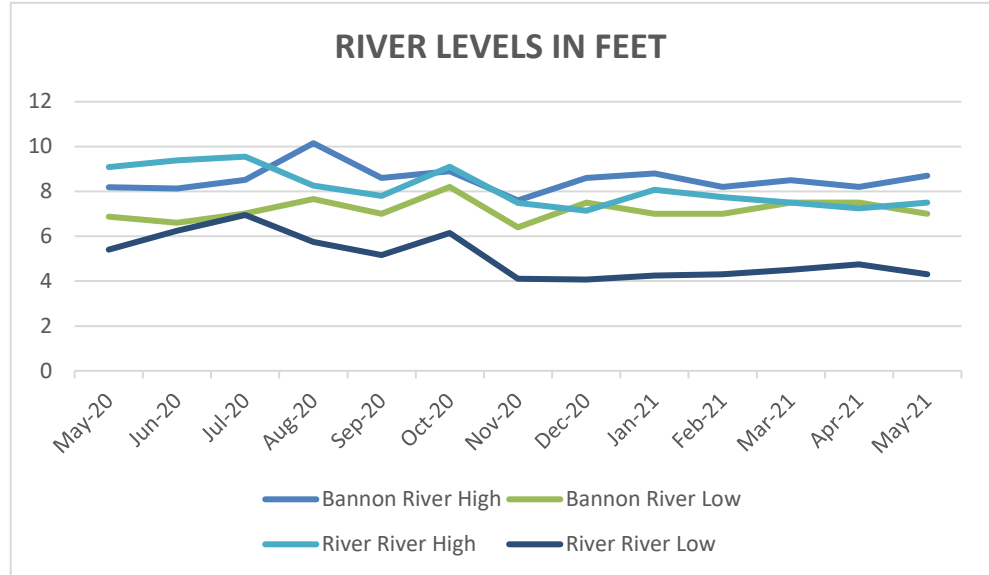


## Operations Manager's Report May 2021

**River Levels:**

**Bannon** H: 8.4'  
L: 7.0'

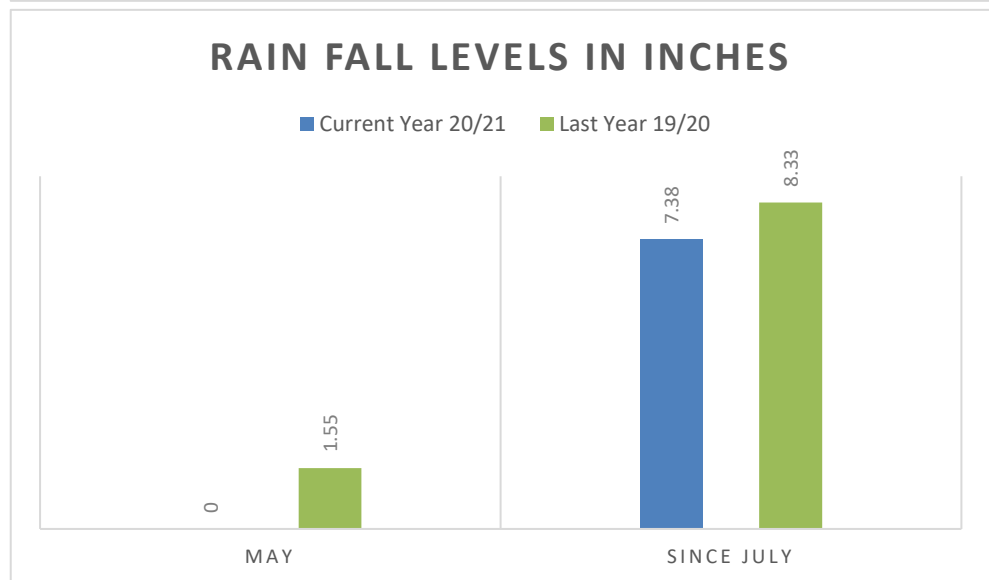
**River** H: 7.5'  
L: 4.3'



**Rain Fall Totals:**

May 2021  
Rain Totals = 0

Rain Totals Since  
July 1, 2020 = 7.38"



**Safety Topics for the Month of May**

- Personal Protective Equipment – Hand Protection
- Hazardous Waste – Using Emergency Communications/Alarms
- Hazardous Waste – Environmental Issues Overview
- Fire Extinguishers - Overview

**District Requests Received**

The District received multiple requests related to trash, debris and abandoned vehicles along District facilities. Staff and local law enforcement were deployed to remove these items within District boundaries.

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

RD 1000 Field Crew	*Field Hours Worked	Activity
	24	Garbage
	66	Sediment Removal
	68	Equipment Repair
	157	Mowing

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

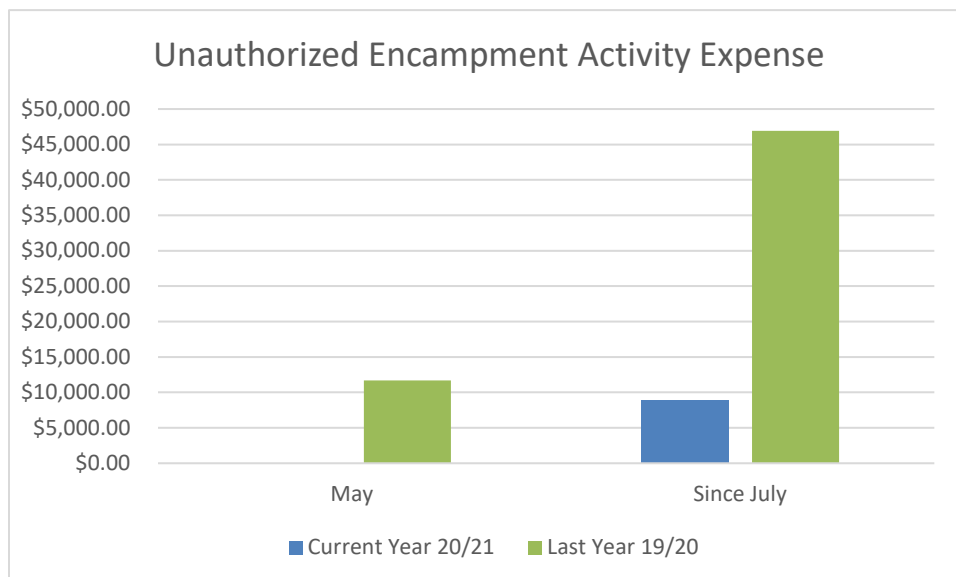
### Pumping

Pumping occurred as a result of SCADA communications issues.

Pumping Plant	Pump	Hours and A/F
Plant 2	Pump # 2	103.1 hours and 289.99 A/F

**Unauthorized Encampment Activity** There was no unauthorized encampment activity in the month of May.

**Unauthorized Encampment Activity – Year to Date** This fiscal year to date the District spent a total of 126 crew hours on unauthorized encampments for a total cost to the District of \$8,889. This total includes labor, equipment costs, materials and dump fees.







**RECLAMATION DISTRICT 1000**

**DATE: JUNE 11, 2021**

**AGENDA ITEM NO. 4.3**

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

**SUBJECT: Update on Activities Since the May 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 May 2021.

**ATTACHMENTS:**

None

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 06/04/2021



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.1

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**TITLE:** Approval of Minutes

**SUBJECT:** Approval of Minutes from May 14, 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 the Board's actions. Staff recommends Board approval of meeting minutes (Attachment No. 1) from the May 14, 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 May 14, 2021, Regular Board Meeting.

**ATTACHMENTS:**

1. May 14, 2021, Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 06/04/2021

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

Date: 06/04/2021



RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING

FRIDAY, MAY 14, 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; 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; Administrative Services Manager Joleen Gutierrez; Operations Manager Gabriel Holleman; and Administrative Assistant Christina Forehand.

**1. PRELIMINARY**

**1.1. Call Meeting to Order**

The meeting was called to order 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 (arrived after roll call), Trustee Jag Bains, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones

Absent: Trustee Elena Lee Reeder

**1.3. Approval of Agenda**

Motion/Second: Trustee Jones/Trustee Burns

Ayes: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Jag Bains, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones

Noes: None

Absent: Trustee Elena Lee Reeder

Action: The May 14, 2021 meeting Agenda is approved.

**1.4. Pledge of Allegiance**

Trustee Thom Gilbert led the 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*)**

There were no conflicts of interest identified by the Trustees.

## **2. PRESENTATIONS**

**2.1.** No Scheduled Presentations

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

There were no public comments.

## **4. INFORMATIONAL ITEMS**

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

General Manager King talked about the Indirect Cost Allocation Plan, and he reported only receiving one at the time of the Board meeting. Should additional proposals be received by the deadline, the Finance Committee will review submissions and schedule interviews with respondents in late May. The Finance will then deliberate and make a recommendation to the Board for approval in June.

A member of the public requested an update for Reach A. The Corps is still working on the right of way and Take Letters. The contract award is still scheduled for September of this year to start the cutoff wall, and adjacent levee construction would begin in the spring of 2022.

We received notice from DWR that next year's FMAP solicitation proposals are due at the end of the month. Consent Items 5.5 and 5.6 are regarding authorization for the General Manager to submit a funding application. Next year's funding only includes funding for deferred maintenance and vegetation removal and potentially encroachment enforcement projects to help the District and landowners remove some of the highest hazard visual obstructions. Consultants from MBK would help us with the application and secure funding.

General Manager King made known that he would like to schedule a Legal Committee meeting to update outdated and missing District Policies in May. Trustee Burns inquired whether the Conflict of Interest updates would be included, GM King responded affirmatively. GM King asked "Do we go with standard templates (i.e., CSDA's policies) and add in policies as we need them, or do we review and rewrite our existing policies?" These questions will be addressed during the next Legal Committee before going down one path or the other.

Attached to the GM's Report is the project schedule for the Hydraulic Model. The City and County have approved the cost-share agreement. Trustee Avdis acknowledged GM King's effort in coordinating an important work product and tool for the Basin.

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

No questions or comments were made.

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

General Counsel Scott Shapiro reported a quiet month and announced Co-General Counsel Rebecca is expected to return from leave in June.

## **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.*

Motion/Second: Trustee Burns/Trustee Avdis

Ayes: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Jag Bains, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones

Noes: None

Absent: Trustee Elena Lee Reeder

Action: Motion to approve Consent Calendar Items 5.1, 5.2, 5.3, 5.4, and 5.5 and 5.6 is approved.

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

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

**5.3. EXPENDITURE REPORT:** Review and Accept Report for April 2021.

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

**5.5. AUTHORIZATION TO SUBMIT GRANT APPLICATION:** Review and Consider Adoption of Resolution No. 2021-05-01 Authorizing General Manager to Submit Application for Grant Funding with State of California Department of Water Resources – Flood Maintenance Assistance Program 2021/2022.

**5.6. AUTHORIZATION TO EXECUTE FUNDING AGREEMENT:** Review and Consider Adoption of Resolution No. 2021-05-02 Authorizing General Manager to Execute Funding Agreement with State of California Department of Water Resources – Flood Maintenance Assistance Program 2021/2022.

## **6. SCHEDULED ITEMS**

**6.1. FISCAL YEAR 2021/2022 DRAFT BUDGET:** Review and Discuss Draft Budget for Fiscal Year 2021/2022.

General Manager King provided an overview of the FY 2021/2022 Draft Budget. He explained the reasons for being \$2.5 million under budget in the current FY 2020/2021 primarily due to a paused CIP implementation engineering, finance plan, and deciding that a programmatic Environmental Impact Report would not be necessary.

The projected Draft Budget for FY 21/22 is \$7 million. The majority of the funds will be spent on deferred maintenance and replacement (i.e., trash racks and chain guides) for flood operations. \$1 million is budgeted for Plant 8 to get ahead of engineering and Plant 1A and 1B.

Trustee Avdis requested information on the District's reserve fund balances and wanted to know if the increased costs in herbicides were to clear the District's canals. General Manager King confirmed we would monetarily double our herbicides budget. He added we would investigate modifying products used and clear environmental concerns with environmental consultants. The District will also work in a coordinated effort with Natomas Mutual Water Company.

Trustee Burns inquired about the budgeted COLA increase and whether 1.9% or 2.8% is the most recent. General Manager King stated the District historically had used the March Pacific Index, and the number for March was published on April 15, which was 2.8% and that is the COLA presented in the FY 2021/2022 Budget.

There were no public comments.

General Manager King will bring back the final FY 2021/2022 to the Board for approval in June. He may add the actual cost for the Indirect Cost Study and highlight any other changes but none are anticipated.

The discussion was closed.

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

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

Trustee Jones requested a correction to the Personnel Committee meeting minutes date listed as April 6, 2021 (see page 69 of the Board packet). The correct meeting date should be May 4, 2021.

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

- Personnel Committee (Jones, Bains & Barandas) April 6, 2021
- Operations Committee (Bains, Barandas & Burns) April 14, 2021
- Finance Committee (Gilbert, Bains & Burns) April 22, 2021
- Personnel Committee (Jones, Bains & Barandas) May 4, 2021
- Executive Committee (Gilbert & Lee Reeder) May 5, 2021

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

- Legal Committee (Avdis, Barandas & Lee Reeder)
- Urbanization Committee (Lee Reeder, Avdis & Jones)

## **8. CLOSED SESSION**

**8.1.** No Scheduled Closed Session Items.

## **9. ADJOURN**

Motion/Second: Trustee Gilbert/Trustee Jones

Ayes: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Jag Bains, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones

Noes: None

Absent: Trustee Elena Lee Reeder

Action: The meeting is adjourned



**RECLAMATION DISTRICT 1000**

**DATE: JUNE 11, 2021**

**AGENDA ITEM NO. 5.2**

**TITLE: Treasurer's Report**

**SUBJECT: Approve Treasurer's Report for May 2021**

**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 May 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 May 2021 Treasurer's Report.

**ATTACHMENTS:**

- 1. Treasurer's Report May 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 06/04/2021

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

Date: 06/04/2021

**AGENDA ITEM 5.2  
ATTACHMENT NO. 1**

Reclamation District 1000  
Treasurer's Report  
May 2021

**Treasurer's Report for May 2021**

May 2021		Ending Balance @ 5/31/21
<b>Total Funds at 5/31/21</b>		<b>9,849,205.31</b>
Bank of the West - Checking*		272,758.19
Bank of the West - Money Market		150,605.09
Bank of the West FMAP		7,682.30
Sacramento County Treasurer		5,569,607.59
State Treasurer - Local Agency Investment Fund		1,690,698.27
City of Sacramento - Pool A		2,157,853.87

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

May 2021 - Operations and Maintenance Cash Flow	Money Market	Operating Checking *	Combined O&M
<b>Beginning Balance at 5/1/21</b>	640.09	624,756.52	625,396.61
Transfers from money market to operating account	(150,000.00)	150,000.00	-
Transfers to money market account from operating account	1,200,000.00	(1,200,000.00)	-
Transfers to LAIF from money market account	(900,000.00)	-	(900,000.00)
Current months receipts	-	1,386,847.59	1,386,847.59
Accounts Payable*	(35.00)	(598,483.48)	(598,518.48)
Payroll	-	(90,362.44)	(90,362.44)
<b>Ending Balance at 5/31/21</b>	<b>150,605.09</b>	<b>272,758.19</b>	<b>423,363.28</b>

\*See Attached Check Register

Current months receipts are made up of the following:

Development impact fees from city	1,319,000.00
Refund of bank fee from Bank of the West	40.00
Refund from Replicon	270.00
Proceeds from sale of fixed assets	61,912.50
Rental fees from city	5,502.18
Credit card incentive payment	122.91
	<u>1,386,847.59</u>

The district also received \$903,596.38 into the County Treasury during April 2021 for tax collections and interest. Because of the timing of receipt of the County Treasury statements, these amounts were not previously reported.





## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.3

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**TITLE:** Expenditure Report

**SUBJECT:** Review and Accept Report for May 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 May 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 three items of note, \$384,006.56 to I-5 Rentals Inc. for the purchase of field equipment (Terramac) funded by the California Department of Water Resources FY 21-22 Flood Maintenance Assistance Program (FMAP), \$52,581.88 to Duperon for trash rack chain replacement at Pumping Plant 8, and \$16,562.35 to Civil Engineering Solutions for work on the Natomas Basin Hydraulic Model.

### RECOMMENDATION:

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

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

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

### STAFF RESPONSIBLE FOR REPORT:

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

Date: 06/04/2021

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

Date: 06/04/2021

## May 2021 Expenditure Report

Type	Date	Num	Name	Memo	Amount	Balance
<b>Cash and Investments</b>						<b>624,756.52</b>
<b>1010.00 - Bank of the West Checking Acct</b>						<b>624,756.52</b>
Bill Pmt - Check General Journal General	05/03/2021	50518	I-5 Rentals Inc	Inv 127851 Terramac RT14R	-384,006.56	240,749.96
Journal General	05/03/2021		Bank of the West	Service charge refund	40.00	240,789.96
Journal Bill Pmt - Check	05/03/2021		Bank of the West	Service charge refund	-40.00	240,749.96
Bill Pmt - Check	05/04/2021	5042021	Alhambra & Sierra Springs	Inv 21217024050121 Account	-61.95	240,688.01
Bill Pmt - Check	05/04/2021	10345126971	Comcast	8155600381146169	-220.01	240,468.00
Bill Pmt - Check	05/04/2021	2603669	Napa Auto Parts		-185.36	240,282.64
Bill Pmt - Check	05/04/2021	50519	ACWA JPIA	Inv 0666994	-1,699.97	238,582.67
Bill Pmt - Check	05/04/2021	50520	Airgas NCN	Inv 9979600426	-376.05	238,206.62
Bill Pmt - Check	05/04/2021	50521	Brookman Protection Services, Inc.	Inv 21-037	-8,400.00	229,806.62
Bill Pmt - Check	05/04/2021	50522	Innovative Water Care, LLC	Inv 95007602	-9,180.00	220,626.62
Bill Pmt - Check	05/04/2021	50523	Interstate Oil Company	Inv 555357	-2,638.63	217,987.99
Bill Pmt - Check	05/04/2021	50524	Jani-King	Inv 05210155	-325.00	217,662.99
Bill Pmt - Check	05/04/2021	50525	Kimball Midwest		-135.67	217,527.32
Bill Pmt - Check	05/04/2021	50526	Smile Business Products		-206.48	217,320.84
Bill Pmt - Check	05/04/2021	50527	Streamline	Inv A14C0AB6-0006	-200.00	217,120.84
Bill Pmt - Check	05/04/2021	50528	ULine	Inv 132822184	-1,027.19	216,093.65
Bill Pmt - Check	05/04/2021	50529	US Bank Corp	Acct Ending 4049	-1,366.10	214,727.55
Bill Pmt - Check	05/04/2021	50530	Valley Tire Center, Inc.		-521.76	214,205.79
Bill Pmt - Check	05/04/2021	50531	Valley Truck & Tractor Company		-5,120.48	209,085.31
Bill Pmt - Check	05/04/2021	50532	Yolo County Public Works	Statement 4-30-2021	-339.50	208,745.81
Payment	05/04/2021		City of Sacramento - Dept of Finance		1,319,000.00	1,527,745.81
Check General Journal General	05/04/2021	EFT	Cal Pers		-914.09	1,526,831.72
Journal General	05/04/2021			5/5/21 payroll activity	-35,125.47	1,491,706.25
Journal	05/04/2021			5/5/21 payroll activity	-14,847.52	1,476,858.73
Transfer	05/06/2021			Funds Transfer	-900,000.00	576,858.73
Transfer	05/06/2021			Funds Transfer	-300,000.00	276,858.73
Check Bill Pmt -	05/07/2021	EFT	Cal Pers		-350.00	276,508.73
Check Bill Pmt -	05/11/2021	13160675620	City of Sacramento	Acct 7029676079	-4.65	276,504.08
Check Bill Pmt -	05/11/2021	5112021	Sacramento County Utilities		-227.40	276,276.68
Check Bill Pmt -	05/11/2021	80029873822	Waste Management of Sacramento		-642.22	275,634.46
Check Bill Pmt -	05/11/2021	50533	AT&T	Inv 16403384	-355.05	275,279.41
Check Bill Pmt -	05/11/2021	50534	Carson Landscape Industries		-2,925.00	272,354.41
Check Bill Pmt -	05/11/2021	50535	Cintas		-216.91	272,137.50
Check Bill Pmt -	05/11/2021	50536	Cyclone Eco Cleaning, LLC	Inv 2288	-871.00	271,266.50
Check	05/11/2021	50537	Grow West	Inv 1034667	-16.44	271,250.06

Bill Pmt - Check	05/11/2021	50538	Powerplan	Inv 12696060	-83.92	271,166.14
Bill Pmt - Check	05/11/2021	50539	Steve Yaeger Consulting	Inv 2021-4	-1,530.00	269,636.14
Bill Pmt - Check	05/11/2021	50540	West Yost Associates	Inv 2044623	-418.17	269,217.97
Bill Pmt - Check	05/11/2021	50541	Miles Treaster & Associates	Quote 111314	-2,510.01	266,707.96
Bill Pmt - Check	05/12/2021	13203418248	PG&E	Acct 8886406823-9	-63.18	266,644.78
Bill Pmt - Check	05/12/2021	50542	Duperon Corporation	Inv 23042	-52,581.88	214,062.90
Bill Pmt - Check	05/12/2021	50543	Terrapin Technology Group	Inv 21-0598	-1,640.40	212,422.50
Bill Pmt - Check	05/13/2021	353929	Berkshire Hathaway Homestate Companies	Policy REWC226316 21-22	-21,632.00	190,790.50
Check	05/14/2021	EFT	ADP		-97.22	190,693.28
Check	05/17/2021	EFT	Cal Pers		-350.00	190,343.28
Bill Pmt - Check	05/18/2021	1001855050	Cal Pers	June 2021	-19,053.89	171,289.39
Bill Pmt - Check	05/18/2021	555657	Cal Pers	April Pension	-14,045.24	157,244.15
Bill Pmt - Check	05/18/2021	50544	Downey Brand LLP		-5,230.00	152,014.15
Bill Pmt - Check	05/18/2021	50545	Smile Business Products	Inv 951410	-145.68	151,868.47
Bill Pmt - Check	05/19/2021	50546	Boutin Jones, Inc.	Inv 140170	-468.50	151,399.97
Bill Pmt - Check	05/19/2021	50547	Civil Engineering Solutions, Inc		-16,562.35	134,837.62
Bill Pmt - Check	05/19/2021	50548	Green Light Termite and Pest	Inv 012776938	-290.00	134,547.62
Bill Pmt - Check	05/19/2021	50549	Joleen Gutierrez	Mileage	-75.60	134,472.02
General Journal	05/19/2021			5/19/21 payroll activity	-12,629.80	121,842.22
General Journal	05/19/2021			5/19/21 payroll activity	-27,759.65	94,082.57
Check	05/20/2021	EFT	Bank of the West		-20.00	94,062.57
Bill Pmt - Check	05/25/2021	05252020	Alhambra & Sierra Springs	Inv 6169212052121	-53.58	94,008.99
Bill Pmt - Check	05/25/2021	14557143539	City of Sacramento	Acct 2007944000	-155.62	93,853.37
Bill Pmt - Check	05/25/2021	14557156664	City of Sacramento	Acct 5450844000	-62.08	93,791.29
Bill Pmt - Check	05/25/2021	50550	Carson Landscape Industries	Inv 247837	-160.00	93,631.29
Bill Pmt - Check	05/25/2021	50551	Chavez Accountancy Corporation	Inv 4715	-977.50	92,653.79
Bill Pmt - Check	05/25/2021	50552	Feather River AQMD	Permit 128	-75.60	92,578.19
Bill Pmt - Check	05/25/2021	50553	J Franko Electric	Inv 21078	-414.43	92,163.76
Bill Pmt - Check	05/25/2021	50554	Nordic Industries, Inc.	Inv 10357	-1,934.75	90,229.01
Bill Pmt - Check	05/25/2021	50555	Occupational Health Centers of CA	Inv 71331946	-94.50	90,134.51
Bill Pmt - Check	05/25/2021	50556	SMUD	Acct 7000000317	-25,117.37	65,017.14
Bill Pmt - Check	05/25/2021	50557	Stratton Agency	Inv 11520	-437.00	64,580.14
Transfer	05/25/2021			Funds Transfer	150,000.00	214,580.14
Bill Pmt - Check	05/25/2021	1125050560	Verizon	Inv 9879715062	-227.39	214,352.75
Payment General Journal	05/25/2021		City of Sac - Fire		5,502.18	219,854.93
General Journal	05/25/2021		Replicon	Refund from Replicon for overpayment	270.00	220,124.93
General Journal	05/25/2021			Proceeds from sale of fixed assets	61,912.50	282,037.43
Bill Pmt - Check	05/26/2021	50558	Interstate Oil Company	Inv 560703	-5,465.33	276,572.10
Bill Pmt - Check	05/26/2021	50559	LEHR	Inv SI61478	-1,891.50	274,680.60

Bill Pmt - Check	05/26/2021	50560	Miles Treaster & Associates	Quote 111575	-1,079.97	273,600.63
Bill Pmt - Check	05/26/2021	50561	Smile Business Products	Inv 952872	-65.35	273,535.28
Check General	05/26/2021	EFT	Cal Pers		-900.00	272,635.28
Journal	05/26/2021			Credit card incentive payment	122.91	272,758.19
					<b>-351,998.33</b>	<b>272,758.19</b>
					-351,998.33	272,758.19
					<b>-351,998.33</b>	<b>272,758.19</b>

Activity Summary

Transfers from money market account	150,000.00
Transfers to money market account	-1,200,000.00
Development impact fees from city	1,319,000.00
Refund of bank fee	40.00
Refund from Replicom	270.00
Proceeds from sale of fixed assets	61,912.50
Rental fees from city	5,502.18
Credit card incentive payment	122.91
Payroll disbursements	-90,362.44
Accounts payable disbursements	-598,483.48
Net activity	<b>-351,998.33</b>

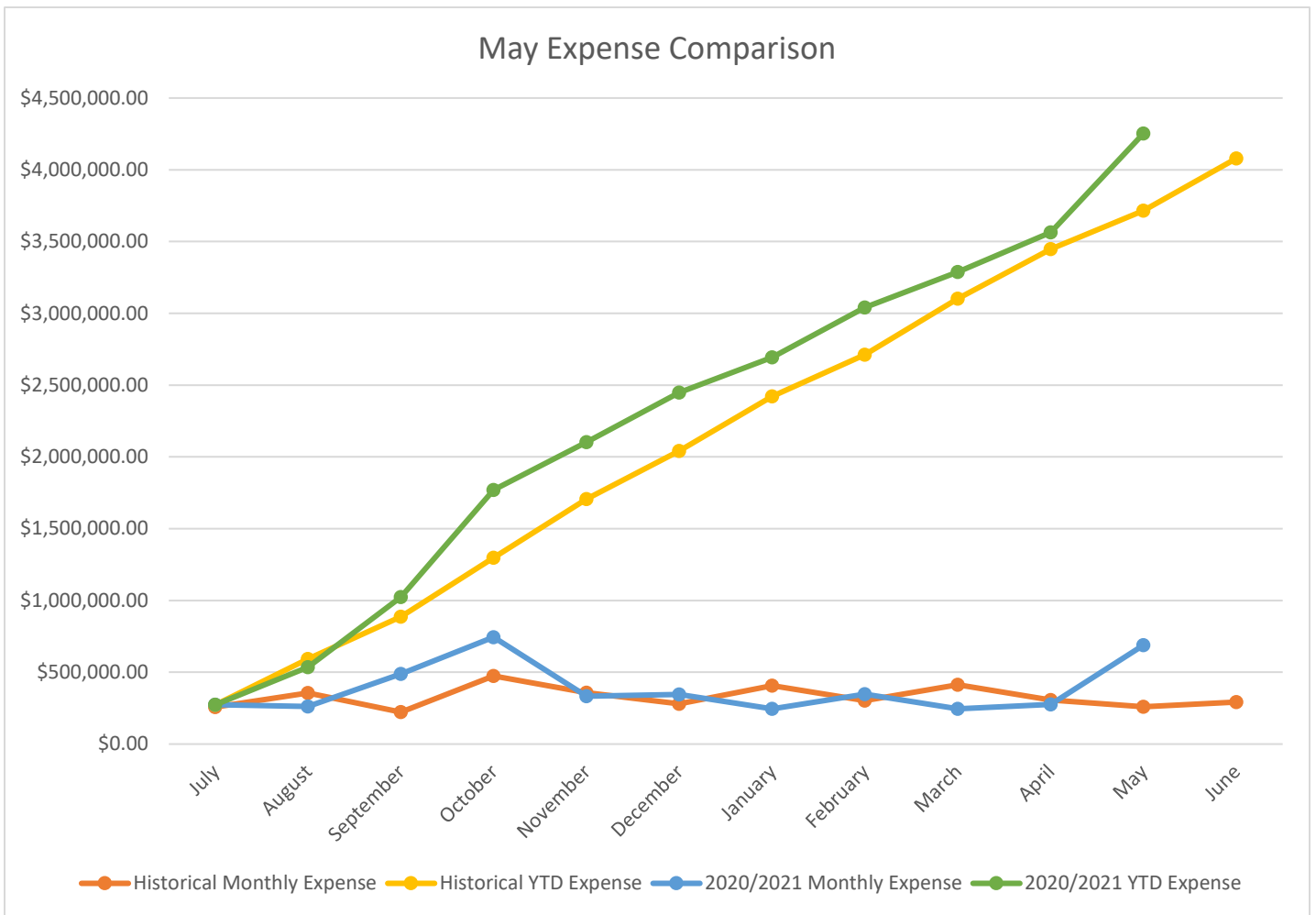
**Current to Historical Expense Comparison**

**Month over Month Current to Historical Comparison (blue to orange)**

The graph below compares current fiscal year monthly expenses from May 2021 to average historical monthly expense trends for the last four fiscal years. The District’s May expenses for this fiscal year are higher than in previous fiscal years due to the purchase of equipment for the anticipated 21/22 FMAP grant as well as trash rack chains purchased and installed at Plant 8.

**Annual Cumulative Comparison Year-To-Date (yellow and green)**

As of May 31, 2021, the District’s cumulative year-to-date expenses are trending slightly higher for the fiscal year. The increase is directly attributable to the District’s annual insurance liability premium, FMAP expenses, and yearly herbicide purchases. Income and reimbursements have not been considered in this expense comparison chart (i.e., FMAP Grant).





## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.4

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**TITLE: Budget to Actual Report**

**SUBJECT: Review and Accept Report for May 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 May 31, 2021. The report reveals the District is at or below expected budget totals for the May month-end. Liability/Auto Insurance line items near or over 100% of the Budget have been discussed in previous meetings and are annual expenses. The Computer Costs line item is 11% over Budget due to a necessary field services computer refresh to operate at a current level and run newly acquired software programs.

**BACKGROUND:**

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

Three Board committees review the draft budget before being presented to the 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 Proposed Budget is presented to the entire Board for adoption at a regular Board meeting.

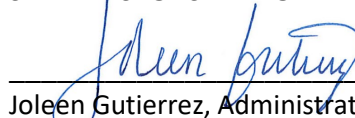
**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Budget to Actual Report May 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 06/04/2021

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

Date: 06/04/2021

**Reclamation District No. 1000  
Budget to Actual Comparison  
July 1, 2020 to May 31, 2021 (Eleven Months Ending of Fiscal 2021)**

	Year to Date July 1, 2020 to May 31, 2021	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	2,172,791	2,250,000	96.57%
Rents	22,009	30,000	73.36%
Interest Income	48,641	95,000	51.20%
SAFCA - O/M Assessment	1,400,000	1,400,000	100.00%
Misc Income	1,467,218	1,400,000	104.80%
FMAP Grant	611,721	601,337	101.73%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	39,100	45,000	86.89%
<b>Total</b>	<b>5,761,480</b>	<b>5,891,337</b>	<b>97.80%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	22,523	25,000	90.09%
<b>Total Combined Income</b>	<b>5,784,003</b>	<b>5,916,337</b>	<b>97.76%</b>
<b>Administration, Operations and Maintenance - Expenses</b>			
<b>Administration</b>			
Government Fees/Permits	5,013	12,500	40.10%
Legal	58,206	97,000	60.01%
Liability/Auto Insurance	139,767	150,000	93.18%
Office Supplies	3,060	5,500	55.64%
Computer Costs	26,783	24,000	111.60%
Accounting/Audit	36,135	47,050	76.80%
Admin. Services	9,674	17,000	56.91%
Utilities (Phone/Water/Sewer)	13,604	23,700	57.40%
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	1,582	8,250	19.18%
Memberships	33,080	40,800	81.08%
Office Maintenance & Repair	16,360	27,000	60.59%
Payroll Service	2,797	6,000	46.62%
Public Relations	8,268	45,000	18.37%
Small Office & Computer Equipment	5,683	12,000	47.36%
Election	102,090	39,000	261.77%
Conference/Travel/Professional Development	367	20,500	1.79%
<b>Sub Total</b>	<b>519,461</b>	<b>717,500</b>	<b>72.40%</b>
<b>Personnel/Labor</b>			
Wages	946,049	1,309,658	72.24%
Group Insurance	112,083	130,000	86.22%
Worker's Compensation Insurance	26,980	30,000	89.93%
OPEB - ARC	-	-	Not Budgeted
Dental/Vision/Life	21,175	25,887	81.80%
Payroll Taxes	70,840	91,000	77.85%
Pension	174,120	201,148	86.56%
Continuing Education	801	5,000	16.02%
Trustee Fees	30,150	40,000	75.38%
Annuitant Health Care	75,099	91,032	82.50%

**Sub Total**

**1,457,297**

**1,923,725**

**75.75%**



<b>Operations</b>			
Power	338,229	500,000	67.65%
Supplies/Materials	33,082	25,000	132.33%
Herbicide	111,908	120,000	93.26%
Fuel	35,253	50,000	70.51%
Field Services	34,088	63,100	54.02%
Field Operations Consultants	8,730	20,000	43.65%
Equipment Rental	100	5,000	2.00%
Refuse Collection	12,384	30,000	41.28%
Equipment Repair/Service	5,345	16,000	33.41%
Equipment Parts/Supplies	43,007	60,000	71.68%
Facility Repairs	106,765	211,000	50.60%
Shop Equipment (not vehicles)	-	5,000	0.00%
Field Equipment	2,925	14,000	20.89%
Misc/Other 2	380	500	76.00%
Utilities - Field	9,010	11,500	78.35%
Government Fees/Permits - Field	8,975	12,000	74.79%
FEMA Permits	-	1,500	0.00%
<b>Sub Total</b>	<b>750,181</b>	<b>1,144,600</b>	<b>65.54%</b>
<b>Equipment</b>			
Equipment	-	-	Not Budgeted
<b>Sub Total</b>	<b>-</b>	<b>-</b>	
<b>Consulting/Contracts/Memberships</b>			
Engineering/Technical Consultants	178,220	375,000	47.53%
Security Patrol	81,600	80,000	102.00%
Temporary Admin	14,250	15,000	95.00%
<b>Sub Total</b>	<b>274,070</b>	<b>470,000</b>	<b>58.31%</b>
<b>FMAP Expenditures</b>			
LOI/SWIF (Consultants)	34,960	-	Not Budgeted
Equipment	810,568	381,337	212.56%
Operations & Maintenance (Field)	159,199	220,000	72.36%
Administrative	-	-	Not Budgeted
<b>Sub Total</b>	<b>1,004,727</b>	<b>601,337</b>	<b>167.08%</b>
<b>Total A, O &amp; M Expenses</b>	<b>4,005,736</b>	<b>4,857,162</b>	<b>82.47%</b>
<b>Capital Expenses</b>			
Capital Office Upgrades	6,299	20,000	31.50%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	17,132	30,000	57.11%
Capital Facilities (including SCADA)	34,287	2,700,000	1.27%
<b>Sub Total</b>	<b>57,718</b>	<b>2,800,000</b>	<b>2.06%</b>
<b>Total All Expenditures</b>	<b>4,063,454</b>	<b>7,657,162</b>	<b>53.07%</b>



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.5

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**TITLE:** Approval of One-Time Employee Compensation

**SUBJECT:** Review and Consider Approval of One-time Compensation Adjustment for District Employees in Recognition of Essential Duties Performed in Fiscal Year 2020/2021.

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### EXECUTIVE SUMMARY:

Since March 2020, the COVID-19 pandemic has dramatically impacted the lives of people across this country. The global health pandemic has emphasized the importance of many workers in industries now highlighted as essential, including front-line Flood Protection Workers. Frontline workers nationwide have had to face new hazards in jobs not previously considered especially dangerous due to the virus. In addition, while many employees around the country were able to work from home and be with their families, most of our team were required to work away from their families. Due to these circumstances, several agencies have provided extra COVID-19 related compensation to their employees, and/or additional vacation days.

In recognition of the outstanding work performed by District Staff during Fiscal Year 2020/2021, the Board of Trustees desire to make a one-time compensation adjustment for employees. On recommendation by the Personnel Committee, the following one-time compensation adjustment is provided for the Board to review and consider approval:

- One-time Payment of \$1,250 for All Employees (Excluding the General Manager and the Operations Manager).
- Two (2) Additional Paid Time Off Days for All Employees (Excluding the General Manager and the Operations Manager).

### RECOMMENDATION:

Staff recommends the Board of Trustees review and consider approval of One-time Compensation Adjustment for District Employees in Recognition of Essential Duties Performed in Fiscal Year 2020/2021.

### FINANCIAL IMPACT:

Approximately \$16,000 expenditure increase in Fiscal Year 2020/2021.

### STAFF RESPONSIBLE FOR REPORT:

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Kevin L. King, General Manager

Date: 06/04/2021



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.6

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**TITLE:** Annual Banking Authorization (Sacramento County)

**SUBJECT:** Review and Consider Adoption of Resolution No. 2021-06-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

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### EXECUTIVE SUMMARY:

Reclamation District No. 1000 is required to adopt and file a new Banking Resolution with the Sacramento County Treasurer annually authorizing Officers and Trustees as Signatories to the Operations and Maintenance Fund, a revolving Fund held by the Sacramento County Treasurer. Resolution No. 2021-06-01 (Attachment 1) has been prepared to fulfill this requirement.

### BACKGROUND:

The California Water Code allows the Board to create a revolving fund for paying expenses. The District maintains an O/M Revolving Fund with the County of Sacramento. Annually, the Board is required to adopt and file a new Banking Resolution with the Sacramento County Treasurer. The attached Resolution 2021-06-01 sets forth account terms as well as use parameters.

### RECOMMENDATION:

Staff recommends the Board of Trustees adopt Resolution 2021-06-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

1. Resolution No. 2021-06-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

### STAFF RESPONSIBLE FOR REPORT:

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Kevin L. King, General Manager

Date: 06/04/2021



**RECLAMATION DISTRICT NO. 1000  
RESOLUTION NO. 2021-06-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000  
AUTHORIZING OFFICERS AND TRUSTEES AS SIGNATORIES TO THE OPERATIONS AND  
MAINTENANCE FUNDS HELD BY SACRAMENTO COUNTY TREASURER.**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 11<sup>th</sup> day of June 2021, the following resolution was approved and adopted:

**WHEREAS**, Reclamation District No. 1000 maintains an Operation and Maintenance Fund held by the Sacramento County Treasurer; and

**WHEREAS**, Reclamation District No. 1000 also maintains a Revolving Fund pursuant to Water Code Section 50657; and Reclamation District No. 1000 assumes responsibility for disbursement of such Revolving Fund and agrees to hold and save the Sacramento County Treasurer harmless from any improper disbursement of such Revolving Fund as required by Water Code Section 50658; and

**WHEREAS**, the Board of Trustees by this Resolution desires to set forth the names and specimen signatures of the Officers and Trustees of Reclamation District No. 1000 and set forth the names and required signatures for withdrawal or payment of funds from such accounts;

**NOW THEREFORE BE IT RESOLVED THAT:** The Board of Trustees of Reclamation District No. 1000 affirm the names and specimen signatures of the Trustees of Reclamation District No. 1000, as provided herein:

Nicholas Avdis	_____
Jag Bains	_____
Tom Barandas	_____
Christopher Burns	_____
Thomas Gilbert	_____
Debra G. Jones	_____
Elena Lee Reeder	_____

**BE IT FURTHER RESOLVED THAT:** The Board of Trustees of Reclamation District No. 1000 affirm the names and specimen signatures of the Officers of Reclamation District No. 1000, as provided herein:

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

Joleen Gutierrez  
District Secretary \_\_\_\_\_

**BE IT FURTHER RESOLVED THAT:** Funds held in the Reclamation District No. 1000 Operation and Maintenance Fund held by the Sacramento County Treasurer may be withdrawn or paid solely by warrant signed by any four or more of the Trustees of the District as identified in this resolution and attested to by the Secretary of the Board of Trustees or General Manager as identified in this resolution.

**BE IT FURTHER RESOLVED THAT:** Funds on deposit in the District’s revolving fund may be withdrawn or paid by check signed by any one of the Trustees identified in this resolution or the District Manager or District Secretary as identified in this resolution, for amounts less than \$20,000.00 and any two of the Trustees as identified in this resolution or the General Manager as identified and a Trustee as identified of this resolution for amounts exceeding \$20,000.00.

**BE IT FURTHER RESOLVED THAT:** Funds on deposit in the District’s revolving fund may be withdrawn or paid via electronic fund transfer (ACH) to specific vendors as provided in Exhibit A of this resolution. Electronic fund transfers paid to vendors specified in Exhibit A shall not exceed \$20,000.00. If an amount to be paid via electronic transfer exceeds \$20,000.00, a written authorization must be received from a Trustee as identified in this Resolution in addition to authorization by the General Manager, an email authorization is considered a written authorization. Amounts of \$20,000.00 or less may be authorized by any of the Trustees identified in this resolution or the District Manager or District Secretary as identified in this resolution.

**ON A MOTION BY** Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_,  
the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District  
No. 1000, this 11<sup>th</sup> day of June 2021, by the following vote, to wit:

AYES: Trustees:

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

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Thomas M. Gilbert  
President, Board of Trustees  
Reclamation District No. 1000

CERTIFICATION:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2021-06-01 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 11<sup>th</sup> of June 2021 and made a part of the minutes thereof.

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Joleen Gutierrez, District Secretary

**EXHIBIT A**

List of vendors approved by the Board to be paid electronically:

<b>Vendor</b>	<b>Item(s) Paid</b>
CalPERS	Pension/Health/Deferred Comp
PG&E	Utilities
City of Sacramento	Utilities
Verizon	Wireless Phone Service
Comcast	Internet Service
Smile Business	Office Equipment Maintenance
Alhambra	Water Service
Airgas	Shop Service
Berkshire Hathaway	Worker's Comp
Home Depot Credit	Shop Supplies
Napa Auto Parts	Equipment Supplies/Parts
Tractor Supply	Equipment Parts
Waste Management	Garbage/Recycling
Streamline	Website
ACWA JPIA	Dental/Vision/Life Insurance
US Healthworks	DOT Screening
Sacramento County Utilities	Utilities





## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 5.7

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**TITLE:** Professional Services Agreement

**SUBJECT:** Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Matrix Consulting Group for Indirect Cost Allocation Plan.

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) solicited requests for qualifications for the Indirect Cost Allocation Plan on March 31, 2021. The District received Statements of Qualifications from three (3) firms including Matrix Consulting Group on May 14, 2021 in accordance with the Request for Qualifications. The District's Finance Committee interviewed the respondents on May 25, 2021 and subsequently reviewed the submittals on June 1, 2021. Matrix Consulting Group was recommended by the Finance Committee for award of a Professional Services Agreement for the project.

Matrix Consulting Group's proposal for the Indirect Cost Allocation Plan is provided in Attachment No. 1.

**RECOMMENDATION:**

Staff recommends the Board review and consider authorizing the General Manager to execute a Professional Services Agreement with Matrix Consulting Group for Indirect Cost Allocation Plan.

**FINANCIAL IMPACT:**

\$15,000 in FY 2021/2022 Expenditures.

**ATTACHMENTS:**

1. Matrix Consulting Group Proposal – Indirect Cost Allocation Plan

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 06/04/2021

# Proposal to Conduct Indirect Cost Allocation Plan

RECLAMATION DISTRICT NO. 1000



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June 2, 2021

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

Dear Mr. King:

The Matrix Consulting Group is pleased to have this opportunity to submit a proposal to develop an Indirect Cost Allocation Plan for the Sacramento Reclamation District No. 1000. Our firm understands the urgency and importance of determining direct and indirect costs and is committed to helping our clients create and establish documented and defensible costs for service that maximize recovery opportunities. The Matrix Consulting Group stands apart from other firms for the following reasons:

- **Experience in cost allocation studies:** Our firm and consulting team have extensive experience conducting cost allocation studies for jurisdictions and municipalities across the United States, with recent Bay Area and Northern California clients including: San Mateo, Vacaville, Millbrae, Santa Clara, Redwood City, Sunnyvale, Resource Conservation District of Santa Cruz County, San Mateo Resource Conservation District, and the Sacramento Regional Transit District.
- **Key Project Personnel:** Our project team is helmed by Courtney Ramos, a Vice President with the Matrix Consulting Group and leader of our Financial Services practice. Our proposed project manager is Khushboo Hussain, a Senior Manager who excels in cost of service analysis and cost recovery policies and procedures.

Richard Brady, the firm's president is authorized to negotiate on its behalf, and contractually bind our firm. Courtney Ramos, a vice president, can provide clarification regarding this proposal. They can be reached at the address and phone number listed below, or via email at [rbrady@matrixcg.net](mailto:rbrady@matrixcg.net) and [cramos@matrixcg.net](mailto:cramos@matrixcg.net)

*Richard P. Brady*  
**Matrix Consulting Group**

Richard Brady  
President

# 1 Company Qualifications, Experience, and References

The Matrix Consulting Group specializes in providing analytical services to local governments to assist them in providing highly responsive, efficient, and effective services to their residents. Our firm’s history and composition are summarized below:

- We were founded in 2002. Our founders have worked together in this and other consulting organizations as one team for 10 to over 30 years.
- Our headquarters are based in San Mateo, with seven other locations nationally: Irvine (CA), Portland (OR), Dallas (TX), St. Louis (IL), Charlotte (NC), Phoenix (AZ) and Boston (MA). We also have an international office in Halifax, Canada.
- Since our founding, we have worked with over 1,300 government agencies, conducting cost of service and management studies providing recommendations relating to operations, improvements, and cost recovery.

The market and service focus of the Matrix Consulting Group has always been financial, management, staffing and operations analysis of local government. The following outlines the core services provided by our firm:

<b>Administrative (HR, Finance, IT)</b>	Fire and EMS
Community Development	Fleet Management
Corrections and Justice	Law Enforcement
Emergency Communications	Parks, Recreation, and Libraries
<b>Financial Services</b>	<b>Public Works and Utilities</b>

No other firm has a better understanding of how public organizations operate, or how to help them thrive.

## 1 Firm Experience with Cost Allocation

Our firm has extensive experience developing Full Cost and OMB compliant Cost Allocation Plans, as well as Indirect Cost Rate Proposals for various municipal organizations across the United States. Whether we are working with large cities, small towns, special districts, or individual departments, our goal is to document and define the services being provided, and accurately allocate costs to all beneficiaries. The following points highlight our experience with developing cost allocation processes and metrics:

- **Administrative Functions:** Our firm has extensive experience in evaluating processes and functions associated with City Clerk, Finance, Human Resources, and Purchasing. From basic tasks and responsibilities to process improvement and oversight controls, our project teams are able to:

- Identify core service functions, such as payroll, employee benefits, budget preparation, agenda and commission support.
- Review current data metrics, and work with staff to ensure resulting allocations are appropriate, fair, and equitable.
- Recognize services that are not in direct support of departments, including business licenses and elections, and ensure they are accurately identified, but not further allocated.

Our project teams understand the core services associated with administrative functions, as well as the time associated with process completion, and are adept at helping staff determine daily, weekly, monthly, or annual time spent on a task. These assumptions form the core basis of a cost allocation plan, and should be defensible not only through documentation, but also by District staff.

- **Governmental Functions:** The Matrix Consulting Group has worked with and been a part of managerial studies relating to District Manager and Legal services. Additionally, we have extensive experience working with, and presenting to various boards, councils, and subcommittees. Our understanding of the various types of services provided allow our project teams to assess what services are best for allocation, including:
  - Categorizing services and support that benefit the District as an organization, such as contract negotiation, and approval of internal policies.
  - Identifying services that benefit the District economically, such as lobbying, and economic development, which should not be allocated.

Our team understands how these costs can and should be treated in both a Full Cost Plan and OMB compliant plan, including making staff aware of common practices, as well as aggressive allocation options.

- **Internal Services:** The Matrix Consulting Group has significant experience evaluating services and functions associated with Facilities Maintenance, Fleet Services, and Information Technology. While these services can be part of the general fund or internal services, their allocation is important when trying to understand the indirect costs associated with any Fund, Department, or Program. Our project teams work with these departments to:
  - Review existing allocation processes and metrics to ensure compliance with state and federal regulations.
  - Determine if newer metrics, or metric alterations could provide more accurate allocations.

Our project team is committed to ensuring that all cost centers being allocated by our clients are in compliance with state and local laws, use fair and equitable allocation metrics, and are documented and defensible. The following table provides a sampling of jurisdictions for whom we have provided similar services within the last five years, including the types of services provided to each jurisdiction, relevant to the requested scope of services:

Jurisdiction	Full Cost	OMB	Indirect Rates	Annual Plan
Adelanto, CA	X			
Champaign, IL	X	X		
Citrus Heights, CA	X	X		
Cupertino, CA	X	X		
Dallas, TX	X	X	X	X
Dixon, CA	X	X		
Downey, CA	X	X		
Elk Grove, CA	X	X		X
Fairfield, CA	X	X		
Fort Lauderdale, FL	X	X	X	X
Garland, TX		X		X
Hercules, CA	X	X		
Juneau, AK	X	X	X	X
Livermore, CA	X	X		X
Manhattan Beach, CA	X	X		X
Maui County, HI	X	X	X	X
Miami Beach, FL	X	X		X
Millbrae, CA	X	X		
Pacific Grove, CA	X	X		
Port of Long Beach, CA	X		X	
Redwood City, CA	X	X		
Resource Conservation Dist. of Santa Cruz County	X	X	X	X
Richland, WA		X		
Sacramento Regional Transit, CA		X	X	X
San Mateo, CA	X	X		X
San Mateo Resource Conservation District	X	X	X	
Santa Clara, CA	X	X	X	
South San Francisco, CA	X	X		

## 2 Client Engagement and Collaboration

The Matrix Consulting Group prides itself on our collaborative work approach with clients and stakeholders. We believe that in order to develop accurate and defensible cost plans employees and stakeholders must understand the process and methodology by which results were derived, as well as how results can and should be utilized and implemented. The following points highlight our collaborative approach to working with our clients, and their stakeholders:

- **Data Input:** The project team works closely with District staff to determine and develop appropriate data metrics and time estimates for use in the allocation process. These metrics are vetted with staff to ensure that they accurately represent the services for which they are providing.

- **Management Approval:** Once draft results have been developed, the project team will work with District management to review, approve, and finalize the results of the Cost Allocation Plan. This process includes discussing differences between previous and the current plans and studies and providing explanations for any significant changes.
- **Stakeholder Review and Approval:** When appropriate, the project team will work with stakeholders (both internal and external) to review the results of the cost plan, including explaining the overall methodology, metric assumptions, and outcomes.
- **Audit Support:** While not considered a stakeholder, another key group that can be involved in a cost allocation plan is a cognizant agency auditor. Our project team is adept at working with various agency auditors, providing them with the detailed documentation they need to verify and approve finalized plans.

This collaborative approach allows our project team to educate District staff and stakeholders. Staff involvement throughout the process creates a better understanding of the services being allocated and costed out, and ways in which those costs can be applied or recovered.

Management oversight provides another layer of review and ensures that allocations and assumptions have been appropriately utilized.

Finally, the involvement of stakeholders can help educate those who receive costs based on the plan or study, regarding the purpose and the methodology used to develop results.

### 3 Detailed Client Listing

The following table provides a detailed listing of clients for whom we have provided similar services over the last five years.

Client	Client Contact	Project Type
<b>Adelanto, CA</b> 11600 Air Expressway Adelanto, CA 92301	Ward Komers Finance Director (760) 246-2300 <a href="mailto:WKomers@ci.adelanto.ca.us">WKomers@ci.adelanto.ca.us</a>	Full Cost Allocation Plan Citywide Fee Study Development Impact Fee Study  FY20-21
<b>Bay Area Air Quality Management District, CA</b> 375 Beale St. Ste 600 San Francisco, CA 94105	Barry Young Sr. Project Coordinator (415) 749-4721 <a href="mailto:byoung@baaqmd.gov">byoung@baaqmd.gov</a>	Full Cost Allocation Plan User Fee Study  FY18-Present
<b>Champaign, IL</b> 102 N. Neil St. Champaign, IL 61820	Debra Busey (217)778-4471 <a href="mailto:debra.busey@champaignil.gov">debra.busey@champaignil.gov</a>	Cost Allocation Plan Comprehensive Fee Study  FY16-17



Client	Client Contact	Project Type
<b>Citrus Heights, CA</b> 6360 Fountain Sq. Dr. Citrus Heights, CA 95621	Tammy Nossardi Finance Manager (916) 727-4705 <a href="mailto:tnossardi@citrusheights.net">tnossardi@citrusheights.net</a>	Cost Allocation Plan User Fee Study FY18-19 FY19-20
<b>Coachella Valley Water District, CA</b> 75515 Hovley Lane East Palm Desert, CA 92211	Tina Donahue Financial Analyst (760) 398-2661 <a href="mailto:tdonahue@cvwd.org">tdonahue@cvwd.org</a>	Cost Allocation Plan Miscellaneous Fee Study  FY18-19
<b>Cosumnes Community Services District, CA</b> 9355 East Stockton Blvd., Ste 185 Elk Grove, CA 95624	John Ebner Sr. Management Analyst (916) 405-7106 <a href="mailto:johnebner@csdfire.com">johnebner@csdfire.com</a>	Cost Allocation Plan Fire Prevention Fee Study  FY19-20
<b>Cupertino, CA</b> 10300 Torre Ave. Cupertino, CA 95014	Jacqueline Guzman Assistant to the City Manager (408) 777-1322 <a href="mailto:JacquelineG@cupertino.org">JacquelineG@cupertino.org</a>	Cost Allocation Plan Comprehensive Fee Study  FY14-15
<b>Dallas, TX</b> 1500 Marilla St. Dallas, TX 75201	Janette Weedon Assistant Director Office of Budget (214) 670-3660 <a href="mailto:janette.weedon@dallascityhall.com">janette.weedon@dallascityhall.com</a>	Full Cost Allocation Plan OMB Cost Allocation Plan Indirect Cost Rate Proposal Special Event Fees  FY15-19
<b>Dixon, CA</b> 600 East A St. Dixon, CA 95620	Joan Michaels-Aguilar Deputy City Manager – Admin Services (707) 678-7000 <a href="mailto:jmichealsaquilar@ci.dixon.ca.us">jmichealsaquilar@ci.dixon.ca.us</a>	Full Cost Allocation Plan OMB Cost Allocation Plan User Fee Study FY18-19, FY19-20
<b>Downey, CA</b> 11111 Brookshire Ave. Downey, CA 90241	James Fructuoso Assistant Finance Director (562) 904-7625 <a href="mailto:jfuctuoso@downeyca.org">jfuctuoso@downeyca.org</a>	Cost Allocation Plan Citywide Fee Study  FY16-17, FY17-18
<b>Elk Grove, CA</b> 8401 Laguna Palms Way Elk Grove, CA 95758	Jannet Meyer Administrative Analyst (916) 478-2272 <a href="mailto:jmeyer@elkgrovecity.org">jmeyer@elkgrovecity.org</a>	Cost Allocation Plan Development Fee Study  FY14-20
<b>Fairfield, CA</b> 1000 Webster St. Fairfield, CA 94533	Bryan Chua Budget Manager (707) 428-7624 <a href="mailto:bchua@fairfield.ca.gov">bchua@fairfield.ca.gov</a>	Full Cost Allocation Plan OMB Cost Allocation Plan  FY14-15, FY16-17

Client	Client Contact	Project Type
<b>Fort Lauderdale, FL</b> 100 N. Andrews Ave. Fort Lauderdale, FL 33301	Diane Lichenstein Assistant Budget Manager (954) 828-5427 <a href="mailto:DLichenstein@fortlauderdale.gov">DLichenstein@fortlauderdale.gov</a>	Cost Allocation Plan IT Cost Allocation Plan FXE PILOT Review  FY11-FY16
<b>Hercules, CA</b> 111 Civic Dr. Hercules, CA 94547	Annie To Finance Director (510) 799-8222 <a href="mailto:ato@ci.hercules.ca.us">ato@ci.hercules.ca.us</a>	Full Cost Allocation Plan OMB Cost Allocation Plan  FY16-17
<b>Lemon Grove, CA</b> 3232 Main St. Lemon Grove, CA 91945	Molly Brennan Finance Manager (619) 825-3803 <a href="mailto:mbrennan@lemongrove.ca.gov">mbrennan@lemongrove.ca.gov</a>	Full Cost Allocation Plan  FY18-19
<b>Livermore, CA</b> 1052 S. Livermore Ave. Livermore, CA 94550	Bhavna Chaudhary Financial Services Manager (925) 960-4353 <a href="mailto:bchaudhary@cityoflivermore.net">bchaudhary@cityoflivermore.net</a>	Full Cost Allocation Plan OMB Cost Allocation Plan Hourly Rates Development Fee Study  FY14-15, FY18-19
<b>Manhattan Beach, CA</b> 1400 Highland Ave. Manhattan Beach, CA 90266	Steve Charelian Finance Director (310) 802-5555 <a href="mailto:scharelian@citymb.info">scharelian@citymb.info</a>	Cost Allocation Plan Comprehensive Fee Study  FY14-15, FY19-20
<b>Maui County, HI</b> 200 S. High St. Wailuku, HI 96793	Mark Walker Finance Manager (808) 270-7722 <a href="mailto:Mark.Walker@co.maui.hi.us">Mark.Walker@co.maui.hi.us</a>	Cost Allocation Plan  FY15-16
<b>Miami Beach, FL</b> 1700 Convention Center Dr. Miami Beach, FL 33139	Tameka Otto Stewart Budget Director (305) 673-7510 <a href="mailto:TamekaOttoStewart@miamibeachfl.gov">TamekaOttoStewart@miamibeachfl.gov</a>	Internal Services Cost Allocation Plan Citywide Cost Allocation Plan OMB Cost Allocation Plan Resort Tax Cost Allocation Plan  FY16-17, FY18-19
<b>Millbrae, CA</b> 621 Magnolia Ave. Millbrae, CA 94030	DeAnna Hilbrants Deputy City Manager (650) 259-2433 <a href="mailto:Dhilbrants@ci.millbrae.ca.us">Dhilbrants@ci.millbrae.ca.us</a>	Cost Allocation Plan OMB Cost Allocation Plan Comprehensive Fee Study Revenue Study  FY18-19, FY19-20

Client	Client Contact	Project Type
<b>Milpitas, CA</b> 455 E. Calaveras Blvd. Milpitas, CA 95035	Steven McHarris Interim City Manager (408) 586-3051 <a href="mailto:smcharris@ci.milpitas.ca.gov">smcharris@ci.milpitas.ca.gov</a>	Development Services Organizational Analysis Development Services Fee Study  FY18-19
<b>Orange, CA</b> 300 E. Chapman Ave. Orange, CA 92866	Josephine Chan Investment / Revenue Officer (714) 744-2236 <a href="mailto:jchan@cityoforange.org">jchan@cityoforange.org</a>	Citywide Fee Study Development Impact Fee Study  FY17-18, FY19-20
<b>Osceola County, FL</b> 1 Courthouse Square Kissimmee, FL 34741	Andrea Osborne Quality and Compliance Coordinator (407) 742-1811 <a href="mailto:andrea.osborne@osceola.org">andrea.osborne@osceola.org</a>	Full Cost Allocation Plan  FY18-19, FY19-20
<b>Pacific Grove, CA</b> 300 Forest Ave. Pacific Grove, CA 93950	Lori J. Frati Finance Management Analyst (831) 648-3133 <a href="mailto:lfrati@cityofpacifcgrove.org">lfrati@cityofpacifcgrove.org</a>	Cost Allocation Plan Citywide Comprehensive Fee Study  FY18-19
<b>Port of Long Beach, CA</b> 4801 Airport Plaza Dr. Long Beach, CA 90815	Abigail Hizon Financial Specialist (562) 270-7722 <a href="mailto:Abigail.Hizon@polb.com">Abigail.Hizon@polb.com</a>	Overhead Cost Allocation Plan  FY17-18
<b>Redwood City, CA</b> 1017 Middlefield Rd. Redwood City< CA 94063	Jun Nguyen Revenue Services Manager (650) 780-7213 <a href="mailto:jnguyen@redwoodcity.org">jnguyen@redwoodcity.org</a>	Cost Allocation Plan Citywide Fee Study  FY16-19
<b>Richland, WA</b> 505 Swift Blvd. Richland, WA 99352	Brandon Allen Financial Analyst (509) 942-7302 <a href="mailto:ballen@ci.richland.wa.us">ballen@ci.richland.wa.us</a>	OMB Cost Allocation Plan  FY15-16
<b>San Mateo, CA</b> 330 W. 20 <sup>th</sup> Ave. San Mateo, CA 94403	Brian Alexander Management Fellow (650) 522-7209 <a href="mailto:balexander@cityofsanmateo.org">balexander@cityofsanmateo.org</a>	Cost Allocation Plan Development Services Fee Study Development Impact Fee Study  FY12-13, FY14-15, FY18-19, FY20-21
<b>San Mateo Resource Conservation District, CA</b> 80 Stone Pine Road Half Moon Bay, CA 94019	Lau Hodges Administrative Officer (650) 712-7765 <a href="mailto:lau@sanmateorcd.org">lau@sanmateorcd.org</a>	OMB Cost Allocation Plan Indirect Cost Rate Proposal Billable Rates  FY20-21

Client	Client Contact	Project Type
<b>Santa Cruz County Resource Conservation District, CA</b> 809 Center St. Santa Cruz, CA 95060	Sharon Corkrean Director of Finance (831) 464-2950 <a href="mailto:scorkrean@rcdsantacruz.org">scorkrean@rcdsantacruz.org</a>	OMB Cost Allocation Plan FY14-15, FY16-17, FY19-20
<b>Santa Clara, CA</b> 1500 Warburton Ave. Santa Clara, CA 95050	Kenn Lee Assistant Director of Finance (408) 615-2344 <a href="mailto:klee@santaclaraca.gov">klee@santaclaraca.gov</a>	Full Cost Allocation Plan OMB Cost Allocation Plan Citywide User Fee Study FY18-19
<b>Sonoma, CA</b> #1 The Plaza Sonoma, CA 95476	Sue Casey Assistant City Manager (707) 933-2215 <a href="mailto:scasey@sonomacity.org">scasey@sonomacity.org</a>	Cost Allocation Plan Planning Fee Study FY18-19
<b>South Bay Regional Public Communications Authority, CA</b> 4440 West Broadway Hawthorne, CA 90250	Erick Lee Executive Director (310) 973-1802 <a href="mailto:elee@rcc911.org">elee@rcc911.org</a>	Authority Cost Allocation Plan Fully Burdened Hourly Rates FY19-20
<b>South El Monte, CA</b> 1415 N. Santa Anita Ave. South El Monte, CA 91733	Angela Chiaramonte Management Analyst (626) 579-6540 <a href="mailto:achiarom@soelmonte.org">achiarom@soelmonte.org</a>	Cost Allocation Plan User Fee Study FY16-17
<b>South Gate, CA</b> 8650 California Ave. South Gate, CA 90280	Kim Sao Deputy Director of Administrative Services / Finance (323) 563-9522 <a href="mailto:ksao@sogate.org">ksao@sogate.org</a>	Cost Allocation Plan Comprehensive Fee Study FY15-16, FY16-17
<b>South San Francisco, CA</b> 400 Grand Ave. South San Francisco, CA 94080	Heather Enders Management Analyst II (650) 829-6651 <a href="mailto:Heather.Enders@ssf.net">Heather.Enders@ssf.net</a>	Full Cost Allocation Plan OMB Compliant Cost Plan Citywide User Fee Study Development Impact Fee Study FY20
<b>Vacaville, CA</b> 650 Merchant St. Vacaville, CA 95688	Connie Donovan Assistant to the City Manager (707) 449-5103 <a href="mailto:Connie.Donovan@cityofvacaville.com">Connie.Donovan@cityofvacaville.com</a>	Cost Allocation Plan Development Services Fee Study FY12-13, FY14-15
<b>Winters, CA</b> 318 1 <sup>st</sup> Street Winters, CA 95694	Shelly Gunby Director of Financial Management (530) 794-6704 <a href="mailto:Shelly.gunby@cityofwingers.org">Shelly.gunby@cityofwingers.org</a>	Cost Allocation Plan Comprehensive Fee Study FY17-18

## 4 References

The following table provides specific references for clients for whom similar services were provided that were managed by our Project Executive and Project Manager.

Client Contact and Scope of Services	Project Description
<p><b>Sacramento Regional Transit District, CA</b></p> <p>Paul Selenis Accounting Manager (916) 557-4511 <a href="mailto:PSelenis@sacrt.com">PSelenis@sacrt.com</a></p> <p>OMB Compliant Cost Plan Indirect Cost Rate FY19 (Completed in 2020)</p>	<p>The Matrix Consulting Group was retained by the Sacramento Regional Transit District in a multi-year contract to develop an OMB Compliant Cost Plan and develop a district-wide indirect rate for reimbursement from federal and state transportation grants. The project team worked with District staff to review existing administrative services and determine the fairest and equitable manner for allocating those services to the bus and light rail operations divisions. The District utilizes the indirect rate from this plan annually to recover the indirect costs associated with grants.</p> <p>The project team is in the midst of developing the District’s current plan again including incorporating any organizational changes, data updates, and cost changes.</p>
<p><b>San Mateo, CA</b></p> <p>Renee Halcon Operations and Accounting Manager (650) 522-7100 <a href="mailto:rhalcon@cityofsanmateo.org">rhalcon@cityofsanmateo.org</a></p> <p>Full Cost Allocation Plan Comprehensive Fee Study Development Impact Fee Study FY20</p>	<p>The project team worked with City staff to update their existing Cost Allocation Plan and Development Services User Fee Study and evaluate current Development Impact Fees.</p> <p>The Full Cost Allocation Plan looked to identify overhead costs associated with central service functions, allocating direct and indirect costs to general fund and non-general fund sources. The Fee Study looked at permits and services charged by Building, Planning, and Engineering. Time estimate and service level assumptions were reviewed and updated to reflect current service levels. Hourly rates were developed for deposit based fees.</p> <p>The Impact Fee Study looked at Childcare, Public Art, Parks, and Traffic impact fees, resulting in updated nexus findings and calculations. The Development Impact Fee is currently in the process of being presented to Council as the final component of this study.</p>
<p><b>San Mateo Resource Conservation District, CA</b></p> <p>Lau Hodges Administrative Officer (650) 712-7765 <a href="mailto:lau@sanmateorcd.org">lau@sanmateorcd.org</a></p> <p>Full Cost Allocation Plan OMB Compliant Cost Plan Indirect Rates FY19</p>	<p>The project team worked with the District to review previous Cost Allocation Plans and indirect rates and develop a new plan and rates for the current fiscal year. During the development of the current plan, in supporting the District with their cognizant agency audit, it was determined that the District would need to re-develop plans for the prior three fiscal years. The project team then worked with the District to crosswalk requested information and data into the audit templates, in order to develop indirect costs for previous years.</p> <p>The results of this engagement provided the District with a current cost plan that complied with OMB guidelines, as well as acceptable indirect rates that had been accurately trued up.</p>

**Client Contact and  
Scope of Services**

**Project Description**

**South San Francisco, CA**

Heather Enders  
 Management Analyst II  
 (650) 829-6651  
[Heather.Enders@ssf.net](mailto:Heather.Enders@ssf.net)

Full Cost Allocation Plan  
 OMB Compliant Cost Plan  
 Citywide User Fee Study  
 Development Impact Fee Study  
 FY20

The Matrix Consulting Group is currently working with the City of South San Francisco to develop both a Full Cost and OMB compliant Cost Allocation Plan, conduct a citywide user fee study and Development Impact Fee Study. The project team has already completed the Full Cost Plan for incorporating into the Citywide User Fee Study and Development Impact Fee Study. The OMB Compliant Cost Plan was utilized primarily for Ground Emergency Medical Transport (GEMT) reimbursement. The project team has worked with City staff to ensure that all applicable services are identified, and that relevant and equitable metrics were used to develop fair allocations.

The user fee study evaluated reviewing existing fees for services, identifying new fees for service, and updating the cost assumptions to account for new processes. The development impact fee study focused on evaluating the nexus for Childcare and Public Safety (Fire and Police) impact fees and proposing new impact fees for the Library.

We would be happy to provide contact information for any other project noted within our proposal. The following pages provide the requested reference forms.

## 2 Qualifications and Experience of Key Personnel

The project team being proposed by the Matrix Consulting Group are all full-time employees of our firm. The specific roles of each proposed project team member are outlined below:

- **Courtney Ramos:** Financial Services Vice President for the Matrix Consulting Group will serve as the *Project Executive*. Ms. Ramos will be the primary contact for the project and provide her expertise in reviewing drafts and presenting results.
- **Khushboo Hussain:** A Senior Manager with the Matrix Consulting Group, will serve as the *Project Manager*. Ms. Hussain will lead interviews and coordinate necessary data collection for the financial analysis, discuss policies, and work with the Data Analysts to compile and analyze the data.
- **Jessica Mizenko:** A Senior Consultant with the Matrix Consulting Group, will serve as a **Lead Data Analyst**. Ms. Mizenko will assist with collection and compilation of necessary data, model development, and provide analytical support.

The following pages provide brief resumes for each project team member, including relevant project experience.

**Reference No. 1**

Customer Name	Sacramento Regional Transit District, CA
Contact Individual	Paul Selenis, Accounting Manager
Telephone & Email	916-557-4511; PSelenis@sacrt.com
Street Address	1400 29th St.
City, State, Zip Code	Sacramento, CA 95812
Date of Services	Mar 2020 - June 2020; May 2021 - Present
Contract Amount	\$20,000
Description of Services	OMB Compliant Cost Allocation Plan and Indirect Cost Rate Proposal
Project Outcome	The Matrix Consulting Group was retained by the District in a multi-year contract to develop an OMB Cost Plan and district-wide indirect cost rate for reimbursement from state and federal transportation grants. The project team worked with District staff to include all relatable services and metrics to develop the best plan for the District. The project team is working with the District again on the current update to this indirect cost plan.



**Reference No. 2**

Customer Name	City of San Mateo, CA
Contact Individual	Renee Halcon, Operations and Accounting Manager
Telephone & Email	650-522-7100; rhalcon@cityofsanmateo.org
Street Address	330 W. 20th Ave.
City, State, Zip Code	San Mateo, CA 94403
Date of Services	July 2020 - Present
Contract Amount	\$80,000
Description of Services Full Cost Allocation Plan Development Services Fee Study Development Impact Fee Study	
Project Outcome The Matrix Consulting Group has worked with the City of San Mateo since FY12-13. We have developed their cost allocation plan(s) every 3 years, and provided City staff with a tool in the interim to conduct internal updates. The most recent Cost Allocation Plan was completed in November 2020 and incorporated funding and staffing changes. The project team is in the process of presenting the Development Impact Fee Study to Council for implementation and final project completion.	

**Reference No. 3**

Customer Name	San Mateo Resources Conservation District, CA
Contact Individual	Lau Hodges, Administrative Officer
Telephone & Email	650-712-7765; lau@sanmateorcd.org
Street Address	80 Stone Pine Road
City, State, Zip Code	Half Moon Bay, CA 94019
Date of Services	June 2020 - September 2020
Contract Amount	\$10,000
Description of Services	Full Cost Allocation Plan OMB Cost Allocation Plan Indirect Cost Rate Proposal Billable Rates
Project Outcome	The Matrix Consulting Group worked with the Resources Conservation District to review existing methodologies for indirect rate calculation. The project team developed a double-step down plan for the District, and utilized that plan to create multi-year billable rates for district staff for billing against grants and projects. The project team also worked with District to staff to input information into indirect cost rate workbooks for submission to the State Department of Interior for indirect cost rate approval.

## COURTNEY RAMOS

FINANCIAL SERVICES VICE PRESIDENT, MATRIX CONSULTING GROUP

**Ms. Ramos** is our Financial Services Practice Leader, who oversees cost allocation plan, user fee, development impact fee, and cost of service engagements. Her tenure with the firm has also included participation in operational audit engagements focusing on reviewing organizational and staffing structures to enhance services.

Courtney's relevant experience include:

- Completed over 150 cost of service studies for clients across the United States.
- Analysis focuses on development and documentation of direct and indirect costs, fair and equitable allocation methodologies, and defensible results.
- Expertise also includes development of fiscal policies and procedures relating to cost of service and cost recovery.

### Experience Highlights

**South San Francisco, CA:** Courtney served as the project manager on this engagement which determined the direct and indirect costs associated with central city services. Key analysis included:

- Identifying city departments that supported (in whole or in part) other city departments, or outside agencies.
- Determined appropriate allocation metrics to ensure that costs being allocated were fair and equitable.
- Reviewed options for implementing results, including which funds could be charged, and development of policies for those who could or would not be charged.

**San Mateo Resource Conservation District, CA:** This study determined the direct and indirect cost associated with District services. Key analysis included:

- Review of current administrative functions, and ensuring all appropriate costs were included in the plan.
- Recommendation of new and alternative allocation metrics that would provide a fairer and more equitable outcome.
- Audit support to ensure acceptance of indirect cost rates.

### Role on This Engagement:

Courtney will serve as the Project Executive on this engagement, ensuring timely project deliverables, quality control, and presentation support to stakeholders.

### Relevant Clients:

CA San Mateo  
 CA South San Francisco  
 CA Manhattan Beach  
 CA Long Beach  
 CA Berkeley  
 CA Cupertino  
 CA South Pasadena  
 CA Redwood City  
 CA Orange  
 CA Pacific Grove  
 CO Rio Grande County  
 FL Ft. Lauderdale  
 FL Osceola County  
 FL Miami Beach  
 HI Maui County  
 IL Champaign  
 TX Austin  
 TX Dallas  
 TX Garland  
 TX Bellaire

**Years of Experience:** 16

### Education:

A.A. Administration of Justice, A.A. Sociology  
 Santa Barbara City College (CA).

### Professional Association / Certification:

Government Finance Officers Association  
 California Society of Municipal Finance Officers  
 OMB Cost Plan Best Practices

## KHUSHBOO HUSSAIN

SENIOR MANAGER, MATRIX CONSULTING GROUP

**Ms. Hussain** is a Senior Manager who manages cost allocation plan, user fee, development impact fee, and cost of service engagements. Her experience with the firm also includes participation in operational audit engagements focusing on reviewing organizational, staffing, and internal processes to enhance services.

Khushboo’s relevant experience include:

- Completed over 100 cost of service studies for clients across the United States.
- Analysis focuses on development and documentation of direct and indirect costs, fair and equitable allocation methodologies, defensible results.
- Expertise also includes development of fiscal policies and procedures relating to cost of service and cost recovery.

### Experience Highlights

**Dallas, TX:** Khushboo served as the project manager on this engagement which looked and developing a citywide cost plan, OMB Cost Plan, and Indirect Cost Rate Proposals. Key analysis includes:

- Development of allocation metrics to ensure fair and equitable accounting of services and costs.
- Coordination with Grants department to ensure OMB plan met the needs of current and proposed grant requirements
- Worked with outside grantors to ensure Indirect Cost Rate Proposals met current formats and were calculated accurately.

**Sacramento Regional Transit District:** Khushboo served as the project manager on this engagement, which looked at developing an OMB Compliant Cost Plan and District-wide Indirect Rates for reimbursement from federal and state transportation grants. Key analysis included:

- Documentation of District services associated which benefitted the agency as a whole, as well as specific transit projects.
- Development of allocation metrics to ensure fair and equitable accounting of services and costs.
- Calculation of Indirect Rate for submission to CalTrans.

### Role on This Engagement:

Khushboo will serve as the Project Manager on this engagement, leading interviews and coordinating necessary data collection for the financial analysis, policy discussions, and working with the Data Analyst to compile and analyze data.

### Relevant Clients:

- CA San Mateo
- CA South San Francisco
- CA Manhattan Beach
- CA Long Beach
- CA Berkeley
- CA Cupertino
- CA South Pasadena
- CA Redwood City
- CA Orange
- CA Pacific Grove
- CO Rio Grande County
- FL Ft. Lauderdale
- FL Osceola County
- FL Miami Beach
- HI Maui County
- IL Champaign
- TX Austin
- TX Dallas
- TX Garland
- TX Bellaire

**Years of Experience:** 9

### Education:

B.A., University of California – San Diego, International Economics

M.A., University of California – San Diego, International Affairs

### Professional Association / Certification:

California Society of Municipal Finance Officers  
OMB Cost Allocation Best Practices

## JESSICA MIZENKO

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

**Ms. Mizenko** is an analyst on cost allocation plan, user fee, development impact fee, and cost of service engagements.

Jessica’s relevant experience include:

- Completed over 70 cost of service studies for clients across the United States.
- Analysis focuses on calculation of direct and indirect costs.
- Expertise also includes development of Excel-based cost of service models.

### Experience Highlights

**Hercules, CA:** Jessica served as lead analyst on this engagement which determined direct and indirect costs associated with District services. Key statistical analysis included:

- Reviewing allocation metrics to ensure accuracy and equity.
- Developing custom summary schedules for plan results.

**South San Francisco:** This study developed both a Full Cost and OMB compliant Cost Allocation Plan for the City’s needs. Key analysis included:

- Crosswalk of city data to develop usable allocation metrics.
- Review of allocation metrics to ensure accuracy and equity.
- Development of Excel-based CAP models for annual internal city updates.

### Role on This Engagement:

Jessica will serve as the Lead Analyst on this engagement, collecting and reviewing data, developing analytical models, and producing final results.

### Relevant Clients:

- CA San Mateo
- CA South San Francisco
- CA Manhattan Beach
- CA Berkeley
- CA Hercules
- CA South Pasadena
- CA Redwood City
- CA Orange
- CA Pacific Grove
- CO Rio Grande County
- FL Ft. Lauderdale
- FL Osceola County
- FL Miami Beach
- HI Maui County
- IL Champaign
- TX Dallas
- TX Garland
- TX Bellaire

**Years of Experience:** 4

### Education:

B.S., Bowling Green State University, Mathematics

### 3 Approach to Providing Services

The Matrix Consulting Group, upon reviewing the Reclamation District No. 1000's (District) request for proposal, understands the scope of services to be the development of both a Full Cost and Indirect Cost Allocation Plans (OMB 2 CFR Part 200 Compliant Cost Allocation Plan) with presentations to district staff and board, and the ability to annually update the plans. Each plan will comply with OMB cost principles and will result in the development of indirect cost rates for grant reimbursement. The general steps for providing these services are as follows:

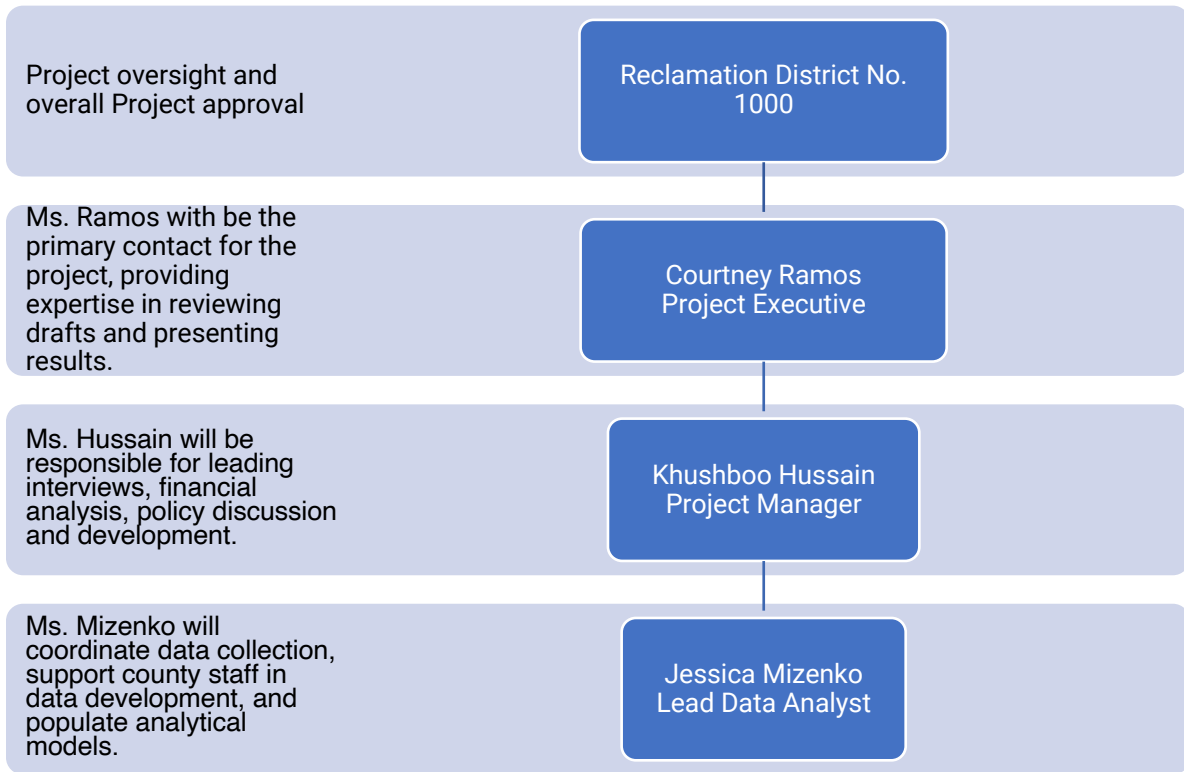
- **Determine departments and services for allocation:** The project team will work with District staff to review all services provided, determining which of those services can and should be allocated out as overhead.
- **Review indirect costs for allocation:** The project team will work with District staff to review services and expenditures and provide recommendations based on best management practices for the types of costs that are allowable as indirect costs.
- **Develop allocation recommendations:** Based on interviews with staff, the project team will collect information and data metrics for use in allocating costs. These metrics will be reviewed with District staff to ensure resulting allocations are reflective of services provided and are fair and equitable.
- **Provide models for annual updates:** Excel-based models will be provided to District staff to enable them to conduct annual updates, including expenditure changes, metrics changes, and adding and / or removing services.

At the culmination of this process, District staff will have a better understanding of its indirect costs, as well as options for increased recovery of overhead costs.

The following sections outline the organization of our project team, our approach to developing an indirect cost allocation plan, as well as our computer based model used to prepare cost plans.

#### 1 Project Team Organization

The project team being proposed by the Matrix Consulting Group are all full-time employees of our firm. The following chart outlines the project team, their specific roles, and reporting structure.



The Matrix Consulting Group uses a core project team of three staff to develop cost allocation plans. This structure ensures that each project has the technical expertise required to adhere to federal and state guidelines regarding cost allocation, as well as generally accepted accounting principles relating to cost accounting. The core team is involved in all meetings and interviews, allowing for information to be disseminated simultaneously.

The project executive and project manager will develop an initial project schedule, and work with District staff to provide status updates at required intervals, in order to ensure that the District is always informed of where the project is, and any pending issues or concerns.

**2 Specific Task Plan**

The following tasks include a narrative and associated activities for preparation of an Indirect Cost Allocation Plan. It is important to note that there are two types of cost allocation plans – Full Cost and OMB Compliant. Based upon the District’s intended use of grant reimbursement, the project team is proposing a workplan for completing an OMB Compliant Cost Allocation Plan. The OMB Compliant Cost Allocation Plan is a stricter plan with detailed guidelines and regulation from the Federal Office of Management and Budget (OMB) and can only be developed utilized prior year audited actual expenditures.

## Task 1 | Data Collection

Prior to our initial meeting, the Matrix Consulting Group will provide the District with a list of initial data requirements for the study. This will allow our project team to review this information thoroughly in preparation for initial discussions with staff. The initial data collection list will include basic requirements such as:

- Line-item expenditure detail of the most recent fiscal year of audited actuals.
- Staffing levels broken out by fund, department, division, program, and activities, and their funding sources.
- Previous Cost Allocation plans.
- Current organizational chart for the District.

Collecting this information prior to our initial meetings with staff will help the project team intimately familiarize itself with District’s current processes for overhead allocation and identify any items of interest or concern in the expenditures and staffing information.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• List of basic data requirements for the Study</li> </ul>	<ul style="list-style-type: none"> <li>• Basic data requirements for the study as requested by the Matrix Consulting Group (staffing, salary, budget, etc.)</li> </ul>

**Estimated Hours:** 1-2 hours for Finance staff to collect and distribute information

## Task 2 | Study Objectives and Project Schedule

Once the data has been collected, the project team will then meet with designated District staff to discuss any issues identified by the project team, as well as to clarify any existing concerns held by District related to the current cost allocation methodology. Discussions will include:

- Review of District specific needs and critical issues surrounding development and implementation of the cost allocation plan.
- Opportunities for improvement and restructuring of previous plans, and/or review and discussion of existing cost allocation methodologies.
- Discussion of the level of detail required for the plan, including structure (Department only or Department, Program, and Activity).



At the culmination of the meeting, the project team and designated District staff will leave with a greater understanding of the overall approach and methodology that will be taken by the project team to develop the Cost Allocation Plan.

After, the meeting, the project team will put together a detailed schedule showing week by week, the deliverables for District staff and the project team.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Initial meeting with staff to review goals, objectives, and project management plans.</li> <li>• Delivery of detailed project deliverable schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at kick-off presentation and initial Executive staff meeting.</li> <li>• Designate district project management representative.</li> </ul>

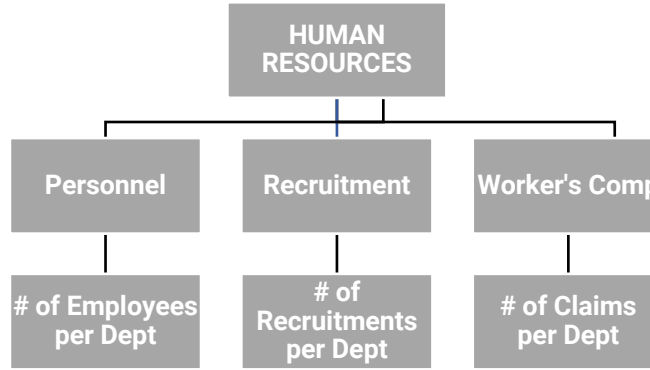
**Estimated Hours:** Approximately 30 minutes for each attendee of the kick-off presentation and Executive staff meeting.

### Task 3 | Interview Staff and Gather Data

The project team will work with District staff to structure a custom cost allocation plan annually, with our project team performing the following tasks:

- Review and discuss the accounting (fund and organizational levels) and staffing structure of the District, as well as actual expenditures.
- Identify and meet central services departments to develop allocation bases and ensure that the plan reflects the following aspects:
  - All current services provided by the District are identified and documented within the Cost Allocation Plan.
  - Allocation bases discussed to be utilized are reflective of the current level of effort and most relatable to the service being performed.
  - Allocation bases to be utilized are metrics, which can be tied to the District's systems or performance indicators and are not based on percentages of effort to allow for the greatest amount of defensibility and nexus in cost allocation services.

The following is a sample flowchart visually representing the outcome of these discussions, the first level is the central service department, the second level is the identified service category, and the third level is the basis by which costs will be allocated:



- Discuss alternative allocation methodologies, including possible outcomes and potential impacts of each method.

The points above provide examples of the types of detailed and in-depth discussions that the project team will have with District staff involved in the cost allocation process.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Staff interviews</li> <li>• Data collection for the structure, functions, costs and allocation bases needed to complete the first draft of the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at interviews</li> <li>• Provide consultant with data as requested</li> <li>• Review and discussion of consultant’s initial interpretation of the data</li> </ul>

**Estimated Hours:** Approximately 2 to 3 hours for each administrative function in the study.

#### Task 4 | Review of Draft Allocation Metrics

Based upon units of service identified in Task 3 and the allocation metrics collected, the project team would put together allocation statistic workbooks for review with the Central Services. The purpose of these workbooks is to review the initial results of the allocation metrics gathered by the project team. The following graphic shows an example of the allocation workbook:

Fund	Dept	Desc	# of AR Transactions per Fund / Dept	Allocation %
1	10	District Board	3	0.87%
1	16	Human Resources	30	8.75%
1	20	Legal	30	8.75%
1	30	Security	68	19.83%
1	35	Grants Planning	1	0.29%
1	40	Right-of-Way	7	2.04%
1	50	Public Works Streets	5	1.46%
1	50	Public Works Facilities	1	0.29%
1	50	Utility Billing	185	53.94%
10		TDA Article 4-Transit	1	0.29%
14		Transnet	8	2.33%
			<b>343</b>	<b>100.00%</b>

In the sample graphic provided, based upon the number of AR Transactions per Fund / Department, the primary support is for Utility Billing (54%), followed by Security (20%). Based upon the results of this sample, the project team would verify with Finance that the statistics were allocated to the appropriate fund / department and that the resulting percentage is reflective of the support being provided by the Accounts Receivable staff and function.

This type of detailed review is critical for the development of a defensible cost allocation plan. It also ensures that District staff are comfortable with the use of the allocation metrics and the support that those metrics represent.

The project team would put together and develop these allocation workbooks for all functions within the District and provide a copy to staff and District’s assigned project manager for review. Once these workbooks have been created, the project team would have review meetings with each central and administrative functional area to go through these workbooks.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>Development and delivery of allocation metric review workbooks.</li> <li>Comparison of current and proposed metrics and their allocation support impacts.</li> </ul>	<ul style="list-style-type: none"> <li>Review and approval of allocation metric workbooks.</li> </ul>

**Estimated Hours:** Approximately 2 hours for each administrative function in the study.

### Task 5 | Structure Draft Cost Allocation Plans

Once the central service departments and administrative functional areas have agreed upon the appropriate allocation metrics for their services; allowable administrative or other indirect costs are allocated to each benefiting department, program, activity, or operating unit. At this point the project team would begin customizing both the Full Cost and OMB Compliant Cost Plan models in order to meet District specified needs, as well as ensuring methodologies and assumptions comply with Federal regulations and general accounting principles.

The draft Plans will provide clear documentation regarding the basis for allocations, and the methodologies applied to achieve the plan’s final result. The Draft Cost Allocation Plan is a report that will be developed that will include the following:

- Introduction on Cost Allocation Plans and the two types of cost allocation plans, Full Cost and OMB Compliant.
- A primer on how to read cost allocation plans.

- An organizational chart identifying the structure of the Reclamation District No. 1000 at the time of the development of the Cost Allocation Plan.
- A detailed summary schedule outlining the total costs being allocated to each receiver by central service through the Cost Allocation Plan.
- A detailed narrative section for each central service in the plan, including the types of services it provides, what function each service represents, and the basis for allocating those services.
- Numerical results for each functional area and metric included in the model.

The purpose of the detailed draft reports is to ensure that there is clear and defensible documentation for all the information included in each Plan. The project team will distribute these reports to all participating central service departments, as well as the executive team for review and discussion.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Delivery and discussion of Draft Full Cost Allocation Plan and OMB Compliant Cost Allocation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of Draft Plans</li> </ul>

**Estimated Hours:** None

### Task 6 | Review of Draft Cost Allocation Plan

Once the project team has distributed the draft Plans to the General Manager and Management Team, the team will have up to two (2) meetings with District staff to review the outcomes of each plan. During these meetings, the project team will provide District staff information on how to read the plans, as well as utilize the information from the plans. Based upon the results of this meeting, the project team will make modifications and develop the draft final reports to be shared with the Finance Committee.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Meeting to review the draft Cost Allocation Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at Review Meeting</li> <li>• Edits and revisions to draft Cost Plan</li> </ul>

**Estimated Hours:** Approximately 1-2 hours for General Manager and Management Team

### Task 7 | Finalize Cost Plans

Once management has reviewed the metrics and the draft cost allocation plans, the project team will finalize both Plans. The final deliverables associated with each Cost Allocation Plan will be:

- **Cost Allocation Plan Report:** including all detailed allocation schedules, cost schedules, summary schedules, and narrative information regarding the central services included.
- **Excel Summary Schedules:** the results of the full cost allocation plan in excel format for ease of calculations, incorporation into District documents, and review by District staff.

These deliverables will allow the District to have clear documentation of the final Plans developed.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Revisions to finalize the Cost Allocation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve final Cost Allocation Plan</li> </ul>

**Estimated Hours:** Approximately 1 hour for Management Team.

### Task 8 | Presentation of Indirect Cost Plan

The project team would present the Draft Plans as well as any changes from that along with the Final Plans to up to two (2) Finance Subcommittees as well as two (2) Board of Trustee Meetings. A key component of these studies is ensuring that there is buy-in from internal stakeholders regarding the implementation and use of these cost plans. If there are any changes from these presentation(s) those would be incorporated in the final model and training materials provided to District staff.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Presentation of Plans and results at up to two (2) Finance Subcommittee and two (2) Board of Trustee Meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation for Finance Subcommittee / Board of Trustee meeting.</li> <li>• Attendance at meetings.</li> </ul>

**Estimated Hours:** Approximately 1 – 2 hours per appropriate staff

### Task 9 | Annual Update(s) – Model and Training

The District wishes to have the ability to update the final versions of the Indirect Cost Allocation Plans including the ability to add, revise or remove costs or service types so the study can be easily adapted to a range of activities both simple and complex.

Our technical models, produced in Microsoft Excel, provide the ability for the District to adapt and continuously update the study from year to year as the organization changes. While the model is structured in Excel, the technical model is *proprietary* and for internal use by City staff only. By having our model based in Excel, the requirements for software training, cost of new software products, updates, licensing or other support, would be minimized.

After the final draft of the Plans are approved, at the discretion of District staff, the project team will meet with and train designated District employees on use of the models. Staff will be provided with a training that includes: a step-by-step PowerPoint presentation; a User’s Manual which explains key concepts, defines basic terms, includes a customized updated checklist of data that needs to be entered, and discusses different scenario options (e.g., adding new fees, deleting fees, adding new positions, etc.).

While staff training typically takes about two hours, the Matrix Consulting Group is committed to supporting District staff well after project completion, including answering questions and providing model support, at no additional costs.

Project Deliverable – MCG	District Services Required
<ul style="list-style-type: none"> <li>• Technical model and supporting documentation</li> <li>• Two (2) hours of on-site training</li> </ul>	<ul style="list-style-type: none"> <li>• Attend training session</li> </ul>
<b>Estimated Hours:</b> Training attendance – 2 hours	

### 3 Proposed Project Schedule

Studies of this nature typically take approximately 10-14 weeks (2.5-3.5 months) to complete. The following table outlines our proposed project schedule on a task-by-task basis for developing an indirect cost allocation plan.

Task	Project Week(s)	Deliverable
Data Collection	Weeks 1 – 2	Data Collection
Study Objectives & Schedule	Weeks 1 – 2	Kickoff meeting and project schedule
Interview Staff and Gather Data	Weeks 2 – 4	Review of organizational changes, additional allocation metrics.
Review Allocation Metrics	Weeks 3 – 5	Review of allocation workbooks based upon changes
Structure Draft Cost Plans	Weeks 4 – 6	Draft Cost Allocation Models and Reports
Review of Draft Cost Plans	Weeks 6 – 8	Meetings to Review Cost Plans
Finalize Cost Plans	Weeks 7 – 9	Final Full Cost and OMB Cost Plan Reports
Presentation of Cost Plans	Weeks 10 – 14	Presentation to Subcommittee and Board of Trustee
Model and Training	Weeks 14+	Model, Training Materials

The District has noted that it intends to award the project in June 2021. If the District were to commence the project in June 2021, the proposed schedule would allow for completion of the project no later than September 2021. Delivery of technical model and training would occur after approval of the final study at the District’s discretion.

## 4 Cost Proposal

The following chart provides a breakdown of hours by team member and costs for each task area to develop an Indirect Cost Allocation Plan.

	Project Manager	Lead Analyst	Analyst	Total Cost
Data Collection	0	0	2	\$200
Study Objectives & Schedule	2	2	2	\$900
Interview Staff and Gather Data	2	6	6	\$1,900
Review Allocation Metrics	2	6	10	\$2,300
Structure Draft Cost Plan	0	4	14	\$2,000
Review of Draft Cost Plan	2	6	10	\$2,300
Finalize Cost Plan	0	2	8	\$1,100
Presentation of Cost Plan	6	6	2	\$2,300
Model and Training	0	8	8	\$2,000
<b>Total Hours</b>	<b>14</b>	<b>40</b>	<b>62</b>	
<b>Hourly Rate</b>	<b>\$200</b>	<b>\$150</b>	<b>\$100</b>	
<b>Total Professional Fees</b>	<b>\$2,800</b>	<b>\$6,000</b>	<b>\$6,200</b>	<b>\$15,000</b>
<b>Total Project Cost</b>				<b>\$15,000</b>

The Matrix Consulting Group proposes to perform the tasks and services for a fixed-price not-to-exceed fee of **\$15,000**. This fee is all inclusive of any travel expenses. Our typical practice is to bill for hours worked on a monthly basis and our contracts are typically set up as fixed not-to-exceed price contracts.

## 5 Required Forms

The District outlined several forms to be included with our proposal submission. We have included the Reference Form in the appropriately requested place within our proposal. However, the District identified the following additional forms to be included with our submittal:

- Acknowledgement
- Certificate of Insurance
- Statement of Past Disqualifications

These forms can be found on the following pages.



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## Section E – SUBMITTAL FORMS ACKNOWLEDGEMENT

The undersigned declares that she or he:

- Has carefully examined the Request for Qualifications – Indirect Cost Allocation Plan; and
- Is thoroughly familiar with its content; and
- Is authorized to represent the proposing Consultant; and
- Agrees to perform the work as set forth in this qualification proposal.

Consultant Name and Address: Matrix Consulting Group		
1650 S Amphlett Blvd., Suite 213		
San Mateo, CA 94402		
Contact Name: Richard P. Brady, President		
Email: rbrady@matrixcg.net	Fax: 650-397-4050	Phone: 650-858-0507

Signature of Authorized Representative: <i>Richard Brady</i>	Date: 5-13-21
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### Insurance Certificate

  v   Insurance Company's A.M. Best Rating

Certificate of insurance attached

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**Statement of Past Contract Disqualifications**

The Consultant shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare? Yes  No

If yes, explain the circumstances.

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Executed on 5-13-21 at San Mateo, CA under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.

*Richard Brady*

Signature of Authorized Consultant Representative

**References**

Number of years engaged in providing the services included within the scope of the specifications under the present business name:

Describe fully the last three (3) contracts performed by Consultant that demonstrate the ability to provide the services included with the scope of the RFQ. Attach additional pages if required. The District reserves the right to contact each of the references listed for additional information regarding your qualifications.





## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 6.1

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**TITLE:** Review and Consider Adoption of Fiscal Year 2021/2022 Budget

**SUBJECT:** Review and Consider Adoption of Resolution No. 2021-06-02 Approving Fiscal Year 2021/2022 Budget

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**EXECUTIVE SUMMARY:**

The Board of Trustees of Reclamation District No. 1000 (RD 1000; District) annually adopts a budget. Staff has prepared a Budget for Fiscal Year 2021/2022 (Exhibit "A" in Resolution 2021-06-02).

**RECOMMENDATION:**

Staff recommends the Board review and consider adoption of Resolution No. 2021-06-02 approving Fiscal Year 2021/2022 Budget.

**ATTACHMENTS:**

1. Resolution No. 2021-06-02

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 06/04/2021



**RECLAMATION DISTRICT NO. 1000**  
**RESOLUTION NO. 2021-06-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000**  
**APPROVING FISCAL YEAR 2021/2022 BUDGET**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 11<sup>th</sup> day of June 2021, the following resolution was approved and adopted:

**WHEREAS**, the Reclamation District No. 1000's (District) mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations; and

**WHEREAS**, the Board of Trustees (Board) of the District recognizes the importance of providing flood protection in a safe, efficient and responsible manner; and

**WHEREAS**, it is appropriate and necessary to expend funds to pay wages, purchase materials and supplies, contract for services, repair, replace and construct facilities, acquire equipment and pay for other expenses; and

**WHEREAS**, the establishment of a budget for approved expenditures is an integral part of a strong financial management and internal control program, and the Board desires to continue to exercise its financial and fiduciary responsibility to its constituents; and

**WHEREAS**, the Board has been presented with, reviewed, and considered the Fiscal Year 2021/2022 Budget and considers the proposed budget level of expenditures necessary and appropriate to operate, maintain and improve the District operations and facilities in Fiscal Year 2021/2022.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The facts contained in the recitals above are true and correct, and the Board so finds and determines.
2. The Reclamation District No. 1000 Fiscal Year 2021/2022 Budget is hereby adopted as presented, and as attached hereto as Exhibit "A".
3. It is recognized that the budget is a guide and estimate for future events and that circumstances change over time. As a result, the General Manager is authorized to transfer funds between expense categories to meet operating needs while remaining within the authorized levels for total operating expense requirements.

**BE IT FURTHER RESOLVED THAT:** The General Manager and Administrative Services Manager are responsible for adherence to this resolution and regular reporting of the District's financial status. Board oversight will be accomplished through the regular reporting of budget-to-actual expenditures during the year.

**ON A MOTION BY** Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District No. 1000, this 11<sup>th</sup> day of June 2021, by the following vote, to wit:

AYES: Trustees:  
NOES: Trustees:  
ABSTAIN: Trustees:  
RECUSE: Trustees:  
ABSENT: Trustees:

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Thomas M. Gilbert  
President, Board of Trustees  
Reclamation District No. 1000

CERTIFICATION:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2021-06-02 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 11<sup>th</sup> of June 2021 and made a part of the minutes thereof.

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Joleen Gutierrez, District Secretary

**RECLAMATION  
DISTRICT  
NO. 1000**

**FISCAL YEAR  
2021/2022  
BUDGET**



ADOPTED JUNE 11, 2021  
RESOLUTION NO. 2021-06-02  
EFFECTIVE JULY 1, 2021

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# Fiscal Year 2021/2022 Budget

Reclamation District No. 1000 –Budget (FY21/22)

## TRUSTEES

**THOMAS M. GILBERT – BOARD PRESIDENT**

**ELENA LEE REEDER – BOARD VICE PRESIDENT**

**NICK AVDIS – TRUSTEE**

**JAG BAINS – TRUSTEE**

**TOM BARANDAS – TRUSTEE**

**CHRIS BURNS – TRUSTEE**

**DEBRA JONES – TRUSTEE**

## OFFICERS

**KEVIN L. KING – GENERAL MANAGER**

**JOLEEN GUTIERREZ – BOARD SECRETARY/TREASURER**

**DOWNEY BRAND, LLP - ATTORNEYS**

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# Introduction

## General

Reclamation District No. 1000 (RD1000; District) was organized on April 8, 1911, under the California Flood Control Act of 1911. The District's affairs are governed by a seven-member Board of Trustees. At the time of formation, the District embarked on the largest privately funded reclamation project in the United States. What was accomplished by the District in the twentieth century was truly remarkable. Today, the District's perimeter levee system consists of 42.6 miles of project levees encircling the District's 55,000 acres. The District also operates and maintains an interior drainage system consisting of 30 miles of main drainage canals, approximately 150 miles of drainage ditches and eight pumping stations. The drainage system collects agricultural tailwater, stormwater and drainage and delivers them to the pumping plants for disposal in the adjacent rivers and creeks.

RD 1000 perimeter levees are undergoing the largest rehabilitation since their original construction over a hundred years ago. The \$1.7 billion Natomas Levee Improvement Project (NLIP) which began in 2007 and will continue through 2025, will provide the Natomas Basin with two-hundred-year flood protection when complete.

As the District moves into its second century, its public safety mission remains its first commitment. The District's sole purpose and function is to monitor, operate, and maintain the levees and flood control infrastructure protecting the more than one hundred thousand people in the Natomas Basin, ensuring that the system is ready for the next one hundred years.

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## Mission Statement

Reclamation District No. 1000's mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations in a safe, efficient and responsible manner.

## Responsibility Statement

On behalf of and in communication with the residents of the Natomas Basin, the District meets its flood protection Mission by operating and maintaining:

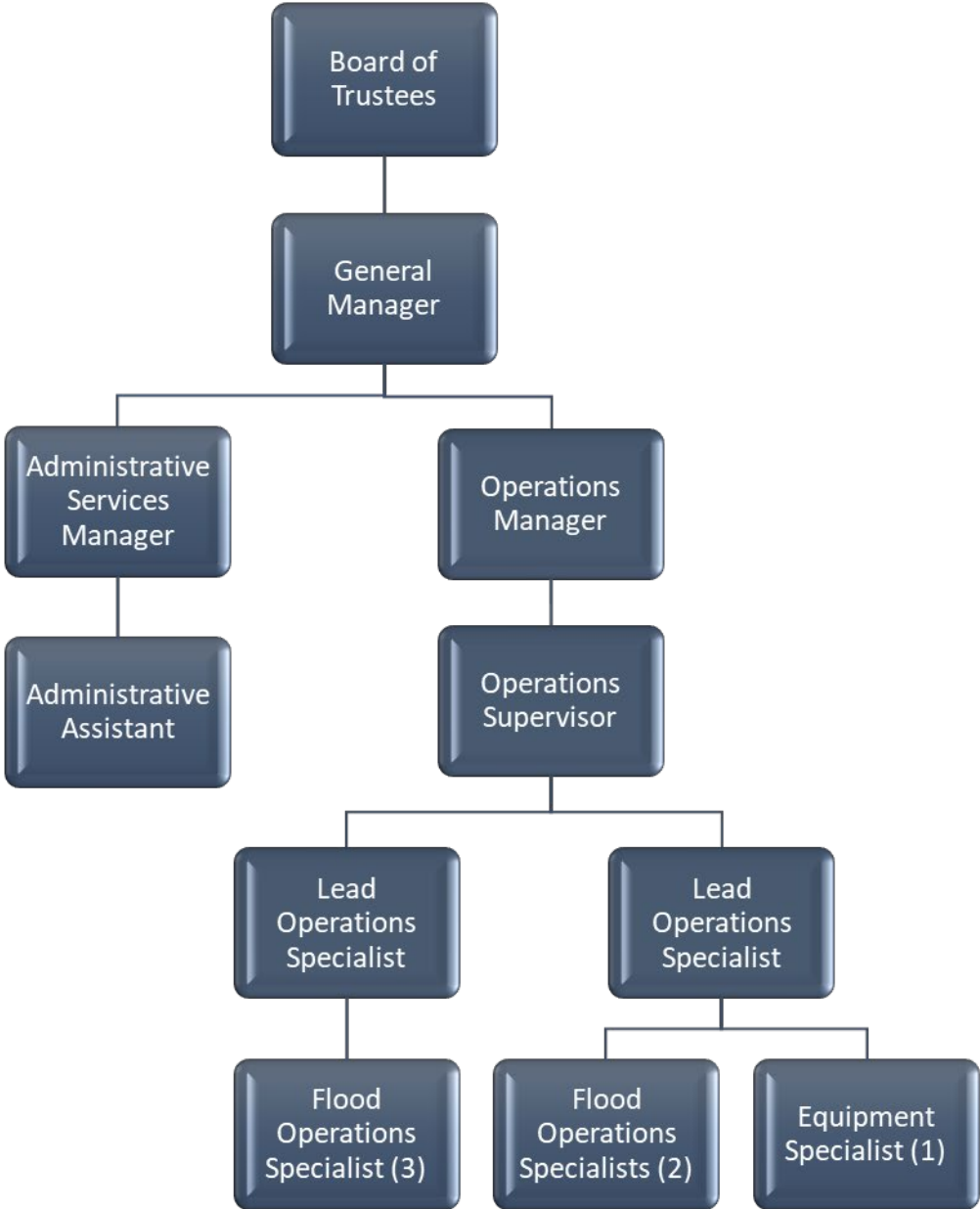
- The perimeter levee system to prevent exterior floodwaters from entering the Natomas Basin.
- The District's interior canal system to collect the stormwater runoff and agricultural drainage from within the Natomas Basin.
- The District's pump stations to safely discharge interior stormwater and agricultural drainage out of the Natomas Basin.

## Vision Statement

In meeting its flood protection Mission, the District shall also:

- Carry out its responsibilities in a safe, professional, and accountable manner that adheres to the principles of good governance and transparency being sensitive to community interests and the environment.
- Continuously identify and implement operational, maintenance, structural and non-structural improvements that reduce flood risks in the Natomas Basin.
- Cooperate with private entities and public agencies (including the Corps of Engineers and the State Central Valley Flood Protection Board) with whom the District shares responsibilities, common goals, and objectives for flood protection in the Natomas Basin.
- Educate the public about the risks of flooding in the Natomas Basin and the District's efforts to minimize those risks.

# RECLAMATION DISTRICT NO. 1000 ORGANIZATIONAL CHART



# Budget Summary (FY 2021/2022)

## Executive Summary

The Fiscal Year 2021/2022 Budget for Reclamation District No. 1000 was prepared by General Manager, Kevin L. King. The budget, while unbalanced, in terms of expenditures in excess of projected revenue, was prepared in order to accomplish the goals and objectives of the District. The Fiscal Year 2021/2022 Budget is reflective of the District’s focus to catch up on deferred maintenance, and planning for implementation of capital infrastructure improvements.

The Fiscal Year 2021/2022 Budget is highlighted by expenditures aimed at positioning the District for sustained financial stability, long-term infrastructure reliability and identification of projects/policies required for further evolution of the organization. Specifically, the District intends to analyze current and future revenues through Phase 2 of the Comprehensive Financial Plan, pre-engineering work for a portion of the District’s Capital Improvement Plan, and work to establish an administrative overhead rate to ensure the District is recovering indirect costs while performing reimbursable work.

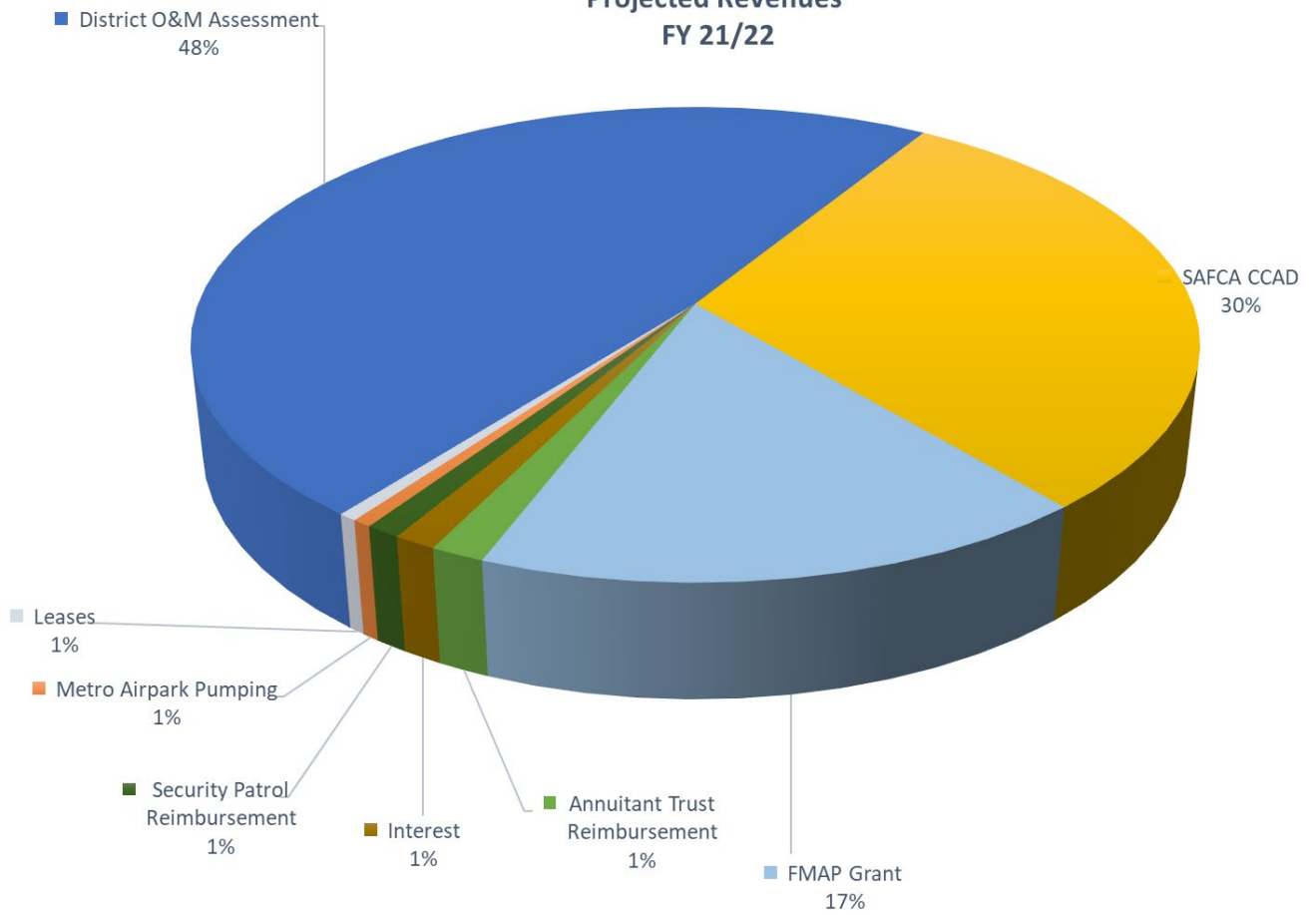
BUDGET SUMMARY FY 2021/2022	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
Total Revenues	5,916,337	5,808,763	4,661,000	1,255,337
Total All Expenditures	7,494,067	3,727,685	7,000,251	(493,816)
Net Expense to Revenue	(1,577,730)	2,081,078	(2,339,251)	761,521

# Revenues

The District received approximately \$1.4M more in revenues in Fiscal Year 2020/2021 than in historical budgets. The additional revenue received was from Development Impact Fees. The one-time money is not anticipated in Fiscal Year 2021/2022.

REVENUES	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Revenues</b>				
District O&M Assessment	2,250,000.00	2,250,000.00	2,250,000.00	0.00
SAFCA CCAD	1,400,000.00	1,400,000.00	1,400,000.00	0.00
Interest	95,000.00	40,521.08	55,000.00	40,000.00
Leases	30,000.00	20,633.18	24,000.00	6,000.00
Metro Airpark Pumping	25,000.00	22,523.43	25,000.00	0.00
FMAP Grant	601,337.00	636,400.00	792,000.00	(190,663.00)
FEMA/OES Disaster Reimbursement	0.00	0.00	0.00	0.00
Annuitant Trust Reimbursement	70,000.00	0.00	70,000.00	0.00
Security Patrol Reimbursement	45,000.00	36,437.50	45,000.00	0.00
Miscellaneous	1,400,000.00	1,402,247.53	0.00	1,400,000.00
<b>Total Revenues</b>	<b>5,916,337.00</b>	<b>5,808,762.71</b>	<b>4,661,000.00</b>	<b>1,255,337.00</b>

**Projected Revenues  
FY 21/22**





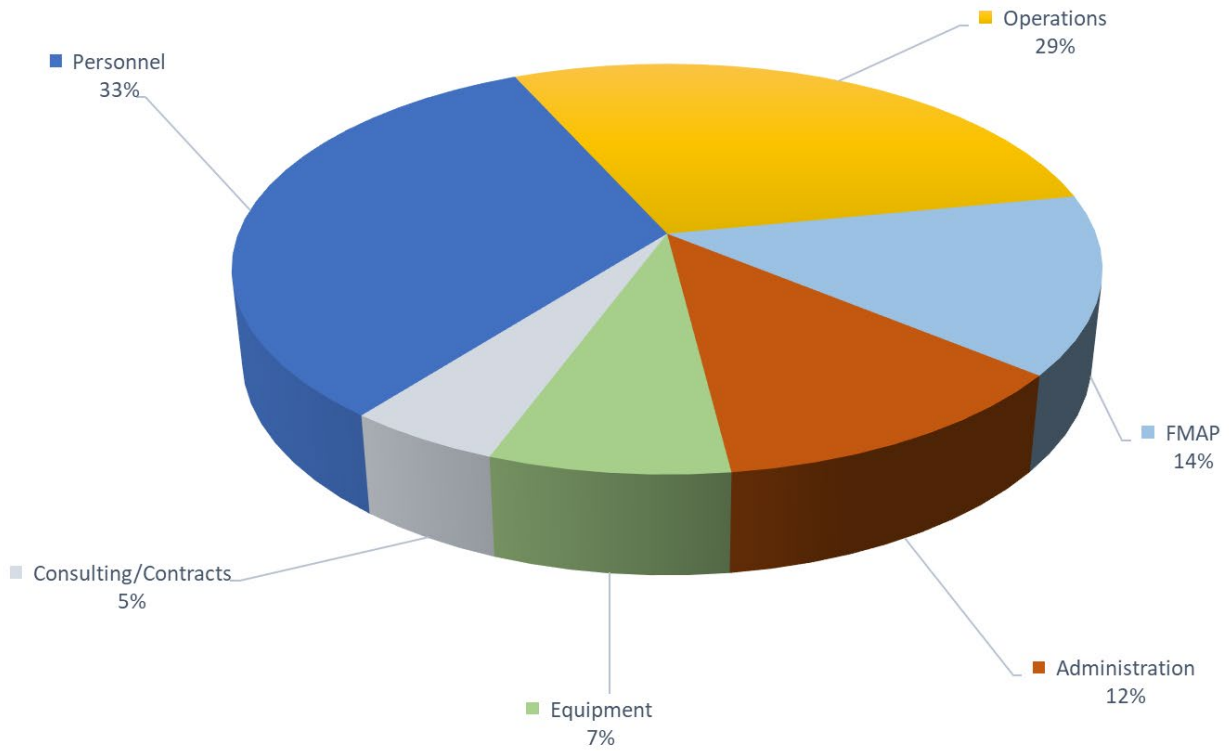
# Operations & Maintenance Expenditures

The District anticipates approximately \$946K more in Operations and Maintenance expenditures in FY 21/22 compared to the FY 20/21 Budget.

OPERATIONS & MAINTENANCE EXPENDITURES	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>O&amp;M Expenditures</b>				
Personnel	1,763,630	1,433,249	1,856,351	(92,721)
Operations	1,144,600	726,361	1,616,000	(471,400)
Administration	714,500	521,100	668,400	46,100
FMAP	601,337	609,368	792,000	(190,663)
Consulting/Contracts	470,000	297,025	277,500	192,500
Equipment	0	0	430,000	(430,000)
<b>Total O&amp;M</b>	<b>4,694,067</b>	<b>3,587,103</b>	<b>5,640,251</b>	<b>(946,184)</b>

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**Projected Operations & Maintenance Expenditures  
FY 21/22**



## Personnel Expenditures

Personnel Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Personnel/Labor</b>				
<b>Wages</b>	<b>1,175,595.00</b>	<b>849,498.94</b>	<b>1,139,323.00</b>	<b>36,272.00</b>
General Manager	197,724.00		206,041.00	
Project Manager/Engineer	25,281.00		25,281.00	
Operations Manager	95,000.00		139,656.00	
Admin Services Manager	101,785.00		104,625.00	
Operations Supervisor	121,875.00		100,971.00	
Lead Operations Specialist	94,508.00		157,559.00	
Flood Operations Specialist I/II	409,071.00		271,662.00	
Equipment Maintenance Specialist	74,665.00		77,781.00	
Administrative Assistant	55,686.00		55,747.00	
Trustee Compensation	40,000.00	27,281.25	35,000.00	5,000.00
Group Health Insurance	110,000.00	107,511.18	105,084.00	4,916.00
Annuitant Health Care	85,000.00	67,953.01	85,000.00	0.00
Dental/Vision/Life	25,887.00	20,093.44	23,000.00	2,887.00
Workers Compensation Insurance	30,000.00	28,438.95	31,000.00	(1,000.00)
OPEB - ARC	0.00	78,728.00	83,751.00	(83,751.00)
Continuing Education	5,000.00	776.25	5,000.00	0.00
Payroll Taxes	91,000.00	62,723.31	86,588.55	4,411.45
Pension	201,148.00	190,244.28	262,604.00	(61,456.00)
Employer Portion	86,148.00	75,244.28	100,264.00	(14,116.00)
Unfunded Liability	115,000.00	115,000.00	162,340.00	(47,340.00)
<b>Personnel Subtotal</b>	<b>1,763,630.00</b>	<b>1,433,248.60</b>	<b>1,856,350.55</b>	<b>(92,720.55)</b>

Major Personnel expenditure variations include:

- Wages (-\$36K) – Includes a 2.8% Cost of Living Adjustment, but a reduction in total wages is due to the retirement of the Superintendent in FY20/21.
- Pension (\$61K) – The increase includes an increase in pension expense for the District moving to a 10-year amortization schedule for the unfunded liability in addition to CalPERS underperforming in FY20/21.

# Operations Expenditures

Operations Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Operations</b>				
Consultants - Field Operations	20,000.00	9,837.18	20,000.00	0.00
NPDES Permitting Consultant	20,000.00	9,837.18	20,000.00	0.00
Equipment Parts/Supplies	60,000.00	37,500.00	60,000.00	0.00
Equipment Rental	5,000.00	0.00	5,000.00	0.00
Equipment Repairs/Service	16,000.00	1,427.15	15,000.00	1,000.00
Facility Repairs	211,000.00	142,435.76	527,000.00	(316,000.00)
Gates & Fences	5,000.00	84.58	5,000.00	0.00
Canal Erosion Program (RSP)	100,000.00	95,000.00	100,000.00	0.00
Access Road AB Program	50,000.00	0.00	50,000.00	0.00
Plant 1A Repairs	0.00	0.00	0.00	0.00
Plant 1B Repairs	0.00	5,697.60	170,000.00	(170,000.00)
Plant 2 Repairs	0.00	0.00	11,000.00	(11,000.00)
Plant 3 Repairs	10,000.00	12,785.75	78,000.00	(68,000.00)
Plant 4 Repairs	0.00	0.00	0.00	0.00
Plant 5 Repairs	0.00	5,385.75	0.00	0.00
Plant 6 Repairs	0.00	0.00	0.00	0.00
Plant 7 Repairs	0.00	0.00	0.00	0.00
Plant 8 Repairs	10,000.00	23,482.08	70,000.00	(60,000.00)
Corporation Yard	0.00	0.00	38,000.00	(38,000.00)
Miscellaneous	36,000.00	0.00	5,000.00	31,000.00
Field Equipment	14,000.00	5,100.00	20,000.00	(6,000.00)
Box Tarp for 10 Wheel Dump Truck 022	0.00	2,500.00	0.00	0.00
Air Compressor for Service Truck	0.00	2,600.00	0.00	0.00
Thumb Attachment for Excavator	5,000.00	0.00	15,000.00	(10,000.00)
Diesel Emission Fluid Storage Tank	6,000.00	0.00	0.00	6,000.00
Miscellaneous	3,000.00	0.00	5,000.00	(2,000.00)
Field Services	63,100.00	24,137.10	91,000.00	(27,900.00)
Vegetation Management	20,000.00	10,000.00	20,000.00	0.00
Tree Service	25,000.00	0.00	25,000.00	0.00
Pump Plant Meggar Testing	5,000.00	5,000.00	5,000.00	0.00
Sonitrol Security	6,000.00	4,937.96	32,000.00	(26,000.00)
Hazardous Waste Recycle	0.00	0.00	3,000.00	(3,000.00)
Tire Recycle	3,500.00	1,500.00	2,000.00	1,500.00
Backflow	500.00	500.00	500.00	0.00
Water Service	600.00	762.21	1,000.00	(400.00)
Miscellaneous	2,500.00	1,436.93	2,500.00	0.00
Fuel	50,000.00	28,946.25	40,000.00	10,000.00
Herbicides	120,000.00	131,876.48	240,000.00	(120,000.00)
Power	500,000.00	300,000.00	500,000.00	0.00
Refuse Collection	30,000.00	10,427.59	45,000.00	(15,000.00)

Operations Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
Shop Equipment (Not Vehicles)	5,000.00	5,000.00	5,000.00	0.00
Supplies and Materials	25,000.00	16,084.18	25,000.00	0.00
Boot Allowance	3,000.00	1,500.00	3,000.00	0.00
Uniform Service	4,000.00	2,881.44	4,000.00	0.00
Miscellaneous	18,000.00	11,702.74	15,000.00	3,000.00
Utilities - Field	11,500.00	8,265.86	11,000.00	500.00
Sacramento County	3,500.00	568.50	3,500.00	0.00
City of Sacramento	2,000.00	1,615.30	2,000.00	0.00
Cell Phone Reimbursement	6,000.00	5,200.00	5,500.00	500.00
Copier Printer	0.00	882.06	2,000.00	(2,000.00)
Misc./Other - Field	500.00	425.00	500.00	0.00
Govt Fees/Permits - Field	12,000.00	4,898.75	10,000.00	2,000.00
FEMA Permits	1,500.00	0.00	1,500.00	0.00
<b>Operations Subtotal</b>	<b>1,144,600.00</b>	<b>726,361.28</b>	<b>1,616,000.00</b>	<b>(471,400.00)</b>

Major Operations expenditure variations include:

- Facility Repairs (\$316K) – The increase is due to identified facility repairs that were previously deferred. The majority of the facility repair expense in FY 21/22 is for trash rack chains and guides at the District’s Pumping Plants.
- Herbicides (\$120K) – The District has identified the need to increase the herbicide applications within the District to combat an exploding aquatic vegetation problem within the District’s conveyance system. Leading to the increase in the FY 21/22 Budget.

# Administration Expenditures

Administration Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Administration</b>				
<b>Accounting/Audit</b>	<b>44,050.00</b>	<b>36,159.38</b>	<b>56,800.00</b>	<b>(12,750.00)</b>
GASB Report	3,000.00	1,300.00	15,500.00	
Audit	16,000.00	15,800.00	15,200.00	
CPA - Consultant	24,000.00	18,009.38	25,000.00	
CalPERS (GASB)	1,050.00	1,050.00	1,100.00	
<b>Administrative Consultants</b>	<b>128,000.00</b>	<b>44,140.03</b>	<b>114,500.00</b>	<b>13,500.00</b>
Financial Plan/Study	58,000.00	24,777.50	49,500.00	
Total Compensation Survey	15,000.00	0.00	15,000.00	
Assessment Consulting	20,000.00	19,362.53	20,000.00	
Overhead Rate Study	25,000.00	0.00	25,000.00	
Miscellaneous	10,000.00	0.00	5,000.00	
<b>Admin - Misc./Other Expenses</b>	<b>8,250.00</b>	<b>1,337.64</b>	<b>2,800.00</b>	<b>5,450.00</b>
Bank Fees	250.00	312.50	300.00	
Business Expense	8,000.00	1,025.14	2,500.00	
<b>Admin. Services</b>	<b>17,000.00</b>	<b>10,411.48</b>	<b>22,000.00</b>	
Alarm/Security Office	4,000.00	6,279.86	7,500.00	
Copy/Print Services	2,000.00	0.00	2,000.00	
DOT/Screening	2,500.00	937.25	1,500.00	
Postage/Shipping	1,000.00	186.88	1,000.00	
Records/Retention Management	2,000.00	474.18	6,000.00	
Timekeeping	4,000.00	2,533.31	3,500.00	
Miscellaneous	1,500.00	0.00	500.00	
<b>Computer Costs (Tech/Website/Software)</b>	<b>24,000.00</b>	<b>26,037.23</b>	<b>34,900.00</b>	<b>(10,900.00)</b>
Software	9,000.00	10,651.00	15,000.00	
IT Support	12,000.00	13,136.23	17,500.00	
Website Support	3,000.00	2,250.00	2,400.00	
<b>Govt Fees/Permits</b>	<b>12,500.00</b>	<b>4,501.23</b>	<b>12,500.00</b>	<b>0.00</b>
City of Sacramento (Investment Pool)	6,000.00	3,513.75	4,000.00	
Sac County Treasury (Investment Pool)	5,000.00	0.00	20,000.00	
Police Alarm	50.00	0.00	200.00	
Miscellaneous	1,450.00	987.48	1,500.00	
<b>Legal</b>	<b>97,000.00</b>	<b>53,343.03</b>	<b>65,000.00</b>	<b>32,000.00</b>
Human Resources/Employment (Boutin Jones)	7,000.00	23,144.38	15,000.00	
General Counsel (Downey Brand)	85,000.00	30,198.65	45,000.00	
Other Legal Services	5,000.00	0.00	5,000.00	
<b>Liab/Auto/Business Insurance</b>	<b>150,000.00</b>	<b>148,000.00</b>	<b>160,000.00</b>	<b>(10,000.00)</b>
Stratton	150,000.00		160,000.00	
<b>Memberships</b>	<b>40,800.00</b>	<b>33,079.50</b>	<b>39,700.00</b>	<b>1,100.00</b>
ACWA	15,000.00	12,342.50	15,000.00	
CCVFCA	16,300.00	12,859.00	16,300.00	
Chamber of Commerce	300.00	225.00	250.00	
Costco	200.00	120.00	200.00	

Administration Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
CSDA	8,350.00	7,165.00	7,500.00	
Sacramento LAFCO	650.00	368.00	450.00	
<b>Mitigation Land Expenses</b>	<b>6,200.00</b>	<b>4,847.00</b>	<b>5,300.00</b>	<b>900.00</b>
Yolo County Treasurer	6,200.00	4,847.00	5,300.00	
<b>Office Maintenance &amp; Repair</b>	<b>27,000.00</b>	<b>17,193.75</b>	<b>31,500.00</b>	<b>(4,500.00)</b>
Custodial Service	10,000.00	3,093.75	7,000.00	
HVAC Maintenance	3,000.00	0.00	6,000.00	
Landscaping	13,000.00	13,500.00	15,000.00	
Pest Control	1,000.00	600.00	1,500.00	
Miscellaneous	0.00	0.00	2,000.00	
<b>Office Supplies</b>	<b>5,500.00</b>	<b>2,385.59</b>	<b>4,500.00</b>	<b>1,000.00</b>
<b>Payroll Services</b>	<b>6,000.00</b>	<b>2,092.35</b>	<b>4,500.00</b>	<b>1,500.00</b>
Payroll Services	6,000.00	2,092.35	4,500.00	
<b>Public Relations</b>	<b>45,000.00</b>	<b>8,331.94</b>	<b>49,000.00</b>	<b>(4,000.00)</b>
Direct Outreach (Community Engagement)	18,000.00	3,081.58	18,000.00	
Consulting	25,000.00	0.00	25,000.00	
Subscriptions/Publications	2,000.00	5,250.36	6,000.00	
<b>Small Office &amp; Computer Equipment</b>	<b>12,000.00</b>	<b>5,819.36</b>	<b>10,000.00</b>	<b>2,000.00</b>
Computer Equipment	2,000.00	0.00	2,500.00	
Miscellaneous Equipment	10,000.00	5,819.36	7,500.00	
<b>Utilities (Phone/Water/Sewer/Internet)</b>	<b>23,700.00</b>	<b>13,003.75</b>	<b>16,400.00</b>	<b>7,300.00</b>
Telephone	3,500.00	2,613.64	3,500.00	
Water (City of Sacramento)	2,800.00	535.94	700.00	
Internet	2,000.00	2,470.20	2,750.00	
Sewer (County of Sacramento)	2,800.00	568.50	750.00	
Phone System	5,200.00	830.73	1,500.00	
Copier/Printer	3,000.00	2,656.03	3,000.00	
Cellular Service	4,200.00	3,329.34	4,000.00	
Miscellaneous	200.00	(0.61)	200.00	
<b>Election</b>	<b>39,000.00</b>	<b>102,089.98</b>	<b>10,000.00</b>	<b>29,000.00</b>
Legal	35,000.00	82,417.83	10,000.00	
Publications/Notices	1,500.00	3,415.48	0.00	
Facility Rental	0.00	0.00	0.00	
Printing Services	500.00	117.45	0.00	
Temporary Staff	1,500.00	9,952.50	0.00	
Miscellaneous	500.00	6,186.72	0.00	
<b>Assessment/Property Taxes</b>	<b>8,000.00</b>	<b>8,026.76</b>	<b>8,500.00</b>	<b>(500.00)</b>
<b>Conference/Travel/Professional Develop.</b>	<b>20,500.00</b>	<b>300.00</b>	<b>20,500.00</b>	<b>0.00</b>
Conference (Exec Staff & Trustees)	8,500.00	0.00	8,500.00	
Travel (Exec Staff & Trustees)	12,000.00	300.00	12,000.00	
<b>Admin Subtotal</b>	<b>714,500.00</b>	<b>521,099.97</b>	<b>668,400.00</b>	<b>46,100.00</b>

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Major Administration expenditure variations include:

- Election (-\$29K) – The District does not have a general election in FY 21/22, leading to the reduction in expenditures. However, the District will have some Election expense in FY 21/22 in preparation of a possible election in the fall of 2022.
- Legal (-\$32K) – The District budgeted \$85K in legal expenditures in FY 20/21 due to potential litigation. The threatened litigation has been resolved and is not anticipated in the FY 21/22 Budget.



## Flood Maintenance Assistance Program

FMAP Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>FMAP Grant</b>				
LOI/SWIF	30,682.00	34,442.01	20,000.00	10,682.00
<b>Equipment</b>	<b>350,655.00</b>	<b>415,727.02</b>	<b>601,000.00</b>	<b>(250,345.00)</b>
(1) Kenworth T270 Dump Truck	84,400.00		0.00	
(1) Kenworth T270 Water Truck	87,650.00		0.00	
(1) Kenworth T800 Transport Truck	178,605.00		0.00	
(1) Lowboy Trailer	0.00		140,000.00	
(1) Caterpillar Backhoe (4x4)	0.00		127,500.00	
(1) Terramac RT14R Crawler Carrier Dump	0.00		333,500.00	
<b>Operations &amp; Maintenance</b>	<b>220,000.00</b>	<b>159,199.20</b>	<b>162,850.00</b>	<b>57,150.00</b>
Vegetation Management	220,000.00	159,199.20	162,850.00	
Encroachment Enforcement	0.00	0.00	0.00	
<b>Administrative</b>	<b>0.00</b>	<b>0.00</b>	<b>8,150.00</b>	<b>(8,150.00)</b>
Administrative (5% of O&M Activities)	0.00	0.00	8,150.00	
<b>FMAP Subtotal</b>	<b>601,337.00</b>	<b>609,368.23</b>	<b>792,000.00</b>	<b>(190,663.00)</b>

Major Flood Maintenance Assistance Program Grant expenditure variations include:

- (\$792K) – offset by revenue from the grant.

## Consulting /Contracts Expenditures

Consulting / Contracts Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Consulting/Contracts</b>				
Technical Consultants	375,000.00	213,775.11	182,500.00	192,500.00
Land, Right of Way and Title Experts	5,000.00	0.00	5,000.00	
Geotechnical Consultants	60,000.00	0.00	5,000.00	
Specialized Flood Control Engineering	20,000.00	368.44	20,000.00	
General District Engineering	60,000.00	35,406.88	60,000.00	
Managerial Support	30,000.00	26,100.00	0.00	
Hydraulic Modeling - Update	200,000.00	150,000.00	87,000.00	
Hydraulic Modeling - Maintenance	0.00	681.05	1,500.00	
Development Impact Fee Support	0.00	1,218.75	4,000.00	
Security Patrol	80,000.00	69,000.00	80,000.00	0.00
Temporary Admin	15,000.00	14,250.00	15,000.00	0.00
Student Intern	15,000.00	14,250.00	15,000.00	
<b>Consulting/Contracts Subtotal</b>	<b>470,000.00</b>	<b>297,025.11</b>	<b>277,500.00</b>	<b>192,500.00</b>

Major Consulting/Contracts expenditure variations include:

- (-\$113K) – The RD 1000 Hydraulic Model Update was initiated in FY 20/21, with the majority of expenditures occurring prior to FY 21/22, the remain amount (\$87K) is budgeted for FY 21/22.
- (-\$30K) – Managerial Support has been reduced in the FY 21/22 budget due to the addition of the Operations Manager position in FY 20/21.
- (-\$55K) – Geotechnical Consultants has been reduced in the FY21/22 budget due to overbudgeting in FY 20/21. The District had anticipated the increased expense to resolve some issues along Garden Highway, however those projects never materialized and are not likely to be RD 1000’s responsibility moving forward.

# Equipment Expenditures

Equipment Expenditures	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Equipment</b>				
Equipment	0	0.00	430,000.00	(430,000)
(1) 3/4 Ton 4x4 Pickup (Replacement)	0	0.00	50,000.00	(50,000)
(1) Service Truck (Replacement)	0	0.00	80,000.00	(80,000)
(1) Long Reach Excavator (Replacement)	0	0.00	300,000.00	(300,000)
<b>Equipment Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>430,000.00</b>	<b>(430,000.00)</b>

Major Equipment expenditure variations include:

- (\$430K) – Increase in equipment replacement

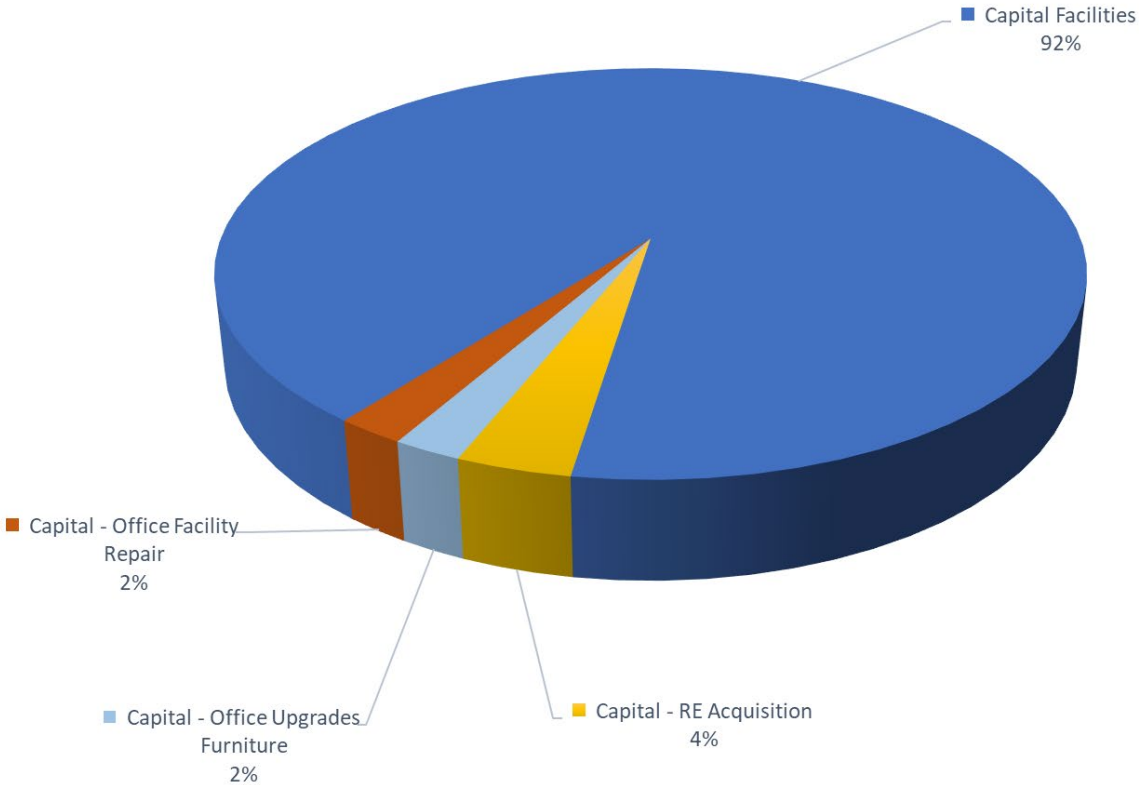
# Capital Expenditures

The District anticipates approximately \$1.4M less in Capital expenditures in FY 21/22 compared to the FY 20/21 Budget. The major difference is a reduction in pre-engineering work for projects identified in the District’s Capital Improvement Plan.

CAPITAL EXPENDITURES	Adopted Budget FY 20/21	Estimate YE FY 20/21	Budget FY 21/22	Variance Budget FY 21/22 v. Budget FY 20/21 (over)/under
<b>Capital Expenditures</b>				
Capital Facilities	2,700,000.00	138,609.50	1,250,000.00	1,450,000.00
Condition Assessment & Inspection Electrical	0.00	0.00	0.00	
Plant 1B Spare Transformer	200,000.00	0.00	250,000.00	
CIP Update	0.00	13,609.50	0.00	
2021/2022 Capital Projects (Project Design)	2,500,000.00	125,000.00	1,000,000.00	
Capital - Office Upgrades Furniture	20,000.00	0.00	30,000.00	(10,000.00)
Board Room	20,000.00	0.00	30,000.00	
Capital - RE Acquisition	50,000.00	0.00	50,000.00	0.00
Natomas Cross Canal	20,000.00	0.00	20,000.00	
NEMDC Parcels	30,000.00	0.00	30,000.00	
Capital - Office Facility Repair	30,000.00	1,972.23	30,000.00	0.00
Window Replacement, AV Equipment	30,000.00	1,972.23	30,000.00	
<b>Total Capital Expenditures</b>	<b>2,800,000.00</b>	<b>140,581.73</b>	<b>1,360,000.00</b>	<b>1,440,000.00</b>

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### Projected Capital Expenditures FY 21/22





## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 6.2

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**TITLE:** Review and Consider Adoption of Official Pay Rate Schedule for Fiscal Year 2021/2022

**SUBJECT:** Review and Consider Adoption of Resolution No. 2021-06-03 Adopting Official Pay Rate Schedule for Fiscal Year 2021/2022.

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### EXECUTIVE SUMMARY:

The Board of Trustees of Reclamation District No. 1000 (RD 1000; District) annually adopt an official pay rate schedule. Staff has prepared an Official Pay Rate Schedule for Fiscal Year 2021/2022 (Exhibit "A" in Resolution 2021-06-03).

### RECOMMENDATION:

Staff recommends the Board review and consider adoption of Resolution No. 2021-06-03 adopting an official pay rate schedule for Fiscal Year 2021/2022.

### ATTACHMENTS:

1. Resolution No. 2021-06-03

### STAFF RESPONSIBLE FOR REPORT:

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Kevin L. King, General Manager

Date: 06/04/2021



**RECLAMATION DISTRICT NO. 1000**  
**RESOLUTION NO. 2021-06-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000**  
**ADOPTING THE OFFICIAL PAY RATE SCHEDULE FOR FISCAL YEAR 2021/2022**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 11<sup>th</sup> day of June 2021, the following resolution was approved and adopted:

**WHEREAS**, the Reclamation District No. 1000's (District) mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations; and

**WHEREAS**, the Board of Trustees (Board) of the District recognizes the importance of providing flood protection in a safe, efficient and responsible manner; and

**WHEREAS**, it is appropriate and necessary to employ staff to achieve the goals and objectives of the District; and

**WHEREAS**, the establishment and adoption of an official pay rate schedule is necessary; and

**WHEREAS**, the Board has been presented with, reviewed, and considered the official pay rate schedule for Fiscal Year 2021/2022 and considers the proposed schedule as necessary and appropriate for Fiscal Year 2021/2022.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The facts contained in the recitals above are true and correct, and the Board so finds and determines.
2. The Reclamation District No. 1000 Official Pay Rate Schedule for Fiscal Year 2021/2022 is hereby adopted as presented, and as attached hereto as Exhibit "A".
3. The Official Pay Rate Schedule will become effective on July 1, 2021.

**BE IT FURTHER RESOLVED THAT:** The General Manager and Administrative Services Manager are responsible for adherence to this resolution.

**ON A MOTION BY** Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_,  
the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District  
No. 1000, this 11<sup>th</sup> day of June 2021, by the following vote, to wit:

AYES: Trustees:

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

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Thomas M. Gilbert  
President, Board of Trustees  
Reclamation District No. 1000



CERTIFICATION:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2021-06-03 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 11<sup>th</sup> of June 2021 and made a part of the minutes thereof.

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Joleen Gutierrez, District Secretary

**RECLAMATION DISTRICT NO. 1000**

**OFFICAL PAY RATE SCHEDULE**

**2021-2022**

(Adopted 6/11/2021)

(Effective 7/1/2021)

<b>Position</b>	<b>Minimum</b>	<b>Maximum</b>
General Manager	\$11,896/Mo.	\$16,670/Mo.
Project Manager/Engineer (Temporary)	\$10,571/Mo.	\$14,595/Mo.
Operations Manager	\$10,425/Mo.	\$14,431/Mo.
Administrative Services Manager	\$6,300/Mo.	\$8,698/Mo.
Operations Supervisor	\$6,254/Mo.	\$8,636/Mo.
Lead Flood Operations Specialist	\$32.80/Hr.	\$45.29/Hr.
Equipment Maintenance Specialist	\$26.60/Hr.	\$36.72/Hr.
Flood Operations Specialist II	\$26.60/Hr.	\$36.72/Hr.
Flood Operations Specialist I	\$22.10/Hr.	\$30.52/Hr.
Administrative Assistant	\$18.72/Hr.	\$25.84/Hr.



## RECLAMATION DISTRICT 1000

DATE: JUNE 11, 2021

AGENDA ITEM NO. 7.1.1

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TITLE: Committee Meeting Minutes

SUBJECT: Committee Meeting Minutes since the May Board Meeting

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### EXECUTIVE SUMMARY:

#### **Personnel Committee Meeting – May 18, 2021**

A meeting of the Reclamation District No. 1000 Personnel Committee was held on Tuesday, May 18, 2021, at 2:00 p.m. via GoToMeeting and Conference Call. In attendance were Trustees Jones, Bains and Barandas. Staff in attendance were General Manager King and District Counsel Shapiro. Public attendees were Trustee Gilbert as an observer and no public comments were received.

GM King presented the Committee with options to consider in order to recognize District employees for outstanding performance during the COVID-19 pandemic, as requested by the Board of Trustees. GM King and Counsel Shapiro discussed the methods and means by which such additional one-time compensation adjustments could be provided for District employees. After discussion, the Personnel Committee recommended the Board of Trustees, at the June 2021 Board of Trustees meeting, consider providing employees with one-time compensation adjustments of the following components:

- One-time Payment of \$1,250 for All Employees (Excluding the General Manager and the Operations Manager).
- Two (2) Additional Paid Time Off Days for All Employees (Excluding the General Manager and the Operations Manager).

With no further business on the Personnel Committee Agenda, the meeting adjourned at 2:45 p.m.

#### **Finance Committee Meeting – May 25, 2021**

A meeting of the Reclamation District No. 1000 Finance Committee was held on Tuesday, May 25, 2021, at 2:00 p.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Burns. Staff in attendance were General Manager King and Administrative Services Manager Gutierrez. The Committee interviewed and received presentations from various respondents to the District's Request for Qualifications Indirect Cost Allocation Plan. The Committee interviewed representatives from the following respondent firms:

- Matrix Consulting Group
- MGT Consulting
- NBS, INC

With no further business on the Finance Committee Agenda, the meeting adjourned at 4:35 p.m.

**TITLE: Committee Meeting Minutes**

**Finance Committee Meeting – June 1, 2021**

A meeting of the Reclamation District No. 1000 Finance Committee was held on Tuesday, June 1, 2021, at 4:00 p.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert, Bains, and Burns. Staff in attendance was General Manager King. There were no members of the public present, therefore no public comments were received.

The Finance Committee reviewed their individual rankings of the respondents to the District's RFQ for an Indirect Cost Allocation Plan after interviews were performed of the three (3) respondents on May 25, 2021. After discussion, the Finance Committee recommended the Board consider award of contract to Matrix Consulting Group at the June 11, 2021, Board of Trustees meeting.

With no further business on the Finance Committee Agenda, the meeting adjourned at 4:30 p.m.

**Executive Committee Meeting – June 2, 2021**

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, June 2, 2021, at 8:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Lee-Reeder. Staff in attendance were General Manager King and District Counsel Scott Shapiro. There were no members of the public present, therefore no public comments were received.

General Manager King presented the proposed agenda for the June 11, 2021, Board of Trustees meeting. The Committee reviewed the agenda and approved with minor changes as presented.

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

**STAFF RESPONSIBLE FOR REPORT:**



Kevin L. King, General Manager

Date: 06/04/2021