



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

1633 GARDEN HIGHWAY
SACRAMENTO, CA 95833

**FRIDAY, JULY 9, 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 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 June 2021 Board Meeting.
- 4.2. [OPERATIONS MANAGER'S REPORT](#): Update on activities since the June 2021 Board Meeting.
- 4.3. [DISTRICT COUNSEL'S REPORT](#): Update on activities since the June 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 June 11, 2021 Regular Board Meeting and June 15, 2021 Special Board Meeting.
- 5.2. [TREASURER'S REPORT](#): Approve Treasurer's Report for June 2021.
- 5.3. [EXPENDITURE REPORT](#): Review and Accept Report for June 2021.
- 5.4. [BUDGET TO ACTUAL REPORT](#): Review and Accept Report for June 2021.

5.5. AUTHORIZATION TO INVEST IN LOCAL AGENCY INVESTMENT FUND: Review and Consider Adoption of Resolution No. 2021-07-01 Authorizing Officers to Invest District Funds in the Local Agency Investment Fund.

6. SCHEDULED ITEMS

6.1. REVIEW AND DISCUSS REQUEST TO USE AND OCCUPY DISTRICT PROPERTY: Review and Consider Authorizing the City of Sacramento to Include District Owned Property in Planning Documents for Temporary Housing Solutions.

6.2. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION: Review and Consider Selection of California Special Districts Association Board of Director Seat A and Authorize Board Secretary to Cast Vote.

6.3. PUBLIC HEARING – ADOPTION OF FISCAL YEAR 2021/2022 OPERATION AND MAINTENANCE ASSESSMENT: Review and Consider Adoption of Resolution No. 2021-07-02 Authorizing Levying of Operations and Maintenance Assessment for Fiscal Year 2021/2022.

6.4. CERTIFICATION OF LEGAL PROCESS FOR SPECIAL ASSESSMENT: Review and Consider Adoption of Resolution No. 2021-07-03 Certifying to the County of Sutter the Validity of the Legal Process Used to Place Direct Charges (Special Assessment) on the Secured Tax Roll 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

- Executive Committee (Gilbert & Lee Reeder) June 30, 2021

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

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

8. CLOSED SESSION

8.1. No Scheduled Closed Session Items.

9. ADJOURN



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 4.1

TITLE: General Manager's Report – July 2021

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

EXECUTIVE SUMMARY:

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activity from June 2021 included continued coordination on Natomas Levee Improvement Project with the United States Army USACE of Engineers, SAFCA and others, issuance of request for Qualifications for Strategic Communication Services, and Fiscal Year 2021/2022 Budget Adoption. 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 approved at June 11, 2021 Board of Trustees meeting.
- 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.
 - v. Phase 2 Kickoff Meeting occurred in June 2021.
- d. Indirect Cost Allocation Plan
 - i. GM King issued a Request for Qualifications (RFQ) for an Indirect Cost

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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.
- v. PSA was executed on June 30, 2021.
- e. Strategic Communication Services
 - i. GM King issued a Request for Qualifications for Strategic Communication Services on June 15, 2021. See Attachment No. 1.

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 June 2021.

3. Capital Improvement Projects

a. CIP Update

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

4. Natomas Levee Improvement Projects

a. Reach A

- i. The USACE issued its Prequalification Solicitation List (qualified contractors). Current schedule calls for bid solicitation between June 29 to August 16; Bid Opening August 24 and Contract Award September 25 with construction in 2022.
- ii. USACE is using its Navigation Certitude Rights for the construction of Plant 1A outfall; District is working with USACE on design of Plant 1B pumps. Work at Plants 1A and 1B will be bid as optional, pending resolution of design and an issue the USACE has with the SAFCA/RD 1000 agreement.
- iii. SAFCA/State are coordinating with the USACE on Caltrans issues as well as SMUD, and PGE relocations. The USACE 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—USACE 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 USACE approved portions of the project. The USACE 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.
- 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.

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- ii. The USACE 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 USACE to identify the necessary rights of way needed for construction with the goal of a ROW Take letter from the USACE 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 USACE 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 USACE will review and amend their 35% design as necessary.
 - ii. USACE 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 USACE 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 USACE will review and amend their 35% design as necessary.
 - ii. USACE 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.

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- ii. USACE 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 USACE 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.
 - iv. District submitted an application for FMAP 2022/2023 funds on May 28, 2021.
- b. Sacramento Area Flood Control Agency (SAFCA)
 - i. Board Meeting – June 17, 2021 (Attachment No. 2)
- 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 USACE of Engineers on August 31, 2020, awaiting approval.

TITLE: General Manager's Report – July 2021

- 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 identified a number of District Policies which are due for an update. GM King scheduled a Legal Committee meeting for June 15, 2021, to review and discuss. However, a Special Board meeting was needed on June 15, 2021, so the policy issues were discussed at that meeting.
 - ii. After the Special Board Meeting on June 15, 2021, the Board directed GM King to use the California Special District Association's Policy Template to update the District's Policies. Staff will return to the Board with a draft update of the District's Policies at the August Board of Trustees meeting for review and discussion.
- f. Fiscal Year 2021/2022 – District Goal Setting
 - i. GM King would like to schedule a Board Workshop in July 2021, to set goals, priorities, and a work plan for Fiscal Year 2021/2022.

ATTACHMENTS:

- 1. Request for Qualifications – Strategic Communication Services
- 2. SAFCA Board Meeting – June 17, 2021

STAFF RESPONSIBLE FOR REPORT:



Kevin L. King, General Manager

Date: 07/05/2021

**RECLAMATION
DISTRICT
NO. 1000**

**REQUEST
FOR
QUALIFICATIONS**

**Strategic
Communication
Services**



JUNE 15, 2021



Reclamation District No. 1000

**1633 Garden Highway
Sacramento, CA 95833**

(916) 922-1449

www.rd1000.org

Reclamation District No. 1000

Request for Qualifications – Strategic Communication Services

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, by special act of the California Legislature, and is governed by the Reclamation District Act (California Water Code sections 50,000 et. seq.). 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.

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.

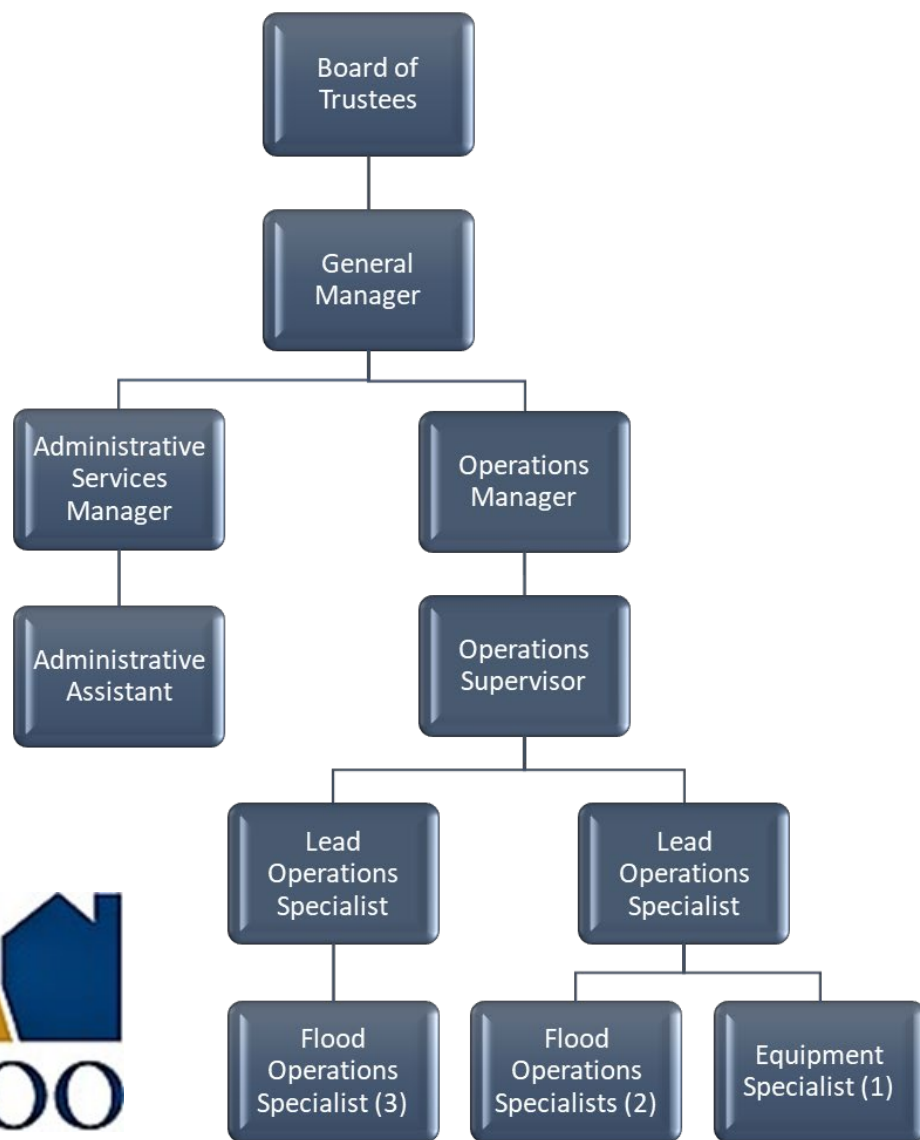
Vision Statement

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.

Organizational Chart

RECLAMATION DISTRICT NO. 1000 ORGANIZATIONAL CHART



Request for Qualifications – Strategic Communication Services

Executive Summary

Reclamation District No. 1000 (RD 1000; District) is requesting qualification proposals for Strategic Communication Services, from interested professional consultants with a minimum of 10 years' experience working with public agencies similar to Reclamation Districts, Water Districts and Irrigation Districts in the State of California. The District proposes to select one qualified consultant to provide the Strategic Communication Services for the District. The District reserves the right to reject any proposals and full discretion as to the award or refusal to award any contract.

Description of Services

In general, the District is seeking an experienced, professional communications consultant or consulting firm (Consultant) to help develop and implement topic-specific communications strategies that include the identification of specific audience groups, a sequence of timed messaging, and the appropriate media(s) to conduct that messaging including additional support for events, workshops, and presentations as needed. The Consultant should have strong written and verbal communication skills to function as lead or support to District staff for message drafting and presentation.

Project tasks include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

1. Develop and implement strategic, actionable communication plans to address time-sensitive, high priority issues.
2. Foster collaborative relationships with constituents through development and execution of collateral material.
3. Develop specific communications materials related to emerging issues, including website messaging, talking points, PowerPoint slides, infographics, videos, draft social media posts and print materials.
4. Aid in developing responses to community inquiries related to targeted issue.
5. Write, create, record and/or edit material including blog/social media posts, videos, op-eds, e-blasts, press releases, public notice content and other compelling communications that serve to translate technical material for various audiences.

Qualification Proposal Deadline

All qualification proposals must be received by the District's office at 1633 Garden Highway, Sacramento, CA 95833, or via electronic submittal to kking@rd1000.org by **4:00 P.M. on July 30, 2021**. Submittals received after said time will not be considered.

Questions

Contact General Manager Kevin King at (916) 922-1449 or kking@rd1000.org with any questions regarding this Request for Qualifications.

Section A – MINIMUM QUALIFICATIONS

Minimum Qualifications – Strategic Communication Services

1. A description of the organization’s professional qualifications.
2. A statement indicating the number of employees, by level, which will perform the Services and resumes for each employee who will be assigned to the District’s project, including but not limited to educational/professional credentials and previous Strategic Communications Service experience.
3. A listing of current and prior Strategic Communication Services clients, including the types of services performed and client contact information so they may serve as references.
4. Indicate availability to proceed with work on or about August 16, 2021 and include a tentative schedule for completing the Services.
5. A written work plan outlining how the consultant proposes to perform the Services and any information pertaining to any area of a Strategic Communication Service which is customarily reviewed during such services which has not been mentioned in the “Scope of Work” section of this solicitation.

Section B – GENERAL TERMS AND CONDITIONS & SUBMITTAL REQUIREMENTS

Requirement to Meet All Provisions

Each consultant submitting qualifications (Consultant) shall meet all the terms, and conditions of the Request for Qualifications (RFQ). By virtue of its submittal, the Consultant acknowledges agreement with and acceptance of all provisions of the RFQ package.

Qualification Proposals

Each qualification proposal must be made on the form(s) provided and accompanied by any other required submittals or supplemental materials. Qualification proposals shall be enclosed in an envelope that shall be sealed and addressed to Reclamation District No. 1000, 1633 Garden Highway, Sacramento CA, 95833. Each qualification proposal shall include one electronic copy of the material in *Adobe Acrobat* format on Universal Serial Bus (USB) Flash Drive. In order to guard against premature opening, the qualification proposal should be clearly labeled with the title, name of Consultant, and date and time of opening. Alternatively, the proposal may be submitted electronically in *Adobe Acrobat* format to kking@rd1000.org using *Adobe Acrobat* share function. No FAX submittals will be accepted.

To guard against premature opening, each qualification proposal shall be submitted to the District in a sealed envelope plainly marked with the following:

- RFQ title (“Request for Qualifications – Strategic Communication Services”)
- Consultant name
- Time and date of the opening (“July 30, 2021 @ 4:00 pm”)

To guard against premature opening of electronic submittals, the proposal shall be submitted using *Adobe Acrobat* share function, which tracks file access, to kking@rd1000.org.

Insurance Certificate

Each qualification proposal must include a certificate of insurance showing:

- The insurance carrier and its A.M. Best rating.
- Scope of coverage and limits.
- Deductibles and self-insured retention.

The purpose of this submittal is to generally assess the adequacy of the Consultants insurance coverage during submittal evaluation; as discussed below, endorsements are not required until contract award. The District’s insurance requirements are detailed in Section F.

Submittal of References

Each proposer shall submit a statement of qualifications and references on the form provided in Section E of this RFQ.

Statement of Contract Disqualifications

Each proposer shall submit a statement regarding any past government disqualifications on the form provided in Section E of this RFQ.

Qualification Proposal Withdrawal and Opening

A Consultant may withdraw its qualification proposal, without prejudice prior to the time specified for the opening, by submitting a written request to the District General Manager for its withdrawal, in which event the submittal will be returned to the Consultant unopened. No submittal received after the time specified or at any place other than that stated in the RFQ will be considered. The opening of proposals in response to this RFQ is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing Consultants to know the prices quoted by one another.

Communications

All timely requests for information submitted in writing will receive a written response from the District. Telephone communications with District staff are not encouraged but will be permitted. However, any such oral communication shall not be binding on the District.

Qualification Proposal Retention and Award

The District reserves the right to retain all qualification proposals for a period of 60 days for examination and comparison. The District also reserves the right to waive non-substantial irregularities in any qualification proposal, to reject any or all qualification proposals, to reject or delete one part of a qualification proposal and accept the other, except to the extent that proposals are qualified by specific limitations.

Competency and Responsibility of Firm

The District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of Consultants. Consultants will provide, in a timely manner, all information that the District deems necessary to make such a decision.

Contract Requirement

The Consultant to whom award is made (if any) shall execute a written contract with the District within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its qualification proposal. The contract shall be made in the form adopted by the District and incorporated in this RFQ.

Insurance Requirements

The Consultant shall provide proof of insurance in the form, coverages and amounts specified in Section F within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.

Failure to Accept Contract

The following will occur if the Consultant to whom the award is made (if any) fails to enter into the contract: the award will be annulled; and an award may be made to the next highest ranked Consultant with whom a responsible compensation is negotiated, who shall fulfill every stipulation as if it were the party to whom the first award was made.

Section C – QUALIFICATION PROPOSAL CONTENT AND SELECTION PROCESS

Qualification Proposal Content

1. Submittal Forms

- a. Acknowledgement
- b. Certificate of Insurance
- c. References
- d. Statement of Past Disqualifications

2. Qualifications

- a. A detailed scope of services that reflects the Consultant’s understanding of the District’s requirements.
- b. Written responses to all the subject areas set forth in the “Minimum Qualifications” section, demonstrating the Consultant’s experience and expertise.
- c. Personnel Qualifications: The Proposal shall identify the individual who will be primarily responsible for providing the services required for the Strategic Communication Services. Please include the qualifications, training, and certifications of lead individual, and all other staff who will perform the services outlined herein.
- d. List of Clients: A list of major public agency clients for each the Consultant has provided similar services for during the last five (5) years, with contact information (i.e., name of the clients, addresses, phone numbers, and contact person). The District reserves the right to contact any of the references.
- e. Additional Consultant Information: The Proposal shall include the following: (a) Its scope of practice (national, regional, statewide, or local), and founding date; (b) Number of Consultant’s employees; (c) Location of primary office; (d) Number of Consultants clients.

3. Fee Schedule:

- a. The cost proposal must include a time and materials cost estimate adequate to cover the scope of the project. The cost proposal should include a list of charge out rates related to the names of key personnel to be used by the Consultant during these services. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations under this RFQ. All costs must be identified.

4. Qualification Proposal Length and Copies

- a. Qualification proposals should be the minimum length to provide the required information. Proposals shall not exceed 60 pages in length, including required forms.
- b. If submitting hard copies, five (5) copies of the qualification proposal must be submitted, along with one (1) PDF formatted electronic copy on a USB Flash Drive.

Qualification Proposal Evaluation and Consultant Selection

Qualification proposals will be evaluated by a review committee and contract award process as follows:

1. Written Proposal Review/Finalist Candidate Selection

Evaluation of the qualification proposals will be based on the following:

- a. The consultant's experience, stability, and capability to complete all aspects of the work.
- b. Experience and qualifications of personnel assigned to this project and their availability.
- c. References from clients with similar projects.
- d. The availability of the consultant during the project period.
- e. The consultant's experience with the requirements of Strategic Communication Services.

Qualification proposals will be reviewed by a selection committee and ranked in accordance with the above criteria. Where one qualification proposal is rated consistently higher than others, the consultant may be selected as the top ranked consultant for purposes of contract negotiation.

Alternatively, a group of finalist candidates (generally the top 3 to 5 five proposers) may be selected for follow-up interviews and presentations, or requests for additional clarifying information, before the final top ranked consultants for contract negotiation are determined.

2. Qualification Proposal Review and Award Schedule

The following is an outline of the anticipated schedule for qualification proposal review and contract award:

Issue RFQ: June 15, 2021

Last Day for Questions: July 16, 2021

Receive qualification proposals: July 30, 2021

Selection Committee: August 2 – August 6, 2021

- The Selection Committee will conduct a Level I review that will consist of evaluating the proposals for the purpose of establishing the most qualified consultants. The Selection Committee may decide on a recommendation for awarding the contract upon completion of the Level I review.
- If needed, the Selection Committee will conduct a Level II review. The Level II review will be conducted to select the finalist from a small pool of candidates. This level may include a request for a presentation from the finalists, proposal fact finding and negotiation of contract terms and conditions.

Complete evaluation: August 6, 2021

Award contract: August 13, 2021

Section D – FORM OF AGREEMENT

Agreement

THIS AGREEMENT is made and entered into in the City of Sacramento on [Month, Day, Year] by and between RECLAMATION DISTRICT NO. 1000, a public entity of the State of California, hereinafter referred to as District, and [CONSULTANT'S NAME IN CAPITAL LETTERS], hereinafter referred to as Consultant.

WITNESSETH

WHEREAS, on June 15, 2021, the District requested qualification proposals for Strategic Communication Services.

WHEREAS, pursuant to said request, Consultant submitted a proposal that was accepted by District for said services.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

- 1. Term.** The term of this Agreement shall be from the date this Agreement is made and entered, as first written above until Project Completion date _____.
- 2. Termination.** If, during the term of the contract, the District determines that the Consultant is not faithfully abiding by any term or condition contained herein, the District may notify the Consultant in writing of such defect or failure to perform. This notice must give the Consultant a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Consultant has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the District may terminate the contract immediately by written notice to the Consultant to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Consultant's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination thereof.

In said event, the Consultant shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the District's Notice of Termination, minus any offset from such payment representing the District's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Consultant as may be set forth in

the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Consultant shall be based solely on the District's assessment of the value of the work-in-progress in completing the overall work scope.

The District reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the District's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Consultant be entitled to receive in excess of the compensation quoted in its proposal.

The District also reserves the right to terminate the contract for convenience, providing a 30 (thirty) calendar day notice, at any time upon a determination by the General Manager that termination of the contract is in the best interest of the District. In this case the Consultant will be paid compensation due and payable to the date of termination.

- 3. Ability to Perform.** The Consultant warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all applicable federal, state, county, city, and special district laws, ordinances, and regulations.
- 4. Sub-contract Provisions.** No portion of the work pertinent to this contract shall be subcontracted without written authorization by the District, except that which is expressly identified in the Consultant's qualification proposal. Any substitution of sub-consultants must be approved in writing by the District. For any sub-contract for services in excess of \$25,000, the subcontract shall contain all provisions of this agreement.
- 5. Contract Assignment.** The Consultant shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the District.
- 6. Inspection.** The Consultant shall furnish District with every reasonable opportunity for District to ascertain that the services of the Consultant are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the District's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill its contract requirements.
- 7. Record Retention and Audit.** For the purpose of determining compliance with various laws and regulations as well as performance of the contract, the Consultant and sub-consultants shall maintain all books, documents, papers, accounting records and other evidence pertaining to the performance of the contract, including but not limited to the cost of administering the contract.

Materials shall be made available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. Authorized representatives of the District shall have the option of inspecting and/or auditing all records.

- 8. Conflict of Interest.** The Consultant shall disclose any financial, business, or other relationship with the District that may have an impact upon the outcome of this contract, or any ensuing District project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing District project which will follow. The Consultant staff shall provide a Conflict-of-Interest Statement where determined necessary by the District.

The Consultant covenants that it presently has no interest, and shall not acquire any interest—direct, indirect, or otherwise—that would conflict in any manner or degree with the performance of the work hereunder. The Consultant further covenants that, in the performance of this work, no sub-consultant or person having such an interest shall be employed. The Consultant certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the District.

- 9. Rebates, Kickbacks or Other Unlawful Consideration.** The Consultant warrants that this contract was not obtained or secured through rebates, kickbacks, or other unlawful consideration, either promised or paid to any District employee. For breach or violation of the warranty, the District shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

- 10. Covenant Against Contingent Fees.** The Consultant warrants by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Consultant for the purpose of securing business. For breach or violation of this warranty, the District has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

- 11. Compliance with Laws and Wage Rates.** The Consultant shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of Sacramento ordinances, regulations and adopted codes during its performance of the work.

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- 12. Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Consultant is required to pay.
- 13. Immigration Act of 1986.** The Consultant warrants on behalf of itself and all sub-consultants engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
- 14. Consultant Non-Discrimination.** In the award of subcontracts or in performance of this work, the Consultant agrees that it will not engage in, nor permit such sub-consultants as it may employ, to engage in discrimination in employment of persons on any basis prohibited by State or Federal law.
- 15. Indemnification for Professional Liability.** To the fullest extent permitted by law, the Consultant shall indemnify, protect, defend, and hold harmless the District and any and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and cost which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.
- 16. Non-Exclusive Contract.** The District reserves the right to contract for the services listed in this RFQ from other consultants during the contract term.
- 17. Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by or assembled by the Consultant as part of the work or services under these specifications shall be the property of District and shall not be made available to any individual or organization by the Consultant without the prior written approval of the District.
- The Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by the District and receipt of the District’s written permission.
- 18. Consultant Invoices.** The Consultant shall deliver a monthly invoice to the District, itemized by task. Invoice must include a breakdown of hours billed and miscellaneous charges and any sub-consultant invoices, similarly broken down, as supporting detail.
- 19. Payment.** For providing services as specified in this Agreement, Consultant shall be reimbursed for hours worked at the hourly rates attached to this agreement. Hourly rates include direct salary costs, employee benefits, overhead and fee. In addition, the Consultant shall be reimbursed for direct costs other than salary and vehicle cost that have been identified and are attached to this

agreement. The Consultant's personnel shall be reimbursed for per diem expenses at a rate not to exceed that currently authorized for State employees under State Department of Personnel Administration rules.

20. Payment Terms. The District's payment terms are 30 days from the receipt and approval by the District of an original invoice and acceptance by the District of the services provided by the Consultant (Net 30).

21. Resolution of Disputes. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of the District's General Manager and the District's Administrative Services Manager, who may consider written or verbal information submitted by the Consultant. Not later than thirty (30) days after completion of all deliverables necessary to complete the project, the Consultant may request review by the District Board of Trustees of unresolved claims or disputes.

Any dispute concerning a question of fact arising under an audit of this contract that is not disposed of by agreement, shall be reviewed by the District's Administrative Services Manager. Not later than thirty (30) days after issuance of the final audit report, the Consultant may request a review by the District's Administrative Services Manager of unresolved audit issues. The request for review must be submitted in writing.

Neither the pendency of a dispute, nor its consideration by the District will excuse the Consultant from full and timely performance in accordance with the terms of this contract.

22. Agreement Parties.

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

Consultant:

All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as shown above.

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- 23. Incorporation by Reference.** District Request for Qualifications – Indirect Cost Allocation Plan and Consultant's qualification proposal, are hereby incorporated in and made a part of this Agreement.
- 24. Amendments.** Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the District General Manager.
- 25. Working Out of Scope.** If, at any time during the project, the Consultant is directed to do work by persons other than the District General Manager and the firm believes that the work is outside of the scope of the original contract, the Consultant shall inform the General Manager immediately. If the General Manager and Consultant both agree that the work is outside of the project scope and is necessary to the successful completion of the task, then a fee will be established for such work based on Consultant's hourly billing rates or a lump sum price agreed upon between the District and the Consultant. Any extra work performed by Consultant without prior written approval from the District General Manager shall be at Consultant's own expense.
- 26. Complete Agreement.** This written agreement, including all writings specifically incorporated herein by reference, shall constitute the complete agreement between the parties hereto. No oral agreement, understanding or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding or representation be binding upon the parties hereto. For and in consideration of the payments and agreements hereinbefore mentioned to be made and performed by District, Consultant agrees with District to do everything required by this Agreement.
- 27. Authority to Execute Agreement.** Both District and Consultant do covenant that each individual executing this agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

RECLAMATION DISTRICT NO. 1000:

CONSULTANT:

Name of Consultant By:

Kevin L. King, General Manager

Name of Principal, Its: Principal

APPROVED AS TO FORM:

Rebecca Smith, District Counsel

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:		
Contact Name:		
Email:	Fax:	Phone:

Signature of Authorized Representative:	Date:
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Insurance Certificate

_____ Insurance Company's A.M. Best Rating

Certificate of insurance attached

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.

Executed on _____ at _____ under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.

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.

Reference No. 1

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Date of Services	
Contract Amount	
Description of Services	
Project Outcome	

Reference No. 2

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Date of Services	
Contract Amount	
Description of Services	
Project Outcome	

Reference No. 3

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Date of Services	
Contract Amount	
Description of Services	
Project Outcome	

Section F – INSURANCE REQUIREMENTS: Consultant Services

The Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultants, its agents, representatives, employees, or sub-consultants.

Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 20 10 Prior to 1993 or CG 20 10 07 04 with CG 20 37 10 01 or the exact equivalent as determined by the District).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions Liability insurance as appropriate to the consultant's profession.

Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, agents, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, official, employees, agents, or volunteers.

-
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
 3. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District. The Consultant agrees to notify the District if the policy is suspended, voided, or reduced in coverage or limits. A minimum of thirty (30) days prior written notice by certified mail, return receipt requested, will be provided.
 5. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage. Consultant shall furnish the District with a certificate of insurance showing maintenance of the required insurance coverage. Original endorsements effecting general liability and automobile liability coverage required by this clause must also be provided. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the District before work commences.



Board of Directors Action Summary of June 17, 2021 - 3:00 PM

WEBEX MEETING

Directors/Alternates Present: Avdis, Desmond, Frost, Harris, Holloway, Jennings, Jones, Nottoli, Serna, Shah

Directors Absent: Ashby, Conant, and Kennedy

ROLL CALL

PUBLIC COMMENTS – No Public Comments were received.

PUBLIC HEARING

1. Resolution No. 2021-069 - Adopting the Recommended Fiscal Year 2021-22 Budget (Campbell)

Public Hearing: Presentation by Jason Campbell. Chairman Harris asked for Public Comments, none were received by the Clerk of the Board. Chairman Harris asked whether any member of the public would like to speak. No speakers requested to speak. Motion by Director Avdis and seconded by Director Frost, to approve Resolution No. 2021-069

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

EXECUTIVE DIRECTOR'S REPORT

2. Information - Executive Director's Report for June 17, 2021 (Johnson)

CONSENT MATTERS

Motion by Director Desmond and seconded by Director Jennings, to approve Resolution Nos: 2021-070; 2021-071; 2021-072; 2021-073; 2021-074; 2021-075; 2021-076; 2021-077; 2021-078; 2021-079; 2021-080; 2021-081; 2021-082; 2021-083; 2021-084; and 2021-085 of Consent Matters.

AYES: Avdis, Desmond, Frost, Harris, Holloway, Jennings, Jones, Nottoli, Serna, Shah

NOES: (None)

ABSTAIN: (None)

ABSENT: Ashby, Conant, Kennedy

RECUSAL: (None)

3. Approving the Action Summary for May 20, 2021 (Russell)
4. Resolution No. 2021-070 - Setting a Public Hearing for the Purpose of Approving SAFCA's Operations & Maintenance Assessment District No. 1 Fiscal Year 2021-22 Assessment Roll and Setting the Assessment Rate (Campbell)
5. Resolution No. 2021-071 - Authorizing the Executive Director to Execute a Consulting Services Contract with Mick Klasson, CFM for Grant Writing and Environmental Planning Services (Saucier)
6. Resolution No. 2021-072 - Authorizing the Executive Director to Execute a Contract with MBK Engineers for General Engineering Consulting Services (Ghelfi)
7. Resolution No. 2021-073 - Authorizing the Executive Director to Execute Amendment No. 2 to Contract No. 1506 with Wood Rodgers, Inc., for Professional Engineering Services Related to Design Levee Improvements Along the North Beach Lake Levee and Morrison Creek (Ghelfi)

8. Resolution No. 2021-074 - Authorizing the Executive Director to Execute Amendment No. 3 to Contract No. 1500 with Kleinfelder, Inc. for Geotechnical and General Engineering Consulting Services (Ghelfi)
9. Resolution No. 2021-075 - Authorizing the Executive Director to Execute Amendment No. 1 to Contract No. 1528 with Geosyntec Consultants, Inc. for Professional Services Related to the American River Common Features 2016 Project (Ghelfi)
10. Resolution No. 2021-076 - Authorizing the Executive Director to Execute Amendment No. 6 to Contract No. 1466 with Parsons Government Services Inc. for Project Scheduling Development and Analysis Support Services Related to American River Common Features 2016 Projects (Campbell)
11. Resolution No. 2021-077 - Authorizing the Executive Director to Execute a Three-Year Master Services Agreement No. 1554 with E-Builder, Inc., for Program Management Information System Solution for SAFCA's Projects and Programs (Campbell)
12. Resolution No. 2021-078 - Authorizing the Executive Director to Execute Amendment No. 5 to Contract No. 1513 with RJH Consultants, Inc., for Professional Engineering Services Related to the Folsom Dam Raise Project Dikes 1-6 for Cost Optimization Alternatives (Jawanda)
13. Resolution No. 2021-079 - Approving Contract Documents, and Authorizing the Executive Director to Advertise for Bids for Four Job Order Contracts - Contract Nos. SAFCA JOC-005, JOC-006, JOC- 007, and JOC-008 (Campbell)
14. Resolution No. 2021-080 - Adoption of Addendum No. 8 to the Final Environmental Impact Report (State Clearinghouse #2009112025) on the American River Watershed Common Features Project/Natomas Post-Authorization Change Report/Natomas Levee Improvement Program Phase 4b Landside Improvements Project (November 2010) and Approval of Modifications and Refinements to the Natomas Levee Improvement Program Phase 4b Project (Bassett)
15. Resolution No. 2021-081 - Authorizing the Executive Director to Execute Amendment No. 1 to Contract No. 1445 with SCI Consulting Group for Assessment District Engineering Services (Campbell)

16. Resolution No. 2021-082 - Authorizing the Executive Director to Execute Amendment No. 8 to Contract No. 1151 with MBK Engineers for Levee Accreditation Services Associated with the North Area Streams Levees, American River Levees, Sacramento River Levees from the Confluence of the American River Down to the Town of Freeport, and the Beach Lake Levee and Floodwall System Up to the Union Pacific Railroad (Ghelfi)

17. Resolution No. 2021-083 - Authorizing Settlement of Eminent Domain Action - Sacramento Area Flood Control Agency v. T-B-S Family Limited Partnership, Et Al., Sacramento County Superior Court Case No. 34-2019-00264253, 4106 Garden Highway, Sacramento County APN: 225-0090-065, with Defendants U.S. Bank National Association and PHH Mortgage Corporation (Bassett)

18. Resolution No. 2021-084 - Authorizing Settlement of Eminent Domain Action - Sacramento Area Flood Control Agency v. Leonard M. Kanefsky, Et Al., Sacramento County Superior Court Case No. 34-2021-00297396, 2306 La Lima Way, Sacramento County APN: 274-0430-012 with Defendants Leonard M. Kanefsky and Katherine Dixon (Bassett)

19. Resolution No. 2021-085 - Authorizing the Executive Director to Execute Amendment No. 2 to Contract No. 1467 with Gualco Consulting for Local Government Relations, Community Outreach and Right of Way Support Activities Related to the Natomas Basin Project (Campbel)

ADJOURN

Respectfully submitted,
Lyndee Russell



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 4.2

TITLE: Operations Manager's Report – July 2021

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

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 June 2021. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels. Noteworthy activities include mowing along the inner levee system, including drains and canals. Mechanically removed sediment and aquatics along the J4, J6, J7, Bryte Bend ditches along with the West and D Drains. Aquatic vegetation has been sprayed along the West & East Drain and multiple ditches south of San Juan Road. District staff performed annual First Aid, CPR and AED training.

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: 07/05/2021



Kevin L. King, General Manager

Date: 07/05/2021

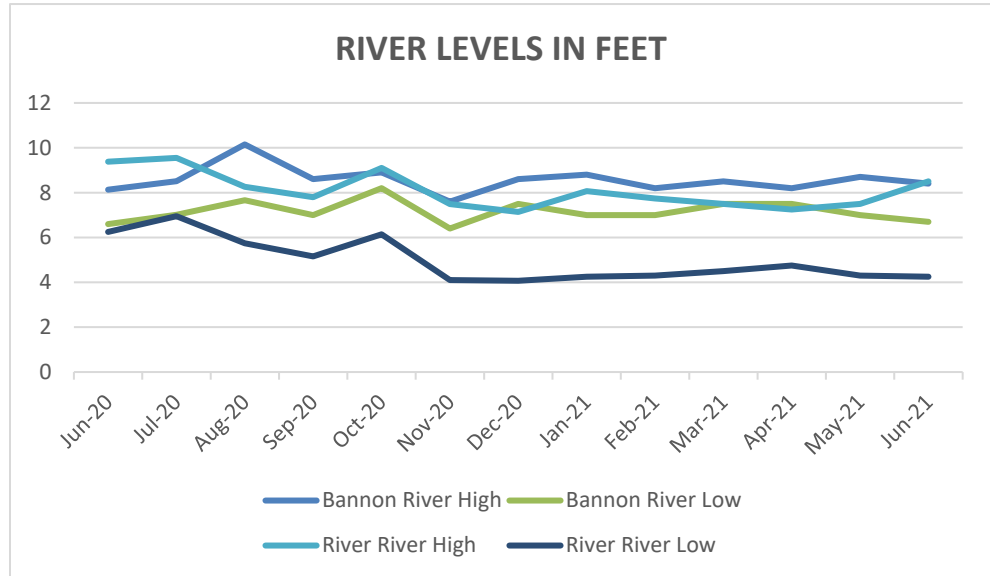


Operations Manager's Report June 2021

River Levels:

Bannon H: 8.4'
L: 6.7'

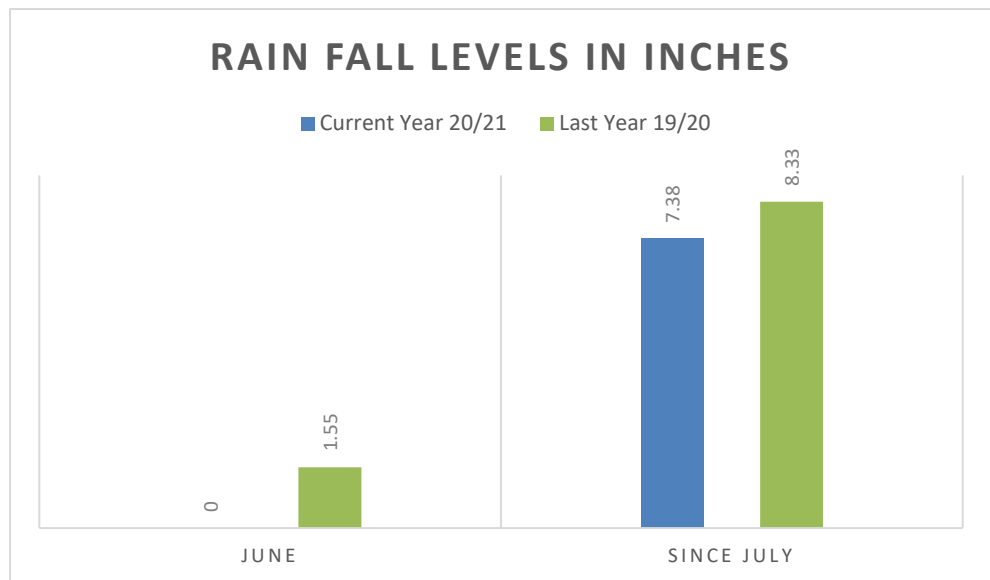
River H: 8.5'
L: 4.25'



Rain Fall Totals:

June 2021
Rain Totals = 0

Rain Totals Since
July 1, 2020 = 7.38"



Safety Topics for the Month of June

- Chemical Protection – Inspect to Protect
- Chemical Spill Procedures – Spill Response & Clean-Up Procedures
- Fire Protection – Tips for Preventing Accidental Fires
- Hot Weather Sun Protection

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 June, 2021.

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

RD 1000 Field Crew	*Field Hours Worked	Activity
	588	Mowing
	152	Equipment Repair
	116	Garbage
	112	Weed Control
	104	Sediment Removal

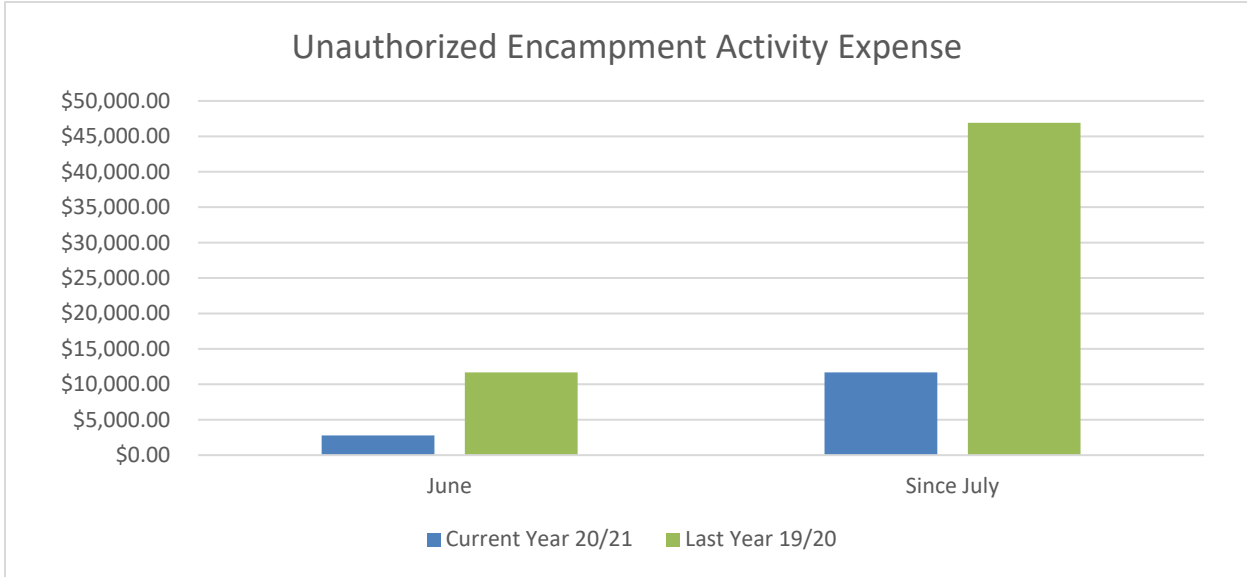
Pumping

Please see the pumping data below as it relates to the month of June within the Basin. The total amount pumped in the month of June is 618.02 A/F. Pump totals reflect tail water from agricultural well usage.

Pumping Plant	Pump	Hours and A/F
Plant 5	Pump # 1	195 Hours and 372.21 A/F
	Pump # 2	3.4 Hours and 6.46 A/F
	Pump # 3	41.9 Hours and 79.61 A/F
Plant 1B	Pump #6	16.3 Hours and 159.74 A/F

Unauthorized Encampment Activity During the month of June, the District spent a total of 32 hours on unauthorized encampment related work with a total cost to the District of \$2781.00. This total includes labor, * equipment costs, materials and dump fees.

Unauthorized Encampment Activity – Year to Date This fiscal year to date the District has allocated a total of 158 crew hours on unauthorized encampments for a total cost to the District of \$11,670.05. This total includes labor, * equipment costs, materials and dump fees.





RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 4.3

TITLE: District Counsel's Report – July 2021

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

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 June 2021.

ATTACHMENTS:

None

STAFF RESPONSIBLE FOR REPORT:

Kevin L. King, General Manager

Date: 07/05/2021



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 5.1

TITLE: Approval of Minutes

SUBJECT: Approval of Minutes from June 11, 2021 Regular Board Meeting and June 15, 2021 Special Board Meeting

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 June 11, 2021, Regular Board Meeting and minutes (Attachment No. 2) from the June 15, 2021 Special 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 June 11, 2021, Regular Board Meeting and June 15, 2021 Special Board Meeting.

ATTACHMENTS:

1. June 11, 2021, Board Meeting Minutes
2. June 15, 2021 Special Board Meeting Minutes

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Service Manager

Date: 07/01/2021



Kevin L. King, General Manager

Date: 07/06/2021



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

**FRIDAY, JUNE 11, 2021
MEETING MINUTES**

In light of COVID-19 and in Compliance with CA Executive Orders N-25-20 and N-29-20, members of the Board of Trustees and members of the public participated in this meeting by teleconference. This meeting was recorded without objection. Present were Board President Thom Gilbert; Board Vice President Elena Lee Reeder; Trustee Nick Avdis; Trustee Jag Bains; Trustee Tom Barandas; Trustee Debra G. Jones; Trustee Chris Burns; General Manager Kevin King; Co-General Counsel Scott Shapiro; Administrative Services Manager Joleen Gutierrez; Operations Manager Gabriel Holleman; and Administrative Assistant Christina Forehand.

1. PRELIMINARY

1.1. Call Meeting to Order

Board President Thom Gilbert called the meeting to order.

1.2. Roll Call

ASM Gutierrez called the roll and established a quorum.

Present for Roll Call: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Tom Barandas, Trustee Debra G. Jones, Trustee Chris Burns.

Absent for Roll Call: Trustee Elena Lee Reeder (arrived at 8:04 am) Trustee Jag Bains (arrived at 8:05 am).

1.3. Approval of Agenda

MOVED/SECONDED: Trustee Debra G. Jones/Trustee Nick Avdis

AYES: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Tom Barandas, Trustee Debra G. Jones, Trustee Chris Burns

NOES: None

Abstain: None

ABSENT: Trustee Elena Lee Reeder, Trustee Jag Bains

ACTION: The June 11, 2021 Board meeting agenda is approved.

1.4. Pledge of Allegiance

Board President 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*)

No Trustee conflicts were identified.

2. PRESENTATIONS

There were no scheduled presentations.

3. PUBLIC COMMENT (NON-AGENDA ITEMS)

No public comments were made.

4. INFORMATIONAL ITEMS

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

General Manager Kevin King made known that Councilman Jeff Harris recently contacted him to request the potential use of District-owned property on Rosin Court. This site would be proposed as a temporary housing location for the unsheltered. This site has been used as a staging site for the Army Corps for levee improvements and intended for use as a flood fight materials storage site. Councilman Harris anticipates using this site for two to three years until other housing projects are completed. The City has a short timeline and would like to go back to the council for approval during their July 20 meeting, including the Rosin Court site as a potential location.

Trustee Jones requested the address of the Rosin Ct site. GM King stated he does not know the site address but describes the property located at I-80 and the Natomas East Main Drain, directly across the FWY from Fry's. Trustee Jones offered that she may have a concern with this site and a possible objection to the proposal. She would like the Urbanization Committee to discuss the proposal; this Committee has traditionally taken up the homeless population and levees.

Trustee Avdis is familiar with the city-wide master plan for homelessness but requests more information about their proposal on our site. Because there are many unknowns, he would like the Legal Committee to be allowed to discuss and understand what Councilman Harris is proposing, the structure, who will be there, how this relates to risk exposure, and how it will affect neighboring properties.

Because this item was non-agenized, Counsel Scott Shapiro reminded the Board that this is a good time for procedural discussion and questions to be collected and further discussion in Committee. Next week, GM King will schedule a Special Board meeting or joint committee meeting with the Legal and Urbanization Committees. He will invite Councilman Harris and his community resource officer to attend and answer questions. A meeting notice will follow.

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

There were no questions or comments made.

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

Co-General Scott Shapiro provided a brief update on his work during May.

5. CONSENT CALENDAR

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

Trustee Burns asked for clarification about Employee Compensation, Item 5.5. In reading the Employee Manual, he inquired whether the days off go away at the end of the year. GM King clarifies that it is paid time off and not in a use it or lose it situation. He stated the days would be vacation days. Trustee Burns also wanted to know whether anyone is in danger of not receiving additional time off because of their max vacation accrual. ASM Gutierrez stated that only one employee is close but could take the extra paid time off without going over the maximum vacation hours.

MOVED/SECONDED: Trustee Nick Avdis/ Trustee Elena Lee Reeder

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

NOES: None

ABSTAIN: None

ACTION: Consent Calendar Items 5.1 through 5.7 are approved.

- 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 the Fiscal Year 2021/2022 Budget.

GM King clarified the Budget (page 12, under Government Fees) there is a typo. The budgeted amount reads \$20,000 but should read \$6,800; this is the only change to the Budget.

Trustee Avdis requested the professional Budget opinion from Trustee Gilbert, chair of the Finance Committee, and a CPA. Trustee Gilbert stated our FY 21-22 Budget shows our expense over revenue is \$2.3 million. He acknowledged that this Budget shows our commitment to kicking off the CIP Plan and working towards that objective. He explained the Budgeted expense over

revenue will be spent out of reserves which the Board has designated for this purpose. Do we adopt a balanced budget? Yes, even though it shows were spending more than we are taking in because we were spending from accumulated reserves. Everything else is very consistent, and Trustee Gilbert feels very comfortable with it.

There were no public comments made.

MOVED/SECONDED: Trustee Nick Avdis/ Trustee Thom Gilbert

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

NOES: None

ABSTAIN: None

ACTION: The Board adopted Resolution No. 2021-06-02 approving the Fiscal Year 2021/2022 Budget with a correction to page 12 of the Budget, under Government Fees FY 21/22, the budgeted \$20k will be adjusted down to \$6800.

- 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 the Fiscal Year 2021/2022.

There were no public comments received or made.

MOVED/SECONDED: Trustee Jag Bains / Trustee Tom Barandas

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

NOES: None

ABSTAIN: None

ACTION: The Board adopted Resolution No. 2021-06-03 approving the Official Pay Rate Schedule for the 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 (Avdis, Barandas & Lee Reeder)
- Operations Committee (Bains, Barandas & Burns)
- Urbanization Committee (Lee Reeder, Avdis & Jones)

8. CLOSED SESSION

- 8.1. No Scheduled Closed Session Items.

9. ADJOURN

MOVED/SECONDED: Trustee Debra G. Jones/ Trustee Nick Avdis

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

NOES: None

ABSTAIN: None

ACTION: The motion to adjourn the Board Meeting is approved.



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

**TUESDAY, JUNE 15, 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. Present were Board President Thom Gilbert; Board Vice President Elena Lee Reeder; Trustee Nick Avdis; Trustee Jag Bains; Trustee Tom Barandas; Trustee Debra G. Jones; Trustee Chris Burns; General Manager Kevin King; and Co-General Counsel Scott Shapiro.

1. PRELIMINARY

1.1. Call Meeting to Order

Board President Thom Gilbert called the meeting to order.

1.2. Roll Call

GM King called the roll and established a quorum.

Present for Roll Call: Trustee Thom Gilbert, Trustee Elena Lee Reeder, Trustee Nick Avdis, Trustee Jag Bains, Trustee Tom Barandas, Trustee Chris Burns, and Trustee Debra G. Jones.

1.3. Approval of Agenda

MOVED/SECONDED: Trustee Debra G. Jones/Trustee Elena Lee Reeder

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

NOES: None

Abstain: None

ABSENT: None

ACTION: The June 15, 2021 Special Board meeting agenda is approved.

1.4. Pledge of Allegiance

Sacramento Vice Major Jeff Harris 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*)

No Trustee conflicts were identified.

2. PRESENTATIONS

There were no scheduled presentations.

3. PUBLIC COMMENT (NON-AGENDA ITEMS)

No public comments were made.

4. SCHEDULED ITEMS

4.1. REVIEW AND DISCUSS REQUEST FROM CITY OF SACRAMENTO TO USE AND OCCUPY DISTRICT PROPERTY.

General Manager King introduced City of Sacramento Vice Major Jeff Harris who was present to address the Board regarding a request from the City to use and occupy the District's property on Rosin Court. Vice Major Harris discussed the City's request to include the District's property in a Master Plan to address temporary housing needs in the City. As explained by Vice Major Harris, the City is only asking for permission to include the District's property in the planning phases at this point. City Council is scheduled to review the Master Plan in late July 2021. If approved by the City Council, the City would return to negotiate a temporary use permit/agreement with various property owners, inclusive of the District. After discussion and comments from the Trustees, GM King was directed to return to the Board at the July 9, 2021 Board of Trustees meeting for further discussion and a list of potential deal points that would be necessary in any future agreement.

4.2. REVIEW AND DISCUSS DISTRICT POLICY UPDATES.

GM King presented two options for the Board to consider regarding District Policy updates.

Option 1: Compile current District Policies and update policies as needed, as well as identify any new policies needed.

Option 2: Use California Special District Association's Policy Template and add any District specific policies as appropriate.

After discussion with the Board, GM King was directed to use the California Special District Association's Policy Template for the District's Policy Update. GM King will likely return to the Board of Trustees with a draft Policy Update in September 2021.

5. CLOSED SESSION

5.1. No Scheduled Closed Session Items.

6. ADJOURN

MOVED/SECONDED: Trustee Debra G. Jones/ Trustee Nick Avdis

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

NOES: None

ABSTAIN: None

ACTION: The motion to adjourn the Board Meeting is approved.



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 5.2

TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for June 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 June 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.

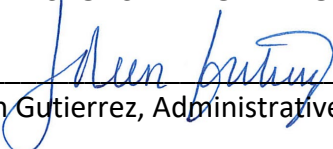
RECOMMENDATION:

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

ATTACHMENTS:

1. Treasurer's Report June 2021

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 07/01/2021



Kevin L. King, General Manager

Date: 07/02/2021

Reclamation District 1000
Treasurer's Report
June 2021

Treasurer's Report for June 2021

June 2021		Ending Balance @ 6/30/21
Total Funds at 6/30/21		11,748,350.41
Bank of the West - Checking*		221,213.35
Bank of the West - Money Market		200,557.19
Bank of the West FMAP		400,306.31
Sacramento County Treasurer		5,577,721.42
State Treasurer - Local Agency Investment Fund		3,190,698.27
City of Sacramento - Pool A		2,157,853.87

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

June 2021 - Operations and Maintenance Cash Flow	Money Market	Operating Checking *	Combined O&M
Beginning Balance at 6/1/21	150,592.19	272,672.22	423,264.41
Transfers to money market from operating account	150,000.00	(150,000.00)	-
Amounts received from SAFCA	1,400,000.00	-	1,400,000.00
Transfers to LAIF from money market account	(1,500,000.00)	-	(1,500,000.00)
Transfers from FMAP account		399,361.06	399,361.06
Current months receipts	-	5,682.00	5,682.00
Accounts Payable*	(35.00)	(200,791.71)	(200,826.71)
Payroll	-	(105,710.22)	(105,710.22)
Ending Balance at 6/30/21	200,557.19	221,213.35	421,770.54

*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank fee from Bank of the West	40.00
Security patrol reimbursement	5,600.00
FUTA refund from US Treasury	42.00
	<u>5,682.00</u>



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 5.3

TITLE: Expenditure Report

SUBJECT: Review and Accept Report for June 2021

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 June 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 one of note, \$75,205 to CalPERS for the actuarially determined contribution toward District provided Other Post Employment Benefits (OPEB).

RECOMMENDATION:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 07/01/2021



Kevin L. King, General Manager

Date: 07/05/2021

June 2021 Expenditure Report

Type	Date	Num	Name	Memo	Amount	Balance
Cash and Investments						272,672.22
1010.00 - Bank of the West Checking Acct						272,672.22
General Journal	06/01/2021		Bank of the West	Monthly service charge refund	40.00	272,712.22
Check Bill Pmt -	06/01/2021	EFT	Bank of the West		-40.00	272,672.22
Check Bill Pmt -	06/03/2021	15403605034	PG&E	Acct 8886406823-9	-25.45	272,646.77
Check Bill Pmt -	06/03/2021	50562	95814 Digital	Inv 68774	-1,879.11	270,767.66
Check Bill Pmt -	06/03/2021	50563	ACWA JPIA	July 2021	-1,699.97	269,067.69
Check Bill Pmt -	06/03/2021	50564	Airgas NCN	Inv 9980153286	-388.51	268,679.18
Check Bill Pmt -	06/03/2021	50565	Blankinship & Associates, Inc.	Inv 7509	-2,000.00	266,679.18
Check Bill Pmt -	06/03/2021	50566	Cintas		-276.38	266,402.80
Check Bill Pmt -	06/03/2021	50567	Dossier Systems	Inv 49526	-902.00	265,500.80
Check Bill Pmt -	06/03/2021	50568	Interstate Oil Company	Inv 1749446	-717.00	264,783.80
Check Bill Pmt -	06/03/2021	50569	Jani-King	Inv 06210153	-325.00	264,458.80
Check Bill Pmt -	06/03/2021	50570	MBK Engineers	Inv 21-04-4170	-1,369.50	263,089.30
Check Bill Pmt -	06/03/2021	50571	Occupational Health Centers of CA	Inv 71404611	-48.00	263,041.30
Check Bill Pmt -	06/03/2021	50572	Smile Business Products	Inv 953915	-141.13	262,900.17
Check Bill Pmt -	06/03/2021	50573	Streamline	Inv A14C0AB6-0007	-200.00	262,700.17
Check Bill Pmt -	06/03/2021	50574	The Natomas Buzz	Inv 0018	-500.00	262,200.17
Check Bill Pmt -	06/03/2021	50575	US Bank Corp	Acct ending 4049	-3,623.78	258,576.39
Check	06/03/2021	50576	West Yost Associates	Inv 2045045	-836.34	257,740.05
Check General Journal	06/03/2021	EFT	Cal Pers	Gutierrez 457	-914.09	256,825.96
General Journal	06/03/2021			6/3/21 payroll activity	-14,525.22	242,300.74
General Journal	06/03/2021			6/3/21 payroll activity	-33,418.79	208,881.95
Check General Journal	06/04/2021	EFT	ADP	Payroll Fees	-55.60	208,826.35
General Journal	06/08/2021		The Natomas Basin Conservancy	Q1 2021 Security FUTA refund from US Treasury	5,000.00	213,826.35
General Journal	06/08/2021			Treasury	42.00	213,868.35
Check Bill Pmt -	06/09/2021	2628293	Napa Auto Parts	Parts	-1,226.41	212,641.94
Check Bill Pmt -	06/09/2021	16044643368	City of Sacramento	Acct 7029676079	-4.65	212,637.29
Check Bill Pmt -	06/09/2021	50577	Brookman Protection Services, Inc.	Inv 21-045	-9,300.00	203,337.29
Check Bill Pmt -	06/09/2021	50578	Valley Hydraulics & Machine, Inc.	Inv 119841	-27.82	203,309.47
Check Bill Pmt -	06/09/2021	50579	Yolo County Public Works	Statement ending 5/31/2021	-247.60	203,061.87
Check Bill Pmt -	06/11/2021	EFT	ADP	Payroll Fees	-97.22	202,964.65
Check Bill Pmt -	06/15/2021	6152021	Alhambra & Sierra Springs	Inv 21217024052921	-28.28	202,936.37
Check Bill Pmt -	06/15/2021	1001874570	CalPers	July Health Acct	-19,053.89	183,882.48
Check Bill Pmt -	06/15/2021	10594553331	Comcast	8155600381146169	-220.01	183,662.47
Check Bill Pmt -	06/15/2021	80031370121	Waste Management of Sacramento	Refuse Collection	-641.21	183,021.26
Check	06/15/2021	50580	AT&T	Inv 16553948	-353.40	182,667.86

Bill Pmt - Check	06/15/2021	50581	Carson Landscape Industries	Inv 248249	-765.00	181,902.86
Bill Pmt - Check	06/15/2021	50582	Chavez Accountancy Corporation	Inv 4790	-977.50	180,925.36
Bill Pmt - Check	06/15/2021	50583	Cintas		-3,673.81	177,251.55
Bill Pmt - Check	06/15/2021	50584	Contour Sierra Aebi, LLC	Inv 3947	-2,061.84	175,189.71
Bill Pmt - Check	06/15/2021	50585	Downey Brand LLP	Legal	-2,423.00	172,766.71
Bill Pmt - Check	06/15/2021	50586	Neat Freak Clean, LLC	Inv 2021-06-11	-280.00	172,486.71
Bill Pmt - Check	06/15/2021	50587	Terrapin Technology Group	Inv 21-0749	-922.99	171,563.72
Bill Pmt - Check	06/15/2021	50588	Valley Tire Center, Inc.	Inv 78544	-966.27	170,597.45
Bill Pmt - Check	06/15/2021	50589	Valley Truck & Tractor Company	Parts	-1,505.10	169,092.35
Transfer	06/17/2021			Funds Transfer	150,000.00	19,092.35
Transfer General	06/17/2021			Funds Transfer	399,361.06	418,453.41
Journal General	06/17/2021			6/17/21 payroll activity	-39,152.68	379,300.73
Journal	06/17/2021			6/17/21 payroll activity	-18,613.53	360,687.20
Check	06/17/2021	EFT	Cal Pers	457	-900.00	359,787.20
Check	06/21/2021	EFT	Bank of the West		-20.00	359,767.20
Payment	06/22/2021		N.C.M.W.C.		600.00	360,367.20
Check	06/22/2021	EFT	Cal Pers	457	-2,150.00	358,217.20
Bill Pmt - Check	06/24/2021	06242021	Alhambra & Sierra Springs	Inv 61369212061821	-64.77	358,152.43
Bill Pmt - Check	06/24/2021	17567085743	City of Sacramento	Acct 2007944000	-155.91	357,996.52
Bill Pmt - Check	06/24/2021	17508792769	PG&E	Acct 3702326178-9	-28.10	357,968.42
Bill Pmt - Check	06/24/2021	11046719595	The Home Depot	Shop supplies	-710.96	357,257.46
Bill Pmt - Check	06/24/2021	1154242090	Verizon	Inv 98818631174	-238.04	357,019.42
Bill Pmt - Check	06/24/2021	17567098337	City of Sacramento	Acct 5450844000	-66.43	356,952.99
Bill Pmt - Check	06/24/2021	50590	Cintas		-1,049.91	355,903.08
Bill Pmt - Check	06/24/2021	50591	Green Light Termite and Pest	Inv 011081094	-75.00	355,828.08
Bill Pmt - Check	06/24/2021	50592	Hire Right Solutions, LLC	Inv 1042876	-93.04	355,735.04
Bill Pmt - Check	06/24/2021	50593	Interstate Oil Company	Inv 553703	-4,983.43	350,751.61
Bill Pmt - Check	06/24/2021	50594	J Franko Electric	Inv 21039	-5,769.56	344,982.05
Bill Pmt - Check	06/24/2021	50595	Jani-King	Inv 05210215	-325.00	344,657.05
Bill Pmt - Check	06/24/2021	50596	Mead & Hunt	Engineering	-7,492.73	337,164.32
Bill Pmt - Check	06/24/2021	50597	Placer Electric, Inc.	Inv 21009-6112	-5,355.00	331,809.32
Bill Pmt - Check	06/24/2021	50598	Powerplan	Inv 12798391	-141.33	331,667.99
Bill Pmt - Check	06/24/2021	50599	Security & Asset Management, LP	Inv 5192032	-2,364.72	329,303.27
Bill Pmt - Check	06/24/2021	50600	Smile Business Products	Utilities	-211.03	329,092.24
Bill Pmt - Check	06/24/2021	50601	SMUD	Acct 7000000317	-26,056.61	303,035.63
Check	06/25/2021	EFT	ADP	Payroll fees	-81.47	302,954.16
Bill Pmt - Check	06/28/2021	50602	CalPers	FY 20/21 ARC Payment	-75,205.00	227,749.16
Bill Pmt - Check	06/29/2021	50603	MBK Engineers	Inv 21-05-4170	-4,054.50	223,694.66
Bill Pmt - Check	06/29/2021	50604	Miles Treaster & Associates	Quote 111770	-1,105.98	222,588.68

Bill Pmt - Check	06/29/2021	18003831090	PG&E	Acct 8886406823-9	-21.39	222,567.29
Bill Pmt - Check	06/30/2021	50605	Miles Treaster & Associates	Quote 111778	-1,353.94	221,213.35
Total 1010.00 · Bank of the West Checking Acct					-51,458.87	221,213.35
					-51,458.87	221,213.35
					-51,458.87	221,213.35

Activity Summary

Transfers from FMAP account	399,361.06
Transfers to money market account	-150,000.00
Security patrol reimbursement from N.B.C.	5,000.00
Security patrol reimbursement from N.C.M.W.C.	600.00
Refund of bank fee	40.00
FUTA refund from US Treasury	42.00
Payroll disbursements	-105,710.22
Accounts payable disbursements	<u>-200,791.71</u>
Net activity	<u>-51,458.87</u>



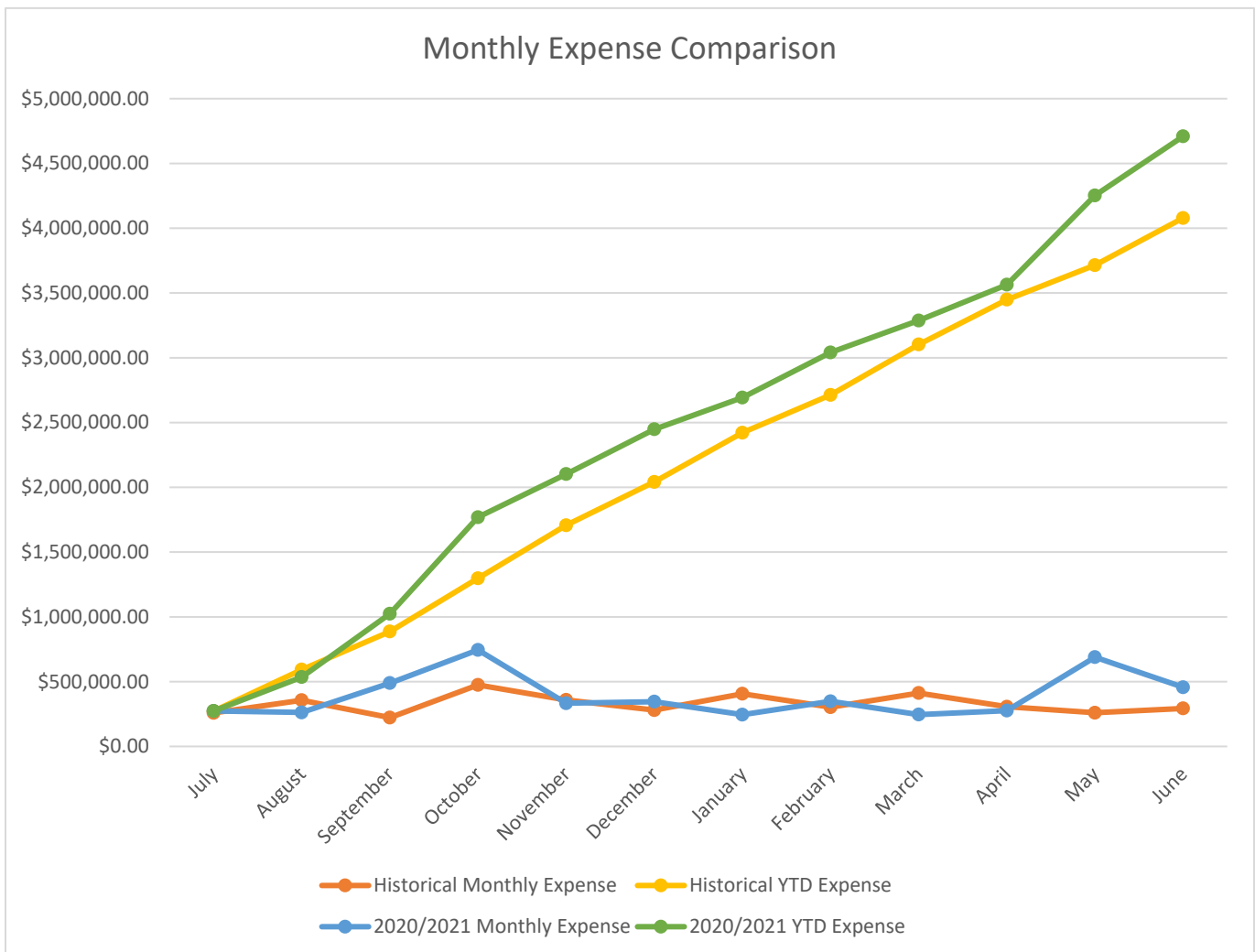
Current to Historical Expense Comparison

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

The graph below compares current fiscal year monthly expenses from June 2021 to average historical monthly expense trends for the last four fiscal years. The District's June expenses for this fiscal year are slightly higher than in previous fiscal years due to a larger OPEB/ARC payment than in previous years.

Annual Cumulative Comparison Year-To-Date (yellow to green)

As of June 30, 2021, the District's cumulative year-to-date expenses show an upward trend for the fiscal year. The increase is directly attributable to the District's 2020/2021 & 2021/2022 FMAP expenses and yearly herbicide purchases. The expense comparison chart does not consider income and reimbursements (i.e., FMAP Grant).





RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 5.4

TITLE: Budget to Actual Report

SUBJECT: Review and Accept Report for June 2021

EXECUTIVE SUMMARY:

This Staff Report provides 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 real-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 June 30, 2021. The report reveals the District is below expected budget totals for the fiscal year-end; however, a few line items are over budget, and explanations follow.

Liability/Auto Insurance line items hover near 100% of the budget are annual expenses with increases attributed to overall increases in insurance costs. The District has also added several new vehicles and new pieces of heavy equipment, which resulted in coverage increases.

The Computer Costs line item is over budget due to a necessary field services computer refresh to operate at a current level and run newly acquired software programs.

Statutorily required changes to District elections (election balloting, printing and mailing, and legal advice) resulted in higher than anticipated election costs.

Operations Supplies and Materials line item is over budget due to initiated contract with Cintas to provide AED's, OSHA recognized first-aid supplies and contracted monthly refresh of necessary field sanitation supplies. A new account with Kimball West has been set up to offer a standing inventory of essential shop supplies. These expenditures were determined necessary but not budgeted.

FMAP expenditures reflect over budget spending due to equipment order placement timing/payments and receipt of grant funding.

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

TITLE: Budget to Actual Report

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 June 2021.

ATTACHMENTS:

1. Budget to Actual Report June 2021

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 07/01/2021



Kevin L. King, General Manager

Date: 07/05/2021

**Reclamation District No. 1000
Budget to Actual Comparison
July 1, 2020 to June 30, 2021 (Twelve Months Ending of Fiscal 2021)**

	Year to Date July 1, 2020 to June 30, 2021	Budget	Percent of Budget
Operation & Maintenance Income			
Property Assessments	2,180,905	2,250,000	96.93%
Rents	22,009	30,000	73.36%
Interest Income	50,372	95,000	53.02%
SAFCA - O/M Assessment	1,400,000	1,400,000	100.00%
Misc Income	1,467,218	1,400,000	104.80%
FMAP Grant	1,015,137	601,337	168.81%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	44,700	45,000	99.33%
Total	6,180,341	5,891,337	104.91%
Restricted Fund			
Metro Airpark Groundwater Pumping	22,523	25,000	90.09%
Total Combined Income	6,202,864	5,916,337	104.84%
Administration, Operations and Maintenance - Expenses			
Administration			
Government Fees/Permits	5,013	12,500	40.10%
Legal	60,629	97,000	62.50%
Liability/Auto Insurance	139,767	150,000	93.18%
Office Supplies	3,308	5,500	60.15%
Computer Costs	28,529	24,000	118.87%
Accounting/Audit	37,113	47,050	78.88%
Admin. Services	12,269	17,000	72.17%
Utilities (Phone/Water/Sewer)	14,637	23,700	61.76%
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	1,711	8,250	20.74%
Memberships	33,298	40,800	81.61%
Office Maintenance & Repair	19,109	27,000	70.77%
Payroll Service	3,117	6,000	51.95%
Public Relations	8,997	45,000	19.99%
Small Office & Computer Equipment	6,950	12,000	57.92%
Election	102,090	39,000	261.77%
Conference/Travel/Professional Development	367	20,500	1.79%
Sub Total	533,896	717,500	74.41%
Personnel/Labor			
Wages	1,097,863	1,309,658	83.83%
Group Insurance	107,540	130,000	82.72%
Worker's Compensation Insurance	26,980	30,000	89.93%
OPEB - ARC	75,205	-	Not Budgeted
Dental/Vision/Life	21,175	25,887	81.80%
Payroll Taxes	82,677	91,000	90.85%
Pension	175,034	201,148	87.02%
Continuing Education	1,739	5,000	34.78%
Trustee Fees	37,800	40,000	94.50%
Annuitant Health Care	75,099	91,032	82.50%

Sub Total	1,701,112	1,923,725	88.43%
Operations			
Power	364,361	500,000	72.87%
Supplies/Materials	33,919	25,000	135.68%
Herbicide	111,908	120,000	93.26%
Fuel	41,026	50,000	82.05%
Field Services	38,891	63,100	61.63%
Field Operations Consultants	10,730	20,000	53.65%
Equipment Rental	100	5,000	2.00%
Refuse Collection	13,272	30,000	44.24%
Equipment Repair/Service	8,373	16,000	52.33%
Equipment Parts/Supplies	45,950	60,000	76.58%
Facility Repairs	111,231	211,000	52.72%
Shop Equipment (not vehicles)	-	5,000	0.00%
Field Equipment	3,752	14,000	26.80%
Misc/Other 2	398	500	79.60%
Utilities - Field	9,757	11,500	84.84%
Government Fees/Permits - Field	8,975	12,000	74.79%
FEMA Permits	-	1,500	0.00%
Sub Total	802,643	1,144,600	70.12%
Equipment			
Equipment	-	-	Not Budgeted
Sub Total	-	-	
Consulting/Contracts/Memberships			
Engineering/Technical Consultants	183,741	375,000	49.00%
Security Patrol	90,900	80,000	113.63%
Temporary Admin	14,250	15,000	95.00%
Sub Total	288,891	470,000	61.47%
FMAP Expenditures			
LOI/SWIF (Consultants)	40,384	-	Not Budgeted
Equipment	810,568	381,337	212.56%
Operations & Maintenance (Field)	159,199	220,000	72.36%
Administrative	-	-	Not Budgeted
Sub Total	1,010,151	601,337	167.98%
Total A, O & M Expenses	4,336,693	4,857,162	89.28%
Capital Expenses			
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%
Sub Total	57,718	2,800,000	2.06%
Total All Expenditures	4,394,411	7,657,162	57.39%



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 5.5

TITLE: Authorization to Invest in Local Agency Investment Fund (LAIF)

SUBJECT: Review and Consider Adoption of Resolution No. 2021-07-01 Authorizing Officers to Invest District Funds in the Local Agency Investment Fund.

EXECUTIVE SUMMARY:

Reclamation District No. 1000 is required to adopt and file a Resolution with the Local Agency Investment Fund (LAIF), authorizing District Officers to order the deposit or withdrawal of monies in the Local Agency Investment Fund.

BACKGROUND:

Government Code Section 16429.1 created a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for investment by the State Treasurer. Historically the Board has authorized participation in LAIF and the deposit and withdrawal of RD 1000 monies in LAIF by designated District Officers.

RECOMMENDATION:

Staff recommends the Board of Trustees adopt Resolution 2021-07-01 Authorizing Officers to Invest District Funds in the Local Agency Investment Fund.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

1. Resolution No. 2021-07-01 Authorizing Officers to Invest District Funds in the Local Agency Investment Fund.

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 07/01/2021



Kevin L. King, General Manager

Date: 07/05/2021



RECLAMATION DISTRICT NO. 1000
RESOLUTION NO. 2021-07-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000
AUTHORIZING OFFICERS TO INVEST FUNDS IN LOCAL AGENCY INVESTMENT FUND

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 9th day of July 2021, the following resolution was approved and adopted:

WHEREAS, pursuant to Chapter 630 of the Statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Trustees do hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for purposes of investment as stated therein as in the best interest of the Reclamation District.

NOW, THEREFORE BE IT RESOLVED THAT: The Board of Trustees do hereby authorize the deposit and withdrawal of Reclamation District No. 1000 monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of Government code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED THAT: The following two officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Joleen Gutierrez

Kevin L. King

Administrative Service Manager

General Manager

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 9th day of July 2021, by the following vote, to wit:

AYES: Trustees:

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

Thomas 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 2021-07-01 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 9th of July 2021 and made a part of the minutes thereof.

Joleen Gutierrez, District Secretary



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 6.1

TITLE: Review and Discuss Request to Use and Occupy District Property.

SUBJECT: Review and Consider Authorizing the City of Sacramento to Include District Owned Property in Planning Documents for Temporary Housing Solutions.

EXECUTIVE SUMMARY:

Reclamation District No. 1000 (RD 1000; District) has received a request from the City of Sacramento to include the District's property on Rosin Court in a Master Plan to address temporary housing needs within the City. If approved by the Board, the City would include the Rosin Court property in their planning efforts to be heard by City Council in late July 2021. If the City Council approves the Master Plan, the City would return to the District to negotiate a temporary use permit / agreement for the property. Staff would work with the City on the agreement and return to the Board of Trustees for consideration of approval. Staff is currently compiling a list of potential deal points to provide to the City if/when the City Council approves a Master Plan inclusive of the District's Property.

Potential Deal Points would include:

- Hold Harmless / Indemnification / Complete Risk Transfer
- Public Outreach & Community Meetings Regarding the City's Use
- Specified Contract Term Limits
- Reserved Space for RD 1000 to relocate individuals from District Levees
- Termination of Agreement with Notice

RECOMMENDATION:

Staff recommends the Board review and consider authorizing the City of Sacramento to include the District's Rosin Court property in their Master Plan.

ATTACHMENTS:

None.

STAFF RESPONSIBLE FOR REPORT:



Kevin L. King, General Manager

Date: 07/06/2021



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 6.2

TITLE: California Special Districts Association

SUBJECT: Review and Consider Selection of California Special Districts Association Board of Director Seat A and Authorize Board Secretary to Cast Vote.

EXECUTIVE SUMMARY:

Reclamation District No. 1000 (RD 1000; District) has an opportunity to vote in the California Special Districts Association's election of a Board of Directors Seat A. Candidate statements are provided in Attachment No. 1. A majority vote of the Board of Trustees is required to cast a vote for the Seat A position.

RECOMMENDATION:

Staff recommends the Board review and consider selection of a Seat A Board Member for the California Special District Associations Board of Directors and Authorize the Board Secretary to cast a ballot prior to July 16, 2021.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

1. California Special District Association Board of Directors Seat A Candidate Statements

STAFF RESPONSIBLE FOR REPORT:

Kevin L. King, General Manager

Date: 07/06/2021



California Special
Districts Association
Districts Stronger Together

2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Scott Hulsebrook

District/Company: Auburn Area Recreation Park District (ARD)

Title: Dean of the Board of Directors -

Elected / Appointed / Staff: ELECTED

Length of Service with District: Been so long I forget... 20+

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No OFFICIAL INVOLVEMENT - I REGULARLY Attend TRAINING / CONFERENCES / LOBBYING

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Auburn Economic Redevelopment, Vision 2020 Planning
Involved with Placer County Spouse ad hoc Committees

4. List civic organization involvement:

Past Member Auburn Exchange Club, Kiwanis, Civility
Involved with Int'l Order of the Odd Fellows and Others -


****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

With over 20 years in Special District leadership, I am proud of my accomplishments & ability to facilitate positive changes, that ensure viability for a long time to come. I have constantly strived to increase my knowledge, especially through CSDA leadership training and programs. I actually took the lead at our Recreation District to accomplish the Distinguished District Award.

As a board member, I commit to keeping an open mind, and working to build consensus, and further doing all I can to promote and ensure implementation of the CSDA goals and direction. I am a strong lobbyist and look forward to working with districts across the state to accomplish our common goals and ability to stay fiscally and otherwise strong. I will always be open and receptive to input, and more than willing to go out of my way to meet and or discuss concerns with any members. I believe in Special Districts and feel they are key to maintaining the concept of local autonomy. I also feel that as a cohesive co-op we can accomplish so much more than a bunch of independent agencies.

Thank you for your support, if you have any questions do not hesitate to reach out!

As always...

Keep Smilin'  Scott Holbrook



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Patrick Larkin

District/Company: Cordova Recreation and Park District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 4 years 3 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Yes attended General Managers Summit, Legislation Days, Special Districts Leadership Academy, Annual CSDA Conference

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

California Parks and Recreation Society (CPRS)
California Association of Recreation and Park Districts (CARPD)

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Rancho Cordova Chamber of Commerce

4. List civic organization involvement:

Leadership program graduate - Rancho Cordova Chamber of Commerce
- Fair Oaks Village Enhancement Committee

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
(916) 842-3300

Patrick Larkin
General Manager
Cordova Recreation and Park District
Candidate Statement

I have been a member of CSDA for 15 years. The assets I would bring to the CSDA Board of Directors if appointed, include having strong interpersonal communication and relationship building skills. I will work well with other Board members to set and achieve realistic goals that benefit the CSDA membership. I am an active listener, in that, I believe you can learn a lot more by listening than by speaking. I have a good sense of humor and enjoy working with high functioning teams. I am also a maximizer. I use this strength to take something good to something superb. I want to hear what the CSDA members want and need and plan to address those wants and needs to best serve as a Board Member representing the Sierra Network.

I enjoy building relationships with others which is the foundation of any successful organization. I am a good coach and mentor and enjoy developing people. I will use my leadership strengths to address any issues of concern to make the CSDA organization and membership stronger.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Patrick Larkin". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Patrick Larkin



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Noelle Mattock

District/Company: El Dorado Hills Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 12 +

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have a long history of engagement with CSDA and attend many of the workshops/conferences etc. I have served on the Board of Directors for 11 years, am a Past President, currently chair the Legislative committee and serve/served on other committees.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I serve on committees in other statewide associations, with my personal time focused on serving on the CSDA Board and Committees.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Other than serving on the CSD Board I also serve on the El Dorado County Early Care and Education Planning Council

4. List civic organization involvement:

Volunteer for many of the local non-profits within my community and county.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

I am writing to express my desire to continue serving you on the California Special Districts Association (CSDA) Board of Directors. I have had the honor of serving on the Board for the past eleven years and have held various leadership positions including President. My passion is advocacy and am grateful to be able to serve as the Chair of the Legislative committee for the past few years. During my time on the board we have grown in every aspect. We now represent over 2000 special districts of all sizes and types and enjoy a retention rate of over 90%. Our educational opportunities and conferences have more than doubled and our advocacy team has grown from 1 person to a powerhouse team that rivals the League of Cities and the California State Association of Counties. We are now helping to lead a national coalition representing special districts to gain recognition and access to funding at the federal level. We have deployed regional representatives to better connect with you and your district.

For those I have not had the opportunity to meet yet, I am currently in my 4th term serving on the El Dorado Hills Community Services District Board of Directors. I am passionate about local government and advocating on all the great work we do providing the essential services that make the lives of our communities better. I began a career in government working for the State in a legislative unit. I was able to take my knowledge and skills to the private sector working for an internal engineering firm while obtaining my Master's degree in Public Policy and Administration. For the past 6 years I have worked for two cities in the Sacramento area as a Government Relations Representative specializing in water, wastewater, stormwater, contracting, governance and more.

I would be honored to receive your vote to continue the great work CSDA is doing to help all Special Districts.

Respectfully,

Noelle Mattock



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 6.3

TITLE: Public Hearing: Adoption of Fiscal Year 2021/2022 Operation & Maintenance Assessment

SUBJECT: Review and Consider Adoption of Resolution No. 2021-07-02 Authorizing Levying of Operations and Maintenance Assessment for Fiscal Year 2021/2022.

EXECUTIVE SUMMARY:

This staff report has been prepared for the Reclamation District No. 1000 (RD 1000; District) Board of Trustees to review and consider adoption of Resolution No. 2021-07-02 (Attachment 1) authorizing levying of Operations and Maintenance Assessment (O&M Assessment) for the Fiscal Year 2021/2022. In order to raise funds necessary for the operation and maintenance of the District, it is necessary and prudent to set an assessment rate each fiscal year, and levy said assessment. For Fiscal Year 2021/2022, staff recommends the Board set the rate at \$0.75 per \$100 of assessed value (no change from Fiscal Year 2020/2021). The Assessment Report can be found on the District's website at the following link:

<https://www.rd1000.org/files/c54e8451e/RD+1000+Annual+Assessment+Report+June+21.pdf>

For the District to levy an assessment for Fiscal Year 2021/2022, the following is required:

1. Publish and Post Notice of a Public Hearing regarding intent to set an assessment rate and levy said assessment.
2. Hold a Public Hearing.
3. Consider Public Comment from the Public Hearing and then consider adoption of a resolution authorizing the levying of an O&M Assessment for Fiscal Year 2021/2022.

On June 18, 2021 and June 25, 2021, the District published in the Sacramento Bee the Notice of Public Hearing (Attachment 2). As of July 2, 2021, the District had not received any comments from the public regarding the assessment.

The July 9, 2021 Board of Trustees Meeting will serve as the Public Hearing on the O&M Assessment. The following is a recommended process for the Public Hearing:

1. Staff Presentation
2. Open Public Hearing
3. Receive Public Comment
4. Close Public Hearing
5. Consider Public Comment, and then consider adoption of Resolution No. 2021-07-02 authorizing the levying of O&M Assessment for Fiscal Year 2021/2022

TITLE: Public Hearing: Adoption of Fiscal Year 2021/2022 O&M Assessment

RECOMMENDATION:

Pending public comment, staff recommends the Board adopt Resolution No. 2021-07-02 Authorizing Levying of Operations and Maintenance Assessment for Fiscal 2021/2022.

ATTACHMENTS:

1. Resolution No. 2021-07-02 Authorizing Levying of Operations and Maintenance Assessment for Fiscal Year 2021/2022.
2. Public Notice – Sacramento Bee

STAFF RESPONSIBLE FOR REPORT:



Kevin L. King, General Manager

Date: 07/01/2021



RECLAMATION DISTRICT NO. 1000
RESOLUTION NO. 2021-07-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000
AUTHORIZING LEVYING OPERATIONS AND MAINTENANCE ASSESSMENT
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 9th day of July 2021, the following resolution was approved and adopted:

BE IT RESOLVED AND ORDERED that it is necessary to raise the sum of two million three hundred nineteen thousand, two hundred fifty-three thousand, dollars and ninety-two cents (\$2,319,253.92) for maintenance, repair, and operation of the District reclamation works and the payment of incidental expenses of the District, and that in order to raise said sum the Board of Trustees of RECLAMATION DISTRICT NO. 1000 hereby levies an operation and maintenance assessment in said amount and fixes the rate of assessment at seventy-five cents (\$.75) on each One Hundred Dollars (\$100.00) of assessed valuation as shown on the Operation and Maintenance Assessment Roll of said RECLAMATION DISTRICT NO. 1000 heretofore prepared and approved by the Board of Supervisors of the County of Sacramento, with a minimum assessment of Twenty-five Dollars (\$25.00) per parcel;

BE IT FURTHER RESOLVED AND ORDERED that a Supplement to said Assessment Roll be prepared and filed with the County Treasurer of Sacramento County with a copy filed with the County Treasurer of Sutter County, California, setting forth the assessed value (hereby adjusted to reflect changes in land use as of July 10, 2021, pursuant to Water Code Section 51346.5 and reapportioned to reflect division of parcels as of July 10, 2021, pursuant to Water Code Section 51892.5) the rate and the total assessment for each tract of land, in accordance with the provisions hereinabove set forth and that said Supplement, when so filed, be deemed a part of the original Operation and Maintenance Assessment Roll without the necessity of actually inserting the rate and total assessment in said Roll; that a copy of the Resolution, duly certified by the Secretary of this District, be also filed in the offices of such County Treasurer;

BE IT FURTHER RESOLVED AND ORDERED that said assessment so levied shall be payable in two (2) installments; the first to be due and payable upon receipt of the County Property Tax Bill and delinquent on December 10, 2021, and the second to be due and payable on receipt of the County Property Tax Bill and delinquent on April 10, 2022, both of which are to be paid to and collected by the Tax Collector in the county in which the parcel is located and placed in the District's Operation and Maintenance Fund maintained by the Sacramento County Treasurer in the manner provided by law;

BE IT FURTHER RESOLVED AND ORDERED that if any of said installment shall remain unpaid on its delinquency date as above established, then the said installment will be delinquent and shall bear interest from the date of the delinquency at the rate of one percent (1%) per month and a ten percent (10%) penalty will be added thereto and collected for the use of the District;

BE IT FURTHER RESOLVED AND ORDERED that a notice of this levy of assessment be given as hereinafter provided and be entered in these Minutes in substantially the following form, to with:

**NOTICE OF FIRST INSTALLMENT UPON
ASSESSMENT CALL FOR MAINTENANCE PURPOSES**

RECLAMATION DISTRICT NO. 1000

**PRINCIPAL PLACE OF BUSINESS:
SACRAMENTO COUNTY, CALIFORNIA**

NOTICE IS HEREBY GIVEN that at a meeting of the Board of Trustees of **RECLAMATION DISTRICT NO. 1000** held July 19, 2021, a total assessment of two million three hundred nineteen thousand, two hundred fifty-three thousand, dollars and ninety-two cents (\$2,319,253.92) based on the 1984 Valuation Assessment of said District (adjusted to reflect changes in land use categories as of July 10, 2021, pursuant to Government Code Section 51346.5 and reapportioned to reflect the division of parcels as of July 10, 2021, pursuant to Government Code Section 51895.5) was ordered paid in two (2) equal installments. The first installment is payable upon receipt of the County Property Tax Bill and delinquent December 10, 2021. The installment is payable as will be directed on the County Property Tax Bill. Any installment which shall remain unpaid on its delinquency date will be delinquent and shall bear interest from the date of delinquency at the rate of one percent (1%) per month, and a ten percent (10%) penalty will be added thereto and collected for the use of the District.

Dated: July 9, 2021

Joleen Gutierrez, Secretary

Reclamation District No. 1000

BE IT FURTHER RESOLVED AND ORDERED that a copy of said Notice of First Installment be published once a week for two successive weeks commencing September 28, 2021 in the "Sacramento Bee" a newspaper of general circulation and devoted to the publication of general news, printed and published in the City of Sacramento, the County Seat of the County wherein is situated the greater portion of this Reclamation District, there being no newspaper printed and published within the boundaries of said Reclamation District, and that a similar notice for the second installment be published in the same manner commencing January 25, 2022.

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 9th day of July 2021, by the following vote, to wit:

AYES: Trustees:

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

Thomas 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 2021-07-02 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 9th of July 2021 and made a part of the minutes thereof.

Joleen Gutierrez, District Secretary



RECLAMATION DISTRICT NO. 1000

Notice of Public Hearing

To: Landowners within the Boundaries of Reclamation District No. 1000

PLEASE TAKE NOTICE that at the regular meeting of the Board of Trustees to be held commencing at 8:00 A.M. on July 9, 2021 at the District offices at 1633 Garden Highway, Sacramento, CA 95833, the Board of Trustees of Reclamation District No. 1000 will consider the levy of its Operations and Maintenance Assessment for fiscal year 2021-2022 to be payable in two installments. At the time such agenda item is called, the Board of Trustees will hold a public hearing to consider and adopt such assessment levy, at which time interested persons may appear and be heard. The assessment levy proposed to be considered is the District's normal fiscal year operations and maintenance assessment.

Joleen Gutierrez, Board Secretary
Reclamation District No. 1000



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 6.4

TITLE: Certification of Legal Process for Special Assessment

SUBJECT: Review and Consider Adoption of Resolution No. 2021-07-03 Certifying to the County of Sutter the Validity of the Legal Process Used to Place Direct Charges (Special Assessment) on the Secured Tax Roll for Fiscal Year 2021/2022.

EXECUTIVE SUMMARY:

This staff report has been prepared for the Reclamation District No. 1000 (RD 1000; District) Board of Trustees to review and consider adoption of Resolution No. 2021-07-03 (Attachment 1) certifying to the County of Sutter the validity of the legal process used to place direct charges (Special Assessment) on the Secured Tax Roll for the Fiscal Year 2021/2022. Sutter County requirements must be met for the District to place its annual assessment on the Sutter County Secured Tax Roll. The following is required:

1. Proposition 218 or Compliance Certification & Hold Harmless Statement
2. Authority to Approve Direct Charges
3. A Resolution that states:
 - a. The assessment being levied complies with all laws pertaining to it, including Proposition 218;
 - b. The assessment is being levied without regard to property valuation;
 - c. The purpose of, and the authority (Government Code) for the levy.

RECOMMENDATION:

Staff recommends the Board adopt Resolution No. 2021-07-03 Certifying to the County of Sutter the validity of the legal process used to place direct charges (Special Assessment) for Fiscal Year 2021/2022.

ATTACHMENTS:

1. Resolution No. 2021-07-03 Authorizing Levying of Operations and Maintenance Assessment for Fiscal Year 2021/2022.

STAFF RESPONSIBLE FOR REPORT:



Kevin L. King, General Manager

Date: 07/05/2021



RECLAMATION DISTRICT NO. 1000
RESOLUTION NO. 2021-07-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000
CERTIFYING TO THE COUNTY OF SUTTER THE VALIDITY OF THE LEGAL PROCESS USED TO
PLACE DIRECT CHARGES (SPECIAL ASSESSMENTS) ON THE SECURED TAX ROLL**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 9th day of July 2021, the following resolution was approved and adopted:

WHEREAS, the special assessment fees for the purpose of operation and maintenance of District facilities is a continuation of a special assessment which predates Article XIII C of the California Constitution (Proposition 218) which has not been increased, and is therefore permitted under California Constitution Article XIII C, Section 5(a), and is to be included on the regular County property tax bill for property owners within Reclamation District No. 1000; and

WHEREAS, the District is placing the special assessments on the Sutter County secured property tax roll for collection; and

WHEREAS, the District has complied with all laws pertaining to the levy of the special Assessments, including Proposition 218, to be collected per Government Code Section 29304; and

WHEREAS, the assessment is being levied without regard to property valuation of the properties involved; and

WHEREAS, the District agrees that it shall be solely liable and responsible, and will defend and hold the County of Sutter harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the District by the County; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Reclamation District No. 1000 that the list submitted with parcel numbers and amount are certified as being correct, the District Secretary, or Jeanette Hynson of SCI Consulting Group are hereby authorized to sign any documents required and directed to give the list to the Sutter County Auditor on behalf of the District for placement on the secured tax roll for collection:

1. Prop 218 or Compliance Certification and Hold Harmless Statement
2. Property Tax Data Bill Form
3. Authority to Approve Direct Assessment Charges
4. Parcel Listing

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 9th day of July 2021, by the following vote, to wit:

AYES: Trustees:

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

Thomas 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 2021-07-03 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 9th of July 2021 and made a part of the minutes thereof.

Joleen Gutierrez, District Secretary



RECLAMATION DISTRICT 1000

DATE: JULY 9, 2021

AGENDA ITEM NO. 7.1.1

TITLE: Committee Meeting Minutes

SUBJECT: Committee Meeting Minutes since the June Board Meeting

EXECUTIVE SUMMARY:

Executive Committee Meeting – June 30, 2021

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, June 30, 2021, at 8:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Lee-Reeder. Staff in attendance was General Manager King. There were no members of the public present, therefore no public comments were received.

General Manager King presented the proposed agenda for the July 9, 2021, Board of Trustees meeting. The Committee reviewed the agenda and approved as presented.

With no further business on the Executive Committee Agenda, meeting adjourned at 8:35 a.m.

STAFF RESPONSIBLE FOR REPORT:

Kevin L. King, General Manager

Date: 07/05/2021