



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

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

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

**WEB & TELEPHONE MEETING ONLY**

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

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

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

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

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(571\) 317-3116](tel:+15713173116)

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

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

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

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

## **AGENDA**

### **1. PRELIMINARY**

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

### **2. PRESENTATIONS**

- 2.1. No Scheduled Presentations

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

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

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

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

### **4. INFORMATIONAL ITEMS**

- 4.1. GENERAL MANAGER'S REPORT: Update on activities since the January 2021 Board Meeting.
- 4.2. SUPERINTENDENT'S REPORT: Update on activities since the January 2021 Board Meeting.
- 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the January 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 January 15, 2021 Regular Board Meeting.
- 5.2. TREASURER’S REPORT: Approve Treasurer’s Report for January 2021.
- 5.3. EXPENDITURE REPORT: Review and Accept Report for January 2021.
- 5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for January 2021.
- 5.5. RECEIVE AND FILE: Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021.
- 5.6. FISCAL YEAR 2020/2021 SALARY ADJUSTMENT: Review and Consider Approval of Merit Pay for Fiscal Year 2020/2021.
- 5.7. OFFICIAL PAY RATE SCHEDULE FOR FISCAL YEAR 2020/2021: Review and Consider Adoption of Resolution No. 2021-02-01 Approving Official Pay Rate Schedule for Fiscal Year 2020/2021.

## 6. **SCHEDULED ITEMS**

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

## 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) January 26, 2021
- Legal Committee (Avis, Barandas & Lee Reeder) January 27, 2021
- Executive Committee (Gilbert & Lee Reeder) February 3, 2021

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

- Finance Committee (Gilbert, Bains & Smith)
- Operations Committee (Bains, Barandas & Smith)
- Urbanization Committee (Lee-Reeder, Avis & Jones)

## 8. **CLOSED SESSION**

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

**9. RECONVENE TO OPEN SESSION**

9.1. Report from Closed Session.

**10. ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 4.1

---

TITLE: General Manager's Report – February 2021

SUBJECT: Update on activities since the January 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 January included continued coordination on Natomas Levee Improvement Project with the United States Army Corps of Engineers, SAFCA and others, kickoff of the Natomas Basin Hydraulic Model Project, on-boarding of the Operations Manager, re-organization of the Operations Department and participating in numerous meet and greets with elected officials. In summary, the District had a productive and successful month. Our key activities and achievements are presented below:

### BACKGROUND:

#### 1. Administration Services

##### a. 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 is currently working with NBS to develop Phase 2 of the Financial Plan and anticipates returning to the Board for approval of the second phase at the March Board of Trustees meeting.

##### b. Human Resources

- i. The Operations Manager Position was advertised on October 30, 2020 and closed on December 30, 2020. The announcement was placed on the District's website and in CA Jobs Available. GM King also placed the announcement in trade/association publications.
- ii. Interviews were conducted on January 20<sup>th</sup> and 21<sup>st</sup>.
- iii. The interview panel made a recommendation after the interviews and the District made a contingent offer to the selected individual at the end of January.

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

- iv. The background check and on-boarding process is underway, with an anticipated start date of February 26, 2021.

**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 (Superintendent's Report) for more information regarding activities performed in December 2020.
- ii. Staff will provide the Board with an incident report and tech memo at the Board meeting, regarding the storm activity in January and the status of the District's facilities.

**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.

b. Cal OES Grant

- i. GM King submitted an application on October 30, 2020 to Cal OES for grant funds to purchase mobile generators. Awaiting grant award announcement.
- ii. GM King was notified on February 5, 2021, that the District was not selected for award. The District will appeal the decision.

**4. Natomas Levee Improvement Projects**

a. Reach A

- i. The Corps will issue its 100% plans for this reach in mid-February. These 100% plans will purportedly address utility relocations and modifications to Pumping Plants 1A and 1B and some grading details which have not yet been available. A one-week review period for local agencies has been requested by the Corps.
- ii. SAFCA continues acquiring necessary right of way including 5 homes upstream of I-80 and 7 homes downstream; relocation assistance is being provided to existing residents of the acquired homes. An easement from the State Lands Commission may need to be acquired for Pumping Plant

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

1B outfall work.

- iii. Removal of trees on the existing levee is proceeding. Contract award is scheduled for September 2021 with cutoff wall and adjacent levee construction starting in spring 2022. Removal of trees in the newly acquired Right of Way will commence in December 2021.

b. Reach B

- i. Relocation of the Riverside Canal is progressing from the north end of the project to Farm Road with the fusing of the HDPE pipe, backfilling of the pipe, and construction of the terminal and turnout structures.
- ii. Construction of the adjacent levee has commenced on a limited scale as the availability of 3:1 slope levee borrow material allows. The pace of levee construction is expected to accelerate in the spring once identified borrow sites become more available.
- iii. Relocation of overhead power and communication facilities is progressing at a steady rate.
- iv. Design of the project to close the I-5 window crossing the Sacramento River in Reach B is complete but the bid process has been suspended pending negotiations between Caltrans and DWR/SAFCA on a framework agreement for all NLIP projects impacting Caltrans facilities. This agreement is expected the first quarter of 2021.
- v. The project schedule has slipped slightly due to delays in certifying a revised Environmental Document and delays in securing a CalTrans permit.

c. Reach C

- i. The Reach C project was completed by SAFCA several years ago and the District's role is now providing annual maintenance activities in this reach.

d. Reach D

- i. The contract for reconstruction of Pumping Plant 4 has been bid and contract award is scheduled in late February. Construction is scheduled for spring 2021. The Corps has requested the District's assistance to prevent swallows nesting in the sump area—working with SAFCA,
- ii. Relocation of the Vestal Drain and most levee work on Reach D was completed last spring. The District continues to work with SAFCA, DWR and the Corps to resolve some minor clean up and repair issues.

e. Reach E

- i. The revised 65% plans have been completed. The 95% plans are due the end of April which is a hard deadline. Project advertisement in September 2021 with award by January 2022 (construction 2022 and 2023).
- ii. SAFCA and State DWR continue working on right of way acquisition and

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

coordination with Sutter County on the Howsley Road bridge replacement project at the northern end of Reach E and several other critical design issues for inclusion by the 100% design in June 2021.

f. Reach F and Reach G

- i. Reaches F and G are being designed concurrently as a single project along the Natomas East Main Drain Canal from Sankey Road to Elkhorn Blvd.
- ii. The 35% plans will be ready for our review in early February with 65% plans due in June. RD 1000 is coordinating with SAFCA, DWR and the Corps on a final design water surface profile as well as channel improvements south of Sankey Road to address potential overtopping during the 200-year flood.
- iii. Current plans propose levee widening and potentially limited cutoff walls. Current schedule is for Contract Award in spring 2022.

g. Reach H

- i. Levee cutoff walls, slope flattening and levee restoration work has been completed for 2020 and the project has been winterized. Patrol / maintenance road grading, fence relocations, and restoration of East Levee Road will recommence in spring 2021.
- ii. The reduction in pumping capacity due to the damaged discharge pipes 6 & 7 at Pumping Plant 8 has been determined by hydraulic modeling to be slight, in comparison to the loss of pumping capacity caused by raising the pipes over the levee. A joint project with SAFCA to restore Pumping Plant capacity to pre-Reach H project levels has been planned for implementation upon the completion of the Reach H Corps project.

h. 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. The separate contract (Reach I Contract 2) to construct a patrol / maintenance road and perform levee slope flattening has been delayed due to right of way acquisition issues. Construction is scheduled for 2023 or later.

**5. Miscellaneous**

a. DWR Flood Maintenance Assistance Program (FMAP)

- i. GM King received funding agreement for 2020/2021 FMAP application on December 4, 2019.
- ii. As authorized by the Board on August 9, 2019 (RD 1000 Resolution No. 2019-08-05) GM King signed the funding agreement in January and returned to DWR for signatures.



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

- iii. FMAP 2020/2021 Funding Agreement was executed in June 2020. District requested and received advance payment for the full grant amount.
  - iv. Vegetation Removal Solicitation for Proposals was issued in August 2020.
  - v. The District signed purchase order for the FMAP equipment purchases and received delivery of said vehicles in October 2020.
  - vi. District received one response to requests for bids for vegetation removal on September 1, 2020. General Manager King awarded contract to Emerald Services on September 9, 2020 as previously authorized by the Board of Trustees.
  - vii. Emerald began vegetation removal on September 23, 2020.
  - viii. District was notified by DWR of approval of FMAP funds for 2021/2022 and anticipates award of contract in early 2021. District will receive \$792K in award in FY 2021/2022. General Manager King has signed the FMAP 2021/2022 Funding Agreement and submitted to DWR on October 7.
- b. Sacramento Area Flood Control Agency (SAFCA)
- i. Board Meeting – January 21, 2021 (Attachment No. 1)
- c. System Wide Improvement Framework (SWIF)
- i. The District submitted a revised SWIF to the Central Valley Flood Protection Board and the United States Army Corps of Engineers on August 31, 2020, awaiting approval.
- d. Natomas Basin Hydraulic Model
- i. The District issued a Request for Qualifications (RFQ) for the Natomas Basin Hydraulic Model Project on July 31, 2020.
  - ii. District received two responses on August 31, 2020.
  - iii. Board of Trustees approved contract with CESI on October 9, 2020.
  - iv. District held kick-off meeting on February 3, 2021.
  - v. GM King is coordinating with City and County on funding agreement.
- e. Outreach
- i. Meet and Greets conducted with Elected Officials
    - January 6, 2021 – Assembly Member Kevin McCarty
    - January 19, 2021 – Sacramento County Supervisor Phil Serna
    - January 20, 2021 – City Council Member Jeff Harris
  - ii. Meet and Greets planned with Elected Officials
    - February 10, 2021 – Sacramento County Supervisor Rich Desmond

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

- February 17, 2021 – Sacramento Mayor Pro Tem – Angelique Ashby
- February 23, 2021 – City Council Member Katie Valenzuela
- iii. Natomas Mutual Water Company Shareholder Meeting
  - GM King will present at the annual meeting on February 9, 2021.

**ATTACHMENTS:**

1. SAFCA Board Meeting – January 21, 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 02/08/2021



# Board of Directors Action Summary of January 21, 2021 - 3:00 PM

## WEBEX MEETING

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

### ROLL CALL

### PUBLIC COMMENTS

Motion By Director , seconded by Director Public Comment made by Mark Portoundo

### ELECTION OF OFFICERS

- 1 [Election of Officers for the SAFCA Board of Directors for 2021 \(Goldberg\)](#)

Motion By Director Patrick Kennedy, seconded by Director Brian Holloway

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

NOES: (None)

ABSTAIN: (None)

ABSENT: (None)

RECUSAL: Ashby

Motion by Director Serna and seconded by Director Holloway, nominating Director Desmond for Vice Chair of the SAFCA Board for 2021. Substitute motion made by Director Desmond and seconded by Director Holloway nominating Director Kennedy to be Vice-Chair of the SAFCA Board for 2021. The substitute motion was approved by the following vote.

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

## **EXECUTIVE DIRECTOR'S REPORT**

- 2 [Information - Executive Director's Report for January 21, 2021 \(Johnson\)](#)

## **CONSENT MATTERS**

Motion by Director Avdis and seconded by Director Jennings, to approve Resolution Nos: 2021-001; 2021-002; 2021-003, 2021-004; 2021-005; 2021-006; 2021-007; and 2021-008 of Consent Matters.

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

- 3 [Approving the Action Summary for December 17, 2020 \(Russell\)](#)
- 4 [Resolution No. 2021-001- Approving Final Quantities for the Bryte Landfill Remediation Project, Yolo County, California, Contract No. 4444 - Accepting the Contract as Complete, and Authorizing the Executive Director to File a Notice of Completion \(Tibbitts\)](#)
- 5 [Resolution No. 2021-002 - Approving Final Quantities for the American River Watershed -Natomas Levee Improvement Project, Reach B - Residential Structure Asbestos Abatement, Lead Paint and Household Hazardous Waste Removal Project, Sacramento County, California, Contract No. 4464, Accepting the Contract as Complete and Authorizing the Executive Director to File a Notice of Completion \(Bassett\)](#)
- 6 [Resolution No. 2021-003 - Authorizing the Executive Director to Execute a Contract with Placer County Resource Conservation District to Support the Long-Term Maintenance Element of the Dry Creek Watershed Red Sesbania Control Project \(Sorgen\)](#)

- 7 [Resolutions - Authorizing the Executive Director to Execute Contract Actions Related to the Lower Elkhorn Basin Levee Setback Project Pump Station and Interior Drainage \(Jawanda\).](#)
  - A. Resolution No. 2021-004 - Amending Contract No. 1485 with MHM, Inc. for Structural Design Including Electrical Engineering and Construction Management Services
  - B. Resolution No. 2021-005 - Amending Contract No. 1486 with Laugenour and Meikle for Civil Engineering Design and Land Surveying Services
  - C. Resolution No. 2021-006 - Authorizing the Executive Director to Terminate the Existing Agreement with Reclamation District Nos. 537, 785, 827, Contract No. 1488, for Technical Oversight and Coordination and Enter Into a New Agreement with Reclamation District No. 537 for Work Related to the Lower Elkhorn Basin Levee Setback Project Pump Station and Interior Drainage
- 8 [Resolution No. 2021-007 - Amending the Agency Alignment Implementation Plan for the Yolo Bypass Integrated Multi-Benefit Program \(Johnson\).](#)
- 9 [Resolution No. 2021-008 - Authorizing the Executive Director to Execute Amendment No. 11 to Contract No. 775 with Psomas for Topographic Mapping and Right of Way Engineering Services Related to the Natomas Levee Improvement Program \(Bassett\).](#)

## **SEPARATE MATTERS**

- 10 [Resolution of Appreciation 2021-009 - Recognizing the Honorable R.D. James for His Contributions to Improving Flood Protection in the Sacramento Region on the Occasion of Leaving the Office of the Assistant Secretary of the Army \(Civil Works\) \(Johnson\).](#)

Motion by Director Harris and seconded by Director Holloway to approve Resolution of Appreciation No. 2021-009.

AYES: Ashby, Avdis, Conant, Desmond, Frost, Harris, Holloway, Jennings, Jones, Kennedy, Nottoli, and Shah

NOES: (None)

ABSTAIN: (None)

ABSENT: (None)

RECUSAL: Serna

## **RECIEVE AND FILE**

- 11 [Information - Fiscal Year 2019-20 Audited Financial Statements \(Campbell\).](#)

- 12 [Information - Calendar Year 2021 Investment Policy for the Pooled Investment Fund \(Campbell\)](#)
- 13 [Report of Construction Contract Change Orders Issued Under Delegated Authority for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 14 [Report of Insurance Claims Settled Under Delegated Settlement Authority for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 15 [Report of Professional Services Agreements Issued Under Delegated Authority for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 16 [Status Reports of Environmental Consulting Master Services Agreements for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 17 [Report of Real Property Transaction Where Just Compensation is Less than \\$500,000 Executed Under Delegated Authority for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 18 [Status Reports of Right of Way Consulting Master Services Agreements for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 19 [Report of California Uniform Public Construction Cost Accounting Act \(CUPCAA\) Contracts Issued Under Delegated Authority for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 20 [Status Reports of Flood Risk Management Planning Master Services Agreements for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 21 [Status Reports of Land Survey and Mapping Master Services Agreements for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)
- 22 [Report of Real Property Transactions Where Just Compensation is More Than \\$500,000 Up to \\$1,000,000 Executed Under Delegated Authority During California Executive Order N-25-20 \(Covid-19\) for the Second Quarter, Fiscal Year 2020-21 \(Goldberg\)](#)

## **ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 4.2

---

**TITLE:** Superintendent's Report – February 2021

**SUBJECT:** Update on Activities Since the January 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 January 2021. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels.

The Superintendent 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 the 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. Superintendent's Report Data Sheet

### STAFF RESPONSIBLE FOR REPORT:

  
\_\_\_\_\_  
Tony Del Castillo, Acting Superintendent

Date: 2/05/2021

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

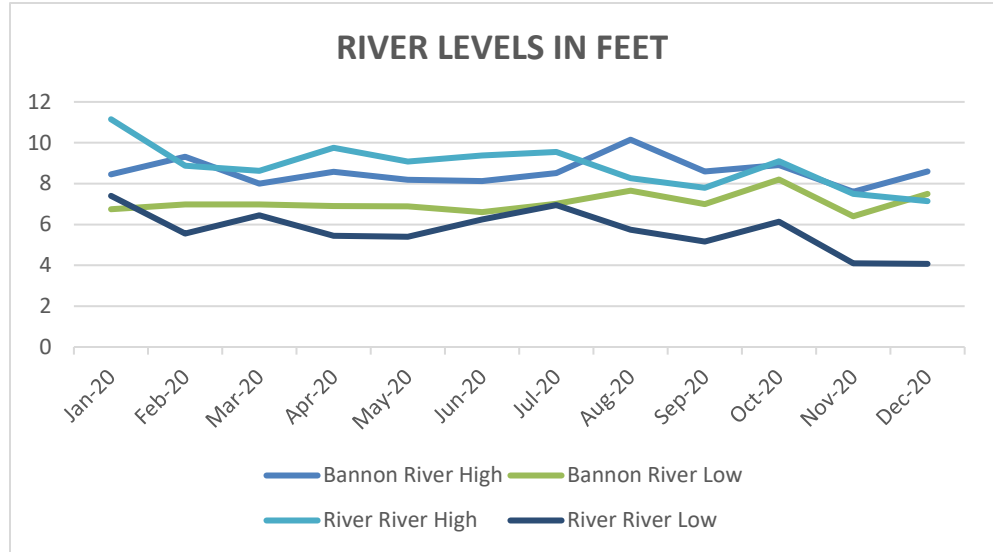
Date: 2/05/2021



**River Levels:**

**Bannon** H: 8.8'  
L: 7.0'

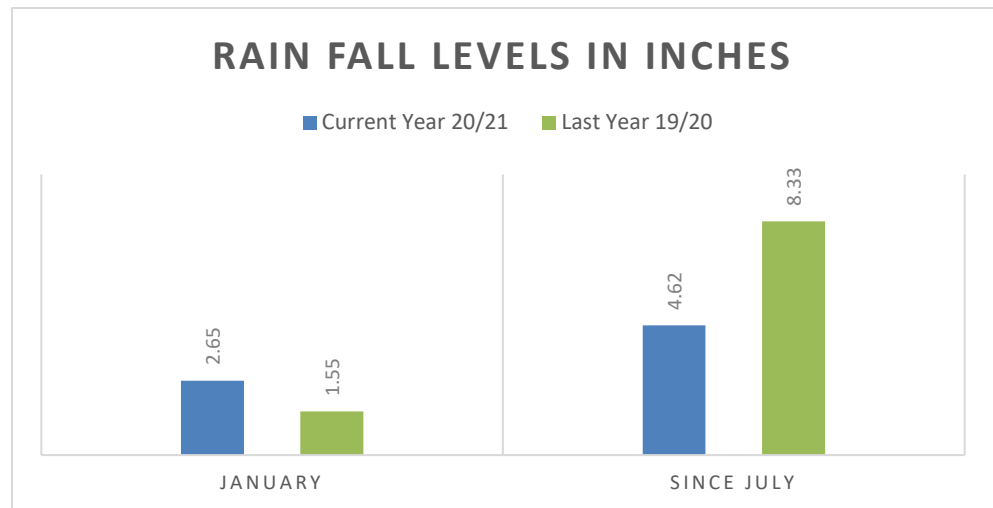
**River** H: 8.07'  
L: 4.25'



**Rain Fall Totals:**

January rain totals were 2.65"

Rain totals since July 1st were 4.62"



**Safety Topics for the Month of January**

Inclement Weather Driving – Watch for road hazards including pooling water, downed trees and power lines. Keep other crew members informed of hazards.

**District Complaints**

The District received multiple complaints regarding trash and debris along district properties and canals. Crew was dispatched to remove any debris located on District property. The winter storm at the end of the month resulted in several reports of fallen trees. District is working with crew and homeowners to remove fallen trees.



Superintendent's Report

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

RD 1000 Field Crew	*Field Hours Worked	Activity
	223	Grounds
	16	Pump Plant Maintenance
	207	Pump Rounds
	288	Levee Patrols
	56	Fence Repair
	32	Garbage
	24	Equipment Repair

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

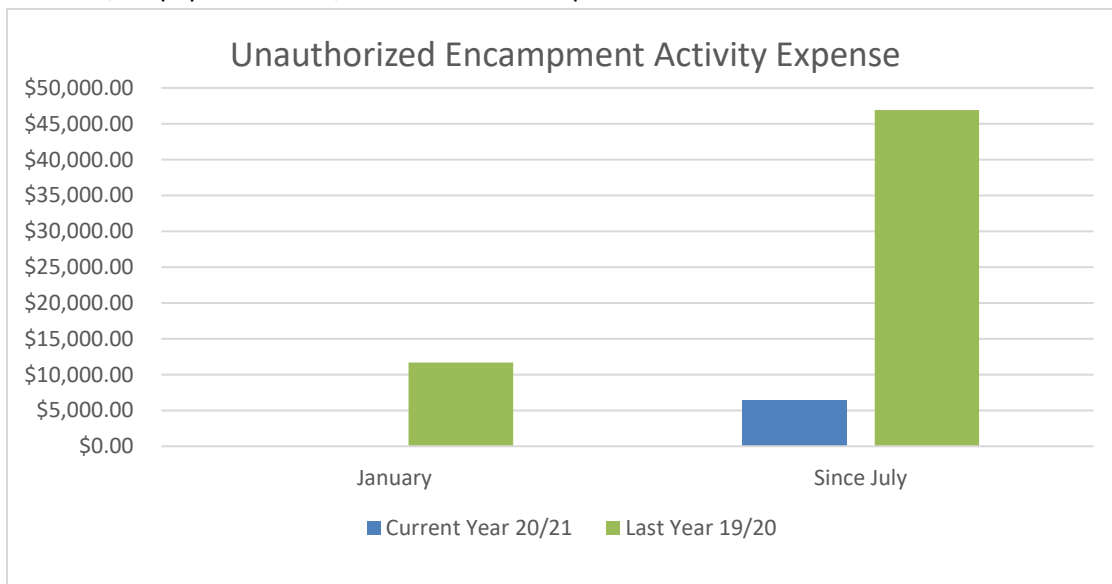
**Pumping**

There was some pumping during the month of January due to winter storms within the Basin.

Pumping Plant	Pump	Hours and A/F
<b>Plant 1-B</b>	Pump # 1	123.8 hours and 1213.8 A/F
	Pump # 2	23.8 hours and 233.24 A/F
	Pump # 6	3.2 hours and 31.36 A/F
<b>Plant 2</b>	Pump # 2	14.3 hours and 41.47 A/F
<b>Plant 3</b>	Pump # 1	27.8 hours and 102.86 A/F
<b>Plant 8</b>	Pump # 3	132.1 hours and 501.98 A/F
	Pump # 5	51.3 hours and 194.94 A/F
	Pump # 6	22.1 hours and 232.05 A/F
	Pump # 7	25.7 hours and 269.85 A/F
	Pump # 8	25.7 hours and 244.15 A/F

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

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





## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 4.3

---

TITLE: District Counsel's Report – February 2021

SUBJECT: Update on Activities Since the January 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 January 2021.

**ATTACHMENTS:**

None

**STAFF RESPONSIBLE FOR REPORT:**

---

Kevin L. King, General Manager

Date: 02/04/2021



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.1

---

**TITLE:** Approval of Minutes

**SUBJECT:** Approval of Minutes from January 15, 2021 Regular Board Meeting

---

**EXECUTIVE SUMMARY:**

This staff report is intended to serve as the official record of monthly meetings of the Board of Trustees. This document details meeting participants, proof of items discussed, summaries of board meeting discussion, and actions taken by the Board. Staff recommends Board approval of meeting minutes (Attachment 1) from the January 15, 2021, Regular Board Meeting.

**BACKGROUND:**

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

**RECOMMENDATION:**

Staff recommends the Board approve the Minutes from the January 15, 2021, Regular Board Meeting.

**ATTACHMENTS:**

1. January 15, 2021, Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 2/04/2021

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

Date: 2/05/2021



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

**JANUARY 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. This meeting was recorded without objection. Present were: Board President Thom Gilbert; Vice President Elena Lee Reeder; Trustee Nick Avdis; Trustee Jag Bains; Trustee Tom Barandas; Trustee Debra G. Jones; Trustee Jeff Smith; General Manager Kevin King; Co-General Counsel Rebecca Smith; Co-General Counsel Scott Shapiro; Administrative Services Manager Joleen Gutierrez; Foreman Tony Del Castillo; and Administrative Assistant Christina Forehand. District Engineering Consultant Scott Brown from Larsen Wurzel attended the meeting. Consultant Alice Bao from NBS also participated in the meeting.

**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.

1.3. Approval of Agenda

MOVED/SECONDED: Trustee Avdis/Trustee Lee Reeder

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

NOES: None.

ACTION: The January 15, 2021 Board Meeting Agenda is approved.

1.4. Pledge of Allegiance

Trustee Debra G. Smith led the Pledge of Allegiance.

1.5. Conflict of Interest

No Trustee conflicts were identified.

**2. PRESENTATIONS**

2.1. Scheduled Presentations

No presentations were scheduled.

### **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 December 2020 Board Meeting.**

General Manager Kevin King shared he met with Asm McCarty, Supervisor Serna and Vice Mayor Harris during the month of January. Trustees Gilbert and Lee Reeder also attended the meetings. GM King is in the process of confirming meeting dates with Mayor Pro Tem Angelique Ashby and Councilwoman Katie Valenzuela to continue our outreach.

Trustee Jones inquired whether the Personnel Committee has been involved in the Operations Manager hiring process as Committee involvement had been a practice in management position decisions. Trustee Lee Reeder believes the Chair of the Personnel Committee should weigh in as this is a high-level position. General Manager King made known that he will handle the hiring process and has set up an interview panel consisting of former General Manager Paul Devereux, General Manager Brett Gray from Natomas Mutual Water Company, and himself. Trustees Jones, Lee Reeder, Avdis, and Gilbert expressed interest in receiving the qualifications and resumes of the selected interview candidates. If desired, Trustee comments will be directed to GM King in confidence.

Trustee Gilbert inquired whether the District received FMAP funds for 2021. GM King explained the full amount had been received in 2020 and needed to be spent by the end of 2020. The District is still waiting to execute the FMAP 2021 funding agreement and request to receive an advance payment.

Trustee Lee Reeder asked about the status of the Cal OES grant application. GM King responded that notifications of award have not been received, but hopefully that the District will be notified soon..

GM King stated the District has experienced some capacity loss at Plant 8 due to out of round pipes and transition pieces. SAFCA and GM King have discussed a reimbursable agreement to replace two of the pumps to restore the capacity that was lost. That will cut down on CIP needs for the replacement of two of nine pumps. GM King hopes to bring the reimbursable agreement to the Board once a draft is ready.

Trustee Jones inquired about staff wellness. GM King reported that District staff is doing well. Trustee Barandas asked about the COVID vaccine for employees. GM King will work with legal counsel and CDPH to see what tier the District falls in.

#### **4.2. SUPERINTENDENT'S REPORT: Update on activities since the December 2020 Board Meeting.**

There were no questions or comments.

4.3. DISTRICT COUNSEL’S REPORT: Update on activities since the December 2020 Board Meeting.

Co-General Counsel Rebecca Smith gave a verbal update of her activities during December 2020. She worked with the District on COVID (compliance and testing) and Financial Plan items.

**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 Jones requested a minor correction to the meeting minutes, page 20, Consent Calendar, Paragraph 1, change "December 2020 to November 2020."

MOVED/SECONDED: Trustee Jones/Trustee Barandas

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

NOES: None.

ACTION: Motion to approve items 5.1, 5.2, 5.3, 5.4, 5.5, and 5.6 on the Consent Calendar with suggested changes to the Minutes is approved.

5.1. APPROVAL OF MINUTES: Approval of Minutes from December 11, 2020 Regular Board Meeting,

5.2. TREASURER’S REPORT: Approve Treasurer’s Report for December 2020.

5.3. EXPENDITURE REPORT: Review and Accept Report for December 2020.

5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for December 2020.

5.5. WARRANT FOR FUND TRANSFER: Review and Consider Approval of Warrant for Transferring Funds between Investment Accounts.

5.6. ANNUAL BANKING AUTHORIZATION (SACRAMENTO COUNTY): Review and Consider Adoption of Resolution No. 2021-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

**6. SCHEDULED ITEMS**

6.1. FINANCIAL PLAN: Review and Consider Adoption of Resolution No. 2021-01-02 Adopting the District’s Comprehensive Financial Plan.

Consultant Alice Bou from NBS presented the District’s proposed comprehensive Financial Plan. She discussed the order of funding priorities, projects that the District will not be able to cover O&M expenses by FY 2028-2029, projects that CIP funding will cost approximately \$52M over 20 years.

Ms. Bou discussed three Alternative Financial Plans:

- 1) Plan 1 with Bond Financing would involve paying less initially, but the expense would keep growing. The total cost would be \$62M;
- 2) Plan 2 Funding the CIP with no Bond Financing involves paying more initially and gradually paying less at a constant rate. The total cost would be \$63M;
- 3) Plan 3 would fund the CIP with no Bond Financing and Reserve spend down. This Plan has a similar payment rate to Plan 2, would cost approximately \$62M, and involves cost recovery in later years.

The next steps involve adopting the Financial Plan and initiating the scope of work for Phase 2 of this study to evaluate potential funding mechanisms (tax, fee and/or assessment) and costs to property owners. To proceed with steps to implement a new or updated funding mechanism determined in Phase 2 of this study.

General Manager King requested that the Board approve the Comprehensive Financial Plan, direct staff to develop the scope of work for Phase 2, and GM King would return with the scope for approval if the Board approves the Plan.

#### Trustee Comments

Trustee Gilbert made known the Finance committee has twice looked at the Plan and made known that the Plan will be updated as we move through the process.

Trustee Lee Reeder asked about Phase 2 and which projects will be covered by the District, USACE, and SAFA.

General Manager King proposed the District could run scenarios to determine what parts of the CIP the District will fund along with the schedule. Determine where the District can be adaptive. Determine what projects are reimbursable through other organizations or agencies and determine projects with potential funding through grants or low-interest loans.

Trustee Avdis requested that the CIP process be deliberate, that we conduct outreach to stakeholders, and revisit the ranking of Capital Improvement Projects that ratepayers will fund. Currently, the assumptions are that we will fund all projects, and Trustee Avdis is not quite there. He would like to know how soon we need an increased assessment. He requests information about alternative funding sources (grants, etc.) he does not have a good sense of how realistic alternative sources will be. He inquired whether the District currently has funds in place for emergencies (outside of a Flood Fight).

GM King stated that currently, we have \$4M in CIP reserve funds that could cover an infrastructure failure, but it would depend on the extent of repairs. We would also have access to \$13M in all reserve funds that we could use in a Flood Fight situation, essentially we would exhaust all of our reserves in that scenario.

Trustee Avdis inquired about how a tax, direct assessment, or fee would be weighted. Co-Counsel Scott Shapiro would recommend deferring a discussion to the next phase. GM King suggested the first workshop could help define instruments and vehicles to generate funding, discuss pros and cons, and determine what we currently have.

Trustee Avdis asked about the 1% growth estimate. GM King shared that it is an ambitious increase in revenue due to the volatility of land-use changes in the District.

There were no public comments.

MOVED/SECONDED: Trustee Smith/Trustee Bains

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

NOES: None.

ACTION: Motion to adopt the District's Comprehensive Financial Plan Resolution 2021-01-02.

6.2. COMMITTEE ASSIGNMENTS: Review and Consider Approval of Board Committee Assignments for 2021.

Trustee Avdis asked whether Committee assignments are the Board President's prerogative or whether assignments are subject to Board approval. GM King believes the Board decided last year (in 2020) to vote on approving Committee assignments because there were no objections. GM King believes the Board President has the prerogative to assign Committees, but our practice has been to have the full Board approve them in open session.

Co-Counsel Scott Shapiro suggested the recommendation should be to 'ratify the President's recommendations.'

MOVED/SECONDED: Trustee Jones/Trustee Barandas

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

NOES: None.

ACTION: Motion to ratify the President's recommendations for Committee assignments is approved.

**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) January 4, 2021
- Finance Committee (Gilbert & Smith) January 5, 2021

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

- Legal Committee (Avdis & Bains)
- Operations Committee (Smith & Lee-Reeder)
- Personnel Committee (Avdis)
- Urbanization Committee (Gilbert, & Lee-Reeder)

7.1.3. Trustee's Comments/Reports

Trustee Jeff Smith announced his departure from the Board; his last meeting will be in February 2021. GM King will work with counsel to review Board appointment options. GM King will work



with the Legal Committee and come back to the Board in February with to determine how the Board will move forward with an appointment.

Co-Counsel Rebecca Smith stated during the first 60 days, the responsibility falls on the District to either make an appointment or call for a Special Election. The appointee will serve until the next General District Election. After 60 days, the responsibility falls to the County. The County has 60 days to make an appointment or require the District to hold an election.

Counsel Smith went over procedures the District must follow. The District will notice the pending appointment 15 days before an appointment is made. Depending on how many people are interested, the District may choose to have folks fill out an application or go through an interview process. If in In 120 days the District or County have not acted, the District is required to hold an election.

Trustee Jeff Smith will memorialize his intention to vacate his Trustee position, include his departure date, and email it to the General Manager and President Gilbert to initiate an official Trustee appointment timeline.

Trustee Lee Reeder inquired about scheduled meetings with elected officials and Board attendees. GM King will further discuss meetings and attendee rotations offline.

## **8. CLOSED SESSION**

8.1. No Scheduled Closed Session Items

## **9. ADJOURN**

MOVED/SECONDED: Trustee Avdis/Trustee Jones

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

NOES: None.

ACTION: Motion to adjourn is approved.



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.2

---

TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for January 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 January 2021 are featured in the attached Treasurer's Report.

### BACKGROUND:

#### Income and Cash

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 January 2021 Treasurer's Report.

### FINANCIAL IMPACT:

None.

**TITLE: Treasurer's Report – January 2021**

**ATTACHMENTS:**

1. Treasurer's Report January 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 2/04/2021

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

Date: 2/05/2021

Reclamation District 1000  
Treasurer's Report  
January 2021

**Treasurer's Report for January 2021**

January 2021		Ending Balance @ 1/31/21
<b>Total Funds at 1/31/21</b>		<b>8,866,247.03</b>
Bank of the West - Checking*		267,889.08
Bank of the West - Money Market		200,683.09
Bank of the West FMAP		32,374.91
Sacramento County Treasurer		5,467,512.95
State Treasurer - Local Agency Investment Fund		739,933.13
City of Sacramento - Pool A		2,157,853.87

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

January 2021 - Operations and Maintenance Cash Flow	Money Market	Operating Checking *	Combined O&M
<b>Beginning Balance at 1/1/21</b>	325,680.43	273,797.17	599,477.60
Transfers from money market to operating account	(125,000.00)	125,000.00	-
Transfers from FMAP to operating account		87,806.25	87,806.25
Current months receipts	2.66	26,553.88	26,556.54
Accounts Payable*		(172,096.83)	(172,096.83)
Payroll		(73,171.39)	(73,171.39)
<b>Ending Balance at 1/31/21</b>	<b>200,683.09</b>	<b>267,889.08</b>	<b>468,572.17</b>

\*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank fee from Bank of the West	40.00
Sacramento City Fire rental income	5,502.18
Security patrol reimbursement from NCWMC	18,100.00
Scrap metal sales	2,911.70
	<u>26,553.88</u>



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.3

---

TITLE: Expenditure Report

SUBJECT: Review and Accept Report for January 2021

---

### EXECUTIVE SUMMARY:

This Staff Report is intended 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 January 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 typical District spending for the month.

### RECOMMENDATION:

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

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

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

### STAFF RESPONSIBLE FOR REPORT:

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

Date: 2/04/2021

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

Date: 2/05/2021

January 2021 Expenditure Report

Type	Date	Num	Name	Memo	Amount	Balance
<b>Cash and Investments</b>						<b>273,797.17</b>
<b>1010.00 - Bank of the West Checking Acct</b>						<b>273,797.17</b>
Bill Pmt -						
Check	01/04/2021	50340	Aramark	796198	-152.16	273,645.01
Bill Pmt -						
Check	01/04/2021	50341	Hire Right Solutions, LLC	4427151774	-46.52	273,598.49
Bill Pmt -						
Check	01/04/2021	50342	Neat Freak Clean, LLC	Janitorial	-630.00	272,968.49
Bill Pmt -						
Check	01/04/2021	50343	Nordic Industries, Inc.	4616	-698.06	272,270.43
Bill Pmt -						
Check	01/04/2021	50344	Security & Asset Management, LP	4REC0003	-2,392.46	269,877.97
Bill Pmt -						
Check	01/04/2021	50345	Smile Business Products	103404	-206.48	269,671.49
Bill Pmt -						
Check	01/04/2021	50346	SMUD	7000000317	-21,893.78	247,777.71
Bill Pmt -						
Check	01/04/2021	1086330169	Verizon	972466087-00001	-290.25	247,487.46
Bill Pmt -						
Check	01/04/2021	1001756694	Cal Pers	457 Gutierrez	-914.09	246,573.37
Bill Pmt -						
Check	01/04/2021	1001756690	Cal Pers	457 December Part 1	-350.00	246,223.37
General Journal	01/04/2021		Bank of the West	Service charge rebate	40.00	246,263.37
Check	01/04/2021	EFT	Bank of the West		-40.00	246,223.37
Bill Pmt -						
Check	01/04/2021	EFT	Cal Pers	November Pension	-13,247.27	232,976.10
General Journal	01/05/2021			1/5/21 payroll activity taxes	-14,053.41	218,922.69
General Journal	01/05/2021			1/5/21 payroll activity wages	-29,290.04	189,632.65
Check	01/06/2021	EFT	Cal Pers	457	-350.00	189,282.65
Bill Pmt -						
Check	01/07/2021	44214431444	PG&E	Power	-1,652.80	187,629.85
Check	01/08/2021	EFT	ADP	Payroll Fees	-97.22	187,532.63
Bill Pmt -						
Check	01/12/2021	318260	Berkshire Hathaway Homestate Companies	REWC122900	-2,114.42	185,418.21
Bill Pmt -						
Check	01/12/2021	1251329417	City of Sacramento	Acct 70298676079	-4.65	185,413.56
Bill Pmt -						
Check	01/12/2021	9514243551	Comcast	8155600381146169	-220.01	185,193.55
Bill Pmt -						
Check	01/12/2021	2531162	Napa Auto Parts	20906137	-132.32	185,061.23
Bill Pmt -						
Check	01/12/2021	11221	Sacramento County Utilities		-227.40	184,833.83
Bill Pmt -						
Check	01/12/2021	80024250364	Waste Management of Sacramento		-546.36	184,287.47
Bill Pmt -						
Check	01/12/2021	50347	ACWA JPIA	204	-1,560.80	182,726.67
Bill Pmt -						
Check	01/12/2021	50348	Airgas NCN	2140381	-379.58	182,347.09
Bill Pmt -						
Check	01/12/2021	50349	AT&T	9391052144	-299.85	182,047.24
Bill Pmt -						
Check	01/12/2021	50350	Brookman Protection Services, Inc.	Inv 21-003	-7,800.00	174,247.24
Bill Pmt -						
Check	01/12/2021	50351	Chavez Accountancy Corporation	R11125	-2,167.50	172,079.74
Bill Pmt -						
Check	01/12/2021	50352	Steve Yaeger Consulting	Inv 2020-12	-2,790.00	169,289.74
Bill Pmt -						
Check	01/12/2021	50353	Streamline	Inv 0002	-200.00	169,089.74
Bill Pmt -						
Check	01/12/2021	50354	Terrapin Technology Group	Tech Support	-2,427.55	166,662.19
Bill Pmt -						
Check	01/12/2021	50355	US Bank Corp	Acct ending 4049	-1,398.10	165,264.09
Bill Pmt -						
Check	01/12/2021	50356	Valley Truck & Tractor Company	51458	-1,664.95	163,599.14
Bill Pmt -						
Check	01/12/2021	50357	West Yost Associates	Inv 2043218	-408.63	163,190.51

Bill Pmt - Check	01/12/2021	50358	Yolo County Public Works	000051	-336.10	162,854.41
Bill Pmt - Check	01/13/2021	1132021	Alhambra & Sierra Springs	33167566169212	-117.23	162,737.18
Transfer General Journal	01/13/2021			Funds Transfer	87,806.25	250,543.43
Bill Pmt - Check	01/13/2021		Sims Metal Management	Scrap metal sales December 2020	1,400.30	251,943.73
Bill Pmt - Check	01/18/2021	1001765410	Cal Pers	457	-350.00	251,593.73
Bill Pmt - Check	01/18/2021	412413414	Cal Pers	December Pension	-12,314.98	239,278.75
Bill Pmt - Check	01/19/2021	1001766058	Cal Pers	February	-18,145.04	221,133.71
Bill Pmt - Check	01/19/2021	69316941	PG&E	Power	-379.37	220,754.34
Bill Pmt - Check	01/19/2021	11033232479	The Home Depot	Inv 6522816	-161.74	220,592.60
Bill Pmt - Check	01/19/2021	50359	California Chamber of Commerce	Inv 11493400	-320.80	220,271.80
Bill Pmt - Check	01/19/2021	50360	Carson Landscape Industries	1080	-765.00	219,506.80
Bill Pmt - Check	01/19/2021	50361	County of Sacramento - Municipal Servces	Inv 63059	-880.25	218,626.55
Bill Pmt - Check	01/19/2021	50362	Joleen Gutierrez	Mileage	-137.78	218,488.77
Bill Pmt - Check	01/19/2021	50363	NorCal Kenworth	Inv 529533 1/20/21 payroll	-238.02	218,250.75
General Journal	01/20/2021			activity taxes	-3,169.47	215,081.28
General Journal	01/20/2021			1/20/21 payroll activity wages	-26,658.47	188,422.81
Check	01/20/2021	EFT	Bank of the West		-20.00	188,402.81
Bill Pmt - Check	01/28/2021	2843964627	City of Sacramento	Acct 2007944000	-165.69	188,237.12
Bill Pmt - Check	01/28/2021	1095564484	Verizon	972466087-00001	-294.17	187,942.95
Bill Pmt - Check	01/28/2021	2843977455	City of Sacramento	Acct 5450844000	-36.30	187,906.65
Bill Pmt - Check	01/28/2021	50364	Blankinship & Associates, Inc.	Inv 7260	-1,092.13	186,814.52
Bill Pmt - Check	01/28/2021	50365	City of Sacramento - Revenue Division	Inv YCTMC00392	-1,408.00	185,406.52
Bill Pmt - Check	01/28/2021	50366	Downey Brand LLP	Legal Services	-5,435.57	179,970.95
Bill Pmt - Check	01/28/2021	50367	Interstate Oil Company	41-0068266	-2,846.16	177,124.79
Bill Pmt - Check	01/28/2021	50368	Larsen Wurzel & Associates	DIF	-598.25	176,526.54
Bill Pmt - Check	01/28/2021	50369	Loewen Pump Maintenance	Inv 3170	-6,061.33	170,465.21
Bill Pmt - Check	01/28/2021	50370	Mead & Hunt	Inv 312563	-6,163.42	164,301.79
Bill Pmt - Check	01/28/2021	50371	NBS	Inv 1120000548	-9,640.00	154,661.79
Bill Pmt - Check	01/28/2021	50372	Smile Business Products	103404	-145.68	154,516.11
Bill Pmt - Check	01/28/2021	50373	SMUD	7000000317	-26,203.90	128,312.21
Bill Pmt - Check	01/28/2021	50374	Tesco Controls, Inc.	Inv 71207-7	-2,232.50	126,079.71
Bill Pmt - Check	01/29/2021	50375	Boutin Jones, Inc.	020773	-8,206.00	117,873.71
Transfer General Journal	01/29/2021			Funds Transfer 1/20/21 scrap metal sales	125,000.00	242,873.71
General Journal	01/29/2021		Sims Metal Management	1/20/21 scrap metal sales	650.10	243,523.81
General Journal	01/29/2021		Sims Metal Management	1/22/21 scrap metal sales	471.90	243,995.71
General Journal	01/29/2021		Sims Metal Management	1/22/21 scrap metal sales	389.40	244,385.11
Payment	01/29/2021		City of Sac - Fire		5,502.18	249,887.29
Payment	01/29/2021		N.C.M.W.C.		18,100.00	267,987.29
Check	01/29/2021	EFT	ADP		-98.21	267,889.08

Total 1010.00 · Bank of the West Checking Acct  
Total Cash and Investments

<u>-5,908.09</u>	<u>267,889.08</u>
<u>-5,908.09</u>	<u>267,889.08</u>
<b><u>-5,908.09</u></b>	<b><u>267,889.08</u></b>

Activity Summary

Transfers from money market account	125,000.00
Transfer from FMAP account	87,806.25
Refund of bank fee	40.00
Proceeds from Sac City Fire Security patrol reimbursement (NCMWC)	5,502.18
Proceeds from scrap metal sales	18,100.00
Payroll disbursements	2,911.70
Accounts payable disbursements	-73,171.39
	<u>-172,096.83</u>
Net activity	<b><u>-5,908.09</u></b>





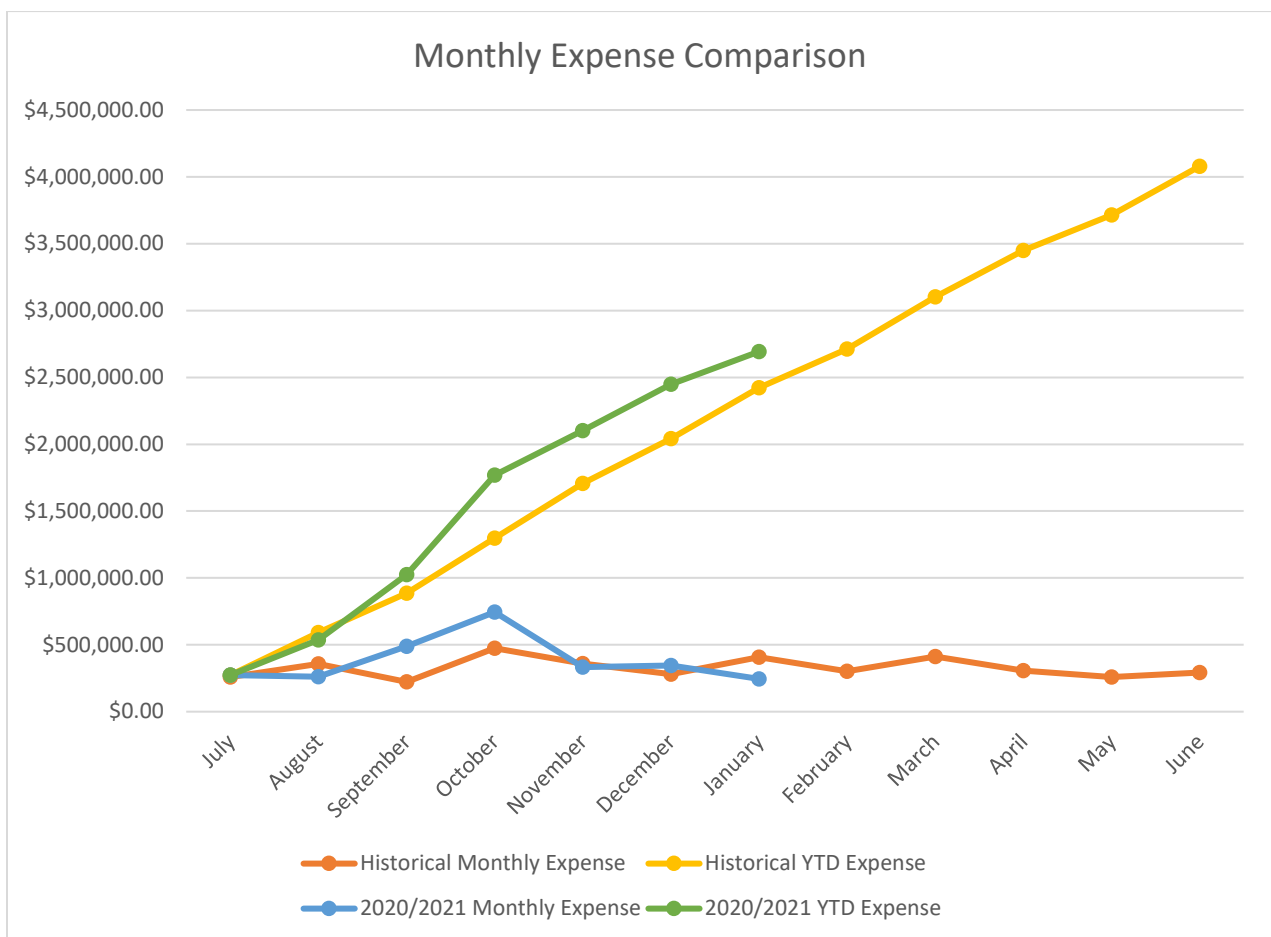
### Monthly Historical Expense Comparison

The graph below compares current fiscal year monthly expenses from January 2021 to historical monthly expense trends for the last four fiscal years. As of January 31, 2021, the District's expenses are trending slightly higher for the fiscal year. The increase is directly attributable to the District's annual insurance liability premium, FMAP equipment purchases, and yearly herbicide purchases. The District's monthly expenses are on par with prior fiscal years. January's monthly expense was slightly lower than previous historical trends.

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

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

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





## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.4

---

**TITLE:** Budget to Actual Report

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

---

**EXECUTIVE SUMMARY:**

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

Attachment 1 provides a year to date report for the month ending January 31, 2021. The report reveals the District is at or below expected budget totals for the January month end. Other line items near or over 100% of the Budget have been discussed in previous meetings and are annual expenses.

**BACKGROUND:**

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

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

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Budget to Actual Report January 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 02/04/2021

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

Date: 02/04/2021

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

	Year to Date July 1, 2020 to January 31, 2021	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	1,102,527	2,250,000	49.00%
Rents	16,507	30,000	55.02%
Interest Income	22,357	95,000	23.53%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	3,967	-	Not Budgeted
FMAP Grant	636,400	601,337	105.83%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	28,100	45,000	62.44%
Development Impact Fees	1,687	1,400,000	0.12%
Proceeds from sale of capital assets	76,464	-	Not Budgeted
<b>Total</b>	<b>1,888,009</b>	<b>5,891,337</b>	<b>32.05%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	25,000	0.00%
<b>Total Combined Income</b>	<b>1,888,009</b>	<b>5,916,337</b>	<b>31.91%</b>
<b>Administration, Operations and Maintenance - Expenses</b>			
<b>Administration</b>			
Government Fees/Permits	3,461	12,500	27.69%
Legal	38,334	97,000	39.52%
Liability/Auto Insurance	139,330	150,000	92.89%
Office Supplies	1,737	5,500	31.58%
Computer Costs	19,432	24,000	80.97%
Accounting/Audit	31,380	47,050	66.70%
Admin. Services	7,914	17,000	46.55%
Utilities (Phone/Water/Sewer)	9,319	23,700	39.32%
Mit. Land Expenses	4,847	6,200	78.18%
Administrative Consultants	31,259	128,000	24.42%
Assessment/Property Taxes (SAFCA - CAD)	8,027	8,000	100.34%
Admin - Misc./Other Expenses	1,015	8,250	12.30%
Memberships	32,855	40,800	80.53%
Office Maintenance & Repair	8,230	27,000	30.48%
Payroll Service	1,331	6,000	22.18%
Public Relations	6,666	45,000	14.81%
Small Office & Computer Equipment	3,912	12,000	32.60%
Election	102,090	39,000	261.77%
Conference/Travel/Professional Development	290	20,500	1.41%
<b>Sub Total</b>	<b>451,429</b>	<b>717,500</b>	<b>62.92%</b>
<b>Personnel/Labor</b>			
Wages	582,016	1,214,658	47.92%
Group Insurance	77,567	130,000	59.67%
Worker's Compensation Insurance	20,637	30,000	68.79%
OPEB - ARC	-	-	Not Budgeted
Dental/Vision/Life	14,365	25,887	55.49%
Payroll Taxes	42,269	91,000	46.45%
Pension	139,708	201,148	69.46%
Continuing Education	481	5,000	9.62%
Trustee Fees	17,775	40,000	44.44%
Annuitant Health Care	47,450	91,032	52.12%
<b>Sub Total</b>	<b>942,268</b>	<b>1,828,725</b>	<b>51.53%</b>

**Operations**

Power	207,443	500,000	41.49%
Supplies/Materials	10,500	25,000	42.00%
Herbicide	105,501	120,000	87.92%
Fuel	19,173	50,000	38.35%
Field Services	15,596	63,100	24.72%
Field Operations Consultants	6,825	20,000	34.13%
Equipment Rental	-	5,000	0.00%
Refuse Collection	7,331	30,000	24.44%
Equipment Repair/Service	1,142	16,000	7.14%
Equipment Parts/Supplies	27,000	60,000	45.00%
Facility Repairs	48,294	211,000	22.89%
Shop Equipment (not vehicles)	-	5,000	0.00%
Field Equipment	-	14,000	0.00%
Misc/Other 2	20	500	4.00%
Utilities - Field	5,642	11,500	49.06%
Government Fees/Permits - Field	3,919	12,000	32.66%
FEMA Permits	-	1,500	0.00%

<b>Sub Total</b>	<b>458,386</b>	<b>1,144,600</b>	<b>40.05%</b>
------------------	----------------	------------------	---------------

**Equipment**

Equipment	-	-	Not Budgeted
-----------	---	---	--------------

<b>Sub Total</b>	<b>-</b>	<b>-</b>	
------------------	----------	----------	--

**Consulting/Contracts/Memberships**

Engineering/Technical Consultants	47,577	375,000	12.69%
Security Patrol	46,200	80,000	57.75%
Temporary Admin	14,250	15,000	95.00%

<b>Sub Total</b>	<b>108,027</b>	<b>470,000</b>	<b>22.98%</b>
------------------	----------------	----------------	---------------

**FMAP Expenditures**

LOI/SWIF (Consultants)	26,747	-	Not Budgeted
Equipment	415,727	381,337	109.02%
Operations & Maintenance (Field)	159,199	220,000	72.36%
Administrative	-	-	Not Budgeted

<b>Sub Total</b>	<b>601,673</b>	<b>601,337</b>	<b>100.06%</b>
------------------	----------------	----------------	----------------

<b>Total A, O &amp; M Expenses</b>	<b>2,561,783</b>	<b>4,762,162</b>	<b>53.79%</b>
------------------------------------	------------------	------------------	---------------

**Capital Expenses**

Capital Office Upgrades	-	20,000	0.00%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	-	30,000	0.00%
Capital Facilities (including SCADA)	23,354	2,700,000	0.86%

<b>Sub Total</b>	<b>23,354</b>	<b>2,800,000</b>	<b>0.83%</b>
------------------	---------------	------------------	--------------

<b>Total All Expenditures</b>	<b>2,585,137</b>	<b>7,562,162</b>	<b>34.19%</b>
-------------------------------	------------------	------------------	---------------



**RECLAMATION DISTRICT 1000**

**DATE: FEBRUARY 12, 2021**

**AGENDA ITEM NO. 5.5**

---

**TITLE: Receive and File**

**SUBJECT: Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021.**

---

**EXECUTIVE SUMMARY:**

The District participates in the County of Sacramento’s Pooled Investment Fund. On an annual basis the District must receive and file the County’s Annual Investment Policy of the Pooled Investment Fund (Attachment No. 1).

**RECOMMENDATION:**

Staff recommends the Board receive and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021.

**STAFF RESPONSIBLE FOR REPORT:**

---

Kevin L. King, General Manager

Date: 02/02/2021



**SACRAMENTO COUNTY**

**Annual Investment Policy  
of the Pooled Investment Fund**

**CALENDAR YEAR 2021**

*Approved by the  
Sacramento County Board of Supervisors*

December 8, 2020  
Resolution No. 2020-0783

# Table of Contents

I.	Authority.....	1
II.	Policy Statement.....	1
III.	Standard of Care.....	1
IV.	Investment Objectives.....	1
	A. Safety of Principal.....	1
	B. Liquidity.....	2
	C. Public Trust.....	2
	D. Maximum Rate of Return.....	2
V.	Pooled Investment Fund Investors.....	2
VI.	Implementation.....	2
VII.	Internal Controls.....	3
VIII.	Sacramento County Treasury Oversight Committee.....	4
IX.	Investment Parameters.....	4
	A. Investable Funds.....	4
	B. Authorized Investments.....	5
	C. Prohibited Investments.....	5
	D. Credit Requirements.....	5
	E. Maximum Maturities.....	7
	F. Maximum Concentrations.....	8
	G. Repurchase Agreements.....	8
	H. Community Reinvestment Act Program.....	9
	I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers.....	9
	J. Investment Guidelines, Management Style and Strategy.....	10
	K. Approved Lists.....	10
	L. Calculation of Yield and Costs.....	10
X.	Reviewing, Monitoring and Reporting of the Portfolio.....	10
XI.	Withdrawal Requests for Pooled Fund Investors.....	10
XII.	Limits on Honoraria, Gifts and Gratuities.....	10
XIII.	Terms and Conditions for Outside Investors.....	11
	Appendix A – Comparison and Interpretation of Credit Ratings.....	12

**SACRAMENTO COUNTY**  
**Annual Investment Policy**  
**of the Pooled Investment Fund**  
**CALENDAR YEAR 2021**

**I. Authority**

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

**II. Policy Statement**

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

**III. Standard of Care**

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

**IV. Investment Objectives**

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

**A. Safety of Principal**

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.



**B. Liquidity**

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

**C. Public Trust**

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

**D. Maximum Rate of Return**

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

**V. Pooled Investment Fund Investors**

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

**VI. Implementation**

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria

and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

## **VII. Internal Controls**

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

Quarterly, the Director of Finance will provide the Oversight Committee with a copy of the Pooled Investment Fund activity and its compliance to the annual Policy and California Government Code.

Annually, the Oversight Committee shall cause an annual audit of the activities within the Pooled Investment Fund to be conducted to determine compliance to the Policy and California Government Code. This audit will include issues relating to the structure of the investment portfolio and risk.

All securities purchased, with the exception of bank deposits, money market mutual funds, and LAIF, shall be delivered to the independent third-party custodian selected by

the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

### **VIII. Sacramento County Treasury Oversight Committee**

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Director of Finance shall prepare an Investment Policy that will be forwarded to and monitored by the Oversight Committee and rendered to Boards of all local agency participants. The Board of Supervisors shall review and approve the Policy during public session.

Quarterly, the Director of Finance shall provide the Oversight Committee a report of all investment activities of the Pooled Investment Fund to ensure compliance to the Policy. Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

### **IX. Investment Parameters**

#### **A. Investable Funds**

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds with maturities beyond one year. These securities will be referred to as the Core Portfolio.

#### **B. Authorized Investments**

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

#### **C. Prohibited Investments**

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity except for securities issued by, or backed by, the United States government during a period of negative market interest rates. Prohibited investments shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index. Annually the Director of Finance and/or his designee will update the list of tobacco-related companies.

#### **D. Credit Requirements**

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Viability rating of a or better, without regard to modifiers. The Investment Group is granted the authority to specify approved California banks with Fitch Viability ratings of bbb+ but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Sovereign rating of AAA from Standard and Poor's,

Moody's, or Fitch and a Fitch Viability rating of a or better, without regard to modifiers; however, a foreign bank may have a rating of bbb+ but they must have a Support rating of 1. Domestic savings banks must be rated a or better, without regard to modifiers, or may have a rating of bbb+ but they must have a Support rating of 1.

### ***Community Reinvestment Act Program Credit Requirements***

<b>Maximum Amount</b>	<b>Minimum Requirements</b>
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	<b>Banks</b> — FDIC Insurance Coverage
	<b>Credit Unions</b> — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit	<p>(Any 2 of 3 ratings)</p> <p>S&amp;P:       A-2</p> <p>Moody's:   P-2       <b>OR</b></p> <p>Fitch:       F-2</p> <p>Collateral is required</p> <p>Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.</p>

Eligible banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate their commitment to meeting the community reinvestment lending and charitable activities, which are also required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor's, Moody's, and Fitch.

**E. Maximum Maturities**

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as Treasury and Agency securities, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations .....	5 years
Washington Supranational Obligations <sup>1</sup> .....	5 years
Municipal Notes.....	5 years
Registered State Warrants.....	5 years
Bankers Acceptances .....	180 days
Commercial Paper .....	270 days
Negotiable Certificates of Deposit.....	180 days
CRA Bank Deposit/Certificates of Deposit .....	1 year
Repurchase Agreements .....	1 year
Reverse Repurchase Agreements.....	92 days
Medium-Term Corporate Notes.....	180 days
Collateralized Mortgage Obligations .....	180 days

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

---

<sup>1</sup> The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.



**F. Maximum Concentrations**

No more than 80% of the portfolio may be invested in issues other than United States Treasuries and Government Agencies. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations .....	100%
Municipal Notes .....	80%
Registered State Warrants .....	80%
Bankers Acceptances .....	40%
Commercial Paper .....	40%
Washington Supranational Obligations .....	30%
Negotiable Certificates of Deposit and CRA Deposit/Certificates of Deposit .....	30%
Repurchase Agreements .....	30%
Reverse Repurchase Agreements .....	20%
Medium-Term Corporate Notes .....	30%
Money Market Mutual Funds .....	20%
Collateralized Mortgage Obligations .....	20%
Local Agency Investment Fund (LAIF) .....	(per State limit)

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

No more than 10% of the portfolio, except Treasuries and Agencies, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

**G. Repurchase Agreements**

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments on the

Approved Lists of the County that meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be Treasuries or Agencies valued at 110%, or mortgage-backed securities valued at 150%.

#### **H. Community Reinvestment Act Program**

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions that support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

#### **I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers**

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities that have been placed on the Approved List of brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers that have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.



**J. Investment Guidelines, Management Style and Strategy**

The Investment Group, named by the Director of Finance, shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

**K. Approved Lists**

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

**L. Calculation of Yield and Costs**

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

**X. Reviewing, Monitoring and Reporting of the Portfolio**

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the

Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Oversight Committee and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Each quarter, the Director of Finance shall provide to the Board of Supervisors and interested parties a comprehensive report on the Pooled Investment Fund.

Annually, the Director of Finance shall provide to the Oversight Committee the Investment Policy. Additionally, the Director of Finance will render a copy of the Investment Policy to the legislative body of the local agencies that participate in the Pooled Investment Fund.

#### **XI. Withdrawal Requests for Pooled Fund Investors**

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

#### **XII. Limits on Honoraria, Gifts, and Gratuities**

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation was \$500 for the period January 1, 2019, to December 31, 2020, and the State Fair Political Practices Commission will update this limit for inflation by January 2021. Any violation must be reported to the State Fair Political Practices Commission.

### **XIII. Terms and Conditions for Outside Investors**

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

# Appendix A

## Comparison and Interpretation of Credit Ratings

<b>Long Term Debt &amp; Individual Bank Ratings</b>				
<b>Rating Interpretation</b>	<b>Moody's</b>	<b>S&amp;P</b>	<b>Fitch</b>	<b>Fitch Viability Rating</b>
<i>Best-quality grade</i>	Aaa	AAA	AAA	aaa
<i>High-quality grade</i>	Aa1	AA+	AA+	aa+
	Aa2	AA	AA	aa
	Aa3	AA-	AA-	aa-
<i>Upper Medium Grade</i>	A1	A+	A+	a+
	A2	A	A	a
	A3	A-	A-	a-
<i>Medium Grade</i>	Baa1	BBB+	BBB+	bbb+
	Baa2	BBB	BBB	bbb
	Baa3	BBB-	BBB-	bbb-
<i>Speculative Grade</i>	Ba1	BB+	BB+	bb+
	Ba2	BB	BB	bb
	Ba3	BB-	BB-	bb-
<i>Low Grade</i>	B1	B+	B+	b+
	B2	B	B	b
	B3	B-	B-	b-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC	ccc
<i>In Poor Standing</i>	-	CCC	-	
	-	CCC-	-	
<i>Highly Speculative Default</i>	Ca	CC	CC	cc
	C	-	-	c
<i>Default</i>	-	-	DDD	f
	-	-	DD	f
	-	D	D	f

<b>Short Term / Municipal Note Investment Grade Ratings</b>			
<b>Rating Interpretation</b>	<b>Moody's</b>	<b>S&amp;P</b>	<b>Fitch</b>
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

## Appendix A

### Short Term / Commercial Paper Investment Grade Ratings

Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

### Fitch Support Ratings

<i>Rating</i>	<i>Interpretation</i>
1	A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'A-'.
2	A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'BBB-'.
3	A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'BB-'.
4	A bank for which there is a limited probability of support because of significant uncertainties about the ability or propensity of any possible provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'B'.
5	A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to very weak financial ability to do so. This probability of support indicates a Long-Term Rating floor no higher than 'B-' and in many cases no floor at all.

## Appendix A

<b>Fitch Sovereign Risk Ratings</b>	
<i>Rating</i>	<i>Interpretation</i>
AAA	<b>Highest credit quality.</b> 'AAA' ratings denote the lowest expectation of default risk. They are assigned only in cases of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	<b>Very high credit quality.</b> 'AA' ratings denote expectations of very low default risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	<b>High credit quality.</b> 'A' ratings denote expectations of low default risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	<b>Good credit quality.</b> 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for timely payment of financial commitments is considered adequate but adverse business or economic conditions are more likely to impair this capacity.
BB	<b>Speculative.</b> 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	<b>Highly speculative.</b> 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	<b>High default risk.</b> Default is a real possibility.
CC	<b>Very high levels of credit risk.</b> Default of some kind appears probable.
C	<b>Exceptionally high levels of credit risk.</b> Default appears imminent or inevitable.
D	<p><b>Default.</b> Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> <li>• Failure to make payment of principal and/or interest under the contractual terms of the rated obligation;</li> <li>• The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or</li> <li>• The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.</li> </ul>



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.6

---

**TITLE:** Fiscal Year 2020/2021 Salary Adjustment

**SUBJECT:** Review and Consider Approval of Merit Pay for Fiscal Year 2020/2021

---

**EXECUTIVE SUMMARY:**

When the original Budget for FY20/21 was approved by the Board in June 2020, it did not include merit increases for staff, due in large part to the unknowns of the economy and the outlook during the COVID-19 pandemic. After reviewing the District's mid-year budget performance, General Manager King determined that the District's personnel budget is performing very well. Coupled with the vacating of the Superintendent position post retirement, the District can afford to provide the merit increases at this point without impacting the Budget. In fact, there will be a net savings.

GM King discussed the merit pay with the Personnel Committee on January 26, 2021. General Manager King asked the Committee to consider recommending to the Board to approve Merit Pay for Fiscal Year 2020/2021 and make it retroactive to July 1, 2020 (the start of FY20/21). After discussion the Committee reached consensus on recommending the Board approve the Merit Pay.

**RECOMMENDATION:**

Staff recommends the Board review and consider merit pay for Fiscal Year 2020/2021.

**STAFF RESPONSIBLE FOR REPORT:**

---

Kevin L. King, General Manager

Date: 02/08/2021



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 5.7

---

**TITLE:** Review and Consider Adoption of Official Pay Rate Schedule for Fiscal Year 2020/2021

**SUBJECT:** Review and Consider Adoption of Resolution No. 2021-02-01 Adopting Official Pay Rate Schedule for Fiscal Year 2020/2021.

---

### EXECUTIVE SUMMARY:

The Board of Trustees of Reclamation District No. 1000 (RD 1000; District) annually adopt an official pay rate schedule. Staff has prepared a revised Official Pay Rate Schedule for Fiscal Year 2020/2021 to include the reclassified Operations Supervisor position (formerly Foreman) and the new Lead Operations Specialist position classification. (Exhibit "A" in Resolution 2021-02-01).

### RECOMMENDATION:

Staff recommends the Board review and consider adoption of Resolution No. 2021-02-01 adopting an official pay rate schedule for Fiscal Year 2020/2021.

### ATTACHMENTS:

1. Resolution No. 2021-02-01

### STAFF RESPONSIBLE FOR REPORT:

---

Kevin L. King, General Manager

Date: 02/04/2021





**RECLAMATION DISTRICT NO. 1000**  
**RESOLUTION NO. 2021-02-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000**  
**ADOPTING THE OFFICIAL PAY RATE SCHEDULE FOR FISCAL YEAR 2020/2021**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 12<sup>th</sup> day of February 2021, the following resolution was approved and adopted:

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

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

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

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

**WHEREAS**, the Board has been presented with, reviewed, and considered the official pay rate schedule for Fiscal Year 2020/2021 and considers the proposed schedule as necessary and appropriate for Fiscal Year 2020/2021.

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

1. The facts contained in the recitals above are true and correct, and the Board so finds and determines.
2. The Reclamation District No. 1000 Official Pay Rate Schedule for Fiscal Year 2020/2021 is hereby adopted as presented, and as attached hereto as Exhibit "A".
3. The Official Pay Rate Schedule will become effective on February 16, 2021.

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

**ON A MOTION BY** Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District No. 1000, this 12<sup>th</sup> day of February 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 2021-02-01 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 12<sup>th</sup> of February 2021 and made a part of the minutes thereof.

---

Joleen Gutierrez, District Secretary

**EXHIBIT "A"**

**RECLAMATION DISTRICT NO. 1000**

**OFFICIAL PAY RATE SCHEDULE**

**2020-2021**

(Adopted 2/12/2021)

(Effective 2/16/2021)

<b>Position</b>	<b>Minimum</b>	<b>Maximum</b>
General Manager	\$11,572/Mo.	\$16,216.20/Mo.
Project Manager/Engineer (Temporary)	\$10,571/Mo.	\$14,595/Mo.
Operations Manager	\$10,167/Mo.	\$14,038/Mo.
Superintendent	\$7,235/Mo.	\$9,990/Mo.
Administrative Services Manager	\$6,128/Mo.	\$8,461/Mo.
Operations Supervisor	\$6,084/Mo.	\$8,401/Mo.
Lead Flood Operations Specialist	\$31.91/Hr.	\$44.06/Hr.
Equipment Maintenance Specialist	\$25.88/Hr.	\$35.72/Hr.
Flood Operations Specialist II	\$25.88/Hr.	\$35.72/Hr.
Flood Operations Specialist I	\$21.50/Hr.	\$29.69/Hr.
Administrative Assistant	\$18.21/Hr.	\$25.14/Hr.



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 6.1

---

**TITLE:** Recognition of Service

**SUBJECT:** Review and Consider Adoption of Resolution No. 2021-02-01 Recognizing Trustee Jeff Smith for Service to the Community

---

### EXECUTIVE SUMMARY:

The Board of Trustees of Reclamation District 1000 (RD 1000; District) wishes to recognize Trustee, Jeff Smith, for his service to the community. Staff recommends the Board review and consider adoption of Resolution No. 2021-02-01 (Attachment 1), recognizing Trustee Jeff Smith for Service to the Community.

### RECOMMENDATION:

Staff recommends the Board review and consider adoption of Resolution No. 2021-02-01, Recognizing Trustee Jeff Smith for Service to the Community.

### ATTACHMENTS:

1. RD 1000 Resolution No. 2021-02-01

### STAFF RESPONSIBLE FOR REPORT:

---

Kevin L. King, General Manager

Date: 02/05/2021



## *Resolution No. 2021-02-02*

In Recognition of Jerome F. Smith III's Service as a Member of the  
Reclamation District No. 1000 Board of Trustees

**WHEREAS** Jerome F. Smith III (Jeff) served as a member of the Reclamation District No. 1000 Board of Trustees from his appointment in October 2008 until February 2021; was elected Board President from 2017 to 2020 and represented the District on the Sacramento Area Flood Control Agency Board of Directors; and

**WHEREAS** Jeff grew up on a farm outside Susanville and went on to get his Bachelor's degree in Agricultural Engineering at Oregon State University giving him deep roots in agriculture before earning his advanced engineering degree and licensure as a Professional Engineer working on complex water resource projects in challenging environments and political situations around the world during his career with CH2M-Hill (now Jacobs) Engineering, the last 20 years raising his family in Natomas; and,

**WHEREAS** with his career and experience as a respected water resources engineer, the Board looked to Jeff for leadership on the complex technical flood control issues that often came to the Board; and during his term as Board President he demonstrated leadership skills providing balance to the discussion insuring all sides were heard, but in the end ensuring there was a good technical basis and appropriate fiscal responsibility for policy decisions; and his project management experience led him to be a driving force behind developing the District's first Capital Improvement Plan (and subsequent update), Strategic Plan, and Asset Management Plan in concert with his motto to "Plan for the Future"; and,

**WHEREAS**, during his tenure as Trustee, the District experienced the wettest year on record in 2017, completed construction of the Pump Plant 1B Emergency Generator; the reconstruction of Pumping Plant 2, but most importantly he was involved with completion of significant portions of the Natomas Levee Improvement Project by SAFCA, as a Board member, and subsequently the Corps of Engineers to eventually provide 200-year flood protection to Natomas along with the continued evolution of the District to a modern urban flood control agency protecting over 100,000 residents, Sacramento International Airport and numerous schools, businesses, and agricultural properties.

**Now therefore be it resolved;**

On behalf of the District's residents, businesses, farmers and property owners, the Board of Trustees of Reclamation District No. 1000 hereby gratefully acknowledges the service, leadership and contributions Jerome F. Smith III has made to the District as a member of the Board improving flood safety to the Natomas community; and furthermore wishes him well in his relocation to Henderson Nevada as he cuts back on work to spend much deserved time with his family knowing Natomas is a safer place because of his efforts.

---

Thomas Gilbert, Board President  
Reclamation District No. 1000



## RECLAMATION DISTRICT 1000

DATE: FEBRUARY 12, 2021

AGENDA ITEM NO. 7.1.1

---

TITLE: **Committee Meeting Minutes**

SUBJECT: **Meeting Minutes from Committee Meetings since the January Board Meeting**

---

### EXECUTIVE SUMMARY:

#### **Personnel Committee Meeting – January 26, 2021**

A meeting of the Reclamation District No. 1000 Personnel Committee was held on January 26, 2021 at 10:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Jones, Bains and Barandas. Staff in attendance was General Manager King, General Counsel Smith, Administrative Services Manager Gutierrez and Administrative Assistant Forehand. Trustee Gilbert joined the meeting as an observer. There were no members of the public present and therefore no public comment was received.

General Manager King presented two items to the Committee:

1. Reorganization of Operations Department
  - a. General Manager King presented the Committee with planned changes to the Operations Department which include the reclassification of the Foreman position to Operations Supervisor, the creation of two Lead Operations Specialists and unfunding the Superintendent position. The changes are being made to increase productivity, redefine job expectations, create promotional opportunities, enhance staff development, and position the Department to operate more efficiently. GM King shared that the changes being made will also result in a net reduction in District expenditures.
  - b. The Committee reviewed the planned changes, asked for clarification on a few items and reached consensus that the approach was sound. General Counsel Smith confirmed the planned changes do not require Board approval other than adoption of a new “Official Pay Rate Schedule” reflecting the new position titles and associated salary ranges for the positions (Item 5.7).
2. Merit Pay for Fiscal Year 2020/2021
  - a. General Manager King presented the Committee with a proposal to consider recommending to the Board for approval Merit Pay for Fiscal Year 2020/2021. When the original Budget for FY20/21 was approved by the Board in June 2020, it did not include merit increases for staff, due in large part to the unknowns of the economy and the outlook during the COVID-19 pandemic. After reviewing the District’s mid-year budget performance, General Manager King determined that the District’s personnel budget is performing very well. Coupled with the vacating of the Superintendent position post retirement, the District can afford to provide the merit increases at this point without impacting the Budget. In fact, there will be a net savings.

**TITLE: Committee Meeting Minutes**

- b. General Manager King asked the Committee to consider recommending to the Board to approve Merit Pay for Fiscal Year 2020/2021 and make it retroactive to July 1, 2020 (the start of FY20/21). After discussion the Committee reached consensus on recommending the Board approve the Merit Pay.

With no further business on the Personnel Committee Agenda, meeting adjourned at 10:45 a.m.

**Legal Committee Meeting – January 27, 2021**

A meeting of the Reclamation District No. 1000 Personnel Committee was held on January 27, 2021 at 9:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Avdis, Lee-Reeder and Barandas. Staff in attendance was General Manager King, General Counsel Smith, Administrative Services Manager Gutierrez, and Administrative Assistant Forehand. Trustee Gilbert joined the meeting as an observer. There were no members of the public present and therefore no public comment was received.

General Manager King presented three items to the Committee:

1. 2020 Election Debrief
  - a. General Manager King and General Counsel Smith discussed the District's 2020 General Election. The committee and staff discussed various ways to improve outreach for future elections, including developing election materials and changes to the vote tallying procedures to be more efficient.
2. Board Vacancy
  - a. Notification/Advertisement
    - i. Notice to County of Vacancy (letter): Within 15 days after effective date of vacancy (Feb 12).
  - b. Process
  - c. Appointment Procedure
    - i. Public Notice of Appointment: 15 days prior to appointment (assuming April appt, no later than March 25, 2021)
    - ii. Notice to County of Appointment (letter): 15 days after appointment (no later than April 23, 2021)
  - d. Term of Appointee
3. Recreation on District Property
  - a. General Manager King and General Counsel Smith discussed the District's policy on recreation on District policy. After discussion, the Legal Committee concluded that no changes need to be made or recommended to the District's policy at this time.

With no further business on the Legal Committee Agenda, meeting adjourned at 10:05 a.m.

**Executive Committee Meeting – February 3, 2021**

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, February 3, 2021 at 8:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Lee-Reeder. Staff in attendance was General Manager King and General Counsel



**TITLE: Committee Meeting Minutes**

Smith. There was one member of the public present, however no public comments were received.

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

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

**STAFF RESPONSIBLE FOR REPORT:**



---

Kevin L. King, General Manager

Date: 02/05/2021