



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

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

**FRIDAY, JANUARY 10, 2020  
8:00 A.M.**

**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 December 2019 Board Meeting.
- 4.2. SUPERINTENDENT'S REPORT: Update on activities since the December 2019 Board Meeting.
- 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the December 2019 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 December 13, 2019 Regular Board Meeting.
- 5.2. TREASURER'S REPORT: Approve Treasurer's Report for December 2019.
- 5.3. EXPENDITURE REPORT: Review and Accept Report for December 2019.
- 5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for December 2019.

#### **6. SCHEDULED ITEMS**

- 6.1. ANNUAL BANKING AUTHORIZATION (SACRAMENTO COUNTY): Review and Consider Adoption of Resolution No. 2020-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.
- 6.2. SACRAMENTO LOCAL AGENCY FORMATION COMMISSION: Review and Consider Selection of Alternate Special District Commissioner for Sacramento Local Agency Formation Commission (Run-off Election).
- 6.3. 2020 COMMITTEE ASSIGNMENTS: Review and Consider Approval of Trustee Committee Assignments for 2020.

#### **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 (Smith & Burns) January 3, 2019

#### **8. CLOSED SESSION**

- 8.1. No Scheduled Closed Session Items

#### **9. ADJOURN**

**TITLE:** General Manager's Report – January 2020

**SUBJECT:** Update on activities since the December 2019 Board of Trustees Meeting

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**EXECUTIVE SUMMARY:**

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activity from December included continued coordination on Natomas Levee Improvement Project with the United States Army Corps of Engineers, SAFCA and others. In summary, the District had a productive and successful month. Our key activities and achievements are presented below:

**BACKGROUND:**

**1. Administration Services**

a. Finance

- i. Finalized 2018/2019 Audit which was reviewed and accepted by the Board on December 13, 2019. The final audit has been uploaded to the District's website.

b. Human Resources

- i. District Superintendent Caldwell returned from his absence.

**2. District Operations**

a. Flood Operations:

- i. Pre-Flood Season Inspection. GM King is working with MBK Engineers, to perform aerial inspection (drone) of the exterior levee system prior to flood season. GM King authorized up to \$18,000 for MBK to perform this service for the District. \$13,000 will be reimbursed under the Flood Maintenance Assistance Program Grant and the remaining \$5,000 will be funded by the District's Operations and Maintenance Budget. Drone survey was completed in December 2019.

**3. Development Projects**

a. Sutter Pointe Phase I

- i. GM King working with Sutter Pointe Phase I Landowners and Project Agents to review of Proposed Development Project.

b. Greenbriar

- i. GM King working with City to sign off on Development Agreement Amendments as approved by the Board in November 2019.

#### 4. Capital Improvement Projects

##### a. SCADA:

- i. District submitted reimbursement request (\$305,574) to Natomas Mutual Water Company on October 1, 2019 for SCADA improvements. Reimbursement received on December 16, 2019.
- ii. All site work complete, except for minor punch list items.
- iii. TESCO is working with the software provider to improve user interface for remote viewing.
- iv. TESCO is still working on a solution to provide efficient data transfer between sites.
- v. Final demonstration test and training postponed until schedule for integration with Natomas Mutual Water Company's SCADA system is known.

##### b. CIP Update

- i. District entered into Professional Services Agreement with KSN, Inc. on November 12, 2019. A kickoff meeting with held on December 2, 2019.
- ii. Condition Assessment and Facility Inventory finalized in December 2019.

#### 5. Miscellaneous

##### a. DWR Flood Maintenance Assistance Program (FMAP)

- i. All work has been completed and equipment has been received for the FMAP 2019 Grant. Working on final close out.

***Figure 1 - 2019 FMAP EQUIPMENT PURCHASE***



- ii. GM King received funding agreement for 2020/2021 FMAP application on December 4, 2019. Currently reviewing agreement and finalizing project schedule. GM King received Board authorization to execute funding agreement on August 9, 2019 (RD 1000 Resolution No. 2019-08-05).
- b. Sacramento Area Flood Control Agency (SAFCA)
  - i. Board Meeting – December 19, 2019 (Attachment No. 1)
- c. General Manager Evaluation
  - i. GM King is due for an annual performance evaluation in February 2020.
    - 2019 Evaluation: GM King proposes to do a self-evaluation by January 17, 2020, followed by submission to and review by the Personnel Committee by the end of January. The Personnel Committee will review and provide written comments on the self-evaluation for submission to the full Board in February.
    - 2020 Goals & Priorities: GM King will work with the Personnel Committee in January to develop a list of goals and priorities for 2020, which will serve as a guide to evaluating performance in February 2021. The goals and priorities will be presented and discussed with the full Board in February 2020.
- d. Unauthorized Encampments
  - i. AB 137 (Cooper) failed to move out of the Senate Appropriations Committee. GM King meet with City of Sacramento Staff on December 17, 2019. City staff is preparing to present a City Ordinance to the City Council in January 2020 to restrict encampments on the levee system.
  - ii. Encampment near SMUD Substation was removed during the first week of January 2020.

**Figure 2 - SMUD Substation Encampment**



**Figure 3 - SMUD Substation Encampment**



**Figure 4 - SMUD Substation Encampment**



**ATTACHMENTS:**

1. SAFCA Board Meeting – December 19, 2019

**STAFF RESPONSIBLE FOR REPORT:**



Kevin L. King, General Manager

Date: 01/07/2020



## Board of Directors Agenda of

**December 19, 2019 - 3:00 pm**

City of Sacramento Council Chambers, 915 I Street, Sacramento, CA. 95814

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**Directors/Alternates Present:** Avdis, Burns, Conant, Frost, Harris, Holloway, Jennings, Johns, Nottoli, Peters, Riley, and Serna

**Directors Absent:** Ashby

### ROLL CALL

### PUBLIC COMMENTS

### CLOSED SESSION

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

**Property: 8310 Pocket Road, Sacramento, CA; Sacramento County APN: 031-0112-002**

**Agency Negotiators: Pete Ghelfi, M. Holly Gilchrist, Jason D. Campbell, Richard M. Johnson**

**Negotiating Party: Mr. Norman A. Champ II and Ms. Joanne A. Champ**

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

Motion by Director Holloway and seconded by Director Avdis approving staff's recommendation for purchase of the property. The details of the transaction will be made public when they are reduced to writing and executed.

**AYES:** Avdis, Burns, Conant, Frost, Harris, Holloway, Jennings, Johns, Peters, Riley, and Serna  
**NOES:** (None)  
**ABSTAIN:** (None)  
**RECUSE:** (None)  
**ABSENT:** Ashby and Nottoli

## **EXECUTIVE DIRECTOR'S REPORT**

1. [Information - Executive Director's Report for December 19, 2019 \(Johnson\)](#)

## **CONSENT MATTERS**

Motion by Director Conant and seconded by Director Avdis to approve Resolution Nos.: 2019-147; 2019-148; 2019-149; 2019-150; 2019-151; 2019-152; 2019-153; 2019-154; 2019-155; and 2019-156 of Consent Matters.

AYES: Avdis, Burns, Conant, Frost, Harris, Holloway, Jennings, Johns, Nottoli, Peters, Riley, and Serna  
NOES: None  
ABSTAIN: None  
RECUSE: None  
ABSENT: Ashby

2. [Adopting the Action Summary for November 21, 2019 \(Russell\)](#)
3. [Resolution No. 2019-147 - Consideration of the Final Supplemental Environmental Assessment/Environmental Impact Report on the American River Watershed Common Features 2016 Project, Sacramento River East Levee Contract 1 Project as a Responsible Agency and Approving the Recommended Project \(Johnson\)](#)
4. [Resolution No. 2019-148 - Authorizing the Executive Director to Enact Cost of Living Adjustments Pursuant to the SAFCA Administered Personnel Management System Policies and Procedures \(Campbell\)](#)
5. [Resolution No. 2019-149 - Authorizing the Executive Director to Execute Amendment No. 2 to Contract No. 1448 with Mead & Hunt, Inc. for Design Services for the Rehabilitation of Cattle Fence \(Sorgen\)](#)
6. [Resolution No. 2019-150- Authorizing the Executive Director to Execute Amendment No. 1 to Contract No. 1500 with Kleinfelder, Inc. for Geotechnical and General Engineering Consulting Services \(Ghelfi\)](#)
7. [Resolutions - Authorizing the Executive Director to Amend Consulting Services Contracts for Environmental Services on an As-Needed Basis to Support Execution of SAFCA's Programs and Projects \(Bardini\)](#)
  - A. Resolution No. 2019-151 - Environmental Science Associates, Amendment No. 3 to Contract No. 1345



B. Resolution No. 2019-152 - GEI Consultants, Inc., Amendment No. 9 to Contract No. 1346

8. [Resolutions - Authorizing the Executive Director to Execute Contract Amendments for Right of Way Consulting Services to Support Execution of SAFCA's Programs and Projects \(Bassett\)](#)

A. Resolution No. 2019-153 - Authorizes Amendment No. 4 to Contract No. 1355 with Bender Rosenthal, Inc.

B. Resolution No. 2019-154 - Authorizes Amendment No. 4 to Contract No. 1356 with Interwest Consulting Group, Inc.

C. Resolution No. 2019-155 - Authorizes Amendment No. 4 to Contract No. 1357 with Overland Pacific and Cutler, LLC

D. Resolution No. 2019-156 - Authorizes Amendment No. 2 to Contract No. 1358 with Paragon Partners LTD.

## SEPARATE MATTERS

9. [Resolution No. 2019-157 - Authorizing the Executive Director to Prepare for Issuance of Sacramento Area Flood Control Agency Consolidated Capital Assessment District No. 2 Series 2020 Financing and Associated Actions \(Campbell\)](#)

Motion by Director Avdis and seconded by Director Conant to approve Resolution No. 2019-157.

AYES: Avdis, Burns, Conant, Frost, Harris, Holloway, Jennings, Johns, Nottoli, Peters, Riley, and Serna  
NOES: None  
ABSTAIN: None  
RECUSE: None  
ABSENT: Ashby

10. [Resolution of Necessity No. 2019-158 - Authorizing an Eminent Domain Action to Acquire Certain Real Property Interests in Sacramento County Assessor's Parcel Number 031-0012-002 for The American River Common Features \(ARCF 2016\) Project - Property Owners: Norman A. Champ II And Joanne A. Champ \(Ghelfi\)](#)

Motion by Director Holloway and seconded by Director Conant to approve Resolution No. 2019-158.

AYES: Avdis, Burns, Conant, Frost, Harris, Holloway, Jennings, Johns, Nottoli, Peters, Riley, and Serna  
NOES: None  
ABSTAIN: None  
RECUSE: None

ABSENT: Ashby

**ADJOURN**

Respectfully submitted,

Lyndee Russell

DATE: JANUARY 10, 2020

AGENDA ITEM NO. 4.2

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TITLE: Superintendent's Report – January 2020

SUBJECT: Update on activities since the December 2019 Board of Trustees Meeting

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**EXECUTIVE SUMMARY:**

This Staff Report is intended to inform the Board and serve as official record of the activities the District's field staff engaged in for the month of December 2019. 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 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, information provided is strictly informational.

**ATTACHMENTS:**

1. Superintendent's Report Data Sheet
2. SCADA Incident Report – November 30, 2019

**STAFF RESPONSIBLE FOR REPORT:**



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Donald Caldwell, Superintendent

Date: 01/03/2020



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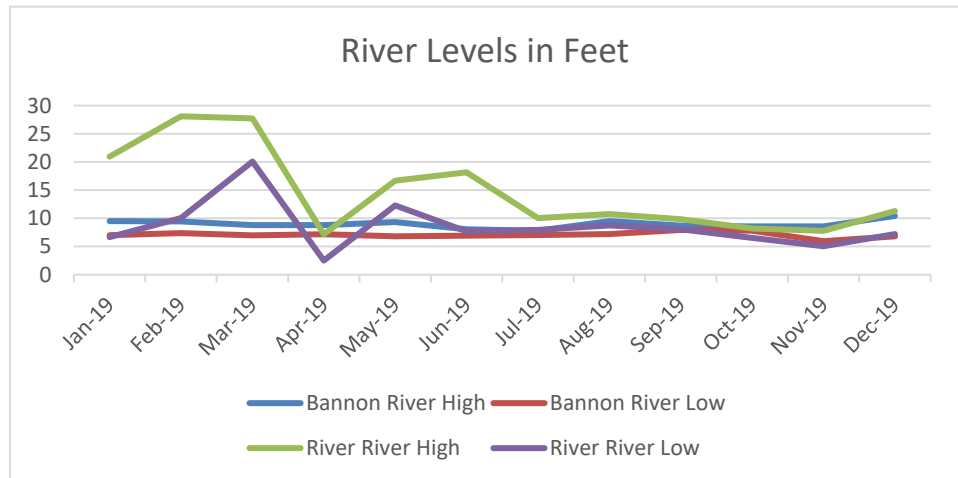
Kevin L. King, General Manager

Date: 01/06/2020

**River Levels:**

**Bannon** H: 10.42'  
L: 6.81'

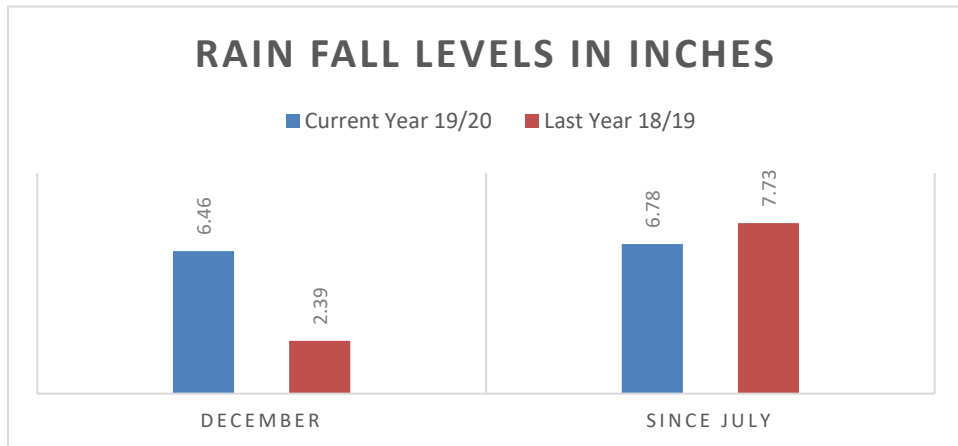
**River** H: 11.28'  
L: 7.19'



**Rain Fall Totals:**

December rain totals were 6.46"

Rain totals since July 1st were 6.78"



**Safety topics for the month of December:** Winter Weather Driving – Fog & Rain: Lights and Wipers are required per the law.

**District Complaints:** For the month of December the District received five (5) complaints. 3 residents reported concerns regarding unauthorized encampments and trash. The District informed them that we are actively working with City/County officials regarding encampments. The unauthorized encampment by the District’s Sump Station has since been abandoned, District crews removed remaining debris. Debris from illegal dumping along El Centro Road has also been removed. The District also received a call from the Department of Fish and game regarding fox dens in the landside of the levee in the 2000 block of Garden Highway. Both the Department of Fish and Game and District Staff determined that the dens were no longer active to wildlife and repairs were made to the levee. Finally, a business located along Stryker Avenue reported a downed fence, it was determined that the fence was not District property and the District would not be required to repair the fence.

The chart below represents various activities the field crew spent their time working on during the month of December 2019.

RD 1000 Field Crew	*Field Hours Worked	Activity
	120	Grounds
	46	Pump Plant Maintenance
	828.5	Pump Rounds
	63	Garbage
	16	Mowing
	61	Equipment Repair

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

### Pumping

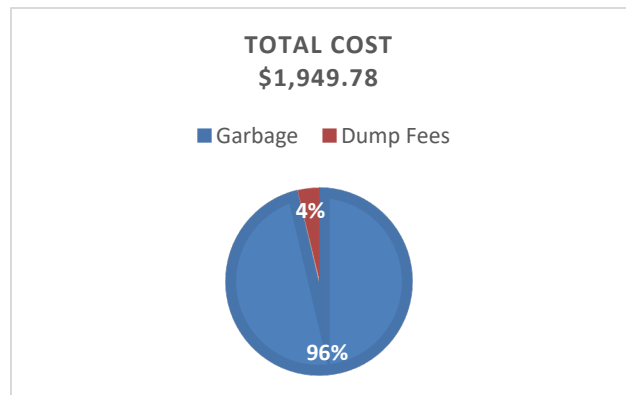
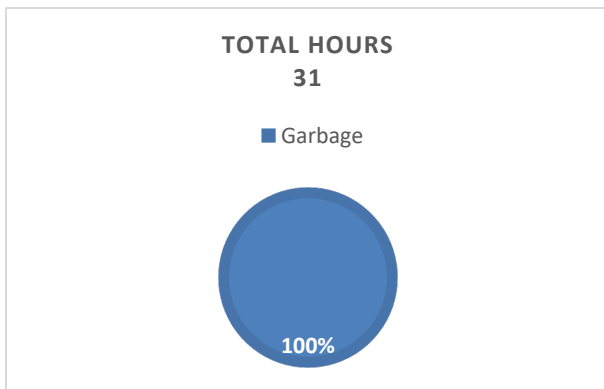
The District did some pumping for the month of December due to rain events.

Pumping Plant	Pump	Hours and A/F
Plant 1-B	Pump # 1	8.9 hours and 87.22 A/F
	Pump # 2	134.3 hours and 1316.14 A/F
	Pump # 5	9.5 hours and 93.1 A/F
	Pump # 6	16 hours and 87.22 A/F
Plant 2	Pump # 1	90 hours and 594 A/F
	Pump # 2	15 hours and 43.5 A/F
Plant 3	Pump # 1	17.2 hours and 63.64 A/F
	Pump # 3	36.4 hours and 243.88 A/F
Plant 8	Pump # 1	82.3 hours and 864.15 A/F
	Pump # 2	4.3 hours and 45.15 A/F
	Pump # 3	740 hours and 2812 A/F
	Pump # 5	500.6 hours and 1902.28 A/F

### Unauthorized Encampment Activity

The District spent a total of 31 crew hours on unauthorized encampments for a total cost to the district of \$1,949.78. This total includes labor,\* equipment costs and dump fees.

*\*labor costs only include hourly wages and does not include a weighted rate for each employee*





After about a full day of pumping in manual at all the pump plants, we were able to regain control of the drain levels. Once we had the drain levels back down to a manageable level we shut some pumps off and tried them again in auto, with no success. The next morning, Dec.3rd, I got in contact with Zach at Tesco and informed him of the problem. He immediately came out to the district and we met at plant 1B. After a little testing of the new SCADA equipment, he determined that there was a wiring and programming problem with the new power monitors. He then called their field tech Andrew, who came out immediately. After some rewiring and re-programming, we did a startup test in auto on all the pumps. The test was successful and everything worked exactly like it was supposed to. They then went on to the other pump plants and performed the same fix with success. Since Dec.3rd we have been doing quite a bit of pumping and have not had any issues with the pumps starting and shutting off in auto.

### Corrective Action

Describe Corrective Actions Taken to Prevent Future Incidents

The District had TESCO look into the wiring and reprogramming of all the sites. The District believes the cause of the incident has been correctly resolved. The District should also consider installation of water level monitors and an alarming system in the event that the pumps fail to start while set in auto in the future. In the mean time, the District will closely monitor the SCADA system and ensure that auto operations are performing as expected.

### Acknowledgement & Agreement

Supervisor: 

Signature: 

Date: 1/7/19

**DATE:** January 10, 2020

**AGENDA ITEM NO. 4.3**

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**TITLE:** District Counsel's Report – January 2020

**SUBJECT:** Update on activities since the December 2019 Board of Trustees Meeting

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**EXECUTIVE SUMMARY:**

Reclamation District 1000's (RD 1000; District) General Counsel, Rebecca Smith and/or Scott Shapiro to provide verbal report of work performed during the month of December 2019.

**ATTACHMENTS:**

None

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 01/06/2020



DATE: JANUARY 10, 2020

AGENDA ITEM NO. 5.1

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TITLE: Approval of Minutes

SUBJECT: Approval of Minutes from December 13, 2019 Regular Board Meeting

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**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 (Attachments 1) from the December 13, 2019 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.

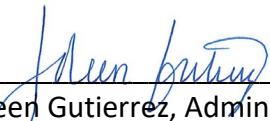
**RECOMMENDATION:**

Staff recommends the Board approve the Minutes from the December 13, 2019 Regular Board Meeting.

**ATTACHMENTS:**

1. December 13, 2019, Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 01/06/2020

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

Date: 01/06/2020

**Reclamation District No. 1000  
Board of Trustees Meeting**

1633 Garden Highway  
Sacramento, CA 95833

**December 13, 2019  
MEETING MINUTES**

The Reclamation District No. 1000 Board of Trustees met in regular session on this date at the District Office. Present were: Board President Jeff Smith; Vice President Chris Burns; Trustee Nick Avdis; Trustee Jag Bains; Trustee David Christophel; Trustee Thom Gilbert; Trustee Elena Lee Reeder; General Manager Kevin King; General Counsel Jim Day; Administrative Services Manager Joleen Gutierrez; District Foreman Tony DelCastillo and Administrative Assistant Christina Forehand.

Also Present: Scott Brown from Larsen, Wurzel & Associates, District Project Manager/Engineer Paul Devereux, and Legal Counsel Scott Shapiro.

**1. PRELIMINARY**

1.1 Call Meeting to Order

The meeting was called to order by Board President Jeff Smith.

1.2 Roll Call

Trustee Christophel, Trustee Smith, Trustee Avdis (arrived 8:05 am), Trustee Burns, Trustee Gilbert, incoming Trustee Elena Lee Reeder, and incoming Trustee Jag Bains.

1.3 Approval of the Agenda

A motion was made by Trustee Burns to approve the Agenda, seconded by Trustee Christophel, all in favor, and motion is approved.

1.4 Pledge of Allegiance

1.5 Oath of Office – Trustees Jeff Smith, Elena Lee Reeder, and Jag Bains

Trustee Avdis arrived in time to conduct the Oath of Office for new Trustees Elena Lee Reeder and Jag Bains.

1.6 Election of Board President and Vice President

Trustee Smith called for nominations for President and Vice President. Trustee David Christophel made a motion to nominate Trustee Jeff Smith as Board President, Trustee Nick Avdis seconded the motion as there were no other nominations for Board President Trustee Smith was elected as Board President. Trustee Nick Avdis made a motion to nominate Trustee

Chris Burns for Vice President, Trustee Elena Lee Reeder seconded the motion. Trustee Thom Gilbert self-nominated himself for Vice President, and Trustee David Christophel seconded the motion. The second motion failed to receive enough approving votes. The original motion was then called for a vote.

Moved/Seconded: Trustee Nick Avdis / Elena Lee Reeder

Ayes: Trustees Jag Bains, Elena Lee Reeder, Nick Avdis, Chris Burns

Noes: Trustees David Christophel, Jeff Smith, Thom Gilbert

Action: By a vote of 4 Ayes and 3 Noes, motion passes and Trustee Chris Burns is elected as Board Vice President.

#### 1.7 Conflict of Interest

No Trustees reported having any conflicts of interest.

## 2. PRESENTATIONS

There were no scheduled presentations.

## 3. PUBLIC COMMENT

There were no public comments.

## 4. INFORMATIONAL ITEMS

### 4.1 – General Manager’s Report: GM King provided a verbal report of activities since the November 2019 Board Meeting.

The General Manager’s written report was included in the December 13, 2019 board packet for review. For informational purposes, GM King included in the packet the Agreement from the County to use RD 1000 properties as flood fight storage. He advised the Board that additional agreement details are necessary before requesting authorization from the Board to sign the Agreement. Trustee Smith directed staff to work with the County to identify potential locations for stockpile locations prior to the January 2020 Board Meeting.

There were no public comments related to the Agreement.

Trustee Burns asked about the District’s SCADA system and whether a recent power monitor issue had been resolved. RD1000 Consultant Scott Brown from Larsen Wurzel & Associates addressed this question in detail. In summary, the SCADA installation at Plant 1 and Plant 8 experienced a monitoring failure due to an unforeseen configuration issue which TESCO immediately resolved. Trustee Smith inquired about functional testing had been performed. Mr. Brown indicated function testing had been performed, but power failure and response may not have been tested. Christophel asked whether additional testing is necessary. Mr. Brown stated there is still a minor communication issue with bandwidth. Once this issue is corrected, functional testing will be performed before signing off the project and entering into the warranty phase.

#### 4.2 – Superintendent’s Report: Update on activities since the November 2019 Board Meeting

A written informational summary was provided to the Board in the December 13, 2019 board packet.

#### 4.3 – District Counsel’s Report: Update on District Legal activities since the November 2019 Board Meeting

Counsel Jim Day provided a verbal report of his activities during November 2019.

### 5. CONSENT CALENDAR

*All Consent Calendar items are considered routine, and the Board adopts them in one Motion, unless Trustees, staff or the public request specific items be discussed and/or removed from the Consent Calendar.*

*There were no items pulled for further discussion.*

**Moved/Seconded:** Trustee Avdis / Trustee Burns

**Ayes:** Trustees Jeff Smith, Chris Burns, Nick Avdis, Elena Lee Reeder, Jag Bains, David Christophel, Thom Gilbert

**Noes:** None

**Action:** A motion passed to approve Consent Calendar Items 5.1, 5.2, 5.3, 5.4 in one motion.

#### 5.1 Approval of Minutes from the November 14, 2019, Regular Board Meeting

**Action:** Approved Minutes from November 14, 2019, Board Meeting.

#### 5.2 Treasurer’s Report for November 2019.

**Action:** Approved Treasurer’s Report for November 2019.

#### 5.3 Expenditure Report: Review and Accept Report for November 2019.

**Action:** Reviewed and Accepted Expenditure Report for November 2019.

#### 5.4 Budget to Actual Report: Review and Accept Report for November 2019.

**Action:** Reviewed and Accepted Budget to Actual Report for November 2019.

## 6. SCHEDULED ITEMS

- 6.1 Professional Services Agreement: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Downey Brand LLP for General Counsel Legal Services.

General Manager King announced the Board interviewed five respondents to the District's RFQ for Legal Services. Based on interview results, GM King was tasked by the Board to negotiate with Downey Brand LLP on time allotment and legal services provided by General Counsels Rebecca Smith and Scott Shapiro

General Manager King stated as part of the Agreement with Downey Brand LLP; the District is being asked to sign off on a few conflicts of interest waivers as Downey Brand also represents SAFCA and neighboring Reclamation Districts. Trustee Avdis inquired whether the Engagement Letter and Agreement had been made public. At this stage, the documents were not made public. The Board had a robust discussion concerning disclosing the terms of the General Counsel Agreement. Counsel Scott Shapiro made known that under the State Bar Rules of Conduct, Engagement Letters are protected under attorney-client privilege; therefore, not a public document. However, the Board can decide to make the document public after it has been fully executed. This determination can only be made by the client and not the attorney. Counsel Shapiro also confirmed a change under the Terms of Agreement section, where a sentence had been removed to coincide with the language in the engagement letter. After discussion, all Trustees were satisfied with Scott Shapiro's explanation and Agreement/Engagement Letter changes. It is the Board's desire to release the Agreement once signed.

There were no public comments.

**Moved/Seconded:** Trustee Nick Avdis/ Trustee David Christophel

**Ayes:** Trustees Jeff Smith, Chris Burns, Thom Gilbert, Nick Avdis, Elena Lee Reeder, Jag Bains David Christophel

**Noes:** None

**Action:** A motion passed to authorize General Manager King to sign the discussed conflict of interest waivers, execute the Professional Services Agreement with Downey Brand LLP for general counsel legal services, and to disclose the document publicly after full execution.

- 6.2 Audited Financial Statements Year End June 30, 2019: Review and Receive the Audited Financial Statements for Year-End June 30, 2019:

General Manager King stated the District's Financial Audit has been completed by Mary Ann Cropper of Cropper Accountancy. Finance Committee Chair Thom Gilbert provided a brief overview of the December 4, 2019 Finance Committee Meeting, where the financial audit was thoroughly reviewed and discussed. A few recommended changes to the GASB

statement were made after this meeting thereby creating the Audit Report in its final form. Trustee Gilbert briefed the Board of an overall clean audit. The audit is in its final form for the Board to review and accept.

There were no public comments.

**Moved/Seconded:** Trustee Chris Burns/ Trustee Thom Gilbert

**Ayes:** Trustees Thom Gilbert, Chris Burns, Nick Avdis, Jeff Smith, Elena Lee Reeder, Jag Bains, David Christophel

**Noes:** None

**Action:** A motion to receive the Audit Report for Year-End June 30, 2019 and publish the report publically is approved.

- 6.3 Peabody Lease Agreement 3<sup>rd</sup> Amendment: Review and Consider Authorizing the General Manager to Execute 3<sup>rd</sup> Amendment to Lease Agreement of District Property with Ross E. Peabody.

This item was pulled from the agenda.

- 6.4 2020 Creek Week Sponsorship: Review and Consider Approval of Financial Sponsorship for Support of Creek Week 2020.

The Sacramento Creeks Council is requesting the District's support for their 2020 Creek Week cleanup event scheduled for April 18-19. RD1000 is a long-time supporter of this event. Staff suggests a financial sponsorship at \$1000, plus in-kind services during the event (estimated at \$1000). The Board asked GM King to work with the Council to qualify for their \$2000 Platinum Level Sponsorship.

There were no public comments.

**Moved/Seconded:** Trustee Nick Avdis / Trustee David Christophel

**Ayes:** Trustees Thom Gilbert, Chris Burns, Nick Avdis, Jeff Smith, Elena Lee Reeder, Jag Bains, David Christophel

**Noes:** None

**Action:** A motion to approve sponsorship of Creek Week 2020 with a \$1000 financial contribution and \$1000 in-kind contribution is approved.

- 6.5 Recognition of Service: Review and Consider Adoption of Resolution No. 2019-12-01 Recognizing Trustee Tom Barandas for Service to the Community.

Board President Jeff Smith presented outgoing Board Trustee Tom Barandas with a Resolution plaque thanking him for his decades of service to the community. Outgoing Trustee Tom Barandas addressed the Board with a farewell speech and offered his continued expertise should the Board ever need his assistance. Board members offered individual comments and wished him well in retirement.

**Moved/Seconded:** Trustee Chris Burns/ Trustee Nick Avdis

**Ayes:** Trustees Thom Gilbert, Chris Burns, Nick Avdis, Jeff Smith, Elena Lee Reeder, Jag Bains, David Christophel

**Noes:** None

**Action:** A motion passed to adopt Resolution 2019-12-01, Recognizing Trustee Tom Barandas for his service to the community.

6.6 Recognition of Service: Review and Consider Adoption of Resolution No. 2019-12-02 Recognizing Trustee Frederick Harris for Service to the Community.

Outgoing Trustee Fred Harris was not in attendance to accept his Resolution.

There were no public comments.

**Moved/Seconded:** Trustee Nick Avdis / Trustee Thom Gilbert

**Ayes:** Trustees Thom Gilbert, Chris Burns, Nick Avdis, Jeff Smith, Elena Lee Reeder, Jag Bains, David Christophel

**Noes:** None

**Action:** A motion passed to adopt Resolution No. 2019-12-02, Recognizing Trustee Frederick Harris for his service to the community.

6.7 Recognition of Service: Review and Consider Adoption of Resolution No. 2019-12-03 Recognizing General Counsel Jim Day for Service to the Community.

Counsel Jim Day was presented a Resolution thanking him for his service to the District and community for many decades. He is wished well in retirement.

There were no public comments.

**Moved/Seconded:** Trustee David Christophel/ Trustee Nick Avdis

**Ayes:** Trustees Thom Gilbert, Chris Burns, Nick Avdis, Jeff Smith, Elena Lee Reeder, Jag Bains, David Christophel

**Noes:** None

**Action:** A motion passed to adopt Resolution No. 2019-12-03 Recognizing General Counsel Jim Day for his service to the community.

## 7. BOARD OF TRUSTEE'S COMMENTS

### 7.1 – Board Activity Updates:

#### 7. 1.1. RD 1000 Committee Meetings Since Last Board Meeting

- Executive Committee (Smith, Barandas, & Burns) December 4, 2019
- Finance Committee (Gilbert & Smith) December 4, 2019

A summary of Committee Meeting Minutes was included for review in the December 13, 2019 board packet.

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

- Legal Committee (Avdis, Barandas, & Harris)
- Operations Committee (Smith, Barandas, & Christophel)
- Personnel Committee (Harris, Burns, & Christophel)
- Urbanization Committee (Burns, Gilbert, & Avdis)

#### 7.1.3 Trustee's Comments/Reports

Trustee Smith made known the Board President makes committee assignments. He will work with new board members to educate each about the work scope of each committee and as well as understand their individual interests. Committee assignments will be revealed during the January 2020 Board meeting.

### **8. Closed Session**

No scheduled Closed Session items.

### **9. ADJOURN**

Meeting adjourned.



**TITLE: Treasurer's Report**

**SUBJECT: Approve Treasurer's Report for December 2019**

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**EXECUTIVE SUMMARY:**

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

The Staff Report attachment provides the monthly beginning and ending balances of its Operations and Maintenance cash flow. The report considers the current month's receipts, fund to fund transfers, accounts payable, and payroll.

Noteworthy fund and cash flow items in the month of December 2019 are featured in the attached Treasurer's Report. The District incurred several large expenses associated with the FMAP Grant (i.e., vegetation management, consultants, and large equipment purchases). Because of this, transfers were made from the District's LAIF account to cover these upfront expenses. The District has since reimbursed itself from the FMAP grant fund for associated expenses.

**BACKGROUND:**

Income and Cash

The District has 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.

The District is required by law to have a minimum of six (6) months operation and maintenance reserves. Additionally, the District needs six (6) months of Operations and Maintenance (O/M) reserves to pay expenses from July through December when the 1<sup>st</sup> installments are collected on property assessments. The annual O/M budget is approximately \$2 million per year.

**RECOMMENDATION:**

Staff recommends the Board approve the information in the December 2019 Treasurer's Report.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Treasurer's Report December 2019

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 01/06/2020

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

Date: 01/06/2020

Reclamation District 1000  
Treasurer's Report  
December 2019

Treasurer's Report for December 2019

<b>December 2019</b>	
Total Funds	7,860,976.87
Bank of the West - Checking	222,462.12
Bank of the West - Money Market	565,742.92
Bank of the West FMAP	13,399.07
Sacramento County Treasurer	3,427,788.93
State Treasurer - Local Agency Investment Fund	1,521,486.96
City of Sacramento - Pool A	2,110,096.87

<b>December 2019 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			3,484,746.07
	Income	Expense	
Current months receipts	15,020.00		15,020.00
Transfer from money market account	200,000.00		200,000.00
Transfers from FMAP account	395,018.03		395,018.03
Accounts Payable*		(359,735.27)	(359,735.27)
Payroll		(84,797.78)	(84,797.78)
<b>Ending Balance</b>			3,650,251.05

\*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank service charge	20.00
Deposit monies received for Parkbridge	15,000.00
	<u>15,020.00</u>

The district received \$11,113.19 into the County Treasury during November 2019. Because of the timing of receipt of the County Treasury statements, these amounts were not previously reported.

DATE: JANUARY 10, 2020

AGENDA ITEM NO. 5.3

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TITLE: Expenditure Report

SUBJECT: Review and Accept Report for December 2019

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**EXECUTIVE SUMMARY:**

This Staff Report is intended to advise the Board of monthly expenditures and provide an explanation of any expenses outside of the usual course of business. Staff recommends the Board review and accept the Expenditure Report for December 2019.

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; however, there are a few noteworthy expenses related to the FMAP Grant – Municipal Maintenance Equipment \$180,055.48 for field equipment and vegetation management by Emerald Site Services for \$82,345.

**RECOMMENDATION:**

Staff recommends the Board review and accept the Expenditure Report for December 2019.

**FINANCIAL IMPACT:**

Expected FMAP related expenses have lowered District reserves. The District has continued to reimburse itself from FMAP grant fund for associated expenses.

**ATTACHMENTS:**

1. December 2019 Expenditure Report

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 01/06/2020

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

Date: 01/06/2020

Type	Date	Num	Name	Memo	Amount	Balance
<b>Cash and Investments</b>						<b>56,957.14</b>
<b>1010.00 - Bank of the West Checking Acct</b>						<b>56,957.14</b>
Check General	12/02/2019	EFT	Bank of the West		-20.00	56,937.14
Journal	12/02/2019			Refund of bank fees	20.00	56,957.14
Bill Pmt - Check	12/03/2019	1001456051	Cal Pers	j gutierrez 457 monthly contribution	-893.26	56,063.88
Transfer Bill Pmt -	12/03/2019			Funds Transfer	200,000.00	256,063.88
Check Bill Pmt -	12/04/2019	40803	Emerald Site Services, Inc		-82,345.00	173,718.88
Check Bill Pmt -	12/05/2019	913914915	Cal Pers		-12,482.86	161,236.02
Check Bill Pmt -	12/05/2019	33940018754	City of Sacramento	7029676079	-4.38	161,231.64
Check Bill Pmt -	12/05/2019	33913973102	PG&E		-120.27	161,111.37
Check Bill Pmt -	12/05/2019	80006631226	Waste Management of Sacramento		-521.69	160,589.68
Check Bill Pmt -	12/05/2019	1001457911	Cal Pers		-300.00	160,289.68
Check Bill Pmt -	12/05/2019	40804	Airgas NCN		-360.55	159,929.13
Check Bill Pmt -	12/05/2019	40805	AT&T		-292.63	159,636.50
Check Bill Pmt -	12/05/2019	40806	Bare Bones Workwear		-138.52	159,497.98
Check Bill Pmt -	12/05/2019	40807	Carson Landscape Industries		-320.00	159,177.98
Check Bill Pmt -	12/05/2019	40808	Green Light Termite and Pest		-75.00	159,102.98
Check Bill Pmt -	12/05/2019	40809	Interstate Oil Company		-2,274.30	156,828.68
Check Bill Pmt -	12/05/2019	40810	J Franko Electric		-1,343.23	155,485.45
Check Bill Pmt -	12/05/2019	40812	Neat Freak Clean, LLC		-210.00	155,275.45
Check Bill Pmt -	12/05/2019	40813	NorCal Kenworth		-258.59	155,016.86
Check Bill Pmt -	12/05/2019	40814	Steve Yaeger Consulting		-2,821.00	152,195.86
Check Bill Pmt -	12/05/2019	40815	US Bank Corp	4246044555654049	-2,496.24	149,699.62
Check Bill Pmt -	12/05/2019	40816	Valley Tire Center, Inc.		-1,225.16	148,474.46
Check Bill Pmt -	12/05/2019	40817	Valley Truck & Tractor Company		-74.62	148,399.84
Check Bill Pmt -	12/05/2019	40818	Yolo County Public Works		-1,468.41	146,931.43
Check General	12/05/2019	40811	Larsen Wurzel & Associates	VOID:	-2,761.50	144,169.93
Journal	12/05/2019			12/5/19 payroll	-31,385.05	112,784.88
Journal	12/05/2019			12/5/19 payroll	-12,059.57	100,725.31
Transfer Bill Pmt -	12/10/2019			Funds Transfer	207,993.26	308,718.57
Check Bill Pmt -	12/11/2019	121119	Alhambra & Sierra Springs		-76.49	308,642.08
Check Bill Pmt -	12/11/2019	217112	Berkshire Hathaway Homestate Companies	REWC018750	-1,830.52	306,811.56
Check Bill Pmt -	12/11/2019	3719961792	Comcast		-158.38	306,653.18
Check Bill Pmt -	12/11/2019	2304024	Napa Auto Parts		-286.51	306,366.67
Check Bill Pmt -	12/11/2019	40819	ACWA JPIA		-1,824.14	304,542.53
Check Bill Pmt -	12/11/2019	40820	Atlas Building Solutions		-600.00	303,942.53
Check	12/11/2019	40821	Brookman Protection Services, Inc.		-7,800.00	296,142.53

Bill Pmt -							
Check	12/11/2019	40822	Carson Landscape Industries			-695.00	295,447.53
Bill Pmt -							
Check	12/11/2019	40823	Day Carter & Murphy LLP			-10,497.50	284,950.03
Bill Pmt -							
Check	12/11/2019	40824	Great America Financial Services			-332.29	284,617.74
Bill Pmt -							
Check	12/11/2019	40825	Grow West			-201.60	284,416.14
Bill Pmt -							
Check	12/11/2019	40826	Kleinfelder, Inc.			-1,245.00	283,171.14
Bill Pmt -							
Check	12/11/2019	40827	Montage Enterprises			-2,008.78	281,162.36
Bill Pmt -							
Check	12/11/2019	40828	Nordic Industries, Inc.			-333.88	280,828.48
Bill Pmt -							
Check	12/11/2019	40829	Tri-C Manufacturing, Inc.			-1,350.00	279,478.48
Bill Pmt -							
Check	12/12/2019	40830	Municipal Maintenance Equipment	Job 0107760		180,055.48	99,423.00
Check	12/13/2019	EFT	ADP			-97.22	99,325.78
Bill Pmt -							
Check	12/18/2019	40831	Blankinship & Associates, Inc.			-971.25	98,354.53
Bill Pmt -							
Check	12/18/2019	40832	Chavez Accountancy Corporation			-2,592.50	95,762.03
Bill Pmt -							
Check	12/18/2019	40833	Grainger, Inc.			-271.18	95,490.85
Bill Pmt -							
Check	12/18/2019	40834	John F. Mahaney Co.			-161.88	95,328.97
Bill Pmt -							
Check	12/18/2019	40835	MBK Engineers			-6,969.29	88,359.68
Bill Pmt -							
Check	12/18/2019	40836	Sacramento Area Creeks Council	Creek Week 2020 Sponsorship		-1,000.00	87,359.68
Bill Pmt -							
Check	12/18/2019	1001467527	Cal Pers			-19,501.26	67,858.42
Bill Pmt -							
Check	12/18/2019	35298078463	PG&E			-1,780.95	66,077.47
Bill Pmt -							
Check	12/18/2019	ANTT5I0V	Streamline			-200.00	65,877.47
Bill Pmt -							
Check	12/18/2019	14314979376	The Home Depot			-684.42	65,193.05
Bill Pmt -							
Check	12/18/2019	881811355	Verizon			-311.36	64,881.69
Transfer	12/18/2019			Funds Transfer		180,055.48	244,937.17
Transfer	12/18/2019			Funds Transfer		6,969.29	251,906.46
General Journal	12/18/2019		Parkbridge	Amounts received for Parkbridge		15,000.00	266,906.46
Bill Pmt -							
Check	12/19/2019	40837	PCF Insurance Services of the West LLC			-697.00	266,209.46
Bill Pmt -							
Check	12/20/2019	40838	City of Sacramento - Revenue Division			-1,372.00	264,837.46
Bill Pmt -							
Check	12/20/2019	40839	J&J Truck Repair			-525.00	264,312.46
Bill Pmt -							
Check	12/20/2019	35450126498	City of Sacramento	2007944000		-151.68	264,160.78
Bill Pmt -							
Check	12/20/2019	35450105110	City of Sacramento	5450844000		-45.50	264,115.28
General Journal	12/20/2019			Dec 20, 2019 payroll		-28,795.39	235,319.89
General Journal	12/20/2019			Dec 20, 2019 payroll		-12,276.30	223,043.59
General Journal	12/20/2019			Dec 20, 2019 payroll		-281.47	222,762.12
Bill Pmt -							
Check	12/26/2019	1001471853	Cal Pers			-300.00	222,462.12
Total 1010.00 - Bank of the West Checking Acct							165,504.98
Total Cash and Investments							222,462.12
							<u>165,504.98</u>
							<u>222,462.12</u>

Total receipts 15,020.00  
Transfers from FMAP 395,018.03

Transfers from Money Market	200,000.00
Payroll disbursements	-84,797.78
Accounts payable disbursements	-359,735.27

**TITLE:** Budget to Actual Report

**SUBJECT:** Review and Accept Report for December 2019

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**EXECUTIVE SUMMARY:**

This Staff Report is intended to provide a monthly budgetary snapshot of how well the District is meeting 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 percentage of the budget. 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 fiscal year to date report for the month ending December 31, 2019. At this time, the District is at 59% of our anticipated Election expenses. This is a budgeted item and annual expense that is anticipated to stay under budget. Administrative costs exceeding 50% are due to one-time annual budgeted expenses including District memberships, property taxes and our annual liability and auto insurance policies.

**BACKGROUND:**

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

Three committees review the draft budget before being presented to the Board for adoption in June. The Personnel Committee reviews the wage and benefits portion of the Budget. The Operations Committee reviews the Capital expenditures Budget. After the two committees review and make recommendations to the budget, the final draft is prepared for the Finance Committee to consider. After review by the Finance Committee, the final 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 December 2019.

**FINANCIAL IMPACT:**

None.



**ATTACHMENTS:**

1. Budget to Actual Report December 2019

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 01/06/2020

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

Date: 01/06/2020

Reclamation District No. 1000  
Budget to Actual Comparison  
July 1, 2019 to December 31, 2019 (Six Months Ending of Fiscal 2020)

	Year to Date July 1, 2019 to December 31, 2019	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	-	2,250,000	0.00%
Rents	10,652	20,000	53.26%
Interest Income	46,537	65,000	71.60%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	2,206	-	Not Budgeted
FMAP Grant	574,000	574,000	100.00%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	5,500	31,000	17.74%
SCADA Reimbursement	305,797	-	Not Budgeted
<b>Total</b>	<b>944,692</b>	<b>4,410,000</b>	<b>21.42%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	22,000	0.00%
<b>Total Combined Income</b>	<b>944,692</b>	<b>4,432,000</b>	<b>21.32%</b>
<b>Administration, Operations and Maintenance - Expenses</b>			
<b>Administration</b>			
Government Fees/Permits	7,019	12,500	56.15%
Legal	24,439	97,000	25.19%
Liability/Auto Insurance	118,017	150,000	78.68%
Office Supplies	2,067	5,500	37.58%
Computer Costs	8,258	24,000	34.41%
Accounting/Audit	25,440	46,050	55.24%
Admin. Services	6,708	17,000	39.46%
Utilities (Phone/Water/Sewer)	8,594	23,700	36.26%
Mit. Land Expenses	2,592	3,000	86.40%
Administrative Consultants	10,079	130,000	7.75%
Assessment/Property Taxes (SAFCA - CAD)	8,139	8,000	101.74%
Admin - Misc./Other Expenses	2,065	8,250	25.03%
Memberships	31,798	40,500	78.51%
Office Maintenance & Repair	6,820	27,000	25.26%
Payroll Service	1,495	3,500	42.71%
Public Relations	3,056	45,000	6.79%
Small Office & Computer Equipment	3,479	12,000	28.99%
Election	32,452	55,000	59.00%
Conference/Travel/Professional Development	507	20,500	2.47%
<b>Sub Total</b>	<b>303,024</b>	<b>728,500</b>	<b>41.60%</b>
<b>Personnel/Labor</b>			
Wages	532,640	1,058,262	50.33%
Group Insurance	59,016	97,440	60.57%
Worker's Compensation Insurance	12,605	39,544	31.88%
OPEB - ARC	-	30,000	0.00%
Dental/Vision/Life	11,887	22,328	53.24%
Payroll Taxes	40,486	71,000	57.02%
Pension	111,141	178,264	62.35%
Continuing Education	2,637	5,000	52.74%
Trustee Fees	17,325	40,000	43.31%
Annuitant Health Care	46,735	70,000	66.76%
<b>Sub Total</b>	<b>834,472</b>	<b>1,611,838</b>	<b>51.77%</b>

**Operations**

Power	202,292	500,000	40.46%
Supplies/Materials	15,168	22,000	68.95%
Herbicide	87,052	105,000	82.91%
Fuel	23,106	55,000	42.01%
Field Services	14,300	100,000	14.30%
Field Operations Consultants	5,798	20,000	28.99%
Equipment Rental	605	5,000	12.10%
Refuse Collection	6,247	25,000	24.99%
Equipment Repair/Service	2,436	16,000	15.23%
Equipment Parts/Supplies	13,644	60,000	22.74%
Facility Repairs	48,264	366,000	13.19%
Shop Equipment (not vehicles)	6,542	3,000	218.07%
Field Equipment	-	10,100	0.00%
Misc/Other 2	58	500	11.60%
Utilities - Field	3,853	8,000	48.16%
Government Fees/Permits - Field	-	12,000	0.00%
FEMA Permits	-	4,000	0.00%

<b>Sub Total</b>	<b>429,365</b>	<b>1,311,600</b>	<b>32.74%</b>
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**Equipment**

Equipment	-	132,000	0.00%
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<b>Sub Total</b>	<b>-</b>	<b>132,000</b>	<b>0.00%</b>
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**Consulting/Contracts/Memberships**

Engineering/Technical Consultants	35,751	180,000	19.86%
Security Patrol	31,200	65,000	48.00%
Temporary Admin	14,000	15,000	93.33%

<b>Sub Total</b>	<b>80,951</b>	<b>260,000</b>	<b>31.14%</b>
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**FMAP Expenditures**

LOI/SWIF (Consultants)	25,318	20,000	126.59%
Equipment	296,580	305,100	97.21%
Operations & Maintenance (Field)	230,900	236,500	97.63%
Administrative	-	12,400	0.00%

<b>Sub Total</b>	<b>552,798</b>	<b>574,000</b>	<b>96.31%</b>
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**Total A, O & M Expenses**

<b>2,200,610</b>	<b>4,617,938</b>	<b>47.65%</b>
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**Capital Expenses**

Capital Office Upgrades	9,598	30,000	31.99%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	-	30,000	0.00%
Document Management	-	-	Not Budgeted
Capital - District Server	8,945	10,000	89.45%
Capital Facilities	1,863	180,000	1.04%

<b>Sub Total</b>	<b>20,406</b>	<b>300,000</b>	<b>6.80%</b>
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**Total All Expenditures**

<b>2,221,016</b>	<b>4,917,938</b>	<b>45.16%</b>
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**TITLE:** Annual Banking Authorization (Sacramento County)

**SUBJECT:** Review and Consider Adoption of Resolution No. 2020-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 is required to adopt and file a new Banking Resolution with the Sacramento County Treasurer annually authorizing Officers and Trustees as Signatories to the Operations and Maintenance Fund, a revolving Fund held by the Sacramento County Treasurer. Resolution No. 2020-01-01 (Attachment 1) has been prepared to fulfill this requirement.

**BACKGROUND:**

The California Water Code allows the Board to create a revolving fund for paying expenses. The District maintains an O/M Revolving Fund with the County of Sacramento. Annually, the Board is required to adopt and file a new Banking Resolution with the Sacramento County Treasurer. The attached Resolution 2020-01-01 sets forth account terms as well as use parameters.

**RECOMMENDATION:**

Staff recommends the Board of Trustees adopt Resolution 2020-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Resolution No. 2020-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 01/06/2020

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

Date: 01/06/2020



RECLAMATION DISTRICT NO. 1000  
RESOLUTION NO. 2020-01-01

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

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 10<sup>th</sup> day of January 2020, the following resolution was approved and adopted:

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

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

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

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

Christopher Burns

Thomas Gilbert

Jerome Smith

Elena Lee Reeder

Nick Avdis

David Christophel

Jagteshwar Bains

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

Kevin L. King  
General Manager



Joleen Gutierrez  
District Secretary



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

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

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

**ON A MOTION BY** Trustee Avdis, seconded by Trustee Bains, the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District No. 1000, this 10<sup>th</sup> day of January 2020, by the following vote, to wit:

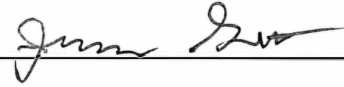
AYES: Trustees: Avdis, Burns, Bains, Christophel, Gilbert, Lee-Reeder, Smith

NOES: Trustees:

ABSTAIN: Trustees:

RECUSE: Trustees:

ABSENT: Trustees:

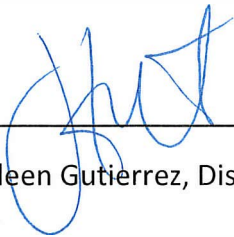


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Jeff Smith  
President, Board of Trustees  
Reclamation District No. 1000

CERTIFICATION:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2020-01-01 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 10<sup>th</sup> day of January 2020 and made a part of the minutes thereof.



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Joleen Gutierrez, District Secretary

**EXHIBIT A**

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

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



DATE: JANUARY 10, 2020

AGENDA ITEM NO. 6.2

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**TITLE:** Sacramento Local Agency Formation Commission

**SUBJECT:** Review and Consider Selection of Alternate Special District Commissioner for Sacramento Local Agency Formation Commission (Run-off Election).

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) has an opportunity to vote in the Sacramento Local Agency Formation Commission's (Sacramento LAFCo) run-off election of an Alternate Special District Commissioner. The ballot and candidate statements are provided in Attachment No. 1. A majority vote of the Board of Trustees is required to cast a vote for the Alternate Commissioner position.

**RECOMMENDATION:**

Staff recommends the Board review and consider selection of an Alternate Special District Commissioner.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Sacramento Local Agency Formation Commission Run-off Ballot & Candidate Statements.

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_

Kevin L. King, General Manager

Date: 01/06/2020



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: November 26, 2019

TO: Special Districts' Selection Committee

FROM: Don Lockhart, Executive Officer  
Sacramento Local Agency Formation Commission

RE: **Selection of Special District Commissioner and Alternate Commissioner Run-off**  
for the Sacramento Local Agency Formation Commission

Term of Office: **January 1, 2020 to December 31, 2023**

Thank you for your participation in the selection process for the Special District Commissioner and Alternate seats on the Sacramento Local Agency Formation Commission (LAFCo).

This purpose of this memorandum is to announce who was selected by the Special District Selection Committee for the Commissioner and the Alternate Commissioner seats for LAFCo.

The winner by a plurality of votes for the **Commissioner seat is Lindsey Liebig** from the Herald Fire Protection District. Therefore, Ms. Liebig is declared the selected Commissioner.

For the **Alternate Commissioner seat there is a three-way tie**. Therefore, a run-off will occur. Please see the attached Instructions and Ballot. (Ballot must be returned by January 28, 2020)

Commissioner Liebig will fulfill the four year term starting January 1, 2020 ending December 31, 2023. At the end of that time, another selection process will be held. Congratulations and welcome Ms. Liebig!

Please feel free to contact me if you have any questions regarding the selection process at (916)874-6458.

Yours truly,

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

  
Donald Lockhart, AICP  
Executive Officer



DATE: November 26, 2019  
TO: Special Districts' Selection Committee  
FROM: Donald Lockhart, Executive Officer  
RE: **Selection of Special District Alternate Commissioner**  
Term of Office: January 1, 2020 to December 31, 2023  
**for the Sacramento Local Agency Formation Commission**

For the **Alternate Commissioner seat there is a three-way tie**. Therefore, a run-off will occur. Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting an Alternate Special District Commissioner [for Offices No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

***Please see the attached Run-off Ballot***

**Please select one candidate** for Alternate Special District Commissioner.

**Please return the ballot to the LAFCo office no later than:**

**4:00 P.M. on TUESDAY, JANUARY 28, 2020**

**To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an open and official meeting of that board and certified by the secretary or clerk of the board.**

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions, please contact Sacramento LAFCo at (916) 874-6458.

Return ballot to:  
**Sacramento LAFCo**  
**1112 "I" Street; Suite 100**  
**Sacramento, CA 95814**

or e-mail to: [Diane.Thorpe@SacLAFCo.org](mailto:Diane.Thorpe@SacLAFCo.org)



**Sacramento**  
**LAFCo**

## Runoff Ballot

LAFCo Special District Alternate Commissioner

Please select one candidate from below

### Run-off Ballot

**Alternate** Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

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**Michael Hanson**

Arcade Creek Recreation & Park District



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**Charlea Moore**

Rio Linda Elverta Recreation & Park District



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**Michael Yearwood**

Cordova Recreation & Park District



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Ballot must be received by **4:00 pm on Tuesday January 28, 2020**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

\_\_\_\_\_  
Name of Special District

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
District Phone Number

\_\_\_\_\_  
**Signature** of Secretary or Clerk of the Board

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
E-mail Address

## Michael Hanson

3000 Rolling Oak Dr.  
Sacramento, CA 95841

Telephone: 916-550-0531

mhs4321@comcast.net

Cellular: 510-336-0345

### SUMMARY

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation. Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
  - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

### PROFESSIONAL EXPERIENCE

**CSAA IG, Glendale AZ**

**1993-Present**

Previously, CSAA, San Francisco, CA

*AAA Membership and Insurance Co.*

**Project Manager**

**2002 – Present**

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.

- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

**Team Lead**

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle “vanity cards.” This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

**Team Lead**

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team’s efforts) related to productionalizing the system.

Education: BA in Management, St. Mary's College, Moraga CA.

*Charlea R Moore*

[REDACTED] • Elverta, CA 95626

[REDACTED]

[REDACTED]

[REDACTED]

**Applicant Statement for the Special District LAFCO Representative**

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore



# Michael T. Yearwood

[REDACTED] Rancho Cordova, CA 95670  
[REDACTED]  
[REDACTED]

## **Experience Summary:**

*Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.*

## **Health Net of California**

**2016-2019**

### **Claims Supervisor - Performance Team**

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Macess System
- Collaborate with peers and managers on process improvements

## **State of California - Health Benefits Exchange (Covered California)**

**2015-2016**

### **Supervising Program Technician III**

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

## **Vision Service Plan**

**2007-2015**

### **Client Broker Representative - Inside Sales**

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

***References available upon request***

# Michael Yearwood

[REDACTED] Rancho Cordova, CA 95670  
[REDACTED]  
[REDACTED]

## Service to My Community

Cordova Recreation and Park District (Board Chairperson)  
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.

### Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

### BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

# Michael Yearwood

Rancho Cordova, CA 95670

## Rancho Cordova Athletic Association

2013: Founding Member  
2013-2015: Secretary  
2016: CRPD Representative

## Leadership Rancho Cordova

2014-2016: Governing Board  
2014: Graduate of Class VIII

## Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach  
2003: U-6 Age Coordinator  
2004: Coach & U-8 Boys Age Coordinator  
2005: Coach & U-8 Girls Age Coordinator  
2006: Coach & U-6 Age Coordinator  
2007-2009: Club Manager & Coach  
2012: Coach

## American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative  
2010: League Treasurer

## Cordova Girls Softball League

2010-2011: League Vice President  
2011-2012: League Vice President  
2012-2013: Secretary  
2013-2014: Secretary  
2014-2015: NORCAL Representative

## Folsom Cordova Unified School District

Cordova High School Site Council  
2014-2015: Parent Representative

## Cordova Lane Elementary School Site Council

1998-2006: Elected Parent Representative

## Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

## Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative

DATE: JANUARY 10, 2020

AGENDA ITEM NO. 6.3

TITLE: 2020 Committee Assignments

SUBJECT: Review and Consider Approval of Trustee Committee Assignments for 2020.

**EXECUTIVE SUMMARY:**

On an annual basis the Board of Trustees of Reclamation District No. 1000 (RD 1000; District) assign Trustees to serve on Board Committees. Committee assignments from 2019 are provided below in Table 1:

*Table 1 - 2019 Committee Assignments*

Committee	Chair	Member	Member
Executive Committee	Jeff Smith	Tom Barandas	
Finance	Thom Gilbert	Jeff Smith	
Legal	Nick Avdis	Tom Barandas	Fred Harris
Operations	Jeff Smith	Tom Barandas	David Christophel
Personnel	Fred Harris	Chris Burns	David Christophel
SAFCA	Tom Barandas	Nick Avdis	Burns/Smith
Urbanization	Chris Burns	Thom Gilbert	Nick Avdis

**RECOMMENDATION:**

Staff recommends the Board review and consider approval of Trustee Committee Assignments for 2020.

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 01/06/2020

**TITLE: Committee Meeting Minutes**

**SUBJECT: Meeting Minutes from Committee Meetings Since the December Board Meeting**

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**EXECUTIVE SUMMARY:**

**Executive Committee Meeting – January 3, 2020**

A meeting of the Reclamation District No. 1000 Executive Committee was held on Friday, January 3, 2020 at 8:00 a.m. at the District office. In attendance were Trustees Smith and Burns. Staff in attendance was General Manager King. No members of the public were present and therefore no public comments were made.

General Manager King presented the proposed agenda for the January 10, 2020 Board of Trustees meeting. The committee reviewed the agenda and items of particular discussion are provided below:

- Agenda Item 6.1 – ANNUAL BANKING RESOLUTION: Review and Consider Adoption of Resolution No. 2020-01-01 Authorizing Officers and Trustees as Signatories to the Operations and Maintenance Funds held by Sacramento County Treasurer.
  - GM King discussed the need to update the signatories on the O&M Funds held by Sacramento County resulting from the election of new District Trustees.
- Agenda Item 6.2 – SACRAMENTO COUNTY LOCAL AGENCY FORMATION COMMISSION: Review and Consider Selection of Alternate Special District Commissioner for Sacramento County Local Agency Formation Commission (Run-off Election).
  - GM King discussed the results from the Sacramento LAFCO's November Election. There is a run-off election for the Alternate Special District Commissioner and the District has the option to cast a vote in the run-off election.
- Agenda Item 6.3 – 2020 COMMITTEE ASSIGNMENTS: Review and Consider Approval of Committee Assignments for 2020.
  - On an annual basis the Board of Trustees makes assignments to the Board's various committees. Originally GM King planned to have this done in the Trustee Comments (Item 7.1.2) however after discussion on the topic, Trustees Smith and Burns asked for this item to be placed on the Scheduled Items, to allow the Board to accept and approve the committee assignments. on the agenda discussed the proposed 3<sup>rd</sup> Amendment to the Peabody Lease Agreement of District owned property.

The Executive Committee also asked GM King to start on the General Manager Evaluation and propose a process to have the GM Evaluation completed at the February 2020 Board Meeting. The proposed process is included in the General Manager's Report (Item 4.1) of the January 10, 2020 Board Packet.

Lastly, Trustee Burns asked for an incident report from the SCADA multifunction which occurred between November 30 and December 2, 2019. An incident report is included in the Superintendent's Report (Item 4.2) of the January 10, 2020 Board Packet.

With no further business on the Executive Committee Agenda, meeting adjourned at 9:15 a.m.

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 01/07/2020