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## RECLAMATION DISTRICT NO. 1000 BOARD OF TRUSTEES

**MAY 10, 2024  
MEETING MINUTES**

Members of the Board of Trustees and the public participated in this meeting in person. Present were Board President Elena Lee Reeder, Board Vice President Thomas Gilbert, Trustee Nick Avdis, Trustee Jag Bains, Trustee Thomas Smith, Trustee Edwin Perez, General Counsel Scott Shapiro, General Manager Kevin King, Operations Manager Gabe Holleman, Administrative Services Manager Joleen Gutierrez, and Administrative Assistant Christina Forehand.

### **1. PRELIMINARY**

#### 1.1. Call Meeting to Order

Board President Elena Lee Reeder called the meeting to order.

#### 1.2. Roll Call

Trustees Present: Lee Reeder, Gilbert, Avdis, Bains, Perez, Smith

Trustees Absent: Barandas

#### 1.3. Approval of Agenda

General Manager Kevin King requested item 5.10. be pulled from the Consent Calendar for further clarification and discussion.

MOVED/SECOND: Trustee Avdis/Trustee Bains

AYES: Trustee Lee Reeder, Avdis, Bains, Gilbert, Smith, Perez

NOES: None

ABSENT: Barandas

ABSTAIN: None

ACTION: The motion to approve the agenda for the May 10, 2024, Board Meeting is approved.

#### 1.4. Pledge of Allegiance

Trustee Bains led the Pledge of Allegiance.

### 1.5. Conflict of Interest

There were no conflicts of interest.

## 2. **PRESENTATIONS**

### 2.1 Brady and Associates Geological Services – Steelhead Creek Restoration

Dr. Rolan Brady presented the ongoing efforts between his organization and the River City Waterway Alliance (RCWA), a community-organized group for environmental stewardship, to restore and preserve Steelhead Creek. Steelhead Creek falls within multiple agency jurisdictions and is significantly impacted by unauthorized encampments established along the waterway. Dr. Brady expressed his thanks for the District's efforts to assist in clean-ups along Steelhead Creek and hopes for a continued partnership.

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

No Public Comment Received.

## 4. **INFORMATIONAL ITEMS**

### 4.1. GENERAL MANAGER'S REPORT: Update on activities since the April 2024 Board Meeting.

General Manager King informed the Board of three items of note.

#### Hydraulic Model

GM King reported that the hydraulic model had been completed and was undergoing final review. He hoped the model would be approved for adoption in either June or July.

#### Legal

GM King shared that the District's Human Resources Legal Counsel, Gage Dungy, recently left Boutin Jones (the District's current HR legal firm) to join Liebert Cassidy Whitmore LLC. Counsel Dungy had taken over as the District's HR Counsel upon the retirement of Julia Jenness a few years prior. GM King informed the Board that he believed Boutin Jones might be phasing out their government sector legal services, and he thought it was in the District's best interests to continue working with Mr. Dungy while the District moves forward with compiling a new employee handbook and employment policies. GM King reported he had signed a service agreement with the new firm.

#### Grant Funding

GM King informed the Board that he had received an update on the Community Project funding through Congressman Bera's office and that the District's application is moving forward. Approval of the funding would impact the District's fiscal year 2024/2025 budget, which he would discuss further during the draft budget discussion in Item 6.1.

Trustee Smith inquired about the Flood Operations Specialist I recruitment under operations in the General Manager's report and asked whether this was a new position or to replace a staff member. GM King responded that one of the District's operations staff members had recently resigned and that the District was filling the opening left by his departure.

4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the March 2024 Board Meeting.

OM Holleman informed the Board that the District's crew has continued to focus on mowing throughout the basin, which is standard for this time of year.

OM Holleman also informed the Board that the District had just completed a clean-up of the Natomas East Main Drainage Canal (NEMDC) earlier in the week.

4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the April 2024 Board Meeting.

District Counsel provided a verbal update on activities in April 2024.

**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.*

Pulled for Discussion: Item 5.10

General Manager King requested item 5.10 be pulled for discussion.

MOVED/SECOND: Trustee Avdis/Trustee Bains

AYES: Trustee Avdis, Bains, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Barandas

ABSTAIN: None

ACTION: The motion to approve the Consent Calendar items 5.1 - 5.9 is approved.

5.1. APPROVAL OF MINUTES: Approval of Minutes from April 12, 2024.

5.2. TREASURER'S REPORT: Approve Treasurer's Report for April 2024.

5.3. EXPENDITURE REPORT: Review and Accept Report for April 2024.

5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for April 2024.

5.5. INVESTMENT REPORT: Review and Accept Report for April 2024.

- 5.6. AUTHORIZATION TO INVEST IN SACRAMENTO CITY POOL A: Review and Consider Adoption of Resolution No. 2024-05-01: Authorizing the Investment of Reclamation District No. 1000 Monies in the City of Sacramento Investment Pool A).
- 5.7. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with SCI Consulting Group for Special Benefit Assessment Administrative Services.
- 5.8. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with NBS for Stormwater Fee Administrative Services.
- 5.9. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Gallagher for the Classification and Total Compensation Study.

Consent Item Pulled for Discussion: Item 5.10.

- 5.10 DISTRICT GENERAL ELECTION PROCEDURES: Review and Consider Adoption of Resolution No. 2024-05-02: Adopting Election Procedures for 2024 District General Election.

GM King requested Item 5.10 be pulled for discussion due to an issue with the District's general election timeline. To hold the District's general election on the same day as the statewide general election, November 5, 2024, the District would have had to adopt its general election procedures on May 9, 2024, 180 days before the election. Due to this, GM King informed the Board that the election would be held the following Tuesday, November 12, 2024.

General Counsel Shapiro clarified that the District election procedures could not have been adopted at the April meeting due to the timeline restrictions within the Water Code.

MOVED/SECOND: Trustee Bains/Trustee Smith

AYES: Trustee Avdis, Bains, Gilbert, Smith, Lee Reeder

NOES: None

ABSENT: Barandas

RECUSE: None

ACTION: The motion to approve item 5.10 is approved.

## 6. SCHEDULED ITEMS

### 6.1. FISCAL YEAR 2024/2025 DRAFT BUDGET: Review and Discuss Draft Budget for Fiscal Year 2024/2025.

#### I. **Updated Draft Budget:**

- GM King informed the Board that he had provided an updated draft budget, distinct from the one he had issued previously.
- Based on the Finance Committee's recommendation, he added a column to show percentage changes in budget line items from the previous fiscal year's adopted budget.
- A small formula error was corrected, resulting in a more accurate representation of yearly percentile changes.

#### II. **Facility Repairs and Community Project Funding Grant:**

- In the facility repairs section, GM King initially included the cost-share percentage of work and should have included a total expenditure of the whole project amount. However, this approach depends on whether the community project funding grant is approved.
- If the grant is not awarded, both the revenue and expense sides related to facility repairs will be excluded from the budget.

#### III. **Budget Overview:**

- GM King then presented the draft 2024/2025, focusing on primary budget items in revenues and expenditures.
- Notable points:
  - **Operations Budget:** Represents the most significant portion of budgeted items (67%) due to scheduled facility repairs (part of the cost-share). Many of the expenditures were based on the community project funding grant.
  - **Personnel Expenditures:** Typically, around 30% of the personnel budget, the budget is impacted by pension liabilities due to a change in the actuarial report (increasing long-term liability by nearly one million dollars).
  - **Administration:** The District's liability insurance expense is significant, reflecting the remaining fiscal year and next year's insurance liability expense due to renewal timelines.

- **Consultants and Contracts:** Increased funding for the Security Patrol is the most significant driving factor for the increase due to increased funding for Security Patrols totaling \$270,000.

Trustee Smith and Trustee Avdis noted during the presentation that they did not want additional full-time staff added; any assistance needed by the District to complete projects should be contracted out.

GM King confirmed that due to limited resources, the District would rely on multiple contractors to complete many of the capital projects anticipated in the future.

There were no public comments made.

## 7. **BOARD ACTIVITY UPDATES:**

### 7.1.1. Committee Meetings Since Last Board Meeting

- Finance Committee (Gilbert, Barandas, & Avdis) April 22, 2024
- Executive Committee (Lee Reeder & Gilbert) May 1, 2024

### 7.1.2. Upcoming Meetings

- SAFCA Board Meeting – May 16, 2024 @ 3:00 pm
- RD 1000 Executive Committee Meeting – June 5, 2024 @ 8:00 am
- RD 1000 Board Meeting – June 14, 2024 @ 8:00 am

## 8. **ADJOURN**

MOVED/SECOND: Trustee Avdis/Smith

AYES: Trustee Avdis, Bains, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Barandas

ABSTAIN: None

ACTION: The motion to adjourn the meeting is approved.