



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

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

**FRIDAY, SEPTEMBER 10, 2021  
8:00 A.M.**

**WEB & TELEPHONE MEETING ONLY**

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

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

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

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

**You can also dial in using your phone.**

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

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

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

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

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

**1. PRELIMINARY**

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

**2. PRESENTATIONS**

- 2.1. No Scheduled Presentations

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

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

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

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

**4. INFORMATIONAL ITEMS**

- 4.1. [GENERAL MANAGER'S REPORT: Update on activities since the August 2021 Board Meeting.](#)
- 4.2. [OPERATIONS MANAGER'S REPORT: Update on activities since the August 2021 Board Meeting.](#)
- 4.3. [DISTRICT COUNSEL'S REPORT: Update on activities since the August 2021 Board Meeting.](#)

**5. CONSENT CALENDAR**

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

- 5.1. [APPROVAL OF MINUTES: Approval of Minutes from August 13, 2021 Regular Board Meeting.](#)
- 5.2. [TREASURER'S REPORT: Approve Treasurer's Report for August 2021.](#)
- 5.3. [EXPENDITURE REPORT: Review and Accept Report for August 2021.](#)
- 5.4. [BUDGET TO ACTUAL REPORT: Review and Accept Report for August 2021.](#)

**6. SCHEDULED ITEMS**

- 6.1. DISTRICT POLICY UPDATE: Review and Discuss Draft Updated District Policies; General & Administrative Sections.
- 6.2. SACRAMENTO LOCAL AGENCY FORMATION COMMISSION: Nominations for Special District Representation.

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

7.1. BOARD ACTIVITY UPDATES:

7.1.1. RD 1000 Committee Meetings from August 10, 2021 – September 1, 2021

- Urbanization Committee (Lee Reeder, Avdis & Jones) August 10, 2021
- Executive Committee (Gilbert & Lee Reeder) September 1, 2021

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

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

**8. CLOSED SESSION**

- 8.1. PUBLIC EMPLOYEE EMPLOYMENT & CONTRACT (General Manager): Pursuant to Government Code § 54957.

**9. RECONVENE TO OPEN SESSION**

REPORT ON CLOSED SESSION: Discuss and take action on any changes in Employment Contract for the General Manager.

**10. ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 4.1

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

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

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### EXECUTIVE SUMMARY:

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activity from August 2021 included continued coordination on Natomas Levee Improvement Project with the United States Army USACE of Engineers, SAFCA and others, award of contract to Allen Strategic for Strategic Communication Services, and District Policy development. In summary, the District had a productive and successful month. Our key activities and achievements are presented below:

### BACKGROUND:

#### 1. Administration Services

- a. Human Resources
  - i. Nothing to Report.
- b. Fiscal Year 2021-2022 Budget
  - i. Budget approved at June 11, 2021 Board of Trustees meeting.
- c. Comprehensive Financial Plan
  - i. Worked with NBS to prepare draft Comprehensive Financial Plan for review by Finance Committee. Draft report was presented to the Board in December 2020. Staff received comments and worked with NBS to revise the report. A final draft was presented to the Finance Committee on January 5, 2021.
  - ii. The Board of Trustees approved the Financial Plan at the January 2021 Regular Meeting and directed staff to work on developing a scope of work for Phase 2.
  - iii. The District worked with NBS to develop Phase 2 of the Financial Plan; the Board of Trustees approved the Professional Services Agreement (PSA) with NBS on March 12, 2021 for Phase 2.
  - iv. GM King executed the PSA with NBS on May 4, 2021.
  - v. Phase 2 Kickoff Meeting occurred in June 2021.
  - vi. Held team meeting with NBS on September 1, 2021, to discuss progress on Phase 2.1 .

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

d. Indirect Cost Allocation Plan

- i. GM King issued a Request for Qualifications (RFQ) for an Indirect Cost Allocation Plan on March 31, 2021.
- ii. The District is seeking a qualified financial consultant to develop the Plan, thereby ensuring the District is utilizing comprehensive indirect cost rates, and accurately accounting for the true cost of providing services to the District's partners and the public. The District's goal is to have a well-documented and defensible cost allocation plan; identifying overhead rates that can be used in the calculation of billable hourly rates for grants, and other District billings.
- iii. Submittals were due May 14, 2021 at 4:00 pm. GM King scheduled a Finance Committee Meeting to review submittals and performed interviews of three (3) respondents on May 25, 2021.
- iv. Following the Finance Committee meetings, a recommendation from the Committee was made to award the contract to Matrix Consulting Group.
- v. PSA was executed on June 30, 2021.

e. Strategic Communication Services

- i. GM King issued a Request for Qualifications for Strategic Communication Services on June 15, 2021.
- ii. District received 4 qualified submittals on July 30, 2021.
- iii. Board of Trustees approved award of contract with Allen Strategic at the August 2021 Board meeting. Professional Services Agreement was executed with Allen Strategic on August 17, 2021.

**2. District Operations**

a. Routine Operations & Maintenance:

- i. District Crews continue to perform routine maintenance and operations of the District's infrastructure. See Agenda Item 4.2 for information regarding activities performed in August 2021.

**3. Capital Improvement Projects**

a. CIP Update

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

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

The Final adopted CIP was provided to the Board on September 11, 2020.

- v. Staff met with KSN in April to discuss a Scope of Services for pre-engineering work for planned Capital Improvement Projects for Fiscal Year 2021/2022.
- vi. KSN is currently working on Pumping Plant #8 Preliminary Design and construction phasing plan.

**4. Natomas Levee Improvement Projects**

Sufficient borrow remains an issue for the Natomas Project. The Corps has identified some available material from their Lower American River bank protection sites as well as another levee site outside Natomas. They continue to look at commercial borrow and other parcels inside and outside Natomas, this issue could affect the project schedule.

a. Reach A

- i. The Corps received bids for Reach A on August 16. The Bid Opening was August 24 with Contract Award on September 25. We currently have no information on the bids received. Construction is still scheduled to commence in 2022 for three years.
- ii. Corps is using its Navigation Certitude rights for the construction of Plant 1A outfall. Work at Plants 1A and 1B will be bid as option pending resolution of design and an issue the Corps has with the SAFCA/RD 1000 agreement for work at Plant 1. The District is working with SAFCA and Corps Counsel to resolve the issue.
- iii. SAFCA/State are coordinating with the Corps on Caltrans issues as well as SMUD, and PGE relocations. The Corps will conduct public outreach this fall.

b. Reach B

- i. Construction continues on Reach B including relocation of the Riverside Canal, replacement of other Natomas Water Company facilities and levee construction south of Powerline Road. Locating suitable borrow continues to be an issue—Corps is working with SAFCA/State to identify sources. Mailboxes along Garden Highway are being relocated to the waterside (residence side) of the levee.
- ii. Garden Highway will remain closed between San Juan Rd and Powerline Rd through November 1, 2021 to accommodate the outfall construction at Plant 3.
- iii. Construction at the I-5 window crossing the Sacramento River south of Bayou Road consists of widening the levee by expanding the levee into a

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

paved parking lot area on the waterside. The work also includes the construction of a seepage berm on the landside of the project footprint. The current intersection and ramp for North Bayou Way would be rebuilt to meet the new grade of the levee. The Corps has issued a notice of suspension due to the lack of performance by the contractor. District staff is monitoring the work to insure the levee is ready for flood season.

c. Reach C

- i. The Reach C project is complete, and the District is providing the operation and maintenance.

d. Reach D

- i. The reconstruction of Pumping Plant 4, discharge pipes and outfall structure has entered month 4. The project is on schedule and moving along well.
- ii. The Corps is working on the package to turn the previously completed levee improvements in Reach D over to the non-federal sponsors (and RD 1000) though the District has effectively taken over the O&M of the levee.

e. Reach E

- i. The 95% plans were submitted August 26 for review by District, SAFCA and State. Critical issue is to identify the borrow site, secure right of way and coordinate with PG&E to move their utility lines outside the proposed construction. The current scheduled contract award date is July 2022 (construction 2023 and 2024).
- ii. SAFCA and State DWR have initiated right of way acquisition based on the ROW Take letter from the Corps issued in July. Appraisals will be complete in September and offers for the acquisition in October.

f. Reach F

- i. The Corps has proposed revised levee modifications in light of the new Design Water Surface elevation and geotechnical information. The District, State and SAFCA have reviewed the proposals and raised some issues, especially for the work near Pumping Plant No. 6. The Corps has begun their 65% design.
- ii. To assist with the 65% design, the Corps has initiated several design workshops with the State/SAFCA/RD 1000 to identify and resolve key issues. This past month we focused on ROW and identifying probable takes of residential structures and impacts at one commercial site (caviar

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

facility). Contract Award still scheduled for 2022 and construction in 2023 and 2024.

g. Reach G

- i. See notes above for Reach F as Reaches F and G are combined into a single design and construction contract.

h. Reach H

- i. Construction activities continue to complete construction on E. Levee Road, landside patrol road, retaining walls and remaining cut-off wall construction. SAFCA continues acquisition of rights needed to complete patrol road and fence relocations. This project will continue into 2023 if the landside lower patrol road revisions are not approved by the Corps. E Levee Road is expected to re-opened mid-September.

i. Reach I

- i. Construction of the cutoff wall has been completed and project finalization and turnover to SAFCA and the District is in progress.
- ii. Design for the Reach I Contract 2 to construct a patrol / maintenance road and perform levee slope flattening being done by HDR Engineers. 100% plans are still scheduled for September 2021. SAFCA and RD 1000 are working with the design team to address some access road constrictions affecting future O&M. The Corps continues coordination with SAFCA and the State on necessary ROW acquisition. Contract for tree removal to be awarded September 2021 with work done between November and February with levee construction to commence in April 2022 if the ROW can be acquired.

j. Other Projects

- i. Plant 5 replacement—Design for Plant 5 replacement has been delayed to January 2022 due to lack of funding. Corps is coordinating with SAFCA on the designer selection
- ii. Highway 99 – The design contract for the closure of the Highway 99 crossing gap at the Natomas Cross Canal has been awarded to HDR Engineers. Survey crews will be on site in September gathering data and elevations for the design to begin. Corp continues to indicate they cannot include a floodwall closure as this would constitute levee raising.

**5. Miscellaneous**

a. DWR Flood Maintenance Assistance Program (FMAP)



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- i. District was notified by DWR of approval of FMAP funds for 2021/2022. District will receive \$792K in award in FY 2021/2022.
  - ii. General Manager King signed the FMAP 2021/2022 Funding Agreement and submitted to DWR on October 7.
  - iii. Funding Agreement for FY 2021/2022 was executed on March 23, 2021.
  - iv. District submitted an application for FMAP 2022/2023 funds on May 28, 2021.
  - v. GM King awarded construction contract to Emerald Site Services on September 3, 2021 for Vegetation Removal. Emerald was the sole respondent to the District's Request for Proposals, as has been the case in the two previous FMAP Grants.
- b. Sacramento Area Flood Control Agency (SAFCA)
- i. Board Meeting – August 19, 2021 (Attachment No. 1)
- c. System Wide Improvement Framework (SWIF)
- i. The District submitted a revised SWIF to the Central Valley Flood Protection Board and the United States Army USACE of Engineers on August 31, 2020, awaiting approval.
- d. Natomas Basin Hydraulic Model
- i. Board of Trustees approved contract with CESI on October 9, 2020.
  - ii. District held kick-off meeting on February 3, 2021.
  - iii. GM King is coordinating with City and County on funding agreement. City approved the agreement in April 2021 and Sacramento County approved the agreement on May 4, 2021. GM King is working to collect signatures to execute the agreement and subsequently invoice the City and County respectively.
  - iv. Project Schedule was provided to the Board in May.
- e. District Policies
- i. Staff identified a number of District Policies which are due for an update. GM King scheduled a Legal Committee meeting for June 15, 2021, to review and discuss. However, a Special Board meeting was needed on June 15, 2021, so the policy issues were discussed at that meeting.
  - ii. After the Special Board Meeting on June 15, 2021, the Board directed GM King to use the California Special District Association's Policy Template to update the District's Policies.
  - iii. See Agenda Item 6.1 for General and Administration Sections of Draft Policies.

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

**ATTACHMENTS:**

1. SAFCA Board Meeting – August 19, 2021

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 09/05/2021



## **Board of Directors Action Summary of August 19, 2021 - 3:00 PM**

### **WEBEX MEETING**

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

**Directors Absent:** Avdis, Jennings

#### **ROLL CALL**

#### **PUBLIC COMMENTS**

#### **EXECUTIVE DIRECTOR'S REPORT**

1. Information - Executive Director's Report for August 19, 2021 (Johnson)

#### **CONSENT MATTERS**

Motion by Director Conant and seconded by Director Shah to approve Resolution Nos. 2021-098; 2021-099; 2021-100; 2021-101; 2021-102; 2021-103; 2021-104; 2021-105, and staff's recommendation to drop 2021-106 from the Agenda of Consent Matters.

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

2. Approving the Action Summary for July 15, 2021 (Russell)
  
3. Resolution No. 2021-098 - Considering the Final Supplemental Environmental Assessment/Environmental Impact Report for the American River Common Features 2016, American River Contract 1 Project, Adopting the Mitigation Monitoring and Reporting Program, Adopting the Findings and Statement of Overriding Considerations as Adopted by the Central Valley Flood Protection Board, and Approving the Project (Sorgen)
  
4. Resolution No. 2021-099 - Authorizing the Executive Director to Execute a Three Year Contract with Gualco Consulting for General Local Government Relations and Community Outreach (Campbell)
  
5. Resolutions - Awarding Three Job Order Contracts to the Lowest Responsive and Responsible Bidders and Authorizing the Executive Director to Execute the Contracts (Campbell)
  - A. Resolution No. 2021-100 - SAFCA JOC-005
  - B. Resolution No. 2021-101 - SAFCA JOC-006
  - C. Resolution No. 2021-102 - SAFCA JOC-007
  
6. Resolution No. 2021-103 - Authorizing the Executive Director to Execute Amendment No. 3 to Contract No. 1404 with Shute, Mihaly & Weinberger, LLP, for Legal Services (Goldberg)
  
7. Resolution No. 2021-104 - Authorizing the Executive Director to Execute an Agreement with The Natomas Basin Conservancy Regarding Reimbursement for Fencing Removed by SAFCA from Sacramento County APN 225-0090-080 (Bassett)
  
8. Resolution No. 2021-105 - Authorizing the Executive Director to Execute a Funding Agreement with Sacramento County Parks Related to Contract 2 Bank Protection Project (Tibbitts)
  
9. Resolution No. 2021-106 - Authorizing the Executive Director to Execute Agreements with Bollinger Properties, LLC and Peter P. Bollinger Investment Company, LLC for Purchase of Soil Materials for the Natomas Levee Improvement Project (Bassett)

STAFF RECOMMENDS DROPPING THIS ITEM FROM THE AGENDA

**SEPARATE MATTERS**

10. Public Hearing - Resolutions of Necessity - Authorizing Eminent Domain Actions to Condemn Real Property Interests for the Reach A Component of Phase 4b of the American River Watershed Program, Natomas Levee Improvement Project Over Several Sacramento County Assessor's Parcel Numbers (APNs) (Degroot)

A. Resolution No. 2021-107- Fee Interest Acquisition Over a Portion of APN 274-0220-073 at 2050 Garden Highway in Sacramento, CA 95833 - Property Owners: Linda Susan Parr, Trustee of the Trust for the Benefit of David Donald Parr Under the D. Donald and Alice E. Parr Revocable Trust Dated February 3, 1993, Linda Susan Parr, Trustee of the Linda S. Parr Revocable Trust Dated January 4, 2013, and David D. Parr

B. Resolution No. 2021-108 - Temporary Construction Easement Acquisition Over a Portion of APN 225-1020-009 at El Centro Road in Sacramento, CA 95833 - Property Owner: Welcam-80 Venture

Pursuant to Section 1245.240 of the Cal Code of Civil Procedure this Item requires a 2/3 or 9 Member Approval Vote to pass

Due to the fact that the SAFCA Board Clerk and the Board of Director's received communication from Linda Parr and her Counsel, Brian Manning, that had not yet been received by the entirety of the Board, and both speakers were present to be heard, Chairman Harris asked that Item 10A and Item 10B be considered separately, with separate Public Hearings.

Public Hearing for Item 10A- Resolution No. 2021-107- Fee Interest Acquisition Over a Portion of APN 274-0220-073 at 2050 Garden Highway in Sacramento, CA 95833 - Property Owners: Linda Susan Parr, Trustee of the Trust for the Benefit of David Donald Parr Under the D. Donald and Alice E. Parr Revocable Trust Dated February 3, 1993, Linda Susan Parr, Trustee of the Linda S. Parr Revocable Trust Dated January 4, 2013, and David D. Parr

Chairman Harris explained to the Board Members that a letter had been sent to them earlier in the day from Linda Parr and her Counsel Brian Manning. Due to the fact that the Board members were not yet fully informed, Chairman Harris suggested that this Item be Continued to the September 16 Board of Director's Meeting and that the Board Members meet for Closed Session prior to that date.

Chairman Harris Opened the Public Hearing, asked for Public Comments. Speakers Brian Manning and Linda Parr were heard. No presentation was made.

Motion by Director Kennedy and seconded by Director Jones, to continue Item 10A - Resolution No. 2021-107 to the September 16, 2021 Board of Director's Meeting.

AYES: Ashby, Conant, Frost, Harris, Holloway, Jones, Kennedy, Nottoli, Serna, Shah

NOES: (None)

ABSTAIN: (None)

ABSENT: Avdis, Desmond, Jennings

RECUSAL: (None)

Public Hearing Item 10B - Resolution No. 2021-108 - Temporary Construction Easement Acquisition Over a Portion of APN 225-1020-009 at El Centro Road in Sacramento, CA 95833 - Property Owner: Welcam-80 Venture

Presentation by Matt DeGroot. Chairman Harris Opened the Public Hearing and asked for Public Comments. Speaker Eve Justice, property owner was heard. Motion by Director Serna and seconded by Director Kennedy, to approve Resolution No. 2021-108

.  
AYES: Ashby, Conant, Frost, Harris, Holloway, Jones, Kennedy, Nottoli, Serna, and Shah

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Avdis, Jennings, and Desmond

## **ADJOURN**

Respectfully submitted,  
Lyndee Russell



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 4.2

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**TITLE: Operations Manager's Report – September 2021**

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

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### **EXECUTIVE SUMMARY:**

This Staff Report is intended to inform the Board and serve as the official record of the activities the District's field staff engaged in for the month of August 2021. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels. Noteworthy activities include mowing along the inner and outer levee system, including drains and canals. Mechanically removed sediment and aquatics along the P Drain, R-1 Drain and the North Drain. Performed aquatic spraying along the T, Vestal, V, V-1 and V-2 drains.

Waterworks Aquatic Management performed a three (3) aquatic treatment related to primrose removal along the North Drain, East Drain, West Drain and Fisherman's Lake. We are currently collecting data to determine the effectiveness of the treatment. Our drainage system may require additional treatments due to multiple variables i.e., water temperature, lack of pumping, weather, and previous treatment schedules.

The lower trash rack guides were replaced at Pumping Plant #8. This was a ten (10) day project consisting of a four (4) man dive team, mobile crane and District staff. All personnel worked together as a team, successfully completing the project on time without any issues.

District staff worked with residents along Garden Highway on Saturday, August 21 to pick up garbage from Elverta Road the County Line. This activity was a huge success, which removed over 10 cubic yards of garbage. Initial meetings will begin next week related to the Steelhead Creek clean-up, with coordination efforts from RD 1000, City Parks, City Rangers, and the American River Flood Control District.

The Operations Manager's report was created to provide monthly updates to the Board of Trustees on field related activities within the District boundaries, as well as provide a historical record. This allows for the District and the public an opportunity to refer back to data trends over time regarding the weather impact on District facilities, crew activities, and local river and canal conditions as well as general District activities from month to month.

**TITLE: Operations Manager Report**

**RECOMMENDATION:**

There are no staff recommendations, the information provided is strictly informational.

**ATTACHMENTS:**

1. Operations Manager's Report Data Sheet

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 09/05/2021

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

Date: 09/05/2021



**TITLE: Operations Manager Report**



**TITLE: Operations Manager Report**



**TITLE: Operations Manager Report**



**TITLE: Operations Manager Report**



**TITLE: Operations Manager Report**



**TITLE: Operations Manager Report**



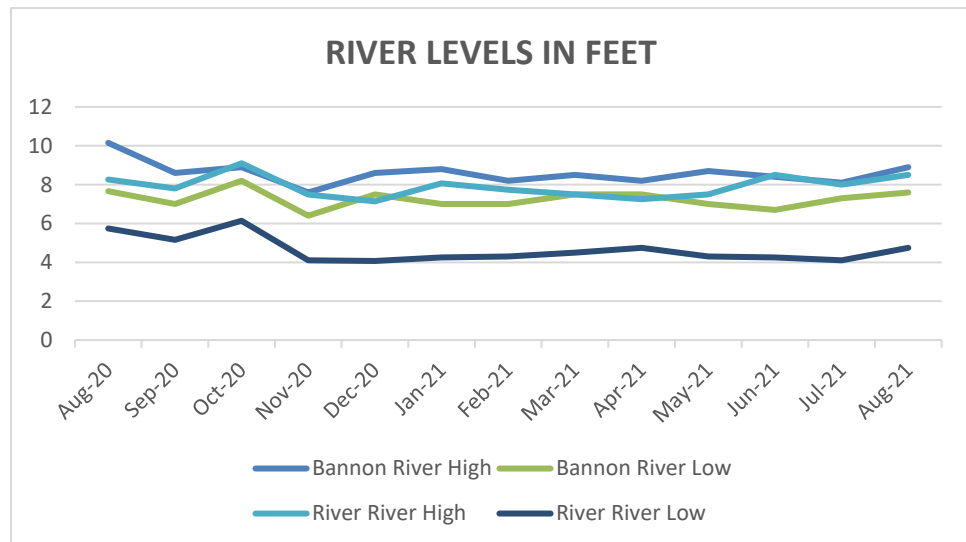


## Operations Manager's Report August 2021

**River Levels:**

**Bannon** H: 8.9'  
L: 7.6'

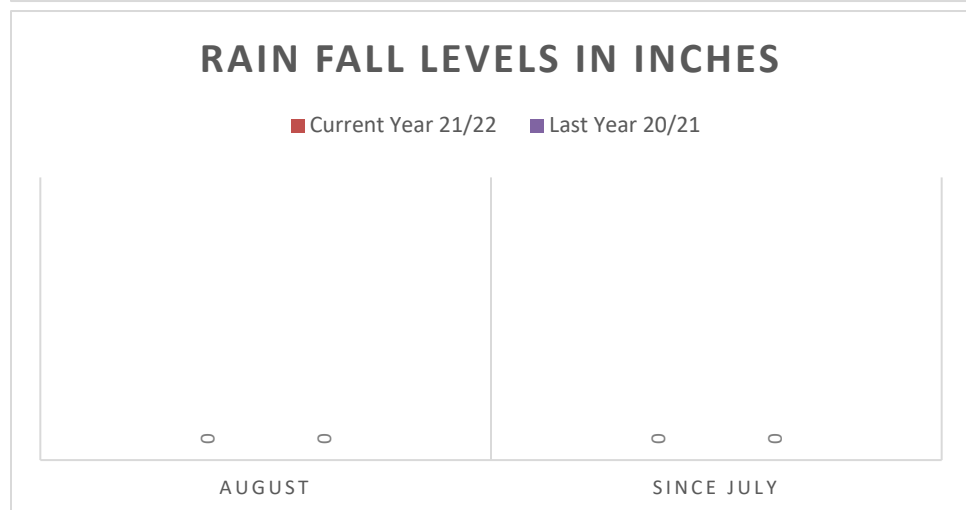
**River** H: 8.5'  
L: 4.75'



**Rain Fall Totals:**

August 2021  
Rain Totals = 0"

Rain Totals Since  
July 1, 2021 = 0"



**Safety Topics for the Month of August**

- Preventing Fire Caused By Electrical Cords
- Preventing Slips In The Workplace
- Preventing Trip Hazards In The Workplace
- The Importance Of Footwear In Preventing Spill

**District Requests Received**

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

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

RD 1000 Field Crew	*Field Hours Worked	Activity
	481	Mowing
	168	Equipment Repair
	135	Sediment Removal
	113	Garbage
	32	Ditch Maintenance

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

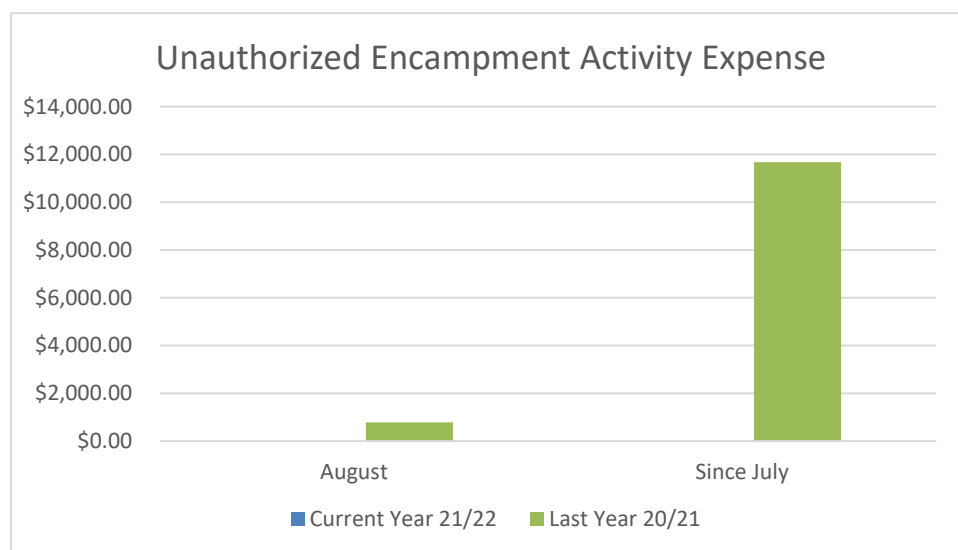
### Pumping

Please see the pumping data below as it relates to the month of August within the Basin. Pump totals in the month of August are 1311.15 A/F. Pump totals reflect PP#4 (Reach D) , PP#3 (Reach B) dewatering wells and rice field water releases.

Pumping Plant	Pump	Hours and A/F
Plant 1-B	Pump # 6	20.8 Hours and 203.84 A/F
Plant #5	Pump #1	554.3 Hours and 1053.17 A/F
Plant #8	Pump #3	15.3 Hours and 54.14 A/F

**Unauthorized Encampment Activity** There were no unauthorized encampment activities in the month of August.

**Unauthorized Encampment Activity – Year to Date** This fiscal year to date the District has not allocated any resources related unauthorized encampments.







**RECLAMATION DISTRICT 1000**

**DATE: SEPTEMBER 10, 2021**

**AGENDA ITEM NO. 4.3**

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

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

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**EXECUTIVE SUMMARY:**

Reclamation District 1000's (RD 1000; District) General Counsel, Rebecca Smith and/or Scott Shapiro to provide verbal report of work performed during the month of August 2021.

**ATTACHMENTS:**

None

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 09/03/2021



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 5.1

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**TITLE:** Approval of Minutes

**SUBJECT:** Approval of Minutes from August 13, 2021 Regular Board Meeting

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**EXECUTIVE SUMMARY:**

This staff report serves as the official record of the Board of Trustees' monthly meetings. This document details meeting participants, proof of items discussed, summaries of board meeting discussion, and the Board's actions. Staff recommends Board approval of meeting minutes (Attachment No. 1) from August 13, 2021.

**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 August 13, 2021, Regular Board Meeting.

**ATTACHMENTS:**

1. August 13, 2021, Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 09/01/2021

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

Date: 09/02/2021



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

**AUGUST 13, 2021  
MEETING MINUTES**

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

**1. PRELIMINARY**

**1.1. Call Meeting to Order**

Meeting was called to order at 8:00 am by Board President, Thom Gilbert.

**1.2. Roll Call**

ASM Gutierrez called the roll and established a quorum.

Present: Trustee Thom Gilbert, Trustee Nick Avdis, Trustee Tom Barandas, Trustee Chris Burns, Trustee Debra G. Jones, Trustee Elena Lee Reeder, Trustee Jag Bains (arrived at the meeting at 8:02 am)

**1.3. Approval of Agenda**

MOVED/SECONDED: Trustee Thom Gilbert/Trustee Nick Avdis

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

NOES: None

ABSTAIN: None

MOTION: Motion to approve August 13, 2021, Board Meeting Agenda is approved.

**1.4. Pledge of Allegiance**

The Pledge of Allegiance was led by Board President Thom Gilbert.

**1.5. Conflict of Interest (*Any Agenda items that might be a conflict of interest to any Trustee should be identified at this time by the Trustee involved*)**

There were no conflicts were identified by the Trustees.

## **2. PRESENTATIONS**

### 2.1. No Scheduled Presentations

There were no presentations were scheduled.

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

There were no public comments made.

## **4. INFORMATIONAL ITEMS**

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

General Manager King's goal for the next month will be to draft a full set of policies to submit to the Board to review, discuss, and provide comments at the September meeting. He shared a few examples of Administrative/General policies that he is currently working on. GM King is utilizing CSDA's policy templates and making modifications so that the policies specifically apply to the district.

#### Correction to GM's Report

General Manager King provided a correction to his hydraulic model update. He stated the model is fully executed by all parties, and both city and county have been invoiced according to the Agreement and the district expects to receive funds within thirty days.

Trustee Chris Burns asked if the new policies have been cross-checked with the district's binder of current policies. GM King stated he has not had an opportunity to cross-check new policies with existing district policies. His goal is to first update the CSDA policies to the district's language. Where there is overlap, he will augment the language, if needed and if we are missing things. Any policies that need to be added to the CSDA policies will be added. Trustee Burns requested to see CSDA's current version of policies. GM King will email the CSDA template version to Trustee Burns.

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

There were no questions or comments made. A copy of the Operations Manager's Report has been included in the August 13, 2021, Board packet.

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

Co-Counsel Scott Shapiro and Rebecca Smith provided a verbal report of their activities during the month of July 2021.

GM King added that he has received a request from the Greenbriar Northlake Development Project regarding taking over ownership of parcels along Lone Tree Canal that are included in their mitigation property. Greenbriar is looking for a public agency to take over the parcels to aid in a reduced tax basis for their community facilities district. GM King will develop the request to acquire the Lone Tree Canal easement parcels with District counsel and provide an analysis for Board review as early as September or depending on progress made with the developer.

## **5. CONSENT CALENDAR**

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

Trustee Chris Burns requested clarification on Item 5.5 Professional Services Agreement. He inquired whether there was any discussion about what specifically the district will have Allen Strategic work on this year.

General Manager King stated in the RFQ we did not list out projects and we asked that consultants do not provide a fee schedule for the project because the project is not defined. GM King will ask for a scope of services, receive a quote and come back to the Board if the scope is unbudgeted for a specific task order. The Professional Services Agreement will not have a dollar amount tied to it because there will be individual task orders and work orders. Once the Professional Services Agreement is approved, GM King will work with Allen Strategic on the first task scope – and work with District consultants at NBS on a roadmap to meet with the community about the District’s Financial Plan. Secondly will be SWIF implementation and noticing Garden Highway residents.

MOVED/SECONDED: Trustee Chris Burns/Trustee Elena Lee Reeder

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

NOES: None

ABSTAIN: None

MOTION: Motion to approve Items 5.1 through 5.5 on the Consent Calendar is approved.

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

5.2. TREASURER’S REPORT: Approve Treasurer’s Report for July 2021.

5.3. EXPENDITURE REPORT: Review and Accept Report for July 2021.

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

5.5. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Allen Strategic for Strategic Communication Services.

## 6. SCHEDULED ITEMS

### 6.1. FISCAL YEAR 2021/2022 WORKPLAN, GOALS AND PRIORITIES: Review and Discuss Fiscal Year 2021/2022 Workplan, Goals, and Priorities.

General Manager King walked the Board through his FY 21/22 Workplan highpoints and high priority items.

#### SWIF

Trustee Nick Avdis commented that the implementation of SWIF is a high priority now. If we do not implement the SWIF and remove encroachments the levees cannot be certified and the requirements to have flood insurance will not be lifted until that time. Because we have delicate issues related to private property and encroachments, this will be a key issue for Allen Strategic. He also highlighted with regards to the CCAD 2 Agreement with SAFCA, a discussion should be had about the encroachment removal as this will not be without cost. He has thoughts on early incentives to get folks to voluntarily comply with encroachment removal. There should be a cost-share discussion with SAFCA.

GM King acknowledged some property owners may not know that they have permitted encroachments and getting an outreach plan in place with Allen Strategic is important to help these landowners understand. We need to know how we're going to help them and what it's going to require.

#### CIP Project

GM King provided a CIP project implementation update. The spare transformer is being constructed and there are 10 weeks remaining for completion of project drawings and then 26 weeks for project completion. GM King will continue to work with the city on moving designated CFD funds (\$600k) toward other district projects in lieu of dredging of the main canal.

Trustee Chris Burns inquired whether we plan to update the CIP projects to determine what projects are no longer necessary. EX: Plant 1A and 1B will be covered by Reach A. Some of the other projects are being funded by the federal government. Trustee Burns would like the district to update its project list prior to discussion of how much assessment and fee we need. GM King clarified NBS is working from the original plan which includes the full list. Separately, GM King stated we still need to plan for lifetime replacement. There will be an opportunity once we meet with the community to reassess projects, move some off the list, and just accept the risk of not doing them.

#### Outreach

GM King shared that we would continue to improve our social media platforms with help from our Allen Strategic, our communications consultant.

Community meetings are still being scheduled and GM King is slated to meet with Gardenland Northgate Neighborhood Association (GNNA) in September.

The City of Sacramento's Flood Week Highwater Jamboree is scheduled for October this year. The district will participate in this community event for the first time.

## Personnel

GM King reported the Injury Illness and Prevention Plan (IIPP) template was purchased through Cintas. Operations Manager Holleman will continue to compile district-specific information and gather documents to complete the IIPP binder of information. This binder will be completed by June 2022.

Trustee Debra G. Jones requested to include a Succession Plan for district leadership positions. She recalls this item has not been completed by previous leadership and should be a priority for a district. ASM Gutierrez will locate documents for GM King to review. Trustee Avdis added prior to new Leadership, institutional knowledge was largely held by people and not written down anywhere. Trustee Avdis agreed that a Succession Plan should be on our radar although not at the highest priority level. GM King will review previous work on the Succession Plan and will add this item and priority (under Administration) to the FY 2021-2022 Goals and Priorities list.

## Financial

Trustee Chris Burns inquired whether the district's SAFCA Consolidated Capital Assessment District 2 (CCAD 2) is for \$1.4 million and whether there is any possibility of receiving additional funding from SAFCA or funding from the state if it does its own assessment. GM King confirmed the CCAD 2 amount and stated that he is still working with SAFCA to sign the CCAD 2 Agreement. Counsel Shapiro stated we should not count on any state funding as it is unlikely that that assessment will ever exist.

- 6.2. SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE: Review and Consider Selection of Sacramento County Treasury Oversight Committee Special District Representative and Authorize Board Secretary to Cast Vote.

The Trustees opted not to participate in casting a vote. No action was taken on this item.

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

### 7.1. BOARD ACTIVITY UPDATES:

Committee meeting minutes for the Executive Committee Meetings held on July 29 and August 4 were included in the August Board Packet. Meeting minutes for the August 10 Urbanization Committee meeting will be included in the September 2021 Board of Trustees meeting packet.

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

- Executive Committee (Gilbert & Lee Reeder) July 29, 2021
- Executive Committee (Gilbert & Lee Reeder) August 4, 2021
- Urbanization Committee Meeting (Lee Reeder, Avdis & Jones) August 10, 2021

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

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

- Personnel Committee (Jones, Bains & Barandas)

**8. CLOSED SESSION**

8.1. No Scheduled Closed Session Items.

**9. ADJOURN**

MOVED/SECONDED: Trustee Chris Burns/Trustee Elena Lee Reeder

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

NOES: None

ABSTAIN: None

MOTION: Motion to adjourn the meeting is approved.





## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 5.2

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TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for August 2021

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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. Notable fund and cash flow items during August 2021 are featured in the attached Treasurer's Report.

The District maintains funds in the California State Controller Local Agency Investment Fund (LAIF), the Sacramento County Treasurer, and Bank of the West. The District's primary source of income is property assessments. Assessments are collected through respective Sacramento and Sutter County tax bills.

Annually, the Board of Trustees approves a Resolution designating officers and signatories to the Operations and Maintenance Fund held by the Sacramento County Treasurer. The District's Financial Reserve Policy guides current, future, and unexpected funding requirements. The District's Investment Policy guides investments made by the District of any surplus or reserve funds it may have.

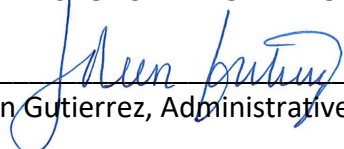
### RECOMMENDATION:

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

### ATTACHMENTS:

1. Treasurer's Report August 2021

### STAFF RESPONSIBLE FOR REPORT:

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

Date: 09/01/2021

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

Date: 09/02/2021

Reclamation District 1000  
Treasurer's Report  
August 2021

Treasurer's Report for August 2021

August 2021	Ending Balance @ 8/31/21
<b>Total Funds at 8/31/21</b>	<b>11,291,625.84</b>
Bank of the West - Checking*	170,050.17
Bank of the West - Money Market	250,546.75
Bank of the West FMAP	350,296.93
Sacramento County Treasurer	5,670,915.07
State Treasurer - Local Agency Investment Fund	2,691,963.05
City of Sacramento - Pool A	2,157,853.87

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

August 2021 - Operations and Maintenance Cash Flow	Money Market	Operating Checking *	Combined O&M
<b>Beginning Balance at 8/1/21</b>	200,546.75	263,626.94	464,173.69
Transfers from money market account to operating account	(150,000.00)	150,000.00	-
Transfers from FMAP account to operating account	-	50,000.00	50,000.00
Transfers from LAIF to money market account	200,000.00	-	200,000.00
Current months receipts*	-	8,343.81	8,343.81
Accounts Payable*	-	(211,426.31)	(211,426.31)
Payroll	-	(90,494.27)	(90,494.27)
<b>Ending Balance at 8/31/21</b>	<b>250,546.75</b>	<b>170,050.17</b>	<b>420,596.92</b>

\*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank fee from Bank of the West	40.00
Refund from OHC	48.00
Amounts received from SAFCA	2,578.88
Amounts received from Sac. City Fire Dept.	5,596.93
Fee for plan documentation	80.00
	<u>8,343.81</u>

Note: During August 2021, a check created in July 2021 for \$20,749 was voided causing a difference in the previously reported ending July 2021 Bank of the West checking balance.



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 5.3

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**TITLE:** Expenditure Report

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

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### EXECUTIVE SUMMARY:

This Staff Report serves to advise the Board of monthly expenditures and explain any expenses outside of the usual course of business. Staff recommends the Board review and accept the Expenditure Report for August 2021.

#### Expenses

The Administrative Services Manager reviews and the General Manager approves expenditures. This activity is disclosed monthly as an attachment to this staff report. The Expenditure Report (Attachment 1) has a few note items \$20,749 to Security and Asset Management for surveillance cameras at the District's field office, \$13,985 to Nutrien Ag Solutions for herbicides, \$26,436 for trash rack repairs, and \$9,090 to the grove for emergency tree trimming.

### RECOMMENDATION:

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

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

1. August 2021 Expenditure Report

### STAFF RESPONSIBLE FOR REPORT:

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

Date: 09/01/2021

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

Date: 09/02/2021

## August 2021 Expenditure Report

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Cash and Investments</b>							<b>263,626.94</b>
<b>1010.00 - Bank of the West Checking Acct</b>							<b>263,626.94</b>
Check	08/02/2021	EFT	Cal Pers			939.38	262,687.56
Bill Pmt -							
Check	08/02/2021	08022021	Alhambra & Sierra Springs	Inv 21217024072421		35.47	262,652.09
Bill Pmt -		1087628567					
Check	08/02/2021	1	Comcast	Acct 8155600381146169		220.01	262,432.08
Bill Pmt -		2140314036					
Check	08/02/2021	2	PG&E	Acct 8886406823-9		19.05	262,413.03
Bill Pmt -							
Check	08/02/2021	50651	ACWA JPIA	Inv 0671887		1,699.97	260,713.06
Bill Pmt -							
Check	08/02/2021	50652	Airgas NCN	Inv 9981820517		388.51	260,324.55
Bill Pmt -							
Check	08/02/2021	50653	Cintas			151.70	260,172.85
Bill Pmt -							
Check	08/02/2021	50654	Contour Sierra Aebi, LLC	Inv 3990		394.47	259,778.38
Bill Pmt -							
Check	08/02/2021	50655	Costco Wholesale	September 2021		120.00	259,658.38
Bill Pmt -							
Check	08/02/2021	50656	Interstate Oil Company	Inv 572558		5,275.22	254,383.16
Bill Pmt -							
Check	08/02/2021	50657	Jani-King	Inv 08210153		325.00	254,058.16
Bill Pmt -							
Check	08/02/2021	50658	Kimball Midwest	Inv 9042008		1,291.76	252,766.40
Bill Pmt -							
Check	08/02/2021	50659	Smile Business Products			220.60	252,545.80
Bill Pmt -							
Check	08/02/2021	50660	Streamline	Inv A14C0AB6-0009		200.00	252,345.80
Bill Pmt -							
Check	08/02/2021	50661	Valley Truck & Tractor Company			1,207.74	251,138.06
General							
Journal	08/02/2021		Bank of the West	Monthly service charge		40.00	251,098.06
General				Monthly service charge			
Journal	08/02/2021		Bank of the West	refund	40.00		251,138.06
General			Occupational Health	Refund from OHC of			
Journal	08/02/2021		Centers of CA	California	48.00		251,186.06
Bill Pmt -							
Check	08/03/2021	50662	US Bank Corp	Acct ending 4049		2,082.10	249,103.96
Bill Pmt -							
Check	08/03/2021	1001912756	Cal Pers	Late Fee - Report Processing		200.00	248,903.96
Bill Pmt -			Security & Asset				
Check	08/03/2021	50663	Management, LP	Shop Cameras		20,749.00	228,154.96
General							
Journal	08/05/2021			8/5/21 payroll activity		48,221.93	179,933.03
Transfer	08/12/2021			Funds Transfer	50,000.00		229,933.03
Payment	08/12/2021		City of Sac - Fire		5,596.93		235,529.96
General				Fee to obtain plan docs			
Journal	08/12/2021		Emerald Site Services, Inc	for bid	20.00		235,549.96
Bill Pmt -							
Check	08/13/2021	1001921538	Cal Pers	Inv 16511995		1,050.00	234,499.96
Bill Pmt -		2256282170					
Check	08/13/2021	2	City of Sacramento	Acct 7029676079		4.65	234,495.31
Bill Pmt -		8003456568					
Check	08/13/2021	1	Waste Management of Sacramento			643.94	233,851.37
Bill Pmt -							
Check	08/13/2021	50664	AT&T	Inv 16829312		351.72	233,499.65
Bill Pmt -			Brookman Protection				
Check	08/13/2021	50665	Services, Inc.	Inv 21-066		7,800.00	225,699.65
Bill Pmt -							
Check	08/13/2021	50666	Carson Landscape Industries			925.00	224,774.65
Bill Pmt -			Chavez Accountancy				
Check	08/13/2021	50667	Corporation	Inv 4889		1,317.50	223,457.15
Bill Pmt -							
Check	08/13/2021	50668	Cintas			308.92	223,148.23
Bill Pmt -							
Check	08/13/2021	50669	Jani-King	Inv 08210168		324.82	222,823.41
Bill Pmt -							
Check	08/13/2021	50670	Mead & Hunt	Inv 319314		906.50	221,916.91

Bill Pmt - Check	08/13/2021	50671	Terrapin Technology Group	Inv 21-1078		1,479.88	220,437.03
Check	08/13/2021	EFT	ADP			97.22	220,339.81
Bill Pmt - Check	08/17/2021	08172021	Alhambra & Sierra Springs	Inv 616212081321		73.38	220,266.43
Bill Pmt - Check	08/17/2021	1001923318	Cal Pers	September 2021		19,056.00	201,210.43
Bill Pmt - Check	08/17/2021	50672	Bearing Belt & Chain	Inv 79452		507.69	200,702.74
Bill Pmt - Check	08/17/2021	50673	NBS	Inv 721000071		2,500.00	198,202.74
Bill Pmt - Check	08/17/2021	50674	Nutrien Ag Solutions, Inc.	Inv 46392903		13,985.94	184,216.80
Bill Pmt - Check	08/17/2021	50675	Valley Tire Center, Inc.	Inv 80420		77.99	184,138.81
Transfer	08/17/2021			Funds Transfer	150,000.0 0		334,138.81
Payment	08/17/2021		SAFCA		2,578.88		336,717.69
Bill Pmt - Check	08/18/2021	6305146290 2	The Home Depot			448.34	336,269.35
Bill Pmt - Check	08/18/2021	50676	Cintas			203.76	336,065.59
Bill Pmt - Check	08/18/2021	50677	Matrix Consulting Group	Inv 21-44 #1		1,800.00	334,265.59
Bill Pmt - Check	08/18/2021	50678	National Fire Systems, Inc.	Inv 95233		514.66	333,750.93
Bill Pmt - Check	08/18/2021	50679	Nutrien Ag Solutions, Inc.	Inv 46462296		5,266.28	328,484.65
Check	08/18/2021	EFT	Cal Pers			950.00	327,534.65
Check	08/18/2021	EFT	Cal Pers			950.00	326,584.65
Check	08/18/2021	EFT	Cal Pers			3,208.55	323,376.10
Check	08/18/2021	EFT	Cal Pers			6,594.59	316,781.51
Check General Journal	08/18/2021 08/20/2021	EFT	Cal Pers			4,612.34	312,169.17
Check	08/20/2021	EFT	Bank of the West			20.00	269,896.83
Check	08/20/2021	EFT	Bank of the West	8/20/21 payroll activity		42,272.34	269,876.83
Bill Pmt - Check	08/23/2021	50680	Big Valley Divers, Inc.	Invoice # 080921		26,436.00	243,440.83
Bill Pmt - Check	08/25/2021	2374034531 6	City of Sacramento	Acct 5450844000		59.36	243,381.47
Bill Pmt - Check	08/25/2021	1215694582 2374018948	Verizon	Inv 9886191347		238.00	243,143.47
Bill Pmt - Check	08/25/2021	5	City of Sacramento	Acct 2007944000		136.07	243,007.40
Bill Pmt - Check	08/25/2021	50681	Bartel Associates, LLC	Inv 21-445		1,400.00	241,607.40
Bill Pmt - Check	08/25/2021	50682	Blankinship & Associates, Inc.	Inv 7635		1,500.00	240,107.40
Bill Pmt - Check	08/25/2021	50683	County of Sacramento - Municipal Servces	Inv 65154		50.00	240,057.40
Bill Pmt - Check	08/25/2021	50684	Downey Brand LLP	Inv 563606		2,000.00	238,057.40
Bill Pmt - Check	08/25/2021	50685	Green Light Termite and Pest	Inv 01241744		75.00	237,982.40
Bill Pmt - Check	08/25/2021	50686	Hire Right Solutions, LLC	Inv 1054797		93.04	237,889.36
Bill Pmt - Check	08/25/2021	50687	Interstate Oil Company	Inv 755450		223.70	237,665.66
Bill Pmt - Check	08/25/2021	50688	Powerplan	Inv 12920331		88.85	237,576.81
Bill Pmt - Check	08/25/2021	50689	Smile Business Products			315.51	237,261.30
Bill Pmt - Check	08/25/2021	50690	SMUD	Acct 7000000317		31,784.91	205,476.39
Bill Pmt - Check	08/25/2021	50691	Valley Truck & Tractor Company	Inv 1106125		3,293.67	202,182.72
Bill Pmt - Check	08/25/2021	50692	Woodland Motors	Inv 5065058		119.24	202,063.48
Bill Pmt - Check	08/25/2021	50693	Yolo County Public Works	7-31-2021		331.50	201,731.98

Bill Pmt - Check	08/26/2021	50694	Cintas	Inv 4093645975		69.39	201,662.59
Bill Pmt - Check	08/26/2021	50695	Interstate Oil Company	Inv 573410		4,837.73	196,824.86
Bill Pmt - Check	08/26/2021	50696	J Franko Electric	Inv 21165		300.00	196,524.86
Bill Pmt - Check	08/26/2021	50697	MBK Engineers	Inv 21-07-4170		8,212.25	188,312.61
Bill Pmt - Check	08/26/2021	50698	Montage Enterprises			1,885.15	186,427.46
Bill Pmt - Check	08/26/2021	50699	Road Machinery	Inv 225455-1		147.47	186,279.99
Bill Pmt - Check	08/26/2021	50700	The Grove	Inv 2763		9,090.00	177,189.99
Check General Journal	08/27/2021	EFT	ADP	Fee to obtain plan docs for bid		81.47	177,108.52
Journal	08/27/2021				60.00		177,168.52
Bill Pmt - Check	08/31/2021	2683029	Napa Auto Parts			1,374.83	175,793.69
Bill Pmt - Check	08/31/2021	50701	Joleen Gutierrez	Expense Reimbursements		66.45	175,727.24
Bill Pmt - Check	08/31/2021	50702	Richardson & Company LLP	Inv 111686		2,917.00	172,810.24
Bill Pmt - Check	08/31/2021	50703	Smile Business Products Supply Industrial Hardware			220.60	172,589.64
Bill Pmt - Check	08/31/2021	50704	LLC	Inv 544442/1		123.31	172,466.33
Bill Pmt - Check	08/31/2021	50705	Valley Tire Center, Inc. Valley Truck & Tractor Company	Inv 82108		912.15	171,554.18
Bill Pmt - Check	08/31/2021	50706		Inv 1110284		150.58	171,403.60
Bill Pmt - Check	08/31/2021	2435154750 2	City of Sacramento	Acct 1905200485		1,353.43	170,050.17
						<u>208,343.8</u>	<u>301,920.5</u>
Total 1010.00 · Bank of the West Checking Acct						1	8
						<u>208,343.8</u>	<u>301,920.5</u>
						1	8
						<u><b>208,343.8</b></u>	<u><b>301,920.5</b></u>
						<u><b>1</b></u>	<u><b>8</b></u>
						<u><b>170,050.17</b></u>	

#### Activity Summary

Amounts received from SAFCA	2,578.88
Transfers from money market account	150,000.00
Refund from OHC	48.00
Transfers from FMAP account	50,000.00
Refund of bank fee	40.00
Amounts received from Sac City Fire	5,596.93
Fee for plan documentation	80.00
Payroll disbursements	-90,494.27
Accounts payable disbursements	<u>-211,426.31</u>
Net activity	<u><b>-93,576.77</b></u>



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 5.4

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**TITLE:** Budget to Actual Report

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

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**EXECUTIVE SUMMARY:**

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

Attachment 1 provides a year-to-date report for the month ending August 31, 2021. Our most significant expenditures are for the Workers Compensation Insurance and District's CalPERS Annual Unfunded Pension Liability, a budgeted item.

**BACKGROUND:**

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

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


**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Budget to Actual Report August 2021

**STAFF RESPONSIBLE FOR REPORT:**

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

Date: 09/01/2021

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

Date: 09/02/2021

Reclamation District No. 1000  
Budget to Actual Comparison  
July 1, 2021 to August 31, 2021 (Two Months Ending of Fiscal 2022)

	Year to Date July 1, 2021 to August 31, 2021	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	-	2,250,000	0.00%
Rents	5,597	24,000	23.32%
Interest Income	5	55,000	0.01%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	2,659	-	Not Budgeted
FMAP Grant	-	792,000	0.00%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	-	45,000	0.00%
<b>Total</b>	<b>8,261</b>	<b>4,636,000</b>	<b>0.18%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	25,000	0.00%
<b>Total Combined Income</b>	<b>8,261</b>	<b>4,661,000</b>	<b>0.18%</b>
<b>Administration, Operations and Maintenance - Expenses</b>			
<b>Administration</b>			
Government Fees/Permits	-	12,500	0.00%
Legal	2,000	65,000	3.08%
Liability/Auto Insurance	36,393	160,000	22.75%
Office Supplies	35	4,500	0.78%
Computer Costs	3,804	34,900	10.90%
Accounting/Audit	6,685	56,800	11.77%
Admin. Services	4,594	22,000	20.88%
Utilities (Phone/Water/Sewer)	1,855	16,400	11.31%
Mit. Land Expenses	-	5,300	0.00%
Administrative Consultants	4,300	114,500	3.76%
Assessment/Property Taxes (SAFCA - CAD)	-	8,500	0.00%
Admin - Misc./Other Expenses	482	2,800	17.21%
Memberships	10,697	39,700	26.94%
Office Maintenance & Repair	2,950	31,500	9.37%
Payroll Service	357	4,500	7.93%
Public Relations	38	49,000	0.08%
Small Office & Computer Equipment	-	10,000	0.00%
Election	-	10,000	0.00%
Conference/Travel/Professional Development	56	20,500	0.27%
<b>Sub Total</b>	<b>74,246</b>	<b>668,400</b>	<b>11.11%</b>
<b>Personnel/Labor</b>			
Wages	206,685	1,139,323	18.14%
Group Insurance	30,371	105,084	28.90%
Worker's Compensation Insurance	21,632	31,000	69.78%
OPEB - ARC	-	83,751	0.00%
Dental/Vision/Life	5,100	23,000	22.17%
Payroll Taxes	15,750	86,589	18.19%
Pension	111,936	262,604	42.63%
Continuing Education	60	5,000	1.20%
Trustee Fees	4,725	35,000	13.50%
Annuitant Health Care	20,738	85,000	24.40%
<b>Sub Total</b>	<b>416,997</b>	<b>1,856,351</b>	<b>22.46%</b>



**Operations**

Power	31,884	500,000	6.38%
Supplies/Materials	1,000	25,000	4.00%
Herbicide	19,252	240,000	8.02%
Fuel	10,337	40,000	25.84%
Field Services	11,835	91,000	13.01%
Field Operations Consultants	1,500	20,000	7.50%
Equipment Rental	-	5,000	0.00%
Refuse Collection	1,668	45,000	3.71%
Equipment Repair/Service	4,162	15,000	27.75%
Equipment Parts/Supplies	9,735	60,000	16.23%
Facility Repairs	46,954	527,000	8.91%
Shop Equipment (not vehicles)	-	5,000	0.00%
Field Equipment	1,292	20,000	6.46%
Misc/Other 2	137	500	27.40%
Utilities - Field	3,527	11,000	32.06%
Government Fees/Permits - Field	-	10,000	0.00%
FEMA Permits	-	1,500	0.00%

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<b>Sub Total</b>	<b>143,283</b>	<b>1,616,000</b>	<b>8.87%</b>
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**Equipment**

Equipment	20,749	430,000	4.83%
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<b>Sub Total</b>	<b>20,749</b>	<b>430,000</b>	
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**Consulting/Contracts/Memberships**

Engineering/Technical Consultants	410	182,500	0.22%
Security Patrol	7,800	80,000	9.75%
Temporary Admin	-	15,000	0.00%

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<b>Sub Total</b>	<b>8,210</b>	<b>277,500</b>	<b>2.96%</b>
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**FMAP Expenditures**

LOI/SWIF (Consultants)	7,802	20,000	39.01%
Equipment	-	601,000	0.00%
Operations & Maintenance (Field)	-	162,850	0.00%
Administrative	-	8,150	0.00%

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<b>Sub Total</b>	<b>7,802</b>	<b>792,000</b>	<b>0.99%</b>
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<b>Total A, O &amp; M Expenses</b>	<b>671,287</b>	<b>5,640,251</b>	<b>11.90%</b>
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**Capital Expenses**

Capital Office Upgrades	-	30,000	0.00%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	-	30,000	0.00%
Capital Facilities	-	1,250,000	0.00%

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<b>Sub Total</b>	<b>-</b>	<b>1,360,000</b>	<b>0.00%</b>
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<b>Total All Expenditures</b>	<b>671,287</b>	<b>7,000,251</b>	<b>9.59%</b>
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## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 6.1

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**TITLE:** District Policy Update

**SUBJECT:** Review and Discuss Draft Updated District Policies; General & Administrative Sections.

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**EXECUTIVE SUMMARY:**

General Manager King has prepared the DRAFT District Policies: General & Administrative Sections for Reclamation District No. 1000 (RD 1000; District) (Attachment No. 1). No Action will be taken on the Draft Policies at this meeting. Trustees are encouraged to review the draft policies and provide feed back to the General Manager. Action on the Policy Update, is intended to occur at the December 2021 regular Board of Trustees meeting.

**RECOMMENDATION:**

Staff recommends the Board review and discuss the DRAFT District Policies: General & Administrative Sections.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. DRAFT District Policies: General & Administrative Sections

**STAFF RESPONSIBLE FOR REPORT:**

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Kevin L. King, General Manager

Date: 09/07/2021

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1000

1000.1 Consideration by the Board of Trustees to adopt a new policy or to amend an existing policy may be initiated by any Trustee or the General Manager. The proposed adoption or amendment shall be initiated by a Trustee or the General Manager by submitting a written draft of the proposed new or amended policy to the Board President and the General Manager, which may be submitted in person or by any communication method approved by the District and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Trustees. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Trustees in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Trustee for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

**POLICY TITLE: Association Memberships**

**POLICY NUMBER: 1005**

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases, members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

1005.3 General Manager Memberships. The President may designate the General Manager as the appropriate representative or alternate in connection with memberships in any association. The General Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.



**Draft**

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**POLICY TITLE: Basis of Authority**  
**POLICY NUMBER: 1010**

1010.1 The Board of Trustees is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act, or expenditure.

1010.2 Trustees do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

**POLICY TITLE: Board Secretary**

**POLICY NUMBER: 1015**

1015.1 The District is required to have a Secretary of the Board of Trustees pursuant to state law. The Secretary performs duties including recording of minutes and actions of the Board of Trustees and certifying all actions and resolutions of the Board.

1015.2 Duties of the Secretary

The Secretary of the Board of Trustees shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board and the General Manager; and
- e) Perform any other duties required under law.

1015.3 Responsibilities of the Secretary

The duties of the Secretary, with assistance of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Trustees meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board;
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law; and
- f) Disseminate correspondence to Board officers addressed to them.

**POLICY TITLE:** Board/Staff Communications  
**POLICY NUMBER:** 1020

**Objectives:** Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to insure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

**Role of the Board:** As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

**Policies:** There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Trustees and at the same time, unlimited access could result in work priority conflicts for staff.

**Purpose:** The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Trustee shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff shall either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Trustees cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment: Trustees should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Trustee. For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Trustees are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Trustees should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Trustees shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Trustees shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Trustees may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Trustee over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Trustees should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Trustees to refuse to provide information or answers to staff and recognize that Trustees may be bound by other rules of law or procedure that do not permit the Trustee to speak about the subject matter presented. If a Trustee violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Trustee speak directly with the General Manager about the subject matter presented without any fear of reprisal.



**POLICY TITLE:** Claims Against the District  
**POLICY NUMBER:** 1025

Purpose: The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

#### 1025.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate department manager. The department manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board, the information will be given to the General Manager. Trustees should not independently investigate claims or make any representations to the property owner, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- a) General Manager approves the work order;
- b) Property owner agrees that the proposed repairs are appropriate and adequate;
- c) Property owner agrees to allow District access to their property to perform the repair work;
- d) District staff have the necessary tools, equipment, and expertise to perform the necessary work;
- e) Repair work can be accomplished within a reasonable amount of time; and
- f) Cost of material for the repairs will not exceed five hundred dollars (\$500).

If the cost of material for repairs is stated by claimant or estimated by staff to exceed five hundred dollars (\$500), the owner will be asked to submit their claim in writing on a District claim form.

The General Manager shall review the damage claim and the proposed repair work within a reasonable amount of time. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Legal Committee describing the damage claim, including a description of the manner in which it was resolved. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed one thousand five hundred dollars (\$1,500), the claim will be submitted to the Legal Committee. The Legal Committee shall review the claim and receive input from staff in closed session [qualifies as "anticipated litigation" under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed three thousand dollars (\$3,000) or may make a recommendation to the Board of Trustees. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed three thousand dollars (\$3,000), the claim will be submitted to the Board of Trustees for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the [insurance deductible] 00), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or trustees but shall be immediately forwarded to the District's insurance company.

## 1025.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles, or other unsecured property, shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Legal Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed the applicable thresholds.

### 1025.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than five hundred dollars (\$500), all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, of the California Government Code. Section 910 specifies that a claim needs to show all of the following:

- a) The name and post office address of the claimant;
- b) The post office address to which the person presenting the claim desires notices to be sent;
- c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim;
- e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; and
- f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his/her behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his/her behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code Section 910 and Section 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, electronic mail, fax or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 1030

#### 1030.1 Background information:

Reclamation District No. 1000 designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

#### 1030.2 Goals of the code of ethics & values:

- a) To make Reclamation District No. 1000 a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

#### 1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Reclamation District No. 1000 has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

#### 1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b.

#### 1030.5 Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.6 As a representative of Reclamation District No. 1000, I will be ethical.  
In practice, this value looks like.

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of Reclamation District No. 1000, I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of Reclamation District No. 1000, I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District employees.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of Reclamation District No. 1000, I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

1030.10 As a representative of Reclamation District No. 1000, I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1030.11 As a representative of Reclamation District No. 1000, I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of Reclamation District No. 1000, I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of Reclamation District No. 1000, I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.14 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1035

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Reclamation District No. 1000 Board of Trustees approved and adopted the FPPC's standard conflict of interest on [insert meeting date or year]. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix, in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of Reclamation District No. 1000.

1035.2 Designated employees shall file statements of economic interests with the Clerk of the County of Sacramento.



# Draft

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**POLICY TITLE: Correspondence to the Board**  
**POLICY NUMBER: 1040**

1040.1 All written or electronic correspondence addressed to the Board of Trustees is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.



**POLICY TITLE: Legal Counsel and Auditor**

**POLICY NUMBER: 1045**

1045.1 The Board of Trustees shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Trustees. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

- a) The Legal Counsel reports to the Board as a whole but is available to each Trustee for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

**POLICY TITLE: Overview of the General Manager's Role**

**POLICY NUMBER: 1050**

1050.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Trustees. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Trustees for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Trustees;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Trustees may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Trustees must follow the District's Request for Public Records Policy.

**POLICY TITLE: Legislative Advocacy Policy**

**POLICY NUMBER: 1055**

## 1055 Purpose

The purpose of the policy is to guide Reclamation District No. 1000 officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,<sup>1</sup> the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.<sup>2</sup>

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Trustees. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District’s General Manager, or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Trustees. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of Reclamation District No. 1000.

## 1055.1 Policy Goals

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Trustees and district staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the District and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

## 1055.2 Policy Principles

The Board of Trustees recognizes the need to protect the District’s interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of Reclamation District No. 1000] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Trustees.

This policy provides the General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Trustees to set Advocacy Priorities to provide policy guidance. The Board of Trustees shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

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<sup>1</sup> Cal. Gov. Code § 54964.

<sup>2</sup> Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Trustees at a regularly scheduled board meeting for formal direction from the Board of Trustees. Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.

### 1055.3 Legislative Advocacy Procedures

It is the policy of Reclamation District No. 1000 to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Trustees. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the Reclamation District No. 1000.

Monitoring legislation is a shared function of the Board of Trustees and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Trustees.
4. All draft legislative position letters initiated by the General Manager or designee shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the District.
  - a. Support – legislation in this area advances the District's goals and priorities.
  - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District's goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.

6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
  - a. The position is consistent with the adopted Advocacy Priorities;
  - b. The position is consistent with that of organizations to which the District is a member, such as the California Special Districts Association; or
  - c. The position is approved by the Board of Trustees.
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Trustees at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Trustees.

#### 1055.4 Advocacy Priorities

##### Revenue, Finances, and Taxation

Ensure adequate funding for special districts’ safe and reliable core local service delivery. Protect special districts’ resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts’ property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

##### Governance and Accountability

Enhance special districts’ ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

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Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

**POLICY TITLE:** Accounts Receivable Policy  
**POLICY NUMBER:** 2100

2100.1 It is the policy of the District that accounts receivable be reviewed monthly, as it is critical to the cash flow of the District and requires continued follow-up and attention.

2100.2 Procedures:

- a) The accounts receivable balances are reviewed monthly by [position title], along with assigned staff.
- b) Notices are sent for all accounts 30 or more days past their due date.
- c) Finance charges of [x] percent per month are assessed on all accounts past due as provided by District [identify the ordinance or resolution imposing late payment charges].
- d) Credit memos are limited to control of the [position title], after consulting with the General Manager or his or her designee.
- e) At month-end closing, an accounts receivable schedule is prepared, reviewed, and reconciled to the General Ledger. The trial balance report is compared to the General Ledger for accuracy.
- f) An appropriate allowance for bad debt is carried on the Balance Sheet. Every attempt is made for collection. At year-end it is determined if there are uncollectible items and, if so, those are written off by the [position title], upon approval by the General Manager or his or her designee. Any amount over the approved allowance for bad debt must be approved by the Board of Trustees prior to write off.

**POLICY TITLE:** Asset Protection and Fraud in the Workplace  
**POLICY NUMBER:** 2105

2105.2 Reclamation District No. 1000 is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of Reclamation District No. 1000 to identify and promptly investigate any possibility of fraudulent or related dishonest activities against Reclamation District No. 1000 and, when appropriate, to pursue available legal remedies.

2105.3 Definitions:

- a) Fraud – Fraud and other similar irregularities include, but are not limited to:
- 1) Claim for reimbursement of expenses that are not job-related or authorized by District policy;
  - 2) Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.);
  - 3) Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.);
  - 4) Inappropriate use of District resources (including but not limited to labor, time, and materials);
  - 5) Improprieties in the handling or reporting of money or financial transactions;
  - 6) Authorizing or receiving payment for goods not received or services not performed;
  - 7) Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned or –licensed software;
  - 8) Misrepresentation of information;
  - 9) Theft of equipment or other goods;
  - 10) Any apparent violation of federal, state, or local laws related to dishonest activities or fraud;
  - 11) Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations;
  - 12) Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.
- b) Employee – In this context, “employee” refers to any individual or group of individuals who receive compensation, either full- or part-time, including members of the Board of Trustees, from Reclamation District No. 1000. The term also includes any volunteer who provides services to the Reclamation District No. 1000 through an authorized arrangement with the District or a District organization.
- c) Management – In this context, “management” refers to any manager, supervisor, or other individual who manages or supervises District's resources or assets.
- d) Internal Audit Committee – In this context, if the claim of fraud involves anyone other than the District's General Manager, the Internal Audit Committee shall consist of the General Manager, the District's Legal Counsel and any other persons appointed to the Internal Audit Committee by the General Manager. If the claim of fraud involves the District's General Manager, the Internal Audit Committee shall consist of the President of the Board of Trustees of the District, the District's Legal Counsel and those persons appointed to the Internal Audit Committee by the President of the Board. Nothing contained in this policy shall be construed as requiring the General Manager or the President of the Board to appoint other per-



sons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the General Manager or the President of the Board other than the District's Legal Counsel shall serve at the pleasure of the General Manager or the President of the Board.

- e) External Auditor – In this context, "External Auditor" refers to independent audit professionals appointed by the District's Board of Trustees to perform annual audits of the District's financial statements.

2105.4 It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or become the subject of such investigation. An employee being investigated for fraud may request representation by a representative of any recognized bargaining unit that represents the employee.

2105.5 Each department of the District is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance of the prevention and detection of fraud, misappropriations, and other irregularities. Management staff should be familiar with the types of improprieties that might occur within their areas of responsibility and be alert for any indications of such conduct.

2105.6 For claims of fraud not involving the General Manager, the General Manager or an Internal Audit Committee appointed by the General Manager shall have primary responsibility for investigation of activity covered by this policy. For claims of fraud involving the General Manager, the President of the Board or an Internal Audit Committee appointed by the President shall have primary responsibility for investigation of activity covered by this policy. The District's General Counsel shall advise the Committee, the General Manager and/or the Board President on all such investigations.

2105.7 Throughout the investigation, the Internal Audit Committee will inform the General Manager of pertinent investigative findings

2105.8 An employee will be granted whistle-blower protection when acting in accordance with this policy so long as he or she has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the District nor any person acting on its behalf shall:

- a) Dismiss or threaten to dismiss an employee providing the information,
- b) Discipline, suspend, or threaten to discipline or suspend such an employee,
- c) Impose any penalty upon such an employee, or
- d) Intimidate or coerce such an employee.

Violations of this whistle-blower protection policy will result in discipline up to and including termination.

2105.9 Upon conclusion of an investigation, the results will be reported to the General Manager or, if the investigation involves the General Manager, the Board President, either of whom shall advise the Board of Trustees.

2105.10 Following review of investigation results, the General Manager or the Board, as the case may be, will take appropriate action regarding employee misconduct. Disciplinary action can include employment discipline up to and including termination, referral for criminal prosecution, or both.

2105.11 The General Manager or the General Counsel will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of District losses from the offender, other responsible parties, insurers, or other appropriate sources unless the Board should otherwise direct in consultation with General Counsel.

2105.12 Procedures:

2105.12.1 Board of Trustees Responsibilities

- a) If a Board Member has reason to suspect a fraud has occurred, he or she shall immediately contact the General Manager or the Board President, if the activity involves the General Manager, and the District's Legal Counsel.
- b) The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager or Board President, as the case may be, and the District's Legal Counsel.
- c) The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the Board President after consultation with the District's Legal Counsel and any Internal Audit Committee appointed as to the matter.

2105.12.2 Management Responsibilities

- a) Management staff are responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- b) Each manager should be familiar with the types of improprieties that might occur in his or her area of responsibility and be alert for any indication that improper activity, misappropriation, or dishonest activity did occur or is occurring.
- c) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d) If a manager determines a suspected activity may involve fraud or related dishonest activity, he or she should contact his or her immediate supervisor or the District's General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District's Legal Counsel.
- e) Managers should not attempt to conduct individual investigations, interviews, or interrogations other than as directed by the General Manager or General Counsel. However, management staff are responsible for taking appropriate corrective actions to implement adequate controls to prevent recurrence of improper actions.
- f) Management staff should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- g) Management staff must give full and unrestricted access to all necessary records and Personnel to those responsible for identifying, investigating and remedying fraud and related dishonest acts. All District assets, including furniture, desks, and computers, are open to inspection at any time. No District officer, agent or employee has a reasonable expectation of privacy in District property and other resources to preclude such inspection.
- h) In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management staff should avoid the following:
  - 1) Incorrect accusations;
  - 2) Alerting suspected individuals that an investigation is underway;
  - 3) Treating employees unfairly; and

- 4) Making statements that could lead to claims of false accusations or other offenses.
- i) In handling dishonest or fraudulent activities, managers have the responsibility to:
  - 1) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc;
  - 2) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager or the Board President; and
  - 3) Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, Internal Audit Committee, or the District’s Legal Counsel
  - 4) Direct all inquiries from the suspected individual, or his or her representative, to the General Manager, the Board President, or the District’s Legal Counsel. All inquiries by an attorney representing a suspected individual should be directed to the General Manager or the District’s Legal Counsel. All inquiries from the media should be directed to the General Manager or the Board President, if the activity involves the General Manager.
  - 5) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the [position or department] and Legal Counsel, in conformance with District policy and applicable law.

#### 2105.12.3 Employee Responsibilities

- a) A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee’s supervisor for reporting to the proper management official.
- b) When an employee believes his or her supervisor may be involved in inappropriate activity, the employee shall make the report to the next higher level of management and/or the General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District’s Legal Counsel.
- c) A reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Audit Committee, the District’s Legal Counsel, or law enforcement personnel.

#### 2105.12.4 Internal Audit Committee Responsibilities

- a) Upon assignment by the General Manager or the Board President, an Internal Audit Committee will promptly investigate the allegations.
- b) In all circumstances where there reason to suspect a criminal fraud has occurred, the Internal Audit Committee, in consultation with the District General Manager or the Board President and Legal Counsel, if the General Manager is suspected of involvement in the fraud, will contact the appropriate law enforcement agency.
- c) The Internal Audit Committee shall be available and receptive to relevant, confidential information to the extent allowed by law after consultation with the District’s Legal Counsel.
- d) If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will:
  - 1) Discuss the findings with management and the General Manager;
  - 2) Advise management, if the case involves District staff members, to meet with the General Manager (or his/her designated representative) to determine if disciplinary action should be taken;

- 3) Report to the External Auditor such activities to assess the effect of the illegal activity on the District's financial statements;
- 4) Coordinate with the District's risk manager regarding notification to insurers and filing of insurance claims.
- 5) Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidence. Such action shall include, but is not limited to:
  - a) Removing relevant records and placing them in a secure location, or limiting access to those records
  - b) Preventing the individual suspected of committing the fraud from having access to the records.
- 6) In consultation with the District Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation to potential witnesses if such disclosure would further the investigation.
- 7) If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the General Manager or Board President, if the activity involves the General Manager.
- 8) At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the General Manager or the Board President for action. If the report concludes that the allegations are founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the appropriate law enforcement agency.
- 9) The Internal Audit Committee shall make recommendations to the appropriate department as to the prevention of future similar occurrences.
- 10) Upon completion of the investigation, including all legal and personnel actions; all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Audit Committee to that department.

#### 2105.13 Exceptions

There will be no exceptions to this policy unless provided and approved in writing by the General Manager or the Board President and the District Legal Counsel. The Board of Trustees reserves the right to amend, delete, or revise this policy at any time by formal action of the Board of Trustees.

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**POLICY TITLE:** Budget Preparation  
**POLICY NUMBER:** 2110

2110.1 An annual budget proposal shall be prepared by the General Manager.

2110.2 Before review by the Board of Trustees, the Board's Finance Committee shall meet with the General Manager to review his/her annual budget proposal.

2110.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.

2110.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.

**POLICY TITLE:** Credit Card Use  
**POLICY NUMBER:** 2110

2120.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Trustees. The District's procedure is as follows:

- a) Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.
- b) If public bidding requirements apply under law or the terms of any grant contract, those requirements shall be complied with to the exclusion of the previous paragraph.

2120.2 Consultants will be approved by the Board of Directors on the recommendation of the General Manager. The General Manager and/or Board of Directors will make their decision based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based upon qualification and not on cost of services per state law.

2120.3 Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interests code.

**POLICY TITLE:** Employment of Outside Contractors and Consultants  
**POLICY NUMBER:** 2120

2120.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Trustees. The District's procedure is as follows:

- a) Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.
- b) If public bidding requirements apply under law or the terms of any grant contract, those requirements shall be complied with to the exclusion of the previous paragraph.

2120.2 Consultants will be approved by the Board of Trustees on the recommendation of the General Manager. The General Manager and/or Board of Trustees will make their decision based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based upon qualification and not on cost of services per state law.

2120.3 Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interests code.

**POLICY TITLE:** Expense Authorization  
**POLICY NUMBER:** 2125

2130.1 Premise:

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)). The statement shall also be annually presented to any oversight agency of the local agency.
- d) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2130.2 Scope:

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District and include:

- a) Demand Accounts
- b) Investments
- c) General Fund
- d) Local Agency Investment Fund
- e) Operation and Maintenance Fund
- f) Enterprise Funds

2130.3 Prudence:

The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived



**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 2130

2135.1 To purchase small items — such as office supplies, auto parts, and other miscellaneous items costing less than \$500 — vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

2135.2 To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by telephone or written quotation, preferably from two or more sources, before selecting a supplier and processing a purchase order. The General Manager and [position title] must approve purchase orders.

2135.3 For items over \$25,000 or orders of large quantities, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Trustees for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

2135.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 2135.2.

2135.5 This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies of the District: [identify the policies.]

**POLICY TITLE:** Receiving/Depositing Remittances  
**POLICY NUMBER:** 2135

2140.1 It is the policy of the District that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability.

2140.2 Procedures for incoming Checks:

- a) Administrative Assistant opens mail, receiving all checks and stamping "for deposit only".
- b) Using approved account codes, Administrative Assistant logs each check on a weekly spreadsheet.
  - If the application of any check to a particular fund or account of the District is unclear, Administrative Assistant logs as "Miscellaneous".
- c) Administrative Assistant stamps any accompanying paperwork "Paid" and gives it to the designated staff person
  - If there is no accompanying paperwork, Administrative Assistant will match check to open invoice(s) and proceed with above.
- d) Once a week, the spreadsheet is given to the designated staff person.
- e) Daily, checks are given to the designated staff person.
- f) The designated staff person records each check in the accounting program.
  - Any checks logged as "Miscellaneous" go to the [position title] for appropriate coding.
- g) [position title] prepares the bank deposit.
- h) [position title] verifies correct coding and dollar amounts coding and accounting for any check classified as payment for an administrative service will be verified by the General Manager.
- i) The designated staff person deposits with bank.
- j) The designated staff person records the deposit in the General Ledger.

**POLICY TITLE:** Receiving/Depositing Remittances  
**POLICY NUMBER:** 2140

2145.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60204, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

2145.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

2145.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Institute of Standards and Technology of the U.S. Department of Commerce, or copied to an approved electronic media

2145.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

2145.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;

2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event or action has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:

2145.4.6.1 Duplicated (original-subject to aforementioned requirements).

2145.4.6.2 Rough drafts, notes or working papers (except audit).

2145.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

2145.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 2145.4, above. Payroll and personnel records include the following:

2145.4.7.1 Accident reports, injury claims and settlements.

2145.4.7.2 Medical histories.

2145.4.7.3 Injury frequency charts.

2145.4.7.4 Applications, changes and terminations of employees.

2145.4.7.5 Insurance records of employees.

2145.4.7.6 Time cards.

2145.4.7.7 Classification specifications (job descriptions).

2145.4.7.8 Performance evaluation forms.

2145.4.7.9 Earning records and summaries.

2145.4.7.10 Retirements.

2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 2145.4.4, above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided for in section 2145.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

2145.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 2145.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

2145.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

2145.5.2 Contracts should be retained for their lives plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed. 2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A  
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
      - (3) Cash Receipts and Disbursements
      - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES

- lowing:
- g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds
    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Time Cards
  - h. OTHER
    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
    - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any "writing" as defined in government Code section 6252(f), which includes: means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored that is issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive record
- 2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.



Draft



**POLICY TITLE:** Records Retention  
**POLICY NUMBER:** 2145

2145.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60204, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

- 2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.
- 2145.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.
- 2145.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
- 2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
  - 2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Institute of Standards and Technology of the U.S. Department of Commerce, or copied to an approved electronic media
  - 2145.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
  - 2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

- 2145.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- 2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
  - 2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
  - 2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;
  - 2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.
- 2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event or action has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:
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  - 2145.4.7.5 Insurance records of employees.
  - 2145.4.7.6 Time cards.
  - 2145.4.7.7 Classification specifications (job descriptions).
  - 2145.4.7.8 Performance evaluation forms.
  - 2145.4.7.9 Earning records and summaries.
  - 2145.4.7.10 Retirements.
- 2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 2145.4.4, above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in

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2145.5.2 Contracts should be retained for their lives plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

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    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
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    - (3) Check or Warrant (payables)
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    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES

- g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
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    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Time Cards
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    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
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5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive record
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The re-creation of the legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations of the Secretary of State (<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retention]:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest

Appendix B  
Records Retention & Storage Summary

Group No.	Title or Description	Original	Dupli- cate	Retention Periods		
				Office	Record Center	Retain or De- stroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.

11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.  
 ES = May be destroyed if stored in electronic media.  
 I = Indefinitely



**POLICY TITLE:** Reserve Policy  
**POLICY NUMBER:** 2150

2150.1 Purpose: Reclamation District No. 1000 (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated conservation projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.
- f) The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

2150.2 Policy: Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Trustees. Designated Project/Special Use Reserve:

- a) Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate of [\$10,000 annually]. The maximum amount of Designated Project/Special Use Reserve will be [\$50,000]. When the annual accumulation would increase the Reserve beyond [\$50,000], only the amount required to reach the maximum will be reserved.
- b) Capital Improvement Reserve: Capital Improvements Reserve will accumulate from existing unrestricted funds at a rate of [\$25,000] annually. Designated Capital Improvement Funds may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system installation, parking lot and outside lighting improvements, etc.). The maximum amount of Capital Improvement Reserves will be [\$100,000]. When the annual accumulation would increase the Reserve beyond [\$100,000], only the amount required to reach the maximum will be reserved.
- c) Repair/Operations & Administrative Operations Reserve:
- d) Facility & Administrative Operations Reserves will accumulate from existing unrestricted funds at a rate of [\$260,000] annually. The maximum amount of Facility & Administrative Operations Reserves will be [\$780,000]. When the annual accumulation would increase the Reserve beyond [\$780,000] (equivalent of three years of Operations Reserves), only the amount required to reach the maximum will be reserved.
- e) Total All Reserve Funds:
- f) The total amount of Reserves designated annually from all funds shall be [\$309,000] with a cumulative accrual cap of [\$1,000,000].

2150.3 Using Reserve Funds:

- a) Vehicle Fleet Reserve:
- b) Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.

- c) Technology Reserve:
- d) Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining a modern technology for employees.
- e) Designated Project/Special Use Reserve:
- f) Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to value to the District and the people it serves.
- g) Capital Improvements Reserve:
- h) Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
- i) Operations/Repair & Administrative Operations Reserve:
- j) Operational Reserves shall be accrued to ensure three years of minimal facility and administrative functions, at a rate of \$260,000. Reserve funds shall be utilized to support:
  - k) Administrative operational functions, including minimal staffing levels and administrative/office expenses;
  - l) facility operations;
  - m) facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

2150.4 Monitoring Reserve Levels: The General Manager, in collaboration with the [position title], shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual deliberation/approval of Budget and Reserve Funds.

- a) Additional information may be provided to the Board of Directors upon the occurrence of the following events:
  - b) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
  - c) Upon General Manager and/or Board request.

**POLICY TITLE:** Internal Controls  
**POLICY NUMBER:** 2160

2160.1 There will be established procedures for the adequate separation of duties, including at least the following:

- a) a receipt log of all cash/checks received will be prepared daily by the Administrative Assistant;
- b) the Administrative Assistant prepares or oversees the deposit and ensures it is made using the check scanning machine and software provided by agreement with [bank];
- c) the Administrative Services Manager confirms that the daily deposits agree with the original of the receipt log which he/she maintains;
- d) the bank reconciliation will be prepared promptly after month-end by an employee with no authority to prepare or sign checks or authorize other debits against the account;
- e) all invoices presented for payment must be approved by an authorized person;
- f) every check \$50,000 must be signed by two authorized signers;
- g) all paid invoices shall be so marked and filed for reference;
- h) the same employee cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records,

2160.2 There will be an annual financial audit and any finding(s) shall be reported to the Board of Trustees with simultaneous notice to the General Manager.

2160.3 There will be biennial audits of the Property/Liability and Workers' Compensation Program claims paid by the district and those report(s) will be promptly presented to the Board of Trustees.

2160.4 In regard to district's cash reserve account in the Local Agency Investment Fund (LAIF), the district will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines, and that transfers out of LAIF may only be made to district's General Account and must have the approval of one of the following individuals: 1) President, 2) Vice President, 3) Secretary of the Board, 4) General Manager, 5) Administrative Services Manager. The requests for such transfers out of LAIF shall be signed by one of the five individuals above and be supported by detailed information which shall be maintained by district's Administrative Services Manager.

2160.5 That other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board may, from time to time designate by resolution; and

2160.6 That funds in the investment account(s) shall only be withdrawn upon approval of the Board's President, Vice-President, or Secretary. Such withdrawals must then be remitted only to one of the checking accounts referenced above in Section 2160.4 of this policy. The requests for such transfers shall be signed by the General Manager and be supported by detailed information which shall be provided to the Trustee approving the transfer. Such information shall be maintained by district's Administrative Services Manager.

2160.7 To maximize interest earnings and manage district's cash flow needs, the Administrative Services Manager will strive to maintain a reasonable balance in the checking accounts to off-set monthly bank

charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF or the long-term investment accounts.

2160.8 Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the district's bank accounts may only be established by the Administrative Services Manager. Subsequent use of these Fed-wire or ACH templates shall require two staff – an initiator and an approving staff person.

2160.9 The signing of any checks written on the accounts of the district will be in accordance with the district's procurement policy. All "fed wires" or ACH transfers that exceed \$50,000 (other than to/from LAIF) shall be considered similar to a "large check" and be disclosed quarterly to the Board.

2160.10 Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the district's Claim Settlement Policy.

2160.11 The Board of Trustees confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

This Policy No. 2160 supersedes any policy inconsistent with the provisions included above.

**POLICY TITLE:** Disposal of Surplus Property or Equipment  
**POLICY NUMBER:** 2200

2200.1 Sale of Surplus Equipment:

- a) Board of Trustee takes action to declare equipment surplus.
- b) Item is provided for sale in a public auction.

2200.2 Sale of Real Estate:

- a) Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
- b) Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property before advertisement to the general public.)
- c) If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- d) Board takes action at the next regular Board Meeting to accept or reject highest bid.
- e) Bidders are notified of the Board's action.

2200.3 Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

**POLICY TITLE: District Electronic Resources Policy and Procedures**  
**POLICY NUMBER: 2205**

The District makes every effort to provide its employees with technology resources to conduct business more effectively. The District has installed personal computers, local area networks (LANs), electronic mail (email), cell phones and access to the Internet. The purpose of the District's Electronic Resources Policy and Procedures is to establish uniform guidelines for use of this technology, including the use of the Internet and email.

Policy

2205.1 District technology, including computers, fax machines, and internet licenses are provided for District business and are not to be used for personal gain, private purposes (except as described in subsection 2205.6), or to support or advocate non-District-related business or purposes. All data and electronic messages, including information accessed via the Internet and sent or received through electronic mail (email) systems, are the property of the District. All records whether paper or electronic, may be subject to disclosure under the California Public Records Act and are not private. Notwithstanding the foregoing, email should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained may be stored electronically on the system/network and/or may be converted to a hard copy and archived in a District physical file cabinet.

2205.2 There is no expectation of personal privacy in any use of District computer systems and software, including email and the Internet. The District may, at any time, review the contents of all records, data and communication transmitted, received and stored by its electronic systems. This review may include accessing and disclosing all electronic documents, information and messages including email and Internet records.

2205.3 The District purchases, owns and administers the necessary software and licenses and cell phones to provide access to email and Internet services and voice communications in the office, in the field and for emergency communications. Users may not rent, copy or loan District software or its documentation, nor use alternative software to access District systems. Users may be subject to discipline for negligence for introducing unauthorized software or viruses into District systems whether or not damage arises from that conduct.

2205.4 The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.

2205.5 Examples of prohibited uses:

- a) Using the Internet to view, obtain or disseminate any sexually oriented material, images or messages. Using the Internet and/or email systems to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial or sexually harassing materials.
- b) Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, religious or political causes, chain letters, or other non-job-related purposes (except as described in subsection 2205.6 below).
- c) Downloading or installation of software that has not been approved by the District and scanned for viruses.
- d) Sending unencrypted confidential documents via the Internet without direction from District management to do so in the course of District business.
- e) Any other use that may compromise the integrity of the District and its business in any way.

- f) A good rule of thumb when using the computer and email is “never put anything in an email that you would not want to see on the front page of the newspaper.”

2205.6 To promote employee computer and Internet proficiency and as an employee benefit, certain incidental employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and personal communications, which conform to the above prohibited uses. Personal use is secondary, and should not (i) interfere with the agency’s operation of Electronic Communications Resources, (ii) interfere with the user’s employment or other obligations to the District, or (iii) burden the District with noticeable incremental costs. The District reserves the right to limit or discontinue incidental personal use of its technology resources at any time. More than occasional and incidental personal use of District resources is forbidden by State law.

2205.7 The acquisition of hardware and software shall follow the normal budgetary and purchasing procedures, ensuring budget authorization is in place. Requests for acquiring hardware and software shall be recommended to the General Manager for evaluation and recommendation to the Board of Trustees.

2205.8 Equipment operation and maintenance:

- a) The authorized technology staff (in-house or agreement/contract) shall assist in evaluating District functional needs and recommend appropriate options for improvement of District technology resources.
- b) Technology staff shall maintain an on-site office automation library of proven and reliable software and hardware requiring minimum technical support that is easy to use, enhances District productivity, and is compatible with District technology systems.
- c) Technology staff shall maintain an on-site inventory control of all workstation hardware and software.
- d) Technology staff shall provide on-site training and consulting advice on approved software and make recommendations as appropriate.
- e) Technology staff shall maintain the District technology systems including all personal computer workstations and client server network for the purpose of retrieving data files, sharing licensed applications and nightly data backup.
- f) Technology staff shall periodically review the District technology systems for adherence to operating standards and implement approved upgrades.
- g) Technology staff shall backup District databases daily, weekly, monthly, quarterly and annually for archival and retrieval purposes.

2205.9 Security: The General Manager must approve remote access to District systems. All computer systems users are responsible for data residing on personal devices used to access District systems remotely. Employees may not access systems remotely so as to incur overtime compensation without advance authorization by District management.

Procedures:

2205.10 Passwords:

- a) Users dealing in confidential matters will define their own confidential password. Users should be aware that this does not imply that the system may be used for personal communication or that email is confidential or the property of the user.
- b) To ensure the security of the email system, the system will prompt users to routinely change their passwords. Should a user forget his or her password, the system may lock them out after three failed attempts.

2205.11 Internet and email access:

- a) Access to the Internet and email is restricted to authorized employees. The District may deny or restrict Internet and/or email access to any employee at any time.
- b) When using email and the Internet, employees are cautioned to remember they represent the District and must act professionally, courteously and so as to not bring an employee or the District into disrepute. Employees may not speak for the District unless they are authorized to do so.
- c) Email and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations and District policy.

2205.12 Electronic Document, Software and Mail Storage

- a) Electronic mail is backed-up on a regular basis. It is synchronized with the server on every start-up and shut-down. The District back-up procedures allow the District to restore current software, documents and electronic mail upon a system failure.
- b) Electronic mail is not intended to be a permanent storage medium. Electronic in-boxes and out-boxes should be regularly archived or purged. The District may, in its discretion, automatically purge older mail.
- c) To save critical electronic mail as a permanent record, employees should print out a hard copy for permanent filing or save the file on the "C" drive of the desktop or laptop computer assigned to them or to another electronic archive designated by District Management.
- d) Signature Block: Email sent outside the District should include a signature block at the end of all messages. The block should include the sender's name, title, district name, direct telephone number, FAX number and email address and be in a format approved by District management



**POLICY TITLE:** Use/Rental of District Facility  
**POLICY NUMBER:** 2210

2210.1 The District owns and operates various facilities to carry out its mission. The District has determined that the public or other entities may be allowed to rent or use facilities that have been identified as appropriate for such use. The Board of Trustees of the District reserve the right to limit or prohibit use of facilities as may be necessary to meet district needs from time to time. The District's procedure for use of facilities is as follows:

- a) Organizations or individuals shall submit requests to the District's General Manager in advance (30 calendar days or more) for use of one or more facilities. The request shall include the date(s), times and proposed uses, including information deemed pertinent by the General Manager to verify that the use is acceptable. The General Manager will notify the applicant of approval or denial of the request within 15 days unless more information is required for a decision.

2210.2 The Board of Trustees may establish a user fee and deposit fee schedule for various facilities by resolution using criteria and costs borne by the District for operation and maintenance of such facilities. The user fee may be adjusted from time to time to reflect changes in costs of use and maintenance of the facility.

- a) District staff shall collect a deposit and estimated use fee in advance of reserving a facility. The deposit shall include a reasonable estimate of the clean-up and administrative time for handling the reservation. The deposit may be refundable to the extent that clean-up costs are less than the deposit, minus the administrative processing costs.

2210.3 A priority schedule for use of facilities may be established using the following general criteria:

- a) Use by the Registrar of Voters for elections;
- b) Community activities which directly benefit the District or its customers;
- c) Public or non-profit organizations for non-political or non-commercial uses; and
- d) Commercial or private uses to the extent that other users have not expressed an interest in use of the facility for that date at least 30 days in advance.

Partisan or political activities may not be conducted in District facilities to avoid any implication of District involvement in such activities or use of public resources for those purposes.

2210.4 Any organization or individual requesting use of District facilities shall be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. If alcohol is to be served, an alcohol liability insurance rider is required. Any organization or individual requesting use of District facilities shall execute a waiver of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility.

2210.5 All requesting organizations will be required to comply with Federal, State and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permit requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

**POLICY TITLE:** Flag Display Policy  
**POLICY NUMBER:** 2220

The purpose of this policy is to maintain consistency and ensure proper respect for the flag. The following policy is also adopted to ensure the proper care and display.

Policy

2220.1 Flags should be displayed in conformance with Federal and State law, 4 U.S.C.A § 1 et seq. and the State of California Government Code § 430 - 439.

2220.2 To establish a policy with respect to the location, time, and manner the flags should be displayed, the following procedures should be followed.

2220.3 The Operations Manager shall be responsible for ensuring the proper execution of this policy at all district facilities.

Procedures:

2220.4 Location of the flags

- a) The flag of the United States (“National flag”) and the flag of the State of California (“State flag”) shall be prominently displayed:
  - 1) In all rooms where any district commission holds any sessions.
  - 2) At each public building belonging to the district.
  - 3) The flags should be displayed daily on or near the main entrance of the building.

2220.5 Display of the flags

- a) The National flag and State flag shall be the same size.
- b) If only one flagpole is used for the display of both flags, the National flag shall be placed above the State flag and the State flag shall be hung in such a manner as not to interfere with any part of the National flag. The National flag shall be placed in the higher position than the State flag at all times.
- c) Flags flown outdoors shall be all-weather flags.

2220.6 Time of Display

- a) The National flag and State flag should only be displayed outdoors from sunrise to sunset, unless the flags are properly illuminated during the hours of darkness.
- b) If the flags are not illuminated then they shall be raised after sunrise, and lowered prior to sunset from the flagpole daily.

2220.7 Days of Display

- a) The flags should be displayed on all days, especially on:
  - New Year's Day, January 1
  - Inauguration Day, January 20
  - Martin Luther King Jr.'s birthday, third Monday in January
  - Lincoln's Birthday, February 12

- Washington's Birthday, third Monday in February
  - National Vietnam War Veterans Day, March 29
  - Easter Sunday (variable)
  - Mother's Day, second Sunday in May
  - Armed Forces Day, third Saturday in May
  - Memorial Day (half-staff until noon), the last Monday in May
  - Flag Day, June 14
  - Father's Day, third Sunday in June
  - Independence Day, July 4
  - National Korean War Veterans Armistice Day, July 27
  - Labor Day, first Monday in September
  - Constitution Day, September 17
  - Columbus Day, second Monday in October
  - Navy Day, October 27
  - Veterans Day, November 11
  - Thanksgiving Day, fourth Thursday in November
  - Christmas Day, December 25
  - The birthday of the State of California (date of admission), September 9
  - and on State holidays or any other such days as may be proclaimed by the President of the United States.
- b) The flags should be flown at half-staff on the following days:
- Peace Officers' Day, May 15
  - Memorial Day (flag shall be flown at half-staff only until noon and then raised to the top of the staff), the last Monday in May
  - Patriot Day, September 11
  - Pearl Harbor Day, December 7
- c) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff
- d) Flags should also be flown at half-staff upon the death of a United States president, California State Governor, or other principal figure of the United States or State Government as a mark of respect to their memory. In the event of the death of other officials, foreign dignitaries, or a member of the Armed Forces, the flag is to be displayed at half-staff according to President (or Governor) instructions.
- e) To display the flag at half-staff, first raise it briskly to the full height, and then lower it ceremoniously to half-staff. When a district office is closed, and no staff is available to lower the flag to half-staff, then the flag should not be flown.
- f) The flying of flags at half-staff shall be coordinated among the district's offices. The Operations Manager shall be responsible for coordinating. Except for the days listed in Section b above, approval shall otherwise be obtained from the General Manager prior to flying flags at half-staff. When a staff member is aware of a situation, which would seem to be appropriate to fly the flags at half-staff, he/she should advise the Operations Manager and obtain direction.
- g) The State flag or any other flag shall never be placed above the National flag; thus, all other flags shall also fly at half-staff when the National flag flies at half-staff or shall be removed.

2220.8 Care and Removal of the flags

- a) The flags should be hoisted briskly and lowered ceremoniously.
- b) Upon being removed from the flagpole, the National flag should be properly folded into the shape of a triangle. It should be folded as follows:
  - 1) Begin by holding the flag so that its surface is parallel to the ground.
  - 2) Fold the flag in half twice, length-wise.
  - 3) Fold one corner into the opposite side of the flag, forming a triangle.
  - 4) Repeat this triangular folding until only a strip of the star field shows.
  - 5) Tuck the remaining strip into the triangle.
  - 6) When the flag is completely folded, only a triangular blue field of stars should be visible.
- c) Note that the folding procedure identified in Section b above only applies to the National flag, not the State flag.
- d) When not on the flagpole, the flags should not be left unfolded, nor should they be allowed to touch or lie on the ground. Flags should be properly stored to ensure their safekeeping. Flag should never be stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- e) Questions regarding the display or care of the flags should be directed to the Operations Manager.

**POLICY TITLE:** Emergency Preparedness  
**POLICY NUMBER:** 2300

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

2300.3 Emergency Preparedness: The Board of Trustees authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with other agencies on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created pursuant to Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

2300.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Trustees, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code § 20567 and § 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §§ 8561–8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

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2300.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The General Manager will provide annual reports to the Board of Trustees on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

**POLICY TITLE:** Emergency Response Guideline for Hostile or Violent Incidents  
**POLICY NUMBER:** 2305

**2305.1 Purpose of the Policy:**

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

**2305.2 Background:**

The potential for hostile or violent incidents on District facilities or operational locations always exists. Recent incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency. The person often is upset at an event or person who works at the facility. However, armed intruders can be any person with or without a prior relationship with the District or its officers and employees. Incidents involving armed intruders can escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types are dire emergencies and the safety and well being of employees and/or customers is the District's highest priority.

**2305.3 Response to an Incident:**

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously. Any District Trustee or employee observing or sensing that a violent or hostile situation is occurring or threatened should consider precautionary and safety actions. Any event resulting in awareness of a possible violent act including gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:

- a) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- b) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
  - 1) Gunfire: Awareness of gunfire in a District facility should result in evacuation to the extent possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency services via 911 is imperative once it is safe to do so. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
  - 2) Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established fire safety procedures. Response to a planned location is important so safety personnel can determine who is out of the facility.
  - 3) Physical or bomb threat: Awareness of a telephone or in-person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as it is safe to do so is imperative.
  - 4) Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 as soon as it is safe to do so.

- 5) Inmate customer/threat at counter or meeting: When any person threatens a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to physically confront or subdue such a person except in defense of life at the facility. If a volatile situation occurs at a Board of Trustees or other public meeting, the person chairing or hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

2305.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- a) Preparation of a facility evacuation plan for each room. Post the plan at each doorway and hallway exit. Establish a safe area zone for staging.
- b) Procedures to lock both exterior and interior doors to secure the facility.
- c) Training of all personnel in dealing with customers, employees and other persons in threatening situations and in how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Trustees shall receive training on response to violent or hostile incidents. In the event of a potential incident, employees should notify a supervisor or the General Manager as may be possible or call 911. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

2305.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include some or all of:

- a) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- b) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- c) Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility if possible. Secure money or computer equipment if time allows.
- d) Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- e) Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.
- f) Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- g) Once outdoors after an evacuation, proceed to designated staging area to report in for identification. Inform public safety personnel of any information on the incident.
- h) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- i) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.



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2305.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile-person situation, contact public safety or supervisory personnel for instructions. Report any first hand observations or other knowledge of the incident. Contact your family and immediate friends so they will not take any unnecessary actions to respond to new reports. Await direction as to return to work or other steps dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input via your supervisor is important. There may be the potential to lock-down or close the facility for some time or other corrective steps. If necessary, seek direction on what actions you should take to assist in procedure.

**POLICY TITLE:** Workers' Compensation  
**POLICY NUMBER:** 2310

2310.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work-related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, he or she must report the illness or injury to the Administrative Services Manager or his or her supervisor in the absence of Administrative Services Manager, within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

2310.2 All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact the Administrative Services Manager or immediate supervisor.

2310.3 The District provides medical treatment for work-related injuries and illnesses through designated hospitals or clinics. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations and used for first treatment pending added review by the Administrative Services Manager.

2310.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor before any injury.

2310.5 Any supervisor who learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers' compensation benefits in a form provided by the Administrative Services Manager and shall promptly report doing so to the Administrative Services Manager.

2310.6 Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of the Administrative Services Manager. A form for such notices is available at: <https://www.dir.ca.gov/dwc/NoticePoster.pdf>.

**POLICY TITLE:** Customer Relations  
**POLICY NUMBER:** 2400

2400.1 Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never regard a customer's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications — responding promptly and courteously to all proper requests for information and to all complaints.

2400.2 Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through conduct, show desire to assist the customer in obtaining the help he or she needs. If you are unable to help a person requesting assistance, find someone who can.

2400.3 All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates commitment to those with whom the District does business.

2400.4 When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the General Manager or direct supervisor should be called immediately for assistance. Employees should never argue with a customer. If a problem develops, or if a customer remains dissatisfied, the employee's direct supervisor should be asked to assist in a resolution.



**Draft**

**POLICY TITLE: Press Relations**  
**POLICY NUMBER: 2405**

**2405.1 Purpose:**

The purpose of this policy is to provide for an orderly presentation to the press of factual information about District activities and Board action.

**2405.2 Press Relations:**

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

**2405.3 Press Releases:**

Press releases regarding the District shall be approved by the General Manager and/or the President of the Board. Whenever possible, the Chair of the District's Urbanization Committee shall be given an opportunity to review proposed press releases. Board members should take care not to comment on proposed press releases outside Board meetings in a way that might constitute a serial meeting violation of the Brown Act. Thus, comments should be directed to the President of the Board, the General Manager, or both, but not to other members of the Board.

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 2410

2410.1 The Board of Trustees desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

2410.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal law by an individual who has been adversely affected by that alleged violation or misinterpretation.

2410.3 Complaints shall be resolved as follows:

- a) An individual with a complaint shall first discuss the matter with the Administrative Services Manager to resolve the matter informally if possible.
- b) If an individual registering a complaint is not satisfied with the disposition of the complaint by the Administrative Services Manager, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, providing the individual registering the complaint with a copy.
- c) If an individual filing a complaint is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Trustees by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting, call a special meeting, or decline to consider the matter further. In making a decision, the Board may conduct conferences, hear testimony, and review the materials provided to the General Manager. The Board's final decision shall be memorialized in writing, copied to the individual registering the complaint. The action of the Board, including an action to decline to consider a complaint, is the final action of the District, not subject to further internal appeal.

2410.4 This policy is not intended to prohibit or deter a member of the community or a staff member from appearing before the Board to orally present testimony, a complaint, or a statement in regard to actions of the Board, District programs and services, or pending considerations of the Board as permitted by the Brown Act. Noting in this policy shall alter the duties of District employees to protect the District's confidences and avoid insubordination and as otherwise provided by law and District policy.

**POLICY TITLE:** Social Media Use  
**POLICY NUMBER:** 2415

2415.1 Purpose:

The policy outlines the protocol and procedures for use of social media to publicize District services and events. In addition, this policy addresses the responsibilities of employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

2415.2 Definitions:

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/bloggging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.
- c) “Posts” or “postings” means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

Policy:

2415.3 No district social media site may be created without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services and events. Individual departments may not have their own pages/sites. Individual departments wishing to add content to District social media sites may submit a request to the General Manager. The District’s web site, [www.rd1000.org](http://www.rd1000.org), will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

2415.4 District employees and appointed and elected officials shall not disclose information about confidential District business on the District’s social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California’s open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, “like”, “share”,

retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

#### 2415.5 Posting/Commenting Guidelines:

- a) All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
- d) Chat functions in any social media sites will not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform.
- g) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners. District employees may post to District social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the General Manager or his or her designee.
- h) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.

- i) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- j) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or state or federal law.
- k) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
  - a. Comments that are not topically related to the information commented upon;
  - b. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
  - c. Profane language or content;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
  - e. Sexual content or links to sexual content;
  - f. Solicitations of commerce;
  - g. Conduct or encouragement of illegal activity;
  - h. Information that may tend to compromise the safety or security of the public or public systems; o
  - i. Content that violates a legal ownership interest of any other party.

Procedures:

2415.6 The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

2415.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities:

2415.8 It is the responsibility of employees, and appointed and elected officials to understand the procedures as outlined in this policy.

2415.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.

2415.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

2415.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality



shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.

2415.12 All social media-based services to be developed, designed, managed by or purchased from any third party source for District use requires appropriate budget authority and approval from the Board of Trustees.

2415.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.

**POLICY TITLE:** District Web Page  
**POLICY NUMBER:** 2420

Policy:

2420.1 It is District policy to control the content and accuracy of the information provided on the District's Web page. All information will be directed to the Administrative Services Manager acting in the capacity of the District Web manager. All information posted on the District website must be consistent with the District's mission and public interest and the District's social media policy.

Procedure:

2420.2 Any District Board Member, official or employee may request postings to the District Web page through the General Manager or his/her designated representative. Postings must be non-political in nature. The General Manager who shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case, it is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the Web page to insure no inadvertent errors appear on the final document. The submitter shall inspect the posted submission within 24 hours of posting.

- a) The General Manager or his or her designee shall submit the approved request to the Administrative Services Manager for inclusion on the web page and, when necessary, to suggest alternative solutions.
- b) The General Manager or his or her designee shall also manage removal of outdated postings.

2420.3 Privacy Policy.

Last Updated: [date]

The following privacy policy shall be posted to the District's website under a link on the home page.

The Reclamation District No. 1000] ("District," "we" or "us") is concerned about privacy issues and wants you to be familiar with how we collect, use and disclose information. We are pleased to provide this Privacy Policy to inform you of our practices as information that we collect through this website. Please note that this Privacy Policy applies only to our online information-gathering and dissemination practices conducted in connection with this website, and does not apply to any of our practices conducted offline. If you have any questions or comments about the Privacy Policy or our privacy practices, please contact us through the District's webpage.

By accessing or using this website, you agree with all the terms of this Privacy Policy, so please do not access or use this website if you do not.

We may change this Privacy Policy at any time. Please take a look at the "Updated" legend at the top of this page to see when this Privacy Policy was last revised. Any changes to this Privacy Policy will become effective when posted to this website. By accessing or using the website after any such changes, you accept the revised Privacy Policy.

Personal Information We May Collect:

We collect two types of information through this website: Personal Information and Other Information. “Personal Information” is information that identifies you or relates to you as an individual. “Other Information” is any information that does not reveal your specific identity or does not directly relate to an individual. Other Information is addressed below, under the heading “Other Information”.

We may collect Personal Information through the Sites such as:

- Name
- Email address
- Mailing Address
- Preferences for electronic or physical delivery of newsletters

We may use Personal Information:

- to respond to your inquiries and fulfill your requests, such as to send you information, to register you for events, and to provide you District services.
- to keep a record of your contact information and correspondence, if you contact us through this website and to respond to you.
- to send you administrative information, including information regarding the websites and changes to our terms, conditions and policies.
- to facilitate social sharing functionality.
- for our internal business purposes, such as improving or modifying this website and operating and expanding our services.
- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to pursue available remedies or limit the damages that we may sustain.

How Personal Information May Be Disclosed:

- to third-parties provide us services such as website hosting, data analysis, IT services and infrastructure, customer service, email delivery, auditing and the like.
- to a third party (whether affiliated or unaffiliated with us) upon any reorganization of the District or transfer or some of all of its services to another entity.
- by you, on message boards, blogs and other services to which you are able to post information. Please note that any information you post or disclose through these services will become public information, and may be available to visitors to this website and to the general public. We urge you to be thoughtful when disclosing your Personal Information, or any other information, on this site.
- to your friends associated with your social media account, to other website users as well as to your social media account provider, in connection with your social sharing activity, such as if you connect your social media account to your use of this website. By connecting your use of this website to your social media account, you authorize us to share information with your social media account provider and you understand that the use of the information we share will be governed by the social media site's privacy policy. If you do not want your Personal Information shared with other users or with your social media account

provider, please do not connect your social media account with your use of this website and do not participate in social sharing on this website.

- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to allow us to pursue available remedies or limit the damages that we may sustain.

#### Other Information We May Collect:

“Other Information” is any information that does not reveal your identity or relate to an individual, such as:

- Browser information
- Information collected through cookies, pixel tags and other technologies
- Demographic information and Other Information you provide
- Aggregated information
- Zip codes

#### How We May Collect Other Information:

We and our third-party service providers may collect Other Information in a variety of ways, including:

- Through your browser: Most Internet browsers transmit certain information to websites that you visit, such as your computer's type (Windows or Macintosh) and its Media Access Control (MAC) address and screen resolution, and the type and version of your computer's Operating System and browser. We use this information to ensure this website functions properly.
- Using cookies: Cookies are text files, containing small amounts of information, which are downloaded to your computer, or smartphone or other device by which you visit a website. Cookies allow us to recognize your browsing device to assist with your use of this website. This can include helping us understand how this website is used, letting you navigate between pages efficiently, remembering your preferences, and generally improving your browsing experience. Cookies can also help ensure marketing you see online is more relevant to you and your interests, although we do not intentionally use them for that purpose, our service providers may.
- If you do not want information to be collected through the use of cookies on your computer, most browsers allow you to automatically decline the transfer of cookies to your computer or other device, or to be given the choice of declining or accepting a particular cookie (or cookies) from a particular website. If cookies are disabled, however, some features of this website may not operate as intended. Information about procedures to disable cookies can be found on your Internet browser provider's website.
- Using applications: We may use applications, including mobile applications or widgets, to collect information from you.
- Using pixel tags and other similar technologies: Pixel tags (also known as web beacons and clear GIFs) may be used in connection with some website pages and HTML-formatted email messages to, among other things, track the actions of users of this website and email recipients, measure the success of marketing campaigns and compile statistics about use of this website and response rates.
- IP Address: Your “IP Address” is a number that is automatically assigned to your computer or other web-browsing device by your Internet Service Provider (ISP). An IP Address is identified and logged automatically in our server log files whenever a user visits this website, along with the time of visit and the page(s)

visited. Collecting IP Addresses is standard practice on the Internet and many websites do it automatically. We use IP Addresses for purposes such as measuring use of this website, helping diagnose server problems and administering this website.

- From you: We collect information when you provide it voluntarily, such as your company, title, interests and preferred means of communication. Unless combined with Personal Information, such information does not personally identify you or any other user of this website.
- By aggregating information: Aggregated Personal Information does not personally identify you or any other user of this website. For example, we may aggregate Personal Information to calculate the percentage of our users who have a particular telephone area code.

#### How We May Use and Disclose Other Information:

We may use and disclose Other Information for any purpose, except when applicable law requires to treat Other Information as Personal Information. In those situations, we may use and disclose Other Information for the purposes for which we use and disclose Personal Information.

In some instances, we may combine Other Information with Personal Information (such as combining your name with your company and title). If we combine any Other Information with Personal Information, we will treat the combined information as Personal Information as long as it is so combined.

#### Third Party Sites:

This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any site to which this website contains a link. Please read the terms, conditions and policies of third-party sites before accessing or using them. The inclusion of a link on the Sites does not imply our endorsement of the linked site.

#### Security:

We use reasonable organizational, technical and administrative measures to protect Personal Information under our control. Unfortunately, no data storage system or method of Internet data transmission is perfectly secure. Please do not send sensitive or confidential information to us by email or by any other means in connection with this website. If you have reason to believe that your communications with us have been compromised in any way, please immediately notify us of the problem by contacting us as provided in the “Contact Us” page of this website.

#### Choices and Access:

Your choices regarding our use of your Personal Information for marketing purposes

You may opt-out of receiving these marketing-related emails by following the unsubscribe instructions in any message we send you, by emailing us at [contact email address]. We strive to honor such request(s) as soon as reasonably practicable.

How you can access, change or suppress your Personal Information: You may request to review, correct, update, suppress or otherwise modify any Personal Information that you have previously provided to us through this website, or object to our use of such Personal Information by emailing us at [contact email address] or by other means as noted on the “Contact Us” portion of this website. You may also oppose the processing or transferring of Personal Information to the extent the laws of your country require, if you have a legitimate reason to do so.

In your request, please state what information you would like us to change, and whether you would like to have your Personal Information removed from our database or otherwise let us know what limitations you would like to place on our use of your Personal Information. For your protection, we will only implement requests with respect to the Personal Information associated with the particular email address that you use to send us your request, and we may need to verify your identity before doing so. We strive to comply with requests as soon as reasonably practicable.

We may need to retain certain information for recordkeeping purposes, and there may also be residual information that will remain in our databases and other records. Such information will not be removed. We may, from time to time, re-contact former users of this website. Finally, we are not responsible for removing information from the databases of third parties (such as service providers) with whom we have shared your Personal Information.

#### Retention Period:

We will retain your Personal Information as necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or allowed by law.

#### Use of Site by Minors:

The Sites is not directed to children under the age of 13 and we request they not provide Personal Information through this website.

#### Cross-Border Transfer:

Your Personal Information may be stored and processed in any country in which we engage service providers, and by using our Sites you consent to the transfer of information to countries outside of your country of residence, including the United States, which may have different data protection rules than those in your country.

#### Sensitive Information:

We ask that you not send us, and you not disclose, any sensitive Personal Information (e.g., Social Security numbers, credit card or other payment card information, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, criminal background or trade union membership) on or through this website or otherwise except as necessary to pay for District services.

#### Contacting Us:

If you have any questions about this Privacy Policy, please contact us by email at [contact email address] or by other means as noted on the “Contact Us” portion of this website.

Please note that email communications are not secure; accordingly, please do not include credit card information or other sensitive or confidential information in your emails to us.

**POLICY TITLE:** California Public Records Act Response Procedures  
**POLICY NUMBER:** 2425

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. Reclamation District No. 1000 adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

2425.1 All requests for public records shall be in writing on a form approved by the Board of Trustees, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office.

2425.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
- e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: [\$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00]. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

2425.3 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

2425.4 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.



**Draft**

RECLAMATION DISTRICT NO. 1000  
REQUEST FOR PUBLIC RECORDS

Date requested:	Date required:
-----------------	----------------

Please list each document, file, or record separately

- I wish to  Review  
 Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the District for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Signature: \_\_\_\_\_

FAX Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

<b>FOR INTERNAL USE ONLY</b>		
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature:	
Reason, if denied:		
Disposition of Request: Documents/response provided on (date)		
By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone		
Comments:		
Date Completed:	Staff Member(s):	Staff Time:



**POLICY TITLE: Electronic Document Retention Policy**  
**POLICY NUMBER: 2430**

The Electronic Document Retention Policy of the Reclamation District No. 1000 governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business.

2430.1 Definitions

- a) Email Message: An electronic communication sent and received via web mail or email client.
- b) Social Media: Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
- c) Text Message: An electronic, written communication sent and received via telephone or Internet connection.
- d) Voicemail Message: An electronic, aural communication sent or received via telephone or Internet connection.

2430.2 Text Messages, Voicemail Messages, and Social Media

Text messages, voicemail messages, and social media posts not saved to an archive or a more permanent medium are intended to be ephemeral documents, not preserved in the ordinary course of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 6252, subdivision (e). Trustees and District staff are not required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

2430.3 Email Messages

- a) Email messages sent or received by the District's computer systems from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other District records.
- b) Except as provided in point 3 below, Trustees and District staff are required to use (or copy to an address on) the District's computer systems for all email messages regarding District business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other District records.
- c) The District will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Trustees, whether at the same time or seriatim, with respect to an item of District business regardless of the means of that communication, including via non-District email accounts. Trustees are encouraged to forward such email messages not received by the District's computer systems nor copied to its staff or to an email address designated for that purpose so they can be preserved in the District's email retention system, relieving individual Trustees of any duty to preserve such email messages or make them available for public inspection.
- d) This policy applies only to the conduct of District business that is subject to the Public Records Act. It has no application to communications to or from Trustees in their other public and private capacities or communications to or from District staff that are personal, private or otherwise not District business.



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 6.2

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**TITLE:** Sacramento Local Agency Formation Commission

**SUBJECT:** Nominations for Special District Representation.

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**EXECUTIVE SUMMARY:**

Sacramento Local Agency Formation Commission (LAFCO) is accepting nominations for Special District Commissioner (Office 7) and two Alternate Special District Commissioners (Office 6 &7). Nominations are due by September 30, 2021. See Attachment No. 1 for more information.

If any Trustee of RD 1000, is interested in serving in any of the three roles on LAFCO, they must be nominated and approved by the majority of the RD 1000 Board at a Public Meeting, prior to submitting a nomination form to LAFCO..

**RECOMMENDATION:**

Staff recommends the Board consider any nominations of an RD 1000 Trustee for the LAFCO roles, and then take possible action to nominate pursuant to the provisions as outlined in Attachment No. 1 of this Staff Report..

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Sacramento LAFCO – Nomination Form

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 09/07/2021



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

[www.saclafco.org](http://www.saclafco.org)

DATE: July 29, 2021

TO: Board of Directors of Independent Special Districts

FROM: José Henriquez, Executive Officer  
Sacramento Local Agency Formation Commission

RE: **Sacramento LAFCo Nominations for Special District Representation**  
**Election for: Special District Commissioner Office No. 7, and**  
**Alternate Special District Commissioner for Office No. 6 & 7**

Pursuant to the provisions of Cortese-Knox-Hertzberg (CKH), Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible for the purpose of selecting a Special District Commissioner [Office No. 7] and Alternate Special District Commissioner [Office No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission. 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.

The Sacramento Local Agency Formation Commission meets on the **first Wednesday of the month at 5:30 P.M.**, Board Chambers, County Administration Center, 700 H Street, Sacramento, California. The Commission meeting is on recess January and July. The term of this office is four years beginning January 1, 2022 thru December 31, 2025.

**SPECIAL DISTRICT COMMISSIONER (Office No. 7)**

This office is currently held by Gay Jones (Sac. Metro Fire District) and will expire on the 31st day of December, 2021.

**ALTERNATE SPECIAL DISTRICT COMMISSIONER (for Office No. 6 & 7)**

This office is currently held by Charlea Moore (Rio Linda-Elverta Recreation and Park District) and will expire on the 31st day of December, 2021

Please be advised that nominations for the Offices listed above will be accepted starting July 30, 2021 until **September 30, 2021 at 4:00 P.M.** (62 days). You are invited to submit nominations forms **via E-MAIL or in WRITING** to this office: **Sacramento LAFCo; 1112 "I" Street, Suite 100: Sacramento CA 95814** or e-mail to **[Diane.Thorpe@SacLAFCo.org](mailto:Diane.Thorpe@SacLAFCo.org)** Nominations not received by 4:00 P.M. on September 30, 2021, will be disregarded and returned to your district.

**To be valid, a nomination must be made by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the Secretary or Clerk of the Board. The nominee must be an elected or appointed Independent Special District**

**Officer residing within the County of Sacramento but shall not be members of the legislative body of a city or county [(CKH Section 56332 (c))].**

At the end of the nominating period, the Executive Officer will prepare and send, to each Independent Special District, one ballot listing candidates and voting instructions. The ballot will include the names of all nominees submitted for Office No. 7 and Alternate for Office No. 6 & 7. The districts must return the ballots to the Executive Officer by the date specified in the voting instructions, which date will be at least 30 days from the date on which the Executive Officer mailed the ballots to the districts. Any ballot received by the Executive Officer after the specified date 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 election held in the same format as the initial election. The Executive Officer will announce the results of the election within seven days of the specified date.

If you have questions regarding the election procedure, please contact the LAFCo Clerk of the Commission, Diane Thorpe, at (916) 874-6458.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION



José C. Henriquez,  
Executive Officer

cc: LAFCo Commissioners



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

## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION Special District Representation

### Nomination Form

Due: September 30, 2021 at 4:00 P.M.

In accordance with the bylaws of the Special District Selection Committee,  
the Governing Board of the \_\_\_\_\_ District  
(Name of Special District)

Nominates \_\_\_\_\_ for: LAFCo Special District Representation  
(Board Member)

Commissioner Office No. 7 (Four Year term)

**AND/OR**

Alternate Commissioner Office No. 6 & 7 (Four Year term)

Signature: \_\_\_\_\_  
Board Chairperson

Meeting Date: \_\_\_\_\_

### ATTEST:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
**Please Print E-mail Address**

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
**Please Print E-mail Address**

### INFORMATION BELOW TO REMAIN CONFIDENTIAL

**Nominee's contact information below:**

\_\_\_\_\_  
Nominees Name

\_\_\_\_\_  
Nominees Address

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

\_\_\_\_\_  
Nominees E-mail

**This box must be complete  
for nomination to be accepted**

**Please attach Nominee's resume**

**LAFCo meets on the first Wednesday of the month at 5:30 pm.**



## RECLAMATION DISTRICT 1000

DATE: SEPTEMBER 10, 2021

AGENDA ITEM NO. 7.1.1

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TITLE: Committee Meeting Minutes

SUBJECT: Committee Meeting Minutes from August 10, 2021 – September 1, 2021

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### EXECUTIVE SUMMARY:

#### **Urbanization Committee Meeting – August 10, 2021**

A meeting of the Reclamation District No. 1000 Urbanization Committee was held on Tuesday, August 10, 2021, at 10:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Lee-Reeder, Avdis and Jones. Staff in attendance was General Manager King. Public Attendees were Eva Spiegel, Lisa Marie Alley, Colleen Valles, Ron Trujillo, Rob McCallister, Ashley Clark, Stevan Allen, Hector Barajas, Eric Grotenhuis and Mike Hendry.

The Urbanization Committee met with the respondents to the District's RFQ – Strategic Communication Services. Each respondent was given the opportunity to discuss their respective proposals with the Committee. The Urbanization Committee asked questions of the various respondents for clarification of their proposals. At the conclusion of the Urbanization Committee, GM King provided the Committee Members with a ranking sheet. Urbanization Committee Members subsequently provided their ranking sheets to GM King. After compiling the rank sheets, it was determined that Allen Strategic would be recommended to the Board for award of contract at the August 13, 2021 Board of Trustees meeting.

With no further business on the Urbanization Committee Agenda, meeting adjourned at 12:05 p.m.

#### **Executive Committee Meeting – September 1, 2021**

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, August 4, 2021, at 8:00 a.m. via GoToMeeting and Conference Call. In attendance were Trustees Gilbert and Lee-Reeder. Staff in attendance were General Manager King and General Counsel Shapiro. There were no members of the public present, therefore no public comments were received.

General Manager King presented the proposed agenda for the September 10, 2021, Board of Trustees meeting. Trustee Lee-Reader informed GM King, she received a request from Trustee Burns, to include a Closed Session Item regarding the General Manager's Employment Contract. After discussion with General Counsel Shapiro, the item was added to the proposed agenda. The Committee reviewed the agenda and approved as modified.

With no further business on the Executive Committee Agenda, meeting adjourned at 8:37 a.m.

**TITLE: *Committee Meeting Minutes***

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 09/07/2021