

**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
SACRAMENTO, CA  
August 10, 2018  
8:00 A.M.  
AGENDA  
1633 Garden Highway  
Sacramento, CA 95833**

Any documents related to agenda items that are made available to the Board before the meeting will be available for review by the public at: 1633 Garden Highway, Sacramento, CA 95833

**CALL TO ORDER**

**SET THE AGENDA**

*OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO DIRECTLY ADDRESS THE BOARD ON SUBJECT MATTER NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE BOARD.  
(Limit: 3 minutes per person)*

**ITEMS SCHEDULED FOR ACTION**

1. APPROVAL OF THE MINUTES OF THE BOARD OF TRUSTEES (Action)
  - A. Regular Meeting – July 13, 2018
2. ADMINISTRATIVE ITEMS
  - A. Treasurer’s Report for June 2018 - update
  - B. Expenditure Report for June 2018 -update
  - C. Budget Year End Report FY 17-18
3. COMMITTEE REPORTS (Information)
  - A. SAFCA Representatives
  - B. Executive Committee (8/02/18)
  - C. Personnel Committee (7/20/18)
4. BOARD BUSINESS (Action/Information)
  - A. General Manager Recruitment Process and Contract (Information)
  - B. CSDA updates by Public Affairs Coordinator Dane Wadle and Rylan Gervase Legislative Advocate
  - C. Agreement with Natomas Central Mutual Water--North Drain Canal Project (Action)
  - D. Acceptance of Easements from Natomas Central Mutual Water Company vicinity of Sacramento River East Levee south of San Juan Road (Action)
  - E. District Construction Change Order Policy Review (Information/Action)
  - F. Strategic Plan Implementation Status Review (Information)

## ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

5. GENERAL MANAGER'S REPORT
  - A. Regional Flood Control Issues
  - B. Flood Season outlook
  - C. Status of Corps Natomas Levee Project
  - D. Audit Contract
  - E. Meeting with Mike Strachn—SAFCA Washington Lobbyist
  - F. Reimbursement Sacramento Regional Sanitation District—Interceptor Project Sinkholes
  - G. Update Plant 2 Reconstruction--FEMA Grant Reimbursement Increase and Project Closeout
6. PUBLIC OUTREACH REPORT – K. Pardieck
7. DISTRICT COUNSEL'S REPORT
8. SUPERINTENDENT'S REPORT
9. Correspondence/News/Information
  - A. CSDA Annual Meeting (Information)
10. ADJOURN

**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
ACTION SUMMARY  
SACRAMENTO, CA  
July 13, 2018  
8:00 A.M.  
1633 Garden Highway  
Sacramento, CA 95833**

Trustees Present: Smith, Barandas, Burns, Harris

President Smith presided at the meeting.

Public Comments: There were no public comments

**1. Approval of the Minutes of the Board of Trustees**

There were no changes to the Minutes. A motion was made by Trustee Harris to approve the Minutes, seconded by Trustee Barandas, and carried by a unanimous vote.

**2. Administrative Items**

**A. Treasurer's Report for June 2018**

Checking:	\$ 91,457.12
Money Market:	\$ 218,377.42
County Treasurer:	\$ 1,945,379.82
LAIF:	\$ 2,648,204.45
City Pool A:	\$ 2,025,027.83

Treasurer's reports were included in the board packet. President Smith asked for clarification about property assessment projection for the 2018-2019 Budget. A motion was made by Trustee Burns to approve the report, seconded by Trustee Barandas, and carried by a unanimous vote.

**3. Committee Reports**

**A. SAFCA**

Trustee Barandas reported the May SAFCA Executive Committee meeting was cancelled. GM Devereux reported about the recent historic \$1.8 Billion appropriation by the Federal government for Sacramento area flood protection. This funding will aid several projects: 2016 WRDA work in the Pocket, Sacramento and American Rivers, North Sacramento, Folsom Dam raise, Yolo Bypass and widening of the weir. No appropriations were made for the Natomas Project. GM assures there is still work plan money to fund Natomas Projects - Reach I and Reach H have funds obligated by the Army Corps and work will begin this year. The Reach D contract will be awarded this year.

**B. Executive Committee**

The Executive Committee met on July 6, 2018. In attendance were Trustee Jeff Smith, Tom Barandas, Fred Harris and GM Devereux. The Committee set the agenda for the July 13 Board

meeting and discussed the federal government's recent \$1.8 Billion appropriation for Sacramento flood protection, FY 18-19 Budget, public hearing for the assessment, and several contracts. A board meeting quorum check was also conducted.

#### **C. Personnel Committee**

The Personnel Committee met on June 22. In attendance were Trustees Fred Harris, David Christophel and Chris Burns. General Manager (GM) Devereux; Admin Service Manager Gutierrez attended the CalPERS discussion. The Committee discussed the District's FY 2018-2019 Budget and recommended salary and merit adjustments; existing nepotism policy; succession plan/RFP for the GM's position, and the status of CalPERS benefits for the Admin Service Manager J. Gutierrez.

#### **D. Operations Committee**

The Operations Committee met on June 15, 2018 to discuss the proposed FY 2018-19 Budget. In attendance were Trustee Barandas, Chair, Trustee Jeff Smith, and GM Paul Devereux; Trustee Christophel participated by phone. The Committee discussed the proposed FY 2018-19 Budget, budgeted Capital Improvements and pursuing grant funding opportunities. After discussion, the Committee voted to recommend Board approval of the revised Operations and Capital Improvement portion of the budget. The Committee also reviewed the status of the Asset management Plan Roadmap initiatives, and GM proposed a schedule for items that still need to be implemented. A suggestion was made by Trustee Smith to look to CH2M (Jacobs) for templates used for SOP's. Trustee Barandas recommended having our field crew visit other similar organizations to share experiences and efficiencies with maintenance activities.

#### **E. Finance Committee**

The Finance Committee met on June 15 to discuss the preliminary FY 2018-19 Budget. In attendance at the meeting were Trustees Thom Gilbert, Fred Harris and Trustee Chris Burns sat in on this meeting. Trustee Smith was not available to attend. Staff in attendance were GM Devereux and Admin Service Manager Gutierrez. The Committee discussed a new education line item, rising healthcare costs and new provider possibilities. They extensively reviewed the projected operations Capital expenditures and discussed how best to track reimbursable expenditures on the District's budget document. The meeting ended with discussion of the accountant and auditor consultant tasks/duties and the Committee seeking approval to extend the Cropper Accountancy audit renewal for one more year.

### **4. Board Business**

#### **A. O&M Assessment Rate**

A public hearing formally opened by Trustee Smith and asked if there were any questions, if anyone would like to testify, if anyone had any comments. There were none. Trustee Burns inquired about the assessments and whether collection of monies triggers a Prop 218 election. Counsel Day explained District has a pre-Prop 218 assessment provides for an adjustment when there is a change in land use or land parcel splits. There are set adjustments set in accordance with formula adopted by Assessment Valuation Commissioners which is the equivalent to an Engineer's Report.



A motion was made by Trustee Harris to adopt the 2018-19 Assessment Rate at .75 per \$100 of assessed value, seconded by Trustee Barandas, all in favor, no opposition, motion carries, and hearing was closed.

**B. Approve FY 18-19 Budget**

A copy of the proposed Fiscal Year 2018-19 Budget was included in the board packet. The proposed budget has been reviewed by the Operations, Personnel and Finance Committees. GM Devereux presented the Proposed FY 2018-19 Budget and answered questions from Trustees about District revenues, fund balances and proposed budget line item increases, decreases and newly budgeted line items. GM took time to explain the existing state of our fund balances (restricted and unrestricted funds), how each fund is used, and forecasted projected balances at 6/30/19. A motion was made by Trustee Harris to adopt the FY 2018-19 Budget, seconded by Trustee Barandas, all in favor, motion carries.

**C. Adoption of Official Pay Rate Schedule for 2018-2019 (CCR §570.5)**

Per the California Code of Regulations §570.5 the Board is required to adopt an Official Pay Rate Schedule and have it available for the public to review. This pay schedule is for the Fiscal Year 2018-19 and is based upon the 2018-19 adopted Budget, which includes approved payrates for employees. A copy of the Official Pay Rate schedule was included in the board packet. A motion was made by Trustee Harris to adopt the 2018-19 Official Pay Rate Schedule as prepared, seconded by Trustee Smith, by unanimous vote, motion carries.

**D. Banking and Finance Authorizations**

Annually or as necessary, banking and finance authorizations must be updated.

1. Adopt Banking Resolution 2018-07-2 (County of Sacramento)
2. Adopt Banking Resolution 2018-07-3 (Bank of the West Checking/Money market)
3. Adopt City of Sacramento Pool A Investment Fund Authority Resolution 2018-7-4
4. Adopt State Treasury Local Agency Investment Fund Authority Resolution 2018-7-5

Trustees shared some concern and he asked for clarification of controls in place for the LAIF and City Pool A accounts. ASM Gutierrez and GM Devereux explained controls. A motion was made by Trustee Burns to authorize banking and finance authorizations for Resolutions 2018-07-2, 2018-07-03, 2018-7-4, 2018-7-5; seconded by Trustee Barandas, by unanimous vote, motion carries.

**E. Sutter County Assessment Certification Resolution 2018-7-6**

Sutter County requires an annually certification of the District's legal process used to place direct charges (special assessments) on the County's Secured Tax Roll. Resolution 2018-7-6 is a Resolution of the Board of Trustees of Reclamation District No. 1000 certifying to the County of Sutter the validity of the legal process used to place direct charges on the County's Secured Tax Roll. A motion was made by Trustee Burns, seconded by Trustee Barandas, by unanimous vote, motion carries.

**F. SCADA**

GM Devereux reported there are two items: Awarding contract for the Phase 1 project and the second is amending the contract with A.T.E.E.M. He explained we advertised, had a walk-thru, opened bids and received two bids. Tesco Controls Inc. as the lowest responsible and responsive

bidder in the amount of \$448,000 for Project 18-SCADA-01. GM Devereux is recommending only awarding the base bid; which does not include Plants 4, 5, or 6 due to expected Corps work. The project will construct SCADA Improvements at various District facilities. Alan Bradley equipment will be used to avoid sole source issues down the road. Trustee Smith and Burns inquired about the contract and would like to view all contracts in the future (signing page, terms and conditions, specs, invitation to bid, and bid). The format will be determined. Trustee Smith inquired about a contingency for project changes. Trustee Burns made a motion to approve the contract with Tesco Controls Inc., authorizing GX Devereux to make change orders subject to the maximum allowed by law, not to exceed 15%; seconded by Trustee Harris, by unanimous vote, motion carries.

#### **Agreement with A.T.E.E.M. Electrical Engineering for Consultant Construction Services for Supervisory Control and Data Acquisition (SCADA) Improvements**

Scott Brown from Larsen Wurzel provided background information of the District's consulting services with A.T.E.E.M. related to the preparation of a SCADA Masterplan and design. As we move toward the projects construction phase, staff proposed to amend the agreement with A.T.E.E.M. for services related to construction oversight of SCADA improvements associated with the Reclamation Grant. ATEEM's proposal for services was included in the board packet. Staff recommended the Board authorize the General Manager to execute an amendment to the consultant services agreement with A.T.E.E.M. Electrical Engineering Consultants to include SCADA Design Services and amend the not-to-exceed contract amount to \$220,000. Trustee asked if this amount was factored into the FY 2018-19 Budget. GM Devereux clarified he overbudgeted in the Capital line item, so this should cover costs. Trustee Smith moved to approve an agreement with A.T.E.E.M. for SCADA improvements, seconded by Trustee Burns, by unanimous vote, motion carries.

#### **G. Executive Search Firm**

The District's General Manager anticipates retiring in 2019. The Board has directed staff to secure the services of an Executive Search Consultant to assist them in selecting a new General Manager. Staff prepared and sent out a Request for Proposal to five firms. Four firms submitted proposal by the July 6 deadline. GM is seeking authorization to the Personnel Committee to hire a new executive search firm to assign the contract, not to exceed \$35,000. Trustee Barandas requested that the Board be notified of the firm selected prior to the August Board meeting. Trustee Harris moved to approve authorization for the Personnel Committee to hire an executive search firm, seconded by Trustee Barandas, by unanimous vote, motion carries.

#### **H. Contract Amendment with LWA for Project Management Services**

GM Devereux explained this item is a contract amendment (extension) to extend authority with Larsen Wurzel (Scott Brown's) for recent project management services with SCADA, SMUD Transformer/Plant 1 issues and ongoing project management services that he assists GM with. The original contract was set at \$80k, to date approximately \$32K has been used as the effort was less than anticipated. This extension will be necessary to cover Scott Brown's continued work through the end of the fiscal year. GM also suggested the District take a look at ongoing project management services for the future. A motion was made by Trustee Barandas, seconded by Trustee Burns, all in favor, motion carries.

## **I. Engagement Letter with Cropper Accountancy for Audit Services**

GM Devereux reported that the Finance Committee is recommending the District continue services of Cropper Accountancy for our district audit for one more year. An engagement letter and fee proposal from Cropper Accountancy was included in the board packet. Trustee Burns mentioned a \$900 fee for the State Controller Report was not included in the fee proposal – a possible oversight by Cropper Accountancy. GM Devereux will look into this. Trustee Harris moved to approve services with Cropper Accountancy for the next year, seconded by Trustee Burns, all in favor, motion approved.

## **5. General Manager's Report**

### **A. Regional Flood Control Issues**

Regional Flood Control Issues: Nothing new to report except state budget complimented the federal funding for Natomas Projects.

### **B. Update Corps Design Progress Natomas Levee project**

Corps Natomas Levee Project Update: Reach D construction will start with work plan money that was available nationwide and allocated to this District.

### **C. Update on strategic Plan Implementation**

Strategic Plan update will be available at the August board meeting.

### **D. Update on asset management plan roadmap**

Update on asset management plan – handout was provided at the Board meeting; Trustee Smith would like GM to look into obtaining SOPs from our consultants.

### **E. Cleveland Street purchase offer (SAFCA)**

Cleveland Street purchase SAFCA has made an offer to purchase the property. GM asked the Board if the District is interested in sharing a financial contribution.

### **F. PRA Request 7907 Garden Highway**

We received a PRA request re 7907 Garden Highway from property owner's legal counsel – GM Devereux, Asm Gutierrez and Counsel Day assisted with complying with this request.

## **6. Public Outreach Report**

Karen Pardieck provided a verbal report of her activities for the month of June.

## **7. District Counsel's Report**

Counsel Jim Day provided a verbal report of his activities for the month of June.

**8. Superintendent's Report**

Superintendent Don Caldwell gave a verbal and visual presentation of related District activities for the month of June. A copy of the Superintendent's report was included in the Board packet.

**9. Correspondence/News/Information**

GM Devereux provided information about Brookman Protection Services' quarterly summary; GM would like to invite John Roberts from the Conservancy to our August or September Board meeting to brief the Board; CSDA Annual Meeting and add to August agenda.

**10. Meeting Adjourned**

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President

\_\_\_\_\_  
Secretary

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 2**

**SUBJECT: ADMINISTRATIVE ITEMS (Action)**

- A) Treasurer's Report  
The Treasurers' Report for June 2018 is enclosed for your review
- B) Expenditure Report  
The Expenditure report for the month of June 2018 is enclosed for your review

**RECOMMENDATION:**

- A) Review and approve the Treasurers' Report.
- B) Signing of the Expenditure Reports is Board approval of the Expenditure Report.

Reclamation District 1000  
Treasurer's Report  
July 2018

Treasurer's Report for July 2018

<b>July 2018</b>	
Total Funds	8,221,456.01
Bank of the West - Checking	250,237.39
Bank of the West - Money Market	268,385.42
Sacramento County Treasurer	2,079,600.92
State Treasurer - Local Agency Investment Fund	3,598,204.45
City of Sacramento - Pool A	2,025,027.83

<b>July 2018 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			2,171,060.90
	Income	Expense	
Accounts Receivable	1,378,853.98		1,378,853.98
Transfer from money market account	200,000.00		200,000.00
Transfer to money market account		(1,200,000.00)	(1,200,000.00)
Interest Income & Other Misc.	22.01		22.01
Accounts Payable*		(147,744.09)	(147,744.09)
Payroll		(72,354.49)	(72,354.49)
<b>Ending Balance</b>			2,329,838.31

\*See Attached Check Register

Accounts receivable is made up of the following:

The Notomas Basin Conservancy	4,500.00
SAFCA	1,300,000.00
RD 1000 Healthcare Trust	59,353.98
Greenbriar	15,000.00
	<hr/>
	1,378,853.98
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Reclamation District No. 1000  
Transactions by Account

As of July 31, 2018

Accrual Basis

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>Cash and Investments</b>								91,459.98
<b>1010.00 - Bank of the West Checking Acct</b>								91,459.98
Transfer	07/03/2018				Funds Transfer	200,000.00		291,459.98
General Journal	07/05/2018				Settlement of 6/30/18 accrued payroll		11,831.37	279,628.61
General Journal	07/05/2018				Settlement of 6/30/18 accrued payroll		25,662.38	253,966.23
General Journal	07/05/2018				Settlement of 6/30/18 accrued payroll		95.70	253,870.53
General Journal	07/05/2018				Settlement of 6/30/18 accrued payroll, ck # 10021		586.60	253,283.93
General Journal	07/05/2018				Settlement of 6/30/18 accrued payroll, ck # 10022		207.79	253,076.14
Check	07/10/2018	EFT		Peter Pavey & Anthony Miller			500.00	252,576.14
Payment	07/10/2018			The Notomas Basin Conservancy		4,500.00		257,076.14
General Journal	07/10/2018				Misc office cash deposited to operating account	4.30		257,080.44
Check	07/12/2018	EFT		Cal Pers			10,174.52	246,905.92
Bill Pmt -Check	07/12/2018			Cal Pers	QuickBooks generated zero amount transaction f...	0.00		246,905.92
Check	07/12/2018	EFT		Cal Pers			8,032.26	238,873.66
Check	07/12/2018	EFT		Cal Pers			600.00	238,273.66
Check	07/12/2018	EFT		Cal Pers			1,290.00	236,983.66
Bill Pmt -Check	07/12/2018			City of Sacramento			53.59	236,930.07
Bill Pmt -Check	07/12/2018			City of Sacramento			148.62	236,781.45
Bill Pmt -Check	07/12/2018			City of Sacramento			4.38	236,777.07
Bill Pmt -Check	07/12/2018			Comcast			126.13	236,650.94
Bill Pmt -Check	07/12/2018			PG&E			259.99	236,390.95
Bill Pmt -Check	07/12/2018			Waste Management of Sacramento			417.85	235,973.10
Check	07/12/2018	40000		ACWA JPIA			1,639.09	234,334.01
Bill Pmt -Check	07/12/2018	40001		Airgas NCN			683.26	233,650.75
Bill Pmt -Check	07/12/2018	40002		AT&T			259.21	233,391.54
Bill Pmt -Check	07/12/2018	40003		Brookman Protection Services, Inc.			3,900.00	229,491.54
Bill Pmt -Check	07/12/2018	40004		Carson Landscape Industries			615.00	228,876.54
Bill Pmt -Check	07/12/2018	40006		Core Logic Information Solutions, Inc.			250.00	228,626.54
Bill Pmt -Check	07/12/2018	40005		Contour Sierra Aebi, LLC			3,195.43	225,431.11
Bill Pmt -Check	07/12/2018	40007		Grace Consulting			2,156.25	223,274.86
Bill Pmt -Check	07/12/2018	40008		Great America Financial Services			279.69	222,995.17
Bill Pmt -Check	07/12/2018	40009		Green Light Termite and Pest			200.00	222,795.17
Bill Pmt -Check	07/12/2018	40010		Interstate Oil Company			2,613.05	220,182.12
Bill Pmt -Check	07/12/2018	40011		Karen Pardieck			1,800.00	218,382.12
Bill Pmt -Check	07/12/2018	40014		Signature Graphics			129.90	218,252.22
Bill Pmt -Check	07/12/2018	40015		Smile Business Products			244.71	218,007.51
Bill Pmt -Check	07/12/2018	40016		Steve Yaeger Consulting			832.00	217,175.51
Bill Pmt -Check	07/12/2018	40017		Terrapin Technology Group			730.79	216,444.72
Bill Pmt -Check	07/12/2018	40018		Unico Engineering, Inc.			623.70	215,821.02
Bill Pmt -Check	07/12/2018	40019		Valley Hydraulics & Machine, Inc.			136.59	215,684.43
Bill Pmt -Check	07/12/2018	40020		Valley Tire Center, Inc.			19.00	215,665.43
Bill Pmt -Check	07/12/2018	40021		Valley Truck & Tractor Company			1,464.16	214,201.27
Bill Pmt -Check	07/12/2018	40022		West Yost Associates			2,544.00	211,657.27
Bill Pmt -Check	07/12/2018	40023		Yolo County Public Works			69.94	211,587.33
Bill Pmt -Check	07/12/2018	40012		Paul Devereux			164.34	211,422.99
Bill Pmt -Check	07/13/2018	EFT		Genuine Parts Company			7.71	211,415.28
General Journal	07/19/2018		*		7/19/18 payroll		22,823.24	188,592.04
General Journal	07/19/2018		*		7/19/18 payroll		11,067.16	177,524.88
General Journal	07/19/2018		*		7/19/18 payroll		80.25	177,444.63
Bill Pmt -Check	07/19/2018	40024		A T.E.E.M. Electrical Engineering, Inc.			8,590.00	168,854.63
Bill Pmt -Check	07/19/2018	40025		Brookman Protection Services, Inc.			3,900.00	164,954.63
Bill Pmt -Check	07/19/2018	40027		Sacramento County			420.00	164,534.63
Bill Pmt -Check	07/19/2018	40028		Day Carter & Murphy LLP			8,119.00	156,415.63
Bill Pmt -Check	07/19/2018	40029		Green Light Termite and Pest			75.00	156,340.63
Bill Pmt -Check	07/19/2018	40030		Interstate Oil Company			1,190.66	155,149.97
Bill Pmt -Check	07/19/2018	40031		Larsen Wurzel & Associates			6,092.47	149,057.50
Bill Pmt -Check	07/19/2018	40032		Sacramento Business Journal			110.00	148,947.50
Bill Pmt -Check	07/19/2018	40034		Sacramento County Utilities			225.42	148,722.08
Bill Pmt -Check	07/19/2018	40035		Streamline			200.00	148,522.08
Bill Pmt -Check	07/19/2018	40036		Stronghold Construction			913.80	147,608.28
Bill Pmt -Check	07/19/2018	40037		US Bank Corp			3,344.94	144,263.34
Bill Pmt -Check	07/19/2018	40026		Christina Forehand			55.18	144,208.16
Check	07/20/2018	EFT		Cal Pers			30.56	144,177.60
Check	07/20/2018	EFT		Cal Pers			14,825.00	129,352.60
Payment	07/20/2018			SAFCA		1,300,000.00		1,429,352.60
General Journal	07/20/2018		*		Copying fee for public records request	13.20		1,429,365.80
Payment	07/24/2018			RD 1000 Healthcare Trust		59,353.98		1,488,719.78
Bill Pmt -Check	07/24/2018	40047		SMUD			23,480.46	1,465,239.32
Bill Pmt -Check	07/24/2018	40038		Bode & Bode			1,350.44	1,463,888.88
Bill Pmt -Check	07/24/2018	40039		Chavez, Silva & Company			1,105.00	1,462,783.88
Bill Pmt -Check	07/24/2018	40040		City of Sacramento			1,332.00	1,461,451.88
Bill Pmt -Check	07/24/2018	40041		Contour Sierra Aebi, LLC			978.43	1,460,473.45
Bill Pmt -Check	07/24/2018	40042		H.T. Harvey & Associates			1,864.00	1,458,609.45
Bill Pmt -Check	07/24/2018	40043		JCG Technologies			495.00	1,458,114.45
Bill Pmt -Check	07/24/2018	40044		Joleen Gutierrez			6.50	1,458,107.95
Bill Pmt -Check	07/24/2018	40045		Karen Pardieck			1,800.00	1,456,307.95
Bill Pmt -Check	07/24/2018	40046		Mead & Hunt			16,769.73	1,439,538.22
Bill Pmt -Check	07/24/2018	40048		US HealthWorks			250.00	1,439,288.22
Transfer	07/27/2018				Funds Transfer		1,200,000.00	239,288.22
Bill Pmt -Check	07/27/2018	EFT		PG&E			34.56	239,253.66
General Journal	07/27/2018		*		Customer deposit for the Greenbriar Project	15,000.00		254,253.66
Bill Pmt -Check	07/27/2018			CH2M Hill	QuickBooks generated zero amount transaction f...	0.00		254,253.66
Bill Pmt -Check	07/30/2018	EFT		Alhambra & Sierra Springs			26.62	254,227.04
Bill Pmt -Check	07/30/2018	EFT		City of Sacramento			54.83	254,172.21
Bill Pmt -Check	07/30/2018	EFT		City of Sacramento			150.73	254,021.48
Bill Pmt -Check	07/30/2018	EFT		The Home Depot			263.16	253,758.32
Bill Pmt -Check	07/30/2018	EFT		Verizon			339.05	253,419.27
General Journal	07/31/2018		*		July 2018 interest on Bank of the West operating	4.51		253,423.78
Bill Pmt -Check	07/31/2018	40051		Neat Freak Clean, LLC			210.00	253,213.78
Bill Pmt -Check	07/31/2018	40052		Smile Business Products			221.80	252,991.98
Bill Pmt -Check	07/31/2018	40055		US Bank Corp			1,014.65	251,977.33
Bill Pmt -Check	07/31/2018	40054		US Bank Corp			1,693.75	250,283.58
Bill Pmt -Check	07/31/2018	40053		US Bank Corp			46.19	250,237.39
Total 1010.00 - Bank of the West Checking Acct						1,578,875.99	1,420,098.58	250,237.39
Total Cash and Investments						1,578,875.99	1,420,098.58	250,237.39
<b>TOTAL</b>						<b>1,578,875.99</b>	<b>1,420,098.58</b>	<b>250,237.39</b>

**Reclamation District No. 1000**  
**Budget to Actual Comparison**  
**July 1, 2017 to June 30, 2018 (Twelve Months Ending of Fiscal 2018)**

	Year to Date July 1, 2017 to June 30, 2018	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	2,232,109	2,248,421	99.27%
Rents	19,871	20,000	99.36%
Interest Income	82,599	13,000	635.38%
Finance Charges/Penalty	-	200	0.00%
CERBT Reimbursement	-	-	Not Budgeted
SAFCA - O/M Assessment	1,300,000	1,300,000	100.00%
Miscellaneous	1,372	5,000	27.44%
FEMA/OES Disaster Reimbursement	133,533	-	Not Budgeted
<b>Total</b>	<b>3,769,484</b>	<b>3,586,621</b>	<b>105.10%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	24,581	20,000	122.91%
<b>Total Combined Income</b>	<b>3,794,065</b>	<b>3,606,621</b>	<b>105.20%</b>
<b>Operations and Maintenance - Expense</b>			
<b>Administration</b>			
Election Cost	46,602	50,000	93.20%
City/County Fees	13,295	10,000	132.95%
Legal	100,988	85,000	118.81%
Liability/Auto Insurance	106,984	110,000	97.26%
Office Supplies	6,005	5,500	109.18%
Assessment Costs	23,157	30,000	77.19%
Computer Costs	18,673	10,000	186.73%
Uninsured Losses	-	1,000	0.00%
Accounting/Payroll Services	45,660	36,000	126.83%
Admin. Services	31,660	26,000	121.77%
Utilities (Phone/Water/Sewer)	20,158	23,500	85.78%
Mit. Land Expenses	106	3,000	3.53%
Other	12,032	10,000	120.32%
SAFCA (CAD)	6,359	3,600	176.64%
New Office Furniture	3,331	-	Not Budgeted
<b>Sub Total</b>	<b>435,010</b>	<b>403,600</b>	<b>107.78%</b>
<b>Personnel/Labor</b>			
Wages	957,656	987,688	96.96%
Group Insurance	107,737	118,305	91.07%
Worker's Compensation Insurance	27,152	46,000	59.03%
Annuitant Health Care	28,000	-	Not Budgeted
OPEB - ARC	-	38,785	0.00%
Dental/Vision/Life	19,057	26,000	73.30%
Payroll Taxes	75,391	76,580	98.45%
Pension	155,671	156,044	99.76%
Trustee Fees	37,800	39,000	96.92%
<b>Sub Total</b>	<b>1,408,464</b>	<b>1,488,402</b>	<b>94.63%</b>



**Operations**

Power	416,150	500,000	83.23%
Supplies/Materials	17,255	22,000	78.43%
Herbicide	67,309	135,000	49.86%
Fuel	49,095	55,000	89.26%
Field Services	169,188	96,500	175.32%
Field Operations Consultants	24,366	20,000	121.83%
Equipment Rental	2,519	10,000	25.19%
Refuse Collection	12,888	10,000	128.88%
Equipment Repair/Service	7,200	22,000	32.73%
Equipment Parts/Supplies	69,811	55,000	126.93%
Facility Repairs	79,262	250,500	31.64%
Shop Equipment (not vehicles)	194	13,000	1.49%
Field Equipment	315	11,000	2.86%
Misc/Other 2	3,413	-	Not Budgeted

<b>Sub Total</b>	<b>918,965</b>	<b>1,200,000</b>	<b>76.58%</b>
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**Equipment**

Small Equipment/Software	5,500	12,500	44.00%
Service Truck Replacement	44,193	-	Not Budgeted
Large Equipment	203,941	209,000	97.58%
Construction in Progress SCADA	111,553	-	Not Budgeted

<b>Sub Total</b>	<b>365,187</b>	<b>221,500</b>	<b>164.87%</b>
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**Consulting/Contracts/Memberships**

Public Relations	25,830	35,000	73.80%
Engineering/Admin Consultants	272,424	150,000	181.62%
Memberships	21,487	35,000	61.39%
Security Patrol	57,000	83,000	68.67%
Contingency Levee Patrol	-	5,000	0.00%

<b>Sub Total</b>	<b>376,741</b>	<b>308,000</b>	<b>122.32%</b>
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<b>Total O &amp; M Expenses</b>	<b>3,504,367</b>	<b>3,621,502</b>	<b>96.77%</b>
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**Capital Expenses**

Capital Facilities	112,525	300,000	37.51%
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<b>Total All Expenditures</b>	<b>3,616,892</b>	<b>3,921,502</b>	<b>92.23%</b>
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Note: Included in Capital Facilities is the security fencing for plant 1 of \$53,775, asphalt for \$23,600, and the new shop well for \$35,150.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 3**

**SUBJECT:** Committee Reports (Information)

- A. SAFCA Representatives – verbal report
- B. Executive Committee (8/02/18)
- C. Personnel Committee (7/20/18)

## Executive Committee Minutes

August 2, 2018

In attendance were Trustee Tom Barandas and GM Devereux; Trustees Jeff Smith and Fred Harris participated via conference call

There were no members of the public present and therefore no public comments.

GM Devereux reviewed the draft agenda for the August 10 meeting. Tom Barandas noted SAFCA had cancelled their Executive Committee meeting for next week; but their staff had provided an email update of activities which he will share with the Board. It was noted the Personnel Committee meeting was to conduct the interview of Bob Murray and Associates for the GM executive search.

GM Devereux reviewed the items include a briefing by Bob Murray on the GM search as well as an update on CSDA activities by members of their staff. He then discussed the action items related to Natomas Water Company; Trustee Smith wanted to confirm the proposed North Drain Canal improvements will not interfere with the Corps project in this area; He also asked about the timing for the quitclaim of their easements if relocation of the facilities has not been completed. The Committee had a discussion about the District's construction change order policy and GM's authority which will be presented to the Board for consideration. It was noted a Special Board meeting is scheduled for August 31 when SAFCA's Washington lobbyist Mike Strachn is in town.

Trustee Harris asked about the potential reimbursement from Sacramento Regional San District for consultant costs incurred by the District. GM Devereux reported he is working with their staff on a reimbursement agreement which he hopes to present to the Board in September.

There being no further business, the meeting was adjourned.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4A**

**SUBJECT:      General Manager Recruitment and Contract (Information)**

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4B**

**SUBJECT: CSDA updates by Public Affairs Coordinator Dane Wadlé and Legislative Advocate Rylan Gervase**



## August 2018

August will be a busy month in Sacramento. When the Legislature reconvenes on August 6, legislators will immediately prepare for fiscal committee hearings that will be held through August 17. Floor session will begin on August 20 and bills must pass both houses by August 31 if they are to move to the Governor’s desk to be signed or vetoed. CSDA will carefully monitor and act on all state legislation that affects special districts.

Read on for the latest details on legislation impacting special districts and visit [csda.net/take-action](http://csda.net/take-action) to learn more.



### Inside this edition of the Grassroots Action Brief:

- JPA Legislation Amended to Remove Local Government Opposition.....2
- Bill Mandates Additional CEQA Notices and Public Outreach for Projects in Disadvantaged Communities.....3
- CSDA Positions on 2018 Ballot Measures .....4
- CSDA Supports Sexual Harassment Prevention Training Legislation.....5
- Promote the Student Video Contest!.....5
- Other Ways to Take Action
  - Have an Idea for Creating a New Law, or Removing an Old Law?.....6
  - Learn, Engage, Give Feed Back, and Stay Informed .....7

### Contact a local CSDA representative near you!

Dane Wadlé  
 Colleen Haley  
 Steven Nascimento  
 Chris Palmer

Northern & Sierra Networks  
 Bay Area Network  
 Central Network  
 Coastal & Southern Network

[danew@csda.net](mailto:danew@csda.net)  
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## ➤ GOVERNANCE AND ACCOUNTABILITY

*CSDA's long range policy priority on governance and accountability is to 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 preference of each community*

### JPA Legislation Amended to Remove Local Government Opposition

Assembly Member Freddie Rodriguez has amended [Assembly Bill 1912](#) to remove local government opposition, including that of CSDA, the League of California Cities, and the California State Association of Counties. While AB 1912 still places new liabilities on JPA member agencies that had not existed before, the new requirements in AB 1912 are significantly more manageable than the original version and help protect employees from losing their pension if a JPA were to fail.

Following the failure of the East San Gabriel Valley Human Services Consortium Joint Powers Authority that had \$19.4 million in unfunded pension liabilities, nearly 200 employees and retirees had their pensions reduced by roughly 60 percent. In response, Assembly Member Rodriguez, Chair of the Assembly Public Employees, Retirement, and Social Security Committee, introduced [Assembly Bill 1912](#).

As originally drafted, AB 1912 would have assigned prospective and retroactive joint and several liability to Joint Powers Authority (JPA) member agencies with regards to a JPA's pension liabilities. This significant change in law would have resulted in substantial financial reporting issues and may have resulted in the downgrading of credit ratings of JPA member agencies, impacting bond ratings, and potentially even violating constitutional debt limits.

However, as amended on July 3, the bill now requires apportioned liability of pension obligations be assigned to JPA member agencies, and only prior to a JPA dissolving, ceasing operations, or terminating its contract with the retirement system. The result is that most member agencies will never have to report the pension liabilities of their JPAs, as long as the JPAs continue to operate. Additionally, the apportionment of the liabilities would be determined first by the member agencies. If they cannot agree on the apportionment, then CalPERS would determine the apportionment. If the member agencies don't agree with CalPERS' determination, then the apportionment would go to binding arbitration.

Prospectively, AB 1912 will require an agreement with regard to the apportionment of liability upon entering into a contract with a pension system. However, CalPERS is already requiring joint and several liability on new JPA contracts, with or without this bill.

Should you have any questions about AB 1912 or CSDA's position on the bill, please contact CSDA Senior Legislative Representative Dillon Gibbons at [dillong@csda.net](mailto:dillong@csda.net).



## ➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

CSDA's long range policy principal regarding infrastructure, innovation, and investment is to encourage prudent planning for investment and maintenance of innovative long-term infrastructure. CSDA supports the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.

### Bill Mandates Additional CEQA Notices and Public Outreach for Projects in Disadvantaged Communities

[AB 2447 \(Reyes\)](#) is set to be heard the first week of August in the Senate Appropriations Committee. The bill requires additional public outreach before concluding a CEQA review in a disadvantaged community. CSDA is opposed to the bill.

AB 2447 requires a lead agency that is preparing an EIR or a negative declaration under CEQA for a project with an industrial or similar land use to mail notices to disadvantaged communities within one half mile of the project and hold a public scoping meeting.

CEQA already has robust notification requirements. A lead agency must provide public notice prior to certification of the environmental impact report or adoption of a negative declaration within a reasonable period in the following manners:

- Posting notice on and off site of where the project is to be conducted;
- Publicizing the notice in a newspaper of general circulation;
- Providing the notice to any individuals and organizations that have requested it;
- Directly mailing the notice to the owners and occupants of contiguous property.

#### **AB 2447 would *additionally* require the lead agency to:**

- Mail the notice to the owners and occupants of property within one-half mile of a project (identified in OEHN's list).
- Provide the notice in any languages spoken by 3,000 individuals or five percent of the community's population.
- Call a scoping meeting to describe and take comments on the project. The scoping meeting would have to be recorded and held within one mile of the project site, or if no meeting space is available, within one half mile of a transit stop.

These new requirements will substantially increase the cost for a lead agency performing a CEQA review to pay for additional postage, staff time, translation services, and recording costs.

CEQA currently requires a scoping meeting only on projects of statewide, regional or area-wide significance or projects that affect highways or other facilities from the Department of Transportation. Current law gives flexibility to lead agencies on what defines a project as 'significant'. AB 2447 would not only require a scoping meeting be held for many additional projects, but the meetings would have to be held in the community, potentially adding significant costs to securing a meeting space. Special districts conducting projects in rural and suburban areas would face a significant challenge locating a meeting space within a half mile of public transit.

If you have any questions, or comments on how AB 2447 would affect your district, please contact CSDA's Legislative Representative Rylan Gervase at [rylang@cdda.net](mailto:rylang@cdda.net).





## ➤ REVENUE, FINANCES, AND TAXATION

*CSDA's long range policy priority on revenue, finances, and taxation is to 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.*

### CSDA Positions on 2018 Ballot Measures

This year, CSDA tracked several measures and adopted positions on four of them. Of the four for which CSDA has a position, one was approved by the voters on the June ballot, one was withdrawn by its sponsor, and two will go before voters in November. Let's review the two propositions that will appear on the November 6, 2018 ballot.

#### **Proposition 5: Base Value Property Tax Portability**

Proposition 5 or the "People's Initiative to Protect Proposition 13 Savings," is of particular interest to special districts that receive a share of ad valorem property tax revenue. It will generally allow those who are over 55 years old or severely disabled to transfer their property tax base to a replacement residence, with some adjustments depending on the value of the purchase, without regard for value, location, or frequency.

It provides formulas for those cases where the replacement dwelling purchase price is below or above the sale value of the original dwelling, as well as those dwellings destroyed in a disaster.

Under Proposition 13, ad valorem property taxes are generally capped at one percent, and the property's taxable value increases by no more than two percent per year. Generally, if the property is sold and changes hands, it is then reassessed at full market value.

According to the Legislative Analyst's Office, this measure would reduce property tax revenues for special districts and other local governments by \$1 billion annually over the long-term. It would also cost schools an additional \$1 billion annually over the long-term. CSDA has adopted an oppose position on this measure.

For questions about Proposition 3, please contact CSDA Legislative Representative Anthony Tannehill at [anthonyt@csla.net](mailto:anthonyt@csla.net).

#### **Proposition 3: Water Quality Bond**

Proposition 3, "The Water Supply and Water Quality Act of 2018," would authorize \$8.777 billion in general obligation bonds for state and local projects in categories like safe drinking water, Sustainable Groundwater Management (SGMA) implementation, watershed restoration, fish and wildlife habitat conservation, and infrastructure repair.

Proposition 3 is a citizen's initiative water bond that will appear on the November 2018 ballot. There is only an 18% overlap in funding categories with Proposition 68, which was passed on the June 2018 ballot.

California's recent catastrophic drought and subsequent flooding shows the need for increased funding for water infrastructure and flood protection projects. Proposition 3 will provide millions to local agencies for water infrastructure and environmental protection. Of interest to special districts is the money for clean water projects, watershed protection, and groundwater management. This funding will help special districts improve the quality of services provided to the public and meet state mandates. CSDA is supporting the measure.

For questions about Proposition 3, please contact CSDA Legislative Representative Rylan Gervase at [rylang@csla.net](mailto:rylang@csla.net).



## ➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to 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, both represented and non-represented.

### CSDA Supports Sexual Harassment Prevention Training Legislation

In response to much publicized sexual harassment allegations throughout almost every sector of business throughout the nation, the California State Legislature introduced more than a dozen bills to address the issue of sexual harassment in the workplace. While some of the bills address liability issues and look to increase penalties on harassment, CSDA has taken a support position on [Senate Bill 1343 \(Mitchell\)](#), which aims to prevent sexual harassment before it begins through mandatory employee training.

Specifically, SB 1343 will require, beginning January 1, 2020, that all employers with five or more employees provide sexual harassment prevention training to all of their employees within six months of their hire and at least once every two years going forward. Additionally, for temporary or seasonal employees, employers will need to provide sexual harassment prevention training within the first two-weeks of the employees hire date. The training for employees in supervisory roles will need to be at least two-hours long, while the training for non-supervisory employees must be at least one-hour long. To assist employers with compliance, the bill requires the Department of Fair Employment and Housing to develop online training courses and make them available on their website free of charge.

SB 1413 is currently in the Assembly Appropriations Committee and to this point has received unanimous bipartisan support throughout the legislative process. Should you have any questions about the requirements of SB 1413, or CSDA's position on the bill, please contact CSDA Senior Legislative Representative Dillon Gibbons at [dillong@cdda.net](mailto:dillong@cdda.net).

## ➤ DISTRICTS MAKE THE DIFFERENCE

*Districts Make the Difference* was created to increase public awareness and understanding of special districts across California. The campaign website, [www.districtsmakethedifference.org](http://www.districtsmakethedifference.org) provides a public place to learn more about special districts and the positive effect they have on their communities, while also serving as a resource for districts to download useful materials, collateral, and information.

### Promote the Student Video Contest!

It's time to start promoting the Districts Make the Difference 2018 Student Video Contest! The contest **submission period begins on August 27**. Summer is the perfect time for high school and college students to create a 60-second video highlighting how special districts truly make the difference in communities throughout California.

Students have the opportunity to win a scholarship for their video. The first place winner will be awarded \$2,000 with \$1,000 awarded to the second place winner and \$500 awarded to the third place winner. Also, if a student is from the area of a participating chapter, their video will be automatically entered in the local chapter division of the contest.

Students can start working on their videos prior to the submission period which will run **August 27 to September 30**. Interesting and creative videos take some time to create so encourage students to start working on their videos now. After the submission period closes, CSDA officials will select the top five finalists and feature those videos on the Districts Make the Difference website. The public will then vote for their favorite video throughout the month of November.

Do you know a student who may be interested? Do you know a teacher, principal, superintendent, or school board member that can help promote the contest? Spread the word!



There are promotional materials including a flyer, social media graphics, and sample website content available at [www.DistrictsMakeTheDifference.org/video-contest.org](http://www.DistrictsMakeTheDifference.org/video-contest.org) to help you promote the contest.

The contest [rules](#), [application](#), and the [2017 winning videos](#) are also available at the Districts Make the Difference website.

Promote the contest today and your district may have a starring role in one of the winning student videos!



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

Learn more about our public outreach campaign at [www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org) and engage with us on social media:

- Like us on Facebook.com/CASpecialDistricts
- Follow us on Twitter @CA\_Districts
- Use the hashtag **#DistrictsMakeTheDifference** when posting your stories on social media.
- Download the logo to your homepage and link to [www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org)

If you have any questions about the video contest or how to better utilize CSDA's public outreach campaign, please contact CSDA's Public Affairs Team at [pr@csda.net](mailto:pr@csda.net).

## ➤ OTHER WAYS TO TAKE ACTION

### Have an Idea for Creating a New Law, or Removing an Old Law?

Is your district facing an issue that could potentially be resolved through statewide legislation? Do you have an idea to create, improve, or eliminate a law affecting special districts throughout the state? CSDA is inviting our members to submit ideas for legislation that could potentially be selected as a CSDA sponsored bill for the 2019 legislative session. Share your legislative proposal by completing and submitting the 2019 Legislative Proposal Submission Form at [www.csdaforms.wufoo.com/forms/2019-legislative-proposal-submission-form/](http://www.csdaforms.wufoo.com/forms/2019-legislative-proposal-submission-form/), along with any supporting materials, to CSDA Legislative Analyst – Attorney Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net). You can also fax your submission to (916) 520-2466.

Legislative proposals should focus on furthering the interest of all types of special districts, regardless of geographic region or type(s) of service provided. All submissions are reviewed by CSDA staff and assessed for political implications, potential consequences, cost of implementation and more. Selected proposals will then be presented to the CSDA Legislative Committee for final approval.

This year, CSDA's sponsored bill is [SB 929 \(McGuire\)](#), which would require every independent special district, beginning January 1, 2020, to maintain an Internet web site, with exceptions for districts when a hardship exists. This legislation has passed out of the Senate and is currently awaiting a vote on the Assembly floor.

The deadline to submit a proposal is **September 28, 2018**. For any questions, please contact Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net).



## Learn

The 2018 CSDA Annual Conference and Exhibitor Showcase [website](#) is now live, and registration is open! Additionally, directly download the [brochure](#) for detailed information on the conference. The conference will take place Sept. 24 – 27, 2018 at the Renaissance Indian Wells Resort and Spa. [Register here!](#)

## Engage

For a limited time, CSDA is giving 20% off the first year of dues to new members. Ask for the special application and join before August 31. Contact member services specialist, Anna Palmer, at 877.924.2732 or [annap@csla.net](mailto:annap@csla.net) for a summary of benefits and a dues schedule.

## Give Feedback

Join an Expert Feedback Teams to provide CSDA staff with invaluable insights on policy issues. Email [marcusd@csla.net](mailto:marcusd@csla.net) to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

## Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email [advocacy@csla.net](mailto:advocacy@csla.net) for help accessing these additional member resources.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4C**

**SUBJECT: Agreement with Natomas Central Mutual Water—North Drain Canal Project  
(Action)**

Item No. 4C  
Encroachment Permit for Natomas Central Mutual Water Company  
North Drain Canal Lift Station Project

Summary

Natomas Mutual Water Company (NMWC) has received grant funding to from the US Bureau of Reclamation (USBR) and the CA Department of Water Resources (DWR) to construct a new pump station near Pumping Plant 4 to increase tailwater recovery during the irrigation. NMWC has requested RD 1000 to be the CEQA lead agency. Staff have agreed support NMWC by having the District be the CEQA lead agency and have been coordinating with NMWC and their consults through the planning and design of the project. Staff is providing this update to inform the Board of upcoming actions that will be required as CEQA lead agency and to present the draft Encroachment Permit for the facility.

Background

NMWC has received a combined \$1,689,000 from the USBR and DWR to construct the new pump station, named the NDC Lift. The NDC Lift will have a capacity of 120 cfs and will be located in the relocated Vestal Drain approximately 200 feet west of the North Drainage Canal (see attached Site Plan). NMWC's objective is to utilize the NDC Lift to maintain the drain level and significantly reduce, if not eliminate, the need for Pumping Plant 4 to discharge drain water out of the basin during the irrigation season, thereby reducing the demand on their Sacramento River water supply.

Project Status

Project design was initially completed in May 2018. After preliminary procurement discussions with suppliers, the estimated cost of the project exceeded the combined federal and state grant funding. NMWC and its consultants have revised the configuration of the project from four submersible pumps to two vertical lift pumps and will be reinitiating procurement of major equipment and materials this month.

Consultation with SHPO on historical and cultural resources has been completed and received the necessary approvals. The Biological Opinion has been prepared by the US Fish & Wildlife Service in coordination with the CA Department of Fish and Wildlife, and was provided to NMWC on August 2, 2018.

The US Army Corps of Engineer's has awarded the construction contract that includes the Vestal Drain relocation. Based on initial discussions between NMWC and the Contractor, excavation of the relocated Vestal Drain may not begin until Spring 2019. NMWC plans to begin construction of the intake structure as soon as the environmental approvals are provided in case the contractor begins advancing construction this fall.

### RD 1000 Requirements as CEQA Lead Agency

NMWC's environmental consultant prepared a joint Environmental Assessment/Initial Study (EA/IS) to satisfy the requirements for NEPA and CEQA. The document was reviewed by USBR and RD 1000. The Draft Mitigated Negative Declaration and EA/IS were released for public comment on July 31, 2018. The CEQA 30-day public comment period will close on August 29, 2018. Staff anticipates that the Board will be asked to consider approval of the NEPA/CEQA document and adoption of the necessary CEQA findings at the September Board meeting. USBR has committed to filing the Finding of No Significant Impact in September 2018.

### Encroachment Permit

The NDC Lift will be constructed within rights of way to be provided to RD 1000 upon completion of the Vestal Drain relocation. Staff have prepared the attached Encroachment Permit for the NDC Lift whereby NMWC will agree to:

1. Reimburse RD 1000 for all costs the district incurs as CEQA Lead Agency, including attorney and consultant costs;
2. Obtain all required permits ensure all terms and conditions of the permits are fulfilled;
3. Construct the project as agreed to by RD 1000;
4. Provide additional assurances during construction including general liability insurance;
5. Hold responsibility for any damages to RD 1000 facilities (namely the Vestal Drain); and
6. Relocate or modify the encroachment (at NMWC's sole cost and expense) if it interferes with any existing or future flood control works after consultation between NMWC and RD 1000 to reasonably address the conflict including assistance in finding an alternative location.

### Recommendation

Staff is seeking approval from the Board to authorize the General Manager to negotiate the terms of the Encroachment Permit with NMWC and execute said permit in general conformance with the attached draft.

## ENCROACHMENT PERMIT

Reclamation District No. 1000, a public entity of the State of California formed by Special Act of the California Legislature (“RD1000”) hereby grants Natomas Central Mutual Water Company (“Permittee”) a permit to encroach upon RD1000’s Right of Way (“ROW”) at the location described below for the construction and long-term operation and maintenance of a tailwater recovery pump station (the “NDC Lift”). The NDC Lift will be constructed in the Vestal Drain, being relocated by the United States Army Corps of Engineers. The proposed location is just west of North Drainage Canal. Construction of the NDC Lift will include the following features:

- I. Cast-in-place concrete intake structure in north bank of the Vestal Drain. The side wall will protrude into the drain no further than the toe of the west bank. The bank will transition smoothly to structure with rip-rap slope protection extending a minimum of 30 feet upstream and downstream of the side walls of the structure.
- II. Pre-cast concrete pump sumps for each pump will installed at the landside toe of the southern bank of Permittee’s Sankey Canal. The pump sump is located entirely with the Permittee’s easement for the Sankey Canal.
- III. Corrugated-interior smooth wall HDPE pipes will connect the intake structure to the pump sumps.
- IV. Electrical transformer and pump control cabinets will be located adjacent to the pump sumps along the toe of the Sankey Canal bank.

### TERMS AND CONDITIONS:

1. RD1000 agrees to be the CEQA Lead Agency for the project. Permittee will reimburse RD1000 at its request for all costs incurred by RD1000 as CEQA Lead Agency including attorney and consultant costs to review plans and environmental documents and prepare reports for Board action.
2. Permittee shall obtain all permits required for the project and ensure that all permit terms and conditions are fulfilled.
3. Permittee will construct the project according to the agreed to layout drawings, rebar detailing, and the features described above, and all work shall be done outside of the flood season of November 1 through April 15 unless RD1000 gives authorization in writing to proceed in light of weather conditions. Work shall be scheduled so as not to interfere with



construction of the Natomas Levee Project Improvements including the reconstruction of the District's Pumping Plant No. 4 by the Corps of Engineers scheduled for 2018 and 2019.

4. RD1000 shall be notified at least 48 hours prior to commencement of construction and may have on site a representative to view construction. Please notify Don Caldwell at 916-997-1246.
5. Permittee agrees to save and hold RD1000, its trustees, officers, employees and agents free and harmless from and to defend and indemnify them against any and all claims of personal injury or property damage, costs (including reasonable attorney fees) and expenses arising as a result of the work authorized herein by any wrongful or negligent act or omission of Permittee or its agents, employees or contractors.
6. Permittee shall obtain and maintain in force throughout the period of construction a comprehensive general liability policy in a combined single limit of not less than \$2,000,000.00 covering construction activities undertaken by or for Permittee hereunder, and RD 1000 shall be named as an additional insured.
7. Permittee shall remain responsible for any damage to the RD1000 facilities as a result of this permitted encroachment and shall protect the Vestal Drain from eroding or collapsing during construction. In any case, should the Vestal Drain be damaged as a result of Permittee's work herein authorized, it shall be repaired to the reasonable satisfaction of RD1000 at Permittee's cost.
8. Permittee may be required, at its sole cost and expense, to remove, alter, relocate, or reconstruct all or any part of the encroachment if such removal, alteration, relocation or reconstruction, after consultation regarding said conflicts occurs between RD 1000 and Permittee, is deemed reasonably necessary as a part of or in conjunction with any present or future flood control plan or project or if such recovery pump station unreasonably interferes with RD 1000's ability to operate and maintain its flood control facilities. RD 1000 shall cooperate with Permittee in identifying mutually acceptable location for the relocated, altered, or reconstructed facilities and authorizing the occupation in the new location.

RECLAMATION DISTRICT NO. 1000

By: \_\_\_\_\_

Paul Devereux, General Manager

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

Natomas Central Mutual Water Company

By: \_\_\_\_\_

Brett Gray, General Manager

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

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4D**

**SUBJECT: Acceptance of Easements from Natomas Central Mutual Water Company  
vicinity of Sacramento River East Levee south of San Juan (Action)**

Item No. 4D  
Acceptance of Quitclaim Deed Natomas Central Mutual Water Company  
Upper Riverside Canal

Summary and Recommendation

As part of the Natomas Levee Improvement Project constructed by SAFCA, portions of the upper Riverside Canal operated by Natomas Central Mutual Water Company was relocated, including new easements, to accommodate the flood control improvements. The attached Deed quitclaims the NCMWC's rights from the prior canal location Staff recommends the Board authorize the General Manager to execute the Quitclaim Deed accepting the easements from the NCMWC.

Background

As part of the Natomas Levee Improvement Project, the Riverside Canal which is operated by NCMWC providing irrigation water to their shareholders in this area has to be relocated to accommodate the flood control improvements. The prior canal alignment was immediately adjacent to the landside levee toe. Portions of the upper Riverside Canal have already been relocated by SAFCA as part of their project. The remaining lower Riverside Canal will be relocated in 2019 by the Corps of Engineers to allow completion of the levee improvements along this reach.

When the upper reaches of the canal were relocated, easements were secured for the new canal alignment. The attached quitclaim deed is for the portions of the upper canal that no longer functions to provide irrigation water to the NCMWC's shareholders. The area being quitclaimed will be incorporated into the future levee improvements by the Corps of Engineers. In the meantime, with the District acquiring these rights, we will be better able to operate and maintain the existing levee improvements until such time as the Corps constructs the improvements through this reach.

**RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:**

**RECLAMATION DISTRICT 1000  
1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833**

**NO FEE DOCUMENT  
PER GOV. CODE 6103**

**NO COUNTY TRANSFER TAX DUE  
PER R & T CODE 11922**

**Portions of APNs: 225-0090-070,  
225-0090-082, 225-0090-083,  
225-0090-064, 225-0090-065,  
225-0090-066, 225-0090-067,  
225-0090-013, 225-0090-014,  
225-0110-050, 225-0110-051 and  
225-0110-018**

**THIS SPACE FOR RECORDER'S USE ONLY**

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**QUITCLAIM DEED**

The NATOMAS CENTRAL MUTUAL WATER COMPANY ("NCMWC"), a mutual water company organized under the laws of the State of California, who originally acquired title as the NATOMAS RIVERSIDE MUTUAL WATER COMPANY, does hereby release and quitclaim to RECLAMATION DISTRICT NUMBER 1000 ("RD 1000"), a reclamation district created by act of the legislature of the State of California, approved April 8, 1911, its successors and assigns, all of NCMWC's right, title and interests in the following:

1. That certain portion of the 30 foot "Private Road & Canal Reservation" lying within Lots 22, 21, 16, 15, 14, 13, 12 and 11 along the easterly side of and adjacent to the easterly line of the Reclamation District No. 1000 Levee Right of Way, as said Levee Right of Way, Reservation and Lots are shown on the "Map of Natomas Riverside Subdivision No. 3" recorded in the Office of the County Recorder of Sacramento County, California, on August 6, 1918 in Book 15 of Maps, Map No. 43, reserved on said Map to the Natomas Company of California; and
2. The ditch or canal, together with the right of way therefore, lying within that certain portion of the 30 foot "Private Road & Canal Reservation" lying within said Lots 22, 21, 16, 15, 14, 13, 12 and 11 along the easterly side of and adjacent to the easterly line of the said Reclamation District No. 1000 Levee Right of Way, as said ditch or canal and the right of way therefore was conveyed to NCMWC from the Natomas Company of California by that certain

deed recorded in the Office of the County Recorder of Sacramento County, California, on July 16, 1921 in Book 571 of Deeds Page 48.

The above described portion of the 30 foot "Private Road & Canal Reservation" and the "ditch or canal and the right of way therefore" within Lots 22, 21, 16, 15, 14, 13, 12 and 11 are shown on the plat attached hereto as Exhibit "A".

Executed on this 30 day of July, 2018.

NCMWC

By: 

Its: NCMWC

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

On July 30, 2018, before me, Robin Bogdanoff, a notary public, personally appeared Brett Gray and \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]



\*\*\*\*\*

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within document, the provisions of which are incorporated by this reference as though fully set forth in this Certification, to Reclamation District Number 1000 (RD 1000), a reclamation district established by act of the legislature of the State of California, is hereby accepted by the undersigned officer pursuant to authority conferred by Resolution No. \_\_\_\_\_ of the Board of Trustees of said District adopted on \_\_\_\_\_, \_\_\_\_\_ and RD 1000 consents to recordation thereof by its duly authorized officer.

\_\_\_\_\_  
Paul T. Devereux  
RD 1000 District Engineer

\_\_\_\_\_  
Date





**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4E**

**SUBJECT: District Construction Change Order Policy review (Information/Action)**

Item No. 4E  
Construction Change Order Policy

Summary and Background

At the last Board meeting, there was discussion about the General Manager's authority related to construction change orders. Attached is the 2006 adopted Board policy for construction change orders as well as 2013 staff reports when the Board considered, but did not make any changes to the policy. If the Board would like to amend the current policy, staff will prepare a revised policy based on direction from the Board. Alternatively, the discussion and policy drafting could be delegated to a Board Committee.

As part of the 2013 consideration, a staff recommendation was made to delegate some contracting authority to the General Manager. The minutes reflect a motion was made to delegate authority to the GM up to \$50,000; however there was not a second to the motion or a Board vote reflected in the minutes so it is assumed no authority was granted to the GM.

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**RECLAMATION DISTRICT NO. 1000**  
**Resolution No. 2006-12**

WHEREAS Reclamation District No. 1000 (the "District") administers numerous construction contracts from time to time, overseen by the District's General Manager; and

WHEREAS from time to time the issuance and execution of change orders is required under such contracts; and


WHEREAS the Board of Trustees of the District desires to set forth in this Resolution policies and authority for the authorization and execution of any such required change orders;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District's General Manager is hereby authorized to issue and execute change orders under construction contracts administered by the District involving up to and including a total contact price increase of \$10,000.00; and
2. If and to the extent that a change order is required to be issued and executed which would result in an increase in contract price of greater than \$10,000.00 or cumulative change orders under a single contract in excess of \$20,000.00, but not greater than \$100,000.00, the District's General Manager shall contact the Chairman of the Board of Trustees or, in his absence, another member of the Executive Committee of the Board of Trustees of the District, and such members of the Executive Committee as can be reasonably contacted in a timely fashion are hereby authorized to authorize the issuance and execution of such change orders by the General Manager.
3. Change orders which would result in an increase in contract price of greater than \$100,000.00 shall be approved by the Board of Trustees of the District unless presenting such change order to the Board of Trustees at a regular or special meeting thereof would pose an imminent threat to life or property, in which event such change order may be authorized pursuant to the provisions of Section 2, above.

**CERTIFICATION**

The undersigned hereby certifies that he is the District Secretary of Reclamation District No. 1000 and that the foregoing Resolution was duly adopted by Reclamation District No. 1000 at its District Board Meeting held on December 8, 2006.



\_\_\_\_\_  
Terrie Figueroa, District Secretary  
Reclamation District No. 1000

## **Item 4B Review District Construction Contract Change Order Policy**

### **Recommendation**

In March 2013, the Board considered the existing Construction Contract Change Order Policy and after discussion decided not to amend the current policy (outlined below). However, the Board President, who approves change orders less than \$100,000, wants to insure Board members are aware that work approved by the change order has typically been constructed prior to his approval. Staff is recommending we implement a monthly contract change summary to provide more timely information to the Board and provide an opportunity for questions from Board members.

### **Background**

The District's current change order policy for construction contracts (Resolution 2006-12) sets financial limits for approval of change orders by the General Manager, Board President and the Board of Trustees. Currently, the policy states:

- Single change orders <\$10,000 or cumulative change orders <\$20,000 approval by General Manager
- Single change order >\$10,000 or cumulative change orders >\$20,000 but <\$100,000 approval by Board President or Executive Committee member
- Change orders >\$100,000 approved by Board of Trustees

Typically during construction projects, changes are made to the original design. These changes can be due to a Request for Information (RFI) from the contractor to clarify a specific detail or may be initiated by the District through a Field Instruction (FI). Changes are generally a result of conflicting information on the plans, design changes made by the Engineer, differing site or field conditions or modifications to the plans requested by the District. Because of the continuous nature of the construction and to avoid delays, the contractor is usually issued a FI directing him to do the work and requesting a quote. Many times, the work is done before a cost is negotiated so the work is not delayed. Under these cases, the Construction Manager (CM) will record the equipment and labor used to do any additional work; however, in many cases the additional work is being done concurrently with contract work making a separation difficult. In the end, the CM and the contractor will negotiate the costs for the extra work.

Once a number of FI's have been issued, the work done and price negotiated, they are assimilated into a Contract Change Order which is approved by the General Manager or Board President per the District's policy. However, by this time the work has already been done in the field and in many cases was done months before the Change Order is approved. Obviously to get approval for these changes prior to doing the work is both cumbersome and would result in delays with additional associated costs. The GM (and Superintendent) works closely with the CM during the project and is made aware of any pending changes prior to their approval.

To provide a more seamless approval process with the Board and Board President, staff is recommending we provide a monthly summary of FI's which are issued to the contractor and could result in additional costs to be approved by a subsequent Change Order. In this way, the

Board can be made aware of changes in the field and have an opportunity to ask questions or get additional information before a Change Order is brought for approval. The Board can delegate the review of this summary to a Committee or member of the Board with expertise in the construction industry to review on their behalf.

Changes which have policy implications or which exceed \$100,000 shall still be brought to the Board for approval.

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## **Item 4A Amendment to District Construction Contract Change Order Policy**

### **Recommendation**

Staff has been bringing all construction change orders to the Board for approval; however, the current approved policy sets thresholds for Board approval giving authority to staff and the Board President for change orders less than \$100,000. The Board may consider a change in the District's current change order policy for construction contracts and provide the General Manager with authority to award construction contracts up to a limit.

### **Background**

The District's current change order policy for construction contracts (Resolution 2006-12) sets financial limits for approval of change orders by the General Manager, Board President and the Board of Trustees. Currently, the policy states:

- Single change orders <\$10,000 or cumulative change orders <\$20,000 approval by General Manager
- Single change order >\$10,000 or cumulative change orders >\$20,000 but <\$100,000 approval by Board President or Executive Committee member
- Change orders >\$100,000 approved by Board of Trustees

Recently SAFCA modified their change order policy pursuant to the Public Contract Code Provisions as they apply to County governments. The Public Contract Code does not have similar change order provisions for Reclamation Districts. Under the SAFCA revisions:

- Executive Director can award construction contracts up to \$100,000
- Executive Director approves contract change orders unless:
  - >\$5000 for contracts less than \$50,000
  - >10% of original contract amount if between \$50,000 and \$250,000
  - >\$25,000 plus 5% of contract amount if >\$250,000 (up to a total of \$210,000)
- Change orders >\$210,000 must be approved by the Board

After reviewing the thresholds in both the current District policy and the newly adopted SAFCA policy, staff is recommending the Board maintain the existing limits, but give the General Manager authority to award contracts up to some limit (\$50,000 or \$100,000).

The Board may consider delegating approval authority to the Operations Committee chair or allowing the Board President to delegate that authority.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 4F**

**SUBJECT: Strategic Plan Implementation Status Review (Information)**

## Strategic Plan Update

<p><b>RD 1000 Vision 1.0</b> - Appropriate processes, programs and technologies that systematically improve levee operations and emergency response capabilities, consistent with the flood risk in an urbanizing area, are implemented no later than January 1, 2020.</p>	
<p><b>Strategy 1.1</b> - Define a common understanding of levee operations and emergency response capabilities, and of the proper improvements of each.</p>	<p>The District operates and maintains: perimeter levee system to prevent exterior flood waters from entering the Natomas Basin; Interior Canal systems to collect stormwater runoff and agricultural drainage from within the Natomas Basin; Ensures District’s pump stations safely discharge interior stormwater and agricultural water out of the District.</p> <p>The District is in the process of implementing its Asset Management Plan which includes SCADA, developing operations SOP’s, an O&amp;M Staffing Plan and Forecast, identifying Capital improvements (i.e. CIP), upgrading pumping plants, annual testing and maintenance, and security. An Emergency Response Plan is in place.</p>
<p><b>Strategy 1.2</b> - Understand, identify and fund what must be added or changed in order to properly improve levee operations and emergency response capabilities in the next five years.</p>	<p>The Reserve Fund will be used to make Capital improvements in the 2018-19 FY. As the District continues to urbanize, it is necessary to make substantive improvements for continued alignment with the District’s Mission to provide critical flood protection in the Natomas Basin. District Asset Management Plan includes developing an Annual O&amp;M Plan to identify resource needs; District has implemented an electronic time sheet to better track costs for levee O&amp;M; a revised O&amp;M manual is being prepared for the levee areas that have been improved as part of the Natomas Levee Improvement Project</p>
<p><b>Strategy 1.3</b> - Develop and implement processes and programs, and acquire technologies, to provide the necessary additions and changes that properly improve levee operations and emergency response capabilities in the next five years.</p>	<p>Work cooperatively with other private entities and local, state and federal public agencies with whom the District shares responsibilities, common goals and objectives for flood protection in the Natomas Basin. A mutual aid agreement is already in place with the City of Sacramento.</p> <p>Work with contract consultants and firms that have specific technological capabilities to provide SCADA installation and advance the District’s ability to improve levee operations and emergency response. District is creating SOP’s to include levee and flood patrols and is in the process of updating our flood patrol log sheets</p>
<p><b>RD1000 Vision 2.0</b> - Appropriate processes, programs and technologies that optimize the operational capabilities, security and cost efficiencies of District pumping stations and canals are implemented no later than January 1, 2020.</p>	
<p><b>Strategy 2.1</b> - Define the desired levels of operational capability security and cost efficiency</p>	<p>Must develop and implement SOPs for field positions. Must implement SCADA to efficiently remotely monitor water levels thereby reducing staff time driving to various locations to derive this information, have staff transition to electronic timekeeping to</p>



## Strategic Plan Update

<p>that District pumping stations and canals must have in the next five years.</p>	<p>more accurately understand staff costs by specific project and back-billing for reimbursable time</p>
<p><b>Strategy 2.2</b> - Understand, identify and fund what must be added, changed or improved to reach the desired levels of operational safety, security and cost efficiency that District pumping stations and canals must have in the next five years.</p>	<p>Opportunities identified to improve levels of operational safety, security and cost efficiency that District pumping stations and canals should have are realized as: developing a preventative maintenance schedule at pump plants, developing a plan for pumping plant biannual maintenance on pumps and motors. As part of Corps of Engineers Natomas Levee Project, improvements are being implemented a a number of the perimeter pump stations including new pumps/motors or other mitigation measures (Plant 8,Plant 3, and Plant 1) and replacement of existing pumping plants (Plant 4, Plant 5)</p>
<p><b>Strategy 2.3</b> - Develop and implement processes and programs, and acquire technologies, which provide the necessary operational capabilities, security and cost efficiencies that District pumping stations and canals must have in the next five years.</p>	<p>Processes currently being developed, implemented or already implemented: SOPs SCADA Adding security fencing at District pump stations Cost sharing with other agencies/ Natomas Basin partners Mitigating development impacts Security</p>
<p><b>RD 1000 Vision 3.0</b> - RD1000 has continued to meet its fiscal responsibility as a public agency.</p>	
<p><b>Strategy 3.1</b> - Define a common understanding of what is meant by fiscal responsibility.</p>	<p>Fiscal Responsibility definition: Prudent use of public funds; publicly discussing financial information monthly at Board meetings; making financial reporting information available to the public in an understandable and transparent way.</p>
<p><b>Strategy 3.2</b> - Adopt and maintain a set of sound fiscal policies</p>	<p>The District has increased financial controls with staff through monthly financial checklists as well as retaining a consultant accountant, and audit consultant to ensure financial checks and balances.</p>
<p><b>Strategy 3.3</b> - Complete audits annually, with no audit exceptions</p>	<p>District maintains audit compliance annually and has received clean audit determinations by external auditor.</p>
<p><b>RD 1000 Vision 4.0</b> - Prior to commencement of any capital improvement project, funding sources necessary to complete the project have been identified</p>	

## Strategic Plan Update

<p><b>Strategy 4.1</b> - Integrate revenue identification into the District’s culture, policy and process of capital planning, forecasting and budgeting</p>	<p>District is planning for a gradual spend-down of its operations reserve fund to meet an increasing need for District capital improvements that will enable the District to carry out its flood protection responsibilities in the future as the District progresses into an increasingly urban environment. Revenue identification will need a fresh look in the coming years to determine if and when a possible assessment increase is necessary.</p>
<p><b>RD 1000 Vision 5.0</b> - Stable revenues exist, at any given time, to fund the next five years of administrative and operational expenses</p>	
<p><b>Strategy 5.1</b> - Define a common understanding of what is meant by stable revenue</p>	<p>The District should be able to forecast full funding of its operations at a 100% level for 5-years</p>
<p><b>Strategy 5.2</b> - Integrate funding source identification into the District’s culture, policy and process of operational planning, forecasting and budgeting</p>	<p>The District continually seeks to identify funding sources and keeps this top of mind when planning, forecasting and budgeting including grant opportunities and coordinating with regional flood control assessments by SAFCA to include O&amp;M funds.</p>
<p><b>Strategy 5.3</b> - Forecast future administrative and operational needs and match them with forecasted future funding, identifying additional resources for any projected shortfall</p>	<p>GM is acutely aware of the District’s future fiscal forecast and regularly monitors opportunities for:</p> <ul style="list-style-type: none"> <li>Grants (Fed/State)</li> <li>Increased assessment revenue</li> <li>Reducing/outsourcing non-flood control related duties to outside agencies</li> <li>Enforcing/revising cost sharing agreements</li> <li>Releasing/relinquishing responsibility of non-Natomas responsibilities to appropriate agencies (mitigation land)</li> </ul> <p>District prepares a 5-year budget and cash flow forecast annually to the Board which will be used to determine when an assessment increase would be necessary to fund the District’s flood safety mission.</p>
<p><b>RD 1000 Vision 6.0</b> - Annual review of each District budget line item, to the greatest extent possible, to identify economies of scale, efficiencies and cost reduction opportunities</p>	
<p><b>Strategy 6.1</b> - Define a common understanding of an annual line item review</p>	<p>Detailed review of expenses which make up each line item – determine budgeting shortfalls and/or overestimates for better planning and reallocation of non-restricted funds</p>
<p><b>Strategy 6.2</b> - Integrate annual line item review into the District’s culture, policy and budgeting process</p>	<p>Board Committees review annual budget in depth for line items within their respective purview and provide recommendations to the Board</p>

## Strategic Plan Update

	<p>Monthly/quarterly review of actual to budget ratios of spending are provided to the Board and the public at each meeting</p>
<p><b>RD 1000 Vision 7.0</b> - An articulated succession plan is in place for the District leadership positions</p>	
<p><b>Strategy 7.1</b> - Identify which of the District's employees currently occupy roles defined by the Board of Trustees as leadership positions</p>	<p>The District's Leadership position are: General Manager, Superintendent and Administrative Services Manager.</p>
<p><b>Strategy 7.2</b> - Identify the talents, skills, abilities, work experience and personality traits (and the sources of these attributes) necessary for each identified leadership position</p>	<p>General Manager:</p> <p>This position requires extensive work experience and knowledge in district operations, district engineering, planning, design construction, flood control and overall management for district programs, specialized knowledge of state and federal standards and regulations, ability to implement policy as directed by the Board of Trustees, oversees administrative and financial affairs of the District. Develops and directs district-wide objectives, goals, policies and procedures; responsible for district's response in a flood emergency including system readiness; development and implementation of an emergency plan; coordinating with State/Federal Flood Center, City and County Emergency operations Center and Local operational Area Coordinator; directs District operating and capital improvement budgets and forecasts funding. Represents the District and coordinates District activities with other public agencies, utilities, and private organizations on projects that impact the District's facilities and flood control and/or drainage responsibilities; negotiates interagency agreements; tracks legislative water policy; provides professional and technical staff assistance to the Board of Trustees; oversees the primary human resource functions of the District, oversees hiring, management of contract consultants; acts as a spokesperson for the District with the media.</p> <p>The District retains the services of an executive search firm for GM replacement who works with the current Board to identify the key talents, skills and attributes desired for the new GM.</p> <p>Superintendent:</p>

## Strategic Plan Update

Position requires extensive specialized training and knowledge about flood and District operations. The Superintendent plans, and directs District's construction projects and the operation, inspection, repair and maintenance of the District's flood control system and utility equipment; identifies labor and materials costs and directs work project activities through completion. Establishes construction and maintenance priorities to achieve District's goals and objectives. Coordinate emergency response work plan activities with appropriate District personnel, outside agencies and contractors; ensures contractors compliance; plans and conducts safety and skill development training ensuring state and federal compliance regulations; inspects work at job sites, provides direction and ensures work is completed according to plans and schedule. Patrols levees, canals, pump stations and other elements of the District's flood control system to identify and take corrective action to maintenance and repair needs, health and safety hazards, security issues and vandalism; identifies and implements course of action to correct chronic issues that may lead to operation failure with the District's flood control system. This position requires the ability to interface with staff at all levels internally and externally, interact positively and professional with the general public, manage the work activities of multiple field-based work crews, forecast, prepare and manage operations budgets, read and interpret blueprints and specifications; operate district equipment safely, prepare and apply chemicals to control weeds, manage confidential and other records, effectively operate a computers, and job-related software. Ability to acquire several licenses and certifications, work long hours operate vehicles and tools, work in an outdoor environment for extended periods of time.

### Administrative Service Manager:

Ability to lead, multi-task, and manage a multitude on ongoing deadlines, statutory and regulatory requirements. Many years' experience in managing day-to-day operations of an office and all phases of facility management. Ability to manage and oversee the work of office staff to ensure deadlines are met. Successful experience working with and supporting boards, committees and interfacing with city, county, state and federal agencies – as well as their officials and staff; ability to coordinate internal and external District activities, employee trainings and statutory programs, knowledge of HR functions, state public retirement/ health benefits and CalPERS systems, employee payroll processes

## Strategic Plan Update

	<p>and external payroll functions, strong organizational skills are necessary and the ability to identify and implement new or more efficient processes and procedures is required. Ability to forecast and monitor budgets, oversee District’s fiscal operations; ability to effectively interface with various vendors, consultants, public, stakeholders, District Trustees and community leaders, ability to manage District records, ensure District Transparency, respond to request for information and CPRA requests. Experience in public relations, communications is helpful to this position. All this experience would come from working several years at a high staff level. Many years of work experience in the public sector is ideal.</p>
<p><b>Strategy 7.3</b> - Develop and deploy a succession plan for the District’s leadership positions.</p>	<p>The District has been active in planning for several anticipated retirements. In 2017, a new ASM was selected to replace the previous 30-year District ASM. A consultant had been hired to create a binder of the positions related duties to assist with the transition. The District conducted a recruitment open to both external and internal candidates to get the most qualified pool of applicants for the position. The GM, in conjunction with the Personnel Committee, conducted interviews of the top candidates and selected the most qualified candidate for the position.</p> <p>Next will be the replacement of the District’s General Manager as he intends to retire in early 2019. The District is actively seeking assistance from an executive firm to fill this upcoming position. GM along with the Board members are spending time with a consultant to identify and define critical job duties and responsibilities as well as attributes and characteristics desired for the new GM</p> <p>The District should begin planning for the retirement of its Superintendent. Determining the best way to capture the current Superintendent’s historical knowledge will be paramount. The District is working to pass along this information through developing SOP’s for field crew work, developed a GIS system to define District’s property and responsibility for maintenance and repairs. The District will determine if there are internal candidates who have the qualifications to be the Superintendent or if a larger recruitment of both external and internal candidates is desirable to get the most qualified candidate for the Superintendent position.</p>
<p><b>RD 1000 Vision 8.0</b> - District staffing is optimized to ensure that all essential administrative, operations and maintenance functions are completed as necessary within appropriate schedules and budgets</p>	

## Strategic Plan Update

<b>RD 1000 Vision 9.0</b> - 90% of surveyed District community leaders view RD1000 as transparent, competent, reliable, and cost-conscious	
<p><b>Strategy 8.1</b> - determine the essential administrative functions necessary to meet the District’s operational and legal obligations, and determine the most cost-effective means – including staffing levels – to meet those obligations within appropriate schedules</p>	<p>Essential administrative functions:</p> <p>Payroll &amp; employee/retiree pension and health benefits, employee drug testing, DOT compliance, overseeing budget/ day-to-day fiscal operations, maintaining insurance plans and requirements, consultant contract management, Board Secretary, general office management, document control, following Assessment protocol and ensuring Assessment collection; website and public outreach/transparency; legal services and obligations; overseeing disaster paperwork and reimbursements through Cal-OES and FEMA.</p>
<p><b>Strategy 8.2</b> - Maintain a competent, knowledgeable and well-trained staff</p>	<p>The District will continue to support educational opportunities for all staff members, at all levels, to improve knowledge and productivity and identify ways to improve the District and staff functions and safety within the District.</p>
<p><b>Strategy 9.1</b> - Define a common understanding of the people and roles included in the group called community leaders</p>	<p>RD1000 considers the “community” to be the area within the jurisdictional boundaries of the District, and considers these people “community leaders:”</p> <ul style="list-style-type: none"> <li>▪ Local elected officials (and key staff members) representing the Natomas Basin, including Sacramento City Council members, Sacramento and Sutter County Supervisors, and California Senate and Assembly members</li> <li>▪ Former elected city, county and state legislative officials who remain opinion leaders in the Natomas area</li> <li>▪ Local government managers/executives &amp; department heads (City of Sacramento, Sutter and Sacramento Counties)</li> <li>▪ Presidents (and active members) of the various homeowners associations in Natomas (<i>Creekside Natomas Neighborhood Association, , Heritage Park Owners Association, Sundance Lake, Gardenland/Northgate Neighborhood Association, Gateway West, Natomas Park Master Association, Natomas Park Planning Committee, Regency Park Neighborhood Association, River Oaks Community Association, South Natomas Communication Network, Terrace Park Neighborhood Association, Valley View Acres Community Association, Witter Ranch Community Alliance, North Natomas Community Coalition</i>)</li> </ul>

## Strategic Plan Update

	<ul style="list-style-type: none"> <li>▪ Superintendent, Board, and school principals of the Natomas Unified and Twin Rivers School Districts</li> <li>▪ Representatives of independent Charter Schools in the Natomas Basin</li> <li>▪ General Manager, Natomas Central Mutual Water Company</li> <li>▪ President of the Natomas Chamber of Commerce</li> <li>▪ Officers of Natomas civic organizations who are active in the community and with the District (currently Rotary and Optimist)</li> <li>▪ Executive Director of Natomas Basin Conservancy</li> <li>▪ Leaders of non-profits active in the Natomas Basin and with the District (Currently non-identified)</li> <li>▪ Leaders of the Sacramento Tree Foundation, American River Parkway, and North Natomas Transportation Management Association</li> <li>▪ Editor of <i>N Magazine</i></li> <li>▪ Editor of <i>Natomas Buzz</i></li> </ul>
<p><b>Strategy 9.2</b> - Define a common understanding of what is meant by transparency, competency, reliability and cost-consciousness, and of the attendant behavior that must be present to demonstrate that all four of these attributes are characteristic of the District and its staff and Trustees</p>	<p>Someone who is “transparent” operates in such a way that it is easy for others to see how decisions are made and what actions have been performed. A transparent person is open and honest about their motives and decisions and does not hide their reasons for taking action. They openly share information (except information that must be kept confidential to comply with the law) and take responsibility for their own actions.</p> <p>The District can display transparency by making decisions at open meetings, by publicly posting notice of all meetings, providing opportunities for District stakeholders to provide comments prior to taking action, and by sharing meeting agendas, minutes, staff reports, Board actions and information about RD1000 on the District website. All District meetings are held in compliance with the Brown Act.</p> <p>Board committees and staff should seek input on significant issues under consideration by the District that may affect specific interest groups or</p>

## Strategic Plan Update

stakeholders. All District staff members should respond to questions from the public (that relate to their job responsibilities) in an open and honest manner. District management and Board members should always be prepared for inquiries from the public and the media and should respond to those inquiries openly and honestly or refer inquiries to the appropriate District representative. RD1000 shall maintain the CSDA Certificate of Transparency. All Board members and management staff should periodically attend the training that supports maintaining the Certificate.

Someone who is “competent” performs a specific role or task correctly the first time, on a consistent basis, with a minimum of assistance. They are able to evaluate the various situations that confront them on the job each day, determine the appropriate action to take, and will already have training and experience in that action so that it can be taken successfully.

The District should encourage and support competency by ensuring that all management, Board members and staff periodically complete continuing education and training appropriate to their duties and responsibilities. District staff and Board members maintain competence by remaining knowledgeable about the District’s Mission, activities and responsibilities. District staff and Board members demonstrate reliability when they execute the RD1000 operations and maintenance plan and emergency response plan on schedule and within budget. They ensure that the public will have confidence that the District is a reliable source of flood protection when they educate the public on the District’s responsibilities, the way in which they meet them, and how that translates into preparedness for flood emergencies. They maintain a fiscally responsible budget, stable funding sources for future operational and maintenance expenses, and sufficient reserves to pay for effective response to flood emergencies.

District staff and Board members demonstrate they are cost-conscious by acknowledging the funds they receive and spend are the public’s money – and cost considerations are a part of every decision, efficiency and eliminating waste are high priorities, and expenditures are consistent with approved budgets or



## Strategic Plan Update

	<p>District policy. The District maintains a fair and open contracting process consistent with the Government Code and determines the most cost-efficient means to meet its mission and responsibilities. Field staff follows safety guidelines and safety best practices to protect themselves and their equipment, and to mitigate risk and the potential liability that comes with it.</p>
<p><b>Strategy 9.3</b> - Identify ways in which community leaders might reasonably view, or learn of, the necessary attendant behavior to form an impression that the District possesses the desired attributes</p>	<p>Community leaders may learn of such district attributes from District leaders being transparent in the delivery of information relating to the District and flood control. By actively informing and educating community leaders of developing projects, trends, and solutions to public safety and where it pertains to flood control.</p>
<p><b>Strategy 9.4</b> - Communicate the RD1000 attributes of Transparency, competency, reliability and cost-consciousness to District community leaders</p>	<p>Public Outreach consultant regularly schedules meeting with community leaders to provide emerging district news and updates and reasserts the District’s purpose and mission and commitment to fiscal responsibility. The District maintains a website which provides current information on projects, O&amp;M activities, budgets/audits and Board business</p>
<p><b>Strategy 9.5</b> - Determine whether District community leaders view RD1000 in the desired way</p>	<p>Public Outreach consultant regularly receives positive feedback about RD1000 and believes community leaders perceive the District as a vital agency with a dedicated mission to protect lives through well planned and coordinated flood control measures. PR consultant monitors our social media for questions, complaints or comments (both positive and negative)</p>
<p><b>RD 1000 Vision 10.0</b> - 90% of survey District community leaders demonstrate an awareness and understanding of local flood risk and the District’s role, scope and purpose in addressing and reducing that risk</p>	
<p><b>Strategy 10.1</b> - Define a common understanding of the people and roles included in the group called community leaders</p>	<p>To gain understanding, community leaders also need to know about the current “level of flood protection” and about the flood protection goal of the current Natomas Levee Improvement Project. They need to know more about the risks of living behind a levee and the potential consequences if the levees are not properly maintained. They should be aware the District has an emergency response plan to be implemented during a flood event. Finally, they should t know about the operational challenges and opportunities that are in the District’s future, and about the role each community leader must play to help the District fulfill its Mission.</p>

## Strategic Plan Update

<p><b>Strategy 10.2</b> - Define the District’s expectations of what community leaders should know in order to possess “awareness” and an “understanding.”</p>	<p>In order to possess an awareness and understanding of the District’s role, scope and primary purpose, community leaders should know the reason the District exists, the actions it performs, during both routine operations and a flood emergency, and understand the limits of our authority and responsibility. They should have working knowledge of the relationships the District has with city, county, SAFCA, state and federal government and the flood control roles each play in the Natomas Basin</p>
<p><b>Strategy 10.3</b> - Communicate the RD1000 role, scope and purpose to community leaders in a manner that creates and reinforces awareness and understanding</p>	<p>Public Outreach consultant regularly schedules meeting with community leaders to provide emerging district news and updates and reasserts the District’s purpose and mission. The District maintains a website which provides current information on projects, O&amp;M activities, budgets/audits and Board business as well as a social media presence</p>
<p><b>Strategy 10.4</b> - Determine whether District community leaders view RD1000 in the desired way</p>	<p>Public Outreach consultant regularly receives positive feedback about RD1000 and believes community leaders perceive the District as a vital agency with a dedicated mission to protect lives through well planned and coordinated flood control measures.</p>
<p><b>RD 1000 Vision 11.0</b> - All District Trustees and staff demonstrate a full understanding of – and a commitment to – the District’s role and scope, and our primary purpose of reliably providing flood protection to the Natomas Basin</p>	
<p><b>Strategy 11.1</b> - Define the District’s expectations of what is meant by having a “full understanding” of – and a commitment to – the district’s Primary purpose of reliably providing flood protection to the Natomas Basin</p>	<p>The District has policies in place and a recently revised (2017) Employee Handbook to outline expectations of employees. Staff regularly meets with the District’s general manager to keep apprised of district related projects, news and information. As part of those staff meetings the GM regularly reinforces the staff’s role in creating a positive image of the District to the public.</p>
<p><b>Strategy 11.2</b> – Communicate to staff and Trustees what is meant by having a “full understanding” and how staff and Trustees should behave in order to demonstrate “commitment.”</p>	<p>All Trustees demonstrate commitment to the District’s primary purpose by meeting regularly to discuss the District’s business and issues and developing solutions and reviewing supporting information provided by staff prior to the Board meetings</p>
<p><b>Strategy 11.3</b> - Determine whether staff and Trustees possess the desired “full understanding” and demonstrate the desired “commitment” to the District’s primary purpose.</p>	<p>Trustees and staff understand the importance of their role and the organization’s overall Mission of flood protection. All take great pride in serving the residents, land/property owners in the Natomas Basin. The District meets its flood protection Mission by operating and maintaining:</p> <ul style="list-style-type: none"> <li>• The perimeter levee system to prevent exterior floodwaters from entering the Natomas Basin</li> </ul>

## Strategic Plan Update

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• The District's interior canal system to collect the stormwater runoff and agricultural drainage from within the Natomas Basin</li><li>• The District's pump stations to safely discharge interior stormwater and agricultural drainage out of the Natomas Basin</li></ul> |
|--|---|

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 5**

**SUBJECT:     General Manager’s Report (Information/Discussion)**

- A. Regional Flood Control Issues
- B. Flood Season outlook
- C. Status of Corps Natomas Levee Project
- D. Audit Contract
- E. Meeting with Mike Strachn—SAFCA Washington Lobbyist
- F. Reimbursement Sacramento Regional Sanitation District—Interceptor Project Sinkholes
- G. Update Plant 2 Reconstruction--FEMA Grant Reimbursement Increase and Project Closeout

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 6**

**SUBJECT:** Public Outreach Update – K. Pardieck

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 7**

**SUBJECT:** District Counsel's Report

This will be a verbal report by District Counsel Jim Day.

**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 8**

**SUBJECT:** Superintendent's Report

**To:** Trustees of Reclamation District No. 1000

**From:** Superintendent Don Caldwell

**Date:** August 1, 2018

**Re:** Report of activities within the District during the month of July 2018

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The chart below represents the various activities the field crew spent their time working on during the month of July 2018.

RD 1000 Field Crew	*Hours Worked	Activity
	16	Upper GGS
	53	Ditch Maintenance
	44	Garbage
	72	Weed Control
	329	Mowing
	16	Rodent Control
	139	Equipment Repair
	3.5	Equipment Move/Haul
	101	Grounds Maintenance
	103	Misc/Other
	24	Continuing Education

*\*Field staff hours worked do not include: sick, vacation, holiday or Superintendent's time*

**Bannon** H: 8.57'  
L: 6.84'

**River** H: 9.65'  
L: 6.53'

**Rain totals**

Rain totals for the month of July

**Pumping**

No pumping during the month of July

**Safety topics for the month of June:** District Environmental Training

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Reclamation District No. 1000  
Superintendent Don Caldwell



**STAFF  
SUMMARIES & RECOMMENDATIONS  
AUGUST 10, 2018  
AGENDA ITEM 9**

**SUBJECT:** Correspondence/News/Information





**California Special  
Districts Association**  
*Districts Stronger Together*

**Sept. 24 - 27, 2018**

# 2018 CSDA Annual Conference & Exhibitor Showcase

Renaissance Indian Wells  
Resort & Spa





# Explore

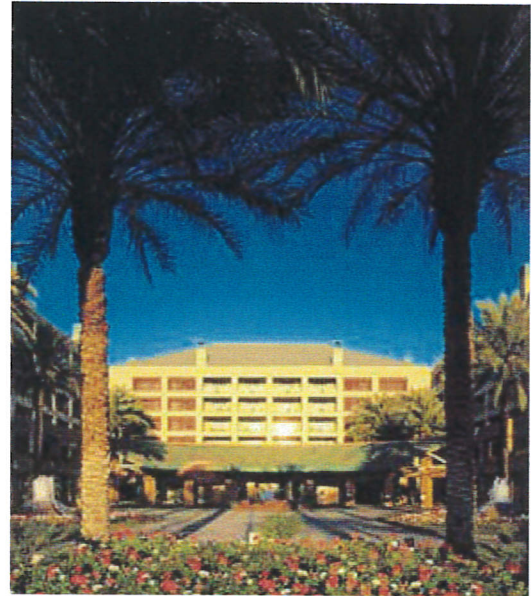


## The one conference for you!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

- Explore new ideas and best practices
- Learn about the latest in special district technology, management practices, and legal trends
- Discover new products and services to make your district more efficient



## Renaissance Indian Wells Resort & Spa

44400 Indian Wells Lane  
Indian Wells, CA 92210

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. There is a \$5 resort fee (normally \$30) added to the CSDA rate. This fee includes self-parking and guestroom high speed internet access. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.

## What to Do?

With more than 300 days of sunshine each year, it's no wonder attendees love meeting in Greater Palm Springs. With nine cities in one beautiful oasis, Greater Palm Springs is rich in visitor experiences, from outdoor adventure, shopping and art to world-class events like Coachella Valley Music & Arts Festival and Modernism Week. Whether you spend a sun-soaked afternoon by the pool, play a round of golf or soak in healing mineral water, this Southern California destination knows how to chill.



### Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



## Conference Schedule

### Monday, September 24, 2018

**8:00 a.m. Shotgun Start**

SDLF Scramble for Scholarships Golf Tournament:  
Indian Wells Golf Resort\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Special District Leadership  
Academy: Governance Foundations\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Policy and Procedure Writing\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: So, You Want to Be a General  
Manager?\*

**10:15 a.m. - 3:00 p.m.**

Pre-Conference Tour: Salton Sea Authority Tour\*

**12:30 - 3:30 p.m.**

Pre-Conference Workshop: The Strategies of a Special District  
Strategic Plan\*

**1:30 - 3:30 p.m.**

Special District Leadership Foundation:  
Special District Administrator (SDA) Exam

**3:45 - 5:15 p.m.**

Chapter Roundtable Discussion

**5:30 - 7:30 p.m.**

**Conference Begins!** President's Reception with the Exhibitors

### Tuesday, September 25, 2018

**7:30 - 8:45 a.m.**

Continental Breakfast with the Exhibitors

**9:00 - 10:45 a.m.**

Opening General Session: Connie Podesta "Standout  
Leadership...Lead Like You Mean It!"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:15 - 1:45 p.m.**

Lunch with the Exhibitors

### Tuesday, September 25, 2018 (continued)

**2:00 - 3:15 p.m.**

Breakout Sessions

**3:30 - 4:30 p.m.**

Breakout Sessions

**4:30 - 6:00 p.m.**

Mix & Mingle in the Exhibit Hall

### Wednesday, September 26, 2018

**8:15 - 9:00 a.m.**

SDRMA Full Plated Breakfast

**9:00 - 10:45 a.m.**

SDRMA General Session/Safety Awards/Keynote:  
Derreck Kayongo "Harnessing Your Power to Create Change"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:30 - 1:45 p.m.**

Awards Luncheon

**2:00 - 3:30 p.m.**

Breakout Sessions

**3:45 - 5:00 p.m.**

Breakout Sessions

**5:30 - 7:30 p.m.**

SDLF Taste of the City: Casino Night

### Thursday, September 27, 2018

**8:30 - 10:30 a.m.**

CSDA Closing Breakfast: 2018 Legislative Impacts on Special  
Districts

\* = optional, advanced registration, additional fee



## Monday, September 24, 2018



### Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:30 p.m.

#### So, You Want to Be a General Manager?

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager; identifying general manager opportunities including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices.

**\$100 includes continental breakfast and lunch. Limited class size. register early!**



**SPECIAL DISTRICT LEADERSHIP FOUNDATION**

9:00 a.m. – 3:30 p.m.

#### Special District Leadership Academy Module 1: Governance Foundations

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 Member, \$340 Non-member**

EARN SDRMA CIPS

9:00 a.m. – 3:30 p.m.

#### Policy and Procedure Writing

This course for managers, supervisors, and analysts will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn and practice policy and procedure writing skills, and how to apply them in their workplace. Attendees are asked to bring a policy/procedure they are working on, with, or that is currently under their review, for classroom discussion and analysis. Course materials include templates for development of policy, procedure, and task descriptions in the future, and a textbook as a continuing framework for their development.

**\$225 Member, \$340 Non-member**

12:30 – 3:30 p.m.

#### The Strategies of a Special District Strategic Plan

All public agencies should have a strategy that moves them in a certain direction into the future. While there are many ways to develop a strategic plan, there is also a strategy in the actual planning process as well. This important pre-conference workshop will examine the how and why for a properly conducted strategy planning effort. Each part of the process should be strategic in its own; come discover this and how to do it right.

**\$150 Member, \$225 Non-member**

1:30 – 3:30 p.m.

#### Special District Administrator (SDA) Certification Exam, Special District Leadership Foundation

**(Optional – must be scheduled prior to conference).**

### Golf Tournament

(pre-registration/payment required)



#### SDLF Scramble for Scholarships Golf Tournament

8:00 a.m. Shotgun Start  
Indian Wells Golf Resort

(pre-registration / payment required)

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$115 includes golf with cart, lunch, and prizes!**







## Pre-conference tour & more!

(pre-registration/payment required)

10:15 a.m. – 3:00 p.m.

### Salton Sea Authority Tour

Tour of the northern part of the Salton Sea: North Shore Yacht Club, State Recreation Area

On this tour you will learn how special districts, counties, and a Native American tribe are working together in partnership with the state and federal agencies to reverse the tragic decline of the Salton Sea, transforming the watershed to establish a healthy and prosperous future.

**\$48 per person includes transportation to/from the hotel, lunch, and tour**

**Early registration is encouraged. Limited to 48 attendees!**

3:45 p.m. – 5:15 p.m.

### Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. All attendees welcome.

**“ The informational and educational level of the materials and presentations are very appropriate for seasoned veterans, as well as new and emerging leaders. ”**

KARA RALSTON

CAMARILLO HEALTH CARE DISTRICT

# Conference Begins!

5:30 – 7:30 p.m.

### President’s Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment provided.

**(all registered attendees welcome)**







7:30 a.m. – 6:00 p.m.  
Exhibitor Showcase Open



7:30 – 8:45 a.m.  
Continental Breakfast with the Exhibitors (Raffle)

**// The staff from CSDA did an outstanding job, during the conference they were highly visible, friendly, knowledgeable and professional. I attend conferences sponsored by other groups and CSDA continues to “set the bar” by consistently delivering a high-quality conference! //**

TIM SHACKELFORD

FIRE CHIEF, CHINO VALLEY  
INDEPENDENT FIRE DISTRICT

*Keynote Speaker*



11:00 a.m. – 12:15 p.m.

OPENING KEYNOTE PRESENTATION

**Connie Podesta**

**Stand Out Leadership...Lead Like You Mean it!**

In a perfect world all employees would be: high achieving, self-motivated, engaging, team players who see the big picture and always strive to do their best to get the job done on time without complaining. Does that sound like the Twilight Zone? Bottom Line: In the real world many employees: simply “meet expectations,” lack initiative, bring their personal life to work, stress over every change and whine about having to WORK....on the job! “Enough!” says Human Behavior and Leadership Development expert Connie Podesta, who has empowered thousands of leaders worldwide with the attitudes, mindsets and strategies necessary to create a team that’s willing, able and excited to get the job done THE RIGHT WAY! With her signature blend of comedy and “tell-it-like-it-is” delivery, Connie takes you inside the minds of even your most difficult employees so you can turn negative attitudes into positive, entitlement into accountability, complacency into productivity, complaining into solutions and “that’s not my job” into ownership.



11:00 a.m. – 12:15 p.m.

CSDA Finance Corporation Board and Annual Meeting



BREAKOUT SESSIONS 9:00 – 10:45 A.M.

## 5 Things You Can Do to Build an Awesome Personal Brand

CPS HR Consulting

Branding on a business-level is common, but today branding is becoming just as important on a personal level. Not many of us have consciously cultivated these brands, but they exist nonetheless. Developing your personal brand is the proactive way of controlling your career development and how you are perceived in the marketplace. The question is no longer IF you have a personal brand, but if you choose to guide and cultivate the brand or to let it be defined on your behalf. This session will focus on five things you can do to start building an awesome personal brand.

## Devices, Data, and Privacy: Legal Concerns, Risks, and Best Practices

Nossaman, LLP

Now is the time for agencies to learn their rights under California and federal law when it comes to electronic devices, monitoring, and privacy concerning work-related data.

## You're Out of Order! Meeting Protocols that Best Serve the Public

BHI Management Consulting

As we serve the public, little is more important and focused than the meetings we hold with our public. As such, it is important that we keep the public in mind as we construct and conduct our meetings and that we establish the how and why of each meeting element. This session will discuss meeting protocols and policy, the construct of our meeting agendas as well as our conduct in meetings with the public.

## Public Agency Advocacy: The Rules Regarding Lobbying and Ballot Measures

Richards Watson & Gershon

Increasingly, public agencies need to influence legislative policy decisions to effectively carry out their missions. Lobbying and educating voters about critical issues are important tasks, but the laws and regulations that govern public agency activity in those areas are complex. This session will provide an overview of the most important areas of the law and help public agency employees know when to ask for legal advice.

## Up in the Air: Drones for Special Districts

Aleshire & Wynder LLP

A presentation and follow up Q&A on drone technology, the current state of drone regulations, and steps special districts should consider before allocating funding.

## Welcome to the Fishbowl: Government Ethics Overview

Hanson Bridgett, LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training. Does not meet the requirement for AB1234.

## Who Ya Gonna Call? Preparedness During an Emergency and in the Aftermath

Panel Discussion: Sonoma County Water Agency, Casitas Water District, Montecito Fire Protection District

Moderated by: Rincon Consultants

A panel discussion with three special district representatives who have the responsibility of reaching out to constituents during an emergency, organize clean up in the aftermath, and who have to prepare to avoid future disasters.

Lunch



12:15 – 1:45 p.m.

## Lunch with the Exhibitors

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

**Lunch is included in conference registration.**





BREAKOUT SESSIONS 2:00 – 3:15 P.M.

**Converting from At-Large to By-District Elections Under the California Voting Rights Act: Understanding the “Safe Harbor” Process from Start to Finish**

Cota Cole & Huber, LLP

This session is intended to help attendees understand their district's options and be prepared in the event that their district receives a demand letter relating to their district's voting system. It describes the key features and standards of the CVRA as well as the (very tight) timelines that apply for considering whether to convert to a by-district election system and the process for doing so. This session offers practical guidance regarding the safe-harbor process from start to finish.

**“Dear Ratepayer:” Messaging for Rate Increase and Other Bummer News**

Communication Advantage

This interactive session is designed to refresh and elevate your talent for crafting great messages for tough issues -- especially focused on financial bad news for customers, such as: rate increases, new fees or assessments, and/or reduced services. The presenter has helped dozens of special districts, counties, cities and other local agencies develop messaging and communications strategies to cope with these and many related issues. Following a brief presentation, attendees will participate in developing messages for a sampling of their real such issues ahead, such as rate hikes, budget deficits, service reductions, and some of the organizational changes that might require such unpopular actions.

**More Bytes for Your Buck – Getting the Most Value from Your District's Technology Investment**

Panel Discussion

Information Technology (IT) is traditionally seen as a necessary evil in municipal government. IT often gets a bad rap with seemingly insatiable user expectations, ever-increasing budget and staff requests, exorbitant maintenance agreements, project backlogs, and questionable results. Learn about technology strategy, citizen engagement, the power of mobile, smart communities, Internet of Things, Geographic Information Systems, records and email retention and more. Experienced General Managers and CIOs share advice and experiences on how to make the most of technology investments.

**Required Ethics AB1234 Compliance Training (Part 1)**

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

**The Brown Act in Action: Navigating Pitfalls**

Renne Public Law Group, LLP

Brown Act issues frequently arise without warning during public meetings. Join this lively discussion of important Brown Act updates, and sharpen your skills in spotting and navigating Brown Act pitfalls as they arise during special district board meetings.

**Up in Smoke – Proposition 64 in the Workplace**

Lozano Smith

This presentation will cover the important aspects of Proposition 64 and the current state of legalization of marijuana in California. It will cover the impact of this legislation on the workplace as well as policy and safety considerations for public agencies.

**Setting the Stage for Success: How to Prepare for Capital Improvement Financing**

CSDA Finance Corporation

You may be ready to expand that facility, purchase that property, install those solar panels, or replace those pipes. But are you ready to access financing? If your district is planning to use debt to fund all or part of a mission-critical capital project, it is important to know what investors and lenders are looking for and what your options are. Join the expert consultants from the CSDA Finance Corporation in a discussion of funding structures, sources of repayment, credit analysis, and more.

**“ Good presentations of current problem areas by a special district. ”**

ROBERT SILANO

DIRECTOR, MENLO PARK FIRE PROTECTION DISTRICT





BREAKOUT SESSIONS 3:30 – 4:30 p.m.

**Beyond Post and Pray – How to Recruit the Right Pool of Candidates**

CPS HR Consulting

Recruiting the best talent is getting more and more challenging. Postings are producing pools of candidates that don't have the right skills or those that do have the right skills comprise a group that can hardly be called a pool, meaning we don't have enough good choices. This session will explore ways to tap into passive candidates and do more active outreach to broaden the pool of qualified and attractive candidates.

**Beyond the Basics: Advanced Harassment Prevention Training**

Burke, Williams & Sorensen, LLP

California law requires basic workplace harassment prevention training for managers and supervisors. This is not that training. In this session, we will take a deep dive into the more complicated and advanced questions employers face when dealing with workplace harassment issues, including: promoting a culture that focuses on the prevention of harassment; conducting or overseeing an investigation; proper interim measures and implementing effective remedial action; and privacy and confidentiality concerns.

**Gifts and Gifts for Travel: Navigating Through the Jungle of FPPC Rules and Regulations**

Churchwell White, LLP

The FPPC gift rules are designed to let 3rd parties help pay for your services and travel. But FPPC fines in this area are increasing. Join presenter Steven G. Churchwell, Former FPPC General Counsel to find out how to be a "gift guru" at your agency.

**Is Your District Engaged Effectively with Social Media? It is a Must These Days for Every District!**

Rauch Communication Consultants, Inc. and Hess Connect

Every District needs to be engaged where its public is – and in 2018 that is often on social media. Are you uncertain about how to use Facebook, Twitter or Instagram? This seminar will help. It will also provide tips and insights to districts on everything from: how to get started in social media to advanced techniques for gaining information and feedback from constituents; transforming public perception; driving citizen engagement with limited resources and budget. It will also discuss the importance of establishing a social media policy to guide implementation and keep your district out of trouble. We will share real-life examples and case studies, and there will be time for questions and answers.

**It CAN Be Easy Being Green – Sustainability Best Practices**

Institute for Local Government

Achieving financial stability and delivering excellent services starts with being a sustainable district. In this session we will discuss local roles, innovative collaborations and new funding opportunities specifically for special districts. Learn how your district can save money, resources, and green your operations.

**Prevailing Wage Updates: New Penalties Imposed on Public Agencies**

Contractor Compliance and Monitoring, Inc.

Prevailing wage continues to change each year. However, this year, the DIR has imposed fines on Public Agencies who are untimely in filing their PWC-100 forms or who hire unregistered contractors. Learn about this and other new laws impacting your agency.

**Required Ethics AB1234 Compliance Training (Part 2)**

Meyers Nave

See previous session description.

*Networking Reception*



4:30 – 6:00 p.m.

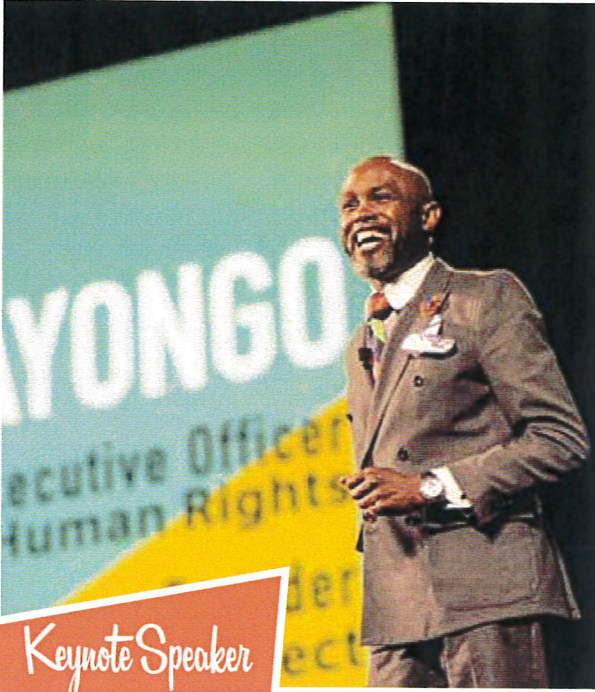
**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town for dinner. Be sure to enter for one last chance to win one of our fabulous prizes!

***Exhibit hall closes on Tuesday, September 25 at 6:00 p.m.***



# Wednesday, September 26, 2018



**“ It was a great conference overall. Great information and great energy, good people dedicated to making a difference. I feel much more prepared to function well as a board member and have a greater understanding of districts functioning throughout California. I really enjoyed it and look forward to more. Thank you! ”**

SARAH COOLIDGE  
DIRECTOR, NORTH TAHOE PUBLIC UTILITY DISTRICT



8:15 – 9:00 a.m.  
**SDRMA Sponsored Full Plated Breakfast**  
*All registered attendees and exhibitors welcome.*

9:00 – 10:45 a.m.  
SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE

### Derreck Kayongo

#### Harnessing Your Power to Create Change



As Founder of the Global Soap Project, Kayongo has built a multi-million-dollar venture which takes recycled soap and distributes it through global health programs to people who lack access to it around the world. He breaks down the key factors that have led to his personal success: (S.E.L.F.) Service, Education, Leadership and Faith and shares his account of life as a Ugandan refugee and the turning point which lead him to a brilliant transformation as a social entrepreneur. He calls upon audiences to stop complaining and to start taking responsibility, to consistently seek opportunities to improve, and most importantly, to maintain faith in yourself and your team to create an environment where everyone is empowered to thrive. He brings you on an emotional journey –there will be tears of joy; most of the time, laughter. But every time, the story is real.

.....  
BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.

#### Back to Basics: Public Contracting

Kronick, Moskovitz, Tiedemann & Girard

Review the legal requirements for the four standard procurement areas including goods, non-professional services, professional services and public projects. Learn how to avoid common purchasing pitfalls, and learn tips to protect your district from liability.

#### Best Practices for Recruiting, Hiring, Negotiating, and Evaluating the Board's General Manager

Richard Pio Roda, Meyers Nave

The General Manager's performance is critical to the success of every special district. The selection, development and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the Board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to recruit, hire, negotiate with, and evaluate their General Manager that will help ensure that both the Board and the GM are aligned on the direction and goals of their organization.



BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.

### Cannabis Use and Local Governments

Schlossberg & Umholtz and SDRMA

Can a public entity employer allow employees to use or be under the influence of marijuana in the workplace? Isn't the possession and use of marijuana legal in California? Should your agency review/revise its Cannabis policy?

### Effective Strategies to Reduce and Address OPEB and Pension Costs

PARS

This session will discuss the latest funding strategies and trends to reduce OPEB liabilities and address rising pension costs.

### How to Write for the Web (or for the Newspaper, or for an Email Blast, or Even a Billboard!)

Streamline

If you care about speaking to your "audience" in a form they will pay attention to, attend this talk! We'll go over various mediums and why different styles work for each, and talk about some of the best practices for writing in a way your readers will be willing to ... well ... read! Website content, email announcements, bill stuffers, press releases for the newspaper, advertising and billboards all have different "rules" that you can follow to help ensure your readers pay attention to what you have to say.

### Nightmare on Board Night

Atkinson, Andelson, Loya, Ruud & Romo

You are at the board meeting and things are not going right. A quorum of board members is present, but one of the board members wants to conference call into the meeting. Also, the general manager is asking to add a new item to the agenda. To top all of this off, there is a member of the public who has exceeded his allotted time during public comment and won't yield the podium. When public meetings become challenging, you need to know how to respond. Come to this presentation and learn how the Brown Act, Robert's Rules of Order, and meeting decorum standards apply to these issues and others.

### Town Hall – Legal Eagles

Liebert Cassidy Whitmore

Do you have questions? Well, we've got answers. Come get your questions answered while learning how to deal with legal issues important to your district in the ever-changing areas of labor, employment and governance. Special districts deal with a number of issues on a daily basis and it's best to be prepared. Share your questions with others who probably have the same problems, concerns and issues. This is a great opportunity to get some great legal answers - without those pesky billable hours!

12:30 – 1:45 p.m.

### CSDA Annual Awards Luncheon

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, Staff Member of the Year, Special District Leadership Foundation (SDLF) awards, and more!

### CSDA Recognizes the Best Among Special Districts

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

Visit the awards section of our conference website at [conference.csdanet.net](http://conference.csdanet.net) for more information.

CSDA Awards Luncheon (Guest Only, without a conference registration): \$45

If you have any questions regarding the awards or the awards process, please contact Vanessa Gonzales at 877.924.2732 or by email at [vanessag@csdanet.net](mailto:vanessag@csdanet.net).

Deadline for submissions is Friday, July 20, 2018. All applicants will be notified prior to the Annual Conference as to the winner.





## Wednesday, September 26, 2018

BREAKOUT SESSIONS 2:00 – 3:30 p.m.

### Be a Cyber-Sleuth: Current Fraud Trends and Preventing Cybercrime in Special Districts

CliftonLarsonAllen, LLP

Cybercrime is a threat to every organization and fraud remains a prevalent issue as well. This presentation discusses current trends in online crime and how to protect your special district.

### Can't We All Just Get Along? Improving Board/Manager and Staff Roles and Relationships

Rauch Communication Consultants, Inc.

No area is more fraught with downsides or full of potential for mutual success than board and manager roles and relationships. This session provides a structured opportunity for expert presentation and review of case studies, questions and answers, and sharing of experiences on this important topic. You will take home ideas for change and improvement, including: how to evaluate whether to have committee meetings and if so, how to structure them; tips on how to ensure your board is focusing on the right information and issues, and how to provide clear policy direction to the manager; and a pain free and productive method for evaluating the manager's performance. This is an interactive session full of examples and real-world ideas.

### CEQA for Board Members and Staff: Basics and Hot Topics

Best Best & Krieger, LLP and Albert A. Webb Associates

Special District actions must comply with fast-changing CEQA law. This panel will provide an overview of the CEQA process, provide an update related to the new CEQA Guidelines updates as well as break down the implications of recent legislation and court opinions for your agency.

### Required Harassment Prevention Training (Part 1)

Burke, Williams & Sorensen, LLP

Presented by two dynamic employment attorneys, this fun, informational, and interactive workplace harassment prevention training will teach Special District officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825/2053/1661.

### How to Survive in a Unionized World

Atkinson, Andelson, Loya, Ruud & Romo

The grievances are piling up, the unfair labor practice charges keep coming in, and the union shop steward is back on the phone. With a unionized workforce, public agencies are faced with a litany of obligations, including: meet and confer requirements, union access rights, requests for information, and employee representation issues. Join us for a lively discussion on the labor relations issues your agency needs to understand to survive in a unionized world.

### Trial and Error: FEHA Litigation Pitfalls

SDRMA and Devaney, Pate, Morris & Cameron

What are the protected classes under the Fair Employment & Housing Act (FEHA)? What is the critical exposure, general damages or attorney fees? We will discuss several cases in which the award of attorney fees exceeded the damages awarded to the plaintiff.

### Virtual Leadership Academy: Providing a Training Alternative for Leadership Development

Placer County Water Agency

This presentation will showcase Placer County Water Agency's recently launched Virtual Leadership Academy, a self-paced, self-managed training curriculum for leaders and aspiring leaders.

SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)

TASTE

**CASINO  
- NIGHT -**  
OF THE CITY

### 5:30 – 7:30 p.m. Casino Night

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.

This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships. A special wine raffle will also be held at 6:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.



BREAKOUT SESSIONS 3:45 – 5:00 p.m.

### Best Practices for a Successful Proposition 218 Rate Hearing

Best Best & Krieger, LLP, Fallbrook Public Utility District, and Raftelis Financial Consultants

Proposition 218 gives the minimum legal requirements for adopting new or increased property related fees and charges. This session will provide tips and best practices for a successful rate hearing.

### Dangerous Condition of Public Property

SDRMA

How to protect your agency from the most common claim being filed against public entities today.

### Don't Break the ICE (Internal Control Environment)

Maze and Associates

Beware of thin ICE (Internal Control Environment)! This session will discuss the structure of a well-designed internal control structure. This includes not only operations, but also reporting and compliance. We will touch on COSO's five integrated components. The session will conclude with some real examples and some common areas of "thin ICE" and how you can navigate around it.

### From Managing Risk to Managing Reputation

Hermocillo-Azevedo Strategic Communications

Effective communication during times of crisis is vital for special districts to protect public safety, build trust and protect reputation. How can special districts – especially districts without full-time spokespersons – best prepare themselves to manage communications in a crisis? In this session, consultants will discuss how a risk management approach to crisis communications planning can create the right team, process and tool for effectively managing threats to the operations and reputations of special districts.

### Governments Engaging Youth

Institute for Local Government

Engaging today's youth in local government offers a variety of benefits for both the youth and local government staff involved. Youth-civic engagement programs offer youth real life civic learning opportunities, teach 21st century skills and expose them to public sector careers. This workshop will highlight successful youth-civic engagement programs and offer insight on how local governments can partner with their local school districts to replicate similar programs that actively engage youth.

### Required Harassment Prevention Training (Part 2)

Burke, Williams & Sorensen, LLP

See previous session description.

### The Top Missteps Special Districts Should Avoid to Comply with Wage & Hour Laws

Liebert Cassidy Whitmore

Understanding some of the most common issues agencies are facing with wage and hour law is critical to minimizing your risk. We will discuss common missteps that we see and the means by which you can identify and work to alleviate your liability. Special areas of focus include overtime calculations, work periods, off-the-clock work, and exemption analysis.

Program Events

**Thursday, September 27, 2018**

8:30 – 10:30 a.m.

### Closing Breakfast: 2018 Legislative Impacts on Special Districts

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2018, as well as a sneak peak of what to expect in 2019. Get all the latest legislative results and learn what they mean for special districts going forward.

10:30 a.m.

Conference ends

7:30 – 9:00 p.m.  
VIP After Party

New this year, conference attendees can earn their way into our VIP After Party – immediately following the "Taste of the City." Don't let the party stop – enjoy dessert and more entertainment while mingling with your fellow VIPs. Check your pre-conference information for more details!



SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)



**TASTE**

# **CASINO - NIGHT -**

**OF THE CITY**

**WEDNESDAY, SEPTEMBER 26, 2018  
5:30 - 7:30 p.m.**

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.





2018 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE • INDIAN WELLS, CA

# Attendee Registration Form

### Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csda.net](http://conference.csda.net).
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrine@csda.net](mailto:cathrine@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday Evening
- Keynote Sessions and Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Conference Registration Fees		Early Bird (on/before Aug. 24, 2018)	Regular (after Aug. 24, 2018)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$600.00	\$650.00	
<input type="checkbox"/> Non-member - Full Conference		\$900.00	\$975.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$325.00 each day	\$350.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$485.00 each day	\$525.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 24		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: Policy and Procedure - Sept. 24		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager - Sept. 24		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Strategies of a Special District Strategic Plan - Sept. 24		\$150.00	\$225.00	
<input type="checkbox"/> Pre-Conference Tour: Salton Sea Authority Tour - Sept. 24		\$ 48.00 (includes transportation and lunch) (limited to 45 attendees)		
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Sept. 24		\$ 115.00 (includes lunch)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 26		\$ 45.00		
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 26		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
<b>TOTAL</b>				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, August 31, 2018. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 31, 2018. Substitutions are acceptable and must be done in writing no later than September 14, 2018 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emily@csda.net](mailto:emily@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).



Sept. 24 - 27, 2018

2018 CSDA Annual Conference  
& Exhibitor Showcase

Renaissance Indian Wells  
Resort & Spa

In order to reduce waste and control costs - you may be the only person at your organization receiving this printed brochure. To request additional copies call 877-924-2732 or visit [conference.csdanet.com](http://conference.csdanet.com) to download a PDF of the brochure."