

**RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
REGULAR BOARD MEETING
SACRAMENTO, CA
December 8, 2017
10:00 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

Welcome to new Board Member Christopher Burns – Oath of Office

*OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO DIRECTLY ADDRESS THE BOARD ON SUBJECT MATTER NOT ON THE AGENDA AND WITHIN THE JURISDICTION OF THE BOARD
(Limit 2 minutes per person)*

ITEMS SCHEDULED FOR ACTION

1. APPROVAL OF THE MINUTES OF THE BOARD OF TRUSTEES (Action)
 - A. Regular Meeting, November 10, 2017
2. ADMINISTRATIVE ITEMS (Action)
 - A. Treasurer's Report for November 2017
 - B. Expenditure Report for November 2017
 - C. Requesting Warrant from County of Sacramento
3. COMMITTEE REPORTS (Information)
 - A. SAFCA Representatives
 - B. Executive Committee (11/29)
4. BOARD BUSINESS (Action/Information)
 - A. Sacramento Area Creeks Council – 2018 Creek Week Sponsorship
 - B. Board of Trustees Standing Committees—Description and Current members
 - C. Status Report on Repairs to Pumping Plant No. 1 Transformer (Consultant Scott Brown)

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

5. GENERAL MANAGER'S REPORT (Information)
 - A. Regional Flood Control Issues
 - B. Status of Natomas Project Construction—Corps of Engineers
 - C. Flood season update and preparations (levee inspection)

- D. Erosion mitigation measures 7907 Garden Highway
 - E. Garden Highway Encroachment Permits Endorsed
 - F. Homeless camp in floodways--update
 - G. Status District Annual Audit
 - H. Pleasant Grove Creek Canal—potential purchase of property
 - I. Asset Management Plan update
 - J. Pumping Plant No. 1A
-
- 6. PUBLIC OUTREACH UPDATE –K. Pardieck
 - 7. DISTRICT COUNSEL’S REPORT
 - 8. SUPERINTENDENT’S REPORT (Information)
 - 9. Correspondence/News/Information
 - 10. ADJOURN

**STAFF
SUMMARIES & RECOMMENDATON
DECEMBER 8, 2017
AGENDA ITEM 1**

SUBJECT: APPROVAL OF MINUTES (Action)

- A. A copy of the minutes of the Regular Board Meeting held November 11, 2017 is enclosed for your review.

RECOMENDATION:

After discussion/correction approve the minutes.

RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
ACTION SUMMARY
SACRAMENTO, CA
November 10, 2017
8:00 A.M.
1633 Garden Highway
Sacramento, CA 95833

Trustees Present: Barandas, Christophel, Harris, Jones, Smith, Gilbert

Trustees Late Arrival: Avdis

President Smith presided at the meeting.

1. Approval of the Minutes – November 10, 2017

It was moved by Trustee Smith to adopt the minutes of November 10, 2017 without changes. The motion was seconded by Trustee Harris, and carried by a unanimous vote.

2. Administrative Items

A. Treasurer's Report for October 2017

| | |
|-------------------|-----------------|
| Checking: | \$ 103,267.14 |
| Money Market: | \$ 1,068,134.08 |
| County Treasurer: | \$ 1,817,159.41 |
| LAIF: | \$ 1,731,765.25 |
| City Pool A: | \$ 2,025,027.83 |

Board Secretary Gutierrez provided a brief overview of the October 2017 Treasurer's Report and highlighted a few expenditures. The Secretary also shared with the board Accountant Rob Merritt's Budget to Actual Comparison Report. General Manager Devereux briefly discussed the report and noted the bulk of high costs are associated with administration, legal fees, and recent large equipment purchases for use in the field.

A motion to approve the Treasurer's Report as presented was made by Trustee Harris. The motion was seconded by Trustee Jones, carried by a unanimous vote, motion carries.

3. COMMITTEE REPORTS

A. SAFCA Representatives

Trustee Barandas reported on the Corps implementation of region specific vegetation guidance; noting this as a positive step for levees. He also discussed the Folsom spillway projects were mostly completed with an exception of the water control manual. The reason being the former water control mechanism (i.e. original spillway) does not work with new procedures; hence, a new manual needs to be produced to guide reservoir operations during flood events.

Barandas provided an update on the Natomas Project which includes Reach I, Reach H, and Reach D. He informed the board of a contract award in Reach H to remove trees and reported new trees will be planted between Del Paso and Garden Highway east of Powerline Road to fully mitigate for the trees removed. Barandas reports that a Reach D contract should be awarded in March.

B. Personnel Committee

The Personnel Committee met on October 27. Items covered were the GM performance as well as the GM's annual goals and objectives for the current fiscal year. Trustee Avdis asked if the performance summary would be made available to other committees. GM stated the summary still needs work, but would eventually be made available to other committees for their review. The GM advised the board that a proposal to the Committee would be forthcoming to resolve the CalPERS retirement benefit discrepancy for the Administrative Services Manager, Joleen Gutierrez. GM Devereux also announced the hiring of Retired Annuitant Richard Marck (former Superintendent of American River Flood Control District) to perform levee inspections. The minutes from the meeting are attached.

C. Executive Committee

Trustee Smith reported the Executive Committee met on November 1. The Committee conducted a review of the draft agenda for the November Board meeting and discussed informational agenda items -- security patrols and status of the corps Natomas Levee Project. The Committee also discussed the board election. The minutes from the meeting are attached.

D. Operations Committee

Trustee Barandas reported the Operations Committee met on November 9. The Committee discussed developing an Asset Management Plan. Barandas reported consultants met with staff and management to set next steps in this process. Consultants will provide an overview of discovered issues through staff interviews. A draft report of findings will be provided to the Committee as well as technology options to address issues and prioritize the most important items. GM is optimistic that potential use of new technology will streamline the collection and processing of important data and help prepare information in a more efficient and usable format to improve operations efficiency and make future fiscal and resource management decisions.

4. BOARD BUSINESS

A. Report on Results of November 7 District Board of Trustees Election

It was announced that the candidates with the four highest vote total from the November 7 election were Nick Avdis, Christopher Burns, David Christophel and Thom Gilbert. District Legal Counsel Day provided election results as: 386 million votes tallied, 44 ballots cast, and 40% of the total votes were cast. Trustee Avdis noted lessons learned and would like to see election notification improved in the future.

B. Briefing by Stacy Brookman of BPS Protective Services on Security Patrols in District

Stacy Brookman addressed the board and spoke about security patrols in the District. Brookman reported on a range of patrol concerns such as abandoned vehicles, persons and their vehicles on unauthorized levee access points, his patrols reveal a lot of trash seen and illegal dumping. Brookman advised of occasional loitering at night behind the District office. Brookman also shared concerns about enforcement cooperation from local law enforcement. He details law enforcement is unresponsive unless an actual crime is in progress. Brookman Protective Services patrol activities October log was included in the board packet.

C. Corps of Engineers Natomas Levee Project Implementation Schedule and Update by District Consultant Steve Yaeger

Steve Yaeger presented to the Board an update on the Natomas Levee Project. He outlined the projected Corps Project Schedule as of November 2017 which included the Status of Design, Contract Award, and Construction estimated start for each of the project Reaches. The schedule was included in the board packet.

5. GENERAL MANAGER'S REPORT

A. Regional Flood Control Issues

Trustee Barandas touched upon this issue in his SAFCA report.

B. Flood season preparation and 2017 Damage Repairs

Damage repairs from the 2017 flood events on the levees are now complete. There are still some repairs to be completed on the drainage canals

C. El Centro Road Improvements vicinity of West Drain

District assistance is being requested by Sacramento County through Supervisor Serna's office to widen the existing El Centro Road asphalt near the West Drain. GM Devereux proposed the question to the Board to learn if the District would have an interest in accommodating this request. GM Devereux believes widening this section does not fall under the responsibility of the District unless there is some potential liability issue on the District's part. Trustee Avdis showed interest in taking a look at the project to see how the District could help. Trustee Christophel also suggest the District look into partnering with the County on the project if justified.

D. Garden Highway Encroachment Permits Endorsed

No permits endorsed.

E. Update on Plant 1 transformer repairs

Plant 1 is still not operational. The interim plan is to reconfigure the electrical supply using the two existing transformers which can operate a portion of the plant until a new three-phase transformer can be procured and installed at the site to restore full capacity.

The long term options solutions include permanently changing to a 3 phase transformer as staff believes a replacement is easier to procure in case of a future outage. Scott Brown from Larsen-Wurzel who is assisting the GM on this project will have a more detailed discussion at the next Board meeting.

F. Security Fence Contract Plant 1

GM reported that security fence project at Plant No. 1 will be complete by mid-November. An 8 foot high, tight mesh fence will replace the existing perimeter fence enclosure providing improved security. Three sides of the existing fence are being replaced, leaving the existing resident side fencing intact.

G. Sacramento River East Levee Erosion (vic 7907 Garden Highway) Advanced Flood Protection Measures Implementation

GM Devereux advises the 7907 Garden Highway structure is in danger due to continued erosion. The District will provide some protection of the levee, but not necessarily the structure at the site. Trustee Harris inquired whether the District would be liable should the home fall. Legal counsel Day stated the District would not be liable and is not contributing to additional erosion. GM Devereux is hopeful he can convince state and Corps to implement a bank protection project at this site as a high priority.

H. Status FEMA Disaster Assistance 2017 Flood

GM Devereux is in process of completing required FEMA worksheets for power costs and patrols reimbursement.

I. Update Capital Improvement Plan

The District Asset Management Plan being prepared by the CH2M consultant team will include implementation of the Capital Improvement Plan.

6. PUBLIC OUTREACH UPDATE –K. Pardieck

Public Outreach consultant Pardieck reports working toward finalizing all board member biographies; scheduling meetings with Mayor Steinberg and Councilman Hansen to discuss the District's election process; and scheduling meetings with interested homeowner associations during the flood season.

7. DISTRICT COUNSEL'S REPORT

Counsel Jim Day reported on his activities for the month of October.

8. SUPERINTENDENT'S REPORT

The Superintendent's Report was included in the board packet.

9. Correspondence/News/Information

10. ADJOURN

President

Secretary

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 2**

SUBJECT: ADMINISTRATIVE ITEMS (Action)

- A) **Treasurer's Report**
The Treasurers' Report for November 2017 is enclosed for your review
- B) **Expenditure Report**
The Expenditure report for the month of November 2017 is enclosed for your review
- C) **Budget to Actual Comparison Report**
- D) **Requesting Warrant from County of Sacramento**

RECOMMENDATION:

- A) Review and approve the Treasurers' Report.
- B) Signing of the Expenditure Reports is Board approval of the Expenditure Report.
- C) Sign Sacramento County Warrant document

Reclamation District 1000
Treasurer's Report
November 2017

Treasurer's Report for November 2017

| November 2017 | |
|--|--------------|
| Total Funds | 6,379,513.60 |
| Bank of the West - Checking | 378,603.90 |
| Bank of the West - Money Market | 418,134.08 |
| Sacramento County Treasurer | 1,821,295.41 |
| State Treasurer - Local Agency Investment Fund | 1,736,452.38 |
| City of Sacramento - Pool A | 2,025,027.83 |

| November 2017 - Operations and Maintenance Cash Flow | | | |
|---|------------|--------------|--------------|
| Beginning Balance | | | 1,924,562.55 |
| | Income | Expense | |
| Accounts Receivable | 3,818.66 | | 3,818.66 |
| Transfer From Bank of the West Money Market | 650,000.00 | | 650,000.00 |
| Transfer to Bank of the West Money Market | | - | - |
| Interest Income & Other Misc. | - | | - |
| Accounts Payable* | | (287,331.36) | (287,331.36) |
| Payroll | | (91,150.54) | (91,150.54) |
| Ending Balance | | | 2,199,899.31 |

*See Attached Check Register

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

| | Year to Date July 1, 2017 to November 30, 2017 | Budget | Percent of Budget |
|---|--|------------------|----------------------|
| Operation & Maintenance Income | | | |
| Property Assessments | - | 2,248,421 | 0.00% |
| Rents | 4,968 | 20,000 | 24.84% |
| Interest Income | 17,115 | 13,000 | 131.65% |
| Finance Charges/Penalty | - | 200 | 0.00% |
| CERBT Reimbursement | - | - | Not Budgeted |
| SAFCA - O/M Assessment | - | 1,300,000 | 0.00% |
| Miscellaneous | 1,372 | 5,000 | 27.44% |
| Total | 23,455 | 3,586,621 | 0.65% |
| Restricted Fund | | | |
| Metro Airpark Groundwater Pumping | - | 20,000 | 0.00% |
| Total Combined Income | 23,455 | 3,606,621 | 0.65% |
| Operations and Maintenance - Expense | | | |
| Administration | | | |
| Election Cost | 2,458 | 50,000 | 4.92% |
| City/County Fees | 2,057 | 10,000 | 20.57% |
| Legal | 65,793 | 85,000 | 77.40% |
| Liability/Auto Insurance | 106,984 | 110,000 | 97.26% |
| Office Supplies | 2,336 | 5,500 | 42.47% |
| Assessment Costs | 18,900 | 30,000 | 63.00% |
| Computer Costs | 2,993 | 10,000 | 29.93% |
| Uninsured Losses | - | 1,000 | 0.00% |
| Accounting/Payroll Services | 7,962 | 36,000 | 22.12% |
| Admin. Services | 23,444 | 26,000 | 90.17% |
| Utilities (Phone/Water/Sewer) | 6,235 | 23,500 | 26.53% |
| Mit. Land Expenses | 106 | 3,000 | 3.53% |
| Other | 5,683 | 10,000 | 56.83% |
| SAFCA (CAD) | - | 3,600 | 0.00% |
| Sub Total | 244,951 | 403,600 | 60.69% |
| Personnel/Labor | | | |
| Wages | 376,141 | 987,688 | 38.08% |
| Group Insurance | 60,851 | 118,305 | 51.44% |
| Worker's Compensation Insurance | 12,068 | 46,000 | 26.23% |
| Annuitant Health Care | 27,028 | - | Not Budgeted |
| OPEB - ARC | - | 38,785 | 0.00% |
| Dental/Vision/Life | 8,755 | 26,000 | 33.67% |
| Payroll Taxes | 28,499 | 76,580 | 37.21% |
| Pension | 108,249 | 156,044 | 69.37% |
| Trustee Fees | 13,050 | 39,000 | 33.46% |
| Sub Total | 634,641 | 1,488,402 | 42.64% |

Operations

| | | | |
|-------------------------------|---------|---------|--------------|
| Power | 133,698 | 500,000 | 26.74% |
| Supplies/Materials | 7,146 | 22,000 | 32.48% |
| Herbicide | 27,938 | 135,000 | 20.69% |
| Fuel | 20,039 | 55,000 | 36.43% |
| Field Services | 35,339 | 96,500 | 36.62% |
| Field Operations Consultants | 12,449 | 20,000 | 62.25% |
| Equipment Rental | - | 10,000 | 0.00% |
| Refuse Collection | 2,660 | 10,000 | 26.60% |
| Equipment Repair/Service | 6,136 | 22,000 | 27.89% |
| Equipment Parts/Supplies | 34,820 | 55,000 | 63.31% |
| Facility Repairs | 46,506 | 250,500 | 18.57% |
| Shop Equipment (not vehicles) | - | 13,000 | 0.00% |
| Field Equipment | - | 11,000 | 0.00% |
| Misc/Other 2 | 1,829 | - | Not Budgeted |

| | | | |
|------------------|----------------|------------------|---------------|
| Sub Total | 328,560 | 1,200,000 | 27.38% |
|------------------|----------------|------------------|---------------|

Equipment

| | | | |
|---------------------------|---------|---------|--------------|
| Small Equipment/Software | 8,831 | 12,500 | 70.65% |
| Service Truck Replacement | 44,193 | - | Not Budgeted |
| Large Equipment | 194,307 | 209,000 | 92.97% |

| | | | |
|------------------|----------------|----------------|----------------|
| Sub Total | 247,331 | 221,500 | 111.66% |
|------------------|----------------|----------------|----------------|

Consulting/Contracts/Memberships

| | | | |
|-------------------------------|--------|---------|--------|
| Public Relations | 11,900 | 35,000 | 34.00% |
| Engineering/Admin Consultants | 58,329 | 150,000 | 38.89% |
| Memberships | 21,106 | 35,000 | 60.30% |
| Security Patrol | 30,900 | 83,000 | 37.23% |
| Contingency Levee Patrol | - | 5,000 | 0.00% |

| | | | |
|------------------|----------------|----------------|---------------|
| Sub Total | 122,235 | 308,000 | 39.69% |
|------------------|----------------|----------------|---------------|

| | | | |
|---------------------------------|------------------|------------------|---------------|
| Total O & M Expenses | 1,577,718 | 3,621,502 | 43.57% |
|---------------------------------|------------------|------------------|---------------|

Capital Expenses

| | | | |
|--------------------|---|---------|-------|
| Capital Facilities | - | 300,000 | 0.00% |
|--------------------|---|---------|-------|

| | | | |
|-------------------------------|------------------|------------------|---------------|
| Total All Expenditures | 1,577,718 | 3,921,502 | 40.23% |
|-------------------------------|------------------|------------------|---------------|

12:07 PM

Reclamation District No. 1000
Transactions by Account
As of November 30, 2017

11/30/17

Accrual Basis

| Date | Num | Name | Debit | Credit | Balance |
|---|-------|------------------------------|------------|------------|------------|
| Cash and Investments | | | | | 103,267.14 |
| 1010.00 · Bank of the West Checking Acct | | | | | 103,267.14 |
| 11/01/2017 | EFT | City of Sacramento | | 149.47 | 103,117.67 |
| 11/01/2017 | EFT | City of Sacramento | | 43.81 | 103,073.86 |
| 11/01/2017 | EFT | Comcast | | 126.13 | 102,947.73 |
| 11/02/2017 | | | 250,000.00 | | 352,947.73 |
| 11/02/2017 | 61 | | | 52,514.99 | 300,432.74 |
| 11/02/2017 | | | 1,551.74 | | 301,984.48 |
| 11/06/2017 | EFT | Prime Pay | | 209.79 | 301,774.69 |
| 11/08/2017 | EFT | The Home Depot | | 34.23 | 301,740.46 |
| 11/08/2017 | 33256 | Airgas NCN | | 154.74 | 301,585.72 |
| 11/08/2017 | 33257 | Holt of California | | 104.44 | 301,481.28 |
| 11/08/2017 | 33258 | AT&T | | 264.50 | 301,216.78 |
| 11/08/2017 | 33259 | Valley Hydraulics & Mach... | | 463.13 | 300,753.65 |
| 11/08/2017 | 33260 | Valley Tire Center, Inc. | | 1,224.41 | 299,529.24 |
| 11/08/2017 | 33261 | Yolo County Public Works | | 5.94 | 299,523.30 |
| 11/08/2017 | 33262 | Donald Caldwell | | 150.00 | 299,373.30 |
| 11/08/2017 | 33263 | Umberto Gutierrez | | 150.00 | 299,223.30 |
| 11/08/2017 | 33264 | Placer Electric, Inc. | | 5,151.00 | 294,072.30 |
| 11/08/2017 | 33265 | Boutin Jones, Inc. | | 3,502.50 | 290,569.80 |
| 11/08/2017 | 33266 | US Bank Corp | | 334.33 | 290,235.47 |
| 11/08/2017 | 33268 | Taylor Tikalsky | | 150.00 | 290,085.47 |
| 11/08/2017 | 33269 | ACWA JPIA | | 1,794.76 | 288,290.71 |
| 11/08/2017 | 33270 | SGS Colusa | | 6,656.19 | 281,634.52 |
| 11/08/2017 | 33271 | Jess Sawyer Construction | | 23,800.00 | 257,834.52 |
| 11/08/2017 | 33272 | Staples | | 101.56 | 257,732.96 |
| 11/08/2017 | 33273 | Stratton Agency, Inc. | | 103,126.00 | 154,606.96 |
| 11/08/2017 | 33274 | Steve Yaeger Consulting | | 1,542.00 | 153,064.96 |
| 11/08/2017 | 33275 | Chavez, Silva & Company | | 892.50 | 152,172.46 |
| 11/08/2017 | 33276 | Great America Financial ... | | 279.69 | 151,892.77 |
| 11/08/2017 | 33277 | WSP USA, Inc. | | 3,201.99 | 148,690.78 |
| 11/08/2017 | 33278 | Appeal - Democrat | | 784.92 | 147,905.86 |
| 11/08/2017 | 33279 | Joleen Gutierrez | | 7.57 | 147,898.29 |
| 11/08/2017 | 33280 | Stevens Consulting | | 2,251.30 | 145,646.99 |
| 11/08/2017 | 33281 | Sterling May Equipment ... | | 32.34 | 145,614.65 |
| 11/08/2017 | 33282 | Jan-Pro | | 190.00 | 145,424.65 |
| 11/08/2017 | 33255 | Karen Pardleek | | 900.00 | 144,524.65 |
| 11/09/2017 | EFT | City of Sacramento | | 8.76 | 144,515.89 |
| 11/09/2017 | 33283 | Washburn Ag Services | | 4,200.00 | 140,315.89 |
| 11/10/2017 | 33284 | Interstate Oil Company | | 3,593.95 | 136,721.94 |
| 11/13/2017 | 33285 | ECS Imaging, Inc. | | 2,090.00 | 134,631.94 |
| 11/14/2017 | | | 100,000.00 | | 234,631.94 |
| 11/14/2017 | EFT | Petty Cash | | 300.00 | 234,331.94 |
| 11/14/2017 | | | 151.08 | | 234,483.02 |
| 11/14/2017 | | | 439.14 | | 234,922.16 |
| 11/16/2017 | EFT | Cal Pers | | 16,960.89 | 217,961.27 |
| 11/17/2017 | 62 | | | 38,635.55 | 179,325.72 |
| 11/17/2017 | | | 1,676.70 | | 181,002.42 |
| 11/21/2017 | EFT | Bank of the West | | 35.00 | 180,967.42 |
| 11/27/2017 | | | 300,000.00 | | 480,967.42 |
| 11/27/2017 | 33286 | Karen Pardieck | | 1,800.00 | 479,167.42 |
| 11/28/2017 | 33315 | Berkshire Hathaway Hom... | | 3,016.93 | 476,150.49 |
| 11/28/2017 | 33287 | J.N. Clifton | | 500.00 | 475,650.49 |
| 11/28/2017 | 33288 | Holt of California | | 2,294.55 | 473,355.94 |
| 11/28/2017 | 33289 | The Sacramento Bee | | 1,755.90 | 471,600.04 |
| 11/28/2017 | 33290 | Grainger, Inc. | | 789.76 | 470,810.28 |
| 11/28/2017 | 33291 | Sterling May Equipment ... | | 16,579.00 | 454,231.28 |
| 11/28/2017 | 33292 | Kleinfelder, Inc. | | 1,399.00 | 452,832.28 |
| 11/28/2017 | 33293 | MBK Engineers | | 1,698.25 | 451,134.03 |
| 11/28/2017 | 33294 | Department of Pesticide ... | | 763.00 | 450,371.03 |
| 11/28/2017 | 33296 | Smile Business Products | | 201.63 | 450,169.40 |
| 11/28/2017 | 33297 | Placer Electric, Inc. | | 1,638.00 | 448,531.40 |
| 11/28/2017 | 33298 | Mead & Hunt | | 5,717.19 | 442,814.21 |
| 11/28/2017 | 33299 | Blankinship & Associates,... | | 5,311.21 | 437,503.00 |
| 11/28/2017 | 33300 | CA Special Districts Ass... | | 6,413.00 | 431,090.00 |
| 11/28/2017 | | June 30, 2017 vendors | 0.00 | | 431,090.00 |
| 11/28/2017 | 33301 | Boutin Jones, Inc. | | 2,565.00 | 428,525.00 |
| 11/28/2017 | 33302 | Day Carter & Murphy LLP | | 19,087.50 | 409,437.50 |

12:07 PM

11/30/17

Accrual Basis

Reclamation District No. 1000
Transactions by Account
As of November 30, 2017

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|--|------------|----------------------------|-------------------|-------------------|-------------------|
| 11/28/2017 | 33306 | Sacramento County | | 6,359.10 | 403,078.40 |
| 11/28/2017 | 33307 | Interstate Oil Company | | 2,649.89 | 400,428.51 |
| 11/28/2017 | 33308 | Brookman Protection Ser... | | 7,800.00 | 392,628.51 |
| 11/28/2017 | 33309 | State Water Resources C... | | 105.66 | 392,522.85 |
| 11/28/2017 | 33310 | Carson Landscape Indust... | | 595.00 | 391,927.85 |
| 11/28/2017 | 33311 | SHRM | | 199.00 | 391,728.85 |
| 11/28/2017 | 33312 | Streamline | | 200.00 | 391,528.85 |
| 11/28/2017 | 33313 | Tim Washburn | | 500.00 | 391,028.85 |
| 11/28/2017 | 33314 | Joe Countryman | | 500.00 | 390,528.85 |
| 11/28/2017 | EFT | Cal Pers | | 1,010.00 | 389,518.85 |
| 11/28/2017 | EFT | -MULTIPLE- | | 10,358.15 | 379,160.70 |
| 11/29/2017 | EFT | Alhambra & Sierra Springs | | 31.98 | 379,128.72 |
| 11/29/2017 | EFT | Verizon | | 292.07 | 378,836.65 |
| 11/29/2017 | EFT | Neofunds by Neopost | | 100.00 | 378,736.65 |
| 11/29/2017 | EFT | PG&E | | 132.75 | 378,603.90 |
| Total 1010.00 · Bank of the West Checking Acct | | | 653,818.66 | 378,481.90 | 378,603.90 |
| Total Cash and Investments | | | 653,818.66 | 378,481.90 | 378,603.90 |
| TOTAL | | | 653,818.66 | 378,481.90 | 378,603.90 |

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 3**

SUBJECT: COMMITTEE REPORTS (Information)

- A. SAFCA Representatives – verbal report
- D. Executive Committee (11/29)

Executive Committee Minutes

November 30, 2017

In attendance were Trustee Jeff Smith, Tom Barandas and GM Devereux. Trustee Fred Harris participated by phone

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

GM Devereux discussed the items he proposed to include on the agenda for the December Board meeting. The only actionable item will be approving sponsorship for Creek Week. He noted staff and our consultant team met with SMUD representatives yesterday to discuss repairs to the Plant 1 transformer. Our consultant Scott Brown will provide an update to the Board at the meeting next Friday; but staff anticipates the plant will be operational by next week.

Trustee Smith would like to expedite our efforts to recommend a District-wide standard for electrical service at our pumping plants.

There being no further business, the meeting was adjourned.

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 4A**

SUBJECT: 2018 Creek Week Sponsorship

Summary

The 2018 Creek Week event is scheduled for April 6-14. For a number of years, the District has been a supporter and sponsor of this event offering a monetary donation of \$1000 plus active participation by our field crew to remove and dump trash and debris collected by community and regional volunteers.

Background

Creek Week is an annual event organized by the Sacramento Creeks Council (SCC) which Alta Tura is the President. The event culminates in a creek clean-up day (April 14) where hundreds of volunteers across the region gather and remove trash and debris from area creeks and streams. Within Natomas, the event has included portions of the Natomas East Main Drain Canal, Main Drain (between Garden Highway and W. El Camino Ave), and Fisherman's Lake area along our West Drain.

For a number of years the District has been a sponsor of this event providing a cash contribution and the services of our field crew. For the past few years, our field crew have participated on the day of the event using our equipment to assist with the removal and loading of trash and debris from our area canals and streams. The request from the Sacramento Creek Council suggests a donation of \$1000.00 plus our staff time consistent with our past participation.

Being a sponsor and participating in Creek Week is consistent with our goal to improve community relations and recognition of the District within Natomas. Also, we are beneficiaries of the work done by volunteers in removing trash and debris from our canals.

In addition to sponsorship, the District has issued a Temporary Use Permit to the SCC to allow boats with volunteers within our Main Drain to assist in the debris removal. The permit requires insurance by the SCC with the District named as an additional insured.

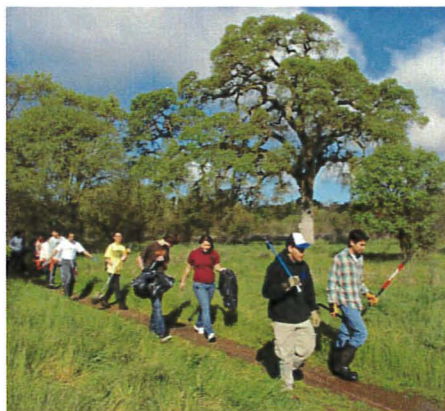
Recommendation

Staff recommends the Board approve sponsorship of Creek Week including a donation of \$1000.00 plus have our staff participate on the day of the event. In addition, the District will issue a Temporary Use Permit allowing for boats on our Main Drain to assist with the cleanup effort.

Sponsorship Opportunities



Creek Week 2018 ♦ April 6-14 ♦ Earth, Water, Sky – Creeks!



28th Annual Sacramento County Creek Week

We need your help NOW to make Creek Week 2018 successful!

Your sponsorship **engages tens of thousands of citizens** throughout the Sacramento region in our week-long event.

- We improve our community through creek stewardship and trash cleanup; and
- We learn about creek ecosystems.

We can meet and exceed the 2017 Creek Week accomplishments, but it will **only be possible with the generous contributions** of our sponsors.

Your support is appreciated and provides opportunities for young and old to demonstrate environmental stewardship. Stand out as a leader and enjoy direct contact with customers!

For sponsorship information contact:

Alta Tura

(916) 454-4544 or

saccreekweek@gmail.com

2017 Creek Week Results



1,700 volunteers,
35 miles of waterways,
90+ different locations



Over 19 tons of garbage
including tires and shopping
carts



For the 8th year, water quality
testing was conducted at
selected sites

Volunteers categorize trash from selected sites and collected the data in a mobile app with the help of **hammerdirt**, which adds citizen science to the Creek Week experience. The **Arcade Creek Report** illustrates some of the data collected during Creek Week 2017.



Creek Week takes pride in its tradition

Creek Week is a regional institution mobilizing **volunteers from Folsom to the Sacramento Delta**. Over 28-years, Creek Week has provided public education and stewardship opportunities for families, youth groups, and do-gooders in the community. The extraordinary efforts of Creek Week volunteers have removed hundreds of tons of trash from creeks and increased flood safety by improving storm water conveyance.

Become a Corporate Sponsor of Creek Week 2018



Splash Off 2016, City Councilman Jeff Harris, presented the Creek Steward Award for the Caleb Greenwood School Garden Project



Activities during Creek Week include a "Birds & Bloom Tour" of the Bufferlands



Volunteers gather at the celebration to create sculptures for the "Junk & Gunk Contest"

For sponsorship information contact:

Alta Tura
(916) 454-4544 or
saccreekweek@gmail.com

Volunteers are priceless, but the financial support from you and others like you make it possible for Creek Week to grow and improve year after year.

| Sponsorship Levels & Benefits | Platinum \$2,000 or more | Gold \$750 to \$1,999 | Silver \$500 to \$749 | Bronze \$250 to \$499 |
|--|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Sponsor name on Creek Week brochures, posters, newsletters and web site | ✓ | ✓ | ✓ | ✓ |
| Event recognition at the Splash Off and Celebration Day | ✓ | ✓ | ✓ | ✓ |
| Your logo on the Creek Week T-shirt | ✓ | ✓ | | |
| Prominent placement of your company/organization's name on the Creek Week brochure | ✓ | ✓ | | |
| Recognition in the full color ad in The Sacramento Bee celebrating Creek Week | ✓ | | | |

Benefits for ALL Sponsors

Association with a popular, well-organized, beneficial service event that traditionally receives media coverage from television, radio, The Sacramento Bee and special interest publications

The knowledge that your sponsorship supports Sacramento Area Creeks Council's efforts to protect, preserve and enhance our valuable creek resources while helping to reduce the threat of flooding

Creek Week 2018 Overview

Splash Off Friday, April 6

2018 Keynote speaker address and presentation of the Creek Steward Award. Public **recognition of all sponsors** for their contributions.

Creek Week Activities April 6-14

Activities the week before the clean-up showcase the value and ecology of creeks. Learn about plants and animals inhabiting our creeks and their important roles in the ecosystem. Learn how creeks can best be managed and cared for benefitting wildlife and humans alike.

Theme for 2018 Creek Week:
"Earth, Water, Sky – Creeks!"

Creek Clean-up Day and Celebration Saturday, April 14

Creek Week will culminate on Saturday, April 14, 2018, with volunteers joining to **clear trash from more than 80 different creek sites in Sacramento County**. Volunteers also remove invasive nonnative plants that choke local waterways. Others collect meaningful data as Citizen Scientists. Clean-up activities help improve the riparian habitat along many stream and creek corridors, provide opportunities to connect people to their natural environment, increase awareness for water conservation, and reduce flood risk. The clean-up is followed by a **celebration** at Carmichael Park - complete with food, entertainment, interactive exhibits & contests.

Sacramento Area Creeks Council

PO Box 162774 • Sacramento, CA 95816

www.saccreeks.org • www.creekweek.net

(916) 454-4544

Earth, Water, Sky – Creeks!



Creek Week 2018 Sponsorship Form

Please email this form to saccreekweek@gmail.com or fax to **(916) 454-4544** and/or mail with your check to **PO Box 162774, Sacramento, CA 95816**.

Amount of your tax deductible contribution \$ _____

Please make check payable to **Sacramento Area Creeks Council**, a 501 (c)(3) nonprofit organization. **Contributions are tax deductible: Fed. ID # 26-3676166**

- Check enclosed** **Check to follow**

To pay by credit card use our PayPal account at www.creekweek.net.
Click on the "Donate" button.

We will provide in-kind services valued at \$ _____ Services include:

Sponsor Information:

Company/Group Name: _____

Website: _____

Contact Name and Title: _____

Sponsorship Levels & Benefits

| | Platinum \$2,000 or more | Gold \$750 to \$1,999 | Silver \$500 to \$749 | Bronze \$250 to \$499 |
|--|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Sponsor name on Creek Week brochures, posters, newsletters and web site | ✓ | ✓ | ✓ | ✓ |
| Event recognition at the Splash Off and Celebration Day | ✓ | ✓ | ✓ | ✓ |
| Your logo on the Creek Week T-shirt | ✓ | ✓ | | |
| Prominent placement of your company/organization's name on the Creek Week brochure | ✓ | ✓ | | |
| Recognition in the full color ad in The Sacramento Bee celebrating Creek Week | ✓ | | | |

To ensure visibility in Creek Week promotional materials, please return this Sponsorship form by **January 3**.

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 4B**

SUBJECT: Board of Trustees Standing Committees – Description and Current Members

RD 1000 Board Committees

Reclamation District 1000's board business is supported by six small working group standing committees: Executive, Finance, Operations, Personnel, Urbanization, and Legal. Committees are assembled by the Board of Trustees, consisting of board members and District management staff. The purpose of all board committees is to meet regularly or as needed to help facilitate and further the Board's objectives; review complex issues in more detail and make a recommendation to the Board on an action. The District may also establish ad-hoc committees for specific purposes as determined by the Board President.

Executive Committee

Meets Monthly on Wednesday (the week before the Board Meeting) and consists of the Board President and Vice-President though other Trustees are welcome to attend and participate. (Note, if four or more Trustees attend, the meeting must be noticed as a Special Board meeting).

Committee Members:

- Jeff Smith, Chairman
- Tom Barandas

Executive Committee Overview

The Executive Committee provides organizational direction on behalf of the board and serves as an advisory body to the board on decisions and business matters ranging from strategy, planning, and policy. This committee also is tasked with setting and reviewing the monthly Board Meeting agenda.

Finance Committee

Meets Quarterly (1st Friday each Quarter)

Committee Members:

- Thom Gilbert, Chairman
- Fred Harris
- Jeff Smith

Finance Committee Overview

The Finance Committee meets to review all board fiscal related matters to ensure consistency between the budget and organization's plans. This committee reviews budgets, reports to the board any financial concerns or opportunities, oversee investments, recommends selection of the auditor and reviews the annual audit, and advises the board and general manager on financial priorities.

Operations Committee

Meets Quarterly (3rd Friday each Quarter)

Committee Members:

- Tom Barandas, Chairman
- David Christophel
- Jeff Smith

Operations Committee Overview

The Operations Committee provides review, guidance and oversight for District operations in order to suggest strategic business direction and coordinated business policy implementation. The Committee also reviews field operations as it relates to District policy, has oversight on implementation of the District's Capital Improvement Plan and reviews capital equipment purchases as part of the annual budget.

Personnel Committee

Meets Quarterly (Last Friday each in the Month of Month after quarter end (i.e. 1st Quarter meeting would be the last Friday in October)

Committee Members:

- Fred Harris, Chairman
- David Christophel
- vacant

Personnel Committee Overview

The Personnel Committee is charged with drafting and revising personnel policies for board approval, reviewing job descriptions and establishing employee salary structure, annual review of staff salaries and benefits package to be included in the budget for approval by the Board and does periodic reviews of General Manager's goals and performance. The Board's Personnel Committee may also acts as a grievance board to resolve employee complaints.

Urbanization Committee

Meets Quarterly (3rd Wednesday end of each Quarter)

Committee Members:

- vacant, Chairman
- Thom Gilbert
- Nick Avdis

Urbanization Committee Overview

The Urbanization Committee keeps abreast of emerging demographic trends in the Natomas Basin and devises solutions to address increased urbanization in a once predominate agricultural community including the growing floodway homeless management. This committee assists the board with planning, infrastructure, protection of resources, and extension of District flood control and levee services to all persons residing within the boundaries in which the District serves. It also provides oversight for the District's community outreach program and interface with the waterside property encroachments along Garden Highway.

Legal Committee

Meets as needed. Typically once or twice annually

Committee Members:

- Nick Avdis, Chairman
- Tom Barandas
- Fred Harris

Legal Committee Overview

The Legal Committee is responsible for recommending to the Board proposed enforcement actions, review of legal actions including claims against the District, providing consultative review of various District vendor or service contracts, review of District elections and procedures, and review of legal representation contract.

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 4C**

SUBJECT: Status Report on Repairs to Pumping Plant No. 1 Transformer (Consultant Scott Brown)

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 5**

SUBJECT: General Manager's Report (Information/Discussion)

- A. Regional Flood Control Issues
- B. Status of Natomas Project Construction—Corps of Engineers
- C. Flood season update and preparations (levee inspection)
- D. Erosion mitigation measures 7907 Garden Highway
- E. Garden Highway Encroachment Permits Endorsed
- F. Homeless camp in floodways--update
- G. Status District Annual Audit
- H. Pleasant Grove Creek Canal—potential purchase of property
- I. Asset Management Plan update
- J. Pumping Plant No. 1A

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 6**

SUBJECT: Public Outreach Update – K. Pardieck

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 7**

SUBJECT: District Counsel's Report

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

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 8**

SUBJECT: Superintendent's Report

To: Trustees of Reclamation District No. 1000

From: Superintendent Don Caldwell

Date: December 1, 2017

Re: Report of activities within the District during the month of November 2017

The chart below represents the various activities the field crew spent their time working on during the month of November 2017.

| RD 1000 Field Crew | *Man Days Worked | Activity |
|-------------------------------|------------------|-------------------|
| | 4 | Plant Maintenance |
| | 27 | Grounds |
| | 19 | Levee Maintenance |
| | 4 | Pump Maintenance |
| | 2 | Ditch Maintenance |
| | 3 | Fence Repair |
| | 9 | Garbage |
| | 9 | Weed Control |
| | 7 | Mowing |
| | 1 | Upper GGS |
| | 15 | Equipment Repairs |
| Total Man days Worked: | 116 | |

**Man days do not include: sick, vacation, holiday or Superintendent's time*

Bannon

- High 9.35'
- Low 6.91'

River High

- High 9.76'
- Low 6.50'

Rain Report

Rain amount for the month of November was 2.29"

Rain amount for the year is 2.53" since July 1

Pump Report

Pump # 1 ran for 12.6 hours and pumped 132.3 A/F

Pump #3 ran for 302.3 hours and pumped 209.67 A/F

Pump #4 ran for 72.3 hours and pumped 209.67 A/F

Pump #5 ran for 76.4 hours and pumped 290.32 A/F

Pumping Plant # 8 ran in the month of November due to rain storms received in the District

Safety Topic for the month of November:

Flood Fight Training

Reclamation District No. 1000
Superintendent Don Caldwell

**STAFF
SUMMARIES & RECOMMENDATIONS
DECEMBER 8, 2017
AGENDA ITEM 9**

SUBJECT: Correspondence/News/Information