

BOARD MEETING MINUTES			RECLAMATION DISTRICT 784		
1594 Broadway Street					
Arboga, CA 95961-8821					
<b>Meeting Description:</b> Reclamation District No. 784 Board of Trustee's Board Meeting					
<b>Date:</b> February 4, 2020 <b>Time:</b> 10:00am <b>Location:</b> Reclamation District 784 Office					
Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
10:00am	12:30pm	2.5 Hrs.	10:06am	10:50am	44Min
<b>1. Call to Order</b>					
<b>Roll Call: Board President - Rick Brown - Present, Trustee - Joe Danna - Absent, Board Vice-President - David Read - Present, Trustee - Sarbdeep Atwal - Present, Trustee - Jared Hastey - Present, Board Secretary - Steve Fordice - Present, Deputy Board Secretary - Kimberly Ford, Present, Field Superintendent - Patrick Meagher - Present, and Attorney - Jesse Barton, Present.</b>					
<b>2. Closed Session:</b>					
A. None					
<b>3. Open Session:</b>					
<b>4. Approve Meeting Minutes –</b> Jared Hastey moved to approve the Meeting Minutes. David Read seconded the motion. Motion Carried. <b>Vote: 4 Ayes (Brown, Read, Atwal, and Hastey), 0 Nays, 1 Absent (Danna), and 0 Abstain.</b>					
<b>5. Approve Checks and Warrants –</b> Jared Hastey moved to approve the Checks and Warrants. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 4 Ayes (Brown, Read, Atwal, and Hastey), 0 Nays, 1 Absent (Danna), and 0 Abstain.</b>					
<b>6. Public Communication: Any person may speak on any topic provided it is within the jurisdiction of the Reclamation District 784. If a person wishes to speak on any agenda item in particular, that person may speak now, or if that person wishes to withhold comment until Board consideration of the item, please inform the Board at this time what agenda item the speaker wishes to address and the Board will solicit additional comment when that agenda item is called. The time allotted for receiving public comment will be limited to no more than five minutes per each individual or group.</b>					
<b>Persons Attending</b>					
1. Rick Brown – RD784 Board President					
2. David Read – RD784 Board Vice-President					
3. Sarbdeep Atwal – RD784 Board Trustee					
4. Patrick Meagher – RD784 Secretary of the Board					
5. Kimberly Ford – RD784 Deputy Secretary of the Board					
6. John Mallen – RD784 Engineer					

- 7. Jesse Barton – RD784 Attorney
- 8. Megan Jonsson – Larsen Wurzel and Associates
- 9. David Gibb - Landowner

**Items for Discussion and Possible Actions:**

**7. Board to Consider Dirt for Sale and Linear Pond 16 Channel Expansion Improvements –**  
 Recently, the District has been approached by contractors who are interested in purchasing several cubic yards of dirt from the District owned Linear Pond 16 site. Staff has begun preliminary discussions with MHM Engineering and Gallery and Barton in preparation to put together the necessary updated CEQA documents and grading plan in order to complete the possible sale of around 100,000 cubic yards of material priced at \$2.00 per cubic yard. Pond channel expansion improvements will be constructed concurrently as part of the sale agreement. Staff recommended moving forward with the completion of the updated CEQA and grading plan documents in preparation for the possible upcoming transaction as well as for future opportunities. The Board came to a consensus to move forward they would like to move this item to the March 3, 2020 Board Agenda.

**8. Board to Consider Percentage and Schedule for Transfer of Annual RD784 Assessment Funds to Three Rivers Levee Improvement Authority –**  
 LWA crafted a Technical Memorandum explaining the percentage of annual RD784 assessment funds collected to be transferred to TRLIA to a set schedule. Sarbdeep Atwal moved to approve the transfer to TRLIA. Jared Hastey seconded the motion. Motion Carried. **Vote: 4 Ayes (Brown, Read, Atwal, and Hastey), 0 Nays, 1 Absent (Danna), and 0 Abstain.**

**9. Board to Consider LWA Amendment Request for Assessment Roll Administration Services –**  
 LWA continues to support RD 784 with Levee and Drainage O & M Assessment Administration. LWA is requesting an amendment to their contract for additional effort required to-date and to complete the remaining scope of services outlined in the original proposal. Landowner Follow-Up and Inquires for Fiscal Year 2019/2020 involved a significantly greater amount of effort than anticipated. Also, based on LWA’s experience preparing the FY 2019/2020 assessment, additional effort is anticipated for the development of the FY 2020/2021 Assessment Roll for researching data, updating the administration record with any parcel changes, preparation of the assessment roll, any necessary resolutions, and any additional research necessary. Sarbdeep Atwal moved to approve the Proposed Budget Amendment. Jared Hastey seconded the motion. Motion Carried. **Vote: 4 Ayes (Brown, Read, Atwal, and Hastey), 0 Nays, 1 Absent (Danna), and 0 Abstain.**

Task	Authorized Budget	Proposed Amendment	Proposed Budget
Task 1 – FY 2019/20 Landowner Follow-Up	\$4,200	\$24,800	\$29,000
Task 2 – Develop Assessment Roll for FY 2020/21	\$9,600	\$3,400	\$13,000
Task 3 – Yuba County & Direct Bill Coordination	\$10,700	\$0	\$10,700
<b>Totals</b>	<b>\$24,500</b>	<b>\$28,200</b>	<b>\$52,700</b>

**10. Board to Consider USACE Routine Inspection Update –**

In November 2019, Kleinfelder conducted a Routine Inspection on the Urban portion of the levee system on behalf of the USACE: Rather than waiting until the actual inspection report becomes available, RD784 field crews have been working diligently on correcting as many items as possible whenever weather permits followed by submission of correction photos to Kleinfelder. Correction photos submitted enable inspectors to document items as “Resolved” before the final inspection report comes out which is expected sometime in May 2020. So far, approximately 40 repair photos have been submitted. Items repaired prior to January 1 were incorporated in the Draft report which is currently in review by the USACE. Any repairs or other supporting documentation sent after Jan 1, will also be considered until the beginning of April. The final inspection report is expected sometime in May. Kleinfelder has made the USACE aware there will be some changes between the Draft and Final report as RD784 continues to work on the levee system.

**11. Board to Consider Urban Levee Pipe Inspections Planned for 2020 Update –**

The O&M Manuel requires all Urban pipes that penetrate through the levee to be video inspected every 5 years. Staff is working with MHM Engineers to start planning for video inspections anticipated to begin sometime during the summer of 2020.

**12. Board to Consider Relief Well and Seepage Evaluation Update –**

In August 2019, Blackburn Consultants was hired to conduct a Geotechnical Engineering review to evaluate Relief Well performance and seepage that occurs within certain areas in the extreme southern portion of the District. To date, Blackburn continues to review the Bear and Feather River improvement plans, Relief Well maintenance and testing records, ground water maps, monitoring well records, and river elevation records. A Findings, Conclusions, and Recommendations Report is expected sometime this summer.

**13. Board to Consider Job Announcement for the Position of Field Superintendent**

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At the beginning of January, a job announcement for the position of Field Superintendent was posted on the District website, in the local Territorial Dispatch newspaper, and on indeed.com. The announcement ends on February 5 with interviews to start within the upcoming weeks.

**14. Board to Consider “1 Foot No Access Easement” –**

Because of issues in the past with homeowners removing fencing and accessing their property from the rear, or for purposes of accessing RD784 lands for unauthorized recreational use, trash dumping, unauthorized gardening, etc., the adoption of a “One Foot No Access Easement” policy is recommended for all newly developed lots (Including infill lots) constructed where property boundaries are adjoining to RD784 Detention Ponds, Drainage Laterals, or any other RD784 infrastructure, regardless of the type of boundary fence material including wood, metal, or concrete block. Staff is seeking authorization from the Board to work with Gallery and Barton and MHM Engineering to create a policy. The Board gave authorization to work with Gallery & Barton and MHM, Inc. to create a policy.

**15. Board to Consider Trustee Training AB1234 and SEMS/NIMS –**

A) AB1234 – Ethics and Harassment Training is required for all Board Members every two years. A free training seminar offered by GSRMA will cover both topics in one day and will be available in April and May at Granzella’s which is located in Williams. The

courses begin in the morning and conclude in the afternoon (Approximately 4 Hours of Training Time). Staff recommended attendance. Alternatively, an on-line course is available for Ethics Training and possibly for Harassment Training.

B) Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) Emergency Training is required once in a lifetime for all District Trustees. Adam Pharris, Yuba College Chief of Police, has offered to provide training at the Marysville Yuba College Campus at no charge to the District (Approximately 8 Hours of Training Time). Staff recommended attendance if the course had not already been taken before.

Alternatively, most of the required courses can be taken on-line with the exception of the SEMS portion which is in a classroom setting for 1 – 2 Hours.

**16. Board to Consider Follow Up Information Regarding Impact Fees Owed for Rio Del Oro Villages 17-20 –**

In the summer of 2019, Yuba County Public Works issued a grading permit to the Developer for Rio Del Oro Villages 17-20. The issuance of a grading permit is one of the “Triggers” which require the payment of RD784 Impact Fees which were never collected. In July 2019, the RD784 Board granted staff authority to negotiate an MOU to defer payment of impact fees for the Rio El Oro Villages 17-20 until improvement plans or final maps are approved, or until a storm drainage system is installed, whichever comes first. At that time, a letter was sent addressed to Axle and Jens Karlshoej who were at the time, affiliated with Dansk California Corporation. On January 17, 2020, staff contacted Eric Anderson, the developer’s advisor to follow-up. The impact fee certifications and proposed DRAFT deferral agreement were sent to Mr. Anderson for his client’s review. On January 24, Mr. Anderson informed staff that Dansk California Corporation has dissolved and said the Karlshoej’s are in the process of creating a new entity name which will require international coordination. Mr. Anderson anticipates the new entity name will be established within the next 2 – 4 months and will be able to address finalizing the impact fee payment plan at that time.

**17. Board to Consider Budget Snapshot –**

A Monthly Budget Snapshot through January 15, 2020 was presented to the Board.

**Field Manager’s Report:**

Field Manager’s Report  
February 4, 2020

Maintenance and Projects Completed

Unit 1

1. Hauled trash and abandoned shopping carts.
2. Placed concrete blocks along the waterside toe from LM 0.02 – 0.03.
3. USACE Routine Inspection Corrections made – Grouted squirrel holes on the land and waterside slopes from LM 0.15 – 1.31 and repaired foot paths.
4. Repaired tire ruts on the waterside slope from LM 0.00 – 1.00.
5. Weedeated woody vegetation off the land and waterside slopes from LM 0.40 – 1.32.

#### Unit 2A

1. Repaired tire ruts on the waterside slope adjacent to the Linda WWTP.
2. Burned brush piles on the landside toe at LM 1.05.
3. Placed concrete blocks along the waterside toe at LM 1.70.
4. USACE Routine Inspection Corrections made – Filled minor depressions with gravel along the levee crown edges from LM 1.20 – 2.76.
5. Repaired tire ruts on waterside slope at LM 1.60.
6. Pre-staged more concrete blocks for future use on the landside toe at LM 1.05.

#### Unit 2B

1. Pump Station 2
  - Backup generator exercised on 1/13 and 1/27.
  - Cut sucker trees off the PS 2 Outfall lateral slopes.
2. Checked this levee unit weekly before and after weekends.

#### Unit 3A

1. PS #6
  - Backup diesel generators exercised on 1/13 and 1/27.
2. Checked this levee unit weekly before and after weekends.

#### Unit 4

1. Checked this levee unit weekly for trash and monitored cracks.
2. Filled potholes intermittently along the levee crown from LM 0.00 – 3.70.
3. USACE Routine Inspection Corrections made - Miscellaneous minor depressions and rutted areas repaired along the levee crown and slopes from LM 0.50 – 5.80.

#### Units 3B/ 5 / 6 (Horseshoe Levee)

1. Pre-Storm check around all rural levee units and checked all waterside flap gates.
2. Checked the waterside flap gates weekly.

#### Unit 7

1. Checked this levee unit weekly before and after weekends.

#### Unit 8

1. Checked this levee unit weekly before and after weekends.

#### Unit 9

1. Pump Station #3
  - The backup diesel generator was exercised on 1/13 and 1/27.
  - The engine block heater was replaced.
  - Dusted and vacuumed inside the electrical room.
2. USACE Routine Inspection Corrections made – Repaired ruts on the waterside toe at LM 0.50, 1.80, and 1.90.

3. Grouted squirrel holes on the landside slope at LM 2.50.
4. Picked up and hauled old cut out sections of pipe fence scattered along the landside V Ditch.
5. Painted landside steel pipe fencing safety yellow from LM 3.70 – 3.74.
6. Cleaned and/or repaired reflective paddle markers next to piezometers and survey monuments.

#### Drainage Laterals and Detention Basins

1. Pre and post storm checks around the entire internal drainage system completed.
2. Cleared the partially clogged center drainage culvert at Linear Pond 16.
3. Weedeated and removed sucker trees off the Ella Basin slopes and Chestnut Basin.
4. Filled potholes with AB Gravel along the service roads around Linear Pond 16, 18, and 20.
5. Burned brush piles along Lateral 15 (N) near Woody's PS 1 and at Linear Pond 16.

#### Shop, Office, Fleet Vehicles, and Equipment

1. Shop generator was exercised on 1/13 and 1/27.
2. Vehicles and equipment serviced and / or repaired as necessary.

#### Safety / Training

1. Administered weekly safety meetings and misc. SDS sheet reviews.
2. 3 Employees completed annual CPR/First Aid/AED refresher course.

#### Miscellaneous

1. Regularly checked and looked for damages or issues around the District including all RD784 Pump Stations, Levee Units, Olivehurst Pump Station, and Yuba College Flood Fight Coalition supplies storage site.
2. Dusted and vacuumed inside the electrical room at Pump Station 10.

#### ***Administrative Assistant's Report:***

### **Administrative Assistant Monthly Report February 4, 2020**

#### **Accounting:**

1. Budget Update
2. Reconciliations
3. Working with Tiffany @ HMS and Jennifer Jensen @ Jensen Smith to prepare for audit.

#### **Clerical/Office:**

1. Impact Fees – Ranbir Singh Residence, Tom Harris, UPS Store and Wal-Mart Convenience Store
2. Permit Clearance Request Sign Offs
  - A. DR Horton

- B. Capital Valley
- C. Cresleigh Homes
- D. Premier Pools
- 3. Scanning & Receiving Assessment Payments, then sending to Megan@ LWA
- 4. Tracking Assessment Corrections and Refunds – Arostegui – Lost in Mail – Re-Issued
- 5. Contract Management:**
  - 1. 2018-2019 FMAP OMRR&R Agreement
  - 2. 2019-2020 FMAP OMRR&R Agreement
  - 3. DMP Agreement
  - 4. T&S Construction
  - 5. Nor-Cal Pipeline
  - 6. Gregory Livestock
  - 7. Wright One Electric

**Regulatory Compliance:**

- 1. PWC – 100 – Wright One Electric
- 2. GSRMA Annual Updates

**Projects:**

- 1. Horseshoe De-Annexation
- 2. Audit 2018-2019
- 3. DWR Grant Process – DMP Reimbursement
- 4. 2018-2019 FMAP – DWR - Billing
- 5. 2019-2020 FMAP – DWR - Billing
- 6. Go Daddy Website 929 Compliance/Disability – Alliant, Sloane @ Streamline

**Contacts:**

Daniel @ Paychex, Sam Taylor @ GSRMA, John Swanson @ Swanson & Associates, Jesse Barton @ Gallery & Barton, Sean Minard @ MHM, Jolie Turk @ YC Treasurer’s, Luke and Wesley@ Alliant, Miranda Johnson @ Yuba County Auditor, Abby Villegas @ YWA, Jason Little @ DWR, Denyce Fine @ T&S Construction, Kyle Sanchez @ MHM, Tiffany Shacklett @ HMS, Sloane Dell’Orto @ Streamline, Jamie Sousa @ Nor Cal Pipeline, and Jennifer Jensen @ Jensen Smith CPA’s.

**General Manager’s Report:**

General Manager’s Report  
February 4, 2020

**Administration:**

- 1. Approved employee time off requests and task scheduling.
- 2. Attended meetings - [2020 FMAP, 2020 Urban Pipe Video Inspection Kick Off, 2020 New Employment Laws -GSRMA, CCVFC Association, CVFPB Coordination Committee, Project Follow-Ups at MHM, and Rotary]
- 3. Created and posted Field Superintendent Job Announcement and job description.
- 4. Assisted Kim with Audit preparations.

5. Completed on-line 2020 DWR Winter LMA levee inspection reporting documents.
6. Signed on to District bank account documents at Bank of America.
7. Impact Fee Program
  - A. UPS Store Improvements
  - B. Wal\*Mart Improvements.
  - C. Rio Del-Oro Estates

### **Project Management:**

1. IRWMP grant application work and USACE Routine Inspection corrections.
2. DWR Deferred Maintenance Program:
  - A. Pipe inspections project – Horseshoe levee pipes, pending final review report from DWR.
  - B. Steel Walkway in Unit 5, LM 2.47.
3. FMAP Contracts – Grant for Fiscal Year 2018/2019 (Billing) and 2019/2020.
4. Unit 4 Patrol Road Cracks:
  - A. Blackburn Draft report completed. (Pending review by MHM).
5. Avondale Pump Station #5 Repairs. Complete. – Final County encroachment permit signed off.
6. YWA Grant Projects: IRWMP applications submitted to DWR by IRWMP consultants – Pending outcome.
7. FMAP -MHM Rural Studies pending. Grant reimbursement postponed until project is complete.
8. Relief well studies – Blackburn Consulting.

### **Regulatory Compliance:**

1. Monthly pesticide spray use report submitted on-line to the County.
2. Updated SDS (Safety Data Sheets) and MSDS (Material Safety Data Sheets) binder.
3. Updated compliance programs – [Injury Illness Prevention Program (IIPP), Hazard Communication Program]
4. Completed the 2020 Bureau of Automotive Repair Annual Reporting Transmittal for all District Fleet Vehicles.
5. Hazardous Materials Business Plan permit application submitted to Yuba County Environmental Health.
6. Biannual First Aid Kit inventory completed with items restocked as needed.
7. 3 Employees recertified in CPR/First Aid/AED.

### **Meeting Adjourned:**

Meeting was adjourned at 10:50am.

*The complete Board Agenda Meeting Material is available at the Reclamation District 784 Office, located at 1594 Broadway, Arboga, CA 95961. Any disclosable public record related to an open session item on the agenda and has been distributed to all or a majority of the Board Members less than 72 hours prior to the meeting, and is available for public inspection during normal business hours.*



*If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Office Manager of the Reclamation District 784 at (530) 742-0520 or fax (530) 742-3021. All requests should be made at least 24 hours prior to the start of the meeting. This is in compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof.*

Rick Brown, President

Kimberly Ford, Deputy Board Secretary