

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> December 3, 2019 <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.	10:05am	10:50am	45 Min
<b>1. Call to Order</b>					
<b>A. Roll Call: Board President - Rick Brown - Present, Trustee - Joe Danna - Present, Trustee - 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 - Absent, Sean Minard - Present, and Attorney - Jesse Barton, Present.</b>					
<b>2. Closed Session:</b>					
<b>A. None</b>					
<b>3. Open Session:</b>					
<b>4. Approve Meeting Minutes -</b> David Read moved to approve the Board Meeting Minutes. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b>					
<b>5. Approve Checks and Warrants -</b> Joe Danna moved to approve Checks and Warrants. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, 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>					
<b>1. Rick Brown - RD784 President of the Board</b>					
<b>2. David Read - RD784 Board Trustee</b>					
<b>3. Sarbdeep Atwal - RD784 Board Trustee</b>					
<b>4. Joe Danna - RD784 Board Trustee</b>					
<b>5. Jared Hastey - RD784 Board Trustee</b>					
<b>6. Steve Fordice - RD784 Secretary of the Board</b>					

<b>7. Kimberly Ford – RD784 Deputy Secretary of the Board</b>
<b>8. Sean Minard – RD784 Engineer</b>
<b>9. Jesse Barton – RD784 Attorney</b>
<b><i>Items for Discussion and Possible Actions:</i></b>
<p><b>7. Board to Consider Adopting 2019-12-01 to Accept Lateral 5 from Cresleigh Homes in fee and Adopt Resolution 2019-12-02 to Accept the Hammerhead Structure Easement at the Eastern End of Lateral 5 –</b></p> <p>Jared Hastey moved to approve Resolution 2019-12-01. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b> David Read moved to approve Resolution 2019-12-02. Joe Danna seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>8. Board to Consider Accepting an Impact Fee Agreement with Tom Harris to Develop One Acre of APN 013-560-027 –</b></p> <p>Mr. Harris intends to develop one acre of a 3.720-acre parcel located at the Yuba County Airport. The cost for one acre is \$34,777. Mr. Harris asks the Board to allow him to make an initial payment of 25% down and 35 equal payments with a 1.5%/month interest rate. If Mr. Harris develops the rest of the acreage, he will have to re-negotiate the agreement. Sarbdeep Atwal moved to authorize the General Manager to execute the agreement. Joe Danna seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>9. Board to Consider Awarding Three Year Vegetation Contract –</b></p> <p>Gregory Livestock, who has been providing this service to the District for many years, was the only bidder. The services Gregory Livestock have provided in the past have been exemplary. The total annual bid is \$136,485.51. Sarbdeep Atwal moved to accept the bid. David read seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>10. Board to Consider TRLIA and Yuba Water Agency Involvement in the Hallwood Area –</b></p> <p>On October 15, 2019, the TRLIA Board “authorized and approved TRLIA to be the lead implementation agency for a flood prevention project for the Hallwood community and delegated authority for the Executive Director to pursue grant funding for preliminary design, environmental surveys and compliance of the North Training Wall (NTW) project.” In the past, RD784 has supported TRLIA by contracting to provide O&amp;M services in the Goldfields. Jared Hastey moved to have RD784 Staff advise TRLIA that RD784 has no interest in providing any flood prevention services in the Hallwood area. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>11. Board to Consider Amending the Employee Handbook Verbiage –</b></p> <p>Staff asked the Board to amend the Employee Handbook verbiage concerning Cost of Living Adjustments to read: “If approved by the Board, Cost of Living raises will be granted to employees who are beyond the fifth step of their salary range.” This language change is consistent with past Board direction and does not grant both COLA raises, and step raises to individual employees. Joe Danna moved to approve the amendment to the Employee Handbook. Jared Hastey seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>

**12. Board to Consider Awarding Annual Cost of Living Allowance for 2020 –**  
Staff asked the Board to approve Cost of Living Raises to employees beyond the fifth step of their salary range effective January 1, 2020 to 3.1%. Two local sources (Yuba County and OPUD) and the US Bureau of Labor Statistics were examined to determine a recommended COLA. The latest COLA information available was from September 2019 and the raises ranged from 2.74% to 3.5%. Joe Danna moved to approve the Cost of Living Raises to employees beyond the fifth-step of their salary range. Sarbdeep Atwal seconded the motion. Motion Carried. **Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

**13. Board to Consider Appointing Patrick Meagher, General Manager as of January 1, 2020, as Secretary of the RD784 Board, as Trustee for Both District Retirement Programs, as Signatory on the District’s Checking Account and as the District’s Representative to the California Central Valley Flood Control Association –**  
David Read moved to appoint Patrick Meagher to assume legal and fiduciary responsibilities and authorities currently exercised by the General Manager effective January 1, 2020. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

**14. Board to Consider Special Board Meeting on January 15, 2020 –**  
Due to the Holidays the January Board Meeting has been postponed until January 15, 2020.

**15. Board to Consider the Outcome of the Trustee Election –**  
Canvassing of ballots was conducted on November 22, 2019 which determined Rick Brown and Jared Hastey were elected for 4-year terms as District Trustees. Their terms begin December 6, 2019.

**16. Board to Consider US Army Corps of Engineers Routine Inspection Update –**  
Mr. Meagher accompanied USACOE contract inspectors on a routine inspection of the Urban Levee System. Overall, the process went well.

**17. Board to Consider Sponsoring Jared Hastey for the William R. Gianelli Water Leaders Class Sponsored by the Water Education Foundation –**  
The program is a yearlong class to develop elected officials to better understand water issues. There are contingency funds within the FY 2019-2020 District Support budget section to cover the cost of the \$4,250.00 tuition. Sarbdeep Atwal moved to approve Jared Hastey’s application to join the Water Leaders Class and fund his tuition. David Read seconded the motion. Motion Carried. **Vote: 5 Ayes (Brown, Read, Atwal, Danna, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

**18. Board to Consider Budget Update Through November 30, 2019 –**  
A Monthly Budget Snapshot through November 30, 2019 was presented to the Board.

**Field Manager’s Report:**

Field Manager’s Report  
December 3, 2019

Maintenance and Projects Completed

Unit 1

1. Hauled trash and abandoned shopping carts.

2. Animal control – set off smoke cartridges in squirrel holes on the landside at LM 1.75 and grouted squirrel holes on from LM 0.80 - 1.30 L/S and W/S.

#### Unit 2A

1. Cut off excess metal posts off the waterside slope at LM 1.02.
2. Repaired a cut pipe fence at Island Avenue – Sheriff’s report #0119900358.

#### Unit 2B

1. Pump Station 2
  - Backup generator exercised on 11/4 and 11/18.
2. Animal control – Grouted squirrel holes along the landside slope from LM 10.04 – 10.40.
3. USACE correction item – Repaired abandoned animal burrow on the landside slope at LM 12.00.

#### Unit 3A

1. PS #6
  - Backup diesel generators exercised on 11/4 and 11/18.
  - Pole light head replaced with a new LED fixture.

#### Unit 4

1. Repaired minor erosion reels along the waterside levee hinge from LM 5.90 – 6.10.
2. Placed concrete blocks in front of cut fence sections – Sheriff’s report #0119900319 and 0119900339.

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

1. Duck season – No maintenance performed.

#### Unit 7

1. Repaired minor erosion along the waterside toe at LM 1.10.
2. USACE correction items – removed concrete chunks off the waterside slope at LM 3.30 and repaired minor landside erosion scarp at LM 2.90.

#### Unit 8

1. USACE correction item – repaired abandoned animal burrow on the waterside slope at LM 0.40.

#### Unit 9

1. Pump Station #3
  - The backup diesel generator was exercised on 11/4 and 11/18.
2. Animal control – Grouted squirrel holes on the landside from LM 1.80 – 2.10.
3. Repaired cut pipe fence on the landside toe along the V Ditch – Sheriff’s report #0119900325.

4. Placed more concrete blocks along the waterside toe and crown.

#### Drainage Laterals and Detention Basins

1. Removed tree suckers and brush out of Laterals 9, 10, 12, 13, 14, 15 (N), 16, 17, 19, 20, and Mall Ditch.
2. Removed beaver dams out of the Algodon Canal (Lateral 15 South).
3. Removed trees and brush out of the Island Rd. detention basin, Cal Trans detention basin, Wheeler Basin.
4. Cleared brush and debris out of the center Pond 16 Culvert.

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

1. Shop generator was exercised on 11/4 and 11/18.
2. Vehicles and equipment were repaired or serviced as necessary.

#### Safety / Training

1. Administered weekly safety meetings and misc. SDS sheet reviews.

#### 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. Placed concrete blocks along the Chestnut Basin east side service road next to the Hwy 70 boundary fence.
3. Pole light head replaced with a new LED fixture at Pump Station 10.
4. The west Flood Fight Coalition Conex Box storage container at Yuba College was broken into. Shovels, twine, and sledgehammers were stolen. New supplies were ordered and are now replaced. (Yuba College Police Report #19-087).

#### Administrative

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. Approve employee time off requests and task scheduling.
4. Attended meetings (Goldfields 90% plan improvements, Unit 4 Crack updates, Plumas Lake Bike Path).
5. Project management – IRWMP grant application work, USACE Routine Inspection, Regional Flood Fight Coalition annual supplies inventory (LD1), and Fish and Wildlife Verification Request Closeout.

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

**Administrative Assistant Monthly Report  
December 3, 2019**

**Accounting:**

1. Budget Update
2. Reconciliations
3. YWA 218 Reimbursement Invoice – Received payment
4. Working with Tiffany @ HMS and Jennifer Jensen @ Jensen Smith to prepare for audit.
5. Organizing Flood Fight Class Roster and arrangements.

**Clerical/Office:**

1. Impact Fees – Avondale Self Storage, Bobby Lee, Jagjit Powar, Tom Harris
2. Permit Clearance Request Sign Offs
  - A. K. Hovnanian Homes
  - B. Capital Valley
  - C. Premier Pools
  - D. DR Horton
  - E. Lennar
3. Scanning & Receiving Assessment Payments, then sending to Megan@ LWA
4. William Walker Accident – Photos & Docs – John Swanson & GSRMA

**Contract Management:**

1. FMAP OMRR&R Agreement
2. DMP Agreement
3. T&S Construction
4. Nor-Cal Pipeline
5. Richard's Tree Service
6. Gregory Livestock
7. Wright One Electric

**Regulatory Compliance:**

1. PWC – 100 – T&S Construction and Richard's Tree Service / Voided Commercial Pump
2. Lincoln Financial – Sent out Account and Stock Updates to all members
3. Trustee Election – Ballots & Questions and Updating Website

**Projects:**

1. Horseshoe De-Annexation
2. DWR Grant Process – DMP Reimbursement
3. FMAP – DWR
4. 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 Report  
December 3, 2019**

**Administration:**

1. New Assessment billing issues continue.
2. Unit #4 Crack Investigation and coordination with TRLIA and COE Inspectors. And report delayed.
3. Board Trustee Election Completed
4. TRLIA OMRR&R Contract Received for Review
5. Flood Fight- December 5 at Plumas Lake Golf and CC.
6. Yuba Count Homeless Ordinance
7. Inquiries about Homeless impacts from community.
8. GSRMA Insurance / Accident response
9. US Army Corp Routine Inspection
10. Honey shipment has arrived.
11. Yuba Community College District- Flood Fight Connex burglarized.
12. Retirement Programs: Issuance of annual letters to personnel.

**Contract Management:**

1. DWR Deferred Maintenance Program:
  - A. Pipe Inspections project
  - B. Pipe Replacement Project, Unit #5, LM 2.47 Project proceeding.
2. FMAP Contracts- Grant Reimbursement for FY 2018/ 2019.
3. Cresleigh Homes- Lateral 5 project and Hammerhead
4. Lennar River Oaks East Final Map Letter sent

**Regulatory Compliance:**

1. US Army COE- Routine Inspection of Urban Basin Levees completed.
2. Social Security Annual Report submitted.

**Projects:**

1. Deferred Maintenance Program:
  - A. Unit 5 Pipe replacement project completed.
  - B. Pipe inspections completed. Await submission to DWR
2. Unit #4 Patrol Road Crack:
  - A. Blackburn report delayed.
3. Avondale Pump Station (5) Repair- Nearly completed. Road striping pending.
4. YWA Grant Projects: IRWMP application continuing
5. River Oaks East Pond: District trash rack offered.
7. FMAP – MHM- Rural studies pending. Grant reimbursement postponed until project is done.

- 8. Impact Fee Program-
  - A. Infill projects-
  - B. Lennar Final Map River Oaks East and North Villages
  - C. Cresleigh Homes- Lateral 5 project completion
  - D. Yuba County Airport projects: taxiway and storage area
  - E. River Oaks South Land transfer issues

**Meeting Adjourned:**

**Board 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