

BOARD MEETING MINUTES	RECLAMATION DISTRICT 784
------------------------------	---------------------------------

1594 Broadway Street
Arboga, CA 95961-8821

Meeting Description: Reclamation District No. 784 Board of Trustee’s Board Meeting
Due to COVID-19 Pandemic this Meeting was held Via Teleconference and in Person

Date: May 7, 2024 **Time:** 10:00am **Location:** Reclamation District 784 Office

Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
10:00am	12:30pm	2.5 Hrs.	10:00am	10:50am	50 Min.

1. Call to Order

A. Roll Call: Board President – Sarbdeep Atwal- Present, Trustee - Joe Danna - Present, Board Vice-President - David Read - Present, Trustee - Jared Hastey - Present, Trustee – Brent Hastey – Present, Board Secretary - Patrick Meagher - Present, Deputy Board Secretary - Kimberly Ford, Present, Field Superintendent – Tina Moore - Present, Attorney - Jesse Barton, Present and Engineer - Sean Minard - Absent.

2. Open Session:

3. 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.

Consent Items:

4. Approve Board Meeting Minutes –

Brent Hastey moved to approve the Board Meeting Minutes. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

5. Approve Checks and Warrants –

Brent Hastey moved to approve the Checks and Warrants. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

6. Board to Consider Participating in the 2024-2025 DWR FMAP Program and Adopting Resolution 2024-05-01 Authorizing a Proposal for Funding –

DWR is accepting Plan Solicitation Packages from LMA’s to participate in the next funding program. Although funding is contingent upon state budget approval, DWR assumes that FMAP will continue to be funded. The program will fund various maintenance activities and improvements throughout the Urban and Rural levee systems including vegetation management, rodent control, patrol road rehabilitation, repairs, and miscellaneous engineering reports. The funding amount is still T.B.D. Staff recommends

participating in the program and authorizing the GM to execute the funding agreement when it becomes available.

Brent Hastey moved to approve the participation in the 2024-2025 DWR FMAP Program and the Resolution 2024-05-01 authorizing a proposal for funding. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

7. Board to Consider Authorizing the GM to Sign and Submit a Notice of Exemption for Routine Maintenance of District Levees –

The 2025 DWR FMAP program requires the filing of a Notice of Exemption with the State Office of Planning and Research to satisfy CEQA requirements

Brent Hastey moved to approve the filing of a Notice of Exemption with the State Office of Planning and Research to satisfy the CEQA requirements. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

Persons Attending

- 1. Sarbdeep Atwal – RD784 President of the Board**
- 2. David Read – RD784 Vice-President of the Board**
- 3. Joe Danna – RD784 Board Trustee**
- 4. Jared Hastey – RD784 Board Trustee**
- 5. Brent Hastey – RD784 Board Trustee**
- 6. Patrick Meagher – RD784 Secretary of the Board**
- 7. Kimberly Ford – RD784 Deputy Secretary of the Board**
- 8. Tina Moore – RD784 Field Superintendent**
- 9. Jesse Barton – RD784 Attorney**
- 10. Scott Brown – LWA**

Items for Discussion and Possible Actions:

8. Board to Consider Approving an LWA Agreement for Assessment Roll Administration Services for FY 2024-2025 –

LWA proposes to continue assessment roll administration services on behalf of RD784 beginning July 1, 2024 – June 30, 2025. The scope of services will include landowner inquiries, TRLIA payment administration, direct bill tracking, delinquency notices, direct bill preparation, and assessment roll updates and preparation. Brent Hastey moved to approve the LWA Agreement for Assessment Roll and Administrative Services for FY 2024-2025. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

9. Board to Consider Authorizing the GM to Award a Contract for Levee Patrol Road Rehabilitation Work to the Lowest Responsive and Responsible Bidder –

Background: The Board adopted resolution 2023-08-01 at the August 1, 2023 Board meeting for accepting funds under cost share provisions (90% DWR/10% RD784) through the DWR Flood Maintenance Assistance Grant Program. The project was publicly advertised with a public bid opening date of May 6, 2024. Staff requests authorization to award a contract to the lowest responsive and responsible bidder, contingent upon review and recommendation by MHM, and after the 7-day bid protest period has ended. The work will take place in levee units 2A, 7, and 8. Jared Hastey moved to approve the GM to award a Levee Road Rehabilitation Project for Units 2A, 7, and 9 to the lowest responsive and responsible bidder. David Read seconded the motion. Motion Carried.

Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.

10. Board to Consider Awarding a Backup Diesel Generator Maintenance Contract –

The District’s current 3-year generator maintenance contract with Valley Power Systems, Inc. will expire this summer. Bids were received for annual backup generator maintenance at pump stations 2, 3, 6, and the shop. David Read moved to award the contract to Valley Power Systems as they came in as the lowest responsive and responsible bidder. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

11. Board to Receive Liability, Property, and Workman’s Comp Insurance Estimates and Consider Selecting a Provider –

Background: The District’s current liability insurance provider is Golden State Risk Management Authority (GSRMA). Staff received directions at the June 15, 2023 Special Board meeting to request insurance estimates from other providers. A minimum 3-year commitment that will become effective July 1, 2024 is required with the firm that is selected. Brent Hastey moved to select the insurance company ACWA/JPIA as our new provider. The ACWA/JPIA estimate came in as the lowest estimate. David Read seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

12. Board to Consider Adopting Resolution 2024-05-02 Consenting to Enter the Joint Protection Programs of the Association of California Water Agencies/Joint Powers Insurance Authority –

Adopting the resolution affirms that the District elects to join the Liability, Property, and Worker’s Compensation programs sponsored by ACWA JPIA. Jared Hastey moved to adopt the Resolution 2025-05-02 consenting to enter the Joint Protection Programs of the Association of California Water Agencies/Joint Powers Insurance Authority. Brent Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

13. Board to Consider Adopting Resolution 2024-05-03 Authorizing Application to the Director of Industrial Relations for a Certificate of Consent to Self-Insure Worker’s Compensation Liabilities –

Adopting the resolution authorizes the application to the Director of Industrial Relations for a certificate of consent to self-insure worker’s compensation liabilities. The application is filed by ACWA JPIA on behalf of the District. Brent Hastey moved to adopt Resolution 2025-05-03 authorizing application to the Director of Industrial Relations for a Certificate of Consent to self-insure Worker’s Compensation Liabilities. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

14. Board to Consider Approving the Reclassification of the Administrative Assistant Position to Office Manager and Pay Scale –

Background: The non-exempt Office Manager position was reclassified to Administrative Assistant at the December 5, 2017 Board meeting which at the time, was proposed to accurately identify the office position and adjusted hourly pay consistent with local wage scales for similar work. Since then, the responsibilities of the administrative assistant have evolved into more managerial type duties. Staff is requesting the Board to authorize the reclassification of the Administrative Assistant position to the title of Office Manager,

updated job description, and pay scale. Brent Hastey moved to approve the re-classification of the Administrative Assistant position to Office Manager and to approve the new pay scale and 3.8% COLA. Jared Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

15. Board to Consider Approving Updated Non-Exempt Field Employee Pay Scales –
The current non-exempt field employee pay scales were approved at the May 2, 2023 Board meeting. Staff conducted a wage survey and recommended updating the scales to remain competitive. If approved, the new pay scales will become effective immediately, applicable to new hires and existing staff on their respective anniversary dates. Jared Hastey moved to approve the new updated pay scales and 3.8% COLA for non-exempt field employees. David Read seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, J. Hastey, and B. Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

16. Board to Receive the Monthly Budget Snapshot –
The Board received the monthly budget snapshot through April 30, 2024.

Field Manager's Report:

Field Manager's Report
May 7, 2024

Maintenance and Projects Completed

Unit 1

1. Vegetation abatement around gate structures.
2. Grout squirrel holes L/S – L/M 1.20-1.60.
3. Mow L/S Flat L/M 1.33-1.70.
4. Mow levee crown and ramps.
5. Spray levee crown and ramps L/M 0.00-2.00.
6. Paint graffiti on blocks.
7. Debris removal.

Unit 2A

1. Vegetation abatement around gate structures.
2. Mow levee crown, ramps, and L/S service road.
3. Spray levee crown and ramps.
4. Vegetation abatement along L/S block line L/M 0.00-1.00.
5. Grout squirrel holes L/S-L/M 2.50- 3.50.

Unit 2B

1. Pump Station # 2 backup generators exercised 4/1, 4/15 & 4/29.
2. Vegetation abatement around gate structures.
3. Trim back brush W/S - L/M 11.40 -11.75 (CDF).
4. Mow levee crown and ramps.
5. Repaint gates & pipe fence L/M 9.00 & 9.25.
6. Remove fallen tree W/S-L/M 11.50

7. Grout squirrel holes L/S-L/M 10.00-10.50.

Unit 3A

1. Pump Station #6 Backup generators exercised on 4/1, 4/15 & 4.29.
2. Vegetation abatement around gate structures.
3. Vegetation Abatement along pump station 6 service road.
4. Smoke squirrel holes L/S-L/M 2.90-3.00.
5. Remove Elderberry shoots L/S-L/M 2.60.
6. Mow L/S flat L/M 2.78-3.21.

Unit 4

1. Vegetation abatement around gate structures.
2. Mow Crown, ramps, and L/S service road.
3. Erosion repair W/S L/M 6.00
4. Spray L/S slope L/M 0.50-2.50.
5. Vegetation abatement L/S slope L/M 5.93-6.34.

Units 3B/ 5 / 6 (Horseshoe Levee)

1. Checked waterside flap gates weekly.
2. Remove fallen tree Unit 3a W/S -L/M 4.00.
3. Trim low hanging branches 3.23-4.73

Unit 7

1. Vegetation abatement around gate structures.
2. Mow levee crown and ramps L/M 0.00-3.91.
3. Spray levee crown and ramps L/M 0.00-3.50.
4. Vegetation abatement L/S -L/M 0.25-0.75

Unit 8

1. Monitor sink hole L/S service road L/M 1.75

Unit 9

1. Pump Station #3 Backup generator exercised on 4/1, 4/15 & 4.29.
2. Vegetation abatement along pipe fence L/M 5.70-5.76.
3. Mow levee crown and ramps.
4. Fill potholes with AB gravel L/M 0.00-4.00.
5. Grout Squirrel Holes L/S L/M 4.00-4.20.

Goldfields 200-year Levee

1. Vegetation abatement around gate structures.
2. Spray levee crown and ramps L/M 1.00-2.60.
3. Vegetation abatement around West Pond service road.

4. Debris removal.

Drainage Laterals and Detention Basins.

1. Vegetation abatement lateral 8
2. Vegetation abatement lateral 9.
3. Vegetation abatement lateral 13 S.
4. Vegetation abatement lateral 14.
5. Vegetation abatement lateral 15 S.
6. Vegetation abatement lateral 15 N (Bingham Canal).
7. Vegetation abatement Cal-Trans Basin.
8. Vegetation abatement Ella Basin block line
9. Vegetation abatement Wheeler Basin.
10. Mow Chestnut basin.
11. Monitor pond 16 & 20 for beaver activity.
12. Spray Chestnut basin service road.

Shop, Office, Fleet Vehicles, and Equipment

1. The shop generator was exercised on 4/1, 4/15 & 4/29.
2. Vegetation abatement around shop yard.
3. Clean and exercise equipment weekly.
4. Replace tires in the Carson dump trailer (Les Schwab).
5. Annual Service on New Holland Tractors & John Deere Backhoe.

Safety / Training

1. Administered weekly safety meetings: Slips, Trips and Falls, Distracted Driving, Arc Flash. SDS training: Aero Dyne-Amic, Agri-Dex.
2. Equipment training for new employees (Backhoe & Tractor).

Miscellaneous

1. Regularly checked for damage or issues around the District including all RD784 Pump Stations, Olivehurst Pump Station, and Yuba College Flood Fight Coalition supplies storage site.
2. Vegetation abatement pump station 1 service road.
3. Replace No Trespassing signs at pump stations.

Administrative Assistant's Report:

**Administrative Assistant Monthly Report
May 7, 2024**

Accounting:

1. Budget Updates
2. Reconciliations
3. AP Reports and Check Processing for Vendors & Clients

4. Payroll Calculations and Submittal and JOB Costing
5. Checks, Warrants and Deposits
6. Green Sheet Reconciliations with Veronica Ludwig@ County – Ongoing
7. Board Packets – Monthly Board Meeting – Assembling and Attendance
8. Reimbursement Program for Developers and TRLIA - Tracking and Meetings
9. QuickBooks Benefit Assessment Tracking Transition – Ongoing
10. Receiving Assessment Payments.
11. Preparing for the 2022-2023 Audit – Gathering & Researching Documents – Tiffany Shacklett & Jennifer Jensen.

Clerical/Office:

1. Impact Fees & Plan Check Fees
 - A. 1275 North Beale Road – Surf Thru, Inc.
 - B. 2299 River Oaks Blvd. – Caleb Huskiens, @ Petrovich Development
2. Permit Clearance Request Sign Offs
 - A. KB Homes – Cobblestone Phase 5&7
 - B. Lennar – Rio Del Oro 17-19
 - C. Cresleigh Homes – Woodside Village 3A
 - D. 5676 North Gledhill -Javier Rios Farias
3. Cal-Trans Delinquent Assessments – Tracking & Billing.

Human Resources:

1. Insurance – ACWA Meeting with Nidia Watkins
2. YWA Meeting with Terri Daley
3. Termination Paperwork for Field Crew Member

Contract Management:

1. 2023 FMAP Grant – Received Reimbursement - \$734,000.00
2. YWA/DWR IRWMP Grant – Submitted Final Billing on 4/10/2024
3. YWA Boundary Grant - Grant Extended
4. TRLIA Goldfields – Maintenance Billing - On-Going
5. Olivehurst Pump Station – Maintenance Billing – On-Going
6. Chestnut Pond Watershed Improvements – Billing – On-Going
7. FSRP Grant – Executed 10/26/2023.
8. 2024 FMAP Grant – On-Going
9. YWA Grant – Pump Station 10 River Outfall – On-Going
10. YWA Grant Levee Storm Drain Replacement Unit 5 – On-Going

Regulatory Compliance:

1. Managing PWC 100 Projects online with Department of Industrial Relations – On-Going

Contacts:

Veronica Ludwig @ Yuba County – YCDS, Mark Fowler @ Atteberry Searle, Aaron @ Paychex, Jesse Barton @ Gallery & Barton, Jolie Turk @ YC Treasurer, Patrick Soper @ LWA, Joseph Nyguen @ LWA, George and Jonathan @ Alliant Networking, Jennifer Jensen @ Jensen Smith, Tiffany Shacklett @ HMS, Kyle Close – Permit Runner, Veronica Cobian – ACWA, Veronica Gonzalez – KB Homes, Nidia Watkins @ ACWA JPIA, and Ryan Brannon @ GSRMA.

General Manager's Report:

General Manager's Report
May 7, 2024

Administration:

1. **Meetings:** 04/02/2024 RD784 Board meeting, 04/08 FR RFMP Steering Committee Meeting, 04/11 PG&E Gas Casing Removal Pre-Con meeting, 04/16 Bee Operator Discussion with Landowners and Yuba County Weights and Measures, 04/17 YWA Grant Policy update meeting, 04/18 Insurance Discussion with YWA AGM, 04/19 YWA/UC CITRUS Site Visit, 04/25 PG&E/ATT Pole Relocation Meeting (Riverside Drive/Garden Ave.) - CVFPB Case #15573, 04/30 YWA POD Committee, and Rotary.
2. YWA grant application submitted on 3/14 - Cenedella Bend Erosion Site Risk Analysis Study
3. YWA grant application submitted on 3/14 – Pump Rehabilitations (Pump Stations 7 and 9)
4. Liability and Workman's Comp Insurance applications.
5. Plan Reviews/Impact Fee Program:
 - A. TRLIA Climate Resiliency Levee Designs (65% - 90% Design Package)
 - B. County Application Routing – Early Consultation request for Tentative Parcel Map subdivide at 5837 Grove Avenue, Linda.
 - C. New Residence – 5676 North Gledhill Avenue.
 - D. Trull RV & Boat Storage – 4131 Hazel St. – After 5th review, owner's calculations for proposed retention pond now meet RD784 standards. The owner has been directed to begin the county grading permit application process. RD784 will require a final review after the county review is complete.

Projects:

1. Yuba College Flood Fight Materials Staging MOU.
2. Pump Station 10 outfall – *In design stages*
3. Horseshoe Levee pipe replacements – *In design stages*
4. Urban levee boundary adjustments: Resolutions 2024-01 and 2024-02 were adopted at the April 3, 2024 LAFCO Public Hearing amending the District's Sphere of Influence and Annexing approximately 740 acres into the District.
5. Relief Well #11 repairs in Unit 8: - In plan review stages with the CVFPB.
6. USACE Utility encroachment correction coordination continues.

Regulatory Compliance:

1. Week Safety Meetings.

2. Brown Act, Best Board Practices and Fair Political Practices Commission Training completed. (*Sponsored by YWA on 03/27*)
3. Monthly spray use report submitted to County.

Board Reports:

Brent Hastey mentioned that ACWA would be contacting us to schedule an appointment to meet with us and go over the new Liability and Workman's Compensation Program.

Meeting Adjourned:

The Meeting was adjourned at 10:50am

The complete Board Agenda Meeting Material is available at the Reclamation District 784 Office, located at 1594 Broadway, Arboğa, 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.

Sarbdeep Atwal, President

Kimberly Ford, Deputy Board Secretary