

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>Due to COVID-19 Pandemic this Meeting was held Via Teleconference and in Person</b>					
<b>Date:</b> April 4, 2023 <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	10:34am	29 Min
<b>1. Call to Order</b>					
<b>A. Roll Call: Board President – Sarbdeep Atwal- Present, Trustee - Joe Danna - Present, Board Vice-President - David Read - Present, Trustee - Jared Haste - Present, Board Secretary - Patrick Meagher - Present, Deputy Board Secretary - Kimberly Ford, Present, Field Superintendent - Jess McLaughlin - Present, Attorney - Jesse Barton, Present, and Engineer - Sean Minard - Present.</b>					
<b>2. Open Session:</b>					
<b>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.</b>					
<b>Consent Items:</b>					
<b>4. Approve Board Meeting Minutes –</b> Jared Haste moved to approve the Board Meeting Minutes. Joe Danna seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Atwal, Read, Danna, Haste, and Haste), 0 Nays, 0 Absent, and 0 Abstain.</b>					
<b>5. Approve Checks and Warrants –</b> Jared Haste moved to approve the Checks and Warrants. Joe Danna seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Atwal, Read, Danna, Haste, and Haste), 0 Nays, 0 Absent, and 0 Abstain.</b>					
<b>Persons Attending</b>					
<b>1. Sarbdeep Atwal – RD784 President of the Board</b>					
<b>2. David Read – RD784 Vice-President of the Board</b>					
<b>3. Joe Danna – RD784 Board Trustee</b>					
<b>4. Jared Haste – RD784 Board Trustee</b>					
<b>5. Brent Haste – RD784 Board Trustee</b>					
<b>6. Patrick Meagher – RD784 Secretary of the Board</b>					
<b>7. Kimberly Ford – RD784 Deputy Secretary of the Board</b>					

<b>8. Jess McLaughlin – RD784 Field Superintendent</b>
<b>9. Sean Minard – RD784 Engineer</b>
<b>10. Jesse Barton – RD784 Attorney</b>
<b>11. Brandon Keesee - Landowner</b>
<b><i>Items for Discussion and Possible Actions:</i></b>
<p><b>6. Board to Receive an Update on a Pipe Repair Contract Award for Pump Station 3 –</b>  At the March 7 Board meeting, the Board authorized the G.M. to award a pipe slip lining repair contract to the lowest responsible bidder. No bids were received during the public bid opening meeting that was held at the District office on March 17, 2023. MHM reported that bidders became apprehensive about submitting bids at the last minute because of the level of difficulty that would be involved in a particular bid schedule item which required the temporary removal and replacement of a large valve. Public Contract Code 20925, which applies to reclamation districts, authorizes direct contracting if no bids are received. District staff and MHM plan to meet with select contractors in an effort to resolve their concerns and develop a cost and contract.</p>
<p><b>7. Board to Consider Adopting Resolution 2023-04-01 Authorizing the General Manager to Acquire a District Credit Card from Tri-Counties Bank –</b>  Staff is currently in possession of an active credit card that was acquired by the District several years ago through Bank of America for purchasing various materials, supplies, and other services as needed. However, Bank of America requires the primary user to list themselves as the primary guarantor on the account. Staff learned that Tri-Counties Bank offers a business credit card for local government entities, which allows the District, rather than the primary user, to be the guarantor. Upon approval of the application, TCB will issue a card with a minimum \$35,000 line of credit that will be guaranteed by the District rather than by an individual employee. Brent Hastey moved to authorize the General manager to acquire the District Credit Card from Tri-Counties Bank. Jared Hastey seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Atwal, Read, Danna, Hastey, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>8. Board to Consider Adopting Resolution 2023-04-02 Declaring a 1/3 Acre Parcel in Plumas Lake Owned by the District as Surplus –</b>  On October 25, 2022, staff received an inquiry from a member of the public who is interested in purchasing a 1/3-acre parcel owned by the District located at the southeast corner of River Oaks Blvd. and Heartland Drive. The zoning is currently MDR (Medium Density Residential) according to the Yuba County Planning Department. The District may declare personal and real property as surplus and sell it at market rate if so desired. Before the parcel can be placed on the public market, it must first be offered to other area public agencies. There are 3 storm-drain pipes which slightly encroach underneath the northwest corner of the lot, and the establishment of an easement would be necessary if the lot is sold. The remainder of the land serves no specific purpose and requires regular year-round maintenance. Jared Hastey moved to adopt Resolution 2023-04-02 declaring a 1/3 acre parcel in Plumas Lake owned by the District as surplus. David Read seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Atwal, Read, Danna, Hastey, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.</b></p>
<p><b>9. Board to Receive Information on a Letter of Support Provided to The Senate Natural Resources and Water Committee –</b></p>

On March 9,2023, staff received a request from the California Central Valley Flood Control Association to provide a letter in support of Senate Bill No. 638. If passed SB 638 will provide the necessary funding for flood control projects throughout the state, levees and special projects in the Sacramento-San Joaquin Delta, multi-benefit flood control projects that benefit fish and wildlife, and dam safety projects. With the consent of RD784 Board President, Sarbdeep Atwal, staff provided the letter to accommodate the March 17, 2023 submission deadline.

***10. Board to Receive Information About Upcoming 2023 ACWA Elections and Consider Designating an Authorized Voting Representative –***

ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections (RD784 is in region 2). Each member agency may decide on an Authorized Voting Representative by June 16,2023 otherwise, ACWA will authorize the GM to vote by default. The authorized voter will receive an electronic ballot on July 17, 2023. There is also an opportunity to become a candidate in either election when the ACWA Call to Candidate Process is sent out later this month. Jared Hastey moved to nominate Brent Hastey as an authorized Voting Representative for the upcoming 2023 ACWA Elections. Joe Danna seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, Hastey, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

***11. Board to Consider Authorizing the G.M. to Donate the District's Portable Light Tower for Use at the 2023 Plumas Lake Community Block Party Event –***

The block party, a South Yuba County Sunrise Rotary Club service project, is scheduled for Saturday, August 26, 2023, at Eufay Park in Plumas Lake. Staff would deliver, set up, then return the equipment at the end of the evening. Brent Hastey moved to approve the "donation for use" at the 2023 Plumas Lake Community Block Party Event. Joe Danna seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, Hastey, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

***12. Board to Consider Postponing the July 5<sup>th</sup> Special Board Meeting Until July 12, 2023 –***

The July meeting is currently scheduled as a Special Meeting on Wednesday, July 5, 2023 the day after the 4<sup>th</sup> of July Holiday. Staff suggested postponing the meeting until Wednesday, July 12, 2023. Joe Danna moved to approve the postponement of the July 5, 2023 Regular Board Meeting until July 12, 2023 as a Special Board Meeting. Brent Hastey seconded the motion. Motion Carried. **Vote: 5 Ayes (Atwal, Read, Danna, Hastey, and Hastey), 0 Nays, 0 Absent, and 0 Abstain.**

***13. Board to Receive the Monthly Budget Snapshot –***

The Board received a monthly budget snapshot for the month of March 2023.

***14. Field Manager's Report:***

Field Manager's Report  
April 4, 2023

Maintenance and Projects Completed

Unit 1

1. Pre-Storm checks around all urban levee units.
2. LM 0.00 debris removal.

3. Removal and cleanup of illegal campers under Hwy 70 bridge. (x2)
4. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).
5. LM 2.22 vegetation abatement.

#### Unit 2A

1. Pre-Storm checks around all urban levee units.
2. Riverside W/S gate lock replaced due to being cut.
3. PS 9 vegetation abatement (Island Road).

#### Unit 2B

1. Pump Station #2
  - Backup generator exercised on 3/06 and 3/20.
  - Daily check of oilers while pumping.
  - Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
  - Trash rack debris removal.
2. Pre-Storm checks around all urban levee units.
3. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).

#### Unit 3A

1. PS #6
  - Backup generators exercised on 3/06 and 3/20.
  - Daily check of oilers while pumping.
  - Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
  - Trash rack debris removal.
2. Pre-Storm checks around all urban levee units.
3. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).

#### Unit 4

1. Pre-Storm checks around all urban levee units.
2. Unit 4 inspection of cracks. (Looks good)
3. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).
4. Olivehurst Pump Station mowing of service road.
5. Paint gates at LM 3.60, 5.50 and 5.60.

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

1. Pre-Storm checks around all rural levee units and checked all waterside flap gates.
2. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).

#### Unit 7

1. Pre-Storm checks around all urban levee units.
2. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).
3. LM 1.00-3.80 mowing of crowns.
4. LM 0.00 vegetation abatement of gates.

#### Unit 8

1. Pre-Storm checks around all urban levee units.
2. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).
3. Paint gate at Road 512.

#### Unit 9

1. Pump Station #3
  - The backup diesel generator was exercised on 3/06 and 3/20.
  - Daily check of oilers while pumping.
  - Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
  - Trash rack debris removal.
2. Pre-Storm checks around all urban levee units.
3. LM 4.00 Country Club gate painting.
4. LM 4.00 pothole repair L/S at public entrance.
5. Paint gates at Star Bend (2 gates)

#### Goldfields

1. Pre-Storm checks around all urban levee units.
2. Levee patrol (Tuesday 3-14-2023, Wednesday 3-15-2023).

#### Drainage Laterals and Detention Basins

1. Daily storm maintenance on all laterals, ditches, Basins, and canals. This consists of regular inspection of all culverts, trash racks and paths of travel throughout the district. All debris is cleared as needed to maintain water flow.
2. Lateral 15/17 culvert cleaning.
3. PS 5 vegetation abatement.
4. PS 7 vegetation abatement.
5. Lateral 15 (S) mowing of flats.
6. Lateral 16 mowing of service road.
7. Lateral 16 vegetation abatement.
8. Lateral 9, 10 and 11 culvert inspection and clearing of debris as needed.
9. Pond 16, 18 and 20 culverts daily inspection and clearing of any debris to keep water flowing. Very active beaver area throughout the ponds.
10. Ella basin monitoring for preemptive pumping.
11. Island Basin monitoring for preemptive pumping.
12. Ella basin burning of brush piles.

13. Ella Basin service road mowing.
14. Wheeler basin service road mowing.
15. River Oaks Detention basin trash rack cleaning.
16. Lateral 16 culvert clearing of debris.
17. Pond 16 Miki gate culvert clearing.
18. Algodon canal at Feather River Blvd trash rack cleaning.
19. PS 9 weed eating in and around pump station.
20. Mall ditch has been monitored for flow and cleared of all debris during weather events. (Multiple times)
21. Chestnut PS 7 debris removal behind block line.

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

1. Shop generator was exercised on 3/06 and 3/20.
2. Deep cleaning of the Shop, office, and equipment to further prevent any potential exposure to COVID-19.
3. Yuba College Conex air exchange.
4. Service shop compressor and portable air compressor.
5. Change out of the board room toilet.
6. Service ATV trailer.
7. Service grout machine and trailer.
8. 2017 service truck front brake repair.
9. Drop off international water truck at Riverside International for service recall to reprogram the CPU.

#### Safety / Training

1. Administered weekly safety meetings and misc. SDS sheet reviews.
2. COVID Protection Plan training.
3. EEO safety training.
4. First aide inventory completed and ordered.

#### 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. Prepare and ready mower for mowing days. (Clean, grease and check for leaks)
3. PS 2, PS 3, PS 6 and OPS slide gates have been shut due to high water elevations.
4. All district locks have been lubed.
5. Relief well logging twice weekly.
6. HMBP inspection of facilities and paperwork. (Passed)

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

### **Administrative Assistant Monthly Report**

**April 4, 2023**

**Accounting:**

1. Budget Update
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 Gracey @ 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. Audit Preparation and Meetings with Accountant and Calls with Auditor.

**Clerical/Office:**

1. Impact Fees & Plan Check Fees
  - A. Lennar – Northpointe Village 2
  - B. Five Star Properties – 1117 and 1125 Vine Ave A
  - C. 5841 Garden Ave – Nan Lin
2. Permit Clearance Request Sign Offs
  - A. Lennar – River Oaks North Village 2
  - B. Cresleigh Homes – Meadows 2
  - C. KB Homes – Cobblestone Phase 7
  - D. Richmond Homes – Thoroughbred Acres
4. Sage Master Builder Upgrade Meeting for Implementation – Andrea Chapman

**Human Resources:**

1. GSRMA Application – RMAP Program – Awaiting award of reimbursement.
2. Lincoln Financial Benefit Contributions – Sam Santillan awaiting application paperwork.

**Contract Management:**

1. 2022-2023 FMAP Grant – On-Going
2. YWA/DWR IRWMP Grant – On-Going
3. TRLIA Goldfields – Maintenance Billing - On-Going
4. Olivehurst Pump Station – Maintenance Billing – On-Going
5. Chestnut Pond Watershed Improvements – Billing – On-Going

**Regulatory Compliance:**

1. Managing PWC 100 Projects
2. State Controller's Office – Government Compensation Report – Research & Compile – Submission in April 2023.
3. Prevailing Wage Labor Compliance Seminar – Zoom Online – March 30, 2023
4. Notarized and Filed Liens with the County on Delinquent Assessments.

**Contacts:**

Gracey Copelin @ Yuba County – YCDS, Mark Fowler @ Atteberry Searle, Elisa @ Paychex, Jesse Barton @ Gallery & Barton, Jolie Turk @ YC Treasurer, Jason Little @ DWR, Patrick Soper @ LWA, Eric @ Alliant Networking, Jennifer Jensen @ Auditor's,

Kyle Close – Permit Runner, Russ Powell @ EPS, and Andrea Chapman – Sage/Master Builder.

## **16. General Manager's Report:**

General Manager's Report  
April 4, 2023

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### **Administration:**

1. **Meetings:** 02/24 CVFPB meeting, 02/27 Plumas Lake Interchange Pre-Planning Meeting, 03/02 DWR LMA Coordination, 03/07 RD784 and TRLIA Board meetings, 03/09 B of A account meeting, 03/15 CCVFCA meeting, 03/22 CVFPB Coordinating Committee meeting, 03/23 Vector Solutions Training, 03/24 CVFPB meeting, 03/27 FR RFMP Steering Committee, Weekly Flood/Weather Awareness Meetings, Staff Meetings, and Rotary.
2. Approved employee time off requests and task scheduling.
3. Plan Reviews/Impact Fee Program:
  - A. Avondale Self-Storage - 5958 Avondale Avenue.
  - B. Manufactured Home – 5841 Garden Avenue.
  - C. Northpointe Village II - *Lennar*
  - D. Trull RV & Boat Storage – 4131 Hazel St. – MHM completed 2<sup>nd</sup> review, new comments for outstanding items were forwarded to owner on February 22, 2023. The owner provided a response to MHM second comments on March 27, 2023.
  - E. TRLIA Climate Resiliency Project:
    - 65% Design of Feather/Lower Bear (GEI)
    - 65% Design of WPIC Wind Wave Buffer (GEI)
    - 90% Design of Yuba, WPIC, Upper Bear, and Goldfields (HDR)

### **Projects:**

1. Reviewed updated YSEDC Comprehensive Economic Development Strategy draft documents for 2023.
2. Assisted staff and LWA with Notice of Liens for Delinquent Assessments.
3. Grant application preparation for future Pump Station 7 improvements.
4. TRLIA/RD784 land transfers - Working on Cal-Trans Detention Basin and Bear River Levee North and South Ponds.
5. Lindhurst Avenue/ Chestnut Pond drainage improvements (County Project).
6. Urban levee boundary adjustments – MHM/Yuba LAFCO (Application in review with LAFCO).
7. USACE SWIF – Draft in review with CVFPB staff.
8. Utility encroachment correction coordination continues.

### **Regulatory Compliance:**

1. Levee patrols completed on 3/14 and 3/15 during monitor stages along units 1, 3A, 3B, 4, 5, 6, 7, 8, and Goldfields 200-yr. levee.



2. Annual Hazardous Materials Best Practices inspection completed by Yuba County Environmental Health at Pump Stations 2, 3, 6, and the shop. Site inspections were conducted, and compliance paperwork was checked. There were no violations noted at any District locations.
3. 03/14 Qualified Applicator Certificate continued education webinar (3 Hours of CE Credit)
4. Monthly pesticide spray use report submitted on-line to the County.
5. Weekly Safety Meetings.

**Announcements/Updates:**

1. Bank of America checking account signator list finalized - *Trustee B. Hastey now authorized to sign checks.*

***17. Meeting Adjourned:***

The Meeting was adjourned at 10:34am

*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.*

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Sarbdeep Atwal, President

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Kimberly Ford, Deputy Board Secretary