

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> July 5, 2022 <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	10:46am	40 Min.
<b>1. Call to Order</b>					
<b>A. Roll Call: Board President - Rick Brown - Present, Trustee - Joe Danna - Present, Board Vice-President - David Read - Absent, Trustee - Sarbdeep Atwal - Present, Trustee - Jared Hastey - Absent, 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> Sarbdeep Atwal moved to approve the Board Meeting Minutes. Joe Danna seconded the motion. Motion Carried. <b>Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Hastey), and 0 Abstain.</b>					
<b>5. Approve Checks and Warrants –</b> Sarbdeep Atwal moved to approve the Checks and Warrants. Joe Danna seconded the motion. Motion Carried. <b>Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Hastey), and 0 Abstain.</b>					
<b>Persons Attending</b>					
<b>1. Rick Brown – RD784 Board President</b>					
<b>2. Sarbdeep Atwal – RD784 Board Trustee</b>					
<b>3. Joe Danna – RD784 Board Trustee</b>					
<b>4. Patrick Meagher – RD784 Board Secretary</b>					
<b>5. Kimberly Ford – RD784 Deputy Secretary</b>					
<b>6. Jess McLaughlin – RD784 Field Superintendent</b>					

**7. Jesse Barton – RD784 Attorney**

**8. Sean Minard – RD784 Engineer**

***Items for Discussion and Possible Actions:***

**6. Board to Receive an Update on the Feather River Regional Flood Management Planning Program Steering Committee and Consider Authorizing the Execution of an MOU –**

The Central Valley Flood Protection Plan (CVFPP) calls for the creation of a working group representing the Feather River Region to collaborate and update flood management priorities in the form of a Regional Flood Management Plan (RFMP). In response to this request, SBFCA, YWA, MLC, RD1001 and TRLIA created the Feather River Regional Flood Management Planning Program Steering Committee in 2020 through a memorandum of understanding. This Steering Committee completed Phases 1 through 3 of the Feather River Region of the RFMP. In 2021, the parties modified the MOU to transfer day-to-day coordination of RFMP planning activities for the Feather River Region from TRLIA to SBFCA, in light of the TRLIA Executive Director’s retirement. DWR and the CVFPB are preparing a recurring 5-year update to the CVFPP, which is scheduled for completion later this year. The Feather River Region RFMP is a required element of the update in order to be eligible for phase 4 and 5 grant funding. In addition, the committee provides regional insight and recommendations to SBFCA, the lead agency and RFMP consultants as needed. Funding will support projects within the region such as floodplain habitat restoration, vegetation and sediment removal, barrier placements, and levee improvements. Staff has been attending monthly meetings and recommends authorization to execute an MOU that will recognize RD784 as the new member to replace TRLIA, which will allow more RD784 involvement in regional planning for flood protection and funding for Phases 4 and 5. Sarbdeep Atwal moved to approve the authorization to execute an MOU that will recognize RD784 as the new member to replace TRLIA. Joe Danna seconded the motion. Motion Carried. **Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Haste), and 0 Abstain.**

**7. Board to Consider Entering into an Updated Agreement Between the County of Yuba Auditor-Controller and Reclamation District 784 –**

Before the District’s benefit assessments may be placed on the next County secured assessment roll for FY 2022-23, an updated agreement between the District and the County must be executed and will supersede any preceding agreements. It is unknown where the old agreement is but if found, will be marked “void”, and filed. Under the new agreement the County will continue to collect the District’s assessments but will impose a \$0.20 (twenty cent) per parcel charge for this service. Pursuant to Section 29304 of the Government code, the County is permitted to charge for the cost of applying and handling special assessments on the tax roll. Staff requests authorization to execute the agreement after minor edits requested by District Counsel are completed. Joe Danna moved to approve the authorization to execute the agreement after District Counsel’s minor edits are made. Sarbdeep Atwal seconded the motion. Motion Carried. **Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Haste), and 0 Abstain.**

**8. Board to Consider Rejecting All Bids for the WPIC Slip-Out Repairs, Rebidding, and Authorizing the General Manager to Award a Contract to the Lowest Responsible Bidder –**

Sealed bids for 2 sections of erosion “slip out repairs” along the waterside shelf of the WPIC at Levee Mile 0.12 and 0.58 were publicly opened and read aloud at the District office on June 23, 2022 at 3:00 PM. The District received just 2 bids. One was deemed as unacceptable due to a bid item that was left out and the other was more than double the original engineer’s estimate. Staff recommended rejecting all bids, rebidding, and authorizing the General Manager to award a contract to the lowest responsible bidder. Joe Danna moved to reject all bids and to rebid the project. Sarbdeep Atwal seconded the motion. Motion Carried. **Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Hastey), and 0 Abstain.**

**9. Board to Consider Approving Updated Non-Exempt Employee Pay Scales and Authorizing the Implementation of Field Worker Classifications –**

The non-exempt employee pay scale range was last approved at the April 2021 Board meeting. Since then, staff conducted a wage survey and recommended updating the District’s pay scales for non-exempt employees to remain competitive. Because of the wide range of skillsets between employees, staff also recommended authorizing the implementation of Field Worker Class levels rather than having only one to enable staff to promote or hire new field workers according to the level of skill they demonstrate, rather than compensating workers at the same rate, regardless of skill level. New proposed classifications would be Field Worker I, II, and III. Sarbdeep Atwal moved to approve updating the Non-Exempt Pay Scales and to implementing the new Field Worker Classifications. Joe Danna seconded the motion. Motion Carried. **Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Hastey), and 0 Abstain.**

**10. Board to Consider Approving an Amended Budget for FY 2021-2022 to Adjust for Actual DWR FMAP Grant Amount Awarded –**

When the 2021-22 budget was approved, it was estimated that the District would receive up to \$1,107,000 in DWR FMAP funds; however, the actual final grant awarded was \$690,100 and the original budget has been amended to reflect the change. Sarbdeep Atwal moved to approve the amendment to the 2021-2022 Budget. Joe Danna seconded the motion. Motion Carried. **Vote: 3 Ayes (Brown, Atwal, and Danna), 0 Nays, 2 Absent (Read and Hastey), and 0 Abstain.**

**11. Board to Receive the Budget Snapshot –**

The Board received the Budget Update for the month ending June 30, 2022.

**12. Field Manager’s Report:**

Field Manager’s Report  
July 5, 2022

Maintenance and Projects Completed

Unit 1

1. Weekly checks around all urban levee units.
2. Block line vegetation abatement at 70 Bridge.
3. LM 1.60, 1.70, and 1.30 gate vegetation abatement.

Unit 2A

1. Weekly checks around all urban levee units.
2. L/S LM 0.3 vegetation abatement.

3. L/S LM block line and cyclone fence vegetation abatement.
4. L/S service road tractor mowing.

#### Unit 2B

##### 1. Pump Station #2

- Backup generator exercised on 6/6 and 6/20.
- Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
- Trash rack debris removal.
- Spray for wasps

#### Unit 3A

##### 1. PS #6

- Backup generators exercised on 6/6 and 6/20.
  - Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
  - Spray for wasps.
  - CDF PS 6 outfall vegetation abatement.
2. Vegetation abatement under bridge at Bear River.
  3. L/S LM 3.01 tree cutting.
  4. Tractor mowing crowns and flats.
  5. L/S LM 3.00 Vegetation abatement of black iron fence, block line and gate structures.
  6. L/S 3.10 block line setting.

#### Unit 4

1. Weekly checks around all urban levee units.
2. L/S LM 3.61-5-50 tractor mowing of service road and crowns.
3. L/S LM 2.50-3.50 tractor mowing and fire watch.
4. LM 6.00 tractor mowing.
5. Open snake gate OPS.
6. W/S 5.50-5.80 flats vegetation abatement.
7. LM 0.00 gate vegetation abatement.
8. L/S LM 4.00-5.80 levee burning.
9. W/S LM4.00-4.25 levee burning.
10. Gate structure vegetation abatement at Algodon road.

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

1. Weekly checks around all rural levee units and checked all waterside flap gates.

#### Unit 7

1. Debris removal.

2. Placing locks on the new Goldfields levee.
3. Debris removal, Recology dump run.
4. L/S and W/S tractor mowing flats, ramps, and crowns.
5. Dantoni block line vegetation abatement.

#### Unit 8

1. Weekly checks around all urban levee units.
2. Tractor mowing crowns and L/S service road.

#### Unit 9

1. Pump Station #3
  - The backup diesel generator was exercised on 6/6 and 6/20. Additional (emergency) run time on 6/27 and 6/28 due to PG&E power outage. Refueling on 6/28.
  - Vegetation abatement inside and surrounding the pump station (firebreak and slopes).
  - Spay for wasps.
2. Anderson gate vegetation abatement.
3. Set blocks LM 0.50.

#### Drainage Laterals and Detention Basins

1. Pond 16 culvert access vegetation abatement.
2. Ella basin block line vegetation abatement.
3. Lateral 5 service road vegetation abatement.
4. Pond 18 service road vegetation abatement.
5. Lateral 13 (N) vegetation abatement.
6. Lateral 5 (E) vegetation abatement.
7. Lateral 13 (McCloud) vegetation abatement.
8. Lateral 15 fence line PS 9 @ Island vegetation abatement.
9. Mall ditch debris removal (entire ditch).
10. Lateral 15 (S) fence line vegetation abatement.
11. RODB fence line vegetation abatement.
12. Lateral 16 River Oaks service road vegetation abatement.
13. Fire dept. lot vegetation abatement River Oaks Blvd.
14. Pond 18 vegetation abatement service road and ATT building.
15. Lateral 5 east and West side service road vegetation abatement.
16. Pond 16 block line and flats vegetation abatement.
17. Lateral 13, Wheeler Basin wrought iron fence vegetation abatement.
18. Pond 18 service road vegetation abatement.
19. Chestnut Basin tractor mowing to include the low flow channel.
20. Silverwood vegetation abatement/ fire break.
21. Mobile home park vegetation abatement/ fire break.

22. Woody's service road vegetation abatement.
23. PS 10 vegetation abatement.

Shop, Office, Fleet Vehicles, and Equipment

- Shop generator was exercised on 6/6 and 6/20.
1. Deep cleaning of the Shop, office, and equipment to further prevent any potential exposure to COVID-19.
  2. Bills electric for dump trailer repair (electric jack).
  3. Change Rhino flex mower skid plates.
  4. Shop vegetation abatement.

Safety / Training

1. Administered weekly safety meetings and misc. SDS sheet reviews.
2. COVID Protection Plan training.

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. Goldfields gate locks install.

***13. Administrative Assistant's Report:***

**Administrative Assistant Monthly Report  
July 5, 2022**

**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 Angela @ County – Ongoing
7. Board Packets – Monthly Board Meeting – Assembling and Attendance
8. 2021-2022 Reconciliations & Delinquent Assessment Payments– With Megan Jonsson.
9. Reimbursement Program for Developers and TRLIA - Tracking and Meetings
10. Audit Preparation – 2020-2021 – Finalizing Financials and Audit.

**Clerical/Office:**

1. Impact Fees & Plan Check Fees
  - A. Generation Communities Draper Ranch North Phase III
  - B. JAS Land Fund 2 - Wheeler Ranch Phase II
  - C. Lennar Homes – Rio Del Oro Villages 17-20
  - D. 5272 Arboga Rd – Jessica Ferriera
2. Permit Clearance Request Sign Offs

- A. Lennar – River Oaks North Village 1 and 2
- B. Richmond Homes - Thoroughbred Acres Phase 1, River Oaks South 1
- C. Cresleigh Homes – Meadows 2 & River Oaks South Village 2
- D. KB Homes – Cobblestone Phase 4 and 6

**Human Resources:**

- 1. GSRMA RMAP Program Submittal Packet – Received Check for full 10% Reimbursement of \$7,712.00 & Certificate of Excellence
- 2. GSRMA Estimated for 2022-2023 Questionnaire – Completed Online
- 3. GSRMA – Received Pay out of Excess Funds for Dental Participation in the amount of \$428.00
- 4. Lincoln Financial – Paperwork for former employee to complete benefit cash out

**Contract Management:**

- 1. 2021-2022 FMAP OMRR&R Grant Agreement – Received Request for Advanced Funding of \$690,100.00 – June 2022
- 2. YWA District Boundary Grant – Submitted 1<sup>st</sup> Invoice – On-Going
- 3. YWA/DWR IRWMP Grant Preparation – Invoicing to start June 2022
- 4. TRLIA Goldfields – Maintenance Billing - On-going
- 5. Olivehurst Pump Station – Maintenance Billing – On-going

**Regulatory Compliance:**

- 1. Managing PWC 100 projects
- 2. Conflict of Interest Code Reporting – Preparation
- 3. LWA – Direct Bill Online Accounting for Assessments – Attended Start-up Meeting
- 4. Streamline Website Updating – Researching to Continue ADA Compliance New Updates
- 5. Posting New Drainage Impact Fee Tables on July 1, 2022

**Contacts:**

Angela Yanez @ Yuba County – YCDS, Mark Fowler @ Atteberry Searle, Caroline @ Paychex, Jesse Barton @ Gallery & Barton, Sean Minard @ MHM, Jolie Turk @ YC Treasurer, Jason Little @ DWR, Brian Edinger @ GSRMA, Megan Jonsson @ LWA, Eric & Jacob @ Alliant Networking, Jennifer Jensen @Auditor’s, Kyle Close – Permit Runner, Russ Powell @ EPS, Scott Brown @ LWA, and Tiffany Shacklett, CPA.

***14. General Manager’s Report:***

General Manager’s Report  
July 5, 2022

**Administration:**

- 1. Meetings: 05/31 Feather River RFMP Steering Committee, 06/02 DWR LMA Coordination, 06/02 Mall Ditch survey meeting, 06/06 LWA Direct Assessment Billing, 06/13 FR RFMP Steering Committee, 06/14 RD784/TRLIA Special Board

meeting (200-year levee certification celebration), CVFCA meeting, Misc. Project Follow-Ups with MHM, Weekly Staff meetings, and Rotary.

2. Approved employee time off requests and task scheduling.
3. Plan Reviews/Impact Fee Program:
  - A. 1121 Vine Avenue parcel subdivide project (County Application Routing – Early Consultation)
  - B. 3456 Warehouse Road AT&T monopine tower (County Application Routing – Early Consultation)
  - C. 1120 Murphy Rd. RV & Boat Storage - Landowner may address the Board later this summer to discuss possible retention basin construction.
  - D. Wheeler Ranch Phase II
  - E. Rio-Del Oro Villages 17 – 20 (Lennar Homes of CA) – impact fees paid; County issued grading permit.

### **Projects:**

1. 2022-23 DWR Flood Maintenance Assistance Grant Application Package. (Submitted to DWR)
2. Minor leaking pipe flange at Pump Station #6 discharge pipe. MHM coordinating a contractor to make repairs.
3. 2020/2021 District Audit – Worked with Kim and Jennifer Jenson on document preparations.
4. Goldfields 200-yr. Levee – TRLIA negotiating possible barrier relocations with landowners.
5. Pump Station 5, 7, & 9 Instrumentation Improvements – Designs 95% complete, fabrications continue.

### **Regulatory Compliance:**

1. Monthly pesticide spray use report submitted on-line to the County.
2. Attended GSRMA Training Seminar on the Brown Act.
3. Internal inspection of all District Compliance/Safety Policy Binders and implemented updates where necessary.
4. Weekly Safety Meetings.

### **Announcements:**

1. The USACE is scheduled to perform a Routine Inspection on the RD784 Best Slough Dry Creek levee system (Rural Horseshoe Levee) in August 2022.
2. The GM will be on vacation out of state July 8 – 17. During my absence, Jess McLaughlin will be the acting GM.

***15. Meeting Adjourned:***



Meeting was adjourned at 10:56am.

*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