

SPECIAL 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 Special Board Meeting					
<b>Date:</b> September 12, 2018 <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	10:49am	43min
<b>1. Call to Order</b>					
<i>Roll Call: Board President - Rick Brown - Present, Trustee - Joe Danna - Present, Trustee - David Read - Present, Vice-President - Dave Gothrow - Present, Trustee - Sarbdeep Atwal - Present, Board Secretary - Steve Fordice - Present, Deputy Board Secretary - Kimberly Ford, Present, Field Superintendent - Patrick Meagher – Present, and Attorney – Jesse Barton, Present.</i>					
<b>2. Closed Session:</b>					
<i>Conference with Legal Counsel – Existing Litigation, Paragraph (1) of Subdivision (d) of Section 54956.9. One Case. (Rue v. Yuba LAFCO) – No reportable action.</i>					
<b>3. Open Session:</b>					
<b>4. Approve Meeting Minutes –</b> David Read moved to approve the Board Meeting Minutes. Joe Danna seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Gothrow, Read, Atwal, and Danna), 0 Nays, 0 Absent, and 0 Abstain.</b>					
<b>5. Approve Checks and Warrants –</b> Joe Danna moved to approve the Checks and Warrants. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Gothrow, Read, Atwal, and Danna), 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 Board President</b>					
<b>2. Dave Gothrow – RD784 Board Vice-President</b>					
<b>3. David Read – RD784 Board Trustee</b>					
<b>4. Sarbdeep Atwal – RD784 Board Trustee</b>					

<b>5. Joe Danna – 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. Patrick Meagher – RD784 Field Superintendent</b>
<b>9. John Mallen – RD784 Engineer</b>
<b>10. Jesse Barton – RD784 Attorney</b>
<b>11. Stuart Hanson - Landowner</b>
<b><i>Items for Discussion and Possible Actions:</i></b>
<b>7. Board to Consider MBK Rural Basin Hydraulic Modeling Study –</b> Corrections to the Rural draft study was made and returned to MBK for review and revision. Staff does not know when a corrected draft will be returned.
<b>8. Board to Consider RD784 218 Assessment Process Update –</b> Consultants and staff are continuing to develop the Engineering Study Methodology. The 2019-2020 budgets are also being refined.
<b>9. Board to Consider TRLIA 200-Year Goldfields Levee Project –</b> Mr. Brunner provided a letter from the Jon Erickson, Chief of the DWR Division of Flood Management advising that DWR has “identified paths for this project” (the TRLIA 200-Year Goldfields Levee project) to be added to the State Plan of Flood Control and for DWR to fund the levee construction project. Many thanks to Paul Brunner and TRLIA for moving forward with this project.
<b>10. Board to Consider the Appointment of an Alternate to Serve on the GSRMA Governing Board –</b> On July 11, 2018, the GSRMA Governing Board adopted a Resolution which requires a District that appoints a Governing Board Member to also appoint an alternate member to serve in the absence of the primary Member. RD784 is a Chosen District and Mr. Atwal was appointed by the RD784 Board to represent our District. Based on the GSRMA Resolution 2018-03, our Board appointed Joe Danna as an Alternate GSRMA Board Member.
<b>11. Board to Consider California Central Valley Flood Association FY 2017-2018 Accomplishment Letter and Annual Dues Increase Update –</b> The District has been a member of Central Valley Flood Control Association for well over a decade. The General Manager is an Association Director and represents the District. The Association has successfully interacted with the California legislature, DWR, the Central Valley Flood Protection Board and the federal government representing the interests of the Local Maintenance Agencies. The Association has helped craft governmental policies which impact levee protection, funding and maintenance requirements. The Association Board increased member dues by 3% this year after 3 years with no dues increases. The 2018-2019 Budget has an adequate allocation to cover the increase. Joe Danna moved to approve the increase. Sarbdeep Atwal seconded the motion. Motion Carried. <b>Vote: 5 Ayes (Brown, Gothrow, Read, Atwal, and Danna), 0 Nays, 0 Absent, and 0 Abstain.</b>
<b>12. Board to Consider Unit #4 Maintenance Update –</b> Staff noted surface cracking in the patrol road of Unit #4 (WPIC) south of where the Railroad tracks veer away from the levee. Staff conferred with Mr. Minard of MHM to determine causation and severity. These cracks are similar to cracks noted several years ago on Unit #4 north of Plumas Arboga Road. At this time, the investigation continues and no conclusions have been reached.

**13. Board to Consider DWR Preseason Flood Coordination Meeting –**

DWR will be presenting the 2018 Preseason Flood Coordination Meeting in Sutter County from 9:00 AM until Noon on October 9<sup>th</sup>, at the Veteran’s Hall in Yuba City. Mr. Meagher will be attending. Trustees are invited to attend.

**14. Board to Consider State-Wide DWR Deferred Maintenance Program Funding Update –**

Chris Williams of DWR issued an August 14<sup>th</sup> email titled, ” State Funding for SPFC Flood Maintenance Assistance-Regional Help Needed,” which outlines how DWR is seeking assistance to wisely spend \$125 million by Local Maintenance Agencies (LMA) and other levee maintenance agencies. DWR email suggests the funds be spent improving LMA maintenance performance and developing engineering documents to gain PL84-99 eligibility. DWR and the Yuba Water Agency (YWA) also wish to pursue LMA consolidation, regional flood management governance and consolidation cost determinations. The District has participated in the Regional planning process and has submitted plans for future maintenance projects. Tom Engler of MBK also submitted an email describing the activities of the Regional Planning group and eminent future actions. Staff will continue to work with the Regional Planning Group and YWA on this issue.

**15. Board to Consider Field Superintendent Pay Review Ad Hoc Report –**

At the August Board meeting, Mr. Brown and Mr. Read volunteered to act as an Ad Hoc committee to review the Field Superintendent’s salary. The study expanded to include: the California Minimum Wage Law compliance increases, the annual Cost of Living Adjustment (COLA) policy, created a Field Superintendent salary range and created a General Manager Salary range. David Read moved to approve the 5 step Increases, the Cost of Living Adjustments, the Cost of Living Adjustments Rate to eligible personnel. Sarbdeep Atwal seconded the motion. Motion Carried. **Vote: 5 Ayes (Brown, Gothrow, Read, Atwal, and Danna), 0 Nays, 0 Absent, and 0 Abstain.**

**16. Board to Consider 2018 District Hosted, Regional Flood Fight Training –**

The District is again hosting the regional flood fight training session on December 5<sup>th</sup>. DWR will provide instructors. The District will provide required hands-on equipment and use of the Pump Station 2 location for actual training. The Plumas Lake Golf and Country Club will provide the use of a large meeting room, beverages and snacks. The District is seeking continued support of our insurance carrier, GSRMA, to host the lunch. Trustees are urged to attend. Please contact Kim to reserve a seat.

**17. Board to Consider August 2018 Budget Snapshot –**

A Monthly Budget Snapshot through August 31, 2018 was presented to the Board.

***Field Manager’s Report:***

Field Manager’s Report  
September 12, 2018

Maintenance and Projects Completed

Unit 1

1. Periodically picked up trash, shopping carts, and painted over graffiti on the Railroad Stop Log structures.
2. Grouted squirrel holes on the landside slope at LM 1.30.

#### Unit 2A

1. Painted pipe fencing safety yellow.

#### Unit 2B

1. Pump Station 2
  - Backup generator exercised on 7/30 and 8/13.
  - Sprayed wasp nests and performed other regular maintenance around the facility as necessary.
  - Tesco completed annual maintenance checks on all Pump Control and PLC electrical components.
2. Sheep and goats grazed.
3. Relief well testing has started.

#### Unit 3A

1. PS #6
  - Backup diesel generators exercised on 7/30 and 8/13.
  - Sprayed wasp nests and performed other regular maintenance around the facility as necessary.
  - Tesco completed annual maintenance checks on all Pump Control and PLC electrical components.
2. Sheep and goats grazed.

#### Unit 4

1. Mowed and weedeated the waterside shelf areas from LM 5.00 – 5.85.
2. Dragged and weedeated miscellaneous sections of the land and waterside slopes from LM 0.00 – 4.95.
3. Sheep and goats grazed.

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

1. Took weekly photos of the Unit 5 eroded pipe at LM 2.47.
2. Assisted the CCTV contractor video pipe inspection crew.
3. Removed a fallen tree branch off of the landside sloop in Unit 3B at LM 4.30.
4. Sheep and goats grazed.

#### Unit 7

1. No maintenance activities performed.

#### Unit 8

1. Weedeated along the concrete V-Ditches
2. Relief well testing continued.
3. Sheep and goats grazed.

#### Unit 9

1. Pump Station #3
  - The backup generator was exercised on 7/30 and 8/13.
  - Sprayed wasp nests and performed other regular maintenance around the facility as necessary.
  - Tesco completed annual maintenance checks on all Pump Control and PLC electrical components.
2. Grouted squirrel holes on the landside from LM 1.50 – 1.85.
3. Blocked and / or repaired 2 cut sections of pipe fencing along the landside V Ditch north of Murphy Rd. (Sheriff's report #'s 0118900204 and 0118900199).

4. Sheep and goats grazed.

#### Drainage Laterals and Detention Basins

1. Weedeated along sections of Laterals 10, 13, 14, 15 (N), and the Bingham Canal.
2. Excavator work in Linear Pond 16 completed.
3. Trees removed with the excavator out of Wheeler Basin A.
4. Sprayed and excavated invasive aquatic vegetation out of the west end of the Plumas Lake Canal from Feather River Blvd. to the Pump Station 3 trash rack.
5. Cleaned out the Mall Ditch.
6. Tractor mowed along the Lateral 15 (S) (Algodon Canal) east side service Rd. from Feather Blvd. to Plumas Lake Blvd.

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

1. Office cleaned by RD 784 weekly.
2. Shop generator was exercised on 8/1 and 8/13.
3. Both shop backup diesel generator batteries were replaced.
4. The Billy Goat brush cutter accelerator handle mechanism was replaced.

#### Safety / Training

1. Administered in-house staff and 1 – Stop Workers annual reviews of various safety topics, and misc. SDS / MSDS sheets.

#### Miscellaneous

1. Periodically checked on pump stations (Including the Olivehurst Pump Station) throughout the District.
2. Tesco completed annual maintenance checks on all Pump Control electrical components at Pump Stations 1, 4, 5, 7, 8, and 9.
3. Weedeated along the fence lines around the Olivehurst Pump Station.
4. Trimmed back branches around the Anderson Mitigation site and hauled away trash.
5. Removed the plywood sign backboards from the 2 locations along River Oaks Blvd.

#### Administrative

1. Monthly online county pesticide spray use report completed.
2. Updated SDS (Safety Data Sheets) and MSDS (Material Safety Data Sheets) binder.
3. Completed, signed, and submitted updated FC 31 and 32 documents to Cal Fire for continuation of inmate services in the field.
4. Fish and Wildlife Verification Request work – A) Closed out the spring VRF. B) Received the next approved VRF for cleaning out the west end of the Plumas Lake Canal.
5. Attended miscellaneous meetings with the GM.

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

## **Administrative Assistant Monthly Report September 12, 2018**

### **Accounting:**

1. Budget Update
2. Reconciliations
3. PSI – Gary Allen - Payment Received
4. Billed YCPW for OPS – Frisch SCADA Equipment Repair Bill.
5. Billed YCWA for MBK Hydraulic Study

6. Billed Lennar – Deposit – River Oaks East

**Clerical/Office:**

1. Impact Fees
  - A. Feather Glenn – Phase 1B
  - B. SBFCA - Pending
2. Permit Clearance Request Sign Offs
  - A. Lennar Homes, Beazer, K. Hovnanian, Capital Valley
  - B. Dorman Lord
  - C. United Truck Dismantlers
  - D. Jarrett Stutler
3. GSRMA – Annual Payroll Audit
4. GSRMA - Letter of Intent – RMAP Program
5. GSRMA – Proposed 2019-2020 Budget
6. Paychex – Time Off Accrual Report

**Contract Management:**

1. CAL Fire – Reimbursement Sheets
2. Dragon Demolition – PS2 Flap Gate Contract
3. Road Runner Drilling – Relief Wells Contract
4. SubTronics Contract – CCTB Pipe Horseshoe Levee
5. Copy Machine Lease - Ray Morgan Awarded

**Regulatory Compliance:**

1. PWC – 100 - Dragon Demolition
2. PWC – 100 - Road Runner Drilling
3. PWC – 100 – SubTronics
4. GSRMA – LPSF Reimbursement Application

**Projects:**

1. LAFCO – Hydraulic Study Grant Processing
2. 218 Assessment Billing Process

**Contacts:**

Jennine Upton @ YCWA, Daniel @ Paychex, Naomi Whatley @ GSRMA, Jennifer Peters @ GSRMA, Betsey Downey @ GSRMA, Reid Scarf @ Ray Morgan, Jesse Barton @ Gallery & Barton, Gary Allen @ PSI, Jake Hannan @ Cal Fire, Angela Yanez @ YC Planning Dept., Valerie Flores @ SCI, John Mallen @ MHM, Chris Coulter @ SCI Consulting, Dorman Lord, Jolie Turk @ YC Treasurer's, Sean MacDiarmid @ Lennar Homes, Beazer Homes, and LGI Homes.

**General Manager's Report:**

**General Manager Report  
September 12, 2018**

**Administration:**

1. Flood Fight Coalition Burglary report to DWR.
2. Wage and salary study.
3. Schedule DWR Regional Flood Fight for December 5<sup>th</sup>.
4. GSRMA insurance program applications: RMAP

5. DWR Radio check
6. Central Valley Flood Protection Board Encroachment/ Enforcement Workshop

**Contract Management:**

1. Deferred Maintenance Program Pipe Inspections/ Replacement.
2. MBK Rural Hydraulic Study- Grant follow-up
3. Printer Contract awarded- Ray Morgan
4. Retirement account management.
5. Security Company- Pride

**Regulatory Compliance:**

1. FEMA- Pump Station 2 Outfall Project Appeal pending
2. CA Dept of Pesticide Regulation- QAL application submitted.
3. CA Fish and Wildlife 1602 Permit compliance.

**Projects:**

1. Deferred Maintenance Program-Pipe pending/ Pipe inspections proceeding.
2. Unit #4 patrol road crack investigation.
3. Joint RD784/ TRLIA 218 Assessment Process continuing.
  - a. Update draft 2019-20120 budget pending
4. YCWA Grant Projects Pending: Rural Hydraulic study and 218 Processes.
5. Pump Station 2 flap gate replacement project projected install early September
6. Central Valley Flood Protection Board OMRR&R Committee.
7. FSRP Gravel Project projected start date in September
8. Relief Well Inspection program: In progress.
9. Impact Fee Program MOUs:
  - a. Rice Aviation- Pending.
  - b. SBFCA-South Ella Basin – Item placed on the October agenda.
  - c. Lennar MOU is pending.
10. Displaced Worker Program. The storm damage grant extended until February 2019. Two new grant personnel are expected in September.
11. SCADA system part replacements at PS 2 have been ordered.
12. Assist Yuba OES-provided flood fight supply lists.
13. River Oaks East Pond issues- pending.
14. Monitor Linda Water Project-levee protection.
15. OPUD Force Main Maintenance project- waiting on H & H.

**Meeting Adjourned:**

***Meeting was adjourned at 10:49am***

*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