# MINUTES FROM REGULAR MEETING OF THE

**BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1600**

**Monday, December 5, 2022 at 10:00 AM
Bypass Farms, 14130 County Road 117, West Sacramento, CA**

**Trustees Present: Clark, Reyes, Yeung

Others Present: Rebecca Smith (District Counsel), Dustin Dumars (District Accountant), Tina Anderson (MBK Engineers); Ric Reinhardt (MBK Engineers via telephone)**

## **Call to Order: Meeting was called to order at 10:00 am**

## **Public Comment on Non-Agenda items. None**

1. **Action Items:**

##  a. Review and approval of the minutes of September 13, 2022 regular meeting. **Motion to approve by Yeung, second by Reyes, unanimous approval to approve minutes in form provided to Trustees.**

## b. Review and approval of financial reports prepared by District accountant - **Dustin Dumars discussed the financial reports for the District. Clark will follow up with SAFCA who pays the assessments for 3 owners (Yolo Land Trust, Sacramento Valley Conservancy, former Lance Stanley property).Discussion on the difficulty to gather documents for the on-going 3-year audit. Consensus to conduct audit annually in the future to make it an easier process.**

## **Discussion on investing the Yolo Bypass settlement funds in a CD ladder at First Northern. Dumars and Clark to follow up and gather necessary information on rates and duration to provide to Trustees at a future meeting. Hold a special meeting in January/February 2023 to discuss. At that meeting, also discuss a proposal to be obtained by Reinhardt from Mead & Hunt on maintenance of the pump station.**

##  c. FMAP 2022 Action Item:

i) Consideration of Resolution 2022-12-01-XX to authorize the President to execute documentation for 2022 FMAP (attached exhibit B from the application) and to act as necessary related to the application **Motion to approve by Yeung, second by Reyes, unanimous approval**

ii). Consideration of Resolution 2022-12-02 to Accept Funds under 2022-FMAP (attached exhibit E from the application) **Motion to approve by Yeung, second by Reyes, unanimous approval

FMAP for 2023 will be $136,000. If the District spends more on general maintenance, then the FMAP for 2024 can be higher. There is a question whether FMAP will continue given the State budget situation. Should know in January 2023, although that could change in the May revise budget.

Discussion on prioritizing maintenance tasks; Reinhardt agreed to prepare by the end of March/beginning of April a 3-5 year plan; suggest a special meeting in May to consider the plan along with the 2023-2024 District budget.**

##  d. Revise and approve updated County of Yolo, Department of Financial Services form following resignation of Kyle Lang **Clark recirculated the form for signature. If a new general manager is hired, the form will need to be completed again.**

##  e. Review and approval of Record Retention & Disposal Policy **Smith described the need for the Record Retention & Disposal Policy. Motion to approve by Yeung, second by Reyes, unanimous approval to adopt the Record Retention & Disposal Policy as presented to the Trustees.**

1. **Informational Items:**

a. Updates and report by District Engineer

## Flood Maintenance Program (FMAP) **Anderson will talk with Kyle Lang about rodent control and will put together a plan for maintenance.**

## Flood System Repair Projects (FSRP) Funding **Anderson will continue to monitor.**

## Erosion Maintenance Landside Sacramento River Levee **Anderson will review on her way out of the District after the meeting.**

## US Army Corps of Engineers - System-Wide Improvement Framework (SWIF) Update **Anderson reported no update.**

## Department of Water Resources Levee Inspection Report – Fall 2022 **Anderson continues to monitor.**

## Update on Upper Elkhorn and Tule Canal Feasibility Study **Reinhardt notes that it is taking longer than planned. Expect completion of contract for study in February with West SAFCA managing the study. Management team to be comprised of District, County, SAFCA and West SAFCA.**

## Update on Levee repairs by RD 2035 near intake facility **Anderson will review on her way out of the District after the meeting.**

b. Discuss hiring a District Manager **Reinhardt & Anderson working on plan to determine tasks that can be addressed by MBK. Drainage issues need to be addressed immediately.**

c. Flood Training for Trustees – **Yeung will organize a meeting with a group of volunteers for training on flood procedures, including opening the gates at the pump station and patrolling the levees during high water. Anderson and Reyes will attend. Suggested that Kyle Lang meet at the pump station with Reyes and Yeung and videotape the procedure for opening the gates. Possibly hire one of Yeung’s farm employees (Garrett) to be responsible for opening the gates; Smith has a short contract the District can use.**

d. Report by District attorney re ethics training and Form 700 **Smith will send link to the Trustees for online ethics training. Form 700 will be part of the agenda for the March regular meeting.**

e. Trustee comments **Clark announced her retirement as Executive Director at the Yolo Land Trust on January 13, 2023. She agrees to stay as President of the District for some time after that.**

f. Received communications **Provided information on Oroville settlement check.**

**Next regular meeting - proposed date Tuesday, March 7 at 4:00 pm**

**Meeting adjourned at 11:30 am.**