RECLAMATION DISTRICT 799

(Hotchkiss Tract)

PO Box 353/6325 Bethel Island Rd., Bethel Island, CA 94511

www.RD799.com

Regular Board Meeting

**Thursday, February 28, 2024**

**Regular Board Meeting at 6:00 PM**

Meeting Minutes

\*denotes supporting documentation available electronically and at the Reclamation District 799 office.

1. **Call to Order/Roll Call:** The meeting was called to order at 6:05 pm. Present for the meeting were: Trustees Price, Pierce, Mazotti, and Lipary. President Senior was absent. Vice President Price chaired the meeting in the absence of Board President Senior.

Others present at the meeting include District Manager Alvarez, Levee Superintendent Vornhagen, District Secretary Holder. Also present were District Engineers, Mike Mirmazaheri and Justin Porcalla and District Auditor Jennifer Miller.

1. **Public Comments**: None
2. **Consent Calendar**: All numbered consent calendar items listed will be acted upon under one vote unless specifically removed from the consent calendar by a member of the Board.
   1. Meeting Minutes from the Special Meeting on November 16, 2023, 6:00pm\*
   2. Meeting Minutes from the Special Meeting on January 11, 2024, 6:00pm\*
   3. Meeting Minutes from the Special Meeting on February 8, 2024, 6:00pm
   4. Warrant(s)\*
   5. Financial Report(s)\*
   6. Authorize the transfer of $190,000 from the General Fund to the LAIF account (to earn interest\*

District Manager Alvarez stated that moving forward the billing from engineering and legal will be included with our warrant lists. The bills show the breakdown of expenditures that are reimbursed from development agreements and ones that are billed to the general fund. Secondly, when the general fund begins to show a larger monthly balance, the District transfers funds to the LAIF account to gain some interest.

**A motion was made by Trustee Pierce seconded by Trustee Lipary to approve items a - f on the consent calendar. The vote showed four trustees in favor (President Senior was absent). Motion carried.**

1. **Discussion/Action Items:**
   1. Acceptance and approval of FYE 2023 District Audit, as presented by Jennifer Miller and/or Tara Eastwood, Bowman, and Associates\*

Jennifer Miller was in attendance. She began with general questions that are part of the audit. The board answered the questions. Jennifer reminded the Board that the District is now following an accrual basis system. The audit showed an increase in revenue based on special revenue funds from our dealings with Summer Lake North. Overall, there have not been any significant changes since the FYE 2022 audit. The board accepted and approved the FYE 2023 District Audit.

* 1. Discussion and consideration of adopting Resolution 2024-01 “Adopting the Local Hazard Mitigation Plan Update Prepared by the Contra Costa County” \*

District Engineers Mirmazaheri and Porcalla gave a presentation on applying to participate in the Local Hazard Mitigation Plan (LHMP). The bottom line is that to get funding from FEMA, RD 799 needs to participate in the Local Hazard Mitigation Plan. This program does involve a cost share for the district.

Engineer Porcalla explained what a local hazard mitigation plan is. The plan identifies all local hazards, assesses the hazards, and plans mitigation against it; i.e. flooding, earthquakes, wildfires. Contra Costa County has already formed a plan as a partnership. It allows all public agencies to participate in this process. The District has formed a plan. Engineer Porcella stated that GEI has begun the process for participating in this program by providing all necessary documents including some future projects. The areas focused on in this program include prevention, property protection, public education, emergency services, natural resources protection, structural projects, climate resilient and community capacity building.

When the funding is released, if a District has a project identified in its’ LHMP, then the district puts their project towards one of the specific areas listed above. The county has now drafted a plan with our help and then they will review it and send it back to the District with questions and comments. The packet from the County was received this afternoon and will be reviewed over the next few days. For example, what RD 799 worries about are ditch systems, pump stations, levees in terms of maintenance and improvement of the levees. Some of the culverts need to be replaced eventually. If the District receives grant funding, the District’s cost share would be 25%. Engineering fees would be the main cost to the District.

District Manager Alvarez stated the money that the District gets from DWR Grants covers levee prism work; FEMA grants are much broader and they include drainage and conveyance levees, existing hazards, preparedness-supplies, and recovery. The dry levees that we currently own and the ones we will be obtaining very soon, could need repairs and these monies would qualify for that work. If we don’t commit to participating in the LHMP then the District won’t qualify for these grants from FEMA.

District Engineer Mirmazaheri stated that by participating, RD 799 will have access to the funds released under the FEMA grant programs. Some of the funds relevant to RD 799 anticipated work include preparedness grants, hazard mitigation grants, flood mitigation assistance, building resilient infrastructure communities and presidential disaster declarations.

**A motion was made by Trustee Pierce and seconded by Trustee Lipary to adopt the Local Hazard Mitigation Plan under Contra Costa County. The vote showed four trustees in favor (President Senior was absent). Motion carried.**

* 1. Update/report on Summer Lake North development by District Manager/District Engineer/District Legal Counsel

**Summer Lake North (SLN)**

The weather continues to impact the work on Summer Lake North, which includes the utility work and pump station three replacement.

To note, SLN is anticipating hearing from FEMA on certification of the new levee by the middle of March. Once the certification is granted RD 799 will acquire the dry levees.

* 1. Discussion and consideration of mid-year budget review; including possible modifications\*

The highlights show that back in June the anticipated deficit was $86,000 dollars. With the mid-year budget review the deficit has reduced to $67,000. Cash on hand is very healthy. When we drafted our budget back in June, that was before the DeNova CFD agreement.

* 1. Discussion and consideration of adoption of Resolution # 2024-2 and # 2024-3 “Authorizing the Signing of New Signature Cards for BAC Community Bank for Existing District Bank Accounts” \*

**A motion was made by Trustee Pierce and seconded by Trustee Price to adopt Resolution # 2024-2 and # 2024-3 “Authorizing the Signing of New Signature Cards for BAC Community Bank for Existing District Bank Accounts”.** **The vote showed four trustees in favor (President Senior was absent). Motion carried.**

* 1. Discussion and consideration of adoption of Resolution #2024-4 “Local Agency Investment Fund Authorized Individuals”\*

**A motion was made by Trustee Pierce and seconded by Trustee Price to adopt Resolution # 2024-4 “Local Agency Investment Fund Authorized Individuals. The vote showed four trustees in favor (President Senior was absent). Motion carried.**

* 1. Discussion and consideration of approving the Authorization Certificate for Contra Costa County Treasurer\*

**A motion was made by Trustee Pierce and seconded by Trustee Price to approve the Authorization Certificate for Contra Costa County Treasurer. The vote showed four trustees in favor (President Senior was absent). Motion carried.**

* 1. Continued discussion regarding the creation of a Board Policy Handbook, including possible creation of Board Policy Handbook Ad-hoc Committee

The trustees agreed to continue to review the sample handbooks and write notes. It was suggested to conduct a special board meeting to discuss the handbook.

* 1. Discussion of and consideration of authorizing execution of a new Professional Services Agreement for Julie Hugel for Office Manager duties\*

**A motion was made by Trustee Mazotti and seconded by Trustee Pierce to authorize the execution of a Professional Services agreement for Julie Hugel for Office Manager duties. The vote showed four trustees in favor (President Senior was absent). Motion Carried.**

1. **Permits** – Discuss & Possible Action on all New and Pending Permits
   1. Report of approved permits for routine encroachments - none
   2. Update on Potential Enforcement Actions - none
2. **Engineer’s Report**\*
3. **Information Items**:

Required Board Trustee Training\*

New phone directories were passed out. Forms 700 were passed out to be completed by all board trustees.

1. **Field Reports**:
   1. District Manager Alvarez\*
   2. Levee Superintendent Vornhagen\*

1. **Office Manager’s Report\***
2. **Board President’s Report**: None
3. **Trustee Reports**: None
4. **Adjournment**: The meeting adjourned at 7:09 pm.

Minutes submitted by Secretary Holder.

Notice Is Hereby Given:

That the Board of Trustees will consider oral and written public comments. The Chair may announce time limits and direct the focus of public comments for any given proposal. For agenda items not requiring a formal motion, the Chair will announce the opening and closing of the public comment’s session. If you wish to speak, please stand and state your name and address. Please speak clearly and loud enough for everyone to hear. “This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12132) and the Ralph M. Brown Act (California Government Code 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the District Secretary Dina Holder at (925) 684-2398, during regular business hours, 10:00 am - 2:00 pm Monday - Friday, at least 24 hours prior to the time of the meeting.” Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the District office located at 6325 Bethel Island Rd. Bethel Island, CA 94511