



RECLAMATION DISTRICT 900

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February 19, 2020

City Hall, Council Chambers

1110 West Capitol Avenue, West Sacramento

5:00 P.M.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 900

The members of the Board of Trustees of Reclamation District No. 900 convened at the above time and place. President Christopher Cabaldon called the meeting to order. Also in attendance were Trustees Quirina Orozco, Beverly Sandeen, Chris Ledesma, and Martha Guerrero; Secretary/Manager Tim Mallen; and Attorney Ralph Nevis.

1. Agenda Approval. President Cabaldon asked for a motion to approve the agenda, Trustee Ledesma made the motion, Trustee Sandeen seconded the motion and it carried 5-0.
2. Public Comment on items not on the Agenda. No comments were made.
3. Report out on Closed Session. Attorney Ralph Nevis reported that the Board met in closed session on the two items listed on the Closed Session Agenda and that no reportable actions were taken by the Board.
4. Consent Calendar: President Cabaldon asked for a motion to approve the minutes and financial report as presented, Trustee Orozco made the motion, Trustee Ledesma seconded the motion and it carried 5-0.
 - 4.1. Approval of the minutes of the January 15th 2020 Special Meeting.
 - 4.2. Financial Report.
5. Presentations.
 - 5.1. 2019 Audit Presentation by Mary Ann Cropper of Cropper Accountancy
 - 5.2. Mary Ann Cropper presented the attached Draft 2018/2019 Report. Ms. Cropper stated that it was a clean audit but there is one comment on the separation of duties as a result of the new Board structure. Under the present conditions the General Manager is not operating with the same kind of financial oversight; dual signature checks, Board consent of monthly account activity, etc. After a discussion, the Board appointed Trustees Ledesma and Sandeen to work with Manager Mallen to bring a recommendation to the Board to improve financial controls and separation of duties to address concerns raised in the audit report. Ms. Cropper also reported that the District

would be purchasing a job costing module for their software to allow for reporting that would meet regulatory requirements. President Cabaldon asked for a motion to approve the Draft Report as presented so that it could be finalized, Trustee Sandeen made the motion, Trustee Guerrero seconded the motion and it carried 5-0.

5.3. Discussion of District owned property at 889 Drever in West Sacramento. Manager Mallen presented to the Board some draft layout plan sheets. He explained that the architect has promised engineering plans for the electrical, mechanical and improvements later this week which should include an engineer's estimate for everything but the curb, gutter and sidewalk improvements. A cost estimate for those improvements will be requested of the District's engineer MHM.

6. Informational Items.

6.1. General Manager's report. Manager Mallen presented the attached report. Extra discussion was had concerning how designation of the District's facilities as Waters of the United States ("WOTUS") could negatively affect required projects such as Blacker Canal. The Board requested guidance from staff on whether the Districts canals are WOTUS. With respect to the absorption of Maintenance Area 4 into RD 900, the Board requested that staff draft proposed legislative language to amend the appropriate statutes to include Maintenance Area 4's territory within the District's territory and boundaries.

6.2. Trustee Reports and Updates. None.

7. Adjourn. There being nothing further, President Cabaldon asked for a motion to adjourn. Trustee Sandeen moved and Trustee Guerrero seconded the motion.



Timothy Mallen, PE
General Manager/Secretary