



RECLAMATION DISTRICT 900

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May 20, 2020

Online through Zoom Meeting

4:00 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 remotely through the use of Zoom Meeting. President Christopher Cabaldon called the meeting to order. Also in attendance were Trustees Beverly Sandeen, Chris Ledesma, and Martha Guerrero; Secretary/Manager Tim Mallen; Attorney Ralph Nevis, Greg Fabun, and Sheila Johnston. Trustee Quirina Orozco joined the meeting during item number 4.

1. Agenda Approval. President Cabaldon asked if there were any required changes to the agenda, none were cited and the agenda was accepted as presented.
2. Public Comment on items not on the Agenda. No comments were made.
3. Consent Calendar: President Cabaldon asked for a motion to approve the minutes and financial report as presented, Trustee Ledesma made the motion, Trustee Sandeen seconded the motion and it carried 4-0.
 - 3.1. Approval of the minutes of the February 19th 2020 Regular Meeting.
4. Discussion of 2020-2021 Budget, Assessment and Accounting Procedures. Manager Mallen presented the budgets to the Board, one representing the historical layout used and the other representing his desired layout moving forward. He explained that the revised layout breaks out the budget in a different manner and in combination with the move from desktop based software to QuickBooks online allows for greater budget and project tracking. Additionally he explained this allows remote user access that facilitates bringing in someone in a controller position to allow greater checks and balances for the District and that this process was being done with the help of a local CPA, Dustin Dumars. Manager Mallen also reported that staff would move to app based time card software that would allow even more accuracy and accountability for tracking funding stream costs. He also explained the move to tracking the two major funding streams separately, the District's assessment for internal drainage and the WSAFCA assessment for Levee maintenance. Manager Mallen reported to the Board that the initial setup costs for Dustin's services are being paid for from RD 827 as gratitude for all of the years of RD 900 having provided financial services to RD 827.

President Cabaldon began by offering his gratitude for all the work that had been done by staff with the help of Trustees Sandeen and Ledesma in moving the process forward to revise the financial

practices of the District. Trustee Ledesma offered his thanks as well and stated that they were able to meet just prior to the COVID shutdown. Trustee Sandeen offered her thanks to Manager Mallen for incorporating all the initial guidance offered. She asked if there had been consideration for project based tracking. Manager Mallen explained that yes, that was being developed and that also class based tracking was being implemented. Project based tracking would be used primarily for specific government funding streams and class to differentiate internal drainage and levees.

Manager Mallen offered his support for moving forward with a controller part time position in the form of someone like Dustin Dumars and offered his appreciation for how available he has made himself in developing the new accounting practices. Trustee Ledesma stated that exploring what the Board will do in regards to this will be something to consider and act on at a later date after considering all options and how it can be incorporated into the budget. President Cabaldon suggested that other controls could be added by setting up practices for making budget adjustments. That with many smaller accounts vs larger accounts there is less wiggle room to adjust for expenses.

Trustee Orozco offered the insight that the ½ day tour she had of the District facilities in the need for project based tracking and accountability for the various grant funding streams.

President Cabaldon asked if there was any action needed on this. Manager Mallen explained that not at this time, it will need to be approved in June but this presentation was to allow for the whole Board's input.

There being no more input on the Budget, the Board moved to item 5 on the Agenda

5. Informational Items.

5.1. General Manager's report. Manager Mallen presented the attached report. Additional discussion on specific items below.

5.1.4.1. Trustee Sandeen asked if there was any action that needed to be made on this item. Manager Mallen stated it was presented to show that this levee was never treated or inspected like a flood control feature and that through the use of MBK he was reaching out to the USACE to bring the importance of inspection especially during high water events. Greg Fabun clarified that this levee is part of the overall WSAFCA project but way down the priority list, so at some point any deficiencies as well as O&M will be addressed.

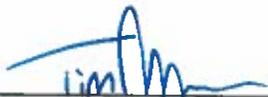
5.1.4.2. Ralph Nevis provided an update on the process for taking over MA4, explaining it may be a twofold process. One step being the legislation necessary to change RD 900 boundary and the other an action by CVFPB or Water Board to transfer responsibilities. Trustee Guerrero offered her advice on how the needed language could be brought through legislation, possibly as an omnibus or trailer to an existing bill. President Cabaldon asked if Attorney

Nevis could draft the necessary language over to Douglas Drozd, the government affairs officer for West Sacramento. He stated that time is very short for getting this through this year and that if it is determined not needed, it can simply be pulled.

5.1.4. Manager Mallen added that he through the CVFCA has been added to a subcommittee that is exploring the possibility of a region wide assessment to fund the maintenance of regional benefit facilities. It was explained that what those are is still being discussed; ranging from bypass levees, to reservoirs and dams. He further explained that this is already going committee that he just got rolled into and as of yet has only listened and absorbed in an attempt to get up to speed. President Cabaldon stressed the delicate nature of the subject and that he wants Manager Mallen to inform and discuss with the Board so that he can be visible and empowered to be a productive member of the committee. Manager Mallen offered his thoughts on having an RD 900 committee formed to facilitate input from the Board. Not action was taken

5.1. Trustee Reports and Updates. President Cabaldon reported that he sent a letter to the Assistant Secretary of the Army updating him on the City and WSAFCA's efforts and requested a video call to discuss the West Sac Project. He further reported that initial feedback on funding for a new start has been positive.

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



Timothy Mallen, PE
General Manager/Secretary