

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
RECLAMATION DISTRICT NO. 2025 (HOLLAND TRACT)
HELD ON WEDNESDAY, SEPTEMBER 20, 2023

Upon Notice to and consent by the Trustees of Reclamation District No. 2025 (Holland Tract), of the County of Contra Costa, State of California, a Meeting of the Board of Trustees was held at the offices of the District, at 343 East Main Street, Suite 815, Stockton, California on Wednesday, September 20, 2023, at 11:30 A.M.

There were present and absent the following named Trustees, to-wit:

PRESENT

ABSENT

DAVID A. FORKEL
RANDALL NEUDECK
RUSSELL RYAN

NONE

There was also present Pamela A. Forbus, Attorney for the Reclamation District; Andrew Petrini, the District's Superintendent; and Jack Cronin, with Metropolitan Water District. Nate Hershey, of the firm MBK Engineers, the District's Engineer, joined the meeting via video conference.

Following the Roll Call, a quorum was declared present, and the meeting was called to order.

The Minutes of the meeting of the Board of Trustees held on August 16, 2023, were considered were considered, and upon motion made and seconded, it was:

RESOLUTION APPROVING MINUTES

RESOLVED AND ORDERED by the Board of Trustees of Reclamation District No. 2025 (Holland Tract), as follows:

1. That the Minutes of the meetings of the Board of Trustees of Reclamation District No. 2025 (Holland Tract) held on August 16, 2023, be and the same are hereby approved.

ROLL CALL:

Ayes: Trustees Forkel, Neudeck and Ryan
Noes: None
Absent: None

Upon Roll Call, the foregoing Resolution was declared unanimously passed and adopted.

The Trustees were presented with the financial report for the District. The Trustees discussed the ratification and approval of warrants and checks issued in payment of obligations of the District. Upon motion duly made and seconded, it was:

RESOLUTION RATIFYING AND APPROVING WARRANTS
AND CHECKS IN PAYMENT OF CURRENT OBLIGATIONS

RESOLVED AND ORDERED by the Board of Trustees of Reclamation District No. 2025 (Holland Tract), as follows:

1. That the Warrants and Checks written since the meeting held on August 16, 2023, and presented to the Trustees at this September 20, 2023, meeting are hereby ratified, approved and authorized, a copy of which shall be attached to the minutes of the meeting, and which is incorporated by reference, are hereby approved.

ROLL CALL:

Ayes: Trustees Forkel, Neudeck and Ryan
Noes: None
Absent: None

Upon Roll Call, the foregoing Resolution was declared unanimously passed and adopted.

The Trustees were advised that, with the payment of the current obligations of this Reclamation District, there was a balance on hand in the general account in the sum of \$51,025.61 and held \$925,000.00 in registered warrants with the Bank of Stockton.

Following a review of the District's expenses, the Trustees next discussed the adoption of a budget for the next fiscal year. The Trustees were previously provided with a copy of a draft budget for purposes of making comments and corrections. The final draft of the Fiscal Year 2023-24 was presented to the Trustees at this Board meeting. Upon motion duly made and seconded, it was:

RESOLUTION APPROVING
BUDGET FOR YEAR FISCAL YEAR 2023-2024

RESOLVED AND ORDERED by the Board of Trustees of Reclamation District No. 2025 (Holland Tract), as follows:

1. That the budget for this Reclamation District for the Fiscal Year 2023-24 be and the same hereby is approved and adopted; a copy of which shall be attached to the minutes of the meeting, and which is incorporated by reference, are hereby approved.

ROLL CALL:

Ayes: Trustees Forkel, Neudeck and Ryan
Noes: None
Absent: None

Upon Roll Call, the foregoing Resolution was declared unanimously passed and adopted.

The Engineer presented the Trustees with a written report prior to the meeting, which included the following matters:

1. The Engineer reported on the District's participation in the Delta Levee Subventions Program, as follows:
 - A. Fiscal year 2022-23: The District submitted an application for participation in the Program in the amount of \$465,000. A total of \$12.5 million has been approved by the Central Valley Flood Protection Board for FY 2022-23.
 - B. Fiscal year 2023-24: The District submitted an application for participation in the Program in the amount of \$465,000. \$13 million was recently approved by the Central Valley Flood Protection Board for the Program for FY 2023-24.
2. Annual Maintenance: The Engineer provided the Trustees with a list of maintenance items that are currently being tracked.
3. FEMA: MBK continues to coordinate with FEMA and is in the process of compiling documentation supporting the claim. Once all documentation has been provided, FEMA will submit the project to their management for review.
4. SB 88: MWD and the RDs are in compliance for calendar year 2023 under an approved extension of time. The extension was approved by the Delta Watermaster on January 13, 2022, and will expire on January 1, 2024. As such, a new extension for time will need to be submitted prior to the 2023 annual reports in the beginning of December 2023. The previous extension of time included a Plan for Compliance which provides details regarding the methods to estimate diversions on siphons without flow meters and provides a measurement equipment installation schedule. MWD currently anticipates that installing all the flow meters will take two years.

Development of the Delta-wide ACP by the Delta Measurement Experiment Consortium to utilize Open ET for measuring and reporting diversions continues. Place of use polygons for each island have been completed and will be used in conjunction with Open ET to report on diversions. MBK and MWD continue to participate in the Consortium.

The District's superintendent advised the Trustees that the district is continuing with the weed abatement program and will disc the levee when conditions arise.

The Secretary advised the Trustees that this was the time and place for a public hearing on the need for an operation and maintenance. The Chairman of the Board of Trustees thereupon opened the public hearing on the levy of an operation and maintenance assessment and asked if there was anyone who wished to speak in favor of or in opposition to the levy of such assessment. The District's Secretary advised the Trustees that the District should levy an assessment in order that the District may carry out needed levee repairs and maintenance, and therefore there was a need to levy an assessment at this time in order for the District to continue to meet its bills and obligations and provide for the maintenance of the District levees. There being no other person wishing to speak in favor of or opposition to the levy of an assessment, the public hearing was closed.

In connection with the assessment, the Trustees considered the fixing of charges and fees pursuant to Sections 50902 and 50904 of the Water Code for the purpose of raising funds needed by the Reclamation District for the payment of maintenance, repair, operation and incidental expenses, and supplemental construction and replacement expenses. The Trustees concluded the amount of money needed during the assessment year 2024 for such purposes is approximately \$371,533. Following a consideration of this matter, upon motion duly made, seconded and unanimously carried, it was:

RESOLUTION FIXING OPERATION AND
MAINTENANCE ASSESSMENT FOR
2024 AND PROVIDING
FOR THE COLLECTION THEREOF

WHEREAS, the Board of Trustees of Reclamation District No. 2025 (Holland Tract) has elected for the year 2024 to fix the operation and maintenance assessment and provide for the collection thereof pursuant to Section 50904 of the Water Code for the purpose of raising funds needed by this Reclamation District for the payment of maintenance, repair, operation, and incidental expenses, and supplemental construction and replacement expenses; and,

WHEREAS, this Board of Trustees estimates the amount of revenue needed during the year 2024 for such purposes is \$371,533; and,

WHEREAS, a public hearing was held before the Board of Trustees on September 20, 2023, at which time no person appeared to speak in favor of or in opposition to the levy and call of an assessment; and,

WHEREAS, there are not sufficient funds in the hands of the County Treasurer of the County of Contra Costa, in the matter of the fund of Reclamation District No. 2025 (Holland Tract) for the maintenance, repair and operation of the works of reclamation, or for incidental expenses of said District; and,

WHEREAS, the levy of this assessment complies with all legal requirements of the Reclamation District Act of the State of California, the Ralph M. Brown Act, and Proposition 218; and,

WHEREAS, this assessment is levied without regard to property valuation.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Trustees of Reclamation District No. 2025 (Holland Tract), as follows:

1. That \$371,533 is hereby fixed as the estimate of the funds needed during the year 2024 for the payment of maintenance, repair, operation, and incidental expenses, and supplemental construction and replacement expenses.
2. That for purpose of raising said sum of \$371,533 this Board of Trustees does hereby elect for the year 2024 to fix and collect the operation and maintenance assessment pursuant to Section 50904 of the Water Code.
3. That upon said assessment being prepared and completed in accordance with the terms of this Resolution, it be certified by the Secretary of this Reclamation District.
4. That each and every assessment shown on that certain assessment list of this Reclamation District, being known and designated as "Assessment Roll No. 49, Reclamation District No. 2025 (Holland Tract)", is here by ordered paid in two installments as follows: (a) the first installment thereof in the amount of \$185,766.50 within sixty (60) days of the date of said "Assessment Roll No. 49, Reclamation District No. 2025 (Holland Tract)", is filed in the office of the County Treasurer of Contra Costa County, namely December 1, 2023; and (b) the second installment thereof in the amount of \$185,766.50 within sixty (60) days of the date of said "Assessment Roll No. 2024, Reclamation District No. 2025 (Holland Tract)", is filed in the office of the County Treasurer of Contra Costa County, namely June 1, 2024.

ROLL CALL:

Ayes: Trustees Forkel, Neudeck and Misner
Noes: None
Absent: None

Upon Roll Call, the foregoing Resolution was declared unanimously passed and adopted.

The Chair asked for Public Comment, at this point in the meeting. There being no one wishing to address the Board of Trustees, the Public Comment session was closed.

PAMELA A. FORBUS, Secretary
Reclamation District No. 2025 (Holland Tract)

Minutes of the Meeting
held on September 20, 2023,
are hereby approved.

Trustees of Reclamation
District No. 2025 (Holland Tract)

**RECLAMATION DISTRICT 2025
WARRANT LIST**

From: 08/12/2023 through 09/15/2023

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Account</u>	<u>Payment</u>
08/28/2023	2294	PG&E	50212 Utilities	901.16
09/05/2023	2295	MBK Engineers	55140 Engineering Serv	3,378.94
			50140 Engineering	376.75
09/05/2023	2296	Delta Growers Inc	55330 Vegetation Control	4,143.56
09/05/2023	2297	Delta Pump Inc.	50180 Pump Maintenance	264.87
09/05/2023	2298	Croce, Sanguinetti & Vander Veen CPA	50100 Accounting/Auditing Fees	240.00
09/07/2023	2299	California Central Valley Flood Control	50121 Dues	1,689.00
09/07/2023	2300	Stagi Enterprises, LLC	VOID	-
09/07/2023	2301	Delta Pump Inc.	50180 Pump Maintenance	122.08
09/07/2023	2302	Stagi Enterprises, LLC	50330 Vegetation Control	4,695.00
Total				\$ 15,811.36
 <u>Account Balances as of 09/15/2023</u>				
General Fund Account Balance				\$ 51,025.61
 Bank of Stockton Payroll Acct Balance				\$ 46,021.39
 Outstanding Registered Warrant Acct Balance				\$ 925,000.00
08/02/2023		RW#2288		25,000.00
09/07/2023		RW#2293		25,000.00

RECLAMATION DISTRICT BUDGET					
RD 2025 (Holland tract)					
GL CODE	INCOME	PRIOR BUDGET FY 22-23	YEAR-TO-DATE 6/30/2023	APPROVED BUDGET FY 23-24	Comments
40100	Assessments	\$ 399,733	\$ 403,213.07	\$ 370,524	Increased by max 3.0% (per CPI) from FY 22-23
49200	Interest Income	\$ -	\$ -	\$ -	
49202	Other Income	\$ -	\$ -	\$ -	
45013	Subventions FY 18-19 (DWR 75%)	\$ -	\$ -	\$ -	
45014	Subventions FY 19-20 (DWR 75%)	\$ -	\$ -	\$ -	
45015	Subventions FY 20-21 (DWR 75%)	\$ -	\$ -	\$ -	
45016	Subventions FY 21-22 (DWR 75%)	\$ 80,045	\$ 80,473.00	\$ -	
	Subventions FY 22-23 (DWR 75%)	\$ -	\$ -	\$ 175,976	75% of FY 22-23 actuals, less \$1,000 per mile
47001	Emergency Response Plan (DWR 100%)	\$ -	\$ -	\$ -	
47518	Sp Proj HL-18-1 SYP	\$ -	\$ -	\$ -	
47615	CAL DES (FEMA)	\$ -	\$ -	\$ -	
TOTAL INCOME		\$ 439,778	\$ 483,686.07	\$ 546,501	
GL CODE	EXPENSES				
50000	G&A				
50100	Accounting	\$ 6,000	\$ 11,300.55	\$ 6,000	FY 22-23 actuals include 2 cycles of expenses
50102	Bank Service Fees	\$ -	\$ (0.01)	\$ -	
50110	Fuel & Oil	\$ 500	\$ 545.00	\$ 552	FY 22-23 actuals
50121	Dues	\$ 1,980	\$ 1,879.42	\$ 1,980	
50130	Other Assessments	\$ -	\$ -	\$ -	
50140	Engineering - G&A	\$ 1,008	\$ 1,880.75	\$ 1,008	
50150	Insurance	\$ 14,556	\$ 19,633.00	\$ 20,616	Increased 5% from FY 22-23 actuals
50155	Equipment Rental Support (non-subs)	\$ -	\$ 1,913.18	\$ 2,100	FY 22-23 actuals + 10%
50160	Legal/Administration	\$ 27,640	\$ 34,907.97	\$ 34,908	Increase to FY 22-23 actuals
50161	Legal - Outside Counsel	\$ -	\$ -	\$ -	
50170	Levee Maintenance - Non Sub	\$ -	\$ -	\$ -	
50180	Pump Maintenance	\$ 15,000	\$ 4,443.55	\$ 15,000	Same as FY 22-23 Budget
50185	Other Maintenance	\$ -	\$ -	\$ -	
50190	Canal Maintenance	\$ 15,000	\$ 4,708.15	\$ 15,000	
50211	Security Services	\$ 600	\$ 4,923.12	\$ 5,004	Increase to FY 22-23 actuals
50212	Utilities - PG&E	\$ 55,740	\$ 80,030.84	\$ 57,406	3% increase on FY 22/23
50213	Water Right Fees	\$ 2,688	\$ 2,846.19	\$ 5,528	5% increase on FY 22/23 actuals
50220	Pipes & Crossings G&A	\$ 3,000	\$ 14,848.73	\$ 5,000	Minimal work expected in FY23/24
50330	Vegetation Control - Non Sub	\$ -	\$ 590.81	\$ 3,000	Additional canal spraying expected in FY 23/24
50400	Miscellaneous - G&A	\$ -	\$ (0.01)	\$ -	
50402	Mileage - G&A	\$ 1,200	\$ -	\$ 1,200	
50403	Office Supplies	\$ 600	\$ 583.20	\$ 600	
50404	Permits - EPA	\$ -	\$ -	\$ -	
50406	Publications	\$ 300	\$ -	\$ 300	
50410	Parts and Supplies	\$ -	\$ -	\$ -	
50411	Storage	\$ 360	\$ 360.00	\$ 360	
50414	Assessment Formation	\$ -	\$ -	\$ -	
50420	Labor/Equipment	\$ -	\$ -	\$ -	
50500	Payroll Account - G&A	\$ -	\$ -	\$ -	
50501	Payroll	\$ 8,280	\$ 6,914.02	\$ 8,280	
50502	Payroll Services	\$ -	\$ -	\$ -	
50503	Payroll Taxes	\$ 840	\$ 698.85	\$ 996	12% of G&A payroll
50504	Worker's Comp	\$ 420	\$ 522.67	\$ 420	5% of G&A payroll
55000	Subventions				
55110	Toe Ditch Cleaning	\$ 10,008	\$ 12,928.48	\$ 10,008	
55140	Engineering - Routine	\$ 18,000	\$ 43,783.85	\$ 18,900	FY22/23 + 5%
55155	Equipment Rental Support	\$ -	\$ 8,299.52	\$ 8,304	FY 22/23 actuals
55160	Emergency Flood Fight	\$ -	\$ -	\$ -	
55161	High Water Patrol	\$ -	\$ -	\$ -	
55180	Levee Patrol	\$ 12,780	\$ 24,561.74	\$ 12,780	
55190	Levee Maintenance - Routine	\$ 25,008	\$ 27,661.88	\$ 25,008	
55220	Pipe & Drain Crossings - Subventions	\$ -	\$ -	\$ -	
55230	Professional Fees	\$ -	\$ -	\$ -	
55270	Road Repair	\$ 5,004	\$ -	\$ 5,004	
55280	Repair Levee Erosion	\$ 25,006	\$ -	\$ 25,006	
55320	Pest Control	\$ 2,004	\$ -	\$ 2,004	
55330	Vegetation Control	\$ 24,000	\$ 49,173.63	\$ 24,000	
55400	Miscellaneous - Subventions	\$ 1,008	\$ 311.31	\$ 1,008	
55402	Mileage - Subventions	\$ 4,008	\$ 6,645.72	\$ 4,008	
55422	Labor Compliance	\$ -	\$ -	\$ -	
55500	Payroll Account - Subventions				
55501	Payroll	\$ 48,000	\$ 62,396.39	\$ 52,800	10% increase on FY 22/23
55502	Payroll Services	\$ -	\$ -	\$ -	
55503	Payroll Taxes	\$ 4,800	\$ 5,770.88	\$ 6,336	12% of Subv Payroll
55504	Worker's Comp	\$ 2,004	\$ 4,003.67	\$ 2,640	5% of Subv Payroll
57000	Special Projects				
57185	Sp Proj HL-18-1 SYP	\$ -	\$ 9,049.35	\$ -	
59000	Other Expenses				
59001	Retired Warrants	\$ -	\$ -	\$ -	
59001	Interest Paid on Registered Warrants	\$ 49,475	\$ 44,884.40	\$ 56,250	Assumes \$500,000 held for 20 months @ 3.75%
59002	County Fees	\$ -	\$ -	\$ -	
	Capital Asset Reserve Fund	\$ -	\$ -	\$ -	
TOTAL EXPENSES		\$ 387,019	\$ 492,990.93	\$ 435,318	
NET INCOME & EXPENSES		\$ 52,759	\$ (9,304.86)	\$ 111,183	

Account Balance as of end of FY

General Fund #412500	\$ 25,805	\$ 104,480.91	\$ 105,864
Payroll Account	\$ 24,529	\$ 13,365.48	\$ 13,365
Beginning Reg'd Warrants	\$ 825,000	\$ 825,000.00	\$ 900,000
Ending Reg'd Warrants	\$ 685,000	\$ 900,000.00	\$ 790,000

Notes:

- 1 Subventions assumes levee maintenance YTD - \$1000/mi * 75%
- 2 Maximum allowable assessment for FY 23/24 is \$370,524
- 3 Approved on 9/20/2023