

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
RECLAMATION DISTRICT NO. 2025 (HOLLAND TRACT)
HELD ON WEDNESDAY, SEPTEMBER 16, 2020

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, as well as various teleconference locations in accordance with Paragraph 11, Executive Order N-25-20, Executive Department, State of California, on Wednesday, September 16, 2020 at 11:30 A.M.

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

PRESENT

ABSENT

DAVID A. FORKEL
RANDALL NEUDECK
CLARK MISNER

NONE

There was also present Pamela A. Forbus, of the Law Offices of Al Warren Hoslett, Attorneys for the Reclamation District; and Nate Hershey and Ann Williams, of the firm MBK Engineers, the District's Engineer; Andrew Petrini, the District's Assistant Superintendent; Ralph Heringer and Russell Ryan.

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

The Minutes of the meetings of the Board of Trustees held on August 12, 2020, 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 12, 2020 be and the same are hereby approved.

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 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 12, 2020 and presented to the Trustees at this September 16, 2020 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 Misner
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 \$25,914.06 and held \$1,000,000.00 in registered warrants with the Bank of Stockton.

The Engineer presented the Trustees with a written report, which included the following:

1. The Engineer reported on the District's participation in the Delta Levee Subventions Program, as follows:
 - A. Fiscal year 2019-20: The District submitted an application for participation in the Program in the amount of \$845,000. DWR has lowered the Program funding amount to \$10 million for FY 2019-20. The Engineer is working on compiling the District's final claim, which is due November 1.

- B. Fiscal year 2020-21: The District submitted an application for participation in the Program in the amount of \$845,000. DWR has indicated that \$12 million is being committed to the Program for FY 2020-21.
2. Annual Maintenance: The Engineer presented the Trustees with a list of the maintenance items that the District is currently tracking.
 3. Five Year Plan: Work on the Five-Year Plan is currently in progress. The Engineer will be distributing a draft for review and comments prior to the next meeting. The Plan must be completed by the end of 2020.
 4. SB 88: Work under Phase 3 of the measurement experiment (Feb 2020 through Feb 2021) is underway, as outlined in the approved Request for Additional Time. Phase 3 efforts primarily involve installing 8 additional flange magnetic meters on the water side of the highest siphons, with at least one flow meter on each island. MWD has obtained funding approvals for Phase 3, however is currently investigating flow meter issues prior to approving the new equipment quotes and setting up a bid process for installation. After the invoices are submitted, there is up to a 6-week lead time for new equipment to be delivered. MBK conducted site visits to both Bacon and Bouldin Islands in July to check existing meters and conduct portable meter tests on running siphons. Observation at Bouldin Island Siphon No. 24 showed issues with the McCrometer flange magnetic meter (Ultra Mag), which was not identifying flow through the pipe at the time of the visit, despite the siphon running and obtaining portable meter flow measurements near the flange magnetic meter location. This issue was unable to be resolved in the field. It was confirmed that the pipe is full at the meter location by using the FLEXIM portable meters upstream and downstream of the flow meter. Additional suggestions from McCrometer did not produce any resolution to the issue. In August, the unit was sent to McCrometer. The technical support staff identified that water intrusion into the unit caused an issue with the internal circuit boards and this condition is not covered under warranty. Due to this issue, the purchase of new equipment (which includes 4 Ultra Mags) is temporarily on hold until methods to prevent this issue from occurring with other Ultra Mag meters in the future is determined.

The next Delta Measurement Experiment Consortium meeting is scheduled for Thursday, October 15. MBK and MWD will continue to participate in the Consortium and provide feedback on the draft work plan and future development of the ACP.

The Trustees discussed with those present on the following matters:

1. The levees are in great shape.
2. There is a portable pump that need repair, Ralph will look into getting the repairs done.

3. The farmer is in discussions to obtain some portable pumps to help in the event of fire or other events.
4. There is an ongoing problem of trash dumping and trespassers on the on the levee. Trash clean-up is generally handled by the landowner, in the event of a trespasser, the sheriff should be called.

The Attorney 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 Attorney 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.

The Attorney advised the Board that this was the time for them to consider the levy and call of the District's annual assessment for the year 2021. Under the Prop 218 election, the District's maximum annual assessment may be adjusted by an amount equal to the change in the Consumer Price Index, Pacific Cities & U.S. City Average, All Items Index (1982-84=100), All Urban Consumers, San Francisco-Oakland-San Jose (herein referred to as the "CPI"), between December 2017 and December 2019. Following a discussion of this matter, upon motion duly made and seconded, it was:

RESOLUTION ESTABLISHING
MAXIMUM ASSESSMENT RATE

WHEREAS, the maximum assessment rate that this District can levy was established by the Prop 218 election, subject to an annual adjustment based upon the change in the Consumer Price Indexes, Pacific and U.S. City Average, All Items Indexes (1982-84 = 100), All Urban Consumers, San Francisco-Oakland-San Jose, for December 2017 with a base figure of 277.414; and,

WHEREAS, CPI figure for December 2017, the base period, was 277.414; and,

WHEREAS, the CPI figure for December 2019, the current period, is 297.007; and,

WHEREAS, the increase in the CPI is determined by the percentage difference between the base period CPI figure and the current period CPI figure.

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

1. That the maximum assessment rate for the assessment year 2021 is \$72.57 per acre of vacant land.
2. That the maximum assessment rate for the assessment year 2021 is \$84.39 per acre of agricultural land use.
3. That the maximum assessment rate for the assessment year 2021 is \$139.18 per acre of commercial/industrial land use.

ROLL CALL:

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

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

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 2021 for such purposes is approximately \$338,756. Following a consideration of this matter, upon motion duly made, seconded and unanimously carried, it was:

RESOLUTION FIXING OPERATION AND
MAINTENANCE ASSESSMENT FOR
2021 AND PROVIDING
FOR THE COLLECTION THEREOF

WHEREAS, the Board of Trustees of Reclamation District No. 2025 (Holland Tract) has elected for the year 2021 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 2021 for such purposes is \$338,756; and,

WHEREAS, a public hearing was held before the Board of Trustees on September 16, 2020, at which time no person appeared to speak in favor of or in opposition to the levy and call of an assessment; 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 the maximum assessment rate for the assessment year 2021 is \$72.57 per acre of vacant land, the maximum assessment rate is \$84.39 per acre of agricultural land use, and the maximum assessment rate is \$139.18.
2. That \$338,756 is hereby fixed as the estimate of the funds needed during the year 2021 for the payment of maintenance, repair, operation, and incidental expenses, and supplemental construction and replacement expenses.
3. That for purpose of raising said sum of \$338,756 this Board of Trustees does hereby elect for the year 2021 to fix and collect the operation and maintenance assessment pursuant to Section 50904 of the Water Code.
4. 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.
5. That each and every assessment shown on that certain assessment list of this Reclamation District, being known and designated as "Assessment Roll No. 2021, 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 \$169,378 within sixty (60) days of the date of said "Assessment Roll No. 2021, Reclamation District No. 2025 (Holland Tract)", is filed in the office of the County Treasurer of Contra Costa County, namely December 1, 2020; and (b) the second installment thereof in the amount of \$169,378 within sixty (60) days of the date of said "Assessment Roll No. 2021, Reclamation District No. 2025 (Holland Tract)", is filed in the office of the County Treasurer of Contra Costa County, namely June 1, 2021.

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, there being no one wishing to address the Board of Trustees, the Public Comment session was closed. There being no other business to come before the Board, the meeting was adjourned.

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

Minutes of the Meeting
held on September 16, 2020,
are hereby approved.

Trustees of Reclamation
District No. 2025 (Holland Tract)

RECLAMATION DISTRICT 2025 WARRANT LIST

From: 08/11/2020 through 09/11/2020

| Date | Num | Payee | Account | Payment |
|-------------------------|------|---------------------------------------------|--------------------------------|-----------------|
| 8/24/2020 | 2012 | Asta Construction | 55300 Repair Waterside | 9,241.76 |
| 8/24/2020 | 2013 | Rec Dist. No. 2025 - Payroll Acct | 15100 Bank of Stockton-Payroll | 25,000.00 |
| 8/24/2020 | 2014 | Croce, Sanguinetti & Vander Veen CPA | 50100 Accounting/Auditing Fees | 5,505.85 |
| 8/24/2020 | 2015 | 5G Land Management | 55330 Vegetation Control | 11,045.00 |
| 8/24/2020 | 2060 | PG&E | 50212 Utilities | 3,236.59 |
| <u>Account Balances</u> | | | | |
| | | General Fund Account Balance | | \$ 25,914.06 |
| | | Bank of Stockton Payroll Acct Balance | | \$ 32,469.09 |
| | | Outstanding Registered Warrant Acct Balance | | \$ 1,000,000.00 |
| 8/10/2020 | | Reg Warr #2010 | | 25,000.00 |
| 8/12/2020 | | Reg Warr #2011 | | 25,000.00 |

RECLAMATION DISTRICT BUDGET

RD 2025 (Holland tract)

| | | PRIOR BUDGET | YEAR-TO-DATE | APPROVED BUDGET | Comments |
|---------------------|--------------------------------------|-------------------|-------------------|-------------------|------------------------------------------------|
| GL CODE | INCOME | FY 19-20 | 6/30/2020 | FY 20-21 | |
| 40100 | Assessments | \$ 328,889 | \$ 343,896 | \$ 338,756 | Increased 3% (per CPI) from FY 19-20 budget |
| 49200 | Interest Income | \$ - | \$ - | \$ - | |
| 49202 | Other Income | \$ - | \$ - | \$ - | |
| 45012 | Subventions FY 17-18 (DWR 75%) | \$ - | \$ - | \$ - | 75% of FY 19-20 actuals, less \$1,000 per mile |
| 45013 | Subventions FY 18-19 (DWR 75%) | \$ 87,013 | \$ 89,992 | \$ - | |
| 45014 | Subventions FY 19-20 (DWR 75%) | \$ - | \$ - | \$ 150,396 | |
| 47001 | Emergency Response Plan (DWR 100%) | \$ - | \$ - | \$ - | |
| 47518 | Sp Proj HL-18-1 SYP | \$ 8,750 | \$ - | \$ 8,750 | |
| 47815 | CAL OES (FEMA) | \$ - | \$ - | \$ - | |
| TOTAL INCOME | | \$ 424,653 | \$ 433,888 | \$ 497,902 | |
| GL CODE | EXPENSES | | | | |
| 50000 | G&A | | | | |
| 50100 | Accounting | \$ 4,500 | \$ 341 | \$ 4,500 | |
| 50102 | Bank Service Fees | \$ - | \$ 30 | \$ - | |
| 50110 | Fuel & Oil | \$ - | \$ - | \$ - | |
| 50121 | Dues | \$ 1,500 | \$ 1,633 | \$ 1,632 | Increased to FY 19-20 actuals |
| 50130 | Other Assessments - Ferry | \$ - | \$ - | \$ - | |
| 50140 | Engineering - G&A | \$ 3,000 | \$ 4,816 | \$ 3,000 | |
| 50150 | Insurance | \$ 10,008 | \$ 10,983 | \$ 11,316 | Increased 3% from FY 19-20 actuals |
| 50160 | Legal/Administration | \$ 16,008 | \$ 27,849 | \$ 27,840 | Increased to FY 19-20 actuals |
| 50161 | Legal - Outside Counsel | \$ 2,004 | \$ 57 | \$ - | |
| 50170 | Levee Maintenance - Non Sub | \$ - | \$ - | \$ - | |
| 50180 | Pump Maintenance | \$ 15,000 | \$ 327 | \$ 15,000 | |
| 50185 | Other Maintenance | \$ - | \$ 129 | \$ - | |
| 50190 | Canal Maintenance | \$ 10,008 | \$ 36,278 | \$ 10,008 | |
| 50211 | Security Services | \$ - | \$ 36 | \$ - | |
| 50212 | Utilities - PG&E | \$ 60,000 | \$ 67,209 | \$ 60,000 | |
| 50213 | Water Right Fees | \$ 1,800 | \$ 2,342 | \$ 2,340 | Increased to FY 19-20 actuals |
| 50220 | Pipes & Crossings G&A | \$ - | \$ - | \$ - | |
| 50330 | Vegetation Control - Non Sub | \$ 2,004 | \$ - | \$ 2,004 | |
| 50400 | Miscellaneous - G&A | \$ - | \$ 1,552 | \$ 1,500 | Increased to FY 19-20 actuals |
| 50402 | Mileage - G&A | \$ - | \$ 1,847 | \$ - | |
| 50403 | Office Supplies | \$ 300 | \$ 503 | \$ 300 | |
| 50404 | Permits - EPA | \$ - | \$ - | \$ - | |
| 50406 | Publications | \$ 300 | \$ 142 | \$ 300 | |
| 50410 | Parts and Supplies | \$ - | \$ - | \$ - | |
| 50411 | Storage | \$ 240 | \$ 315 | \$ 360 | |
| 50414 | Assessment Formation | \$ - | \$ - | \$ - | |
| 50500 | Payroll Account - G&A | | | | |
| 50501 | Payroll | \$ 7,008 | \$ 7,388 | \$ 7,008 | |
| 50502 | Payroll Services | \$ - | \$ - | \$ - | |
| 50503 | Payroll Taxes | \$ 1,008 | \$ 954 | \$ 1,008 | |
| 50504 | Worker's Comp | \$ 600 | \$ 477 | \$ 600 | |
| 55000 | Subventions | | | | |
| 55110 | Toe Ditch Cleaning | \$ 10,008 | \$ 47,045 | \$ 10,008 | |
| 55140 | Engineering - Routine | \$ 15,000 | \$ 27,711 | \$ 15,000 | |
| 55160 | Emergency Flood Fight | \$ - | \$ 5,989 | \$ - | |
| 55161 | High Water Patrol | \$ - | \$ - | \$ - | |
| 55180 | Levee Patrol | \$ 10,008 | \$ 10,337 | \$ 10,008 | |
| 55190 | Levee Maintenance - Routine | \$ 30,000 | \$ 22,321 | \$ 30,000 | |
| 55220 | Pipe & Drain Crossings - Subventions | \$ - | \$ - | \$ - | |
| 55230 | Professional Fees | \$ - | \$ - | \$ - | |
| 55270 | Road Repair | \$ 5,004 | \$ - | \$ 5,004 | |
| 55280 | Repair Levee Erosion | \$ 25,008 | \$ 3,044 | \$ 25,008 | |
| 55320 | Pest Control | \$ 2,004 | \$ - | \$ 2,004 | |
| 55330 | Vegetation Control | \$ 20,004 | \$ 22,610 | \$ 27,132 | Increased 20% from FY 19-20 actuals |
| 55400 | Miscellaneous - Subventions | \$ 1,008 | \$ - | \$ 1,008 | |
| 55402 | Mileage - Subventions | \$ 4,008 | \$ 6,600 | \$ 4,008 | |
| 55422 | Labor Compliance | \$ - | \$ - | \$ - | |
| 55500 | Payroll Account - Subventions | | | | |
| 55501 | Payroll | \$ 24,000 | \$ 56,079 | \$ 48,000 | |
| 55502 | Payroll Services | \$ - | \$ - | \$ - | |

RECLAMATION DISTRICT BUDGET

RD 2025 (Holland tract)

| | | PRIOR BUDGET | YEAR-TO-DATE | APPROVED BUDGET | Comments |
|-----------------------|--------------------------------------|--------------|--------------|-----------------|---------------------------------|
| GL CODE | INCOME | FY 19-20 | 6/30/2020 | FY 20-21 | |
| 55503 | Payroll Taxes | \$ 4,200 | \$ 6,158 | \$ 4,200 | |
| 55504 | Worker's Comp | \$ 2,004 | \$ 3,535 | \$ 2,004 | |
| 57000 | Special Projects | | | | |
| 57185 | Sp Proj HL-18-1 SYP | \$ 32,357 | \$ 14,152 | \$ 20,848 | |
| 59000 | Other Expenses | | | | |
| | Retired Warrants | | \$ - | | |
| 59001 | Interest Paid on Registered Warrants | \$ 29,330 | \$ 32,672 | \$ 33,608 | Assumes warrants held 18 months |
| 59002 | County Fees | \$ - | \$ - | \$ - | |
| | Capital Asset Reserve Fund | \$ - | \$ - | \$ - | |
| TOTAL EXPENSES | | \$ 349,231 | \$ 423,459 | \$ 386,556 | |
| NET INCOME & EXPENSES | | \$ 75,422 | \$ 10,428 | \$ 111,346 | |

Account Balance as of end of FY

| | | | |
|--------------------------|------------|------------|------------|
| General Fund #412500 | \$ 23,468 | \$ 6,275 | \$ 7,621 |
| Payroll Account | \$ 25,936 | \$ 23,456 | \$ 23,456 |
| Beginning Reg'd Warrants | \$ 975,000 | \$ 975,000 | \$ 925,000 |
| Ending Reg'd Warrants | \$ 885,000 | \$ 925,000 | \$ 815,000 |

Notes:

- 1 Subventions assumes levee maintenance YTD - \$1000/mi * 75%
- 2 Budget includes 20% increase in vegetation control
- 3 Budget includes 5 Year Plan engineering