

KNIGHTS LANDING RIDGE DRAINAGE DISTRICT

**Minutes of the Regular Meeting
Of the Board of Commissioners**

May 25, 2017

ADMINISTRATION

Call to Order and Approval of Agenda

President Heidrick called the Regular Meeting of the Board of Commissioners to order at 3:00 p.m. on Wednesday, May 25, 2017, at Reclamation District No. 108 headquarters, Wilkins Slough, Colusa County, California.

Attendance

Commissioners Present: Jim Heidrick, Roger Cornwell, Fritz Durst, Herb Pollock and Dan Tibbitts

Commissioners Absent: None

Others Present: Lewis Bair, General Manager
Meegan Nagy, Deputy Manager
Gary Marler, Superintendent
Beverly Walls, Bookkeeper

ADMINISTRATION

Agenda – Manager Bair reported that Deputy Manager (DM) Nagy met with Landowner Payne and received an Encroachment permit application for their pipeline. He asked if the Board would like to add it to the agenda. It was moved by Commissioner Tibbitts to add the Payne pipeline encroachment to the agenda and approved the Agenda as amended. Commissioner Pollock seconded. Approved 5 – 0.

Public Participation: There was no public comment.

Minutes – It was moved by Commissioner Durst to approve the Minutes of the November 17, 2016 Board Meeting. Commissioner Tibbitts seconded. Approved 5 – 0.

Financial Reports – It was moved by Commissioner Durst to approve the December 31, 2016 and May 2017 Financial Reports and the May Accounts Payable in the

amount of \$31,488 and payments made in November 2016 through May 2, 2017 to be ratified in the amount of \$39,747. Commissioner Pollock seconded. Approved 5 – 0.

On-Line Bill Paying – Ms. Walls, District Bookkeeper, requested authorization to pay the following vendors invoices on-line: Davis Machine Shop, TS&L Seed Co, Downey Brand LLP, Peterson Brustad, KSN, ACWA dues, Midwest Single Source, Fastenal, State Compensation Ins., Johnson Printing, Wallace Safe & Lock, CCFVCA. After discussion, it was moved by Commissioner Durst to authorize Bookkeeper Walls to make on-line payments to the above vendors, not to exceed \$15,000 per transaction. Commissioner Tibbitts seconded. Approved 5 – 0.

BUSINESS

1. **Operations Report** – Superintendent Marler reported that staff is currently disking fire breaks and removing stationary objects from the levee road in preparation of burning. He reported that during the storm season monitor stage was never reached on the Ridge Cut Levees. Staff made several trips along the Levee as a precautionary measure. Landowner Bill Payne reported a drainage pipe on Road 16 leaked on the water side of the levee and created a large void that was backfilled and compacted by the landowner. He is currently working on permitting a permanent repair.

Superintendent Marler reported on the Spring Levee Inspection which was conducted on May 2. The most common issue was overgrown vegetation and rodent issues. Two areas of erosion located on Road 16 and Road 17 were measured and showed a five percent change over the storm season.

2. **EIP Project** – DM Nagy and Mr. Barry O'Regan met with DWR regarding additional funding for the pipe replacement at the Pollock pump station. This Project is a straight 24-inch pipe with a positive closure and returning the levee back to its original condition, at an estimated cost of \$300,000. There is also a balance of about \$400,000 outstanding for mitigation. DWR has this project as a priority for funding, but currently have no funds. Mr. O'Regan reviewed the completed elements of the Project and has requested partial retention. DM Nagy reported that since the retention has been held, the Project loan still has an outstanding balance.

3. **Flood Management Issues**

- **SWIF for Ridge Cut West Levee** – Currently the District only has a SWIF for the Left Bank of the Ridge Cut. Staff is seeking authorization to work with DWR on submitting a letter requesting a SWIF for the Right Bank with DWR taking the lead. It was moved by Trustee Durst to submit a SWIF for the Right Bank of the Ridge Cut and work with DWR to complete the process. Commissioner Tibbitts seconded. Approved 5– 0.
- **Knights Landing Basin Ongoing Flood Discussion** – The State declared three disaster events in Jan and Feb. There was about \$4,000 in labor for levee patrol and flood fighting that was submitted for reimbursement. There is one levee slip that was submitted, but the District can complete the repair this year and for less than the Corps, so she recommended that this be taken off the list and District staff make the repair. DM Nagy explained the FEMA Hazard Mitigation Assistance Grant Program. She said that FEMA gives the state funding to do projects that could reduce future risk to individuals and property from natural hazards. Notice of Interest is due by June 15 and has a 75/25 cost-share. One project that was suggested was to put riprap along the left bank where there is about 1,200 feet of undercutting. It was moved by Commissioner Durst to apply for Hazard Mitigation Assistant Grant funds for riprap to be placed on the left bank where there is undercutting. Commissioner Pollock seconded. Approved 5 – 0.
- **Adopt RESOLUTION NO. 17-01 in the Matter of Designation of Applicant’s Agent and Project Assurances for Federal Assistance** – It was moved by Commissioner Durst to adopt RESOLUTION NO. 17-01 in the matter of Designating the Deputy Manager and General Manager as Authorize Agents for the District and authorize President Heidrick to sign the Project Assurances for Federal Assistance for all three disaster events. Commissioner Tibbitts seconded. Approved 5 – 0.
- **Deferred Maintenance** – DM Nagy reported on the Deferred Maintenance Program. The District has received a list of pipes through the levee that are eligible for the Deferred Maintenance Program. She reviewed each pipe encroachment stating that there are only two pipes that are or could be the Districts. The Deferred Maintenance Program has two phases and funding for each Phase. Phase 1 is to video each pipe and Phase 2 is to remedy each site, with the State paying all costs. There is some concern that if the District submits these pipe encroachments then we also accept liability. It was moved by Commissioner Durst to adopt RESOLUTION NO. 17-04 in the matter of Approving the Intent to Participate in the Deferred Maintenance Project to Received State Funds Under Section 6.10 of Senate Bill 826. Commissioner Pollock seconded. Approved 5 – 0. It was further moved to adopt RESOLUTION NO. 17-05 Authorizing Reclamation District No. 108 as the Lead Agency on all Matters Pertaining to

Funding Available Through the DWR Deferred Maintenance Project. Commissioner Tibbitts seconded. Approved 5 – 0.

4. Landowner Payne CVFPB Encroachment Permit – Deputy Manager Nagy reported that the District received a Central Valley Flood Protection Board (CVFPB) Encroachment Permit for Payne Brothers to replace a pump platform and 14-inch diameter pipe crossing the levee. Deputy Manager Nagy reported that the pump platform and power pole are currently within the District’s easement and it is recommended that they be moved to 10-feet from the levee toe to be outside of the existing easement. This is a requirement that the Corps of Engineers (Corps) will also enforce once they review the permit. The Corps requires a 15-foot or easement area clearance for maintenance and access purposes. The Board reviewed the District’s requirements for the Permit. After discussion, it was moved by Commissioner Durst to Accept the CVFPB Permit for Payne Brothers pending the decision to move the power pole and pump platform 10-feet off the landside levee toe and to adopt the Sacramento River West Side Levee District (SRWSLD) Encroachment form for a one-time use for the Payne Brothers CVFPB Encroachment Permit. Commissioner Tibbitts seconded. Approved 5 – 0. The SRWSLD Encroachment Permit is attached hereto and made a part hereof. (ADD SR ENCROACHMENT PERMIT)

5. Review and Approve the Cost -Share Rate for Shared Management Staff - Manager Bair reviewed the cost of management and office staff and how it was shared; General Manager 3%, Superintendent 3.3%, Asst. Superintendent 3.3%; Deputy Manager Nagy 25%, Deputy Manager Vanderwaal .2% and office staff 2.5%. After discussion, it was moved by Commissioner Tibbitts to approve the cost-share schedule for management staff and to amend the Sister District Agreement the proposed cost-share. Commissioner Pollock seconded. Approved 4 – 0, with Commissioner Durst abstaining.

6. Review and Adopt the 2017 Final Financial Budget and Amend the 2016 Budget as needed – The Board reviewed the Budget as presented. After discussion, it was moved by Commissioner Durst to Adopt the Budget as presented. Commissioner Tibbitts seconded. Approved 5 – 0. The Budget is attached hereto and made a part hereof. (ADD BUDGET)
There were no adjustments to the 2016 Final Budget.

7 Review and Adopt the Fund Balance – Manager Bair reported that as part of the Annual Audit process and asset management practice the District prepares a Fund Balance. Bookkeeper Walls reviewed the Fund Balance. It was the consensus of the Board to bring this back to the November Board meeting. Commissioner Tibbitts suggested that the District add one more meeting per year in order to be able to complete business timely. It was the consensus of the Board to take action on meetings at a Special Meeting.

8. Approve a Notice of Exemption for District-wide Maintenance – It was moved by Commissioner Durst to approve the Notice of Exemption and to direct Manager Bair to have the Notice file with Yolo County. Commissioner Cornwell. Approved 5 – 0.

9. Adopt RESOLUTION NO. 17-02 Calling for Assessment No. 17-02 – It was moved by Commissioner Cornwell to Adopt RESOLUTION NO. 17-02 in the matter of calling Assessment 39. Commissioner Tibbitts seconded. Approved 5 – 0.

10. Adopt Resolution No. 17-03 in the Matter of Calling an All-Mail-In Elections and Setting an Election Date of November 14, 2017 – Manager Bair reported that 2017 is a Board Election year. Commissioners Pollock and Heidrick's seats are up for Election in November. Commissioner Durst moved to Adopt RESOLUTION NO. 17-03 with two corrections; the number of seats open and the date adopted. Commissioner Cornwell seconded. Approved 5 – 0.

INFORMATION REPORTS AND ACTION ITEMS

Assistant Manager's Report – Deputy Manager Nagy reported that the District submitted a SWIF which is currently being reviewed by the Corps of Engineers. She said that the District is eligible for PL84-99 funding. She also reported that Knights Landing was awarded a grant under the Small Community Program to do a ring levee around Knights Landing. There is concern that once the ring levee has been completed that no further Mid-Valley Projects or maintenance will be done by Yolo County and/or DWR. Manager Bair said that he was contacted by Yolo County staff regarding help with an operation and maintenance plan for the Snowball Levee. He was also asked if Knights Landing would be willing to take on the operation and maintenance of the levee. DM Nagy said that she was following the Corps' General Reevaluation Report of the Yolo County Bypass. She said that the report will come out in the Fall and there will be some recommendations for the Fremont Weir and Yolo Bypass.

Manager's Report – Manager Bair reported that the 2017 Flood Plan Update is scheduled to be completed in June but will be delayed due to issues with tribal comments. Manager Bair reported that he will be taking a seven-week vacation starting June 19th.

ADJOURNMENT

There being no comments from the public and no further business to come before the Board, the meeting was adjourned at approximately 5:20 p.m.

Respectfully submitted,

Lewis Bair
Secretary