

MINUTES
Minutes of the Board of Trustees Reclamation District No. 537
December 6, 2022

Pursuant to the foregoing consent and the notice thereof, duly and regularly posted and given to all members of the Board of Trustees, and by-laws of said District, a regular meeting of the Board of Trustees of Reclamation District No. 537 was called to order by President William Mattos on Tuesday December 6, 2022, at 9:09 am in-person and via Teams online meeting.

Call to Order

1. Meeting attendance/introductions:
Meeting was attended by Trustees William Mattos, Dan Ramos, Tom Ramos, Ross Peabody, and Ray Yeung. Also in attendance were the following RD staff and consultants: William A. Mattos, Dustin Dumars, Rebecca Smith, Tina Anderson, and Nichole Leonard.
2. Approval of agenda:
Trustee Dan Ramos made a motion to approve the agenda, Trustee Yeung seconded and the motion passed 5-0-0.
3. Review and consider findings related to remote meetings pursuant to AB 361:
Trustee Thomas Ramos made a motion to consider and adopt the findings related to remote meetings pursuant to AB 361; Trustee Yeung seconded and the motion passed 5-0-0.
4. Approval of minutes of the Board Meeting on October 4, 2022
Trustee Dan Ramos made a motion to approve the October 4, 2022 meeting minutes, Trustee Yeung seconded, and the motion passed 5-0-0.

Public Comment on Non-Agenda Items

No member of the public attended the meeting.

District Business/Action Items

1. Report on District Finances:
Mr. Dumars presented the District's finances, bank ledger, and balance sheet. Trustee Mattos asked if the San Joaquin drainage district was still in arrearage. Ms. Smith reported she would follow up regarding the outstanding amount due to the District.

Ross Peabody reported he coordinated with Jim Nolan regarding the outstanding bills and reported he had reviewed the charges relative to the former 785 and 827 Reclamation Districts and concluded the charges were not duplicated and should be paid. Ms. Smith also reviewed the billing backup and concluded the effort was reasonable and not duplicate of work performed by Downey Brand. Trustee Dan Ramos also concluded the charges were reasonable and should be paid. Trustee Peabody motioned to process the invoices for payment; Trustee Yeung seconded, and the motion passed 5-0-0.

2. Resolution Adopting Records Retention Policy

Ms. Smith presented a standard resolution regarding the retention policy for the District's records and suggested that the District could digitize items to be stored in perpetuity. Ms. Smith reported she will deliver any documents Downey Brand has back to the District. Trustee Mattos reported that the files the District currently has in a storage facility will be stored in the Corporation Yard building once construction is complete. Trustee Thomas Ramos made a motion to adopt Resolution 2022-12-01 to establish the RD 537 record retention and storage policy, Trustee Dan Ramos seconded, and the motion passed 5-0-0.

3. Engineers' Report and Updates (MBK):

a. Draft of RD 537 Policy on Cost Sharing in Private Pipe Replacement

MBK provided a draft policy to the District. The policy provides a standard for cost sharing with private landowners for the remediation of pipe encroachments as follows; if grant funding is available the District will cost share 50%, prioritized by District needs. The District will review the policy and provide comments prior to the next board meeting.

b. Pump Station/Interior Drainage Update

Ms. Anderson reported that the switch gear for the pump station is still delayed and is due to arrive in late January or early February, and then PG&E can bring the station online. She also reported that DWR has agreed to meet to discuss access and interim pumping plan, but a meeting has yet to be scheduled.. Trustee Mattos reported that there is no power to the old RD 785 pumps; he is coordinating with PG&E to have the power reconnected.

c. CAMU Update

Ms. Anderson reported that she is meeting with Comstock Johnson and Geosyntec next week to review status of their portion of the project so ensure they can get information to GEI for the environmental documents. Trustee Dan Ramos suggested that in 2023, the District focus on permits, environmental documents and bidding in preparation for construction in 2024. Board members requested a meeting with SAFCA to discuss funding for CAMU and long-term O&M of the levee.

d. FMAP Update

FMAP 2022 - MBK Engineers will draft a letter requesting FMAP funds be moved from SWIF to O&M, as the District didn't use all of the SWIF funds since the SWIF is still being reviewed by USACE.
FMAP 2023 – the agreement will be for \$176,100.

4. Attorneys' Report

Ms. Smith had no additional items to report.

Informational Items

1. Manager's Report

William A. Mattos reported that the DWR inspection last month went well and several items were removed from the last DWR inspection report There are some minor rodent control

issues the District plans to address. Ms. Anderson will provide the District with a KMZ file for ease in tracking levee work locations.

Trustee Mattos reported that the District will contract with Four Seasons Labor to provide handwork for the District as needed. He stated that the District had received the seed for planting the cover crop in the detention basin and the planting will be completed after the rainy season.

2. WSAFCA Update

Trustee Thomas Ramos had nothing to report.

3. Additional Informational Items/Trustee Comments

Trustee Mattos reported that the District had completed some debris removal and Clearwater had performed levee repair ahead of the DWR inspection. He'd spoken to Yolo County regarding an area of washout and the County said it was their responsibility, but it is unknown when the County will complete the repair.

William A. Mattos reported that Kyle Lang had delivered 15 pallets of flood fight supplies belonging to RD 537 and RD 1600; the supplies will be stored tarped and covered in a central location. William A. Mattos and/or Bill Mattos will reach out to Ammy at RD 1600 regarding where they want their supplies.

Ms. Anderson will coordinate with William A. Mattos on posting items such as the District's meeting Agendas on their website.

Ms. Anderson reported there is a pump station walkthrough meeting on December 13th. Trustees Mattos, Peabody, and Dan Ramos will be sent an invitation along with Manager William A. Mattos. MBK Engineers will videotape how the pump station is operated so the District will have video instructions of how to run the pump station for future staff to use. Trustee Mattos reported that he located a tractor with a side slope mower with a very reasonable purchase price of \$35,000. The terms of the purchase would include a \$7,000 down payment, with the remaining balance to be paid over four years at 6% interest with no penalty for early payment in full. Ms. Smith will draft the purchase agreement with the seller. Trustee Dan Ramos made a motion to purchase the equipment, Trustee Yeung seconded and the motion passed 5-0-0.

4. Adjourn

Trustee Mattos adjourned the meeting at 10:40 am.