

## MINUTES

### Minutes of the Board of Trustees Reclamation District No. 537 June 10, 2021

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 Thursday, June 10, 2021, at 9:08 am in-person and via Teams online meeting.

1. Meeting Attendance:  
Meeting attended by Trustees William Mattos, Dan Ramos, Ross Peabody, Ray Yeung, and Thomas Ramos. Attendees included the following staff and RD 537 Consultants: General Manager Kyle Lang, Dustin Dumars, Tina Anderson, Nichole Leonard, Austin Cho. One member of the public, Rich Yeung, also attended the meeting.
2. Approval of Agenda:  
Trustee Dan Ramos moved to approve the Agenda. Trustee Peabody seconded and the motion carried 5-0-0.
3. Approval of minutes of the Board meeting of April 9, 2021 and May 28, 2021:  
Trustee Thomas Ramos moved to approve the minutes of the regular board meeting of April 9, 2021 and the special board meeting of May 28, 2021. Trustee Ray Yeung seconded and the motion carried 5-0-0.
4. District Finances:
  - a. Current status of District finances  
Trustee Mattos to work with the State Lands Commission regarding the return of funds for 827. Dustin Dumars to follow up on outstanding hand bills.
  - b. Wire Transfers  
Trustee Dan Ramos made a motion to transfer funds from Yolo County to the District's account. Trustee Peabody seconded and the motion carried 5-0-0.
5. Public Comment:  
No public comments were made.
6. Discussion on 2021-2022 Budget:  
Dustin Dumars presented the budget proposed for fiscal year 2021-22 (see attached).
  - a. Consideration of Resolution 2021-06-01 Adopting Assessment Rate for year 2021-2022 for RD 537 Elkhorn Basin Benefit Assessment Area  
Trustee Peabody made a motion to accept Resolution 2021-06-01 Adopting Assessment Rate for year 2021-2022 for RD 537 Elkhorn Basin Benefit Assessment Area. Trustee Yeung seconded the motion. Motion passed 5-0-0.
  - b. Consideration of Resolution 2021-06-02 Requesting Collection of Charges on Yolo County Tax Roll for RD 537 Elkhorn Basin Benefit Assessment Area  
Trustee Peabody made a motion to accept Resolution 2021-06-02 Trustee Yeung

seconded the motion. Motion passed 5-0-0.

c. Consideration of Certification of Assessment for RD 537

Trustee Peabody made a motion to accept Resolution 2021-06-01. Trustee Dan Ramos seconded the motion and it carried 5-0-0.

7. MBK updates:

a. Lower Elkhorn Setback Levee Update

b. Pump Station Update

Construction on the pump station has begun and should be completed next year.

c. Interior Drainage Ditch Update

The interior drainage project is proceeding and should be complete next year.

i. Detention Basin Management

No update on the agreement for RD 537 to manage the detention basin. Tina Anderson to follow up with Dan Tibbitts regarding the District mowing the area.

d. CAMU Update

i. Metal Building Bid Results – no update.

The site of the metal building has been moved slightly and the drainage plan has been changed from rock to routed inlets.

ii. Amend Contract with SAFCA (subcommittee to amend SAFCA contract)

Tina Anderson reported the Amendment should be coming in the next day or so and will include funding for outstanding bills and a small amount to deal with coordination with agencies that may come up

e. FMAP Update

i. Consideration of Resolution 2021-06-03 to authorize William Mattos as the President to execute documentation for FMAP 2022. Trustee Dan Ramos made the motion to adopt the resolution. Trustee Peabody seconded and the motion carried 5-0-0.

ii. Consideration of Resolution 2021-06-04 to Accept Funds under 2022 FMAP

Trustee. Dan Ramos made a motion to adopt the resolution. Trustee Yeung seconded and the motion carried 5-0-0.

iii. Results of DWR Inspection

DWR's still has the area as three districts, so the District has 3 inspection reports (537,785 and 827).

iv. Spring/Summer Maintenance

The District will perform some rodent control and vegetation debris removal ahead of the Fall inspection. The District will also begin addressing levee encroachments.

8. Approve Filing CEQA Notice of Exemptions for Maintenance Work:

Trustee Peabody made a motion to adopt the CEQA NOE resolution 2021-06-05 for maintenance of the levees and ditches. Trustee Dan Ramos seconded and the motion carried 5-0-0.

9. Update on Oroville Lawsuit Subpoena:

Austin Cho reported that the legal case is moving forward but additional time has been requested. The deadline is now July 12. At this time the budget has not changed from what was initially anticipated.

10. WSAFCA Update:

Trustee Thomas Ramos reported that the president's budget has been released and there is funding for WSAFCA Federal projects if Congress retains the provision. Leveed urban areas will have to have a 200-year level of protection, though the Legislature may extend the deadline. It is possible that USACE might take over some of the projects WSAFCA is administering. This might include future work along W. Capitol and Avenue and the Bypass.

11. RD 827 and RD 785 Billing from Jim Nolan:

Trustee Peabody is continuing to follow up on the invoices from Jim Nolan. Clarification has been requested in writing prior to payment of invoices regarding billings for both 785 and 827 and items billed after the dissolution of those Districts.

Austin Cho reported there are some boxes of files remaining pertaining to RD 785 and 827. General Manager Kyle Lang has coordinated and arranged for secure storage space until the files can be moved to the Corp Yard Building, once complete.

12. Manager's Report:

Trustee Mattos and General Manager Kyle Lang to review drainage plan next week.

The District installed signage regarding trespassing and will be installing further signage to deter trespassing and littering of levee bank.

The District received a 20-foot cargo container for flood fight supplies. The remaining supplies from RD 785 and 827 will be added and the supplies will be replaced if used. The container will be stored at the Elkhorn Fire Department until it can be moved to the Corp Yard area.

Trustee Mattos proposed changing District staff member Calen Lang to non-exempt to better track the District's expenditures, beginning July 1, 2021.

Tina Anderson to coordinate mowing with David Pesavento at DWR regarding maintenance of the Yolo Bypass Levee.

13. Informational Items:

The District will begin working on a proposal to SAFCA for mowing or discing the Detention Basin with their own equipment and labor.

Tina Anderson reported that as the District is now eligible in PL 84-99, the District can begin to plan their SWIF strategy to address levee items rated unacceptable in the USACE PIR.

14. Adjourn:

Trustee Mattos adjourned the meeting at 10:45am

Reclamation District 537 | Year 2021-22

	FY 20/21	FMAP	SAFCA	General Fund
<b>Ordinary Income</b>				
RD 537 Assessments	187,228			180,899
SAFCA			200,000	
Interest & Investment Income	4,500			1,000
Funding Agreements				
DWR		183,300		
Total Funding Agreements				
Miscellaneous				8,000
<b>Total Income:</b>	<b>191,728</b>	<b>183,300</b>	<b>200,000</b>	<b>189,899</b>
<b>Expenses</b>				
<b>5000 - Administrative</b>				
Permits & Fees	900			750
Memberships	5,400			4,350
Liability / Auto Insurance	7,320			7,000
Professional Fees				
Legal	26,400			20,000
Accounting & Payroll	24,000			21,000
Total Professional Fees				
Office Supplies	240			250
Other	1,080			1,200
<b>5000 - Administrative Total:</b>	<b>65,340</b>	<b>-</b>	<b>-</b>	<b>54,550</b>
<b>5200 - Labor &amp; Related</b>				
Compensation				
Field Salaries	45,000			45,000
Payroll Taxes	4,140			4,500
Trustee Fees	4,500			5,000
Total Compensation				
Workers Compensation	4,200			3,500
<b>5200 - Labor &amp; Related Total:</b>	<b>57,840</b>	<b>-</b>	<b>-</b>	<b>58,000</b>
<b>5400 - Operations &amp; Maintenance</b>				
Facilities				
Power	3,000			25,000
Fuel	360			1,750
Repairs	13,200			
Shop Equipment	300			
Facilities - Other	3,360			
Facilities				
Field Services				
Herbicides	4,800	15,000		5,000
Levee Erosion Control	8,040	11,250		3,750
Ditch Maintenance	14,400			
Debris, Brush & Trash Removal	3,660	9,375		3,125
Other O&M	180	12,355		4,118
Field Services				
Professional Fees - Maint.				
Engineering	18,000	45,000	200,000	4,500
<b>Professional Fees - Main.</b>				
Equipment				
Repair/Service	600			
<b>Equipment</b>				
<b>5400 - Operations &amp; Maintenance Total:</b>	<b>69,900</b>	<b>92,980</b>	<b>200,000</b>	<b>47,243</b>
<b>5500 - Repairs, Replacements, &amp; Rehab</b>				
Capital - Facilities				
Capital - Large Equipment		90,320		30,106
<b>5500 - Repairs, Replacements, &amp; Rehab Total:</b>	<b>-</b>	<b>90,320</b>	<b>-</b>	<b>30,106</b>
<b>Reserve</b>				
<b>Total Net Expense:</b>	<b>193,080</b>	<b>183,300</b>	<b>200,000</b>	<b>189,899</b>
<b>Total</b>		<b>0</b>	<b>-</b>	<b>(0)</b>

- - 30

\*\$33k potential FMAP repayment



## **RD 537 June 9, 2021 Financial Update**

### **Cash**

- Cash balance
  - First Northern \$72,735
  - Treasury \$86,402
- Received \$78,831 of the projected \$87,590 property tax assessments.
- Received the reimbursement for Progress Report #4 (\$82,433) and Progress Report #5 (\$44,976)
- A couple large Geosyntec and Comstock bills were paid out with SAFCA reimbursements funds

### **Accounts Receivable**

- Two outstanding handbills for City of West Sacramento. Total \$3,417. Who's the best contact?
- State of California Land Commission \$3,112. Who to contact to receive payment?
- Outstanding balance of \$8,759 from projected property tax assessment payout.

### **Accounts Payable**

- Received bill from Cropper Accountancy for audit work with RD827 and RD537.
- Outstanding large bills from MBK Engineers, Comstock, and Geosyntec that are waiting for the renewal of the SAFCA contract.
- Outstanding bills from Gardner, Janes, Nakken, Hugo & Nolan for services provided to RD827 and RD785 in 2019/2020 for Oroville Dam case.

Reclamation District 537

Balance Sheet

As of May 31, 2021

May 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · First Northern x8016 72,735

1100 · Cash in Treasury GF 86,402

**Total Checking/Savings** 159,137

**Accounts Receivable**

1200 · Accounts Receivable 15,288

**Total Accounts Receivable** 15,288

**Other Current Assets**

1400 · Prepaid Expenses 5,131

**Total Other Current Assets** 5,131

**Total Current Assets** 179,555

**Fixed Assets** 152,362

**TOTAL ASSETS** 331,917

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable 243,660

Other Current Liabilities (1,785)

**Total Other Current Liabilities** (1,785)

**Total Current Liabilities** 241,875

**Total Liabilities** 241,875

**Equity** 90,043

**TOTAL LIABILITIES & EQUITY** 331,917

Reclamation District 537  
**Profit & Loss**  
July 2020 through March 2021

	Jul '20 - Mar 21	Apr '21	May '21	Total
Ordinary Income/Expense				
Income				
4000 · RD 537 Assessments	187,228	-	-	187,228
4015 · SAFCA	225,024	-	44,976	270,000
4020 · Interest & Investment Income	6,218	244	-	6,462
4100 · Funding Agreements	163,300	-	-	163,300
4200 · Miscellaneous	2,114	4,590	-	6,704
<b>Total Income</b>	<b>583,884</b>	<b>4,834</b>	<b>44,976</b>	<b>633,694</b>
Gross Profit	583,884	4,834	44,976	633,694
Expense				
5000 · Administrative	43,926	11,876	15,299	71,101
5200 · Labor & Related				-
5210 · Compensation	43,052	4,780	4,783	52,616
5260 · Workers Comp	3,506	555	367	4,428
<b>Total 5200 · Labor &amp; Related</b>	<b>46,558</b>	<b>5,335</b>	<b>5,150</b>	<b>57,043</b>
5400 · Operations & Maintenance				-
5410 · Facilities	30,262	338	1,409	32,009
5420 · Herbicide	3,900	-	-	3,900
5430 · Field Services	198,437	1,729	-	200,165
5440 · Debris, Brush & Trash Disposal	3,050	-	-	3,050
5450 · Professional Fees - Maint.	201,534	80,846	83,549	365,930
5460 · Equipment	501	-	-	501
<b>Total 5400 · Operations &amp; Maintenance</b>	<b>437,683</b>	<b>82,913</b>	<b>84,959</b>	<b>605,554</b>
5500 · Repairs Replacements & Rehab	179,081	-	-	179,081
<b>Total Expense</b>	<b>707,247</b>	<b>100,124</b>	<b>105,409</b>	<b>912,780</b>
Net Ordinary Income	(123,363)	(95,291)	(60,433)	(279,086)
Net Income	<b>(123,363)</b>	<b>(95,291)</b>	<b>(60,433)</b>	<b>(279,086)</b>

**Reclamation District 537**  
**Unpaid Bills Detail**  
As of June 9, 2021

	Type	Date	Num	Due Date	Aging	Open Balance	
<b>4 Guys Print &amp; Mail</b>							
	Bill	02/19/2021	4600	03/01/2021	100	\$ 1,178	
Total 4 Guys Print & Mail						\$ 1,178	
<b>Clearwater Landscape</b>							
	Credit	01/03/2021	1.3.21			\$ (2,161)	
Total Clearwater Landscape						\$ (2,161)	
<b>Comstock-Johnson Architects</b>							
	Bill	03/30/2021	0025324	04/29/2021	41	\$ 7,903	SAFCA
Total Comstock-Johnson Architects						\$ 7,903	
<b>Cropper Accountancy C</b>							
	Bill	05/07/2021	894	05/17/2021	23	\$ 5,000	
	Bill	05/07/2021	893	05/17/2021	23	\$ 5,000	
Total Cropper Accountancy C						\$ 10,000	
<b>Dustin Dumars, CPA</b>							
	Bill	06/07/2021	2034	06/07/2021	2	\$ 1,650	
Total Dustin Dumars, CPA						\$ 1,650	
<b>Gardner, Janes, Nakken, Hugo &amp; Nolen</b>							
	Bill	04/02/2021	62795	04/12/2021	58	\$ 3,675	
	Bill	04/02/2021	62794	04/12/2021	58	\$ 2,555	
	Bill	04/02/2021	62796	04/12/2021	58	\$ 1,820	
Total Gardner, Janes, Nakken, Hugo & Nolen						\$ 8,050	
<b>Geosyntec Consultants</b>							
	Bill	03/05/2021	32428091	04/04/2021	66	54,323	SAFCA
	Bill	04/14/2021	32432090	05/14/2021	26	74,890	SAFCA
	Bill	05/14/2021	32435013	06/13/2021		81,475	SAFCA
Total Geosyntec Consultants						210,688	
<b>MBK Engineers</b>							
	Bill	04/16/2021	21-03-3996-1	04/26/2021	44	4,498	SAFCA
	Bill	05/19/2021	21-04-3996-21.1	06/18/2021		97	FMAP
	Bill	05/19/2021	21-04-3996-21.3	06/18/2021		519	FMAP
	Bill	05/19/2021	21-04-3996-1	06/18/2021		686	SAFCA
	Bill	05/19/2021	21-04-3996.0	06/18/2021		773	
Total MBK Engineers						6,572	
<b>PG&amp;E - 2408-6</b>							
	Bill	05/17/2021	05.17.21	05/27/2021	13	42	
Total PG&E - 2408-6						42	
<b>PG&amp;E - 9056-8</b>							
	Bill	05/17/2021	05.17.21	05/27/2021	13	34	
Total PG&E - 9056-8						34	
<b>PG&amp;E -7249-8</b>							
	Bill	05/17/2021	05.17.21	05/27/2021	13	1,334	
Total PG&E -7249-8						1,334	
<b>Ramos Oil Company</b>							
	Bill	04/30/2021	895222	05/10/2021	30	20	
Total Ramos Oil Company						20	
<b>Streamline</b>							
	Bill	06/01/2021	66857271-0007	06/11/2021		100	
Total Streamline						100	
<b>TOTAL</b>						<b>245,410</b>	



**Reclamation District 537**  
**Open Invoices**  
As of June 9, 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>P. O. #</u>	<u>Terms</u>	<u>Due Date</u>	<u>Class</u>	<u>Aging</u>	<u>Open Balance</u>
<b>City of West Sacramento_C</b>									
	Invoice	06/24/2020	3			06/24/2020		350	203
	Invoice	06/30/2020	7			06/30/2020		344	3,214
Total City of West Sacramento_C									<u>3,417</u>
<b>State of California Land Commission</b>									
	Invoice	09/09/2020	2020-001			12/10/2020		181	3,112
Total State of California Land Commission									<u>3,112</u>
<b>Yolo County_C</b>									
	Invoice	07/01/2020	10			07/01/2020		343	8,759
Total Yolo County_C									<u>8,759</u>
<b>TOTAL</b>									<u><u>15,288</u></u>

Reclamation District 537  
Transactions by Account  
As of May 31, 2021

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
<b>1050 - First Northern x8016</b>								<b>54,926</b>
Bill Pmt-Check	04/08/2021	1066	Dustin Dumars, CPA		2000	Accounts F	(1,670)	53,256
Bill Pmt-Check	04/08/2021	1067	MBK Engineers		2000	Accounts F	(2,721)	50,535
Bill Pmt-Check	04/08/2021	1068	PG&E - 2408-6	1087922408-6	2000	Accounts F	(159)	50,376
Bill Pmt-Check	04/08/2021	1069	PG&E - 9056-8	1379589056-8	2000	Accounts F	(30)	50,346
Bill Pmt-Check	04/08/2021	1070	PG&E -7249-8	6264977249-8	2000	Accounts F	(68)	50,278
Bill Pmt-Check	04/08/2021	1071	Streamline		2000	Accounts F	(100)	50,178
Bill Pmt-Check	04/09/2021	1072	Daniel F Ramos		2000	Accounts F	(145)	50,033
Bill Pmt-Check	04/09/2021	1073	Ray Yeung		2000	Accounts F	(145)	49,888
Bill Pmt-Check	04/09/2021	1074	Ross Peabody_v		2000	Accounts F	(145)	49,743
Bill Pmt-Check	04/09/2021	1075	Thomas A Ramos		2000	Accounts F	(145)	49,598
Bill Pmt-Check	04/09/2021	1076	William Mattos		2000	Accounts F	(145)	49,453
Bill Pmt-Check	04/16/2021	1077	Comstock-Johnson Architects		2000	Accounts F	(34,104)	15,349
Bill Pmt-Check	04/16/2021	1078	Geosyntec Consultants		2000	Accounts F	(43,949)	(28,600)
Bill Pmt-Check	04/16/2021	1079	State Compensation		2000	Accounts F	(555)	(29,155)
Deposit	04/22/2021			Deposit	1300	Undeposit	82,433	53,278
Deposit	04/23/2021			Deposit	4200	Miscellanea	4,590	57,868
Bill Pmt-Check	04/27/2021	1080	Downey Brand		2000	Accounts F	(418)	57,450
Bill Pmt-Check	04/27/2021	1081	MBK Engineers		2000	Accounts F	(594)	56,857
Bill Pmt-Check	04/27/2021	1082	PG&E - 2408-6	1087922408-6	2000	Accounts F	(46)	56,811
Bill Pmt-Check	04/27/2021	1083	PG&E - 9056-8	1379589056-8	2000	Accounts F	(38)	56,772
Bill Pmt-Check	04/27/2021	1084	PG&E -7249-8	6264977249-8	2000	Accounts F	(84)	56,688
Check	04/29/2021		Paychex	PAYCHEX INC. PAYROLL 92283	2110	Wage Pay	(3,292)	53,397
Bill Pmt-Check	04/30/2021	1085	Inszone Insurance Services Inc.	Policy Number GPNU-PF-001160	2000	Accounts F	(5,635)	47,762
Bill Pmt-Check	04/30/2021	1086	Washburn AG Services		2000	Accounts F	(7,100)	40,662
Check	04/30/2021		Paychex	PAYCHEX EIB INVOICE X9230125043	5043	Accounting	(117)	40,544
Check	04/30/2021		Paychex	PAYCHEX TPS TAXES 9229610C	2115	Taxes Pay	(764)	39,781
Bill Pmt-Check	05/20/2021	1087	Downey Brand		2000	Accounts F	(2,439)	37,342
Bill Pmt-Check	05/20/2021	1088	Dustin Dumars, CPA		2000	Accounts F	(1,650)	35,692
Bill Pmt-Check	05/20/2021	1089	MBK Engineers		2000	Accounts F	(865)	34,827
Bill Pmt-Check	05/20/2021	1090	Ramos Oil Company		2000	Accounts F	(149)	34,678
Bill Pmt-Check	05/20/2021	1091	Streamline		2000	Accounts F	(200)	34,478
Bill Pmt-Check	05/20/2021	1092	Washburn AG Services		2000	Accounts F	(1,729)	32,749
Check	05/21/2021	EFT	William Mattos		2110	Wage Pay	(620)	32,129
Check	05/21/2021	EFT	Paychex		2115	Taxes Pay	(127)	32,002
Check	05/21/2021	EFT	Paychex		5043	Accounting	(102)	31,900
Deposit	05/24/2021			Deposit	5214	Payroll Tax	19	31,919
Deposit	05/25/2021			Deposit	1300	Undeposit	44,976	76,895
Check	05/27/2021	EFT	Paychex		2110	Wage Pay	(3,292)	73,603
Check	05/28/2021	EFT	Paychex		5043	Accounting	(104)	73,499
Check	05/28/2021	EFT	Paychex		2115	Taxes Pay	(764)	72,735
Total 1050 - First Northern x8016							17,809	72,735
<b>1100 - Cash in Treasury GF</b>								<b>7,457</b>
Check	04/01/2021		County of Yolo		5010	Permits & F	(27)	7,430
Deposit	04/01/2021			Deposit	4020	Interest & I	244	7,674
Deposit	04/30/2021			Deposit	1300	Undeposit	78,831	86,505
Check			County of Yolo		5010	Permits & Fees		
Total 1100 - Cash in Treasury GF								
<b>TOTAL</b>							<b>17,809</b>	<b>72,735</b>