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**RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES
REGULAR BOARD MEETING**

**FRIDAY, MAY 10, 2024
8:00 A.M.**

DISTRICT OFFICE

1633 GARDEN HIGHWAY
SACRAMENTO, CA 95833

Members of the public may participate in this meeting in person. Members of the public will have an opportunity to address the Board during Public Comment. Comments may also be emailed prior to the meeting to kking@rd1000.org.

1. PRELIMINARY

- 1.1. Call Meeting to Order
- 1.2. Roll Call
- 1.3. Approval of Agenda
- 1.4. Pledge of Allegiance
- 1.5. Conflict of Interest

2. PRESENTATIONS

- 2.1. Brady and Associates Geological Services – Steelhead Creek Restoration

3. PUBLIC COMMENT (NON-AGENDA ITEMS)

Any person desiring to speak on a matter which is not scheduled on this agenda may do so under the Public Comments section. Speaker times are limited to three (3) minutes per person on any matter within RD 1000's jurisdiction, not on the Agenda.

Public comments on agenda or non-agenda items during the Board of Trustees meeting are for the purpose of informing the Board to assist Trustees in making decisions. Please address your comments to the President of the Board. The Board President will request responses from staff, if appropriate. Please be aware the California Government Code prohibits the Board from taking any immediate action on an item which does not appear on the agenda unless the item meets stringent statutory requirements (see California Government Code Section 54954.2 (a)).

Public comments during Board meetings are not for question and answers. Should you have questions, please do not ask them as part of your public comments to the Board. Answers will not be provided during Board meetings. Please present your questions to any member of RD 1000 staff via e-mail, telephone, letter, or in-person at a time other than during a Board meeting.

AGENDA

RD 1000 Board Meeting
May 10, 2024

4. INFORMATIONAL ITEMS

- 4.1. GENERAL MANAGER'S REPORT: Update on activities since the April 2024 Board Meeting.
- 4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the April 2024 Board Meeting.
- 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the April 2024 Board Meeting.

5. CONSENT CALENDAR

The Board considers all Consent Calendar items to be routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion, unless Trustees, staff or the public request specific items be discussed and/or removed from the Consent Calendar.

- 5.1. APPROVAL OF MINUTES: Approval of Minutes from the April 12, 2024, Board Meeting.
- 5.2. TREASURER'S REPORT: Approve Treasurer's Report for April 2024.
- 5.3. EXPENDITURE REPORT: Review and Accept Report for April 2024.
- 5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for April 2024.
- 5.5. INVESTMENT REPORT: Review and Accept Report for April 2024.
- 5.6. AUTHORIZATION TO INVEST IN SACRAMENTO CITY POOL A: Review and Consider Adoption of Resolution No. 2024-05-01: Authorizing the Investment of Reclamation District No. 1000 Monies in the City of Sacramento Investment Pool A.
- 5.7. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with SCI Consulting Group for Special Benefit Assessment Administrative Services
- 5.8. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with NBS for Stormwater Fee Administrative Services.
- 5.9. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Gallagher for the Classification and Total Compensation Study.
- 5.10. DISTRICT GENERAL ELECTION PROCEDURES: Review and Consider Adoption of Resolution No. 2024-05-02: Adopting Election Procedures for 2024 District General Election.

6. SCHEDULED ITEMS

- 6.1. FISCAL YEAR 2024/2025 DRAFT BUDGET: Review and Discuss Draft Budget for Fiscal Year 2024/2025.

AGENDA

*RD 1000 Board Meeting
May 10, 2024*

7. BOARD OF TRUSTEE'S COMMENTS/REPORTS/ACTIVITY

7.1. BOARD ACTIVITY:

Committee Meetings Since Last Board Meeting

- Finance Committee (Gilbert, Barandas, & Avdis) April 22, 2024
- Executive Committee (Lee Reeder & Gilbert) May 1, 2024

Upcoming Meetings

- SAFCA Board Meeting – May 16, 2024 @ 3:00 pm
- RD 1000 Executive Committee Meeting – June 5, 2024 @ 8:00 am
- RD 1000 Board Meeting – June 14, 2024 @ 8:00 am

8. ADJOURN



RECLAMATION DISTRICT 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 4.1

TITLE: General Manager's Report – May 2024

SUBJECT: Update on Activities Since the April 2024 Board of Trustees Meeting

EXECUTIVE SUMMARY:

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activities from April 2024 are provided below:

1. Administration Services

a. Human Resources

- i. Open Recruitment for Flood Operations Specialist.

2. District Operations

a. Routine Operations & Maintenance:

- i. District Crews continue to perform routine maintenance and operations of the District's infrastructure. See Agenda Item 4.2 for information regarding activities performed in April 2024.

b. Status Of District Pumping Plants

- i. PUMPING PLANT #1A - Fully Operational
- ii. PUMPING PLANT #1B - Fully Operational
- iii. PUMPING PLANT #2 - Pump #1 MCC Cabinet failure. MCC switch gear order has been placed, ETA is July 2024.
- iv. PUMPING PLANT #3 - Fully operational
- v. PUMPING PLANT #4 - Pump testing complete. Still waiting for dual voltage switch gear and permanent power from PG&E. Temporary power for the motor heaters has been complete.
- vi. PUMPING PLANT #5 - Fully operational
- vii. PUMPING PLANT #6 - Procurement of replacement materials has been initiated.
- viii. PUMPING PLANT #8 - Pumps #4 & #5 are non-operational, repairs scheduled for completion before November 1, 2024.

3. Development Projects

- a. MAP (Metro Air Park)
 - i. Reviewed updated drainage study and provided comments. Pending mapping north of I-5.
- b. Upper West Side
 - i. Wood Rodgers provided updated drainage study on 9/22/2023, District comments were sent on 11/16/2023.
 - ii. Drainage study is under review, West Yost is expected to provide comments November 2023.
 - iii. Resubmittal received on 2/20 with changes required by County that affected the drainage system. Will use new basin HEC RAS model to check as well as existing SWMM. The SWMM model indicates less than 0.03' WSEL impact - Okay. Backchecking other comments.
 - iv. Reviewed revised drainage report with M&H, will prepare comments and transmit to Wood Rodgers.
- c. Sutter Pointe
 - i. Phase 1 Infrastructure submittals ongoing.
- d. Anton Dev Co Fong Ranch Road
 - i. Preliminary land use plan provided. Concerns about the layout that encroaches on the levee and required setbacks. Bridge is no longer being considered. City Parks and Rec plans for Fong Ranch Park reviewed related to area north of B Drain. Drainage comments provided.
- e. Panhandle
 - i. Contractor has mobilized.
- f. Ninos Parkway Trail – B Drain
 - i. Updated drawings reviewed on 01/30/2024.
 - ii. A temporary use permit has been provided to the contractor, awaiting endorsement.
 - iii. MOU has been developed and approved.
- g. MAP Schnitzer
 - i. Meeting scheduled to review M-7 drainage canal piping. Piping of drain was rejected by RD 1000. County wants to avoid ditch crossing, may require culvert extension.
- h. Airport South Industrial
 - i. Meetings forthcoming on potential Powerline Road widening project.

4. General Engineering Updates

- a. Basin-wide Hydraulic Model
 - i. Basin-wide Hydraulic Model is complete.
- b. Facility Mapping Tool
 - i. Working with M&H to complete field mapping tool (GIS)
- c. PGCC Culvert Video Inspections
 - i. Working with M&H to perform.
- d. Howsley Bridge
 - i. No further action at this time. Reach E plans have been coordinated with future work. Conditional permit endorsement provided to the CVFPB.
 - ii. Boring plans TBD.

5. Natomas Levee Improvement Projects

The Corps continues to work with the State and SAFCA on borrow for the project. The Corps is evaluating needs for each Reach and available sources to minimize delays and maximize efficiency.

The Corps completed their flood risk assessment for the remaining contracts in Reach E, F, G, Pump Plant 5, Highway 99 and Reach I contract 2.

- a. Reach A
 - i. The Contract was awarded in September 2021 to Ahtna-Great Lakes (joint venture) for the base contract levee work. The second construction has commenced.
 - ii. SAFCA/State continue coordinating with the Corps on SMUD, AT&T and PGE relocations which are underway. The team is also working with the City of Sacramento on waterline and service connections along Garden Highway.
- b. Reach B
 - i. Construction continued on Reach B including relocation of the Riverside Canal and replacement of other Natomas Water Company facilities. This project is 99% complete, the remaining tasks are related to as-built drawings.
- c. Reach C
 - i. The Reach C project is complete, and the District is providing the operation and maintenance.
- d. Reach D
 - i. The reconstruction of Pumping Plant 4, discharge pipes and outfall structure is substantially complete. Electrical protection equipment

TITLE: General Manager's Report – May 2024

- delivery is scheduled for June 2024. Temporary power installation for pump motor heaters is complete.
- ii. Contract modifications have been issued for the permanent power gear installation, which should be complete before next flood season.
 - iii. The Corps is working on the package to turn the previously completed levee improvements in Reach D over to the non-federal sponsors (and RD 1000) though the District has effectively taken over the O&M of the levee.
- e. Reach E
- i. PG&E relocations are complete, AT&T service pole relocations are in progress. Levee grading work, slurry wal, working platform and culvert underdrain replacements are included in this project.
 - ii. SAFCA has acquired all the right of way for construction and utility relocations and has physical possession of the property. This includes the
 - iii. Brookfield property which could yield sufficient borrow for the remainder of the Natomas project.
- f. Reach F
- i. Final design documents completed by USACE.
 - ii. Critical issues include right of way acquisition (some which require relocations); relocation of existing WAPA tower (lead time for relocation more than a year); utility relocations and borrow source.
 - iii. Levee construction award is scheduled for 2024 with construction in 2025 and 2026. Ongoing coordination with easements, O&M features and Pumping Plant #6 work.
- g. Reach G
- i. See notes above for Reach F as Reaches F and G are combined into a single design and construction contract.
- h. Reach H
- i. Construction at Reach H is substantially complete, the remaining task include fence modifications and access control barriers.
- i. Reach I
- i. Construction of the cutoff wall has been completed and project finalization and turnover to SAFCA and the District is in progress. A final construction report has been submitted for SAFCA and the District to review.
 - ii. Design for the Reach I Contract 2 to construct a patrol / maintenance road and perform levee slope flattening has been completed. SAFCA is working on real estate acquisition and coordination with utilities for relocation. All

TITLE: General Manager's Report – May 2024

tree removal has been completed. Letter of Acceptance sent to SAFCA.
O&M manual was provided by the USACE

j. Other Projects

- i. Plant 5 replacement—The Corps has awarded the design contract to the Stantec/Kleinfelder team. The new pumping plant will be located approximately 400 feet east from the current location. The Corps is working with the State, SAFCA and RD 1000 to close out comments from the 95% plans. The current schedule is for construction in 2025.
- ii. Highway 99 Window – Construction is scheduled to commence the last week of May. Project completion is November 2024.

6. Miscellaneous

a. Sacramento Area Flood Control Agency (SAFCA)

- i. Board Meeting – April 18, 2024 (Attachment No. 1)

ATTACHMENTS:

1. SAFCA Board Meeting – April 18, 2024

STAFF RESPONSIBLE FOR REPORT:



Kevin L. King, General Manager

Date: 05/06/2024



Board of Directors Action Summary of APRIL 18, 2024 - 3:00 PM

*Sacramento County Administration Building
Board of Supervisors' Chambers - 700 H Street
Sacramento County, CA 95814*

This Meeting of the Sacramento Area Flood Control District met in person at the Sacramento County Administration Building, referenced above. Documents and materials related to Agenda Items are available on SAFCA's website at <https://agendanet.saccounty.gov/SAFCA/Meetings/Search?dropid=7&mtids=130>

Directors Present: Avdis, Bains, Conant, Desmond, Holloway, Jennings, Johns, Kaplan, Kennedy, Martian, Serna,

Directors Absent: None

ROLL CALL

PUBLIC COMMENTS

LOSED SESSION -

[Government Code Section 54956.8 - Conference with Real Property Negotiators.](#)

Sutter County APN: **226-0020-003**

Property: **5421 East Levee Road**, Sacramento, CA 95835

Negotiating Party: Brian Manning, Esq. on behalf of **Joseph Prioriello and Jennifer A. Prioriello**

Agency Negotiators: Richard M. Johnson, Jason D. Campbell, John A. Bassett, Jeremy D. Goldberg, Matt DeGroot

Under Negotiation: Price and terms of payment

Closed Session was dropped from the Agenda and did not take place

CONSENT MATTERS

Motion by Director Avdis and seconded by Director Jennings, approving Resolution Nos: 2024-032; 2024-033; 2024-034; and 2024-035; of Consent Matters

AYES: Avdis, Bains, Conant, Desmond, Holloway, Jennings, Johns, Kaplan, Kennedy, Martian, Serna, Sloan, and Talamantes

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: (None)

- [Approving the Action Summary for March 21, 2024](#)
- [Resolution No. 2024-032 - Authorizing the Executive Director to Execute Amendment No. 1 to Contract 1587 with Sills Ag Consulting, Inc., for Agricultural Soils Consulting Services](#)
- [Resolution No. 2024-033 - Authorizing the Executive Director to Execute Amendment No. 6 to Funding Agreement No. 1526 with Reclamation District No. 537 for the Lower Elkhorn Basin](#)
- [Resolutions - Pertaining to the American River Watershed Common Features General Reevaluation Report and Remediation at the RM 1.3 Site](#)

A. Resolution No. 2024-034 - Adopting Addendum No. 4 to the Environmental Impact Statement/Environmental Impact Report Approving Modifications and Refinements for

Remediation Activities

- B. [Resolution No. 2024-035](#) - Approving a Categorical Exemption for Demolition and Removal of Small Structures and Approving Demolition and Removal of a Shed and Manufactured Home at the RM 1.3 Site

EXECUTIVE DIRECTOR'S REPORT

- 5. [Information - Executive Director's Report for April 18, 2024](#)

SEPARATE MATTERS

- 6. [Public Hearing Resolution of Necessity No. 2024-036 - Continued from the March 21, 2024 Board of Director's Meeting Regarding:](#)

Sacramento County APN: Portions of **226-0020-003**
Property at: **5421 East Levee Road**, Sacramento, CA 95835
Property Owner: **Joseph Prioriello and Jennifer A. Prioriello**

Authorizing an Eminent Domain Action to Condemn Certain Real Property Interests for the Reach G Component of Phase 4b of the Natomas Levee Improvement Project - Fee Interest, and a Temporary Construction Easement Acquisition

Director Avdis recused himself and left the room prior to any discussion on this Item. Motion by Director Kaplan and seconded by Director Serna, to drop this Item from the Agenda as an Agreement had been signed with the Prioriello's prior to the meeting.

- AYES: Bains, Conant, Desmond, Holloway, Jennings, Johns, Kaplan, Kennedy, Martian, Serna, Sloan, and Talamantes
- NOES: (None)
- ABSTAIN: (None)
- RECUSE: Avdis
- ABSENT: (None)

RECEIVE AND FILE – No Action Items

- 7. [Report of Construction Contract Change Orders Issued Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)
- 8. [Report of Insurance Claims Settled Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)
- 9. [Report of Professional Services Agreements Issued Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)
- 10. [Status Reports of Environmental Consulting Master Services Agreements for the Third Quarter, Fiscal Year 2023-24](#)
- 11. [Report of Real Property Transaction Where Just Compensation is Less than \\$500,000 Executed Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)
- 12. [Status Reports of Right of Way Consulting Master Services Agreements for the Third Quarter, Fiscal Year 2023-24](#)
- 13. [Report of California Uniform Public Construction Cost Accounting Act \(CUPCCAA\) Contracts Issued Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)
- 14. [Status Reports of Flood Risk Management Planning Master Services Agreements for the Third Quarter, Fiscal Year 2023-24](#)
- 15. [Status Reports of Land Survey and Mapping Master Services Agreements for the Third Quarter, Fiscal Year 2023-24](#)
- 16. [Report of Real Property Transactions Where Just Compensation is More Than \\$500,000 Up to \\$1,250,000 Executed Under Delegated Authority for the Third Quarter, Fiscal Year 2023-24](#)

ADJOURN



RECLAMATION DISTRICT 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 4.2

TITLE: Operations Manager's Report – May 2024

SUBJECT: Update on Activities Since the April 2024 Board of Trustees Meeting

EXECUTIVE SUMMARY:

This Staff Report is intended to inform the Board and serve as the official record of the activities the District's field staff engaged in for the month of April 2024. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels. Noteworthy activities include mowing along the inner and outer perimeter of the District, as well as homeless encampment postings along the Main Drainage Canal and encampment removals along the Natomas East Main Drainage Canal (NEMDC). Additionally, multiple Bid Advertisements have been issued, including the Flood System Repair Program (FSRP) announced on April 26, with a closing date of May 13. FSRP funding totaling \$450,000 will be allocated for AB placement on the upper and lower patrol roads. Furthermore, the Bid Advertisement for the Flood Maintenance Assistance Program (FMAP) was released on April 19 and also closes on May 13. FMAP funding of \$443,000 will be utilized for vegetation removal along the landside and waterside of the Sacramento River East Levee (SREL). Efforts were undertaken to coordinate with the Central Valley Flood Protection Board (CVFPB) regarding the issuance of Notice to Comply letters to four property owners along Garden Highway. Several field meetings are scheduled with property owners to mitigate unpermitted vegetation.

The Operations Manager's report was created to provide monthly updates to the Board of Trustees on field-related activities within the District boundaries, as well as provide a historical record. This allows for the District and the public an opportunity to refer back to data trends over time regarding the weather impact on District facilities, crew activities, and local river and canal conditions as well as general District activities from month to month.

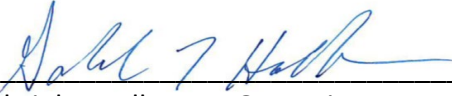
RECOMMENDATION:

None.

ATTACHMENTS:

1. Operations Manager's Report Data Sheet

STAFF RESPONSIBLE FOR REPORT:



Gabriel J. Holleman, Operations Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024



Operations Manager's Report May 2024

Rain Fall Totals:

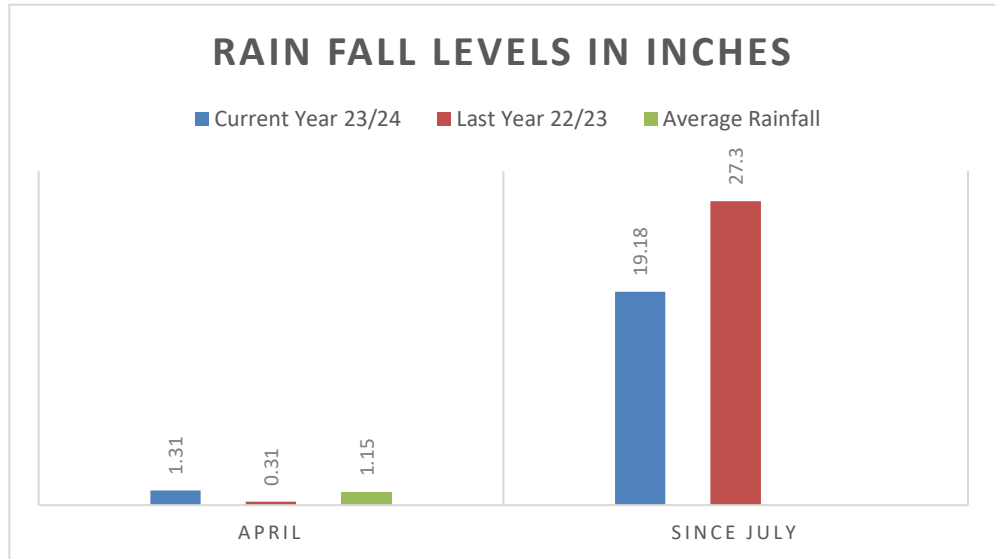
April 2024

Rain Totals = 1.31"

April Average = 1.15"

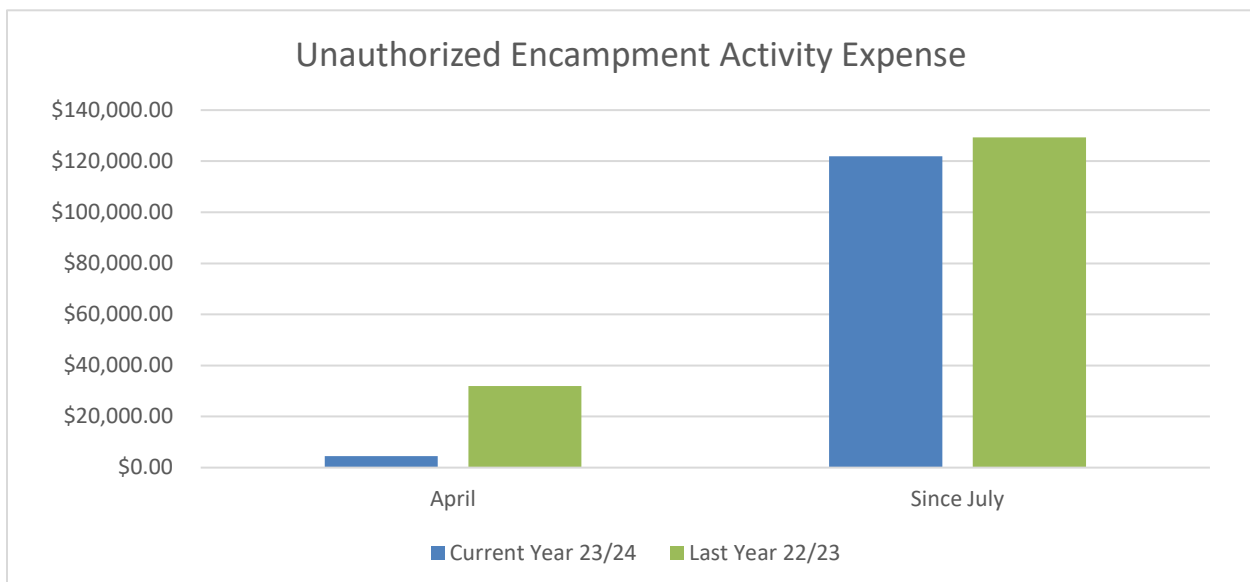
Rain Totals Since

July 1, 2023 = 19.18"



Unauthorized Encampment Activity During the month of April, the District spent a total of 31 hours on unauthorized encampment related activities, with a total cost to the District of \$4,457.92. This total includes labor and equipment costs.

Unauthorized Encampment Activity – Year to Date This fiscal year to date the District has spent a total of 1073 crew hours on unauthorized encampment activity for a total cost to the district of \$121,929. This total includes labor and equipment costs.



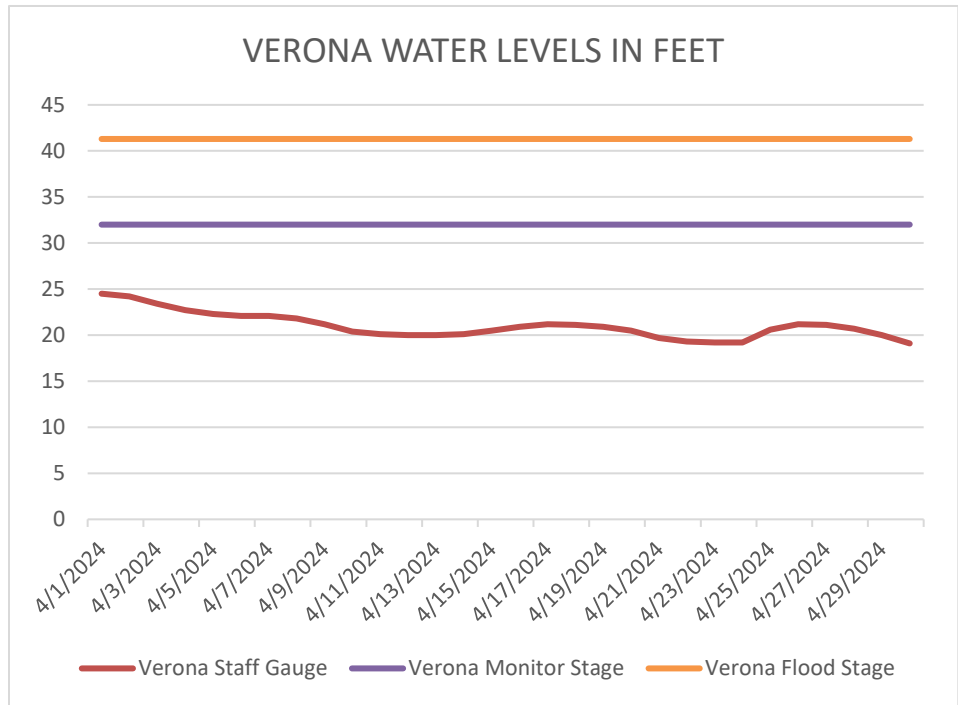
Verona River Levels:

H: 24.5'

L: 19.1'

Monitor Level: 32'

Flood Stage: 41.3'



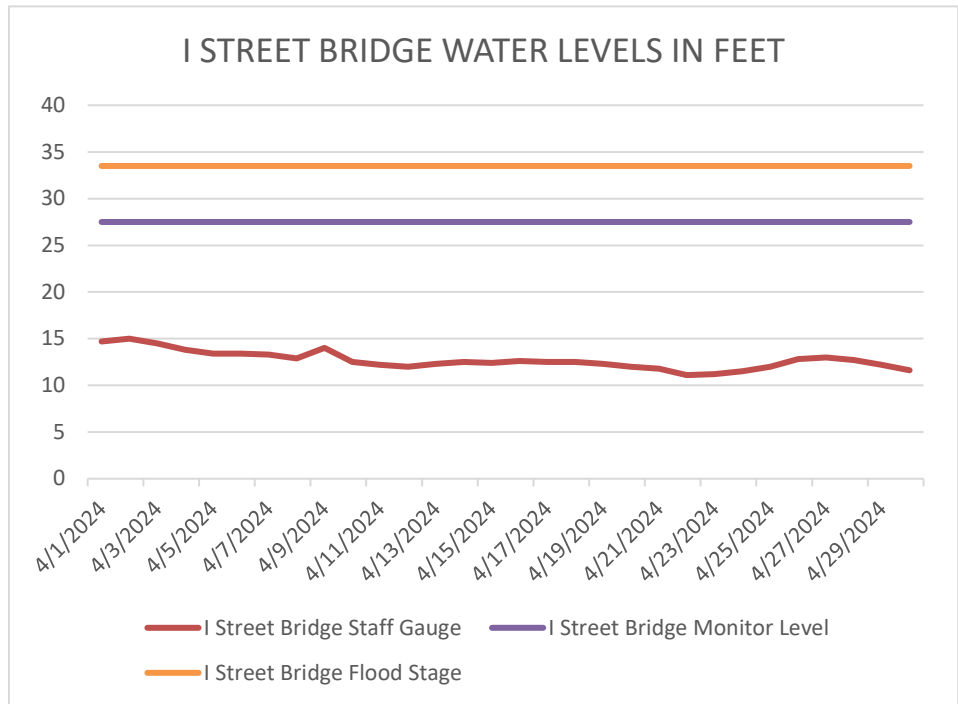
I Street River Levels:

H: 15'

L: 11.1'

Monitor Level: 27.5'

Flood Stage: 33.5'



The chart below represents various activities the field crew spent their time working on during the month of April 2024.

RD 1000 Field Crew	*Field Hours Worked	Activity
	528	Mowing
	240	Canal Erosion (RSP)
	152	Equipment Maintenance & Repairs
	41	Garbage/Debris Removal

**Hours worked do not include the Operations Manager's time.*

Pumping

Please review the pumping data below, specifically pertaining to pump totals in April. A total of 1,572.5 acre-feet was pumped from the Basin.

Pumping Plant	Pump	Hours / Ac-ft
Plant 1B	Pump #2	24.7 Hrs / 242.1 Ac-ft
Plant 8	Pump #3	350.1 Hrs / 1330.4 Ac-ft

Safety Topics for the Month of April

Fall Prevention – Fall Arrest Full Body Harness Do's and Don'ts

Fall Prevention – Landyards for Fall Arrest Systems Do' sand Don'ts

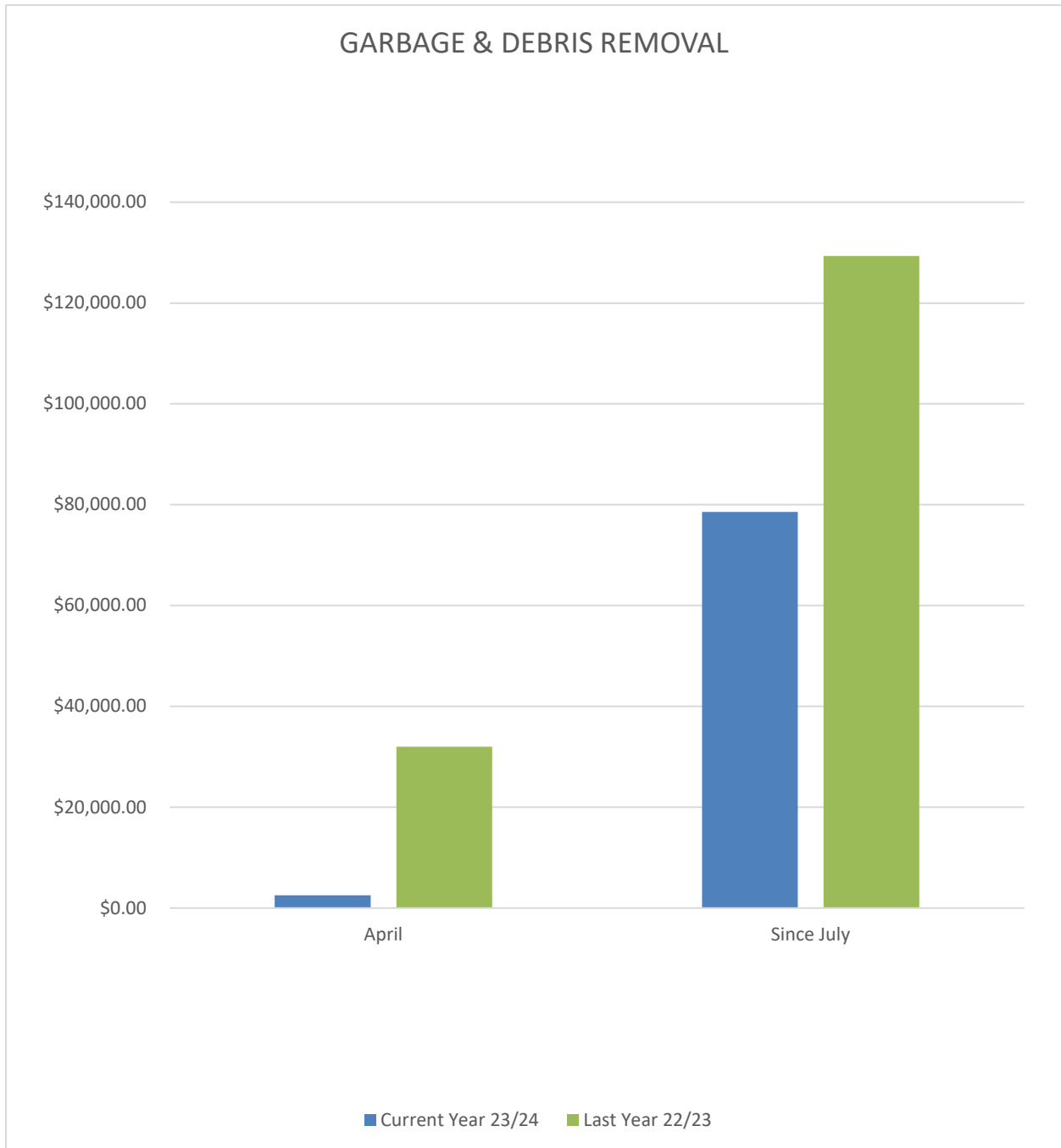
Fall Protection Systems – Anchor Points for Fall Arrest Systems

Fall Protection Systems – Safeguards at Holes in Walking & Working Surfaces

Personal Fall Arrest Systems – Figuring "Total" Fall Clearance Distance

Garbage & Debris Activity – During the month of April, the District spent a total of 15 crew hours on garbage removal activities with at total cost to the District of \$2555.05. This total includes labor and equipment costs.

Garbage & Debris Activity – Year to Date This fiscal year to date the District spent a total of 465.5 crew hours on garbage removal activities with at total cost to the District of \$78,544.50. This total includes labor and equipment costs.



Maintenance Work Schedule		1-Apr	Through	30-Apr	
Crew 1		1-Apr	8-Apr	15-Apr	22-Apr
Beto Gutierrez					
Truck # 57	<ul style="list-style-type: none"> * Canal erosion repairs along the East Drainage Canal * Mowing activities along the NEMDC 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 Channel * Multiple homeless encampment postings 	<ul style="list-style-type: none"> * Canal erosion repairs along the East Drainage Canal * Mowing activities along Garden Highway 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway * Multiple homeless encampment postings * Corp Yard Maintenance 	
Crew 2					
Jose Ramirez					
Truck # 56	<ul style="list-style-type: none"> * Mowing activities along the NEMDC 	<ul style="list-style-type: none"> * Mowing activities along the NEMDC and Lone Tree Canal 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway * Multiple homeless encampment postings * Corp Yard Maintenance 	
Crew 3					
Taylor Tikalsky					
Truck # 55	<ul style="list-style-type: none"> * Mowing activities along the NEMDC 	<ul style="list-style-type: none"> * Mowing activities along the NEMDC and Lone Tree Canal 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 channel 	
Crew 4					
Bryan Hall					
Truck # 69	<ul style="list-style-type: none"> * Unit #24- Used backhoe to spread/compact dirt and AB in equip parking area behind main shop. * Unit #37- Steam cleaned entire machine, Diagnose and started temp sensor alarm repairs and Jump started from a dead battery. * Facility repairs- Gates- Removed bolts put in place by contractor to keep gates secured, on lower patrol road on NEMDC. * Facility/Repairs- Gates- Met with Tony at Elkhorn/E. Levee gates to discuss camera placement and gate repairs. 	<ul style="list-style-type: none"> * Unit #45- Welded broken mower lifting mechanism, replaced front mower driveshaft clutch pack. * Unit #37- Replaced battery and continued temp sensor/electrical troubleshooting/repairs. * Repaired damaged gates at E. Levee/Elkhorn. Installed new security camera. * Checked SD card on security camera and checked access gates at Elkhorn/E. Levee. * Unit #22- Adjusted freeplay in clutch. * Repaired gates at Elkhorn/E. Levee Rd and checked security camera for activity. * Unit #66- Performed PM service. * Cleaned up Corp Yard shop. 	<ul style="list-style-type: none"> * Worked with J. Franco Electric at Plant 6 on pulling out old motor wire. * Repaired gates at Elkhorn/E. Levee. * Gathered equip repair parts. * Unit #17- Replaced boom arm hydr cylinder. * Unit #54- Repaired damaged grill. * Unit #17- Adjusted mower deck heights. * Mowing activities along Garden Highway and ZONE D. 	<ul style="list-style-type: none"> * Unit #54- Replaced mower deck skids. * Unit #52- Replaced rear mower deck cutter shaft bearings. * Checked security camera and swapped camera SD cards on Elkhorn/E. Levee gates. * Unit #17- Field repair on boom arm turntable. Started making repairs once back at shop. * Unit #37- Made repairs on transmission speed solenoid. * Unit #45- Made repairs to damaged undercarrige skid plate, Diagnosed oil pressure sensor and engine skid plate repairs * Unit #2- Replaced rear brakes. * Repaired gates at Elkhorn/E. Levee. Checked and swapped SD card 	
Crew 5					
Ray Lewis					
Truck: #58	<ul style="list-style-type: none"> * Canal erosion repairs along the East Drainage Canal * Garbage/Debris removal throughout the District * Pumping Plant Maintenance 	<ul style="list-style-type: none"> * Mowing activities along the NEMDC, Lone Tree Canal and Garden Highway 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway 	
Crew 6					
Michael Rhoads					
Truck: #59	<ul style="list-style-type: none"> * Canal erosion repairs along the East Drainage Canal * Garbage/Debris removal throughout the District 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 Channel 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 channel 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 channel 	
Crew 7					
Mark Jenkins					
Truck #60	<ul style="list-style-type: none"> * Mowing activities along the NEMDC 	<ul style="list-style-type: none"> * Mowing activities along the NEMDC, Lone Tree Canal and Garden Highway 	<ul style="list-style-type: none"> * Canal erosion repairs along the Plant #2 channel 	<ul style="list-style-type: none"> * Mowing activities along Garden Highway * Canal erosion repairs along the Plant #2 channel 	



Homeless Encampment Activity Report May 2024

The attachment below is intended to inform the Board of the homeless encampment activities during the month of April and May. Following the direction of our SOP, the District is obligated to carry out three (3) postings at each encampment, as outlined below. Noteworthy activities include encampment postings and removals along the Natomas East Main Drainage Canal (NEMDC) from the Arden Garden Connector to Main Ave and the Main Drainage Canal from The Cove to Interstate 80.

HOMELESS ENCAMPMENT SCHEDULE

	APRIL						MAY					
	F	M	TH	T	F	M	W	TH	F	W	T	F
Activity	12-Apr	15-Apr	18-Apr	23-Apr	26-Apr	29-Apr	1-May	2-May	3-May	15-May	16-May	17-May
First Posting along the NEMDC (Arden Garden Connector - Main Ave)	X											
Second Posting along the NEMDC (Arden Garden Connector - Main Ave)		X										
Final Posting along the NEMDC (Arden Garden Connector - Main Ave)			X									
First Posting along the Main Drain (The Cove - Interstate 80)				X								
Second Posting along the Main Drain (The Cove - Interstate 80)					X							
Final Posting along the Main Drain (The Cove - Interstate 80)						X						
Encampment Removal along the NEMDC (Arden Garden Connector - Main Ave)							X	X	X			
Encampment Removal along the Main Drain (The Cove - Interstate 80)										X	X	X



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 4.3

TITLE: District Counsel's Report – May 2024

SUBJECT: Update on Activities Since the April 2024 Board of Trustees Meeting

EXECUTIVE SUMMARY:

Reclamation District 1000's (RD 1000; District) General Counsel, Rebecca Smith and/or Scott Shapiro to provide verbal report of work performed during the month of April 2024.

ATTACHMENTS:

None

STAFF RESPONSIBLE FOR REPORT:

A handwritten signature in blue ink, appearing to read "Kevin L. King".

Kevin L. King, General Manager

Date: 05/06/2024



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.1

TITLE: Approval of Minutes

SUBJECT: Approval of Minutes from April 12, 2024 Regular Board Meeting

EXECUTIVE SUMMARY:

This staff report serves as the official record of the Board of Trustees monthly meetings. This document details meeting participants, proof of items discussed, summaries of board meeting discussions, and the Board's actions. Staff recommends Board approval of meeting minutes from the following Board Meeting:

- April 12, 2024 Regular Board Meeting (Attachment No. 1)

The Ralph M. Brown Act (Gov. Code §54950 et seq.) governs meetings by public commissions, boards and councils, and public agencies in California. The Act facilitates public transparency and public participation in local government decisions. The Act also contains specific exemptions from the open meeting requirements where governmental agencies demonstrate a need for confidentiality. Reclamation District No. 1000 documents meetings of the Board of Trustees through Board Minutes to further comply with transparency.

RECOMMENDATION:

Staff recommends the Board approve the Minutes from the following Board Meeting:

- April 12, 2024 Regular Board Meeting (Attachment No. 1)

ATTACHMENTS:

1. April 12, 2024 Regular Board Meeting

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Service Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024



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RECLAMATION DISTRICT NO. 1000
BOARD OF TRUSTEES

AGENDA ITEM 5.1
ATTACHMENT NO. 1

APRIL 12, 2024
MEETING MINUTES

Members of the Board of Trustees and the public participated in this meeting in person. Present were Board President Elena Lee Reeder, Board Vice President Thomas Gilbert, Trustee Nick Avdis, Trustee Thomas Barandas, Trustee Thomas Smith, Trustee Edwin Perez, General Counsel Rebecca Smith, General Manager Kevin King, Operations Manager Gabe Holleman, Administrative Services Manager Joleen Gutierrez, and Administrative Assistant Christina Forehand.

1. PRELIMINARY

1.1. Call Meeting to Order

Board President Elena Lee Reeder called the meeting to order.

1.2. Roll Call

Trustees Present: Lee Reeder, Gilbert, Avdis, Barandas, Perez, Smith

Trustees Absent: Bains

1.3. Approval of Agenda

MOVED/SECOND: Trustee Avdis/Trustee Gilbert

AYES: Trustee Lee Reeder, Avdis, Barandas, Gilbert, Smith

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to approve the agenda for the April 12, 2024, Board Meeting is approved.

1.4. Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

1.5. Conflict of Interest

Trustee Perez requested that items 5.8 and 5.9 be pulled from the consent calendar to recuse himself from these items due to a conflict of interest.

2. PRESENTATIONS

There were no scheduled presentations.

3. PUBLIC COMMENT (NON-AGENDA ITEMS)

No Public Comment Received.

4. INFORMATIONAL ITEMS

4.1. GENERAL MANAGER'S REPORT: Update on activities since the March 2024 Board Meeting.

General Manager King provided a verbal update on activities since the March 2024 Board Meeting.

Admin Services

The District received multiple responses to issued RFQs and held committee meetings related to last month's Request for Qualifications for Banking Services and District budget preparation.

Grant Funding

GM King reported that the District has been working with FEMA for the last year to receive disaster relief and system rehabilitation funding related to the winter 2023 storms. The District has also pursued efforts with the Department of Water Resources (DWR) and the US Army Corps of Engineers (USACE).

FSRP—The District is pending the final execution of an agreement for approximately \$400K in FSRP program funding, which will be used for the District's AB program.

FEMA – The District received notice from FEMA that funding for erosion control of the D The District's interior drainage system has been approved for approximately \$4 million. The funding agreement is pending final execution following a 30-day mandatory public comment period for the Notice of Public Hearing. Postings for the Notice of Public Hearing are at the District office and the City of Sacramento's Town Hall. GM King informed the Board that this funding does have a 75/25 cost-share agreement in which FEMA would provide 75% of funding, and CalOES would provide 20-25% with the District's funding obligation of around \$500K, which will be included in the District 24/25 budget.

Trustee Smith inquired what the funding would be used for. OM Holleman stated that the funding would primarily be used for erosion repair to the District's canals that were heavily impacted by the winter 2023 storms.

Trustee Gilbert asked if the FEMA funding would be in the form of a reimbursement program. GM King stated that the District has not seen the final terms of the agreement

yet, but it would likely be a reimbursement program agreement in which the District would be required to provide expenditure reports on a monthly or quarterly basis which could impact District cash flow. However, final execution likely wouldn't occur for several months.

Staff Training

GM King informed the Board that the District's executive staff would participate in the California Special District's Association (CSDA) Special District Leadership Foundation (SDLF) conference in San Diego the week following the board meeting. Completing the courses during the conference would provide Certification of Good Governance to all attendees.

Operations

GM King informed the Board that the District received communication from the Central Valley Flood Protection Board (CVFPB) about significant high-hazard encroachments along the Garden Highway. The CVFPB plans to issue Notices to Comply for other high-hazard encroachment properties.

With the approval of board meeting Items 5.8 and 5.9 for FMAP funding of approximately \$450K, the District may provide funding to impacted residents for vegetation management and address the high-hazard encroachments along the Garden Highway as it has done in previous years with this program. Any funds not used for vegetation management could be used toward vegetation maintenance around district facilities.

Trustee Smith inquired about pending legal actions against the District for attempting to enforce Title 23. GM King clarified that there is no pending litigation against the District regarding Title 23. Trustee Avdis also stated that CVFPB is the actual enforcement agency and not the District. The District has been providing notification regarding Title 23. GM King further clarified that the District has made funding available to impacted residents to come into compliance with the O&M manual of Title 23.

Trustee Gilbert inquired as to how the District would handle future compliance. GM King replied that they had the option of submitting a notice of violation to the CVFPB and the property owner that was in violation and turning the property over to the state for enforcement action. However, he felt the most prudent action would be to plan to send out an annual notice to property owners to conduct mowing activities or other vegetation management measures ahead of inspection to ensure they comply. The District has only addressed the most critical high-hazard encroachments as part of the FEMA levee recertification process, approximately 100 properties.

- 4.2. OPERATIONS MANAGER'S REPORT: Update on activities since the March 2024 Board Meeting.

OM Holleman informed the Board that the District's crew had been primarily focused on mowing, which is standard for this time of year.

OM Holleman also informed the Board that the District has been issuing notices to various unauthorized encampments and has conducted several clean-ups of sites around the District. Unfortunately, many of the residents of the unauthorized encampments have moved into the area of the Cove development, causing an uptick in residential complaints. OM Holleman is anticipating further issues with unauthorized encampments due to the closure of the City safe site, Camp Resolution, located on a City plot on Garden Highway and Colfax. In approximately 3 weeks, residents of the safe site will be ordered to vacate.

4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the March 2024 Board Meeting.

District Counsel provided a verbal update on activities in March 2024.

5. CONSENT CALENDAR

The Board considers all Consent Calendar items to be routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion, unless Trustees, staff, or the public request specific items be discussed and/or removed from the Consent Calendar.

Pulled for Discussion: Items 5.8 & 5.9

The consent calendar was presented to the Board before items 4.1, 4.2, and 4.3. However, items 5.8 and 5.9 were removed from the consent calendar due to a conflict of interest.

MOVED/SECOND: Trustee Avdis/Trustee Perez

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to approve the Consent Calendar items 5.1 - 5.7 is approved.

5.1. APPROVAL OF MINUTES: Approval of Minutes from March 8, 2024.

5.2. TREASURER'S REPORT: Approve Treasurer's Report for March 2024.

5.3. EXPENDITURE REPORT: Review and Accept Report for March 2024.

5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for March 2024.

5.5. MEMORANDUM OF UNDERSTANDING: Authorize the General Manager to Execute a Memorandum of Understanding with the City of Sacramento—B Drain Bike Trail Crossing.

- 5.6. AUTHORIZATION TO QUITCLAIM EASEMENT DEED: Review and Consider Adoption of Resolution No. 2024-04-01: Authorizing General Manager to Quit Claim Grant of Easement Deed (Pacific Gas & Electric).
- 5.7. AUTHORIZATION TO ACCEPT EASEMENTS: Review and Consider Adoption of Resolution No. 2024-04-02: Authorizing General Manager to Accept Grant of Easement Deeds (Caltrans).

Consent Items Pulled for Discussion: Items 5.8 and 5.9

Trustee Perez recused himself from these items and left the room. GM King stated that items 5.8 and 5.9 were the annual DWR FMAP Grant approval items the District applies for annually.

MOVED/SECOND: Trustee Avdis/Trustee Gilbert

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder

NOES: None

ABSENT: Bains

RECUSE: Perez

ACTION: The motion to approve items 5.8 and 5.9 is approved.

- 5.8. AUTHORIZATION TO SUBMIT GRANT APPLICATION: Review and Consider Adoption of Resolution No. 2024-04-03 Authorizing the General Manager to Submit Application for Grant Funding with State of California Department of Water Resources – Flood Maintenance Assistance Program 2024/2025.
- 5.9. AUTHORIZATION TO EXECUTE FUNDING AGREEMENT: Review and Consider Adoption of Resolution 2024-04-04 Authorizing the General Manager to Execute Funding Agreement with State of California Department of Water Resources – Flood Maintenance Assistance Program 2024/2025.

6. SCHEDULED ITEMS

- 6.1. DISTRICT POLICY UPDATES: Review and Consider Adoption of Resolution No. 2024-04-05: Adopting District Policy Updates.

GM King provided a brief overview of item 6.1. The District adopted several sections of a policy handbook in December 2023 using the CSDA example as a framework for District policies. The goal is to complete all District policy updates by the June 2024 board meeting. Item 6.1 would be for two financial policy updates: the Investment Policy and the Reserve Fund Policy. Adopting Item 6.1 would add the California CLASS, approved at the March board meeting, to one of the funds allowed for District investment. It would also add the Money Market account from item 6.3, should that item be approved, as an investment account in the update to the Investment Policy.

There were no public comments made.

MOVED/SECOND: Trustee Avdis/Trustee Smith

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to adopt Resolution No. 2024-04-05: Adopting District Policy Updates is approved.

6.2. INVESTMENT FUND TRANSFERS: Review and Consider Approval of Transferring Funds Amongst Investment Accounts.

GM King provided a brief overview of Item 6.2 requesting the Board approval of a warrant transfer of all funds in excess of the minimum required balance to maintain an account at the Sacramento County Treasury, and the City of Sacramento's Investment Pool A, and invest 50% of those funds into the California CLASS and the other additional 50% into River City Bank Money Market Account, should the Board approve item 6.3. as part of the Investment Policy provision of "Security, Liquidity, and Yield". GM King informed the Board that City Pool A provides funding for local businesses and community projects but does not have a minimum required balance to maintain an account in City Pool A. GM King also informed the Board that the District

was informed by the County Treasurer that they do not have a minimum account balance, however, due to Water Code 5660 the County serves as the District's treasurer in the absence of an appointed and approved treasurer and that the majority of the District's funds should remain with the treasury and should not be dictated by yields or liquidity. GM King feels that this is in direct conflict with the adopted Investment Policy objective of "Security, Liquidity, and Yield" and that the County has never inquired in the past what funds withdrawn from the treasury would be utilized for.

GM King stated that staff is recommending sweeping the District's Special Benefit Assessment fund, leaving a balance of \$400K, approximately the amount of the 2nd installment of the Special Benefit Assessment, and sweeping the entire balance of the Stormwater Fee account, approximately \$1.4 million, with sweeps of funds after each installment. GM King also informed the Board that staff would be providing a monthly investment yield report as part of the Consent Calendar for the District's approved investment accounts.

Trustee Avdis noted the importance of the District being responsible custodians of the public's funds and this was part of the impetus for looking at where the District invests its funds as well as addressing liquidity. However, in light of the new information of the County Treasurer's response, he would require further elaboration on their position. Co-Counsel Smith responded that while the District would be required to keep some of its funds from the Special Benefit Assessment in the treasury to be managed by the County,

the Stormwater Fee is separate, and the minimum required for the Special Benefit Assessment account did not have a fixed number.

Upon further discussion, GM King recommended proceeding with a Warrant Transfer from the Special Benefit Assessment account for \$1.5 million, sweeping all funds from the Stormwater Fee account for approximately \$1.4 million, and sweeping all funds from the City of Sacramento Investment Pool A.

There were no public comments made.

MOVED/SECOND: Trustee Avdis/Trustee Barandas

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to issue a Warrant for \$1.5 million from the Special Benefit fund and sweep all funds from the Stormwater Fee account and the City of Sacramento's Investment Pool A is approved.

6.3. AUTHORIZATION TO ESTABLISH ACCOUNTS: Review and Consider Authorizing the General Manager to Finalize the Terms of the District's Partnership with River City Bank and Establish Accounts.

There were no public comments made.

MOVED/SECOND: Trustee Avdis/Trustee Smith

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to authorize the general manager to finalize the terms of the District's partnership with River City Bank and establish accounts has been approved.

6.4. PROFESSIONAL SERVICES AGREEMENT: Review and Consider Authorizing the General Manager to Executive a Professional Services Agreement with Allied Universal for Security Services.

GM King provided a brief overview of the services agreement; however, due to security reasons, we will not discuss the details in an open session.

Trustee Gilbert inquired if the District is awaiting feedback from the Natomas Basin Conservancy (NBC). GM King stated that TNBC elected not to participate in discussions or interviews regarding security services within the Basin at this time. If the Board authorizes the execution of the agreement, the next step would be to reach out to interested parties to negotiate the terms of the agreement with the service provider.

There were no public comments made.

MOVED/SECOND: Trustee Gilbert/Trustee Smith

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to Authorize the General Manager to Executive a Professional Services Agreement with Allied Universal for Security Services is approved.

6.5. SPONSORSHIP OPPORTUNITY: Review and Consider Sponsorship – Natomas Chamber of Commerce: 2024 Annual State of Natomas.

GM King recommends that the Board sponsor the State of the Natomas at the Gold Level for four tickets due to the lack of attendance at the Platinum level (eight seats) in previous years.

There were no public comments made.

MOVED/SECOND: Trustee Avdis/Trustee Amith

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to sponsor the 2024 Annual State of Natomas at the Gold Level (\$1,300) is approved.

7. **BOARD ACTIVITY UPDATES:**

7.1.1. Committee Meetings Since Last Board Meeting

- Finance Committee (Gilbert, Barandas, & Avdis) March 21, 2024
- Personal Committee (Barandas, Bains, & Perez) April 2, 2024
- Executive Committee (Lee Reeder & Gilbert) April 3, 2024
- Finance Committee (Gilbert, Barandas, & Avdis) April 4, 2024
- Operations Committee (Bains, Perez, & Smith) April 11, 2024

7.1.2. Upcoming Meetings

- RD 1000 Finance Committee Meeting – April 22, 2024 @ 8:00 am
- State of Natomas – April 24, 2024 @ 1:00 pm
- SAFCA Board Meeting – April 25, 2024 @ 3:00 pm
- RD 1000 Executive Committee Meeting – May 1, 2024 @ 8:00 am
- RD 1000 Board Meeting – May 10, 2024 @ 8:00 am

8. CLOSED SESSION

8.1. PERSONNEL EVALUATION: Pursuant to Government Code § 54957, hold annual personnel evaluation of the General Manager. The Board will appraise and comment upon the performance of the General Manager.

9. RECONVENE TO OPEN SESSION

9.1. REPORT ON CLOSED SESSION: Discuss and take action on any changes in duties, compensation, or benefits for the General Manager.

No reportable action was taken during the closed session. The Board reported that future changes to compensation would be discussed in connection with the 2024-2025 budget approval.

10. ADJOURN

MOVED/SECOND: Trustee Avdis/Smith

AYES: Trustee Avdis, Barandas, Gilbert, Smith, Lee Reeder, Perez

NOES: None

ABSENT: Bains

ABSTAIN: None

ACTION: The motion to adjourn the meeting is approved.



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.2

TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for April 2024

EXECUTIVE SUMMARY:

This Staff Report aims to inform the Board of the current total funds in the District's checking and money market accounts, Sacramento County Treasurer Fund, State Treasurer Local Agency Investment Fund (LAIF), the City of Sacramento Pooled Investment Fund, and the District's new investment account with California Class.

The attached report provides monthly beginning and ending balances for operations and maintenance cash flow. It includes the current month's receipts, fund-to-fund transfers, accounts payable, and payroll. The Treasurer's Report also features notable fund and cash flow items for April 2024.

Items of note: Balances in the District's BMO checking and money market accounts reflect high balances as these accounts have been used as a clearinghouse to negotiate County warrant checks and a City Pool A wire transfer into the district's BMO accounts. At the April 12, 2024 Board meeting, the Board directed staff to:

- Sweep the District's Special Benefit Assessment Fund \$1.5 million, leaving a balance of \$400K.
- Sweep the entire balance of the Stormwater Fee Fund (approximately \$1.4 million), with ongoing sweeps of funds after each installment.
- Sweep \$2 million from District funds held in the Sacramento City Investment Pool A, leaving a balance of \$250,000.

Funds for the above sweeps are being placed per Board in California Class and the District's newly contracted financial services provider, River City Bank, money market account.

The Board of Trustees recently approved an updated version of the District's Financial Reserve Policy which guides current, future, and unexpected funding requirements. Also approved by the Board were updates to the District's Investment Policy, which guides investments made by the District of any surplus or reserve funds it may have.

TITLE: Treasurer's Report – April 2024

RECOMMENDATION:

Staff recommends the Board approve the April 2024 Treasurer's Report.

ATTACHMENTS:

1. Treasurer's Report April 2024

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 05/06/2024



Kevin L. King, General Manager

Date: 05/06/2024

AGENDA ITEM 5.2
ATTACHMENT NO. 1

Treasurer's Report for April 2024

April 2024		Ending Balance @ 4/30/24
Total Funds at 4/30/24		8,587,278.40
BMO - Checking*	Included in O&M cash flow below	2,091,036.42
BMO - Money Market	Included in O&M cash flow below	1,690,407.60
BMO FMAP	Included in O&M cash flow below	1,168.27
Sacramento County Treasurer		1,607,874.18
Sacramento County Treasurer - Stormwater Fund		1,412,915.89
State Treasurer - Local Agency Investment Fund		1,533,876.04
City of Sacramento - Pool A		250,000.00

April 2024 - Operations and Maintenance Cash Flow	Money Market	FMAP	Operating Checking	Combined O&M
Beginning Balance at 4/1/24	140,405.49	1,168.26	326,100.92	467,674.67
Transfers from City Pool to operating account	-	-	2,000,517.45	2,000,517.45
Transfers from money market account to operating account	(100,000.00)	-	100,000.00	-
Transfers from LAIF to money market account	150,000.00	-	-	150,000.00
Transfers from County Treasury to money market account	1,500,000.00	-	-	1,500,000.00
Current months receipts	-	-	23,258.15	23,258.15
Monthly interest	2.11	0.01	3.25	5.37
Accounts Payable*	-	-	(252,710.84)	(252,710.84)
Payroll	-	-	(106,132.51)	(106,132.51)
Ending Balance at 4/30/24	1,690,407.60	1,168.27	2,091,036.42	3,782,612.29

*See Attached Check Register

Current months receipts are made up of the following:

N.C.M.W.C. security patrol reimbursement	10,100.00
Property tax refund	244.70
Rental receipt from Sac. City Fire	6,227.15
Misc. receipts for vegetation management project	80.00
Scrap metal sales	1,606.30
Natomas Basin security patrol reimbursement	5,000.00
Total	23,258.15



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.3

TITLE: Expenditure Report

SUBJECT: Review and Accept Reports for April 2024

EXECUTIVE SUMMARY:

This Staff Report informs the Board of monthly expenditures and explains any expenses outside the usual course of business. Staff recommends that the Board review and accept the Expenditure Report for April 2024.

The Administrative Services Manager reviews, and the General Manager approves expenditures. This activity is disclosed monthly as an attachment to this staff report.

The Expenditure Report (Attachment 1) notes a few items: \$23,960 to Brookman Protection Services for security patrol on the NEMDC, \$19,801 to KSN for CIP engineering work, and \$56,607 to SMUD for power.

RECOMMENDATION:

Staff recommends that the Board review and accept the Expenditure Reports for April 2024.

ATTACHMENTS:

1. April 2024 Expenditure Report

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 05/06/2024



Kevin L. King, General Manager

Date: 05/06/2024

April 2024 Expenditure Report – O&M

AGENDA ITEM 5.3
ATTACHMENT NO. 1

Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
Beginning Balance						326,100.92
04/01/2024	Bill Payment (Check)	1002610686	Cal Pers		-1,300.00	324,800.92
04/01/2024	Bill Payment (Check)	1002610684	Cal Pers		-1,030.64	323,770.28
04/02/2024	Bill Payment (Check)	1002611911	Cal Pers		-23,269.59	300,500.69
04/03/2024	Journal Entry	54			6,606.30	307,106.99
04/04/2024	Bill Payment (Check)	52351	AT&T	9391052144	-2,656.07	304,450.92
04/04/2024	Bill Payment (Check)	52354	Downey Brand LLP		-2,481.00	301,969.92
04/04/2024	Bill Payment (Check)	52348	ACWA JPIA	204	-1,857.97	300,111.95
04/04/2024	Bill Payment (Check)	52355	Ethan Conrad Properties		-1,243.25	298,868.70
04/04/2024	Bill Payment (Check)	52358	J Franko Electric		-822.43	298,046.27
04/04/2024	Bill Payment (Check)	52365	US Bank Corp		-597.71	297,448.56
04/04/2024	Bill Payment (Check)	266279646	Napa Auto Parts	20906137	-537.48	296,911.08
04/04/2024	Bill Payment (Check)	52349	Airgas NCN	2140381	-535.35	296,375.73
04/04/2024	Bill Payment (Check)	52359	Jan-Pro		-440.00	295,935.73
04/04/2024	Bill Payment (Check)	3712852746	Interstate Oil Company	41-0068266	-3,205.86	292,729.87
04/04/2024	Bill Payment (Check)	1002613690	Cal Pers		-9,430.08	283,299.79
04/04/2024	Bill Payment (Check)	52357	Integral Communities		-10,000.00	273,299.79
04/04/2024	Bill Payment (Check)	52352	Beazer		-10,130.77	263,169.02
04/04/2024	Bill Payment (Check)	52356	Green Light Termite and Pest	212000	-290.00	262,879.02
04/04/2024	Bill Payment (Check)	9541576107	City of Sacramento		-19.12	262,859.90
04/04/2024	Bill Payment (Check)	52361	Pape Machinery		-19.85	262,840.05
04/04/2024	Bill Payment (Check)	52363	Streamline		-249.00	262,591.05
04/04/2024	Bill Payment (Check)	0950887328961	PG&E		-239.26	262,351.79
04/04/2024	Bill Payment (Check)	4042024	Cintas		-233.82	262,117.97
04/04/2024	Bill Payment (Check)	52350	Aramark	796198	-228.23	261,889.74
04/04/2024	Bill Payment (Check)	52353	Carson Landscape Industries	1080	-180.00	261,709.74
04/04/2024	Bill Payment (Check)	9541520827	City of Sacramento		-103.00	261,606.74
04/04/2024	Bill Payment (Check)	9541535639	City of Sacramento		-87.15	261,519.59
04/04/2024	Bill Payment (Check)	52362	Smile Business Products	103404	-82.07	261,437.52
04/04/2024	Bill Payment (Check)	941563483	City of Sacramento		-74.16	261,363.36
04/04/2024	Bill Payment (Check)	9541550686	City of Sacramento		-64.72	261,298.64
04/04/2024	Bill Payment (Check)	4042024	Alhambra & Sierra Springs	33167566169212	-58.85	261,239.79
04/04/2024	Bill Payment (Check)	52360	Occupational Health Centers of CA		-58.00	261,181.79
04/05/2024	Journal Entry	50		4/5/24 payroll activity	-13,971.88	247,209.91

04/05/2024	Journal Entry	50		4/5/24 payroll activity	-36,766.98	210,442.93
04/08/2024	Journal Entry	52		Payment of 457	-1,300.00	209,142.93
04/11/2024	Bill Payment (Check)	52366	Brookman Protection Services, Inc.	Inv 24-084, 24-083	-23,960.00	185,182.93
04/11/2024	Bill Payment (Check)	52378	Yolo County Public Works	Statement 03-31-2024	-4,559.80	180,623.13
04/11/2024	Bill Payment (Check)	52374	US Bank Corp	Accts ending 1506, 1282	-1,753.10	178,870.03
04/11/2024	Bill Payment (Check)	52377	Verizon Connect Fleet USA LLC	Inv 380000056140	-632.95	178,237.08
04/11/2024	Bill Payment (Check)	52370	Foster & Foster	Inv 30774	-8,500.00	169,737.08
04/11/2024	Bill Payment (Check)	52368	County of Sacramento - Municipal Servces	Inv 74493	-3,189.20	166,547.88
04/11/2024	Bill Payment (Check)	52372	Terra Realty Advisors, Inc.	Inv 2024-01733	-2,807.58	163,740.30
04/11/2024	Bill Payment (Check)	52375	Valley Tire Center, Inc.	Inv 40013697, 40013837	-2,799.39	160,940.91
04/11/2024	Bill Payment (Check)	52371	Robert G Merritt	Inv 1701	-1,472.50	159,468.41
04/11/2024	Bill Payment (Check)	80093593121	Waste Management of Sacramento		-1,469.37	157,999.04
04/11/2024	Bill Payment (Check)	52373	Terrapin Technology Group	Inv 24-0498	-1,345.99	156,653.05
04/11/2024	Bill Payment (Check)	52367	Carson Landscape Industries	Inv 424883	-940.00	155,713.05
04/11/2024	Bill Payment (Check)	267386550	Napa Auto Parts	20906137	-347.64	155,365.41
04/11/2024	Bill Payment (Check)	52369	Denecochea Digital	Inv 70466	-247.95	155,117.46
04/11/2024	Bill Payment (Check)	52376	Verizon	Inv 9960614756	-198.05	154,919.41
04/11/2024	Bill Payment (Check)	10267054123	City of Sacramento		-53.04	154,866.37
04/11/2024	Bill Payment (Check)	4112024	Cintas		-7.78	154,858.59
04/12/2024	Journal Entry	46		ADP payroll fees	-117.60	154,740.99
04/18/2024	Journal Entry	43		Transfer from money market to operating account	100,000.00	254,740.99
04/18/2024	Journal Entry	51		4/19/24 payroll activity	-14,336.04	240,404.95
04/18/2024	Journal Entry	51		4/19/24 payroll activity	-35,742.12	204,662.83
04/18/2024	Bill Payment (Check)	52379	Tesco Controls, Inc.	Inv 0081714	-370.00	204,292.83
04/19/2024	Payment	1500	N.C.M.W.C.		10,100.00	214,392.83
04/22/2024	Bill Payment (Check)	52380	Kimball Midwest	Inv 101913697	-324.94	214,067.89
04/22/2024	Bill Payment (Check)	1002626176	Cal Pers		-22,291.08	191,776.81
04/23/2024	Bill Payment (Check)	11442749712	City of Sacramento		-37.57	191,739.24
04/23/2024	Bill Payment (Check)	11442761571	City of Sacramento		-5.64	191,733.60
04/23/2024	Bill Payment (Check)	52388	Mead & Hunt	inv 365183	-6,123.75	185,609.85
04/23/2024	Bill Payment (Check)	52387	Taylor Builders	Parkbridge Close Out	-4,819.54	180,790.31
04/23/2024	Bill Payment (Check)	52385	Occupational Health Centers of CA	Inv 82393928	-58.00	180,732.31
04/23/2024	Bill Payment (Check)	42324	Cintas		-69.27	180,663.04
04/23/2024	Bill Payment (Check)	11442737087	City of Sacramento		-145.41	180,517.63
04/23/2024	Bill Payment (Check)	4232024	Alhambra & Sierra Springs	33167566169212	-153.13	180,364.50
04/23/2024	Bill Payment (Check)	11442781961	City of Sacramento		-184.49	180,180.01
04/23/2024	Bill Payment (Check)	11442807571	City of Sacramento		-189.58	179,990.43
04/23/2024	Bill Payment (Check)	2916341404	Verizon	972466087-00001	-253.74	179,736.69
04/23/2024	Bill Payment (Check)	3728850596	Interstate Oil Company	41-0068266	-5,890.87	173,845.82

04/23/2024	Bill Payment (Check)	52382	Downey Brand LLP	Inv 599036, 599033	-4,693.00	169,152.82
04/23/2024	Bill Payment (Check)	52383	Green Light Termite and Pest	Inv 015558211	-85.00	169,067.82
04/23/2024	Bill Payment (Check)	52384	Hire Right Solutions, LLC	Inv 1220638	-112.10	168,955.72
04/23/2024	Bill Payment (Check)	52386	Security & Asset Management, LP	4REC0003	-561.64	168,394.08
04/23/2024	Bill Payment (Check)	52381	City of Sacramento - Revenue Division	Inv YCTYMC00502	-1,482.00	166,912.08
04/24/2024	Sales Receipt	138	Fallen Leaf		20.00	166,932.08
04/24/2024	Sales Receipt	137	Elite Maintenance & Tree Service		20.00	166,952.08
04/25/2024	Journal Entry	57		Rhoades final pay	-3,539.61	163,412.47
04/25/2024	Journal Entry	57		Rhoades final pay	-1,775.88	161,636.59
04/25/2024	Sales Receipt	139	Tree Pro County of Sacramento - Dept of Finance		20.00	161,656.59
04/26/2024	Deposit				244.70	161,901.29
04/26/2024	Journal Entry	56		Transfer from City Pool A	2,000,517.45	2,162,418. 74
04/26/2024	Payment		City of Sac - Fire		6,227.15	2,168,645. 89
04/26/2024	Sales Receipt	140	STC Tree Care Inc		20.00	2,168,665. 89
04/26/2024	Expense		ADP	CCD ADP PAYROLL FEES ADP FEES	-100.10	2,168,565. 79
04/30/2024	Journal Entry	61		Monthly interest credit	3.25	2,168,569. 04
04/30/2024	Bill Payment (Check)	52392	SMUD	Account 7000000317	-56,607.12	2,111,961. 92
04/30/2024	Bill Payment (Check)	4302024	Alhambra & Sierra Springs	33167566169212	-58.85	2,111,903. 07
04/30/2024	Bill Payment (Check)	52390	MBK Engineers	Inv 14006	-420.00	2,111,483. 07
04/30/2024	Bill Payment (Check)	52391	Smile Business Products	Inv 1194336, 1195287	-626.15	2,110,856. 92
04/30/2024	Bill Payment (Check)	52389	Kjeldsen, Sinnock & Neudeck, Inc.	Inv 37520	-19,801.38	2,091,055. 54
04/30/2024	Bill Payment (Check)	12150036153	City of Sacramento		-19.12	2,091,036. 42
					\$ 1,764,935.50	
					\$ 1,764,935.50	
					\$ 1,764,935.50	

Net Activity

Vendor Payments	-252,710.84
Payroll	-106,132.51
Receipts	23,258.15
Interest	3.25
Transfers from City Pool	2,000,517.45
Transfers from money market account	100,000.00
	<u>1,764,935.50</u>



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.4

TITLE: Budget to Actual Report

SUBJECT: Review and Accept Report for April 2024

EXECUTIVE SUMMARY:

The Budget to Actual report provides a monthly snapshot of how well the district meets its budget goals for the fiscal year. The monthly report contains a three-column presentation of actual expenditures, budgeted expenditures, and the budget percentage. Each line item compares budgeted amounts against real-to-date expenses. Significant budgeted line item variances (if any) will be explained below.

Attachment 1 provides a report for the month ending April 2024. The most significant Administrative expenditures to date include Government Fees, Miscellaneous Expenses for BMO Bank Fees, Property Taxes, and Annual Memberships. The most significant Operations expenditures include Power, Shop Equipment, Equipment Parts and Supplies, Utilities, Government Fees and Security Patrol.

BACKGROUND:

Annually, the Board of Trustees adopts the district’s annual budget in June. Typically, three board committees review the draft budget prepared by staff. The Personnel Committee reviews the wage and benefits portion of the budget. The Operations Committee reviews the Capital expenditures Budget. After the two committees review and make recommendations regarding the budget, the final draft is prepared for the Finance Committee to consider. After review by the Finance Committee, the final Proposed Budget is presented to the entire Board for review and thirty days later for adoption at a regular Board meeting.

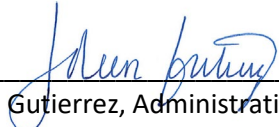
RECOMMENDATION:

Staff recommends the Board review and accept the Budget to Actual Report for April 2024.

ATTACHMENTS:

- 1. Budget to Actual Report April 2024

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Services Manager

Date: 05/06/2024



Kevin L. King, General Manager

Date: 05/06/2024

**Reclamation District No. 1000
Budget to Actual Comparison
July 1, 2023 to April 30, 2024 (Ten Months Ending of Fiscal 2024)**

	Year to Date July 1, 2023 to April 30, 2024	Budget	Percent of Budget
Operation & Maintenance Income			
Property Assessments	1,885,041	4,025,874	46.82%
Rents	24,909	24,000	103.79%
Interest Income	141,199	80,000	176.50%
SAFCA - O/M Assessment	1,471,161	1,463,950	100.49%
Misc Income	136,008	-	Not budgeted
FMAP Grant	280,930	421,000	66.73%
Annuitant Trust Reimbursement	-	-	Not budgeted
FEMA/OES Reimbursement	117,078	100,000	117.08%
Security Patrol Reimbursement	43,500	60,000	72.50%
Total	4,099,826	6,174,824	66.40%
Restricted Fund			
Metro Airpark Groundwater Pumping	43,234	30,000	144.11%
Total Combined Income	4,143,060	6,204,824	66.77%

Administration, Operations and Maintenance - Expenses

Administration

Government Fees/Permits	25,112	21,950	114.41%
Legal	43,153	102,500	42.10%
Liability/Auto Insurance	73,002	197,000	37.06%
Office Supplies	7,573	25,000	30.29%
Computer Costs	29,485	42,600	69.21%
Accounting/Audit	47,686	57,000	83.66%
Admin. Services	12,607	24,500	51.46%
Utilities (Phone/Water/Sewer)	20,889	35,700	58.51%
Mit. Land Expenses	4,995	5,500	90.82%
Administrative Consultants	54,347	81,500	66.68%
Assessment/Property Taxes (SAFCA - CAD)	14,064	11,500	122.30%
Admin - Misc./Other Expenses	3,885	2,800	138.75%
Memberships	40,519	37,600	107.76%
Office Maintenance & Repair	18,687	33,700	55.45%
Payroll Service	2,423	4,500	53.84%
Public Relations	26,765	90,000	29.74%
Small Office & Computer Equipment	16,287	20,750	78.49%
Election	1,220	45,500	2.68%
Conference/Travel/Professional Development	18,273	60,000	30.46%
Unbudgeted administration expenses	927	-	Not budgeted
Sub Total	461,899	899,600	51.34%

Personnel/Labor

Wages	1,133,776	1,264,664	89.65%
Group Insurance	138,585	161,096	86.03%
Worker's Compensation Insurance	23,259	35,000	66.45%
OPEB - ARC	-	75,205	0.00%
Dental/Vision/Life	21,228	28,628	74.15%
Payroll Taxes	83,932	93,356	89.91%
Pension	193,259	340,941	56.68%

Continuing Education	6,431	12,000	53.59%
Trustee Fees	21,619	30,000	72.06%
Annuitant Health Care	74,737	97,631	76.55%
	<hr/>	<hr/>	
Sub Total	1,696,826	2,138,521	79.35%

Operations

Power	525,842	490,000	107.31%
Supplies/Materials	17,713	23,000	77.01%
Herbicide	116,413	160,000	72.76%
Fuel	64,234	85,000	75.57%
Field Services	112,645	260,500	43.24%
Field Operations Consultants	14,186	16,200	87.57%
Equipment Rental	-	4,000	0.00%
Refuse Collection	34,942	50,000	69.88%
Equipment Repair/Service	24,702	40,000	61.76%
Equipment Parts/Supplies	35,623	35,000	101.78%
Facility Repairs	153,694	561,000	27.40%
Shop Equipment (not vehicles)	31,482	30,000	104.94%
Field Equipment	3,264	17,000	19.20%
Misc/Other 2	3,902	5,000	78.04%
Utilities - Field	21,380	16,891	126.58%
Government Fees/Permits - Field	12,399	3,500	354.26%
FEMA Permits	-	11,500	0.00%

Sub Total	1,172,421	1,808,591	64.83%
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Equipment

Equipment	2,470	260,000	0.95%
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Sub Total	2,470	260,000	
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Consulting/Contracts/Memberships

Engineering/Technical Consultants	83,950	107,000	78.46%
Security Patrol	237,400	215,000	110.42%
Temporary Admin	5,736	20,000	28.68%

Sub Total	327,086	342,000	95.64%
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FMAP Expenditures

LOI/SWIF (Consultants)	6,802	-	Not budgeted
Equipment	-	-	Not budgeted
Operations & Maintenance (Field)	261,389	421,000	62.09%
Administrative	206	-	Not budgeted

Sub Total	268,397	421,000	63.75%
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Total A, O & M Expenses	3,929,099	5,869,712	66.94%
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Capital Expenses

Capital Office Upgrades	9,631	125,000	7.70%
Capital RE Acquisition	-	-	Not budgeted
Capital Office Facility Repair	-	75,000	0.00%
Capital Facilities	111,151	975,000	11.40%

Sub Total	120,782	1,175,000	10.28%
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Total All Expenditures	4,049,881	7,044,712	57.49%
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RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.5

TITLE: Investment Report

SUBJECT: Monthly District Investment Report – April 2024

INTRODUCTION:

The Monthly Investment Report informs the Board of the District's investment activity to ensure alignment with the District's Investment Policy, focusing on "Security, Liquidity, and Yield."

EXECUTIVE SUMMARY:

At the April 12, 2024 Board meeting, the Board considered and approved transferring funds among investment accounts. Staff was directed to:

- Sweep the District's Special Benefit Assessment Fund \$1.5 million, leaving a balance of \$400K in the Sacramento County Treasurer's Pool.
- Sweep the entire balance of the Stormwater Fee Fund (approximately \$1.4 million), with ongoing sweeps of funds in the Sacramento County Treasurer's Pool after each installment.
- Sweep \$2 million from District funds held in the Sacramento City Investment Pool A, leaving a balance of \$250,000.
- Funds withdrawn, as directed by the Board of Trustees will be deposited equitably between CaliforniaClass and River City Bank Money Market, as soon as possible after the respective accounts are established.
- The Board requested that staff prepare a Monthly Investment Yield Report for the District's approved investment accounts (See Attachment #1).
- The Board also directed staff to provide monthly recommendations for compliance with the District's Investment Policy. The Board of Trustees will review and provide direction on any modifications recommended by staff or otherwise desired by motion of the Board.

To date, the District is in receipt of the funds swept from the Sacramento County Treasurer's Pool - Special Benefit Fund (\$1.5 million) and City of Sacramento Investment Pool A (\$2 million). The District has submitted a warrant request and is waiting for the funds to be transferred from Sacramento County for the Stormwater Fee sweep of funds (approx. \$1.4 million). When funds are received, staff will place funds in the respective accounts, as approved and directed by the Board at the April 12, 2024, Board of Trustees Meeting.

RECOMMENDATION:

Staff recommends the Board review the attached Investment Report. At this time, neither the Administrative Services Manager nor the General Manager advises any alterations to the current distribution of funds.

Note: The reported yield may not reflect the actual yield. The discrepancy arises because the reported yield is delayed by approximately one month of the actual yield. Therefore, it's essential to understand the current reporting yield might not accurately represent the actual yield or account balances for the recent period, with the understanding that the current reporting yield may be one month behind.

ATTACHMENTS:

1. Monthly Investment Report (April 2024)

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Service Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024

Investment Report (April 2024)

**AGENDA ITEM 5.5
ATTACHMENT NO. 1**

FY 23/24	City Pool A Reported Interest	Sacramento County Treasury	LAIF	CA Class (Prime)	River City Bank**
Average Reported Interest	2.692%	4.687%	3.787%	5.458%	4.990%

7/31/2023	2.67%	4.481%	3.305%	5.293%	4.99%
8/31/2023	2.57%	4.5%	3.434%	5.447%	4.99%
9/30/2023	2.64%	4.567%	3.534%	5.477%	4.99%
10/31/2023	2.69%	4.591%	3.67%	5.514%	4.99%
11/30/2023	2.61%	4.695%	3.843%	5.545%	4.99%
12/31/2023	2.6%	4.833%	3.929%	5.542%	4.99%
1/31/2024	2.79%	4.861%	4.012%	5.498%	4.99%
2/29/2024	2.9%	4.867%	4.122%	5.439%	4.99%
3/31/2024	2.76%	4.792%	4.232%	5.421%	4.99%
4/30/2024	Not available	Not available	Not available	5.405%	4.99%

Management Fees (Basis Points)	0.26%	0.06%	0.34%*	0.1	0
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*Previous fiscal year

**Guaranteed rates



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.6

TITLE: Authorization to Invest in Sacramento City Pool A

SUBJECT: Review and Consider Adoption of Resolution No. 2024-05-01: Authorizing the Investment of Reclamation District No. 1000 Monies in the City of Sacramento Investment Pool A

EXECUTIVE SUMMARY:

With the retirement of former General Manager, Paul Devereux, it is necessary for the District to update its officers with the City of Sacramento, Pool A. Resolution 2024-05-01 simply adds the District’s current General Manager, Kevin King, as an officer and authorizes him to make deposits into and withdrawals from the Pool A Fund for Reclamation District No. 1000 investment purposes.

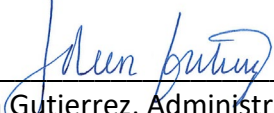
RECOMMENDATION:

Staff recommends the Board review and consider the adoption of Resolution No. 2024-05-01, authorizing continued investment in the City of Sacramento Pool A Fund and updating designated RD 1000 District officers to make deposits and withdrawals of RD 1000 monies for the purpose of investment.

ATTACHMENTS:

1. Resolution No. 2024-05-01: Authorizing the Investment of Reclamation District No. 1000 Monies in the City of Sacramento Investment Pool A

STAFF RESPONSIBLE FOR REPORT:



 Joleen Gutierrez, Administrative Services Manager

Date: 05/06/2024



 Kevin L. King, General Manager

Date: 05/06/2024



RECLAMATION DISTRICT NO. 1000
RESOLUTION NO. 2024-05-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000
AUTHORIZING INVESTMENT OF RECLAMATION DISTRICT NO. 1000
MONIES IN CITY OF SACRAMENTO, POOL A FUND**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 10th day of May 2024, the following resolution was approved and adopted:

WHEREAS, the City of Sacramento maintains a fund of the City Treasury known as “Pool A” through which funds are invested by the City Treasurer pursuant to Sacramento City Charter Section 73, with cash pool operations authorized by Sacramento City Charter Section 113. Pool A funds include assets of external participants; and

WHEREAS, the City of Sacramento and Reclamation District No. 1000 has entered into a Joint Exercise of Powers Agreement pursuant to California Government Code Sections 6500 et seq. under which, and in accordance with Section 6509.7 of the California Government Code, the City of Sacramento and Reclamation District No. 1000 will jointly exercise the collective power to invest funds in their treasury by Reclamation District No. 1000’s deposit of funds in Pool A pursuant to such Joint Exercise of Powers Agreement; and

WHEREAS, the Trustees do hereby find that the deposit and withdrawal of money in Pool A for purposes of investment as stated therein as in the best interest of the Reclamation District.

NOW, THEREFORE BE IT RESOLVED THAT: The Board of Trustees do hereby authorize the deposit and withdrawal of Reclamation District No. 1000 monies in Pool A for the purpose of investment.

BE IT FURTHER RESOLVED THAT: The following two officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in Pool A:

Joleen Gutierrez
Administrative Service Manager

Kevin L. King
General Manager

ON A MOTION BY Trustee _____, seconded by Trustee _____, the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District No. 1000, this 10th day of May 2024, by the following vote, to wit:

AYES: Trustees:
NOES: Trustees:
ABSTAIN: Trustees:
RECUSE: Trustees:
ABSENT: Trustees:

Elena Lee Reeder
President, Board of Trustees
Reclamation District No. 1000

CERTIFICATIOON:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2024-05-01 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 10th of May 2024 and made a part of the minutes thereof.

Joleen Gutierrez, District Secretary



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.7

TITLE: SCI Professional Services Agreement

SUBJECT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with SCI Consulting Group for the Special Benefit Assessment Administrative Services

EXECUTIVE SUMMARY:

Reclamation District No. 1000 (RD1000) solicited requests for qualifications for Special Benefit Assessment Administration Services on March 1, 2024. In accordance with the Request for Qualifications, the District received Statements of Qualifications from two (2) providers on April 15, 2024. The District's General and Administrative Services Manager (review panel) reviewed the received RFQs and recommended SCI Consulting Group (SCI) for Special Benefit Assessment Administration Services.

SCI's Statement of Qualifications is provided in Attachment No. 1.

RECOMMENDATION:

Staff recommends the Board review and consider authorizing the General Manager to Execute a 5-Year Professional Services Agreement with SCI for Special Benefit Assessment Administration Services.

FINANCIAL IMPACT:

Fiscal Year 2024/2025: Approximately \$18,022; FY 25-26 \$17,264; FY 26-27 \$17,745; FY 27-28 \$18,240; FY 28-29 \$18,240.

ATTACHMENTS:

1. Statement of Qualifications – SCI Consulting Group

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Service Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024

April 15, 2024

Submitted Electronically

kking@rd1000.org

Kevin L. King, General Manager
Reclamation District No. 1000
1633 Garden Highway
Sacramento, CA 95833

Re: Statement of Qualifications for Special Benefit Assessment Administration

Dear Mr. King:

SCI Consulting Group (“SCI”) is pleased to submit this Statement of Qualifications (“SOQ”) to Reclamation District 1000 (“District”) for your review for Special Benefit Assessment Administration. Specifically, this proposal is an offer, including the cost proposal, for the complete Scope of Work as described in the District’s March 1, 2024 Request for Qualifications for Special Benefit Assessment Administration. *(We are also submitting a SOQ for the Stormwater Fee Administration)*

Please note that SCI has been providing these services to the District since 1997, and appreciates the opportunity to continue.

We understand that these important revenues need to be calculated, administered, and collected accurately and efficiently, and that they provide essential funding for the District to continue to implement its’ mission, including completion of the Natomas Levees Improvement Project. The annual levy administration scope of services should include the annual preparation of the Proposition 218-compliant Engineer’s Report and other supporting documents, which establish the foundational basis for the continued collection of the District’s assessments. These reports and the assessment engineering for the District’s current assessments should include ongoing enhancements or clarifications to address important recent court decisions and additional requirements that impact nearly all existing benefit assessments in California. As is typical, every time SCI takes over the annual administration of existing levies, we perform a comprehensive review of all parcels, the most recent engineer’s reports, assessment diagrams, resolutions, staff reports, and other relevant material.

Finally, it cannot be overstated that these assessments must be clearly and effectively communicated to affected property owners, District staff leaders and other leaders, and well-managed over time to ensure financial sustainability.

We respectfully offer the following information for your consideration:

MOST COMPREHENSIVE LEVY ADMINISTRATION SCOPE The administration of the District's special levies is an important fiduciary responsibility that should entail significant effort to ensure that the special levies are collected accurately and defensibly. We have gained unparalleled and comprehensive data flow and compliance expertise through designing and establishing many new post-Proposition 218 benefit assessments.

EXISTING LEVY OPTIMIZATION EXPERTISE As noted, SCI Consulting Group's primary expertise is administering assessments, fees, charges, and special taxes for public agencies. We have never missed a levy submission deadline with over 37 years of experience in this specialized field. We have an unparalleled track record of finding additional revenues for agency levies previously administered by another firm. In fact, in nearly every case in which SCI has begun to administer special levies previously managed by another firm or public agency, we have often uncovered significant additional revenues due to incorrect previous amounts or missing parcels that should be subject to the levies.

Furthermore, SCI has developed and uses the most sophisticated and well-tested proprietary computerized data systems (specifically designed for special assessment, fee and CFD tax administration) in the industry.

LOW OVERHEAD/LOW-COST PROVIDER We understand that assessment engineering services must provide cost-effectiveness, mainly to keep the costs within budget constraints. For this reason, we maintain the lowest overhead and leanest structure in the industry. While other firms maintain multiple offices, hierarchical administration, and much higher overhead costs, we operate more effectively and with much lower overhead from one central office in an economically favorable business area.

COLLECTIVE LEGAL EXPERTISE SCI has also gained a considerable and unmatched advantage from the collective input of most of the State's leading Proposition 218 specialized attorneys with whom we worked on formations and on the continued justification of the over 140 post-Proposition 218 agency-wide assessments we created and annually reauthorize.

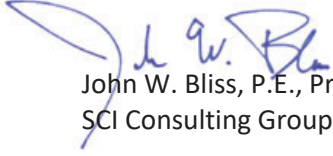
KNOWLEDGE OF RD 1000, AND SACRAMENTO AND SUTTER COUNTIES We have worked with the District for over 25 years, and have worked extensively throughout Sacramento and Sutter Counties, including local cities, reclamation districts, and other special districts. Further, we currently provide, or have provided, consulting services to the following agencies within Sacramento and Sutter Counties:

- American River Flood Control Agency, Sacramento Area Flood Control Agency and Brannan-Andrus Levee Maintenance District, and Reclamation Districts 3, 341, 349, 551, 554, 556, 755, 800, 1000 and 1001
- Arcade Creek, Arden Park, Carmichael, Fair Oaks Fulton, Misson Oaks, north highland, Orangevale, Rio Linda, Southgate and Sunrise Recreation and Park Districts
- City of Sacramento
- Cosumnes Groundwater Authority
- Galt, Sacramento City and Yuba City School Districts
- Delta and Sutter Basin Fire Protection Districts

This proposal is valid for 120 days. SCI certifies under penalty of perjury that we comply with all nondiscrimination requirements of the State and the Federal Government. SCI has reviewed the template agreement in Section D of the Request for Qualifications, and is prepared to sign without modification.

We look forward to this opportunity to assist the District and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me at (707) 208-0940 or by email at john.bliss@sci-cg.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "John W. Bliss". The signature is stylized and fluid.

John W. Bliss, P.E., President
SCI Consulting Group

cc: Blair Aas, Vice President
Jeanette Hynson, Senior Consultant

2. QUALIFICATIONS

A. Scope of Services

SCI will perform all required tasks in support of the comprehensive annual administration of the District's special assessments as described on Page 5 through 7 of the SOQ document, as detailed below. The following is a general outline of our scope of work and approach.

1. Kick-off Meeting

SCI will organize a kick-off meeting to discuss overall project goals and standards and the schedule and deadlines.

2. Audit - First-Year Review and Set-Up

Like with all "new" our SCI contracts for annual administration services, SCI will conduct a first-year review, including a geographical/zone review, to confirm the correct parcels which are subject to the assessments. The approved methodologies will be used to evaluate and recalculate all levies compared with the previous year's levies.

SCI will make recommendations for upgrades to improve compliance with Proposition 218, including issues of proportionality, levy method and general versus special benefit, and other legal requirements. SCI will review proposed process and engineering upgrades with District staff, District Council, legal counsel, and other parties and will incorporate their input. Upon completion of the audit, SCI will meet with the District to discuss its findings and determine the resolution of all discrepancies, as well as policy and procedure improvements.

Since SCI currently provides these services, John Bliss, President of SCI will independently conduct the audit.

Deliverables:

Audit and Recommendations Report and discussion

3. Annual Administration

Engineering Support

SCI will broadly support, discuss, provide advice and information and respond to inquiries from staff, District Counsel and the community as needed.

Preparation of Resolutions, Notices, and Engineer's Report

SCI will prepare all resolutions, the notices of public hearings, and agenda reports to continue the special levies. SCI will also assist with the publication of the notices for the continuation of the special levies.

As the Assessment Engineer of Record, SCI will prepare preliminary Engineer's Reports (and/or Annual Report) annually. The Engineer's Reports will include a description of services and improvements, cost estimates, assessment methodology, assessment diagram, and the assessment roll. Additionally, each year SCI will carefully evaluate all Proposition 218 developments and legal issues that may have a bearing on the levies.

Data Processing

Each year, SCI will obtain relevant tabular and GIS data from various sources including, but not limited to, District records, parcel maps and County Assessor information to maintain and update the database for the special assessment. (This includes the full processing using SCI's industry-standard, proprietary automated/manual data processing infrastructure – and includes numerous custom queries and checks specific to the District's assessment.) SCI will maintain annual dedicated databases with multi-attribute assessment district data.

Determination of Final Levies

After the close of each fiscal year, SCI will determine the final levies based upon the current assessment rates methodology and on the final lien roll data as of July 1. All new or changed parcels will be identified, and the final levies determined on a parcel-by-parcel basis.

Levy Submittal and Confirmation

Once the special levies have been internally approved, SCI will prepare the final levy rolls for submittal to the County Tax Collectors. SCI will meet the Tax Collectors' levy roll submission requirements and provide them the necessary documentation to include the special levies on the County's consolidated property tax bills. SCI has never missed a levy submittal deadline. Additionally, electronic levy rolls sorted by assessor parcel number and property owner's name will be prepared and submitted to the District. SCI will receive written confirmation and communicate the confirmation to the District upon receipt and approval of the levies.

Inquiries and Information Requests

SCI will coordinate with the County Tax Collector for our taxpayer inquiry line (800-273-5167) to be placed alongside the levy amount on the tax bill so property owners, title companies, and other interested parties can contact us throughout the year with questions regarding the levies. Our representatives are fluent in English and Spanish, and calls are returned within 24 hours. SCI will represent the District professionally and minimize any inconvenience to the inquiring taxpayer and the District.

Annexations and Formations

If the District is considering a landowner annexation or new formation, our services can include initial feasibility analysis and working with the District and property owner representatives, preparing the notice and assessment ballot, managing the ballot proceeding, managing the public hearing, close of balloting, and certifying the ballot results.

Deliverables:

- Maintenance of high quality District database
- Copies of annual assessment levies and service charges
- Ad-hoc response to all inquiries and reporting as needed
- Resolutions, Notices, and Reports, etc.
- Proposition 218-Compliant Annual Engineer's Report and/or Annual Report
- Submittal of levies to (Sacramento and Sutter) County Auditors/Tax Collectors
- Annexations and formations as needed
- Presentation to staff and the District's Board as needed
- SBE list of assessed utility parcels

Quality Assurance and Quality Control

We take great pride in our levy administration process and stringent quality control and oversight to ensure the levies' accuracy. Each year for every special levy, we run over 50 checks and validation queries on each parcel, so any parcels that may require additional research can be identified, researched, and determined.

After the levy administrator has determined the preliminary levies, another will perform a complete independent peer review and audit, including a parcel-by-parcel confirmation of the levies. Before finalizing the levies, a manager will perform another full round of quality assurance and review. These multiple-stage reviews and quality assurance steps are a key element in SCI's proven ability to ensure and maximize levy revenues for our clients.

B. Minimum Qualifications

See SCI's responses to the Minimum Qualifications requirements.

1. Statement of Qualifications including the following:

a) The respondent shall prepare a Statement of Qualifications in the submittals, which identifies the size, stability, and capacity of the organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location, which is intended to provide the services described in the Description of Services.

SCI Consulting Group, a California Chapter S Corporation, is a public finance and urban economic consulting firm with over 37 years of expertise in assisting public agencies in California with planning, justifying, and successfully establishing new revenues for their service and capital improvement needs and objectives, and managing special levies. SCI possesses extensive CFD tax and Proposition 218 benefit assessment engineering and formation expertise, particularly for agency-wide assessments that are much more difficult to win than new development projects or neighborhood assessments.

SCI provides year-round special tax and assessment administration services and planning services for clients throughout California. Our firm currently administers over 1,000 taxes, assessments, and fees for 200 public agencies, comprising 13,000,000 parcels. SCI's planning projects have included hundreds of development impact studies, facility and financing plans, demographic studies, cost of service and fee justification studies, and other planning and real estate studies.

SCI also offers extensive expertise with important procedural issues involving benefit assessments, special taxes, and fees. The principals at SCI are acknowledged experts on these public financing mechanisms and were involved with the cleanup legislation for Proposition 218.

SCI has enjoyed solid growth throughout its history and is very financially strong. There are currently 22 employees at SCI and all are assigned to our main office in Fairfield, California.

SCI has not had any mergers, acquisitions, or sales in its 37-year history. There is no pending litigation against SCI. SCI has never filed (or had filed against it) any bankruptcy or insolvency proceeding, voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors.

b) An identification of the respondent's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFQ, including an identification of the number of years the respondent has been performing similar services and the most recent projects for which the respondent has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was performed, the dollar amount of the contract, and the date of performance.

SCI is very experienced with projects of similar scope and complexity, and has provided these services directly the District may years. We have over 150 similar clients. Please refer to the client list included further in the SOQ, as well as the enclosed Reference forms.

c) A list of the respondent's principals, employees, agents, and subcontractors which the respondent intends to assign to this Project. This list shall include a summary of the qualifications (including education, training, certifications, licenses, and experience) of each individual and the type of work to be performed by each individual.

See Section C, Personnel Qualifications, further in this SOQ.

2. Statement of Exceptions, if any, to the District's Form of Agreement. A sample agreement has been provided in Section D of this RFQ. If the respondent wishes to take exception to any terms and conditions in the service agreement, these should be identified specifically; otherwise, include a statement of no exception in the submitted response. Failure to identify contractual issues of dispute can later be the basis for the District disqualifying a Respondent. Any exceptions to terms, conditions, or other requirements must be clearly stated.

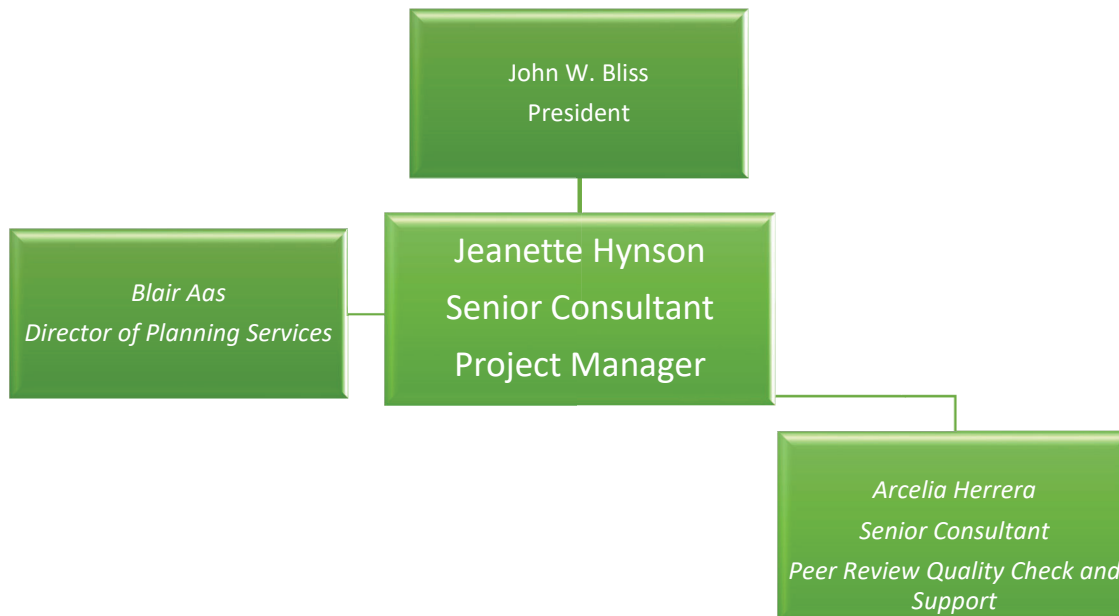
We have reviewed the template agreement in Section D, and have no exceptions.

The Work Plan will include a Cost Estimate of administration services for the District and an estimated annual work plan for the District's Fiscal Year (July 1 – June 30). The Cost Estimate may include options not specifically identified in the Description of Services in this Request for Qualifications. The final Cost Estimate and anticipated work plan included in the Agreement will be negotiated by the District and Respondent deemed most responsive in demonstrating their expertise and capacity to deliver the desired professional services

We concur.

C. Personnel Qualifications

If selected for this project, Jeanette Hynson, Senior Consultant, will serve as the Project Manager and the day-to-day contact for these services, including ArcGIS services and will work with John on the assessment parcel data processing. Blair Aas, Director of Planning Services, and Arcelia Herrera, Senior Consultant will provide independent peer review and assistance. All staff works out of our office in Fairfield, California, and all have major clients in southern California. John Bliss would serve as the fee and assessment engineer and would assist with the Annual, Engineers and Fee Reports as needed, special and general benefit findings, and other upgrades and enhancements to address recent court decisions and legal challenges to assessments.



Jeanette Hynson, Senior Consultant



Jeanette Hynson contributes over 20 years of experience in levy administration, Proposition 218 Assessment District formation, and consulting services to the SCI team. She has a wealth of knowledge with impact fee justification studies, the creation and administration of benefit assessments and fees, public opinion research projects, meeting facilitation, media, and educational outreach experience, and other consulting services. Additionally, she makes a significant contribution to SCI's work with her expertise and experience in relational database management system maintenance and design. She has also developed a ballot tabulation software application that has proven to provide an accurate and efficient approach to ballot tabulation verification.

In 2019, Jeanette led the successful implementation of a benefit assessment for fire protection services in rural Santa Cruz County (CSA #48) including planning, assessment engineering, balloting, and community outreach.

<https://www.linkedin.com/in/jeanette-hynson-5036bb29/>

John Bliss, M.Eng., P.E., President, License No. C052091



John Bliss, a Professional Engineer, and President of SCI, specializes in assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer's Reports, levy administration, cost estimating and budgeting, database design and implementation, regulatory compliance, and revenue measure formations. He has 20 years of experience in this field of expertise. Moreover, John is a recognized expert assessment engineer and Proposition 218 compliance specialist who has served as an expert witness and technical authority. He has also worked with most of the leading Proposition 218 specialized attorneys in the State, further expanding his professional and technical expertise.

During his tenure at SCI, John has served as the responsible Assessment Engineer on over 300 Engineer Reports for new or increased assessments, comprising more post-Proposition 218 new assessment engineering than any other assessment engineer in the State. John also has served as the project lead for the California Statewide Fire Benefit Fee assessment. John led SCI's successful effort to identify every parcel in Counties throughout the State in State Responsibility Areas and, thus, subject to this new annual assessment fee on property tax bills. (SCI was selected as the sole source for this project, based on the State's determination of our unmatched levy administration capabilities.) John also led SCI's time-compressed and successful assessment calculation efforts and created a highly integrated information exchange system with the GIS/spatial analysis firm based in India and California for this new statewide fee.

John graduated from Brown University with a Bachelor of Science Degree in Engineering and holds a Master of Civil Engineering from The University of California, Berkeley, where he was a Regent's Scholar. He is a licensed Professional Civil Engineer in California and is a LEED accredited professional.

<https://www.linkedin.com/in/john-bliss-9687456/>

Also:

Blair Aas, Vice President

Blair specializes in the areas of developer mitigation, Mello-Roos CFD formations, development impact fees, and other new revenue mechanisms to offset the need for new or increased services and public facilities to serve new development. With over 20 years of experience in public finance and developer mitigation, Blair has developed extensive expertise in assisting public agencies in addressing the financial impacts of new development. He has prepared over 100 impact fee programs and public facility financing plans. In this capacity, Blair has strong analytical experience in the inception of solid public facility planning and financial analyses.

Blair graduated from Boise State University with a B.A. in economics, emphasizing public finance. He is a frequent presenter on local funding mechanisms for public agencies at annual conferences and area workshops held by the California Society of Municipal Finance Officers, the California Special Districts Association, and the Fire District Association of California. Blair is a commercial associate member of the California Society of Municipal Finance Officers, a member of the CSDA Legislative Committee Budget, Finance, and Taxation Working Group, and a former Community Resources Commissioner for the City of Fairfield.

<https://www.linkedin.com/in/blairaas/>

Arcelia Herrera, Senior Consultant

Arcelia Herrera contributes over 16 years of experience in finance, levy administration, Proposition 218 Assessment District formation and consulting services to the SCI team. She has extensive expertise with the creation and administration of benefit assessments, special taxes, and other property related fees. She specializes in funding options for various assessment districts such as landscaping and lighting assessments as well as vector, fire, and school taxes for districts around the State of California. Arcelia expertly balances a variety of interesting projects working with clients and members of the public from every region of California. She utilizes her skills as a computer, database, and GIS expert to provide tech support for the office. Arcelia graduated from California State University, Monterey with a Bachelor of Science degree in technology with emphasis in applied computing.

Major annual administration clients:

- Alameda County Emergency Fee
- City of San Leandro Parcel Tax
- American River Flood Control District
- City of Folsom L&Ls
- San Diego County Mosquito Assessment
- San Joaquin County Mosquito Assessment

<https://www.linkedin.com/in/arcelia-herrera-92a0b928/>

D. List of Clients

The following Client list includes all clients in Sacramento and Sutter Counties. (Please do not hesitate to reach out if you would like a complete list of all 150+ clients, but we prefer to not disclose this list in a public document.)

- American River Flood Control Agency, Sacramento Area Flood Control Agency and Brannan-Andrus Levee Maintenance District, and Reclamation Districts 3, 341, 349, 551, 554, 556, 755, 800, 1000 and 1001
- Arcade Creek, Arden Park, Carmichael, Fair Oaks Fulton, Misson Oaks, north highland, Orangevale, Rio Linda, Southgate and Sunrise Recreation and Park Districts
- City of Sacramento
- Cosumnes Groundwater Authority
- Galt, Sacramento City and Yuba City School Districts
- Delta and Sutter Basin Fire Protection Districts

E. Additional Consultant Information

Proposition 218 Expertise

We have worked extensively with the leading Proposition 218 specialized attorneys in the State to ensure that all assessments we manage fully comply with court decisions and guidance, including Silicon Valley Taxpayers Association, Dahms, and other critical decisions. If SCI is selected to work with the District, we will perform this vital work as part of the scope of our services. We invite the District to contact us directly for more information about this important issue.

The work and services performed under this Agreement are by a design professional as defined by California Civil Code Section 2782.8(c)(1). As such, the provisions of this section regarding Consultant's duty to defend and indemnify shall be limited as provided in California Civil Code Section 2782.8 and shall apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Employment Policies. SCI does not and shall not discriminate against any employee in the workplace or any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes.

Insurance. SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

Independent Contractor. If selected, SCI shall perform all services included in this proposal as an independent contractor.

No Conflict of Interest. SCI has no financial, business or other relationships with the District that may have an impact on the outcome of this contract or any resulting construction project. SCI has no current clients who may have a financial interest in the outcome of this contract.

3. FEE SCHEDULE

FEE PROPOSAL								
Reclamation District 1000								
Special Benefit Assessment Services								
		SCI						
Classification		Senior Consultant	President	Vice President	Senior Consultant	SCI Admin Support		
Assigned Staff		Jeanette Hynson	John Bliss	Blair Aas	Arcelia Herrera			
Fully Loaded Hourly Rate		\$217	\$306	\$287	\$217	\$78		
Scope of Work								
Work Plan		Hours					Total Hours	Total Costs
1	First Year Audit	0	4	0	0	0	4	\$ 1,224
2	Annual Administration	48	4	4	12	2	70	\$ 15,548
TOTAL DIRECT HOURS		48	8	4	12	2	74	\$ 16,772
							Total 1st Year Labor Cost	\$ 16,772
Direct Costs						Units	Cost per Unit	Total Costs
Incidentals	Travel, property data, maps, and other out-of-pocket expenses					1	1,250	\$ 1,250
							Direct Costs	\$ 1,250
							Year 1 Total Costs	\$ 18,022

Summary of Annual Costs					
	2024-25	2025-26	2026-27	2027-28	2028-29
First Year Audit & Engineer's Report	\$ 1,224				
Annual Levy Administration	\$ 15,548	\$ 16,014	\$ 16,495	\$ 16,990	\$ 16,990
Payment due on August 10:	\$ 10,106	\$ 10,106	\$ 10,106	\$ 11,043	\$ 11,043
Balance due on January 31:	\$ 5,442	\$ 5,442	\$ 5,442	\$ 5,946	\$ 5,946
Maximum Direct Expenses	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Total Contract Authorization	\$ 18,022	\$ 17,264	\$ 17,745	\$ 18,240	\$ 18,240

Section E – SUBMITTAL FORMS ACKNOWLEDGEMENT

The undersigned declares that they:

- Has carefully examined the Request for Qualifications – Special Benefit Assessment Administration; and
- Is thoroughly familiar with its content; and
- Is authorized to represent the respondent Consultant; and
- Agrees to perform the work as set forth in this qualification response.

Consultant Name and Address:		
SCI Consulting Group		
4745 Mangels Blvd Fairfield, CA 94534		
Contact Name: John Bliss		
Email: john.bliss@sci-cg.com	Fax: 707-430-4319	Phone: 707-430-4300

Signature of Authorized Representative: 	Date: April 15, 2024
--	-------------------------

Insurance Certificate

_____ Insurance Company's A.M. Best

Certificate of Insurance Attached? [YES / NO]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0L72977 Legacy Risk & Insurance Services 1850 Mt. Diablo Blvd., Suite 400 Walnut Creek, CA 94596	CONTACT NAME:	
	PHONE (A/C, No, Ext): (925) 482-1000	FAX (A/C, No): (925) 482-1001
	E-MAIL ADDRESS: certificates@legacyrisk.net	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED SCI Consulting Group 4745 Mangels Boulevard Fairfield, CA 94534-4319	INSURER A : Sentinel Insurance Company Ltd	
	INSURER B : Markel Insurance Company	
	INSURER C : Gemini Insurance Company	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		57SBARH8313	4/20/2023	4/20/2024	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			57SBARH8313	4/20/2023	4/20/2024	MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			57SBARH8313	4/20/2023	4/20/2024	GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		MWC000353313	4/20/2023	4/20/2024	HIRED AND NONOW \$ 2,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
C	Service & Technical Prof Liab/Claims Mad			VNPL011739	12/17/2022	12/17/2023	E.L. EACH ACCIDENT \$ 1,000,000
				VNPL011739	12/17/2022	12/17/2023	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							Each Claim/Agg 2,000,000
							Deductible 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage Only.

CERTIFICATE HOLDER

CANCELLATION

Bidding and Presentation Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Statement of Past Contract Disqualifications

The Consultant shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

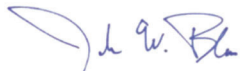
Do you have any disqualification as described in the above paragraph to declare?

Yes

No

If yes, explain the circumstances.

Executed on April 15, 2024 at Fairfield, CA under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.



Signature of Authorized Consultant Representative

References

Number of years engaged in providing the services included within the scope of the specifications under the present business name:

Describe fully the last three (3) contracts performed by Consultant that demonstrate the ability to provide the services included within the scope of the RFQ. Attach additional pages if required. The District reserves the right to contact each of the references listed for additional information regarding qualifications.

Reference No. 1

Client Name	Placer Mosquito and Vector Control District
Contact Name & Title	Joel Buettner, General Manager
Street Address	2021 Opportunity Drive
City	Roseville
State & Zip Code	CA, 95678
Telephone	916-380-5444
Email	joelb@placermosquito.org
Date(s) of Service	1999 to present
Contract Amount	\$35,000.00 annually

Description of Services:

SCI helped the District with the annexation and successful assessment ballot measure of the eastern portion of the County in 2004, and again in 2007 for a county-wide assessment (except the community of Sheridan) to support expanded services and a permanent facility. Again, SCI effectively guided the District on providing useful information to residents and property owners about the District and the proposed services. We continue to administer these benefit assessments.

Reference No. 2

Client Name	City of Alameda: Water Quality and Flood Protection Initiative
Contact Name & Title	Jim Barse, Clean Water Program Specialist
Street Address	950 West Mall Square
City	Alameda
State & Zip Code	CA, 94501
Telephone	510-747-7950
Email	jbarse@alamedaca.gov
Date(s) of Service	2019 to present
Contract Amount	\$196,151.00

Description of Services:

The City of Alameda desired to explore and possibly implement a stormwater funding mechanism to fund an array of stormwater-related needs as outlined in several planning documents compiled since 2008. The City of Alameda hired SCI to work through the process in three stages: 1) Program needs evaluation and funding options; 2) Public opinion survey to ascertain the community's priorities and willingness to fund this critical infrastructure program; and 3) Implementation of a funding mechanism if sufficient support existed. After completing the first phase, SCI conducted an opinion survey that showed approximately 59% of the community supported an investment in the City's stormwater infrastructure to protect the environment and improve the aging storm drain system.

SCI was authorized to proceed with a Stormwater Fee Rate Study and implementation of a property-related fee process. Property owners approved the fee initiative with 57% support. SCI continues to provide the annual administration of this fee.

Reference No. 3

Client Name	City of Vacaville
Contact Name & Title	Brian McLean, Deputy Director, Public Works
Street Address	650 Merchant Street
City	Vacaville
State & Zip Code	CA, 95688
Telephone	707-469-6500
Email	brian.mclean@cityofvacaville.com
Date(s) of Service	1996 to present
Contract Amount	\$25,390.00

Description of Services:

SCI was initially hired in 1996 to administer over 50 existing landscaping and lighting assessments in the City and to assist the City with Proposition 218 compliance services. Upon review of all of the existing assessments, we determined eight assessments required ballot approval to continue, pursuant to Proposition 218. SCI assisted the City with the successful ballot and assessment re-confirmation for all eight assessment districts.

In the first year of administering the assessments that were previously managed by another firm, we uncovered over \$25,000 of annual revenues that had not been correctly assessed by the previous firm. Since 1996 we have accurately and efficiently administered the City's assessments and have assisted the City with successfully establishing over 80 new Landscaping and Lighting assessment districts. The City's assessment districts currently generate over \$4.3 million in annual revenues for the City.



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.8

TITLE: NBS Professional Services Agreement

SUBJECT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with NBS Consulting Group for Stormwater Fee Administration Services.

EXECUTIVE SUMMARY:

Reclamation District No. 1000 (RD1000) solicited requests for qualifications for Stormwater Service Fee Administration Services on March 1, 2024. In accordance with the Request for Qualifications, the district received Statements of Qualifications from two (2) providers on April 15, 2024. The District’s General and Administrative Services Manager (review panel) reviewed the received RFQs and recommended NBS for Stormwater Fee Administration Services.

NBS’ Statement of Qualifications is provided in Attachment No. 1.

RECOMMENDATION:

Staff recommends that the Board review and consider authorizing the General Manager to execute a 5-Year Professional Services Agreement with NBS for Special Benefit Assessment Administration Services.

FINANCIAL IMPACT:

Fiscal Year 2024/2025: \$20,900

ATTACHMENTS:

- 1. Statement of Qualifications and Fee Schedule – NBS

STAFF RESPONSIBLE FOR REPORT:



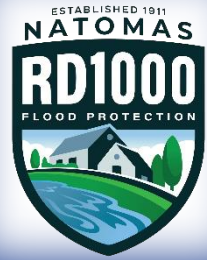
Joleen Gutierrez, Administrative Service Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024



RECLAMATION DISTRICT NO. 1000

Statement of Qualifications for:
**Stormwater Service Fee
Administration**

April 15, 2024



nbsgov.com



870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349

nbsgov.com

April 15, 2024

Kevin L. King
General Manager
Reclamation District No. 1000
1633 Garden Highway
Sacramento, CA 95833

RE: Statement of Qualifications for Stormwater Service Fee Administration

Dear Mr. King,

We understand that Reclamation District No. 1000 (District) requires proactive and qualified support of its Stormwater Service Fee to ensure that the funds are accurately collected: This will allow the District to continue to ensure that its mission is accomplished – protecting the lives and property of over 100,000 people within the Natomas basin. This Fee is an integral part of the fiscal life of the District today, and part of its overall legacy for over a century.

NBS is extremely qualified to play this role for the District. For over 28 years, NBS has been the go-to firm in this specialized realm. As a demonstration of that, NBS levied over \$1 Billion on county tax rolls this past year. This experience is across California, including both Sacramento and Sutter counties, with many of those charges being similar fees, as well as taxes, assessments, and other charges. Our team recently consulted with the City of Sacramento on its successful new stormwater fee, as well. We strongly believe in contributing to our local government world, and support the California Special Districts Association, League of California Cities, California Society of Municipal Finance Officers and others with our time and experience.

We hope our proposal will demonstrate this experience and expertise, and reflect our proactive approach to the services requested. We also offer optional services, such as “view only” access to all parcel data and fee calculations, if that is of interest. Please contact me at 800.434.8349 or via email at sparson@nbsgov.com if you have any questions or would like to discuss our professional qualifications further. We would genuinely like to continue our work on this project and help the District move forward successfully.

Sincerely,

Stephanie Parson
Director

Michael Rentner, Authorized Signer
President

helping communities fund tomorrow since 1996

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“Quality is paramount in the services NBS provides, and we have faith in your professional abilities, accuracy, timelines and overall integrity.” – John Donoghue, Deputy Treasurer



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

SFD FORMATION & ANNUAL ADMINISTRATION | 2001 - PRESENT


1 | SUBMITTAL FORMS

Section E – SUBMITTAL FORMS ACKNOWLEDGEMENT

The undersigned declares that they:

- Has carefully examined the Request for Qualifications – Stormwater Service Fee Administration; and
- Is thoroughly familiar with its content; and
- Is authorized to represent the respondent Consultant; and
- Agrees to perform the work as set forth in this qualification response.

Consultant Name and Address: NBS Government Finance Group, DBA: NBS		
Headquarters: 32605 Temecula Parkway, Suite 100, Temecula, CA 92592		
Regional Office: 870 Market Street, Suite 1223, San Francisco, CA 94102		
Contact Name: Michael Rentner		
Email: mrentner@nbsgov.com	Fax: 951.296.1998	Phone: 800.676.7516

Signature of Authorized Representative: 	Date: 04/09/2024
--	----------------------------

Insurance Certificate

See below Insurance Company's A.M. Best

Certificate of Insurance Attached? [YES / NO]

Gemini Insurance Company: A+:XV
Massachusetts Bay Insurance Company: A:XV
Hanover Insurance Company A:XV



ADDITIONAL REMARKS SCHEDULE

AGENCY C3 Risk & Insurance Services		License # 0L48969	NAMED INSURED NBS Government Finance Group 32605 Temecula Parkway, Suite 100 Temecula, CA 92592
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

GENERAL LIABILITY:

Additional Insured-Special Broadening Endt: 391-1006 08 16

Additional Insured-Completed Operations: 391-1602 08 16

Primary & Non-Contributory: 391-1003 08 16

Waiver of Subrogation: 391-1003 08 16

Cancellation Provision: 391-1003 08 16

Umbrella Cancellation Provision: CU 02 23 09 12

AUTO:

Additional Insured: 461-0478 12 12

Primary & Non-Contributory: 461-0478 12 12

Waiver of Subrogation: 461-0500 11 13

Auto Cancellation Provision: IL 00 17 11 98

WORKERS' COMPENSATION:

Waiver of Subrogation: WC 00 03 13 04 84

Cancellation Provision California WC 040601B

Cancellation Provision Arizona WC 02 06 01 C

Deductibles:

General Liability- \$0

Auto Liability- Comp Ded: \$1,000 / Coll Ded: \$1,000

Umbrella: \$0

Professional Liability- \$20,000 deductible (Per Claim).

*** Proof of Insurance Only ***

Reference No. 1	
Client Name	City of Folsom
Contact Name & Title	John Donoghue, Deputy Treasurer
Street Address	50 Natoma Street
City	Folsom
State & Zip Code	CA 95630
Telephone	916.461.6091
Email	jdonoghue@folsom.ca.us
Date(s) of Service	2001 – Ongoing
Contract Amount	Approximately \$250,000

Description of Services:

Since 2001, NBS has been applying charges to the tax roll and performing Special Financing District (SFD) annual administration and formation/annexation services for the City of Folsom, which includes Community Facilities District (CFD) and Landscape Maintenance District (LMD) administration. NBS formed eight (8) CFDs for the City, one of which has seven (7) improvement areas.

We currently administer nineteen (19) CFDs (eleven of which have bonded and non-bonded components) on behalf of the City, in addition to 1972 Landscaping and Lighting Maintenance Districts containing 29 Districts and a Property and Business Improvement District. The City has also trusted NBS to form new districts as well as provide ongoing SFD Formation and Consulting work related to the City's continued development. For FY 2023-24, NBS levied nearly \$25 million dollars in revenue across 37,723 parcels within the City's Districts.

Reference No. 2	
Client Name	City of Elk Grove
Contact Name & Title	Matthew Paulin, Finance Director
Street Address	8401 Laguna Palms Way
City	Elk Grove
State & Zip Code	CA 95758
Telephone	916.478.2217
Email	mpaulin@elkgrovecity.org
Date(s) of Service	2015 - Ongoing
Contract Amount	Approximately \$60,000

Description of Services:

In 2015, the City of Elk Grove turned to NBS as the most-qualified consultant to administer a variety of tax roll charges. Since then, NBS has been performing Special Financing District annual administration services for the City, which includes CFD and Assessment administration.

NBS currently administers five CFDs (three of which are bonded CFDs that also include services components) on behalf of the City, in addition to three maintenance assessments.

For FY 2023-24, NBS levied nearly \$37 million dollars in revenue across 105,397 parcels within the City's Districts. The City has also trusted NBS to provide data and support related to bond issuances.

Reference No. 3	
Client Name	City of Vacaville
Contact Name & Title	Ken Matsumiya, Director of Finance
Street Address	650 Merchant Street
City	Vacaville
State & Zip Code	CA 95688
Telephone	707.449.5180
Email	Ken.Matsumiya@cityofvacaville.com
Date(s) of Service	2004 - Ongoing
Contract Amount	Approximately \$50,000
<p>Description of Services:</p> <p>The growing City of Vacaville in Solano County utilizes a number of Special Financing Districts, which include eight (8) 1913 Act Assessment Districts and six (6) special tax Community Facilities Districts. For FY 2023 -2024, NBS levied \$8.4 million on 6,528 parcels.</p> <p>NBS has been working with the City handling the day-to-day administration, which includes data maintenance and updates, responding to payoff calculation and other informational requests, monitoring and following up on delinquencies, submitting the correct levy information to the County, etc.</p> <p>NBS has also been the provider for the Annual Disclosure process, as required for the bonds issued. NBS has formed five (5) CFDs in past years, and now administers them on behalf of the City. They were formed for the purpose of funding public safety services for land that was both developing and annexing to the City.</p>	

Statement of Past Contract Disqualifications

The Consultant shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare? Yes No

If yes, explain the circumstances.

Executed on 04/09/2024 at NBS under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.



Signature of Authorized Consultant Representative

2 | SCOPE OF SERVICES

The following describes the proposed Work Plan/Scope of Services to be performed for the Stormwater Fee during the District's Fiscal Year July 1 to June 30, though annual tax roll efforts do need to start earlier than July 1 each year.

Stormwater Service Fee Administration

KICK-OFF MEETING

- Meet with District Staff, District Board and legal counsel to determine the tax roll billing steps and appropriate timeline.
- Assist with the development of budgets, review parcel and fee data, and other tasks related to the levied fee.
- Determine the method of application of the Stormwater Service Fee and overview of the data utilized to establish the proper procedure for levying.
- Process for any appeals or disputes.

DATA COLLECTION

Gather and review data pertinent to the calculation and billing of the Stormwater Service Fee. Data will be obtained from various sources such as the District's utility database, Assessor's parcel maps and County Assessor information as determined to be necessary based on the requirements of the formula.

QUALITY CONTROL

Perform cross-reference tests looking at the various data sources, land use codes, and other pertinent information to improve accuracy of application of the charges. NBS has a multi-step approach to our quality control. We have built custom analysis tools within our software that assists in this process. Every database is reviewed by a top-level staff member before finalizing.

DATABASE MAINTENANCE

Maintain and periodically update a database for all parcels and relevant parcel information within the service area.

LEVY CALCULATION

Calculate the annual levy for each parcel within the District following the guidelines established in the formula.

LEVY SUBMITTAL

Submit the levy to the Sacramento and Sutter County Auditor Controller in the required electronic format. Levies rejected by the County Auditor Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not accepted by the County for collection will be invoiced with payment to be directed to the District.

REPORTING

Provide an Annual Levy Report. The report will include a parcel listing with levy amounts. Parcel and levy data will include two bound copies and one digital copy.

CONSULTING SUPPORT

NBS will provide a toll-free phone number for use by the District, other interested parties and all property owners. Our staff will be available to answer questions regarding the Stormwater Service Fee. Bilingual assistance is available for Spanish-speaking property owners.

3 | MINIMUM QUALIFICATIONS

1. Statement of Qualifications

A. SIZE, STABILITY AND CAPACITY

NBS has a staff of 60 professionals with extensive experience in the fields of finance, management, engineering, and local governance. While our team members are engaged in a variety of ongoing projects, we are able to provide the services requested within the required timeline. In order to preserve our on-going commitment to excellent client service, we do not propose or contract for more work than we are reasonably accomplished to complete.

NBS is 100% employee-owned and is in a strong financial position with little to no debt and is not involved in any bankruptcy proceedings, pending litigation, planned office closures, impending merger or any other situation that would impede our ability to perform the Stormwater Service Fee Administration for the District.

Providing tax roll billing services since 1996, we have 28 years of experience serving municipal agencies such as Reclamation District No. 1000. The team assigned to this effort is based out of our two California offices, those being in Temecula and San Francisco.

B. SIMILAR EXPERIENCE

NBS has deep experience (28 years) providing tax roll billing services for multiple counties throughout California. NBS provides Fee, Special Tax and Assessment Levy services to more than 1,200 districts across 200 agencies in 45 counties within 3 states for a total of **over \$1 billion per year** in levies, charged on over 6.6 million parcels.

Typically, Stormwater Service fees provide services for a large geographic area and capturing all properties is vital to replenish revenue dollars. Maintaining and updating the current database along with data factors is imperative to calculate an accurate levy. At NBS, we have a three-check peer review and extensive quality control process in place to avoid errors.

Please see a sampling of our long-term clients and similar project scopes of work performed in *Section 5: List of Clients* and our references found in *Section 1: Submittal Forms*.

C. PROJECT TEAM

Please refer to *Section 4: Personnel Qualifications* for our proposed team's qualifications and type of work to be performed, along with full resumes of key personnel provided in the Appendix.

2. Statement of Exceptions

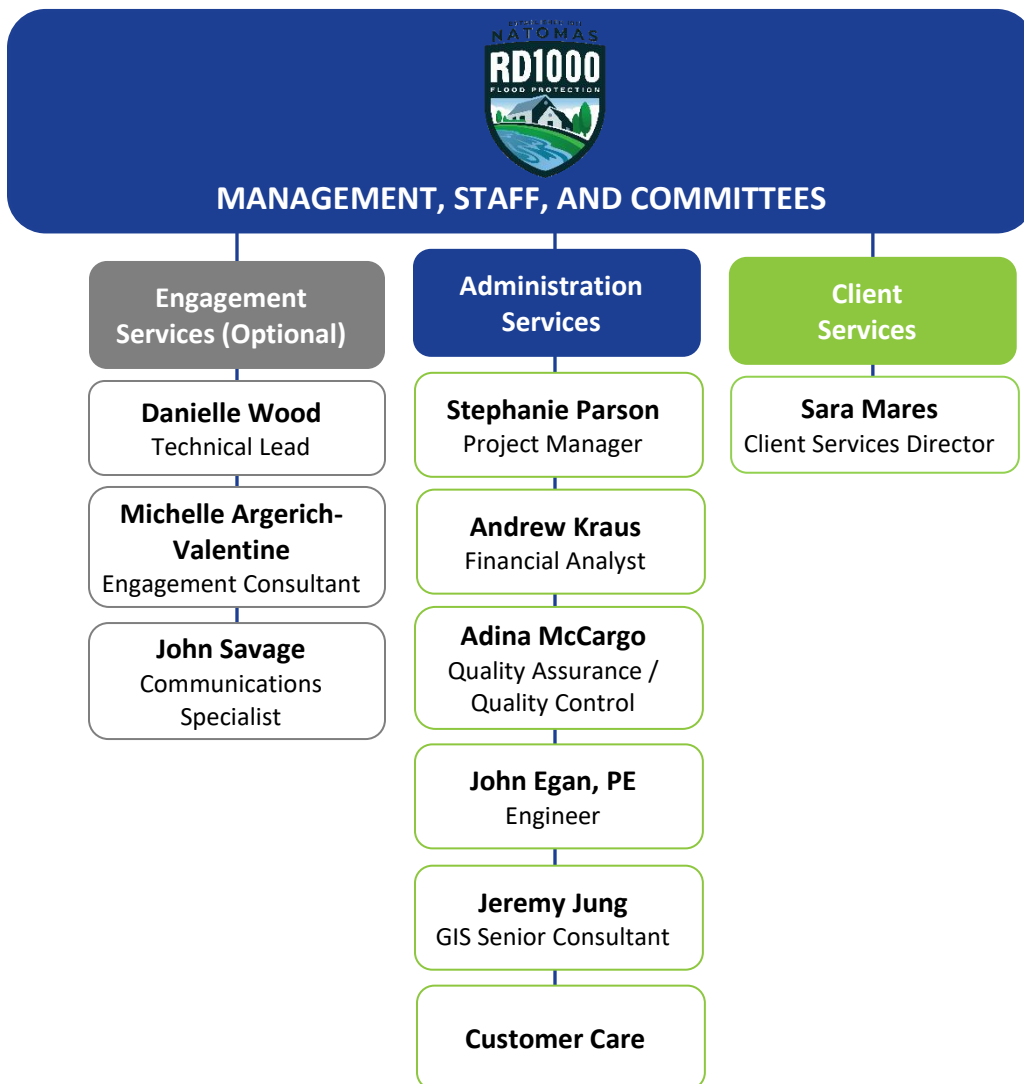
NBS accepts the terms, conditions and general form of the Reclamation District No. 1000 standard Consultant Services Agreement.

4 | PERSONNEL QUALIFICATIONS

One of our greatest strengths and a critical element in successful project execution is a team that works cohesively, efficiently, and has expertise in resolving complex issues. Our proposed project team has an **in-depth understanding of recent changes to laws, codes, and regulations** affecting local governments, including Proposition 218. We treat our clients as partners by developing an intimate knowledge of their needs and responding with strategic and timely solutions.

The staff selected are those most qualified based on their experience and backgrounds. Outlined below is a brief overview of NBS' proposed consulting team for the District:

NBS Project Team Organization



All work will be performed in-house by the above employee-owners of NBS. Full resumes for key project personnel are included in the Appendix.

STEPHANIE PARSON, PROJECT MANAGER

Roles and Responsibilities: Stephanie Parson will serve as the Project Manager for staff and will oversee that the project is meeting the District's goals and objectives and is staying on schedule.

Work Experience: Stephanie Parson is a Director with NBS where she works on consulting projects for Special Financing Districts, including CFDs, Property and Business Improvement Districts, Landscape and Lighting Districts, Benefit Assessment Districts, 1913 Act Assessment Districts, and Parcel Taxes. She has more than 20 years of experience with NBS. Stephanie is a Registered Municipal Advisor. She earned her MBA in Accounting from University of Phoenix and her Bachelor of Science in Business Administration/Finance from Montana State University.

ANDREW KRAUS, FINANCIAL ANALYST

Roles and Responsibilities: Under the direction of the Project Manager, Andrew Kraus will be completing the day-to-day activities. He will also facilitate data collection and reminders to District staff in order to keep efforts moving along the agreed upon timeline for the completion of each project assignment.

Work Experience: Andrew is experienced with the formation and administration of Special Financing Districts (SFDs). He currently administers dozens of SFDs across 27 counties throughout California, Arizona, and Florida and is responsible for preparing the annual levies on more than 300,000 parcels. He has nearly a decade of experience with SFD administration, audits and analysis of data, and preparation of related annual and continuing disclosure reporting. Andrew has a Bachelor of Science in Business Administration, Finance Major and Economics Minor from the University of Pittsburgh, Pennsylvania.

ADINA MCCARGO, QUALITY ASSURANCE/QUALITY CONTROL

Role and Responsibilities: Adina McCargo has extensive experience in database management and will be in charge of the project approach and quality control analysis for the District's needs. As quality control manager, Adina's main focus is the accuracy and quality of work produced by NBS with an emphasis on the underlying data. She earned her Master of Public Administration, Public Sector Management and Leadership from California State University Northridge and has a Bachelor of Science degree in Accounting from DeVry University.

Work Experience: Adina McCargo is a Director with NBS and has more than 20 years of experience working with all aspects of SFD formation, annexation and administration including project management, budget analysis, levy calculation and submittal, continuing disclosure reporting and delinquency management as well as development of special assessment/tax formulas, and presentations. She joined NBS 12 years ago and is a Registered Municipal Advisor Representative.

JOHN EGAN, PE, ENGINEER

Role and Responsibilities: As a Registered Professional Engineer, John Egan is responsible for the review of the Engineer's Reports. He is also available for general assessment engineering discussion on a conceptual basis.

Work Experience: John Egan has over 50 years of professional civil and environmental engineering experience. He has a Master of Science, Business Administration from the Anderson Graduate School of

Management from University of California Los Angeles and Bachelor of Science in Civil Engineering from Iowa State University.

JEREMY JUNG, GIS SENIOR CONSULTANT

Role and Responsibilities: Jeremy Jung will provide as needed GIS support services to confirm boundaries and/or map District improvements.

Work Experience: Jeremy Jung has extensive experience as a GIS technician. He creates and analyzes maps and data associated with County Assessor's Parcels, District Boundaries, and custom images utilizing the latest GIS technology. In addition, Jeremy is able to display GIS maps over satellite imagery in order to view properties and maps with a high degree of detail as well as extract GIS parcel data to compare to other data sources, such as county-secured property tax rolls. He earned Bachelor of Science in Political Science from California Polytechnic State University, Pomona.

CUSTOMER CARE TEAM

Role and Responsibilities: Under the direction of the NBS staff, our Customer Care team will be readily available to answer all inquiries from third parties related to the District's project. Customer Care consists of tenured staff members (with decades of combined experience), fully trained and experienced in customer service support to answer all inquiries via toll free phone number and via email. NBS also offers bilingual staff to answer in Spanish.

SARA MARES, CLIENT SERVICES DIRECTOR

Role and Responsibilities: Sara Mares will act as a representative of our corporate commitment to providing the highest level of service. She will ensure that the District's fundamental objectives are being met at all times.

Work Experience: Sara Mares is a Director with NBS with more than 23 years of experience with NBS. She forms and administers Special Financing Districts (SFDs), including Community Facilities Districts, 1913 Act Assessment Districts, Landscape and Lighting Districts, and Benefit Assessment Districts. She has experience working with all aspects of the formation process, including planning, project management, budget analysis, development of assessment methodologies, preparation of Engineer's Reports and public presentations. Sara also has significant experience with ongoing special district administration including working with distressed districts, annual levy submittal, delinquency management, and continuing disclosure. She is a Registered Municipal Advisor. Sara has a Bachelor of Arts, with honors in Economics from Mills College.

DANIELLE WOOD, TECHNICAL LEAD | PUBLIC ENGAGEMENT (OPTIONAL)

Role and Responsibilities: As the lead consultant on public engagement, Danielle Wood will communicate directly with District staff to discuss engagement milestones, create and adjust engagement approaches and lead community meetings on behalf of the District.

Work Experience: Danielle Wood has more than two decades of experience as a Director at NBS. As one of the developers of CivicMic.com, an online outreach, and collaboration tool, she is a seasoned professional in outreach, public engagement, collaborative governance, special financing district formation, and administration. Danielle earned her Bachelor of Science in Business Administration/Finance from California

State University San Bernardino and completed the Advanced Public Engagement for Local Government Program from Pepperdine School of Public Policy.

MICHELLE ARGERICH-VALENTINE, ENGAGEMENT CONSULTANT | PUBLIC ENGAGEMENT (OPTIONAL)

Role and Responsibilities Michelle Argerich-Valentine will work with the District’s project manager to develop strategies for engaging the public. She will lead and facilitate meetings and communication on behalf of the District. Michelle will serve as the primary contact for this effort.

Work Experience: Michelle Argerich-Valentine is a seasoned professional with more than nine years of specialized experience in community engagement and outreach. Her extensive background involves fostering positive relationships with diverse community groups, while implementing strategies to address their unique needs. Known for her innovative programs and initiatives, she has consistently demonstrated her passion for creating inclusive environments and promoting social impact. With a commitment to enhancing community welfare, Michelle’s work is a testament to her dedication, effective communication skills, and intuitive understanding of the intricacies of community dynamics. She has a Bachelor of Arts, in Theater and Performance Studies from University of California, Berkeley and an Associates of Arts in Communications from Mt. San Jacinto College.

JOHN SAVAGE, COMMUNICATIONS SPECIALIST | PUBLIC ENGAGEMENT (OPTIONAL)

Role and Responsibilities: John Savage will work closely with the project manager to develop content that will be used to educate the community. He will create dedicated web pages and targeted content on CivicMic.com, monitor and record community meetings, and develop engagement materials such as surveys to promote a high level of community engagement and participation.

Work Experience: John Savage is an experienced communications specialist with more than a decade of professional experience in public engagement, outreach, project management, and relationship management. He earned his Bachelor of Arts in Liberal Arts from California State University Channel Islands.

5 | LIST OF CLIENTS

NBS has served over 500 agencies. This includes many stormwater fee administration efforts, as well as many other types of assessments, taxes and charges. Below is a sampling of our clients similar in scope and magnitude (all calculated tax roll charges) to the District’s needs. We can provide more details, as needed.

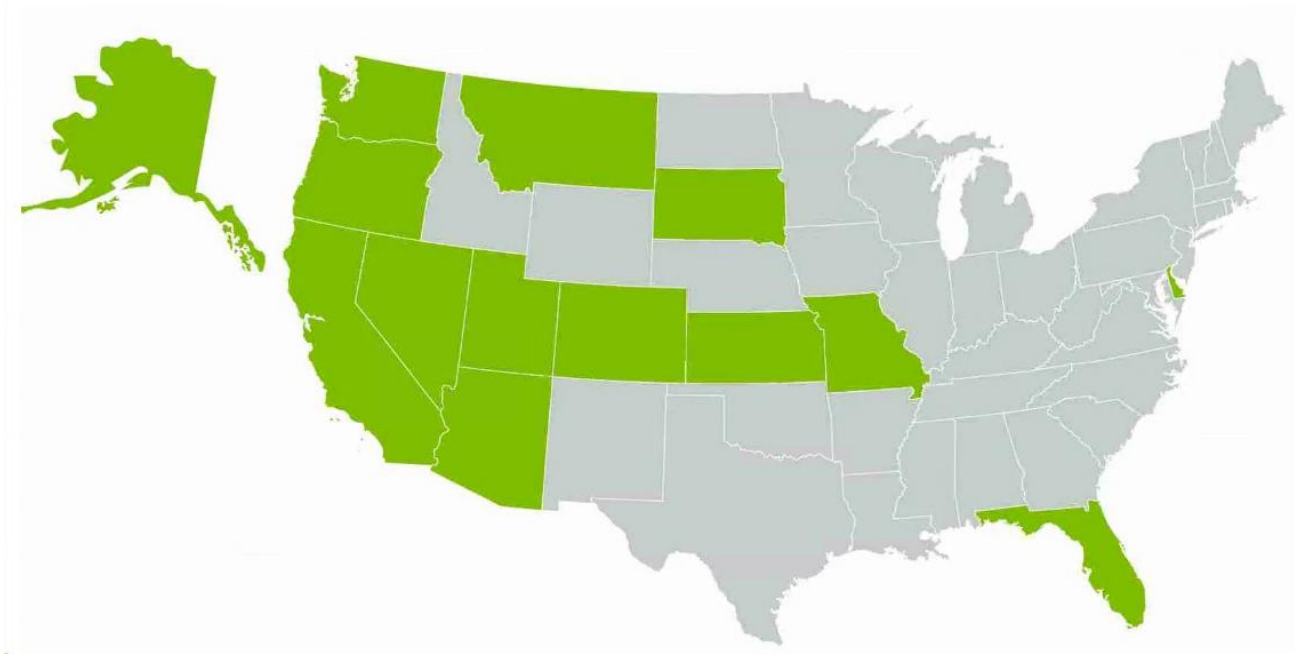
Agency & Contact Name	Contact Details	Service Type	Contract Amount	Date of Performance
City of Santa Monica Neal Shapiro Certified Stormwater Inspector and Manager	1717 4 th Street, Suite 100 Santa Monica 90401 P: 310.458.8223 E: neal.shapiro@smgov.net	Stormwater Service Fee Administration	Approx. \$24,850	2014 - Ongoing
Reclamation District No. 17 Dante Nomellini Attorney at Law/Counsel for the District	235 E. Weber Avenue Stockton, CA 95202 P: 209.465.5883 E: ngmplcs@pacbell.net	Assessment District (AD) Administration	Approx. \$8,750	2009 – Ongoing
City of Elk Grove Matthew Paulin Finance Director	8401 Laguna Palms Way Elk Grove, CA 95758 P: 916.478.2217 E: mpaulin@elkgrovecity.org	AD and Community Facilities District (CFD) Administration	Approx. \$60,000	2015 – Ongoing
City of Folsom John Donoghue Deputy Treasurer	50 Natoma Street Folsom, CA 95630 P: 916.461.6091 E: jdonoghue@folsom.ca.us	AD and CFD Formation and Administration	Approx. \$250,000	2001 – Ongoing
City of Vacaville Ken Matsumiya Director of Finance	650 Merchant Street Vacaville, CA 95688 P: 707.449.5180 E: Ken.Matsumiya@cityofvacaville.com	AD and CFD Formation and Administration	Approx. \$50,000	2004 – Ongoing
City of Live Oak James Ramsey Finance Director	9955 Live Oak Blvd. Live Oak, CA 95953 P: (530) 695-2112 ext. 112 E: jramsey@eidebailly.com	CFD Administration	Approx. \$27,000	2003 – Ongoing

6 | ADDITIONAL CONSULTANT INFORMATION

Scope of Practice

WE ARE CALIFORNIA-BASED WITH A NATIONAL PRESENCE

Our clients include agencies of every type and size, from the smallest special-purpose districts to the largest of full-service cities. We also support counties, state agencies, school districts, as well as non-profit and for-profit entities. NBS was founded on 5/13/1996.



Number of Employees

NBS' staff of **60 professionals** have extensive experience in the fields of finance, management, engineering, and local governance and combine their knowledge to produce a synergy that results in maximum success and minimum risk. We work with our clients as partners by developing an intricate knowledge of their needs and responding with strategic and timely solutions.

Location of Primary Office

NBS' headquarters is located in Southern California at 32605 Temecula Parkway, Suite 100 in Temecula. We also have an office in San Francisco located at 870 Market Street, Suite 1223.

Number of Clients

NBS has partnered with more than 500 municipalities, counties, special districts, and other entities throughout California and beyond, as illustrated in the map above.



28
YEARS

In
Business

100%
ESOP

NBS is a 100%
employee-owned
S-Corporation



NBS HEADQUARTERS
32605 Temecula Pkwy | Suite 100
Temecula, CA 92592

SAN FRANCISCO REGIONAL OFFICE
870 Market Street | Suite 1223
San Francisco, CA 94102



CONTACT: Stephanie Parson
800.434.8349
sparson@nbsgov.com

\$1B
LEVIED*



LEGAL NAME
NBS Government
Finance Group

DBA
NBS

60
EMPLOYEES



INDIVIDUAL AUTHORIZED TO NEGOTIATE
AGREEMENT
Michael Rentner, President

Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally justified fee design. Across all practice areas, we have worked with more than **500 public agencies** to date, including cities, counties, school districts, utilities, and special districts.

**NBS levied over \$1 billion for FY 2023/24 across more than 6.5 million parcels.*



District Consulting Group

The NBS District Consulting Group ensures your Special Financing Districts (SFD) and related revenue tools are well-developed from their inception, and then administered robustly over their lifetime.



We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.



We have supported thousands of SFDs including millions of parcels and have worked through virtually every conceivable challenge in their use. Our experience is with all manner of special assessments, special taxes – including Community Facilities Districts (CFDs) – and other fees.



Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

Our Publications

We believe in continuing education, not only for our own team, but also for our clients and municipal staff.

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, we have published four booklets on related industry topics that can be downloaded at no charge at www.nbsgov.com/insights (click on NBS Publications).

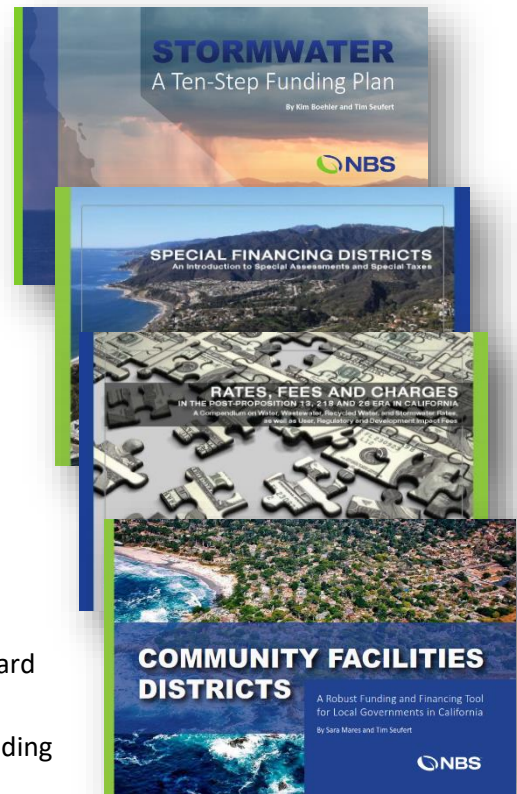
For a hard copy, please call 800.676.7516 or email contactnbs@nbsgov.com.

- **Stormwater: A Ten-Step Funding Plan** addresses the spectrum of stormwater needs in California.
- **Special Financing Districts (SFDs)** has been credited as the best publication on SFDs in a decade by prominent industry professionals.
- **Rates, Fees and Charges Compendium** has received high regard and interest from industry professionals.
- **Community Facilities Districts (CFDs)** explains this robust funding and financing tool for local governments in California.

Also available is a video covering NBS' capabilities in

Special Financing District Administration: [Special Financing District Administration - NBS \(nbsgov.com\)](http://www.nbsgov.com).

Check it out!



Public Engagement Services | Optional

As communication is paramount, the NBS team developed the **CivicMic** platform, which focuses on providing collaborative governance services including outreach, public engagement, and adaptive management, bringing citizen voices into the governance process. Through our customized approach, we engage residents of diverse backgrounds for unique perspectives using social media and other collaborative activities.

D-FAST Online Software | Optional



D-FAST® Software

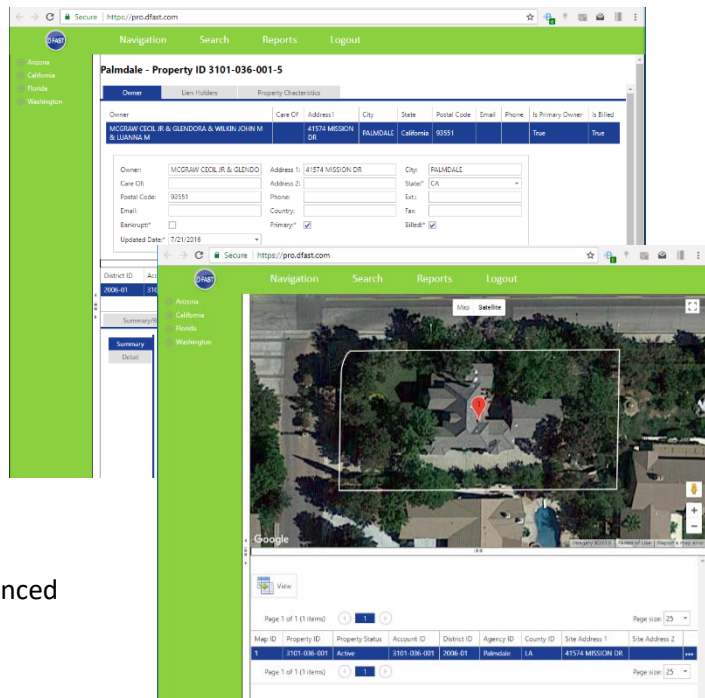
D-FAST® is an optional service enhancement for the District’s experience that allows direct access to the relevant data. This option is not part of the base Annual Administration services and fees.

NBS developed D-FAST®, an acronym for District Fees, Assessments, and Special Taxes, which has become the industry-leading software. We use this powerful administrative tool in-house to administer a wide range of special taxes, special assessments, and other parcel charges for our clients. It is also licensed to public agencies across the United States for their internal use. D-FAST® is an optional service enhancement for the District’s experience to access the data; however, this selection is completely optional and is not conditional to perform the Annual Administration services.

Our D-FAST® web portal, called **D-FAST® Online Pro**, is available to our clients (small annual subscription fee) and uniquely combines real-time D-FAST data with County parcel boundaries and Google Maps. It provides “real-time” access to districts and underlying parcel data, allowing the District to:

- Gain enhanced insight with integrated Google Map’s satellite imagery, street maps, and 360° street view
- View ownership, property information, and boundaries for each parcel
- See detailed billing & payment history for each account
- Understand a particular parcel’s background and status
- Confirm if there are overlapping districts on a single parcel

With **D-FAST® Online Pro**, District staff have enhanced access to the data while NBS still provides the full administration and toll-free phone support.



7 | FEE SCHEDULE

Our proposed fees below are based upon our understanding of the varied project areas, and includes reasonable assumptions. We understand that there may be project areas with varying degrees of complexity. As with all of our engagements, we fully expect to collaborate with the District to refine the final scope and fee if selected for this effort.

Stormwater Service Fee Administration

Stormwater Service Fee Administration	\$19,900
Estimated Expenses ¹	NTE \$1,000
Total Not to Exceed	\$20,900

¹See description of expenses below.

D-FAST® Online Pro Web Portal (Optional)

One-Time Setup Fee	Waived
D-FAST Annual Fee	\$2,250 ¹

¹D-FAST® is an optional service enhancement for the District’s experience that allows direct access to the relevant data. This option is not part of the base Annual Administration services and fees.

Public Engagement (Optional)

Public Engagement Services	\$TBD ²
----------------------------------	--------------------

²Fee would be provided should the District be interested in this service.

EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ANNUAL FEE INCREASES

Cost of living increases may be applied to the services listed above on October 1 each year, beginning with the invoices issued on October 1, 2025. The Cost of Living Adjustment (COLA) would be the actual cost of living increase based on the 12-month change from April/May to April/May in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the applicable region.

ADDITIONAL OPTIONAL SERVICES – HOURLY RATES

The following table shows our current hourly rates. Optional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate. This may include attendance at additional meetings, notice and ballots, etc.

Title	Hourly Rate
Director	\$250
Associate Director / Engineer	\$225
Senior Consultant / Manager	\$200
Consultant	\$175
Financial Analyst	\$150
Clerical / Support	\$110

TERMS

Administration services fees are for the first year, with possible COLA in subsequent years, as referenced above. Such fees will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. If engaged, optional Public Engagement services will be invoiced monthly. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days’ written notice.

APPENDIX | RESUMES

In addition to the summary biographies provided in *Section 4: Personnel Qualifications*, this appendix contains full resumes for our key project personnel.

EDUCATION

- Certified Downtown Professional, California State University San Bernardino
- Master of Business Administration/Accounting, University of Phoenix
- Bachelor of Science, Business Administration/Finance, Montana State University

HIGHLIGHTS

- Registered Municipal Advisor Representative
- District Formation and Annexation Consulting
- Fiscal Impact Analysis and mitigation of negative fiscal impacts
- Formation, refunding and annexation of a variety of Special Financing Districts
- Proposition 218 compliance
- Bond Issuance Consulting
- Ongoing District administration services
- 20+ years of experience
- Extensive quality control and auditing experience utilizing GIS and database management skills for analysis and presentation

BIOGRAPHY

Stephanie Parson is a Director with NBS where she oversees quality control for administration efforts, and works on a variety of revenue-focused projects including the data analysis, evaluation, feasibility, formation, and refunding for many types of special tax and special assessment districts.

RELEVANT PROJECT EXPERIENCE

- **City of Folsom – Folsom Plan Area.** Ongoing consulting services, including the feasibility, formation, bond issuance disclosure, and administration related to the use of Community Facilities Districts as part of the \$877 million backbone infrastructure and public facilities plan needed to serve the Folsom Plan area at buildout. The Folsom Plan Area is a 3,500 acre development that will include over 10,000 residential dwelling units and more than 5 million building square feet of non-residential space.
- **City of Manteca CFD Formation and Annexations.** Completion of multiple Community Facilities District formations and annexations to fund the ongoing maintenance of streetscapes, streetlights, parks and other open space improvements needed to serve future development within the City.
- **City of Livermore Fiscal Impact and Community Facilities District Feasibility of Proposed Downtown Development.** Evaluated the fiscal impact of several mixed-use development alternatives and provided Community Facilities District feasibility findings. Completed in early 2018, updated in 2019, and Community Facilities District formation in progress.
- **Other Special Financing District Consulting Engagements,** including the City of Carlsbad, City of Oxnard, County of Placer, and the City of San Leandro.
- **Town of Mammoth Lakes Consulting Services.** Formed a variety of Assessments Districts to fund ongoing services related to landscape maintenance and snow removal services. Provide formation and annexation consulting services for several Community Facilities Districts to fund public infrastructure, ongoing landscape maintenance, snow removal services, and transit services.
- **Business Improvement Districts/Community Benefit Districts within the City of San Francisco.** Provided consulting and analysis for many BIDs within San Francisco, including Union Square BID, Civic Center CBD and Mid-Market CBD.

EDUCATION

- Bachelor of Science, Business Administration, Finance Major and Economics Minor, University of Pittsburgh, Pennsylvania

HIGHLIGHTS

- Administered dozens of Special Financing Districts (SFDs) across 27 counties throughout California, Arizona, and Florida
- Responsible for preparing the annual levy of more than 300,000 parcels
- District Administration
- District Audits
- Special Projects
- Continuing Disclosure

“I have to say, you are the most helpful person I have had the pleasure of working with. You are a rare species... You have no idea how much you have helped.”

*Accountant Auditor,
County of Madera*



BIOGRAPHY

Andrew Kraus is a Senior Consultant at NBS where he is actively involved with the formation and daily administration of Special Financing Districts (SFDs), as well as the preparation of feasibility studies, fund analyses, and a variety of special consulting projects.

Types of SFDs that he has administered include 1913/1915 Act Assessment Districts (ADs), Benefit Assessment Districts (BADs), Business Improvement Districts (BIDs), Landscape and Lighting Districts (LLDs), and Mello-Roos Community Facilities Districts (CFDs).

RELEVANT PROJECT EXPERIENCE

- **Special Financing District (SFD) Administration in CA, AZ, and FL.** Performed and supported administrative duties necessary for the successful operation of numerous SFDs both inside and outside of California for several years. Agencies with SFDs administered outside of California include the Town of Marana (AZ), City of Naples (FL), and City of Winter Springs (FL).
- **SFD Administration – Napa County and City of Napa.** Administered various SFDs on behalf of Napa County and the City of Napa including ADs, LLDs, and CFDs over eight years. Administrative efforts include fund analyses, delinquency monitoring, disclosure assistance, CFD annexations, annual levy placement, and supporting ongoing property owner inquiries.
- **Community Facilities District Formations and Annexations.** Supported the successful formation of three CFDs (Terra Ranch, Shadowbrook, and Dolcinea CFDs) within the City of Manteca and more than 25 CFD annexations within the Valley-Wide Recreation and Park District. These CFDs fund the ongoing maintenance of parks, streetscapes, and streetlights and other associated improvements.
- **Fisherman’s Wharf Community Benefit District – Landside PBID and Portside BBID Formations.** Facilitated renewal efforts for both property-based and business-based improvement districts. The PBID and BBID fund vital cleaning, safety, and marketing programs for the property and business owners of Fisherman’s Wharf in San Francisco.
- **Mountain View Transportation Management Association – Fee Analysis.** Created a fee methodology to support the growth and ongoing use of MTMA’s MVgo shuttle transit system used for the transportation of member businesses’ employees. The creation of the fee methodology involved the analysis of travel data and identification and quantification of benefits accruing to member businesses, to equitably allocate associated fees.
- **Cosumnes Community Services District – District Audits.** Analyzed CFD and LMD boundaries and methodologies to offer detailed recommendations regarding ongoing levy practices. These audits assisted in creating standards for levying unique parcel types, promoted levy accuracy, and assisted in recognizing additional levy collections.

EDUCATION

- Master of Public Administration, Public Sector Management and Leadership, California State University Northridge
- Bachelor of Science, Accounting, DeVry University

HIGHLIGHTS

- Registered Municipal Advisor Representative
- Seasoned professional and project manager for Special Financing District (SFD) consulting projects
- More than two decades of experience actively managing formations, annexations and ongoing administration
- District Formation
- District Administration
- Proposition 218
- Financial Projects
- Continuing Disclosure
- Special District Refunding

AFFILIATIONS

- CSMFO
- Served for seven years on CSMFO's Annual Conference Planning Committee
- Featured speaker at multiple CSMFO chapter luncheons

BIOGRAPHY

Adina McCargo is a Director with NBS where she oversees the District Administration practice area for NBS. Her team administers over 2,000 different Fees, Charges and Special Financing Districts (SFDs) including Property and Business Improvement Districts (BIDs), Landscape Maintenance Districts (LMDs), 1913/1915 Act Assessment Districts, and Community Facilities Districts (CFDs).

Adina has extensive experience with district formations and bond issuance/refunding analysis, as well as the ongoing management of district administration operations. She has also performed feasibility studies and related audits and financial projects. Adina has worked directly with more than 200 agencies and is a Registered Municipal Advisor Representative.

RELEVANT PROJECT EXPERIENCE

- **City of San Jacinto SFD Formation and Administration.** The City of San Jacinto utilizes a number of Special Financing Districts (SFDs) to support infrastructure and services. NBS provides formation, administration, Proposition 218 compliance and support services to the City for numerous assessment and Community Facilities Districts (CFDs). NBS administers the City's 1972 Act Landscape & Lighting Districts and 1982 Act Benefit Assessment District, including more than 72 zones used mainly for maintenance of the City's many neighborhood parks as well as other landscape and lighting and street improvements throughout the City. In addition to administration services, NBS also assists the City in the formation and annexation services for various SFDs.
- **City of Alameda SFD Financing Formation and Administration.** NBS administers the City's Special Financing Districts (SFDs), which include Assessment Districts, Community Facilities Districts, and a Citywide Sewer Charge. NBS has formed both Bonded and Non-Bonded CFDs for the City. NBS has also provided assessment engineering services for several zones of the Landscaping and Lighting District, which allowed for significant increases in revenue and the addition of inflationary factors.
- **City of Eastvale SFD Formation and Annual SFD Administration.** The City of Eastvale in Riverside County utilizes Special Financing Districts (SFDs) including Landscape Maintenance Districts, Benefit Assessment Districts and Community Facilities Districts to support infrastructure and services. NBS provides a full range of annual administration and support services for the City and is an integral part of this function. The 107 SFDs represent approximately 22,500 parcels and \$880,000 in revenue. In addition, NBS has formed several SFDs for the City.



“NBS went above and beyond as a consultant with assisting the City through a difficult Proposition 218 process. They were always available to provide valuable insight, analysis, and technical information to the City and at Community meetings, whenever and wherever called upon. We greatly appreciate the level of expertise NBS provided.”

Shandy Dittman, Senior Management Analyst, Pomona

LICENSE

- Registered Professional Engineer
- State of California C14853

EDUCATION

- Bachelor of Science, Civil Engineering
- Iowa State University
- Master of Science, Business Administration
- Anderson Graduate School of Management, University of California (Los Angeles)

PROFESSIONAL AFFILIATIONS

- American Public Works Association (APWA)
- American Society of Civil Engineers
- American Water Works Association (AWWA)
- American Academy of Environmental Engineers

BIOGRAPHY

John Egan has more than 50 years of professional civil and environmental engineering experience. John is responsible for direction of conceptual development, planning, design, and preparation of construction documents and planning studies for a variety of public works and private development projects. In this capacity, he directs and/or supervises preparation of planning, derivation and analysis of alternatives, comparative costs and design efforts, and is responsible for project administration, client coordination and construction management services.

John's related experience concerning the planning and conduct of special assessment projects includes use and/or administration of the Municipal Improvement Acts of 1913 and 1915, Mello-Roos Community Facilities Act of 1982, and the Uniform Standby Charge Procedures.

John was the Assessment Engineer/Engineer-of-Work for conduct and implementation of numerous assessment districts utilizing provisions of various assessment acts, including the Landscape and Lighting Act of 1972 and the 1913 and 1915 Municipal Improvement Acts

RELEVANT PROJECT EXPERIENCE

- **City of San Jacinto**, 90+ Landscape and Lighting District Zones of Benefit
- **City of San Leandro**, Neptune Drive Flood Control Assessment District
- **City of Union City**, Union Landing Property & Business Improvement District
- **County of Imperial**, County Service Area Formation
- **Valley-Wide Recreation and Park District**, Multiple Landscape and Lighting Districts

EDUCATION

- Bachelor of Science, Political Science, California Polytechnic State University, Pomona
- Certificate, Geospatial Technician, Victor Valley College
- Certificate, Geographic Information Systems, San Bernardino Valley College
- Certificate, Geographic Information Systems, Rio Hondo College

HIGHLIGHTS / TECHNICAL

- Configure and maintain ESRI ArcGIS applications (web maps, Dashboards, StoryMaps, Survey123, Collector, QuickCapture)
- Prepare numerous boundary maps, diagrams, and 1915 Act lien apportionments
- ArcDesktop, ArcSDE, ArcGIS Server, ArcGIS Online, Survey 123, Collector
- Python Software experience
- SQL for data manipulation and analysis
- Autodesk AutoCAD



Our staff appreciates the expertise, guidance and experience that the NBS teams bring to our special assessments.”

Mike Gow, General Manager / Chief Engineer, Lake Hemet Municipal Water District



BIOGRAPHY

Jeremy Jung is a Geographic Information Systems (GIS) Senior Consultant for NBS. He has more than 8 years of experience in the design and maintenance of GIS Geodatabases in a SDE environment, including reconciling/posting and QA/QC. He has developed new workflows and utilized Model Builder for processing parcel data that removed the need to purchase the data on a quarterly basis. Jeremy has performed spatial analysis to identify restricted areas for Cannabis Delivery Services, and utilized basic Python scripts to edit and automate GIS workflows. He has updated and maintained numerous map services for GIS applications (Cityworks, CRW Trakit, Granite XP, Internal Geoviewer, Public Viewer).

As a GIS Senior Consultant, Jeremy creates maps and analyzes data associated with county assessor’s parcels, district boundaries, public facilities and improvements as well as captures custom images utilizing the latest in GIS technology. In addition, he is able to create custom web-based GIS applications for internal and external use by NBS clients.

RELEVANT PROJECT EXPERIENCE

- **CivicMic** – Successfully completed a variety of projects for CivicMic including the creation of surveys, web maps, web apps, and testing ESRI Hubs. The web applications assist with facilitating community outreach and public engagement opportunities to determine the level of public support.
- **East Contra Costa Fire Protection District** – Calculated fire stations distance drive times and half mile buffer distances within ECCFPD boundary to determine best response times for each parcel. Utilizing network analysis was instrumental in determining the calculation of special general benefit and proportionality for ECCFPD.
- **Los Angeles County Metropolitan Transportation Authority** – Accomplished creating a quarter mile and half mile buffers around- approximately 60 stations to help identify assessed values for each parcel within the buffer zones.
- **City of Fairfield Lighting and Landscape Maintenance District (LLMD)** - Created visual web application dashboard which displayed numerous metrics and inventoried maintenance landscapes, parcels, streetlights, and boundaries for each district.
- **Reclamation District 1000** – Assisted with the fee study by creating a web map that showed all the parcels that belong within the district and have a filter based on Customer Class and Drainage.
- **Rio Del Mar Flats** – Assigned a benefit category for each parcel within district and submitted an assessment diagram. Created web map that displayed location of community participation.



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.9

TITLE: Gallagher Professional Services Agreement

SUBJECT: Review and Consider Authorizing the General Manager to Execute a Professional Services Agreement with Gallagher Consulting

EXECUTIVE SUMMARY:

Reclamation District No. 1000 (RD1000) issued a solicitation for qualifications for a comprehensive Classification and Total Compensation Study on March 15, 2024. Following the guidelines outlined in the Request for Qualifications, RD1000 received a Statement of Qualifications from a single provider on April 15, 2024. After careful review, the District’s General and Administrative Services Manager recommended Gallagher Consulting for this study.

RECOMMENDATION:

Staff recommend the Board review and consider authorizing the General Manager to Execute a Professional Services Agreement with Gallagher Consulting.

FINANCIAL IMPACT:

Fiscal Year 2024/2025: \$47,400

ATTACHMENTS:

- 1. Professional Services Agreement – Gallagher Consulting

STAFF RESPONSIBLE FOR REPORT:



Joleen Gutierrez, Administrative Service Manager

Date: 05/03/2024



Kevin L. King, General Manager

Date: 05/03/2024

Reclamation District No. 1000

CLASSIFICATION AND TOTAL COMPENSATION STUDY PROPOSAL

April 15, 2024

Gallagher, formerly known as Koff & Associates

GEORG S. KRAMMER

Managing Director, Compensation and Rewards Consulting

2835 Seventh Street
Berkeley, CA 94710

georg_krammer@ajg.com
Tel: 510.658.5633
Fax: 510.652.5633



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April 15, 2024

Mr. Kevin King
General Manager
1633 Garden Highway
Sacramento, CA 95833

Dear Mr. King:

Thank you for the opportunity to respond to your Request for Proposals for a Classification and Total Compensation Study for the Reclamation District No. 1000 ("District"). We are most interested in assisting the District with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other special districts, cities, counties, joint-powers associations, and other public agencies.

Gallagher, formerly known as Koff & Associates, ("Gallagher/K&A") is an experienced Human Resources and Recruitment Services firm providing human resources services to cities, counties, special districts, courts, educational institutions, and other public agencies for over 40 years. Our team has achieved a reputation for working successfully with management, employees, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. Our team's extra effort has resulted in close to *100% implementation* of all our classification and compensation studies.

Gallagher/K&A ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As a Managing Director of Gallagher/K&A, I would assume the role of Project Director and be responsible for the successful completion of project. I can be reached at our Berkeley address and the phone number listed on the cover page. My email is georg_krammer@ajg.com.

This proposal will remain valid for at least 90 days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the Reclamation District No. 1000.

Sincerely,

Georg S. Krammer
Managing Director, Compensation and Rewards Consulting



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Firm Qualifications

Gallagher, formerly known as Koff & Associates, (“Gallagher/K&A”) is a full-spectrum, public-sector human resources and recruitment services firm; Gallagher/K&A has been assisting cities, counties, special districts, joint powers associations, courts, educational institutions, and other public agencies with their human resources needs for over 40 years and we have offices all throughout California, the Western Region, as well as across the nation.

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments, working with City Councils, County Commissions, Boards of Directors, Boards of Supervisors, Boards of Trustees, Boards of Education, Merit Boards, and Joint Power Authorities.

The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); executive search and staff recruitments; and organizational development/assessment studies.

Without exception, all our classification and compensation studies have successfully met all our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients (please see <https://koffassociates.com/our-clients/>) is indicative of our firm's reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. Gallagher/K&A has a reputation for being “hands on” with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

Gallagher/K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that in working with hundreds of public agency clients and completing hundreds of classification and/or compensation and other types of studies, we have only had a handful of formal appeals in our entire history.

Especially when it comes to compensation, we know we are dealing with people's livelihoods and we take that very seriously. We are human resources professionals by trade and at heart and always keep the human aspect at the forefront of our problem solving methodologies. Our guiding principle of assisting public agencies for the greater good of their people and the communities they serve has been the backbone of our culture of integrity and ethics. Our values of being public-spirited, resourceful, curious, and courageous help us succeed in being very client-centric, fully invested in our work and finding the best solutions for our clients, and in applying a synergistic approach to all of our projects.



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About the Larger Gallagher

Value Proposition: The ability to deliver comprehensively structured human capital solutions to clients is Gallagher's signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities and delve deeply into all the details that matter when balancing human capital needs with financial sustainability. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History: Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still "growing strong" because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago's largest insurance brokerage, Gallagher is now one of the world's largest human capital, insurance brokerage and risk management services firms. Headquartered in Rolling Meadows, IL, we have operations in 33 countries, and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants.

Since 1961, we've been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.

Company Culture and Philosophy: The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA.

Gallagher's approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients.

Gallagher's interactions with you will be straightforward and candid. By earning the trust of our clients, we've sustained a reputation for ethics and a commitment to transparency that continue to contribute to our growth. In fact, Gallagher was the first insurance broker named to the Ethisphere® Institute's annual list of the World's Most Ethical Companies in 2012 — and has earned this recognition for twelve consecutive years, through 2023. This is a tremendous achievement: annually, less than 150 companies based in 24 countries and





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representing 57 industry categories received this honor. Gallagher is the only insurance broker to have ever been recognized (World's Most Ethical Release).

The high standards of conduct we've set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice, and honest business practices to minimize risk and help fuel your success.

Human Resource and Compensation Consulting Practice

Gallagher's Human Resources & Compensation Consulting practice, of which the former K&A team is now a part, empowers clients to attract talent, manage staff, develop leaders, and reward success—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and fiscal sustainability.

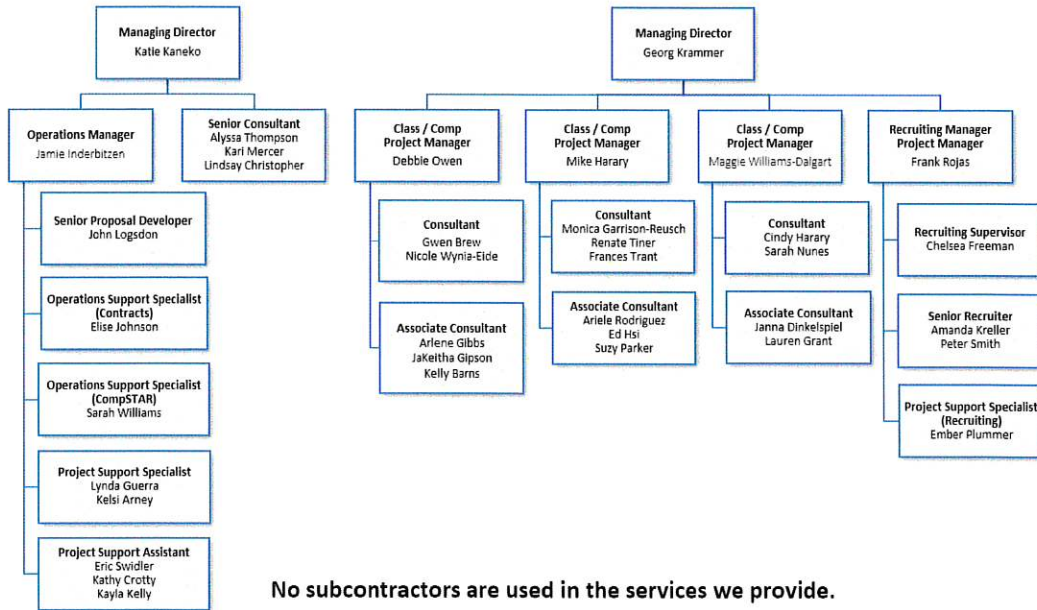
Our practice is a combination of some of the most respected names in human resources and compensation consulting. Bringing together experts from compensation, performance, search, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of 185 consultants located in 13 offices across the United States and Canada, our services include:

- Classification and Compensation
- Employee Engagement
- Executive Compensation
- Organizational Development
- HR Management
- Search and Interim Placement
- Custom Salary and Benefit Surveys
- Governance Consulting

Team Member Qualifications

Our team consists of 37 employees as shown below in our organizational chart.



All members of our team have worked on multiple comprehensive classification and compensation studies and are well acquainted with the wide array of public sector organizational structures, compensation structures, classification plans, as well as the challenges and issues that arise when conducting studies such as this one for the District.

KEY PERSONNEL

Our project team will be led by Co-Project Directors Georg Krammer (Managing Director) and Kari Mercer (Senior Consultant). They will coordinate all of Gallagher/K&A's efforts, attend all meetings with the City, and be responsible for all work products and deliverables.

CONSULTANTS

Monica Garrison-Reusch (Consultant), Ariele Rodriguez (Associate Consultant), Janna Dinkelspiel (Associate Consultant), and Renate Tiner (Consultant) will conduct classification analysis and interviews with employees and management, compensation data collection and analysis, internal job analysis, and develop recommendations and implementation strategies.

WORKLOAD

We currently have a team of 25 HR consultants and five administrative support staff – resources that we are able to pool based on each project's needs, to execute projects and to meet clients' needs and expectations. Each time we are selected as the successful bidder on a project, we strategize to determine project timelines, deliverable deadlines, and the resources that are required to produce the deliverables as promised. We are poised to accommodate the District's classification and compensation study and plan to devote the necessary resources for the successful execution of the project.

Biographies of the specific staff who will be assigned to this study can be found in the Appendix.



References

AGENCY & PROJECT	CONTACT
<p>Bay Area Water Supply & Conservation Agency</p> <p>Total Compensation Study, completed in 2018 and 2020. Classification Study of Sr. Admin. Analyst, completed 2017. Classification and Compensation Studies, completed in 2007, 2008, 2010, 2013, 2015, and 2016.</p>	<p>Ms. Deborah Grimes Office Manager (650) 349-3000 155 Bovet Road, Suite 302 San Mateo, CA 94402 DGrimes@bawsca.org</p>
<p>State Water Contractors</p> <p>Compensation Study, completed 2018. Classification and Compensation Studies, completed in 2008, 2010, 2011 and 2014.</p>	<p>Ms. Jennifer Pierre General Manager (916) 447-7357 1121 L Street, Suite 1050 Sacramento, CA 95814 JPierre@swc.org</p> <p>Note: Mr. Terry Erlewine was GM during earlier studies (pre-2017); he has retired.</p>
<p>Mid-Peninsula Water District</p> <p>Classification Study, completed 2017. Total Compensation Studies, completed 2010, 2014, 2016, 2017 and 2018. Several Classification and Compensation Studies, completed between 2006 and 2010.</p>	<p>Ms. Tammy Rudock Managing Advisor (925) 523-8712 1075 Old Country Rd. #A Belmont, CA 94002 trudock@pcgengr.com</p> <p>Please note: Ms. Rudock is no longer with Mid-Peninsula Water District but has indicated she would be happy to remain a reference for us in her new role at Pakpour Consulting Group.</p>
<p>Beaumont-Cherry Valley Water District</p> <p>Classification and Compensation Study (February 2022). Compensation Study, completed 2017.</p>	<p>Dr. Kirene B. Manini Director of Finance and Administrative Services (951) 845-9581 x 224 560 Magnolia Ave. Beaumont, CA 92223 Kirene.manini@bcvwd.org</p>
<p>Chino Basin Water Conservation District</p> <p>Classification & Compensation Study, completed 2021. Small Classification Study completed in 2022.</p>	<p>Ms. Elizabeth Skrzat General Manager (909)267-3220 4594 San Bernardino St. Montclair, CA 91763 eskrzat@cbwcd.org</p>
<p>Coachella Valley Water District</p> <p>Classification and Compensation Study, 2023.</p>	<p>Mr. Bill Walters Human Resources Administrator (760)398-2661 ext. 2372 51501 Tyler St. Coachella, CA 92236 bwalters@cvwd.gov</p>



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<p>Marin Municipal Water District</p> <p>Classification and Compensation Study, 2019. Various Recruitment work since 2019. Flex Staffing Classification Study, 2021.</p>	<p>Ms. Vikkie Garay Human Resources Manager (415)945-1430 220 Nellen Avenue Corte Madera, CA 94925 vgaray@marinwater.org</p>
<p>City of Sacramento (population: 501,901)</p> <p>Multiple Classification and Compensation studies, 2009 – 2017.</p>	<p>Ms. Christen Snyder Administrative Analyst (916) 808-3148 951 "I" St., First Floor Sacramento, CA 95814 csnyder@cityofsacramento.org</p>
<p>Mid-Peninsula Water District</p> <p>Classification Study, completed 2017. Total Compensation Studies, completed 2010, 2014, 2016, 2017 and 2018. Several Classification and Compensation Studies, completed between 2006 and 2010.</p>	<p>Ms. Tammy Rudock Managing Advisor (925) 523-8712 trudock@pcgenr.com</p> <p>Please note: Ms. Rudock is no longer with Mid-Peninsula Water District but has indicated she would be happy to remain a reference for us in her new role at Pakpour Consulting Group.</p>
<p>North Coast County Water District</p> <p>Total Compensation Study, completed 2021. Compensation Study, completed 2016.</p>	<p>Ms. Stephanie Dalton Management Analyst II (650) 355-3462 2400 Francisco Blvd. Pacifica, CA 94044 stephaniedalton@nccwd.com</p>
<p>Zone 7 Water Agency</p> <p>Compensation Study, completed 2017. Org Study with Succession Planning, completed 2017.</p>	<p>Mr. Osborn Solitei Assistant General Manager (925) 454-5043 100 North Canyons Parkway Livermore, CA 94551 osolitei@zone7water.com</p>

Executive Summary, Approach, Methodology

The District desires human resources assistance to conduct a comprehensive classification and total compensation study. The purpose of the study is to evaluate the District's existing compensation and receive viable options and strategies that would enhance the District's ability to attract and retain a highly qualified and motivated workforce. The District seeks to have a total compensation study including public and private employers who are providing equitable services and prepare recommendations for compensation policies to maintain competitiveness, reward employees, and ensure equity.

The District has 12 positions and 11 classifications that will be included in the survey which includes:

Administrative Services	Operations and Maintenance
• General Manager (1)	• Operations Manager (1)
• Administrative Services Manager (1)	• Operations Supervisor (1)
• Administrative Assistant (1)	• Lead Flood Specialist (2)
• Executive Assistance (0)	• Flood Specialist II (4)
	• Flood Specialist (0)
	• Vehicle & Equipment Maintenance Specialist (1)

The study's first level of effort is to initially develop an updated and well-structured classification system and classification descriptions for all study positions that are legally compliant (including Fair Labor Standards Act ("FLSA") and Americans with Disabilities Act ("ADA") requirements), internally aligned, reflective of contemporary standards, and accurately descriptive of current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; and interviews with supervisors and management to address any classification issues. All participating employees will be allocated to an appropriate classification; draft classification descriptions will be developed, and sent back to the District and incumbents for additional feedback and concurrence.

A second level of effort will be to review the District's compensation structure for the studied classifications and to conduct a compensation market survey (salaries plus benefits) using a set of appropriate comparator agencies. The identification of comparator agencies, benchmark classifications, and benefits to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into the District's compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding a salary structure that takes the District's compensation preferences into consideration as well as the appropriate placement of each classification on the District's salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, and the District's Board of Trustees, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach resulting in greater buy-in for study recommendations. This interactive approach has resulted in almost 100% implementation success of Gallagher/K&A's studies.

This intense and comprehensive stakeholder engagement and our transparent study processes are also a mechanism of quality control. The fact that our information, data, and recommendations have to be able to withstand utmost scrutiny by diverse stakeholders requires an in-depth multi-step quality control process for deliverables. This involves Gallagher/K&A team member validation of classification analyses and compensation data, Gallagher/K&A Project Manager review of all classification and compensation analyses, recommendations and deliverables, and finally Gallagher/K&A Principal (Project Director) review of deliverables before submittal to the client.

STUDY OBJECTIVES

Classification Objectives:

- To analyze and update the District's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as to provide adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the typical job functions, and minimum required qualifications such as education, prior work experience, knowledge, skills, abilities, licenses, certifications, and physical demands and working conditions;
- To provide a classification structure that ensures regulatory compliance, including appropriate FLSA designation as well as meeting ADA and EEO regulations; and
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, classification concepts and distinguishing characteristics, as well as the delivery of final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation Objectives:

- To make recommendations regarding a list of appropriate, logical and defensible comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;



- To collect accurate salary and benefit data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, employees, and the Board;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes, according to generally accepted compensation practices;
- To review the District's compensation structure and practices and develop compensation recommendations, including appropriate internal salary relationships, that will assist the District in recruiting, motivating, and retaining competent staff;
- To develop solutions that address pay equity issues and create a market adjustment implementation strategy supporting the District's goals, objectives, and budget considerations;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure; and;
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate salary ranges, methods for logical progression within the salary scale for each classification, and other practices, so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives:

- To review and understand all current documentation, rules, regulations, policies, budgets, procedures, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct project start-up meetings with study stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct orientation sessions with management, and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

METHODOLOGY / WORKPLAN / DELIVERABLES

Our approach is to complete the classification and job evaluation before completing the compensation review. The reasons for this include:

- The description of the work performed and the requirements for that work are, in the minds of the employees and their supervisors, inextricably associated with the "value of that work" or compensation, which is often a highly emotional issue. Separating the two phases of the study, even though elements of phases may be conducted concurrently, tends to produce more objective classification results.
- The compensation review will be completed when there is a full understanding of the work of the District, thereby ensuring that the data developed from the labor market compared to the District's classifications is accurate.

Given these parameters, our approach is as follows:

PHASE I – CLASSIFICATION STUDY:

Milestone A: Project Kickoff Meetings, Orientations, and Initial Documentation Review

This phase includes identifying the District’s Study Project Team (Human Resources, management, etc.), contract administrator, and reporting relationships. Our team of Project Managers and Consultants will conduct a briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, and the Board; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, memoranda of understanding (“MOU”), personnel policies, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of District operations.

District terminology and methods of current classification and compensation procedures, will be reviewed and agreed to. The Position Description Questionnaire (“PDQ”) will be discussed and customized as needed to meet the study objectives prior to distributing copies to employees. We will discuss methodology, agree to formats for class descriptions and compensation results, identify appropriate comparator agencies, benchmark classifications, and benefits to be surveyed for compensation survey purposes. We will respond to any questions that may arise from the various stakeholders.

We will facilitate an orientation meeting with employees and distribute our Position Description Questionnaire (“PDQ”). While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees’ involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

In recent years, we have found that it can be a much more efficient and cost effective for our clients to conduct employee orientations virtually because this approach avoids multiple employees having to travel to a central location and potentially losing hours of productivity versus simply clicking on a video link. We can provide the District with the technological options to ensure a smooth process. Our clients have received these operational changes very positively and our client-centric approach and methodology does not change with the venue.

Milestone B. Collection and Review of PDQs and Employee/Supervisor/Manager Interviews

Collection and Review of PDQs

Each employee will complete a PDQ. We provide an electronic version of our questionnaire so that employees can more easily complete it. Employees complete the questionnaire and



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then send it to their supervisor for review, comment, and signature. We typically require a second level of review by the next level of management in the reporting structure. This ensures that all staff have an opportunity to provide information as to what the nature of the job is for each job classification.

Regarding any currently vacant classifications, we would expect that for those classifications that the District expects to utilize in the future and wants to retain as part of its classification plan, supervisors will complete PDQs so that we have written direction as to what will be expected of these classifications in terms of typical duties and minimum qualification requirements.

Upon receipt of the PDQs in our office, Gallagher/K&A staff will review and analyze the PDQs in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.

Employee/Supervisor/Manager Interviews

Interviews will be scheduled with employees. Because this is a critical step in the information-gathering and educational process, we recommend scheduling interviews with all employees.

Interviews will then be held with supervisory and management staff (division managers, department heads, etc.), who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization; and
- Classification structure and reporting structure.

Milestone C. Classification Concept, Preliminary Allocation, and Draft Class Description Development

Classification Concept and Preliminary Allocation Development

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families as well as review internal relationships between classifications to define the reasons for, and effects of, the proposed changes.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position job analysis methodology include:

1. Decision making/judgment
2. Difficulty and complexity of work
3. Supervisory responsibilities
4. Non-supervisory responsibilities

5. Minimum qualifications
6. Working conditions/risk factors
7. Contacts

This document will list broad class concepts and highlight where significant changes are recommended, such as creating or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze potential career ladders and promotional opportunities, including clearly delineated and distinguished levels within classification series. We will also review and update established titling guidelines.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

At this juncture, we will review opportunities for career development, career ladders (as mentioned above), and opportunities for building succession planning strategies into the District's classification plan.

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Team.

Draft Class Description Development

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the District. From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification. We will develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, and/or if we recommend new classifications/class levels.

Following EEO Uniform Guidelines, we will review, analyze, and update knowledge, skills, abilities, education and experience, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certifications.

We will also review and update physical demands based on the most typical job functions of each classification in accordance with the ADA. Finally, we will review each classification's typical job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the FLSA.

Milestone D. Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report

A draft copy of the revised/new class description will be submitted to the Study Project Team and subsequently to each manager for review to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (as well as one of the most time-consuming). Our proactive and effective communication process at this juncture has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.



We will work with the study's stakeholders to determine the best approach to reviewing the draft classification specifications, and how to provide feedback to us. We will partner with Human Resources to coordinate the review process.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. We will provide a written response to stakeholder feedback to inform stakeholders of the outcome of their concerns.

A Draft Interim Report of the Classification Study will be completed and submitted to the Study Project Team for review and comment. The report will contain:

- Documentation regarding classification methodology and process as well as all findings, analysis, and resulting recommendations for each studied position;
- The recommended allocation list, classification title changes, job family and career ladder/career growth issues, reporting relationships, and other factors; and
- Classification concepts as well as methods used to determine appropriate classification and level, methods for logical progression between classifications, distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations.

Once we have received the District's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II – TOTAL COMPENSATION STUDY:

Milestone A: Determination of Survey Elements and Delivery of Market Survey

During the initial meeting with the Study Project Team, we will discuss and agree to the compensation study factors. We will identify/confirm appropriate, logical and defensible comparator agencies that will be included in the external market survey, which will be the foundation for ensuring that the District's compensation plan is competitively aligned with the external labor market. We will also identify/confirm those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine the list of benefits that the District wants to include in the total compensation data gathering process.

1. Determination of Comparator Agencies

The determination of comparator agencies is a critical step in the study process. Per the RFP, the City has a current list of 8 comparator agencies that we will survey which includes, Placer County Water Agency, Sacramento County, El Dorado Irrigation District, City of Sacramento – Utilities and/or Public Works, Henry Miller Reclamation District, Sacramento Suburban Water District, Sacramento Area Flood Control Agency and American River Flood Control District.

We also understand from the Q&A that the District would be interested in additional consultant recommendations regarding comparator agencies. We typically use the following factors to identify appropriate comparators and would receive approval before proceeding with the compensation study.



The selection of comparator agencies is a critical step in the study process. We typically use the following factors to identify appropriate comparators and will receive approval before proceeding with the compensation study.

Our recommended methodology is that we involve management, Human Resources, and the Board of Trustees, in the decision-making process of selecting which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, the District's current/ previous list of comparators, if any, and the advantages/disadvantages of including them and/or others would be discussed.
- **Similarity of population served, District/City demographics, District/City staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis. When reviewing this factor, the District's unique services would be evaluated in order to ensure that the majority of comparators provide the same services. This ensures that each comparator yields a sufficient number of matches for the District's jobs.
- **Labor market** – The reality of today's labor market is that many agencies are in competition for the same pool of qualified employees, because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. In addition, working-from-home opportunities and hybrid work schedules have further changed the landscape of supply and demand of talent. Therefore, the geographic labor market area (where the District is competing for talent) is taken into consideration.
- **Cost of living and cost of labor** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets and the appropriateness of comparator agencies. When the identified survey market includes comparators that are located outside of the District's geographic area, we analyze cost of labor to ascertain whether there are significant differences and, if so, we are able to apply geographic cost-of-labor adjustments factors to the market data to ensure and apples-to-apples comparison.

We typically recommend using 10-12 comparator agencies for all survey benchmarks in order to achieve statistical significance but are flexible and can easily use a different approach based on the District's preferences.

Per the RFP, the District may also be interested in including private sector employers in the survey. When it comes to private sector data, we work with purchased surveys that can supplement the public sector market data to represent the private sector. We use



this approach because it is very unlikely that individual private sector employers will share their proprietary compensation data; hence, we have to rely on purchased surveys and cannot survey individual employers.

We recommend using one or two surveys as one/two additional data points for the study, to supplement the comparator agencies. We utilize the Economic Research Institute's ("ERI") compensation survey, as well as its cost-of-labor and cost-of-living indices over the years. In addition, we have used surveys like Towers Watson and Mercer to complement our public sector data. We are happy to discuss this approach with the District in more detail.

2. Determination of Benchmark Classifications

In the same collaborative manner as described in Step 1 above, we will work with the District's stakeholders to select those classifications that will be surveyed. "Benchmark classes" are ordinarily chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid data sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes.

Due to the District's size and the number of classifications, we will most likely survey all of them.

3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following (which are generally available to all staff in a specific job classification):

- **Monthly Salary** – The top of the published salary range. All figures are presented on a monthly or annual basis. We normalize the salary data to reflect number of hours in the work week and/or roll-up of retirement or other benefits in base salaries.
- **Employee Retirement** – This includes two figures: the amount of the employee's State or other public or private retirement contribution that is contributed by the agency and the amount of the agency's Social Security contribution.
- **Insurance** – This typically includes Health, Dental, Vision, and other insurance coverage.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the agency is obligated. We will discuss with the District whether leave days/hours should be converted to direct salary cost in dollars or represented in days/hours.
 - **Vacation:** The number of vacation days after five years of employment.
 - **Holidays:** The number of holidays (including floating).
 - **Administrative/Personal Leave:** Administrative leave is normally the number of days available to management staff in lieu of overtime. Personal leave may be available to other groups of employees to augment vacation or other paid time off.
- **Deferred Compensation** – We report any employer contribution made on the employee's behalf, whether an employee-matching contribution is required or not.

- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed. This will include position overtime eligibility, overtime paid daily (over 8 hours) or weekly (over 40 hours), average overtime hours worked (if this information is available from each agency), bonus or other incentive pay, longevity pay, whether the employer provides step increases or merit increases, the step differential, merit increase budget for FY 2024 and FY 2025, date and amount of last COLA and next COLA, if known at the time of data collection.

Data from Comparators and Preliminary Analysis of Data

Gallagher/K&A does not collect market compensation data by merely sending out a written questionnaire. Our experienced compensation analysts conduct all of the data collection and analysis to ensure validity of the data and quality control. We collect classification descriptions, organization charts, salary schedules, personnel policies, budgets, MOUs, and other information via website, by telephone, or email directly from each comparator agency. We then compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the threshold we use to determine whether to include a comparator classification or not. As mentioned above in the classification methodology above, our job analysis method is the whole position analysis approach, which we apply here as well.

We also schedule appointments with knowledgeable individuals at each comparator to answer specific questions. We find that information collected using these methods has a very high validity rate and allows us to substantiate the data for employees, management, and governing bodies.

Data will be entered into spreadsheet format designed for ease of interpretation and use. Information will be calculated based upon average and median figures allowing the District to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the District’s salary range above/below the market values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60th, 70th, or any other percentiles per the District’s compensation philosophy.

Benefits data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect “additional” benefits, which we typically report on a separate spreadsheet.

Milestone B. Draft Compensation Findings/Stakeholder Review and Feedback

As part of our transparent approach and communication strategy to ensure organizational buy-in to the study, we share the market survey with the organization. We first distribute our draft findings to the Study Project Team. After their preliminary review, we will meet with the Study Project Team and other stakeholders (including Human Resources, management, employees) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for our team to engage with study stakeholders in a collaborative manner. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections, as appropriate.

Milestone C. Development of Recommendations, Final Reports, and Presentations

Analysis of Internal Relationships and Alignment

To determine internal equity for all studied positions, considerable attention is given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the whole position analysis methodology as described earlier.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series, for example, as well as across departments. This analysis will be integrated with the results of the compensation survey and the District's existing compensation plan.

The ultimate goal of this critical step in the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically as well as horizontally.

Compensation Structure Development

We will review and make recommendations regarding the District's salary structure (set of salary ranges, salary differentials, steps within ranges, and/or alternative compensation plans) within which the classes are allocated, based upon the District's preferred compensation model. We will also work with the District on their compensation philosophy as it relates to market position and the formulation of their compensation plan. This analysis will result in external pay equity, solutions to address any pay equity issues, and an implementation strategy supporting District goals, objectives, and budget considerations.

Draft recommendations will be discussed with the Study Project Team and management for discussions and decisions on overall pay philosophy and the practicality of acceptance and prior to developing an Interim Report.

Final Report

A Draft Interim Report of the Compensation Study will be completed and submitted to the Study Project Team for review and comment. The report will include:

- An executive summary of the compensation study results;
- A set of all market data spreadsheets;
- A proposed compensation structure;
- A proposed salary range placement document;
- A procedure to address employees whose current base pay either falls below the minimum of or exceeds the maximum of their newly assigned pay range;
- Implementation options surrounding our recommendations; and
- A guide for implementing, managing and maintaining the compensation system.

Once all of the District's questions/concerns are addressed and discussed, a Final Classification and Compensation Report will be created and submitted in the District's preferred format. The



Final Report will incorporate any appropriate revisions identified and submitted during the review process.

Final Presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the Board of Trustees, we recommend at least one initial meeting to confirm/identify the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we are flexible regarding having more or less interaction with the Board, based on the District's preferences.

EXPECTATIONS OF DISTRICT/CITY SUPPORT:

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:

- Timely provision of written documentation, such as current class specifications, union contracts, organizational charts, budget documents, salary schedules, past studies, etc.;
- Assistance in the notification and scheduling of initial kickoff and other meetings and the provision of adequate interview tools and resources;
- Assistance in the compilation of current descriptions with the PDQ; collecting and forwarding questionnaires; and in ensuring that materials are completed and returned in a timely manner; and
- Meeting agreed-upon timelines.

In terms of time commitment for District staff, we understand that the District hires an outside consultant to conduct and coordinate the entire effort. Therefore, it is our goal to reduce the time commitment of District staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling meetings, disseminating information, and in general, being a channel of communication between our firm and employees.

COMMUNICATION WITH THE DISTRICT:

Our typical communication model includes at least weekly or biweekly written status updates, or virtual meetings, to keep the District/City informed on where we are during each phase of the project.

In addition, the study includes a significant number of meetings with the Study Project Team, human resources, management, employees, and the Board, as desired. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and foster a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of Gallagher/K&A's studies.

POST-STUDY CONSULTATION AND SUPPORT:

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study completion is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.



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We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional meetings and/or training after completion of the study and/or other specific, identifiable work efforts, such as single-position compensation reviews or conducting annual surveys, we would honor our composite hourly rate for actual hours worked. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our project fee for this project.

STAKEHOLDER ENGAGEMENT:

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in to the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off meetings with stakeholders;
- Stakeholder input regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected;
- District stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

Time Requirements

Our professional experience is that compensation studies of this scope and for this size organization take approximately six months to complete, allowing for adequate PDQ completion, employee and supervisor interviews, classification concept and allocation development, class description development, compensation data collection and analysis, review steps by the District, the development of final reports, any appeals, and presentations.

Due to the unprecedented demand on our services, we are currently experiencing an unusually high volume of projects. Therefore, and if the District is able to be flexible, we propose commencing the project in May 2024 and anticipate completion by November 2024, assuming a contract is executed by May 1, 2024.

The following is a suggested timeline (which can be modified based on the District's needs):

MILESTONES	PHASE I: CLASSIFICATION STUDY	COMPLETION BY
A.	Project Kickoff Meetings, Orientations, and Initial Documentation Review	Weeks 1-2
B.	Collection and Review of PDQs and Employee/Supervisor/Manager Interviews	Weeks 6-8
C.	Classification Concept, Preliminary Allocation, and Draft Class Description Development	Weeks 9-14
D.	Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report	Weeks 15-16

MILESTONES	PHASE II: COMPENSATION STUDY	COMPLETION BY
A.	Determination of Survey Elements and Market Survey Delivery	Weeks 6-22
B.	Draft Compensation Findings/Stakeholder Review and Feedback	Weeks 23-24
C.	Development of Recommendations, Final Reports, and Presentations	Weeks 25-26



Cost Proposal

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, management, and the governing body. The time we commit to working with employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, etc.) results in significantly greater buy-in throughout the process.

In fact, our firm has only had a handful of formal appeals to any of our studies in over 40 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Our goal is to conduct each study the right way the first time. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body. Our clients always provide feedback that our process is professional, comprehensive, understandable, timely, and inclusive.

Due to a shift in our industry to conducting studies virtually and our own efforts to be as green a business as possible (which our public agency clients always appreciate), our cost proposal assumes that all meetings and presentations will be conducted virtually/remotely and no onsite travel to District offices will occur. Should the District desire onsite meetings, we will be happy to provide our per diem cost for onsite meetings based on travel time and market rate travel cost at the time.

See our cost table on the following page.



MILESTONES	PHASE I: CLASSIFICATION STUDY	AMOUNT	BILLING STRUCTURE
Ongoing Project Status Meetings throughout the Study		\$4,000	Invoice #1: 25% of Project Fee upon Contract Execution - \$12,000
A.	Project Kickoff Meetings, Orientations, and Initial Documentation Review	\$1,600	
B.	Collection and Review of PDQs and Employee/Supervisor/Manager Interviews	\$4,800	
C.	Classification Concept, Preliminary Allocation, and Draft Class Description Development	\$8,000	Invoice #2 - \$12,000
D.	Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report	\$4,000	
Total Fee for Phase I - Classification Study		\$22,400	

MILESTONES	PHASE II: COMPENSATION STUDY	AMOUNT	BILLING STRUCTURE
A.	Determination of Survey Elements and Market Survey Delivery (this assumes up to 12 comparators, up to 10 benchmark classifications, and total compensation including benefits)	\$16,000	Invoice #3 - \$12,000
B.	Draft Compensation Findings/Stakeholder Review and Feedback	\$4,000	
C.	Development of Recommendations, Final Reports, and Presentations	\$5,000	Remaining Project Fee: Invoice #4 - \$11,400
Total Fee for Phase II: Compensation Study		\$25,000	
Expenses are included in the project fee		N/A	N/A
<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage</i>			
TOTAL PROJECT COST		\$47,400	\$47,400

Our cost proposal does not include time to support the District during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.



Contractual Considerations

We will be pleased to sign the District's professional services agreement for a Compensation Study. We respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

The following are terms we would like to review with the District if we are fortunate to be selected for this project:

- Gallagher is pleased to submit this proposal to the District. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.
- Gallagher is not a federal contractor or subcontractor. Therefore, Gallagher cannot agree to federal contracting provisions contained within the RFP.
- Insurance Certificate (PDF page 15) and Section F (PDF pages 30 - 31) - Below are Gallagher's insurance representations based on AJG Risk Management policies. These are not changed on a client by client basis.
- Section 7 (PDF page 20) - Unless otherwise required by applicable law, Gallagher cannot agree to permit District to audit after the agreement ends. They can audit during the agreement.
- Section 15 (PDF page 22) - Indemnification should be limited to grossly negligent acts and omissions, breaches of the contract, intentional misconduct, or violations of law.
- Section 15 (PDF page 22) - A limitation of liability of fees paid needs to be added to the indemnification provision.
- Section 17 (PDF page 22) - This section should make clear that the District shall own all final deliverables provided to the District by Gallagher as part of the services provided under this Agreement, provided however, Gallagher shall retain sole and exclusive ownership of all right, title, and interest in, and to, its intellectual property and derivatives thereof which no data or Confidential Information of the District was used to create and which was developed entirely using Gallagher's own resources, including any and all pre-existing or independently developed know-how, methods, processes and other materials prepared by Gallagher. To the extent Gallagher's intellectual property is necessary for the District to use the deliverables provided under this Agreement, Gallagher grants to the District a non-exclusive, royalty-free license to Gallagher's intellectual property solely for the District's use of such deliverables.

It is our practice to provide the coverage below in lieu of the District contract insurance language. We therefore propose to replace the insurance language in the RFP's sample agreement with coverage language provided by Gallagher as follows (we attach our Memorandum of Insurance for your review as well):



Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

ARTHUR J. GALLAGHER & CO. MEMORANDUM OF INSURANCE

This Memorandum of Insurance ("Memorandum") is produced as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of the Memorandum. This Memorandum does not amend, extend or alter the coverage described below. Copyright 2005, Arthur J. Gallagher Risk Management Services, Inc. ("Gallagher"). Gallagher grants permission to you to view, copy, print and distribute the information found on the Memorandum website ("Site") provided that the above copyright notice appears on all copies, that use is internal to you or for personal noncommercial informational purposes only, and that no modification is made to any materials. Any modification, use, reproduction or distribution of this Memorandum, the Site or its contents must be first approved by Gallagher in writing. You will not suffer or permit any unauthorized use of any Gallagher trademark, service mark or logo. This Memorandum, the Site and its contents, including but not limited to text, graphics, images, software, copyrights, trademarks, service marks, logos, and brand names ("Content"), are protected under both United States and foreign laws, and Gallagher or its affiliated entities retain all right, title and interest in and to the Content, all copies thereof, and all copyrights and other proprietary rights therein. The information contained herein is as the date referred to above. Gallagher shall be under no obligation to update such information.

DATE: 9/29/2023

INSURED:

Arthur J. Gallagher & Co. and its subsidiaries
2850 West Golf Road
Rolling Meadows, IL 60008

Insurance Companies

A: ARCH INSURANCE COMPANY
B: THE CONTINENTAL INSURANCE COMPANY
C: XL INSURANCE AMERICA, INC
D: FEDERAL INSURANCE COMPANY
E: LEXINGTON INSURANCE COMPANY
F: XL SPECIALTY INS. COMPANY
G. ILLNOIS NATIONAL INSURANCE COMPANY
H. INDIAN HARBOR INSURANCE COMPANY

The policies of insurance listed below have been issued to the "INSURED" named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Memorandum may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS (In USD unless otherwise indicated)	
A	Commercial General Liability Occurrence Per location Aggregate	41GPP4938416	10/01/23	10/01/24	General Aggregate	4,000,000
					Products - Comp/Op Agg	4,000,000
					Personal and ADV Injury	2,000,000
					Each Occurrence	2,000,000
					Damage to Rented Premises (Each occurrence)	1,000,000
A	Automobile Liability Any Auto	41CAB4939016-MA 41CAB4938316-A/O	10/01/23	10/01/24	Combined Single Limit	5,000,000
					Bodily Injury (per person)	
					Bodily Injury (per accident)	
B	Excess/Umbrella Liability Retention: \$10,000	7034611269	10/01/23	10/01/24	Each Occurrence	25,000,000
					Aggregate	25,000,000
A	Workers Compensation and Employers Liability	41WCI4938116-A/O 44WCI0501916-FL	10/01/23	10/01/24	Workers Comp Limits	Statutory
					EL Each Accident	1,000,000
					EL Disease - Each Employee	1,000,000
					EL Disease - Policy Limit	1,000,000
C	Property	US00112916PR22A	10/01/23	10/01/24	Blanket Bldg. & PP	10,000,000
D	Crime/Fidelity Bond (Employee Dishonesty)	J06039418	09/01/23	09/29/24	Single Loss Limit	15,000,000
E	Errors & Omissions (Primary Policy)	014629885	10/01/23	10/01/24	Per Claim and Aggregate	12,000,000
F	Errors & Omissions (Excess Policy)	ELU192671-23	10/01/23	10/01/24	Per Claim and Aggregate	10,000,000
G	Errors & Omissions (Excess Policy)	FI0121923	10/01/23	10/01/24	Per Claim and Aggregate	15,000,000
H	Cyber Liability	MTP903416504	05/01/23	05/01/24	Limit of Liability	10,000,000

Description of Operations / Other Information: See ADDITIONAL INFORMATION on the following page.

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.

**ARTHUR J. GALLAGHER & CO.
MEMORANDUM OF INSURANCE**

ADDITIONAL INFORMATION

GENERAL LIABILITY POLICY

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES *
Endorsement Form # CG 20 11 04 13 modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You): ANY PREMISES OR PART THEREOF LEASED TO YOU.
2. Name of Person or Organization (Additional Insured): ANY AND ALL PERSONS OR ORGANIZATIONS CONTRACTUALLY REQUIRING ADDITIONAL INSURED STATUS AS THE MANAGER OR LESSOR OF PREMISES TO YOU.
3. Additional Premium: INCLUDED

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - WORKERS COMENPENSATION, GENERAL LIABILITY AND AUTOMOBILE LIABILITY

We waive any right of recovery we may have against the person or organization where required by written contract because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only where required by written contract as specified and approved per contract.

PROPERTY

This policy insures against "All Risks" of physical loss or damage, except as excluded, to covered property while on Described Premises, provided such physical loss or damage occurs during the term of this policy. Coverage is subject to policy deductibles, terms, conditions and exclusions. Loss Payable clause included for whom Insured has agreed to per written contract.



***All other Additional Insureds requests requires Legal approval and issuance of a Certificate of Insurance.**

***For special requests, such as a WET SIGNATURE, please contact the appropriate team: P&C – Doreen Morris or Renata Grzeskowiak; E&O – Frederick Arkin or Mari Maceri; Cyber – Jeremy Gillespie or Ariel Magrini.**

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Arthur J. Gallagher Risk Management Services, LLC 300 S Riverside Plaza Ste 1500 Chicago IL 60606	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): 312-704-0100	FAX (A/C, No): 312-803-7443
E-MAIL ADDRESS: certrequests@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Lexington Insurance Company		19437
INSURER B: XL Specialty Insurance Company		37885
INSURER C: Underwriters at Lloyd's London		15792
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 809046053 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A	Errors & Omissions		014629885	10/1/2023	10/1/2024	Per Claim/Aggregate	\$12,000,000
B	Excess Errors & Omissions		ELU192671-23	10/1/2023	10/1/2024	Per Claim/Aggregate	\$10,000,000
C	Excess Errors & Omissions		FID121923	10/1/2023	10/1/2024	Per Claim/Aggregate	\$13,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Coverage extends to: Gallagher Benefit Services, Inc. 2850 West Golf Road Rolling Meadows, IL 60008
 Gallagher Benefit Services, Inc., is an insured under the policies referenced above. The definition of Insured in the policy extends coverage to all employees while acting within the scope of his or her duties as such as an employee of Arthur J Gallagher and subject to all policy terms and conditions.

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Signature Page

Gallagher, formerly known as Koff & Associates, intends to adhere to all of the provisions described above.

This proposal is valid for 90 days.

Respectfully submitted,

By: GALLAGHER, FORMERLY KNOWN AS KOFF & ASSOCIATES,
State of California

Georg S. Krammer

April 15, 2024

Managing Director, Compensation and Rewards Consulting



Project Team Biographies

Georg S. Krammer, M.B.A., S.P.H.R.
Managing Director

Georg brings over 25 years of management-level human resources experience to Gallagher, formerly Koff & Associates (K&A), with an emphasis in classification and compensation design; market salary studies; organizational development; executive recruitment; performance management; and employee relations, in the public sector and in large corporations as well as small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. He spent five years in the private sector where he served as an HR Manager, and Administrative Officer, and then HR Director before entering the public sector in his current consulting role. With his wide-ranging and deep experience as a well-rounded classification and compensation expert, his education in business and teaching, his depth and breadth of experience with public sector HR needs, programs, and functions, Georg's contributions to Gallagher's variety of projects greatly complements our Human Resources and Recruitment Services team.

Georg has spearheaded several hundreds of classification, compensation, organizational, strategic planning, etc., studies for hundreds of cities, towns, counties, and special districts throughout the State of California, and the Western Region, and has contributed to more than quadrupling the size of Koff & Associates as a result of the success of his projects and the subsequent expansion of the business through referrals from satisfied clients. Georg joined K&A in 2003, served as its Chief Executive Officer from 2005 to 2021, was instrumental in K&A's joining Gallagher in 2021, and has been serving as Managing Director since then.

Georg will be key personnel and serve as the Co-Project Director for this project; he will coordinate all of K&A's efforts, will attend all meetings, and will be responsible for all work products and deliverables.

Kari Mercer, SPHR
Project Manager

Kari has over 13 years of human resources experience serving on staff for private and public sector organizations in addition to serving in a consulting capacity. Her experience includes work in classification and compensation, labor relations, MOU administration, policy development and administration, recruitment and examination, and general human resources administration.

As a human resources consultant, Kari has specialized in managing and conducting a diverse range of classification and compensation studies for public sector agencies throughout California and agencies in Arizona, New Mexico, Texas, and Maryland. As a project manager, she provides leadership to project teams and works closely with client stakeholder groups to ensure quality deliverables and successful project outcomes.



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She earned her B.S. degree in Business Administration with an emphasis on Human Resources Management at California State University, Fresno and is a certified Senior Professional in Human Resources (SPHR). Kari serves as a Personnel Commissioner for the City of Clovis and is a member of Central California SHRM.

Kari will provide managerial project support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

**Monica Garrison-Reusch, B.A., M.B.A.
Consultant**

Monica has over 15 years of human resource program experience, all of which have been spent serving as either a team consultant or project manager on projects working with public sector agencies. Monica's primary professional focus over the last several years has been on classification and compensation practices.

Prior to joining K&A in 2016, Monica performed classification and compensation consulting services as either a team member or project manager on varied projects including large scale studies done for the Counties of Madera, Sacramento, Bernalillo (in New Mexico), and the California State Department of Personnel Administration. Monica also developed and served as a Co-Trainer for a two-day course on Classification and Compensation.

Monica's depth of experience allows her to provide a broad range of human resources services to public agencies. She specializes in compensation projects focusing on both base salary and total compensation analysis studies. Monica has also worked on project teams conducting classification studies and organizational analysis, including performing the full range of classification analysis and conducting in-depth survey and analysis of organizational structures and past organizational practices.

She earned an MBA with an emphasis in Marketing at Golden Gate University and a Bachelor of Science in Business Administration from the University of Southern California.

Monica will provide Senior H.R. Associate support for this project, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

**Ariele Rodriguez, M.A.
Associate Consultant**

Ariele has eighteen years of public and private-sector human resources and management work experience including seven years as a project consultant performing base and total compensation studies for CPS HR Consulting. Her work experience includes compensation, classification, employee relations, labor relations, performance management, management training, adult education/college instruction, and conducting workplace investigations. Ariele joined K&A in August 2020 and has worked on many

Prior to joining K&A, Ariele performed full cycle recruiting for a large state-funded social services agency for six years. In this time, she screened, interviewed, hired, and performed onboarding duties for over 200 employees at all levels from clerical to executive. Additionally, she performed employee relations and labor relations work, conducted internal investigations, created and presented



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management training, wrote and delivered adverse employment actions, and served as liaison to the local SEIU chapter.

Ariele earned her B.A. degree in Interpersonal and Small Group Communication Studies and M.A. degree in Organizational and Instructional Communication Studies from California State University, Sacramento. She holds the HR professional certification SHRM-CP and is certified in Basic Mediation Skills.

Janna Dinkelspiel
Associate Consultant

Janna Dinkelspiel came to Koff & Associates in August 2022 with over 15 years' experience in private and public sector human resources. Most recently Janna was a Senior Employee Relations Analyst in a municipality where she gained well rounded experience in recruitment and retention, employee relations, labor relations, policy development, performance management, training and development and classification and compensation. Janna was the City's subject matter expert for classification and compensation while conducting and implementing three large-scale compensation studies for the City, as well as assisting the executive team with creation of a compensation policy.

Janna has a degree in Business Administration from the University of Washington and holds a Senior Professional Human Resources Certificate from HRCI.

Renate Tiner, B.Sc.
Consultant

Renate's professional qualifications include five years of both non-profit and private sector Human Resources experience before joining Gallagher. Starting in Human Resources administration and rising into Human Resources management, she gained experience in full-cycle recruitment, orientation and on-boarding, Health and Safety, Worker's Compensation, licensing and accreditation, policy development, and general Human Resources administration. Renate has a total of 12 years' experience.

Renate joined Koff & Associates in 2017, working on classification and compensation studies.

Renate earned her B.Sc. degree in Psychology from the University of Northern British Columbia, in Prince George BC, Canada. She was a Canadian Human Resource Professional (CHRP) Candidate before moving to the United States.

She will provide H.R. Consultant support throughout this effort, including analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.



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Required Forms

Section E – SUBMITTAL FORMS ACKNOWLEDGEMENT

The undersigned declares that she or he:

- Has carefully examined the Request for Qualifications – Total Compensation Survey; and
- Is thoroughly familiar with its content; and
- Is authorized to represent the proposing Consultant; and
- Agrees to perform the work as set forth in this qualification proposal.

Consultant Name and Address: Gallagher Benefit Services, Inc.		
2835 Seventh Street		
Berkeley, CA 94710		
Contact Name: Georg Krammer, Managing Director		
Email: georg_krammer@ajg.com	Fax: (510)653-5633	Phone: (510) 658-5633

Signature of Authorized Representative: 	Date: March 25, 2024
--	----------------------

Insurance Certificate

 A-VI Insurance Company's A.M. Best

Certificate of Insurance Attached? [~~YES~~ / NO]

- We have provided our Memorandum of Insurance in the "Contractual Consideration" section of the proposal submission.

Statement of Past Contract Disqualifications

The Consultant shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes

No

If yes, explain the circumstances.

Executed on March 25, 2024 at Berkeley, CA under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.



Signature of Authorized Consultant Representative

References

Number of years engaged in providing the services included within the scope of the specifications under the present business name:

Describe fully the last three (3) contracts performed by Consultant that demonstrate the ability to provide the services included within the scope of the RFQ. Attach additional pages if required. The District reserves the right to contact each of the references listed for additional information regarding qualifications.

** We also provide additional references in our proposal submission**

Reference No. 1

Client Name	Bay Area Water Supply & Conservation Agency
Contact Name & Title	Ms. Deborah Grimes, Office Manager
Street Address	155 Bovet Road, Suite 302
City	San Mateo
State & Zip Code	California 94402
Telephone	(650)349-3000
Email	DGrimes@bawsca.org
Date(s) of Service	See below
Contract Amount	

Description of Services:

Total Compensation Study, completed in 2018 and 2020.

Classification Study of Sr. Admin. Analyst, completed 2017.

Classification and Compensation Studies, completed in 2007, 2008, 2010, 2013, 2015, and 2016.

** We also provide additional references in our proposal submission**

Reference No. 2	
Client Name	State Water Contractors
Contact Name & Title	Ms. Jennifer Pierre, General Manager
Street Address	1121 L Street, Suite 1050
City	Sacramento
State & Zip Code	California 95814
Telephone	(916)447-7357
Email	JPierre@swc.org
Date(s) of Service	See below
Contract Amount	
Description of Services:	
<p>Compensation Study, completed 2018.</p> <p>Classification and Compensation Studies, completed in 2008, 2010, 2011 and 2014.</p>	

** We also provide additional references in our proposal submission**

Reference No. 3	
Client Name	Mid-Peninsula Water District
Contact Name & Title	Ms. Tammy Rudock, Managing Advisor
Street Address	1075 Old Country Rd. #A
City	Belmont
State & Zip Code	California 94002
Telephone	(925)523-8712
Email	trudock@pcgengr.com *
Date(s) of Service	
Contract Amount	
Description of Services: *Please note: Ms. Rudock is no longer with Mid-Peninsula Water District but has indicated she would be happy to remain a reference for us in her new role at Pakpour Consulting Group.	
Classification Study, completed 2017.	
Total Compensation Studies, completed 2010, 2014, 2016, 2017 and 2018.	
Several Classification and Compensation Studies, completed between 2006 and 2010.	



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RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 5.10

TITLE: District Election

SUBJECT: Review and Consider Adoption of Resolution No. 2024-05-02: Adopting Election Procedures

EXECUTIVE SUMMARY:

Effective with its 2020 General District Election, Reclamation District No. 1000 transitioned from an odd-year election cycle to an even-year election cycle. This move is authorized by the California Elections Code and Water Code, and was driven by the Board's desire to ensure strong turnout in its general district elections.

Water Code 57080 and following set out the special provisions for RD1000's elections. Pursuant to those rules, seats on the District's Board of Trustees are currently designated as "Parcel Seats" or "Land Assessment Seats." If the proportion of land in agricultural use falls below certain thresholds, these designations could shift to include designations of positions as "Resident Voter Seats." In each election cycle, at least 180 days before the general district election, the Board must consider whether the thresholds triggering this change have been met. The District relies on its assessment roles to make this determination. The District's assessment roles for 2023 and 2022 show that District lands used for agricultural purposes are still greater than the 35% threshold, and therefore no change to the Board composition or seats is required in this election cycle.

The four seats currently designated as Land Assessment Seats are up for election in the 2024 election cycle. Resolution 2024-03-02 initiated this election process, and identified November 5, 2024 as the proposed election date. Staff recommends moving that date by one week, to November 12, 2024, for the following reasons:

- November 5 coincides with the State- and County-wide elections. The County has declined to consolidate the District's election with the County ballot, and staff observed confusion among voters in the 2022 election regarding the differences between the District election and these other proceedings. Several general election ballots were deposited with the District, and had to be returned to local election officials. A slightly later date provides some separation without impairing the District's ability to seat a Board before the December 2024 deadline.
- Staff's recommendation is to perform this election as an all-mailed-ballot election. While materials will be on hand for voters who prefer to complete them in the District office, setting the District office as a separate in-person polling place resulted in significant additional cost during prior elections. Moreover, few (if any) voters actually used the polling place provisions, preferring instead to complete their mailed ballots independently. All mailed ballot elections can be held on any day *except* the day of the statewide general election.

TITLE: District Election 2024

- California Reclamation District Law imposes District-specific election rules, which can be confusing and difficult to explain. Moving the election to November 12, 2024 allows the District more time to perform outreach, explain to the public how the District’s elections operate, and to differentiate this process from the state- and county-wide elections already occurring on November 5, 2024.

For a November 12, 2024 General District election, nomination petitions may be filed between August 29 and September 19, 2024. If the number of eligible candidates exceeds the number of positions available, an election shall be held. If it does not, the eligible candidates shall be appointed by the County.

Finally, incorporating some of the lessons learned from the 2020 and 2022 Election, staff have compiled the attached digest of Election Procedures provided in Exhibit A of Resolution 2024-05-02 (Attachment 1). These procedures summarize many of the existing statutory requirements for your election in one place, for ease of reference. They also attempt to provide clarity or efficiency where the statutes are silent (for example, in allowing for landowners of multiple parcels to vote in a single consolidated ballot, rather than issuing many ballots for the same voter). Where the law is silent, these procedures give staff direction as to how the election process should be administered.

ATTACHMENTS:

1. Resolution No. 2024-05-02

STAFF RESPONSIBLE FOR REPORT:



Rebecca Smith, General Counsel

Date: 05/06/2024



Kevin L. King, General Manager

Date: 05/06/2024



RECLAMATION DISTRICT NO. 1000
RESOLUTION NO. 2024-05-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT NO. 1000
ADOPTING PROCEDURES FOR THE 2024 GENERAL ELECTION**

At a regular meeting of the Board of Trustees of Reclamation District No. 1000 held at the District Office on the 10th day of May 2024, the following resolution was approved and adopted:

WHEREAS, Reclamation District No. 1000 (“District”) has transitioned from an odd-year election cycle to an even-year election cycle, consistent with the requirements of the Elections Code and the California Reclamation District Law; and

WHEREAS, four “Land Assessment Seats” are up for election in the District’s 2024 general district election; and

WHEREAS, due to the requirements of the California Reclamation District Law specific to the District, the Board must determine the proportion of lands used for agricultural purposes and assessed by the District in advance of that election; and

WHEREAS, to improve voter turnout and allow for additional public outreach, the Board desires to conduct the general district election as an all-mailed-ballot election; and

WHEREAS, an all-mailed-ballot election may be held on any date *except* the statewide election date; and

WHEREAS, Resolution 2024-3-02, setting the general district election date as November 5, 2024, shall be rescinded and modified to the extent it is inconsistent with this Resolution; and

WHEREAS, a general district election for the terms of the expiring Land Assessment Seats shall be held on November 12, 2024 by all-mailed-ballot; and

WHEREAS, the Board should establish general procedures for the conduct of the election, and make certain other findings to facilitate the orderly administration of the election.

NOW, THEREFORE, BE IT RESOLVED, ADJUDGED and ORDAINED as follows:

- 1. An all mailed ballot election shall be held on November 12, 2024. Resolution 2024-3-02 is repealed to the extent it is inconsistent with the provisions of this Resolution.
- 2. The proportion of lands used for agricultural purposes assessed by the District is greater than thirty-five percent, and therefore pursuant to Water Code Section 50780.18 the Board of Trustees shall remain composed of four Assessment Seats and three Parcel Seats.
- 3. Consistent with Water Code section 50731.5, Nomination Petitions for the Office of Trustee shall be filed between August 29, 2024 and September 19, 2024. If sufficient qualified people declare their candidacies such that an election is necessary, a General District Election shall be held on November 12, 2024 by all-mail ballot only.
- 4. Where the relevant sections of the Elections Code or Water Code are silent, the attached General Election Procedures will govern the conduct of the election.
- 5. The General Manager of the District or their designee will serve as the elections official within the meaning of Election Code for purposes of publishing notices, printing ballots, and any other administrative procedures necessary to carry out the election.
- 6. The District staff shall publish notice of the election and notices of the nominating petitions, shall distribute and receive declarations of candidacy, and take all appropriate actions to implement this Resolution.

ON A MOTION BY Trustee _____, seconded by Trustee _____, the foregoing resolution was passed and adopted by the Board of Trustees of Reclamation District No. 1000, this 10th day of May 2024, by the following vote, to wit:

AYES: Trustees:
 NOES: Trustees:
 ABSTAIN: Trustees:
 RECUSE: Trustees:
 ABSENT: Trustees:

Elena Lee Reeder
 President, Board of Trustees
 Reclamation District No. 1000

CERTIFICATION:

I, Joleen Gutierrez, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution 2024-05-02 was duly adopted by the Board of Trustees of Reclamation District No. 1000 at the regular meeting held on the 10th day of May 2024 and made a part of the minutes thereof.

Joleen Gutierrez, District Secretary

Reclamation District No. 1000

General District Election Procedures

November 2024

BACKGROUND

Effective in 2020, District Elections in Reclamation District No. 1000 are held in November of even-numbered years. Seats on the District’s Board of Trustees are designated and elected as Parcel Seats (one vote per parcel); Assessment Seats (votes allocated according to assessment roll) or Resident Seats (one vote per resident). Water Code § 50780.2 *et seq.* The distribution of Parcel, Assessment, and Resident seats on the 7 member board is dictated by the proportionate land uses in the District, pursuant to Water Code § 50780.18. Votes are assigned to each parcel and voter according to the provisions of the Water Code, as follows:

- For a Parcel Seat: One vote per parcel owned, multiplied by the number of open Parcel Seats.
- For an Assessment Seat: One vote per dollar of assessment valuation, according to the District’s most recent Operations and Maintenance roll, multiplied by the number of open Assessment Seats.
- For a Resident Seat: One vote per District resident, multiplied by the number of open Resident Seats.

The provisions of Water Code 50780 *et seq* dictate the allocation of votes when each of these seats is open for election. Prior to the November 2024 election, the Board evaluated the proportionate land uses in the District, and determined that the threshold requiring a change to Board composition had not been reached. Accordingly, for purposes of the 2024 election, the 4 existing Assessment Seats will be up for election.

PRE-ELECTION PROCEDURES

Pre-election procedures involve the preparation and mailing of ballots and the set-up of materials for canvassing the returned ballots. They are taken from the general election laws found at Election Code sections 4000 and following, wherever not inconsistent with the election procedures in Reclamation District Law.

1. Determine Seat Categories. Between 200 and 180 days before the November election, the District must assess the proportion of assessed land within the district used for agricultural purposes during the preceding two years. Water Code § 50780.18. If the proportion is equal to or greater than 35 percent, then no action is necessary. If the proportion is less than 35 percent but greater than or equal to 20 percent, then the Board must designate four seats as Parcel Seats and three seats as Land Assessment Seats. If the proportion is less than 20 percent, then the Board must designate five seats as Resident Voter Seats and two seats as Land Assessment Seats. If the seat designations change, then the Board must adjust, by lot, the length of terms of any trustees whose terms are not otherwise scheduled to expire. Water Code § 50780.20. This evaluation was performed at the May 2024 Board meeting. Because the

proportion of assessed land used for agricultural purposes was greater than 35 percent, no change was required.

2. Notice of General Election and Nominating Petitions. The District will publish a Notice of General Election and Notice of Nominating Petitions no later than 7 days before nominations are due to be submitted. Water Code § 50731.5. If the election includes the balance of an unexpired term, the notice shall state that the petition must indicate whether the nomination is for that unexpired term. This notice shall be published in a newspaper in each county in which any of the district lands are located, and posted in the District office.

3. Nomination for Office. In order to appear on the ballot, anyone desiring to run for trustee must file a nomination petition with the Secretary of the Reclamation District no earlier than 75 days before the election and no later than 5:00 p.m. 54 days before the election. Water Code § 50731.5. The petition must be signed by at least 5 qualified voters.

4. The Election Board. An election board consists of three landowners of the District, or their legal representatives, and shall include one inspector and two judges of election. The election board shall be appointed by the county board of supervisors at the request of the District. Water Code § 50700. District personnel will identify and recommend election board members, who may not be candidates or the family members of candidates. The Election Board members shall be responsible for overseeing the count of the ballots; ruling on disputes or challenges to a ballot; and ruling on disputes or challenges to the qualifications of a voter.

5. Oaths of Office. Each member of the Election Board shall take an oath of office before entering on his or her duties. The oath of office may be administered by any officer authorized to administer oaths. Water Code § 50750.

6. Publication of Notice of Election. If the number of nominees exceeds the number of available seats and an election is necessary, the District's secretary shall give notice of the election by publishing a notice of election once a week for four weeks beginning not less than one month prior to the date of election in the same newspaper or newspapers used for publication of the notice calling for nomination petitions. Water Code § 50732.

7. Candidate Statement. Candidates may prepare a candidate's statement that will be distributed to voters. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications. Elections Code § 13307. If the candidate currently holds the office for which s/he is running, the word "incumbent" may be used instead of the candidate's occupation. The statement may not state the party affiliation of the candidate and may not describe membership or activity in partisan political organizations. Elections Code § 13307. The statement shall be filed at the same time as a candidate files nominating papers.

8. Ballots. The ballots shall give the names of the trustee candidates. Ballots shall be numbered consecutively and there should be sufficient extra ballots to permit the Election Board to replace spoiled ballots. Sufficient ballots should be prepared for the election at least 20 days prior to Election Day. Elections Code § 10527.

9. Providing Ballots to Voters. The District shall deliver to each voter in the District a unique ballot; a return/identification envelope, with postage pre-paid; and a voter pamphlet containing candidate statements or any additional information necessary to cast votes. The identification envelope will include a declaration under penalty of perjury that the voter is eligible to cast votes in the RD 1000 election. The District shall be entitled to rely upon this declaration in determining the qualifications of voters. The District shall provide these materials to voters no earlier than 29 days before the date of the election and shall complete any mailing of ballots no later than 10 days before the date of the election. Elections Code § 4101.

10. Consolidation of Ballots. When a Parcel Seat or Assessment Seat is up for election, the District may choose to consolidate the votes of a single landowner onto one ballot. For example, where one landowner owns 10 parcels, each entitled to one vote, the District in its discretion may choose to issue a single ballot with all 10 parcels and votes consolidated. The District may also, at the request of a landowner, cancel previously issued ballots before the close of polls in order to issue a single consolidated ballot for that landowner. In either circumstance, the particular parcels combined and/or ballots re-issued will be carefully recorded on the Voter List.

11. List of Voters. The Elections Official shall compile a list of the voters in the District, the date(s) on which each voter was sent a ballot in the mail, the number of votes to which the voter is entitled, and the date on which the ballot is returned. Elections Code § 3013. The District shall send a second ballot to any voter upon receipt of the statement under penalty of perjury identified above. Elections Code § 3014. The District shall verify, prior to counting any such duplicate ballot, that the voter has not attempted to vote twice. If so, both ballots shall be void. Elections Code § 3014. The District shall make copies of this list available to all observers during the canvass of votes. Elections Code § 15105.

12. Return of Ballots. Ballots must be returned to the District by the close of the polls on Election Day. Ballots may be returned in person or by mail. Mailed ballots must be received by 8 pm on Election Day, or postmarked on or before Election Day and received no later than 3 days after Election Day; Ballots returned in person must be delivered on or before Election Day. Elections Code § 4103; Water Code § 50705. As ballots are returned, the Elections Board and/or Elections Official may verify that the return envelope has been signed, and mark the ballot/parcel as having been returned on the District's Voter List. **No identification/return envelope may be opened before 8pm Election Day.**

COUNTING OF BALLOTS

The District shall assemble at least 4 individuals to canvass the votes. Of these, one person will read from the ballot, one will keep watch for any error or improper vote, and the other two will keep the tally. The members of the Election Board may serve in any of these rolls. In the event of a disruption or impropriety, the Election Board Inspector may excuse anyone from canvassing votes and enforce that order. Elections Code § 15152.

1. Commencing the Canvass. Counting may only begin after the closing of the polls. Elections Code § 15152. The count *must* begin no later than the first Thursday after the General District Election. Elections Code § 10547. Counting shall be public and continued until

complete. Elections Code § 15272. The ballot being read and the tally sheet must be within clear view of any watchers, but observers may not touch or handle the ballots. Elections Code § 15272.

2. Addressing Challenges to Voters. The District will make a copy of the Voter List available for inspection by any person who may wish to challenge any voters. Elections Code § 15105. **All challenges must be made before the return envelopes are opened.** This procedure protects the privacy of voters while allowing challenges to voters as required by law. A return/identification envelope may be challenged on the grounds that (1) the voter is not the owner or legal representative of an owner of land in the District; (2) that the parcel's votes have already been cast; (3) that the ballot was not received within the time provided by the Elections Code; or (4) that the person signing is presently on parole or imprisoned for a felony, and therefore ineligible to vote. The challenger has the burden of establishing extraordinary proof of the validity of the challenge, because of the absence of the voter. Elections Code § 15106. Any doubt in the interpretation of the law should be resolved in favor of the challenged voter. Elections Code § 14251.

3. Resolving the Challenge. In the event of a challenge, the Elections Board will open the identification envelope containing the ballot in order to examine any certificate(s) of authority contained in the identification envelope. The Election Board may also examine any other materials required to determine the validity of the challenge. If a challenge is overruled, the ballot shall be counted. If a challenge is allowed, the board shall endorse on the face of the identification envelope the cause of the challenge and its action thereon. Elections Code § 15108. After all challenges have been resolved and noted, the remaining envelopes may be opened, and the tally may begin.

4. Examination of Ballots. The Election Board will examine each ballot for irregularities. Ballots not marked as provided by law or marked so that they can be identified should be rejected. Elections Code § 15154. Soiled ballots are valid, but ballots on which the choice of the voter is impossible to determine are not. Elections Code § 15154. The Election Board shall be responsible for making a final determination on the admissibility of any ballot. Rejected ballots will be placed in a separate container. The reason for rejecting each rejected ballot must be written on the ballot. The Elections Board must sign each rejected ballot. Elections Code § 15154 (a).

5. Tally of Votes. As the vote is read from the ballot, two canvassers will each record the votes cast on separate tally sheets. Election Code § 15277. If the tally must be suspended at any time, the tally sheets will be marked with the date and time that the tally was suspended, and will be placed with the remaining ballot materials in a secured and tamper-proof container, until such time as the count may be resumed. Immediately on completion of the tally, the persons keeping each tally shall draw two heavy lines from the last tally mark to the end of the line and initial the lines. The total number of votes for each candidate shall be recorded on the tally sheets in words and in figures. Elections Code § 15277 (c).

6. Post Count Procedure. The Election Board will seal all voted, spoiled, canceled, and unused ballots; the tally sheets; the voter roster; and any record of challenges in one or more packages. Elections Code §§ 14431, 14432. The District shall retain the ballots, tally sheets,

and list of challenges for six months from the date of election. The voter roster will be preserved for 5 years following the election.

7. Official Canvass. The Election Board shall submit a certified statement of the results of the election to the District's Board of Trustees. Elections Code § 10551; Water Code § 50752. The statement shall show the total number of ballots cast and the number of votes cast for each candidate. Elections Code § 15374.

8. Recounts. Within five days of the certification of the election results, any voter may file a written request for a recount of the election with the District. Elections Code § 15620. The recount shall be conducted in public by a special recount board consisting of four landowners, supervised by the Election Board. Elections Code §§ 15625, 15629. Before each day's recount, the voter requesting a recount shall deposit with the District a sum required to cover the cost of the recount for that day. If the election result changes on the basis of the recount, the deposit shall be returned. If the election result does not change, the deposit in excess of the amount required for the recount shall be returned to the depositor. Elections Code § 15624. The Election Board shall be responsible for ruling on any challenges to ballots during the recount, and its decision on any challenge is final. Elections Code § 15631.



RECLAMATION DISTRICT 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 6.1

TITLE: Fiscal Year 2024/2025 Draft Budget

SUBJECT: Review and Discuss Draft Budget for Fiscal Year 2024/2025

EXECUTIVE SUMMARY:

The Board of Trustees of Reclamation District 1000 (RD 1000; District) annually adopts a budget. For the fiscal year 2024/2025, staff has prepared a draft budget (refer to Attachment No. 1). Staff are seeking the Board's review and feedback on this draft budget. Any necessary changes will be made based on the Board's discussion. The final budget, incorporating any adjustments, will be presented for approval at the Board of Trustees meeting in June 2024.

RECOMMENDATION:

None.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

1. Reclamation District No. 1000 – Fiscal Year 2024/2025 Draft Budget

STAFF RESPONSIBLE FOR REPORT:

Kevin L. King, General Manager

Date: 05/06/2024

**RECLAMATION
DISTRICT
NO. 1000**

**FISCAL YEAR
2024 / 2025
BUDGET**

**ADOPTED JUNE XX, 2024
RESOLUTION NO. 2024-06-XX
EFFECTIVE JULY 1, 2024**

**AGENDA ITEM 6.1
ATTACHMENT NO. 1**



**Reclamation District No. 1000
1633 Garden Highway
Sacramento, CA 95833
(916) 922-1449
www.rd1000.org**

Fiscal Year 2024/2025 Budget

Reclamation District No. 1000 – Budget (FY24/25)

TRUSTEES

ELENA LEE REEDER – BOARD PRESIDENT
THOMAS M. GILBERT – BOARD VICE PRESIDENT
NICK AVDIS – TRUSTEE
JAG BAINS – TRUSTEE
TOM BARANDAS – TRUSTEE
EDWIN PEREZ – TRUSTEE
THOMAS W. SMITH – TRUSTEE

OFFICERS

KEVIN L. KING – GENERAL MANAGER
JOLEEN GUTIERREZ – BOARD SECRETARY/TREASURER
REBECCA SMITH, ESQ. – GENERAL COUNSEL (DOWNEY BRAND, LLP)

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Introduction

General

Reclamation District No. 1000 (RD1000; District) was organized on April 8, 1911, by special act of the California Legislature, and is governed by the Reclamation District Act (California Water Code sections 50,000 et. seq.). The District's affairs are governed by a seven-member Board of Trustees. At the time of formation, the District embarked on the largest privately funded reclamation project in the United States. What was accomplished by the District in the twentieth century was truly remarkable. Today, the District's perimeter levee system consists of 42.6 miles of project levees encircling the District's 55,000 acres. The District also operates and maintains an interior drainage system consisting of 30 miles of main drainage canals, approximately 150 miles of drainage ditches and eight pumping stations. The drainage system collects agricultural tailwater, stormwater and drainage and delivers them to the pumping plants for disposal in the adjacent rivers and creeks.

RD 1000 perimeter levees are undergoing the largest rehabilitation since their original construction over a hundred years ago. The \$1.7 billion Natomas Levee Improvement Project (NLIP) which began in 2007 and will continue through 2026, will provide the Natomas Basin with two-hundred-year flood protection when complete.

As the District moves into its second century, its public safety mission remains its first commitment. The District's sole purpose and function is to monitor, operate, and maintain the levees and flood control infrastructure protecting the more than one hundred thousand people in the Natomas Basin, ensuring that the system is ready for the next one hundred years.

Mission Statement

Reclamation District No. 1000's mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations in a safe, efficient and responsible manner.

Responsibility Statement

On behalf of and in communication with the residents of the Natomas Basin, the District meets its flood protection Mission by operating and maintaining:

- The perimeter levee system to prevent exterior floodwaters from entering the Natomas Basin.
- The District's interior canal system to collect the stormwater runoff and agricultural drainage from within the Natomas Basin.
- The District's pump stations to safely discharge interior stormwater and agricultural drainage out of the Natomas Basin.

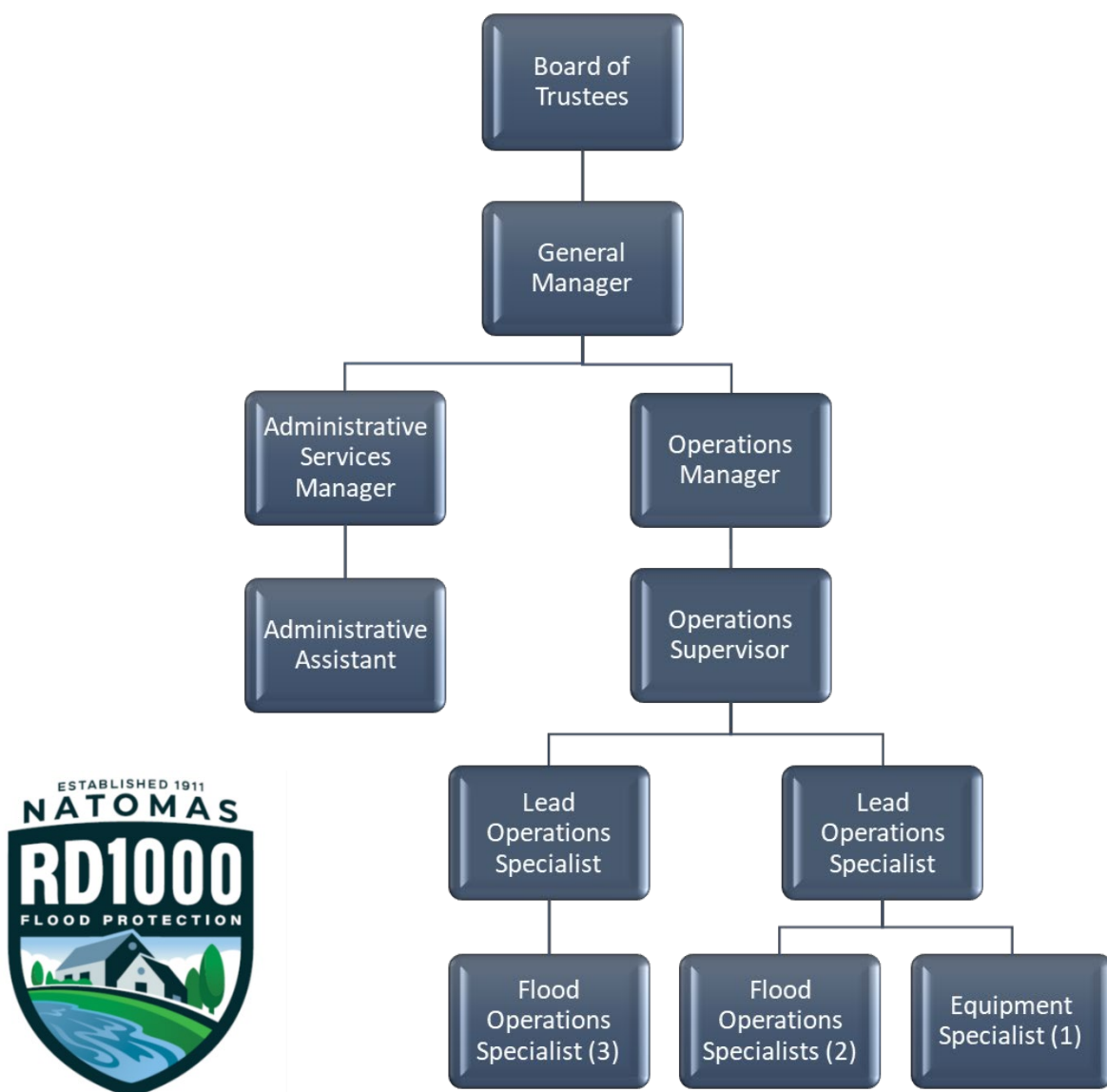
Vision Statement

In meeting its flood protection Mission, the District shall also:

- Carry out its responsibilities in a safe, professional, and accountable manner that adheres to the principles of good governance and transparency, being sensitive to community interests and the environment.
- Continuously identify and implement operational, maintenance, structural and non-structural improvements that reduce flood risks in the Natomas Basin.
- Cooperate with private entities and public agencies (including the Corps of Engineers and the State Central Valley Flood Protection Board) with whom the District shares responsibilities, common goals, and objectives for flood protection in the Natomas Basin.
- Educate the public about the risks of flooding in the Natomas Basin and the District's efforts to minimize those risks.

Organizational Chart

RECLAMATION DISTRICT NO. 1000 ORGANIZATIONAL CHART



Budget Summary (FY 2024/2025)

Executive Summary

The Fiscal Year 2024/2025 Budget for Reclamation District No. 1000 was prepared by General Manager, Kevin L. King. The budget was prepared in conformance to the District's goals, objectives, and progress towards a Flood Safe Future for the Natomas Basin. The Fiscal Year 2024/2025 Budget is reflective of the District's focus to address deferred maintenance, improve infrastructure resiliency and planning for implementation of capital infrastructure improvements.

The Fiscal Year 2024/2025 Budget is highlighted by expenditures aimed at positioning the District for sustained financial stability, long-term infrastructure reliability and identification of projects/policies required for further evolution of the organization. Specifically, the District began implementation of a new property related fee, approved by the District's property owners in March 2023. The new funding source is essential to rebuilding the District's interior infrastructure. The District intends to leverage the locally available funds by aggressively pursuing a wide array of funding opportunities.

Revenues

The District’s revenues in FY 24/25 are derived from three primary and reoccurring sources:

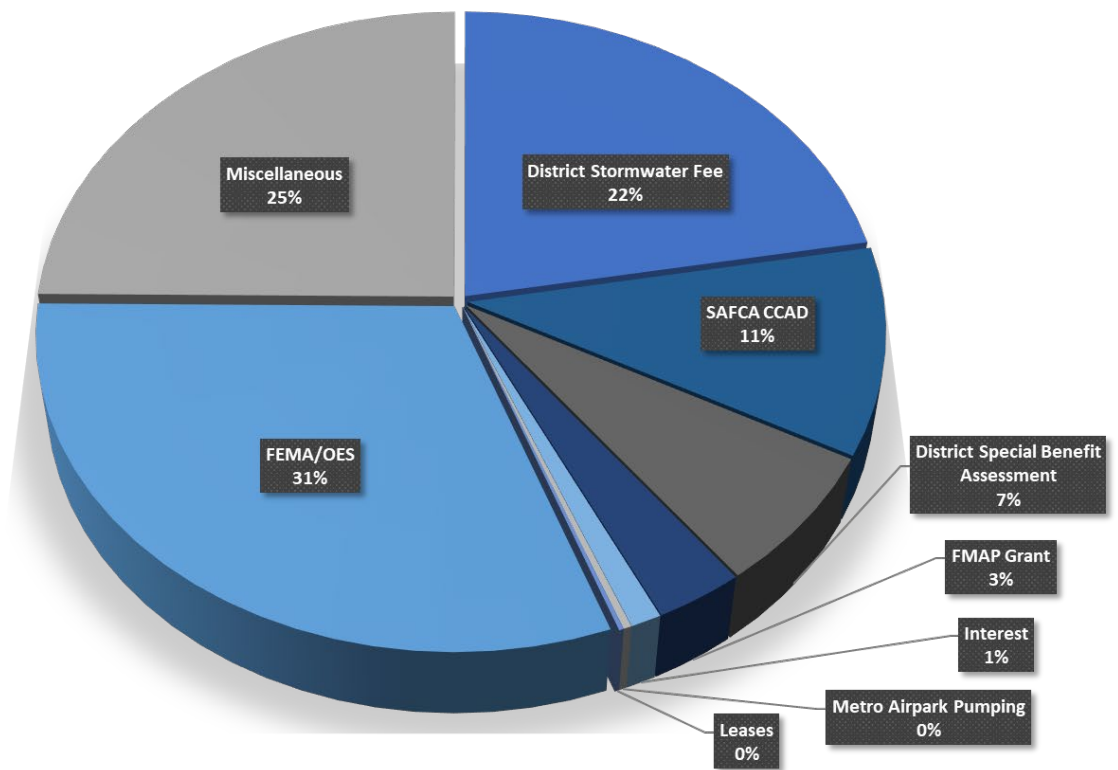
1. District Stormwater Fee
2. District Special Benefit Assessment
3. Sacramento Area Flood Control Agency: Consolidated Capital Assessment District

The District anticipates receipt of one-time revenue during the budget year from the following sources:

1. Federal Emergency Management Agency (FEMA): Public Assistance Grant Program for Canal Embankment Erosion Repair (\$4.297 million).
2. Flood Maintenance Assistance Program (FMAP): District Operation & Maintenance Activities – Vegetation Management Project (\$443 thousand)
3. Miscellaneous:
 - a. Community Project Fund (Bera): FEMA - Building Resilient Infrastructure and Communities Pre-Disaster Mitigation Grants Program (\$3.0 million)
 - b. Department of Water Resources: Flood System Repair Program – District Patrol Road Rehabilitation (\$484 thousand)

REVENUES	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Revenues				
FEMA/OES	\$100,000	\$117,078	\$4,296,861	98%
Miscellaneous		\$130,947	\$3,484,683	100%
District Stormwater Fee	\$3,039,569	\$2,846,481	\$3,100,360	2%
SAFCA CCAD	\$1,463,950	\$1,463,950	\$1,485,909	1%
District Special Benefit Assessment	\$986,305	\$923,601	\$969,781	-2%
FMAP Grant	\$421,000	\$421,000	\$442,900	5%
Interest	\$80,000	\$140,835	\$154,919	48%
Metro Airpark Pumping	\$30,000	\$45,395	\$40,000	25%
Leases	\$24,000	\$23,352	\$24,000	0%
Annuitant Trust Reimbursement				
Security Patrol Reimbursement	\$60,000	\$35,500		
Total Revenues	\$6,204,824	\$6,148,140	\$13,999,413	56%

REVENUES
Fiscal Year 24/25

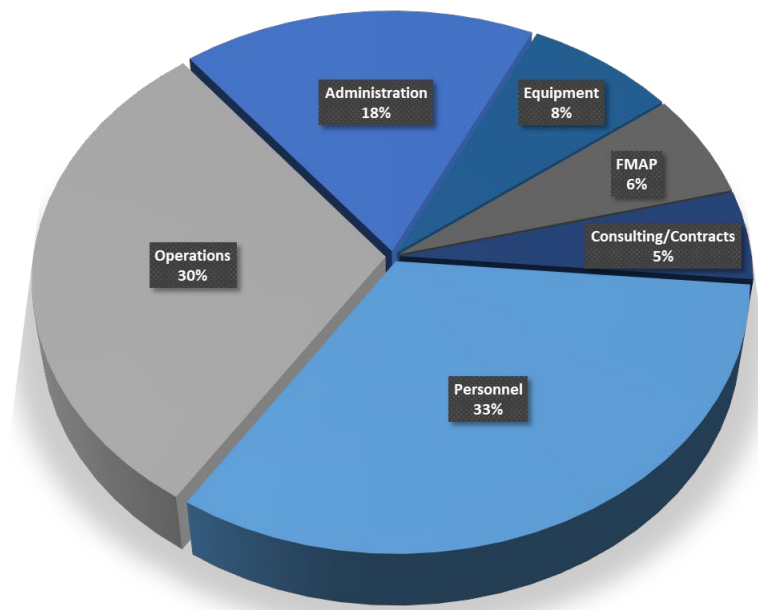


Operations & Maintenance Expenditures

The District anticipates approximately \$1.14 million more in Operations and Maintenance expenditures in FY 24/25 compared to the FY 23/24 Budget.

OPERATIONS & MAINTENANCE EXPENDITURES	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
O&M Expenditures				
Personnel	\$2,138,520	\$1,784,669	\$2,297,742	7%
Operations	\$1,803,591	\$1,143,178	\$2,113,719	15%
Administration	\$899,600	\$1,119,146	\$1,241,825	28%
Equipment	\$260,000	\$80,000	\$530,000	51%
FMAP	\$421,000	\$421,000	\$442,900	5%
Consulting/Contracts	\$342,000	\$370,485	\$376,500	9%
Total O&M	\$5,864,711	\$4,918,477	\$7,002,687	16%

OPERATIONS & MAINTENANCE EXPENDITURES
Fiscal Year 24/25



Personnel Expenditures

Overall, the Fiscal Year 24/25 Personnel Expenditures are 7% greater than the previous budget year, resulting in an increase of approximately \$159,000. The Personnel Budget includes the following expenditure variations:

- Wages: 3.4% Cost of Living Compensation Adjustment
- Pension: 19% increase due to performance changes in CalPERS rate of return and required contributions for the District's unfunded liability based on actuarial valuation (June 2023)

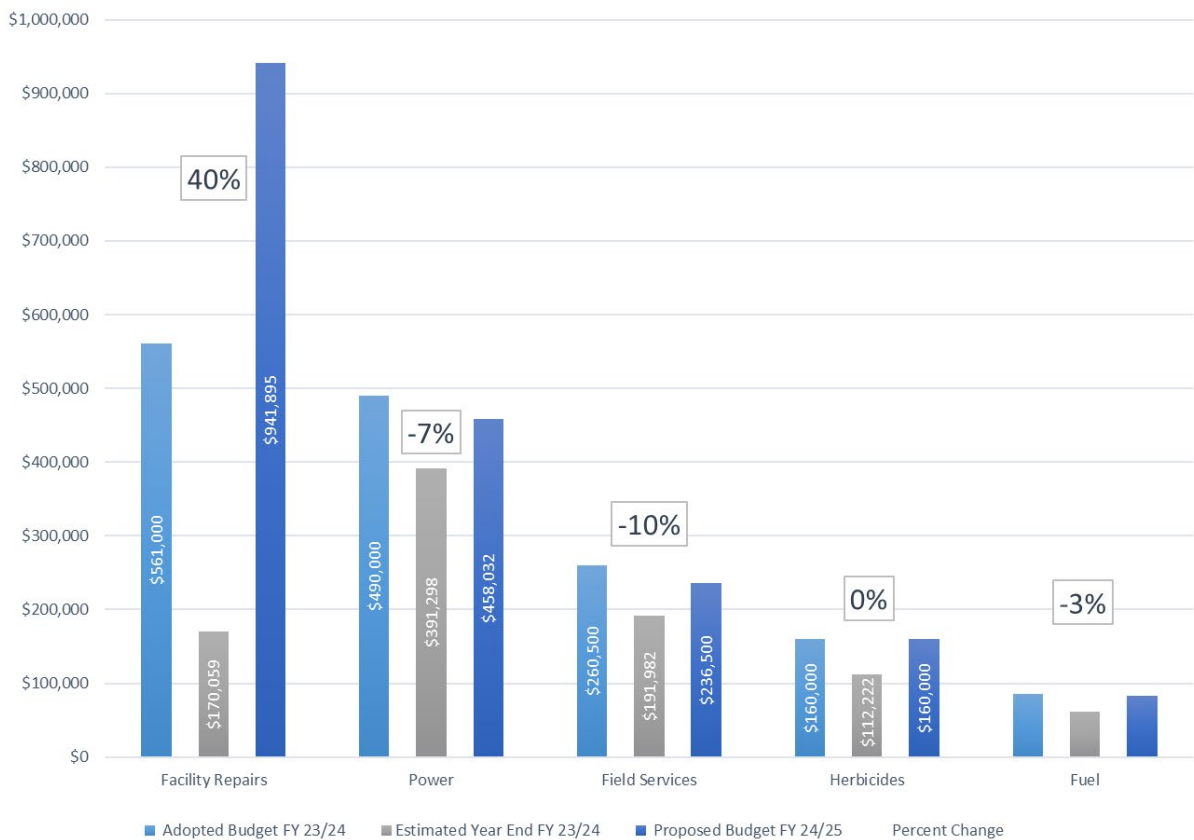
Personnel Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Wages	\$1,264,664	\$1,027,621	\$1,358,830	7%
Pension	\$340,941	\$300,776	\$422,969	19%
Group Health Insurance	\$161,096	\$144,816	\$159,298	-1%
Payroll Taxes	\$93,356	\$74,839	\$101,912	8%
OPEB - ARC	\$75,205	\$81,513	\$84,724	11%
Annuitant Health Care	\$97,631	\$76,875	\$70,930	-38%
Workers Compensation Insurance	\$35,000	\$31,619	\$40,000	13%
Trustee Compensation	\$30,000	\$17,719	\$25,000	-20%
Dental/Vision/Life	\$28,628	\$21,890	\$24,079	-19%
Continuing Education	\$12,000	\$7,001	\$10,000	-20%
Personnel Subtotal	\$2,138,520	\$1,784,669	\$2,297,742	7%

Operations Expenditures

Operation Expenditures for Fiscal Year 24/25 are 15% greater than the previous budget year, resulting in an increase of approximately \$310,000. The Operations Budget includes the following expenditure variations:

- Facility Repairs: 40% increase due to repairs in the following categories.
 - Canal Erosion Program (\$550,895): The District anticipates FEMA Grant Revenue in the amount of \$4.297 million for this program, the budgeted amount reflects the District required cost share.
 - Access Road AB Program (\$150,000): The District anticipates DWR Grant Revenue in the amount of \$448,000 for this program, the budgeted amount reflects the District required cost share.

Operations Expenditures



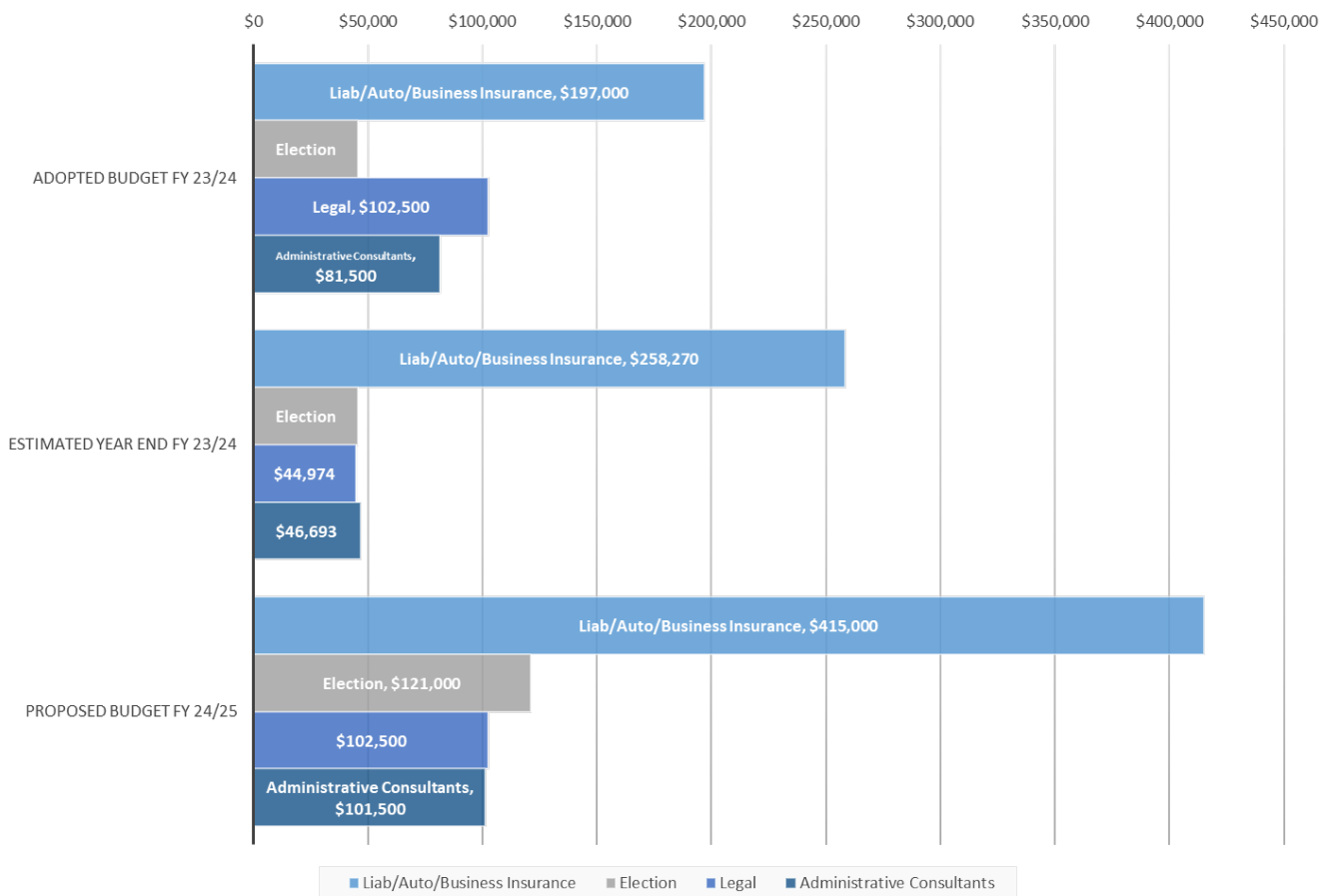
Operations Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Facility Repairs	\$561,000	\$170,059	\$941,895	40%
Gates & Fences	\$5,000	\$0	\$5,000	0%
Canal Erosion Program (RSP)	\$200,000	\$125,000	\$550,895	64%
Access Road AB Program	\$65,000	\$0	\$150,000	57%
Plant 1A Repairs	\$45,000	\$19,974	\$5,000	-800%
Plant 1B Repairs	\$30,000	\$0	\$15,000	-100%
Plant 2 Repairs	\$120,000	\$3,115	\$75,000	-60%
Plant 3 Repairs	\$8,500	\$6,308	\$8,500	0%
Plant 4 Repairs	\$2,500	\$0	\$0	
Plant 5 Repairs	\$2,000	\$0	\$0	
Plant 6 Repairs	\$1,500	\$0	\$80,000	98%
San Juan / Riverside	\$4,000	\$2,938	\$1,500	-167%
Plant 8 Repairs	\$45,000	\$1,383	\$30,000	-50%
Corporation Yard	\$25,000	\$7,197	\$15,000	-67%
Miscellaneous	\$7,500	\$4,144	\$6,000	-25%
Power	\$490,000	\$391,298	\$458,032	-7%
Field Services	\$260,500	\$191,982	\$236,500	-10%
Veg Management	\$200,000	\$148,446	\$175,000	-14%
Tree Service	\$15,000	\$4,000	\$5,000	-200%
Pump Plant Testing	\$4,000	\$6,475	\$7,000	43%
Sonitrol Security	\$14,500	\$18,416	\$25,000	42%
Tire Recycle	\$6,500	\$0	\$4,000	-63%
Backflow	\$500	\$500	\$500	0%
Water Service	\$1,500	\$1,212	\$1,500	0%
Fleet Tracking	\$7,500	\$4,747	\$7,500	0%
Misc. / Janitorial	\$11,000	\$8,186	\$11,000	0%
Herbicides	\$160,000	\$112,222	\$160,000	0%
Fuel	\$85,000	\$61,919	\$82,917	-3%
Refuse Collection	\$50,000	\$32,155	\$50,000	0%
Equipment Parts/Supplies	\$35,000	\$34,500	\$35,000	0%
Equipment Repairs/Service	\$40,000	\$27,379	\$30,000	-33%
Shop Equipment (Not Vehicles)	\$30,000	\$31,482	\$27,500	-9%
Supplies and Materials	\$23,000	\$18,308	\$23,000	0%
Utilities - Field	\$16,891	\$22,694	\$21,876	23%
Consultants - Field Operations	\$16,200	\$14,186	\$16,500	2%
Govt Fees/Permits - Field	\$11,500	\$9,625	\$11,500	0%
Field Equipment	\$17,000	\$20,920	\$9,500	-79%
Small Power Equipment	\$15,000	\$7,500	\$7,500	-100%
Misc.	\$2,000	\$3,420	\$2,000	0%
Equipment Rental	\$4,000	\$0	\$5,000	20%
Misc/Other - Field	\$3,500	\$4,450	\$4,500	22%
Operations Subtotal	\$1,803,591	\$1,143,178	\$2,113,719	15%

Administration Expenditures

Administration Expenditures for Fiscal Year 24/25 are 28% greater than the previous budget year, resulting in an increase of approximately \$340,000. The Administration Budget includes the following expenditure variations:

- Liability Insurance: 53% increase due to Insurance Premium Increase
- District Trustee Election: 62% increase due to Trustee Election Costs in 2024.
- Administrative Consultants: 20 % increase due to Total Compensation Study

ADMINISTRATION EXPENDITURES



Administration Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Administration				
Liability Insurance	\$197,000	\$258,270	\$415,000	53%
Election	\$45,500	\$45,500	\$121,000	62%
Legal	\$5,000	\$4,500	\$25,000	80%
Publications/Notices	\$3,000	\$2,000	\$3,000	0%
Printing Services	\$37,500	\$37,500	\$80,000	53%
Temporary Staff	\$0	\$0	\$8,000	100%
Miscellaneous	\$0	\$1,500	\$5,000	100%
Legal	\$102,500	\$44,974	\$102,500	0%
Human Resources/Employment	\$15,000	\$743	\$15,000	0%
General Counsel (Downey Brand)	\$85,000	\$44,232	\$85,000	0%
Other Legal Services	\$2,500	\$0	\$2,500	0%
Administrative Consultants	\$81,500	\$46,693	\$101,500	20%
Financial Plan/Study	\$0	\$21,500	\$0	
Total Compensation Survey	\$25,000	\$0	\$45,000	44%
Assessment & Fee Consulting	\$46,500	\$20,193	\$46,500	0%
Overhead Rate Study	\$5,000	\$5,000	\$5,000	0%
Miscellaneous	\$5,000	\$0	\$5,000	0%
Public Relations	\$90,000	\$442,500	\$90,000	0%
Direct Outreach	\$30,000	\$10,000	\$30,000	0%
Consulting	\$45,000	\$425,000	\$45,000	0%
Subscriptions/Publications	\$15,000	\$7,500	\$15,000	0%
Accounting/Audit	\$57,000	\$57,236	\$63,000	10%
GASB Report	\$15,500	\$15,500	\$15,500	0%
Audit	\$20,000	\$19,750	\$20,000	0%
CPA - Consultant	\$20,000	\$20,936	\$26,000	23%
CalPERS (GASB)	\$1,500	\$1,050	\$1,500	0%
Conference & Travel	\$60,000	\$21,906	\$50,000	-20%
Conference (Exec Staff & Trustees)	\$30,000	\$12,895	\$25,000	-20%
Travel (Exec Staff & Trustees)	\$30,000	\$9,011	\$25,000	-20%
Memberships	\$37,600	\$40,419	\$43,215	13%
ACWA	\$14,000	\$15,518	\$16,293	14%
CCVFCA	\$14,500	\$14,051	\$14,754	2%
Chamber of Commerce	\$200	\$180	\$200	0%
Costco	\$250	\$225	\$250	0%
CSDA	\$8,200	\$8,519	\$8,944	8%
NAFSMA	\$0	\$1,500	\$1,575	100%
SHRM	\$0	\$0	\$750	100%
Sacramento LAFCO	\$450	\$427	\$448	0%
Information Technology	\$42,600	\$34,127	\$42,600	0%
Software	\$15,000	\$6,543	\$15,000	0%
IT Support	\$24,000	\$24,751	\$24,000	0%
Website Support	\$3,600	\$2,833	\$3,600	0%
Govt Fees/Permits	\$21,950	\$31,740	\$36,950	41%
City of Sacramento (Investment Pool)	\$6,000	\$5,872	\$6,000	0%
Sac County Treasury (Investment Pool)	\$15,000	\$25,659	\$30,000	50%
Police Alarm	\$200	\$0	\$200	0%
Miscellaneous	\$750	\$209	\$750	0%

Administration Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Office Maintenance & Repair	\$33,700	\$22,106	\$35,961	6%
Custodial Service	\$9,000	\$5,625	\$9,000	0%
HVAC Maintenance	\$2,500	\$1,500	\$2,500	0%
Landscaping	\$13,200	\$14,055	\$15,461	15%
Pest Control	\$1,500	\$425	\$1,500	0%
Misc.	\$7,500	\$501	\$7,500	0%
Utilities	\$35,700	\$21,575	\$32,850	-9%
Telephone	\$4,500	\$601	\$2,400	-88%
Water	\$750	\$739	\$750	0%
Internet	\$22,500	\$13,468	\$22,500	0%
Sewer	\$1,250	\$569	\$1,250	0%
Phone System	\$750	\$1,359	\$0	
Copier/Printer	\$2,500	\$2,218	\$2,500	0%
Cellular Service	\$3,250	\$2,615	\$3,250	0%
Miscellaneous	\$200	\$7	\$200	0%
Admin. Services	\$24,500	\$11,840	\$25,250	3%
Alarm/Security Office	\$10,000	\$4,605	\$10,000	0%
Copy/Print Services	\$1,000	\$0	\$1,000	0%
DOT/Screening	\$1,500	\$900	\$1,500	0%
Postage/Shipping	\$1,000	\$821	\$1,000	0%
Records/Retention Management	\$2,000	\$75	\$2,000	0%
Supplies (First Aid/AED/etc...)	\$3,500	\$1,483	\$3,500	0%
Timekeeping	\$5,000	\$3,321	\$5,000	0%
Miscellaneous	\$500	\$636	\$1,250	60%
Office Supplies	\$25,000	\$9,383	\$25,000	0%
Small Office & Computer Equipment	\$20,750	\$5,150	\$20,750	0%
Computer Equipment	\$6,000	\$2,150	\$6,000	0%
Miscellaneous Equipment	\$14,750	\$3,000	\$14,750	0%
Assessment/Property Taxes	\$11,500	\$14,309	\$20,000	43%
Admin - Misc./Other Expenses	\$2,800	\$4,254	\$6,250	55%
Bank Fees	\$300	\$1,221	\$1,250	76%
Business Expense	\$2,500	\$3,033	\$5,000	50%
Mitigation Land Expenses	\$5,500	\$4,995	\$5,500	0%
Yolo County Treasurer	\$5,500	\$4,995	\$5,500	0%
Payroll Services	\$4,500	\$2,169	\$4,500	0%
Administration Subtotal	\$899,600	\$1,119,146	\$1,241,825	28%

Flood Maintenance Assistance Program

FMAP Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
FMAP Grant				
FMAP Expense	\$421,000	\$421,000	\$442,900	5%
FMAP Subtotal	\$421,000	\$421,000	\$442,900	5%

Consulting /Contracts Expenditures

Consulting / Contracts Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Consulting/Contracts				
Security Patrol	\$215,000	\$266,800	\$270,000	20%
Technical Consultants	\$107,000	\$96,515	\$99,000	-8%
Land, Right of Way and Title Expert	\$0	\$0	\$10,000	100%
Specialized Flood Control Engineering	\$10,000	\$2,323	\$5,000	-100%
General District Engineering	\$65,000	\$23,870	\$40,000	-63%
Managerial Support	\$0	\$0	\$10,000	100%
Hydraulic Modeling - Update	\$20,000	\$70,322	\$10,000	-100%
Hydraulic Modeling - Maintenance	\$10,000	\$0	\$10,000	0%
Development Impact Fee Support	\$2,000	\$0	\$14,000	86%
Temporary Admin	\$20,000	\$7,170	\$7,500	-167%
Consulting/Contracts Subtotal	\$342,000	\$370,485	\$376,500	9%

Equipment Expenditures

Equipment Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Equipment				
Equipment	\$260,000	\$80,000	\$530,000	51%
SCADA	\$65,000	\$0	\$25,000	-160%
John Deere 5115M w/mower attachment)	\$195,000	\$0	\$195,000	0%
Fleet Vehicles (Electric)	\$0	\$80,000	\$160,000	100%
Fleet Charging Stations	\$0	\$0	\$150,000	100%
Equipment Subtotal	\$260,000	\$80,000	\$530,000	51%

Capital Expenditures

The District anticipates approximately \$3.5 million more in Capital Expenditures in FY 24/25 compared to the FY 23/24 Budget.

Capital Expenditures	Adopted Budget FY 23/24	Estimated Year End FY 23/24	Proposed Budget FY 24/25	Percent Change
Capital Expenditures				
Capital Facilities	\$975,000	\$114,188	\$4,650,000	79%
Plant 1B Spare Transformer	\$225,000	\$0	\$225,000	0%
Capital Project Design	\$750,000	\$62,488	\$300,000	-150%
2024/2025 CIP Projects	\$0	\$51,700	\$4,125,000	100%
Capital - Office Upgrades	\$125,000	\$12,038	\$30,000	-317%
Building Improvements	\$125,000	\$12,038	\$30,000	-317%
Capital - Office Facility Repair	\$75,000	\$0	\$0	
Total Capital Expenditures	\$1,175,000	\$126,226	\$4,680,000	75%



RECLAMATION DISTRICT NO. 1000

DATE: MAY 10, 2024

AGENDA ITEM NO. 7.1

TITLE: Committee Meeting Minutes

SUBJECT: Committee Meeting Minutes since the April Board Meeting

Finance Committee Meeting – April 22, 2024

A meeting of the Reclamation District No. 1000 Finance Committee was held on Monday, April 22, 2024, at 8:00 a.m. at the District's office. In attendance were Trustees Gilbert, Avdis and Barandas. Staff in attendance were General Manager King, Administrative Services Manager Gutierrez and Operations Manager Holleman.

The Finance Committee performed the following items:

1. Finance Committee Meeting
 - 1.1. Review & Discuss Draft Budget for Fiscal Year 2024/2025.
2. Public Comment

No public comments were received.
3. Adjournment

With no further business on the agenda, the meeting adjourned at 12:05 p.m.

Executive Committee Meeting – May 1, 2024

A meeting of the Reclamation District No. 1000 Executive Committee was held on Wednesday, May 1, 2024, at 8:00 a.m. at the District's office. In attendance were Trustees Lee Reeder and Gilbert. Staff in attendance were General Manager King, Administrative Services Manager Gutierrez, Operations Manager Holleman and District Counsel Shapiro.

The Executive Committee performed the following items:

1. Executive Committee Meeting
 - 1.1. Review Agenda for May 10, 2024 - Regular Board of Trustees Meeting
The Committee reviewed and discussed the proposed agenda and approved as presented.
 - 1.2. General Manager's Report
General Manager King provided an update to the Executive Committee about various District activities and upcoming events.
2. Public Comment

No public comments were received.
3. Adjournment

With no further business on the agenda, the meeting adjourned at 9:04 a.m.