

KNIGHTS LANDING RIDGE DRAINAGE DISTRICT

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

October 25, 2017

ADMINISTRATION

Call to Order and Approval of Agenda

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

Attendance

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

Commissioners Absent: Fritz Durst

Others Present: Meegan Nagy, Deputy Manager
Gary Marler, Superintendent
Barry O'Regan, KSN
Beverly Walls, Bookkeeper
Cathy Busch, Secretary
Norm Newell, Auditor

ADMINISTRATION

Agenda – The Agenda was approved as presented.

Public Participation: There was no public comment.

Minutes – It was moved by Commissioner Pollock to approve the Minutes of the Regular Board Meeting held on May 25 and the Special Meeting held on June 21, 2017. Commissioner Cornwell seconded. Approved 4 – 0.

Financial Reports – It was moved by Commissioner Cornwell to approve the October 25, 2017 Financial Reports and Accounts Payable in the amount of \$77,871, payments made in June 2017 through September 25, 2017 to be ratified in the amount of \$17,238 and on-line payments to be ratified made in August through October 19, 2017 in the amount of \$2,549. Commissioner Tibbitts seconded. Approved 4 – 0.

On-Line Bill Paying – Ms. Walls, District Bookkeeper, requested authorization to pay the following vendors' invoices on-line: Laugenour & Meikle and Trustee Fees. Approved 4 – 0.

2016 Financial Audit Report – Mr. Norm Newell presented the 2016 Financial Audit Report. He reported that the District was issued a clean unmodified report, which means that the financials of the District have been reported accurately according to the Governmental Accounting Standards Board (GASB). He reviewed the Financial Reports and stated that the District was in good financial conditions. Mr. Newell departed the meeting at 3:15 p.m.

BUSINESS

1. **Operations Report** – Superintendent Marler reported that staff has completed burning and dragging of the Levees. Rodent control has been increased on the west side between County Road 16 and 17 because of new rodent activity. District staff has alleviated some cracking along the waterside of the levee crown just north of County Road 16 for about 400 yards. Mr. Marler expressed his concern that he has not seen any repair work done on Landowner Payne pipe that failed last winter causing some erosion in the waterside slope just north of County Road 16.

Fall Levee Inspection was held on September 27 with DWR. Rodent holes and some prior year erosion sites on the westside north of County Road 16 were the only comments by DWR. There was no new erosion detected on the levee.

2. **EIP Project** – Deputy Manager Nagy reported that Mr. Barry O'Regan is seeking partial retention release from the State for work completed. She also reported that the cost of mitigation for the Project was higher than estimated and that the State is currently being asked to amend the project agreement to pay the additional mitigation. She reported that the Line of Credit with Five Star Bank is due December 31, 2017. She is proposing an extension of the loan to December 31, 2018. A principle payment of \$600,000 was made per the budget. It was moved by Commissioner Tibbitts to extend the Line of Credit with Five Star Bank until December 31, 2018. Commissioner Cornwell seconded. Approved 4 – 0.

3. **California Central Valley Flood Control Association (CCVFCA) Appointment** – Commissioner Tibbitts reported that at the Special Board meeting held on June 21, 2017, President Heidrick was appointed to the CCVFCA. President Heidrick explained that he wasn't aware of the time commitment required of the appointment. Commissioner Tibbitts reviewed the appointment and stated that the position should be held by Deputy Manager Nagy since it falls into her job description

and has such a vast knowledge of flood issues. It was moved by Commissioner Tibbitts to supersede the motion from June 21, 2017 Special Meeting and appoint Deputy Manager Nagy as the District's representative to the CCVFFCA with Commissioner Tibbitts as the alternate. Commissioner Cornwell seconded. Approved 4 – 0.

4. Review and Adopt the 2018 Preliminary Budget – After review, it was moved by Commissioner Tibbitts to adopt the 2018 Preliminary Budget. Commissioner Cornwell seconded. Approved 4 – 0.

5. Approve Funding Limits for Emergency Operations - The Board reviewed the Purchasing Policies and Procedures adopted by the Board on November 18, 2015. Deputy Manager Nagy reviewed Item 5 of the Policy regarding authorizing the appointed Incident Commander spending limits during an emergency. She requested that the limit be increased to \$100,000 with purchases in excess of that amount to be approved by either the Board President or the Board. It was moved by Commissioner Tibbitts to amend the Purchasing Policies and Procedures to authorize the Incident Commander to make purchases up to \$100,000 during an emergency. Commissioner Pollock seconded. Approved 4 – 0. It was further moved by Commissioner Tibbitts to further amend the Purchasing Policies and Procedure to authorize the Incident Commander to exceed the \$100,000 with Board President approval. Commissioner Pollock seconded. Approved 4 – 0. The Amended Purchasing Policy is attached hereto and made a part hereof.

INFORMATION REPORTS AND ACTION ITEMS

Deputy Manager's Report – Deputy Manager Nagy reported that the State has drafted a letter of interest for a SWIF for the west bank of the Ridge Cut and the process is moving forward.

ADJOURNMENT

There being no comments from the public and no further business to come before the Board, the meeting was adjourned at approximately 3:40 p.m.

Respectfully submitted,

Meegan Nagy
Deputy Manager