

RECLAMATION DISTRICT NO. 1614

AGENDA FOR
REGULAR BOARD OF TRUSTEES MEETING
2:00 P.M. JANUARY 8, 2018
509 WEST WEBER, 5TH FLOOR
STOCKTON, CALIFORNIA

AGENDA

1. Call to Order/Roll Call.
2. Public Comment. The public may comment on any matter within the District's jurisdiction that is not on the agenda. Matters on the agenda may be commented on by the public when the matter is taken up. All comments are limited to 5 minutes for general public comment and per agenda item in accordance with Resolution 2014-06.
3. Approval of Minutes of the meetings of September 20, 2017 and December 11, 2017.
4. Presentation of Financial Status Report. Discussion and possible action.
5. Presentation of Engineer's Report. Discussion and possible action:
 - a. Discussion regarding Operations and Maintenance Manual.
 - b. Authorize District Engineer to Begin Alternative Design for Wisconsin Pump Station Replacement.
6. Presentation of Superintendent's Report; request for direction.
 - a. Purchase Inspection Craft for Waterside Levee Inspections.
7. Procedure for Responding to Public Records Requests.
8. Report on Meetings Attended.
9. District Calendar.
10. Items for future meetings.
 - a. Trustee Compensation Policy (February Meeting).
11. Correspondence.
12. Motion to Approve of Bills.
13. Adjournment.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Rhonda Olmo at 209/948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.

Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the office of the District Secretary at Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California during normal business hours. The agenda is also available on the Reclamation District website at: <http://www.rd1614.com/>

**AGENDA PACKET
RECLAMATION DISTRICT 1614
JANUARY 8, 2018**

<u>ITEM</u>	<u>COMMENTARY</u>
1.	Self-explanatory.
2.	Self-explanatory.
3.	Please see attached.
4.	Self-explanatory.
5.	Self-explanatory.
6.	Self-explanatory.
7.	Self-explanatory.
8.	Self-explanatory.
9.	Please see attached.
10.	Self-explanatory.
11.	Please see attached.
12.	Self-explanatory.
13.	Self-explanatory.

ITEM 3

MINUTES OF TOWN HALL MEETING
FOR RECLAMATION DISTRICT 1614
HELD THURSDAY, SEPTEMBER 20, 2017

A Town Hall Meeting for Reclamation District 1614 was held on Wednesday, September 20, 2017 at The Amblers Club at 2000 Amblers Lane, Stockton, CA 95204 at the hour of 6:30 p.m.

TRUSTEES PRESENT WERE:

KEVIN KAUFFMAN
WILLIAM DUNNING
BEN KOCH

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
CHRISTOPHER H. NEUDECK
ORLANDO LOBOSCO
DIANE DIAS, Acting Secretary
TONY WONG, from Susan Eggman's office
TOM PATTI, Supervisor

The meeting was brought to order by Board President Kevin Kauffman at 6:30 p.m. President Kauffman introduced Tony Wong from Susan Eggman's office, and Supervisor Tom Patti. President Kauffman stated that there were sign in sheets at the front, and a sign in sheet for residents to put their email addresses.

Since this was a town hall meeting, there would be no formal public comment. President Kauffman introduced Engineer Chris Neudeck. Mr. Neudeck introduced himself and explained how the meeting would be conducted. Mr. Neudeck stated that anyone could question any of the topics on the agenda, and if the item questioned is not on the agenda, that, could be discussed at any time. Mr. Neudeck also said that after adjournment, if people want to have further discussions, Trustees and staff will be available. He noted that the purpose of meeting was to meet at a non-traditional time and homeowners may find it easier to attend and in a location closer to where the homeowners live.

Mr. Neudeck began with item 1 on the agenda and went through each item with discussion, as requested, following. A Power Point Presentation of these individual agenda items was presented by Mr. Neudeck. Below is a brief summary of each item discussed.

1. Organizational Chart. Mr. Neudeck went through the Organizational Chart and then identified the Trustees, including the Board Chair, President Kauffman, and Trustees Ben Koch and William Dunning, Legal Counsel Daniel Schroeder and

Superintendent Orlando “Lonnie” Lobosco. Mr. Koch explained the duties of the District Superintendent. District Secretary Rhonda Olmo was not present, and Diane Dias was acting Secretary.

2. Historical Formation Information. Mr. Neudeck noted that the District was originally formed as Reclamation District 561 and recorded with this name on February 8, 1894. On November 4, 1914, Reclamation District 1614 was formed by recordation and Reclamation District 561 was abandoned. Additional acreage of 263 acres was recorded on October 15, 1915 with a total acreage of the District being 1,598 acres. Mr. Neudeck noted that Riviera Cliffs was not part of the District nor is Atherton Island. Two Historical Formation Maps, giving details of these Districts were included in the Power Point Presentation.

Beginning with #3 below, all of the agenda items were taken up generally in the following order.

3. Typical Duties and Responsibilities. Mr. Neudeck reported as follows:
 - General administrative duties:
 - Secretary maintains records and payments for Secretarial and Superintendent salaries, District audits, insurance, office supplies, and various vendor payments.
 - Consultants include the attorney, engineer and Accounting firm.
 - Levees
 - Riprap – riprapping of the levees is an ongoing job and is progressing nicely. Just finished the West end of Smith Canal
 - Weed Control – only on pump stations
 - Rodent Control
 - Drainage.
 - Electricity
 - Sump Cleaning & Weed Control
 - Plant Operation & Maintenance
 - Capital Improvements
 - Grant Management

There are 11 pumping plants – 5 on the Calaveras River area and 6 on Smith Canal area. These are maintained by the levee Superintendent with assistance from the District engineers as needed.

Question was asked about the pumping station by Hoover Tyler (Wisconsin), the resident said he has only seen someone working on it twice. Engineer Neudeck

stated that the pump station is handled by the District Superintendent and that the District is only responsible for terminal drainage, if the water does not get to the pump then the District does not have any responsibility, that it is the City or County's responsibility. The District Superintendent does a good job on maintenance and if the resident has any concerns, they can contact Mr. Neudeck. Questions arose about weed and rodent control on the District property. Engineer Neudeck stated that it is the resident's responsibility to take care of the weed and rodents on their property. If the resident is not able to take responsibility, then the District does have a procedure and will react.

Question was asked if the pumps had to run on generators how would the pump function. Superintendent Lobasco stated that they have and will continue to test all stations for a main disconnect and ability to hotwire. When there was a power outage in December 2015, the generators were used, Holt repair responded and there was 24-hour surveillance.

4. Assessment District Boundaries for General O&M Wisconsin Pump Station.
A Map providing this information was displayed and discussed.

Mr. Neudeck reported that currently there are two assessments for RD 1614 and an assessment through SJAFCA. Details of these assessments are included in the document titled "Assessment Information by Land Use Classification".

- General Operations and Maintenance Assessment averages \$69.81 for residential. There is no sunset period (does not expire) on this assessment.
- Wisconsin Pump Station Capital Improvement Assessment funding is 50% Prop 218 assessment total annual assessment is approximately \$97,000 and state and/or federal grants at 50% matching funds.

Wisconsin assessments run for 20 years.

5. Wisconsin Pump Station Project Details. Residents pass an assessment in 2013 to rehabilitate pumping plant and bring it within the FEMA 100-year storm event. The existing pump is pumping 10,000 gallons per minute, but it should be pumping 30,000 gallons per minutes. District proposed legislation which was carried by Assembly Member Eggman, but it did not make it to the governor's desk for signature. The District staff is still researching grant possibilities and grants that have been applied for were identified by Mr. Neudeck. So far, the District has not been successful in obtaining any of these grants. Concerns about this pump station were discussed by some the public present and responded to by Mr. Neudeck and Mr. Schroeder. The District is currently in a flood plain and finishing off the floodgate and the Wisconsin pump station is needed to help remove the District from the flood plain and eliminate flood insurance.

It was brought up by a resident that there should be a permanent generator at the Wisconsin Pump station. It was stated that it made better economic sense to have the contract with Holt.

Question was asked about storm drains, Engineer Neudeck stated that the District does not control the storm drains, the Superintendent does try to alert City and County of any problems that he sees during heavy rains but that the residents are encouraged to contact the City or County of any problems they see.

Mr. Neudeck also went over the slides that included emergency plans that included the use of a generator, use of portable pumps and a temporary shoring plan should problems escalate with the Wisconsin Pump Station.

Below is #5 on the agenda:

District and Levee Encroachment Standards. Engineer Neudeck explained the current standards and explained that the District landowners, as a prerequisite for the District to access property and place rip rap on landowner's property, that the landowner file and record an easement for the RD to access property. Engineer Neudeck stated that if the District is to invest in placing riprap on a landowner's property that the District is able to access to the landowner's property to make sure that it is being maintained. Question was asked what if the landowner does not want to give the District an Easement. Attorney Schroeder said that they could file an eminent domain action. The District would hope that the District would be able to come to an agreement with landowner. Landowner asked if they were able to place the riprap themselves. Engineer Neudeck stated yes as long as they are within the engineer's scope of work. Mr. Dominic Gulli made comments regarding an easement program implemented in RD #828.

6. Operations and Maintenance Manuel. The District Superintendent and Engineer evaluate the levees on a regular basis, shortly before winter extensive wide side inspections are done and data is collected on every landowner. The Emergency Operations Plan and a map included were shown in the Power Point Presentation. Mr. Neudeck reported that every city and county agency should have access to the maps and plans in the event of a flood event. This plan was practiced this past winter.
7. Website. www.rd1614.com – Mr. Neudeck stated that the website is currently going through a remodel to become more user friendly. A resident stated that the operating manual was on the website was listed as a "draft" and asked if there was a current final operating plan. Mr. Pinasco was going to look into it.

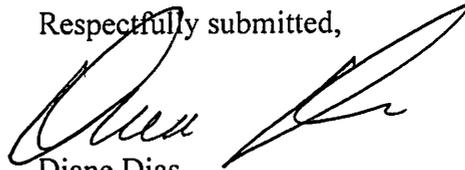
At this time, President Kauffman gave the floor to Dominick Gulli for public comment. Mr. Gulli submitted written comments along with his presentation.

Discussion then took place about the location of District meetings. It was asked that the location of district meetings be put on the next agenda as well as the Smith Canal Gate.

Adjourn – As stated above, the District staff and Trustees noted that they would be around after the meeting adjourned for additional questions. The meeting adjourned at 8:29 p.m.

The agenda for this meeting was posted at The Amblers Club at 2000 Amblers Lane, Stockton, CA 95204 at least 72 hours preceding the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Diane Dias", written in a cursive style.

Diane Dias
Acting District Secretary

Attachments:
Chris Neudeck's presentation

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1614
HELD MONDAY, DECEMBER 11, 2017

The December Regular Meeting of the Board of Trustees of Reclamation District 1614 was held on Monday, December 11, 2017, at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California, at the hour of 2:00 p.m.

TRUSTEES PRESENT WERE:

KEVIN KAUFFMAN
WILLIAM DUNNING
BEN KOCH

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
CHRISTOPHER H. NEUDECK
ANDREW J. PINASCO
RHONDA L. OLMO
ORLANDO LOBOSCO

A list of individuals in attendance is outlined in the meeting sign-in sheet which is attached to these minutes.

Item 1. Call to Order/Roll Call. President Kauffman called the meeting to order at 2:00 p.m.

Item 2. Public Comment. *The public may comment on any matter within the District's jurisdiction that is not on the agenda. Matters on the agenda may be commented on by the public when the matter is taken up. All comments are limited to 5 minutes for general public comment and per agenda item in accordance with Resolution 2014-06.*

President Kauffman thanked everyone for agreeing to today's meeting date change. He also reminded the public that a sign-in sheet is available if anyone wishes to sign in.

Mr. Dominic Gulli stated he does not feel this Board is performing their duties. He said at this time he believes the Board is responsible in the event of a flood event due to the Wisconsin Pump Station deficiencies. He had further recommendations to get the District out of the flood plain. He said the Board does not listen to his comments/recommendations and feels the Board wants to be politically correct. He said the Board should consider stepping down as Trustees. Mr. Gulli submitted public comments and requested they be included with these minutes.

Mr. Gacer said Mr. Gulli has attended these meeting faithfully and believes he has shared a lot of good ideas/options with respect to the Wisconsin Pump Station that should be considered.

Item 3. Approval of Minutes of the meetings of September 20, 2017 and October 2, 2017.

It was moved, seconded (Koch/Dunning) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Minutes of the September 20, 2017 be approved as read.

Mr. Gulli stated his written comments he submitted at the September 20, 2017 meeting should have been included with, or at least noted, in the minutes. Extensive discussion was held as to

what other items he felt needed to be changed in those minutes and what should and shouldn't be included in those and future minutes. After further discussion, President Kauffman stated sometimes inaccuracies will be noted in minutes and when that happens he wants them amended. He directed Rhonda Olmo to amend the September 20, 2017 minutes capturing Mr. Gulli's comments and asked that she send a redline amendment to himself, Mr. Schroeder and Mr. Neudeck for review prior to the next Board Meeting. The amended minutes will then be brought back to the next board meeting for reconsideration.

Mr. Gacer asked what the procedure is to amend minutes. President Kauffman stated the procedure is what just happened above. If someone has an issue with the minutes then it is brought up during this time and the Board will consider if change(s) is/are needed.

The above motion approving the Minutes of September 20, 2017 was withdrawn. Mr. Gulli thanked President Kauffman.

After review and no comments heard:

It was moved, seconded (Koch/Dunning) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Minutes of October 2, 2017 be approved as read.

Item 4. Presentation of Financial Status Report. District Secretary, Rhonda Olmo, handed out the Financial Report. She mentioned the District is at 41.66% for the Fiscal Year. Mrs. Olmo went through the report with the Board and mentioned under line item G2 (Public Communication) that the District is over budget due to bills she had to pay for the District's new website. When the budget was initially prepared, \$10,000 was allocated for Public Communication and purchasing a new website was not on the District's radar at that time.

Mr. Gulli asked how much has been spent from project inception to date for the Wisconsin Pump Station Design. Mr. Neudeck stated it is approximately \$80 - \$85K.

It was moved, seconded (Koch/Dunning) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the November, 2017 Financial Report be approved as presented.

a. Status on Municipalities Assessment Payments.

Mr. Schroeder stated he was requested to provide an update on the municipalities and institutional payments of the assessments both for the ongoing O&M, as well as the Wisconsin Pump Station. By quick overview, he stated all private property owners get property tax bills and their assessments are collected as part of the tax bill. It is an item that shows up on the tax bill. He said for those property owners (usually municipalities) that they do not get property tax bills and handbills are sent.

He handed out a color-coded spreadsheet showing who has paid and who has not. He said the County of San Joaquin has paid each of the years except for this year (they still have time). The City of Stockton has timely paid all of their assessments. He mentioned Stockton Unified has paid in the past (no payment received this year – they still have time). Mr. Schroeder's office will

follow-up with the County and Stockton Unified for payment. Mr. Schroeder said the State of California has not paid anything. The District has not sought enforcement against the State in the past, and Mr. Schroeder recommends this be revisited since the law has been clarified and due to the recent decision by the Appellate Court. Mr. Schroeder will be following up with the State to seek payment for previous years.

Mr. Guerrero suggested possibly contacting Senator Cathleen Galgiani's office (transportation committee) for help with collecting some payments. Mr. Schroeder said he would like to allow more time for payments to be received, but if nothing comes in Mr. Guerrero's suggestion is a good one. Further discussion was held.

Mr. Gulli asked for clarification on the assessment amounts and which assessments they were for. His questions were addressed by Mr. Schroeder and Mr. Neudeck.

b. Trustee Compensation/Stipend.

President Kauffman stated at this present time the Trustees are only receiving a stipend for attending District meetings. Mr. Schroeder said that statement is correct. The Trustees receive a stipend (or daily service) for the day they perform their services as a Trustee of the Board. The Board, years ago, established \$50 for the Trustees and \$100 for the Chair of the Board per meeting. Mr. Schroeder said the water code is what governs the maximum of what can be received and it allows for a maximum daily stipend of no more than a \$100 a day. Mr. Schroeder said a small inflator can be built into this. The District does not have a small inflator such as a CPI and Mr. Schroeder said if the Board wants to change anything they will bump up against the \$100 per meeting. Any change at this time would only allow for the Trustees that earn \$50 per meeting.

President Kauffman asked for comments. Trustee Dunning said he feels the Trustees are a lot busier now than in the past. Trustee Dunning said last September, in addition to the extra Town Hall meeting, he did business for the District another three times. During that time, he said there was no Regular Meeting and he received no payment for his service. Trustee Dunning's suggestion is the Trustees and Chair get paid monthly regardless if a meeting is held. They have other duties required of them regardless if a meeting is held or not (i.e., approving the warrants for payments of bill, sign contracts, etc.)

Mr. Schroeder said the water code states the Trustees must have performed a service in the capacity of a Trustee. His concern with the default of payment every month is there may be a time, for whatever reason, a Trustee did nothing and under the law they should not receive a stipend. Mr. Gacer asked if an invoice system could be used where anytime they did work they could submit an invoice. Discussion was held and Mr. Schroeder proceeded to read the language from the statute. He stated the Board would need to establish a policy that certain things are requested of the Board for compensation. Tracking of time is not the issue.

After further discussion, the Board requested Mr. Schroeder draft some language changing the current policy of payment per board meeting to language allowable under the code that would cover board meetings and any other duties asked of them, in addition to signing and reviewing documents and warrants. Mr. Schroeder will put something together and bring it back to the next Board meeting for consideration.

Item 5. Presentation of Engineer's Report. Discussion and possible action:

- a. **Report on Operations and Maintenance Manual.**
- b. **Recent Levee Inspection.**
- c. **Wisconsin Pump Station Update.**
- d. **Smith Canal Project Update and Proposition 218 Cost Reimbursement.**

Excerpts from the Engineer's Report:

I. Delta Levee Subventions Program SB 34

- A. Review the status of the Delta Levee Subventions Program scheduled sunset this coming Fiscal Year.

Mr. Neudeck said the Delta Levee Subventions Program is set to expire June 30, 2018. This means it will revert back to the original cost share and budget from 38 years ago, which is a 50/50 cost share and \$2M. He said his office has been working on amending and extending the current cost share (75/25) at the current level which is about \$6M/\$8M per year. Last year it was vetoed by Governor Brown at the 12th hour. This year the same, if not very similar bill, got to the Senate and was tabled and put in the suspense file. Mr. Neudeck said typically this is not a good sign, it can either die or go to a two-year bill. The problem is if it dies in the fiscal year he needs it renewed. There are some options he is diligently working on as a representative of reclamation districts to see through:

1. To have urgency legislation. This is something that can be brought before the Governor on the premise you get a 2/3 vote of the legislature, but it has to be supported by the departments that are recommending it. He said this is not likely to happen because the Governor's special committee (Delta Stewardship Council) has been the one that has been putting the brakes on this program and they want a couple of things amended (the current deductible of \$1K per mile they want raised to @ \$5K per mile and they want the ability to pay study).
2. To do a budget trailer bill. Mr. Neudeck said this is not well founded in the legislature either. Previously called earmarks, are where the legislature tacks on at budget time their pet bills they weren't able to get through the normal legislative process to try to get pushed through the budget. This is controversial and you have to have the Governor's permission to put a budget trailer bill on his budget. Most likely not eligible.
3. Just go through the 2018 legislative year. If this is done, the legislation would not become effective until January 2019. Because it is a reimbursement program it still falls back to July 2018 regardless because the money is spent for a year and the District gets reimbursed later. Mr. Neudeck said even if the District waits for this option it would still work. This is the option that may be exercised.
4. It sits at 50% for a year and everyone gains a little bit of respect the program is a great program that has been saving these district's levees. Mr. Neudeck said this option will drop the cost share and we will see less ability to take 75% and move into the following year.

- B. Review Important Procedures for Claim Eligibility for the Delta Levee Subvention Program. (*Exhibit A: Procedures handout under separate cover - included in Engineer's Report.*)

Mr. Neudeck referred to Exhibit A where he said the real benefit of the document is ultimately for the district's Superintendents. It lays out the protocol for contracting and managing a district within the guidelines of procedures of state contracting law, as well as levee subventions protocol. Mr. Neudeck said some of the document can be amended as needed. This is a draft and he is asking district superintendents to reply back.

Mr. Gulli said Mr. Neudeck is doing an excellent job with the legislation and tracking the levee subvention issue. He had a question and suggestion regarding cost share and Mr. Neudeck answered his question and thanked him for his suggestion.

II. OPERATION AND MAINTENANCE MANUAL

- A. Review the outcome of the Fall 2017 levee inspection conducted in accordance with the District's Operation and Maintenance Manual. (*Exhibit B: KSN Inc. File Memo dated December 4, 2017 – Included in Engineer's Report.*)

Mr. Neudeck provided a summary of his fall inspection report he did in accordance with his O&M (See Exhibit B). This memo addresses that he conducted the inspection and photographed and noted every lot. Mr. Neudeck said he walked away from the inspection with the intent to start to set forth a prioritization of levee lots he would like to move forward with and do work (sensitive to fact he is working with a riprap budget). Mr. Neudeck said after looking at all the lots there is nothing critical but there are two lots he would like to make priorities. The two lots are Mr. A. Osorno's and Mr. and Mrs. Shock's. The current estimate is on the order of \$85K. The \$85K, coupled with the \$150K currently spent, puts us over the \$210K currently budgeted. Once Mr. Neudeck gets done with the above-mentioned lots he will address the ones that are heavily vegetated, more convenient to access and people willing to do work. Mr. Neudeck said the District should get fully funded for the two lots. Mr. Neudeck and Mr. Lobosco will meet with the two homeowners to get easements. Public comments and questions were heard and addressed. Mr. Gacer submitted a letter, dated December 11, 2017, where on behalf of the Country Club Levee Safety Committee he submits his observations and concerns. He mentioned his last bulleted item he would like the board to especially pay notice to. President Kauffman said he accepts his comments, appreciates the committee's work, and will compare it against the O&M Manual and work with his Engineer to see if anything can be incorporated. Mr. Kauffman said he would get back to Mr. Gacer with a response.

III. WISCONSIN PUMP STATION

- A. Review the outcome of a study session among District Trustee Kauffman and KSN Inc. and Dan Schroeder discussing design alternatives to the overall design package for the replacement of the Wisconsin Pump Station. (*Exhibit C: KSN Inc. File Memo on design alternatives dated December 4, 2017 – included in Engineer's Report.*)

Mr. Neudeck said it was decided at a previous meeting to form a committee with him, staff from KSN, President Kauffman, Dan Schroeder and Orlando Lobosco. This committee is to give consideration to design alternatives for the Wisconsin Pumping Plant. Mr. Neudeck referred to

Exhibit C where he summarized the four various design alternatives. The four alternatives were: 1. Remove and replace pump station, 2. Rehabilitate pump station in-place, 3. Utilize golf course for detection, and 4. Add pumps to existing pump station. Mr. Neudeck discussed each option in detail. After discussion on each item, Mr. Neudeck said item 4 would be least costly and get capacity to the point that is equal to what is required of the Wisconsin Pumping Plant to pump to a 100-year event. His suggestion (with the committee's support) is to bring options two and four to a conclusion, with some reasonable cost estimates and some engineered schematics, and then give the board the opportunity to stay ahead of the 2018/2019 season and new flood map. Mr. Neudeck will come back with a cost estimate to see where it can fit within budget. He said all the options listed above will meet the need short term. He said he was open for discussion with those and any other options. President Kauffman said the discussion that was held at KSN regarding these options was a productive one. President Kauffman recommended Mr. Neudeck proceed and come back with cost estimates. Mr. Gulli stated if the District wanted to build a new pump station they could, and they do not need to stick to the budget. Mr. Gulli said another two things to consider are whether this will be built above the flood plain and consider becoming an urban district. Mr. Gulli said he felt this was a good job and feels the District is moving in the right direction. Additional comments were heard from the public.

III. SAN JOAQUIN COUNTY FLOOD MANAGEMENT (TAC) MEETINGS

- A. Review status of San Joaquin County Flood Management Technical Advisory Committee (TAC) Meetings. Meetings now only scheduled on the 3rd Wednesday of the month.

Mr. Neudeck said there has not been a meeting for approximately three months. Mr. Gulli said the Advisory Water Commission Meetings is another meeting you could attend if you have a flood control question.

d. **Smith Canal Project Update and Proposition 218 Cost Reimbursement.**

Mr. Schroeder said a three-party cost sharing agreement was struck between SJAFCA (doing the project within their jurisdiction), RD 1614 (for its proportional share of the costs), and RD 828 (for them to receive a portional benefit). Mr. Schroeder said RD 1614 and RD 828 made their contribution in 2012 and SJAFCA contributed their amount. The assessment election went forward and the property owners voted favorably to assess themselves to the closure structure. As part of the three-party agreement there were questions, such as "What happens if the voters approve the assessment?" and "Will the districts and SJAFCA be able to cover their out of pocket expenses for the contributions to the Prop 218?" Mr. Schroeder said the answer is "probably". The agreement states that once the closure structure is completed the remaining funds will then be repaid back to the districts up to the amount they had paid. There is a chance if there are cost overruns that is very possible all three parties would not see anything. Mr. Schroeder said until the closure structure is completed the District will not be in a position to in essence "stick our hand out to SJAFCA and say it is time to pay back". Questions and comments were heard and addressed. Mr. Gulli read some of his written comments pertaining to this issue. Further discussion was held.

Item 6. Presentation of Superintendent's Report; request for direction. Mr. Lobosco handed out his Superintendent Report. He stated he has making his regular routine inspections and all

stations are up and ready for any rain this season. Mr. Lobosco stated he was able to skim the large debris from the trash racks at Plymouth and Smith Canal and Plymouth and River Drive.

Mr. Lobosco had a 9 ft. x 21 ft. cement slab poured at Kirk. This is in preparation for the container that will be purchased to store the District's flood fighting materials.

Mr. Lobosco said Mr. Neudeck covered much of the levee inspections in his report. He reiterated he participated in the inspections, along with KSN's employees, on November 7th and 4th.

Mr. Lobosco said the request for bids on the installation of the transfer switch at Plymouth and Smith Canal were mailed on December 5, 2017. He plans to move on to Franklin once Plymouth is complete.

a. Purchase Inspection Craft for Waterside Levee Inspections.

Mr. Lobosco said he was asked to research various options for rental boats for future levee inspections and minor maintenance. He included in his report a sheet showing rental rates from three vendors and a quote for purchase from Gregor Boat Company. Mr. Lobosco stated H2O Craft Rentals in Tracy were the only ones that would allow, should the District decide to rent, and would trailer the boat from their facility to where it is needed. They would allow the District to keep the boat up to three days at a time. Storing the boat securely would need to be addressed. All the other options have to be motored on the water from their location into town. Mr. Lobosco went over the mileage rates and deposits required. He said the last two inspections he did each took two days.

The quote from Gregor Boat Company is for purchase (\$38,984 boat only). Mr. Lobosco met with Mr. Gregory and said an updated quote, should the District decide to purchase, will be cut down from a 20' x 8' to a 20' x 7' so the boat will fit in a storage locker. Mr. Lobosco also has a quote from Aztec for a container (\$5,643.85). He said the total for the container and putting down a cement slab would cost approximately \$7,500. Further discussion was held regarding the options offered from Gregor Boat Company. Mr. Neudeck said he and Mr. Lobosco looked around at other manufacturers and they found some they thought were going to be great leads that build more industrial type patio boats for rental fleets. Mr. Neudeck said the problem is they start at \$75K. Mr. Neudeck feels the direction the District is going in is the right thing to do and they can get reinforcement on the underlying pontoons.

Mr. Lobosco's recommendation is to move forward with the purchase of the boat with Gregor Boat Company. Further discussion was held comparing purchasing the boat versus renting. Questions and comments were heard and addressed. Trustee Dunning said he likes the idea of renting Mr. Neudeck's boat instead if it is available.

Mr. Schroeder said he would like some time to look into the 1090 issue. Mr. Lobosco was asked to look into the rental rate prices quoted on his sheet as they did not appear to be accurate. This agenda item will be brought back to the January Agenda for further discussion.

b. Approve Dickinson's Weed Spraying Co. Weed Abatement Contract for 2018.

Mr. Lobosco said to renew Mr. Dickinson's contract for the calendar year it would cost \$3,300.00. Mrs. Olmo reported there is no change to this year contract and the renewal rate is the same as last year's quote. Mr. Lobosco said Dickinson's does a good job for the District.

After discussion,

It was moved, seconded (Dunning/Koch) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the board approve Dickinson's Weed Spraying Co. Weed Abatement Contract for 2018.

Item 7. Report on Meetings Attended. None

Item 8. District Calendar.

- a. Reschedule January 1, 2017 Regular Meeting Date.** The next Regular Meeting date will be January 8, 2018.

Item 9. Items for Future Meetings.

- Continued discussion on O&M Manual
- Smith Canal Gate – part of Engineers Report (if needed).

Item 10. Correspondence.

1. Letter dated November 7, 2017 from Department of Water Resources confirming receipt of RD1614's Fiscal Year 2016-2017 Final Claim;
2. November 2017 Newsletter from Croce & Company.

Item 11. Motion to Approve Bills.

It was moved, seconded (Dunning/Koch), and unanimously carried by the Board of Trustees for Reclamation District 1614 that the Trustees authorize/approve the Bills to be Paid for November 2017.

Item 12. Adjournment. The meeting was adjourned at 4:10 p.m.

Secretary: The agenda for this meeting was posted at 509 W. Weber Avenue, Stockton California at least 72 hours preceding the meeting.

Respectfully submitted,

Rhonda L. Olmo

Rhonda L. Olmo
District Secretary

RECLAMATION DISTRICT NO. 1614

Meeting Sign-In Sheet

Monday, December 11, 2017

SIGNING OF THIS SHEET IS VOLUNTARY AND IS NOT REQUIRED TO ATTEND THIS MEETING.
THIS SIGN IN SHEET WILL BE ATTACHED TO THE MINUTES OF THE BOARD MEETING

	First Name	Last Name
1	Richard W. Kach	Green
2	Paul Bumer	GURRERO
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Reclamation District 1614

November 2017 Bills

NAME	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	SUBVENTION FUND
Kevin Kauffman		\$100.00		5549		
			\$100.00			
William Dunning		\$50.00		5550		
			\$50.00			
Ben Koch		\$50.00		5551		
			\$50.00			
Rhonda L. Olmo		\$570.00		5552		
			\$570.00			
Neumiller & Beardslee	288575	\$4,820.94		5553		
			\$4,820.94			
Kjeldsen, Sinnock, & Neudeck	21887	\$1,334.82		5554		
	21888	\$2,731.71				
	21889	\$90.00				
	21890	\$5,172.04				
	21891	\$1,848.15				
	21892	\$1,526.19				
	21893	\$1,005.00				
			\$13,707.91			
Wyman Construction Company	Kirk Slab	\$4,950.00		5548		
			\$4,950.00			
ASTA Construction	0806-0530	\$7,120.51		5555		
Payment Estimate No. 2			\$7,120.51			
Dickinson's Weed Spraying Co.	2018 Quote	\$3,300.00		5556		
			\$3,300.00			

Reclamation District 1614

November 2017 Bills

Croce & Company	2009388	\$426.17		5557	
			\$426.17		
San Joaquin County Mosquito and Vector Control District	SJ10029	\$83.20		5558	
			\$83.20		
Reclamation District 1614 (Checking Account Funds)		\$25,000.00		5559	
			\$25,000.00		
Orlando Lobosco - November Payroll		\$1,971.71			2470
			\$1,971.71		
State of California Payroll Taxes		\$17.28			
			\$17.28		
Federal Government Payroll Taxes		\$365.76			
			\$365.76		
Sprint		\$90.44			
			\$90.44		
Comcast		\$112.55			
			\$112.55		
Visa		\$598.66			
			\$598.66		
PG&E		\$552.29			online
			\$552.29		

WARRANT TOTAL: \$60,178.73
CHECKING TOTAL: \$3,708.69
TOTAL BILLS PAID \$63,887.42

ITEM 9

RD 1614: MASTER CALENDAR

JANUARY

FEBRUARY

- Send out Form 700s, remind Trustees of April 1 filing date
- Update Document Retention Policy

MARCH

- Evaluation Review of Employees

APRIL

- April 1: Form 700s due
- Biannual Town Hall Meeting

MAY

- Draft Budget

JUNE

- June 15: Provide notice/make available to the public, documentation/materials regarding determination of Appropriations (15 days prior to meeting at which Appropriations will be adopted) (*Government Code §7910*).
- Approve Audit Contract for expiring fiscal year
- Adopted Annual Budget.
- Reminder that Liability Insurance Expires Annually the end of July.

JULY

- Adopt Resolution for setting Appropriations and submit to County Assessor's Office.
- Adopt Resolution Establishing Annual Assessments.

AUGUST

- August 1: Deadline to certify assessments for tax-roll and deliver to County (duration of current assessment: no expiration).
- Send handbills for collection of assessments for public entity-owned properties
- In election years, opening of period for secretary to receive petitions for nomination of Trustees (75 days from date of election.) (*Cal. Wat. Code §50731.5*)
- Employee Embezzlement Policy Expires this Month.
- Renewal of Insurance

SEPTEMBER

- In election years, last legal deadline to post notice that petitions for nomination of Trustees may be received (7 days prior to close of closure.) (*Cal. Wat. Code §50731.5*).
- In election years, closing of acceptance of petitions for nomination of Trustees (54 days from date of election.) (*Cal. Wat. Code §50731.5*).
- Review Status of Encroachment Permit request from Randy Pierson for fence at corner of Del Rio Ave and Kirk Ave.

OCTOBER

- Publish Notice of Election, even numbered years (once per week, 4 times, commencing at least 1 month prior to election).
- Biannual Town Hall Meeting.

NOVEMBER

- Election: to be held first Tuesday after first Monday of each even-numbered year.

DECEMBER

- New Trustee(s) take office, outgoing Trustee(s) term(s) end on first Friday of each even-numbered year.
- Follow up on Smith Canal Proposition 218 Reimbursement for costs advanced to SJAFCA.

Term of Current Board Members:

Name	Term Commenced	Term Ends
Ben Koch	First Friday 11/2016	First Friday of 11/2020
Kevin Kauffman	First Friday 11/2016	First Friday of 11/2020
William Dunning	First Friday 11/2014	First Friday of 11/2018

No Expiration on Assessment

Emergency Operations Plan Review – September 2019.

Reclamation District Meetings

- **First Monday of each month, at 2:00 P.M.**
at the offices of
Neumiller & Beardslee
509 W. Weber Avenue, Suite 500
Stockton, California 95203

ITEM 11



**California Special
Districts Association**

Districts Stronger Together

November 17, 2017

Resources for Your Newly Elected or Appointed Board Members

The California Special Districts Association (CSDA) provides our special district members with resources—educational opportunities, information sharing and advocacy services—which improve and support the important function of local government. We are dedicated to the success of special districts of all types and sizes from all regions of the state. Today CSDA serves nearly 1,200 members and affiliate organizations. Your district is not yet a contributing member, but we would like to start your new board members off on the right foot.

Whether the members of your agency's Board are newly elected, re-elected or appointed, they will be looking for resources to help best serve their community in the coming year. In keeping with our mission, we have enclosed some important information we ask you to share with your Board Members.

- Complimentary **CSDA Special District Board Member/Trustee Handbook**, full of information needed to be an effective and productive official.
- **Special District Leadership Academy** brochure designed for training experienced and newly elected/appointed officials.

CSDA offers an array of webinars and trainings scheduled early in 2018 that would be particularly helpful for new board members, including:

- Board Member Best Practices
- Rules of Order Made Easy
- Good Governance
- What Every Board Member Should Know
- Ethics AB 1234 Compliance Training
- Harassment Prevention Trainings

Please visit www.csda.net for a complete listing.

If you would like to purchase additional copies of the Special District Board Member/Trustee Handbook or workshop brochure, or want to learn more about the other resources we offer for special district board members, please contact CSDA Member Services at 877.924.2732 or annap@csda.net.

Serving on the Board of Directors/Trustees for a special district is a unique and significant responsibility. Please extend our congratulations to your newly elected/appointed Board members and our thanks for their commitment to special districts.

Best Regards,

Anna Palmer
Member Services Specialist

PS: Membership in CSDA would provide your district with a host of additional benefits and resources. Call 877.924.2732 to find out more. Be sure to ask about our Trial Membership program!

ACHIEVING DISTRICT GOALS... TOGETHER.



CSDA's 2018
Special District
Leadership Academy Conference

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.





Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.



Early bird discount!



Three locations throughout the state.



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.





February 4 – 7, 2018
Embassy Suites La Quinta
 55-777 Santa Rosa Plaza
 La Quinta, CA 92253

ROOM RESERVATIONS
 Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 760-777-1711 and using the group code CSD. This location also offers complimentary self-parking. The room reservation cut-off is January 14, 2018, however, space is limited and may sell out before this date.

 **EARLY BIRD DISCOUNT**
 The early bird discount for this location requires registration on or before Friday, January 5, 2018.

*Cancellations must be in writing and received by CSDA no later than January 22, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than February 1, 2018 at 5:00 p.m.**



April 15 – 18, 2018
Embassy Suites Monterey – Seaside
 1441 Canyon Del Rey
 Seaside, CA 93955

ROOM RESERVATIONS
 Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CS8. The room reservation cut-off is March 16, 2018, however, space is limited and may sell out before this date.

 **EARLY BIRD DISCOUNT**
 The early bird discount for this location requires registration on or before Friday, March 16, 2018.

*Cancellations must be in writing and received by CSDA no later than April 3, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than April 12, 2018 at 5:00 p.m.**



Returning Attendee track only at this location!



July 8 – 11, 2018
Embassy Suites Napa Valley
 1075 California Blvd.
 Napa, CA 94559

ROOM RESERVATIONS
 Room reservations are available at CSDA rate of \$184 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CPD. The room reservation cut-off is June 8, 2018, however, space is limited and may sell out before this date.

 **EARLY BIRD DISCOUNT**
 The early bird discount for this location requires registration on or before Friday, June 8, 2018.

*Cancellations must be in writing and received by CSDA no later than June 25, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than July 5, 2018 at 5:00 p.m.**



SDRMA Credit Incentive Points
 Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

***Important Cancellation Information**
 All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the

SDLA: Board's Role in Human Resources

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED *(all attendees)*

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session covers Module 3 of the

SDLA: Board's Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 – 12:30 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Don't miss the Sip and Savor evening reception on Monday night. Sponsored by SDRMA.



“The workshop on Setting Direction/Community Leadership was outstanding. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District

Two evening receptions are offered as great networking opportunities.

you'll
Learn



WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.

ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.

HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

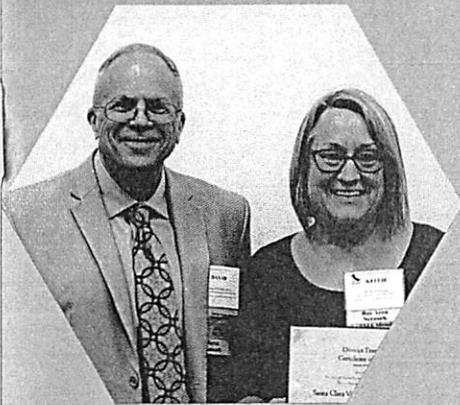
HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.

THE IMPORTANCE OF MOVING FROM “I” TO “WE” AS THE GOVERNANCE TEAM.

THE BOARD’S ROLE IN SETTING DIRECTION FOR THE DISTRICT.

THE BOARD’S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.

AND MUCH MORE!





Sunday - April 15, 2018

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday - April 16, 2018

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Anne Collins, Lozano Smith

Conducting the district’s business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:30 p.m.

HARASSMENT PREVENTION FOR BOARD MEMBERS

Kelly Trainer and Traci Park, Burke, Williams & Sorensen, LLP

AB 1661 makes sexual harassment prevention training mandatory for officials receiving any compensation. This legislation requires employers to ensure that all officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB 1661 compliance training for special districts with this breakout.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT’S FUTURE AROUND ITS CORE PRIORITIES

Martin Rauch, Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district’s core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (all attendees)

3:30 – 4:30 p.m.

GOVERNANCE BEST PRACTICES

Dennis Timoney, Special District Risk Management Authority (SDRMA)

This session will discuss the board’s role in the governance of a special district. Using California Community Services District Law as a template we will examine the “duties” of the board and provide a job description. Samples of various public agency board member manuals will be presented to discuss how the issues and responsibilities of governance and operations are defined. The presenter will also examine Brown Act and ethics related issues that have been identified in various Grand Jury reports recently released to the public.

5:30 – 7:00 p.m.



SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday - April 17, 2018

8:30 – 10:00 a.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

Brent Ives, BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent’s words, “Making good policy moves our board to the highest level of performance”

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:00 p.m.

CONDUCTING EFFECTIVE GENERAL MANAGER EVALUATIONS: KEYS TO SUCCESS

Richard Pio Roda, Meyers Nave

The general manager’s performance is critical to the success of every special district. The selection, development, and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal-setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to conduct effective general manager evaluations that will help ensure that both the board and the GM are aligned on the direction and goals of their organization.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 2:45 p.m.

LEVERAGING YOUR STATE AND FEDERAL RELATIONSHIPS

Christopher Townsend, Townsend Public Affairs

The course will provide members with an overview on how to best leverage federal and state advocacy trips to Washington, DC and Sacramento. The focus will be on proper preparation, building and maintaining relationships, creation of advocacy materials and leveraging follow up from the advocacy trips. The course will educate board members on the importance of interfacing with their representatives so that they can better promote and advance their legislative platforms and funding agendas. This will include a discussion on how to: schedule meetings with relevant legislators, strategize on the talking points and agendas of the meetings, prepare the offices before the meetings take place, effectively advocate during the sessions with legislators, and handle all follow up generated by the meetings. The instructor will provide guidance on how to best select trip dates and how to handle each step of the advocacy trip process. The instructor will also provide an outline on how to best leverage these trips so that relationships are developed and sustained well beyond the meetings.

2:45 – 3:00 p.m.

BREAK (all attendees)

3:00 – 4:00 p.m.

FRAUD DETECTION AND PREVENTION FOR BOARD MEMBERS

Justin Williams, Mann, Urrutia, Nelson, CPAs and Associates, LLP

Discovering fraud in your organization can be devastating. It can cost your organization time, money and loss of public trust. We will review common fraud schemes and demonstrate how to develop procedures to prevent and detect fraud. This presentation will give you the tools to help you ensure you have the proper controls and processes in place to help mitigate fraud risk in your organization.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES



2018 Registration Form
Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at leadershipacademy.csdanet.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.



Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine@csda.net or call toll-free at the number listed above.

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
FEBRUARY 4-7, 2018 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 5 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JANUARY 5 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	APRIL 15-18, 2018 - MONTEREY EARLY BIRD DISCOUNT: MARCH 16 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER MARCH 16 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975 <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee	JULY 8-11, 2018 - NAPA EARLY BIRD DISCOUNT: JUNE 8 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JUNE 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Risk management requires a well-balanced team.

For over 30 years, our goal has been to serve as an extension of your staff. We provide full-service risk management programs to California public agencies including Property/Liability, Workers' Compensation and Health Benefits coverages. We've built up member programs that surpass anything else on the market and we do it in a way that forms a sturdy foundation for all your coverage and risk management needs.

Learn more about what we do and how we can protect your agency at www.sdrma.org or **800.537.7790**.



SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

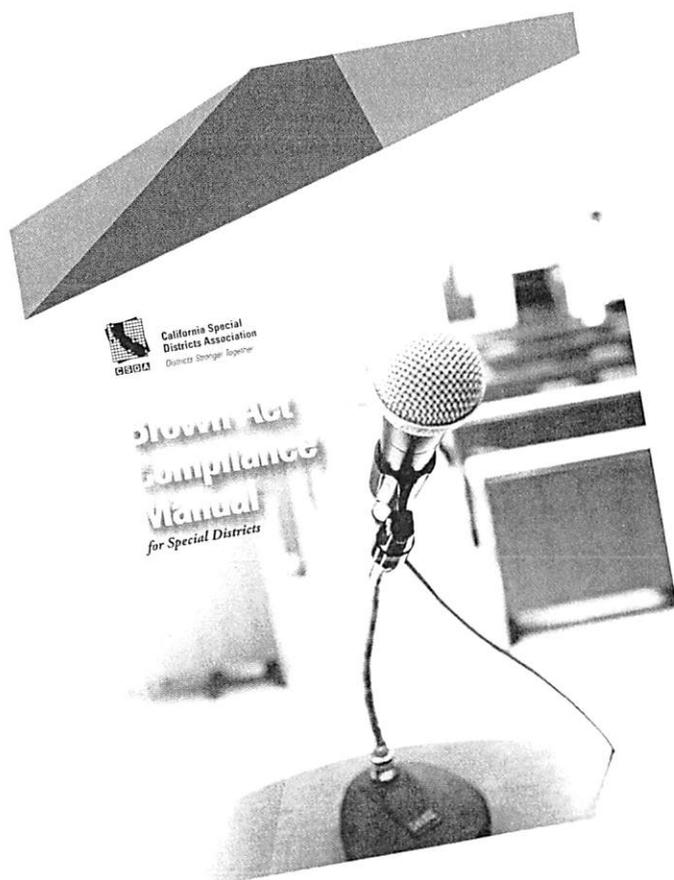


The Recognition in Special District Governance

acknowledges special district members who have taken extra steps to become better educated professionals.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2939 • www.sdlf.org



**Available for
only \$15.00* at the
SDLA Conferences.**

This manual includes an overview of the Brown Act as well as guidelines and tips for complying with various meeting agenda, notice, public participation, and public reporting requirements.

Order online at csda.net.

** CSDA Member Pricing*

Order Your Brown Act Compliance Manual.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

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GOVERNANCE LEADERSHIP TRAINING

Three locations throughout the state.

Early bird discount!

New track for returning attendees.
Monterey location only.

SDLA CSDA's 2018
Special District
Leadership Academy

*A Comprehensive Governance Conference
for Elected and Appointed Directors/Trustees.*

“Another enjoyable
CSDA experience.”

– P. Dorey, Director, Vista Irrigation District