

BRANNAN-ANDRUS LEVEE MAINTENANCE DISTRICT

Minutes of Thursday, May 15, 2014

The stated meeting of the Brannan-Andrus Levee Maintenance District's Board of Directors was called to order by presiding officer, Larry Gardiner, President, at 10:00 a.m. on the above cited date at the District Office, 310 Second Street, Isleton, California.

1. Roll Call indicated a quorum with the following in attendance:

Directors: Joe Deak, Larry Gardiner, Gay Giles, Frank Silva Jr. and Denis Van De Maele
Staff: Andy Giannini, Superintendent; Victoria Hale, Bookkeeper; and Debbie Phulps, Secretary
Guests: Kirk West and Herman Helmand

2. Agenda Setting. MSC (Silva / Van De Maele) [MSC = Motion-Second-Carried unanimously unless otherwise noted] adopting the agenda.

3. Financial - Victoria Hale. Balance Sheet and Unpaid Bills Detail were distributed and reviewed. March and April bank statements were provided to Director Giles. Anticipate receipt of the balance of the Benefit Assessments (approximately \$150K) during the coming month. The District was advised by Sacramento County that the third quarter interest on County Fund deposits will not be distributed at this time. The Board requested Vicki correspond with the County as to their anticipated time line for distribution of accrued interest payments.

3.1 Balance Sheet Summary as of meeting date:

Total Checking / Savings	\$	656,010.10
Total Accounts Receivable	\$	153,163.34
Total Other Current Assets	\$	6,641.50
Total Fixed Assets	\$	649,320.46
Total Assets	\$	<u>1,465,135.40</u>
Total Current Liabilities	\$	63,540.18
Equity	\$	<u>1,401,595.22</u>
Total Liabilities and Equity	\$	<u>1,465,135.40</u>

3.2 The following claims were submitted for payment approval. Invoices were available and those presented by DCC Engineering and Delta Bookkeeping were reviewed.

AT&T Wireless	239.78	Oilwell Materials	245.38
Bertholf, Inc.	1,840.00	Payroll - PERS	4,111.77
California Waste Mngmt.	93.50	Payroll - Liabilities	2,100.70
County of Sac. - Finance	1,720.00	Quickbooks Payroll	2.90
County of Sac. - HazMat Fee	778.00	Ramos Oil	85.89
Deak, Joe	200.97	Ramos Oil	1,705.10
Delta Bookkeeping	1,609.80	Reclamation 2067	330.00
Dolk Tractor	41.87	Rio Vista Ford	419.70
Frontier Communications	144.60	River Rats	75.00
Frontier Communications	51.46	SCI Consulting (Prop218)	7,400.00
Gardiner, Larry	200.97	Silva, Frank	200.97
Giannini, Andy	2,177.78	Stewart Industrial	20.93
Giannini, Andy (reimb)	91.75	Van De Maele, H. Denis	200.97
Gilbert Labrie, AIA	37,272.00	Sub-total	66,229.96
Giles, Gay	200.97	Transfer to Sup.Emer.Fund	<u>2,000.00</u>
John Deere Financial	553.02	Total	<u>68,229.96</u>
Klipfel, Russel	2,114.18		

MSC (Silva/Giles) authorizing execution of warrants totalling \$65,000 in the following denominations: (1) \$50,000 and (1) \$15,000; and payment of presented claims.

3.3 Office Rent. The building housing the District Office is now under new ownership (Nathan Gardiner); and a new lease with RD2067 is being executed which will necessitate a new sub-lease agreement between RD2067 and BALMD. Documents should be available at the next meeting. The rental rate to the primary lessee is being increased by \$50 per month. A portion of this increase will be allocated to each of the sub-

leasing districts. As a result, BALMD's new rate will be \$360 per month.

3.4 FY2013-14 Financial Audit. Vicki recommended the District engage the firm of Croce, Sanguinetti, & Vander Veen (CSV) to perform the FY2013-14 audit. This is a new firm consisting of members of the former Croce & Company including those individuals who have performed prior audits for the District. CSV's fee proposal was \$4675 to \$5450 for this year. **MSC** (Silva / Giles) to enter into an agreement with CSV for the FY2013-14 financial audit; and authorizing the Board President to execute the necessary documents on behalf of the Board.

[Vicki retired from the meeting at conclusion of her report.]

4. Invitation to Guests to Address the Board. Herman Helmand responded and addressed the board regarding proposed improvements at his property on W Brannan Island Road including construction of an access ramp and turn-outs, structures and crops adjacent to the levee, and irrigation provisions. The Board attempted to answer his questions as to what activities might be allowed and how the permitting process functioned. He was advised of various permitting parameters and District encroachment regulations. He was encouraged to consult with the District's Engineer prior to preparing his encroachment permit application so that the appropriate backup documentation could be included. Andy offered assistance, indicating that an attempt should be made to identify and include all elements on the one application. Mr. Helmand then retired from the meeting.

5. Business — Maintenance Work Contracting. A Special Meeting was called for Thursday, May 22, 2014 at 9:00 a.m. at the District Office for the purpose of receiving and acting upon bid proposals; addressing any outstanding encroachment requests; and receiving a monthly update by the District Engineer, if necessary.

6. Staff Reports

6.1 Secretary - Debbie Phulps. **MSC** (Giles / Van De Maele) approving the minutes of 04/10/14 and 04/15/14 as distributed.

6.2 Superintendent - Andy Giannini. Followed up with Sam Towne regarding encroachments. The boom mower is working on Sevenmile. Repair bill has not been received. The lower Sacramento has been done, and coordination is occurring with Caltrans for scheduling of the upper portion. The Aebi is sidelined with a valve issue. Andy used his bass boat to facilitate access for Keith Whitener to conduct the biological assessment of the areas along the Sacramento, as discussed last meeting. Larry inquired about Russell's overall performance, to which Andy responded as satisfactory. Larry asked the Secretary to verify when Russell's probationary period concluded.

6.3 Counsel - Scott Shapiro. No report received. However, the District was notified of his promotion to Managing Partner with Downey Brand.

7. Director Reports — None.

8. Litigation Reports — None. Closed Session was not necessary.

9. Announcements — President Gardiner noted that the barriers proposed for Steamboat Slough will not be constructed this year.

10. Adjournment: The meeting was adjourned by President Gardiner at 10:52 a.m.

Respectfully submitted,

Debbie Phulps, District Secretary
DCC Engineering Co., Inc.

Date Approved: June 12, 2014
MSC: Giles / Van De Maele