

**AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES MEETING  
8:00 A.M. APRIL 6, 2016  
NEUMILLER & BEARDSLEE  
509 WEST WEBER AVENUE, FIFTH FLOOR  
STOCKTON, CALIFORNIA**

Call to Order.

Roll Call.

Agenda Items.

1. Public Comment. Under Government Code Section 54954.3, members of the public may address the Board on any issue in the District's jurisdiction. The public may address any item on the agenda as it is taken up.
2. Approval of Minutes. Minutes of the regular meeting of March 2, 2015.
3. Financial Report. Review, discuss, and accept financial report.
4. Engineer's Report. Request for directions and approvals.
  - (a) Consider new permits requests from homeowners.
    - 1) 6321 Embarcadero Rd. Index No. 7 Lot 2102, APN 098-210-01, Fence Replacement.
    - 2) 6249 Embarcadero Rd. Index No. 9 Lot 1921, APN 098-340-08, Fence Replacement.
    - 3) 3730 Fourteen Mile Drive. Index No. 36 Lot 409, APN 098-393-09, Installation of planters.
    - 4) 3821 Falmouth Circle, Index No 134 Lot 2129, APN 098-100-18, Placement of wood chips.
  - (b) Consider Pending permits requests from homeowners.
  - (c) Approval of Agreement with Bulk Credit Mitigation Credits for tree removal at 6201 Embarcadero Rd.
5. Levee Superintendent Report. Request for directions and approvals.
  - (a) Approval of garbage services contract.
6. Newsletter. Direction regarding Spring Newsletter.
7. Report by Trustees on meetings attended and up coming meetings. Request for direction
8. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
9. Discussion and direction on Short-Term and Long-Range Goals. Discussion.

*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 Jean Knight 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.*

10. District Calendar. Discussion and direction.

- (a) Possible changing of May 4, 2016 Regular Meeting Date

11. Correspondence.

12. Closed Session.

- (a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Levee Superintendent

- (b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Secretary.

13. Report out of Closed Session.

14. Discussion and Possible Action regarding District Levee Superintendent and Secretary's contracts.

15. Approval of Bills.

16. Staff Reports.

- (a) Attorney. The Agenda for this meeting was posted on the window outside the meeting room at 509 West Weber Avenue, Stockton, California, at least seventy-two (72) hours preceding the meeting.

17. Adjournment.

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**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
April 6, 2016**

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

# ITEM 2

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD WEDNESDAY, MARCH 3, 2016**

A Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, March 3, 2016, at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, 5<sup>th</sup> Floor, Stockton, California, at the hour of 8:00 a.m.

**TRUSTEES PRESENT WERE:**

MICHAEL PANZER  
DREW MEYERS  
BRETT THOLBORN

**OTHERS PRESENT WERE:**

DANIEL J. SCHROEDER  
CHRIS NEUDECK  
JEAN L. KNIGHT  
JOE BRYSON  
BOB BENTZ  
JUDITH BUETHE  
DOMINIC GUILLI, Engineer  
CLAUDE PELLARIN, Village West Marina  
TIM FONTAIN, Village West Marina

**Item 1. Public Comment.** None.

**Item 2. Approval of Minutes.** Minutes of the regular meeting of February 3, 2016. After review,

It was moved, seconded, (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the minutes of the regular meeting of February 3, 2016 be approved as read.

The following bills, and warrants in payment of same, were approved:

MICHAEL PANZER, #5751, Trustee Fee .....	100.00
DREW MEYERS, #5752, Trustee Fee, Two Meetings.....	200.00
BRETT THOLBORN, #5753, Trustee Fee .....	100.00
JEAN L. KNIGHT, #5754, Secretarial Fee .....	635.00
NEUMILLER & BEARDSLEE, #5755, Inv. #274936.....	3,763.53
VOID, #5756	
CROCE, SANGUINETTE & VANDER VEEN, #5757, Inv. #3425.....	2,950.00

CROCE & COMPANY, #5758, Inv. #2003513.....	375.00
JUDITH BUETHE COMMUNICATIONS, #5759, Inv. #5011 .....	223.13
SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT, #5760, Assessment for 2015-2016.....	34.97
ACE HARDWARE, #5761, Invoice #s 67275 & 67621 .....	40.87
PG&E, #5762, Electrical.....	21.59
PAUL E. VAZ TRUCKING, #5763, Invoice #s 40316, 40315, 40704 40703 & 40522 .....	24,821.20
KJELDTSEN, SINNOCK & NEUDECK, #5764, Invoice #s 18548-18553 .....	19,934.28

Timesheets for the following employees were submitted and checks in payment of same, were approved:

JOE BRYSON, #1250, Payroll, February Salary .....	3,195.53
GABRIEL P. BANKS, #1251, March 1-15, 2016 Semi-Monthly Salary .....	290.80
JONATHAN F. NEVAREZ, #1252, March 1-15, 2016 Semi-Monthly Salary .....	384.09

State and Federal Payroll Taxes scheduled to be paid on line, were approved

State Government, Payroll Taxes, February Salary.....	311.70
Federal Government, Payroll Taxes, February Salary.....	2,485.08

**Item 3. Financial Report.** Review, discuss, and accept financial report. Dan Schroeder presented the treasurer’s report. Everything is going well, budget wise, but there was a question on the assessment income that did not include the assessments received this last month. Ms. Knight will check with staff to see if there was an error with one of the formulas within the spreadsheet. After review, the financial report was approved and the reserve amounts will stay the same.

**Item 4. Engineer’s Report.** Request for directions and approvals.

1. Request for directions and approvals.

(a) Consider new permits requests from homeowners.

1. 3509 Stone River Circle, Nathan and Nadia Davidson  
Index No. 71 Lot 1217, Assessor’s Parcel No. 100-020-06  
Review request and seek Board of Trustees approval to remove and replace existing rotted permitted fence/bulkhead and stairs.

Per Chris Neudeck, there was a previously approved permit in the District’s files and now the owners are doing reconstruction. If there was an opportunity, the engineer and District would like to get this repair project in compliance with the District standards. As it stands now, if the replacement is more than ½, they would need to be in compliance with current levee standards. Since the owners want to take everything out, the Standards need to be met. The stairs are in compliance and the retaining

wall is okay as is, but railing would need to be eliminated. After discussion,

It was moved, seconded (D. Meyers/B. Tholborn) that the permit application for 3509 Stone River Circle be approved subject to meeting the current levee standards, that the landowner keep the vegetation on the levee landside slope trimmed up to allow inspection of levee slopes at all times through the year and that the owners eliminate the railing.

2. 6649 Embarcadero Drive, Village West Marina. Review request and seek Board of Trustees approval to modify parking lot on top of the District's levee along the marina frontage.

Chris Neudeck presented this item and went through the exhibits. For the bathroom they had been proposing, the owners of the marina are taking this off the table so for discussion purposes, it will not be addressed. There was a review of the maps to help show what the Marina would like. There is a non-exclusive easement and the owners would like to use this easement for temporary parking of removable trailers. The desire is to find a symbiotic relationship between the District and the owners. In the past history, the District has had problems with easements done with the prior owners and it was felt the District was being taken advantage of so it doesn't want to go in that direction and the authorization must be conditioned on in the event of a flood. Could they use for day parking? The answer was no and that it would be for trailers only and it was stated by the marina owner that even with flat tires, trailers would pull right out. And, also, for vegetation, ground cover only – no trees with roots, etc. Chris Neudeck is okay with these conditions and he will prepare the draft of the conditions and review with Mr. Schroeder. It will be for trailers only and they must be removable on a very short notice. If there is an emergency situation, the District will have the authority to move the trailers if personnel cannot get a hold of the marina owners. The District will put an indemnification provision that it can remove the trailers. Therefore,

It was moved, seconded (B. Tholborn/ D. Meyers) that the permit application for 6649 Embarcadero Drive be approved subject to the landowner not planting on top of the levee other than grass in the previously paved area along the western strip of the parking lot, including in curbed planter strips at the south end of the new parking stall at the up ramp from Embarcadero Drive, and that the Marina must keep the District's levee easement area south of the paved road at the entrance of the Southwest quadrant free of any trailers or stored materials to provide clear and

free access to this section of the District's levee. Mr. Neudeck will draft up the conditions and give to attorney Schroeder for review.

Mr. Pellarin also asked the District not use the Marina's dumpsters any more. The District was taking debris off of the levees and in the water and using the dumpsters. The owner does not want this anymore.

(b) Consider Pending permits requests from homeowners.

1. 6343 Embarcadero Drive, John & Kathryn Flanagan  
Index No 2 Lot 2108, Assessor's Parcel No. 098-310-07  
Review request for construction of a removable wrought iron fence 5 foot high with 3 access gates at the levee toe. The Board authorized the approval of this permit, with the condition set down below. Therefore,

Upon motion duly made, seconded (B. Tholborn/D. Meyers) and unanimously carried, the Trustees of Reclamation District 1608 authorized the construction of a removable wrought iron fence 5 foot high with 3 access gates at the levee toe with the condition the landowner must keep vegetation on the levee landside slope trimmed up to allow inspection of levee slopes at all times throughout the year.

In addition to the above the Engineers had the following items to discuss. They will be beginning the annual levee encroachment survey. The last inspection was around 2012. They now have the new electronic permit file and will be able to utilize this information during the survey. Mr. Neudeck said they should have an update by the April District meeting.

FEMA mapping status. Mr. Neudeck reports they still have not heard back from FEMA. There are still some pending questions regarding the lake maintenance.

**Item 5. Levee Superintendent Report.** Request for directions and approvals. Joe Bryson gave his report.

- (a) 3821 Falmouth Court vegetation violation. Noted on Joe Bryson's report. It was reported that the Maliks are trying to burn off the vegetation slowly but this isn't going fast enough. It was recommended that the process of contacting the Maliks begin again as there had been an earlier agreement but since the Maliks are delaying things, the Trustees felt another letter to them was in order. This would not be a show cause letter but just a warning letter that the work needs to be done. If the Maliks still do not get the work done, a show cause hearing letter will be prepared. Therefore,



Upon motion duly made, seconded (D. Meyers/B. Tholborn) and unanimously carried, the Trustees of Reclamation District 1608 authorized that a warning letter to send to the Malik's to give them a month to get the vegetation cleared off the property. If this isn't done, the Trustees plan to authorize a show cause hearing letter be sent.

The following are additions to items Mr. Bryson had on his superintendent report.

On Emmanuel Taylor, they have a hedge that is like a wall. They are going to work on it but Mr. Bryson will see show things go.

Regarding the Rasmussens, Mr. Bryson asked that a letter be sent to them as the backyard is a mess. After discussion,

It was moved, seconded (D. Meyers/B. Tholborn) by the Trustees of Reclamation District 1608 that the attorney be authorized to send a letter to the Rasmussens at 3188 Sea Gull Lane, to ask them to clean up their yard that is currently full of weeds.

**Item 6. Newsletter.** Direction regarding Spring Newsletter. Judith Buehe was present to discuss the newsletter. She asked for guidance on the content. It was suggested that the Emergency Response Plan be available for residents to see. It is currently not on the District's website but when it becomes available and this will be mentioned in the newsletter. Other items were discussed and Ms. Buehe will review prior newsletters and if others have ideas they are to contact Ms. Buehe. A draft newsletter will be available at the next meeting.

**Item 7. Report by Trustees on meetings attended and upcoming meetings.** Request for direction. Drew Meyers attended one TAC meeting. Dominique Guilli and Dan Schroeder were also there. One of the discussion items was the Lower San Joaquin River Feasibility Study. Also discussed was the potential flood control gate. There will be a meeting on March 10<sup>th</sup> that was suggested Mr. Meyers attend but he will be out of town.

**Item 8. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.**

- (a) Bonding of Secretary for Payroll Account. Secretary Knight and Attorney Schroeder reported on this item. Although there was not a bond that could be issued from the Bank of Stockton, it was discovered that Dohrmann Insurance agency could issue, as a rider to the District's current liability policy, a \$100,000 Employee Dishonesty policy. The cost would be \$250 a year. This would allow the District to continue to have the District Secretary's signature on checks for the temporary part time employees that

paid twice a month. The Trustees felt this was a good idea and asked staff to proceed with the Employee Dishonesty policy.

Therefore,

Upon motion duly made, seconded (D. Meyers/B. Tholborn) and unanimously carried, the Trustees of Reclamation District 1608 authorized staff to proceed with the purchase of a \$100,000 Employee Dishonesty policy which will be added to the District's liability insurance policy. The cost for this additional policy will be \$250 annually.

**Item 9. Discussion and direction on Short-Term and Long-Range Goals.** Discussion. Take CVFP off now in Long Range Goals as it is now under the Routine Maintenance Agreement.

**Item 10. District Calendar.** Discussion and direction. No action.

**Item 11. Correspondence.** None.

**Item 12. Closed Session.**

(a) PUBLIC EMPLOYEE PERFORMACE EVALUATION  
Title: Levee Superintendent

(b) PUBLIC EMPLOYEE PERFORMACE EVALUATION  
Title: District Secretary.

**Item 13. Report out of Closed Session.** A closed session was held. All Trustees were present. No reportable actions.

Next month the Trustees will address compensation for Superintendent and Secretary.

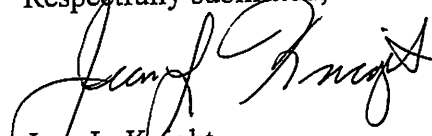
**Item 14. Approval of Bills.** The bills, as presented, were approved.

**Item 15. Staff Reports.** (a) Attorney. The Agenda for this meeting was posted on the window outside the meeting room at 509 West Weber Avenue, Stockton, California, at least seventy-two (72) hours preceding the meeting.

**Item 16. Adjournment.** The meeting was adjourned at 10:00 a.m.

Secretary: The agenda for this meeting was posted on a 1<sup>st</sup> floor lobby window at 509 W. Weber Avenue, Stockton, California at least 72 hours preceding the meeting.

Respectfully submitted,



Jean L. Knight  
District Secretary

# ITEM 9

**SHORT TERM GOALS**  
**April 6, 2016**

1. Sediment Removal Project.
2. Assistance to RD 2119 (Wright Elmwood Tract), and other Districts if necessary.  
Status: on-going.
3. Participate in County TAC and stakeholder groups. Status: Ongoing.
4. Work on slumping areas. In progress.
5. Monitor SJAFCA meetings re Calaveras and Fourteen Mile Slough uncertified levees.
6. Vegetation encroachments
7. Annual Levee Inspection.
8. FEMA Levee Certification

**LONG TERM GOALS**

9. CVFP Plan

# **ITEM 10**

## RD 1608: MASTER CALENDAR

### JANUARY

- Update Levee Property DVD

### FEBRUARY

- Send out Form 700s, remind Trustees of April 1 filing date

### MARCH

- Yearly Employee Evaluations
- Submit Verification Request Form (VRF) for the Annual Levee Maintenance Project to the California Department of Fish & Game.
- Submit payment to the California Department of Fish & Game for prior year Levee Maintenance Project(s).
- Spring Newsletter

### APRIL

- April 1: Form 700s due
- Letter to Property owners on levee regarding levee standards and permit requirements
- Schedule an Annual Joint meeting with RD 2074 (Brookside) and RD 2119 (Wright Elmwood Tract).

### MAY

- Draft Budget
- Annual Department of Fish & Wildlife Maintenance Agreement Renewal.
- Tour of Levee System

### 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
- Adopt the Annual Budget

### JULY

- Adopt Resolution for setting Appropriations and submit to County Assessor's Office.
- Follow up with FEMA on Certification Letter (2015 only).

### AUGUST

- August 1: Deadline to certify assessments for tax-roll and deliver to County (duration of current assessment: FY 2025).

- 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*)
- Submit End of the Year Financial Report.

**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*).

**OCTOBER**

- Publish Notice of Election, odd numbered years (once per week, 4 times, commencing at least 1 month prior to election.)
- Fall Newsletter.
- Update District Information Sheet.
- Review District Emergency Supplies
- Emergency Plan Review in 2018 (every three years thereafter)

**NOVEMBER**

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

**DECEMBER**

- Review Emergency Plan.
- New Trustee(s) take office, outgoing Trustee(s) term(s) end on first Friday of each odd-numbered year.
- Provide updated version of electronic copies of properties within District

**Term of Current Board Members:**

<b>Name</b>	<b>Term Commenced</b>	<b>Term Ends</b>
Drew Meyers	2013	First Friday of Dec 2017
Brett Tholborn	2015	First Friday of Dec 2019
Michael Panzer	2015	First Friday of Dec 2019

**Assessment Expires 6/30/2025**

**Reclamation District Meetings**

- **First Wednesday of each month, at 8:00 A.M.**  
**at the offices of:**  
**Neumiller & Beardslee**  
**509 W. Weber Avenue, Suite 500**  
**Stockton, California 95242**