

**AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES REGULAR MEETING  
8:00 A.M. JANUARY 4, 2017  
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. Lincoln Lake Mapping Issue. Discussion.
3. Approval of Minutes. Minutes of the regular meeting of December 7, 2016.
4. Financial Report. Review, discuss, and accept financial report.
  - (a) Review and Discuss Long Term Budget Planning and Project Expenditure Plan
  - (b) Discuss Sediment Removal Project and Cost Update.
5. Engineer's Report. Request for directions and approvals.
  - (a) Consider new permits requests from homeowners.
6. Levee Superintendent Report. Request for directions and approvals.
  - (a) Approve Contract with Dickinson's For Weed Abatement for 2017.
7. Emergency Plan. Review of Emergency Procedures.
8. Report by Trustees on meetings attended and up coming meetings. Request for direction
9. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
  - (a) Review and Update Sediment Removal Project Projected Costs.
  - (b) Develop Long term Expenditure Plan
  - (c) Review Emergency Plan at January meeting.
10. Discussion and direction on Short-Term and Long-Range Goals. Discussion.
11. District Calendar. Discussion and direction.
12. Correspondence.
13. Approval of Bills.
14. 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.
15. 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 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.*

**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
January 4, 2017**

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

# ITEM 3

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD WEDNESDAY, DECEMBER 7, 2016**

The regular meeting of the Board of Trustees of Reclamation District 1608 was held on December 7, 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  
ANDREW J. PINASCO  
CHRIS NEUDECK  
JUDITH BUETHE  
JOE BRYSON  
JEAN L. KNIGHT

**Item 1. Public Comment.** President Panzer called the meeting to order at 8:00 a.m. All Trustees were present.

**Item 2. Approval of Minutes.** Minutes of the special meeting of October 19, 2016, November 2, 2016 and November 21, 2016.

Upon motion duly made, seconded, (B. Tholborn/D. Meyers), and unanimously carried, the Trustees of Reclamation District approved the minutes of the special meeting of October 19, 2016, the minutes of the regular meeting of November 2, 2016 and the special meeting of November 21, 2016.

**Item 3. Financial Report.** Review, discuss, and accept financial report. Attorney Schroeder and Secretary Knight presented two financial reports. Due to Ms. Knight being away just prior to the November 2, 2016 meeting, she was unable to complete the Financial Report for that meeting. Therefore, that report, along with the current report for December 7<sup>th</sup> were available for review. Several questions arose with respect to Payroll Taxes and expenses exceeding the budget. There was also the question from Trustee Meyer regarding a \$20,000 discrepancy between the auditor's report and the fund balance from the County, which had been discussed at the November meeting. Ms. Knight and Attorney Schroeder will research both these items and report back her findings. The following bills, and warrants in payment of same, were approved:

**NOVEMBER 2, 2016**

MICHAEL PANZER, #5839, Trustee Fee .....	100.00
DREW MEYERS, #5840, Trustee Fee .....	200.00
VOID, #5841	
JEAN L. KNIGHT, #5842, Secretarial Fee .....	690.00
NEUMILLER & BEARDSLEE, #5843, Inv. #280220 .....	889.42
KJELDEN, SINNOCK & NEUDECK, #5844, Inv. #s 19805 – 19810 .....	18,040.80
PG&E, #5845, Electrical.....	37.95
PAUL E. VAZ TRUCKING, INC., #5846.....	4,673.15
E&C MAINTENANCE & CONSTRUCTION, #5847 .....	2,575.00

**DECEMBER 7, 2016**

MICHAEL PANZER, #5848, Trustee Fee, 2 Meetings .....	200.00
DREW MEYERS, #5849, Trustee Fee, 2 Meetings .....	200.00
BRETT THOLBORN, #5850, Trustee Fee .....	100.00
JEAN L. KNIGHT, #5851, Secretarial Fee, 2 Meetings, Plus, PO Box Renewal Reimbursement of \$70.00 .....	1, 010.00
RECLAMATION DISTRICT 1608, #5852, Transfer to Checking .....	40,000.00
NEUMILLER & BEARDSLEE, #5853, Inv. #280767 .....	2,968.64
KJELDEN, SINNOCK & NEUDECK, #5854, Inv. #s 19942 – 19948 .....	6,391.02
DOHRMANN INSURANCE AGENCY, #5855, Inv. #s 18523-18525 .....	2,503.00
JUDITH BUETHE COMMUNICATIONS, #5856, Inv. #s 6017 & 6018.....	1,290.05
CROCE & COMPANY, #5857, Inv. # 2006101 .....	824.00
PG&E, #5858, Stone River Electrical.....	14.16

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

GABRIEL P. BANKS, #1283, October 1–15, 2016 Semi-Monthly Salary .....	617.07
CALIFORNIA STATE DISBURSEMENT UNIT, #1284, Income Withholding Order (Gabriel P. Banks) .....	185.62
JOE BRYSON, #1285, Payroll, October Salary .....	3,508.49
GABRIEL P. BANKS, #1286, October 16–31, 2016 Semi-Monthly Salary .....	606.70
CALIFORNIA STATE DISBURSEMENT UNIT, #1287, Income Withholding Order (Gabriel P. Banks) .....	185.62
GABRIEL P. BANKS, #1288, November 1-15, 2016 Semi-Monthly Salary .....	676.89
CALIFORNIA STATE DISBURSEMENT UNIT, #1289, Income Withholding Order (Gabriel P. Banks) .....	185.62
GABRIEL P. BANKS, #1290, November 16-30, 2016 Semi-Monthly Salary .....	566.83
CALIFORNIA STATE DISBURSEMENT UNIT, #1291, Income Withholding Order (Gabriel P. Banks) .....	185.62
JOE BRYSON, #1292, Payroll, November Salary .....	3,587.22

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

State Government, Payroll Taxes, October Salary .....	315.14
Federal Government, Payroll Taxes, October Salary .....	1,967.52
State Government, Payroll Taxes, November Salary .....	325.04
Federal Government, Payroll Taxes, November Salary .....	2,063.28

(a) Approve and accept 2015-2016 Audit. Dan Schroeder presented this item and asked if there were any further questions with respect to the draft audit distributed at the November 2, 2016 meeting and reviewed by Trustees between that time and the present. Trustees were satisfied with the draft and approved it being put in final. Therefore,

Upon motion duly made, seconded (D. Meyers/B. Tholborn) and unanimously carried, the Trustees of Reclamation District 1608 approved the draft audit presented for fiscal year 2015-2016 and asked that it be put in final.

(b) Review and Discuss Long Term Budget Planning and Project Expenditure Plan. Chris Neudeck noted that at this time, he had nothing to report on the plan. There had been an additional budget meeting that was attended by Drew Meyers, Dan Schroeder, and Joe Bryson. This meeting was set, as planned at that meeting, to go over the figures presented at the November 2, 2016 District Meeting. Mr. Neudeck said he had also met separately with Joe Bryson – working on refining services, labor and general expenses. He noted he is having difficulty with time issues as this project is taking a considerable amount of his time. He also noted that he likely will need to sit down with and take time to talk to the Accountants and look at the budget on a long term basis. Right now, he is looking at item by item and further refining items. He has broken up the engineering expenses into approximately ten different categories and that should make the expenses breakdown more realistic for Trustees and staff to review. He is also shortening the 2016-2026 Fiscal Year Budget Worksheet to a 10 year time frame and bringing the numbers to the end of the current District assessment. He noted that projections are hinging on reimbursements from the levee subventions program where the District is currently getting a 75% return on qualified submitted expenses. He reported they also need to take more time looking at the elections expenses and are going to be using the figures from a recent election for RD1614 as it is a similar urban District where there were a number of candidates running for election for a Trustee position. He can then insert that as a line item. It was noted by the Trustees that in recent history, there have been only 3 elections and perhaps using that figure on a regular basis every two years may be a bit high. These and other questions as posed above will be further considered and this item will be continued as more time is given to the input.

(c) Discuss Sediment Removal Project and Cost Update. Mr. Neudeck reported that there are no further comments.

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

Mr. Neudeck noted that the signature of Trustee Panzer sign the on MT-2 form included in the agenda packet was necessary. He also noted that he did receive a letter from FEMA indicating that the most recent October 21<sup>st</sup> letter is the most current review of the accreditation of the review process and that submittal of data was just not thorough enough and that's why the District must submit documents. The six page letter on October 21<sup>st</sup>, they have indicated, is very thorough. There was a note that if there is a risk to the District it would be at the Five Mile Slough drainage water shed. It does expand out and is an outside impact of the District, however. After discussion,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Trustees of Reclamation District 1608 that Trustee Panzer, as President, be authorized to sign the MT-2 form on behalf of the District.

At this time, Chris Neudeck brought up another issue that has come to his attention. He noted that he has been speaking to Mike Cordoroli of Manteca. There is a mapping problem within the Lake System of the District. FEMA maps show the two lake system with coloring crayon and is unrated because of the lakes. If one puts a straight line through this area (although curved), it goes in and out and touches resident homes. This could be a problem with those homes when it comes to selling their properties and one homeowner has had such a problem when she was trying to sell her condominium which had the line going through her property, which showed her property tied into the unrated lake. She was considering coming to this meeting but did not attend. The attorney and engineer noted that Discovery Bay had the same situation with the straight lines that included the houses. The line needs to be kept off the houses. Mr. Schroeder indicated that the owners of the building where these meetings are have the same issue. It is in individualized cases where this will come up. It was stated that these areas were mapped wrong and said that it is in the back of everyone's mind and people won't see it until there is a change in the property ownership and new financing. Dr. Panzer asked, it this the District's problem or the ones who drew up the maps? The question is whether this can be remapped and it was stated that FEMA only remaps when congress authorizes the remapping. This is a wait and see situation.

- (a) Consider new permits requests from homeowners. None.
- (b) Authorize President to sign Letter of Map Revision Forms. – see above. Passed.

Chris Neudeck said the District is facing serious issues regarding the homeless within the District. He noted that he and Mr. Bryson have been working on repairing fences so that people can't get through by cutting and the only way would be to go around or to climb. He said they are going to go to the Central Valley Flood Protection Board about the expenses the District is incurring as DWR says they are not going to pick up that expense for levee subventions reimbursements. Mr. Neudeck and Mr. Bryson are thinking of constructing some kind of fencing that has concrete footing so trespassers can't dig below either. They are also thinking of thickening the fence so there would be too much to cut. They say it is just not a good use of their

time and along with this, they are constantly picking up trash and even appliances. Both Mr. Neudeck and Mr. Bryson will present some estimates to get this work done, as well as places where this will be needed.

Mr. Neudeck also noted that drawings found showed there was a drainage pipe around SeaGull Lane that he and Mr. Bryson are researching. Mr. Bryson noted that Gabriel Banks has been digging up the area where the pipe appears to be laid (varying depths also) and because of the recent dig to a depth of eight feet, closed up the hole and compacted the dirt as it was not acceptable to leave this without putting up barriers. This was not the desired result at this time. They will continue their search for the pipe as this may have an impact on discovering why certain properties in this area are having issues with water drainage.

- (c) Approve Temporary Encroachment Permit with PG&E. PG& E needs to replace a power pole and needs to obtain a temporary encroachment permit to get in there and do the work. The District is being asked to give them access to where the pole is. Mr. Bryson said the pole is by the weir. Upon discussion,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Trustees of Reclamation District 1608 that a Temporary Encroachment Permit with PG&E be approved.

**Item 5. Levee Superintendent Report.** Request for directions and approvals. Joe Bryson distributed his superintendent report and discussion occurred. Mr. Neudeck added additional information where RD1614 needs additional help and it was suggested they use Gabriel Banks for that District on a part time basis. This will be helpful to Mr. Banks if the work for RD1608 slows down.

**Item 6. Newsletter.** Approve and authorize mailing of District Fall 2016 Newsletter. The proposed newsletter was distributed and several comments and revisions were made. Afterwards, the Trustees authorized the finalization and mailing out of the newsletter. Ms. Bueche noted that it should be in the mail by the end of the next calendar week. Therefore,

It was moved, seconded (D. Meyers/ B. Tholborn) and unanimously carried by the Trustees of Reclamation District 1608 that the newsletter, as presented and edited, be approved and that the mailing out commence as soon as is possible.

**Item 7. Email Address.** Discuss and give direction regarding District E-mail Address. After discussion, it was decided to not create an e-mail address for the District.

**Item 8. Emergency Plan. Review of Emergency Procedures.** Attorney Schroeder need to have this item continued as the attorneys are not yet ready to do a presentation.

**Item 9. Report by Trustees on meetings attended and upcoming meetings.** Request for direction. Drew Meyers noted that he had attended the budget meeting as discussed above.



**Item 10. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.**

- (a) Review and Update Sediment Removal Project Projected Costs. Discussed
- (b) Develop Long term Expenditure Plan - Discussed
- (c) Review Emergency Plan at December meeting. – Postponing.

**Item 11. Discussion and direction on Short-Term and Long-Range Goals. Discussion.** It was decided to take off Number 2., Assistance to RD2119 (Wright Elmwood Tract), and other Districts if necessary. Also, with respect to electronic information regarding the information of levee lot property owners, Mr. Neudeck will get a flash drive to the Trustees with levee property owners' information.

**Item 12. District Calendar. Discussion and direction.** No discussion.

**Item 13. Correspondence.** None.

**Item 14. Approval of Bills.** Approved as discussed above.

**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.

**Respectfully submitted,**

**Jean L. Knight  
District Secretary**

# ITEM 6

DICKINSON'S  
WEED SPRAYING CO.  
P.O. BOX 8262, STOCKTON, CA. 95208

RECLAMATION DISTRICT 1608

12/15/16

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Dickinson's Weed Spraying Co. proposes to furnish labor, material, equipment and transportation to accomplish weed control for a period of one year. Regrowth of weeds in the area specified below will be retreated at the request of the customer without additional charge within the warranty period. Payment for the service is due within 30 days of the invoice date. Past due accounts may be subject to interest, collection and attorney fees. This proposal may be withdrawn if not accepted within 30 days.

AREAS TO BE SPRAYED:

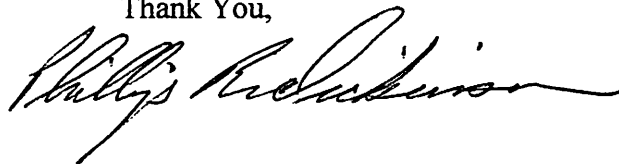
I agree to spray and control undesirable vegetation on district property during the year 2017 for the following cost.

- A. Pre-emergent application for \$3600.00.
- B. Monthly inspections and re-sprays for \$450.00 a month or total of \$5,400.00.

I, Phillip Dickinson, am a sole owner-operator and state the following:

- 1. There are no employees in my business.
- 2. This proposal complies with prevailing wage requirements.

Thank You,



COST: \$9,000.00

Phillip Dickinson, QAL 104838

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Acceptance by property owner or agent of the property owner: The above conditions, prices, and specifications are satisfactory and you are authorized to do the work proposed.

Date:

Signature:

# ITEM 10

**SHORT TERM GOALS**  
**January 4, 2017**

1. Sediment Removal Project.
2. Participate in County TAC and stakeholder groups. Status: Ongoing.
3. Work on slumping areas. In progress.
4. Monitor SJAFCA meetings re Calaveras and Fourteen Mile Slough uncertified levees.
5. Vegetation encroachments
6. Annual Levee Inspection.
7. FEMA Levee Certification

**LONG TERM GOALS**

8. CVFP Plan

# **ITEM 11**

## 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**