

**AGENDA FOR
RECLAMATION DISTRICT NO. 1608
BOARD OF TRUSTEES REGULAR MEETING
8:00 A.M. FEBRUARY 1, 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. Approval of Minutes. Minutes of the regular meeting of January 4, 2017.
3. Financial Report. Review, discuss, and accept financial report.
 - (a) Review and Discuss Long Term Budget Planning and Project Expenditure Plan
4. Engineer's Report. Request for directions and approvals.
 - (a) Consider new permits requests from homeowners.
 - (b) Consider Proposal for Engineering and Surveying Scope for the Lincoln Village West Lake Mapping.
 - (c) Award Contract for Rock Slope Protection and Levee Slope East of Highway 5 on Fourteen Mile Slough.
5. Levee Superintendent Report. Request for directions and approvals.
6. Report by Trustees on meetings attended and up coming meetings. Request for direction
7. 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 of reporting of wages and related expenses on Financial Reports.
8. Discussion and direction on Short-Term and Long-Range Goals. Discussion.
9. District Calendar. Discussion and direction.
10. Correspondence.
11. Approval of Bills.
12. 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.
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 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
February 1, 2017**

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

ITEM 2

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD WEDNESDAY, JANUARY 4, 2017**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, January 4, 2017 at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California, at the hour of 8:00 a.m.

TRUSTEES PRESENT WERE:

MICHAEL PANZER
DREW MEYERS

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
CHRISTOPHER NEUDECK
JEAN KNIGHT
JOE BRYSON
KELLY FRY, Lincoln Lake Mapping Issue
BOB BENTZ
CHRISSEY HAINES - neighbor to property Kelly Fry purchasing

ABSENT WERE:

BRETT THOLBORN
ANDY PINASCO

Item 1. Public Comment. No public comment.

Item 2. Lincoln Lake Mapping Issue. This item relates to an issue discussed briefly at the District's December meeting and the homeowner. Kelly Fry, who is in the process of purchasing a condominium at 6508 Embarcadero Drive, Stockton, CA was present to give more details. She distributed several handouts and reported that the condominium she is purchasing is in Flood Zone A and she is required to purchase flood insurance. As noted at the December meeting, FEMA did not draw their configurations around these man-made lakes correctly. Because she is purchasing a condominium, she reported she cannot purchase flood insurance. She has tried various avenues and is coming to the District to see if any help can be given.

Trustees and staff discussed the issue and although this matter is within the District's jurisdiction, Mr. Schroeder responded the District does not have a duty. It was noted that interior drainage is the responsibility of the City of Stockton, not the District. Mr. Neudeck noted that the only way the map could be re-done is to do a Letter of Map Amendment.

The Trustees directed Mr. Neudeck to get an estimate on the cost it would take to do the work. It again was noted that the District does not have an obligation to have the area remapped. It was also brought up that there are 2 lakes within the District and it is not known at this time whether the other lake (North Lake) has the same mapping errors. And, also it was asked to contact FEMA about the situation and report on that communication. Therefore,

It was moved, seconded (D. Meyers/M. Panzer) and unanimously carried by the Board of Directors of Reclamation District 1608 that the engineers be directed to research and come up with a cost proposal for work necessary to amend the FEMA maps with respect to certain properties on Lake Lincoln and to additionally research whether any properties on the North Shore Lake have similar incorrectly mapped properties and if so, include those expenses in the proposal.

Item 3. Approval of Minutes. Minutes of the regular meeting of December 7, 2016. After review,

It was moved, seconded (D. Meyers/M. Panzer) and unanimously carried by the Board of Directors of Reclamation District 1608 that the minutes of the regular meeting of December 7, 2016 be approved.

Item 4. Financial Report. Review, discuss, and accept financial report. Dan Schroeder presented and discussed the financial report and also discussed the discrepancy in the balances of the District and the balance in the District’s financial audit ended June 30 2017. He confirmed that the District’s fund balances as of July 1, 2016 were \$1,820,059 which is consistent with the amount as of that date in the Audit Report on page 5. He noted that although it appeared there was discrepancy between the total fund July 1, 2016 balance on the January 2017 financial report and page 5 of the Audit Report, he pointed out that the report was an accrual basis report and page 5 of the report was a balance sheet which included insurance that had been paid in December 2015 and that \$3,406 represented the “unearned” amount remaining for the new fiscal year. He also explained that “The Total fund balance” of \$1,811,637 on page 5 of the Audit Report included liabilities of \$11,828 since it was part of the Government Funds Balance Sheet. Thus the Audit Report and January Financial Report reflected the same fund balance amounts as of July 1, 2016. Trustee Meyers suggested that the District adopt a preliminary budget at the start of the fiscal year and then adopt a final budget in September to follow the process San Joaquin County follows in its budgetary process. Mr. Schroeder said that he would make those changes in the Calendar.

Ms. Knight also reported on the other parts of the financial report noting that due to timelines of the holiday weekend, she had not received and could not include the wages of the levee superintendent and part time worker. Ms. Knight also reported she still had a few issues to go over with Trustee Tholborn but due to his absence, she said she would be talking to him afterwards. One concern relates to reporting payroll 2 separate ways at the half-way point of the fiscal year.

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

MICHAEL PANZER, #5859, Trustee Fee	100.00
DREW MEYERS, #5860, Trustee Fee.....	200.00
Void, #5861,	
JEAN L. KNIGHT, #5862, Secretarial Fee	690.00
NEUMILLER & BEARDSLEE, #5863, Inv. #280220	3,250.79
PG&E, #5864, Electrical.....	10.96
CROCE & COMPANY, #5865, Inv. # 2006216.....	228.00
DICKENSON’S WEED SPRAYING COMPANY, #5866, Pre-Emergent And Monthly Inspections.....	9,000.00
KJELDSEN, SINNOCK & NEUDECK, #5867, Inv. #s 20050 - 20056.....	10,391.17 ¹

¹ Although the engineer’s invoices were paid, they were not received prior to the preparation of the financial report. This figure will be added to the February, 2017 financial report.

(a) Review and Discuss Long Term Budget Planning and Project Expenditure Plan. Discussion with respect to long term budgeting took place. After some review, it was decided it would be best to prepare a preliminary budget for June and do a final in September. See discussion in 1st paragraph of Financial Report.

(b) Discuss Sediment Removal Project and Cost Update. Chris Neudeck reported on this item and went over the spreadsheet of expenses included within the Engineer's Report as Exhibit C. The Trustees were satisfied with the numbers as presented. It was also decided at this time that the Trustees will not have this spreadsheet and plan reviewed by the District CPAs. Mr. Neudeck also reported that the District will find out within the next 12 – 18 months if the levee subventions program will continue as the plan and expenditures as set out are dependent on the program continuing. It was stated that there is nothing imminent at this point and nothing yet to do except to see if the program continues. Therefore,

It was moved, seconded (D. Meyers/M. Panzer) and unanimously carried by the Board of Directors of Reclamation District 1608 that the numbers presented on the cost update were approved as presented.

The financial report, as presented, was also approved.

Item 5. Engineer's Report. Request for directions and approvals.

Chris Neudeck reported that the formal submittal was made to FEMA on December 13, 2016 with respect to the Letter of Map Revision application for the District's response to FEMA regarding the mapping status of the District's levee system. He believes it is a solid submittal. Exhibits A&B reflect the submittal and acknowledgment of receipt dated December 22, 2016.

(a) Consider new permits requests from homeowners. No new permit requests submitted.

Item 6. Levee Superintendent Report. Request for directions and approvals.

Superintendent Bryson went through his superintendent's report and noted the need to start spraying for weeds earlier than had been expected. He also detailed items and at the end noted that his part time worker, Gabe Banks got his driver license but he is not driving the District truck.

(a) Approve Contract with Dickinson's For Weed Abatement for 2017. Attorney Schroeder presented this item. He reported that with the current weather conditions, the weeds had really taken off and that the work needed to be started earlier than expected. He asked that the Board ratify this work and also to consider approval of the contract presented by Dickinson's for Weed Abatement for 2017. After discussion,

It was moved, seconded (M. Panzer/Drew Mayer) and unanimously carried by the Board of Directors of Reclamation District 1608 that the work begun by Dickinson's for weed abatement be ratified and also that the contract with Dickinson's for Weed Abatement for 2017 be approved.

Item 7. Emergency Plan. Review of Emergency Procedures. Joe Bryson reported that the In Shape Health Clubs had been sold. He was asked to go over to the Marina location, introduce himself, and let them know of previous arrangements that the prior owners had agreed to having this location as a kind of Ground Zero for flood fighting headquarters should the District need the location for this purpose.

Dan Schroeder presented a review of the District's Emergency Procedures by giving a Power Point Presentation. He also noted that the more detailed procedures are located on the District's website.

Item 8. Report by Trustees on meetings attended and upcoming meetings. Request for direction. Drew Meyers reported he had attended a TAC meeting in December. He noted that they reviewed the Central Valley Flood Protection Plan.

Item 9. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.

- (a) Review and Update Sediment Removal Project Projected Costs. – Done at this meeting. See above.
- (b) Develop Long term Expenditure Plan – done at this meeting. See above.
- (c) Review Emergency Plan at January meeting. – done at this meeting. See above.

Item 10. Discussion and direction on Short-Term and Long-Range Goals. Discussion. Language to be edited - Changed the May report that restates: "Draft Budget" to "Draft Preliminary Budget" and in September added "Approval of Final Budget."

Item 11. District Calendar. Discussion and direction. No report except that, as stated above, Trustee Panzer will not be present at the February meeting.

Item 12. Correspondence. No correspondence.

Item 13. Approval of Bills. The bills, as presented, were approved.

Item 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.

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 11:00 a.m.

Respectfully submitted,



Jean L. Knight
District Secretary

ITEM 4

January 23, 2017

Mr. Daniel J. Schroeder
Reclamation District No. 1608
509 W. Weber Ave.
Stockton, CA 95203

Dear Mr. Schroeder,

On January 23, 2017, bids were received at the office of the District Engineer, 711 North Pershing Avenue, Stockton, for the RD1608 Waterside Erosion Repair Project. Four bids were received and opened with the following results:

<u>Bidder</u>	<u>Bid Total</u>
Asta Construction	\$91,413
George Reed Inc.	\$111,790
Ford Construction	\$112,925
F. Loduca Co.	\$123,045
Engineer's Estimate	\$100,000

I have reviewed the Bid Form, Bid Bond, and additional documentation submitted by the low bidder, ASTA Construction., and have found all documents to have been completed in accordance with the Instructions to Bidders and General Conditions of the contract. Based upon my review of the bid documents, it is my recommendation that the Board of Trustees of Reclamation District No. 1608 award the contract for the Waterside Erosion Repair Project to ASTA Construction, of Rio Vista, California in the amount of \$91,413.

Please call me if you have any questions regarding the above.

Sincerely,
KJELDEN, SINNOCK & NEUDECK, INC.


Jeffrey A. Mueller, P.E.

w/enclosures

cc: Christopher Neudeck

BID SUMMARY - Itemized

Owner: Reclamation District No. 1608
Lincoln Village West

Job Name: Waterside Erosion Repair Project

Job No.: 2153-0180

Bid Opening Date: 1/23/2017
Time: 2:30 p.m.

Engineer's Estimate: \$100,000

			No. 1	No. 2	No. 3	No. 4
			ASTA Construction Rio Vista, CA	George Reed Inc. Stockton, CA	Ford Construction Lodi, CA	F Loduca Co. Stockton, CA
Item	Description	Quantity/ Unit	Unit Price Total	Unit Price Total	Unit Price Total	Unit Price Total
1.	Mobilization & Demobilization	1 Job	\$4,522.00 \$4,522.00	\$5,600.00 \$5,600.00	\$5,600.00 \$5,600.00	\$6,150.00 \$6,150.00
2.	Clearing & Grubbing / Spoils Off-Haul	1 Job	\$2,275.00 \$2,275.00	\$2,800.00 \$2,800.00	\$2,800.00 \$2,800.00	\$3,075.00 \$3,075.00
3.	3-Inch Minus Levee Seal Material	1,420 Tons	\$30.00 \$42,600.00	\$15.50 \$22,010.00	\$41.75 \$59,285.00	\$45.00 \$63,900.00
4.	18-Inch Minus Quarry Stone Riprap	1,040 Tons	\$40.40 \$42,016.00	\$78.25 \$81,380.00	\$43.50 \$45,240.00	\$48.00 \$49,920.00
TOTALS			\$91,413.00	\$111,790.00	\$112,925.00	\$123,045.00

ITEM 8

SHORT TERM GOALS
February 1, 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 9

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 Preliminary 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*).
- Adopt Final Budget

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:

Name	Term Commenced	Term Ends
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**

ITEM 10

Schroeder, Dan

From: CCVFCA <ccvfca@floodassociation.net>
Sent: Thursday, January 12, 2017 4:25 PM
To: CCVFCA
Subject: CCVFCA 2017 Flood Forum SAVE THE DATE

CA Central Valley Flood Control Association Invites You to Attend

2017 Flood Forum

SAVE THE DATE

Wednesday, March 15, 2017
10 a.m.- 1:30 p.m.
Holiday Inn Sacramento Downtown
300 J Street, Sacramento, CA

March is when *National Flood Safety Awareness Week* reminds the public about the importance of investing in flood protection. It's also when the *CCVFCA Annual Flood Forum* and luncheon addresses the most current issues affecting the Central Valley's extensive flood control system.

Please mark your calendars to hear a panel of experts present their views at this year's Flood Forum.

[Click Here to Register Now!](#)

