

**AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES REGULAR MEETING  
8:00 A.M. MARCH 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 February 1, 2017.
3. Financial Report. Review, discuss, and accept financial report.
  - (a) Update on 2017/2018 Draft Budget.
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.
5. Levee Superintendent Report. Request for directions and approvals.
6. Records Retention Policy. Adopt Resolution 2017-01 Amending The Reclamation District 1608 Records Management Policy Records Retention Schedule.
7. Newsletter. Request Direction.
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
10. Discussion and direction on Short-Term and Long-Range Goals. Discussion.
11. District Calendar. Discussion and direction.
12. Correspondence.
13. Closed Session.
  - (a) PUBLIC EMPLOYEE PERFORMACE EVALUATION  
Title: Levee Superintendent
  - (b) PUBLIC EMPLOYEE PERFORMACE EVALUATION  
Title: District Secretary.

*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.*

14. Report out of Closed Session.

15. Employment Agreements. Discussion and possible action regarding amendments to Levee Superintendent and District Secretary.

16. Approval of Bills.

17. 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.

18. 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.*

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**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
March 1, 2017**

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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.	Please see attached.
7.	Please see attached.
8.	Self-explanatory.
9.	Self-explanatory.
10.	Please see attached.
11.	Please see attached.
12.	Please see attached.
13.	Self-explanatory.
14.	Self-explanatory.
15.	Please see attached.
16.	Self-explanatory.
17.	Self-explanatory.
18.	Self-explanatory.

# **ITEM 2**

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD WEDNESDAY, FEBRUARY 1, 2017**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, February 1, 2017 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:**

DREW MEYERS  
BRETT THOLBORN

**OTHERS PRESENT WERE:**

DANIEL J. SCHROEDER  
CHRISTOPHER NEUDECK  
JEAN KNIGHT  
JOE BRYSON  
BOB BENTZ  
KELLY FRY, Lincoln Lake Mapping Issue  
CHRIS HAINES - Neighbor to property Kelly Fry purchasing  
SARAH VAN DAELE, CCAM, Katzakian Property Management, LTD

**ABSENT WAS:**

MICHAEL PANZER

**Item 1. Public Comment.** Bob Bentz brought up an issue with respect to levees and sea level rising and had questions about the levees within Reclamation District 1608 as he had seen an article in The Record. Discussion followed and it was noted that although there are inconsistencies in the findings, one thing that Chris Neudeck did say is that if the sea levels rise, levees can be raised. These may be issues that happen 50-100 years from now.

**Item 2. Approval of Minutes.** Minutes of the regular meeting of January 4, 2017. The minutes were reviewed and

Upon motion duly made, seconded (D. Meyers/B. Tholborn) and unanimously carried, the Trustees of Reclamation District 1608 approved the January 4, 2017 minutes of the Regular Meeting of Reclamation District 1608 were approved.

**Item 3. Financial Report.** Review, discuss, and accept financial report. Attorney Schroeder presented the financial report and reported that the District had received a bulk of both assessment and property tax income this last month from the taxes and assessments due towards the end of the 2016 calendar year. The account balances reflect their receipt. Secretary Knight, with input from Trustee Tholborn reported on the revised method of calculating the expenditures of the Levee Superintendent and Pay Time Employees as gross expenses instead of net expenses

on the District's monthly Financial Report. Ms. Knight prepared a handout that explained how the expenses will be input on this report. After review and discussion,

It was moved, seconded (D. Meyers/B. Tholborn) and unanimously carried by the Trustees of Reclamation District 1608 that the Financial Report, as presented, be approved.

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

VOID #5868

DREW MEYERS, #5869, Trustee Fee.....	100.00
BRETT THOLBORN, #5870, Trustee Fee .....	100.00
JEAN L. KNIGHT, #5871, Secretarial Fee .....	690.00
NEUMILLER & BEARDSLEE, #5872, Inv. #281996.....	2,584.65
KJELDEN, SINNOCK & NEUDECK, #5873, Inv. #s 20207 - 20214.....	11,376.42
JUDITH BUETHE COMMUNICATIONS, #5874, Inv. #6042 .....	4,836.60
SAN JOAQUIN COUNTY MOSQUITO & VECTOR	
CONTROL DISTRICT, #5875, Assessment for 2016-2017 Year.....	34.97
FOOTHILL MATERIALS, INC. #5876, Inv. #69583.....	9,983.61
PG&E, #5877, Electrical.....	21.38
PAUL E. VAZ TRUCKING, #5878, Inv. #s 46646-46649 & 47602 .....	11,214.48
CROCE & COMPANY, #5879, Inv. # 2006346.....	200.00
CROCE, SANGUINETTI & VANDER VEEN, #5880, Inv. # 4993.....	3,595.00

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

December, 2016

GABRIEL P. BANKS, #1293, December 1-15, 2016 Semi-Monthly Salary .....	327.52
CALIFORNIA STATE DISBURSEMENT UNIT, #1294,	
Income Withholding Order (Gabriel P. Banks).....	185.62
JOE BRYSON, #1295, Payroll, December Salary .....	3,179.01
GABRIEL BANKS, #1296, December 16-31, 2016 Semi-Monthly Salary .....	551.09
CALIFORNIA STATE DISBURSEMENT UNIT, #1297,	
Income Withholding Order (Gabriel P. Banks).....	185.62

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

State Government, Payroll Taxes, December Salary.....	327.78
Federal Government, Payroll Taxes, December Salary.....	1,980.82

January, 2017

GABRIEL P. BANKS, #1298, January 1-15 Semi-Monthly Salary .....	805.09
CALIFORNIA STATE DISBURSEMENT UNIT, #1299,	
Income Withholding Order (Gabriel P. Banks).....	185.62
GABRIEL BANKS, #1300 January 16-31, 2017 Semi-Monthly Salary .....	690.97
JOE BRYSON, #1301, Payroll, January Salary .....	5,613.20

CALIFORNIA STATE DISBURSEMENT UNIT, #1302,  
Income Withholding Order (Gabriel P. Banks).....185.62

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

State Government, Payroll Taxes, January Salary.....262.94  
Federal Government, Payroll Taxes, January Salary.....1,850.76

- (a) Review and Discuss Long Term Budget Planning and Project Expenditure Plan.  
No update on discussion for this item.

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

- (a) Consider new permits requests from homeowners. – No permits presented; however, it was stated that there is a permit pending.

- (b) Consider Proposal for Engineering and Surveying Scope for the Lincoln Village West Lake Mapping. This item was discussed at the January meeting and further discussed at this February meeting. The guests present at this meeting, for this agenda item, stated that this situation is creating an undue hardship and a cloud on getting the properties mapped properly. Currently there are 8 properties having the flood plain (as currently mapped) going through the property itself. Dan Schroeder noted that the map is cutting through the buildings and is causing people to be required to get flood insurance. Again as Attorney Schroeder noted at the January meeting, the District does not have a duty to – but could assist with this improper mapping. At the last meeting, the Trustees asked the District's engineer to come back to the next meeting and report on how much it would cost to get these properties remapped. It was suggested that this be incorporated into the District's letter of map revision. The District is already engaged with FEMA. He also reported that he believed the additional cost could be about \$28,000 – in addition to letter of map revision expenses. At this time, the District only has \$14,359.56 left on expenses for the letter of map revision process and he had actually anticipated it would be more. This was noted on Page 2 of Exhibit C in the Engineer's Report. Nothing further has been done as no authorization was given except to get an estimate on costs. He said a map amendment could take about 90-120 days. It was also reported that there are properties in the North Lake area that are mapped incorrectly, but not as extensive.

Also, as reported in January, Reclamation District 1608 is not responsible for interior drainage for Lake Lincoln. The Homeowner Association also deals with the water quality and the city of Stockton uses it for a retention basin. The City has a provision to pump those waters down when needed.

Again, it was reported that the District does not have legal duty to do anything but it is within District's jurisdiction to do something. One idea was to consider having the property owners share in the costs. Trustee Meyers noted that at the last two meetings, there have only been two Trustees present and he does not feel it's a decision that should be made without the full Board. Drew Meyers noted that the Trustees haven't looked at the long term budget effect to say what the

District can afford. He thinks all three Trustees should be present to discuss. Trustee Tholborn agreed and as a result, this item will be put on the March agenda.

- (c) Award Contract for Rock Slope Protection and Levee Slope East of Highway 5 on Fourteen Mile Slough. Chris Neudeck reviewed the bid summary for placement of rock slope protection on Fourteen Mile Slough east of I-5 and Exhibit D of the Engineer's Report includes information relative to the five bids received for this project. He also noted that the District is trying to do projects, such as this, when the District still has the levee subventions program available. The engineer's recommendation for the work was Asta Construction with a bid total of \$91.413. If awarded, he would like to start the work within the next two weeks. No 404 permit would be required and the problem area where there is a sandy levee that is caving, is the only area where the District does not have riprap. He noted the slope is too steep and it needs rock and fill so the bank will no longer be eroding. Trustee Meyers questioned the companies and had some concerns with the low cost of the rock on Asta's bid. Mr. Neudeck said he was in disagreement and also noted that recently Asta hired a senior management personnel out of Teichert. He also said they all buy rock out of the same place. He also said they currently had three contracts going on right now with Asta and all were going well. After discussion,

It was moved, seconded, (D. Meyers/B. Tholborn) and unanimously carried by the Trustees of Reclamation District 1608 that the Contract for Rock Slope Protection and Levee Slope East of Highway 5 on Fourteen Mile Slough be awarded to Asta Construction for a bid total of \$91.413.

Additional Item of Discussion – III. High Water event/Flood of 2017. Mr. Neudeck stated that this time, as it plays into emergency declarations local and state wide, Reclamation District 1608 has fared very well with a fantastic levee superintendent and helper. They are checking the levees two-three times a day on a daily basis. Engineer Neudeck noted that it is the highest tide of record that has been seen in the Delta.

While in the process of doing flood flight, they are doing some maintenance work. Due to time, some of the riprap is starting to fracture. He noted that the area is far from being out of this flood event and also noted the system is now full.

**Item 5. Levee Superintendent Report.** Request for directions and approvals. Joe Bryson presented his engineer's report. Further notes with respect to some of the items follow. Mr. Bryson distributed photos of houses on the levee that had a lot of foliage on around the gates in the southwest area. He said it makes it very difficult to do inspections. Trustee Meyers brought it up that homeowners need to be notified that the levee superintendent is going to do an inspection and advise when they are coming and it is the homeowner's responsibility to do the clean-up work when the Superintendent can't view levee. He noted that the inspection by DWR, Kjeldsen, Sinnock & Neudeck and the Department of Fish and Game went well. He noted that these inspections are done twice a year.



Mr. Bryson also reported that the District needs water gauges and he was asked by the Army Corps of Engineers about this. There was further discussion on this item with Mr. Neudeck and Mr. Bryson discussing locations, how to anchor one and types of gauges. This will be further researched and taken care of.

Another question was when does the District get its next subventions check and the response by Chris Neudeck was maybe in March.

With respect to Item 6 and the dogs, Mr. Bryson reported this problem and he was asked to write a letter to the homeowner to keep the dog off the levee.

On item 17 and the sewage dump into File Mile Slough, Chris Neudeck was concerned and wanted following up done.

On Item 18 and a key, Mr. Bryson was given directive on what to do with the key and who to give the code to.

**Item 6. Report by Trustees on meetings attended and upcoming meetings. Request for direction.** No meetings attended.

**Item 7. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.**

- (a) Review and Update Sediment Removal Project Projected Costs. – Chris Neudeck reported he would be calendaring with a follow up on the subventions program. He thinks a decision will be made this year but doesn't know for sure. He asked that it be left on the agenda. He noted there is a Stewardship Council meeting next week and they are poised to make some legislation decisions.
- (b) Develop Long term Expenditure Plan. No discussion at this meeting.
- (c) Review of reporting of wages and related expenses on Financial Reports. See financial report.

**Item 8. Discussion and direction on Short-Term and Long-Range Goals. Discussion.** Joe Bryson reported he would be going on vacation in May for a couple of weeks. Gabriel Banks will be his back-up.

**Item 9. District Calendar. Discussion and direction.** It was decided to invite Judith Buethe to the March meeting to discuss another newsletter. Also, there is a need to set up a meeting with Trustee Tholborn and staff to start working on the budget for 2017-2018. Attorney Schroeder's office will work on this.

**Item 10. Correspondence.** None.

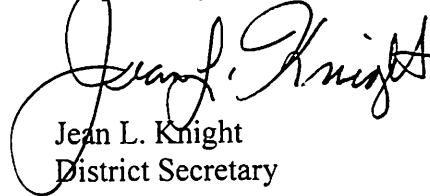
**Item 11. Approval of Bills.** The bills, as presented, were approved.

**Item 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.

**Item 13. Adjournment.** The meeting was adjourned at 10:00 a.m.

Respectfully submitted,



Jean L. Knight  
District Secretary

# ITEM 6

**RECLAMATION DISTRICT NO. 1608**

**RESOLUTION 2017-01**

**RESOLUTION AMENDING THE RECLAMATION DISTRICT 1608  
RECORDS MANAGEMENT POLICY RECORDS RETENTION SCHEDULE**

WHEREAS, Reclamation District No. 1608 (“District”) approved the adoption of a Records Management Policy which includes a Records Retention Schedule (“Schedule”); and

WHEREAS, Assembly Bill 2801 (“AB 2801”) amended Government Code section 53755 to require any written protests to a proposed new or increased property related fee that are submitted to a local agency be retained by the local agency for a minimum period of two years following the date of the public hearing for the proposed new or increased property related fee.; and

WHEREAS, the District’s current Records Retention Schedule requires amendment to reflect the new retention requirement of AB 2801.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF RECLAMATION DISTRICT 1608 to hereby amend the District’s Records Retention Schedule attached hereto to add Proposition 218 written protests submitted to the District to the Schedule as follows:

<b>Record Category</b>	<b>Retention Period</b>	<b>Authority</b>	<b>Description</b>
Written Protest - Proposition 218	2 Years following date of public hearing	GC 53755	Agency shall maintain all written protests for a minimum of two years following the date of hearing to consider written protests.

PASSED AND ADOPTED BY THE TRUSTEES OF RECLAMATION DISTRICT 1608 this 1st day of March, 2017 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

RECLAMATION DISTRICT NO. 1608,

a political subdivision of the  
State of California

By: \_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

## Reclamation District 1608 Records Retention Schedule

<b>LEGEND</b>			
AC = Active		AD = Adoption	
AU = Audit		CL = Closed/Completion	
CU = Current Year		DOB = Date of Birth	
E = Election		L = Life	
P = Permanent		S = Supersede	
T = Termination			
<b>CITATIONS</b>			
B&P = Business & Professions		H&S = Health & Safety	
CAC = California Administrative Code		HUD = Housing & Urban Development	
CCP = Code of Civil Procedure		OSHA - Occupational Safety & Health Act	
CCR = Code of California Regulations		PC = Penal Code	
CEQA = California Environmental Quality Act		POST - Police Officers Standards Training	
CFR = Code of Federal Regulations		UFC - Uniform Fire Code	
EC = Election Code		USC - United States Code	
FMLA - Family & Medical Leave Act, 1993		WIC = Welfare & Institutions Code	
GC = Government Code			
RECORD CATEGORY	RETENTION PERIOD	AUTHORITY	DESCRIPTION
<b>CORRESPONDENCE</b>			
Chron Files	2 Years		
General Correspondence Files	2 Years		
Public Records Requests	2 Years	GC60201(d)	2 Years after response to request
<b>ELECTIONS</b>			
Ballots	E + 6 months	EC 17302	From date of election; ballots submitted to District that were not used - unless contested (EC 17302(C) retention by court order
Ballots - Proposition 218	2 Years	GC 53753(e)(2)	Property related fees (Assessment Ballot Proceeding)

## Reclamation District 1608 Records Retention Schedule

Written Protest - Proposition 218	2 Years	GC 53755	Agency shall maintain all written protests for a minimum of two years following the date of hearing to consider written protests.
Certificates of Election	T + 4 Years		Certificates of election; original reports and statements
Roster of Voters	E + 5 Years	EC 17300	
<b>Fair Political Practices</b>			
Campaign Statements and Conflict of Interest	7 Years	GC 81009(c)	
Candidate Statements	E + 4 Years		Sample ballot retained permanently
Statement of economic interest (Form 700)	7 Years	GC81009(b)	
Form 730 (predecessor to Form 700)	7 Years	GC81009(b)	
Nomination Papers - Successful	E + 4 Years	EC17100	
			Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be votes for at forthcoming election
Notifications and Publications	E + 2 Years	EC 17100 or E+4	
Oaths of Office	T + 6 Years	29 USC 1113	Elected Officials
*These retention periods are based on the Secretary of State Local Government Records Management Guidelines dated February 2006 which			
<b>FINANCE</b>			
Accounts Payable	AU + 7		Invoices, check copies, supporting documents
Accounts Receivable	AU + 7		
Audits	AU + 7		
Bank Statements	AU + 7		
Budget	AU + 7		
Fees & Charges - pre Prop. 218	AU + 7		
Ledger, General (Fund Reports from County)	AU + 7		
Warrant Books	AU + 7		
<b>Payroll</b>			
Employee Timesheets	AU + 6	GC12236; 29 CFR 516.2	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Salary Records	T + 7	29 CFR 516.2/GC 60201(d)(12)	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>HUMAN RESOURCES</b>			

## Reclamation District 1608 Records Retention Schedule

Recruitment	Date of Application: 3 Years; CL+3	GC12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternative lists/logs, Indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
<b>LEGAL/LEGISLATIVE</b>			
Agendas	P		Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions Documentation received, created and/or submitted to Board
Agenda Reports (Master, Subject files)	P		
Contracts and Agreements Excl. Capital Improvement	T + 4	CCP 337.2, 343	Includes leases, equipment, services or supplies
Contracts and Agreements - Professional Services	T + 7 Years	GC60201(d)(12)	Professional Services must be seven years
Incl. Capital Improvement	P	2.08.110;*	Construction GC4004; H&S 19850
Incl. Capital Improvement	2 Years	GC60201 (d)(11)	Unsuccessful bids - 2 years
Legal Advertising	CU + 4	CCP 343	Includes public notices, legal publications
Minutes	P	GC60201(d)	Official minutes and hearing proceedings of governing body or board, commission or committee
Ordinances	Repealed CU +	GC60201(d)	Repealed Ordinances 5 Years after Repeal
Resolutions	P	GC60201(d)	Legislative actions
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
<b>SECRETARY</b>			
Records Management	CL + 2	GC 34090	Document includes retrieval, transfer - inactive
Records Management Disposition Certification	P	GC 34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	GC 34090	
<b>PROPERTY</b>			
Inventory, Equipment & Supplies	CU + 2	GC 34090	



## Reclamation District 1608 Records Retention Schedule

Maps and Plats	P	GC 34090	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements; bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
<b>PUBLIC WORKS</b>			
Annual Levee Inspection Reports	20 Years		
Contracts for Work on Levees	CU + 7	GC60201(d)(12)	7 Years for Professional Services
Emergency Procedures	CU + 7		
Levee Encroachment Standards			
Property Owner Application for Levee Encroachment Permit	P		
Maintenance/Operations	CU + 2		Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P		
Permits			
Encroachment	P		
<b>RISK MANAGEMENT</b>			
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring District property and other assets
Claims, Damage	CL + 5	GC60201(d)	Paid/Denied. Claims may be destroyed 2 years after resolution.
Insurance, Liability/Property	P	GC 34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P		Indemnity; working files - originals with Administrator; claims files; reports, incidents (working files).

# ITEM 7

## Dear Homeowners and Businesses:

Over the last year, you may have noticed that Reclamation District 1608 has been busy inspecting and maintaining the levee system protecting Lincoln Villages West. Work has included placing rock on the sides of the levee as well as the removal of vegetation that can interfere with the visibility of levee slopes during regular and stormy weather inspections.

We appreciate the vigilance of those who own property next to the levees in maintaining their property on the levee as well as reporting any issues to the District's Levee Superintendent Joe Bryson. You can reach Joe with your questions and to report any problems by calling him at (209) 298-3307.

Thank you for helping to keep our levees safe.

Sincerely,  
*Board of Trustees*  
Reclamation District 1608

## WWW.RD1608.COM

Last year, the District created a new website that offers a wealth of information for you at your convenience. The website at [www.RD1608.com](http://www.RD1608.com) contains copies of the District's newsletters, board agendas and minutes, levee encroachment standards and permit applications, and notices of board meetings, as well as a listing of the board trustees, district superintendent, district attorney, and consulting engineers.

As reported in the last newsletter, the District's Board of Trustees has adopted an Emergency Operations Plan for responding to a flood emergency should one ever occur. You can review a copy of the Plan by visiting the District's website. The Plan includes a detailed account of the following District procedures:

- Flood Preparedness
- Levee Patrol
- Flood Fight
- Flood Water Removal
- Recovery and After-Action Procedures

The District will review the plan annually and make changes and updates as needed.

## Those Rascally Rodents

Damage by beavers, gophers, squirrels, and other rodents endangers the integrity of our levees. Recently, beavers have been observed in the area. If you see a beaver, please call Joe Bryson, District Superintendent, at (209) 298-3307 immediately.



## Other Threats to Levee Integrity

The activities and conduct of some people is also a threat to our levees. There has been an ongoing problem with people cutting through fences, cutting locks, and damaging gates so they can trespass on the levee. Measures are being taken to discourage entry through or over a damaged fence or gate. If you observe someone on the levee who shouldn't be there, someone cutting a fence or lock, or notice that a fence or lock has been cut, please call Joe Bryson immediately. Also, do report if you see anyone camping or fishing on the levees.

Finally, rock on the levees continues to be stolen on a regular basis causing the District to incur the cost of replacing it. So as tempting as it may be, please do not throw any of the levee rock into the water. The District must pay to replace those rocks as well.

## Permits on Levee Lots Are a Requisite

Permits for planting, Permits for construction. Permits for large pieces of play equipment. Permits first!

Living on property with a levee on or immediately adjacent to it requires that you first apply for an encroachment permit before you begin any work within the levee area. Be sure to review the permit requirements and process for every project set forth in the District's Levee Encroachment Standards available on the website. Be very specific as to exactly what kind of plants, shrubs, or trees you plan for. The eventual growth of any plants, shrubs, or trees must also be considered.

If you are considering any type of construction within the district easement or property line, you must first obtain a permit. Replacing an existing fence is one example of construction work that requires a permit. Be sure to include a schematic or drawing of the planned improvements in your permit request. Joe Bryson, RD 1608 District Superintendent, can help guide you through the permit process. If you live on a district levee, please send your email address to Joe Bryson at [joebryson@gmail.com](mailto:joebryson@gmail.com).

## Doing Your Part

Please help by keeping live vegetation, trimmings, trash, toys, furniture, games, and other items off the levees, especially on the water side. Should a needy situation arise, emergency responders must be able to safely and quickly move through the levee system.

Keep water that flows through pvc pipes turned off at all times when it is not being used.

## Questions? Comments?

Feel free to call the District Hotline at (209) 298-3307 with any questions, comments, or suggestions.

You are also welcome to attend the board meetings, which are held the first Wednesday of each month at 8:00 a.m. in the offices of Neumiller & Beardslee, 509 West Weber Avenue, 5th Floor, Stockton. An opportunity for public comment is offered at each board meeting



*Joe's team uses dirt to fill spaces on the levee.*



## CONTACT INFORMATION

### DISTRICT TRUSTEES

Michael Panzer, D.D.S.,

President

Drew Meyers

Brett L. Tholborn, C.P.A.

### DISTRICT SUPERINTENDENT/ HOTLINE

Joe Bryson (209) 298-3307

### ATTORNEY FOR THE DISTRICT

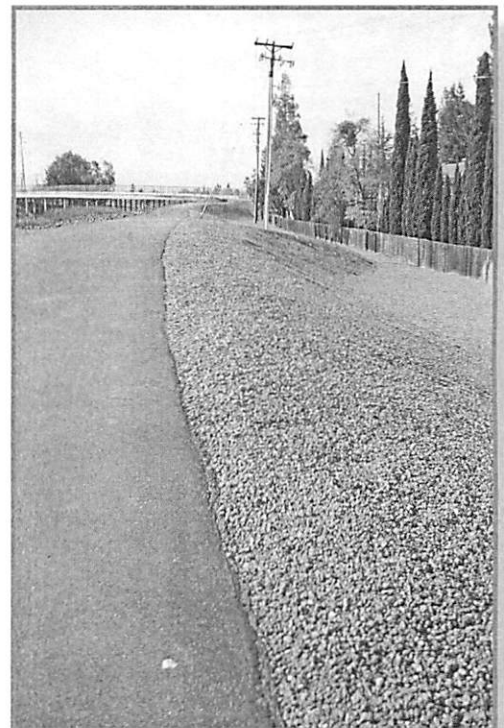
Dan Schroeder (209) 948-8200

### CONSULTING ENGINEERS

Christopher H. Neudeck

(209) 946-0268

Kjeldsen, Sinnock & Neudeck



P.O. Box 4857  
Stockton, CA 95204

# Reclamation District 1608

December 2016

## Dear Homeowners and Businesses:

Your ongoing support in maintaining our levee system that protects Lincoln Village West residents and property owners is very much appreciated. Daily vigilance is imperative.

Joe Bryson, our levee superintendent, is on the levees daily to monitor the area and ensure that levee encroachment standards are being adhered to. Your help in maintaining those standards is always appreciated. Do call Joe at (209) 298-3307 if you notice any problems, unusual activity, or dumped trash or have any questions about what is or is not permitted.

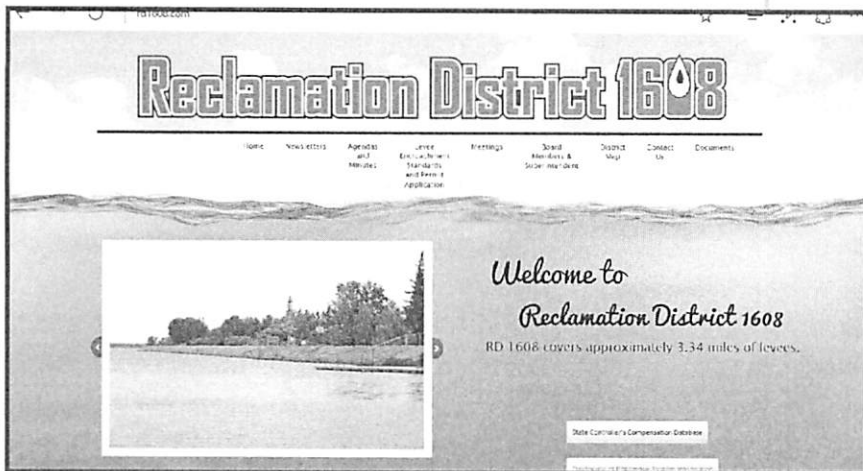
Thank you for helping to keep our 3.34 miles of levees safe for each of you, your families, and our community.

Sincerely,  
*Board of Trustees*  
Reclamation District 1608

a detailed listing of encroachment standards and requirements for a permit application for an encroachment. While an encroachment may seem minor to a resident or property owner, every contemplated encroachment does require a review and consideration of a permit.

The District's Emergency Operations Plan for responding to a flood emergency is outlined in the website. Detailed in the Plan are flood preparedness, flood fight methods, flood water removal, and recovery and after-action procedures. You will also find a flood contingency map that identifies the special considerations that would be implemented in the event of a flood; an evacuation plan; a communications plan; and a levee patrol plan that would be launched in the event of a flood or impending flood. A flood fight history is also included.

Your observations and comments on the Emergency Operations Plan can be very helpful, as the District Board members review the plan annually.



## WWW.RD1608.COM

Emergency plans are now online. We encourage you to visit [www.RD1608.com](http://www.RD1608.com).

At the website, you will also find past newsletters, agendas and minutes of RD 1608 Board of Trustees meetings, Board meeting dates, a list of the Board members, and contact information for the RD 1608 superintendent, Joe Bryson. Also, you will find

## Keeping the Levee Clean and Clear

Dumped garbage, trash, and other items are a problem—and not just unsightly. Should a need arise, emergency responders must be able to safely and quickly move through the levee system. Call Joe Bryson immediately if you observe items being dumped on the levee or that have been left on the levee. Also, do call Joe if you observe tents or other encampments on the levee.

And, please, do not store lawn chairs, your BBQ, or other items on the levee. Do keep your possessions off the levee and within your own property lines.



## Activity on The Levees

Accessibility to levee sections varies. Some sections can be walked on. Some cannot. If you are unsure, check with Joe before walking, running, or bicycling on a levee section.

Please, do not plant any vegetation on the levee. Levees must be kept clear to permit inspections of their slopes to ensure that no leaks are present and other conditions that might allow leaks to form.

Observe the signs. Superintendent Joe Bryson will be placing signs in levee areas that are not accessible to walkers, runners, or bicyclists.

Also, contact Joe immediately if you see any homeless or other encampments on the levee. They must be removed to ensure the safety of the entire levee system. Call Joe if you observe damaged fencing or gates. Your vigilance is appreciated.

## Animal Activity

Please be aware that damage by rats, beavers, gophers, squirrels, and other animals endangers the integrity of our levees. If you see any of these critters, let Joe know.

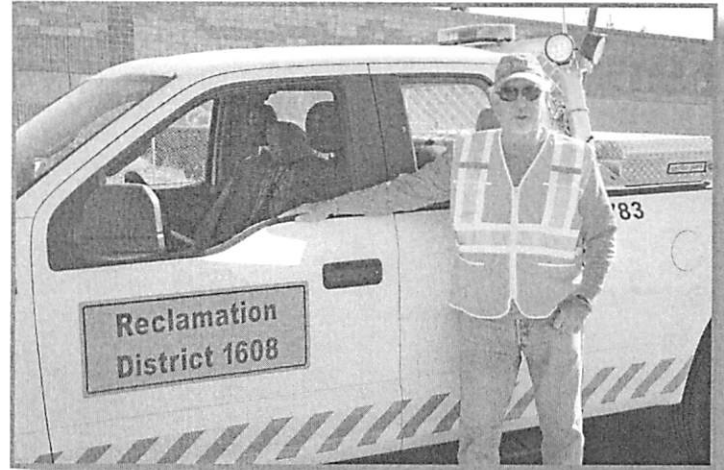
## Permit Reminders

Permits are required for planting trees, shrubbery, or other vegetation. Permits are required for large pieces of play equipment and for any type of construction within the district easement or property line. One example: replacing an existing fence. Feel free to call Joe, who can help guide you through the permit process.

## Questions? Comments?

Feel free to call the District Hotline at (209) 298-3307 with any comments, suggestions, or questions.

You are also welcome to attend the District Board of Trustees meetings, which are held the first Wednesday of each month at 8:00 a.m. in the offices of Neumiller & Beardslee,



District Superintendent Joe Bryson



Assisting Joe, Gabe Banks

509 West Weber Avenue, 5th Floor, Stockton. An opportunity for public comment is offered at each board meeting.

### CONTACT INFORMATION

#### DISTRICT TRUSTEES

Michael Panzer, D.D.S., President  
Drew Meyers  
Brett L. Tholborn, C.P.A.

#### DISTRICT SUPERINTENDENT/ HOTLINE

Joe Bryson (209) 298-3307

#### ATTORNEY FOR THE DISTRICT

Dan Schroeder (209) 948-8200  
Neumiller & Beardslee

#### ENGINEER FOR THE DISTRICT

Christopher H. Neudeck  
(209) 946-0268  
Kjeldsen, Sinnock & Neudeck

## Visit From Levee Superintendent

Levee Superintendent Joe Bryson and his crew will be knocking on the door of each house next to the levee to introduce themselves and explain what the residents can and cannot do on the levee.



# **ITEM 10**

**SHORT TERM GOALS**  
**March 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 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 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:**

<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**

# **ITEM 12**



February 10th, 2017

**NOTICE OF INTENT TO APPLY PUBLIC HEALTH PESTICIDES FOR VECTOR CONTROL PURPOSES TO SURFACE WATERS AND WATERS OF THE U.S. WITHIN SAN JOAQUIN COUNTY, CA**

**ED LUCCHESI**  
MANAGER

**BOARD OF TRUSTEES**

**GARY LAMBDIN**  
PRESIDENT  
CITY OF STOCKTON

**JAY COLOMBINI**  
VICE PRESIDENT  
SAN JOAQUIN COUNTY

**OMAR KHWEISS**  
SECRETARY  
CITY OF LATHROP

**JACK V. FIORI**  
CITY OF LODI

**FRANCIS GROEN**  
CITY OF RIPON

**GARY HASKIN**  
CITY OF ESCALON

**MICHAEL MANNA**  
SAN JOAQUIN COUNTY

**GREG SELNA**  
CITY OF TRACY

**GREGORY O'LEARY**  
SAN JOAQUIN COUNTY

**GLENN PAGE**  
CITY OF MANTECA

**MARC WARMERDAM**  
SAN JOAQUIN COUNTY

**LEGAL ADVISOR**  
**CHRISTOPHER K. ELEY**

1. The San Joaquin County Mosquito and Vector Control District (the District) intends to apply public health pesticides to, over and adjacent to canals, ditches, or other constructed conveyance facilities owned and controlled by an entity other than the District, as well as surface waters and waters of the U.S. for vector control purposes per the requirements of the General NPDES Permit for Biological and Residual Pesticide Discharges for Vector Control Applications (the Permit) issued by the State Water Resources Control Board (SWRCB).
2. The NPDES Permit requirements for listing of the Public Health Pesticides anticipated to be used were modified from the previous permit being issued in 2016. The newer requirements specify that any pesticide product can be used that contains approved active ingredients, provided all pesticide label restrictions and instructions are followed. In addition, pesticides which fall under the "minimal risk" category can be used. The minimum risk pesticides have been exempted from FIFRA requirements. The following tables list the active ingredients approved for the FIFRA regulated pesticides.

3.

<b>Active Ingredients for larval mosquito control:</b>
Bacillus thuringiensis var. israelensis
Bacillus sphaericus (Lysinibacillus sphaericus)
Methoprene
Monomolecular Films
Petroleum Distillates
Spinosad
Temephos

<b>Active Ingredients for adult mosquito control:</b>
Deltamethrin
Etofenprox
Lambda-Cyhalothrin
Malathion
Naled
N-octyl bicycloheptene dicarboximide (MGK-264)
Piperonyl butoxide (PBO)
Permethrin
Prallethrin
Pyrethrin
Resmethrin
Sumithrin

4. The purpose of the use of larvicide and adulticide pesticides containing these active ingredients is to control immature and adult mosquitoes. Controlling mosquitoes will reduce annoyance and disease transmission to humans, domestic animals, and wildlife.
  
5. The general time period for the application of the pesticides is January through December, 2017. The locations of expected use will be canals, ditches, or other constructed conveyance facilities owned and controlled by an entity other than the District, as well as surface waters and waters of the U.S. within San Joaquin County, CA where immature and adult mosquitoes are found at treatment threshold levels.
  
6. There are no known water use restrictions or precautions during treatment.
  
7. Interested persons may contact the District at (209) 982-4675 to obtain additional information.

**Eddie Lucchesi, Manager**  
**San Joaquin County Mosquito and Vector Control District**  
**7759 S. Airport Way**  
**Stockton, CA 95206-3918**  
**(209) 982-4675**  
[elucchesi@sjmosquito.org](mailto:elucchesi@sjmosquito.org)  
[www.sjmosquito.org](http://www.sjmosquito.org)

# ITEM 15



## EMPLOYMENT CONTRACT

For Joe Bryson  
Reclamation District 1608

THIS CONTRACT is made, effective as of the 5th day of October , 2007, by and between Reclamation District 1608, a reclamation district organized under the laws of the State of California (hereinafter called "Employer"), and Joe Bryson (hereinafter called "Employee").

The parties agree as follows:

### Section 1. Duties

A. **General.** Employer hereby employs Employee to perform the duties specified in Exhibit A attached hereto and incorporated herein.

### Section 2. Term.

A. The term of this Contract shall be indefinite, unless terminated as provided herein.

B. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of Employee to resign at any time.

C. Employee in the position of Levee Superintendent serves at the will of the Employer and may be removed by Employer at any time with or without cause or notice.

### Section 3. Salary.

A. Employer agrees to pay Employee for Employee's duties as Levee Superintendent an hourly rate of thirty-one and 50/100 Dollars (\$31.50) payable monthly, subject to usual and normal withholdings.

**Section 4. Performance Evaluation.** Employer shall review and evaluate the performance of Employee six (6) months after the date of this Contract, an additional six (6) months thereafter and at least once annually thereafter. Such review shall include review of Employee's accomplishment of objectives and goals established by Employer.

**Section 5. Hours of Work.** Employee shall devote such hours as may be necessary to carry out the duties set forth in Exhibit A. It is anticipated that Employee will work approximately ten (10) hours per week.

**Section 6. Vacation and Sick Leave.**

A. Employee shall not earn vacation and sick leave.

**Section 7. Disability, Health and Life Insurance.** Employer shall not provide disability, health or life insurance for Employee.

**Section 8. Retirement.** Employer shall not provide retirement benefits or pension benefits for Employee.

**Section 9. Reimbursement Expenses.** Employee will receive reimbursement for all sums necessarily incurred and paid by Employee in the performance of Employee's duties, except that Employee shall not be paid mileage for use of Employee's private vehicle, but instead shall receive a car allowance of Two Hundred Dollars (\$200.00) per month, payable at the time specified in Section 3 above.

**Section 10. Indemnification.** Employer shall defend, save harmless and indemnify Employee in accordance with Division 3.6 of the California Government Code, sections 800 et seq.

**Section 11. Unavailability.** If Employee should be temporarily unavailable (as, for example, because of illness) to perform Employee's duties, Employee shall inform Employer and the Engineer for Employer.

EMPLOYER  
Reclamation District 1608

By James O. Bluck  
James O. Bluck, President, Board of Trustees

EMPLOYEE  
Joe Bryson  
JOE BRYSON

## **EXHIBIT "A"**

### **RECLAMATION DISTRICT 1608 JOB DESCRIPTION, DUTIES AND REQUIREMENTS FOR THE POSITION OF LEVEE SUPERINTENDENT**

#### **Qualification Requirements**

The Levee Superintendent must:

- Have a valid California Driver's License at the time of employment
- Have a high school diploma or equivalent
- Pass a pre-employment drug test
- Be able to read and write, and possess basic record keeping skills
- Be knowledgeable and comfortable around power tools, such as chainsaws, power drills, grinders, etc.
- Be physically fit to perform physical and manual labor
- Be available to work weekends, holidays and extended hours if there is a need for emergency repairs or levee patrols during potential flood events.
- Have a general knowledge of mechanical and electrical systems, and of landscape maintenance principles and an ability to communicate issues within the district to the board of directors, district engineers, and other contractor or agencies servicing district property, equipment, or responsibilities.

#### **General Duties and Performance**

The Levee Superintendent will report to the Board of Trustees, and will coordinate his or her activities with the District's Engineer, Attorney and Secretary.

Become knowledgeable on and ensure the Levee Encroachment Standards for Reclamation District 1608 are enforced.

The Levee Superintendent will also field and evaluate complaints, requests or questions from the District's residents.

The Levee Superintendent is responsible for routine levee inspections to check for levee problems and encroachments and take action when necessary

When representing the district, the Levee Superintendent will treat all property owners (including trustees) equally and in a fair manner

The Levee Superintendent shall make the effort to meet new property owners and assist them to become familiarize with the district's permit requirements and levee encroachment standards.

During abnormal high tides, inclement weather with high winds, and earthquakes, or other potential flood events, the Levee Superintendent must conduct intensive levee patrol/inspections (in coordination with the District's Engineer) to check for damages and the integrity of the levee

Attend and provide report of activities at the monthly District meeting

Respond to incidents within the jurisdiction of the reclamation district that could or will impact the operations of district equipment and/or expose the district to regulatory issues outside of normal operations.

### **Flood Fight Contingencies**

Become knowledgeable on the Reclamation District 1608 Preliminary Levee Patrol and Emergency Plan. In coordination with the District Engineer, work on the annual Patrol Schedule, and on updating the Plan.

During winter and periods of rain or high water, the Levee Superintendent should obtain daily reports of the delta river stage from the following website:

[http://www.water.ca.gov/nav.cfm?topic=Water\\_Conditions&subtopic=River\\_Conditions\\_and\\_Forecasts](http://www.water.ca.gov/nav.cfm?topic=Water_Conditions&subtopic=River_Conditions_and_Forecasts)

During periods of rain or high water, the Levee Superintendent shall make every effort to be available and on call.

The Levee Superintendent shall attend flood fight training when available.

The Levee Superintendent shall maintain the flood fight storage shed. Materials are to be stored in an orderly manner and kept clean and free of rodents. Levee Superintendent shall keep adequate flood fight inventory on hand and replenish used materials before the start of flood season, and purchase supplies as necessary within the approved budget.

The Levee Superintendent shall become familiar with, and coordinate, the District's relations with State and County Emergency Services.

The Levee Superintendent shall know where a supply of sand can be utilized for sandbagging purposes during a flood crisis.

### **Pump Procedures**

The Levee Superintendent shall:

- Check the District's pump at least once every week
- Check pump for oil and lubricate when needed
- Make sure that the pump is in working order
- Arrange for repairs when necessary and oversee work. Let contracts within the approved budget
- Arrange for annual power efficiency test of pumps

### **Levee Maintenance**

The Levee Superintendent shall:

- Ensure that the District's contractor used by the District to perform weed control does perform weed control, based on a schedule determined by the Board and weather conditions
- Eliminate rodents causing burrows and holes, using standard bait and smoke bombs and other legal means; repair damages caused by rodents
- Assure that all levee maintenance work is properly inspected, resolved and photographed before starting work and after completion; write appropriate reports in accordance with this section
- Remove tree saplings from levee slopes before they reach a diameter of 2 inches
- Contact property owners regarding violations of the levee encroachment standards.
- Observe for levee encroachments and check owners for permits
- Follow progress of all work being done and inspect and make progress reports
- Clear levee crown and slopes of fallen branches where such work is necessary.
- Repair or cause to be repaired any and all erosion problems as soon as possible.

- Remind anglers/trespassers of private properties and posted areas and request them to leave when appropriate; make arrangements to move vehicles blocking levee access. This should be done in a manner to avoid confrontation. When required, the Levee Superintendent should call for assistance from the Stockton Police Department
- Let contracts under \$5,000 for gate, lock and fence repairs within the approved budget.
- Let contracts under \$5,000 for erosion control, rock placement and similar levee protection needs within the approved budget.
- Let contracts for sign replacement or placement within the approved budget.

### Permit Processing

The Levee Superintendent shall:

- Review application, meet with the requester, and conduct site inspection
- Review plans for completeness and compliance with Levee Encroachment Standards
- Discuss any issues with application with requester
- Prepare conditions of approval and explain these to requester
- Submit request to district engineer if required; present to Reclamation District 1608 Board of Directors
- Review permits with engineer for suggestions and recommendations when appropriate

### Office Work Summary

The Levee Superintendent shall:

- Propose a maintenance and operation budget. In the event there is a projected increase in the operation and maintenance costs beyond those in the annual maintenance budget, the Levee Superintendent will notify the Reclamation District 1608 Trustees of the amount of the projected increase so that the District Trustees can determine whether to approve such an increase and appropriate any additional funds, or

take other appropriate actions to meet the additional facilities maintenance needs

- Fill out daily time cards completely., assigning time to job numbers
- Prepare monthly activity report for Board meetings, including monthly budget reports
- Arrange and supervise casual labor within the approved budget.
- Maintain desk and file for paperwork, permits, photos etc.
- Keep track of permits and expirations and permitted work progress
- Keep records of all contracts let and purchases made. Ensure that all contracts and purchases comply with bidding requirements and prevailing wage requirements, where applicable, in consultation with the District's attorney.
- Review contractor billings for inaccuracies/discrepancies; recommend approval of billings that are correct, submit to Board of Trustees for approval, in consultation with the District's attorney and engineer.
- Document levee work and maintenance, and preventative maintenance, with reports and photos.
- Maintain records of pump repairs and maintain a binder for pump
- Document all high water patrols and any flood fight work.
- Documentation of work, purchases, patrols and flood fighting may be accomplished by a daily log or journal.

## **Labor Employees**

The Levee Superintendent shall:

- Schedule and supervise labor employees. All directions to labor employees shall be from the Levee Superintendent only, with suggestions from Trustees and engineers.
- Review and approve timecards completed by the individuals submitting the timecards
- Assist District Secretary with employee information necessary for record documentation

- Acknowledge that no personal vehicles are authorized for District work

**Miscellaneous**

The Levee Superintendent shall

- Perform such other tasks as may be assigned, from time to time, by the Board of Trustees.



**AMENDMENT TO  
EMPLOYMENT CONTRACT  
BETWEEN JOE BRYSON AND RECLAMATION DISTRICT 1608**

THIS IS AN AMENDMENT to that certain Employment Contract between Joe Bryson (“Employee”) and Reclamation District 1608, a reclamation district organized under the laws of the State of California (“Employer”), dated October 5, 2007 (“Original Date”) and amended as of April 1, 2012.

The contract is amended as follows:

1. Section 9 of the Contract, as amended, is deleted, and is replaced with the following:

“9. Reimbursement Expenses

Employee will receive reimbursement for all sums necessarily incurred and paid by Employee in the performance of Employee’s duties.”

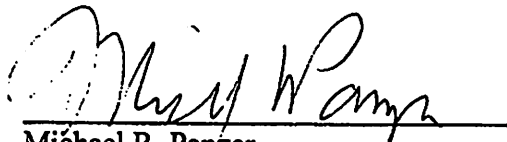
2. This amendment was approved by the Board of Directors on April 1, 2015 and shall be effective upon the purchase of an Employer vehicle for Employee’s use.

EMPLOYER

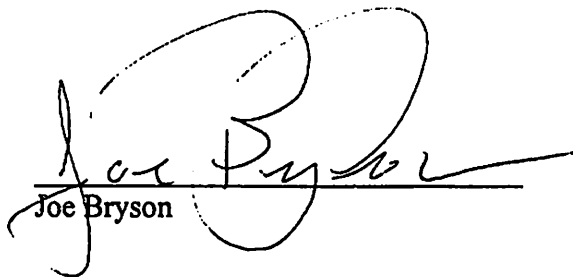
EMPLOYEE

RECLAMATION DISTRICT 1608

By



Michael R. Panzer  
Its President



Joe Bryson

**AMENDMENT TO  
EMPLOYMENT CONTRACT  
BETWEEN JOE BRYSON AND RECLAMATION DISTRICT 1608**

THIS IS AN AMENDMENT to that certain Employment Contract by and between RECLAMATION DISTRICT 1608, a reclamation district organized under the laws of the State of California ("Employer"), and JOE BRYSON ("Employee"), which contract is dated originally as of October 5, 2007, and amended February 5, 2010, April 1, 2011, April 1, 2012, and April 1, 2015.

1. Section 3 of the Employment Contract, as currently amended, is deleted, and is replaced with the following:

"Section 3. **Salary.**

- A. Employer agrees to pay Employee for Employee's duties as Levee Superintendent an hourly rate of Thirty-Five Dollars (\$35.00) payable monthly, subject to usual and normal withholdings."

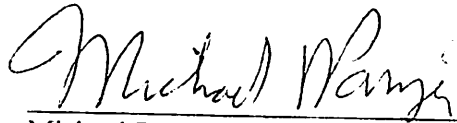
2. This amendment is effective as of April 6, 2016.

EMPLOYER

EMPLOYEE

RECLAMATION DISTRICT 1608

By



Michael R. Panzer  
Its President



Joe Bryson

## CONTRACT FOR SECRETARIAL SERVICES

This Contract is made as of the 3rd day of November, 2006, by and between RECLAMATION DISTRICT 1614, a reclamation district organized under the laws of California ("District"), and JEAN L. KNIGHT ("Secretary").

1. Retention of Secretary. District hereby retains Secretary to perform the duties of Secretary and Treasurer for District, on the terms and conditions specified herein. Secretary hereby agrees to perform the duties of Secretary and Treasurer for District, on the terms and conditions specified herein.
2. Duties to be Performed. Secretary shall perform all the normal and usual duties of Secretary and Treasurer, including without limitation, those specified in the California Water Code, and shall serve as recording Secretary to District. Records of the District may be kept by the Secretary, and/or the Attorney, for the District.
3. Specific Attendance at Meetings. Secretary shall (except that Secretary retains the right, in the event of irreconcilable schedule conflicts or absences, to substitute another person as recording Secretary), attend such meetings of the Board of Trustees of District, as may be requested.
4. Term. This Contract shall commence on the date first above written, and shall continue indefinitely, except that District may terminate this Contract at any time, with or without cause, by written notice to Secretary, and shall have no liability for such termination except for services performed prior to termination. Secretary may terminate this Contract, at any time, by written notice to District at least thirty (30) days prior to termination, and shall have no liability for such termination.
5. Compensation. District shall pay Secretary for services performed, the sum of \$500.00 per calendar month, plus \$250 for each meeting in excess of one meeting per month.
6. Reimbursement. District further agrees to reimburse Secretary for out-of-pocket expenses incurred by Secretary in performing services for District, including, but not limited to, copying costs, long-distance telephone calls, and mileage at the adopted IRS rate. For single expenses in excess of Two Hundred Fifty Dollars (\$250.00) District agrees to reimburse the provider thereof directly.
7. Status. Secretary is an independent contractor, and neither Secretary nor any individuals employed by Secretary is, are, or shall be an employee of District. Neither Secretary nor any individual employed by Secretary shall receive or be entitled to receive retirement or pension benefits, Public Employees Retirement System benefits, workers' compensation insurance coverage, health insurance coverage, or any other benefit from District except the compensation specified above.
8. Provision of Material. District shall provide Secretary, at District's sole cost and expense, agendas, notices, reports, and all other materials necessary to enable Secretary to carry out the duties of Secretary.

9. Notice. Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Contract or by law to be served on or delivered or given to a party by another party to this Contract shall be in writing, and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is directed or, in lieu of such personal service, two (2) days after such written notice is deposited in the United States mail, First Class,, postage pre-paid, addressed to the party at the address identified for that party in this Contract. Any party may change their address for the purpose of this Paragraph by giving written notice of such change to each other party in the manner provided in this Paragraph.

District: RECLAMATION DISTRICT 1608  
P.O. Box 4775  
Stockton, CA 95204

Secretary: Jean L. Knight  
7035 Bridgeport Circle  
Stockton, California 95207

10. Excuse of Default. Should the performance of the obligations of any party under this Contract be prevented or delayed by act of God, war, civil insurrection, fire, flood, storm, strikes, lockouts, or by any law, regulation, or order of any federal, state, county, municipal authority, or by any other cause beyond the control of such party, such party's performance under this Contract shall be excused to the extent it is so prevented or delayed.

11. No Other Relationship Created. Except as otherwise specifically set forth in this Contract, no partnership, joint venture, employment franchise, agency, corporation, association, or other relationship is intended to have been created between or among the parties as a result of this Contract.

12. Choice of Law. This Contract shall be governed by the procedural and substantive laws of the State of California.

13. Renegotiation of Contract. It is specifically provided that Secretary may renegotiate this Contract, including rates for services.

"DISTRICT"

"SECRETARY"

RECLAMATION DISTRICT 1608

JEAN L. KNIGHT

By: James O. Beck

By: Jean L. Knight

**AMENDMENT TO CONTRACT FOR  
SECRETARIAL SERVICES  
RECLAMATION DISTRICT 1608**

THIS IS AN AMENDMENT to that certain contract for Secretarial Services, by and between RECLAMATION DISTRICT 1608, a reclamation district organized under the laws of the State of California ("Employer"), and JEAN L. KNIGHT ("Secretary"), which contract is dated originally as of November 3, 2006, and amended April 1, 2011, April 1, 2012, and April 1, 2015.

1. Section 5 of the contract, as currently amended, is deleted, and is replaced with the following:

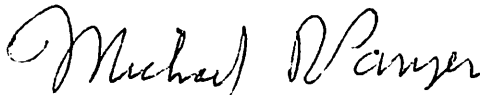
"5. Compensation

A. Base compensation: District shall pay Secretary for services performed, except as provided in Section 5.B. below, the sum of \$640.00 per calendar month, plus \$250 for each meeting attended in excess of one meeting per month.

B. Vehicle allowance: Secretary shall not be paid mileage for use of Secretary's private vehicle, but instead shall receive a vehicle allowance of Fifty Dollars (\$50) per month."

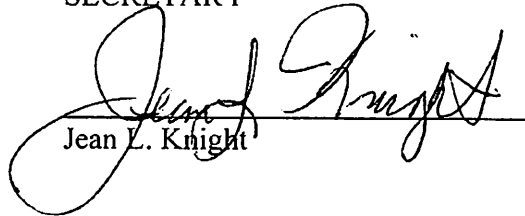
2. This amendment is effective April 6, 2016.

RECLAMATION DISTRICT 1608



Michael J. Panzer  
Its President

SECRETARY



Jean L. Knight