

**AGENDA FOR
RECLAMATION DISTRICT NO. 1608
BOARD OF TRUSTEES REGULAR MEETING
8:00 A.M. JULY 12, 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 June 7, 2017.
3. Financial Report. Review, discuss, and accept financial report.
 - (a) Adopt Resolution 2017-03 Adopting Appropriations Limit for Fiscal Year 2017-2018.
 - (b) Adopt Resolution 2017-04 Certifying Assessments to be Collected and Establishing a Procedure for Collection.
4. Engineer's Report. Request for directions and approvals.
 - (a) Consider new permits requests from homeowners.
 - (b) Discuss and Direction regarding raising the elevation of the southwest levee.
5. Levee Superintendent Report. Request for directions and approvals.
6. Records Retention Policy. Adopt Resolution 2017-05 Amending The Reclamation District 1608 Records Retention Policy Records Retention Schedule.
7. Report by Trustees on meetings attended and up coming meetings. Request for direction.
8. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
9. Discussion and direction on Short-Term and Long-Range Goals. Discussion.
10. District Calendar. Discussion and direction.
11. Correspondence.
12. Approval of Bills.
13. 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.
14. 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
July 12, 2017**

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

ITEM 2

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD WEDNESDAY, JUNE 7, 2017**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, June 7, 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
BRETT THOLBORN

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
ANDY PINASCO
CHRISTOPHER NEUDECK
JEAN KNIGHT
JOE BRYSON
DOMINIQUE GUILLI
JOHN FLANAGAN, Homeowner on Embarcadero Drive, Stockton.

Item 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. Dominique Guilli noted there was an article in The Record regarding the Western Wall.

Item 2. Approval of Minutes. Minutes of the regular meeting of May 3, 2017 and the special meeting of May 30, 2017. After review,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the minutes of the regular meeting of May 3, 2017 and the special meeting of May 30, 2017 were approved as read.

Item 3. Financial Report. Review, discuss, and accept financial report. Dan Schroeder presented the financial report and noted the District did receive assessment, property taxes, and interest income this last month. There was a question on why the subventions moneys, which the District still has not received, are delayed. Engineer Neudeck noted that the Department of Finance gets the direction from DWR to issue the checks and timelines are often delayed. There is movement to get things going faster and "shaking" up the process. Ms. Knight also reported that she made an adjustment in the financial report to insert the engineer's assessment costs into the line item for this expense (\$2,355.19) and reversed monies out of the engineering fees for the current month as that expense had on, an earlier financial report, been entered into the general engineering expenses. After review:

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

- (a) Adopt Preliminary 2017/2018 Budget. It was reported that the Sediment Removal project is now budgeted for as was directed at the Special Meeting on May 30th. There was discussion regarding drawing money from our reserves to balance the budget but at this time, the budget would not need to be amended. In around September of 2017, the District will be able to finalize the budget. After discussion,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Preliminary 2017/2018 Budget be approved.

- (b) Approve Audit Contract for 2016-2017 Audit with Croce, Sanguinetti, & Vander Veen. Attorney Schroeder presented this item and noted the quote was a not to exceed \$3,350.00 – along with a State Filing Fee of \$225.00. After discussion,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Audit Contract for 2016-2017 Audit with Croce, Sanguinetti, & Vander Veen be approved with a not to exceed \$3,350.00 – along with a State Filing Fee of \$225.00

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

JEAN L. KNIGHT, #5915, Secretarial Fee, Two Meetings.....	975.00
MICHAEL PANZER, #5916, Trustee Fee, Two Meetings.....	200.00
DREW MEYERS, #5917, Trustee Fee, Two Meetings.....	200.00
BRETT THOLBORN, #5918, Trustee Fee	100.00
NEUMILLER & BEARDSLEE, #5919, Inv. #284549	3,545.30
KJELDEN, SINNOCK & NEUDECK, #5920, Inv. #20934-20938	5,297.00
CROCE & COMPANY, #5921, Inv. # 2007645	500.00
CROCE, SANGUINETTI & VANDER VEEN, #5922, Inv. 5695.....	165.00
JUDITH BUETHE COMMUNICATIONS, #5923, Inv. #6092	1,190.50
ASTA CONSTRUCTION, #5924, Progress Payment #2	25,080.00
PG&E, #5925, Electrical.....	25.70

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

May, 2017

JOE BRYSON, #1318, May, 2017 Salary	2,827.42
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State and Federal Payroll Taxes scheduled to be paid on line, were approved

State Government, Payroll Taxes, May Salary265.53
Federal Government, Payroll Taxes, May Salary1,541.06

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

- (a) Consider new permits requests from homeowners. – No permits presented.
- (b) Approve Temporary Encroachment Permit Agreement (Hyacinth Removal) with County. Attorney Schroeder reported the document used for last year was drafted for use this year. The hyacinth removal will hopefully start July 5, 2017 and will only be at 5 Mile Slough. The County noted it will be stopping on the west side of File Mile Slough and not doing the east side. A motion was needed to approve the temporary permit for the hyacinth removal with a change in the expiration date to October 31, 2017 and after discussion,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Temporary Encroachment Permit Agreement (Hyacinth Removal) with County be approved with a change in the expiration date to October 31, 2017.

FEMA Mapping Status: Engineer Neudeck reported on the FEMA mapping status and referred to the engineer's report wherein a copy of the response to FEMA to the District's LOMR application dated February 24, 2017 was submitted on May 25, 2017. Mr. Neudeck noted the only thing the engineers have at this time is a confirmation of receipt. He is hoping comments will be received by the next District meeting. He believes things are very straight forward and the zoning status will not change but hopefully boundaries of the lakes will change. A letter will be sent out with an attached map but Congress would need to approve revision of the maps. The City of Stockton would get and hold the letter – not the reclamation district.

- (c) Approval to Proceed with Sediment Removal Project. At this time, Trustee Tholborn left the room due to a conflict of interest with the Sediment Removal Project issued by the California Attorney General's Office.

Mr. Neudeck noted the engineers would be ready to commence getting scope of work and fees together. He has spoken to his staff. There would be a years' worth of time frame to do the permitting. He said that a lot of the cost is redoing work that was done 8 years ago and that sampling will still being required. Regarding the spoils removal, Dan Schroeder said he will reach out to the City of Stockton. After consideration,

It was moved, seconded (D. Meyers/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 to proceed with the Sediment Removal Project with the first step starting with the permitting process.

Item 5. Levee Superintendent Report. Request for directions and approvals. Joe Bryson gave his superintendent's report and said that all locks had been rekeyed. He distributed new keys to staff and Trustees. On item 2, (Mr. Conelos at 3039 Sea Gull Lane) the dogs are running on the levee and homeowners are complaining. The engineers will be working with Mr. Bryson to get a letter out to the homeowners. On Item 4, with respect to the large root growing towards Fourteen Mile Slough, it is an encroachment issue that the engineers will need to resolve and it deals with the test boring work done by Kleinfelder. On item 5, test holes in the blacktop that are cracking, the District is asphaltting over. On item 6., with respect to the rotting dock, it is the homeowner's responsibility. Chris Neudeck reported that on the upper slope of rock at Fourteen Mile Slough, north of Garlic Brothers, the rock is breaking down. Joe Bryson has been replacing with higher density rock but stopped. There is plenty to do still but the budget for this expense had run out. They will do this work in the Fall and budget it under maintenance. On Item 12, Mr. Bryson is trying to get e-mails and people want to talk and it's just talking a long time. Mr. Neudeck said he needs the information for the database. Regarding additional help in Item 15., Mr. Bryson said he is interviewing again for someone to rake and pull weeds and to go down to the water and pull out debris.

Item 6. Report by Trustees on meetings attended and up coming meetings. Request for direction. The only report for this was the Special Meeting attended by Michael Panzer and Drew Meyers.

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

- (a) Review and Update Sediment Removal Project Projected Costs. – discussed above.
- (b) Develop Long Term Expenditure Plan – still being worked on. Chris Neudeck distributed and discussed the Fiscal Year 2016-2026 budget worksheet.

Item 8. Discussion and direction on Short-Term and Long-Range Goals. Discussion. Chris Neudeck talked about the construction work on southwest quadrant and noted that it may not ever have been done. They would need to be raising the levee in this area. This work will be starting this next fiscal year – July 2017. The budget for this item may have to be increased as the challenge is large. The District is dealing with land and water and the levee is narrow. There are 50 homeowners in the area and they are going to have some challenges. This needs to be added as number 8 to the Short Term Goals. The engineers are not seeking a 200-year standard. This item will be put on the agenda for the July meeting. There has to be more thought to the gates as it appears that every one of the gates will need to be remodeled.

Item 9. District Calendar. Discussion and direction.

- (a) Possible Reschedule of July 5, 2017 Meeting. After discussion, it was decided that the July 5th meeting will be moved to July 12th. Therefore,

It was moved, seconded (B. Tholborn/D. Meyers) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the July 5, 2017 meeting will be moved to July 12, 2017.

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 8:55 a.m.

Respectfully submitted,



Jean L. Knight
District Secretary

ITEM 3

**RECLAMATION DISTRICT NO. 1608
RESOLUTION 2017-03**

**RESOLUTION ADOPTING APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2017-2018**

WHEREAS, Article XIII B of the California Constitution and Division 9, commencing with Section 7900, of Title 1 of the Government Code requires Reclamation District No. 1608 to establish its appropriations limit each year for the following fiscal year; and

WHEREAS, Article XIII B requires the Board of Trustees to select either the percentage change in California per capita personal income from the preceding year; or the percentage change in the local assessment roll from the preceding year for Reclamation District No. 1608 due to the addition of local nonresidential new construction, as a factor to be used in calculating appropriations limits; and

WHEREAS, the Board of Trustees of Reclamation District No. 1608 selects the percentage change in California per capita personal income as the factor to be used; and

WHEREAS, Reclamation District No. 1608 has calculated that its appropriations limit for fiscal year 2017-2018 is \$557,582.73; and

WHEREAS, the documentation supporting such determination is set forth in Exhibit "A", which is attached hereto and incorporated herein by this reference;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Reclamation District No. 1608 that (1) the Board of Trustees selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and (2) the Board of Trustees selects the change of population within the unincorporated area of San Joaquin County as the change of population factor to be used in establishing the appropriation limit; and (3) the appropriations limit for the District for fiscal year 2017- 2018 is hereby set at \$557,582.73.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1608 at a continued regular meeting thereof held on July 12, 2017, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTION: _____

****Signatures on Next Page****

RECLAMATION DISTRICT NO. 1608,
a political subdivision of the
State of California

By: _____
MICHAEL PANZER, President

ATTEST:

JEAN L. KNIGHT, Secretary

EXHIBIT "A"

**RECLAMATION DISTRICT NO. 1608
2017-2018 APPROPRIATIONS LIMIT CALCULATIONS**

1. Price and Population Factors.
 - A. Percentage change in California per capita personal income, 3.69% (1.0369)
 - B. Percentage change in population, City of Stockton 1.30% (1.0130)
2. Combined Adjustment Factor.
 - A. $1.0369 \times 1.0130 = 1.0503$
3. 2016-2017 Appropriations Limit.
 - A. \$530,879.58.
4. 2017-2018 Appropriations Limit.
 - A. $1.0503 \times \$530,879.58 = \$557,582.73$

CERTIFICATION

I, _____, Secretary of Reclamation District No. 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 7th day of June, 2017.

Dated: _____, 20__

JEAN L. KNIGHT, SECRETARY
Reclamation District No. 1608

**RECLAMATION DISTRICT NO. 1608
RESOLUTION 2017-04**

**RESOLUTION CERTIFYING ASSESSMENTS TO BE COLLECTED
AND ESTABLISHING A PROCEDURE FOR COLLECTION**

WHEREAS, Reclamation District No. 1608 provides a benefit and service to the land located within the District by the repair, upgrading, maintenance and operation of the reclamation works of the District in that such works serve to prevent the flooding of the land within the District; and

WHEREAS, the revenues received by the District from the County of San Joaquin in accordance with the statutes enacted under Article XIII A of the California Constitution are insufficient to provide the benefits and services which the District is obligated by the California Water Code to provide, and specifically are insufficient to insure proper maintenance of the reclamation works and to provide for emergencies; and

WHEREAS, the District is empowered by sections 51200 et seq. and section 50904 of the California Water Code to fix and collect assessments for the provision of such benefits and services to supplement the revenues received from the County of San Joaquin, and to provide for the collection of such assessments by the San Joaquin County Auditor, and to provide for penalties and procedures in the event of delinquency of payment of such assessments; and

WHEREAS, this Resolution is in compliance with the California Water Code; and

WHEREAS, the District has complied with the procedures of California Constitution Articles XIIC and XIID, and has received a majority vote authorizing the collection of a maximum amount of assessments for each fiscal year commencing fiscal year 2010-2011; and

WHEREAS, the assessments imposed by this Resolution are levied without regard to property valuation;

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED, by the Board of Trustees of Reclamation District 1608 that:

1. The foregoing recitals are true and correct and this Board so finds and declares.
2. It is the determination of the Board that the benefits and services provided by the District apply to each lot within the District as set forth in the Engineer's Report, dated March 2, 2010, previously approved by this Board, except as specific adjustments have been approved by this Board after hearing.
3. The San Joaquin County Auditor is requested to collect such assessments, as set forth on Exhibit "A" attached hereto.

4. Such assessments shall appear as a separate item on the San Joaquin County Property Tax Bill for fiscal year 2017-2018 and shall be collected at the same time and in the same manner as the San Joaquin County Ad Valorem Property Taxes, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided by law for such County taxes.

5. In the case of all parcels within the District which are owned in common by more than one owner, and which do not have a separate legal entity holding the title thereto, the assessments otherwise applicable thereto shall be paid equally by the common owners.

6. In the case of all Planned Unit Residential Development areas (exclusive of independent recreation facilities, independent common green parcels, and entrance features which shall be billed to the applicable owner's association), assessments established by this Resolution shall be apportioned equally to each residential unit in such areas.

7. The revenue so collected which is necessary for the provisions of said benefits and services, is supplemental to the revenues received by the District from the County of San Joaquin in accordance with the statutes enacted under Article XIII A of the California Constitution and is not in lieu thereof.

8. The President and Secretary of the District are hereby authorized and directed to execute such documents as are necessary to carry out this Resolution.

9. The Engineer and Attorney for the District are hereby authorized and directed to assist the Auditor of San Joaquin County in preparing the rolls to comply with this Resolution, and to bill separately those parcels assessed which do not appear on the rolls.

10. The Secretary of the District is hereby authorized and directed to certify a copy of this Resolution to the Auditor of San Joaquin County.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District No. 1608 at a meeting thereof held on this 12th day of July 2017, by the following vote, TO WIT:

AYES: _____

NOES: _____

ABSTENTION: _____

ABSENT: _____

RECLAMATION DISTRICT NO. 1608
A Political Subdivision of the
State of California

By: _____
MICHAEL PANZER, President

ATTEST:

JEAN KNIGHT, Secretary

CERTIFICATION

I, JEAN KNIGHT, Secretary of Reclamation District No. 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the __th day of July 2017.

Dated: _____, 2017.

JEAN KNIGHT, Secretary
Reclamation District No. 1608

ITEM 6

RECLAMATION DISTRICT NO. 1608

RESOLUTION 2017-05

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

WHEREAS, the Subventions Program is a cost share program that provides technical and financial assistance to local agencies in the Sacramento–San Joaquin Delta for the maintenance and rehabilitation of non-project and eligible project levees; and

WHEREAS, the Subvention Program is authorized by California Water Code sections 12980 et seq., and is managed by the California Department of Water Resources (“DWR”). The Central Valley Flood Protection Board (“Flood Board”) reviews and approves DWR’s recommendations and enters into agreements with local agencies to reimburse eligible costs of levee maintenance and rehabilitation; and

WHEREAS, the Flood Board approves guidelines setting forth the requirements for State financial assistance to local agencies and guides the administration of the Subventions Program; and

WHEREAS, Article 3, section 3.1 of the Flood Board approved guidelines requires local agencies to maintain all records, receipts, accountings, books, and invoices relating to the costs and quantities of labor and materials used, purchased, or contracted for in the performance of its levee maintenance and rehabilitation work for a period of ten years after the work has been performed or the expenses therefore incurred; and

WHEREAS, each year Reclamation District No. 1608 (“District”) makes an application to participate in the Subventions Program; and

WHEREAS, the District approved the adoption of a Records Management Policy which includes a Records Retention Schedule (“Schedule”); and

WHEREAS, the District’s current Schedule requires amendment to achieve compliance with the record retention requirements as set forth in the Flood Board’s guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF RECLAMATION DISTRICT 1608 to hereby amend the District’s Schedule attached hereto to achieve compliance with the record retention requirements as set forth in the Flood Board’s guidelines as follows:

Record Category	Retention Period	Authority	Description
FINANCE			
Accounts Payable	AU + 10		Invoices, check copies, supporting documents
Accounts Receivable	AU + 10		
Audits	AU + 10		
Bank Statements	AU + 10		
Budget	AU + 10		
Ledger, General (Fund Reports from County)	AU + 10		
Warrant Books	AU + 10		

PAYROLL			
Employee Timesheets	AU + 10	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 + 10	29 CFR 516.2/GC 60201(d)(12)	Deduction authorization, beneficiary designations, unemployment claims, garnishments

PUBLIC WORKS			
Contracts for Work on Levees	CU + 10	GC60201(d)(12)	7 Years for Professional Services
Maintenance/Operations	CU + 10		Includes work orders, inspection, repairs, cleaning reports, complaints, signals, striping

PASSED AND ADOPTED BY THE TRUSTEES OF RECLAMATION DISTRICT 1608 this 12th day of July, 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

CERTIFICATION

I, _____, Secretary of Reclamation District No. 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the ____th day of July, 2017.

Dated: _____, 20__

JEAN L. KNIGHT, SECRETARY
Reclamation District No. 1608

Reclamation District 1608 Records Retention Schedule

LEGEND				
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				
CITATIONS				
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	TENTION PERI	AUTHORITY	DESCRIPTION	
CORRESPONDENCE				
Chron Files	2 Years			
General Correspondence Files	2 Years			
Public Records Requests	2 Years	GC60201(d)		2 Years after response to request
ELECTIONS				
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)
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		
Fair Political Practices				
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		
Notifications and Publications	E + 2 Years	EC 17100 or E+4		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
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				
FINANCE				
Accounts Payable	AU + 10			Invoices, check copies, supporting documents
Accounts Receivable	AU + 10			
Audits	AU + 10			
Bank Statements	AU + 10			
Budget	AU + 10			
Fees & Charges - pre Prop. 218	AU + 7			
Ledger, General (Fund Reports from County)	AU + 10			
Warrant Books	AU + 10			
Payroll				

Reclamation District 1608 Records Retention Schedule

Employee Timesheets	AU + 10	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 + 10	29 CFR 516.2/GC 60201(d)(12)	Deduction authorization, beneficiary designations, unemployment claims, garnishments
HUMAN RESOURCES			
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
LEGAL/LEGISLATIVE			
Agendas	P		Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject files)	P		Documentation received, created and/or submitted to Board
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
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
SECRETARY			
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	
PROPERTY			
Inventory, Equipment & Supplies	CU + 2	GC 34090	
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.
PUBLIC WORKS			
Annual Levee Inspection Reports	20 Years		
Contracts for Work on Levees	CU +10	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 +10		Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P		
Permits			
Encroachment	P		
RISK MANAGEMENT			

Reclamation District 1608 Records Retention Schedule

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 9

SHORT TERM GOALS
July 12, 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.
8. Raising Elevation of South West Levee.

LONG TERM GOALS

9. CVFP Plan

ITEM 10

RD 1608: MASTER CALENDAR

JANUARY

- Update Levee Property DVD

FEBRUARY

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

MARCH

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

APRIL

- April 1: Form 700s due
- Letter to Property owners on levee regarding levee standards and permit requirements

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**