

**AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES REGULAR MEETING  
8:00 A.M. NOVEMBER 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 October 4, 2017.
3. Financial Report. Review, discuss, and accept financial report.
  - (a) Accounting for Subventions.
4. Engineer's Report. Request for directions and approvals.
  - (a) Consider new permits requests from homeowners.
  - (b) Sediment Removal Project.
5. Levee Superintendent Report. Request for directions and approvals.
6. Newsletter. Discussion and direction regarding Newsletter.
7. Report by Trustees on meetings attended and up coming meetings. Request for direction.
8. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
9. Discussion and direction on Short-Term and Long-Range Goals.
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  
November 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.	Self-explanatory.
8.	Self-explanatory.
9.	Please see attached.
10.	Please see attached.
11.	Please see attached.
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, OCTOBER 4, 2017**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, October 4, 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:**

MICHAEL PANZER  
BRETT THOLBORN

**OTHERS PRESENT WERE:**

DANIEL J. SCHROEDER  
ANDY PINASCO  
CHRISTOPHER NEUDECK  
JEAN KNIGHT  
JOE BRYSON  
DAN MacDONNELL - Homeowner  
DOMINIQUE GUILLI - Homeowner

**ABSENT:**

DREW MEYERS

**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 brought up the San Joaquin County Feasibility Study and the idea of a 14 Mile Slough Gate and requested that the District have someone from the Department of Water Resources come to a meeting and explain the Feasibility Study and Gate to Trustees and staff.

**Item 2. Approval of Minutes.** Minutes of the meetings of August 29, 2017, September 13, 2017, and September 22, 2017. Brett Tholborn reported that his name was misspelled on the Minutes of September 13, 2017 – listed as Brent – corrected to Brett. Otherwise, the minutes as presented were approved and therefore,

Upon motion duly made, seconded (B. Tholborn/M. Panzer) and unanimously carried by the Trustees of Reclamation District, the minutes of the of the meetings of August 29, 2017, September 13, 2017, and September 22, 2017 were approved with the correction of the spelling of Brett Tholborn's name from Brent Tholborn to Brett Tholborn on the September 13, 2017 minutes..

**Item 3. Financial Report.** Review, discuss, and accept financial report. The financial report was discussed by Attorney Schroeder and Secretary Knight. It was noted by Mr. Schroeder that the payroll taxes were high and Ms. Knight responded that she was going to suggest that this line

item be increased to approximately \$12,000 during the budget review. Another item, FEMA LOMR according to Chris Neudeck, needed an adjustment also. That, too, will be brought up during the budget discussion. After review,

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

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

MICHAEL PANZER, #5955, Trustee Fee, Three Meetings.....	300.00
DREW MEYERS, #5956, Trustee Fee, Two Meetings.....	200.00
BRETT THOLBORN, 5957, Trustee Fee .....	100.00
JEAN L. KNIGHT, #5958, Secretarial Fee .....	725.00
RHONDA OLMO, #5959, Secretarial Fee for Additional Meeting.....	250.00
NEUMILLER & BEARDSLEE, #5960, Inv. # 287316.....	2,638.94
KJELDSEN, SINNOCK & NEUDECK, #5961, Inv. #s 21572-21577.....	24,221.75
PAUL E. VAZ TRUCKING., INC., #5952, Inv. #s 51842-51846, 52004-52007 .....	9,443.17
RECLAMATION DISTRICT 1608, #5963, Transfer to checking .....	25,000.00
DINO & SON DITCHING, #5964, Inv. #1011 .....	13,705.00
CROCE & COMPANY, #5965, Inv. # 2009074.....	152.15
B&R Self Storage, #5966, Inv. #2120 .....	800.00
PG&E, #5967, Electrical.....	34.28
PAUL E. VAZ TRUCKING., INC., #5968, Inv. #s41919 & 41920.....	781.14
JUDITH BUETHE COMMUNICATIONS, #5969, Inv #6128 .....	2,806.31

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

2<sup>nd</sup> Pay Period August, 2017

JOE BRYSON, #1325, 8/1/17 – 8/31/17 Salary.....	4,094.80
MICHAEL TURRIETA, JR., #1326, 8/16/17 - 8/30/17.....	536.15

September, 2017

MICHAEL TURRIETA, JR., #1327, 9/1/17 - 9/15/17.....	181.06
NICHOLAS D. MANDICH, #1328, 9/1/17 – 9/15/17 .....	498.25
JOE BRYSON, #1329, 9/1/17 – 9/30/17 .....	3,730.49
MICHAEL TURRIETA, JR., #1330, 9/15/17 - 9/30/17.....	160.96
NICHOLAS D. MANDICH, #1331, 9/15/17 – 9/30/17 .....	152.95

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

State Government, Payroll Taxes, August Salary.....	426.08
Federal Government, Payroll Taxes, August Salary.....	2,364.32

Electronic Payments were made to the following:

Bank of Stockton Visa Card .....1,689.99  
 State Compensation Insurance Fund, Workers Compensation premium .....569.58

- (a) Adopt Final 2017-2018 Budget. Dan Schroeder presented this item and included the adopted preliminary budget within the agenda packet. There was discussion and two additional changes were made to the proposed budget. Those changes were to increase payroll taxes from \$6,300 to \$12,000 and under engineering expenses increase FEMA LOMR from \$2,500 to \$17,000. Therefore, after these changes were considered,

It was moved, seconded (B. Tholborn/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Final 2017-2018 Budget be adopted with the changes to the preliminary budget of increasing payroll taxes from \$6,300 to \$12,000 and under engineering expenses to increase FEMA LOMR from \$2,500 to \$17,000.

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

- (a) Consider new permits requests from homeowners. – None presented
- (b) Sediment Removal Project. – Because of a conflict of interest with Brett Tholborn and trustee Drew Meyers not present, this item could not be discussed.
- (c) Emergency Plan Update – Chris Neudeck reported that there was nothing to speak of yet but that round 2 awards to the County were for material supplies. The District is going to get another container of supplies from the county and it should a container filled with flood flight supplies.
- (d) FEMA Mapping Status. (from engineer’s report) Chris Neudeck reported that he had not received an endorsement and arranged a meeting with the County this last week. He said that Mr. McGuire is no longer there. He met with Matt Ward, Mike Callahan, and one other fellow. Mr. Ward had the need to put in additional time and took the paperwork home over the weekend. He worked on it and put together a thorough set of comments but Mr. Neudeck said they were de minimis - mostly clerical – and adding the County in with the City. He found one typo and none were challenges on technical experience. Mr. Neudeck doesn’t know when the schedule is for him to sign. He said the District should get a signature from the county hopefully – and they didn’t do a peer review and his hope is to get it this week. He said there was one more letter (not in report) that said the District could expand time if needed. Overall, he is hoping that it will be the conclusion of the FEMA review. Overall, Mr. Neudeck said they had some valid questions from county and the review was very nominal.

**Item 5. Levee Superintendent Report. Request for directions and approvals.** Joe Bryson presented his October report and went over each item. Of note, on item 6., San Joaquin County left Five Mile Slough, he noted that, although the work was to get rid of the hyacinth, ½ of hyacinth was still there after work.

**Item 6. Trustee Election.** Select polling place, Election Board compensation, and provide direction regarding additional notices. Dan Schroeder presented this item and said there were two potential sites for the election. One at the library at Mable Baron School and the other at Lyons Restaurant (formerly Le Bistro). After discussion,

It was moved, seconded (B. Tholborn/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the polling place for the election will be at the library at the library at Mable Baron School.

Regarding the Election Board compensation, attorney Schroeder reported that the previous election board compensation had been \$40 an hour for Reclamation District 1614. The Trustees thought this was reasonable and

It was moved, seconded (B. Tholborn/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Election Board compensation be at a rate of \$40 an hour.

It was reported that there is no requirement for the District to send anything out to property owners about the election. However, letting them know that there is an election and where it is and that it is based off the property assessments might be a worthwhile. It was asked if the Trustees wanted to send something out about two weeks before the election. It was decided it would be a good thing to do with and a notice will be prepared and go out two weeks before the election noting there is an election, details of the election, including the location, ballots, etc. and, how the voting is based on assessment values. Therefore,

It was moved, seconded (B. Tholborn/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that a notice will go to property owners of the District two weeks before the election letting them know there will be an election and details of the election, such as location, time, ballots, and other pertinent information.

**Item 7. Newsletter.** Discuss timing for the next Newsletter. Attorney Schroeder asked the Trustees when they wanted the next newsletter to go out to the property owners. Do they want to consider waiting until after the election and then report on the results? It was decided that this item will be put on the next Board agenda with the aim that the newsletter go out in December.

**Item 8. Report by Trustees on meetings attended and up coming meetings.** Request for direction. No reported items.

**Item 9. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** – No report.

**Item 10. Discussion and direction on Short-Term and Long-Range Goals.** Nothing other than discussed at meeting.

**Item 11. District Calendar.** Discussion and direction. – no changes.

At this point, the above portion of the meeting ended at 8:35 a.m. and all public left the meeting.

**Item 12. Closed Session.**

- (a) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) case.

**Item 13, Adjourn from Closed Session. Open Session Disclosure of Reportable Action.**

A closed session was held. There were no facts or circumstances to report.

**Item 14. Correspondence.** No correspondence to present.

**Item 15. Approval of Bills.** The bills, as presented, were approved.

**Item 16. Staff Reports.**

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

**Item 17. Adjournment.**

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Jean L. Knight  
District Secretary



# ITEM 6

P.O. Box 4857  
Stockton, CA 95204

# Reclamation District 1608

June 2017

## Dear Homeowners and Businesses:

We have just come through a spectacular winter season of rain and wind, requiring 24-hour levee patrol during the stormiest of days and nights.

Some trees fell during the stormier days. Residents of RD 1608 were very helpful in calling Joe Bryson, our levee superintendent, so that the trees could be removed. The holes left by the trees were then compacted with clean, dry dirt, helping to ensure the stability of the levee. Trees are the responsibility of landowners to maintain and to remove, if necessary, under direction of the District Superintendent. Please note that fallen tree roots must also be removed.

Thank you for your steadfast vigilance of our levees. Your commitment to the safety of our District is very much appreciated.

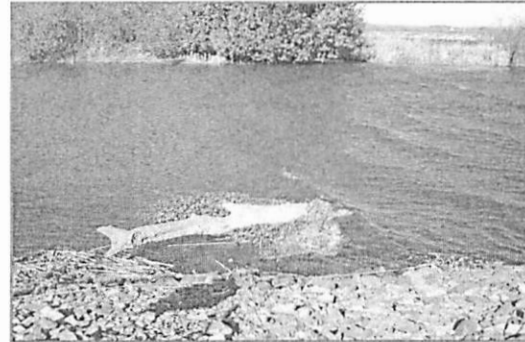
Sincerely,  
*Board of Trustees*  
Reclamation District 1608

## Keeping the Levees Clean and Clear

Joe is on the levees daily to monitor every section of the area and ensure that levee encroachment standards are adhered to. Your help in maintaining those standards is always appreciated. If you notice any problems, unusual activity (such as tents or other encampments), dumped trash or have any questions about what is or is not permitted, call Joe immediately at (209) 298-3307.

Vandals are a continuing problem through the levee system in and around our city.

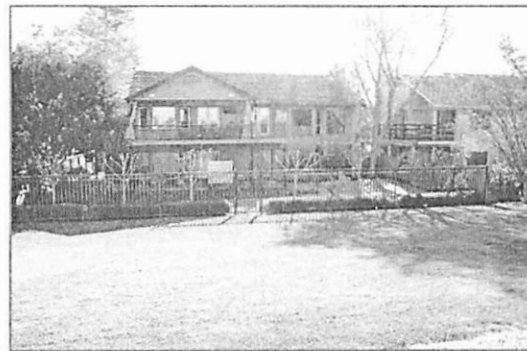
Let us know if you notice any damage to the fences. A reminder: permits are required for replacing existing fences, as well as for new fences.



*Example of floating debris brought in by high water and ultimately removed by Joe to avoid damaging the rock slopes.*



*Example of poor vision of levee toe that could hide levee damage.*



*Example of well-maintained view of levee toe.*



*Example of well-trimmed bushes allowing levee inspection.*

## Southern Levee Rock Slope Project

The Levee Rock Slope Project is almost complete. The additional rock added to the levee is helping to stabilize the slopes and the levee overall.

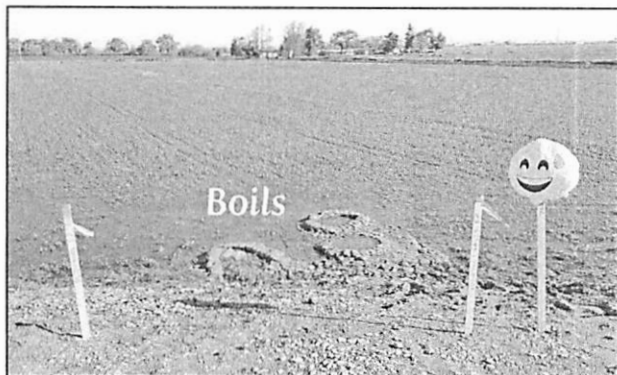
### Scours and Boils

What is a scour? What is a boil?

Scour is the hole that is left when soil is washed away from the levee due to quick flowing water.

Boils occur when water passing under a levee erupts through the ground surface on the landward side of a levee in the form of a bubbling spring.

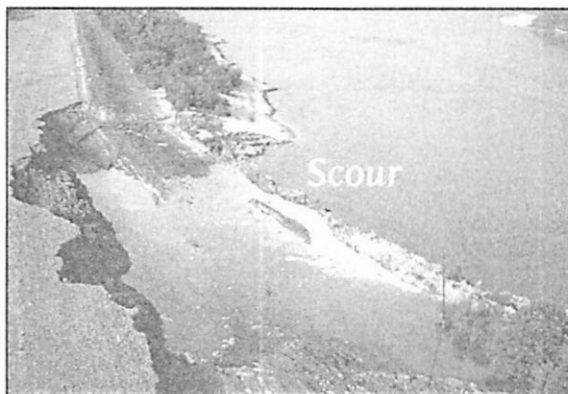
Scours and boils are potentially dangerous. If you notice any variation in the levee surfaces or soil next to the levees, please immediately call the Levee Superintendent. Leave a message, including a time when you are available to accompany the Superintendent to point out the problem area.



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



## Permit Reminders

Remember to obtain a permit from the District before adding any landscaping or construction on or next to the levees. The Levee Superintendent can assist you in applying for and obtaining permits for landscaping or construction of any kind on or next to a levee.

### Reminders

An Emergency Operations Plan is online. Please familiarize yourself with the plans at [www.RD1608.com](http://www.RD1608.com). Let us know if you have further unanswered questions.

### Rodents and Other Intruders

The activities of rats, beavers, gophers, squirrels, and other animals can seriously endanger the integrity of our levees. These animals cannot be tolerated. If you see any of them, let Joe know.



### 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

[www.rd1608.com](http://www.rd1608.com)

*Thank you for your individual efforts in keeping our levees safe and well maintained.*

# ITEM 9

**SHORT TERM GOALS**  
**November 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.
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:**

<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 11**

**RECLAMATION DISTRICT 1608**  
**ADOPTED BUDGET FOR FISCAL YEAR 2017-2018**

	<u>2017-2018</u>
<b>OPERATIONS &amp; MAINTENANCE EXPENSES</b>	
LEVEE SUPERINTENDENT	\$ 70,500
PART TIME EMPLOYEES	23,000
PAYROLL TAXES AND EXPENSES	12,000
FENCES & GATES	25,000
LOCKS & SIGNS	1,500
WEED AND RODENT CONTROL & CLEANUP	14,000
LEVEE REPAIR FUND (General Operations & Maintenance)	65,000
LEVEE REPAIR FUND (Levee Capital Improvement Projects)	200,000
SPECIAL PROJECTS (Sediment Removal Project)	0
PUMP SYSTEM MAINTENANCE	1,000
WIRELESS SERVICES (Cell and Mobile Computer)	1,800
EMERGENCY EQUIPMENT & SUPPLIES	1,000
GARBAGE SERVICE	3,000
DISTRICT VEHICLE (Fuel, Maintenance & Repairs)	6,000
	<u>\$ 423,800</u>
<b>GENERAL EXPENSES</b>	
TRUSTEE FEES	\$ 6,000
SECRETARY FEES	10,000
OFFICE EXPENSES (includes storage facility)	1,000
GENERAL LEGAL	55,000
AUDIT	4,000
COUNTY ADMINISTRATION COSTS	7,250
LIABILITY INSURANCE	6,000
WORKERS COMPENSATION INSURANCE	13,000
AUTOMOBILE INSURANCE	2,400
ELECTION COSTS	31,500
NEWSLETTER & PUBLIC COMMUNICATIONS	10,000
	<u>\$ 146,150</u>
<b>ENGINEERING EXPENSES</b>	
GENERAL ENGINEERING	\$ 15,500
PLAN REVIEW ENGINEERING	20,000
ADMINISTRATION OF DELTA LEVEE SUBVENTIONS PROGRAM	25,500
PERIODIC LEVEE PROPERTY INSPECTIONS AND SURVEYS	25,000
ROUTINE LEVEE MAINTENANCE CONSULTATION	7,500
ENGINEERING, MGMNT & INSPECTION OF CAPITAL IMP. PROJECTS	52,500
FEMA LOMR PREPARATION	17,000
ASSESSMENT ENGINEERING	5,800
SEDIMENT REMOVAL PROJECT	468,000
	<u>\$ 636,800</u>
<b>WARRANT INTEREST EXPENSE</b>	
WARRANT INTEREST EXPENSE	\$ <u>0</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,206,750</u></b>

**RECLAMATION DISTRICT 1608**  
**ADOPTED BUDGET FOR FISCAL YEAR 2017-2018**

**INCOME**

PROPERTY TAXES	\$ 204,020
INTEREST INCOME	9,500
ASSESSMENTS	298,000
SUBVENTION REIMBURSEMENT	348,298
REVENUE FROM RESERVES	400,000
OTHER REIMBURSABLE EXPENSES	22,000
<b>TOTAL INCOME</b>	<b><u>\$ 1,281,818</u></b>

**NET INCOME** 75,068

**EXCESS OF REVENUE OVER EXPENDITURES (SHORTAGE)** \$ 75,068

**RESERVES**

Capital Improvement Reserve	\$ 500,000
Board-designated Reserve	\$ 900,000
Cash on Hand (Exclusive of Reserves as of July1, 2017)	\$ 530,012
Payroll Account Balance (as of July 1, 2017)	\$ 29,418
<b>TOTAL CASH RESERVE (as of July 1, 2017)</b>	<b><u>\$ 1,959,430</u></b>