

**AGENDA FOR
RECLAMATION DISTRICT NO. 1608
BOARD OF TRUSTEES REGULAR MEETING
8:00 A.M. FEBRUARY 7, 2018
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 and special meetings of January 3 and 5, 2018.
3. Financial Report. Review, discuss, and accept financial report.
 - (a) Adopt Resolution 2018 Establishing Policy For Reimbursement Of Trustee Expenses
 - (b) Discussion and direction regarding Trustee Stipend.
4. Engineer's Report. Request for directions and approvals.
 - (a) Consider new permits requests from homeowners.
 - (b) Approval of Contract to Repair Levee Crown Subsidence Area in North West Levee Near Marina Property.
5. Levee Superintendent Report. Request for directions and approvals.
6. Trustee Conflict of Interest. Review trustee conflict of interest regarding sediment removal project.
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.
 - (a) December 2017 Newsletter.
9. Discussion and direction on Short-Term and Long-Range Goals.
10. District Calendar. Discussion and direction.
11. Correspondence.
12. Closed Session.
 - (a) PUBLIC EMPLOYEE PERFORMACE EVALUATION
Title: Levee Superintendent.
 - (b) PUBLIC EMPLOYEE PERFORMACE EVALUATION
Title: District Secretary.
13. Report out of Closed Session.

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

15. Approval of Bills.

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.

17. Adjournment.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Jean Knight at 209/948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.

Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the office of the District Secretary at Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California during normal business hours.

**AGENDA PACKET
RECLAMATION DISTRICT 1608
February 7, 2018**

<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.	Please see attached.
15.	Self-explanatory.
16.	Self-explanatory.

ITEM 2

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD WEDNESDAY, JANUARY 3, 2017**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, January 3, 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
BRETT THOLBORN
DAN MacDONNELL

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
ANDY PINASCO
CHRISTOPHER NEUDECK
RHONDA L. OLMO
DOMINIQUE GUILLI – Homeowner
JUDITH BUETHE, Judith Buethe Communications
RICH KEMP, Homeowner
Dr. ANTONIO & LILLIAN ARRENDONDO, Homeowners
BOB BENTZ - Homeowner

ABSENT:

JOE BRYSON
JEAN KNIGHT

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. None

Item 2. Approval of Minutes: Minutes of the regular meeting of December 6, 2017. The Trustees reviewed the minutes and

Upon motion duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608, the minutes of the meeting of December 6, 2017, were approved as read.

Item 3. Financial Report. Review, discuss, and accept financial report.

Mr. Dan Schroeder said since Jean Knight is on vacation, both of the Financial Reports for December, 2017 and January, 2018 will be presented at the February, 2018 meeting.

- (a) JPRIMA Annual Member’s Meeting on March 16, 2018.

Mr. Schroeder referred to the Notice of JPRIMA Annual Members Meeting email, dated December 8, 2017 in the Agenda packet. The meeting will be held on March 16, 2018, at 10:00 a.m. This meeting is for the purpose of conducting the election of directors and such other business as may properly come before the Authority. Mr. Schroeder stated this is an opportunity for the District's Trustees to vote on who the new members will be. Mr. Schroeder told the Trustees they do not need to attend in order to vote. The Trustees will be given the opportunity to identify anyone whom they wish to nominate. Once the JPA receives the nominations, they will be providing a list of the names. Mr. Schroeder will be providing this list to the Board Members at the February/March Meeting giving them an opportunity to vote. No nominations were mentioned at today's meeting.

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

MICHAEL PANZER, #5997, Trustee Fee	100.00
BRETT THOLBORN, #5998, Trustee Fee	100.00
DAN MAC DONNELL, #5999, Trustee Fee	100.00
JEAN L. KNIGHT, #6000, Secretarial Fee	725.00
NEUMILLER & BEARDSLEE, #6001, Inv. # 289263	6,316.26
KJELDSSEN, SINNOCK & NEUDECK, #6002, Inv. #s 22022-22027.....	13,924.39
PAUL E. VAZ TRUCKING, INC., #6003, Inv. #s 53711	104.79
JUDITH BUETHE COMMUNICATIONS, #6004, Inv. # 6193	157.50
CROCE & COMPANY, #6005, Inv. #2009784.....	198.05
BROTHERS LANDSCAPING, #6006, Vegetation Removal, Section 150	990.00
PAUL E. VAZ TRUCKING, INC., #6007, Inv. 53712.....	256.56

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

JOHN EARL FOSTER IV., #1343, 12/1/17 - 12/15/17	537.74
JOE VINCENT PERUCCA, #1344, 12/1/17 - 12/15/2017	502.26
JOE BRYSON, #1345, 12/1/2017 - 12/31/2017	3,419.46
JOHN EARL FOSTER IV, #1346, 12/16/2017 - 12/31/2017	364.48
JOE VINCENT PERUCCA, #1347, 12/16/17 - 12/31/2017	203.41

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

State Government, Payroll Taxes, October Salaries.....	397.50
Federal Government, Payroll Taxes, October Salaries.....	2,372.28

Electronic Payments were made to the following:

Bank of Stockton Visa Card	3,426.58
State Compensation Insurance Fund, Workers Compensation premium	569.58

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

- (a) Consider new permits requests from homeowners.

(1) Dr. Antonio and Lillian Arrendondo, 6201 Embarcadero Drive.

Exhibit D is the new application attempting to cover work that was done in excess of the approved plan. The plans identify the three areas of concern. 1. The waterside slope work, which included the unpermitted raised patio around the campfire ring, 2. Two retained planter boxes at the North and South end of the property, and 3. Putting concrete on top of the crown of the levee, and some added aggregate base. With this application, Mr. Neudeck said he could consider the critical elements.

Mr. Neudeck recommends not allowing the planter boxes and fire pit area. Allowance of a deck is ok. He said the concrete on the levee is not allowed in standards (decomposed granite is allowed). Mr. Neudeck rejected the planter boxes, fire pit raised area, and concrete on crown. All other items were allowed. Mr. Neudeck's recommendation is that a letter be drafted to the Arrendondos suggesting the removal of the retained portions on the waterside, and the removal of the concrete with the option to continue the treatment of the added aggregate. Discussion was held between the board and the applicants and alternatives were discussed.

Mr. Neudeck said he would address the alternatives for the fire pit. He said the Arrendondos would need to submit a new permit. Dr. Arrendondo invited Mr. Neudeck to come out to his property to further discuss the guidelines and his suggestions. Mr. Neudeck said before he sends him a final letter he will bring with him a draft of what will be written so that they can go over it point by point.

After no further questions or discussion, Trustee MacDonnell said that the district should not deviate from their standards and go with the District Engineer's recommendations.

Upon motion being duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 the new permit that was applied for is rejected with the exception of the added aggregate and the lawn on the landward/water ward side of the levee.

(2) Rich Kemp and Maywell Inong, 3834 Fourteen Mile Drive.

Mr. Neudeck said Mr. Kemp has provided an application to place a removable fence and reconstruct the rotted deck along the waterside slope. Mr. Neudeck is recommending approval of the removable fence, and said it is a concept that is a step further than what has been previously recommended. Mr. Neudeck stated Mr. Kemp is aware of the fact that he is concerned about putting encroachments on and near the slope. Mr. Kemp also has additional items he would like to get brought back before the board.

Discussion was held and President Panzer stated it appears Mr. Neudeck is ok with the Permit Application. He asked for questions from Mr. Kemp. Mr. Kemp stated he had concerns with the Superintendent's knowledge of the standards.

Upon motion being duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that Mr. Kemp's Application for Approval of Plans and/or Encroachment Permit be approved.

(3) Rich Kemp and Jonathan English Properties. 3834 & 3842 Fourteenmile Drive.

Mr. Neudeck is skipping this item and said it will be covered later in his report.

(b) Sediment Removal Project – See below.

(c) Approval of Contract to Repair Levee Crown Subsidence Area in North West Levee Near Marina Property - Held over.

Engineer's Report:

- I. AB 360 Delta Levee Subvention Program – Mr. Schroder mentioned that this is a typo and is repeated at Item V.
- II. PLAN REVIEW – permits. discussed above
- III. FEMA MAPPING STATUS

Mr. Neudeck said he does not have an approval at this point. He referred to Exhibit G and said he was under the impression that it was ready to go. He explained the picture included in this exhibit which is the eastern tie in of the district's levee to high ground, and without levee analysis. He referred to his presentations over the last six months and said there has been a couple of fits and starts with the application for the letter of map revision. The last substantial one being done without levee analysis in order to reestablish the map that FEMA would otherwise publish. Effectively, this was done but not in the manner that was consistent with their standards. Mr. Neudeck said he went back and redid "the without levee analysis" and utilized the software package that he was required to use. He said he will have an exhibit done by the end of this week that will be clearer and he will do some overlays. He said when the colors clash in the picture it makes it difficult to differentiate the zones. Once he has the new exhibit he will be able to demonstrate to FEMA why the differentiation occurred and give them the gis layer that is accurate. Mr. Neudeck said there is not threat of the district being put in the hundred-year flood. He hopes to have this issue resolved by the next board meeting. Further discussion was held as to what the current colors are referencing.

IV. SEDIMENT REMOVAL PROJECT.

Trustee Tholborn left the room because of his conflict of interest. Mr. Neudeck reported on this item and referred to Exhibit H in the Engineers Report which is a status update. He said the status is not significantly different with the exception of looking at having another spoils area in the pocket in the event the one with the quark follows through. So far, things are strong and he can move in this direction, but he now has started to contact the Machado family who own Windmill Cove. He said the Machado family want dredging done. He said he is going through some of the elements associated with getting clarification. Mr. Neudeck will be meeting with them later this month. The assessment report is complete, and Mr. Neudeck has done the analysis and field work. He is now preparing a biological assessment. Mr. Gulli said he has touched on the issue before regarding the parallel path issue in regard to clam shell dredging to dispose of the material. He feels it would be no problem to use a clam shell and put it on a barge and dump it into a levee. He said if a home is needed off a barge it all could be placed on his

levees in the delta with no charge. Mr. Neudeck said Mr. Gulli's point was well taken and he will give some consideration.

Mr. Schroeder addressed the Sediment Removal Project in the Newsletter at this time asking for changes. He said in paragraph one to edit it telling the reader that the district is working with the permitting agencies in order to move forward, and a further newsletter will be provided to identify the start date of the project. Mr. Neudeck said in the second paragraph to strike "by hydraulic dredge". Mr. Schroeder said to delete paragraph three.

At this time, Trustee Tholborn returned to the meeting.

V. DELTA LEVEE SUBVENTIONS PROGRAM

Mr. Neudeck gave an update of the Streambed Alteration Agreement. He said they are five-year agreements and the districts agreement has expired. He has received a final agreement and it is adopted and included in Exhibit I. He provided a historical background on how the district has worked with Fish & Wildlife. He said this is the standard protocol that allows the district to perform routine maintenance activities such as spraying, gravel repair, road repair, rock, and certain trimming (trimming up for inspectability not removing). Mr. Gulli said that under item 2.16 it states "under removal of trees" that the root system shall be left undisturbed. He feels Mr. Neudeck should check into the trees that are being removed and make sure they are in compliance. Mr. Gulli feels the wording under 2.16 needs to be addressed. Mr. Neudeck will look into this.

Mr. Neudeck referred to Exhibit J (Review and approve all-weather road repairs). He reiterated that he mentioned at the last meeting that he anticipated this work would be less than the \$25K so he has not gone out to formal bid. He is working with the contractor that he believes is reasonable and he brought contracts today for approval/signature. The work is set to not exceed \$18,565.00. Mr. Neudeck would like to get this work done within the next two weeks. Since this item is not on the Agenda, a Special Meeting will be held on January 5, 2018 at 3:00 p.m. to further discuss/approve this item. Further discussion and comments were heard.

Item 5. Levee Superintendent Report. Request for directions and approvals. No report.

Item 6. Trustee Conflict of Interest. Review trustee conflict of interest regarding sediment removal project. Mr. Schroeder said as reported at the last meeting, the board directed staff to prepare a Request for Reconsideration be made to the Fair Political Practices Commission (FPPC) to look at the conflict they had determined for Trustee Tholborn regarding the sediment removal project to have them reconsider. He said the basis of the application would show that the dock is being used, and is not affected by the dredging because the sediment removal project is going to be further waterway away from the dock. He anticipates having this request submitted to the FPPC this month. He will provide copies and keep the board up-to-date at subsequent meetings.

Item 7. Newsletter. Discuss timing for the next Newsletter.

Mr. Schroeder told Trustee Tholborn that the sediment removal language was discussed while he was absent.

President Panzer asked for questions/comments about the remainder of the newsletter. Trustee Tholborn referred to operational plan and asked Ms. Buehe to put a space after the heading. She said she would also put a space after the Questions? Comments? heading.

Mr. Schroeder asked that the picture of the egret be removed and to put a face page of the emergency operation plan in its place.

The Trustees asked that the Newsletter be published this month.

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that the Newsletter be published this month upon the requested changes being made.

Item 8. Report by Trustees on meetings attended and upcoming meetings. Request for direction. None.

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

(a) December 2017 Newsletter. – None – previously reported.

Item 10. Discussion and direction on Short-Term and Long-Range Goals. No report.

Item 11. District Calendar. Discussion and direction. Trustee Tholborn asked that Trustee Stipends be added to next month's agenda. Form 700's will be distributed in a few weeks.

Item 12. Correspondence. No correspondence to note.

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

Item 14. Staff Reports.

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

Item 15. Adjournment.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Rhonda L. Olmo

Rhonda L. Olmo
Acting District Secretary

**MINUTES OF THE SPECIAL MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD FRIDAY, JANUARY 5, 2017**

The Special Meeting of the Board of Trustees of Reclamation District 1608 was held Friday, January 5, 2017 at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California, at the hour of 3:00 p.m.

TRUSTEES PRESENT WERE:

MICHAEL PANZER
DAN MacDONNELL

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
RHONDA L. OLMO

ABSENT:
BRETT THOLBORN
ANDREW PINASCO
JOE BRYSON
JEAN KNIGHT

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. None

Item 2. Contract Approval. Award All Weather Road Repairs Contract for Project located at 3834 Fourteen Mile Drive and 3842 Fourteen Mile Drive at Levee Station 140+00 in Southwest Quadrant.

Mr. Schroeder reported on this item. At the last board meeting there was discussion of work that needed to be done on the all-weather road surface near Mr. Kemp's property in conjunction with that. This item was not on the last agenda for approval. Mr. Schroder asked if anyone had any questions regarding the agreement. Trustee MacDonnell asked if the root system would be entirely removed. Mr. Schroeder believes they will be. Mr. Schroeder stated the District's Engineer will be in compliance with all permits and laws applicable to this project.

After no further discussion

Upon motion being duly made, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608, the contract and its execution is approved.

Item 3. Staff Reports. None

- (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 twenty-four (24) hours preceding the meeting.

Item 15. Adjournment.

The meeting was adjourned at 3:02 p.m.

Respectfully submitted,

Rhonda L. Olmo

Rhonda L. Olmo
Acting District Secretary

ITEM 3

RECLAMATION DISTRICT NO. 1608

RESOLUTION 2018-01

**RESOLUTION ESTABLISHING POLICY FOR REIMBURSEMENT
OF TRUSTEE EXPENSES**

WHEREAS, Water Code section 50605 authorizes the Reclamation District No. 1608 (the "District") to reimburse each member of the District Board of Trustees (the "Board") for expenses necessarily incurred in the performance of his/her duties as a Trustee; and

WHEREAS, pursuant to Government Code section 53232.2, the District's Board desires to adopt a written policy ("Policy") establishing a policy outlining the types of occurrences that qualify a Trustee of the District's Board to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, the District desires to use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication; and

WHEREAS, any expenses that do not fall within the District's Policy shall be subject to approved by the Board before the expense is incurred.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District's Board hereby adopts the Reimbursement of Expenses Necessarily Incurred in the Performance of Trustee Duties Policy attached hereto Exhibit A.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District No. 1608, at a regular meeting thereof, held on February 7, 2018, by the following vote:

AYES: _____
 NOES: _____
 ABSENT: _____
 ABSTENTION: _____

RECLAMATION DISTRICT 1608
A Political Subdivision of the
State of California

By: _____
PRESIDENT

ATTEST:

SECRETARY

CERTIFICATION

I, _____, Secretary of Reclamation District 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 7th day of February, 2018.

Dated: _____, 201_

SECRETARY, Reclamation District 1608

EXHIBIT A

REIMBURSEMENT OF EXPENSES NECESSARILY INCURRED IN THE PERFORMANCE OF TRUSTEE DUTIES

The Board of Trustees of Reclamation District 1608 (“District”) believe that it is important that elected and appointed officials remain informed and trained in issues affecting the affairs of the District and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the District and its citizens. The benefits include:

- a. The opportunity to discuss the community’s concerns with state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the District;
- c. Attending educational seminars improve officials’ skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the District hereby sets forth the travel and expense reimbursement policies for the District.

A. AUTHORIZED EXPENSES

1. All anticipated conferences, conventions and professional meetings shall be budgeted for in the current operating budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible.

2. District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

- a. Communicating with representatives of local, regional, state and national government on District adopted policy positions;
- b. Attending educational seminars designed to improve officials’ skill and information levels;
- c. Participating in local, regional, state and national organizations whose activities affect the District’s interests;
- d. Recognizing service to the District (for example, thanking a longtime employee with a retirement give or celebration of nominal value and cost);
- e. Attending District events;
- f. Meetings of the District for which a meeting stipend is authorized under California law.

EXHIBIT A

3. All other expenditures require prior approval by the District and must be consistent with State law.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business, as well as children or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol/personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

C. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial air transportation, if an official proposes to drive his/her car in those cases, the commercial air fare value will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.
2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

EXHIBIT A

4. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate or the government rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463, or any successor publication).

E. MEALS

A local expense reimbursement policy identifying a "per diem" of reasonable rates for meals is not adopted. Receipts for expenses for meals shall be required. Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (See Cal. Gov't Code § 53232.2(c).) The District will not pay for alcohol/ personal bar expenses.

F. MISCELLANEOUS

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred on District business. Telephone bills should identify which calls were made on District business.

G. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the District ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The necessity of such expenditure;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the District within five (5) working days of the official's return, along with an expense report and receipts documenting how the advance was

EXHIBIT A

used. In the event the District is uncertain as to whether a request complies with this Policy, such individual must seek approval from the Board of Trustees.

H. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures, and expense reimbursement requests must be submitted on an expense report form provided by the District. This form shall include the following advisory:

“All expenses reported on this form must comply with the District’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.”

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official, and not be eligible for reimbursement by District.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the District. The District shall determine if the public funds advanced must be reimbursed to the District. Any decision of the District may be appealed to the Board of Trustees.

All expenses are subject to verification that they comply with this Policy.

I. REPORTS TO BOARD

At the next regular Board of Trustees meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

J. COMPLIANCE WITH LAWS; VIOLATION

District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency’s reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000.00 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

ITEM 9

SHORT TERM GOALS
February 7, 2018

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
Dan MacDonnell	2017	First Friday of Dec 2021
Brett Tholborn	2015	First Friday of Dec 2019
Michael Panzer	2015	First Friday of Dec 2019

Assessment Expires 6/30/2025

Emergency Operation Plan Review – September 2019

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 14

CONTRACT FOR SECRETARIAL SERVICES

This Contract is made as of the 5ⁿ day of April 2017, by and between RECLAMATION DISTRICT 1608, 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.

A) Base compensation: District shall pay Secretary for services performed, except as provided in Section 5.B. below, the sum of Six Hundred Seventy-Five Dollars (\$675.00) per calendar month, plus Two Hundred Fifty Dollars (\$250.00) 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 (\$50.00) 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, and long-distance telephone calls. 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 individual(s) 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 4857
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.

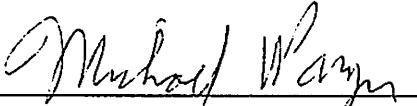
11) No Other Relationship Created. Except as otherwise specifically set forth in this Contract, no partnership, joint venture, employment franchise, agency, corporation, association, or other relationship is intended to have been created between or among the parties as a result of this Contract.

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”

RECLAMATION DISTRICT 1608

By: 
Michael R. Panzer, President
Board of Trustees

“SECRETARY”

JEAN L. KNIGHT

By: 

EMPLOYMENT CONTRACT

For Joe Bryson
Reclamation District 1608

THIS CONTRACT is made, effective as of the 5th day of April, 2017, 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-Six Dollars (\$36.00) 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.

Section 6. Vacation and Sick Leave.

- A. Employee shall not earn vacation leave unless otherwise provided by California law.
- B. Employee shall accrue paid sick leave in accordance with California law.

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

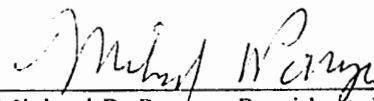
Section 8. Retirement. Employer shall not provide retirement benefits or pension benefits for Employee.

Section 9. Reimbursement Expenses. Employee will receive reimbursement for all sums necessarily incurred and paid by Employee in the performance of Employee's duties.

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

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 

Michael R. Panzer, President, Board of Trustees

EMPLOYEE



JOE BRYSON