

**MEETING AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES SPECIAL MEETING  
8:00 A.M. JUNE 6, 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 meeting of May 1, 2018 and special meeting of May 11, 2018.
3. Financial Report. Review, discuss, and accept financial report.
  - (a) Adopt 2018-2019 Budget.
  - (b) Approve Audit Contract with Croce, Sanguinetti, & Vander Veen for 2017-2018 Fiscal Year
4. Engineer's Report. Request for directions and approvals.
  - (a) Consider new permits requests from homeowners.
    1. 6343 Embarcadero Drive, APN 098-310-06, Index No 3, Lot 2107, Owners John & Kathryn Flanagan – installation of concrete steps, wooden retaining wall and artificial sod.
    2. 4275 Five Mile Drive, APN 098-140-18, Owner Daryl Verkerk - Sprinkler plan application for existing sprinklers on land side slope.
  - (b) Consider Levee Encroachment Standard Violation Enforcement
    1. 6231 Embarcadero Drive, APN 100-020-08, Index No 12, Lot 1918, Owner George W. Zehender - Excessive vegetated cover requiring clearing for levee inspections
    2. 6343 Embarcadero Drive, APN 098-310-06, Index No 3, Lot 2107, Owners John & Kathryn Flanagan - Unpermitted concrete steps, wooden retaining wall and artificial sod.
  - (c) Discussion and Direction regarding Sediment Removal Project.
5. Levee Superintendent Report. Request for directions and approvals.
6. Report by Trustees on meetings attended and up coming meetings. Request for direction.
7. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
8. Discussion and direction on Short-Term and Long-Range Goals.
9. District Calendar. Discussion and direction.
  - (a) Reschedule July 4, 2018 meeting date.
10. Correspondence.

*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.*

11. Approval of Bills.

12. Staff Reports.

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

13. Adjournment.

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

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

**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
June 6, 2018**

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

# ITEM 2

**MINUTES OF THE SPECIAL MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD TUESDAY, MAY 1, 2018**

A Special Meeting of the Board of Trustees of Reclamation District 1608 was held May 1, 2018 at the law offices of Neumiller & Beardslee, 509 W Weber Avenue, 5<sup>th</sup> Floor, Stockton, California at the house of 8:00 a.m.

TRUSTEES PRESENT WERE:

MICHAEL PANZER  
BRETT THOLBORN  
DAN MacDONNELL

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER  
ANDY PINASCO  
CHRISTOPHER H. NEUDECK  
JEAN L. KNIGHT  
JOE BRYSON

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. Trustee Panzer reported that looking off the back of his property, the Penny Wart has about choked off the levee area. He said it is a continuing problem with top weed and underwater weeds also. Joe Bryson said on the east side of I-5 on 14 Mile Slough, there are a lot of weeds and mud. Chris Neudeck said that Boating and Waterways are working on this but right now, it is not apparent. He also said on 14 Mile Slough, they found a giant garter snake. Some say it came off a harvester when they were harvesting off 14 Mile Slough. Trustee Panzer said he has not seen any boat to date at 14 Mile Slough.
  
2. **Approval of Minutes.** Minutes of the regular meeting of March 7, 2018 and adjourned March 7, 2018, regular meeting held on March 23, 2018. Upon review, it was discovered that two sets of minutes for the March 23, 2018 meeting were included in the agenda packet. The minutes signed by Diane Dias are the correct and official minutes of that meeting. After review,

It was moved, seconded (B. Tholborn/D. MacDonnell) and  
unanimously carried by the Trustees of Reclamation District 1608  
that the minutes of the adjourned March 7, 2018, regular meeting  
held on March 23, 2018 be approved.
  
3. **Financial Report. Review, discuss, and accept financial report.** Secretary Jean Knight presented the financial reports for the months ending March and April, 2018. After review,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that the financial reports for the months ending in March and April 2018 be approved as presented.

- (a) Draft 2018-2019 Budget. Attorney Schroeder presented this item. A draft budget was prepared and distributed to Trustees and staff for review. Each line item was reviewed and edited as needed. Attorney Schroeder will e-mail the revised budget to the Trustees and staff for review over the next month and the revised budget will be presented at the June, 2018 meeting.

Items edited on the proposed budget include:

- Increasing payroll taxes and expenses from \$12,000 to \$14,000
- Increasing fences and gates from \$5,000 to \$50,000
- Levee Repair Fund (General Operations & Maintenance) \$50,000
- Levee Repair fund (Levee Capital Improvement Projects) \$175,000
- Pump System Maintenance increased from \$500 to \$1,000
- Wireless Services (Cell and Mobile computer) increased from \$1,500 to \$1,800
- Liability Insurance increased from \$7,200 to \$7,300
- Workers Compensation Insurance increased to \$8,000
- Automobile Insurance decreased from \$2,400 to \$1,600
- Newsletter & Public Communications increased to \$12,000

On engineering expenses, the only change at this time is to change:

Assessment Engineering from last year's budget of \$5,800 to \$2,000

Other changes will be the addition of income and expense for the Five Year Plan and to take off the Wright Elmwood line item under Shared District Expenses.

Mr. Neudeck will work on the other budget items under the Engineering Expenses and present at the June meeting.

On Income, interest income was increased to \$15,000 from last year's budget of \$9,500

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

(March, 2018 Payments)

JEAN L. KNIGHT, #6043 Secretarial Fee .....	745.00
NEUMILLER & BEARDSLEE, #6044, Inv. # 291045 .....	2,664.80
KJELDEN, SINNOCK & NEUDECK, #6045 Inv. #s 22569-22578.....	32,398.73
PAUL E. VAZ TRUCKING., INC., #6046, Inv. #s 55246-55247.....	541.41
JUDITH BUETHE COMMUNICATIONS, #6047, Inv. #6220 .....	3,506.39
PG&E, #6048, Electrical.....	30.82

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

HECTOR BYRON KENDELL, #1356, 3-1-18 – 3-15-18.....	498.77
JOHN EARL FOSTER, #1357, 3-1-18 – 3-15-18.....	326.12
JOE BRYSON, #1358, 3-1-18 – 3-31-18.....	4,174.75
HECTOR BYRON KENDELL, #1359, 3-15-18 – 3-31-18.....	334.35

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

State Government, Payroll Taxes, February Salaries .....	400.89
Federal Government, Payroll Taxes, February Salaries .....	81.18

Electronic Payments were made to the following:

Bank of Stockton Visa Card .....	1,596.39
State Compensation Insurance Fund, Workers Compensation premium .....	569.58

(April 2018 Payments)

MICHAEL PANZER, #6049, Trustee Fee .....	100.00
BRETT THOLBORN, #6050, Trustee Fee .....	100.00
DAN MAC DONNELL, #6051, Trustee Fee .....	100.00
JEAN L. KNIGHT, #6052, Secretarial Fee .....	745.00
NEUMILLER & BEARDSLEE, #6053, Inv. # 291748.....	3,145.49
KJELDSEN, SINNOCK & NEUDECK, #6054 Inv. #s 22742-22749.....	27,655.99
VOID, #6055	
DOHRMANN INSURANCE AGENCY, #6056, Inv. #s 25873, 25874 & 25878 .....	8,500.00
THE RECORD, #6057, Order #1117999 .....	74.58
CROCE & COMPANY, #6058, Invoice #2010548 .....	537.13
PG&E, #6059, Electrical.....	11.88

Timesheets for the following employees were submitted and checks in payment of same, were approved: Completed to date except Visa amount

JOHN EARL FOSTER IV, #1360, 4/1/18 - 4/15/18.....	448.77
HECTOR BRYAN KENDALL, #1361, 4/1/18 – 4/15/18 .....	723.48
CALIFORNIA STATE DISBURSEMENT UNIT, #1362.....	50.00
JOE BRYSON, #1363, 4/1/18 – 4/30/18.....	3,986.58
JOHN EARL FOSTER IV, #1364, 4/16/18 - 4/30/18.....	512.72
HECTOR BRYAN KENDALL, #1365, 4/16/18 – 4/30/18 .....	476.85
CALIFORNIA STATE DISBURSEMENT UNIT, #1366.....	50.00

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

State Government, Payroll Taxes, March Salaries .....401.63  
 Federal Government, Payroll Taxes, March Salaries .....2,057.04

Electronic Payments were made to the following:

Bank of Stockton Visa Card .....2,837.36  
 State Compensation Insurance Fund, Workers Compensation premium .....569.58

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

- (a) Consider new permits requests from homeowners. No report.
- (b) Consider Levee Encroachment Standard Violation Enforcement
  - 1. 3759 Hatchers Circle, APN 098-020-67, Index No. 98, Lot No. 1989, Owner Garrett Isaacson - Removal of slope vegetation.

After meeting with Mr. Isaacson, Mr. Neudeck said the property owner did not want the vegetation and wanted gravel. The engineer’s report stated the need to review and seek authority of RD1608 to remove slope vegetation and replace with rock in exchange for permit revision for no levee slope vegetation. With both the homeowner and the District agreeing to such action,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that at the location of property owner Garrett Isaacson, 3759 Hatchers Circle, APN 098-020-67, Index No. 98, Lot No. 1989, the District will remove the slope vegetation and replace with rock in exchange for a permit revision for no levee slope vegetation.

- 2. 7045 Kennesaw Court, APN 098-030-14, Index No. 78, Lot No. 1844, Owners Edward J. and Michelle Miles – Chain link fence location. It was discovered that the District does have an amendment and the homeowners are in compliance. If they remove the fence, then they are not. The additional condition makes it not an actionable item anymore.
- 3. 3603 Stone River Circle, APN 100-020-04, Index No. 73, Lot No. 1215, Owners Luis and Alicia Bustamente – Landside slope landscaping maintenance. With respect to the Bustamente property, it was reported that each year the District is sending them letters because their vegetation is not always kept trimmed. The owners responded to the letter written to them with respect to violations and said they had complied with the items requested in the report sent to them by the engineers. The engineers reported that the problem with the 2 foot wide path along the fence line is that from a truck driving on the levee, one cannot see the path or cleared out area. The engineers are also requesting the owners to keep trimmed, 2



foot wide spaces every 15 feet horizontal to the fence. The owners responded in their letter to the District that this alteration of their landscape breaks the harmony and aesthetics of their backyard and they do not believe it is necessary. Further, they state there is not mention of this requirement in the District Standards. The engineer's response to this is that in Chapter 6, Vegetation, Section 6.0.4.Maintenance Standards, "Plants will be trimmed and maintained to allow maximum visibility for inspection of the levee slope and toe areas." After consideration,

Upon motion duly made, seconded, (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 the Trustees authorized the District's engineer to maintain the 2 foot strips every 15 feet and also to have the District's engineer negotiate on what has been recommended. In addition, the engineer is authorized to discuss any other type of material (that is not maintenance intensive) that could be agreed upon between the District and the property owners.

- (c) Discussion and Direction regarding Sediment Removal Project. See below under Engineer's agenda.

From engineer's agenda:

- I. A. Review status of KSN Inc. Annual Levee Inspection to evaluate landowner encroachments and landowner violations notices and corresponding responses from land owners. Chris Neudeck referred to Exhibit A, a spreadsheet entitled "Lincoln Village West Violation/Remedy Tracking 2018" and reported on this item noting that 2/3 of the people that had letters written to them have not yet responded – although the District only gave them 7 days to do so. They will give them another week and if no response, the attorney is authorized to write letters to these homeowners.

See above for action on three responses identified in agenda.

- II. A. Review progress of permitting process with eh Board of trustees. See Exhibit H: KSN Inc. Summary of work activities associated with the sediment removal project dated 3/26/18.

Exhibit H. details a progress update on the sediment removal project. There has been a complication where a giant garter snake has been found and identified on Lower Roberts Island, on Port of Stockton property, near one of the proposed disposal sites for the project. The snake was found approximately one mile west of Windmill Cove (the secondary proposed disposal site) near Holt Road. It is thought the snake was potentially transported from 14 Mile Slough during hyacinth removal by the Division of Boating and Waterways. More research is

being done on this issue but the snake is an endangered species so this could potentially complicate the whole process. Another part to this is that the Port is going to charge to deposit and this is going to eat up the District's contingency and keep costs up at a higher level. There may be consideration in talking to Windmill Cove where Stockton Sailing Club disposed. Mr. Neudeck also said he might talk to Dominick Guilli about this area as a disposal site.

5. **Levee Superintendent Report.** Request for directions and approvals. Superintendent Bryson discussed, and there was input given to his May, 2018 report. He also reported he has moved residences and is now across the street from his previous residence and can do a lot of work from the new house as it is close to levee access and neighbors who have questions are nearby.
6. **Public Hearing. Ordinance Increasing the Compensation for Meeting Attendance.** Michael Panzer opened the public hearing at 9:55 a.m. Mr. Schroeder reported that the District needs to repeal the existing ordinance with compensation and policy and then adopt Ordinance 2018-01 Establishing Trustee Compensation for Meeting Attendance and then Adopt Resolution 2018-04 Establishing a New Policy for Reimbursement of Trustee Expenses and Compensation. Based on research, the compensation for the Trustees can be \$235 per meeting. This Public Hearing Notice for the Ordinance was also published twice (as required) in the Stockton Record. Before action could begin, it was asked if there was any public comment. However, no public appeared at this hearing. The hearing closed at 10:00 a.m.

At this time the following actions took place:

- (a) Adopt Ordinance 2018-01 Establishing Trustee Compensation for Meeting Attendance. Ordinance 2018-01 Establishing Trustee Compensation for Meeting Attendance was presented by attorney Schroeder. After discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that Ordinance 2018-01 Establishing Trustee Compensation for Meeting Attendance be approved.

- (b) Adopt Resolution 2018-04 Establishing a New Policy for Reimbursement of Trustee Expenses and Compensation. Resolution 2018-04 Establishing a New Policy for Reimbursement of Trustee Expenses and Compensation was presented by attorney Schroeder. After discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that Resolution 2018-04 Establishing a New Policy for Reimbursement of Trustee Expenses and Compensation be approved.

The change in the Trustee compensation will become effective at the July, 2018 meeting.

7. **Report by Trustees on meetings attended and upcoming meetings.** Request for direction.  
No report.
8. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.**  
No report.
9. **Discussion and direction on Short-Term and Long-Range Goals.** No action.
10. **District Calendar.** Discussion and direction. At the next meeting, the attorney will bring back a draft budget for adoption. Attorney Schroeder also said he hopes to have a contract for auditing services. He will also be putting together the determination of Appropriations.
11. **Correspondence.** None, other than in agenda packet.
12. **Approval of Bills.** The bills, as presented, were approved.
13. **Staff Reports.** Trustee Tholborn said he will be on vacation from May 21<sup>st</sup> – June 6<sup>th</sup> . Since he will not be returning before the June meeting, it was determined that a quorum would still be present so the meeting will go as scheduled.
  - (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.** The meeting was adjourned.

Respectfully submitted,



Jean L Knight  
District Secretary

**MINUTES OF THE SPECIAL MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD FRIDAY, MAY 11, 2018**

A Special Meeting of the Board of Trustees of Reclamation District 1608 was held Friday, May 11, 2018, at Village West Marina, 6649 Embarcadero Drive, 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  
ANDREW J. PINASCO  
CHRIS NEUDECK  
JOE BRYSON

**ABSENT WAS:**

JEAN L. KNIGHT

**Item 1. Public Comment.** President Panzer called the meeting to order at 8:00 a.m. There was no public comment.

**Late Agenda Request.** Mr. Schroeder reported at the beginning of the meeting that there was one late agenda item that came to his attention after the agenda was posted that needed prompt action. On motion by Trustee Dan MacDonnell and seconded by Trustee Brett Tholborn and unanimously approved, the following item was added as a late agenda item in accordance with Government Code section 54954.2(b)(2):

**Late Agenda Item.** Agree to not oppose nor take action against the 2018-19 Special Session Trailer Bill with regard to the funding of the Delta Levees Subventions. A motion to agree to not oppose nor take action against the 2018-19 Special Session Trailer Bill with regard to funding of the Delta Levees Subventions was made by Trustee Dan MacDonnell and seconded by Trustee Brett Tholborn and unanimously approved.

**Item 2. District Facilities.** At 8:15 a.m. the Trustees, District Engineer, Superintendent, and Andrew J. Pinasco proceeded to take a tour/levee inspection of RD 1608.

**Item 3. Adjournment.** At 9:07 a.m., upon motion duly made seconded (B. Tholborn/M. Panzer) and unanimously carried, the Trustees of Reclamation District 1608 adjourned the Special Meeting of May 11, 2018.

Respectfully submitted,

Jean L. Knight  
District Secretary

# **ITEM 3**



CROCE, SANGUINETTI, & VANDER VEEN

CERTIFIED PUBLIC ACCOUNTANTS

May 16, 2018

Board of Trustees and Ms. Jean Knight  
**Reclamation District No. 1608**  
Post Office Box 4857  
Stockton, California 95204

We are pleased to confirm our acceptance and understanding of the services we are to provide for **Reclamation District No. 1608** for the year ending June 30, 2018.

You have requested that we prepare the Special Districts Financial Transactions Report of **Reclamation District No. 1608** for the year ending June 30, 2018.

### **Our Responsibilities**

The objective of our engagement is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California, which differ from accounting principles generally accepted in the United States of America. We will conduct our engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion nor provide any assurance on the Special Districts Financial Transactions Report.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

### **Management Responsibilities**

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your Special Districts Financial Transactions Report in accordance with SSARS:

- a. The prevention and detection of fraud
- b. To ensure that the entity complies with the laws and regulations applicable to its activities

- c. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the Special Districts Financial Transactions Report
- d. To provide us with:
  - i. Documentation, and other related information that is relevant to the preparation and presentation of the Special Districts Financial Transactions Report,
  - ii. Additional information that may be requested for the purpose of the preparation of the Special Districts Financial Transactions Report; and
  - iii. Unrestricted access to persons within **Reclamation District No. 1608** of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the Special Districts Financial Transactions Report was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, or provide any assurance on them.

### **Other Relevant Information**

Pauline Sanguinetti is responsible for supervising the engagement.

We expect our fees for the services set forth in this letter for the fiscal year ended June 30, 2018 not to exceed \$300. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Reclamation District No. 1608** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Reclamation District No. 1608** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.) and to indemnify us for any attorney's fees to represent Croce, Sanguinetti, & Vander Veen, Inc.



If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to **Reclamation District No. 1608** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

*Croce, Sanguinetti, & Vander Veen, Inc.*

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Reclamation District No. 1608**.

Secretary signature: *X* \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee signature: *X* \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





CROCE, SANGUINETTI, & VANDER VEEN

CERTIFIED PUBLIC ACCOUNTANTS

May 16, 2018

Board of Trustees and Ms. Jean Knight  
**Reclamation District No. 1608**  
Post Office Box 4857  
Stockton, California 95204

We are pleased to confirm our understanding of the services we are to provide **Reclamation District No. 1608** for the year ending June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of **Reclamation District No. 1608** as of and for the year ending June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement **Reclamation District No. 1608's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. After a thorough review of the reporting standards and the costs associated with implementation, we propose to exclude the management's discussion and analysis. The reporting methodology proposed will minimize district accounting fees. As part of our engagement, we will apply certain limited procedures to **Reclamation District No. 1608's** remaining RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Governmental Funds.

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of **Reclamation**

**District No. 1608's** financial statements. Our report will be addressed to the Board of Trustees of **Reclamation District No. 1608**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdraw from the engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of cash and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

## **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

## **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Reclamation District No. 1608's** compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that **Reclamation District No. 1608** complies with applicable laws, regulations, contracts, and other agreements.

## **Other Services**

We will also prepare the Special Districts Financial Transactions Report and the Government Compensation in California Report of **Reclamation District No. 1608**. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for designing, implementing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

Pauline Sanguinetti is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2018 not to exceed \$3,550. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In the event that the District requires a single audit due to the expenditure of federal funds, we will perform such an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance. Services rendered in order to meet the aforementioned requirements will be billed to you separately.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Reclamation District No. 1608** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Reclamation District No. 1608** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.) and to indemnify us for any attorney's fees to represent Croce, Sanguinetti, & Vander Veen, Inc.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to **Reclamation District No. 1608** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

*Croce, Sanguinetti, & Vander Veen, Inc.*

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Reclamation District No. 1608**.

Secretary signature:  \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee signature:  \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ITEM 4





Stephen K. Sinnock, P.E.  
Christopher H. Neudeck, P.E.  
Neal T. Colwell, P.E.  
Barry O'Regan, P.E.

2153-0240

May 14, 2018

John & Kathryn Flanagan  
6343 Embarcadero Drive  
Stockton, CA 95219

**Re: Reclamation District No. 1608 – Lincoln Village West Inspection (RD1608)  
Index No 3, Lot 2107, 6339 Embarcadero Drive  
APN 098-310-06**

Dear John & Kathryn Flanagan,

On April 13, 2018 I sent you a letter (attached) outlining conditions on your lot that violated RD 1608's Encroachment Standards. RD 1608 performed its inspection of its levee in January and February of this year. The inspection was performed to ensure compliance with the District standards so RD 1608 may more efficiently protect your home and others in emergency situations during high water events.

Our inspection showed that you have new concrete steps, wooden retaining wall and artificial sod on the landside of the levee on your lot that is unpermitted. I asked in my April 13<sup>th</sup> letter that you get back with us within 7 days explaining your course of action to bring your lot into compliance.

In addition, RD 1608 requested September 2, 2015 permit to allow you work on your retaining walls which still needs to be completed.

Since we have not heard from you, we are going to place this matter on next month's agenda in order to have the Board of Trustees, of RD 1608, consider taking further action in order to get you to take the appropriate action.

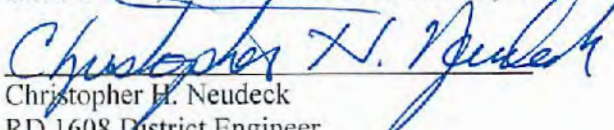
It is important that you comply with the requirements set forth in the April 13, 2018 letter and September 2, 2015 permit in order to provide RD 1608 personnel the ability to readily inspect your lot during high water events.

RD 1608 meets the 1st Wednesday of the month at 8:00 AM at the District Attorney's Office, Neumiller & Beardslee, located on the fifth floor of 509 West Weber Avenue. RD 1608's next meeting is June 6, 2018.

If you have any questions please contact the undersigned.

Sincerely,

KJELDSSEN, SINNOCK & NEUDECK, INC

  
Christopher H. Neudeck  
RD 1608 District Engineer

w/enclosures

April 13, 2018 submittal

cc: Trustees (w/encl.)  
Daniel J. Schroedeer, Esq. (w/encl.)  
Joe Bryson (w/encl.)  
Jean Knight, Sec. (w/encl.)

April 13, 2018

Correspondence Attached





Stephen K. Sinnock, P.E.  
Christopher H. Neudeck, P.E.  
Neal T. Colwell, P.E.  
Barry O'Regan, P.E.

2153-0240

April 18, 2018

Mr. John & Kathryn Flanagan  
6343 Embarcadero Drive  
Stockton, CA 95219

**Re: Reclamation District no. 1608 – Lincoln Village West Inspection  
Index No 2 Lot 2108, 6343 Embarcadero Drive  
APN 098-310-07**

Dear Mr. Flanagan,

In January and February of this year the District Engineers, KSN, Inc., performed an inspection of the District Levee. These inspections are performed to ensure compliance with the District Standards so that Reclamation District 1608 (RD 1608) may more efficiently protect your homes in emergency situations such as levee breaches during high water events. The District Standards were adopted to establish guidelines for homeowners residing along the levee to follow in order to ensure all possible preventative measures are taken to maximize the District's flood protection ability.

The inspection has shown that you have conditions which violate the District Standards and require a permit. A copy of your inspection report, describing specifically what existing conditions require remediation is attached for your information. The report lists your property's encroachments onto the District property which, unless stated in the report, do not require any action on your part. In addition, the report lists your property's violations, including the specific section of the District Standards that has been violated and what conditions require a permit.

It is important that all Encroachments onto District property be permitted. This provides correct and current information as to the extent of development onto the levee. It also ensures that the District Engineers have provided a thorough review of all Encroachments to determine whether or not they degrade the current protection levels provided by the District Levees or impede the ability of the District to inspect prior to, and during, high water events.

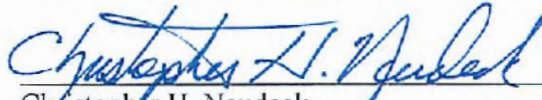
Additionally, it is important that all violations of District Standards be addressed immediately, as ongoing violations will be reported to the District Board and may lead to subsequent legal action in the future, per the District Standards. Please respond to this letter no later than 7 days from receipt hereof as to the schedule of your compliance. As I have notified you, this matter will be on the next available District Board meeting agenda for discussion and remedy. The RD 1608 Board meets the first Wednesday of the month at 8:00 am at the District attorney's office, Neumiller & Beardslee, located on the fifth floor of 509 West Weber Avenue.

**RD 1608 Levee Encroachment Standards and Permit Applications can be found at [www.RD1608.com](http://www.RD1608.com). In addition, we have attached a blank application form.**



If you have any questions please contact the undersigned.

Sincerely,  
KJELDSSEN, SINNOCK & NEUDECK, INC.

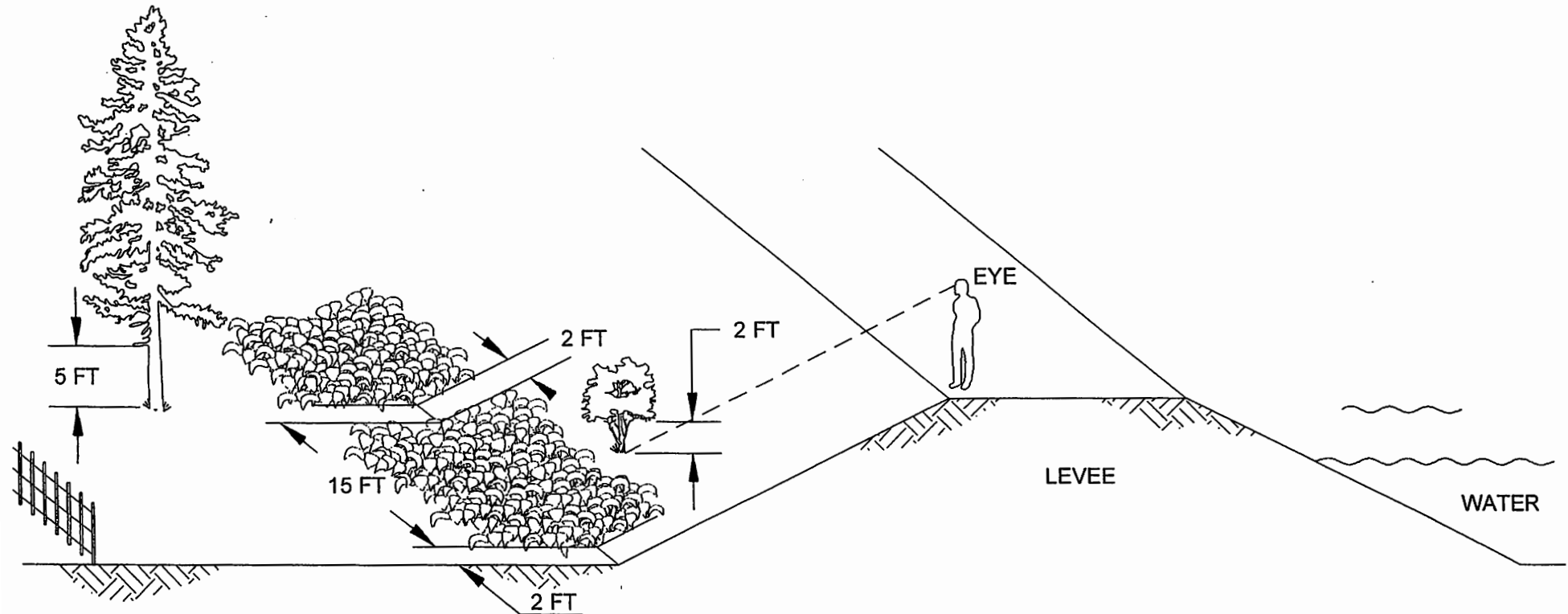
  
Christopher H. Neudeck  
RD 1608 District Engineer

W/enclosures

KSN, Inc. 02/15/18 Inspection Report  
General Vegetation Requirements  
KSN, Inc. 02/15/2018 Photographs With Notes  
RD 1608 Application for Permit of Encroachments

cc: Trustees (w/encl.)  
Daniel J. Schroedeer, Esq. (w/encl.)  
Joe Bryson (w/encl.)  
Jean Knight, Sec. (w/encl.)

## GENERAL VEGETATION REQUIREMENTS



### NOTES:

#### FOR ALL PERMITTED ENCROACHMENTS:

1. TREES TRIMMED MINIMUM 5 FEET FROM GROUND EVERYWHERE.
2. SHRUBS TRIMMED MINIMUM 2 FEET FROM GROUND EVERYWHERE.
3. SHRUBS LESS THAN 2 FEET TALL PROVIDE HORIZONTAL GAPS OF 2 FT IN WIDTH EVERY 15 FEET TO ALLOW VISUAL INSPECTION.
4. FENCE: SEE THROUGH (i.e. CHAIN LINK, WOODEN SLATS EVERY OTHER, ETC.)





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Index No. \_\_\_\_\_ Lot No. \_\_\_\_\_

**APPLICATION FOR APPROVAL OF PLANS AND/OR ENCROACHMENT PERMIT**

1. Application to the Reclamation District 1608 for approval to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please check exhibits accompanying application.

- a.  Location or vicinity map showing location of proposed work within the RD1608 area of responsibility, to permit visitation and inspection of work. Provide a marked-up copy of the RD1608 Boundary Map contained within the RD1608 Levee Encroachment Standards (Appendix E-1) to convey the appropriate location information (follow directions cited in Appendix E-1).
- b.  A complete plan view and cross section of the proposed work, to scale, showing: dimensions; materials of construction and/or vegetative plantings; irrigation system; location of levee crown, toe and side slopes; relationship of the proposed work to the levee, adjacent home, RD1608 easement lines, and property lines; and any other notable feature within the lot.
- c.  A cross section of the levee, berm, and stream area with dimensions and elevations of the levee crown, levee toes, floodplain, low water levee, etc., with reference to the U.S. Geological Survey, U.S. Corps of Engineers, or other datum generally used within the locale.
- d.  Profiles of existing or proposed levees, fills, or other obstructions in the stream or overflow area with reference to the U.S. Geological Survey, U.S. Corps of Engineers, or other datum generally used within the locale.

3. Please Print or Type:

Name of Applicant \_\_\_\_\_ Address-Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Endorsement

We, the Trustees of Reclamation District 1608 at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby

- APPROVE and give consent to the execution of the encroachment permit subject to the following conditions:
- Conditions listed on the back of this form
  - Additional attached conditions.
  - No conditions

DENY the application for the following reasons:

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Date \_\_\_\_\_

\_\_\_\_\_  
Board of Trustees,  
Reclamation District 1608

5. Name and address of owners of adjacent land parcels sharing a length of point of common boundary with the land upon which the contents of this application apply.

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conditions:

1. Comply with Reclamation District 1608 Levee Encroachment Standards.
2. Submit new application for any future encroachment within ten (10) feet of levee toe.

SEE ATTACHED ADDITIONAL CONDITIONS. IF BOX CHECKED ON FRONT PAGE

3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
- 
-

May 11, 2018

Mr. George W. Zehender  
6231 Embarcadero Drive  
Stockton, CA 95219

Re: **Reclamation District No. 1608 – Lincoln Village West Inspection (RD1608)**  
**Index No 12, Lot 1918, 6231 Embarcadero Drive**  
**APN 100-020-08**

Dear Mr. Zehender,

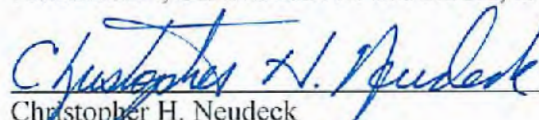
On April 13, 2018 I sent you a letter (attached) outlining conditions on your lot that violated RD 1608's Encroachment Standards. That letter was in error by stating that you did not have permits for the improvements on the landside and waterside of the levee. Upon further research we were able to locate the permits allowing your existing improvements/encroachments on the levee dating back to 1984.

Our inspection has shown that you have conditions on your lot that do need attention though relative to the existing vegetation cover over your lot. I have enclosed a document which shows how we would like you to trim up your vegetation for levee inspectability purposes. The purpose behind this document is give homeowners some guidance as to how to trim up their vegetation and clear low lying bushes and/or ground cover so we can see the ground for levee inspection purposes.

It is important that you comply with the vegetation clearing requirements in order to provide RD 1608 personnel the ability to readily inspect your lot during high water events... Please respond to this letter no later than 7 days from receipt hereof as to the schedule of your compliance. As I have notified you, this matter will be on the next available District Board meeting agenda for discussion.

If you have any questions please contact the undersigned.

Sincerely,  
KJELDEN, SINNOCK & NEUDECK, INC.

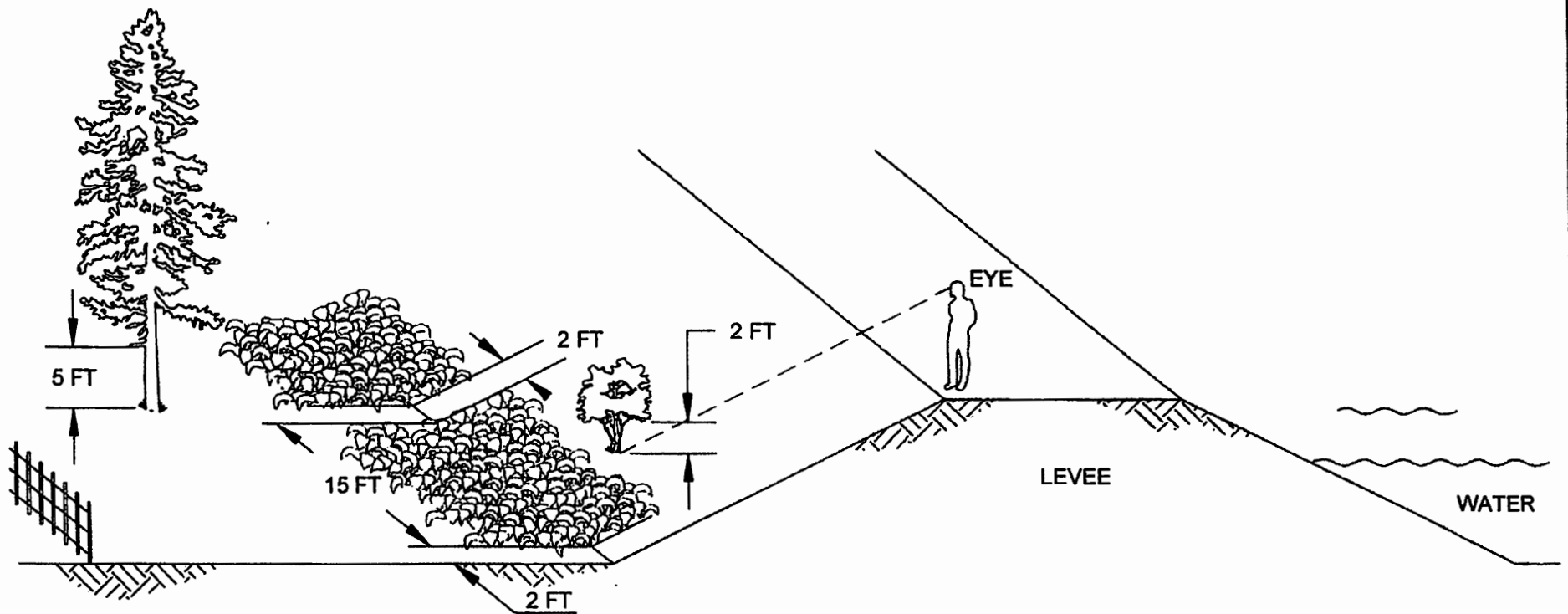
  
Christopher H. Neudeck  
RD 1608 District Engineer

w/enclosures

April 13, 2018 submittal  
Vegetation Guidance document showing clearing requirements

cc: Trustees (w/encl.)  
Daniel J. Schroedeer, Esq. (w/encl.)  
Joe Bryson (w/encl.)  
Jean Knight, Sec. (w/encl.)

## GENERAL VEGETATION REQUIREMENTS



### NOTES:

#### FOR ALL PERMITTED ENCROACHMENTS:

1. TREES TRIMMED MINIMUM 5 FEET FROM GROUND EVERYWHERE.
2. SHRUBS TRIMMED MINIMUM 2 FEET FROM GROUND EVERYWHERE.
3. SHRUBS LESS THAN 2 FEET TALL PROVIDE HORIZONTAL GAPS OF 2 FT IN WIDTH EVERY 15 FEET TO ALLOW VISUAL INSPECTION.
4. FENCE: SEE THROUGH (i.e. CHAIN LINK, WOODEN SLATS EVERY OTHER, ETC.)



April 13,2018  
Correspondence



Stephen K. Sinnock, P.E.  
Christopher H. Neudeck, P.E.  
Neal T. Colwell, P.E.  
Barry O'Regan, P.E.

2153-0240

April 13, 2018

Mr. G.W. Zehender  
6231 Embarcadero Drive  
Stockton, CA 95219

**Re: Reclamation District no. 1608 – Lincoln Village West Inspection  
Index No XX Lot XXX, 6231 Embarcadero Drive  
APN 098-340-05**

Dear Mr. Zehender,

In January and February of this year the District Engineers, KSN, Inc., performed an inspection of the District Levee. These inspections are performed to ensure compliance with the District Standards so that Reclamation District 1608 (RD 1608) may more efficiently protect your homes in emergency situations such as levee breaches during high water events. The District Standards were adopted to establish guidelines for homeowners residing along the levee to follow in order to ensure all possible preventative measures are taken to maximize the District's flood protection ability.

The inspection has shown that you have conditions which violate the District Standards and require a permit. A copy of your inspection report, describing specifically what existing conditions require remediation is attached for your information. The report lists your property's encroachments onto the District property which, unless stated in the report, do not require any action on your part. In addition, the report lists your property's violations, including the specific section of the District Standards that has been violated and what conditions require a permit.

It is important that all Encroachments onto District property be permitted. This provides correct and current information as to the extent of development onto the levee. It also ensures that the District Engineers have provided a thorough review of all Encroachments to determine whether or not they degrade the current protection levels provided by the District Levees or impede the ability of the District to inspect prior to, and during, high water events.

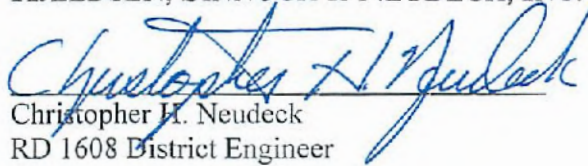
Additionally, it is important that all violations of District Standards be addressed immediately, as ongoing violations will be reported to the District Board and may lead to subsequent legal action in the future, per the District Standards. Please respond to this letter no later than 7 days from receipt hereof as to the schedule of your compliance. As I have notified you, this matter will be on the next available District Board meeting agenda for discussion and remedy. The RD 1608 Board meets the first Wednesday of the month at 8:00 am at the District attorney's office, Neumiller & Beardslee, located on the fifth floor of 509 West Weber Avenue.

**RD 1608 Levee Encroachment Standards and Permit Applications can be found at [www.RD1608.com](http://www.RD1608.com). In addition, we have attached a blank application form.**



If you have any questions please contact the undersigned.

Sincerely,  
KJELDEN, SINNOCK & NEUDECK, INC.

  
Christopher H. Neudeck  
RD 1608 District Engineer

W/enclosures

KSN, Inc. 02/15/18 Inspection Report  
General Vegetation Requirements  
KSN, Inc. 02/15/2018 Photographs With Notes  
RD 1608 Application for Permit of Encroachments

cc: Trustees (w/encl.)  
Daniel J. Schroedeer, Esq. (w/encl.)  
Joe Bryson (w/encl.)  
Jean Knight, Sec. (w/encl.)

LEVEE INSPECTION REPORT  
SOUTHWEST LEVEE  
FEBRUARY 2018

Index No. ## Lot #####

**Assessor's Parcel No. 098-340-05**

Owner: Zehender, G W  
Address: 6231 Embarcadero Drive, Stockton, CA 95219  
Phone:  
Property Site: Same

**Encroachments:**

- Gravel/concrete on crown
- Wooden steps with brick infill and metal handrail on both waterside and landside slopes.
- Decorative brick stonework connecting both stairwells across levee crown road.
- Waterside landscaping consists of light vegetation.
- Landside landscaping consists of sporadic vegetation, sprinkler system, and multiple trees at the toe.
- Retaining walls 'stepped' on waterside slope.
- Retaining wall on landside toe.
- Lawn furniture on levee crown road.

**NOTE:**

- No prior permits/documents on file

**IN VIOLATION OF CURRENT STANDARDS**

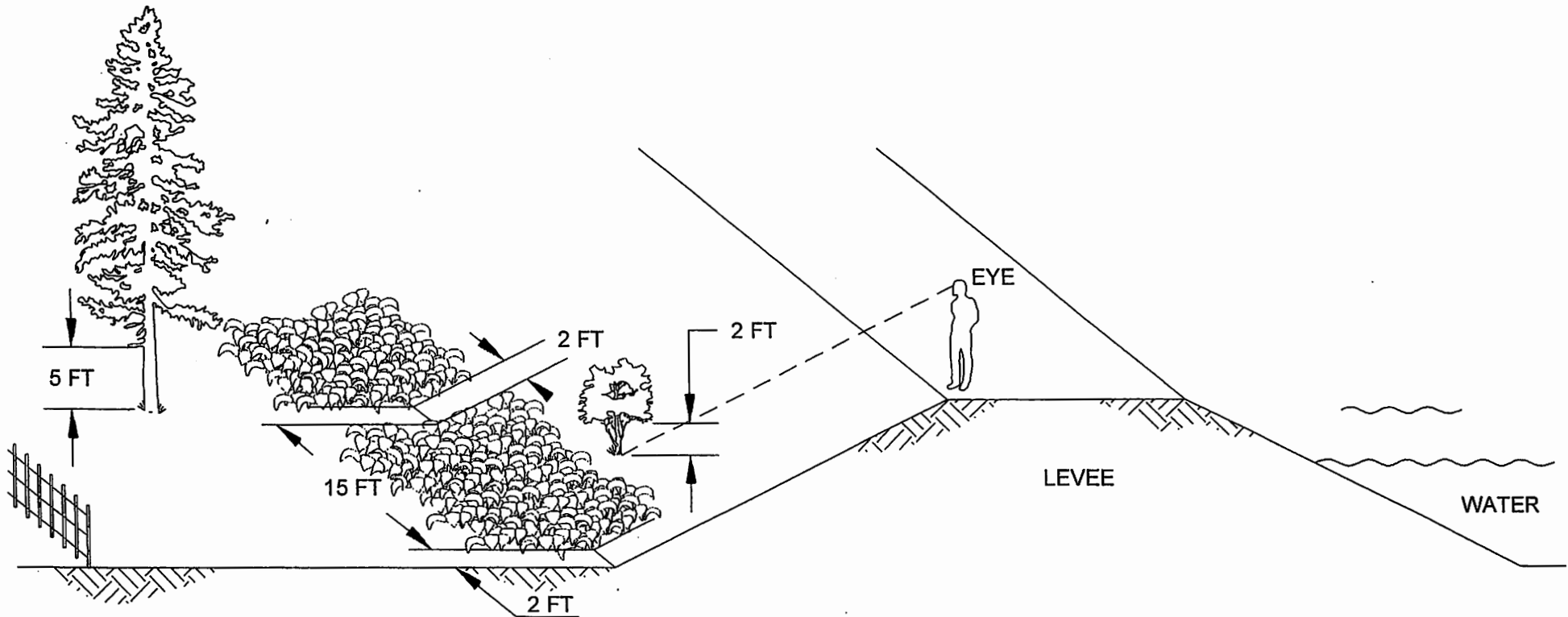
- No permits on file for anything. – Chapter 3, Southwest Levee, Section 3.03, "There shall be no encroachments of any sort within the Southwest Levee area of applicability unless specifically allowed by issuance of a permit."

**Covered under separate Permit**

Dock



## GENERAL VEGETATION REQUIREMENTS

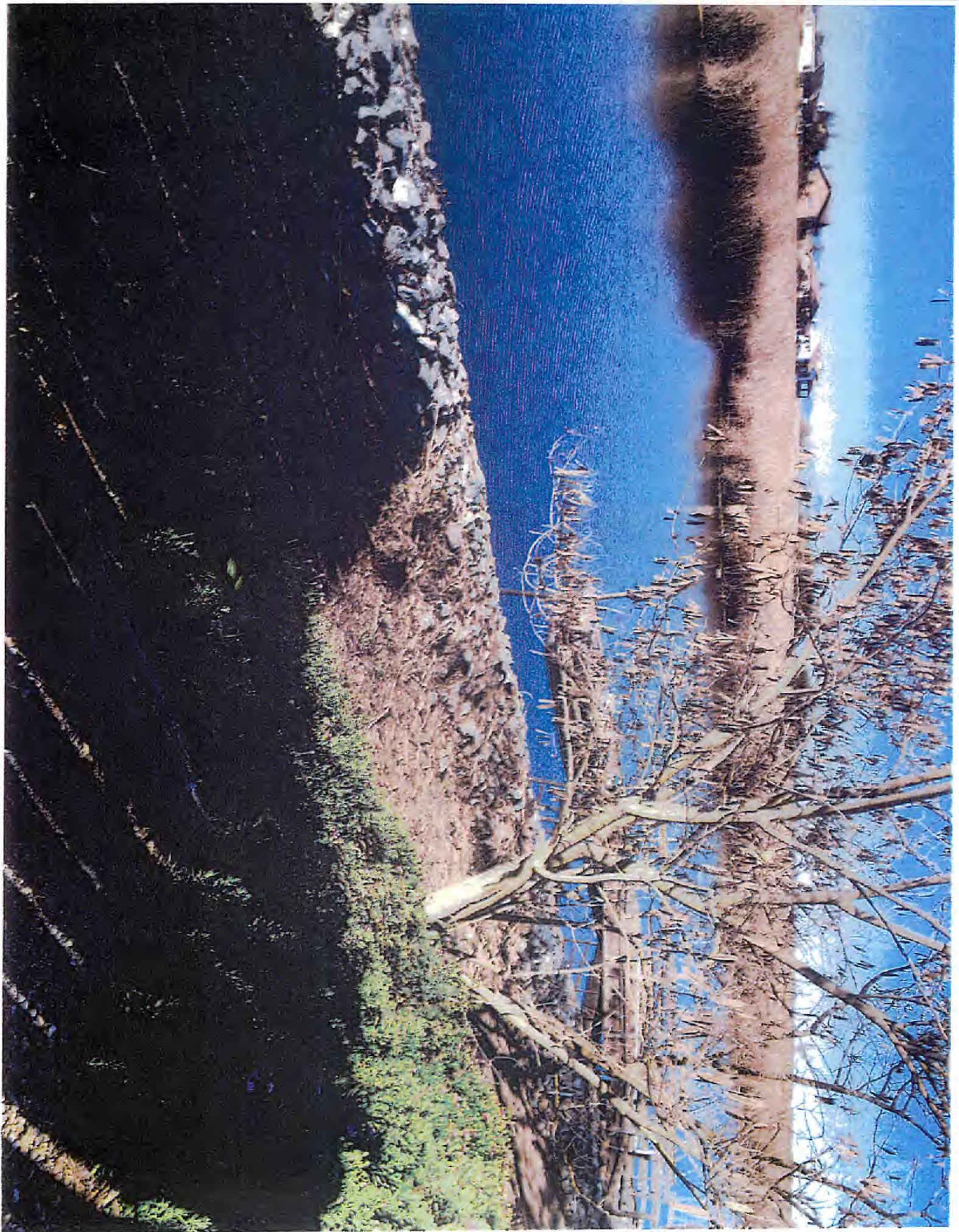


### NOTES:

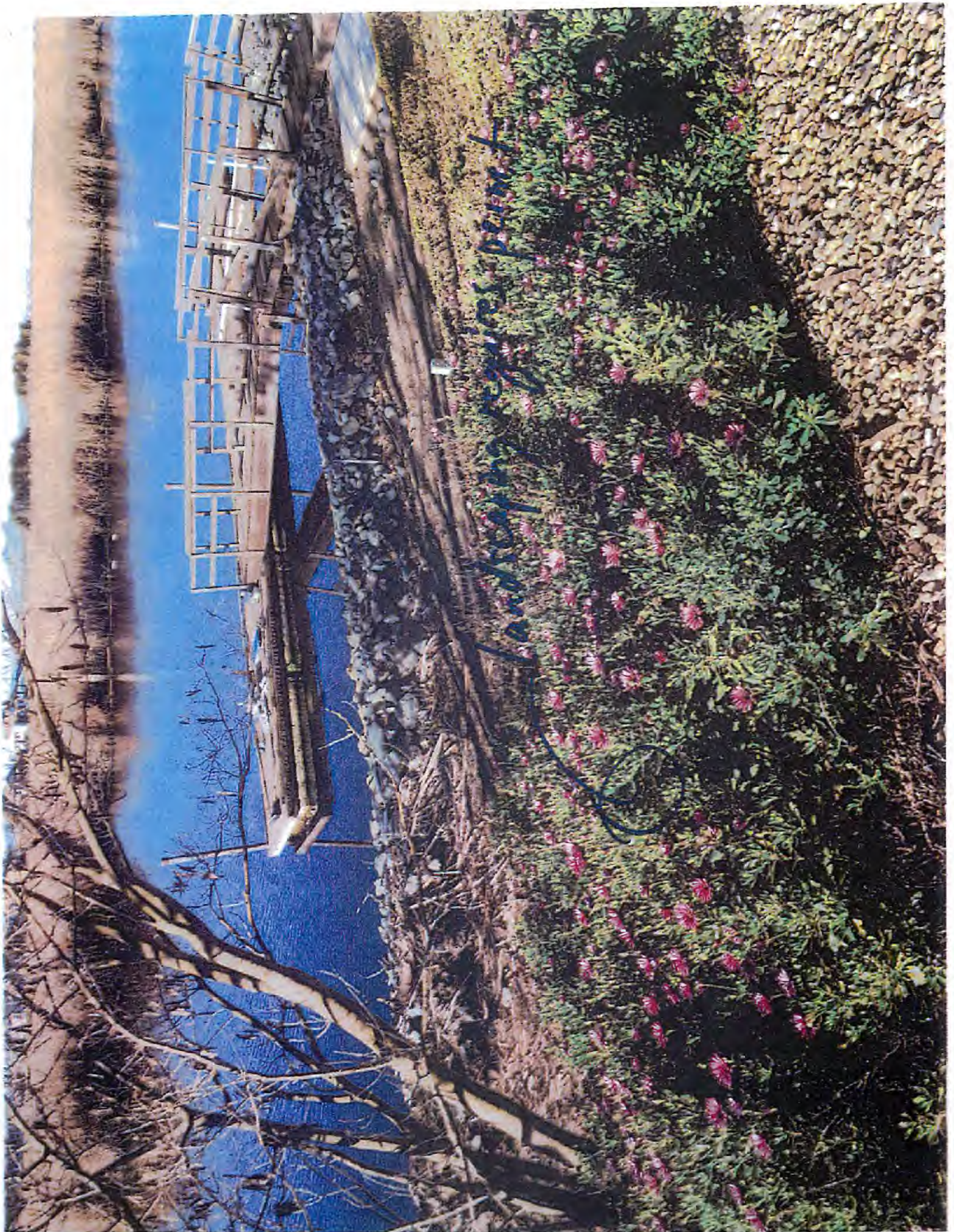
#### FOR ALL PERMITTED ENCROACHMENTS:

1. TREES TRIMMED MINIMUM 5 FEET FROM GROUND EVERYWHERE.
2. SHRUBS TRIMMED MINIMUM 2 FEET FROM GROUND EVERYWHERE.
3. SHRUBS LESS THAN 2 FEET TALL PROVIDE HORIZONTAL GAPS OF 2 FT IN WIDTH EVERY 15 FEET TO ALLOW VISUAL INSPECTION.
4. FENCE: SEE THROUGH (i.e. CHAIN LINK, WOODEN SLATS EVERY OTHER, ETC.)













walkway & permit









off in all directions  
off from of

walking  
requires permit











Index No. \_\_\_\_\_ Lot No. \_\_\_\_\_

**APPLICATION FOR APPROVAL OF PLANS AND/OR ENCROACHMENT PERMIT**

1. **Application to the Reclamation District 1608 for approval to** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Please check exhibits accompanying application.**

- a.  Location or vicinity map showing location of proposed work within the RD1608 area of responsibility, to permit visitation and inspection of work. Provide a marked-up copy of the RD1608 Boundary Map contained within the RD1608 Levee Encroachment Standards (Appendix E-1) to convey the appropriate location information (follow directions cited in Appendix E-1).
- b.  A complete plan view and cross section of the proposed work, to scale, showing: dimensions; materials of construction and/or vegetative plantings; irrigation system; location of levee crown, toe and side slopes; relationship of the proposed work to the levee, adjacent home, RD1608 easement lines, and property lines; and any other notable feature within the lot.
- c.  A cross section of the levee, berm, and stream area with dimensions and elevations of the levee crown, levee toes, floodplain, low water levee, etc., with reference to the U.S. Geological Survey, U.S. Corps of Engineers, or other datum generally used within the locale.
- d.  Profiles of existing or proposed levees, fills, or other obstructions in the stream or overflow area with reference to the U.S. Geological Survey, U.S. Corps of Engineers, or other datum generally used within the locale.

3. **Please Print or Type:**

Name of Applicant \_\_\_\_\_ Address-Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Office \_\_\_\_\_ Home \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

4. **Endorsement**

We, the Trustees of Reclamation District 1608 at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, hereby

**APPROVE** and give consent to the execution of the encroachment permit subject to the following conditions:

- Conditions listed on the back of this form
- Additional attached conditions.
- No conditions



# ITEM 8

**SHORT TERM GOALS**  
**June 6, 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. Raising Elevation of South West Levee.

**LONG TERM GOALS**

8. CVFP Plan

# ITEM 9



## RD 1608: MASTER CALENDAR

### JANUARY

- Annual Review of Trustee Compensation
- 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.

### 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>
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 10

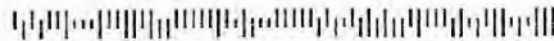




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**NOTICE OF PUBLIC HEARING  
WATER INVESTIGATION ZONE NO. 2 FEE INCREASE  
EFFECTIVE JULY 1, 2018**

***Dear Property Owners:***

In 2015, the San Joaquin County Board of Supervisors completed a Proposition 218 process and adopted the Water Investigation Zone No. 2 Fee to fund water related programs. This fee varies by property type and size and is collected annually on your property tax bill. The 2015 approval allowed the Board to annually increase this fee based on the change in the Consumer Price Index (CPI), not to exceed 3%. If approved by the Board, a proposed 3% increase (about 9 cents per year for a typical residence) would be effective July 1, 2018. This increase would only apply to the Water Investigation Zone No. 2 Fee, which is itemized on your property tax bill as Water Investigation, and is not based on your total property value. The Board will conduct a public hearing at 9:00 a.m. on June 27, 2018 in the Board Chambers (44 N. San Joaquin St., Stockton, CA) prior to considering the fee adjustment.

***For "Frequently Asked Questions" visit:***  
<http://www.sjwater.org/Zone2/>

**QUESTIONS?**  
Phone: 209-468-3089  
E-mail: [zone2@sjgov.org](mailto:zone2@sjgov.org)