

**MEETING AGENDA FOR
RECLAMATION DISTRICT NO. 1608
BOARD OF TRUSTEES ADJOURNED¹ REGULAR MEETING
8:00 A.M. JULY 11, 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 June 6, 2018.
3. Financial Report. Review, discuss, and accept financial report.
 - (a) Adopt Resolution 2018-05 Adopting Appropriations Limit for Fiscal Year 2018-2019.
 - (b) Adopt Resolution 2018-06 Certifying Assessments to be Collected and Establishing a Procedure for Collection.
 - (c) Adopt Resolution 2018-07 Electing to Become Subject to the State of California's Uniform Public Construction Cost Accounting Procedures Set Forth in the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000, Et Seq.)
 - (d) Adopt Resolution 2018-08 Establishing a Best Practices Fiscal Policy
4. Engineer's Report. Request for directions and approvals.
 - (a) Consider new permits requests from homeowners.
 - (b) Consider revoking approval of homeowners permit request.
 1. 6201 Embarcadero Drive, Index No 17 Lot 1159, APN 098-370-01
Owners Dr. Antonio and Lillian Arrendondo – March 23, 2018 Permit Approval of relocated non-permitted fire pit to the landside levee slope. Owners have failed to execute conditional documents as required in the permit.
 - (c) Consider Levee Encroachment Standard Violation Enforcement
 1. 4115 Embarcadero Drive, APN 098-420-19, Index No 124, Lot 2242
Owners James & Cathleen Conklin - Excessive vegetated cover requiring clearing for inspectability
 2. 3825 Fort Donelson Drive, APN 098-410-210-000, Index No 110, Lot 2237
Owner Mr. Lance Turner - Excessive vegetated cover requiring clearing for inspectability
 - (d) Public Hearing Re: Order to Show Cause Regarding Violation of Levee Encroachment Standards.
 1. 6231 Embarcadero Drive, APN 100-020-08, Index No 12, Lot 1918,

¹ Regular Meeting of July 4, 2018 was adjourned pursuant to Government Code Section 54955 due to a lack of a quorum due to the July 4th holiday.

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.

Owner George W. Zehender - Excessive vegetated cover requiring clearing for levee inspections, failure to comply with May 11, 2018 Notice of Violation.

(e) 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.
10. Correspondence.
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
July 11, 2018**

<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 REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD WEDNESDAY, JUNE 6, 2018**

The Regular Meeting of the Board of Trustees of Reclamation District 1608 was held Wednesday, June 6, 2018 at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, fifth Floor, Stockton, California, at the hour of 8:00 a.m.

TRUSTEES PRESENT WERE:

MICHAEL PANZER
DAN MacDONNELL

OTHERS PRESENT WERE:

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

ABSENT:

BRETT THOLBORN

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. Michael Panzer mentioned a homeowner contacted him about the nutria and there was further discussion about issue. He also noted that the slough behind his house was pretty blocked up.

2. **Approval of Minutes.** Minutes of the regular meeting of May 1, 2018 and special meeting of May 11, 2018. After review,

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the minutes of the regular meeting of May 1, 2018 and special meeting of May 11, 2018 were approved as read.

3. **Financial Report.** Review, discuss, and accept financial report. Secretary Knight presented the financial report and the Trustees approved the report.

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

MICHAEL PANZER, #6060, Trustee Fee	100.00
DAN MAC DONNELL, #6061, Trustee Fee	100.00
JEAN L. KNIGHT, #6062, Secretarial Fee	745.00
NEUMILLER & BEARDSLEE, #6063, Inv. # 292105	3,661.60
KJELDTSEN, SINNOCK & NEUDECK, #6064 Inv. #s 22967-22972.....	24,497.09

PG&E, #6065, Electrical.....27.26
 ROBERT BURNS CONSTRUCTION, INC., #6066,
 Inv. #s 4888A, 4888B, 4888C18,383.00
 RECLAMATION DISTRICT 1608, #6067, Transfer to Checking30,000.00

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

JOHN EARL FOSTER IV, #1367, 5/1/18 – 5/15/18580.99
 HECTOR BRYAN KENDALL, #1368, 5/1/18 – 5/15/18148.22
 CALIFORNIA STATE DISBURSEMENT UNIT, #1369.....50.00
 JOE BRYSON, #1370, 5/1/18 – 5/31/183,448.81
 HECTOR BRYAN KENDALL, #1371, 5/16/18 – 5/31/18657.72

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

State Government, Payroll Taxes, April Salaries368.62
 Federal Government, Payroll Taxes, April Salaries1,981.04

An Electronic Payment was made to the following:

Bank of Stockton Visa Card5,677.94

- (a) Adopt 2018-2019 Budget. – Attorney Schroeder presented the draft budget. Additional changes made were to delete the line item “Special Projects” under Operations and Maintenance Expenses. Other items were reviewed and Chris Neudeck reported that the District should be receiving close to \$200,000 in subventions reimbursements. This needs to be added to Subvention Reimbursement under Income. He also mentioned some challenges the District is facing with the disposal area for the sediment removal and this will not be happening this year. They still need to work on challenges with threatened and endangered species – garter snake being one of them. He will be reporting more on this during the engineer’s report. After discussion,

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Trustees of Reclamation District 1608 that the 2018-2019 Budget, as amended above, be approved.

- (b) Approve Audit Contract with Croce, Sanguinetti, & Vander Veen for 2017-2018 Fiscal Year. Mr. Schroeder reported on this item. He noted there were two contracts – one for the required Special Districts Transaction Report for \$225 – not to exceed \$300 and the other for the audit for a not to exceed \$3,350. The attorneys’ recommendation was to approve the audit contract.

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Trustees of Reclamation District 1608 that the Audit Contract with Croce, Sanguinetti, & Vander Veen for the 2017-2018 Fiscal Year be approved.

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

- (a) Consider new permits requests from homeowners. (see below under engineer's report)
 - 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. (see below under engineer's report)
 - 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. (see below under engineer's report)

Engineer's Report.

I. AB 360 Delta Levee Subvention Program

A. Review status of the Subvention Program.

Chris Neudeck reported on Exhibit "A" in his report which was an e-mail from Melinda Terry, Executive Director of the Central Valley Flood Control Association. The email sets forth the changes to the Subventions Legislation currently slated as a budget trailer bill for the State of California 2018-2019 and gives a detailed report on the trailer bill. Mr. Neudeck reported that if successful passage, the subventions program will continue but the deductible for the District (being an urban District) will change from \$1,000 per mile to \$2,500 per mile – giving the District a \$7,500 deductible rather than a \$3,000 deductible for the 3 miles of levees this District has. He felt that the bill should pass.

B. Annual Levee Inspection. In the engineer's handout, there is, as Exhibit B., the current summary of all landowner letters sent and corresponding responses from the landowners.

C. Specific Actions

- 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.

It was reported that Mr. Zehender might be in a rest home. The District personnel do not know whom to contact. Mr. Bryson thinks the house is

being rented. The District needs to write a letter to be consistent and elevate the letter to come from the District's counsel. It was decided to write a letter and follow up on the two letters that have been sent from the engineer's office. That letter would also set the time for a hearing. It was reported that the owner of the property is the owner of Lovotti Air. Mr. Bryson said he would go by the house to see if he could gather further information. Therefore,

Upon motion duly made, seconded (D. MacDonnell/M. Panzer), and unanimously carried by the Trustees of Reclamation District 1608, with respect to 6231 Embarcadero Drive, APN 100-020-08, Index No 12, Lot 1918, Owner George W. Zehender a letter with respect to the excessive vegetated cover requiring clearing for levee inspections will be sent a letter by District counsel. If Joe Bryson has success and they are continuing to work on the problem, they can continue the date for the hearing.

2. 6343 Embarcadero Drive, APN 098-310-06, Index No 3, Lot 2107, Owners John & Kathryn Flanagan – Two agenda items: A. Permit Request: Installation of concrete steps, wooden retaining wall and artificial sod; B. Unpermitted concrete steps, wooden retaining wall and artificial sod. It was reported that the Flanagan's have now been very responsive in working with the District. On May 29, 2018, the District received an application for encroachment permit for the unpermitted concrete steps, retaining wall, and artificial turf. If the new application meets all the standards and conditions, Trustee Panzer will sign the new permit. Therefore,

Upon motion duly made, seconded (D. MacDonnell/M. Panzer), and unanimously carried by the Trustees of Reclamation District 1608, with respect to 6343 Embarcadero Drive, APN 098-310-06, Index No 3, Lot 2107, Owners John & Kathryn Flanagan, A. Permit Request: Installation of concrete steps, wooden retaining wall and artificial sod; B. Unpermitted concrete steps, wooden retaining wall and artificial sod. If the new encroachment meets the agreed to conditions set by the engineers and in turn by the Trustees, the new permit will be approved and will be signed by the Board President Michael Panzer.

3. 4275 Five Mile Drive, APN 098-140-18, Owner Daryl Verkerk - Sprinkler plan application for existing sprinklers on land side slope.

Mr. Verkerk has submitted a permit for the existing sprinklers. In addition, it was also pointed out that the vegetative cover is so extensive that the engineers and levee superintendent cannot see the levee slope. He has done nothing to eliminate the extensive vegetative cover. It was decided that approval for the sprinklers not be made until the vegetation is cleaned up. Also, if this work is not done by the

end of the month, District counsel is authorized to write Mr. Verkerk about the noncompliance and set a date for a hearing. Therefore,

Upon motion duly made, seconded (D. MacDonnell/M. Panzer), and unanimously carried by the Trustees of Reclamation District 1608, with respect to 4275 Five Mile Drive, APN 098-140-18, Owner Daryl Verkerk - Sprinkler plan application for existing sprinklers on landside slope, Mr. Verkerk will have until the end of June to get the excessive vegetation cover cleared up before the permit for the sprinkler system can be approved. If such work is not done by the end of June, Mr. Verkerk will be getting a letter from the District's Counsel about the non-compliance and the setting of a hearing.

II. Sediment Removal. The engineers are looking for alternative disposal sites. There are two routes through Wright Elmwood Tract. They will be talking to Mr. Muzio, a representative of Wright Elmwood Tract. The engineers state in their report that, "following a meeting with Dredging Contractor regarding project parameters and constraints, additional pipeline alignments may be necessary. The project team will work with Wright Elmwood District and landowners to determine feasible pipeline alignments across the island, and gain environmental inspection access permissions." There are still issues with the giant garter snake.

5. **Levee Superintendent Report.** Request for directions and approvals. Joe Bryson gave his report and details are included within his report.
6. **Report by Trustees on meetings attended and up coming meetings.** Request for direction. No Report.
7. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** No report.
8. **Discussion and direction on Short-Term and Long-Range Goals.** Dan Schroeder reported that the TAC meetings are not taking place anymore but there are Stakeholder Group meetings. The wording on the report will be under Short Term Goals, Participate in Stakeholder Groups.
9. **District Calendar.** Discussion and direction.
 - (a) Reschedule July 4, 2018 meeting date. Due the the 4th of July holiday, it was agreed to move the July meeting to July 11th. Therefore,

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Trustees of Reclamation District 1608 that the regular meeting scheduled for July 4th, 2018 be moved to July 11, 2018,

10. **Correspondence.** None.

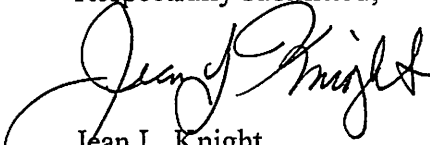
11. **Approval of Bills.** The bills, as presented, were approved.

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.** The meeting adjourned at 9:15 a.m.

Respectfully submitted,



Jean L. Knight
District Secretary

ITEM 3

PUBLIC NOTICE

RECLAMATION DISTRICT 1608

**Neumiller & Beardslee
509 W. Weber Avenue, 5th Floor
Stockton, CA 95203
Telephone: (209) 948-8200**

The Board of Trustees of Reclamation District 1608 will consider adopting an appropriations limit for the Fiscal Year 2018-2019 at the regular District meeting, scheduled to be held July 11, 2018 at 2:00 p.m.

Pursuant to Article XIII B of the California Constitution, local governments are required to adopt annual appropriations limits according to formulas specified by state law.

Section 7910 of the California Government Code, the documentation used by the local agency in determining the annual appropriations limit shall be made available for public review at least fifteen (15) days prior to the adoption of those limits by the local governing body.

Reclamation District 1608 hereby gives notice that the documentation used in determining the appropriations limits for the Fiscal Year 2018-2019 shall be made available for public inspection no later than June 6, 2018 at the following location, during regular business hours Monday—Friday, 9:00 a.m.—5:00 p.m.:

**NEUMILLER & BEARDSLEE
509 W. Weber Avenue, 5th Floor
Stockton, CA 95203**

**RECLAMATION DISTRICT NO. 1608
RESOLUTION 2018-05**

**RESOLUTION ADOPTING APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2018-2019**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Reclamation District No. 1608 that (1) the Board of Trustees selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and (2) the Board of Trustees selects the change of population within the unincorporated area of San Joaquin County as the change of population factor to be used in establishing the appropriation limit; and (3) the appropriations limit for the District for fiscal year 2018-2019 is hereby set at \$584,404.52.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1608 at a continued regular meeting thereof held on July 12, 2018, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTION: _____

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

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

By: _____
MICHAEL PANZER, President

ATTEST:

JEAN L. KNIGHT, Secretary

EXHIBIT "A"

RECLAMATION DISTRICT NO. 1608 2018-2019 APPROPRIATIONS LIMIT CALCULATIONS

1. Price and Population Factors.
 - A. Percentage change in California per capita personal income, 3.67% (1.0367)
 - B. Percentage change in population, City of Stockton 1.11% (1.011)
2. Combined Adjustment Factor.
 - A. $1.0367 \times 1.011 = 1.048$
3. 2017-2018 Appropriations Limit.
 - A. \$557,582.73.
4. 2018-2019 Appropriations Limit.
 - A. $1.0503 \times \$557,582.73 = \$584,404.52$

CERTIFICATION

I, _____, Secretary of Reclamation District No. 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 11th day of July, 2018.

Dated: _____, 20__

JEAN L. KNIGHT, SECRETARY
Reclamation District No. 1608

**RECLAMATION DISTRICT NO. 1608
RESOLUTION 2018-06**

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

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

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

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

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

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

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

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

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

4. Such assessments shall appear as a separate item on the San Joaquin County Property Tax Bill for fiscal year 2018-2019 and shall be collected at the same time and in the same manner as the San Joaquin County Ad Valorem Property Taxes, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided by law for such County taxes.

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

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

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

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

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

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

PASSED AND ADOPTED by the Board of Trustees of Reclamation District No. 1608 at a meeting thereof held on this 11th day of July 2018, by the following vote, TO WIT:

AYES: _____

NOES: _____

ABSTENTION: _____

ABSENT: _____

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

By: _____
MICHAEL PANZER, President

ATTEST:

JEAN KNIGHT, Secretary

CERTIFICATION

I, JEAN KNIGHT, Secretary of Reclamation District No. 1608, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 1608 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 11th day of July 2018.

Dated: _____, 2018.

JEAN KNIGHT, Secretary
Reclamation District No. 1608

CERTIFICATION OF ASSESSMENT

RECLAMATION DISTRICT 1608 hereby certifies that the special assessment(s), fee(s) or charge(s) listed below to be placed on the 2018-2019 Secured Property Tax bill by RECLAMATION DISTRICT 1608 meets the requirements of Proposition 218 that added Articles XIIC and XIID to the California State Constitution.

X _____
Jean L. Knight, Secretary, Reclamation District 1608

2018-2019 Special Assessments and/or Fixed Charges

SAN JOAQUIN COUNTY SPECIAL ASSESSMENT CHARGE AGREEMENT WITH
RECLAMATION DISTRICT 1608

DATE: _____

PARTIES: COUNTY: COUNTY OF SAN JOAQUIN
Auditor-Controller
44 North San Joaquin Street
Suite 550
Stockton, CA 95202

DISTRICT:
Name: RECLAMATION DISTRICT 1608
Address: Attn: Jean L. Knight, Secretary
P.O. Box 4857
Stockton, CA 95204

AGREEMENT:

The County and the above-mentioned District agree as follows:

Pursuant to Government Code Section 29304, the District agrees to pay the County one percent (1%) of the assessment amount levied or three dollars (\$3.00) per each assessment on a parcel, whichever is less, for the collection of special assessments or special assessment taxes.

IN WITNESS WHEREOF the parties have executed this agreement the year and date first written above.

COUNTY OF SAN JOAQUIN

RECLAMATION DISTRICT 1608

By _____
Jerome C. Wilverding
Auditor-Controller

By _____

Title _____

“COUNTY”

“DISTRICT”

**RECLAMATION DISTRICT NO. 1608
RESOLUTION NO. 2018-07**

**RESOLUTION ELECTING TO BECOME SUBJECT TO THE STATE OF
CALIFORNIA'S UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING
PROCEDURES SET FORTH IN THE UNIFORM PUBLIC CONSTRUCTION COST
ACCOUNTING ACT (PUBLIC CONTRACT CODE SECTION 22000, ET SEQ.)**

WHEREAS, Reclamation District 1608 ("District") is a reclamation district formed pursuant to Water Code sections 50000 et seq.; and

WHEREAS, the District is required to follow the public bidding procedures of the Public Contract Code (commencing with section 20920) which requires all contracts for any improvement or unit of work, or for materials or supplies, in excess of twenty-five thousand dollars (\$25,000) to be let to the lowest responsive, responsible bidder; and

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the "Act"), establishes such a uniform cost accounting standard; and

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the District finds that utilizing the procedures outlined by the Act may save administrative time and expense and will be in the best interest of the District; and

WHEREAS, the District desires to adopt the alternative bidding and uniform construction cost accounting requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District elects under Public Contract Code section 22030 to become subject to the uniform construction cost accounting procedures of the set forth in the Uniform Public Construction Cost Accounting Act, commencing with Public Contract Code section 22000 or any successor statute, and to the policies and procedures promulgated by the California Uniform Construction Cost Accounting Commission, as each may be amended from time to time.
2. The District directs staff to notify the California State Controller of District's election to

become subject to the uniform construction cost accounting procedures.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1608, at a regular meeting thereof, held on July 11th, 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 11th day of July, 2018.

Dated: _____, 201_

SECRETARY, Reclamation District 1608

**RECLAMATION DISTRICT 1608
RESOLUTION 2018-08**

RESOLUTION ESTABLISHING BEST PRACTICES FISCAL POLICY

WHEREAS, the Board of Trustees (“Board”) of Reclamation District 1608 (“District”), has been following a process for receipt and payment of invoices for years that is transparent to the Trustees and the general public, and

WHEREAS, the Board desires to memorialize that practice in a written policy attached hereto as Attachment 1 for staff to follow in the handling of District funds.

NOW, THEREFORE, BE IT RESOLVED that the Reclamation District 1608 Board of Trustees hereby adopts the Best Practices Fiscal Policy attached hereto as Attachment 1 and directs staff to the policy in handling the fiscal matters of the District.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1608, at a meeting thereof, held on July 11, 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 meeting of the Board of Trustees thereof held on the 11th day of July, 2018.

Dated: _____, 201_

SECRETARY, Reclamation District 1608

ATTACHMENT 1

BEST PRACTICES FISCAL POLICY

Purpose. The purpose of this Best Practices Fiscal Policy (“Policy”) is to establish procedures to ensure the protection, accurate processing, and proper reporting of collection and distribution of the District’s financial assets. This Policy addresses the following:

- Handling of funds received by the District
- Execution of warrants.
- Payroll payments.
- Transparency of fiscal activity and records.

Handling of Funds Received by the District.

From time to time, the District will receive funds directly from third parties. The following is the process for the handling of those funds.

1. Upon receipt of funds to the District, said funds shall be promptly deposited into the District’s account with the County or a third party bank, whichever is applicable.
2. The Secretary or any Trustees shall be authorized to endorse any checks received payable to the District over to the County account or third party bank, whichever is applicable.
3. A record of the receipt and deposit of the funds shall be made for the District’s records. This may include an image of the check or written memorandum in the case of currency.
4. A report shall be provided to the Trustees at its next regular meeting identifying any funds received since the last regular meeting.

Execution of Warrants.

The majority of District funds are held in an account with the County of San Joaquin. To access those funds, the District must execute a warrant and return it to the County. Upon receipt of a properly executed warrant, the County will issue a check as requested in the warrant, which is sent to the District for it to send to the recipient.

1. Warrants shall be executed by at least two authorized signers, one of which must be a District trustee.
2. Copies of all invoices for which warrants are requests must be made available to the signers of the warrants prior to their signing of the warrant(s).
3. At each meeting where a warrant is requested, the Trustees shall be presented with a record identifying each invoice a warrant will be signed.
4. The District Secretary or designee shall not sign the warrant until after confirming the necessary signatures are present and the detail on the warrant are filled out. The Secretary’s or designee’s signing of the warrant should be the last act before forwarding the warrant to the County for processing.

ATTACHMENT 1

5. Upon receipt of the check(s) from the County, the District Secretary shall promptly forward said checks to the appropriate recipient. The Secretary shall attach a copy of the invoice, if any, to the check stub or a copy of the check which shall be maintained in the District's records.
6. The District Secretary shall maintain the District's warrant book, all invoices, and check stubs and/or copies of checks and make them promptly available for inspection by any trustee, District auditor, or appropriate official.
7. In the event payment of an obligation of the District is required prior to the next Trustee meeting, a warrant for payment can be issued only upon approval of the President or the Vice President, or in the absence of both officers, a Trustee, the Secretary and the District's legal counsel. A record of the issuance of a warrant shall be presented to the Trustees for ratification at the first meeting following execution of the warrant.

Payroll Payments.

In the event the District maintains an account with a bank for the purpose of payroll payments to any employees, the Secretary shall manage those funds as follows.

1. Obtain a verified payment request from an employee and have calculated the appropriate withholdings.
2. Upon verification, the Secretary shall cause to be executed a payroll check to the employee only after the check has been prepared.
3. The Secretary shall promptly forward the payroll check to the appropriate employee.
4. The Secretary shall maintain a record of all payroll checks issued.
5. The District Secretary shall maintain the District's payroll checkbook, all withholdings statements, and check stubs and make them promptly available for inspection to any trustee, District auditor, or appropriate official.
6. The District Secretary shall report at the Trustee's next regular meeting payment of any payroll since the last regular meeting.

Transparency of Fiscal Activity and Records.

All fiscal records of the District shall be made available to each trustee promptly upon request.

1. At each regular meeting of the Trustees where approval of warrants is requested, the Secretary shall present to each Trustee present at the meeting a bills paid sheet containing the following information:
 - a. The name of the payee.
 - b. The invoice number or statement of reason for payment together with the amount of the invoice/payment request.
 - c. Where ratification of a prior payment is requested, the sheet shall indicate that ratification of the prior payment is requested.

ATTACHMENT 1

2. The Secretary shall make all invoices available to the Trustees prior to and at the meeting where approval of the warrant is requested.
3. The Secretary shall make available to the Trustees the most recent account statement for each of the District's accounts with either the County or a bank at each regular Trustees meeting.

ITEM 4



Neumiller & Beardslee

ATTORNEYS AND COUNSELORS • EST. 1901

A Professional Corporation

509 West Weber Avenue
Fifth Floor
Stockton, CA 95203

Post Office Box 20
Stockton, CA 95201-3020

(209) 948-8200
(209) 948-4910 Fax

NEUMILLER.COM

73650-38118

via U.S. Mail

June 13, 2018

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

Re: **NOTICE TO SHOW CAUSE HEARING IN ORDER TO
DETERMINE IF DISTRICT ATTORNEY SHOULD
COMMENCE APPROPRIATE COURT PROCEEDINGS**

Dear Mr. Zehender:

You have been advised by letter dated May 11, 2018, from the Reclamation District's Engineer that the existing vegetation cover on your lot is in violation of Reclamation District 1608's Levee Encroachment Standards and needs to be trimmed for levee inspectability purposes. As of June 13, 2018, you have not trimmed the existing vegetation.

This letter is to request that you appear before the Board of Trustees of Reclamation District No. 1608 at 8:00 a.m. on Wednesday, July 11, 2018, at the Fifth Floor, 509 West Weber Avenue, Stockton CA, to show cause why the Trustees should not:

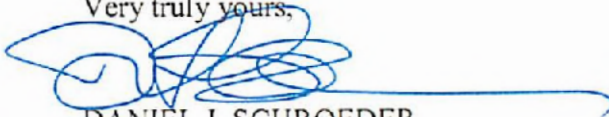
1. Initiate legal action to have the existing vegetation trimmed; and/or
2. Revoke any existing permits you may have, and order all encroachments removed; or
3. Enter onto your property, trim the existing vegetation and bill you for the costs of such trimming.

You may avoid this hearing by trimming the existing vegetation cover yourself prior to July 6, 2018, and allowing the District's Engineer (Christopher H. Neudeck, at KSN, Inc., at 209-946-0268) to inspect and confirm the existing vegetation has been trimmed.

Letter to Mr. George Zehender
June 13, 2018
Page 2 of 2

Thank you very much for your courtesy and cooperation.

Very truly yours,



DANIEL J. SCHROEDER
Attorney at Law

DJS/ajp/clm

cc: Board of Trustees
Joe Bryson, Levee Superintendent
Chris Neudeck, District Engineer
Jean Knight, District Secretary

ITEM 8

SHORT TERM GOALS
July 11, 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:

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 10

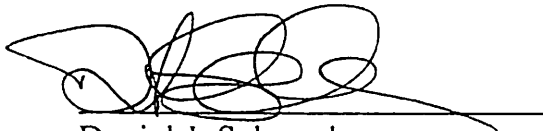
RECLAMATION DISTRICT 1608

Regular Meeting of July 4, 2018 at 8:00 A.M.

Neumiller & Beardsee
509 West Weber Avenue
5th Floor
Stockton, California 95203

THIS MEETING HAS BEEN ADJOURNED
TO THE LATER DATE BELOW
DUE TO A LACK OF QUORUM

The next meeting of the Board of Trustees will be at 8:00 a.m. on Wednesday, July 11, 2018, at the place shown above.



Daniel J. Schroeder
Attorney, Reclamation District 1608

Date: 6-26-18

Secretary. The Agenda for this meeting was posted in the first floor window of where the District's office is located at 509 W. Weber Avenue, Stockton, CA 95203 at least seventy-two (72) hours preceding the meeting pursuant to Government Code section 54956.

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., §2132) and the Ralph M. Brown Act (Gov.Code, § 54954.2). Persons requesting a disability-related modification or accommodation should contact Daniel J. Schroeder at 209.948.8200 during regular business hours, at least 24 hours prior to the time of the meeting.



ASSISTANT AUDITOR-CONTROLLER
Jeffery M. Woltkamp, CPA

CHIEF DEPUTIES
Tod Hill - Accounting
Janice McCutcheon, CPA - Internal Audit
Stanley Lawrence - Property Tax

PAYROLL ADMINISTRATOR
Lori Rolleri

JEROME C. WILVERDING
**AUDITOR-
CONTROLLER**
SAN JOAQUIN COUNTY



44 N. San Joaquin Street, Suite 550
Stockton, California 95202
Phone 209/468-3925
Fax 209/468-3681
Payroll Phone 209/468-3928
Payroll Fax 209/468-0408
www.sjgov.org

YEAR-END CUT-OFF DATES 2018

Date: June 6, 2018
To: All Special Districts under Local Boards
From: Jeff Woltkamp, Assistant Auditor-Controller

Accounts Payable

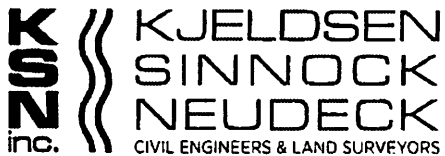
Claims, etc. which are sent directly to the Auditor-Controller's Office for payment must be received by Friday, **June 15, 2018**, to guarantee inclusion as an expense in the 2017-18 fiscal year. Please let us know if payment must be made by June 30.

Journal Entries and Corrections

All journal entries and corrections for fiscal year 2017-18 must be in the Auditor-Controller's Office **by noon** on Thursday, **July 5, 2018**, for inclusion in the June 2018 Preliminary Report. For inclusion in the Final Report, they must be received **by noon** on Thursday, **July 19, 2018**.

If you have any questions, please call Tod Hill at 953-1190 or email him at thill@sjgov.org.

Thank you for your cooperation.



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

MEMORANDUM

June 29, 2018

To: Reclamation Districts participating in the fiscal year 2017-2018 Delta Levee Subventions Program

Subject: Final Claim Deadlines and Request for Claim Documentation

From: Wendy L. Fuerte

Final Claims for the fiscal year 2017-2018 are required to be submitted to the Department of Water Resources no later than October 31, 2018. This deadline leaves us with a very short time frame in which to process the claims. Accordingly, it will be necessary to start the process as soon as possible.

In order to prepare the final claim of eligible work performed during the fiscal year, July 1, 2017 - June 30, 2018, we will need copies of invoices and other documentation for all costs related to levee work performed on your District. We have enclosed a general outline of eligible costs, under the Delta Levee Subventions Program, for maintenance, rehabilitation and environmental work on eligible project and non-project levees to assist you in this process. If you can compile your eligible costs into the appropriate claim category, it will make it more cost effective for us to prepare your claim.

Please make sure that you include invoices for costs of levee work performed for the entire fiscal year, including the month of June 2017, even if they arrive late and are paid in July or August. Any outstanding invoices for the fiscal year 2017-2018 levee work not included in the 2017-2018 Final Claim will not be eligible for reimbursement in subsequent fiscal year claims.

We will be able to process your claim faster if your supporting documentation is organized, clearly copied and properly dated. Whenever possible, and appropriate, please identify the type of work performed, the location of the work and other information that will assist us in identifying and processing this information into the claim. This is particularly true for invoices, time cards and equipment usage logs. Copies of inspection reports are required in order to claim levee inspection and patrol costs. Due to the increasing scrutiny of the Department of Fish and Wildlife, precise locations of work performed by the District is required. Also, if a landowner performs work within the District's levee easement, those locations are also needed so that the District is not responsible for habitat mitigation due to landowner operations.

Please be advised that the Department of Water Resources continues to increase their scrutiny of claims. Claim items deemed eligible in previous years were questioned and/or denied due to lack of detail in the supporting documentation, improper categorization of work and lack of proper bidding procedures. Supporting information for District "overhead" costs will require work descriptions in order for items such as superintendent fees to be eligible. Additionally, for work to be eligible for Hazard Mitigation Plan (HMP) work categories, surveys and/or geotechnical reports will be required for justification purposes.



We have been informed by the Department of Water Resources Staff that they will be extremely aggressive in reviewing the claims for compliance with Public Agency Labor Laws including proper and appropriate payment of prevailing wages. Changes in the law require all contracted work by non-District employees be reported to the State Department of Industrial Relations. We recommend all work not performed by District employees be performed under written contract with licensed contractors so that the proper labor compliance reporting is adhered to as prescribed by law. Otherwise this work could be deemed unlawful, and further jeopardize the claims.

Your assistance in providing us the required information in a timely manner will be necessary to help us meet the very short deadline. We are aware that the processing of the claims will be occurring at the same time you are completing the year-end closing of your books and associated audits, as required by the State. If you anticipate delays in compiling and submitting your claim information beyond August 15th, please contact us so that we can discuss possible solutions.

If you should have any questions or require further information please contact me at (209) 946-0268.

**2017-2018
Delta Levees Subventions Program
Claim Categories**

A. ANNUAL ROUTINE LEVEE MAINTENANCE

- 1) Routine Levee Inspection
- 2) Rodent Control & Filling Burrows
- 3) Repair & Grading of Levee Patrol Roads, Access Roads, & Ramps
- 4) Repair of Levee Erosion & Subsidence
 - a) Minor Slip outs & Erosion Repairs
 - b) Subsidence of the Levee Section
 - c) Landside erosion repair (e.g. hydroseeding, fill placement, etc.)
- 5) Removal of Drift Deposits & Debris from Levee and Berm
- 6) Levee Drainage Control
 - a) Seepage & Boils
 - b) Core Trench Installation
- 7) Cleaning Drains and Toe Ditches Adjacent to the Landside Toe
- 8) Levee Vegetation Control & Management
- 9) Repair or Restore Waterside Slope Protection
- 10) Flood Emergency Planning and Protection
- 11) Encroachments
 - a) Removal of Encroachments & Restoration of Levee Section
 - b) Repair, Replacement or Modification to Benefit Flood Control
 - c) Inspection & Review of existing or new encroachments
- 12) Levee Profiles & Cross Sections
- 13) Other Levee & Underwater Surveys
- 14) Engineering Services & Levee Subventions Program Management
 - a) Program Management
 - b) Disaster Claim Management
 - c) Project Levees
 - d) Other
- 15) Other Maintenance
- 16) Management and Accounting

**2017-2018
Delta Levees Subventions Program
Claim Categories**

B. LEVEE REHABILITATION

- 1) Hazard Mitigation Plan (HMP) Levee Improvements
 - a) Raising Levee to 1.0' Freeboard Plus 0.5' Tolerance
 - b) Flattening Waterside Slopes to 1 ½: 1 and/or Landside Slopes to 2:1
 - c) Widening Levee Crown to 16'
 - d) Construction of Landside Berms for Stability
 - e) Construction of All-Weather Patrol Road, Levee Access Roads & Ramps

- 2) Bulletin 192-82 Levee Work
 - a) Provide 1.5' Freeboard (AG.) or 3.0' Freeboard (Urban) Plus Tolerance
 - b) Flattening Waterside Slopes to 3:1
 - c) Re-widening of Levee Crown to 16'
 - d) Reconstruction & Up-grading of All-Weather Patrol Roads
 - e) Provide Turnouts, Access Roads & Ramps
 - f) Relocation of Toe Ditches Resulting from 192-82 Work
 - g) Replacement of Rock Protection Resulting from 192-82 Work
 - h) Levee modifications required by USACE for PL84-99 compliance
 - i) Construction of Landside Berms for Stability

- 3) Other Rehabilitation Work

C. ENVIRONMENTAL SERVICES

- 1) Permit Compliance, CEQA
- 2) Mitigation & Agreements
- 3) Levee Enhancement & Vegetation Control

D. FEMA/Other (If Claimed for Payment)

- 1) FEMA Disaster Costs Submitted to DWR
- 2) Disaster Costs Claimed for Payment by SB 34