

**MEETING AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES REGULAR MEETING  
8:00 A.M. DECEMBER 4, 2019  
NEUMILLER & BEARDSLEE  
3121 WEST MARCH LANE, SUITE 100  
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 November 6, 2019 meeting.
3. Financial Report. Review, discuss, and accept financial report.
4. Engineer's Report. Request for directions and approvals.
  - (a) Consider new permits requests from homeowners.
  - (b) Discussion and Direction regarding Sediment Removal Project.
  - (c) Annual District Emergency Plan Review.
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) Change January 1, 2020 Meeting Date.
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 3121 West March Lane, Suite 100, 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, 3121 West March Lane, Suite 100, 5th Floor, Stockton, California during normal business hours.*

**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
DECEMBER 4, 2019**

<b><u>ITEM</u></b>	<b><u>COMMENTARY</u></b>
1.	Self-explanatory.
2.	Please see attached.
3.	Self-explanatory.
4.	Self-explanatory.
5.	Self-explanatory.
6.	Self-explanatory.
7.	Self-explanatory.
8.	Please see attached.
9.	Please see attached.
10.	Self-explanatory.
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, NOVEMBER 6, 2019**

A Regular Meeting of the Board of Trustees of Reclamation District 1608 was called to order at 8:00 a.m. by President Michael Panzer on November 6, 2019, at the law offices of Neumiller & Beardslee, 3121 W. March Lane, Stockton, California.

**TRUSTEES PRESENT WERE:**

MICHAEL PANZER  
BRETT THOLBORN  
DAN MacDONNELL

**OTHERS PRESENT WERE:**

DANIEL SCHROEDER  
ANDY PINASCO  
CHRIS NEUDECK  
JOE BRYSON  
ELVIA TRUJILLO  
DOMINICK GULLI  
BOB BENTZ

**1. Public Comment.**

Mr. Gulli commented on the recent election and material he distributed to the Board members. Trustee Tholborn and Trustee MacDonnell commented not receiving a draft of the District's newsletter before it was sent out. President Panzer commented on the letter the District sent regarding the Lower San Joaquin River Feasibility Study. Bob Bentz commented he appreciates and enjoys attending the District meetings and gets comfort in knowing this area is being looked after and thanked the Board for all they do.

**2. Approval of Minutes.**

(a) Minutes of the regular meeting of October 2, 2019. After review:

Upon motion duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, the minutes of the regular meeting of October 2, 2019 were approved as presented.

(b) Minutes of the special meeting of October 2, 2019. After review:

Upon motion duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, the minutes of the special meeting of October 2, 2019, were approved as presented.

3. **Financial Report.** Review, discuss, and accept financial report. District Secretary Elvia Trujillo presented a written and oral report. She noted that in addition to the normal expenses, this report also reflects election expenses. There was also explanation on the District Vehicle line item being at 52.93% due to the purchase of tires for the District vehicle. It was also noted that the amount under Weed and Rodent Control line item needs to be checked. After review,

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

4. **Engineer's Report.** Request for directions and approvals.
- a. Consider new permit requests from homeowners.  
No new permits.
  - b. Levee Encroachment Standards enforcement.  
None.
  - c. Discussion and Direction regarding Sediment Removal Project.  
See below in report from Engineer

**From the Engineer's report:**

**I. PLAN REVIEW**

- A. Review "1<sup>st</sup> Annual Reminder Letter" to all levee lot owners regarding the requirement for ongoing maintenance of their levee vegetation and encroachments and the upcoming Annual Levee Inspections on the District's Levee system. *Exhibit A: Levee encroachments and Vegetation Maintenance Annual Reminder for Levee Lots dated November 6, 2019.*

Engineer Chris Nuedeck presented this item and informed the Board reminder letters were going out today to levee lot owners. Exhibit A of the Engineer's Report gives an example of the letter and also before and after compliant vegetation photos. These letters will serve as reminders to give everyone notice the District is doing a follow up to the inspection that was done in February and levee lot owners need to be cognizant of vegetation and maintenance on levee. Mr. Neudeck reported he has not received any negative reaction and any corrective stalls have been associated with work schedules. As an example, he mentioned Mr. Staniec as he has complied about 50 percent. Although Mr. Staniec is very cooperative, it has been difficult for him to complete the work as he works in Danville.

## II. AB 360 DELTA LEVEE SUBVENTIONS PROGRAM

- A. Review the removal of a Eucalyptus Tree stump in the District's levee at Levee station 6+50 adjacent to 7052 Bridgeport Circle. Tree stump and associated roots were removed from the toe area. Tree roots did not migrate towards the slope of the levee. Tree stump and related roots were hauled off for disposal. The metal fencing area for property owner was taken out and will need to be restored. It was reported that there was an electrical wire that led to the area of the tree stump. Contractor had set it aside so that it would not be affected by the tree stump removal. A section of the wooden headwall was removed as well next to fencing. It was reported that Joe Bryson indicated to not restore the headwall at this time. *Exhibit B: Summary of Field Photos from KSN Inc.'s daily field report dated 10/29/19.*

Engineer Neudeck reported on the removal of the Eucalyptus tree. This tree was removed as part of a District maintenance responsibility. The majority of the roots were headed landward. It was a pretty substantial project due to the size of tree (see images in Exhibit B). Work has been completed.

## III. SEDIMENT REMOVAL PROJECT

- A. Review progress of permitting process with the Board of Trustees. *Exhibit C: KSN Inc. Summary of work activities associated with the sediment removal project dated November 4, 2019.*

Engineer Neudeck reported on this item. He referenced Exhibit C wherein he reports that "USACE received letter of concurrence and is now processing the final verification of documents for internal review in preparation for final permit approval." He added the District is almost at the finish line and getting permits these days takes a long time as the process is lengthy. Furthermore, the District can't take project to bid until permits are obtained. Additionally, final terms and conditions still need to be negotiated with the Port. Everything else is coming together and it is anticipated that by mid-January everything should be wrapped up. Once bid is granted, the District will give notice of award. July 15 is the soonest window opens and will close in October. The project is still planned for 2020. Mr. Neudeck also commented on the Lower San Joaquin River Feasibility Study and mentioned the project is still quite a ways and not all the information is known on funding.

Attorney Schroeder handed information on the SEMS training that will be held on December 11, 2019.

5. **Levee Superintendent Report. Request for directions and approvals.** Levee Superintendent Joe Bryson gave an oral and written report. He reported someone tried to break into the storage facility. He also noted the cracks on levee road are not stability cracks but shrinkage cracks and will be filled as no cracks are to be ignored. Mr. Bryson

attended the 2019 Preseason Flood Coordination meeting where it was reported that the County has chosen not to get the flood fight supplies but rather has chosen to reimburse the districts for getting the supplies themselves. The next step is to get confirmation as to a vendors list and, once confirmed, the Board can authorize Mr. Bryson to make the purchase of supplies.


6. **Report by Trustees on meetings attended and upcoming meeting. Request for direction.** Trustee Dan MacDonnell attended the 2019 Preseason Flood Coordination Meeting on October 16, 2019. District Engineer Chris Neudeck and Levee Superintendent Joe Bryson attended as well. They reported that concern was expressed as to evacuation efforts. At that meeting, George Hartman raised the issue that there is no general warning system and encourages the siren idea. One of the fire chiefs, Gene Neeley, supported Chris Neudecks comments and suggested agencies start thinking about evacuation efforts. SJAFCA contacted Mr. Neudeck to coordinate help. Mr. Neudeck expressed levees are a priority and the element we focus on but evacuation is also very important. Discussion continued regarding the 2019 Preseason Coordination meeting. President Panzer suggested making an effort to show districts need a notification system and expressed concern as to the lack of entering/exiting evacuation guidelines in case of emergency. He suggests writing a letter to officials to have an exercise on evacuation and emergency efforts. Engineer Neudeck suggested legal counsel draft a letter to officials expressing concerns. Attorney Schroder suggested meetings with local representatives and Engineer Neudeck offered to organize the meetings between the Trustees and local representatives. Meetings are suggested with all council members to have greatest impact. Further comment was made that the emergency plans and evacuations are all on the website.
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.** No changes.
9. **District Calendar. Discussion and Direction.** Andy Pinasco reported on the general election that took place on November 5, 2019, at Mable Barron School from 7:00 a.m to 7:00 p.m. The Election Board was present. There were 155 voters. At 7:00 p.m. the doors closed and the counting of the votes commenced. Dr. Michael Panzer and Brett Tholborn were the two candidates with the highest votes.

Review of emergency plan will be reviewed by Engineer Neudeck at December meeting.

10. **Correspondence.** There was discussion regarding the email received from Dominick Gulli shortly before the election.

11. **Approval of Bills.** The Bills to be Paid List, as presented was reviewed, and
- Upon motion duly made, seconded (B. Tholborn/D. MacDonnel) and unanimously carried by the Trustees of Reclamation District 1608 that the Bills to be Paid List be approved.
12. **Staff Reports.**
- (a) Attorney. The Agenda for this meeting was posted on the window outside the meeting room at 3121 West March Lane, Stockton, California, at least seventy-two (72) hours preceding the meeting.
13. **Adjournment.** The meeting adjourned at 9:33 a.m.

Respectfully submitted,

  
Elvia C. Trujillo  
District Secretary



# ITEM 8

## **SHORT TERM GOALS 2019**

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. Repair/Maintenance of Gates on Crown of Southwest Levee

## **LONG TERM GOALS**

1. CVFP Plan
2. Lower San Joaquin River Flood Risk Reduction Project
3. Renewal of District Assessment
4. Raising Elevation of South West Levee.

# 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
- Notify School District of Vegetation Control

### **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 Final 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*).

**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 2019 (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 – June 2022**

**Reclamation District Meetings**

- **First Wednesday of each month, at 8:00 A.M.  
at the offices of:  
Neumiller & Beardslee  
3121 W. March Lane, Suite 100  
Stockton, California 95219**