

MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD TELEPHONICALLY ON WEDNESDAY, JUNE 3, 2020

A Regular Meeting of the Board of Trustees of Reclamation District 1608 was called to order telephonically at 8:02 a.m. by President Michael Panzer on Wednesday, June 3, 2020, via Toll-Free Dial-In Number: (877) 778-1806; Conference ID 891949.

TRUSTEES PRESENT WERE:

MICHAEL PANZER
BRETT THOLBORN
DAN MacDONNELL

OTHERS PRESENT WERE:

DANIEL SCHROEDER
ANDY PINASCO
CHRIS NEUDECK
JOE BRYSON
ELVIA TRUJILLO

1. **Public Comment.** There was no public comment.

The Board adjourned the meeting at 8:06 a.m. to start the closed session.

2. **Closed Session.**

(a) **CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: President Michael Panzer and Daniel Schroeder
Unrepresented employees: District Secretary and District Superintendent.

3. **Report out of Closed Session.**

The Board reconvened from Closed Session at 8:19 a.m. All Trustees were present during the entirety of the Closed Session. There was no reportable action.

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

Dan Schroeder reported the Board has negotiated a change to the Levee Superintendent Contract increasing his hourly rate from \$39.00 per hour to \$40.00 per hour representative of the cost of living adjustment.

It was moved, seconded (B. Tholborn/D. MacDonnell), and unanimously carried by the Board of Trustees of Reclamation District 1608 to approve amendment to the Levee Superintendent Employment Agreement increasing his rate from \$39.00 per hour to \$40.00 per hour effective June 1, 2020, and authorized the District President to sign the Agreement.

5. **Approval of Minutes.** Minutes of the regular meeting of May 6, 2020.
After discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, that the minutes of the regular meeting held on May 6, 2020, be approved as presented.

6. **Financial Report.** Review, discuss, and accept financial report.
District Secretary, Elvia Trujillo, presented a written and oral report. She reported on the property taxes, interest income, and assessments received and gave an update on the Five-Year Plan spending. After review and discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Financial Report presented at the June 3, 2020 meeting be approved as presented.

- (a) Adopt 2020-2021 Budget.

Andy Pinasco presented this item. He informed the board that he, Chris Neudeck and Dan Schroeder met by phone to discuss the budget. They went through the last financial report submitted by the District Secretary and drafted the budget presented at this meeting. The format of the budget was changed to include codes provided by KSN in an effort to assist the District Secretary and Levee Superintendent in coding expenses. Mr. Pinasco noted there is a large item under the Operations & Maintenance Expenses category, line item 09 Special Projects (Sediment Removal Project) with a budgeted amount of 1.6 million. This number will allow for any kind of items related to the Sediment Removal Project. Line item O12 Emergency Equipment & Supplies was increased to allocate expenses related to the Delta Grant Phase 2 for flood fight equipment, materials, and supplies of which part will be reimbursed to the District. The amount in line item G10, Newsletter & Public Communications was increased to be able to cover two newsletters and any other publications necessary. Trustee Tholborn asked why there were some items, such as line item E10, that have \$0 in the proposed budget and Mr. Pinasco responded that where there is a \$0 line item, means that is going to fall of the District's budget this year. Additional line items were discussed and an opportunity was given to make changes or leave as presented. Upon further review,

A motion was made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the budget for Fiscal Year 2020-2021 be adopted as presented.

(b) Approve Audit and Special District Financial Transaction Report Contracts with Croce, Sanguinetti & Vander Veen for the 2019-2020 Fiscal Year.

Mr. Schroeder reported on this item. He noted there were two contracts: One for auditing services in the amount not to exceed \$3,925 and the other for the Special Districts Financial Transaction Report in the amount not to exceed \$400. Mr. Schroeder's recommendation was to approve both contracts.

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608 that the Audit Contract and the Special Districts Financial Transaction Report with Croce Sanguinetti & Vander Veen for the 2019-2020 Fiscal year be approved.

7. **Public Hearing.** Ordinance Increasing the Compensation for Meeting Attendance.

(a) Adopt Ordinance 2020-01 Establishing Trustee Compensation for Meeting Attendance

President Panzer opened the Public Hearing at 8:38 a.m.

Andy Pinasco presented this item and reported this is the ordinance that has been adopted in the last few years. The ordinance has been noticed as required. He reminded the Trustees that the increase could not be more than 5% per year. Currently, the Trustees receive \$246.75 per meeting, with the adoption of this ordinance, the trustees will receive \$259.09 per meeting. If adopted, the new rate will take effect August 2, 2020. President Panzer invited questions or comment regarding this item. There being no comments, the public hearing was closed at 8:40 p.m. At this time the action was presented and

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that Ordinance 2020-01 Establishing Trustee Compensation for Meeting Attendance be approved.

8. **Engineer's Report.** Request for directions, approvals and actions.

- (a) Levee Encroachment Standard enforcement. *Please see Engineer's Report.*
- (b) Consider approval of new permits requests from homeowners at the following addresses. *No new permits presented.*
- (c) Report on Delta Grant II – Proposed Storage Container and Supplies. *Please see Engineer's Report*
- (d) Sediment Removal Project. *Please see Engineer's Report*

- (e) Delta Levees Subvention Program. *Please see Engineer's Report*
- (f) Authorize Contract with Dino & Son for Annual Maintenance of Gates Along Levee Crown in Southwest Quadrant. *Please see Engineer's Report*

From Engineer's Report:

I. PLAN REVIEW

- A. Review status of Annual Levee Inspection of the District's Levee system.
Exhibit A: Violation/Remedy Tracking for 2020 Inspections

Mr. Neudeck reported on this item. The summary list is not necessarily the actual status as many residents have taken upon themselves to do the work or they told Joe Bryson or their neighbor rather than contacting KSN to update their status. Although it may seem overwhelming when homeowners first get notification, compliance has been generally good. Mr. Neudeck encourages landowners to continue to clear and maintain vegetation, particularly after the spring rains as it will re-grow.

II. DELTA GRANT II – PROPOSED STORAGE CONTAINER AND SUPPLIES

- A. Review and update the Board of Trustees of Delta Grant II – Proposed Storage Container and Supplies. Container delivered and set up floodlight materials being ordered.
Exhibit B: Filed Photos of the new container.

Mr. Neudeck reported on this item. He referenced the photos of the new storage container (Exhibit B). The supplier did not fulfill the contract which was to put lock boxes around the pad locks. The supplier was called and they responded immediately. Joe Bryson is in process of ordering the flood fight supplies for the storage container and is being selective in only ordering what the District doesn't already have. Mr. Neudeck will be seeking reimbursement from the County for the flood fight supplies purchased.

III. SEDIMENT REMOVAL PROJECT

Mr. Neudeck reported on this item. He informed the Board that the contract has been awarded and there are now dates. The project is scheduled to take place between the dates of August 1, 2020 to November 30, 2020. Every landowner affected by the project was sent a letter as outlined below in Section A.1 and Section A.2. The types of letters that were sent are found in Exhibit C, letter to landowners for boat/vessel relocation and in Exhibit E, letter to landowners for attached dock feature relocation. Each letter included acknowledgements (Exhibit D and F) to be completed and signed by the landowners and returned to the KSN.

A. Review letters to Landowners along Sediment Removal Alignment.

1. Typical Request for temporarily relocation of **Boat/Vessel moored** to existing dock.

Exhibit C: Letter to landowners for Boat/Vessel relocation.

- a) *Typical Acknowledgement and acceptance form of Boat/Vessel relocation.*
Exhibit D: Acknowledgement for Boat/Vessel.

2. Typical Request for temporarily relocation of **Attached Dock Feature** to existing dock.

Exhibit E: Letter to landowners for Attached Dock Feature relocation.

- a) Typical Acknowledgement and acceptance form of Attached Dock Feature relocation.
Exhibit F: Acknowledgment for Attached Dock Features.

3. Landowner lists for Boat Vessel Notice and Attached Dock Feature notice.

Exhibit G: Boat/Vessel list.

Exhibit H: Attached Dock Feature List.

Mr. Neudeck reported. As of the date of this meeting, the response by landowners has been slow. He referenced Exhibits G and H and indicated he has not received acknowledgements from those that are highlighted in yellow. Joe Bryson has been very helpful in hand-carrying acknowledgements and in encouraging residents to sign. These acknowledgements are important as they will provide contact information. Joe Bryson did drop off additional forms yesterday which are not reflected in the list. There will be a followup with each landowner that has not returned the acknowledgement in case they have questions.

B. Review aerial map layout of dock numbers and addresses.

Exhibit I: Aerial Map Layout of Dock No. 's and Addresses.

Mr. Neudeck reported that this last exhibit is what is being used to understand the docks as they are owned by separate landowners. He explained that each dock and associated area has been assigned a number. Overall, the cooperation by the landowners has been exceptional and some are even reconstructing their docks. Once this project is completed, they will have the ability of having boats. Mr. Neudeck also reported that there was a preconstruction conference and work is scheduled to start on July 15, 2020. The work will be staged to take place around approximately August 1st. He also noted the letters sent to the landowners have key dates: June 15 deadline to inform District of landowner's intention to move dock feature and July 20 as the latest date for landowner to relocate vessels/dock features (see Exhibits C and

E). The District does not intent to touch any private property and the removal of vessels/dock features is the responsibility of the landowner.

IV. DELTA LEVEES SUBVENTION PROGRAM – AB 360

- A. Review status of work plan for the placement of rock slope protection at the Southeastern terminus of RD 1608 on Fourteen Mile Slough. Dino & Son Co., will start work after July 1 to avoid the nesting bird issues within our CDFW Routine Maintenance Agreement.

Mr. Neudeck reported and confirmed this is the area beyond I-5 and that work will not start until July 1 due to nesting bird issues that need to be avoided.

- B. Seek authority of the Board of Trustees to prepare a less than \$25,000 contract for the annual maintenance of gates along the levee crown in the Southwest Quadrant.

Mr. Neudeck presented this item and informed the Board this work will start July 1. He is seeking authorization to prepare a contract for the maintenance of gates. This contact is to allow the Engineer to call Dino & Son in an as needed basis to repair any gates that are falling. After further discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize the President to execute contract with Dino & Son in the amount not to exceed \$25,000 for the annual maintenance of gates along the levee crown in the Southwest Quadrant.

9. **Levee Superintendent Report.** Request for directions and approvals.

Joe Bryson gave an oral and written report. Among the several items reported, Joe Bryson has received many phone calls from landowners related to the Sediment Removal Project. He is currently assisting KSN in gathering information from the homeowners such as phone numbers, email addresses, deck and boat information and signed letters/acknowledgments.


10. **Report by Trustees on meetings attended and upcoming meetings.** Request for direction. No report.
11. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** No report.
12. **Discussion and direction on Short-Term and Long-Range Goals.** No changes.

13. **District Calendar.** Discussion and direction.
(a) Newsletter. Port City Marketing Solutions will be doing the next newsletter.
- The final Budget has been approved.
 - The Audit Contract has been approved.
 - Will soon be posting the notice regarding appropriations.
14. **Correspondence.** No report.
15. **Approval of Bills.** The list of Bills to be Paid dated June 3, 2020 was presented. List was reviewed and

Upon motion duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Trustees of Reclamation District 1608, the list of Bills to be Paid dated June 3, 2019 as presented was approved.

16. **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.
17. **Adjournment.** The meeting adjourned at 9:11 a.m.

Respectfully submitted,


Elvia C. Trujillo
District Secretary