

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD TELEPHONICALLY ON WEDNESDAY, OCTOBER 7, 2020**

A Regular Meeting of the Board of Trustees of Reclamation District 1608 was called to order telephonically at 8:00 a.m. by President Michael Panzer on Wednesday, October 7, 2020, via Toll-Free Dial-In Number: (877) 778-1806.

TRUSTEES PRESENT WERE:

MICHAEL PANZER
BRETT THOLBORN
DAN MacDONNELL

OTHERS PRESENT WERE:

DANIEL SCHROEDER
ANDY PINASCO
CHRIS NEUDECK
JOE BRYSON
ELVIA TRUJILLO
DOMINICK GULLI
DOT LOFTSTROM

1. **Public Comment.** Dominick Gulli commented on the 14 Mile gate, Proposition 218 and the SJFCA Feasibility Study. He also commented the Corps of Engineers and SJAFCA claim the levies are susceptible to break very seven years.
2. **Approval of Minutes.** Minutes of the District meetings of September 2, 2020. After discussion,

Upon motion duly made, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, the minutes of the September 2, 2020 regular meeting were approved as presented.

3. **Financial Report.** Review, discuss, and accept financial report. District Secretary, Elvia Trujillo, presented the financial report. She also gave a update on the District's 5-Year Plan transfers authorized by DWR. 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 presented at the October 7, 2020 meeting be approved.

- (a) Adopt Resolution 2020-06 Designating Signatories for District Warrants. Dan Schroeder presented this item. The San Joaquin County Auditor-Controller's office requires the Signature Card to be updated with authorized signers for the District's accounts to make sure all authorized signatures are current. This resolution authorizes the Board President to sign the San Joaquin County Authorized Signature Card and to obtain signatures of authorized signers.

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that Resolution 2020-06 Designating Signatories for District Warrants be adopted as presented.

(b) Amend 2020-2021 Budget.

Andy Pinasco presented this item. He explained the proposed amendments are to Line Item O4 Fences & Gates being amended from \$25,000 to \$50,000 and Line Item 09 Special Projects (Sediment Removal Project) being amended from \$1,600,000 to \$2,797,835.66. The changes in the other figures highlighted are a byproduct of these two amendments. For Line Item 04 Fences and Gates, there was work done in Fiscal Year 2019/2020 but the invoice for this work was not paid until the beginning of Fiscal Year 2020/2021. Line Item 09 Special Projects (Sediment Removal Project) was amended due to increased amounts with the Sediment Removal project.

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Proposed Amendments to Adopted Budget for Fiscal Year 2020-2021 be approved as presented.

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

(c) Levee Encroachment Permits/Enforcement

i. Consider new permits requests from homeowners.

i. New Pool Permit

Keith & Stacy Hart

3725 Hatchers Circle

Stockton, CA 95219

Index No. 81; Lot 1972

Assessor's Parcel No. 098-020-50

Please see Engineer's Report Section I.A.(1).

ii. Consider Levee Encroachment Standard Violation Enforcement.

None presented.

(d) Sediment Removal Project.

i. Review general status of project

ii. Approve Amendment No. 1 to Port of Stockton Dredged Sediment Agreement.

Please see Engineer's Report Section II.

(e) Delta Levee Subventions Program.

Please see Agenda Item 5.

From Engineer's Report:

I. PLAN REVIEW

A. Pending Permit Requests from homeowners.

- (1) 3725 Hatchers Circle
Keith & Stacey Hart
Index No. 81, lot 1972
APN 098-020-50

EXHIBIT A: August 8, 2020 Encroachment Application.

EXHIBIT B: Survey of Lot by Michael D. Farley.

Chris Neudeck presented this item. He reviewed with the the Application for Approval of Plans and/or Encroachment Permit from Mr. and Mrs. Hart for a swimming pool. Work was done to verify the location of the pool relative to the lot and it is 26 feet beyond the toe of the levee. He further stated the pool encroachment is not an issue as there are adequate setbacks for this pool. Mr. and Mrs. Hart have complied with all requirements and Mr. Neudeck recommends the Board approve the application with no special conditions.

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608, that Application for Approval of Plans and/or Encroachment Permit for a swimming pool at 3725 Hatchers Circle, Stockton, Index No. 31, Lot 1972, APN 098-020-50 be approved as presented.

II. SEDIMENT REMOVAL PROJECT

A. Review general status of the project.

Excerpt from Engineer's Report:

- | | |
|---------------------------------|---|
| ▪ Total QTY to dredge: | 75,797 cu-yds |
| ▪ Total QTY to date: | 36,881 cu-yds |
| ▪ Remaining QTY: | 38,916 cu-yds |
| ▪ Avg. QTY per 12-hr/day: | 842 cu-yds/day (avg. was 785 cu-yds/day on 9/14/20) |
| ▪ Remaining work days: | 61 days |
| ▪ Estimated days to completion: | 46 days |
| ▪ Estimated completion date: | 11/15/20 – 11/20/20 |
| ▪ Construction window: | 8/1/2020 – 11/30/20 |

The Contractor is estimated to complete dredging 10 to 15 days prior to the construction window end date.

Exhibit C: Quantity Tracking Summary

Exhibit D: Sampling of Daily Field report photographs.

Mr. Neudeck presented this item. He referenced Exhibit C and informed the Board the project is 50% completed. The construction window extends to November 30 and completion date is expected to be 10 days prior to that date. Although there have been some challenges, everything is moving along. Water quality testing is being conducted regularly as compliance is necessary to avoid the project being shut down. The one critical issue that was encountered was dissolved oxygen, but the levels have since recovered. Mr. Neudeck stated there were a number of discussions between his team and other experts related to this issue and concluded the dissolved oxygen was not related to this project. Another issue encountered is related to hard clay. The hard clay seems to define the original boundary of this region. What is truly being done is maintenance dredging by removing the sediment recently deposited and not the clay soil.

Mr. Neudeck also referenced the photographs in Exhibit D showing the debris and water vegetation that has been cleared and placed to dry at Grupe Park. Joe Bryson is helping coordinate the removal of the vegetation by placing it on the water side of the levee to allow it to drain and then move to the crown of the levee for removal. The water vegetation has to dry before putting it in the garbage bins for removal. The original plan to was move the vegetation to the lawn but Mr. Bryson felt it best to levee it on the water side of the levee to minimize any damage to the lawn on Grupe Park.

B. Review and seek the Board of Trustees' endorsement on the amendment to the Port of Stockton's Sediment agreement for the additional yardage of disposed sediment.

EXHIBIT E: Port of Stockton Sediment Disposal Agreement Amendment.

Chris Neudeck presented this item. He explained under the present Agreement with the Port of Stockton, the District may discharge onto the Dredge Sediment Placement Site up to 60,000 cubic yards of dredge material at \$6.00 per cubic yard. Since the amount of dredge material needing disposal has increased, appeal was made to the Port of Stockton to lower the price per cubic yard. Trustee Dan MacDonnell was able to meet with the Port Director and agreement was reached to lower the price to \$1.00 per cubic yard for the additional yardage of disposed sediment after exceeding the first 60,000 cubic yards. President Panzer thanked Trustee MacDonnell for being able to work out a reduction in the amount per cubic yard benefiting the District with a cost savings. After discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 to approve Amendment No. 1 to the Dredge Sediment Agreement with the Port of Stockton and authorize President Panzer to sign Amendment No. 1.

5. **Subventions Agreement** Adopt Resolution 2020-07 Approving and Authorizing Execution of Delta Levee Maintenance Subventions Program Work Agreement Fiscal Year 2020-2021.

Chris Neudeck explained the Delta Levee Maintenance Subventions Program Work Agreement for Fiscal year 2020-2021 is of great benefit to the District as it allows the District to seek reimbursement for any levee related expenses.

Dan Schroeder further added every year the District enters into this Agreement. The Agreement remains the same as previous years with the only difference being that the State only requires one Agreement to be signed as opposed to the multiple copies required in previous years. After discussion,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608, that Resolution 2020-07 Approving and Authorizing Execution of Delta Levee Maintenance Subventions Program Work Agreement for Fiscal Year 2020-2020 be adopted.

6. **Temporary Entry permit to Conduct Nutria Control on Private Lands.** Adopt Resolution 2020-08 Approving and Authorizing Execution of a Temporary Permit for California Department of Fish and Wildlife to Conduct Nutria Control on Private Lands.

Andy Pinasco presented this item. Mr. Pinasco explained that shortly after the September Board meeting, the District received a letter and temporary entry permit from the California Department of Fish and Wildlife. The purpose of the letter and temporary entry permit is to seek authorization to conduct surveys for the presence of invasive nutria and to implement eradication efforts. The Department of Fish and Wildlife will indemnify the district for any damage caused as a result of their surveys and the term of the Temporary Entry Permit goes through December 31, 2025.

Chris Neudeck added that he called the Department of Fish and Wildlife to discuss the issue and their control of these species has been exceptional. They have done this in the Lathrop area and have done well and feel they need to go further into urban slough areas, such as Reclamation District 1608. The Department of Fish and Wildlife feels they are making a substantial dent in eradication of this species. After review,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that Resolution 2020-08 Approving and Authorizing Execution of the Temporary Entry Permit for California Department of Fish and Wildlife to Conduct Nutria Control on Private Lands be adopted.

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

Joe Bryson gave an oral and written report. He informed the Board he had Dino & Son help with the removal of the vegetation from Fourteen Mile Slough at Grupe Park. The vegetation is taking longer than expected to dry and in order to be placed into the disposal dumpster, it needs to be dry. He also commented he has been very busy opening gates multiple times throughout the month for PG&E, surveyors and contractors. An issue that he is experiencing is the difficulty in finding workers to hire during this busy time. He asked about the possibility of using a temporary employment agency to solve this problem. Mr. Pinasco stated using an employment agency would not be a legal issue but rather a financial issue for the District and can look into this. President Panzer asked Mr. Pinasco if he could find out from an employment agency how much it would cost the District on an hourly basis to use their services and to verify amounts and wages. For additional items, please refer to Mr. Bryson's report.

8. **Newsletter. Discussion and direction.**

Dan Schroeder presented this item. He informed the Board it is time to decide if they want to do a fall newsletter and added the District has budgeted for doing so. If the Board is interested, the newsletter consultant will be invited to attend the November meeting to share ideas for a newsletter. All three Trustees agreed to invite Port City Marketing Solutions to the November meeting in an effort of getting out a newsletter by mid to late November.

9. **Report by Trustees on meetings attended and upcoming meetings. Request for direction.**

- Trustee Dan MacDonnell reported having attended two meetings with the Port Director, the first meeting was on September 11, 2020 and second meeting was on September 14, 2020. These meetings were related to the Dredge Sediment Agreement.
- Trustee MacDonnell stated he will be able to attend the virtual 2020 California Preseason Flood Coordination Meeting.

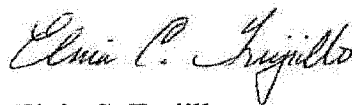
10. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** None to report.

11. **Discussion and direction on Short-Term and Long-Range Goals.** No discussion.
12. **District Calendar.** Discussion and direction. No discussion.
13. **Correspondence.** No additional corresponded of note.
14. **Approval of Bills.** The list of Bills to be Paid presented at this meeting was reviewed. District secretary, Elvia Trujillo, will be adding Warrant No. 6382 payable to Trustee MacDonnell in the amount of \$518.18 for attending the September 11, 2020 and September 14, 2020 meetings with the Port Director. The financial report will also be revised in Line Item G1 to update the month to date figure. The amount under the SJC Mosquito & Vector Control District will be changed from 37.71 to 36.71. The revised reports will be attached to the minutes. After further review,

It was moved, seconded (B. Tholborn/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the List of Bills to be Paid presented at the October 7, 2020 meeting be approved with the additional changes discussed.

15. **Staff Reports.** None.
 - (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.
16. **Adjournment.** The meeting adjourned at 9:02 a.m.

Respectfully submitted,



Elvia C. Trujillo
District Secretary

Reclamation District 1608

Revised Bills to be Paid - October 7, 2020 Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	SUBVENTION FUND
Michael Panzer (10/7/20 Regular Mtg)	10/7/2020	Trustee Fee	\$259.09	\$259.09	6367		
Brett Tholborn (10/7/20 Regular Mtg)	10/7/2020	Trustee Fee	\$259.09	\$259.09	6368		
Dan MacDonnell (10/7/20 Regular Mtg)	10/7/2020	Trustee Fee	\$259.09	\$259.09	6369		
Elvia Trujillo (September 2020)	9/2020	Secretary Fee	\$960.00	\$960.00	6370		
Neumiller & Beardsee	9/17/2020	311579	\$8,774.50	\$8,774.50	6371		
PG&E (Landview & Seagull)	8/28/2020	0950847867-5	\$21.59				
PG&E (Stone River)	9/21/2020	2999432760-8	\$11.46				
				\$33.05	6372		
Kjeldsen Sinnock & Neudeck	9/29/2020	28662	\$2,293.08				
	9/29/2020	28663	\$1,588.53				
	9/29/2020	28664	\$1,020.00				
	9/29/2020	28665	\$62,988.52				
	9/29/2020	28666	\$3,877.50				
	9/29/2020	28667	\$271.00				
				\$72,038.63	6373		
BPM	9/30/2020	36237725	\$668.00	\$668.00	6374		
Joe Bryson (Reimbursement for Tire paid by JBryson)	8/19/2020	2251	\$55.00	\$55.00	6375		
B&R Self Storage	9/18/2020	186-20/21	\$880.00	\$880.00	6376		

Reclamation District 1608
 Revised Bills to be Paid - October 7, 2020 Board Meeting

Dixon Marine Services	10/1/2020	Progress Pay #3	\$738,725.16		\$738,725.16	6377	
Business Printing Service	9/29/2020	2078	\$282.31		\$282.31	6378	
SJC Mosquito & Vector Control Dist	9/30/2020	SJ10038	\$36.71		\$36.71	6379	
Reclamation District 1608 (Transfer to Checking Account)	9/30/2020		\$30,000.00		\$30,000.00	6380	
Dino and Son Ditching Service, Inc.	10/1/2020	20-81	\$11,505.24		\$11,505.24	6381	
Dan MacDonnel (9/11/20 and 9/14/20 Mtgs w/Port)	10/7/2020	9/11 and 9/14 Meetings	\$518.18		\$518.18	6382	
Employment Development Dept.	9/4/2020	Payroll Liability	\$64.19		\$64.19	1456	
State of California Payroll Taxes	Sep-20	September Payroll	\$542.22		\$542.22	online	
Federal Government Payroll Taxes	Sep-20	September Payroll	\$2,418.69		\$2,418.69	online	
Bank of Stockton Visa	9/13/2020	7/28/2020-8/27/2020	\$6,512.37		\$6,512.37	online	
David Mazzara	Payroll	9/1/2020-9/15/2020	\$337.08		\$337.08	Direct Deposit	
Richard Cota	Payroll	9/16/2020-9/30/2020	\$712.06		\$712.06	1457	
Joe L. Bryson (Payroll)	Payroll	9/1/2020-9/30/2020	\$4,880.80		\$4,880.80	Direct Deposit	

RECLAMATION DISTRICT 1608
REVISED FINANCIAL REPORT - OCTOBER 7, 2020
% OF FISCAL YEAR ELAPSED THROUGH SEPTEMBER 30, 2020 - 25%

Budget Item	Budget Amount	Expended MTD	Expended YTD	% YTD
Operations & Maintenance Expenses				
01 Levee Superintendent	\$73,000.00	\$7,040.00	\$21,120.00	28.93%
02 Part Time Employees	25,000.00	1,193.00	7,668.50	30.67%
03 Payroll Taxes and Expenses	23,000.00	1,390.04	4,544.36	19.76%
04 Fences & Gates	25,000.00	2,327.39	27,491.39	109.97%
05 Locks & Signs	1,000.00	0.00	86.18	8.62%
06 Weed and Rodent Control & Clean up	7,500.00	0.00	1,568.89	20.92%
07 Levee Repair Fund (General Operations & Maintenance)	35,000.00	385.53	4,649.60	13.28%
08 Levee Repair Fund (Levee Capital Improvement Projects)	50,000.00	14,942.99	17,500.35	35.00%
09 Special Projects (Sediment Removal Project)	1,600,000.00	801,713.68	1,386,039.62	86.63%
010 Pump System Maintenance	750.00	21.91	64.16	8.55%
011 Wireless Services (Cell and Mobile Computer)	2,500.00	120.08	360.24	14.41%
012 Emergency Equipment & Supplies	22,000.00	0.00	813.74	3.70%
013 Garbage Service	4,000.00	433.47	1,643.86	41.10%
014 District Vehicle (Fuel, Maintenance and Repairs)	3,500.00	178.27	403.24	11.52%
TOTAL	\$1,872,250.00	\$829,746.36	\$1,473,954.13	78.73%
General Expenses				
G1 Trustee Fees	\$10,000.00	\$1,295.45	\$3,886.35	38.86%
G2 Secretary Fees	12,000.00	960.00	3,092.50	25.77%
G3 Office Expenses (includes storage facility)	1,000.00	1,284.92	1,284.92	128.49%
G4 General Legal	55,000.00	8,774.50	17,898.10	32.54%
G5 Audit	4,500.00	0.00	0.00	0.00%
G6 County Administration Costs	7,250.00	36.71	36.71	0.51%
G7 Property and Liability Insurance	10,000.00	0.00	0.00	0.00%
G8 Workers Compensation Insurance	8,000.00	507.17	1,443.30	18.04%
G9 Election Costs	0.00	0.00	0.00	0.00%
G10 Newsletters & Public Communications	16,000.00	0.00	0.00	0.00%
TOTAL	\$123,750.00	\$12,858.75	\$27,641.88	22.34%
Engineering Expenses				
E1 General Engineering	\$22,000.00	\$2,293.08	\$6,960.58	31.64%
E2 Plan Review Engineering	40,000.00	1,020.00	9,207.20	23.02%
E3 Administration of Delta Levee Subventions Program	25,000.00	1,588.53	8,897.28	35.59%
E4 Periodic Levee Property Inspections and Surveys	20,000.00	0.00	0.00	0.00%
E5 Routine Levee Maintenance Consultation	15,000.00	271.00	3,076.50	20.51%
E6 Engineering, Mgmt & Inspection of Capital Imp. Projects	35,000.00	0.00	0.00	0.00%
E7 DWR 5 Year Plan	50,000.00	3,877.50	13,722.50	27.45%
E8 Miscellaneous Expenses (e.g. travel)	0.00	0.00	0.00	0.00%
E9 Assessment Engineering	2,000.00	0.00	906.44	45.32%
E10 Sediment Removal Project	0.00	0.00	0.00	0.00%
TOTAL	\$209,000.00	\$9,050.11	\$42,770.50	20.46%
Warrant Interest Expenses				
Warrant Interest Expense	\$0.00	\$0.00	\$0.00	0.00%
TOTAL	\$0.00	0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$2,205,000.00	\$851,655.22	\$1,544,366.51	70.04%

Budget Item	Anticipated Income	Income MTD	Income YTD	% YTD
Income				
Property Taxes	\$208,120.00	\$3,968.79	\$3,968.79	1.91%
Interest Income	23,000.00	0.00	7,215.00	31.37%
Interest Income (DWR 5 Year Plan)	0.00	0.00	107.00	0.00%
Assessments	298,000.00	15.84	15.84	0.01%
Subvention Reimbursement	200,000.00	0.00	0.00	0.00%
Other Reimbursable Expenses (5 Year Plan)	50,000.00	9,149.62	13,817.24	27.63%
Delta Grant II - Flood Fight Supplies	14,500.00	0.00	0.00	0.00%
Totals	\$793,620.00	\$13,134.25	\$25,123.87	3.17%

Cash On Hand	
Cash Balance as of July 1, 2020	\$2,292,380.70
Revenues (YTD), as of September 30, 2020	25,263.62
Bank of Stockton Account Balance - October 1, 2020	24,330.45
Expenses (YTD), as of September 30, 2020	717,069.51
TOTAL CASH	\$1,624,905.26

Cash On Hand **\$1,624,905.26**

Reserves	
Capital Improvement Reserve	\$500,000.00
Board-Designated Reserve	900,000.00

5-Year Plan PFA	Transfers	Interest	\$37,500.00
Interest (10/31/2019)		\$176.00	\$37,676.00
Interest (1/31/2019)		\$176.00	\$37,852.00
Progress Billing No. 1 Transfer fo Funds (31/2020)	\$4,323.73		\$33,528.27
Interest (4/30/2020)		\$158.00	\$33,686.27
Progress Billing No. 2 Transfer fo Funds (6/30/2020)	\$1,822.75		\$31,863.52
Progress Billing No. 3 Transfer of Funds (7/31/2020)	\$4,667.62		\$27,195.90
Interest (7/31/2020)		\$107.00	\$27,302.90
Progress Billing No. 4 Transfer of Funds (9/11/2020)	\$4,078.12		\$23,224.78
Progress Billing No. 5 Transfer of Funds (9/11/2020)	\$5,071.50		\$18,153.28