

**MEETING AGENDA FOR  
RECLAMATION DISTRICT NO. 1608  
BOARD OF TRUSTEES REGULAR MEETING  
8:00 A.M. DECEMBER 1, 2021**

**NEUMILLER & BEARDSLEE  
3121 WEST MARCH LANE, SUITE 100  
STOCKTON, CA 95219**

Call to Order.

Roll Call.

Agenda Items.

1. Public Comment. The public may comment on any matter within the District's jurisdiction that is not on the agenda. Matters on the agenda may be commented on by the public when the matter is taken up. All comments are limited to a maximum of 3 minutes for general public comments on items within the District's subject matter jurisdiction and 3 minutes before or during the Board's consideration of each agenda item, subject to the sole discretion of the Board President to allow additional time for a comment in accordance with Resolution 2019-04.
2. Approval of Minutes. Minutes of the District meeting of November 3, 2021.
3. Financial Report. Review, discuss, and accept financial report.
4. Engineer's Report. Request for directions and approvals.

a. Plan Review

- A. Review status of follow up Levee Inspection of the District's Levee system
- B. Review properties with ongoing violations

a) **4149 Fort Donelson Drive  
Morgan and Susan Mayfield**

Review correspondence and photographs related to the Mayfield residence. KSN, Inc. recommends that District Counsel draft letter revoking the Mayfield's permit to maintain vegetation on their lot and suggest the scheduling of a show cause hearing to take action.

b) **3848 Fourteen Mile Drive  
Mr. Gerard and Chris Hammer**

Review photograph of relocated fence to the toe of the levee.

*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 Elvia Trujillo 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, Stockton, California during normal business hours.*

C. Permit Requests

a) **3826 Falmouth Court  
Stephen and Kendra Nelson**

Steve and Kendra Nelson are seeking a permit to replace the gravel beneath their permitted wrought iron fence at the toe of the levee and pour a concrete curb.

D. Review the Progress of the Marina's lower Parking area (previously tennis courts) and new stairway to the upper parking lot.

b. AB 360 Delta Levee Subventions Program

A. Review the investigation of the toe drain along the District's levee in the South East Quadrant adjacent to Sea Gull Drive. Joe Bryson will have finish site photos in his report.

B. Review the removal of historic tree stumps for trees the District removed historically along the District's levee in the North East Quadrant. Joe Bryson will have finish site photos in his report.

5. District Vehicle Use Policy. Adopt Resolution 2021-06 District Vehicle Use Policy.

6. Levee Superintendent Report. Request for directions and approvals.

7. Newsletter. Discussion and direction.

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

9. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.

10. Discussion and direction on Short-Term and Long-Range Goals.

11. District Calendar. Discussion and direction.

a. Next meeting January 5, 2022

12. Correspondence.

13. Future Agenda Items.

14. Approval of Bills.

15. 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.

16. Adjournment.

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**AGENDA PACKET  
RECLAMATION DISTRICT 1608  
DECEMBER 1, 2021**

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

# ITEM 2

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD ON WEDNESDAY, NOVEMBER 3, 2021**

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 3, 2021, at the law offices of Neumiller & Beardslee, 3121 W. March Lane, Suite 100, Stockton, California.

**TRUSTEES PRESENT WERE:**

MICHAEL PANZER (left at 8:30 a.m.)  
DAN MacDONNELL  
DOTTIE LOFSTROM

**OTHERS PRESENT WERE:**

DAN SCHROEDER  
CHRIS NEUDECK  
ANDY PINASCO (by phone)  
JOE BRYSON  
ELVIA TRUJILLO  
BOB BENTZ  
KRISTEN DYKE  
SARAH VIGIL  
STEVE SIEVERS  
GURNEEL BOPARAI

1. **Public Comment.** President Panzer commented he would be leaving the meeting at 8:30 a.m. due to an appointment. He also commented on having attended the American Society of Civil Engineers Sacramento Section Awards Ceremony where he accepted a plaque on behalf of the District. The District had the honor of being selected for the Outstanding Small Project Award for its Sediment Removal Project. In addition, President Panzer read a card received from Mrs. Laura Tholborn thanking the District for the commemorative plaque given to her in memory of former Trustee Brett Tholborn.
2. **Approval of Minutes.** Minutes of the District meeting of October 6, 2021. The Trustees reviewed the minutes. After review,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board Trustees of Reclamation District 1608, that the minutes of the October 6, 2021 Regular Meeting be approved as presented.

3. **Financial Report.** Review, discuss, and accept financial report. District Secretary, Elvia Trujillo, presented an oral and written report. The financial report will be revised moving the amount of the dividend check from State Compensation Insurance Fund from *Other Reimbursable Expenses* to line item G8-*Workers Compensation Insurance*. She also reported the first registered warrant related to the Sediment Removal Project will be paid and gave an update on the outstanding registered warrants. After review,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Financial Report presented at the November 3, 2021 meeting be approved with revision.

3.a. Budget. Discussion and possible action to amend 2021-22 Budget.

Andy Pinasco gave an oral and written report. At the October meeting it was discussed that the money budgeted for item G9 – *Election Costs* is no longer necessary due to there being no election; therefore, the first amendment to the budget will be changing the budgeted amount on line Item G9 to \$211.47. The second amendment is related to engineering costs. A new line item, E9 – *Assessment Development*, with the budgeted amount of \$15,000.00 will be added to keep expenses separate from line Item E8 - *Assessment Engineering* expenses. E8 – *Assessment Engineering* is for the current assessments. E9 – *Assessment Development* is for exploratory purposes of putting together workshop related to the District’s next possible Proposition 218. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the amendment to the 2021-2022 Budget be approved as presented.

3.b. Discussion and possible action to authorize signatures for San Joaquin County Auditor/Controller Authorized Signature Card.

Dan Schroeder presented this item. Mr. Schroeder explained the signature card with the County Auditor’s office is updated when there is a change in authorized signers, in this case, we have a new Trustee, Dottie Lofstrom. After review,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the new San Joaquin County Auditor/Controller Signature Card be approved and authorized signatures.

4. **Delta Levee Subventions.** Approve Resolution 2021-05 Authorizing Execution of the Levee Subventions Program 2021-2022.

Dan Schroeder presented this item. He explained that each year the District enters into this agreement with the Department of Water Resources. In order to participate in the

Levee Subventions Program, it is necessary to approve and enter into this agreement. The program is of great benefit as it allows the District to seek reimbursement for levee related expense. After review,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608, that Resolution 2021-05 Approving and Authorizing Execution of Delta Levee Maintenance Subventions Program Work Agreement for Fiscal Year 2021-2022 be adopted and authorized President Panzer to sign the agreement.

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

- (a) Review status of follow-up Levee Inspection of the District's Levee system.  
*Please see Engineer's Report item I.A.*
- (b) Review the Progress of the Marina's Lower Parking Area (previously tennis courts) and new stairway to the upper parking lot.  
*Please see Engineer's report item I.B.*
- (c) Discussion and Possible Action Permit Requests from homeowners.
  - i. 7014 Yorktown Court  
ImaJean and Thomas P. Blake  
APN 100-030-36  
Review an application for the in-progress installation of 18'x 33' pool.  
*Please see Engineer's Report item I.C.*

*From Engineer's Report:*

I. **PLAN REVIEW.**

A. Review status of follow up Levee Inspection of the District's Levee system.

Chis Neudeck reported this is a follow up to annual levee inspection conducted yesterday. All homes are in compliance with the exception of two. The first residence out of compliance is the Mayfield residence. This has been a continuous problem and there have been plenty of meetings regarding this issue. Mr. Neudeck suggested terminating their agreement. The second residence out of compliance is the Hammer residence. There were also previous meetings related to the Hammers and they need to move the fence in order to comply with the request and to bring them into compliance. Mr. Neudeck further stated the cost associated with the engineering inspections is costly to the District.

- B. Review progress of the Marina's lower Parking area (previously tennis courts) and new stairway to the upper parking lot.

*EXHIBIT A: Photo summary from recent KSN Inc. field inspection.*

Chris Neudeck reported the Marina is in the process of developing the short-stem wall as well as a ramp to go up the back slope. Photos taken at a recent field inspection have been included as Exhibit A.

- C. Permit Requests from homeowners  
a) 7014 Yorktown Court  
ImaJean and Thomas P. Blake  
Index No. 65, Lot No. 1260  
APN 100-030-36

*Excerpt from Engineer's Report:*

Review an application for the in-progress installation of an 18 ft x 33 ft pool. The lot is located along 5 Mile Slough. The pool has been excavated and is adequately set back from the toe of the levee by a minimum of 33 feet. **KSN Inc. is recommending approval of this application for encroachment.** KSN has worked with the Blake's agents, Premier Pool & Spas, and gathered the required information for the District's Encroachment Application.

**KSN Inc. supports the approval of this pool encroachment provided that the Blakes remove the stacked-up material against the fence along the levee toe.** This material appears to have been moved over to the fence area to make room for the pool excavation but is now interfering with visibility and inspectability of the District's levee toe. **KSN recommends this removal of stacked material to be a condition of the Board of Trustees Approval.**

Please note the condition of the lot in advance of the pool excavation as depicted in the attached photos.

*EXHIBIT B: October 26, 2021 Encroachment Application for As-Built pool vessel excavation.*

*EXHIBIT C: Plans of the pool.*

*EXHIBIT D: Existing Site Photo of the lot.*

*EXHIBIT E: Site Photos of the lot prior to the pool excavation*

*EXHIBIT F: Lot information.*

*EXHIBIT G: General correspondence with Premier Pools & Spa*



Mr. Neudeck presented this item. The Blake's representative, Premier Pool & Spa, has been in contact with Chris Neudeck after being informed by the City of Stockton they needed to get a permit from the District for the installation of the pool. Mr. Neudeck commented they have been very responsive and submitted the plans for inspection. There are two things recommended by Mr. Neudeck. Mr. Neudeck suggested they consider putting more than one pressure relief valve. The other element that will be a condition is that all the dirt/debris/material stacked against the fence along the levee toe be removed immediately. Mr. Neudeck recommends and seeks approval with condition that they remove the stacked up material and comply with District Standards conditions.

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608, that the permit application for 7014 Yorktown Court (ImaJean & Thomas P. Blake) for a swimming pool be approved with the condition that stacked material against the fence along the levee toe be removed.

6. **Levee Superintendent Report. Request for directions and approvals.**  
Joe Bryson presented an oral and written report. Mr. Bryson read through each line item of his report and stressed the need to hire someone to help with work. For a complete list of items reported by Mr. Bryson, please refer to the Levee Superintendent Report presented at this meeting.
7. **Newsletter. Discussion and direction.**  
Andy Pinasco reported on this item. Kristen Dyke and Sarah Vigil from Port City Marketing were present to discuss and seek direction with the newsletter. Trustee Lofstrom and Trustee MacDonnell reviewed the draft newsletter and provided comments and changes. Trustee Lofstrom suggested rewriting and combining some of the paragraphs in the newsletter and added she would be providing Kristen Dyke with suggested language. Kristen Dyke is to reach out to C. Neudeck regarding language and numbers related to the Sediment Removal Project. The Board directed a revised draft newsletter be brought to the December Board meeting with the goal of mailing the newsletter in January.
8. **Report by Trustees on meetings attended and upcoming meetings. Request for directions and approval.**  
Trustee MacDonnell reported having attended the virtual 2021 California Preseason Flood Control Coordination Meeting on October 19, 2021.
9. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings. None.**

10. **Discussion and direction on Short-Term and Long-Range Goals.** None.
  11. **District Calendar.** Discussion and direction.  
Dan Schroeder commented the only item in the calendar for the month of November is election related but the District will not be holding an election.
  12. **Correspondence.**  
Other than what was included in the agenda packet, there is no additional correspondence.
  13. **Approval of Bills.** After review,  

It was moved, seconded (D. Lofstrom/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 November 3, 2021 meeting be approved.
  14. **Closed Session.**
    - a. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: District Superintendent
  15. **Closed Session Report.**  
The Board reconvened from Closed Session at 9:39 a.m. All Trustees were present, except for President Panzer, during the entirety of the Closed Session. There was no reportable action regarding item 14.a.
  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.
14. **Adjournment.** The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Elvia C. Trujillo  
District Secretary

Reclamation District 1608  
Bills to be Paid - November 3, 2021 Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	SUBVENTION FUND
Michael Panzer (11/3/2021 Regular Mtg)	11/3/2021	Trustee Fee	\$272.04				
2021 Flood Control Coordinating Mtg	10/19/2021	Trustee Fee	\$272.04				
American Society of Civil Engineers Awards	10/15/2021	Trustee Fee	\$272.04				
				<b>\$816.12</b>	6538		
Dan MacDonnell (11/3/2021 Regular Mtg)	11/3/2021	Trustee Fee	\$272.04				
2021 Flood Control Coordinating Mtg	10/19/2021	Trustee Fee	\$272.04				
				<b>\$544.08</b>	6539		
Dottie Lofstrom (11/3/2021 Regular Mtg)	11/3/2021	Trustee Fee	\$272.04				
				<b>\$272.04</b>	6540		
Elvia Trujillo (October 2021 Services)	11/3/2021	Secretary Fee	\$1,042.38				
				<b>\$1,042.38</b>	6541		
PG&E (Landview & Seagull)	9/30/2021	0950847867-5	\$10.45				
PG&E (Stone River)	10/21/2021	2999432760-8	\$11.79				
				<b>\$22.24</b>	6542		
Neumiller & Beardslee	10/12/2021	321335	\$1,397.72				
				<b>\$1,397.72</b>	6543		
Kjeldsen Sinnock & Neudeck	10/25/2021	31438	\$1,324.57				
	10/25/2021	31439	\$1,344.63				
	10/25/2021	31440	\$97.50				
	10/25/2021	31441	\$36.75				
				<b>\$2,803.45</b>	6544		
The Record	9/25/2021	250188	\$79.80				
(Publication of Notice of No Election)				<b>\$79.80</b>	6545		
Csj, LLC	10/22/2021	Work done on 10-20-21	\$150.00				
(For root location)				<b>\$150.00</b>	6546		

Reclamation District 1608  
Bills to be Paid - November 3, 2021 Board Meeting

Transfer to Sediment Removal Proj Fund	11/3/2021	For Registered Warrant #6392	\$16,000.00			
				\$16,000.00		
Bank of Stockton		Warrant No. 6392	\$25,812.50			
(Payment of Registered Warrant 6392)				\$25,812.50	RW 6392	
Bank of Stockton Visa	10/21/2021	8/28/2021 - 9/26/2021	\$4,057.70			
				\$4,057.70		online
State of California Payroll Taxes		10/1/21 and 10/16/21 Payroll	\$638.79	\$638.79		online
Federal Government Payroll Taxes		10/1/21 and 10/16/21 Payroll	\$2,703.49	\$2,703.49		online
Joe L. Bryson (Payroll)	10/1/2021	9/1/2021 - 9/30/2021	\$5,006.73	\$5,006.73		Direct Deposit
Austin Slaughter (Payroll)	10/1/2021	9/16/2021 - 9/30/2021	\$786.94	\$786.94		Direct Deposit
	10/16/2021	10/1/2021 - 10/15/2021	\$749.06	\$749.06		Direct Deposit
Michael Arends (Payroll)	10/1/2021	9/16/21 - 9/30/2021	\$473.52	\$473.52		1475
		<b>WARRANT TOTAL:</b>		\$23,127.83		
		<b>CHECKING TOTAL:</b>		\$14,416.23		
		<b>TOTAL BILLS PAID</b>		\$37,544.06		

# ITEM 3

**RECLAMATION DISTRICT 1608**  
**FINANCIAL REPORT - DECEMBER 1, 2021**  
**% OF FISCAL YEAR ELAPSED THROUGH NOVEMBER 30, 2021 - 41.6%**

Budget Item	Budget Amount	Expended MTD	Expended YTD	% YTD
<b>Operations &amp; Maintenance Expenses</b>				
O1 Levee Superintendent	\$75,000.00	\$6,744.38	\$28,070.63	37.43%
O2 Part Time Employees	30,000.00	1,594.00	12,357.00	41.19%
O3 Payroll Taxes and Expenses	25,000.00	1,474.93	7,113.54	28.45%
O4 Fences & Gates	25,000.00	676.10	3,887.86	15.55%
O5 Locks & Signs	1,000.00	0.00	0.00	0.00%
O6 Weed and Rodent Control & Clean up	7,500.00	0.00	3,171.03	42.28%
O7 Levee Repair Fund (General Operations & Maintenance)	15,000.00	465.56	4,868.40	32.46%
O8 Levee Repair Fund (Levee Capital Improvement Projects)	25,000.00	0.00	1,448.79	5.80%
O9 Pump System Maintenance	750.00	10.10	90.68	12.09%
O10 Wireless Services (Cell and Mobile Computer)	1,200.00	90.12	570.44	47.54%
O11 Garbage Service	4,000.00	0.00	1,450.08	36.25%
O12 District Vehicle (Fuel, Maintenance and Repairs)	3,500.00	259.75	3,590.55	102.59%
<b>TOTAL</b>	<b>\$212,950.00</b>	<b>\$11,314.94</b>	<b>\$66,619.00</b>	<b>31.28%</b>
<b>General Expenses</b>				
G1 Trustee Fees	\$10,000.00	\$816.12	\$6,528.96	65.29%
G2 Secretary Fees	12,000.00	822.44	4,866.75	40.56%
G3 Office Expenses (includes storage facility)	1,000.00	134.00	354.00	35.40%
G4 General Legal	35,000.00	2,179.92	11,197.68	31.99%
G5 Audit	5,000.00	0.00	205.00	4.10%
G6 County Administration Costs	5,500.00	0.00	0.00	0.00%
G7 Property and Liability Insurance	11,500.00	0.00	0.00	0.00%
G8 Workers Compensation Insurance	8,000.00	688.92	4,965.33	62.07%
G9 Election Costs	211.47	0.00	211.47	100.00%
G10 Newsletters & Public Communications	5,000.00	179.88	179.88	3.60%
G11 Registered Warrant Expenses	175,000.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>\$268,211.47</b>	<b>\$4,821.28</b>	<b>\$28,509.07</b>	<b>10.63%</b>
<b>Engineering Expenses</b>				
E1 General Engineering	\$20,000.00	\$1,196.40	\$7,469.38	37.35%
E2 Plan Review Engineering	25,000.00	1,665.00	11,890.63	47.56%
E3 Administration of Delta Levee Subventions Program	20,000.00	1,160.00	7,995.38	39.98%
E4 Periodic Levee Property Inspections and Surveys	7,500.00	0.00	0.00	0.00%
E5 Routine Levee Maintenance Consultation	7,500.00	866.25	1,331.25	17.75%
E6 Engineering, Mgmt & Inspection of Capital Imp. Projects	5,000.00	0.00	0.00	0.00%
E7 DWR 5 Year Plan	15,000.00	66.25	66.25	0.44%
E8 Assessment Engineering	2,100.00	252.50	2,498.93	119.00%
E9 Assesment Development	15,000.00	2,120.00	2,120.00	14.13%
<b>TOTAL</b>	<b>\$117,100.00</b>	<b>\$7,326.40</b>	<b>\$33,371.82</b>	<b>28.50%</b>
<b>Warrant Interest Expenses</b>				
Warrant Interest Expense	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$598,261.47</b>	<b>\$23,462.62</b>	<b>\$128,499.89</b>	<b>21.48%</b>

Budget Item	Anticipated Income	Income MTD	Income YTD	% YTD
<b>Income</b>				
Property Taxes	\$210,000.00	\$0.00	\$4,465.77	2.13%
Interest Income	5,000.00	347.00	701.00	14.02%
Assessments	298,000.00	12134.62	12,134.62	4.07%
Subvention Reimbursement	100,000.00	0.00	125,591.00	125.59%
Other Reimbursable Expenses (5 Year Plan)	15,000.00	0.00	0.00	0.00%
Delta Grant II - Flood Fight Supplies	14,500.00	0.00	0.00	0.00%
<b>Totals</b>	<b>\$642,500.00</b>	<b>\$12,481.62</b>	<b>\$142,892.39</b>	<b>22.24%</b>

<b>Cash On Hand</b>	
Cash Balance as of July 1, 2021	\$392,249.43
Revenues (YTD), as of October 31, 2021	142,538.39
Bank of Stockton Account Balance - November 23, 2021	23,820.40
Expenses (YTD), as of October 31, 2021	134,298.58
<b>TOTAL CASH</b>	<b>\$424,309.64</b>

Fund Balance as of November 23, 2021	\$377,361.41
Proposed Warrants 12/1/2021 Board Meeting	(\$40,008.86)
Approximate Fund Balance	\$337,352.55

<b>Reserves</b>	
Board-Designated Reserve (For District Operations Only)	100,000.00

<b>5-Year Plan PFA</b>	<b>Transfers</b>	<b>Interest</b>	<b>\$37,500.00</b>
Interest (10/31/2019)		\$176.00	\$37,676.00
Interest (1/31/2020)		\$176.00	\$37,852.00
Progress Billing No. 1 Transfer fo Funds (3/2/2020)	\$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
Interest (10/31/2020)		\$52.00	\$18,205.28
Progress Billing No. 6 Transfer of Funds (12/3/2020)	\$2,373.75		\$15,831.53
Progress Billing No. 7 Transfer of Funds (12/3/2020)	\$3,489.75		\$12,341.78
Progress Billing No. 8 Transfer of Funds (12/3/2020)	\$2,718.00		\$9,623.78
Interest (1/31/2021)		\$19.00	\$9,642.78
Progress Billing No. 9 Transfer of Funds (2/23/2021)	\$5,296.50		\$4,346.28
Interest (4/30/2020)		\$6.00	\$4,352.28
Progress Billing No. 10 Transfer of Funds (5/18/2021)	\$307.12		\$4,045.16
Interest (7/31/2021)		3.00	\$4,048.16

# ITEM 4



**RECLAMATION DISTRICT NO. 1608  
LINCOLN VILLAGE WEST  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, DECEMBER 1, 2021  
8:00 A.M.  
ENGINEER'S REPORT**

**I. PLAN REVIEW**

- A. Review status of follow up Levee Inspection of the District's Levee system.

***EXHIBIT A: Violation/Remedy Tracking summary for 2021***

- B. Review properties with on-going violations.

- a) **4149 Fort Donelson Drive.**  
Morgan & Susan Mayfield  
Index No. 127, Lot No 2220  
APN 098-420-16

Review correspondence and photographs related to the Mayfield residence. KSN Inc. recommends that the District Counsel draft a letter revoking the Mayfield's permit to maintain vegetation on their lot and suggest the scheduling a show cause hearing to take action.

***EXHIBIT B: Current Photos of the Mayfield residence  
taken on 11/2/21***

***EXHIBIT C: Prior violation notice from KSN Inc dated  
March 26, 2021***

- b) **3848 Fourteen Mile Drive**  
Mr. Gerard & Chris Hammer  
Index No. 27 Lot 1149  
APN 098-370-11

Review photograph of relocated fence to the toe of the levee.

***EXHIBIT D: Current Photos of the Hammer residence  
taken on 11/22/21.***

- c) **3826 Falmouth Court**  
Stephen & Kendra Nelson  
Index No. 135 Lot 2128  
APN 098-440-17  
[Stephen.nelson2@gmail.com](mailto:Stephen.nelson2@gmail.com)

Steve and Kendra Nelson are seeking a permit to replace the gravel beneath their permitted wrought iron fence at the toe of the levee and pour a concrete curb.

KSN Inc. recommends that the Board of Trustees approve this permit

***EXHIBIT E: Application and plan dated 11/19/21***

***EXHIBIT F: Existing and prior photos of the property***

- C. Review the Progress of the Marina's lower Parking area (previously tennis courts) and new stairway to the upper parking lot.

***EXHIBIT G: Photo summary from recent KSN Inc. field inspection.***

## **II. AB 360 DELTA LEVEE SUBVENTIONS PROGRAM**

- A. Review the investigation of the toe drain along the Districts levee in the South East Quadrant adjacent to Sea Gull Drive. Joe Bryson will have finish site photos in his report.

***EXHIBIT H: Photo of field investigation.***

- B. Review the removal of historic tree stumps for trees the District removed historically along the Districts levee in the North East Quadrant. Joe Bryson will have finish site photos in his report.

***EXHIBIT I: Photo of field work.***

# EXHIBIT A

**Lincoln Village West Violation/Remedy Tracking 2021**

Address	Homeowner	Violation Type	Violation Notice Sent	Homeowner Response Date (required within 7 days) Phone	Homeowner Response Date (required within 7 days) Written	Home Owners Second Notice	Remedy Completion Date	Requiring Additional Work
<b>Northeast Quadrant Violations</b>								
3603 Stone River Drive	Bustamante, Luis & Alicia	Vegetation	3/25/2021		3/30/2021		3/30/2021	
<p>3/2/21 - AJL conducted annual property inspection and observed property contained same violation as previous years - Shrubs on levee slope and outside of fence are required to have 2-ft wide gaps cut into them every 15 linear feet to expose the soil subgrade for inspection purposes.</p> <p>3/30/21 - Bustamante responded by email to CHN w/current photos showing vegetation has been cleared and up to district standards.</p> <p>11/2/21 - AJL &amp; Joe Bryson performed a drive-by inspection on the property, as it lay between two other properties requiring follow-up inspections. This property did not require a follow-up inspection from the last time had one, as it complied with District Vegetation Standards but the property's vegetation situation was observed to be in good order.</p>								
7056 Bridgeport Circle	Lomax, Anthony & Candace	Vegetation	3/25/2021	4/6/2021				
<p>3/2/21 - AJL conducted annual property inspection and observed property contained same violation as previous years - Oleander hedgerow, which doubles as the homeowner's fence, is to be completely trimmed of all vegetation from ground level to 2-ft above ground level.</p> <p>4/6/21 CHN received a voicemail from Mr. Lomax indicating that he was arranging to have his tree guys and gardeners trim up the vegetation accordingly. He was concerned that I was not more lenient associated with the COVID pandemic.</p> <p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found Mr. Lomax's property to be acceptable per the District vegetation standards. The hedge near the LS levee toe had been recently trimmed up to 3-ft above the ground.</p>								
<b>Northwest Quadrant Violations</b>								
3757 Hatchers Circle	Smith, Gregory & Nancy	Vegetation	3/25/2021	3/30/2021				
<p>3/1/21 - AJL conducted annual property inspection and observed dense brush along fenceline and beyond, rendering visibility of the levee slope beyond the fence zero. Small trees along fenceline require trimming of all vegetation from the ground level to 2-ft above ground and trimming of trees beyond the fence and still in the levee easement to a distance of 5-ft above ground.</p> <p>3/30/21 - Gregory Smith spoke with Chris Neudeck on this date and agreed to trim up his vegetation in accordance with the District Standards and maintain the same throughout the year.</p> <p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found the vegetation maintenance/trimming to be acceptable and within District vegetation standards. The trimming of the shrubs along the outer fenceline had been maintained and the partial windrow of vegetation inside the fenceline had also been trimmed.</p>								
3929 Waynesboro Court	Farrar, Steve & Linda	Vegetation	3/25/2021	3/30/2021				

**Lincoln Village West Violation/Remedy Tracking 2021**

Address	Homeowner	Violation Type	Violation Notice Sent	Homeowner Response Date (required within 7 days) Phone	Homeowner Response Date (required within 7 days) Written	Home Owners Second Notice	Remedy Completion Date	Requiring Additional Work
<p>3/1/21 - AJL conducted annual property inspection and observed vegetative hedgerow along fenceline did not provide visibility beyond it. Hedgerow must be cleared of all vegetation between ground level and an elevation 2-ft above ground level.</p> <p>3/30/21 - Steve Farrar spoke with CHN on this date and agreed to trim up his vegetation in accordance with the District Standards and maintain the same throughout the year.</p> <p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found the Farrar property to be properly maintained per the District vegetation standards.</p>								
Northwest Quadrant Violations								
4149 Fort Donelson Drive	Mayfield, Morgan & Susan	Vegetation	3/26/2021	4/22/2021		4/16/2021		
<p>3/1/21 - AJL conducted annual property inspection and observed the vegetation on the slope had not been maintained - trees and shrubs were overgrown and had not been trimmed. Trees must be trimmed of all vegetation up to 5-ft above ground level; dense weeds require removal; large shrubs require trimming up to 2-ft above ground level or 3-ft wide swaths cut to subgrade for every 15 linear feet of growth.</p> <p>4/22/21 - CHN spoke with Mrs. Mayfield and she has been in contact with Joe Bryson and is working on cleaning vegetation for inspectibility purposes.</p> <p>4/30/21 - WLF spoke with Joe Bryson and Mayfields have hired Joe's guys to clear vegetation to district standards. Joe will provide pictures once completed.</p> <p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and discovered unchecked &amp; unmaintained growth of all vegetation on the landside slope &amp; toe. No attempt at vegetation maintenance was evident.</p>								
7046 Kennesaw Court	Feneck, John & Diane	Vegetation	3/26/2021	4/1/2021				
<p>3/1/21 - AJL conducted annual property inspection and observed the vegetative hedgerow along the fenceline did not provide visibility beyond the toe. The hedgerow consists of trees and shrubs. Trees must be cleared of all vegetation between ground level and 5-ft above ground level. Shrub clearing requires removing all vegetation between ground level and 2-ft above ground level.</p> <p>4/1/21 John Fennick left a voicemail for CHN indicating that they were getting bids and proceeding with the required vegetation management.</p> <p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found the property to be in compliance with District vegetation standards - All the trees had been trimmed to within 5-feet above the ground along the LS levee toe along the previously uninspectable eastern half of the property.</p>								
Southwest Quadrant Violations								
3730 Fourteen Mile Drive	Mamaril, Larry & Renata	Vegetation & Debris	3/26/2021			4/16/2021		

**Lincoln Village West Violation/Remedy Tracking 2021**

Address	Homeowner	Violation Type	Violation Notice Sent	Homeowner Response Date (required within 7 days) Phone	Homeowner Response Date (required within 7 days) Written	Home Owners Second Notice	Remedy Completion Date	Requiring Additional Work
<p>3/4/21 - AJL conducted annual property inspection and observed the vegetative hedgerow on the slope eliminating the ability to see the levee toe. Also, debris was being 'stored' on the landside slope. Hedgerow must be trimmed free of all vegetation between the ground and 2-ft above the ground to enable slope visibility to the toe. Debris storage along the eastern slope between the fence and the deck connecting the house to the levee requires removal and storage elsewhere.</p>								
<p>5/4/21 - WLF spoke with Joe Bryson and he said Mamaril's property is now in district compliance.</p>								
<p>Southwest Quadrant Violations</p>								
3848 Fourteen Mile Drive	Hammer, Gerard & Chris	Fence LS Hinge Point	3/30/2021					
<p>3/4/21 - AJL conducted annual property inspection and observed the fence along the landside levee crown road hinge point that was supposed to be either permitted or removed last year but still remained in place. No acceptance of the fence to remain was discovered to exist upon investigation of last year's inspection follow-ups.</p>								
<p>4/15/20 - Per Joe Bryson Gerard is going to take the removal of the fence to the next board meeting.</p>								
<p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection. Looking through the fence at the backyard, it was obvious that the fence along the LS levee crown road hinge point was still there. Per the results of a District meeting earlier in the year, Mr. Hammer volunteered to remove the fence. Both AJL &amp; Joe Bryson knocked on the door and spoke with Mr. Hammer and he acknowledged his failure to yet remove the fence but stated that he would eventually get it removed.</p>								
3860 Fourteen Mile Drive	Bock, Gerald & Mary	Fence LS Toe	4/1/2021	3/7/2021				
<p>3/4/21 - AJL conducted annual property inspection and observed the fence along the landside levee toe that was supposed to be either permitted or removed last year but still remained in place. No acceptance of the fence to remain was discovered to exist upon investigation of last year's inspection follow-ups.</p>								
<p>3/7/21 CHN spoke with Joe Bryson to clarify for Dr. Bock what was needed for a permit application for his fence on the landside retaining wall and also explained the need to trim vegetation for which Joe was relaying this information to the Bocks.</p>								
<p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found all vegetation to be in compliance with District vegetation standards. The fence on the LS levee toe was permitted by the District on 6/9/21 and is no longer a violation of District Standards.</p>								
3872 Fourteen Mile Drive	Hemington, Herbert & Judy	Vegetation	4/2/2021	4/13/2021				

Lincoln Village West Violation/Remedy Tracking 2021

Address	Homeowner	Violation Type	Violation Notice Sent	Homeowner Response Date (required within 7 days) Phone	Homeowner Response Date (required within 7 days) Written	Home Owners Second Notice	Remedy Completion Date	Requiring Additional Work
<p>3/4/21 - AJL conducted annual property inspection and observed dense vegetation along the landside slope. Vegetation requires thinning to enable inspectability of the landside levee slope from the levee crown road.</p>								
<p>4/13/21 - AJL conducted an inspection at the request of homeowner and CHN to view progress and to advise homeowner on acceptable concepts of vegetative maintenance that are in keeping with District Standards per the Vegetation Violation of said property.</p>								
<p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up property inspection and found the property to be within District vegetation standards. Two foot wide paths were cleared every 15 linear feet and taller shrubs were cleared up to 3-ft above the ground. Maintenance of this property must be constant in order to not fall out of District Standards due to the large amount and type of vegetation.</p>								
<p>Southwest Quadrant Violations</p>								
3876 Fourteen Mile Drive	Dorhman, Charles & Linda	Vegetation	4/2/2021	4/26/2021		4/16/2021		
<p>3/4/21 - AJL conducted annual property inspection and observed dense vegetation along the landside and waterside slopes. Vegetation requires thinning to enable inspectability of the levee slopes from the levee crown road.</p>								
<p>4/26/21 Joe Bryson called and let us know that Mr. Dorhman was away on vacation for 3 months in Mexico and has now returned and will comply with our request for trimming up the vegetation for inspectability purposes.</p>								
<p>4/28/21 - WLF spoke with Joe Bryson and said Dorhman's son will complete vegetation clearing by 5/3/21.</p>								
<p>11/2/21 - AJL &amp; Joe Bryson conducted a follow-up inspection of the property and discovered it to fall satisfactorily within District vegetation standards. This property, due to its high density of and various types of vegetation, requires constant attention to keep the landside levee slope clear enough to inspect.</p>								
6231 Embarcadero Drive	Zehender, G.W.	Vegetation	4/2/2021	4/19/2021		4/16/2021		
<p>3/4/21 - AJL conducted annual property inspection and observed dense vegetation along the landside and waterside slopes. Vegetation requires thinning to enable inspectability of the levee slopes from the levee crown road. The vegetation was not trimmed on the waterside slope last year.</p>								
<p>4/19/21 - WLF spoke with Joe Bryson and Zehender is paying Joe's guys to clear the vegetation. They will start the weekend of 4/24 if not by the end of April. Joe said he is going to clear out the vegetation and have his guys spray really well to keep it under control.</p>								
<p>4/28/21 - WLF spoke with Joe Bryson and he said they have completed vegetation clearing to meet district standards.</p>								
<p>11/2/21 - AJL &amp; Joe Bryson performed a drive-by inspection on the property, as it also lay between two other properties requiring follow-up inspections. This property did not require a follow-up inspection from the last time had one, as it complied with District Vegetation Standards but the property's vegetation situation was observed to be in good order.</p>								

**Lincoln Village West Violation/Remedy Tracking 2021**

Address	Homeowner	Violation Type	Violation Notice Sent	Homeowner Response Date (required within 7 days) Phone	Homeowner Response Date (required within 7 days) Written	Home Owners Second Notice	Remedy Completion Date	Requiring Additional Work



# EXHIBIT B









# EXHIBIT C



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

2153-0110

March 26, 2021

Mr. Morgan & Susan Mayfield  
4149 Fort Donelson Drive  
Stockton, CA 95219

**Re: Reclamation District No. 1608 – Lincoln Village West Inspection  
4149 Fort Donelson Drive  
Index No. 127 Lot 2220  
APN 098-420-16**

Dear Mr. Mayfield,

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

The inspection of your lot has shown that you have conditions which violate the District Standards and require your immediate attention. A copy of your inspection report, describing specifically what conditions require attention is attached for your information. The attached report lists your property's violations, including the specific section of the District Standards that has been violated.

The District has annually notified you of this unacceptable condition over the past several years with the bushes blocking the inspectability of the landside levee slope and toe in the rear of your property. Annually you comply and trim the vegetation as required but you do not maintain the corrected condition continuously throughout the year as exhibited in the attached photos. This unacceptable condition must be corrected or the District may take action to revoke the permit for the vegetation completely. The action that you take annually to trim the bushes for visual inspection must be maintained throughout the year similar to mowing your lawn.

Please respond to this letter no later than 7 days from receipt hereof as to the schedule of your compliance and remedy. Provided you do not provide the District with an adequate remedy that is different than the past years, I will recommend that the Board of Trustees revoke your permit for vegetation on the levee landside slope.

If your inaction or unacceptable compliance results in me suggesting this matter be heard by the Board of Trustees, I will inform you in advance of the time and details associated with the virtual Board



of Trustees Meeting held on the 1<sup>st</sup> Wednesday of each Month at 8:00 AM so that you can plan on attending if you wish.

Sincerely,  
KJELDEN, SINNOCK & NEUDECK, INC.

A handwritten signature in blue ink, appearing to read 'Christopher H. Neudeck', written over a horizontal line.

Christopher H. Neudeck  
RD 1608 District Engineer

w/enclosures

KSN, Inc. 03/10/20 Inspection Report  
General Vegetation Requirements  
KSN, Inc. 03/10/2020 Photographs with Notes

cc: Trustees (w/encl.)  
Daniel J. Schroeder, Esq. (w/encl.)  
Joe Bryson (w/encl.)  
Elvia Trujillo, Sec. (w/encl.)



LEVEE INSPECTION REPORT  
NORTHWEST LEVEE  
MARCH 2021

**Index No. 127 Lot 2220**

**Assessor's Parcel No. 098-420-16**

Owner: Morgan & Susan Mayfield  
Address: 4149 Fort Donelson Drive, Stockton, CA 95219  
Phone: (209) 478-3768 ext. 16 (Susan)  
Property Site: Same

**Encroachments:** Permits issued in 1983 and 2016 for the following items:

- Wooden-framed chain link fence
- Railroad tie steps extending up slope
- Sprinkler/buried electrical system coverage of entire landside levee slope
- 2 fruit trees on levee slope
- 3 birch trees at toe of levee slope and within the ten foot levee easement
- Extensive dense vegetation coverage of landside levee slope

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**District Standard Violated:**

- Chapter 6 Vegetation, Section 6.04C Maintenance Standards – “Plants will be trimmed and maintained to allow maximum visibility for inspection of the levee slope and toe areas...”

**Landowner Required Action:**

- Trim all shrubs/bushes to 2-feet above ground level or reduce the amount of shrubs on the levee slope.

4149 Fort Donelson Drive  
Mayfield Property  
2020

Trim all shrubs from ground to 2-feet  
above ground level.

Trim or thin shrubs on levee slope  
to allow visibility to ten feet  
beyond the levee toe, as viewed  
from the top of the slope.



4149 Fort Donelson Drive  
Mayfield Property  
2021



# **EXHIBIT D**



# EXHIBIT E

Stephen and Kendra Nelson

3826 Falmouth Ct, Stockton CA 95219

209-609-1157

Stephen.nelson2@gmail.com

Nel  
son

P

Index No. 135 Lot No. 2128

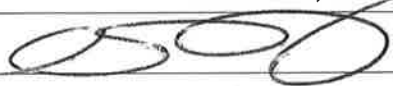
**APPLICATION FOR APPROVAL OF PLANS AND/OR ENCROACHMENT PERMIT**

1. Application to the Reclamation District 1608 for approval to 3826 Falmouth Ct, Stockton CA 95219  
Add 6" wide concrete mow strip on north, west and south borders  
~~along with 4' wide concrete walkway from toe to tip.~~ Work to be completed by  
licensed concrete contractor.

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

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

3. **Please Print or Type:**

<u>Name of Applicant</u>	<u>Address-Zip Code</u>	<u>Telephone Number</u>
Stephen Nelson - 3826 Falmouth Ct, Stockton CA 95219	Office <u>209-609-1157</u> Home _____	
Signature 	Date <u>11/19/2021</u>	

4. **Endorsement**

We, the Trustees of Reclamation District 1608 at its meeting held on the 1st day of DECEMBER 2021, hereby

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



DENY the application for the following reasons:

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Date \_\_\_\_\_

Board of Trustees,  
Reclamation District 1608  
**DR. MICHAEL R. PANZER**

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

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

Conditions:

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

SEE ATTACHED ADDITIONAL CONDITIONS. IF BOX CHECKED ON FRONT PAGE

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



POUR  
CONCRETE  
CURB

# **EXHIBIT F**







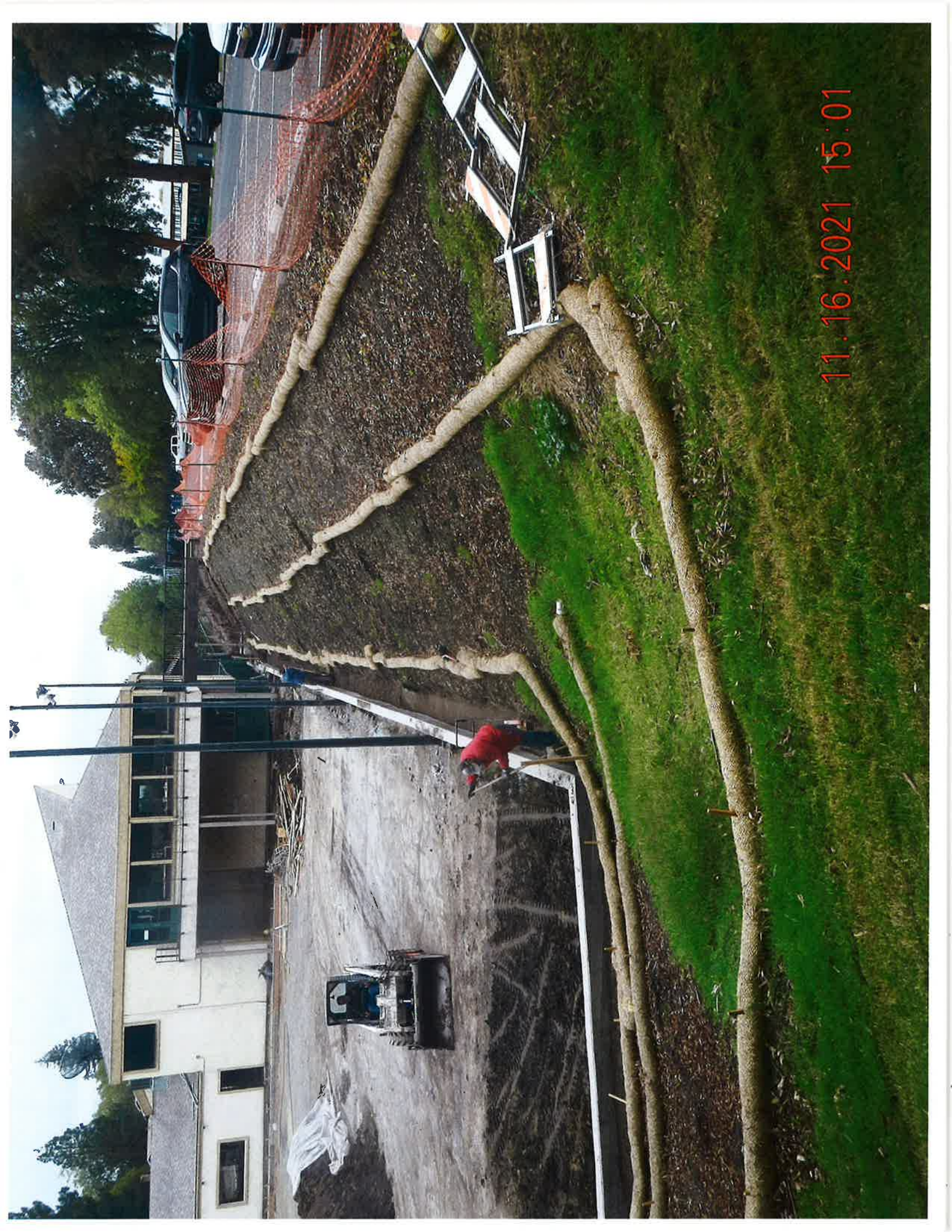
2015.12.07 13:19

# **EXHIBIT G**



11-16-2021 15:01





11.16.2021 15:01

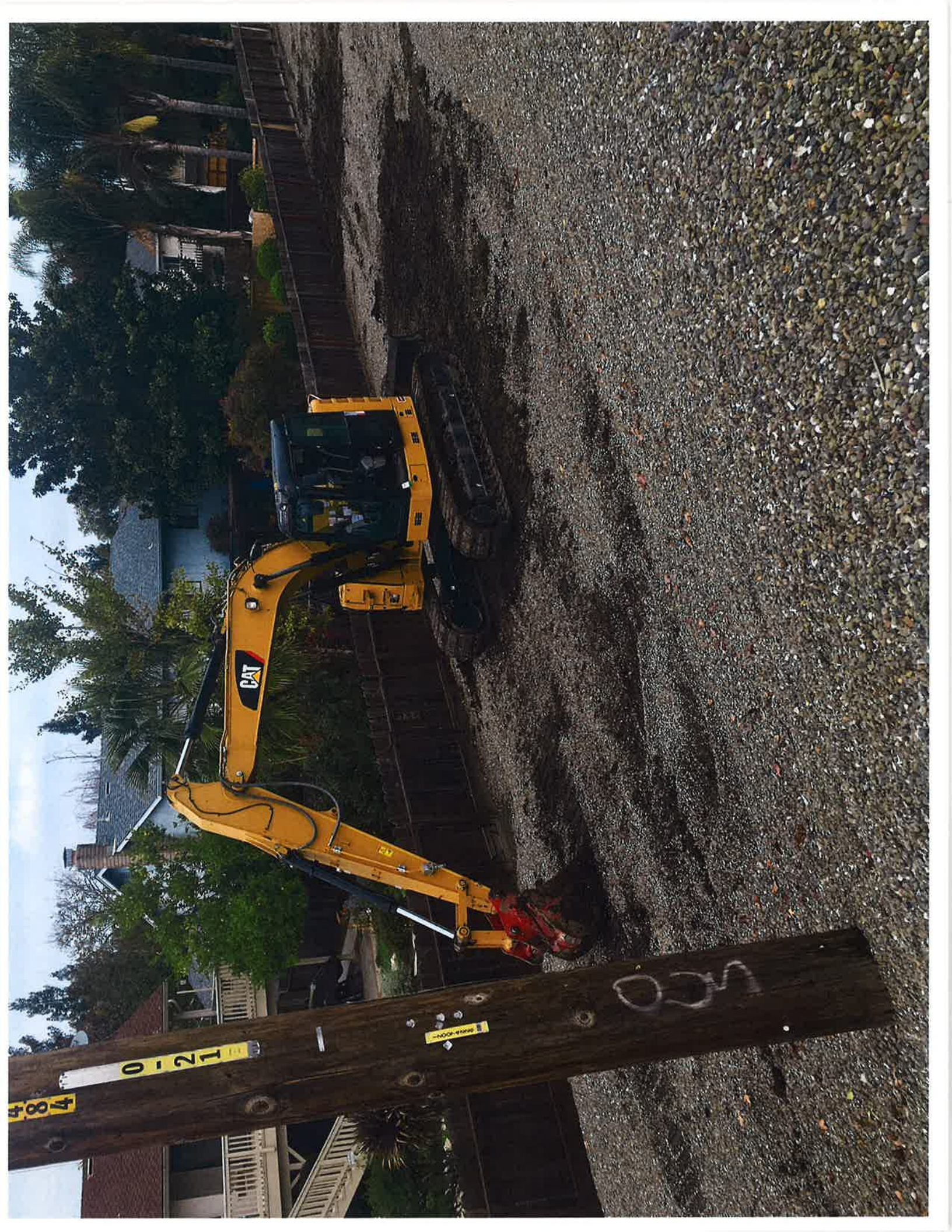


11.16.2021 15:12

# EXHIBIT H













# **EXHIBIT I**



11.09.2021 13:13



11.09.2021 13:33



11.09.2021 13:13



11.09.2021 13:13

# ITEM 5

**RECLAMATION DISTRICT 1608  
RESOLUTION 2021-06**

**DISTRICT VEHICLE USE POLICY**

WHEREAS, Reclamation District 1608 (District”) owns a vehicle for use by the Levee Superintendent and its employees for District use; and

WHEREAS, the District Trustees desire to adopt a District Vehicle Use Policy to govern the use of District vehicles.

NOW, THEREFORE, BE IT RESOLVED that the Trustees of the Reclamation District 1608 hereby adopt the District Vehicle Use Policy attached hereto as Attachment 1 and incorporated herein as though fully set forth.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1614, at a regular meeting thereof, held on December 1, 2021, 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 1st day of December, 2021.

Dated: \_\_\_\_\_, 2021

\_\_\_\_\_  
SECRETARY, Reclamation District 1608



Attachment 1  
RECLAMATION DISTRICT NO. 1608  
VEHICLE USE POLICY

I. PURPOSE

This policy establishes procedures regarding the effective and economical usage and operation of District Owned Vehicles.

II. ASSIGNMENT OF RESPONSIBILITY

- A. The District Superintendent, or Designee, shall maintain a list of all employees authorized to operate District Owned Vehicles.
- B. The District Superintendent shall review all accidents to determine whether an accident was preventable or non-preventable, and to make any necessary disciplinary recommendations.
- C. All District employees shall promptly provide State required license information when notified that their job duties include driving a District Owned Vehicle. Employees are to comply with all training and other reporting requirements of this policy.

III. DEFINITIONS

- A. District Owned Vehicle: any vehicle that is operated on land and owned by the District, and assigned on a shared, designated, or permanent basis.
- B. Operator: any employee who is operating a District Owned Vehicle.
- C. District Business: activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles, District Business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

IV. VEHICLE USE

- A. Only District employees are authorized to operate District Owned Vehicles for official District Business. For purposes of this section, members of the Board of Trustees are not considered District employees.
- B. District Owned Vehicles are for transporting only those employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to District interests.
- C. Under no circumstances shall family members or friends be transported in District Owned Vehicles, including those District Owned Vehicles that are authorized for use in commuting to and from the District. Limited exceptions may be authorized in writing by District Board on a case by case basis.
- D. Employees who have a District Owned Vehicle permanently assigned to them are responsible for ensuring that only persons with a valid driver's license and on official District Business are allowed the use of the District Owned Vehicle.

Attachment 1  
RECLAMATION DISTRICT NO. 1608  
VEHICLE USE POLICY

V. GENERAL GUIDELINES

- A. Employees shall obey all Federal, State, and local laws while operating District Owned Vehicles.
- B. It is the responsibility of the Operator of a District Owned Vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.
- C. When cargo, materials, or tools are being transported, the Operator is responsible for assuring that all items are properly secured.
- D. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on the District Owned Vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- E. Any injuries sustained by the Operator or other employees while operating a vehicle on District Business shall be covered by workers' compensation.
- F. Alcoholic beverages and drugs shall not be transported or placed in any District Owned Vehicle.
- G. At no time shall smoking be allowed in any District Owned Vehicle.
- H. Any employee who operates a District Owned Vehicle is responsible for the proper care and operation of that vehicle.
  - 1. Before operating the vehicle and at least once a day, the employee shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly.
  - 2. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and scheduled for repair.
  - 3. No employee shall operate a District Owned Vehicle found to be in an unsafe condition.
- I. It is the responsibility of the employee whom a District Owned Vehicle is assigned to ensure that District Owned Vehicle is properly maintained on a regular service schedule. All operating expenses of the District Owned Vehicle are to be borne by the District. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation, and insurance.

VI. USE OF ELECTRONIC DEVICES

Employees shall refrain from operating cellular telephones, laptop computers, navigational devices and any other device that may cause Operator distraction while operating a District Owned Vehicle. Employees shall park their vehicle or use a hands-free device when using such equipment.

Attachment 1  
RECLAMATION DISTRICT NO. 1608  
VEHICLE USE POLICY

VII. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a District Owned Vehicle shall be reported as follows:

- A. The Operator shall summon medical care for any injured parties.
- B. The Operator shall notify appropriate law enforcement agencies.
- C. The Operator shall collect information about the other parties involved by completing the "Accident Kit" located in the District Owned Vehicle glove box.
- D. The District Superintendent shall be responsible for initiating an investigation of the accident, completing all required District reports and recommend action to the District Board.
- E. The Operator must report District Owned Vehicle accidents to DMV if more than \$750 in damage was done to the property of any person or District, or anyone was injured (no matter how slightly) or killed. The report must be filed, whether the Operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten (10) days of the accident. If the report is not filed with the DMV, the Operator's driving privilege will be suspended. The police or California Highway Patrol will not file this report.
- F. The District Superintendent must contact District Legal Counsel to report accident.

VIII. LICENSE TO OPERATE DISTRICT OWNED VEHICLE

- A. All District employees authorized to use District Owned Vehicles must possess a valid California driver's license and provide proof of licensing upon hire.
- B. All District employees must maintain a driver's license appropriate for the class of vehicle to be driven.
- C. An employee whose driver's license is suspended or revoked for any reason must notify their supervisor no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any District Owned Vehicle.
- D. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate District Owned Vehicles.

IX. ACKNOWLEDGMENT

Upon receipt of this policy, each employee shall sign a form acknowledging that he/she is aware of this policy.

Attachment 1  
RECLAMATION DISTRICT NO. 1608  
VEHICLE USE POLICY

## Acknowledgement

I, \_\_\_\_\_ (name), acknowledge the Reclamation District No. 1608 Vehicle Use Policy ("Policy").

I have read and fully understand the Policy.

I also understand that any failure to comply with the Policy may result in disciplinary action.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(Acknowledgment form will be placed in driver's employee file)

ITEM 7

Winter 2021/2022

P.O. Box 4857  
Stockton, CA 95204  
rd1608.com

# Reclamation District 1608

## Dear Homeowners and Businesses,

Happy New Year to you and your families as we wrap up holiday festivities and settle into the winter season. The Board continues to wish health and wellness to all our community, especially after another unprecedented year.

Although the District works diligently to maintain the levee year around, it is particularly vulnerable during the rainy season, which typically begins around November and ends in April. The 100 year storm that occurred in late October was a test of the stability of our levee system and we are thankful to the homeowners and businesses of RD 1608 for your efforts and compliance regarding the maintenance and upkeep of our levee.

Accordingly, the District schedules its annual inspection of the levee in February, at the height of the rainy season, when potential for flooding is highest. If you are a homeowner who lives along the levee, you can do your part by ensuring that your trees, bushes, and vegetation are trimmed to District standards, and by calling Superintendent Joe Bryson if debris washes up on the shore. Preserving the integrity of the levee is our number one priority thereby ensuring the safety of all of us who live in our community.

Sincerely,  
*Board of Trustees, Reclamation District 1608*

## DISTRICT UPDATES

### Sediment Removal Project Completed

Phase One of the Sediment Removal Project is complete! After two years of extensive preparation and negotiations with county, state and federal agencies, the District contracted with local engineering firm Kjeldsen, Sinnock and Neudeck to dredge the levee. The result was 76,797 cubic yards- or the equivalent of 6,400 semi truckloads- of sediment and debris dredged and transported to the Port of Stockton disposal site on Roberts Island. The complicated process began with filing # number of permits with state and federal agencies and ensuring environmental compliance every step of the way. In the next

step, the contractor painstakingly mapped the areal and vertical extent of the waterway using GPS to establish exact mapping boundaries and to ensure accurate assessment of sediment removal. X number of monitoring wells were installed and sampled daily to ensure compliance with State of California strict environmental laws and regulations. The actual dredging took four months and resulted in an additional six feet of waterway clearance from Lincoln Village Marina to Fourteen Mile Slough. This increase in depth is critical in ensuring District readiness and ability to transport materials quickly and efficiently in the event of a flood.

*Continued on the next page...*



### Project Stats

**6,400**  
Semi Truckloads of  
sediment and debris  
removed

**6 feet**  
of additional  
waterway clearance

**# permits**  
with state and  
federal agencies

Continued ...

The District Sediment Removal Project caught the notice of the American Society of Professional Engineers, who awarded District engineering contractor firm Kjeldsen, Sinnock and Neudeck, Inc. with their prestigious Outstanding Small Project of the Year Award. Congratulations KSN, and well done!

*American Society of Civil Engineers recognized and awarded the sediment removal project*



## Upkeep of Our Levees

There has been a recent increase in levee vandalism and trespassing by young people in our area. Removing rocks, in particular, creates an unsafe environment and negatively impacts the structural integrity of the levee. Additionally, the levee is an unsafe environment for people to play around in. If you notice anything unusual or suspicious activity around the levee, please get in touch with Supervisor Joe Bryson at (209) 298-3307 or call the local police Department.

It is very important that everyone contributes to maintaining the levee by removing debris and brush in order to reduce chronic vegetation violations and ensure the safety and health of our levees. These efforts will be vital to the success of future projects.

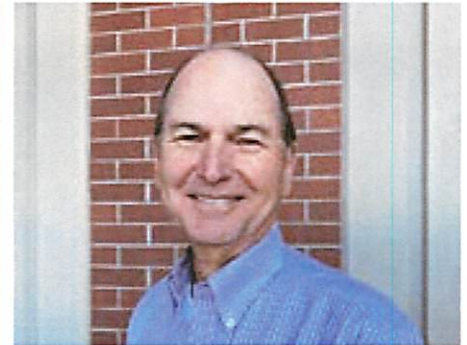
## Trustee Brett L. Tholborn

With sadness we inform you of the passing of Trustee Brett L. Tholborn on August 25, 2021. A Stockton native, Brett was very involved in the community. In addition to his (#) of service on the RD 1608 board, Brett was also a board member of Premier Community Credit Union and Quail Lakes HOA.



## TRUSTEE UPDATES

We are happy to announce the re-election of Trustee Dan MacDonnell. Thank you Dan for your continued support!



We also have appointed a new trustee, Dot Lofstrom. Thank you for giving back to our community!



## Questions? Comments?

Feel free to call the District Hotline at (209) 298-3307 with any questions, comments, or suggestions. You are welcome to attend the District Board of Trustees meetings, which are held the first Wednesday of each month at 8:00 a.m. in the offices of Neumiller & Beardslee at 3121 West March Lane, Suite 100, Stockton.



**New to the area or curious about Reclamation District 1608?**

Visit [rd1608.com](http://rd1608.com) for our mission, photos, project details and contact information.

### DISTRICT TRUSTEES

Michael Panzer, D.D.S., President  
Dan MacDonnell  
Dot Lofstrom

### SUPERINTENDENT HOTLINE

Joe Bryson (209) 298-3307

### ATTORNEY FOR THE DISTRICT

Dan Schroeder (209) 948-8200  
Neumiller & Beardslee

### ENGINEER FOR THE DISTRICT

Christopher H. Neudeck  
(209) 946-0268  
Kjeldsen, Sinnock & Neudeck

# ITEM 10



## **SHORT TERM GOALS 2021**

1. Renewal of District Assessment.
2. Sediment Removal Project.
3. Participate in stakeholder groups. Status: Ongoing.
4. Work on slumping areas. In progress.
5. Monitor SJAFCA meetings re Calaveras and Fourteen Mile Slough uncertified levees.
6. Vegetation encroachments
7. Annual Levee Inspection.
8. Repair/Maintenance of Gates on Crown of Southwest Levee
9. Central Valley Flood Protection Plan

## **LONG TERM GOALS**

1. Lower San Joaquin River Flood Risk Reduction Project
2. Raising Elevation of South West Levee.
3. Prop 218 Assessment

# ITEM 11

## RD 1608: MASTER CALENDAR

### JANUARY

- Update Levee Property DVD

### FEBRUARY

- Annual Review of Trustee Compensation
- Send out Form 700s, remind Trustees of April 1 filing date

### MARCH

- Yearly Employee Evaluations
- Spring Newsletter
- Review Insurance Proposal (Renews April)

### APRIL

- April 1: Form 700s due
- Notify School District of Vegetation Control

### MAY

- Draft Budget
- Tour of Levee System
- Annual CEQA Exemption

### 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*).
- Letter to Property owners on levee regarding levee standards and permit requirements

## 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)
- Deadline to Notify Insurance of Non-Participation in JPRIMA for Subsequent Year

## 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
Dottie Lofstrom	2021	First Friday of Dec 2023
Michael Panzer	2019	First Friday of Dec 2023

### 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**

# ITEM 14

Reclamation District 1608  
Bills to be Paid - December 1, 2021 Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	SUBVENTION FUND
Michael Panzer (12/1/2021 Regular Mtg)	12/1/2021	Trustee Fee	\$272.04				
				\$272.04	6547		
Dan MacDonnell (12/1/2021 Regular Mtg)	12/1/2021	Trustee Fee	\$272.04				
				\$272.04	6548		
Dottie Lofstrom (12/1/2021 Regular Mtg)	12/1/2021	Trustee Fee	\$272.04				
				\$272.04	6549		
Elvia Trujillo (November 2021 Services)	12/1/2021	Secretary Fee	\$822.44				
				\$822.44	6550		
PG&E (Landview & Seagull)	10/29/2021	0950847867-5	\$10.10				
PG&E (Stone River)		2999432760-8	\$0.00				
				\$10.10	6551		
Neumiller & Beardslee	11/16/2021	322382	\$2,359.80				
				\$2,359.80	6552		
Kjeldsen Sinnock & Neudeck	11/19/2021	31646	\$1,196.40				
	11/19/2021	31647	\$1,160.00				
	11/19/2021	31648	\$252.50				
	11/19/2021	31649	\$1,665.00				
	11/19/2021	31650	\$66.25				
	11/19/2021	31651	\$866.25				
				\$5,206.40	6553		
BPM	10/28/2021	CR6783.0	\$794.00				
				\$794.00	6554		
Reclamation District 1608	12/1/2021		\$30,000.00				
(Transfer to Checking Account)				\$30,000.00	6555		

Reclamation District 1608  
Bills to be Paid - December 1, 2021 Board Meeting

Bank of Stockton Visa	10/15/2021	9/27/21-10/27/21	\$2,230.42			
				\$2,230.42		online
State of California Payroll Taxes		11/1/21 and 11/16/21 Payroll	\$544.31	\$544.31		online
Federal Government Payroll Taxes		11/1/21 and 11/16/21 Payroll	\$2,381.80	\$2,381.80		online
Joe L. Bryson (Payroll)	11/1/2021	10/1/2021 - 10/31/2021	\$4,702.93	\$4,702.93		Direct Deposit
Austin Slaughter (Payroll)	11/1/2021	10/18/21 - 10/20/21	\$262.50	\$262.50		Direct Deposit
Elias Strauther (Payroll)	11/16/2021	11/11/21 - 11/15/21	\$278.92	\$278.92		1476
Joe Godinez (Payroll)	11/16/2021	11/1/21 - 11/15/21	\$848.85	\$848.85		1477
US Postal Service (Annual P.O. Box Fee)	11/22/2021	12/1/2021-12/1/2022	\$134.00	\$134.00		1478
		<b>WARRANT TOTAL:</b>		\$40,008.86		
		<b>CHECKING TOTAL:</b>		\$11,383.73		
		<b>TOTAL BILLS PAID</b>		\$51,392.59		