

**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 cots. 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				
				\$816.12	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				
				\$544.08	6539		
Dottie Lofstrom (11/3/2021 Regular Mtg)	11/3/2021	Trustee Fee	\$272.04				
				\$272.04	6540		
Elvia Trujillo (October 2021 Services)	11/3/2021	Secretary Fee	\$1,042.38				
				\$1,042.38	6541		
PG&E (Landview & Seagull)	9/30/2021	0950847867-5	\$10.45				
PG&E (Stone River)	10/21/2021	2999432760-8	\$11.79				
				\$22.24	6542		
Neumiller & Beardslee	10/12/2021	321335	\$1,397.72				
				\$1,397.72	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				
				\$2,803.45	6544		
The Record	9/25/2021	250188	\$79.80				
(Publication of Notice of No Election)				\$79.80	6545		
Csi, LLC	10/22/2021	Work done on 10-20-21	\$150.00				
(For root location)				\$150.00	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
		WARRANT TOTAL:		\$23,127.83		
		CHECKING TOTAL:		\$14,416.23		
		TOTAL BILLS PAID		\$37,544.06		