

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD ON WEDNESDAY, DECEMBER 1, 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 December 1, 2021, at the law offices of Neumiller & Beardslee, 3121 W. March Lane, Suite 100, Stockton, California.

TRUSTEES PRESENT

MICHAEL PANZER  
DAN MacDONNELL  
DOTTIE LOFSTROM

OTHERS PRESENT

CHRIS NEUDECK  
ANDY PINASCO  
JOE BRYSON (left at 9:17 a.m.)  
ELVIA TRUJILLO  
BOB BENTZ  
SARAH VIGIL

ABSENT

DAN SCHROEDER

1. **Public Comment.** President Panzer brought and shared the plaque given to the District at the American Society of Civil Engineers Sacramento Section awards ceremony. The District was selected for the Outstanding Small Project Award for its Sediment Removal Project.
2. **Approval of Minutes.** Minutes of the District meeting of November 3, 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 November 3, 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. 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 December 1, 2021 meeting be approved as presented.

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 Council draft letter revoking the Mayfield's permit to maintain vegetation on their lot and suggest scheduling of a show cause hearing to take action.

*Please see Engineer's Report, Section I.B.a)*

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

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

*Please see Engineer's Report, Section I.B.b)*

C. Permit Requests

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

*Please see Engineer's Report, Section I.B.c)*

D. 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, Section I.C*

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.

*Please see Engineer's Report, Section II.A.*

- 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.

*Please see Engineer's Report, Section II.B.*

*From 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*

Engineer Chris Neudeck discussed *Exhibit A: Violation/Remedy Tracking Summary for 2021*. He stated this tracking is done throughout the year. Mr. Neudeck is very pleased with the homeowners as the conditions are nearly superb with the exception of some ongoing issues.

- 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*

Engineer Neudeck reported on this item. The Mayfield residence continues with conditions that violate the District Standards. Mr. Neudeck referenced Exhibit B of his Engineer's report where the photos show the current condition of the vegetation. Exhibit C is a letter that was sent to the Mayfields indicating concern related to the vegetation condition. This is a chronic issue with the Mayfields. Letters have been sent at least twice a year in the last four years. Mr. Neudeck stated last year he was prepared to seek Board authority to remove permits and then they complied but the problem has continued. Mr. Neudeck is now seeking to revoke their

permit in order to control the vegetation. He said the District is incurring unnecessary expenses for him and his staff to continue to write the letters and do follow up inspections – all this effort results in a lot expense for just one landowner. The Mayfields want Joe Bryson to provide the labor at their expense but Mr. Bryson does not always have the workers to do perform the job. Ultimately, it is not Joe Bryson or the District's responsibility to get someone to do the work, it is the homeowner's responsibility. Discussion followed with the desire to have a show cause hearing in January to give the Mayfields the opportunity to present their case in person.

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to proceed with a show cause hearing in January to address the violations of 4149 Fort Donelson Drive – Mr. Morgan and Susan Mayfield.

- 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.*

Chris Neudeck presented this item. He reported that at the time an inspection was done, the fence had not been relocated but between then and this meeting, Mr. Hammer has relocated the fence and is now in compliance. Exhibit D shows a picture of the relocated fence.

- c) 3826 Falmouth Court  
Stephen & Kendra Nelson  
Index No. 135 Lot 2128  
APN 098-440-17

*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*

Chris Neudeck presented this item. He reported Stephen and Kendra Nelson are new owners at 3826 Falmouth Court. The permit they are requesting is for replacing the gravel beneath the permitted fence and for concrete mow strips on the north, west, and south borders. They also want to include a 4-foot wide walkway from the landside toe to the top of the levee. Originally, Mr. Neudeck was not going to seek approval for the walkway, however, in reviewing further he recommends the Board authorize to allow the flat pathway and the curbing around the perimeter of and underneath the iron fence. Since a pool is in the Nelsons' future plans, they have been made aware that everything needs a permit. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to approve the Encroachment Permit at 3826 Falmouth Court for a 6-inch wide concrete mow strip on north, west, and south borders along with a 4-foot wide walkway from landside toe to top of levee.

- 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.*

Chris Neudeck gave an update of the work being done at the Marina's lower parking area. He referenced the pictures in Exhibit G showing progress being done. No Action needed on this item.

## 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 finished site photos in his report.

*EXHIBIT H: Photo of field investigation.*

Chris Neudeck presented this item. He reported that in the Exhibit H photos you are able to see Joe Bryson's efforts. Joe has been working with Joe Godinez who is very good at operating many types of equipment. Initially it was hard to understand if there was water coming from the Seagull side or Cumberland side.

Joe dug down a couple of times without any luck and finally found the drain. Mr. Neudeck referenced the last picture in Exhibit H where it shows a four-inch drain.

- 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 finished site photos in his report.

*EXHIBIT I: Photo of field work.*

Chris Neudeck presented this item and referenced Exhibit I, the set of pictures at the Northeast quadrant. These are pictures of the old tree stumps and roots that were taken out. These trees had been removed years ago and roots had rotted. The holes were filled with dirt and stamped.

- 5. **District Vehicle Use Policy.** Adopt Resolution 2021-06 District Vehicle Use Policy. Andy Pinasco presented this item. He reported the District Vehicle Use Policy attached to Resolution 2021-06 is similar to what is used with other districts describing the general vehicle use guidelines. This policy provides a procedure in the event the vehicle is involved in an accident and has guidelines related to maintenance. Levee Superintendent Joe Bryson already does all this but it is now in the policy so everyone is on the same page. The Superintendent can designate who can drive the vehicle; the only conditions are you have to be licensed and follow the guidelines/rules. As to Section IV.C of the Vehicle Policy, Joe Bryson requested authorization to have a family member or designated individual with him in the vehicle for safety when doing inspections after business hours or during weekends. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 that Resolution 2021-06 and the Vehicle Use Policy be adopted as presented.

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize Levee Superintendent Joe Bryson to include a family member or designated individual, at his discretion, in the vehicle when doing inspection after business hours or during weekends for safety.

- 6. **Levee Superintendent Report.** Request for directions and approvals. Joe Bryson presented an oral and written report. Of special note is report item 8. Joe Bryson reported the Homeowners' Association (HOA) is giving homeowners information inconsistent with the District Standards. New homeowner, John Wynt, on 3927 Fort Donaldson, was told by the HOA they could build a storage bin in their back yard. Joe

informed them of the violation and once the Wynts return from vacation, he will be meeting with them so the storage bin can be moved. Effort is being made by Mr. Bryson to address these types of violations on a case-by-case basis as he sees them come up and in clearing any misrepresentations by the HOA. The suggestion of including a notation regarding permits the newsletter was suggested. Discussion was held. For a complete list of items reported by Mr. Bryson, please refer to the Levee Superintendent Report provided at this meeting

7. **Newsletter. Discussion and direction.**

Sarah Vigil from Port City Marketing reported and discussed the draft newsletter. She stated a 2-week leadtime is needed after final approval. Further edits were discussed. Trustee Lofstrom will be providing additional edits by email. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to designate Trustee Lofstrom to approve the final newsletter.

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

Andy Pinasco reported SJAFCA will be holding a meeting on December 16. SJAFCA requested one member from the Board attend along with legal counsel and district engineer. Attendance was discussed and Trustee Lofstrom was designated to attend the meeting.

9. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** No report.

10. **Discussion and direction on Short-Term and Long-Range Goals.** None discussed.

11. **District Calendar. Discussion and direction.**

Andy Pinasco reported he will be changing the district calendar for the trustee terms.

a. Next meeting January 5, 2022.

12. **Correspondence.** No correspondence of note.

13. **Future Agenda Items.**

Trustee Lofstrom would like to see an agenda item to address the hyacinth problem. Mr. Neudeck said it is controlled by the Department of Parks & Rec and Boat & Waterways. The concern of not being able to use the waterways in case of an emergency was

discussed. Mr. Neudeck will contact the director regarding a presentation from the flood control perspective.

14. **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 December 1, 2021 meeting be approved.

15. **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.

16. Adjournment. The meeting adjourned at 9:37 a.m.

Respectfully submitted,

  
Elvia C. Trujillo  
District Secretary



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				
				<b>\$272.04</b>	6547		
Dan MacDonnell (12/1/2021 Regular Mtg)	12/1/2021	Trustee Fee	\$272.04				
				<b>\$272.04</b>	6548		
Dottie Lofstrom (12/1/2021 Regular Mtg)	12/1/2021	Trustee Fee	\$272.04				
				<b>\$272.04</b>	6549		
Elvia Trujillo (November 2021 Services)	12/1/2021	Secretary Fee	\$822.44				
				<b>\$822.44</b>	6550		
PG&E (Landview & Seagull)	10/29/2021	0950847867-5	\$10.10				
PG&E (Stone River)		2999432760-8	\$0.00				
				<b>\$10.10</b>	6551		
Neumiller & Beardslee	11/16/2021	322382	\$2,359.80				
				<b>\$2,359.80</b>	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				
				<b>\$5,206.40</b>	6553		
BPM	10/28/2021	CR6783.0	\$794.00				
				<b>\$794.00</b>	6554		
Reclamation District 1608	12/1/2021		\$30,000.00				
(Transfer to Checking Account)				<b>\$30,000.00</b>	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			
				<b>\$2,230.42</b>		online
State of California Payroll Taxes		11/1/21 and 11/16/21 Payroll	\$544.31	<b>\$544.31</b>		online
Federal Government Payroll Taxes		11/1/21 and 11/16/21 Payroll	\$2,381.80	<b>\$2,381.80</b>		online
Joe L. Bryson (Payroll)	11/1/2021	10/1/2021 - 10/31/2021	\$4,702.93	<b>\$4,702.93</b>		Direct Deposit
Austin Slaughter (Payroll)	11/1/2021	10/18/21 - 10/20/21	\$262.50	<b>\$262.50</b>		Direct Deposit
Elias Strauther (Payroll)	11/16/2021	11/11/21 - 11/15/21	\$278.92	<b>\$278.92</b>		1476
Joe Godinez (Payroll)	11/16/2021	11/1/21 - 11/15/21	\$848.85	<b>\$848.85</b>		1477
US Postal Service (Annual P.O. Box Fee)	11/22/2021	12/1/2021-12/1/2022	\$134.00	<b>\$134.00</b>		1478
		<b>WARRANT TOTAL:</b>		<b>\$40,008.86</b>		
		<b>CHECKING TOTAL:</b>		<b>\$11,383.73</b>		
		<b>TOTAL BILLS PAID</b>		<b>\$51,392.59</b>		