

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD ON WEDNESDAY, MARCH 2, 2022**

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 March 2, 2022, 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**

DANIEL J. SCHROEDER (left at 8:50 a.m.)  
CHRIS NEUDECK  
ANDY PINASCO  
JOE BRYSON  
ELVIA TRUJILLO  
STEVEN SIEVERS (left at 9:05 a.m.)

1. **Public Comment.** Attorney Dan Schroeder informed the Board this was his last meeting attending as the District's legal counsel and was passing the torch to Andy Pinasco. He expressed that although it has been a pleasure representing the District and attending the meetings, his time is very limited now that he is managing the law firm. Mr. Schroeder said he leaves the District in good hands with Andy Pinasco as the District's counsel and will be Mr. Pinasco's back up in the event there's a scheduling conflict. He expressed his appreciation to the Board and President Panzer stated he enjoyed Mr. Schroeder's tenure as legal counsel and thanked him for having guided the District wisely through the years.

2. **Approval of Minutes.** Minutes of the District meeting of February 2, 2022. The Trustees reviewed the minutes. After further 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 February 2, 2022, Regular Meeting be approved.

3. **Financial Report.** Review, discuss, and accept financial report. District Secretary, Elvia Trujillo, presented an oral and written report. She noted the District received property tax revenues and interest income. She reported the fourth registered warrant related to the Sediment Removal Project will be paid and gave an updated 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 March 3, 2022, meeting be approved as presented.

3.I. Review Draft 2020/2021 Audit Report and Approve Representation Letter. Attorney Andy Pinasco presented this item. He discussed the draft copy of the Financial Statements and Independent Auditor's Report for the year ended June 30, 2021, and the representation letter from Croce, Sanguinetti & Vanderveen. Mr. Pinasco said the report has no findings so it's considered a clean report and the only difference between this report and those of previous years is that now the District has the registered warrant debt which is being paid off according to the budget. Mr. Pinasco recommends accepting the draft audit report. After review,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Trustees of Reclamation District 1608, that the Draft Audit Report for the year ended June 30, 2021 be approved and authorized execution of the Letter of Representation with Croce, Sanguinetti & Vanderveen.

3.II. Approve Insurance Policy for 2022/2023 insurance year. Attorney Andy Pinasco presented this item. He explained the insurance coverage year is from April to April. Since the Board meeting is taking place prior to receiving the renewal information from the insurance company, and coverage ends April 1st, Mr. Pinasco recommends delegating authority to a Trustee to approve the insurance policy in order to maintain coverage. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608, to delegate authority to President Panzer to review insurance information and make final decision in consultation with legal counsel to approve insurance coverage for the year April 1, 2022 to April 1, 2023.

3.III. Approve Workers' Compensation Policy for 2022/2023 insurance year. Attorney Andy Pinasco presented this item. He reported the workers' compensation insurance policy with State Compensation Insurance Fund is up for renewal. Although we have not yet received numbers from State Fund, Mr. Pinasco recommends the Board renews coverage with State Compensation Insurance Fund to maintain coverage.

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation

District 1608, that workers' compensation insurance coverage be renewed with State Compensation Insurance Fund.

4. **Engineer's Report. Request for directions and approvals.**
  - I. Sediment Removal Project of 2021. *Please see Engineer's Report Section I.*
  - II. Special Benefit Proposition 218 Assessment for 2025.
    - A. Review Request for Qualifications and Proposal (RFQ/RFP) for Public Outreach Services. Seek Board of Trustees Comments and Authorization to Advertise.  
*Please see Engineer's Report Section II.*
  - III. Plan Review.
    - A. Permit Requests from homeowners:  
3730 Fourteen Mile Drive  
Mr. Larry and Mrs. Renata Mamaril  
Review request to construct pool.  
*Please see Engineer's Report Section III.*

**FROM ENGINEER'S REPORT:**

**I. SEDIMENT REMOVAL PROJECT OF 2021**

- A. Review the District's 2<sup>nd</sup> award from the American Society of Civil Engineers (ASCE) Region 9 for the Outstanding Small Project in the State of California.  
*EXHIBIT A: ASCE notice dated 2/23/22.*

Engineer Chris Neudeck presented this item. He reported the District had received a second award from the American Society of Civil Engineers for the sediment removal project. This second award is a state-wide award whereas the first award was a regional award. Mr. Neudeck stated it is a nice honor to be at the state level and for the project to be seen with merit. Staff directed Attorney Andy Pinasco to prepare a letter thanking the American Society of Civil Engineers for this award.

**II. SPECIAL BENEFIT PROPOSITION NO. 218 ASSESMENT FOR 2025**

- A. Review Request for Qualifications and Proposal (RFQ/RFP) for Public Outreach Services. Seek Board of Trustees comments and authorization to advertise.  
*EXHIBIT B: Request for Qualifications and Proposal (RFQ/RFP) for Public Outreach Services dated 2/23/22.*

District Engineer Chris Neudeck presented this item. Mr. Neudeck has put together a schedule to undertake projects this year related to the Prop 218 assessments for 2025. One of the first steps is to hire a consultant to start delineating the project to the property owners. In order to hire an outreach

consultant, Mr. Neudeck prepared a Request for Qualifications and Proposal (RFQ/RFP) for Public Outreach Services (Exhibit B of Engineer's Report). The selection of the outreach consultant will be made based on the recommendations of the interview panel. Mr. Neudeck recommends that one Trustee be part of the panel in addition to Andy Pinasco and himself. The results will be brought back to the April 4<sup>th</sup> Board meeting and then launch into the public outreach project. Mr. Neudeck seeks authority to move forward with this request. After discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608, to authorize Engineer Chris Neudeck to move forward with the Request for Qualifications and Proposal for Public Outreach Services and to appoint Trustee Dottie Lofstrom to attend the meetings/interviews for this project.

### III. PLAN REVIEW.

- A. 3730 Fourteen Mile Drive  
Mr. Larry & Mrs. Renata Mamaril  
Index No 036, Lot No. 409  
APN 098-500-37

Review a request to construct a pool.

KSN has spoken with the Mamarils to let them know that their application for a pool is unacceptable in its current form given they wanted to construct their pool on the landside levee slope otherwise the only room for a pool on their lot is in their front yard.

*EXHIBIT C: September 25, 2020 Encroachment APPLICATION for a pool.*

*EXHIBIT D: Plans for a pool.*

*EXHIBIT E: Correspondence from KSN inc. dated February 10, 2022 denying the Mamaril's application for a pool in the levee landside slope.*

Engineer Chris Neudeck presented this item. Mr. Neudeck reported the Mamarils had originally submitted an application back in 2020 for a swimming pool in their back yard and it did not look feasible then. They are once again looking at the possibility of building a pool. The problem is that according to their plans, the location of the pool is on the District's levee landside slope and that is not acceptable. Mr. Neudeck referenced Exhibit E, the email in which he communicated with Mrs. Mamaril the plans were not acceptable and the only option for a pool would be to build it in their front yard. After review and discussion,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, to deny the Permit Application submitted by the Mamarils to build a pool on the landside levee slope at 3730 Fourteen Mile Drive.

- B. Review status of Annual Levee Inspection of the District's Levee system for 2022.

Engineer Neudeck reported the annual levee inspection is underway but not yet complete. So far, it looks like there are only four or five homeowners that require letters. He did run into homeowners at an event and they commented on how well the levee looks and is maintained.

- C. Review Subdivision Maps and associated levee right-of-ways along levee frontage.

*EXHIBIT F: Subdivision Maps along levee frontage.*

Engineer Chris Neudeck reported he has included as Exhibit F, the subdivision maps along the levee frontage, as a result of the general discussion that took place at last month's Board meeting regarding boundary lines.

5. **District Website.** Discussion and direction regarding updating the District's website. Attorney Andy Pinasco presented this item. This agenda item was requested by Trustee Lofstrom to discuss updating the District's website. Some of the suggestions were:

- Personalize the website by removing the stock photos and adding photos of RD 1608.
- Add a mission statement/vision statement.
- Explain what the RD 1608 stands for and why we care about the District.
- Explain roles and responsibilities of Trustees.
- Add a link to San Joaquin Ready for the emergency contingency plan.
- Update the newsletter page.
- Obtain pictures of levee from Chris Neudeck and Joe Bryson.

It was agreed that the structure of the website is fine as it is requiring only updates that can be easily changed and uploaded. As suggestions come up, this can be a working effort and can be discussed at the regular meetings. Trustee MacDonnell made notes which he will be leaving with Andy Pinasco. Direction was given for Elvia Trujillo to send Trustee MacDonnell's notes by email to President Panzer and Trustee Lofstrom.

6. **Levee Superintendent Report. Request for directions and approvals.**  
Joe Bryson presented an oral and written report. Please refer to the Levee Superintendent Report presented at this meeting for the complete list of items.
7. **Report by Trustees on meetings attended and upcoming meetings. Request for direction.** No report given.
8. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** Trustee Lofstrom reported she had not received an update on the newsletter nor has she received it in the mail. Andy Pinasco replied he would be following up with Port City Marketing. Trustee Lofstrom also reported the Form 1099 she received has an old telephone number for the District. Elvia Trujillo will be contacting the payroll office regarding correction.
9. **Discussion and direction on Short-Term and Long-Range Goals.**  
No discussion.
10. **District Calendar. Discussion and direction.** None.
  - a. Next meeting April 6, 2022.
11. **Correspondence.**  
Trustee Lofstrom asked about the California Special Districts Association (CSDA) correspondence. Andy Pinasco commented that Neumiller & Beardslee is currently a member and that he has access to that membership. There was general discussion regarding CSDA membership. Andy Pinasco is to report back as to the cost of the membership.
12. **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 March 2, 2022, meeting be approved as amended.

*The Board adjourned the meeting at 9:23 to start the closed session.*

13. **Closed Session.**
  - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Levee Superintendent
  - b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: District Secretary

The Board reconvened from Closed Session at 9:38 a.m. All Trustees were present during the entirety of the Closed Session. There was no reportable action regarding Items 13.a and 13.b.

14. **Employee Contracts.** Discussion and possible action regarding changes to Levee Superintendent and Secretary contracts.

Attorney Andy Pinasco presented this item. He addressed the board by saying this is the opportunity to discuss whether there are any changes to be made to the Levee Superintendent Contract and the District Secretary Contract. He stated the cost of living is at 5.9 percent. Discussion followed and a compensation increase was approved for both the Levee Superintendent and District Secretary. For the Levee Superintendent, an increase from \$41.25 per hour to \$44.00 per hour. For the District Secretary, an increase from \$51.75 per hour to \$55.00 per hour.

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize the President to exercise amendment to the Levee Superintendent Contract increasing the hourly rate from \$41.25 per hour to \$44.00 per hour.


It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize the President to exercise amendment to the District Secretary Contract increasing the hourly rate from \$51.75 per hour to \$55.00 per hour.

15. **Staff Reports.** None.

(a) Attorney. The agenda for this meeting was posted on the window outside the meeting room at 3121 West March Lane, Stockton, California, at least seventy-two (72) hours preceding the meeting.

16. **Adjournment.** The meeting adjourned at 9:43 a.m.

Respectfully submitted,

  
Elvia C. Trujillo  
District Secretary

Reclamation District 1608  
Bills to be Paid - March 2, 2022 Board Meeting (Amended)

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	SUBVENTION FUND
Michael Panzer (3/2/2022 Regular Mtg)	3/2/2022	Trustee Fee	\$272.04				
				\$272.04	6574		
Dan MacDonnell (3/2/2022 Regular Mtg)	3/2/2022	Trustee Fee	\$272.04				
Warrant #6575 Void due to wrong amount of \$372.04. Replaced by Warrant #6584				\$272.04	6575	6584	
Dottie Lofstrom (3/2/2022 Regular Mtg)	3/5/2022	Trustee Fee	\$272.04				
				\$272.04	6576		
Elvia Trujillo (February 2022 Services)	1/24/2022	Secretary Fee	\$1,068.25				
				\$1,068.25	6577		
PG&E (Landview & Seagull)	1/10/1900	0950847867-5	\$10.45				
PG&E (Stone River)	1/21/2022	2999432760-8	\$10.99				
				\$21.44	6578		
Neumiller & Beardslee	2/7/2022	324347	\$1,505.21				
				\$1,505.21	6579		
The Record	1/26/2022	260810	\$81.36				
(Publication of Notice of Public Hearing)				\$81.36	6580		
Calif. Assoc. of Mutual Water Companies	1/27/2022	2116	\$100.00				
				\$100.00	6581		
Kjeldsen Sinnnock & Neudeck	2/25/2022	32232	\$2,289.55				
	2/25/2022	32233	\$812.50				
	2/25/2022	32234	\$630.00				
	2/25/2022	32235	\$120.00				
	2/25/2022	32236	\$2,015.12				
	2/25/2022	32237	\$20.00				
	2/25/2022	32238	\$25.00				
				\$5,912.17	6582		



Reclamation District 1608  
Bills to be Paid - March 2, 2022 Board Meeting (Amended)

Transfer to Sediment Removal Proj Fund	2/2/2022	For Registered Warrant #6395	\$26,077.40			
				\$26,077.40		
<i>Bank of Stockton</i>		Registered Warrant No. 6395	\$26,077.40			
<i>(Payment of Registered Warrant 6395)</i>				\$26,077.40	RW6395	
Bank of Stockton Visa	2/8/2022	12/28/22 - 1/27/22	\$5,966.30	\$5,966.30		Online
State of California Payroll Taxes		2/1/22 and 2/16/22 Payroll	\$716.78	\$716.78		online
Federal Government Payroll Taxes		2/1/22 and 2/16/22 Payroll	\$3,273.47	\$3,273.47		online
Joe L. Bryson (Payroll)	2/1/2022	1/1/22-11/31/22	\$4,850.83	\$4,850.83		Direct Deposit
Gregory Burdge	2/1/2022	1/16/22-1/31/22	\$872.51	\$872.51		Direct Deposit
Gregory Burdge	2/16/2022	2/1/22-2/15/22	\$660.26	\$660.26		Direct Deposit
Hector Bryan Kendall	2/1/2022	1/16/22-1/31/22	\$624.15	\$624.15		Direct Deposit
Hector Bryan Kendall	2/16/2022	2/1/22-2/15/22	\$936.22	\$936.22		Direct Deposit
Austin Slaughter	2/16/2022	2/1/22-2/15/22	\$459.90	\$459.90		Direct Deposit
Javerse Anderson	2/1/2022	1/16/22-1/31/22	\$262.79	\$262.79		1496
Javerse Anderson	2/16/2022	2/1/22-2/15/22	\$73.92	\$73.92		1501
Christine Carter	2/1/2022	1/16/22-1/31/22	\$698.06	\$698.06		1497
Christine Carter	2/16/2022	2/1/22-2/15/22	\$254.59	\$254.59		1502
Joe Guzman Jr.	2/1/2022	1/16/22-1/31/22	\$394.21	\$394.21		1498
Joe C. Godinez Sr.	2/1/2022	1/16/22-1/31/22	\$298.11	\$298.11		1499
Joe C. Godinez Sr.	2/16/2022	2/1/22-2/15/22	\$153.98	\$153.98		1503
California State Disbursement Unit (J Godinez Sr Income Withholding)	2/1/2022	From 1/16/22-1/31/22 Payroll	\$298.12	\$298.12		1500

Reclamation District 1608  
 Bills to be Paid - March 2, 2022 Board Meeting (Amended)

California State Disbursement Unit	2/16/2022	From 2/1/22-2/15/22 Payroll	\$153.99	\$153.99		1504	1507
(J Godinez Sr Income Withholding)							
Check 1504 Void. Reissued per request from Dept. of Child Support Services dated 3/11/22. Replaced with Check #1507.							
		<b>WARRANT TOTAL:</b>		<b>\$35,581.95</b>			
		<b>CHECKING TOTAL:</b>		<b>\$20,948.19</b>			
		<b>TOTAL BILLS PAID</b>		<b>\$56,530.14</b>			