

**MEETING AGENDA FOR
RECLAMATION DISTRICT NO. 1608
BOARD OF TRUSTEES REGULAR MEETING
8:00 A.M. OCTOBER 4, 2023**

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

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 September 6, 2023, District meeting.
3. Financial Report. Review, discuss, and accept financial report.
4. Trustee Election. Report to Trustees that there will be no election due to the number of nomination forms received did not exceed number of Trustee positions available.
5. Engineer's Report. Discussion and Possible Action on the following items:
 - I. Proposition 218 – New Assessment Procedure
 - A. Review status of Engineers Report development and the hiring of Larson Wurzel & Associates (LWA) to assist in the assessment engineering and formation services for the District.
 - B. Phase I
 1. Project management & attendance at meetings.
 2. Identification & categorization of current and proposed level of service.
 3. Preliminary rate analysis considering but not limited to:
 - a) Land Use types
 - b) Parcel Size
 - c) Structure type and size
 - d) Relative structure value
 - e) Flood Depths
 - f) Relative Structure and Content Flood Damage

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.

4. Deliverable will consist of a technical memo outlining findings from the above analysis and proposed next steps.
5. Phase I estimate of services from LWA is \$31,550.

C. Phase II

1. Project management & attendance at meetings.
2. Formation of the proposed Assessment.
3. Preparation of Engineers Report.
4. Public Outreach support/Implementation (mailing, tabulation, & collection support).
5. Deliverable includes development of Board resolutions, Databases for outreach materials, public notices and ballots, tabulation of ballots & certification of procedure, & assistance with 1st year collection and coordination with SJCo.
6. Phase II estimate of services from LWA is \$134,850.

D. Seek Board of Trustees authorization for KSN Inc. to subcontract with LWA.

6. Cal-Mutuals. Discussion and Possible Action to Authorize District Secretary to submit ballot for the 2023 Annual Meeting of the California Association of Mutual Water Companies.
7. Fall Newsletter. Discussion and direction.
 - a. Prop 218 information.
8. Superintendent Report. Request for directions and approvals.
9. Meetings. Report by Trustees on meetings attended and up coming meetings. Request for direction.
10. Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.
11. Discussion and direction on Short-Term and Long-Range Goals.
12. District Calendar. Discussion and direction.
 - a. Next Meeting is November 1, 2023
13. Correspondence.
 - a. DWR – 2023 Preseason Flood Coordination Meetings
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, Stockton, California, at least seventy-two (72) hours preceding the meeting.
16. Adjournment.

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.

**AGENDA PACKET
RECLAMATION DISTRICT 1608
October 4, 2023**

<u>ITEM</u>	<u>COMMENTARY</u>
1.	Self-explanatory.
2.	Please see attached.
3.	Please see attached.
4.	Self-explanatory.
5.	Please see attached.
6.	Please see attached.
7.	Self-explanatory.
8.	Self-explanatory.
9.	Self-explanatory.
10.	Self-explanatory.
11.	Please see attached.
12.	Please see attached.
13.	Please see attached.
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, SEPTEMBER 6, 2023**

A Regular Meeting of the Board of Trustees of Reclamation District 1608 was called to order at 8:00 a.m. by President Panzer on September 6, 2023, 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
ELVIA TRUJILLO
BOB BENTZ
GLENN PRASAD (SJAFCA)

1. **Public Comment.**

- Glenn Prasad from the San Joaquin Area Flood Control Agency commented the SJAFCA meeting to go over the Supplemental Environmental Impact Report for Reach TS30L will be taking place on September 29th at 9:00 a.m.

2. **Approval of Minutes.** Minutes of the July 26, 2023 District Board meeting. The Trustees reviewed the draft minutes. After review,

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Board Trustees of Reclamation District 1608, that the minutes of the July 26, 2023, Regular Board Meeting, be approved as presented.

3. **Financial Report.** Review, discuss, and accept financial report. District Secretary Elvia Trujillo presented oral and written reports. The final report for Fiscal Year 2022-2023 was presented. The financial report through the end of August 2023 was also presented along with registered warrants pay off information. After review,

It was moved, seconded (D. MacDonnell/M. Panzer) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Final Report for Fiscal year 2022-2023 be approved as presented.

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Financial Report through the end of August 2023 be approved as presented.

4. **Audit.** Approve representation letters from Croce, Sanguinetti & Vander Veen to perform the District’s Audit for the year ended June 30, 2023, and submit the Special District Financial Transactions Report and authorize District Official to execute the representation letters. Attorney Andy Pinasco reported on this item and noted there were two contracts. The contract amount for audit services for the fiscal year ended June 30, 2023, is not to exceed \$6,100. The contract amount in preparing the Special Districts Financial Transaction Report for the year ended June 30, 2023 is not to exceed \$550. The total to perform the audit and special districts financial report is \$6,650. Mr. Pinasco indicated RD 1608 is a little more than a typical ag district and these are reports that need to be done to make sure that money is being spent as it should be. After discussion,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608, that Audit Contract and the Special District Financial Transaction Report Contract from Croce, Sanguinetti & Vander Veen be approved.

5. **Engineer’s Report.** Discussion and Possible Action on the following items.

I. **AB 360 Delta Levee Subventions Program.**

- A. Review the status of the placement of all-weather road surfacing in specific areas of the levee reach along the Southwest Quadrant. Chris Neudeck gave an update on the road repairs done by Burns Construction along the levee crown roadway in the total amount of \$176,346.88. Mr. Neudeck referenced the progress payment information in Exhibit A and the daily field report photo summary in Exhibit B. He reported the project went well with one exception. There was a leak in the irrigation line at Dr. Lowe’s property and that is in the process of being repaired.

II. **Proposition 218 New Assessment Procedure.**

- A. Review status of planning effort and schedule of Board committee to review progress. Mr. Neudeck reported that following this Board meeting, the committee meeting with the consultants would be taking place at 10:00 to reinitiate moving forward with the Prop 218 new assessment project.

Mr. Neudeck also gave an update on the Levee Maintenance Subventions Program and reported this year the program is in its final year of authorized funding. At this point, there is uncertainty as to the outcome of the bond measure. Mr. Neudeck will be attending meetings related to this issue and will keep the Board informed.

6. **Superintendent Report.** Request for directions and approvals.
Joe Bryson provided an oral and written report. Please refer to the Levee Superintendent Report for the complete list of items.
7. **Meetings.** Report by Trustees on meetings attended and upcoming meetings. Request for direction.
Mr. Neudeck reported the Preseason Flood meeting will be taking place sometime in October and that is one meeting the Trustees may want to attend.
8. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.**
No report.
9. **Discussion and direction on Short-Term and Long-Range Goals.**
Andy Pinasco reported the Short-Term and Long-Range Goals were revised as requested at the last meeting.
10. **District Calendar.** Discussion and direction.
 - a. Next Meeting is October 4, 2023.
Fall newsletter – There was discussion of having a newsletter go out before the end of the year with Prop 218 information.
11. **Correspondence.** None.
12. **Approval of Bills.** 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 list of Bills for Approval presented at the September 6, 2023, Board Meeting be approved.
13. **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.
14. **Adjournment.** The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Elvia C. Trujillo
District Secretary

Acronyms Frequently Used

AC Repairs = Asphalt Concrete Repairs

CEQA = California Environmental Quality Act

District= Reclamation District 1608

DWR = Department of Water Resources

KSN = Kjeldsen, Sinnock & Neudeck

N&B = Neumiller & Beardslee

Prop 218 = Proposition 218

RD 1608 = Reclamation District 1608

SJAFCA = San Joaquin Area Flood Control Agency

USACE = United States Army Corps of Engineers

Reclamation District 1608
Bills for Approval - September 6, 2023 Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	RATIFICATION
Michael Panzer (9/6/2023 Board Mtg)	9/6/2023	Trustee Fee	\$299.92				
				\$299.92	6748		
Dan MacDonnell (9/6/2023 Board Mtg)	9/6/2023	Trustee Fee	\$299.92				
				\$299.92	6749		
Dottie Lofstrom (9/6/2023 Board Mtg)	9/6/2023	Trustee Fee	\$299.92				
				\$299.92	6750		
Elvia Trujillo (August 2023 Services)	8/29/2023	Secretary Fee	\$1,489.34				
				\$1,489.34	6755		
PG&E (Landview & Seagull)	7/31/2023	0950847867-5	\$0.00				
PG&E (Stone River)	9/7/2023	2999432760-8	\$41.00				
				\$41.00	6751		
Neumiller & Beardslee	8/15/2023	344269	\$1,336.98				
				\$1,336.98	6752		
Kjeldsen, Sinnock & Neudeck	7/24/2023	35770	\$766.03				
	7/24/2023	35771	\$317.50				
	7/24/2023	35772	\$853.75				
	7/24/2023	35773	\$4,732.50				
	7/24/2023	35774	\$872.50				
	8/18/2023	35966	\$1,900.00				
	8/18/2023	35967	\$1,528.00				
	8/18/2023	35968	\$72.50				
	8/18/2023	35969	\$3,615.93				
	8/18/2023	35970	\$68.75				
	8/18/2023	35971	\$3,879.83				
	8/18/2023	35972	\$217.50				
				\$18,824.79	6753		
Croce Sanguinetti & Vander Veen	8/11/2023	18150	\$240.00				
(Prep of Local Govt Comp Report for 2022)				\$240.00	6754		

Reclamation District 1608
Bills for Approval - September 6, 2023 Board Meeting

FORD Construction Co., Inc.	8/11/2023	Pogress Pay No. 3	\$7,729.75			
				\$7,729.75	6756	
Robert Burns Construction, Inc.	8/17/2023	Progress Pay No. 1	\$167,529.54			
				\$167,529.54	6757	
Reclamation District 1608	9/6/2023	Tranfer to Checking Acct	\$40,000.00			
(Transfer to Checking Account)				\$40,000.00	6758	
Transfer to Sediment Removal Proj Fund	9/6/2023	For Registered Warrant #6408	\$27,315.07			
				\$27,315.07		
Bank of Stockton	9/11/2023	Registered Warrant No. 6408	\$27,315.07			
(Payment of Registered Warrant 6406)				\$27,315.07	RW6408	
ADP, Inc.	8/11/2023	639332827	\$85.61	\$85.61		Online
ADP, Inc.	8/18/2023	640343386	\$82.72	\$82.72		Online
Bank of Stockton Visa	7/31/2023	6/27/2023 to 7/27/2023	\$6,998.93	\$6,998.93		Online
State of California Payroll Taxes		7/30/23 and 8/15/23 Payroll	\$819.00	\$819.00		Online
Federal Government Payroll Taxes		7/30/23 and 8/15/23 Payroll	\$4,456.04	\$4,456.04		Online
Joe L. Bryson (Payroll)	7/31/2023	7/1/23-7/31/23	\$5,828.05	\$5,828.05		Direct Deposit
Roger Lamarra (Payroll)	8/1/2023	7/16/23-7/31/23	\$1,044.70	\$1,044.70		Direct Deposit
Roger Lamarra (Payroll)	8/15/2023	8/1/23-8/15/23	\$1,035.77	\$1,035.77		Direct Deposit
Ruby Jeff (Payroll)	8/1/2023	7/16/2023-7/31/23	\$804.76	\$804.76		Direct Deposit
Ruby Jeff (Payroll)	8/15/2023	8/1/23-8/15/23	\$1,051.67	\$1,051.67		Direct Deposit
Joe C. Godinez Sr. (Payroll)	8/1/2023	7/16/23-7/31/23	\$521.64	\$521.64		1599
California State Disbursement Unit	8/1/2023	Child Support	\$521.64	\$521.64		ADP Processed
(J Godinez Sr. Income Withholding)						

Reclamation District 1608
Bills for Approval - September 6, 2023 Board Meeting

Joe C. Godinez Sr. (Payroll)	8/15/2023	8/1/23-8/15/23	\$646.19	\$646.19		1601
California State Disbursement Unit	8/15/2023	Child Support	\$330.00	\$330.00		ADP Processed
(J Godinez Sr. Income Withholding)						
Cash V. Lucero (Payroll)	8/1/2023	7/16/23-7/31/23	\$767.28	\$767.28		1600
	8/15/2023	8/1/23-8/15/23	\$311.84	\$311.84		1602
		WARRANT TOTAL:		\$265,406.23		
		CHECKING TOTAL:		\$25,305.84		
		TOTAL BILLS PAID		\$290,712.07		

ITEM 3

RECLAMATION DISTRICT 1608
FINANCIAL REPORT - OCTOBER 4, 2023
% OF FISCAL YEAR ELAPSED THROUGH END OF SEPTEMBER 2023 - 25%

Budget Item	Budget Amount	Expended MTD	Expended YTD	% YTD
Operations & Maintenance Expenses				
O1 Levee Superintendent	\$80,000.00	\$7,071.35	\$23,508.10	29.39%
O2 Part Time Employees	45,000.00	6,292.50	20,589.50	45.75%
O3 Payroll Taxes and Expenses	15,000.00	525.01	1,761.20	11.74%
O4 Fences & Gates	2,500.00	0.00	0.00	0.00%
O5 Locks & Signs	1,000.00	0.00	0.00	0.00%
O6 Weed and Rodent Control & Clean up	15,000.00	1,751.13	4,416.98	29.45%
O7 Levee Repair Fund (General Operations & Maintenance)	30,000.00	5,883.56	13,687.56	45.63%
O8 Levee Repair Fund (Levee Capital Improvement Projects)	150,000.00 *	8,817.34	245,826.63	163.88%
O9 Pump System Maintenance	1,000.00	15.57	41.00	4.10%
O10 Wireless Services (Cell and Mobile Computer)	750.00	80.00	398.59	53.15%
O11 Garbage Service	5,000.00	490.31	1,047.30	20.95%
O12 District Vehicle (Fuel, Maintenance and Repairs)	5,000.00	439.15	723.68	14.47%
TOTAL	\$350,250.00	\$31,350.35	\$312,000.54	89.08%
General Expenses				
G1 Trustee Fees	\$13,000.00	\$1,199.68	\$2,999.20	23.07%
G2 Secretary Fees	12,000.00	1,178.91	2,668.25	22.24%
G3 Office Expenses (includes storage facility)	1,000.00 **	1,000.00	1,324.82	132.48%
G4 General Legal	30,000.00	647.03	3,017.21	10.06%
G5 Audit	5,500.00	0.00	240.00	4.36%
G6 County Administration Costs	6,000.00	0.00	0.00	0.00%
G7 Property and Liability Insurance	24,000.00	0.00	0.00	0.00%
G8 Workers Compensation Insurance	10,000.00	836.66	2,509.98	25.10%
G9 Election Costs	30,000.00	0.00	0.00	0.00%
G10 Newsletters & Public Communications	0.00	0.00	0.00	0.00%
G11 Registered Warrant Expenses	175,000.00	0.00	0.00	0.00%
TOTAL	\$306,500.00	\$4,862.28	\$12,759.46	4.16%
Engineering Expenses				
E1 General Engineering	\$20,000.00	\$1,015.00	\$4,895.05	24.48%
E2 Plan Review Engineering	25,000.00	28.75	917.50	3.67%
E3 Administration of Delta Levee Subventions Program	20,000.00	1,832.50	6,160.38	30.80%
E4 Periodic Levee Property Inspections and Surveys	0.00	0.00	0.00	0.00%
E5 Routine Levee Maintenance Consultation	3,500.00	0.00	1,770.00	50.57%
E6 Engineering, Mgmt & Inspection of Capital Imp. Projects	35,000.00	4,436.35	17,426.18	49.79%
E7 DWR 5 Year Plan	0.00	0.00	0.00	0.00%
E8 Assessment Engineering	4,000.00	481.25	4,097.18	102.43%
E9 Assesment Development	90,000.00	1,030.35	1,347.85	1.50%
TOTAL	\$197,500.00	\$8,824.20	\$36,614.14	18.54%
Warrant Interest Expenses				
Warrant Interest Expense	\$0.00	\$0.00	\$0.00	0.00%
TOTAL	\$0.00	0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$854,250.00	\$45,036.83	\$361,374.14	42.30%

* Robert Burns Const., Inc.

** Storage Unit Yearly Fee

Budget Item	Anticipated Income	Income MTD	Income YTD	% YTD
Income				
Property Taxes	\$260,000.00	\$3,652.13	\$3,652.13	1.40%
Interest Income	4,000.00	0.00	3,521.62	88.04%
Assessments	298,000.00	20.76	20.76	0.01%
Subvention Reimbursement	130,000.00	0.00	133,352.00	102.58%
Totals	\$692,000.00	\$3,672.89	\$140,546.51	20.31%

* \$133,352.00 Subventions Reimbursement FY 2021/2022

* \$_____ Subventions Reimbursement FY 2022/2023

Cash On Hand

Cash Balance as of July 1, 2023	\$334,949.34
Revenues (YTD), as of August 31, 2023	140,546.51
Expenses (YTD), as of August 31, 2023	118,926.75

Fund Balance as of 9/25/2023	\$92,354.24
Proposed Warrants for 10/4/23 Board Meeting	\$21,682.73
TOTAL CASH	\$70,671.51

Checking Account Balance as of 8/24/2023	\$44,875.90
TOTAL CASH ON HAND	\$115,547.41

Reserves

Board-Designated Reserve (For District Operations Only)	100,000.00
---	------------

5-Year Plan PFA	Transfers	Interest	\$37,500.00
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
Interest (10/31/2021)		3.00	\$4,051.16
Interest (1/31/2022)		3.00	\$4,054.16
Interest (4/30/22)		3.00	\$4,057.16
Progress Billing No. 11 Transfer of Funds (5/5/2022)	\$82.12		\$3,975.04
Progress Billing No. 12 Transfer of Funds (6/28/22)	\$655.87		\$3,319.17
Progress Billing No. 13 Tranfer of Funds (6/1/2022)	\$454.50		\$2,864.67
Interest (7/31/22)		5.00	\$2,869.67
Progress Billing No. 14 Transfer of Funds (9/12/2022)	\$119.25		\$2,750.42
Interest (10/31/22)		7.00	\$2,757.42
Interest (1/31/23)		14.00	\$2,771.42
Interest (4/30/23)		20.00	\$2,791.42

ITEM 5

**RECLAMATION DISTRICT NO. 1608
LINCOLN VILLAGE WEST
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 4, 2023
8:00 A.M.
ENGINEER'S REPORT**

I. PROPOSITION 218 - NEW ASSESSMENT PROCEDURE

- A. Review status of Engineers Report development and the hiring of Larson Wurzel & Associates (LWA) to assist in the assessment engineering and formation services for the District.
- B. Phase I
1. Project management & attendance at meetings.
 2. Identification & categorization of current and proposed level of service.
 3. Preliminary rate analysis considering but not limited to:
 - a) Land Use types
 - b) Parcel Size
 - c) Structure type and size
 - d) Relative structure value
 - e) Flood Depths
 - f) Relative Structure and Content Flood Damage
 4. Deliverable will consist of a technical memo outlining findings from the above analysis and proposed next steps.
 5. Phase I estimate of services from LWA is **\$31,550**
- C. Phase II
1. Project management & attendance at meetings.
 2. Formation of the proposed Assessment
 3. Preparation of Engineers Report
 4. Public Outreach support/Implementation (mailing, tabulation, & collection support)
 5. Deliverable includes development of Board resolutions, Databases for outreach materials, public notices and ballots, tabulation of ballots & certification of procedure, & assistance with 1st year collection and coordination with SJCo.
 6. Phase II estimate of services from LWA is **\$134,850**

D. Seek Board of Trustees authorization for KSN Inc. to subcontract with LWA.

EXHIBIT A: LWA Scope of work for RD 1608 Assessment Engineering & Formation Services.

Exhibit A

August 24, 2023

Christopher Neudeck, PE
District Engineer
Reclamation District No. 1608
c/o Kjeldsen, Sinnock & Neudeck, Inc.
711 North Pershing Ave.
Stockton, CA 95203
Via e-mail only: cneudeck@ksninc.com

Subject: Scope of Work for– Assessment Engineering & Formation Services (LWA #2203000)

Dear Mr. Neudeck:

Larsen Wurzel and Associates, Inc. (LWA) is pleased to submit the attached qualifications, scope of work and budget to Kjeldsen, Sinnock & Neudeck, Inc. (KSN) on behalf of Reclamation District 1608 – Lincoln Village West ('RD 1608' or the 'District'). The scope of work covers preliminary assessment engineering rate analysis and follow-on district formation services to support the authorization of a new special benefit assessment within RD 1608. As we understand it, based upon the conversations we have had with you, the primary goals of the District are to ensure future continued fiscal sustainability and compliance with respect to levee operations and maintenance requirements within the District. **Attachment 1** presents a Statement of Qualifications that presents our Firm and our staff's experience and expertise performing the proposed scope of work. **Attachment 2** presents a scope of work and budget that describes our proposed approach and the tasks we would complete to advance the RD 1608's local funding goals.

LWA staff has the appropriate credentials and experience to offer objective, independent analysis and advice to assist you in this matter. LWA has extensive experience working with local agencies on the delivery of capital projects and funding for ongoing services. Our firm provides municipal finance and program management services with a particular focus on water related infrastructure. To support local funding programs, our work includes the preparation of development impact fee nexus studies, assessment engineer's reports, special tax formulas as well as advance funding, fee credit and reimbursement programs.

If you decide to engage LWA, I would be the person primarily responsible for delivering services to you on this matter. I expect to receive support from Mr. Adam Riley and other LWA staff as needed. You can reach me by phone or text at (916) 698-5712 or via e-mail at seth@larsenwurzel.com. My regular business hours are from 8:30 a.m. to 5:00 p.m., Monday through Fridays, with major holidays observed. It is my practice to return all telephone calls in less than 24 hours.

LWA proposes to handle this work on an hourly fee and direct expense reimbursement basis. LWA's fees are based on the amount of time devoted to the matter by me or our staff on your behalf. Each employee of the firm has an hourly billing rate, and that rate times the number of hours devoted to your matter, measured to the nearest quarter of one hour, will be the basis for determining our fees for services. In addition to the fees for services, we will also expect to be reimbursed for direct expenses or disbursements made on your behalf. Further, when we involve the services of sub-consultants as part of the delivery services, we charge a nominal mark-up on these services of 5% to cover the additional costs we incur of managing sub-consultant contracts, billings, payments and impacts to our insurance costs.

There is inherent uncertainty associated with the type of analyses described in the attached scope of work. Because of the lack of certainty about the extent and duration of the tasks required to complete the assignment, LWA has proposed a "good faith," not-to-exceed estimate of cost, reflecting a "cap" on the District's responsibility for our fees and out-of-pocket expenses. The work required may cost less or more than the budgeted amount. LWA will work efficiently to manage costs for this effort. However, the timetable for completion of our work and the extent of the analysis requested by the District will be a significant driver of the total cost. LWA would communicate frequently with the District and provide as much advanced notice as possible if it is determined that the scope of work directed by the District will exceed the initial "good faith" contract estimate.

We do not expect that the services described in **Attachment 2** will involve the issuance of debt by the District. As such, we do not characterize our services as Municipal Advisory services as that term has been defined by the Securities and Exchange Commission ("SEC") or the Municipal Securities Rulemaking Board ("MSRB"). However, in an abundance of care, we are providing you with certain regulatory disclosures that are required by these two entities under current effective rules. Our firm's required MSRB Rule G-42 Municipal Advisor disclosures may help you better understand how our firm's Municipal Advisor registration affects our professional relationship with you. These disclosures are included within our Statement of Qualifications (**Attachment 1**) to this letter.

As described in **Attachment 2**, the estimated budget to provide the scope of work is **\$166,400**. The District and /or KSN, dependent upon the contractual arrangement, would be charged for work performed, on a time and materials basis, up to this an authorized budget. LWA would send invoices on a monthly basis for the services provided the preceding month and payment is requested within 30 days.

LWA would appreciate the opportunity to work with the KSN and the District on this effort. I have made the initial assumption that if the District desires to have LWA move forward with the proposed scope of work, KSN or the District would prepare a separate professional services contract for approval by LWA reflective of this proposal. However, if you would prefer that we prepare an agreement, we can provide a draft agreement for your review. Please do not hesitate to contact me at (530) 633-7384 if you have questions or require changes to this request.

Sincerely,



Seth Wurzel, CGFM
Principal
Larsen Wurzel & Associates, Inc.

Attachments

LARSEN WURZEL
& Associates, Inc.

Statement of Qualifications

LARSEN WURZEL & ASSOCIATES, INC.

- Firm & Staff Profile
- Client Profiles
- Disclosures
- References

Prepared for Reclamation District No. 1608 (Lincoln Village West)
August 24, 2023
LWA #2203000

Firm Capabilities

Larsen Wurzel & Associates, Inc. (LWA) is an independent public finance and management consulting firm based in Sacramento, California. We provide finance, program and project management consulting services to public and private entities with the goal of efficiently and cost effectively implementing public infrastructure improvements and services.

LWA provides project and financial management support services that often include the establishment of local funding mechanisms to construct or operate and maintain small and large-scale water and flood risk management projects. LWA supports the management of multi-disciplinary teams tasked to secure Federal and State funding sources, establish regional governance plans, and support the construction of flood risk reduction and water infrastructure improvement projects.

Successfully advancing projects requires experience in leading multidisciplinary teams to navigate dynamic and complex State and federal regulatory permitting processes to achieve client goals and implement projects. LWA helps local agencies manage the process required to advance design, environmental compliance, State and federal permitting, and funding, that leads to construction of projects that are cost effective and acceptable to local communities. The economic environment for public agencies continues to pose challenges to the improvement and ongoing maintenance of infrastructure. Local agency revenues remain constrained as current infrastructure fails to provide the desired level of service, while at the same time, new regulations raise standards beyond the reach of agency budgets. LWA helps local agencies find and implement solutions to their financial challenges.

The broad range of services that LWA provides makes us uniquely qualified to deliver tailored funding and financing solutions to our clients. Understanding water infrastructure project delivery enables a critical and adept evaluation of funding requirements, assumptions, and constraints. Based on our understanding of the RD 1608's needs, developed through conversations with the District's Engineer, the requested scope of services entails the delivery and implementation of new benefit assessment. LWA has extensive experience managing, administering, and forming special financing districts such as benefit assessments and special taxing districts all subject to requirements of Proposition 218.

LWA Principals

Seth Wurzel, CGFM - Principal

Since 2005, Seth Wurzel has served as a financial consultant advising many cities, counties, redevelopment agencies and special districts on funding strategies for infrastructure improvements and services. Seth is an expert at developing and implementing financing plans that include impact fee programs and financing districts such as Mello-Roos Community Facilities Districts and Benefit Assessment Districts. Seth has also advised and represented land-use and redevelopment agencies in their negotiations with developers, developing key terms and provisions for funding, disposition and development agreements. Seth also has experience assisting local agencies with State and Federal funding program applications and administration.

Seth received his Bachelor of Science Degree in Civil Engineering with honors from Rose-Hulman Institute of Technology in Terre Haute, Indiana. Seth worked as a project manager and project engineer on private development projects for 5 years before pursuing and receiving his Master of Business Administration from the University of California, Davis. Seth is a member of Floodplain Management Association (FMA), Association of Government Accountants (AGA) and the California Society of Municipal Finance Officers (CSMFO). Seth retired from the City of Woodland Planning Commission in 2015 after serving as member and chairman for 8 years. Seth is a member of the Board of Directors of the Cache Creek Conservancy. Seth has earned the Certified Governmental Financial Manager

(CGFM) designation from the AGA and is a Qualified Municipal Advisor Representative (FINRA Series 50) and Qualified Municipal Advisor Principal (FINRA Series 54).

Derek Larsen, PE, CFM - Principal

Since 2000, Derek Larsen has experience in water resource engineering and currently focuses on financial, program, and project management. He assists local agencies with management of the scope, schedule and budget for multi-million-dollar water resource infrastructure projects. Derek is an expert in developing and implementing financial plans, performing cash flow analysis, directing flood risk reduction engineering, environmental compliance, and State and federal permitting for flood risk reduction projects. Derek provides local agencies with strategy support in developing project implementation plans to meet federal, State and local interests.

Derek received his Bachelor of Science Degree in Civil Engineering from Humboldt State University, California. Derek received his Master of Business Administration from the University of California, Davis. Derek has worked as an engineer in the public sector for the State of California Department of Water Resources and the City of Santa Cruz. Derek has worked in the private sector providing program and project management services. Derek is licensed Professional Civil Engineer and a Certified Floodplain Manager. He is an active member of the California Society of Civil Engineers and Floodplain Management Association (FMA).

Scott L. Brown, PE – Principal

Since 1998, Scott Brown has experience in water resources engineering and project management. He has been involved in the planning, design, permitting and implementation of comprehensive flood control, irrigation, and hydroelectric projects. His project experience includes storm drains, levees, floodwalls, pump stations, canals and pipelines, diversion facilities, fish screens, and fish ladders. Scott also has significant design experience having designed concrete, masonry, steel and wood structures, including pump sumps, floodwalls, retaining walls, rock bin walls and control buildings.

Scott has worked with various flood control agencies, cities, counties and water purveyors to plan and implement projects including Sutter Butte Flood Control Agency, Sacramento Area Flood Control Agency, Natomas Mutual Water Company, the City of Sacramento and Sacramento County. Scott received his Bachelor of Science Degree in Civil Engineering from California Polytechnic State University, San Luis Obispo. Scott is a licensed Professional Civil Engineer.

Eric E. Nagy, PE – Principal

Since 1997, Eric Nagy has experience in the planning, design, and construction of water resource projects. During this time, he served in both the public and private sectors with a focus on California's Central Valley. He has extensive experience leading multidisciplinary teams of technical professionals through the development and implementation of flood risk reduction and environmental restoration projects. Eric's experience includes 13 years of service with the U.S. Army Corps of Engineers (USACE) in Sacramento. In his last USACE assignment, he served for three years as the Chief of the Design Branch in the Engineering Division. The Design Branch is comprised of over 100 technical professionals including civil, structural, mechanical, electrical engineers, and architects responsible for the planning and design of both Civil Works and Military Projects. He previously held positions at the USACE in Construction and Project Management.

Eric's work in the private sector includes providing strategic program management as well as leading the planning, design and implementation of multi-objective water resource projects. His experience with Federal and State water resource regulation and policy allows him to provide strategic advisory and engineering services for improved watershed management. Eric received his Bachelor of Science Degree in Civil Engineering from Pennsylvania State University in State College, Pennsylvania. He is an active member of the American Society of Civil Engineers (ASCE) and Floodplain Management Association (FMA).

Adam Riley, PE – Principal

Since 2006, Adam Riley has experience in the planning, design, and construction of civil site improvements and water resources projects within the public and private sectors. He spent five of those years with the U.S. Army Corps of Engineers (USACE) in Sacramento, where he served as Sacramento District's Program Manager for Major Modifications to Federal Projects under Section 408 and as a project manager for Dam Safety efforts. Adam also spent four years managing data analytics and business operations projects focused on program development, process optimization, financial forecasting, and cost reduction. He excels at managing large, complex projects and advises clients on a wide range of needs including process organization, program management, flood risk reduction project management, regulatory compliance and financial assessments.

Adam received his Bachelor of Science Degree in Civil Engineering with honors from California Polytechnic State University, San Luis Obispo. He holds a Master of Business Administration from the University of California, Berkeley. He is a Registered Professional Civil Engineer in the State of California. Adam enjoys bringing a unique perspective to client work leveraging his diverse career experiences.

Staff Resources & Services

LWA will support the District with its small but well qualified and experienced internal team. LWA is led by five principals, each with more than 15-years of experience in the development and delivery of water supply and flood risk management projects in California. LWA's current staff of 21 professionals include:

- Six Civil Engineers licensed in the State of California
- Three Certified Floodplain Managers
- One Certified Government Financial Manager
- Six employees with a Master's in Business Administration
- Three Qualified Municipal Advisors

LWA's staff has experience and expertise in many areas within the broad spectrum of public finance and management consulting services. In particular, LWA specializes in:

Public Finance Services including:

- Infrastructure funding and financing plan development
- Mello-Roos Community Facilities District (CFD) formations
- Benefit Assessment District formations (Prop 218 Ballot Proceedings)
- Parcel Tax implementation
- Development Impact Fee Nexus Study (AB 1600 Fees) preparation
- Fee Credit and Reimbursement Program development and administration
- Cost allocation modeling

Management Consulting including:

- Program management and support
- Coordination with federal, State, and Local agencies
- Water resource engineering design
- State and Federal permitting
- Grant program application and administrative services
- Contract director level finance, engineering, and program management

Sacramento Area Flood Control Agency - American River Common Features (Natomas Basin)

LWA Principals assisted the SAFCA management team to construct over 18 miles of levee improvements in the Natomas Basin in Sacramento and Sutter counties in California. LWA Principals helped manage a multi-disciplinary consultant team to ensure flood control improvements were designed to meet State and federal standards. LWA's team helped SAFCA navigate the complex regulatory environment to ensure the project's ultimate construction. On behalf of SAFCA, LWA services include: managing State funding agreements, develop and maintain program scope, schedules, and budget track NEPA/CEQA compliance, securing State and federal permits, advance engineering design, securing federal credit, assist with development of operation and maintenance manuals, managing relocations, executing state, federal and local agreements, develop and manage program cost estimates.

LWA assisted the agency's preparation of annual budgets, program cost estimates and schedules. The firm's Principals led the development of SAFCA's State funding agreement applications and managed the agreements. LWA staff lead efforts to secure payments from the State during program implementation and tracked investments made in each of the eight Consolidated Capital Assessment District zones. LWA assisted with the development of federal credit requests to the USACE and preparation of federal credit packages for work completed by the non-Federal sponsors as part of the improvements advanced prior to congressional authorization of the Natomas Basin Project.

LWA assisted with the establishment of SAFCA's Natomas Basin Levee Assessment District by leading an effort to coordinate multiple engineering firms, environmental consultants and staff to prepare an updated 200-year program cost estimate. The firm's Principals and staff supported the public outreach and Assessment District formation efforts.

LWA's Principals worked with SAFCA's management and their consulting team to establish three funding mechanisms for capital improvements to the levee systems. They assisted with the formation of the original Consolidate Capital Assessment District (2007), the Capital Consolidated Assessment District #2 (2016), and SAFCA's Development Impact Fee program.

Pajaro Regional Flood Management Agency

Since 2018, LWA has worked with The Flood Control and Water Conservation District – Zone 7 in Santa Cruz County to assist with the formation of the Pajaro Regional Flood Management Agency (PRFMA) joint power authority and establish a local funding mechanism. LWA provides strategic financial support services, developed finance plans and successfully formed a new special benefit assessment district to fund ongoing operations and maintenance. LWA also helped secure State and federal funds to implement the multi-benefit flood risk reduction projects along the Pajaro River. LWA continues to provide strategic and technical support in the development of State and Federal (FEMA) grant applications. LWA is assisting with the strategic engagement with the USACE to secure federal funding needed to advance the project and with the USACE design team the federal project. LWA is acting as an extension of agency staff to support JPA operations and advancing the agencies mission through implementation of projects and initiatives to reduce flood risk to the Pajaro Region.

Sutter Butte Flood Control Agency

LWA Principals have worked with the Sutter Butte Flood Control Agency (SBFCA) since its inception in 2010. This support has included comprehensive financial management services for all locally-led flood risk reduction projects including the more than \$300-million Feather River West Levee Project (FRWLP) as well as project management services for the remaining federally-led Sutter Basin Flood Risk Management Project (SBFRMP). Together, these projects reduce flood risk for more than 95,000 residents and \$7 billion of damageable property in the Sutter Butte Basin.

LWA serves as a direct extension of SBFCA's Staff including Mr. Seth Wurzel's role as the agency's Budget Manager in charge of developing and administering the agency's operating and capital budget and debt financing. In this role, Seth and supporting LWA staff

have developed cost tracking systems geared toward administering all SBFCA's funding sources and working closely with staff from the City of Yuba City to administer all aspects of SBFCA's finances. LWA facilitated the selection of the bond financing team and represented SBFCA through three separate series of debt issuances to finance the Agency's construction projects. The debt financing included an initial privately placed draw down non-revolving line of credit facility (\$25 million) and two subsequent negotiated assessment revenue bond sales (\$41 million and \$47 million) to both refund the outstanding line of credit and generate new proceeds for the completion of the levee improvements. LWA continues to administer all SBFCA's funding agreements which includes (1) the preparation of all required reporting documents and progress payment requests for the California Department of Water Resources (DWR), (2) earned value schedule management and reporting, and, (3) the preparation of crediting reports and in-kind contribution requests for the US Army Corps of Engineers (USACE). LWA also played a key role in securing and administering CalOES and FEMA funding for flood damages incurred during the 2017 floods.

Three Rivers Levee Improvement Authority

LWA currently serves as contract Financial Manager for the Agency. Since 2005, Seth Wurzel has worked with TRLIA, Yuba County, Reclamation District 784, DWR and various landowner groups to secure funding for over 46 miles of levee improvements in the southern portion of Yuba County. The funding has helped construct needed levee improvements to bring 200-year flood protection to the communities of Linda, Olivehurst and Plumas Lake. LWA's work completed on behalf of the Agency includes; a development impact fee nexus study and multiple updates to the study, a fee credit and reimbursement program including negotiation and implementation of various advanced funding agreements, the formation of two Mello-Roos Community Facilities Districts and associated issuance of 4 series of public and privately placed bond for more than \$39.5 million, and assistance with a \$78 million general obligation bond issuance by the County and Yuba Water Agency. In addition, as Agency staff, Seth advised on the formation of TRLIA's Benefit Assessment District for ongoing operations and maintenance. Seth continues to administer multiple funding agreements with DWR on behalf of the Agency.

Reclamation District 784

In 2018, LWA began working with Reclamation District 784 (RD 784) to establish a new benefit assessment to fund annual operating costs. Reclamation District 784 is responsible for providing levee and interior drainage services to an area in South Yuba County generally located east of the Feather River between the Yuba and Bear Rivers. At the time, the services provided by RD 784 were supported by two assessments, levied by different agencies, presenting funding restrictions that hindered the District's ability to provide the necessary services. LWA facilitated negotiations between RD 784 and TRLIA to ultimately come to an agreement to consolidate the two revenue sources under a new assessment levied by RD 784. LWA prepared the required Engineer's Report required by Proposition 218, administered the property owner balloting and tabulation process. In July 2019, a majority of property owners voted in favor of the proposed assessment. LWA continues to support RD 784 with the annual administration of the assessment.

San Joaquin Area Flood Control Agency / Reclamation Districts 1614 & 828

LWA led a multidisciplinary team including engineering and public outreach consultants, to successfully develop and implement two new Benefit Assessment Districts for two projects simultaneously that benefited a common set of property owners. The two projects/services funded by the assessments included the construction, operation and maintenance of a closure structure at the mouth of the Smith Canal in Stockton and the construction of a new interior drainage pump station that benefited a subset of property owners also receiving flood protection from the closure structure. Seth Wurzel was responsible for overall project coordination and implementation, the preparation of the project financing plans and required Engineer's Reports, the combined Proposition 218 ballot proceedings, and the required local agency legislative processes. SJAFCA and RD 1614 successfully formed the two assessment districts in July 2013 after property owners approved

the assessments. As part of this effort, Seth also assisted SJAFCA with the submission of grant applications for the design and construction of the closure structure as well as a negotiated assessment revenue bond sale of more than \$23.4 million.

San Joaquin Area Flood Control Agency / San Joaquin County Flood Control & Water Conservation District (SJCFCWCD)

LWA supported SJAFCA and the SJCFCWCD with the successful implementation of a benefit assessment district to fund; 1) the local share of the construction of the Federally authorized Lower San Joaquin River Project being constructed by the USACE and, 2) increased maintenance costs of the Federal Project levees operated and maintained by the SJCFCWCD. The proposed services funded by the assessment district will benefit over 90,000 properties in North and Central Stockton. LWA lead the effort coordinating with SJAFCA and SJCFCWCD who have entered into an MOU to advance the districts formation. Upon formation of the assessment, SJAFCA issued debt secured by the assessment to redeem currently outstanding bonds and generate new proceeds to fund land acquisition, mitigation and construction expenses.

In addition to the above effort, LWA is also assisting SJAFCA with the implementation of its financing and funding plan for an urban level of flood protection (200-Year) for the Mossdale Tract area, an area that extends from Weston Ranch in South Stockton to the cities of Lathrop and Manteca further South. The project is proposed to be funded with multiple local funding mechanisms including a development impact fee (already in place), an Enhanced Infrastructure Financing District (already in place), a proposed benefit assessment district which is currently in the planning stages.

Other engagements with SJAFCA that LWA has managed include the development of the agency's first Strategic Plan, including an evaluation of the organization's mission, goals and priorities along with a progress tracking and reporting tool to facilitate operational transparency with its governance body, members and the public.

Reclamation District 2103

LWA Principals led a multidisciplinary team including engineering and public outreach consultants, to develop and implement a new Benefit Assessment District for the maintenance of the Bear River North Levee near Wheatland. The assessment district was successfully formed in July 2010, with nearly 90% approval of the weighted vote by property owners. The assessment district funds the enhanced maintenance associated with new flood control improvements along the Bear River constructed as part of a project funded by the City of Wheatland and DWR. Seth managed all aspects of the assessment district formation including project coordination and implementation, public outreach, the Proposition 218 ballot proceeding, and the required local agency legislative process as well as having prepared the Engineer's Report.

Yolo County Flood Control & Water Conservation District (YCFC&WCD)

LWA provided financial consultation to YCFC&WCD by preparing a cost-of-service analysis, identifying revenue shortfalls, evaluating alternative revenue structures, and recommending a revenue implementation approach to stabilize its funding sources and spread equity across its user-base. As a second phase of the effort, LWA worked with YCFC&WCD to successfully implement a special benefit assessment to cover capital improvement costs and to implement a water use fee increase.

Reclamation District 900

In 2015, LWA began working with Reclamation District 900 (RD 900) to establish a new benefit assessment to fund annual operating costs and to develop a capital reserve for major facility rehabilitation without incurring debt. Reclamation District 900 is responsible for providing interior drainage for the City of West Sacramento south of the Union Pacific Railroad line. After evaluating the condition of their drainage infrastructure, RD 900 determined their current annual assessment would not keep pace with the anticipated operations and

maintenance costs. LWA prepared the Engineer's Report required by Proposition 218, administered the balloting process to property owners, and tabulated returned ballots. In June 2016, a majority of property owners voted in favor of the proposed assessment. LWA continues to support RD 900 with the annual administration of the assessment.

Reclamation District 2140

Since 2016, LWA has provided project management support and consulting services to Reclamation District No. 2140 (RD 2140). Located in Hamilton City, RD 2140, with support from LWA has been successful in acquiring funding for O&M efforts for a newly USACE constructed Levee system. To provide the required assurances to USACE, LWA worked with RD 2140 to establish a new benefit assessment that provides funding for long term operation and maintenance of the levee. The effort required compliance with Proposition 218 and as such, LWA was responsible for the preparation of the required Engineer's Report, the property owner ballot proceeding, and the required local agency legislative process.

LWA is also currently providing support for the Hamilton City Flood Damage Reduction and Ecosystem Restoration Project. The project consists of the replacement of an existing private levee with a new 6.8-mile reach of setback levee along the Sacramento River. This setback levee provides increased flood protection to nearly 3,700 acres including the town of Hamilton City with a population of approximately 2,070 residents. It also includes the restoration of nearly 1,360 acres of floodplain created by the new setback levee.

Under the agreed upon contract, LWA serves as the RD 2140 Engineer as well as the non-Federal sponsor's representative to the USACE for design and construction of the \$91 million Hamilton City Flood Damage Reduction and Ecosystem Restoration Project. LWA is also providing project management services for coordination efforts with all impacted utility companies. LWA's financial support team administers RD 2140's funding agreements, which includes leading and coordinating the development of all required quarterly reporting documents and payment requests to receive funding from the California Department of Water Resources.

Regulatory Disclosure / Conflicts of Interest / Other Notices

Larsen Wurzel & Associates is registered as a Municipal Advisory Firm with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB). The firm's MSRB ID Number is K0689 and its SEC ID Number is 867-01165.

MSRB Rule G-42 requires us to provide you with information regarding any conflicts of interest that we may have and with information about where to find our SEC filings on the SEC website.

Regarding conflicts of interest

As it relates to compensation, LWA charges for the services it provides on an hourly basis based on the time dedicated to the effort for which LWA is engaged. Our fees are not contingent on the size or closing of any transaction for which LWA is providing advice. We believe this type of compensation arrangement mitigates any potential for a conflict of interest related to compensation.

In the connection of providing Municipal Advisory services, LWA may determine, after exercising reasonable diligence, that it may have a material conflict of interest that could impair its ability to provide advice in accordance with its fiduciary duty to municipal entity clients. To the extent any such material conflict of interest arises after the date of such disclosure, LWA will provide information with respect to such conflicts. At this time and to the best of our knowledge, no known material conflicts currently exist of this nature between LWA and Reclamation District No. 1608 (Lincoln Village West).

LWA serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another LWA client. For example, LWA serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it would to you. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, LWA could potentially face a conflict of interest arising from these competing client interests. LWA fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with each client. Should LWA become aware of any additional potential or actual conflict of interest after an initial disclosure, LWA will disclose the detailed information in writing to each client, issuer or obligated person in a timely manner.

Where you can find more information

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority. Copies of our registration filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Larsen Wurzel & Associates or for our CIK number which is 1623107. As part of this registration LWA is required to disclose to the SEC any information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving LWA. Pursuant to MSRB Rule G-42, we are required to disclose any legal or disciplinary event that is material to your evaluation of us or the integrity of our management or advisory personnel. As reflected in our filings with the SEC, LWA has determined that no such events exist.

To ensure and demonstrate compliance with the rules that regulate Municipal Advisors, we respectfully request your acknowledgement of these disclosures by signing and returning this page to us for our records.

Acknowledged Received

RD 1608

Date

Kevin Mallen

Executive Director / Yuba County CAO

Three Rivers Levee Improvement Authority

915 8th Street, Suite 115

Marysville, CA 95901

(530) 749-7575

kmallen@co.yuba.ca.us

Michael Bessette

Executive Director

Sutter Butte Flood Control Agency

PO Box M

Yuba City, CA 95991

(530) 755-9859

m.bessette@sutterbutteflood.org

Chris Elias

Executive Director

San Joaquin Area Flood Control Agency

22 E. Weber Ave, # 301

Stockton, CA 95202

(209) 937-7900

chris.elias@stocktonca.gov

Rick Johnson

Executive Director

Sacramento Area Flood Control Agency

1007 7th Street, 7th Floor

Sacramento, CA 95814

(916) 874-7606

johnsonr@saccounty.net

Gary Bardini

Director of Planning

Sacramento Area Flood Control Agency

1007 7th Street, 7th Floor

Sacramento, CA 95814

(916) 874-7606

bardinig@saccounty.net

Greg Fabun

Flood Protection Manager

West Sacramento Area Flood Control Agency

1110 West Capitol Avenue

West Sacramento, CA 95691

(916) 617-4850

gregf@cityofwestsacramento.org

E-mail:

Seth Wurzel: seth@larsenwurzel.com

Derek Larsen: derek@larsenwurzel.com

Scott Brown: scott@larsenwurzel.com

Eric Nagy: eric@larsenwurzel.com

Attachment 2

SCOPE OF WORK AND BUDGET Assessment Engineering & Formation Services

This Scope of Work (SOW) describes the approach, tasks and work products needed to support Reclamation District 1608 – Lincoln Village West (RD 1608) evaluation and implementation of a new assessment authorization to fund ongoing levee operations and maintenance services. It is our understanding, based on our limited research, that RD 1608’s current budget is funded from an existing assessment that will cease its authorization to be levied in 2025. RD 1608 desires to advance the authorization for a similar or increased assessment during FY 2023/24 such that a new and authorized assessment can be levied on FY 2024/25 secured property tax roll of San Joaquin County.

The following scope of work identifies a framework for the evaluation of a new assessment for RD 1608. LWA proposes a two phased approach to this effort. The first phase would evaluate preliminary assessment rates and endeavor to identify a feasible and defensible benefit assessment and apportionment approach that the RD trustees are comfortable with advancing forward for property owner approval. The second phase would involve the implementation of the proposed assessment by moving through the assessment district formation process pursuant to the applicable assessment authority of RD 1608 and the requirements of Article XIID of the State Constitution (Proposition 218).

Phase 1 would conclude with agreed upon assessment rates and a finalized schedule for implementation. As part of Phase 1, LWA will flesh out the tasks and final approach to implement the assessment. Phase 2 tasks would include implementation of the assessment including the actions associated with advancing property approval and support of outreach efforts.

PHASE 1 – Preliminary Rate Analysis

As noted above, this first effort entails a series of tasks to gather needed data from RD 1608, evaluate the necessary assessments, and develop an apportionment methodology. These data points are needed to achieve the fiscal sustainability goals of the district.

Task 1.1 Project Management

LWA will coordinate with RD 1608 to develop a timeline for required deliverables and work with the District’s legal counsel to ensure Proposition 218 compliance. LWA will report to the District’s Board of Directors as necessary to ultimately obtain approval of a proposed assessment and move forward with a Proposition 218 compliant ballot proceeding.

- Initial and ongoing meetings to identify the required deliverables and ensure an appropriate timeline is maintained.

Deliverables:

- Meeting agenda, minutes and/or action items as required
- Input on staff reports for RD 1608 Board packages

Task 1.2 – Problem Identification & Data Gathering

- Identify and categorize the current and desired levels of services and any shortfalls.

- Evaluate the cost of providing service and the desired level of service, based on the latest cost data provided by the District. Note, No cost of service or cost attribution evaluations are included within this scope of work.n
- Identify who receives a benefit from current RD 1608 services and any future increased levels of service if identified.
- Identify and research current funding sources, and the current apportionment of service costs to current assessed parcels. Evaluate the current basis for assessments.
- Develop an array of the specific services being provided, or to be provided from current and/or increased levels of service by RD 1608 and identify and quantify the various bases upon which the benefit from these services can be quantified and funding can be generated (e.g., acreage of land, number of parcels impacted by type, etc.)

Deliverables:

Preliminary Technical Memorandum – Section 1, Background / Problem Identification and preliminary evaluation of constraints. Evaluation and identification of the current budget and any surplus / shortfall based on the identified going forward need.

Task 1.3 – Preliminary Rate Analyses

- Initial evaluation of a feasible benefit methodology and preliminary rate analyses
 - What are the feasible bases under which an extended assessment can be charged? I.e. – the development of benefit assessment formula and the quantification of benefits / allocation of costs based on benefits.

LWA will develop a proportionate benefit spread methodology that may consider some or all of the following factors:

- Benefit Zone (*if applicable*);
- Land Use Type;
- Parcel Size;
- Structure Type and/or Size;
- Relative Structure Value;
- Drainage/Runoff Coefficients;
- Flood Depth(s) from levee failure and/or pump station failure; and,
- Relative Structure and Content Flood Damage.

To the extent that flood depths become a factor upon which benefit is apportioned, LWA assumes that the District Engineer will evaluate and identify, or confirm based upon available data previously obtained by LWA, the maximum probable floodplain elevations and ground elevation for each parcel.

- Identification and evaluation of funding constraints
 - Rate factors – an evaluation of existing and proposed rates
 - Political factors
 - Constituent factors
 - Statutory or procedural limitations, etc.
 - Fatal Flaw identifications and evaluation of issues
- Coordination with RD 1608 legal counsel to provide necessary information for a legal risk evaluation to be developed.

Deliverables:

Preliminary Technical Memorandum– Sections 2 through 4 covering the benefit assessment methodology, preliminary rate analysis and proposed next steps.

Phase 2 – Implementation

It is intended that through the development of the Preliminary Rate Analysis Technical Memorandum and evaluation of a benefit apportionment approach, the scope of work for Phase 2 may be refined based on input from RD 1608. LWA will work with RD 1608 to refine the scope of work and budget, if necessary, for implementation of Phase 2 work.

Task 2.1 Project Management

LWA will coordinate with the District staff, Legal Counsel and the District Engineer throughout the project to ensure the Proposition 218 process is completed. If the assessment is approved by property owners, LWA will help enroll the assessments for the 2024-25 fiscal year. The anticipated work for this task includes:

- Regular staff / team meetings to ensure appropriate coordination with Public Outreach efforts
- Up to 2 meetings related to review of the benefit apportionment and Preliminary Engineer's Report
- Up to 3 presentations to the RD 1608 Board including:
 - Board adoption of Resolution of Intention;
 - Proposition 218 Public Hearing / Close of Balloting / Tabulation
 - Board adoption of a Resolution of Increasing the Assessment or Forming a New District

Deliverables:

- Meeting agenda, minutes and/or action items as required
- Input on staff reports for RD 1608 Board packages
- Copies of Board presentation materials

Task 2.2 Preparation of Engineer's Report

LWA will finalize the assessment analysis prepared in Phase 1 and prepare an Engineer's Report to be used as part of the Resolution of Intention in support of the Proposition 218 process.

It is important to note that based upon past judicial decisions regarding special benefit assessment districts formed throughout the State, the standard of review that a court has had over Engineer's Reports has been elevated. In general, the Engineer's determinations of general and special benefit and the proportionality of special benefit between parcels have been highly scrutinized. The apportionment methodology is more defensible and able to withstand scrutiny to the extent that readily available information regarding the assessed parcels can be utilized to justify the apportionment.

Deliverables:

- Administrative Draft & Preliminary Engineer's Reports with the Professional Engineering Certification as required by Proposition 218.
- Preparation of an Assessment Boundary Diagram based on beneficiary data provided by the District.

Task 2.3 Public Outreach Support and Implementation

LWA will support the Public Outreach effort (to be provided by others) and the implementation of the proposed assessment. This will include coordination, and where applicable, management of the tasks related to the formation, notice and balloting requirements of Proposition 218, as well as the requirements of the specific legislation to be used to adjust the existing assessment or form a new assessment district.

LWA will work with RD 1608's legal counsel throughout the formation process and recommends that RD 1608 ensure that there is sufficient budget to address needed legal support that independently represents the interests of the District as part of this process.

LWA is familiar with all types of assessment districts and has specific experience implementing those funding flood control improvements and O&M. In any case, the actions taken by the adoption of certain resolutions related to the imposition of a new assessment will generally include at minimum these steps:

- Declaration of RD 1608's intention to form a new district or increase an assessment and the preparation of an Engineer's Report;
- Setting of a public hearing;
- Approval of a Preliminary Engineer's Report;
- Mailing of protest ballots and notice of the public hearing;
- Conducting a public hearing;
- Tabulating and certifying the protest ballot proceeding;
- Approval of a Final Engineer's Report; and
- The adoption of a resolution forming a new district or adopting a new assessment.

As provided in Task 2.1, LWA will attend the relevant Board meetings and prepare the needed communication for the Board to be informed on taking the necessary actions to implement a new assessment.

Concurrent with the work outlined above, LWA will assist RD 1608's Public Outreach Consultant and its Engineer with property owner outreach efforts as required to maintain consistency between the public outreach messaging and the Engineer's Report. LWA will utilize the parcel database developed for benefit/assessment apportionment for the purpose of mailing outreach materials, notices and official ballots, assisting the District Board and staff with the public hearing, and assisting with the Ballot Tabulation. Direct mailing and ballot return postage costs have NOT been included in our cost proposal.

Should the assessment district formation be approved by property owners and the Board, LWA will work with District to prepare and submit the assessment roll to San Joaquin County for collection on the Fiscal Year 2024-25 secured property tax roll. LWA will also work with the District to process any direct billing should this be required.

Deliverables:

- Support for Preparation of Resolutions – Resolution of Intention, Procedures Resolution & Resolution of Formation & support for Staff Report / Agenda materials
- Databases for Mailing Outreach Materials, Public Notices and Ballots. *Note – The direct cost of all mailed outreach materials and associated postage is NOT included within this proposal.*
- LWA proposes to tabulate all returned ballots on behalf of the district. Coordination of Ballot Tabulation in Public Setting including the preparation of a Ballot Tabulation Database. Preparation of Tabulation Procedures and Final Tabulation Report including certification of Procedures.
- Assistance with the first year of assessment collection.

Assessment Defense

In the event of a legal challenge, claim, appeal or related allegation, of the assessment, Engineering Study, or underlying benefit assessment and apportionment methodology, LWA will support RD 1608 with additional reviews of the assessment, or corrections of the assessment according to the findings of our review.

The level of effort required to address challenges, claims and/or appeals will vary depending on the individual facts and circumstances and will be billed on a time and expense basis. In our experience, the typical challenge from a property owner will require up to 8 hours to review the claim and prepare a briefing to the Board to review the claim and recommend a disposition. Legal challenges filed through the court system will require a higher level of effort that would be outside the control of RD 1608 and LWA. These challenges would require a separate scope of work and associated fee proposal be developed to support RD 1608. LWA bill rates, for the time preparing for and conducting expert witness testimony or related depositions due to a legal challenge are billed at 2 times our standard billing rates.

COST PROPOSAL
Assessment Engineering & Formation Services

LWA's cost proposal (**Exhibit 1**) for the services proposed for the contract term is presented below. The firm's rate sheet is included as **Exhibit 2** to this **Attachment 2**. LWA charges for its services on a direct cost of time and materials basis up to a mutually agreed upon budget amount. The level of effort required is based upon LWA's best estimate of the described scope of services. LWA will work efficiently to manage the costs for this effort. LWA will communicate frequently with RD 1608, and will provide, on at least a monthly basis as part of our billing process, an update of the cumulative expenditures against the approved budgeted amount to provide as much advanced notice as possible if it is determined that the cost of the services could exceed the approved budget.

Phase 1						
Task 1.1: Project Management						
Regular Coordination Meetings / Agenda / Minutes (6 Meetings)	5	9	9	0	6	\$5,781
Support for Board Items (1 Board Meeting)	3	3	5	0	0	\$2,475
Subtotal Task 1.1	8	12	14	0	6	\$8,256
Task 1.2: Problem Identification & Data Gathering						
Background / Problem Identification & Constraints Analysis	2	4	4	0	0	\$2,292
Research - Budget, shortfalls, etc.	2	4	8	4	0	\$3,644
Beneficiary Identification	4	4	8	4	0	\$4,164
Subtotal Task 1.2	8	12	20	8	0	\$10,100
Task 1.3: Preliminary Rate Analysis						
Development Preliminary Rates / Beneficiary Modeling	4	8	10	24	0	\$8,670
Development of Recommendation (2 Meetings)	4	8	6	0	0	\$4,218
Technical Memo Update & Finalize	4	4	10	0	0	\$3,910
Subtotal Task 2	12	20	26	24	0	\$16,798
Phase 2 - Formation of the Proposed Assessment						
Task 2.1 - Project Management						
Project Management Activities including Team meetings	8	24	24	12	0	\$14,572
Board ER Review Meetings (2)	4	8	8	8	0	\$5,824
Prop 218 Process Meetings with Board (3) (ROI, Hearing, ROF)	6	24	24	0	0	\$12,192
Subtotal Task 1.2	18	56	56	20	0	\$32,588
Task 2.2 - Preparation of Engineer's Report						
Prepare Drafts of Engineer's Report (2 Admin Drafts)	4	12	40	24	0	\$15,200
Finalize Boundary & Map of the Benefiting Parcels	1	4	16	8	0	\$5,468
Coordination on Resolutions w/ Agency Counsel	2	16	4	0	0	\$5,412
Update to Administrative Draft / Preliminary Engineer's Report	2	8	8	8	0	\$5,304
Final Engineer's Report	1	8	8	4	0	\$4,424
Subtotal Task 2	10	48	76	44	0	\$35,808
Task 2.3 - Public Outreach Support / Implementation						
Preparation of Mailing Databases for Outreach Mailing [2]	1	8	8	16	0	\$6,284
Preparation of Mailing Databases for Ballots / Ballot Support [2]	1	16	24	16	0	\$11,292
Ballot Tabulation Modeling, Tabulation & Certification of Results	1	8	16	16	0	\$7,748
Ballot Tabulation (Assumed 1 full day)	8	8	8	8	8	\$7,696
Additional Tabulation Staff (2 additional staff)	0	0	0	16	0	\$2,480
Ballot Tabulation Report	1	1	8	8	0	\$3,224
Outreach Support	8	24	24	24	0	\$16,432
Support for 1st Year's Collection (Submission of Assessment Roll)	1	4	24	0	0	\$5,692
Support for 1st Year's Direct Collections	1	4	24	0	16	\$7,356
Subtotal Task 2.3	22	73	136	104	24	\$68,204
Billing Rates (2023) - See Attached Hourly Rate Schedule	\$260	\$260	\$183	\$155	\$104	
TOTAL HOURS	78	209	314	200	24	\$163,498

[1] Direct Cost include subconsultant expenses, travel mileage (at IRS reimbursement rate from Sacramento to destination), reproduction / printing expenses, miscellaneous direct expenses.

[2] The direct cost of outreach mailing, ballot mailing and associated postage are not included within this proposal and are assumed to be handled by other budget for time and reprinting of any ballots for the purpose of ballot revisions, as needed is included.

Exhibit 2

Larsen Wurzel & Associates, Inc.
Hourly Rate Schedule

Staff Position	2023*
Principal	\$260
Senior Consultant	\$271-319
Supervising Project Manager	\$260
Senior Project Manager	\$247
Assistant Project Manager	\$236
Project Manager	\$225
Supervising Architect	\$239
Senior Architect	\$228
Senior Associate I	\$217
Associate III	\$206
Associate II	\$195
Associate I	\$183
Senior Analyst	\$172
Analyst II	\$155
Analyst I	\$138
Supervising Engineer	\$240
Senior Engineer II	\$232
Senior Engineer I	\$225
Project Engineer	\$217
Assistant Engineer	\$195
Assistant Engineer II	\$184
Assistant Engineer I	\$172
CDT h/G Specialist	\$15
Junior Engineer	\$14
Senior Project Coordinator	\$155
Project Coordinator	\$138
Project Assistant	\$132
Technical Editor	\$114
clerical Staff	\$14
Intern	\$8

***Rates subject to adjustment on January 1st of each year.**

Automobile mileage is billed at the IRS federal reimbursement rate.

Portion of services provided by others billed through LW billed at cost plus a service charge of 5%.

ITEM 6



Reclamation District #1608
PO Box 20
Stockton, CA95201

We cordially invite you to join us for the 2023 Annual Meeting of the California Association of Mutual Water Companies (CalMutuals) and CalMutuals' Joint Powers Risk and Insurance Management Authority (CalMutuals JPRIMA). Our annual meeting will be held November 6-7, 2023, at the Padre Hotel in Bakersfield. The agenda for the meeting is still in the process of being finalized, but it will include the following sessions:

- Drinking water partnerships and consolidation,
- Treatment technologies for small water systems,
- Cybersecurity readiness and risk assessments, and
- CalMutuals' small system conservation program with the Department of Water Resources (DWR)

How to Register:

Registration is **FREE** for members of CalMutuals, CalMutuals JPRIMA, and the Community Water Systems Alliance; as well as for our insurance broker partners. Please RSVP by visiting <https://caomwc.wildapricot.org/event-5392243> or by email to ceili@calmutuals.org.

Travel and Accommodations:

Members are responsible for transportation and overnight accommodations. A group rate of \$145 has been arranged with the Padre Hotel. Call the hotel at (661) 427-4900 to make a reservation and be sure to note that you are a CalMutuals JPRIMA member.

Travel grants for airfare or mileage, lodging, and meals will be provided upon request to interested mutual water companies providing water service to 500 connections or less or that serve disadvantaged communities. To request a travel grant please contact Ceili Tuttle by email at ceili@calmutuals.org.

How to Vote:

An important part of the annual meeting is election of the Boards of Directors. Enclosed you will find a formal meeting notice, a proxy form and candidate biographies.

Securing a returned proxy form for the election is critical. The proxy form allows CalMutuals JPRIMA to vote as instructed on a member's behalf or for quorum purposes in advance of the Annual Meeting. If you wish to cast a proxy vote instructing us with your choice(s), you may choose one or all of the candidates. You can also select the "Quorum Only" option to help ensure that we meet quorum.

We invite you to vote by mail by completing and returning the enclosed paper proxy form. You can also scan and send your paper proxy form to ceili@calmutuals.org. Additionally, this year we are offering the opportunity to vote online through Association Voting. To vote electronically, please visit: <https://vote.associationvoting.com/calmutuals/>.

You should have received an email from Association Voting with the instructions, link, and credentials to vote in the CalMutuals JPRIMA Board of Directors elections online. If you cannot locate the email, your online voting credentials are as follows:


(1) Member Number:
49309967

(2) Primary Email: apinasco@neumiller.com

Thank you for your continued trust with CalMutuals JPRIMA for your insurance needs. We hope to see you in Bakersfield in November!

Please do not hesitate to call us with questions about the Annual Meeting or the voting process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ceili Tuttle', with a stylized, cursive script.

Ceili Tuttle
Member Services Associate



NOTICE OF ANNUAL MEETING
To be held Monday and Tuesday – November 6-7, 2023

To the Members of California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority (CalMutuals JPRIMA):

NOTICE IS HEREBY GIVEN that the Annual Meeting of the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority will be held in person at the Padre Hotel, 1702 18th St, Bakersfield, CA 93301 on Tuesday, November 7, 2023 at 8:30 AM.

The purpose of the Annual Meeting is to consider and act upon the election of Directors and other items as may properly come before the Authority's membership. There will be nine (9) Director positions up for election as of the date of this Notice. The following nine incumbent Directors have been nominated:


David Armstrong, South Mesa Water Company
Kenneth Bradbury, Former General Manager, Montebello Land & Water Company
Dave Michalko, General Manager, Valencia Heights Water Company
Lynda Noriega, President, California Domestic Water Company
Doug Nunneley, General Manager, Oildale Mutual Water Company
David Pedersen, General Manager, Las Virgenes Municipal Water District
Kenneth Tchong, General Manager, Sunny Slope Water Company
Marina West, General Manager, Bighorn-Desert View Water Agency
Lisa Yamashita-Lopez, General Manager, Rubio Cañon Land & Water Association

Such other items may properly come before the Authority's membership.

The Authority's ballot for the annual meeting is submitted herewith.

The meeting will be part of a larger two-day conference that will coincide with the California Association of Mutual Water Companies Annual meeting and presentations, panels, and workshops focused on the needs and concerns of small water systems. The conference is scheduled to begin on Monday, November 6, 2023 at 11 AM and to continue through Tuesday, November 7, 2023 at 2:00PM.

By order of the Board of Directors


Susan E. Allen
Chief Executive Officer



BALLOT FOR THE 2023 ANNUAL MEETING OF THE CALIFORNIA ASSOCIATION OF MUTUAL WATER COMPANIES JOINT POWERS RISK AND INSURANCE MANAGEMENT AUTHORITY

NOVEMBER 6-7, 2023

_____ [insert name of member company or district] hereby submits its written ballot for the 2023 Annual Meeting of the California Association of Mutual Water Companies, Joint Power Risk and Insurance Management Authority marked as follows:

For Director, for a two-year term:

<input type="checkbox"/>	Quorum Only
<input type="checkbox"/>	David Armstrong , South Mesa Water Company
<input type="checkbox"/>	Kenneth Bradbury , Montebello Land & Water Company
<input type="checkbox"/>	Dave Michalko , Valencia Heights Water Company
<input type="checkbox"/>	Lynda Noriega , California Domestic Water Company
<input type="checkbox"/>	Doug Nunneley , Oildale Mutual Water Company
<input type="checkbox"/>	Dave Pedersen , Las Virgenes Municipal Water District
<input type="checkbox"/>	Kenneth Tcheng , Sunnyslope Water Company
<input type="checkbox"/>	Marina West , Bighorn-Desert View Water Agency
<input type="checkbox"/>	Lisa Yamashita-Lopez , Rubio Cañon Land & Water Association

Dated: _____, 2023

Name of Member Company or District: _____

By: _____

[Signature]

[Printed Name]

Its: _____

[Authorized Office – Position Title]

2023 CalMutuals JPRIMA Board Elections - Candidate Bios

David Armstrong



David Armstrong has over 25 years of experience in the water sector. He is the General Manager for South Mesa Water Company, a mutual water company supporting a severely disadvantaged community located within the Cities of Calimesa and Yucaipa.

David has served on the CalMutuals JPRIMA Board of Directors since the Authority's formation in 2015. He also has served on the CalMutuals Board of Directors since 2014, and was elected as the Association's Vice President in 2016.

David serves on the boards of the Beaumont Basin Watermaster, San Gorgonio Pass Regional Water Alliance, Yucaipa Sustainable Groundwater Management Agency and is a member of the Upper Santa Ana River Watershed Management Plan.

Ken Bradbury

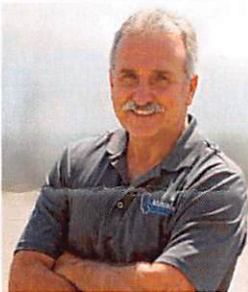


Kenneth "Ken" Bradbury served as the General Manager of Montebello Land & Water Company, located in the City of Montebello, for over 40 years.

Ken is a founding member of CalMutuals JPRIMA and serves as the Authority's Secretary. Ken additionally served as an active member of the CalMutuals Board of Directors and supported the Association's success through its first ten years.

Beyond his volunteer leadership with CalMutuals JPRIMA, Ken enjoys working in his home workshop, spoiling his three grandchildren, and regular hunting excursions.

Dave Michalko



Dave Michalko has over 30 years of experience in the water industry. He is the General Manager for Valencia Heights Water Company located in the City of West Covina.

Dave has served on the CalMutuals JPRIMA Board of Directors since the Authority's formation in 2015, and was elected President of the Authority in 2022. He has been an active member of the CalMutuals Board of Directors since its founding.

In addition, Dave serves on the San Gabriel Valley Water Association Board of Directors, and is the Vice Chair of the Main San Gabriel Basin Watermaster.

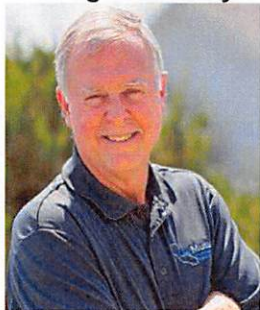
Lynda Noriega



Lynda Noriega serves as President of California Domestic Water Company ("Cal Domestic"), a mutual water company organized as a wholesale water supplier based in Whittier. She began her career in water in 2001 with Valley County Water District, where she held progressively responsible positions including Operations Assistant, Water Quality Specialist, Finance & Administration Manager, Interim General Manager, and General Manager.

Lynda has served on the CalMutuals JPRIMA Board of Directors since 2022. Lynda is Chair of the Board of Directors of the Main San Gabriel Basin Watermaster, President of the Board of Directors of the San Gabriel Valley Water Association, and member of the Board of Directors of Covina Irrigating Company. She also serves as Vice Chair of the Board of Directors for the San Gabriel Basin Water Quality Authority, and as a member of the Board of Directors for Mujeres de la Tierra, an environmental advocacy non-profit based in Los Angeles.

Doug Nunneley



Doug Nunneley recently retired as General Manager of Oildale Mutual Water Company, one of the largest mutual water companies in the state, located in the City of Bakersfield after nearly 45 years of service with the Company.

Doug shared his time and talents as General Manager for North of the River Municipal Water District, Chair of the Urban Bakersfield Advisory Committee of Kern County Water Agency Improvement District #4, Co-Chair of the Kern Integrated Regional Water Management Plan, and Board of Directors member with the Water Association of Kern County.

Doug is a founding member of CalMutuals, CalMutuals JPRIMA, and the Community Water Systems Alliance (CWSA) and has served on each of the Boards from their beginnings through the present day.

David Pedersen



David Pedersen is the General Manager of Las Virgenes Municipal Water District in the City of Calabasas. He brings almost three decades of public service experience focusing on water management, flood control and other public infrastructure.

He began his career with Los Angeles County Public Works, subsequently moving to the Irvine Ranch Water District where he was Director of Water Operations and later Executive Director of Operations. He stays active in the water community, serving as the President Elect of WaterReuse California and on the boards of the Association of California Water Agencies, Southern California Water Coalition and Urban Water Institute.

Dave has represented special districts on the CalMutuals JPRIMA Board of Directors since 2019.

Kenneth Tcheng



Kenneth "Ken" Tcheng is the General Manager of Sunny Slope Water Company in the City of Pasadena, a mutual water company recognized for implementation of innovative, scaled, nitrate treatment technologies.

Ken has worked for Sunny Slope Water Company since 2008 and served as a member of the CalMutuals JPRIMA Board of Directors since its founding. Ken is also a founding member of CalMutuals and supports the Association as its Treasurer and Finance and Investment Committee member.

Prior to joining the company, Ken worked in the aerospace industry, managing Information Systems/Information Technology Infrastructure Services.

Marina West



Marina West is the General Manager of Bighorn-Desert View Water Agency. Marina's public sector career spans more than three decades, with many of those years spent working in water system operations and management. She is a professional geologist and certified in water distribution (D5) and water treatment (T2).

Marina serves as the chair of the Mojave Water Agency Technical Advisory Committee and vice-chair of their Small Water Systems Committee. Marina's leadership in the greater Mojave region affirmed the value of expanding alliances with water systems serving disadvantaged communities around the state. Marina also serves as vice chair of the California Water Systems Alliance (CWSA), an initiative to provide a voice in Sacramento for water systems serving disadvantaged communities that are reliably and affordably providing water to low-income and limited-income residents such as seniors.

Lisa Yamashita-Lopez



Lisa Yamashita-Lopez has served as General Manager of Rubio Cañon Land & Water Association located in the City of Altadena since 2008.

For over the past 30 years, Lisa has provided technical and management consulting services to the municipal and water utility sector.

Lisa has served on the CalMutuals JPRIMA Board of Directors since its founding in 2015. She has also served on the CalMutuals Board of Directors since 2014, and was elected President of the Association in 2016.

In addition, Lisa serves as President of the Raymond Basin Watermaster, and is an active member of the Watermaster Executive Committee.

ITEM 11

SHORT TERM GOALS 2023

1. Renewal of District Assessment.
2. Participate in stakeholder groups. Status: Ongoing.
3. Work on slumping areas.
4. Monitor San Joaquin Feasibility Project
5. Vegetation encroachments
6. Annual Levee Inspection.
7. Repair/Maintenance of Gates on Crown of Southwest Levee
8. Central Valley Flood Protection Plan
9. Revise District Website
10. Approve Emergency Operations Plan Update
11. All-Weather Road Resurfacing

LONG TERM GOALS

1. Raising Elevation of Southwest Levee.
2. Prop 218 Assessment
3. Sediment Removal Project.

ITEM 12

RD 1608: MASTER CALENDAR

JANUARY

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
- Subventions Resolution

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 2022 (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

- 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	2021	First Friday of Dec 2025
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 13

Division of Flood Management

2023 California Preseason Flood Coordination Meetings



Department of Water Resources



Agenda Topics

Winter Weather Outlook

DWR Flood Operations Updates

Regional Updates

Multi-Agency Coordination

Flood Fighting Methods and Materials

Reservoir Status & Outlook

Statewide Grants

You are invited to join flood emergency response partners to discuss flood preparedness in your region. Hosted by County Offices of Emergency Services in partnership with DWR's State-Federal Flood Operations Center, these in-person meetings provide regional and local updates on annual flood preparedness activities.

STANISLAUS

Thursday, September 14
9:00 am – 11:30 am
Stanislaus Co Harvest Hall
3800 Cornucopia Way
Modesto 95358

YOLO

Tuesday, September 26
9:00 am – 11:30 am
Veteran's Memorial Center
203 E 14th Street
Davis 95616

SAN JOAQUIN

Wednesday, October 11
9:00 am – 11:30 am
Micke Grove Park
Memorial Auditorium
11793 N Micke Grove Road
Lodi 95240

LAKE

Thursday, October 12
9:00 am – 11:30 am
Lake County OES
1375 Hoyt Avenue
Lake 95453

GLENN

Tuesday, October 17
9:00 am – 11:30 am
Glenn Co Office of Education
131 E. Walker Street
Orland 95963

SACRAMENTO

Wednesday, October 18
9:00 am – 11:30 am
Sacramento Co OES
3720 Dudley Blvd, Building 600
McClellan 95652

Continued on next page

Division of Flood Management

2023 California Preseason Flood Coordination Meetings



Department of Water Resources



Preseason meetings include scheduled presentations from these agencies:

National Weather Service

California Governor's Office of Emergency Services (Cal OES)

Department of Water Resources

California Conservation Corps

CAL FIRE

U.S. Army Corps of Engineers

TULARE

Thursday, October 19
1:00 pm – 3:30 pm
Tulare Co Fire Headquarters
835 S. Akers Road
Visalia 93277

VENTURA

Thursday, November 2
1:00 pm – 3:30 pm
Ventura Co Watershed Dist.
800 S. Victoria Avenue
Ventura 93009

TEHAMA

Thursday, November 16
9:00 am – 11:30 am
Red Bluff Community Center
Westside Room
1500 S. Jackson Street
Red Bluff 96080

MONTEREY

Wednesday, November 29
9:00 am – 11:30 am
(Location TBD)

RIVERSIDE

Wednesday, November 1
9:00 am – 11:30 am
450 East Alessandro Blvd.
(Gate B, press button)
Riverside 92508

HUMBOLDT

Wednesday, November 15
9:00 am – 11:30 am
Fortuna Fire Hall
320 S Fortuna Boulevard
Fortuna 95540

SOLANO

Tuesday, November 28
1:00 pm – 3:30 pm
Solano County EOC
530 Clay Street
Fairfield 94533

Who should attend these meetings?

- Managers and key emergency responders from California public agencies with primary responsibility for flood emergency response and coordination
- Counties, cities, flood control districts, reclamation districts, local maintaining agencies, and tribal agencies.

For questions please contact Wendy Francis at (916) 574-2619, or wendy.francis@water.ca.gov.

ITEM 14

Reclamation District 1608
Bills for Approval - October 4, 2023 Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	RATIFICATION
Michael Panzer (10/4/2023 Board Mtg)	10/4/2023	Trustee Fee	\$299.92				
				\$299.92	6759		
Dan MacDonnell (10/4/2023 Board Mtg)	10/4/2023	Trustee Fee	\$299.92				
				\$299.92	6760		
Dottie Lofstrom (10/4/2023 Board Mtg)	10/4/2023	Trustee Fee	\$299.92				
9/6/2023 Public Outreach Preparation	9/6/2023		\$299.92				
				\$599.84	6761		
Elvia Trujillo (September 2023 Services)	10/4/2023	Secretary Fee	\$1,178.91				
				\$1,178.91	6762		
PG&E (Landview & Seagull)	7/31/2023	0950847867-5	\$0.00				
PG&E (Stone River)	9/7/2023	2999432760-8	\$15.57				
				\$15.57	6763		
Neumiller & Beardslee	9/26/2023	344675	\$647.03				
				\$647.03	6764		
Kjeldsen, Sinnock & Neudeck	9/25/2023	36180	\$1,015.00				
	9/25/2023	36181	\$1,832.50				
	9/25/2023	36182	\$481.25				
	9/25/2023	36183	\$1,030.35				
	9/25/2023	36184	\$28.75				
	9/25/2023	36185	\$275.00				
	9/25/2023	36186	\$4,161.35				
				\$8,824.20	6765		
B&R Self Storage	9/18/2023	10019	\$1,000.00				
				\$1,000.00	6766		
Robert Burns Construction, Inc.	8/17/2023	Progress Pay No. 2	\$8,817.34				
				\$8,817.34	6767		

Reclamation District 1608
Bills for Approval - October 4, 2023 Board Meeting

ADP, Inc.	9/1/2023	641379315	\$82.76	\$82.76	Online
ADP, Inc.	9/16/2023	642832017	\$79.91	\$79.91	Online
Bank of Stockton Visa	8/28/2023	7/27/23 - 8/27/23	\$9,421.77	\$9,421.77	Online
State of California Payroll Taxes		8/31/23 and 9/15/23 Payroll	\$554.82	\$554.82	Online
Federal Government Payroll Taxes		8/31/23 and 9/15/23 Payroll	\$3,222.20	\$3,222.20	Online
Joe L. Bryson (Payroll)	9/24/1913	8/1/23-8/31/23	\$5,016.89	\$5,016.89	Direct Deposit
Roger Lamarra (Payroll)	9/1/2023	8/16/23-8/31/23	\$910.83	\$910.83	Direct Deposit
Roger Lamarra (Payroll)	9/15/2023	9/1/23-9/15/23	\$812.65	\$812.65	Direct Deposit
Ruby Jeff (Payroll)	9/1/2023	8/16/2023-8/31/23	\$1,097.40	\$1,097.40	Direct Deposit
Ruby Jeff (Payroll)	9/15/2023	9/1/23-9/15/23	\$887.07	\$887.07	Direct Deposit
Joe C. Godinez Sr. (Payroll)	9/1/2023	8/16/23-8/31/23	\$684.82	\$684.82	1603
California State Disbursement Unit (J Godinez Sr. Income Withholding)	9/1/2023	Child Support	\$330.00	\$330.00	ADP Processed
Joe C. Godinez Sr. (Payroll)	9/15/2023	9/1/23-9/15/23	\$539.51	\$539.51	1604
California State Disbursement Unit (J Godinez Sr. Income Withholding)	9/15/2023	Child Support	\$330.00	\$330.00	ADP Processed
		WARRANT TOTAL:		\$21,682.73	
		CHECKING TOTAL:		\$23,970.63	
		TOTAL BILLS PAID		\$45,653.36	