

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR RECLAMATION DISTRICT 1608  
HELD ON WEDNESDAY, OCTOBER 4, 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 October 4, 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

1. **Public Comment.** There was no public comment.
  
2. **Approval of Minutes.** Minutes of the September 6, 2023 District Board meeting. The Trustees reviewed the draft minutes. After review,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and  
unanimously carried by the Board Trustees of Reclamation District  
1608, that the minutes of the September 6, 2023, Regular Board  
Meeting, be approved as presented.
  
3. **Financial Report.** Review, discuss, and accept financial report. District Secretary Elvia Trujillo presented an oral and written report. She indicated the financial report from the last meeting had an incorrect fund balance of \$687,845.55 when it should have been \$92,354.24. The fund balance erroneously provided by staff at the Treasurer's office may have been for a different fund/different reclamation district. She was in communication with both the Treasurer's office and Auditor's office and the fund balance in this financial report has been confirmed. After further discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and  
unanimously carried by the Board of Trustees of Reclamation  
District 1608 that the Financial Report through the end of  
September 2023 be approved as presented.
  
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. Attorney Andy Pinasco reported there were no additional nomination petitions received and the District will not be holding an election this year. By December, the District will be receiving resolutions from the Board of Supervisors and Trustees will be sworn in.

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

I. **Proposition 218 New Assessment Procedure.**

A. **Review status of Engineer's Report development and the hiring of Larson Wurzel & Associates (LWA) to assist in the assessment engineering and formation services for the District.**

Engineer Chris Neudeck discussed the Prop 218 new assessment for RD 1608. As the District's engineer, he will be the main engineer for this project but is interested in hiring Larson Wurzel and Associates (LWA) as subconsultants to assist with the assessment engineering and formation services. Mr. Neudeck recommended in having LWA work on this project because they specialize in this type of work, they are highly efficient and accurate, and will be able to carry the project all the way through election. An added benefit of having LWA work on this project is their understanding of county assessments. Mr. Neudeck explained the engineer's report will be prepared as required by Prop 218 and will be co-signed by both KSN and LWA.

Mr. Neudeck then explained LWA's Phase I estimate at \$31,500 and Phase II estimate at \$134,850 and discussed what each phase consists of as described LWA's scope of work in Exhibit A and as listed below:

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 1<sup>st</sup> 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.

After further discussion,

It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize Kjeldsen Sinnock & Neudeck to subcontract with Larson Wurzel & Associates to assist in the assessment engineering and formation services related to the new assessment for Proposition 218.

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. Andy Pinasco reported the District is a member of the California Association of Mutual Water Companies (CalMutuals) due to its participation in their insurance program. CalMutuals will be holding their annual meeting to elect board of directors and is requesting that a ballot be submitted by the member agencies. Mr. Pinasco recommended the Board give approval to fill out the ballot, to select the Quorum Only box, and to authorize Board President to sign and submit the ballot. After review,

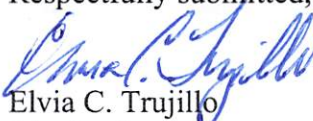
It was moved, seconded (D. MacDonnell/D. Lofstrom) and unanimously carried by the Board of Trustees of Reclamation District 1608 to authorize President Panzer to sign and to submit ballot for the 2023 Annual Meeting of the California Association of Mutual Water Companies.

7. **Fall Newsletter.** Discussion and direction.
  - a. Prop 218 information.

Attorney Andy Pinasco recommended tabling the newsletter discussion until the next meeting to allow Kim Floyd to be in attendance and to give recommendations.
8. **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.
  - Trustee Lofstrom discussed succession planning for Levee Superintendent.

9. **Meetings.** Report by Trustees on meetings attended and upcoming meetings. Request for direction. Trustee Lofstrom reported she attended the Prop 218 Ad Hoc meeting on September 6, 2023.
10. **Report and possible action on Progress of Tasks Assigned at Previous Board Meetings.** No Report.
11. **Discussion and direction on Short-Term and Long-Range Goals.** None.
12. **District Calendar.** Discussion and direction.
  - a. Next Meeting is November 1, 2023.
  - b. Change “Leve Tour” to “Planning of Levee Tour” in the calendar.
  - c. The levee tour was discussed and scheduled for Friday, November 3, at 8:00 a.m. at the Marina.
13. **Correspondence.**
  - a. DWR – 2023 Preseason Flood Coordination Meetings.  
Andy Pinasco reported the 2023 California Preseason Flood Coordination Meeting for San Joaquin County will be taking place on Wednesday, October 11 from 9:00 a.m. – 11:30 a.m. at Micke Grove Park’s Memorial Auditorium. Trustees Lofstrom and Trustee MacDonnell expressed interest in attending.
14. **Approval of Bills.** District Secretary Elvia Trujillo presented an oral and written report. She reported having received an additional invoice from PG&E in the amount of \$9.79 changing the warrant total from \$15.57 to \$25.36. 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 October 4, 2023, Board Meeting be approved with the added PG&E invoice.
15. **Staff Reports.** None.
  - (a) Attorney. The agenda for this meeting was posted on the window outside the meeting room at 3121 West March Lane, Stockton, California, at least seventy-two (72) hours preceding the meeting.
16. **Adjournment.** The meeting adjourned at 9:32 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 - 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	\$9.79				
PG&E (Stone River)	9/7/2023	2999432760-8	\$15.57				
				\$25.36	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	9/1/2023	Child Support	\$330.00	\$330.00	ADP Processed
(J Godinez Sr. Income Withholding)					
Joe C. Godinez Sr. (Payroll)	9/15/2023	9/1/23-9/15/23	\$539.51	\$539.51	1604
California State Disbursement Unit	9/15/2023	Child Support	\$330.00	\$330.00	ADP Processed
(J Godinez Sr. Income Withholding)					
		<b>WARRANT TOTAL:</b>		\$21,692.52	
		<b>CHECKING TOTAL:</b>		\$23,970.63	
		<b>TOTAL BILLS PAID</b>		\$45,663.15	