

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1608
HELD ON WEDNESDAY, JUNE 5, 2024**

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 June 5, 2024, 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

ANDY PINASCO
JOE BRYSON
ELVIA TRUJILLO
KIM FLOYD
ERIK ALMAAS
ADAM RILEY
BOB BENTZ

1. **Public Comment.** None.
2. **Approval of Minutes.** Minutes of the regular meeting of May 1, 2024. The Trustees reviewed the draft minutes. After review, the May 1, 2024, minutes were approved as presented.

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board Trustees of Reclamation District 1608, that the minutes of the May 1, 2024, 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 reported the District received income in the form of property taxes, assessments, interest income, and subventions reimbursement. After review,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the Financial Report presented at the June 5, 2024, meeting be approved.

4. **Accounting Software.** Discussion and direction regarding purchase of QuickBooks accounting software. Attorney Andy Pinasco presented this item. He reported that currently, three different reports need to be prepared where the data does not integrate to complete the reports. Through the use of QuickBooks, the data for the reports will integrate and the amount of time spent to prepare reports will be reduced, resulting in a savings to the District. Several agencies are using QuickBooks successfully to track

expenses and run their reports. In addition, the auditor has been encouraging the use of QuickBooks as it will facilitate gathering information for the yearly audit. The monthly subscription for QuickBooks is approximately \$30 per month and Mr. Pinasco recommends the purchase. After discussion,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the District Secretary be authorized to purchase the monthly subscription of QuickBooks on behalf of the District.

5. **Budget. Adopt Fiscal Year 2024-2025 Budget.** Attorney Andy Pinasco presented this item. He reported the draft budget had been reviewed at the last meeting and the changes requested had been incorporated into the budget presented at this meeting. He added, that the budget is a planning document that is not required by law but is encouraged by the San Joaquin County Auditor's Office. Mr. Pinasco recommends adoption of the proposed budget. After discussion,

It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the proposed budget for Fiscal Year 2024-2025 be approved as presented.

6. **Engineer's Report. Discussion and Possible Action on Engineer's Report.**

I. **PLAN REVIEW.**

- A. Review status of Annual Levee Inspection of the District's Levee System for 2024.

Erick Almaas, from Kjeldsen Sinnock & Neudeck, presented this item for Chris Neudeck who was not able to be present at this meeting. Mr. Almaas gave an update on the annual levee inspection and referenced the Lincoln Village West Violation/Remedy Tracking 2024 report attached as *Exhibit A* to the Engineer's Report. He reported progress had been made and his team would be reaching out to those that were still not in compliance.

II. **PROPOSITION 218 – NEW ASSESSMENT PROCEDURE.**

- A. Review status of engineer's report development.

Adam Riley, from Larsen Wurzel & Associates gave a presentation on the new assessment procedure being worked on as a result of the current assessment expiring this coming fiscal year. Among the topics covered in his presentation were the background of the assessment procedure, finances, services, assessment benefits, and the timeline.

III. **DELTA LEVEE SUBVENTIONS PROGRAM AB 360.**

- A. Review PowerPoint presentation from Department of Water Resources staff that will be presented before the Central Valley Flood Protection Board (CVFPB) at their June 28, 2024, Board meeting related to the

Subventions Program Highlights over the past several years together with historical spending and expense patterns.

Erik Almaas presented this item. He reported a meeting was scheduled for June 28, 2024, with the Central Valley Food Protection Board. For that meeting, DWR staff prepared a PowerPoint presentation on the Delta Levees Subventions Program. The presentation provides a summary of the program's funding for various fiscal years, levee expenditures, and funding priorities (see *Exhibit B* of Engineer's Report).

B. Review ongoing challenges with weed control and ground nesting bird restrictions on herbicide spraying.

Erik Almaas presented this item. Mr. Almaas reported there were concerns with spraying due to bird nesting season. His team has been working with the California Department of Fish and Wildlife on this issue. Spraying will be allowed provided a biological study is completed prior to spraying. To meet the requirement, KSN is working with a biologist. Dr. Panzer reported he went to the Ag Center to get a permit and also met with a biologist.

7. **Fall Newsletter.** Discussion and Direction.

Kim Floyd reported the newsletter had been mailed to the property owners and thanked everyone involved in the review of the newsletter. She estimates the next newsletter will be mailed in late September or early October.

8. **Superintendent Report.** Request for directions and approvals. Levee

Superintendent Joe Bryson was not in attendance at the meeting and no report was presented.

9. **Meetings.** Report by Trustees on meetings attended and upcoming meetings. Request for direction. No Report.

10. **Report and Possible Action on Progress of Tasks Assigned at Previous Board Meetings.**

a. **District Vehicle.** Discussion and possible action to authorize District Superintendent to purchase electric golf cart for District use.

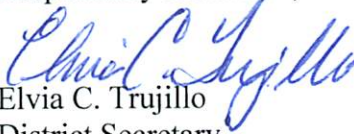
Trustee MacDonnell mentioned information regarding auctions that included utility vehicles may be an option for the purchase of a vehicle for the District. This item to be postponed to next meeting.

11. **Discussion and direction on Short-Term and Long-Range Goals.**

There was discussion on the Short-Term Goals and Log-Range Goals. In the Short-Term Goals, it was decided to keep "1. *Renewal of District Assessment*" but to delete "13. *Proposition 218*." In the Long-Term Goals, it was determined that "2. *Prop 218 Assessment*" be deleted.

12. **District Calendar.** Discussion and direction.
- a. Next Meeting is July 3, 2024.
- It was noted that Chris Neudeck and Erik Almaas will not be available for the July 3, 2024, Board Meeting.
 - Since adoption of a resolution for appropriations must be adopted in July the Board agreed to keep the meeting as schedule for July 3, 2024. In addition, Mr. Pinasco informed the Board that the assessments resolution needs to be adopted in July.
13. **Correspondence.** None of Note.
14. **Approval of Bills.** District Secretary Elvia Trujillo presented an oral and written report on District expenses. After review,
- It was moved, seconded (D. Lofstrom/D. MacDonnell) and unanimously carried by the Board of Trustees of Reclamation District 1608 that the list of Bills for Approval provided at the June 5, 2024, Board Meeting be approved as presented.
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 9:10 a.m.

Respectfully submitted,


 Elvia C. Trujillo
 District Secretary

Acronyms Frequently Used

AC Repairs = Asphalt Concrete Repairs
 CEQA = California Environmental Quality Act
 CVFPB = Central Valley Flood Protection Board
 District= Reclamation District 1608
 DWR = Department of Water Resources
 KSN = Kjeldsen, Sinnock & Neudeck
 LWA = Larsen Wurzel & Associates
 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 - July 3, 2024, Board Meeting

NAME	Date	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	CHECK #	RATIFICATION
Michael Panzer (7/3/2024 Board Mtg)	7/3/2024	Trustee Fee	\$299.92				
Mtg at Ag Center re Renewal of License for 1608	5/30/2024		\$299.92				
Special Board Meeting of 6/26/2024	6/26/2024		\$299.92				
				\$899.76	6826		
Dan MacDonnell (7/3/2024 Board Mtg)	7/3/2024	Trustee Fee	\$299.92				
Special Board Meeting of 6/26/2024	6/26/2024		\$299.92				
				\$599.84	6827		
Dottie Lofstrom (7/3/2024 Board Mtg)	7/3/2024	Trustee Fee	\$299.92				
Special Board Meeting of 6/26/2024	6/26/2024		\$299.92				
				\$599.84	6828		
Elvia Trujillo (June Services)	7/3/2024	Secretary Fee	\$1,211.65				
				\$1,211.65	6829		
PG&E (Stone River)	6/20/2024	2999432760-8	\$17.46				
				\$17.46	6830		
Neumiller & Beardslee	6/27/2024	348956	\$3,561.81				
				\$3,561.81	6831		
Kim Floyd Communications	5/1-31/2024	V43355-11	\$4,479.64				
				\$4,479.64	6832		
BPM	5/31/2024	152611	\$396.44				
				\$396.44	6833		
State Compensation Insurance Fund	5/31/2024	1002202589	\$1,197.58	\$1,197.58		eCheck	
ADP, Inc.	5/31/2024	662631011	\$151.27	\$151.27		Online	
ADP, Inc.	6/15/2024	663344720	\$79.91	\$79.91		Online	
Bank of Stockton Visa	6/20/2024	4/27/24 - 5/27/24	\$1,244.82	\$1,244.82		Online	

Reclamation District 1608
Bills for Approval - July 3, 2024, Board Meeting

State of California Payroll Taxes		5/31/24 and 5/15/24 Payroll	\$791.55	\$791.55	Online	
Federal Government Payroll Taxes		5/31/24 and 5/15/24 Payroll	\$3,852.53	\$3,852.53	Online	
Joe L. Bryson (Payroll)	5/31/2024	5/1/24-5/31/24	\$5,935.59	\$5,935.59	Direct Deposit	
Roger Lamarra (Payroll)	5/31/2024	5/16/24-5/31/24	\$1,437.26	\$1,437.26	Direct Deposit	
Roger Lamarra (Payroll)	6/14/2024	6/1/24-6/15/24	\$671.30	\$671.30	Direct Deposit	
Joe C. Godinez Sr. (Payroll)	5/31/2024	5/16/24-5/31/24	\$912.65	\$912.65		1624
California State Disbursement Unit	5/31/2024	Child Support	\$330.00	\$330.00	ADP Processed	
(J Godinez Sr. Income Withholding)						
Joe C. Godinez Sr. (Payroll)	6/14/2024	6/1/24-6/15/24	\$648.43	\$648.43		1625
California State Disbursement Unit	6/14/2024	Child Support	\$330.00	\$330.00	ADP Processed	
(J Godinez Sr. Income Withholding)						
Roger D. Lamp (Payroll)	6/14/2024	6/3/24 - 6/11/24	\$511.00	\$511.00	Direct Deposit	
		WARRANT TOTAL:		\$11,766.44		
		CHECKING TOTAL:		\$18,093.89		
		TOTAL BILLS PAID		\$29,860.33		