

**RECLAMATION DISTRICT NO. 1614
AGENDA FOR
REGULAR BOARD OF TRUSTEES MEETING
2:00 P.M. MARCH 4, 2019
3121 WEST MARCH LANE, SUITE 100
STOCKTON, CALIFORNIA**

AGENDA

1. Call to Order/Roll Call.
2. 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 5 minutes for general public comment and per agenda item in accordance with Resolution 2014-06.
3. Approval of Minutes of the special meetings of February 11, 2019.
4. Presentation of Financial Status Report. Discussion and possible action.
5. Holt of California Emergency Power Generation Equipment Agreement.
6. Presentation of Engineer's Report. Discussion and possible action:
 - a. Permit Applications.
 - b. Wisconsin Pump Station Project and costs update.
 - c. Smith Canal Closure Structure update.
7. Presentation of Superintendent's Report; request for direction.
8. Newsletter.
9. Discussion and possible action regarding destruction of records pursuant to the Reclamation District 1614 Records Management Policy.
10. Report on Meetings Attended.
11. District Calendar.
 - a. Town Hall Meeting Date and Location.
12. Items for future meetings.
13. Correspondence.
14. Closed Session.
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Levee Superintendent

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 Rhonda Olmo 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. The agenda is also available on the Reclamation District website at: <http://www.rd1614.com/>

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Secretary

15. Employee Contracts. Discussion and possible action regarding changes to Levee Superintendent and Secretary contracts.
16. Motion to Approve of Bills.
17. 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 Rhonda Olmo at 209/948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.

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**AGENDA PACKET
RECLAMATION DISTRICT 1614
MARCH 4, 2019**

<u>ITEM</u>	<u>COMMENTARY</u>
1.	Self-explanatory.
2.	Self-explanatory.
3.	Please see attached.
4.	Self-explanatory.
5.	Please see attached.
6.	Self-explanatory.
7.	Self-explanatory.
8.	Self-explanatory.
9.	Please see attached.
10.	Self-explanatory.
11.	Please see attached.
12.	Self-explanatory.
13.	Self-explanatory.
14.	Self-explanatory.
15.	Please see attached.
16.	Self-explanatory.
17.	Self-explanatory.

ITEM 3

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1614
HELD MONDAY, FEBRUARY 11, 2019

The February Regular Meeting of the Board of Trustees of Reclamation District 1614 was held on Monday, February 11, 2019, at the law office of Neumiller & Beardslee, 3121 West March Lane, Suite 100, Stockton, California, at the hour of 2:00 p.m.

TRUSTEES PRESENT WERE:

KEVIN KAUFFMAN
BEN KOCH
CHRISTIAN GAINES

OTHERS PRESENT WERE:

DANIEL J. SCHROEDER
ANDY J. PINASCO
CHRISTOPHER H. NEUDECK
RHONDA L. OLMO
ORLANDO LOBOSCO

ABSENT WAS:

NONE

A list of individuals in attendance is outlined in the meeting sign-in sheet, which is attached to these minutes.

Item 1. Call to Order/Roll Call. President Kauffman called the meeting to order at 2:02 p.m.

Item 2. 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 5 minutes for general public comment and per agenda item in accordance with Resolution 2014-06.*

No Public Comment.

Item 3. Approval of Minutes of the regular meeting of January 7, 2019. After review,

It was moved, seconded (B. Koch/C. Gaines) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Minutes of the regular meeting of January 7, 2019 be approved as read.

Item 4. Presentation of Financial Status Report. Discussion and possible action. District Secretary, Rhonda Olmo, handed out the Financial Report. She provided an oral report and made note as to the assessments that were received.

After review,

It was moved, seconded (B. Koch/C. Gaines) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Financial Report be approved as presented.

Item 5. Presentation of Engineer's Report. Discussion and possible action:

- a. Wisconsin Pump Station Project and Cost update. – See below
- b. Smith Canal Closure Structure update. – See below
- c. Report on Emergency Repairs Pursuant to Resolution 2018-12 and 2018-13.

The Board adopted Resolutions 2018-12 and 2018-13 for emergency conditions last November. By code, the District is required to provide updates monthly until the emergency has passed and the project has been completed. Mr. Schroeder asked Mr. Neudeck to provide a close out report on the emergency conditions on the two lots on Canal Drive. Mr. Neudeck said that particular project is now complete and the easement on the last lot needs to be notarized and recorded. Mr. Lobosco has pictures of the completion. Further discussion was held.

Excerpts from the Engineer's Report:

I. AB 360 DELTA LEVEE SUBVENTIONS PROGRAM

A. Review the status of negotiating the Financial Contribution Only (FCO) agreement with State of California Department of Transportation (Caltrans) regarding the District's agreement to move forward with the project to restore bank protection beneath Interstate 5 overpass over the north bank/levee of Smith Canal.

District Engineer, Mr. Chris Neudeck, said he thought this was nearing completion. He spoke to the issue associated with a Caltrans request that only one district represent both districts (he is not in favor of.) Mr. Neudeck said there were a couple of minor errors in the form he was asked to fill out which has since been corrected. Last Friday, Mr. Neudeck received another email from Caltrans questioning his role and responsibility with the District. Caltrans wanted to know who was going to do the design and how the design was going to be transpired. He responded in short stating that as District Engineer, he would be designing the repair (KSN has been doing this for over 63 years) and he personally has been doing this for half that period. Mr. Neudeck is hopeful all questions have been addressed. Caltrans claims this takes time on their end.

B. Review SJCo's status to provide the District with a fully supplied flood fight container funded through the Department of Water Resources Emergency Response Grant No. 2. (*Exhibit A: Excerpt from SJCo internal planning document citing timing on Flood Fighting Containers and Exhibit B: Schedule of Tasks for SJCo's DWR Round 2 Emergency Response Grant – included in Engineer's Report.*)

In 2016, an agreement was signed stating the District would want to participate in the Round 2 funding. This would provide the District with a shipping container filled with flood fighting supplies. Mr. Neudeck reported that since Mike Cokrell, previous OES Director, retired that everything has changed over there. Mr. Neudeck said they still have 3.2M dollars and they have funding for this, but they have now turned it back on the District to purchase the container and materials and then send the invoices to them for them to seek reimbursement. Mr. Neudeck said this is still a good deal because it is 100% funded. However, the District will have to put the labor in which is not funded. Mr. Neudeck will attempt to claim the labor. He reviewed the DWR Round 2 Work Plan: Timeline. He is encouraging them to accelerate their timeline but it is not high priority on their end. Mr. Neudeck reported on the SEMS/NIMS Training for Staff.

II. WISCONSIN PUMP STATION NO. 7

A. Review status of alternative repair design for Wisconsin Pump Station. (*Exhibit C: Email Memorandum from KSN Inc dated January 30, 2019 included in Engineer's Report.*)

At the last meeting, it was decided that the District was going to take a slight diversion and consider the high-density polyethylene pipes, suggested by Mr. Dominic Gulli. Mr. Neudeck said the problem is the Corps does not like to have it in their system. They have indicated they are ok with the material as long as the backfill meets their requirements. Mr. Neudeck said the issue is whether most of the pipe can be buried since a summer day can cause expansion up to 4" in length. He is looking at a variable coupler that will allow the contraction expansion. He said the environmental permits for the biological assessment are receiving good attention. He also reported on the delays associated with the Corps due to the government "shutdown excuse" in the regulatory realm. Mr. Neudeck said his goal, within the next 30 days, is to bring back before the District a revised set of drawings looking at the alternatives of burying versus not burying, and measuring the cost associated with the additional fill. The County expressed concerns that this would be a change of conditions. Mr. Neudeck presented them with a preliminary plan, and they came back and said their original endorsement will stand. He reported it is looking like the change in materials should result in a net-zero price change. Mr. Neudeck hopes to install this summer or fall. Further discussion was held.

III. SMITH CANAL GATE STRUCTURE PROJECT – SAN JOAQUIN FLOOD CONTROL AGENCY (SJAFCA)

A. Update on Smith Canal gate closure project (*Exhibit D: File Memorandum dated February 1, 2019 from SJAFCA– included in Engineer's Packet.*)

Mr. Neudeck reported on SJAFCA's updated handout from last week. He indicated the design documents are at 100% and all of the permits have been submitted. SJAFCA is addressing the Real Estate Plan (REP). He said the state would not allow acquisition of property until the REP is approved. Mr. Neudeck reviewed the status of the legal cases. He said construction is likely to begin this fall.

Item 6. Presentation of Superintendent's Report; request for direction. Mr. Lobosco handed out his Superintendent Report. He said he was very busy due to January's wet month. He found no significant problems last month and the pump stations performed well during the rain. He had one minor exception at pump #2 (Buena Vista) which had several overload failures. Mr. Lobosco re-adjusted the impeller, ran the pump a number of times, and was able to clear the debris that was in the suction bowl. Yesterday, he said he noticed something was under the suction bowl again and he will continue to monitor it.

Mr. Lobosco said he continues to work with Stantec and Rayco Alarm Company to find a solution for the false alarms at Kirk, Hogue, and Gardena. He said this might be an antenna problem. The intrusion alarms are now offline until this matter is fixed. Rayco's three-year contract is coming up for renewal this summer. Mr. Lobosco will let the District know in advance when he receives the renewal.

There was no levee inspection with the boat in January. Mr. Neudeck requested that Mr. Lobosco keep an eye on Mr. Tuft's property. Mr. Lobosco reported that there are two properties on Canal (east of the last property he addressed on the 1900 Block) the property owners were adamant they had beaver issues. Mr. Lobosco said he did not see any; however, he noted there is a squirrel problem. The owner informed Mr. Lobosco that at high tide water comes out of the hole on the landward side of the levee. Mr. Lobosco will investigate further.

President Kauffman indicated that Trustee Gaines now has keys to access the pump stations if Mr. Lobosco is unavailable.

Item 7. Resolution 2019-01 – Resolution Establishing a Principal Office of the District.

Attorney Andy Pinasco reported that pursuant to the government code, and the District's Bylaws, the District is required to identify a place of business. The place of business is where the District meetings are held, mail is sent, and personnel for the District can be contacted. This Resolution changes that place of business from 509 West Weber Avenue, Stockton, CA to 3121 W. March Lane, Suite 100, Stockton, CA.

It was moved, seconded (B. Koch/C. Gaines) and unanimously carried by the Board of Trustees of Reclamation District 1614 that Resolution 2019-01 – Resolution Establishing a Principal Office of the District be adopted.

Item 8. Newsletter

Attorney Schroeder stated the District's last newsletter was published last May. The Board discussed possible items with Judith Buehe to be considered for the upcoming March issue. Items for consideration: District's Bylaws, new meeting location, Wisconsin Pump Station, next Town Hall Meeting date, emergency beaver situation/repair, nutria, District election, change of District Board positions, William Dunning's service with the District, and boat levee inspections. Judith Buehe will bring a draft newsletter to the next meeting.

Attorney Schroeder recommended holding the next Town Hall meeting in the fall.

Item 9. Report on Meetings Attended. President Kauffman stated he was interviewed by SJAFCFA for a public position.

Item 10. District Calendar. The next District meeting will be held on March 4, 2019. Attorney Schroeder indicated that Form 700's are due to the District Secretary next month.

a. Review and Update Document Retention Policy.

Attorney Schroeder said his office has determined there has been no change in the law with respect to the Document Retention Policy. He will bring a list of documents that can be destroyed to the next meeting for consideration and approval. Further discussion was held about deterioration of documents.

Item 11. Items for Future Meetings. Newsletter, Closed Session for employee evaluations,

Item 12. Correspondence. Attorney Schroeder reported on the February 8, 2019 letter sent to Holt and the Save the Date for the California Central Valley Flood Control Association Annual Flood Forum on March 20, 2019. He instructed the Trustee's if they want to attend to notify the District secretary.

Item 13. Motion to Approve Bills. After review,

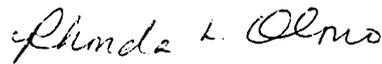
It was moved, seconded (B. Koch/C. Gaines), and unanimously carried by the Board of Trustees for Reclamation District 1614 that the Trustees authorize/approve the Bills to be paid for January 2019.

Item 12. Adjournment. The meeting was adjourned at 3:25 p.m.

It was moved, seconded (B. Koch/C. Gaines), and unanimously carried by the Board of Trustees for Reclamation District 1614 that the meeting adjourn at 3:25 p.m.

Secretary: The agenda for this meeting was posted at 3121 West March Lane, Suite 100, Stockton California at least 72 hours preceding the meeting.

Respectfully submitted,



Rhonda L. Olmo
District Secretary

RECLAMATION DISTRICT NO. 1614

Meeting Sign-In Sheet

Monday, February 11, 2019

SIGNING OF THIS SHEET IS VOLUNTARY AND IS NOT REQUIRED TO ATTEND THIS MEETING.
THIS SIGN IN SHEET WILL BE ATTACHED TO THE MINUTES OF THE BOARD MEETING

	First Name	Last Name
1	Paul	Quarles
2	Judith	Bueth
3	Bob	BELLIN
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ITEM 5



Neumiller & Beardslee

ATTORNEYS AND COUNSELORS AT LAW

Stockton, California

73671-30655

Daniel J. Schroeder

3121 W. March Lane
Suite 100
Stockton, CA 95219

February 8, 2019

Post Office Box 20
Stockton, CA 95201-3020

Via U.S. Mail

(209) 948-8200
(209) 948-4910 Fax

Holt of California
1521 West Charter Way
Stockton, CA 95206

NEUMILLER.COM

Re: RD 1614 Emergency Power Generation Equipment

Dear Sir or Madam:

This office is general counsel for Reclamation District 1614 ("District"). The Board of Trustees have asked that I write this letter to express its disappointment in the recent performance of Holt of California ("Holt") in providing emergency generator equipment to the District in preparing for a potential emergency situation. The District and Holt have had a long standing arrangement whereby Holt committed to provide emergency generating equipment to the District at all hours of the day on four hours' notice from the District. Over the years, Holt has professionally responded timely to those limited instances where the District has requested its services giving the District confidence that when it called on Holt for the equipment, Holt would be there to quickly respond. Unfortunately, recently that confidence was shaken.

One night early in January of this year, the District lost power to some of its storm pumping facilities during a storm. As had been the practice, the District's Superintendent immediately called the designated contact person at Holt to request the delivery of generators. He was unable to reach that or any other person at Holt, even after efforts to contact Holt at multiple telephone numbers. Simply put, Holt failed the District. Fortunately, due to the lack of significant rain before power was restored, a crisis did not materialize.

At the District's January Board meeting, the Board was astounded to hear of Holt's failure to respond as promised. Due to the critical importance of being able to continue the operation of its facilities during a power outage, and the shaking of its confidence caused by Holt's failure last month, the Board directed its staff to explore additional options to providing emergency backup power generators to ensure that the District does not find itself without emergency generators again.

Holt of California
February 8, 2019
Page 2

Due to the long standing relationship between Holt and the District, the Board requests that Holt assure the District that Holt has put into place an internal process so what occurred in January does not happen again and that the Board can once again trust that Holt will be there for the District with its equipment. The Board would welcome a representative from Holt to attend an upcoming District Board of Trustees meeting to provide that assurance or, in the alternative, Holt provide one in writing.

If you should have any questions, please contact me or the District's Secretary, Rhonda Olmo, at 209-948-8200.

Very truly yours,

A handwritten signature in black ink, appearing to read 'D.J. Schroeder', with a long horizontal flourish extending to the right.

DANIEL J. SCHROEDER
Attorney at Law

DJS/AJP/ect

cc: RD 1614 Board
Chris Neudeck
Rhonda Olmo

ITEM 9

RECLAMATION DISTRICT 1614

CERTIFICATE OF DESTRUCTION

In accordance with the Reclamation District 1614 Records Management Policy, and upon approval of the District’s Attorney, the records listed below will be properly destroyed.

No.	DESCRIPTION OF FILE	RETENTION CATEGORY	DATE OF RECORDS	
			From:	To:
1.	General Correspondence Files	2 Years	2004	2014
2.	Public Records Requests	2 Years	2014	2016

The above listed records are approved for destruction consistent with the District’s Records Management Policy and Records Retention Schedule.

Approved: _____ Title: _____ Date: _____
 District Staff

Approved: _____ Title: _____ Date: _____
 District Attorney

Destruction Completed by:
 Signature: _____ Title: _____ Date: _____
 Name: _____ (print)

ITEM 11

RD 1614: MASTER CALENDAR

JANUARY

FEBRUARY

- Send out Form 700s, remind Trustees of April 1 filing date
- Update Document Retention Policy

MARCH

- Evaluation Review of Employees

APRIL

- April 1: Form 700s due
- Biannual Town Hall Meeting

MAY

- Draft Budget

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
- Adopted Annual Budget.
- Reminder that Liability Insurance Expires Annually the end of July.

JULY

- Adopt Resolution for setting Appropriations and submit to County Assessor's Office.
- Adopt Resolution Establishing Annual Assessments.

AUGUST

- August 1: Deadline to certify assessments for tax-roll and deliver to County (duration of current assessment: no expiration).
- 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*)
- Employee Embezzlement Policy Expires this Month.
- Renewal of Insurance
(Crime policy does not come up for renewal until 8/26/2020)

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*).
- Review Status of Encroachment Permit request from Randy Pierson for fence at corner of Del Rio Ave and Kirk Ave.

OCTOBER

- Publish Notice of Election, even numbered years (once per week, 4 times, commencing at least 1 month prior to election).
- Biannual Town Hall Meeting.

NOVEMBER

- Election: to be held date selected by Board each even-numbered year.

DECEMBER

- New Trustee(s) take office, outgoing Trustee(s) term(s) end on first Friday of each even-numbered year.
- Follow up on Smith Canal Proposition 218 Reimbursement for costs advanced to SJAFCA.
- Election of Board officers (Election years)

Term of Current Board Members:

Name	Term Commenced	Term Ends
Ben Koch	First Friday 12/2016	First Friday of 12/2020
Kevin Kauffman	First Friday 12/2016	First Friday of 12/2020
Christian Gaines	First Friday 12/2018	First Friday of 12/2022

No Expiration on Assessment

Emergency Operations Plan Review – September 2019.

Reclamation District Meetings

- **First Monday of each month, at 2:00 P.M.**
at the offices of
Neumiller &Beardslee
3121 W. March Lane, Suite 100
Stockton, California 95219

ITEM 15

AMENDED EMPLOYMENT CONTRACT

For Orlando Lobosco
Reclamation District 1614

THIS CONTRACT ("Contract") is made, effective as of the 1st day of March, 2017, by and between **Reclamation District 1614**, a reclamation district organized under the laws of the State of California (hereinafter called "Employer"), and **Orlando Lobosco** (hereinafter called "Employee").

The parties agree as follows:

Section 1. Duties

A. **General.** Employer hereby employs Employee to perform the duties specified in Exhibit A attached hereto and incorporated herein.

Section 2. Term.

A. The term of this Contract shall be indefinite, unless terminated as provided herein.

B. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of Employee to resign at any time.

C. Employee in the position of Levee Superintendent serves at the will of the Employer and may be removed by Employer at any time with or without cause or notice.

Section 3. Salary.

A. Employer agrees to pay Employee for Employee's duties as Levee Superintendent an hourly rate of thirty and 0/100 Dollars (\$30.00) payable monthly, subject to usual and normal withholdings.

Section 4. Performance Evaluation. Employer shall review and evaluate the performance of Employee six (6) months after the date of this Contract, an additional six (6) months thereafter and at least once annually thereafter. Such review shall include review of Employee's accomplishment of objectives and goals established by Employer.

Section 5. Hours of Work. Employee shall devote such hours as may be necessary to carry out the duties set forth in Exhibit A. It is anticipated that Employee will typically work approximately ten (10) hours per week depending on conditions and the needs of the Employer.

Section 6. Vacation and Sick Leave.

A. Employee shall not earn vacation and sick leave other than as required by law.

Section 7. Disability, Health and Life Insurance. Employer shall not provide disability, health or life insurance for Employee.

Section 8. Retirement. Employer shall not provide retirement benefits or pension benefits for Employee.

Section 9. Reimbursement Expenses. Employee will receive reimbursement for all sums necessarily incurred and paid by Employee in the performance of Employee's duties.

Section 10. Indemnification. Employer shall defend, save harmless and indemnify Employee in accordance with Division 3.6 of the California Government Code, sections 800 et seq.

Section 11. Unavailability. If Employee should be temporarily unavailable (as, for example, because of illness) to perform Employee's duties, Employee shall inform Employer and the Engineer for Employer.

Section 12. Entire Contract. This Contract contains all the understandings and agreements between the parties concerning Employee's employment and Employee acknowledges that no person who is either an agent or Employee of the District may orally or by conduct modify, delete, vary, or contradict, the terms and conditions set forth herein. Any modification or waiver of this Contract must be expressly made in writing executed and approved by the Board of Trustees of the District. This Contract replaces any and all prior agreements between Employee and the District related to Employee's employment and any and all such prior agreements are hereby canceled.

EMPLOYER
Reclamation District 1614

By W. Dunning
William Dunning, President, Board of Trustees

EMPLOYEE

Orlando J. Lobosco
ORLANDO LOBOSCO

EXHIBIT "A"

RECLAMATION DISTRICT 1614 JOB DESCRIPTION, DUTIES AND REQUIREMENTS FOR THE POSITION OF LEVEE SUPERINTENDENT

Qualification Requirements

The Levee Superintendent must:

- Have a valid California Driver's License at the time of employment
- Have a high school diploma or equivalent
- Pass a pre-employment drug test prior to employment at the election of the Board of Trustees.
- Be able to read and write, and possess basic record keeping skills
- Be knowledgeable and comfortable around power tools, such as chainsaws, power drills, grinders, etc.
- Be physically fit to perform physical and manual labor
- Be available to work weekends, holidays and extended hours if there is a need for emergency repairs or levee patrols during potential flood events.
- Have a general knowledge of mechanical and electrical systems, and of landscape maintenance principles and an ability to communicate issues within the district to the board of directors, district engineers, and other contractor or agencies servicing district property, equipment, or responsibilities.

General Duties and Performance

The Levee Superintendent will report to the Board of Trustees, and will coordinate his or her activities with the District's Engineer, Attorney and Secretary.

Become knowledgeable on and ensure the Levee Encroachment Standards for Reclamation District 1614 are enforced.

The Levee Superintendent will also field and evaluate complaints, requests or questions from the District's residents.

The Levee Superintendent is responsible for routine levee inspections to check for levee problems and encroachments and take action when necessary

When representing the district, the Levee Superintendent will treat all property owners (including trustees) equally and in a fair manner

The Levee Superintendent shall make the effort to meet new property owners and assist them to become familiarize with the district's permit requirements and levee encroachment standards.

During abnormal high tides, inclement weather with high winds, and earthquakes, or other potential flood events, the Levee Superintendent must conduct intensive levee patrol/inspections (in coordination with the District's Engineer) to check for damages and the integrity of the levee

Attend and provide report of activities at the monthly District meeting

Respond to incidents within the jurisdiction of the reclamation district that could or will impact the operations of district equipment and/or expose the district to regulatory issues outside of normal operations.

Flood Fight Contingencies

Become knowledgeable on the Reclamation District 1614 Preliminary Levee Patrol and Emergency Plan. In coordination with the District Engineer, work on the annual Patrol Schedule, and on updating the Plan.

During winter and periods of rain or high water, the Levee Superintendent should obtain daily reports of the delta river stage from the following website:

http://www.water.ca.gov/nav.cfm?topic=Water_Conditions&subtopic=River_Conditions_and_Forecasts

During periods of rain or high water, the Levee Superintendent shall make every effort to be available and on call.

The Levee Superintendent shall attend flood fight training when available.

The Levee Superintendent shall maintain the flood fight storage shed. Materials are to be stored in an orderly manner and kept clean and free of rodents. Levee Superintendent shall keep adequate flood fight inventory on hand and replenish used materials before the start of flood season, and purchase supplies as necessary within the approved budget.

The Levee Superintendent shall become familiar with, and coordinate, the District's relations with State and County Emergency Services.

The Levee Superintendent shall know where a supply of sand can be utilized for sandbagging purposes during a flood crisis.

Pump Procedures

The Levee Superintendent shall:

- Check the District's pump at least once every week
- Check pump for oil and lubricate when needed
- Make sure that the pump is in working order
- Arrange for repairs when necessary and oversee work. Let contracts within the approved budget
- Arrange for annual power efficiency test of pumps

Levee Maintenance

The Levee Superintendent shall:

- Ensure that the District's contractor used by the District to perform weed control does perform weed control, based on a schedule determined by the Board and weather conditions
- Eliminate rodents causing burrows and holes, using standard bait and smoke bombs and other legal means; repair damages caused by rodents
- Assure that all levee maintenance work is properly inspected, resolved and photographed before starting work and after completion; write appropriate reports in accordance with this section
- Remove tree saplings from levee slopes before they reach a diameter of 2 inches
- Contact property owners regarding violations of the levee encroachment standards.
- Observe for levee encroachments and check owners for permits
- Follow progress of all work being done and inspect and make progress reports
- Clear levee crown and slopes of fallen branches where such work is necessary.

- Repair or cause to be repaired any and all erosion problems as soon as possible.
- Remind anglers/trespassers of private properties and posted areas and request them to leave when appropriate; make arrangements to move vehicles blocking levee access. This should be done in a manner to avoid confrontation. When required, the Levee Superintendent should call for assistance from the Stockton Police Department
- Let contracts under \$5,000 for gate, lock and fence repairs within the approved budget.
- Let contracts under \$5,000 for erosion control, rock placement and similar levee protection needs within the approved budget.
- Let contracts for sign replacement or placement within the approved budget.

Permit Processing

The Levee Superintendent shall:

- Review application, meet with the requester, and conduct site inspection
- Review plans for completeness and compliance with Levee Encroachment Standards
- Discuss any issues with application with requester
- Prepare conditions of approval and explain these to requester
- Submit request to district engineer if required; present to Reclamation District 1614 Board of Directors
- Review permits with engineer for suggestions and recommendations when appropriate

Office Work Summary

The Levee Superintendent shall:

- Propose a maintenance and operation budget. In the event there is a projected increase in the operation and maintenance costs beyond those in the annual maintenance budget, the Levee Superintendent will notify the Reclamation District 1614 Trustees of the amount of the

projected increase so that the District Trustees can determine whether to approve such an increase and appropriate any additional funds, or take other appropriate actions to meet the additional facilities maintenance needs

- Fill out daily time cards completely, assigning time to job numbers
- Prepare monthly activity report for Board meetings, including monthly budget reports
- Arrange and supervise casual labor within the approved budget.
- Maintain desk and file for paperwork, permits, photos etc.
- Keep track of permits and expirations and permitted work progress
- Keep records of all contracts let and purchases made. Ensure that all contracts and purchases comply with bidding requirements and prevailing wage requirements, where applicable, in consultation with the District's attorney.
- Review contractor billings for inaccuracies/discrepancies; recommend approval of billings that are correct, submit to Board of Trustees for approval, in consultation with the District's attorney and engineer.
- Document levee work and maintenance, and preventative maintenance, with reports and photos.
- Maintain records of pump repairs and maintain a binder for pump
- Document all high water patrols and any flood fight work.
- Documentation of work, purchases, patrols and flood fighting may be accomplished by a daily log or journal.

Labor Employees

The Levee Superintendent shall:

- Schedule and supervise labor employees. All directions to labor employees shall be from the Levee Superintendent only, with suggestions from Trustees and engineers.
- Review and approve timecards completed by the individuals submitting the timecards

- Assist District Secretary with employee information necessary for record documentation
- Acknowledge that personal vehicles may be required for District work from time to time.

Miscellaneous

The Levee Superintendent shall

- Perform such other tasks as may be assigned, from time to time, by the Board of Trustees.

CONTRACT FOR SECRETARIAL SERVICES

This Contract is made as of the 3rd day of February, 2014, by and between RECLAMATION DISTRICT 1614, a reclamation district organized under the laws of California ("District"), and RHONDA L. OLMO ("Secretary").

1. Retention of Secretary. District hereby retains Secretary to perform the duties of Secretary and Treasurer for District, on the terms and conditions specified herein. Secretary hereby agrees to perform the duties of Secretary and Treasurer for District, on the terms and conditions specified herein.
2. Duties to be Performed. Secretary shall perform all the normal and usual duties of Secretary and Treasurer, including without limitation, those specified in the California Water Code, and shall serve as recording Secretary to District. Records of the District may be kept by the Secretary, and/or the Attorney, for the District.
3. Specific Attendance at Meetings. Secretary shall (except that Secretary retains the right, in the event of irreconcilable schedule conflicts or absences, to substitute another person as recording Secretary), attend such meetings of the Board of Trustees of District, as may be requested.
4. Term. This Contract shall commence on the date first above written, and shall continue indefinitely, except that District may terminate this Contract at any time, with or without cause, by written notice to Secretary, and shall have no liability for such termination except for services performed prior to termination. Secretary may terminate this Contract, at any time, by written notice to District at least thirty (30) days prior to termination, and shall have no liability for such termination.
5. Compensation. District shall pay Secretary for services performed, the sum of \$40.00 per hour worked, plus \$250 for each meeting in excess of one meeting per month.
6. Reimbursement. District further agrees to reimburse Secretary for out-of-pocket expenses incurred by Secretary in performing services for District, including, but not limited to, copying costs, long-distance telephone calls, and mileage at the applicable IRS rate per mile. For single expenses in excess of Two Hundred Fifty Dollars (\$250.00) District agrees to reimburse the provider thereof directly.
7. Status. Secretary is an independent contractor, and neither Secretary nor any individuals employed by Secretary is, are, or shall be an employee of District. Neither Secretary nor any individual employed by Secretary shall receive or be entitled to receive retirement or pension benefits, Public Employees Retirement System benefits, workers' compensation insurance coverage, health insurance coverage, or any other benefit from District except the compensation specified above.
8. Provision of Material. District shall provide Secretary, at District's sole cost and expense, agendas, notices, reports, and all other materials necessary to enable Secretary to carry out the duties of Secretary.

9. Notice. Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Contract or by law to be served on or delivered or given to a party by another party to this Contract shall be in writing, and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is directed or, in lieu of such personal service, two (2) days after such written notice is deposited in the United States mail, First Class., postage pre-paid, addressed to the party at the address identified for that party in this Contract. Any party may change their address for the purpose of this Paragraph by giving written notice of such change to each other party in the manner provided in this Paragraph.

District: RECLAMATION DISTRICT 1614
c/o Daniel J. Schroeder
P.O. Box 20
Stockton, CA 95201-3020

Secretary: Rhonda L. Olmo
1758 Wawona Street
Manteca, CA 95337

10. Excuse of Default. Should the performance of the obligations of any party under this Contract be prevented or delayed by act of God, war, civil insurrection, fire, flood, storm, strikes, lockouts, or by any law, regulation, or order of any federal, state, county, municipal authority, or by any other cause beyond the control of such party, such party's performance under this Contract shall be excused to the extent it is so prevented or delayed.

11. No Other Relationship Created. Except as otherwise specifically set forth in this Contract, no partnership, joint venture, employment franchise, agency, corporation, association, or other relationship is intended to have been created between or among the parties as a result of this Contract.

12. Choice of Law. This Contract shall be governed by the procedural and substantive laws of the State of California.

13. Renegotiation of Contract. It is specifically provided that Secretary may renegotiate this Contract, including rates for services.

“DISTRICT”

“SECRETARY”

RECLAMATION DISTRICT 1614

RHOLDA L. OLMO

By: *W. [Signature]*

By: *Rhonda L. Olmo*