

**RECLAMATION DISTRICT NO. 1614
AMENDED AGENDA FOR
REGULAR BOARD OF TRUSTEES MEETING
2:00 P.M. APRIL 8, 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 meeting Minutes of March 4, 2019.
4. Presentation of Financial Status Report. Discussion and possible action.
5. Presentation of Engineer's Report. Discussion and possible action:
 - a. Permit Applications.
 - b. Levee repairs beneath Interstate 5.
 - c. Wisconsin Pump Station Project.
 - d. Smith Canal Closure Structure update.
6. Presentation of Superintendent's Report; request for direction.
7. Report on Meetings Attended.
 - a. March 6, 2019, Meeting – SJAFCA Overview and Status of Lower San Joaquin River Feasibility Study (Federal Project)
8. District Calendar.
9. Items for future meetings.
10. Correspondence.
11. Closed Session.
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Levee Superintendent
12. Employee Contracts. Discussion and possible action regarding changes to Levee Superintendent contract.
13. Motion to Approve of Bills.
14. 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.

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/>

**AGENDA PACKET
RECLAMATION DISTRICT 1614
APRIL 8, 2019**

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

ITEM 3

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES
FOR RECLAMATION DISTRICT 1614
HELD MONDAY, MARCH 4, 2019

The March Regular Meeting of the Board of Trustees of Reclamation District 1614 was held on Monday, March 4, 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

ABSENT WAS:

ORLANDO LOBOSCO

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 2:00 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.*

Mr. Dominick Gulli handed out and spoke to an updated document on the Smith Canal Gate regarding the cost of the project. President Kauffman stated that the Trustees are aware of the cost increases for the project.

Item 3. Approval of Minutes of the special meeting of February 11, 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 special meeting of February 11, 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 and interest received. Mrs. Olmo mentioned that fraud had been detected with the District Superintendent's Visa card. The card was shut down and a new card has been ordered. Mrs. Olmo is working with the Bank of Stockton to get the \$160 in fraudulent charges reversed. Mrs. Olmo mentioned she is requesting a warrant today in the amount of \$25,000 to replenish the District's checking account. Mr. Neudeck stated that he would work with Mrs. Olmo regarding the booking of costs under County Assessments.

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 and that the County Assessments should be reviewed.

Item 5. Holt of California Emergency Power Generation Equipment Agreement.

District Attorney, Dan Schroeder, mentioned that earlier this winter there was a power outage issue. The Superintendent followed protocol the District has in place by reaching out to Holt in order to get a shipment out of temporary generators to back up the storm pumping plant due to the rainstorm. Mr. Lobosco was unsuccessful in getting assistance, and as a result, the generators were never delivered. At the District's direction last month, Mr. Schroeder sent a letter to Holt of California explaining what happened and invited them to attend today's board meeting to explain what happened.

Mr. Schroeder introduced Mr. John Johnson (Vice President CAT Rental Store – Holt of California) and Mr. Colin Turk (outside sales – Holt of California). Mr. Johnson said he has been with Holt for 17 years and lives within RD 1614. Mr. Johnson said that on January 6, 2019 during the rainstorm that their on-call system failed. That night Mr. Turk was on vacation and his phone was turned off. This led to the District getting in to their on-call system where he said he does not know exactly what happened from there. He said he spoke to one of his employees that acknowledged speaking with Mr. Lobosco and that that message was passed on to another employee for handling. The second employee the message was passed on to did not remember getting the message. Mr. Johnson said this is unacceptable and should have never happened. He brought with him a list of phone numbers and contact names to hand out to the Board for future use. Mr. Johnson apologized stating he has no excuses and said this will never happen again. Mr. Neudeck acknowledged that there has never been a hiccup before. Mr. Neudeck said that occasionally it is good to improve, and it sounds like Holt did just that. Mr. Neudeck thanked Mr. Johnson for acknowledging their mistake. President Kauffman thanked both men for coming and stated the Board is reassured.

Item 6. Presentation of Engineer's Report. Discussion and possible action:

- a. Permit Applications. - None
- b. Wisconsin Pump Station Project and costs update. – See below
- c. Smith Canal closure Structure update. – See below

Excerpts from the Engineer's Report:

I. AB 360 DELTA LEVEE SUBVENTIONS PROGRAM

A. Review the status of finalizing easement agreements with the Emergency Repairs to levee slopes at 2004, 2016 & 1990 Canal Drive. Agreements with owners of 2004 & 2016 Canal Drive are complete waiting on Justin Cornman owner of 1990 Cana Drive to complete and notarize his agreement. Work required with State of California Department of Fish & Wildlife to determine need for mitigation associated with tree removal during repairs.

Mr. Neudeck reported. He stated that as part of this Agreement that he was going to negotiate and execute easement agreements. The easement agreements have been recorded and notarized for 2004 & 2016. The easement agreement for 1990 is pending. Mr. Neudeck is working with the owner, Mr. Cornan, to come to his office to finalize with a notary.

Mr. Neudeck said he has been very transparent with his reporting to the Fish & Wildlife department regarding the tree removal. He reported on the mitigation requirement at a 3-1 ratio. Further discussion was held and Mr. Neudeck will report further at the next meeting.

II. WISCONSIN PUMP STATION NO. 7

A. Review status of alternative repair design for Wisconsin Pump Station. (*Exhibit A: Email Memorandum from KSN Inc March 1, 2019 from SJAFCA included in Engineer's Report.*)

Mr. Neudeck stated he is in the midst of having his environmental document evaluated with the Corp of Engineers. He said he is running in to additional requests from the Corp. The first being a fisheries impact and that the only way to get around it is to do a fisheries assessment study. Mr. Neudeck authorized the fisheries study work to be done. He said now they want to do a full cultural resources report. He reported that when the government shut down the resource agencies claimed major delays (up to six to nine months) in their review of projects. Mr. Neudeck will move forward with the cultural resources report and keep it in front of them. He is hopeful at this point that the delay will not hit the District with the approvals received after the window of construction closes for the year. Permitting effort is now determining the schedule. 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 B: File Memorandum dated March 1, 2019 from SJAFCA– included in Engineer's Packet.*)

Mr. Neudeck provided SJAFCA's project update. His report was as follows:

- Design is at 100%.
- Statement of Qualifications and Budget Proposal for CM services was issued February 25, 2019 and due to be submitted March 28, 2019 by 4:00 p.m.
- Updated permits have been submitted.
- Continuing negotiations with regulatory agencies to address comments is ongoing.
- Real Estate Plan: currently addressing final changes from City and State.
- Offer letter submitted to Stockton Golf & Country Club.
- Negotiations are ongoing with Dad's Point owned by City.
- Negotiations are ongoing with Army Corp of Engineers on the portion of Dad's Point owned by USACE on 50-year lease.
- Status on legal cases was provided.

President Kauffman stated that SJAFCA is holding a meeting this Wednesday from 1:00 pm – 4:00 pm at SJ Council of Governments, 555 E. Weber St. (open to the public.) They have invited all the reclamation districts to discuss the Lower San Joaquin River Feasibility Study. Further discussion was held.

Mr. Gulli said the Delta Stewardship Council meeting will be held on March 21, 2019, at 10:00 am, at the University Plaza.

Item 7. Presentation of Superintendent's Report; request for direction.

Mr. Lobosco was absent for his report. Mr. Neudeck stated that Mr. Lobosco has been diligently monitoring the pumps during the February rainfall and that all pumps kept up.

Mr. Gacer commented on the copies he received with respect to the levee inspection reports. He suggested that information be added to the reports as to if trees and vegetation are also inspected. He also suggested the report be made more thorough; i.e., instead of stating, "Decks were inspected." to state, "How many decks were inspected?", "What is in the deck that is of concern?" Mr. Gacer would also like to see rodent activity added to the inspection form. President Kauffman said these were good suggestions and would be looked in to.

Item 8. Newsletter

Judith Buethe handed out a draft newsletter for review and comment. Board comments were as follows:

- Contact phone number should be added for the District Secretary;
- Cartoon picture of the beaver be substituted with another picture of a real beaver;
- District Bylaw heading wording be changed to read "Reminder about Levee Work";
- The wording "Do visit the district website" be changed to "Please visit the district website.";
- Mr. Neudeck will provide Ms. Buethe with a Wisconsin Pump Station verbiage update;
- Instead of "Dear Homeowners and Businesses:" state "Updates:";
- Indicate a Town Hall Meeting will be planned in the Fall, and
- Remove bird picture on back page and remove middle picture of Wisconsin Pump Station on first page.

After review,

It was moved, seconded (B. Koch/C. Gaines) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Newsletter be approved for distribution after the District Attorney and President review final revised draft.

Item 9. Discussion and possible action regarding destruction of records pursuant to the Reclamation District 1514 Records Management Policy.

Attorney Andy Pinasco reported. He stated the District adopted this policy for destruction of records. The District maintains records pursuant to the time set by the Secretary of State. Mr. Pinasco stated that over the next few years his office would start identifying the records eligible for destruction. As of today's meeting, the two documents identified for destruction are General Correspondence files (dated 2004 to 2014) and Public Records Requests (dated 2014 – 2016). Further discussion was held as to the meaning of the word "destruction." Attorney Pinasco will look into the policy addressing its method of destruction. Comments were heard.

Item 10. Report on Meetings Attended. None. Future meetings reported above.

Item 11. District Calendar. The next District meeting will be held on April 8, 2019.

- a. Town Hall Meeting Date and Location. – Pending.

Item 12. Items for Future Meetings. Website Survey.

Item 13. Correspondence. None.

****The Board reviewed bills at this time.

Item 16. 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 February 2019.

The Board went into Closed Session regarding Action Item 14(b) at 3:27 p.m.

Item 14. Closed Session.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Levee Superintendent – Continued to April meeting.
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Secretary

The Board adjourned from Closed Session at 3:37 p.m. regarding Action Item 14(b). All of the Trustees were present during the entirety of the Closed Session. There is no reportable action.

Item 15. Employee Contracts. Discussion and possible action regarding changes to Levee Superintendent and Secretary Contracts.

Mrs. Olmo stated she has been with the District for five years. She expressed she would like an increase in pay as she has not had one. Mrs. Olmo researched salaries of other District Secretaries and requested to be in the same pay range. After discussion, it was decided that Mrs. Olmo be given a 25% increase to bring her in line with other District Secretaries to an hourly salary of \$50/hr.

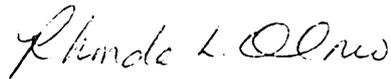
It was moved, seconded (B. Koch/C. Gaines), and unanimously carried by the Board of Trustees for Reclamation District 1614 that the Trustees approve a \$25% increase in pay for the District Secretary and authorize the Board President to sign the Agreement.

Item 17. Adjournment.

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 3:42 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, March 4, 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	<i>Richard</i>	<i>Green</i>
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ITEM 8

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 10



CSDA
Finance Corporation

March 11, 2019

Mr. John Stovall,
Reclamation District 1614
PO Box 20
Stockton, CA 95201-3020

Dear Mr. Stovall:

The CSDA Finance Corporation has a 30-year track record in providing special districts with efficient and cost-effective financing options. In 2018 we facilitated financings totaling more than \$53 million for a wide variety of projects, large and small, including:

- Water meter installations
- Pipeline replacements and well drilling
- Park development
- Vehicle and equipment purchases
- Road construction
- Solar installations
- Facility renovations
- Land acquisitions

Here's what one district had to say about their recent transaction:

"Without question, the CSDA Finance Corporation was the most immediately responsive, initially and to all our subsequent follow-up questions, of the three organizations from which we solicited quotes. However, our decision to transact our borrowing was based on its being the lowest total cost quote."

The CSDA Finance Corporation's loan arranging services gives you access to a variety of financing options designed to meet your specific needs.

- **Tax-exempt lease/purchase financing**
Streamlined processes, no upfront costs, and terms up to 25 years!
- **Short-term/emergency financing**
- **Bond underwriting**
- **Refinancing of existing debt/pension obligation**

Hundreds of districts just like yours have turned to the CSDA Finance Corporation for responsive service, competitive rates, and flexible terms. If you have a financing need, we welcome the opportunity to provide you with a free, no-obligation quote. Simply complete the enclosed form, return it to our offices, and we'll get right to work.

Visit www.csdafinance.net today. Let us assist with your district's next financing need!

Best regards,

Neil McCormick
Chief Executive Officer

CSDA Finance Corporation

1112 I Street, Suite 200
Sacramento, CA 95814
tel: 877.924.2732
www.csdafinance.net

A proud California Special Districts Alliance partner

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
www.csda.net

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
www.sdrma.org



CSDA Finance Corporation
Preliminary Financing Questionnaire

Free Quote
for your next
financing need!

FOR A NO-COST, NO-OBLIGATION QUOTE, PLEASE COMPLETE AND RETURN THIS FORM.		
Today's Date:		
Contact Name:	Title:	
District Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		
Website:		
Description of District Services:		
Description of Proposed Project:		
Estimated Financing Amount Needed:	Date Funding Needed:	
Desired Financing Terms:		

To better serve your financial priorities and expedite quoting, you may submit the following documents along with this questionnaire:

- a. Last three years of the district's annual audit
- b. Current-year budget

Please return this form via fax or mail to:

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
Fax: 916.520.2468
Email: cathrinel@csda.net
Phone: 877.924.2732

Questions? Contact Program Manager Cathrine Lemaire at 877.924.2732 or cathrinel@csda.net

ITEM 12

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.