

RECLAMATION DISTRICT NO. 1614

AGENDA FOR
REGULAR BOARD OF TRUSTEES MEETING
2:00 P.M. FEBRUARY 11, 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 regular meeting of January 7, 2019.
4. Presentation of Financial Status Report. Discussion and possible action.
5. Presentation of Engineer's Report. Discussion and possible action:
 - a. Wisconsin Pump Station Project and Costs update.
 - b. Smith Canal Closure Structure update.
 - c. Report on Emergency Repairs Pursuant to Resolutions 2018-12 and 2018-13.
6. Presentation of Superintendent's Report; request for direction.
7. Resolution 2019-01 – Resolution Establishing a Principal Office of the District
8. Newsletter.
9. Report on Meetings Attended.
10. District Calendar.
 - a. Review and Update Document Retention Policy
11. Items for future meetings.
12. Correspondence.
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
FEBRUARY 11, 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.	Please see attached.
8.	Self-explanatory.
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, JANUARY 7, 2019

The January Regular Meeting of the Board of Trustees of Reclamation District 1614 was held on Monday, January 7, 2019, at the law office of Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, 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 2:07 p.m. Trustee Gaines arrived at 2:12 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 said he submitted a proposal, a couple of years ago, to construct the Wisconsin Pump Station. He indicated at that time there was an issue of installing HDPE pipe through the project levee. Upon his recent research with the Central Valley Flood Protection Board, he found that high-density pipe might be an option. He asked that the Board review his findings. President Kauffman tasked Mr. Neudeck with the review.

Mr. Dominick Gulli asked if he could review the District's bills. Attorney Schroeder instructed him to submit a Public Records Request.

Item 3. Election of Officers.

- a. **President.**
- b. **Vice-President.**
- c. **Choose Secretary.**

President Kauffman stated nominations need to be made for the above positions. Regarding the Secretary position, Attorney Schroeder said that position comes from the original Bylaws adopted in the early twentieth century. Attorney Schroeder said the language that was used "choose secretary" was not directed at the Trustees. For "choose secretary", Attorney Schroeder recommended the Board continue to use Rhonda Olmo. Mr. Gacer stated he feels the Bylaws should be corrected and would like a committee formed to review them. Attorney Schroeder said

the only uncertainty in the original Bylaws is the strange language that was used in “choose secretary” and recommended no change be made. He said anything the Bylaws may need addressed could be handled by way of resolution. He recommended the next District newsletter reference the Bylaws are posted on the District’s website. He also wants the article noted that the public is welcome to review the Bylaws and may comment as to any potential issues and/or proposed changes they may have.

Nominations were heard. Trustee Koch nominated Kevin Kauffman (President), Christian Gaines (Vice-President), and Rhonda Olmo (Secretary).

No other nominations were heard. After discussion,

It was moved, seconded (B. Koch/C. Gaines) and unanimously carried by the Board of Trustees of Reclamation District 1614 that Kevin Kauffman was elected President, Christian Gaines was elected Vice-President, and Rhonda Olmo was elected Secretary for Reclamation District 1614.

Item 4. Approval of Minutes of the regular meeting of December 10, 2018. After review,

It was moved, seconded (B. Koch/K. Kauffman) and unanimously carried by the Board of Trustees of Reclamation District 1614 that the Minutes of the regular meeting of December 10, 2018 be approved as read.

Item 5. Presentation of Financial Status Report. Discussion and possible action. District Secretary, Rhonda Olmo, handed out the Financial Report. She stated the District is halfway through their Fiscal Year. Mrs. Olmo mentioned the District is in the process of being audited by State Fund. She reviewed the financial report, bills, noted the year-to-date election expenses, and assessments that were received. Mr. Neudeck directed Mrs. Olmo to move the \$121,244.86 (Dino & Sons) entry that is booked under R1 to be reallocated to R1C. The change will be reflected on the next Financial Report. President Kauffman directed Mr. Lobosco to review PG&E’s usage history. Questions were heard and addressed.

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 noting the change that will be made next month with the R1 and R1C booking entry.

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

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

Excerpts from the Engineer's Report:

I. AB 360 DELTA LEVEE SUBVENTIONS PROGRAM

A. Review the Emergency Repairs to levee slopes at 2004 and 2016 Canal Drive. The scope of work entailed extensive slope repairs and rehabilitation including placement of a rock core to prevent future burrowing of beavers into the lots. Initial repair scope took the work to a point where it appeared it may be safe to conclude but upon further consideration, it was decided that we continue the emergency repairs given the unstable nature of the site. The beaver activity to the west may have affected portions of the remaining un-rocked slope to the east and we simply are not seeing the damage because it is beneath the surface. Furthermore, since we reinforced and placed rock slope protection on the area most visibly damaged to the west, the chances are the beavers will return to their old dens to find that they have been displaced and they are going to move to the nearest unprotected slope to re-burrow. These two lots were particularly riddled with beaver dense and vent holes and it was important that we stabilized the site and protected it from further erosion. Upon completion of 2004 Canal Drive it was discovered that there was another significant beaver den leading into the neighboring parcel @ 1990 Canal Drive as well back up into 2004 Canal Drive thus supporting our decision to continue our reinforcement of this levee to this point rather than stop further to the west. (*Exhibit A: Contract Summary and Exhibit B: KSN Inc summary of Project Photographs included in Engineers Report.*)

Mr. Neudeck reported these projects are uncertain when you open up the levee slopes as to what you may encounter. Historically he has been relatively fortunate that most of the conditions, as to the beavers and their dens, have been isolated to one lot. In this situation, the condition clearly expanded into a second lot. Mr. Neudeck reviewed exhibit B that is representative of the conditions that existed during the course of the construction. He also reviewed exhibit A (Summary of Contract and Change Orders & Estimated Fee for the Beaver Den Repairs.) The cost of the repairs came in at \$121,244.86, which did not extend the entire contract out to its estimated amount of \$135,000.00. Mr. Neudeck is investigating the possibility of getting one more lot in during this budget period. He mentioned he has good cooperation from landowners, and has obtained three easements out of this. He said there may be some mitigation requirements and he has been conversing with the CA Department of Fish and Wildlife.

Attorney Schroeder remarked how this identified problem is a perfect example of how the District's Emergency System works. Further discussion and questions were heard and addressed.

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 3, 2019 included in Engineer's Report.*)

Mr. Neudeck expressed frustration that the permit was being held up with the County. He tried unsuccessfully to contact Mr. Brandon Nakagawa, who is in charge of the reviewer of the application. He also attempted several times to contact Mr. Nader Shareghi. Mr. Shareghi just got back with Mr. Neudeck right before this meeting and stated he just completed his review. Mr. Shareghi had one minor comment about the hydrologic nature of the flow into the Calaveras stating any increase would create an impact to the water service elevation. Mr. Neudeck said he

measured that and gave him the model and Mr. Shareghi was satisfied. Mr. Neudeck said he will have due consideration of the HTPE beforehand; and if necessary, he will put that in as an alternative for consideration.

At this point Mr. Neudeck stated he had a specific item, since he was currently discussing pump stations, which he wanted to address with the Board:

Last night, Mr. Neudeck received a phone call from Mr. Lobosco around 10:00 p.m. stating there was a full power outage west of I5, and six pumping plants were down. Mr. Lobosco said he was maxed out and the lowest street by Wisconsin was under water. Mr. Lobosco said he called Holt's primary contact and was informed he was on vacation. Mr. Lobosco unsuccessfully also attempted reaching Holt's secondary emergency contact. Mr. Neudeck said this situation was completely unacceptable. Mr. Lobosco said Dave Carr at KSN also put in a call to his contact at Holt and was unsuccessful. At that point, Mr. Lobosco evaluated the weather forecast, made the decision to cancel trying to get any pumps out, and focused on the power issue with PG&E. Mr. Lobosco said power was finally restored around 4:20 a.m. He said once power was restored it only took about 25 minutes to clear the high-level alarm.

Mr. Lobosco said Colin Turk (his primary contact at Holt) finally returned his call this morning. Mr. Lobosco expressed his frustration with Mr. Turk about not being able to reach anyone at Holt. Mr. Lobosco stated he felt Mr. Turk took the conversation seriously and understood this could not happen again. He also mentioned to Mr. Turk that the District is considering going out to competitive bid. Mr. Turk stated he would look into this issue immediately and would call Mr. Lobosco back. Mr. Lobosco is still waiting for a call back and will call him again after this meeting concludes.

After discussion, the Board directed Attorney Schroeder to send a letter to Holt regarding their non-performance issue.

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 December 20, 2018 from SJAFCA– included in Engineer's Packet.*)

Mr. Neudeck stated he, President Kauffman, and Attorney Schroeder attended the SJAFCA Informational Briefing (Leadership of Reclamation Districts) Meeting held this morning. It was SJAFCA's kickoff of the Lower San Joaquin River Feasibility Project, and outset of prioritization of funds and projects. He provided and reviewed the copy of the handout that was given. He said overall, there are many questions that are yet to be answered. This is the first time this region has ever seen federal monies from the standpoint of federal participation in any of the flood control systems. He also stated there is some question as to the ultimate project purpose in the sense of "What are they attempting to accomplish?" Are they attempting to accomplish 150/200/400 year protection? That, along with other issues, have not yet been established. Mr. Chris Elias said the meeting was an opportunity to bring together selected individuals of the Reclamation Districts, as they have been partners with SJAFCA to fund the study. Mr. Elias said now that the study is done and SJAFCA has their schedule that the meeting was to provide everyone with an update,

share information, and get some guidance on future steps. Mr. Elias said the meeting went very well and he received a lot of advice, questions, and feedback. President Kauffman said the meeting seemed to be well received by all the reclamation district representatives that attended. Further discussion was held.

Mr. Elias provided an update on the Smith Canal Gate Project. As far as the Design, he said some of the last minute information received is now being addressed to get to 100% final. For Environmental, he said most of the permits that have been applied for are in process. In respect to the ROW, he said the Stockton Golf and Country Club received their offer packet and they in turn asked SJAFCA to do an overlay of the construction path taken so the impact could be assessed. He said SJAFCA is working with the City to identify the areas that will need the ROW. Mr. Elias also provided an update on the recent progress of their legal cases. A copy of the update of the Smith Canal Project can be found in the Engineer's packet. Further discussion was held and questions, comments were heard and addressed.

Item 7. Presentation of Superintendent's Report; request for direction. Mr. Lobosco handed out his Superintendent Report, and stated most of his report was covered already (beaver issue). He reported that he had an issue at Lake Court. He said the float had to be replaced due to a leak. Mr. Neudeck said that bubblers were in place at the other stations and River Walk was the only one that does not have the main disconnect. Mr. Neudeck suggested Mr. Lobosco price that for the Board's consideration for this year's cycle for capital improvements. Mr. Lobosco also spoke to the vandalism issue he has been having with the homeless at River and Smith Canal. He had All State Fence come out and had them refortify.

Mr. Gacer addressed the Board with questions regarding the Operational Manual. He said the manual refers to a "boat team." He asked that the manual be clarified to say the team is the "District's Superintendent and a hired person to man the boat." Attorney Schroeder took this as a Public Information Request and will respond accordingly.

Item 8. Report on Meetings Attended. Discussed above.

Item 9. New Meeting Location. Effective February 2019, all District meetings will now be held at 3121 W. March Lane, Suite 100, Stockton, CA.

Item 10. District Calendar. The next District meeting will be held on February 11, 2019.

Item 11. Items for Future Meetings. Newsletter.

Item 12. Correspondence. None,

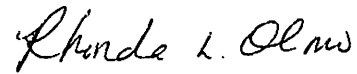
Item 13. Motion to Approve Bills.

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 December 2018.

Item 12. Adjournment. The meeting was adjourned at 3:59 p.m.

Secretary: The agenda for this meeting was posted at 509 W. Weber Avenue, Stockton California at least 72 hours preceding the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rhonda L. Olmo".

Rhonda L. Olmo
District Secretary

RECLAMATION DISTRICT NO. 1614

Meeting Sign-In Sheet

Monday, January 7, 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	Richard	Deer
2	CHRIS ELIAS	ELIAS.
3	Don Gully	
4		
5		
6		
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ITEM 7

**RECLAMATION DISTRICT 1614
RESOLUTION 2019-01**

RESOLUTION ESTABLISHING A PRINCIPLE OFFICE OF THE DISTRICT.

WHEREAS, California Water Code section 50940 requires the Reclamation District No. 1614 (“District”) to keep an office in the principal county for the transaction of business of the District; and

WHEREAS, Section 5 of Article VI of the District Bylaws require the District to fix the location of the District’s office by resolution entered upon the minutes of the District; and

WHEREAS, the District’s principal office previously located at 509 West Weber Avenue, Fifth Floor, Stockton, California is no longer available for the District’s use; and

WHEREAS, the Board of Trustees of the District desire to establish the principle office location for the transaction of the District’s business at 3121 West March Lane, Suite 100, Law Offices of Neumiller & Beardslee, Stockton, California (“District Office”); and

WHEREAS, the boundaries of the District and the District Office are both located in the County of San Joaquin.

WHEREAS, any previous Resolution of the Districting fixing such location of the District’s principal office shall be repealed.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Reclamation District No. 1614, that effective February 11, 2019, the District Office of the District shall be as follows:

Neumiller & Beardslee, A Professional Corporation
3121 West March Lane, Suite 100
Stockton, California

BE IT FURTHER RESOLVED that all previous Resolutions fixing the location of the Reclamation District No. 1614 principal office adopted by the Reclamation District No. 1614 Board of Trustees are hereby repealed.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1614 at a meeting thereof held on February 11, 2019, by the following vote, to wit:

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTION: _____

RECLAMATION DISTRICT 1614
A Political Subdivision of the
State of California

By: _____

KEVIN KAUFFMAN
President, Board of Trustees

ATTEST:

RHONDA L. OLMO, SECRETARY

CERTIFICATION

I, Rhonda L. Olmo, Secretary of Reclamation District 1614, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District 1614 duly passed and adopted at a special meeting of the Board of Trustees thereof held on the ____ day of January, 2019.

Dated: _____, 20__

SECRETARY, Reclamation District 1614

ITEM 10

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.a.

RECLAMATION DISTRICT 1614 RECORDS MANAGEMENT POLICY

Purpose of Policy

The purpose of this Records Management Policy (“Policy”) is to establish the rules and procedures for Reclamation District 1614 (“District”) records to be retained and destroyed consistent with the needs of the District and the requirements of state law including Water Code section 50942 which authorizes a reclamation district to destroy district records by following the procedures set forth by Government Code section 60200 and following.

Definition of a Record

Government Code section 60200 authorizes the Board of Trustees to destroy District records. A District record is considered any “writing” as defined by subdivision (g) of Government Code section 6252 of the California Public Records Act which includes the following: “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

Authority to Destroy or Dispose of District Records by Category

Government Code section 60201 authorizes the Board of Trustees to authorize the destruction of any District document consistent with a District approved records retention schedule which (1) complies with the guidelines provided by the Secretary of State pursuant to Government Code section 12236; (2) classifies all of the District’s records by category; and (3) establishes a standard protocol for the destruction and disposition of records. This Policy establishes such a records retention schedule and protocol to allow the District to periodically destroy District records consistent with this Policy and the attached Records Retention Schedule.

Records which May Not be Destroyed

Certain records may never be destroyed by the District. Subdivision (d) of Government Code section 60201 identifies certain limitations on the destruction of records as follows:

Notwithstanding any other provision of this section or other provision of law, a district may not destroy or dispose of any record that is any of the following:

- (1) Relates to formation, change of organization, or reorganization of the district.
- (2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed

of pursuant to this section five years after it was repealed or became invalid or unenforceable.

(3) Minutes of any meeting of the legislative body of the district.

(4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.

(5) Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.

(6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.

(7) Relates to any nondischarged debt of the district.

(8) Relates to the title to real property in which the district has an interest.

(9) Relates to any nondischarged contract to which the district is a party.

(10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

(11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.

(12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

District staff authorized to destroy or dispose of District records pursuant to this Policy shall retain all records as specified by subdivision (d) of Government Code section 60201 as set forth above, or as amended from time to time by the State law.

Records Retention Schedule

District staff may destroy or dispose of District records as set forth in the attached "Records Retention Schedule" attached hereto as Attachment 1 and incorporated herein by this reference. The attached Records Retention Schedule establishes and organizes District records into certain

categories of documents. Each category of District records has a corresponding period in which the records shall be retained by the District. If the record retention period has passed for documents within any particular category, then District staff is authorized to cause such records to be destroyed or disposed after following the procedure set forth herein. This Records Retention Schedule was developed consistent with the guidelines provided by the Secretary of State pursuant to Government Code section 12236 and the requirements of State and Federal law.

Procedure for Destruction of District Records

District staff shall comply with the following procedure when destroying District records.

1. District staff shall determine the category of a particular record. Categories of District records are identified in the Records Retention Schedule.
2. District staff shall determine if the record retention period for that record has lapsed making the record eligible for destruction.
3. District staff shall confirm that none of the conditions specified by subdivision (d) of Government Code section 60201 which prohibits the destruction of certain records applies to the record being considered for destruction.
4. District staff shall prepare a list entitled "Certificate of Destruction" by category of the types of records which will be destroyed. This list shall be maintained by the District permanently.
5. The Attorney for the District shall review the list of records which District staff proposes for destruction and approve the destruction of the listed records.
6. If there are any questions regarding the appropriateness of destroying any District records, that record shall be maintained and not destroyed by District staff.
7. District staff may cause such identified records to be disposed or destroyed.

If any District record falls outside of the Records Retention Schedule or if it is unclear to District staff if the Records Retention Schedule applies to a certain record or category of records, the Board of Trustees of the District may at any time review the record or category of records and approve the disposition or destruction of a particular record.

RECLAMATION DISTRICT 1614 RECORDS RETENTION SCHEDULE

LEGEND

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P = Business & Professions
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations

H&S = Health & Safety
HUD = Housing & Urban Development
OSHA - Occupational Safety & Health Act
PC = Penal Code

CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Election Code
FMLA - Family & Medical Leave Act, 1993
GC = Government Code

POST - Police Officers Standards Training
UFC - Uniform Fire Code
USC - United States Code
WIC = Welfare & Institutions Code

RECLAMATION DISTRICT 1614 RECORDS RETENTION SCHEDULE

RECORD CATEGORY	RETENTION PERIOD*	AUTHORITY	DESCRIPTION
CORRESPONDENCE			
Chron Files	2 Years		
General Correspondence Files	2 Years		
Public Records Requests	2 Years	GC60201(d)	2 Years after response to request
ELECTIONS			
Ballots	E + 6 months	EC 17302	From date of election; ballots submitted to District that were not used - unless contested (EC 17302(C) retention by court order
Ballots - Proposition 218	2 Years	GC 53753(e)(2)	Property related fees (Assessment Ballot Proceeding)
Written Protest - Proposition 218	2 Years	GC 53755	Agency shall maintain all written protests for a minimum of two years following the date of hearing to consider written protests.
Certificates of Election	T + 4 Years		Certificates of election; original reports and statements
Roster of Voters	E + 5 Years	EC 17300	
Fair Political Practices			
Campaign Statements and Conflict of Interest	7 Years	GC 81009(c)	
Candidate Statements	E + 4 Years		Sample ballot retained permanently
Statement of economic interest (Form 700)	7 Years	GC81009(b)	
Form 730 (predecessor to Form 700)	7 Years	GC81009(b)	
Nomination Papers - Successful	E + 4 Years	EC17100	
			Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be votes for at forthcoming election
Notifications and Publications	E + 2 Years	EC 17100 or E+4	
Oaths of Office	T + 6 Years	29 USC 1113	Elected Officials
*These retention periods are based on the Secretary of State Local Government Records Management Guidelines dated February 2006 which were prepared according to Government Code section 12236. Some retention periods have been updated to comply with the specific requirements of State law as required by Government Code section 60201 which applies to Reclamation Districts or within the descretion of the District.			

RECLAMATION DISTRICT 1614 RECORDS RETENTION SCHEDULE

RECORD CATEGORY	RETENTION PERIOD*	AUTHORITY	DESCRIPTION
FINANCE			
Accounts Payable	AU + 10		Invoices, check copies, supporting documents
Accounts Receivable	AU + 10		
Audits	AU + 10		
Bank Statements	AU + 10		
Budget	AU + 10		
Fees & Charges - pre Prop. 218	AU + 7		
Ledger, General (Fund Reports from County)	AU + 10		
Warrant Books	AU + 10		
Payroll			
Employee Timesheets	AU + 10	GC12236; 29 CFR 516.2	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Salary Records	T + 10	29 CFR 516.2/GC 60201(d)(12)	Deduction authorization, beneficiary designations, unemployment claims, garnishments
HUMAN RESOURCES			
Recruitment	Date of Application: 3 Years; CL+3	GC12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternative lists/logs, Indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
LEGAL/LEGISLATIVE			
Agendas	P		Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject files)	P		Documentation received, created and/or submitted to Board
Contracts and Agreements Excl. Capital Improvement	T + 4	CCP 337.2, 343	Includes leases, equipment, services or supplies
Contracts and Agreements - Professional Services	T + 7 Years	GC60201(d)(12)	Professional Services must be seven years

RECLAMATION DISTRICT 1614 RECORDS RETENTION SCHEDULE

RECORD CATEGORY	RETENTION PERIOD*	AUTHORITY	DESCRIPTION
Incl. Capital Improvement	P	2.08.110;*	Construction GC4004; H&S 19850
Incl. Capital Improvement	2 Years	GC60201 (d)(11)	Unsuccessful bids - 2 years
Legal Advertising	CU + 4	CCP 343	Includes public notices, legal publications
Minutes	P	GC60201(d)	Official minutes and hearing proceedings of governing body or board, commission or committee
Ordinances	Repealed CU + 5 Years/Enforceable = P	GC60201(d)	Repealed Ordinances 5 Years after Repeal
Resolutions	P	GC60201(d)	Legislative actions
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
SECRETARY			
Records Management	CL + 2	GC 34090	Document includes retrieval, transfer - inactive
Records Management Disposition Certification	P	GC 34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	GC 34090	
PROPERTY			
Inventory, Equipment & Supplies	CU + 2	GC 34090	
Maps and Plats	P	GC 34090	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements; bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
PUBLIC WORKS			
Annual Levee Inspection Reports	20 Years		
Contracts for Work on Levees	CU +10	GC60201(d)(12)	7 Years for Professional Services
Emergency Procedures	CU + 7		
Levee Encroachment Standards			
Property Owner Application for Levee Encroachment Permit	P		

RECLAMATION DISTRICT 1614 RECORDS RETENTION SCHEDULE

RECORD CATEGORY	RETENTION PERIOD*	AUTHORITY	DESCRIPTION
Maintenance/Operations	CU +10		Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P		
Permits Encroachment	P		
RISK MANAGEMENT			
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring District property and other assets Paid/Denied. Claims may be destroyed 2 years after resolution. May include liability, property, Certificates of Participation, deferred, use of facilities Indemnity; working files - originals with Administrator; claims files; reports, incidents (working files).
Claims, Damage	CL + 5	GC60201(d)	
Insurance, Liability/Property	P	GC 34090	
Insurance, Workers Compensation	P		

ITEM 12

Trujillo, Elvia

From: Schroeder, Dan
Sent: Wednesday, January 16, 2019 3:58 PM
To: Trujillo, Elvia
Subject: FW: CCVFCA 2019 Food Forum - Save The Date

From: CCVFCA <ccvfca@floodassociation.net>
Sent: Tuesday, January 8, 2019 12:56 PM
To: CCVFCA <ccvfca@floodassociation.net>
Subject: CCVFCA 2019 Food Forum - Save The Date

CA Central Valley Flood Control Association
Invites You to Attend...

2019 FLOOD FORUM

SAVE THE DATE

Wednesday, March 20, 2019
10 a.m.- 1:30 p.m.
Dante Club
2330 Fair Oaks Blvd., Sacramento

March is when ***National Flood Safety Awareness Week*** reminds the public about the importance of investing in flood protection. It's also when the ***CCVFCA Annual Flood Forum*** and luncheon addresses the most current issues affecting the Central Valley's extensive flood control system.

Please mark your calendars to hear a panel of experts present their views at this years Flood Forum.

[Click Here to Register Now!](#)