

**RECLAMATION DISTRICT NO. 828
AGENDA FOR
BOARD OF TRUSTEES SPECIAL MEETING
8:30 A.M. JULY 15, 2016
509 WEST WEBER, 5TH FLOOR
STOCKTON, CALIFORNIA**

AGENDA

1. Call to Order/Roll Call.
2. Public comment: Under Government Code section 54954.3, members of the public may address the Board on any issue in the District's jurisdiction. The public may address any item on the agenda at the time it is taken up.
3. Consider for approval minutes of the regular meeting of May 13, 2016.
4. Financial Report.
 - a. Adopt Resolution 2016-04 Certifying Assessments To Be Collected And Establishing A Procedure For Collection.
 - b. Adopt 2016-2017 Budget.
 - c. Approve 2015-2016 Fiscal Year Audit Contract.
5. Engineers' Report; request for direction.
6. Adopt Resolution 2016-05 Revising District Bylaws.
7. Adopt Resolution 2016-06 Authorizing And Directing Filing Of Notice Of Exemption For Routine Maintenance, For Fiscal Year 2016-2017
8. Adopt Resolution 2016-07 Establishing Policy Regarding The Installation Of Riprap On Private Property
9. Correspondence and meeting attendance reports.
10. District Calendar
11. Approval of bills to be paid.
12. 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 Daniel J. Schroeder at 209/948-8200 during regular business hours, at least twenty-four 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, 509 W. Weber Avenue, 5th Floor, Stockton, California during normal business hours.

**AGENDA PACKET
RECLAMATION DISTRICT 828
July 15, 2016**

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

ITEM 3

**Minutes of Regular Meeting of
Reclamation District 828
Held on May 13, 2016**

The regular meeting of the Board of Trustees of Reclamation District 828 was held at 8:30 p.m. on May 13, 2016 at 509 West Weber Avenue, 5th Floor, Stockton, California 95203.

Item No. 1: Call to Order. The meeting was called to order at 8:31 p.m. Present were President Bill Mendelson, Trustee Robert Merdinger and Trustee Deby Provost. Also present was Dan Schroeder, District Counsel, Andy Pinasco, and Chris Neudeck, District Engineer.

Item No. 2: Public Comment. There was no public comment.

Item No. 3: Approval of Minutes. The minutes of the January 28, 2016 regular meeting with corrections were approved unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by Trustee Deby Provost.

Item No. 4: Financial Report. Mr. Schroeder reported on the financial status of the District.

a. Adopt Resolution 2016-03 Designating Signatories for District Warrants. Mr. Schroeder reviewed the annual warrant signing authorization list with the trustees that would add Trustee Provost as a signer of the District warrants. He also presented the district with the option of authorizing the District Secretary to sign warrants in the event there was a difficulty in obtaining two trustees signatures in a time limited situation. The resolution was adopted unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by Trustee Deby Provost.

b. Insurance for Secretary Signing Warrants. Mr. Schroeder explained the requirements under the Water Code for a bond or insurance in the event the Trustees authorized the Secretary to sign warrants and the costs associated with an addition to the District's insurance policy. The Secretary was authorized to obtain insurance coverage for the Secretary to sign warrants unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by Trustee Deby Provost.

c. Approve Storage Sharing Agreement with RD 2126, 1614, 1608. Mr. Schroeder reported on the options the Trustees have on locations for storing the District's records as well as the high cost for reviewing all of the records to determine which could be destroyed. He further explained that three other reclamation district he represents are sharing a local storage unit whereby each district pays a portion of the monthly rental costs and that the District was welcome to store its records in the same unit in exchange for sharing in 1/4th of the monthly costs. The Secretary was authorized to enter into a cost sharing agreement with Reclamation Districts 1608, 1614, and 2126 for use of the existing storage facility to store its records unanimously by the Trustees present on a motion by President Bill Mendelson, seconded by Trustee Robert Merdinger.

Item No. 5: Engineer's Report. Mr. Neudeck provided the Trustees with a written and oral report.

a. Mr. Neudeck reported on the status of the 1st phase of the Vegetation Control Project addressing vegetation maintenance along Shimizu drive. He reported that the 2nd phase of the Project would commence sometime in July, 2016 at a cost of \$25,000.00 and suggested supplementing the 2nd phase by \$10,000 for herbicide straying. The District's Engineer was authorized to commence with the 2nd phase in July in an amount up to \$35,000.00 by unanimous vote by the Trustees present on a motion by Trustee Deby Provost, seconded by Trustee Robert Merdinger.

He also reported on 6 responses from the inspection letters mailed to 29 property owners along Smith Canal east of Buena Vista to Pershing Ave.

Mr. Neudeck next reported on the progress of the Smith Canal Closure Structure and the role the CEQA litigation might play in the timing of construction of the project.

b. Adopt Emergency Operation Plan and Flood Contingency Map. Mr. Neudeck reviewed the proposed Plan that was presented to the Trustees at the January Board Meeting and provided binders of the Plan to each of the Trustees. The District's Emergency Operation Plan and Flood Contingency Map -01 was adopted unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by President Bill Mendelson.

c. Discussion regarding trespassers on levees. The Trustees discussed the issues regarding trespassers and homeless people that cause damage to the District's levees.

Item No. 6: Adoption Resolution 2016-01 Approving And Authorizing Execution Of Delta Levee Maintenance Subventions Program Work Agreement Fiscal Year 2015-2016. Mr. Schroeder reported on the Levee Subventions Program and the requirement of entering into an Annual Levee Subventions Agreement and the requirement that the District adopt a resolution authorizing the President to sign the agreement. Resolution 2016-01 was adopted unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by President Bill Mendelson.

Item No. 8: Adoption Resolution 2016-02 Revising District Bylaws. Mr. Schroeder reported that the existing bylaws of the District have not been amended for a substantial period of time and that at the direction of the President and Board he reviewed and revised the bylaws. With a minor typographical correction to Section 7, Resolution 2016-02 was adopted unanimously by the Trustees present on a motion by Trustee Robert Merdinger, seconded by Trustee Deby Provost.

Item No. 9: District Website. Mr. Schroeder asked the Trustees whether they wanted to include trustee contact information on the website. The Trustees decided to leave the decision of each Trustee on whether they want their contact information on the website by unanimous vote of the Trustees present on a motion by Trustee Deby Provost, seconded by President Bill Mendelson.

Item No. 10: Correspondence. There were no comments or discussions on the correspondence attached to the agenda packet.

a. Disclosure of Enterprise System Information. Mr. Schroeder reported on the recent change in the law requiring identification of the programs that the District uses on its system. Since the District does not own or operate a computer system, the disclosure form in the agenda packet reflected that the District had none to disclose.

Item No. 11: Calendar. Mr. Schroeder reviewed the calendar with the Trustees. The Trustees discussed the desire to change the regular meeting date from the fourth Thursday of the month the Trustees meet to the third Thursday of each month at 8:30. Mr. Schroeder stated that he will prepare the change in the bylaws for the Trustees to approve at the next meeting changing the regular meeting dates to the third Thursday of month the Trustees meet. Mr. Schroeder reported that he would be unavailable for the July meeting as scheduled. The Trustees agreed to move the July 2016 Regular Meeting to July 15, 2016 at 8:30 a.m..

Item No. 12: Approval of Bills. Mr. Schroeder reported on the outstanding bills that had been received and the status of the District's accounts. He also reported that Trustee Provost declined to accept any stipend for her service for personal reasons. The payment of the attached bills was approved unanimously by the Trustees on a motion by a motion by Trustee Deby Provost, seconded by Trustee Robert Merdinger.

Item No. 13: Adjournment. The meeting was adjourned at 9:43 a.m. unanimously by the Trustees on a motion by Trustee Robert Merdinger, seconded by Trustee Deby Provost.

Respectfully submitted,



Daniel J. Schroeder, District Secretary

RECLAMATION DISTRICT 828

BILLS TO BE PAID

MAY 2016

NAME	INVOICE DATE	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	SUB FUND	Co ERP
Kjeldsen, Sinnock, & Neudeck, Inc.	2/5/2016	18462	\$1,236.25				
	2/5/2016	18463	\$603.75			*	
	2/5/2016	18464	\$886.25				
	3/10/2016	18626	\$502.50			*	
	3/10/2016	18627	\$701.25				
	3/10/2016	18628	\$1,602.50				
	4/19/2016	18807	\$708.75			*	
	4/19/2016	18808	\$447.50				
	4/19/2016	18809	\$1,368.75				
	5/9/2016	18936	\$510.00				
	5/9/2016	18937	\$356.25			*	
	5/9/2016	18938	\$447.50				
				\$9,371.25			
Dino & Son Ditching Service	3/24/2016	16-11	\$24,500.00				
				\$24,500.00			
Neumiller & Beardslee	2/16/2016	274935	\$5,505.18				
	3/14/2016	275428	\$802.29				
	4/15/2016	276531	\$3,774.75				
	5/12/2016	277592	\$1,125.50				
				\$11,207.72			
Trustee Stipends - 5/13/2016		Bill Mendelson	\$50.00				
		Bob Merdinger	\$50.00				
				\$100.00			

TOTAL: \$45,178.97

NOTES:

Anticipated Fund Balance :	\$536,206.48	5 Year Plan Balance:
Less Submitted Bills for Payment:	<u>\$45,178.97</u>	
Total:	\$491,027.51	

RECLAMATION DISTRICT 828

BILLS TO BE PAID

January 2016

NAME	INVOICE DATE	INVOICE #	AMOUNT	TOTAL \$	WARRANT #	SUB FUND	5 YR PLAN
Kjeldsen, Sinnock, & Neudeck, Inc.		17999	\$1,132.50				
		18000	\$603.75			x	
		18001	\$5,040.13				
		18002	\$7,544.08				
		18003	\$1,877.50				
		18133	\$365.00			x	
		18134	\$416.50				
		18135	\$981.25				
		18308	\$20.00				
		18309	\$638.75			x	
		18310	\$2,116.55				
		18311	\$368.09				
		18312	\$1,512.50				
				\$22,616.60	1222		
D.A. Archer Excavation, Inc.		15-76	\$3,197.36				
				\$3,197.36	1223		
Neumiller & Beardslee		273101	\$3,916.56				
		273633	\$4,535.39				
		274427	\$460.00				
				\$8,911.95	1224		
Election Staff - 11/10/2015		Jean Knight	\$160.00			1225	
		Rhonda Olmo	\$160.00			1226	
		Kellie Maghoney	\$160.00			1227	
				\$480.00			
Schwartz Fiannini Lanstberger & Adamson		45202	\$3,100.00				
				\$3,100.00	1228		
Judith Buethe Communications		4968	\$136.00				
		5004	\$34.00				
				\$170.00	1229		
Trustee Stipends - 1/28/2016		Bill Mendelson	\$50.00			1230	
		Bob Merdinger	\$50.00			1231	
		Deborah Provost	\$50.00			1232	
				\$150.00			

TOTAL: **\$38,625.91**

NOTES:

Anticipated Fund Balance :	\$547,655.61	5 Year Plan Balance:
Less Submitted Bills for Payment:	\$38,625.91	
Total:	<u>\$509,029.70</u>	

ITEM 4

RECLAMATION DISTRICT NO. 828

**RESOLUTION 2016-04
RESOLUTION CERTIFYING ASSESSMENTS TO BE COLLECTED
AND ESTABLISHING A PROCEDURE FOR COLLECTION**

WHEREAS, Reclamation District No. 828 provides a benefit and service to the land located within the District by the repair, upgrading, maintenance and operation of the reclamation works of the District in that such works serve to prevent the flooding of the land within the District; and

WHEREAS, the revenues received by the District from the County of San Joaquin in accordance with the statutes enacted under Article XIII A of the California Constitution are insufficient to provide the benefits and services which the District is obligated by the California Water Code to provide, and specifically are insufficient to insure proper maintenance of the reclamation works and to provide for emergencies; and

WHEREAS, the District is empowered by sections 51200 et seq. and section 50904 of the California Water Code to fix and collect assessments for the provision of such benefits and services to supplement the revenues received from the County of San Joaquin, and to provide for the collection of such assessments by the San Joaquin County Auditor, and to provide for penalties and procedures in the event of delinquency of payment of such assessments; and

WHEREAS, this Resolution is in compliance with the California Water Code; and

WHEREAS, the District has complied with the procedures of California Constitution Articles XIII C and XIII D; and

WHEREAS, the assessments imposed by this Resolution are levied without regard to property valuation;

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED, by the Board of Trustees of Reclamation District 828 that:

1. The foregoing recitals are true and correct and this Board so finds and declares.
2. It is the determination of the Board that the benefits and services provided by the District apply to each lot within the District except as specific adjustments have been approved by this Board after hearing.
3. The assessments for the fiscal year 2016-2017 are established in the amount of \$0.054 for each \$100.00 of assessed valuation on the Operation and Maintenance Assessment Roll for this District as adopted by the Board of Supervisors of San Joaquin County on July 30, 1991.

3. The San Joaquin County Auditor is requested to collect such assessments, as set forth on Exhibit "A" attached hereto.

4. Such assessments shall appear as a separate item on the San Joaquin County Property Tax Bill for fiscal year 2016-2017 and shall be collected at the same time and in the same manner as the San Joaquin County Ad Valorem Property Taxes, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided by law for such County taxes.

5. In the case of all parcels within the District which are owned in common by more than one owner, and which do not have a separate legal entity holding the title thereto, the assessments otherwise applicable thereto shall be paid equally by the common owners.

6. In the case of all Planned Unit Residential Development areas (exclusive of independent recreation facilities, independent common green parcels, and entrance features which shall be billed to the applicable owner's association), assessments established by this Resolution shall be apportioned equally to each residential unit in such areas.

7. The revenue so collected which is necessary for the provisions of said benefits and services, is supplemental to the revenues received by the District from the County of San Joaquin in accordance with the statutes enacted under Article XIII A of the California Constitution and is not in lieu thereof.

8. The President and Secretary of the District are hereby authorized and directed to execute such documents as are necessary to carry out this Resolution.

9. The Engineer and Attorney for the District are hereby authorized and directed to assist the Auditor of San Joaquin County in preparing the rolls to comply with this Resolution, and to bill separately those parcels assessed which do not appear on the rolls.

10. The Secretary of the District is hereby authorized and directed to certify a copy of this Resolution to the Auditor of San Joaquin County.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District No. 828 at a meeting thereof held on this 15th day of July 2016, by the following vote, TO WIT:

AYES:

NOES:

ABSTENTION:

ABSENT:

RECLAMATION DISTRICT NO. 828
A Political Subdivision of the
State of California

By: _____
BILL MENDELSON, President,
Board of Trustees

ATTEST:

DANIEL J. SCHROEDER, Secretary

CERTIFICATION

I, DANIEL J. SCHROEDER , Secretary of Reclamation District No. 828, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District No. 828 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the __th day of July, 2016.

Dated: _____, 2016.

DANIEL J. SCHROEDER, SECRETARY
Reclamation District No. 828



May 13, 2016

Board of Trustees
Reclamation District No. 828
c/o Daniel Schroeder
P.O. Box 20
Stockton, CA 95201-3020

We are pleased to confirm our understanding of the services we are to provide Reclamation District No. 828 for year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the entity's basic financial statements, of Reclamation District No. 828 as of and for the year ended June 30, 2016.

We have also been engaged to report on supplementary information that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- Special Districts Financial Transactions and Government Transactions Report

Audit Objective

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the California State Controller's Minimum Audit Requirement for Special Districts, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Timothy J. Schwartz, CPA
Gary F. Giannini, CPA
Philip Lantsberger, CPA
William H. Adamson
Rebecca Ford Rey, CPA
Robert Gross, CPA

■ ■ ■
4578 Feather River Drive
Suite D
Stockton, California 95219
Ph: 209.474.1084
Fx: 209.474.0301

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Reclamation District No. 828 in conformity with the cash basis of accounting and the Special Districts Financial Transaction Report as of and for the year ended June 30, 2016 to be included in the form prescribed by the California State Controller's Office based on information provided by you. We will perform the services in accordance with applicable professional standards.

The other services are limited to the financial statements services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you

are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (1) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are responsible for the preparation of the supplementary information in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstance's use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately August 1, 2016 and to issue our reports no later than October 1, 2016. Rob Gross is the engagement partner and is responsible for supervising the engagement and signing the report. Our fee for these services is \$3,100. An invoice will be rendered upon completion of our audit and is payable upon presentation.

Certain work may be performed by a non-licensed shareholder although the firm is licensed by the California State Board of Accountancy. This disclosure is to satisfy current SBA regulations.

We appreciate the opportunity to be of service to Reclamation District No. 828 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Rob Gross, CPA
SCHWARTZ, GIANNINI, LANTSBERGER & ADAMSON
ACCOUNTANCY CORPORATION

Response:

This letter correctly sets forth the understanding of Reclamation District No. 828.

By: _____

Title: _____

Date: _____

ITEM 6

RECLAMATION DISTRICT 828

**RESOLUTION 2016-05
RESOLUTION REVISING DISTRICT BYLAWS**

WHEREAS, Reclamation District 828 (“District”) bylaws have been in place for decades without updating or revisions,

WHEREAS, the District’s Board of Trustees desires to revise and update its bylaws to, among other reasons, reflect changes in the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Reclamation District 828 hereby adopts the attached Bylaws revised as of the July 15, 2016 to replace the existing District Bylaws.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 828, at a regular meeting thereof, held on July 15, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTION:

RECLAMATION DISTRICT 828
A Political Subdivision of the
State of California

By: _____
PRESIDENT

ATTEST:

SECRETARY

CERTIFICATION

I, _____, Secretary of Reclamation District 828, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District 828 duly passed and adopted at a meeting of the Board of Trustees thereof held on the 15th day of July, 2016.

Dated: _____, 2016

SECRETARY, Reclamation District 828

**BYLAWS
OF
RECLAMATION DISTRICT NO. 828**

REVISED: July 15, 2016

ARTICLE I

Offices

Section 1.01. The District principal office shall the following address:

RECLAMATION DISTRICT NO. 828
509 W. Weber Ave, 5th Floor
Post Office Box 20
Stockton, CA 95201-3020

The place of the meeting of the District shall be set forth in Article IV below.

ARTICLE II

Trustees

Section 2.01. As used in these Bylaws, the following terms shall have the following meanings:

- A. "Board" means the Board of Trustees of the District.
- B. "Trustees" means the Board of Trustees of the District.
- C. "District" means Reclamation District No. 828

Section 2.02. The District shall have a Board of Trustees consisting of three (3) members, which shall constitute the governing body of the District, and which shall exercise general supervision and complete control over the construction, maintenance, and operation of the reclamation works, and generally over the affairs of the District.

Section 2.03. Trustees shall be elected for a term of four (4) years and shall serve until their successors are elected and qualified. The terms of the Trustees shall be staggered so that no more than two Trustees shall have terms that expire in any one District election year.

Section 2.04. Elections shall be conducted in accordance with California Water Code, Division 15, parts 3 and 4, as they presently are or may hereafter be amended. Persons elected to the office of Trustee shall take the Oath of Office in accordance with the California Water and Elections Code.

Section 2.05. Vacancies on the Board due to reasons other than expiration of a term of office shall be filled in accordance with the California Government Code § 1780, as it now is or may hereafter be amended.

Section 2.06. The terms of the incumbent members of the Board expire on the following dates:

<u>Name</u>	<u>Term Ends</u>
Bill Mendelson	12/2017

Robert G. Merdinger

12/2019

Debbie Provost

12/2019

Section 2.07. The Trustees shall receive such compensation for services actually and necessarily performed as the Board determines to be just and reasonable, and in accordance with California Water Code § 20200, as it is now, or may hereafter be amended.

ARTICLE III

Officers

Section 3.01. The officers of the District shall be a President of the Board of Trustees and a Secretary.

Section 3.02. At the first meeting after the election of any Trustee, the Board shall name a President and any other officers as it deems necessary. The duties of the President shall be to preside over all regular and special meetings of the Board, and to perform such other duties from time to time as may be required of him or her by the Board. In the absence of the President, the Trustee present with the longest period of service shall preside.

Section 3.03. The Secretary shall be any person, whether a trustee or not, who is appointed by the Board as Secretary. The duties of the Secretary shall be to keep the minutes of all meetings, attest all documents (other than bonds) requiring the signature of the President, keep accounts of all expenditures on behalf of the District, have custody of the District's seal, and perform such duties as may be required by law, these Bylaws, or by the Board.

Section 3.04. No compensation shall be received by the President, other than the compensation provided in accordance with Section 2.07 of these Bylaws. The Secretary shall receive such compensation for services actually and necessarily performed as the Board determines to be just and reasonable, and shall be reimbursed for expenses necessarily incurred in the performance of his or her duties.

Section 3.05. The President and Secretary shall serve at the pleasure of the Board.

ARTICLE IV

Meetings

Section 4.01. The District shall meet on a quarterly basis on the third Thursday of the months of July, October, January and April at 8:30 a.m. and may meet as often as the business of the District requires. The meetings shall be held at the District's principal office at the offices of Neumiller & Beardslee, 509 W. Weber Avenue, 5th Floor, Stockton, California or at any other place designated by resolution of the Board.

Section 4.02. No notice need be provided to individuals of regular or special meetings except to persons who shall request such notice. In cases where notice has been requested, the Secretary shall give email or mailed notice in accordance with the Ralph M. Brown Act in Government Code Sections 54950 et. seq. ("Brown Act"). Any such request for notice shall be valid for one (1) year from the date made, and shall provide an address to which notice is to be mailed as well as a deposit of a fee to cover the cost of copying and mailing said notice as calculated by the Secretary. The Board may establish a reasonable annual charge for sending such notice based on the estimated cost of providing such service.

Section 4.03. All meetings of the Board shall be in accordance with the Brown Act.

Section 4.04. A majority of the Board shall constitute a quorum for the transaction of business. Except as otherwise specifically in these Bylaws, every act of decision done or made by a majority of the trustees present at a meeting at which a quorum is present is the act of the Board.

Section 4.05. All meetings of the District shall be open and public, and all persons shall be permitted to attend any meeting of the District, except that executive sessions may be held as provided by law, and the public may be excluded from meetings which are willfully interrupted so as to render the orderly conduct of the meeting impossible, as provided by law.

Section 4.06. Agendas for any meeting shall be posted as required in accordance with the provisions of the Brown Act. As soon after the posting of the agenda and before the meeting, the Secretary shall mail or deliver, or cause the mailing or delivery of, an agenda for the forthcoming meeting to each trustee. Said agenda shall be prepared by the Secretary.

Section 4.07. The Secretary shall keep accurate minutes of all proceedings of the Board. Minutes of each regular, adjourned regular, special or adjourned special meeting shall be considered for approval at the Board meetings.

Section 4.08. The order of business at each meeting of the Board shall be determined by the Secretary.

Section 4.09. The procedure for the conduct of business, unless varied on order of the President, or by majority vote of the Board, may be as follows:

- a) Each agenda item shall be taken up in order by the President.
- b) The President shall call upon such person or persons as may be appropriate to present the matter to the Board.
- c) The public shall then be invited to make public comments. The President may limit the duration of or refuse to permit public comment if such public comment is repetitive, disorderly, or otherwise not in furtherance of a reasonably expeditious review of the matter under discussion.
- d) The matter shall then be discussed by the Trustees and such other persons as may be called upon by the President.
- e) The President shall then invite a motion by any of the trustees on the agenda item, and a vote shall be taken, after such discussion, on any motion made concerning the matter.

Section 4.10. Rosenberg's Rules of Order as they exist at the time of the adoption of these bylaws and are amended or revised thereafter are hereby adopted by the Board in all uses not otherwise provided for in these Bylaws and not otherwise provided for by applicable law.

ARTICLE V

Records

Section 5.01. All records of the District and of the proceedings of the Board shall be kept by the Secretary, at a location designated by the Secretary, except for the originals of resolutions, deeds of grant or easement to or from the District, or of agreements or contracts entered into by the District may be kept by the attorney for the District, provided that copies thereof are placed in the records kept by the Secretary. The records shall be available for inspection in accordance with the provisions of California Government Code, Division 7, Chapter 3.5, as they now are or may hereafter be amended.

ARTICLE VI

Finance

Section 6.01. The Board of Trustees may adopt an annual budget each year to reflect the projected income and expenses of the District.

Section 6.02. The Board of Trustees shall take steps necessary to have the books of the District audited on an annual basis.

Section 6.03. Income to the District shall be deposited with the Treasurer of the County of San Joaquin and shall only be paid out of warrants approved by the Board of Trustees.

ARTICLE VII

Seal

Section 7.01. The District may have a seal which shall contain the name and number of the District, which is: RECLAMATION DISTRICT NO. 828; and the name of SAN JOAQUIN COUNTY, being the County in which the District is situated.

ARTICLE VIII

Amendment of Bylaws

Section 8.01. These bylaws may be amended in the manner they were adopted or as set forth in the provisions of California Water Code, Division 15, Part 2, Chapter 2, as they now are or may hereafter be amended.

ARTICLE IX

Construction of Bylaws

Section 8.01. Unless otherwise stated in these Bylaws or unless the context otherwise requires, the definitions contained in Division 15 of the California Water Code shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and the neuter, the singular number includes the plural and the plural number includes the singular.

IN WITNESS WHERE OF these Bylaws have been duly adopted this 15th day of July, 2016.

Bill Mendelson
President, Board of Trustees
Reclamation District No. 828

ATTEST:

DANIEL J. SCHROEDER, Secretary
Reclamation District No. 828

ITEM 7

RECLAMATION DISTRICT 828

**RESOLUTION 2016-06
RESOLUTION AUTHORIZING AND DIRECTING FILING OF NOTICE OF
EXEMPTION FOR ROUTINE MAINTENANCE, FOR FISCAL YEAR 2016-2017**

WHEREAS, the Board of Trustees (“Board”) of Reclamation District 828 (“District”), in conjunction with, but not limited to, that certain Delta Levee Maintenance Subventions Program Work Agreement Fiscal Year 2016-2017 (“Agreement”), between the District and the Central Valley Flood Protection Board of the State of California (“Protection Board”) has determined that the work described therein consists of routine maintenance to existing levee improvements;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. All repair of wave wash and erosion protection, all levee crown restoration which is not in excess of the 100 year flood elevation plus (2) two feet and all levee section restoration including adding material to back slopes, construction of toe berms and construction of seepage berms, drains and other measures to control seepage exit gradients to less than 0.5 and including the work described in the Fiscal Years 2016-2017 Delta Levee Subventions Program Applications consists of routine maintenance to existing levee improvements and falls within the categorical exemptions to the California Environmental Quality Act pursuant to Section 15301 (Class I) of the Guidelines for the California Environmental Quality Act, California Administrative Code of Regulations, Title 14, Chapter 3, Article 19.
2. The District finds the proposed work will not have a material adverse effect upon the environment.
3. That said work does not constitute an exception to the exemptions of the California Environmental Quality Act.
4. That the District Engineer is hereby directed to prepare and file with the County Clerk of San Joaquin County for posting, a “Notice of Exemption” pursuant to California Administrative Code, Title 14, Chapter 3, Section 15062.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 828, at a meeting thereof, held on July 15, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

RECLAMATION DISTRICT 828
A Political Subdivision of the
State of California

By: _____
PRESIDENT

ATTEST:

SECRETARY

CERTIFICATION

I, _____, Secretary of Reclamation District 828, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District 828 duly passed and adopted at a meeting of the Board of Trustees thereof held on the 15th day of July, 2016.

Dated: _____, 201_

SECRETARY, Reclamation District 828

ITEM 8

**RECLAMATION DISTRICT 828
RESOLUTION 2016-07**

**RESOLUTION ESTABLISHING POLICY REGARDING THE INSTALLATION OF
RIPRAP ON PRIVATE PROPERTY**

WHEREAS, the Board of Trustees (“Board”) of Reclamation District 828 (“District”) recognizes the importance of installing and maintaining riprap on the levees (“Levee”) within the jurisdiction of the District; and

WHEREAS, portions of the Levee are located on private property; and

WHEREAS, riprap on the Levee benefits properties within the District as well as the property owners who own real property on which a portion of the Levee exists (“Levee Property”) by reducing the risk of the failure of the Levee; and

WHEREAS, the Board desires to establish a policy whereby the owners of the Levee Property are required to remove all vegetation, improvements, encroachments and debris on the levee during the installation of the riprap as directed by the District or pay the District for extra costs incurred by the District associated with the removal; and

WHEREAS, the District has a right to access, maintain and repair those portions of the Levee located on private property by operation of law (“Rights”), including, without limitation, prescriptive easement rights, and

WHEREAS, the District desires to memorialize said Rights into a document that can be recorded with the San Joaquin County Recorder;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. As a condition to the installation of riprap on Levee Property by the District on request of an owner, the owner of the Levee Property shall be required to submit a signed Application to Install Riprap (Application”) to the District in the form of Attachment A agreeing to the following:

a. That the owner of the property shall remove all vegetation, improvements, encroachments and debris from the Levee on their property at the owner’s expense or pay the District for extra costs incurred by the District associated with the removal,

b. That the owner will pay for extra costs incurred by the District for materials and installation of the riprap on the Levee on their property, which are due to structures or encroachments of owner, and

c. That the owner executes a Levee Maintenance and Repair Easement in the form of Attachment B memorializing the Districts Rights regarding the Levee on the owners Levee Property.

Approval of Applications shall be within the discretion of the District's Board.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 828, at a regular meeting thereof, held on July 15, 2016, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTION: _____

RECLAMATION DISTRICT 828
A Political Subdivision of the
State of California

By: _____
PRESIDENT

ATTEST:

SECRETARY

CERTIFICATION

I, _____, Secretary of Reclamation District 828, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District 828 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 15th day of July, 2016.

Dated: _____, 201_

SECRETARY, Reclamation District 828

APPLICATION TO INSTALL RIPRAP ON LEVEE

1. The Applicant represents that he/she is the owner of the subject property identified below and hereby submits this application to have the Reclamation District 828 ("District") install riprap on the District's levee located on the subject property identified in this application. By signing where indicated below, I understand and agree to the following:

1) That I will remove all vegetation, improvements, encroachments and debris (hereinafter collectively "Improvements") from the Levee at my own expense on the subject property identified herein in a manner approved by the District's engineer prior to the installation of the riprap and agree to pay the District for extra costs incurred by the District associated with the removal of the Improvements that I either fail to remove or that I ask the District to remove for me within 30 days receipt of notice from the District,

2) That I will pay for extra costs incurred by the District for materials and installation of the riprap on the Levee on the subject property, due to structures or encroachments on my property, identified herein within 30 days receipt of notice from the District,

3) That I will execute an easement ("Easement") in the form of Attachment A suitable for recording memorializing the Districts access, repair and maintenance of the levee on the subject property identified herein prior to the installation of the riprap of the subject property; and

4) That the subject property that is the subject of this application will comply with any levee encroachment standards enacted by the District as they apply to encroachments into the District's Easement.

2. Applicant:

<u>Name of Applicant</u>	<u>Address-Zip Code</u>	<u>Telephone Number</u>
_____		Office _____ Home _____

3. Subject Property:

Address of Real Property that is the subject of this application

Signature _____ Date _____

Attachment A

3. Endorsement

We, the Trustees of Reclamation District 828 at its meeting held on the _____ day of _____, 20____, hereby approve and give consent to the execution of the encroachment permit subject to the terms above and the following conditions:

Conditions listed on this form

Additional attached conditions.

No conditions

Date _____

Board of Trustees,
Reclamation District 828

Attachment A

Conditions:

1. Comply with Reclamation District 828 Levee Encroachment Standards.
2. Submit new application for any future encroachment within the District's levee easement.
3. _____
4. _____
5. _____
6. _____
7. _____
- _____
- _____
- _____

RECORDING REQUESTED BY, AND WHEN RECORDED MAIL TO: RECLAMATION DISTRICT 828 P.O. BOX 4807 STOCKTON, CA 95204-4807	
---	--

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Documentary Transfer Tax not applicable.
Public agency is Grantee.

Secretary, Reclamation District 828

EASEMENT DEED

Preamble and Recitals

This Agreement is entered into on _____ by and between _____, hereafter referred to as "Grantor," and Reclamation District 828, hereafter referred to as "Grantee."

A. Grantor is the owner of certain real property situated in the City of Stockton of San Joaquin County, California (hereafter referred to as the "Servient Tenement"), and more particularly described in Exhibit A, which is attached to this Agreement and hereby incorporated by reference.

B. Grantee desires to acquire certain rights in the Servient Tenement.

Grant of Easement

1. For valuable consideration, receipt of which is hereby acknowledged, Grantor grants to Grantee an easement, subject to the terms of this Agreement.

Character of Easement

2. The easement granted in this Agreement is in gross.

Description of Easement

3. The easement granted in this Agreement is an easement for the exclusive power to construct, maintain, operate and otherwise control reclamation works, including the maintenance, operation and control of the levees and bulkheads and other reclamation works, including the right to permit or refuse any and all private uses, including the maintenance, construction or installation of any structure or other work of improvement

which is within the areas of the easement described herein, or which affects any levee, bulkhead or other reclamation work (collectively "reclamation purposes") on that portion of the artificial waterway commonly known as Smith Canal in the area described by the following boundaries: (1) bounded on the north by a line offset inland (in a northerly direction) ten feet from the toe of the levee along the south bank of said Smith Canal, located along the northerly boundary of the Servient Tenement, (2) bounded on the east by the easterly line of the Servient Tenement; (3) bounded on the west by the westerly line of the Servient Tenement, and (4) bounded on the north by the northerly boundary of the Servient Tenement; together with an easement of ingress and egress to and from such described easement, for personnel and equipment, across the remainder of the Servient Tenement; provided, however, that any private structures which exist as of the date of recordation of this easement which, in the judgment of Grantee, do not substantially adversely affect the physical integrity of the reclamation works are deemed to be permitted by Grantee; private structures which do substantially adversely affect the physical integrity of the reclamation works may be removed at the cost of the Grantee.

Term

4. The easement granted in this Agreement shall be perpetual.

Nonexclusive Easement

5. Except as specified herein, the easement granted in this Agreement is nonexclusive. Grantor retains the right to make any use of the Servient Tenement, including the right to grant concurrent easements in the Servient Tenement to third parties, that does not interfere unreasonably with Grantee's free use and enjoyment of the easement.

Agreement Nonassignable

6. This Agreement shall not be assigned. Any purported assignment of this Agreement or of any interest in this Agreement shall be void and of no effect.

Attorneys' Fees

7. If any legal action or proceeding arising out of or relating to this Agreement is brought by either party to this Agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

Entire Agreement

8. This Agreement constitutes the entire agreement between Grantor and Grantee relating to the above easement. Any prior agreements, promises, negotiations, or

representations not expressly set forth in this Agreement are of no force and effect. Any amendment to this Agreement shall be of no force and effect unless it is in writing and signed by Grantor and Grantee.

Binding Effect

9. This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Grantor and Grantee, except as otherwise provided in this Agreement.

Executed on _____.

GRANTOR

By: _____

GRANTEE

President, Reclamation District 828.

Attachment B

State of California)
)
County of _____)

On _____, before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

State of California)
)
County of _____)

On _____, before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Attachment B

EXHIBIT "A"

LEGAL DESCRIPTION

ITEM 9

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



June 10, 2016

Agency Code: RD082810126

Daniel J Schroeder
Reclamation District 828
P. O. Box 20
Stockton, CA 95201-3020

SUBJECT: UPDATES FOR FALL 2016 EDITION, DIRECTORY OF FLOOD OFFICIALS

TO: DIRECTORY MAILING LIST RECIPIENTS

The Department of Water Resources (DWR), State-Federal Flood Operations Center has begun the annual update cycle for the 2016 edition of the "Directory of Flood Officials" (Directory). This is an emergency directory and our goal is to gather sufficient information to ensure that we are able to contact you in the event of an emergency. To ensure accuracy and completeness of the Directory, DWR is requesting that all agencies listed in the Directory review their information and submit any necessary changes and/or additions by **July 8, 2016**. Changes received after this date will not be included in the 2016 Directory.

There are now two options for submitting changes and/or additions. For online submittals, DWR has developed a website for the Flood Emergency Management System (FEMS), located at: <http://fems.water.ca.gov>. Agencies can access this website to change or make additions to their current contact information that is used to develop the Directory.

If you are requesting a password for the first time or need your password reissued to you, please fill out the registration request found on the FEMS website above. A password will be emailed to you.

For paper submittals, please complete the enclosed Agency Data Sheet, and for each contact person, a Personnel Data Sheet. Directions for completing these forms are on page two of this letter. Please return completed forms to the address below:

By U.S. mail: Department of Water Resources
State-Federal Flood Operations Center
Post Office Box 219000, Suite 200
Sacramento, CA 95821-9000
Attn: Dustin Sanoski

By FAX: (916) 574-2798

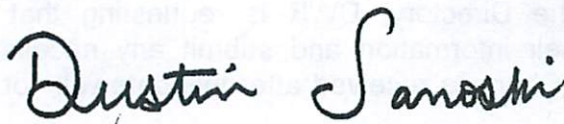
By email: dustin.sanoski@water.ca.gov

- (1) Agency Data Sheet: Review your agency address and information in the 2015 Directory and provide any changes and/or additions. Please designate emergency contacts on the Agency Data Sheet and then provide their contact information on the individual Personnel Data Sheets.
- (2) Personnel Data Sheets: Review information for each person listed in the 2015 Directory and provide any changes and/or additions (for each person, make copies of the blank sheet provided). Indicate on the data sheet which contact information you want published in the directory. All other information will remain confidential and will be excluded from the printed 2016 Directory.

If there are no changes at this time, please check the box in the top right corner on the provided Agency Data Sheet, fill in your Agency's name in the box provided, and mail or fax the completed form to the address indicated above.

Thank you again for helping to publish an accurate and useful directory each year. If you have any questions or need assistance please call (916) 574-2619 or send an email to dustin.sanoski@water.ca.gov.

Sincerely,



Dustin Sanoski, P.E.
State-Federal Flood Operations Center
Flood Operations Branch
Division of Flood Management



California Department of Water Resources
Directory of Flood Officials
Personnel Data Sheet for 2016 Update
**** One sheet per person please ****

Agency Code:

Name (First, M.I., Last)

Title Personnel Code (Refer to attached Personnel Legend)

Mailing Address (if different from Agency Office Mailing Address) State Zip Code

Physical Address (if different from Mailing Address) State Zip Code

--- Is this the designated Contact for all DWR mailings? Circle yes or no==> Yes No
Only one person per agency may be listed as "ML" in the Directory

Telephone Numbers

Publish in Directory?

Circle "Yes" or "No"

Yes No

Business Phone Number

Yes No

Business FAX

Yes No

Emergency/ 24-hr Phone Number

Yes No

Business Cellular Phone Number

Yes No

Home Phone Number

Yes No

Home FAX

Yes No

Home Cellular Phone Number

Yes No

Other Phone Number and Type of Phone

Yes No

Email Address



**California Department of Water Resources
 Directory of Flood Officials
 Agency Data Sheet for 2016 Update**

Agency Code:

No change from
2015 Directory

Agency Name

Agency Office Mailing Address

State

Zip Code

Agency Office Physical Address (if different from Mailing Address)

State

Zip Code

Agency Website Address

Agency Email Address

Telephone Numbers

Publish in Directory?

Circle "Yes" or "No"

Yes

No

Business Phone Number

Yes

No

Toll-free Business Phone Number

Yes

No

Business FAX

Yes

No

24-hour Office Emergency Phone Number

Emergency Personnel - to be called if no answer at 24-hour Office Emergency Number

You may list up to five names of emergency contact personnel below.

Provide all contact information for these individuals on the separate Personnel Data Sheets.

Names: Personnel Data Sheets must also be completed!

Contact Order

1st (E-1)

2nd (E-2)

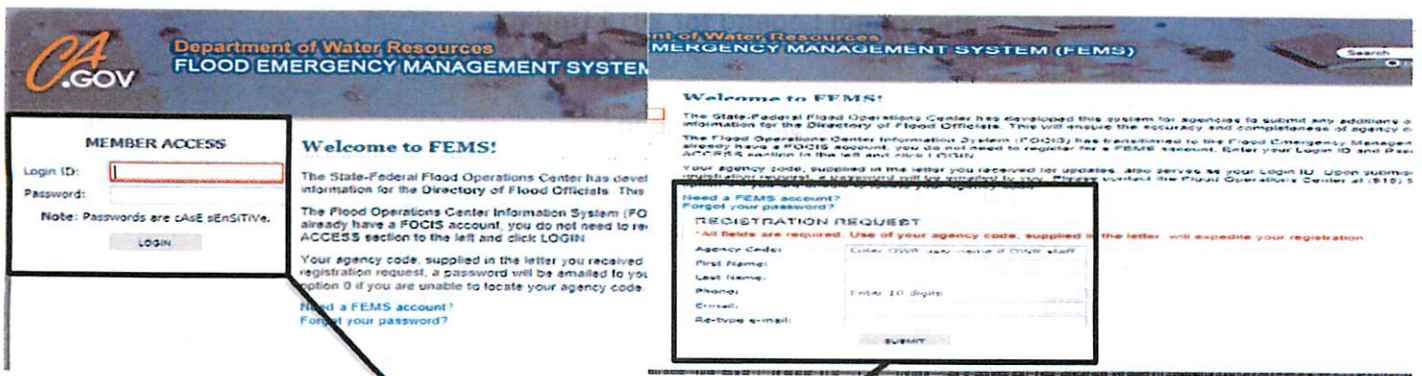
3rd (E-3)

4th (E-4)

5th (E-5)

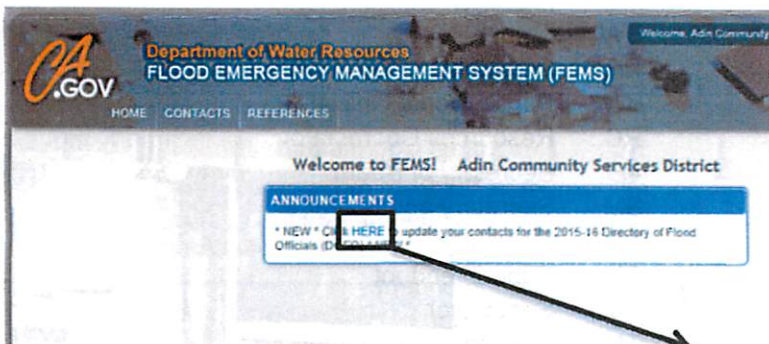
6th (E-6)

NEW Directory of Flood Officials (DOFO) Tracking Feature



<http://fems.water.ca.gov>

Log in using your FEMS username and password. If you forgot your password, you can get it by entering your Agency Code (found on your cover letter), name, and email; your username and password will be emailed back to you.



On the Announcements page, click on the link 'HERE' and you will automatically be taken to your Contacts page to update your information for this year's DOFO.



When you are complete with updating ALL of your Agency's contact information, click on the "MARK ALL UPDATE COMPLETE" button on the top left to let us know that you are done with your update. This will help the Flood Operations Center (FOC) improve the efficiency of the annual DOFO update.

Once you click on the "MARK ALL UPDATE COMPLETE" button, you will see the button change to show that your DOFO update is complete.

Personnel Legend for 2016 Update

Personnel Legend

The Personnel Legend listed below shows the Personnel Codes used in the Personnel Data Sheets. You may use more than one if necessary.

<u>Code</u>	<u>Title</u>	<u>Code</u>	<u>Title</u>
AGM	Assistant General Manager	FM	Foreman
AS	Attorney and Secretary	GM	General Manager
AT	Attorney	LE	Law Enforcement
BD	Board of Directors	LS	Lessee
CAO	Chief Administrative Officer	ML	*** Mail Recipient ***
CD	Civil Defense	MN	Manager
CEO	Chief Executive Officer	OW	Owner
CH	Chairman	PR	President
CP	Chairperson	PW	Public Works Official
CK	Clerk	RC	Resources Coordinator
CM	Commissioner	SB	Secretary of Board
CN	Consultant	SM	Secretary and Manager
COO	Chief Operating Officer	SR	Secretary
CS	Commissioner and Secretary	SU	Superintendent
DD	Deputy Director	SV	Supervisor
DOO	Deputy Operating Officer	TM	Trustee and Manager
DR	Director	TR	Trustee
DS	Director and Secretary	TS	Trustee and Secretary
ED	Executive Director	VC	Vice Chairman
EM	Engineer and Manager	VP	Vice President
EN	Engineer	WM	Watermaster
ES	Emergency Services		

ITEM 10

RD 828: MASTER CALENDAR

JANUARY

- Board Meeting – 3rd Thursday at 8:30 a.m.
- Adopt Subventions Agreement Resolution
- Election of Officers

FEBRUARY

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

MARCH

APRIL

- April 1: Form 700s due
- Board Meeting – 3rd Thursday at 8:30 a.m.

MAY

JUNE

JULY

- Board Meeting – 3rd Thursday at 8:30 a.m.
- Approve Audit Contract for expiring fiscal year
- Adopted Annual Budget
- Adopt Resolution for setting Assessments and submit to County Assessor's Office
- Adopt Notice of Exemptions Resolution

AUGUST

- August 1: Deadline to certify assessments for tax-roll and deliver to County (duration of current assessment: Indefinite).
- August 1: Insurance renewal
- 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*)

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*).

OCTOBER

- Publish Notice of Election, odd numbered years (once per week, 4 times, commencing at least 1 month prior to election).
- Board Meeting – 3rd Thursday at 8:30 a.m.

NOVEMBER

- Election.

DECEMBER

- New Trustee(s) take office, outgoing Trustee(s) term(s) end on first Friday of each odd-numbered year.

Term of Current Board Members:

Name	Term Commenced	Term Ends
Bill Mendelson	First Friday 12/2013	First Friday of 12/2017
Debbie Provost	First Friday 12/2015	First Friday of 12/2019
Robert G. Merdinger	First Friday 12/2015	First Friday of 12/2019

No Expiration on Assessment