

Manteca, California
August 22, 2017

The Board of Directors of the South San Joaquin Irrigation District met in regular session in their chambers at 9:00 a.m. President Kuil called the meeting to order and led the flag salute. Upon roll call the following members were noted present:

DIRECTORS: HOLBROOK KAMPER KUIL ROOS
ABSENT: HOLMES

Also present were General Manager Peter Rietkerk, District General Counsel Steve Emrick, Engineering Department Manager Sam Bologna, and Clerk of the Board Betty Garcia.

Public Comment - None

CONSENT CALENDAR

- A. Approval of Warrants in the amount of \$355,559.73; A/P wires in the amount of \$259,149.33; payroll dated August 18 in the amount of \$200,521.40.
- B. Approval of the regular board meeting minutes of August 8, 2017.

Director Kuil noted on page 2 of the minutes, under item #1, the word “Sacrament” needs to be changed to “Sacramento”.

A motion was made by Director Holbrook and seconded by Director Roos to approve the Consent Calendar with the change to the minutes noted above. The motion passed 4 to 0 by the following roll call vote:

AYES: HOLBROOK KAMPER KUIL ROOS
NOES: NONE
ABSTAIN: NONE
ABSENT: HOLMES

ACTION CALENDAR

Item #1 – Approval to accept bid from Joaquin Painting to paint the M3 Exterior Tank and to approve a budget amendment in the amount of \$5,276

Mr. Charles Galea, Water Treatment Plant Lead Operator, informed the Board that water storage tank M3 is in need of repair. He said there are several places on the storage tank where damage has occurred and if not properly protected from the harmful effects of the weather, could potentially corrode.

Director Roos temporarily left the meeting.

A motion was made by Director Kamper and seconded by Director Holbrook to accept the bid of \$31,050 from Joaquin Painting to paint the exterior of the M3 storage tank and to accept the Fiscal Year ending 2017 budget adjustment of \$5,276.

The motion passed 3 to 0 by the following vote:

AYES: HOLBROOK KAMPER KUIL
NOES: NONE
ABSTAIN: NONE
ABSENT: HOLMES ROOS

Director Roos returned to the meeting.

Item #2 – Consider approval of a budget amendment for waste hauling at the Water Treatment Plant

Mr. Galea said due to the unusually wet winter, the plant experienced the drying beds at capacity going into the 2017 year. Staff rented temporary storage for the first round of recovery cleans and were forced to haul the wastewater instead of allowing it to evaporate in the drying beds. The costs of hauling wastewater was an unanticipated expense.

A motion was made by Director Holbrook and seconded by Director Kamper to accept the Calendar Year ending 2017 and Fiscal Year ending 2018 budget amendments in the amount of \$70,000. The motion passed 4 to 0 by the following vote:

AYES: HOLBROOK KAMPER KUIL ROOS
NOES: NONE
ABSTAIN: NONE
ABSENT: HOLMES

Item #3 – Approve updated job description and salary schedule for the MDC Water Meter Technician classification

Mr. Don Thornburg, Human Resource Analyst, stated the Board had previously approved the job description and pay rate for this newly created position at their February 14, 2017 board meeting. Subsequent conversations with IBEW, have necessitated minor revisions to the job description as indicated in the following draft. The words highlighted in red will be deleted while the wording highlighted in yellow will be added to the description.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT
MDC WATER METER TECHNICIAN**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision, performs a variety of skilled duties in the conveyance and distribution of irrigation water. Performs bench repair and testing of water meters; installs and replaces water meters and using a laptop, performs a variety of on-site adjustments to ensure appropriate recording of water consumption; and performs related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Test and repair water meters using the software designed for each meter.
- As needed performs bench tests to ensure the accuracy of the water meters.
- Installs, new meters, repair, (and) or replace existing meters using wrenches and other tools when necessitated. Checks for leaks, investigates farmer complaints, check on erroneous readings, new construction meter calibration (volumetric and flow rate) and verifies settings on exchanged meters.
- Manually digs to reach existing meters boxes, to replace or disconnect meters.
- Read meters manually or use an electronic device such as laptop download, radio read, and record customer's water consumption to verify water delivery services.
- Test various types of on-farm or control site meter reading and repair as necessary.
- Test and diagnose electronic transmitting devices when problems occur.
- Makes rough estimates of labor, materials, and supplies required to perform specific assignments.
- Inspects, maintains, repairs, and tests power generating and related equipment.
- Mixes and prepares materials utilized in the cleaning, repair, and maintenance of District facilities.
- Performs confined space entry in a safe manner, and following proper procedures.
- Performs rough and finishing cement work.
- Digs trenches and uses jackhammer to break through compacted soil or concrete.
- Lays pipelines, caulks joints, cuts and fits pipes, backfills trenches, and performs other tasks incidental to repair and maintenance.
- Builds and maintains positive working relationships with coworkers, other District employees, and the public using principles of good customer service.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- **Knowledge of:**
 - Working knowledge of, materials, tools, and equipment used in testing or repair of meters.
 - Safe working methods, and practices.
 - Basic computer and electronic skills.
 - Various aspects of computer operations.
 - Basic arithmetic principles.
 - Record keeping and reporting procedures.

- **Ability to:**

- Basic methods of tools, and materials used in the operation, construction, maintenance, repair, and cleaning of irrigation facilities.
- Test, diagnose, and repair water meters.
- Use a wide variety of hand tools.
- Perform basic calculations and maintain records.
- Work independently
- Ability to stand, bend, kneel and walk for extended periods.
- Ability to lift and move objects weighing up to 75 lbs.
- Establish and maintain effective working relationships with other employees, supervisors, other professional engineers, and the general public.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:**

- Equivalent to the completion of the twelfth grade.

- **Experience:**

- One year of computer operation, maintenance of electronic systems, or water or irrigation management.

- **License or Certificate:**

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Possession and continuance of a driving record that does not cause adverse effect on the District's automobile insurance rates is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor environment with travel from site to site; exposure to all types of weather and temperature conditions, confined spaces, grease, noise, and dust; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; may be required to work weekends, nights, or unusual shifts.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to climb ladders, stairs, ramps, canals, and ditches; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Salary

\$24.03 - \$29.20

\$24.38 – \$30.47

General Unit- Hourly- non-exempt

Approved by the board of Directors: February 14, 2017

Amended and Approved August 22, 2017

Mr. Thornburg stated that the salary would be adjusted from a starting salary of \$24.03 to \$24.38 per hour with an ending salary that would change from \$29.20 to \$30.47 per hour. Director Holbrook noted that these salaries did not properly compute as a 3% salary increase. Mr. Bere Lindley, Assistant General Manager, stated that Director Holbrook was correct and that the 3% increase should be correct at both ends and that the salary was going to be recalculated and reviewed by the General Manager prior to posting.

A motion was made by Director Holbrook and seconded by Director Kamper to approve the proposed changes to the job description of MDC Water Meter Technician and to allow the General Manager to ensure the salary is consistent with other ranges.

The motion passed 3 to 1 by the following vote:

AYES:	HOLBROOK KAMPER KUIL
NOES:	ROOS
ABSTAIN:	NONE
ABSENT:	HOLMES

Item #4 – Consider approval of amended contract with Mintier Harnish for amending the Municipal Services Review

Mr. Steve Emrick, District General Counsel, stated the District currently has several requests for pending annexations. The agreements state that the current service is interim until the land is annexed. In order to annex the land, San Joaquin LAFCo’s executive officer advised the District that the land needs to be located within areas designated as a 10-year service horizon in the District’s Sphere Plan/Municipal Services Review. All of the land is within areas designated as 30-year.

LAFCo’s executive officer advised us that the San Joaquin LAFCo will currently not process an annexation of land for the purpose of providing a service that the land is already receiving. Should the District engage Mintier Harnish now to assist in obtaining LAFCo’s approval of an amendment to the MSR will enable the District to file the annexation application in 2018. A new bill will take effect on the first of the new year that will allow the annexation of land already receiving service.

A motion was made by Director Holbrook and seconded by Director Kamper to authorize the General Manager to retain Mintier Harnish in the amount of \$55,110 to amend the Sphere

Plan/Municipal Services Review and for the consultant to work under the direction of LAFCo's executive officer.

The motion passed 4 to 0 as follows:

AYES: HOLBROOK KAMPER KUIL ROOS
NOES: NONE
ABSTAIN: NONE
ABSENT: HOLMES

Item #5 – Discussion and possible action regarding proposed capital improvement projects for the 2017-2018 maintenance season

Mr. Joe Catanzarite, Operations & Water Superintendent, and Mr. John Briggs, Field Maintenance Supervisor, in order to prepare for the upcoming maintenance season, met with the Engineering Department to determine priority projects and to update the 5-year capital expenditure plan. The water department identified the following projects as priority for the 2017-2018 maintenance season.

Pipeline replacement projects:

- Replace Lateral “Qf” sta. 84-90 (600 ft); estimated cost \$80,000
- Replace Lateral “Web” sta 38-40+60 (260 ft) estimated cost \$35,000
- Replace 18” drain from Lateral “B” – 15 to the proposed Rossier Road pond with 142 feet of 36-inch pipeline. This added work was required to satisfy the drainage design criteria for the pond. At the February 10, 2017 Board meeting, the Board approved a budget amendment to include the cost for the pond but did not include this cost. The cost for this additional work, estimated at \$50,000, should also be sufficient to cover the additional unforeseen costs encountered during the demolition of the site by the County. The Rossier Road pond work is Iso on the list of projects for this season

Canal Lining and operational enhancement projects:

- Resurface Lateral “V” sta 180-194 (1,400 ft) estimated cost \$100,000
- Routine Joint Main Canal work (joint cost share with OID) estimated District cost \$36,000
- Automated canal gate and structure on “Vaa” to help regulated water for sprinkler water users on that lateral. Estimated cost is \$30,000 (this amount was covered in the 2017 budget)

The District crews will be performing all of the above projects. Engineering services will prepare plans for these projects that are covered under our consulting services budget. Design will begin upon approval of projects by the Board.

A motion was made by Director Holbrook and seconded by Director Kuil to revise the list of maintenance and construction projects that were not previously approved for possible inclusion in the 2017-2018 construction season and to include the above listed projects as recommended by Operations; and to amend the current 5-year capital improvement plan to include these projects, and to authorize staff to proceed with plan preparation and secure materials to perform

the work. A complete list of the proposed projects is available at the District Engineering Department for review.

The motion passed 4 to 0 by the following vote:

AYES:	HOLBROOK KAMPER KUIL ROOS
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	HOLMES

Item #6 – Discussion regarding fall water operations, including Woodward Reservoir

Mr. Peter Rietkerk, General Manager, said that historically the District typically ends the irrigation on our around October 15th of each year, with diversion into Woodward Reservoir ceasing by September 30 to preserve available supplies for the following year under the District’s 1988 agreement with Reclamation. Given the requirements for a “No Bodily Contact” order on Woodward Reservoir to meeting water quality requirements for the water treatment plant, and Stanislaus County’s revenue interest in operating the reservoir recreation through labor day weekend, the District plans to enact the “No Bodily Contact” order on Woodward Reservoir on September 5 and cease diversions into Woodward Reservoir after October 6th.

Mr. Rietkerk stated that this is the second year Woodward will be operated with this operational methodology, based on coordination with Stanislaus County to meet recreational interests and water quality needs. Rietkerk noted that Mr. Emrick will meet with Ed Erisman to draft an amendment to the recreation agreement with Stanislaus County that documents this arrangement in future years.

Mr. Rietkerk also said that New Melones is losing approximately 3,000 to 3,500 acre-feet of water per day and drawing down toward top of conservation storage requirements on November 1, 2017. Reclamation has also indicated that they will reduce instream flows on or around September 1 with additional fall pulse flows expected in October.

Item #7 – Consider compensation adjustment for General Counsel after Closed Session

No action was taken on this item.

Item #8 – Communications

Director Holbrook

- He attended the Advisory Water Commission meeting on August 16, 2017 and suggested that Peter Rietkerk do a presentation before the committee on water conservation and what the District is doing with water storage and application. Discussions were held regarding storm water that is placed on fields or other non-use lands and roadways in the County. Chuck Winn seeks ideas for solutions to problems such as flooding, drought, and ground water-storage and asked what we are doing to solve the problems.

Director Kuil

- Modesto Irrigation District is working with the University to re-use storm water for irrigation purposes

- Attended the ESJGSA meeting and the proposed Conflict of Interest Code was adopted; Also there was discussion regarding a contract with GEI to prepare a State Proposition 1 grant application; no action was taken but referred to a committee for further review.

Director Kamper

- Held the AG Water Committee meeting after the August 8 board meeting discussing proposed capital improvement projects which was a good exercise

Director Roos

- He attended the SJTA meeting on Monday, August 14; said there is no eminent domain litigation going on and the Water Fix had been approved but still need the Environmental Impact Report. He said the Westlands Water District is not on board with the Water Fix program. Mr. Rietkerk noted that the Water Fix is a construction project at this point and Reclamation appears to be having difficulty in evaluating environmental permitting requirements because there are no concrete long-term operations plans.

Ed Erisman, Water Treatment Plant Manager

- Sludge is being hauled from drying bed #2 this week and last week drying bed #4 was emptied
- Staff will be starting quarterly recovery cleans the first week of September; and will be using drying bed #2 to store the waste since drying bed #1 is still full of sludge
- Staff has been working with City of Lathrop to accept and start using the L2 temporary site. We are happy with the completed job and are waiting for an acceptance letter from the City; staff is also working with the City to take more of their water allocation; they recently requested to increase their daily flows from .5 MGD to 2 MGD, which is roughly one-third of their total allocation

Bere Lindley, Assistant General Manager

- He is finalizing the audit for 2016 and then plans to focus on the retail electric transition plan. He stated that Maria Gikas found a major error in depreciation that was helpful; errors will need to be corrected back to 2015.
- Management Account position is going well and he will discuss further in Closed Session.
- A consultant was hired to assist in the hiring process for the Management Accountant position. Diana Peterson-More is also helping to develop an HR Transition Plan.

Troylene Sayler, Public Relations Director

- Senior Citizens Breakfast is on Saturday, November 18
- She distributed thank you letters from the Ripon Christian Class of 2017 and the H.O.P.E. organizations that help to provide shelter for families in need.
- She said District maintenance staff were praised for putting its Teamwork, Respect, and Service values to work. Crews helped fix a pipeline leak at the home of Jose Lopez. The project took several weeks to complete and staff took the time to devise a good plan to solve the problem.

Sam Bologna, Engineering Department Manager

- GBA/ SGMA: Participated as a member of the selection committee panel to hire a consultant to prepare the GSP Grant Application Consultant Selection. At tomorrow's meeting, a recommendation will be made to the JPA to select GEI as the consultant. Also attended the first meeting of the SSJGSA yesterday.
- Capital Improvements- Working on the five-year plan and should have some recommendations at the next meeting regarding projects for this maintenance season. We are also reviewing a proposal to set up a pipeline rating system as part of our GIS program. Walt indicated that he has been dealing with the environmental health department on the gun club matter and it looks like we can put that project off until next maintenance season.
- Rossier Road project- Met with County and they have completed their portion of the work and have turned it over to us to begin the excavation portion of the project.
- Plan to host a tour of Division 9 project for members of the Almond Board and members of the business division of the Governor's office (Go-Biz) on Thursday.
- Ripon Developments: Have scheduled meeting with City of Ripon staff to discuss the proposed Meadowood project that affects a portion of Lateral "V" canal upstream of Hwy 99. Also getting close to finalizing the Vineyards project located on River Road and Fulton Ave. It appears that the developer is abandoning the Inverness project located on North Ripon Road and River Road affecting the upper end of the Lateral "V".
- Delicato update: New pipeline has been installed for the relocation of Lateral "Qk". They are waiting for a window to connect to existing pipeline. MCR has completed plans for Lateral "Qn" replacement, which Delicato consultants are reviewing prior to submittal to us for review and approval.

Peter Rietkerk, General Manager

- Attended a meeting of the Eastern San Joaquin Groundwater Authority. Rietkerk noted the Authority's interest in exploring cost allocation structures for all members within the authority. The Authority staff opined that based on current costs to develop the groundwater sustainability plan and if the Authority received a DWR grant for GSP development that cost-share on a membership basis could range between \$20,000 to \$30,000 per year per member. Authority staff are continuing to evaluate various cost allocation structures for the member agencies.
- Five (5) staff members were recently enrolled in a leadership 2-day training seminar entitled Global Leadership Summit that was telecast live. One of the speakers at the event was Cambridge-educated, Marcus Buckingham, who worked with Gallup to develop the Strengthsfinder, a tool that SSJID management staff has recently utilized in Strategic Planning sessions.
- Met with Oakdale Irrigation District and Stockton East Water District. OID has contracted with CH2M Hill to assist with a Water Master Plan effort. They will potentially look at the two Districts' water rights, SGMA, future water availability, and the viability of long-term water transfers.
- On Friday, August 18, the Water Operations Department hosted a BBQ that was well attended by staff and two board members.
- He is currently being considered for jury selection on August 24-25.

It was announced that all items in #9 would be discussed in Closed Session.

Item #9 – Closed Session

9. a. Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9
 - 2 cases

- b. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9
 - Phase 1 hearings on San Joaquin River/Delta Water Quality Control Plan Before State Water Resources Control Board – 1 case
- c. Conference with Legal Counsel – Existing Litigation
Paragraph (1) of subdivision (d) of Government Code Section 54956.9
 - 4 cases
 - Pacific Gas & Electric Company vs. San Joaquin LAFCO
Superior Court for San Joaquin County
Case No. 39-2015-00321743-CU-JR-STK

 - SSJID vs. Pacific Gas & Electric Company, A California Corp., et al.
Superior Court for San Joaquin County
Case No. STK-CV-UED-2016-0006638

 - Lee Tyler, et al. vs. Oakdale Irrigation District, et al.
Calaveras County Superior Court
Case No. 17CV42319

 - SSJID vs. Robert Donald Ney, Jr., Trustee
Superior Court for San Joaquin County
Case No. 2017-5525

- d. Public Employment
Title: Management Accountant

- e. Public Employment Performance Evaluation
Government Code Section 54957
Title: General Counsel

- f. Management Unit Negotiations
California Government Code Section 54957.6
Agency Negotiator: General Manager
Employee Organizations: SSJID’s Management Group

Upon their return from Closed Session, it was reported that no action was taken while in Closed Session.

Item #10 – ADJOURNMENT

There being no further business to come before the board, a motion was made by Director Roos and seconded by Director Holbrook to adjourn the meeting at 12:01 p.m. The motion passed 4 to 0 by the following vote:

AYES:	HOLBROOK KAMPER KUIL ROOS
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	HOLMES

ATTEST: _____
Betty L. Garcia, Clerk of the Board