

**MINUTES FOR THE JANUARY 29, 2019  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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

DIRECTORS: HOLBROOK HOLMES KAMPER KUIL ROOS  
ABSENT: NONE

Also present were General Manager, Peter M. Rietkerk; General Counsel, Mia Brown; Engineering Department Manager, Forrest Killingsworth, and Clerk of the Board, Betty Garcia.

**Public Comment**

Mr. Dave Atherton, asked the Board what was the District's status on the Retail Electric Project. He also asked what the District's plan was to use 100% renewable energy for electricity. President Kamper stated during public comment, the public is allowed to make comments but the Board does not generally respond to questions due to constraints of the Brown Act. Director Holbrook stated that he once attended a conference and a session on renewable energy and said that companies may be under contract to use renewable energy but it is not considered 100% renewable. He was referred to our Public Relations Director, Troylene Sayler, if he requires additional information regarding the Retail Electric Project. Mr. Atherton informed the Board that he will be organizing an electric car event in September 2019 and if anyone is interested they can go to the website: [driveelectricweek.org](http://driveelectricweek.org).

**CONSENT CALENDAR**

- A. Approval of Warrants in the amount of \$375,541.53; Accounts Payable Wires in the amount of \$229,895.91; and payroll dated January 18, 2019 in the amount of \$210,980.40.
- B. Approval of the regular Board Meeting Minutes of January 15, 2019.
- C. Consent to SSJID's entry of property to read and to maintain flow meter for Martin and Diana Adrian, APN 247-220-31.
- D. Consent to SSJID's entry of property to read and to maintain flow meter for Arlene McCracken Separate Property Trust and Dorothy Dutra Separate Party Trust, APN 247-220-31.
- E. Consent to SSJID's entry of property to read and to maintain flow meter for Allen and Janis Sipma, APN 226-150-17.
- F. Accept and File Notice of Completion for DeJong Estates.
- G. Consider sale of Surplus Real Property to City of Manteca and approval of Resolution #19-01-P that documents Board action.

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Director Holbrook noted on page 10 of the minutes, under remaining projects to be completed, bullet point 1, MDC slope “repaid” should read MDC slope “regrade.”

A motion was made by Director Holmes and seconded by Director Kuil to approve the Consent Calendar with the changes as noted above. The motion passed 5 to 0 by the following roll-call vote:

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

**COMMUNICATIONS**

Director Holbrook attended the Water Advisory Commission meeting where the group discussed promoting a sales tax for generating flood control revenues. Advisory Commission members favored a sales tax rather than an assessment or property-related fee, which would require holding a Proposition 218 hearing and other procedures..

Director Kamper, along with Peter Rietkerk, met with newly elected Congressman, Josh Harder. He was pleased that Congressman Harder was open to discuss and willing to listen to the concerns of the water community.

Ed Erisman, Water Treatment Plant Manager:

- During last summer’s inspection of the transmission line, the corrosion protection system, a section of pipeline along Linne Road was identified as having a stray current coming from an unidentified source. Stray current can cause corrosion in metal pipe that can shorten the useful life and lead to leaks. Yesterday JDH Corrosion bored holes in the area of Linne Road and Chrisman Road in Tracy. They found the stray current was most likely coming from a buried PG&E line in the vicinity. The good news is that the current seems to be spread out over a large section of our transmission line and will not need to be addressed. We had originally thought that a new sacrificial anode station would need to be added but JDH Corrosion feels that the situation does not require a new anode. We will continue to monitor this section of pipeline.
- Staff has been working on several different options for membrane filter replacement. We have a proposal from Suez that includes a one-time purchase for 2019, a 5-year agreement to buy 4 trains or a 10-year agreement to buy 8 trains. The pricing and structure of this proposal is the best offer that we have seen from Zenon (now owned by Suez) in a long time. The 10-year option would save the District a considerable amount of money compared to the agreement that we had with GE (previous owner of Zenon). We found several companies that claim to make direct retrofit modules that could be used to replace our existing membranes without expensive changes in our hardware or programming. Scinor has already provided us with a quote and now we are waiting on Memcor (owned by Evoqua) to provide a quote for one train of replacements. It is still a little early to decide

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which route to go but the good news is that either direction will result in savings for the District and our City customers.

- Water Treatment Plant staff have been working with the Regional Water Quality Control Board and the State Water Resources Control Board to evaluate the possibility of placing some of the WTP's neutralized citric acid cleaning waste into the canal during the summer months. Under the District's current Waste Discharge Requirement Order R5-2014-0026 "Anti-Degradation Analysis," number 37 of the Order states that:
  - "...the potential best practicable treatment or control measures include:
    - a) Maximizing the purity of the chemical reagents used in the water treatment process;
    - b) Optimizing the chemical usage rates; and
    - c) Using the wastewater in combination with a higher quality water to irrigate landscaping or crops.
- The District currently does both (a) and (b) and would like to explore the possibility of mixing the wastewater with the canal water during the irrigation season to comply with item (c). Staff contacted the State Water Board and were told this would be best handled by the Regional Board. The Regional Board recently informed us that we needed to go back to the State Board. The main issue with this project seems to be the fact that the canal is considered to be a "Water of the State" since it eventually drains into the river. This does not mean the District cannot get a discharge permit but it does mean the requirements will be much stricter and the process to acquire the permit will probably take longer than originally estimated. The WTP staff will continue to work on this and will update the Board on any progress.

Bere Lindley, Assistant General Manager:

- Reported that Michael O'Leary worked with vendors to switch the District's physical internet connection to Comcast to increase communication speed 26-fold, and to change phone service to voice-over-internet-protocol ("VOIP"). It is a project that was budgeted for 2018 but not completed until 2019 and this may contribute to a budget variance. He is impressed with Michael's preventive quality control with the project.
- Don Thornburg and Robin Giuntoli are diligently working on the Alternate Work Schedule procedures and a form that will need to be completed by each employee who selects to work an alternate schedule.
- Spray crews have been moved from Walt Luihn's supervision and have been moved to Frank Avila's department. This works best for Walt's schedule and he will be personally involved with the process of Magnacide application.
- Preparations have been started for the annual audit and should be completed by late April.
- The proposed Capital Asset Funding Policy will not be presented today; the modeling of cash flows needs to happen to ensure that staff understands the mechanics of what it will look like.

Frank Avila, Irrigation Operations Manager:

- Reported the last three weeks have been difficult on his supervisory crew, due to several key persons being out due to illness.

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- He had the opportunity to attend the World of Concrete Conference this year. There were over 62 thousand people in attendance. The amount of technology being used was impressive. He thanked Peter Rietkerk and the District for allowing him the opportunity to attend this event.

**Water Department / Maintenance Department**

- RQ - divide construction is complete and staff are working on the installation of the gates.
- The Construction Crew is working on Laterals W and Wc – on the lines' headwalls.
- Staff is continuing to make progress on the float valve replacement project.
- Woodward Dam #2 Sikaflex project is completed.
- Maintenance work on the Joint Supply Canal has started.

**Shop Department**

- Welding crews are busy fabricating the slide gates for the pour over walls, the trash rack for the Santa Fe Road crossing, and the walkway for the RQ-divide.
- Staff is also working on maintenance of the District's vehicle fleet.

**MDC / Telemetry Department**

- Staff is busy with the installation of the new Slip-Meters for the W and the Wc lines, and gearing up to install the Rubicon gates at the RQ-Divide.
- Installation of the water tank on the Joint Supply Canal location is completed and looks nice; staff did good work.
- Staff is preparing the path and plumbing for the new SCADA Building.
- Working on the SCADA systems program to reflect the realignment changes of the divisions.

**Forrest Killingsworth, Engineering Department Manager:**

- City and District staff met to review Technical Memorandum 2 (TM2) for the French Camp Outlet Canal ("FCOC") Master Plan Study. Results of the analysis showed 1'-3' of flooding in two specific areas adjacent to the canal when a 10-year (or greater) storm event occurs during irrigation season, under existing conditions. The two areas are the Great Wolf/Family Entertainment Zone property and the property located west of the canal and south of Louise Avenue (previously known as "Villa Ticino West").
- The next step is to develop Technical Memorandum 3 ("TM3"), which will consider future buildout within the City and will identify necessary improvements along the FCOC to prevent flooding resulting from a 100 year storm event that occurs during irrigation season.
- A draft of TM3 is anticipated to be ready for review by March 8.
- The FCOC plan should be completed entirely by July.

**Peter Rietkerk, General Manager:**

He reported on the following items:

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Water Supply Update:

- Precipitation
  - San Joaquin River 5 Station Index is measuring approximately **12.5 inches** or **76 percent** of average precipitation to date for the 2018 - 2019 water season.
  - Northern Sierra 8-Station Index indicates approximately **17.3 inches** or **76-percent** of average precipitation to date for the 2018-2019 water season.
- Snowpack
  - Northern California Sierra snow sensors are measuring approximately **31-percent** of April 1 average and **86-percent** of normal to-date.
  - Central California Sierra snow sensors are measuring approximately **40-percent** of April 1 average and **85-percent** of normal to-date.
  - Southern California Sierra snow sensors are measuring approximately **37-percent** of April 1 average and **86-percent** of normal to-date.
- Reservoir Storage
  - New Melones storage is currently at **1,808,763 AF**, or **75-percent** of capacity.

Substitute Environmental Document Phase 1

- SSJID, along with other parties in the San Joaquin Tributaries Authority, filed suit against the State Water Resources Control Board regarding the Bay Delta Water Quality Control Plan Phase 1 SED approval on December 12, 2018.

Eastern San Joaquin Groundwater Authority

- The Eastern San Joaquin Groundwater Authority Advisory Committee met on January 9, 2019.

The Advisory Committee discussed the following topics:

- Groundwater Sustainability Plan (GSP) consultants estimate that the sub-basin needs to produce sustainability benefits of approximately 100,000 ace-feet annually in order for the sub-basin to achieve groundwater sustainability. These sustainability benefits can come in the way of projects, limitations in groundwater pumping, or a combination of both projects and limitations.
- Consultants continued to walk through their evaluation of proposed projects that would provide groundwater sustainability benefits to the sub-basin. These proposed projects were grouped into portfolios of various classifications, including groupings based on cost effectiveness, regional (GSA location) diversity, minimized infrastructure, environmental benefit (minimized impacts), disadvantaged community benefit, impact to cone of depression, fast implementation, large volume projects, and small volume projects. Consultants took initial input on the project groupings.
- The Advisory Committee started to discuss potential approaches to project financing, including a GSA scale approach to financing and operations to meet sustainability goals driven by specific GSA allocation within the sub-basin, a basin scale approach that would include all groundwater users paying into regional projects for implementation, or some hybrid solution.

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- The SSJGSA will need to schedule a meeting soon to discuss these items and receive direction and comments on the Advisory Committee presentations.

**Stanislaus River Basin Plan**

- SSJID and OID held a monthly conference call to discuss the status and activity for the Stanislaus River Basin Plan. Currently, CH2M Hill is working on items specific to OID as SSJID is progressing with elements of its Water Master Plan. Districts discussed groundwater modeling within the sub-basin, as well as next steps for project alternatives development and stakeholder outreach.

**Meetings**

- 1/7/2019 – Toured the District with Frank Avila to view the potential upcoming projects
- 1/9/2019 – Eastern San Joaquin Groundwater Authority meeting
- 1/9/2019 – San Joaquin Tributaries Authority meeting

**ACTION CALENDAR**

**Item #2 – Consider approval of purchase of various vehicles**

A motion was made by Director Holbrook and seconded by Director Kuil to purchase the following vehicles:

- Three (3) 2019 Ford F150 4x4 Crew Cab pickups from **Big Valley Ford** for \$36,872.72 each
- Two (2) 2019 Ford F150 4x4 Regular Cab pickups from **Big Valley Ford** for \$29,244.35 each
- One (1) 2019 Ford F150 4x2 Regular Cab pickup from **Big Valley Ford** for \$25,353.85 (W.T.P.)
- One (1) 2019 Ford F550 Regular Cab Diesel 84” CA with Scelzi mechanics body from **Hillier Ford** for \$139,673.32 (W.T.P.)
- One (1) 2019 Kenworth T370 10-wheel Dump Truck from Pape’ Kenworth for \$124,663.78
- One (1) 2019 Kenworth T270 6-wheel Flatbed Dump from Pape’ Kenworth for \$91,501.03

The motion passed 5 to 0 by the following vote:

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

**Item #3 – Consider approval of amended job description for Executive Secretary/Clerk of the Board**

Mr. Peter Rietkerk, General Manager, is recommending changes to the Executive Secretary/Clerk of the Board job classification, including renaming the position to “Executive Assistant/Clerk of the Board.” The recommended changes are intended to more accurately describe current duties, processes, and technologies utilized in this position. Additional education and experience guidelines were added to broaden the potential skillset and/or experience that potential candidates may have in fulfilling the job requirements for this position.

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**Item #4—Consider approval of “Executive Assistant – Engineering and Legal” job description and salary.** This item was postponed for discussion and action until after closed session.

**Item #5 – Consider whether to allow automatic increase of the Division 9 rates for 2019**

Ms. Sarah Bloom, Management Accountant, explained the Pressurization Charge (commonly referred to as the Division 9 rate) consists of two parts: (1) a fixed rate set at \$10 per acre-foot for system maintenance and improvements; and (2) a variable portion which is charged by the acre-foot to recover the cost of electricity. The electricity charge adjusts annually based on an inflation (or deflation) index which is dependent upon power costs (cost of electricity) incurred by the pressurization system (Division 9) during the previous calendar year.

A motion was made by Director Holbrook and seconded by Director Holmes to take no action and the Pressurization Charge will automatically increase from \$45 to \$47 per acre-foot in accordance with the rate design that was adopted after the public hearing held February 23, 2016.

The motion passed 5 to 0 by the following vote:

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

**Item #6 – Consider approval of Resolution #19-02-B to adopt 2019 water charges**

RESOLUTION #19-02-B  
CERTIFYING 2019 CHARGES FOR SERVICES  
FURNISHED BY THE SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
JANUARY 29, 2019

**WHEREAS**, Irrigation District law provides authority for the South San Joaquin Irrigation District, (“District”) in lieu, in whole or in part, of levying assessments, to fix and collect charges for any service furnished by the District and to prescribe reasonable rules with respect to said charges; and

**WHEREAS**, the District currently charges a flat rate charge (“Flat Rate Charge”) of \$24.00 per acre per year for water service to each parcel in the District on which District-supplied surface water is available for irrigation, with a minimum charge of \$50 per year, and

**WHEREAS**, the District currently charges a groundwater recharge charge (“Ground Water Recharge Charge”) of \$12.00 per acre per year to each parcel in the District of 10 acres or more which is subject to a recorded Irrigation Service Abandonment Agreement, and on which crops are commercially grown, and

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**WHEREAS**, on July 31, 2012, in conformance with the procedural requirements of Proposition 218, the District approved an additional volumetric charge of \$3 per acre foot (“First Tier Volumetric Charge”), and on September 22, 2015 limited the First Tier Volumetric Charge to the first 48 inches of water used per year, and approved an additional volumetric charge of \$10 per acre-foot for water used in excess of 48 inches per year starting in 2016 (“Second Tier Volumetric Charge”), and

**WHEREAS**, on February 23, 2016, in conformance with the procedural requirements of Proposition 218, the District approved an ongoing pressurized water charge for customers served with pressurized water from the District’s Irrigation System Improvement Project (“Pressurization Charge”) consisting of (a) recovery of electricity expense, subject to an annual inflation or deflation adjustment, and (b) \$10 per acre-foot for replacement of capital assets, which is not subject to an annual inflation or deflation adjustment. The electricity expense component of the Pressurization Charge was approved with an annual adjustment for each of the five years 2017 through 2021 to account for the change in the District’s cost of electricity, on a per acre-foot basis, experienced by the pressurized water system during the preceding year; and

**WHEREAS**, Notice of the electricity expense change and the resulting change in the Pressurization Charge shall be given by mail to each customer subject to the Pressurization charge at the address to which the District customarily mails the billing statement for the Pressurization Charge, and to the record owner's address shown on the last equalized assessment roll, if that address is different than the billing address, and **WHEREAS**, the District declares the following with respect to the Flat Rate Charge, Ground Water Recharge Charge, First and Second Tier Volumetric Charges, and Pressurization Charge:

- (1) The revenues derived from the aforementioned charges do not exceed the costs of providing the subject properties with the respective service(s);
- (2) The revenues derived from the charges will not be used for any purpose other than that for which the charges are imposed;
- (3) The amount of a charge imposed shall not exceed the proportional cost of the service(s) attributable to the subject property, and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that pursuant to Sections 22280 and 22283 of the Water Code, the Flat Rate Charge, Ground Water Recharge Charge, First and Second Tier Volumetric Charges, and levels for the 2019 calendar year as follows, subject to the exception for an inflation or deflation adjustment in the electric cost component of the Pressurization Charge noted above in the recitals, and subject to the following rules:

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**RULE NO. 1: FLAT RATE CHARGE**

- a) For each separate parcel, as shown on the District records of San Joaquin County Assessor's Parcel Maps, which is not the subject of an Irrigation Service Abandonment Agreement with the District, there shall continue to be charged for the use of District water, an annual Flat Rate Charge of \$24.00 per acre.
- b) The minimum amount for the Flat Rate Charge shall continue to be \$50.00. The Flat Rate Charge is due on receipt and payable in two installments.
- c) For parcels billed by the District, the first installment is delinquent if not paid by 4:30 p.m. on December 20, 2018 and the second is delinquent if not paid by 4:30 p.m. on June 20, 2019.
- d) For parcels billed by San Joaquin County, the first installment of such charges will be delinquent if not paid by the customer to the County by December 10, 2018 and the second installment of such charges will be delinquent if not paid by the customer to the County by April 10, 2019.
- e) For parcels billed by the District, water service will be denied to any land having outstanding Flat Rate Charges in excess of ten (10) working days.

**RULE NO. 2: FIRST and SECOND TIER VOLUMETRIC CHARGES**

- a) There shall continue to be charged a First Tier Volumetric charge of \$3 per acre-foot for the first 48 inches and a Second Tier Volumetric charge of \$10 per acre-foot for water used in excess of 48 inches.
- b) Water service will be denied to parcels having outstanding volumetric charges in excess of \$10 for 45 days or longer.

**RULE NO. 3: PRESSURIZATION CHARGE**

- a) The pressurization charge and the annual adjustment feature is described as follows.  
On February 23, 2016, the District imposed an ongoing pressurized water charge for customers served with pressurized water by the District's Irrigation System Improvement Project ("Pressurization Charge") consisting of (a) recovery of electricity expense, subject to an annual inflation or deflation adjustment, and (b) \$10 per acre-foot for replacement of capital assets, which is not subject to an annual inflation or deflation adjustment. The electricity expense component of the Pressurization Charge will be adjusted each of the five years 2017 through 2021 for the change in the District's cost of electricity, on a per acre-foot basis, experienced by

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the pressurized water system during the preceding year. Notice of the electricity expense change and the resulting change in the Pressurization Charge shall be given by mail to each customer subject to the Pressurization charge at the address to which the District customarily mails the billing statement for the Pressurization Charge and to the record owner's address shown on the last equalized assessment roll, if that address is different than the billing address.

- b) The annual adjustment method described in Rule 3a above results in an increase of \$2 per acre-foot for 2019 as compared to the 2018 rate. Therefore, each separate parcel which receives pressurized water from the District's Irrigation System Improvement Project, shall, in addition to the Flat Rate Charge described in Rule No. 1, and the First and Second Tier Volumetric Charges described in Rule No. 2, pay a Pressurized Charge of \$47 per acre foot during 2019.
- c) Parcels receiving pressurized water from the District's Irrigation System Improvement Project will be billed each month of the irrigation season both for delivery of District-supplied surface water under Rule No. 2 and for pressurization of such water under this Rule No. 3.
- d) Water service will be denied to parcels having outstanding Pressurization Charges in excess of ten (10) working days.

**RULE NO. 4: GROUNDWATER RECHARGE CHARGE**

- a) For those separate parcels, as shown on the District records of San Joaquin County Assessor's Parcels, which are used to grow commercial crops and which are the subject of an approved District Irrigation Service Abandonment Agreement, there shall continue to be an annual Ground Water Recharge Charge of \$12.00 per acre for the benefits derived from groundwater recharge.
- b) The Groundwater Recharge Charge is due on receipt and payable in two installments.
- c) For parcels billed by the District, the first installment is delinquent if not paid by 4:30 p.m. on December 20, 2018 and the second is delinquent if not paid by 4:30 p.m. on June 20, 2019.
- d) For parcels billed by San Joaquin County, the first installment of such charges will be delinquent if not paid by the customer to the County by December 10, 2018 and the second installment of such charges will be delinquent if not paid by the customer to the County by April 10, 2019.

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**RULE NO. 5: SERVICE ABANDONMENT**

- a) Those separate parcels, as shown on the District records of San Joaquin County Assessor's Parcels, which do not utilize District water service, may be exempted from the District Flat Rate Charge provided the owners of such lands enter into an "Irrigation Service Abandonment Agreement" with the District, and,
- b) Provided further, there are no outstanding amounts owed to District for water service on such lands.
- c) Such parcels may also be exempted from the Ground Water Recharge Charge, provided such parcels are less than 10 acres or are not used to grow commercial crops.

**RULE NO. 6: COLLECTION**

The Board authorizes the charges to be transmitted to the County Tax Collector and continue to be enrolled on the tax roll of the County of San Joaquin for collection at the same time, in the same manner, and subject to the same penalties for delinquency as county taxes.

A motion was made by Director Holmes and seconded by Director Kuil to approve Resolution #19-02-B establishing the 2019 water charges. The motion passed 5 to 0 by the following roll-call vote:

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

**Item #7 – Directors Report from Mid-Pacific Water Users Conference**

Director Kuil reported that it was a very good conference and he enjoyed the speakers and the programs he attended.

Director Roos enjoyed the conference and says it was well attended by Farmers and Agricultural people. He attended a session with keynote speaker, Steven Ford, actor and son of President Gerald Ford. He enjoyed what Mr. Ford had to say. He also attended a session that discussed the public trust doctrine which is the public's right to use California's waterways for navigation, fishing, boating, natural habitat protection and other water oriented activities protected by the common law doctrine of the public trust.

**Item #8 – Financial Statements for December 2018**

Mr. Bere Lindley, Assistant General Manager, reported that Tri-Dam's accounts payable person is out of the office for a few weeks, and SSJID sent Lori Jimenez, Accounting Technician, to Tri-Dam to help them out. Rick Dodge reported that Lori did an excellent job and she will continue

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to assist Tri-Dam using remote access to their accounting system. Kudos to Lori.

Mr. Lindley thoroughly reviewed the end of the year Financial Statements, starting with page 4, the balance sheet, and explained the District's assets, which includes cash, investments, capital assets, liabilities, current and long term. He explained the debt service coverage in great detail.

**Item #9 – Investment Reports for December 2018**

Mr. Bere Lindley, Assistant General Manager, presented an oral report to the Board on the District's investments.

General Counsel announced that items #10 (c) through (g) in closed session would be discussed, and then adjourned to closed session at 11:30 a.m.

**Item #10 – Closed Session**

10. a. Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9  
- 3 cases
- b. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9  
- 3 cases
- c. Conference with Legal Counsel – Existing Litigation  
Paragraph (1) of subdivision (d) of Government Code Section 54956.9  
- 4 cases  
*SAN JOAQUIN TRIBUTARIES AUTHORITY, et al., vs. CALIFORNIA STATE WATER RESOURCES CONTROL BOARD*  
County of Tuolumne Superior Court  
Case No. CV62094

*SSJID vs. PG&E*

Appeal from Judgment of Dismissal Pending:

In the Court of Appeal for the State of California, Third Appellate District

Case No. C086319

Superior Court for San Joaquin County

Case No. STK-CV-UED-2016-0006638

*PG&E vs. San Joaquin LAFCo; SSJID, Real Party in Interest*

In the Court of Appeal for the State of California, Third Appellate District

Case No. C086008

Superior Court for San Joaquin County

Case No. STK-CV-UJR-2015-0001266

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*SSJID vs. Lakeview Ranch Partners*  
Superior Court for Stanislaus County  
Case No. 2028441

- d. Management Unit Labor Negotiations  
California Government Code Section 54957.6  
Agency Negotiator: General Manager  
Employee Organizations: SSJID's Management Group
  
- e. Public Employment  
Government Code Section 54957  
Title: Water Resources Coordinator
  
- f. Conference with Real Property Negotiators  
Government Code Section 54956.8  
Property: APN 226-160-03  
Agency Negotiator: General Manager and Engineering Department Manager  
Negotiating Parties: SSJID and City of Manteca  
Under Negotiation: Price and terms of payment
  
- g. Public Employment  
Government Code Section 54957  
Title: Executive Secretary/Clerk of the Board

***Director Kuil exited the meeting at 1:10 p.m.***

***The Board reconvened to open session at 1:15 p.m.***

Disclosure of reportable actions taken in Closed Session, pursuant to Government Code Section 54957.1: There were no reportable actions taken in Closed Session.

**Item #4 – Consider approval of “Executive Assistant – Engineering and Legal” job description and salary**

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
EXECUTIVE ASSISTANT: ENGINEERING AND LEGAL  
(CONFIDENTIAL CLASSIFICATION)**

*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**

Reports to the Engineering Department Manager. Performs a variety of complex administrative duties for the Engineering Department and General Counsel; prepares correspondence and documents; prepares and schedules bid notices for District projects; assists General Counsel and Engineering Department Manager in researching easements and other property records and prepares contracts, permits, and deeds.

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**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.*

1. Serves as customer service representative for the Engineering Department: Answers questions from the general public; assists applicants seeking encroachment permits and other approvals from District.
2. Acts as Legal Assistant for General Counsel: coordinates meetings and calendaring, prepares legal documents, drafting correspondence, resolutions, and contracts; performs real property records research regarding easements, rights of way, and property ownership; responsible for maintaining confidential nature of legal documents and information.
3. Prepares legal and engineering correspondence, and other related documents.
4. Reviews development referrals from cities and counties, facilitates processing within the Engineering Department, including preparing all necessary documents and obtaining notarized signatures.
5. Maintains legal and engineering records for archiving.
6. Creates, manages, and maintains all Engineering Department files.
7. Assists Engineering Department manager with a variety of administrative tasks including preparing agenda items, staff reports, and meeting materials.
8. Coordinates and assists engineering staff in the preparation of contract packages, bid invitations, and organizes bid meetings for District Projects. Schedules preconstruction meetings and prepares documents for meetings; ensures the District receives all required documents from the contractor; issues notice to proceed once authorized by engineering staff.
9. Monitors/tracks District construction contracts: Ensures compliance with contractor insurance, bonding, and Department of Industrial Relations registration requirements; files notices of completion for all district projects; calendars and releases bonds and retention, furnishes required information to accounting.
10. Provides notary public services for General Counsel and Engineering Department.
11. Processes invoices from contractors.
12. Serves as Executive Assistant/ Clerk of the Board in his/her absence.
13. Provides administrative assistance to the General Manager during the course of labor negotiations, including but not limited to taking notes during negotiating sessions, preparing interim work product, research, and drafting changes to labor agreements.
14. Performs related duties as required.

**QUALIFICATIONS**

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

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**Knowledge of:**

Office practices and procedures including word processing, business correspondence, record keeping, reporting procedures, and filing.

Basic principles and practices of secretarial duties and office procedures.

Principles of business letter writing and report preparation.

Techniques and procedures for reviewing reports, plans, and specifications.

Various aspects of computer operations.

**Ability to:**

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Type or enter data at a speed necessary for successful job performance.

Independently prepare correspondence and memoranda.

Keep accurate and concise records.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**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:**

Any combination of experience and education equivalent to the completion of a four-year degree in business, public administration, engineering, or business management is highly desirable.

**Experience:**

Four years of secretarial experience and/or administrative assistance, preferably in a water utility or similar public agency. Experience in a legal office is desirable.

**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.

Commissioned by the State of California as a Notary Public.

**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 primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office 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 light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

**Hearing:** Hear in the normal audio range

A motion was made by Director Holmes and seconded by Director Holbrook to approve new job classification titled “Executive Assistant: Engineering and Legal”, the proposed five-step salary range with a top step of \$83,096, and that the position will be part of the Management Unit. The motion passed 4 to 0 by the following vote:

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

**Item #11 – ADJOURNMENT**

A motion was made by Director Holbrook and seconded by Director Holmes to adjourn the meeting at 1:15 p.m. The motion passed 4 to 0 by the following vote:

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

**ATTEST:** \_\_\_\_\_  
              Betty L. Garcia, Clerk of the Board