

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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 HOLMES KAMPER KUIL  
ABSENT: ROOS

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

**Public Comment** - None

**CONSENT CALENDAR**

- A. Approval of Warrants in the amount of \$233,352.30; Accounts Payable Wires in the amount of \$396,695.52; and Payroll dated March 16, 2018 in the amount of \$223,226.00.
- B. Approval of the Regular Board Meeting Minutes of March 13, 2018.

A motion was made by Director Holbrook and seconded by Director Holmes to approve the Consent Calendar as submitted. The motion passed 4 to 0 by the following roll-call vote:

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

**ACTION CALENDAR**

**Item #1 – Consider approval to hire second full-time pest applicator**

Mr. Walt Luihn, Environmental Compliance/Safety Officer, explained to the Board that the Pest Control Division has struggled the last few years with not having sufficient pest control personnel to maintain all of the District's facilities. He said a second full-time applicator would allow the District to spray areas more efficiently and to keep the pest control program operating when an employee is out sick, injured, or on vacation.

A motion was made by Director Holbrook and seconded by Director Kamper to approve the addition of a second full-time licensed pest control applicator. The motion passed 4 to 0 by the following vote:

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

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**Item #2 – Consider approval of updated cost estimate for Board Room Remodel**

Ms. Robin Giuntoli, Accounting & Customer Service Manager, informed the Board that the District has obtained a construction permit and a firm number for the minimum required costs of Americans with Disabilities Act (ADA) compliance. The additional funds needed to complete the job will cover costs for a bullet-resistant modification to the front counter, an increase in paint estimate, an increase in ADA compliance, and a 10% contingency.

A motion was made by Director Holmes and seconded by Director Kuil to approve the additional \$32,258.00 to cover ADA compliance and contingency. The motion passed 4 to 0 by the following vote:

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

**Item #3 – Presentation regarding Web Interface with On-Farm Meters**

Mr. Frank Avila, Irrigation Operations Manager, and Mr. Jason Foster with Control Point Engineering, Inc. presented a live web interface demonstration of the new On-farm program, explaining how the District will be using this tool to track water deliveries, billing data, and other functions. Mr. Avila informed the Board that this new addition to the system's website was designed to look and operate the same as the Division 9 web portal. This web portal is to allow all District customers to have the same access to the information about their farm deliveries as Division 9 has and enjoys now. Mr. Avila and Mr. Foster have worked to improve the operations on the Division 9 web interface and the system improvements with the assistance and input of various District staff members. These same features are now being used on the system to interface with the On-Farm sites and to give the On-Farm customers with meters the ability to track the water they have used in a water season.

Mr. Foster said this program has the same flexibilities and the same multi-site information available to the farmers regarding their water deliveries information. The On-Farm Meter data can be accessed by the District's customers to view their accounts and to track their water orders, deliveries, and billing information. Farmers will have the ability to track their water usage, by time and date it was delivered and how much. The program allows both District staff and customers to manage their accounts. Customers can review historical data dating back to the point when a meter was installed on their system.

Director Holmes asked if the system's features could be expanded to the entire District and whether the information will be updated in the On-Farm information website. Mr. Foster said yes, the program was built to include future growth capabilities. Mr. Lloyd Wayman, Interim Telemetry Systems Supervisor, stated that the program may be utilized by an unlimited number of users without additional cost. Mr. Avila added that this system also has the ability to send a notification or alarm to customers notifying them when the system starts to irrigate and sends another alarm when the irrigation event shuts down. Another feature the system has is the ability

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

for several users managing the same turnout to receive an email notifying them of upcoming water deliveries or shutting down events. The Directors were impressed with the presentation and thanked Mr. Avila and Mr. Foster for the update of the On-Farm web interface system.

This item was information only and no action was taken.

**Item #4 – Discussion and update regarding the Strategic Planning Implementation Program**

Mr. Peter Rietkerk, General Manager, reviewed the Strategic Plan Implementation Program with the Board. He said that staff provides regular updates from the Plan to the Board to ensure accountability in implementing the Strategic Plan. Mr. Rietkerk explained that prior to the initial presentation of the Implementation Program to the Board, staff took the initiative and began completing projects early, especially those that were relatively easy to complete. The areas of focus on the Plan are Customer Service and Community Relations, Finance and Rates, Legislative and Regulatory, Retail Electric, Water Supply Operation and Distribution, and Workforce and Culture. Completed projects include:

- Refining a process through which SSJID staff can update customer email contact information for future use in sharing District news and operations updates;
- Regular information backup and network virus reporting;
- Creating the Workforce and Culture Committee to participate in the development of future Workforce and Culture implementation projects;
- Create and conduct annual employee survey (SurveyMonkey Engagement Survey);
- Define financial literacy; as an early step in an initiative to educate all staff on SSJID finances.

He reviewed in great depth all of the projects as well as changes to the program. He also discussed the updated Strategic Plan Implementation Program for 2018.

There was no action taken on this item.

**Item #5 – Discussion and update regarding the Stanislaus River Basin Plan**

Mr. Peter Rietkerk, General Manager, gave a brief background, stating that in July 2017, Oakdale Irrigation District approved a contract with CH2M, to develop a scope of work for an update to their water resources plan, with the expectation of addressing current regulatory and water resource challenges. Representatives from OID, SSJID, and Stockton East Water District (SEWD) met and agreed that this scope should be expanded to include OID/SSJID, based on their shared water rights; and possibly SEWD, as a basin partner, CVP contractor on the Stanislaus River, and interested party in the local region on both surface and groundwater issues. CH2M continued to coordinate with all three agencies in the development of a draft scope of work for a project that has now been called the Stanislaus River Basin Plan. After discussing the draft scope among the three agencies, it was agreed that each agency would bring the draft scope to their board for review and comment.

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Mr. Rietkerk said SSJID staff believes the scope of work developed by C2HM coordinates with SSJID Water Master Planning efforts and said that staff will answer any questions from the Board on the draft scope and planning effort. Mr. Rietkerk reviewed the Scope of Work with the Board and said the next step should be a committee meeting at Tri-Dam and believes the contract should be held by Tri-Dam. He indicated that SEWD will contribute approximately \$20,000 towards the Stanislaus River Basin Plan. Director Holmes asked what the next step in the process would be if C2HM were to develop the Stanislaus River Basin Plan. Mr. Rietkerk said if both Districts are willing to contract together, it would be a joint contract by SSJID and OID. Director Holbrook said if the District does not make the decision to develop a plan, the State will take over. He said the District needs as much information and facts about its water resources as possible in order to stand against the State. Director Holmes agreed that the more knowledge the District has, the more it will help us to make the best educated decisions for our District. Mr. Rietkerk indicated that he will contact Tri-Dam and OID to schedule a committee meeting to review this item.

There was no action take on this item.

**Item #6 – Annexation Procedures for Eight (8) Parcels partly in District Boundary**

Ms. Mia Brown, General Counsel, noted that San Joaquin County collects the District's fixed rate water charges on the property tax statements. Historically, this relationship has worked very well. However, there are eight (8) parcels along the southerly district boundary which San Joaquin County does not bill, because portions of these parcels are outside the SSJID boundaries and therefore are not included in the tax-rate area assigned to SSJID by the Board of Equalization. As a result, District staff directly bills the owners of each of the 8 parcels for the fixed rate charge. The County will not collect water charges for these parcels unless the District annexes the portion of each parcel that is located outside the District's boundaries. Five (5) of the eight (8) parcels take water. The Board expressed concerns regarding some of the parcels regarding their water usage and whether or not they have been billed for that usage.

There was no action taken on this item. The Board agreed to table the matter, with direction to staff to provide clarification as to the number and APNs of the affected parcels, along with water usage and billing history.

*The Board took a break at 10:42 and reconvened at 10:55.*

**Item #7 – Financial Statements for February 2018**

There was no action taken on this item.

**Item #8 – Investment Reports for February 2018**

There was no action taken on this item.

*Legal Counsel advised the Board that there was an item that came to the attention of the District after the posting of the agenda and which requires immediate attention:*

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Ms. Mia Brown, General Counsel, stated at the March 13, 2018 meeting, the Board approved a Reimbursement Agreement with the City of Manteca, subject to the inclusion of language requiring SSJID’s prior approval of consultant invoices prior to payment by the City. The City accepted the District’s language in concept, but supplied slightly modified language, giving SSJID 15 days to review consultant invoices prior to payment. The proposed language was presented to the District for approval after the posting of the Agenda, and the Agreement at issue is scheduled for approval by the City on April 3. Therefore, the item may be added to the Agenda for discussion and action by motion and approval by the Board pursuant to Government Code Section 54954.2(b)(2).

**Added Item – Reimbursement Agreement with the City of Manteca**

A motion was made by Director Holmes and seconded by Director Holbrook to add the item to the Agenda pursuant to Government Code Section 54954 (b)(2). The motion was approved 4 to 0 by the following vote:

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

The language modification to Section 2 of the Agreement proposed by the City is as follows:  
“City shall submit all Consultant Invoices to District for review and comment at least 15 days prior to making payment to Consultant.”

A motion was made by Director Holmes and seconded by Director Holbrook to approve the language as presented. The motion passed 4 to 0 by the following vote:

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

**Item #10 – Communications**

Director Holbrook:

- He attended the Special District Risk Management Authority (SDRMA) Spring Education Day on March 20 in Sacramento. He said the speakers were exceptional. One of the speakers addressed the Evaluation Process of Employees and noted if the evaluation forms are not used appropriately, it is best not to use them. Employers were advised if they own any properties that the public has access to walk on, those properties should be properly posted as recreational trails so the District reduces the chances of liability.

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Director Kamper:

- He attended the Special District Risk Management Authority (SDRMA) Spring Education Day and attended the class regarding performance evaluations. One example of using the evaluations is if you ask an employee if he feels he is being harassed and says no yet later files harassment against the employer, the information in the evaluation can be used.

Ed Erisman, Water Treatment Plant Manager:

- The solar array repairs have been completed; both the thin-film and microcrystal arrays are now tracking and should be producing as designed.
- The new plant mechanic, Christopher Avila, started working on Monday, March 26.
- Staff is finishing the annual cleaning and inspection of the bulk sodium hypochlorite storage tanks. The tanks that were inspected looked good and the interior chemical resistant liner is holding up well.

Bere Lindley, Assistant General Manager

- The Audit process is underway and going smoothly. The auditors arrived on Monday, March 26 with a list of items they needed to review. Sarah Bloom is extremely helpful with the auditor's requests.
- Sarah Bloom has a total of 31 projects on her to-do-list. She is working on a report using Tri-Dam water data over the last seven years into a table to perform analysis of precipitation and water levels; monitoring and analyzing the performance against the budget. She is also working on a 12 month rolling financial projection and year-end projections. Sarah also developed a report to track legal expenses on the Retail Electric project.
- Mr. Lindley plans on working on the long-range financial projections.
- He reminded the Board members to submit their Form 700 to Robin Giuntoli by March 30.

Frank Avila, Irrigation Operations Manager:

Water Department:

- Currently the Division Managers are working from the Yard wrapping up projects left on the winter list, including repairs of new leaks found after water started.
- Woodward Level is at 203.31; flows from Tri-Dam are 200 cfs.
- Staff discovered a couple of leaks on the B-line in Escalon and with the water being out of the lines it was the right opportunity to resolve these issues. Joe Hasten is managing the crews working at the site.
- On Monday, March 26, a new employee was hired. His name is Andrew Teicheira and he will start to work with the water department training on the water duties.
- All Division Managers will be preparing on Monday, April 2, and ready to deliver water on the Tuesday morning, April 3.

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Maintenance Department:

- An employee gave his notice and his last day to work is Friday, March 23. He will be missed but we wish him the best on his future endeavors.
- Walt Luihn scheduled a training exercise with some of SSJID employees and the Lathrop/Manteca Fire Departments on Confined Space Rescue. The training lasted approximately 3 hours. Everyone involved seemed to be happy with the outcome. Walt is planning more of the same training after the water season and plans to have more of the district personnel attend this exercise.
- Staff is continuing to maintain the drains – making sure they are ready for any rain events.
- We have a crew working on washouts at the FCOC.
- This week four (4) employees are attending the Boom Truck operation training at “A Better Valley Crane” location. The attendees are Shawn Ussery, Jim Schaad, Tom Johnson, and Mike Hanson.

Shop Report:

- All GPS systems have been installed on the vehicles and are working properly.
- James Ferguson is about halfway on the data entries for his inventory system. This system is already notifying him when it is time to place an order for parts that have low inventory.
- The repairs to the Brown Bear is complete and it will be returned to the Water Treatment Plant in the next few days.
- Derek Adams, the shop mechanic, is in the process of getting his class A license.

MDC/Telemetry:

- Tony Encalade & Randal Welch are attending a class on SCADA programing at the ITRC Irrigation facility.
- Staff is busy with Division 9 and On-Farm meter and system repairs.
- Operators are working to maintain the MDC in safe condition and ready to run water on Monday.
- As time permits, staff will continuing working on the MDC actuators, as needed.
- Mr. Avila is meeting with Division Managers to discuss operational systems.

Forrest Killingsworth, Engineering Department Manager:

FCOC Master Plan:

- The City of Manteca is taking Carollo’s proposal to prepare the FCOC Master Plan Study to their City Council meeting on April 3. Per Board direction, District Staff negotiated the contribution amounts with City Staff. The scope of work was evaluated to establish the percentage of work specifically needed to evaluate the impacts of future developments and to identify improvements necessary to increase flow capacity. Following the evaluation, the District proposed to pay for 34% of the cost associated with the study, with the City paying the remainder. The reimbursement agreement will be considered for approval by the City Council at the April 3<sup>rd</sup> meeting.

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Staffing:

- The District has extended an offer to an Associate Civil Engineer candidates, and the candidate has given verbal acceptance. It is anticipated that the candidate will be available to start with SSJID in approximately 1 month.

Developments:

- Engineering staff has been communicating with the project engineer for the Nur al Huda Academy. They have started moving forward with a design concept that will require a realignment of Lateral Y through the property.

Water Master Plan:

- Engineering staff is working with District Counsel to fine tune the RFP document prior to distribution to potential respondents. We hope to have the document out within a week.

Meetings of Interest:

- Met with Union Pacific Railroad (UPRR) to discuss the Lathrop Wye Project, which involves a new track crossing over the French Camp Outlet Canal (FCOC). UPRR anticipates construction beginning as soon as October of 2018. District staff will be working on plan checks and agreement negotiations in the coming months.

Mia Brown, General Counsel:

- Mia thanked Dawn Driesen for assembling the Guide to the Ralph M. Brown Act update for 2018.
- Ms. Brown was invited to the University of the Pacific to speak at a legal seminar.
- On April 9, she will participated in a program called First Impressions at the Woodward Elementary School in Manteca.

Peter Rietkerk, General Manager:

Mr. Rietkerk presented the following information for a water supply update:

Water Supply Update:

- Precipitation
  - San Joaquin River 5 Station Index is measuring approximately **25.7 inches (+10.4 inches from last Board meeting)** or **80-percent (+28% from last Board meeting)** of average precipitation to date for the 2017-2018 water season.
  - Northern Sierra 8-Station Index indicates approximately **33.9 inches (+9.5 inches)** or **80-percent (+17%)** of average precipitation to date for the 2017-2018 water season.
- Snowpack
  - Northern California Sierra snow sensors are measuring approximately **47-percent** of April 1 average and **47-percent** of normal to-date
  - Central California Sierra snow sensors are measuring approximately **65-percent** of April 1 average and **65-percent** of normal to-date
  - Southern California Sierra snow sensors are measuring approximately **56-percent** of April 1 Average and **56-percent** of normal to-date



**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

- Reservoir Storage
  - New Melones storage is currently at **1,997,026 AF**, or **83-percent** of capacity.

**Meetings**

- 03/13/2018 – Meeting with Woodard and Curran to discuss GSP preparation process.
- 03/14/2018 – Eastern San Joaquin Groundwater Authority.
- 03/21/2018 – Tunnel Bypass meeting with Condor.
- 03/22/2018 – Manteca Rotary Presentation on Water Master Planning was well received.
- 03/22/2018 – Escalon Farm Center Dinner.
- 03/26/2018 – Meeting with Union Pacific Railroad regarding Wye-Rail Connection.

On Wednesday, March 21, Senior Management attended a webinar entitled “Beyond Posting and Praying.” This webinar discussed how to search for job candidates and what that application process says for you as an employer. They talked about job branding and the role of your mission, vision, values, and work culture process. It discussed how to streamline the application process, to go digital, and how social media is a cost effective way to get your message out. Mr. Rietkerk said they also learned about outreach, and participating in job fairs at both the junior college and 4-year university levels.

**Item #11 – Closed Session**

Director Kuil announced that all items listed in Closed Session would be discussed and the Board adjourned to Closed Session at 12:04 p.m.

11. 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
  - 3 cases

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

**MINUTES FOR THE MARCH 27, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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

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

- d. Conference with Real Property Negotiator  
Government Code Section 54956.8  
Property: Water  
Agency Negotiator; General Manager  
Negotiating Parties: SSJID, OID, San Luis & Delta Mendota Water Authority; and  
Department of Water Resources  
Under Negotiation: Terms of Payment

Returned from Closed Session at 12:21 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 #9 – Discussion and/or Action regarding an “Agreement to Purchase Release of Water by and among the Oakdale Irrigation District, the South San Joaquin Irrigation District, the San Luis & Delta Mendota Water Authority, and the California Department of Water Resources**

The Board agreed to table this matter.

**Item #12 – ADJOURNMENT**

There being no further business to discuss, a motion was made by Director Holbrook and seconded by Director Holmes to adjourn the meeting. The motion passed 4 to 0 by the following vote:

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

**ATTEST:** \_\_\_\_\_

Betty L. Garcia, Clerk of the Board