

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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

DIRECTORS: HOLMES KAMPER KUIL ROOS  
ABSENT: HOLBROOK

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** - None

**CONSENT CALENDAR**

- A. Approval of Warrants in the amount of \$442,602.92; Accounts Payable Wires in the amount of \$474,785.42; and payroll dated October 26 in the amount of \$219,937.87; and payroll dated November 9 in the amount of \$211,303.67.
  
- B. Approval of the regular Board Meeting Minutes of October 23, 2018.

A motion was made by Director Roos 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: HOLMES KAMPER KUIL ROOS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: HOLBROOK

**COMMUNICATIONS**

Director Kuil attended the SGMA Meeting that was held at the Manteca Transit Center and said it was well attended and people asked good questions. Both Peter Rietkerk and Bob Holmes attended the meeting. He also thanked all of the staff involved with planning the Halloween Trick or Treat Party.

Director Roos stated that a vehicle was recently found in the District's canal and asked if Mr. Avila knew about the incident; he was unaware.

Director Holmes thanked staff and all employees for their participation in the planning of the employee picnic. He said it was a good time and well attended. He also thanked all the staff involved in the Annual Safety Day. He attended a Finance Committee meeting with Peter, Bere, and Sarah and it went well.

He encouraged staff to reach out and help with our neighbors to the North who suffered from the Paradise Fire. He thanked Betty Garcia for all of the hard work she does.

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Ed Erisman, Water Treatment Plant Manager:

- Variable Frequency Drives (VFDs) have been installed on the dissolved air flotation (DAF) units. Water Treatment Plant staff still need to complete the programming for the automatic flow pacing but the flows are now adjustable at the panels.
- Corollo Engineering was at the Water Treatment Plant last week to take water samples for the pilot testing phase of the pretreatment optimization study.

Bere Lindley, Assistant General Manager:

- At the recent Finance Committee meeting, discussions were held related to funding capital projects and expenditures. The proposal is to have enough resources to pre-fund these expenditures. With pre-funding accounts, interest is earned, as opposed to borrowing money where the District must pay interest. Director Roos gave recognition to Sarah Bloom, Management Accountant, for all of her hard work in the annual budget process.

Troylene Sayler, Public Relations Director

- The Manteca Senior Community Breakfast will be held on Saturday, November 17. Both Dave and Judy Kamper will be assisting with the event. Several staff members also volunteered to help out.
- Brief update regarding the Board Room design and décor: The SSJID Logo will be installed soon. Photos of both past and present Directors will also be installed. Mission, Vision, and Values framework will also be displayed. There will be a variety of Art Work displayed as well.
- Thank you to the Board for their support and attendance at the employee picnic which was well attended and it was obvious that employees enjoyed their time together with family and fellow co-workers.
- The Annual Employee Dinner may be scheduled for the month of January.
- SSJID participated in a video that will be shown at the Fall ACWA Conference in San Diego. Mr. Peter Rietkerk showed a portion of the video.
- City of Manteca Centennial Gala is scheduled for Saturday, December 8 and SSJID will be one of the sponsors of the event. The event is at the MRPS Hall in Manteca and will begin at 5:30 p.m., with dinner being served at 6:30 p.m.

Frank Avila, Irrigation Operations Manager

Water Department:

- Woodward reservoir is set for winter operations and Maintenance is not scheduled until the end of the year.
- Staff pulled out a van that was stuck on the Santa Fe Road crossing. There are plans to install a trash grate at that location, which should be in place before next water season.
- Budget is a main priority for each department leader.
- The MDC has been drained and is set for winter maintenance work.
- Staff is starting the pipe crawling in the Division 1 area.

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Maintenance Department:

- John Briggs will be on vacation for the next two weeks; Tom Johnson will be covering for him.
- The Department has started the K-Line project installation of the headwall takeout.
- The work at Rosier Reservoir is complete. Staff is in the process of moving the equipment to other work sites as needed.
- Staff still working on prepping the R-ditch at Jack Tone Road.
- Pipe is expected to be delivered today for the V-line and this will be the first pipe line replacement project for this year.
- First of the four float projects is being installed; and staff are starting to form the boxes today.

Shop Department Report:

- Staff is busy with all the winter construction demands, from welding to equipment needs, on all the projects.
- James Ferguson will have a date very soon for the gas pump upgrade; he is waiting for the installer. The Department is looking forward to using the new system.
- The Department is almost done with the suspension work on the truck that got into an accident, and next it will be going to the shop so they can perform the body repairs.

MDC/Telemetry Department:

- Crews are working in removing all of the electronics from the K-line and the RQ-divide, so the Maintenance Department can perform the construction work needed at each site.
- They have performed winter maintenance at the Division 9, and set it in winter mode, by setting the system pressure to 15 PSI.
- Performed electrical work at the Schell Road property in preparation for SSJID future use.

Forrest Killingsworth, Engineering Department Manager:

Hilts Sag Siphon:

- The close-interval survey to evaluate the presence of external corrosion on the 132” diameter pre-stressed concrete pipe at the Hilts Sag Siphon was completed by Corrpro last month. The survey returned positive results indicating that the risk of corrosion is low. Corrpro recommended that the survey be performed on a regular basis (every 5 years).

Developments:

- Delicato Qk to Qn connection is a project that was previously approved by the Board. Design plans are nearly complete. Delicato and MCR Engineering are working out the final easements that will be necessary to connect the two pipelines. Once the connection pipeline is completed, the District can appropriately abandon the portion of Lateral Qn pipeline that runs through the winery.
- Sundance Unit No. 4 is the final phase of the development project on Woodward Avenue involving the last section of Drain 8 open channel. We are working with the developer to

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

iron out a few alignment and easement details. We anticipate this project being presented to the Board for approval at the December board meeting.

Peter Rietkerk, General Manager:

- The employee picnic was well attended and a great event. It was a great opportunity for staff to build a rapport with each other and their families.
- The District's Field Day held on October 25 was a successful event and an opportunity to showcase the Division 9 project. It was well organized and good comments were received from District growers. Thank you to the Board for participation as well as the staff that helped in organizing the event.
- The annual budgeting process went well. We need to ensure that the Budget is consistent with the District's Strategic Planning process.
- Stanislaus River Basin Plan and the Water Master Plan will be discussed at today's board meeting. The Water Master Plan will take more staff participation.
- Governor Brown and Governor-Elect, Gavin Newsom, asked the State Water Resources Control Board to postpone today's scheduled vote on the SED until December 12, on account of the ongoing settlement discussions.

**ACTION CALENDAR**

**Item #2 – Consider annual year-end recognition for staff**

A motion was made by Director Kuil and seconded by Director Holmes to grant the employees a total of four (4) days off with pay for the holidays; those days are December 24, 26, 27, and 28. Employees who are scheduled to work during those days will receive vacation accrual at 8 hours per each approved day for future utilization. The motion passed 4 to 0 by the following vote:

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

**Item #3 – Consider award of contract for the Cut-Down Pour Over Wall Project**

Mr. Forrest Killingsworth, Engineering Department Manager, stated that this project will increase the longevity of the pipeline. The pour over walls are weirs in a pipeline's control box structure used to elevate water levels. This also reduces pressure on the pipelines and they work great. The Division Managers are extremely happy with the pour over walls.

A motion was made by Director Kamper and seconded by Director Holmes to approve award of contract for the Control Box Pour Over Wall Modification Project to Arnaudo Construction, Inc. in the amount of \$65,000.00. The motion passed 4 to 0 by the following vote:

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

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**Item #4 – Consider approval of Encroachment Permit for dry utilities at the Shadowbrook Development**

Mr. Forrest Killingsworth, Engineering Department Manager, said that District staff has reviewed the plans and verified they all comply with the District’s standard requirements, as well as with the terms of the current/expired Master Encroachment Agreements. The proposed fifteen crossings with electric, gas, and/or communication services will be installed per required District standards.

A motion was made by Director Holmes and seconded by Director Roos to approve encroachment requests from PG&E, Frontier, and Comcast to install gas, electric, and communication line crossings at fifteen locations along Drain 3 and Lateral Rfb to serve the Shadowbrook Neighborhood #1 Improvements. The motion passed 4 to 0 by the following vote:

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

**Item #5 – Consider amendment of Service Abandonment Agreement for Ed & Connie Chicoine, APN 208-030-36**

Mr. Forrest Killingsworth, Engineering Department Manager, said this is a 7.33 acre parcel wanting to reconnect to District service. The owners are in the process of selling the property and it is anticipated that the new buyer will be developing the field with a crop and would like to use District water in the 2019 irrigation season.

Specific conditions for approval that staff recommends are outlined as follows:

1. Flood Irrigation
  - a. Lateral “R” is capable of delivering water for flood irrigation to the Subject Property, however, private improvements including irrigation valves are required to allow flood irrigation. Owner is responsible for installing all improvements necessary to deliver flood irrigation to the Subject Property in accordance with District’s Standard Plans and Specifications (“District Standards”) at Owner’s expense as a condition to receiving water.
  - b. If Owner desires that the Subject Property receive water service by any means other than flooding, Owner is required to install all improvements District determines to be necessary in accordance with District Standards, or to upgrade existing facilities as necessary to be in accordance with the District Standards, at Owner’s expense. Such improvements may include, but shall not be limited to, a flow meter.

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

2. Sprinkler or Drip Irrigation
  - a. Irrigation water for sprinkler or drip irrigation can be made available to the Subject Property through SSJID Lateral “R”. The Owner shall connect to the SSJID facility and construct a private sump and meter.
3. One Year provision. By action dated January 13, 2015, which amended the Policy for Rescinding Irrigation Service Abandonment, Owner is not subject to a one year waiting period for the Subject Property to receive District water.
4. All other standard language for Service Abandonment Agreement Amendments (including flow measurement requirements, access, responsibility of costs, etc.) shall be included in the amendment document.

A motion was made by Director Kamper and seconded by Director Holmes to approve the Agreement to Amend Irrigation Service Abandonment Agreement for APN 208-030-36 subject to the above stated conditions and a revision to the standard agreement that further reflects those conditions. Approval shall be subject to the terms and conditions specified in the revised policy entitled “Policy for Rescinding Irrigation Service Abandonment.” The motion passed 3 to 1 by the following vote:

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

**Item #6 – Consider approval of a Master Encroachment Agreement with Central Valley Independent Network (CVIN)**

Mr. Forrest Killingsworth, Engineering Department Manager, explained that Central Valley Independent Network, LLC (CVIN) is a privately held company that installs fiber optic lines throughout the state in an effort to increase broadband connectivity in underserved areas.

A motion was made by Director Roos and seconded by Director Kamper to authorize staff to do all things necessary and proper to enter into a Master Encroachment Agreement with Central Valley Independent Network, LLC (CVIN) for a period of ten (10) years, consistent with previous agreements for similar agencies. The motion passed 4 to 0 by the following vote:

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

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

Mr. Bere Lindley, Assistant General Manager, thoroughly reviewed the Financial Statements with

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

the Board of Directors. This item was for information only and no action was taken.

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

This item was for information only and no action was taken.

**Item #9 – Consider approval of the 5-year plan for Capital Expenditures and major non-capital projects**

Mr. Bere Lindley, Assistant General Manager, stated in order to complement the annual budgeting process, SSJID staff developed the 5-Year Plan of Capital Expenditures & Non-capitalized major project expenditures. He said the purpose of the 5-Year Plan is to allow staff and the Board to properly plan capital projects as well as large projects/expenditures that will not result in a capital asset. He said there is no current financial impact of approving the 5-Year Plan, however, the plan is a sister item to the proposed 2019 Budget, which will have an impact to the District. He reviewed the proposed projects and capital expenditures with the Board. Mr. Peter Rietkerk, General Manager, stated that staff members, Frank Avila, James Ferguson, Ed Erisman, Forrest Killingsworth, and Sarah Bloom had a large role in developing the capital expenditures and non-capital projects.

A motion was made by Director Holmes and seconded by Director Roos to approve the 5-Year Plan of Capital Expenditures and Non-capitalized major project expenditures for January 2019 – December 2023, allowing the JSC Bypass Tunnel Study & Design (Canyon Tunnel) to be included in the plan, however, not to act upon the Study until it has been brought back for Board approval. The motion passed 4 to 0 by the following roll-call vote:

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

**Item #10 – Consider approval of the 2019 Budget**

Mr. Bere Lindley, Assistant General Manager, stated the 2019 Budget is being presented for the Board's review, discussion and possible adoption. He provided a detailed explanation of the Budget, reviewing each section of the report. Mr. Peter Rietkerk, General Manager, thanked all of the staff who contributed to the budget process. Director Kamper complimented Mr. Lindley on a job well done and said he liked the budget.

A motion was made by Director Kamper and seconded by Director Holmes to adopt the 2019 Budget with specified changes. The motion passed 4 to 0 by the following vote:

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

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**Item #11 – Consider approval of 2018 Budget amendments**

Ms. Sarah Bloom, Management Accountant, explained the process when it is necessary to amend a budget and that it is required when there is a “change of plan.” Ms. Bloom went into great detail explaining the revenues, expenses, and changes in net position, as well as a cash flow spreadsheet. The Board members were very pleased in her presentation.

A motion was made by Director Roos and seconded by Director Kuil to accept staff’s recommendation to approve the 2018 Budget Amendment in order to purchase a concrete pump truck, resulting in a change in the amount of \$105,500.00. The motion passed 4 to 0 by the following vote:

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

**Item #12 – Consider appointment of Ad-Hoc committee for Water Master Plan Phase 1**

Mr. Peter Rietkerk, General Manager, recommended the formation of an Ad-Hoc Committee for Phase 1 of the Water Master Plan process to review interim work product and to advise staff during the process. It is beneficial to assure alignment of the plan development process with District priorities as determined by the Board.

A motion was made to appoint Director Holmes and Director Kamper to the Ad-Hoc Committee for Phase 1 of the Water Master Plan. The motion passed 4 to 0 by the following vote:

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

**Item #13 – Board discussion with consultant regarding Water Master Plan study**

The purpose of this item was for the Board to participate in a group interview and discussion led by CH2M Hill regarding the Water Master Plan Phase 1. Representatives from CH2M Hill sat down with the Board to explain that their planning process is early engagement with the District’s governing Board to understand the Director perspectives, priorities, and preferred outcomes of planning.

This item was for information only and no action was taken.

General Counsel announced that all items in closed session would be discussed. The Board took a short break at 11:45 a.m. and then went into Closed Session at 12:05.

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**Item #15 – Closed Session**

15. 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  
- Phase 1 hearings on San Joaquin River/Delta Water Quality Control Plan before  
State Water Resources Control Board  
- 2 cases
- c. Conference with Legal Counsel – Existing Litigation  
Paragraph (1) of subdivision (d) of Government Code Section 54956.9  
- 4 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

*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

*Rodney Cameron vs. C. Overaa & Co.*

Alameda Superior Court

Case No. RG11610059

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

**MINUTES FOR THE NOVEMBER 13, 2018  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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

*The Board returned to open session at 1:02 p.m.*

Disclosure of reportable actions taken in Closed Session, pursuant to Government Code Section 54957.1: **No reportable actions were taken in closed session**

**Item #14 – Discuss and consider compensation adjustment for General Counsel after Closed**

A motion was made by Director Roos and seconded by Director Roos to approve a 6% salary increase for General Counsel retroactive to anniversary hire date. The motion passed 4 to 0 by the following vote:

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

**Item #16 – ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:04 p.m.

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