

**MINUTES FOR THE MAY 26, 2020  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

The Board of Directors of the South San Joaquin Irrigation District met in person in regular session in the District Boardroom at 9:00 a.m., with public access provided via the online Zoom Meeting platform. Director Kamper called the meeting to order and led the flag salute. Upon roll-call the following members were noted present:

DIRECTORS: HOLBROOK HOLMES KAMPER WESTSTEYN  
ABSENT: ROOS

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

**Public Comment** – None

**CONSENT CALENDAR**

- A. Approval of Checks in the amount of \$348,806.34; Accounts Payable Wires in the amount of \$743,890.86; and Payroll dated May 22, 2020 in the amount of \$239,823.48
- B. Approval of the Regular Board Meeting Minutes of May 12, 2020

Director Holbrook noted an amendment to be made to page 1, Communications, first paragraph:

- Director Holbrook added that intent is not to revise and/or change the IRWMP document, but rather expedite grant funding. *Revised from reading, "...intent is not to revise and/or change the project list in an effort to expedite approval of grant funding."*

Director Weststeyn noted an amendment to be made to page 1, Communications, third paragraph:

- Director Roos announced that he will be undergoing back surgery the week of May 25, and that prayers are welcome and would be appreciated. *Revised from reading, "...the week of May 18..."*

Director Weststeyn noted an amendment to be made to page 11, Agenda Item #5, Board Motion:

- A motion was made by Director Holmes and seconded by Director Holbrook to direct staff to develop studies of renewing the inflation index for another five (5) year period, for two (2) options: 1) Increase the \$10 per AF part of the rate that is for capital asset replacement to a fixed rate of \$12 per AF; and 2) Increase the \$10 per AF part of the rate that is for capital asset replacement to \$11.57, reflecting the amount of inflation that has occurred since 2015, and increase annually for the next five (5) years based on the California Consumer Price Index. *Revised from reading, "A motion was made by Director Holbrook and seconded by Director Holbrook..."*

**MOTION:** A motion was made by Director Holmes and seconded by Director Weststeyn to approve the Consent Calendar as amended.

The motion passed 4 to 0 by the following vote:

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

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**COMMUNICATIONS**

Director Holbrook attended both the San Joaquin County Advisory Water Commission (AWC), and the Greater San Joaquin County Regional Water Coordinating Committee (GSJCRWCC) virtual meetings on May 20. Director Holbrook participated in both meetings from the SSJID Boardroom. He expressed thanks to the District for usage of the Boardroom and opined that the meetings went well. Topic discussions included:

- AWC – Topic discussion included the San Joaquin Area Flood Control Agency (SJAFCA) Smith Canal Gate Project, which would reduce flood risk by isolating Smith Canal from the San Joaquin River during high water events. The project would include a floodwall along the San Joaquin River between Dad’s Point and the eastern boundary of the Stockton Golf and Country Club, and features a 50-foot wide gate for access and egress of water and boats to Atherton Cove and Smith Canal. The project’s bid opening date was April 16, 2020.
  
- GSJRWCC – Topic discussion included the submission of projects to include on the revised San Joaquin County’s Integrated Regional Water Management Plan (IRWMP). Projects must be listed in the IRWMP to be eligible for California Department of Water Resources Integrated Regional Water Management grant funds. The deadline for the GSJRWCC member agencies to submit their projects will be in July.

Mr. Brandon Nakagawa, SSJID Water Resources Coordinator, added that in August, \$300k in grant funds will be available for development and permitting of a single Disadvantaged Communities (DAC) project, with an additional \$900k available for implementation.

Director Weststeyn attended the South San Joaquin Groundwater Sustainability Agency (SSJGSA) Board meeting on May 20.

Director Weststeyn attended the GSJRWCC meeting on May 20 via Microsoft Teams from the SSJID Boardroom. He commented that it was a productive meeting and thanked Mr. Forrest Killingsworth, SSJID Engineering Manager, for his technical assistance and administering the appropriate COVID-19 disinfecting measures.

Director Holmes attended the SSJGSA Board meeting on May 20, which was the inaugural meeting of the SSJGSA as a Joint Powers Authority (JPA) with the member cities of Escalon and Ripon.

Director Kamper attended the SSJID Ag Water Committee meeting at 8:00 a.m., prior to today’s Board meeting. Topic discussion included the Circle JM Annexation. Mr. Peter Rietkerk, SSJID General Manager, added that the Board had approved to proceed with processing pre-applications for annexation per Board action on December 10, 2019. Review of the applications prompted discussion of the Circle JM Annexation with the Ag Water Committee.

***In adherence to the District’s new Board meeting protocols due to COVID-19, the Managers’ Reports were provided in written form to the Board, on May 22, as submitted below:***

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**Ed Erisman, Water Treatment Plant (WTP) Manager:**

- Pump #2 was reinstalled at the City of Lathrop, L1 Booster Station. This pump was rebuilt by WTP staff and saved a conservative \$9,000 versus having an outside contractor perform the work. The motor was rebuilt at the same time and both have been installed and are running nice and smooth.
- The permeate motor, for Train #4 of the Zenon system, was rebuilt and reinstalled this week. All eight (8) trains are now up and running.
- WTP staff will be meeting with the City of Lathrop, and the River Islands contractors, on May 27, to discuss the tie-in for the newly built L2 Tank Site.

**Bere Lindley, Assistant General Manager:**

Human Resources (HR)

- The testing of applicants for the Accounting Technician opening has been completed. The tests are intended to identify a high quality employee by evaluating accounting knowledge, Microsoft Excel skills, Microsoft Word skills, reasoning ability, and writing ability. Mr. Don Thornburg, SSJID Human Resources Analyst, will coordinate the Accounting Technician interviews.
- Mr. Thornburg processed the summer intern applicant for the Control Room. Control Room orientation for the intern was conducted on May 27.
- Mr. Thornburg continues to work on the SSJID personnel Policies Manual; and review “Harassment Training,” and “Returning Employees to the Workplace” materials.
- Mr. Thornburg is continuing with certain onboarding topics with Ms. Troylene Saylor, SSJID Public Relations Director, who returned to work on May 6.
- Mr. Thornburg will coordinate and assign Manager/Supervisor Sexual Harassment Training, as required, via Target Solutions provided by the Special District Risk Management Authority. Mr. Thornburg and Ms. Mia Brown, SSJID General Counsel, have opted for this training method as opposed to a Zoom meeting platform.

Accounting

- Ms. Robin Giuntoli, SSJID Customer Service and Accounting Manager, has been working on PERS audit findings and corrections, which entailed developing and submitting an Excel file detailing all occurrences of temporary pay upgrades sorted into PERS-designated categories. After PERS has reviewed the file, staff will make any requested revisions and/or corrections.
- Ms. Maria Gikas, SSJID Senior Accounting Technician, has been working with PERS and Springbrook to properly identify/build pay codes for direct upload of the District’s payroll file to PERS, as opposed to manual entry of payroll on the PERS website. Once completed, this will save approximately 12 hours of payroll processing time every two weeks.
- Implementation of TimeClock Plus has been a challenge but Ms. Gikas has remained diligent. Though the intent was to have the electronic timecard system fully operational prior to onboarding of the new Accounting Technician, this will not be the case.
- Ms. Giuntoli will begin the process to open a new bank account for the SSJGSA JPA.

Communications / Public Relations

- Mr. Lindley drafted a finance article for the Spring Newsletter; reviewed and edited other articles for the Spring Newsletter; and reviewed a press release announcing the District’s “Powered by Purpose” public education campaign.

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- Mr. Lindley is setting up the Communications work plan in Smartsheet to facilitate the recording and sharing of information about work plan progress. He continues to monitor progress on the Communications work plan.

**I/T**

- Mr. Michael O’Leary, SSJID IT Systems Administrator, has been busy with District technology tasks including the set-up of computers to accommodate the new time clock software; installation and set-up of time clock computers in the headquarters locker room; updating backup software; set-up of employee computers; procurement of a laptop for the General Manager; and identifying and resolving an internet issue involving Comcast’s upload stream. Backup internet hardware will be ordered due to the District’s backup internet failure on the night of the Comcast outage.
- Mr. O’Leary completed the set-up of Wi-Fi access at Tracy Booster Station and L1 turnout. Future projects include the set-up of new Wi-Fi access points at the WTP; and at M2, M2a, and M3 turnouts. Note: Wi-Fi is not available to the public at these sites.
- Mr. O’Leary has completed microwave network repair at the Tracy Booster Station and L1 turnout.
- Mr. O’Leary has updated the WTP Hach WIMS software. The Door Access Controls project at the WTP is near completion. Acme Security will complete their work on the door access controls on May 26.
- Mr. O’Leary has completed a public records request project for the General Manager.
- ArcGIS Pro has been deployed to the engineering computers (instead of manually installing and updating on each computer)

**Safety**

- Mr. Walt Luihn, SSJID Environmental Compliance and Safety Officer, has been coordinating with Mr. Matt Macedo, SSJID Pest Control Applicator, on the next Magnacide application to the Main Distribution Canal which is scheduled for June 2.
- Mr. Luihn provided safety training to the new intern at the Control Room, who started on May 27.
- Mr. Luihn facilitated the annual fire department inspection on May 22.
- Mr. Luihn composed and distributed the weekly electronic Tailgate Safety Meeting regarding safety information and COVID-19 news/updates.

**Retail Electric**

- Mr. Lindley has reviewed and edited appellant’s reply and cross-respondent’s brief in *PG&E vs. LAFCo*; and reviewed and edited the objection to the reorganization plan of PG&E and objection to aspects of PG&E’s assumption of executory contracts.

**General Administration**

- Mr. Lindley has facilitated a meeting with the internal digital document organization group to further refine a desired scheme of organization for electronic documents, and to begin developing an action plan for implementation.
- Mr. Lindley is reviewing the SSJGSA JPA bylaws.

**CFO Office**

- Mr. Lindley and Ms. Sarah Bloom, SSJID Management Accountant, are collaborating on the annual financial report and audit. Tasks included working out a revised schedule for Brown Armstrong for completion of the audit, and responding to inquiries by Brown Armstrong regarding the latest draft

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of the annual financial report. The new schedule calls for the audit to be presented to the Board at the June 9 meeting.

- Mr. Lindley and Ms. Bloom are collaborating on the Division 9 ratemaking process. Tasks have included further development of a schedule for the ratemaking process. Ms. Bloom identified the need for a Division 9 capital replacement reserve, and developed the concept for presentation to the Board on May 26.
- Mr. Lindley and Ms. Bloom have been working on the unfunded pension liability including identifying resources available from PERS for evaluating options for “additional discretionary payments” and possible use of a Section 115 trust, and discussion of strategic financial implications with Mr. Rietkerk.
- Mr. Lindley and Ms. Bloom have been working on general financial planning including the planning of a public education program regarding SSJID finances; and planning a financial presentation to a customer advisory group for the Water Master Plan.
- Mr. Lindley and Ms. Bloom have been responding to a PERS information request to support PERS accounting for the OPEB trusts; and planning a time-study to refine allocations of labor costs among District employees.
- Ms. Bloom has been working on the mid-year budget update including assisting budgeters as needed, collecting budget change information, and developing Board reports; and the financial analysis of the solar farm to help determine whether to proceed with repairs. The analysis involves segregating incremental from allocated costs, identifying sunk costs for exclusion, and calculating gross generation from PG&E’s net metering statements and our own consumption meter reads at the WTP.
- Mr. Lindley has collaborated with Oakdale Irrigation District’s (OID) Chief Financial Officer (CFO) regarding details of the Canyon Tunnel cooperation agreement; and with OID’s and Tri-Dam’s CFOs to develop interview questions for Tri-Dam’s CFO recruitment.
- Mr. Lindley has been working to identify and divest of District investments that have increased credit risk due to shelter in place decrees, including state, municipal, and corporate bonds.

**Troylene Sayler, Public Relations Director:**

Recent Public Relations Projects and/or Activities

- Ms. Sayler has been working on articles for the Spring Newsletter, which included the completion of editing and proofing with Mr. Rietkerk and Mr. Lindley, and finalizing the layout design. The newsletter will be ready by May to insert into the billing statements for early June.
- Ms. Sayler generated the “Board Meeting News” for employees, which contained items of general interest from the May 12 Board meeting; and a press release for the SSJID Vehicle Wrap Art Contest results. The press release, and a photo of the winner, Ms. Peyton Jacobs from Van Allen Elementary, were published in the Manteca Bulletin, posted on the District’s Facebook page, and uploaded to the employee Intranet.
- Ms. Sayler will continue to review, edit, and make suggestions on the SSJID website.
- Ms. Sayler participated in a virtual meeting with MHD to review the new public information “Powered by Purpose” campaign.
- Ms. Sayler attended a Facebook online webinar focusing on best practices for the social media platform related to communicating with constituents for government agencies.

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**Frank Avila, Irrigation Operations Manager:**

Water Department

- Woodward elevation is at 209.40.
- Training is still behind schedule due to COVID-19 social distancing requirements, albeit the team is making good progress and maintaining excellent service to District customers.
- Irrigation Department personnel is continuing to cover two (2) long-term absences in the MDC Department due to 1-Emergency Paid Sick Leave (EPSL), and 1-Family Medical Leave Act (FMLA).
- The next Magnacide applications have been scheduled for June 2, and June 3. The application will start at the Woodward site.
- The District's COVID-19 protocol remains a priority in daily tasks. The Division Managers continue to be in optimal health and all staff are looking forward to the end of the pandemic.
- Mr. Avila recently received two (2) customer compliments on jobs well done for work in Division #1, and Division #6. Positive feedback from District farmers is always appreciated. "Good job Team!"

Shop Department

- The Shop Department continues to be busy with fabrication, and field gate repairs. Vehicle and equipment maintenance is on track with no major repairs needed to date.
- Mr. James Ferguson, SSJID Shop Supervisor, is going through the process of cleaning and organizing the District yard. The process includes sorting by obsolete, damaged, and/or salvageable categories.
- The Shop team has implemented a new vehicle key system, which allows for better efficiency of vehicle assignments during shift changes. Mr. Avila extended an invitation to stop by and see the new key check in/out cabinet, which was fabricated by the District's talented welding team.

MDC/Telemetry Department

- Staff continues to make headway on getting the field Remote Telemetry Unit sites networked into the SCADA at the Control Room and sharing that information with the proper divisions.
- There has been no change to the Division 9 Variable Frequency Drive, as staff is still waiting on replacement parts from the vendor.
- With the assistance from the Maintenance Department, the meter communication wire on On-Farm-Meter 68 was replaced.

Maintenance

- The Maintenance Department remains busy with distribution system leak repairs.
- The crushing of rock and concrete at the Joint Supply Canal (JSC) has been completed. This material will be utilized to grade the Main Supply Canal. Mr. Avila received encouraging feedback regarding the road work completed on the JSC. Mr. Mike McFee wrote: "*Frank, Mike Hanson (SSJID Heavy Equipment Operator) and the guys did an absolutely great job on this project. I appreciate us working together on stuff. You have a safe holiday weekend.*"
- Staff will continue to work on grading the JSC roads for the next couple weeks.

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**Forrest Killingsworth, Engineering Department Manager:**

Lateral Qk-Qn (Delicato)

- The three (3) additional leaks discovered, on May 10, were repaired by G&L Brock Construction prior to the irrigation run. No impacts to customer deliveries were experienced.
- The last irrigation deliveries were performed without any additional leaks.
- District staff is still in the process of identifying the specific improvements that will be required to replace the pipeline after the 2020 water season.
- Once the repair approach is defined, staff will prepare an amendment to the existing Developer's Agreement to formally memorialize the arrangement.

District Office Building – Back Office Restroom Failure

- Applegate Construction has acquired the septic permit from San Joaquin County and is scheduled to perform the work on May 26 and May 27.

Canyon Tunnel

- The new Professional Services Agreement for the 60% design has been signed by both SSJID and Condor Earth. SSJID crews are scheduled to assist Condor with excavation activities for downstream portal investigation the first week of June.

Division of Safety of Dams (DSOD) Notice to Mitigate Deficient Spillway at Woodward Reservoir

- Staff received a notice from DSOD indicating that the Boat Ramp at Woodward Reservoir, which would act as a spillway in the event of reservoir overtopping, was installed without DSOD oversight and is, in their opinion, considered to be a deficient spillway.
- DSOD has requested the deficiency to be mitigated and that, by December 31, 2020, a plan and schedule be submitted with a preferred alternative for the design and construction of a new spillway.
- District staff has begun an investigation to understand the history of the reservoir, the regulatory need for a spillway, the hydrology of the watershed, and prior correspondence with SSJID on the same topic.
- District staff intends to compile as much information as possible prior to taking a position and formally responding to DSOD.

**Brandon Nakagawa, Water Resources Coordinator:**

Sustainable Groundwater Management Act (SGMA) Update

- The SSJGSA met for the first time as a JPA on May 20. Director Holmes was re-elected Chairman and Director de Graaf elected Vice-Chair. Staff will be filing the requisite paperwork for the SSJGSA with the State, and working up a revised budget for the remainder of 2020 based on previous SSJGSA expenditures and projected costs. The SSJGSA will also need to open its own checking account and track funds separately from SSJID's funds.
- One significant change in cost is the SSJGSA contribution to fund the proposed Eastern San Joaquin Groundwater Authority (ESJGWA) Budget totaling \$1,021,000. Projected revenues to cover the ESJGWA's costs include \$325k in State grant funds, \$225k from San Joaquin County Zone No. 2, a carryover from Groundwater Sustainability Agency (GSA) contributions of \$110k, \$300k in new funds from GSAs, and approximately \$63k in-kind from GSAs. The SSJGSA share would be \$16,000 under a one-time budget allocation compromise among GSAs and recommended by the ESJGWA Steering Committee. The ESJGWA Board is scheduled to formally approve the

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recommended 2020-2021 budget and cost allocation at its June 10 meeting. The SSJGSA Board directed their representative to support the recommended budget and allocation.

- The Public Policy Institute of California (PPIC) held a webinar, on May 21, presenting their review and summary of Groundwater Sustainability Plans (GSPs) for critically over-drafted basins in the San Joaquin Valley. The presentation slides are very interesting and are attached in the May 26 Board Information Packet.

**Greater San Joaquin County Regional Water Coordinating Committee**

- The GSJCRWCC was formed through a Memorandum of Understanding (MOU) to update the IRWMP to current standards and to allocate \$6.5 million in State grant funds among projects in San Joaquin County. Eligibility for grant funds is contingent upon completing the IRWMP and also having a robust community engagement process with broad representation on a group such as the GSJCRWCC. SSJID is a signatory to the Committee MOU, and Director Holbrook holds the position of Chairman. The next meeting of the GSJCRWCC is June 17 at 3:00 pm.
- The GSJCRWCC met on May 20, to discuss the progress of the IRWMP and to update the group on an upcoming funding opportunity. The schedule calls for the selection of a project, benefiting a DAC, to be awarded up to \$300,000 for design and permitting and later awarded up to \$900,000 in grant funding for construction. DAC projects may have the entire local cost share requirement waived and these funds have to be spent on a DAC. So far, two projects have been submitted: Victor Drainage and Recharge Project, and the Thornton Drinking Water Well Project. Victor is classified as severely disadvantaged and could benefit the Basin's efforts with SGMA. The Thornton Community has pockets classified as DACs and the community's water well is impacted by manganese and iron.

**Coronavirus (COVID-19) Update**

- Mr. Nakagawa has been assisting the General Manager with refining District actions, communications, and research on items related to COVID-19 including a mailer to all SSJID customers, clarifications on designating essential employees, and development of contingency staffing plans. In addition, he has been tracking local information of the situation through the San Joaquin Office of Emergency Services Emergency "Daily Briefings" and publications from the Joint Information Center. The SSJID COVID-19 Action Plan is posted to the SSJID Employee Intranet portal as are other pertinent SSJID specific documents/policies.
- Most notably, on May 21, the County's Attestation form was submitted and approved by the California Department of Health allowing San Joaquin County to join with 42 other counties and move through the Governor's Stage 2 re-opening guidelines including limited in-restaurant dining, malls, and retail.

**Peter Rietkerk, General Manager:**

- Reservoir Storage
  - New Melones storage is currently at **1,871,903 AF**, or **78-percent** of capacity. Top of Conservation Storage limit is 1,970,000 acre-feet. The top of conservation limit starts increasing on April first, ramping to 2,420,000 acre-feet by June 1 – September 15, then ramping down to winter levels by November 1.
- Stanislaus River flows are climbing to 1,500 cfs. Reclamation is operating to D-1641 Vernalis flow requirements.
- Water Supply Indicators, May 21, 2020

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- Precipitation:
  - Northern Sierra 8-Station Index is currently at **31.0** inches or **64-percent** of average to-date
  - San Joaquin 5-Station Index is currently at **24.5** inches or **65-percent** of average to-date
- Snow:
  - Snow sensors report **1.9** inches of snow water content or **12-percent** of normal in Central Sierras
- Water Supply Projections:
  - San Joaquin River 60-20-20 Index designates this year as a “Dry” year based on hydrology, with an index of approximately 2.2 million Acre Feet. Index is the summation of 60 % of Currently Year (April – July) runoff, 20% of (October – March) Runoff, and 20% of Previous Year’s Index.

**May 1 Water Supply Projections**

Reporting Agency	90-Percent (acre-feet)	10-Percent (acre-feet)
DWR	560,000	730,000
California Nevada River Forecast Center	628,000	723,000

**ACTION CALENDAR**

**Item #2 – Coronavirus (COVID-19) Update**

Mr. Nakagawa stated that there are no new District updates to report. However, San Joaquin County released a Press Release, dated May 21, 2020, regarding the State’s approval for the County to move through Stage 2 of the reopening plan. Businesses in San Joaquin County eligible to open as of May 22, 2020 (while maintaining social distancing requirements) include dine-in restaurants, the retail sector, the manufacturing sector, some personal service facilities, childcare facilities, office-based business, and outdoor museums or open galleries. Mr. Rietkerk added that the District, looking for guidance regarding conduct of business and public meetings, will likely come under the guidance for group or religious gathering guidelines which are expected to be established by the County on the date of this Board meeting. Mr. Nakagawa commented that there is not a demand to reopen District meetings or the lobby to the public. Staff will continue to stay the course until a formal update has been declared by the State and/or County.

**Item #3 – Consider Approval of Encroachment Request from Stanislaus County at Woodward Reservoir for a Concession Building**

Mr. Killingsworth addressed the Board and provided a background and analysis of Stanislaus County’s request to install a new concession building at Woodward Reservoir. He further explained specific location and details of the concession building including structure, construction, and utilities. Stanislaus County intends to contract with an outside concessionaire who will sell typical store items such as ice, soft drinks, beer, food items, dry goods, snacks, camping supplies, fishing equipment, inflatable toys, etc.

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Staff has reviewed Stanislaus County’s submittal and believes the request is in alignment with the Woodward Reservoir License Agreement, which allows the County to make necessary alterations, improvements or additions upon the subject lands “subject to the approval of the District.” Staff has recommended to the County that the building be appropriately permitted by Stanislaus County Building Department to ensure compliance with local, state, and federal building codes. Mr. Killingsworth reiterated to the Board that any future improvements and/or changes must be approved by the District.

Section 9 of the Woodward Reservoir License Agreement requires the County to acquire written authorization from the District’s General Manager prior to entering, amending, or renewing any concessionaire agreements. Stanislaus County has not identified a concessionaire yet, and have been informed that they will be required to obtain written permission from the District prior to entering into a concessionaire agreement.

Staff is requesting the Board’s conditional approval of Stanislaus County’s request to install a concession building at Woodward Reservoir.

**MOTION:** A motion was made by Director Holmes and seconded by Director Weststeyn to conditionally approve Stanislaus County’s request for an encroachment to install a modular concession building at Woodward Reservoir, subject to the County’s acquisition of an approved Stanislaus County Building Permit.

The motion passed 4 to 0 by the following vote:

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

**Item #4 – Consider Approval of Cooperative Agreement with San Joaquin County for Sexton Road Bridge Replacement Project**

Ms. Brown addressed the Board and stated that pertinent documentation regarding the agenda item has not yet been received from San Joaquin County. Staff is requesting that the agenda item be tabled to a future Board meeting.

**Item #5 – Approval of Task Order No. 4 for Davids Engineering: SSJID Water Information System Concept Report**

Mr. Nakagawa addressed the Board regarding approval of Amendment No. 1 to the Professional Services Agreement with Davids Engineering, Inc., for Task Order No. 4. He provided details of Task Orders 1, 2, and 3 which entailed: Task Order 1) Development of a data processing tool to help automate the water balance update process, train staff to use the tool, and prepare a user’s manual; Task Order 2) Compile data required from the SSJGSA for submittal to the ESJGWA SGMA Annual Report; and Task Order 3) Synthesize data and analysis to produce the SSJID Agricultural Water Management Plan 2020 Update due in 2021. Mr. Nakagawa introduced Task Order 4 - “Conceptual Plan for Modernizing the SSJID Water Information System,” and cited its background, tasks, and fiscal impact not to exceed \$26,936. He further explained that the plan design would be beneficial in collecting, storing, managing, and sustaining data

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required per SGMA and other key decisions regarding SSJID’s water supply and water rights. Director Holmes suggested that additional data, such as Ripon and Escalon groundwater production data, could also find a home in the database.

**MOTION:** A motion was made by Director Holmes and seconded by Director Holbrook to approve Amendment No. 1 with Davids Engineering for Task Order No. 4 – “Conceptual Plan for Modernizing the SSJID Water Information System” for a cost not to exceed \$26,936.

The motion passed 4 to 0 by the following vote:

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

**Item #6 – Consider Approval of Resolution 20-12-Q Authorizing the Disposition of Property No Longer Necessary for District Purposes**

Ms. Brown addressed the Board regarding inventoried equipment and/or materials identified by Mr. Ferguson during a recent cleanup of the District Shop and yard area. She further explained that the items in question are obsolete and/or can no longer be used for District purposes, and requested Board approval for the items to be sold or otherwise disposed of (recycled, salvaged).

**MOTION:** A motion was made by Director Holbrook and seconded by Director Weststeyn to adopt Resolution 20-12-Q Authorizing the Disposition of Property No Longer Necessary for District Purposes.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
RESOLUTION 20-12-Q**

**AUTHORIZING THE DISPOSITION OF PROPERTY  
NO LONGER NECESSARY FOR DISTRICT PURPOSES**

**WHEREAS**, the South San Joaquin Irrigation District (“District”) may dispose of equipment and materials which are found to no longer be needed for District purposes; and,

**WHEREAS**, the following described equipment and materials are no longer needed for District purposes:

<u>Qty</u>	<u>Description</u>	<u>Condition/Reason for Disposal</u>
8	Mini Alum. Pickup toolboxes	Damaged beyond repair
12	Full size Aluminum/Steel Pickup toolboxes	Damaged beyond repair
10	Honda powered 2” Trash Pumps	Stripped of all useable parts
Misc.	Scaffolding	No longer meets safety requirements
1	Gunite Mixer Machine	Not in working order, cannot be repaired
1	Gunite Conveyor Machine	Cannot be repaired
Misc.	Box forms and hardware (5 pallets)	No longer meet industry standards

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6	Actuator/Electrical Boxes (Drop 13)	Stripped of all useable parts
6	Electrical Boxes (RQ Divide)	Stripped of all useable parts
99	Rolls of Chicken Wire (rusted)	Not in useable/saleable condition
2	Office Desks – Engineering Department	No longer needed, not in marketable condition
3	Picnic-style Tables	No longer needed, not in marketable condition
42	Lockers	No longer needed, not in marketable condition

and,

**WHEREAS**, due to age, physical condition, or obsolescence, the above described equipment and materials have no meaningful monetary value, except perhaps for de-minimis recycling or salvage value.

**NOW, THEREFORE, BE IT RESOLVED** that the District authorizes staff to dispose of the above listed surplus equipment in a manner most beneficial to the District, including by sale (whether for recycling, salvage, or otherwise; or disposal as refuse.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of May, 2020 by the following roll call vote:

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

The undersigned Secretary of South San Joaquin Irrigation District certifies that the foregoing Resolution was adopted by the Board of Directors at a meeting held on May 26<sup>th</sup>, 2020.

**ATTEST:**

\_\_\_\_\_

**Peter M. Rietkerk, Secretary**

**Item #7 – Discussion and Possible Action Regarding Establishing a Division 9 Capital Replacement Reserve**

Ms. Bloom addressed the Board that the purpose of this agenda item is to initiate discussion regarding the possibility of creating a new reserve, “Division 9 Pressurized System Capital Replacement Reserve,” which would show compliance with Proposition 218 and California Constitution Article XIII D, requiring revenues derived from property related fees or charges “shall not be used for any purpose other than that for which the fee or charge was imposed.” Thus, establishing a Division 9 Capital Replacement Reserve would provide transparency and accountability to our customers. She explained that the Division 9 rate is comprised of two (2) parts: a portion for future capital replacements, and a portion for the recovery of electricity costs. The proposed Division 9 Capital Replacement Reserve is strictly intended for the capital replacements portion. Ms. Bloom reviewed the current reserves as stated in the SSJID Reserve Policy which was approved by Board action on January 28, 2020. Upon Board approval, a provision to establish the

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Division 9 Capital Replacement Reserve would be added to the SSJID Reserves Policy. She stated that the method to determine the reserve balance will be to sum the amount collected life-to-date by the Division 9 capital replacement charge and then to subtract the amount spent on related capital asset replacements since the capital replacement charge was imposed.

Mr. Lindley added that Ms. Bloom was the one who noted the legal requirements of the proposed reserve and that an amended SSJID Reserve Policy will be presented for Board approval upon the calculation of a Division 9 reserve amount.

**Item #8 – Discussion and Possible Action Regarding the Formation of a Customer Advisory Group for the Upcoming Division 9 Rate Change**

Mr. Lindley addressed the Board and provided background, of discussion and Board action on May 12, 2020, regarding renewing the expired inflation index for Division 9 rates. Per Board action, staff was directed to develop studies of renewing the inflation index for another five (5) year period, and to develop ideas for customer involvement in the development process of the proposed rate design. He added that Board action is not required at this time, but rather Board direction of how to select a customer advisory group to help develop the new Division 9 rate design.

Management developed a proposed schedule for the ratemaking process which culminates in a public hearing on October 13. The proposed schedule includes a timeline for financial analysis, a meeting with the Finance Committee, meetings with the Customer Advisory Group (up to 3 meetings), presentation of the proposed rate design for Board approval of the Proposition 218 notice, notice of public hearing, public hearing and Board adoption, and notice of rate increase to customers. The first estimated date for a Customer Advisory Group meeting would be June 30.

Mr. Lindley provided three (3) options for selecting Customer Advisory Group members including:

1. Directors, general manager, irrigation operations manager, and engineering department manager nominate Division 9 customers. The Board Finance Committee selects the Advisory Group members from the nominees.
2. Invite all Division 9 customers to the first meeting for introductory information and discussion. Select the Advisory Group members, from the customer meeting attendees, for future discussion.
3. Invite all Division 9 customers to the first meeting for introductory information and discussion. Invite all back for future discussions.

Board consensus concluded with the selection of Option #3, inviting all Division 9 customers to the first meeting for introductory information and discussion. If the meeting group is a reasonable size for constructive discussion, the same group will be invited back for the remaining meetings.

**Item #9 – Consider Approval of Task Order for Liebert Cassidy Whitmore: Ongoing Labor Relations**

Mr. Rietkerk addressed the Board regarding approval of an additional \$100,000 budget under an existing contract with Liebert Cassidy Whitmore (LCW) to perform additional and ongoing labor relations tasks for SSJID. Mr. Rietkerk explained that, as the General Manager, he is designated as the Employee Relations Officer for the District pursuant to the District's Rules and Regulations for Employer-Employee Relations. Thus, he is responsible for regular communications with employee representatives to discuss, resolve, and/or negotiate concerns, issues, incidents, and/or agreements. While extremely worthwhile, an extensive

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amount of time has been expended by Mr. Rietkerk on activities related to employee relations and IBEW Local 1245. Occasionally, the General Manager and staff have relied on outside employment counsel for guidance on specific issues, and to serve as lead negotiator when bargaining new terms for a successor labor contract.

In 2016 and 2017, SSJID hired LCW to serve as the District’s lead negotiator for bargaining over new contracts with the District’s IBEW Local 1245, and Management Unit employees. Staff is recommending the District retain Mr. Che Johnson, LCW, to assist SSJID with ongoing labor relations tasks. Mr. Rietkerk provided a background of Mr. Johnson’s familiarity with the District’s approach; his experience with compensation issues, bargaining, labor law and labor relations; and prior employment with the Public Employment Relations Board.

**MOTION:** A motion was made by Director Holmes and seconded by Director Weststeyn to approve the \$100,000 budget under the existing contract with Liebert Cassidy Whitmore to perform additional and ongoing labor relations tasks for South San Joaquin Irrigation District.

The motion passed 4 to 0 by the following vote:

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

**Item #10 – April 2020 Financial Statements**

Mr. Lindley had no planned report to the Board but was available for questions. The Financial Statements for April 2020 were included in the agenda packet, Item #10. Mr. Lindley explained that Ms. Bloom has added a new statement to the monthly financial statement package. The new statement details the balances of reserves established by the new reserves policy adopted by the board in January.

**Item #11 – April 2020 Investment Report**

Mr. Lindley had no planned report to the Board but was available for questions. The Investment Report for April 2020 was included in the agenda packet, Item #11. He distributed a handout titled, “Re-evaluation of Credit Risk Due to ‘Shelter in Place’ Decrees,” which listed the District’s corporate bonds and identified bonds to sell because of new credit risks.

*It was announced that all items in closed session would be discussed. The Board took a break at 10:15 a.m. and convened to closed session at 10:25 a.m.*

**Item #12 – CLOSED SESSION**

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

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- b. Conference with Legal Counsel – Anticipated Litigation
  - Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9
  - 2 cases
  
- c. Conference with Legal Counsel – Existing Litigation
  - Paragraph (1) of subdivision (d) of Government Code Section 54956.9
  - 6 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

*SSJID vs. Lakeview Ranch Partners*  
Superior Court for Stanislaus County  
Case No. 202844

*Modrell and Larson vs. Oakdale Mutual Water Company et al*  
Superior Court for San Mateo County  
Case No. 19-CV-07604

*California Sportfishing Protection Alliance v. Eastern San Joaquin Groundwater Authority et al.*  
Superior Court of Stanislaus County  
Case No. CV-20-001720

***The Board reconvened to open session at 10:58 a.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.

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**Item #13 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 11:00 a.m.

**ATTEST:**

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Danielle Barney, Clerk of the Board