

**MINUTES FOR THE JULY 28, 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 ROOS WESTSTEYN
ABSENT: NONE

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 \$173,136.74; Accounts Payable Wires in the amount of \$401,693.13; and Payroll dated July 7, 2020 and July 21, 2020 in the amount of \$246,019.19
- B. Approval of the Regular Board Meeting Minutes of July 14, 2020

MOTION: A motion was made by Director Weststeyn and seconded by Director Roos to approve the Consent Calendar as submitted.

The motion passed 5 to 0 by the following vote:

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

COMMUNICATIONS

Director Roos attended the San Joaquin Tributaries Authority (SJTA) Commission meeting on July 15 via the online Zoom meeting platform.

Director Roos attended the Tri-Dam Project Board meeting on July 16 via the online Zoom meeting platform.

Director Weststeyn attended the SJTA Commission meeting on July 15 via the online Zoom meeting platform.

Director Weststeyn stated that he has been made aware of constituent concerns which he will discuss during Closed Session.

Director Holbrook announced the July 15 meeting cancellations of both the San Joaquin County Advisory Water Commission and the Greater San Joaquin County Regional Water Coordinating Committee. The next regular scheduled meetings are set to occur in August.

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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 July 27, as submitted below:

Ed Erisman, Water Treatment Plant (WTP) Manager:

- The City of Tracy requested a 7-day shutdown of the T4 Booster Station, and flow to their system in order to conduct a capacity test of their John Jones Water Treatment Plant. During this shutdown, SSJID WTP staff were able to reduce plant flow and conduct some much-needed maintenance such as the draining and cleaning of the stabilization basins. The WTP pretreatment is split into two sides, each capable of treating 20 MGD. Currently, the average daily flow of the Nick C. DeGroot WTP is 26 MGD so both sides of the plant are required to be in service. The capacity test at Tracy allowed staff to reduce flows and take one side of the pre-treatment system off to drain and then wash down the accumulated solids one basin at a time. The basins could not be cleaned during the winter months as there was no room in the drying beds for the solids. Thus, the solids had grown quite thick over the last few months and were causing noticeable increases in fouling rates which would have eventually led to taste and odor problems. The addition of the two (2) new drying beds at the WTP should alleviate this problem allowing routine cleaning of these basins during the winter months.
- Hauling of dried sludge to Forward Landfill occurred July 7 through July 14. Two (2) drying beds were emptied and cleaned.
- High dose recovery cleans began the week of July 20. The process takes approximately four (4) weeks to complete cleans on all eight (8) trains of membranes. Mr. Erisman is hopeful that the clean stabilization basins will slow down the fouling rates and the next cleans need not occur for a few months.
- Membrane Train #6 was emptied of membrane modules and taken offline to allow Murphy Industrial to repair the epoxy tank coating. The process takes roughly seven (7) days to complete and a final sample of the water will be taken for Volatile Organic Compounds (VOC's) before the tank is put back into service.
- Sodium Hypochlorite Tank #4 was drained and taken offline to repair a leaking flange on the effluent valve. The repair was completed in one day and the tank was returned to available service.

Bere Lindley, Assistant General Manager:

Human Resources (HR)

- Mr. Don Thornburg, SSJID Human Resources Analyst, has started recruitment for Division Manager / Maintenance Worker and has modified the application process to ensure no "traffic" in the District Office due to COVID-19 precautions. Applications are only available online and must be returned via email, fax or US Mail, with approximately twelve (12) applications submitted via email thus far. Applications will be vetted through a more rigorous screening process resulting in fewer candidates testing.
- In efforts to reduce risk of COVID-19 contagion in the office, the District is increasing emphasis on encouraging employees to work from home, if feasible. Mr. Thornburg has begun working remotely from home part-time.
- Mr. Thornburg continues to assist in the development of SSJID COVID-19 protocols including return to work after infection; and complete daily routine tasks.

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Accounting

- Staff continues with training of the new Accounting Technician in payroll related tasks, as well as cross-training in other accounting duties.
- Staff has been preparing the annual billing file, of base irrigation and recharge fees, to provide to San Joaquin County.

Communications / Public Relations

In the Past Two (2) Weeks

- Ms. Troylene Sayler, SSJID Public Relations Director, wrote a short article on “Powered by Purpose” for the Manteca "Chamber Corner" August e-newsletter; participated in a virtual meeting with Marcia Herrmann Design (MHD) to update the new public information campaign "Powered by Purpose," edits to the video, yard signs and media brochure; finalized a report for the SSJID Board and management regarding benchmarks and metrics for social media; generated email to all staff with "News from the Boardroom;" wrote a statement of objective for a SSJID Public Relations and Marketing strategy; and began working on the August employee newsletter “NewSplash.”
- Ms. Sayler reviewed and edited the new SSJID website; collaborated with the Association of California Water Agencies to obtain a video production, which SSJID participated in two years ago, to edit snippets for the website's pressurized water system page; and worked with Ms. Robin Giuntoli, SSJID Accounting and Customer Service Manager, on revisions to the Billing & Customer Service page.

In the Next Two (2) Weeks

- Ms. Sayler will begin reviewing the District’s school education program; develop and approve a plan for the August 2020 SSJID social media posts; finalize the August employee newsletter "NewSplash;" continue review and edit of the SSJID website; evaluate past liaison efforts with civic and government organizations and recommend improvements; and develop a list of nonprofits SSJID has interacted with, and recommend changes if needed.
- Ms. Sayler will participate in a virtual meeting with MHD to update the new public information campaign "Powered by Purpose," finalizing edits to the media brochure, yard signs, billboard rotations and social media schedule for August.

I/T

- Mr. Michael O’Leary, SSJID IT Systems Administrator, set up the workstation for Mr. Jonnie Moore, who was recently promoted to SSJID Maintenance Supervisor; created a Remote Work Administration Guide; conducted Windows updates on servers; updated the Division Manager / Maintenance job posting on the District website; procured parts for employee remote work (monitors/keyboards/printers); attempted a repair to the HMI in WTP’s lime silo (repair failed, needs replacement); ordered and setup new Water 3 iPhones; and setup software, check scanner, and Bluetooth on a new office computer (payroll).
- Mr. O’Leary will research and potentially order new HMI for WTP’s lime silo; replace a failing hard drive on Control Room SCADA server; verify computer asset tags against inventory; continue rewriting SSJID’s Computer Use Policy; continue the Request for Proposal process for a new phone system; confer with upper management about a potential need to order laptops for remote workers and updating a Remote Work Administration Guide; and conduct routine IT maintenance/updates.

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Safety

- Mr. Walt Luihn, SSJID Environmental Compliance and Safety Officer, collaborated with Mr. Matt Macedo, SSJID Pest Control Applicator; and Mr. Michael Donohue, SSJID Pest Control Applicator, on the next Magnacide application. Intent is to monitor the weed and algae growth and wait thirty (30) days until the next application, tentatively scheduled for August 11 at the Valley Home drop. If the weed and algae growth prove problematic prior to the 30-day timeline, the next application will occur on August 1. A bumper application, at Drop #9, will occur on August 12 for the lower portion of the District.
- The last skid of Magnacide for this irrigation season was delivered on July 14. Rhodamine dye, for future applications, has been ordered with delivery anticipated on July 24.
- Mr. Luihn continues to work on an alternate plan for SSJID's annual Safety Day this year, scheduled for October 29, as the program format will be revised due to COVID-19 requirements.
- Mr. Luihn has completed the necessary changes and updates to the 5-year renewal of the District's Risk Management Plan for Magnacide. The revisions will be submitted to the General Manager for signature and forwarded to San Joaquin County Environmental Health Department for review.
- Mr. Luihn submitted the required paperwork to the Department of Toxic Substance Control for the District's annual Environmental Protection Agency ID number verification and manifest fees assessment for the calendar year 2019, which is due each year in July.
- Mr. Luihn generated the electronic Tailgate Safety Meeting to all departments; and the weekly update to staff on COVID-19 related news, and postings as required per San Joaquin County order.

CFO Office

Division 9 Rate Process

- Ms. Sarah Bloom, SSJID Management Accountant, coordinated preparations for the customer advisory group discussions.
- The first customer advisory group meeting, scheduled for July 23, was canceled due to COVID-19 related attendance limitations. The next customer advisory group meeting is scheduled for August 12.
- Mr. Lindley and Ms. Bloom continue to work on opening presentations for the customer advisory group meetings.

Solar Farm

- Ms. Bloom is finalizing the financial analysis of the Solar Farm to determine whether to proceed with repairs. Preliminary indications are that the Solar Farm produces enough value to justify significant expenditures to maintain and improve production.

Other

- Mr. Lindley and Ms. Bloom are conducting preliminary preparations for the 2021 budget process; and will meet with the Digital Document Organization Group on further development of the project plan.
- Mr. Lindley is rewriting the District's Purchasing Policy; is reviewing proposed policies and procedures for COVID-19; and continues on the development of a Water Master Plan financial presentation to the Board committee and customer advisory group.

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Frank Avila, Irrigation Operations Manager:

Water Department

- Woodward elevation is at 208.14.
- The Magnacide applications, on July 12 and July 13, occurred without incident. The removals of aquatic plants are yielding positive results.
- Division Managers and team members remain in optimal health. Staff continues to practice SSJID COVID-19 protocols.

Shop Department

- The project of cleaning the District Yard is proceeding well, with positive results.
- The Shop Department continues to be busy with gate repairs, fabrication, and equipment maintenance.
- Mr. James Ferguson, SSJID Shop Manager, took possession of two (2) Ford Diesel pick-ups on July 24. Staff are performing standard District vehicle modifications before the trucks are released to the District fleet.

MDC/Telemetry Department

- Staff continues to make headway on getting the field Remote Telemetry Unit sites networked into the SCADA.
- Staff is still waiting for the frequency drive for Division 9. Delivery of the unit and full operation are anticipated the week ending July 31.
- The team is making progress on the inventory system with project completion anticipated soon.

Maintenance

- Mr. Jonnie Moore has been promoted to SSJID Maintenance Department Supervisor. His experience with the department will make the transition seamless. Welcome aboard Mr. Moore.
- The Grading Team has completed the maintenance work along the canal banks. Presently, the team is performing maintenance work to the bank at Woodward Dam 2.
- Staff has completed work to the District yard in the area located between the gas pumps and the Locker Room. The site looks really good. This work completes all follow-up that needed to occur for the Locker Room project.
- SSJID is currently advertising for the positions of Division Manager/ Maintenance worker. The career opportunity is being advertised in newsprint, on social media, and online job boards.

Forrest Killingsworth, Engineering Department Manager:

Canyon Tunnel

- Drilling fieldwork was postponed one week as a result the sudden passing of a prominent employee of the drilling sub-consultant (Taber Drilling). Drilling began on July 27 and will continue for twelve (12) weeks.
- The District has received signed letter agreements from both landowners (Mangante and Bruner) involved in the project. The letter agreement provides permission for the District to utilize their property to carry out the investigation and research associated to the 60% design effort.
- Upstream portal analysis is underway. A tentative meeting date between Condor and SSJID staff has been set to discuss results and recommendations of the upstream portal design. The tentative date is set for August 20.

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Joint Supply Canal (JSC) Rockslope Stability

- District staff met with Condor Earth, and Drill Tech Drilling and Shoring (DTDS) at the JSC on July 22 to review the rockslope stability work planned for this winter.
- DTDS was requested to prepare a proposal consistent with the proposal requirements from the 2019 rockslope stability work.
- Staff plans to bring the proposal to the Board for consideration at a meeting in August.

SSJID Water Master Plan (WMP)

- The WMP Grower Advisory Committee meeting is scheduled to occur on July 30, at Ripon City Hall.
- Depending on the number of participants who plan to attend, two (2) presentations may be necessary. Due to restrictions related to COVID-19, the City Hall building can only accommodate a maximum of 20 people.
- The presentation will be focused on infrastructure alternatives and the financial state of the District.

Winter Capital Improvement Preparation

- A task order, in the amount of \$28,665, is planned to be issued to MCR Engineering this week for surveying work and drafting services for 27 cut down pour over walls and several float valves and automated gates.
- District staff is simultaneously surveying a portion of the planned winter construction work to offset the total support needed from the consultant.

Delicato Qk-Qn Connection

- A minor leak was discovered immediately downstream of the new control box at the Qn pipeline. Staff coordinated with Delicato and G&L Brock Construction to have the pipeline repaired.

Brandon Nakagawa, Water Resources Coordinator:

Sustainable Groundwater Management Act (SGMA) Update

- As discussed at the July 8 and June 10 meetings of the Eastern San Joaquin Groundwater Authority (ESJGWA), the support letter to the Bureau of Reclamation, supporting the North San Joaquin Water Conservation District's WaterSmart Grant Application, was sent on July 16. The ESJGWA meets next on August 12.
- The South San Joaquin Groundwater Sustainability Agency (SSJGSA) Board meeting, scheduled for July 15, was postponed to August 19. The SSJGSA is expected to adopt a conflict of interest code, bylaws, and consider an updated budget.

Stanislaus Watershed Team

- On July 15, Mr. Nakagawa and Mr. Peter Rietkerk, SSJID General Manager, participated in a virtual meeting with State and Federal fisheries agencies, the Bureau of Reclamation, and other stakeholders on the Stanislaus River to discuss data collection, operational issues, and projects related to improving fisheries on the Stanislaus River. Mr. Jarom Zimmerman, Tri-Dam Project General Manager, was the main presenter at the meeting sharing physical and logistical constraints with making flow release changes at Tri-Dam facilities. At the invitation of the group, FISHBIO will be attending the next Stanislaus Watershed Team (SWT) meeting. The next meeting of the SWT is August 19.

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City of Riverbank Regional Recycled Water Project

- On July 15, Mr. Nakagawa participated in a virtual meeting with the City of Riverbank's consultant, Kjeldson Sinnock & Neudeck, Inc. (KSN); staff from the Regional Water Quality Control Board; and staff from the State Water Resources Control Board regarding the permitting path for treating wastewater for agricultural use. Issues discussed include level of treatment, permitting options, monitoring changes in groundwater conditions, agricultural considerations, and other processes such as SGMA and CV-Salts. KSN is developing project description documents and outreach material for growers in their study area.

Coronavirus (COVID-19) Update

- Mr. Nakagawa has been assisting the General Manager with refining District actions, policies, and communications, and researching items related to COVID-19, in addition to tracking local information of the situation through the San Joaquin Office of Emergency Services' Emergency briefings and updates from the Joint information Center. Of particular note, staffing levels at local hospitals are not keeping up with the increases in COVID-19 cases. There are outdoor mobile tent structures being erected in some local area hospital parking lots to handle the increase in patient admissions and mobile medical teams are being dispatched to local area hospitals to increase staffing levels. The District has implemented additional health screening for all visitors, and vendors accessing the Main building and yard.

Peter Rietkerk, General Manager:

- Mr. Rietkerk announced the Water Master Plan (WMP) Growers Meeting, to be held on July 30, at the City of Ripon Council Chambers. In adherence to the City of Ripon's COVID-19 protocol, in-person attendance will be limited to the 20-person maximum room capacity. The original intent was to conduct separate morning and afternoon sessions, but the number of RSVPs warrants a morning session only. In reference to compliance with the Ralph M. Brown Act, Mr. Rietkerk inquired about Board member attendance at the WMP Growers Meeting. Discussion among the Board concluded that the meeting shall be designated a SSJID Special Board Meeting, thus allowing all Board members to assemble in compliance with the Ralph M. Brown Act.

Reservoir Storage

- New Melones storage is currently at 1,658,572 AF or 69-percent of capacity. Top of Conservation Storage limit is 1,970,000 acre-feet. The top of conservation limit starts increasing on April 1, ramping to 2,420,000 acre-feet by June 1 – September 15, then ramping down to winter levels by November 1.
- Stanislaus River continue to maintain at approximately 200 cfs.

Administrative Items

- Walt Luihn, Brandon Nakagawa, senior managers and the General Manager are participating in department level safety meetings to discuss COVID-19 and the District's policies and actions to protect our team members, including the District's Face Covering Policy and Visitor Policy. The conversations have included discussion regarding staff and management perspectives, purpose behind the policies, and have allowed for some open and honest dialogue among departments and with management about the situation.

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ACTION CALENDAR

Item #2 – Coronavirus (COVID-19) Update

Mr. Rietkerk reported that the District continues to monitor the COVID-19 situation in San Joaquin County. Staff implements new SSJID COVID-19 policies and procedures as facts unfold about coronavirus, and is working on protocols, as recommended by the Centers for Disease Control and Prevention, for an employee's return to work following a positive test result of COVID-19.

Item #3 – South San Joaquin Irrigation District's Strategic Implementation Plan Projects Update

Mr. Rietkerk explained to the Board that the agenda item is to provide a regular update of the progress staff are undertaking to implement the SSJID's Strategic Implementation Plan (SIP) projects, report specific identified changes in projects, and is for informational purposes only requiring no Board action. He provided detailed descriptions of completed projects including "Update the District's 5-Year Capital Improvement Program Development Process," and "Develop and Hold an Annual Grower Appreciation Meeting or Event." He further explained the District's intention of holding a regular, annual Grower Appreciation meeting, apart from any specific planning project or purpose, is to provide opportunities for the District to convey information about services and initiatives, and seek input and feedback from customers. The Grower Advisory Committee for the Water Master Plan is a good example of this type of interaction with District customers.

Additional attachments included in the staff report, for Board review, were the Strategic Plan 2020 Implementation Program Report dated July 23, 2020; In-Progress Strategic Planning Projects 2020; SSJID Strategic Implementation Program Changes; and the previous Strategic Plan 2020 Implementation Program Report dated April 10, 2020.

Item #4 – Discussion and Possible Action Regarding the WTP's Waste Discharge Requirements Permit Amendment Project

Mr. Charles Galea, WTP Chief Plant Operator, addressed the Board, via the online Zoom meeting platform, and provided a detailed description of the WTP filtration process, the routine maintenance for the membrane trains, and the quarterly recovery clean process using citric acid and sodium hypochlorite doses to remove organic and inorganic foulants from the fibers. The process includes neutralized citric waste discharged to a drying bed before it can be ultimately discharged into an evaporation basin on the WTP property, requiring a Waste Discharge Requirement Permit through the California State Water Resources Control Board (Water Boards).

Increased fouling over the past few years has resulted in more frequent membrane recovery cleans, with more citric wastewater discharged into the evaporation pond. Staff is seeking an amendment to SSJID's Waste Discharge Requirement Permit to increase the discharge volume from 1 million gallons per year to 3 million gallons per year. To successfully amend the permit, staff will enlist an engineering firm to conduct a background analysis, which is required by the Water Boards, and assist in the application process. Staff contacted four (4) consulting firms with requests for bids; with two (2) proposals submitted. Staff has reviewed the bids, requirements, and qualifications for conformance with the bidding requirements. The apparent lowest responsive, responsible bidder is:

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- Condor Earth \$48,900

The amount budgeted for the study under the WTP Consulting Fees account is \$30,000, with the bid from Condor Earth at \$18,900 over budget.

MOTION: A motion was made by Director Holbrook and seconded by Director Holmes to approve amending SSJID’s existing Waste Discharge Requirements Permit to increase the discharge volume from 1 million gallons per year to 3 million gallons per year; accept the bid and award contract to Condor Earth to provide consulting services with the goal of amending SSJID’s existing Waste Discharge Requirements Permit; and approve the WTP Consulting Fees budget increase to \$48,900.

The motion passed 5 to 0 by the following vote:

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

Item #5 – Contribution to California Employers’ Retiree Benefit Trust to Fund Other Post-Employment Benefits Plan

Mr. Lindley addressed the Board proposing a contribution of \$254,256 to the California Employer’s Retiree Benefit Trust (CERBT) to maintain full funding of the Other Post-Employment Benefits (OPEB) Plan in accordance with Board policy adopted August 14, 2018. He gave a general description of SSJID’s OPEB plan which provides limited medical insurance benefits to qualified retirees in accordance with the District’s agreements with two (2) employee bargaining units.

Since the OPEB plan was established, all retiree benefits (insurance premiums) have been paid directly by SSJID instead of from the CERBT. This method is common among employers though it does not maintain full funding because insurance premiums for current (qualified) retirees bear no relation to future benefits that are currently accruing for current employees. Thus, funding the OPEB plan by the SSJID’s direct payment of benefits results in an underfunded status.

To maintain full funding of the OPEB plan, staff is recommending a cash outlay by SSJID of \$254,256. The 2020 budget includes \$254,461 for OPEB funding based on a preliminary actuarial report which was available during budget preparation.

MOTION: A motion was made by Director Holmes and seconded by Director Roos to approve a contribution of \$254,256 to the California Employers’ Retiree Benefit Trust to maintain full funding of the Other Post-Employment Benefits Plan in accordance with Board policy adopted August 14, 2018.

The motion passed 5 to 0 by the following vote:

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

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Item #6 – June 2020 Financial Statements

Mr. Lindley gave a planned report to the Board, was available for questions, and provided detailed descriptions of the Balance Sheet including cash & cash equivalents, investments, and other assets and total liabilities; Revenues, Expenses and Changes in Net Position including operating revenues and non-operating revenues; Year-to-Date Budget; Changes to Cash and Investments including cash flows; Analysis of Changes to Cash and Investments; and Reserves Balance. The Financial Statements for June 2020 were included in the agenda packet, Item #6.

Item #7 – June 2020 Investment Report

Mr. Lindley gave a planned report to the Board, was available for questions, and provided a brief summary of the Components of Cash and Investments as of June 30, 2020; and Treasury Yields this Year. The Investment Report for June 2020 was included in the agenda packet, Item #7.

It was announced that all items in closed session would be discussed. The Board took a break at 10:40 a.m. and convened to closed session at 10:50 a.m.

Item #8 – CLOSED SESSION

8. 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
- 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
 - 7 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

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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

Tri-Dam et al vs. Linda Santos
Superior Court of Stanislaus County
Case No. CV-20-002349

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 1:19 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 – ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:20 p.m.

ATTEST:

Danielle Barney, Clerk of the Board