

Manteca, California  
September 12, 2017

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

DIRECTORS: HOLBROOK HOLMES KAMPER KUIL ROOS  
ABSENT: NONE

Also present were General Manager Peter Rietkerk, General Counsel Steve Emrick, District Counsel Mia Brown, Engineering Department Manager Sam Bologna, and Clerk of the Board Betty Garcia.

**Public Comment** - None

**CONSENT CALENDAR**

- A. Approval of Warrants in the amount of \$222,137.38; A/P wires in the amount of \$647,151.67; payroll dated September 1 in the amount of \$204,697.09.
- B. Approval of the regular board meeting minutes of August 22, 2017.

A motion was made by Director Holmes and seconded by Director Holbrook to approve the Consent Calendar as submitted. The motion passed 5 to 0 by the following roll call vote:

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

Director Kuil stated that the Board will ask for Ed Erisman's Water Treatment Plant report and then go into Closed Session. Mr. Peter Rietkerk asked if it is possible for the Board to review item #5, prior to going into Closed Session, so that MCR staff could leave the meeting. Director Kuil agreed.

**Ed Erisman, Water Treatment Plant**

- Effective September 7, there is no longer any bodily contact allowed at Woodward Reservoir. Stanislaus County has posted signs at the entrance and around the park. They are doing their best to enforce the restrictions.
- Monday, September 11, through Wednesday, September 13, the Manteca Fire Departments will be conducting the Ammonia Emergency Response Drills at the Tracy Booster Station in Lathrop. The drills simulate an emergency release of chemical with a man down and will coordinate with several local hazmat teams, Water Treatment Plant staff, and our current ammonia supplier.
- On Wednesday, September 13, Tahir Mansoor from the State Water Board will be conducting the annual inspection of the Water Treatment Plant.

**ACTION CALENDAR**

**Item #5 – Consider acceptance of proposal from MCR to provide engineering services needed for proposed projects for the 2017-2018 maintenance season**

Mr. Sam Bologna, Engineering Department Manager, stated that MCR was asked to provide a proposal to perform all engineering services needed to support the construction of two pipeline projects for the upcoming maintenance season. He stated that MCR has performed well for the District in the past and their rates are very competitive. Additionally, District staff is able to work closely with MCR to help keep costs down.

Director Roos asked why these projects were not listed on our capital expenditure plan. Director Holbrook stated it is imperative to get all of the pipelines evaluated to ensure they remain in good operating condition. Mr. Rietkerk stated that the District’s Strategic Planning process notes that staff uses GIS tools, such as closed circuit camera pipeline inspections, to help us locate the need for repairs.

A motion was made by Director Kamper and seconded by Director Holbrook to authorize staff to enter into contract with MCR Engineering, in the amount of \$30,180, to perform engineering services for two pipeline projects that were recently approved for this maintenance season. The motion passed 5 to 0 by the following vote:

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

**At this time, Director Kuil announced that items #10B, 10C, 10D, 10E, and 10F would be discussed in Closed Session.**

**Item #10 – Closed Session**

- 10. b. Conference with Legal Counsel – Anticipated Litigation
  - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9
  - Phase 1 hearings on San Joaquin River/Delta Water Quality Control Plan Before State Water Resources Control Board – 1 case
  
- c. Conference with Legal Counsel – Existing Litigation
  - Paragraph (1) of subdivision (d) of Government Code Section 54956.9
  - 4 cases

Pacific Gas & Electric Company vs. San Joaquin LAFCO  
Superior Court for San Joaquin County  
Case No. 39-2015-00321743-CU-JR-STK

SSJID vs. Pacific Gas & Electric Company, A California Corp., et al.  
Superior Court for San Joaquin County  
Case No. STK-CV-UED-2016-0006638

Lee Tyler, et al. vs. Oakdale Irrigation District, et al.  
Calaveras County Superior Court  
Case No. 17CV42319

SSJID vs. Robert Donald Ney, Jr., Trustee  
Superior Court for San Joaquin County  
Case No. 2017-5525

- d. Public Employment  
Title: Management Accountant
- e. Public Employment  
Title: Engineering Supervisor
- f. Management Unit Negotiations  
California Government Code Section 54957.6  
Agency Negotiator: General Manager  
Employee Organizations: SSJID's Management Group

There were no reportable actions taken in Closed Session.

*Director Kuil left the meeting at this time.*

**Item #1 – Discussion and/or action regarding board calendar due to possible conflicts with September 26 board meeting**

Mr. Rietkerk noted that the September 26 board meeting presents conflicts with the schedules of at least one Director, Assistant General Manager Bere Lindley, General Counsel Steve Emrick, General Manager Peter Rietkerk and Engineering Manager Sam Bologna, due to various scheduled conferences and vacations.

He said staff is asking that the Board cancel the regularly scheduled meeting and provide to the General Manager the authority to calendar a special meeting, if necessary, for the week of October 2, 2017. Currently, staff has a potential need to schedule a special board meeting prior to the regularly scheduled October 10 board meeting to accommodate the management unit bargaining process.

A motion was made by Director Holmes and seconded by Director Holbrook to approve staff's recommendation to:

- a) Cancel the September 26, 2017 board meeting
- b) Provide the General Manager the authority to schedule a special board meeting for the week of October 2 depending on the availability of directors and staff

The motion passed 4 to 0 by the following vote:

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

**Item #2 – Consider approval of Health Insurance Policy renewals for 2018**

Mr. Donald Thornburg, Human Resource Analyst, stated the Health Insurance Advisory Committee met regarding the proposed renewal rates for health insurance for 2018. The proposed rate increases are minimal and Anthem plans will be decreased by 4% due to eligibility for incentive rates in 2018. He said there are no rate increases scheduled in 2018 for Vision, Dental, Life, and AD&D Plans. At the Health Insurance Advisory meeting on August 31, the committee unanimously agreed to recommend renewal of all current medical, dental, vision and life insurance policies to the Board.

A motion was made by Director Holbrook and seconded by Director Roos to approve the Health Insurance Advisory Committee’s recommendation to approve renewal of medical, dental, vision, and life insurance policies. The motion passed 4 to 0 by the following vote:

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

**Item #3 – Consider approval of Access Card, Remote Control, and Door Key Policy**

Mr. Michael O’Leary, IT Systems Administrator, stated that he recently updated the policy listed above. The notable changes from the previous policy include a more formal policy structure, additional language for access cards, and updated terms and conditions for assigned gate remote controls. He said the policy was reviewed by Bere Lindley, Steve Emrick and Peter Rietkerk prior to being presented to the Board.

Mr. O’Leary also noted that recently Mr. Rietkerk had approved a second change order that included additional gate remote controls and also a door in the Maintenance Department hallway which leads into the shop that had not been included in the original plans.

A motion was made by Director Holmes and seconded by Director Roos to accept staff’s recommendation to approve the revised Access Card, Remote Control, and Door Key Policy.

The motion passed 4 to 0 by the following vote:

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

**Item #4 – Consider approval of PG&E installations of new gas facilities for the Vineyards Project in Ripon**

Mr. Bologna stated that PG&E has requested to cross portions of the District’s Lateral “Va” with gas line services for the Vineyards project in Ripon. The plans have been reviewed and modified to comply with District standards. The request from PG&E asks that this encroachment be subject to the terms and conditions of the expired agreement.

A motion was made by Director Holmes and seconded by Director Roos to authorize signature of plans and encroachment letter as requested by PG&E.

The motion passed 4 to 0 as follows:

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

**Item #6 – Financial Statements for July 2017**

Mr. Lindley had no formal presentation and stated the report was for information only.

**Item #7 – Discussion on Strategic Planning Implementation Program**

Mr. Rietkerk reviewed a power point presentation on the Strategic Planning Implementation Program with the Board. The Strategic Plan focuses on: Finance & Rates; Workforce & Culture; Customer Service & Community Relations; Water Supply, Operation & Distribution; Retail Electric; and Legislative & Regulatory. He said this program defines, prioritizes, schedules, and delegates action items designed to achieve the Plan goals and ends statements. It is a dynamic, hands-on document and process that will evolve with time to meet the District’s strategic planning needs. All employees are encouraged to contribute ideas that help the District meet its Strategic Goals and Ends Statement. The program provides clarity and accuracy in managing the budgeting process by setting organizational priorities ahead of the budget each year. It also defines a means of regularly tracking progress towards achievement of Strategic Plan objectives. The Implementation Program is District developed; District executed. Program management and monitoring is tracked using Smartsheets software to prioritize, document, assign, schedule, budget, and track strategic action items. Every August there is an annual review, revision, and update of the program. A total of 67 action items have been identified; 16 of those items are to be completed by December 31, 2017; two items have been completed thus far. A goal of 23 action items are to be completed by December 31, 2018; and 8 action items are ongoing.

**Item #9 – Communications**

Director Holmes

- He thanked Troylene Saylor for the August 2017 newsletter. He said it was well written with excellent articles acknowledging staff contributions to the District and employees comments related to the District’s Core Values.

Director Holbrook

- He also thought the newsletter was great and thanked staff for providing customer service above and beyond.
- He announced that Julianne Phillips, Program Director at the San Joaquin Farm Bureau, recently resigned. She is taking a manager position at the Water and Land Resources Division in King County, Washington.
- He would like to see Water Superintendent, Joe Catanzarite, attend the board meetings so that he can give updates about his department activities.

Bere Lindley, Assistant General Manager

- He noted that Matt Macedo is going to be off work until October 11.
- He turned in work to the auditors last week and received answers back. He wants to wrap up the audit for 2016.
- Started the budget process for 2018; the budget workshop is scheduled for October 12-13.
- He will be participating in his second deposition for Retail Electric.

Sam Bologna, Engineering Department Manager

- He announced his upcoming retirement stating that he plans to work until the end of 2017 and then vacation out until March 2018. He thanked the Board, Management, and staff that he has worked with for the last 46 years. He was thankful for all of the personal relationships that he developed during his tenure and was proud to have been able to play an integral role in many projects and changes that have occurred over the years.

Peter Rietkerk, General Manager

- A special meeting will be planned for the week of October 2 and one of the items for discussion would be to set the date for end of water season.
- Bureau of Reclamation may plan for a potential Fall Pulse Flow and/or water transfer.
- He will be attending a GBA meeting tomorrow at San Joaquin County.
- Has been working with Fish Bio and a land owner to obtain an access agreement to support our native fish plan.
- He and Bob Holmes have a meeting with the City of Escalon on Monday, September 18 to discuss the City taking water from the District's Water Treatment Plant.

**Item #8 – Board to review and consider revised job description for Engineering Supervisor (after Closed Session)**

A motion was made by Director Holmes and seconded by Director Roos to accept staff's recommendation to approve the Engineering Supervisor position and job description as well as the proposed wage scale listed below:

**South San Joaquin Irrigation District  
Engineering supervisor**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## **SUMMARY DESCRIPTION**

Under direction of the Engineering Manager and General Manager, performs a wide variety of engineering and supervisory tasks necessary to facilitate the daily engineering operations of the District; negotiates and administers contracts, and drafts agreements and policies; interacts with contractors, developers, consultants, engineers, and others to carry out the objectives of the Board of Directors.

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Reviews subdivision improvement plans and calculations to ensure compliance with District standards and approves plans as authorized by the Board of Directors.
2. Plans, organizes, and supervises engineering functions of the District, including the design, construction, alteration, and maintenance of all works and field operations.
3. Develops and implements Engineering Department goals, objectives, policies, and priorities; assures alignment of Departmental Goals with District Strategic Planning goals and priorities.
4. Working in concert with the General Manager, responsible for monitoring the District's Strategic Planning goals, including development and tracking of action items within the Strategic Implementation Program, and updating management and the Board on progress toward strategic goals and action items.
5. Serves as department head in the absence of the Engineering Manager;
6. Prepares staff reports and makes oral presentations to the Board of Directors; attends meetings with outside agencies and administrators to coordinate activities and carry out directives of the Board; acts as technical adviser to the Board.
7. Performs a variety of supervisory tasks; responsible for interviewing, hiring, training, discipline, planning assignments, directing work activities, and evaluating work performance; conducts regular safety meetings for assigned staff.
8. Works closely with District Counsel on a variety of matters including the drafting and implementation of agreements and policy documents; confers with staff and consulting engineers about engineering problems.
9. Negotiates with public agencies, contractors, and consultants on behalf of the District and administers contracts for studies and projects initiated by the District; resolves contractor disputes.
10. Works closely with other District departments to provide support activities and coordinate projects and maintenance functions.
11. Reviews project referrals from outside agencies, and prepares written responses to ensure that proposed projects comply with District standards.
12. Works with qualified staff and consultants in the preparation of legal descriptions and provides engineering functions necessary to conduct surveys and hydraulic analysis for the design of District facilities for District projects; provides similar review functions on private and public works projects affecting District facilities.
13. Prepares monthly reports, statistical analysis, and evaluations to inform the Board and others of ongoing projects and operational activities; directs and supervises the research and compilation of comprehensive reports.

14. Initiates and participates in the management of a variety of water resource issues such as groundwater usage, drainage, conservation, environmental impacts, and permitting matters; reviews and responds to general plans, planning documents, environmental impact reports, master plans, water resource documents, and various statistical reports; manages and directs the inventories of related datasets.
15. Assists in the administration of storm drainage requirements, contracts, and agreements with various public agencies, private companies, and individuals.
16. Assists in the coordination of activities to ensure compliance with required standards for dam safety.
17. Plans and supervises the formation of long-range plans for public improvements and the implementation of master plans for such improvements; develops engineering and financial studies pertaining to all aspects of the District's operations.
18. Meets with the general public and others to answer questions and resolve problems related to all facets of District operations.
19. Works with Engineering Manager and others to prepare an annual budget and recommend major purchases and expenditures.
20. Processes all requests for annexation to the District and handles special permitting requirements with city, county, state, and federal agencies; represents the District at meetings and hearings; provides expert witness testimony in case of litigation.
21. Makes recommendations on a variety of issues involving the District; informs staff and administers District policies and procedures in accordance with the rules, regulations, and directives of the District.
22. Performs related duties as required.

## **QUALIFICATIONS**

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

### **Knowledge of:**

Principles, practices, and methods of civil engineering as applicable to the design and construction of irrigation and drainage systems and related structures.

Materials and equipment used in the construction of irrigation and drainage system facilities.

Principles of storm water management techniques, water code regulations, and related legal requirements.

Real estate principles and practices.

Construction methods and inspection techniques.

Agricultural principles and practices and water delivery methods and techniques.

Federal, state, regional, and local laws, regulations, and guidelines related to water quality, environmental safety, and District operations.

Development of engineering designs, construction standards, and specifications.

Cost estimating and contract administration; technical report writing.

Budget development and expenditure control, including development of capital improvement plans.

Principles of supervision, organization, training, and effective personnel management.

Various aspects of computer operations.

### **Ability to:**

Develop, interpret, and implement District policies.

Understand, interpret, and prepare legal property descriptions and engineering reports, and map preparations and regulations relating to the Subdivision Map Act.



Operate a variety of software applications.  
Oversee and conduct construction inspections and field surveys.  
Analyze operations, initiate projects, and respond to District growth.  
Prepare comprehensive technical reports and recommendations.  
Conduct engineering research work and solve complex engineering problems using a variety of engineering techniques.  
Deal tactfully and courteously with the public, contractors, and representatives of other agencies in representing District operational and engineering functions  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in engineering, public administration, management, or a related field.

**Experience:**

Five years of increasingly responsible engineering experience including two years of administrative and supervisory responsibility. Experience with a water district or similar agency is desirable.

**License or Certificate:**

Possession of a valid certificate of registration as a professional engineer issued by the State Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Possession and continuance of a driving record that does not cause adverse effect on the District's automobile insurance rates is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting, with travel from site to site and exposure to inclement weather, noise, dust, and fumes; work and/or walk on various types of surfaces, including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

**Hearing:** Hear in the normal audio range with or without correction.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

<b>Class Title</b>	<b>Step 5 Hourly 2017</b>	<b>Step 4 Hourly 2017</b>	<b>Step 3 Hourly 2017</b>	<b>Step 2 Hourly 2017</b>	<b>Step 1 Hourly 2017</b>	<b>Step 5 Salary</b>
Engineering Supervisor	\$ 64.90	\$ 61.81	\$ 58.87	\$ 56.07	\$ 53.40	\$ 135,000

The motion passed 4 to 0 by the following vote:

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

**Item #11 – ADJOURNMENT**

There being no further business to come before the board, a motion was made by Director Holbrook and seconded by Director Roos to adjourn the meeting at 12:29 p.m.

The motion passed 4 to 0 by the following vote:

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

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