

**MINUTES FOR THE FEBRUARY 17, 2022
SPECIAL MEETING OF THE SSJID BOARD OF DIRECTORS**

The Board of Directors of the South San Joaquin Irrigation District met in special session at the District Boardroom at 1:00 p.m. President Holmes called the meeting to order. Upon roll-call the following members were noted present:

DIRECTORS: HOLBROOK HOLMES KAMPER SPYKSMA 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

ACTION CALENDAR

Item #1 – Approval of Amendment to Irrigation Service Abandonment Agreement, APN 197-120-43

MOTION: A motion was made by Director Holbrook and seconded by Director Spyksma to approve the Amendment to Irrigation Service Abandonment Agreement for APN 197-120-43.

The motion passed 5 to 0 by the following vote:

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

Mr. Forrest Killingsworth, SSJID Engineering Department Manager, noted that there are currently several Amendment to Irrigation Service Abandonment Agreement applications being processed in the office, which will be presented to the Board at the next board meeting. He added that some applications are straightforward and will be listed on the Consent Calendar. Other applications contain encroachments in District easements requiring consideration before approval, and will be listed on the Action Calendar.

Item #2 – Approval of Finance and Administration Manager Job Classification AND Item #3 – Approval of Assistant Finance and Administration Manager Job Classification

Mr. Peter Rietkerk, SSJID General Manager, addressed the Board and stated that staff is seeking Board approval of the revised job classification for the previously established position of SSJID Finance and Administration Manager, and the job classification for the new position of SSJID Assistant Finance and Administration Manager. He added that compensation will be discussed for budgetary purposes only, and will not be formally presented to the Board for approval until the February 22, 2022 regular board meeting. Ms. Mia Brown, SSJID General Counsel, clarified that the Ralph M. Brown Act prohibits the convening of special meetings for the purpose of board action regarding salary and/or compensation for executive level positions.

Mr. Rietkerk explained the upcoming retirement of Mr. Bere Lindley, SSJID Assistant General Manager (also serving as the Chief Financial Officer (CFO)), on April 1, 2022; the District's current organizational chart for upper management; the District's intent to consolidate positions in the Finance and Administration Department; Mr. Lindley's current duties as CFO; and proposed functions and responsibilities of the revised and new job classifications for Finance and Administration Manager, and Assistant Finance and

Administration Manager. He further explained the District’s intent to seek recruitment services for the Finance and Administration positions, as well as promotional opportunities for staff.

Board discussion included correcting the job description for Finance and Administration Manager to include the requirement to file an annual Statement of Economic Interest (Form 700).

MOTION: A motion was made by Director Holbrook and seconded by Director Spyksma to approve the SSJID Finance and Administration Manager Job Description, and the SSJID Assistant Finance and Administration Manager Job Description, with amendments to the Finance and Administration Manager Job Description to include the requirement to file an annual Statement of Economic Interest (Form 700).

The motion passed 5 to 0 by the following vote:

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

Item #4 – Discussion and Possible Action/Direction to General Manager Regarding Budget Matters Relating to Approval of Finance Administration Manager and Assistant Finance Administration Manager Positions

Mr. Rietkerk addressed the Board and acknowledged Mr. Don Thornburg, SSJID Human Resources Specialist, on his research of comparable classifications and salaries for local irrigation districts and agencies. He explained the methodology used to formulate the proposed budget considerations for future Finance and Administration Manager, and Assistant Finance and Administration Manager. The proposed budgets for the new classifications are:

- Finance and Administration Manager: Step 1 = \$168,654 to Step 5 = \$205,000
- Assistant Finance and Administration Manager: Step 1 = \$148,498 to Step 5 = \$180,500

Ms. Brown advised the Board that they may comment on the proposed budgeted amounts, and/or approve the maximum budgeted amount(s) for the proposed job classifications, but will not be making any decisions regarding salaries at this time.

Mr. Lindley noted that the proposed amounts will fit in the existing 2022 budget.

Board discussion included clarification of how in-house promotions interact with salary step tiers.

The Board convened to Closed Session at 1:25 p.m.

Item #5 – CLOSED SESSION

- 5. a. Public Employment
California Government Code Section 54957(b)(1)
Classifications: Finance Administration Manager, Assistant Finance Administration Manager

RETURN TO OPEN SESSION

The Board reconvened to open session at 1:51 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.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:52 p.m.

ATTEST:

Danielle Barney, Clerk of the Board