



**REGULAR COMMISSION MEETING OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY**

TURLOCK IRRIGATION DISTRICT
Board Room, Main Office Building
333 East Canal Drive
Turlock, CA

Monday, November 13, 2023
10:00 a.m.

ALTERNATE FORMATS OF THIS AGENDA WILL BE MADE AVAILABLE UPON REQUEST TO
QUALIFIED INDIVIDUALS WITH DISABILITIES. PERSONS WHO REQUIRE A DISABILITY-
RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR
SERVICES, SHOULD CONTACT TAMI WALLENBURG, COMMISSION SECRETARY, IN
PERSON OR BY MAIL, AT THE ABOVE ADDRESS, OR BY TELEPHONE AT (209) 883-8310,
NOT LESS THAN 24 HOURS PRIOR TO THE MEETING FOR WHICH THE MODIFICATION OR
ACCOMMODATION IS REQUIRED

AGENDA

1. Call to Order

Members of the public will have the opportunity to provide public input in-person or via the webinar or phone features. If you wish to speak, click on the "Raise Hand" button via Zoom, or press *9 if using a phone, and wait until your name (or other identifying information) is called by the Commission Secretary.

To join the meeting:

- [Click here to join the video meeting](#)
- Or to join by phone, please dial (toll free) 669-900-9128 or 346-248-7799;
Meeting ID: 996 0495 3219

2. Salute to the Flag

3. Roll Call of Commissioners

4. Public Comment (5 minutes per speaker)

This time is provided for the public to address the Commissioners of the Authority on matters of concern that fall within the jurisdiction of the Authority that are **not** on the agenda. Speakers are encouraged to consult Member Management or Directors prior to agenda preparation regarding any Authority operation or responsibility as no action will be taken on non-agenda issues.

5. Motion Approving Minutes of the Regular Meeting of August 7, 2023 and the Special Meeting of September 21, 2023

6. Motion Approving the Treasurer's Report

Presentation and acceptance of the Treasurer's Report through October 31, 2023.

- Michael Clipper, Treasurer

7. Motion Appointing Jennifer Land as SJTA Secretary

Consider appointing Jennifer Land to the officer position of SJTA Secretary, pursuant to Article 6, Section 6.5 of the SJTA Joint Powers Agreement, effective November 13, 2023. The current SJTA Commission Secretary Tami Wallenburg has served in this position for over a decade and will be retiring at the beginning of the coming year.

- Commissioner Frantz, Chair

8. Resolution Approving the SJTA 2024 Regular Meeting Schedule

Consider approving the SJTA 2024 Regular Meeting Schedule pursuant to Article 7, Section 7.2 of the SJTA Joint Powers Agreement; and in accordance with provisions of California Government Code Section 6592.1.

- Commissioner Frantz, Chair

9. Resolution Approving the SJTA Executive Director Position and Job Description

Consider approving the SJTA Executive Director Position and Job Description.

- Jennifer Persike, Administrator

10. Resolution Approving the SJTA 2024 Fiscal Year Budget

Consider approving the SJTA 2024 Fiscal Year Budget pursuant to Article 11, Section 11.1 of the SJTA Joint Powers Agreement.

- Michael Clipper, Treasurer

- Jennifer Persike, Administrator

11. Motion to Adjourn to Closed Session

A. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board

Tuolumne County Superior Court – Case Number CV62094

Judicial Council Coordinated Proceeding No.5013

- Valerie Kincaid, Legal Counsel

B. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority vs. California State Water Resources Control Board

Fresno County Superior Court – Case No. 21CECG02632

- Valerie Kincaid, Legal Counsel

C. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board

Court of Appeals 6th District – Case No. H047270

Consideration of Settlement Proposal

- Valerie Kincaid, Legal Counsel

D. Conference with Legal Counsel – Existing Litigation
California Government Code Section 54956.9
San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board
Fresno County Superior Court – Case No. 23CECG04201
- Valerie Kincaid, Legal Counsel

E. Conference with Legal Counsel – Anticipated Litigation
California Government Code Section 54956.9(d)(2)-(3)
Anticipated Litigation – two potential cases
Potential future State Water Board Action
- Valerie Kincaid, Legal Counsel

12. Reconvene - Report of Any Action Taken in Closed Session
- Commissioner Frantz, Chair

13. Matters Too Late for the Agenda

14. Next Regular SJTA Meeting – Monday, February 12, 2024 at 10:00 a.m.

15. Motion to Adjourn

MINUTES OF THE SPECIAL COMMISSION OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY

The Commission of the San Joaquin Tributaries Authority met in special session on the 7th day of August, 2023 at 10:05 a.m., conducted in-person and via Zoom Webinar from Turlock, California.

Attending were the following representatives of the member agencies:

Michael Frantz – Turlock Irrigation District (Chair)
Mike Weststeyn – South San Joaquin Irrigation District (Vice-Chair)
Robert Frobose – Modesto Irrigation District
Newsha Ajami – City and County of San Francisco (via Zoom)

PUBLIC COMMENT

There were no comments from the public.

MOTION APPROVING COMMISSION MEETING MINUTES

Moved by Commissioner Frobose, seconded by Commissioner Weststeyn, that the special meeting minutes of May 8, 2023 be approved as presented.

All voted in favor with none opposed. The Chair declared the motion carried.

DISCUSSION REGARDING APPOINTMENT OF DEPUTY SECRETARY

Chair Michael Frantz stated that current Commission Secretary, Tami Wallenburg, would be retiring from TID at the beginning of the year and there is a need to appoint a Deputy Secretary to the commission for succession planning purposes. Hearing no objections, the Commission took the following action:

MOTION APPOINTING DEPUTY SECRETARY

Moved by Commissioner Frobose, seconded by Commissioner Ajami, that Jennifer Land is hereby appointed as Deputy Secretary to the San Joaquin Tributaries Authority, effective August 7, 2023.

All voted in favor with none opposed. The Chair declared the motion carried.

PRESENTATION OF TREASURER'S REPORT

Treasurer Michael Clipper presented the Statement of Cash Receipts and Disbursements, Revenue and Expenditures Budget Report and Member Cash Call through the end of July 2023.

As of July 1, the San Joaquin Tributaries Authority had funds available in the amount of \$885,405.37. Mr. Clipper reported no disbursements for the month of July leaving cash on hand in the amount of \$885,405.37. Mr. Clipper then reviewed upcoming disbursements for August with Commissioner Frantz commenting on interest rate changes and perhaps looking into the possibility of a different type of account for a better return with Commissioner Weststeyn concurring. Mr. Clipper stated he would look into the matter. Hearing no further comments, the Commission took the following action:

MOTION APPROVING TREASURER'S REPORT

Moved by Commissioner Weststeyn, seconded by Commissioner Frobose, that the Treasurer's Report through July 31, 2023, be approved as presented.

All voted in favor with none opposed. The Chair declared the motion carried.

DISCUSSION REGARDING PROPOSED SETTLEMENT AGREEMENT

General Counsel Art Godwin reviewed the proposed settlement agreement between the SJTA and Oakdale Irrigation District (OID) with several commissioners commenting on the need to revise the wording within the bylaws when a member chooses to leave when there are ongoing costs related to pending lawsuits. Commissioner Ajami stated there needs to be more thought and a consensus among members with Commissioner Frantz agreeing there needs to be a provision for off roads to exit that are fair to each member. Commissioner Frobose agreed stating there are conflicting statements within the bylaws that need to be clarified and suggested revising the period in which a member can depart after submitting notification due to financial legal obligations. Commissioner Frantz expressed hope OID would return in the future with Oakdale citizen Linda Santos appreciating his comment and agreeing "we are better together as a united front."

RESOLUTION NO. 2023 - 3

RESOLUTION APPROVING THE SETTLEMENT AGREEMENT AND MUTUAL GENERAL RELEASE BETWEEN THE SAN JOAQUIN TRIBUTARIES AUTHORITY AND OAKDALE IRRIGATION DISTRICT

WHEREAS, on May 22, 2022, Oakdale Irrigation District ('OID') provided written notice to the Secretary of the San Joaquin Tributaries Authority ('SJTA') that OID intended to withdraw from the SJTA; and

WHEREAS, on May 8, 2023, the SJTA Commission authorized Commissioners Weststeyn and Frantz to meet with OID to settle OID's Claim and Complaint with SJTA; and

WHEREAS, on May 17, 2023, OID filed a claim against the SJTA and sent a draft complaint alleging breach of contract and declaratory relief against SJTA; and

WHEREAS, on July 11, 2023, the Board authorized OID's General Manager and General Counsel to settle the Claim and Complaint with SJTA; and

WHEREAS, the Parties agree that it is in the best interests of all Parties to resolve and settle any and all claims which may now exist or which may hereafter accrue to or against a party to this Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the San Joaquin Tributaries Authority that the attached Settlement Agreement and Mutual General Release is hereby approved, and the President of the SJTA is authorized to execute on behalf of the SJTA.

Moved by Commissioner Frobose, seconded by Commissioner Ajami, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes:	Commissioners Weststeyn, Frobose, Ajami, Frantz
Noes:	Commissioners - None
Absent:	Commissioners - None

The Chair declared the resolution adopted.

STRATEGIC PLAN IMPLEMENTATION – ADMINISTRATIVE STRUCTURE

Consultant Jennifer Persike reviewed Phase II of the Strategic Plan implementation. She reviewed numerous goals and priorities described in the Plan including the internal goal of One Voice which would elevate the identity and effectiveness of the SJTA by developing a unified voice. The strategy to achieve this goal would be to develop a plan to create a sustainable administrative structure, including program management, staff supported committees, budgeting and contracting capacities. The proposed action to develop the strategy would be to retain an Administrator to stand up the new structure, modify governing documents, refreshing the SJTA website/branding, and build the job description for a longer-term executive director position. Ms. Persike then reviewed a budget estimate for the proposed administrator based on 40 hours per month at \$350.00/hr., totaling \$70k for the remainder of 2023. She recommended the Commission authorize the various general managers to move forward to identify and retain an Administrator (independent consultant) within the approved 2023 budget for Strategic Plan implementation. Commissioners discussed at length and agreed upon the need to hire an Administrator to assist not only in the creation of a job description for a proposed Executive Director position at some point but to also develop a possible tiered type of membership in the future as well as a restructuring of the bylaws and refreshing the website among other duties.

Several of the general managers spoke regarding their desire to have Ms. Persike fulfill the role of Administrator noting they have worked with her extensively over the past year in creating the current Strategic Plan and citing her vast experience in working with other joint power authorities across the state. Further discussion by the commissioners included positive comments regarding Ms. Persike's experience in the industry with each concurring her expertise makes her the right choice for the commission at this time. Ms. Persike thanked them for their support stating she is "invested in their success."

She noted she will focus on a January 2024 timeline for possible recruitment of an Executive Director with Commissioner Ajami desiring the conversations among general managers begin sooner than later on creating the model for the position.

MOTION ADJOURNING TO CLOSED SESSION

Moved by Commissioner Weststeyn, seconded by Commissioner Frobose, that the Commission adjourn to closed session:

A. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board

Tuolumne County Superior Court - Case Number CV62094

Judicial Council Coordinated Proceeding No.5013

- Valerie Kincaid, Legal Counsel

B. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority vs. California State Water Resources Control Board

Fresno County Superior Court - Case Number 21CECG02632

- Valerie Kincaid, Legal Counsel

C. Conference with Legal Counsel – Existing Litigation

California Government Code Section 54956.9

San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board

Court of Appeals 6th District – Case No. H047270

- Valerie Kincaid, Legal Counsel

D. Conference with Legal Counsel – Anticipated Litigation

California Government Code Section 54956.9(d)(4)

Anticipated Litigation – one potential case

State Water Board Consideration of Adopting Biological Goals

- Valerie Kincaid, Legal Counsel

E. Conference with Legal Counsel – Anticipated Litigation

California Government Code Section 54956.9(d)(2)-(3)

Anticipated Litigation – two potential cases

Potential future State Water Board Action

- Valerie Kincaid, Legal Counsel

All voted in favor with none opposed. The Chair declared the motion carried.

RECONVENE – OPEN SESSION

The commission meeting was reconvened at 12:08 p.m. in open session with all officers present as per the previous session.

REPORT OF ANY ACTION TAKEN IN CLOSED SESSION

The Chair announced no reportable action was taken in closed session.

MATTERS TOO LATE FOR THE AGENDA

There were none.

FUTURE MEETING

The next regular meeting is scheduled for 10:00 a.m. on November 13, 2023.

ADJOURNMENT

There being no further business, moved by Commissioner Frobose, seconded by Commissioner Ajami, that the meeting be adjourned at 12:09 p.m.

All voted in favor with none opposed. The motion was carried.

Secretary to the Commission

**MINUTES OF THE SPECIAL COMMISSION
OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY**

The Commission of the San Joaquin Tributaries Authority met in special session on the 21st day of September, 2023 at 2:30 p.m., conducted in-person and via Zoom Webinar from Turlock, California.

Attending were the following representatives of the member agencies:

Michael Frantz – Turlock Irrigation District (Chair – via Zoom)
Glenn Spyksma – South San Joaquin Irrigation District (Vice-Chair – via Zoom)
Robert Frobose – Modesto Irrigation District (via Zoom)
Newsha Ajami – City and County of San Francisco (via Zoom)

PUBLIC COMMENT

There were no comments from the public.

MOTION ADJOURNING TO CLOSED SESSION

Moved by Commissioner Ajami, seconded by Commissioner Spyksma, that the Authority adjourn to closed session:

A. Conference with Legal Counsel – Initiation of Litigation

California Government Code Section 54956.9(c)

Consider initiation of litigation to challenge the State Water Resources Control Board adoption of Biological Goals on September 6, 2023
- Valerie Kincaid, Legal Counsel

All voted in favor with none opposed. The Chair declared the motion carried.

RECONVENE – OPEN SESSION

The commission meeting was reconvened at 3:12 p.m. in open session with all officers present as per the previous session.

REPORT OF ANY ACTION TAKEN IN CLOSED SESSION

The Chair announced no reportable action was taken in closed session.

MATTERS TOO LATE FOR THE AGENDA

There were none.

FUTURE MEETING

The next regular meeting is scheduled for 10:00 a.m. on November 13, 2023.

ADJOURNMENT

There being no further business, moved by Commissioner Ajami, seconded by Commissioner Frobose, that the meeting be adjourned at 3:13 p.m.

All voted in favor with none opposed. The motion was carried.

Secretary to the Commission

DRAFT

MOTION APPROVING TREASURER'S REPORT

Moved by Commissioner _____, seconded by Commissioner _____, that the Treasurer's Report through October 31, 2023, be approved as presented.

The Chair declared the motion _____.

I, Jennifer Land, Deputy Secretary of the Commission of the SAN JOAQUIN TRIBUTARIES AUTHORITY, a California joint powers agency, hereby certify that the foregoing is a full, true, and correct copy of a motion duly adopted at a regular meeting of said Commission thereof duly called and held at Turlock Irrigation District office on the 13th day of November, 2023

Deputy Secretary to the
COMMISSION OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY



SAN JOAQUIN TRIBUTARIES AUTHORITY

P.O. Box 949
Turlock, CA 95381-0949
(209) 883-8293

San Joaquin Tributaries Authority

Cash Reconciliation

Balance as of 10/1/23: **\$482,000.50**

Receipts for the month:

0.00	Cash Call ()	
0.00	Miscellaneous	
<hr/>		
0.00		\$0.00

Disbursements for the month:

25,000.00	Port of Stockton	
25,000.00	Port of Stockton	
14,000.00	J. Persike	
14,000.00	J. Persike	
160,237.65	Paris / Kincaid	
106,316.30	Paris / Kincaid	
<hr/>		
344,553.95		\$344,553.95

Bank Account Balance: **\$137,446.55**

Balance as of 10/31/23: **\$137,446.55**

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F&M BANK

FARMERS & MERCHANTS BANK OF CENTRAL CALIFORNIA

Account Number **1** Page

ACCOUNT SUMMARY

ACCOUNT NUMBER	STARTING BALANCE	TOTAL NO	DEBITS AMOUNT	TOTAL NO	CREDITS AMOUNT	TOTAL CHGS	INT PD	NEW BALANCE
CHECKING	482,000.50	6	344,553.95	0	.00	.00	.00	137,446.55

PUBLIC FUNDS DDA

ACCOUNT	DATE	TRANSACTIONS	DEBITS	CREDITS	BALANCE
20-OCT	CHECK (DIGITAL)	1083	25,000.00		457,000.50
20-OCT	CHECK (DIGITAL)	1084	25,000.00		432,000.50
23-OCT	CHECK (DIGITAL)	1081	14,000.00		418,000.50
23-OCT	CHECK (DIGITAL)	1085	14,000.00		404,000.50
27-OCT	CHECK (DIGITAL)	1082	160,237.65		243,762.85
27-OCT	CHECK (DIGITAL)	1086	106,316.30		137,446.55
Average Daily Balance					409,174.84



SAN JOAQUIN TRIBUTARIES AUTHORITY

P.O. Box 949
Turlock, CA 95381-0949
(209) 883-8293

San Joaquin Tributaries Authority

Comparison of Revenue and Expenditures to Budget

Year-to-Date October 2023

	<u>Month of October</u>	<u>2023 YTD Activity</u>	<u>2023 Budget</u>	<u>Budget Variance</u>
Revenue				
2023 Cash Call	0.00	1,230,000.00	1,230,000.00	0.00
Carryover	<u>0.00</u>	<u>168,180.87</u>	<u>180,000.00</u>	<u>(11,819.13)</u>
	0.00	1,398,180.87	1,410,000.00	(11,819.13)
Expenditures				
Administration	68,508.27	187,160.82	250,000.00	(62,839.18)
General Legal				
Paris Kincaid	102,432.90	1,063,573.50	1,100,000.00	(36,426.50)
Strategic Visioning Plan	0.00	0.00	0.00	0.00
Miscellaneous				
Contingency	0.00	0.00	60,000.00	(60,000.00)
Total Expenditures	<u>170,941.17</u>	<u>1,250,734.32</u>	<u>1,410,000.00</u>	<u>(159,265.68)</u>
Revenue Over Expenditures	<u>(170,941.17)</u>	<u>147,446.55</u>	<u>0.00</u>	<u>147,446.55</u>

MOTION APPOINTING SJTA SECRETARY

Moved by Commissioner _____, seconded by Commissioner _____, that Jennifer Land is hereby appointed as Secretary to the San Joaquin Tributaries Authority, effective November 13, 2023.

The Chair declared the motion _____.

I, Jennifer Land, Deputy Secretary of the Commission of the SAN JOAQUIN TRIBUTARIES AUTHORITY, a California joint powers agency, hereby certify that the foregoing is a full, true, and correct copy of a motion duly adopted at a regular meeting of said Commission thereof duly called and held at Turlock Irrigation District office on the 13th day of November, 2023

Deputy Secretary to the
COMMISSION OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY

RESOLUTION NO. 2023 -

**RESOLUTION APPROVING THE
SAN JOAQUIN TRIBUTARIES AUTHORITY
REGULAR MEETING SCHEDULE FOR 2024**

WHEREAS, pursuant to Article 7, Section 7.2 of the of the San Joaquin Tributaries Authority (SJTA) Joint Powers Agreement (JPA), the Commission shall hold at least one regular meeting each calendar quarter at a time and place set by the Commission, and such other times as may be determined by the Commission; and

WHEREAS, furthermore, the legislature adopted additional provisions in California Government Code Section 6592.1 which states actions regarding financing shall be adopted by an authority only during a regular meeting held pursuant to Section 54954.

NOW THEREFORE BE IT RESOLVED by the Commission of the San Joaquin Tributaries Authority that the following regular meeting schedule be approved for 2024:

Monday, February 12, 2024 at 10:00 a.m.

Monday, May 13, 2024 at 10:00 a.m.

Monday, August 12, 2024 at 10:00 a.m.

*Monday, November 4, 2024 at 10:00 a.m.

*Monday, November 18, 2024 at 10:00 a.m.

**Due to the Veterans Day holiday observed on Monday, November 11, 2024, Commissioners may select an alternative meeting date for the 4th quarter: Monday, November 4, 2024 or Monday, November 18, 2024.*

BE IT FURTHER RESOLVED that the regular meetings of the SJTA will be held at the Turlock Irrigation District Board Room located at 333 E. Canal Drive, Turlock, CA, unless agendized otherwise.

Moved by Commissioner _____, seconded by Commissioner _____, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the resolution _____.

I, Jennifer Land, Deputy Secretary of the Commission of the SAN JOAQUIN TRIBUTARIES AUTHORITY, a California joint powers agency, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of said Commission thereof duly called and held at Turlock Irrigation District office held on the 13th day of November, 2023.

Deputy Secretary to the
COMMISSION OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY



MEMORANDUM

To: San Joaquin Tributaries Authority

From: Administrator, Jennifer Persike

Issue: **Approve Executive Director Position and Job Description; Information on Recruitment Firm and Selection Process for Executive Director**

Date: November 13, 2023

Background

In 2021, the San Joaquin Tributaries Authority (SJTA) launched a strategic visioning process to create a five-year strategic plan. The overarching goal of the process was to bring SJTA members together around a common vision, mission, and set of goals to leverage its collective assets and position itself for the future.

The SJTA members believed that through greater collaboration they could increase alignment and effectiveness, develop proactive solutions, and create a unified voice for the region. The Strategic Plan, with two of its six priorities identified for immediate implementation, was approved by the SJTA Commissioners in August 2022. (*See Exhibit A - Key Elements of SJTA's Five-Year Strategic Plan.*)

SJTA General Managers identified two top priorities for immediate implementation in 2023: 1) One Voice and 2) Tell the Story. The General Managers agreed that critical to making progress on all fronts was to retain a resource to “stand up” a new structure to advance SJTA’s transformation.

SJTA Commissioners approved the creation of an Administrator role under a contract basis to work with the General Managers, staff liaisons, and other staff in shaping / organizing the new structure, modifying governing documents, refreshing the website and branding, and building on the role / job description for a longer-term SJTA executive direction position and the associated budget for 2024. Jennifer Persike of Jennifer Persike & Company was appointed to serve as the Administrator in August 2023.

Action Needed: Approve Executive Director Position / Job Description

A final draft SJTA Executive Director Job Description has been developed based on the input gleaned from interviews with the SJTA General Managers and the Commissioners. In addition, executive director job descriptions for relevant other joint powers authorities and organizations

have been researched and reviewed to identify other key content related to the role. The SJTA General Managers have reviewed and approved the draft job description. (See *Exhibit B - SJTA Executive Director Job Description*.)

Key Highlights of the Job Description: The job description describes the position, oversight, essential job functions, and required knowledge, abilities, experience, and credentials for the position.

The role of the SJTA Executive Director will be to oversee the implementation of the Authority's 2022 Strategic Vision Plan.

The Executive Director will build high-level awareness of and rally support for the Authority's goals, programs, and policy positions among its members, elected officials, and key administration leaders (state and federal), statewide and national organizations, NGOs, and the news media.

The Executive Director will provide credible statewide leadership on behalf of the Authority's member agencies and must possess strong collaboration and facilitation skills, and the ability to bring diverse interests together to build effective partnership to accomplish common goals.

Costs for the executive director are reflected in the Draft 2024 Budget.

Retention of a Recruitment Firm

General Managers will retain a recruitment firm to handle the process to advertise the position and identify, screen, and select potential candidates for the Executive Director role.

Budget for the recruitment firm is \$25,000 and is covered as part of the approved budget for 2023.

Selection Process for Executive Director Position

The General Managers will review the resumes / qualifications of the top candidates provided by the Recruitment Firm, select the top candidates for interviews, and conduct interviews.

The General Managers will recommend the top two candidates to be interviewed by the Commissioners who will select their preferred candidate for the executive director position.

The goal is to have the new Executive Director in place no later than April 1, 2024.

RESOLUTION NO. 2023 -

**RESOLUTION APPROVING THE
SAN JOAQUIN TRIBUTARIES AUTHORITY
EXECUTIVE DIRECTOR POSITION AND JOB DESCRIPTION**

WHEREAS, a five-year Strategic Vision Plan was approved in 2022 for the San Joaquin Tributaries Authority; and

WHEREAS, the San Joaquin Tributaries Authority recognizes the importance of increased collaboration and proactive actions to improve outcomes for its members; and

WHEREAS, a key recommendation in the Strategic Vision Plan calls for an executive director to lead the San Joaquin Tributaries Authority, recruit members, increase the voice and influence of the region, and to develop programs and projects that benefit Authority members; and

WHEREAS, a recruitment firm will aide in the development of the job announcement, advertise the position, and facilitate the selection process.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the San Joaquin Tributaries Authority that the proposed position / job description for an Executive Director be approved.

Moved by Commissioner _____, seconded by Commissioner _____, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the resolution _____.

I, Jennifer Land, Deputy Secretary of the Commission of the SAN JOAQUIN TRIBUTARIES AUTHORITY, a California joint powers agency, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of said Commission thereof duly called and held at Turlock Irrigation District office held on the 13th day of November, 2023.

Deputy Secretary to the
COMMISSION OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY

San Joaquin Tributaries Authority – Five Year Strategic Plan

Key Elements

Vision

Strengthening the resilience and reliability of the San Joaquin River and its tributaries.

Mission

The San Joaquin Tributaries Authority advances collaborative, sustainable water management to achieve reliable and cost-effective water supplies for agriculture, the environment, and communities.

Our Values

The San Joaquin Tributaries Authority, in fulfilling its mission, is committed to these values:

- **Engage in partnerships** and collaborate to advance the SJTA vision and mission.
- **Serve as a regional leader and steward** of our communities, the environment, and economic vitality.
- **Protect natural resources**, water rights, and local discretion.
- **Ensure solid science** supports all decisions and activities for effective water management.
- **Promote a long-term approach** to water management decisions and solutions.

GOALS - INTERNAL	GOALS - EXTERNAL
<p>Optimize Assets Identify, elevate, and maximize SJTA's collective resources, scientific expertise, and proven track record of effective water and energy management.</p> <p>Local Discretion Protect regional water system investments through local control.</p> <p>One Voice Elevate the identity and effectiveness of SJTA by developing a unified voice.</p>	<p>Cultivate Relationships Cultivate and broaden relationships with policy leaders, elected officials, and government staff at all levels to strengthen trust and achieve the mission of SJTA.</p> <p>Collaborate Build collaborative partnerships and projects for multiple benefits</p> <p>Tell the Story Increase awareness and understanding of the widespread benefits from the water systems and resources managed by SJTA members.</p>

DRAFT
Executive Director
San Joaquin Tributaries Authority
(last revised 10-31-23)

THE POSITION

The San Joaquin Tributaries Authority is seeking a dynamic, proven water leader or firm to act as an independent contractor to effectively represent public agency members of the Joint Power Authority which hold senior water rights and operate on the Tuolumne and Stanislaus Rivers.

The Executive Director will oversee the implementation of the Authority's 2022 Strategic Visioning Plan to advance collaborative, sustainable water management, and flood control while providing dependable water supplies for agriculture, the environment, and the communities served by the Authority's member agencies.

The Executive Director will build high-level of awareness and rally support for the Authority's goals, programs, and policy positions among its members, elected officials, and key administration leaders (state and federal), statewide and national organizations, NGOs, and the news media.

The Executive Director will provide credible statewide leadership on behalf of the Authority's member agencies and must possess strong collaboration and facilitation skills, and the ability to bring diverse interests together to build effective partnership to accomplish common goals.

THE AUTHORITY

The San Joaquin Tributaries is a Joint Powers Authority formed in 2012 around a common purpose to ensure long-term water supply reliability to its customers and community, to collaborate on scientific research to maintain the health of the ecosystems on the tributaries, to operate its systems efficiently and cost-effectively and to promote protection of its members historic water rights. Members collaborated in the early 90s under a different organization known as the San Joaquin River Group Authority.

EXECUTIVE DIRECTOR

This position will be considered as an independent contractor; as such, any individual retained in the position will be responsible for all employment-related benefits. Firms interested in filling the position will be required to assign a single individual to fulfill this role and provide information about that individual in their response.

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this contracted position.

Executive Director – SJTA

Job Description – page 2

GENERAL STATEMENT OF JOB

To plan, organize, direct, and review all activities, functions, programs, and operations of the Authority including policy development and implementation, as approved by the Commission, advocating projects and programs of interest to member agencies to accomplish the goals and objectives of the Authority.

OVERSIGHT RECEIVED AND EXERCISED

Receives policy direction from the San Joaquin Tributaries Authority Commission and works in collaboration with the General Managers of the Authority's member agencies to implement that direction. The Executive Director serves on a contractual basis at the will and pleasure of the Commission.

ESSENTIAL JOB FUNCTIONS

Administrative Oversight:

- Implements the vision, mission, goals, and priorities as set forth in the SJTA's 2022 Strategic Vision Plan.
- Ensures the efficient and proper management and administration of the SJTA.
- Plans, leads, organizes, and directs all SJTA activities, under policy direction of the Commissioners and in collaboration with the General Managers of the member agencies.
- Oversees the implementation of adopted policies and actions of the SJTA Commission.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the SJTA.
- Prepares and administers annual budgets for SJTA; coordinates the preparation and presentation of reports, contracts, and informational material.
- Prepares for and convenes meetings of the members, General Managers and key staff.
- Oversees the management of finances for SJTA, including accounts payable and accounts receivable, investment of funds, periodic financial reports and audits, maintenance of financial records and maintenance of financial accounting system in compliance with applicable State, Federal and local government requirements.
- May negotiate, manage, and administer consultant contracts and consultant activities, Request-for-Proposals (RFP) processes, and project/program agreements with member and non-member agencies.

Regional Activities:

- Represents the SJTA before regional groups and organizations; participates in regional community and professional groups and committees.

Executive Director – SJTA

Job Description – page 3

- Represents regional water interests and develops and implements regional water programs including facilitating the development of sound science.
- Provides an effective forum for water policy development and business interaction.
- Interacts with news media; represents SJTA and promotes regional outreach for water resources related activities.
- Provides regional representation regarding legislative, regulatory, and funding issues through grants and partnerships.

Membership Outreach:

- Build membership of the SJTA, including retention of current members and outreach to prior and potential new member agencies as well as expansion to other agencies, municipalities, and organizations.
- Build collaboration and partnerships among SJTA members to identify and advance policies, science on the rivers, projects (both technical and non-technical), programs and public outreach efforts that support the mission and goals of the SJTA.

Commission Relations:

- Builds and maintains effective working relationships with the SJTA Commissioners and the General Managers of its member agencies, and any standing and / or ad-hoc committees.
- Represents the SJTA on a regional, state, and national level.
- Successfully implements policies as directed by the Commission.
- Prepares staff reports and Commission agendas.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- California water issues, including but not limited to, management of surface water resources, groundwater resources, regional planning, water rights, water law, environmental permitting requirements, conjunctive use, water transfers, water efficiency, water quality, the Voluntary Agreements process, and federal relicensing.
- California agricultural and farm issues specific to the members of the SJTA and the broader Central Valley.
- Principles and practices of long and short-range goal setting and project management.
- Principles and practices of budget development and implementation.
- Principles of leadership, motivation, team building, and conflict resolution.

Executive Director – SJTA

Job Description – page 4

- Legislative processes at the state and federal level and specific applicable laws and regulations affecting Authority administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Principles and practices of organization, administration, and personnel management.

Ability to:

- Plan, direct and control the administration and operations of the SJTA.
- Establish and maintain effective working relationships with staff, Commissioners, elected representatives, members of local, State, and Federal organizations and representatives of the community.
- Proven ability to build and facilitate collaboration and consensus among diverse parties.
- Develop and implement proactive strategies, goals, objectives, policies in support of the SJTA's 2022 Strategic Vision Plan.
- Develop sound internal policies, procedures, work standards and internal controls.
- Prepare and administer the SJTA budget.
- Develop, implement, and manage programs and projects with multiple participants and funding sources.
- Effective public speaker, communicator who possesses strong interpersonal skills and leadership presence.
- Communicate effectively, both orally and in writing.
- Effectively negotiate and manage contracts and agreements.
- Effectively operate a personal computer.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

REQUIRED EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities are qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of increasingly responsible experience involving California water policies, water law and State and Federal regulations and issues, and conjunctive use of groundwater and surface

Executive Director – SJTA

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water management; including four years of administrative and management responsibility.
Experience

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, water resources planning, public administration, or related field.

LICENSE AND CERTIFICATE

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.



MEMORANDUM

To: San Joaquin Tributaries Authority
From: SJTA Treasurer, Michael Clipper
Issue: Proposed 2024 Fiscal Year Budget
Date: November 13, 2023

2024 Budget

The 2024 Budget is proposed at \$1.52M, as follows:

- Cash Call: \$380,000 per member agency
- Total Cash Call: \$1.52M
- Carryover from FY23: \$0
- Expenses – Totaling \$1.517M:
 - Executive Director: \$300K
 - Administration (including Consultants, Strategic Planning, Studies): \$156K
 - Legal: \$1.061M

Background

The 2023 adopted budget was \$1.41M.

The 2024 Draft Budget proposes a cash call of \$380,000 per member. Historically, the SJTA cash calls have been \$250,000 per member, when there were five members, funding approximately \$1.25M annual budgets. However, the 2021 and 2022 cash calls were lower due to significant carryover and decreased expenses due to COVID.

Carryover

The SJTA maintained significant carryover in the past few budget cycles. At the end of 2020, the carryover estimate was around \$600,000, which resulted in a lower cash call in 2021 (\$200k/member, from the previous \$250k/member). The carryover from 2021 into 2022 was approximately \$530,000. Due to the lower cash calls and the reduction in membership, there will be little to no carryover from 2023.

Recommendation

Adopt the proposed Fiscal Year 2024 budget of \$1.52M with a member agency cash call of \$380,000 each.

RESOLUTION NO. 2023 -

**RESOLUTION APPROVING THE
SAN JOAQUIN TRIBUTARIES AUTHORITY
2024 FISCAL YEAR BUDGET**

WHEREAS, pursuant to Article 11, Section 11.1 of the San Joaquin Tributaries Authority (SJTA) Joint Powers Agreement (JPA), the Commission shall approve a budget before the beginning of each fiscal year; and

WHEREAS, the SJTA Treasurer in coordination with the SJTA Administrator have developed a proposed budget for fiscal year 2024 totaling \$1.517 million in expenses (as detailed in Exhibit A); and

WHEREAS, the proposed budget for fiscal year 2024 will result in a cash call of \$380,000 from each member agency for operation of the San Joaquin Tributaries Authority and associated business.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the San Joaquin Tributaries Authority that the proposed budget for fiscal year 2024 in the amount of \$1.52 million is hereby approved, along with a cash call of \$380,000 from each member agency (as detailed in Exhibit A). The cash call payment due date will be January 31, 2024 or an alternate date as determined by the Commission.

Moved by Commissioner _____, seconded by Commissioner _____, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the resolution _____.

I, Jennifer Land, Deputy Secretary of the Commission of the SAN JOAQUIN TRIBUTARIES AUTHORITY, a California joint powers agency, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of said Commission thereof duly called and held at Turlock Irrigation District office held on the 13th day of November, 2023.

Deputy Secretary to the
COMMISSION OF THE
SAN JOAQUIN TRIBUTARIES AUTHORITY

2024 Budget

Cost for ED	\$300,000
Total ED Cost	<u>\$300,000</u>
Admin Staff Cost	\$25,000
Website & Branding update	\$40,000
Strategic Plan Implementation / Administrator	\$50,000
Modeling / Fish Studies	\$850
DO Stockton Ship Channel Project	\$25,000
Banking and CPA Expenses	\$5,000
Court and Record Fees	\$10,000
Total Admin Costs	<u>\$155,850</u>
Legal (Paris Kincaid)	<u>\$1,061,000</u>
Total	<u>\$1,516,850</u>
Cash Call per agency	\$379,213