



# SAN JOAQUIN TRIBUTARIES AUTHORITY

[www.calsmartwater.org](http://www.calsmartwater.org)

## COMMISSION MEETING OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY

**MONDAY, FEBRUARY 12, 2024 – 10:00 A.M.  
REGULAR MEETING AGENDA**

**TURLOCK IRRIGATION DISTRICT  
BOARD ROOM 105  
333 E. CANAL DRIVE  
TURLOCK, CA 95380**

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
13<sup>TH</sup> FLOOR RAKER CONFERENCE ROOM  
525 GOLDEN GATE AVENUE  
SAN FRANCISCO, CA 94102**

**NUGGET CASINO RESORT  
REDWOOD 4 CONFERENCE ROOM, SECOND FLOOR  
1100 NUGGET AVENUE  
SPARKS, NV 89431**

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

### **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: 980 7835 6426

### **2. SALUTE TO THE FLAG**

### **3. ROLL CALL OF COMMISSIONERS**

**4. PUBLIC COMMENT PERIOD (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 TO APPOINT THE CHAIR**

Pursuant to the SJTA Joint Powers Agreement and Bylaws, consider appointing the South San Joaquin Irrigation District member as Chair of the San Joaquin Tributaries Authority for a term of two (2) years.

- Commissioner Frantz, Chair

**6. MOTION TO APPOINT THE VICE CHAIR**

Pursuant to the SJTA Joint Powers Agreement and Bylaws, consider appointing the Modesto Irrigation District member as Vice-Chair of the San Joaquin Tributaries Authority for a term of two (2) years.

- Commissioner Frantz, Chair

**7. MOTION TO APPOINT THE TREASURER**

Pursuant to the SJTA Joint Powers Agreement and Bylaws, consider appointing Turlock Irrigation District employee Michael Clipper as Treasurer of the San Joaquin Tributaries Authority for a term of two (2) years.

- Commissioner Frantz, Chair

**8. MOTION TO APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2023**

**9. MOTION TO APPROVE THE TREASURER'S REPORT**

Presentation and acceptance of the Treasurer's Report through January 31, 2024.

- Michael Clipper, Treasurer

**9. STRATEGIC PLAN IMPLEMENTATION**

Updates on the status of the SJTA Executive Director recruitment process and other strategic plan implementation items.

- Jennifer Persike, Administrator

**10. 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 6<sup>th</sup> 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
- 11. RECONVENE - REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**
- 12. MATTERS TOO LATE FOR THE AGENDA**
- 13. NEXT REGULAR MEETING DATE - MONDAY, MAY 13, 2024 AT 10:00 A.M.**
- 14. MOTION TO ADJOURN**

**SAN JOAQUIN TRIBUTARIES AUTHORITY**

**MOTION APPOINTING CHAIR**

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the South San Joaquin Irrigation District member is hereby appointed as Chair of the San Joaquin Tributaries Authority for a term of two (2) years.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the motion \_\_\_\_\_.

I, Jennifer Land, 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 12<sup>th</sup> day of February, 2024

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

**SAN JOAQUIN TRIBUTARIES AUTHORITY**

**MOTION APPOINTING VICE CHAIR**

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the Modesto Irrigation District member is hereby appointed as Vice Chair of the San Joaquin Tributaries Authority for a term of two (2) years.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the motion \_\_\_\_\_.

I, Jennifer Land, 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 12<sup>th</sup> day of February, 2024

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

**SAN JOAQUIN TRIBUTARIES AUTHORITY**

**MOTION APPOINTING TREASURER**

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that Turlock Irrigation District employee Michael Clipper is hereby appointed as Treasurer of the San Joaquin Tributaries Authority for a term of two (2) years.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the motion \_\_\_\_\_.

I, Jennifer Land, 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 12<sup>th</sup> day of February, 2024

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

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

Turlock, California  
13 November 2023

The Commission Meeting of the San Joaquin Tributaries Authority was called to order at 10:00 a.m. in regular session on the 13<sup>th</sup> day of November, 2023, conducted in-person from the Turlock Irrigation District located at 333 E. Canal Drive, Turlock, CA and via Zoom Webinar.

Present were the following representatives of the member agencies:

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

### **PUBLIC COMMENT**

There were no comments from the public.

### **MOTION APPROVING COMMISSION MEETING MINUTES**

Moved by Commissioner Ajami, seconded by Commissioner Spyksma, that the minutes of the regular meeting of August 7, 2023 and the special meeting of September 21, 2023 are approved as presented.

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

### **PRESENTATION OF TREASURER'S REPORT**

SJTA Treasurer Michael Clipper presented the Cash Reconciliation, Bank Statement Activity, and Comparison of Revenue and Expenditures to Budget through the end of October 2023.

Commissioners, Mr. Clipper, and Legal Counsel Valerie Kincaid discussed what percentage of the cash call will be placed in the checking account, as well as the fees, term, accounting, and benefits/measured data of the Port of Stockton agreement that funds the Dissolved Oxygen Aeration (water quality) program. Hearing no further comments, the Commission took the following action:

### **MOTION APPROVING TREASURER'S REPORT**

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

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

## **DISCUSSION REGARDING APPOINTMENT OF SECRETARY**

Chair Frantz expressed thanks to current SJTA Commission Secretary Tami Wallenburg for her hard work and wished her well as she enters the next phase of life. Hearing no further comments, the Commission took the following action:

### **MOTION APPOINTING SECRETARY**

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

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

## **DISCUSSION REGARDING PROPOSED 2024 MEETING SCHEDULE**

Chair Frantz spoke regarding the proposed meeting schedule for 2024, noting Commissioners may choose between two different dates in November due to the Veteran's Day holiday. After some discussion, Commissioners selected November 4, 2024 as the 4<sup>th</sup> quarter meeting date. Hearing no further comments, the Commission took the following action:

### **RESOLUTION NO. 2023 - 4**

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

WHEREAS, pursuant to Article 7, Section 7.2 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.

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

Upon roll call the following vote was had:

Ayes:	Commissioners Spyksma, Frobose, Ajami, and Frantz
Noes:	None
Absent:	None

The Chair declared the resolution adopted.

## **DISCUSSION REGARDING THE PROPOSED EXECUTIVE DIRECTOR POSITION AND JOB DESCRIPTION**

SJTA Administrator Jennifer Persike presented an overview of the strategic plan implementation efforts with focuses on “one voice” and “tell the story” to position the SJTA for the future. As part of these efforts, a strategy has been developed to create a sustainable administrative structure, including building the role and job description for a longer-term executive director position. Ms. Persike spoke about having met with the General Managers and Commissioners to determine the desired background, experience, skills, and priorities for this type of position, as well as her research of similar positions and salaries with other JPAs and organizations.. Ms. Persike also reviewed highlights of the job description, expectations for the role, as well as the selection process for the executive director position, including retaining a recruitment firm, interviewing top candidates, and the goal of having this position in place April 1, 2024.

Commissioners and Ms. Persike discussed whether the executive director position would take over the SJTA Administrator role (Ms. Persike’s current position) and how much time she spends per week in this role, why this person can’t be hired by one of the organizations as an employee instead of a contractor to make the position more attractive and potentially reduce the cost, if the position will be full time or half time, and clarification that this will be a contract compensated (not hourly) position to fulfill the role/responsibilities, including travel but without benefits. Further discussion included setting clear expectations and performance measures in order for the position to make a difference, concerns with a firm fulfilling this role rather than a person working alongside the SJTA, proposal to give each of the four agencies veto power over the position – necessitating a unanimous decision by the Commissioners to hire, giving the General Managers the authority to assist with the selection process, and the ability to amend the job description as needed.

General Managers spoke about this being a concept in the works for a long time now, a lot of thought has gone into developing the job description, becoming more proactive than reactive, setting goals and objectives for the new role, being adaptive and representative of collective interests, progress made and benefits of the General Managers working together, and that the contractor model will ensure common vision. Further comments included the amount of time Ms. Persike has been putting in so that the new person can carry out the initiatives and not focus on administrative functions, and that this is a historic moment/opportunity for the SJTA to work collaboratively on a clear path forward.

Commissioners concluded with comments that the hope would be for this position to take a lead role on project administration to relieve agency costs and efforts, having the right set of achievable goals in place such as moving the voluntary agreement forward, interest in working

collectively, appreciation for the General Manager's comments, and agreement that this is a momentous occasion. Hearing no further comments, Commissioner Spyksma motioned the resolution to approve the executive director position and that the position be approved (hired) unanimously by the Commission. Commissioner Ajami seconded the resolution.

## **RESOLUTION NO. 2023 - 5**

### **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 Spyksma, seconded by Commissioner Ajami, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes:	Commissioners Spyksma, Frobose, Ajami, and Frantz
Noes:	None
Absent:	None

The Chair declared the resolution adopted.

## **DISCUSSION REGARDING THE PROPOSED 2024 FISCAL YEAR BUDGET**

SJTA Treasurer Michael Clipper presented information regarding the proposed 2024 fiscal year budget, including comparisons between the 2024 and 2023 budgets, as well as the proposed budget details for 2024, including the executive director position and administrative and legal costs.

Commissioners, Ms. Persike, and Mr. Clipper discussed whether there should be a marketing or communications budget, clarification that the proposed budget includes resources for website & branding updates and strategic plan implementation, desires for the position to create more collaboration around science (model and data), and an inquiry regarding the status of a refund

for legal fees and whether that money can be used to offset some of the proposed budget. Further discussion included clarification that the \$300,000 proposed budget for the executive director includes salary and travel only, the desire to establish a \$25,000 budget allowance specifically for travel, review of administrative, website, and strategic plan implementation elements and associated budgets. General Manager Reimers clarified that some of the administrative costs will be used for TID to recoup some of their staff related costs.

Commissioners agreed there needs to be a separate travel budget allowance for the executive director position and proposed \$280,000 salary and \$20,000 travel, subject to change as needed. It was further noted that Ms. Persike should feel empowered to come back to the Commissioners if additional money is needed to finalize a deal, and that the goal is to get the right person for the job, while still being cost conscientious. Hearing no further comments, Commissioner Ajami motioned the resolution to approve the budget as amended to include the \$280,000 executive director salary and \$20,000 travel allowance with the opportunity to come back to the Commissioners if warranted. Commissioner Frobose added that he would also like any legal fees returned within a timely manner to be considered in this budget/cash call. Commissioner Frobose seconded the resolution.

## **RESOLUTION NO. 2023 - 6**

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

Upon roll call the following vote was had:

Ayes:	Commissioners Spyksma, Frobose, Ajami, and Frantz
Noes:	None
Absent:	None

The Chair declared the resolution adopted.

## **MOTION ADJOURNING TO CLOSED SESSION**

Moved by Commissioner Ajami, seconded by Commissioner Frobose, that the Commission meeting be adjourned to closed session at 11:37 a.m.:

**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 6<sup>th</sup> 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

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

Chair Frantz recessed the meeting (for a short break) at 11:38 a.m., and reconvened to closed session at 11:42 a.m.

## **RECONVENE – OPEN SESSION**

The Commission meeting was reconvened at 12:15 p.m. in open session with all Commissioners present as per the previous open 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 Monday, February 12, 2024 at 10:00 a.m.

## **ADJOURNMENT**

There being no further business, moved by Commissioner Ajami, seconded by Commissioner Frobose, that the meeting be adjourned at 12:15 p.m.

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

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Secretary to the Commission

DRAFT

**SAN JOAQUIN TRIBUTARIES AUTHORITY**  
**MOTION APPROVING TREASURER'S REPORT**

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the Treasurer's Report through January 31, 2024, be approved as presented.

Upon roll call the following vote was had:

Ayes:

Noes:

Absent:

The Chair declared the motion \_\_\_\_\_.

I, Jennifer Land, 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 12<sup>th</sup> day of February, 2024

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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 1/1/24:** **\$109,322.10**

Receipts for the month:

758,426.00	Cash Call ()	
0.00	Miscellaneous	
<hr/>		
758,426.00		\$758,426.00

Disbursements for the month:

14,000.00	J. Persike	
104,001.14	Paris / Kincaid	
<hr/>		
118,001.14		\$118,001.14

Bank Account Balance: **\$749,746.96**

**Balance as of 1/31/24:** **\$749,746.96**

6 36FDP 8033BX.002 FMCC: 0017239

# 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	109,322.10	2	118,001.14	2	758,426.00	.00	.00	749,746.96

### PUBLIC FUNDS DDA

ACCOUNT	DATE	TRANSACTIONS	DEBITS	CREDITS	BALANCE
	04-JAN	CHECK (DIGITAL)	1087	104,001.14	5,320.96
	16-JAN	DEPOSIT		379,213.00	384,533.96
	24-JAN	CHECK (DIGITAL)	1091	14,000.00	370,533.96
	30-JAN	DEPOSIT		379,213.00	749,746.96
		Average Daily Balance			231,960.87



## 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 January 2023

	<u>Month of January</u>	<u>2023 YTD Activity</u>	<u>2023 Budget</u>	<u>Budget Variance</u>
<b>Revenue</b>				
2024 Cash Call	758,426.00	758,426.00	1,516,852.00	(758,426.00)
Carryover	0.00	(35,957.04)	(35,957.04)	0.00
	<u>758,426.00</u>	<u>722,468.96</u>	<u>1,480,894.96</u>	<u>(758,426.00)</u>
<b>Expenditures</b>				
Administration	14,000.00	14,000.00	155,850.00	(141,850.00)
General Legal				
Paris Kincaid	38,844.00	38,844.00	1,061,000.00	(1,022,156.00)
Strategic Visioning Plan	0.00	0.00	0.00	0.00
Executive Director	0.00	0.00	300,000.00	(300,000.00)
<b>Total Expenditures</b>	<u>52,844.00</u>	<u>52,844.00</u>	<u>1,516,850.00</u>	<u>(1,464,006.00)</u>
<b>Revenue Over Expenditures</b>	<u>705,582.00</u>	<u>669,624.96</u>	<u>(35,955.04)</u>	<u>705,580.00</u>



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**MEMORANDUM**

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**To:** Commissioners, San Joaquin Tributaries Authority

**From:** Administrator, Jennifer Persike

**Issue:** **Update: Executive Director – Search Firm Selection and Other Strategic Plan Updates**

**Date:** February 12, 2024

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**Search Firm Selected for Executive Director Recruitment Process**

At its meeting in November 2023, the SJTA Commissioners approved the job description and budget to fund the new executive director position and to retain a search firm to conduct the process to market and assist in the selection of an executive director.

Since that meeting, the Administrator developed, and the General Managers approved a Request for Proposal (RFP) document to aid in the search and retention of a search firm. Additionally, research was conducted to identify potential firms to target the RFP. Specific outreach was done with nine firms. Four firms submitted proposals. These proposals were reviewed by a small workgroup of the General Managers.

The workgroup reviewed the proposals based on specific criteria including:

- Qualification / depth of team
- Project understanding / innovation
- Workplan / scope thoroughness
- Relevant experience (CA, water, JPAs, executive, public / nonprofit, top level / executive director position recruitments)
- Placement guarantee
- Fee

Based on the criteria, the top two firms were provided to the General Managers on February 7 along with the workgroup's recommendation.

Wendi Brown Creative Partners (WBCP) has been selected, pending contract negotiations, to conduct the search for the SJTA Executive Director. WBCP has been in business since 2004 and serves nonprofit and public sector organizations. WBCP has extensive experience in California with public water agencies and organizations, cities, counties, JPAs, and non-profit organizations. The firm has handled numerous search processes for top level, executive director,

city managers, administrators, and CEO positions, including the process for the Water Forum Executive Director, Valley Water Chief Operating Officer, and Tuolumne Utilities District General Manager.

Paris Kincaid Wasiewski, LLP will hold the contract with the firm and is in the process of preparing the contract.

The timetable calls for the executive search process to launch mid-February, 2024.

### **SJTA Bylaws and Agreement Review Update**

Among the other action items identified in the Strategic Vision Plan Implementation, is review of the SJTA's JPA Agreement and Bylaws to ensure these foundational documents are current and adequate to support anticipated future activities, membership, and the role of a new executive director.

The Administrator has formed a workgroup of the SJTA Member Attorneys to review these documents and identify needed updates, as well as potential new content to support the new structure led by an executive director, SJTA's membership growth, potential joint projects among members, and other activities. The Attorneys will review a joint list of potential items for consideration with the General Managers. Recommended adjustments to the JPA Agreement and Bylaws will be brought to the Commissioners later this year for consideration and action.

### **Refreshed SJTA Website Up and Running**

An interim action under the "Tell Our Story" Goal in the Strategic Vision Plan has been to update and refresh the existing SJTA website on the existing platform to ensure it is current and a useful touch point for potential executive director candidates and for others seeking information on the SJTA. The SJTA Administrator and Member Agency Communications staff have worked over the past few months to update content, images, and other key contact information.

The Communications Team at Turlock ID handled the process of updating the site on the current platform. A new domain name was also selected and purchased that better identifies the Authority. The refreshed site is now on-line and can be accessed at <https://sanjoaquintributariesauthority.org>.

A full-scale redesign of the SJTA website was approved as part of the 2024 budget by the Commissioners in November 2023. It is anticipated that this project will launch later this year once a new executive director is on board.