



# SAN JOAQUIN TRIBUTARIES AUTHORITY

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## COMMISSION MEETING OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY

MONDAY, NOVEMBER 4, 2024 – 10:00 A.M.  
REGULAR MEETING AGENDA

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

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 JENNIFER LAND, COMMISSION SECRETARY, IN PERSON OR BY MAIL, AT THE ABOVE (TID) ADDRESS, OR BY TELEPHONE AT (209) 883-8353, 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 669-900-9128 or 346-248-7799  
Meeting ID: 915 8494 5727

### 2. SALUTE TO THE FLAG

### 3. ROLL CALL OF COMMISSIONERS

### 4. NEW SJTA EXECUTIVE DIRECTOR INTRODUCTION

### 5. 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.

### 6. MOTION TO APPROVE MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2024, MINUTES OF THE SPECIAL MEETING OF AUGUST 29, 2024, AND MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 12, 2024

- 7. MOTION TO APPROVE THE TREASURER'S REPORT**  
Presentation and acceptance of the Treasurer's Report through September 30, 2024.  
- Michael Clipper, SJTA Treasurer
- 8. RESOLUTION TO APPROVE THE SJTA 2025 REGULAR MEETING SCHEDULE**  
Consider approving the SJTA 2025 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.  
- Andree Lee, SJTA Executive Director
- 9. UPDATE ON STRATEGIC PLAN IMPLEMENTATION AND NEXT STEPS**  
Review the strategic plan implementation to date, next steps, and work plan development process.  
- Andree Lee, SJTA Executive Director  
- Jennifer Persike, Administrator
- 10. RESOLUTION TO APPROVE THE SJTA 2025 FISCAL YEAR BUDGET**  
Consider approving the SJTA 2025 Fiscal Year Budget pursuant to Article 11, Section 11.1 of the SJTA Joint Powers Agreement.  
- Andree Lee, SJTA Executive Director  
- Michael Clipper, SJTA Treasurer
- 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 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 – three potential cases

Potential future State Water Board Action

- Valerie Kincaid, Legal Counsel

12. **RECONVENE - REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**
13. **MATTERS TOO LATE FOR THE AGENDA**
14. **NEXT REGULAR MEETING DATE - MONDAY, FEBRUARY 10, 2025 AT 10:00 A.M.**  
*(tentative date to be considered by the Commission in Agenda Item 8)*
15. **MOTION TO ADJOURN**

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

Turlock, California  
12 August 2024

The Commission Meeting of the San Joaquin Tributaries Authority was called to order at 10:00 a.m. in regular session on the 12<sup>th</sup> day of August, 2024, 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  
Newsha Ajami – City and County of San Francisco  
Robert Frobose – Modesto Irrigation District, Vice Chair  
Glenn Spyksma – South San Joaquin Irrigation District, Chair

**PUBLIC COMMENT**

There were no comments from the public.

**MOTION APPROVING COMMISSION MEETING MINUTES**

Moved by Commissioner Ajami, seconded by Commissioner Frobose, that the minutes of the regular meeting of May 13, 2024, special meeting of May 20, 2024, and special meeting of July 11, 2024, be approved as presented.

Upon roll call the following vote was had:

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

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

**MOTION APPROVING TREASURER'S REPORT**

SJTA Treasurer Michael Clipper informed Commissioners that pursuant to their request, the accounts have been split into checking and savings accounts, and presented the cash reconciliation, bank statement activity, and year-to date comparison of revenue and expenditures to budget through the end of July 2024.

Commissioners and staff discussed year to date interest. Hearing no further comments, the Commission took the following action:

Moved by Commissioner Frantz, seconded by Commissioner Ajami, that the Treasurer's Report through July 31, 2024, be approved as presented.

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

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

## **REPORT ON THE DISSOLVED OXYGEN AERATION FACILITY**

Michael Wingfield, ICF Environmental Compliance Manager introduced himself and presented an overview of the Port of Stockton Dissolved Oxygen (DO) Aeration Facility, including background and water quality objectives, studies to identify causes, projects and efforts to address low dissolved oxygen, design/construction and location of the aeration facility, agreement for funding and operation of the facility, dissolved oxygen monitoring, aerator operations, oxygen inputs, facility maintenance and repairs, annual reporting, and annual days of operation (yearly average is 36 days). Mr. Jeff Wingfield, Deputy Port Director for the Port of Stockton was also present to provide information and answer questions.

Commissioners expressed thanks to Mr. Wingfield for the presentation and inquired about any potential impacts to facility operations based on the time of year (climate change, fish presence, and algal blooms), water quality benefits, annual O&M budget and number of contributing sponsors, noticeable environmental benefits near points of discharge, if historical data is available, and oversight of facility benefits to determine longevity/next steps. Legal Counsel Valerie Kincaid reminded Commissioners that the purpose of the DO Aeration Facility is to meet state water quality objectives.

## **MOTION ADJOURNING TO CLOSED SESSION**

Moved by Commissioner Frobose, seconded by Commissioner Frantz, that the Commission meeting be adjourned to closed session at approximately 11:02 a.m.

*Commissioner Spyksma recessed the meeting (for a short break) at 11:02 a.m.*

*Commissioner Spyksma reconvened the meeting at 11:12 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 – one potential case  
Potential future State Water Board Action  
- Valerie Kincaid, Legal Counsel
- F. Public Employee Appointment**  
California Government Code Section 54957(b)(1)  
Title: Executive Director  
- Valerie Kincaid, Legal Counsel  
- Art Godwin, Legal Counsel

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

### **RECONVENE – OPEN SESSION**

The Commission meeting was reconvened at 12:10 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 there were no reportable action items to report from closed session.

### **MATTERS TOO LATE FOR THE AGENDA**

There were none.

### **FUTURE MEETING**

The next regular meeting is scheduled for Monday, November 4, 2024 at 10:00 a.m.

## **ADJOURNMENT**

There being no further business, moved by Commissioner Frobose, seconded by Commissioner Frantz, that the meeting be adjourned at 12:11 p.m.

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

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

DRAFT

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

Turlock, California  
29 August 2024

The Commission Meeting of the San Joaquin Tributaries Authority was called to order at 8:01 a.m. in special session on the 29<sup>th</sup> day of August, 2024. The meeting was conducted in-person from the Turlock Irrigation District located at 333 E. Canal Drive, Turlock, CA, via Zoom Webinar, and the remote teleconference locations as described on the agenda.

Present were the following representatives of the member agencies:

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

**PUBLIC COMMENT**

There were no comments from the public.

**MOTION ADJOURNING TO CLOSED SESSION**

Moved by Commissioner Ajami, seconded by Commissioner Frantz, that the Commission meeting be adjourned to closed session at approximately 8:03 a.m.:

**A. Public Employee Appointment**

California Government Code Section 54957(b)(1)

Title: Executive Director

- 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 10:18 a.m. in open session with Commissioners Frantz, Ajami, and Spyksma present.

**REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**

The Chair announced there were no reportable action items to report from closed session.

**MATTERS TOO LATE FOR THE AGENDA**

There were none.



## **FUTURE MEETING**

The next regular meeting is scheduled for Monday, November 4, 2024 at 10:00 a.m.

## **ADJOURNMENT**

There being no further business, moved by Commissioner Ajami, seconded by Commissioner Frantz, that the meeting be adjourned at 10:18 a.m.

All voted in favor with none opposed (Commissioner Frobose was absent). The motion was carried.

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

DRAFT

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

Turlock, California  
12 September 2024

The Commission Meeting of the San Joaquin Tributaries Authority was called to order at 11:32 a.m. in special session on the 12<sup>th</sup> day of September, 2024. The meeting was conducted in-person from the Turlock Irrigation District located at 333 E. Canal Drive, Turlock, CA, via Zoom Webinar, and the remote teleconference location as described on the agenda.

Present were the following representatives of the member agencies:

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

**PUBLIC COMMENT**

There were no comments from the public.

**MOTION ADJOURNING TO CLOSED SESSION**

Moved by Commissioner Frobose, seconded by Commissioner Frantz, that the Commission meeting be adjourned to closed session at approximately 11:33 a.m.:

**A. Public Employee Appointment**

California Government Code Section 54957(b)(1)

Title: Executive Director

- 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 1:39 p.m. in open session with all Commissioners present as per the previous open session.

**REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**

At the request of Commissioner Spyksma, Legal Counsel Valerie Kincaid suggested that a Commissioner can make a motion to direct the development of an employment offer to EKI Environment & Water, Inc. for the Executive Director position for an amount of \$289,600.00 with subsequent approval by the Commission Chair.

This was moved by Commissioner Frobose and seconded by Commissioner Ajami.

Upon roll call the following vote was had:

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

All voted in favor with none opposed. The Chair declared the motion carried and requested Ms. Kincaid to assist with preparing the associated paperwork.

### **MATTERS TOO LATE FOR THE AGENDA**

There were none.

### **FUTURE MEETING**

The next regular meeting is scheduled for Monday, November 4, 2024 at 10:00 a.m.

### **ADJOURNMENT**

There being no further business, moved by Commissioner Frantz, seconded by Commissioner Frobose, that the meeting be adjourned at 1:40 p.m.

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

\_\_\_\_\_  
Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY

**SAN JOAQUIN TRIBUTARIES AUTHORITY**

**MOTION APPROVING TREASURER'S REPORT**

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the Treasurer's Report through September 30, 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 the Turlock Irrigation District office on the 4<sup>th</sup> day of November, 2024

\_\_\_\_\_  
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 9/1/24: **\$63,388.30**

Receipts for the month:

0.00	Cash Call ()	
144,400.00	Transfer	
<u>144,400.00</u>		\$144,400.00

Disbursements for the month:

<u>0.00</u>		
0.00		\$0.00

Bank Account Balance: \$207,788.30

Balance as of 9/30/24:

**Total Cash Balance: \$207,788.30**

6 36FDP 8377AX.002 FMCC: 0019217



Account Number Page  
1

### ACCOUNT SUMMARY

ACCOUNT NUMBER	STARTING BALANCE	TOTAL NO	DEBITS AMOUNT	TOTAL NO	CREDITS AMOUNT	TOTAL CHGS	INT PD	NEW BALANCE
CHECKING	63,388.30	0	.00	1	144,400.00	.00	.00	207,788.30

### ✓ PUBLIC FUNDS DDA

ACCOUNT	DATE	TRANSACTIONS	DEBITS	CREDITS	BALANCE
	23-SEP	Transfer from x7702 to x7901		144,400.00	207,788.30
		Average Daily Balance			104,645.44



# SAN JOAQUIN TRIBUTARIES AUTHORITY

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

## San Joaquin Tributaries Authority Cash Reconciliation

Balance as of 9/1/24: **\$869,670.25**

Receipts for the month:

0.00	Cash Call ()	
1,703.20	Interest	
<u>1,703.20</u>		\$1,703.20

Disbursements for the month:

144,400.00	Transfer	
<u>144,400.00</u>		\$144,400.00

Bank Account Balance: **\$726,973.45**

Balance as of 9/30/24: **Total Cash Balance: \$726,973.45**

6 36FDP 20809AX.005 FMCC: 0006137



FARMERS & MERCHANTS BANK OF CENTRAL CALIFORNIA

Account Number Page  
1

### ACCOUNT SUMMARY

ACCOUNT NUMBER	STARTING BALANCE	TOTAL NO	DEBITS AMOUNT	TOTAL NO	CREDITS AMOUNT	TOTAL CHGS	INT PD	NEW BALANCE
CHECKING	869,670.25	1	144,400.00	0	.00	.00	1,703.20	726,973.45

### ✓ MONEY MARKET

ACCOUNT	DATE	TRANSACTIONS	DEBITS	CREDITS	BALANCE
	23-SEP	Transfer from x7702 to x7901	144,400.00		725,270.25
	30-SEP	INTEREST DEPOSIT		1,703.20	726,973.45
		Average Daily Balance			828,413.10

## San Joaquin Tributaries Authority

### Comparison of Revenue and Expenditures to Budget

#### Year-to-Date September 2024

	Month of <u>September</u>	2024 <u>YTD Activity</u>	2024 <u>Budget</u>	Budget <u>Variance</u>
<b>Revenue</b>				
2024 Cash Call	0.00	1,516,852.00	1,516,852.00	0.00
Carryover	0.00	(35,957.04)	(35,957.04)	0.00
	<u>0.00</u>	<u>1,480,894.96</u>	<u>1,480,894.96</u>	<u>0.00</u>
<b>Expenditures</b>				
Administration	14,000.00	182,781.90	282,850.00	(100,068.10)
General Legal				
Paris Kincaid	60,067.00	516,620.26	1,061,000.00	(544,379.74)
Strategic Visioning Plan	0.00	0.00	0.00	0.00
Executive Director	0.00	0.00	173,000.00	(173,000.00)
<b>Total Expenditures</b>	<u>74,067.00</u>	<u>699,402.16</u>	<u>1,516,850.00</u>	<u>(817,447.84)</u>
<b>Revenue Over Expenditures</b>	<u>(74,067.00)</u>	<u>781,492.80</u>	<u>(35,955.04)</u>	<u>817,447.84</u>



# SAN JOAQUIN TRIBUTARIES AUTHORITY

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

## MEMORANDUM

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**To:** San Joaquin Tributaries Authority  
**From:** SJTA Executive Director, Andree Lee  
**Issue:** 2025 Regular Meeting Schedule  
**Date:** November 4, 2024

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### Background

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.

### Proposed 2025 Regular Meeting Schedule

Monday, February 10, 2025 at 10:00 a.m.

Monday, May 12, 2025 at 10:00 a.m.

Monday, August 11, 2025 at 10:00 a.m.

\*Monday, November 3, 2025 at 10:00 a.m.

*\*Due to the Veteran's Day holiday observed on Tuesday, November 11, 2025, Commissioners may select an alternative meeting date for the 4<sup>th</sup> quarter to avoid any potential scheduling conflicts. Suggested alternative meeting date: Monday, November 3, 2025.*

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.



**RESOLUTION NO. 2024 -**

**RESOLUTION APPROVING THE  
SAN JOAQUIN TRIBUTARIES AUTHORITY  
REGULAR MEETING SCHEDULE FOR 2025**

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 2025:

Monday, February 10, 2025 at 10:00 a.m.

Monday, May 12, 2025 at 10:00 a.m.

Monday, August 11, 2025 at 10:00 a.m.

\*Monday, November 3, 2025 at 10:00 a.m.

*\*Due to the Veteran's Day holiday observed on Tuesday, November 11, 2025, Commissioners may select an alternative meeting date for the 4<sup>th</sup> quarter to avoid any potential scheduling conflicts. Suggested alternative meeting date: Monday, November 3, 2025.*

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, 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 4<sup>th</sup> day of November, 2024.

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Secretary to the Commission of the  
SAN JOAQUIN TRIBUTARIES AUTHORITY



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MEMORANDUM

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**To:** Commissioners, San Joaquin Tributaries Authority  
**From:** SJTA Executive Director, Andree Lee; Administrator, Jennifer Persike  
**Issue:** **Update on Strategic Plan Implementation and Next Steps**  
**Date:** November 4, 2024

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This memorandum provides an update on the implementation of San Joaquin Tributaries Authority (SJTA) Strategic Visioning Plan (Strategic Plan) and the next steps in the Strategic Plan implementation.

**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. In August 2023, SJTA Commissioners approved the creation of an Administrator role on a contract basis and appointed Jennifer Persike of Jennifer Persike & Company. Since 2023, Ms. Persike has worked with the General Managers, staff liaisons, and other staff to organize the new structure, modify governing documents, refresh the website and branding, and support the development and recruitment of an Executive Director.

In September 2024, the Commission appointed Andree Lee of EKI Environment and Water (EKI), as the Executive Director on a contract basis. Following the execution of the contract with EKI in mid-October, Ms. Persike and Ms. Lee have been working together to transition SJTA management responsibilities and Strategic Plan implementation to Ms. Lee.

## **Strategic Plan Accomplishments to Date**

SJTA's progress on implementation of the Strategic Plan One Voice and Tell the Story priorities since 2023 are summarized in the table below.

<b>Strategic Plan Goal</b>	<b>Proposed Immediate Actions</b>
One Voice	<ul style="list-style-type: none"><li>• Research, analyze, prepare summaries for Executive Director models and prepare job description</li><li>• Manage recruitment firm selection and direct recruitment process</li><li>• Organize staff teams, create staff committees, and create roles documents (Communications Liaisons, Government Relations, and Legal)</li><li>• Draft Administrative Services document, SJTA Agreement, and Bylaws</li><li>• Convene and prepare for all meetings of General Managers and staff</li><li>• Prepare reports for Commissioners, attend and present at all meetings</li><li>• Complete contract process and onboard new Executive Director</li></ul>
Tell the Story	<ul style="list-style-type: none"><li>• Draft and finalize key messages</li><li>• Draft and finalize updated content for refresh SJTA website</li><li>• Facilitate review and finalization of content</li><li>• Solicit and finalize photos for website</li><li>• Facilitate selection and purchase of SJTA website domain names</li></ul>

## **Proposed Near-Term Actions**

In coordination the General Managers, Ms. Persike and Ms. Lee have identified the following priorities for SJTA for the next six months: (1) continue implementation of previously identified needs related to the One Voice and Tell the Story goals as well as additional high-priority actions for the Cultivate Relationships goal; and (2) develop a work plan to establish the next steps for Strategic Plan implementation.

### **Immediate Actions**

Immediate actions to be implemented by SJTA over the next six months to support the One Voice, Tell the Story, and Cultivate Relationships goals are summarized in the table below.

Strategic Plan Goal	Proposed Immediate Actions
One Voice	<ul style="list-style-type: none"> <li>• Redesign SJTA website and branding</li> <li>• Develop SJTA fact sheet</li> <li>• Complete Executive Director onboarding and management transition</li> <li>• Coordinate completion and approval of SJTA Agreement and Bylaws</li> </ul>
Tell the Story	<ul style="list-style-type: none"> <li>• Identify SJTA key issues for 2025</li> <li>• Establish process for developing policy principles and messages</li> <li>• Develop key messages</li> </ul>
Cultivate Relationships	<ul style="list-style-type: none"> <li>• Stakeholder list and relationships inventory</li> <li>• Stakeholder engagement plan and implementation</li> </ul>

Work Plan Development

The SJTA work plan will establish the specific actions to be implemented to advance SJTA’s Strategic Plan goals. The work plan development will be led by Ms. Lee in coordination with the Commission, General Managers, and member agency staff. For each action, the work plan will identify the implementation approach, roles, schedule and milestones, and costs.

It is anticipated the Commission will provide input on the priorities and potential actions to consider in the work plan and will adopt the work plan. The General Managers will oversee the day-to-day development and implementation of the work plan.

The SJTA Fiscal Year 2025 budget will be considered for adoption at the November 2024 Commission meeting; the work plan will be completed mid-year, in May 2025. Therefore, a mid-year budget amendment may be needed to support implementation of actions proposed in the work plan that were not anticipated in the 2025 budget. If needed, a budget amendment will be brought to the Commission for consideration in May 2025 along with the proposed work plan.

Schedule

The Commission schedule for work plan development and review of progress on other immediate actions is provided below.

Commission Meeting	Agenda Items
November 4, 2024	<ul style="list-style-type: none"> <li>• Review work plan development process</li> <li>• Approve 2025 budget</li> </ul>
February 10, 2025	<ul style="list-style-type: none"> <li>• Approve SJTA Bylaws</li> <li>• Review progress on immediate actions</li> <li>• Workshop to seek input on work plan</li> </ul>
May 12, 2025	<ul style="list-style-type: none"> <li>• Approve work plan</li> <li>• Approve 2025 budget amendment, if needed</li> </ul>

# 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><b><u>Optimize Assets</u></b> Identify, elevate, and maximize SJTA’s collective resources, scientific expertise, and proven track record of effective water and energy management.</p> <p><b><u>Local Discretion</u></b> Protect regional water system investments through local control.</p> <p><b><u>One Voice</u></b> Elevate the identity and effectiveness of SJTA by developing a unified voice.</p>	<p><b><u>Cultivate Relationships</u></b> 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><b><u>Collaborate</u></b> Build collaborative partnerships and projects for multiple benefits</p> <p><b><u>Tell the Story</u></b> Increase awareness and understanding of the widespread benefits from the water systems and resources managed by SJTA members.</p>



## MEMORANDUM

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**To:** San Joaquin Tributaries Authority  
**From:** SJTA Executive Director, Andree Lee; SJTA Treasurer, Michael Clipper  
**Issue:** Proposed 2025 Fiscal Year Budget  
**Date:** November 4, 2024

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### 2025 Budget

The 2025 Budget is proposed at \$1.46M, as follows:

- Cash Call: \$364,621.19 per member agency
- Total Cash Call: \$1.46M
- Carryover from FY24: \$300K
  
- Expenses – Totaling \$1.46M:
  - Executive Director: \$292K
  - Administrative Costs: \$106K
  - Legal: \$1.061M

### Background

The 2024 adopted budget was \$1.52M.

The 2025 Draft Budget proposes a cash call of \$364,621.19 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 minimal carryover from 2024.

### Recommendation

Adopt the proposed Fiscal Year 2025 budget of \$1.46M with a member agency cash call of \$364,621.19 each.

**RESOLUTION NO. 2024 -**

**RESOLUTION APPROVING THE  
SAN JOAQUIN TRIBUTARIES AUTHORITY  
2025 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 Executive Director have developed a proposed budget for fiscal year 2025 totaling \$1.46 million in expenses (as detailed in Exhibit A); and

WHEREAS, the proposed budget for fiscal year 2025 will result in a cash call of \$364,621.19 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 2025 in the amount of \$1.46 million is hereby approved, along with a cash call of \$364,621.19 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, 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 4<sup>th</sup> day of November, 2024.

\_\_\_\_\_  
Secretary to the  
COMMISSION OF THE  
SAN JOAQUIN TRIBUTARIES AUTHORITY



## Exhibit A

### 2025 Budget

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Cost for ED	\$273,334.75
Travel ED	\$18,300.00
Total ED Cost	<hr/> \$291,634.75
Admin Staff Cost	\$25,000
Website & Branding update	\$40,000
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	<hr/> \$105,850.00
Legal (Paris Kincaid)	<hr/> \$1,061,000.00
Total	<hr/> \$1,458,484.75
Cash Call per agency	\$364,621.19