



SAN JOAQUIN TRIBUTARIES AUTHORITY

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COMMISSION MEETING OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY

MONDAY, MAY 12, 2025 – 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: 969 1452 5970

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 APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 2025

- 6. MOTION TO ACCEPT THE TREASURER’S REPORT**
Presentation and acceptance of the Treasurer’s Report through April 30, 2025.
- Ashley Millsap, SJTA Treasurer
- 7. RESOLUTION TO AUTHORIZE APPROVALS FOR PAYMENT OF INVOICES AND ISSUE CONTRACTS**
Consider a resolution authorizing the Executive Director of the SJTA and General Managers of the SJTA Member Agencies to Approve Payments and Issue Contracts.
- Andree Lee, SJTA Executive Director
- 8. MOTION TO APPROVE THE PROPOSED 2025 WORK PLAN**
Consider a motion to approve the Proposed 2025 Work Plan for the San Joaquin Tributaries Authority.
- Andree Lee, SJTA Executive Director
- 9. EXECUTIVE DIRECTOR REPORT**
Update on the Strategic Plan implementation and SJTA activities.
- Andree Lee, SJTA Executive Director
- 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 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 – one potential case

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, AUGUST 11, 2025 AT 10:00 A.M.**
14. **MOTION TO ADJOURN**

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

Turlock, California
10 February 2025

The Commission Meeting of the San Joaquin Tributaries Authority was called to order at 10:02 a.m. in regular session on the 10th day of February, 2025, conducted in-person from the Turlock Irrigation District located at 333 E. Canal Drive, Turlock, CA and 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
Kate Stacy – City and County of San Francisco
Robert Frobose – Modesto Irrigation District, Vice Chair (*remote teleconference*)
Glenn Spyksma – South San Joaquin Irrigation District, Chair

INTRODUCTION OF NEW SJTA COMMISSIONER

Commissioner Spyksma welcomed new SJTA Commissioner Kate Stacy from the City and County of San Francisco, reviewed her bio including current role as the Commission President of the San Francisco Public Utilities Commission, projects she has been involved with, board experience, law background, and having raised her family in San Francisco.

Commissioner Stacy expressed thanks for the introduction, noted she is happy to be part of SJTA for the collaboration, cooperation, and sharing mutual interest in protecting and developing our watersheds, and looks forward to working together and learning more.

Commissioner Frantz and Frobose also welcomed Commissioner Stacy and echoed the importance of collaboration.

General Manager Dennis Herrera spoke in support of Commissioner Stacy serving on the SJTA, noting there is no more thorough, collaborative, conscientious, and thoughtful professional than Ms. Stacy, and that she will make a tremendous contribution to the SJTA as we move forward with a collaborative relationship.

PUBLIC COMMENT

There were no comments from the public.

MOTION APPROVING COMMISSION MEETING MINUTES

Moved by Commissioner Frantz, seconded by Commissioner Frobose, that the minutes of the regular meeting of November 4, 2024, be approved as presented.

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

MOTION APPROVING TREASURER'S REPORT

SJTA Treasurer Michael Clipper presented the cash reconciliation, bank statement activity, and year-to date comparison of revenue and expenditures to budget for the checking and interest-bearing (savings) accounts through the end of January 2025. Mr. Clipper noted since the inception of the savings account, SJTA has earned \$20,167.05 in interest.

Commissioner Spyksma inquired if there was anything the Treasurer would like to bring to their attention and expressed thanks for creating the savings account. Mr. Clipper noted the SJTA has a little more cash at this time due to attorney's fees and that he will be invoicing the respective agencies within the next few weeks. Hearing no further comments, the Commission took the following action:

Moved by Commissioner Frobose, seconded by Commissioner Frantz, that the Treasurer's Report through January 31, 2025, be approved as presented.

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

MOTION APPOINTING TREASURER

SJTA Executive Director Andree Lee provided a brief overview of this item indicating the SJTA Joint Powers Agreement and Bylaws authorize the Commission to appoint a Treasurer. Michael Clipper has diligently served as the SJTA Treasurer for the past 10 years and kept finances in line; however, he is looking to transition out of this role and focus more on TID duties. The recommendation is to appoint TID employee Ashley Millsap as the new Treasurer. Ms. Millsap has been working closely with Mr. Clipper, Ms. Land, and Ms. Lee to become well versed on SJTA activities and will continue to do so upon appointment for a smooth transition. Ms. Lee also noted the appointment of Treasurer is typically a two-year term, but the recommendation for this appointment is one-year to align with other officer roles (*remaining terms*).

Commissioner Frantz commented he's worked with Ms. Millsap for a long time at TID and looks forward to working with her in this role. Commissioner Spyksma expressed thanks to Michael Clipper for his diligent work and time as Treasurer and welcomed Ms. Millsap.

Hearing no further comments, the Commission took the following action:

Moved by Commissioner Frantz, seconded by Commissioner Stacy, that Turlock Irrigation District employee Ashley Millsap is hereby appointed as Treasurer of the San Joaquin Tributaries Authority for a term of one (1) year.

Upon roll call the following vote was had:

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

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

RESOLUTION NO. 2025 - 1

RESOLUTION APPROVING AMENDMENTS TO THE BYLAWS OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY

SJTA Executive Director Andree Lee presented an overview of the proposed amendments to the Bylaws to align with revisions of the Joint Powers Agreement recently approved by the member agencies, including updates to the SJTA purpose statement, regular meeting schedule, and clarification on the officer terms and rotation process.

Commissioners expressed support for the amendments and increased transparency, clarity, and collaborative nature of the SJTA.

Hearing no further comments, the Commission took the following action:

Moved by Commissioner Stacy, seconded by Commissioner Frantz, that the resolution approving amendments to the SJTA Bylaws be approved as presented.

Upon roll call the following vote was had:

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

All voted in favor with none opposed. The Chair declared the resolution adopted.

EXECUTIVE DIRECTOR REPORT

SJTA Executive Director Andree Lee presented an update regarding SJTA activities related to the Strategic Plan implementation, including actions taken over the last couple of months to support the “One Voice” and “Tell the Story” goals -- developed a scope of work for branding, prepared a draft RFP for the website, completed the Executive Director onboarding and management transition, and coordinated completion and approval of amendments to the SJTA JPA and Bylaws, as well as input received from the agencies to identify key issues for 2025, developed a request for information to put together a SJTA fact sheet, and opportunities to meet with the agencies to build relationships and develop a broader stakeholder list. Ms. Lee also presented an overview of the Work Plan development process, including current efforts to review progress to date and seek input on the priority areas for “Tell the Story” and “Cultivate Relationships”, with the intent of presenting the draft plan to the Commission at the May meeting for consideration of approval and any associated budget implications.

Commissioners and Ms. Lee discussed membership expansion, support for the positive direction and broader outreach, website efforts are important but relationship building has a much higher value, providing the draft Work Plan in advance of the Commission meeting, positive outcome of the meetings with other agencies, and encouraged Ms. Lee to bring any necessary matters to the Commission’s attention.

MOTION ADJOURNING TO CLOSED SESSION

Moved by Commissioner Frantz, seconded by Commissioner Stacy, that the Commission meeting be adjourned to closed session at 10:31 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 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 – three 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 11:46 a.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 Art Godwin and Secretary Jennifer Land announced that Commissioners approved settlement of the Oakdale Irrigation District (OID) claim for attorney's fees related to the 2014/2015 Curtailment Cases in the amount of \$84,928.81 and noted Mr. Godwin will be working with OID legal counsel to formalize reimbursement. This action was approved by a 4/0 vote of the Commission.

MATTERS TOO LATE FOR THE AGENDA

There were none.

FUTURE MEETING

The next regular meeting is scheduled for Monday, May 12, 2025 at 10:00 a.m.

ADJOURNMENT

There being no further business, moved by Commissioner Stacy, seconded by Commissioner Frantz, that the meeting be adjourned at 11:49a.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

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MEMORANDUM

To: San Joaquin Tributaries Authority
From: SJTA Treasurer, Ashley Millsap
Issue: **Motion to Accept Treasurer's Report**
Date: May 12, 2025

Attached please find the Treasurer's Report with activity through April 30, 2025.



SAN JOAQUIN TRIBUTARIES AUTHORITY

2025 Actual v. Budget

YTD as of April 30, 2025

	2025 Budget	2025 YTD Actual	Budget Variance	% of 2025 Budget YTD
Revenue				
Agencies Cash Call	\$ 1,058,484.76	\$ 793,863.57	\$ (264,621.19)	
Interest Earned/Received	\$ -	\$ 7,863.71	\$ 7,863.71	
Carryover	\$ -	\$ 1,053,565.25	\$ 1,053,565.25	
Total Revenue	\$ 1,058,484.76	\$ 1,855,292.53	\$ 796,807.77	
Expenditures				
Executive Director	\$ 291,634.75	\$ 56,188.42	\$ (235,446.33)	19%
Administrative Costs	\$ 105,850.00	\$ 60.00	\$ (105,790.00)	0%
Legal Costs	\$ 1,061,000.00	\$ 170,308.00	\$ (890,692.00)	16%
OID Settlement Payment	\$ -	\$ 84,928.81	\$ 84,928.81	
Total Expenditures	\$ 1,458,485	\$ 311,485.23	\$ (1,146,999.52)	21%
Revenue over Expenditures	\$ (399,999.99)	\$ 1,543,807.30	\$ 1,943,807.29	



SAN JOAQUIN TRIBUTARIES AUTHORITY

Cash Reconciliation for Money Market Account

Balance as of 2/1/25: **\$ 1,082,990.41**

Receipts for the month:

0.00	Cash Call ()	
5,421.38	Interest	
<u>5,421.38</u>		\$ 5,421.38

Disbursements for the month:

175,000.00	Transfer	
<u>175,000.00</u>		\$ 175,000.00

Balance as of 4/30/25: **Total Cash Balance:** **\$ 913,411.79**



SAN JOAQUIN TRIBUTARIES AUTHORITY

Cash Reconciliation for Checking Account

Balance as of 2/01/25: **\$ 76,695.19**

Receipts for the month:

793,863.57	Cash Call ()	
<u>175,000.00</u>	Transfer	
968,863.57		\$ 968,863.57

Disbursements for the month:

28,127.30	Jennifer Persike (2024)	
70,706.67	EKI Environment & Water	
231,995.00	Paris Kincaid Wasiewski LLP	
84,928.81	OID	
<u>60.00</u>	Bank Fee for Stop Payment	
415,817.78		\$ 415,817.78

Balances as of 4/30/25: **Total Checking Balance: \$ 629,740.98**

Total Money Market Balance: \$ 913,411.79

Total Cash Balance as of 4/30/2025: \$ 1,543,152.77



SAN JOAQUIN TRIBUTARIES AUTHORITY

www.SanJoaquinTributariesAuthority.org

MEMORANDUM

To: San Joaquin Tributaries Authority
From: SJTA Executive Director, Andree Lee
Issue: **Resolution to Approve Payments and Issue Contracts**
Date: May 12, 2025

Through the San Joaquin Tributaries Authority (SJTA) management transition, SJTA has identified the need to establish and document payment and contracting protocols. The intent of these protocols is to provide transparency on SJTA business activities, enable efficient operation in between Commission meetings, and maintain oversight for the use of public funds. Payment and purchasing authorities are not specifically addressed in the SJTA Joint Powers Agreement or Bylaws.

SJTA has developed the proposed resolution on SJTA purchasing and contracting authorities in coordination with the SJTA General Managers. Proposed authorities for the Executive Director and SJTA General Managers are summarized in Table 1 below. The proposed resolution also specifies that payments and contract amendments issued within these authorities will be presented to the Commission at its quarterly meetings.

Table 1: Proposed Payment and Contracting Authorities

Role	Authorities
Executive Director	<ul style="list-style-type: none">• Approve payment of invoices up to \$5,000 within adopted SJTA budget.
SJTA General Managers (by majority vote)	<ul style="list-style-type: none">• Approve payment of invoices within adopted SJTA budget.• Approve payment of Executive Director (EKI Environment and Water) invoices.• Approve contracts up to \$30,000 within adopted SJTA budget.• Approve contract amendments for Executive Director within adopted SJTA budget.

RESOLUTION 2025 -

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY AND GENERAL MANAGERS OF THE SAN JOAQUIN TRIBUTARIES AUTHORITY MEMBER AGENCIES TO APPROVE PAYMENTS AND ISSUE CONTRACTS

WHEREAS, pursuant to the Joint Powers Agreement, the Commission can make expenditures, incur liabilities, or enter into contracts in the amount of appropriations allowed by the budget; and

WHEREAS, it has become necessary to approve payments for invoices or issue contracts that may arise between quarterly Commission meetings.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the San Joaquin Tributaries Authority that:

1. The Executive Director is authorized to approve payment of invoices in an amount not to exceed \$5,000 within the adopted SJTA budget; and
2. A majority of the San Joaquin Tributaries Authority General Managers is authorized to approve payment of invoices within the adopted SJTA budget; and
3. A majority of the San Joaquin Tributaries Authority General Managers is authorized to approve payment of invoices to EKI Environment & Water, Inc; and
4. A majority of the San Joaquin Tributaries Authority General Managers is authorized to approve contracts in an amount up to \$30,000.00 within the adopted SJTA budget; and
5. A majority of the San Joaquin Tributaries Authority General Managers is authorized to approve contract amendments for EKI Environment & Water, Inc., including subcontractor services, within the adopted SJTA budget; and
6. A report of all payments and contract amendments made shall be presented to the Commission of the San Joaquin Tributaries Authority during the regularly scheduled quarterly Commission meetings.

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 the Turlock Irrigation District office held on the 12th day of May, 2025.

Secretary to the Commission of the
SAN JOAQUIN TRIBUTARIES AUTHORITY



MEMORANDUM

To: San Joaquin Tributaries Authority
From: SJTA Executive Director, Andree Lee
Issue: **Motion to Approve the Proposed 2025 Work Plan**
Date: May 12, 2025

This memorandum provides an overview of the development of the San Joaquin Tributaries Authority (SJTA) Work Plan to guide implementation of the SJTA’s Five-Year Strategic Plan (Strategic Plan), including a recommended Work Plan through 2025 (Proposed 2025 Work Plan), and a summary of all potential actions identified through the Work Plan development – referred to herein as the “Potential Work Plan Actions” – to be further developed and evaluated for 2026 and subsequent Work Plans. SJTA is seeking (1) input from the Commission to ensure alignment with priorities and (2) approve the Proposed 2025 Work Plan.

Background

The SJTA adopted its Strategic Plan in 2021 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 Strategic Plan established six overarching goals which serve as the foundation of the Proposed 2025 Work Plan.

The Proposed 2025 Work Plan development included (1) identification and initial scoping of Potential Work Plan Actions to support the Strategic Plan implementation and (2) prioritization of these Actions to align with needs and resources. To align the SJTA Work Plan timeframe with the SJTA budget, it is recommended that the Commission adopt the Proposed 2025 Work Plan at the May 2025 meeting and a 2026 Work Plan in November 2025.

Potential Work Plan Actions Development

To develop the Potential Work Plan Actions (Attachment A), input on priorities and potential actions was received from the Commissioners, general managers, and staff through a series of meetings and workshops. Through this process, 24 potential actions were identified to support implementation of the Strategic Plan. Each of the potential actions, included in Attachment A, is aligned with a specific SJTA Goal and includes a brief description, timeline, and resource needs.

Based upon input received through Commission, general manager, and staff discussion, each action was categorized by status of priority as follows:

- Completed: Action has already been completed.
- In Progress: Action has been initiated.
- High Priority: Action has been flagged as key focus area for SJTA.
- Medium or Low: Action included in Strategic Plan as important but has not been flagged in all staff and/or commission discussions for immediate start.

Estimated timeframes for completion of each action, level of effort for the Executive Director (as a percentage of the Executive Director’s total contracted time), and other costs to complete each action were also evaluated to support decisions on resource allocations.

Proposed 2025 Work Plan

The Proposed 2025 Work Plan, provided in **Table 1**, includes 10 in progress actions and 3 additional high priority actions to be undertaken by SJTA in 2025. The Proposed 2025 Work Plan also documents 2 actions that have been completed in 2025. Consistent with feedback received during the Potential Work Plan Actions development, actions related to SJTA’s “One Voice”, “Tell the Story”, and “Cultivate Relationships” Strategic Plan goals were identified as highest priority for 2025.

It is anticipated that all but one of the actions categorized as in-progress or high priority can be completed in 2025 within the existing SJTA 2025 budget. The one exception is implementation of the Strategic Communications Program, which would require additional budget for contract services. The scope and budget for this effort are currently in development; it is therefore recommended that a potential budget amendment for this action be presented to the Commission for consideration at a future meeting.

It is recommended that the medium and high priority actions be further developed and considered for implementation as part of the 2026 Work Plan. A list of these actions are included in Attachment A.

Recommendation

It is recommended that:

1. The Commission approve the Proposed 2025 Work Plan; and
2. Provide direction to the Executive Director to continue development of the Strategic Communications Program and convene a Special Meeting for the Commission to consider a potential budget amendment for this action.

Table 1: Proposed 2025 Work Plan

SJTA Goal	Action	Description	Status or Priority
Cultivate Relationships	Develop and implement Stakeholder Engagement Plan	Develop a plan for proactive outreach, collaboration, and relationship-building with key partners.	High
Cultivate Relationships	Strategic membership expansion	Conduct targeted outreach to selected potential SJTA members.	High
Cultivate Relationships	Strengthen existing relationships	Strengthen and expand relationships through regulator communication and participation in industry forums.	In Progress
Local Discretion	Develop effective responses to threats	Develop and implement EPA outreach.	In Progress
One Voice	Ongoing SJTA administration	Includes Commission meetings, agency coordination, and other administrative tasks associated day-to-day SJTA functions.	In Progress
One Voice	Complete SJTA branding	Complete SJTA branding including revised logo and templates.	In Progress
One Voice	Redesign SJTA website - Phase 1	Develop updated SJTA website that complies with ADA requirements, aligns with branding, and houses resources developed through other actions.	In Progress
One Voice	Develop SJTA Fact Sheet	Develop fact sheet communicating who we are, our values, what we have done, and our continued emphasis on improving science and system management.	In Progress
One Voice	Develop Project Inventory to support communication	Compile and communicate details on the agencies' past, present, and future investments in science and management to support communication, future collaboration, and optimization of assets.	In Progress
Tell the Story	Scope SJTA Communications Program and Phase 1 Campaign	Develop scope of work, budget, and project structure for potential communications platform and Phase 1 campaign for consideration.	In Progress
Tell the Story	Implement SJTA Strategic Communications Program and Phase 1 Campaign ¹	Manage development and implementation of communications platform and Phase 1 campaign.	High

Table 1: Proposed 2025 Work Plan

Tell the Story	Establish process for developing policy principles and key messages	Develop a plan outlining structured approach to policy engagement, ensuring consistent messaging and clear messaging to policymakers and other interested parties.	In Progress
Tell the Story	Develop 2025 policy statements	Develop 2 compelling policy statements that convey SJTA’s position on current water management topics (e.g., habitat restoration, water rights).	In Progress
Cultivate Relationships	Stakeholder List and Relationships Inventory	Develop inventory of policymakers, partners, and stakeholders along with status of existing SJTA and SJTA member relationships.	Completed
One Voice	Coordinate Completion and Approval of SJTA Agreement and Bylaws	Coordinate completion and approval of SJTA Agreement by SJTA Agencies and approval of revised Bylaws by SJTA Commission.	Completed

Notes:

- (1) Implementation budget for outside services for this action is not currently included in the Proposed 2025 Work Plan and adopted SJTA budget; proposed for near-term consideration pending Commission authorization and potential Proposed 2025 Work Plan/Budget amendment.

ATTACHMENT A

Potential Work Plan Actions

San Joaquin Tributaries Authority
Potential Work Plan Actions - As of May 2025

SJTA Goal	Action	Description	Status or Priority Completed/ In Progress or High/ Medium/ Low	Executive Director % of Effort	Estimated Contract Services	Included in Proposed 2025 Work Plan
Cultivate Relationships	Stakeholder List and Relationships Inventory	Develop inventory of policymakers, partners, and stakeholders along with status of existing SJTA and SJTA member relationships.	Completed	5%	\$ -	Yes
Cultivate Relationships	Develop and implement Stakeholder Engagement Plan	Develop a plan for proactive outreach, collaboration, and relationship-building with key partners.	High	5%	\$ -	Yes
Cultivate Relationships	Strategic membership expansion	Conduct targeted outreach to selected potential SJTA members.	High	2%		Yes
One Voice	Redesign SJTA website - Phase 2	Develop web content to communicate who SJTA and the agencies are, our values, achievements, and the continued emphasis on improving science and system management. Include story mapping of systems, interconnectivity, and highlights from projects and science.	Medium	7%	\$ 30,000	No
Cultivate Relationships	Strengthen existing relationships	Strengthen and expand relationships through regulator communication and participation in industry forums.	In Progress	5%	\$ -	Yes
Local Discretion	Develop effective responses to threats	Develop and implement EPA outreach.	In Progress	5%	\$ -	Yes
One Voice	Coordinate Completion and Approval of SJTA Agreement and Bylaws	Coordinate completion and approval of SJTA Agreement by SJTA Agencies and approval of revised Bylaws by SJTA Commission.	Completed	2%	\$ -	Yes
One Voice	Ongoing SJTA administration	Includes Commission meetings, agency coordination, and other administrative tasks associated day-to-day SJTA functions.	In Progress	30%		Yes
One Voice	Complete SJTA branding	Complete SJTA branding including revised logo and templates.	In Progress	3%	\$ 20,000	Yes
One Voice	Redesign SJTA website - Phase 1	Develop updated SJTA website that complies with ADA requirements, aligns with branding, and houses resources developed through other actions.	In Progress	7%	\$ 50,000	Yes
Tell the Story	Develop additional policy statements	Develop additional policy statements that convey SJTA's position on relevant and timely water management topics.	Medium	5%		No
Tell the Story	Develop public outreach plan / speaker's bureau	Develop SJTA forum, inviting other San Joaquin River stakeholders, to provide a platform for information sharing and relationship building.	Medium	20%	\$ -	No
Tell the Story	Establish educational outreach program	Design and implement educational initiatives to engage students and communities (e.g., student curriculum, tours), highlighting career opportunities and the importance of water management.	Low	5%	\$ 50,000	No
One Voice	Develop SJTA Fact Sheet	Develop fact sheet communicating who we are, our values, what we have done, and our continued emphasis on improving science and system management.	In Progress	5%	\$ -	Yes
One Voice	Develop Project Inventory to support communication	Compile and communicate details on the agencies' past, present, and future investments in science and management to support communication, future collaboration, and optimization of assets.	In Progress	5%	\$ -	Yes

San Joaquin Tributaries Authority
Potential Work Plan Actions - As of May 2025

SJTA Goal	Action	Description	Status or Priority Completed/ In Progress or High/ Medium/ Low	Executive Director % of Effort	Estimated Contract Services	Included in Proposed 2025 Work Plan
Tell the Story	Develop SJTA Communications Platform and Phase 1 Campaign	Manage development and implementation of communications platform and Phase 1 campaign.	High	10%		No
Cultivate Relationships	Establish a government relations committee	Identify committee purpose, structure, and potential members and facilitate coordinated efforts.	Medium	5%	\$ -	No
Tell the Story	Scope SJTA Communications Platform and Phase 1 Campaign	Develop scope of work, budget, and project structure for potential communications platform and Phase 1 campaign for consideration.	In Progress	5%		Yes
Cultivate Relationships	Strategic membership expansion	Review and consider of alternate membership structures (e.g., "associate members") to support future growth.	Medium	10%	\$ -	No
Tell the Story	Establish process for developing policy principles and key messages	Develop a plan outlining structured approach to policy engagement, ensuring consistent messaging and clear messaging to policymakers and other interested parties.	In Progress	2%	\$ -	Yes
Optimize Assets	Develop asset inventory	Develop a database of SJTA's assets, expertise, and infrastructure to support coordination and optimization of system operations.	Medium	15%	\$ -	No
Optimize Assets	Enhance understanding of system's connectivity	Provide maps, storymaps, or other visualizations of system interconnections to support decision-making and communication.	Medium	5%	\$ -	No
Optimize Assets	Identify, develop, and implement joint, multi-benefit projects	Develop, in coordination with SJTA agencies, project concepts and facilitate selection of a subset of project concepts for further development and evaluation (1-3).	Medium	5%	\$ 100,000	No
Optimize Assets	Establish mechanism for scientific collaboration	Establish a formalized process and platform for scientific data sharing and joint research efforts.	Low	10%	\$ 30,000	No
Local Discretion	<i>Identify risk factors</i>	<i>Proposed to be accomplished through related action(s).</i>			-	
Tell the Story	Develop 2025 policy statements	Develop 2 compelling policy statements that convey SJTA's position on current water management topics (e.g., habitat restoration, water rights).	In Progress	5%	\$ -	Yes
Local Discretion	<i>Public outreach to generate support for local control</i>	<i>Proposed to be accomplished through related action(s).</i>			- \$ -	
Local Discretion	<i>Spotlight management successes resulting in multiple benefits</i>	<i>Proposed to be accomplished through related action(s).</i>			- \$ -	
Collaborate	<i>Identify key existing and potential partnerships</i>	<i>Proposed to be accomplished through related action(s).</i>			- \$ -	
Collaborate	<i>Facilitate discussions with partners around shared initiatives</i>	<i>Proposed to be accomplished through related action(s).</i>			- \$ -	
Collaborate	<i>Seek collaborative opportunities around science initiatives</i>	<i>Proposed to be accomplished through related action(s).</i>			- \$ -	