

Thomas D. Orvis, President  
Herman Doornenbal  
Linda Santos  
Brad DeBoer  
Ed Tobias

District 3  
District 2  
District 4  
District 5  
District 1

**MEETING OF THE BOARD OF DIRECTORS  
OAKDALE IRRIGATION DISTRICT  
1205 EAST F STREET, OAKDALE, CA 95361  
TUESDAY, NOVEMBER 2, 2021 – 9:00 A.M.  
AGENDA**

**NOTICE: CORONAVIRUS (COVID-19)**

A complete copy of the Agenda packet will be available on the Oakdale Irrigation District website ([www.oakdaleirrigation.com](http://www.oakdaleirrigation.com)) on Thursday, October 28, 2021 by 5:00 p.m. All writings that are public records and relate to an agenda item which are distributed to a majority of the Board of Directors less than 24-hours prior to the meeting noticed above will be made available on the Oakdale Irrigation District website ([www.oakdaleirrigation.com](http://www.oakdaleirrigation.com)).

**INFORMATION FOR REGULAR MEETING DURING SHELTER IN PLACE ORDER**

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20, a local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public who wish to participate and to provide public comment to the local legislative body during the current health emergency. The Oakdale Irrigation District Board of Directors (OID Directors) will adhere to and implement the provisions of the Governor's Executive Order related to the Brown Act and the utilization of technology to facilitate participation.

The location of the meeting will be 1205 East F Street. This site may be utilized as the call-in center for some or all Directors who will be communicating via teleconference. Be advised these facilities are currently closed to public access due to implemented protection measures for the COVID 19 virus. The public will not be granted access to this facility.

If you wish to join the meeting as a member of the public to participate, listen to and provide comment on agenda items, then please dial in using your phone. To join the OID Directors' meeting by teleconference, please call **1 669-900-9128, Access Code: 439-287-1020 #, the message will ask for a participant ID, just press # again. If you experience technical difficulties, please contact our IT Systems Administrator Michael Ballinger at (209) 896-6887.**

In addition to the mandatory conditions set forth above, the OID Directors will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act in order to maximize transparency and provide the public access to their meetings.

The OID Directors offer many ways for you to participate in the OID Board Meeting without attending a meeting in person. Although it is not required, the Board will accept written comments in lieu of public comments (as outlined above) provided the written comments are submitted via email by 4:30 p.m. on the day before the meeting to [nfiez@oakdaleirrigation.com](mailto:nfiez@oakdaleirrigation.com). Pursuant to Government Code section 54954.3(b)(1), Public Comment, public comment on an Agenda Item is limited to five (5) minutes.

In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this meeting should contact the Executive Assistant at (209) 840-5507, as far in advance as possible but no later than 24 hours before the scheduled event. The District will provide its best effort to fulfill the request.

Agendas and Minutes are on our website at [www.oakdaleirrigation.com](http://www.oakdaleirrigation.com)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADDITIONS OR DELETION OF AGENDA ITEMS**

**ACTION TO TAKE VARIOUS ITEMS OUT OF SEQUENCE**

**CONSENT CALENDAR - ITEMS 1 - 7**

Matters listed under the consent calendar are considered routine and will be acted upon under one motion. There will be no discussion of these items unless a request is made to the Board President by a Director or member of the public. Those items will be considered at the end of the consent items.

Only properly noticed agenda matters shall be permitted for discussion.

1. Approve the **Board of Directors' Minutes of the Meeting of October 5, 2021 and Resolution Nos. 2021-21, 2021-22, 2021-23, 2021-24, 2021-25, 2021-26**
2. Approve **Adoption of Resolution of the Board of Directors of the Oakdale Irrigation District (OID) Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Executive Order N-29-20 issued on March 4, 2020, and Executive Order N-08-21 on June 11, 2021, which Authorizes Remote Teleconference Meetings of the Legislative Bodies of Oakdale Irrigation District for the Period November 2, 2021 through December 1, 2021 Pursuant to Brown Act Provisions**
3. Approve **Oakdale Irrigation District's Statement of Obligations**
4. Approve **OID Improvement Districts' Statement of Obligations**
5. Approve the **Treasurer's Report, and Financial Statements for the Nine Months Ending September 30, 2021**
6. Approve the **Board Meeting Schedule for 2022**
7. Approve the **Miscellaneous Rates and Charges for Special Services and Deep Well Rental Charges**

**ACTION CALENDAR - ITEMS 8 - 11**

8. Review and Take Possible Action to **Amend the 2021 Budget**
9. Review and Take Possible Action to **Approve Entering into a Contract with an Executive Search Firm to Conduct Recruitment for General Manager and Allow the Current General Manager to Execute**

10. Review and Take Possible Action to **Approve Renewal of Health Insurance Coverage Effective January 1, 2022**

11. Review and Take Possible Action to **Adopt the 2022 Budget**

**DISCUSSION – ITEMS 12 - 13**

12. Discussion on the **Department of Water Resources Planning for 2022**

13. Discussion/Presentation on the **Modesto Subbasin Groundwater Sustainability Plan**

**COMMUNICATIONS – ITEM 14**

14. **Oral Reports and Comments**

A. **Directors' Comments/Suggestions**

1. Order of Presentation – President's Choice

B. **Committee Reports**

C. **General Manager's Report on Status of OLD Activities**

**PUBLIC COMMENTS - ITEM 15**

15. The Board of Directors welcomes participation in its meetings. This time is provided for the public to address the Directors of the District on matters of concern that fall within the jurisdiction of the Board that are not on the agenda.

Because matters being discussed are not on the agenda there should be no expectation of discussion or comment by the Board except to properly refer the matter for review or action as appropriate. Matters concerning District operations or responsibilities can be addressed prior to Board meetings by contacting District Management or Directors. In this manner, your concerns can be addressed expeditiously.

The Oakdale Irrigation District Board pledges to be respectful, truthful, knowledgeable, productive and unified in conducting the people's business. The Board believes in conducting its business using respectful and civil dialogue and would request that the public conduct itself in a similar fashion in their presentations. Disrespectful and threatening behavior will not be tolerated.

It is not required, but speakers may provide their name and address.

Public Comments will be limited to five minutes per speaker.

**CLOSED SESSION - ITEM 16**

16. Closed Session to discuss the following:

- A. **Government Code §54956.8 – Conference Real Property Negotiator**  
Negotiating Parties: Mi-Wuks, Tuolumne River Agencies, OOD Lands  
Property: Water  
Agency Negotiators: General Manager and Water Counsel  
Under Negotiations: Price and Terms
- B. **Government Code §54956.8 – Conference Real Property Negotiator**  
Negotiating Parties: SSJID  
Property: Water  
Agency Negotiators: General Manager and Water Counsel  
Under Negotiations: 1988 Agreement Terms
- C. **Government Code §54956.8 – Conference Real Property Negotiator**  
Negotiating Parties: All Bargaining Groups  
Property: Benefits  
Agency Negotiators: GM, CFO, HRA  
Under Negotiations: Cost of Benefits
- D. **Government Code §54956.9(b) – Exposure to Litigation: 2 cases**
- E. **Government Code §54956.9(d)(1) – Existing Litigation**  
SJTA, et al. v. State Water Resources Control Board  
Judicial Council Coordination Proceeding 5013
- F. **Government Code §54957 – Public Employment: General Manager**  
(update regarding search for new General Manager)

<b>OTHER ACTION – ITEM 17</b>
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17. Adjournment:

- A. The next Regular Board Meeting of the **Oakdale Irrigation District Board of Directors** is scheduled for **Tuesday, December 14, 2021 at 9:00 a.m.** via teleconference. Details can be obtained by calling (209) 847-0341.
- B. The next Joint Board Meeting of the **South San Joaquin and Oakdale Irrigation Districts** serving the **Tri-Dam Projects** and **Tri-Dam Authority** and other joint business matters is scheduled for **Thursday, November 18, 2021 at 9:00 a.m.** via teleconference and hosted by Oakdale Irrigation District. Details can be obtained by calling (209) 249-4600.

*Writings distributed to Board Members in connection with the open session items on this agenda are available for public inspection in the office of the Board Secretary. Any person who has a question concerning any of the agenda items may call the Executive Assistant at (209) 840-5507.*

*ADA Compliance Statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at (209) 840-5507. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*





# **AGENDA ITEMS CONSENT CALENDAR**

## **BOARD MEETING OF NOVEMBER 2, 2021**

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 1  
APN: N/A

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**SUBJECT:** APPROVE THE BOARD OF DIRECTOR'S MINUTES OF THE MEETING OF OCTOBER 5, 2021 AND RESOLUTION NOS. 2021-21, 2021-22, 2021-23, 2021-24, 2021-25 AND 2021-26

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**RECOMMENDED ACTION:** Approve the Board of Director's Minutes of the Meeting of October 5, 2021 and Resolution Nos. 2021-21, 2021-22, 2021-23, 2021-24, 2021-25, 2021-26

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**ATTACHMENTS:**

- Draft Minutes of the Board of Director's Meeting of October 5, 2021
- Draft Resolution No. 2021-21
- Draft Resolution No. 2021-22
- Draft Resolution No. 2021-23
- Draft Resolution No. 2021-24
- Draft Resolution No. 2021-25
- Draft Resolution No. 2021-26

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

## **MINUTES**

Oakdale, California  
October 5, 2021

The Board of Directors of the Oakdale Irrigation District invited all to recite the Pledge of Allegiance and then met in Regular Session at the hour of 9:00 a.m. Upon roll call, there were present:

Directors: Tom Orvis, President  
Brad DeBoer, Vice President  
Herman Doornenbal  
Linda Santos  
Ed Tobias

Staff Present: Steve Knell, General Manager/Secretary  
Sharon Cisneros, Chief Financial Officer  
Kim Bukhari, Human Resources Administrator  
Eric Thorburn, Water Operations Manager/District Engineer

Also Present: Fred A. Silva, General Counsel

### **ADDITION OR DELETION OF AGENDA ITEMS**

There were no items added or deleted.

### **ACTION TO TAKE VARIOUS ITEMS OUT OF SEQUENCE**

General Manager requested Action Item No. 14 and Action Item No. 15 be taken out of sequence to follow Public Comment.

At the hour of 9:03 a.m. the Board welcomed public comment.

### **PUBLIC COMMENT ITEM NO. 1**

There was no public comment.

There being no further Public Comment; Public Comment closed at 9:03 a.m. and the Board Meeting continued.

Director, Brad DeBoer, requested that Item No. 12 be pulled from the Consent Calendar

### **CONSENT ITEMS ITEM NOS. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11**

### **ITEM NO. 2 APPROVE THE BOARD OF DIRECTORS' MINUTES OF THE REGULAR MEETING OF SEPTEMBER 14, 2021**

A motion was made by Director DeBoer, and seconded by Doornenbal, to approve the Board of Directors' Minutes of the Regular Meeting of September 14, 2021.

**ITEM NO. 3**  
**APPROVE OAKDALE IRRIGATION DISTRICT'S**  
**STATEMENT OF OBLIGATIONS**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the Oakdale Irrigation District's Statement of Obligations.

**ITEM NO. 4**  
**APPROVE OAKDALE IRRIGATION DISTRICT**  
**IMPROVEMENT DISTRICT'S STATEMENT OF OBLIGATIONS**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the Oakdale Irrigation District Improvement District's Statement of Obligations.

**ITEM NO. 5**  
**APPROVE THE TREASURER'S REPORT, AND FINANCIAL STATEMENTS FOR THE EIGHT**  
**MONTHS ENDING AUGUST 31, 2021**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the financial statements for the eight months ending August 31, 2021.

**ITEM NO. 6**  
**APPROVE AGREEMENT RESOLVING WATER RIGHTS PROTEST AGAINST THE LAKE**  
**ALPINE WATER COMPANY AND THE COUNTY OF ALPINE**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve agreement resolving water rights protest against the Lake Alpine Water Company and the County of Alpine.

**ITEM NO. 7**  
**APPROVE RENEWAL OF DELTA DENTAL PLAN INSURANCE COVERAGE EFFECTIVE**  
**JANUARY 1, 2022**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve renewal of Delta Dental plan insurance coverage effective January 1, 2022.

**ITEM NO. 8**  
**APPROVE RENEWAL OF VISION SERVICE PLAN INSURANCE COVERAGE EFFECTIVE**  
**JANUARY 1, 2022**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve renewal of vision service plan insurance coverage effective January 1, 2022.

**ITEM NO. 9**  
**APPROVE THE RESOLUTION SETTING AG WATER SYSTEM IMPROVEMENT DISTRICT**  
**OPERATION AND MAINTENANCE CHARGES AND OTHER RELATED CHARGES FOR YEAR**  
**2022**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the resolution setting ag water system Improvement District operations and maintenance charges and other related charges for year 2022.

**ITEM NO. 10**

**APPROVE ADOPTION OF RESOLUTION SETTING DOMESTIC WATER IMPROVEMENT DISTRICT OPERATIONS AND MAINTENANCE CHARGES AND OTHE RELATED CHARGES FOR THE YEAR 2022**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the resolution setting domestic water Improvement District operations and maintenance charges and other related charges for year 2022.

**ITEM NO. 11**

**APPROVE ADOPTION OF RESOLUTION SETTING DOMESTIC WATER IMPROVEMENT DISTRICT RESERVE FUND CONTRIBUTIONS FOR THE YEAR 2022**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to approve the resolution setting domestic water improvement district reserve fund contributions for the year 2022.

**PULLED CONSENT CALENDAR**

**ITEM NO. 12**

**ITEM NO. 12**

**APPROVE CLAIM FILED BY SAN LUIS DELTA MENDOTA WATER AGENCY FOR COSTS INCURRED IN THE PREPARATION OF DOCUMENTS FOR A WATER TRANSFER WITH OID AND SSJID**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, and was unanimously supported to approve the claim filed by San Luis Delta Mendota Water Agency for costs incurred in the preparation of documents for a water transfer with OID and SSJID.

**ACTION CALENDAR**

**ITEM NO. 14**

**REVIEW AND TAKE POSSIBLE ACTION TO AWARD BID TO SIERRA MOUNTAIN CONSTRUCTION, INC. AS THE LOWEST QUALIFIED BIDDER FOR THE SOUTH MAIN CANAL AND TUNNEL IMPROVEMENTS – TUNNEL 8 REHABILITAION PROJECT, AMEND THE 2021 CAPITAL BUDGET, AND AUTHORIZE GENERAL MANAGER TO EXECUTE ASSOCIATED CHANGE ORDERS**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to award bid to Sierra Mountain Construction, Inc. as the lowest qualified bidder for the South Main Canal and Tunnel Improvements – Tunnel 8 Rehabilitation Project, Amend the 2021 Capital Budget, and Authorize General Manager to Execute Associated Change Order:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO. 15**

**REVIEW AND TAKE POSSIBLE ACTION TO APPROVE WORK RELEASE NO. 029 TO PROFESSIONAL SERVICES AGREEMENT 2009-PSA-003 WITH CONDOR EARTH TECHNOLOGIES, INC., DBA CONDOR EARTH (CONDOR) TO PROVIDE CONSTRUCTION MANAGEMENT AND QUALITY ASSURANCE SERVICES FOR THE OAKDALE IRRIGATION DISTRICT (DISTRICT) SOUTH MAIN CANAL AND TUNNEL IMPROVMENTS – TUNNEL 8 REHABILITATION PROJECT**

A motion was made by Director Doornenbal, and seconded by Director Tobias, to approve Work Release No. 029 to Professional Services Agreement 2009-PSA-003 with Condor Earth Technologies, Inc., DBA Condor Earth (Condor) to provide construction management and quality assurance services for the Oakdale Irrigation (District) South Main Canal and Tunnel Improvements – Tunnel 8 Rehabilitation Project:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO. 13**

**REVIEW AND TAKE POSSIBLE ACTION TO APPROVE ADOPTION OF RESOLUTION OF THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT (OID) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 4, 2020, AND EXECUTIVE ORDER N-08-21 ON JUNE 11, 2021, WHICH AUTHORIZES REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF OAKDALE IRRIGATION DISTRICT FOR THE PERIOD OCTOBER 5, 2021 THROUGH NOVEMBER 4, 2021 PURSUANT TO BROWN ACT PROVISIONS**

A motion was made by Director Santos, and seconded by Director DeBoer, to approve adoption of resolution of the Board of Directors of the Oakdale Irrigation District (OID) proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Order N-29-20 issued on March 4, 2020, and Executive Order N-08-21 on June 11, 2021, which authorizes remote teleconference meetings of the legislative bodies of Oakdale Irrigation District for the period October 5, 2021 through November 4, 2021 pursuant to Brown Act Provisions:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO. 16**  
**REVIEW AND TAKE POSSIBLE ACTION TO ADOPT A RESOLUTION SETTING**  
**AGRICULTURAL WATER USER RATES FOR 2022**

A motion was made by Director Doornenbal, and seconded by Director Tobias, to approve adoption of a resolution setting agricultural water user rates for 2022:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	No
Director DeBoer	Yes

The motion passed by a 4-1 vote.

**ITEM NO. 17**  
**REVIEW AND TAKE POSSIBLE ACTION TO AUTHORIZE THE GENERAL MANAGER TO ENTER**  
**INTO AN AGREEMENT WITH THE CITY OF OAKDALE TO PROVIDE MATERIALS AND LABOR**  
**TO CONSTRUCT TWO IRRIGATION PUMP STATIONS AND RELATED PIPING AT THE GREGER**  
**AND DOG PARK BASIN LOCATIONS AND APPROVE FUNDING OF THE PROJECT FROM THE**  
**MUNICIPAL CONSERVATION PROJECT DESIGNATED FUNDS**

A motion was made by Director Tobias, and seconded by Director Doornenbal, to authorize the General Manager to enter into an agreement with the City of Oakdale to provide materials and labor to construct two irrigation pump stations and related piping at the Greger and Dog Park basin locations and approve funding of the project from the Municipal Conservation Project Designated Funds:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO. 18**  
**REVIEW AND TAKE POSSIBLE ACTION TO ADOPT A RESOLUTION REGARDING**  
**INVESTIGATION OF IMPROPER THREATS**

A motion was made by Director DeBoer, and seconded by Director Doornenbal, to adopt a resolution regarding investigation of improper threats:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	No
Director DeBoer	Yes

The motion passed by a 4-1 vote.

**ITEM NO. 19**  
**REVIEW AND TAKE POSSIBLE ACTION ON REORGANIZING THE BOARD'S AGENDA AND FOLLOW BEST GOVERNANCE PRACTICES**

A motion was made by Director DeBoer, and seconded by Director Tobias, to adopt the reorganization of the Board's agenda and practices for six months from November 2021 through April 2022. The Board will re-evaluate at the April 2022 Board meeting to reinstate for future meetings:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	No
Director DeBoer	Yes

The motion passed by a 4-1 vote.

**DISCUSSION**  
**ITEM NO.20**

**ITEM NO. 20**  
**DISCUSSION AND PRESENTATION ON THE DRAFT BUDGET FOR THE 2022 FISCAL YEAR**

Chief Financial Officer, Sharon Cisneros gave a PowerPoint presentation on the draft budget for the 2022 fiscal year.

**COMMUNICATIONS**  
**ITEM NO.21**

**A. GENERAL MANAGERS REPORT**

General Manager, Steve Knell, discussed the information that was passed out to the Board Members regarding 2021 water deliveries.

**B. COMMITTEE REPORTS**

Finance Committee, September 21, 2021

- Draft Budget Review for the 2022 Fiscal Year

Director DeBoer stated the committee met with the CFO, Sharon Cisneros and reviewed the draft budget for the 2022 fiscal year.

**C. SUMMARY OF DIRECTORS COMMENTS**

**Director Tobias**

Director Tobias thanked Eric Thorburn and his staff for their work. He thanked Sharon Cisneros for the draft budget and expanded that it was very understandable, and pointed out some areas to address. He closed by thanking Steve Knell for a great job.



**Director Doornenbal**

Director Doornenbal expressed that OID will be facing some issues in the future, noting financing, and he felt the Board is up to facing it. He expanded after Director DeBoer's comment, that his constituents are very grateful of the October water, and he wanted to relay that to the Board.

**Director Santos**

No comment

**Director DeBoer**

Director DeBoer thanked staff for a great job on the 2021 water season. He stated that OID faces a very serious income issue; noting that the District may need to look outside the box, and consider options that the District has not done in the past. He expanded that we cannot allow our District to degrade, fall apart, and not be maintained, and that is a giant task for the Board. Director DeBoer stated that the District is dependent on hydrology for electricity production which benefits the District with funds. He closed by hoping for a rainy spring.

**Director Orvis**

Director Orvis reiterated Director Doornenbal regarding the October water. He added that it is very good for a lot of customers, and gives a chance for groundwater recharge and keep the pumps off. He stated that he is on the Stanislaus County Water Advisory Committee and a lot of concern has been raised regarding administering well permits. He expanded that the Stanislaus County Supreme Court ruled that people requesting a well in a flood plain, near contamination, or leach fields will need to do a CEQA. Director Orvis closed by thanking Eric Thorburn for his assistance addressing a constituent's issue.

At 10:37 a.m., President Orvis read the items to be discussed in Closed Session and opened for Public Comment on these items.

There was no public comment.

At the hour of 10:37 a.m. Public Comment Closed and the Board took a short recess.

At the hour of 10:45 a.m. the Board reconvened to Closed Session.

**CLOSED SESSION**  
**ITEM NO. 22:**

- A. Government Code §54957 – Public Employment: General Manager (update regarding search for new General Manager)**
- B. Government Code §54956.9(b) – Exposure to Litigation: 1 case**

At the hour of 11:17 p.m. the Board reconvened to Open Session.

Coming out of Closed Session, Director Orvis stated that there was no reportable action.

**OTHER ACTION**  
**ITEM NO. 23**

At the hour of 11:18 p.m. the meeting was adjourned. The Next regular Board Meeting of the **Oakdale Irrigation District Board of Directors** is scheduled for **Tuesday, November 2, 2021 at 9:00 a.m.** Details can be obtained by calling (209) 847-0341.

The next Joint Board Meeting of the South San Joaquin and Oakdale Irrigation Districts serving the Tri-Dam Projects and Tri-Dam Authority and other joint business matters is scheduled for **Thursday, October 21, 2021 at 9:00 a.m.** in the board room of the South San Joaquin Irrigation District, 11011 East Highway 120, Manteca, CA.

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Thomas D. Orvis, President  
Board of Directors

Attest:

\_\_\_\_\_  
Steve Knell, P.E.  
General Manager/Secretary

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2021-21**

**SETTING DOMESTIC WATER IMPROVEMENT DISTRICT  
OPERATION AND MAINTENANCE CHARGES AND  
OTHER RELATED CHARGES FOR 2022**

**WHEREAS**, the Board of Directors has considered the operation and maintenance costs for the year 2022 for each of the following domestic water Improvement Districts (ID) in the Oakdale Irrigation District and has determined that the amounts set are the amounts required for that purpose; and

**WHEREAS**, this Board has determined that required funds for the operation and maintenance of said IDs for the year 2022 shall be raised by a charge levied per acre, per lot, or per 100 square feet, whichever is applicable.

**NOW, THEREFORE BE IT RESOLVED** that for the purpose of raising funds to pay the normal operation and maintenance costs, and/or specific capital improvements for the year 2022 a charge in the amount set forth for each said ID shall be made as follows:

ID NO.	CHARGE PER LOT	CHARGE PER 100 SQ FT	CHARGE PER ACRE	TOTAL PER ID
22		3.85		\$21,173.46
41	1,500.00			60,000.00
45	258.09			13,162.59
45			1,173.58	30,712.59
46			800.00	60,600.00
51			700.00	49,469.00

**BE IT FURTHER RESOLVED**, that each said charge shall be collected in two equal installments, the first of which is due on December 20, 2021, and the second on June 20, 2022. If payment for either installment is not received at the District office by 5:00 p.m. on the due date, payment will be considered delinquent, and penalty charges will be made according to current policy.

**BE IT FURTHER RESOLVED**, that the District shall charge and collect the following penalties on said charges that become delinquent:

Ten percent (10%) on the first installment  
Five percent (5%) on the second installment, plus \$5.00 service charge

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be provided to the Treasurer of this District as the authority for establishing said rates.

Upon motion of Director DeBoer, seconded by Director Doornenbal, and duly submitted to the Board for its consideration, the above titled resolution was adopted this 5<sup>th</sup> day of October 2021.

**OAKDALE IRRIGATION DISTRICT**

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Thomas D. Orvis President  
Board of Directors

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Steve Knell, P.E.  
General Manager / Secretary

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2021-22**

**SETTING DOMESTIC WATER IMPROVEMENT DISTRICT  
CAPITAL RESERVE FUND CONTRIBUTIONS FOR 2022**

**WHEREAS**, the Board of Directors has considered the Capital Reserve Fund contributions for the year 2022 for each of the following domestic water Improvement Districts (ID) in the Oakdale Irrigation District and has determined that the amounts set are those that were previously adopted by the ID landowners; and

**WHEREAS**, this Board has determined that required funds for the Capital Reserve Funds of said IDs for the year 2022 shall be raised by a charge levied per acre, or per lot, whichever is applicable.

**NOW, THEREFORE BE IT RESOLVED** that for the purpose of setting Capital Reserve Fund contributions for the year 2022 an amount set forth for each said ID shall be made as follows:

ID No.	CHARGE PER LOT	CHARGE PER ACRE	TOTAL PER ID
45	\$196.08		\$10,000
45		382.12	10,000
46	300.00		23,700
51		433.69	30,649

**BE IT FURTHER RESOLVED**, that each said charge shall be collected in two equal installments, the first of which is due on December 20, 2021, and the second on June 20, 2022. If payment for either installment is not received at the District office by 5:00 p.m. on the due date, payment will be considered delinquent, and penalty charges will be made according to current policy.

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**OAKDALE IRRIGATION DISTRICT**

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Thomas D. Orvis, President  
Board of Directors

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Steve Knell, P.E.  
General Manager / Secretary

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2021- &**

**SETTING AG WATER SYSTEM IMPROVEMENT DISTRICT  
OPERATION AND MAINTENANCE CHARGES AND  
OTHER RELATED CHARGES FOR 2022**

**WHEREAS**, the Board of Directors has considered the operations and maintenance costs for the year 2022 for each of the following Improvement Districts (ID) in the Oakdale Irrigation District and has determined that the amounts set are the amounts required for that purpose; and

**WHEREAS**, this Board has determined that required funds for the operation and maintenance of said IDs for the year 2022 shall be raised by a charge levied per acre.

**NOW, THEREFORE BE IT RESOLVED** that for the purpose of raising funds to pay the normal operation and maintenance costs for the year 2022 a charge in the amount set forth for each said ID shall be made as follows:

ID No	CHARGE PER ACRE	TOTAL PER ID
1	\$13.85	\$700.81
2	17.50	\$622.30
8	20.00	\$1,162.80
13	2.50	\$554.03
19	4.00	\$2,854.16
20	15.50	\$638.60
21	34.00	\$649.40
26	69.00	\$759.00
29	11.50	\$3,079.70
31	3.00	\$655.98
36	15.50	\$651.93
38	7.50	\$588.53
48	20.00	\$1,890.80

**BE IT FURTHER RESOLVED**, that each said charge shall be collected in two equal installments, the first of which is due on December 20, 2021, and the second on June 20, 2022. If payment for either installment is not received in the District office by 5:00 p.m. on the due date listed above, the payment will be considered delinquent, and penalty charges will be made according to current policy.

**BE IT FURTHER RESOLVED**, pursuant to California Water Code Sections 26077 and 26078, the District shall charge and collect the following penalties on said charges that become delinquent:

Ten percent (10%) on the first installment

Five percent (5%) on the second installment, plus \$5.00 service charge

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be provided to the Treasurer of this District as the authority for establishing said rates.

Upon motion of Director DeBoer, seconded by Director Doornenbal, and duly submitted to the Board for its consideration, the above titled resolution was adopted this 5th day of October 2021.

**OAKDALE IRRIGATION DISTRICT**

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Tom Orvis, President  
Board of Directors

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Steve Knell, P.E.  
General Manager/Secretary



RESOLUTION NO. 2021-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT (OID) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 3, 2020, AND EXECUTIVE ORDER N-08-21 ON JUNE 11, 2021, WHICH AUTHORIZES REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE OAKDALE IRRIGATION DISTRICT FOR THE PERIOD OCTOBER 5, 2021 THROUGH NOVEMBER 4, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Oakdale Irrigation District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Oakdale Irrigation District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency as proclaimed in the Governor's proclamation N-15-20, and Stanislaus County's Health Officer Orders of September 2, 2021; and

WHEREAS, the County Health Officer requires implementation of additional measures to take inclusive of face masks in all indoor settings and other measures to insure safe interactions, i.e. social distancing to prevent the spread of COVID-19; and

WHEREAS, the Board of Directors does hereby find that its facilities are not large enough to comply with social distancing measures adopted by OID if the public were to attend. Additionally, its air conditioning system lacks the ability to provide adequate filtering and air circulation for proper ventilation, and the County's health statistics indicate poor public compliance with existing measures and a high transmissivity rate. All of these factors cause, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the District desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Oakdale Irrigation District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the OID Directors will continue to use teleconferencing for the benefit of the public for all its meetings. All call-in information to access the public meeting is available on each Board Meeting Agenda posting, in addition to providing contact information should a problem emerge connecting to the meeting. The OID will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act in order to maximize transparency and provide the public access to their meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF OAKDALE IRRIGATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and prescribes to implementation of all prudent measures to prevent an imminent risk to its workforce from outside persons.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Oakdale Irrigation District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 4, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Oakdale Irrigation District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Oakdale Irrigation District, this 5 day of October, 2021, by the following vote:

AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2021-25**

**AGRICULTURAL WATER USER RATES  
FOR THE WATER YEAR 2022**

**WHEREAS**, California Water Code Section 22280, et seq. provides that the District may levy charges in lieu of assessments; and

**WHEREAS**, Water Code Section 22283 provides that the District may prescribe reasonable rules to carry out the provisions of the Water Code section 22280, et seq.; and

**WHEREAS**, said change is exempt from CEQA under Public Resources Code Section 21080(a) (8); and

**WHEREAS**, on October 21, 2014, the District accepted and approved the increase in agricultural water user rates as identified in Exhibit A as the maximum that could be imposed without being subject to the requirements of Article XIII D(6) of the California Constitution; and

**WHEREAS**, the District declares the following:

- (1) The revenues derived from these rates do not exceed the funds required to provide subject properties related services.
- (2) The revenues derived from the rates will not be used for any purpose other than that for which the rates are imposed.
- (3) The amount of a rate imposed shall not exceed the proportional cost of the service; and

**NOW BE IT RESOLVED AND ORDERED**, the District desires to implement Agricultural Water User Rates for the 2022 water year as shown in Exhibit "A" for the following charges:

- (1) FIXED CHARGE to be implemented.
- (2) VOLUMETRIC CHARGE to be implemented.
- (3) DROUGHT SURCHARGE will not be implemented.
- (4) Three-percent ANNUAL INFLATION to be implemented.

**BE IT FURTHER RESOLVED**, that all charges as identified in this Resolution shall be applicable to each separate parcel, as shown on the District records of Stanislaus County and San Joaquin County Assessor's Parcel Maps.

**BE IT FURTHER RESOLVED**, that each said fixed charge shall be collected in two equal installments, the first of which is due on December 20, 2021, and the second on June 20, 2022. If payment for the first installment is not received at the District office by 5:00 p.m. on the aforementioned due date the payment will be considered delinquent, and penalty charges will be made according to current policy. If payment for the second installment is not received at the District office by 5:00 p.m. on the aforementioned due date the payment will be considered delinquent, and penalty charges will be made according to current policy. Postmarks are not accepted.

**BE IT FURTHER RESOLVED** that the District shall charge and collect, in accordance with California Water Code sections 26077 and 26078, the following penalties on fixed charges that become delinquent:

Fixed Charge

Ten percent (10%) on the first installment.

Five percent (5%) on the second installment plus \$5.00 service charge.

**BE IT FURTHER RESOLVED** that each volumetric billing is due after the end of irrigation season. If the 2021 volumetric charges are not paid by December 20, 2021 at 5:00 p.m. at the District office, penalties will be applied. Postmarks will not be accepted.

**BE IT FURTHER RESOLVED** that the District shall charge and collect, in accordance with California Water Code sections 26077, the following penalties on volumetric charges that become delinquent:

Volumetric Charge

Ten percent (10%)

**BE IT RESOLVED** that said volumetric charge will be billed for the following periods:

- Start of the irrigation season through May 31<sup>st</sup> each year,
- June 1<sup>st</sup> through July 31<sup>st</sup>, each year,
- August 1<sup>st</sup> through the end of the irrigation season each year.

**BE IT FURTHER RESOLVED** that the District may refuse to furnish water to any parcels of land with outstanding charges for water or services already furnished or rendered to such land (including penalties). The District will not furnish irrigation for the subsequent irrigation season until all prior year delinquencies are paid in full.

**BE IT FURTHER RESOLVED**, that this resolution supersedes any other previous resolution relating to the above subject matter.

Upon motion of Director Doornenbal, seconded by Director Tobias, and duly submitted to the Board for its consideration, the above titled resolution was adopted this 5<sup>th</sup> day of October 2021.

**OAKDALE IRRIGATION DISTRICT**

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Tom Orvis, President  
Board of Directors

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Steve Knell, P.E.  
General Manager/Secretary

**EXHIBIT A**  
**SCHEDULE OF AGRICULTURAL WATER USER RATES**  
**2022**

**FIXED CHARGE**

\$31.30 per acre (with a minimum rate of \$62.60)

**VOLUMETRIC CHARGE**

**Tier 1:** \$ 3.59 per acre-foot per acre / up to 3 acre-feet

**Tier 2:** \$ 7.14 per acre-foot per acre / for each additional acre-foot up to 5 acre-feet

**Tier 3:** \$ 9.49 per acre-foot per acre/ for each additional acre-foot up to 7 acre-feet

**Tier 4:** \$11.88 per acre-foot per acre / for each additional acre-foot up to 8 acre-feet

**Tier 5:** \$23.70 per acre-foot per acre / for each additional acre-foot over 8 acre-feet

**DROUGHT SURCHARGE** – *Not implemented unless a drought is declared*

\$7.08 per acre

**TIER 2 ANNEXED PROPERTIES VOLUMETRIC CHARGE**

\$58.71 per acre-foot per acre

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2021-26**

**RESOLUTION BY THE BOARD OF DIRECTORS OF  
THE OAKDALE IRRIGATION DISTRICT  
REGARDING INVESTIGATION OF IMPROPER THREATS**

**WHEREAS**, During the March 3, 2021 meeting of the OID Board of Directors, Director Linda Santos made a broad allegation suggesting that she had personal knowledge of several constituents' fears of retaliation by OID management. These allegations, if true, indicated possible violation of OID Rules & Regulations and policies governing conduct. Based on the seriousness of the allegation and advice of counsel, the Board decided to investigate this possible misconduct.

**WHEREAS**, the Board hired the law firm of Boutin Jones which has experience in conducting investigations to review the allegations made by Director Santos. The Board directed Boutin Jones to conduct an investigation as it deemed necessary and deferred to its investigator's judgment in all respects, including in granting access to witnesses and documents.

**WHEREAS**, On April 28, 2021. Director Santos reiterated to Boutin Jones her broad allegations about a general sense of fear of retaliation among OID constituents. However, she described just two specific allegations of threats by an OID employee. Both allegations asserted that an OID employee threatened to shut off water access to her and her tenant, Robert Frobose. Although Director Santos stated that other constituents had confided in her their fear of retaliation, other than naming her tenant, she did not feel comfortable disclosing their names.

**WHEREAS**, On May 25, 2021, Robert Frobose was interviewed by Boutin Jones and generally corroborated Director Santos's allegations. However, Mr. Frobose alleged that the OID employee stated that Mr. Frobose and the Santos family must cooperate with a neighboring landowner or else OID would not deliver water to the Santos family's private irrigation ditch.

**WHEREAS**, Director Santos was encouraged to identify her constituents who she claims feared getting their water cut off so that Boutin Jones would interview them, noting that without the constituents coming forward, OID cannot investigate or address their claims. To date, Director Santos has failed to provide any names of constituents who she claimed were in fear of getting their water cut off and no additional information was provided. As such, the Board determined that Director Santos' allegations regarding constituents aside from Frobose were too general in nature to warrant further investigation.

**WHEREAS**, The Rules & Regulations Governing the Operation and Distribution of Irrigation Water Within the Oakdale Irrigation District Service Area ("Rules & Regulations") govern District operations pertaining to irrigation water. These have been

adopted to "ensure equitable, economical, and efficient distribution, use, and conservation of water resources available to the District." All water users who receive water from the District "agree to be bound by and to comply with" the Rules & Regulations. District employees are charged with enforcing these rules.

**WHEREAS**, Sections 2004 – 2007 of the Rules & Regulations specifically address how the District may handle a water user's failure to comply with those rules. Curtailment or termination of delivery of water is expressly authorized in these sections for failure to comply with the Rules & Regulations, for interference with the District in discharging its duties, and if the condition of the land or the irrigation facility presents a danger to persons, property, or the general public.

**WHEREAS**, OID's Personnel Policies and Procedures govern the conduct of District employees. Section 5.408 provides that the following conduct is not permissible and may result in corrective or disciplinary action, up to termination:

- Subsection M, Special treatment or favoritism of one customer over another;
- Subsection T, Other failure of good behavior during or outside of duty hours which is of such a nature that it causes discredit to the District and his or her employment; and
- Subsection U, violation of District policies or rules.

**WHEREAS**, Director Santos alleged that an OID employee improperly threatened her family and stated that OID would shut off access to their irrigation water unless they cooperated with a neighbor by sharing water stored in the Santos private irrigation ditch. Director Santos stated that this conversation happened before she took office as a director, probably sometime in 2013 or 2014. She stated that this conversation was the only time she had any firsthand experience with or knowledge of OID threatening to turn off water access.

**WHEREAS**, Evidence was analyzed and reviewed to determine whether Director Santos' allegations were substantiated or not substantiated under a preponderance of the evidence standard. The preponderance of the evidence does not establish that any OID employee has threatened to cut off any constituents water or violated OID's Rules and Regulations or threatened to shut off access to irrigation water, other than as expressly provided in the Rules and Regulations.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. During the March 3, 2021 Oakdale Irrigation District Board of Directors meeting, allegations were made by Director Santos in open session that District employees had retaliated against constituents for speaking out against the positions of such employees, including threats of cutting off access to District water.

2. The Board takes any such allegations seriously and authorized an investigation of the matter through the use of an outside law firm, Boutin Jones.
3. The investigation has been completed by Boutin Jones and its findings have been carefully reviewed by the Board. No evidence was found by the Board to suggest wrongdoing by any OID employee.
4. After consideration of the evidence and the findings of the investigation, the Board concludes that the allegations made by Director Santos were not substantiated by the investigation and are unfounded.
5. As a result, the Board has decided no further action is necessary on this matter.

Upon motion of Director DeBoer, seconded by Director Doornenbal, and duly submitted to the Board for its consideration, the above-titled Resolution was adopted this 5 day of October, 2021, the following Directors voting thereon:

Director Tobias  
Director Doornenbal  
Director Orvis  
Director Santos  
Director DeBoer

The motion passed by a 4 - 1 vote.

## **OAKDALE IRRIGATION DISTRICT**

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Tom Orvis, President  
Board of Directors

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Steve Knell, P.E.  
General Manager/Secretary



# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 2  
APN: N/A

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**SUBJECT: APPROVE ADOPTION OF RESOLUTION OF THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT (OID) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 4, 2020, AND EXECUTIVE ORDER N-08-21 ON JUNE 11, 2021, WHICH AUTHORIZES REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF OAKDALE IRRIGATION DISTRICT FOR THE PERIOD NOVEMBER 2, 2021 THROUGH DECEMBER 1, 2021 PURSUANT TO BROWN ACT PROVISIONS**

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**RECOMMENDED ACTION:** Approve Resolution of the Board of Directors of the Oakdale Irrigation District proclaiming a local emergency, ratifying the proclamation of a state of emergency by Executive Order N-15-20 issued on March 4, 2020, and Executive Order N-08-21 on June 11, 2021, which authorizes remote teleconference meetings of the legislative bodies of Oakdale Irrigation District for the period November 2, 2021 through December 1, 2021 pursuant to Brown Act provisions.

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**BACKGROUND AND/OR HISTORY:** On September 17, 2021 Assembly Bill 361 (AB 361) was signed and goes into effect on October 1, 2021. AB 361 replaced some aspects of Executive Order N-29-20, which allowed local legislative bodies to hold remote teleconference meetings. Due to OID's undersized Board room, precluding compliance with OID adopted social distancing measures, inadequate ventilation, air circulation and filtration issues for an attending public in a County with high transmissivity rates, creates a potential health crisis for both OID employees and the public by having open meetings. Therefore, to continue remote teleconference meetings, AB 361 requires a resolution be passed by the Board citing these deficiencies. The resolution will allow the District a thirty (30) day period to continue remote meetings or until conditions improve or the Executive Order is cancelled. A subsequent resolution will need to be passed to continue the remote meetings.

**FISCAL IMPACT:**

**ATTACHMENTS:**

➤ Resolution

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

RESOLUTION NO. 2021-NIL

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT (OID) PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 3, 2020, AND EXECUTIVE ORDER N-08-21 ON JUNE 11, 2021, WHICH AUTHORIZES REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE OAKDALE IRRIGATION DISTRICT FOR THE PERIOD NOVEMBER 2, 2021 THROUGH DECEMBER 1, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Oakdale Irrigation District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Oakdale Irrigation District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency as proclaimed in the Governor's proclamation N-15-20, and Stanislaus County's Health Officer Orders of September 2, 2021; and

WHEREAS, the County Health Officer requires implementation of additional measures to take inclusive of face masks in all indoor settings and other measures to insure safe interactions, i.e. social distancing to prevent the spread of COVID-19; and

WHEREAS, the Board of Directors does hereby find that its facilities are not large enough to comply with social distancing measures adopted by OID if the public were to attend. Additionally, its air conditioning system lacks the ability to provide adequate filtering and air circulation for proper ventilation, and the County's health statistics indicate poor public compliance with existing measures and a high transmissivity rate. All of these factors cause, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the District desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Oakdale Irrigation District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the OID Directors will continue to use teleconferencing for the benefit of the public for all its meetings. All call-in information to access the public meeting is available on each Board Meeting Agenda posting, in addition to providing contact information should a problem emerge connecting to the meeting. The OID will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act in order to maximize transparency and provide the public access to their meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF OAKDALE IRRIGATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and prescribes to implementation of all prudent measures to prevent an imminent risk to its workforce from outside persons.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Oakdale Irrigation District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 1, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Oakdale Irrigation District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Oakdale Irrigation District, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 3  
APN: N/A

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**SUBJECT: APPROVE OAKDALE IRRIGATION DISTRICT'S STATEMENT OF OBLIGATIONS**

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**RECOMMENDED ACTION:** Approve Statement of Obligations

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## **TOP TEN OBLIGATIONS**

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
SSJID	OID Canyon Tunnel 2019 - Sept. 2021	\$ 459,055.75
ACWA	2021-2022 Auto & General Liability Ins.	186,185.00
IRS	Payroll Taxes	112,192.79
CalPERS	Retirement Contribution	73,108.19
Kaiser	Healthcare Insurance – November	49,989.80
Steve Harkrader Trucking	Hauling Services	48,102.50
Sutter Health Plus	Healthcare Insurance – November	43,799.38
PG&E	Electricity – September	37,862.59
San Luis & Delta-Mendota	Water Transfer Fees Reimbursement	29,692.04
Water Authority		
Hunt & Sons	Fuel	23,050.84
		1,039,988.04
	Other Obligations:	294,961.38
	Total Obligations:	\$ 1,334,949.42

**FISCAL IMPACT:** \$1,334,949.42

## **ATTACHMENTS:**

- Statement of Obligations – Accounts Payable

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## **Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

## **VOTE:**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT**

**STATEMENT  
OF  
OBLIGATIONS**

**November 2, 2021**

Accounts Payable  
Check Register - November 2, 2021



Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
921211	9/21/2021	Internal Revenue Service	\$ 496.38	Payroll Taxes
921212	9/21/2021	Employment Development Department	40.38	Payroll Taxes
1001211	10/1/2021	Internal Revenue Service	54,709.38	Payroll Taxes
1001212	10/1/2021	VOYA Retirement	10,336.68	Retirement Contribution
1001213	10/1/2021	ICMA Retirement	2,643.67	Retirement Contribution
1001214	10/1/2021	California Public Employees' Retirement System	36,070.46	Retirement Contribution
1001215	10/1/2021	Employment Development Department	10,146.21	Payroll Taxes
30176	10/4/2021	Lutz James	48.00	Refund - Conveyance Channel Permit
30177	10/4/2021	Ace Hardware	270.84	Keys Cut, Star Drive, Brace, Shovel Handles and Transplanter
30178	10/4/2021	ACWA - Joint Powers Insurance Authority	1,927.00	Auto Insurance For New Trucks
30179	10/4/2021	Airgas USA, LLC	42.98	Safety Lens and Headgear
30180	10/4/2021	Amazon	1,680.30	Jumper Cables, Clamp Meter, Batteries, Bypass Lopper and Hitch Mount
30181	10/4/2021	App Agency Inc., c/o Louis Chavez	30.00	Website Hosting - oidwaterresources.org - October
30182	10/4/2021	AT&T Mobility	54.60	GPS Device - September
30183	10/4/2021	Battery Systems	822.21	Batteries
30184	10/4/2021	Backflow Apparatus & Valve Co.	837.82	Stem Assy and Testcocks
30185	10/4/2021	BG Agri Sales & Service	94.22	Adapters, Caps and Swivels
30186	10/4/2021	Bissell-Vargas, Kristy	45.00	Productivity Enhancement Certificates
30187	10/4/2021	Bobcat Central, Inc.	992.34	Clamps, Filters, Drive Belt, Tank and Hoses
30188	10/4/2021	Brown, Noah	86.50	Background Check To Receive HAZMAT Endorsement
30189	10/4/2021	California State Disbursement Unit	416.30	Levy
30190	10/4/2021	Car Keys Express	199.70	Cut Truck Keys
30191	10/4/2021	Cisneros, Sharon	510.00	Productivity Enhancement Certificates
30192	10/4/2021	City of Oakdale Utilities	8,800.09	Water Usage 08/04/21-09/07/21
30193	10/4/2021	Coffee Break Service, Inc.	154.00	Coffee Service
30194	10/4/2021	Comcast	549.30	Analog Lines, TV and Internet - September
30195	10/4/2021	Conlin Supply Co., Inc.	1,877.87	Cattle Gate
30196	10/4/2021	Delta Truck Center	1,252.93	Filters, Air Primary, Air Safety and Elements
30197	10/4/2021	Ellis Self Storage, Inc.	95.00	Storage - October
30198	10/4/2021	Far West Laboratories, Inc.	437.50	Bac-T Tests
30199	10/4/2021	Fastenal Company	1,422.11	Brushes, Safety Glasses, Cutting Wheels and Drill Bits
30200	10/4/2021	First Choice Industrial Supply Inc.	700.86	Towels, Toilet Paper, Paper Cups and Hand Soap
30201	10/4/2021	George Reed, Inc.	695.67	Hot Mix Asphalt and AB Recycled
30202	10/4/2021	George W. Lowry, Inc.	1,178.89	Oil
30203	10/4/2021	Grainger	241.76	Cap Screws
30204	10/4/2021	Grover Landscape Services, Inc.	530.00	Landscaping - September
30205	10/4/2021	Haidlen Ford	1,690.19	Radiator Assy., Mirror Assy., Starter and Exhaust Emission Fluid
30206	10/4/2021	Hilmar Lumber, Inc.	1,800.28	PVC, Swab and Cement
30207	10/4/2021	Hughson Farm Supply	885.14	Stihl Bars, Chain, Files and Bars
30208	10/4/2021	Hunt & Sons, Inc.	12,671.59	Fuel
30209	10/4/2021	Knell, Steve	165.00	American Society of Civil Engineers Renewal
30210	10/4/2021	Lincoln National Life Insurance Company	1,336.50	Life Insurance - October
30211	10/4/2021	Mission Uniform Service	574.52	Uniform Services
30212	10/4/2021	Modesto Steel Company, Inc.	3,345.51	Sheet Plates and Plasma Cutting
30213	10/4/2021	Moore Quality Galvanizing L.P.	2,133.17	Pipe Rails, Trash Racks and Sleeves
30214	10/4/2021	NorCal Kenworth	201.40	Filters
30215	10/4/2021	Oakdale Auto Parts	491.24	Wipers, Adapters, Struts, Hoses and Circuit Tester
30216	10/4/2021	Occu-Med, Ltd.	355.50	4th Quarter Services 2021
30217	10/4/2021	Office Depot	542.99	Office Supplies
30218	10/4/2021	Orvis, Tom	195.96	Parking For CSDA Meeting and ACWA Flight Reimbursement
30219	10/4/2021	P&D Ventures Inc.	2,314.00	Janitorial Services - September
30220	10/4/2021	P & L Concrete Products, Inc.	548.70	Concrete

Accounts Payable  
Check Register - November 2, 2021



Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
30221	10/4/2021	Ray Morgan Company	574.09	Copier Usage 08/24/21 - 09/23/21
30222	10/4/2021	Stanislaus County Sheriff's Department	593.19	Levy
30223	10/4/2021	Steve Harkrader Trucking	18,545.00	Hauling Services
30224	10/4/2021	Tim O'Laughlin A Professional Law Corporation	16,440.00	Legal Matters - September
30225	10/4/2021	Chicago Title Company	155.80	Refund Check 005134-000, 10004 Tepopa Drive
30226	10/4/2021	Sanchez, Andy and Janeth	79.90	Refund Check 005273-000, 10912 Newberry Court
30227	10/4/2021	United Rentals, Inc.	33.80	Spring Lever, Nuts and Washers
30228	10/4/2021	Gisler, Martin	465.00	Productivity Enhancement Certificates
1004211	10/4/2021	Internal Revenue Service	1,074.45	Payroll Taxes
1004212	10/4/2021	VOYA Retirement	241.70	Retirement Contribution
1004213	10/4/2021	California Public Employees' Retirement System	382.36	Retirement Contribution
1004214	10/4/2021	Employment Development Department	161.37	Payroll Taxes
1005211	10/5/2021	Internal Revenue Service	1,033.30	Payroll Taxes
1005212	10/5/2021	Employment Development Department	32.53	Payroll Taxes
10052021	10/5/2021	Visa	7,512.28	Replacement Battery Cartridge, CSDA and ACWA Conference Charges
1015211	10/15/2021	Internal Revenue Service	54,879.28	Payroll Taxes
1015212	10/15/2021	VOYA Retirement	10,164.91	Retirement Contribution
1015213	10/15/2021	ICMA Retirement	5,410.23	Retirement Contribution
1015214	10/15/2021	California Public Employees' Retirement System	36,655.37	Retirement Contribution
1015215	10/15/2021	Employment Development Department	10,314.74	Payroll Taxes
30229	10/18/2021	Aaron's Heating & Air Inc.	1,720.00	HVAC Repair and Maintenance On Eight Units
30230	10/18/2021	Ace Hardware	388.04	Keys, Anti-skid, Chain, Propane Torch Kit, Elbows, Valves and Adapters
30231	10/18/2021	ACWA-JPIA	9,794.50	Dental and Vision Insurance - November
30232	10/18/2021	ACWA - Joint Powers Insurance Authority	184,258.00	2021-2022 Auto & General Liability Insurance
30233	10/18/2021	Alligare LLC	2,278.46	Respirator Cartridges and Hoses
30234	10/18/2021	Andersen, Jason	75.00	Steel Toe Boot Reimbursement
30235	10/18/2021	Brichetto, John	10,928.09	AR Refund
30236	10/18/2021	Battery Systems	329.30	Batteries
30237	10/18/2021	Bissell-Vargas, Kristy	153.80	Health and Wellness Reimbursement July-Oct 2021
30238	10/18/2021	Bobcat Central, Inc.	1,734.10	Fuel Tank, Hoses, Water Pump and Cables
30239	10/18/2021	California State Disbursement Unit	416.30	Levy
30240	10/18/2021	Casey Records Management	96.00	Shredding - September
30241	10/18/2021	Central Valley Ag Grinding, Inc.	577.00	Green Waste
30242	10/18/2021	City of Oakdale Utilities	1,331.94	Water Usage 08/09/21 - 09/10/21
30243	10/18/2021	Comcast Business	396.35	Analog Lines, TV and Internet - September
30244	10/18/2021	Condor Earth Technologies, Inc.	16,289.75	OID Tuneel 3, 4 and 8
30245	10/18/2021	Consumers Choice Pest Control	85.00	Quarterly Pest Control Service
30246	10/18/2021	CoreLogic Solutions, LLC	283.25	Real Quest - September
30247	10/18/2021	Damrell, Nelson, Schrimp, Pallios, Pacher & Silva	20,357.57	Legal Matters
30248	10/18/2021	Denair Lumber Company, Inc.	519.01	Lumber
30249	10/18/2021	Digi-Key Corporation	53.34	Front Panel
30250	10/18/2021	Don's Mobile Glass, Inc.	693.00	Replaced Windshield and Side Window
30251	10/18/2021	Fastenal Company	3,084.41	Safety Vests, Batteries, Duffel Bags, Boots, Cutting Wheels and Chisels
30252	10/18/2021	Ferguson Waterworks #1423	405.69	Meter Box
30253	10/18/2021	Frasco Profiles	398.25	Background Checks
30254	10/18/2021	George Reed, Inc.	6,205.00	AB Recycled and HMA-1/2
30255	10/18/2021	George W. Lowry, Inc.	3,935.96	Oil
30256	10/18/2021	Gilton Resource Recovery Transfer Facility, Inc.	448.34	Solid Waste - September
30257	10/18/2021	Gilton Solid Waste Management, Inc.	421.58	Refuse Charges - September
30258	10/18/2021	Giuliani & Kull, Inc.	3,000.00	Monument Preservation & Easements
30259	10/18/2021	Grobiero Farms, LLC	900.00	Double Paid Structure Review
30260	10/18/2021	Haidlen Ford	10,237.90	Air Cleaners, Filters, Exhaust Emissions, Gear Assy., and Body Work Repair

Accounts Payable  
Check Register - November 2, 2021



Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
30261	10/18/2021	Helm, Tyler	67.24	Steel Toe Boot Reimbursement
30262	10/18/2021	Hilmar Lumber, Inc.	1,794.34	PVC Supplies
30263	10/18/2021	Hunt & Sons, Inc.	10,379.25	Fuel
30264	10/18/2021	Interstate Truck Center	173.70	Hoses
30265	10/18/2021	Kaiser Foundation Health Plan, Inc.	49,989.80	Healthcare Insurance - November
30266	10/18/2021	The McClatchy Company, LLC	625.00	General Manager Recruitment Ad
30267	10/18/2021	McMaster-Carr	136.21	Rubber Wheel With Roller
30268	10/18/2021	Mission Uniform Service	867.55	Uniform Services
30269	10/18/2021	Modesto Irrigation District	554.49	Electricity - September
30270	10/18/2021	Motor Parts Distributors, Inc.	495.98	Oil
30271	10/18/2021	NorCal Kenworth	48.45	Filter
30272	10/18/2021	Oakdale Automotive Repair & Tire	2,504.87	Tires, Tire Disposal and Mounting
30273	10/18/2021	Oakdale Auto Parts	192.21	Hub Cap, Silicone and Fittings
30274	10/18/2021	Oakdale Locksmith	10.84	Keys
30275	10/18/2021	Office Depot	273.56	Office Supplies
30276	10/18/2021	OID Improvement Districts	782.11	2021 September Reimbursement
30277	10/18/2021	O'Laughlin & Paris LLP	2,340.00	Legal Matters
30278	10/18/2021	Ontel Security Services, Inc.	275.00	Security Monitoring Service - September
30279	10/18/2021	Operating Engineers Union Local No. 3	2,904.00	Union Dues - PPE: 10/09/21
30280	10/18/2021	P G & E	37,862.59	Electricity - September
30281	10/18/2021	Pakmail	45.53	Shipping
30282	10/18/2021	P&D Ventures Inc.	2,314.00	Janitorial Services - October
30283	10/18/2021	Quadient Finance USA, Inc.	1,000.00	Postage 10/07/21
30284	10/18/2021	Redwood Health Services	3,858.20	125 Cafeteria Plan - November
30285	10/18/2021	Rubicon, Inc.	531.89	Techinical Support and Hand Crank Assy. Return
30286	10/18/2021	Safe-T-Lite of Modesto, Inc.	109.66	Lath
30287	10/18/2021	Samba Holdings, Inc.	176.56	Fleet Watch - September
30288	10/18/2021	San Luis & Delta-Mendota Water Authority	29,692.04	Water Transfer Fees Reimbursement
30289	10/18/2021	Soares, Josh	29.77	Steel Toe Boot Reimbursement
30290	10/18/2021	South San Joaquin Irrigation District	459,055.75	OID Canyon Tunnel 2019- Sept. 2021
30291	10/18/2021	Springbrook Holding Company, LLC	116.00	Civic Pay - September
30292	10/18/2021	Stanislaus County Farm Bureau	73.00	Advertismint
30293	10/18/2021	Stanislaus County Dept. of Environmental Resources	6,889.00	Lead and Copper Services Connections and Annual ID Fees
30294	10/18/2021	Stanislaus County Sheriff's Department	592.44	Levy
30295	10/18/2021	Steves Chevrolet - Buick	216.70	HVAC Blower Motor Assy.
30296	10/18/2021	Steve Harkrader Trucking	29,557.50	Hauling Service
30297	10/18/2021	Streamline	400.00	Member Web Services - October
30298	10/18/2021	Sutter EAP	425.00	3rd Quarter Services
30299	10/18/2021	Sutter Health Plus	43,799.38	Healthcare Insurance - November
30300	10/18/2021	Target Specialty Products	106.21	Methylated Seed Oil
30301	10/18/2021	Teter, LLP	14,122.83	Greger Facility
30302	10/18/2021	TP Express	2,550.00	Single and Regular Portable Restroom Rental - October
30303	10/18/2021	Huber, Kevin and Deborah	143.63	Refund Check 005299-000, 10709 Goldsborough Circle
30304	10/18/2021	United Rentals Northwest, Inc.	2,724.55	Chipper Rental 08/31 - 09/28/21
30305	10/18/2021	U.S. Bank	2,890.00	Bond Administration Fees
30306	10/18/2021	Verizon Wireless	2,573.06	Cimis Station, Cell Phone and Ipad Charges - September
30307	10/18/2021	Verizon	1,512.90	Vehicle Tracking Services - September
30308	10/18/2021	White Cap Construction Supply	144.56	Asphalt Rakes
30309	10/18/2021	Wienhoff Drug Testing, Inc.	480.00	Random Selection and Post Accident Tests
30310	10/18/2021	Wille Electric Supply Co., Inc.	309.20	Insecticide and Light Bulbs
			<u>1,334,949.42</u>	



OAKDALE IRRIGATION DISTRICT  
STATEMENT OF OBLIGATIONS  
November 2, 2021

Voided Check No. 22723, 13773

THE FOREGOING CLAIMS, NUMBERED 921211 THROUGH 921212, 1001211  
THROUGH 1001215, 1004211 THROUGH 1004214, 1005211 THROUGH 1005212,  
10052021, 1015211 THROUGH 1015215, 30176 THROUGH 30310. INCLUSIVE ARE  
APPLIED TO THE GENERAL FUND OF OAKDALE IRRIGATION DISTRICT AND ARE  
OBLIGATIONS AUTHORIZED THERETO.

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 4  
APN: N/A

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**SUBJECT: APPROVE OID IMPROVEMENT DISTRICTS' STATEMENT OF OBLIGATIONS**

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**RECOMMENDED ACTION:** Approve OID Improvement Districts' Statement of Obligations

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<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Oakdale Irrigation District	September O & M Expenses	\$ 25,540.17

Total Obligations: \$ 25,540.17

**FISCAL IMPACT:** \$25,540.17

**ATTACHMENTS:**

- Statement of Obligations – Accounts Payable

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
IMPROVEMENT DISTRICT ACCOUNT**

0139

DATE: 2-Nov-21		TO: Oakdale Irrigation District			
MAINTENANCE PAYABLE					
I.D. #	September O & M Expense	I.D. #	September O & M Expense		
1	\$14.54	31	\$46.56		Note: Included Misc. Recon. Items
2	36.62	36	18.90		
8	34.14	38	32.73		
13	26.53	41	9,421.84		
19	96.31	45	1,993.84	I.D. #	Construction In Progress
20	16.42	46	7,739.53		
21	25.28	48	51.52		
22	846.06	51	4,982.68		
26	15.17	52			
29	141.50				
SUB-TOTAL	\$1,252.57	SUB-TOTAL	\$24,287.60	SUB-TOTAL	\$0.00
			VOUCHER CHARGES		
			Maintenance & Operations		\$25,540.17
			Capital Projects		\$0.00
			Transfers		\$0.00
			TOTAL AMOUNT		\$25,540.17

**OAKDALE IRRIGATION DISTRICT  
IMPROVEMENT DISTRICTS  
STATEMENT OF OBLIGATIONS  
FOR JANUARY 1, 2021 - NOVEMBER 2, 2021**

<b>CHECK NO.</b>	<b>PAYABLE TO:</b>	<b>AMOUNT</b>	<b>DATE</b>
0129	OAKDALE IRRIGATION DISTRICT	\$ 11,943.30	01/07/2021
0130	OAKDALE IRRIGATION DISTRICT	76,975.22	02/18/2021
0131	OAKDALE IRRIGATION DISTRICT	14,548.53	03/29/2021
0132	OAKDALE IRRIGATION DISTRICT	3,613.20	04/21/2021
0133	OAKDALE IRRIGATION DISTRICT	19,567.70	05/24/2021
0134	OAKDALE IRRIGATION DISTRICT	18,985.61	06/23/2021
0135	OAKDALE IRRIGATION DISTRICT	26,513.88	07/20/2021
0136	VOID		
0137	OAKDALE IRRIGATION DISTRICT	29,325.85	08/24/2021
0138	OAKDALE IRRIGATION DISTRICT	26,646.73	09/17/2021
0139	OAKDALE IRRIGATION DISTRICT	25,540.17	10/19/2021

THE FOREGOING CLAIM NUMBERED 0139 WAS APPLIED TO  
GENERAL FUNDS OF THE OAKDALE IRRIGATION'S IMPROVEMENT  
DISTRICTS AND ARE AUTHORIZED THERETO.

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 5  
APN: N/A

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**SUBJECT: APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR THE EIGHT MONTHS ENDING SEPTEMBER 30, 2021**

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**RECOMMENDED ACTION:** Approve the Treasurer's Report and Financial Statements for the Nine Months Ending September 30, 2021

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## BACKGROUND AND/OR HISTORY:

The Treasurer's report provides the total Treasury and Improvement District Funds as of September 30, 2021. The month ended with \$57.5 million in designated reserves, \$1.5 million in restricted cash and \$15.0 million in operating cash.

The Financial Statements demonstrate the income and expenditures for the District for the nine months ending September 30, 2021.

As of the financial statement date, the District realized 66.2% of the budgeted revenues, and actual expenditures (including capital projects and purchases) utilized 55.3% of the budgeted expenditures. Additional information is provided within the attached reports.

**FISCAL IMPACT:** None

## ATTACHMENTS:

- Treasurer's Report
- Monthly Financial Report (*unaudited*)

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## Board Motion:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

## VOTE

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

Action(s) to be taken:

# OAKDALE IRRIGATION DISTRICT



## TREASURER'S REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2021

TREASURER'S REPORT TO THE BOARD OF DIRECTORS  
OAKDALE IRRIGATION DISTRICT  
STATEMENT OF FUNDS  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021

PERIOD ENDING	9/30/2021	RATE	8/31/2021	NET CHANGE
<b><u>OAKDALE IRRIGATION DISTRICT FUNDS</u></b>				
LAIF	\$172,063.56	0.206%	\$172,063.56	\$0.00
OAK VALLEY COMMUNITY BANK CHECKING	981,198.23		979,883.21	1,315.02
OVCB BUSINESS PLUS SAVINGS	3,896,476.56	0.500%	4,776,273.21	(879,796.65)
UNION BANK OF CALIFORNIA	67,498,722.59	0.590%	67,497,709.09	1,013.50
<i>TOTAL TREASURY FUNDS</i>	<u>72,548,460.94</u>		<u>73,425,929.07</u>	<u>(877,468.13)</u>
<b><u>IMPROVEMENT DISTRICT FUNDS</u></b>				
IMPROVEMENT DISTRICT'S FUNDS	1,498,476.68		1,514,853.29	(16,376.61)
<i>TOTAL IMPROVEMENT DISTRICT FUNDS</i>	<u>1,498,476.68</u>		<u>1,514,853.29</u>	<u>(16,376.61)</u>
<b><u>TOTAL TREASURY AND IMPROVEMENT DISTRICT FUNDS</u></b>	<u><u>\$74,046,937.62</u></u>		<u><u>\$74,940,782.36</u></u>	<u><u>(\$893,844.74)</u></u>

**OAKDALE IRRIGATION DISTRICT**  
**FOR THE PERIOD ENDING SEPTEMBER 30, 2021**

DISTRICT CASH AND CASH EQUIVALENTS		9/30/2021	9/30/2020	NET CHANGE
Beginning Balance: 9/1/2021		\$73,425,929.07		
Receipts / Earnings / Transfers		113,569.48		
Expenditures / Transfers		(991,037.61)		
<b>TOTAL DISTRICT TREASURY FUNDS ON HAND:</b>	<b>9/30/2021</b>	<b>\$72,548,460.94</b>	<b>\$74,039,252.38</b>	<b>(\$1,490,791.44)</b>

**GENERAL FUND**

Beginning Balance: 9/1/2021 \$15,875,698.20

**RECEIPTS / EARNINGS**

Tri Dam Cash Receipts

Net Investment Income 1,788.51

Collection Receipts 111,780.97

Total Receipts: 113,569.48

**EXPENDITURES**

Accounts Payable 648,680.31

Payroll 342,357.30

Total Expenditures: (991,037.61)

<b>BALANCE ON HAND:</b>	<b>9/30/2021</b>	<b>\$14,998,230.07</b>	<b>\$12,672,903.34</b>	<b>\$2,325,326.73</b>
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**DESIGNATED FUNDS:**

**MAIN CANAL & TUNNEL REPLACEMENT/IMPROVEMENT PROJECT RESERVE**

Beginning Balance: 9/1/2021 \$986,948.22

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>	<b>9/30/2021</b>	<b>\$986,948.22</b>	<b>\$1,383,417.89</b>	<b>(\$396,469.67)</b>
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**JOINT CANYON TUNNEL PROJECT RESERVE**

Beginning Balance: 9/1/2021 12,868,576.53

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>		<b>\$12,868,576.53</b>	<b>13,000,000.00</b>	<b>-131,423.47</b>
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**CAPITAL REPLACEMENT / IMPROVEMENT RESERVE**

Beginning Balance: 9/1/2021 \$8,316,230.53

Transfer from General Fund 0.00

Transfer to General Fund 0.00

<b>BALANCE ON HAND:</b>	<b>9/30/2021</b>	<b>\$8,316,230.53</b>	<b>\$10,964,670.72</b>	<b>(\$2,648,440.19)</b>
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**DEBT SERVICE RESERVE - maximum \$21,145,000**

Beginning Balance: 9/1/2021 16,000,000.00

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>		<b>\$16,000,000.00</b>	<b>16,000,000.00</b>	<b>0.00</b>
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OAKDALE IRRIGATION DISTRICT  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021

DISTRICT CASH AND CASH EQUIVALENTS	9/30/2021	9/30/2020	NET CHANGE
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**OPERATING FACILITY PROJECT RESERVE**

Beginning Balance: 9/1/2021	5,248,750.70		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	-		
<b>BALANCE ON HAND:</b>	<b>\$5,248,750.70</b>	<b>5,507,244.15</b>	<b>-258,493.45</b>

**MUNICIPAL CONSERVATION PROJECT RESERVE**

Beginning Balance: 9/1/2021	200,000.00		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND:</b>	<b>\$200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>

**RATE STABILIZATION AND OPERATIONS DESIGNATED RESERVE**

Beginning Balance: 9/1/2021	\$8,238,000.00		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND:</b>	<b>\$8,238,000.00</b>	<b>\$8,238,000.00</b>	<b>\$0.00</b>

**RURAL WATER SYSTEM CAPITAL REPLACEMENT / IMPROVEMENT RESERVE**

Beginning Balance: 9/1/2021	\$1,072,337.96		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 9/30/2021</b>	<b>\$1,072,337.96</b>	<b>\$1,004,134.14</b>	<b>\$68,203.82</b>

**VEHICLE AND EQUIPMENT REPLACEMENT RESERVE**

Beginning Balance: 9/1/2021	\$561,967.02		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND: 9/30/2021</b>	<b>\$561,967.02</b>	<b>\$1,100,000.00</b>	<b>(\$538,032.98)</b>

**BUILDING AND FACILITIES IMPROVEMENT PROJECT RESERVE**

Beginning Balance: 9/1/2021	\$3,075,000.00		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 9/30/2021</b>	<b>\$3,075,000.00</b>	<b>\$3,075,000.00</b>	<b>\$0.00</b>

**EMPLOYEE COMPENSATION ABSENCES RESERVE**

Beginning Balance: 9/1/2021	\$982,419.91		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 9/30/2021</b>	<b>\$982,419.91</b>	<b>\$893,882.14</b>	<b>\$88,537.77</b>

OAKDALE IRRIGATION DISTRICT  
FOR THE PERIOD ENDING SEPTEMBER 30, 2021

DISTRICT CASH AND CASH EQUIVALENTS	9/30/2021	9/30/2020	NET CHANGE
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RESTRICTED FUNDS

IMPROVEMENT DISTRICT'S FUNDS

Beginning Balance: 9/1/2021	\$1,514,853.29		
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Receipts	7,270.12		
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Expenditures	(23,646.73)		
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<b>BALANCE ON HAND:</b>	<b>9/30/2021</b>	<b>\$1,498,476.68</b>	<b>\$1,437,727.18</b>	<b>\$60,749.50</b>
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FILED: October 25, 2021

STATE OF CALIFORNIA / COUNTY OF STANISLAUS

# OAKDALE IRRIGATION DISTRICT



## MONTHLY FINANCIAL STATEMENTS

**September 30, 2021**

*FOR INTERNAL REPORTING PURPOSES ONLY*

# OAKDALE IRRIGATION DISTRICT



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# Oakdale Irrigation District

## Statement of Net Position



	For the month ending September 30, 2021		
	2021	2020	Change
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash and cash equivalents	\$ 5,050,488	\$ 4,335,680	\$ 714,809
Restricted Cash and cash equivalents	1,498,477	1,437,727	60,750
Investments	67,498,723	69,704,323	(2,205,600)
Receivables			
Accrued Interest	-	-	-
Annexation fees	(52,807)	(100,078)	47,272
Agricultural water fees	407,050	32,815	374,235
Property Taxes Receivable	-	-	-
Due from other governmental agencies	-	182,160	(182,160)
Miscellaneous	4,860	11,463	(6,604)
Domestic water fees	13,729	17,994	(4,264)
Inventory of materials and supplies	616,804	712,707	(95,904)
Prepaid expenses	376,847	406,466	(29,619)
Due from Improvement Districts	5,070	16,101	(11,032)
<b>Total current assets</b>	<b>75,419,239</b>	<b>76,757,359</b>	<b>(1,338,118)</b>
<b>Noncurrent assets:</b>			
Accounts receivable - delinquencies	15,854	21,923	(6,069)
Due from other governmental agencies	297,277	122,374	174,903
Annexation fees receivable	12,659,858	13,623,177	(963,319)
Investments in Tri-Dam Project	42,526,117	45,331,728	(2,805,611)
Capital assets:			
Not being depreciated	7,763,866	12,244,992	(4,481,126)
Being depreciated, net	102,301,670	97,331,829	4,969,841
<b>Total noncurrent assets</b>	<b>165,564,642</b>	<b>168,676,023</b>	<b>(3,111,380)</b>
<b>Total assets</b>	<b>240,983,881</b>	<b>245,433,381</b>	<b>(4,449,498)</b>
<b>Deferred outflows of resources</b>			
Pensions	799,404	698,861	100,543
Bonds	2,948,136	3,111,921	(163,785)
<b>Total deferred outflows of resources</b>	<b>3,747,540</b>	<b>3,810,782</b>	<b>(63,242)</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>244,731,421</b>	<b>249,244,162</b>	<b>(4,512,741)</b>
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Payable from nonrestricted assets			
Accounts payable	585,476	150,126	435,350
Accrued salaries, wages and related benefits	1,100,759	1,056,414	44,345
Unearned revenue	350,975	401,662	(50,687)
Deposits payable	30,693	329,244	(298,552)
Due to Improvement Districts	782	-	782
Claims payable	25,001	1	25,000
Interest expense payable	-	-	-
Long-term liabilities, due within one-year	-	7,675	(7,675)
<b>Total current liabilities</b>	<b>2,093,686</b>	<b>1,945,122</b>	<b>148,563</b>
<b>Noncurrent liabilities:</b>			
Long-term liabilities, due in more than one-year, net	25,316,287	26,388,029	(1,071,741)
Pensions	5,090,115	4,526,215	563,900
<b>Total noncurrent liabilities</b>	<b>30,406,402</b>	<b>30,914,244</b>	<b>(507,841)</b>
<b>TOTAL LIABILITIES</b>	<b>32,500,088</b>	<b>32,859,367</b>	<b>(359,278)</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pensions	36,305	79,132	(42,827)
<b>Total deferred inflows of resources</b>	<b>36,305</b>	<b>79,132</b>	<b>(42,827)</b>
<b>Net Position</b>			
Net investment in capital assets	86,932,310	85,216,485	1,715,825
Restricted	1,498,477	1,437,727	60,750
Unrestricted	123,764,241	129,651,451	(5,887,210)
<b>TOTAL NET POSITION</b>	<b>\$ 212,195,028</b>	<b>\$ 216,305,664</b>	<b>\$ (4,110,636)</b>

FOR INTERNAL REPORTING PURPOSES ONLY

**Oakdale Irrigation District**  
**Statement of Revenues, Expenses, and Changes in net position**  
**For the Month Ended September 30, 2021**



	Current Month	YTD Actual	2021 Budget	Budget Remaining	% of 2021 Budget Remaining
<b>Operating revenues:</b>					
Agricultural water deliver charges (base rate)	\$ -	\$ 2,129,441	\$ 2,108,900	\$ (20,541)	-1%
Water sales	(35,505)	1,510,717	1,912,300	401,583	21%
Domestic water delivery fee	23,690	179,557	230,000	50,443	22%
Improvement District Fees	-	-	48,700	48,700	100%
Other water related revenues	(547)	49,595	65,000	15,405	24%
<b>Total operating revenues</b>	<b>(12,363)</b>	<b>3,869,311</b>	<b>4,364,900</b>	<b>495,589</b>	<b>11%</b>
<b>Operating expenses:</b>					
Operation and maintenance	475,715	4,347,374	6,558,695	2,211,321	34%
Water operations	357,516	2,962,008	4,027,390	1,065,382	26%
General and administrative	147,920	2,016,245	3,819,240	1,802,995	47%
Depreciation / amortization	274,310	2,536,760	4,000,000	1,463,240	37%
<b>Total operating expenses</b>	<b>1,255,461</b>	<b>11,862,387</b>	<b>18,405,325</b>	<b>6,542,938</b>	<b>36%</b>
<b>Operating Income (loss)</b>	<b>(1,267,824)</b>	<b>(7,993,078)</b>	<b>(14,040,425)</b>	<b>(6,047,349)</b>	<b>43%</b>
<b>Nonoperating revenues (expenses):</b>					
County property tax appropriations	-	1,620,720	2,650,000	1,029,280	39%
Net Investment income (loss)	(128,718)	485,626	1,200,000	714,374	60%
Gain (loss) sale of assets	-	118,728	-	-	0%
Debt service interest	-	(595,794)	(980,000)	(384,206)	39%
Tri-Dam Project distributions	-	5,479,000	9,300,000	3,821,000	41%
Tri-Dam Power Authority distributions	-	1,252,000	2,100,000	848,000	40%
Other non-operating revenue	-	131,340	6,000	(125,340)	-2089%
<b>Total non-operating rev. (exp.)</b>	<b>(128,718)</b>	<b>8,491,620</b>	<b>14,276,000</b>	<b>6,028,448</b>	<b>41%</b>
Capital contributions	(1,396,542)	498,542	235,575	(18,900)	-112%
<b>Change in net position</b>	<b>\$ (1,396,542)</b>	<b>\$ 517,042</b>	<b>\$ 235,575</b>	<b>\$ (37,400)</b>	<b>-119%</b>
<b>Capital expenditures &amp; debt obligations</b>	<b>\$ 390,397</b>	<b>\$ 3,310,824</b>	<b>\$ 8,479,250</b>	<b>\$ 5,168,426</b>	<b>61%</b>

**Oakdale Irrigation District**  
**Revenues**  
**For the Month Ended September 30, 2021**



	Current Month	YTD Actual	2021 Budget	Budget Remaining	% of 2021 Budget Remaining
<b>Operating revenues</b>					
Agricultural water service fees					
Tier 1	\$ -	\$ 1,885,842	\$ 1,865,300	\$ (20,542)	-1%
Tier 2	-	243,599	243,600	1	0%
Water sales					
Tier 1	-	429,244	592,300	163,056	28%
Tier 2	-	563,519	720,000	156,481	22%
Local out-of-district	-	455,334	600,000	144,666	24%
Out-of-district	(35,505)	62,620	-	(62,620)	0%
Domestic water sales	23,690	179,557	230,000	50,443	22%
Improvement District Admin Fees	-	-	48,700	48,700	100%
Miscellaneous revenues					
Service Charges & Penalties	(547)	49,595	65,000	15,405	24%
<b>Total Operating Revenue</b>	<b>(12,363)</b>	<b>3,869,311</b>	<b>4,364,900</b>	<b>495,589</b>	<b>11%</b>
<b>Non-operating revenues</b>					
County property tax appropriations	-	1,620,720	2,650,000	1,029,280	39%
District Rental Properties	-	12,000	6,000	(6,000)	-100%
Domestic Annexation Revenue	-	119,340	-	(119,340)	0%
Investment earnings					
Investment earnings (Loss)	1,789	219,297	800,000	580,703	73%
Other Interest income	(129,471)	283,912	400,000	116,088	29%
Gain (loss) sale of assets	-	118,728	-	(118,728)	0%
Change in investment Tri-Dam Project	-	5,479,000	9,300,000	3,821,000	41%
Change in investment Tri-Dam Authority	-	1,252,000	2,100,000	848,000	40%
<b>Total Nonoperating Revenues</b>	<b>(127,683)</b>	<b>9,104,997</b>	<b>15,256,000</b>	<b>6,151,003</b>	<b>40%</b>
Capital Contributions	-	18,500	-	(18,500)	0%
<b>Total Revenues</b>	<b>\$ (140,046)</b>	<b>\$ 12,992,807</b>	<b>\$ 19,620,900</b>	<b>\$ 6,628,093</b>	<b>34%</b>

**Oakdale Irrigation District**  
**Operating Expenses Summary**  
**For the Month Ended September 30, 2021**



	Current Month	YTD Actual	2021 Budget	Budget Remaining	% of 2021 Budget Remaining
<b>Operating expenses</b>					
<b>Maintenance</b>					
SSJID Main Supply Diversion Works	\$ -	\$ 32,210	\$ 125,000	\$ 92,790	74%
North Main Canal Maintenance	23,822	258,165	476,570	218,405	46%
South Main Canal Maintenance	26,618	290,326	524,970	234,644	45%
Irrigation Water Lateral Maint-North Side	197,997	1,661,948	1,890,545	228,597	12%
Irrigation Water Lateral Maint - South Side	77,177	946,712	1,733,380	786,668	45%
Pumping Plant Operations and Maintenance	23,667	323,354	461,860	138,506	30%
Drainage System Maintenance	56,259	199,576	401,930	202,354	50%
Building and Grounds Maintenance	21,612	183,622	281,010	97,388	35%
Vehicle and Equipment Maintenance	48,563	451,462	663,430	211,968	32%
<b>Total Maintenance</b>	<b>475,715</b>	<b>4,347,374</b>	<b>6,558,695</b>	<b>2,211,321</b>	<b>34%</b>
<b>Water Operations</b>					
Domestic Water System Maintenance	25,951	299,949	507,460	207,511	41%
Irrigation Water Operations - North Division	164,162	1,353,558	1,724,130	370,572	21%
Irrigation Water Operations - South Division	166,622	1,279,968	1,732,050	452,082	26%
Drainage Water Operations	(65)	18,554	22,870	4,316	19%
Water Measurement Management	847	9,978	40,880	30,902	76%
<b>Total Water Operations</b>	<b>357,516</b>	<b>2,962,008</b>	<b>4,027,390</b>	<b>1,065,382</b>	<b>26%</b>
<b>General and Administrative</b>					
General and Administrative	147,920	2,016,245	3,819,240	1,802,995	47%
Depreciation and Amortization	274,310	2,536,760	4,000,000	1,463,240	37%
<b>Total General, Administrative and Depreciation</b>	<b>422,231</b>	<b>4,553,005</b>	<b>7,819,240</b>	<b>3,266,235</b>	<b>42%</b>
<b>Total Operating expenses</b>	<b>1,255,461</b>	<b>11,862,387</b>	<b>18,405,325</b>	<b>6,542,938</b>	<b>36%</b>
<b>Non-operating expenses</b>					
Interest and investment expenses	1,035	613,377	980,000	366,623	37%
<b>Total non-operating expenses</b>	<b>1,035</b>	<b>613,377</b>	<b>980,000</b>	<b>366,623</b>	<b>37%</b>
<b>Total Expenses</b>	<b>\$ 1,256,496</b>	<b>\$ 12,475,764</b>	<b>\$ 19,385,325</b>	<b>\$ 6,909,561</b>	<b>36%</b>



**Oakdale Irrigation District**  
**Capital and Debt Expenditures**  
**For the Month Ended September 30, 2021**



GL ACCOUNT NO.	GL DESCRIPTION	PROJECT DESCRIPTION	2021 YTD ACTUAL	2021 BUDGET
00-000-15200-00	Capital Work	Capital construction projects (Water Resources Plan)		
		Canal and Lateral Rehabilitation	\$ 146,597	\$ 400,000
		Domestic Water Projects	-	425,000
		Flow Control and Measurement Structures	259,716	1,400,000
		Irrigation Service Turnout Replacement	250,607	1,176,100
		Main Canals and Tunnels Improvement Projects	68,892	110,000
		Miscellaneous in-system improvements	-	-
		New and Replacement Groundwater Wells	-	-
		North Side Regulating Reservoir	-	-
		Outflow Management Projects	-	100,000
		Pipeline Replacement	586,228	1,290,000
		Reclamation Projects	-	-
		Subtotal for Water Resources Plan Improvements	1,312,040	4,901,100
		Ag Pump Replacements	33,435	130,350
		Asset Management Program Implementation	3,620	-
		Operating Headquarters Design	370,824	965,000
		Canyon Tunnel-Joint with SSJID (900k x 28%)	328,143	300,000
		Joint Main Canal Stabilization project (800k x 28%)	-	330,000
		South Main Canal - Tunnel 9 downstream design	7,693	80,000
		North Main Seepage Mitigation Project-90% Design	9,492	60,000
			2,065,246	6,766,450
00-000-15183-00	Miscellaneous Construction Equipment			
		Masticator for Mini Excavator	-	15,000
		Masticator for SK140	-	36,000
		Portable welder (2)	-	15,000
		Rake Attachment	-	8,000
		Underground Utility Locators (\$2,500 each x 10)	5,608	25,000
		Underground Utility Scanner	21,427	32,000
		Drone (equipment and training)	-	3,300
			27,035	134,300
00-000-15184-00	Autos/Pickups/Trucks/ Trailers			
		1/2 Ton Pickup 2WD	-	31,000
		1/2 Ton Pickup 4WD	-	34,500
		2wd SUV	-	38,000
		Dump truck, 3-axle	-	185,000
		Water Truck 2 axle	136,409	150,000
		Water Truck 3 axle	210,934	220,000
			347,343	658,500
00-000-15185-00	Shop/Whse/Yard			
		Fuel Island Upgrade	-	20,000
		Warehouse/Pest Office A/C Replacement	6,200	-
		Fleet Tracking software Upgrade	-	20,000
			6,200	40,000
00-000-15187-00	Office and Engineering Equipment			
		Computer upgrades and replacements	-	15,000
			-	15,000
		TOTAL CAPITAL PROJECTS AND PURCHASES EXPENDITURES	2,445,824	7,614,250
00-000-22320-00	Current portion - COP Debt		865,000	865,000
		TOTAL CAPITAL AND DEBT EXPENDITURES	\$ 3,310,824	\$ 8,479,250

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FOR INTERNAL REPORTING PURPOSES ONLY

# BOARD AGENDA REPORT

Date: November 2, 2022  
Item Number: 6  
APN: N/A

---

**SUBJECT: APPROVE THE BOARD MEETING SCHEDULE FOR 2022**

---

**RECOMMENDED ACTION:** Approve the Board Meeting Schedule for 2022

---

**BACKGROUND AND/OR HISTORY:**

Staff has looked at the 2022 calendar year and put together the attached schedule for the District's Board Meetings in 2022. The schedule is based upon the ACWA/JPIA and the CSDA Conference schedules and holidays. The dates where there is a conflict are noted with an asterisk.

It should also be noted that a Special Board Meeting can be scheduled if and when it becomes necessary. The California Water Code only requires one regular board meeting to be held each month.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

- 2022 Board Meeting Schedule

---

**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

<b>Board Meeting Schedule for 2022</b>	
<b>OID</b>	<b>Tri-Dam</b>
January 11, 2022*	January 20, 2022 Oakdale
February 1, 2022	February 17, 2022 Manteca
March 1, 2022	March 17, 2022 Oakdale
April 5, 2022	April 21, 2022 Manteca
May 17, 2022**	May 19, 2022 Oakdale
June 7, 2022	June 16, 2022 Manteca
July 5, 2022	July 21, 2022 Oakdale
August 2, 2022	August 18, 2022 Manteca
September 6, 2022	September 15, 2022 Oakdale
October 4, 2022	October 20, 2022 Manteca
November 1, 2022	November 17, 2022 Oakdale
December 13, 2022***	December 15, 2022 Manteca

\* The January 4, 2022 meeting conflicts with the Christmas/New Years Holidays.

\*\* The May 2, 2022 meeting conflicts with the ACWA/JPIA Conference to be held May 3,4,6 2022.

\*\*\* The December 6, 2022 conflicts with the ACWA/JPIA Conference to be held on November 29 - December 2, 2022

Note: CSDA Conference to be held August 22 -25, 2022 no schedule change

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 7  
APN: N/A

---

**SUBJECT: APPROVE THE 2022 MISCELLANEOUS RATES AND CHARGES FOR SPECIAL SERVICES AND DEEP WELL RENTAL CHARGES**

---

**RECOMMENDED ACTION:** Approve the 2022 Miscellaneous Rates and Charges for Special Services and Deep Well Rental Charges effective January 1, 2022

---

## BACKGROUND AND/OR HISTORY:

The District provides many special services for individual or prospective customers. Because these services do not benefit all of the customers of the District, the possibilities of inequitable service exist. The charges for these services are based on recovery of the costs related to providing the services. The Miscellaneous Rates and Charges Model was developed to perform the calculations and document the level of effort and costs associated with each charge.

Per Resolution 2016-43, the Schedule of Miscellaneous Rates and Charges for Special Services is updated on an annual basis on or about January 1<sup>st</sup> of each year based on the formulas provided in the 2013 Miscellaneous Rates and Charges Model.

The model provides for the following allocation of costs related to the services provided:

- In-District customers were set at 50% of the labor component plus 100% of any direct costs.
- Out-of-District customer rates were set at 100% of the cost of service.

Staff recommends that the 2022 rates be set at the rates on the attached Miscellaneous Rates and Charges Schedule effective January 1, 2022. Also attached are the rates for Deep Well rental usage rates for 2022 which are calculated based on direct costs.

**FISCAL IMPACT:** \$10,000 estimate

## ATTACHMENTS:

- Miscellaneous Rates & Charges Schedule effective January 1, 2022
- Deep Well Rental Usage Rates effective January 1, 2022

---

## Board Motion:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

## VOTE:

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

Action(s) to be taken:

OAKDALE IRRIGATION DISTRICT MISCELLANEOUS RATES & CHARGES SCHEDULE EFFECTIVE JANUARY 1, 2022						
		2022 Rates			2021 Rates	
Rate / Charge	Rate / Charge Purpose	In-District	Out-of-District	Unit/Details	In-District	Out-of-District
Ag Pump Rental Usage Charge	A charge to reimburse the District for the costs associated to an individual landowner use of District pumps.	\$320.00	\$640.00	Plus cost of power and O&M	\$300.00	\$600.00
Annexation Fee	A charge to reimburse the District for its costs incurred for construction, maintenance, and purchase of existing capital facilities used by the District.	N/A	\$3,740.00	Per acre	N/A	\$3,640.00
Construction Water for OID Domestic Water System	A charge to reimburse the District for costs associated to an individual's use of a rural water meter and water costs.	\$156.00	\$312.00	\$500 retainer plus processing charge plus current rural water per c.f. use charge	\$148.50	\$297.00
Copying Charge	A charge to reimburse the District for the copying costs and staff time.	\$0.28	\$0.28	Per page	\$0.28	\$0.28
Delinquent Account County Processing Charge	A charge for the processing delinquent payments previously forwarded to the county.	\$99.00	N/A	Includes \$40.00 fee payable to the county	\$98.00	N/A
Discharge - Agricultural Permit	A charge to cover the cost of managing the discharge into District facilities year-around.	\$2,240.00	\$4,480.00	Paid annually	\$2,180.00	\$4,360.00
Discharge - Storm Permit	A charge to cover the cost of managing the discharge into District facilities during the winter only.	\$320.00	\$640.00	Paid annually	\$295.00	\$590.00
District Map Copies	A charge to reimburse the District for the copying costs and staff time.	\$40.00	\$40.00		\$38.00	\$38.00
Drainage Development Charge	A charge to cover the cost of associated to drainage developments.	\$500.00	\$500.00	Retainer plus all costs (legal, pumping, etc.)	\$500.00	\$500.00
Lien Release Charge	A charge for the processing lien releases on liens previously forwarded to the county.	\$66.00	\$66.00	Plus applicable county charge	\$66.00	\$66.00
Pumping from OID Canals	Staff time to process and monitor pumping from OID canals.	\$110.00	\$220.00	Per month	\$105.00	\$210.00
Reimbursement of Expenses	A charge to cover staff time in processing payments related to individual special services.	7.50%	15.00%		7.50%	15.00%

OAKDALE IRRIGATION DISTRICT MISCELLANEOUS RATES & CHARGES SCHEDULE EFFECTIVE JANUARY 1, 2022						
		2022 Rates			2021 Rates	
Rate / Charge	Rate / Charge Purpose	In-District	Out-of-District	Unit/Details	In-District	Out-of-District
Return Check Charge	A charge for the cost of processing or reprocessing any invalid check or instrument used to pay a charge to the District.	\$39.00	\$39.00	Plus applicable bank costs	\$39.00	\$39.00
Rural Water Buy-In Fees	A charge for connecting to the OID Rural Water System.	\$ 9,400.00	N/A	Based on Rural Water System replacement costs divided by Total anticipated connections.	\$9,180.00	n/a
Special Projects charge	To reimburse the District for all costs associated to special projects.	\$500.00	\$500.00	Retainer (based on actual cost)	\$500.00	\$500.00
Structure Application Review Charge	A charge for the average processing time to review Structure Applications.	\$480.00	\$960.00		\$450.00	\$900.00
Surface Irrigation Water Reconnection Charge	A charge to cover the cost and preparation of a statement itemizing the current year plus one year's water charges.	\$305.00	N/A	Plus a 5-year minimum / 10-year maximum of water charges, plus physical reconnection costs	\$290.00	N/A
Surface Irrigation Water New Connection Charge	A charge to cover the cost and preparation of a statement itemizing the current year plus one year's water charges.	\$305.00	N/A	Plus current year water charges, plus physical reconnection costs	\$290.00	N/A
Surface Irrigation Water Service Abandonment Charge	A charge to cover time and cost of physical disconnect.	\$305.00	N/A	Plus costs of physical disconnect costs	\$290.00	N/A
Audio Recording - Flashdrive	A charge to cover the cost of the tape and staff time to copy.	\$18.00	\$18.00		\$17.00	\$17.00
Temporary Use of District Conveyance	A charge to cover time.	\$250.00	\$500.00		\$235.00	\$470.00
Title Transfer Charge	A charge per deed for processing title changes on all District records, excluding changes as a result of a death.	\$24.00	N/A		\$24.00	N/A
Water Theft Fine	A fine for the recovery of damages for the unauthorized diverting of water or tampering with OID water			<u>Non-Drought Year Fine</u>		
		\$500	\$500	1st offense *	\$500	\$500
		\$750	\$750	2nd offense *	\$750	\$750
		\$1,250	\$1,250	3rd offense *	\$1,250	\$1,250
				* Plus out-of-district water charges for volume of water used.		
				<u>Drought Year Fine</u>		
		\$1,500	\$1,500	1st offense *	\$1,500	\$1,500
		\$2,500	\$2,500	2nd offense *	\$2,500	\$2,500
				* Plus out-of-district water charges for volume of water used.		

**OAKDALE IRRIGATION DISTRICT**

**2022 DEEP WELL RENTAL USAGE RATES**

<b>SITE NAME:</b>	<b>Cost per Acre Foot</b>	<b>Prior Year Rates</b>
Allen	\$36.08	\$35.32
Bentley	\$34.37	\$33.65
Birnbaum	\$47.52	\$46.52
Burnett	\$32.39	\$39.39
Campbell	\$34.56	\$31.06
Crane	\$46.38	\$39.77
Fairbanks	\$45.01	\$38.39
Furtado	\$59.73	\$53.14
Hirschfeld	\$35.14	\$34.40
Howard	\$36.89	\$36.12
Huffman	\$29.00	\$35.26
Marquis	\$24.46	\$27.41
Mc Math	\$45.82	\$41.17
North Main	\$54.81	\$74.50
Paulsell #1	\$32.86	\$39.95
Paulsell #2	\$42.61	\$38.28
Riverbank	\$28.96	\$38.23
South Main #1	\$50.78	\$61.75
South Main #2	\$48.46	\$63.98
Steinegul	\$26.27	\$25.72
Tennant	\$33.26	\$29.59
Thornton	\$41.42	\$37.22
Valley Home	\$32.95	\$28.10
Weimer	\$39.86	\$39.02
Wyatt	\$18.60	\$24.56
<b>RIVER PUMPS</b>		
Brady	\$7.16	\$9.73
Crawford	\$12.10	\$8.20
Gambini	\$12.19	\$14.35



# **AGENDA ITEMS ACTION CALENDAR**

## **BOARD MEETING OF NOVEMBER 2, 2021**



# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 8  
APN: N/A

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**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO AMEND THE 2021 BUDGET**

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**RECOMMENDED ACTION:** Approve Amendment of the 2021 Budget as presented in Attachment A and authorize the use of the Rate-Stabilization and Operations Designated Reserve to offset the shortfall in the 2021 Budget

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## BACKGROUND AND/OR HISTORY:

Planning, budgeting, and forecasting are all part of a three-step process for determining and detailing an organization's long-term and short-term financial goals. A budget is an estimate of revenues and expenses for a set period of time which forecasts future financial conditions and goals for an organization. The budget serves as a plan of action for achieving quantified objectives and a standard of measuring performance. Budget development is a year-long process. Once adopted, we begin to track expenses on a real-time basis and compare those actual expenses to the budget over the course of the year. Board adoption of the amended budget grants approval for staff to carry out the plan of action intended by the budget. Approval extends to district operations as outlined by the budgeted income statement as well as procurement for the goods or services needed to construct or purchase the assets specifically identified in the capital budget.

Since Board adoption of the 2021 budget, details surrounding anticipated revenues and expenditures for the remainder of 2021 have become clearer and construction season plans have altered. The revised construction schedule is the result of extensive planning performed by the Engineering and Irrigation Operations Departments. This amendment serves to incorporate the new information into our budget and seek approval of new plans.

Since July, Staff has updated the Board on the impact of the Tri Dam distribution shortfall of just under \$4.7M. Staff also advised that they would be presenting an amendment to the 2021 Budget after the September financials and final projections for 2021 were determined. The attached proposed amendment reflects this \$4.7M reduction in revenue and the projected savings in expenses that will offset that loss for a net loss for the year of \$1.8M.

	Proposed Amendment
Tri-Dam Project Distributions	(3,821,000)
Tri-Dam Power Authority Distributions	(848,000)
Other non-operating revenue/expense changes	203,030
Reduction in Non-Operating Revenue	<u>(4,465,970)</u>
Additional Operating Revenue	93,560
Savings from reduction in expenses	<u>2,350,475</u>
Total Proposed Amendment	<u><u>(2,021,935)</u></u>

As presented in Attachment A, the loss from Operations, which is not covered from Operating Revenues, is projected to be nearly \$11.6M. This is down from the Adopted 2021 Budget amount of \$14M. This reduction is due primarily to savings in Operating Expenses of \$2.4M throughout the year.

The shortfall in Tri-Dam Distributions, which are Non-Operating Revenues, coupled with a reduction in investment earnings prevents the net loss from Operations from being covered by Non-Operating revenues, as in prior years. Staff is recommending that the Budget amendment include the demonstration of the use of designated reserves to cover the shortfall from the Tri-Dam Distributions.

**ATTACHMENTS:**

- 2021 Proposed Budget Amendment

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
2021 PROPOSED BUDGET AMENDMENT**

	<b>Board Adopted Budget 2021</b>	<b>Proposed Amended Budget 2021</b>	<b>Proposed Amendment</b>	<b>Projected Balance at Year End</b>
<b>OPERATING REVENUES</b>				
Agricultural Water Delivery Charges (base rate)	\$ 2,108,900	\$ 2,129,445	\$ 20,545	\$ 2,129,445
Water Sales	1,912,300	1,992,955	80,655	1,992,955
Domestic Water	230,000	235,000	5,000	235,000
Improvement District Fees	48,700	46,060	(2,640)	46,060
Miscellaneous Revenues	65,000	55,000	(10,000)	55,000
Total Operating Revenue	4,364,900	4,458,460	93,560	4,458,460
<b>OPERATING EXPENSES</b>				
Maintenance Operations	6,558,695	6,029,250	(529,445)	6,029,250
Water Operations	4,027,390	3,813,500	(213,890)	3,813,500
General and Administrative	3,819,240	2,825,800	(993,440)	2,825,800
Depreciation and Amortization	4,000,000	3,386,300	(613,700)	3,386,300
Total Operating Expenses	18,405,325	16,054,850	(2,350,475)	16,054,850
Net Income (loss) From Operations	(14,040,425)	(11,596,390)	2,444,035	(11,596,390)
<b>NONOPERATING REVENUES (EXPENSE)</b>				
County Property Tax Appropriations	2,600,000	3,175,000	575,000	3,175,000
District Rental Properties	6,000	15,000	9,000	15,000
Annexation Revenue	50,000	119,340	69,340	119,340
Investment Earnings	1,200,000	732,000	(468,000)	732,000
Interest Expense	(980,000)	(1,081,035)	(101,035)	(1,081,035)
Gain (loss) on Property and Equipment	-	118,725	118,725	118,725
Tri-Dam Project Distributions	9,300,000	5,479,000	(3,821,000)	5,479,000
Tri-Dam Power Authority Distributions	2,100,000	1,252,000	(848,000)	1,252,000
Total Nonoperating Revenues (Expenses)	14,276,000	9,810,030	(4,465,970)	9,810,030
Income (loss) before Capital Contributions	235,575	(1,786,360)	(2,021,935)	(1,786,360)
Use of Rate-Stabilization/Operations Designated Reserve	-	1,800,000	1,800,000	1,800,000
Capital Contributions	-	18,500	-	18,500
Change in Net Position	\$ 235,575	\$ 32,140	\$ (221,935)	\$ 32,140

# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 9  
APN: N/A

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**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO APPROVE ENTERING INTO A CONTRACT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT RECRUITMENT FOR GENERAL MANAGER AND ALLOW THE CURRENT GENERAL MANAGER TO EXECUTE**

---

**RECOMMENDED ACTION:** Approve entering into a contract with an executive search firm to conduct a recruitment for the General Manager position and allow the current General Manager to execute

---

**BACKGROUND AND DISCUSSION:**

Staff obtained four quotes from professional recruitment search firms who had experience with conducting executive level recruitments in the public sector experience. After evaluation of the submittals, staff is bringing forward two for Board review. These submittals were the most responsive to the District's needs. Those firms were Bob Murray & Associates and Koff & Associates.

Upon Staff's evaluation, both firms can do the job and have the capabilities and resources to provide the level of services necessary to reach a successful outcome. Koff & Associates is providing the least cost of the two search firms at \$23,000. Bob Murray & Associates is provide the same services at \$26,000 but has the distinction of being the successful firm that hired OID's Chief Financial Officer.

Staff is requesting the Board select the firm that best meets their expectations. Staff will also be present to answer any questions the Board may have.

**FISCAL IMPACT:** \$23,000 to \$26,000

**ATTACHMENTS:** Executive Search Firm Summary (Excel)  
Bob Murray & Associates Proposal  
Koff & Associates Proposal

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:** Tobias (Yes/No) Doornenbal (Yes/No) Orvis (Yes/No) Santos (Yes/No) DeBoer (Yes/No)

**Action(s) to be taken:**

**Oakdale Irrigation District  
Executive Search Firm Proposal Summary**

Company	Fee	Years in Business	Target	Services	Addnl Details	Guarantee (Less expenses)	Prior Recruitments
<b>Bob Murray &amp; Associates</b>	<b>\$26,000</b> (\$20,000 prof sevice + expenses not to exceed \$6,000)	30	13-16 weeks	Step 1 - Develop profile, Step 2 - Design/distribute brochure, advertise, Step 3 - Recruit candidates, Step 4 - Screen, Step 5 - Prelim interviews, Step 6 - Search public records, Step 7 - Make recommendations, Step 8 - Facilitate final interviews, Step 9 - Background/references	May meet with Board individually. Month 1 - profile, brochure, ads, Month 2 - recruit, Month 3 - screen, prelim interviews, recommend final, Month 4 - finalist interviews, background	1 Year (If candidate resigns or terminates within first 12 mos)	Calaveras Public Utility (GM), Laguna Beach County Water Distr (GM), Nevada Irrigation Distr, CA (GM)
<b>CPS HR Consulting</b> (public agency)	<b>\$25,000</b>	35	Not provided	Phase I - Develop strategic recruitment plan, Phase 2 - Marketing and applicant screening, Phase 3 - Selection, prepare assessment, schedule candidates interviews, prepare evaluation, conduct references)	May meet with key stakeholders to obtain input. Targeted advertising, combined with personal contacts from extensive database.	1 Year (If candidate's employment comes to an end before first year)	Reclamation Distr 900 (GM), Mile High Flood Distr (Exec Dir),
<b>Koff &amp; Associates</b>	<b>\$23,000</b> (\$17,000 prof fee + expenses to to exceed \$6,000)	37	12-14 weeks	Step 1 - Candidate profile, Step 2 - Sourcing, Step 3 - Recommendations, Step 4 - Interviews, Step 5 - Background, references	Speak with key stakeholders. Reach out to potential candidates, call passive candidates, referral sources, professional associations and user groups	1 Year (If incumbent leaves or is terminated w/in 12 mos due to performance)	Alameda County Water Distr (GM), Coastside County Water Distr (GM), Paradise Irrigation Dist (DM), Vallley County Water Dist (GM), Yorba Linda Water Distr (GM), United Water Conservation Dist (GM),
<b>Ralph Andersen &amp; Associates</b>	<b>\$30,000</b>	49	March of 2022	Focus on candidates in CA. Develop profile, extensive outreach, select advertising, screening, assistance with interview and selection process.	May meet with Board and other key staff. Kick off late Nov, close in 45 days, interviews late Jan, final selection in Feb. OID brochure will be reviewed and updated as appropriate.	1 Year (If candidate resigns or is dismissed for cause)	Antelope Valley East Kern Water Agency (GM), Big Bear Regional Wastewater (GM), Elsinore Valley Municipal Water (GM), Glendale Water & Power (GM), North Kern Water Storage (GM), Sunnyslope County Water Dist (GM), Westside Water Auth (GM), Zone 7 Water Agency (GM)



**A Proposal to Conduct an Executive Recruitment**  
**for the Position of**  
**GENERAL MANAGER**  
**on behalf of the**



1544 Eureka Road, Suite 280  
Roseville, CA 95661  
(916) 784-9080  
(916) 784-1985 fax

October 19, 2021

THE BOARD OF DIRECTORS  
OAKDALE IRRIGATION DISTRICT  
1205 EAST F STREET  
OAKDALE, CA 95361

**Submitted Via Email To:** [kbukhari@oakdaleirrigation.com](mailto:kbukhari@oakdaleirrigation.com)

Dear Members of The Board:

Bob Murray & Associates is pleased to submit a proposal to conduct the General Manager recruitment for the Oakdale Irrigation District. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the Oakdale Irrigation District will match the criteria you have established, be a good fit for your organization, and be outstanding in their field.

We recognize that we work at the pleasure of the Board of Directors and our job is to facilitate the Board's General Manager search. From the outset of the search, we work to establish a strong partnership with the Board in order to ensure the placement of a General Manager who is ideally suited to its needs. In order to develop an effective search, we will seek the opportunity to meet with Board members individually to discuss their expectations for Oakdale Irrigation District. We hope they will speak candidly with us regarding the traits they are looking for in the new General Manager. The insight garnered as a result of these meetings will be invaluable as we recruit and screen candidates for the position.

With respect to the General Manager recruitment and the Oakdale Irrigation District, Bob Murray & Associates Our firm has an unmatched record of success in recruiting local government professionals, including those for public utility professionals. We have conducted numerous General Manager/District Manager searches on behalf of large and small cities and special districts throughout the Western United States. We are currently conducting the General Manager recruitments on behalf of the Monterey Regional Waste Management District, CA, and the West Basin Municipal Water District, CA. We are also currently conducting the Chief Operating Officer recruitment on behalf of Valley Water, CA. We most recently conducted General Manager recruitments on behalf of the Calaveras Public Utility District, CA; Laguna Beach County Water District, CA; Jurupa Community Services District, CA; Mendocino County Russian River Flood Control and Water Conservation Improvement District, CA; the Montecito Sanitary District, CA; the Mountain House Community Services District, CA; Reclamation District #1000, CA; the Santa Ana Watershed Project Authority, CA; the Sweetwater Authority, CA; and the Town of Discovery Bay Community Services District, CA. Previously, we have conducted the Chief

Assistant General Manager/Electric Services recruitment on behalf of the City of Glendale, CA; The General Manager of the recruitments on behalf of the Bear Valley Community Services District, CA; the Fallbrook Public Utility District, CA; the Livermore Area Recreation and Park District, CA; the Santa Ana Watershed Project Authority, CA; the Yuima Municipal Water District, CA; the Cachuma Operation and Maintenance Board, CA; the Hidden Valley Lake Association, CA; the Town of Discovery Bay's Community Services District, CA; the Mendocino County Russian River Flood Control & Water Conservation Improvement District, CA; the Montecito Water District, CA; the Sewer Authority Mid-Coastline, CA; the Tamalpais Community Services District, CA; and the Vallecitos Water District, CA; the District Manager recruitment on behalf of the Rancho Simi Recreation and Park District, CA; and the Assistant General Manager recruitment on behalf of the Santa Clarita Valley Water Agency, CA. As a result, we have an extensive number of contacts that will be valuable when recruiting candidates on behalf of Oakdale Irrigation District.

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Gary Phillips, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips  
President, Bob Murray & Associates



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## THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the perfect fit, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the General Manager will lead to superlative results for the Oakdale Irrigation District. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

### STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Oakdale Irrigation District's needs will be key to a successful search. Gary Phillips will meet with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the General Manager position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Oakdale Irrigation District.

Mr. Phillips will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The Board of Directors and Mr. Phillips will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

#### *Optional Service: Community and Staff Involvement*

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the Oakdale Irrigation District so desires, we will work with the Board of Directors to create a customized community and/or staff input process.

### STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Phillips and your dedicated Recruitment Coordinator will use the candidate profile developed with the Oakdale Irrigation District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Oakdale Irrigation District that you feel best represent your organization and your community.

Upon your approval, Mr. Phillips will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the General Manager position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits

weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Phillips will also design an effective advertising campaign appropriate for the General Manager recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the General Manager field.

Suggested General Manager-specific advertising sources for the Oakdale Irrigation District's search include:

- American Public Power Association
- Northern California Power Agency
- California Municipal Utilities Association
- Energy Central Jobs
- California Special Districts Association

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

### *Reaching Diverse Candidates*

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Phillips will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Oakdale Irrigation District, to maximize the potential for individuals from a wide variety of backgrounds, races, cultures, physical abilities, life experiences, and gender to be considered for the General Manager position.

## **STEP 3 RECRUIT CANDIDATES**

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the General Manager recruitment.

#### STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Mr. Phillips will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Mr. Phillips will discuss with the Board of Directors how the Oakdale Irrigation District wishes to proceed with these candidates.

#### STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Mr. Phillips will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Mr. Phillips will explore each candidate's background and experience as it relates to the General Manager position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Mr. Phillips will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

#### STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Mr. Phillips, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Phillips to any further detailed inquiries we may need to make before our recommendations are finalized.

#### STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Mr. Phillips will recommend a limited number of candidates for your further consideration. He will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience, education, and salary information for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

## **STEP 8 FACILITATE FINAL INTERVIEWS**

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Oakdale Irrigation District to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Board of Directors and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Mr. Phillips helps the Oakdale Irrigation District to design.

Mr. Phillips will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

## **STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS**

Mr. Phillips and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

## **STEP 10 ASSIST IN NEGOTIATIONS**

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Phillips knows what other organizations have done to put deals together with great candidates and what the current market is like for General Manager

positions in organizations like the Oakdale Irrigation District's. He will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

## **COMPLETE ADMINISTRATIVE ASSISTANCE**

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the Oakdale Irrigation District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Mr. Phillips on behalf of the Oakdale Irrigation District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Phillips will be available to the Oakdale Irrigation District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

## COSTS AND GUARANTEE

### PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the General Manager recruitment on behalf of the Oakdale Irrigation District is \$20,000. Services provided for in this fee consist of all steps outlined in this proposal, including three (3) days of meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the Oakdale Irrigation District. Therefore, Mr. Phillips will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

The Oakdale Irrigation District will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$6,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the Oakdale Irrigation District.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the Oakdale Irrigation District.

Professional Fees and Reimbursable Expenses	
<b>Professional Services (Fixed Flat Fee)</b>	\$20,000
<b>Reimbursable Expenses</b> <i>Example costs and approximate amounts include:</i> Brochure Design and Printing (\$1,275) Advertising (\$3,000) Background Checks – 3 candidates (\$550) Consultant Travel (\$600) Other expenses – supplies, shipping, clerical (\$575)	\$6,000
<b>Not-to-Exceed Total</b>	<b>\$26,000</b>

#### *Optional Services*

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey with analysis of results: \$250
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Other services: \$250/hour or \$1,500/day

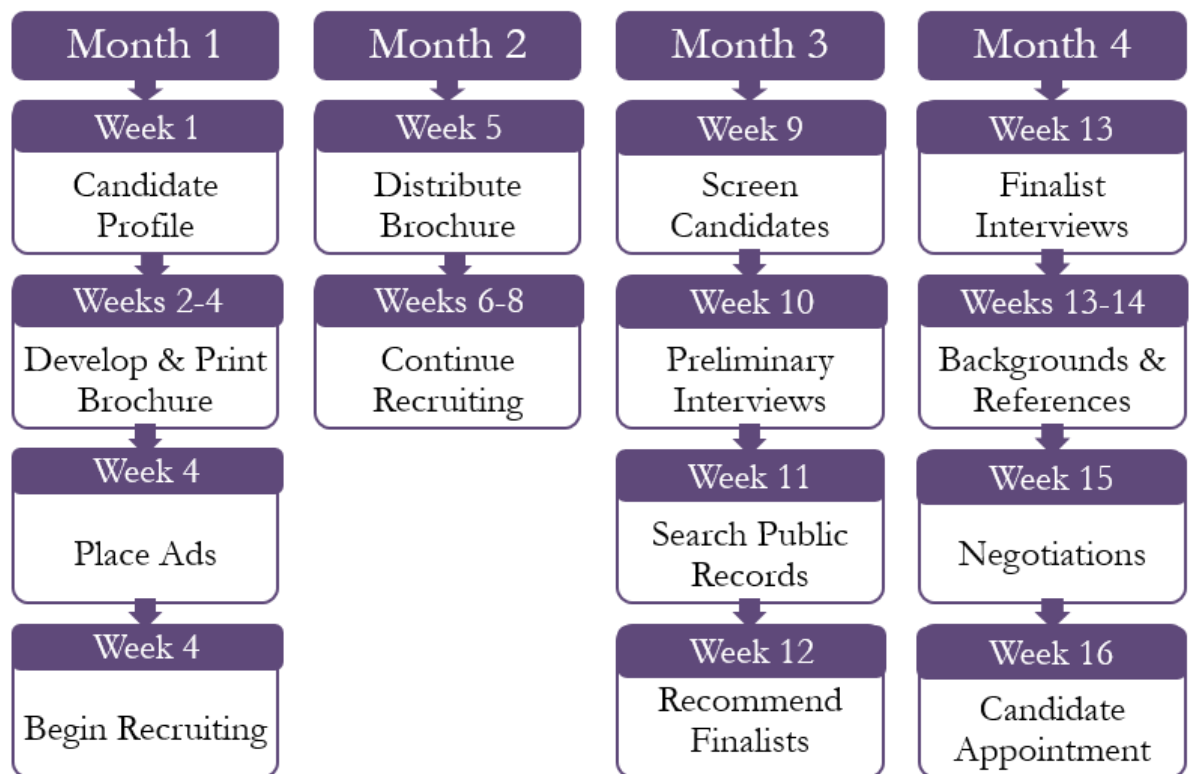
## GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the Oakdale Irrigation District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the Oakdale Irrigation District's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

## RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Oakdale Irrigation District. A typical timeline of tasks and events is included here for reference.





## FIRM PROFILE

### OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of twelve (12):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Regan Williams, *Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Carmen Valdez, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Amber Smith, *Principal Recruitment Coordinator*
- Sky Baclig, *Senior Recruitment Coordinator*
- Alexandria Kopack, *Senior Recruitment Coordinator*
- Gini Herndon, *Contracts Administrator/Bookkeeper*

### BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

### VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 165 searches in a diverse range of fields, including city and general management, planning, finance, human resources,

transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a good "fit" for organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

#### **GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER**

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

#### **REGAN WILLIAMS, SENIOR VICE PRESIDENT AND RECRUITER**

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 17 years of experience in executive recruitments with our firm. In his time with Bob Murray & Associates, Regan has conducted over 275 executive searches ranging from managers and

department heads to City Managers, Executive Directors, and General Managers. If Regan were to have a recruiting specialty, it would be public safety positions: he has personally conducted over 60 Police Chief and 20 Fire Chief recruitments.

Prior to joining Bob Murray & Associates, Regan served as Director of Public Safety with the City of Sunnyvale, CA. He was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. Regan's clients find his prompt and personal attention, insight, and expertise in recruitment and selection an asset. He is often called upon to recruit for difficult-to-fill law enforcement positions, such as the position of Police Chief or City Manager in challenging political environments.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

### **JOEL BRYDEN, VICE PRESIDENT AND RECRUITER**

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

### **YASMIN BEERS, SENIOR EXECUTIVE RECRUITER**

Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Adventist Medical Center's Civic Advisory Board and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist

International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

### **CARMEN VALDEZ, SENIOR EXECUTIVE RECRUITER**

Carmen Valdez provides executive recruitment and human resource services to municipal government agencies and non-profits. She has more than 25 years' experience in executive search, general human resources, classification and compensation, testing, policy development, performance management, team building, organizational development, discipline, and other employee relations activities.

Carmen has most recently been consulting with Municipal Resource Group, prior to which she spent over 30 years with the City of Milpitas, a Silicon Valley city of 70,000 residents. In this capacity, she was responsible for collective bargaining, PEPRA and Affordable Care Act implementation, modernizing Human Resource services to improve efficiencies and reduce costs, revamping the Workers Compensation service delivery and completing a City-wide strategic plan. Carmen also spent almost 2 years as the Director of Recreation Services.

In addition to her significant experience in the public sector, Carmen earned a Bachelor of Arts degree in Business from University of Phoenix. She is also a member of Local Government Hispanic Network and League of Women in Government. She is an avid runner and enjoys giving back to her community.

### **ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER**

Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as a Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

#### **AMBER SMITH, PRINCIPAL RECRUITMENT COORDINATOR**

As Principal Recruitment Coordinator with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. Under the direction of each client's assigned Recruiter, Amber is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team. She also provides leadership for our in-house staff and is an invaluable resource.

Amber brings over a decade of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. Since joining our team in 2013, she has shown a commitment to working as a partner with clients and candidates to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

#### **SKY BACLIG, SENIOR RECRUITMENT COORDINATOR**

A Ms. Baclig is a Senior Recruitment Coordinator with Bob Murray & Associates and is an essential part of our hiring experience. She partners closely with the executive recruiters to support hiring initiatives and is responsible for facilitating the movement of candidates through the recruitment process.

Her responsibilities entail everything from creating marketing materials, posting available positions to job boards, candidate research, interview scheduling, conducting background checks, and ensuring the overall hiring process runs smoothly.

Sky graduated from California State University Sacramento with her bachelor's degree in Liberal Studies. She has over a decade of client service experience and 5 years in Human Resources. She possesses thorough knowledge of Human Resources best practices and relies on her service-oriented attitude to support management/clients and team.

She has a passion for helping people and connecting both personally and professionally. Outside of the workplace, Sky likes to spend time with her family, her dog, Oliver, and travel the world.

#### **ALEXANDRIA KOPACK, SENIOR RECRUITMENT COORDINATOR**

Alex is a Recruitment Coordinator with Bob Murray & Associates, and partners closely with each executive recruiter to support both the client and candidates through the entire recruitment process. Alex's responsibilities include posting available positions to job boards, interview

scheduling, conducting background checks on candidates, and creating marketing materials for each search.

Alex graduated with a bachelor's degree in Business Administration from Boise State University. She has several years of experience in many different office settings and is eager to assist in the hiring process.

In her spare time, Alex enjoys spending time with her husband, family, and poodle (Theo), as well as playing tennis whenever weather allows.

#### **GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER**

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

## *CORPORATION*

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates  
1544 Eureka Road, Ste. 280  
Roseville, CA 95661  
(916) 784-9080  
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

## *PROFESSIONAL ASSOCIATIONS*

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like Oakdale Irrigation District:

- California Special Districts Association – *Member*
- California City Management Foundation (CCMF) – *Member*
- International City/County Management Association (ICMA) – *Member*
- League of California Cities – *League Partner*
- League of Women in Government – *Sponsor/Member*
- Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month; and
- “The Next Step on Your Career Ladder: A Rung Up or a Missed Step? What City Managers are Seeking to Create a Dream Team,” Bob Murray & Associates is a leading participant on the MMANC 2019 Conference Panel



## REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

**CLIENT:** Calaveras Public Utility District  
**POSITION:** General Manager  
**REFERENCE:** Adam Brown, Legal Counsel  
(916) 765-5656

**CLIENT:** Laguna Beach County Water District  
**POSITION:** General Manager  
**REFERENCE:** Andrea Miller, HR & Office Administrator  
(949) 494-1041

**CLIENT:** Nevada Irrigation District, CA  
**POSITION:** General Manager  
**REFERENCE:** Ms. Ricki Heck, Board President  
(530) 273-6185 or  
(530) 263-5433 (cell)

*We appreciate the Oakdale Irrigation District's consideration of our proposal and look forward to working with you.*







# EXECUTIVE RECRUITMENT SERVICES

## GENERAL MANAGER

### OAKDALE IRRIGATION DISTRICT



Koff & Associates  
A Gallagher Company

Submittal date: October 21, 2021

Submitted by:  
Koff & Associates  
2835 Seventh Street  
Berkeley, CA 94710

**Frank Rojas**  
Recruitment Manager  
[frojas@koffassociates.com](mailto:frojas@koffassociates.com)  
510.495.0448



Koff & Associates  
A Gallagher Company

October 21, 2021

Kim Bukhari, Human Resources Administrator  
Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Dear Ms. Bukhari,

Thank you for the opportunity to submit our proposal to assist Oakdale Irrigation District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A) Recruiting, a Gallagher company, is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A Recruiting's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A Recruiting an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I will be the Project Manager for all recruitment efforts with K&A Recruiting's support team. You can reach me at (510) 495-0448 or [frojas@koffassociates.com](mailto:frojas@koffassociates.com).

Sincerely,

Frank Rojas  
Recruitment Manager



Koff & Associates  
A Gallagher Company

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Koff & Associates  
A Gallagher Company

## BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

## EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, K&A Recruiting knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships

K&A Recruiting provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.

We value strength in diversity

We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees’ certification training, we are leaders in public sector Diversity and Inclusion.

We leverage innovative search technology

K&A Recruiting uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A Recruiting is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for Oakdale Irrigation District.

K&A Recruiting uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



## RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at a previous firm):

Agency	Title	Year Completed
City of Oxnard	Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers	Current/2021-2017
City of Salinas	Chief of Police, City Manager, Finance Director	Current/2021
County of San Mateo Transportation Authority/District	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor	Current/2021
City of Berkeley	Manager of Engineering, Operations Manager (2), Public Works Director, Asst. City Attorney, Health Housing & Community Services Director	Current/2021/2020
City of San Bernardino	Director of Community & Economic Development, Chief of Police, Director of Human Resources, Director of Animal Services, Finance Director	Current/2021/2020
Humboldt Waste Management Authority	Executive Director	Current
City of Chico	Public Works Director	Current
Tahoe Regional Planning Agency	Director of Human Resources & Organizational Development	Current
City of Fairfield	Homeless Services Manager, Housing Division Manager	Current
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
City of San Diego	Director of Transportation	2021
City of Glendale	City Manager	2021
County of Riverside	County Executive Officer	2021
City of Carson	Public Works Director, Community Services Director, City Manager	2021/2020/2019
City of Colton	Public Works & Utility Services Director	2021
City of Redlands	Director of Municipal Utilities & Engineering, Fire Chief	2021/2020
City of Ontario / Ontario Municipal Utilities Agency	Economic Development Director, Assistant General Manager	2021
County of Orange Social Services Agency	Division Director (3), Deputy Director	2021/2020/2019



County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021/2020
Dublin San Ramon Services District	Wastewater Treatment Operations Superintendent	2021
Alameda County Water District	General Manager	2021
City of Millbrae	Director of Finance, Community Development Director	2020
City of Avondale	Development & Engineering Services Director, Economic Development Director	2020/2019
City of Redlands	Fire Chief, Director of Municipal Utilities & Engineering	2020
City of Shafter	City Manager	2020
City of Ontario Municipal Utilities	Assistant General Manager	2020
City of Bell	Director of Community Development	2020
City of Los Angeles	Human Resource & Payroll Project Manager (ERP implementation)	2020
County of San Bernardino	Public Works Director, Human Resources Director, Assistant HR Director, Director of Land Use Services, Regional Parks Director	2020/2019/2018
Orange County LAFCO	Assistant Executive Officer	2020
LA Metro	Chief Ethics Officer	2020
Orange County Fire Authority	Purchasing Manager, Fleet Manager, Human Resource Director	2020/2017
City of Banning	Director of Administrative Services, Director of Parks and Recreation	2019
City of Santa Ana	City Manager, Parks & Recreation Director	2019
City of Bell Gardens	City Manager	2019
City of Anaheim	Deputy Planning Director, Engineering Manager, Buyer	2020/2018/2016
City of Garden Grove	Finance Director, City Manager	2019/2016
Desert Healthcare District	Chief Executive Officer	2019
City of San Marino	City Manager	2018
County of San Luis Obispo	County Administrative Officer	2018
County of Imperial	County Executive Officer	2018
City of Avalon	City Manager	2018





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## PROJECT TEAM

### **Frank Rojas**

#### **Recruitment Manager**

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Salinas, City of Berkeley, City of San Diego, City of Oxnard, and San Mateo Transit District, recent successful efforts include positions of Executive Officer; Civil Rights, Employee & Labor Relations, and Human Resources, Finance Director, County Executive Officer, Director of Human Resources & Development, City Manager, Director of Transportation, Chief Ethics Officer, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.



## PROJECT TEAM, Cont.

### **Gary Palmer** **Executive Recruiter**

Before joining Koff & Associates, Gary worked in local government for over 20 years, most recently as City Administrator for the City of Roswell, GA. After his first of two tours as an active-duty US Marine, Gary was sworn in as a police officer in the Washington DC area. Looking to fulfill his passion for public service further, Gary served in various cities and departments as Geographic Information Systems Analyst, City Planner, Grant Manager, Community Development Director (Metro Detroit), Assistant Town Manager, and Town Manager (Knoxville TN).

His leadership experience across departments gives Gary inside knowledge of the dynamics within local government and the ability to ask the right questions to find the best candidate to address the client's needs. Gary understands what makes a good leader and is dedicated to identifying candidates who meet these standards. Moreover, Gary has the unique ability to tap into the many veteran networks to recruit proven leaders.

Gary has expertise in the following areas: city management, public safety administration, personnel management/coaching, budgeting and finance, land use, community and economic development, performance management, and innovation. Additionally, Gary has extensive experience working closely and directly with elected officials on their individual and collective initiatives such as strategic planning, master planning, organizational/leadership development, and personnel management.

Gary has served on numerous inter-agency boards, panels, commissions, and councils throughout his career and has been heavily involved in the International City/County Manager's Association (ICMA). He is a graduate of Leadership ICMA 2010, the Senior Executive Institute at the University of Virginia, and the Senior Executives in State and Local Government at the Harvard Kennedy School. He is a credentialed city manager through the ICMA, Certified Planner through the AICP, and Certified Municipal Finance Officer through the State of Tennessee. Gary's formal education includes a Master of Public Administration.

**Current & Previous Recruitments:** Police Chief, Fire Chief, Finance Director, Transportation Director, IT Director, Chief Information Officer, Community Development Director, and Parks and Recreation Director.



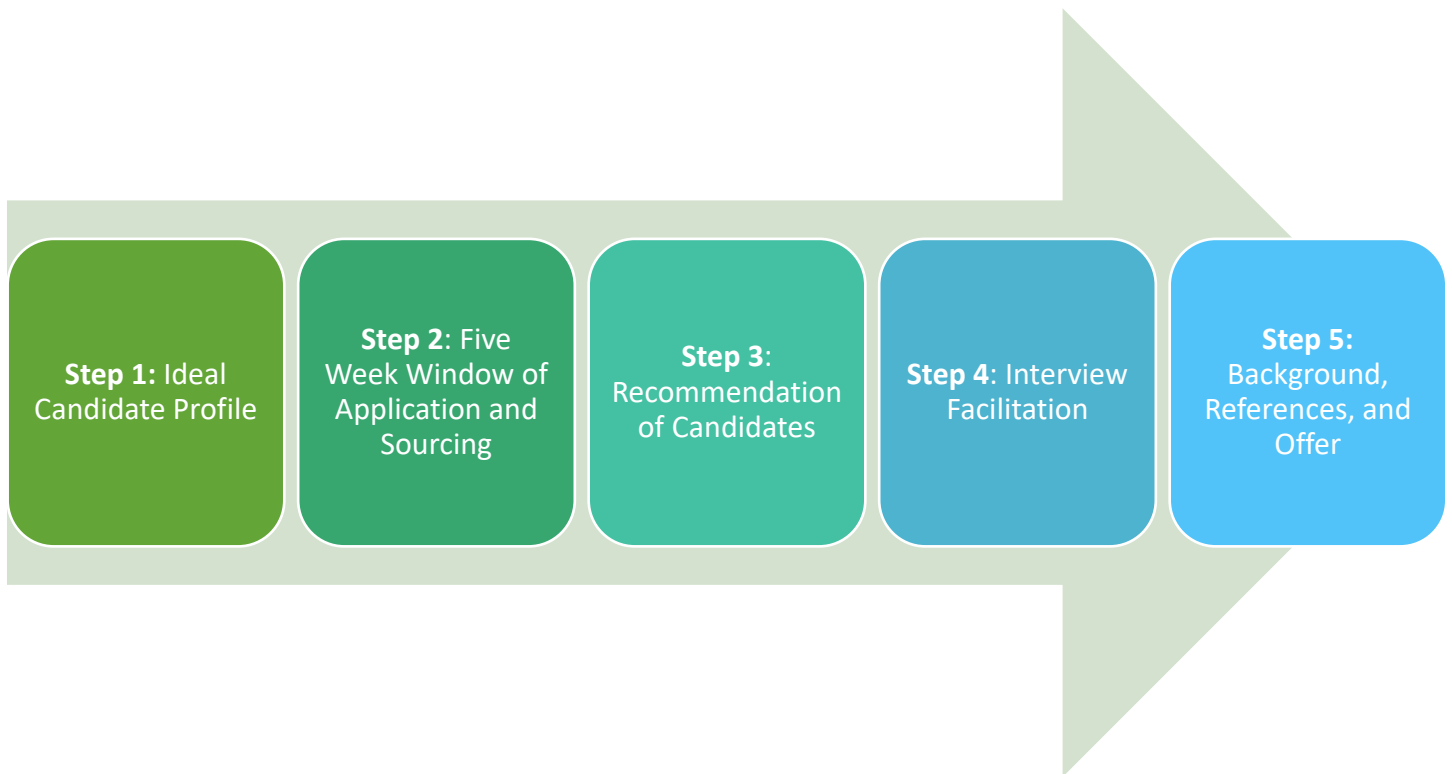


## PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants.** This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A Recruiting will provide weekly progress reports to the District, Board of Directors, and other stakeholders as requested, as well as participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.





## Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the District in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A Recruiting.

After meeting(s) with the District, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

### Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the District's feedback. The brochure will highlight the strengths of Oakdale Irrigation District and the surrounding community. The brochure will also feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

### Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the District and community. These videos attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$3,500.

## Step 2: Five Week Window of Application & Sourcing

K&A Recruiting can, at the request of the District, facilitate community surveys or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the District prior to first-round interviews.

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the District, K&A Recruiting will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the District, including candidate documents, interview notes, and an outline of the recruitment process.



### Step 3: Recommendation of Candidates

K&A Recruiting will provide the District with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the District has identified and will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

### Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the Hiring Authority and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the District.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the District at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

### Step 5: Background, References, and Offer

K&A Recruiting provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A Recruiting can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.



## Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							



## REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
Oxnard, City of  Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers	Lisa Baker Assistant Director, Human Resources  805.385.7596 <a href="mailto:lisa.baker@oxnard.org">lisa.baker@oxnard.org</a> 4300 W. Third Street Oxnard, CA 93030
Berkeley, City of  Director of Health, Housing, and Community Services Public Works Director Deputy City Attorney(s) Manager of Engineering	Paul Buddenhagen, Deputy City Manager Liam Garland, Public Works Director  510.981.7014 <a href="mailto:pbuddenhagen@cityofberkeley.info">pbuddenhagen@cityofberkeley.info</a> 510.981.6303 <a href="mailto:lgarland@cityofberkeley.info">lgarland@cityofberkeley.info</a> 2180 Milvia St Berkeley, CA 94704
Carson, City of  Director of Public Works Director of Community Services City Manager	Faye Moseley Director of Human Resources and Risk Management  310.952.1735 <a href="mailto:fmoseley@carsonca.gov">fmoseley@carsonca.gov</a> 701 E. Carson Street Carson, CA 90745
Salinas, City of  City Manager Finance Director	Marina Horta-Gallegos Human Resources Director  831.758.7417 <a href="mailto:marinah@ci.salinas.ca.us">marinah@ci.salinas.ca.us</a> 200 Lincoln Avenue Salinas, CA 93901

\*Some completed by Frank Rojas during his time at a previous employer.



## PRICING PROPOSAL

### Project

- General Manager

### Professional Fee and Expenses

- Professional Fee \$17,000, plus not to exceed \$6,000 expenses. Total of \$23,000.
  - Expenses include brochure development and design, advertising, printing and shipping, associated consultant travel, and background. The \$6,000 is a not to exceed amount but may end up being less.
  - Expenses will be billed in correlation to the steps described.

*Note: Expenses do not include candidate travel.*

### Placement Guarantee

K&A Recruiting is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the District a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the District disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for executive and mid-management positions that we have filled, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A Recruiting's retention rate during the first 12 months of hire is robust and has been above 95% over the last 37 years.



## Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first impression your employee receives and is a crucial factor in employee engagement and tenure.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. Although virtual interviewing may have become necessary during this crisis, it is not a temporary strategy that should fall to the wayside; how we communicate in virtual interviews is essential and will continue to be as we move forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to maintain a professional demeanor during virtual interviews and eliminate smartphone or other competing screen distractions, just as you would in person, can also help the process.

## K&A Recruiting Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action efforts and providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A Recruiting is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



Koff & Associates  
A Gallagher Company

## SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES

State of California

**Frank Rojas**

**Date: October 21, 2021**

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**Recruitment Manager**





HUMBOLDT COUNTY,  
CALIFORNIA

career  
opportunity

# EXECUTIVE DIRECTOR

## HUMBOLDT WASTE MANAGEMENT AUTHORITY

Humboldt Waste Management Authority is excited to announce this unique opportunity for their next Executive Director. HWMA is looking for a leader who is enthusiastic about meeting challenges and can work independently, yet efficiently, with minimal direction to replace their outgoing Executive Director who is retiring after an 8-year tenure. If you are a dynamic, entrepreneurial leader who enjoys being hands-on, this is great opportunity for you.







# HUMBOLDT COUNTY *and the* NORTH COAST REGION

**H**UMBOLDT COUNTY IS NESTLED ALONG THE COAST in northern California's coastal redwood region, approximately 275 miles north of San Francisco. With a population of about 135,500 residents spread throughout seven cities and multiple small unincorporated communities, one can find their perfect home in town or a rural setting, with ocean views or amongst the redwoods. Humboldt County offers a welcoming and peaceful environment with reasonably priced housing, renowned pre-kindergarten through 12th grade schools, College of the Redwoods junior college, Humboldt State University, vibrant cultural arts and entertainment, and engaging outdoor activities that all combine to make for a wonderful place to live and work.

Rich in natural beauty, biologic diversity and history, the Redwood Coast offers breathtaking views, hiking, biking, fishing, paddling, and many year-round outdoor adventurer opportunities. Over 4,000 square miles large, the County has over two million acres that include hundreds of streams and lakes and local, County, state, national parks, forests, beaches, and campgrounds.

Eureka, the County seat and site of the HWMA office, overlooks historic Humboldt Bay, California's second largest bay, home to the largest oyster production operations on the West Coast and several commercial and recreational marinas.



# THE HUMBOLDT WASTE MANAGEMENT AUTHORITY

**E**STABLISHED IN 1999, THE HWMA is a joint powers authority formed to provide cost effective waste management services for its member agencies, comprised of the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and the County of Humboldt. HWMA is governed by a six (6) member Board of Directors composed of elected officials appointed annually by each of the member agencies. As stated in its Strategic Plan, the HWMA mission is:

*"...to implement a sustainable, regional materials management system in order to protect and preserve the social, environmental and economical health of our community by supporting, developing and/or promoting policies, programs and facilities that cost effectively, eliminate solid waste generation, reduce disposal and increase diversion to achieve a state-reported diversion rate of 75 percent and a 14,800 reduction in landfilled materials by 2020."*

HWMA operates a large volume municipal solid waste (MSW) transfer station that receives approximately 75,000 tons annually (170 tons per day) of solid waste. It also operates a recycling center that receives about 4,000 tons annually of e-waste, used appliances and other recyclable materials; a regional household hazardous waste collection facility that receives approximately 259 tons of household hazardous waste annually; and numerous other material diversion services such as green waste, carpet, mattress recycling, and tire programs. HWMA owns and oversees post-closure maintenance and monitoring obligations for a closed MSW landfill with approximately 400-acres of surrounding productive forest lands. The complete fulfillment of HWMA programs and services requires overseeing numerous agreements, including the following:

- ▶ A 10-year contract for long-distance transportation and solid waste disposal at an out-of-state landfill.
- ▶ A 10-year contract for regional processing of curbside collected recyclable materials.
- ▶ Multi-year contracts with satellite facilities to load MSW for transportation to the Authority's designated landfill.
- ▶ A Non-Industrial Timberland Management Plan (NTMP) for the timber production from forest properties.
- ▶ On-going contracts with several member agencies to provide reports to the State required by the California Integrated Waste Management Act (AB 939) reports.

HWMA currently employs 36.5 staff, including the Executive Director. The Fiscal Year 2020-21 Budget is \$14.4 million, with \$2 million held in designated and undesignated reserves.

# THE EXECUTIVE DIRECTOR POSITION

**U**NDER THE GENERAL POLICY DIRECTION OF THE HWMA BOARD, the Executive Director plans, organizes, coordinates, and directs the programs and activities of HWMA. Some of these varied programs and activities include annual budget development, long-range planning, personnel functions, facility operations, landfill management, contract negotiations and management, risk management including environmental health and safety, environmental compliance, member agency support on waste and recycling issues, capital project management, and representation of HWMA in meetings with public officials, staff from other public agencies, civic groups, media and various contractors.

The next Executive Director must possess the political and business acumen to manage and direct a large, multi-faceted operation serving multiple jurisdictional entities. They can expect to work closely with the community, contractors, franchise haulers, Board of Directors, and staff on various issues and projects. Current key tasks include:



- ▶ Building upon regionalization efforts and regional-based activities and projects with ongoing participation and support of Member Agencies, and non-member agencies, to implement goals identified in the "2013-2023 Strategic Plan".
- ▶ Assisting Member Agencies in meeting State mandates associated with SB 1383 (Short-Lived Climate Pollutants) and AB 1826 (Mandatory Commercial Organics Recycling).
- ▶ Assisting the Solid Waste Local Task Force
- ▶ Developing a forest properties management plan.
- ▶ Developing Facilities Planning and Improvements necessary to meet the increased demand for diversion services, climate change, and regulatory compliance.
- ▶ Coordinating an educational campaign to improve the quality of residential curbside recyclables collection and reduction of contaminants.
- ▶ Providing presentations and information to the Humboldt County Board of Supervisors, City Councils and other interested organizations.





## MINIMUM QUALIFICATIONS

Minimum qualifications include the following:

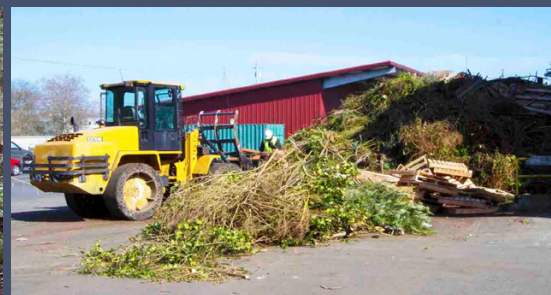
- ▶ A Bachelor's degree in Public Administration, Engineering, Environmental Science, or a combination of education and 5 years experience in these or a related field.
- ▶ Management experience in a public agency, including experience working with public policy and program development.
- ▶ A minimum of 5 years of successful experience in progressively responsible supervisory, administrative or managerial positions in the public sector, preferably in a comparable sized organization.
- ▶ Fiscal management experience and demonstrated success in developing and managing budgets.
- ▶ Knowledge of California solid waste, environmental, and safety laws and regulations, and experience in maintaining excellent relations with regulators.
- ▶ Experience in evaluating staffing and operations relative to the agency's organizational structure in order to promote a highly responsive, reliable, productive, high morale staff and workforce.
- ▶ Demonstrated ability and experience in assisting a governing Board of Directors with planning and ongoing efforts to be as effective and efficient as possible in the exercise of their policy development and oversight responsibilities.



# DESIRABLE SKILLS

The successful candidate should have strong organizational skills, provide steady and strategic leadership, be a creative thinker, and an advocate for awareness of and commitment to materials management, diversion, and education. In addition, the ideal candidate will have demonstrated experience in the following:

- ▶ Interacting with stakeholders comfortably and professionally in a fair, straightforward, and responsive manner.
- ▶ Maintaining transparent communications with a board of directors to avoid surprises and assist individual board members in navigating potentially controversial issues or decisions.
- ▶ Providing prompt, thorough, and responsive implementation and follow-through on board-level policy decisions and direction.
- ▶ Leading and motivating by personal example to encourage high standards of performance, productivity, and ethical conduct from all staff.
- ▶ Forming a strategic “big picture” perspective while retaining the capacity to delve into details.
- ▶ Using consensus-building skills in governing body relations and, when appropriate, in discussions/negotiations with public and private sector representatives.
- ▶ Prioritizing work effectively in a demanding environment, and completing tasks on time, both thoroughly and impartially.
- ▶ Collaborating frequently with regulators, contractors, consultants, and other stakeholders to ensure services continue during emergencies such as extreme weather events, scheduled/unscheduled power outages, and the pandemic.
- ▶ Evaluating and understanding an organizational staff and operations structure in order to promote a highly responsive, reliable, productive, and high morale staff.
- ▶ Gathering necessary data and support of stakeholders for successful problem-solving.
- ▶ Managing and delegating responsibility while holding staff accountable and responsible for achieving goals and objectives.
- ▶ Being patient, accessible, and a good listener with a sincere and mentoring attitude toward staff and promoting a positive customer service-oriented approach by all employees.







# COMPENSATION & BENEFITS

The salary range is **\$114,500-\$139,212** depending on qualifications with an excellent benefits package including:

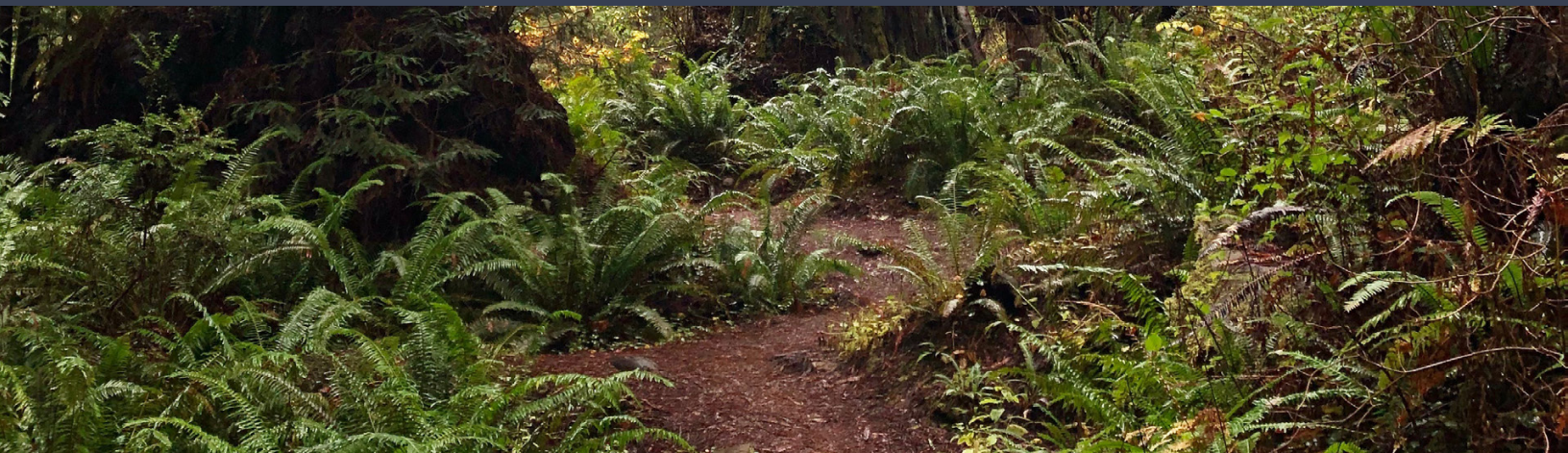
**RETIREMENT:** Membership in the CalPERS 2% at 55 for classic/legacy members and 2% at 62 for new members. HWMA does not participate in Social Security.

**DEFERRED COMPENSATION:** Employees may voluntarily enroll in HWMA's deferred compensation plan.

**INSURANCE:** HWMA provides low-cost medical, dental and vision care insurance, where employees pay their portion of the medical premiums. Current medical plans include Anthem Blue Cross. Other insurance paid by HWMA includes Employee Assistance Program, \$25,000 life insurance and long-term disability insurance.

## **PAID LEAVE:**

- ▶ **Holiday:** 14 days per year
- ▶ **Vacation:** 12 days per year, with established increase based on years of service.
- ▶ **Sick Leave:** 12 days per year
- ▶ **Management Leave:** 12 days per year.







## APPLICATION AND RECRUITMENT PROCESS

This position is open until filled.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/executive-director-4/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas

(510) 495-0448

[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the HWMA. The HWMA will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

HWMA is an affirmative action and equal opportunity employer.



# LAGUNA BEACH COUNTY WATER DISTRICT, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## GENERAL MANAGER



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE ORGANIZATION

Since 1926, the Laguna Beach County Water District has proudly provided reliable, safe, and prudently-managed retail water service to its 19,117 customers. Until the early 1920s, the residents of Laguna Beach relied on privately owned, shallow wells and intermittent rainfall for their water supply. Then, in the mid-20s, saltwater intrusion and well failure combined to make an alternate water source urgent. The Laguna Beach County Water District was created by public vote in 1925. A year later, District voters approved a \$600,000 bond issue to purchase a well site in Huntington Beach, construct a transmission line, and acquire an existing private water company to provide service. The original bond was paid off in 1955.

With its continuing growth and deterioration of the quality of its groundwater supply, the District was unable to rely solely on its wells and looked to imported water supplies. In 1943, it started purchasing 100 percent of its supply from Colorado River water supplied by the Metropolitan Water District of Southern California. The District remained solely dependent on imported water until 2016 when an historic agreement was reached with the Orange County Water District. This agreement re-established the District's right to groundwater in the Santa Ana River Basin and ensures that more than half of the District's water supply is provided locally.

Today, the District's water is provided from local groundwater supplies and imported water from the Colorado River and Northern California. In an effort to supply a reliable source of water for the community, the District continues to look into other water supply projects as future additional sources of water. The District consists of 40 full-time employees, performing engineering, operational, clerical, administrative, and management functions, and provides water services to approximately 19,117 people within an 8.5 square mile area of southern Orange County, including portions of the City of Laguna Beach, a portion of Crystal Cove State Park, and the unincorporated community of Emerald Bay. The District's total operating budget is \$11 million, including a capital budget of \$4 million.

The District's 8,097 service connections service mostly residential water users. The District sells about 3,502 acre-feet of water annually. This is equal to approximately 1.14 billion gallons delivered on an annual basis. An acre foot is enough water to cover a football field one-foot deep or serve two average sized households for a year.

Water conservation is part of the Laguna lifestyle and the District remains committed to encouraging efficient water use as a way of life. Created out of a concern for Laguna Beach's water and fire-safe future, the District's award-winning Waterwise and Fire-Safe Demonstration Garden

Since 1926,  
the Laguna Beach  
County Water District has  
proudly provided reliable, safe,  
and prudently-managed  
retail water service to its  
19,117 customers.

is designed to promote public acceptance, a desire for, and use of water-efficient and fire-safe landscapes. The District also offers a variety of programs and rebates to assist customers in implementing water conserving measures at home and at work.

## DISTRICT GOVERNANCE & OPERATIONS

The publicly elected Laguna Beach City Council members serve as the ex-officio Board of Directors of the District, providing local control over the policies and decisions affecting water service in the community. A District Commission is appointed by the Board to serve in an advisory capacity to the Board.

There are 21 water storage reservoirs with a total storage capacity of 33.5 million gallons within the District. These reservoirs are located within five elevation zones to ensure reliable distribution to all customers. They are monitored by the District's state-of-the-art telemetry system, allowing District personnel to manage water distribution throughout the system. District staff operates and maintains 36 pumps in 14 pumping stations, with a total approximate connected horse-power of 2,660. The system encompasses 135 miles of distribution pipelines. As lead agency in a joint powers relationship with the South Coast Water District, Irvine Ranch Water District, the City of Newport Beach, and the Santa Margarita Water District, the District also operates and maintains the Aufdenkamp and the Coast Supply transmission lines.

District staff performs continuous water quality testing to ensure its customers safe drinking water. Water supplies are carefully monitored and meet all state and federal standards for health and safety. Each year, the results of these test are compiled in a water quality report and distributed to all District customers.



# THE COMMUNITY

The City of Laguna Beach is a small town of picturesque beaches, hiking trails, a walkable downtown, and summer art festivals. Located in south-west Orange County, Laguna Beach occupies 8.84 square miles, has a population of 23,000 and welcomes six million visitors each year. The City provides a full range of services, including recreational activities, cultural arts events, public works maintenance of streets and parks, transit operations, community development, administrative services, and police, fire, and marine safety protection.

Crystal Cove State Park is one of Orange County's largest remaining examples of open space and natural seashore. It features 3.2 miles of beach, 2,400 acres of backcountry wilderness, and an offshore underwater area. The park also features the federally listed Historic District, an enclave of 46 vintage rustic coastal cottages originally built as a seaside colony in the 1930s and 40s and nestled around the mouth of Los Trancos Creek. Just southern of Irvine Cove in Laguna Beach, you will find Emerald Bay. Emerald Bay captures the charm of the Riviera and is one of the most coveted guard-gated communities along the coast. Behind the gates of Emerald Bay, you will discover a versatile, friendly, and safe community that offers plenty of entertainment and exclusive amenities for young and old.

# THE POSITION

The General Manager serves as the Chief Administrative Officer for the District and Secretary to the Board of Directors and is responsible for planning, organizing, directing, and coordinating all activities and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public; and is responsible for employer-employee relations. Under policy direction, the General Manager interfaces with the City of Laguna Beach, other water districts and public agencies, customers, and staff to ensure good working relationships; provides advice and consultation on the development of District programs and policies; presents claims to the Board filed against the District and oversees processing; and has responsibility for District personnel matters, including recruitment of personnel, employment procedures, grievances, affirmative action, classification and pay, discharges, and employer-employee relations.

The General Manager is the District's spokesperson and must be effective in representing the Board's policies and programs with employees, community representatives, and other government agencies. The General Manager oversees the preparation of the annual budget,



making recommendations to the Board on final expenditure levels and has the authority to approve expenditures up to \$50,000.

# THE IDEAL CANDIDATE

The Laguna Beach County Water District is seeking a dynamic leader and strategic thinker to be its General Manager. The ideal candidate will be hands-on, well-rounded within the industry, and capable of organizing and directing staff to accomplish the District's goals as well as working closely with managers of other water districts and agencies. A candidate who will act as a mentor, who will lead by example, and who encourages the professional growth and development of staff is ideal.

The District is seeking a technologically savvy individual with a broad background and willingness to make a long-term commitment to the District; a firm, but fair decision-maker who will hold staff accountable will be valued.

The successful candidate will possess a solid understanding of state regulations and experience in a municipal setting as well as a small district. Strong communication, customer service, and relationship-building skills are essential to success. Prior experience working closely with a Board of Directors is highly desirable.

A candidate who will act as a mentor, who will lead by example, and who encourages the professional growth and development of staff is ideal.

An advanced degree from an accredited university or college in management, business, or public administration or equivalent experience is preferred. Candidates must possess ten (10) years administrative experience, including five (5) years at managerial level. Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations is expected.

## THE COMPENSATION

The annual salary range for the General Manager position is open and dependent upon qualifications. The District also offers an attractive benefits package that includes:

**Retirement** – CalPERS Classic Retirement Plan – 2% @ 55, vested after 5 years of CalPERS credited service; employee contribution of 7% beginning upon hire. PEPR Plan – 2% @ 62, vested after 5 years of CalPERS credited service; employee contribution of 6.25%

**Deferred Compensation** – Offered on a voluntary basis. Plans offered include CalPERS 457 and VOYA. Fully funded by employee through payroll deductions.

**Medical Insurance** – District pays 100% of the employee premium for full-time employees and 75% of the dependent premium. Plans offered include Anthem-Blue Cross Classic PPO, Anthem-Blue Cross California Care HMO, and Kaiser HMO.

**Dental Insurance** – District pays 100% of the premium for full-time employees and dependents through Delta Dental DPO and HMO.

**Vision Insurance** – District pays 100% of the premium for full-time employees and dependents through VSP.

**Sick Leave Accrual** – Available after the completion of 90 days of employment; accrues retroactive to date of hire at the rate of 3.69 hours bi-weekly or 96 hours per year.

**Vacation Accrual** – May be taken as accrued. Earned as follows – years of completed service: 1-5 years = 80 hours; 6-15 years = 120 hours; 16+ years = 160 hours; at 10 years of service, a one-time bonus of 40 additional hours vacation given. Maximum accrual = 2x annual accrued hours.

**Paid Holidays** – 10 holidays recognized annually. 2 floating holidays are allocated to full-time employees each fiscal year on July 1, which must be taken during the 12-month fiscal period.

**Short Term & Long Term Disability Insurance** – 50% of the premium is paid by the District and 50% is paid by the employee. Benefits are 60% of salary up to a monthly maximum of \$7,500.

**Life AD&D Insurance** – District pays 100% of the premiums except as required by IRS regulations for coverage of \$50k. Coverage is 2 times the annual salary with a maximum of \$250,000.

Additional benefits include Retiree Medical Insurance, Medicare, Worker's Compensation and Unemployment Insurance, Social Security and State Disability Insurance, 9/80 or 5/40 work schedule, and Proficiency Pay.



## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:**  
**January 19, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Laguna Beach County Water District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080







NEVADA  
IRRIGATION  
DISTRICT, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

GENERAL  
MANAGER





## THE ORGANIZATION

Formed in 1921, the Nevada Irrigation District (NID) is a California special district operating under the California Water Code (Division 11. Irrigation Districts). NID delivers treated drinking water to 19,700 customers and raw water to over 6,500 agricultural customers in Nevada, Placer and Yuba counties. Headquartered in Grass Valley, California, a picturesque and historic California Gold Rush town in the foothills of the Sierra Nevada, 60 miles northeast of Sacramento, NID is operated by and for the people who own land within its 287,000-acre boundaries. What began as an old reservoir and canal system serving gold mines has been transformed into a modern public water system.

NID provides service in an expansive geographic area that makes it one of the largest in the State of California. NID's water supply is collected from snow melt and surface water of over 70,000 acres of high mountain watershed at the headwaters of the Yuba River, Canyon Creek, Bear River, and Deer Creek watersheds. The District is organized primarily to supply water for irrigation, municipal, domestic, and industrial purposes. NID water is available in wide areas of Nevada and Placer counties; the District also has storage and distribution facilities in Sierra and Yuba counties.

Unique in many respects, NID owns and operates an extensive reservoir and canal system, and network of water treatment plants. NID's water storage extends from the crest of the Sierra Nevada mountain ranges to the Northern Sacramento Valley Floor and consists of a network of 10 major and 17 minor reservoirs, more than 475 miles of canal, and more than 400 miles of pipeline. The District's water flows through hundreds of miles of canal and pipe ultimately serving 25,000 homes, farms, and businesses. The annual result is 3 billion gallons of high-quality drinking water for its customers and 30,000 acres of irrigated agricultural land. Many of NID's water rights predate 1914, providing preemptive rights above most water purveyors.

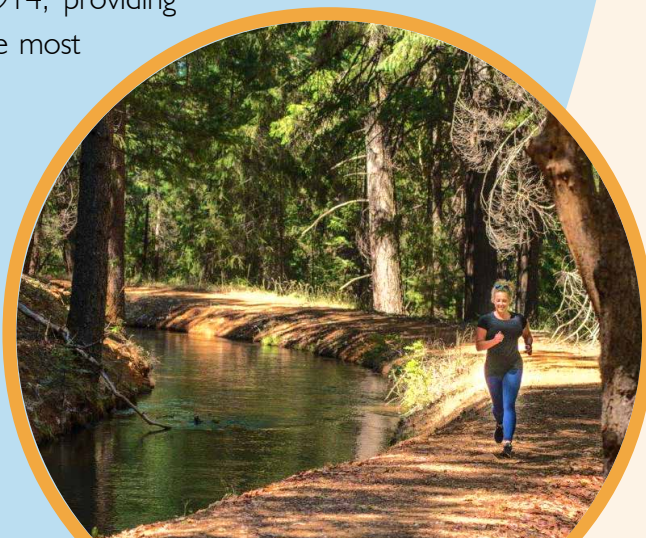
NID manages 29 reservoirs in the foothills and Sierra Mountains that offer recreational opportunities such as hiking, camping,

What began as an old reservoir and canal system serving gold mines has been transformed into a modern public water system.

boating, fishing, and swimming. At Rollins and Scotts Flat reservoirs, NID provides public parks, trails, campgrounds, and beaches for community enjoyment. Higher up in the mountains, NID maintains and operates campgrounds in the Jackson Meadows and Bowman Lake areas.

The District is a leader among Northern California water agencies in the production of clean, renewable hydropower. The hydroelectric team operates 7 hydroelectric plants and 12 miles of overhead power lines delivering 82 Megawatts of clean, renewable energy to the power grid. Every year, revenue and staff expenses from hydroelectric offset water rates for the District's over 60,000 individual customers. NID and the U.S. Forest Service operate Recreation facilities at four of the District's ten storage facilities.

NID is governed by a five-member Board of Directors, elected to four-year terms by District voters. The Board is the District's policy-making body and policy is carried out by approximately 220 full-time employees. NID's 2021 annual operating and capital budget is approximately \$80.8M. As a state agency, NID operates under rules and regulations adopted under authority conferred by the California Water Code. NID board meetings are conducted in public and the District's records are open to public inspection during normal business hours.



## THE POSITION

Reporting to and appointed by the Board of Directors, the General Manager is responsible for planning, organizing, directing, and reviewing the overall activities and operations of the District. They advise and assist the Board of Directors; represent the District's goals and interests locally, regionally, and at the State and Federal levels; provide leadership to the organization; coordinate activities with outside agencies, agricultural groups, conservation groups and the community. The General Manager leads a talented and dedicated District workforce of 220 full-time employees in the following departments: Administration, Engineering, Finance, Hydro-electric, Information Technology, Maintenance, Operations, and Recreation.

Key responsibilities of the position include, but are not limited to:

- Directing the development and administration of the District's budget; directing the forecast of additional funds needed for staffing, equipment, materials and supplies; monitoring and approving expenditures; implementing mid-year adjustments.
- Selecting, training, motivating, and evaluating personnel; providing or coordinating staff training; conducting performance evaluations; implement discipline procedures.
- Preparing and submitting a wide variety of financial, administrative, and operational reports to the Board of Directors; keeping the Board of Directors advised on financial matters, regulatory issues, and the present and future needs of the District; coordinating with outside counsel on legal issues affecting the District.
- Participating in outside community and professional groups and committees.
- Researching and preparing technical and administrative reports and studies; preparing written correspondence as necessary.
- Other related duties, as assigned.



## THE IDEAL CANDIDATE

The District Board of Directors is seeking a visionary General Manager with an open and collaborative management style. The ideal candidate will have experience as a change-agent who will provide clear direction and strategic planning for an organization. A proven history of encouraging innovation and promoting ongoing business process improvements will be valued in a candidate. The ideal candidate will have expertise in business and public operations, extensive knowledge of California water issues, possess seasoned professional judgment, and demonstrate superior communication skills.

The ideal candidate will have expertise in business and public operations, extensive knowledge of California water issues, possess seasoned professional judgment, and demonstrate superior communication skills.

The incoming General Manager will have a collaborative style that allows for building and maintaining relationships with local, state and regional agencies as well as community stakeholders, NGOs and customers. The ideal candidate will be politically astute, yet apolitical. Building trust with the District's customers will be an important part of the next General Manager's job. The General Manager will be a strong advocate for the District. Someone who is honest, open, and respectful is sought. The incumbent will be able to successfully motivate staff and lead by example.

A successful candidate will be a skilled leader who is capable of completing a multitude of tasks while accomplishing the goals of the District. A candidate known for effective communication and transparency across a wide range of audiences will do well in this position. It is expected that candidates will be comfortable with public speaking and making presentations to elected bodies and the community at large.

The typical candidate will possess knowledge of principles and practices of modern and highly complex public utility administration, departments, and services; principles and practices of effective public relations and interrelationships with the community and local, regional, State, and Federal agencies; pertinent local, State, and Federal laws, rules, and regulations; organization, administrative, and personnel management; and budget preparation and administration. Additionally, a successful candidate is expected to have extensive experience and expertise with California water issues.

Well-qualified candidates will have at least 10 years of increasingly responsible administrative and management experience that involves planning, organizing, implementing, and supervising programs related to a public utility. A Bachelor's degree or equivalent from an accredited college or university with major coursework in public or business administration, engineering, or a related field is desired.

## THE COMPENSATION & BENEFITS

Compensation will be commensurate with the selected candidate's experience and qualifications and a multi-year agreement is expected to be negotiated.

NID provides CalPERS pension (2.0% @ 62). NID offers generous health benefits and other benefits such as dental, vision, life, and leave allowances.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing Deadline:  
February 21, 2021**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Nevada Irrigation District Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to contact Mr. Gary Phillips at:

(916)784-9080





# BOARD AGENDA REPORT

Date: November 2, 2021  
Item Number: 10  
APN: N/A

**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO APPROVE RENEWAL OF HEALTH INSURANCE COVERAGE EFFECTIVE JANUARY 1, 2022**

**RECOMMENDED ACTION:** Approve Renewal of Health Insurance Coverage Effective January 1, 2022 and Subsidize Half of the Employees' Increase for those Participating in Buy-Up Plans

## BACKGROUND AND DISCUSSION:

Staff met with TSM Insurance Brokers to review the 2022 Group Health Insurance renewal quotes for the upcoming year. The current plans renew effective January 1, 2022.

Open enrollment will be held for employees to make changes to health insurance plans from November 15<sup>th</sup> through November 30<sup>th</sup> and will go into effect January 1, 2022. The District will continue to offer the following six plans:

Base Plan (no cost to employees)  
Kaiser - Silver 70 HMO 1650/55

Buy-up Plans (requires employee contributions)  
Kaiser - Gold 80 HMO 250/35  
Kaiser - Platinum 90 HMO 0/20  
Sutter Health Plus - Silver MS74 HMO  
Sutter Health Plus Gold MS73 HMO  
Sutter Health Plus Platinum MS70 HMO

The Health insurance premium for the Kaiser Silver plan (our base plan) is increasing 2% over the prior year. This plan is provided to employees with the District paying all of the premium. Other plan increases range from 0% to 4%. Due to the increases in health insurance, staff recommends that the District share the cost increases 50/50 with employees, as has been past practice with the Board, for the buy-up plans in the 2022 plan year. All Sutter plans and the Kaiser Gold and Platinum plans are the buy-up plans for which subsidies are recommended.

## FISCAL IMPACT:

Health Insurance Costs Estimated Based on Current Enrollments									
					Unsubsidized 2022		Subsidized 2022		Subsidy
Health Insurance Paid by OID					\$1,047,096	78%	\$1,056,024	79%	\$8,929
Health Insurance Paid by Employees/Directors					292,090	22%	283,162	21%	(8,929)
Total Health Insurance Costs					\$1,339,186	100%	\$1,339,186	100%	\$0

**ATTACHMENTS:** None

## Board Motion:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

**VOTE:** Tobias (Yes/No) Doornenbal (Yes/No) Orvis (Yes/No) Santos (Yes/No) DeBoer (Yes/No)

**Action(s) to be taken:**

# BOARD AGENDA REPORT

Date:	November 2, 2021
Item Number:	11
APN:	N/A

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**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO ADOPT THE 2022 BUDGET**

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**RECOMMENDED ACTION:** Approve Adoption of the Proposed 2022 Budget

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**BACKGROUND AND/OR HISTORY:** Planning, budgeting, and forecasting are all part of a three-step process for determining and detailing an organization's long-term and short-term financial goals. A budget is an estimate of revenues and expenses for a set period of time which forecasts future financial conditions and goals for an organization. The budget serves as a plan of action for achieving quantified objectives and a standard of measuring performance. Budget development is a year-long process. Once adopted, we begin to track expenses on a real-time basis and compare those actual expenses to the budget over the course of the year.

The 2022 Budget is focused on accomplishing the goals established by the Water Resource Plan and by incorporating the following recently adopted goals of the sitting Board:

- Protect Water Rights and acquire storage
  - BOR-1988 Agreement vs 1926 Adjudication
- Address Federal, State, Local Water Challenges
  - WQCP Implementation, SGMA, drought related issues
- Modernize the District
  - \$4.2 million in life cycle replacements
  - \$3.1 million in modernization
  - \$1.8 million in COP payments (Principle and Interest)
- Develop options to finance improvements
  - Analyze operating costs in all revenue segments of the District.
  - Balancing revenue shortfalls with re-structured local out-of-district water sales
  - Potentially evaluate increasing water rates if shortfalls in revenues continue
- Work with City of Oakdale on Joint Projects
- Evaluate the District's existing deep well system's life-cycle replacement needs
- Address potential loss of revenue from Tri-Dam

Staff presented a draft of the 2022 Proposed Budget as a Discussion Item at the October 5, 2021 Board meeting. Staff requested questions, comments and general input from the Board Members prior to this meeting. No questions, comments, or input was received at publication of the agenda.

Despite the challenging water environment today, Oakdale Irrigation District has a strong financial position created by prudent fiscal management and investments. It is these accomplishments and the anticipation of doing more for the District's water users that staff presents the 2022 budget for the Board's approval. The 2022 Budget presents a balanced budget with revenue exceeding expenses by \$5,365. The proposed budget will maintain the District's undesignated General Fund cash balances at levels required by the reserve policy limit of 40-50% of annual revenue while also utilizing reserves for the proposed capital project expenditures.

**ATTACHMENTS:**

➤ 2022 Proposed Budget

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

## 2022 PROPOSED BUDGET



## **Oakdale Irrigation District**

### **Directors**

President	Tom Orvis	Division 3
Vice President	Brad DeBoer	Division 5
Director	Ed Tobias	Division 1
Director	Herman Doornenbal	Division 2
Director	Linda Santos	Division 4

### **Officers**

Secretary	Steven R. Knell, PE	General Manager
Treasurer	Sharon Cisneros, CPA	Chief Financial Officer

## **Mission Statement**

To protect and develop Oakdale Irrigation District water resources for the maximum benefit of the Oakdale Irrigation District community by providing excellent irrigation and domestic water service

## 2022 PROPOSED BUDGET OVERVIEW

- 3% base rate and 3% volumetric water rate increase
- Hydroelectric revenues decrease (Year 9 of 10 of SVP Agreement)
- Local Out-of-District, but No Out-of-Area Water sales
- No change to Manpower levels
- 3.0% wage & benefit increases based on MOU's
- Includes Bond P&I payment
- Debt service coverage ratio of 2.47x (requirement: 1.1x)
- Positive cash flow and strong financial reserves
- Continued implementation of the Water Resources Plan

## 2022 PROPOSED MANPOWER

**OID**

	2022 Staffing	2021 Staffing	Change in Staffing
Administration			
General Manager	1.0	1.0	0.0
Executive Asst/Clerk to Board	1.0	1.0	0.0
Human Resources Administrator	1.0	1.0	0.0
Receptionist / Clerk Typist / File Clerk	0.5	0.5	0.0
Safety Coordinator	1.0	1.0	0.0
Total Administration	4.5	4.5	0.0
Finance/Support Services			
Chief Financial Officer	1.0	1.0	0.0
IT Administrator	1.0	1.0	0.0
Accountant	3.0	3.0	0.0
Payroll Clerk	1.0	1.0	0.0
Account Clerk	1.0	1.0	0.0
Fleet Maintenance Supervisor	1.0	1.0	0.0
Fleet / Equipment Mechanic	3.0	3.0	0.0
Inventory/Purchasing Clerk	1.0	1.0	0.0
Warehouseman/Yardman	1.0	1.0	0.0
Total Finance/Support Services	13.0	13.0	0.0
Construction & Maintenance			
Construction Manager	1.0	1.0	0.0
Construction - Field Supervisor	2.0	2.0	0.0
Construction/Maintenance - Leadman	5.0	5.0	0.0
Construction/Maintenance Worker	10.0	10.0	0.0
Equipment Operator	6.0	6.0	0.0
Pest Maintenance & Operations Leadman	1.0	1.0	0.0
Pest Maintenance & Operations Worker	2.0	2.0	0.0
Total Construction & Maintenance	27.0	27.0	0.0
Water Operations			
Water Operations Manager / District Engineer	1.0	1.0	0.0
Assistant Water Operations Manager	1.0	1.0	0.0
Associate Engineer	3.0	2.0	1.0
Assistant Engineer	0.0	1.0	-1.0
Water Operations Supervisors - Ag. Water	2.0	2.0	0.0
DSO / Construction & Maint - Leadman	2.0	2.0	0.0
DSO / Construction & Maint	24.0	24.0	0.0
Water Utilities / SCADA Supervisor	1.0	1.0	0.0
SCADA Technician	1.0	1.0	0.0
SCADA Serviceman	1.0	1.0	0.0
Water Utilities Technician	1.0	1.0	0.0
Water Utilities Serviceman	1.0	1.0	0.0
Total Water Operations	38.0	38.0	0.0
<b>TOTAL STAFFING</b>	<b>82.5</b>	<b>82.5</b>	<b>0.0</b>

## COMPARATIVE REVENUES, EXPENSES, AND CHANGE IN NET POSITION

	2021 Amended Budget	2021 Projection	2022 Proposed Budget	Change from 2021 Adopted Budget		Change from 2021 Projection	
OPERATING REVENUES							
Agricultural Water Delivery Charges (base rate)	\$ 2,108,900	\$ 2,129,445	\$ 2,171,900	\$ 63,000	3%	\$ 42,455	2%
Water Sales	1,912,300	1,992,955	2,120,000	207,700	11%	127,045	6%
Domestic Water	230,000	235,000	235,000	5,000	2%	-	0%
Improvement District Fees	48,700	46,060	47,450	(1,250)	-3%	1,390	3%
Miscellaneous Revenues	65,000	55,000	65,000	-	0%	10,000	18%
Total Operating Revenue	4,364,900	4,458,460	4,639,350	274,450	6%	180,890	4%
OPERATING EXPENSES							
Maintenance Operations	6,558,695	6,029,250	6,304,470	(254,225)	-4%	275,220	5%
Water Operations	4,027,390	3,813,500	3,919,640	(107,750)	-3%	106,140	3%
General and Administrative	3,819,240	2,825,800	3,620,875	(198,365)	-5%	795,075	28%
Depreciation and Amortization	4,000,000	3,386,300	3,490,000	(510,000)	-13%	103,700	3%
Total Operating Expenses	18,405,325	16,054,850	17,334,985	(1,070,340)	-6%	1,280,135	8%
Net Income (loss) From Operations	(14,040,425)	(11,596,390)	(12,695,635)	1,344,790	-10%	(1,099,245)	9%
NONOPERATING REVENUES (EXPENSE)							
County Property Tax Appropriations	2,600,000	3,175,000	3,900,000	1,300,000	50%	725,000	23%
District Rental Properties	6,000	15,000	12,000	6,000	100%	(3,000)	-20%
Annexation Revenue	50,000	119,340	-	(50,000)	100%	(119,340)	-100%
Investment Earnings	1,200,000	732,000	725,000	(475,000)	-40%	(7,000)	-1%
Interest Expense	(980,000)	(1,081,035)	(1,036,000)	(56,000)	6%	45,035	-4%
Gain (loss) on Property and Equipment	-	118,725	-	-	0%	(118,725)	0%
One time change in Investment - TDPA Merger	-	-	-	-	100%	-	100%
Tri-Dam Project Distributions	9,300,000	5,479,000	7,000,000	(2,300,000)	-25%	1,521,000	28%
Tri-Dam Power Authority Distributions	2,100,000	1,252,000	2,100,000	-	0%	848,000	68%
Total Nonoperating Revenues (Expenses)	14,276,000	9,810,030	12,701,000	(1,575,000)	-11%	2,890,970	29%
Income (loss) before Capital Contributions	235,575	(1,786,360)	5,365	(230,210)	-98%	1,791,725	-100%
Capital Contributions	-	18,500	-	-	0%	(18,500)	0%
Change in Net Position	\$ 235,575	\$ (1,767,860)	\$ 5,365	\$ (230,210)	-98%	\$ 1,773,225	-100%



## COMPARATIVE DETAILED TOTAL REVENUES

	2021 Amended Budget	2021 Projection	2022 Proposed Budget	Change from 2021 Adopted Budget		Change from 2021 Projection		
OPERATING REVENUES								
Agricultural water delivery charges (base rate)								
Tier 1	\$ 1,865,300	\$ 1,885,845	\$ 1,921,000	\$ 55,700	3%	\$ 35,155	2%	
Tier 2	243,600	243,600	250,900	7,300	3%	7,300	3%	
Volumetric Water Sales								
Tier 1	592,300	685,000	705,000	112,700	19%	20,000	3%	
Tier 2	720,000	790,000	815,000	95,000	13%	25,000	3%	
Local out-of-district	600,000	455,335	600,000	-	0%	144,665	32%	
Out-of-area	-	62,620	-	-	100%	(62,620)	-100%	
Domestic water	230,000	235,000	235,000	5,000	2%	-	0%	
Improvement District fees	48,700	46,060	47,450	(1,250)	-3%	1,390	3%	
Miscellaneous revenues	65,000	55,000	65,000	-	0%	10,000	18%	
Total Operating Revenue	4,364,900	4,458,460	4,639,350	274,450	6%	180,890	4%	
NONOPERATING REVENUES								
County property tax appropriations	2,600,000	3,175,000	3,900,000	1,300,000	50.0%	725,000	23%	
District Rental Properties	6,000	15,000	12,000	6,000	100%	(3,000)	-20%	
Domestic Water Annexation Revenue	50,000	119,340	-	(50,000)	-100%	(119,340)	-100%	
Investment earnings								
Investment earnings	800,000	327,550	325,000	(475,000)	-59%	(2,550)	-1%	
Interest income	400,000	404,450	400,000	-	0%	(4,450)	-1%	
Gain (loss) sale of assets	-	118,725	-	-	0%	(118,725)	0%	
Change in investment in Tri-Dam Project	9,300,000	5,479,000	7,000,000	(2,300,000)	-25%	1,521,000	28%	
Change in investment in Tri-Dam Power Authority	2,100,000	1,252,000	2,100,000	-	0%	848,000	68%	
Total Nonoperating Revenues	15,256,000	10,891,065	13,737,000	(1,519,000)	-10%	2,845,935	26%	
Capital Contributions	-	18,500	-					
TOTAL REVENUES	\$ 19,620,900	\$ 15,368,025	\$ 18,376,350	\$ (1,244,550)	-6%	\$ 3,026,825	20%	

## COMPARATIVE TOTAL EXPENSES

	2021 Amended Budget	2021 Projection	2022 Proposed Budget	Change from 2021 Adopted Budget	Change from 2021 Projection
<b>OPERATING EXPENSES</b>					
<b>MAINTENANCE</b>					
SSJID Main Supply Diversion Works	\$ 125,000	\$ 125,000	\$ 30,000	\$ (95,000) -76%	\$ (95,000) -76%
North Main Canal Maintenance	476,570	351,400	357,410	(119,160) -25%	6,010 2%
South Main Canal Maintenance	524,970	382,100	413,210	(111,760) -21%	31,110 8%
Irrigation Water Lateral Maintenance - North Side	1,890,545	2,215,300	2,153,360	262,815 14%	(61,940) -3%
Irrigation Water Lateral Maintenance - South Side	1,733,380	1,278,700	1,529,990	(203,390) -12%	251,290 20%
Pumping Plant Operations and Maintenance	461,860	434,200	472,550	10,690 2%	38,350 9%
Drainage System Maintenance	401,930	291,800	359,260	(42,670) -11%	67,460 23%
Building and Grounds Maintenance	281,010	295,750	321,670	40,660 14%	25,920 9%
Vehicle and Equipment Maintenance	663,430	655,000	667,020	3,590 1%	12,020 2%
<b>TOTAL MAINTENANCE</b>	<b>6,558,695</b>	<b>6,029,250</b>	<b>6,304,470</b>	<b>(254,225) -4%</b>	<b>275,220 5%</b>
<b>WATER OPERATIONS</b>					
Domestic Water System Maintenance	507,460	419,800	433,450	(74,010) -15%	13,650 3%
Irrigation Water Operations - North Division	1,724,130	1,738,900	1,728,260	4,130 0%	(10,640) -1%
Irrigation Water Operations - South Division	1,732,050	1,610,400	1,713,370	(18,680) -1%	102,970 6%
Drainage Water Operations	22,870	24,600	19,600	(3,270) -14%	(5,000) -20%
Water Measurement Management	40,880	19,800	24,960	(15,920) -39%	5,160 26%
<b>TOTAL WATER OPERATIONS</b>	<b>4,027,390</b>	<b>3,813,500</b>	<b>3,919,640</b>	<b>(107,750) -3%</b>	<b>106,140 3%</b>
<b>GENERAL, ADMINISTRATION, AND DEPRECIATION</b>					
General and Administration	3,721,340	2,825,800	\$3,620,875	(100,465) -3%	795,075 28%
Depreciation and Amortization	4,000,000	3,386,300	3,490,000	(510,000) -13%	103,700 3%
<b>TOTAL GENERAL, ADMINISTRATION, AND DEPR.</b>	<b>7,721,340</b>	<b>6,212,100</b>	<b>7,110,875</b>	<b>(610,465) -8%</b>	<b>898,775 14%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$18,307,425</b>	<b>\$16,054,850</b>	<b>17,334,985</b>	<b>(972,440) -5%</b>	<b>1,280,135 8%</b>
<b>NONOPERATING EXPENSES</b>					
Investment and Interest expense	1,077,900	1,081,035	1,036,000	(41,900) -4%	(45,035) -4%
<b>TOTAL NONOPERATING EXPENSES</b>	<b>1,077,900</b>	<b>1,081,035</b>	<b>1,036,000</b>	<b>(41,900) -4%</b>	<b>(45,035) -4%</b>
<b>TOTAL OPERATING AND NONOPERATING EXPENSES</b>	<b>\$ 19,385,325</b>	<b>\$ 17,135,885</b>	<b>\$ 18,370,985</b>	<b>\$ (1,014,340) -5%</b>	<b>\$ 1,235,100 7%</b>

**PROPOSED  
CAPITAL  
& DEBT**

**OID**

<b>DESCRIPTION</b>	<b>2022 Budget</b>	<b>2021 Budget</b>
Construction Projects	\$ 6,391,100	\$ 9,266,450
Construction Equipment	150,000	134,300
Licensed Vehicles	625,000	658,500
Shop/Warehouse/Yard Equipment	45,000	40,000
Office & Engineering Equipment	134,000	15,000
<b>TOTAL CAPITAL PROJECTS AND PURCHASES</b>	<b>7,345,100</b>	<b>10,114,250</b>
 Current portion - COP Debt	 880,000	 865,000
<b>TOTAL CAPITAL AND DEBT EXPENDITURES</b>	<b>\$ 8,225,100</b>	<b>\$ 10,979,250</b>

# PROPOSED CAPITAL & DEBT

# OID

GL ACCOUNT NO.	GL DESCRIPTION	PROJECT DESCRIPTION	2022 BUDGET	Purpose
00-000-15200-00	Construction in Progress	Capital construction projects (Water Resources Plan)		
		Canal and Lateral Rehabilitation	\$ 409,000	Replacement
		Domestic Water Projects	125,000	Replacement
		Flow Control and Measurement Structures	936,000	Replacement
		Irrigation Service Turnout Replacement	929,000	Replacement
		Main Canals and Tunnels Improvement Projects	113,800	Replacement
		Outflow Management Projects	-	
		Pipeline Replacement	996,000	Replacement
		Subtotal for Water Resources Plan Improvements	3,508,800	
		Ag Pump Replacements	82,500	Replacement
		Operating Headquarters Design	500,000	Replacement
		Canyon Tunnel-Joint with SSJID (\$1.15M x 28%)	325,000	Replacement
		South Main Canal - Tunnel 9 downstream portal & lining design	60,000	Replacement
		Joint Main Canal Stabilization project (800k x 28%)	350,000	Replacement
		North Main Canal Leak Mitigation Project-90% Design	64,800	Replacement
		Tunnel 8 South Main Canal Project (Construction & Project Mgmt)	1,500,000	Replacement
		Subtotal for Capital In Progress	6,391,100	

# PROPOSED CAPITAL & DEBT

# OLD

GL ACCOUNT NO.	GL DESCRIPTION	PROJECT DESCRIPTION	2022 BUDGET	Purpose
00-000-15183-00	Miscellaneous Construction Equipment	12" Chipper	100,000	New
		Priority Valves for Masticators (Power Diverter)	50,000	New
			150,000	
00-000-15184-00	Autos/Pickups/Trucks/ Trailers	1/2 Ton Pickup 2WD (DSO)	35,000	Replacement
		1/2 Ton Pickup 4WD (DSO)	40,000	Replacement
		3/4 Ton Pickup 4WD (C&M)-2	100,000	Replacement
		Dump truck, 3-axle (diesel) 2021 Truck #21 CF from 2021	200,000	Replacement
		Water Truck 3 axle 2021 replace #26	250,000	Replacement
			625,000	
00-000-15186-00	Shop/Warehouse/Yard Equipment	Fuel Island Upgrade	45,000	Replacement
00-000-15187-00	Office and Engineering Equipment	Computer upgrades and replacements	15,000	Replacement
		Computer Server Storage expansion	9,000	Replacement
		Engineering GPS Unit (Purchase or Lease)	45,000	Replacement
		Ransomware Recovery Hardware	65,000	New
			134,000	
TOTAL CAPITAL PROJECTS AND PURCHASES EXPENDITURES			7,345,100	

## DEBT SERVICE COVERAGE

### 2022 ADOPTED BUDGET

#### REVENUES

Agricultural Water Delivery Charges (base rate)	\$ 2,171,900
Water Sales	2,120,000
Domestic Water	235,000
Improvement District Fees	47,450
Miscellaneous Revenues	77,000
County Property Tax Appropriations	3,900,000
Investment Earnings	725,000
One Time Change in Investment - TDPA Merger	0
Tri-Dam Project Distributions	7,000,000
Tri-Dam Power Authority Distributions	2,100,000
<b>Total Revenue</b>	<b>18,376,350</b>

#### OPERATING EXPENSES

Operations and Maintenance	6,304,470
Water Operations	3,919,640
General and Administrative	3,620,875
<b>Total Operating Expenses</b>	<b>13,844,985</b>

#### Net Revenues

**\$ 4,531,365**

#### Debt Service 2016 Bonds

2022 Interest	952,000
2022 Principal	880,000
	<b>\$ 1,832,000</b>

#### Debt Service Coverage Ratio

247%

## PROJECTED NET POSITION AND RESERVES CASH BALANCES

	2020 Actuals	2021 Amended Budget	2021 Projection	2022 Proposed Budget
Change in Net Position	\$ 4,707,479	\$ 235,575	\$ (1,767,860)	\$ 5,365
Capital expenditures	3,434,827	10,114,250	6,114,250	7,345,100
Debt obligations	795,000	865,000	865,000	880,000
Annual Excess (Deficit)	477,652	(10,743,675)	(8,747,110)	(8,219,735)
EOY Unrestricted Cash Balances	5,155,040	5,155,040	8,730,370	7,855,734
Reserve Cash Balances, Beginning of Year	45,901,349	57,550,231	57,550,231	49,668,121
New Funding In	15,465,000	-	-	-
Uses of Reserves	(5,088,770)	(11,657,536)	(7,882,110)	(7,345,100)
Reserve Cash Balances, End of Year	\$ 57,550,231	\$ 45,892,695	\$ 49,668,121	\$ 42,323,021

## PROJECTED NET POSITION AND RESERVES CASH BALANCES

	2020 Actuals	2021 Amended Budget	2021 Projection	2022 Proposed Budget
<b>CASH RESERVE SUMMARY</b>				
Rate Stabilization and Operating Reserve	8,238,000	8,238,000	6,470,140	6,470,140
Capital Replacement/Improvement Reserve	8,316,230	10,891,017	4,939,511	1,404,877
Main Canal and Tunnel Replc./Impr. Project	986,948	1,383,418	797,161	-
Building & Facilities Reserve	3,075,000	3,075,000	3,068,800	1,062,619
Vehicle and Equipment Replacement Reserve	561,967	-	37,124	-
Debt Service Reserve	16,000,000	13,500,000	16,000,000	16,000,000
Rural Water Replc./Impr. Reserve	1,072,338	1,004,134	872,338	747,338
Employee Compensated Absences Trust Reserve	982,420	893,882	822,420	902,420
Joint Canyon Tunnel Project	12,868,577	3,500,000	12,368,577	12,043,577
Municipal Conservation Project	200,000	100,000	-	-
Operating Facility Project	5,248,751	3,307,244	4,292,050	3,692,050
Total Cash Reserves	57,550,231	45,892,695	49,668,121	42,323,021



**OLD**

**Questions?**



# **DISCUSSION ITEMS**

**BOARD MEETING OF  
NOVEMBER 2, 2021**

## DISCUSSION ITEM

Date:	November 2, 2021
Item Number:	12
APN:	N/A

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**SUBJECT: DISCUSSION ON DEPARTMENT OF WATER RESOURCES PLANNING FOR 2022**

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### **BACKGROUND AND DISCUSSION:**

At the October 6<sup>th</sup> ACWA Water Management Committee Meeting, Ed Craddock, Deputy Director of the State Water Project, gave a presentation on the California Department of Water Resources Planning efforts for 2022, in anticipation of the drought continuing.

The presentation had lots of useful information that the Board will find interesting and enlightening and therefore it is re-presented here.

**ATTACHMENTS:** None

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**Board Comments:**

## DISCUSSION ITEM

Date:	November 2, 2021
Item Number:	13
APN:	N/A

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**SUBJECT: DISCUSSION / PRESENTATION ON THE MODESTO SUBBASIN GROUNDWATER SUSTAINABILITY PLAN**

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**BACKGROUND AND DISCUSSION:**

Water Operations Manager/District Engineer, Eric Thorburn, will give a PowerPoint presentation on the Modesto Subbasin Groundwater Sustainability Plan.

This Plan will be brought to the Board at their next Board Meeting for adoption.

**ATTACHMENTS:**

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**Board Comments:**



# **COMMUNICATIONS**

## **BOARD MEETING OF NOVEMBER 2, 2021**

U.S. Department of Commerce  
National Oceanic & Atmospheric Administration  
National Environmental Satellite, Data, and Information Service  
Current Location: Elev: 232 ft. Lat: 37.7819° N Lon: -120.7770° W  
Station: OAKDALE 4.2 ENE, CA US US1CASS0002

## Record of Climatological Observations

These data are quality controlled and may not be identical to the original observations.

Generated on 10/27/2021

National Centers for Environmental Information  
151 Patton Avenue  
Asheville, North Carolina 28801

Observation Time Temperature: Unknown Observation Time Precipitation: Unknown

Y e a r	M o n t h	D a y	Temperature (F)			Precipitation					Evaporation		Soil Temperature (F)					
			24 Hrs. Ending at Observation Time		At Obs.	24 Hour Amounts Ending at Observation Time				At Obs. Time	24 Hour Wind Movement (mi)	Amount of Evap. (in)	4 in. Depth			8 in. Depth		
			Max.	Min.		Rain, Melted Snow, Etc. (in)	F l a g	Snow, Ice Pellets, Hail (in)	F l a g	Snow, Ice Pellets, Hail, Ice on Ground (in)			Ground Cover (see *)	Max.	Min.	Ground Cover (see *)	Max.	Min.
2021	10	01																
2021	10	02																
2021	10	03																
2021	10	04																
2021	10	05																
2021	10	06																
2021	10	07																
2021	10	08				0.10												
2021	10	09																
2021	10	10																
2021	10	11																
2021	10	12																
2021	10	13																
2021	10	14																
2021	10	15																
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2021	10	17																
2021	10	18																
2021	10	19																
2021	10	20																
2021	10	21																
2021	10	22																
2021	10	23				0.63												
2021	10	24				0.29												
2021	10	25				2.46												
2021	10	26																
2021	10	27																
2021	10	28																
2021	10	29																
2021	10	30																
2021	10	31																
Summary						3.48		0.0										

Empty, or blank, cells indicate that a data observation was not reported.

\*Ground Cover: 1=Grass; 2=Fallow; 3=Bare Ground; 4=Brome grass; 5=Sod; 6=Straw mulch; 7=Grass muck; 8=Bare muck; 0=Unknown

"s" This data value failed one of NCDC's quality control tests.

"At Obs." = Temperature at time of observation

"T" values in the Precipitation or Snow category above indicate a "trace" value was recorded.

"A" values in the Precipitation Flag or the Snow Flag column indicate a multiday total, accumulated since last measurement, is being used.

Data value inconsistency may be present due to rounding calculations during the conversion process from SI metric units to standard imperial units.

## Average Precipitation

Oakdale, California





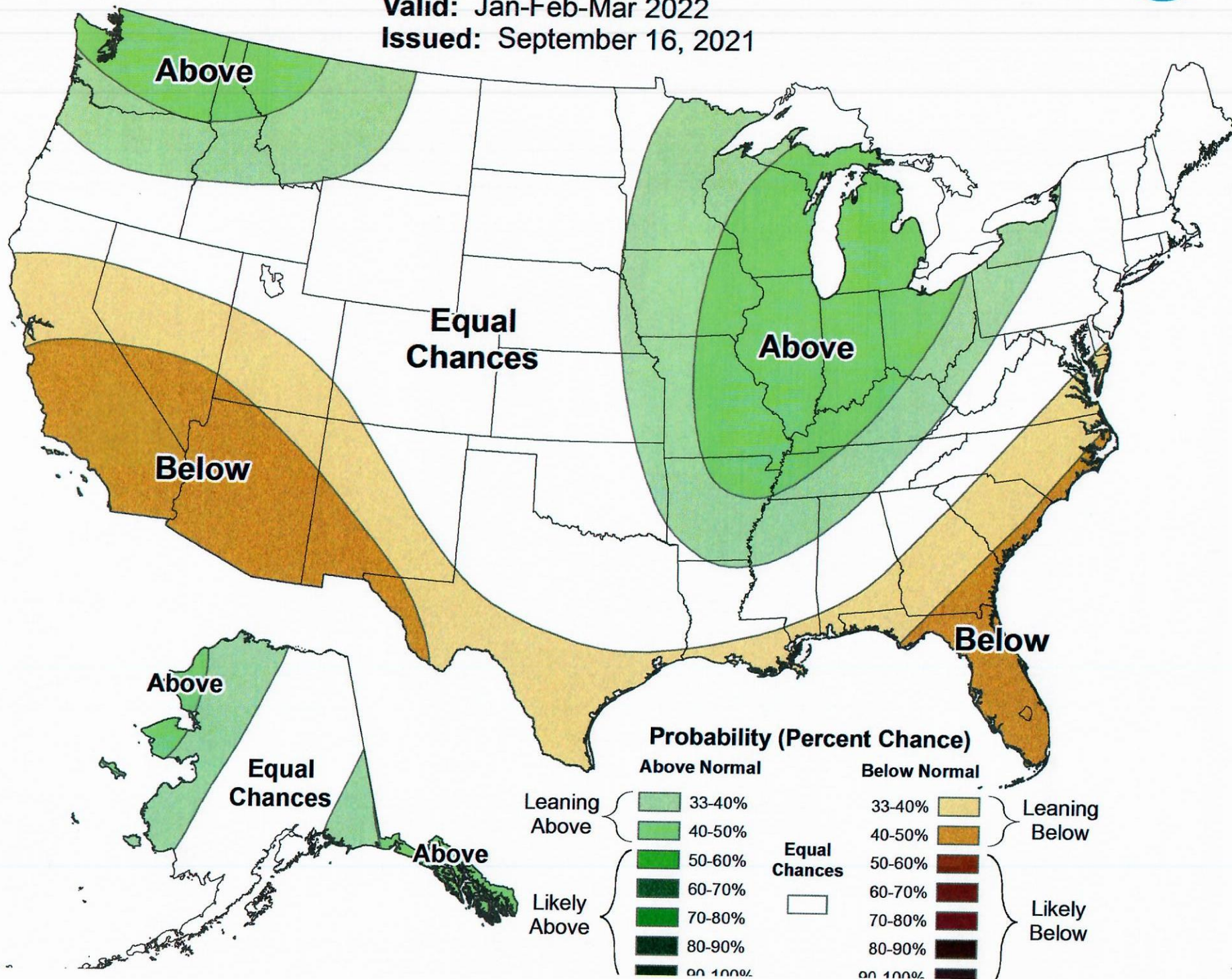


# Seasonal Precipitation Outlook

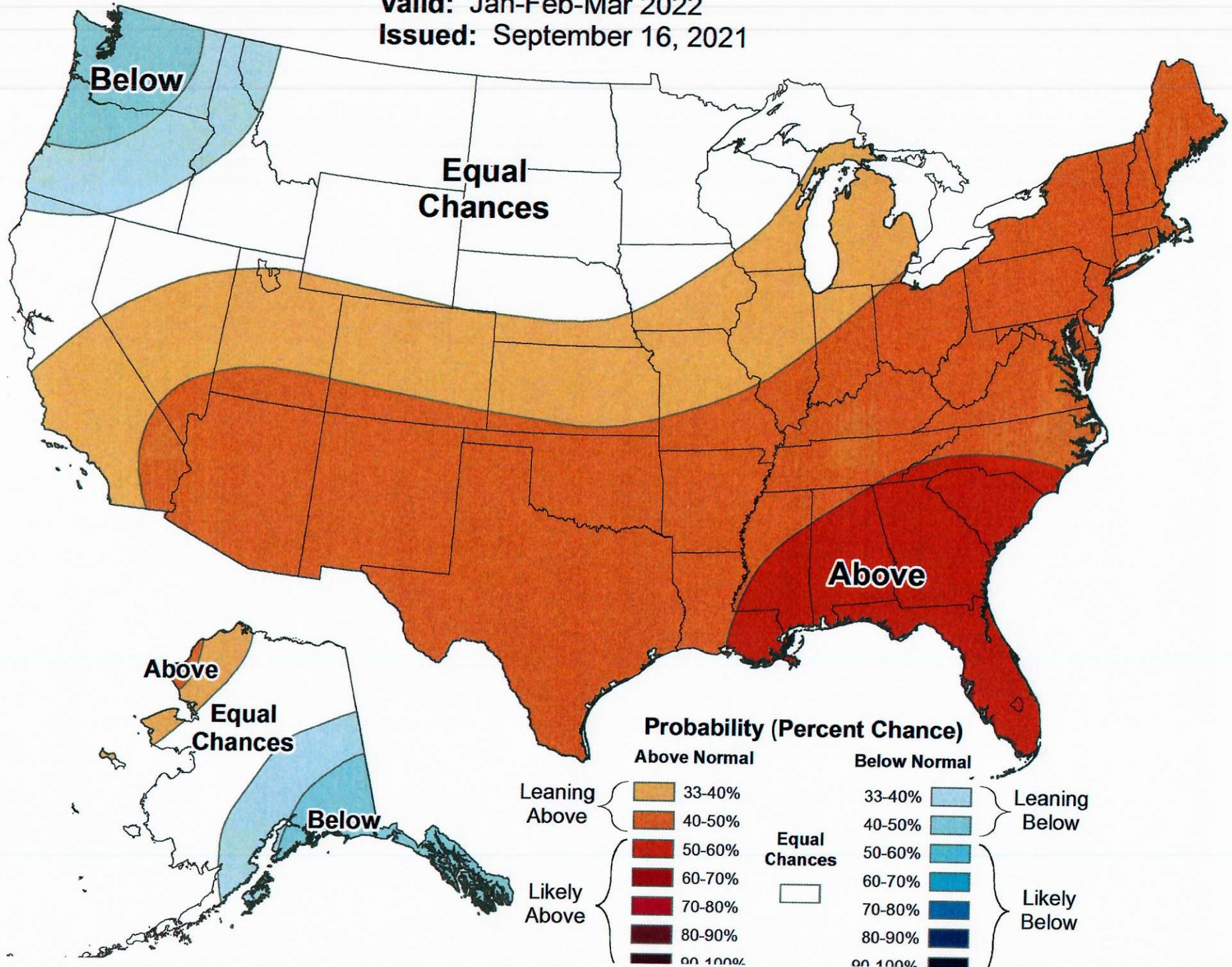


Valid: Jan-Feb-Mar 2022

Issued: September 16, 2021









# Oakdale Irrigation District Memorandum

**To: Steve Knell, General Manager**

**From: Nichole Fiez, Accountant**  
**Emily Sheldon, Associate Engineer**

**Date: October 18, 2021**

**Re: Redistricting OID Boundaries**

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Per OID Miscellaneous Policies and Procedures Section 2.111 Reapportionment-Redistricting Policy, OID will comply with California Elections Code §§ 21500–21506 and §§ 22000-22001. Therefore, after each 10-Year federal census, the District must review and potentially adjust the boundaries of any Board of Directors (BOD) division to ensure that the divisions do not differ by more than 5% in population. On October 14, 2021 the District received notice from the Stanislaus County Registrar of Voters that the District will need to provide the new (if subject to redistricting) or existing District lines to the Registrar of Voters by February 1, 2022.

Due to the time constraint of providing the updated or existing District lines to the Registrar of Voters Office, engineering staff is currently collecting the census block data that Stanislaus County is using to update their County precinct maps. Once the census data has been analyzed, staff will provide an update to the Board at their December 14, 2021 meeting regarding the population differences. Pending Board direction and if the population difference between the current OID BOD divisions is greater than 5%, engineering staff will move forward with boundary realignment options for the OID Board of Directors' consideration at the January 11, 2022 Board Meeting. The adopted BOD division map would then be submitted to the Registrar of Voters Office by February 1, 2021 as requested. If the District does not need to redistrict then the existing maps will be submitted to the Registrar of Voters office by February 1, 2022.





**OFFICE OF COUNTY CLERK-RECORDER  
& REGISTRAR OF VOTERS  
ELECTIONS DIVISION**

**DONNA LINDER**  
**Clerk-Recorder, Registrar of Voters &  
Commissioner of Civil Marriage**

Elections: 1021 "I" Street, Suite 101, Modesto, CA 95354  
Telephone: 209.525.5200  
Facsimile: 209.525.5802

October 11, 2021

Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Dear Oakdale Irrigation District,

Pursuant to California Election Code (EC) § 22000-22002, your district is required to adjust division boundaries after the federal census to ensure *equal population* in each division.

Please provide your new district lines to the Registrar of Voters by February 1, 2022. To facilitate this process, provide this office with both the most recent certified and dated map *as well as the* legal description which defines your district's current boundary lines.

Stanislaus County Registrar of Voters  
Attn: Tech Team  
1021 I Street, Suite 101  
Modesto, CA 95354

If pursuant to California EC § 22000-22002, your boundary lines do not require change, we are still in need of the most recent map and legal description to use as a baseline. Enclosed is a sample district certification for your convenience if you require an example of certifying and dating your map and legal description.

In the event your jurisdiction calls a special election prior to your next regularly scheduled election, please review Election Code.

The California Election Codes 12262 directs districts to forward any and all certified maps and legal descriptions of any and all boundary changes to the Stanislaus County Registrar of Voters immediately prior to an election. We are thanking you in advance for following this protocol.

If you have any questions, please contact Asst. Registrar of Voters Tatjana Mendoza at 525-5201.

## **MAP AND LEGAL DESCRIPTION REQUIREMENTS**

- **Maps:**

- Overall Map – Showing the entire district at-large and individual districts, as accepted. Maps should include major streets, rivers, canals and railroad tracks with names at a sufficient size and scale to be legible.
- District Maps – A separate map for each district of sufficient size and detail to be legible. Maps should include major streets, rivers, canals and railroad tracks with names at a sufficient size and scale to be legible.
- Maps are preferred in color, especially where multiple district areas are represented and are preferred at a size of 24"x36". Smaller maps are acceptable provided that they are clearly marked and of sufficient detail to properly and accurately distinguish district boundaries.

- **Legal Description:**

- A metes and bounds or narrative description of each separate district is required. This establishes clarity in areas where a map may not provide sufficient detail, such as traversing a lot line or other such non-visible line.
- If the legal description uses language that references the external boundary of the district at-large, you must include a current map of the district at-large as an exhibit in your certification package.
- The metes and bounds or narrative description may be prepared by the demographer and is not required to be prepared by a licensed land surveyor.

- Digital copies of the maps and legal descriptions, preferably in PDF format.
- A copy of the district shape files (.shp) should be forwarded from your demographer.



## **CERTIFICATION REQUIREMENTS**

For a map and/or legal description to be properly certified, the Registrar of Voters requires a "wet ink" signature, title and date, located under the certification statement, to be placed on each map and on at least one page of the legal description. The signature should be from an elected district board member - preferably the chair of the board, but it can be the district secretary.

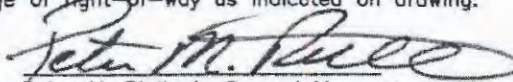
The signature of a licensed engineer or land surveyor is not sufficient. The signature of a district board member or the district secretary is **required** to properly certify any document.

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## **EXAMPLES**

### **MAP CERTIFICATION**

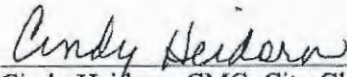
5/6/2013: I certify that this map correctly represents the boundaries of Patterson Irrigation District and approved division boundaries. Please note that division boundaries follow centerline of road, centerline of lateral, or edge of right-of-way as indicated on drawing.



Peter M. Rietkerk, General Manager  
Patterson Irrigation District  
PO Box 685  
Patterson, CA 95363

### **LEGAL DESCRIPTION CERTIFICATION**

Dated 02/22/13: I certify that this is a true description of the boundaries of the City of Ceres on file with the Stanislaus County Recorder.



Cindy Heidorn, CMC, City Clerk  
City of Ceres



# **PUBLIC COMMENTS**

## **BOARD MEETING OF NOVEMBER 2, 2021**



# **CLOSED SESSION ITEMS**

## **BOARD MEETING OF NOVEMBER 2, 2021**