

BOARD OF DIRECTORS
President – Joe Petersen
Vice President – Mark Beck
Secretary – Joe Valente
Treasurer – Hugh Scanlon
Marden Wilber

AGENDA
NORTH SAN JOAQUIN WATER CONSERVATION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, September 24, 2012

Time: 6:00 PM

Meeting Location:

Lodi Library, Room, 201 West Locust St., Lodi, CA

1. Call Regular Meeting to Order/Roll Call

2. 2. Public Comment on Items Not on the Agenda

Interested persons in the audience are welcome to introduce any topic within the District's jurisdiction. The time allowed for each speaker for comments made by the public is limited to 3 minutes. Matters presented under this agenda item may be discussed, but no action can be taken by the Board at this meeting except as follows:

- a. Briefly respond to statements made or questions raised.
- b. Ask a question for clarification.
- c. Provide a reference to staff or other resources for factual information.
- d. Request staff to report back at a subsequent meeting.
- e. A Board member or the Board itself may have the matter placed on a future agenda.

3. Action Items

Any and all of the following agenda items are subject to action being taken by the Board of Directors by motion, resolution, or ordinance. Members of the public may address the Board of Directors concerning any agenda item during the Board's consideration of that item.

a. Presentation by East Bay Municipal Utility District

- 1) Mokelumne River Operations and Water Rights

b. Tracy Lake Project.

- (1) Report of Tracy Lake Project Coordinating Committee.
- (2) Collection of Tracy Lake Improvement District No. 1 Capital Assessment
- (3) Financial Report
- (4) Approve TLID checks

- c. District financial report and related financial matters.
 - 1) Monthly financial report
 - 2) Approve District checks
 - 3) Approve credits to Al Costa's bill from Al Costa for services and bills associated with water he has pumped (PG&E and water rate)

- d. Director and Staff Reports
 - (1) Update on Community Outreach Plan and Town Hall Meetings
 - (2) General Counsel Masuda
 - (3) Consultant Walt Sadler
 - (4) Other

4. Correspondence / Announcements.

6. Report of Action Taken in Closed Session.

7. Motion to Adjourn.

Next Regular Meeting: Monday, October 29, 2012, at 6:00 PM.

Matter Too Late for the Agenda: Action items may be added to the agenda upon determination by a majority vote of the Board that an emergency exists, as defined by state law, or by a 2/3 vote of the Board that (1) there is a need to take immediate action; and (2) that the need for action came to the District's attention after the agenda was posted.

North San Joaquin Water Conservation District

Minutes of the Regular Meeting of the Board of Directors

Monday, August 27, 2012

1. The meeting of the Board of Directors of the North San Joaquin Water Conservation District was called to order by President Joe Petersen in regular session in the Lodi Library Room at 201 W. Locust Street, Lodi, CA on August 27, 2012 at 6:10. Present were directors Joe Petersen (President), Mark Beck (Vice-President), Joe Valente (Secretary), Marden Wilber, Roger Masuda (Legal Counsel), and Walter Sadler (NSJWCD Consultant). Also 11 people from the public were in attendance.

2. Public Comment

John Bischoff from BAR Water Associates spoke that his company would be interested in working with NSJWCD for temporary water sale of one year. Mr. Bischoff explained that May 1st of each year is the cutoff date for any possibility of temporary water transfer sales. Mr. Bischoff will present the NSJWCD Board at the September 24 regular board meeting with further details, if agenda time permits.

There were no further public comments made.

3-A Action Items

Motion approving minutes of July 30, 2012 regular meeting

A motion was made approving the minutes. It was moved by Director Valente and seconded by Director Scanlon that the minutes of the regular meeting of July 30, 2012 be approved as submitted. The vote was 4 ayes-0 nays. Director Beck abstained as he was not present at prior meeting. The President declared the motion carried.

3-B Tracy Lake Project

- (1) Report of Tracy Lake Project Coordinating Committee (PCC)

Walter Sadler reported that the project coordinating committee had met. Mr. Sadler reported that the pipeline at the Tracy Lake Project would be buried below ground instead of installed above ground. The environmental impact would be equal, so there would be no cost savings either way.

No action was taken on this issue.

- (2) Collection of Tracy Lake Improvement District No. 1 Capital Assessment

Roger Masuda, legal counsel, provided a handout to the NSJWCD Board and public. Mr. Masuda went over how the assessment payments will be structured and how the retired warrants will be paid out. Interest payment will be held in a separate fund. A resolution was adopted at a prior NSJWCD regular board meeting in regards to this matter.

No further action was taken on this issue.

(3) Financial Report

Director Scanlon presented invoices from the following:

RBI \$8,399.05

Roger Masuda \$6,588.00

Walter Sadler \$1,173.80

Directors Petersen and Beck had concerns over the invoices. Did the PCC Committee or Franzia have any questions in regards to the invoices?

A motion was made by Director Beck and seconded by Director Petersen to receive and file the financial report. All future invoices should be reviewed by the project coordinating committee and submit a recommendation to NSJWCD Board for approval. The vote was 5 ayes-0 nays. The President declared the motion carried.

(4) Approve Tracy Lakes Irrigation District Checks

No action was taken at this time.

3-C Potential Projects

(1) Rob Hammer—Tretheway

Director Petersen had spoken to Rob Hammer on his proposed project. Mr. Hammer will get quotes and report back to the NSJWCD board at a future date. No further action was taken.

(2) Jim Quashnick

Director Petersen had spoken to Mr. Quashnick. He has no further interest in the project at this time. No action was taken.

3-D Update on District's State Water Rights Permit

Director Petersen reviewed a letter received from the State Water Resources Control Board. The content of the letter was the failure to file report of water diversion and use. Director Petersen felt that the information was provided to the State Water

Resources Control Board that they had requested. Director Petersen will continue to resolve this issue.

No action taken.

3-E Districts Financial Report and Related Financial Matters

(1) Monthly Financial Report

Director Scanlon provided handouts and went over financial matters pertaining to the NSJWCD.

Action was taken under 3-E (2).

(2) Approve Districts Checks

A motion was made by Director Petersen and seconded by Director Beck to approve 8 checks in the amount of \$8,338.75 and to receive and file financial report. The vote was 5 ayes-0 nays. The president declared the motion carried.

(3) Approve credits to Al Costa's Bill from Al Costa for service and bills associated with water he has pumped (PG&E water rate)

Director Petersen reviewed billing from Al Costa and PG& E. A motion was made by Director Petersen and seconded by Director Beck that a balance of \$2,034.83 would be carried and monetary transaction would not take place at this time.

Vote was 5 ayes-0 nays. The President declared the motion carried.

(4) Approve length and cost of domain name registry for NSJWCD website

Approve for 5 years under agenda item 3-E (2)

No further action was taken.

3-F Approve the appointment process that the District will follow to fill the District's 2 Director Position that will be vacant at the end of Director Petersen's term

Mr. Masuda provided the NSJWCD Board with options.

A motion was made by Director Petersen and seconded by Director Beck to post the vacant director position and the filing dead line would be October 15, 2012. The vote was 5 ayes-0 nays. The President declared the motion carried.

3-G Director and Staff Reports

(1) Update on Community Outreach Plan and Town Hall Meeting

Director Petersen reviewed the hand out provided by Walter Sadler. Key components are:

- Purpose of the meetings
- Districts mission and purpose
- 2012 NSJWCD goals
- Current revenue and expenditures
- Existing District facilities
- Present the options that the Board believes are before us and our plan to address them
- Seek input and new ideas from the public on the above

No action was taken.

(2) General Counsel Masuda

No report

(3) Consultant Walter Sadler

Director Scanlon will work with GBA on operation plan extension amendment.

No action taken.

(4) Other

No report.

4 Correspondence/Announcements

Director Scanlon reported he received proof of insurance from Lodi Paving.

No action taken.

The motion to adjourn was made by Director Beck and seconded by Director Wilber. The vote was 5 ayes-0 nays. The meeting was adjourned at 7:35. The next regular meeting will be Monday, September 24, 2012 at 6:00 p.m.

Submitted by Secretary

Joe Valente

NSJWCD

Invoice

Date	Invoice #
9/18/2012	100

Bill To
Al Costa

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Utilities	187.21	187.21
	Invoice 1/3/2010	\$5,144.50	
	Invoice 6/12/2012	\$1397.83	
	Total	\$6542.33	
	Payments made to PG&E		
	Invoice 6/4/2012	\$1,381.56	
	Invoice 7/3/2012	\$1,824.38	
	Invoice 8/2/2012	\$1,706.56	
	Invoice 9/2/2012	\$2,222.04	
	Demand Charges (\$135/mo)	\$ 405.00	
	Total payments	\$7,539.54	
	Total Invoice	\$6,542.33	
	Total Payments	(\$7,539.54)	
	Amount due NSJWCD	\$ 187.21	
		Total	\$187.21

NSJWCD
Comparison of Budget to Actual
For the period ending June 30, 2013

Ordinary Income/Expense	YTD Actual	Percent of Yearly Budget	Budget
Income			
County of S.J. Warrants	\$ 45,000	15.97%	\$ 281,772
Prior Year Water Assessment	64	0.00%	-
Total Income	<u>\$ 45,064</u>	<u>15.99%</u>	<u>\$ 281,772</u>
Expense			
Telephone	\$ 405	42.18%	\$ 960
Rent	900	25.00%	3,600
Internet	120	12.50%	960
Office Expenses	39	2.18%	1,800
Contract Labor	93	0.78%	12,000
Postage & Delivery		0.00%	900
Professional Fees			
Management Consultant	306	1.21%	25,200
Above Reimb Expenses		0.00%	3,600
S.J. Auditors A/P Charges		0.00%	150
SJ County Tax Admin		0.00%	5,500
Accounting	430	23.86%	1,800
Auditor		0.00%	4,500
Legal Fees			
General	24,899	69.16%	36,000
Water Rights Extension	4,881	16.27%	30,000
Dues/Membership			
GBA-\$5000		0.00%	5,000
ACWA	(522)	-12.88%	4,050
Webmaster		0.00%	900
ACWA-JPIA Liab	3,852	105.97%	3,635
ACWA-JPIA Property		0.00%	1,225
SWRCB - Permit fees	150	13.04%	1,150
Storage Unit Rent	275	45.83%	600
F&M Bank Safe Deposit Box	35	70.00%	50
Howard Jarvis TPA		0.00%	12,500
Future Elections		0.00%	20,000
Water Master - Part-Time		0.00%	9,600
Payroll Expenses		0.00%	1,999
Part-Time Employee 1		0.00%	270
Payroll Expenses		0.00%	56
Part-Time Employee 2		0.00%	270
Payroll Expenses		0.00%	56

NSJWCD
Balance Sheet
As of September 18, 2012

	Sep 18, 12
ASSETS	
Current Assets	
Checking/Savings	
F & M Checking	30,155.78
Total Checking/Savings	30,155.78
Other Current Assets	
County of S.J. Fund	66,888.88
Total Other Current Assets	66,888.88
Total Current Assets	97,044.66
TOTAL ASSETS	97,044.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,034.83
Total Accounts Payable	2,034.83
Other Current Liabilities	
Federal Taxes Payable	-485.50
State Tax Payable	-514.94
Total Other Current Liabilities	-1,000.44
Total Current Liabilities	1,034.39
Total Liabilities	1,034.39
Equity	
Opening Balance Equity	18,298.73
Unrestricted Net Assets	77,020.39
Net Income	691.15
Total Equity	96,010.27
TOTAL LIABILITIES & EQUITY	97,044.66

NSJWCD
Statement of Revenue & Expenses
 July 1 through September 18, 2012

	Jul 1 - Sep 18, 12
Ordinary Income/Expense	
Income	
Prior Year Water Assessment	42.80
2007/2008 Water Assessment	21.40
County of S.J. Warrants	45,000.00
Total Income	45,064.20
Expense	
Internet	120.00
Contract Services	93.00
Dues & Subscriptions	150.00
Insurance	
Liability	3,852.00
Workers Comp	-521.84
Total Insurance	3,330.16
Office Supplies	39.27
Professional Services	
Accounting	429.50
Legal	24,899.00
Professional Services - Other	305.53
Total Professional Services	25,634.03
Rent	
Office	900.00
P.O. Box	35.00
Storage	275.00
Total Rent	1,210.00
Repairs & Maintenance	
Pipeline	3,935.94
Total Repairs & Maintenance	3,935.94
Telephone & Internet	404.97
Utilities	
Pump Woodbridge Rd Recharge	
3337 Woodbridge Rd M1003715997	3,851.87
Total Pump Woodbridge Rd Recharge	3,851.87
Pumps North	
1015 Pump Tretheway Rd M5850T0	44.59
Total Pumps North	44.59
Pumps South	
1020 Pump E Hwy 12 M1004517286	142.99
1025 Pump Tretheway M1003663242	322.48
1030 Pump Tretheway M502R02	128.34
1040 PastlrrgBrandt M1006589889	142.99
Total Pumps South	736.80
Total Utilities	4,633.26
Water Rights Fee	4,880.70
Total Expense	44,431.33
Net Ordinary Income	632.87
Other Income/Expense	
Other Income	
Interest Income	58.28
Total Other Income	58.28
Net Other Income	58.28
Net Income	691.15

Register: F & M Checking

From 07/01/2012 through 09/18/2012

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
07/24/2012			-split-	Deposit		X	543.24	28,027.04
07/24/2012	8598	PG & E	-split-		265.15	X		27,761.89
07/24/2012	8599	PG & E	Utilities:Pump Woodbr...		1,824.38	X		25,937.51
07/24/2012	8600	Tolson, Poore' & Za...	Professional Services:...		104.50	X		25,833.01
07/24/2012	8601	Clearwire	Telephone & Internet		151.98	X		25,681.03
07/24/2012	8602	AT & T	Telephone & Internet		119.54	X		25,561.49
07/24/2012	8603	Underground Service...	-split-		243.00	X		25,318.49
07/24/2012	8604	Mel Roush	Rent:Office	August	300.00	X		25,018.49
07/24/2012	8605	Hwy 88 Self Storage	Rent:Storage		275.00	X		24,743.49
07/24/2012	8606	Walter E. Sadler	Professional Services		305.53	X		24,437.96
07/24/2012	8607	Griffith & Masuda	Professional Services:L...	May/June Lega...	3,672.00	X		20,765.96
07/24/2012	8608	Herum Crabtree	Water Rights Fee		2,805.00	X		17,960.96
07/24/2012	8609	Howard Jarvis for Ta...	Professional Services:L...		12,500.00	X		5,460.96
08/09/2012	4		County of S.J. Warrants			X	45,000.00	50,460.96
08/23/2012	8610	PG & E	Utilities:Pump Woodbr...		1,706.56	X		48,754.40
08/23/2012	8611	PG & E	-split-		278.93	X		48,475.47
08/23/2012	8612	Hugh Scanlon	Office Supplies		39.27	X		48,436.20
08/23/2012	8613	Tolson, Poore' & Za...	Professional Services:...		225.00	X		48,211.20
08/23/2012	8614	Mel Roush	Rent:Office	September	300.00	X		47,911.20
08/31/2012	auto		Rent:P.O. Box		35.00	X		47,876.20
09/01/2012	8616	Griffith & Masuda	Professional Services:L...	July Legal serv...	3,618.00	X		44,258.20
09/01/2012	8617	Herum Crabtree	Water Rights Fee		2,075.70	X		42,182.50
09/01/2012	8618	Domain Registry of ...	Internet		120.00	X		42,062.50
09/18/2012			-split-	Deposit			47.08	42,109.58
09/18/2012	8615	Tolson, Poore' & Za...	Professional Services:...	August acctg se...	100.00			42,009.58
09/18/2012	8619	PG & E	Utilities:Pump Woodbr...		2,222.04			39,787.54
09/18/2012	8620	PG & E	-split-		237.31			39,550.23
09/18/2012	8621	Clearwire	Telephone & Internet		75.89			39,474.34
09/18/2012	8622	AT & T	Telephone & Internet		57.56			39,416.78
09/18/2012	8623	ACWA-JPIA	Insurance:Liability		3,852.00			35,564.78
09/18/2012	8624	Griffith & Masuda	Professional Services:L...	August Legal s...	2,133.00			33,431.78
09/18/2012	8625	Griffith & Masuda	Professional Services:L...	inv. #2036;205...	2,976.00			30,455.78
09/18/2012	8626	Mel Roush	Rent:Office	September	300.00			30,155.78

Tracy Lake Improvement District No. 1

Balance Sheet

As of September 18, 2012

	<u>Sep 18, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	138,963.64
Money Market Acct	150,136.51
Total Checking/Savings	<u>289,100.15</u>
Total Current Assets	<u>289,100.15</u>
TOTAL ASSETS	<u>289,100.15</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	312,889.63
Net Income	-23,789.48
Total Equity	<u>289,100.15</u>
TOTAL LIABILITIES & EQUITY	<u>289,100.15</u>

Tracy Lake Improvement District No. 1
Statement of Revenue & Expenses
July 1 through September 18, 2012

	<u>Jul 1 - Sep 18, 12</u>
Ordinary Income/Expense	
Expense	
Consultant	2,094.28
Engineering Fees	15,158.20
Legal Fees	6,588.00
Total Expense	<u>23,840.48</u>
Net Ordinary Income	-23,840.48
Other Income/Expense	
Other Income	
Interest Income	51.00
Total Other Income	<u>51.00</u>
Net Other Income	51.00
Net Income	<u><u>-23,789.48</u></u>

Tracy Lake Improvement District No. 1

9/19/2012 9:53 AM

Register: Checking

From 07/01/2012 through 09/18/2012

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
07/24/2012	15	Griffith & Masuda	Legal Fees		6,588.00	X		156,216.12
07/24/2012	16	Walter E. Sadler	Consultant		1,173.80	X		155,042.32
07/24/2012	17	Robertson-Bryan, Inc.	-split-		8,399.05	X		146,643.27
09/18/2012	18	Walter E. Sadler	Consultant		920.48			145,722.79
09/18/2012	19	Robertson-Bryan, Inc.	Engineering Fees	invoice #10057...	1,902.17			143,820.62
09/18/2012	20	Robertson-Bryan, Inc.	Engineering Fees	invoice #10001...	2,622.16			141,198.46
09/18/2012	21	Robertson-Bryan, Inc.	Engineering Fees	invoice #10405...	707.32			140,491.14
09/18/2012	22	Robertson-Bryan, Inc.	Engineering Fees	invoice #10405...	1,527.50			138,963.64

NOTICE OF VACANCY

Interested persons are hereby notified that there will be a vacancy as of December 7, 2012, on the

**NORTH SAN JOAQUIN
WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
FOR THE 4-YEAR TERM OF
DIRECTOR DIVISION 2**

The Board of Directors will nominate the successful applicant to the San Joaquin County Board of Supervisors for appointment. The seat will go to election in 2016 for a new four-year term.

All interested and qualified persons must submit a letter of interest and a resume with particular emphasis on the applicant's knowledge of special districts to the North San Joaquin Water Conservation District, P. O. Box E, Victor, CA 95253. All applicants must be a resident living within Division 2. A map showing the District's director divisions is posted on the District's website at www.nsjgroundwater.org.

All letters of interest and resumes must be submitted on or before October 15, 2012. It is anticipated that all applicants will be interviewed in public by the Board of Directors at its October 29, 2012 regular meeting. Any Applicant who is unable to attend the meeting should indicate so in his or her letter of interest.

Any questions should be directed to Board President Joe Petersen at 209-368-8010 or to Board Secretary Joe Valente at 209-334-4999.

Woodbridge Irrigation District
invites you to attend :

California's Assembly Bill 1234
Ethics Training

Instructed by: Jesse Barton with Gallery & Barton

Date: Wednesday, November 14, 2012

Time: 10:00 am

Location: WID Office
18750 N. Lower Sacramento Rd.
Woodbridge, CA 95258

RSVP's must be received by October 29th, 2012.

Call Woodbridge Irrigation District's office at
(209) 625-8438 to reserve your seat or send an e-mail to:
widlfalcon@yahoo.com – please indicate the total number of
attendees, your contact information and billing address.

**** The cost of the training will be divided among the total number of
attendees. Each District is responsible to pay for each reserved
seat whether or not you attend.****

A light lunch will be provided.

(See the attached document for an outline of the training that will be covered.)

Assembly Bill 1234 – Ethics Training
Course Outline

Four Major Topic Areas

1. Laws relating to personal financial gain by public servants
2. Laws relating to claiming “perks” of public office
3. Governmental transparency laws
4. Laws relating to fair processes

Three Main Principles that summarize all four major topic areas

- (a) No personal financial gain from your office
- (b) No personal advantages from your office
- (c) Transparent and fair discharge of duties

1. Laws relating to personal financial gain by public servants

- a. Laws prohibiting Bribery
- b. Conflicts of Interest under the Political Reform Act
 - i. Eight Step Process
- c. Contractual Conflicts (Section 1090)
- d. Campaign Contributions
- e. Conflicts after leaving Office
- f. Common Law Conflicts

2. Laws relating to claiming “perks” of public office

- a. Gift Restrictions
- b. Honoraria
- c. Misuse of Public Funds
- d. Gifts of Public Funds
- e. Mass Mailing Restrictions
- f. Travel Restrictions
- g. Personal Loan Restrictions

3. Government Transparency Laws

- a. Form 700
- b. Brown Act
 - i. Application
 - ii. Notice and Agenda
 - iii. Public Comment
 - iv. Closed Sessions
- c. Public Records Act
 - i. “writing”
 - ii. Timeline
 - iii. Costs

4. Laws relating to Fair Process

- a. Common Law Bias Prohibitions and Due Process Requirements
- b. Doctrine of Incompatible Offices
- c. Competitive Bidding Requirements
- d. Anti-Nepotism