

STAFF

Steve Schwabauer, General Manager
Jennifer Spaletta - General Counsel
Roger Masuda - Special Counsel
Shasta Burns - Deputy Secretary
Daniel de Graaf - District Engineer
Robert Granberg – Grants Administrator

BOARD OF DIRECTORS

President - Joe Valente
Vice President – Jason Colombini
Secretary – Brady Colburn
Treasurer - Charles Starr II
Director – David Simpson

**NORTH SAN JOAQUIN WATER CONSERVATION DISTRICT
NOTICE OF MEETING AND PUBLIC HEARING AND AGENDA FOR
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Monday, February 23, 2026
2:00 p.m.
Lodi Grape Festival Grounds- Barrel Room
413 E. Lockeford St, Lodi CA 95240**

The agenda and all noted documentation may be viewed and downloaded at www.nsjgroundwater.org . Requests to receive the agenda and documentation by e-mail may be submitted in writing to the Secretary of the Board. The NSJWCD printed agendas are posted at the District’s location of business at: 498 E. Kettleman Lane, Lodi. The District’s mailing address is: PO Box 334, Victor CA 95253.

NOTICE: Members of the public may address the Board of Directors concerning any agenda item during the Board’s consideration of that item. The public may address non-agenda items at the end of the regular meeting. No action will be taken on those items; however, the Board may agendaize items for future consideration.

- 1. Call to Order - Roll Call - Acceptance of Agenda**
- 2. Correspondence/Announcements**
- 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.

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.

A. CONSENT CALENDAR

- 1. Approval of the Minutes for the Regular Scheduled Board Meeting on January 26, 2026 and Special Meeting minutes on February 20, 2026 (*attachment 1*). Pages 5-10

B. FINANCIAL/ADMINISTRATIVE

- 1. Receive and Approve February, 2026 NSJWCD Monthly Treasurer’s Report and Summary of Accounts and Transfers (*attachment 2*) pages 11-12
- 2. Approve Payment of Bills (*attachment 3*) pages 13-14
- 3. Receive Update on three-month cash flow projection (*attachment 4*) p 15

4. Board Update on 2023 Audit
5. Approve Water Bills for 2025 Irrigation (attachment 5) pages 16-18
6. Approve Payment amount for 2025 Woodbridge Irrigation District Water Purchase (attachment 6) pages 19-21
7. Authorize Purchase of District Logo Trucker Hats (attachment 7) p 22-23
8. Update on Quotes for Tractor/Mower (attachment 8) page 24
9. Authorize General Manager to increase not to exceed salary for part time Ditch Tender to \$25,000 per year. (attachment 9) page 25
10. Receive Report on SWEEP Block Grant Awards (attachment 10) page 26

C. CONTRACTS

1. Approve Amendment to Zanjero Scope of Work to add \$20,000 for additional basin pumping work. (attachment 11) page 27
2. Approve Contract with Arnaudo Construction to install additional North System Main Pipe Segment necessary for landowners to hook up to North System for Irrigation (attachment 12) pages 28-29

CI. SYSTEM AND PROJECTS

1. Engineer's Report and Operations Plan
2. North System
 - i. NS Phase 2 update
 - ii. Improvement District No. 4 Petition for Formation Update
 - iii. North Pump Repairs Update
3. South System
4. Cal-Fed/Woodbridge
5. Tracy Lake ID
 - i. Pump Repair Update

CII. Grant Activity

CIII. Receive Master Plan Update and Provide Direction to Staff

1. Receive Strategic Plan Update (attachment 13) pages 30-32
2. Provide Staff Input on Water Forum Presentation

CIV. Groundwater Charge

CV. Sustainable Groundwater Management Act/ GWA Activity

CVI. MICUP/SJC Mokelumne River Application

CVII. Bay Delta /Healthy Rivers and Landscapes

CVIII. Landowner communications

4. Director and Staff Reports

- A. Directors Reports
- B. Committee Reports
- C. Other

5. Public Comment on Items Not on the Agenda

Interested persons in the audience are welcome to introduce any topic within the jurisdiction of the NSJWCD Board. 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:

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

6. Closed Session – 4 items

Closed Session pursuant to Section 54956.9(a) Existing Litigation
CONFERENCE WITH LEGAL COUNSEL – *California Sportfishing Protection Alliance v. Eastern San Joaquin Groundwater Authority, et al., Stanislaus County Superior Court, Case No. CV-20-001720*

Closed Session pursuant to Section 54956.9(a) Existing Proceeding
CONFERENCE WITH LEGAL COUNSEL – *SWRCB Pending Application A029835*

Closed Session pursuant to Section 54956.9(a) Anticipated Litigation – two cases Bay Delta/Flow Proceeding, and one case where facts shall not be disclosed because they are unknown to potential litigants

Closed Session pursuant to Government Code Section 54956.8 Real Property Negotiations– a) North System Easements and Leases – Negotiators are General Counsel Jennifer Spaletta and General Manager Steve Schwabauer for the District and for the landowners, Thomas and Jean Powell, Lodi CA APN 017-250-07, James Patrick and Sandra Marie Hale Trust, 01725008, Karen Somers 01725016 b) South System Recharge Locations Negotiators are Drew Rotner on behalf of Locust Tree LLC APN 051-13-056; and Maria Doi APN 06307022

Return to Open Session

All reportable actions taken in closed session will be announced in open session following the closed session and will be duly noted in the official minutes of the meeting.

7. Motion to Adjourn

Next Regular Meeting March 30, 2026 from 2:00 PM- 4:00 PM

Lodi Grape Festival Grounds- Barrel Room

413 E. Lockeford St, Lodi CA 95240

Action may be taken on any item

Agendas and Minutes may also be found at [http:// www.NSJGroundwater.org](http://www.NSJGroundwater.org)

Note: If you need disability-related modification or accommodation in order to participate in this meeting, please contact North San Joaquin Water Conservation District Staff at (209) 712-1693 at least 48 hours prior to the start of the meeting

President Joe Valente - Area 3
Vice President Jason Colombini - Area 2
Director David Simpson – Area 1
Treasurer Charles Starr – Area 4
Secretary Brady Colburn – Area 5

General Counsel Jennifer Spaletta
Special Counsel Roger Masuda - Absent
Daniel deGraaf – District Engineer
Deputy Secretary – Shasta Burns
General Manager – Steve Schwabauer

**NORTH SAN JOAQUIN WATER CONSERVATION DISTRICT
REGULAR MEETING AND CONCURRENT SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

Lodi Grape Festival Grounds – Barrel Room
413 E. Lockeford Street, Lodi, CA

Monday, January 26, 2026

REGULAR MEETING

- 1. Call to Order - Roll Call - Acceptance of Agenda** - The meeting was called to order by President Valente at 2:03 p.m. A motion for the acceptance of the Agenda of January 26, 2026 made by Director Simpson, second by Treasurer Starr. Motion passed 5/0/0.

- 2. Correspondence/Announcements** – EBMUD will open South Shore Camanche only. Camanche opens May 1 – October 1, 2026. Inspections begin next week to start banding. All details are at EMBUD.com/Camanche. Acting Public Works Director and Deputy Public Works Director Alex Chetley were in attendance.

- 3. Action Items** Note: Votes recorded as: For/Against/Abstention (name)
 - A. CONSENT CALENDAR**

Approval of the Minutes of the Regular Scheduled Board meeting on December 15, 2025. A motion to approve the meeting of the Regular Scheduled Board Meeting on December 15, 2025, made by Vice President Colombini, second by Treasurer Starr. Motion passed 5/0/0.
 - B. FINANCIAL MATTERS**
 1. Receive and approve January 2026 NSJWCD Monthly Treasurer’s Report and Summary of Accounts and Transfers presented to the board. New Accountant, Lyndsay George prepared financial statements for Board action. A motion to approve January 2026 NSJWCD Monthly Treasurer’s report with the exception of the ID#3 deposit and an additional warrant transfer of \$200,000 from the General Fund and \$50,000 from the Groundwater Fund, made by Vice President Colombini, second by Director Simpson. Motion passed 5/0/0.
 2. Approve Payment of Bills. A motion to approve payment of bills listed in the

Board meeting packet, made by Vice President Colombini, second by Secretary Colburn. Motion passed 5/0/0.

3. Receive Update on three-month cash flow projection- Cash Flow Statement handout and the meeting prepared by Susan Bjork. Presented in the board meeting packet.

C. CONTRACTS

1. Ratify General Manager's waiver of vehicle and commercial general liability insurance for Contract for Accounting Services with Lyndsay George. A motion to ratify and approve updated Contract for Accounting Services with Lyndsay George made by Vice President Colombini, second by Director Simpson. Motion passed 5/0/0
2. Authorize General Manager to execute revised FloodMAR lease with Al Costa. A motion to authorize General Manager to execute revised FloodMAR lease with Al Costa made by Director Simpson, second by Treasurer Starr. Motion passed

D. System and Projects

1. Engineer's Report and Operations Plan. General Manager Schwabauer reviewed operations. District Engineer deGraaf gave an overview of where the district stands on each project.
 2. North System – Repairs have been made on the North System Pump since January 17, 2026 and still continuing to operate at this time.
 - i. NS Phase 2 update – Meeting was held last week with Arnaudo and discussed concepts on plan.
 - ii. Improvement District No. 4 Petition for Formation Update – General Counsel and General Manager reviewed Petition for Formation to explain where the District is with the formation of Irrigation District No. 4 and information/direction to talk with landowners who are potentially interested in formation. A draft has been reviewed and in the board meeting packet and use the existing infrastructure with an estimate of about 600 acres.
 3. South System – Construction of the Tecklenburg Recharge Basin is nearing completion. Once the berms are completed the remaining pipeline and valves will be installed, followed by the automation equipment.
 4. Cal-Fed Woodbridge – No current activity to report.
 5. Tracy lake ID- Staff is working with the landowners and a pump company to replace the pump impeller. Arnaudo construction is working to install a stilling well and conduit to install the lake level sensor.
- E. Grant Activity – Update in the board meeting packet and available upon request.
- F. Receive Master Plan Update and Provide Direction to Staff – Update from Engineer Daniel deGraaf. All projects and proposed projects reviewed. Reviews are being made with district consultant, Consero. Discussion only. A draft to the public will

be presented and a public workshop will be held. Once comments are received by the public and final draft will be presented at the District Town Hall. Small group meetings will be held before the Town Hall Meeting and Water Forum meeting on April 1, 2026.

- G. Groundwater Charge- Demand management purposes for higher users and would like to present an informational item on how groundwater use using evapotranspiration and education process and feedback will be welcomed.
- H. Sustainable Groundwater Management Act/GWA Activity- GWA activity- Meeting was held today and demand management processes and operations of Groundwater Authority.
- I. SJC Mokelumne River Application Update – Second Draft of EIR is circulating now.
- J. Consider Funding MICUP Activities for 2026- General Counsel reviewed MICUP Activities and reviewed contributions needed. NSJWCD share of the \$100,000 would be \$40,000, assuming the City and SEWD approve cost contribution. Staff also recommends that the Board direct staff and counsel to negotiate a longer-term cost share agreement for MICUP with the County and other Participating Agencies as stated in Counsels staff report in the board meeting packet. A motion to approve expenditure up to \$100,000 only to move Draft Environmental Impact Review (EIR) forward to completion, subject to direct contracting between North San Joaquin and each consultant and work to be completed by April 2026 and to be approved by General counsel and General Manager made by Vice President Colombini, second by Director Simpson. Motion passed 5/0/0
- K. Bay Delta Flow Program Update/Voluntary Agreements – General Counsel announces workshop this Wednesday and Thursday and plans on reviewing draft document and prepare comments that are due February 2, 2026
- L. Landowner Communications – Water Forum will be held on April 1, 2026 with Lodi Grape Growers Association.
- M. Board Planning Calendar – 2026 meeting calendar is set.

4. Director and Staff Reports

A. Director's Report –President Valente reported on Brown Act Certification of Completion.

B. Committee Reports – No reports at this time.

C. Other – No reports at this time.

5. Public Comment – No public comments at this time.

6. Closed Session – The Board entered closed session at 3:10 pm, and came out of closed session. **Return to Open Session** – President Valente returned the meeting to open session and announced there was no reportable action listed in Agenda Action Item 4 J.

7. **Adjournment** - Motion to adjourn the NSJWCD Regular Meeting on January 26, 2026 made by Vice President Colombini, second by Director Simpson. Motion passed 5/0/0. Meeting adjourned at 4:05 p.m.

The next regular scheduled Board Meeting February 23, 2026, from 2:00 p.m. - 4:00 p.m.

The above minutes of the North San Joaquin Water Conservation District Board of Directors Meeting of January 26, 2026.

Respectfully submitted:
Board Clerk- Shasta Burns

NORTH SAN JOAQUIN WATER CONSERVATION DISTRICT
REGULAR MEETING AND CONCURRENT SPECIAL MEETING
OF THE BOARD OF DIRECTORS

Lodi Grape Festival Grounds – Barrel Room
413 E. Lockeford Street, Lodi, CA

Friday, February 20, 2026

SPECIAL MEETING

- 1. Call to Order - Roll Call - Acceptance of Agenda** - The meeting was called to order by President Valente at 8:00 a.m. A motion for the acceptance of the Agenda of February 20, 2026 made by Director Colburn, second by Treasurer Starr. Motion passed unanimously 5/0/0.

President Joe Valente - Area 3
Vice President Jason Colombini - Area 2
Secretary David Simpson – Area 1
Treasurer Charles Starr – Area 4
Director Brady Colburn – Area 5

General Counsel Jennifer Spaletta
Special Counsel Roger Masuda - Absent
Daniel deGraaf – District Engineer
Deputy Secretary – Shasta Burns
General Manager – Steve Schwabauer

- 2. Closed Session - Closed Session – 1 item**

Closed Session pursuant to Government Code Section 5495638 Real Property Negotiations- a) North System Easements and Leases- Negotiators are General Counsel Jennifer Spaletta and General Manager Steve Schwabauer for the District and for the landowners, b) South System Recharge Locations Negotiators and Drew Rotner on behalf of Locust Tree LLC APN 051-13-056

Return to Open Session- The Board returned to Open Session at 8:55 am. There was no reportable action.

- 3. Public Comment on Items Not on the Agenda** – No public comments at this time.

- 4. Discussion Items**

1. Meeting with District Consultant, Consero Solutions regarding 10-Year Master Facilities Plan (Master Plan) at 9:00 am via Zoom- small group meeting number 1- Informational item workshop only. No action taken

2. Meeting with District Consultant, Consero Solutions regarding 10-Year Master Facilities Plan (Master Plan) at 12:00 pm in person- small group meeting number 2- Informational item workshop only. No action taken

5. Adjournment - A Motion to adjourn the NSJWCD Special Meeting on February 20, 2026 made by Treasurer Starr, second by President Valente. Motion passed 4/0/0. Meeting adjourned at 12:00 p.m. (at this portion of the meeting, directors adjourned and Director Simpson, Secretary Colburn, and Vice President Colombini left the meeting. There was no quorum were present for Brown Act purposes- small landowner discussion only)

The next regular scheduled Board Meeting February 23, 2026, from 2:00 p.m. - 4:00 p.m.

The above minutes of the North San Joaquin Water Conservation District Board of Directors Meeting of February 20, 2026.

Respectfully submitted:

Board Clerk- Shasta Burns

**North San Joaquin Water Conservation District
Treasurer's Report
February 2026 - Monthly Summary of Accounts
As of February 20, 2026**

The chart below is a summary of account information including account balances and transactions since the last scheduled Board meeting (January 2026). The attached reports are prepared by LG A&A Services for the month of February 2026. Additional attachments that follow include accounts payable, recommendations for bill payments and transfers as noted herein.

NSJWCD Accounts Summary - January 20, 2026	Beg Balance as of 01/20/2026 with approved transfers	Checks after last meeting	ACH/Autopays made after last meeting	Transfer after meeting	Revenue Received after last meeting	Current Balance February 20, 2026	Proposed bills to be paid today	Proposed transfer	Ending balance February 20, 2026
F&M Checking - New	71,253.64		(75,345.26)	40,000.00	18,843.63	54,752.01	(211,862.55)	212,639.80	55,529.26
F&M Checking - Old	72,669.80	-	(30.00)	(40,000.00)		32,639.80		(32,639.80)	-
F&M ID #3	202,006.39				31,649.74	233,656.13			233,656.13
F&M Tracy Lake O&M	27,811.38		(137.54)			27,673.84			27,673.84
County GW Fund	1,964,817.34				12,486.00	1,977,303.34		(180,000.00)	1,797,303.34
County Account Fund (GF)	58,597.22				2,342.21	60,939.43			60,939.43
Total	\$ 2,397,155.77	\$ -	\$ (75,512.80)	\$ -	\$ 65,321.58	\$ 2,386,964.55	\$ (211,862.55)	\$ -	\$ 2,175,102.00

Payments After Last Meeting		Revenue Received After Last Meeting		Proposed Bills To Be Paid Today	
				Classes	
ADP	250.85	Checking Interest	0.33	General Expenses	(31,674.10)
Amazon	38.56	EBMUD #16	18,843.30	Ground Water	(57,525.21) Proposed Transfer
Bon Appetit	31.73			Operations Fund	(117,922.74) Proposed Transfer
Cheap Fast	179.66	ID #3 Assessments	31,386.50	NS Pump Station	(4,360.50)
Chevron	22.59	ID #3 Interest	263.24	SS Phase 4	(380.00)
Dropbox	131.87				
F&M	112.24	Interest - GW	12,486.00		
J. Milano	1,372.28				
Kludt Oil	142.84	Interest - GF	1,611.00		
McAfee	64.99	Property Taxes - GF	731.21		
Microsoft	23.00				
Onstar	34.99				
Payroll	25,486.26				
PG&E	44,994.51				
Quickquack	24.99				
State Comp	1,071.33				
Target	76.87				
The Home Depot	68.61				
USPS	156.00				
Wilbur Ellis	615.00				
Young's	412.11				
Zoom	33.98				
F&M	30.00				
PG&E	137.54				
Total	75,512.80	Total	65,321.58	Total	(211,862.55)

1. SEE ATTACHMENT 1 - ACCOUNTS PAYABLE REPORT.

2. CURRENT PAYMENT RECOMMENDATIONS - SEE TABLE BELOW:

Butterfield & Co.	\$ 3,263.50	January Invoice
Consero Solutions	6,070.00	January Invoice
de Graaf Engineering, Inc.	25,712.93	January Invoice
Granberg & Associates	570.00	January Services
HydroFocus, Inc	16,157.96	December Invoice
Kludt Oil	269.21	January Invoice
Lyndsay George	7,357.70	January & 1/2 Feb Invoice
Richard Rodriguez Farms	2,981.25	Work Petersen/Teck Recharge
Shasta Burns	4,357.43	January Invoice
Spaletta Law PC	1,162.50	February Rent
Stoel Rives, LLP	30,554.00	January Invoice
Woodbridge Irrigation District	112,911.07	Ag/GW Recharge Water
Zanjero, Inc.	495.00	ET Analysis
Total Payments Proposed	<u>\$211,862.55</u>	

3. REMAINING ACCOUNTS PAYABLE – \$25,483.09

- a. \$ 30,000.00 - Retention due to Arnaudo Construction, Inc.
- b. (\$ 4,516.91) – ABS Direct Inc. Duplicate payment. Credit on account.

4. WARRANTS PAYABLE

- a. \$399,988.17 – F&M Bank

5. ACCOUNTS RECEIVABLE – \$113,565.46

- a. \$ 34,304.25 – San Joaquin County – SGMA Grant
- b. \$ 29,999.94 – State of California – FDRE Grant
- c. \$ 32,469.48 – DWR – IRWM Grant
- d. \$ 16,791.79 – DWR – VA Grant – Retention Payments #1-6

6. OTHER RECEIVABLES - \$39,550.00 – Refund due from F&M Bank.

North San Joaquin Water Conservation District
Vendor Balance Summary
All Transactions

	<u>Feb 22, 26</u>
ABS Direct Inc	-4,516.91
Arnaudo Construction, Inc.	30,000.00
Butterfield & Co.	3,263.50
Consero Solutions	6,070.00
de Graaf Engineering, Inc.	25,712.93
Granberg & Associates	570.00
HydroFocus, Inc	16,157.96
Kludt Oil	269.21
Lyndsay George	7,357.70
Richard Rodriguez Farms	2,981.25
Shasta Burns	4,357.43
Spaletta Law PC	1,162.50
Stoel Rives, LLP	30,554.00
Woodbridge Irrigation District	112,911.07
Zanjero, Inc.	495.00
TOTAL	<u>237,345.64</u>

North San Joaquin Water Conservation District Unpaid Bills by Vendor

Accrual Basis

All Transactions

Ty...	Date	Num	Source Name	Memo	Account	Class	Open Balance
Arnaudo Construction, Inc.							
Bill	09/30/2024	RET NS 1B APP #7	Arnaudo Construction, Inc.	NS Phase 1b - (Retainage \$15,363.46)	6115.5 · Pipeline	Capital Outlay:North System Phase 1B	10,000.00
Bill	06/30/2025	RET NS 1C App #1	Arnaudo Construction, Inc.	Pipeline	6115.6 · Pump Station	Capital Outlay:North System Phase 1C	20,000.00
Total Arnaudo Construction, Inc.							30,000.00
Butterfield & Co.							
Bill	01/30/2026	107999	Butterfield & Co.	Accounting	6180.1 · Accounting	-G&A	3,263.50
Total Butterfield & Co.							3,263.50
Consero Solutions							
Bill	01/31/2026	2202	Consero Solutions	Management, Research & Outreach	6180.3 · Consulting	-G&A	6,070.00
Total Consero Solutions							6,070.00
de Graaf Engineering, Inc.							
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	General - Prep and attend Board Meeting	6180.4 · Engineering Expense	-G&A	480.93
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	Water Rights	6180.4 · Engineering Expense	-Groundwater Management	4,408.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	Infrastructure Master Plan and CIP	6180.4 · Engineering Expense	-Groundwater Management	11,590.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	NS Operations	6180.4 · Engineering Expense	.Operations Fund:North System O&M	2,717.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	SS Operations	6180.4 · Engineering Expense	.Operations Fund:South System O&M	2,147.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	Dream Project	6180.4 · Engineering Expense	-Groundwater Management	342.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	South System Phase 4	6180.4 · Engineering Expense	Capital Outlay:South System Phase 4	380.00
Bill	02/12/2026	1329	de Graaf Engineering, Inc.	NS Pump	6180.4 · Engineering Expense	Capital Outlay:North System Pump Station	3,648.00
Total de Graaf Engineering, Inc.							25,712.93
Granberg & Associates							
Bill	02/04/2026	42	Granberg & Associates	Attend Board Meeting	6180.7 · Project Management	-G&A	142.50
Bill	02/04/2026	42	Granberg & Associates	Grant Admin	6180.7 · Project Management	Capital Outlay:North System Pump Station	142.50
Bill	02/04/2026	42	Granberg & Associates	SGMA Grant Admin	6180.7 · Project Management	-Groundwater Management	285.00
Total Granberg & Associates							570.00
HydroFocus, Inc							
Bill	01/29/2026	5658-40	HydroFocus, Inc	Billing Period December 2025	6180.5 · Hydrologist	-Groundwater Management	16,157.96
Total HydroFocus, Inc							16,157.96
Kludt Oil							
Bill	01/27/2026	338057	Kludt Oil	Klondike Food Grade AW32	6205 · Repairs & Maintenance	.Operations Fund:South System O&M	73.84
Bill	01/27/2026	338057	Kludt Oil	Klondike Food Grade AW32	6205 · Repairs & Maintenance	.Operations Fund:Woodbridge/Cal-Fed O...	73.83
Total Kludt Oil							147.67
Lyndsay George							
Bill	02/15/2026	1042	Lyndsay George	Billing Period 01.01.26-02.15.26	6180.1 · Accounting	-G&A	7,357.70
Total Lyndsay George							7,357.70
Richard Rodriguez Farms							
Bill	02/17/2026	2016	Richard Rodriguez Farms	Petersen Recharge	6205 · Repairs & Maintenance	-Groundwater Management	2,681.25
Bill	02/17/2026	2015	Richard Rodriguez Farms	Teck Recharge	6205 · Repairs & Maintenance	-Groundwater Management	300.00
Total Richard Rodriguez Farms							2,981.25
Shasta Burns							
Bill	02/17/2026	235	Shasta Burns	February Invoice	6180.8 · Board Clerk	-G&A	3,937.50
Bill	02/17/2026	235	Shasta Burns	February Mileage	6228 · Travel	-G&A	419.93
Total Shasta Burns							4,357.43
Spaletta Law PC							
Bill	02/01/2026		Spaletta Law PC	Rent	6142 · Lease Expense	-G&A	1,162.50
Total Spaletta Law PC							1,162.50
Stoel Rives, LLP							
Bill	02/17/2026	8110622	Stoel Rives, LLP	CSPA ESJ GSP Writ	6180.6 · Legal	-Groundwater Management	784.00
Bill	02/17/2026	8110623	Stoel Rives, LLP	Mokelumne River Water Rights	6180.6 · Legal	-G&A	3,822.00
Bill	02/17/2026	8110626	Stoel Rives, LLP	MICUP Project	6180.6 · Legal	-Groundwater Management	12,250.00
Bill	02/17/2026	8110627	Stoel Rives, LLP	General	6180.6 · Legal	-G&A	4,896.00
Bill	02/17/2026	8110624	Stoel Rives, LLP	North Systems Projects	6180.6 · Legal	Capital Outlay:North System Pump Station	570.00
Bill	02/17/2026	8110625	Stoel Rives, LLP	Groundwater Management	6180.6 · Legal	-Groundwater Management	8,232.00
Total Stoel Rives, LLP							30,554.00
Woodbridge Irrigation District							
Bill	01/29/2026	2540	Woodbridge Irrigation District	Water Purchase - Ag	6235.3 · Water	.Operations Fund:South System O&M	6,520.07
Bill	01/29/2026	2540	Woodbridge Irrigation District	Water Purchase - Groundwater Recharge	6134 · Groundwater Recharge	.Operations Fund:Recharge Project O&M	106,391.00
Total Woodbridge Irrigation District							112,911.07
Zanjero, Inc.							
Bill	02/04/2026	7800	Zanjero, Inc.	ET Analysis	6180.3 · Consulting	-Groundwater Management	495.00
Total Zanjero, Inc.							495.00
TOTAL							241,741.01

North San Joaquin Water Conservation District
Three Month Cash Statement

For period: March 2026 through May 2026

Balances	March	April	May
Beginning cash balances	\$1,913,772	\$1,710,480	\$2,940,280
Projected revenues	\$10,848	\$1,439,801	\$220,408
Projected expenditures	\$214,140	\$210,000	\$273,517
Projected ending cash balances	\$1,710,480	\$2,940,280	\$2,887,172

Cash projection is sufficient to meet 3 month projected expenditures.

From: Steve Schwabauer, General Manager

ACTION: Approve 2025 Surface Water Bills

DISCUSSION:

The District did not receive surface water under its Permit 10477 in 2025. However, the District was able to purchase surface water from WID. Therefore, the District amended its surface water rates by Resolution on June 30, 2025 to address the added costs of the purchased surface water.

Resolution 2025-04 set the surface water rates as follows:

Tracy Lake rate at \$3.10 per AF

South System in ID3 \$40.00 per AF off of the pipeline or east ditch

South System in ID3A \$40.00 per af ID3 charge plus \$60.00 per AF for pump out of Pixley Slough with District facilities

South System or North System not in an ID: \$80.00 per AF

North System once ID4 if created: \$30.00 per AF

Purchased Water Surcharge: \$36.57 plus the applicable ID3 and ID3a costs. For example, a purchaser on ID3a would pay: \$36.57 + \$60 + \$40 per AF= \$134.57

Total Irrigation deliveries for 2025 are set forth in the table below:

		TOTAL IRRIGATION (AF)
Caffese	Kautz 13	
126.42	51.86	178.29

Given the additional cost only two irrigators took water from the District in 2025, Kautz Farms and Caffese Farming. Both irrigators took water on ID3a so the attached invoices are based on the ID3a rate plus the ID3 rate plus the WID Purchase Surcharge totaling \$134.57. The District will need to reimburse Kautz for its power costs as the ID3a pump they took water on as that pump is on a Kautz meter. This artifact is the result of difficulties getting new PG&E service at the location.

FISCAL IMPACT: Revenue to district based on rates set and water delivered for irrigation to offset cost of operations.

North San Joaquin Water Conservation District
ID#3 & ID3A and WID Surcharge 2025 Irrigation Season
P.O. Box 334
Victor, CA 95253

INVOICE

Date: February 19, 2026

To:

Bob Caffese
 6464 East Live Oak
 Lodi, Ca 95240

Improvement District No ID3		SOUTH WATER USERS IMPROVEMENT DISTRICT - PIXLEY LATERAL		
Date		Acre Feet	Price Per Acre	Amount
2025 Season ID3	Caffese	126.42	\$ 40.00	\$ 5,056.80
2025 Season ID3A	Caffese	126.42	\$ 60.00	\$ 7,585.20
WID Surcharge	Caffese	126.42	\$ 36.57	\$ 4,623.18
<i>Due Upon Receipt</i>				
INVOICE TOTAL DUE AS OF APRIL 1, 2026:				\$17,265.18

North San Joaquin Water Conservation District

ID#3 2025 Irrigation Season

P.O. Box 334

Victor, CA 95253

INVOICE

Date: February 19, 2026

To:

Kurt Kautz
 5490 E. Bear Creek Road
 Lodi, CA 95240

Improvement District No 3A and ID3 & WID Surcharge		SOUTH WATER USERS IMPROVEMENT DISTRICT - PIXLEY LATERAL			
Date		Acre Feet	Price Per Acre	Amount	
2025 Season ID3 Field 13	Kautz	51.86	\$ 40.00	\$ 2,074.40	
2025 Season ID#3A Pixley Lateral	Kautz	51.86	\$ 60.00	\$ 3,111.60	
WID Surcharge	Kautz	51.86	\$ 36.57	\$ 1,896.52	
<i>Due Upon Receipt</i>					
				INVOICE TOTAL DUE AS OF APRIL 1, 2026:	\$7,082.52

From: Steve Schwabauer, General Manager

ACTION: Approve Payment of \$112,911.06 to Woodbridge Irrigation District for 2025 Water Purchase

DISCUSSION:

The District did not receive surface water from storage under its Permit 10477 for irrigation in 2025. However, the District was able to purchase surface water from WID. Accordingly, Staff is now requesting Board authority to pay for the water purchased under the Agreement. The Agreement calls for the District to pay \$100.00 per Acre Foot for water used for Groundwater Recharge and \$36.57 for water used for irrigation.

District WID diversions are represented in the chart below:

2025 NSJWCD WID Diversions				
Month	South System	North System	Cal Fed	Tracy Lake
Jul-25	53.77	49.72	0.00	0.00
Aug-25	76.95	41.47	0.00	0.00
Sep-25	72.68	556.71	0.00	0.00
Subtotal	203.40	647.89	0.00	0.00
			TOTAL	851.29
Oct-25	49.60	341.3095065		
	253.00	989.20		
			TOTAL	1242.20

Of this Kautz and Caffese diverted 178.29 AF for irrigation. Accordingly, staff requests authority to pay WID for 1,063.91 acre feet at \$100 per acre foot and 178.29 acre feet at \$36.57 per acre foot for a total of \$112,911.07. The invoice from WID is attached.

FISCAL IMPACT: The irrigation water cost will be passed on to the applicable irrigators in water bills approved on a separate item on this meetings calendar. The remainder will be paid for with Groundwater Funds as they serve a groundwater purpose.

Invoice

Woodbridge Irrigation Dist.
P.O. Box 580
Woodbridge, CA 95258
209-625-8438

Date	Number
1/29/26	2540

Sold To:

NSJWCD
P.O. Box 334
Victor, CA 95253

Shipped To:

P.O. Box 334
Victor, CA 95253

Ship Date: 1/29/26

Via:

Due Date: 5/31/26

Quantity	Item/Service	Reference	Rate	Amount
178.29	acre feet, Water Purchase - Agricultural		36.57	6,520.07
1,063.91	acre feet, Water Purchase - Groundwater Recharge REVISED: 2/17/26 as per NSJWCD email		100.00	106,391.00

SubTotal: \$112,911.07

No Sales Tax: \$0.00

Please pay this amount: \$112,911.07

Make all checks payable to: Woodbridge Irrigation District

DIRECTORS
WILLIAM STOKES
 PRESIDENT
ED LUCCHESI
 VICE PRESIDENT
BILL SHINN
HENRY P. VAN EXEL
WILLIAM ROGAN



STAFF
KEITH BUSSMAN
 MANAGER
 SECRETARY / TREASURER
JAIME CANTU
 SUPERINTENDENT

WOODBRIDGE IRRIGATION DISTRICT
 18750 N. LOWER SACRAMENTO ROAD
 P.O. BOX 580
 WOODBRIDGE, CALIFORNIA 95258
 PHONE: (209) 625-8438
 FAX: (209) 625-8663

Revised invoice as per NSJWCD email 2/17/2026

Invoice Date: 02/17/26

Invoice: 2540

Customer #: 3504

Woodbridge Irrigation District
 2025 Water Sale Invoice Details

Bill To:

North San Joaquin Water Conservation District
 PO Box 334
 Victor, CA 95253

This invoice is based upon the July 15, 2025, Water Purchase Agreement between Woodbridge Irrigation District and North San Joaquin Water Conservation District.

All water use totals were metered, analyzed, and agreed upon by both parties on or before January 31, 2026.
 All water was delivered, as stated below, between 07/15/2025 - 10/15/2025.

Breakdown of Billing for Invoice	Unit of Measure:		Total
	Acre Feet	Rate/AF	
Agricultural Water Delivered by WID			
178.29 acre feet	178.29	\$36.57	\$6,520.07
Groundwater Recharge Water Delivered by WID			
1063.91 acre feet	1,063.91	\$100.00	\$106,391.00
Totals	1,242.20		\$112,911.07

INVOICE TOTALS

Agricultural Water Delivery Total	\$6,520.07
Groundwater Recharge Water Delivery Total	\$106,391.00
Total Due & Payable	\$112,911.07

From: Steve Schwabauer, General Manager

RECOMMENDED ACTION: Give Direction to Staff on District Hat purchase and authorize a quantity and price amount.

DISCUSSION:

District staff spoke to two different hat providers. LDGGA recently used The Hat Source out of Atwater and WID used Embroidery Works out of Lodi. I felt the best representation of the District, given our long name, was to use our logo and initials on the front and print our full name on the back as seen below. (An idea I stole from Amy Blagg and the equally long LDGGA) The color of the hat could change based on Board Direction.



Both vendors have different hat options and different minimums making apples to apples comparisons hard. The closest I could get was a Richardson 112 hat (the same hat used by LDGGA). For a 24 minimum the Hat Source was \$23 per hat and \$80 set up fee. Embroidery works was a 12 minimum at 18.50 per hat and 6.50 for each second back side print (Embroidery works would waive the embroidery fee for 100 hats). The Hat Source does have cheaper in-house hats (\$10-12 range) but I was wary of them given past Board discussions.

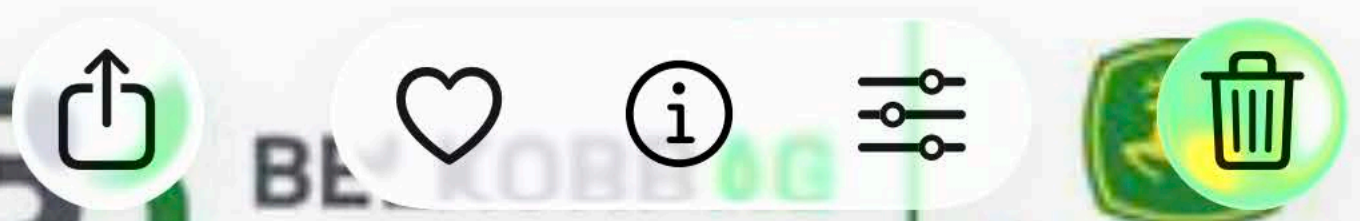
RECOMMENDATION:

Give General Manager direction on District Hats and Authorize a purchase cap.

FISCAL IMPACT: Dependent on Board Direction

<image001.png>
<image001.png> **Monday** 9:31 AM
<image002.png>

<image001.png>
<image002.png>



From: Steve Schwabauer, General Manager

RECOMMENDED ACTION: Authorize General Manager to staff part time Ditch Tender position up to \$25,000 per year.

DISCUSSION:

The Board authorized staff to hire a part time ditch tender for up to \$7500 per year at its meeting in October of 2025. However, with an expansion in district operations the amount is proving to be less than necessary to efficiently run the district. In addition, staff has concluded that the position can do a number of functions cheaper than contractors are currently providing them. As such staff is requesting additional budget for the position.

This proved to be a very challenging winter operationally. Those challenges bore a lot of fruit with a significant amount of water moved in December and January. However, keeping that water moving required a lot of work 7 days a week for two months. Staff had recharge operations at Petersen, CalFed, Lakso and Tecklenburg that had to be checked daily. All pumps are also checked daily and, in this case, more frequently as discussed below. Lakso in particular took a great hourly effort because the new pump needed to be reset every few hours 7 days a week to maintain its highest flow rate. Staff put over 3500 miles on the new truck managing them. Staff used the Ditch tender an average of 50 hours a month in December and January (almost half the current \$7500 maximum. Without an increase, overflow and weekends would be handled by a contractor at \$75 an hour. Increasing budget here will be less expensive.

Longer Term: As the Board knows we are in negotiations to buy three additional basins and ultimately the District requires over 800 acres of basins. Somewhere along this path the district will require a full time water master. It is my hope to train this position to perform the water master tasks, including pulling and assembling meter data that is currently performed by the District Engineer at a higher cost. I have consistently found that training internal staff up to grow into new positions is the most effective way to staff a successful operation. Existing staff are a known quantity.

For the above reasons staff is requesting an increase to the budget for the Ditch Tender to \$25,000

RECOMMENDATION:

Authorize General Manager to Negotiate increase budget for Ditch Tender to \$25,000.

FISCAL IMPACT: NTE \$25,000 Funded this year by the GW charge.

SWEEP BLOCK Grant Summary of Awarded Funds

Project					Progress/Not	
Number	District	Name	SDFR?	Award Amount	Started	Surface Water Conversion/Solar, Pump Improvements
1	SEWD	Clifford Motoike	SDFR	\$195,765.73	Not Started	
2	SEWD	Jack Tone Farming	SDFR	\$148,354.23	In progress	
3	SEWD	Sakakura Farms	SDFR	\$134,848.23	Complete	
4	SEWD	Julie Clary	Non-SDRF	\$198,763.00	Complete	
5	SEWD	Michael Delucchi	Non-SDRF	\$155,285.62	Complete	
6	SSJID	Jacob Cardoza	SDFR	\$193,128.00	Complete	
7	SSJID	Ralph Colin	Non-SDRF	\$63,826.56	Complete	
8	SSJID	Roger Carlson	Non-SDRF	\$48,475.48	Complete	
9	SSJID	Kevin Van Laar	Non-SDRF	\$157,088.75	Complete	
10	NSJWCD	Harjinder Dhaliwal	SDFR	\$66,465.28	In Progress	SPI
11	NSJWCD	Angelo Caffese	Non-SDRF	\$163,650.00	Complete	SWC
12	NSJWCD	Kurt Kautz	Non-SDRF	\$129,568.09	Not Started	SWC
13	NSJWCD	Larry Mettler	Non-SDRF	\$144,339.12	Complete	SWC
14	SEWD	John Fugazi	Non-SDRF	\$199,998.28	Complete	
15	SEWD	Cocoa Farms LP	Non-SDRF	\$200,000.00	Complete	
16	Cancelled	Cancelled	Cancelled	Cancelled		
17	SEWD	Mike Gandolfo	Non-SDRF	\$152,282.88	In Progress	
18	SEWD	Schenone Farms LLC	Non-SDRF	\$200,000.00	In Progress	
19	SEWD	Sunbury Farms LLC	Non-SDRF	\$81,589.87	In Progress	
20	SEWD	Xavier Rucker	SDFR	\$52,985.33	Complete	
21	SEWD	Gayle Watkins Trust	Non-SDRF	\$196,848.71	In Progress	
22	NSJWCD	David Ceja	SDFR	\$88,425.86	Complete	SWC
23	NSJWCD	Ociel Mendoza	SDFR	\$173,952.71	Complete	SPI
24	NSJWCD	Jasbir Badyal	SDFR	\$199,954.70	In Progress	SWC
25	NSJWCD	Cortopossi Partners	Non-SDRF	\$200,000.00	In Progress	SWC
26	NSJWCD	V&A Lagorio Inc.	Non-SDRF	\$199,002.93	Not Started	SWC
27	NSJWCD	Robert Caffese	Non-SDRF	\$108,950.00	Not Started	SWC
28	NSJWCD	Joe Petersen	Non-SDRF	\$192,604.84	Complete	SWC
29	NSJWCD	River Oaks Partners	Non-SDRF	\$143,475.24	Not Started	SWC
30	NSJWCD	Creekside Farming	SDFR	\$184,893.03	Not Started	SWC
31	SEWD	Maria Sanguinetti	Non-SDRF	\$200,000.00	In Progress	
32	NSJWCD	Seifert Dairy LP	Non-SDRF	\$84,648.58	In progress	SPI
				\$4,659,171.05		

	SEWD	NSJWCD	SSJID	Overall	Percentage
NON SDFR	\$1,584,768.36	\$1,366,238.80	\$269,390.79	\$3,220,397.95	69%
SDFR	\$531,953.52	\$713,691.58	\$193,128.00	\$1,438,773.10	31%
Total	\$2,116,721.88	\$2,079,930.38	\$462,518.79	\$4,659,171.05	

**Amendment #2
To the
Agreement for Professional Services
Between North San Joaquin Water Conservation District and Zanjero**

This amendment updates the April 2025 agreement and August 2025 Amendment #1 between The North San Joaquin Water Conservation District (Client) and Zanjero, (Consultant) as follows:

1. **Scope of Work.** The scope of services reflected in the original contract and Amendment 1 continue as stated.
2. **Payment.** The contract will be amended to add \$20,000 for a new not exceed total of \$75,000.

Signed:

Consultant:

District:



By: Greg Young

Title: Principal

Date: 2/18/26

By: Steve Schwabauer

Title: General Manager

Date: _____

BOARD OF DIRECTORS

P.O. Box E, Victor, CA 95253

From: Steve Schwabauer, General Manager

ACTION: Approve a Not To Exceed - Time and Materials contract with Arnaudo Construction to install a North System main pipeline segment in the amount of forty-five thousand, one hundred nine dollars and twenty-five cents (**\$45,109.25**).

DISCUSSION:

When the District constructed Phase 1B of the North System along Acampo Road, a potential lateral to the north was being discussed with landowners. Due to the uncertainty, the installation terminated at the northern edge of Acampo Road with a 42 inch stub of pipe and a blind flange so that the future connection could be constructed to accommodate a future lateral pipeline. Discussions with landowners did not result in a project, and the proposed lateral was never constructed.

In order for the District to be able to deliver surface water from this location, the District needs to install an additional segment of pipeline and required appurtenances including air vents, the air vent vault and District valve.

The district has asked Arnaudo Construction to prepare a Time and Materials contract to complete the work. The attached scope of work is the maximum that could be charged. It is anticipated that the project will not require the full three days of labor that is included and that the final bill for this work should be less than the total.

FISCAL IMPACT: Up to \$45,109.25 from the District's General Fund.



DAILY EXTRA WORK FORM

PROJECT: North System Pipeline Extension

DATE OF WORK: TBD

OWNER: North San Joaquin Water Conservation District

JOB NUMBER: TBD

DESCRIPTION: Add Pipe, Vents and Valve

LABOR	-- REGULAR --		-- OVERTIME --		AMOUNT	RENTAL EQUIPMENT	HR	RATE	AMOUNT	
	HR	RATE	HR	RATE						
Operator_Foreman	24.00	152.00			3,648.00				-	
Operator_Journeyman	24.00	136.00			3,264.00				-	
Laborer_Specialist	24.00	95.00			2,280.00				-	
Laborer_Specialist	24.00	95.00			2,280.00				-	
Laborer_Specialist	24.00	95.00			2,280.00				-	
Laborer_Specialist	24.00	95.00			2,280.00				-	
					Total Labor:				16,032.00	
						Total Rental:			-	
						MATERIALS	QTY	UNIT	RATE	AMOUNT
						Aggregate	25.00	TN	25.00	625.00
						Pipe & Fittings	1.00	LS	15,000.00	15,000.00
						Precast	1.00	LS	2,500.00	2,500.00
										-
										-
					Total Labor:				16,032.00	
						Total Materials:			18,125.00	
EQUIPMENT	HR	RATE	AMOUNT			TRUCKING	QTY	UNIT	RATE	AMOUNT
Truck - F350	24.00	42.00	1,008.00			Equipment Transport	4.00	HR	165.00	660.00
Truck - F350	24.00	42.00	1,008.00			Haul Aggregate	6.00	HR	165.00	990.00
Exc - Cat 325	24.00	180.00	4,320.00							-
										-
										-
					Total Equipment:				6,336.00	
						Total Trucking:			1,650.00	
						SUBCONTRACTORS	QTY	UNIT	RATE	AMOUNT
										-
										-
										-
										-
					Total Equipment:				6,336.00	
						Total Subcontractors:			-	
NOTES: 1. Excavate & shore area in question with combination of Vac Trailer and excavator. 2. Local dewatering within excavation 3. Repair tile drain as necessary 4. Slurry backfill to ensure compaction within tight area 5. Restore portions of existing fence and gates that will need to be removed to accommodate work						Labor (Mark-Up Included)				16,032.00
						Equipment (Mark-Up Included)				6,336.00
						Total - Labor & Equipment				22,368.00
						Rental Equipment				-
						Materials				18,125.00
						Trucking				1,650.00
						Subcontractors				-
						Subtotal				19,775.00
						15% Mark-Up				2,966.25
						Total - Rental, Materials, Trucking & Subs				22,741.25
						GRAND TOTAL				45,109.25

P.O. Box 334, Victor, CA 95253

PREPARED BY: Petrea Marchand, Consero Solutions
Steve Schwabauer, General Manager

RECOMMENDATION: Receive update on North San Joaquin Water Conservation District progress towards Strategic Plan Goal 6: Develop Sustainable Governance and Staffing Structure

BACKGROUND:

The North San Joaquin Water Conservation District (“District”) Board of Directors (“Board”) approved a Strategic Plan on December 21, 2021 (Attachment A), including the internal strategic plan Goal 6: Develop a Sustainable Governance and Staffing Structure. The Board has received an update on Strategic Plan implementation in February 2025 and January 2024. Past updates included both an update on internal and external strategic plan goals. District staff determined it was more efficient to provide an update to the Board on the single internal Strategic Plan goal, which is included in this staff report, and a separate update to the public at the April 1, 2026 Water Forum on the other six external Strategic Plan goals. District staff will discuss whether to update strategic plan with the Board after completion of the District’s Master Facilities Plan in May 2026.

DISCUSSION:

The following is an update on each action associated with the District’s internal strategic plan goal: Goal 6: Develop Sustainable Governance and Staffing Structure.

Goal 6: Develop a Sustainable Governance and Staffing Structure

Objective 1: Evaluate staffing needs

ACTION #1: Contract with a human resources professional to work with the Board of Directors and General Counsel to conduct an assessment of District operations to determine appropriate staffing and organizational policies.

2026 Update: DONE. In 2022, Board approved updated policies and procedures and completed organizational assessment of staffing needs.

ACTION #2: Develop job description, salary range, benefit and recruitment strategy for General Manager and/or Watermaster for operations.

2026 Update: DONE. In 2023, the Board developed a position description and hired a General Manager in 2023.

Objective 2: Fill Staffing Needs

ACTION #1: Release request for qualifications for an outside engineer.

2026 Update: In 2025, the General Manager reported to the Board the District would release a request for qualifications for all outside contractors in 2025, including the engineer. The General Manager recommends postponing this work until after the Board approves the Master Facilities Plan in May 2026, given the importance of completing the Master Facilities Plan with existing institutional knowledge. The General Manager will seek input from the Board on whether to solicit bids for engineering services as part of the 2026-27 budget process.

ACTION #2: Work with professional recruiter to hire a General Manager

2026 Update: DONE. In 2023, the District worked with an outside recruiter to hire a General Manager.

ACTION #3: Release request for qualifications, interview, and hire South System watermaster.

2026 Update: In 2025, the General Manager reported to the Board that he was evaluating the need for the position, including alternatives. In 2025, the District hired a part-time employee to assist the General Manager with implementation of Watermaster duties in coordination with the District engineer. The General Manager is planning to train the part-time District employee to download and manage data from the SCADA system and the individual meters in 2026. The General Manager expects to request Board approval for an increase in hours for the part-time employee to perform these duties.

ACTION #4: Work with General Manager to determine ongoing staffing needs.

2026 Update: In 2025, the General Manager reported to the Board that this work was ongoing. Since that time, the General Manager hired a part-time employee to help with Watermaster duties. The General Manager also is working with District administrative and financial employees to create a standard operating procedure for filing of administrative and financial records, including contracts, grants, and grant accounting records. The General Manager will discuss any additional staffing needs with the Board as part of the development of the 2026-27 budget.

Objective 3: Finalize District policies and procedures

ACTION #1: Develop bylaws.

2026 Update: DONE. In 2025, General Counsel determined bylaws are not necessary because the District is governed by Water Code sections 740000 etc. seq. empowering California water conservation districts.

ACTION #2: Develop employee handbook

2026 Update: In 2025, the General Manager reported the District completed the draft handbook in 2023 and will finalize it in 2025. The General Manager will bring the employee handbook to the Board for approval at the March 2026 meeting.

ACTION #3: Update Board policy manual

2026 Update: In 2025, the General Manager reported the District will update the Board Policies and Procedures Manual every 3-5 years and the District is planning to complete an update to the Board Policies and Procedures Manual after completing the employee handbook. The General Manager will start work on this project after the Board approves the employee handbook in March 2026.