AGENDA

Turlock Irrigation District
Board Room
Main Office Building
333 East Canal Drive
Turlock, California

REGULAR MEETING
Tuesday, January 7, 2020
9:00 a.m.

A. CALL TO ORDER

B. SALUTE TO THE FLAG

C. MOTION APPROVING CONSENT CALENDAR
   All matters listed hereunder will be acted upon by a single vote of the Board. There will be no individual discussion of these items unless a member of the Board or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate agenda item.
   
   1. Approval of minutes of the regular meeting of December 17, 2019.

D. PUBLIC COMMENT PERIOD
   Interested persons in the audience are welcome to introduce any topic within the District’s jurisdiction. Matters presented under this heading may be discussed, but no action will be taken by the Board at this meeting.
E. WEEKLY UPDATES

1. Water Report
   - Olivia Cramer, Utility Analyst-Hydrology

F. ACTION ITEMS

1. Motion Approving Application of a 15-inch Sidegate in the Lower Lateral 2 Canal by Frank Borba
   Consider approval of an application from Frank Borba to install a 15-inch sidegate in the Lower Lateral 2 Canal to serve one parcel totaling 38.43-acres of new almond trees.
   - Wes Miller, Supervising Civil Engineering Technician

2. Resolution Approving the Amendment to the Turlock Irrigation District Classification Manual
   Consider amending the Turlock Irrigation District Classification Manual to revise one job title and one job classification for Accounting and Finance Department Manager; revise one classification for Finance Manager; and the addition of two new job classifications and job titles for Chief Operating Officer and External Affairs Department Manager, effective January 7, 2020.
   - Jorian Reed, Director of Human Resources

3. Resolution Approving the Amendment to the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefit Resolution
   Consider amending the Turlock Irrigation District MSPC Employees’ Salary and Benefits Resolution by revising the current MSPC salary steps to include the revision of one (1) newly revised job title for Accounting & Finance Department Manager; and the addition of one (1) newly added job classification for External Affairs Department Manager, effective January 7, 2020.
   - Jorian Reed, Director of Human Resources

4. Resolution Approving Salary and Employment Benefits for the Chief Operating Officer
   Consider approval to establish compensation for a newly added job classification of ‘Chief Operating Officer’ in the Turlock Irrigation District MSPC Salary and Benefits Resolution.
   - Jorian Reed, Director of Human Resources

5. Resolution Approving the Amendment to the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefit Resolution
   Consider amending the Turlock Irrigation District MSPC Employees’ Salary and Benefits Resolution by revising the current MSPC salary steps to include the addition of one (1) new job classification for ‘Chief Operating Officer” and effective January 1, 2021 the salary shall be increased by three (3) percent.
   - Jorian Reed, Director of Human Resources

G. REPORT

1. Update on Voluntary Settlement Agreement with the State of California
   - Randy Fiorini, Consultant, Fiorini Consulting
H. GENERAL MANAGER’S REPORT

I. BUSINESS OF THE BOARD

J. MOTION TO ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation
   California Government Code Section 54956.9
   San Joaquin Tributaries Authority, et al vs. California State Water Resources Control Board
   Tuolumne County Superior Court - Case Number CV62094
   Judicial Council Coordinated Proceeding No. 5013
   - Steve Boyd, Director of Water Resources & Regulatory Affairs
   - Randy Fiorini, Consultant, Fiorini Consulting
   - Art Godwin, Legal Counsel

K. REPORT IF ANY ACTION TAKEN IN CLOSED SESSION

L. MOTION TO ADJOURN

   The next scheduled regular meeting is Tuesday, January 14, 2020 at 9:00 a.m.
MINUTES OF THE
BOARD OF DIRECTORS MEETING
OF THE TURLOCK IRRIGATION DISTRICT

Turlock, California
17 December 2019

The meeting of the Board of Directors of the Turlock Irrigation District was called to order at 9:00 a.m. in regular session on the 17th day of December 2019. Present were: Directors Rob Santos (President), Michael Frantz (Vice-President), Ron Macedo (Secretary), Charles Fernandes and Joe Alamo, General Manager Casey Hashimoto and Executive Secretary to the Board Tami Wallenburg.

SALUTE TO THE FLAG

MOTION APPROVING CONSENT CALENDAR

Moved by Director Fernandes, seconded by Director Macedo, that the consent calendar consisting of the following be approved:

A. Minutes of the regular meeting of December 10, 2019.
B. Demands against the District represented by check numbers 389430 to 389697, inclusive, in the amount of $13,381,380.69.

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

PUBLIC COMMENT PERIOD

A resident of Manteca, Mike Barkley, commented on Don Pedro’s bypass capacity and stated he has requested engineering calculations from a neighboring water agency numerous times over the past eight years. He provided the Board Secretary with Exhibits and his contact information so the board could respond at a later time.

WEEKLY/MONTHLY STAFF REPORTS

Trading and Scheduling Division Manager Bill Bacca reviewed operations for the month of November. The Balancing Authority Area daily estimated system peaks averaged 391 megawatts for the month. The load was met with TID hydro at 3.9 percent, thermal generation at 65.4 percent, wind exchange at 6.2 percent, Short Term (monthly) at 17.1 percent, and long-term at 1.3 percent. The Tuolumne Wind Project (TWP) generated 20,211 MWh’s during the month of November at the Willis Substation, averaging at 21 percent of capacity. Natural gas prices at Pacific Gas & Electric Company’s Citygate averaged out at $3.37/mmBTU. Mr. Bacca also reviewed Powerdex pricing for the month using the hour-ahead market index and CAISO’s day-ahead and hour-ahead market selling prices. Almond Power Plant generated 12,150 MWh, Almond 2 at 28,281 MWh and Walnut GT at zero MWh. Walnut Energy Center generated 120,003 MWh. Electric operations for this period show all of Walnut Energy Center (WEC) was online 24 days for
economics, with the plant shut down November 15-17 for a PG&E pipeline outage; all of WEC will be out of service beginning November 29 for semi-annual maintenance; Almond was online the entire month primarily for operations; all of Don Pedro was out of service from September 28 through November 5 for scheduled work; a Turlock Lake seepage test is being conducted November 1 through December 31; Tuolumne Wind Project will be out of service November 4-11 for substation maintenance and Roseamond Solar will be out of service November 18-22 for transmission work.

Chief Hydrologist Wes Monier reported on current water conditions. Accumulated precipitation measured at the three mountain stations in the Tuolumne River watershed from September 1, 2019 to present total 9.04 inches, or 94 percent of normal to date. San Francisco reservoirs contain 500,343 acre-feet and the Water Bank is at 562,486 acre-feet of credit. CCSF releases averaged 349 cfs with diversions averaging 255 cfs. Don Pedro contains 1,620,464 acre-feet. Average combined releases were 389 cubic feet per second with 1 cfs to TID canals, 0 cfs to Modesto Irrigation District and the remaining 388 cfs going to the river. Computed natural flow is averaging 1,637 cfs, and computed natural flow to date for the current water year is 85,002 af or 53.6 percent of average. Turlock Lake contains 29,284 acre-feet of water. The updated weekly watershed report shows Don Pedro remained relatively flat when compared to the previous week.

Water Distribution Department Manager Mike Kavarian presented an update on pumping figures and groundwater statistics for 2019. The board reviewed several graphs comparing pumping and groundwater levels from 1989 to current. He noted there are approximately 200 wells across the District with some areas pumping heavier than others. Mr. Kavarian concluded that although groundwater figures show it is recovering, the District is not back to 1989 levels. Director Macedo commended staff for doing a tremendous job in managing and staying on top of this important issue. Mr. Kavarian also stated staff began pulling the drops on the Main Canal allowing the remaining water to run through the system. He noted that the annual Water Use statements went out to customers with very little response or questions from customers. This was the first time customers received statements showing actual water usage as required by SBX7-7.

MOTION CANCELING THE TURLOCK IRRIGATION DISTRICT
REGULAR BOARD MEETINGS OF DECEMBER 24 AND DECEMBER 31, 2019

Moved by Director Fernandes, seconded by Director Frantz, that the regular meetings of the Board of Directors of the Turlock Irrigation District scheduled for December 24 and December 31, 2019, be canceled.

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

RESOLUTION NO. 2019 - 72

RESOLUTION DELEGATING AUTHORITY TO APPROVE
PAYMENT OF TURLOCK IRRIGATION DISTRICT
WARRANTS FROM DECEMBER 25 THROUGH DECEMBER 31, 2019

WHEREAS, because the Board of Directors will not hold its regular meeting on December 31, 2019; and
WHEREAS, Water Code Section 24600 states “No claim shall be paid by the treasurer until allowed by the board, and only upon a warrant signed by the president and countersigned by the secretary”; and

WHEREAS, it is in the best interests of the District that the District pay vendors in a timely manner.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of the Turlock Irrigation District as follows:

1. For the period of December 25 through December 31, 2019 only, the Board of Directors delegates to the President and Vice President of the District’s Board of Directors and either of them, the authority to approve claims under Water Code Section 24600 for payment.

2. At the Board of Directors’ regular meeting on January 7, 2020, the Treasurer or the Accounting Department Manager shall report to the Board all claims paid during that period pursuant to this resolution.

Moved by Director Alamo, seconded by Director Macedo, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors Fernandes, Frantz, Alamo, Macedo, Santos
Noes: Directors - None
Absent: Directors - None

The President declared the resolution adopted.

COMMENDING GENERAL MANAGER CASEY HASHIMOTO

President of the Board Rob Santos stated today is a historic event, closing a chapter in TIDs history as General Manager Casey Hashimoto prepares for retirement. AGM External Affairs Michell Reimers then read the following statement:

“Your retirement will be felt not only by us here at the District, but throughout the State and beyond. Your dedication to the TID and the water, power and utility industries as a whole is commendable, and while you are never one to draw attention to yourself, your leadership and your impact have not gone unnoticed. It is my honor to recognize you with these acknowledgments.”

Ms. Reimers then presented a Distinguished Service Award for dedicated service with the California Municipal Utilities Association on behalf of CMUA President Arlen Orchard and Executive Director Barry Moline. She continued with a resolution from the California State Assembly on behalf of Assembly members Adam Gray, Heath Flora and Senators Andreas Borgeas and Anna Caballero. Ms. Reimers continued with a second resolution from the United States House of Representatives recognizing Mr. Hashimoto’s achievements on behalf of US Congressman Jim Costa. Director Santos asked for comments from others in attendance with staff members Mike
Kavarian, Wes Monier and Dorinda Soiseth recognizing Mr. Hashimoto as a man of integrity, respect and dedication. Director Frantz also commended Mr. Hashimoto stating he was someone who “paid attention to detail and was content working behind the scenes, leaving the District in a better financial condition even through a severe drought. The even bigger part is the people he is leaving behind and the difference he has made in their careers, affording the District to do more which is the biggest part of Mr. Hashimoto’s legacy.” General Manager Casey Hashimoto thanked the board for taking a chance on him in 2010 as the new general manager, and also expressed gratitude to all the District employees stating his “success is attributed to the 456 employees who work here.” He stated he is confident the new general manager, Michelle Reimers, will do very well with the strong management team in place and if she has any questions “she has me on speed dial.” Hearing no further comments, the Board approved the following resolution:

RESOLUTION NO. 2019 - 73

RESOLUTION COMMENDING GENERAL MANAGER CASEY HASHIMOTO

WHEREAS, Casey Hashimoto, dutifully served the customers of Turlock Irrigation District for 35 years, concluding his final nine years and one month of service as General Manager; and

WHEREAS, Mr. Hashimoto, while successfully serving the Turlock Irrigation District has established himself as a knowledgeable leader, strategic decision-maker and honest steward within the local, regional and state water and energy sectors; and

WHEREAS, Mr. Hashimoto has provided capable leadership and commitment, approachability and a desire to respond to the concerns of the employees and the community, and to offer prudent solutions and worthwhile initiatives; and

WHEREAS, Mr. Hashimoto was critical in the development of an historic agreement to provide needed water to the Stanislaus Regional Water Authority, the addition of solar energy to the District’s generation portfolio, advocacy against regulatory overreach, the expansion of the Canal Drive campus centrally locating Water Distribution and the Power Control Center, the expansion of the Almond 2 Power Plant, the initiation of the Customer 2 Meter software upgrade, the Lateral 8 Regulating Reservoir and the successful navigation of continued compliance with California’s Renewable Portfolio Standard and Water Conservation Act mandates; and

WHEREAS, the Board of Directors, management and employees of the Turlock Irrigation District desire to commend and applaud Mr. Hashimoto for his leadership and multiple achievements in his protection of the District and its customers while facing new and old water and energy policy challenges.

BE IT HEREBY RESOLVED, that the Board of Directors, management and employees of the Turlock Irrigation District, extend emphatic congratulations to Mr. Hashimoto for his years of service and pending retirement from public service.

BE IT FURTHER RESOLVED, that the Board of Directors, management and employees of the Turlock Irrigation District wish to express their utmost appreciation and sincerest of thanks for the direction, influence, encouragement and foresight given the District by Mr. Hashimoto.
Moved by Director Alamo, seconded by Director Frantz, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors Fernandes, Frantz, Alamo, Macedo, Santos
Noes: Directors - None
Absent: Directors - None

The President declared the resolution adopted.

GENERAL MANAGER REPORT

General Manager Casey Hashimoto had no new items to report.

BUSINESS OF THE BOARD

Director Macedo reported on his attendance at the recent Don Pedro Board of Control meeting the previous week. They discussed an update to the 2020 Operating budget, the rebuild of the new Visitor’s Center, and also introduced the new Recreation Department Manager Ryan Reis, who was in attendance.

Director Alamo reported on his attendance at the SGMA workshop the previous week and his representation at the California Farm Water Coalition meeting the previous day.

Director Santos reported on his attendance at a meeting on December 12 with representatives from the Cities of Modesto, Turlock and Ceres, and Modesto Irrigation District, to discuss options involving the SRWA Regional Surface Water Project.

MOTION TO ADJOURN TO CLOSED SESSION

Moved by Director Frantz, seconded by Director Fernandes, that the regular meeting of the Board of Directors be adjourned to closed session:

1. Conference with Legal Counsel – Anticipated Litigation
   California Government Code Section 54956.9(d)(2)
   Anticipated litigation: one potential case
   - Michael Clipper, Risk & Investment Analyst
   - Sara Lima, Assistant General Counsel

2. Public Employee Performance Evaluation
   California Government Code section 54957(b)(1)
   Title: General Manager

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

REPORT OF ANY ACTION TAKEN IN CLOSED SESSION

The President announced the following action was taken in closed session:
Moved by Director Frantz, seconded by Director Fernandes, that the claim of Steven McElroy was approved in the amount of $5,872.45.

MOTION TO ADJOURN

Hearing no further business, Director Alamo motioned, seconded by Director Frantz, that the regular meeting of the Board of Directors be adjourned.

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

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<td>CHECK AMT</td>
<td>CHECK DATE</td>
<td>VENDOR NO.</td>
<td>VENDOR NAME</td>
<td>PRODUCT / SERVICE</td>
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<td>390047</td>
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<td>390044</td>
<td>$380.00</td>
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<td>01/07/2020</td>
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<td>01/07/2020</td>
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<td>01/07/2020</td>
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<td>390039</td>
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<td>390013</td>
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<td>01/07/2020</td>
<td>37026</td>
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<tr>
<td>390074</td>
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<td>01/07/2020</td>
<td>36984</td>
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</tr>
</tbody>
</table>

**Total # of Checks:** 76  **Total Amount:** $914,411.32
TO: Board of Directors                                      DATE: December 20, 2019

PREPARED BY: Jeff Johnson                                   RE: Sidegate request from Frank Borba

Action Requested
Consider approval of a motion during the meeting of January 7, 2020 to approve the request of Frank Borba for installation of a 15-inch sidegate in the Lower Lateral 2 Canal.

Discussion
The proposed new sidegate and pipeline will convey water to a new drip system to irrigate a 38.43 acre parcel of new almond trees. This parcel will retain its flood capability through the Berg-Chaves and McCulley Improvement District facilities.

Recommendation
Water Distribution staff has investigated the new sidegate request and has found it to be compatible with water delivery operations. Therefore it is recommended that the Board of Directors approve Frank Borba’s request.
MOTION APPROVING APPLICATION FOR
INSTALLATION OF A 15-INCH SIDEGATE
IN THE LOWER LATERAL 2 CANAL BY FRANK BORBA

Moved by Director _____, seconded by Director ______, that the application of Frank Borba, dated December 19, 2019 for installation of one 15” sidegate in Turlock Irrigation District's Lower Lateral 2 Canal be approved.

The President declared the motion carried.

I, Tami Wallenburg, Executive Secretary to the Board of Directors of the TURLOCK IRRIGATION DISTRICT, do hereby CERTIFY that the foregoing is a full, true and correct copy of a motion duly adopted at a regular meeting of the Board of Directors held the 7th day of January, 2020.

__________________________________________
Executive Secretary to the Board of Directors of the Turlock Irrigation District
APPLICATION FOR SIDEGATE
OR IRRIGATION FACILITIES IN
TURLOCK IRRIGATION DISTRICT'S SYSTEM

APPLICATION is hereby made by Frank Borba for the construction of one 15-inch Waterman C-10 gate, in accordance with District Standard CS 104C, in the N ½ section 19, Township 4 South, Range 9 East, in the Lower Lateral 2 Canal. The structure shall be used in accordance with the rules and regulations prescribed heretofore or hereafter by said Board and becomes the property of the Turlock Irrigation District when constructed. Land to be irrigated is a 38.43 acres of new almond trees. Parcel Number 041001009.

You will be required to open and close your gate when irrigating with a valid water order. The gate must remain closed when not in use.

__________________________
Dated

__________________________
Signature

(209) 531-8702
Telephone Number

2025 W Redwood Rd Modesto, CA.
Address

________________________________________________________________________

ENGINEERS REPORT

Type and size of structure required: 15-inch Waterman C-10 Gate, in accordance with District Standard CS 104C.

Estimated total cost of structure: $6,000

Cost to applicant: $6,000

Comments: The new side gate will serve a new drip system.

Water Distribution Department Approval: ____________________ Date: 12-19-19

Rev. 7/2006 Application.doc
GENERAL MANAGER’S ADMINISTRATION

MEMORANDUM

TO: Board of Directors

DATE: January 2, 2020

PREPARED BY: Jorian Reed, Director of Human Resources

RE: Classification Manual Amendment

Action Requested
Consider approval by resolution during the meeting of January 7, 2020, to amend the Turlock Irrigation District Classification Manual to add two (2) new job classifications, revise one (1) job title and revise one (1) job classification. Supporting materials are attached as ‘Exhibit A-1’.

Discussion
The addition of two (2) new job classifications as detailed below:

<table>
<thead>
<tr>
<th>Revised Classification</th>
<th>Administration</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Operating Officer</td>
<td>GMA</td>
<td>MSPC</td>
</tr>
<tr>
<td>External Affairs Department Manager</td>
<td>GMA</td>
<td>MSPC</td>
</tr>
</tbody>
</table>

The revision of one (1) current job title as detailed below:

<table>
<thead>
<tr>
<th>Revised Classification</th>
<th>Current Classification</th>
<th>Administration</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Finance Department Manager</td>
<td>Accounting Department Manager</td>
<td>FSA</td>
<td>MSPC</td>
</tr>
</tbody>
</table>

The revision of one (1) current job classification as detailed below:

<table>
<thead>
<tr>
<th>Revised Classification</th>
<th>Administration</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Manager</td>
<td>FSA</td>
<td>MSPC</td>
</tr>
</tbody>
</table>

Recommendation
It is recommended that the Board of Directors approve the resolution to amend the Turlock Irrigation District Classification Manual by the the addition of two (2) new job classifications, revision of one (1) current job title and revision of one (1) current job classification.

Presenter Signature/Date: [Signature]

Dept. Manager Signature/Date: [Signature]

Assistant GM Signature/Date: [Signature]

General Manager Signature/Date: [Signature]
RESOLUTION NO. 2020 -

RESOLUTION APPROVING THE AMENDMENT TO THE TURLOCK IRRIGATION DISTRICT CLASSIFICATION MANUAL

WHEREAS, it has been determined by the Human Resources Department that there is a need to require the addition of two (2) new job classifications titled ‘Chief Operating Officer and ‘External Affairs Department Manager’.

WHEREAS, it has been determined by the Human Resources Department that there is a need to require the revision of one (1) current job title ‘Accounting and Finance Department Manager’.

WHEREAS, it has been determined by the Human Resources Department that there is a need to require the revision of one (1) current job classification titled ‘Finance Manager’.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of the Turlock Irrigation District that the addition of two (2) new job classifications, ‘Chief Operating Officer’ and ‘External Affairs Department Manager’; the revision of one (1) current job title, ‘Accounting and Finance Department Manager’; and the revision of one (1) current job classification, ‘Finance Manager’ be included to amend the Turlock Irrigation District Classification Manual.

Moved by Director _______, seconded by Director _______, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors
Noes: Directors
Absent: Directors

The President declared the resolution adopted.

I, Tami Wallenburg, Executive Secretary to the Board of Directors of the TURLOCK IRRIGATION DISTRICT, do hereby CERTIFY that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the 7th day of January, 2020.

____________________________
Executive Secretary to the Board of Directors of the Turlock Irrigation District
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title: Chief Operating Officer</th>
<th>FSLA Status: Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to: General Manager</td>
<td>Representative: MSPC</td>
</tr>
<tr>
<td>Effective Date: January 2020</td>
<td>Statement of Economic Interest: Yes</td>
</tr>
</tbody>
</table>

CHIEF OPERATING OFFICER

JOB SUMMARY
Under general direction from the General Manager, the Chief Operating Officer is responsible for establishing the vision and strategy to lead the District in the execution of critical and transformative operational strategic initiatives, while maintaining engineering and operational excellence. Managing the overall operation to ensure financial strength, operating safety and efficiency. This position reports directly to the General Manager and is a member of the executive management team.

DUTIES AND RESPONSIBILITIES
Lead a diverse management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to respond to maintaining efficient operations.

Inspire a shared vision while questioning past assumptions and challenging the status quo. Acts as a change agent by utilizing various change management techniques to enhance business processes and operational excellence.

Align all functional departments to operate together seamlessly and effectively to achieve goals and overall strategy.

Ensure safe, reliable and cost effective power and water operations through oversight of generation, transmission, distribution, and irrigation systems.

Manages the economic aspects of the operations organization with a focus on fiscal responsibility and cost-consciousness in accordance with applicable policies.

Ensure compliance with federal, state, local and industry regulations including environmental health and safety and technical compliance.

Establish and monitor key performance indicators for management of the operations group.

Advise the General Manager and the Board of Directors on matters pertaining to operations activities, and ensures all functions that she is responsible for are operating together effectively to achieve the strategy.
Oversee and contribute to the direction and administration of labor relations strategies.

Monitor industry trends and best practices in generation, transmission, distribution and irrigation systems including advances in technology and implement best practices.

Ensures operations are executed with high levels of safety and quality while encouraging continuous improvement.

Comply with and enforce all District rules, regulations, policies and procedures.

Perform other related duties as required or assigned by supervisor.

**QUALIFICATIONS**
Any combination of experience and training that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

**Education**
Usually exhibited by a person with a Bachelor’s Degree in Engineering or related field, advanced degree preferred.

**Experience**
Usually exhibited by a person with ten (10) years of experience with and operations of large-scale infrastructure assets and six (6) years of experience in a management capacity related to the above.

**Necessary Special Requirements**
Possession of appropriate California driver’s license.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

Sign & Acknowledge a Confidentiality Agreement.

**Skills and Abilities**

**Interpersonal and Communication:** Must have ability to: exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of actions; effectively manage using strong leadership and organizational skills; plan, organize and direct dynamic and highly sensitive activities of staff; work collaboratively and have excellent oral and written communication skills; provide direction in the negotiation of terms of various agreements; establish and maintain effective working relationships with city, state and federal agencies.

January 2020
Technical and Analytical: Must have ability: to analyze technical and administrative problems and to recommend solutions; conduct organizational research, analyze data and prepare strategic plans and policies; identify critical issues to be brought to the attention of the General Manager and provide advance notice of potential problems.

Knowledge of: Water and power industry with a focus on operations, engineering, project management, budgeting, cost management, safety, regulatory compliance, risk management, leveraging technology, emergency management, elected boards, and staff development.

Administration and Operations: Must have ability to: successfully direct multiple projects and assignments simultaneously, establish priorities and complete tasks within budget and on schedule; function at the highest level of management. Must have ability to: supervise, counsel and motivate direct reports; and prioritize workload and adapt to ever changing circumstances.
EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Job Description “Chief Operating Officer”.

Name: __________________________  Date: ________________

Signature: ________________________
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title: External Affairs Department Manager</th>
<th>FSLA Status: Exempt</th>
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<tr>
<td>Reports to: General Manager</td>
<td>Representative: MSPC</td>
</tr>
<tr>
<td>Effective Date: January 2020</td>
<td>Statement of Economic Interest: Yes</td>
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EXTERNAL AFFAIRS DEPARTMENT MANAGER

JOB SUMMARY
Under the direction of the General Manager, directs the overall planning, development, and dissemination of District's government affairs, communications, community relations and education programs. Represent the District’s external interests as well as provide administrative and organizational support to the General Manager. Manage special projects, as directed. Represent the General Manager’s Administration in both external and internal affairs.

DUTIES AND RESPONSIBILITIES
Plan, direct, coordinate, and manage the District’s government affairs, communications, and public benefits programs.

Direct all activities related to public and legislative matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.

Oversee all District activities associated with public outreach and communications; design overall short-term and long-range strategic plans to address all communication needs of stakeholders; design and implement strategies and protocols for interactions with a variety of media organizations.

Oversee the work of staff involved in the development, implementation, and marketing of public benefit programs; ensure compliance with pertinent regulatory requirements, including mandatory reporting requirements.

Supervise, train, and evaluate staff members assigned to the External Affairs Department.

Direct all District activities associated with local, regional, state and federal government and legislative affairs.

Anticipate and identify emerging issues that may affect the District by working with community leaders, local government and civic organizations as well as other agencies.
Initiate and provide feedback and input on actions/strategies, as requested, being developed or taken by the General Manager and senior management team. Assess the potential or actual impact of decisions and provide input.

Provide miscellaneous administrative and technical support as required by the General Manager.

Prepare written correspondence, reports, formal and informal communications from the General Manager to outside agencies or internal staff.

Comply with and enforce all District rules, regulations, policies and procedures.

Perform other related duties as required or assigned by supervisor.

**QUALIFICATIONS**

Any combination of experience and education that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

**Education**

Usually exhibited by a person with a Bachelor’s degree from an accredited college or university with major coursework in Political Science, Public Administration, Business, Communications or a related field.

**Experience**

Usually exhibited by a person with five (5) years of increasingly responsible work experience. Experience in the management of either government affairs, communications, or public benefits is preferred.

**Necessary Special Requirements**

Possession of appropriate California driver’s license.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

Sign & Acknowledge a Confidentiality Agreement.

**Skills and Abilities**

*Interpersonal and Communication:* Ability to: develop and maintain business relationships with internal and external personnel, and demonstrate teamwork and cooperation; communicate clearly and concisely, both orally and in writing; and develop and maintain relationships of trust and confidence and maintain confidentiality. Must possess skills in facilitation and negotiation; coaching directing, leading and motivating others. Must have a broad knowledge of the issues facing the District and the public utility industry as a whole. Maintain a positive work atmosphere by acting and communicating in a manner to build strong relationships with customers, clients, co-workers and management.
Technical and Analytical: Must have knowledge of: state and federal legislative principles and practices of California water and energy issues; personal computer applications; research methods and techniques, statistical analysis, report writing and presentation; and environmental laws and regulations. Must have ability to: prepare comprehensive and complex technical reports; and properly interpret and make decisions and recommendations in accordance with federal and state laws, rules and regulations.

Administration and Operations: Must have ability to: properly interpret data and draw appropriate conclusions; supervise the preparation of comprehensive and complex technical reports; establish and maintain cooperative work relationships with those in a variety of disciplines and backgrounds; understand organizational concepts; and effectively supervise assigned staff and consultants.

January 2020
EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Job Description “External Affairs Department Manager”.

Name: ___________________________ Date: ________________

Signature: _________________________
JOB DESCRIPTION

<table>
<thead>
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<td>Representative: MSPC</td>
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<td>Effective Date: February 2018, January 2020</td>
<td>Statement of Economic Interest: Yes</td>
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ACCOUNTING AND FINANCE DEPARTMENT MANAGER

JOB SUMMARY
Under the direction of the Chief Financial Officer/Assistant General Manager Financial Services, to plan, direct, supervise and coordinate District’s Accounting Department including District’s budget preparation, bond compliance, general ledger, work order system, annual audit and preparation of monthly financial statements, and annual reports to FERC (Federal Energy Regulatory Commission) and State Controller’s office. Review and implement goals, procedures and methods of accounting through staff for the benefit of the District. Achieve most efficient accounting functions work with Information Services. Represent the District on TANC (Transmission Agency of Northern California) audit/budget committee. As Tax Collector, maintain assessment records, billings and collections in accordance with the California Water Code. As Deputy Treasurer, assist as needed in Treasury functions of the District.

DUTIES AND RESPONSIBILITIES
Assign projects to staff and review completed and in progress work for accuracy and adherence to policies and procedures; coach and counsel staff as needed; and provide ongoing feedback on work performance and conduct performance appraisals.

Meet weekly with assigned District staff to gather and analyze data for senior management to prioritize expenditures and prepare District’s annual budget.

Prepare and review District’s financial statements and overall accounting reporting including general ledger, bond compliance and budget reporting.

Review existing computer systems and reporting capabilities to ensure efficiency, and determine if streamlining is necessary.

Prepare the District’s budget and report results to District personnel.

Review assigned staff’s preparation of assessments and adherences to Water Code. Publish delinquent lists and notices in local newspapers. Transfer funds from energy accounts to main
Accounting and Finance Department Manager

accounts. Act as backup on wire transfers. Make deposits and transfers of funds as required.

Comply with and enforce all District rules, regulations, policies and procedures.

Perform other related duties as required or assigned by supervisor.

**Qualifications**
Any combination of experience and education that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

**Education**
Usually exhibited by a person with a Bachelor’s degree in accounting from an accredited college or university. Certified Public Accountant preferred.

**Experience**
Usually exhibited by a person with five (5) years of supervisory and management experience in accounting or finance. Other related experience may be substituted.

**Necessary Special Requirements**
Possession of an appropriate California driver’s license.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

Sign & Acknowledge a Confidentiality Agreement.

**Skills and Abilities**

- **Interpersonal and Communication:** Must have ability to communicate clearly and concisely, both orally and in writing; and work cooperatively with executive and management staff, employees and the public.

  Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

- **Technical and Analytical:** Must have knowledge of: generally accepted accounting principles and auditing standards; and District’s organization, policies, procedures and the California Water Code. Must have ability to: prepare accurate financial reports; and analyze and interpret financial and accounting data.

- **Administration and Operations:** Must possess excellent organizational skills in order to plan, direct and coordinate preparation and administration of District’s annual budget. Counsel managers, supervisors, and employees regarding budget and accounting related activities. Must have ability to: select, supervise, train and evaluate assigned staff; analyze and resolve complex accounting issues; provide staff assistance on a variety of special projects; and respond to the most difficult customer complaints and requests for information.

February 2018 | January 2020
EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Job Description “Accounting and Finance Department Manager”.

Name: ___________________________ Date: ___________________

Signature: ___________________________
JOB DESCRIPTION

<table>
<thead>
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<th>Job Title: Finance Manager</th>
<th>Salary Range:</th>
<th>FSLA Status: Exempt</th>
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<tbody>
<tr>
<td></td>
<td>Reports to: Accounting and Finance</td>
<td>Representative: MSCP</td>
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<tr>
<td></td>
<td>Department Manager</td>
<td>Statement of Economic Interest: Yes</td>
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<td>Effective Date: August 2012-January 2020</td>
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FINANCE MANAGER

JOB SUMMARY
Under the direction of the Accounting and Finance Department Manager, supervise and coordinate District's assigned Accounting Department personnel including District's budget preparation, bond compliance, general ledger, work order system, annual audit and preparation of monthly financial statements, and annual reports to FERC (Federal Energy Regulatory Commission) and State Controller's office. Review and implement goals, procedures and methods of accounting through staff for the benefit of the District. Achieve most efficient accounting functions by working with the Information Technology Services Department. Represent the District on the TANC (Transmission Agency of Northern California) audit/budget committee. Maintain assessment records, billings and collections in accordance with the California Water Code. As Deputy Treasurer, assist as needed in Treasury functions of the District.

Coordinate all Financial Services activities of the District pertaining to securities issuances and reporting requirements which include financing activities including debt issuance and securities disclosure requirements for the District and any organizations owned or controlled by the District.

DUTIES AND RESPONSIBILITIES
Direct, train and evaluate assigned staff.

Oversee all activities related to the general ledger, which include cash receipts and account receivables, payroll, journal entries, account and bank reconciliations, budget reporting, project accounting, fixed assets, review reports and balancing.

Oversee all activities related to payroll, which include the processing of time cards, issuance of payroll checks, payment of taxes, and quarterly returns.

Implement and communicate goals, procedures, and policies related to accounting activities, which include all general ledger, payroll, accounts receivable, cash receipts and fixed assets related activities.
Finance Manager

Assist in budget preparation and support District staff with budget reporting and overall usage of the financial management system.

Assist in audit preparation and respond to auditor inquiries.

Oversee the preparation of assessment, water and miscellaneous billings, and accounting’s involvement in joint projects with other agencies.

Participate in the establishment of corporate short and long range goals and strategic business planning objectives in the Finance and Accounting areas.

Perform critical analysis on both internal and external events and provide sound, professional recommendations to the Accounting and Finance Department Manager and the Chief Financial Officer / Assistant General Manager (CFO/AGM) Financial Services as appropriate.

Provide direction and criteria for the revision and generation of new rules and regulations that enhance the District's future success.

Consult with department managers as required to enhance their understanding of the finance and accounting processes and their roles in the achievement of success for the District.

Provide training, information, coaching and advice regarding functions and concerns in their areas.

Provide guidance and direction to the Accounting and Finance Department Manager and the CFO/AGM Financial Services in financial and other matters within the scope of the Financial Services Administration.

Advise and recommend course of action involving District assets to the Accounting and Finance Department Manager and the CFO/AGM Financial Services.

Perform detailed research pertaining to the capital markets.

Investigate and meet with consultants on sophisticated and unique new ways to finance future projects or improve the efficiency of existing debt obligations.

Coordinate securities offering activities from planning to closing of the financing transaction. Maintain oversight on the Commercial Programs of the District and its controlled entities.

As directed by the Accounting and Finance Department Manager and the CFO/AGM Financial Services, maintain relations with and supply financial information to the Wall Street Credit Rating Agencies, Investment Bankers and Bondholders to ensure that the credit rating and marketability of the District's debt instruments are maintained and improved.

Represent the District at industry, professional and community meetings.

Assist the Accounting and Finance Department Manager and the CFO/AGM Financial Services to assure that all trading and risk management limits are consistent with Board policies.

August 2012 / January 2020
Finance Manager

Assist in developing and maintaining credit policies for the District; participate in the requisite contracts related to the management of credit risk.

Assist in monitoring to insure that credit risk management reports and activities are executed in a timely fashion.

Participate in the Risk Management Committee with the purpose of understanding the District’s risk position and the means utilized to mitigate it.

Be responsible to the Accounting and Finance Department Manager and the CFO/AGM Financial Services for the results of the credit activities undertaken on the District’s behalf.

Assist in insuring that policy compliance is maintained.

Represent the District as Finance Manager to all external persons and entities. Serve as acting CFO/AGM Financial Services as assigned.

Comply with and enforce all District rules, regulations, policies and procedures.

Perform other related duties as required or assigned by supervisor.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

Education

Usually exhibited by a person with a Bachelor’s degree in Accounting with emphasis on Finance and Business Administration. MBA or Master’s degree in Finance or Accounting strongly preferred.

CPA required.

Experience

Usually exhibited by a person with five (5) years of increasingly responsible financial experience, including extensive experience in municipal financing and investing. At least five (5) years of management-level financial experience in an electric utility preferred.

Necessary Special Requirements

Must be Bondable.

Possession of an appropriate California driver’s license.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

Sign and acknowledge a Confidentiality Agreement.

August 2012/January 2020
Finance Manager

Skills and Abilities

Interpersonal and Communication: Must have ability to: interact and communicate with a broad spectrum of internal employees, an elected board of directors, representatives of other utilities, governmental agencies and the news media; make public presentations and respond to questions under pressure; develop and maintain business relationships with internal and external personnel; demonstrate teamwork and cooperation; and maintain confidentiality.

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

Technical and Analytical: Must have thorough knowledge of: taxable and tax-exempt financing and investment rules, laws and practices. Must have a working knowledge of personal computer technology; and insurance and risk-management theory.

Administration and Operations: Must have ability to: effectively prioritize a fluctuating workload; work well under pressure and meet ever changing deadlines with a high degree of accuracy; and work independently and operate with minimal supervision. Must have excellent organizational skills and possess the ability to delegate and direct the work of staff.

August 2012

January 2020
Finance Manager

Approved By:

General Manager: __________________________ Date: ____________

AGM: __________________________ Date: ____________

Director of HR: __________________________ Date: ____________

August 2012 January 2020
EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Job Description “Finance Manager”.

Name: ___________________________    Date: ________________

Signature: _________________________
GENERAL MANAGER’S ADMINISTRATION

MEMORANDUM

TO: Board of Directors

DATE: January 2, 2020

PREPARED BY: Jorian Reed, Director of Human Resources

RE: Amendment to the Managerial, Supervisory, Professional and Confidential (MSPC) Employees’ Salary and Benefits Resolution

Action Requested
Consider approval by resolution during the meeting of January 7, 2020, to amend the Turlock Irrigation District MSPC Employees’ Salary and Benefits Resolution by revising the current MSPC salary steps with the revision of one (1) newly revised job title and the addition of one (1) newly added job classification.

Discussion
The revision of one (1) newly revised job title and addition of one (1) newly added job classification:

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
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<tbody>
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<td>*ACCOUNTING &amp; FINANCE DEPARTMENT MANAGER</td>
<td>12,172.00</td>
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<td>14,795.00</td>
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* Salaries will be adjusted three (3) percent in accordance with Turlock Irrigation District MSPC Employees’ Salary and Benefits Resolution Item 27.3, General Wage Increase Effective January 1, 2020.

Recommendation
It is recommended that the Board of Directors approve the resolution to amend the Turlock Irrigation District MSPC Employees’ Salary and Benefits Resolution salary steps from Exhibit A-7 of the MSPC Employees’ Salary and Benefits Resolution. The salary steps are effective January 7, 2020, which includes the revision of one (1) newly revised job title and one (1) newly added job classification.

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<th>General Manager Signature/Date:</th>
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<tbody>
<tr>
<td>[Signature: Jorian Reed]</td>
<td>[Signature: ]</td>
<td>[Signature: ]</td>
<td>[Signature: Michelle Reimers]</td>
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<td>[Date: 1/2/20]</td>
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RESOLUTION NO. 2020 -

RESOLUTION APPROVING THE AMENDMENT TO THE TURLOCK IRRIGATION DISTRICT MANAGERIAL, SUPERVISORY, PROFESSIONAL AND CONFIDENTIAL EMPLOYEES’ SALARY AND BENEFIT RESOLUTION

WHEREAS, it has been determined by the Human Resources Department that there is a need to amend the current ‘Exhibit A-6 MSCP “Salary and Benefits for Managerial, Supervisory, Professional and Confidential Employees”, salary steps effective January 1, 2020’, with the new ‘Exhibit A-7 MSCP salary steps effective January 7, 2020’; and

WHEREAS, it has further been determined by the Human Resources Department that there is a need to amend ‘Exhibit A-6 MSCP salary steps effective January 1, 2020’, with the revision of one (1) newly revised job title and the addition of one (1) newly added job classification.

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* Salaries will be adjusted three (3) percent in accordance with Turlock Irrigation District MSCP Employees’ Salary and Benefits Resolution Item 27.3, General Wage Increase Effective January 1, 2020.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of the Turlock Irrigation District that the revision of one (1) newly revised job title and one (1) newly added job classification be included to the current MSCP salary steps and amend the Turlock Irrigation District MSCP Employees’ Salary and Benefits Resolution effective January 7, 2020.

Moved by Director ______, seconded by Director ______, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors
Noes: Directors
Absent: Directors

The President declared the resolution adopted.

I, Tami Wallenburg, Executive Secretary to the Board of Directors of the TURLOCK IRRIGATION DISTRICT, do hereby CERTIFY that the foregoing is a full, true and correct
copy of a resolution duly adopted at a regular meeting of said Board of Directors held the 7th day of January, 2020.

______________________________
Executive Secretary to the Board of Directors of the Turlock Irrigation District
GENERAL MANAGER’S ADMINISTRATION

MEMORANDUM

TO: Board of Directors

DATE: January 2, 2020

PREPARED BY: Jorian Reed, Director of Human Resources

RE: Establish Compensation for a newly added job classification

Action Requested
Consider approval by resolution during the meeting of January 7, 2020, to establish compensation for a newly added job classification in the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution.

Discussion
Establish and approve compensation for the newly added job classification, ‘Chief Operating Officer’.

Recommendation
It is recommended that the Board of Directors establish and approve compensation for a newly added job classification in the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution.

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<td>[Signature] 1-2-20</td>
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</table>

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RESOLUTION 2020 -

RESOLUTION APPROVING SALARY AND EMPLOYMENT BENEFITS FOR THE CHIEF OPERATING OFFICER

WHEREAS, it has been determined by the Human Resources Department that there is a need to establish compensation for the newly added job classification 'Chief Operating Officer'.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of the Turlock Irrigation District that:

1. Salary: The Chief Operating Officer will be compensated with an annual salary of $262,800.00.

Moved by Director _______, seconded by Director _______, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors
Noes: Directors
Absent: Directors

The President declared the resolution _________.

I, Tami Wallenburg, Executive Secretary to the Board of Directors of the TURLOCK IRRIGATION DISTRICT, do hereby CERTIFY that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the 7th day of January 2020.

Executive Secretary to the Board of Directors of the Turlock Irrigation District
GENERAL MANAGER’S ADMINISTRATION

MEMORANDUM

TO: Board of Directors

DATE: January 2, 2020

PREPARED BY: Jorian Reed, Director of Human Resources

RE: Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution Amendment

Action Requested
Consider approval by resolution during the meeting of January 7, 2020, to amend the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution to add one (1) new job classification that effective January 1, 2021 the salary shall be increased by three (3) percent.

Discussion
Amend the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution to add one (1) new job classification that effective January 1, 2021 the salary shall be increased by three (3) percent.

Recommendation
It is recommended that the Board of Directors approve the resolution to amend the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution by the addition of one (1) new job classification that effective January 1, 2021 the salary shall be increased by three (3) percent.

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<td></td>
<td></td>
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<td>1/2/20</td>
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RESOLUTION NO. 2020 -

RESOLUTION APPROVING THE AMENDMENT TO THE TURLOCK IRRIGATION DISTRICT MANAGERIAL, SUPERVISORY, PROFESSIONAL AND CONFIDENTIAL EMPLOYEES’ SALARY AND BENEFITS RESOLUTION

WHEREAS, it has been determined by the Human Resources Department that there is a need to require the addition of one (1) new job classification titled ‘Chief Operating Officer’.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of the Turlock Irrigation District that the addition of one (1) new job classification, ‘Chief Operating Officer’ be included to amend the Turlock Irrigation District Managerial, Supervisory, Professional and Confidential Employees’ Salary and Benefits Resolution. Effective January 1, 2021, the Chief Operating Officer’s wage shall be increased by three (3) percent.

Moved by Director ________, seconded by Director ________, that the foregoing resolution be adopted.

Upon roll call the following vote was had:

Ayes: Directors
Noes: Directors
Absent: Directors

The President declared the resolution adopted.

I, Tami Wallenburg, Executive Secretary to the Board of Directors of the TURLOCK IRRIGATION DISTRICT, do hereby CERTIFY that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the 7th day of January, 2020.

______________________________________________________________
Executive Secretary to the Board of Directors of the Turlock Irrigation District