

## Programs Coordinator

### Position Summary

Manage and coordinate District communications regarding on-farm reporting requirements and District programs. Ensure District compliance with various regulations, develop and implement Board policies and programs to ensure such compliance. Educate customers about various requirements and reporting obligations regarding regulatory compliance and District programs. Collect, compile, and accurately report data as required.

### Essential Functions

- Assist the General Manager, as directed, with all aspects of the Districts policies, procedures, programs, and operations.
- Effectively communicate and implement District programs.
- Attend meetings with customers and external partners, including regulatory agencies.
- Coordinate District education program.
- Establish and maintain cooperative working relationships with co-workers, the Board, customers, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### Regulatory Compliance:

- Attend meetings with the various regulatory agencies that impact District activities.
- Assist customers in meeting State mandated drainage related regulations including the Irrigated Lands Regulatory Program and approved TMDL's.
- Ensure compliance with permits and environmental regulatory requirements for the District.
- Manage the Westside San Joaquin River Watershed Coalition drain & storm water sampling program in the northern region.
- Assist in the implementation of the Salinity and Nitrate Control Program.
- Monitor District drainage contributions and identify specific areas of concern.
- Ensure compliance with applicable county groundwater ordinance(s).
- Communicate with customers regarding on-farm regulatory compliance requirements.
- Assist the General Manger in the coordination and implementation of the District's Sustainable Groundwater Management Plan Activities.
- Ensure compliance with SBX7-6 Groundwater/Well Measurement Regulation.
- Ensure compliance with applicable county groundwater ordinance(s).
- Compile and organize data relating to SGMA for the District.
- Maintain and update District SGMA database and maps.
- Ensure customer compliance with all reporting requirements.

### Education Program:

- Assist the General Manager with developing a District education program that will focus on information about the District, California water, and local area farming practices.
- Draft customer correspondence regarding education opportunities through existing state and county programs.
- Assist the General Manager with drafting a quarterly newsletter.
- Participate in annual customer meetings.
- Update the District website with informational materials and ensure website data is current.

District Programs:

- Draft customer correspondence forms for District programs.
- Participate in customer meetings regarding available programs with the General Manager.
- Track customer participation in these programs and ensure proper outreach is accomplished.
- Develop and implement District pump performance evaluation program.
- Promote, coordinate, and document District Mobile Lab activities.

**Job Standards/Specifications**

Knowledge of:

- Basic crop water needs and farming practices.
- Regulatory agencies and requirements impacting the District and District customers.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Granting agencies and requirements for obtaining and implementing grants.
- Database management.
- Microsoft Excel, Word, PowerPoint, ArcGIS or similar software.

Ability to:

- Consistently meet all reporting and assignment deadlines.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Communicate well during public presentations.
- Develop strong working relationships with District customers.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the General Manager on the development of ordinances, regulations, programs, and policies.

**Typical Physical Activities**

- Operates District automobile in conducting District business.
- Work at a desk for an extended period of time.

- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Stands and/or sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

**Environmental Factors**

1. Exposure to the sun: 25% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

**Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Five years experience, with emphasis on working with state and federal regulatory agencies, water Districts, and farming operations.

Education: Bachelor's degree from an accredited college or university with major coursework in engineering, public information, communications, or related field.

**License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

1/6/0

Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

SAN LUIS & DELTA-MENDOTA WATER AUTHORITY BOARD OF DIRECTORS REGULAR MEETING MINUTES JUNE 6, 2024

The Board of Directors of the San Luis & Delta-Mendota Water Authority convened at approximately 9:30 a.m. at 842 6th Street in Los Banos, California, with Vice-Chair William Bourdeau presiding.

Directors and Alternate Directors in Attendance

Division 1

- David Weisenberger, Director (arrived item 7)
Bobby Pierce, Director
Anthea Hansen, Director
Ed Pattison, Director (arrived item 7)

Division 2

- Ross Franson, Director
William Bourdeau, Director
Patrick McGowan, Alternate for Beau Correia
Lon Martin, Alternate for Bill Diedrich

Division 3

- Chris White, Alternate for Dan McCurdy
Jarrett Martin, Director (arrived item 7)
Ric Ortega, Director

Division 4

- John Varela, Director - Aaron Baker, Alternate

Division 5

- Bill Pucheu, Director
Manny Amorelli, Director

Authority Representatives Present

- Federico Barajas, Executive Director
Pablo Arroyave, Chief Operating Officer
Rebecca Akroyd, General Counsel
Rebecca Harms, Deputy General Counsel
Scott Petersen, Water Policy Director
Ray Tarka, Director of Finance
Stewart Davis, IT Officer
Jaime McNeill, Engineering Manager
Jacob Bejarano, Senior Civil Engineer

Others in Attendance

- Diane Rathmann, Linneman Law
Vince Gin, Valley Water
Steve Blumenshine, CSU-Water
Don Wright, WaterWrights
Seraphina Bedoyan, Water Wise
Mitch Partovi, Water Agency

Daniel Nelson, SLDMWA Retiree  
Wilson Orvis, Friant Water Authority  
Dan O'Hanlon, KMTG  
John Wiersma, Henry Miller Reclamation District  
Kristin Olsen, Foley & Lardner, LLP (via ZOOM)  
Dennis Cardoza, Foley & Lardner, LLP (via ZOOM)  
Liz Kiteck, Bureau of Reclamation (via ZOOM)  
Brandon Souza, Farm Water Coalition (via ZOOM)

1. Call to Order/Roll Call

The meeting was called to order by Vice-Chair William Bourdeau and roll was called.

2. Board to Consider Additions or Corrections to the Agenda of Items, as authorized by Government Code Section 54950 et seq.

No additions or corrections.

3. Public Comment

No public comment.

CONSENT ITEMS

4. Agenda Items 4-6: Board to Consider: a) May 16, 2024 Meeting Minutes and May 16, 2024 Joint Special Workshop Minutes, b) Acceptance of the Financial & Expenditures Reports, and c) Acceptance of Staff Reports.

On a motion of Director Ric Ortega, seconded by Alternate Director Lon Martin, the Board accepted the May 16, 2024 Meeting Minutes and May 16, 2024 Joint Special Workshop Minutes, Financial & Expenditures Reports, and Staff Reports. The vote on the motion was as follows:

AYES: Pierce, Hansen, Franson, Bourdeau, McGowan, Lon Martin, White, Ortega, Varela, Pucheu, Amorelli  
NAYS: None  
ABSTENTIONS: None

ACTION ITEMS

5. Agenda Item 7: Adoption of Resolution Recognizing the Service and Contributions of Diane Van Atta Rathmann, General Counsel of the San Luis & Delta-Mendota Water Authority from 1992-2015 and Outside Counsel Thereafter.

Executive Director Federico Barajas presented the resolution/Golden Bucket Award, and thanked long-time General Counsel Diane Rathmann for her considerable contributions to the Authority, and the member agencies. Past Authority Executive Director Daniel Nelson, Outside Counsel Dan O'Hanlon, Director Anthea Hansen, General Counsel Rebecca Akroyd, and various staff members also thanked Diane

Rathmann for her years of service and contributions. Diane Rathmann thanked the Board of Directors, and Barajas, and briefly spoke about her years of service, and the people she has worked with over the years.

On a motion of Director Bill Pucheu, seconded by Director John Varela, the Board adopted the resolution recognizing the service and contributions of Diane Van Atta Rathmann, General Counsel of the San Luis & Delta-Mendota Water Authority from 1992-2015 and Outside Counsel thereafter. The vote on the motion was as follows:

AYES: Weisenberger, Pierce, Hansen, Pattison, Franson, Bourdeau, McGowan, Lon Martin, White, Jarrett Martin, Ortega, Varela, Pucheu, Amorelli

NAYS: None

ABSTENTIONS: None

**REPORT ITEMS**

**6. Agenda Item 8: Update on DMC Emergency Repairs.**

Chief Operating Officer Pablo Arroyave introduced the item and explained that emergency work was recently completed at Check 18 and Salado Creek along the Delta-Mendota Canal (DMC). Arroyave then introduced Senior Civil Engineer Jacob Bejarano and Engineering Manager Jaime McNeill to provide additional detail about the emergency repairs. Bejarano reviewed a PowerPoint presentation, and Authority staff answered questions throughout the presentation.

**7. Agenda Item 9: Report on State and Federal Affairs.**

Water Policy Director Scott Petersen provided updates related to federal staffing, funding updates, the consultation on Long-Term Operations of the CVP and SWP, Water Resources Development Act, the Farm Bill, and the federal appropriations process. Petersen additionally provided a California legislative update. Petersen answered Board questions throughout his presentation. Additional information was provided by consultants Dennis Cardoza and Kristin Olsen.

**8. Agenda Item 10: Executive Director's Report.**

- a. **B.F. Sisk Dam Raise and Expansion Project Funding Announcement** – Executive Director Federico Barajas reported that Reclamation has awarded the B.F. Sisk Dam Raise and Reservoir Expansion Project \$75 million in funding in addition to the \$95 million already awarded.
- b. **JPA Amendments** – Executive Director Federico Barajas reminded Board members to provide updated information regarding when member agency home boards will take action to approve the JPA amendments. General Counsel Rebecca Akroyd reported once 14 members take action, the JPA amendments will take effect.

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- c. **Planning Committee** - Executive Director Federico Barajas asked Board members to start considering representatives for the new Planning Committee.
- d. **Schedule Regarding Friant-Authority MOU Documents** – General Counsel Rebecca Akroyd reported that the 60-day contractor review of the Cost Recovery Plan ends June 7, 2024, and execution of the 2nd Amended MOU will follow.
- e. **Compensation Survey Year** – Executive Director Federico Barajas reported that this year is a compensation survey year, and staff is in the process of enlisting a contractor to help the Authority provide an independent assessment of wages and benefits.

9. **Agenda Item 11: Chief Operating Officer’s Report**

- a. **O’Neill Pumping Plant (OPP) Outage** – Chief Operating Officer Pablo Arroyave reported that the Authority is delaying the outage to a later date, with the potential for four separate outages. Arroyave reported that the first outage could potentially occur in October.
- b. **BIL Application** – Chief Operating Officer Pablo Arroyave reported that the funding application is due in July, and staff is looking at resubmitting for the DMC subsidence correction Project and O’Neill Pumping Plant work.
- c. **Operations Update** - Chief Operating Officer Pablo Arroyave reported that Jones Pumping Plant operations will be increasing to 5 units, up to -5,000 OMR.

10. **Agenda Item 12: Update on Water Operations and Forecasts**

Chief Operating Officer Pablo Arroyave introduced Liz Kiteck from the Central Valley Operations Office (CVO) of the Bureau of Reclamation. Kiteck provided updates regarding CVP storage, operations, and the latest forecasts.

11. **Agenda Item 13: Committee Reports.**

- a. **Water Resources Committee** – Chair William Bourdeau reported that the committee met and addressed agenda items.
- b. **Finance & Administration Committee** – Chair Anthea Hansen reported that the committee met and addressed agenda items.
- c. **O&M Committee** – Chair Chris White reported that the committee is scheduled to meet June 24, 2024.

12. **Agenda Item 14: Outside Agency/Organization Reports.**

- a. **State and Federal Contractors Water Agency (SFCWA)** – No report.
- b. **Family Farm Alliance (FFA)** – Report included in the packet; Water Policy Director Scott Petersen also briefly reported regarding succession planning and the FFA retreat.

Me 5



- c. **Farm Water Coalition (FWC)** – Brandon Souza provided a brief overview of the report included in the packet.
- d. **Association of California Water Agencies (ACWA)** – Director John Varela introduced the Interim Executive Director of CSU-WATER Steve Blumenshine, who provided a brief overview of CSU-WATER efforts.
- e. **Water Blueprint for the San Joaquin Valley (Blueprint)** - Water Policy Director Scott Petersen reported that the packet includes the Water Policy Memo from the Water Resources Committee meeting with detailed information on Blueprint activities.
- f. **SJV CAP** - Water Policy Director Scott Petersen reported that the Water Policy Memo from the Water Resources Committee meeting includes detailed information on SJV CAP.
- g. **CVPWA** – Director Anthea Hansen reported that the quarterly board meeting is this afternoon.

13. **Agenda Item 15: Board Member Reports.**

Director Ric Ortega thanked Authority staff for their review of the North Grasslands Intertie Project design.

14. **Agenda Items 16-17: Closed Session Report.**

After allowing an opportunity for public comment, Vice-Chair William Bourdeau adjourned the open session to address the items listed on the Closed Session Agenda at approximately 10:51 a.m. Upon return to open session at approximately 11:15 a.m., Vice-Chair William Bourdeau stated that no reportable actions were taken.

15. **Agenda Item 18: Reports Pursuant to Government Code Section 54954.2(a)(3)**  
No report.

16. **Agenda Item 19: Adjournment.**

The meeting was adjourned at approximately 11:16 a.m.



## MEMO

**TO:** Board of Directors

**FROM:** Darlene Neves, Supervisor of Operational Accounting  
Raymond Tarka, Director of Finance

**SUBJECT:** July 2024 BOD Meeting Report - Finance  
Fiscal Year - March 1, 2024 through February 28,  
2025

**DATE:** July 11, 2024

Attached are the Financial & Expenditures Reports.