

May 23, 2023  
Tracy, California

Pursuant to adjournment, May 17, 2023, the Board of Directors of the Banta-Carbona Irrigation District met at 9:00 a.m. at 3514 W. Lehman Road, Tracy California on the above-named date.

PRESENT: Directors: James M Thoming, Glenn Robertson, Annette Elissagaray, Mark Cardoza, and Kyle Robertson

OTHERS PRESENT: General Manager/Secretary David Weisenberger, Treasurer/Assessor Danisha McDonald, and Assistant Manager/Watermaster Michael McDonald.

ABSENT: None

ITEM 1 - Review various District policies and procedures. Action as necessary

Staff provided an update as to the progress of developing a master calendar. Ms. McDonald reported that she contacted the District's technology consultant, ITS Currie, about what options are might be available. The purpose of the calendar is to record all important times and dates for activities of the district, filing deadlines, payment deadlines, government report deadlines, and for any other business of the district that is time sensitive.

- a. Policies and procedures regarding the hiring of relatives. After much discussion the board directed staff to draft language to allow for the hiring of relatives for inclusion in the new employee handbook that remains in draft form.

ITEM 2 - Review various District Job Descriptions for approval.

Manager Weisenberger presented a draft job description of "Office Assistant II" for the board's review. The board made some suggestions as to the wording of a couple of sections. Director Mark Cardoza made a motion to approve the job description as amended and authorized staff to fill the position. Director Kyle Robertson seconded the motion, and it carried by the following vote: Ayes: Directors: Annette Elissagaray, Glenn Robertson, Mark Cardoza, James M. Thoming and Kyle Robertson; Noes: None; Abstain: None; Absent: None

The board also recommended that when hiring for positions such as this that "Offer Letters" be used.

- a. Review for consideration incentive pay for completion of job related courses, certificates, or licenses.  
Manager Weisenberger proposed that the Board consider including in the new employee handbook a section that allows for incentive pay to be added to base pay for employees that complete certificated programs that address district desired skill sets and needs. After discussion the board directed staff to develop draft language for the proposed section along with recommended incentives.
- b. Review pay ranges for various job descriptions.  
Manager Weisenberger reviewed the current pay scales and discussed how various positions provide incentives or disincentives for employees to want to fill various positions when they open up. This discussion was related to the agenda item that addressed incentive pay.

ITEM 3 - Review for discussion format of reports, particularly treasurer report, to be used by staff for regular board meetings.

Treasurer Danisha McDonald presented various reports that could be included with the monthly treasurers report. She also provided the past treasurer reports for discussion. After reviewing the materials provided the board directed the treasurer as to which pages can be deleted from the old report format and which new pages could be included in the future. Treasurer McDonald was directed to incorp[orate] the changes at the next regular board meeting in June.

ITEM 4 - CLOSED SESSION:

1) CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

- A. Property: Up to 10,000 acre feet of San Joaquin River Water under the District's Pre-1914 Water rights

Agency Negotiator: David Weisenberger and Jeanne Zolezzi

Negotiating Party: Meyers Farm Family Trust

Under Negotiation: Price, Quantity and Terms of Payment

No action to report.