

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

The Board of Directors of the South San Joaquin Irrigation District (SSJID) met in person in regular session in the District Boardroom at 9:00 a.m., with public access provided via the online Zoom meeting platform. President Weststeyn called the meeting to order. Director Spyksma led the flag salute. Upon roll call the following members were noted present:

DIRECTORS:           HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN  
ABSENT:               NONE

Also present were General Manager Peter M. Rietkerk, General Counsel Mia Brown, Engineering Department Manager Forrest Killingsworth, and Clerk of the Board Danielle Barney.

**Public Comment** – None.

**CONSENT CALENDAR**

- A. Approval of Checks in the amount of \$483,063.83; Accounts Payable Wires in the amount of \$1,448,978.07; and Payroll dated April 21, 2023 in the amount of \$1,768.68, April 21, 2023 in the amount of \$531.24, April 24, 2023 in the amount of \$4,203.19, May 5, 2023 in the amount of \$298,350.63, and May 19, 2023 in the amount of \$295,277.49.
- B. Approval of the Regular Board Meeting Minutes of April 25, 2023
- C. Approval of the Special Board Meeting Minutes of May 2, 2023
- D. Approval of Consent to SSJID’s Entry of Property to Read and to Maintain Flow Meter, APN 247-240-10

Director Holbrook inquired about the Assessor Parcel Number (APN) 247-240-10 as the property identified on the Consent to SSJID’s Entry of Property to Read and to Maintain Flow Meter, and the second APN 247-260-01 appearing on the Exhibit A – Legal Description. Mr. Forrest Killingsworth, SSJID Engineering Department Manager responded that the second APN on the legal description is standard procedure which identifies the parcel attached to where the meter is located and accessed by the District.

Director Spyksma inquired about permitting required for installation of the flow meter, to which Mr. Killingsworth stated that the grower will install the flow meter through the Structure Permit process, which appeared under Agenda Item #2.j: Report of Approval of the Following Structure Permits.

- E. Financial Statements through April 2023
- F. Investment Report for April 2023

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to approve the Consent Calendar as submitted.

The motion passed 5 to 0 by the following vote:

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

AYES:           HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN  
NOES:           NONE  
ABSTAIN:       NONE  
ABSENT:        NONE

**COMMUNICATIONS**

**Item #1 – Directors’ Reports**

Director Roos reported that he attended the Association of California Water Agencies (ACWA) 2023 Spring Conference on May 9-11, 2023, in Monterey, CA. He stated that it was a good conference.

Director Kamper reported that he attended the ACWA 2023 Spring Conference and highlighted sessions regarding electric vehicles (EVs); and press conferences, interaction, and building relationships with the media. He also noted the interesting variety of exhibitors.

Director Spyksma reported that he attended the ACWA 2023 Spring Conference and opined that it was a great conference. He also attended the ACWA/Joint Powers Insurance Authority (JPIA) Board of Directors meeting on May 8 and noted the changes in JPIA leadership. Director Spyksma highlighted a session attended regarding disaster recovery and preparedness, and information obtained regarding flow meter technology.

Director Holbrook reported that he attended the ACWA 2023 Spring Conference and the JPIA Board of Directors meeting. He cited JPIA data regarding worker’s compensation claims, frequency/causes of worker’s compensation injuries, membership status, and the 2022 audit. He also noted updates regarding cyber-security programs, the California Water Insurance Fund, a Glossary of Terms and Acronyms, and a safety awards program which could be beneficial for SSJID Environmental Compliance and Safety Officer Walt Luihn to participate in.

Director Holbrook reported that he attended the San Joaquin County (SJC) Advisory Water Commission (AWC) Board meeting on May 17. He noted newly appointed Member-at-Large Steve De Brum.

President Weststeyn reported his attendance at the following meetings and/or events:

- North San Joaquin Water Conservation District (NSJWCD) Facilities Tour on May 5. He opined that it was a good event, and mentioned his gratitude for SSJID’s senior water rights, as well as its efficient, well-maintained water systems.
- San Joaquin Tributaries Authority (SJTA) Commission meeting on May 8. Discussion included strategic planning.
- ACWA 2023 Spring Conference. He commented on a good conference and highlighted the “Show Me the Money” session, and discussions with vendors on future project concepts.
- Tri-Dam Project Board meeting on May 17. Discussion included Microwave Networks Training courses. President Weststeyn stated that it would be beneficial for Mr. Lance Martin, SSJID Telemetry Systems Supervisor, and Mr. Michael O’Leary, SSJID IT Systems Administrator, to participate in the trainings.

**Item #2 – Various Reports**

Director Holbrook referenced the Water Treatment Plant (WTP) Manager’s Report, dated May 23, 2023, Department Updates #5, and congratulated Mr. Keith Obrochta on his promotion from WTP Operator III to Operator IV.

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Mr. Peter Rietkerk, SSJID General Manager, referenced the prolonged outage at the Robert O. Schulz Solar Farm due to a blown current transformer (CT) used for metering of generation by Pacific Gas & Electric (PG&E). He commended Mr. Justin Ashworth, WTP Operations Supervisor, for his diligent coordination with PG&E to resolve the issue. Delivery of the replacement part(s), and completion of repairs are anticipated by the end of the week.

Mr. Rietkerk noted an update on the Frankenheimer Power Canal and stated that Turlock Irrigation District (TID) is interested in the cost-share of repairs and improvements to the power canal. Required maintenance work will include shotcrete to the canal bottom at an estimated cost of \$330,000.00 if work is done in-house, or \$400,000.00 if contracted. Staff is currently reviewing the original agreement with TID. Further discussion will be held in Closed Session.

Mr. Rietkerk announced an invitation received from Stockton East Water District (SEWD) for their 75<sup>th</sup> Anniversary celebration on June 9. Festivities will include food, music, and a facilities tour. He stated that it is not uncommon for agencies to adopt and present a resolution congratulating an agency for their anniversary. Due to time constraints, SSJID may be able to present SEWD with something at a future meeting. Director Holbrook inquired if adoption of said resolution could be added to today's agenda, to which Ms. Mia Brown, SSJID General Counsel, responded that a resolution had not been prepared for Board consideration and adoption.

Mr. Rietkerk passed, for Board viewing, a thank-you card received from SSJID Welder and Mechanic Richard Pendleton, and his family thanking the District for the condolences and support given during the passing of his mother.

Director Holbrook addressed Mr. Killingsworth and inquired on the status of the Canyon Tunnel Project. Mr. Killingsworth stated that standard coordination with permitting agencies continues. Several trees have been identified for removal at the barge landing location, and that this tree removal and subsequent mitigation efforts and/or compensatory mitigation in-lieu fees will need to be addressed in the Lake and Streambed Alteration (LSA) Agreement. Staff will present a draft LSA Agreement for Board consideration in June.

President Weststeyn noted the recent resignation of SSJID Accounting Technician Julie Minton, on May 19, thanked her for seven (7) years of service with the District, and wished her well on future endeavors.

Ms. Brown announced that an agenda item will be added to the end of the Action Calendar following Item #6.

**ACTION CALENDAR**

**Item #3 – Consider Approval to Purchase Main Distribution Canal Gate Actuators**

Mr. Martin addressed the Board regarding approval for the purchase and installation of eight (8) actuators for the Main Distribution Canal (MDC). He explained that during inspections, issues were identified in 13 of 24 gate actuators including rust, water contamination, metal shavings, sludge, oil leaks into electronics compartments, and bearings stuck to drive shafts. Mr. Martin further explained that replacing one (1) actuator on drops with two (2) actuators will reduce the risk of causing an impact to irrigation operations.

Staff requested quotes for eight (8) actuators and gearboxes, and recommended the purchase and installation of eight (8) Rotork IQ520 and IB3 gearboxes from Santa Fe Water Systems for the amount of \$78,000.00, and one (1) day of startup support from Santa Fe Water Systems for \$1,500.00 for a total amount of \$79,500.00 plus tax and shipping costs.

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Board discussion included retaining old parts for later reuse, a recommended gearbox maintenance schedule, and staff training for the actuators and built-in encoders. Mr. Martin responded that gearbox inspections will be conducted annually, and that the vendor field-service representative will provide training for setting and coding the actuators.

**MOTION:** A motion was made by Director Kamper and seconded by Director Holbrook to approve the purchase of eight (8) actuators from Sante Fe Water Systems for \$78,000.00, and one (1) day of startup support from Santa Fe Water Systems for \$1,500.00 for a total amount of \$79,500.00 plus tax and shipping costs.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Item #4 – Consider Approval of Arco Self Storage Development Project**

Mr. Killingsworth addressed the Board and provided details of the Arco Self Storage Development Project including the acreage size, location near Northgate Drive and North Main Street intersection in Manteca, and the expansion of adding fourteen new storage buildings. He explained that District Lateral “Rf” (42” cast-in place pipe) intersects this development at the project’s southernmost tip, and that the overlapping portion of SSJID pipeline will be removed and replaced with 42” of Rubber Gasket Reinforced Concrete Pipe (RGRCP).

Staff recommended that the Board authorize the conditional approval of the items listed below regarding improvements to existing Lateral “Rf” related to the Arco Self Storage Development Project, and subject to compliance with the District’s standard requirements to the satisfaction of District staff.

1. Staff signature of Improvement Plans
2. Developer’s Agreement
3. Encroachment Agreement/Temporary Construction Agreement
4. Service Abandonment Agreement

**MOTION:** A motion was made by Director Roos and seconded by Director Kamper to authorize the conditional approval of the items listed above regarding improvements to existing Lateral “Rf” related to the Arco Self Storage Development Project, and subject to compliance with the District’s standard requirements to the satisfaction of District staff.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Item #5 – Consider Approval Irrigation Cost-of-Service Study, and Initiate Proposition 218 Process**

Ms. Sonya Williams, SSJID Finance and Administration Manager, addressed the Board, thanked staff and consultants on the completion of the Cost-of-Service Analysis, and stated that the District is on schedule with the proposed Proposition (Prop) 218 rate increase process. She gave a presentation and introduced Provost &

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Pritchard Consulting Group (P&P) representatives Brian Ehlers, Principal Engineer, and Ed Caminata, Senior Engineer, who performed the Cost-of-Service Analysis.

Mr. Rietkerk provided background of the proposed rate increase including the development and Board adoption, in 2022, of the SSJID Water Master Plan (WMP), a 30-year vision detailing future needs of the District's irrigation system and facilities. A major component of the WMP was the District's financial model and projection which determined that the current service business model is unsustainable without changes. He added that in February 2023, P&P were contracted to conduct a rate study to determine rate structuring needs.

Ms. Brown explained Prop 218, and its substantive and procedural legal requirements.

Mr. Caminata provided explanations of SSJID's 2023 projected irrigation operating expenses including the budgeted amounts versus volumetric and fixed expenses; and projected irrigation operating revenues. He detailed the irrigation services provided by SSJID; definitions of irrigation rate, irrigation non-rate, and non-operating revenues; the irrigation rate methodology used for the 2024-2028 projected irrigation operations budget; and the proposed 5-year irrigation rates.

Mr. Rietkerk explained the District's financial health including inflation, regulatory threats, capital needs, rate increases, other revenues including grant opportunities, and efficiencies.

Ms. Katie Patterson, SSJID Public and Government Relations Manager, highlighted the District's commitment to transparent communication with the public, and detailed the planned education and outreach efforts including multiple public meetings scheduled on various dates, locations, and times. She noted additional outreach efforts including placing information on the District website, training for staff, a frequently asked questions (FAQ) document and other handouts for customers, and coordination to field inquiries from customers and others.

Ms. Williams provided detailed explanations of the "next steps" if the Cost-of-Service Analysis is approved by the Board, and authorization is given to proceed with the Prop. 218 process including mailing the Prop 218 Notice mailing, public outreach events, the public hearing scheduled for July 25, 2023 at the regular Board meeting, tabulation of any protests received, and possible rate adoption by the Board if there is no majority protest. She noted that tabulation of the protest forms will be conducted and completed by a third party consultant who will also assist in determining the validity of all protest forms received.

Staff recommended that the Board approve and adopt the Cost-of-Service Analysis, and authorize and direct staff to commence all necessary procedures in compliance with Proposition 218 in order to initiate the notice and public hearing process required for consideration of a possible rate increase.

The Board noted that the Cost-of-Service Analysis properly examined only the cost of irrigation services as costs of other services are not tied to or impacted by irrigation rates, and that the projected rate increases were derived from the financial model of the Water Master Plan previously adopted by the Board. The Board made several suggestions to clarify and/or provide some minor, additional explanation for information contained in the Cost-of-Service Analysis. District General Counsel noted that such additional clarification and explanation within the Cost-of-Service Analysis does not provide any new, substantive information or in any way alter the data, analysis, or outcomes contained in the Cost-of-Service Analysis. It was noted that while public comments/oppositions will be welcome at the Public Hearing on July 25, public protests must be submitted officially and in-writing by the close of the Public Hearing. Each parcel will account for one (1) vote.

**MOTION:** A motion was made by Director Spyksma and seconded by Director Holbrook to accept and adopt the Cost-of-Service Analysis, and authorize and direct staff to commence all necessary procedures in compliance with Proposition 218 in order to initiate the notice and public hearing process required for

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

consideration of a possible rate increase.

The motion passed 4 to 1 by the following vote:

AYES:	HOLBROOK KAMPER SPYKSMA WESTSTEYN
NOES:	ROOS
ABSTAIN:	NONE
ABSENT	NONE

Director Holbrook reiterated the importance of considering participation in the California Water Insurance Fund which could benefit the District with potential future revenues.

**Item #6 – Consider Adoption of Resolution 23-16-Y Adoption of Procedures Related to Upcoming SSJID Proposition 218 Proceeding**

General Counsel addressed the Board regarding adoption of Resolution 23-16-Y Adopting Procedures for Proceedings Under Proposition 218 to Adopt and Implement Irrigation Rates which will memorialize and adopt the procedures for the Prop 218 process, guidelines for staff, voting and tabulation criteria, and procedural requirements.

**MOTION:** A motion was made by Director Spyksma and seconded by Director Kamper to adopt Resolution 23-16-Y Adopting Procedures for Proceedings Under Proposition 218 to Adopt and Implement Irrigation Rates.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
RESOLUTION NO. 23-16-Y**

**RESOLUTION ADOPTING PROCEDURES FOR PROCEEDINGS UNDER PROPOSITION 218  
TO ADOPT AND IMPLEMENT IRRIGATION RATES**

**WHEREAS**, the South San Joaquin Irrigation District (“SSJID” or “District”) is an irrigation district, governed by Division 11 (sections 20500—29978) of the California Water Code (“Irrigation District Law”); and

**WHEREAS**, pursuant to section 22280 of the Irrigation District Law, SSJID is authorized to fix and collect charges for any service furnished by the District, including the sale and delivery of water; and

**WHEREAS**, Proposition 218, adopted November 6, 1996, added Articles XIIC and XIID to the California Constitution which impose certain substantive and procedural requirements regarding the increase of existing rates and charges and imposition of certain new charges; and

**WHEREAS**, the District Board of Directors wishes to set forth, in accordance with Article XIID, section 6, the majority protest requirements which will apply to the noticing, public hearing, and receipt and tabulation of protests in association with the proceeding to increase District rates (“Prop. 218 Proceeding”); and

**NOW THEREFORE BE IT RESOLVED**, by this Board of Directors that:

1. It is the Board of Directors intent in adopting this resolution, to adopt the notice, hearing, and majority protest procedure proceedings that are consistent and in conformance with Articles XIIC and XIID of the California Constitution and with the Proposition 218 Omnibus Implementation Act and the provisions of other statutes authorizing the imposition of rates and charges. To the extent

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

that these requirements are legally required to supersede requirements set forth in the Irrigation District Law, these provisions are intended to prevail.

2. Guidelines and procedures to be followed in association with the Prop. 218 Proceeding:
  - a. **Notice**. The District shall provide the required notice to the legal owner(s) of record (“Record Owners”) and any tenant(s) responsible for the direct payment to the District for irrigation rates, for each parcel subject to the irrigation rates.
  - b. **Those Subject to Rates**. The District’s irrigation customers, whether Record Owners or tenants of Record Owners, are subject to the rates.
  - c. **Amount of Rates**. A formula or schedule by which the customer can easily calculate the potential irrigation rates will be included in the notice. The proposed rates must comply with the following requirements:
    - i. Revenues from the irrigation rates will not be used for any purpose other than that for which the rates are imposed;
    - ii. Revenues from the irrigation rates will not exceed the direct and indirect costs required to provide irrigation services;
    - iii. The rates will not exceed the proportional cost of the services attributable to the customer;
    - iv. The rates will be imposed for a service actually used by, or immediately available to the customer; and
    - v. The rates will not be imposed for general governmental services where the service is available to the public at large in substantially the same manner as it is to the customer.
  - d. **Provision of Notice**. The following guidelines apply to giving notice of the potential irrigation rate increase:
    - i. All irrigation customers shall be provided notice. The Record Owner(s) of each parcel subject to the irrigation rates will be determined from the last equalized property tax roll. Tenants of Record Owners who are responsible for paying irrigation rates will be determined through the District’s customer database.
    - ii. The notice must be sent at least forty-five (45) days prior to the date set for the public hearing on the irrigation rate increase.
    - iii. Failure of any person to receive the notice will not invalidate the proceedings.
  - e. **Protest Procedures**. The following guidelines apply to the protest of the irrigation rate increase:
    - i. Notice shall be mailed to all affected irrigation customers at least forty-five (45) days prior to the date of the public hearing regarding the proposed rate increase.

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

- ii. Written protests must be received, either by mail or in person, sealed in an envelope that conceals the contents, with the return address and Assessor's Parcel Number (APN) of the parcel written on the outside of the envelope. Protests will not be accepted by e-mail, facsimile, or verbally.
  - iii. To be counted, protests must be received no later than the date for the return of protests stated on the notice, or the end of the public hearing, whichever is later.
  - iv. A protest must be signed with an original signature in ink to be counted. Photocopied, stamped, electronic, or other form of signature will not be accepted.
  - v. Only one protest per affected parcel will be counted. For parcels with multiple owners or with a tenant entitled to protest, a protest from any owner or the tenant will count as a protest for the property.
  - vi. Written protests shall remain sealed until the tabulation of protests commences at the conclusion of the public hearing.
  - vii. A written protest may be submitted or changed by the person submitting the protest at any time prior to the conclusion of the public testimony on the proposed rate increase at the public hearing.
  - viii. Protests that do not conform to the requirements of this Resolution will not be counted.
  - ix. This proceeding is not an election.
  - x. Written protests must remain sealed until the tabulation of protests commences at the conclusion of the public hearing.
  - xi. Prior to the public hearing, neither the protest nor the envelope in which it is submitted will be treated as a public record, pursuant to Government Code section 6254(c) and any other applicable law, in order to prevent potential unwarranted invasions of the submitter's privacy and to protect the integrity of the protest process.
- f. **Tabulation of Protests.** The following guidelines apply to tabulating protests:
- i. It will be the responsibility of the person designated by the Board of Directors ("Designated Person") to determine the validity of all protests. The Designated Person will accept as valid all protests except those in the following categories:
    - 1. A photocopy which does not contain an original signature;
    - 2. An unsigned protest;
    - 3. A protest without a legible printed name;
    - 4. A protest which appears to be tampered with or otherwise invalid based



**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

upon its appearance, method of delivery, or other circumstances;

5. A protest received by any other manner than by mail or hand delivery;
6. A protest submitted in an envelope that does not have the address or APN written on the outside of the envelope;
7. A protest signed by someone other than a Record Owner or tenant for the given parcel.

The determination by the Designated Person, in consultation with District’s legal counsel if different than the Designated Person, that a protest is invalid is final.

- ii. An impartial person or persons, designated by the Board of Directors, who does not have a vested interest in the outcome of the proposed charge will tabulate the written protests submitted, and not withdrawn.
- iii. A person who has submitted a protest may withdraw that protest at any time up until the conclusion of the final public hearing on the rate increase.
- iv. An irrigation customer’s failure to receive notice of the proposed rate increase will not invalidate the proceedings conducted under this procedure.

**g. Public Hearing.**

1. At the public hearing, the Board of Directors will hear and consider all public testimony regarding the proposed rate increase and will accept all written protests until the close of the public hearing, which may be continued from time to time.
2. The Board of Directors may impose reasonable time limits on both the length of entire hearing and the length of each speaker’s testimony.
3. At the conclusion of the hearing, the impartial person or persons designated to do the tabulation will complete the tabulation of protests, including those received during the hearing.
4. If it is not possible to tabulate the protests on the same day as the public hearing, or if additional time is necessary for public testimony, the District Board may continue the public hearing to a later date to receive additional testimony, information or to finish tabulating the protests; or may close the public hearing and continue the item to a future meeting to finish tabulating the protests.
5. If according to the final tabulation of the protests, the number of protests submitted against the rate increase exceeds 50% plus one of the number of parcels affected by the rate increase, then a “majority protest” exists, and the District Board of Directors will not impose the rate increase.

**PASSED AND ADOPTED** this 23<sup>rd</sup> day of May, 2023, by the following vote:

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

AYES:           HOLBROOK KAMPER SPYKSMA WESTSTEYN  
NOES:           ROOS  
ABSTAIN:       NONE  
ABSENT:        NONE

Ms. Brown addressed the Board regarding proposed Board action to add an agenda Item #7 to the Action Calendar, which was brought to the attention of the District after posting of the board meeting agenda on May 19, and which requires action at the present meeting. She explained the proposed item pertained to a potential grant funding opportunity that will require engaging a consultant for grant writing services, and completion and submittal of said application by a deadline date of June 19, 2023.

**MOTION:** A motion was made by Director Spyksma and seconded by Director Kamper to add agenda Item #7 to the Action Calendar for discussion, in accordance with Government Code section 54954.2(b)(2), finding that the matter came to the attention of the District after the posting of the agenda, and there is a need to take immediate action on the matter.

AYES:           HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN  
NOES:           NONE  
ABSTAIN:       NONE  
ABSENT:        NONE

**Item #7 – Consider Approval for Staff to Proceed with the State Water Efficiency and Enhancement Program (SWEEP) “Block Grant” Application Process, and Authorize the General Manager to Obtain Consultant Grant Writing Services**

Mr. Killingsworth addressed the Board regarding a grant writing opportunity for the California Department of Food and Agriculture’s (CDFA) State Water Efficiency and Enhancement Program (SWEEP) “Block Grant” which promotes the development of water efficient irrigation on California’s farmlands and ranchlands. The SWEEP Block Grant Pilot Program awards funding to organizations to: 1) provide technical assistance to farmers and ranchers (grant beneficiaries) in development and implementation of irrigation projects; and 2) identify Socially Disadvantaged Farmers and Ranchers (SDFR) for financial support and disburse funds. CDFA has available funding up to \$40 million to distribute to block grant recipients, with a minimum award of \$2 million, and the maximum award of \$5 million.

Mr. Killingsworth stated that the grant includes opportunities to fund on-farm efficiency projects, flow measurement and telemetry components, pump replacements and variable speed drives, and noted that many of the District’s growers would be eligible to apply for the program. He provided details including that 80-percent (80%) of the total funding amount requested should be used for on-farm project implementation; at least 25-percent (25%) of the awarded funds must be distributed to SDRFs; the start and end dates for an on-farm project must fall within the Block Grant term; and the Block Grant term end date is November 30, 2027.

Mr. Killingsworth explained requirements of the grant including tracking and reporting; and accounting including record keeping, and tracking, processing and reporting of invoices. He noted that the participating grant beneficiaries and SDRFs would also need to commit to the tracking, reporting and accounting requirements for up to three (3) years. The deadline for the grant application is June 19, 2023.

Mr. Killingsworth stated the importance of a concise and informative grant application and recommended contracting Provost & Pritchard Consulting Group (P&P) for assistance in the grant application process. He added that Ms. Julie Vrieling, SSJID Office Support/Water Conservation Coordinator has grant experience and would be assigned to provide analytics and data to the consultant, and administrative support to the grant

**MINUTES FOR THE MAY 23, 2023  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

beneficiaries.

Staff recommended Board approval to proceed with the SWEEP Block Grant application process; request a proposal from P&P for grant writing services; and authorize the General Manager to approve and sign a contract with P&P for grant writing services for an amount up to the General Manager's spending limit. Mr. Killingsworth stated that a resolution memorializing the District's participation in the SWEEP Grant Block application process may be presented to the Board for adoption at the board meeting on June 13.

Board discussion included the benefits of participation in SWEEP, the importance and relevance of proper grant writing, the District's targeted SDRFs, and the rough estimate of the P&P proposal for \$20-25,000.00.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to proceed with the SWEEP Block Grant application process; request a proposal from P&P for grant writing services; and authorize the General Manager to approve and sign a contract with P&P for grant writing services for an amount up to the General Manager's spending limit.

AYES:	HOLBROOK KAMPER ROOS SPYKSMA WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

*It was announced that all items on the Closed Session agenda would be discussed. The Board took a brief recess at 11:20 a.m. and convened to Closed Session at 11:30 a.m.*

**Item #8 Closed Session**

**RETURN TO OPEN SESSION**

*The Board returned to Open Session at 1:19 p.m.*

**Item #9 – ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

Disclosure of reportable actions taken in Closed Session, pursuant to Government Code Section 54957.1: There were no reportable actions taken in Closed Session.

**Item #10 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:20 p.m.

**ATTEST:**

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Danielle Barney, Clerk of the Board