

**MINUTES FOR THE AUGUST 8, 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 Holbrook 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 \$365,404.94; Accounts Payable Wires in the amount of \$2,052,385.45; and Payroll dated July 18, 2023 in the amount of \$4,203.19, and July 28, 2023 in the amount of \$298,367.96.

- B. Approval of the Regular Board Meeting Minutes of July 25, 2023

Director Holbrook noted a typographical error on Page 5, Item #5, Resolution 23-20-B, paragraph six (6), last line which reads "...protests against to the proposed rate increases..." Should read, "*...protests against the proposed rate increases...*"

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

The motion passed 5 to 0 by the following vote:

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

COMMUNICATIONS

Item #1 – Directors’ Reports

Director Holbrook stated that there were no updates to report.

Director Spyksma stated that there were no updates to report.

Director Kamper stated that there were no updates to report.

Director Roos reported that he participated in a Division 9/SCADA tour on July 27. The tour, conducted by SSJID Irrigation Operations Manager Frank Avila, included site visits to the District’s R-Ditch and Q-Ditch.

President Weststeyn reported that he attended the following meetings:

**MINUTES FOR THE AUGUST 8, 2023
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

- San Joaquin Farm Bureau (SJFB) Water Advisory Committee meeting on July 25.
- Lakeview Ranch Partners meeting on July 27. Will discuss further in Closed Session.
- Lakeview Ranch Partners meeting on August 2.
- San Joaquin Tributaries Authority (SJTA) Commission meeting on August 7. Discussion included hiring an Interim Administrator to facilitate the development and implementation of the SJTA Strategic Plan. Additional discussion included ongoing litigation which President Weststeyn will discuss further in Closed Session.

Item #2 – Various Reports

Mr. Peter Rietkerk, SSJID General Manager, noted that SSJID Electric Utility Manager Bill Schwandt had provided him with a copy of the City of San Diego’s feasibility study considering municipalization of an electric distribution system from their local investor-owned utility. Several consultants previously engaged by SSJID were involved in the study. Mr. Rietkerk passed the document to the Board for viewing and stated that a copy could be provided to them upon request.

Mr. Rietkerk announced an SSJID “Community Leaders” Tour tentatively scheduled for September 14. The event, which was approved in the District’s 2023 budget, will include the leaders of local agencies, elected officials, and state and federal representatives. The tour will consist of site visits to the Tulloch facility, Goodwin facility and Nick C. DeGroot Water Treatment Plant (WTP), and observations of the District’s operations and maintenance work. Ms. Katie Patterson, SSJID Public and Government Relations Manager, added that finalizing a date and tour announcement is contingent upon confirmation of tour bus availability. She noted that a tour bus is being considered due to the potentially large group participating, though a bus may not be optimal through some of the more rugged terrain.

ACTION CALENDAR

Item #3 – Consider Approval to Renew Services Contract with UniFirst Corporation

Mr. James Ferguson, SSJID Shop Department Supervisor, addressed the Board regarding renewal of the uniform services contract with UniFirst Corporation (UniFirst) and provided history of the original 5-year contract, dated October 26, 2018, to provide uniforms and housekeeping supplies to the District’s Main Office, Control Room, and WTP. He stated that service had been good, without incident and/or issues. Mr. Ferguson noted that the total cost during the term of the contract could not be exactly determined due to varying factors including a decrease/increase of employees in the uniform program, a decrease/increase of employees in the pants program, unknown embroidery charges, a decrease/increase of housekeeping supplies, and economic driven price increases. Currently, the average invoice per week for the Main Office is \$888.92.

Ms. Mia Brown, SSJID General Counsel, noted that SSJID’s requested revisions to the new contract had been agreed upon and accepted by all parties.

Staff recommended Board approval to renew the service contract with UniFirst for a term of five (5) years.

Board discussion included placing the uniform contract out for open bid, to which Mr. Ferguson replied that in year four (4) of the proposed 5-year contract, he will send out a Request for Proposal for the District’s next 5-year term.

MOTION: A motion was made by Director Holbrook and seconded by Director Roos to approve renewal of the Customer Service Agreement with UniFirst Corporation, as amended, for a term of five (5) years.

**MINUTES FOR THE AUGUST 8, 2023
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

The motion passed 4 to 1 by the following vote:

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

Item #4 – Consider Approval of Registration Request for ssjid.gov Domain

Mr. Michael O’Leary, SSJID IT Systems Administrator, addressed the Board regarding a registration request for an ssjid.gov domain. He provided history of the ssjid.com domain, and noted Assembly Bill (AB) 1637: Local Government: Internet Websites and Email Addresses. If passed, AB 1637 would require all California government agencies to utilize a .gov “top level domain” by 2029.

Mr. O’Leary noted that .gov domains are administered by the Cybersecurity and Infrastructure Security Agency (CISA) and only to government agencies and organizations, which means a heightened level of security and less susceptibility to cyberattacks. He stated that changing the domain is part of the District’s Security Enhancement Plan which will include revising all employee emails, and enabling Multifactor Authentication and changing password requirements. Current employee emails will remain enabled as backup.

Board discussion included the draft letter regarding the .gov domain, and inquiry if Oakdale Irrigation District (OID) should be mentioned in the District’s history, to which Ms. Brown responded that the purpose of the letter is to simply explain SSJID’s status as a governmental entity, and did not need to mention OID.

MOTION: A motion was made by Director Spyksma and seconded by Director Roos to authorize the Board President to sign the registration request letter, to Verisign, Inc., for the domain name ssjid.gov.

The motion passed 5 to 0 by the following vote:

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

Item #5 – Consider Approval of Professional Services Agreement with Bell Burnett & Associates for Update to SSJID’s Strategic Plan

Mr. Rietkerk addressed the Board regarding approval of the Professional Services Agreement (PSA) with Bell Burnett & Associates (BBA) for strategic planning services. He provided background of the SSJID Strategic Plan 2017-2021 (Plan), the District’s strategic planning efforts, and its objectives and goals including the development of a well-defined mission statement, vision statement and organizational values better known as the SSJID Mission Vision and Values (MVV).

The Plan was finalized in 2017 and defined a systematic and thorough approach that mapped out future actions of the District necessary to accomplish the District’s vision. It identified areas of focus including workforce and culture; customer service and community relations; water supply, operation, and distribution; retail electric; legislative and regulatory; and a long-range capital improvement program and financial plan for irrigation services, now known as the SSJID Water Master Plan (WMP).

**MINUTES FOR THE AUGUST 8, 2023
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

The original Plan proved successful and helped the District focus on projects that improved operations and staffing to meet identified needs. Since adoption of the Plan in 2017, the District is seeing new opportunities and challenges that may require new initiatives to support SSJID’s services, operations, and priorities. An update to the SSJID Strategic Plan is necessary to identify needs, and chart a direction for the Board and staff for the near future.

Staff issued a Request for Proposal (RFP) for strategic planning services, with four (4) proposals submitted. Following review of the proposals and subsequent consultant candidate interviews, staff selected to utilize the services of BBA to facilitate the Strategic Plan update.

BBA’s scope of work was included in the Item #5 staff report, Attachment A, Exhibit A. It was noted that the final scope of work and fee differed from BBA’s original proposal as a result of negotiation and clarification of the effort and scope associated with updating the Plan.

The District budgeted \$50,000.00 in the 2023 budget for strategic planning services. The BBA proposal of \$80,000 would require an increase above budgeted expenditures of approximately \$30,000.00.

Staff recommended Board approval of the PSA with BBA for strategic planning services for a not-to-exceed amount of \$80,000.00, and a budget increase of \$30,000.00 for projected expenditures.

Board discussion included the importance of the District to plan ahead for the future, the impressive resumes of BBA’s project team, consultant references, Board and staff engagement in the Strategic Plan update, and that the revision of the Plan seemed premature. Mr. Rietkerk added that BBA had broad experience demonstrating their ability to implement new technologies and processes for public agencies.

MOTION: A motion was made by Director Holbrook and seconded by Director Spyskma to approve the Professional Services Agreement with Bell Burnett & Associates for strategic planning services for a not-to-exceed amount of \$80,000.00, and approve a budget increase of \$30,000.00 for projected expenditures.

The motion passed 4 to 1 by the following vote:

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

Item #6 – Consider Approval of the SSJID 2023 Mid-Year Budget Amendment

Ms. Sonya Williams, SSJID Finance and Administration Manager, addressed the Board regarding the 2023 adopted budget and stated that the budget amendment occurs annually mid-year to re-evaluate estimated expenses for the upcoming winter construction season. Board approval of the budget amendment grants staff permission to carry out the plan of action intended by the budget.

Ms. Williams provided detailed explanations of the budget amendments to capital expenditures including new projects at an increase of \$274,300.00; revised projects at a decrease of \$478,410.00; and canceled projects at a decrease of \$1,207,996.00 for a total decrease in capital expenditures of \$1,404,106.00. She noted that the proposed budget amendment included increases in SCADA projects, small tools and equipment, as well as Engineering for Joint Supply Canal (JSC) rockslope maintenance. The proposed budget amendment brings the total budgeted capital expenditures for 2023-2024 Q1, excluding the WTP, to \$12 million.

**MINUTES FOR THE AUGUST 8, 2023
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

The Board inquired on Attachment A, Mid-Year Budget Amendment, Line 9, Item ENG21.04, Division 9 Pump at a proposed budget amount of \$850,000.00, to which SSJID Engineering Department Manager Forrest Killingsworth responded that the pump is a “spare” for Division 9 submitted by former SSJID Telemetry Systems Supervisor Lloyd Wayman, and approved for the 2023 budget.

Additional Board discussion included status of the Woodward Dam catwalk, and future pipelining projects including estimated linear feet and estimated costs. Mr. Chad Parsons, SSJID Associate Civil Engineer, stated that the completed 2022-23 pipelining projects were successful, and that core samples and lab testing will be conducted in the upcoming year.

President Weststeyn thanked Ms. Williams and staff for the hard work associated with the mid-year budget amendment. Mr. Killingsworth acknowledged Ms. Sarah Bloom, SSJID Assistant Finance and Administration Manager, on her integral contributions to the budget and mid-year amendment.

MOTION: A motion was made by Director Spyksma and seconded by Director Roos to approve the SSJID 2023 mid-year budget amendment.

The motion passed 5 to 0 by the following vote:

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

Items #7 and #8 to be discussed after Closed Session.

It was announced that all remaining items on the Closed Session agenda would be discussed. The Board took a brief recess at 9:59 a.m. and convened to Closed Session at 10:10 a.m.

Item #9 – CLOSED SESSION

RETURN TO OPEN SESSION

The Board returned to Open Session at 12:23 p.m.

Item #10 – 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 #7 – Discuss and Consider Claim Presented by Cari McCormick et al v. CalPERS Employers

MOTION: A motion was made by Director Kamper and seconded by Director Holbrook to deny the claim presented by Cari McCormick et al v. CalPERS Employers.

The motion passed 5 to 0 by the following vote:

**MINUTES FOR THE AUGUST 8, 2023
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

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

Item #8 – Following Performance Evaluation, Consider Annual Compensation for General Counsel

MOTION: A motion was made by Director Spyksma and seconded by Director Holbrook to increase General Counsel’s annual salary to \$250,000.00 effective the anniversary date of August 21, 2023.

The motion passed 5 to 0 by the following vote:

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

Item #11 – ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:25 p.m.

ATTEST:

Danielle Barney, Clerk of the Board