

**MINUTES FOR THE OCTOBER 24, 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**

Director Holbrook referenced Agenda Item #3 regarding the disposition of property and sought clarification on the item title reading... “disposition of personal property...” versus language in the draft resolution reading “surplus property.” Ms. Mia Brown, SSJID General Counsel, responded that the personal/surplus verbiage is to differentiate that the property in question is not pertaining to real property to adequately describe the nature of the action item in the agenda. The title of the resolution refers only to surplus property but does not need to be changed.

- A. Approval of Checks in the amount of \$232,739.81; Accounts Payable Wires in the amount of \$481,621.37; and Payroll October 20, 2023 in the amount of \$310,238.30.
- B. Approval of the Regular Board Meeting Minutes of October 10, 2023
- C. Approval of Consent to SSJID’s Entry of Property to Read and to Maintain Flow Meter, APN 245-130-17 and 245-130-10

Director Holbrook noted that the notary commission for Ms. Julie Vrieling, SSJID Office Support/Water Conservation Coordinator, had expired on October 18, and inquired if it had been renewed. Ms. Danielle Barney, SSJID Executive Assistant/Clerk of the Board, responded in the affirmative.

Board discussion included the property location and that the District utility appeared to cross the property line per the San Joaquin County (SJC) Assessor Parcel Map #245-13 attachment. Mr. Forrest Killingsworth, SSJID Engineering Department Manager, stated that he would confer with staff for clarification.

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

The motion passed 5 to 0 by the following vote:

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

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**COMMUNICATIONS**

**Item #1 – Directors’ Reports**

Director Roos expressed thanks to the Division Managers and Construction Crew for a great water season.

Director Kamper concurred with Director Roos on thanking staff for a successful irrigation season.

Director Spyksma stated that there were no updates to report.

Director Holbrook reported that he volunteered to work in the SSJID booth at Ripon’s Main Street Day on October 21. He added that it was a fun time, and multiple staff members volunteered to man the booth.

Director Holbrook commented on the success of the 2023 Irrigation Season.

President Weststeyn reported that he volunteered at Ripon’s Main Street Day on October 21, and that it was good interacting with the local community. He thanked staff and the volunteers for their coordinated efforts towards the event.

President Weststeyn commended the Division Managers and crews on a successful and busy irrigation season.

**Item #2 – Various Reports**

Mr. Peter Rietkerk, SSJID General Manager, reported that he participated on “ride-alongs” with four (4) Division Managers on October 4 and 5. He stated that it was a great opportunity to be in the field with staff, interact on a more personal level, and discuss workflow and experiences regarding customers and/or District facilities. Mr. Rietkerk expressed confidence and pride in the SSJID team as representatives of the District, and commended them on their customer service and willingness to support their night/relief counterparts.

Mr. Rietkerk noted the Control Room’s SCADA Master Plan Project to address necessary improvements to the District’s automation and data acquisition systems for irrigation. Sierra Controls, LLC has been contracted and is working with Telemetry Systems Supervisor Lance Martin, and Control Room staff to survey the systems and provide recommendations for updated technology and automation. Mr. Martin will provide an update to the Board at a future board meeting.

Mr. Rietkerk reported that he participated in Ripon’s Main Street Day on October 21, along with President Weststeyn, Director Holbrook, Mr. Martin, Public and Government Relations Manager Katie Patterson, Electric Utility Manager Bill Schwandt, and Division Manager Wes Manchester. He stated that most of the event guests were familiar with SSJID, happy with the service provided by the District, and were interested in updates on the retail electric project.

Mr. Rietkerk circulated a folder of thank you notes and cards received from various clubs and organizations thanking the District for the support and/or sponsorship of various fundraising activities and or events.

President Weststeyn announced the San Joaquin Farm Bureau (SJFB) Water Committee Meeting to be held later that evening at 5:00 p.m. He stated that the guest speaker is SJC Assessor Steve Bestolarides, which presented an opportune time to ask questions regarding property taxes.

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**ACTION CALENDAR**

**Item #3 – Consider Adoption of Resolution 23-23-Q Authorizing the Disposition of Personal Property No Longer Necessary for District Purposes (e.g. Assorted Office Equipment)**

Ms. Brown addressed the Board and stated that the items in question are leftover office equipment and furniture currently being housed in the “horse barn.”

**MOTION:** A motion was made by Director Spyksma and seconded by Director Roos to adopt Resolution 23-23-Q Authorizing the Disposition of Property No Longer Necessary for District Purposes.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
RESOLUTION No. 23-23-Q**

**AUTHORIZING THE DISPOSITION OF PROPERTY  
NO LONGER NECESSARY FOR DISTRICT PURPOSES**

**WHEREAS**, the South San Joaquin Irrigation District (“District”) may sell as “surplus property” for valuable consideration, any property of the District which is determined to be no longer necessary for District purposes; and

**WHEREAS**, the following personal property is no longer needed for District purposes, and is deemed to be surplus:

<u>Qty</u>	<u>Description</u>
12	File Cabinets
19	Computer Monitors
7	Computer Towers
3	Backup Batteries
2	Servers
3	Wood Desks
6	Office Chairs
3	Wood Tables

and

**WHEREAS**, the Board finds it in the best interests of the District to dispose of the above-listed property by sale, using reasonable efforts to obtain the best possible sales-price.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, the Board of Directors authorizes the District Shop Supervisor to use his professional judgement in determining the most appropriate means of effectuating a sale of said property at the best possible sales price, including, but not limited to: sale at public or on-line auction; placing equipment with a dealer for consignment sale; sale by published advertisement and receipt of sealed bids; and/or sale for salvage or scrap value.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of October 2023 by the following roll call vote:

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

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**Item #4 – Consider Approval of Proposal to Install a New VoIP Phone System**

Mr. Michael O’Leary, SSJID IT Systems Administrator, addressed the Board regarding the proposal from Maverick Networks, Inc. (Maverick) to replace the District’s Voice Over Internet Protocol (VoIP) phone system. He explained that the item was originally presented at the October 24 board meeting, and Board consensus was to table the item pending a more detailed cost breakdown of Maverick’s \$7,500.00 monthly service fee.

Mr. O’Leary provided a detailed cost breakdown comparison of the proposals received from Maverick, Sebastian Corporation, and Telcion Communications Group. Upon review of the proposals, staff selected Maverick as the preferred vendor due to lower initial costs, a support contract that aligns with the District’s long-term requirements, and a warranty and guaranty for service and parts availability for ten (10) years.

Staff recommended Board approval of the proposal received from Maverick to replace the District’s VoIP phone systems for a cost of \$69,559.96.

Board discussion included the necessity of a landline phone system, and if the warranty was optional to which Mr. O’Leary responded in the affirmative. The Board thanked Mr. O’Leary for his follow-up to obtain the requested additional information.

**MOTION:** A motion was made by Director Spyksma and seconded by Director Holbrook to approve the proposal from Maverick Networks, Inc. to replace the District’s VoIP phone system for a cost of \$69,559.96.

The motion passed 5 to 0 by the following vote:

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

**Item #4 – Consider Approval of Temporary Entry Permit No. 24-LC-20-3193 with the Bureau of Reclamation for Access Over District Property to Support Salmon Rearing Habitat Enhancement in the Stanislaus River**

Mr. Brandon Nakagawa, SSJID Water Resources Coordinator, addressed the Board regarding a Temporary Entry Permit (TEP) granting the United States Bureau of Reclamation (Reclamation) access to properties owned by SSJID and Oakdale Irrigation District (OID), in Tuolumne County. He explained that the properties would be used by Reclamation, for ingress and egress, for the placement of gravel in the Stanislaus River to augment trout and salmon spawning beds.

Mr. Nakagawa stated that Reclamation has already placed over 20,000 tons of gravel in the Stanislaus River, downstream of Goodwin Dam, and seeks to place an additional 5,000 tons of gravel in the summer of 2024. He cited requirements by Reclamation, per the TEP, including single truck loads at a maximum weight of twelve (12) tons; both Districts are held harmless in the event of loss or damage to SSJID or OID property; and a 48-hour minimum notice to SSJID/OID staff prior to access.

Mr. Nakagawa noted that SSJID approved an identical TEP with OID and Reclamation in 2019, which expired at the end of 2021. He added that the OID Board of Directors approved the TEP at their September 12, 2023 meeting with a change to the term of the TEP being limited to 1-year from the requested 5-years.

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Staff recommended that the Board approve the TEP which would expire on December 31, 2024.

Board discussion included a revision to the TEP to include a signature line for SSJID Board President Michael Weststeyn.

**MOTION:** A motion was made by Director Kamper and seconded by Director Spyksma to authorize the General Manager to enter into a Temporary Entry Permit granting the United States Bureau of Reclamation access to APNs 063-120-027-000 and 063-120-028-000, in Tuolumne County, for the placement of gravel to augment trout and salmon spawning beds.

The motion passed 5 to 0 by the following vote:

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

**Item #6 – Consider Approval of Proposal from Provost & Pritchard Consulting Group for Engineering Services for the Woodward Reservoir Spillway Study**

Mr. Killingsworth addressed the Board regarding approval of the Provost and Pritchard Consulting Group (P&P) proposal to update the Woodward Reservoir Spillway Study in support of the District’s response to the California Department of Water Resources (DWR) Division of Safety of Dams (DSOD) requirement to construct a spillway at Woodward Reservoir.

Mr. Killingsworth noted DSOD’s initial letter, dated May 5, 2020, stating that Woodward Dam lacked a properly designed spillway presenting a dam safety concern, and subsequent requirement for SSJID to submit a plan and schedule for the design and construction of a new spillway. He detailed a timeline of action and correspondence following DSOD’s initial letter including:

- August 2021 - SSJID engaged P&P to prepare a Spillway Study including hydrologic analysis and spillway design alternatives.
- December 16, 2021 – SSJID provided DSOD with a copy of the Spillway Study and preferred solution.
- July 6, 2023 – DSOD generally accepted SSJID’s preferred design but requested changes to the hydrologic analysis which will affect spillway design and construction costs.

Mr. Killingsworth explained DSOD’s minimum residual freeboard requirements and its effects on storage capacity and operational capabilities. He also summarized DSOD’s directives regarding implementation and schedule, as noted below:

- December 31, 2023 – Submit a plan and schedule for SSJID’s chosen spillway alternative including dates for transmitting 60%, 90% and 100% design packages.
- June 30, 2024 – Submit a project application and filing fee with the 60% design package.
- December 31, 2025 – Complete construction of the new spillway.

Staff requested a proposal from P&P to update the spillway study in consideration of DSOD’s requests. Mr. Killingsworth described the proposal scope of work including three (3) phases namely: Phase REP – Project Management, Data Collection and Reporting; Phase HYD – Preliminary Hydrologic Analysis; and Phase DES – Conceptual Spillway Layout and Design. P&P intends to submit draft deliverables to SSJID by December 1, 2023, providing adequate time to deliver a response letter to DSOD by the end of the year.

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Services will be billed on a Time and Materials (T&M) basis with an estimated fee not to exceed \$69,500.00. Services shall be authorized by issuance of a Task Order through the SSJID/P&P Master Services Agreement.

Staff recommended Board approval of the proposal from P&P to update the Woodward Reservoir Spillway Study for an estimated fee not to exceed \$69,500.00. A status update will be provided at the November 28 board meeting.

Board discussion included if DSOD is requiring a gate on the spillway; spillway options; consideration of a Glory Hole, potential flood easements, and/or erosion controls; grant opportunities with DSOD; other agencies given a similar directive to construct a spillway; and reaching out to regional representatives to advocate for SSJID on the issues at hand.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Kamper to approve the proposal from Provost & Pritchard Consulting Group to update the Woodward Reservoir Spillway Study for a not to exceed amount of \$69,500.00, to be billed on a T&M basis.

The motion passed 3 to 2 by the following vote:

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

**Item #7 – Discussion and Possible Action Regarding Board Calendar for November and December 2023**

Mr. Rietkerk addressed the Board regarding the Board calendar for November and December 2023. He explained that in years past, the Board, at its sole discretion, had reduced the board calendar in those months due to scheduling conflicts with the Thanksgiving and Christmas holidays.

Mr. Rietkerk stated that the November board meeting calendar did not conflict with the 2023 Thanksgiving holiday, and that management staff preferred to hold the two (2) scheduled regular November board meetings for the timely review and approval of business items that may occur before year-end. For December, it was suggested to move the December 12 meeting to December 19, and cancel the second board meeting scheduled for December 26, 2023.

Mr. Rietkerk noted that two (2) Directors will be absent from the November 28 meeting due to one (1) Director's attendance at the Association of California Water Agencies (ACWA) 2023 Fall Conference, and one (1) Director's previous commitment. All three (3) of the remaining Directors must be present on November 28, to comply with the Ralph M. Brown Act attendance requirements for a quorum. President Weststeyn, Director Kamper, and Director Roos confirmed that they will attend the November 28 meeting.

Staff recommended to hold the regularly scheduled board meetings on November 14 and November 28; move the regularly scheduled board meeting on December 12 to December 19; cancel the December 26 board meeting; and authorize the General Manager to call a special meeting, as necessary, should the Board need to consider urgent or unanticipated District business.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to hold the regularly scheduled board meetings on November 14 and November 28; move the regularly scheduled board meeting on December 12 to December 19; cancel the December 26 board meeting; and authorize the General Manager to call a special meeting, as necessary, should the Board need to consider urgent or unanticipated District business.

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The motion passed 5 to 0 by the following vote:

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

**Item #8 – Consider Approval of Proposal for Financial Audit Services**

Ms. Sonya Williams, SSJID Finance and Administration Manager, addressed the Board regarding approval of the proposal from Price, Paige & Company (PP&C) for auditing services for a three (3) year period. She explained that SSJID policy dictates that the District auditors must change every three (3) years, therefore a Request for Proposal (RFP) was sent out following completion of the 2022 audit and expiration of the contract with Brown Armstrong Accountancy Corporation. Two (2) proposals were received by the deadline date of September 8, 2023.

Upon review, staff elected to award the engagement to PP&C based upon their qualifications, extensive experience, and expertise in governmental auditing and accounting. Ms. Williams noted that PP&C also offers client training to keep staff and the Board informed of current accounting developments and financial reporting issues. She added that PP&C agreed to lower their Audit Fee from the \$40,000.00 stated in their proposal to \$37,000.00 for the first and second year, bringing the total proposal amount to \$39,500.00 for year one (1) and year two (2), and \$40,710.00 for year three (3).

Staff recommended that the Board approve the proposal from PP&C for auditing services for a three (3) year period, beginning with the 2023 audit period, for a proposed amount of \$39,500.00 for years one (1) and two (2), and \$40,710.00 for year three (3).

Board discussion included a request that moving forward, a more detailed comparison of proposals is listed in the Analysis section of the item staff report to demonstrate complete transparency and justification of the Board’s decision making process.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Spyksma to approve the proposal from Price, Page and Company for auditing services for a three (3) year period, beginning with the 2023 audit period, for a proposed amount of \$39,500.00 for years one (1) and two (2), and \$40,710.00 for year three (3).

The motion passed 5 to 0 by the following vote:

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

**Item #9 – Quarterly Presentation of Financial Statements through September 2023**

Ms. Williams addressed the Board and gave a quarterly oral presentation of the Financial Statements through September 30, 2023. She provided detailed explanations of assets; liabilities; revenues, expenses and changes in net position; non-operating revenues; irrigation revenues and expenses; cash flows; and reserve allocations and balances. She noted new line items for “Lease Receivable,” “Lease Liability,” and “Leases” which were listed on the Balance Sheet per new Governmental Accounting Standards Board (GASB) requirements.

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The Board referenced Page 9, Revenues Expenses and Changes in Net Position, Operating Expenses; noted the wage increase of fifteen percent (15%) versus the payroll tax increase of six percent (6%); and inquired why the two figures weren't comparable. Ms. Williams responded that she would research and provide clarification to the Board.

Additional discussion included status of the ability for the District to establish or participate in a captive insurance fund or program. Ms. Williams responded that she has conferred with Mr. Kevin Martin, Financial Advisor at Cambridge, who recommended that the District conduct a feasibility study to determine the level of risk versus benefits of investing in a state insurance fund. She stated that following completion of SSJID's 2024 budget season, she will research the RFP process seeking a consultant to conduct the study.

**Item #10 – Quarterly Presentation of Investment Report for September 2023**

Ms. Williams addressed the Board and gave a quarterly oral presentation of the Investment Report for September 2023. She provided detailed explanations of the components of cash and investments; amounts invested by yield to maturity; investment holdings; treasury yield curve; investment activity; investment redemptions by year and month of maturity; and rates of inflation.

Ms. Williams gave a brief PowerPoint presentation depicting a summary of the District's investment account #3130AKLV6 including original investments, market history, and swap analysis.

Ms. Williams announced that Mr. Martin is scheduled to attend the November 14 board meeting to give a presentation regarding SSJID's current and future investments. She encouraged the Board to ask questions on topics of interest and/or areas of concern. Director Holbrook thanked Ms. Williams for her follow-up work on potential investment options for the District.

Board discussion included sending RFPs for financial institutions.

*It was announced that all remaining items on the Closed Session agenda would be discussed. The Board took a brief recess at 10:25 a.m. and convened to Closed Session at 10:40 a.m.*

**Item #11 – CLOSED SESSION**

**RETURN TO OPEN SESSION**

*The Board returned to Open Session at 11:25 a.m.*

**Item #12 – 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 #13 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 11:26 a.m.

**ATTEST:**

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Danielle Barney, Clerk of the Board