

**MINUTES FOR THE NOVEMBER 14, 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 \$429,529.45; Accounts Payable Wires in the amount of \$1,137,150.17; and Payroll October 27, 2023 in the amount of \$4,519.19, November 3, 2023 in the amount of \$310,605.01, and November 9, 2023 in the amount of \$5,637.21.
- B. Approval of the Regular Board Meeting Minutes of October 24, 2023
- C. Approve Execution of Certificate of Acceptance for Grant of Easement from Winden Farms

**MOTION:** A motion was made by Director Roos and seconded by Director Spyksma 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

**COMMUNICATIONS**

**Item #1 – Directors’ Reports**

Director Roos reported that he attended the Escalon Chamber of Commerce “Thank You” Dinner on November 9.

Director Roos reported that he conducted on-site visits to view the status of the maintenance project at Woodward Reservoir, and the pipeline relining project at the D-line.

Director Kamper stated that there were no updates to report.

Director Spyksma reported that he attended the San Joaquin Tributaries Authority (SJTA) Commission meeting on November 13. Discussion included the SJTA budget; litigation; solicitation for membership; and hiring of an SJTA Executive Director to oversee the agency, increase customer awareness, and move the SJTA towards more prevalent activity in the legislative arena.

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Director Spyksma reported that he attended the Hope Ministries “Night of Hope” Annual Appreciation Dinner on October 27. He commented that it was a great evening.

Director Spyksma shared that he attended the National Hot Rod Association (NHRA) Finals, held November 9-12, which included a weekend-long celebration for veterans. Veterans were provided a separate red-carpet box office window into the event, and the NHRA and race teams hosted veteran VIPs throughout the weekend including highly decorated veterans and Gold Star families. Festivities also included a ceremony honoring the veterans, and fund-raising activities for support organizations. He stated that it was a fun and meaningful event to be a part of.

Director Holbrook reported that he attended the Hope Ministries “Night of Hope” dinner on October 27, held at the River Mill in French Camp. He commented that the fundraiser is a fulfilling event for the District to sponsor with proceeds going towards assisting families and children to future successes and housing.

Director Holbrook reported that he attended the Manteca Police Chief’s Foundation “A Night Among Heros” 11<sup>th</sup> Annual Police Officers Ball on November 4. The formal event raised money for underprivileged children, included dinner and auction, and introduced Manteca Chief of Police Stephen Schluer.

Director Holbrook reported that he attended the Tri-Dam Costume Party – Employee Appreciation Dinner on October 28, held at the new Tri-Dam offices in Sonora. He opined that it was a good event which brought employees and their families together, and included activities for children, and very interesting Halloween costumes.

President Weststeyn reported that he participated in the United States Fish & Wildlife (USFW) tour of the Stanley Wakefield Wilderness Area restoration project on November 3. He commented on the vast acreage of the site, and the scope of work to reroute the channel to provide habitat for juvenile salmon and steelhead trout, remove non-native vegetation, and reseed native grass and wildflower species.

President Weststeyn reported that he attended the SJTA Commission meeting on November 13.

**Item #2 – Various Reports**

Mr. Peter Rietkerk, SSJID General Manager, reported that he attended the SJTA Commission meeting on November 13. He reiterated that discussion included developing a more proactive relationship with the California State Water Resources Control Board (Water Board) to establish a better regulatory climate, the budget, litigation, and a potential Executive Director to monitor Water Board activity and consult legal counsel when necessary.

Mr. Rietkerk reported that he participated in the USFW tour of the Stanley Wakefield Wilderness Area restoration project on November 3; commented on the wealth of information provided by the tour guide, and geologist; and noted potential funding opportunities for restoration projects and interest in local government participation.

Mr. Rietkerk stated that the 2023 water season officially ended on October 29. He thanked the Division Managers and crews for a successful and smooth end of irrigation. Teams have commenced with winter construction and maintenance projects.

Mr. Rietkerk announced the Manteca Sunrise Kiwanis and Manteca Rotary annual “Thanksgiving in Manteca” event to provide individuals experiencing financial hardship with a free turkey dinner on November 23 from 11am to 2pm, at the Goldenwest School, 1031 N. Main Street, Manteca. Volunteers are needed for prep, serving,

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and clean-up shifts from 7am to 3:30pm. The volunteer sign-up link is available on the Manteca Kiwanis Facebook page.

Mr. Rietkerk noted that the week of preparation for the next board meeting on November 28 is shortened to three (3) days due to the Thanksgiving holiday and office closure on November 23 and 24. Due to time constraints, the Senior Leaders will not be submitting a monthly Manager's Report for November. Oral updates can be provided at the meeting upon request.

**ACTION CALENDAR**

**Item #3 – Presentation of District Investments by Cambridge Investment Research**

Ms. Sonya Williams, SSJID Finance and Administration Manager, introduced the District's Investment Advisor Kevin Martin from Cambridge Investment Research. Mr. Martin addressed the Board and described his 30-years of background in trading and investment management, his experience working with the District since 2003, and gave a brief personal bio. He opened the Question & Answer (Q&A) session and invited inquiries and/or comments from the Board.

Board discussion included revising the Investment Report format to indicate performance growth or decline, to which Ms. Williams responded that the request was a task the Finance Department would complete in-house.

The Board requested information provided on an annual or semi-annual basis indicating the current state of the market versus the District's investments, and including Mr. Martin's professional suggestion(s). Mr. Martin responded that he could provide updates in oral presentation and/or written form regarding current stock market information, the District's investments, his resources and decision-making process, and projected outlook assimilation. The Board requested the annual or semi-annual investment recommendation be sent to Ms. Williams for her to review and forward to the Board.

Additional Board discussion included investment planning suggestions for the SSJID Retail Electric Project funding, safety of principal liquidity, expected liabilities, the Federal Reserve cutoff rates, and investment management for the next five (5) years.

Mr. Martin concluded and noted that the approach of the District's investment portfolio is consistent with the guidelines set in the SSJID Investment Policy (Policy), and that the District may want to consider modifying the Policy, should changes be sought within the constraints of the law. He thanked the Board for their time.

**Item #4 – Consider Approval of Amendment #1 to the Canyon Tunnel 90% Design Professional Services Agreement with Provost & Pritchard Consulting Group**

Mr. Forrest Killingsworth, SSJID Engineering Department Manager, addressed the Board regarding the proposal from Provost & Pritchard Consulting Group (P&P) to amend the Canyon Tunnel 90% Design Professional Services Agreement and to increase the "not to exceed" budget by \$416,450.00.

Mr. Killingsworth provided background of the original scope of work as well as work completed to date, and stated that the 90% design work is near completion but additional budget would be required to finalize the design and complete tasks that were not included in the original scope of work. He described the additional work, which could not have been anticipated when the original 90% design scope was developed, including sub-water surface investigation; Division of Safety of Dams (DSOD) permit processing; shift in Canyon Tunnel alignment; tasks associated with Tri-Dam Project operation, intake design and SCADA components; spoil alternatives; development of a Slope Monitoring Plan and survey for construction safety at the upstream portal;

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and execution of a Habitat Mitigation and Monitoring Plan (HMMP) for tree removal mitigation.

Mr. Killingsworth noted that the removal and planting of trees per the HMMP could be executed prior to the construction phase of the project. Due to the timeline of the HMMP, which includes monitoring the trees for 5-10 years, P&P recommends implementing the HMMP as soon as possible. The original 90% design work is on schedule for substantial completion in mid-December, and that location of the spoils disposal is contingent on negotiations with landowners.

In conclusion, Mr. Killingsworth stated that the Oakdale Irrigation District (OID) Board approved Amendment No. 1 to the P&P contract and their 28-percent (28%) share of the proposed increase (\$116,606.00) on November 7, SSJID will be responsible for 72-percent (72%) of the cost (\$299,844.00), and that a general project update will be presented by P&P at the Tri-Dam Project Board meeting on November 16.

Staff recommended the Board approve Amendment #1 to the Canyon Tunnel 90% Design Professional Services Agreement with P&P.

Board discussion included consideration of a different portal location further upstream of Goodwin Dam where the hillside slope is less of a hazard to which Mr. Killingsworth responded that the length of the tunnel drives the project, that Stockton East Water District’s tunnel would need to be crossed, that he would inquire with the designers about a revised portal location, and he would explore additional options for risk management. Additional discussion included the cost increase flexibility allowed to P&P with a Time and Materials (T&M) billing process, Mr. Killingsworth’s review of previous P&P contacts to average under-budget costs, and his trust and constant communication with P&P to stay on track and complete tasks per the contracted budget.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to approve the proposal from Provost and Pritchard to amend the Canyon Tunnel 90% Design Professional Services Agreement and to increase the “not to exceed” budget by \$416,415.00.

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 Villa Ticino West Unit 4 Development Project**

Mr. Killingsworth addressed the Board regarding conditional approval of the Villa Ticino West Unit 4 Development Project and provided explanations of the housing development in Manteca, and previously installed Units 1, 2 and 3. He further explained the Unit 4 development including the project scope of work, size, location, and impact to the District’s Lateral Za pipeline.

Mr. Killingsworth detailed the District facilities affected by the project, proposed SSJID improvements, easements to be conveyed/abandoned, irrigation service to adjacent property owners, and storm drainage. He noted that future ownership of one (1) lot encompassing a portion of Lateral Za has not been established, that the owner would be identified later, and recommended that SSJID not be the future owner.

Staff recommended the Board’s conditional approval of the Villa Ticino West Unit 4 Development Project pending fulfillment of the items listed below. These items are subject to compliance with the District’s standard requirements and to the satisfaction of District staff.

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1. Staff signature of Improvement Plans
2. Encroachment Agreement/Temporary Construction Agreement
3. Developer's Agreement
4. Irrigation Service Abandonment Agreement
5. Review/Approval of Unit No. 4 Final Map
6. Review/Approval of Joint Trench Plans

**MOTION:** A motion was made by Director Spyksma and seconded by Director Kamper to approve the Villa Ticino West Unit 4 Development Project pending fulfillment of the items listed above, in compliance with the District's standard requirements and to the satisfaction of District staff.

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 Year-End Recognition for SSJID Staff**

Mr. Rietkerk addressed the Board regarding consideration of year-end recognition for staff and stated that following his oral report, the Board can render a decision or opt to discuss further in Closed Session and render a decision when Open Session reconvenes.

Mr. Rietkerk explained that in years past, Board action has approved four (4) paid days off typically set between the Christmas and New Year's Day holidays in appreciation of successful and safe performance over the past year. He further explained that the District's thorough safety program, supported by SSJID team members, resulted in a very low insurance experience modifier (an indicator of organizational safety and low injury claims) of 0.56.

The dates proposed for the annual year-end recognition for staff were December 26 to December 29, 2023. Staff scheduled to work those days would receive the vacation accrual at 8 hours per each approved day for future utilization. Mr. Rietkerk added that past year-end recognitions by the SSJID Board of Directors had varied from days off, gift turkeys, gift cards, and holiday bonuses.

Director Kamper stated that he would like to discuss the agenda item in Closed Session.

Ms. Mia Brown, SSJID General Counsel, announced that the agenda item would be further discussed under Closed Session Item 8(e). – Labor Negotiations.

Director Spyksma wished all a Happy Thanksgiving.

President Weststeyn summarized that the Board will discuss in Closed Session and render a decision when the meeting reconvenes to Open Session.

**Item #7 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 10:28 a.m. and convened to Closed Session at 10:40 a.m.*

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**Item #8 – CLOSED SESSION**

**RETURN TO OPEN SESSION**

*The Board returned to Open Session at 12:53 p.m.*

*It was reported that President Weststeyn exited the meeting at 12:15 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 #6 – Consider Year-End Recognition for SSJID Staff**

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to approve the annual year-end recognition for SSJID staff by providing four (4) paid 8-hour days off from December 26 to December 29, 2023 based on outstanding achievements regarding safety, and performance.

The motion passed 3 to 1 by the following vote:

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

**Item #7 – Discuss and Consider Claim by Vera Whittenburg, Presented November 8, 2023**

Ms. Brown addressed the Board and requested a formal decision to accept or deny the written claim by Vera Whittenburg.

**MOTION:** A motion was made by Director Kamper and seconded by Director Holbrook to deny the claim by Vera Whittenburg, presented on November 8, 2023.

The motion passed 4 to 0 by the following vote:

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

**Item #10 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 12:55 p.m.

**ATTEST:**

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Danielle Barney, Clerk of the Board