

**MINUTES FOR THE JANUARY 13, 2026  
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 Spyksma called the meeting to order. Director Roos led the flag salute. Upon roll call the following members were noted present:

DIRECTORS:            HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN  
ABSENT:                NONE

Also present were General Manager Peter 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 \$405,999.89; Accounts Payable Wires in the amount of \$3,605,555.03; and Payroll dated December 12, 2025 in the amount of \$319,936.87, December 12, 2025 in the amount of \$2,125.14, December 26, 2025 in the amount of \$297,387.43, and December 26, 2025 in the amount of \$3,691.54.
- B. Approval of the Regular Board Meeting Minutes of December 9, 2025
- C. Approval of Consent to SSJID's Entry to Read and to Maintain Flow Meter, APN 226-150-51
- D. Approval of Consent to SSJID's Entry to Read and to Maintain Flow Meter, APN 245-080-53
- E. Approval of Consent to SSJID's Entry to Read and to Maintain Flow Meter, APN 245-290-07

Director Weststeyn requested that Item F be pulled from the Consent Calendar bundle, allowing for Board discussion and separate vote.

**MOTION:** A motion was made by Director Weststeyn and seconded by Director Roos to approve the Consent Calendar Items A-E, as submitted.

The motion passed 5 to 0 by the following vote:

AYES:                HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN  
NOES:                NONE  
ABSTAIN:            NONE  
ABSENT:            NONE

**F. Approval of SSJID 2026 Investment Policy**

President Spyksma referenced the proposed 2026 Investment Policy, top of page 3, Items #2 and #3 regarding maturities. He requested that an additional Item #4 be added to reflect language implementing a semi-annual review of the District's portfolio, by Finance staff and outside consultants, to evaluate potential risks and future investments.

Director Weststeyn referenced page 13, and noted a correction be made to reflect an effective date through January 1, 2027.

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**MOTION:** A motion was made by Director Holbrook and seconded by Director Weststeyn to approve the SSJID 2026 Investment Policy, including language to implement a semi-annual review of the District's portfolio, by Finance staff and outside consultants, to evaluate potential risks and future investments; and a corrected effective date through January 1, 2027.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**COMMUNICATIONS**

**Item #1 – Directors' Reports**

Director Van Ryn wished all a Happy New Year, and thanked staff for their past and continued hard work.

Director Holbrook thanked all for the beautiful plant garden, prayers and support given during the recent passing of his sister.

Director Holbrook reported that he participated in a Canyon Tunnel Tour, on January 8, led by SSJID Engineering Department Manager Forrest Killingsworth. He noted how interesting it was to witness the first five (5) feet of drilling into the tunnel.

Director Holbrook referenced an SSJID informational customer postcard, received via USPS, which contained a QR code for an electronic copy of the District's 2025 Winter Irrigation Newsletter. He stated that he would prefer a hard copy of the newsletter be mailed to him, for future distribution. Director Weststeyn added that he had received comments from constituents also requesting hard copies of the Irrigation Newsletter. SSJID Public and Government Relations Manager Katie Patterson noted that staff had recently decided on an electronic distribution of the winter newsletters but will revisit this method and consider reverting back to a hard copy mailing.

Director Roos thanked the Maintenance Crews for their work this 2025-26 winter season.

Director Weststeyn thanked the Maintenance Crews and looks forward to the 2026 Irrigation Season.

Director Weststeyn reported that he attended the South San Joaquin Groundwater Sustainability Agency (SSJGSA) Board meeting on December 17. Discussion included approval of a Consultant Services Agreement with Zanjero, Inc. (Zanjero) for satellite-based Evapotranspiration (ET) analysis and support. He stated that Zanjero will perform an analysis of SSJID's agricultural service areas for years 2020 through 2024 including field-level crop surveys, surface delivery water data, and estimates of effective precipitation. The ET data collected will be utilized for the Eastern San Joaquin Groundwater Authority's (ESJGWA) annual reporting of groundwater pumping, to the California Department of Water Resources (DWR) per requirements of the Sustainable Groundwater Management Act (SGMA). Additional SSJGSA Board meeting action included approval of the 2026 Budget.

Director Weststeyn announced that recent passing of Congressman Doug LaMalfa, 1<sup>st</sup> District, and noted his accomplishments advocating for California's agricultural and critical water supply.

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

President Spyksma stated that he is looking forward to 2026, and making progress on the Canyon Tunnel Project and Water Master Plan (WMP) projects.

President Spyksma noted that he has had offline discussions with individuals regarding work efficiency, safety applications and safety precautions.

President Spyksma commented on the future of Artificial Intelligence (AI) and potential to utilize the software for the District's irrigation scheduling.

**Item #2 – Various Reports**

Mr. Peter Rietkerk, SSJID General Manager, wished all employees and the Board a Happy New Year. He looks forward to 2026 and accomplishing set goals and objectives.

Mr. Rietkerk gave a brief hydrology update and noted that the wet weather and precipitation levels equate to 139-percent (139%) of average to date.

Mr. Rietkerk reported that Senior Leaders have begun the process to review and reprioritize the Strategic Plan Goals for 2026. Staff will present the revised Strategic Plan Project Schedule to the Board at a future board meeting.

Mr. Rietkerk reported that he participated in a tour of Goodwin Dam, on January 13. Water had been diverted and reservoir levels lowered to accommodate an inspection by the DWR Division of Safety of Dams (DSOD), allowing for a unique opportunity to view the exposed dam walls. He will share the photos taken with the Board and staff.

Mr. Rietkerk announced the Manteca Rotary's Annual Super Bowl Breakfast, on February 8, beginning at 7:30 AM at the MRPS Social Hall in Manteca. Tickets are available through the District's sponsorship of the fundraising event, as well as his involvement with Manteca Rotary. Those interested in attending should contact Mr. Rietkerk.

Mr. Rietkerk announced SSJID's Growers' Meeting, on Thursday, February 5, beginning at 9:00 AM in the District Board Room. Staff will give a one (1) hour presentation on District updates, followed by a Question and Answer (Q&A) session. Coffee and donuts will be provided. President Spyksma encouraged the Directors to invite their constituents.

**ACTION CALENDAR**

**Item #3 – Discuss and Approve Appointments to Outside Boards, Commissions, and Committees; and District Committees**

Mr. Rietkerk addressed the Board regarding the 2026 appointments to outside boards, commissions and committees, and District internal committees, and explained that assignments are per the sole discretion of the Board President. He further explained that he had provided President Spyksma with the 2025 Board of Directors Committee Appointments list for review.

Board discussion included that Director Holbrook's current term on the San Joaquin County Advisory Water Commission (AWC) is four (4) years, which commenced in January 2025.

President Spyksma stated that there will be no changes made to the 2026 Board of Directors Committee

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

Appointments.

Board discussion included keeping the Property Negotiations Ad-Hoc Committee, and Strategic Plan Ad-Hoc Committee on the appointments list through 2026.

Board appointments of Directors to outside boards, commissions and committees; and to District committees are as follows:

South San Joaquin Irrigation District  
Board of Directors Committee Appointments  
January 13, 2026

- 1) TRI-DAM PROJECT ADVISORY COMMITTEE: Directors Spyksma & Weststeyn
- 2) BUDGET & FINANCIAL: Directors Weststeyn & Spyksma
- 3) INSURANCE & SAFETY: Director Holbrook (alternate Roos)
- 4) PERSONNEL: Directors Holbrook & Weststeyn (alternate Spyksma)
- 5) EQUIPMENT: Directors Van Ryn & Roos (alternate Spyksma)
- 6) PUBLIC RELATIONS: Directors Holbrook & Weststeyn
- 7) STRATEGIC PLAN AD-HOC (2/13/24): Directors Weststeyn & Spyksma
- 8) PROPERTY NEGOTIATIONS AD-HOC (6/10/25): Directors Spyksma & Roos (alternate Holbrook)
- 9) COMMUNITY RELATIONS:
  - Manteca - Directors Holbrook & Van Ryn
  - Ripon - Directors Weststeyn & Spyksma
  - Escalon - Directors Roos & Weststeyn
- 10) DOMESTIC WATER ISSUES: Directors Weststeyn & Spyksma
- 11) AGRICULTURAL WATER ISSUES: Directors Roos & Van Ryn
- 12) OTHER ASSIGNMENTS:
  - San Joaquin River Tributaries Authority - Director Spyksma (alternate Weststeyn)
  - South San Joaquin Groundwater Sustainability Agency (SSJGSA) – Directors Weststeyn, Van Ryn & Special Appointment Robert Holmes
  - Eastern San Joaquin Groundwater Authority (ESJGWA) – Robert Holmes, Brandon Nakagawa
  - SJ County Advisory Water Commission (**County Appointment♦**) – Director Holbrook (alternate Weststeyn)
  - San Joaquin Farm Bureau Water Advisory Committee – Director Weststeyn
- 13) TRADE COMMITTEE DELEGATES:
  - ACWA, ACWA JPIA – Directors Spyksma (alternate Holbrook)
  - APPA – Directors Holbrook & Van Ryn
  - CSDA – Directors Weststeyn & Roos
  - CMUA – Directors Holbrook & Roos

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

- 14) Appointment of BOARD OFFICERS for the following positions:
  - a) President – Glenn Spyksma – effective December 10, 2024
  - b) Vice-President – Mike Weststeyn – effective December 10, 2024
- 15) Appointment of DISTRICT OFFICERS as follows; effective December 10, 2024
  - a) Secretary – General Manager Peter M. Rietkerk
  - b) Assessor, Treasurer, & Collector – Finance and Administration Manager Sonya Williams
  - c) Assistant Treasurer – Assistant Finance and Administration Manager Sarah Bloom

♦ **Advisory Water Commission appointment recommended by SSJID, but must be confirmed by San Joaquin County.**

**MOTION:** A motion was made by Director Weststeyn and seconded by Director Van Ryn to approve the 2026 Board appointments to outside boards, commissions and committees; and District committees as presented.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK	ROOS	SPYKSMA	VAN RYN	WESTSTEYN
NOES:	NONE				
ABSTAIN:	NONE				
ABSENT:	NONE				

**Item #4 – Consider Adoption of Resolution No. 26-01-X Authorizing Destruction of District Records**

Mr. Don Thornburg, SSJID Human Resources Specialist, introduced new Human Resources Technician Samantha Pombo to the Board. Ms. Pombo addressed the Board regarding thirty (30) boxes of District records which have been identified for destruction in accordance with the District's Records Retention Policy adopted in 2015.

Ms. Pombo stated that the records due for destruction have exceeded the retention periods; have satisfied applicable retention requirements; and are not subject to litigation holds, audits, and public records requests. The District will maintain a record identifying, by category, the types of records destroyed and the general nature of the information contained therein.

Staff recommended that the Board adopt Resolution No. 26-01-X finding that destruction or disposition of the records will not adversely affect the interests of the District or the public.

The Board welcomed Ms. Pombo to her position as SSJID Human Resources Technician.

**MOTION:** A motion was made by Director Roos and seconded by Director Weststeyn to adopt Resolution 26-01-X Ordering the Destruction of Certain Records in Accordance with Records Management and Records Retention Schedule.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
RESOLUTION NO. 26-01-X**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
ORDERING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH  
RECORDS MANAGEMENT AND RECORDS RETENTION SCHEDULE**

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**WHEREAS**, California Government Code Section 60200 et seq. allows the legislative body of any special district to establish a policy regarding the destruction or disposal of any record that is not expressly required by law to be filed and preserved; and

**WHEREAS**, pursuant to California Government Code Section 60200 et seq., the South San Joaquin Irrigation District (“District”) adopted Resolution No. 15-04-Y implementing a records retention policy and schedule (“Retention Policy”); and

**WHEREAS**, said Retention Policy complies with the “Local Government Records Program” administered by the Office of the California Secretary of State; and

**WHEREAS**, pursuant to the Retention Policy, the District may dispose of selected records after the Board of Directors adopts a resolution finding that the destruction of such records will not adversely affect any interest of the district or the public; and

**WHEREAS**, the District maintains a list by category of the types of records destroyed or disposed of that reasonably identifies the information contained in the records for each category; and

**WHEREAS**, the records listed on Exhibit A, incorporated herein in its entirety, exceed the retention period established by the Retention Schedule and therefore are eligible for destruction; and

**WHEREAS**, the relevant District personnel and District General Counsel have physically inspected said records and have determined that said records no longer serve a business, historical, or other purpose of the District, and the destruction thereof will not adversely affect any interest of the District or the public.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of the South San Joaquin Irrigation District:

1. The records listed on Exhibit “A” exceed the retention period set by the District’s Record Retention Policy.
2. Said records no longer serve a business, historical, or other purpose of the District, and the destruction thereof will not adversely affect any interest of the District or the public.
3. Said records are hereby authorized for immediate destruction.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of January, 2026, by the following vote:

AYES:	HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Item #5 – Consider Approval of Microsoft Licensing Renewal**

Mr. Michael O’Leary, SSJID IT Systems Administrator, addressed the Board regarding renewal of the three (3) year Microsoft Enterprise Agreement for Microsoft 365 services, at a cost not to exceed \$41,967.41 per year, for a total of \$125,902.23.

Renewal of the Enterprise Agreement will maintain access to the latest Microsoft Office applications and cloud-

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

hosted email, and add Microsoft Defender for advanced cybersecurity protection. The agreement included annual True-Up adjustments to ensure licensing aligns with actual usage.

Board discussion included District usage of AI in the future, to which Mr. O'Leary stated that AI software could be utilized for Microsoft Office, emails, and anti-virus protection, and that costs for hardware are expected to increase exponentially due to the rise in computer memory prices.

**MOTION:** A motion was made by Director Weststeyn and seconded by Director Van Ryn to approve the three (3) year renewal of the Microsoft Enterprise Agreement for Microsoft 365 services, at a cost not to exceed \$41,967.41 per year, for a total of \$125,902.23.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Item #6 – Consider Approval Letter Agreement for Future Sale of District Owned Property as Exempt Surplus Land Associated with Machado Ranch Unit 3**

Mr. Forrest Killingsworth, SSJID Engineering Department Manager, addressed the Board regarding approval of a Letter Agreement with GGM Manteca Investors, LLC, establishing the general terms and conditions for a future sale of a District-owned strip of land associated with SSJID Lateral "We" at the Machado Ranch Unit 3 Development. He described the Machado Ranch Development, size, location south of Woodward Avenue and west of Airport Way in Manteca, and the District's Lateral We. He noted that Units 1 and 2 had already been approved and constructed, and Unit 3 represented the next phase of development.

On October 28, 2025, the Board approved Machado Ranch Unit 3 improvement plans which entailed staff's development of agreements necessary to facilitate relocation of Lateral "We" and the future transfer of certain District-owned property rendered surplus as a result of the improvements. That action is contingent upon a future purchase and sale transaction once the Developer acquires title to the underlying development parcel and the necessary easements are secured.

Mr. Killingsworth explained that the Letter Agreement would memorialize general terms under which the District would, at a future date, transfer a narrow strip of fee-owned property currently associated with the alignment of Lateral We. The Letter Agreement will provide clarity and assurance to the Developer while allowing the District to maintain full control of final conveyance documents.

Terms of the Letter Agreement include: Identification of the 0.93-acre District property to be transferred; fixed purchase price of \$44,674.36; requirement that the Developer grant the District a new permanent easement for the relocated Lateral We prior to reconveyance; requirement that the Developer grant the District a temporary easement until relocation is complete; Developer's responsibility to the District's processing costs and recording fees; acknowledgement that the transaction is contingent upon compliance with the California Surplus Lands Act, and approval by the California Department of Housing and Community Development; clarification that the Letter Agreement is not the final purchase and sale agreement, and that Board action is required prior to property transfer; and that the Letter Agreement shall terminate on December 31, 2027.

Board discussion included an estimated timeline of Phase 3 construction.

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

**MOTION:** A motion was made by Director Holbrook and seconded by Director Roos to authorize the General Manager to execute the Letter Agreement with GM Manteca Investors, LLC, establishing the general terms and conditions for a futures sale of a District-owned strip of land associated with SSJID Lateral “We” at the Machado Ranch Unit 3 Development.

The motion passed 5 to 0 by the following vote:

AYES:	HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**Item #7 – Consider Conditional Approval of Griffin Park Subdivision Phase “D”**

Mr. Killingsworth addressed the Board regarding conditional approval of the Griffin Park Subdivision Unit 10 “Phase D” Project (Project), subject to compliance with the District’s standard requirements and to the satisfaction of District staff. He provided descriptions of the Phase D size, location, the District utility, and the scope of work including the removal and replacement of the SSJID Laterals “We,” “Web,” and “X161DD.” He noted that all three District Laterals are located along the westernmost boundaries of the Project.

Mr. Killingsworth detailed the District facilities involved; proposed SSJID improvements; easements to be conveyed/quitclaimed; encroachments; irrigation service, storm drainage; groundwater drainage; status of improvement plans; and the Developer’s Agreement.

Staff recommended that the Board authorize conditional approval of the items listed below regarding the removal and replacement of Laterals “We,” “Web,” and “X161DD,” in relation to the Griffin Park Subdivision Unit 10 “Phase D” Project, subject to compliance with the District’s standard requirements and to the satisfaction of District staff.

1. Staff signature of Improvement Plans
2. Developers Agreement
3. Encroachment Agreement/Temporary Construction Agreement (for interim construction)
4. Encroachment Agreement/Temporary Construction Agreement (for permanent construction)
5. Irrigation Service Abandonment Agreement
6. New SSJID Pipeline Easement
7. Review/Approval of Unit 10 (Phase “D”) Final Map
8. Review/Approval of Unit 10 (Phase “D”) Joint Trench Plans

Board discussion included that the Project will not impact SSJID infrastructure until construction commences in 2027; and that the Staff Report, Attachment D, Exhibit B Plat Map did not display a North arrow.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Van Ryn to authorize conditional approval of the items listed above regarding the removal and replacement of Laterals “We,” “Web,” and “X161DD,” in relation to the Griffin Park Subdivision Unit 10 “Phase D” Project, subject to compliance with the District’s standard requirements and to the satisfaction of District staff.

The motion passed 5 to 0 by the following vote:

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

AYES: HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**Item #8 to be Discussed Following Closed Session**

*It was announced that all remaining items on the Closed Session agenda would be discussed. The Board took a brief recess at 9:48 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 1:30 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 #8 – Consider Approval of Side Letter with Management Unit Regarding 2026 Cost-of-Living Adjustment**

Mr. Rietkerk addressed the Board and noted that the current Memorandum of Understanding (MOU) between the Management Unit employees, effective through December 31, 2027, identifies annual Cost-of-Living Adjustment (COLA) wage increases for all Management Unit classifications, effective January 1 of each year of the contract, based in part on the annual change in the California Consumer Price Index for Urban Wage Earners and Clerical Workers (CCPI-W), October to October, and bracketed by minimum and maximum percentages.

Due to the Federal government shutdown in Fall of 2025, the US Bureau of Labor Statistics did not publish an October 2025 CCPI-W. In the absence of an October 2025 CCPI-W, the District did provide the MOU provided minimum 2.5-percent COLA to Management Unit employees for 2026, but any further adjustment could not be calculated for 2026, or 2027, unless a substitute index or methodology was identified. Mr. Rietkerk met with representatives of the Management Unit and came to agreement on a substitute calculation that will serve as the calculated October 2025 CCPI-W, used to determine cost-of-living adjustments for 2026 and 2027. On recommendations provided by the US Bureau of Labor Statistics, the parties agreed to use the geometric mean of the index values for months before and after the missing month to calculate a substitute October 2025 CCPI-W.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Weststeyn to approve the Side Letter to the Management Unit regarding the 2026 COLA, and memorializing an alternative, calculated CCPI-W, using the geometric mean of the August 2025 and December 2025 CCPI-W values. The Management Unit 2026 COLA adjustment shall be based on a calculated October 2025 CCPI-W, by multiplying the CCPI-W values published for August 2025 and December 2025 and taking the square root of that product (geometric mean).

The motion passed 5 to 0 by the following vote:

**MINUTES FOR THE JANUARY 13, 2026  
REGULAR MEETING OF THE SSJID BOARD OF DIRECTORS**

AYES: HOLBROOK ROOS SPYKSMA VAN RYN WESTSTEYN  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**Item #11 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:31 p.m.

**ATTEST:**

---

Danielle Barney, Clerk of the Board