

**MINUTES FOR THE MARCH 12, 2024
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. SSJID Engineering Department Manager Forrest Killingsworth led the flag salute. Upon roll call the following members were noted present:

DIRECTORS: HOLBROOK KAMPER ROOS WESTSTEYN
ABSENT: SPYKSMA

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

Public Comment – None

CONSENT CALENDAR

- A. Approval of Checks in the amount of \$327,538.77; Accounts Payable Wires in the amount of \$303,404.82; and Payroll dated March 8, 2024 in the amount of \$345,420.08.
- B. Approval of the Regular Board Meeting Minutes of February 27, 2024
- C. Approval of Notice of Completion for Installation of VoIP Phone System
- D. Approval of Notice of Completion for the Joint Supply Canal Long Tunnel Upstream Portal Improvement Project

Director Holbrook noted that final costs versus the budgeted amounts for the completed projects in Agenda Items C and D saved the District approximately \$94,000.00, and commended staff for watching expenses.
- E. Approval of Consent to SSJID’s Entry of Property to Read and to Maintain Flow Meter, APN 249-030-29

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

The motion passed 4 to 0 by the following vote:

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

COMMUNICATIONS

Item #1 – Directors’ Reports

Director Roos stated that he had observed water in the District canals in preparation for irrigation, and wished all a safe water season.

Director Kamper stated that there were no updates to report.

Director Holbrook inquired if there were pictures of the Joint Supply Canal (JSC) Long Tunnel Upstream Portal

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Improvement Project, to which Mr. Killingsworth responded that there is a book of photos including updated pictures. He added that the project was completed one (1) month ahead of schedule and under budget, and that final accounting of the project will be provided to the Board in a subsequent Department Report, upon project closeout.

Director Holbrook noted an article in the Association of California Water Agencies (ACWA) Newsletter, Volume 52, dated February 16, 2024, titled “Governor Releases Strategy to Recover Salmon Populations” regarding collaboration with member agencies to restore salmon populations in three watersheds. The strategy calls for adopting an updated Bay-Delta Water Quality Control Plan which could include agreements to support healthy rivers and landscapes (formerly referred to as Voluntary Agreements). Mr. Peter Rietkerk, SSJID General Manager, added that the document referenced the river miles statewide impeded from salmon migration due to dams and reservoirs.

President Weststeyn reported that he attended the following meetings and/or events:

- February 27 – San Joaquin Farm Bureau (SJFB) Water Advisory Committee Meeting: Discussions included the North San Joaquin Water Conservation District (NSJWCD) using riparian water to utilize in its system, and the San Joaquin County (SJC) Annual Groundwater Report.
- March 4 – Tri-Dam Advisory Committee Meeting: Discussion included the new building in Sonora.
- March 5 – Strategic Plan Ad Hoc Committee Meeting: Productive discussions on proposed updates and advice.
- March 7 – Manteca’s “State of the City” annual event at Great Wolf Lodge.
- March 9 – Tuolumne County Alliance for Resources and Environment (TuCARE) Annual Dinner and Auction at the Elks Lodge in Sonora. Keynote speakers included Senator Marie Alvarado-Gil, and American Logging Council President Mike Albrecht.

President Weststeyn stated that he is looking forward to the 2024 Irrigation Season as temperatures are predicted to rise to the near 80s the week of March 18, and wished all a safe and successful year.

Item #2 – Various Reports

Mr. Rietkerk announced the upcoming retirement of Mr. Frank Avila, SSJID Irrigation Operations Manager. He expressed thanks for Mr. Avila’s contributions and innovative ideas for the District’s technology, and stated that his absence will be a transition and loss to the team. Mr. Avila’s last day will be March 29.

Mr. Rietkerk shared about a recent trip to the Sierras where he witnessed the impressive snow levels, first hand. He cited hydrology data reported on the California Department of Water Resources (DWR) Bulletin 120, dated March 8, 2024, which indicated a near normal year water supply.

Mr. Rietkerk reported on the Strategic Plan Ad-hoc Committee meeting on March 5, and stated that it was a productive meeting with feedback provided from the Board committee members.

Mr. Rietkerk reported on the annual Water Irrigation meeting for Division Managers and staff, on February 28, organized by Mr. Avila. Included on this year’s agenda was a presentation by Mr. Bill Schwandt, SSJID Electric Utility Manager, who provided an update on the District’s retail electric project. Mr. Rietkerk stated intent to take a more deliberate approach to keep staff and the Board updated on the project.

Mr. Rietkerk reported that he participated in the Knights Ferry Historical Society Tour on March 6, organized by Mr. Keith Sausedo, SSJID Civil Engineer/Surveyor. The tour, led by informative tour guide Carol Davis, included a wealth of information regarding the District’s water rights and history, and historical photos. Joining

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the tour were some SSJID staff members, as well as Mr. Eric Thorburn, Oakdale Irrigation District (OID) Water Operations Manager.

Director Kamper inquired how many new Division Managers will be starting this 2024 Irrigation Season, to which Mr. Avila responded that there will be one (1) new Division Manager.

ACTION CALENDAR

Item #3 – Consider Adoption of Resolution No. 24-07-Q Authorizing the Disposition of Property No Longer Necessary for District Purposes – Mitel SX-200 Phone System

Mr. Michael O’Leary, SSJID IT Systems Administrator, addressed the Board regarding adoption of Resolution 24-07-Q. He stated that the property to be disposed of is the District’s old phone system, which was recently replaced and currently being stored in the “Horse Barn.” Mr. O’Leary noted that the equipment had no book value as it had fully depreciated, was obsolete and/or damaged, and that he would search for a local company to remove and dispose of the e-waste at no cost.

MOTION: A motion was made by Director Holbrook and seconded by Director Kamper to adopt Resolution 24-07-Q Authorizing the Disposition of Property No Longer Necessary for District Purposes.

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT
RESOLUTION 24-07-Q**

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

WHEREAS, the District may dispose of equipment it finds no longer necessary for District purposes; and

WHEREAS, the following will be properly disposed of:

District Office - Mitel SX-200 Phone System
Water Treatment Plant - Mitel SX-200 Phone System
Qty. 45 Mitel 5224 and 5212 telephones

THEREFORE, BE IT RESOLVED that the District authorizes staff to dispose of the above listed surplus equipment.

PASSED AND ADOPTED this 12th day of March 2024 by the following roll call vote:

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

Item #4 – Consider Approval of Master Professional Services Agreement with Sierra Controls and Authorization of Task Order No. 1: On-call Services with a Budget Not to Exceed \$25,000.00

Mr. Lance Martin, SSJID Telemetry Systems Supervisor, addressed the Board and noted that he would be presenting Agenda Item #4 regarding approval of a Master Professional Services Agreement (MPSA) with Sierra Controls (Sierra), and approve Task Order No. 1: On-call Services with a Budget Not to Exceed \$25,000.00, on

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a Time and Materials (T&M) basis; and Agenda Item #5 regarding authorization of Sierra Controls Master Professional Services Agreement Task Order No. 2: Irrigation SCADA Master Plan Phase 1 – SCADA Design and Setup and Site Upgrades of Three Main Distribution Canal Drops of Phase 2 with a Budget Not to Exceed \$279,959.00.

Mr. Martin provided background of SSJID contracting Sierra, in September 2023, to develop a Supervisory Control and Data Acquisition (SCADA) Master Plan (SMP) for the District’s irrigation system. The SMP was finalized in January 2024, and staff is prepared to proceed with the plan’s implementation.

Mr. Martin explained the scope of work for Task Order #1 to provide on-call services included by not limited to engineering and design, software development, panel building, and training. He further explained Task Order #2 regarding the SMP Phase 1 to develop a new ignition-based SCADA Human-Machine Interface (HMI) platform for the integration of sites in later phases; and to replace all control panel hardware on the Main Distribution Canal (MDC) for Drops #9, #11, and #12, and integrate into the new SCADA platform. It was noted that Task Order #2 would establish the foundation of the future SCADA system and begin the process of revitalizing the MDC.

Task Order #1 would be funded within the SCADA 2024 Expense Budget, and Task Order #2 would be funded through the SCADA Capital Budget. Both Task Orders #1 and #2 are expected to be completed by June 2025.

Mr. Martin cited Sierra’s experience with OID, NSJWCD, Merced Irrigation District, Tri-Dam Project, and most recently with Glenn-Colusa Irrigation District for a comprehensive rebuild of their SCADA system.

Board discussion included that some work would be done during water season; confidence in the SMP and scope of work; the new software; future work on Drop #10; and future potential of switching to a downstream level control system on the MDC.

Mr. Killingsworth added that a strong foundation of the District’s SCADA system is an essential requirement of the SSJID Water Master Plan (WMP). He acknowledged Mr. Martin for his long-term consideration of the WMP, and commended him on his research and planning of the SMP.

MOTION: A motion was made by Director Roos and seconded by Director Holbrook to approve the Master Professional Services Agreement with Sierra Controls and Authorization of Task Order No. 1: On-call Services with a Budget Not to Exceed \$25,000.00.

The motion passed 4 to 0 by the following vote:

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

Item #5 – Consider Authorization of Sierra Controls Master Professional Services Agreement Task Order No. 2: Irrigation SCADA Master Plan Phase 1 – SCADA Design and Setup and Site Upgrades of Three Main Distribution Canal Drops of Phase 2 with a Budget Not to Exceed \$279,959.00

Task Order #2 is regarding the SMP Phase 1 to develop a new ignition-based SCADA Human-Machine Interface (HMI) platform for the integration of sites in later phases; and to replace all control panel hardware on the Main Distribution Canal (MDC) for Drops #9, #11, and #12, and integrate into the new SCADA platform.

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Board discussion included funding Task Order #2 for a not-to-exceed cost of \$279,959.00 through the SCADA Capital Budget with \$200,000.00 allocated in 2024, and \$280,000.00 allocated in 2025.

MOTION: A motion was made by Director Roos and seconded by Director Kamper to approve Task Order No. 2: Irrigation SCADA Master Plan Phase 1 – SCADA Design and Setup and Site Upgrades of Three Main Distribution Canal Drops of Phase 2 with a Budget Not to Exceed \$279,959.00.

The motion passed 4 to 0 by the following vote:

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

Item #6 – Consider Approval of Proposal from Alliance Roofing for the Nick C. DeGroot Water Treatment Plant Membrane Tank Caulking Replacement Project

Mr. James Gallegos, Water Treatment Plant (WTP) Operator, addressed the Board regarding approval of the Alliance Roofing (Alliance) proposal to replace the caulking in four (4) of the eight (8) membrane train tanks at the WTP.

Mr. Gallegos explained the epoxy coating, the caulking, and the filtration process through the membrane trains. He further explained that in 2023, Slater Waterproofing replaced the caulking on four of the eight trains and that during annual inspections, it was identified that the remaining four trains indicated signs of failure and necessary repair.

Staff invited informal bids for the Membrane Tank Caulking Replacement Project, with two (2) bids received from Alliance Roofing, and GSE Construction. Mr. Gallegos provided detailed descriptions of the two (2) work options submitted by Alliance: 1) Install Sikaflex to fill all joints or equivalent to meet primer and liner manufacture specifications at \$23,500.00 plus an added \$8,900.00 contingent on extended cure time; or 2) Pack joints with foam backer to fill all joints to meeting primer and liner manufacture specifications at \$22,974.00.

Ms. Mia Brown, SSJID Legal Counsel, stated that the project was noticed under the District’s informal bidding process, the omission from the Alliance of the \$8,900.00 was a mistake in that Alliance inadvertently did not include the cost associated with manufacturer’s extended cure time required for the specified product, and that with the correction of this mistake Alliance was still the lowest responsive, responsible bidder, and the project contract could be awarded to Alliance.

In closing, Mr. Gallegos noted previous experience working with Alliance Roofing and expressed full confidence in their quality of work and materials used. Staff recommended Board approval of the Alliance proposal for the Plant Membrane Tank Caulking Replacement Project.

The Board commended Mr. Gallegos for a job well done.

MOTION: A motion was made by Director Holbrook and seconded by Director Roos to award the bid to Alliance Roofing for Option 1 to replace the caulking in four of the eight membrane train tanks, for a total contract price of \$32,465.00.

The motion passed 4 to 0 by the following vote:

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

Item #7 – Consider Approval of Task Order #17 to Provost & Pritchard Consulting Group for Phase 2 – Irrigation Standard Detail Drawings Update

Mr. Killingsworth addressed the Board regarding approval of Task Order #17 to Provost & Pritchard Consulting Group (P&P) for Phase 2 of the Standard Detail Drawings Update.

Mr. Killingsworth explained that the District’s Standard Details and Specifications (Standards) are to provide specific guidance to designers and contractors regarding recurring types of work (or components) related to the construction and operation of District infrastructure. He further explained that the District’s existing Standards were last adopted by the Board in 1992, and many original details are outdated when considering modern construction methods, materials, and regulations.

In 2021, the Board authorized staff to work with P&P to evaluate the District’s Standards and develop a scope of work to update them (Phase 1). Phase 1 has been concluded which identified 83 details that need to be created and/or require modification. The list of details was included in Attachment B of the Agenda Item #7 staff report.

Mr. Killingsworth stated that due to the amount of work to be done, the Standards update would be conducted in two (2) additional phases: Phase 2) Update the District’s standard drawings, and Phase 3) Update the District’s standard written specifications. P&P’s estimate to complete Phase 2 is \$75,000.00 to be billed on a T&M basis. Upon completion of the Standards drawings update within Phase 2, staff intends to initiate Phase 3, which will include updating the District’s contract documents and technical specifications at a future date.

Board discussion included updating future drawings, details, and/or specifications as they occur or as needed.

MOTION: A motion was made by Director Holbrook and seconded by Director Kamper to approve Task Order #17 to Provost & Pritchard Consulting Group for Phase 2 of the Irrigation Standard Detail Drawings Update for a not-to-exceed cost of \$75,000.00 to be billed on a T&M basis.

The motion passed 4 to 0 by the following vote:

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

The Board took a brief recess at 9:50 a.m. and reconvened to Open Session at 9:55 a.m.

Item #8 – Consider Authorization for the General Manager to Amend the Terms of the Temporary Staff Services Agreement Provided by SSJID to the Eastern San Joaquin Groundwater Authority

Mr. Brandon Nakagawa, SSJID Water Resources Manager, addressed the Board regarding the Agreement for Temporary Staff Services provided by SSJID to the Eastern San Joaquin Groundwater Authority (ESJGWA) (Agreement). He provided a brief recap of Board approval, on September 8, 2023, for SSJID to enter into an agreement with the ESJGWA offering the temporary service of Mr. Nakagawa to provide executive, administrative, and technical assistance to the ESJGWA pending recruitment of a SJC Public Works Water

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Resources Coordinator. The Agreement is set to expire on March 13, 2024.

Staff recommended the Board authorize the General Manager to amend the Agreement to extend the term for 3-6 months to ensure continuity of ESJGWA activities and allow for a transition period once an SJC Public Works Water Resources Coordinator is hired. Mr. Nakagawa sat on the interview panel for the Public Works Water Resources Coordinator candidates in January 2024, though there has been no final word on a hire. SSJID will be reimbursed by the ESJGWA for actual hours worked.

Board discussion included Mr. Nakagawa's hourly rate of \$142.78 per the Agreement compared to the hourly rate paid to the ESJGWA consultants; increasing Mr. Nakagawa's hourly rate; that the hourly rate paid is grant funded for salaries only (excluding overhead costs); and that an hourly rate increase must be presented and approved by the ESJGWA Board and include a wage study and/or justification.

MOTION: A motion was made by Director Roos and seconded by Director Holbrook to authorize the General Manager to amend the terms of the Agreement for Temporary Staff Services Provided to the Eastern San Joaquin Groundwater Authority for an extension of three (3) months.

The motion passed 4 to 0 by the following vote:

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

President Weststeyn announced that Agenda Item #9 would be presented following Closed Session upon return to Open Session.

It was announced that all remaining items on the Closed Session agenda would be discussed. The Board took a brief recess at 10:05 a.m. and convened to Closed Session at 10:15 a.m.

Item #10 – CLOSED SESSION

RETURN TO OPEN SESSION

The Board returned to Open Session at 11:37 a.m.

Item #11 – 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 #9 – Consider Approval of Memorandum of Understanding Agreement between SSJID and East Stanislaus Resource Conservation District for the Bureau of Reclamation Notice of Funding Opportunity (NOFO) for Central Valley Project Habitat and Facility Improvements

Mr. Rietkerk addressed the Board regarding approval of a Memorandum of Understanding (MOU) between SSJID and East Stanislaus Resource Conservation District (ESRCD) for coordination on Stanislaus River habitat restoration projects, and a joint grant application to the United States Bureau of Reclamation (Reclamation) for Central Valley Project Habitat and Facility Improvements.

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Mr. Rietkerk provided background of Board action, on February 5, 2024, authorizing a Master Professional Services Agreement with Fishbio to prepare conceptual designs and cost estimates for the Honolulu Bar Phase II Habitat Restoration Project and submit grant applications for federal and state funding opportunities for the project. In addition, the Board adopted the required Resolution 24-06-G providing authority for SSJID to submit the application and enter into an agreement with Reclamation.

Mr. Rietkerk explained that as part of Reclamation’s Notice of Funding Opportunity (NOFO) application process, SSJID and ESRCD must provide documentation that formally characterizes the collaboration and intentions among the parties in submitting the joint grant application. He had participated in conference calls with Reclamation and ESRCD to discuss and finalize the terms of the MOU, a copy of which was included as an attachment in Agenda Item #9 staff report. Should grant funds not be awarded, the MOU will be considered null and void.

Mr. Rietkerk noted that if SSJID and ESRCD are awarded grant funds, the Parties agree to develop a subsequent grant administration agreement to detail the requirements of NOFO, applicable federal contracting requirements, auditing and financial requirements, and the timely administration of federal funds to conduct the public purposes identified in the NOFO and grant application.

Board discussion included the grant amount which could equal up to \$8-9 million.

MOTION: A motion was made by Director Roos and seconded by Director Kamper to approve the Memorandum of Understanding between East Stanislaus Resource Conservation District and SSJID for coordination on Stanislaus River habitat restoration projects, and a joint application to the Bureau of Reclamation, Interior Region 10, for Central Valley Project Habitat and Facility Improvements.

The motion passed 4 to 0 by the following vote:

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

Item #15 – ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:31 a.m.

ATTEST:

Danielle Barney, Clerk of the Board