

**MINUTES FOR THE AUGUST 12, 2025
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 and 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 \$518,407.79; Accounts Payable Wires in the amount of \$1,885,229.99; and Payroll dated July 25, 2025 in the amount of \$311,947.47, and July 1, 2025 in the amount of \$184.00.
- B. Approval of the Regular Board Meeting Minutes of July 22, 2025
- C. Approval of the Special Board Meeting Minutes of August 4, 2025
- D. Accept and File Notice of Completion for the Nick C. DeGroot Water Treatment Plant Air Relief Valve and Line Repair

MOTION: A motion was made by Director Roos and seconded by Director Weststeyn to approve the Consent Calendar 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

COMMUNICATIONS

Item #1 – Directors’ Reports

Director Weststeyn reported that he attended the Canyon Tunnel Groundbreaking Ceremony on August 4, and commented on the excellent milestone event. He recognized Ms. Katie Patterson, SSJID Public and Government Relations Manager, on her coordination of the ceremony.

Director Weststeyn thanked all staff and the Division Managers for the delivery of clean irrigation water.

Director Weststeyn noted the start of harvest season and cautioned all to be aware of slow-moving vehicles and/or equipment on the roads.

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Director Roos reported that he attended the Canyon Tunnel Groundbreaking Ceremony on August 4, and participated in the tour of Tulloch Dam and facilities.

Director Van Ryn reported that he also attended the Canyon Tunnel Groundbreaking Ceremony, thanked Ms. Patterson for her coordination of the event, and commended SSJID Engineering Department Manager Forrest Killingsworth and Engineering Department staff for their passion and hard work on the Canyon Tunnel Project.

Director Holbrook attended the Canyon Tunnel Groundbreaking Ceremony and thanked all staff for their contributions to the event. He participated in the tour of Tulloch Dam and noted his interest in the hydraulic gates, the swing bridge, and the forthcoming Engineering Report regarding said bridge.

Director Holbrook thanked all staff for their hard work this irrigation season and for the delivery of clean water.

President Spyksma reported that he attended the Canyon Tunnel Groundbreaking Ceremony on August 4; commented on the enjoyable gathering of invited guests, and SSJID, Oakdale Irrigation District (OID), and Tri-Dam staff; and stated, "Well done!" He added that conversation with Mr. Killingsworth and Drill Tech Shoring and Drilling, Inc. personnel suggested the possibility of a future Saturday tour of the tunnel interior, once drilling commences.

Item #2 – Various Reports

Mr. Peter Rietkerk, SSJID General Manager, reported on the Canyon Tunnel Groundbreaking Ceremony and expressed appreciation for Ms. Patterson's coordinated details and complex logistics of the event. He also acknowledged staff members for their contributed efforts including Irrigation Operations Manager Barron Sweet, Irrigation Services Supervisor Joe Hasten, Field Maintenance Supervisor Jonnie Moore, Telemetry Systems Supervisor Lance Martin, Senior Engineer Chad Parsons, Engineering and Legal Executive Assistant Dawn Driesen, and Clerk of the Board Danielle Barney.

Mr. Rietkerk announced the upcoming California Special District Association (CSDA) 2025 Conference, on August 25-28, 2025, in Monterey. He stated that Directors Weststeyn and Roos are the Board Members currently appointed to the CSDA Committee and noted that the District would receive a sizable discount on its Workers' Compensation, and Property and Liability Insurance, should two or more Directors attend the conference. To date, one Director has registered to attend the event.

Mr. Rietkerk announced the joint celebration of San Joaquin County's 175th Anniversary, to be held at the City of Ripon Council Meeting tonight, August 12. Festivities will commence at 5:00 p.m., preceding the City Council Meeting, at the Ripon Council Chambers located at 259 N. Wilma Avenue.

ACTION CALENDAR

Item #3 – Consider Approval of Purchase of Shotline Mix from Innovative Shotline, Inc.

Mr. Parsons addressed the Board regarding authorization to purchase Shotline Mix from Innovative Shotlining Inc. (ISI) for the 2025-2026 spray cast pipelining operations. He explained that since adoption of the SSJID Water Master Plan (WMP) in 2022, District staff developed and have self-performed a trenchless pipelining operation with spray cast mortar. Mr. Parsons further explained that pipelining production in the 2023-2024 season was 6,348 lineal feet; 10,492 lineal feet in the 2024-2025 season; and that staff anticipates to complete 12,500 lineal feet of pipelining in the upcoming 2025-2026 season.

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Mr. Parsons provided background on Shotline Mix, developed by Shotcrete Technologies, Inc. (STI) in Colorado. Since 2023, ISI has been STI's sales and installation representative, based in Modesto, CA. Last season, ISI changed their batching location from Idaho to Sacramento which resulted in a superior product than previous operations. The Shotline material, batched in Sacramento, is stored at ISI's Modesto warehouse. Mr. Parsons noted that ISI Chief Operating Officer Christian Scheder was in attendance at the board meeting to answer any questions.

Mr. Parsons stated that ISI's standard sale policy requires customers to provide a 50-percent (50%) deposit upon purchase. However, due to the relationship built between ISI and SSJID over the past four years, ISI has offered to reduce the upfront deposit to 35-percent (35%). The remaining 65% would be due within 15-days of receipt of the product. He cited the District's 2025-2026 Pipelining Budget which detailed expenses for pipelining materials, bags of Shotline, trucking, and remaining materials (e.g. concrete, rebar, consumables, etc).

Staff recommended the Board approve the purchase of up to 916 of 1,000-pound bags of Shotline Mix from ISI, for the amount of \$456,168.00 plus tax and freight, for the spray cast cement pipelining operation in the 2025-2026 construction season, per the payment terms proposed by ISI. To limit upfront costs, ISI will maintain the pricing and terms with the District with multiple smaller purchase orders of up to 216 bags of material equating to \$107,568.00 plus tax with 35% (\$37,649.00 plus tax) upfront, and net-15-day payment of the remaining 65%, until the District reaches the 916 bag limit.

The Board inquired whether a discount is provided due to the large order, to which Mr. Scheder responded in the affirmative. He added that Shotline is a "clean tech" product with all natural materials, and that ISI will provide SSJID crews with 1-2 days of training to maximize efficiency, production, and knowledge of Shotline. Mr. Scheder thanked the Board for their support of ISI, and the opportunity to serve the District.

Board discussion included caution storing large quantities of unused Shotline on-site to prevent hardening of the product, erecting temporary structures on-site to store the Shotline and additional District materials, trucks used to transport the Shotline, and logistics.

MOTION: A motion was made by Director Weststeyn and seconded by Director Holbrook to approve the purchase of 916 of 1,000-pound bags of Shotline Mix from Innovative Shotlining, Inc. in the amount of \$456,168.00 plus tax and freight, per the payment terms proposed by Innovative Shotlining, Inc.

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 Approval of Amendment to Irrigation Service Abandonment Agreement for Angraj Chahal (APN 222-100-09, 1.2 Acres)

Mr. Anthony Podesto, SSJID GIS/Engineering Technician, addressed the Board regarding approval of the Agreement to Amend Irrigation Service Abandonment Agreement (SAA) for San Joaquin County Assessor's Parcel Number (APN) 222-100-09. He described the parcel size and location, and provided background of the previous owner entering into an SAA with the District in 1992 (Agreement #523), and Angraj Chahal (Owner) requesting an amendment to the SAA so that the property can be eligible to receive District water. If the

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Abandonment Agreement is amended, the Owner plans to use an existing private pipeline to flood irrigate okra.

Mr. Podesto provided a detailed explanation of Lateral Y including size, location, and service ratio. He explained serviceability and required improvements, existing easements, and encroachments. Specific conditions for approval were noted regarding flood irrigation, and sprinkler or drip irrigation, and the District's "Policy for Rescinding Irrigation Service Abandonment." Mr. Podesto noted specific improvements including construction of a bowl structure around the supply valve to prevent water from entering other properties, and improvements to the irrigated property to adequately contain water on the subject property without unintentionally flooding adjacent parcels (e.g. raised dirt berm).

Mr. Podesto stated that the District had an easement associated with Lateral Y, however access to the service valve is not easily accessible due to encroachments. Through the issuance of a License Agreement, the Owner shall grant the District vehicular access through the subject property and the property to the south (APN 222-100-15 – Same Owner). The Owner shall also coordinate with the adjacent property owner, to the north (APN 222-100-06) to obtain a License Agreement for the District to access the supply valve at Lateral Y.

Board discussion included the validity of the License Agreement should the subject property be sold, to which SSJID General Counsel Mia Brown responded that the License Agreement would not automatically transfer if/when the property changes ownership.

MOTION: A motion was made by Director Holbrook and seconded by Director Van Ryn to conditionally approve the Agreement to Amend Irrigation Service Abandonment Agreement, consistent with staffs' recommendation, for Angraj Chahal, APN 222-100-09.

The motion passed 5 to 0 by the following vote:

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

Item #5 – Consider Approval of Job Description for SSJID Mechanical Technical 1 and 2

Ms. Sonya Williams, SSJID Finance and Administration Manager, addressed the Board regarding approval of updates to the SSJID Mechanical Technician I and II Job Description(s). She explained that the proposed change is based on a new State licensing requirement which was not previously mandated. In addition to the "Backflow Prevention Assembly and Tester Certificate," Mechanical Technicians I and II will now be required to also possess a "Cross Connection Specialist Certificate," both within the first twelve (12) months of employment with the District.

Ms. Williams stated that staff have engaged in the meet and confer process with the Internal Brotherhood of Electrical Workers (IBEW) Local Union 1245 representatives regarding the proposed job description changes and salary. The Mechanical Technician I salary will increase 3-percent (3%), and the Mechanical Technician II salary will increase 5-percent (5%). She added that should the Board approve the proposed edits, the employment opportunities at the Nick C. DeGroot Water Treatment Plant (WTP) will be posted, including the updated job descriptions.

Board discussion included that the job vacancies at the WTP are due to recent retirements, and the District's current requirement for backhoe certification.

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MOTION: A motion was made by Director Holbrook and seconded by Director Van Ryn to: 1) Approve the edits to the SSJID Mechanical Technician I and II Job Descriptions; and 2) Approve the salary increases for Mechanical Technician I for 3-percent (3%), and Mechanical Technician II for 5-percent (5%).

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 of Contract with Matrix Consulting Group for User Fee Study

Ms. Williams addressed the Board regarding approval of the contract with Matrix Consulting Group (Matrix) for professional consulting services to conduct a Comprehensive User Fee Study (Study) and Full Cost Allocation Plan (Plan). She provided background of staff issuing a Request for Proposal (RFP), on June 16, 2025, to acquire a consulting firm to perform the Study and Plan, with only one (1) response received from Matrix.

Ms. Williams explained that the Study will evaluate the District’s current fees for various services; ensure that fees align with the actual cost of service delivery, and comply with legal requirements; identify new fee opportunities; ensure fair and transparent cost recovery; and recommend adjustments to fees. She further explained that the development of the Plan will allocate indirect costs (e.g. administrative, overhead expenses) across difference departments and functions, and ensure that costs are property distributed and compliant with federal Office of Management and Budget (OMB) guidelines, Generally Accepted Accounting Practices (GAAP), and Government Finance Officers Association (GFOA) practices.

Ms. Williams noted Matrix’s over twenty (20) years of experience conducting user fee studies and developing cost allocation plans for local and state agencies. The project is anticipated to take six (6) months to completion by January 2027, and is structured into three (3) main tasks: Project-wide, Cost Allocation Plan, and User Fee Study.

Staff recommended the Board approve the contract with Matrix for a total fixed cost of \$19,400.00. Funding for the contract was included in the approved 2025 budget.

The Board inquired about access to the final data spreadsheet, to which Ms. Williams responded in the affirmative, adding that the Finance Department will then have the capability to update fees/costs on an annual basis. The Board noted that a correction be made to the signature line in the proposed contract to reflect the current SSJID Board President Glenn Spyksma.

MOTION: A motion was made by Director Weststeyn and seconded by Director Van Ryn to: 1) Approve the contract with Matrix Consulting Group to a Comprehensive User Fee Study and Full Cost Allocation Plan; and 2) Authorize the General Manager to finalize and execute the contract on behalf of the District.

The motion passed 4 to 1 by the following vote:

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

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Item #7 – Consider Approval of Professional Services Agreement with Bell Burnett & Associates to Perform Cost of Service Analysis Supporting Proposed Raw Water Charge Adjustment for Nick C. DeGroot Water Treatment Plant (WTP)

Mr. Brandon Nakagawa, SSJID Water Resources Coordinator, addressed the Board regarding approval of a Professional Services Agreement (Agreement) with Bell Burnett & Associates (BB&A), for a not to exceed cost of \$55,000.00, to perform an analysis supporting proposed raw water charge adjustments for WTP customers.

Mr. Nakagawa explained the South County Water Supply Project (Project) whereby the District provides treated potable water deliveries to the Cities of Escalon, Lathrop, Manteca, and Tracy (Cities) pursuant to a Water Supply Development and Operating Agreement (Operating Agreement) between each city and SSJID, which defines the assigned water allotment for the Cities. The Operating Agreement was amended by all parties in 2020 and set to expire at the end of 2049.

Mr. Nakagawa stated that the District collects a per-acre-foot raw water charge from the Cities served by the WTP based on the amount of water delivered to each city, and whether the participating city is within or outside SSJID's service boundary (in-District versus out-of-District). The current rates were implemented in 2005 and have remained unchanged at \$30.89 per acre-foot in-District, and \$85.85 per acre-foot out-of-District.

Per the Operating Agreement, the SSJID may increase its raw water charge after first meeting and conferring with each city, and providing a one-year notice before implementing the increase. The District is also able to recover a share of its costs for capital assets that jointly benefit the Project and the District, apart from the WTP. The proposed study will be completed by the end of October 2025 with the intent of notifying the cities of potential new raw water charges by the end of the year, for inclusion into the WTP's 2027 budget. It was noted that the rates have not been increased for urban customers, and that the new rates will be reflective of today's operating costs.

The total cost of the analysis to be completed by BB&A is not to exceed \$55,000.00. BB&A's analysis will aid the District in updating its methods of calculating recoverable costs through its in-District and out-of-District raw water charges and specific capital project charges. BB&A's deliverables are also intended to support subsequent discussion with the partner WTP cities.

Board discussion included an annual review of the raw water rates versus operating costs; ample notice to the Cities of rate increases for preparation of their annual budgets; the inopportune timing of raising rates and the Canyon Tunnel Project expense; and that the analysis should provide a formula for potential future rate adjustments. Mr. Rietkerk noted that the study and probable rate increase was discussed with the Cities at the WTP Operating Committee meeting on August 11.

MOTION: A motion was made by Director Holbrook and seconded by Director Roos to approve a Professional Services Agreement with Bell Burnett & Associates, for a not to exceed cost of \$55,000.00, to perform an analysis supporting proposed raw water charge adjustments for Nick C. DeGroot Water Treatment Plant customers.

The motion passed 5 to 0 by the following vote:

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

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Item #8 – Consider Approval of Quarterra Manteca Multifamily Housing Development Project

Mr. Killingsworth addressed the Board regarding the Quarterra Manteca Multifamily Housing Development Project (Project), described as an approximately 65-acre development, consisting of combined multifamily and single-family homes, located near Highway 120 and Main Street. He noted the District's Lateral "Y," located across the Quarterra lot which will require removal and replacement in a new alignment, and SSJID Well No. 81 which is no longer utilized but will remain and be reconnected to the new Lateral "Y" pipeline. Mr. Killingsworth provided detailed descriptions of the District utilities, proposed improvements, proposed quitclaims, existing easements, and Quarterra's proposed easement to allow District maintenance crews ingress/egress.

Mr. Killingsworth stated that planning and development of the Project has been ongoing for years, and that previous plans and permits were approved per past District practices, which are not consistent with current modified District standards. He added that the previous approvals per past practices will not adversely affect District utilities and/or operations.

Staff recommended conditional approval of the items listed in the agenda Item #8 Staff Report regarding the Quarterra Manteca Multifamily Housing Project Lateral "Y" Relocation, subject to compliance with the District's standard requirements and to the satisfaction of District staff.

Board discussion included recommendation, to the Developer, to construct a soundwall to reduce the noise of the District utilities.

MOTION: A motion was made by Director Roos and seconded by Director Weststeyn to authorize conditional approval of the items listed in the agenda Item #8 Staff Report regarding the Quarterra Manteca Multifamily Housing Project Lateral "Y" Relocation, 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:

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

Item #9 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 9:58 a.m. and convened to Closed Session at 10:10 a.m.

Item #10 – CLOSED SESSION

Director Roos exited the meeting at 12:41 p.m.

RETURN TO OPEN SESSION

The Board returned to Open Session at 2:36 p.m.

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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 – Following Performance Evaluation, Consider Annual Compensation for General Counsel.

MOTION: A motion was made by Director Holbrook and seconded by Director Van Ryn to: 1) Increase General Counsel's annual salary by approximately 3.84 percent (3.84%) totaling \$270,000.00; and 2) Adjust vacation leave to 24-days per year, effective the anniversary date on August 21, 2025.

The motion passed 4 to 0 by the following vote:

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

Item #12 – Brown Act Review – Deferred

President Spyksma noted the possibility of canceling the board meeting scheduled for August 26, contingent on whether Director Weststeyn can attend the CSDA Annual Conference from August 25-27. Should Director Weststeyn still be allowed a late registration for the conference, there will not be the presence of a quorum for the board meeting as required by rules of the Ralph M. Brown Act. Ms. Barney will check on the conference registration deadline, inform the appropriate parties of Director Weststeyn's attendance at the conference or the board meeting on August 26, and do all things necessary to cancel the August 26 board meeting if needed.

Item #13 – ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:40 p.m.

ATTEST:

Danielle Barney, Clerk of the Board