

**MINUTES FOR THE DECEMBER 19, 2024**  
**SPECIAL MEETING OF THE SSJID BOARD OF DIRECTORS**

The Board of Directors of the South San Joaquin Irrigation District (SSJID) met in person in special session in the District Boardroom at 12:30 p.m., with public access provided via the online Zoom meeting platform. President Spyksma called the meeting to order. 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

**ACTION CALENDAR**

**Item #1 – Consider Approval of Canyon Tunnel Final Design Proposal from Provost & Pritchard Consulting Group**

Mr. Forrest Killingsworth, SSJID Engineering Department Manager, addressed the Board regarding approval of the proposal from Provost & Pritchard Consulting Group (P&P), and authorizing staff to enter into a Professional Services Agreement for the preparation of the Final Design for the Joint Supply Canal Bypass Tunnel (Canyon Tunnel). The work would be performed on a Time and Expense (T&M) basis not to exceed \$401,000.00, plus up to an additional \$50,000.00 addendum to be authorized by the General Manager in the event of unforeseen work not previously anticipated, for a total authorized amount of \$451,000.00.

Mr. Killingsworth noted that approximately \$45,000.00 of unused funds remain in the 95% Design budget and explained that the remaining budget is for unfinished work associated with the 90% design. He further explained that the unfinished work and remaining budget has been incorporated into the proposal for the Final Design allowing for all future work to be invoiced against the proposed Final Design contract.

Mr. Killingsworth stated that he provided the Tri-Dam Project Board with detailed background and analysis of the Canyon Tunnel 95% Design Progress Update and Final Design Proposal presentation at the Tri-Dam Project Board meeting immediately preceding today’s Special Board meeting. He noted the Final Design scope of work would commence in December 2024 upon both Oakdale Irrigation District (OID) and SSJID board approvals. The detailed Tri-Dam Board meeting Staff Report regarding the Canyon Tunnel 95% Design and Final Design proposal was included in the SSJID Board Packet, Action Calendar – Item #1 Staff Report, Attachment A.

Mr. Killingsworth added that OID will consider Board approval at their next scheduled board meeting, though SSJID can approve up to \$200,000.00 work without OID’s approval.

Board discussion included clarification of the \$45,000.00 rollover funds from the 95% Design budget.

**MOTION:** A motion was made by Director Weststeyn and seconded by Director Roos to approve the proposal from Provost & Pritchard Consulting Group, and authorize staff to enter the District into a Professional Services Agreement for the preparation of the Final Design for the Joint Supply Canal Bypass Tunnel, to be performed on a T&M basis not to exceed \$401,000.00, plus an additional \$50,000.00 addendum to be authorized by the General Manager in the event of unanticipated work, for a total approved amount of \$451,000.00.

The motion passed 5 to 0 by the following vote:

**MINUTES FOR THE DECEMBER 19, 2024**  
**SPECIAL MEETING OF THE SSJID BOARD OF DIRECTORS**

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

**Item #2 – Consider Approval of One (1) Year Extension of Existing Master Services Agreement for MCR Engineering**

Mr. Killingsworth addressed the Board and stated that the agenda packet Staff Report pertained to both Item #2 regarding approval of a one (1) year extension of the existing Master Services Agreement (MSA) for MCR Engineering, and Item #3 regarding a one (1) year extension of the existing MSA for Provost & Pritchard Consulting Group (P&P).

Mr. Killingsworth provided background of SSJID entering into three (3) MSAs, in June of 2020, with MCR, P&P, and Jacobs to provide “on-call” engineering services for future District projects, and allow for an efficient issuance of task orders. Each MSA included a three (3) year term with an option for one or more one (1) year extensions. The original agreement(s) expired on December 31, 2023, and Board action on December 19, 2023 authorized a 1-year extension(s) to December 31, 2024.

Mr. Killingsworth explained that staff did not utilize the services of Jacobs in 2024, therefore an extension of the MSA with Jacobs was not requested. A full summary of task orders issued over the prior four (4) years for MCR and P&P was included as Agenda Items #2 & #3, Staff Report, Attachment A. He further explained that MCR has proposed a 0-percent (0%) rate increase, and P&P has proposed a 4.1-percent (4.1%) rate increase.

**MOTION:** A motion was made by Director Holbrook and seconded by Director Van Ryn to approve a one (1) year contract extension of the Master Services Agreements with MCR Engineering including updates to their proposed 2025 rate schedule.

The motion passed 5 to 0 by the following vote:

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

**Item #3 – Consider Approval of One (1) Year Extension of Existing Master Services Agreement for Provost & Pritchard Consulting Group**

**MOTION:** A motion was made by Director Holbrook and seconded by Director Van Ryn to approve a one (1) year contract extension of the Master Services Agreements with Provost & Pritchard Consulting Group including updates to their proposed 2025 rate schedule.

The motion passed 5 to 0 by the following vote:

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

**MINUTES FOR THE DECEMBER 19, 2024**  
**SPECIAL MEETING OF THE SSJID BOARD OF DIRECTORS**

**Item #4 – Consider Approval of Griffin Park Unit C**

Mr. Killingsworth addressed the Board and explained that the proposed project is a supplemental phase of the Griffin Park Subdivision Project.

Mr. Killingsworth explained the Griffin Park multi-phase housing development in Manteca and provided details of Phase C including the project size, location, and the District’s Lateral “We” which is a 42” diameter dual-use pipeline currently located along a portion of the phase’s westerly limit. The project overlaps an 80± liner feet (LF) segment of existing District pipe, which will be removed and replaced with the current alignment. He further explained proposed SSJID improvements, easements to be conveyed, encroachments, the cease of irrigation service, and storm drainage.

Engineering staff have reviewed the improvement plans and found them to meet SSJID’s engineering standards and requirements. If additional plan issues are identified, the Developer’s Engineer will be required to make the necessary corrections prior to SSJID Staff signature of said plans.

Board discussion included a District easement, to which Mr. Killingsworth stated that the Developer would be granting an easement to SSJID.

**MOTION:** A motion was made by Director Roos and seconded by Director Holbrook to authorize conditional approval of the items listed below regarding removal and replacement of Lateral “We” in relation to Griffin Park Subdivision Unit 9 Project (Phase C), 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
4. Irrigation Service Abandonment Agreement
5. New SSJID Lateral We Easement
6. Review/Approval of Unit 9 (Phase C) Final Map
7. Review/Approval of Unit 9 (Phase C) Joint Trench Plans

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 the 2025 Employee Pay Schedule**

Ms. Sonya Williams, SSJID Finance and Administration Manager, addressed the Board and stated that annual Board approval of the Employee Pay Schedule is a requirement of California Public Employees Retirement System (CalPERS). She added that the 2025 Management Unit pay schedule was contingent upon posting of the California Consumer Price Index (CPI) on December 12, reflecting in a 2.5-percent (2.5%) Cost of Living Adjustment (COLA) increase for Management Unit employees. The General Unit pay schedule would be updated upon the finalization of labor contract negotiations with the International Brotherhood of Electrical Workers (IBEW) Local Union 1245.

**MINUTES FOR THE DECEMBER 19, 2024**  
**SPECIAL MEETING OF THE SSJID BOARD OF DIRECTORS**

**MOTION:** A motion was made by Director Holbrook and seconded by Director Weststeyn to approve the 2025 Employee Pay Schedule.

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 SSJID Investment Policy Update**

Ms. Williams addressed the Board and stated that staff evaluates the SSJID Investment Policy on an annual basis and recommends updates based on legislative changes, investment management practices, and state and local investment statutes governing the investment of public funds. She noted that there were no changes made to the 2025 Investment Policy from the 2024 Investment Policy adopted December 19, 2023.

**MOTION:** A motion was made by Director Weststeyn and seconded by Director Van Ryn to adopt the SSJID 2025 Investment Policy.

The motion passed 5 to 0 by the following vote:

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

*It was announced that all remaining items on the Closed Session agenda would be discussed. The Board convened to Closed Session at 12:50 p.m.*

**Item #7 – CLOSED SESSION**

**RETURN TO OPEN SESSION**

*The Board returned to Open Session at 2:19 p.m.*

**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 – ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:20 p.m.

**ATTEST:**

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Danielle Barney, Clerk of the Board