Finance and Personnel Committee - January 2, 2020

1. Agenda Packet
   Documents:
   - 200102 AGENDA PACKET - POSTED 191227.PDF

2. Media Index By Agenda Item
   Documents:
   - MEDIA INDEX BY AGENDA ITEM.PDF
FINANCE AND PERSONNEL COMMITTEE

AGENDA

DATE: Thursday, January 2, 2020
TIME: 4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL.

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT.
   Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.
   The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the
   Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items
   listed for information.
   
   A. Consideration to Approve FY 2020-21 Budget Calendar
   
   B. Consideration to Allow Developers to Pay Costs with a Credit Card
   
   C. Review of Board Policies and Procedures (501 through 509)

5. CLOSED SESSION.
   At any time during the regular session, the Committee may adjourn to closed session to discuss real property matters
   within the attorney-client privilege, subject to the appropriate disclosures. (Government Code Section 54956.8).

6. NEXT MEETING DATE: Wednesday, January 15, 2020 at 4:00 p.m.

7. ADJOURNMENT.

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at www.sweetwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

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A Public Water Agency
Serving National City, Chula Vista and Surrounding Areas
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TO: Governing Board (Finance and Personnel Committee)  
FROM: Management  
DATE: December 27, 2019  
SUBJECT: Consideration to Approve FY 2020-21 Budget Calendar

SUMMARY
The FY 2020-21 Budget Calendar identifies Finance and Personal Committee, Regular Board, and Special Board meetings recommended for the development and final adoption of the FY 2020-21 Strategic Plan Work Plan and FY 2020-21 Budget.

PAST BOARD ACTION
June 7, 2019 The Governing Board approved the FY 2019-20 Strategic Plan Work Plan and FY 2019-20 Budget

FISCAL IMPACT
The fiscal impact of the FY 2020-21 Strategic Plan Work Plan and the FY 2020-21 Budget will be presented during the Committee and Board meetings.

POLICY
Strategic Plan Goal 3: Financial Viability - Ensure long-term financial viability of the agency
- Objective FV1: Develop an annual budget that determines yearly expenditures, incorporates a five-year projection to track fiscal stability, and guides rate-setting decision-making.
  - 001.00 Develop initial budget calendar and identify key budget issues for the upcoming fiscal year

ALTERNATIVES
1. Approve the proposed FY 2020-21 Budget Calendar.
2. Direct staff to make revisions to the FY 2020-21 Budget Calendar and bring it back to the Board for consideration.
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration to Approve FY 2020-21 Budget Calendar
December 27, 2019
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STAFF RECOMMENDATION
Management recommends that the Governing Board approve the FY 2020-21 Budget Calendar.

ATTACHMENT
Proposed FY 2020-21 Budget Calendar
<table>
<thead>
<tr>
<th>February 2020</th>
<th>March 2020</th>
<th>April 2020</th>
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Special Board Meeting  □  Finance Committee  □  Regular Board Meeting  □

<table>
<thead>
<tr>
<th>February 10</th>
<th>FY 2020-21 Strategic Plan Work Plan Development Workshop</th>
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<tr>
<td>March 18, 25</td>
<td>Review of Board input from February 10 Workshop and review of major FY 2020-21 Five-year Projection Assumptions</td>
</tr>
<tr>
<td>April 15, 22</td>
<td>Review Draft FY 2020-21 Five Year Financial Plan (including table of assumptions) and Draft Strategic Plan Work Plan</td>
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<tr>
<td>May 18</td>
<td><strong>DRAFT</strong>: FY 2020-21 Budget and Strategic Plan Work Plan (draft budget includes operating, capital, reserves and revenue details)</td>
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<tr>
<td>May 27</td>
<td>Follow-up Board Meeting as needed from budget or work plan input from prior meetings</td>
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<tr>
<td>June 10</td>
<td><strong>FINAL</strong>: FY 2020-21 Budget; and FY 2020-21 Strategic Plan Work Plan</td>
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TO:           Governing Board (Finance and Personnel Committee)
FROM:         Management
DATE:         December 27, 2019
SUBJECT:      Consideration to Allow Developers to Pay Costs with a Credit Card

SUMMARY
At its September 25, 2019 meeting, the Board directed staff to establish a policy explicitly stating that developers are not eligible for payment plans with the Authority when paying developer-associated costs. As an alternative financing mechanism, the Board directed staff to explore allowing developers to make payments with a credit card. Staff’s exploration resulted in the alternatives that are outlined in the attached Alternatives Methods for Processing Developer Credit Card Payments chart (Attachment). Regardless of the Board’s decision regarding the allowance of credit cards, developers will continue to be able to make payments by check.

Update: This item was previously presented to the Finance and Personnel Committee (Committee) on December 4, 2019. The Committee requested additional information from staff prior to referring a recommendation to the Governing Board. The attachment to this memorandum now includes the requested information.

PAST BOARD ACTIONS
September 25, 2019 The Board directed staff to develop a policy stating that payment plans are limited to customer water bills only and developers’ costs are not eligible for a payment plan; and directed staff to further explore allowing developers to pay costs with a credit card.

July 24, 2019 The Board received a report on FY 2018-19 Strategic Plan Work Plan Objective CS3 - Task 01.00: Develop a Cost Analysis of Providing Payment Plans to Developers and referred this item to the Finance and Personnel Committee for development of policy.

FISCAL IMPACT
The fiscal impact will be determined by the alternative selected.
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration to Allow Developers to Pay Costs with a Credit Card
December 27, 2019
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1. Third-Party Fee-Based Credit Card Processor: $0 annually in Authority paid credit card process fees since associated credit card fees are charged by the third-party processor directly to developers.

2. Administration Office Cashiers: $0 to $30,000 annually in Authority paid credit card processing fees based on the volume of payments; fees would need to be offset by non-rate revenue to ensure compliance with Proposition 2018 and avoid being subsidized by rate revenue.

3. Defer decision to accept developer credit card payments pending 12-month review: $0 fiscal impact for the Authority for the deferral period; the final fiscal impact would depend on the outcome of the Board’s review of staff’s evaluation.

POLICY

Strategic Plan Goal 4: Customer Service, Citizen Engagement, and Community Relations (CS): Provide high-quality customer service based on customer feedback and serve the community through education, outreach, and partnerships.

- Objective CS3: Explore and implement process improvements to better serve developer customers

ALTERNATIVES

1. Third-Party Fee-Based Credit Card Processor: Direct staff to establish a policy to accept credit card payments for developer costs through a Third-Party Fee-Based Credit Card Processor.

2. Administration Office Cashiers: Direct staff to establish a policy to accept credit card payments for developer costs through the Authority’s Administration Building Cashiers and to develop a procedure to ensure the additional incurred fees and fiscal impact avoid rate-revenue subsidy.

3. Defer decision to accept developer credit card payments pending 12-month review: Direct staff to review accepting developer credit card payments for a period of 12-months to evaluate whether there is sufficient interest by developers to pay by credit card to justify the additional administrative effort and cost.

STAFF RECOMMENDATION

Staff seeks the direction from the Governing Board on allowing developers to pay costs with a credit card.

ATTACHMENT

Alternatives Methods for Processing Developer Credit Card Payments
## Alternatives Methods for Processing Developer Credit Card Payments

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
<th>Costs</th>
<th>Benefits</th>
<th>Considerations</th>
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</table>
| Third-Party Fee-Based Credit Card Processor | - Add second on-line credit card processor just for developer payments that would process payments for a fee  
- The credit card processor only reverses disputed charges after a review of the SWA/developer agreement and if it is determined that a reversal is warranted  
- The service does allow for SWA initiated refunds | $0 for the Authority – associated credit card fees are charged by 3rd Party processor directly to developers | Provides option for developers to pay by credit card  
Eliminates any Proposition 218 compliance issue of credit card fees being subsidized by rate revenue | Require additional internal controls to manage new credit card payment process |
| Administration Building Cashiers | Similar process to a customer paying a water bill in the Administration Building lobby with the Authority’s existing credit card processor | $0 to $30,000 annually in Authority paid credit card processing fees based on volume of payments – fees would need to be offset by non-rate revenue to avoid being subsidized by rate revenue | Provides an option for developers to pay by credit card | Additional staff time required to account for credit card fee costs to ensure that rate payers are not subsidizing developer credit card fees |
| Defer decision to accept developer credit card payments pending 12-month review | This would allow staff to evaluate if there is sufficient interest by developers to pay by credit card to justify the administrative effort and cost | $0 for the Authority – for the deferral period, final cost would depend on outcome of the Board’s review of staff’s evaluation | Establish volume of actual need to better determine if the additional cost or risk is warranted to take on processing developer cost through a credit card | Delays decision until additional information is gathered |
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TO:    Governing Board (Finance and Personnel Committee)
FROM:  Management
DATE:  December 27, 2019
SUBJECT:  Review of Board Policies and Procedures (501 through 509)

SUMMARY
Annually, the Board reviews and updates all of its Policies and Procedures to ensure that they are relevant, accurately reflect current and/or preferred practice, and include all legal requirements. Management will present the policies to the Board in batches so that the Board can carefully review the policies and make any changes.

PREVIOUS BOARD ACTIONS
July 24, 2019    Approved Policy 522
June 12, 2019   Approved Policy 517
April 24, 2019  Approved Policies 601 through 608
March 27, 2019  Approved Policies 504, 506, 507, 512 through 516, 518, 519, and 521
February 27, 2019   Approved Policies 501 through 503, 505, and 507 through 511

FISCAL IMPACT
Fiscal impact is limited to cost incurred for legal counsel review.

POLICY
Governing Board Policy 503, Adoption/Amendment of Policies and Procedures, establishes guidelines to adopt and amend policies and procedures in the Policies and Procedures Manual of the Governing Board of Sweetwater Authority and calls for the periodic review of the existing policies and procedures.

ALTERNATIVES
1.   Recommend changes to Policies 501 through 509 for Board review and consideration.

2.   Recommend no changes to Policies 501 through 509 for Board review and consideration.
Memo to: Governing Board (Finance and Personnel Committee)  
Subject: Review of Board Policies and Procedures (501 through 509)  
December 27, 2019  
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**STAFF RECOMMENDATION**  
Staff seeks direction from the Governing Board.  

**ATTACHMENTS**  
Board Policy 501  
Board Policy 502  
Board Policy 503  
Board Policy 504  
Board Policy 505  
Board Policy 506  
Board Policy 507  
Board Policy 508  
Board Policy 509
POLICY 501 – OFFICIAL SEAL

POLICY

The Governing Board of Sweetwater Authority has adopted a design that shall constitute the official seal of Sweetwater Authority.

PROCEDURE

The following design shall constitute the official seal of Sweetwater Authority.

The seal is comprised of two concentric circles. The diameter of the seal is 1-5/8" with the outer perimeter of the circle encompassed with a braided rope design. The distance between the outer and inner circle is ¼" containing the words “SWEETWATER AUTHORITY” inscribed around the top of the inside circle and “CALIFORNIA” inscribed around the bottom. In the center of the single-lined circle, which is 1” in diameter, the word “ORGANIZED” is inscribed around the top inner portion of the circle, with the words “FEB. 3, 1972” inscribed around the bottom inner portion. The very center of this circle also contains a symbol that resembles a small propeller.
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POLICY 502 – PURPOSE OF BOARD POLICIES AND PROCEDURES

POLICY

It is the intent of the Governing Board (Board) of Sweetwater Authority (Authority) to use sound management practices and maintain a Policies and Procedures Manual. It shall contain a comprehensive listing of the Board’s current policies and procedures, constituting the rules and regulations enacted by the Board from time to time.

PROCEDURE

The Policies and Procedures Manual shall serve as a resource for the Directors, staff, Management, and members of the public in determining the manner in which matters of Authority business are to be conducted.

If any policy or portion of a policy contained within the Policies and Procedures Manual is in conflict with rules, regulations, or legislation having authority over the Authority, said rules, regulations or legislation shall prevail.
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POLICY 503 – ADOPTION/AMENDMENT OF POLICIES AND PROCEDURES

POLICY

To establish guidelines to adopt or amend policies and procedures in the Policies and Procedures Manual of the Governing Board (Board) of Sweetwater Authority (Authority).

PROCEDURE

Consideration by the Board to adopt a new policy or procedure or to amend an existing policy or procedure may be initiated by a Director or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the Authority’s office and requesting that the item be included for consideration on the agenda of the appropriate Committee or on the agenda of a Regular Meeting of the Board.

Periodic review of the existing policies and procedures will be initiated by the General Manager.

Adoption of a new policy or procedure or amendment of an existing policy or procedure shall be accomplished at a Regular Meeting of the Board and shall require an affirmative majority vote of the Board.

Before considering adopting or amending any policy or procedure, Directors shall have the opportunity to review the proposed adoption or amendment prior to the meeting at which consideration for adoption or amendment is to be given.

Copies of the proposed policy or procedure adoption or amendment shall be included in the agenda information packet for any meeting of consideration. Pursuant to the Ralph M. Brown Act, the agenda information packets with said copies shall be made available to each Director for review at least seventy-two (72) hours prior to any meeting of consideration.
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POLICY 504 – CODE OF ETHICS

POLICY

The Governing Board (Board) of Sweetwater Authority (Authority) is committed to providing excellence in legislative leadership that results in the provision of industry-leading services to its constituents and to comply with all applicable state laws including AB 1234 approved in 2006. The Board is also committed to pursuing effective governance of the Authority by using effective communications strategies and respecting the clear division of responsibility between the Board and the professional Management and staff of the Authority.

PROCEDURE

The principles and standards below are intended to ensure effective communications and ethical practices by and among the members of the Board. Directors who consistently ignore or violate these principles and standards, or who commit a substantial and detrimental violation of these principles and standards, may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the Authority. Board members shall comply with the following principles and standards:

A. The dignity, style, values, and opinions of each Director shall be respected.

B. Responsiveness and attentive listening in communication are encouraged.

C. Directors shall commit themselves to emphasizing the focused, relevant, thoughtful, positive contributions to the discussion and collaborative analytical process, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

D. Directors shall commit themselves to focusing on issues and not personalities or other prejudices. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues shall be avoided.

E. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a courteous manner, without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and shall not create barriers to the implementation of said action.

F. The work of the Authority is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Authority.

G. Directors shall function as a part of the whole. Issues should be brought to the
attention of the Board as a whole, rather than to individual members selectively.

H. Directors are responsible for monitoring the Authority’s progress in attaining the goals and objectives, while pursuing its mission, as identified in the annual Strategic Plan.

I. The needs of the Authority’s constituents should be the priority of the Board. When a Director believes he/she may have a conflict of interest, the Director may consult legal counsel to assist the Director in making a determination if one exists or not. If the Director determines that there is a conflict of interest or an appearance of a conflict of interest with respect to any official action that he or she needs to take as a Director, then the Director is responsible for disclosing such conflict and recusing himself or herself in accordance with applicable law and regulations.

The primary responsibility of the Board is the formulation and evaluation of policy and making financial decisions for the Authority. Routine administrative and operational aspects of the Authority are the responsibility of the General Manager, who is the Chief Executive Officer of the Authority. The following procedures are intended to provide for effective channels of communication and a clear division of responsibility between the Board and the Management of the Authority. Directors who consistently ignore or violate these procedures, or who commit a substantial and detrimental violation of these procedures, may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the Authority. Board members shall comply with the following procedures:

A. Directors should develop a working relationship with the General Manager wherein current issues, concerns, and Authority projects can be discussed comfortably and openly. In seeking clarification on informational items, Directors shall approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. Directors shall not attempt to obtain such information directly from other Authority staff without the knowledge or involvement of the General Manager.

B. When approached by residents and property owners of the Authority with complaints, said complaints shall be referred directly to the General Manager.

C. When considering items related to safety, concerns for safety or hazards shall be reported to the General Manager.

D. When seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns shall be referred directly to the General Manager or legal counsel.
E. When approached by Authority personnel concerning specific Authority policy or operations, Directors shall direct the Authority personnel to the General Manager. Directors may then directly consult with the General Manager or legal counsel about said issue.

F. When responding to constituent requests and concerns, Directors shall be courteous, responding to individuals in a positive manner and referring their questions to customer service, the General Manager, or legal counsel. Directors may then directly consult with the General Manager or legal counsel about said issue.

G. When approached by vendors or contractors concerning the availability of work or contracts at the Authority, Directors shall direct such inquiries to the General Manager.
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POLICY 505 – BOARD CHAIRPERSON AND VICE CHAIRPERSON

POLICY

The appointed Chairperson shall preside as Chair at all meetings of the Governing Board (Board) of Sweetwater Authority and perform such other duties as are specified by the Board. In the absence of the Chairperson, the Vice Chairperson shall serve as Chair over all meetings of the Board.

PROCEDURE

The Governing Board shall hold an annual organizational meeting at its last regular meeting in December. The Board shall elect one of its members as Chairperson and another member as Vice Chairperson. The Chairperson’s term of office shall be one (1) year and until his/her successor takes office. The Chairperson’s authority is granted by the full Board and the Chairperson:

- Represents the full Board in any public announcements, and
- Speaks on behalf of the Board only in support of the decisions of the full Board.

The Chairperson shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The Chairperson customarily has primary contact with the General Manager.

The Vice Chairperson’s term of office shall be one (1) year and until his/her successor takes office. The Vice Chairperson shall perform all the duties of the Chair in the absence of the Chairperson or in the event of the Chairperson’s inability to perform such duties and such other duties as are specified by the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as Chairperson of the meeting.

As the presiding officer, the Chairperson must keep the meeting discussions aimed at agenda issues and move the Board along toward decisions.

The duties and responsibilities of the Chairperson include the following:

A. Preside over Board meetings.
B. Ensure that orders and resolutions of the Board are carried out.
C. Coordinate the work of officers of the Board and committees.
D. Call special meetings as the need arises.
E. Act as official spokesperson for the Board, unless authority is delegated.
F. Perform all other functions required by the office of Chairperson.
POLICY 506 – MEMBERS OF THE GOVERNING BOARD

POLICY

To provide guidelines to members of the Governing Board (Board), who are the unit of authority for Sweetwater Authority (Authority). Apart from their normal function as a part of this unit, Directors have no individual authority. Staff does not report to any one Director, but rather to the Board, which may direct formal action by a concurrence of the majority. As individuals, Directors may not commit the Authority to any policy, act, or expenditure. Individual Board members, except as authorized by the Board, shall have no power to act for the Authority, or the Board, or to direct Authority staff. The Board Chairperson has the authority to act on behalf of the Board on both routine and unusual matters, which may, depending on the nature of the matter, be subject to ratification by the Board.

PROCEDURE

The Board shall be comprised of seven (7) members, five (5) of whom are members of the Board of Directors of South Bay Irrigation District and two (2) of whom shall be appointed by the Mayor of National City, subject to confirmation by the City Council of National City. They shall be electors of National City at the time of assuming such offices and at all times during their terms of office. They shall serve four (4) year terms. Any vacancy that occurs among the National City members of the Board shall be filled by appointment by the Mayor of National City, subject to confirmation by the City Council of National City. In order to assist in the governance of behavior as a member of the Board, the following shall be observed:

A. Directors shall act as a part of the body that represents and acts for the community as a whole and should not represent any fractional segment of the community.

B. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board. Information may be requested from, or exchanged with, the General Manager or Assistant General Manager before meetings. Information that is exchanged before meetings shall be distributed to Directors so that all Directors receive all information being distributed. Copies of public information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request. For matters that are to be considered under closed session, information may be requested from, or exchanged with, legal counsel.

C. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

D. Directors shall defer to the Chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be

Revised and Approved on 3/27/2019
brief and confined to the matter being discussed by the Board.

E. Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

F. Directors shall recuse themselves and abstain from participating in consideration on any item involving a conflict of interest under state law or applicable regulations. Unless such a conflict of interest exists, however, Directors should not abstain from the Board’s decision-making responsibilities.

G. Because the General Manager is the Chief Executive Officer of the Authority and is responsible for overseeing the administration and operation of the Authority, Directors shall channel requests for substantive information and/or research through the General Manager. Requests by individual Directors that entail substantial effort or cost will be channeled through the Board. Individual Directors shall not act independently to direct the General Manager in the performance of duties, or to provide or compile data, information, or reports.

H. Directors shall not exchange information about projects, personnel, or any other business matter with employees of the Authority without the knowledge of the General Manager.
POLICY 507 – COMMITTEES OF THE GOVERNING BOARD AND INTERAGENCY COMMITTEES

POLICY

Except as otherwise provided in this Policy, the Chairperson of the Governing Board (Board) shall appoint members to established Standing Committees of the Authority, Interagency Committees/Boards, and Ad Hoc Committees as necessary. The Chairperson may also appoint the Chairpersons for said Committees/Boards or have the option to assign that task to said Committees.

PROCEDURE

A Standing Committee of Sweetwater Authority (Authority) is a legislative body subject to the Ralph M. Brown Act (Brown Act), which is defined as any Standing Committee that has “continuing subject matter jurisdiction” or a meeting schedule fixed by ordinance, resolution, or formal action.

Unauthorized serial meetings occur when there is a “meeting of the minds” of a quorum of the legislative body outside of a formal meeting. This may occur if member “A” contacts member “B,” who contacts member “C” and so on, until a quorum has been involved.

A serial meeting may occur if an individual contacts the members of the legislative body prior to a formal meeting and, in the process, reveals their respective views to one another or asks the members to commit to or decide on a proposed action. Serial meetings are “secret meetings” that deprive the public of an opportunity to contribute to the decision-making process.

In contrast, the distribution of a memo does not constitute a meeting. A unilateral communication to a legislative body, such as an information or advisory memo, does not violate the Brown Act.

The Standing Committees of the Board are:

A. Finance and Personnel Committee
B. Operations Committee
C. Consultant Selection Committee (meets on an as-needed basis)
D. Communications Committee (meets on an as-needed basis)

Interagency Committees/Boards are:

A. Association of California Water Agencies/Joint Powers Insurance Authority

Revised and Approved on 8/14/19
(appointment made by the Board)
B. Chula Vista Interagency Water Task Force
C. Water Conservation Garden Joint Powers Authority Board

Ad Hoc Committees are to be appointed by the Chairperson, if necessary.

The creation and duties of the Ad Hoc Committees shall be outlined at the time determined by the Chairperson or by the direction of the Board. Members of the Ad Hoc Committee shall be appointed by the Chair. The Committee shall be considered dissolved when the Chairperson of the Board determines the need no longer exists.

The Chairperson shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than February 1 of each year.

The Board’s Standing Committees may be assigned to review (a) the Authority’s functions, activities, or operations pertaining to their designated concerns, or (b) those of another Standing Committee, when necessary, if the timeliness of Board action is a consideration in such a review. Any recommendations resulting from review by a Committee should be submitted to the Board via a written or oral report. Audio recordings of Board Standing Committees will be posted to the Sweetwater Authority website for a period of two years.

If a member of a Committee is unable to attend a scheduled meeting, the meeting may take place with only two members of the Committee in attendance. Committee meetings will not be conducted by the use of teleconferencing provided for in Government Code Section 54953 unless the Director’s absence is excused because of health or personal emergency and is notified to the Board Secretary and is then approved by the Chairperson of the Board or Committee or by the Chair of the Committee if the Board Chair is not available.

All meetings of Standing Committees shall conform to all open meeting laws (e.g., “Brown Act”) that pertain to regular meetings of the Board.

Committee recommendations shall be noted in information provided to the Board as part of a publicly available agenda.
POLICY 508 – OTHER APPOINTED OFFICERS

POLICY

To establish a procedure to serve as a guide to appoint other officers of the Governing Board (Board) and to establish guidelines and clarification of responsibilities.

PROCEDURE

The General Manager shall be appointed by the Board. The General Manager shall be the Chief Executive Officer responsible directly to the Board. The General Manager shall have charge of, handle, and have access to, the property of Sweetwater Authority (Authority). The General Manager shall plan, direct, coordinate and administer the activities of the Authority, subject to and within the policy determinations of the Board, and perform such other duties as are specified by the Board.

The Assistant General Manager shall serve as the General Manager in the General Manager's absence.

Pursuant to Section 2 (D) (3) of the Joint Powers Agreement for the Authority, the Secretary of the Authority shall be appointed by the Board and shall serve at the pleasure of the Board. The Secretary may, but need not, be a member of the Board. The Secretary shall be responsible for the minutes and other records of the proceedings of the Board and shall perform such other duties as are specified by the Board.

Pursuant to Section 2 (D) (4) of the Joint Powers Agreement for the Authority, the Treasurer of the Authority shall be the Treasurer of South Bay Irrigation District, appointed by the Board, and serving ex-officio as Treasurer of the Authority. The Treasurer shall also perform such other duties as are specified by the Board.

The positions of General Manager and Secretary shall be appointed by the Board. The Board may seek and choose to concur with the General Manager’s recommendation or may choose to select a replacement based on an internal search, an external search, or both.
POLICY 509 – ATTENDANCE AT MEETINGS

POLICY

Members of the Governing Board (Board) shall attend the full session of all Regular and Special meetings of the Board unless there is a good cause for absence. As a courtesy, any Board member who believes he/she will be absent from any meeting should notify the Board Secretary of such absence. In the event a Director plans to be absent for a period of time (vacation, illness, etc.) that would cause him/her to be absent for a Special meeting, a “Waiver of Personal Notice of Special Meeting” should be completed, signed, and filed with the Secretary in accordance with Government Code Section 54956.

PROCEDURE

In accordance with Government Code Section 1770, a vacancy shall occur if any member ceases to discharge the duty of his/her office due to the happening of certain events before expiration of the term, including but not limited to:

A. His/her absence from the state without the permission required by law beyond the period allowed by law.

B. His/her ceasing to discharge the duties of his/her office for the period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law.

In addition, pursuant to Government Code Section 1062, no state or municipal officer shall be absent himself or herself from the state for more than sixty (60) days, unless either:

A. Upon business of the state or the municipality

B. With the consent of the Legislature or the Governing Body of the municipality

Failure to attend the full session of all Board meetings for three (3) consecutive months is not an automatic disqualification from office; however, it would be evidence of the absent Director’s ceasing to discharge the duties of his/her office and of a misuse of public resources if the Director receives Director’s Fees and attends only partial meetings. (Penal Code § 424) If no reasonable explanation or excuse for the absence is provided, the office shall be considered vacant. In addition, failure to attend meetings while absent from the state for more than sixty (60) days without the consent of the Board shall create a vacancy.
AGENDA

DATE: Thursday, January 2, 2020
TIME: 4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL. (00:12)

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT. (00:26)
   Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.
   The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.

   A. Consideration to Approve FY 2020-21 Budget Calendar (00:29)

   B. Consideration to Allow Developers to Pay Costs with a Credit Card (03:48)

   C. Review of Board Policies and Procedures (501 through 509) (18:43)

5. CLOSED SESSION.
   At any time during the regular session, the Committee may adjourn to closed session to discuss real property matters within the attorney-client privilege, subject to the appropriate disclosures. (Government Code Section 54956.8).

6. NEXT MEETING DATE: Wednesday, January 15, 2020 at 4:00 p.m. (56:50)

7. ADJOURNMENT.

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at www.sweetwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

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