Citizens Advisory Committee Meeting - January 20, 2020

1. Agenda Packet

   Documents:

   200120 AGENDA PACKET.PDF

2. Related Agenda Items

   Documents:

   AGENDA ITEM 3 - SAMPSEL HANDOUT.PDF
   AGENDA ITEM 5. B - SAMPSEL HANDOUT.PDF
   AGENDA ITEM 5. C - SAMPSEL HANDOUT.PDF

3. Media Index By Agenda Item

   Documents:

   MEDIA INDEX BY AGENDA ITEM - POSTED 200121.PDF
SWEETWATER AUTHORITY
CITIZENS ADVISORY COMMITTEE

AGENDA

DATE: Monday, January 20, 2020
TIME: 2:00 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 ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA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. CHAIR’S PRESENTATION
   December 11, 2019 Summary of Governing Board Meeting Actions Related to the CAC

5. 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 Reschedule the February 17, 2020 CAC Meeting (No Enclosure)
      This meeting falls on President’s Day. The Committee can discuss rescheduling the meeting.

   B. Consideration and Review of Citizens Advisory Committee Manual
      The Committee is asked to review and provide input on the Manual for consideration and approval by the Governing Board. Please see the attached draft.

   C. Further Discussion of CAC Areas for Review (No Enclosure)
      At the December meeting, the committee determined that it would focus on the areas of safety, reliability and affordability. This is a discussion item to provide feedback to the CAC Chair to determine items to cover for upcoming meeting agendas. This can include areas of interest to schedule presentations and tours for the CAC.

6. NEXT MEETING DATE: Monday, February 17, 2020 at 2:00 p.m.

7. MEMBER COMMENTS
   Opportunity for Members of the committee to briefly respond to statements and questions from public; ask clarifying questions; make a brief announcement; or report on activities. Comments should not revisit items previously discussed as part of the agenda. (Government Code Section 54954.2(a))
8. 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 or a majority of the members of the Citizens Advisory Committee 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.

To e-subscribe to receive meeting agendas and other pertinent information, please visit www.sweetwater.org.
1. **Consideration of Proposed Citizens Advisory Committee Dates and Times**
   The Governing Board approved the Citizens Advisory Committee meeting dates and times.

2. **Consideration of Proposed Citizens Advisory Committee List of Relevant Issues**
   The Governing Board approved the Citizens Advisory Committee list of Relevant Issues.

3. **Consideration of Citizens Advisory Committee Input on Draft Customer Bill of Rights**
   The Governing Board approved the revisions made by the Citizens Advisory Committee to the Draft Customer Bill of Rights, and include a revision recommended by Legal Counsel de Sousa to remove “in compliance with the Americans with Disabilities Act” from the first bullet under “Professional Customer Service, Convenient Access, and Efficient Operations” and add “and complies with all laws” to the end of the last bullet.
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1. INTRODUCTION

The Sweetwater Authority (Authority) Citizens Advisory Committee (CAC) was established by the Governing Board (Board) of the Authority on April 10, 2019, for the purpose of providing a forum for citizen and ratepayer involvement to advise the Authority on execution of the Authority’s Strategic Plan and potential ways to improve operational efficiency.

As directed by the Board and supported by staff, the CAC will study relevant issues, advise on subjects, and make recommendations and comments on the Authority’s execution of the Strategic Plan and how it could improve efficiency with regard to operations.

This manual has been designed to assist the CAC in understanding its general responsibilities. It contains general information about the Authority, as well as an outline of policies, procedures, and practices for the CAC to follow.

2. GENERAL INFORMATION

In order to understand and successfully fulfill the responsibilities as a CAC member or alternate, it is necessary to have an understanding of the nature and structure of the Authority’s purpose, mission, and operations.

A. About the Authority

The Authority is a publicly-owned, joint powers water agency, with policies and procedures established by a seven-member Board. Five Directors are elected by the citizens of the South Bay Irrigation District; and two Directors are appointed by the Mayor of National City, subject to City Council confirmation.

Under the Irrigation District Law of the State of California (Division 11 of the Water Code), the Authority was established when the South Bay Irrigation District and the City of National City amended and re-adopted a joint-powers agreement (JPA) in 1977.

More than 40 years later, the Authority continues to provide safe, reliable water service to approximately 190,000 people in a 32 square-mile service area that includes the City of National City, the western and central portions of Chula Vista, and Bonita.

B. Mission Statement

The mission of the Authority is to provide its current and future customers with a safe and reliable water supply through the use of the best available
technology, sound management practices, public participation and a balanced approach to human and environmental needs.

C. Vision Statement

The Authority is a premier water agency. It partners with public and private sectors to maximize value for its rate payers. Its water system infrastructure is innovative, yet functional, practical and cost-effective. It provides a reliable and sustainable source of water. It consistently delivers industry-leading service to its customers.

D. Water Sources

Water is delivered to customers via almost 400 miles of pipeline, and is procured from four sources:

1. Deep freshwater wells located in National City
2. Capture of local runoff in the Sweetwater River, with subsequent storage at Loveland Reservoir in Alpine and Sweetwater Reservoir in Spring Valley
3. Deep brackish wells located in the lower Sweetwater River basin
4. Purchase of imported water delivered by the San Diego County Water Authority

E. Revenues

Revenues are obtained from water sales, fees for service, and return on investments. The Authority receives no tax revenues.

F. Governing Board

The members of the Board serve four-year terms, with a Board Chair and Vice Chair selected by the Board from among its members. As elected representatives and mayoral appointees, Board Members provide a direct link to the citizens of the Authority’s service area.

G. Management

The Board hires a General Manager to manage the administrative functions and operations of the Authority. The General Manager implements policy as directed by the Board and is responsible to the Board for coordination of all Departments, ensuring their efficient and effective performance.
3. THE CITIZENS ADVISORY COMMITTEE – BOARD POLICY 552

Board Policy 522, Citizens Advisory Committee, was adopted to establish policy for the operation and administration of the CAC, established by the Board on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties (Policy 522 was approved on July 24, 2019). This policy is what governs this committee, including membership removal.

4. MEETINGS (Reference: Policy 522(III)(C))

CAC meetings shall adhere to applicable laws as required. The following should be used as a guide to help the CAC run appropriate and effective meetings:

A. Ralph M. Brown Act

1. *Agenda.* The CAC must conduct business based on provisions of the Ralph M. Brown Act (Brown Act). The Brown Act requires that meetings of all public boards, committees, and commissions be open to the public. To abide by this requirement, an agenda must be posted in a location freely accessible to the public at least 72 hours before the scheduled meeting. Each agenda must contain sufficient information to briefly describe each item to be transacted or discussed at the meeting. The CAC is prohibited from taking action on or considering any item not posted on the agenda. All documents presented to the CAC are considered public record.

2. *Collective Concurrence.* The Brown Act requires that all discussion and decision-making be conducted in the public meeting. This directive prohibits the use of technological devices such as telephones, email, etc. by a majority of the CAC to develop a collective concurrence as to the action to be taken on an item. With this regulation in mind, CAC members are cautioned not to converse, call, text, email, etc. back and forth on
items on an agenda, which creates a “serial” meeting and is prohibited. CAC members should note that any correspondence regarding Authority business, even on a personal device, is subject to the Public Records Act and as such, may be subject to disclosure.

B. Quorum and Attendance

The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% of the current members (or alternates serving as a proxy for an absent member) are present. Four CAC members constitute a quorum. Recommendation of the CAC shall require a simple majority of those present and voting. There is no per diem, stipend, or other form of payment for meeting attendance by members and alternates.

To ensure effective meetings and decisions, CAC members are expected to attend all meetings. Members must be willing to commit time to attend meetings and participate in activities, discussions, recommendations, decisions, and tour facilities. Additional information regarding member duties is found in addendum number two.

If a CAC member is unable to attend a meeting, the alternate will be considered a voting member for that meeting.

C. Meeting Record

All meetings of the CAC will be recorded, and audio will be available to the public to listen to through the Authority’s website. In accordance with the policy, the CAC should deliver CAC approved recommendations to Authority staff in time to be reasonably reported to the Authority’s Board. In general, these recommendations will be derived directly from CAC votes.

D. Parliamentary Procedure

The business of the CAC will be conducted in accordance with Robert’s Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.

The following is a simple summary for running effective meetings based on the principles of Parliamentary Procedure:

1. Announce Agenda Item
   Chair clearly states agenda item number and subject.

2. Public Comment
   Chair allows public comment and input under the terms of the Board’s policy for such comment. Alternate members will be invited to comment at this time.

3. Reports and Recommendations
Relevant speaker(s) gives report and provides recommendation as appropriate

4. Questions and Answers
Questions from CAC members are asked and addressed.

5. Motions and Action Items
   a. Motions Introduced
      Chair invites motion from the body and announces the name of the member introducing the motion.
   b. Seconds
      If motion is seconded, Chair announces name of seconding member.
   c. Motions Clarified
      Seconded motion is clarified by maker of motion, Chair, or secretary.
   d. Amendments and Substitutions
      Other members may propose amended or substitute motions.
   e. Discussion and Vote
      Members discuss motion. Chair announces that vote will occur.
      Members vote on the last motion on the floor first, and if that does not pass, vote on the next-to-last motion, and so on.
   f. Ayes and Nays
      Chair takes vote by asking for verbal “ayes,” “nays,” or “abstentions.”
   g. Results and Actions
      Chair announces result of vote and action the body has taken. Names of the dissenters should be announced.
   h. Repeat
      Begin process again with next agenda item.

E. Agenda and Memo Development
The CAC Chair will be responsible for developing the CAC’s meeting agendas. In the absence of the Chair, the Vice-Chair will provide approvals. The Chair will work with the members and the vice chair to prioritize items to be heard. The CAC Liaison and CAC Secretary will provide support. The CAC Liaison will send a draft of the agenda to the CAC Chair for approval prior to each meeting. Once approved by the CAC Chair, the agenda will be sent to CAC Members and posted on the Authority’s website in compliance with the Brown Act. If action is taken at the CAC that needs to be sent to the Governing Board, the CAC Liaison will draft a memo after the meeting. Once approved by the CAC Chair, this memo will be added to the next Authority Board meeting agenda. Memos will reflect the vote record of the CAC. The CAC Chair will make a quarterly presentation to the Authority Governing Board with updates from the committee.
5. GOALS, OBJECTIVES AND ASSIGNMENTS (Reference: Policy 522(III)(B))

Following the briefing/orientation by Authority staff, the initial CAC will convene and determine a:

(1) Proposed list of relevant issues following the implementation schedule set forth in the Authority’s Strategic Plan Detailed Work Plan (Work Plan) (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and

(2) Proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Board by December 31, 2019, for the Board’s prioritization and approval.

Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times.

Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed and its proposed schedule for meeting dates after the second CAC meeting of each calendar year.

6. REQUESTING INFORMATION (Reference: Policy 522(III)(E))

The CAC may make formal requests for information from the CAC Liaison related to the approved list of issues to be considered including for example, documents and presentations by Authority subject matter experts at meetings. The CAC Liaison shall make every reasonable effort to provide requested information in a timely fashion to allow the CAC to make the most informed decision possible. Notwithstanding, requests by the CAC for information or research will be channeled through the CAC Liaison, and any requests for substantive information or research that entail substantial effort or cost will require Board approval.

Individual CAC members and alternates may request information through the appointed CAC Liaison. In order to facilitate staff response, requests should be made at CAC meetings or by emailing the CAC Liaison at cacliaison@sweetwater.org. To ensure that everyone has equal access to information, the information will be shared with all CAC members and alternates.

7. CAC RECOMMENDATIONS (Reference: Policy 522(III)(B) and (D))

Any recommendations to the Board from the CAC will be sent to the Board for review at its next regularly scheduled Board meeting. Materials supporting the recommendations will be shared with the Board through a memo drafted by Authority staff.
8. CAC STAFF

The General Manager shall appoint Authority staff to support the CAC as Secretary and Liaison.

9. CAC OFFICERS

At the second meeting of the year, the CAC will hold an internal election to select its Chair and Vice Chair from among the currently seated members of the advisory council. The Chair and Vice Chair will serve for a one-year term.

Nominations. A call for nominations will be sent after the first meeting of each calendar year. Any member of the CAC may nominate one or more candidates. Self-nominations are accepted. Nominations should be sent via email to cacliaison@sweetwater.org. A slate will be sent with the agenda packet in preparation for the elections. Nominations will also be accepted from the floor. Nominees must be currently appointed members of the CAC (not alternates).

Voting. The order of election will be Chair and then Vice Chair. Each nominee will have the opportunity to make remarks (1 – 2 minutes) to the CAC. A nominated member may ask for his/her name to be removed from consideration at any time during the nomination/election process. The election of each member will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes will be declared duly elected to fill the position.
- If no nominee receives a majority vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After the Chair position is filled, nominations will be requested for the Vice Chair, remarks made, and voting procedures followed.

Continuity of Leadership. The outgoing Chair passes the gavel to the newly elected Chair, who will preside over the remainder of the meeting and in the coming year.

10. ISSUES DEVELOPMENT PROCESS ((Reference: Policy 522(III)(B))

At the second meeting of each calendar year, the CAC will determine:

1. A proposed list of relevant issues following the implementation schedule set forth in the Authority’s Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC.

2. A proposed schedule for meeting dates and times (with meetings to be held no less than quarterly). The prior schedule may be continued or a new schedule of meetings developed.
These two items are to be presented to the Board for its approval, prioritization and consideration. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times. Upon approval by the Board, the CAC will begin deliberations on its relevant issues.

Method for developing a list of relevant issues:

1. Members will be provided the Authority’s Work Plan.

2. During the meeting, each member will have the opportunity to put forward 3 – 5 issues they want the CAC to study, discuss, and formulate a recommendation to the Board.

3. Similar issues will be grouped. A prioritization process will be used if needed. A vote will be taken to approve the list of CAC’s relevant issues that will be sent to the Board for review and consideration.

4. Upon approval by the Board, the list of relevant issues can be more outlined in more detail and then will be cross-referenced with the Authority’s Work Plan schedule resulting in a timeline for the CAC’s issues review.

11. BOARD REFERRALS

From time to time, the Board will request that the CAC review and comment on an item it is considering. These items will be forwarded to the CAC Chair for inclusion in the next appropriate agenda.

Addendums:
CAC Policy 522
Responsibilities of Citizens Advisory Committee Members & Alternates
POLICY 522 – CITIZENS ADVISORY COMMITTEE

POLICY

To establish policy for the operation and administration of the Sweetwater Authority Citizens Advisory Committee (CAC) established by the Governing Board (Governing Board) of the Sweetwater Authority (Authority) on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties.

PROCEDURE

I. Background:

The Citizen’s Advisory Committee (CAC) was established by a vote of the Governing Board of the Authority on April 10, 2019, for the purpose of providing citizen and ratepayer involvement in advising the Authority on ways it could improve its efficiency with regard to Authority operations and with regard to executing the Authority’s Strategic Plan.

II. Composition and Selection:

A. The CAC will consist of seven (7) members (Members) and seven (7) alternate members (Alternates). Terms for the initial Members/Alternates will be staggered between approximately two (2) and four (4) years for the initial cycle, determined by lot or other game of chance during the meeting in which Members/Alternates are formally appointed by the Authority Governing Board. All terms thereafter will be four (4) years. Members and Alternates shall not be subject to term limits. Terms for Members/Alternates designated as having approximately two (2) year terms, shall end in January 2021, and terms for Members/Alternates designated as having approximately four (4) year terms, shall end in January 2023.

B. Members and Alternates will be selected as follows:

Each Authority Director shall make a nomination of one Member and one Alternate to the CAC. For Authority Directors who are members of the Board of Directors of South Bay Irrigation District (SBID), nominees shall be residents of the nominating Director’s SBID division. For Authority Directors who are appointed by National City, nominees shall be residents of National City.
C. For the initial selection of CAC Members and Alternates the process of nominating Members/Alternates, shall be completed no later than August 31, 2019 unless otherwise determined by the Governing Board.

D. The Governing Board shall consider formal appointment of initial nominees to the CAC at a regular meeting in September 2019. In the event any Authority Director fails to make nominations for Members/Alternates to the CAC prior to the August 31, 2019 deadline specified in Section C, above, formal appointment of any such nominee shall take place at the soonest practicable meeting of the Authority Governing Board following the nomination. Following the appointment of the initial CAC Members/Alternates, the appointment of nominees to fill expired terms on the CAC shall occur at a regular meeting of the Governing Board in January or February of odd numbered years.

III. Orientation/ Establishment of Meeting Date and Times/ Conduct for Meetings:

A. Once appointed to the CAC by the Governing Board, Authority staff will provide a briefing/orientation to Members/Alternates at the first regular meeting of the CAC on the mission of the Authority and an overview of the Authority’s Strategic Plan and Work Plan for the applicable fiscal year. This briefing/orientation for the initial CAC Members/Alternates shall be held no later than October 31, 2019. Thereafter, the biennial briefing/orientation of Members/Alternates shall be held in conjunction with the first CAC meeting following new appointments by the Government Board in odd numbered years.

B. Following the briefing/orientation by Authority staff, the initial CAC will convene and determine: (1) a proposed list of relevant issues following the implementation schedule set forth in the Authority’s Detailed Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and (2) a proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Authority Governing Board by December 31, 2019, for the Governing Board’s prioritization and approval. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times. Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed by the CAC and its proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), after the second CAC meeting of each odd numbered year.
C. The CAC will meet on its established meeting dates, as approved by the Governing Board. Meetings will comply with the Ralph M. Brown Act and will be held at one of the Authority’s facilities. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% of the current Members/Alternates are present (with Alternates voting only when the regular Member is absent). The business of the CAC will be conducted in accordance with Roberts Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.

D. CAC Members/Alternates may attend SWA Committee and Governing Board meetings and provide individual or organized public comment regarding CAC approved recommendations on items or issues to be considered by the Governing Board. When representing the CAC, the Member/Alternate public comment must reflect the official position of the CAC as determined by an official motion garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, Authority staff will convey information on official CAC recommendations to the applicable Authority Committee and/or the Authority Governing Board prior to or as part of the Governing Board’s consideration of the items or issues under consideration. The CAC should deliver CAC approved recommendations to Authority staff in time to reasonably be added to reports provided to the Governing Board. The Detailed Work Plan approved by the Governing Board provides the framework for what items will be considered by the Governing Board and when those items will be considered. Authority staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.

E. The CAC may make formal requests for information from Authority staff in support of the approved list of relevant issues to be reviewed by the CAC, and Authority staff shall make every reasonable effort to provide requested information in a timely fashion in order to enable to allow the CAC to make the most informed decision possible. Notwithstanding the foregoing, requests by the CAC for information and/or research will be channeled through the General Manager and any requests for substantive information and/or research that entail substantial effort or cost will be channeled through the Board, for the Board’s consideration and formal direction. Individual CAC Members/Alternates may request information, which will be provided in accordance with the Public Records Act.
IV. Membership Removal:

A. CAC Members and Alternates are subject to removal at any time by a majority vote of the Board of Directors, or as indicated below.

B. If a CAC Member or Alternate is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Governing Board, Authority staff will contact the Member or Alternate by phone or in writing and inform him or her of this section. If the Member or Alternate misses a fourth (4th) consecutive meeting, he or she shall be removed through a written notification from the Chair of the Governing Board.

C. To vacate a position, a CAC Member or Alternate shall send a written resignation letter to the Board of Directors.

D. If a CAC Member or Alternate ceases to be a resident of the division from which he or she was appointed (if appointed by a Director from SBID) or of National City (if appointed by a Director from National City), the Member or Alternate is deemed to have resigned his or her CAC membership.
Responsibilities of Citizens Advisory Committee Members & Alternates

As a Citizens Advisory Committee Member you will:

1. Attend all regular meetings. If you cannot attend a meeting, please call Sweetwater Authority (Authority) CAC Secretary, Michael Garcia, at 619-409-6704 or email cacsecretary@sweetwater.org prior to the meeting for an excused absence. Three consecutive unexcused absences indicate an inability to serve and could result in removal from the CAC.

2. Participate in meeting discussions. Read your packet before each meeting and come prepared to discuss each item. If you have questions, contact the CAC Liaison, Leslie Payne, before the meeting at 619-409-6723 or cacliaison@sweetwater.org. You may express a need for more time for any item at the meeting.

3. Keep an open mind in formulating recommendations on agenda items. Be willing to base your position on information and discussion at the meeting, as well as experience and other knowledge. If a member is affiliated with an external organization, the member should be willing to formulate his or her own position on issues after CAC deliberations and not automatically represent the viewpoint of the external organization.

4. Take advantage of facility tours that are part of the Authority. The tours will be coordinated by the Authority’s staff.

5. Attend at least one Board meeting a year, if possible. The Board’s regular meetings are generally on the second and fourth Wednesday of each month at 6:00 p.m.

6. Comply with the Ralph M. Brown Act, the Public Records Act, and any applicable requirements of the California Fair Political Practices Commission.

As a Citizens Advisory Committee Alternate you will:

1. Attend regular meetings and vote when the Member for whom you are an alternate cannot.

2. Comply with the Ralph M. Brown Act, the Public Records Act, and any applicable requirements of the California Fair Political Practices Commission.
## Sweetwater Authority
### Fiscal Year 2019-20
#### Five-year Financial Plan

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<td>39,806,700</td>
<td>40,988,100</td>
<td>42,012,800</td>
<td>43,063,100</td>
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<td>Pass-through Wholesale Revenue</td>
<td>12,997,000</td>
<td>16,126,200</td>
<td>16,240,200</td>
<td>16,484,200</td>
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<td>Contributions</td>
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<td>Other Revenue</td>
<td>3,974,000</td>
<td>3,076,900</td>
<td>3,076,900</td>
<td>3,076,900</td>
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<td><strong>Total Revenue</strong></td>
<td>57,731,500</td>
<td>61,647,800</td>
<td>62,685,300</td>
<td>63,979,600</td>
<td>65,074,800</td>
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<td>Pass-through Wholesale Cost</td>
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<td>15,463,000</td>
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<td>Power, Chemicals &amp; Fuel</td>
<td>3,999,900</td>
<td>4,016,900</td>
<td>4,097,000</td>
<td>4,179,000</td>
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<td>Salaries - Total</td>
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<td>14,366,000</td>
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<td>Transfers to Capital Projects</td>
<td>(590,800)</td>
<td>(760,400)</td>
<td>(768,000)</td>
<td>(476,000)</td>
<td>(481,000)</td>
<td>(486,000)</td>
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<td>Salaries - Operating Expense</td>
<td>12,107,800</td>
<td>12,776,500</td>
<td>13,040,000</td>
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<td>Benefits - CalPERS</td>
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<td>Benefits-Health,Dental,Vision,Life</td>
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<td>Other Employee Related</td>
<td>2,553,500</td>
<td>2,452,000</td>
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<td>Transfer Overhead to Capital</td>
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<td>(825,400)</td>
<td>(1,052,160)</td>
<td>(652,120)</td>
<td>(658,970)</td>
<td>(665,820)</td>
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<td>General Operating Expense</td>
<td>7,403,500</td>
<td>9,117,300</td>
<td>8,931,000</td>
<td>8,770,000</td>
<td>8,858,000</td>
<td>8,947,000</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>47,251,400</td>
<td>45,985,300</td>
<td>52,268,872</td>
<td>54,429,616</td>
<td>54,469,094</td>
<td>56,018,092</td>
</tr>
<tr>
<td><strong>Total Debt Payment</strong></td>
<td>3,913,600</td>
<td>4,160,900</td>
<td>4,164,400</td>
<td>4,161,200</td>
<td>1,343,200</td>
<td>1,342,700</td>
</tr>
<tr>
<td><strong>Operating Surplus Before Capital Investment</strong></td>
<td>6,566,500</td>
<td>11,501,600</td>
<td>6,252,028</td>
<td>5,388,784</td>
<td>9,262,506</td>
<td>9,081,508</td>
</tr>
<tr>
<td>Capital Investment</td>
<td>9,001,985</td>
<td>26,402,000</td>
<td>18,639,100</td>
<td>9,141,500</td>
<td>7,098,200</td>
<td>7,590,700</td>
</tr>
<tr>
<td>Less Grant Funds</td>
<td>(51,063)</td>
<td>(108,600)</td>
<td>(725,900)</td>
<td>(256,300)</td>
<td>(239,400)</td>
<td>-</td>
</tr>
<tr>
<td>Less Project Reserves</td>
<td>(51,492)</td>
<td>(4,002,000)</td>
<td>(2,790,200)</td>
<td>(2,000,000)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Less Bond Funds</td>
<td>(2,009,000)</td>
<td>(13,161,000)</td>
<td>(7,545,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Less Construction Funds</td>
<td>(1,272,207)</td>
<td>(2,784,700)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Capital Investment</strong></td>
<td>5,618,223</td>
<td>6,345,700</td>
<td>7,578,000</td>
<td>6,885,200</td>
<td>6,858,800</td>
<td>7,590,700</td>
</tr>
<tr>
<td>Begin Balance Operating Fund</td>
<td>17,693,730</td>
<td>14,600,386</td>
<td>13,628,086</td>
<td>11,668,914</td>
<td>10,032,298</td>
<td>11,160,804</td>
</tr>
<tr>
<td>Net Operating Surplus / (Deficit) After Debt and Capital</td>
<td>948,277</td>
<td>5,155,900</td>
<td>(1,325,972)</td>
<td>(1,496,416)</td>
<td>2,403,706</td>
<td>1,490,808</td>
</tr>
<tr>
<td>Rate Stabilization Fund transfer</td>
<td>(82,100)</td>
<td>(6,128,200)</td>
<td>(633,200)</td>
<td>(140,200)</td>
<td>(1,275,200)</td>
<td>(798,200)</td>
</tr>
<tr>
<td>Other transfers (1)</td>
<td>(1,174,822)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Carryover from FY18-19 to 19-20</td>
<td>(2,784,700)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>End Balance Operating Fund</strong></td>
<td>14,600,386</td>
<td>13,628,086</td>
<td>11,668,914</td>
<td>10,032,298</td>
<td>11,160,804</td>
<td>11,853,412</td>
</tr>
<tr>
<td><strong>Operating Fund (Target 100%) (2)</strong></td>
<td>185%</td>
<td>178%</td>
<td>134%</td>
<td>111%</td>
<td>123%</td>
<td>127%</td>
</tr>
<tr>
<td>Debt Coverage of 1.25</td>
<td>2.68</td>
<td>3.76</td>
<td>2.50</td>
<td>2.30</td>
<td>7.90</td>
<td>7.76</td>
</tr>
<tr>
<td>SWA CPI Pass-through Increase</td>
<td>WRS</td>
<td>3%</td>
<td>2.5%</td>
<td>2.5%</td>
<td>2.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

(1) Other transfers: $703,611 to SBID Transfer Fund; $471,211 interest earning on bond fund.
(2) Operating Fund Target is set at an amount equal to two months of operating expenses.
1) Page 1, first Para line 4 replace first Authority with Board
2) Page 7, para 4.A.1 line 3 – remove ??? correct sentence if required
   a. Para 4.A.2 lines 3 & 6 remove etc. not needed for clarity of sentences
3) Page 9, Para 4.E line 4, after ... will provide support. Add – One week prior to the date
   necessary (add a date?) to finalize the next meeting agenda, the Board Secretary will
   email the members and alternates asking for items that they wish to have included on
   the next meeting’s agenda. Within five days of this email notice, members desiring to
   submit items to be discussed, will respond via email with their recommended items to
   the Board Chair, copy to the Board Secretary and the CAC Liaison. The Chair will work
   with the CAC Liaison to produce the next agenda. Any member that has submitted an
   item for discussion and that is not included in the agenda will receive an email
   explaining specifically why it was not included.
   Delete the sentence – The CAC Liaison will send a draft of the agenda to the CAC Chair
   for approval prior to each meeting.
   And continue on with the remainder of the paragraph – Once approved by the CAC
   Chair ...
   Page 9, Para 4.E line 10, after this memo - add ... will be sent to all CAC members and
   will be added to the next ...
4) Page 11, Para 9, sub para 3 delete (1-2 minutes) add (during a reasonable time as
determined by the Chair)

Mike Sampsel
1. Energy Audit of All SWA Facilities  
   (Goal #3 Financial Viability – Objective FV5)

2. Value Engineering Program for Major Capital Improvements  
   (Goal #2 System & Water Supply Reliability-Objective SR9)

3. Pay for Performance Program (Bid to Goal Incentive Program)  
   (Goal #5 Workforce Development and Constructive Labor Relations -Objective WD6)

4. OCIP for All Construction Projects (Owner Controlled Insurance Program)  
   (Goal #6 Administrative Effectiveness-Objective AE3)

5. Distributed Control System Automation Study for Industrial Facilities  
   (Goal #3 Financial Viability-Objective FV5)

6. Contract Outsourcing Studies  
   - Vehicle Maintenance  
   - Meter Reading  
   - Laboratory Services  
   - Billing Services  
   (Goal #3 Financial Viability-Objective FV5)

7. Reclaimed Water Utilization (South Bay Water Reclamation Plant)  
   (Goal #2 System & Water Supply Reliability-Objective SR11)

8. Desiltation of Sweetwater and Loveland Reservoirs  
   (Goal #2 System & Water Supply Reliability-Objective SR9)

9. Loveland Dam to Sweetwater Dam Pipeline  
   (Goal #2 System & Water Supply Reliability-Objective SR1)

10. Public Private Partnership (P3) Opportunities  
    (Goal #3 Financial Viability-Objective FV5)
AGENDA

DATE: Monday, January 20, 2020       TIME: 2:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL (00:05)

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

3. PUBLIC COMMENT (00:54)
   Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. CHAIR’S PRESENTATION (03:43)
   December 11, 2019 Summary of Governing Board Meeting Actions Related to the CAC

5. 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 Reschedule the February 17, 2020 CAC Meeting (No Enclosure) (06:07)
      This meeting falls on President’s Day. The Committee can discuss rescheduling the meeting.
   
   B. Consideration and Review of Citizens Advisory Committee Manual (10:03)
      The Committee is asked to review and provide input on the Manual for consideration and approval by the Governing Board. Please see the attached draft.
   
   C. Further Discussion of CAC Areas for Review (No Enclosure) (49:30)
      At the December meeting, the committee determined that it would focus on the areas of safety, reliability and affordability. This is a discussion item to provide feedback to the CAC Chair to determine items to cover for upcoming meeting agendas. This can include areas of interest to schedule presentations and tours for the CAC.

6. NEXT MEETING DATE: Monday, February 17, 2020 at 2:00 p.m. (01:53:44)

7. MEMBER COMMENTS (01:53:50)
Opportunity for Members of the committee to briefly respond to statements and questions from public; ask clarifying questions; make a brief announcement; or report on activities. Comments should not revisit items previously discussed as part of the agenda. (Government Code Section 54954.2(a))

8. ADJOURNMENT (01:54:06)

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 or a majority of the members of the Citizens Advisory Committee 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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