Regular Board Meeting - February 13, 2019

1. Agenda Packet
   Documents:
   190213 AGENDA PACKET.PDF

2. Related Agenda Items
   Documents:
   2018 ENGAGEMENT SURVEY RESULTS - BOARD.PDF
AGENDA

Regular Meeting
Governing Board of Sweetwater Authority
Wednesday, February 13, 2019 – 6:00 p.m.

- Call Meeting to Order and Roll Call
- Pledge of Allegiance to the Flag
  Director Martinez
- Opportunity for Public Comment
  Opportunity for members of the public to address the Board (Government Code Section 54954.6)
- Chair’s Presentation

ACTION CALENDAR AGENDA

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

1. Items to be Added, Withdrawn, or Reordered on the Agenda

2. Approval of Minutes - Regular Meeting of January 23, 2019

Consent Calendar Items

Items to be acted upon without discussion, unless a request is made by a member of the Board, the Staff, or the Public to discuss a particular item, including items listed for information. All consent calendar items are approved by a single motion.

3. Approval of Demands and Warrants

4. Hydrostation Memorandum of Understanding between Sweetwater Authority and Chula Vista Elementary School District. (Communications Committee meeting of 1/30/19, Item 4. B.)
   Recommendation: Enter into the Hydrostation Memorandum of Understanding with Chula Vista Elementary School District

Action and Discussion Items

5. New Business
   A. Employee Engagement Survey Results
B. Board Ambassador Pilot Program

C. Discussion on Board Meeting Days and Times

6. Approval of Directors’ Attendance at Meetings and Future Agenda Items

A. Council of Water Utilities Meeting, San Diego County - Hotel Karlan San Diego – Tuesday, February 19, 2019, 7:15 a.m. – Program Title: “Engaging the Future Workforce in the Water Industry,” Presented By: Michael Bruder, Resource Teacher, Innovation and Instruction, Chula Vista Elementary School District

B. California Special Districts Association - San Diego Chapter Quarterly Meeting – Wednesday, February 20, 2019, 6:00-9:00 p.m., The Butcher Shop Steakhouse, Kearny Mesa; Program: “What to Remember in the Middle of Change,” Presented by: David Berry, M.Ed., PCC, Rule 13 Learning, LLC (Note: Sign-up sheets will be provided at Board meeting)

C. Per diem approval for Directors who wish to attend the Local Government Commission’s Annual Yosemite Leadership and Policy Conference (formerly known as the Ahwahnee Conference for Local Elected Officials), Yosemite National Park – March 14-17, 2019

REPORTS AND INFORMATIONAL ITEMS

The following Agenda items are placed on the Agenda to allow the persons designated to provide information to the Board and the Public. There is no action called for in these items. The Board may engage in discussion on any report upon which specific subject matter is identified on the Agenda, but may not take any action other than to place the matter on a future Agenda.

7. Committee Minutes

8. Report of Legal Counsel

9. Management Report
   A. Report of Assistant General Manager
   B. Report of General Manager

10. Reports by Directors on Events Attended
    Reports and discussion relating to events attended by the Directors.

11. Directors’ Comments
    Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

CLOSED SESSION

At any time during the regular session, the Governing Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Government Code Section 54954.5.
A. Conference with Legal Counsel – Anticipated Litigation – Significant exposure to Litigation pursuant to Government Code Section 54956.9 (d)(2): Two Potential Cases

B. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9 (d)(1):


12. 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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PUBLIC COMMENT PROCEDURES

Members of the general public may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board. Speakers are asked to state name, address, and topic, and to observe a time limit of three (3) minutes each. Public comment on a single topic is limited to twenty (20) minutes. Anyone desiring to address the Governing Board regarding an item listed on the agenda is asked to fill out a speaker’s slip and present it to the Board Chair or the Secretary. Request to Speak forms are available at the Speaker’s podium and at www.sweetwater.org/speakerform.
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The Governing Board of Sweetwater Authority held a Regular meeting on Wednesday, January 23, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. Chair Castaneda called the meeting to order at 3:30 p.m.

- **Roll Call**
  Directors Present: Josie Calderon-Scott, Jerry Cano, Steve Castaneda, José F. Cerda, Hector Martinez, *Jose Preciado (4:15 p.m.), and *Alejandra Sotelo-Solis (3:32 p.m.)
  Directors Absent: None

  Management, Staff and Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Paula de Sousa Mills, and Board Secretary Ligia Perez. Staff members: Interim Director of Water Quality Justin Brazil, Engineering Manager Erick del Bosque, Administrative Assistant Michael Garcia, Distribution Manager Nate Golder, Director of Engineering Ron Mosher, Director of Distribution Greg Snyder, Senior Public Affairs Representative Gwyneth Shoecraft, Director of Finance Rich Stevenson, and Director of Administrative Services Dina Yorba. Others present: Ron Morrison, Mike Sampsel, and Jess Van Deventer

- **Pledge of Allegiance to the Flag**

- **Opportunity for Public Comment** (Government Code Section 54954.3)
  Mike Sampsel distributed a document to the Directors titled “Beer Cans” and challenged the Board to think about the ratepayers when making monetary decisions.

  (Note: Director Sotelo-Solis entered the meeting at 3:32 p.m.)

- **Chair’s Presentation**
  A. Comments from the Public Regarding Agency Staff and Agency Recognition in the Press
  B. ACWA/JPIA President’s Special Recognition Award for Sweetwater Authority’s Liability and Property Programs

**ACTION CALENDAR AGENDA**

1. Adoption of Resolution 19-02 of the Governing Board of Sweetwater Authority Honoring Ron Morrison for His Service as a Director
Upon a motion made by Director Sotelo-Solis, seconded by Director Cano, the following resolution:

RESOLUTION 19-02
RESOLUTION OF THE GOVERNING BOARD OF SWEETWATER AUTHORITY
HONORING RON MORRISON FOR HIS SERVICE AS A DIRECTOR

was passed and adopted by the following vote to wit:

Ayes: Directors Calderon-Scott, Cano, Castaneda, Cerda, Martinez, and Sotelo-Solis
Noes: None
Absent: Director Preciado
Abstain: None

Chair Castaneda read the resolution of recognition into the record.

2. Adoption of Resolution 19-03 of the Governing Board of Sweetwater Authority Honoring Jess Van Deventer for His Service as a Director

Upon a motion made by Director Sotelo-Solis, seconded by Director Cano, the following resolution:

RESOLUTION 19-03
RESOLUTION OF THE GOVERNING BOARD OF SWEETWATER AUTHORITY
HONORING JESS VAN DEVENTER FOR HIS SERVICE AS A DIRECTOR

was passed and adopted by the following vote to wit:

Ayes: Directors Calderon-Scott, Cano, Castaneda, Cerda, Martinez, and Sotelo-Solis
Noes: None
Absent: Director Preciado
Abstain: None

Chair Castaneda read the resolution of recognition into the record.

Chair Castaneda presented Messrs. Morrison and Van Deventer with a copy of their resolution and tokens of appreciation for their service.

Mr. Van Deventer stated it was very important to him to represent National City and thanked the Board and the Authority.

Mr. Morrison thanked Jess Van Deventer for his years of service to the Authority and National City; spoke to the Authority’s stellar reputation with regard to infrastructure maintenance and employee talent; and that it was a pleasure serving on the Governing Board.

The Board thanked Messrs. Morrison and Van Deventer for their service.
3. Items to Added, Withdrawn, or Reordered on the Agenda

There were none.

4. Approval of Minutes - Regular Meeting of January 9, 2019

Director Sotelo-Solis made a motion, seconded by Director Cano, that the Governing Board approve the minutes of the January 9, 2019 Regular meeting. The motion carried unanimously, with Director Preciado absent.

**Consent Calendar Items**

Director Sotelo-Solis made a motion, seconded by Director Cano, that the Governing Board approve consent items 5, 7, 9, and 11. Director Calderon-Scott pulled items 6, 8, and 10 for discussion. Director Castaneda recused himself from consideration of warrant numbers 150376 and 150416 due to his contract with Sempra Energy, parent company of SDG&E, which Director Castaneda disclosed on the record. The motion carried unanimously, with Director Preciado absent.

5. Approval of Demands and Warrants – Check numbers 150347 through 150424 and electronic fund transfers 25693 through 25936

7. Strategic Plan Reporting - Bi-annual Detailed Work Plan Status Report (Information Item) (Operations Committee Meeting of 1/16/19, Item 4. D.; Finance and Personnel Committee Meeting of 1/16/19, Item 4. A.)

   Recommendation: No action was required by the Governing Board.

9. Award of Contract for Information Systems Master Plan Consultant (Finance and Personnel Committee Meeting of 1/16/19, Item 4. C.)

   Recommendation: Award a contract in the amount of $54,720 to ClientFirst Technology Consulting, Corona, CA.

11. Quarterly Report of One-time Water Bill Adjustments for October through December 2018 (Information Item)

   Recommendation: No action was required by the Governing Board

**Items Pulled from Consent Calendar for Discussion**

6. Consideration to Award a Contract for No-Discharge System to Flush All Distribution Piping 12-inch and Smaller (Operations Committee Meeting of 1/16/18, Item 4. B.)

   Recommendation: Award a contract in the amount of $233,087.80 to Reliable Water Solutions, Grand Terrace, CA.

   Director Calderon-Scott requested clarification of Fiscal Impact. Director Cano asked for metrics of the project. General Manager Berge replied that this budget will cover approximately one-third of the distribution system; future budgets will include funds to flush the remaining parts of the system; this is a three-year program; and other metrics include monitoring water quality to evaluate effectiveness.
Director Calderon-Scott made a motion, seconded by Director Sotelo-Solis, that the Governing Board award a contract in the amount of $233,087.80 to Reliable Water Solutions, Grand Terrace, CA, for no-discharge system flushing of distribution piping 12-inch and smaller. The motion carried unanimously, with Director Preciado absent.

8. Sweetwater Reservoir Wetlands Habitat Recovery Project - Approval of Consulting Contract Amendment (Finance and Personnel Committee Meeting of 1/16/19, Item 4. B.)

   Recommendation: Authorize ESA’s contract amendment in the amount of $51,711.85.

   Director Calderon-Scott requested clarification of Fiscal Impact. Ms. Berge stated that this project is fully-funded by grant funds.

   Director Castaneda made a motion, seconded by Director Cano, that the Governing Board authorize ESA’s contract amendment in the amount of $51,711.85 so that work may continue on the Sweetwater Reservoir Wetlands Habitat Recovery Project as funded under the Integrated Regional Water Management Proposition 84 Round 4 grant program. The motion carried unanimously, with Director Preciado absent.

10. Award of Contract for Bulk Print and Mail, and Electronic Bill Payment and Presentment Services (Finance and Personnel Committee Meeting of 1/16/19, Item 4. D.)

   Recommendation: Award a five-year contract to InfoSend Inc., Anaheim, CA.

   Director Calderon-Scott requested clarification of Fiscal Impact, specifically referring to how impacts were shown historically. Ms. Berge replied that she will research previous memos and how Fiscal Impacts were presented.

   Director Cano requested information on total contractual costs. Ms. Berge and Legal Counsel De Sousa Mills clarified that the contract includes unit costs and actual expenditures will be based on usage.

   Director Cano made a motion, seconded by Director Cerda, that the Governing Board award a five-year contract to InfoSend, Inc., Anaheim, CA, for bulk print and mail processing at $0.133 per unit, and $800 per month for electronic bill payment and presentment services for utility bills. The motion carried unanimously, with Director Preciado absent.

Action and Discussion Items

12. Request to Approve Easement Quitclaim - 416 Broadway, Chula Vista (Operations Committee Meeting of 1/16/19, Item 4. C.)

   Recommendation: Defer to Governing Board for decision.

   Director Martinez informed the Board that he knows the owner and therefore recused himself. (Note: Director Martinez left the dais at 4:14 p.m.)

   Director Calderon-Scott made a motion, seconded by Director Sotelo-Solis, that the Governing Board approve the quitclaim request of the Kimball Brothers blanket easement, with the Owner paying all costs associated with processing the quitclaim. The motion carried unanimously, with Directors Martinez and Director Preciado absent.

   (Note: Director Martinez returned to the dais 4:15 p.m.)
13. New Business
   A. Reservoir Pipeline Feasibility Study (No Enclosure)
      (Note: Director Preciado entered the meeting at 4:15 p.m.)

      Director Martinez requested that the Board look into how to maximize value at Loveland Reservoir.

      **Director Martinez made a motion, seconded by Director Cano,** that the Governing Board refer Strategic Plan Objective SR11 to the Operations Committee for discussion of an RFP to study how to maximize value of Loveland Reservoir, including funding for such a study in the near future. The motion carried unanimously.

   B. Creation of Ad Hoc Committee to Explore Citizen Engagement (Information Item)

      Chair Castaneda established an ad hoc Citizen Engagement Committee; appointed Directors Cano, Martinez, and Cerda; and directed the committee to meet within 30 days.

14. Approval of Directors' Attendance at Meetings and Future Agenda Items
   A. Per diem approval for Directors who wish to attend the California Special Districts Association 2019 Special District Leadership Academy, San Diego, CA - April 7-10, 2019 (Note: Early registration deadline is 3/8; Conflict with 4/10 Board meeting) Directors who wish to attend this event will contact the Secretary.

   B. Per diem approval for Directors who wish to attend the Urban Water Institute 2019 Spring Water Conference, Palm Springs, CA- February 27-March 1, 2019 (Note: Limited amount of hotel rooms available; Conflict with 2/27 Board meeting) Directors who wish to attend this event will contact the Secretary.

      **Director Preciado made a motion, seconded by Director Castaneda,** that the Governing Board approve a per diem for Director’s who wish to attend the CSDA 2019 Leadership Academy in San Diego, CA and the Urban Water Institute 2019 Spring Water Conference in Palm Springs, CA. The motion carried unanimously.

REPORTS AND INFORMATIONAL ITEMS

15. Committee Minutes


18. Management Report
   A. Report of Assistant General Manager
      - Quarterly Performance Measurement Report (October 1 – December 30, 2018)

      Ms. Sabine reported that the Quarterly Performance Measurement Report is available in the agenda packet; rainfall totals at Loveland and Sweetwater Reservoirs; the history on water releases from Loveland Reservoir; and the current unfavorable conditions for a water transfer from Loveland Reservoir.
B. Report of General Manager

Ms. Berge introduced Michael Garcia, the Authority’s new Administrative Assistant; thanked the new Directors who attended the onboarding orientation; and thanked the Board for its support of the Authority’s participation at the Women in Water symposium.

19. Report of Representatives to the San Diego County Water Authority

Director Preciado reported on the Colorado River water management by the federal government; our significant dependency on the water transfer from the Colorado River; closed session regarding the settlement agreement with Metropolitan Water District; and a potential administrative change for CWA to send a non-appointment member as a representative.

20. Reports by Directors on Events Attended

Council of Water Utilities Meeting – January 15, 2019

The following Directors provided a report: Directors Castaneda and Martinez. Director Cerda provided a written report.

21. Directors’ Comments

Director Sotelo-Solis thanked the Board for their support during a family emergency.

Director Preciado requested for the board to reexamine its meeting times and access to the public. Chair Castaneda asked General Manager Berge to include this topic in a future agenda.

Director Martinez is looking forward to the first meeting of the ad hoc Citizen Engagement Committee.

Director Sotelo-Solis requested that the Board consider having meetings in other locations. Legal Counsel de Sousa Mills replied that there is flexibility with meeting locations.

CLOSED SESSION – There was none.

22. Adjournment

With no further business before the Board, Chair Castaneda adjourned the meeting at 5:26 p.m.

_________________________
Steve Castaneda, Chair

Attest:

_________________________
Ligia Perez, Board Secretary
# SWEETWATER AUTHORITY

## REVENUE FUND

### Disbursements

**February 8, 2019**

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SWEETWATER AUTHORITY  
REVENUE FUND DISBURSEMENTS  
February 8, 2019  

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$1,986,885.29  Warrant Disbursements  

Page 6 of 6
TO: Governing Board (Communications Committee)
FROM: Management
DATE: January 25, 2019
SUBJECT: Hydrostation Memorandum of Understanding between Sweetwater Authority and Chula Vista Elementary School District

SUMMARY
Sweetwater Authority (Authority) is in the process of launching the Hydrostation, which is a partnership between the Chula Vista Elementary School District, the Authority, and Otay Water District, in service to the children and families of our community. Annually, approximately 4,500 children will participate in the Hydrostation and will be hosted at the award-winning Richard A. Reynolds Groundwater Desalination Facility. A Memorandum of Understanding (MOU) between the Authority and the Chula Vista Elementary School District has been drafted to address the sharing of resources while operating the Hydrostation. This MOU has been reviewed by the Authority’s legal counsel, Best Best & Krieger, and legal counsel for the Chula Vista Elementary School District.

FISCAL IMPACT
The initial cost for the Hydrostation was approved by the Board in the FY 2018-19 Budget and will be included in subsequent budgets proposed by staff.

POLICY/STRATEGIC PLAN OBJECTIVE
The Authority’s vision states that “We partner with public and private sectors to maximize value for our rate payers.”

Strategic Plan Goal 4, Customer Service: Provide high-quality customer service
- Objective CS1: Develop a customer outreach program
  - 003.00 Create alliances with school districts to develop educational opportunities that leverage existing programs.

ALTERNATIVES
1. Direct staff and legal counsel to enter into the Hydrostation MOU with Chula Vista Elementary School District as proposed.

2. Provide comments and direction to staff on revisions to the MOU, subject to negotiations with the Chula Vista Elementary School District.
3. Other direction as provided.

RECOMMENDATION

Staff recommends that the Governing Board direct staff to enter into the Hydrostation Memorandum of Understanding with Chula Vista Elementary School District as proposed.

Attachment: Agreement between the Sweetwater Authority and the Chula Vista Elementary School District
AGREEMENT
BETWEEN THE SWEETWATER AUTHORITY
AND
THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT
FOR USE OF THE ASSEMBLY ROOM AT THE
RICHARD A. REYNOLDS GROUNDWATER DESALINATION FACILITY

This AGREEMENT (“Agreement”) is made and entered into effective as of ________________, 201__ (“Effective Date”) by and between the Sweetwater Authority (“Authority”), a California joint powers authority, and the Chula Vista Elementary School District (“District”), a school district organized and existing under the laws of the State of California. Individually, the Authority and the District each may be referred to in this Agreement as a “Party” and, collectively, as the “Parties.” This Agreement is made with reference to the following facts:

RECITALS

A. The Richard A. Reynolds Groundwater Desalination Facility is located at 3066 N. Second Avenue in Chula Vista, California (the “Property”).

B. In the interest of workforce investment, and paving the way for school success and high-paying jobs for Chula Vista residents, the Authority and the District wish to cooperate to provide a versatile access point for Science, Technology, Engineering and Math (“STEM”) activities.

C. The Authority has an assembly room located on the Property (“Assembly Room”).

D. The District desires to use the Assembly Room to operate a science lab commonly known as the Hydro Station Science Lab (“Hydro Station”).

E. The District is willing to provide the certified teachers to provide classes for students in the Assembly Room.

F. The Parties desire to enter into this Agreement to set forth the terms and conditions by which the District may utilize the Assembly Room for operating the Hydro Station.

NOW, THEREFORE, in consideration for the mutual covenants contained herein, the Parties agree as follows:

1. TERM OF AGREEMENT. The term of this Agreement shall begin on the Effective Date, and shall expire on June 30, 2020 (the “Term”).

1.1. Extensions. The Term may be extended with up to two (2) one-year renewal options, upon mutual written consent of the Parties. Such extension shall only be effective if signed by both Parties. Any such extension shall be subject to the terms and conditions of this Agreement.

1.2. Early Termination. This Agreement may be terminated earlier by: (i) mutual agreement of the Parties: such early termination must be memorialized in writing, signed by both Parties and shall be effective on the date agreed to by the Parties: or (ii) any Party by providing the other Party with thirty (30) days’ written notice: such termination shall be effective on the date specified by the terminating Party, but not earlier than thirty (30) days from the date such notice is delivered to the other Party. In the event that the District ceases to operate the Hydro Station for any reason prior to the expiration of the Term, or any Term extension, this Agreement shall terminate and the District shall immediately cease use of the Facilities.
2. **FACILITIES.** The “Facilities” consists of the following:

2.1. **Assembly Room.** The Authority shall provide, at its own cost and expense, the Assembly Room and chairs, tables, and other items reasonably related to the operation of the Hydro Station. The District shall be entitled to exclusive use of the Assembly Room, as depicted on Exhibit A, attached and incorporated into this Agreement by this reference (“Exhibit A”), during the agreed-upon Schedule of School Classes, as further explained below.

2.2. **Shared Use Areas.** The District shall be entitled to shared use of the restrooms, as depicted on Exhibit A, and the parking spaces depicted on Exhibit B, attached and incorporated by this reference, during the Schedule of School Classes.

3. **USE.**

3.1. **District Use.** The District shall use the Facilities for the sole purpose of operating the Hydro Station, and for no other purpose absent written consent of the Authority. Use and access to the Facilities under this Agreement shall be limited to District administrators, teachers, chaperones, instructional assistants, volunteers, student transportation providers (i.e. the bus, bus driver, bus attendants, and student attendants), students and parents/guardians of students utilizing the Hydro Station (collectively, the “Program Participants”). The District and Program Participants shall comply with all applicable laws and all Authority policies and practices regarding the use, operation and maintenance of the Facilities, while using the Facilities. District’s use shall be subject to such additional rules and regulations imposed by Authority from time-to-time to assure continued safe operations of the Facilities so long as Authority provides the District with advance written notice of those additional rules and regulations. The District shall not be entitled to make any alterations or improvements to the Facilities absent written consent of the Authority. District shall notify the Authority within twenty-four (24) hours of their knowledge of any accident causing property damage or injury to persons at the Facilities during District’s use of the Facilities. The report shall include the names and addresses of the persons involved, a statement of the circumstances, the date and hour the incident occurred, the names and addresses of any witnesses, and other pertinent information.

3.2. **Authority Use.** The Authority shall have full use of the Facilities outside of the Scheduled School Class Hours.

4. **SCHEDULE.**

4.1. **Approval Required.** The District shall provide the Authority with its proposed schedule for each month during which it intends to use the Facilities. The proposed schedule shall be submitted to the Authority’s Public Affairs Manager or his or her designee for review and approval by the 1st of the month which is three (3) months prior to the month of use (e.g. submittal by January 1 for the month of April). The Public Affairs Manager shall, within five (5) working days of receipt of the proposed schedule, notify the District of any necessary changes to the proposed schedule.

5. **STAFFING AND SUPPLIES.**
5.1. **District Staff.** District shall provide, at its own cost and expense, all appropriate staff including certified teachers necessary for on-site instruction and supervision of all classes and programs. District will provide, at its own cost and expense, custodial services and supplies necessary for keeping the Assembly Room clean, safe and sanitary condition during its school class use of the Assembly Room. District shall be responsible for providing all equipment and materials it deems necessary for any supplies, materials or other property left or stored at the Hydro Station and shall not be responsible for loss or damage thereto.

5.2. **Authority Staff.** Authority shall provide custodial services and supplies for the Assembly Room and restrooms. Five (5) hours of services will be provided each week the District’s schools are in session and the District actually operates the Hydro Station. The scope of services provided will be at the direction and discretion of the Public Affairs Manager. District shall pay Authority for these services at the rate of $37.00/hour. This rate shall be for the initial Term. The hourly rate to be paid for services to be provided during any Term extension shall be determined by the Public Affairs Manager, with written notice to District prior to commencement of the Term extension.

6. **INDEMNITY.**

6.1. **Indemnity.** To the maximum extent allowed by law, each Party (the “Indemnifying Party”) agrees to defend, indemnify, and hold the other Party, its directors, officers, employees, and agents, harmless from and against any and all liability, loss, damage, expense, costs (including, without limitation, costs and fees of litigation), of every kind or nature arising out of or in connection with the use of the Facilities under this Agreement or the Indemnifying Party’s failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the other Party, or its directors, officers, employees, or authorized volunteers.

6.2. **Insurance Proceeds.** District’s obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Authority, its directors, officials, officers, employees, agents, and/or volunteers. In the event District maintains broader coverage and/or higher limits than the minimums shown below, the Authority requires and shall be entitled to the broader coverage and/or higher limits maintained by the District. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

7. **INSURANCE.** District shall procure and maintain, at all times during the term of this Agreement, the following insurance, and shall maintain the minimum limits set forth below, at its sole expense:

7.1. **General Liability Insurance.** Commercial General Liability covering liability of the District with respect to all operations to be performed and all obligations assumed by the District under the terms of this Agreement. Coverage for commercial general liability shall be at least as broad as Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001). Limits shall be no less than **two million dollars ($2,000,000)** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply to the Facility (with the ISO CG 2503, or ISO CG 2504, or insurer’s equivalent endorsement provided to Authority) or the general aggregate limit shall be twice the required occurrence limit.
7.2. **Automobile Liability**: Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01) or equivalent, covering Symbol 1 (any auto), with a limit of one million dollars ($1,000,000) for bodily injury and property damage for each accident.

7.3. **Workers' Compensation Insurance**: The District shall provide workers’ compensation coverage as required by the State of California and Employer's Liability Insurance with a limit of no less than one million dollars ($1,000,000) per accident for bodily injury or disease, which may be provided through a permissibly self-insured certificate. Waiver of Subrogation: The insurer(s) named above agree to waive all rights of subrogation against the Authority, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the District, but this provision applies regardless of whether or not the Authority has received a waiver of subrogation from the insurer.

7.4. **Additional Insureds**. All insurance companies affording coverage to the District shall be required to add the Authority, its officials, officers, employees, and agents as “additional insured(s)” under the insurance policy(ies) required in accordance with this Agreement at least as broad as ISO CG 2012. District shall furnish (or cause to be furnished) a certificate of insurance countersigned by an authorized agent of the insurance carrier on a form of the insurance carrier setting forth the general provisions of the insurance coverage. This countersigned certificate (and separate endorsement page) shall name the Authority, their officers, agents, employees, and authorized volunteers as additional insureds under the policy. Coverage provided hereunder to the Authority and Authority officials, officers, employees, and agents as additional insureds by District shall be primary insurance (at least as broad as ISO CG 2001 0413) and other insurance maintained by Authority, its officials, officers, agents, and/or employees, shall be excess only and not contributing with insurance provided pursuant to this section, and shall contain such provision in the policy(ies), certificate(s) and/or endorsement(s). This insurance policy or the certificate of insurance shall contain a waiver of subrogation for the benefit of the Authority, its officials, officers, employees, and agents.

7.5. **Insurance Company Requirements**. All insurance companies affording coverage to the District shall be insurance organizations acceptable to the Authority, and authorized by the Insurance Commissioner of the state Department of Insurance to transact business of insurance in the State of California. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-, VII or equivalent or as otherwise approved by Authority.

7.6. **Notices**. All insurance companies affording coverage shall provide thirty (30) days’ written notice to the Authority should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration date shall be considered a cancellation.

7.7. **Evidence of Insurance**. District shall provide evidence of compliance with the insurance requirements listed above by providing a certificate of insurance, in a form satisfactory to the Authority, concurrently with the submittal of this Agreement.

7.8. **Substitute Certificate**. District shall provide a substitute certificate of insurance no later than thirty (30) days prior to the policy expiration date. Failure by the District to provide such a substitution and extend the policy expiration date shall be considered a default by District and may subject District to a termination of this Agreement.
7.9. **District Responsibility.** Maintenance of insurance by the District as specified in this Agreement shall in no way be interpreted as relieving the District of any responsibility whatsoever and the District may carry, at its own expense, such additional insurance as it deems necessary.

7.10. **Failure to Insure.** If District fails or refuses to take out and maintain the required insurance, or fails to provide the proof of coverage, Authority has the right to obtain the insurance. District shall reimburse Authority for the premium paid with interest at the maximum allowable legal rate then in effect in California. Authority shall give notice of the payment of premiums within **thirty (30) days** of payment stating the amount paid, names of the insurer, and rate of interest. Said reimbursement and interest shall be paid by District on the first day of the month following the notice of payment by Authority.

7.11. **Revised Requirements.** Authority, at its discretion, may require the revision of amounts and coverage at any time during the Term of this Agreement by giving District **sixty (60) days’** prior written notice. Authority’s requirements shall be designed to assure protection from and against the kind and extent of risk existing on the Facilities. District also agrees to obtain any additional insurance required by Authority for new improvements in order to meet the requirements of this Agreement.

7.12 **Default.** Notwithstanding the preceding provisions of this section, any failure or refusal by District to take or maintain insurance as required in this Agreement, or failure to provide the proof of insurance, shall be deemed a default under this Agreement and in such event, Authority may terminate this Agreement upon three (3) days’ written notice to District.

8. **ASSIGNMENT.** District may not assign any of its rights or responsibilities under this Agreement without the prior written consent of Authority.

9. **ADMINISTRATIVE CLAIMS REQUIREMENTS AND PROCEDURES.** No suit or arbitration shall be brought arising out of this Agreement against a Party, unless a claim has first been presented in writing and filed with the other Party, and acted upon by the other Party in accordance with the Government Claims Act (California Government Code § 810, *et seq.* Upon request by either Party, the other Party shall meet and confer in good faith with the requesting Party for the purpose of resolving any dispute over the terms of this Agreement.

10. **ADMINISTRATION OF CONTRACT.** The individuals listed below shall be the designated contract administrators, each of whom is authorized by his or her respective Party to represent the Party in the routine administration of this Agreement:

    Leslie Payne  
    Public Affairs Manager  
    Sweetwater Authority  
    505 Garrett Avenue  
    Chula Vista, CA 91910

    Matthew R. Tessier  
    Assistant Superintendent  
    Innovation and Instruction  
    Chula Vista Elementary School District  
    84 East J Street  
    Chula Vista, CA 91910
11. **NOTICES.** All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands and requests to be sent to any Party shall be deemed to have been properly given or served if personally served or deposited in the United States mail, addressed to such party, postage prepaid, registered or certified, with return receipt requested, at the addresses identified in this Agreement as the places of business for each of the designated Parties.

12. **INTEGRATION.** This Agreement, together with any other written document referred to or contemplated in it, embody the entire Agreement and understanding between the parties relating to the subject matter hereof. Neither this Agreement nor any provision of it may be amended, modified, waived or discharged except by an instrument in writing executed by the Party against which enforcement of such amendment, waiver or discharge is sought.

13. **CAPACITY OF PARTIES.** Each signatory and Party to this Agreement warrants and represents to the other Party that it has legal authority and capacity and direction from its principal to enter into this Agreement, and that all necessary resolutions or other actions have been taken so as to enable it to enter into this Agreement.

14. **GOVERNING LAW/VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action arising under or relating to this Agreement shall be brought only in the federal or state courts located in San Diego County, State of California. Venue for this Agreement, and performance under it, shall be the County of San Diego.

15. **NONDISCRIMINATION.** The Parties shall not discriminate based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics, any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or any other classification protected by federal or state laws in employment or operation of its programs.

16. **SEXUAL HARASSMENT POLICY.** Each Party shall have a written policy on sexual harassment in accordance with state and federal regulations and guidelines.

17. **CONFLICTS OF INTEREST.** Each Party has familiarized itself with state law related to conflicts of interest and fully agrees to comply with such laws.

18. **COOPERATION IN DISPOSITION OF CLAIMS.** The Parties agree to cooperate with each other in the timely investigation and disposition of audits, disciplinary actions, and third-party liability claims arising out of any services provided under this Agreement or in the operation of the Program. The Parties shall notify one another as soon as possible of any adverse event which may result in liability to the other Party. It is the intention of the Parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, sharing records, timely notice, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available. Nothing in this Section 18 shall require either Party to disclose any records or communications which are privileged or exempt from disclosure pursuant to applicable law. Further, any cooperation pursuant to this Section 18 shall be within each Party’s sole discretion.
19. **THIRD PARTY BENEFICIARIES.** This Agreement shall not inure to the benefit of nor create any rights in any third parties.

(End of page. Next page is signature page.)

**Signature Page**

to

**AGREEMENT**

**BETWEEN THE SWEETWATER AUTHORITY**

**AND**

**THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT**

**FOR USE OF THE ASSEMBLY ROOM AT THE**

**RICHARD A. REYNOLDS GROUNDWATER DESALINATION FACILITY**

IN WITNESS WHEREOF, Sweetwater Authority and District have executed this Agreement, indicating that they have read and understood the same, and indicate their full and complete consent to its terms:

Sweetwater Authority

By: ________________________________

Tish Berge, General Manager

Approved as to form:

___________________________________

Paula de Sousa Mills, General Counsel

Chula Vista Elementary School District

By: ________________________________

Francisco Escobedo, Superintendent
TO: Governing Board
FROM: Tish Berge, General Manager
DATE: February 8, 2019
SUBJECT: Employee Engagement Survey Results

SUMMARY
An Employee Engagement Survey was administered by Energage, an independent research company, in summer 2018. Every employee was invited to participate and 71 percent of employees participated by responding to questions and sharing comments.

To protect employee confidentiality:

- Energage did not disclose individual responses.
- Department or group scores were only disclosed if at least five (5) survey takers were in the group.
- Employees were told that managers may see the optional written comments on the final page of the survey, and that if they wish to make a comment, not to write anything that will identify them as an individual.

The General Manager will present to the Governing Board the employee input to the survey statements, comments, and description of culture.

These results were shared with Sweetwater Authority employees on Tuesday, January 29, as part of the General Manager’s town hall meeting.

POLICY
Strategic Plan Goal 5, Staff Development: Develop a highly-skilled, adaptable workforce and a safe, properly-equipped, and effective work environment.

General Manager 2018-19 Work Plan and Professional Development Goal 4: Analyze the results of the 2018 employee engagement survey, including opportunities for improvement. Provide at least one report to the Board on the strengths and opportunities identified and action either taken or planned.

RECOMMENDATION
This item is provided for information only.
TO: Governing Board  
FROM: Tish Berge, General Manager  
DATE: February 8, 2019  
SUBJECT: Board Ambassador Pilot Program  

SUMMARY  
The Communications Committee requests that the Governing Board consider a pilot program whereas the Communications Chair would serve as ambassador, attending and evaluating additional events and meetings on behalf of the Board. Some examples of organizations and events not currently pre-approved per Policy 511, Training, Education, and Community Outreach, include:

- Albondigas Political Society South County San Diego  
- Chambers of Commerce  
  - Chula Vista Chamber of Commerce  
  - National City Chamber of Commerce  
- Economic Development Councils  
  - San Diego Regional Economic Development Council  
  - South County Economic Development Council  
- Mexican American Business & Professional Association  
- Service Clubs  
  - Kiwanis  
  - Lions  
  - Optimists  
  - Rotary  
- Sweetwater Valley Civic Association  
- Third Avenue Village Association  

POLICY  
Strategic Plan Goal 4, Customer Service: Provide high-quality customer service  

RECOMMENDATION  
Staff seeks direction from the Governing Board.
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## Board Meetings Survey – as of February 2019

<table>
<thead>
<tr>
<th>Organization</th>
<th>Board</th>
<th>Committee</th>
<th>TOTAL</th>
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<tr>
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<td>Per month</td>
<td>Time</td>
<td>Per month*</td>
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<td>5 pm</td>
<td>1</td>
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</tr>
<tr>
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<td>2</td>
</tr>
<tr>
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<td>3:30 pm</td>
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</tr>
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<td>3</td>
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<td>2-3</td>
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<tr>
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<td>2-3</td>
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<tr>
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<td>5:00 pm</td>
<td>None</td>
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<tr>
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<td>6 pm and 3:30 pm</td>
<td>2-4</td>
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<tr>
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<td>5 pm</td>
<td>1-2</td>
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<td>Valley Center MWD</td>
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<td>2 pm</td>
<td>None</td>
</tr>
<tr>
<td>Vista Irrigation District</td>
<td>2</td>
<td>8:30 am</td>
<td>As needed</td>
</tr>
<tr>
<td>Yuima MWD</td>
<td>1</td>
<td>2 pm</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

*District committee meeting frequencies vary. Some meet bi-monthly, quarterly or on as-needed basis.*
COUNCIL OF WATER UTILITIES, SAN DIEGO COUNTY

Steve Castaneda, Chair  
Sweetwater Authority  
505 Garrett Avenue  
Chula Vista, CA  91910

Phone: 619.409.6701  
Fax: 619.425.9660  
www.sweetwater.org

Vice Chair (Vacant)

MEMBER AGENCIES

City of Escondido  
City of Oceanside  
City of Poway  
City of San Diego  

San Diego County Water Authority  
Metropolitan Water District of So. California  

Borrego Water District  
Carlsbad Municipal Water District  

Elsinore Valley Municipal Water District  
Encina Wastewater Authority  

Fallbrook Public Utility District  
Helix Water District  

Lakeside Water District  
Leucadia Wastewater District  

Olivenhain Municipal Water District  
Ottay Water District  

Padre Dam Municipal Water District  
Rainbow Municipal Water District  

Ramona Municipal Water District  
Rancho California Water District  

Rincon del Diablo Municipal Water District  
Riverview Water District  
San Dieguito Water District  

Santa Fe Irrigation District  
South Bay Irrigation District  

Sweetwater Authority  
Vallecitos Water District  

Valleym Center Municipal Water District  
Vista Irrigation District  

Yuima Municipal Water District

AGENDA

Tuesday, February 19, 2019  
7:15 - 8:45 a.m.

Hotel Karlan San Diego  
14455 Penasquitos Drive  
San Diego, CA 92129

1. Call to Order

2. Flag Salute

3. Introductions/Announcements

4. Program

   “Engaging the Future Workforce in the Water Industry,” presented by 
   Michael Bruder, Resource Teacher, Innovation and Instruction, Chula 
   Vista Elementary School District

5. Adjournment

Attachments

- Reservations/Invoice for February 19, 2019 meeting
- Minutes and Attendance Roster of January 15, 2019 Meeting
RESERVATIONS/INVOICE

Tuesday, February 19, 2019
7:15 - 8:45 a.m.

RESERVATIONS

Agency: _________________________________________________________
Contact: _________________________________________________________
Phone:   _________________________________________________________
Name/Title________________________________________________________
Name/Title________________________________________________________
Name/Title________________________________________________________
Name/Title________________________________________________________
Name/Title________________________________________________________
Name/Title________________________________________________________

Total payment: _____ reservation(s) at $45.00 each = $_________.

MAKE CHECK PAYABLE TO: "COUNCIL OF WATER UTILITIES"

MAIL TO: Council of Water Utilities
c/o Sweetwater Authority
Attention: Ligia Perez
505 Garrett Avenue
Chula Vista, CA 91910

SEND TO: 619-425-9660 (fax) or lperez@sweetwater.org

Reservations or cancellations must be received by
12:00 p.m. on Thursday, February 14, 2019
The Council of Water Utilities (COWU) held its regular meeting at the Hotel Karlan at 14455 Penasquitos Drive, San Diego, California, on Tuesday, January 15, 2019.

Call to Order and Flag Salute
Tish Berge called the meeting to order at 7:34 a.m. Paula de Sousa Mills led the Pledge of Allegiance.

Introductions/Announcements
The following new attendees were introduced to the group:

- Bob Kephart, Director, Olivenhain Municipal Water District;
- Lindsay Leahy, Principal Water Engineer, City of Oceanside;
- Almis Udrys, Department Director, City of San Diego.

New Business
Tish Berge stated that the Council of Water Utilities is considering appointing Brett Hodgkiss as Treasurer due to Eldon Boone’s retirement.

General Manager Kim Thorner of Olivenhain Municipal Water District made a motion, seconded by General Manager Tom Kennedy of Rainbow Municipal Water District, for the Council of Water Utilities to appoint Brett Hodgkiss as Treasurer. The motion carried unanimously.

Presentations
“Automated Infrastructure, Customized Customer Water Budgets, and Data Solutions,” presented by Jeff Armstrong, General Manager, Rancho California Water District

Mr. Armstrong provided an overview of Rancho California Water District, its facilities and assets; AMI System processes; budget based tiered rates; and the MyWaterTracker program, its implementation, and tracking.

Chair Castaneda presented Mr. Armstrong with a gift card and thanked him for the presentation.

Adjournment
There being no further business for discussion, the meeting was adjourned at 8:15 a.m.

The next meeting will be held on Tuesday, February 19, 2019 at 7:15 a.m.

Ligia Perez, Board Secretary
Sweetwater Authority
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February 5, 2019

To: San Diego Chapter CSDA Member Agencies

From: Tom Kennedy, San Diego Chapter President

Subject: San Diego Chapter CSDA Quarterly Dinner Meeting

Event Date: **Wednesday, February 20, 2019**

Time: 6:00 pm to 9:00 pm – Dinner served at 6:45 pm

Location: The Butcher Shop Steakhouse – Kearny Mesa  
5255 Kearny Villa Road, San Diego - (858) 565-2272 
http://www.butchershopsd.signonsandiego.com

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

**LAFCO**  
Special Districts Elections Nominees

**“What to Remember in the Middle of Change”**  
by David Berry, M.Ed., PCC  
Rule 13 Learning, LLC

Be sure to read your February 2019 San Diego Chapter CSDA Newsletter for more great information.

**Dinner Menu Selections – $30 per person ($40 non-member)**  
Public is invited to attend the dinner at the $40 non-member price

- Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
- Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc  
  Pasta Primavera - Fettuccine, Baby Zucchini, Wild Mushrooms, Asparagus, Bell Peppers,  
  Baby Squash, Tomatoes, Fresh Basil, Garlic, Crushed Red Peppers, and Parmesan Cheese  
  Tossed in a White Wine Sauce

**Registration deadline is: Wednesday, February 13, 2019**

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.
San Diego Chapter CSDA Dinner Meeting Registration Form

Wednesday, February 20, 2019

The Butcher Shop Steakhouse - 5255 Kearny Villa Road, San Diego
6:00 PM  No-Host Social Hour  ~  6:45 PM  Dinner/Program

Dinner - $30.00 ($40.00 non-members)
Public is invited to attend at the $40 non-member price


Agency: __________________________________________ Contact Name: ______________________

Phone Number: __________________________ Email: ______________________________

Make reservations as follows, check dinner choice - Please print clearly

Entrée Selection  1  2  3

Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐
Name/Title: ________________________________ Choice: ☐ ☐ ☐

Enclosed is our check for _____ reservation(s) at $30.00 each = $ ________
Non-member _____ reservation(s) at $40.00 each = $ ________

Make check payable to San Diego Chapter CSDA

Mail To: Rich Stevenson ~ Phone: (619) 409-6711
San Diego Chapter CSDA Treasurer
Sweetwater Authority
505 Garrett Avenue
Chula Vista, CA 91910

Or Fax: (619) 425-7469  Or Email: rstevenson@sweetwater.org

Reservations must be received no later than Wednesday, February 13, 2019
Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of
attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made
after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation
that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.
Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
http://www.butchershopsd.signonsandiego.com

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.
This year the California Association of Councils of Governments and the Local Government Commission
Thursday, March 14 *(Yosemite Valley Lodge)*

6:00 PM  **Conference Registration**  
Networking

7:30 PM  **Opening Remarks**  
Super California-istic-Let’s-All-Be-Precocious Trivial Contest

9:00 PM  **Adjourn for Evening**

Friday, March 15 *(Yosemite Valley Lodge)*

9:30 AM  **Better Together: Critical Partnerships for Success in 2019**

10:30 AM  **Break**

10:45 AM  Manuel Pastor (invited)

12:00 PM  **Hiking Break**

6:00 PM  **Cocktails and light food (reception set up in one room)**

7:30 PM  **Transportation**  
Carl Guardino (invited)  
Brandy Hendrickson, FHWA National Director (invited)  
Steve Cliff (invited)  
Steve Heminger (invited)

9:00 PM  **Adjourn for Evening**

Saturday, March 16 *(Yosemite Valley Lodge)*

8:00 AM  **Continental Breakfast**
8:30 AM  MicroTransit
         Mayor Christopher Cabaldon, City of West Sacramento (invited)

9:20 AM  Opportunity Zones
          Ian Ross (confirmed)
          Rochelle Swanson (confirmed)
          Carolyn Coleman, League of California Cities (invited)

10:10 AM  Break

10:25 AM  Disaster Relief
          David Guhin (confirmed)

11:15 AM  Housing: Local and Regional Best Practices
          Anya Lawler (confirmed)

12:00 – 5:00 PM  Boxed Lunch and Conference Break

12:00 – 1:00 PM  Optional Lunchtime Discussions in the Falls Room

4:45 PM  Networking Reception

5:45 PM  Housing: Legislative Leadership in 2019
          Senator Wiener (confirmed)
          Assemblymember Chiu (invited)
          Assemblymember Burke (invited)

6:45 PM  An Evening with John Muir

9:00 PM  Adjourn for Evening

Sunday, March 17 (Yosemite Valley Lodge)

8:30 AM  Breakfast

9:00 AM  Regional Roundtable Discussions

11:15 AM  Conference Adjourns

Speakers
COMMUNICATIONS COMMITTEE
MINUTES

DATE: Wednesday, January 30, 2019

1. CALL MEETING TO ORDER AND ROLL CALL.
The meeting was called to order at 10:07 a.m. Present were Director Castaneda, Director Cerda, and Director Preciado. The Committee appointed Director Cerda as Chair. Staff members present: General Manager Tish Berge, Public Affairs Manager Leslie Payne, and Senior Public Affairs Representative Gwyneth Shoecraft. Others Present: Susan Villegas, President of SVPR Communications.

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.
(Government Code Section 54956.5)
There was none.

3. PUBLIC COMMENT. (Government Code Section 54954.3)
There were no comments from the public.

4. ACTION AGENDA.
A. 2018 Year in Review Presentation (Information Item) (No Enclosure):
Public Affairs Manager Payne provided an overview of the activities and accomplishments for calendar year 2018, highlighting:

- Website, print media, and social media
- Outreach campaigns
  - Rate Study
  - Recruitments
- Community events
- Partnerships and strategic outreach
  - Chula Vista Elementary School District
  - Olivewood Gardens
  - Assemblies and mini-grants
- Special Projects
  - Developer Workshop
  - Open houses
  - Citizen’s Water Academy
  - Landscape Workshop
- Initial plans for 2019

No action is required by the Governing Board.

B. Hydrostation Memorandum of Understanding Between Sweetwater Authority and Chula Vista Elementary School District:
General Manager Berge provided an overview of the Memorandum of Understanding (MOU) and shared that it had been reviewed by risk managers and legal counsel for both parties.
The Communications Committee recommends that the Governing Board direct staff to enter into the Hydrostation Memorandum of Understanding with Chula Vista Elementary School District as proposed.

C. Board Policy 511, Training, Education, and Community Outreach (Information Item):
   The Communications Committee would like to review and make changes to Policy 511 through the annual policy review process. The Committee also directed the General Manager to place an item on a future Board agenda for consideration of a pilot program for the Communications Chair to serve as ambassador, attending and evaluating additional events and meetings on behalf of the Board.

   No action is required by the Governing Board.

D. Naming of Sweetwater Authority Facilities (No Enclosure):
   Director Preciado stated that in using the formal name for Sweetwater Authority assets (e.g., the Richard A. Reynolds Desalination Facility versus the Sweetwater Authority Desalination Facility), the public may not associate that asset with the Authority and as such, an opportunity for branding is missed.

   The Communications Committee recommends that branding of Sweetwater Authority facilities be addressed in the Five-year Strategic Communications Plan.

E. Sweetwater Authority Five-year Strategic Communications Plan – Request for Proposal:

   The Communications Committee recommends that the Five-year Strategic Communications Plan be managed by the General Manager within her authority per the Procurement Policy and Procedures.

5. CLOSED SESSION
   There was none.

6. NEXT MEETING
   The next meeting of the Communications Committee will be scheduled as necessary.

7. ADJOURNMENT.
   The meeting adjourned at 11:32 a.m.
A Year in Review
2018 Outreach Efforts

Leslie Payne, Public Affairs Manager
Agenda

• Meet Our Team
• 2018 A Year In Review
• Plan for 2019
About us

• The Public Affairs section reports to Management
• Our team
  - Two full-time employees
    - Bachelors degrees in Communications (2)
    - Master’s Degree in Organizational Leadership
    - CAPIO PIO Institute Graduates
  - A new Public Affairs Representative will be joining the team in February 2019
• Responsible for all of the Authority’s outreach, communications, social media, media relations, events, award applications and education programs
• Manages consultant services
Susana Villegas, SVPR Communications (SMBE/SWBE)

• Rate Study Outreach
• Spanish Local Media
• Developers Forum
• Digital Campaigns
Susana Villegas

Communications & Media
- Messaging
- Strategy and tactics
- Drafting of print/online articles and releases
- International/national/state/local placement and earned media
- On-camera representation
- English & Spanish language representation
- Press conferences and media events
- Digital campaigns
- Design services and media buys
- Media tracking, measurement, and reports
- Media translation services
- Reputation management

Community Stakeholder Engagement
- Stakeholder identification
- Stakeholder engagement, forums, workshops
- Community-based organization partnerships
- Local government relations
- Letters of support

Crisis Management
- Managing media calls
- Media response strategy
- Drafting statements
- On-camera preparations and representation
- Third-party stakeholder support

State Minority Business Enterprise (SMBE)
State Woman Business Enterprise (SWBE)
Small Local Business Enterprise, San Diego
Susana Villegas

Rate Study

- Local stakeholder research, identification, and communication
- Local strategy and tactics development
- Arranged 15 of 20 presentations to community stakeholder groups
- Two workshops: Ad design/placement (Filipino Press, La Prensa), PSAs in Radio Latina
- Letters of support from Chula Vista Chamber of Commerce and community stakeholders

Reputation Management

- KSDY 50 Sweetwater Dam: October 2018 (with translation and captions)
- KSDY 50 Desalination Plant: October 2018 (with translation and captions)
- Developers Forum on Water Service: December 2018
- Digital “Join Our Team Today” campaign
- Thrively: SWA/Chula Vista Elementary School District partnership
- SWA/Olivewood Gardens water education partnership
- SWA fact sheet: editing and design
Projects and Tasks

- Communications
  - Materials
- Digital Engagement
- Media Relations
- Events & Speaking Engagements
- Education Programs
- Other
Print Publications

• Quarterly Customer Newsletters
• Fact sheets and Brochures
• Billing Inserts
Sweetwater Authority Website

• Managed and updated internally by SWA

• Web stats
• Contact Us Emails - 325
• Account-Specific Contact Emails - 767
• Number of site visits - 363,251

www.sweetwater.org
Social Media

• Inform, educate and engage with customers and stakeholders

• Posts about projects, programs, events, achievements, information, resources, job opportunities, etc.

1,769 followers  10,192 members

1,019 followers  996 followers
Community Events

• Garden Events
  - (Spring and Fall Festivals)
• Lemon Festival
• Auto Heritage Festival
• Harborfest Festival
• Bonitafest
• Mariachi Festival
• Starlight Parade
• WaterSmart Landscape Workshop
• Sweetwater Authority Ambassadors

SWA Ambassadors
Partnerships and Strategic Outreach

- Education program evaluation
- Hydro Station
- Olivewood Gardens
- Mini-grants
- Garden assemblies
Special Projects for 2018
Five-Year Rate Study

- Strategic planning and assistance from SVPR Communications and Raftelis
- Hosted two open house events
- 18 community presentations
- 47,000 Prop 218 notices mailed to Authority customers and property owners
- Media coverage in print and radio
- Support from local Chamber of Commerce, residents
- Combined total reach 348,142
Citizen’s Water Academy

- Alumni event hosted in January 2018
- Hosted the first ever “South County” Citizen’s Water Academy in October 2018
- Working with CWA to host alumni events in 2019
Developers Forum

• First forum hosted by the Authority

• Panel of speakers from local cities and County

• Great turnout and event feedback
Plans for 2019

• Five-Year Strategic Communications Plan

• Hydro Station Launch

• Outreach for Flushing Program

• Developers Forum-May 2019
Connect with us

facebook.com/swawater

@SweetwaterAuth

www.sweetwater.org
## CAPITAL & EXPENSE PROJECTS FY 2018-19 for the Quarter Ending December 31, 2018

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Approved Budget*</th>
<th>YTD Costs</th>
<th>Remaining Budget</th>
<th>Start Date</th>
<th>End Date</th>
<th>Project Complete %</th>
<th>Project Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency: Capital</td>
<td>250,000</td>
<td>250,000</td>
<td>0</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>N/A</td>
<td>N/A</td>
<td>Capital contingency was allocated to engineering pipeline projects in September 2018.</td>
</tr>
<tr>
<td>Contingency: Expense</td>
<td>200,000</td>
<td>26,010</td>
<td>173,990</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>N/A</td>
<td>N/A</td>
<td>Operations Center Copier $10,000; Administration Office Furniture $6,010; Board Room Chairs $10,000.</td>
</tr>
</tbody>
</table>

### Information Systems

<table>
<thead>
<tr>
<th>Project Description</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Management System Replacement</td>
<td>74,500</td>
<td>48,119</td>
<td>26,381</td>
<td>7/1/18</td>
<td>3/31/19</td>
<td>90%</td>
<td>In Progress</td>
<td>Finalizing deployment of system.</td>
</tr>
<tr>
<td>Disaster Recovery Storage</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>20%</td>
<td>Planning</td>
<td>Reviewing quotes for cost of equipment and installation.</td>
</tr>
</tbody>
</table>

### Customer Service

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Approved Budget*</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Meter Replacement</td>
<td>100,000</td>
<td>45,078</td>
<td>54,922</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>50%</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

### Water Quality

<table>
<thead>
<tr>
<th>Project Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Booster Pump &amp; Motor Replacement</td>
<td>80,000</td>
<td>0</td>
<td>80,000</td>
<td>12/1/18</td>
<td>6/30/19</td>
<td>30%</td>
<td>Planning</td>
<td>Reconditioned National City Wells Gravity pump.</td>
</tr>
<tr>
<td>SCADA Historian Evolution</td>
<td>155,000</td>
<td>84,744</td>
<td>70,257</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>75%</td>
<td>In Progress</td>
<td>Enterprise Automation is conducting the testing phase for this project.</td>
</tr>
<tr>
<td>Perdue Plant Ferrous Chloride Bulk Chemical Storage Tank Replacement</td>
<td>85,000</td>
<td>0</td>
<td>85,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>10%</td>
<td>In Progress</td>
<td>Conducting a formal request for quotes.</td>
</tr>
<tr>
<td>Desal Facility Maintenance Shop and Storage</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>10%</td>
<td>In Progress</td>
<td>Conducting an informal request for quotes.</td>
</tr>
<tr>
<td>SCADA Annual Expense (Enterprise Automation &amp; Timberline)</td>
<td>240,540</td>
<td>95,872</td>
<td>144,668</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>50%</td>
<td>In Progress</td>
<td>Support, change requests, and annual plan update are in progress.</td>
</tr>
</tbody>
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<tr>
<td>Central-Wheeler Tank Construction &amp; System Improvements</td>
<td>283,000</td>
<td>4,582</td>
<td>278,418</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Tank is in design phase, and pipeline design is pending due to survey work. Cultural resources survey for the CEQA documentation is complete.</td>
</tr>
<tr>
<td>Study of the San Diego Formation Aquifer by the USGS</td>
<td>360,000</td>
<td>85,134</td>
<td>274,866</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>32%</td>
<td>In Progress</td>
<td>Approximately four technical finding reports are expected to be available by June 2019.</td>
</tr>
<tr>
<td>SW Dam PMF Analysis &amp; South Spillway Improvements</td>
<td>3,811,500</td>
<td>48,817</td>
<td>3,762,683</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>30%</td>
<td>Design</td>
<td>Construction is delayed pending additional investigation of spillways required by DSOD to address potential deficiencies.</td>
</tr>
<tr>
<td>Distribution Pump Station Motor Control Centers Replacement</td>
<td>709,400</td>
<td>413,090</td>
<td>296,310</td>
<td>7/18/18</td>
<td>3/4/19</td>
<td>50%</td>
<td>Construction</td>
<td>Change Order approved to mitigate conflict at Bonita Highlands Booster Station.</td>
</tr>
<tr>
<td>URDS Pond Sediment Removal &amp; Cleaning</td>
<td>205,000</td>
<td>54,736</td>
<td>150,264</td>
<td>9/1/18</td>
<td>3/31/19</td>
<td>75%</td>
<td>Construction</td>
<td>Dredged soils from URDS ponds have been placed at final disposal site, and all vegetation has been removed from site.</td>
</tr>
<tr>
<td>OD Arnold Fire Flow Pump Station</td>
<td>1,731,000</td>
<td>32,136</td>
<td>1,698,864</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Construction</td>
<td>Construction contract awarded in November 2018. Construction to start in February 2018.</td>
</tr>
<tr>
<td>San Diego Formation Groundwater Management Plan</td>
<td>344,400</td>
<td>15,025</td>
<td>329,375</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>32%</td>
<td>In Progress</td>
<td>Thresholds for seawater intrusion and land subsidence are indicated in the Plan regarding undesirable results from groundwater pumping.</td>
</tr>
<tr>
<td>Plaza Blvd Phase 2, Highland to N Ave, NC</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
<td>7/18/18</td>
<td>6/30/19</td>
<td>0%</td>
<td>Pending</td>
<td>The National City street improvement project is on hold due to SDG&amp;E and is expected to start in Summer 2019.</td>
</tr>
<tr>
<td>Paving-Moss Street, Third Ave to Fourth Ave, CV</td>
<td>80,100</td>
<td>115,037</td>
<td>(34,937)</td>
<td>7/18/18</td>
<td>8/30/18</td>
<td>100%</td>
<td>Closeout</td>
<td>Project over budget by additional unplanned material needs due to existing atypical pavement and poor sidewalk conditions.</td>
</tr>
<tr>
<td>Bonita Rd; Flower St to I-80S</td>
<td>565,900</td>
<td>0</td>
<td>565,900</td>
<td>7/1/18</td>
<td>6/30/18</td>
<td>5%</td>
<td>Construction</td>
<td>Construction contract awarded and permit requests in process for this location. (Bond-funded)</td>
</tr>
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<tr>
<td>Bonita Rd; Intersections of Lynwood Drive</td>
<td>220,900</td>
<td>0</td>
<td>220,900</td>
<td>7/1/18</td>
<td>6/30/18</td>
<td>5%</td>
<td>Construction</td>
<td>Construction contract awarded and permit requests in process for this location. (Bond-funded)</td>
</tr>
<tr>
<td>Bonita Rd; 200’west of Cordelle Ln to Glen Abbey</td>
<td>387,700</td>
<td>499,824</td>
<td>(112,124)</td>
<td>7/1/18</td>
<td>1/31/19</td>
<td>90%</td>
<td>Construction</td>
<td>Pipe installed and in service. Final paving remains to be done. (Bond-funded)</td>
</tr>
<tr>
<td>Bonita Rd; Intersection of Allen School Rd</td>
<td>71,900</td>
<td>82,890</td>
<td>(10,990)</td>
<td>7/1/18</td>
<td>1/31/19</td>
<td>90%</td>
<td>Construction</td>
<td>Pipe installed and in service. Contractor to replace damaged traffic loops. (Bond-funded)</td>
</tr>
<tr>
<td>Bonita Rd; Otay Lakes Rd to 900’ west</td>
<td>282,400</td>
<td>328,011</td>
<td>(45,611)</td>
<td>7/1/18</td>
<td>1/31/19</td>
<td>90%</td>
<td>Construction</td>
<td>Pipe installed and in service. (Bond-funded)</td>
</tr>
<tr>
<td>Palomar St &amp; Orange Ave Sidewalk Improvements</td>
<td>11,500</td>
<td>5,679</td>
<td>5,821</td>
<td>7/1/18</td>
<td>9/30/18</td>
<td>100%</td>
<td>Closeout</td>
<td>Work complete.</td>
</tr>
<tr>
<td>Distribution Remote Terminal Unit Evolution Study</td>
<td>1,271,400</td>
<td>313,362</td>
<td>958,038</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>25%</td>
<td>Design</td>
<td>Design workshops held during October and November 2018.</td>
</tr>
<tr>
<td>Paving - First Ave, Center St to F St, CV</td>
<td>41,500</td>
<td>1,001</td>
<td>40,499</td>
<td>2/1/19</td>
<td>6/30/19</td>
<td>5%</td>
<td>Planning</td>
<td>Paving to take place as Distribution Department completes the pipeline project.</td>
</tr>
<tr>
<td>Paving - East 7th St, E Ave to F Ave, NC</td>
<td>29,200</td>
<td>915</td>
<td>28,285</td>
<td>2/1/19</td>
<td>6/30/19</td>
<td>5%</td>
<td>Planning</td>
<td>Paving to take place as Distribution Department completes the pipeline project.</td>
</tr>
<tr>
<td>Paving - Fifth Ave, Sierra Wy to L St, CV</td>
<td>31,700</td>
<td>1,551</td>
<td>30,149</td>
<td>11/1/18</td>
<td>1/31/19</td>
<td>95%</td>
<td>Closeout</td>
<td>Work complete. Processing invoice. Bid price was $36,301. Actual contractor cost is $41,189.28 due to additional asphalt needed.</td>
</tr>
<tr>
<td>Paving - Fifth Ave, 120LF n/o Westby to 300LF s/o Arizona St, CV</td>
<td>33,400</td>
<td>1,451</td>
<td>31,949</td>
<td>1/1/18</td>
<td>1/31/19</td>
<td>95%</td>
<td>Closeout</td>
<td>Work complete. Invoice is in process. Bid price was $36,703.60. Actual contractor cost is $41,848.66 due to additional asphalt needed.</td>
</tr>
<tr>
<td>Pavement Maintenance</td>
<td>145,000</td>
<td>6,064</td>
<td>138,936</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>10%</td>
<td>Construction</td>
<td>Scheduling work with contractor.</td>
</tr>
<tr>
<td>Douglas Street Interconnection Improvements</td>
<td>74,700</td>
<td>607</td>
<td>74,093</td>
<td>9/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Design is 90% complete. To be submitted to Otay Water District for final review in February 2018.</td>
</tr>
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<tbody>
<tr>
<td>Loveland Residence Roof Replacement &amp; Photovoltaic System Install</td>
<td>59,700</td>
<td>0</td>
<td>59,700</td>
<td>9/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Bids to be procured in February 2019.</td>
</tr>
<tr>
<td>Engineering Design Program</td>
<td>97,500</td>
<td>6,447</td>
<td>91,053</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Surveys are approximately 75% complete. Design is approximately 50% complete.</td>
</tr>
<tr>
<td>East 16th St, N Ave to I-805, NC</td>
<td>839,700</td>
<td>1,156</td>
<td>838,544</td>
<td>10/1/18</td>
<td>5/31/19</td>
<td>5%</td>
<td>Construction</td>
<td>Contractor has not started at this location.</td>
</tr>
<tr>
<td>Hilltop Dr, I St to J St, CV</td>
<td>377,100</td>
<td>17,373</td>
<td>359,727</td>
<td>10/1/18</td>
<td>5/31/19</td>
<td>15%</td>
<td>Construction</td>
<td>Contractor has completed most of the work at this location. Invoice is in process.</td>
</tr>
<tr>
<td>Oxford St, Cuyamaca Ave to Judson Wy, CV</td>
<td>424,100</td>
<td>140,835</td>
<td>283,265</td>
<td>10/1/18</td>
<td>5/31/19</td>
<td>25%</td>
<td>Construction</td>
<td>Contractor has completed most of the work at this location. Invoice is in process.</td>
</tr>
<tr>
<td>Oxford St, Fifth Ave to 400LF East, CV</td>
<td>140,000</td>
<td>80,111</td>
<td>59,889</td>
<td>10/1/18</td>
<td>5/31/19</td>
<td>50%</td>
<td>Construction</td>
<td>Contractor has completed most of the work at this location. Invoice is in process.</td>
</tr>
<tr>
<td>Bonita Glen Terrace &amp; Glen Verde Dr, fr Golfglen Rd to Dawsonia St, BN</td>
<td>748,200</td>
<td>1,157</td>
<td>747,043</td>
<td>10/1/18</td>
<td>5/31/19</td>
<td>15%</td>
<td>Construction</td>
<td>Contractor has not started at this location.</td>
</tr>
<tr>
<td>Street Improvements</td>
<td>166,800</td>
<td>0</td>
<td>166,800</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>56%</td>
<td>Planning</td>
<td>Funds allocated for Palomar &amp; Orange Sidewalks ($11,500), Harding Ave Pipeline ($71,700), and Palomar &amp; Anita Sidewalks ($25,500).</td>
</tr>
<tr>
<td>Rehabilitation of Morris, Starr and Bonita Highlands #2 Tanks</td>
<td>430,000</td>
<td>2,519</td>
<td>427,481</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>2%</td>
<td>Design</td>
<td>Improvements to Bonita Highlands #2 Tank will be addressed as a separate project.</td>
</tr>
<tr>
<td>Bonita Valley Reservoir Control Building Roof Replacement</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
<td>10/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Bids to be procured in February 2019.</td>
</tr>
<tr>
<td>Harding Ave, NC Water Main Replacement</td>
<td>71,700</td>
<td>6,254</td>
<td>65,446</td>
<td>12/1/18</td>
<td>4/1/19</td>
<td>5%</td>
<td>Construction</td>
<td>Waiting for City of National City's contractor to install new street before installing new water main.</td>
</tr>
<tr>
<td>Cathodic Protection Testing (V&amp;A Consulting)</td>
<td>96,500</td>
<td>0</td>
<td>96,500</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>5%</td>
<td>Design</td>
<td>Contract issued. Consultant to complete masterplan by June 2019.</td>
</tr>
</tbody>
</table>

*Includes Board approved amendments.
<table>
<thead>
<tr>
<th>Distribution</th>
<th>Approved Budget*</th>
<th>YTD Costs</th>
<th>Remaining Budget</th>
<th>Start Date</th>
<th>End Date</th>
<th>Project Complete %</th>
<th>Project Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Ave, Center St to F St, CV</td>
<td>249,000</td>
<td>22,597</td>
<td>226,403</td>
<td>11/30/18</td>
<td>3/1/19</td>
<td>10%</td>
<td>Construction</td>
<td>Construction in progress. Scheduled for completion in March 2019.</td>
</tr>
<tr>
<td>East 7th St, E Ave to F Ave, CV</td>
<td>93,000</td>
<td>0</td>
<td>93,000</td>
<td>1/28/19</td>
<td>4/9/19</td>
<td>5%</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Fifth Ave, Sierra Wy to L St, CV</td>
<td>246,000</td>
<td>202,436</td>
<td>43,564</td>
<td>8/9/18</td>
<td>11/30/18</td>
<td>100%</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Fifth Ave, 120LF n/o Westby to 300LF s/o Arizona St, CV</td>
<td>185,000</td>
<td>185,789</td>
<td>(789)</td>
<td>8/9/18</td>
<td>11/2/18</td>
<td>100%</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Valve Replacement Program</td>
<td>250,000</td>
<td>93,191</td>
<td>156,809</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>32%</td>
<td>In Progress</td>
<td>10 valves replaced year-to-date.</td>
</tr>
<tr>
<td>Vehicle Replacement Program</td>
<td>475,700</td>
<td>96,169</td>
<td>379,531</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>40%</td>
<td>In Progress</td>
<td>Request for quotes sent to procure vehicles. Two leased vehicles purchased at end of lease term.</td>
</tr>
<tr>
<td>Heavy Duty Equipment/CA Air Resources Board Compliance</td>
<td>191,000</td>
<td>0</td>
<td>191,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>50%</td>
<td>In Progress</td>
<td>Reviewing backhoe quotes (On Feb 20th Operations Committee Agenda); wood chipper ordered.</td>
</tr>
<tr>
<td>Equipment Trailer</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>10%</td>
<td>In Progress</td>
<td>Design study.</td>
</tr>
<tr>
<td>Hydraulic Valve Exerciser</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>7/1/18</td>
<td>6/30/19</td>
<td>60%</td>
<td>Purchasing</td>
<td>Truck delivered to vendor to for installation of equipment.</td>
</tr>
</tbody>
</table>

*Includes Board approved amendments.
Items to Cover

1. Survey Background
2. Participation
3. Results
   - Similarly sized organizations
   - Culture
   - Engagement statements
4. Recommendations
Survey Background

• Administered in July/August 2018
• Conducted by Energage, an independent research company
• To protect employee confidentiality,
  - Energage did not disclose individual responses
  - department or group scores only disclosed if there are at least 5 survey takers in your group.
  - Employees told that managers may see the optional written comments on the final page of the survey, and that if they wish to make a comment, not to write anything that will identify them as an individual
• 121 employees were invited and 86 responded (71%)
• Survey statements, comments, and description of culture
At Sweetwater Authority, we do things efficiently and well

My job makes me feel like I am part of something meaningful

My manager helps me learn and grow

My manager makes it easier to do my job well

There is good inter-departmental cooperation at Sweetwater Authority

My manager cares about my concerns

I believe Sweetwater Authority is going in the right direction

I feel well-informed about important decisions at Sweetwater Authority

I feel genuinely appreciated at Sweetwater Authority

Senior managers understand what is really happening at Sweetwater Authority

Sweetwater Authority operates by strong values

Sweetwater Authority enables me to work at my full potential

Sweetwater Authority encourages different points of view

New ideas are encouraged at Sweetwater Authority

Legend – color & size

- Low score (below the 40th percentile)
- In between (40th to 60th percentile)
- High score (above the 60th percentile)

More important
Less important
Sharing Results with Employees

• Process
  - September 2018 e-mail to all staff on participation and plan for evaluating results

• Culture
  - Shared word cloud as part of October 2018 town hall meetings at each facility

• Celebrations (above 60% percentile)
  - October 2018 Employee Recognition Event

• Opportunities for Improvement (below 40% percentile)
  - January 2019 e-mail to all staff
Next Actions

- Continue annual engagement survey
- Continue weekly one-on-one meetings between supervisor and direct
- Continue quarterly town hall meetings
- Implement weekly staff meetings agency-wide in 2019
- After implementation of weekly staff meetings, evaluate use of future quarterly skip-level meetings