Finance and Personnel Committee Meeting - February 20, 2019

1. Agenda Packet
   Documents:

   190220 AGENDA PACKET.PDF

2. Related Agenda Items
   Documents:

   AGENDA ITEM NO. 4. E.PDF
SWEETWATER AUTHORITY
FINANCE AND PERSONNEL COMMITTEE

AGENDA

DATE: Wednesday, February 20, 2019 TIME: 4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL.

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 ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

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

4. ACTION AGENDA.
   The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.
   A. FY 2019-20 Budget Calendar (Information Item)
   B. Consideration to Award a Contract for Desktop Computer (PC) Purchase
   C. One-time Adjustment to Customer Water Bill
   D. Consideration to Approve Contract Amendment No. 5 to GEI Consultants, Inc., for Condition Assessment of North and South Spillways of Sweetwater Dam
   E. Consideration of Changes to Director’s Fees
   F. Review of Board Policies and Procedures (501 through 511)

5. CLOSED SESSION.
   At any time during the regular session, the Committee 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.)

6. NEXT MEETING DATE: Wednesday, March 20, 2019 at 4:00 p.m.

7. ADJOURNMENT.

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

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A Public Water Agency
Serving National City, Chula Vista and Surrounding Areas
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<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7</td>
<td>FY 2019-20</td>
<td>Strategic Plan Work Plan Workshop</td>
</tr>
<tr>
<td>March 20</td>
<td>Review of Board input from February 7 Workshop</td>
<td></td>
</tr>
<tr>
<td>March 27</td>
<td>Review Draft FY 2019-20 Five-year Financial Plan (including table of assumptions) and Draft Strategic Plan Work Plan</td>
<td></td>
</tr>
<tr>
<td>April 17</td>
<td>Review Draft FY 2019-20 Five-year Financial Plan (including table of assumptions) and Draft Strategic Plan Work Plan</td>
<td></td>
</tr>
<tr>
<td>April 24</td>
<td>DRAFT: FY 2019-20 Budget and Strategic Plan Work Plan (draft budget includes operating, capital, reserves and revenue details)</td>
<td></td>
</tr>
<tr>
<td>May TBD</td>
<td>Special Board Meeting</td>
<td></td>
</tr>
<tr>
<td>May 15</td>
<td>Follow-up Board meeting as needed from budget or work plan input from prior meetings</td>
<td></td>
</tr>
<tr>
<td>May 22</td>
<td>FINAL: FY 2019-20 Operating, Capital, Reserve Budget and Five-year Projection; and FY 2019-20 Strategic Plan Work Plan</td>
<td></td>
</tr>
<tr>
<td>June 12</td>
<td>Annual Consumer Price Index released by Bureau of Labor Statistics for establishing the January 1, 2020 rate change</td>
<td></td>
</tr>
</tbody>
</table>
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TO: Governing Board (Finance and Personnel Committee)

FROM: Management

DATE: February 15, 2019

SUBJECT: Consideration to Award a Contract for Desktop Computer (PC) Purchase

SUMMARY
The Purchasing Section issued a Request for Quote (RFQ) to three (3) suppliers regarding a contract to purchase one hundred fifty (150) Desktop Computers. The purchased computers will fully replace all machines in use across the Authority originally purchased between 2011 and 2013. Industry standard for replacement of computers is between three (3) and five (5) years.

The RFQ was posted on the Authority’s website in an effort to reach additional suppliers. Three (3) bid proposals were received. The second lowest bid submitted by Red River Technology LLC is deemed nonresponsive as they did not meet the required specifications for physical delivery of a sealed bid document by the required bid deadline.

The summary of the responsive bid proposals is as follows:

CDW Government LLC $125,434
Utile ITServices Inc. $134,350

The lowest, responsive, and responsible bidder is CDW Government LLC. The Authority has purchased other PCs and equipment from CDW Government LLC and has no concerns with its ability to deliver the required materials on time.

FISCAL IMPACT
The contract cost is estimated to be $125,434, with funding included in the FY 2018-19 Operating Expense Budget.
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration to Award a Contract for Desktop Computer (PC) Purchase
February 15, 2019
Page 2 of 2

POLICY
The Authority’s Procurement Policy requires that the Finance and Personnel Committee and Governing Board approve all equipment purchases in excess of $50,000.

Strategic Plan Objective SR9: Cost-effectively maintain facilities and infrastructure to optimize their useful life and performance.

ALTERNATIVES
1) Declare the bid from Red River Technology LLC as nonresponsive; and award a contract in an amount not-to-exceed $125,434 to CDW Government LLC, Vernon Hills, IL, for the purchase of 150 desktop computers.

2) Reject all bids and direct staff to conduct another RFQ.

RECOMMENDATION
Staff recommends that the Governing Board declare the bid from Red River Technology LLC as nonresponsive; and award a contract in an amount not-to-exceed $125,434, to CDW Government LLC, Vernon Hills, IL, for the purchase of 150 desktop computers.
TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: February 15, 2019
SUBJECT: One-Time Adjustment to Customer Water Bill

SUMMARY

<table>
<thead>
<tr>
<th>Soapy Joe's Bonita Inc. 3048 Bonita Road, Bonita</th>
<th>HCF</th>
<th>Commodity Amount</th>
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<tr>
<td>Water Bill Under Review for Adjustment (a)</td>
<td>7,715</td>
<td>$37,576.92</td>
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<tr>
<td>Average Bi-Monthly Water Bill (prior 12 months)</td>
<td>1,118</td>
<td>$6,976.32</td>
</tr>
<tr>
<td>Above-Average Water Use at Wholesale Rate</td>
<td>7,715 - 1,118 = 6598</td>
<td>$19,794.00</td>
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<tr>
<td>New Total Amount Due (b)</td>
<td>$ 26,770.32</td>
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</tr>
<tr>
<td>Amount of One-Time Adjustment (a-b)</td>
<td>$ 10,806.60</td>
<td></td>
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</table>

POLICY/STRATEGIC PLAN OBJECTIVE

It is the Board’s policy to set rules for adjusting customer’s water bills so as not to profit by a customer’s misfortune. Under this policy, the General Manager is authorized to approve adjustments up to $1,500; adjustments in excess of $1,500 shall be approved by the Board. In addition, all one-time adjustments are provided without a specific reason.

ALTERNATIVES

1. Approve the one-time adjustment to Soapy Joe’s Bonita Inc.’s account in the amount of $10,806.60.

2. Grant Soapy Joe’s Bonita Inc. an extended payment plan to pay the balance of $37,583.48 over a twelve month period with no adjustment.

3. Deny the request.

RECOMMENDATION

Staff recommends that the Governing Board approve a one-time adjustment in the amount of $10,806.60 to the account of Soapy Joe’s Bonita Inc.
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TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: February 15, 2019
SUBJECT: Consideration to Approve Contract Amendment No. 5 to GEI Consultants, Inc., for Condition Assessment of North and South Spillways of Sweetwater Dam

SUMMARY
The Authority is contracted with GEI Consultants, Inc. (GEI) to assist the Authority with bid and construction phase support and construction management services for the Sweetwater Dam and South Dike Improvements Project (Project). Final design plans and specifications for the Project were electronically submitted to the California Division of Safety of Dams (DSOD) for review and approval on May 4, 2018. On August 1, 2018, DSOD responded with comments on both the plans and specifications. The Authority and GEI made the necessary revisions to the plans and specifications and resubmitted them to DSOD for review and approval on October 22, 2018.

On December 3, 2018, DSOD informed the Authority that all previous DSOD comments were satisfactorily addressed; however, DSOD now had new requirements that were not previously discussed. Under these new requirements, the Authority must perform a condition assessment of the North and South Spillways to further evaluate the concrete lining, drainage system, foundation materials, and geologic conditions adjacent to and underneath the spillways. Even though both spillways have been evaluated before, this new requirement by DSOD is a result of the major incident that occurred at Oroville Dam, where significant damage and erosion of the Service and Emergency Spillways occurred. As a result of the Oroville incident, former Governor Jerry Brown issued a plan to bolster DSOD’s Dam Safety Program, ordering detailed evaluations of dam appurtenant structures, such as spillways. DSOD is expediting evaluations for dams with high and extremely high hazard classifications as it relates to downstream inundation and damages, in case of dam failure. DSOD has classified Sweetwater Dam and its appurtenant structures as extremely high hazard.

The Authority received a proposal from GEI on January 2, 2019, to perform the additional condition assessment of the spillways, for an amount not-to-exceed $125,734. The proposed scope of work was forwarded by email to DSOD on the same day to obtain DSOD approval before proceeding with the actions necessary to authorize GEI to perform the work. DSOD approved the proposed scope of work by email on
January 7, 2019, but recommended that the non-destructive testing methods described in the optional Task 5 of GEI’s original proposal be included in the scope of work. The Authority immediately requested a revised proposal from GEI that includes a cost for the non-destructive testing methods.

The revised GEI proposal was received on January 17, 2019 for an amount not-to-exceed $169,244. Authority staff concurs with DSOD’s recommendation because including them will provide a more comprehensive assessment of both spillways. The non-destructive testing methods, now included in Task 2 of the revised GEI proposal, would be able to detect any structural deficiencies and potential void space underneath the concrete lining of both spillways that might not be able to be detected by the visual inspection methods described in Task 2 of the proposal.

The following table provides a summary of project design activities:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 2018</td>
<td>Final design plans and specification submitted to DSOD</td>
</tr>
<tr>
<td>August 1, 2018</td>
<td>DSOD responded with comments on both the plans and specifications</td>
</tr>
<tr>
<td>October 22, 2018</td>
<td>Authority and GEI made the necessary revisions to the plans and specifications and resubmitted them to DSOD for review and approval</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>DSOD informed the Authority of new requirements for additional condition assessment</td>
</tr>
<tr>
<td>January 2, 2019</td>
<td>Authority received a proposal from GEI for the additional required work; proposal was forwarded to DSOD for approval</td>
</tr>
<tr>
<td>January 7, 2019</td>
<td>DSOD approved scope of work, but made additional recommendation to include non-destructive testing methods</td>
</tr>
<tr>
<td>January 17, 2019</td>
<td>GEI sent revised proposal with additional scope of work for non-destructive testing methods</td>
</tr>
</tbody>
</table>
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration to Approve Contract Amendment No. 5 to GEI Consultants, Inc., for Condition Assessment of North and South Spillways of Sweetwater Dam
February 15, 2019
Page 3 of 4

FISCAL IMPACT

The $169,244 cost associated with the condition assessment of the North and South Spillways results in an increase to the contract with GEI from $219,580 to $388,824. Funds for this project are budgeted in the Sweetwater Dam PMF Project Reserve.

| Original Contract: GEI Consultants, Inc. | $219,580.00 |
| Additional Scope of Work | 169,244.00 |
| **Contract Total** | **$388,824.00** |

| Beginning Balance of Sweetwater Dam PMF Project Reserve | $6,340,300 |
| Less: funds previously allocated from Sweetwater Dam PMF Project Reserve | (219,580.00) |
| Less: additional funds allocated from Sweetwater Dam PMF Project Reserve | (169,244.00) |
| **Balance of Project Reserve** | **$5,951,476** |

POLICY/STRATEGIC PLAN OBJECTIVE

Strategic Plan Goal 2, System and Water Supply Reliability: Achieve an uninterrupted, long-term water supply through investment, maintenance and innovation
- Objective SR5: Address Division of Safety of Dams and maintenance requirements to accommodate the Probable Maximum Flood (PMF) for Sweetwater Dam and stairs replacement at Loveland Dam
  - 002.00 Prepare design, environmental document, advertise bids, and construction Sweetwater Dam PMF and South Spillway Improvements (bond funded)

ALTERNATIVES

1. Approve contract Amendment No. 5 with GEI Consultants, Inc., Carlsbad, CA, for the scope of work relating to a condition assessment of the North and South Spillways of Sweetwater Dam (including non-destructive testing), in an amount not-to-exceed $169,244.

2. Reject DSOD’s recommendation and approve the original GEI proposal received on January 2, 2019 for an amount not-to-exceed $125,734, with the understanding that it does not include DSOD’s recommendation for non-destructive testing.
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration to Approve Contract Amendment No. 5 to GEI Consultants, Inc.,
for Condition Assessment of North and South Spillways of Sweetwater Dam
February 15, 2019
Page 4 of 4

RECOMMENDATION
Staff recommends that the Governing Board approve Contract Amendment No. 5 with
GEI Consultants, Inc., Carlsbad, CA, for the scope of work relating to a condition
assessment of the North and South Spillways of Sweetwater Dam, in an amount not-to-
exceed $169,244.

ATTACHMENT
Proposal from GEI
January 15, 2019
P1804968

Erick Del Bosque, P.E.
Engineering Manager
Sweetwater Authority
505 Garrett Ave.
Chula Vista, CA 91910

Re: Proposal for Condition Assessment of South and North Spillways of Sweetwater Dam

Dear Mr. Del Bosque:

This letter is a proposal by GEI Consultants, Inc. (GEI) to perform a comprehensive condition assessment of the south spillway and north (siphon) spillway of Sweetwater Dam owned by Sweetwater Authority (Authority). This condition assessment was requested to be performed by the California Department of Water Resources (DWR), Division of Safety of Dams (DSOD) in their December 5, 2018 email to the Authority. DSOD’s request is a result of recent major incidents at Oroville Dam which led to significant damage to its service and emergency spillways.

Scope of Work

Our proposed scope of work is based on specialized experience gained over the past 18 months performing more than 30 comprehensive spillway condition assessments for dams in California in response to DSOD’s requests.

Our proposed scope of work consists of the following tasks:

- Task 1 – Review Existing Information
- Task 2 – Field Inspection
- Task 3 – Evaluation and Report
- Task 4 – Project Management and Meeting
- Task 5 – Optional Services

Task 1 – Review Existing Information

Prior to performing our field inspection, GEI will review existing drawings, reports, and repair records of the spillways previously provided to us by the Authority. We request
that the Authority provide any other relevant documents related to the spillway condition assessment, especially any additional records of previous repairs and maintenance, construction documents, and history of spills. GEI will also obtain PDF copies of all DSOD files on Sweetwater Dam. This PDF copy of DSOD files will be provided to the Authority. We will perform a thorough review of information pertaining to the geology, design and construction, hydrology and hydraulics, instrumentation, and historical performance of the spillways.

**Task 2 – Field Inspection**

*Visual Inspection*

Prior to conducting the field inspection of the spillways, GEI will prepare a brief work plan for review by the Authority and ultimate submission to DSOD for approval. GEI will also prepare a project-specific Health and Safety Plan (HASP) for performance of the field work.

The visual inspection will be performed by a three-party team of GEI professionals that will include an engineering geologist and two civil/geotechnical engineers who are experienced in spillway and dam inspections and identification of geologic hazards.

The discharge chute of the south spillway and the six barrels of the siphon spillway will require rope access to perform detailed inspections. In addition, the six barrels of the siphon spillway are permit-required confined spaces. GEI will engage Rescue Solutions as a subcontractor to address rope access logistics and confined space entry concerns. GEI has teamed with Rescue Solutions on several other spillway inspection projects to provide similar services. Rescue Solutions will assist GEI by providing:

- Rope access set-up and operation to support the inspection
- Rescue support as needed for any on-rope or medical emergency
- Confined space rescue stand-by crew(s) for permit required entries

Precautions such as air monitoring will be employed while inspecting the siphons and will be detailed in the HASP. We anticipate that the field inspection will require up to five working days to complete. This is mainly due to the complexities associated with rope access to the south spillway chute and six barrels of the siphon spillway.

GEI will visually inspect the condition of the existing spillways including the concrete and any exposed bedrock foundation conditions. The inspection will include performing qualitative soundings along the spillways by striking the concrete surfaces with a rock hammer and noting any hollow delaminated concrete, or “drummy” zones that may indicate voids beneath the concrete. The conditions of each concrete panel will be tabulated and mapped, noting items such as: cracks and concrete defects; joint conditions and joint offsets; tilt, bulging, or warping of walls and slab panels; spalling and delamination of concrete; exposed aggregate and/or reinforcing steel; previous
repairs and the condition and type of existing repairs; and observable portions of any drainage systems.

Geologic inspections of the materials adjacent to the spillways will be performed. The inspection will include: mapping and characterization of discontinuities such as joints, shear zones, and bedding; qualitative evaluation of rock hardness and degree of weathering; characterization of soils; and any evidence of undermining of the spillway or head cutting erosion at the ends of spillway chutes.

A photographic record of observed conditions will be maintained during the inspection and will be included in the report.

**Non-Destructive Testing**

At the request of the DSOD, we have included non-destructive testing (NDT) in this first phase of the inspection. We plan to perform the NDT at the same time as the visual inspection described above to take advantage of Rescue Solutions mobilization to the site to provide rope access and rescue team support. The NDT will be performed by a two-party team of GEI professionals.

Equipment will be brought to the site to perform NDT using the following techniques: Impulse Response Spectrum (ASTM C-1740), Ground Penetrating Radar (ASTM D-6432), and Impact Echo (ASTM C-1383). The locations where various test techniques will be performed will be based on access constraints, design details shown on existing drawings, and informed by the visual inspection data. NDT will be performed in the south spillway (relatively flat upper portion and steep downstream chute) and siphon spillway (discharge chambers and runout section). The relatively thick concrete in the siphons and steep to overhanging geometry will limit the number of NDT methods that can be employed in the siphon chambers. The likely focus of the NDT work within the siphon chambers will be to confirm rebar spacing and typical concrete cover over the rebar with respect to the design drawings. We plan to perform this type of testing on the floor and lower portions of the walls of at least one siphon chamber.

Where practical, multiple testing techniques will be used to help corroborate the test results. We plan to drill a few (4 to 6) small diameter (3/4-inch) holes through concrete slabs (and possibly walls) to corroborate slab thickness data obtained from the NDT, and also to corroborate NDT data that may indicate the presence of voids below slabs. These small holes will be backfilled with a two-component, polymer-modified, Portland cement-based, fast-setting, non-sag mortar such as SikaTop 123 Plus (or similar).

We have budgeted to perform four days of NDT at the site, likely two days at each spillway. If time allows (and results warrant) we will expand the NDT work to include an additional siphon chamber.
Assumptions

We have assumed that the field inspection will be performed at a time when the reservoir is below the upstream access location for the siphon spillway and that the spillways are free of water, debris, moss or other vegetation. GEI will work with the Authority to identify any site-specific hazards and address those concerns as appropriate.

Task 3 – Evaluation and Report

Potential failure modes of each spillway will be identified. Design details will be compared to the state of practice for modern spillway designs. This comparison and our expertise and understanding of spillway failure modes will be used along with results of the field inspection to evaluate the adequacy of the spillways. This evaluation will consider planned improvements to the south spillway, as documented in reports, plan drawings, and specifications previously submitted to the Authority by GEI, and subsequently reviewed by DSOD.

A condition assessment report will be prepared covering both the south spillway and siphon spillway. The report will document and describe the condition of the spillways and identify any areas of concern such as defects, areas requiring repair, potential risk reduction measures, and other significant observations from the field inspection. The report will include a summary of historical performance of the spillways, and conclusions and recommendations. Recommendations may include the need for further exploration and/or field testing.

Electronic copies of the draft report in MS Word and PDF formats will be provided to the Authority for review and comment. GEI will incorporate Authority comments on the draft report into the final report. GEI will provide hard copies of the final report, as well as electronic files in MS Word and PDF.

The final report will be submitted to DSOD by the Authority for their review and comment.

Task 4 – Project Management and Meeting

GEI will maintain close communication with the Authority throughout the course of the work and provide updates on progress, schedule, and budget on a monthly basis along with our invoices. GEI will plan for and participate in one meeting with the Authority to discuss the results of the condition assessment work.

Task 5 – Optional Services

At this time, GEI is not proposing additional tasks be performed as part of the spillway condition assessment. However, the condition assessment described above may
indicate the need to perform a second phase of field investigation, involving destructive testing. Examples of destructive testing may include:

- **Concrete Coring** – Concrete coring would involve obtaining samples of spillway concrete for use in laboratory testing to further characterize the properties of the concrete.

- **Borings** – Borings would involve mobilization of a drilling rig to obtain samples of soil and/or rock to further characterize the properties of these materials at depth below the spillway.

Optional services could also include more detailed geologic investigation (geologic field mapping) and/or unmanned aerial video survey (drone survey) for further documentation of spillway and geologic conditions. If additional investigations are judged to be warranted, or required by DSOD, GEI will develop a scope of work and fee estimate for performing the additional work for review by the Authority.

We have assumed that the results of the spillway condition assessment will not require the need to modify the existing final design plans and specifications for the Sweetwater Dam and South Dike Improvements Project, which includes improvements to the south spillway. If modification of these plans and specifications are warranted, GEI will develop a scope of work and fee estimate to make any necessary changes for review by the Authority.

**Fee Estimate**

Our fee estimate for performing the scope of work described above for Tasks 1 to 4 is $169,244 as summarized in Table 1.

<table>
<thead>
<tr>
<th>Task</th>
<th>GEI Labor &amp; Expenses $</th>
<th>Rescue Solutions (Subcontractor) $</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Review Existing Information</td>
<td>9,000</td>
<td>0</td>
<td>9,000</td>
</tr>
<tr>
<td>2 – Field Inspection</td>
<td>76,598</td>
<td>26,750</td>
<td>103,348</td>
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<tr>
<td>3 – Evaluation and Report</td>
<td>48,876</td>
<td>0</td>
<td>48,876</td>
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<tr>
<td>4 – Project Management and Meeting</td>
<td>8,020</td>
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<td><strong>Total</strong></td>
<td><strong>142,494</strong></td>
<td><strong>26,750</strong></td>
<td><strong>169,244</strong></td>
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</table>

A detailed breakdown of the fee estimate is contained in Attachment A. A proposal from Rescue Solutions for performance of their portion of the work is contained in Attachment B. Rescue Solutions billing will be based on a July 2017 Standard Expense Sheet contained in their proposal.
GEI will not exceed the authorized budget unless written approval to do so is received from the Authority.

**Schedule**

We anticipate that a work plan for the field inspection can be submitted to the Authority for review within three weeks of receiving notice to proceed. The field inspection would be scheduled following DSOD review and approval of the work plan. GEI will coordinate with the Authority for performance of the field inspection, assumed to be in March or April 2019. We anticipate that a draft report of the spillway condition assessment can be submitted to the Authority within three months of completion of the field inspection.

Please contact me at 760-795-1972 or tkeller@geiconsultants.com if you have any questions regarding this proposal.

Sincerely,

GEI CONSULTANTS, INC.

Project Manager, Vice President  Vice President

TOK/drw
## ATTACHMENT A

### Condition Assessment of South Spillway and North Spillway
#### Sweetwater Dam
GEI Consultants, Inc. Fee Estimate
Sweetwater Authority

01/15/2019

<table>
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<tr>
<th>Task Description</th>
<th>Engineer Grade</th>
<th>CADD Oper. $142</th>
<th>Admin. Support $106</th>
<th>Total Labor Hours</th>
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<th>Direct Expenses</th>
<th>Subcontractor (Note 1)</th>
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<tr>
<td>1 - Review Existing Information</td>
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<td>1.1 Information Review (Note 2)</td>
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<td>16</td>
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<td>2 - Conduct Field Inspections</td>
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<td>2.1 Health &amp; Safety Plan</td>
<td>1</td>
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<td>9</td>
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<td>2.2 Work Plan</td>
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<tr>
<td>2.3 Base Maps, Field Sheets</td>
<td>6</td>
<td></td>
<td>6</td>
<td>6</td>
<td>$1,284</td>
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<td>2.4 Geologic Mapping</td>
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<td>$1,712</td>
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<td>120</td>
<td>60</td>
<td>180</td>
<td>4</td>
<td>$34,200</td>
<td>$8,900</td>
<td>$26,750</td>
<td>$69,850</td>
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<tr>
<td>2.6 Non-Destructive Testing (Note 4)</td>
<td>2</td>
<td>112</td>
<td>114</td>
<td>2</td>
<td>$21,566</td>
<td>$4,500</td>
<td></td>
<td>$26,066</td>
</tr>
<tr>
<td>Subtotal</td>
<td>2</td>
<td>2</td>
<td>143</td>
<td>116</td>
<td>0</td>
<td>68</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| 3 - Evaluations and Report                                 |                |                 |                     |                  |            |                 |                        |       |
| 3.1 Draft Report                                           | 24            | 4               | 96                  | 24               | 24         | 16              | 6                      | 194   |
| Subtotal                                                   | 28            | 6               | 120                 | 32               | 0          | 28              | 0                      | 0     |
| 3.2 Final Report                                           | 4             | 2               | 24                  | 8                | 4          | 2               | 4                      | 48    |
| Subtotal                                                   | 28            | 6               | 120                 | 32               | 0          | 28              | 0                      | 0     |

| 4 - Project Management and Meetings                        |                |                 |                     |                  |            |                 |                        |       |
| 4.1 Meetings and Project Management                        | 16            | 12              | 2                   | 0                | 0          | 0               | 0                      | 30    |
| Subtotal                                                   | 16            | 0               | 12                  | 2                | 0          | 0               | 0                      | 30    |

| Totals                                                     | 46            | 8               | 291                 | 166              | 0          | 100             | 0                      | 0     |

| Notes:                                                     |                |                 |                     |                  |            |                 |                        |       |
| 1) Rescue Solutions for rope access set-up and operation, rescue support for on-rope or medical emergency, and confined space rescue crew. | | | | | | | | |
| 2) Direct expense of $2,000 is estimated cost for making copies of all DSOD files related to Sweetwater Dam. | | | | | | | | |
| 3) GEI inspection crew of three GEI personnel certified for rope access, on site for up to five days. | | | | | | | | |
| 4) GEI inspection crew of two NDT specialized GEI personnel certified for rope access, on site for up to four days. | | | | | | | | |
January 14, 2019

GEI Consultants

ATT: Chris Slack
Via Email:
Cslack@geiconsultants.com

Dear Sir:

Regarding Rope Access and Rescue Stand-By Services for Spillway inspection at Sweetwater Dam Spillway.
Services are as follows:

**LOCATION**
Sweetwater Dam Spillway

**SCHEDULE**
TBD 2019

**JOB SCOPE**
Provide rope access set-up and operation as needed to support inspection of spillway.
Provide Rescue support as needed for any on-rope or medical emergency.
Provide Confined Space Rescue Stand-By crew(s) for permit required entries.

**SERVICE INCLUDES**
1 Rescue Module
   -Ropes and Hardware for anchoring and rigging retrieval lines
   -Multi-pod, Sked/Stokes Litter
   -SCBA/Supplied Air, Hard line Communication, Radios
   -Air monitoring and Ventilation fan

3 Rescue Technicians
   -Certified for Confined Space Rescue
   -CPR/EMS First responder, Fire Department Personal
QUOTATION

ESTIMATED 5 Days 1 Team M-F 12HR  $17,750.00
Additional Rescue Tech (@ 1,400 12HR day) 5 Days M-F  $7,000.00
ESTIMATED 1 MOVE IN  $2,000.00

NOT TO EXCEED  Total  $26,750.00

Includes
- Crew, Module, Hotel, per diem, vehicle
- 8 hr. min
- Cancellation with less than 16 hours notice will be charged
- An 8 hour day.
- Sat is overtime and Sun is double time

Changes or delays to the agreed upon schedule will result in additional crew charges in accord with the attached Rescue Solutions Standard Expense Sheet as of July 2017.

Please contact Ron at 707-391-5881 should you have any questions. Thank you for the opportunity to quote.

Sincerely,

ERICA FRANKLIN
STANDARD EXPENSE SHEET  
As of July 2017

**SERVICE INCLUDES**

1 Rescue Module
- Ropes and Hardware for anchoring and rigging retrieval/rescue systems
- Multipod (tri-pod), Sked/Stokes Litter
- SCBA/Supplied Air, Hard line Communication, Radios
- Air monitoring and Ventilation fan for rescue personnel

2 Rescue Technicians
- Confined Space Rescue Trained
- Swift-Water Rescue Trained (As required)
- CPR/EMS First responder, Fire Department Personal

**Rescue Crew Rate with Rescue Gear:**

<table>
<thead>
<tr>
<th></th>
<th>8 Hr Day:</th>
<th>10 Hr Day:</th>
<th>12 Hr Day:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck/Gear</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td>Two Techs</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>+ Overtime</td>
<td>+$600</td>
<td>+$1,200</td>
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</tr>
<tr>
<td>**Total:</td>
<td>$2,350.00</td>
<td>$2,950.00</td>
<td>$3,550.00</td>
</tr>
</tbody>
</table>

*These are our standard rates for Rescue Stand-by:

**Technician Labor Rate**
- $100.00 /Hour /Technician 1-8hr

**Overtime Labor Rate**
- $150.00 /Hour /Technician 9-12hr
- $200.00 /Hour /Technician 13-24hr

**Saturday Labor Rate**
- $150.00 /Hour /Technician 1-8hr
- $200.00 /Hour /Technician 9-24hr

**Sunday Labor Rate**
- $200.00 /Hour /Technician 1-24hr

**Rescue Gear**
- $700.00 /Day

**Truck**
- $50.00 /Day

**Mobilization (In/Out)**
- $400.00 per move in/out (Per Quote)
*These items are broken down here for informational purposes only; these prices are factored into the above technician rate and may be subject to change.

Hotel_____________________________ $150.00/Day/Technician or cost**
Per Diem___________________________ $50.00/Day/Technician**
Travel____________________________ $75.00/hour/Technician (to and from job site)
Mobilization_______________________ Per Quotation; $1.00 per Mile
Demobilization_____________________ Per Quotation; $1.00 per Mile

*These items are additional if needed for work requested.

Daily Job Site Mileage___________ Per Quotation; $1.25/Mile
Air Fare__________________________ Cost
Freight___________________________ Cost
Rental Vehicle____________________ Cost

*Should worked requested require the use of our rescue boat:
Rescue Boat_______________________ $500 a day
17.5’ 10 person Zodiac W/40hp
Rescue Boat_______________________ $250 a day
14’ White Water Raft
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TO: Governing Board (Finance and Personnel Committee)

FROM: Management

DATE: February 15, 2019

SUBJECT: Consideration of Changes to Director’s Fees

SUMMARY

Members of the Governing Board (Board) of the Authority receive per diem, also referred to as “Director’s Fees”, for occasions that constitute the performance of official duties, in an amount that is established by the Board in accordance with state law and for the actual and necessary expenses incurred in the performance of such official duties.

Presently, Director’s Fees in the amount of $150 per day, as established by the Board in accordance with the Water Code Sections 20200-20207, shall be paid for attendance at the following:

A. Regular, Special, or Adjourned meetings of the Board.
B. Board Committee, Interagency Committees/Boards, and Ad Hoc Committee meetings.
C. Meetings of other organizations, where such attendance constitutes the performance of a Director’s official duties, as provided for by Policy 511; however, Directors shall not receive Director’s Fees for travel days immediately preceding and/or following the day on which a conference or meeting is held.
D. Designated functions at the direction of the Board by motion, either prior to the function or at the next regular Board meeting following the function.
E. Chairperson’s attendance at Board agenda preparation meetings with Management and the General Manager’s performance evaluation by the Chairperson, or Vice Chairperson’s attendance at such meetings and performance evaluations in the event the Chairperson is unable to attend.

Per Water Code Section 20202, the increase in the amount of compensation which may be received by members of the governing board of a water district may not exceed 5 percent for each calendar year following the operative date of the last adjustment. Additionally, a director cannot receive compensation for more than a total of 10 (ten) days in any calendar month.
As of the last increase effective on July 23, 2001, the maximum increase the Board can entertain at this point is $135, which would bring the per diem to $285 ($150 + $135 = $285). Should the Board elect to increase the per diem to $285, the effective date would need to be on or after July 23, 2019. Should the Board elect to increase the per diem to an amount less than $285, then the effective date could be July 1, 2019, per Policy 510. For reference, staff conducted a survey of water agencies and their associated Director's Fees in San Diego County, which is attached.

**FISCAL IMPACT**
Any approved changes would be reflected in the proposed FY 2019-20 Budget.

**POLICY/STRATEGIC PLAN OBJECTIVE**
Policy 510, Per Diem and Reimbursement, states that Director's Fees will be reviewed annually in either January or February, and any changes approved will be effective July 1 of the same year.

**ALTERNATIVES**
1) Consider adjustment to Director's Fees, as directed by the Board, and direct staff to schedule a public hearing.

2) Do not approve changes to the Director’s Fees.

**RECOMMENDATION**
Staff defers to the Governing Board for direction.

**ATTACHMENT:**
Survey of San Diego Water Agency Per Diem Fees
# BOARD OF DIRECTORS

**PER DIEM COMPENSATION COMPARISON**

**JANUARY 2019**

(sorted by name)

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>Jan 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Carlsbad MWD</td>
<td>$100.00</td>
</tr>
<tr>
<td>2 Eastern MWD</td>
<td>$223.00</td>
</tr>
<tr>
<td>3 Elsinore Valley MWD</td>
<td>$221.43</td>
</tr>
<tr>
<td>4 Encina Wastewater Authority</td>
<td>$206.00</td>
</tr>
<tr>
<td>5 Fallbrook PUD</td>
<td>$100.00</td>
</tr>
<tr>
<td>6 Helix Water District</td>
<td>$200.00</td>
</tr>
<tr>
<td>7 Lakeside Water District</td>
<td>$125.00</td>
</tr>
<tr>
<td>8 Leucadia Wastewater</td>
<td>$190.00</td>
</tr>
<tr>
<td>9 Olivenhain MWD</td>
<td>$150.00</td>
</tr>
<tr>
<td>10 Otay Water District</td>
<td>$100.00</td>
</tr>
<tr>
<td>11 Padre Dam MWD</td>
<td>$137.00</td>
</tr>
<tr>
<td>12 Rainbow MWD</td>
<td>$150.00</td>
</tr>
<tr>
<td>13 Ramona MWD</td>
<td>$100.00</td>
</tr>
<tr>
<td>14 Rancho California Water District</td>
<td>$200.00</td>
</tr>
<tr>
<td>15 Rincon Del Diablo MWD</td>
<td>$160.00</td>
</tr>
<tr>
<td>16 SDCWA Directors/Officers</td>
<td>$150/$180</td>
</tr>
<tr>
<td>17 San Dieguito Water District</td>
<td>$100.00</td>
</tr>
<tr>
<td>18 Santa Fe Irrigation District</td>
<td>$150.00</td>
</tr>
<tr>
<td>19 South Bay Irrigation District</td>
<td>$100.00</td>
</tr>
<tr>
<td>20 Sweetwater Authority</td>
<td>$150.00</td>
</tr>
<tr>
<td>21 Vallecitos Water District</td>
<td>$200.00</td>
</tr>
<tr>
<td>22 Valley Center MWD</td>
<td>$100.00</td>
</tr>
<tr>
<td>23 Vista Irrigation District</td>
<td>$200.00</td>
</tr>
<tr>
<td>24 Yuima MWD</td>
<td>$206.00</td>
</tr>
<tr>
<td>DISTRICT</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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</tr>
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<td>$223.00</td>
</tr>
</tbody>
</table>
TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: February 15, 2019
SUBJECT: Review of Board Policies and Procedures (501 through 511)

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

Management reviewed each policy and submitted proposed changes to legal counsel for concurrence, as well as any additional legal updates. These recommended changes are now presented to the Board for consideration.

<table>
<thead>
<tr>
<th>POLICY</th>
<th>ADDITIONS/MODIFICATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>501, 508, and 509</td>
<td>No recommended changes.</td>
</tr>
<tr>
<td>502</td>
<td>Recommended changes: Clarify to align with mission.</td>
</tr>
<tr>
<td>503</td>
<td>Recommended changes: Clarify that periodic review of the existing policies and procedures will be initiated by the General Manager.</td>
</tr>
<tr>
<td>504</td>
<td>Recommended changes: Clarify that these procedures are intended to assist in the governance of the Authority.</td>
</tr>
<tr>
<td>505</td>
<td>Recommended changes: Change term of office to one year as suggested by Director Preciado.</td>
</tr>
<tr>
<td>506</td>
<td>Recommended changes: Clarify governance of behavior as a member of the Board.</td>
</tr>
<tr>
<td>507</td>
<td>Recommended changes: Clarify that a serial meeting may occur if an individual contacts the members of the legislative body prior to a formal meeting; standing Committee appointments shall be made annually; and minutes of Standing Committees shall be made available to the Board as part of publicly available agenda.</td>
</tr>
<tr>
<td>510</td>
<td>Recommended changes: Clarify definition of a quorum.</td>
</tr>
</tbody>
</table>
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Review of Board Policies and Procedures (501 through 511)
February 15, 2019
Page 2 of 2

| 511 | Recommended changes: Community outreach functions shall be approved by the Board as agendized actions. |

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

**POLICY**
The Governing Board has approved periodic reviews of its Policies and Procedures.

**ALTERNATIVES**
1) Approve the recommended changes to the attached policies as presented.
2) Direct staff to make revisions to the recommended changes.

**RECOMMENDATION**
Management recommends that the Governing Board approve the recommended changes to Policies 501 through 511 as presented.

Attachments: Board Policy 501
Board Policy 502 (Revised)
Board Policy 503 (Revised)
Board Policy 504 (Revised)
Board Policy 505 (Revised)
Board Policy 506 (Revised)
Board Policy 507 (Revised)
Board Policy 508
Board Policy 509
Board Policy 510 (Revised)
Board Policy 511 (Revised)
POLICY 501 – OFFICIAL SEAL

POLICY

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

PROCEDURE

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

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

POLICY

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

PROCEDURE

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

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

POLICY

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

PROCEDURE

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

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

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

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

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

POLICY

The Governing Board (Board) of Sweetwater Authority (Authority) is committed to providing excellence in legislative leadership that results in the provision of the highest quality of industry-leading services to its constituents and to comply with all applicable state laws including AB 1234 approved in 2006.

PROCEDURE

In order to assist in the governance of the Authority by encouraging productive dialogue and conduct between and among members of the Board and staff, Directors who consistently ignore or violate these procedures may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the Authority. The following standards and procedures will be observed:

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

B. Responsiveness and attentive listening in communication are encouraged.

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

D. The primary responsibility of the Board is the formulation and evaluation of policy and making financial decisions. Routine matters concerning the operational aspects of the Authority are to be delegated to professional staff members of the Authority the General Manager.

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

F. Directors should commit themselves to focusing on issues and not personalities or other prejudices. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
G. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a courteous manner, without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and should not create barriers to the implementation of said action.

H. Directors should develop a working relationship with the General Manager wherein current issues, concerns, and Authority projects can be discussed comfortably and openly. In seeking clarification on informational items, Directors should approach the General Manager or Assistant General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

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

J. When considering items related to safety, concerns for safety or hazards should be reported to the General Manager or Assistant General Manager.

K. When seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

L. When approached by Authority personnel concerning specific Authority policy, Directors should direct the Authority personnel to the General Manager. Directors may directly consult with the General Manager or legal counsel.

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

N. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels, such as customer service, the General Manager, or legal counsel and to responsible management personnel.

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

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

Q. When approached by vendors or contractors concerning the availability of work or
contracts at the Authority, such inquiries should be referred to the General Manager or Assistant General Manager.

Directors who consistently ignore or violate these procedures may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the Authority.
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POLICY 505 – BOARD CHAIRPERSON AND VICE CHAIRPERSON

POLICY

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

PROCEDURE

The Governing Board shall hold an annual organizational meeting at its last regular meeting in December. The Board shall elect one of its members as Chairperson and another member as Vice Chairperson. The Chairperson’s term of office shall be two one (21) years and until his/her successor takes office. The Chairperson’s authority is granted by the full Board and the Chairperson:

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

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

The Vice Chairperson’s term of office shall be two one (21) years and until his/her successor takes office. The Vice Chairperson shall perform all the duties of the Chair in the absence of the Chairperson or in the event of the Chairperson’s inability to perform such duties and such other duties as are specified by the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as Chairperson of the meeting.

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

The duties and responsibilities of the Chairperson include the following:

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

Reviewed and Reapproved on 5/23/18
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POLICY 506 – MEMBERS OF THE GOVERNING BOARD

POLICY

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

PROCEDURE

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

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

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

C. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
D. Directors shall defer to the Chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

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

F. Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board’s decision-making responsibilities.

G. Directors shall channel requests for substantive information and/or research through the General Manager. Requests by individual Directors that entail substantial effort or cost for substantive information and/or research from Authority staff will be channeled through the General Manager and through the Board if the request entails substantial effort or cost. Individual Board members shall not act independently to direct staff in the performance of their duties, or to provide or compile data, information, or reports.

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

POLICY

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

PROCEDURE

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

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

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

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

The Standing Committees of the Board are:

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

Interagency Committees/Boards are:

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

Revised and Reapproved on 5/23/18
Ad Hoc Committees are to be appointed by the Chairperson, if necessary.

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

The Chairperson shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than the Board’s second regular meeting in JanuaryFebruary 1 of each year.

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

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

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

Meeting minutes of Standing Committees shall be prepared and made available to the Board as part of a publicly available agenda.
POLICY 508 – OTHER APPOINTED OFFICERS

POLICY

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

PROCEDURE

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

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

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

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

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

POLICY

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

PROCEDURE

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

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

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

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

A. Upon business of the state or the municipality

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

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

Reviewed and Reapproved on
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POLICY 510 – PER DIEM AND REIMBURSEMENT

POLICY

Members of the Governing Board (Board) shall receive per diem, specified herein as “Director’s Fees,” for occasions that constitute the performance of official duties, in an amount that is established by the Board in accordance with state law and for the actual and necessary expenses incurred in the performance of such official duties. The Per Diem and Reimbursement policy set forth herein shall be read in conjunction with Policy 511 for Training, Education, and Community Outreach.

PROCEDURE

Director’s Fees in the amount of $150 per day, as established by the Board in accordance with the Water Code Sections 20200-20207, shall be paid for attendance at the following:

A. Regular, Special, or Adjourned meetings of the Board.
B. Board Committee, Interagency Committees/Boards, and Ad Hoc Committee meetings.
C. Meetings of other organizations, where such attendance constitutes the performance of a Director’s official duties, as provided for by Policy 511; however, Directors shall not receive Director’s Fees for travel days immediately preceding and/or following the day on which a conference or meeting is held.
D. Designated functions at the direction of the Board by motion, either prior to the function or at the next regular Board meeting following the function.
E. Chairperson’s attendance at Board agenda preparation meetings with Management and the General Manager’s performance evaluation by the Chairperson, or Vice Chairperson’s attendance at such meetings and performance evaluations in the event the Chairperson is unable to attend.

Director’s Fees will be reviewed annually in either January or February, and any changes approved will be effective July 1 of the same year.

Directors will not receive a Director’s Fee or payment of actual and necessary expenses for attendance at: a) more than one authorized event per day or b) meetings of other organizations as provided for by Policy 511, unless the Board approves such attendance either prior to the function or at the next regular Board meeting following the function. Total per diem, or Director’s Fees, shall not exceed ten (10) days in any calendar month.

Directors who attend meetings of organizations other than Authority Board or Committee meetings by the use of teleconferencing or the Internet (i.e., online) shall not receive a Director’s Fee unless:

1) the Director is unable to attend in person because of health or personal emergency,
or

2) the Director chooses not to attend in order to save the Authority the expense of travel to the meeting, the Director’s Fee is approved in accordance with Policy 511, and teleconferencing/online participation is approved in advance by the Board, or

3) the Director is participating in a legally required training function with an approved vendor of the State of California provided the Director submits a certificate of completion.

4) the meeting is only available by teleconferencing or Internet and the Director’s Fee is approved in accordance with Policy 511, or

5) the Director is an appointed Authority representative to an organization and that organization’s meeting is available by teleconferencing or the Internet.

At the end of each month, Directors are to submit to the Board Secretary a signed "Director’s Monthly Per Diem and Mileage Reimbursement" form documenting the meetings attended during the month and the corresponding mileage to be reimbursed, if any.

Water Code Section 20202 provides that a water district may increase the amount of compensation which may be received by members of the Board above the amount of one hundred dollars ($100) per day, so long as the increase does not exceed an amount equal to five percent (5%) for each calendar year following the operative date¹ of the last adjustment of compensation. Section 20202 authorizes compensation for no more than a total of ten (10) days in any calendar month.

The Authority will pay actual and necessary expenses of Directors incurred in the performance of official duties within San Diego County as contemplated by Policy 511, including registration, tuition, meals, incidental expenses, tips and gratuities, and each mile actually traveled by a Director in his or her private automobile for attendance of any Director specifically designated or approved by the Board to attend an event within San Diego County. Reimbursement per mile to be equal to the standard rate for business miles deduction by the United States Internal Revenue Service, as such rate is established from time to time.

A Director will receive reimbursement for each mile actually traveled in his or her private automobile while attending meetings outside of San Diego County when acting under orders of the Board, provided such mileage compensation does not exceed economy class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination. Reimbursement per mile to be equal to the standard rate in effect for business miles deduction by the United States Internal Revenue Service, as such rate is established from time to time.

If a Director chooses to travel in his or her private automobile rather than by scheduled airline, while attending meetings outside of San Diego County when acting under orders of the Board, and the distance traveled requires more than eight (8)-hours driving, mileage,

¹ Resolution 01-09 was adopted on May 23, 2001 approving an adjustment in compensation and establishing the per diem at $150, effective July 23, 2001.
overnight lodging and three (3) meals will be reimbursed to the Director, provided that such reimbursement does not exceed the cost of economy class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination.

If two (2) or more Directors travel in the same car, the Director driving will receive full mileage reimbursement, provided that said mileage does not exceed the cost of economy class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination for all the Directors who traveled in the same car.

Directors should travel together whenever feasible, but not in a number that would constitute a quorum of the Board, (three (3) maximum—see Policy 512) and economically beneficial, and register sufficiently in advance, when possible, to obtain discounted tuition and registration expenses.

In no event shall a Director receive from the Authority compensation for out-of-town travel expenses, including, but not limited to, airfare, car rental when appropriate, lodging, registration, meals, incidental expenses, or miles traveled in his or her private automobile, unless such out-of-town travel is preapproved by order of the Board. Directors are encouraged, whenever feasible, to provide a fifteen (15) day advanced notice for air travel to the Board Secretary. The cost of alcoholic beverages will not be paid by the Authority.

Frequent flyer miles accumulated by Directors for airfare paid for, or reimbursed, by the Authority, should be redeemed for discounts on future airfare paid for, or reimbursed, by the Authority, and may not be redeemed for personal use. If any Director requires special travel accommodations due to a disability or health-related reasons, the Authority will pay all costs associated with those special accommodations.

Actual and necessary expenses for accommodations and meals incurred by Directors while attending meetings outside of San Diego County when acting under orders of the Board will be reimbursed as provided in this Policy. Reimbursement shall be permitted for travel expenses, including accommodations and meals, incurred on the day immediately preceding or immediately following an approved meeting or conference held outside of San Diego County when travel on the actual day of the meeting or conference is infeasible. Except as otherwise provided herein, the maximum reimbursement for lodging costs shall be two hundred twenty-five dollars ($225) per day including taxes. However, if the lodging is in connection with a conference or organized educational activity conducted in compliance with this Policy, the Authority will pay lodging costs which do not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the Director at the time of booking. If the group rate is not available, the Authority will pay for comparable lodging at an amount not-to-exceed the maximum group rate published by the conference or activity sponsor. The maximum reimbursement for meals (breakfast, lunch, and dinner) not included in conference registration shall be seventy-five dollars ($75) per day.
Reimbursement for all tips and gratuities shall be limited to a maximum of twenty percent (20%) of the underlying costs. Tips and gratuities for services with no underlying costs (such as concierge, bellhop, or wheelchair assistance) shall be at a maximum of $5 per service and $20 per day. Directors requesting reimbursement for amounts exceeding the maximum limits shall require Board ratification prior to payment to a Director. Upon the request of a Board member, the Board may authorize actual and necessary expenses for accommodations and meals which exceed the policy limits.

Directors shall use government and group rates offered by a provider of transportation or lodging services or travel and lodging, when available.

The Board Secretary may arrange for certain group travel including prepaying the fares, fees, tips, and gratuities. There shall be no reimbursement for fares, fees, tips, or gratuities paid by Directors if these were prepaid by the Authority.

Actual and necessary expenses for meals incurred by Directors while attending meetings within San Diego County, and meetings outside San Diego County which do not involve lodging, when acting under orders of the Board, will be reimbursed. The maximum reimbursement for said meals not included in conference registration shall be seventy-five dollars ($75) per day.

For conferences and events for which costs and expenses are prepaid by the Authority, Directors unable to attend the conference or event due to illness or scheduling conflict will notify the Board Secretary as soon as possible to ensure credit or reimbursement of costs from the conference or event sponsor. If reimbursement is not possible, the Board Secretary shall contact other Directors to determine if they can attend. The Board Secretary will also inquire through the General Manager if staff members can attend.

Within thirty (30) days following an event which constitutes the performance of official duties as designated in Policy 511, and for which the payment of actual and necessary expenses has been approved, any Director attending must submit a signed “Director’s Expense Reimbursement Form,” together with valid itemized receipts, to the Board Secretary and return any excess funds advanced for attendance of the event. Eligible expenses for which receipts are not available will be reimbursed with an explanation included in the expense report for accounting backup. If actual and necessary expenses incurred by a Director attending exceed the amount of any advance, the Authority will reimburse the Director for excess expenses within ten (10) days of receipt of the expense report.

The Board Secretary shall produce and distribute a quarterly report containing the Governing Board’s Expenses. The reports shall be presented to the Board no later than the second meeting of in January, April, July, and October.
POLICY 511 – TRAINING, EDUCATION, AND COMMUNITY OUTREACH

POLICY

The Governing Board (Board) finds that it is beneficial to Sweetwater Authority (Authority) for the Board to increase its knowledge of matters within the subject-matter jurisdiction of the Board. To this end, members of the Board are encouraged to attend educational conferences and professional meetings concerning matters within the subject-matter jurisdiction of the Board and which activities constitute the performance of official duties. To the maximum extent feasible and practical, Directors attending such conferences and/or meetings will attend for the time frame that they are registered and engage with staff and the public. The Training, Education and Conferences policy set forth herein shall be read in conjunction with Policy 510 for Per Diem and Reimbursement.

PROCEDURE

There is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Authority. To promote such Board development and excellence, the Authority reimburses actual and necessary expenses incurred on behalf of the Authority in the performance of official duties, such as travel, tuition, lodging, meals, incidental expenses, and each mile actually traveled by a Director in his or her private automobile as a result of training, educational courses, participation with professional organizations, and attendance at conferences, in accordance with Policy 510. In no event shall a Director receive from the Authority such compensation for out-of-town travel expenses, unless when such out-of-town travel is pre-approved by order of the Board. The cost of alcoholic beverages will not be paid by the Authority. Reimbursement shall be permitted for travel expenses, including accommodations and meals, incurred on the day immediately preceding or immediately following an approved meeting or conference held outside of San Diego County when travel on the actual day of the meeting or conference is infeasible as provided in Policy 510; however, Directors shall not be entitled to Director’s Fees for such travel day(s).

The Board Secretary is responsible for making arrangements for Directors to attend conferences and to record and calculate the per diem or “Director’s Fees” as set forth in more detail in Policy 510. The Director’s Fees for attendance at approved events and the procedure for reimbursement of actual and necessary expenses incurred in the performance of official duties are set forth in Policy 510.

Attendance by Directors at meetings, seminars, workshops and conferences (other than those that are already pre-approved as designated events which constitute the performance of official duties) shall be approved by the Board prior to payment of Director’s Fees or incurring any reimbursable actual and necessary expenses. A Director shall not attend a
conference or training event (other than those that are already pre-approved as designated events which constitute the performance of official duties) that does not cover matters within the subject-matter jurisdiction of the Board.

Upon returning from meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties for which Directors receive Director’s Fees and the actual and necessary expenses are reimbursed by the Authority, in accordance with Policy 510, Directors shall either prepare a written report for distribution to the Board, or make a verbal report at the next regular Board meeting following the event. Said written or verbal report shall detail the information that may be of benefit to the Authority that was presented at the meeting, seminar, workshop, conference, or other occasion which constitutes the performance of official duties. Materials from the meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties may be delivered to the Authority’s office to be included in the Authority’s library for the future use of other Directors and staff.

Directors who have signed up for an event, and subsequently cannot attend, shall contact the Board Secretary as soon as possible to ensure credit or reimbursement of costs from the conference or event sponsor. If reimbursement is not possible, the Board Secretary shall contact other Directors to determine if they can attend. The Board Secretary will also inquire through the General Manager if staff members can attend.

Directors’ attendance at board and membership meetings of the following associations has been pre-approved as occasions that constitute the performance of official duties:

A. Association of California Water Agencies (ACWA)
B. Association of California Water Agencies – Joint Powers Insurance Authority (ACWA/JPIA)
C. CalDesal
D. California Special Districts Association (CSDA) both state and San Diego Chapter
E. Council of Water Utilities
F. Ethics Training in accordance with AB1234 (bi-annual)
G. Metropolitan Water District of Southern California
H. National Water Resources Association (NWRA) and Municipal Caucus
I. San Diego County Water Authority (SDCWA)
J. Sexual Harassment Avoidance Training in accordance with AB1825 (bi-annual)
K. Urban Water Institute
L. Water Education Foundation
M. Western Coalition of Arid States (WESTCAS)

Directors’ attendance at educational or legally required training functions of the following organizations shall be approved by the Board as agendized actions:

Adopted by Resolution 18-11 on 6/13/18
Directors’ attendance at community outreach functions shall be approved by the Board as agendized actions.

Y.

Directors’ attendance at the following community outreach events is preapproved:

A. Bonitafest
B. Chula Vista Lemon Festival
C. National City Automobile Heritage Day
D. National City Mariachi Festival and Competition
E. Bonita Chili Cook-Off and Fair
F. HarborFest Chula Vista

The six five (65) outreach events shall be staffed by Directors and Authority staff. The water tanker will be provided at these events, if requested by the event organizers. Directors may receive per diem for up to five (5) of the six five (65) events. The General Manager is authorized as part of his/her regular duties, and as budgeted, to direct other outreach activities of the Authority.

Attendance at events organized by agencies and/or entities other than the Authority involving tours of, or visits to, local water reclamation, major projects related to water quality and distribution, or other engineering projects during construction or after completion of the
project, or attendance at community outreach functions, may also be occasions which constitute the performance of official duties, so long as attendance is approved by the Board as agendized action, either prior to the visit/event or at the next regular Board meeting following the visit/event. Directors may be compensated for attendance and travel for the purpose of visiting such projects or attending such events as approved by the Board. Completion of legally required training functions may be conducted online with an approved vendor of the State of California provided the Director submits a certificate of completion.

The compensation paid to Board members of the Authority for sitting on the Board or acting under its orders shall be as approved by Resolution of the Board and set forth in Policy 510.
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<tr>
<td>6 Helix Water District</td>
<td>$225.00 effective April 15, 2019</td>
</tr>
</tbody>
</table>