

Special Board Meeting - March 22, 2019

1. Agenda Packet

Documents:

[190322 AGENDA PACKET.PDF](#)

2. Related Agenda Items

Documents:

[WORK PLAN PRIORITIZATION PRESENTATION - 190322.PDF](#)



SWEETWATER AUTHORITY

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AGENDA

Special Meeting

Governing Board of Sweetwater Authority

Friday, March 22, 2019 – 4:00 p.m.

TISH BERGE
GENERAL MANAGER

JENNIFER H. SABINE
ASSISTANT GENERAL MANAGER

- **Call Meeting to Order and Roll Call**
- **Pledge of Allegiance to the Flag**
Director Calderon-Scott
- **Opportunity for Public Comment**
Opportunity for members of the public to address the Board (Government Code Section 54954.3)

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.

Second Workshop on Work Plan Development

- **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.

Conference with Legal Counsel – Anticipated Litigation – Significant exposure to Litigation pursuant to Government Code Section 54956.9 (d)(2): Two Cases

- **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.



BOARD ACTION

TO: Governing Board
FROM: Management
DATE: March 19, 2019
SUBJECT: Work Plan Development

SUMMARY

In recent years, the Authority has built upon the foundation set in the Strategic Plan to prepare an annual Work Plan for the next fiscal year. This Work Plan guides the specific tasks that will be performed in order to meet the goals and objectives of the Authority's Strategic Plan. In 2017, the Authority developed the 2017 Strategic Plan, which was focused on reviewing and updating the framework from the 2012 Strategic Plan.

At the February 7, 2019 Special meeting, the Board met for a Workshop on Work Plan Development and considered several issues. At that workshop, the Board agreed that the FY 2019-20 Work Plan would include the following:

- Purchasing Policy – updates to existing policy
- Labor Relations – renegotiate the labor memorandums of understanding
- Governance – seek District of Distinction accreditation through the California Special District Association

The purpose of the second Workshop on Work Plan Development will be to provide direction on the prioritization of remaining issues. The issues that the Board will prioritize at the second Workshop are:

- Implement Automated Metering Infrastructure (AMI)
 - Replace manual read meters with remote read meters
- Explore Alternative Energy Initiatives
 - Explore electric vehicles for the fleet
 - Explore renewable energy portfolio expansion
- Expand Community Partnerships
 - Leverage existing and future trail systems for outreach
 - Partner with southeast water agencies
- Expand Water Portfolio/Increase Local Supply
 - Investigate indirect/direct potable reuse and recycled water

Memo to: Governing Board
Subject: Work Plan Development
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- Maximize Reservoir Assets
 - Explore pipeline, sand mining, etc.

Management has developed a decision-making exercise that will be used at the Workshop to assist with prioritization.

PREVIOUS BOARD ACTION(S)

On February 7, 2019, the Board held a Special Meeting for a Workshop on Work Plan Development.

FISCAL IMPACT

The Work Plan is designed to align with the proposed budget. Tasks proposed in the Work Plan correlate with budget requests.

POLICY

The Strategic Plan provides decision-making guidance for the Authority. It provides the overarching organizational structure in tracking and advancing policies, plans, and programs, to reflect a disciplined effort in making fundamental decisions for a rational course of action.

This memo provides information in alignment with the following:

- Strategic Plan Goal 6, Administrative Effectiveness: Provide efficient and effective administrative systems and procedures in accordance with best management practices.

ALTERNATIVES

1. Provide input on prioritization of issues and direct staff to prepare a Detailed Work Plan to be presented at a future Governing Board meeting for formal approval.
2. Other alternatives as identified by the Board.

RECOMMENDATION

Staff recommends that the Governing Board provide input on prioritization of issues and direct staff to prepare a Detailed Work Plan to be presented at a future Governing Board meeting for formal approval.



3/22/19

Strategic Plan Workshop 2: Annual Work Plan Prioritization

Tish Berge, General Manager
Jennifer Sabine, Assistant General Manager

Strategic Plan Overview

- Strategic Plan (every 5 years)
 - Long-term focus only
 - Provides over-arching structure for developing and advancing policies, plans and programs
 - Mission, vision, values, goals and objectives
- Work Plan (annual)
 - Short (0-2 year), medium (<5 year), and long-term focus
 - Short and mid-term goals are represented in annual budget



Work Planning Steps

Action	Date
Strategic Plan Work Plan Development Workshop	February 7, 2019
Management will summarize input from Strategic Plan Workshop	February 2019
→ Strategic Plan Work Plan Prioritization Workshop	March 22, 2019
Management provides draft Workplan in conjunction with budget process	April 2019
Workplan refined as directed by Board	May 2019
Board adopts FY2019-2020 Workplan	June 2019



Objective

Develop Work Plan consistent with Strategic Plan's mission, vision, values, goals and objectives



Prioritization

1. Review

- Issues – already identified and provide context
- Cost – order of magnitude
- Time – estimate of time to complete

2. Decision Analysis/Prioritization Exercise

3. Prioritization of Issues



Baseline Issues

- Purchasing Policy
- Labor Relations (Negotiate Memoranda of Understanding)
- Seek District of Distinction accreditation



Additional Issues

- Implement Automated Metering Infrastructure (AMI)
 - Replace manual read meters with remote read meters
- Explore Alternative Energy Initiatives
 - Explore electric vehicles for the fleet
 - Expand renewable energy portfolio
- Expand Community Partnerships
 - Leverage existing and future trail systems for outreach
 - Partner with southeast water agencies
- Expand Water Portfolio/Increase Local Supply
 - Indirect/direct potable reuse and recycled water
- Maximize Reservoir Assets
 - Pipeline, sand mining, etc.



Issue	Cost	Timeline (full implementation)
Implement Automated Metering Infrastructure (AMI)	\$\$\$\$	<5 years
Explore Alternative Energy Initiatives	\$\$ - \$\$\$	2 – 5 years
Expand Community Partnerships	\$ - \$\$	<2 years
Expand Water Portfolio / Increase Local Supply	\$\$\$\$	10 – 20 years
Maximize Reservoir Assets	\$\$\$\$	<10 years

Legend

<\$100,000	\$
<\$1,000,000	\$\$
<\$10,000,000	\$\$\$
\$10,000,000+	\$\$\$\$

