Regular Board Meeting - March 27, 2019

1. Agenda Packet

   Documents:

   190327 AGENDA PACKET.PDF

2. Related Agenda Items

   Documents:

   PUBLIC COMMENT - BARON WILLIS RESUME_REDACTED.PDF
   ITEM 4 PUBLIC COMMENT - MIKE SAMPSEL.PDF
   ITEM 8. A. MEMO FROM DIRECTOR CALDERON-SCOTT_REDACTED.PDF
   ITEM 8. A. REVISION POLICY 504 ROM LEGAL COUNSEL DE SOUSA MILLS.PDF
AGENDA

Regular Meeting
Governing Board of Sweetwater Authority
Wednesday, March 27, 2019 – 6:00 p.m.

- Call Meeting to Order and Roll Call
- Pledge of Allegiance to the Flag
  Director Cano
- Opportunity for Public Comment
  Opportunity for members of the public to address the Board (Government Code Section 54954.6)
- Chair’s Presentation
  Comments from the Public Regarding Agency Staff and Agency Recognition in the Press

ACTION CALENDAR AGENDA

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

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 Items to be Added, Withdrawn, or Reordered on the Agenda

2. Approval of Minutes - Regular Meeting of March 13, 2019

Consent Calendar Items

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

3. Approval of Demands and Warrants


Recommendation: Declare the bid for Item # 3 from Raceway Ford non-responsive; award contracts as follows: $108,438.67 to Penske Ford, La Mesa, CA., for bid items # 1 ($33,973.10) and # 3 ($74,465.57); and $178,854.34 to Dion International Trucks, San Diego, CA., for the HX620 Ten-yard Dump Truck.

A Public Water Agency
Serving National City, Chula Vista and Surrounding Area
   **Recommendation:** Approve the remote service request following the parcel map recordation, with the owner paying all costs associated with the installation of new water services.

6. Consideration to Modify Approval Requirements in Purchasing Policy (Finance and Personnel Committee Meeting of 3/20/19, Item 4. A.)
   **Recommendation:** Revise the Procurement Policy to increase the approval requirement for purchases to $75,000 for the General Manager.

7. Review of Board Policies and Procedures – Policies 512 through 516, 518, 519, and 521 (Finance and Personnel Committee Meeting of 3/20/19, Item 4. B.)
   **Recommendation:** Approve the recommended changes.

**Action and Discussion Items**

8. Old Business:
   A. Review of Board Policies and Procedures – Policies 504 and 506
   B. Consideration to Approve Revisions to 2019 Board Calendar Policy 507

9. Approval of Directors’ Attendance at Meetings and Future Agenda Items
   Per diem approval for Directors who wish to attend a tour of Sweetwater Authority with Councilmember Galvez – April 4, 2019 at 3:00 p.m.

**REPORTS AND INFORMATIONAL ITEMS**

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

10. Discussion on Loveland Reservoir Emergency Storage (Information Item) (Operations Committee Meeting of 3/20/19, Item 4. D.)

11. Committee Minutes

12. February 2019 Financial Reports

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

14. Report of the South Bay Irrigation District Representative and the City of National City Representative to the San Diego County Water Authority
   Report by representatives for the purposes of briefing the Board on items of interest and importance that appear on the previous or future San Diego County Water Authority agendas and to receive direction from
the Sweetwater Authority Governing Board in representing its interests at the San Diego County Water Authority.

15. Reports by Directors on Events Attended
Reports and discussion relating to events attended by the Directors.
A. Local Government Commission Yosemite Leadership and Policy Conference – March 14-17, 2019
B. Council of Water Utilities Meeting – March 19, 2019

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

CLOSED SESSION
At any time during the regular session, the Governing Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Government Code Section 54954.5.

A. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8:

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<td>580-220-02, 580-220-04, 580-220-06</td>
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| Agency Negotiators:       | Tish Berge, General Manager                     |
|                          | Jennifer Sabine, Assistant General Manager      |
|                          | Paula de Sousa Mills, Legal Counsel             |

| Negotiating Party:        | H & S Sweetwater, LLC.                          |
| Under Negotiation:        | Price and Terms                                 |

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

17. 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.

To e-subscribe to receive meeting agendas and other pertinent information, please visit www.sweetwater.org.

**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.
TO: Governing Board
FROM: Tish Berge, General Manager
DATE: March 21, 2019

SUBJECT: Comments from the Public Regarding Agency Staff and Agency Recognition in the Press

SUMMARY
The Authority has a long tradition of sharing comments from the public and articles about the Authority in the press with the Governing Board. This allows the Board to monitor a primary goal area of the Authority: to provide high quality customer service. Employees strive to provide this high quality customer service by being understanding, supportive, and responsive to customers' needs.

While negative comments regarding customer service are rare, when they are received, they are handled by Management as personnel related issues.

POLICY
Strategic Plan Goal #4 Customer Service: Provide high quality customer service.

CONCLUSION
This is an information item only.

ATTACHMENTS
Comments from the Public
Articles about the Authority in the Press
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Ron,

Thank you for that explanation. I appreciate what you guys do, and do it well.

Responses and customer service like this is what keeps you guys looking good.

Thanks,

Jake Hill
President
Jake Hill Construction, Inc.
jakehillis@gmail.com
(619) 415-4943

On Fri, Mar 1, 2019, 9:59 AM Mosher, Ron <rmosher@sweetwater.org> wrote:

Good morning Jake,

Thank you for the inquiry regarding filling Sweetwater Reservoir. Unfortunately, there is not a direct correlation between total rainfall and water level in Sweetwater Reservoir. There are two primary sources of supply to fill Sweetwater Reservoir: (1) runoff within the watershed that feeds into Sweetwater River downstream of Loveland Dam (near Alpine, CA), and (2) water transferred from Loveland Reservoir to Sweetwater Reservoir via the Sweetwater River. Sweetwater Authority is current in the process of transferring water from Loveland to Sweetwater Reservoir. This process started on Feb. 15th, and will continue until probably early to mid-next week. We anticipate the water that is released from Loveland Reservoir and makes the 17-mile journey through the Sweetwater River to Sweetwater Reservoir will constitute about one third the capacity of Sweetwater Reservoir, resulting in about half of the reservoir being filled with water after the transfer is complete.

Regarding runoff, as mentioned in (1) above, it is quite variable depending on the intensity of the storms. We often see that the water from typical rain storms simply soaks into the ground. In this case, we get very little runoff and, therefore, little water entering Sweetwater Reservoir. However, when we get an "Atmospheric River", like the storm event on February 14, 2019, we observe significant runoff that makes it to the reservoirs. We would need to have 5-7 more of the storms like we observed in mid-February to fill both Sweetwater and Loveland Reservoirs. I hope this helps.

Thank you,

Ron R. Mosher
Director of Engineering
619-409-6750 Direct Line
619-425-7469 Fax
Rmosher@sweetwater.org
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Water transfer between reservoirs set to generate cost savings for South Bay customers

The Sweetwater Authority on Feb. 15 initiated a transfer of water from the Loveland Reservoir to the Sweetwater Reservoir, where an estimated $6 million worth of water will be collected to deliver to customers. (Courtesy of Sweetwater Authority)

By David Hernandez

The water gushed from a valve near the base of the Loveland Reservoir’s dam at 146,300 gallons per minute, cascading into the Sweetwater River below.

The impressive sight near Alpine — which occurred, purposely, at 10:30 a.m. on Feb. 15 — marked the start of an ongoing transfer of water from the Loveland Reservoir to the Sweetwater Reservoir, where the water will be treated by the Sweetwater Authority and later supplied to the water agency’s customers in National City, Chula Vista and Bonita.

The transfer is expected to continue for two to four weeks.
In the end, officials said, the transfer will deliver significant savings.

They estimated that the Sweetwater Reservoir, located south of Spring Valley, will collect about 2 billion gallons of water worth an estimated $6 million.

The quantity represents nearly a third of the amount of water Sweetwater Authority delivers to its 190,000 customers a year and savings in terms of water the agency would have otherwise purchased from the San Diego County Water Authority or the Metropolitan Water District.

Officials said the savings will be set aside in a reserve account meant to offset future impacts of low water supply on rates.

Under a plan approved by the governing board in August, water rates will increase over the next five years based on the annual change in consumer prices.

Why now?

Sweetwater Authority was able to start a transfer thanks in large part to environmental conditions that are optimal.

Located south of Alpine, the Loveland Reservoir collects water from runoff in a nearby Sweetwater River watershed. During a transfer, the water streams down a 17-mile Sweetwater River channel to its destination. On average, about 25 percent of the water released is lost through infiltration into the soil.

To minimize the amount of water the soil absorbs, Sweetwater Authority's scientists and engineers plan for transfers to occur when it's raining or soon after in hopes that the riverbed is already soaked.

Rainy weather also helps the water agency avoid potential issues with an endangered species: the Arroyo toad, which typically stays away from the river when water levels are high.

In coordination with the U.S. Fish and Wildlife Service and the state Department of Fish and Wildlife, a Sweetwater Authority biologist monitors the river conditions and air temperature just before a planned transfer to determine whether any Arroyo toads are present in the river, officials said. If any are found, the transfer is canceled.

The last time Sweetwater Authority conducted a transfer was in 2017, four years after a previous transfer.

Email: david.hernandez@sduniontribune.com

Phone: (619) 293-1876

Twitter: @D4VIDHernandez

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Opened Dam Decreases Loveland Reservoir by 13 Feet

An opened Loveland Dam sent gushing water downs a river and into the Sweetwater Reservoir which could save people some money. NBC 7's Joe Lettia has more. (Published Tuesday, Feb 26th. See More)

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Big water transfer from Loveland has Sweetwater River flowing

By David Gotfredson, Investigative Producer

Video Report by Shawn Styles, Weather

ALPINE, Calif. (NEWS 8) -- The heavy rain we saw in the month of February has created an incredible situation at Loveland Reservoir in Alpine.

The Sweetwater Authority has so much water they’re able to open up the valve and let water run down the Sweetwater River.

February 27, 2019

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San Diego reservoirs are filling up after a record year of rainfall

February 28, 2019 by Dan Plante

ALPINE (KUSI) - For the first time in a long time, the San Diego area is reaping the benefits of mother nature's generosity.

"We've had 9 inches of rain so far in February, it could be a record," says Ron Mosher of the Sweetwater Authority.

February 29, 2019

https://www.kusi.com/san-diego-reservoirs-are-filling-up-after-a-record-year-of-rainfall/
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Sweetwater Authority Welcomes Customers to Enter the 2019 WaterSmart Landscape Contest by Susan Seiliger

On your Doorstep

Sweetwater Authority is pleased to announce that it will accept applications for its annual WaterSmart Landscapes Contest through April 16. The contest recognizes the owners of drought-tolerant landscapes in the Authority's service area around Loma Linda, Beaumont, and San Jacinto.

Today, Madison’s garden captures the attention of her Chula Vista neighbors and others passing by. “I have had many compliments from people walking by my house and seeing the yard,” Madison notes. “People stop and take pictures and often knock on my door to say how beautiful the garden is. A few have even offered to give me plants to add to my garden.”

On your Doorstep

Chula Vista Champions Event Rescheduled for March 9

The 2019 Chula Vista Champions Celebration has been rescheduled for Saturday, March 9 at the Chula Vista Lite Athlete Training Center. The event was scheduled for Saturday, February 16 but was postponed due to inclement weather. The event, which begins at 11 a.m., celebrates nominees who have excelled in community service, academics, arts, sports and more. This is the third year the City of Chula Vista will honor its champions.

Swarovski Authority is pleased to announce that it will accept applications for its annual WaterSmart Landscapes Contest through April 16. The contest recognizes the owners of drought-tolerant landscapes in the Authority’s service area around Loma Linda, Beaumont, and San Jacinto.

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Local high school students were honored for their winning photos recently at the Sweetwater Authority (Authority) Governing Board meeting. More than 85 students from the Authority’s service area entered the annual water photo contest, which included a short essay about why water is an essential resource.

The following students took the top honors:

**Color Photo Category:**

- 1st Place, Kassandra Vogel, Chula Vista High School, Grade 11
- 2nd Place, Raul Datta, Castle Park High School, Grade 12
- 3rd Place, Airyl Van Dayrit, Sweetwater High School, Grade 10
- Honorable Mention, D’Angelo Genis, Castle Park High School, Grade 10
- Honorable Mention, Heduardo Suchilt, Hilltop Vista High School, Grade 12
- Honorable Mention, Kaitlyn Werner, Bonita Vista High School, Grade 11

**Black & White Category:**

- 1st Place, Kristine Leonor, Bonita Vista High School, Grade 12
- 2nd Place, Alexis Guevara, Bonita Vista High School, Grade 10
- 3rd Place, Max Manson, Bonita Vista High School, Grade 12
- Honorable Mention, Reyna Perez, Chula Vista High School, Grade 10
- Honorable Mention, Anne Pilling, Bonita Vista High School, Grade 11
- Honorable Mention, Heduardo Suchilt, Hilltop High School, Grade 12

The public was invited to an Artists’ Reception to see all the winning photos. The winning photos are also posted at the Authority’s website at www.sweetwater.org/photocontest19. The photos will be on display at the Bonita Museum and Cultural Center in April.
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Local water agencies are planning to offer rebates or professional help to customers during Fix a Leak Week March 18-24. Photo: Traphitho - Cesar Augusto Ramirez Vallejo/Pixabay CC

Save Water During Fix a Leak Week
March 14, 2019/in Education, Features /by Ed Joyce

Local water agencies are planning to offer rebates or professional help to customers who find and repair water leaks as part of national Fix a Leak Week activities March 18-24.

Fix a Leak Week is a reminder every March to check indoor and outdoor plumbing systems for leaks.

The Water Authority offers tips on how to identify and fix leaks around your home. Check WaterSmartSD.org for tips and for more information about Fix a Leak Week. The U.S. Environmental Protection Agency reports that household leaks can waste nearly 1 trillion gallons of water annually nationwide. Average household leaks can account for nearly 10,000 gallons of water wasted every year – the amount of water needed to wash 270 loads of laundry, according to the EPA. Repairing a leaky toilet can save up to 500 gallons of water a day. That’s enough to fill a backyard swimming pool. Common types of leaks found in the home are worn toilet flappers, dripping faucets, and other leaking valves. By fixing easily corrected household leaks, homeowners can save up to 10 percent on their water bills.

Sweetwater Authority offers rebates
During March, the Sweetwater Authority offers its customers rebates of up to $75 for leak repairs. Residential and business customers in the district may also schedule a free water audit to evaluate the water efficiency of their property.

Fix a leak during Earth Month in Oceanside
The City of Oceanside offers a Fix a Leak Workshop in conjunction with its Earth Month celebration in April.
A free three-hour workshop “Common Leaks and How to Fix Them” is scheduled for 9 a.m. to noon on Friday, April 26, in the Oceanside Civic Center Community Rooms. A plumbing professional will describe how to identify and fix leaks. Residents are encouraged to bring their questions. Attendees will receive a home water audit and leak detection kit. Attendance is free, but seating is limited. Email greenoceanside@oceansideca.org to reserve a spot.
The National Wildlife Federation is honoring the nation’s most wildlife-friendly cities as part of its 81st annual National Wildlife Week, and Chula Vista earned the number five spot on the list.

Chula Vista is new to the list and currently has 541 Certified Wildlife Habitats, 11 of which are Schoolyard Habitats, according to the NWF. Sustainability plans such as the City Operations Sustainability Plan, the Chula Vista Vision 2020 Environmental Element, and the City of Chula Vista MSCP Subarea Plan promote both physical and environmental health, addressing issues that affect open space, biological resources, mineral resources, and air and water quality. Chula Vista’s NatureScape program promotes the creation of wildlife-friendly gardens. The city is also certified as a Community Wildlife Habitat, the NWF continued.

“Southern California is a hotspot for people and wildlife alike,” explained Beth Pratt, National Wildlife Federation’s California Regional Executive Director. “Our wildlife here face immense challenges from having to navigate dense urbanization along with the impacts of climate change like increased fires and drought. That is why it is so inspiring to see the residents of Chula Vista make clear commitments to protecting their native wildlife. Actions ranging from planting for pollinators to registering green spaces as Certified Wildlife Habitats all have a positive impact on the future of California’s wildlife.”

The National Wildlife Federation’s Urban Wildlife Program ranked America’s 100 largest cities based on several criteria for wildlife, including the amount of parkland within the city, participation in urban wildlife programs and citizen action measured by citizen participation in the National Wildlife Federation’s Certified Wildlife Habitat program. Certified Wildlife Habitats are properties that provide all the necessary elements for wildlife to survive – food,
water, cover and places for wildlife to raise their young, while integrating sustainable gardening practices, according to the NWF.

“We are thrilled to earn the number five spot on the National Wildlife Federation’s Top 10 Cities for Wildlife,” said Chula Vista Mayor, Mary Casillas Salas. “The 600 Chula Vista residents who have created certified wildlife habitats are providing beneficial habitat and conserving precious resources that demonstrate we can coexist with wildlife in urban southern California. We appreciate the grant funding from Sweetwater Authority that helps make this program possible.”

The Top 10 cities that made the list include:

1. Austin, Texas  
2. Atlanta, Georgia  
3. Portland, Oregon  
4. Indianapolis, Indiana  
5. Chula Vista, California  
6. Cincinnati, Ohio  
7. Seattle, Washington  
8. Charlotte, North Carolina  
9. Raleigh, North Carolina  
10. Washington, D.C.

—Staff
Chula Vista among top US cities for wildlife

CHULA VISTA, Calif. (KGTV) - The city of Chula Vista can add yet another honor to its growing list of nationwide accolades.

The National Wildlife Federation (NWF) ranked San Diego County’s second-largest city at No. 5 on its annual list of most wildlife-friendly U.S. cities. It is Chula Vista’s first time on the list.

According to the NWF, the group’s Urban Wildlife Program ranks America’s 100 largest cities based on factors such as the amount of parkland in the city and participation in urban wildlife programs.

NWF says: “The city of Chula Vista is new to our list this year. Sustainability plans such as the City Operations Sustainability Plan, the Chula Vista Vision 2020 Environmental Element, and the City of Chula Vista MSCP Subarea Plan promote both physical and environmental health, addressing issues that affect open space, biological resources, mineral resources, and air and water quality. Chula Vista’s NatureScape program promotes the creation of wildlife-friendly gardens.”

Chula Vista Mayor Mary Casillas Salas said of the ranking: “We are thrilled to earn the number five spot on the National Wildlife Federation’s Top 10 Cities for Wildlife. We have more than 500 Chula Vista residents who have created certified wildlife habitats are providing beneficial habitat and conserving precious resources that demonstrate we can coexist with wildlife in urban southern California. We appreciate the grant funding from Sweetwater Authority that helps make this program possible.”

The top city on the NWF’s list is Austin, Texas; Atlanta, Portland, and Indianapolis follow at No. 2, 3, and 4, respectively.
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The Governing Board of Sweetwater Authority held a Regular meeting on Wednesday, March 13, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. Vice Chair Preciado called the meeting to order at 6:00 p.m.

- **Roll Call**
  - Directors Present: Josie Calderon-Scott, Jerry Cano, *Steve Castaneda (6:06 p.m.), José F. Cerda, Hector Martinez, Jose Preciado, and *Alejandra Sotelo-Solis (6:06 p.m.)
  - Directors Absent: None
  - Management, Staff and Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Paula de Sousa Mills, and Board Secretary Ligia Perez. Others present: Melody McDonald, Andy Sells, and Kathy Tiegs of ACWA-JPIA, Issac Lee, Elizabeth Sabre, and Mike Sampsel

- **Pledge of Allegiance to the Flag**

- **Opportunity for Public Comment** (Government Code Section 54954.3)
  - Mike Sampsel spoke to the value of a citizen’s advisory committee.
  - Issac Lee of Soapy Joe’s, Inc. requested that the Board reconsider their recent decision denying a one-time bill adjustment for their account.
  - Elizabeth Sadre spoke to a leaky irrigation valve at her private residence that caused a high water bill and appealed to the Board for a bill adjustment. *(Note: Directors Castaneda and Sotelo-Solis entered the meeting at 6:06 p.m.)*

- **Chair’s Presentation**
  - A. Recognition of 2019 High School Photo Contest Winners
  - B. Acceptance of Refund from ACWA-JPIA for Liability, Property and Workers’ Compensation Programs
  - C. Municipal Information Systems Association of California Award for Excellence in Information Technology Practices

**ACTION CALENDAR AGENDA**

1. Items to be Added, Withdrawn, or Reordered on the Agenda
   - There were none.
2. Approval of Minutes - Regular Meeting of February 27, 2019

Director Sotelo-Solis made a motion, seconded by Director Cano, that the Governing Board approve the minutes of the February 27, 2019 Regular meeting. The motion carried unanimously.

Consent Calendar Items

Director Preciado made a motion, seconded by Director Cano, that the Governing Board approve the consent calendar. Director Castaneda recused himself from consideration of warrant numbers 150660 and 150698 due to his contract with Sempra Energy, parent company of SDG&E, which Director Castaneda disclosed on the record. The motion carried unanimously.

3. Approval of Demands and Warrants – Check numbers 150626 through 150711 and electronic fund transfers 26591 through 26651

Action and Discussion Items

4. New Business

A. Discussion on 2019 Board Calendar

Chair Castaneda directed staff to create a revised Board Calendar increasing the number of committee meetings per month, for consideration at the next Board meeting.

B. Request to Concur in Nomination to the California Water Insurance Fund Board of Directors (an ACWA/JPIA Captive Insurance Company)

- Paul E. Dorey, Vista Irrigation District

Upon a motion made by Director Preciado, seconded by Director Cano, the following resolution:

RESOLUTION 19-07

RESOLUTION OF THE GOVERNING BOARD OF SWEETWATER AUTHORITY
CONCURRING IN THE NOMINATION OF PAUL E. DOREY TO THE CALIFORNIA WATER INSURANCE FUND BOARD OF DIRECTORS OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY ("ACWA/JPIA")

was passed and adopted by the following vote to wit:

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

5. Approval of Directors' Attendance at Meetings and Future Agenda Items

A. Council of Water Utilities Meeting, San Diego County - Hotel Karlan San Diego – Tuesday, March 19, 2019
REPORTS AND INFORMATIONAL ITEMS

6. Report of Legal Counsel
   Legal Counsel De Sousa Mills provided legislative updates.

7. Management Report
   A. Report of Assistant General Manager
      Assistant General Manager Sabine reported on the Loveland-Sweetwater Reservoir water transfer; rainfall; and an upcoming trip to Washington, DC, to meet with the Authority's federal lobbyist.

      (Note: Director Sotelo-Solis left the meeting at 7:12 p.m. and reentered the meeting at 7:14 p.m.)

   B. Report of General Manager
      General Manager Berge reported on media coverage of the Loveland-Sweetwater Reservoir water transfer; OnTap customer newsletter; AMI vendor meeting; and staff presentation at an AWWA conference regarding staff development.

8. Reports by Directors on Events Attended
   There were none.

9. Directors' Comments
   Director Cano shared his unique, dual-use water bottles, in the shape of dumbbells.

   Director Preciado reported on his upcoming special Board meeting of the San Diego County Water Authority and the special subcommittee meeting of the Engineering and Construction committee that will review construction cost projections.

   Director Martinez commended the report on the Loveland-Sweetwater Reservoir water transfer; inquired about expenses to ACWA-JPIA and historical spending; and is looking forward to the upcoming Strategic Plan Workshop and Ad-hoc Committee meetings.

   Director Castaneda spoke to an upcoming meeting of Chairs, Board Presidents, and General Managers of neighboring water districts to discuss working together for the benefit of ratepayers.

   Director Sotelo-Solis invited the Board to the City of National City’s State of the City Address on Thursday, March 28, at the Martin Luther King, Jr. Recreation Center in National City.

CLOSED SESSION

At 7:32 p.m., the Board convened to meet in closed session with legal counsel for:

- A., Conference with Legal Counsel – Anticipated Litigation – Significant exposure to Litigation pursuant to Government Code Section 54956.9 (d)(2): One Case

- B., Conference with Legal Counsel – Anticipated Litigation – Initiation of Litigation pursuant to Government Code Section 54956.9 (d)(4): Two Cases
There was no need for a closed session on item:


There were no minutes taken, and the session was not audio-recorded. At 8:07 p.m., Chair Castaneda declared the meeting to be in open session. No reportable action was taken by the Governing Board.

10. Adjournment

With no further business before the Board, Chair Castaneda adjourned the meeting at 8:07 p.m.

________________________________________
Steve Castaneda, Chair

Attest:

________________________________________
Ligia Perez, Board Secretary
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<td>26866</td>
<td>469.26</td>
<td>Prudential Overall Supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26867</td>
<td>2,203.49</td>
<td>Pulltarps Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26868</td>
<td>939.92</td>
<td>The SOCO Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26869</td>
<td>452.20</td>
<td>Underground Service Alert of Southern California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26870</td>
<td>536.68</td>
<td>Weck Laboratories, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26871</td>
<td>150.80</td>
<td>Angela Soto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26872</td>
<td>3,394.33</td>
<td>Advanced Chemical Transport, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26873</td>
<td>840.73</td>
<td>Boot World, Inc.</td>
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<tr>
<td>26874</td>
<td>600.00</td>
<td>California Commercial Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26875</td>
<td>5,249.84</td>
<td>California Water Technologies LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26876</td>
<td>2,648.00</td>
<td>Clinical Laboratory of San Bernardino, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26877</td>
<td>2,114.00</td>
<td>Eurofins Eaton Analytical, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26878</td>
<td>191.46</td>
<td>Evoqua Water Technologies LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26879</td>
<td>289.20</td>
<td>GFS Chemicals, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26880</td>
<td>9,449.60</td>
<td>Hidden Valley Pump Systems, Inc.</td>
<td></td>
<td></td>
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<tr>
<td>26881</td>
<td>820.00</td>
<td>Hill Brothers Chemical Co.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26882</td>
<td>12,136.18</td>
<td>Infosend, Inc.</td>
<td></td>
<td></td>
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<tr>
<td>26883</td>
<td>3,542.88</td>
<td>JCI Jones Chemicals, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26884</td>
<td>3,441.64</td>
<td>Kemira Water Solutions, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26885</td>
<td>2,218.96</td>
<td>Myriad Industries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26886</td>
<td>652.80</td>
<td>OfficeTeam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26887</td>
<td>935.25</td>
<td>Onesource Distributors LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26888</td>
<td>150.86</td>
<td>Prudential Overall Supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26889</td>
<td>484.74</td>
<td>The SOCO Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26890</td>
<td>2,038.14</td>
<td>Wex Bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26891</td>
<td>90.00</td>
<td>Arturo Hernandez</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$2,549,612.71  Warrant Disbursements
TO: Governing Board
FROM: Management
DATE: March 21, 2019
SUBJECT: Consideration to Award a Contract - Vehicle Replacement Program – Light-Duty Trucks, Sport Utility Vehicle, and Ten-yard Dump Truck

SUMMARY
The FY 2018-19 Budget includes the purchase of three (3) light-duty trucks, one (1) sport utility vehicle, and one (1) ten-yard dump truck. They are recommended for replacement due to the following:

- Light-duty trucks
  - Repair/cost ratio – >50 percent (cost to repair divided by the original purchase price)
- Sport utility vehicle
  - Age – vehicle age is 12 years
- Ten-yard Dump Truck
  - Age – vehicle age is 15 years
  - Repair/cost ratio – 54 percent (cost to repair divided by the original purchase price)

Light-duty Trucks and Sport Utility Vehicle
To benefit from increased maintenance efficiencies, reduced operating cost, and streamlining the specification and bid process, the Authority has standardized its fleet. The standardized manufacture of light duty trucks and sport utility vehicles is Ford Motor Company (Ford).

The Purchasing Section issued a Request for Quote (RFQ) to seven (7) Ford dealerships. An advertisement was placed in the San Diego Union-Tribune, and the RFQ was posted on the Authority’s website in an effort to reach additional dealerships.

The Authority requested alternate pricing as follows:

  Option “A” – Standard Fuel
Option “B” – Pricing and Information regarding any dual fuel options for the same class of vehicle

Three (3) bids were received in response to the RFQ, as shown on the attached Preliminary Bid Tabulation. Each bid included three (3) items, with each item representing a vehicle type. The quote submitted by Raceway Ford for Item #3 is non-responsive as the body builder is not within the Authority’s mileage requirement.

The summary of the lowest responsive bidders for each item are as follows:

<table>
<thead>
<tr>
<th>Bid Item</th>
<th>Lowest Responsive Bidder</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Penske Ford – La Mesa</td>
<td>$33,973.10</td>
</tr>
<tr>
<td>#2</td>
<td>Raceway Ford</td>
<td>$62,531.36</td>
</tr>
<tr>
<td>#3</td>
<td>Penske Ford – La Mesa</td>
<td>$74,465.57</td>
</tr>
</tbody>
</table>

Ten-yard Dump Truck

Staff utilized Sourcewell (formerly National Joint Powers Alliance) to obtain quotes from companies for a ten-yard dump truck. Sourcewell offers competitively solicited cooperative contracts by combining the purchasing power of 50,000 government, education, and nonprofit organizations. This approach simplifies the procurement process while still providing for a competitive bidding environment. Sourcewell conducts the competitive bidding, locks in a low bid, and provides that low bid to public entities who utilize their contracts.

To benefit from increased maintenance efficiencies, reduced operating cost, and streamlining the specification and bid process, the Authority has standardized its fleet. The standardized manufacture of dump trucks (4 cubic yard – 10 cubic yard) is International. Dion International Trucks is the local International dealer, and the Authority has utilized Dion International Trucks in the past with no concerns.

After reviewing the specifications and quote, staff recommends proceeding with a direct purchase.
Memo to: Governing Board  
Subject: Consideration to Award a Contract - Vehicle Replacement Program – Light-Duty Trucks, Sport Utility Vehicle, and Ten-yard Dump Truck  
March 20, 2019  
Page 3 of 4

### Dealership Description Total Purchase Price

<table>
<thead>
<tr>
<th>Dealership</th>
<th>Description</th>
<th>Total Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dion International Trucks</td>
<td>International HX620 Ten-yard Dump Truck</td>
<td>$178,854.34</td>
</tr>
</tbody>
</table>

### PREVIOUS BOARD ACTION(S)

June 13, 2018 – Board adopted Resolution 18-12: Adopting a Budget for the Fiscal Year 2018-2019

### FISCAL IMPACT

The FY 2018-19 Budget includes funding to purchase five (5) replacement vehicles.

<table>
<thead>
<tr>
<th>Budgeted Amount</th>
<th>$354,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Purchase</td>
<td>&lt;349,824.37 &gt;</td>
</tr>
<tr>
<td>Balance</td>
<td>$4,175.63</td>
</tr>
</tbody>
</table>

### POLICY

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

Strategic Plan Goal 2: System and Water Supply Reliability: Achieve an uninterrupted, long-term water supply through investment, maintenance, and innovation.

- Objective SR4: Maintain and replace fleet vehicles and equipment in accordance with manufacturers’ recognized standards and practices, and the Authority’s Fleet Maintenance and Replacement Program.
  - 002.00 Evaluate individual vehicle and equipment costs annually, and identify minimum replacement schedules based on the following criteria:
    - Age >10 years, Mileage >100,000, and Repair/Cost Ratio >50%

### ALTERNATIVES

1. Declare bid for Item #3 from Raceway Ford as non-responsive; and award contracts as follows: $108,438.67 to Penske Ford, La Mesa, CA., for bid items #1 ($33,973.10) and #3 ($74,465.57); $62,531.36 to Raceway Ford, Riverside, CA., for bid item # 2; and $178,854.34 to Dion International Trucks, San Diego, CA., for the purchase of one (1) HX620 Ten-yard Dump Truck.

2. Reject all bids and provide direction to staff.
Memo to: Governing Board  
Subject: Consideration to Award a Contract - Vehicle Replacement Program – Light-Duty Trucks, Sport Utility Vehicle, and Ten-yard Dump Truck  
March 20, 2019  
Page 4 of 4

STAFF RECOMMENDATION

Staff recommends that the Governing Board Declare bid for Item #3 from Raceway Ford as non-responsive; and award contracts as follows: $108,438.67 to Penske Ford, La Mesa, CA., for bid items #1 ($33,973.10) and #3 ($74,465.57); $62,531.36 to Raceway Ford, Riverside, CA., for bid item # 2; and $178,854.34 to Dion International Trucks, San Diego, CA., for the purchase of one (1) HX620 Ten-yard Dump Truck.

COMMITTEE RECOMMENDATION

The Operations Committee concurs with staff recommendation.

ATTACHMENT(S)

Preliminary Bid Tabulation
**Bid Tabulation**  
**RFQ S2018-81**

<table>
<thead>
<tr>
<th></th>
<th>Raceway Ford</th>
<th>Sunroad Auto DBA Kearny Pearson Ford</th>
<th>Penske Ford - La Mesa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Item #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option A</td>
<td>No Bid</td>
<td>$34,284.58</td>
<td>$33,973.10</td>
</tr>
<tr>
<td>Option B</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>Bid Item #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option A</td>
<td>$62,531.36</td>
<td>$63,349.15</td>
<td>$63,000.26</td>
</tr>
<tr>
<td>Option B</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>Bid Item #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option A</td>
<td>*$61,601.49</td>
<td>$74,741.33</td>
<td>$74,465.57</td>
</tr>
<tr>
<td>Option B</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

*The bid submitted by Raceway Ford for Item #3 is non-responsive as the body builder is not within the Authority's mileage requirement.*
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TO: Governing Board (Operations Committee)
FROM: Management
DATE: March 15, 2019
SUBJECT: Request for Remote Service – Vistas Chulitas Subdivision, Chula Vista A.P.N. 568-351-04 and 568-351-05

SUMMARY
The Amelia, Limited Liability Company (LLC), on behalf of its client, Chula Vista Redevelopment Agency, the owner of two parcels located at the northwest intersection of Church Avenue and Madrona Street in Chula Vista, has requested authorization to serve water remotely to two single-family parcels and one multi-use parcel, as part of a proposed nine-lot subdivision containing seven single-family dwellings, and two multi-use parcels. The parcels will be created following parcel map recordation and will include access and utility easements from the Church Avenue right-of-way. The parcels, proposed easement limits, and proposed remote water services are illustrated on the attached sketch.

The three rear parcels (parcels 2, 3, and 4) do not front an Authority water main within the public right-of-way or an Authority easement, creating a remote service condition. Based on staff review of the water system in this area and the Water Distribution System Master Plan, it has been determined that a water main extension is not required to serve the subject parcels. In accordance with the Authority’s Rates and Rules, a remote service, subject to Governing Board approval, will be required to serve the parcels. As further required by the Rates and Rules, a private utility easement to allow access for the remote water service through the neighboring parcels will be included in the recordation of the parcel map.

PREVIOUS BOARD ACTION(S)
The Board considers requests for remote services on a case-by-case basis.

FISCAL IMPACT
There will be no cost to the Authority associated with the remote service. The property Owner will pay for all costs associated with the installation of new water services as part of the development of the subject parcel.
POLICY

It is the Authority's policy for the Board to consider approval of remote service to serve an area where it is determined that a water main extension is not required.

Strategic Plan Goal 2: System and Water Supply Reliability: Achieve an uninterrupted, long-term water supply through investment, maintenance, and innovation.

- Objective SR 7: Review proposed development plans and install necessary infrastructure to ensure the facilities meet the required demand, achieve code compliance, avoid cross-connections, and have minimal-to-zero financial impacts to the Authority's ratepayers.

ALTERNATIVES

1. Approve the owner's request to serve three newly created parcels remotely, following parcel map recordation for the Vistas Chulitas Subdivision, Chula Vista. The owner will pay all costs associated with the installation of new water services as part of the development of the subject parcel.

2. Reject the remote service request.

RECOMMENDATION

Staff recommends the Governing Board approve the Owner's request to serve three newly created parcels remotely, following parcel map recordation for the Vistas Chulitas Subdivision, Chula Vista. The owner will pay all costs associated with the installation of new water services as part of the development of the subject parcel.

ATTACHMENT(S)

Sketch – Vistas Chulitas Subdivision
Request for Remote Service - Vistas Chulitas Subdivision
Chula Vista, A.P.N. 619-231-05-00

Proposed Vistas Chulitas Subdivision for 9 Single-Family Dwellings

Proposed Water Meter Locations for Lots 1, 2, 3 & 4

Remote Water Service To Lots 2, 3, & 4 (red)

Private Access and Utility Easement (green)
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TO: Governing Board
FROM: Management
DATE: March 21, 2019
SUBJECT: Consideration to Modify Approval Requirements in Purchasing Policy

SUMMARY
In order to incorporate input from the Board, new state laws, and industry best practices, staff recommends an update to the Authority's Procurement Policy and Procedures (Policy) document. The goal to update the Policy will be included in the FY 2019-20 Work Plan. The attached Procurement Chart provides an overview of the current Policy.

At its March 20, 2019 meeting, the Finance and Personnel Committee discussed and recommended increasing the General Manager's approval limit to $75,000. If approved, any purchases over $75,000 would be brought to the full Governing Board for approval.

PREVIOUS BOARD ACTION(S)
On April 13, 2011, the Board authorized the reduction of Management's spending limit from $75,000 to $50,000.

FISCAL IMPACT
The costs associated with the Purchasing Policy is primarily existing staff labor.

POLICY
Procurement Policy and Procedures policy statement: all procurements made by Sweetwater Authority involving the expenditure of Authority funds will be made in accordance with the established procurement standards.

COMMITTEE RECOMMENDATION
The Finance and Personnel Committee recommends that staff revise the Procurement Policy to increase the approval requirement for purchases to $75,000 for the General Manager.

ATTACHMENT(S)
Exhibit 1 of Procurement Policy and Procedures - Procurement Chart
To provide its current and future customers with a safe and reliable water supply.

**FINANCE**

Procurement Policy and Procedures

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### Exhibit 1

Procurement Chart

<table>
<thead>
<tr>
<th>Types of Purchases</th>
<th>Operating Supplies, Equipment &amp; Non-Professional Services</th>
<th>Professional Services</th>
<th>Maintenance Projects</th>
<th>Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $10,000</td>
<td>Open Market</td>
<td>Informal Request for Proposal</td>
<td>Open Market</td>
<td>Informal Bidding</td>
</tr>
<tr>
<td>$10,000 - $35,000</td>
<td>Informal Bidding</td>
<td>Formal Request for Proposal</td>
<td>Informal Bidding</td>
<td>Informal Bidding</td>
</tr>
<tr>
<td>Greater than $35,000</td>
<td>Formal Bidding</td>
<td></td>
<td>Formal Bidding</td>
<td>Formal Bidding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procurement Methods</th>
<th>Approval Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $10,000</td>
<td>Department Head or delegated approver</td>
</tr>
<tr>
<td>$10,000 - $50,000</td>
<td>If within approved budget amount, Department Head. Management approval is required when the purchase exceeds the budgeted amount or has a significant change of scope.</td>
</tr>
<tr>
<td>Greater than $50,000</td>
<td>Finance and Personnel Committee and the Governing Board.</td>
</tr>
</tbody>
</table>

- **Operating Supplies, Equipment & Non-Professional Services**: Includes items such as office supplies, fuel, utilities, computers, software, and janitorial services.
- **Professional Services**: Services such as consulting, engineering, construction management, survey, environmental, legal, financial, real estate, and auditing.
- **Maintenance Projects**: Projects that are routine, recurring and usual work for the preservation or protection of a public-owned or operated facility such as landscaping, plumbing, electrical, and mechanical services.
- **Public Works**: An agreement for the erection, demolition, construction, alteration, repair, or improvement of any public structure.

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Approved: 07/25/2017
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TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: March 15, 2019
SUBJECT: Review of Board Policies and Procedures (512 through 516, 518, 519, and 521)

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. Policy 517, Financial Policies, and Policy 520, Benefits, will be reviewed at a later date.

<table>
<thead>
<tr>
<th>POLICY</th>
<th>ADDITIONS/MODIFICATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>512, 513, 515, and 518</td>
<td>No recommended changes.</td>
</tr>
<tr>
<td>514</td>
<td>Recommended changes: Removed fax machines and included Policy 507 title</td>
</tr>
<tr>
<td>516</td>
<td>Recommended changes: Moved paragraph to improve transition.</td>
</tr>
<tr>
<td>519</td>
<td>Recommended changes: Clarify language about event endorsements and financial sponsorship matches.</td>
</tr>
<tr>
<td>521</td>
<td>Recommended changes: Clarify language.</td>
</tr>
</tbody>
</table>

PREVIOUS BOARD ACTION(S)
On February 27, 2019, the Governing Board continued Policies 504 and 506 to a future meeting; approve to update Policy 502 with a revision to the first sentence under Procedure to read “staff and Management;” and approved the recommended changes to Policies 501 through 503, 505, and 507 through 511.

FISCAL IMPACT
Fiscal impact is limited to cost incurred for legal counsel review.
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Review of Board Policies and Procedures (512 through 516, 518, 519, and 521)
March 15, 2019
Page 2 of 2

POLICY

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

ALTERNATIVES

1. Approve the recommended changes to Policies 512 through 516, 518, 519, and 521 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 512 through 516, 518, 519, and 521 as presented.

ATTACHMENT(S)

Board Policy 512
Board Policy 513
Board Policy 514 (Revised)
Board Policy 515
Board Policy 516 (Revised)
Board Policy 518
Board Policy 519 (Revised)
Board Policy 521 (Revised)
POLICY 512 – DIRECTORS’ TRAVEL

POLICY

It is important that the members of the Governing Board (Board) avoid unnecessary risk to Sweetwater Authority (Authority) operations that could result if several members were traveling together in a form of transportation (airplane, bus, automobile, or train) and were involved in an accident.

PROCEDURE

Whenever it is necessary for more than three (3) members of the Board to travel in the same form of transportation to the same destination on Authority business, every reasonable effort shall be made to arrange transportation and schedules to assure that not more than three (3) Directors travel in the same airplane, train, automobile, or bus.

Example: It may be necessary for three (3) Directors to travel on one (1) flight and one (1) or more Directors to utilize a different airline or flight to the same destination to avoid traveling together. In the same fashion, traveling to local meetings in automobiles should be limited to no more than three (3) Directors in the same automobile, as practicable.

It is recognized that there may be circumstances under which separate travel arrangements are not practical, but unnecessary risk that could result in the Authority losing the services of more than three (3) members of the Board is to be avoided.
POLICY 513 – FIELD TRIPS BY DIRECTORS

POLICY

To establish the appropriate manner of conducting field trips to inspect facilities and engage in discussions outside the boundaries of the Sweetwater Authority (Authority), which involve more than a quorum of the Governing Board (Board).

PROCEDURE

Field trips should be noticed as “Meetings” either by adjourning a Regular Meeting to the date of the field trip or by noticing a “Special Meeting.” The description of the field trip should be included in the Notice of Adjournment or Notice of Special Meeting.

The Board may conduct meetings outside of the Authority’s boundaries to comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the Authority is a party; inspect real property; participate in meetings or discussions of multi-agency significance; or meet with elected or appointed officials of the United States or the State. (Government Code § 54954[b])
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POLICY 514 – FAX MACHINES, EMAIL, SOCIAL MEDIA, AND OTHER ELECTRONIC COMMUNICATION METHODS

POLICY

To establish guidelines ensuring compliance with the Ralph M. Brown Act (Brown Act) when using FAX machines, email, social media, and other electronic communication methods. The Brown Act prohibits serial, rotating or seriatim meetings which may occur when a majority of members of the Governing Board (Board) or a Committee subject to the Brown Act use a series of communications of any kind outside of a properly noticed meeting, directly or through intermediaries, to hear, discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board.

PROCEDURE

A. Board Members and members of any Committee subject to the Brown Act should not use FAX machines, email, social media, or any other means of electronic communication in the following ways:

1. to exchange facts, hear, discuss, deliberate, develop a consensus, or take action among a majority of members of the Board or Committee on any item of business within the subject matter jurisdiction of the Board or Committee; and

2. to communicate with Sweetwater Authority (Authority) staff or any third party to request that such person aid in developing a collective concurrence on an item of business within the subject matter jurisdiction of the Board or Committee.

B. Authority staff should not communicate with a majority of members of the Board or any Committee subject to the Brown Act, to hear, discuss, deliberate, or take any action on any item of business that is within the subject matter jurisdiction of the Board or Committee.

C. Board Members and members of any Committee subject to the Brown Act should use caution to avoid communicating with or to a majority of members while commenting on social media posts, blogging, replying to emails with multiple recipients, texting, linking among social media users, or otherwise communicating about any item of business within the Authority's subject matter jurisdiction.

For additional information concerning communicating with members of the Board, refer to Policy 507, Committees of the Governing Board and Interagency Committees.
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POLICY 515 – MASS MAILINGS

POLICY

The Governing Board (Board) must abide by the Political Reform Act and rules of the Fair Political Practices Commission, which set restrictions concerning mass mailings sent at the public’s expense.

PROCEDURE

As provided for in California Government Code Section 89002, Subdivision (a), except as provided in Subdivision (b), below, a mailing is prohibited by Government Code Section 89001 if all of the following criteria are met:

(1) Any item sent is delivered, by any means, to the recipient at his or her residence, place of employment or business, or post office box. For the purposes of this criterion, the item delivered to the recipient must be a tangible item, such as a videotape, record, or button, or a written document.

(2) The item sent either: (a) Features an elected or appointed officer affiliated with the agency which produces or sends the mailing; or (b) Includes the name, office, photograph, or other reference to an elected or appointed officer affiliated with the agency which produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected or appointed officer.

(3) Any of the costs of distribution is paid for with public moneys, or costs of design, production, and printing exceeding $50 are paid with public moneys, and the design, production, or printing is done with the intent of sending the item other than as permitted by this policy.

(4) More than two hundred substantially similar items are sent in a single calendar month, excluding any item sent in response to an unsolicited request and any item described in Subdivision (b), below.

Subdivision (b): Notwithstanding Subdivision (a), above, mass mailing of the following items is not prohibited by Government Code Section 89001:

(1) Any item in which the elected or appointed officer’s name appears only in the letterhead or logotype of the stationery, forms (including “For Your Information” or “Compliments of” cards or stamps), and envelopes of the agency sending the mailing, or of a committee of the agency, or of the elected or appointed officer, or in a roster listing containing the names of all elected or appointed officers of the agency. In any such item, the names of all elected or appointed officers must appear in the same type size, typeface, type color, and location. Such item may not include the elected or appointed officer’s photograph, signature, or any other reference to the elected or appointed officer, except as specifically permitted in this paragraph or elsewhere in this policy.
(2) A press release sent to members of the media.

(3) Any item sent in the normal course of business from one governmental entity or officer to another governmental entity or officer.

(4) Any intra-agency communication sent in the normal course of business to employees, officers, deputies, or other staff.

(5) Any item sent in connection with the payment or collection of funds by the agency sending the mailing, including tax bills, checks, and similar documents, in any instance where use of the elected or appointed officer's name, office, title, or signature is necessary for the payment or collection of the funds. Such item may not include the elected or appointed officer's photograph, signature, or any other reference to the elected or appointed officer except as specifically permitted in this paragraph or elsewhere in this policy.

(6) Any item sent by an agency responsible for administering a government program, to persons subject to that program, in any instance where the mailing of such item is essential to the functioning of the program, where the item does not include the elected or appointed officer's photograph; and where use of the elected or appointed officer's name, office, title, or signature is necessary to the functioning of the program.

(7) Any legal notice or other item sent as required by law, court order, or order adopted by an administrative agency pursuant to the Administrative Procedure Act, and in which use of the elected or appointed officer's name, office, title, or signature is necessary in the notice or other mailing. For purposes of this paragraph, inclusion of an elected or appointed officer's name on a ballot as a candidate for elective office, and inclusion of an elected officer's name and signature on a ballot argument, shall be considered necessary to such a notice or other item.

(8) A telephone directory, organization chart, or similar listing or roster which includes the names of elected or appointed officers, as well as other individuals in the agency sending the mailing, where the name of each elected or appointed officer and individual listed appears in the same type size, typeface, and type color. Such item may not include an elected or appointed officer's photograph, name, signature, or any other reference to an elected or appointed officer, except as specifically permitted in this paragraph or elsewhere in this policy.

(9) An announcement of any meeting or event of the type listed in following subparagraphs (i) and (ii), provided however that the announcement does not include the elected or appointed officer's photograph or signature and may include only a single mention of the elected or appointed officer's name except as permitted elsewhere in this policy:

   (i) An announcement sent to an elected or appointed officer's constituents
concerning a public meeting which is directly related to the elected or appointed officer’s incumbent governmental duties, which is to be held by the elected or appointed officer, and which the elected or appointed officer intends to attend.

(ii) An announcement of any official agency event or events for which the agency is providing the use of its facilities or staff or other financial support.

(10) An agenda or other writing that is required to be made available pursuant to Sections 11125.1 and 54957.5 of the Government Code, or a bill, file, history, journal, committee analysis, floor analysis, agenda of an interim or special hearing of a committee of the Legislature, or index of legislation, published by the Legislature.

(11) A business card which does not contain the elected or appointed officer’s photograph or more than one mention of the elected or appointed officer’s name.

Notwithstanding Subdivision (b) above, a mass mailing meeting the criteria in Subdivision (a) may not be sent within the 60 days preceding an election by or on behalf of a candidate whose name will appear on the ballot at that election, except as provided in paragraphs (2) to (8), inclusive, and paragraph (10) of Subdivision (b). (California Government Code Section 89003.)

Definitions: The following definitions shall govern the interpretation of this policy:

(1) “Elected or appointed officer affiliated with the agency”: an elected officer who is a member, officer, or employee of the agency, or of a subunit thereof such as a committee, or who has supervisory control over the agency, or who appoints one or more members of the agency. For purposes of this policy, this term includes all Authority Board members, whether elected to, or appointed by, a member agency of the Authority.

(2) “Features an elected or appointed officer”: the item mailed includes the elected officer’s photograph or signature, or singles out the elected or appointed officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, typeface, or type color.

(3) “Substantially similar” – two items are “substantially similar” if any of the following applies: (i) the items are identical, except for changes necessary to identify the recipient and his or her address; (ii) the items are intended to honor, commend, congratulate, or recognize an individual or group, or individuals or groups, for the same event or occasion, are intended to celebrate or recognize the same holiday; or are intended to congratulate an individual or group, or individuals or groups, on the same type of event, such as birthdays or anniversaries; (iii) both of the following apply to the items mailed: most of the bills, legislation, governmental action, activities, events, or issues of public concern mentioned in one item are mentioned in the other; and most of the information contained in one item is contained in the other. Enclosure of the same informational materials in two items mailed, such as copies of the same bill, public document, or report, shall not, by itself, mean that the two items
are "substantially similar." Such informational materials may not include the elected or appointed officer's name, photograph, signature, or any other reference to the elected or appointed officer except as permitted elsewhere in this policy.

An item is only considered substantially similar to other items sent by the same official, not to items sent by other officials in the same agency.

(4) "Unsolicited request" is defined as follows:

(i) A written or oral communication (including a petition) which specifically requests a response and which is not requested or induced by the recipient elected or appointed officer or by any third person acting at his or her behest. However, an unsolicited oral or written communication (including a petition) which contains no specific request for a response, will be deemed to constitute an unsolicited request for a single written response.

(ii) An unsolicited request for continuing information on a subject shall be considered an unsolicited request for multiple responses directly related to that subject for a period of time not to exceed 24 months. An unsolicited request to receive a regularly published agency newsletter shall be deemed an unsolicited request for each issue of that newsletter.

(iii) A previously unsolicited request to receive an agency newsletter or mass mailing on an ongoing basis shall not be deemed to have become solicited by the sole fact that the requestor responds to an agency notice indicating that, in the absence of a response, his or her name will be purged from the mailing list for that newsletter or mass mailing. A notice in the following language shall be deemed to meet this standard:

"The law does not permit this office to use public funds to keep you updated on items of interest unless you specifically request that it do so." Inclusion of a similar notice in other items shall not constitute a solicitation under this policy.

(iv) A communication sent in response to an elected or appointed officer's participation at a public forum or press conference, or to his or her issuance of a press release, shall be considered an unsolicited request.

(v) A person who subscribes to newspapers or other periodicals published by persons other than elected or appointed officers shall be deemed to have made unsolicited requests for materials published in those subscription publications.
POLICY 516 – MANDATORY TRAINING

POLICY

Members of the Governing Board (Board) and employees who are designated by the Board, shall receive at least two (2) hours of ethics training every two (2) years, pursuant to the provisions of Government Code Section 53234, et seq. (Government Code § 53235) and at least two (2) hours of sexual harassment prevention training and education every two (2) years pursuant to the provisions of Government Code Section 53237, et seq. (Government Code § 53237.1.)

PROCEDURE

Ethics Training.

Ethics training shall be provided by an agency, an association of local agencies, or other entity, in accordance with criteria approved by the Fair Political Practices Commission and the Attorney General. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online. (Government Code § 53235.)

The Board Secretary shall provide members of the Board and the designated employees information on the training available to meet these requirements at least once annually. (Government Code § 53235.)

The employees who are designated by the Board to receive ethics training in accordance with this policy are the General Manager, Assistant General Manager, Board Secretary, and all Department Heads. (Government Code § 53235.)

Each Director and designated employee who commences service with Sweetwater Authority (Authority) after January 1, 2006 shall receive the required training within one (1) year from the first date of service with the Authority. Thereafter, said Directors and designated employees shall receive training at least once every two (2) years. (Government Code § 53235.1.)

Directors who serve a local agency other than the Authority are only required to satisfy the requirements of this policy once every two (2) years regardless of the number of agencies they serve. (Government Code § 53235.1.)

All Directors and designated employees shall provide a certificate to the Board Secretary indicating the dates upon which they attended ethics training sessions to satisfy requirements. Said certificate shall also include the entity which provided the training. The Board Secretary shall maintain the records indicating the dates that each of the members of the Governing Board and designated employees satisfied their requirements and the entity which provided the training. These records shall be maintained for at least five (5) years.
after the training and are subject to disclosure under the Public Records Act. (Government Code § 53235.2.)

The employees who are designated by the Board to receive ethics training in accordance with this policy are the General Manager, Assistant General Manager, Board Secretary, and all Department and Section Heads. (Government Code § 53235.)

**Sexual Harassment Prevention Training.**
Sexual harassment prevention training shall be provided by an agency, an association of local agencies, or other entity, in accordance with the requirements of applicable law. Harassment training may include training courses, or sets of self-study materials with tests, to meet the requirements of applicable law. These courses may be taken at home, in person, or online. (Government Code § 53237.1.)

The Board Secretary shall provide members of the Board information on the training available to meet these requirements in writing before assuming office and every two (2) years thereafter. (Government Code § 53237.1.)

Each Director shall receive at least two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office, and every two (2) years thereafter. (Government Code § 53237.1.)

Directors who serve a local agency other than the Authority are only required to satisfy the requirements of this policy once every two (2) years regardless of the number of agencies they serve. (Government Code § 53237.1.)

All Directors shall provide the training certificate, which providers of training courses are required to provide to participants, to the Board Secretary indicating the dates upon which they attended harassment prevention training sessions to satisfy these requirements. Said certificate shall also include the entity which provided the training. The Board Secretary shall maintain the records indicating the dates that each of the members of the Governing Board satisfied their requirements and the entity which provided the training. These records shall be maintained for at least five (5) years after the training and are subject to disclosure under the Public Records Act. (Government Code § 53237.2.)
POLICY 518 – GENERAL MANAGER PERFORMANCE MANAGEMENT

POLICY

The Board recognizes the importance of managing and monitoring performance of the General Manager (Manager) to ensure the organization is successful and well managed.

In consultation with the Manager, the Board will establish performance expectations which are in alignment with the organization’s Strategic Plan.

Performance expectations may include managerial behaviors and competencies, goals the Board expects to be accomplished, and professional development goals for the Manager.

The Board will establish the rating period, format, and process by which performance expectations will be established and evaluated.

PROCEDURE

Developing the Performance Plan: At the beginning of the Manager’s rating period, the Board will review performance expectations with the Manager to ensure that expectations are clear, unambiguous, and clearly documented. A Performance Plan will be created in a format established by the Board and may include:

- Managerial Competencies and Behaviors,
- Work Plan Goals which are typically annual goals but can be longer term, and
- Professional Development Plan activities or goals for improvement or growth.

While the Managerial Competencies and Behaviors may remain unchanged from year to year, the Work Plan Goals and the Professional Development Goals are created each year and may be annual or longer term as established by the Board.

The Board will ask the Manager to develop and present proposed goals consistent with the Strategic Plan for the upcoming rating period for discussion and concurrence or modification by the Board. The Board may also ask the Manager to present professional development goals for the coming year.

Monitoring Performance: Performance feedback and documentation is important throughout the entire evaluation period. Regular conversations between the Board and the Manager, such as monthly or quarterly, regarding performance should occur as necessary. The Manager, with the Board’s concurrence, should develop a reporting system sufficient to provide the Board with information related to performance goals and expectations.
Performance Evaluation Discussion: The Board will conduct a formal written review of the Manager annually to summarize and document performance and accomplishments. The Board, in its discretion, may conduct a mid-year performance review at a time determined by the Board to enhance communication and review progress to-date on goals and action plans as needed.

The Board will ask the Manager to prepare and submit a self-review prior to the Board conducting its assessment. The Board may engage in an interactive discussion with the Manager regarding accomplishments completed, obstacles, and challenges encountered. The Board and the Manager may also begin the discussion of the next year’s Work Plan Goals and professional development goals.

Performance Evaluation Document: The Board will finalize the Performance Evaluation in the format established by the Board, provide a copy of the evaluation to the Manager, and maintain a copy in the Manager’s personnel file. The Performance Review/Evaluation process should be completed within thirty (30) days after the close of the rating period or as close to that schedule as is-practical.

Establish Next Rating Period Goals: The Board will establish a date by which the Manager should develop and submit proposed work plan goals and professional development goals for the next rating period for review and concurrence or modification by the Board.

Attachments:

Performance Management Plan/Evaluation and Self Review

Guide for Managing Employee Performance
POLICY 519 – EVENT ENDORSEMENT AND SPONSORSHIP

POLICY

The Governing Board (Board) may endorse or sponsor certain events as requested by nonprofit, government, and educational organizations, to support community events held within the Authority’s service area. The Board’s endorsement or sponsorship is intended to increase the quality of the event and demonstrate the Board’s commitment to the requested activities that support and celebrate the community.

PROCEDURE

Nonprofit, government, and educational organizations seeking a decision from the Board on endorsement or financial sponsorship of activities within the Authority’s service area will submit a written request for an endorsement to the General Manager at least one (1) month prior to the actual date of the event to allow for consideration. The request will undergo a review by the Board to verify the merits of the requested endorsement or financial sponsorship. Only events that are in the Authority service area, are open to the general public, and do not charge an entrance fee will be considered. The Board reserves the right to reject or condition its involvement at its sole discretion, subject to applicable local, state, and federal laws.

Any requests pursuant to this policy that also seek financial sponsorship by the Authority require Board review and approval, which will be considered independently of any endorsement request. Any events seeking financial sponsorship shall meet the same eligibility criteria as described above.

The General Manager may also consider and approve event endorsement and sponsorship requests on a case-by-case basis, when deemed in the best interests of the Authority and within the funds allowable by the budget and General Manager authorization levels. All event endorsements or sponsorships approved by the General Manager shall meet the same eligibility criteria as described above.

Only events that are in the Authority service area, are open to the general public, and do not charge an entrance fee will be considered.

If approved, the endorsed or sponsored activities may use the Authority’s name and logo in its promotions.

Requests for written information, reports, data, or photos that are related to the request for endorsement or sponsorship can be provided subject to a standard public records request submitted to the Authority’s Board Secretary.

The General Manager shall provide periodic reports to the Board on events endorsed and
sponsored.
POLICY 521 – RECOGNITION OF OUTGOING BOARD MEMBERS

POLICY

The Governing Board (Board) of Sweetwater Authority wishes to formally recognize all outgoing Board members for their service to the community and for their efforts to continue the mission of the Authority. This policy establishes how outgoing Board members shall be acknowledged.

PROCEDURE

A. An outgoing Board Member shall be formally recognized during the last Board meeting at which the Director serves in active duty or as soon as practical.

B. At such meeting, the Chair of the Board or his or her designee shall read and present a resolution acknowledging the service of the outgoing Board Member.

C. In addition, the outgoing Board Member shall be presented with the following package:
   1. A metal card that provides free lifetime access to all Authority fishing facilities.
   2. A framed photo of an Authority scenic feature (the outgoing Board Member will be given several photos to choose from).
   3. A statue of a fire hydrant (or similar item) with an inscription of service years.

D. Following the presentation of the resolution and package items, the Chair shall call a recess to allow for light refreshments and photos.
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TO: Governing Board
FROM: Management
DATE: March 21, 2019
SUBJECT: Review of Board Policies and Procedures (504 and 506)

SUMMARY
The Board directed Management and Legal Counsel to further review and propose modifications to Policy 504, Code of Ethics, and Policy 506, Members of the Governing Board, based on feedback provided by the Board during its February 27, 2019, regular meeting.

Management and Legal Counsel worked together to draft changes in response to Board feedback, specifically:

Policy 504
- Change “highest quality” to “industry-leading” to be consistent with the Authority’s vision.
- Clarification of policy purpose with regard to effective communication and division of responsibility between Board, Management, and staff.
- Divided the main body of the policy into two sections: one section addresses standards and principles of conduct among the Board members, and the other section addresses standards and procedures between the Board and staff.
- Change “should” to “shall”.

Policy 506
- Clarification of procedure as assisting in governance of behavior as a member of the Board.
- Change “will” to “shall”.
- Handling of requests for substantive information and/or research and requests that entail substantial effort and cost.
Memo to: Governing Board  
Subject: Review of Board Policies and Procedures (504 and 506)  
March 21, 2019  
Page 2 of 2

PREVIOUS BOARD ACTION(S)
On February 27, 2019, the Governing Board continued Policies 504 and 506 to a future meeting; approve to update Policy 502 with a revision to the first sentence under Procedure to read “staff and Management;” and approved the recommended changes to Policies 501 through 503, 505, and 507 through 511.

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

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

ALTERNATIVES
1. Approve the recommended changes to Policies 504 and 506 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 504 and 506 as presented.

ATTACHMENTS:
Board Policy 504 (Revised)  
Board Policy 506 (Revised)
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. The Board is also committed to pursuing effective governance of the Authority by using effective communications strategies and respecting the clear division of responsibility between the Board and the professional Management and staff of the Authority.

PROCEDURE

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

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

B. Responsiveness and attentive listening in communication are encouraged.

C. Directors 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.

D. 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.

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

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

**HP.** 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.

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

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

**AH.** 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. Directors shall not attempt to obtain such information directly from other Authority staff without the knowledge or involvement of the General Manager.

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

**CJ.** When considering items related to safety, concerns for safety or hazards should be reported to the General Manager or Assistant General Manager.
In When seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should shall be referred directly to the General Manager or legal counsel.

When approached by Authority personnel concerning specific Authority policy or operations, Directors should shall direct the Authority personnel to the General Manager. Directors may then directly consult with the General Manager or legal counsel about said issue.

When responding to constituent requests and concerns, Directors should shall be courteous, responding to individuals in a positive manner and routing-referring their questions to through appropriate channels, such as customer service, the General Manager, or legal counsel and to responsible management personnel. Directors may then directly consult with the General Manager or legal counsel about said issue.

When approached by vendors or contractors concerning the availability of work or contracts at the Authority, Directors shall direct such inquiries should be referred to the General Manager or Assistant General Manager.
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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 are part of the body that represents and acts for the community as a whole and do 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. 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.

For matters that are to be considered under closed session, information may be requested from, or exchanged with, legal counsel.
C. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

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

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

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

G. Because the General Manager is the Chief Administrative Executive Officer of the Authority and is responsible for overseeing the administration and operation of the Authority, Directors shall channel requests for substantive information and/or research through the General Manager. Requests by individual Directors that entail substantial effort or cost 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 the General Manager 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.
TO: Governing Board  
FROM: Management  
DATE: March 21, 2019  
SUBJECT: Consideration to Approve Revisions to 2019 Board Calendar and Policy 507

SUMMARY
At its March 13, 2019 meeting, the Board directed staff to bring back the 2019 Board Calendar with revisions to the number of Committee meetings. The attached revised 2019 Board Calendar proposes to increase the number of Operations and Finance and Personnel standing committee meetings from once per month to twice per month.

Policy 507, Committees of the Governing Board and Interagency Committees, outlines the Board’s policy on committees. Although Committees are subject to open meeting laws (e.g., “Brown Act”), minutes are not required. In order to facilitate transparency, inform the Board of Committee recommendations, and maintain administrative effectiveness, the following is recommended:

- Note Committee recommendations as part of the information provided to the Board as part of its agenda.

PREVIOUS BOARD ACTION(S)
On December 12, 2018, the Governing Board approved the 2019 Board Calendar

FISCAL IMPACT
There is no fiscal impact associated with this action.

POLICY/STRATEGIC PLAN OBJECTIVE
Strategic Plan Goal 6: Administrative Effectiveness: Provide efficient and effective administrative systems and procedures in accordance with best management.

ALTERNATIVES
1. Approve the proposed revised 2019 Board Calendar.
2. Approve the recommended changes to Policy 507.
3. No action.
RECOMMENDATION

Management recommends that the Governing Board approve the revised 2019 Board Calendar and recommended changes to Policy 507.

Attached: Proposed Revised 2019 Board Calendar
Board Policy 507 (Revised)
## Proposed Revised Board Calendar - 2019

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<td></td>
<td>8</td>
<td>6 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22</td>
<td>6 pm</td>
</tr>
<tr>
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<td>1</td>
<td>10 am, 4 pm</td>
</tr>
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<td>15</td>
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<td>June</td>
<td></td>
<td>12</td>
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<td></td>
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<td>26</td>
<td>6 pm</td>
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<td></td>
<td>14</td>
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<td></td>
<td></td>
<td>28</td>
<td>6 pm</td>
</tr>
<tr>
<td></td>
<td>Operations, Finance &amp; Personnel</td>
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<tr>
<td></td>
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<td>4</td>
<td>10 am, 4 pm</td>
</tr>
<tr>
<td></td>
<td>Operations, Finance &amp; Personnel</td>
<td>18</td>
<td>10 am, 4 pm</td>
</tr>
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<td>October</td>
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<td>9</td>
<td>6 pm</td>
</tr>
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<td></td>
<td></td>
<td>23</td>
<td>6 pm</td>
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<td></td>
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<td>16</td>
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</tr>
<tr>
<td>November</td>
<td></td>
<td>13</td>
<td>6 pm</td>
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<tr>
<td></td>
<td>Operations, Finance &amp; Personnel</td>
<td>6</td>
<td>10 am, 4 pm</td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>11</td>
<td>6 pm</td>
</tr>
<tr>
<td></td>
<td>Operations, Finance &amp; Personnel</td>
<td>4</td>
<td>10 am, 4 pm</td>
</tr>
</tbody>
</table>

Committees that meet on an as-needed basis: Communications Committee, Consultant Selection Committee, and any Ad Hoc Committees.
POLICY 507 – COMMITTEES OF THE GOVERNING BOARD AND INTERAGENCY COMMITTEES

POLICY

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

PROCEDURE

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

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

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

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

The Standing Committees of the Board are:

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

Interagency Committees/Boards are:

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

Revised and Approved on 2/27/19
(appointment made by the Board)

B. Chula Vista Interagency Water Task Force
C. Water Conservation Garden Joint Powers Authority Board

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

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

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

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

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

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

Committee recommendations shall be noted in information provided Meeting minutes of Standing Committees shall be prepared and made available to the Board as part of a publicly available agenda.
TO: Governing Board (Operations Committee)
FROM: Management
DATE: March 15, 2019
SUBJECT: Discussion on Loveland Reservoir Emergency Storage

SUMMARY
At the January 23, 2019 Board meeting, Director Martinez initiated a discussion regarding the use of water from Loveland Reservoir and maximizing the beneficial use of this resource. One component of the discussion centered on the determination of emergency storage needs in the operation of the water supply derived from the Sweetwater River.

Historically, the Authority has not withdrawn water for transfer from Loveland Reservoir to Sweetwater Reservoir past the minimum pool level established. The minimum pool level consists of two components:

1. An inactive storage component of 1,150 acre-feet (AF), which is the amount of storage that cannot be accessed by the outlet to the Bunger valve at Loveland Dam, and
2. An emergency storage component of 6,375 AF, which is held to provide a source of water after a catastrophic event, such as an earthquake, that could disrupt the supply of imported water.

At Loveland Reservoir, the emergency storage consists of three-month water demand for the Authority's service area, plus approximately twenty-five percent of the water that is assumed to be lost to the middle basin during a water transfer from Loveland to Sweetwater Reservoir.

The history of the three-month storage at Loveland Reservoir can be traced to a report titled Addendum for Loveland - Sweetwater Pipeline Study, prepared in 1982 by James M. Montgomery, Consulting Engineers, Inc. The report included a recommendation to provide reserve storage to meet a potential three-month loss of San Diego County Water Authority aqueduct supply, or in case of catastrophic events such as an earthquake. The three-month demand is based on 1,700 AF per month and represents summer months- when water demands on the Authority's system are highest. This volume includes an additional twenty-five percent of the water that is assumed to be lost during a water transfer from Loveland to Sweetwater Reservoir. This water loss percentage is essentially an average loss that has been observed, but it does not
account for the amount of loss that would occur if the emergency transfer were to occur during the summer or after a prolonged period of less-than-average rainfall.

The emergency storage basis, as described above, stems from an evaluation conducted before the construction of the Richard A. Reynolds Groundwater Desalination Facility (Desal Facility), which was recently expanded to a production capacity of 10 million gallons per day (mgd). The availability of this water production resource can be taken into consideration as the Board reconsiders the emergency storage volume for Loveland Reservoir. However, there are portions of the Authority service area in Bonita that can only be supplied water from the Robert A. Perdue Water Treatment Plant. Another factor for consideration could be reduced customer demands since the 1982 report was prepared.

A reduced emergency storage volume would impact certain programs and operational procedures as summarized below:

- The Loveland Fishing Program (Fishing Program) would be impacted, and temporary closure of the Fishing Program would be needed to implement changes necessary to maintain the program. The existing Fishing Program boundary would need to be extended to the receded shoreline at the new minimum pool level. Also, the existing trails would need to be extended through potentially steep terrain to the new minimum pool level. However, restroom locations must remain above the reservoir’s high water mark elevation of 1,355 feet above mean sea level but could require relocation based on the extended trails configuration. When the water level is at or near the new minimum pool level, people using the Fishing Program would need to walk a longer distance for restroom access. As a result of this inconvenience, patrons may opt to forego the restroom facilities, which could lead to human waste in the watershed and impact the reservoir’s water quality.

- Changes to the Fishing Program will require an addendum to the California Environmental Quality Act Document for the Fishing Program.

- Changes to the Fishing Program will require a Nationwide Permit from the United States Army Corps of Engineers, a 401 Water Quality Certification from the Regional Water Quality Control Board, and a Lake and Streambed Alteration Agreement from the California Department of Fish and Wildlife.

- If the water level remains lower than the current minimum pool level for an extended period, habitat for endangered species may develop along the newly exposed shoreline, and regulatory agencies could impose environmental restrictions that would prevent raising the water level to full reservoir capacity.
• Safety and rescue access roads through the Cleveland National Forest might have to be extended to the new minimum pool level resulting from the reduced emergency storage level.

• The existing boat ramp at Loveland Reservoir would have to be extended beyond its current limit to reach a lower water level resulting from a reduced emergency storage level. Careful planning would be needed in extending the boat ramp to navigate the steep terrain in the area. This activity is a planned activity in the Draft Sweetwater Authority Property Operations and Maintenance Plan (O&M Plan).

• Additional anchors would need to be installed to move the existing boat dock to the new water level. This activity is a planned activity in the Draft O&M Plan.

• The existing log boom that prevents floating debris from impacting the intake for the dam’s Bunger valve would need to be reset based on the reduced emergency storage level.

• Authority staff would need to inform the Division of Safety of Dams on the planned reduction in minimum pool level, which is affected by a reduced emergency storage level.

In addition to the prerequisites above, the Authority must also consider that the property around Loveland Reservoir has been subject to trespassing in the past when the water level is low. Implementing a reduced emergency storage level would result in a receded shoreline during dry periods and people looking to fish could trespass beyond the current or future limits of the Fishing Program to access better fishing areas.

FISCAL IMPACT
The fiscal impacts of revising the emergency storage volume maintained at Loveland Reservoir are unknown at this time.

POLICY
Strategic Plan Goal 2: System and Water Supply Reliability: Achieve an uninterrupted long-term water supply through investment, maintenance, and innovation.

• Objective SR11: Explore options for new water sources including but not limited to: conservation, recycled water, stormwater retention, groundwater/desalination, and Urban Runoff Diversion Systems.
CONCLUSION
This is an information item only.

ATTACHMENT(S)
Addendum - Loveland – Sweetwater Pipeline Study – July 1982
ADDENDUM

LOVELAND - SWEETWATER PIPELINE STUDY

JULY 1982

JAMES M. MONTGOMERY, CONSULTING ENGINEERS, INC.
ADDENDUM
LOVELAND - SWEETWATER PIPELINE STUDY

INTRODUCTION

This addendum to our August 1981 report (1) addresses two additional areas of concern on the operation of the Loveland and Sweetwater Reservoir system which were not part of the original study. The issues considered herein are guidelines for operating the system in terms of storage volumes and releases to best manage the local supply and the potential for recovery of water lost to the underground during releases from Loveland Reservoir to Sweetwater Reservoir.

RESERVOIR SYSTEM OPERATION

The two reservoirs system can be operated in different ways depending upon the goals and criteria that the Sweetwater Authority may choose to meet. The goals can include (1) maximum utilization of local water, (2) utilization of storage for seasonal and emergency supply needs, and (3) minimization of losses downstream from Sweetwater Reservoir (i.e. flood control). An approach is recommended herein which attempts to combine the desirable aspects of owning the valuable resource of local supply and storage. The guidelines and criteria assumed are identified along with the basic data utilized so that other operational programs may be easily implemented by the Authority's staff.

OPERATING CRITERIA AND GUIDELINES

The following basic criteria are felt to be reasonable goals or criteria for operating the system of reservoirs.

Minimize Spill from Sweetwater Reservoir. This involves the element of reliability as it is virtually impossible to guarantee no spill and thus loss of water from the reservoir. In subsequent sections a reliability of 90% has been selected as the goal, however an 80% reliability factor could just as well be selected.

Provide Adequate Storage to Meet Three Month Loss of Aqueduct Supply. This is an arbitrary value which could just as easily be two weeks, one month or six months depending upon the Authority's assessment of what type emergency it chooses to protect itself against. Two week's storage has been identified by the CWA to allow winter shutdown of the aqueducts for maintenance. The City of San Diego stores nine month's supply in its reservoirs. One to three months is probably a realistic volume to offset total aqueduct loss of supply by an occurrence such as an earthquake.

(1) Sweetwater Authority, "Loveland-Sweetwater Pipeline Study";
A storage volume of three summer months is recommended for Sweetwater Authority. Three summer months is approximately 8050 acre feet, based upon current projections of demand for July, August and September with respect to annual water needs. A three month emergency supply is recommended as (1) it is a volume easily achieved by water already in storage resulting from local runoff, and is therefore not water which needs to be purchased, and (2) it is a realistic volume to offset such emergencies such as extended shutdowns of a major facility (MWD or CWA) such as an aqueduct, pipeline or pump station failure which may result in relatively long order and delivery times until replacement equipment is installed.

The following basic data and assumptions have been utilized within this study. These define the basic facility sizes and assumptions about volume, and transfer losses.

**Loveland**

- Volume at maximum pool: 25,400 acre feet
- Volume at minimum pool: 540 acre feet

**Sweetwater**

- Volume at maximum pool: 27,700 acre feet
- Volume at minimum pool: 2,540 acre feet
- Volume at normal (operating maximum) pool: 25,830 acre feet

**Water Transfer, Loveland to Sweetwater**

Assume that 70% of all water released from Loveland is recovered at Sweetwater, provided that releases are made at reasonable rates of flow over relatively long durations. Figure 1, following, illustrates historical records from 1944-1945 through 1978-1979, inclusive, illustrating the water recovered at Sweetwater as a function of water released from Loveland. To transfer 3 month's supply from Loveland would require $8050 \div 0.70$ or 11,500 acre feet to be maintained at Loveland. Thus the anticipated water loss is 3450 A.F. during transfer of emergency water.

**To the Extent Possible, Water to be Maintained in Storage Should be Kept at Loveland Reservoir.**

This reservoir is more efficient in terms of evaporation losses than Sweetwater, therefore planned long term storage should be maintained in Loveland.
WATER RELEASED FROM LOVELAND (1000 ACRE FEET)

WATER RECOVERED AT SWEETWATER (1000 ACRE FEET)

FIGURE 1
ANNUAL WATER RECOVERED TRANSFERRING FROM LOVELAND TO SWEETWATER

JAMES M. MONTGOMERY
CONSULTING ENGINEERS, INC.
Table 1 presents statistical data on the long term runoff inflow to Loveland and Sweetwater Reservoirs. The annual average is presented in the far right hand column. The data used to develop the table covers from April 1945 to June 1980 inclusive for Loveland Reservoir and January 1945 to June 1980 inclusive for Sweetwater Reservoir. It is interesting to note that the median value is significantly lower than the annual average. This means that the annual average runoff will occur less than one half the time. For example, for Sweetwater Reservoir, the annual average of 1944 acre feet was exceeded only 33% of the time, and for Loveland, the 5162 acre feet annual average was exceeded only 24% of the time.

Tables 2, 3 and 4 have been prepared to develop calculations of minimum and maximum quantities of water which should be in storage to meet the operating criteria presented previously. Tables 2 and 3 present maximum volumes which should be in storage at December 1 to provide either 90% or 80% reliability that no water will be lost due to overflow of Sweetwater Reservoir during the Winter-Spring rainy season. Referring to Table 2, it can be seen that in 90% of the years of record, if the Sweetwater Authority had 36,753 AF or less water in total storage in the combined reservoirs, there would have been no loss of water from Sweetwater Reservoir. This value is compared to a combined volume of 53,053 acre feet if a lesser reliability of 80% is found to be acceptable.

Conversely, the system must also be operated to ensure that the emergency supply of water is available when it is needed. This says that 8050 acre feet (3 months supply) plus transfer losses of 3450 acre feet must be in storage at June 1 each year to ensure continued water availability in the event of a three month emergency during which no other source of water is available. Table 4 presents an estimate of the minimum amount of water which should be in storage in the system on June 1 to ensure the capability of meeting emergency needs as defined above. This estimate is 16,500 acre feet which includes the minimum pool at each reservoir, evaporation, and losses during the emergency transfer from Loveland Reservoir to Sweetwater Reservoir.

The information presented in Tables 2 and 4 is intended to provide the upper and lower limits to operate the reservoir supply system. These general guidelines provide a framework by which the individual responsible for controlling storage and water releases can set precise plans each year. The precise planning would be a function of such factors as actual storage, anticipated proportion of demand between local and imported water sources, availability of raw water (imported) to Sweetwater Reservoir, water purchase price and other factors including operator judgment and experience. A precise plan or formula for operating the system cannot be provided.

It is recommended that the system be operated to seek to achieve a volume in storage of no less than 16,500 AF each June 1 and no more than 36,753 AF each December 1. This volume should consist of local runoff rather than purchase and storage of imported water. This is especially true at the present time as the only imported water available to the Authority is treated water, and thus more expensive. Once raw water is again available, it may be justifiable to purchase raw water for storage in Sweetwater Reservoir.
**TABLE 1**

**SUMMARY OF RESERVOIR HYDROLOGY**

**RESERVOIR INFLOWS (AF)**

<table>
<thead>
<tr>
<th>Description</th>
<th>10%</th>
<th>20%</th>
<th>33%</th>
<th>50%</th>
<th>67%</th>
<th>80%</th>
<th>90%</th>
<th>Mean</th>
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<tbody>
<tr>
<td><strong>Loveland Res. (April 1945 to June 1980 Incl.)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td>18,000</td>
<td>7,200</td>
<td>3,100</td>
<td>1,550</td>
<td>860</td>
<td>550</td>
<td>300</td>
<td>5162</td>
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<tr>
<td>Winter(1)</td>
<td>9,000</td>
<td>2,850</td>
<td>960</td>
<td>460</td>
<td>250</td>
<td>125</td>
<td>570</td>
<td>2746</td>
</tr>
<tr>
<td>Spring(2)</td>
<td>17,000</td>
<td>5,200</td>
<td>1,600</td>
<td>620</td>
<td>325</td>
<td>170</td>
<td>77</td>
<td>3941</td>
</tr>
<tr>
<td>Winter - Spring(3)</td>
<td>22,500</td>
<td>8,800</td>
<td>2,900</td>
<td>1,050</td>
<td>670</td>
<td>460</td>
<td>285</td>
<td>6687</td>
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<tr>
<td>Summer - Fall (4)</td>
<td>850</td>
<td>435</td>
<td>260</td>
<td>150</td>
<td>84</td>
<td>51</td>
<td>31</td>
<td>302</td>
</tr>
<tr>
<td><strong>Sweetwater Res. (January 1945 to June 1980 Incl.)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Annual</td>
<td>4,400</td>
<td>2,500</td>
<td>1,900</td>
<td>1,450</td>
<td>1000</td>
<td>710</td>
<td>430</td>
<td>1944</td>
</tr>
<tr>
<td>Winter(1)</td>
<td>2,500</td>
<td>1,250</td>
<td>780</td>
<td>460</td>
<td>290</td>
<td>185</td>
<td>98</td>
<td>1163</td>
</tr>
<tr>
<td>Spring(2)</td>
<td>2,900</td>
<td>970</td>
<td>540</td>
<td>340</td>
<td>210</td>
<td>145</td>
<td>78</td>
<td>1041</td>
</tr>
<tr>
<td>Winter - Spring(3)</td>
<td>4,900</td>
<td>2,300</td>
<td>1,400</td>
<td>850</td>
<td>560</td>
<td>395</td>
<td>230</td>
<td>2204</td>
</tr>
<tr>
<td>Summer - Fall (4)</td>
<td>850</td>
<td>680</td>
<td>560</td>
<td>455</td>
<td>330</td>
<td>190</td>
<td>95</td>
<td>457</td>
</tr>
</tbody>
</table>

(1) Winter = December - February.
(2) Spring = March - May.
(3) Winter-Spring = December - May.
(4) Summer-Fall = June - November.
### TABLE 2

**MAXIMUM STORAGE ON DECEMBER 1 TO LIMIT SPILL FROM SWEETWATER**
**CASE 1 - 90% RELIABILITY**

#### A. In Loveland

**Initial Storage**

<table>
<thead>
<tr>
<th>Description</th>
<th>AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum pool</td>
<td>540</td>
</tr>
<tr>
<td>Emergency supply (3 months)</td>
<td>8,050</td>
</tr>
<tr>
<td>Allowance for transfer losses*</td>
<td>3,450</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,040</strong></td>
</tr>
</tbody>
</table>

#### Changes In Storage

<table>
<thead>
<tr>
<th>Description</th>
<th>AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runoff during winter-spring**</td>
<td>22,500</td>
</tr>
<tr>
<td>Winter-spring evaporation</td>
<td>88</td>
</tr>
</tbody>
</table>

### Final Storage = Initial Storage + (Changes)

\[
\text{Final Storage} = \text{Min. pool} + \text{emerg. supply} + \text{allow.} + \text{RO - evap.} = 540 + 8,050 + 3,450 + 22,500 - 88 = 34,452 \text{ AF}
\]

Therefore spill to Sweetwater =

\[
\text{Final Storage minus Loveland capacity} = 34,452 - 25,400 = 9,052 \text{ AF}
\]

#### B. In Sweetwater

**Initial Storage**

<table>
<thead>
<tr>
<th>Description</th>
<th>AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum pool</td>
<td>2,540</td>
</tr>
</tbody>
</table>

#### Changes

<table>
<thead>
<tr>
<th>Description</th>
<th>AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runoff during winter-spring**</td>
<td>4,900</td>
</tr>
<tr>
<td>Release received from Loveland</td>
<td>9,052</td>
</tr>
<tr>
<td>Delivery to WTP for system demand (Winter-spring)</td>
<td>10,546</td>
</tr>
<tr>
<td>Winter-spring evaporation</td>
<td>419</td>
</tr>
</tbody>
</table>

### Final Storage = Initial Storage + (Changes)

\[
\text{Final Storage} = \text{Init. Stor.} + \text{(RO + Rel. from Loveland - deliv. to sys. - evap.)} = 2,540 + 4,900 + 9,052 - 10,546 - 419 = 5,527 \text{ acre feet.}
\]

(Cont'd)
Table 2 (Cont'd)

Therefore total available additional volume
(Loveland + Sweetwater)
= 27,700 - 5527 = 22,173 acre feet.

Therefore total recommended maximum storage at Dec. 1
= Init. stor. (Loveland) + init. stor. (Sweetwater)
+ available additional storage
= 12,040 + 2,540 + 22,173 = 36,753 acre feet.

C. Recommendation****

In Loveland (at Dec. 1) storage of: 12,040 AF
In Sweetwater, storage of: (2540 + 22,173) 24,713 AF
For total of: 36,753 AF

Footnotes:

* Assumes all emergency supply of 8050 AF stored in Loveland.

** Storage allowance needed to provide for 90% reliability of no spill. Refer to Table 1.

*** Assumes that 100% of water released from Loveland is received at Sweetwater. This is a conservative value (in looking at spill from Sweetwater) as records indicate 70% recovery.

**** If Sweetwater storage volume is greater, Loveland must be less by equal amount.
TABLE 3
MAXIMUM STORAGE ON DECEMBER 1
TO LIMIT SPILL FROM SWEETWATER
CASE 2 - 80% RELIABILITY

A. **In Loveland**

**Initial Storage**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum pool</td>
<td>540 AF</td>
</tr>
<tr>
<td>Emergency supply (3 months)</td>
<td>8,050 AF</td>
</tr>
<tr>
<td>Allowance for transfer losses</td>
<td>3,450 AF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12,040 AF</td>
</tr>
</tbody>
</table>

**Changes in Storage**

- Runoff during winter-spring (80%) 8,800 AF
- Winter-spring evaporation 88 AF

**Final Storage = Initial Storage + (Changes)**

- Final Storage = Min. pool + emerg. supply + allow. + RO - evap.
  - = 540 + 8,050 + 3,450 + (8,800 - 88) = 20,752

Therefore no spill to Sweetwater
(Loveland vol. = 25,400 greater than 20,752)

B. **In Sweetwater**

**Initial Storage**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum pool</td>
<td>2,540 AF</td>
</tr>
</tbody>
</table>

**Changes**

- Runoff during winter-spring (80%) 2,300 AF
- Release received from Loveland -0-
- Delivery to WTP for system demand (Winter-spring) 10,546 AF
- Winter-spring evaporation 419 AF

**Final Storage = Initial Storage + (Changes)**

- Final Storage = Min. pool + (RO + Rel.-Deliv.-Evap.)
  - = 2,540 + (2,300 + 0 - 10,546 - 419)

Final Storage = (-6125) AF: Winter-spring demand could not be met from local supply.

(Cont’d)
Table 3 (Cont'd)

Therefore total available additional volume
Loveland = 25,400 AF - 20,752 = 4,648 acre feet,
Sweetwater = 27,700 AF - (-6125) = 33,825 acre feet.

Therefore maximum allowable for 80% reliability
of no spill is initial storage + additional available.

- Loveland
  = 12,040 + 4,648 = 16,680 AF

- Sweetwater
  = 2,540 + 33,825 = 36,365 AF

Total 53,053 AF

The above total of 55,053 AF which is greater than the combined storage capacity available of 53,100 AF indicates that there is an 80% chance that no water would be spilled even if both reservoirs were full on December 1.
TABLE 4
MINIMUM STORAGE
(AT JUNE 1)

A. In Sweetwater

Storage = Demands + evaporation - (Summer-Fall Inflow) - (minimum pool)

Where: Summer demands = 0 (from Sweetwater)

Evaporation = 750 AF

Summer and fall inflow = 95 AF

Minimum pool = 2540 AF.

Storage = 750 - 95 + 2540 = 3195 AF

Say 4,000 AF

B. In Loveland

Storage = minimum pool + evaporation - (summer-fall inflow) + demand + losses during transfer.

= 540 + 157 - 31 + 8050 + 3450

S = 12,166 AF

Say 12,500 AF

Total 16,500 AF
In summary, if Sweetwater Authority accepts the criteria as presented above, a minimum volume of 16,500 acre feet should be in storage on June 1 of each year and a maximum of 36,753 acre feet on December 1. Operating between these limits will assure, with a high degree of reliability, the ability to provide the benefit of emergency storage while lessening the probability of water losses downstream.

**INTERRUPTIBLE WATER RATES**

The Metropolitan Water District of Southern California (MWD) has instituted a program designed to provide its member agencies an economic incentive to keep water in storage for use at times designated by MWD. Under this program, an agency can purchase water each year in a quantity equal to the amount contracted to be kept in storage at a rate of $35 per acre foot less than the standard rate. As part of this study, the economic, or cash flow impacts of participating in the program were estimated.

The quantity of storage proposed for Sweetwater Authority's participation was set at 12,000 acre feet; 10,000 acre feet for credit and 2,000 acre foot allowance for losses (evaporation). This quantity of 12,000 acre feet suggested by the County Water Authority is equivalent to the 11,500 acre feet proposed in previous sections of this report. As the MWD program was initiated on October 1, 1981, the calculation of impact on the Sweetwater Authority used the existing volume of water in storage on that date as the starting point. These volumes were 17,000 acre feet in Sweetwater and 21,000 acre feet in Loveland.

Table 5 presents the results of a study for a three year period of the impact of the "Interruptible Rate Program" for six assumed possibilities. These are described briefly below. Some of these alternatives are tentative as further checking with CWA staff has indicated that the handling of water credit balances after an emergency has been declared is not clearly defined.

**No Participation in Interruptible Rate Program**

Under this option, the Authority would elect not to be involved in the storage program, but instead would utilize all the local water in its system as soon as possible to minimize the total expense for the first three years of the program. Columns (1) and (4) of Table 5 show the water used from the various sources (Loveland, Sweetwater and CWA aqueduct) and the cost each year of delivering that water to its customers. The Column (1) calculations assume no additional runoff (local water) over the next three years; Column (2) assumes that 3500 additional acre feet is available each year.

**Participation in Interruptible Rate Program**

Under this option, the Authority would utilize the water in storage to qualify for the MWD program, using local water in the first years until the designated storage levels were reached. Once the designated storage levels were reached, the Authority would receive filtered water primarily from the CWA aqueduct. Four calculations of expenses were made and are shown in Columns 2, 3, 5 and 6. These calculations test the impact or sensitivity of no additional local runoff and of being requested to draw from storage.
<table>
<thead>
<tr>
<th>Description</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>3500 AF/yr Production</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2020</td>
<td>2020</td>
<td>2020</td>
<td>2020</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>(5)</td>
<td>(6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
</tr>
<tr>
<td></td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
</tr>
<tr>
<td></td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
<td>AF/yr $</td>
</tr>
<tr>
<td>No Participation in Program</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
<tr>
<td>Participation No Usage</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
<tr>
<td>Participation Usage (4000 AF)</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
<tr>
<td>No Participation in Program</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
<tr>
<td>Participation No Usage</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
<tr>
<td>Participation Usage (4000 AF)</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
<td>2,525 $138/AF</td>
</tr>
</tbody>
</table>

Table 5
Cost Development for Interruptible Water Rate Program.
Comparison of the results from the calculations in Table 5 are presented in Tables 6 and 7. Table 6 compares the net cost to the Authority for participating or not participating in the interruptible rate program assuming no local runoff. Included in this summary is the cost of purchased water, if any, to replenish storage to the same total storage volume. This has been done to compare the three possibilities on the same basis. This summary indicates that it is to the Sweetwater Authority's benefit to participate in the program when the alternatives are brought to the same quantity of water in storage at the end of three years.

Table 7 illustrates that the total net saving to the Authority increases as the local water supply is increased. For example, in Table 5 the net difference between participating and not participating in the interruptible rate program was $914,975 (or $6,780,000 minus $5,865,025) for the three year period. In Table 6 this net benefit increases to $1,448,395 as local usable runoff increases to 3500 acre feet.

From this table and calculations, it is apparent that the Authority would derive an economic benefit from participating in the Interruptible Rate Program over a three year or longer period.
### TABLE 6

**NET COST OF WATER**
**NO LOCAL WATER INTO SYSTEM**
(RUNOFF EQUALS EVAPORATION)

<table>
<thead>
<tr>
<th>Description</th>
<th>Expenses</th>
<th>Water in storage</th>
<th>Cost to refill to (15,090 AF)</th>
<th>Total Net Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. No participation in Interruptible Program.</td>
<td>$5,520,000</td>
<td>3090 AF (min. pools)</td>
<td>$1,260,000</td>
<td>$6,780,000</td>
</tr>
<tr>
<td>B. Participation (No Interruptible Draw)</td>
<td>$5,865,025</td>
<td>15,090 AF</td>
<td></td>
<td>$5,865,025</td>
</tr>
<tr>
<td>C. Participation (4,000 AF Interruptible Draw)</td>
<td>$4,932,000</td>
<td>7,090 AF</td>
<td>$840,000</td>
<td>$5,772,000</td>
</tr>
</tbody>
</table>

Cost to refill 8,000 AF @ $105 = $840,000.
TABLE 7

NET COST OF WATER
LOCAL WATER UTILIZATION IS 3500 AF/YR

A. No participation in Interruptible Program

<table>
<thead>
<tr>
<th>Expenses</th>
<th>$4,736,365</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water in storage</td>
<td>3090 AF (min. pool)</td>
</tr>
<tr>
<td>Cost to refill</td>
<td>$1,260,000</td>
</tr>
</tbody>
</table>

Total Net Cost $5,996,365

B. Participation - No Draw

<table>
<thead>
<tr>
<th>Expenses</th>
<th>$4,642,120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water in storage</td>
<td>15,090 AF</td>
</tr>
<tr>
<td>Credit for unused interrupt = (2690x35) = (-94,150)</td>
<td></td>
</tr>
</tbody>
</table>

Total Net Cost $4,547,970

C. Participation - Draw

<table>
<thead>
<tr>
<th>Expenses</th>
<th>$3,795,120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water in storage</td>
<td>7090 AF</td>
</tr>
<tr>
<td>Cost to replace (8000x105) = $840,000</td>
<td></td>
</tr>
<tr>
<td>Credit for unused (2200x35) = (-77,000)</td>
<td></td>
</tr>
</tbody>
</table>

Total Net Cost $4,558,120
RECOVERY OF WATER LOST
IN TRANSFER BY PUMPING

This section is written in reference to the possible operation modes of the Sweetwater River ground water basin between Sweetwater Reservoir and Loveland Reservoir. Water is released from Loveland Reservoir and is allowed to flow down the river channel to Sweetwater Reservoir. However, under this method of operation, some of the water percolates into the alluvial material making up the local ground water basin. It has been suggested that some of this lost water could be recovered by pumping. In order to determine whether recovering this lost water by pumping would be technically and economically feasible, we have conducted this brief pre-feasibility study.

In order to accomplish this task, the following tasks were undertaken:

1) Analyze the available data on Middle Sweetwater Hydrologic Unit to determine ground water quality, thickness of water-bearing alluvium, ground water levels, and other aquifer characteristics.

2) From the available data, make estimates of the aquifer characteristics including usable storage space, transmissivity, average ground water level, and annual water level fluctuation.

3) Develop possible operating scenarios for extraction from the ground water basin.

4) Estimate the cost of the various alternative operating systems and determine their economic feasibility.

This study included the review of all the available data in our files. Due to the paucity of data readily available, it was necessary to make some assumptions and rough approximations as to ground water conditions. Based on these data and assumptions, a network of wells was layed out for the purpose of pumping water from the ground water basin.

Data on which this study is based are included in the following reports:

- Comprehensive Water Quality Control Plan Report, San Diego Basin, by the SWRCB and the SWQCB, May 1974


- Mines and Mineral Resources of San Diego County, County Report 3 by CDMG, 1963

- Loveland-Sweetwater Pipeline Study by JMM, 1981

- Preliminary Engineering Geological Study, Singing Hills, San Diego, CA by Woodward-Clyde Consultants, 1977
From these data, it is apparent that the local ground water basin consists of alluvium which overlies hard, impermeable bedrock. Between the bedrock and alluvium there is, at least in some areas, a highly permeable layer of gravel up to 7 feet thick. The known thickness of the alluvium ranges from 20 to 80 feet. Some wells have been drilled to 80 feet without encountering bedrock. Within this area, referred to as the Middle Sweetwater Hydrologic Unit, there are approximately 750 acres underlain by water-bearing sediments. Transmissivity of the alluvium is estimated here to be 90,000 gpd/ft. Permeability is estimated to range from 1000 to 2300 gpd/ft². Porosity values of 15 to 30 percent and a specific yield of 20 percent were obtained from the above reports. In the vicinity of the Singing Hills Golf Course, several subsurface flow estimates have been made. They are: 300 acre-feet per year; 4,000 to 40,000 gpd; 130,000 to 200,000 gpd, through the alluvium; and 200,000 to 600,000 gpd through the permeable gravel layer. A water well at the Singing Hills Golf Course, which apparently penetrates the gravel layer, reportedly pumps up to 1,400,000 gpd. In reference to ground water levels, one report stated that in 1977 the water table was found 27 to 36 feet below the ground surface. However, in 1978, water levels rose to within 6 feet of the ground surface.

Based upon the review described above, the following assumptions and conservative estimates were made:

- Maximum thickness of alluvium - 80 feet.
- Effective area underlain by water-bearing sediments in the study area - 750 acres.
- Transmissivity - 50,000 gpd/ft.
- Specific yield - 20 percent.
- Allowable drawdown for well field - 20 feet.
- Usable storage capacity - approximately 3000 acre-feet.

Based on these assumptions, three alternative operating systems were laid out. These systems were planned in order to recover 3000 acre-feet of ground water annually. This amount of water could be recovered in six months' time by pumping each well at about 535 gpm for 12 hours per day. Maximum design capacity is for 600 gpm per well or 8400 gpm from all 14 wells pumping simultaneously. At this maximum rate, it would be possible to recover 3340 acre-feet per year under optimum conditions.
Alternative 1

This system consists of 14 wells (Figure 2) extending from Singing Hills Golf Course to Jamacha (19,500 feet). Well yields are then pumped an additional 42,000 feet to the filtration plant via a 24-inch pipeline. Wells would be equipped with electric motors ranging from 20 HP to 50 HP in order to pump the water the total distance to the filtration plant without an additional booster pump. All wells would be constructed with 12-inch diameter casing to an average depth of 80 feet.

Alternative 2

The second alternative system (Figure 3) would involve equipping each well as in Alternative 1. However, instead of extending the pipeline to the filtration plant, it would terminate at Steele Canyon Bridge. Water discharged at this point would then flow directly into Sweetwater Reservoir. This system would require 33,000 feet less 24-inch pipeline than Alternative 1.

Alternative 3

The third alternative system (Figure 4) would be identical to Alternative 2 except that the well field would be moved approximately 9,000 feet closer to the Sweetwater Reservoir. This would clearly reduce the capital costs. However, several wells would be pumping poorer quality water (751 to 1000 ppm TDS).

The cost calculations for the three alternative systems are summarized in Table 8. Capital cost estimates are included in the appendix. For comparison, the cost per acre-foot is given based on a production of 3000 acre-feet per year. Also included in these estimates are operation and maintenance and energy costs. Operation and maintenance costs were estimated at $7.00/acre-foot. Energy costs were calculated according to the following formulas, using $0.11 per kilowatt hour:

Cost per hours of operation =

\[
gpm \times \text{Total Dynamic Head in feet} \times 0.746 \times \text{rate per Kw Hr.} \\
3960 \times \text{Overall Pump Efficiency} \times \text{Motor Efficiency}
\]

Cost per acre-foot = Cost per hour of operation

\[
\text{Acre-feet per hour of pumping}
\]

According to these calculations, the energy cost per acre-foot was estimated to be $27.53, $26.56 and $21.42 for Alternatives 1, 2 and 3, respectively.
Summary

For this study, it was estimated that the reservoir system would be operated in such a way that the average annual water "losses" from Sweetwater River between the two reservoirs would be approximately 3,000 acre-feet over a long-term period. To recover this water from the ground water basin, a network of 14 wells was assumed. This number and spacing of the wells (approximately 1500 feet) was used in order to distribute the drawdown evenly throughout the basin providing adequate storage capacity for subsequent releases of water from Loveland Reservoir. The location of the well field was based on depth to water, proximity to destination and water quality. It was found that in the area of Singing Hills Golf Course the water table was generally less than 25 feet below ground surface and of good quality (250-500 ppm TDS). Between Jamacha and Singing Hills Golf Course, the water table is generally 26 to 50 feet below ground surface and water quality is 501-750 ppm TDS. Relative to Alternative 3, the depth to water is generally less than 25 feet but the water is of poorer quality (751-1000 ppm TDS) between Jamacha and Steele Canyon Bridge.

The technical and economic feasibility of each of the three alternative systems were evaluated based on the most likely assumptions that could be made from the available data. However, a detailed field investigation may prove some of the assumed conditions to be significantly different. Depending on the actual characteristics of the basin, the cost of each of the three systems could vary somewhat. For example, it may be possible to reduce the spacing between wells, therefore reducing the capital cost. Cost per acre-foot of water could also be reduced if more water could be recovered from the basin. This would be possible if there proved to be more usable storage space in the basin and if the wells would yield more than anticipated. Only after a detailed field investigation could some of these factors be more precisely defined and an accurate economic analysis be carried out.

Conclusions

As shown in Table 8, the cost per acre-foot of Alternatives 1, 2 and 3 are $395, $240.50 and $177.50, respectively. Assuming that the present value of the water treated is approximately $138 per acre-foot, it appears that none of these systems are economically feasible at this time.
TABLE 8

<table>
<thead>
<tr>
<th></th>
<th>Alternative 1</th>
<th>Alternative 2</th>
<th>Alternative 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Cost</td>
<td>$8,066,018</td>
<td>$4,134,054</td>
<td>$3,062,828</td>
</tr>
<tr>
<td>Annual Principal Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost (amortized over 20</td>
<td>1,080,000</td>
<td>553,470</td>
<td>410,050</td>
</tr>
<tr>
<td>years (@12% interest)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation &amp; Maintenance(1)</td>
<td>21,000</td>
<td>21,000</td>
<td>21,000</td>
</tr>
<tr>
<td>Energy</td>
<td>82,580</td>
<td>79,695</td>
<td>64,270</td>
</tr>
<tr>
<td>Total Annual Cost</td>
<td>$1,183,580</td>
<td>$654,165</td>
<td>$495,320</td>
</tr>
<tr>
<td>Cost per acre-foot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(untreated)</td>
<td>395</td>
<td>218</td>
<td>165</td>
</tr>
<tr>
<td>Treatment cost/acre-foot(2)</td>
<td>---</td>
<td>22.50</td>
<td>22.50</td>
</tr>
<tr>
<td>Cost per acre-foot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>395</td>
<td>240.50</td>
<td>177.50</td>
</tr>
</tbody>
</table>

(1) O & M estimated at $7.00 per acre-foot.
(2) Based upon an $27.50/AF for pumping, chemical cost, plant labor, etc.
(3) Based on a production of 3,000 acre-feet per year.
OPERATIONS COMMITTEE
MINUTES

DATE: Wednesday, March 20, 2019

1. CALL MEETING TO ORDER AND ROLL CALL
The meeting was called to order at 10:00 a.m. Present were Chair Alejandra Sotelo-Solís, Director Hector Martínez, and Director Josie Calderon-Scott. Staff members present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Director of Distribution Greg Snyder, Director of Engineering Ron Mosher, and Interim Director of Water Quality Justin Brazil. Members of the public present: Mike Sampsel.

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA
(Government Code Section 54956.5)
Director Calderon-Scott requested that agenda item number 4.B., “Consideration to Award a Contract – Vehicle Replacement Program – Light Duty Trucks and Sport Utility Vehicle” be reordered to item 4.A. The Committee voted unanimously to move item 4.B. to item 4.A. and reorder all subsequent agenda items.

3. OPPORTUNITY FOR PUBLIC COMMENT
(Government Code Section 54954.3)
Mike Sampsel, resident of Bonita, introduced himself as having a career in mechanical engineering, focused on machinery. Mr. Sampsel requested that the Operations Committee postpone consideration of items 4.A. and 4.B. until he is able to perform his own analysis.

4. ACTION AGENDA
A. Consideration to Award a Contract – Vehicle Replacement Program – Light Duty Trucks and Sport Utility Vehicle:
Director Calderon-Scott requested the order of the first two items be switched to allow for the discussion of the contract award for the Light Duty Trucks and Sport Utility Vehicle to occur first because the budget analysis for this item shows a surplus and the budget analysis for the Ten-yard Dump Truck shows a deficit. Rearranging the order allows for the discussion to flow without having to reallocate funds as proposed in the Board Memo for the Dump Truck. As a result of the discussion, the Operations Committee elected to combine the topics covered in Items 4.A and 4.B into one action. The Operations Committee had significant discussion regarding the procurement process used, with Director of Distribution Snyder fielding multiple questions. Mr. Snyder provided a booklet of documentation regarding the procurement process using Sourcewell.

The Operations Committee recommends that the Governing Board declare the bid for Item #3 from Raceway Ford as non-responsive; and award contracts as follows: $108,438.67 to Penske Ford, La Mesa, CA., for bid items #1 ($33,973.10) and #3 ($74,465.57); $62,531.36 to Raceway Ford, Riverside, CA., for bid item # 2; and $178,854.34 to Dion International Trucks, San Diego, CA., for the purchase of one (1) HX620 Ten-yard Dump Truck.
B. Consideration to Award a Contract – Vehicle Replacement Program – Ten-yard Dump Truck:

See discussion in Item 4.A above

C. Request for Remote Service – Vistas Chulitas Subdivision, Chula Vista A.P.N. 568-351-04 and 568-351-05:

Director of Engineering Mosher provided an overview of the proposed Vistas Chulitas subdivision located northwest of the intersection of Church Avenue and Medrona Street in Chula Vista, consisting of nine parcels, three of which would not front right-of-way or a Sweetwater Authority easement. These three parcels require Governing Board approval for remote services.

The Operations Committee recommends that the Governing Board approve the Owner’s request to serve three newly created parcels remotely, following parcel map recordation for the Vistas Chulitas Subdivision, Chula Vista. The owner will pay all costs associated with the installation of new water services as part of the development of the subject parcel.

D. Discussion on Loveland Reservoir Emergency Storage (Information Item):

Director of Engineering Mosher provided background on the need for a methodology of determining the amount of water held in Loveland Reservoir as emergency storage. Mr. Mosher also described the impacts that could occur by lowering the minimum water level and the agency authorizations that may be required to accommodate this potential changed condition at Loveland Reservoir.

No action is required by the Governing Board.

E. Construction Update (Information Item) (No Enclosure):

Director of Distribution Snyder provided a pictorial overview of the work performed by the Authority’s Distribution Department, including pipeline construction and vehicle maintenance.

No action is required by the Governing Board.

F. Pipeline Replacement Program (Information Item) (No Enclosure)

Director of Engineering Mosher provided a summary of the process used by Authority staff in the development of the priority listings of Pipeline Replacements and Master Plan Pipelines as described in the 2015 Water Distribution System Master Plan. These priority listings have formed the basis of the Five-year Capital Investment Program and the budgeted pipeline projects included since FY 2016-17 and continuing until FY 2023-24. Mr. Mosher also provided conceptual information on the magnitude of Pipeline Replacements, the
associated costs, and a comparison of the historical funding levels versus the needed funding to replace distribution system pipelines based on an assumed 75-year design life.

No action is required by the Governing Board.

5. CLOSED SESSION
   There was none.

6. NEXT MEETING
   The next regularly scheduled Operations Committee meeting will be held on Wednesday, April 17, 2019 at 10:00 a.m.

7. ADJOURNMENT
   The meeting adjourned at 11:44 a.m.
FINANCE AND PERSONNEL COMMITTEE
MINUTES

DATE: Wednesday, March 20, 2019

1. CALL MEETING TO ORDER AND ROLL CALL
   The meeting was called to order at 4:25 p.m. Present were Director Jose Cerda and Director Jerry Cano, with Director Preciado absent. Staff members present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, and Director of Finance Rich Stevenson.

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

3. OPPORTUNITY FOR PUBLIC COMMENT (Government Code Section 54954.3)
   There were no members from the public present.

4. ACTION AGENDA
   A. Purchasing Policy 2020 Update
      Director of Finance Stevenson provided an overview, established approval limits of the Procurement Policy, and informed the Committee that a goal to update the policy would be included in the FY 2019-20 Work Plan for consideration and approval by the full Board.

      Director Cerda stated an interest to increase the General Manager’s approval limit, and discussed with Director Cano if the change was appropriate. General Manager Berge informed the Committee that the General Manager approval limit for Otay Water District is $75,000.

      The Finance and Personnel Committee recommends that staff revise the Procurement Policy to increase the approval requirement for purchases to $75,000 for the General Manager.

   B. Review of Board Policies and Procedures (512 through 516, 518, 519 and 521)
      General Manager Berge provided an overview of the revisions to the subject policies to the Committee.

      The Finance and Personnel Committee recommends that the Governing Board approve the recommended changes to Policies 512 through 516, 518, 519, and 521 as presented.

5. CLOSED SESSION
   There was none.
6. **NEXT MEETING**
   
   The next regularly scheduled meeting of the Finance and Personnel Committee will be held on Wednesday, April 17, 2019 at 4:00 p.m.

7. **ADJOURNMENT**
   
   The meeting adjourned at 4:55 p.m.
Sweetwater Authority  
Treasurer's Report as of February 28, 2019  
Cash, Demand Deposits and Investment Portfolio

<table>
<thead>
<tr>
<th>Issuer</th>
<th>Maturity</th>
<th>Account Name</th>
<th>Yield to Maturity</th>
<th>Current Yield</th>
<th>Percent of Total</th>
<th>Policy Limits</th>
<th>Cost Basis</th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Bank Demand Deposit - Checking</td>
<td></td>
<td></td>
<td>0.00%</td>
<td>0.00%</td>
<td>3%</td>
<td>n/a</td>
<td>1,866,262.12</td>
<td>1,601,395.68</td>
<td>1,601,395.68</td>
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<tr>
<td>Petty Cash</td>
<td></td>
<td></td>
<td>0.00%</td>
<td>0.00%</td>
<td>0%</td>
<td>n/a</td>
<td>7,050.00</td>
<td>7,050.00</td>
<td>7,050.00</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td></td>
<td></td>
<td>2.39%</td>
<td>2.39%</td>
<td>34%</td>
<td>$50 M</td>
<td>19,288,188.11</td>
<td>19,288,188.11</td>
<td>19,295,440.06</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF) - Water Revenue Bond 2017A</td>
<td></td>
<td></td>
<td>2.39%</td>
<td>2.39%</td>
<td>37%</td>
<td>$50 M</td>
<td>20,656,565.75</td>
<td>20,656,565.75</td>
<td>20,664,332.18</td>
</tr>
<tr>
<td>Money Market</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blackrock T-Fund Inst #60 02/28/19</td>
<td>02/28/19</td>
<td>2016 Debt Service Fund</td>
<td>2.27%</td>
<td>2.27%</td>
<td>523.36</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Blackrock T-Fund Inst #60 02/28/19</td>
<td>02/28/19</td>
<td>2017 Debt Service Fund</td>
<td>2.27%</td>
<td>2.27%</td>
<td>-</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Money Market</td>
<td></td>
<td></td>
<td>0.00%</td>
<td>20%</td>
<td>523.36</td>
<td></td>
<td></td>
<td></td>
<td>523.36</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ally Bank 09/16/19</td>
<td></td>
<td>Investment Trust</td>
<td>1.30%</td>
<td>1.31%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMW Bank North America 09/16/19</td>
<td></td>
<td>Investment Trust</td>
<td>1.25%</td>
<td>1.26%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everbank 09/16/19</td>
<td></td>
<td>Investment Trust</td>
<td>1.25%</td>
<td>1.26%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Town Bank and Trust 09/23/20</td>
<td></td>
<td>Investment Trust</td>
<td>1.25%</td>
<td>1.28%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enerbank USA 09/23/20</td>
<td></td>
<td>Investment Trust</td>
<td>1.30%</td>
<td>1.33%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Certificates of Deposit</td>
<td></td>
<td></td>
<td>2.2%</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Service Certificates of Deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDARS 07/09/20</td>
<td></td>
<td>Pacific Commerce Bank</td>
<td>0.85%</td>
<td>0.85%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Placement Service Certificates of Deposit</td>
<td></td>
<td></td>
<td>0.9%</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Banks 09/28/20</td>
<td></td>
<td>Investment Trust</td>
<td>2.45%</td>
<td>2.45%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Banks 10/01/20</td>
<td></td>
<td>Investment Trust</td>
<td>2.63%</td>
<td>2.62%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Farm Credit Bank 04/05/21</td>
<td></td>
<td>Investment Trust</td>
<td>2.54%</td>
<td>2.54%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Farm Credit Bank 10/19/21</td>
<td></td>
<td>Investment Trust</td>
<td>2.76%</td>
<td>2.97%</td>
<td></td>
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<tr>
<td>Federal Home Loan Banks 03/11/22</td>
<td></td>
<td>Investment Trust</td>
<td>2.45%</td>
<td>2.50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Agencies</td>
<td></td>
<td></td>
<td>15.4%</td>
<td>70%</td>
<td></td>
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<td></td>
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<tr>
<td>Treasury Securities</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Treasury Note 08/31/20</td>
<td></td>
<td>Investment Trust</td>
<td>1.46%</td>
<td>1.40%</td>
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<tr>
<td>US Treasury Note 08/31/20</td>
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<td>Investment Trust</td>
<td>2.51%</td>
<td>2.14%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Treasury Securities</td>
<td></td>
<td></td>
<td>7.1%</td>
<td>No Limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Demand Deposits and Investment Portfolio</td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All investments have been made in accordance with Sweetwater Authority's Annual Statement of Investment Policy. This report provides documentation that Sweetwater Authority has sufficient funds to meet the next 180 days cash obligations. Funds invested in accordance with the Bond Covenant are excluded from Investment Policy limits.

Average Weighted Yield = 2.266%  
Weighted Average Days to Maturity = 171

Rich Stevenson, Treasurer
# Sweetwater Authority

Treasurer’s Report as of February 28, 2019

## Accounting of Receipts, Disbursements and Fund Balances

<table>
<thead>
<tr>
<th>Account Type</th>
<th>General Fund</th>
<th>Investments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Cash Balance</strong></td>
<td>$ 1,419,346.34</td>
<td>$ 54,632,274.28</td>
<td>$ 56,051,620.62</td>
</tr>
<tr>
<td>Water Receipts</td>
<td>3,476,015.64</td>
<td></td>
<td>3,476,015.64</td>
</tr>
<tr>
<td>Customer Deposits</td>
<td>13,728.57</td>
<td></td>
<td>13,728.57</td>
</tr>
<tr>
<td>Capacity Fees</td>
<td>52,579.00</td>
<td></td>
<td>52,579.00</td>
</tr>
<tr>
<td>Fishing Revenue</td>
<td>2,048.25</td>
<td></td>
<td>2,048.25</td>
</tr>
<tr>
<td>Investments</td>
<td>3,233,750.00</td>
<td>(238,320.00)</td>
<td>2,995,430.00</td>
</tr>
<tr>
<td>Interest</td>
<td>35,532.53</td>
<td>344.19</td>
<td>35,876.72</td>
</tr>
<tr>
<td>Grant Reimbursement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Receivables</td>
<td>149,543.21</td>
<td></td>
<td>149,543.21</td>
</tr>
<tr>
<td>Miscellaneous Receipts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>$ 7,148,970.73</td>
<td>$ (237,975.81)</td>
<td>$ 6,910,994.92</td>
</tr>
<tr>
<td>Vendor Warrants</td>
<td>$ (1,274,712.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>(1,436,826.43)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Purchase</td>
<td>(958,463.19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>(3,025,003.33)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>$ (6,695,004.95)</td>
<td>$</td>
<td>$ (6,695,004.95)</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$ 1,873,312.12</td>
<td>$ 54,394,298.47</td>
<td>$ 56,267,610.59</td>
</tr>
<tr>
<td>Outstanding Items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>$ 48,340.85</td>
<td></td>
<td>$ 48,340.85</td>
</tr>
<tr>
<td>Vendor Warrants</td>
<td>(313,207.29)</td>
<td></td>
<td>(313,207.29)</td>
</tr>
<tr>
<td><strong>Adjusted Ending Fund Balances</strong></td>
<td>$ 1,608,445.68</td>
<td>$ 54,394,298.47</td>
<td>$ 56,002,744.15</td>
</tr>
</tbody>
</table>

## Reserve Fund Balances

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Prior Year Ending June 30, 2018</th>
<th>Year - to - Date Adjustments</th>
<th>Year - to - Date February 28, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Revenue Bond 2017A</strong></td>
<td>$ 21,435,000.00</td>
<td>$ (1,220,000.00)</td>
<td>$ 20,215,000.00</td>
</tr>
<tr>
<td><strong>Special Reserves Set By Board</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vista Del Lago</td>
<td>$ 182,200.00</td>
<td>$</td>
<td>$ 182,200.00</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,198,771.09</td>
<td>$</td>
<td>1,198,771.09</td>
</tr>
<tr>
<td>Rate Stabilization Reserve</td>
<td>1,000,000.00</td>
<td>$</td>
<td>1,000,000.00</td>
</tr>
<tr>
<td>SBID Transfer Funds (pending)</td>
<td></td>
<td>703,611.42</td>
<td>703,611.42</td>
</tr>
<tr>
<td>Sweetwater Dam PMF Project</td>
<td>8,181,071.58</td>
<td>(51,492.06)</td>
<td>8,129,579.52</td>
</tr>
<tr>
<td>Construction Fund (carryover)</td>
<td>2,256,600.00</td>
<td>(614,640.79)</td>
<td>1,641,959.21</td>
</tr>
<tr>
<td>Construction Fund (bond funds)</td>
<td>883,088.53</td>
<td>528,393.86</td>
<td>1,411,482.39</td>
</tr>
<tr>
<td><strong>Total Special Reserves</strong></td>
<td>$ 13,701,731.20</td>
<td>$ 565,872.43</td>
<td>$ 14,267,603.63</td>
</tr>
<tr>
<td>Operating Fund</td>
<td>$ 17,693,730.44</td>
<td>$ 3,826,410.08</td>
<td>$ 21,520,140.52</td>
</tr>
<tr>
<td><strong>Total Reserve Balance</strong></td>
<td>$ 52,830,461.64</td>
<td>$ 3,172,282.51</td>
<td>$ 56,002,744.15</td>
</tr>
</tbody>
</table>
## Sweetwater Authority
### Fiscal Year 2018-19
#### Budget Summary as of February 2019

<table>
<thead>
<tr>
<th>Current Month</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD % Over/Under</th>
<th>Annual Budget</th>
<th>Contingency</th>
<th>Adjusted Budget</th>
<th>Amount Remaining</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Sales-Residential</td>
<td>2,933,303</td>
<td>24,890,600</td>
<td>25,021,395</td>
<td>(0.52)%</td>
<td>37,943,900</td>
<td>-</td>
<td>37,943,900</td>
<td>13,053,300</td>
</tr>
<tr>
<td>Water Sales-Commercial</td>
<td>773,810</td>
<td>7,562,327</td>
<td>7,326,757</td>
<td>3.22%</td>
<td>11,057,500</td>
<td>-</td>
<td>11,057,500</td>
<td>3,495,173</td>
</tr>
<tr>
<td>Water Sales-Industrial</td>
<td>17,478</td>
<td>146,102</td>
<td>173,797</td>
<td>(15.94)%</td>
<td>263,100</td>
<td>-</td>
<td>263,100</td>
<td>116,998</td>
</tr>
<tr>
<td>Water Sales-Miscellaneous</td>
<td>7,412</td>
<td>116,199</td>
<td>68,367</td>
<td>69.96%</td>
<td>101,100</td>
<td>-</td>
<td>101,100</td>
<td>(15,099)</td>
</tr>
<tr>
<td>Water Sales-Private Fire Prot</td>
<td>72,785</td>
<td>318,756</td>
<td>253,336</td>
<td>25.82%</td>
<td>380,000</td>
<td>-</td>
<td>380,000</td>
<td>61,244</td>
</tr>
<tr>
<td>Water Sales-Public Authorities</td>
<td>146,985</td>
<td>2,911,611</td>
<td>2,872,187</td>
<td>1.37%</td>
<td>4,296,100</td>
<td>-</td>
<td>4,296,100</td>
<td>1,384,489</td>
</tr>
<tr>
<td>Reconnection Fees</td>
<td>25,000</td>
<td>278,400</td>
<td>280,000</td>
<td>(0.57)%</td>
<td>420,000</td>
<td>-</td>
<td>420,000</td>
<td>141,600</td>
</tr>
<tr>
<td>Capacity Fees</td>
<td>52,579</td>
<td>361,958</td>
<td>300,000</td>
<td>20.65%</td>
<td>450,000</td>
<td>-</td>
<td>450,000</td>
<td>88,042</td>
</tr>
<tr>
<td>Property Leases</td>
<td>40,335</td>
<td>319,475</td>
<td>323,336</td>
<td>(1.19)%</td>
<td>485,000</td>
<td>-</td>
<td>485,000</td>
<td>165,525</td>
</tr>
<tr>
<td>Interest</td>
<td>55,253</td>
<td>790,354</td>
<td>300,000</td>
<td>163.45%</td>
<td>450,000</td>
<td>-</td>
<td>450,000</td>
<td>(340,354)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>179,567</td>
<td>1,795,259</td>
<td>826,536</td>
<td>117.20%</td>
<td>1,239,800</td>
<td>-</td>
<td>1,239,800</td>
<td>(555,459)</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td>4,304,506</td>
<td>39,491,040</td>
<td>37,745,711</td>
<td>4.62%</td>
<td>57,086,500</td>
<td>-</td>
<td>57,086,500</td>
<td>17,595,460</td>
</tr>
</tbody>
</table>

| Administration & General | 896,879 | 7,956,479 | 8,401,398 | (5.30)% | 13,069,200 | (108,088) | 12,961,112 | 5,004,633 | 38.61% |
| Customer Service | 149,791 | 1,291,473 | 1,339,012 | (3.55)% | 2,024,100 | - | 2,024,100 | 742,627 | 36.51% |
| Administrative Services | 84,473 | 1,056,231 | 1,266,176 | (16.58)% | 1,843,700 | - | 1,843,700 | 787,469 | 42.71% |
| Engineering | 968,359 | 10,724,888 | 11,303,779 | (5.12)% | 17,505,000 | (443,000) | 17,062,000 | 6,337,112 | 37.14% |
| Distribution | 266,600 | 2,446,527 | 2,926,947 | (16.41)% | 4,303,300 | 88,088 | 4,391,388 | 1,944,861 | 44.29% |
| Information Systems | 138,175 | 904,924 | 1,016,459 | (10.97)% | 1,539,300 | - | 1,539,300 | 634,376 | 41.21% |
| Water Quality | 675,193 | 5,742,353 | 6,024,106 | (4.68)% | 8,975,400 | - | 8,975,400 | 3,233,047 | 36.02% |
| **Operating Expenses** | 3,179,469 | 30,122,875 | 32,277,877 | (6.68)% | 49,260,000 | (453,000) | 48,807,000 | 18,684,125 | 38.28% |

| Debt Service | - | 679,291 | 679,300 | 0.00% | 3,913,600 | - | 3,913,600 | 3,234,309 | 82.64% |
| Capital Contingency | - | - | - | - | 250,000 | - | - | 100.00% |
| Administrative Services | - | - | - | - | - | - | - | 100.00% |
| Distribution | 110,716 | 825,543 | 1,749,700 | - | 1,749,700 | - | 924,157 | 52.82% |
| Engineering | 959,872 | 3,462,409 | 19,074,800 | 797,000 | 19,871,800 | 16,409,391 | 82.58% |
| Information Systems | - | 48,119 | 100,000 | 74,500 | 174,500 | - | 126,381 | 72.42% |
| Water Quality | 17,281 | 110,057 | 350,000 | - | 350,000 | - | 239,943 | 68.56% |
| **Sub-total Capital Investments** | 1,087,869 | 4,446,128 | 21,524,500 | 621,500 | 22,146,000 | 17,699,872 | 79.92% |
| Capital-Grant Reimbursements | - | - | - | - | - | - | - | 100.00% |
| **Capital Investments** | 1,087,869 | 4,446,128 | 21,524,500 | 621,500 | 22,146,000 | 17,699,872 | 79.92% |
## Sweetwater Authority
### Fiscal Year 2018-19
#### Budget Summary as of February 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Month Actual</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD % Over/Under</th>
<th>Annual Budget</th>
<th>Contingency</th>
<th>Adjusted Budget</th>
<th>Amount Remaining</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchased Water</strong></td>
<td>357,322</td>
<td>6,034,765</td>
<td>6,522,980</td>
<td>(7.48)%</td>
<td>9,667,000</td>
<td>-</td>
<td>9,667,000</td>
<td>3,632,235</td>
<td>37.57%</td>
</tr>
<tr>
<td><strong>SDCWA Charges</strong></td>
<td>477,042</td>
<td>3,596,739</td>
<td>3,400,128</td>
<td>5.78%</td>
<td>5,312,700</td>
<td>-</td>
<td>5,312,700</td>
<td>1,715,961</td>
<td>32.30%</td>
</tr>
<tr>
<td><strong>Purchased Water - URDS Pumpback</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.00%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Water Purchase</strong></td>
<td>834,364</td>
<td>9,631,504</td>
<td>9,923,108</td>
<td>(2.94)%</td>
<td>14,979,700</td>
<td>-</td>
<td>14,979,700</td>
<td>5,348,196</td>
<td>35.70%</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td>267,986</td>
<td>2,210,011</td>
<td>2,039,640</td>
<td>8.35%</td>
<td>2,956,000</td>
<td>-</td>
<td>2,956,000</td>
<td>745,989</td>
<td>25.24%</td>
</tr>
<tr>
<td><strong>Chemicals</strong></td>
<td>34,751</td>
<td>440,404</td>
<td>395,025</td>
<td>11.49%</td>
<td>572,500</td>
<td>-</td>
<td>572,500</td>
<td>132,096</td>
<td>23.07%</td>
</tr>
<tr>
<td><strong>Fuel</strong></td>
<td>12,553</td>
<td>121,415</td>
<td>116,679</td>
<td>4.06%</td>
<td>169,100</td>
<td>-</td>
<td>169,100</td>
<td>47,685</td>
<td>28.20%</td>
</tr>
<tr>
<td><strong>Power, Chemicals &amp; Fuel</strong></td>
<td>315,290</td>
<td>2,771,831</td>
<td>2,551,344</td>
<td>8.64%</td>
<td>3,697,600</td>
<td>-</td>
<td>3,697,600</td>
<td>925,769</td>
<td>25.04%</td>
</tr>
<tr>
<td><strong>Administration &amp; General</strong></td>
<td>140,435</td>
<td>1,163,138</td>
<td>1,336,514</td>
<td>(12.97)%</td>
<td>2,043,600</td>
<td>-</td>
<td>2,043,600</td>
<td>880,462</td>
<td>43.08%</td>
</tr>
<tr>
<td><strong>Customer Service</strong></td>
<td>107,379</td>
<td>953,083</td>
<td>1,053,004</td>
<td>(9.49)%</td>
<td>1,610,100</td>
<td>-</td>
<td>1,610,100</td>
<td>657,017</td>
<td>40.81%</td>
</tr>
<tr>
<td><strong>Administrative Services</strong></td>
<td>61,379</td>
<td>517,397</td>
<td>513,064</td>
<td>0.84%</td>
<td>784,500</td>
<td>-</td>
<td>784,500</td>
<td>267,103</td>
<td>34.05%</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>105,614</td>
<td>882,590</td>
<td>940,123</td>
<td>(6.12)%</td>
<td>1,437,500</td>
<td>-</td>
<td>1,437,500</td>
<td>554,910</td>
<td>38.60%</td>
</tr>
<tr>
<td><strong>Distribution</strong></td>
<td>181,356</td>
<td>1,635,683</td>
<td>1,753,896</td>
<td>(6.74)%</td>
<td>2,681,800</td>
<td>-</td>
<td>2,681,800</td>
<td>1,046,117</td>
<td>39.01%</td>
</tr>
<tr>
<td><strong>Information Systems</strong></td>
<td>57,050</td>
<td>473,410</td>
<td>503,383</td>
<td>(5.95)%</td>
<td>769,700</td>
<td>-</td>
<td>769,700</td>
<td>296,290</td>
<td>38.49%</td>
</tr>
<tr>
<td><strong>Water Quality</strong></td>
<td>236,699</td>
<td>2,100,941</td>
<td>2,162,449</td>
<td>(2.84)%</td>
<td>3,306,500</td>
<td>-</td>
<td>3,306,500</td>
<td>1,205,599</td>
<td>36.46%</td>
</tr>
<tr>
<td><strong>Operating Salaries</strong></td>
<td>889,903</td>
<td>7,726,241</td>
<td>8,262,433</td>
<td>(6.49)%</td>
<td>12,633,700</td>
<td>-</td>
<td>12,633,700</td>
<td>4,907,459</td>
<td>38.84%</td>
</tr>
<tr>
<td><strong>CIP Salaries</strong></td>
<td>52,147</td>
<td>303,395</td>
<td>386,383</td>
<td>(21.48)%</td>
<td>590,800</td>
<td>-</td>
<td>590,800</td>
<td>287,405</td>
<td>48.65%</td>
</tr>
<tr>
<td><strong>Total Salaries</strong></td>
<td>942,050</td>
<td>8,029,636</td>
<td>8,648,815</td>
<td>(7.16)%</td>
<td>13,224,500</td>
<td>-</td>
<td>13,224,500</td>
<td>5,194,864</td>
<td>39.28%</td>
</tr>
<tr>
<td><strong>CalPERS</strong></td>
<td>316,018</td>
<td>2,574,298</td>
<td>2,627,286</td>
<td>(2.02)%</td>
<td>3,962,000</td>
<td>-</td>
<td>3,962,000</td>
<td>1,387,702</td>
<td>35.03%</td>
</tr>
<tr>
<td><strong>Payroll Taxes</strong></td>
<td>71,897</td>
<td>581,619</td>
<td>661,100</td>
<td>(12.02)%</td>
<td>1,011,000</td>
<td>-</td>
<td>1,011,000</td>
<td>429,381</td>
<td>42.47%</td>
</tr>
<tr>
<td><strong>PARS 401A</strong></td>
<td>44,560</td>
<td>349,986</td>
<td>269,178</td>
<td>30.02%</td>
<td>623,100</td>
<td>-</td>
<td>623,100</td>
<td>273,114</td>
<td>43.83%</td>
</tr>
<tr>
<td><strong>Workers Compensation Insurance</strong></td>
<td>37,625</td>
<td>310,200</td>
<td>268,000</td>
<td>15.75%</td>
<td>410,000</td>
<td>-</td>
<td>410,000</td>
<td>99,800</td>
<td>24.34%</td>
</tr>
<tr>
<td><strong>Retiree Health &amp; Other Benefits</strong></td>
<td>6,879</td>
<td>258,852</td>
<td>268,612</td>
<td>(3.63)%</td>
<td>449,400</td>
<td>-</td>
<td>449,400</td>
<td>190,548</td>
<td>42.40%</td>
</tr>
<tr>
<td><strong>Health, Vision, Dental &amp; Life Insurance</strong></td>
<td>291,022</td>
<td>2,318,523</td>
<td>2,494,668</td>
<td>(7.06)%</td>
<td>3,742,000</td>
<td>-</td>
<td>3,742,000</td>
<td>1,423,477</td>
<td>38.04%</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>768,000</td>
<td>6,393,477</td>
<td>6,588,844</td>
<td>(2.97)%</td>
<td>10,197,500</td>
<td>-</td>
<td>10,197,500</td>
<td>3,804,023</td>
<td>37.30%</td>
</tr>
<tr>
<td><strong>General Operating Expenses</strong></td>
<td>371,913</td>
<td>3,599,822</td>
<td>4,952,148</td>
<td>(27.31)%</td>
<td>7,751,500</td>
<td>(453,000)</td>
<td>7,298,500</td>
<td>3,698,678</td>
<td>50.68%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>3,179,469</td>
<td>30,122,875</td>
<td>32,277,877</td>
<td>(6.68)%</td>
<td>49,260,000</td>
<td>(453,000)</td>
<td>48,807,000</td>
<td>18,684,125</td>
<td>38.28%</td>
</tr>
</tbody>
</table>
### Water Use Budget vs Actual
**Fiscal Year 2018-19**

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>11,838</td>
<td>11,694</td>
<td>144</td>
<td>(1.2%)</td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mar</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Apr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total YTD**
- **Budget**: 11,838 AF
- **Actual**: 11,694 AF

**Variance**: (1.2%)

---

### Water Use by Customer Class in Acre Feet
**Fiscal Year-to-date February 28, 2019**

<table>
<thead>
<tr>
<th>Customer Class</th>
<th>Budget</th>
<th>Actual</th>
<th>Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>4,533</td>
<td>4,545</td>
<td>12</td>
</tr>
<tr>
<td>Multi-family</td>
<td>3,923</td>
<td>3,711</td>
<td>(212)</td>
</tr>
<tr>
<td>Commercial</td>
<td>2,448</td>
<td>2,460</td>
<td>(12)</td>
</tr>
<tr>
<td>Industrial</td>
<td>60</td>
<td>49</td>
<td>(11)</td>
</tr>
<tr>
<td>Construction Meters</td>
<td>10</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>Public Authority</td>
<td>864</td>
<td>905</td>
<td>41</td>
</tr>
</tbody>
</table>

**Total Water Sales AF**
- **Budget**: 11,838 AF
- **Actual**: 11,694 AF

**Variance**: (1.2%)
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MANAGEMENT MONTHLY REPORT
ORGANIZATIONAL PERFORMANCE DASHBOARD (FOR THE MONTH ENDING FEBRUARY 28, 2019)

Rainfall/Runoff
Loveland Reservoir
Rainfall: 8.99" FYTD: 16.11"
Annual Average: 15.28"
Sweetwater Reservoir
Rainfall: 5.96" FYTD: 13.73"
Annual Average: 11.33"

Water Storage
Loveland Reservoir Capacity: 25,387 AF
February 2018: 124.9 AF
Watershed Runoff (Loveland)
5,863.5 AF
February 2018: 46.2 AF
Watershed Runoff (Sweetwater)
2,621.9 AF

Total Monthly Production
1,042.1 AF

Perdue Plant Daily Production MGD
Average: 2.3
Max (2/26/19): 4.4
Min (2/23/19): 0

Cost to Treat Water per AF (Variable Costs)
February 2018:
Perdue Plant: $171
Desal Facility: $305
NC Wells: $159

Water Loss
Cause
Main Leaks
Incidents/Type
FYTD
Natural Pipe Aging
0
0
Hit by Contractor
0
3
Tree Root/Settlement
0
3
Fittings, Gaskets, etc.
1
2
Trench Settlement
1
6

Financial
Fiscal Year-to-Date Water Sales
Acre Feet
Actual: 11,693
Budget: 12,148

Expenditures (millions)
Operating
FYTD Actual: $29.6
Capital
$3.8
Total Budget:
$40.0
$12.1
Percent Remaining
26% 69%

Customer Service
Month
FYTD
Prior FYTD
Delinquent Accounts
177
1,629
1,793
Credit Card Transactions
5,881
51,389
46,317
High Bill Investigations
24
236
249
Walk-in Customer Assistance
2,742
26,126
26,026
Water Efficiency Outreach
2
34
53
Taste and Odor Complaints
1
5
14
New Accounts
322
3,001
2,968

Administrative
No. of Funded Positions
133
No. of Vacancies
10
No. of Positions Filled
123
No. of Recruitments
9
No. of Website Visitors:
11,696 FYTD: 92,340
No. of Safety Achievements Issued:
5
Hours of Training:
228.75 Total Attendees:
253

Loveland Reservoir Capacity:
28,079 AF
Last Month: 53% Full
Sweetwater Reservoir Capacity:
Last Month: 14% Full
3,000 2,968
26% 69%

Loveland Reservoir:
Rainfall: 8.99" FYTD: 16.11"
Annual Average: 15.28"

Sweetwater Reservoir:
Rainfall: 5.96" FYTD: 13.73"
Annual Average: 11.33"

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%

Net Change:
1,107 AF

Net Change:
3,000 2,968
26% 69%
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Date Requested</th>
<th>Requestor and Request</th>
<th>Action by Staff/Schedule</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>130</td>
<td>01/03/18</td>
<td>Director Preciado – Requested staff investigate providing Board members with WIFI while at the offices.</td>
<td>Staff will review Internet access for the Board members as part of the upcoming Information System (IS) Master Plan. The Plan will also take into account how Board member use of public agency provided Internet is subject to the Public Records Act.</td>
<td>This item will be reviewed as part of the IS Master Plan</td>
</tr>
<tr>
<td>178</td>
<td>01/17/19</td>
<td>Director Martinez – Asked Management to research the quality of sand at Loveland and Sweetwater reservoirs.</td>
<td>Management is researching information already available that is responsive to this request.</td>
<td>This item will be reviewed as part of the Board Strategic Work Plan</td>
</tr>
<tr>
<td>186</td>
<td>02/20/19</td>
<td>Director Martinez – Asked Management two questions on the Blue Centurion Project at Ridgeway Drive: 1) What is the velocity with a 1000 gpm fire flow with an average day demand, and 2) What is the velocity with 1,000 gpm and zero demand?</td>
<td>Management is researching the level of effort necessary to respond to this request and whether it needs to be channeled through the Board in accordance with Policy 506.</td>
<td>This item is no longer relevant due to Board vote on 02/27/19</td>
</tr>
<tr>
<td>187</td>
<td>02/15/19</td>
<td>Director Martinez – Asked Management for a copy of the study referencing the emergency storage for Loveland Reservoir.</td>
<td>Management provided the information to the full Board via e-mail.</td>
<td>02/25/19</td>
</tr>
<tr>
<td>188</td>
<td>02/20/19</td>
<td>Director Calderon-Scott - Asked the Director of Finance for a future meeting to discuss the budget.</td>
<td>The General Manager will schedule the future meeting during the budget process for Director Calderon-Scott, the General Manager, and the Director of Finance.</td>
<td>TBD</td>
</tr>
<tr>
<td>189</td>
<td>02/22/19</td>
<td>Director Martinez and Chair Castaneda – Asked Management to add Discussion on 2019 Board Calendar to future Board agenda.</td>
<td>This item was added to the March 13, 2019 Board agenda.</td>
<td>02/22/19</td>
</tr>
<tr>
<td>190</td>
<td>02/24/19</td>
<td>Director Martinez – Asked Management to provide list of contracts SWA has with consultants, vendors and others in effect for more than 3 years.</td>
<td>Management provided the information to the full Board via e-mail.</td>
<td>02/27/19</td>
</tr>
<tr>
<td>191</td>
<td>02/25/19</td>
<td>Chair Castaneda - Asked the General Manager to meet with a strategic communications consultant.</td>
<td>The General Manager met with the individual on March 13, 2019.</td>
<td>03/13/19</td>
</tr>
<tr>
<td>Item No.</td>
<td>Date Requested</td>
<td>Requestor and Request</td>
<td>Action by Staff/Schedule</td>
<td>Date Completed</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>192</td>
<td>02/27/19</td>
<td>Chair Castaneda – Requested that the clarity and usage of “velocity” be reviewed.</td>
<td>That the velocity standard applies to all water flow conditions will be clarified as part of the update of the Sweetwater Authority Design Standards, which is set for spring of 2019.</td>
<td>TBD</td>
</tr>
<tr>
<td>193</td>
<td>02/28/19</td>
<td>Director Calderon Scott - Asked the Assistant General Manager the following: 1) for management oversight on a customer issue, 2) for Board member committee assignments to be added to the website, and 3) for a future meeting with the Director of Finance to go over the budget.</td>
<td>1) Management provided the oversight. 2) The website will be modified to show assignments to standing committees of the Board 3) The General Manager will schedule the future meeting during the budget process for Director Calderon-Scott, the General Manager, and the Director of Finance.</td>
<td>03/13/19</td>
</tr>
<tr>
<td>194</td>
<td>03/02/19</td>
<td>Director Martinez – Shared information on a technology and asked Management to review and provide an option regarding: 1) Could it help us with DPR/IPR? and 2) Should we present it at SBID?</td>
<td>Management will review in detail after receiving direction from the Board on the Strategic Plan Workplan.</td>
<td>Will be reviewed as part of the Board Strategic Work Plan</td>
</tr>
<tr>
<td>195</td>
<td>03/08/19</td>
<td>Director Martinez – Asked a question about recruitments.</td>
<td>Management answered the question. In general, Sweetwater Authority has the application period close by either a specific date or a specific number of applications.</td>
<td>03/11/19</td>
</tr>
<tr>
<td>196</td>
<td>03/13/19</td>
<td>Director Preciado – Asked Management to explain process for requesting leak credits to customers who addressed the Board during Public Comment.</td>
<td>Management reached out to both customers and provided information on the process to request leak credits, receive leak credits, and appeal Board decisions about leak credits.</td>
<td>03/15/19</td>
</tr>
<tr>
<td>197</td>
<td>03/13/19</td>
<td>Director Martinez – Asked Management to share information about insurance expense trends, up to 10 years.</td>
<td>Management provided the information to the full Board.</td>
<td>03/14/19</td>
</tr>
<tr>
<td>198</td>
<td>03/13/19</td>
<td>Chair Castaneda and Director Preciado – Asked General Manager to place Board Calendar on future agenda.</td>
<td>The proposed calendar was placed on the next Board agenda for consideration.</td>
<td>03/21/19</td>
</tr>
<tr>
<td>199</td>
<td>03/20/19</td>
<td>Director Calderon-Scott – Requested a copy of the internal procedure to determine how items are routed to standing Committees.</td>
<td>Management provided the internal procedure prepared by the former general manager.</td>
<td>03/20/19</td>
</tr>
<tr>
<td>200</td>
<td>03/20/19</td>
<td>Director Martinez – Asked staff to provide information on how Sourcewell is funded.</td>
<td>Management provided the information.</td>
<td>03/21/19</td>
</tr>
</tbody>
</table>
### LOG OF BOARD REQUESTS
March 21, 2019

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Date Requested</th>
<th>Requestor and Request</th>
<th>Action by Staff/Schedule</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>03/20/19</td>
<td>Director Martinez - Asked for an update on AMI.</td>
<td>Management provided an update as part of the Strategic Plan Reporting – Bi-annual Detailed Work Plan Status Report on January 23, 2019, and in subsequent General Manager reports on February 13, 2019, and March 13, 2019.</td>
<td>03/21/19</td>
</tr>
<tr>
<td>202</td>
<td>03/21/19</td>
<td>Director Martinez – Asked if the Authority is using regular maintenance like oil and air filter changes to meet the repair cost criteria to justify meeting the repair criteria. Requested back up for the $54,000 in repairs over the life of the 10 yard dump to be replaced.</td>
<td>In process.</td>
<td>TBD</td>
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**Note:** Number sequencing is not in order as those tasks completed are removed from this list. New tasks are assigned a new number.
EDUCATION

U.C. Berkeley/ University of California, San Diego
Major: Pre-Law Program/Bachelor of Arts in Political Science
Minor: Psychology
College for Financial Planning
Chartered Retirement Planning Counselor Designation
Kaplan Financial Education
Series 7 Stock Broker License
Chelsea Financial Services Broker Training Programs
Life Insurance and Financial Planning, (Multi-State)

Relevant Skills and Strengths:
- Owner/Operator of successful insurance company
- Office Administrator of successful Counseling Business in East County
- Over 25 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations
- Advocate for disenfranchised persons
- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker’s Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive medical/legal files.
- Experience with Workers Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable
PROFESSIONAL EXPERIENCE

Hartley Cylke Pacific Insurance Agency, San Diego, CA  
Insurance Broker - 2003 - Present - (PT)  
Responsible for Group Medical, Life and Health Insurance and various Fixed Annuities, Retirement Planning and assisting clients with their insurance needs.

Barry Willis Insurance & Financial Services Agency, San Diego, CA  
Insurance Broker - 1997 - Present - (PT)  

Jeannette S. Clark & Associates Inc.  
Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA  
Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office. Responsible for Drafting and editing legal documents and correspondence, assisted Worker’s Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

Denny’s Restaurants  
Restaurant Manager - 1981 - 1983, Pacific Beach, CA  
Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

COMMUNITY INVOLVEMENT:

Alpine Fire Protection District Board  
Board Member - 2018

Alpine Kiwanis  
Member - 2018

Santee Chamber of Commerce  
Executive Board Member - 1996-1998  
Elected to handle budgetary and Administrative issues at the local Santee Chamber
Memo
March 25, 2019

Re: SweetWater Authority (SWA) accounting for vehicle replacement vs. Private Sector Factors

Conclusion(s):

Regarding Cost data: to calculate cost ratio

1. SWA incorrectly added routine maintenance costs in its' cost data

Routine maintenance is a necessary cost whether the vehicle is new or old

2. SWA incorrectly added wear maintenance items in its' cost data

Fixing tire punctures, replacing tires, brakes, etc. can be expected during vehicle life as required maintenance items whether the vehicle is new or old

3. SWA incorrectly added corrective maintenance items in its' cost data

Replacing items like a broken tail light cover, alternator, battery, etc. actually extend the life of the vehicle back to the original purchased condition

Regarding a 100,000 mile replacement criteria

1. SWA looks at replacement of a vehicle at a 100,000 mile point

This is an antiquated number. If a number is used, 200,000 miles for gasoline powered vehicles would be more appropriate, 300,000 miles for diesel.

2. However, condition of the vehicle is a better replacement consideration than mileage

Regarding a 10 year life issue for replacement

1. Condition is a much better evaluation criteria than age

Note — Although SWA stated they use economic life cycle costing for vehicle replacement, there is nothing to indicate this. This is normally accomplished in a spread sheet format and is so noted on a Government Fleet website. That website states that this type of life cycle maintenance considers acquisition, maintenance, operational, and disposal costs. The website also notes the data to be plugged in to the analysis:
o interest costs for capital expenditures.
o Inflation rate for adjusting lifecycle maintenance and operating costs.
o vehicle depreciation rate in the first year and the rate in subsequent years.
o purchase cost of vehicle.
o estimated maintenance and operating costs.

Note the last item is future costs, not past costs!

Background Information

A. SWA uses the following to trigger a replacement:

1. Age – 10 years
2. Mileage 100,000
3. Dollars, previous repair costs divided by original acquisition cost; greater than 50%

Repeated for emphasis: SWA uses previous not future cost to repair

Note: these factors follow a very conservative approach and are probably based on the 1950s and 1960s maintenance philosophy. The US automotive design at that time was to design for a life of 100,000 miles at an average speed of 45 miles per hour (MPH).

Current engine and transmission design philosophy is for tighter internal part clearances, together with fuel injection which reduces oil dilution and improved oil and other lubricants results in engine and drive train expected life of over 200,000 miles for gasoline powered vehicles and 300,000 for diesel

This present day 200,000 mile expected life or greater for gasoline engines and of 300,000 for diesel powered vehicles is also quoted in the government website.

B. The private sector uses a ratio of expected future costs to new equipment cost as an indicator of replacement need. If expected corrective maintenance and repairs exceed 50% of replacement cost, consideration is given to replace rather than repair.

Note that the criteria is expected future costs, not already expended costs
Regular Meeting of the Governing Board of Sweetwater Authority

Wednesday, March 27, 2019 – 6:00 p.m.

RE: Action and Discussion, Item 8-A

TO: Members of the Board: Chair Steve Castaneda, Director Jerry Cano, Director Jose Cerda, Director Alejandra Sotelo-Solis, Director Hector Martinez, and Director Jose Preciado,

CC: General Manager Tish Berge, Assistant General Manager Jennifer Sabine and Board Secretary Ligia Gonzalez

FROM: Director Josie Calderon Scott

SUBJECT: Letter from Ms Calderon-Scott’s Attorney to Paula de Sousa Mills, Esq

This is to inform you that earlier today my personal attorney, Nadia Bermudez, Esq. of Klinedinst Attorneys sent the attached letter to Sweetwater Authority’s Attorney, Ms. De Sousa Mills. I urge you to read this letter as you consider tonight’s agenda Item 8-A.
March 27, 2019

VIA ELECTRONIC MAIL AND U.S. MAIL
Paula C.P. de Sousa Mills, Esq.
Best Best & Krieger LLP
655 West Broadway, Ste. 1500
San Diego, CA 92101

Re: Sweetwater Authority

Dear Ms. de Sousa Mills:

I am counsel for Ms. Josie Calderon-Scott. I am writing to you regarding concerns that she previously shared with you regarding the privacy of her family’s medical information, as well as other concerns in connection with tonight’s Board meeting.

As you are aware, the Sweetwater Authority is a Joint Powers Agency formed by an agreement entered into between the South Bay Irrigation District and the City of National City. As a duly elected member of the Board of the Sweetwater Authority, Ms. Calderon-Scott’s role on the Board is codified in Government Code Sections 6500, 6507 as well as Section 3 of the Joint Powers Agreement, establishing the Sweetwater Authority. As you are further aware, the Sweetwater Authority is a separate public entity (Government Code Section 6507), which possesses powers common to both the South Bay Irrigation District and the City of National City “subject only to such restrictions upon the manner of exercising such powers as are imposed upon South Bay Irrigation District in the exercise of similar powers.” (Emphasis added.)

The powers specified in Section 3 of the Joint Powers Agreement are expansive. It states: “The SWEETWATER AUTHORITY, by and through its Governing Board, is hereby authorized, in its own name, to do all acts necessary or convenient or appropriate for the exercise of said common powers for the purposes set forth in Section 1…”

As such, Ms. Calderon-Scott implores legal counsel for Sweetwater Authority to review the proposed changes to Board Policies 504 and 506, which seemingly intend to usurp the obligations of Board Members set forth in Section 3 of the Joint Powers Agreement. Ms. Calderon-Scott is especially concerned with the sweeping proposed changes to Board Policies 504 and 506 (which were originally proposed on the consent agenda, though the revisions clearly merit full discussion and consideration by the Board). Those proposed changes will fundamentally change the role of the Sweetwater Authority board members. Indeed, the proposed revisions to Board Policies set forth in Board Policies 504 and 506 unduly invade and usurp the provisions of Section 3 of the Joint Powers Agreement, and prevent Ms. Calderon-Scott from fully representing her constituents in favor of un-elected staff person(s). In fact, the current version of these Board Policy are also overly restrictive, and thus may run afoul of the Joint Powers Agreement, since the South Bay Irrigation District’s own policies do not require such restrictions on Board Members’ abilities to conduct business in the carrying out of their...
The proposed revisions to Policy 504 go so far as to prevent Board Members from having contact with any Sweetwater Authority personnel, and only permit contact with Legal Counsel or the General Manager – an overreaching usurpation of Board Members’ power under Section 3 of the Joint Powers Agreement. (Compare, the Code of Ethics, Policy 104 of the South Bay Irrigation District Policies and Procedures). At a minimum, and as required by the Joint Powers Agreement, Sweetwater’s policies (Nos. 504 and 506) should be no more restrictive than Policies 104 and 106 of the South Bay Irrigation District. The plain language of the Joint Powers Agreement requires as much.

As an example of such an overreach, in the enforcement of current policy 506(H), Ms. Calderon-Scott was asked to waive her personal right to privacy in order for a Sweetwater Authority employee in Human Resources to report to other Sweetwater Authority employees about Ms. Calderon-Scott’s family’s medical/protected health information. The happened when she made an inquiry about the application of her benefits in regards to a future medical treatment. This transpired on or around October 30, 2018, which Ms. Calderon-Scott reported to you. Ms. Calderon-Scott was advised by a Sweetwater employee that inquiries regarding her insurance or medical treatments that were shared with Sweetwater’s benefits staff, would need to be memorialized, documented and reported by staff to the General Manager. Nothing transpired as a result of Ms. Calderon-Scott complaint about this invasive policy. The Sweetwater Authority management’s insistence on obtaining this confidential medical information again (as recently as March 14, 2019) is frankly shocking.

The proposed changes to Policies 504 and 506, coupled with the effort to strike an important policy provision requiring meeting minutes of Standing Committees that “shall be prepared and made available” to the Board as part of a publicly available agenda, is additionally concerning in light of the above. Reducing transparency to the public is antithetical to the democratic process.

Thus, Ms. Calderon-Scott urges you to review this letter carefully and consider the appropriate consultation to the Board regarding the proposed changes to Policies 504 and 506, the elimination of Standing Committee minutes, as well the appropriate guidance to staff (by you or the General Manager) regarding her family’s medical privacy. Ms. Calderon-Scott did not give up her Constitutional right to privacy when she was elected to office.

Very truly yours,

KLINEDINST PC

NADIA P. BERMUDEZ
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. The Board is also committed to pursuing effective governance of the Authority by using effective communications strategies and respecting the clear division of responsibility between the Board and the professional Management and staff of the Authority.

PROCEDURE

In order to assist in the government of the behavior between the members of the Board and staff, Directors who consistently ignore or violate these principles and standards, or who commit a substantial and detrimental violation of these principles and standards, may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the Authority. Board members shall comply with the following will be observed principles and standards:

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

B. Responsiveness and attentive listening in communication are encouraged.

C. 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 laws 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.

EC. Directors should commit themselves to emphasizing the focused, relevant, thoughtful, positive contributions to the discussion and collaborative analytical

Reviewed and Reapproved on
process, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

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

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

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

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

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

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

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

Reviewed and Reapproved on
HA. 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. Directors shall not attempt to obtain such information directly from other Authority staff without the knowledge or involvement of the General Manager.

IB. In-handling complaints from residents and property owners of the Authority with complaints, said complaints should be referred directly to the General Manager.

JC. In-handling items related to safety, concerns for safety or hazards should be reported to the General Manager or Assistant General Manager.

KD. In 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.

LE. When approached by Authority personnel concerning specific Authority policy or operations, Directors should direct the Authority personnel to the General Manager. Directors may then directly consult with the General Manager or legal counsel about said issue.

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.

NF. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and referring their questions through appropriate channels and to responsible management personnel to customer service, the General Manager, or legal counsel. Directors may then directly consult with the General Manager or legal counsel about said issue.

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

Reviewed and Reapproved on
Strategic Plan:

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

R. 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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