Regular Board Meeting - May 8, 2019

1. Agenda Packet
   Documents:
   
   190508 AGENDA PACKET.PDF

2. Related Agenda Items
   Documents:
   
   AGENDA ITEM NO. 10B.PDF
AGENDA

Regular Meeting
Governing Board of Sweetwater Authority
Wednesday, May 8, 2019 – 6:00 p.m.

- Call Meeting to Order and Roll Call
- Pledge of Allegiance to the Flag
- Opportunity for Public Comment
  Opportunity for members of the public to address the Board (Government Code Section 54954.6)
- Chair’s Presentation
  Government Finance Officers Association’s Award of Financial Reporting Achievement

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 Items to be Added, Withdrawn, or Reordered on the Agenda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 April 24, 2019

Consent Calendar Items

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

3. Approval of Demands and Warrants

4. Recommendation to Issue Notice to Proceed for Phase 2 Work in FY 2018-19 for Distribution System Remote Terminal Unit Evolution Project (Operations Committee Meeting of 5/1/19, Item 4. A.)
   Recommendation: Issue a Notice to Proceed to Enterprise Automation, Irvine, CA, in the amount not to exceed $469,930.

A Public Water Agency
Serving National City, Chula Vista and Surrounding Areas
5. Consideration of One-time Adjustment to Customer Water Bill – Pasha Automotive Service (Finance and Personnel Committee Meeting of 5-1-19, Item 4. A.)
   Recommendation: Approve a one-time adjustment in the amount of $4,699.09.

Action and Discussion Items

6. New Business
   A. Directors' Attendance at Community Outreach Events for Spring/Summer 2019
   B. Consideration of Support for AB 533 (Holden)

7. Approval of Directors' Attendance at Meetings and Future Agenda Items
   A. Per diem approval for Directors' attendance to the Stakeholder Interviews for the Communications Master Plan
   B. California Special Districts Association – San Diego Chapter Quarterly Meeting – Thursday, May 16, 2019, 6:00-9:00 p.m., The Butcher Shop Steakhouse, Kearny Mesa; Program Title: "Renaissance on the Bay," presented by Garry J. Bonelli, Chairman, Port of San Diego (Note: Sign-up sheets will be provided at Board meeting)
   C. Per diem approval for Directors who wish to attend the Water Education Foundation Bay-Delta Tour 2019 (Field Trip – Begins/Ends at Sacramento International Airport) – June 5-7, 2019

REPORTS AND INFORMATIONAL ITEMS

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


9. Report of Legal Counsel

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

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

12. Directors' Comments
    Directors' comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors' comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.
CLOSED SESSION
At any time during the regular session, the Governing Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Government Code Section 54954.5.

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

13. 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.
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Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Sweetwater Authority
California

For its Comprehensive Annual Financial Report for the Fiscal Year Ended

June 30, 2018

Christopher P. Morrill
Executive Director/CEO
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The Governing Board of Sweetwater Authority held a Regular meeting on Wednesday, April 24, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. Chair Castaneda called the meeting to order at 6:00 p.m.

- **Roll Call**
  Directors Present: *Josie Calderon-Scott (6:04 p.m.), Steve Castaneda, José F. Cerda, Hector Martinez, Jose Preciado
  Directors Absent: Jerry Cano and Alejandra Sotelo-Solis
  Management, Staff, and Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Paula de Sousa Mills, and Board Secretary Ligia Perez. Staff Members: Administrative Assistant Michael Garcia and Director of Finance Rich Stevenson. Others present: Jennifer Pillsbury and Jan Tubiolo of The Water Conservation Garden, and Mike Sampsel.

- **Pledge of Allegiance to the Flag**

- **Opportunity for Public Comment** (Government Code Section 54954.3)
  Mike Sampsel commented on the future of the Citizen’s Advisory Committee.

- **Chair’s Presentation**
  B. CAPIO’s EPIC Award for Excellence in Public Information and Communications
  C. Comments from the Public Regarding Agency Staff and Agency Recognition in the Press

**ACTION CALENDAR AGENDA**

1. Items to be Added, Withdrawn, or Reordered on the Agenda
   There were none.

2. Approval of Minutes - Regular Meeting of April 10, 2019
   
   **Director Preciado made a motion, seconded by Director Calderon-Scott, that the Governing Board approve the minutes of the April 10, 2019 Regular meeting. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.**
Consent Calendar Items

Director Preciado made a motion, seconded by Director Martinez that the Governing Board approve consent items 3 through 6, and 8. Director Calderon-Scott pulled item 7 for discussion. Director Castaneda recused himself from consideration of warrant numbers 150926 and 150956 due to his contract with Sempra Energy, parent company of SDG&E, which Director Castaneda disclosed on the record. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.

3. Approval of Demands and Warrants – Check numbers 150888 through 150997 and electronic fund transfers 27142 through 27578

4. Consideration to Approve Four Adjoining Easement Quitclaims – Creekside Pointe, 910-948 Third Avenue, Chula Vista (Operations Committee Meeting of 4/17/19, Item 4. A.)
   **Recommendation:** Approve the quitclaim request, with the owner paying all costs associated with processing the quitclaim.

5. Consideration to Award a Contract for Ferrous Chloride Bulk Chemical Storage Tank Replacement (Operations Committee Meeting of 4/17/19, Item 4. D.)
   **Recommendation:** Declare the bid from Core-Rosion Products non-responsive; award a contract in the amount of $92,933 to Belco Manufacturing Company, Belton, TX; and approve a transfer of $23,663 from the FY 2018-19 Operating Expense Perdue Plant Materials and Supplies Maintenance Budget to the FY 2018-19 Capital Investment Budget.

6. Consider Request for a Second Adjustment to Customer Water Bill (Finance and Personnel Committee Meeting of 4/17/19, Item 4. A.)
   **Recommendation:** Deny the request for a second adjustment and grant an extended payment plan.

8. Consideration to Approve Proposed Amendments to Conflict of Interest Code and Adopt Resolution 19-10
   **Recommendation:** Approve the proposed amendments and adopt Resolution 19-10.

   **RESOLUTION NO. 19-10**

   **RESOLUTION OF THE GOVERNING BOARD OF SWEETWATER AUTHORITY ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

   was passed and adopted by the following vote to wit:

   **Ayes:** Directors Calderon-Scott, Castaneda, Cerda, Martinez, and Preciado
   **Noes:** None
   **Absent:** Directors Cano and Sotelo-Solis
   **Abstain:** None
Items Pulled from Consent Calendar for Discussion

   Recommendation: Approve the recommended changes as presented and add language to Policy 607 regarding convening a work group.

   **Director Preciado made a motion, seconded by Chair Castaneda,** that the Governing Board approve the recommended changes as presented. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.

Action and Discussion Items


   The Governing Board provided comments.

   *(Note: Director Martinez left the meeting at 7:00 p.m. and reentered the meeting at 7:02 p.m.)*

   *(Note: Director Martinez left the meeting at 7:12 p.m. and reentered the meeting at 7:13 p.m.)*

10. Discussion and Possible Direction on Water Rate and Rate Stabilization Review

    **Director Martinez made a motion, seconded by Chair Castaneda,** that the Governing Board direct staff and Legal Counsel to explore the feasibility of not funding, or funding at a reduced rate, the Rate Stabilization Reserve as adopted at the 2018 Proposition 218 Public Hearing, and bring back a review of the 2018 Five-year Water Rate Study based on current conditions and trends in association with the FY 2019-20 Budget. **The motion carried with Director Cerda opposing, and Directors Cano and Sotelo-Solis absent.**

   Recommendation: Reject all bids and direct staff to procure the services of a consultant to perform an analysis of staff’s methodology to evaluate and recommend vehicles for replacement that is data driven, and states source documents and industry standards.

   Mike Sampsel commented on the Authority’s vehicle maintenance program.

   *(Note: Director Cerda left the meeting at 8:08 p.m. and reentered the meeting at 8:10 p.m.)*

   **Director Martinez made a motion, seconded by Director Calderon-Scott,** that the Governing Board reject all bids and direct staff to procure the services of a consultant to perform an analysis of staff’s methodology to evaluate and recommend vehicles for replacement that is data driven, and states source documents and industry standards. **The motion carried with Director Cerda opposing, and Directors Cano and Sotelo-Solis absent.**
12. Consideration to Award a Contract for Construction of the 36-inch Transmission Main Replacement Project (Operations Committee Meeting of 4/17/19, Item 4. C.)
Recommendation: Award a contract in the amount of $14,083,108 to CCL Contracting, Inc., Escondido, CA.

**Director Preciado made a motion, seconded by Director Martinez,** that the Governing Board award a contract in the amount of $14,083,108 to CCL Contracting, Inc., Escondido, CA, for the construction of the 36-inch Transmission Main Replacement Project. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.

Recommendation: Provide feedback and direct staff to bring back the draft Work Plan with Board input at the May 22 Board meeting.

The governing Board provided feedback.

*(Note: Director Martinez left the meeting at 8:14 p.m. and reentered the meeting at 8:16 p.m.)*

14. Old Business

Consider Request to Appeal Board Decision on One-time Adjustment to Customer Water Bill

**Director Preciado made a motion, seconded by Director Martinez,** that the Governing Board consent to appeal the Board’s decision on February 27, 2019, and grant the one-time adjustment to Soapy Joe’s Bonita, Inc.’s account in the amount of $10,806.60. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.

15. Consideration of TEDxChulaVista Sponsorship

**Director Preciado made a motion, seconded by Director Cerda,** that the Governing Board sponsor the TEDxChulaVista event in an amount not to exceed $3,000. The motion failed, with Directors Calderon-Scott and Martinez opposing, and Directors Cano and Sotelo-Solis absent.

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

A. Per diem approval for Directors who wish to attend the Annual Developers Forum – May 9, 2019.

**Director Preciado made a motion, seconded by Chair Castaneda,** that the Governing Board approve the per diem for Directors who wish to attend the Annual Developers Forum – May 9, 2019. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.

B. Per diem approval for Director Castaneda’s Participation in the Albondigas Luncheon panel on Water Issues in South Bay – May 17, 2019

**Director Preciado made a motion, seconded by Director Martinez,** that the Governing Board approve the per diem for Director Castaneda’s participation in the Albondigas Luncheon panel on Water Issues in South Bay – May 17, 2019. The motion carried unanimously, with Directors Cano and Sotelo-Solis absent.
C. WESTCAS 2019 Annual Conference, San Diego – June 26-28, 2019 (Note: Early registration deadline is June 5) Directors who wish to attend this event will contact the Secretary

REPORTS AND INFORMATIONAL ITEMS


Chair Castaneda deferred this item to the May 8 Board meeting.

18. Community Outreach for Spring/Summer 2019

After general discussion, Chair Castaneda directed staff bring back this item to the May 8 Board meeting for discussion.

(Note: Director Preciado left the meeting at 8:42 p.m. and reentered the meeting at 8:44 p.m.)


22. Management Report

A. Report of Assistant General Manager


Assistant General Manager Sabine reported that the Quarterly Performance Management Report and the monthly Dashboard is available for review in the agenda packet.

B. Report of General Manager

General Manager Berge reported on the Desalination facility updates happening for the HydroStation; Department of Drinking Water’s approval for the Authority’s use of an innovative pipeline flushing program; and the kick-off of the Communication Master Plan and that the Consultant and Secretary will be contacting Board members to set-up Stakeholder Interviews.

23. Report of the South Bay Irrigation District Representative and the City of National City Representative to the San Diego County Water Authority

Director Preciado reported on Metropolitan Water District’s support on investments in local water resource program and the source of its funding; the future of the Colorado River water transfer; the proposed $4 million study of a conveyance from the Colorado River; the initiation of the process to hire its General Manager; the two-year budgeting plan; and the proposed five percent rate increase for raw water.

24. Reports by Directors on Events Attended

A. WELL Annual Conference – March 28-29, 2019

Director Castaneda provided a report.
B. California Special Districts Association 2019 Special District Leadership Academy – April 7-10, 2019

Directors Calderon-Scott and Martinez provided a report.

25. Directors' Comments

Director Preciado commented that he was disappointed in the outcome of a particular agenda item.

Director Martinez expressed appreciation for the diversity of opinions of the Board and thanked staff for their work.

Director Cerda thanked Assistant General Manager Sabine for her action regarding water quality complaints in National City.

**CLOSED SESSION**

At 9:08 p.m., the Board convened to meet in closed session with legal counsel for:

A. Public Employee Performance Evaluation pursuant to Government Code Section 54954.5:
   Title: General Manager

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

There was no need for a closed session on item:

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

There were no minutes taken, and the session was not audio-recorded. At 10:04 p.m., Chair Castaneda declared the meeting to be in open session. No reportable action was taken by the Governing Board.

26. Adjournment

With no further business before the Board, Chair Castaneda adjourned the meeting at 10:05 p.m.

________________________
Steve Castaneda, Chair

Attest:

________________________
Ligia Perez, Board Secretary
## SWEETWATER AUTHORITY
### REVENUE FUND
#### Disbursements

**May 8, 2019**

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<td>Preconstruction video survey</td>
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<td>4,600.00</td>
<td>West Coast Sand &amp; Gravel, Inc.</td>
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<td>Zigman Shields</td>
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## SWEETWATER AUTHORITY
### REVENUE FUND DISBURSEMENTS

**May 8, 2019**

**Electronic Transfer:**

<table>
<thead>
<tr>
<th>Payroll</th>
<th>City Employees Association (CEA)</th>
<th>Employees' contributions</th>
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<td>20,276.09</td>
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<td>Employees' contributions</td>
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<td>72,809.32</td>
<td>CalPERS Retirement Plan</td>
<td>Employees' contributions</td>
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<td>19,999.94</td>
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<td>State income tax withheld</td>
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<td>118,822.41</td>
<td>Internal Revenue Service</td>
<td>Federal and Social Security tax withheld</td>
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<td>2,003.75</td>
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<td>Customer credit card fees</td>
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<td>499.83</td>
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<td>Hazardous waste removal</td>
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<td>Agricultural Pest Control</td>
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<td>418.75</td>
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<td>3,026.00</td>
<td>DSR - Door Service &amp; Repair Inc.</td>
<td>Door repairs - Desal Facility</td>
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<td>1,706.35</td>
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<td>Laboratory supplies</td>
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<td>Ferguson Enterprises, Inc.</td>
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<td>Building maintenance - Desal Facility</td>
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<td>Operating supplies</td>
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<td>The SOCO Group</td>
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<td>506.19</td>
<td>W. W. Grainger</td>
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<td>200.20</td>
<td>Week Laboratories, Inc.</td>
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<td>2,260.53</td>
<td>Wex Bank</td>
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<td>400.00</td>
<td>Alessandra Angelone</td>
<td>Reimbursement - cell phone</td>
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<tr>
<td>56.00</td>
<td>Angela Soto</td>
<td>Reimbursement - expenses</td>
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</tbody>
</table>
## SWEETWATER AUTHORITY
### REVENUE FUND DISBURSEMENTS

**May 8, 2019**

<table>
<thead>
<tr>
<th>Code</th>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>27619</td>
<td>$165.00</td>
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<tr>
<td>27620</td>
<td>60.00</td>
<td>Justin Brazil - Reimbursement - certification renewal</td>
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<td>27621</td>
<td>91.06</td>
<td>Leslie Payne - Reimbursement - expenses</td>
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<tr>
<td>27622</td>
<td>667.26</td>
<td>Ronald R. Mosher - Reimbursement - expenses</td>
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<tr>
<td>27623</td>
<td>239,082.00</td>
<td>CalPERS Retirement Plan</td>
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<td>27624</td>
<td>708.36</td>
<td>WageWorks, Inc. - Reimbursement - certification renewal</td>
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<tr>
<td>27625</td>
<td>8,138.18</td>
<td>Union Bank of California - Reimbursement - custodial account</td>
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<td>27626</td>
<td>705.14</td>
<td>Advanced Chemical Transport, Inc. - Expenses</td>
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<tr>
<td>27627</td>
<td>311.46</td>
<td>Airgas USA, LLC - Administrative fees - custodial account</td>
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<td>27628</td>
<td>32,788.15</td>
<td>Best Best &amp; Krieger - Reimbursement - expenses</td>
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<td>27629</td>
<td>1,549.81</td>
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<td>27630</td>
<td>5,060.80</td>
<td>California Water Technologies LLC - Water treatment chemicals</td>
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<td>27631</td>
<td>985.10</td>
<td>Chula Vista Electric Company - Lighting maintenance - Administration Building</td>
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<td>27632</td>
<td>298.28</td>
<td>Core &amp; Main LP - Inventory supplies</td>
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<td>27633</td>
<td>652.33</td>
<td>Day Wireless Systems - Monthly vehicle radio maintenance</td>
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<td>Diamond Environmental Services - Inventory supplies</td>
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<td>450.23</td>
<td>Ferguson Enterprises, Inc. - Laboratory supplies</td>
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<td>27638</td>
<td>846.84</td>
<td>Hach Company - Laboratory supplies</td>
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<td>27639</td>
<td>4,707.70</td>
<td>Hi-Tech Air Conditioning, Inc. - HVAC maintenance - Administration Building, Desai Facility, Operations Center, Loveland and Perdue Plant</td>
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<tr>
<td>27640</td>
<td>205.00</td>
<td>Jena! Engineering Corporation - Fuel compliance test and services</td>
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<td>27641</td>
<td>2,250.00</td>
<td>Mobil Construction Sweeping - Monthly street sweeping services</td>
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<td>35.08</td>
<td>NDS - Courier service</td>
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<td>27643</td>
<td>522.28</td>
<td>Phenova, Inc. - Laboratory supplies</td>
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<td>912.44</td>
<td>Prudential Overall Supply - Uniform service</td>
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<td>27645</td>
<td>400.00</td>
<td>Sloan Electric Corporation - Pump repairs - Perdue Facility</td>
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<td>27646</td>
<td>544.97</td>
<td>The SOCO Group - Monthly fuel purchase</td>
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<td>27647</td>
<td>5,089.70</td>
<td>Urban Corps of San Diego County, Inc. - Habitat brush management</td>
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<td>27648</td>
<td>210.24</td>
<td>WageWorks, Inc. - Monthly fees - flexible spending account benefit</td>
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<td>27649</td>
<td>629.20</td>
<td>Weck Laboratories, Inc. - Laboratory testing</td>
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<td>27650</td>
<td>70.00</td>
<td>Peter C. Famolaro - Reimbursement - certification</td>
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<tr>
<td>27651</td>
<td>153.42</td>
<td>Tim Bratcher - Reimbursement - expenses</td>
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*$1,281,304.33$  **Warrant Disbursements**
TO:  Governing Board

FROM: Management

DATE: May 3, 2019

SUBJECT: Recommendation to Issue Notice to Proceed for Phase 2 Work in FY 2018-19 for Distribution System Remote Terminal Unit Evolution Project

SUMMARY

The FY 2018-19 Budget includes the Distribution System Remote Terminal Unit (RTU) Evolution Project to upgrade 42 RTUs at 41 locations throughout the Authority’s distribution system. A copy of the budget write-up for this project is attached for ease of reference.

This multi-year project began in FY 2017-18 with a study to define the scope of the work. Work in FY 2018-19 focused on the design of the project. The scope included two phases of work in FY 2018-19: (1) SCADA design and development of functional specifications, and (2) testing and procurement of long-lead panel components. The work was divided into these two phases to allow for the scope of the work to be better defined before the testing and panel component procurement activities were initiated. Implementation of the Phase 2 work in FY 2018-19 allows for the testing to proceed and procurement of components that have a long delivery time. This will result in a more efficient project completion in FY 2019-20.

The Authority utilized the services of a consultant to complete the SCADA design and development of functional specifications at a cost of $469,670. The attached budget excerpt shows the total funding authorization amount of $939,600. The purpose of this request is to authorize the consultant to proceed with Phase 2 work in the amount of $469,930 as established in the FY 2018-19 Budget.

PREVIOUS BOARD ACTION(S)

July 25, 2018  Board approved the services of Enterprise Automation for the Distribution System RTU Evolution Project in the amount of $469,700,

June 13, 2018  Board adopted Resolution 18-12: Adopting a Budget for the Fiscal Year 2018-19

FISCAL IMPACT

The requested authorization matches funds allocated in the FY 2018-19 Budget.
Memo to: Governing Board  
Subject: Recommendation to Issue Notice to Proceed for Phase 2 Work in FY 2018-19 for Distribution RTU Evolution Project  
May 3, 2019  
Page 2 of 2

POLICY
The requested authorization to issue a Notice to Proceed to Enterprise Automation exceeds the General Manager’s $75,000 authorization limit, thus requiring Governing Board Approval.

Strategic Plan Goal 1: Provide high quality water that meets regulatory requirements.

- Objective WQ6: Maintain and improve the Supervisory Control and Data Acquisition (SCADA) system for all treatment and distribution facilities as defined in the SCADA Master Plan.
  - 001.01 Conduct a study to analyze the replacement of all Remote Terminal Units (RTU) with the existing distribution system, URDS, and County sewer facilities that are connected to the URDS, as recommended in the SCADA System Master Plan
  - 001.02 Replace the RTUs as recommended in the study

ALTERNATIVES
1. Issue a Notice to Proceed to Enterprise Automation, Irvine, CA, for Phase 2 work in FY 2018-19 for the Distribution System RTU Evolution Project in the amount not to exceed $469,930.

2. Carry funds over to FY 2019-20 and Issue a Notice to Proceed to Enterprise Automation, Irvine, CA, for Phase 2 work in FY 2019-20 for the Distribution System RTU Evolution Project in the amount not to exceed $469,930.

3. Direct staff not to complete Strategic Plan Work Plan Goal 1: Provide high quality water that meets regulatory requirements, Objective WQ6, Maintain and improve the Supervisory Control and Data Acquisition (SCADA) system for all treatment and distribution facilities as defined in the SCADA Master Plan.

STAFF RECOMMENDATION
Staff recommends that the Governing Board issue a Notice to Proceed to Enterprise Automation, Irvine, CA, for Phase 2 work in FY 2018-19 for the Distribution System RTU Evolution Project in the amount not to exceed $469,930.

COMMITTEE RECOMMENDATION
The Operations Committee concurs with staff recommendation.

ATTACHMENT(S)
Excerpt from Board approved FY 2018-19 on Distribution System RTU Evolution Project.
SWEETWATER AUTHORITY
FY 2018-19 CAPITAL INVESTMENT BUDGET

Project Title
DISTRIBUTION SYSTEM RTU EVOLUTION PROGRAM

Recommendation
Upgrade 42 Remote Terminal Units (RTU) at 41 locations throughout the Authority’s distribution system.

Estimated Cost

<table>
<thead>
<tr>
<th>FY 2018-19 Budget Request</th>
<th>Total Project Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,271,400</td>
<td>$3,264,400</td>
</tr>
</tbody>
</table>

Discussion

The Authority commissioned a master plan to evaluate the needed improvements to the Supervisory Control and Data Acquisition (SCADA) system, which was completed in 2011 and updated in 2014. The SCADA systems at the Perdue Water Treatment Plant, the Richard A. Reynolds Desalination Facility, and the National City Wells have been updated as recommended in the SCADA Master Plan. However, the 41 sites in the water distribution system contain 42 RTU control systems and electrical hardware that were originally installed in 2001. This equipment is reaching the end of its service life and upgrades are necessary to maintain reliable operation of these critical water system components. The facilities included in the distribution system that require control system upgrades include booster pump stations and ground storage tanks, along with the RTUs associated with Loveland Dam, the County of San Diego’s wastewater pump station adjacent to Sweetwater Reservoir, the Perdue Radio Cabinet, and the Otay 2-1 Tanks Radio Repeater Cabinet.

The Distribution System RTU Evolution Program will replace the programmable logic control (PLC) code in all RTUs, generally following the programming standards established for the recently completed wells associated with the Desal Expansion project. These modifications will upgrade the PLCs to standard tested function blocks. The SCADA Integrator will create functional specifications for all RTUs, program the RTUs to the new standard, make changes to SCADA software, design, and fabricate new RTUs (consisting of subpanels or complete RTUs, and RTU doors, as applicable), and fully test and commission the new hardware and software. The work of a construction contractor, selected via competitive bid, generally involves; replacement of all Distribution RTUs (subpanels or complete RTUs, and RTU doors, as applicable); painting of existing RTU cabinets that will remain; installation of new antenna masts at six (6) remote sites to improve radio communication performance; replacement of antennas and feed systems at select sites; and, due to National Electric Code issues in the Valve Building at the Judson Tank, complete replacement of the electrical system with a new pad-mounted RTU located outside of the Valve Building.
Discussion of Carryover

The FY 2017-18 Expense Budget included funds for the development of a study to define the improvements required to implement the RTU Evolution Program. The initiation of the study was delayed significantly in FY 2017-18 due to the extensive support required by the Authority’s consultants on the Richard A. Reynolds Desalination Facility Expansion project. As a result, approximately $30,000 of effort is anticipated to carry over to FY 2018-19.

Summary of Cost Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Cost</td>
<td>$3,264,400</td>
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<tr>
<td>Spent in Prior Fiscal Years</td>
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<tr>
<td>2016-17 Estimate</td>
<td>220,000</td>
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<tr>
<td>Proposed FY 2018-19 Budget Detail</td>
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<tr>
<td>Completion of RTU Evolution Study (1)</td>
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<tr>
<td>Electrical Design and Bidding (2)</td>
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<tr>
<td>SCADA Design, Functional Specs, and Configuration (3)</td>
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<tr>
<td>SWA Engineering and WQ Labor</td>
<td>25,000</td>
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<tr>
<td>Proposed FY 2018-19 Budget</td>
<td>1,271,400</td>
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<tr>
<td>Projected Cost for Future Fiscal Years</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td>1,773,000</td>
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</tbody>
</table>

(1) Funds carried over from FY 2017-18 Expense Budget in the amount of $30,000.
(2) Electrical Design by existing on-call consultant (Timberline Engineering).
(3) SCADA Integration Planning and Design by existing on-call consultant (EA).

Partial authorization of $469,700 on 7/25/18
TO: Governing Board
FROM: Management
DATE: May 3, 2019

SUBJECT: Consideration of One-time Adjustment to Customer Water Bill – Pasha Automotive Service

SUMMARY

<table>
<thead>
<tr>
<th>Pasha Automotive Service 24th at Quay</th>
<th>HCF</th>
<th>Commodity Amount</th>
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<tbody>
<tr>
<td>Water Bill Under Review for Adjustment (a)</td>
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<td>$12,128.18</td>
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<tr>
<td>Average Bi-Monthly Water Bill (prior 12 months)</td>
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<td>$34.09</td>
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<tr>
<td>Above-Average Water Use at Wholesale Rate</td>
<td>2,472-7 = 2,465</td>
<td>$7,395.00</td>
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<tr>
<td>New Total Amount Due (b)</td>
<td>$</td>
<td>7,429.09</td>
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<tr>
<td>Amount of One-Time Adjustment (a-b)</td>
<td>$</td>
<td>4,699.09</td>
</tr>
</tbody>
</table>

POLICY

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

ALTERNATIVES

1. Approve the one-time adjustment to Pasha Automotive Service’s account in the amount of $4,699.09.
2. Deny the request for the one-time adjustment and grant Pasha Automotive Service an extended payment plan to pay the balance of $23,256.41 over a twelve month period.
3. Deny the request and do not offer a payment plan.

STAFF RECOMMENDATION

Staff recommends that the Governing Board approve a one-time adjustment in the amount of $4,699.09.
COMMITTEE RECOMMENDATION

The Finance and Personnel Committee concurs with staff recommendation.
TO: Governing Board
FROM: Management
DATE: May 3, 2019
SUBJECT: Directors’ Attendance at Community Outreach Events for Spring/Summer 2019

SUMMARY
At the April 24, 2019 Board meeting, Chair Castaneda raised the issue of Directors attending the community outreach events and directed staff to add this item to May 8 Board meeting for discussion.

As a follow up to the presentations and community outreach performed in Summer 2018, the Authority will be engaging with the community in the coming months to share how the Authority is investing in the water system. The theme of these presentations will be “How Sweetwater Authority is Working for your Water.” The presentations will include information on the flushing program, the HydroStation, water efficiency incentives for customers, and introduce the topic of the upcoming Citizens Advisory Committee.

The map below shows the locations of the community group presentations:
The table below lists the community groups and the date, time, and venue for the Authority’s presentation:

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chula Vista Chamber of Commerce - Full Board</td>
<td>May 8, 2019</td>
<td>7:30 a.m.</td>
<td>Chula Vista Chamber</td>
</tr>
<tr>
<td>Albondigas South County</td>
<td>May 17, 2019</td>
<td>12:00 p.m.</td>
<td>Mangia Italiano</td>
</tr>
<tr>
<td>Kiwanis Club</td>
<td>May 23, 2019</td>
<td>7:00 a.m.</td>
<td>Original Pancake House</td>
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<tr>
<td>National City Council Breakfast</td>
<td>June 8, 2019</td>
<td>9:45 a.m.</td>
<td>MLK Community Center</td>
</tr>
<tr>
<td>Chula Vista Rotary Club</td>
<td>June 14, 2019</td>
<td>12:00 p.m.</td>
<td>Bonita Golf Course</td>
</tr>
<tr>
<td>National City Chamber of Commerce</td>
<td>June 18, 2019</td>
<td>8:30 a.m.</td>
<td>National City Chamber</td>
</tr>
<tr>
<td>Chula Vista Chamber of Commerce - Utility Committee</td>
<td>June 26, 2019</td>
<td>2:00 p.m.</td>
<td>Chula Vista Chamber</td>
</tr>
</tbody>
</table>

In addition to these presentations, the Authority will be hosting the second Developers Forum on May 9, 2019.

**PAST BOARD ACTION(S)**

February 13, 2019  Board approved a Board Ambassador Pilot Program to grant the Communications Committee Chair the opportunity to attend and evaluate events and meetings not currently pre-approved per Policy 511 and report back to the Board, using talking points that are relevant to water and prepared by the General Manager; and with the Authority paying any applicable attendance/registration fee, but no per diem.

**FISCAL IMPACT**

The fiscal impact associated with this item is limited to per diems and expenses if approved.

**POLICY**

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

- Objective CS1: Develop a customer outreach program that includes a multi-faceted approach to communications and customer outreach. Methods should include, but not be limited to, press releases, web-based communications, social media, community presentations, participating in community events, developing school programs, producing educational materials, and periodically surveying customer opinion.
Memo to: Governing Board  
Subject: Directors’ Attendance at Community Outreach Events for Spring/Summer 2019  
May 3, 2019  
Page 3 of 3

ALTERNATIVES
1. Approve per diems and expenses for Board members to attend the community group presentations.

2. Approve expenses only for Board members to attend the community group presentations.

3. None of the above.

4. Other alternatives as identified by the Board.

STAFF RECOMMENDATION
Staff defers to the Governing Board for direction.
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Consumer rebates are a proven, cost effective tool for increasing participation in water conservation programs. For example, since 1990, The Metropolitan Water District of Southern California (Metropolitan) has invested more than $780 million in rebates and other conservation incentives, resulting in an estimated water savings of 2.8 million acre feet, enough to provide water for nearly 9 million households. Metropolitan recently announced that it will double its conservation incentives for turf replacement and spend $50 million on the program per year. This type of scaled-up utility investment in water rebate programs is expected to play a central role in utility efforts to meet the State’s new water efficiency requirements.

Taxing water rebates is a disincentive for consumers and agencies to expand these effective programs. If rebates from turf replacement programs are considered taxable income in California, cities and water utilities will be required to send tax documents to participants. The experience of California’s utilities show that fewer individuals and corporations will avail themselves of these incentives if they are deemed taxable income.

Rebates provide year-round incentives to conserve water. When the state is not faced with drought and water use restrictions, it is difficult to maintain public participation in conservation measures. Rebates provide a much needed financial incentive to conserve year-round. Reducing that incentive by making rebates taxable income would be a major disincentive for households and businesses and will undermine their success.
AB 533: Income taxes: exclusion: turf removal water conservation programs

Assembymember Chris R. Holden
Principal Co-Author: Senator Scott Wiener

Background

California has a long history of enacting urban water conservation and efficiency legislation. More recently, in May 2018, SB 606 (Hertzberg) and AB 1668 (Friedman) were enacted as part of then-Governor Brown’s initiative to make “Water Conservation a California Way of Life” in response to California’s longest drought in history.

Utility-sponsored financial incentives, including consumer rebates, are among the most important and cost-effective tools available to local water providers to achieve water use efficiency objectives, particularly for turf replacement, and other high cost water-saving options. However, the rebate funds that individuals and businesses receive in connection with these programs is taxable under state law.

Consumer rebate programs not only allow public utilities to save money while building resilience, they can also stimulate local economies and have a profound collective impact upon environmental and energy sustainability. When the state is not faced with drought conditions or water use restrictions, it is very difficult to maintain a compelling conservation message and garner consumer support. The rebate programs across the state provide a much needed incentive to conserve regardless of water supply conditions. Reducing that financial incentive by making rebates taxable income would be a major disincentive for customer participation and will undermine their success.

Summary

This bill would maintain the exclusion from gross income, under both the personal income tax and corporation tax laws, amounts received from any rebate, voucher, or other financial incentive issued by a local water agency for participation in a turf removal water conservation program.

This continued incentive will encourage future participation in these programs with the end goal of increasing water efficiency in California.

Economic Impact

There is no doubt that consumer incentives have been an effective tool in advancing efficiency objectives statewide. California law permanently exempts rebates for water efficient toilets and clothes washers, certain plumbing for recycled water, and energy conservation from both personal and corporate taxes (Cal. Rev. & Tax Code §§ 17138, 17138.1, 24308.1.). When these exclusions were enacted, the Franchise Tax Board found that they would have negligible economic impact because efficiency rebates were already treated as refunds or price adjustments for income tax purposes. Exempting financial incentives issued by a water agency for participation in turf replacement water conservation programs as set out in AB 533 simply treats these programs the same as any other water or energy incentive program that is already part of California tax code.

Co-Sponsors of AB 533 (Holden)

Contact: Elle Hoxworth
Elle.hoxworth@asm.ca.gov
916-319-2041 || 916-319-2141 Fax
April 26, 2019

The Honorable Lorena Gonzalez  
California State Assembly  
State Capitol, Room 2114  
Sacramento, CA 95814

Dear Assembly Member Gonzalez:

On behalf of the signatories noted below, we wish to express strong support for AB 533 by Assembly Member Chris Holden which would exclude from gross income amounts received as a rebate, voucher, or other financial incentive issued by a water service provider for participation in a turf removal program. We urge you and members of the Assembly Appropriations Committee to look favorably upon the bill.

In May 2018, then-Governor Edmund G. Brown, Jr. signed SB 606 (Hertzberg) and AB 1668 (Friedman) into law as part of his initiative to make “Water Conservation a California Way of Life” in response to California’s longest drought in history. We witnessed firsthand that utility-sponsored financial incentives, including consumer rebates, are among the most important and cost-effective tools available to local water providers to achieve water use efficiency objectives, particularly for turf replacement, water efficient toilets, and water and energy efficient clothes washing machines. However, over a certain amount, the rebate funds that individuals and businesses receive in connection with turf replacement programs are now taxable under state law. Water efficient toilets and clothes washer rebates benefit from a permanent tax exemption. The consistent experience of California’s water utilities shows that fewer individuals and corporations will avail themselves of financial incentives if they are deemed to be taxable income.

It is well documented that rebates substantially increase adoption of water use efficiency strategies. Rebates provide a much-needed financial incentive to implement these measures year-round. AB 533 is a necessary step to incentivize homeowners and businesses to make important investments in turf removal projects to protect our critical water resources.

For all of the above reasons, we support AB 533 and ask that the bill receive your favorable consideration. Thank you for your consideration.

Sincerely,

Jeff Kightlinger  
General Manager  
Metropolitan Water District of Southern California  

Mary Ann Dickinson  
Executive Director  
California Water Efficiency Partnership  

Cynthia Koehler  
Executive Director  
WaterNow Alliance  

Moira C. Topp  
Legislative Advocate  
City of San Diego
Mitchell S. Dion  
Assistant General Manager  
Pasadena Water and Power

Susan Mulligan, P.E.  
General Manager  
Calleguas Municipal Water District

Brian A. Dickinson  
General Manager  
Water Department  
City of Compton

Harlan L., Kelly, Jr.  
General Manager  
San Francisco Public Utilities Commission

David W. Pedersen, P.E.  
General Manager  
Las Virgenes Municipal Water District

Paul Jones, II  
General Manager  
Eastern Municipal Water District

Craig Miller  
General Manager  
Western Municipal Water District

Nina Jazmadarian  
General Manager  
Foothill Municipal Water District

Matthew Litchfield  
General Manager  
Three Valleys Municipal Water District

Deborah Barmack  
President  
Inland Action

Bill Manis  
CEO  
San Gabriel Valley Economic Partnership

Christopher J. Garner  
General Manager  
Long Beach Water Department

Gene Wunderlich  
Vice President of Government Affairs  
Southwest Riverside County Association of Realtors®

Danielle Blacet  
Director for Water  
California Municipal Utilities Association

Jeff Armstrong  
General Manager  
Rancho California Water District

John Bosler  
General Manager  
Cucamonga Valley Water District

Robert J. Hunter  
General Manager  
Municipal Water District of Orange County

Lisa Ohlund  
General Manager  
East Orange County Water District

Robert R. Hill  
General Manager  
El Toro Water District

Paul A. Cook  
General Manager  
Irvine Ranch Water District

Paul E. Shoenberger, P.E.,  
General Manager  
Mesa Water District

Daniel R. Feron  
General Manager  
Santa Margarita Water District

John D. Vega  
General Manager  
Elsinore Valley Municipal Water District

Tom A. Love  
General Manager  
Upper San Gabriel Valley Municipal Water District

Tony Stafford  
General Manager  
Camrosa Water District

Jerry Vilander  
General Manager  
Serrano Water District

Kevin P. Hunt, P.E.  
General Manager  
Central Basin Municipal Water District

Rob Swartz  
Interim Executive Director  
Regional Water Authority
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Shivaji Deshmukh</td>
<td>General Manager</td>
<td>Inland Empire Utilities Agency</td>
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<tr>
<td>Christina Davis</td>
<td>President/CEO</td>
<td>LAX Coastal Chamber of Commerce</td>
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<td>Charley Wilson</td>
<td>Executive Director &amp; CEO</td>
<td>Southern California Water Coalition</td>
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<td>Mark Kinsey</td>
<td>General Manager</td>
<td>Monte Vista Water District</td>
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<td>Adam Quiñonez</td>
<td>Senior Legislative Advocate</td>
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<td>Paul Kelley</td>
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<td>Richard E. Haller</td>
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<td>Rylan Gervase</td>
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<td>Patrick Shields</td>
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<td>Robert J. Beste</td>
<td>Public Works Director</td>
<td>City of Torrance</td>
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<tr>
<td>Mary Leslie</td>
<td>President</td>
<td>Los Angeles Business Council</td>
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<td>Robert Shaver</td>
<td>General Manager</td>
<td>Alameda County Water District</td>
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<td>Mary Ann Dickinson</td>
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<td>Paul Helliker</td>
<td>General Manager</td>
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<tr>
<td>Marcus Yasutake</td>
<td>Environmental and Water Resources Director</td>
<td>City of Folsom</td>
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<td>Dan York</td>
<td>General Manager</td>
<td>Sacramento Suburban Water District</td>
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<td>Mark S. Krause</td>
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<tr>
<td>Tracy Hernandez</td>
<td>Founding CEO</td>
<td>BizFed</td>
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<tr>
<td>Jessica Duboff</td>
<td>Vice President, Center for Business Advocacy</td>
<td>Los Angeles Area Chamber of Commerce</td>
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<td>Cari Dale</td>
<td>Water Utilities Director</td>
<td>City of Oceanside</td>
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<td>Jack Hawks</td>
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<td>California Water Association</td>
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<td>Jim Barrett</td>
<td>General Manager</td>
<td>Coachella Valley Water District</td>
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<tr>
<td>Todd Corbin</td>
<td>General Manager</td>
<td>Riverside Public Utilities</td>
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cc: Assembly Member Chris Holden
    Members of the Assembly Appropriations Committee
    Luke Reidenbach, Principal Consultant, Assembly Appropriations Committee
    Ellen Cesaretti, Fiscal Consultant, Assembly Republican Caucus
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May 1, 2019

To: San Diego Chapter CSDA Member Agencies
From: Tom Kennedy, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting

Event Date: **Thursday, May 16, 2019**
Time: 6:00 pm to 9:00 pm – Dinner served at 6:45 pm
Location: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
http://www.butchershopsd.signonsandiego.com

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

*High School Video Contest Awards*

*Followed by:*

“Renaissance on the Bay”
by Garry J. Bonelli, Chairman
Port of San Diego

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

*Dinner Menu Selections – $30 per person ($40 non-member)*

Public is invited to attend the dinner at the $40 non-member price

- Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
- Fresh Atlantic Salmon - Sauteed Salmon Fillet with Dill Buerre Blanc
- Mediterranean Pasta - Olive Oil, Garlic, Sun-Dried Tomatoes, Black Olives, Feta Cheese

Registration deadline is: **Thursday, May 9, 2019**

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

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

Thursday, May 16, 2019

The Butcher Shop Steakhouse - 5255 Kearny Villa Road, San Diego

6:00 PM  No-Host Social Hour   ~   6:45 PM  Dinner/Program

Dinner - $30.00 ($40.00 non-members)

Public is invited to attend at the $40 non-member price


Agency: ___________________________________________  Contact Name: __________________________

Phone Number: __________________________  Email: ___________________________

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

Entrée Selection  1  2  3

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

Name/Title: ___________________________________________  Choice: ☐ ☐ ☐

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

Non-member _____ reservation(s) at $40.00 each = $________

Make check payable to San Diego Chapter CSDA

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

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

Reservations must be received no later than Thursday, May 9, 2019

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.
Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
http://www.butchershopsd.signonsandiego.com

Located just off HWY 163 & Clairemont Mesa Blvd.

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

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.
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BAY-DELTA TOUR 2019
FIELD TRIP - JUNE 5-7

This tour travels deep into California’s water hub and traverses the Sacramento-San Joaquin Delta, a 720,000-acre network of islands and canals that supports the state’s water system and is California’s most crucial water and ecological resource. The tour will make its way to San Francisco Bay and includes a ferry ride.

Water from Northern California flows through the Delta and heads south to provide drinking water for more than 25 million Californians and irrigation to 3 million acres of farmland that contribute to the state’s $54 billion agricultural industry.

Stops include the Delta Cross Channel, the Bay Model in Sausalito, Los Vaqueros Reservoir and Suisun Marsh. Issues discussed include Delta planning initiatives, the proposed tunnels project, water project operations, fish passage, ecosystem restoration, levees and flood management, Delta agriculture, storage, and drinking water quality and water supply reliability.

This 3-day, 2-night tour features experts who discuss the issues and controversies with this important resource, farmers who grow produce and environmentalists who are trying to bolster declining fish populations.

Contact Nick Gray, programs manager, with any questions via email or call 916-444-6240.

What attendees say about this tour:

What did you like best?

“Seeing the Delta with my own eyes. Getting a better handle on issues & complexity of the Delta. Thoughtful, informative speakers. The Bay Model!”

“Listening to the stories of the farmer was fascinating. Wide range of perspectives, learning about all of the amazing resources in the area, connecting with other professionals in the water industry.”

“The Bay Model was simply amazing, could have spent hours there. It was just an awesome three days all together.”

Planned Stops Include:

- Delta islands and levees
- Delta Cross Channel
- Federal pumping plant at Tracy
- State fish screens
- Los Vaqueros Reservoir
- U.S. Army Corps of Engineers Bay Model
San Francisco Bay  
Suisun Marsh  
Aquarium of the Bay  
Clifton Court Forebay

**Topics Include:**

- Delta restoration plans
- Agriculture, water rights
- State and federal water project operations in the Delta
- Studies and debate on Delta conveyance
- Levee integrity, subsidence and flood management
- Water project operations and efforts to protect fish
- Water quality, salt intrusion and drinking water treatment
- Ecosystem restoration projects, wetlands and waterfowl
- Land use and planning
- Climate change and infrastructure challenges
- Los Vaqueros expansion
- Fish population and pumping restrictions

**Tour Start and End Point:**

This tour starts at 7:30 a.m. on June 5 and ends at 6:30 p.m. on June 7 at Sacramento International Airport.

**Pricing Details:**

Regular Price – $970 (one person, single-occupancy room)

**Early Bird Price – $940 if you register online by May 6. Click on the orange registration button above.**

Fee includes all tour meals, transportation, materials, snacks and hotel accommodations once the tour begins. Participants are responsible for their own transportation to and from the tour’s beginning and end point.

**Cancellation and Refund Policy:**

Deadline to cancel and receive a full refund is three weeks prior to the first day of the tour due to hotel, meal and transportation bookings. Substitutions are allowed up to five business days before the tour. Refunds may be subject to a 10% processing fee.

**Continuing Education Credits:**

Continuing education credits are available for attorneys for an additional fee, and may be available for water plant/wastewater plant operators and other vocations/professions.

**TOUR SPONSORS**

**Bureau of Reclamation – Mid-Pacific Region**

Major Sponsor

One of five Reclamation regions, the Mid-Pacific Region covers the northern two-thirds of California, most of western Nevada and part of southern Oregon. The Region places great importance on fulfilling its obligations for water delivery, water conservation, water recycling and reuse, power generation, and protecting natural and cultural resources.
California Department of Water Resources
Major Sponsor

The Department of Water Resources (DWR) is responsible for managing and protecting California’s water. DWR works with other agencies to benefit the state’s people, and to protect, restore and enhance the natural and human environments.

Stantec
Trailblazer Sponsor

At Stantec, our business objective is to maintain our position as a top tier global design and delivery firm. Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients’ needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

HDR
Traveler Sponsor

While we are most well-known for delivering architecture and engineering services—for adding beauty and structure to communities through high performance buildings and smart infrastructure—we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include the firepower of archaeologists, economists, builders, analysts, artists and scientists.

Turlock Irrigation District
Traveler Sponsor

TID was the first publicly owned irrigation district in California, and is one of only four irrigation districts in California that provides irrigation water as well as electric retail energy directly to homes, farms and businesses.

ESA
Traveler Sponsor

We specialize in all aspects of project planning, environmental analysis and assessment, and regulatory compliance. For more than four decades we’ve guided integrated decision-making, developing innovative and workable solutions that inform development and restoration projects based on sound science, policy, and planning.
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TO: Governing Board
FROM: Management
DATE: April 19, 2019
SUBJECT: Overview of Financial Policies – Part 2 of 3, Budget Policy

SUMMARY
In order to provide policy background for the budget process for Fiscal Year 2019-20, the financial policies will be reviewed in three parts:

1. Reserve Policy – April 10, 2019 Board Meeting
2. Budget Policy – April 24, 2019 Board Meeting
3. Debt, Disclosure Procedures, and Investment Policy – May 8, 2019 Board Meeting

PREVIOUS BOARD ACTION(S)
June 13, 2018 Adopted Resolution 18-12, Adopting a Budget for the FY 2018-19

FISCAL IMPACT
This item is for information only.

POLICY
Strategic Plan Goal 3: Financial Viability – Ensure long-term financial viability of the agency.

- Objective FV1: Develop an annual budget that determines yearly expenditures, incorporates a five-year projection to track fiscal stability, and guides rate-setting decision-making.

ALTERNATIVES
This item is for information only.

STAFF RECOMMENDATION
This item is for information only.

ATTACHMENT(S)
Financial Policies – Budget Policy
Budget Policy

Introduction

Sweetwater Authority (Authority) Governing Board has adopted a Strategic Plan that includes an objective to ensure the long-term financial viability of the agency. This document addresses this objective by setting forth policies to guide and support the development and implementation of the Authority’s annual budget.

Objectives

The Authority will maintain an annual balanced budget. This means that:

- Operating revenues and the beginning operating fund balance are equal to or exceed operating expenses. Water rates will be evaluated and set via the Budget and Five-year Financial Projection. Revenues that exceed operating expenses and debt service will be used to provide for cash-financed capital projects, supplement reserve funds approved by the Governing Board, and/or offset the following year water rates.

- Capital expenditures will be based on the Authority’s Five-year Capital Projection in conjunction with and guided by the Water Distribution Master Plan, and funded through current revenues, grant funding, or debt financing.

- Reserve fund balances must meet minimum policy levels.

Maintaining a balanced budget will ensure that revenues are sufficient to cover operating and maintenance expenses, fund debt service, maintain liquid reserve levels, and pay capital expenditures.

Budget Document

The budget will serve as the annual financial plan for the Authority. In accordance with the Authority’s Strategic Plan, the budget will represent the annual policy document of the Governing Board for implementing Board goals and objectives and the resources necessary to accomplish those goals and objectives.

The General Manager shall annually prepare and present a proposed budget to the Governing Board no later than the last regular Board meeting in June of each year. The Authority’s annual budget will be presented by department, program, and proposed expenditures. A budget document will be presented for discussion and review by the Board and to receive input from the public. This document will summarize expenses for personnel, operations and maintenance, and capital categories.

Adopted by Resolution 18-12
Budget Process

The Authority's budget schedule consists of the following steps:

- Department budget development by Department Heads consistent with goals set forth by the Authority Board in the Authority's Strategic Plan
- Review of economic, financial, and water resource impacts and development of budget assumptions
- Development of proposed capital program based on relevant master plans
- Board review of the budget following review and recommendations from the Finance and Personnel Committee
- Adoption of the budget by the Governing Board at a public meeting

Budget Control and Accountability

Budget control is maintained at the departmental level. In no case may total expenses of the Authority exceed what is approved by the Governing Board, without a budget adjustment.

Budget accountability rests primarily with the Governing Board and the General Manager.

Budget Adjustments

During the year, if projects or expenditures are needed beyond the adopted budget, the item(s) will be placed on the agenda at the next regular meeting or at a special meeting of the Governing Board. The Governing Board will consider the allocation of additional funds from the reserve funds to cover the costs, if approved.

Capital Plant and Equipment

The annual budget will provide for adequate maintenance and replacement of capital assets. The Authority will develop an annual five-year projection for capital expenditures, including new infrastructure, equipment and improvements. Cost tracking for components of the capital improvement program will be updated regularly to ensure project completion within budget and established timelines.

The development of the capital improvement budget will be coordinated with the development of the operating budget. It is the Authority's objective to maintain all of its assets at a level adequate to protect the Authority's capital investments and minimize maintenance and replacement costs.

Adopted by Resolution 18-12
SWEETWATER AUTHORITY

WATER EFFICIENCY PROGRAMS

Sweetwater Authority offers residents and businesses a wide variety of rebates and resources that help customers use water efficiently and save money.

SPECIAL PROGRAMS
Sweetwater Authority's customer-only incentives offer one-of-a-kind savings opportunities, including:

REBATES
- Single-source gray water - up to $75 per retrofit
- Rain sensor - up to $25 per sensor installed
- Carwash reimbursement - up to $10 per wash at approved locations

PILOT PROGRAMS
- Usage monitoring & leak detection device pilot program
- Pressure regulating valves repair/replacement pilot program

GRANT PROGRAMS
- Savings Through Efficiency Program (STEP) - up to $5,000 for business water-efficiency projects/retrofits
- Water Efficiency Education Program (WEEP) - up to $5,000 for educational displays, projects or programs

Program funds are subject to Board approval. Rebates are available on a first-come, first-served basis and are subject to Board approval. More information and eligibility requirements at www.sweetwater.org/rebates.

EVERYDAY SAVINGS
As part of the commitment to exceptional customer service, Sweetwater Authority offers several free conservation-related services to all customers, including:

- WaterSmart Check-up - a free water use audit for homes & businesses
- High bill investigations
- Free toilet leak detection tabs
- Education opportunities - including landscape-design workshops

SWEETWATER.ORG
REGIONAL REBATES

Sweetwater Authority's customers are also eligible for savings opportunities through the Metropolitan Water District's SoCal WaterSmart and San Diego County Water Authority's WaterSmart programs.

RESIDENTIAL SAVINGS

Rebates are available for many residential water-efficient devices, including:

- High efficiency clothes washer - up to $85; potential for additional funds from SDG&E
- Premium high efficiency toilet - up to $40 per unit
- Rotating irrigation sprinkler nozzle - $2 per nozzle
- Rain barrels & cisterns - $35 per barrel, up to $350 per cistern
- Weather-based irrigation controller - up to $80 per device, up to $35 per station (depending on property size)
- Soil moisture sensor - up to $80 per device, up to $35 per station (depending on property size)
- Turf replacement - up to $2 per square foot replaced

COMMERCIAL SAVINGS

Commercial, industrial and institutional customers can take advantage of water-efficiency rebates, including:

- Weather-based irrigation controller - $35 per station
- Soil moisture sensor - $35 per station
- Turf replacement - up to $2 per square foot replaced
- Large rotary nozzles - $13 per set
- Rotating nozzles for pop-up spray heads retrofits - $2 per nozzle
- In-stem flow regulators - $1 per regulator
- Plumbing flow control valves - $5 per valve
- Premium high efficiency toilet - up to $40 per unit
- Zero water urinal & ultra low flow urinal - $200 per unit
- Cooling tower pH controller - $1,750
- Cooling tower conductivity controller - $625
- Dry vacuum pump - $125 per .05 horsepower motor
- Connectionless food steamers - $485 per compartment
- Ice-making machines (air cooled) - $1000
- Laminar flower restrictors - $10 per restrictor
- Water Saving Incentive Program (WISP) - project-based funding

Regional rebates are administered by the following programs:

SoCal WaterSmart

For more information, visit

SOCALWATERSMART.COM
WATERSMARTSD.ORG

Rebates are available on a first-come, first-served basis, and are subject to total available funds. Rebates limited to approved devices.