Citizens Advisory Committee Meeting - June 15, 2020

1. Agenda Packet
   Documents:
   
   200615 AGENDA PACKET - POSTED 200611.PDF

2. Related Agenda Items
   Documents:

   200615 - AUDIO NOTICE.PDF
Notice: Pursuant to Governor Newsom’s Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Citizens Advisory Committee will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

To join via Zoom Webinar from a computer, tablet, or smartphone,
   click on the link below:
   https://zoom.us/j/91458023440
To join this meeting via telephone, please dial:
   1-669- 900-6833 or 1-253-215-8782
   Meeting ID: 914 5808 3440

If you are unable to access the meeting using this call-in information, please contact the Committee Secretary at (619) 409-6704 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

**Before the meeting:**

- Go to www.sweetwater.org; click on the “HOW DO I…” at the top of the page; and then click on the “Public Comment” link in the Contact section.

OR

- Physically deposit your public comment in the Authority’s payment drop box located in the public parking lot at the Authority’s Administrative Office at 505 Garrett Avenue, Chula Vista.

OR

- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Committee during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.
During the meeting:
The Chair will inquire prior to Committee discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.

- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

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. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

1. CALL MEETING TO ORDER AND ROLL CALL

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

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

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

   A. “San Diego Community Power,” presented by Cory Downs, Conservation Specialist, City of Chula Vista

   B. “Sweetwater Authority Energy Audits,” presented by Luis Valdez, Engineering Manager and Clay Clifton, Program Analyst, Sweetwater Authority (No Enclosure)

   C. Consideration of Citizens Advisory Committee Recommendation to the Governing Boarding Regarding an Energy Audit
   \[\text{The Finance and Personnel Committee has asked the CAC to send back an amended request to the Board regarding the Energy Audit.}\]

   D. Citizens Advisory Committee Manual
   \[\text{This item was approved and reviewed at the last meeting. It is being brought back to the group to review with additional information and an update from legal counsel.}\]
E. Discussion on Employee Groups Memorandum of Understanding (MOU)
   This item was requested by Member Sampsel. He included the attached document to accompany this section.

F. Review of the Citizens Advisory Committee Areas of Focus
   This item was requested by Vice-Chair Fernandez

G. Purpose of the Citizens Advisory Committee
   This item was requested by Member Sampsel.
   a. What was the original purpose of the CAC, such as to provide citizens/ratepayers input and ideas on how to better and more efficiently operate Sweetwater Authority and at potentially at less cost?
   b. Have you as a CAC Member considered how you can provide your experience to enhance the CAC’s effectiveness?
   c. Do you know that the Board and SWA Staff are currently working on a Budget for next year? Have you reviewed the Budget or portions of it? Have you asked for a copy of the Budget being discussed? Can you provide the Board your comments concerning the budget, or your District Representative?

5. NEXT MEETING DATE: July 20, 2020 at 2:00 p.m.

6. MEMBER COMMENTS
   Opportunity for Members of the committee to briefly respond to statements and questions from public; ask clarifying questions; make a brief announcement; or report on activities. Comments should not revisit items previously discussed as part of the agenda. (Government Code Section 54954.2(a))

7. ADJOURNMENT

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

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San Diego Community Power

Sweetwater Authority
6/15/20
ELECTRICITY
CCA procures clean energy sources

DELIVERY
IOU delivers energy and maintains the grid

CUSTOMER
Cleaner energy, local control and competitive rates!
Background

• Goal for 100% clean energy included in Climate Change Working Group recommendations and 2017 Climate Action Plan
• Feasibility Study presented to City Council on July, 2019
• Joint Power Authority presented to City Council in September, 2019

2 Clean Energy Sources

A) Incorporate solar photovoltaic into all new residential and commercial buildings

B) Provide more grid-delivered clean energy (up to 100%) through Community Choice Aggregation or other mechanism
Governance

Regional CCA Joint Powers Authority (JPA) with:

- La Mesa
- San Diego
- Encinitas
- Imperial Beach
Goals

Offer electricity rates comparable to or lower than those of SDG&E

Achieve Climate Action Plan goals
Reduce greenhouse gas emissions
100% renewable electricity by 2035

Increase local control
Next Steps

- Monthly Board Meeting
- Staffing up
- Citizen Advisory Committee
- Purchase power & set rates
- Start service in 2021 in phases

www.sdcommunitypower.org
TO: Governing Board
FROM: Citizen’s Advisory Committee
DATE: February 7, 2020
SUBJECT: Consideration of Citizens Advisory Committee Recommendation to Perform an Energy Audit

SUMMARY
At its January 20, 2020 meeting, the Citizens Advisory Committee (CAC) voted to make a recommendation to the Governing Board to conduct an Energy Audit of all Authority facilities. The CAC would like the Board to consider adding this item to its FY 2020-21 Strategic Plan Work Plan.

PAST BOARD ACTION(S)
December 11, 2019  The Governing Board approved the Citizens Advisory Committee focusing on safety, reliability and affordability.
July 24, 2019  The Governing Board approved Policy 522.

FISCAL IMPACT
The fiscal impact is unknown at this time.

POLICY
Board Policy 522 - Citizens Advisory Committee

Section III. Orientation/ Establishment of Meeting Date and Times/ Conduct for Meetings:
D. CAC Members/ Alternates may attend SWA Committee and Governing Board meetings and provide individual or organized public comment regarding CAC approved recommendations on items or issues to be considered by the Governing Board. When representing the CAC, the Member/ Alternate public comment must reflect the official position of the CAC as determined by an official motion garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, Authority staff will convey information on official CAC recommendations to the applicable Authority Committee and/or the Authority Governing Board prior to or as part of the Governing Board’s consideration of the items or issues under consideration.
Memo to: Governing Board  
Subject: Consideration of Citizens Advisory Committee Recommendation to Perform an Energy Audit  
February 7, 2020  
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The CAC should deliver CAC approved recommendations to Authority staff in time to reasonably be added to reports provided to the Governing Board. The Detailed Work Plan approved by the Governing Board provides the framework for what items will be considered by the Governing Board and when those items will be considered. Authority staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.

ALTERNATIVES
1. Approve to conduct an energy audit of all Authority facilities and add this goal to the FY 2020-21 Strategic Plan Work Plan.

2. Reject the recommendation to conduct an energy audit of Authority facilities.

3. Other direction as determined by the Governing Board.

COMMITTEE RECOMMENDATION
The Citizens Advisory Committee recommends that the Governing Board conduct an energy audit of all Authority facilities and add this goal to its FY 2020-21 Strategic Plan Work Plan.
1. INTRODUCTION
The Sweetwater Authority (Authority) Citizens Advisory Committee (CAC) was established by the Governing Board (Board) of the Authority on April 10, 2019, for the purpose of providing a forum for citizen and ratepayer involvement in advising the Authority on the execution of the Authority’s Strategic Plan and potential ways to improve operational efficiency.

As directed by the Board and supported by staff, the CAC will study relevant issues, advise on subjects, and make recommendations and comments on the Authority’s execution of the Strategic Plan and how it could improve efficiency with regard to operations.

This manual has been designed to assist the CAC in understanding its general responsibilities. It contains general information about the Authority, as well as an outline of policies, procedures, and practices for the CAC to follow.

2. GENERAL INFORMATION
In order to understand and successfully fulfill the responsibilities as a CAC member or alternate, it is necessary to have an understanding of the nature and structure of the Authority’s purpose, mission, and operations.

A. About the Authority
The Authority is a publicly-owned, joint powers water agency, with policies and procedures established by a seven-member Board. Five Directors are elected by the citizens of the South Bay Irrigation District, and two Directors are appointed by the Mayor of National City, subject to City Council confirmation.

Under the Irrigation District Law of the State of California (Division 11 of the Water Code), the Authority was established when the South Bay Irrigation District and the City of National City amended and re-adopted a joint-powers agreement (JPA) in 1977.

More than 40 years later, the Authority continues to provide safe, reliable water service to approximately 190,000 people in a 32 square-mile service area that includes the City of National City, the western and central portions of Chula Vista, and Bonita.

B. Mission Statement
The mission of the Authority is to provide its current and future customers with a safe and reliable water supply through the use of the best available
technology, sound management practices, public participation and a balanced approach to human and environmental needs.

C. Vision Statement
The Authority is a premier water agency. It partners with public and private sectors to maximize value for its ratepayers. Its water system infrastructure is innovative, yet functional, practical and cost-effective. It provides a reliable and sustainable source of water. It consistently delivers industry-leading service to its customers.

D. Water Sources
Water is delivered to customers via almost 400 miles of pipeline, and is procured from four sources:
1. Deep freshwater wells located in National City
2. The capture of local runoff in the Sweetwater River, with subsequent storage at Loveland Reservoir in Alpine and Sweetwater Reservoir in Spring Valley
3. Deep brackish wells located in the lower Sweetwater River basin
4. Purchase of imported water delivered by the San Diego County Water Authority

E. Revenues
Revenues are obtained from water sales, fees for service, and return on investments. The Authority receives no tax revenues.

F. Governing Board
The members of the Board serve four-year terms, with a Board Chair and Vice Chair selected by the Board from among its members. As elected representatives and mayoral appointees, Board Members provide a direct link to the citizens of the Authority’s service area.

G. Management
The Board hires a General Manager to manage the administrative functions and operations of the Authority. The General Manager implements policy as
directed by the Board and is responsible to the Board for coordination of all Departments, ensuring their efficient and effective performance.

H. Organizational Chart

![Organizational Chart]

3. THE CITIZENS ADVISORY COMMITTEE – BOARD POLICY 522

Board Policy 522, Citizens Advisory Committee, was adopted to establish policy for the operation and administration of the CAC, established by the Board on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties (Policy 522 was approved on July 24, 2019). This policy is what governs this committee, including membership removal.

4. MEETINGS (Reference: Policy 522(III)(C))

CAC meetings shall adhere to applicable laws as required. The following should be used as a guide to help the CAC run appropriate and effective meetings:

A. Ralph M. Brown Act

1. *Agenda*. The CAC must conduct business based on provisions of the Ralph M. Brown Act (Brown Act). The Brown Act requires that meetings of all public boards, committees, and commissions be open to the public. To abide by this requirement, an agenda must be posted in a location freely accessible to the public at least 72 hours before the scheduled meeting. Each agenda must contain sufficient information to briefly describe each item to be transacted or discussed at the meeting. The CAC is prohibited from taking action on or considering any item not posted on the agenda. All documents presented to the CAC are considered public records.

2. *Collective Concurrence*. The Brown Act requires that all discussion and decision-making be conducted in the public meeting. This directive prohibits the use of technological devices such as telephones, or email by a majority of the CAC to develop a collective concurrence as to the action
to be taken on an item. With this regulation in mind, CAC members are cautioned not to converse, call, text, email, etc. back and forth on items on an agenda, which creates a “serial” meeting and is prohibited. CAC members should note that any correspondence regarding Authority business, even on a personal device, is subject to the Public Records Act and, as such, may be subject to disclosure.

B. Quorum and Attendance

The CAC shall meet no less than quarterly and only conduct business when a quorum is present.

A majority of the CAC shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn any meeting from time to time. Action, other than adjournment, can only be taken by the vote of the majority of the CAC. Four (4) CAC members represent a quorum for the conduct of Authority business. Actions of the CAC require the affirmative vote of at least four (4) members of the CAC regardless of the number of CAC members present.

A member abstaining in a vote is considered absent for that vote.

Example: If four (4) of seven (7) CAC members are present at a meeting, a quorum exists, and business can be conducted.

However, if one (1) CAC member abstains on a particular action and the other three (3) cast “aye” votes, no action is taken because a “Majority of the CAC” did not vote in favor of the action.

To ensure effective meetings and decisions, CAC members are expected to attend all meetings. Members must be willing to commit time to attend meetings and participate in activities, discussions, recommendations, decisions, and tour facilities. Additional information regarding member duties is found in addendum number two.

If a CAC member is unable to attend a meeting, the alternate will be considered a voting member for that meeting.

There is no per diem, stipend, or other forms of payment for meeting attendance by members and alternates.

C. Meeting Record
All meetings of the CAC will be recorded, and audio will be available to the public to listen to through the Authority’s website. In accordance with the policy, the CAC should deliver CAC approved recommendations to Authority staff in time to be reasonably reported to the Authority’s Board. In general, these recommendations will be derived directly from CAC votes.

D. Parliamentary Procedure

The business of the CAC will be conducted in accordance with Robert’s Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.

The following is a simple summary for running effective meetings based on the principles of Parliamentary Procedure:

1. Announce Agenda Item
   The Chair clearly states the agenda item number and subject.

2. Public Comment
   The Chair allows public comment and input under the terms of the Board’s policy for such comment. Alternate members will be invited to comment at this time.

3. Reports and Recommendations
   Relevant speaker(s) gives report and provides a recommendation as appropriate

4. Questions and Answers
   Questions from CAC members are asked and addressed.

5. Motions and Action Items
   a. Motions Introduced
      The Chair invites motion from the body and announces the name of the member introducing the motion.
   b. Seconds
      If the motion is seconded, the Chair announces the name of the seconding member.
   c. Motions Clarified
      Seconded motion is clarified by the maker of the motion, Chair, or secretary.
   d. Amendments and Substitutions
      Other members may propose amended or substitute motions.
   e. Discussion and Vote
Members discuss the motion. The Chair announces that vote will occur. Members vote on the last motion on the floor first, and if that does not pass, vote on the next-to-last motion, and so on.

f. Ayes and Nays
   The Chair takes a vote by asking for verbal “ayes,” “nays,” or “abstentions.”

g. Results and Actions
   The Chair announces the result of the vote and action the body has taken. Names of the dissenters should be announced.

h. Repeat
   Begin the process again with next agenda item.

E. Agenda and Memo Development
   The CAC Chair will be responsible for developing the CAC’s meeting agendas. In the absence of the Chair, the Vice Chair will provide approvals. The Chair will work with the members and the Vice Chair to prioritize items to be heard. The CAC Liaison and CAC Secretary will provide support. Two weeks prior to the next scheduled CAC meeting, the CAC Liaison will send a draft agenda to the CAC for review. Members will have a defined deadline to respond and add items to the agenda. Members desiring to submit items to be discussed will respond to this email and copy the CAC Chair. The Chair will work with the CAC Liaison to finalize the agenda. Any member that has submitted an item for discussion and is not included in the agenda will receive a response explaining why the item was not included, or if it has been deferred to a future meeting.

Once CAC members have responded, the CAC Liaison will send a draft of the agenda to the CAC Chair for approval prior to each meeting. Once approved by the CAC Chair, the agenda will be sent to CAC Members and posted on the Authority’s website in compliance with the Brown Act. If action is taken at the CAC that needs to be sent to the Governing Board, the CAC Liaison will draft a memo after the meeting. Once approved by the CAC Chair, this memo will be added to the next Authority Board meeting agenda. Memos will reflect the voting record of the CAC. The CAC Chair will make a quarterly presentation to the Authority Governing Board with updates from the committee.

5. GOALS, OBJECTIVES, AND ASSIGNMENTS (Reference: Policy 522(III)(B))
   Following the briefing/orientation by Authority staff, the initial CAC will convene and determine a:

   (1) Proposed list of relevant issues following the implementation schedule set forth in the Authority’s Strategic Plan Detailed Work Plan (Work Plan) (short
term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and

(2) Proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Board by December 31, 2019, for the Board’s prioritization and approval.

Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times.

Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed and its proposed schedule for meeting dates after the second CAC meeting of each calendar year.

6. REQUESTING INFORMATION (Reference: Policy 522(III)(E))

The CAC may make formal requests for information from the CAC Liaison related to the approved list of issues to be considered, including, for example, documents and presentations by Authority subject matter experts at meetings. The CAC Liaison shall make every reasonable effort to provide requested information in a timely fashion to allow the CAC to make the most informed decision possible. Notwithstanding, requests by the CAC for information or research will be channeled through the CAC Liaison. Any requests for substantive information or research that entail substantial effort or cost will require Board approval.

Individual CAC members and alternates may request information through the appointed CAC Liaison. In order to facilitate staff response, requests should be made at CAC meetings or by emailing the CAC Liaison at cacliaison@sweetwater.org. To ensure that everyone has equal access to information, the information will be shared with all CAC members and alternates.

7. CAC RECOMMENDATIONS (Reference: Policy 522(III)(B) and (D))

Any recommendations to the Board from the CAC will be sent to the Board for review at its next regularly scheduled Board meeting. Materials supporting the recommendations will be shared with the Board through a memo drafted by Authority staff.

8. CAC STAFF

The General Manager shall appoint Authority staff to support the CAC as Secretary and Liaison.

9. CAC OFFICERS
At the second meeting of the year, the CAC will hold an internal election to select its Chair and Vice Chair from among the currently seated members of the advisory council. The Chair and Vice Chair will serve for a one-year term.

**Nominations.** A call for nominations will be sent after the first meeting of each calendar year. Any member of the CAC may nominate one or more candidates. Self-nominations are accepted. Nominations should be sent via email to cacliaison@sweetwater.org. A slate will be sent with the agenda packet in preparation for the elections. Nominations will also be accepted from the floor. Nominees must be currently appointed members of the CAC (not alternates).

**Voting.** The order of election will be Chair and then Vice Chair. Each nominee will have the opportunity to make remarks (the Chair will determine a reasonable time limit, and all nominees will be provided the same amount of time to speak) to the CAC. A nominated member may ask for his/her name to be removed from consideration at any time during the nomination/election process. The election of each member will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes will be declared duly elected to fill the position.
- If no nominee receives a majority vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After the Chair position is filled, nominations will be requested for the Vice Chair, remarks made, and voting procedures followed.

**Continuity of Leadership.** The outgoing Chair passes the gavel to the newly elected Chair, who will preside over the remainder of the meeting and in the coming year.

10. **ISSUES DEVELOPMENT PROCESS** ((Reference: Policy 522(III)(B))

At the second meeting of each calendar year, the CAC will determine:

1. A proposed list of relevant issues following the implementation schedule set forth in the Authority’s Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC.

2. A proposed schedule for meeting dates and times (with meetings to be held no less than quarterly). The prior schedule may be continued, or a new schedule of meetings developed.

These two items are to be presented to the Board for its approval, prioritization, and consideration. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times. Upon approval by the Board, the CAC will begin deliberations on its relevant issues.
Method for developing a list of relevant issues:

1. Members will be provided with the Authority’s Work Plan.

2. During the meeting, each member will have the opportunity to put forward 3 – 5 issues they want the CAC to study, discuss, and formulate a recommendation to the Board.

3. Similar issues will be grouped. A prioritization process will be used if needed. A vote will be taken to approve the list of CAC’s relevant issues that will be sent to the Board for review and consideration.

4. Upon approval by the Board, the list of relevant issues can be outlined in more detail and cross-referenced with the Authority’s Work Plan schedule, resulting in a timeline for the CAC’s issues review.

11. BOARD REFERRALS

From time to time, the Board will request that the CAC review and comment on an item it is considering. These items will be forwarded to the CAC Chair for inclusion in the next appropriate agenda.

12. CAC Manual Updates

This manual belongs to the CAC. Updates or additions to the manual can be requested by CAC members. To make an edit or update the manual, any member can request that Manual Updates be added to an upcoming CAC meeting.

Addendums:
CAC Policy 522
Responsibilities of Citizens Advisory Committee Members & Alternates
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Some thoughts toward future MOUs.
Unfortunately we notice that the negotiations may be upon us sooner than we expected.
Therefore, below are some preliminary thoughts. These subjects will be expanded on and / or revised as we consider past MOUs.

1) No COLA for the duration of the MOU. The average employee is 12% above the area norm. Cost for the average worker is almost $190,000 which is considered excessive. Additionally, a percentage increase applied to a higher salary number results in a larger numerical increase.

2) The present salary and benefits program consumes approximately one third (1/3) of each ratepayer dollar. As noted in Table 3x of the Koff Report, SWA employees are compensated at 12% above the local norm. The present structure, amount and increases are not sustainable.

3) With the signing of an MOU, the employees are given a 1% raise as a “Retention Bonus”. This practice should be discontinued.

4) Bifurcate the MOU into separate new hires and current employees MOUs. Drastic changes need to be made to get costs under control. Taking back or so attempting from current employees might provoke a battle. However, do consider cuts.

5) Consider replacing the current retirement program of 2.5% at 55 with a longer, less expensive benefit such as 2% at 62. Literature indicates that the 2.5% at 55 program was initially proposed for first responders who by the very nature of their work, worked in an extremely stressful environment. The program is expensive and encourages early retirement. Witness the current retirement problems SWA is experiencing.

6) Look at the benefit programs. There was a day that “government” pay was low and “extras” were needed to supplement pay. No so today. See attached sheet for extra benefits that could be trimmed.

Exceedingly Generous Employee Benefits that could be Trimmed:

1) Regarding time off

   Holidays, 8 paid holidays, including the day after Thanksgiving and Christmas Eve, two holidays not enjoyed by most Government Workers.

   Also included in the Holiday grouping is 5 days (40) hours of time off (Floating Holidays) to be selected by the employee.
Paid Time Off (PTO) to be earned on a sliding schedule

- 0-2 years service 144 hours (18 days)
  - Up to
- 20 years service 280 hours (35 days)

Bereavement Leave 3 days with full pay
  - With an extremely generous definition of immediate family covered
  - Approximately 20 relative types named

After 20 years the above may total 51 days.

The amount of paid time off is so great that for every 5 workers an additional worker must be hired to obtain the equivalent of 5 full working years. Stated differently about 22 workers must be added at the 130 employee level ($4,180,000 per year).

2) 100% of Life Insurance is paid by SWA
3) 100% of Dental Plan is paid by SWA
4) 100% of a Vision Care is paid by SWA
5) An HMO Medical Plan is available
6) Social Security enrollment with employer paying ½ in addition to generous CALPERS Retirement
7) Work Clothing is furnished, plus two (2) pair of work shoes per year
8) Class A Drivers License cost furnished if required
9) Tuition Aid Reimbursement Plan
10) Zero interest Loans for Computers
11) Yearly Merit Performance Bonus ($500 after 15 years of service)
12) Various benefits for deceased employee, retiree health care, and other situations
AREAS OF FOCUS

TOP TIER

I. Costs/Affordability
• Find ways to help out ratepayers struggling to pay water rates

II. Safety
• Communicate Emergency Response Plan to ratepayers (Poway)
• Operations & maintenance; Deferred maintenance; ERP
• SR 8 - Adequate security
• AE 1 - Emergency preparedness
• Water safety (climate security) - provisions and measures in place to protect water during climate crisis

III. Quality /Reliability
• WQ 7 - Ensure long-term sustainable health of Sweetwater Reservoir
• WQ 9 - Laboratory standards

SECOND TIER

IV. Reclaimed Water

V. Pay for Performance

VI. Contract Outsourcing
• Contract outsourcing studies
• Smart meters

ADDITIONAL CONCERNS

• Owner-controlled insurance program on all construction projects
• Customer Service, Citizen Engagement & Community Relations (CS) - incentive → rebates (water barrels, etc.)
• Value engineering program
• Continue to improve website with information to ratepayers
• Energy audit
• Find ways to continue lead testing program to all schools
• Equity provisions - equitable access to water - connect to UN General Resolution
• Technology improvement to help reduce costs to ratepayers

1/20/20
POLICY 522 – CITIZENS ADVISORY COMMITTEE

POLICY

To establish policy for the operation and administration of the Sweetwater Authority Citizens Advisory Committee (CAC) established by the Governing Board (Governing Board) of the Sweetwater Authority (Authority) on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties.

PROCEDURE

I. Background:

The Citizen’s Advisory Committee (CAC) was established by a vote of the Governing Board of the Authority on April 10, 2019, for the purpose of providing citizen and rate payer involvement in advising the Authority on ways it could improve its efficiency with regard to Authority operations and with regard to executing the Authority’s Strategic Plan.

II. Composition and Selection:

A. The CAC will consist of seven (7) members (Members) and seven (7) alternate members (Alternates). Terms for the initial Members/Alternates will be staggered between approximately two (2) and four (4) years for the initial cycle, determined by lot or other game of chance during the meeting in which Members/Alternates are formally appointed by the Authority Governing Board. All terms thereafter will be four (4) years. Members and Alternates shall not be subject to term limits. Terms for Members/Alternates designated as having approximately two (2) year terms, shall end in January 2021, and terms for Members/Alternates designated as having approximately four (4) year terms, shall end in January 2023.

B. Members and Alternates will be selected as follows:

Each Authority Director shall make a nomination of one Member and one Alternate to the CAC. For Authority Directors who are members of the Board of Directors of South Bay Irrigation District (SBID), nominees shall be residents of the nominating Director’s SBID division. For Authority Directors who are appointed by National City, nominees shall be residents of National City.
C. For the initial selection of CAC Members and Alternates the process of nominating Members/Alternates, shall be completed no later than August 31, 2019 unless otherwise determined by the Governing Board.

D. The Governing Board shall consider formal appointment of initial nominees to the CAC at a regular meeting in September 2019. In the event any Authority Director fails to make nominations for Members/Alternates to the CAC prior to the August 31, 2019 deadline specified in Section C, above, formal appointment of any such nominee shall take place at the soonest practicable meeting of the Authority Governing Board following the nomination. Following the appointment of the initial CAC Members/Alternates, the appointment of nominees to fill expired terms on the CAC shall occur at a regular meeting of the Governing Board in January or February of odd numbered years.

III. Orientation/ Establishment of Meeting Date and Times/ Conduct for Meetings:

A. Once appointed to the CAC by the Governing Board, Authority staff will provide a briefing/orientation to Members/Alternates at the first regular meeting of the CAC on the mission of the Authority and an overview of the Authority’s Strategic Plan and Work Plan for the applicable fiscal year. This briefing/orientation for the initial CAC Members/Alternates shall be held no later than October 31, 2019. Thereafter, the biennial briefing/orientation of Members/Alternates shall be held in conjunction with the first CAC meeting following new appointments by the Government Board in odd numbered years.

B. Following the briefing/orientation by Authority staff, the initial CAC will convene and determine: (1) a proposed list of relevant issues following the implementation schedule set forth in the Authority’s Detailed Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and (2) a proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Authority Governing Board by December 31, 2019, for the Governing Board’s prioritization and approval. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times. Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed by the CAC and its proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), after the second CAC meeting of each odd numbered year.
C. The CAC will meet on its established meeting dates, as approved by the Governing Board. Meetings will comply with the Ralph M. Brown Act and will be held at one of the Authority’s facilities. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% of the current Members/Alternates are present (with Alternates voting only when the regular Member is absent). The business of the CAC will be conducted in accordance with Roberts Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.

D. CAC Members/Alternates may attend SWA Committee and Governing Board meetings and provide individual or organized public comment regarding CAC approved recommendations on items or issues to be considered by the Governing Board. When representing the CAC, the Member/Alternate public comment must reflect the official position of the CAC as determined by an official motion garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, Authority staff will convey information on official CAC recommendations to the applicable Authority Committee and/or the Authority Governing Board prior to or as part of the Governing Board’s consideration of the items or issues under consideration. The CAC should deliver CAC approved recommendations to Authority staff in time to reasonably be added to reports provided to the Governing Board. The Detailed Work Plan approved by the Governing Board provides the framework for what items will be considered by the Governing Board and when those items will be considered. Authority staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.

E. The CAC may make formal requests for information from Authority staff in support of the approved list of relevant issues to be reviewed by the CAC, and Authority staff shall make every reasonable effort to provide requested information in a timely fashion in order to enable to allow the CAC to make the most informed decision possible. Notwithstanding the foregoing, requests by the CAC for information and/or research will be channeled through the General Manager and any requests for substantive information and/or research that entail substantial effort or cost will be channeled through the Board, for the Board’s consideration and formal direction. Individual CAC Members/Alternates may request information, which will be provided in accordance with the Public Records Act.
IV. Membership Removal:

A. CAC Members and Alternates are subject to removal at any time by a majority vote of the Board of Directors, or as indicated below.

B. If a CAC Member or Alternate is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Governing Board, Authority staff will contact the Member or Alternate by phone or in writing and inform him or her of this section. If the Member or Alternate misses a fourth (4th) consecutive meeting, he or she shall be removed through a written notification from the Chair of the Governing Board.

C. To vacate a position, a CAC Member or Alternate shall send a written resignation letter to the Board of Directors.

D. If a CAC Member or Alternate ceases to be a resident of the division from which he or she was appointed (if appointed by a Director from SBID) or of National City (if appointed by a Director from National City), the Member or Alternate is deemed to have resigned his or her CAC membership.
Notice of Partial Meeting Audio
(due to technical issues)

This notice is to inform that the first 17 minutes of the June 15, 2020 meeting of the Citizens Advisory Committee was not recorded due to technical issues.

There were no actions taken by the Committee during this time nor were there any public comments.