South Bay Irrigation District Board Meeting - July 10, 2019

1. Agenda Packet

Documents:

AGENDA PACKET - POSTED 070519.PDF
AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 10, 2019 – 5:00 P.M.

- CALL MEETING TO ORDER AND ROLL CALL
- PLEDGE OF ALLEGIANCE TO THE FLAG
- PUBLIC COMMENT
  Opportunity for Members of the Public to Address the Board. (Government Code Section 54954.3)
- PRESIDENT’S PRESENTATION

ACTION 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 ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA
   (Government Code Section 54956.5)

2. APPROVAL OF MINUTES - Regular Meeting of June 12, 2019

3. APPROVAL OF DEMANDS AND WARRANTS

4. NEW BUSINESS
   A. Review of Board Policies and Procedures (Policies 120, 122, 123, and 201 through 207)
   B. California Special Districts Association (CSDA) Election for Seat B for the 2020-2022 Term
      - Request from Serrano Water District to the South Bay Irrigation District requesting its vote for Greg Mills for the CSDA Seat B
      - Request from Rainbow Municipal Water District to the South Bay Irrigation District requesting its vote for Michael Mack for the CSDA Seat B
      - Request from Palmdale Water District to the South Bay Irrigation District requesting its vote for Dennis D. LaMoreaux for the CSDA Seat B
      - Request from Cucamonga Valley Water District to the South Bay Irrigation District requesting its vote for Kathleen J. Tiegs for the CSDA Seat B
C. Discussion of Items to be Placed on the South Bay Irrigation District Agenda (No Enclosure)

REPORTS AND INFORMATIONAL ITEMS
The following Agenda items are reports and information. These are placed on the Agenda to allow the persons designated to provide information on the Agenda item 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.

5. May 2019 FINANCIAL REPORTS
6. REPORTS BY DIRECTORS ON EVENTS ATTENDED
   Reports and discussion relating to events attended by the Directors
7. REPORT OF LAFCO SPECIAL DISTRICTS ADVISORY COMMITTEE MEMBER
8. REPORT OF MANAGEMENT
9. REPORT OF LEGAL COUNSEL
10. DIRECTORS' COMMENTS
    Directors' comments are comments by Directors concerning District 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 to be no discussion or action taken on comments made by Board members.
11. 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. Discussion of litigation is within the attorney-client privilege, subject to the appropriate disclosures and may be held in closed session. Government Code Section 54956.9.
12. 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.
The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, June 12, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. President Cerda called the meeting to order at 5:00 p.m.

• ROLL CALL
  Directors Present: *Josie Calderon-Scott (5:05 p.m.), Steve Castaneda, José F. Cerda, Hector Martinez, and Jose Preciado
  Directors Absent: None
  Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Nicholas Norvell, and Board Secretary Ligia Perez. Staff members: Administrative Assistant Michael Garcia and Director of Finance Rich Stevenson.

• PLEDGE OF ALLEGIANCE TO THE FLAG

• OPPORTUNITY FOR PUBLIC COMMENT (Government Code Section 54954.3)
  There were no comments from the public.

• PRESIDENT’S PRESENTATION

  ACTION CALENDAR ITEMS

1. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA
   There was none.

2. APPROVAL OF MINUTES – Regular Meeting of May 8, 2019
   Director Preciado made a motion, seconded by Director Martinez, that the Board approve the minutes of the May 8, 2019 Regular meeting. The motion carried unanimously, with Director Calderon-Scott absent.

3. APPROVAL OF DEMANDS AND WARRANTS
   Director Castaneda made a motion, seconded by Director Martinez, that the Board approve warrants 11695 through 11700. The motion carried unanimously, with Director Calderon-Scott absent.

4. NEW BUSINESS
   Review of Board Policies and Procedures (Policies 111 through 113 and 118 through 121)

(Note: Director Calderon-Scott entered the meeting at 5:05 p.m.)
Director Preciado made a motion, seconded by Director Castaneda, that the Board approve the recommended changes to Policies 111 through 116 and 118 through 121 as presented. The motion carried unanimously.

REPORTS AND INFORMATIONAL ITEMS

5. APRIL 2019 FINANCIAL REPORT
   The report was provided for information only.

6. REPORTS BY DIRECTORS ON EVENTS ATTENDED
   There were none.

7. REPORT OF MANAGEMENT
   There was none.

8. REPORT OF LEGAL COUNSEL
   There was none.

9. DIRECTORS COMMENTS
   Director Martinez stated he misses having a speaker at Board meetings.

   Director Calderon-Scott concurred with Director Martinez.

   Director Cerda requested for staff to work with the President to find speakers for future Board meetings.

10. CLOSED SESSION
    There was none.

11. ADJOURNMENT
    With no further business before the Board, President Cerda adjourned the meeting at 5:08 p.m.

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José F. Cerda, President

Attest:

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Ligia Perez, Board Secretary
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<th>Warrant Number</th>
<th>Date</th>
<th>Amount</th>
<th>Payable</th>
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TO: South Bay Irrigation District Board  
FROM: Management  
DATE: July 5, 2019  
SUBJECT: Review of Board Policies and Procedures (Policies 120, 122, 123, and 201 through 207)

SUMMARY
Annually, the Board of Directors (Board) reviews and updates all of its Policies and Procedures to ensure that they are relevant, accurately reflect current and/or preferred practice, and include all legal requirements. The attached SBID Board Policies 120, 122, 123, and 201 through 207 are presented to the Board for review.

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

<table>
<thead>
<tr>
<th>POLICY</th>
<th>ADDITIONS/MODIFICATIONS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Recommended changes: Add Chula Vista Chamber of Commerce Utility Committee (designated Directors) to the list of per diem pre-approved meetings.</td>
</tr>
<tr>
<td>122, 201, 202, 203, 204</td>
<td>No recommended changes.</td>
</tr>
<tr>
<td>123</td>
<td>Recommended changes: Remove fax machine and last sentence referencing Policy 113.</td>
</tr>
<tr>
<td>205</td>
<td>Recommended changes: Clarify language of how minutes are to be stored.</td>
</tr>
<tr>
<td>206</td>
<td>Recommended changes: Clarify language</td>
</tr>
<tr>
<td>207</td>
<td>Recommended changes: Update the postage fee.</td>
</tr>
</tbody>
</table>

FISCAL IMPACT
The fiscal impact associated with these changes is expected to be limited to Directors Fees and legal counsel review and will be reflected in future budgetary planning.
Memo to: South Bay Irrigation District Board  
Subject: Review of Board Policies and Procedures (Policies 120, 122, 123, and 201 through 207)  
July 5, 2019  
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**POLICY**

Board Policy 103, Adoption/Amendment of Policies, establishes guidelines to adopt and amend policies and procedures in the Policies and Procedures Manual of the Board of Directors of South Bay Irrigation District.

**ALTERNATIVES**

1. Approve the recommended changes to Policies 120, 122, 123, and 201 through 207 as presented.

2. Direct staff to make revisions to the recommended changes.

**RECOMMENDATION**

Management recommends that the Board of Directors approve the recommended changes to Policies 120, 122, 123, and 201 through 207 as presented.
POLICY 120 – TRAINING, EDUCATION, AND CONFERENCES; MEETINGS OF OTHER AGENCIES

POLICY

The Board of Directors (Board) finds that it is beneficial to the District for the Board to increase its knowledge of matters within the subject-matter jurisdiction of the Board. To this end, members of the Board are encouraged to attend educational conferences and professional meetings concerning matters within the subject-matter jurisdiction of the Board and which activities constitute the performance of official duties. To the maximum extent feasible and practical, Directors attending such conferences and/or meetings will attend for the time frame that they are registered and engage with staff and the public. The Training, Education and Conferences policy set forth herein shall be read in conjunction with Policy 119 for Per Diem and Reimbursement.

PROCEDURE

There is no limit as to the number of Directors attending a particular conference or seminar when meetings are within the scope of Government Code Section 54952.2(c)(2) and it is apparent that their attendance is beneficial to the District. To promote such Board development and excellence, the District reimburses actual and necessary expenses incurred on behalf of the District in the performance of official duties, such as travel, tuition, lodging, meals, incidental expenses, and each mile actually traveled by a Director in his or her private automobile as a result of training, educational courses, participation with professional organizations, and attendance at conferences, in accordance with Policy 119. In no event shall a Director receive from the District such compensation for out-of-town travel expenses, unless such out-of-town travel is pre-approved by order of the Board. The cost of alcoholic beverages will not be paid by the District. Reimbursement shall be permitted for travel expenses, including accommodations and meals, incurred on the day immediately preceding or immediately following an approved meeting or conference held outside of San Diego County when travel on the actual day of the meeting or conference is infeasible as provided in Policy 119; however, Directors shall not be entitled to Director's Fees for such travel day(s).

The Board Secretary is responsible for making arrangements for Directors to attend conferences and to record and calculate the per diem or “Director's Fees” as set forth in more detail in Policy 119. The Director’s Fees for attendance at approved events and the procedure for reimbursement of actual and necessary expenses incurred in the performance of official duties are set forth in Policy 119.

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

Upon returning from meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties for which Directors receive Director's Fees and the actual and necessary expenses are reimbursed by the District, in accordance with Policy 119, Directors shall either prepare a written report for distribution to the Board, or make a verbal report at the next regular Board meeting following the event. Said written or verbal report shall detail the information that may be of benefit to the District that was presented at the meeting, seminar, workshop, conference, or other occasion which constitutes the performance of official duties. Materials from the meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties may be delivered to the District's office to be included in the District's library for the future use by other Directors and staff.

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

Directors' attendance at trainings, conferences, educational events and open and noticed board and membership meetings of the following associations has been pre-approved by Resolution 587 as occasions that constitute the performance of official duties:

A. California Special Districts Association, both state and San Diego Chapter (CSDA)
B. Council of Water Utilities, San Diego County
C. San Diego County Water Authority (SDCWA)
D. Local Agency Formation Commission (LAFCO)
E. Best Best & Krieger (BB&K) seminars
F. Water Conservation Garden Authority Board Meeting (designated Director)
G. Association of California Water Agencies – Joint Powers Insurance Authority (ACWA/JPIA) (designated Director)
G.H. Chula Vista Chamber of Commerce Utility Committee (designated Directors)

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

The compensation paid to Board members of the District for sitting on the Board or acting under its orders shall be approved by Resolution of the Board of Directors and set forth in Policy 119.
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POLICY 122 – FIELD TRIPS BY DIRECTORS

POLICY

To establish the appropriate manner of conducting field trips to inspect facilities and engage in discussions outside the boundaries of the South Bay Irrigation District (District), which involve more than a quorum of the Board of Directors (Board).

PROCEDURE

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

The Board may conduct meetings outside of the District's boundaries to inspect real property, participate in meetings or discussions of multi-agency significance, or meet with elected or appointed officials of the United States or the State (Government Code §54954 (b)).
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FAX MACHINES, EMAIL, SOCIAL MEDIA, AND OTHER ELECTRONIC COMMUNICATION METHODS

POLICY 123 – FAX MACHINES, EMAIL, SOCIAL MEDIA, AND OTHER ELECTRONIC COMMUNICATION METHODS

POLICY

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

PROCEDURE

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

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

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

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

C. Board Members and members of any committee subject to the Brown Act should use caution to avoid communicating with or to a majority of members while commenting on social media websites and blogging (such as by responding to the same subject matter as commented on by another member), replying to emails with multiple recipients, texting, linking among social media users, or otherwise communicating about any item of business within the District’s subject matter jurisdiction.

For additional information concerning communicating with members of the Board, refer to Policy 113.

Revised and Approved on 6/14/17
POLICY 201 – BOARD MEETINGS

POLICY

To establish a set schedule for Regular Board Meetings and guidelines for Special Meetings of the South Bay Irrigation District (District) Board of Directors (Board) that provides for public involvement and staff participation. In addition, the Sweetwater Authority website provides the option of receiving automatic email notification of Regular or Special Meetings of the Board.

PROCEDURE

Regular Meetings of the Board shall be held on the second Wednesday of each calendar month at 5:00 p.m. The date, time, and place of Regular Board Meetings can be reconsidered by the Board and adopted by Resolution, when the Board deems it necessary. The use of teleconferencing will be in accordance with Government Code Section 54953.

Special Meetings (non-emergency) of the Board may be called by the President of the Board or by a majority of the members of the Board (Government Code Section 54956).

All Directors, Legal Counsel, Treasurer, General Manager, Assistant General Manager, Board Secretary, and other required staff will be notified of the Special Board Meeting and purpose or purposes for which it is called. Notification will be in writing and delivered to them at least twenty-four (24) hours prior to the meeting (Government Code Section 54956). However, written notice may be dispensed with as to any Director who is actually present at the meeting at the time it convenes. The written notice shall be posted at least twenty-four (24) hours prior to the Special Meeting in a location that is freely accessible to members of the public in the following locations: external bulletin board at Administration Office at 505 Garrett Avenue and on the Authority’s website. Newspapers of general circulation in the District’s service area and others who have requested notice of Special Meetings in writing in accordance with the Ralph M. Brown Act (Brown Act) (California Government Code Sections 54950 through 54926) shall be notified by mailing or delivering written notice personally, unless the Special Meeting is called less than one (1) week in advance, in which case the written notice, including business to be transacted, will be sent by email, or by FAX during business hours as soon after the meeting is scheduled as practicable, but in no event less than twenty-four (24) hours before the meeting (Government Code Section 54956).

An agenda, indicating the time and place of the Special Meeting and business to be transacted, shall be prepared as specified for Regular Board Meetings and shall be delivered with the “Notice of the Special Meeting” to those specified above. Only those items of business listed on the agenda for the Special Meeting shall be considered by the Board at any Special Meeting (Government Code Section 54956).

Revised and Approved on 6/14/17; Adopted by Resolution No. 621
POLICIES & PROCEDURES
FOR THE BOARD OF DIRECTORS

BOARD MEETINGS
Policy 201

Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency Special Meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the Board (Government Code Section 54956.5). Newspapers of general circulation in the District's service area and others who have requested notice of Special Meetings in accordance with the Brown Act (California Government Code Section 54950 et seq.) shall be notified at least one (1) hour prior to the emergency Special Meeting. In the event that telephone services are not functioning, the notice requirement of one (1) hour is waived, but the General Manager, or his/her designee, shall notify such newspapers and others who have requested notice of Special Meetings of the fact of the holding of the emergency Special meeting, and of any action taken by the Board, as soon after the meeting as possible (Government Code Section 54956.5).

No closed session may be held during an emergency Special Meeting unless agreed to by a two-thirds vote of the members of the Board present or, if less than two-thirds of the members are present, by a unanimous vote of the members present. All other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency Special Meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District's office as soon after the meeting as possible (Government Code Section 54956.5).

Adjourned Meetings. A majority vote by the Board may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any Regular or Adjourned Regular Meeting, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to those as specified above to receive notices of Special Meetings. The order or notice of adjournment shall be conspicuously posted on or near the door of the place where the Regular, Adjourned Regular, Special, or Adjourned Special Meeting was held within twenty-four (24) hours after the time of the adjournment. When an order of adjournment fails to specify the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for Regular meetings (Government Code Section 54955).

The Board Secretary shall ensure that appropriate information is available for the public at meetings of the Board, and that physical facilities for said meetings are functional and appropriate. Regular and Special Meetings of the Board shall be held within the boundaries of the territory over which the District exercises jurisdiction (Government Code Section 54954 [b]). (Refer to the Brown Act for more detailed information.)
POLICY 202 – BOARD MEETING AGENDA

POLICY

In order for both the Board of Directors (Board) and staff to be adequately prepared to discuss District business during Board meetings, items for action or discussion should be placed on the agenda.

PROCEDURE

The Board Secretary, in cooperation with the General Manager and President of the Board, shall prepare an agenda for each Regular and Special Meeting of the Board in accordance with the Ralph M. Brown Act (Brown Act) (California Government Code Section 54950 et seq.). Each agenda shall provide an opportunity for members of the public to address the Board on any item of interest to the public, before or during the Board’s consideration of the item, that is within the subject matter jurisdiction of the legislative body. Any Director may call the Board Secretary or General Manager and request any item to be placed on the agenda.

Any member of the public may request that a matter directly related to District business be considered at a future Board Meeting or Board Committee Meeting, subject to the following conditions:

A. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any.
B. The General Manager, in collaboration with the Board President, shall determine whether the public request is or is not a “matter directly related to District business,” in priority with other potential agenda items.
C. No matter, which is legally a proper subject that should be considered by the Board in closed session, will be accepted under this policy.
D. In the event the public request is placed on the agenda of a Regular Board Meeting or Board Ad hoc Committee Meeting, as applicable, the Board or Board Ad hoc Committee may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting (Government Code Section 54954.3 (b)).

This policy does not prevent the Board from taking testimony at Regular and Special Meetings of the Board on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting, except that members of the Board or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Government Code Section 54954.3). In addition, on their own initiative or in response to questions posed by the public, a member of the Board or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the Board, or the Board itself, may provide a reference to District staff or other resources for factual information, request District staff to
report back to the Board at a subsequent meeting concerning any matter, or take action to direct District staff to place a matter of business on a future agenda.

At least seventy-two (72) hours prior to the time of all Regular Meetings, an agenda that includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review in the display case at the entrance of Sweetwater Authority's (Authority) Administrative Office and on the Authority's website (Government Code Section 54954.2). All information made available to the Board shall be available for public review when distributed to all or a majority of all members of the Board, except information that is privileged or otherwise confidential under state law, as determined by the District's legal counsel. Documents relating to an open session agenda item that are distributed to the legislative body at a meeting or less than seventy-two (72) hours before the meeting, must be made available for public inspection at a location specified on the agenda at the same time the writing is distributed to a majority of the Board (Government Code Section 54957.5).

The agenda for a Special Meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations as for Regular Meeting agendas (Government Code Section 54956).

The posted agenda must briefly describe each closed session agenda item in substantial compliance with the descriptions in Government Code section 54954.5. The Board may convene in closed session on any matter authorized by law, including but not limited to the following:

A. Litigation: Existing litigation, threatened litigation, or initiation of litigation.
B. Liability Claims. Discussion of a claim for the payment of tort liability losses and public liability losses.
C. Real Property: The purchase, sale, exchange, or lease of real property by or for the local agency.
D. Public Employment: The consideration of the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or hearing complaints or charges brought against the employee.
E. Labor Negotiations regarding salary, salary schedules, and compensation paid in the form of fringe benefits.
F. Public Security Threats.
G. Specific Pension Fund Investments.

Only members of the Board and the staff members necessary to conduct business regarding the closed session item are permitted to attend the closed session. A person may not disclose confidential information acquired by being present in a closed session unless the Board authorizes disclosure of that confidential information.

Revised and Approved on 6/14/17

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POLICY 203 – BOARD MEETING CONDUCT

POLICY

The President of the Board of Directors (Board) shall conduct meetings of the Board in a manner consistent with the policies of the South Bay Irrigation District (District) to facilitate orderly proceedings and comply with applicable State law.

PROCEDURE

All Board meetings shall commence at the time stated on the agenda and shall be guided by the same (Government Code Section 54954.2 (a) (2)). Board meetings will be guided by the Ralph M. Brown Act (Brown Act) and other applicable State laws. Any question about proper procedure shall be referred to Legal Counsel for determination. The conduct of meetings shall, to the fullest possible extent, enable Directors to:

A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and

B. Receive, consider, and take any needed action with respect to reports of accomplishment of the District’s operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a Special Meeting, or to address the Board at a Regular Meeting on any subject that is within the subject matter jurisdiction of the Board, shall be as follows:

A. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter (Government Code Section 54954.3). The time allotted to each speaker and/or the total time allotted on a particular subject matter may be extended by a majority vote of the Board to allow adequate time for public participation on such matter.

B. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person’s privilege of address (Government Code Section 54954.3).

Willful disruption of any of the meetings of the Board shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he or she may order the room cleared and subsequently conduct the Board’s business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session. Members of the media, other than those participating in the disruption, shall be permitted to attend any such session. After clearing the room, the President may permit those persons who, in his or her opinion, were not responsible for the willful disruption to reenter the meeting room (Government Code Section 54957.9).
POLICY 204 – BOARD ACTIONS AND DECISIONS

POLICY

Actions and decisions by the Board of Directors (Board) include, but are not limited to, adoption or rejection of regulations, policies, resolutions, contracts or expenditures, any proposal that commits South Bay Irrigation District (District) funds or facilities, including approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

PROCEDURE

A majority of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time (Government Code Section 54955). Action, other than adjournment, can only be taken by the vote of the majority of the Board (Government Code Section 54952.6). Three (3) Directors represent a quorum for the conduct of District business. Actions of the Board require the affirmative vote of at least three (3) members of the Board regardless of the number of Directors present. If the action of the Board requires a super majority, that percentage is calculated as a percentage of the whole Board, not members of the Board who are present.

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

Example: If three (3) of five (5) Directors are present at a meeting, a quorum exists and business can be conducted.

However, if one (1) Director abstains on a particular action and the other two (2) cast “aye” votes, no action is taken because a “Majority of the Board” did not vote in favor of the action.

Example: If an action is proposed requiring a two-thirds vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.

Example: If a vacancy exists on a five (5) member Board and a vote is taken to appoint an individual to fill said vacancy, three (3) Directors must vote in favor of the appointment for it to be approved. If two (2) of the four (4) Directors present abstain, the appointment is not approved.

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Revised and Approved on 6/14/17
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POLICY 205 – MINUTES OF BOARD MEETINGS

POLICY

To establish the format of the official minutes of the Board of Directors (Board) and the disposition of the recordings of those meetings.

PROCEDURE

The Board Secretary shall keep minutes of all Regular Meetings, Special Meetings, and Adjourned Meetings of the Board.

Copies of said minutes shall be distributed to Directors as part of the agenda packet for the next Regular Board Meeting, at which time the Board will consider approval of the minutes as presented or with modifications.

The official minutes of the above-mentioned meetings of the Board and Resolutions shall be kept in a manner that provides security, either by placing the paper versions in a fireproof vault or in fire-resistant, locked cabinets or having electronic versions stored on the Authority's computer network with appropriate backups. The recordings, tapes, discs, or other electronic data/information storage devices of the Board Meetings shall be kept in fire-resistant, locked cabinets or in a fireproof, locked vault, until the minutes of said meetings are approved by the Board, at which time they can be destroyed, consistent with the records retention schedule, but in no case may they be destroyed sooner than thirty (30) days after the meeting at which the recording was made pursuant to Government Code Section 54953.5.

Closed sessions of the Board are deemed not to be public records and shall not be recorded. Prior to holding any closed session, the Board shall disclose, in an open meeting, the item or items to be discussed in the closed session.

After any closed session, the President shall reconvene into open session prior to adjournment and the President or General Counsel shall make any disclosures required by Ralph M. Brown Act (Government Code Section 54957.1) of action taken in the closed session. If no action is taken, the President or General Counsel shall publicly report that, "no reportable action was taken by the Board during the closed session."

Motions shall be recorded as having passed or failed and individual votes will be recorded, unless the action was unanimous. However, upon the request of any member of the Board, a roll call vote shall be taken on a motion.

Resolutions will be recorded as having passed or failed and individual votes shall be recorded. A roll call vote shall be required for the adoption of any Resolution. All resolutions adopted by the Board shall be numbered consecutively, including the year and
starting with a new number at the beginning of each calendar year, and shall be recorded in full and in separate resolution books. (Example: Resolution numbers for the year 2010 – 10-01, 10-02 and year 2011 – 11-01, 11-02, etc.)

The minutes of Board meetings must contain the following data:

A. Date, place, and type of each meeting;

B. Directors present and absent by full name;

C. Officers, Legal Counsel, and Administrative Staff present by full name;

D. Call to order, including time;

E. Time and name of late arriving Directors;

F. Pre-adjournment departure of Directors by name, noting time, or if absence takes place when any agenda items are acted upon;

G. Order of Adjournment of meeting, including time;

H. Record of written Notice of Special Meetings and record of items to be considered at Special Meetings;

I. Summary record of public comment regarding matters not on the agenda, and on matters on the agenda, including names of commentators;

J. Approval or amended approval of the minutes of preceding meetings;

K. Complete identification as to each subject of the Board’s deliberation;

L. Record of the vote on every action item, including the names of Directors abstaining or absent on the vote on a motion if not unanimous;

M. All Board resolutions with complete headings, numbered serially for each fiscal year;

N. A record of all contracts presented for approval by the Board and the status of approval;

O. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;

P. A record by number of all warrants approved for payment;

Q. Adoption of the annual budget;
R. Financial reports, budget reports, and investment reports;
S. Sales of Authority property that are presented to the Board;

T. A record of all important correspondence within the subject matter of the District;

U. A record of the General Manager’s report to the Board; and

V. Approval of all policies and Board-adopted regulations.
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POLICY 206 – RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

POLICY

To establish rules of conduct for Board and Committee meetings of South Bay Irrigation District (District), which facilitate orderly proceedings and comply with the Ralph M. Brown Act and other applicable State laws. Any question about proper procedure will be referred to the District’s legal counsel for determination.

PROCEDURE

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board will generally conduct its meetings in conformance with Robert's Rules of Order. However, so long as all requirements of California law are met, noncompliance with Robert's Rules of Order shall not invalidate an otherwise valid Board action.

If a Director believes order is not being maintained or procedures are not adequate, then he or she should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

A Director makes a motion, another Director seconds the motion, and the President states the motion. Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated and after the public in attendance has had an opportunity to comment, the President will call for the vote. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be approved by affirmative vote of a majority of the Board.

A motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by other Directors.

A motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

A motion may be referred to a Board-Committee for further study and recommendation by a motion to refer to Committee, which is then seconded and approved by a majority vote of
the Board.

As provided above, any Director may move to close debate and request the President for a vote on a motion.

A meeting shall be adjourned by motion made, seconded and approved by a majority vote of the Board before voting on a motion.

During the portion of the agenda entitled Directors' Comments, Board Members may comment upon any topic that is relevant to the District's Board and which is not the subject of another agenda item. In the event a Board Member's comments involve a proposed or prospective action of the Board, the matter should be referred to the General Manager to be placed on a future agenda of the Board or the Board may take action to direct the General Manager to place the matter on a future Board agenda. No action may be taken on an item raised during Directors' Comments at the same meeting at which that item is raised unless the required procedures under the Brown Act are followed.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

The President shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.)

The Board President is given authority to make exceptions to this rule under special circumstances in which the subject matter is not appropriate to be considered at a future Board meeting and is appropriate for discussion as clarification, announcement or report of activities.

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings.

The President may eject any person or persons making personal, impertinent, or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing. The President may declare a short recess during any meeting.

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:
A. Temporarily suspend these rules in whole or in part;

B. Amend these rules in whole or in part, or both.
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POLICY 207 – MAILED NOTICE OF MEETINGS

POLICY

The South Bay Irrigation District's (District) agenda is posted on the Sweetwater Authority's website and is available to be downloaded at no cost. Upon receipt of a written or telephone request, the Board of Directors (Board) authorizes its Secretary to mail the requested materials pertaining to the agenda packet at the time the agenda is posted or upon distribution to all, or a majority of all, of the members of the Board, whichever occurs first.

PROCEDURE

Any person may request that a copy of the agenda or a copy of all the documents constituting the agenda packet of any meeting of the Board be mailed to them. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132.) Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year.

The Board has established a fee of $46.00 (this fee is low considering postage alone generally exceeds this amount) per month or $724.00 per year for mailing the agenda or agenda packet. If the fee that is established should be revised, it shall not exceed the cost of providing the service. The agenda packet may be provided on a compact disk rather than print copy, if so requested, at the actual reasonable cost.

Failure of the requesting person to receive the agenda or agenda packet pursuant to this policy shall not constitute grounds for invalidation of the actions taken by the Board at the meeting for which the agenda or agenda packet was not received.

Revised and Approved on 6/14/17
Electronic Ballot - 2019 CSDA Board of Directors Election, (Seat B)
Southern Network - Term 2020-2022

Please vote for your choice

Choose one of the following candidates:

- Ronald Coats - East Valley Water District
- Dennis LaMoreaux - Palmdale Water District
- Michael Mack - Rainbow Municipal Water District
- Greg Mills - Serrano Water District
- Kelly Rivers - Orange County Cemetery District
- Kathleen Tieg - Cucamonga Valley Water District
- Lindsay Woods - Hesperia Recreation and Park District

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Fellow Southern Network CSDA Members,

I respectfully ask for your support to be the Seat “B” Board member for our area. I have worked with special districts in California for more than three decades and am confident that I have the skills, experience and commitment to be a strong proponent for our Network. There were several challenges and changes to special districts during my tenure. These include Little Hoover Commission reports, gaining representation on Local Agency Formation Commissions, and multiple efforts to better inform and educate State legislators. These challenges were handled successfully and made us stronger and more unified. My involvement with these matters will be helpful for both our Network and the entire Association as new issues arise.

My 30-plus years with special districts have been with Palmdale Water District and Rosamond Community Services District. Palmdale Water District celebrated 100 years of serving the community in 2018. It is a medium-sized water district with about 27,000 water service connections. It is a State Water Contractor that operates in an adjudicated groundwater basin and owns two surface water reservoirs and dams. Rosamond Community Services District was formed in 1966 to provide services in its area. It is a smaller district with 5,103 water and 4,738 sewer connections. It also operates streetlights and provides graffiti abatement. My experience in these different types of districts is valuable and gives a well-rounded background to understand and advocate for our Network.

The Southern Network has a large area and nearly 200 member agencies. I am fully committed to representing the entire Network as a board director. With your votes, I will be honored to work with current Southern Network Directors Arlene Schafer and Jo MacKenzie to make sure our needs are met and are well represented within the full CSDA Board.
My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District’s representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.
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Greg Mills  
Seat B CSDA  

EXPERIENCE  

BUSINESS  
• Small business owner – fifteen years  
• Analytical Chemist – six years  
• Process Engineer – six years  
• Technical Marketing Manager – three years  
• Marketing Director – three years  
• Marketing Executive – five years  

COMMUNITY INVOLVEMENT  
• Board Member (Vice President) - Serrano Water District three years  
• Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tern (one year each)  
• Orange County Sanitation District - Director two years  
• Orange County Vector Control District - Director three years  
• ACWA-JPIA - Representative Serrano Water District  
• Villa Park Family Picnic – five years  
  o Chair – three years  
• Eagle Scout  
• Villa Park Rotary - Board member twenty-one years.  
  o Club President; Paul Harris Fellow  
• Indian Princess YMCA - seven years  
• Orange Elks Lodge – seven years  

PROFESSIONAL  
• American Chemical Society – thirty years  
• CS Mantech – eleven years  
• PDA (Parenteral Drug Association)– five years  
• ISPE (International Society of Pharmaceutical Engineering – eight years  
• SEMI (Semiconductor Equipment and Manufacturer Institute – nine years  
• Optical Society of America – four years  
• MEPTEC  
• AVS (American Vacuum Society)  
  o ICMCTF  

EDUCATION  
• B.A., Chemistry – Illinois College  
  o Phi Alpha President/Vice President  
• M.S., Engineering Management – Santa Clara University  

PERSONAL  
• Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.
I am pleased to share with you my interest in serving as the Southern Network, Seat B, representative for the California Special Districts Association (CSDA) Board of Directors. Through my involvement with CSDA since 2011, I have served with great passion and commitment on the Board of Directors, and the Membership, Legislative, and By-laws Committees.

My experience on the Cucamonga Valley Water District (CVWD) Board of Directors has provided me with a solid foundation to lead. Elected to the CVWD in November 2005, I have served as the Board President and currently serve on the Legislative and Outreach, and Human Resources/Risk Management Committees. From 2014 to 2017 I was honored to serve in the capacity of President and Vice President of the Association of California Water Agencies (ACWA). My duties at ACWA provided me the extremely valuable opportunity to effectively dialogue with special districts across the state on the important issues they are facing and how we can solve them.

I also served on the Association of San Bernardino County Special Districts Board of Directors from 2010 – 2015 where I developed a network of colleagues in a variety of agencies with a common goal of serving the needs of our constituents. There are numerous critical issues that confront special districts today; these challenges will require strong, experienced leadership, as well as a commitment to preserving the special district’s mission to make communities better by providing core local services and taking action through community collaboration.

Thank you for allowing me to share with you my experience, leadership and knowledge. I look forward to serving you and the entire CSDA organization.

With Best Regards,
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<table>
<thead>
<tr>
<th></th>
<th>Current Month Actual</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD % Over/Under</th>
<th>Total Annual Budget</th>
<th>Amount Remaining</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Revenue</td>
<td>127.00</td>
<td>6,469.55</td>
<td>13,585.00</td>
<td>-52.4%</td>
<td>14,820.00</td>
<td>8,350.45</td>
<td>56.4%</td>
</tr>
<tr>
<td>Fund Transfer</td>
<td>837.65</td>
<td>17,633.31</td>
<td>15,342.00</td>
<td>14.9%</td>
<td>15,630.00</td>
<td>(2,003.31)</td>
<td>-12.8%</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td><strong>964.65</strong></td>
<td><strong>24,102.86</strong></td>
<td><strong>28,927.00</strong></td>
<td><strong>-16.7%</strong></td>
<td><strong>30,450.00</strong></td>
<td><strong>6,347.14</strong></td>
<td><strong>20.8%</strong></td>
</tr>
<tr>
<td>Sweetwater Authority Staff</td>
<td>340.00</td>
<td>3,740.00</td>
<td>3,740.00</td>
<td>0.0%</td>
<td>4,080.00</td>
<td>340.00</td>
<td>8.3%</td>
</tr>
<tr>
<td>Office Supplies &amp; Expenses</td>
<td>0.00</td>
<td>15.00</td>
<td>110.00</td>
<td>-86.4%</td>
<td>120.00</td>
<td>105.00</td>
<td>87.5%</td>
</tr>
<tr>
<td>Conferences &amp; Meetings</td>
<td>0.00</td>
<td>75.73</td>
<td>220.00</td>
<td>-65.6%</td>
<td>240.00</td>
<td>164.27</td>
<td>68.5%</td>
</tr>
<tr>
<td>Membership Fees &amp; Dues</td>
<td>0.00</td>
<td>648.04</td>
<td>170.00</td>
<td>281.2%</td>
<td>170.00</td>
<td>(478.04)</td>
<td>-281.2%</td>
</tr>
<tr>
<td>Directors Fees</td>
<td>300.00</td>
<td>4,000.00</td>
<td>4,500.00</td>
<td>-11.1%</td>
<td>5,000.00</td>
<td>1,000.00</td>
<td>20.0%</td>
</tr>
<tr>
<td>Payroll Expense</td>
<td>22.95</td>
<td>306.00</td>
<td>385.00</td>
<td>-20.5%</td>
<td>420.00</td>
<td>114.00</td>
<td>27.1%</td>
</tr>
<tr>
<td>Legal Fees &amp; Costs</td>
<td>282.73</td>
<td>5,143.63</td>
<td>6,600.00</td>
<td>-22.1%</td>
<td>7,200.00</td>
<td>2,056.37</td>
<td>28.6%</td>
</tr>
<tr>
<td>Audits &amp; Accounting</td>
<td>0.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.0%</td>
<td>3,000.00</td>
<td>0.00</td>
<td>-100.0%</td>
</tr>
<tr>
<td>General and Property Insurance</td>
<td>0.00</td>
<td>1,986.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>(1,986.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Workers Compensation Insurance</td>
<td>0.00</td>
<td>42.14</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>(42.14)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Telephone</td>
<td>18.97</td>
<td>209.32</td>
<td>202.00</td>
<td>3.6%</td>
<td>220.00</td>
<td>10.68</td>
<td>4.9%</td>
</tr>
<tr>
<td>Elections &amp; Public Info</td>
<td>0.00</td>
<td>4,937.00</td>
<td>10,000.00</td>
<td>-50.6%</td>
<td>10,000.00</td>
<td>5,063.00</td>
<td>50.6%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td><strong>964.65</strong></td>
<td><strong>24,102.86</strong></td>
<td><strong>28,927.00</strong></td>
<td><strong>-16.7%</strong></td>
<td><strong>30,450.00</strong></td>
<td><strong>6,347.14</strong></td>
<td><strong>20.8%</strong></td>
</tr>
</tbody>
</table>
South Bay Irrigation District  
Monthly Treasurer's Report  
Accounting of Receipts, Disbursements and Fund Balances  
May 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Investments</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash Balance</td>
<td>$ 24,049.80</td>
<td>$ 62,290.52</td>
<td>$ 86,340.32</td>
</tr>
<tr>
<td>Investments</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Receipts</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Vendor Warrants</td>
<td>$ 731.54</td>
<td>$ -</td>
<td>$ 731.54</td>
</tr>
<tr>
<td>Investments</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>$ 731.54</td>
<td>$ -</td>
<td>$ 731.54</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$ 23,318.26</td>
<td>$ 62,290.52</td>
<td>$ 85,608.78</td>
</tr>
</tbody>
</table>

**Outstanding Items**
- Deposits: $ -  
- Vendor Warrants: $(187.77)

**Adjusted Fund Balances**
- General Fund: $ 23,130.49  
- Investments: $ 62,290.52  
- Totals: $ 85,421.01

---

(1) Bank of America statement balance  
(2) Managed pools, certificates of deposit, etc.
South Bay Irrigation District
Investment Portfolio
May 31, 2019

<table>
<thead>
<tr>
<th>Issuer</th>
<th>Yield</th>
<th>Percent of Portfolio</th>
<th>Board Policy Limits</th>
<th>Total Portfolio</th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America Demand Deposit</td>
<td>0.000%</td>
<td>27%</td>
<td>5%</td>
<td>23,318.26</td>
<td>23,130.49</td>
<td>23,130.49</td>
</tr>
<tr>
<td>Local Agency Investment Fund</td>
<td>2.449%</td>
<td>73%</td>
<td>$40 M</td>
<td>62,290.52</td>
<td>62,290.52</td>
<td>62,173.84</td>
</tr>
<tr>
<td>Total Investment Portfolio</td>
<td>100%</td>
<td></td>
<td></td>
<td>85,608.78</td>
<td>85,421.01</td>
<td>85,304.33</td>
</tr>
</tbody>
</table>

Average Weighted Yield = 1.782%

Weighted Average Days to Maturity = 1

All investments have been made in accordance with South Bay Irrigation District's Annual Statement of Investment Policy. This report provides documentation that South Bay Irrigation District has sufficient funds to meet the next 180 days cash obligations.

Rich Stevenson, Treasurer