

South Bay Irrigation District Board Meeting - August 12, 2020

1. Agenda Packet

Documents:

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SOUTH BAY IRRIGATION DISTRICT
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BOARD OF DIRECTORS
STEVE CASTANEDA
DIVISION 1
JOSÉ F. CERDA
DIVISION 2
JOSE PRECIADO
DIVISION 3
HECTOR MARTINEZ
DIVISION 4
JOSIE CALDERON-SCOTT
DIVISION 5

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS
WEDNESDAY, August 12, 2020 – 5:00 P.M.

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 Board of Directors 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 5802 3440**

If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 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 Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.

During the meeting:

The President will inquire prior to Board 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 South Bay Irrigation District standard public comment policies and procedures to the contrary.

- **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 July 8, 2020
3. **APPROVAL OF DEMANDS AND WARRANTS**
4. **NEW BUSINESS**
Appointment for the Office of Controller for 2020 and Consideration to Adopt Resolution 643 Appointing a New Controller for 2020
5. **APPROVAL OF DIRECTORS’ ATTENDANCE AT MEETINGS AND FUTURE AGENDA ITEMS**

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.

- 6. JUNE 2020 FINANCIAL REPORTS**
- 7. QUARTERLY REPORT OF DIRECTORS' EXPENSES – FOURTH QUARTER**
- 8. REPORTS BY DIRECTORS ON EVENTS ATTENDED**
Reports and discussion relating to events attended by the Directors
- 9. REPORT OF MANAGEMENT**
- 10. REPORT OF LEGAL COUNSEL**
- 11. 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.
- 12. 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.
- 13. ADJOURNMENT**

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

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

PUBLIC COMMENT PROCEDURES

Members of the general public may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board. Speakers are asked to state name, address, and topic, and to observe a time limit of three (3) minutes each. Public comment on a single topic is limited to twenty (20) minutes. Anyone desiring to address the Governing Board regarding an item listed on the agenda is asked to fill out a speaker's slip and present it to the Board Chair or the Secretary. Request to Speak forms are available at the Speaker's podium and at www.sweetwater.org/speakerform.

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**SOUTH BAY IRRIGATION DISTRICT
MINUTES OF THE REGULAR MEETING**

July 8, 2020

The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, July 8, 2020. Pursuant to Governor Newsom’s Executive Order N-29-20 and 33-20 this meeting was held via teleconference. President Martinez called the meeting to order at 5:00 p.m.

*(*Note: After calling the meeting to order, President Martinez established for the record that all Directors were able to hear the proceedings, that all members of the Board were able to hear the Directors participating by teleconference clearly, and that all votes would be taken by a roll call vote pursuant to the provisions of the Brown Act. President Martinez further established for the record the process by which public comments would be received by the Board, which process was also described in the Agenda for the meeting.)*

• **ROLL CALL**

Directors Present: Josie Calderon-Scott, 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 Present: Administrative Assistant Michael Garcia, and Director of Finance Rich Stevenson Other Present: Greg Mills and Stacy Taylor

• **PLEDGE OF ALLEGIANCE TO THE FLAG**

• **OPPORTUNITY FOR PUBLIC COMMENT (Government Code Section 54954.3)**

Greg Mills commented on agenda item 4 and asked the Board to support his candidacy for California Special District Association (CSDA) Board – Southern Network Seat C.

Stacy Taylor commented on agenda item 4 and asked the Board to support the candidacy of Greg Mills for the CSDA Board – Southern Network Seat C.

• **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 June 10, 2020

Director Calderon-Scott made a motion, seconded by Director Cerda, that the Board approve the minutes of the June 10, 2020 Regular meeting. The motion carried unanimously.

3. **APPROVAL OF DEMANDS AND WARRANTS**

Director Castaneda made a motion, seconded by Director Cerda, that the Board approve warrants 11802 through 11809. The motion carried unanimously.

4. **NEW BUSINESS**

California Special Districts Association (CSDA) 2020 Board Elections – Southern Network Seat C

Director Castaneda made a motion, seconded by Director Calderon-Scott, that the Board cast its vote for Greg Mills for the CSDA 2020 Board – Southern Network Seat C. The motion carried unanimously.

5. **APPROVAL OF DIRECTORS’ ATTENDANCE AT MEETING AND FUTURE AGENDA ITEMS**

There were none.

REPORTS AND INFORMATIONAL ITEMS

6. **MAY 2020 FINANCIAL REPORTS**

The report was provided for information only.

7. **REPORT OF LAFCO SPECIAL DISTRICTS ADVISORY COMMITTEE MEETING**

President Martinez reported that the Committee reviewed the Work Plan and Budget for its next fiscal year.

8. **REPORTS BY DIRECTORS ON EVENTS ATTENDED**

There were none.

9. **REPORT OF MANAGEMENT**

General Manager Berge reported the LAFCO Advisory Committee had their first meeting regarding the detachment of the Fallbrook Public Utilities District and the Rainbow Municipal Water District from the San Diego County Water Authority.

10. **REPORT OF LEGAL COUNSEL**

Legal Counsel Norvell reported on updates the Fair Political Practices Commission (FPPC) made to its regulations implementing the Political Reform Act (PRA) regarding the disclosure of financial interests.

11. DIRECTORS' COMMENTS

There were none.

12. CLOSED SESSION

There was none.

13. ADJOURNMENT

With no further business before the Board, President Martinez adjourned the meeting at 5:25 p.m.

Hector Martinez, President

Attest:

Ligia Perez, Board Secretary

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South Bay Irrigation District

Warrants June 2020

Warrant Number	Date	Amount	Payable	Description
11810	6/30/2020	19.23	AT&T Calnet 3	Telephone charge for June 2020
11811	6/30/2020	203.00	Best Best and Krieger	Legal fees for May 2020
11812	6/30/2020	92.35	Steven Castaneda	Director's fee for SBID Board meeting
11813	6/30/2020	340.00	Sweetwater Authority	Administrative Services for June 2020
11814	6/30/2020	184.70	Hector M. Martinez	Director's fee for SBID Board meeting and LAFCO Advisory Committee meeting
11815	6/30/2020	92.35	Jose Cerda	Director's fee for SBID Board meeting
11816	6/30/2020	92.35	Jose Preciado	Director's fee for SBID Board meeting
11817	6/30/2020	92.35	Josephine L. Calderon -Scott	Director's fee for SBID Board meeting
11818	6/30/2020	21.07	ACWA/Joint Powers Insurance Authority	Worker's Compensation 6-30-20
11819	6/30/2020	203.00	Best Best and Krieger	Legal Fees for June 2020

1,340.40

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MEMORANDUM

Date: August 7, 2020
To: South Bay Irrigation District Board of Directors
From: Management
Subject: Appointment for the Office of Controller for 2020 and Consideration to Adopt Resolution 643 Appointing a New Controller for 2020

SUMMARY

The previously appointed South Bay Irrigation District Controller for the year 2020 was Kristina White. Ms. White retired from the position of Sweetwater Authority's Accounting Manager, and on July 13, 2020 Karim Galeana was hired as the new Accounting Manager. As in past practice, the Accounting Manager for Sweetwater Authority has been appointed to serve as the Controller for South Bay Irrigation District.

A resolution memorializing the appointment of the new Controller will need to be adopted. The other offices will remain unchanged as follows:

President	Hector Martinez
Vice President	Josie Calderon-Scott
Treasurer	Rich Stevenson
Deputy Treasurer	Steve Castaneda
Secretary	Ligia Perez

PREVIOUS BOARD ACTION

December 6, 2019 The Board of Directors appointed officers for 2020.

FISCAL IMPACT

There is no fiscal impact associated with this action.

POLICY/STRATEGIC PLAN OBJECTIVE

Policy 105 – Board President and Vice President establishes that the Board shall elect one of its members as President, Vice President, Treasurer, Deputy Treasurer, Controller, and Board Secretary for one-year terms.

Memo to: Board of Directors

Subject: Appointment for the Office of Controller for 2020 and Consideration to Adopt
Resolution 643 Appointing a New Controller for 2020

August 7, 2020

Page 2 of 2

ALTERNATIVES

There are none.

STAFF RECOMMENDATION

Staff seeks the direction of the Board of Directors.

ATTACHMENTS

Resolution No. 643 – Appointing the Office of Controller for 2020

RESOLUTION NO. 643

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SOUTH BAY IRRIGATION DISTRICT
APPOINTING THE OFFICE OF CONTROLLER FOR 2020**

WHEREAS, the South Bay Irrigation District's appointed Controller retired on May 1, 2020; and

WHEREAS, the Board of Directors wishes to appoint a new Controller for 2020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of South Bay Irrigation District that the following person is appointed to the Office of Controller for the South Bay Irrigation District for 2020:

Controller: Karim Galeana

The above-named officer shall serve until until the appointee resigns, or until the above-named officer is removed or replaced by the Board.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Bay Irrigation District held on the 12th day of August 2020, by the following vote:

*AYES:
NOES:
ABSENT:
ABSTAIN:*

Hector Martinez, President

ATTEST:

Ligia Perez, Board Secretary

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South Bay Irrigation District
 Fiscal Year 2019-20
 Budget Summary as of June 30, 2020

	Current Month Actual	YTD Actual	YTD Budget	YTD % Over/Under	Total Annual Budget	Amount Remaining	% Remaining
Interest Revenue	519.19	1,586.95	1,500.00	5.8%	1,500.00	(86.95)	-5.8%
Non-Operating Income	24,101.87	24,101.87	25,800.00	-6.6%	25,800.00	1,698.13	6.6%
Fund Transfer	0.00	0.00	0.00	100.0%	0.00	0.00	100.0%
Revenues	24,621.06	25,688.82	27,300.00	-5.9%	27,300.00	1,611.18	5.9%
Sweetwater Authority Staff	340.00	4,080.00	4,080.00	0.0%	4,080.00	0.00	-100.0%
Office Supplies & Expenses	0.00	248.56	20.00	-1142.8%	20.00	(228.56)	-1142.8%
Conferences & Meetings	0.00	79.09	100.00	-20.9%	100.00	20.91	20.9%
Membership Fees & Dues	0.00	751.57	930.00	-19.2%	930.00	178.43	19.2%
Directors Fees	600.00	7,100.00	5,000.00	42.0%	5,000.00	(2,100.00)	-42.0%
Payroll Expense	45.90	543.15	480.00	13.2%	480.00	(63.15)	-13.2%
Legal Fees & Costs	406.00	8,840.26	6,360.00	39.0%	6,360.00	(2,480.26)	-39.0%
Audits & Accounting	0.00	3,000.00	3,000.00	0.0%	3,000.00	0.00	-100.0%
General and Property Insurance	0.00	728.20	1,990.00	0.0%	1,990.00	1,261.80	0.0%
Workers Compensation Insurance	21.07	84.28	100.00	0.0%	100.00	15.72	0.0%
Telephone	19.23	233.71	240.00	-2.6%	240.00	6.29	2.6%
Community Outreach	0.00	0.00	5,000.00	100.0%	5,000.00	5,000.00	100.0%
Elections & Public Info	0.00	0.00	0.00	100.0%	0.00	0.00	100.0%
Operating Expenses	1,432.20	25,688.82	27,300.00	-5.9%	27,300.00	1,611.18	5.9%

South Bay Irrigation District
Investment Portfolio
June 30, 2020

Issuer	Yield	Percent of Portfolio	Board Policy Limits	Total Portfolio	Book Value	Market Value
Bank of America Demand Deposit	0.000%	18%	5%	14,152.88	14,152.88	14,152.88
Local Agency Investment Fund	1.217%	82%	\$40 M	63,756.32	63,756.32	64,069.54
Total Investment Portfolio		100%		77,909.20	77,909.20	78,222.42

Average Weighted Yield = 0.996%

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

South Bay Irrigation District
 Monthly Treasurer's Report
 Accounting of Receipts, Disbursements and Fund Balances
 June 30, 2020

	General Fund	Investments	Totals
Beginning Cash Balance	\$ 15,810.16	\$ 63,756.32	\$ 79,566.48
Investments	-	-	-
Receipts	-	-	-
Interest	-	-	-
Total Receipts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Vendor Warrants	\$ 1,657.28	\$ -	\$ 1,657.28
Investments	\$ -	\$ -	\$ -
Bank Fees	-	-	-
Total Disbursements	<u>\$ 1,657.28</u>	<u>\$ -</u>	<u>\$ 1,657.28</u>
Ending Cash Balance	<u>\$ 14,152.88</u> ⁽¹⁾	<u>\$ 63,756.32</u> ⁽²⁾	<u>\$ 77,909.20</u>
Outstanding Items			
Deposits	\$ -	\$ -	\$ -
Vendor Warrants	-	-	-
Adjusted Fund Balances	<u>\$ 14,152.88</u>	<u>\$ 63,756.32</u>	<u>\$ 77,909.20</u>

⁽¹⁾ Bank of America statement balance

⁽²⁾ Managed pools, certificates of deposit, etc.

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South Bay Irrigation District
Quarterly Directors' Report
From 4/1/20 to 6/30/20

Director	Date	Meetings	Per Diem	Mileage	Registration	Lodging	Travel	Other	Meals
Steven Castaneda	9/30/19 1st Quarter Totals		\$400.00	\$9.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/19 2nd Quarter Totals		\$300.00	\$6.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	3/31/20 3rd Quarter Totals		\$300.00	\$3.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4/8/2020	SBID Board Meeting	100.00						
	5/13/2020	SBID Board Meeting	100.00						
	6/10/2020	SBID Board Meeting	100.00						
	6/30/20 4th Quarter Totals		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jose F. Cerda	9/30/19 1st Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/19 2nd Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	3/31/20 3rd Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4/8/2020	SBID Board Meeting	100.00						
	5/13/2020	SBID Board Meeting	100.00						
	5/20/2020	CSDA Virtual Legislative Days	100.00						
	5/27/2020	CVCC Utilities Subcommittee	100.00						
	6/10/2020	SBID Board Meeting	100.00						
6/30/20 4th Quarter Totals		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Jose Preciado	9/30/19 1st Quarter Totals		\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/19 2nd Quarter Totals		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	3/31/20 3rd Quarter Totals		\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4/8/2020	SBID Board Meeting	100.00						
	5/13/2020	SBID Board Meeting	100.00						
	6/10/2020	SBID Board Meeting	100.00						
	6/30/20 4th Quarter Totals		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Josie Calderon-Scott	9/30/19 1st Quarter Totals		\$200.00	\$6.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/19 2nd Quarter Totals		\$300.00	\$9.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	3/31/20 3rd Quarter Totals		\$400.00	\$13.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4/8/2020	SBID Board Meeting	100.00						
	5/13/2020	SBID Board Meeting	100.00						
	5/27/2020	CVCC Utilities Subcommittee	100.00						
	6/10/2020	SBID Board Meeting	100.00						
6/30/20 4th Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hector Martinez	9/30/19 1st Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/19 2nd Quarter Totals		\$600.00	\$28.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	3/31/20 3rd Quarter Totals		\$400.00	\$2.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4/8/2020	SBID Board Meeting	100.00						
	5/13/2020	SBID Board Meeting	100.00						
	6/10/2020	SBID Board Meeting	100.00						
	6/19/2020	LAFCO Advisory Committee meeting	100.00						
6/30/20 4th Quarter Totals		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

1st Quarter Grand Total (All Directors)	\$1,600.00	\$15.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2nd Quarter Grand Total (All Directors)	\$1,900.00	\$44.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3rd Quarter Grand Total (All Directors)	\$1,700.00	\$19.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4th Quarter Grand Total (All Directors)	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative Grand Total (All Directors)	\$7,100.00	\$79.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00