1. Agenda Packet

Documents:

200819 AGENDA PACKET - POSTED 200814.PDF
FINANCE AND PERSONNEL COMMITTEE

AGENDA

DATE: Wednesday, August 19, 2020   TIME: 4:30 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 Chair 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 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.

   Policy for the Procurement of Services (including Construction), Supplies, and Equipment – Update on Implementation of Preferential Purchasing for Local Businesses

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

6. NEXT MEETING DATE: Wednesday, September 2, 2020 at 4:30 p.m.

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 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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TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: August 14, 2020
SUBJECT: Policy for the Procurement of Services (including Construction), Supplies, and Equipment – Update on Implementation of Preferential Purchasing for Local Businesses

SUMMARY
The Policy for the Procurement of Services (including Construction), Supplies, and Equipment (Policy) was approved by the Board at its May 13, 2020 meeting. The Policy included a section on Preferential Purchasing for Local Businesses that instructed staff to undertake outreach to communicate with the local vendor community to provide information on how to better access the Authority’s procurement process.

Staff is now providing the Board with an update on the actions taken to communicate with local vendors. Staff has taken the following actions to-date as follows:

- Developed a vendor interest form on the Authority’s website, where vendors may sign up to be included in future procurements
- Obtained a listing of local business licenses from the City of Chula Vista and the City of National City
- Obtained from the San Diego County Water Authority (SDCWA) a listing of local businesses in Sweetwater Authority’s jurisdiction that are a member of SDCWA’s vendor procurement network
- Developing the Authority’s database of local vendors based on information received from the City of Chula Vista, the City of National City and SDCWA for Authority employees to reference when procuring for services or materials
- Developed a postcard to be mailed to local vendors by the end of August 2020 that encourages local businesses to visit the Authority’s website to learn more about work with the Authority and sign up to be included in future procurements
- Proactively calling local business prior to issuance of requests for procurements to encourage local vendors to submit quotes; for example, some of the contacts made were for plumbing businesses and chemical companies to inform the vendor of upcoming procurements
Memo to: Governing Board (Finance and Personnel Committee)  
Subject: Policy for the Procurement of Services (including Construction), Supplies, and Equipment – Update on Implementation of Preferential Purchasing for Local Businesses  
August 14, 2020  
Page 2 of 3

PAST BOARD ACTION


May 13, 2020  The Governing Board approved the changes made to the Policy for the Procurement of Services as presented, and incorporate the policy into the final Policy 517 – Financial Policies, that will be included and approved with the FY 2020-21 Budget.

April 22, 2020  The Governing Board considered the Policy for the Procurement of Services (including Construction), Supplies, and Equipment and directed staff to bring the policy back to the Board with the following changes: Add language as requested by legal counsel; add language that the business must be a rate payer in good standing; add language to include small business; add language that the outreach is done every six months; and add language for a waiver of liability as it applies to disposition.

June 7, 2019  The Governing Board approved the FY 2019-20 Strategic Plan Work Plan that included the goal to update the Authority’s purchasing policy.

FISCAL IMPACT

The estimated cost to print and mail the postcard to prospective local vendors is approximately $1,500 and the funds for this expense are included in the FY 2020-21 Budget in the Public Affairs Operation Expense section.

POLICY

Board Policy 517 – Financial Policies; Section on Policy for the Procurement of Services (including Construction), Supplies, and Equipment

- Section - Preferential Purchasing for Local Businesses:

  Authority staff will maintain a vendor database that will include, but not be limited to, local, small, and disadvantaged businesses (“Local, Small, and/or Disadvantaged Business”) within the Authority’s service area. Authority staff may provide preferences to Local, Small, and/or Disadvantaged Business as part of the selection process for non-professional services, supplies, and equipment, unless prohibited by Federal or State laws. If a Local, Small, and/or Disadvantaged Business is not the lowest bidder, then Authority staff may provide a preference of up to 10 percent over the lowest procured price when awarding a purchase involving Local, Small, and/or Disadvantaged Business. In
addition, Authority staff, on a biannual basis, will undertake outreach to communicate with the local vendor community to provide information on how to better access the Authority’s procurement process. In order to qualify for this local preference a Local, Small, and/or Disadvantaged Business must provide proof of having a current valid local business license and either (a) be an Authority rate payer in good standing for the past six months, or (b) receive Authority water service at its business location for the past six months, paid by a third party.

CONCLUSION
This is an information item only.