Finance and Personnel Committee Meeting  - September 2, 2020

1. Agenda Packet

Documents:

200902 AGENDA PACKET - POSTED 200828.PDF
Notice: Pursuant to Governor Newsom’s Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the 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:
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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.

   Consideration of Input on Strategic Plan Detailed Work Plan Objective CS5.002.00 – Engage Services of a Landscape Architecture Firm to Design Conceptual Improvements for Various Well Sites and Implement Improvements

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 16, 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.swetwater.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 28, 2020

SUBJECT: Consideration of Input on Strategic Plan Detailed Work Plan Objective CS5.002.00 – Engage Services of a Landscape Architecture Firm to Design Conceptual Improvements for Various Well Sites and Implement Improvements

SUMMARY

Through the approval of the FY 2020-21 Strategic Plan Detailed Work Plan (Annual Work Plan), the Board directed staff to engage the services of a landscape architecture firm to design conceptual improvements for various well sites. Specifically, the Board expressed concern about the appearance of Well Site # 8 (Eucalyptus Park at 5th Avenue and C Street), Well Site # 9 (4th Avenue at Park), and Well Site # 11 (Friendship Park adjacent to Library) – see attachment for vicinity maps and representational photos.

A landscape architecture firm, specializing in public design, can develop concepts that meet Board goals (such as screening, aesthetic improvements, community art, education, branding) while utilizing their expertise to deter unwanted activities or unintended consequences (such as graffiti, encampments, litter/debris, expensive maintenance, etc.).

Staff is seeking input on the project prior to issuing a Request for Qualifications (RFQ) to landscape architecture firms as outlined below:

1. Goals – what are the primary goals of the improvements (e.g., screening, aesthetic improvements, community art, education, branding)?
2. Selection criteria - what criteria should be emphasized in selecting the landscape architecture firm (e.g., experience with public projects, local preference, awards, experience with water facilities)?
3. Outreach – what outreach methods should be used to seek qualified firms? Are there specific firms that the Committee would like staff to contact?
4. Any other input

Per the Board Purchasing Policy, consultant contracts under $75,000 are selected by the General Manager. However, given the particular Board interest in the project, staff seeks direction on whether the Board would like to select the consultant and, if so,
Memo to: Governing Board (Finance and Personnel Committee)
Subject: Consideration of Input on Strategic Plan Detailed Work Plan Objective CS5.002.00 – Engage Services of a Landscape Architecture Firm to Design Conceptual Improvements for Various Well Sites and Implement Improvements

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whether the Board would like the consultant selection to go through the Finance and Personnel Committee or the Consultant Selection Committee.

PAST BOARD ACTIONS
June 24, 2020 The Governing Board approved the FY 2020-21 Strategic Plan Detailed Work Plan

FISCAL IMPACT
Currently, there is $50,000 budgeted for a landscape consultant to produce conceptual designs for identified sites. Costs of actual implementation, including installation of new water services, are unknown until designs are complete and cost estimates are developed.

POLICY
Strategic Plan Goal 4: Customer Service, Citizen Engagement and Community Relations (CS) – Provide high-quality customer service based on customer feedback and serve the community through education, outreach and partnerships

- Objective CS5: Implement project to improve the appearance of Authority facilities;
  - 002.00 – Engage the services of a landscape architect to design conceptual improvements for various well sites and implement improvements

Board Policy 517 – “Procurement of services in the amount of $75,000 or less may be approved by the General Manager or the General Manager’s Designee(s), provided that the Board authorized funds for the procurement within the annual budget.”

ALTERNATIVES
1. Provide input, if any, on the Request for Qualifications.

2. Determine whether the Board wishes to be involved in the consultant selection process.

3. If consultant selection is to be determined by the Board, determine whether the Finance and Personnel Committee or Consultant Selection Committee shall review proposals and/or interview consultants.
RECOMMENDATION

Staff recommends that the Governing Board: 1) provide input on the Request for Qualifications; 2) determine whether consultant selection should be made by Management (per Purchasing Policy) or by the Governing Board; and 3) if Consultant selection is being done by the Board, which committee should review the proposals and/or interview consultants.

ATTACHMENTS

1. Vicinity Maps
2. Representational Photos of Well Sites 8, 9 and 11
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SDF Well No. 8
Looking South from C Street
SDF Well No. 8 at 490 C Street, Chula Vista
Looking East from 5th Avenue
SDF Well No. 9 at 364 4th Avenue, Chula Vista
Looking West from 4th Avenue
SDF Well No. 11 at Friendship Park, Chula Vista
Looking East from 4th Avenue