

**South Bay Irrigation District Board Meeting - September 9, 2020**

1. Agenda Packet

Documents:

[200909 - SBID AGENDA PACKET - POSTED 200904.PDF](#)



**SOUTH BAY IRRIGATION DISTRICT**  
505 GARRETT AVENUE, POST OFFICE BOX 2328  
CHULA VISTA, CALIFORNIA 91912-2328  
(619) 420-1413 FAX (619) 425-7469  
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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, SEPTEMBER 9, 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](http://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**

“San Diego County Water Authority Business Plan,” presented by Jerry Reed, Director of Engineering, San Diego County Water Authority

**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 August 12, 2020

3. **APPROVAL OF DEMANDS AND WARRANTS**

4. **APPROVAL OF DIRECTORS’ ATTENDANCE AT MEETINGS AND FUTURE AGENDA ITEMS**

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## **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. JULY 2020 FINANCIAL REPORTS**

### **6. REPORTS BY DIRECTORS ON EVENTS ATTENDED**

Reports and discussion relating to events attended by the Directors

### **7. REPORT OF MANAGEMENT**

### **8. REPORT OF LEGAL COUNSEL**

### **9. 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.

### **10. 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.

### **11. ADJOURNMENT**

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*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](http://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](http://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](http://www.sweetwater.org/speakerform).*

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

**August 12, 2020**

The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, August 12, 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: Accounting Manager Karim Galeana, 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 none.

- **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 July 8, 2020

Director Castaneda made a motion, seconded by Director Cerda, that the Board approve the minutes of the July 8, 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 11810 through 11819. The motion carried unanimously.

4. **NEW BUSINESS**

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

Upon a motion made by Director Castaneda, seconded by Director Cerda, the following resolution:

**RESOLUTION NO. 643**

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

was passed and adopted by the following vote to wit:

Ayes: Directors Calderon-Scott, Castaneda, Cerda, Martinez, and Preciado  
Noes: None  
Absent: None  
Abstain: None

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

There were none.

**REPORTS AND INFORMATIONAL ITEMS**

6. **JUNE 2020 FINANCIAL REPORTS**

The report was provided for information only.

7. **QUARTERLY REPORT OF DIRECTORS' EXPENSES – FOURTH QUARTER**

The report was provided for information only

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

There were none.

**9. REPORT OF MANAGEMENT**

General Manager Berge reported on the Community Outreach expenses, including the purchase of South Bay Irrigation District branded hats and visors and the planned efforts within the upcoming public opinion poll to inform the Board on customer awareness and opinions about South Bay Irrigation District.

**10. REPORT OF LEGAL COUNSEL**

There was none.

**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 5:16 p.m.

\_\_\_\_\_  
Hector Martinez, President

Attest:

\_\_\_\_\_  
Ligia Perez, Board Secretary



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# South Bay Irrigation District

## Warrants July 2020

Warrant Number	Date	Amount	Payable	Description
11820	7/31/2020	20.09	AT&T Calnet 3	Telephone charge for July 2020
11821	7/31/2020	6.00	County of San Diego	LAFCO Cost for FY2020-21
11822	7/31/2020	92.35	Steven Castaneda	Director's fee for SBID Board meeting
11823	7/31/2020	340.00	Sweetwater Authority	Administrative Services for July 2020
11824	7/31/2020	92.35	Hector M. Martinez	Director's fee for SBID Board meeting
11825	7/31/2020	92.35	Jose Cerda	Director's fee for SBID Board meeting
11826	7/31/2020	92.35	Jose Preciado	Director's fee for SBID Board meeting
11827	7/31/2020	184.70	Josephine L. Calderon -Scott	Director's fee for SBID Board meeting

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**South Bay Irrigation District**  
 Fiscal Year 2020-21  
 Budget Summary as of July 31, 2020

	Current Month Actual	YTD Actual	YTD Budget	YTD % Over/Under	Total Annual Budget	Amount Remaining	% Remaining
Interest Revenue	17.51	17.51	60.00	-70.8%	1,140.00	1,122.49	98.5%
Non-Operating Income	0.00	0.00	0.00	100.0%	35,460.00	35,460.00	100.0%
Fund Transfer	0.00	0.00	0.00	100.0%	0.00	0.00	100.0%
<b>Revenues</b>	<b>17.51</b>	<b>17.51</b>	<b>60.00</b>	<b>-70.8%</b>	<b>36,600.00</b>	<b>36,582.49</b>	<b>100.0%</b>
Sweetwater Authority Staff	340.00	340.00	340.00	0.0%	4,080.00	3,740.00	91.7%
Office Supplies & Expenses	0.00	0.00	20.00	100.0%	20.00	20.00	100.0%
Conferences & Meetings	0.00	0.00	24.00	100.0%	170.00	170.00	100.0%
Membership Fees & Dues	6.00	6.00	10.00	-40.0%	950.00	944.00	99.4%
Directors Fees	600.00	600.00	400.00	50.0%	5,400.00	4,800.00	88.9%
Payroll Expense	45.90	45.90	42.00	9.3%	440.00	394.10	89.6%
Legal Fees & Costs	0.00	0.00	600.00	100.0%	7,200.00	7,200.00	100.0%
Audits & Accounting	0.00	0.00	0.00	100.0%	3,000.00	3,000.00	100.0%
General and Property Insurance	0.00	0.00	0.00	0.0%	2,510.00	2,510.00	0.0%
Workers Compensation Insurance	0.00	0.00	0.00	0.0%	90.00	90.00	0.0%
Telephone	20.09	20.09	20.00	0.5%	240.00	219.91	91.6%
Community Outreach	0.00	0.00	416.00	100.0%	5,000.00	5,000.00	100.0%
Elections & Public Info	0.00	0.00	0.00	100.0%	7,500.00	7,500.00	100.0%
<b>Operating Expenses</b>	<b>1,011.99</b>	<b>1,011.99</b>	<b>1,872.00</b>	<b>-45.9%</b>	<b>36,600.00</b>	<b>35,588.01</b>	<b>97.2%</b>

**South Bay Irrigation District**  
Monthly Treasurer's Report  
Accounting of Receipts, Disbursements and Fund Balances  
July 31, 2020

	General Fund	Investments	Totals
<b>Beginning Cash Balance</b>	\$ 14,152.88	\$ 63,756.32	\$ 77,909.20
Investments	-	-	-
Receipts	-	-	-
Interest	-	232.63	232.63
<b>Total Receipts</b>	<u>\$ -</u>	<u>\$ 232.63</u>	<u>\$ 232.63</u>
			-
Vendor Warrants	\$ 1,248.05	\$ -	\$ 1,248.05
Investments	\$ -	\$ -	\$ -
Bank Fees	-	-	-
<b>Total Disbursements</b>	<u>\$ 1,248.05</u>	<u>\$ -</u>	<u>\$ 1,248.05</u>
<b>Ending Cash Balance</b>	<u>\$ 12,904.83</u> <sup>(1)</sup>	<u>\$ 63,988.95</u> <sup>(2)</sup>	<u>\$ 76,893.78</u>
<b>Outstanding Items</b>			
Deposits	\$ -	\$ -	\$ -
Vendor Warrants	(92.35)	-	(92.35)
<b>Adjusted Fund Balances</b>	<u>\$ 12,812.48</u>	<u>\$ 63,988.95</u>	<u>\$ 76,801.43</u>

<sup>(1)</sup> Bank of America statement balance

<sup>(2)</sup> Managed pools, certificates of deposit, etc.

**South Bay Irrigation District**  
Investment Portfolio  
July 31, 2020

Issuer	Yield	Percent of Portfolio	Board Policy Limits	Total Portfolio	Book Value	Market Value
<b>Bank of America Demand Deposit</b>	0.000%	17%	5%	12,904.83	12,812.48	12,812.48
<b>Local Agency Investment Fund</b>	0.920%	83%	\$40 M	63,988.95	63,988.95	63,998.35
<b>Total Investment Portfolio</b>		100%		76,893.78	76,801.43	76,810.83

**Average Weighted Yield = 0.766%**

**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**