

South Bay Irrigation District Board Meeting - October 13, 2021

1. Agenda Packet

Documents:

[211013 SBID AGENDA PACKET - POSTED 211008.PDF](#)



SOUTH BAY IRRIGATION DISTRICT
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BOARD OF DIRECTORS
STEVE CASTANEDA
DIVISION 1
PAULINA MARTINEZ-PEREZ
DIVISION 2
JOSE PRECIADO
DIVISION 3
HECTOR MARTINEZ
DIVISION 4
JOSIE CALDERON-SCOTT
DIVISION 5

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 13, 2021 – 5:00 P.M.

Notice: This meeting will be held pursuant to Government Code section 54953(e)(1)(A), which provides waivers to certain Brown Act provisions during a proclaimed state of emergency when state or local officials have imposed or recommended measures to promote social distancing, and allows some or all of the Sweetwater Authority Board of Directors to attend this meeting telephonically or via video conference. Additionally, 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.

Public comments on non-agenda items or on any item of the agenda may be submitted in writing before the meeting OR provided verbally during the meeting via call-in option or an internet-based service option, as described below:

Providing written comments 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.

Providing verbal comments 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**
 - A. Regular Meeting of September 8, 2021
 - B. Special Meeting of September 22, 2021
3. **APPROVAL OF DEMANDS AND WARRANTS**

4. NEW BUSINESS

Consideration and Potential Direction to Staff Regarding Implementation of the Redistricting Process Based on 2020 U.S. Census Data

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. AUGUST 2021 FINANCIAL REPORTS

7. REPORTS BY DIRECTORS ON EVENTS ATTENDED

Reports and discussion relating to events attended by the Directors

A. Other Events Attended

8. REPORT OF LAFCO SPECIAL DISTRICTS ADVISORY COMMITTEE MEMBER

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.

SOUTH BAY IRRIGATION DISTRICT
MINUTES OF THE REGULAR MEETING
September 8, 2021

The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, September 8, 2021. Pursuant to Governor Newsom’s Executive Order N-08-21 this meeting was held via teleconference. President Preciado called the meeting to order at 5:01 p.m.

*(*Note: After calling the meeting to order, President Preciado 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 Preciado 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 (5:03 p.m.), Steve Castaneda, Hector Martinez, Paulina Martinez-Perez, and Jose Preciado

Directors Absent: None

Others Present: Interim General Manager Jennifer Sabine, Legal Counsel Nicholas Norvell, and Board Secretary Ligia Perez. Staff Present: Director of Finance Rich Stevenson.

• **PLEDGE OF ALLEGIANCE TO THE FLAG**

(Note: Director Calderon-Scott entered the meeting at 5:03 p.m.)

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

There were none.

• **PRESIDENT’S PRESENTATION**

“An Overview of the Redistricting Process,” presented by Nick Norvell, Associate, Best Best & Krieger

ACTION CALENDAR ITEMS

1. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA

Per Interim General Manager Sabine’s request, the Governing Board concurred to withdraw item 4 from the agenda.

2. APPROVAL OF MINUTES – Regular Meeting of August 11, 2021

Director Castaneda made a motion, seconded by Director Martinez-Perez, that the Board approve the minutes of the August 11, 2021 Regular meeting. The motion carried unanimously.

3. APPROVAL OF DEMANDS AND WARRANTS

Director Martinez-Perez made a motion, seconded by Director Martinez, that the Board approve warrants 11922 through 11928. The motion carried unanimously.

4. NEW BUSINESS

Association of California Water Agencies Region 10 Board Election 2022-2023 Term
This item was withdrawn from the agenda.

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

REPORTS AND INFORMATIONAL ITEMS

6. JULY 2021 FINANCIAL REPORTS

The report was provided for information only.

7. REPORTS BY DIRECTORS ON EVENTS ATTENDED

A. Other Events Attended
There were none.

9. REPORT OF MANAGEMENT

There was none.

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 Preciado adjourned the meeting at 5:30 p.m.

Jose Preciado, President

Attest:

Ligia Perez, Board Secretary

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

September 22, 2021

The Board of Directors of South Bay Irrigation District held a Special meeting on Wednesday, September 22, 2021. Pursuant to Governor Newsom’s Executive Order N-08-21 this meeting was held via teleconference. President Preciado called the meeting to order at 5:45 p.m.

*(*Note: After calling the meeting to order, President Preciado 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 Preciado 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, Hector Martinez, Paulina Martinez-Perez, and Jose Preciado

Directors Absent: None

Others Present: Interim General Manager Jennifer Sabine, Legal Counsel Nicholas Norvell, and Board Secretary Ligia Perez. Staff Present: Administrative Assistant Michael Garcia.

- **PLEDGE OF ALLEGIANCE TO THE FLAG**

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

There were none.

ACTION CALENDAR ITEMS

Association of California Water Agencies Region 10 Board Election 2022-2023 Term

Director Martinez made a motion, seconded by President Preciado, that the Board approve the ACWA Nominating Committee’s Recommended Slate for the Region 10 Board Election 2022-2023 Term. The motion carried unanimously.

- **DIRECTORS’ COMMENTS**

There were none.

- **ADJOURNMENT**

With no further business before the Board, President Preciado adjourned the meeting at 5:53 p.m.

Jose Preciado, President

Attest:

Ligia Perez, Board Secretary

South Bay Irrigation District
Warrants
August 2021

Warrant Number	Date	Amount	Payable	Description
11929	8/31/2021	104.00	Best Best & Krieger	Legal fees for July 31, 2021
11930	8/31/2021	277.05	Steven Castaneda	Director's fee for SBID Board meeting, Council of Water Utilities and Chula Vista Chamber of Commerce Utilities Subcommittee
11931	8/31/2021	340.00	Sweetwater Authority	Administrative Services for August 2021
11932	8/31/2021	92.35	Hector M. Martinez	Director's fee for SBID Board meeting
11933	8/31/2021	92.35	Jose Preciado	Director's fee for SBID Board meeting
11934	8/31/2021	92.35	Josephine L. Calderon-Scott	Director's fee for SBID Board meeting
11935	8/31/2021	92.35	Paulina Martinez-Perez	Director's fee for SBID Board meeting
		<u>1,090.45</u>		

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BOARD ACTION

TO: Board of Directors

FROM: Carlos Quintero, General Manager
Jennifer Sabine, Assistant General Manager

DATE: October 8, 2021

SUBJECT: Consideration and Potential Direction to Staff Regarding Implementation of the Redistricting Process Based on 2020 U.S. Census Data

SUMMARY

Every ten years, upon release of the U.S. Census data, the South Bay Irrigation District (District) is required to adjust the boundaries of its divisions through a process commonly known as “redistricting.” The redistricting process is affected by multiple legal requirements, standards, and sources of law. Ultimately, the Board of Directors is required to approve new division boundaries by resolution.

As an initial step in the process, the Board of Directors must establish how the redistricting process will be performed so that staffing, scheduling, and costs can be developed for this project.

Following the release of California’s 2020 U.S. Census data, the District must adjust its division boundaries to keep the population in each division as nearly equal as practicable. The purpose is to ensure that citizens have roughly the same voting power and representation as those of other divisions in a special district.

The primary goal of redistricting is to have the same percentage of total population in each division. However, perfect distribution is impractical, and some deviation is tolerable, or even necessary, based on certain secondary considerations: (a) topography, (b) geography, (c) cohesiveness, (d) contiguity, (e) integrity, (f) compactness, and (g) communities of interest.

The District’s Board of Directors is directly responsible for adjusting the District’s division boundaries. Typically draft plans are prepared by staff, a consultant, or a committee, but the ultimate responsibility to approve or adopt the redistricting plans remains with the Board of Directors.

Typically, new divisions must be adopted 180 days prior to the next general election for the Board of Directors. However, Senate Bill 574 (Glazer) was recently signed by the Governor and requires special districts to complete their redistricting process by

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April 17, 2022. Accordingly, the District's new divisions must be provided to the Registrar of Voters for its use in the election process by that date.

Special districts may choose to use an in-house geographic information systems (GIS) staff or contract with a consultant to facilitate the development of the redistricting maps. Following the 2010 Census, District staff coordinated all tasks needed to perform the redistricting process without outside consultants, and staff remains capable of performing that task if desired by the Board.

Prior to approving a new division map, the Board must receive comments on the redistricting plan prior to adoption, including at least two open and noticed public hearings—one for public comment on the plan and one at the time of adoption.

In addition, special districts may create one of the following types of commissions to either aid with or perform the redistricting process:

1. Advisory Commission – Commission holds meetings/workshops and takes input that is provided to the Board of Directors. The Board of Directors holds the required public hearings and makes the final decision on the map.
2. Independent Commission – Commission holds all public meetings and makes the final decision on the map. The Board of Directors has no approval authority.
3. Hybrid Commissions – Commission holds public meetings/workshops and makes recommendations on one or two maps. The Board of Directors can only adopt one of the recommended maps.

If a commission is created, then by law, its meetings are required to be open to the public, and the commission and its members must comply with certain requirements under the California Elections Code. The District must also have sufficient time to establish the commission, adopt rules or bylaws, recruit commission members, and for the commission to hold meetings and perform its redistricting-related responsibilities.

Under the recommended action identified below, the Board of Directors would direct District staff to coordinate the tasks necessary to complete the redistricting effort. Staff would coordinate the work to perform the technical GIS effort and provide redistricting plan options to the Board of Directors for consideration and approval. This alternative is believed to be the least costly.

Three alternative options are identified below. The first would be to hire a redistricting consultant to replace some or all of the staff effort described above. Services that could be provided by the consultant include:

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- Establishing and facilitating public outreach/meetings.
- Performing the technical analysis that generates the map options/recommendations.
- Presenting the options/recommendations to the Board of Directors for consideration.

This effort would likely be costlier but would reduce the amount of effort by staff. This approach will take longer in that a Request for Proposals and vendor selection process would be required before the efforts begin.

The second alternative is to develop an Advisory, Independent, or Hybrid Commission, and have staff or a consultant support the work of the commission. The specifics of how the commission would work, associated costs, and schedule are dependent on the approach determined by the Board of Directors.

The final alternative would be for the Board of Directors not to take action or provide direction at this meeting.

FISCAL IMPACT

Staff has direct access to the labor and necessary computer programs required to analyze and provide the necessary data for the Board to make any redistricting information without utilizing outside consultants. No computer software would need to be purchased. Staff estimates the project could be completed within 160 labor hours.

Should the Board of Directors desire to utilize a consultant and/or Commission to perform the redistricting analysis, the costs vary widely depending on the scope of work. Should the Board of Directors wish to utilize a process other than in-house staff, staff would need to further research the costs based on the process selected and report back to the Board of Directors at its next Board meeting.

ALTERNATIVES

1. Direct District staff to coordinate and perform all tasks related to the redistricting efforts.
2. Direct District staff to procure consulting services to perform some or all of the primary tasks related to the redistricting effort.

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3. Direct District staff to return with a plan to establish an Advisory, Independent, or Hybrid Commission, with District staff or a consultant supporting the work of the commission.
4. Provide no action or direction at this time.

RECOMMENDATION

Management recommends that the Board of Directors direct District staff to perform the work necessary for the redistricting process based on the release of the 2020 U.S. Census data.

South Bay Irrigation District
 Fiscal Year 2021-22
 Budget Summary as of August 31, 2021

	Current Month Actual	YTD Actual	YTD Budget	YTD % Over/Under	Total Annual Budget	Amount Remaining	% Remaining
Interest Revenue	0.00	0.00	50.00	100.0%	350.00	350.00	100.0%
Non-Operating Income	0.00	0.00	0.00	100.0%	29,858.00	29,858.00	100.0%
Fund Transfer	0.00	0.00	0.00	100.0%	0.00	0.00	100.0%
Revenues	0.00	0.00	50.00	100.0%	30,208.00	30,208.00	100.0%
Sweetwater Authority Staff	340.00	680.00	680.00	0.0%	4,080.00	3,400.00	83.3%
Office Supplies & Expenses	(19.99)	(19.99)	20.00	-200.0%	40.00	59.99	150.0%
Conferences & Meetings	0.00	0.00	0.00	100.0%	6.00	6.00	100.0%
Membership Fees & Dues	0.00	4.50	10.00	-55.0%	950.00	945.50	99.5%
Directors Fees	700.00	1,100.00	1,000.00	10.0%	6,600.00	5,500.00	83.3%
Payroll Expense	53.55	84.15	92.00	-8.5%	584.00	499.85	85.6%
Legal Fees & Costs	104.00	104.00	1,200.00	-91.3%	7,200.00	7,096.00	98.6%
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%	2,512.00	2,512.00	0.0%
Workers Compensation Insurance	0.00	0.00	0.00	0.0%	76.00	76.00	0.0%
Telephone	0.00	0.00	40.00	100.0%	160.00	160.00	100.0%
Community Outreach	0.00	0.00	832.00	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	1,177.56	1,952.66	3,874.00	-49.6%	30,208.00	28,255.34	93.5%

South Bay Irrigation District
 Monthly Treasurer's Report
 Accounting of Receipts, Disbursements and Fund Balances
 August 31, 2021

	General Fund	Investments	Totals
Beginning Cash Balance	\$ 58,176.08	\$ 44,293.81	\$ 102,469.89
Investments	-	-	-
Receipts	19.99	-	19.99
Interest	-	-	-
Total Receipts	<u>\$ 19.99</u>	<u>\$ -</u>	<u>\$ 19.99</u>
Vendor Warrants	\$ 621.55	\$ -	\$ 621.55
Investments	\$ -	\$ -	\$ -
Bank Fees	-	-	-
Total Disbursements	<u>\$ 621.55</u>	<u>\$ -</u>	<u>\$ 621.55</u>
Ending Cash Balance	<u>\$ 57,574.52</u> ⁽¹⁾	<u>\$ 44,293.81</u> ⁽²⁾	<u>\$ 101,868.33</u>
Outstanding Items			
Deposits	\$ -	\$ -	\$ -
Vendor Warrants	(1,277.05)	-	(1,277.05)
Adjusted Fund Balances	<u>\$ 56,297.47</u>	<u>\$ 44,293.81</u>	<u>\$ 100,591.28</u>

⁽¹⁾ Bank of America statement balance

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


South Bay Irrigation District
Investment Portfolio
August 31, 2021

Issuer	Yield	Percent of Portfolio	Board Policy Limits	Total Portfolio	Book Value	Market Value
Bank of America Demand Deposit	0.000%	57%	5%	57,574.52	56,297.47	56,297.47
Local Agency Investment Fund	0.221%	43%	\$40 M	44,293.81	44,293.81	44,299.43
Total Investment Portfolio		100%		101,868.33	100,591.28	100,596.90

Average Weighted Yield = 0.096%

Weighted Average Days to Maturity = 0

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.

 9/13/21

Rich Stevenson, Treasurer